



CITY OF SAN FERNANDO CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 5:00 PM
REGULAR MEETING – 6:00 PM
MONDAY, NOVEMBER 17, 2025

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

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

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

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

ROLL CALL

APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)

PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)

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

RECESS TO CLOSED SESSION

A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.8 - CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Subject Property: City -Property , APN 2521-031-901, 2521-031-902, 2521-031-903
(Parking Lot #3)

City Negotiator: Kanika Kith City Manager

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Negotiating Party: Severyn I. Aszkenazy, President Aszkenazy Development, Inc. and Rudy Ortega, Tribal President, Fernandeño Tataviam Band of Mission Indians

Under Discussion: Price, terms of payment as relates to development of property

B) 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)

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

REGULAR MEETING - PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

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

SUBMIT PUBLIC COMMENT IN PERSON

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

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

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

Meeting ID: 833 6022 0211

Passcode: 924965

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

CALL TO ORDER - REGULAR MEETING

6:00 P.M. (OPEN SESSION)

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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. ANNUAL PROCLAMATION
 - NATIONAL VETERANS & MILITARY FAMILIES MONTH – NOVEMBER 2025

DECORUM AND ORDER

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

PUBLIC STATEMENTS

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

Members of the public may submit comments by email to 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 ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-112 approving the Warrant Register.

2) 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.

3) CONSIDERATION TO APPROVE A FIRST AMENDMENT TO THE CONTRACT WITH IGNITE THE LIGHT OF HOPE FOUNDATION FOR FOOD DISTRIBUTIONS, HOME GROCERY DELIVERY, AND RELATED FUNDRAISING SUPPORT

Recommend that the City Council:

- a. Approve a first amendment with Ignite the Light of Hope Foundation (Contract No. 2412(a)) extending the agreement for one year to continue food distributions and direct to home grocery delivery services, and to provide related fundraising support; and
- b. Authorize the City Manager, or designee, to make non-substantive changes and execute the Agreement.

4) CONSIDERATION TO ADOPT A RESOLUTION APPROPRIATING MEASURE A FUNDS, AND APPROVE AMENDMENTS TO PROFESSIONAL SERVICES AGREEMENTS WITH HOME AGAIN LOS ANGELES AND NORTH VALLEY CARING SERVICES TO PROVIDE COMPREHENSIVE HOMELESS SERVICES

Recommend that the City Council:

- a. Adopt Resolution No. 8418 amending the Fiscal Year 2025-2026 Adopted Budget to appropriate Measure A Funds;
- b. Approve a Second Amendment with Home Again Los Angeles (Contract No. 2300(b)) to increase the maximum compensation by \$167,200 and extending the term for one year with an option to extend one additional year, to provide comprehensive homeless services;
- c. Approve First Amendment with North Valley Caring Services (Contract No. 2299(a)) to increase the maximum compensation by \$104,798, and extending the term for one year with an option to extend one additional year, to provide comprehensive homeless services; and

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- d. Authorize the City Manager, or designee, to make non-substantive edits and execute all related documents

5) CONSIDERATION TO ADOPT A RESOLUTION AMENDING FISCAL YEAR 2025-2026 SALARY PLAN FOR HOURLY EMPLOYEES, CITY COUNCILMEMBERS, CITY MANAGER AND POLICE CORPORALS AND IMPLEMENT CHANGES TO THE PART-TIME BARGAINING UNIT GROUP MEMORANDUM OF UNDERSTANDING

Recommend that the City Council:

- a. Adopt Resolution No. 8419, amending the Fiscal Year 2024-2025 Salary Plan for Hourly Employees, City Councilmembers, City Manager and Police Corporals and implement changes to the Part Time Bargaining Group Memorandum of Understanding; and
- b. Authorize the City Manager to make non-substantive corrections, and execute all related documents.

6) CONSIDERATION TO ADOPT A RESOLUTION AMENDING THE CITY'S CURRENT FISCAL YEAR 2024-2025 ANNUAL FEE SCHEDULE TO ESTABLISH A SPECIAL EVENT DAILY LICENSE FEE

Recommend that the City Council:

- a. Adopt Resolution No. 8422 amending the City's adopted Fiscal Year (FY) 2024-2025 Annual Fee Schedule to Establish a Special Event Daily License Fee for the City of San Fernando; and
- b. Authorize the City Manager, or designee, to waive applicable City special event fees for eligible vendors through the 2025 calendar year.

PUBLIC HEARING

7) A PUBLIC HEARING TO CONSIDER ADOPTING A RESOLUTION TO APPROVE A PROPOSED DRAFT AMENDMENT TO THE 6TH CYCLE (2021-2029) HOUSING ELEMENT TO UPDATE THE SITES INVENTORY TO ENSURE COMPLIANCE WITH THE STATE HOUSING ELEMENT LAW

Recommend that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, adopt Resolution No. 8420 amending the Sites Inventory of the 6th Cycle (2021-2029) Housing Element of the San Fernando General Plan by removing certain parcels and adding new sites to ensure compliance with State Housing Law pursuant to Government Code Sections 65580–65589.11.

ADMINISTRATIVE REPORTS

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8) DISCUSSION AND CONSIDERATION TO ADOPT A RESOLUTION APPROVING PROPOSED COMPREHENSIVE UPDATES TO THE CITY COUNCIL PROCEDURAL MANUAL

Recommend that the City Council:

- a. Adopt Resolution No. 8421 approving proposed comprehensive updates to the City Council Procedural Manual;
- b. Provide direction, as applicable.

9) RECEIVE INFORMATION ON THE FEASIBILITY OF IMPLEMENTING A MUNICIPAL IDENTIFICATION CARD PROGRAM

Recommend that the City Council:

- a. Receive information on the feasibility of implementing a Municipal Identification Card program; and
- b. Provide direction to staff, as necessary.

10) DISCUSSION AND CONSIDERATION TO TRANSITION THE DOWNTOWN MASTER PLAN TO A TARGETED IMPLEMENTATION PHASE AND AUTHORIZE THE CITY MANAGER OR DESIGNEE TO EXECUTE A FOURTH AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH DUDEK CONSULTING GROUP TO AMEND THE SCOPE OF WORK

Recommend that the City Council:

- a. Approve the Transition of the Downtown Master Plan to a Targeted Implementation Phase by preparing an Opportunity Site Analysis; and
- b. Authorize the City Manager or designee to execute a Fourth Amendment to the Professional Services Agreement with Dudek Consulting Group to amend the scope of work to transition the Downtown Master Plan effort to a Targeted Implementation Phase.

11) DISCUSSION AND CONSIDERATION TO CO-SPONSOR A SAN FERNANDO CHRISTMAS PARADE

This item was agendized by Councilmember Patty Lopez.

Recommend that the City Council discuss and consider to approve Co-Sponsorship of the event, alongside local organizations, businesses, and community members. This sponsorship would allow the use of the city's logo and provide an opportunity to promote the parade through the city's official channels and webpages, highlighting the city's support for community engagement and local economic activity.

12) DISCUSSION AND CONSIDERATION REGARDING SAFETY AND SECURITY PLAN MEASURES FOR PUBLIC MEETINGS

This item was agendized by Councilmember Patty Lopez.

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Recommend that the City Council discuss and consider implementing a security screening system and additional safety measures for official meetings, as well as post-meeting supervision to ensure the safety of the Mayor and Councilmembers. These measures will help protect officials while allowing the public to participate in meetings in a secure environment.

13) DISCUSSION AND CONSIDERATION TO ACCEPT A DONATION OF EIGHT AIR PURIFIERS THROUGH VETERANS SUPPORT INITIATIVE AND ALICIA BROADOUS DUNCAN MULTI-PURPOSE SENIOR CENTER

This item was agendized by Mayor Mary Mendoza.

Recommend that the City Council discuss and formally accept the donation of eight air purifiers, authorize staff to coordinate with the Resource Center to determine resident eligibility, and direct that the distribution be managed in partnership with Ms. Gail Wilson.

14) DISCUSSION AND CONSIDERATION REGARDING THE PROMOTION OF THE CITY'S PROGRAMS, RESOURCES, AND EVENTS

This item was agendized by Councilmember Victoria Garcia.

Recommend that the City Council discuss providing staff with direction to issue a Request for Proposal for the promotion of City programs, resources, and events.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT The meeting will adjourn to the next Regular Meeting on December 1, 2025.

AFFIDAVIT OF POSTING

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

Dated: _____ at: _____

Signed By: _____

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

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PRESENTATIONS - ANNUAL RECOGNITIONS

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Proclamation

NATIONAL VETERANS & MILITARY FAMILIES MONTH *November 2025*

WHEREAS, the United States of America has the greatest Armed Forces in the history of the world. To those who serve and those that serve alongside them — their families and caregivers — we owe a debt we can never fully repay;

WHEREAS, during National Veterans and Military Families Month, the City of San Fernando recognizes and thanks them for their indispensable contributions and immeasurable sacrifices in support of our national security;

WHEREAS, as we approach this season of thanksgiving, the City of San Fernando is grateful to millions of service members, veterans, military families, caregivers, and survivors who have served and continue to serve our Nation;

WHEREAS, our veteran and military families do so much and ask for little. They are strong and adaptable, changing course to accommodate the needs of our country, often foregoing personal wishes. They are capable and proud, holding down the home front during their loved one's deployments, coping through their absence and the risk of danger, and helping them readjust when they come home;

WHEREAS, the City of San Fernando honors Veterans and Military Families and their invaluable contributions; we share their pride in our Armed Forces; and we will never forget what they and their loved ones do for us.

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY proclaim the month of **NOVEMBER 2025** to be **NATIONAL VETERANS AND MILITARY FAMILIES MONTH** in the City of San Fernando and urge every resident to take time this month to show appreciation to the spouses, partners, children, caregivers, and survivors of our services members and veterans for their selfless sacrifice on behalf of the Nation.



Mary Mendoza
MARY MENDOZA
MAYOR

Maria Eugenia Solorio
MARY SOLORIO
VICE MAYOR

Joel Fajardo
JOEL FAJARDO
COUNCILMEMBER

Victoria Garcia
VICTORIA GARCIA
COUNCILMEMBER

Patty Lopez
PATTY LOPEZ
COUNCILMEMBER

November 17, 2025

THE CITY OF
SAN FERNANDO

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Regular Meeting San Fernando City Council

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: November 17, 2025

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 25-112 (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. 25-112, including:
Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 25-112

**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. 25-112**

**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 17th day of November 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. 25-112, 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 17th day of November 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 November 2025.

Julia Fritz, City Clerk

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11/13/2025 1:26:13PMVoucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242603	11/17/2025	894869 ACORN TECHNOLOGY SERVICES	12908		INFORMATION TECHNOLOGY MANAGE	
				13482	001-135-0000-4270	18,529.16
			12949		MS365 GOVERNMENT TENANT MIGRA'	
				13482	110-135-3752-4270	9,571.46
			12984		MS365 GOVERNMENT TENANT MIGRA'	
				13482	110-135-3752-4270	16,787.00
					Total :	44,887.62
242604	11/17/2025	888356 ADVANCED AUTO REPAIR	1733		VEHICLE MAINT., REPAIRS & MINOR B(	
				13520	041-320-0390-4400	198.00
			1735		VEHICLE MAINT., REPAIRS & MINOR B(	
				13520	041-320-0222-4400	233.62
					Total :	431.62
242605	11/17/2025	894315 AG LAWNMOWER SHOP	585		SMALL EQUIP. REPAIR (LAWNMOWERS	
				13521	043-390-0000-4310	46.06
					Total :	46.06
242606	11/17/2025	895071 AHMU, ANGELA P.	OCT 2025		STRETCH & STRENGTHING INSTRUCT	
					001-422-0000-4260	357.00
					Total :	357.00
242607	11/17/2025	100124 ALL-PHASE ELECTRIC SUPPLY CO.	0946-1124543		PARKING METER BATTERIES	
					029-230-0000-4300	331.50
					Total :	331.50
242608	11/17/2025	100143 ALONSO, SERGIO	OCT 2025		MMAPI INSTRUCTOR	
				13577	001-424-0000-4430	980.00
					Total :	980.00
242609	11/17/2025	100175 AMERICAN WATER WORKS ASSOC.	S0249775		MEMBERSHIP RENEWAL-00662165	
					070-384-0000-4370	336.00
					Total :	336.00
242610	11/17/2025	895194 AREVALO, MARIA	37-1405-09		WATER ACCT REFUND-737 GRIFFITH	
					070-2010	80.71

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242610	11/17/2025	895194 895194 AREVALO, MARIA	(Continued)		Total :	80.71
242611	11/17/2025	100222 ARROYO BUILDING MATERIALS, INC	314003		MISC. LOCAL HARDWARE SUPPLIES A	
				13522	001-311-0000-4300	350.75
			314016		MISC. LOCAL HARDWARE SUPPLIES A	
				13522	001-311-0000-4300	192.73
			314027		CREDIT FOR U-CART	
					001-311-0000-4300	-100.00
					Total :	443.48
242612	11/17/2025	892412 AT&T MOBILITY	287340014777X-110420		HR MANAGER CELL PHONE PLAN-OCT	
					001-133-0000-4220	50.44
					Total :	50.44
242613	11/17/2025	893939 AXON ENTERPRISES, INC	INUS393048		BODY/VEHICLE CAMERA SYSTEM AND	
				12579	010-225-3698-4500	27,413.07
					Total :	27,413.07
242614	11/17/2025	894842 BATTERY POWER INC	469049		BATTERY-WA7218	
					070-381-0000-4400	168.40
					Total :	168.40
242615	11/17/2025	892426 BEARCOM	5928552		MAINTENANCE AGREEMENT FOR RAD	
				13578	010-225-3698-4500	9,991.39
				13578	043-390-0000-4260	1,332.19
				13578	072-360-0000-4260	932.53
				13578	070-381-0000-4260	532.87
				13578	070-384-0000-4260	532.88
			5941015		MAINTENANCE AGREEMENT FOR RAD	
				13578	010-225-3698-4500	9,991.40
				13578	043-390-0000-4260	1,332.19
				13578	072-360-0000-4260	932.53
				13578	070-381-0000-4260	532.88
				13578	070-384-0000-4260	532.86
			5954250		MAINTENANCE AGREEMENT FOR RAD	
				13578	010-225-3698-4500	9,991.40
				13578	043-390-0000-4260	1,332.19

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CITY OF SAN FERNANDO

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242615	11/17/2025	892426 BEARCOM	(Continued)	13578	072-360-0000-4260	932.53
				13578	070-381-0000-4260	532.88
				13578	070-384-0000-4260	532.86
					Total :	39,965.58
242616	11/17/2025	891484 BERLOC SIGN CO.	19128		OFFICE NAME SIGNS	
					070-381-0000-4280	225.42
					043-390-0000-4300	112.71
					Total :	338.13
242617	11/17/2025	893591 BIOMEDICAL WASTE DISPOSAL	158254		BIOMEDICAL WASTE PICK-UP & DISPO	
					001-222-0000-4260	110.00
					Total :	110.00
242618	11/17/2025	887810 CALGROVE RENTALS, INC.	206251-1	13512	RENTAL OF LIGHT TOWER AND GENE	
					072-360-0000-4250	1,417.11
					Total :	1,417.11
242619	11/17/2025	892464 CANON FINANCIAL SERVICES, INC	41972614	13476	CANON COPIER LEASE FY 2025-2026-(	
					001-135-0000-4260	2,010.10
					Total :	2,010.10
242620	11/17/2025	895106 CANON U.S.A., INC.	6013584142	13498	CANON COPIER MAINTENANCE FY 202	
					001-135-0000-4260	1,654.17
					Total :	1,654.17
242621	11/17/2025	894600 CARGILL, INCORPORATED	2911399050	13505	NSF CERTIFIED BULK SALT FOR THE H	
			2911427672	13505	070-384-0000-4300	6,149.43
			2911543455	13505	NSF CERTIFIED BULK SALT FOR THE H	6,127.59
				13505	070-384-0000-4300	6,147.67
					Total :	18,424.69
242622	11/17/2025	891860 CARL WARREN & COMPANY	21051-21057;21059-68		REIMB TO ITF ACCT (LIABILITY CLAIMS	
					006-1037	44,233.15

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242622	11/17/2025	891860 891860 CARL WARREN & COMPANY	(Continued)			Total : 44,233.15
242623	11/17/2025	892206 CHARISMA DESIGN STUDIO, INC.	27813		MALL WALL REPAIR LETTERS	
					001-311-0000-4300	2,321.21
					Total :	2,321.21
242624	11/17/2025	894010 CHARTER COMMUNICATIONS	187702001-100725		PD 5G INTERNET SRVS-10/10-11/09	
					010-225-3698-4500	2,600.00
					Total :	2,600.00
242625	11/17/2025	893645 CHASE	32384		INTEREST PAYMENT-DEC 2025	
					070-385-0806-4405	6,697.04
					Total :	6,697.04
242626	11/17/2025	892542 CISNEROS, RAMIRO	39-2925-13		WATER ACCT REFUND-1243 MOTT	
					070-2010	93.68
					Total :	93.68
242627	11/17/2025	101957 CITY OF LOS ANGELES, FIRE DEPT	SF260000004		FIRE SERVICES - NOV 2025	
					001-500-0000-4260	265,444.92
					Total :	265,444.92
242628	11/17/2025	103029 CITY OF SAN FERNANDO	8069-8113		REIMB TO WORKER'S COMP ACCT	
					006-1038	25,616.23
					Total :	25,616.23
242629	11/17/2025	890893 CITY OF SAN FERNANDO	NOV 2025		CITY PROPERTY UTILITY BILLS	
			FY25/26		043-390-0000-4260	6,466.10
			FY25/26		FEE WAIVER: PLAZA COMUNITARIA SI	
					001-101-0112-4430	300.00
					FEE WAIVER: SMILING HEARTS WILLIA	
					001-101-0107-4430	189.25
					001-101-0103-4430	189.25
			JULY 2025-AZ		COMMISSIONER'S STIPEND DONATION	
					001-420-0000-4111	100.00
			JULY 2025-LR		COMMISSIONER'S STIPEND DONATION	
					001-420-0000-4111	100.00
			SEPT 2025-AZ		COMMISSIONER'S STIPEND DONATION	

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242629	11/17/2025	890893 CITY OF SAN FERNANDO	(Continued)			
			SEPT 2025-LR		001-420-0000-4111	100.00
					COMMISSIONER'S STIPEND DONATION	
					001-420-0000-4111	100.00
					Total :	7,544.60
242630	11/17/2025	894776 CLIMATE RESOLVE	INV-0581	13189	CARP II GRANT PARTNERS	
					110-150-0578-4270	1,025.81
					Total :	1,025.81
242631	11/17/2025	893824 COMPLETE OFFICE	4270256-0		BREAK ROOM SUPPLIES	
					001-222-0000-4300	276.54
					Total :	276.54
242632	11/17/2025	895193 CONTRERAS, CESAR	33-3390-05		WATER ACCT REFUND-1130 HOLLISTE	
					070-2010	77.60
					Total :	77.60
242633	11/17/2025	102003 COUNTY OF LOS ANGELES	RE-PW-25100601836		INDUSTRIAL WASTE CHARGES (IW)	
					072-360-0000-4450	4,189.96
					Total :	4,189.96
242634	11/17/2025	889794 CUELLAR, JULIE	OCT 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	100.00
242635	11/17/2025	893291 D & H WATER SYSTEMS	I2025-1395		SUPPLIES-CHLORINE ANALYZER- IX UI	
			I2025-1435		070-384-0000-4310	152.20
					SUPPLIES-CHLORINE ANALYZER- IX UI	
					070-384-0000-4310	48.47
					Total :	200.67
242636	11/17/2025	893969 DIAMOND ENVIRONMENTAL SERVICES	0006537856	13483	RENTAL OF PORTABLE RESTROOMS F	
					001-424-0000-4260	549.85
					Total :	549.85
242637	11/17/2025	891425 DIAZ, MARISOL	REIMB.		SUPPLIES FOR VARIOUS EVENTS	
					001-424-0000-4300	28.66

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242637	11/17/2025	891425 DIAZ, MARISOL	(Continued)			
					004-2346	188.63
					004-2385	34.88
					Total :	252.17
242638	11/17/2025	101063 EMPLOYMENT DEVELOPMENT	944-0936-4		UNEMPLOYMENT INS-PERIOD ENDING	
					001-190-0222-4132	380.40
					Total :	380.40
242639	11/17/2025	103851 EVERSOF, INC.	R2618526		WATER SOFTNER RENTAL-WELL 2A	
					070-384-0000-4260	66.92
					Total :	66.92
242640	11/17/2025	893800 FAJARDO, JOANNE	OCT 2025		ZUMBA GOLD INSTRUCTOR	
					001-422-0000-4260	344.00
					Total :	344.00
242641	11/17/2025	101144 FANTASY FLOWERS & BALLOONS	101125		PLANTS	
					004-2380	59.11
					Total :	59.11
242642	11/17/2025	894334 FRIEND, ERICA	OCT 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	100.00
242643	11/17/2025	892198 FRONTIER COMMUNICATIONS	209-150-5251-040172-		MWD METER (P.W.)	
			209-151-4939-102990-		070-384-0000-4220	43.19
					MUSIC CHANNEL	
					001-190-0000-4220	39.30
			209-188-4361-031792-		RCS PHONE LINES	
					001-420-0000-4220	129.18
			209-188-4362-031792-		POLICE PHONE LINES	
					001-222-0000-4220	3,057.20
			209-188-4363-031892-		VARIOUS PHONE LINES	
					001-190-0000-4220	787.33
			818-361-6728-080105-		ENGINEERING FAX LINE	
					001-310-0000-4220	46.17

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242643	11/17/2025	892198 FRONTIER COMMUNICATIONS	(Continued) 818-365-5097-120298-		POLICE NARCOTICS VAULT 001-222-0000-4220	45.65
			818-837-1509-032207-		PUBLIC WORKS PHONE LINE 001-190-0000-4220	46.17
			818-838-4969-021803-		POLICE DEPT ALARM PANEL 001-222-0000-4220	170.02
					Total :	4,364.21
242644	11/17/2025	894799 GALVAN, OSVALDO MIGUEL	102425		MUSICAL TRIO-SENIOR DANCE 11/22/2 004-2380	900.00
					Total :	900.00
242645	11/17/2025	894994 GARCIA, CHRISTIAN ANTONIO	OCT 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					Total :	100.00
242646	11/17/2025	892550 GOVEA, DAVID	JULY 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
			SEPT 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					Total :	200.00
242647	11/17/2025	894661 GRACIE GLOBAL LLC	INV-GST-33270027	13579	JIU JITSU INSTRUCTOR TRAINING 110-220-3622-4270	4,500.00
					Total :	4,500.00
242648	11/17/2025	894644 GRANICUS, LLC.	217632	13095	CITY WEBSITE REDESIGN & 5 YEARS I 121-105-3689-4270	10,816.00
					Total :	10,816.00
242649	11/17/2025	894407 GRAYBAR FINANCIAL SERVICES	19312986		NOV-VOIP MONTHLY LEASE PAYMENT 001-190-0000-4220	946.60
					001-222-0000-4220	946.60
					001-420-0000-4220	405.69
					070-384-0000-4220	405.69
					Total :	2,704.58

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242650	11/17/2025	101434 GUZMAN, JESUS ALBERTO	OCT 2025	13580	JESUS GUZMAN MMAP INSTRUCTOR F 004-2359	1,600.00
					Total :	1,600.00
242651	11/17/2025	888647 HDL SOFTWARE, LLC	SIN055525	13549	BUSINESS LICENSE ADMIN SERVICES- 001-130-0000-4260	7,656.17
					Total :	7,656.17
242652	11/17/2025	101512 HDL, COREN & CONE	SIN055949	13514	CONTRACT SERVICES - PROPERTY TA 001-130-0000-4270	1,864.76
					Total :	1,864.76
242653	11/17/2025	890594 HEALTH AND HUMAN RESOURCE	E0357145		EAP - DEC 2025 001-133-0000-4260	302.90
					Total :	302.90
242654	11/17/2025	893817 HERNANDEZ MOLINA, MARIO ALBERTO	OCT 2025	13581	MARIO HERNANDEZ MOLINA MMAP IN: 004-2359	960.00
					Total :	960.00
242655	11/17/2025	101511 HINDERLITER DE LLAMAS & ASSOC.	SIN054190	13582	SALES TAX & TRANSACTION (JULY-SEI 001-130-0000-4270	1,872.34
			SIN054911	13582	SALES TAX & TRANSACTION (JULY-SEI 001-130-0000-4270	600.00
					Total :	2,472.34
242656	11/17/2025	101529 HOME DEPOT 0609	REFUND		CHRISTMAS TREE LOT DEP REFUND 001-2710	1,461.90
					Total :	1,461.90
242657	11/17/2025	894775 IBARRA, SERGIO	REIMB.		STARBUCKS-HR INTERVIEWS FOR PO 001-133-0000-4370	38.80
					Total :	38.80
242658	11/17/2025	893804 INDUSTRIAL SHOEWORCS	T105-0061094	13550	ANNUAL SAFETY WORK BOOTS FOR F 070-381-0000-4325	214.37
					Total :	214.37

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242659	11/17/2025	891570 INNOVATIVE TELECOM. SYSTEMS	3618		PD LOBBY PHONE ISSUES 001-222-0000-4220	150.00
					Total :	150.00
242660	11/17/2025	892682 IPS GROUP, INC.	INV117491	13345	SMART PARKING METER 029-335-0000-4600	1,692.80
					Total :	1,692.80
242661	11/17/2025	891777 IRRIGATION EXPRESS	15317513-00		IRRIGATION SUPPLIES FOR REPAIRS #	
			15320242-00	13533	070-383-0000-4310	2,136.28
			15321029-00	13533	IRRIGATION SUPPLIES FOR REPAIRS #	237.17
				13533	070-383-0000-4310	586.99
					Total :	2,960.44
242662	11/17/2025	894823 KARINA SWEEPING LLC	0044		SWEEPING SERVICES-PARKING LOTS,	
				13534	029-335-0000-4260	7,200.00
					Total :	7,200.00
242663	11/17/2025	102007 L.A. COUNTY SHERIFFS DEPT.	260710BL		PRE-PACKAGED, PREPARED INMATE M	
				13551	001-225-0000-4350	574.26
					Total :	574.26
242664	11/17/2025	101971 L.A. MUNICIPAL SERVICES	494-750-1000		WATER-12900 DRONFIELD	
			657-750-1000		070-384-0000-4210	125.24
					ELECTRIC - 14060 SAYRE	
					070-384-0000-4210	2,059.65
					Total :	2,184.89
242665	11/17/2025	889095 LAFD - C.U.P.A.	IN0374126		FY25/26-HAZ MAT FEES-120 MACNEIL	
			IN0374503		072-360-0000-4260	3,082.00
					FY25/26-HAZMAT PERMIT FEES-910 FIF	
					072-360-0000-4260	26.00
					Total :	3,108.00
242666	11/17/2025	893218 LAZARO, ERNESTO	OCT 2025		MMAPI INSTRUCTOR	
				13583	004-2359	720.00

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242666	11/17/2025	893218 LAZARO, ERNESTO	(Continued) SEPT 2025		MMAPI INSTRUCTOR	
				13583	004-2360	720.00
					Total :	1,440.00
242667	11/17/2025	101920 LIEBERT CASSIDY WHITMORE	12420		CONSORTIUM RECORDING (WEBINAR	
			12421		001-133-0000-4270	75.00
			305418		CONSORTIUM RECORDING (WEBINAR	
			306415		001-133-0000-4360	75.00
			306416		LEGAL SERVICES	
			306417		001-112-0000-4270	93.00
					LEGAL SERVICES	
					001-112-0000-4270	3,127.00
					LEGAL SERVICES	
					001-112-0000-4270	139.50
					LEGAL SERVICES	
					001-112-0000-4270	372.00
					Total :	3,881.50
242668	11/17/2025	895191 M BARBA JR, SALVADOR	50-4200-02		WATER ACCT REFUND-1011 SHADOW I	
					070-2010	43.63
					Total :	43.63
242669	11/17/2025	894255 MARINE CORPS LEAGUE OF THE	FY25/26		CIF: ANNUAL MARINE CORPS BAL	
					053-101-0114-4430	500.00
					Total :	500.00
242670	11/17/2025	894780 MARISCAL NAVARRO, SONIA	JULY 2025		COMMISSIONER'S STIPEND	
			SEPT 2025		001-420-0000-4111	100.00
					COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	200.00
242671	11/17/2025	895202 MAZARIEGOS, ANGEL	PL2403632		PLAN CHECK REFUND	
					001-3705-0000	2,237.44
					055-3315-0000	223.74
					001-2205	690.00

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242671	11/17/2025	895202 MAZARIEGOS, ANGEL	(Continued)		001-3706-0000 055-3719-0154	140.76 225.24 Total : 3,517.18
242672	11/17/2025	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE 007-440-0441-4220	40.37 Total : 40.37
242673	11/17/2025	893200 MCKESSON MEDICAL-SURGICAL	24468941		MEDICAL SUPPLIES 001-225-0000-4350	158.19 Total : 158.19
242674	11/17/2025	102226 MISSION LINEN SUPPLY	524834028 524874821	13499 13499	LAUNDRY SERVICES FOR PD 001-225-0000-4350 LAUNDRY SERVICES FOR PD 001-225-0000-4350	334.45 334.45 Total : 668.90
242675	11/17/2025	893934 MORA, JUAN LUIS	MCB-1025	13493	BASEBALL PROGRAM CONSULTANT 001-423-0000-4260	4,280.00 Total : 4,280.00
242676	11/17/2025	894004 MURILLO, NICHOLAS	REIMB.		K9 FOOD & SUPPLIES 001-225-0000-4300	317.53 Total : 317.53
242677	11/17/2025	102325 NAPA AUTO PARTS	212265 212415		VEHICLE MAINT-PK0083 041-320-0390-4400 VEHICLE MAINT-PD4540 041-320-0222-4400	10.49 296.36 Total : 306.85
242678	11/17/2025	102336 NATIONAL CONSTRUCTION RENTALS	7988349		FENCE RENTAL-13441 FOOTHILL 070-384-0000-4260	142.66 Total : 142.66
242679	11/17/2025	894645 NINJA NINJA	OCT & NOV 2025		MARTIAL ARTS INSTRUCTOR- NINJA N	

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242679	11/17/2025	894645 NINJA NINJA	(Continued)	13575 13575	001-423-0000-4260 001-423-0000-4300	1,071.00 170.00 Total : 1,241.00
242680	11/17/2025	894100 ODP BUSINESS SOLUTIONS , LLC	441457825001 441475903001 443006096001 44306797001 444594442001 444757892001 444763083001 44585766001 445904328001 445904332001		OFFICE SUPPLIES 001-222-0000-4300 OFFICE SUPPLIES 001-222-0000-4300 OFFICE SUPPLIES 043-390-0000-4300 070-381-0000-4280 OFFICE SUPPLIES 043-390-0000-4300 OFFICE SUPPLIES 070-381-0000-4280 043-390-0000-4300 OFFICE SUPPLIES 001-130-0000-4300 HP TONER 001-130-0000-4300 OFFICE SUPPLEIS 001-222-0000-4300 OFFICE SUPPLIES 001-222-0000-4300 OFFICE SUPPLIES 001-222-0000-4300	137.80 55.66 24.40 24.40 10.43 62.13 17.63 148.72 247.84 266.39 101.78 55.23 Total : 1,152.41
242681	11/17/2025	894870 ONYX PAVING COMPANY INC	24-064-R		RETENTION RELEASE-FOG SEAL COA 012-2037 024-2037	5,086.47 22,176.75 Total : 27,263.22
242682	11/17/2025	890095 O'REILLY AUTOMOTIVE STORES INC	2665-100561 4605-257720	13524	VEHICLE SVC., MAINT. & REPAIR PART 070-383-0000-4400 VEHICLE SVC., MAINT. & REPAIR PART	15.35

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242682	11/17/2025	890095 O'REILLY AUTOMOTIVE STORES INC	(Continued)			
			4605-257724	13524	041-320-0225-4400 VEHICLE SVC., MAINT. & REPAIR PART	82.72
			4605-257725	13524	041-320-0222-4400 VEHICLE SVC., MAINT. & REPAIR PART	115.97
			4605-257778	13524	043-390-0000-4300 VEHICLE SVC., MAINT. & REPAIR PART	11.59
			4605-258273	13524	041-1215 VEHICLE SVC., MAINT. & REPAIR PART	53.01
			4605-258850	13524	070-383-0000-4400 VEHICLE SVC., MAINT. & REPAIR PART	262.52
				13524	041-320-0312-4400	12.14
					Total :	553.30
242683	11/17/2025	893984 ORTEGA, ADAN	OCT 2025		MWD REPRESENTATIVE STIPEND 001-101-0000-4111	250.00
					Total :	250.00
242684	11/17/2025	892958 PADILLA'S AUTO CENTER	102525		REPLA/C COMPRESSOR PULLEY & BE 041-320-0312-4400	1,500.00
					Total :	1,500.00
242685	11/17/2025	892360 PARKING COMPANY OF AMERICA	INVM0020224	13556	PUBLIC TRANSPORTATION SERVICES 007-440-0442-4260	50,211.29
					Total :	50,211.29
242686	11/17/2025	889545 PEREZ, MARIBEL	REIMB.		PROGRAM SUPPLIES 001-423-0000-4300	574.70
					Total :	574.70
242687	11/17/2025	895002 PORTA-STOR	464336		MCB STORAGE BIN RENTAL-OCT 2025 001-423-0000-4260	82.00
					Total :	82.00
242688	11/17/2025	889264 PRECISION CONCRETE CUTTING	CSF 101325-12	13337	CITYWIDE SIDEWALK ASSESSMENT 121-311-0866-4600	24,174.56
			CSF 102025-13		CITYWIDE SIDEWALK ASSESSMENT	

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242688	11/17/2025	889264 PRECISION CONCRETE CUTTING	(Continued)			
				13337	121-311-0866-4600	16,721.72
					Total :	40,896.28
242689	11/17/2025	102688 PROFESSIONAL PRINTING CENTERS	23853	13557	PRE PRINTED FORMS & ENVELOPES 001-222-0000-4300	281.78
					Total :	281.78
242690	11/17/2025	890004 PTS	2147286		PD PAY PHONE - NOV 2025 001-190-0000-4220	88.00
					Total :	88.00
242691	11/17/2025	102707 PUEBLO Y SALUD, INC	FY25/26		CIF: HOLIDAY FOOD DISTRIBUTION 053-101-0113-4430	500.00
					Total :	500.00
242692	11/17/2025	894306 QUENCH USA, INC.	INV09735945		DRINKING WATER 001-222-0000-4300	123.49
					Total :	123.49
242693	11/17/2025	894891 RAUL'S CATERING LLC	1304		CATERING SRVS-MEMORIAL DAY CERI 001-424-0000-4260	800.00
					Total :	800.00
242694	11/17/2025	895120 RODRIGUEZ, MARCELA I.	JULY 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
			SEPT 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					Total :	200.00
242695	11/17/2025	890362 RTB BUS LINE	25-377	13584	BUS TRANSPORTATION FOR DAYCAMf 007-440-0443-4260	1,498.00
			25-383	13584	BUS TRANSPORTATION FOR DAYCAMf 007-440-0443-4260	1,498.00
					Total :	2,996.00
242696	11/17/2025	895192 SALAZAR, PASCUAL	62-1872-05		WATER ACCT REFUND-1622 FOURTH 070-2010	33.62

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242696	11/17/2025	895192 895192 SALAZAR, PASCUAL	(Continued)			Total : 33.62
242697	11/17/2025	891253 SAN FERNANDO SMOG TEST ONLY	4141		SMOG TEST- EL0510 (E1475389)	
			4163		041-320-0000-4450	69.95
					SMOG TEST- PD8399 (6S17528)	
					041-320-0000-4450	69.95
					Total :	139.90
242698	11/17/2025	103057 SAN FERNANDO VALLEY SUN	19115		LEGAL AD: 1ST READING-ORD NO 173:	
			19133		001-115-0000-4230	54.00
			19139		LEGAL AD: 1ST READING- ORD NO 173	
			19142		001-115-0000-4230	125.00
			19143		PH: AMEND 6TH CYCLE HOUSING ELEI	175.00
					001-115-0000-4230	150.00
					LEGAL AD: 2ND READING-ORD NO 173	
					001-115-0000-4230	70.00
					RFP: STRATEGIC PLAN DEVEL SERVIC	
					001-115-0000-4230	574.00
242699	11/17/2025	103064 SAN GABRIEL VALLEY CITY	111925		(3) RGSTRS-MONTHLY MEETING	
					001-105-0000-4370	80.00
					001-150-0000-4370	40.00
					Total :	120.00
242700	11/17/2025	890541 SANCHEZ, FLOR	OCT 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	100.00
242701	11/17/2025	894125 SANCHEZ, NATASHA	OCT 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	100.00
242702	11/17/2025	103184 SMART & FINAL	194		SUPPLIES FOR DAY OF DEAD EVENT	
			58		001-424-0000-4300	82.61
			651		BREAK ROOM SUPPLIES	
					001-222-0000-4300	59.01
					BEVERAGES-OPERATION SAFE HALLC	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242702	11/17/2025	103184 SMART & FINAL	(Continued)			
					001-222-0000-4300	29.64
					Total :	171.26
242703	11/17/2025	894871 SMART LINK-WEATHERMATIC	21CFD9A6-0002		SUBSCRIPTION-SMART LINK IRRIG CC	
					043-390-0000-4310	385.00
					Total :	385.00
242704	11/17/2025	895190 SMS GENERATORS LLC	124105		GENERATOR SRVS-EL GRITO EVENT	
					001-424-0000-4260	1,003.00
					Total :	1,003.00
242705	11/17/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC-VARIOUS LOCATIONS	
					027-344-0000-4210	11,362.79
					029-335-0000-4210	3,824.45
					070-384-0000-4210	18,236.91
					074-320-0000-4210	792.97
					043-390-0000-4210	10,013.54
			700136176526		ELECTRIC-METER FOR MALL-MACLAY	
					030-341-0000-4210	21.82
					Total :	44,252.48
242706	11/17/2025	893935 STAGE PLUS INC	390525-1SANFERN_DIA	13525	STAGE & SOUND PRODUCTION FOR C	
			390825-1_TREE	13525	001-424-0000-4260	7,487.00
					STAGE & SOUND PRODUCTION FOR C	
					001-424-0000-4260	8,000.00
					Total :	15,487.00
242707	11/17/2025	894275 STAPLES, INC.	6045565057		OFFICE SUPPLIES	
					001-190-0000-4300	102.67
					Total :	102.67
242708	11/17/2025	100532 STATE OF CALIFORNIA, DEPARTMENT OF JU	848391	13558	DOJ LIVESCAN FINGERPRINTING SER	
				13558	004-2386	2,660.00
					001-222-0000-4270	158.00
			8503212		FINGER PRINTS - SEPT 2025	
					001-133-0000-4270	32.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242708	11/17/2025	100532	100532 STATE OF CALIFORNIA, DEPARTMENT O (Continued)			Total : 2,850.00
242709	11/17/2025	894649	STERLING ADMINISTRATION		FSA FUNDING CONTRIBUTION 004-2365	908.75
			894752		FSA FUNDING CONTRIBUTION 004-2365	908.75
					Total :	1,817.50
242710	11/17/2025	893955	TALLEY, BRIDGET LAINE		CHAIR YOGA INSTRUCTOR 001-422-0000-4260	273.00
			OCT 2025		Total :	273.00
242711	11/17/2025	890898	TETRA MECHANICAL SERVICE INC		ROUTINE MAINT. & EMERG. A/C REPAI 043-390-0000-4260	3,375.00
			I1442	13565	ROUTINE MAINT. & EMERG. A/C REPAI 043-390-0000-4260	425.00
			I1443	13565	ROUTINE MAINT. & EMERG. A/C REPAI 043-390-0000-4260	4,250.00
					Total :	8,050.00
242712	11/17/2025	101528	THE HOME DEPOT CRC		MATL'S TO REPAIR A/C @ PD 043-390-0000-4310	44.18
			1803643		MATL'S TO REPAIR A/C @ PD 043-390-0000-4310	143.63
			1900462	13516	SOLAR WATER SOFTENER SALT CRYST 070-384-0000-4310	2,839.78
			5535207		SINK FAUCETS-LP GYM 043-390-0000-4310	195.23
			7510610		SMALL HAND TOOLS FOR MAINT 043-390-0000-4340	100.79
					Total :	3,323.61
242713	11/17/2025	894052	THE LANGUAGE PROS, INC.		LANGUAGE SERVICES 001-115-0000-4270	1,200.00
			2018	13535	LANGUAGE SERVICES 001-115-0000-4270	600.00
					Total :	1,800.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242714	11/17/2025	895121	TREVIAPAY		BIT HOLDER/LOCKING BIT STRIPPER 041-320-0000-4300	332.19
					Total :	332.19
242715	11/17/2025	101028	TYLER TECHNOLOGIES, INC.		ERP SOFTWARE AND IMPLEMENTATIO 121-135-3689-4260	2,800.00
				13365	Total :	2,800.00
242716	11/17/2025	887939	ULINE SHIPPING SUPPLIES		SAFETY GEAR FOR STAFF 070-383-0000-4310	1,077.85
			199666871		070-384-0000-4310	307.95
					Total :	1,385.80
242717	11/17/2025	103445	UNDERGROUND SERVICE ALERT		(115) SNF01 NEW TICKET CHARGES 070-381-0000-4260	233.34
					072-360-0000-4260	233.33
					001-370-0000-4310	233.33
			25-261522		CA STATE FEE-REGULATORY COSTS 070-381-0000-4260	28.60
					072-360-0000-4260	28.61
					001-370-0000-4310	28.61
					Total :	785.82
242718	11/17/2025	893746	UNISHIELD		SAFETY SUPPLIES 070-383-0000-4310	417.19
			INV-108015		Total :	417.19
242719	11/17/2025	892612	URBAN FUTURES, INC		CONTINUING DISCLOSURE & COMPLI 012-190-0000-4265	1,100.00
				13585	070-385-0806-4270	1,100.00
				13585	018-190-0000-4265	1,000.00
				13585	070-180-0000-4265	500.00
				13585	072-180-0000-4265	500.00
					Total :	4,200.00
242720	11/17/2025	894888	US BANCORP SERVICE CENTER INC		CITY COUNCIL SUPPLIES 001-101-0000-4300	85.31

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242720	11/17/2025	894888 US BANCORP SERVICE CENTER INC	(Continued) 102325		SENIOR DANCE SUPPLIES 004-2380	526.10
			102325		AD: DEPUTY CITY MANAGER RECRUIT 001-133-0000-4230	220.00
			102425-1		PUBLIC HEALTH PERMIT-DIA DE LOS M 004-2385	910.00
			102425-2		SERVICE FEE 004-2385	20.20
			102525		LODGING-CACEO 2025 CODE ENFORC 001-152-0000-4370	604.77
			102625		LODGING-CACEO 2025 CODE ENFORC 001-152-0000-4370	604.77
			102925		JACK HAMMER ATTACHMENT 070-383-0000-4340	702.76
			103025		(2) ADMISSION TICKETS-EDDY AWARD 001-107-0000-4370	1,900.00
			103125		GLOVES 001-152-0000-4300	19.88
			110125		PHOTO SRVS-DIA DE LOS MUERTOS E 004-2385	600.00
			110325		MONTHLY EMAIL- NOV 2025 001-135-0000-4260	2,242.09
			110425-1		COOLING CENTER SUPPLIES 001-420-0000-4300	121.52
			110425-2		COOLING CENTER SUPPLIES 001-420-0000-4300	22.08
			110425-3		COOLING CENTER SUPPLIES 001-420-0000-4300	358.50
			110525		RGSTR- CA. LAND USE LAW & PLAN C 001-150-0000-4370	1,100.00
			110525-1		TONNEAU COVER FOR 2025 FORD RAI 070-381-0000-4400	704.99
			110525-2		GARDEN ARCH-SPECIAL EVENTS 004-2385	60.76
Total :						10,803.73

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242721	11/17/2025	894888 US BANCORP SERVICE CENTER INC	101625		RGSTR--NARCOTICS ON PATROL TRAI 001-225-0000-4360	185.00
			102025		K9 PROGRAM STICKERS 001-225-0000-4300	197.00
			102125		COMPRESSOR 029-230-0000-4300	385.65
			102225		LUNCH-SERGEANT/CORPORAL INTER' 001-222-0000-4370	139.67
			102225		REPLACEMENT KEY CARDS 001-222-0000-4300	88.40
			102225		CAR WASH TICKETS 001-222-0000-4320	1,079.60
			102325-1		LODGING-STC MANAGER'S TRAINING 001-225-0000-4360	360.04
			102325-2		LODGING-STC MANAGER'S TRAINING 001-222-0000-4360	360.04
			102525		WORKOUT EQUIPMENT 110-220-3622-4300	1,921.60
Total :						4,717.00
242722	11/17/2025	894888 US BANCORP SERVICE CENTER INC	091925		FOOD FOR EXECUTIVE RETREAT 001-105-0000-4300	173.09
			092325		SODAS & WATER FOR CITY COUNCIL 001-101-0000-4370	94.83
			092325		FOOD FOR EXECUTIVE RETREAT 001-105-0000-4300	50.29
			092325		FOOD FOR EXECUTIVE RETREAT 001-105-0000-4300	53.30
			102125		DINNER FOR CC MTG 10/27/25 001-101-0000-4370	82.88
			102625		FLOWERS-RECOG MEETING 001-101-0000-4300	24.62
Total :						479.01
242723	11/17/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_ 10/09-11/08/25	13518	SEWER OVERFLOW MONITORING SEF 072-360-0000-4260	770.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242723	11/17/2025	893740 893740 UTILITY SYSTEMS SCIENCE &	(Continued)			Total : 770.00
242724	11/17/2025	895195 VERGARA, IGNACIO	54-0332-09		WATER ACCT REFUND - 827 GRISWOL 070-2010	103.72 Total : 103.72
242725	11/17/2025	100101 VERIZON WIRELESS-LA	6126923355 6126935109		PD CELL PHONE PLANS 001-222-0000-4220 CITY YARD STANDBY PHONE PLAN 072-360-0000-4220	522.36 36.82 Total : 559.18
242726	11/17/2025	890970 WEX BANK	108359773		FUEL FOR FLEET 041-320-0152-4402 041-320-0221-4402 041-320-0222-4402 041-320-0224-4402 041-320-0225-4402 041-320-0228-4402 041-320-0311-4402 041-320-0312-4402 041-320-0320-4402 041-320-0370-4402 041-320-0390-4402 041-320-0420-4402 070-382-0000-4402 070-383-0000-4402 070-384-0000-4402 072-360-0000-4402	99.54 550.46 559.40 969.52 3,973.73 887.13 2,193.58 442.93 261.58 1,441.03 2,818.75 90.30 1,314.77 993.25 267.60 775.19 Total : 17,638.76
242727	11/17/2025	890534 WHENTOWORK, INC.	60694185-60-12-PRO-2		ONLINE SCHEDULING SERVICE 001-420-0000-4260	583.00 Total : 583.00
242728	11/17/2025	892390 WILMINGTON TRUST	115494-007		COP 2016 INTEREST PYMNT 012-310-0000-4410	33,593.75

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242728	11/17/2025	892390 WILMINGTON TRUST	(Continued) 115494-007		012-1041 TRUSTEE FEE 012-190-0000-4265	-619.61 2,797.75 Total : 35,771.89
242729	11/17/2025	890008 WOODWARD, BRIAN	REIMB.		PER DIEM-NEXT LEVEL LEADERSHIP T 001-224-0000-4360	30.00 Total : 30.00
127 Vouchers for bank code : bank3						Bank total : 865,816.57
127 Vouchers in this report						Total vouchers : 865,816.57

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SPECIAL CHECK

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242175	10/1/2025	894452 ABDALLAH, MARIA G.	25-Oct		CALPERS HEALTH REIMB 001-180-0000-4127	2,157.72
Total :						2,157.72
1 Vouchers for bank code :		bank3			Bank total :	2,157.72
1 Vouchers in this report		Total vouchers :				2,157.72

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242330	10/17/2025	103029 CITY OF SAN FERNANDO	7907-7999		REIMB. TO WORKER'S COMP ACCT 006-1038	44,058.56
					Total :	44,058.56
242331	10/17/2025	895082 MEJIA, DINORA	FY24/25 CDBG SBAG PR		SMALL BUS. ASSISTANCE GRANT PRO 026-107-0185-4450	6,580.00
					Total :	6,580.00
242332	10/17/2025	895175 UN REGALO DIVINO ORGANIZATION	FY 2025-2026		CIF: FUNDRAISER EVENT 053-101-0112-4430	200.00
					Total :	200.00
		3 Vouchers for bank code :	bank3		Bank total :	50,838.56
		3 Vouchers in this report			Total vouchers :	50,838.56

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242333	10/23/2025	103029 CITY OF SAN FERNANDO	8000-8068		TO REIMB. WORKERS COMP ACCT 006-1038	63,189.46
					Total :	63,189.46
242334	10/23/2025	894408 RINCON CONSULTANTS INC	69607		CLIMATE ACTION & RESILIENCE PLAN 110-150-0578-4270	16,075.75
			69690	13199	SAN FERNANDO COMPREHENSIVE HC	
				13422	110-150-0572-4270	88,594.81
					Total :	104,670.56
		2 Vouchers for bank code :	bank3		Bank total :	167,860.02
		2 Vouchers in this report			Total vouchers :	167,860.02

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242335	10/23/2025	103648 CITY OF SAN FERNANDO	P/R 10-24-25		REIMBURSEMENT FOR PAYROLL W/E	
					001-1003	593,530.37
					002-1003	134.92
					007-1003	2,438.71
					017-1003	2,499.82
					027-1003	5,054.13
					029-1003	3,683.11
					041-1003	8,440.06
					043-1003	28,490.79
					070-1003	64,749.77
					072-1003	23,031.01
					094-1003	1,177.03
					110-1003	2,159.91
					Total :	735,389.63
1	Vouchers for bank code :	bank3			Bank total :	735,389.63
1	Vouchers in this report				Total vouchers :	735,389.63

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242336	11/1/2025	100286 BAKER, BEVERLY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
242337	11/1/2025	100916 DEIBEL, PAUL	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
242338	11/1/2025	101926 LILES, RICHARD	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
242339	11/1/2025	102126 MARTINEZ, MIGUEL	25-Nov		CALPERS HEALTH REIMB 070-180-0000-4127	768.52
					Total :	768.52
242340	11/1/2025	894908 NAVARRO, NORMA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	284.25
					Total :	284.25
242341	11/1/2025	891354 RAMIREZ, ROSALINDA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08
242342	11/1/2025	892782 TIGHE, DONNA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	185.08
					Total :	185.08
7 Vouchers for bank code : bank3						Bank total : 2,560.58
7 Vouchers in this report						Total vouchers : 2,560.58

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
242343	11/1/2025	894452 ABDALLAH, MARIA G.	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,157.72	
							Total : 2,157.72
242344	11/1/2025	100091 AGORICHAS, JOHN	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40	
							Total : 1,011.40
242345	11/1/2025	895025 AGUILAR, MARY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	185.08	
							Total : 185.08
242346	11/1/2025	100104 ALBA, ANTHONY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40	
							Total : 1,011.40
242347	11/1/2025	100260 AVILA, FRANK	25-Nov		CALPERS HEALTH REIMB 041-180-0000-4127	1,695.04	
							Total : 1,695.04
242348	11/1/2025	100306 BARNARD, LARRY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	965.00	
							Total : 965.00
242349	11/1/2025	100346 BELDEN, KENNETH M.	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	965.00	
							Total : 965.00
242350	11/1/2025	892233 BUZZELL, CAROL	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	284.25	
							Total : 284.25
242351	11/1/2025	102127 CABRERA, KATHY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,498.96	
							Total : 1,498.96
242352	11/1/2025	891350 CALZADA, FRANK	25-Nov		CALPERS HEALTH REIMB		
							Page: 1

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Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
242352	11/1/2025	891350 CALZADA, FRANK	(Continued)		001-180-0000-4127	726.50	
							Total : 726.50
242353	11/1/2025	100642 CASTRO, RICO	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,369.46	
							Total : 2,369.46
242354	11/1/2025	103816 CHAVEZ, ELENA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	290.28	
							Total : 290.28
242355	11/1/2025	100752 COLELLI, CHRISTIAN	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95	
							Total : 2,250.95
242356	11/1/2025	893711 DAVIS, JAMES	25-Nov		CALPERS HEALTH REIMB 072-180-0000-4127	1,739.06	
							Total : 1,739.06
242357	11/1/2025	100913 DECKER, CATHERINE	25-Nov		CALPERS HEALTH REIMB 070-180-0000-4127	426.70	
							Total : 426.70
242358	11/1/2025	100925 DELGADO, RALPH	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	726.50	
							Total : 726.50
242359	11/1/2025	101667 DIAZ, EVELYN	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	948.00	
							Total : 948.00
242360	11/1/2025	100960 DIEDIKER, VIRGINIA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70	
							Total : 426.70
242361	11/1/2025	100996 DRAKE, JOYCE	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70	
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242361	11/1/2025	100996 100996 DRAKE, JOYCE	(Continued)			Total : 426.70
242362	11/1/2025	100995 DRAKE, MICHAEL	25-Nov		CALPERS HEALTH REIMB 070-180-0000-4127 072-180-0000-4127	213.35 213.35 Total : 426.70
242363	11/1/2025	100997 DRAPER, CHRISTOPHER	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
242364	11/1/2025	101044 ELEY, JEFFREY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 Total : 2,326.00
242365	11/1/2025	891040 FISHKIN, RIVIAN	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 Total : 185.08
242366	11/1/2025	101178 FLORES, ADRIAN	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,498.96 Total : 1,498.96
242367	11/1/2025	101182 FLORES, MIGUEL	25-Nov		CALPERS HEALTH REIMB 043-180-0000-4127	1,498.96 Total : 1,498.96
242368	11/1/2025	894378 GARCIA, BERTHA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	768.52 Total : 768.52
242369	11/1/2025	891351 GARCIA, DEBRA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,331.10 Total : 2,331.10
242370	11/1/2025	101281 GARIBAY, SAUL	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,730.52

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242370	11/1/2025	101281 101281 GARIBAY, SAUL	(Continued)			Total : 2,730.52
242371	11/1/2025	101318 GLASGOW, KEVIN	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,250.95 Total : 2,250.95
242372	11/1/2025	101333 GODINEZ, FRAZIER C.	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 Total : 1,996.05
242373	11/1/2025	101409 GUERRA, LAUREN E	25-Nov		CALPERS HEALTH REIMB 072-180-0000-4127	670.48 Total : 670.48
242374	11/1/2025	891021 GUIZA, JENNIE	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 Total : 426.70
242375	11/1/2025	102896 GUZMAN, ROSA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	329.56 Total : 329.56
242376	11/1/2025	891352 HADEN, SUSANNA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,086.55 Total : 1,086.55
242377	11/1/2025	101440 HALCON, ERNEST	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,489.00 Total : 1,489.00
242378	11/1/2025	101672 HANCHETT, NICHOLE	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 Total : 1,793.00
242379	11/1/2025	891918 HARTWELL, BRUCE	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 Total : 1,011.40

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242380	11/1/2025	101465 HARVEY, DAVID	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
242381	11/1/2025	101466 HARVEY, DEVERY MICHAEL	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 965.00
242382	11/1/2025	101471 HASBUN, NAZRI A.	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	290.28 290.28
242383	11/1/2025	891023 HATFIELD, JAMES	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
242384	11/1/2025	892104 HERNANDEZ, ALFONSO	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
242385	11/1/2025	891024 HOOKER, RAYMOND	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
242386	11/1/2025	893616 HOUGH, LOIS	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 284.25
242387	11/1/2025	101597 IBRAHIM, SAMIR	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
242388	11/1/2025	101694 JACOBS, ROBERT	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 965.00
242389	11/1/2025	892105 KAHMANN, ERIC	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	528.16

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242389	11/1/2025	892105 892105 KAHMANN, ERIC	(Continued)			528.16
242390	11/1/2025	101786 KLOTZSCHE, STEVEN	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 738.56
242391	11/1/2025	891866 KNIGHT, DONNA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	178.72 178.72
242392	11/1/2025	891043 LIEBERMAN, LEONARD	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
242393	11/1/2025	101933 LITTLEFIELD, LESLEY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
242394	11/1/2025	102045 LLAMAS-RIVERA, MARCOS	25-Nov		CALPERS HEALTH REIMB 070-180-0000-4127	1,730.68 1,730.68
242395	11/1/2025	102059 MACK, MARSHALL	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 670.48
242396	11/1/2025	891010 MAERTZ, ALVIN	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	645.94 645.94
242397	11/1/2025	888037 MARTINEZ, ALVARO	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,297.98 1,297.98
242398	11/1/2025	102206 MILLER, WILMA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242399	11/1/2025	102212 MIRAMONTES, MONICA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	738.56 738.56
242400	11/1/2025	102232 MIURA, HOWARD	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
242401	11/1/2025	892106 MONTAN, EDWARD	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	284.25 284.25
242402	11/1/2025	102443 OKAFOR, MICHAEL	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,099.19 2,099.19
242403	11/1/2025	102473 ORDELHEIDE, ROBERT	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,685.46 1,685.46
242404	11/1/2025	102486 ORSINI, TODD	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,308.18 2,308.18
242405	11/1/2025	102569 PARKS, ROBERT	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
242406	11/1/2025	102580 PATINO, ARMANDO	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
242407	11/1/2025	102527 PISCITELLI, ANTHONY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	726.50 726.50
242408	11/1/2025	891033 POLLOCK, CHRISTINE	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	349.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242408	11/1/2025	891033 891033 POLLOCK, CHRISTINE	(Continued)			349.00
242409	11/1/2025	102735 QUINONEZ, MARIA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04 1,695.04
242410	11/1/2025	891034 RAMSEY, JAMES	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
242411	11/1/2025	102788 RAYGOZA, JOSE LUIS	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 1,996.05
242412	11/1/2025	102864 RIVETTI, DOMINICK	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	965.00 965.00
242413	11/1/2025	887872 ROSENBERG, IRWIN	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,807.93 1,807.93
242414	11/1/2025	102936 RUELAS, MARCO	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,086.55 1,086.55
242415	11/1/2025	102940 RUIZ, RONALD	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	670.48 670.48
242416	11/1/2025	891044 RUSSUM, LINDA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
242417	11/1/2025	103005 SALAZAR, TONY	25-Nov		CALPERS HEALTH REIMB 070-180-0000-4127	1,498.96 1,498.96

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242418	11/1/2025	103118 SENDA, OCTAVIO	25-Nov		CALPERS HEALTH REIMB 043-180-0000-4127	1,996.05 1,996.05
242419	11/1/2025	892107 SHANAHAN, MARK	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
242420	11/1/2025	891035 SHERWOOD, NINA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
242421	11/1/2025	103175 SKOBIN, ROMELIA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,671.25 1,671.25
242422	11/1/2025	893677 SOLIS, MARGARITA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	580.11 580.11
242423	11/1/2025	103220 SOMERVILLE, MICHAEL	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 1,793.00
242424	11/1/2025	889588 UFANO, VIRGINIA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	185.08 185.08
242425	11/1/2025	103516 VAIRO, ANTHONY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,793.00 1,793.00
242426	11/1/2025	888417 VALDIVIA, LAURA	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
242427	11/1/2025	103550 VANICEK, JAMES	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,695.04

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CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242427	11/1/2025	103550 103550 VANICEK, JAMES	(Continued)			1,695.04
242428	11/1/2025	103562 VASQUEZ, JOEL	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	2,326.00 2,326.00
242429	11/1/2025	888562 VILLALPANDO, SEBASTIAN FRANK	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	528.16 528.16
242430	11/1/2025	103692 VILLALVA, FRANCISCO	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,996.05 1,996.05
242431	11/1/2025	891038 WAITE, CURTIS	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40 1,011.40
242432	11/1/2025	103612 WALKER, MICHAEL	25-Nov		CALPERS HEALTH REIMB 027-180-0000-4127	185.08 185.08
242433	11/1/2025	103620 WARREN, DALE	25-Nov		CALPERS HEALTH REIMB 072-180-0000-4127	185.08 185.08
242434	11/1/2025	895047 WATT, NANCY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70
242435	11/1/2025	893690 WATTS, STEVE M.	25-Nov		CALPERS HEALTH REIMB 072-180-0000-4127	528.16 528.16
242436	11/1/2025	891037 WEBB, NANCY	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70 426.70

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242437	11/1/2025	103643 WEDDING, JEROME	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
242438	11/1/2025	103727 WYSBEEK, DOUDE	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	426.70
					Total :	426.70
242439	11/1/2025	103737 YNIGUEZ, LEONARD	25-Nov		CALPERS HEALTH REIMB 001-180-0000-4127	1,011.40
					Total :	1,011.40
97	Vouchers for bank code :		bank3		Bank total :	102,431.00
97	Vouchers in this report				Total vouchers :	102,431.00

Voucher Registers are not final until approved by Council.

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242440	11/1/2025	103596 CALIFORNIA VISION SERVICE PLAN	103596		DEMAND/VISION 2025 001-1160	2,377.52
					Total :	2,377.52
242441	11/1/2025	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND/NOVEMBER		DENTAL/NOVEMBER 2025 001-1160	111.60
					Total :	111.60
242442	11/1/2025	890907 DELTA DENTAL OF CALIFORNIA	DEMAND/NOVEMBER 2025		DELTA DENTAL/NOVEMBER 2025 001-1160	11,629.83
					Total :	11,629.83
242443	11/1/2025	103054 SAN FERNANDO POLICE	103054		S.F. POLICE OFFICERS ASSOC./NOVEM 001-1160	2,160.00
					Total :	2,160.00
242444	11/1/2025	887627 STANDARD INSURANCE	887627		STANDARD INSURANCE/NOVEMBER 20 001-1160	2,707.44
					Total :	2,707.44
5 Vouchers for bank code : bank3					Bank total :	18,986.39
5 Vouchers in this report					Total vouchers :	18,986.39

Voucher Registers are not final until approved by Council.

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Voucher List
CITY OF SAN FERNANDO

Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
242445	10/31/2025	888110 PACOIMA BEAUTIFUL	CSF_AUG25_CARP		PACOIMA BEAUTIFUL CLIMATE ACTION		
				13396	110-150-0578-4270	157.34	
			CSF_JULY25_CARP		PACOIMA BEAUTIFUL CLIMATE ACTION		
				13396	110-150-0578-4270	14,535.65	
					Total :	14,692.99	
1 Vouchers for bank code :		bank3			Bank total :	14,692.99	
1 Vouchers in this report						Total vouchers :	14,692.99

Voucher Registers are not final until approved by Council.

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11/05/2025 12:12:39PM

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242598	11/5/2025	102519 P.E.R.S.	NOV 2025		HEALTH INS BENEFITS-NOV 2025 001-1160	203,238.96
Total :						203,238.96
1 Vouchers for bank code :		bank3				Bank total : 203,238.96
1 Vouchers in this report						Total vouchers : 203,238.96

Voucher Registers are not final until approved by Council.

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242599	11/7/2025	103648 CITY OF SAN FERNANDO	PR 10-31-25		REIMBURSEMENT FOR PAYROLL W/E	
					001-1003	592,111.47
					007-1003	2,438.71
					017-1003	2,484.60
					027-1003	4,834.55
					029-1003	3,439.02
					030-1003	1,062.14
					041-1003	8,369.27
					043-1003	28,401.49
					070-1003	66,640.78
					072-1003	22,782.51
					094-1003	1,152.05
					110-1003	2,196.40
					Total :	735,912.99
1 Vouchers for bank code : bank3						Bank total : 735,912.99
1 Vouchers in this report						Total vouchers : 735,912.99

Voucher Registers are not final until approved by Council.

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11/06/2025

1:48:41PM

Voucher List

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242600	11/6/2025	895189 EMPRENDE	FY25/26		CIF: ATTENDANCE @ SPECIAL NIGHT (	
					053-101-0112-4430	300.00
					Total :	300.00
242601	11/6/2025	895187 LATINAS CON PODER MAGAZINE	FY25/26		CIF: ATTENDANCE @ 4TH ANNIVERSARI	
					053-101-0112-4430	300.00
					Total :	300.00
242602	11/6/2025	895157 MY VALLEY PASS	1026-1		CITY MARKETING CAMPAIGN	
				13553	001-107-0000-4270	12,500.00
					Total :	12,500.00
		3 Vouchers for bank code :	bank3		Bank total :	13,100.00
		3 Vouchers in this report			Total vouchers :	13,100.00

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, City Manager

Date: November 17, 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	• 11-17-2025: 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	January 2026	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. ETA is 11-30-25, at which time additional staff refining and back-end development will be needed.			
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. • AJUA will start on Nov. 17 at BCRC.	None	Ongoing	Cristina Moreno

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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.	Jan. 2025	Jan. 2025	Julia Fritz

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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 -27- 2025: 19 businesses recognized 1-26-26: 55 to be recognized	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	Draft Final Plans Jan 31, 2026	April 6, 2026	Ron Garcia

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			- Grant accepted Apr 2, 2024 - 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

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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 submitted 60% plans, staff is currently reviewing them.	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.	City Clerk opened four (4) sealed bids on October 30, 2025	Rejection of Bids – Dec 2025	Dec 2026	Patsy Orozco
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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
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	June 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 - Staff is currently reviewing four (4) proposals to provide design services for project-Pacoima Wash Connectivity Project RFP for landscaping improvements scheduled Sep–Oct 2025	Award Professional Service Contract for Design, December 2025	Ongoing	Patsy Orozco / Willdan

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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

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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 - Staff has commenced ordering signs for Phase II . Signs include school zone signs, parking restriction signs for recently painted curbs and other signage to address recent safety concerns	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 – November 10, 2025	November 2025	Manuel Fabian / Willdan
11.	Pacoima Wash Bikeway Project	1.34-mile Class I bikeway with bridge,	Construction 98% complete	Notice of Completion – Winter 2025	January 2026	Patsy Orozco

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		bioswales, lighting, and safety features.	Additional bollards/curbs/striping to address vandalism			
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 - Code amendments split for Council review Sep 2, 2025 - Meeting with Finance, Police and Public Works Departments conducted on November 3, 2025	Administrative Guidelines presented to Council – December 2025	TBD	City Staff / Dixon Resources Unlimited
13.	City Facility Condition Assessment Report	Comprehensive evaluation of all City-owned facilities to assess deficiencies, costs for repairs/maintenance, and capital improvements.	- 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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		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.	City Staff is scheduled to conduct on-site evaluations with the contractor, Brightly on November 17, 2025			
14.	Fixed Route ADA Sidewalk Improvement Project	Upgrading damaged and non-ADA compliant sidewalks, drive approaches, curbs, gutters, and ramps along key transit routes (Truman St., Hubbard Ave., 7th St., Harding Ave.).	- Field-check sites - Prepare cost estimates - Prepare project specifications - Identify conflicting utilities - Identify business access impacts - Complete project specifications, construction quantities, and	Award construction contract (tentatively March 2026)	TBD	Manuel Fabian / Willdan

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			advertise project for construction.			
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. - Work completed	Acceptance of project (scheduled December 2025)	September 2025	Manuel Fabian
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	Approve Notice of Completion (tentatively December 2025)	Dec 2025	Rodrigo Mora

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			coordinating with Community Development to finalize. Waiting on Fire Department approval. Engineering firm hired to create the wiring plans will submit UL specifications to the fire department again.			
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 engage the community.	• Audit existing signage • Identify damaged/non-compliant signs • Develop updated reflective/LED designs • Secure stakeholder approvals • Plan phased installations with traffic control	To Be Determined	December 2025	Rodrigo Mora

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• Conduct post-installation evaluation & community feedback • Waiting on carryover from Finance to start to purchase signs. Signage has been ordered, will install once received.			
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

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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 10, 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. For more significant beautification, more funding would be required.	No Council action anticipated	Ongoing	Rodrigo Mora
21.	Sidewalk Condition Assessment	Citywide assessment and mitigation plan for sidewalk hazards.	Precision Concrete Cutting awarded contract	No Council action required	June 2026	Patsy Orozco

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			- Assessment in Zone E underway - Report and repair plan to follow.			
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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
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 17, 2025	July 2026	Manuel Fabian
26.	Residential Water Service Shut Off Policy	Implementation of SB 998/SB 3 policy; evaluation of tax-roll collection option.	- Prop 218 notices mailed Aug 2025 - Public workshop scheduled Sept 17, 2025 - Council approved on Oct 6, 2025 - New rates effective Jan 1, 2026	No Council action required	New approved rates will commence on January 1, 2026	Victor Meza
27.	Recreation Park Field Rehabilitation	Replacement of failed sod installation.	RFP for consultant under development.	Award of contract Winter 2026	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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
30.	Implementation of California Daylighting Law (AB 413)	Citywide daylighting improvements for safety.	17 noncompliant meters removed - Citations issued since May 2025 - Phase 1 red curb painting underway - Phase 2 rollout planned. - All areas specified by Engineering have been marked with red curb.	No Council action anticipated	Ongoing PW red curb painting is done.	Rodrigo Mora
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 Pump and Valve adjustments made on October 30th 2025. 1800 GPM with 35 psi was observed Wellis in operation but requires motor balancing to be	No Council action anticipated.	Nov 2025 General Pump will complete their portion of upgrades	Victor Meza, Alex Mendez and Manuel Fabian

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			completed by Nov 14 th 2025 Civiltec putting together submittals for long lead time equipment MCC Panels			
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
33.	Well 2A Building Expansion Project	Site improvements and building upgrades to house the treatment process, improve security, and	9-2-25 - City Council approval for design drawing - Civiltec currently working with Envirogen and	Council approval of Plans in Dec 2025; Council approval for construction in Jan 2026	March 2026 Staff is requesting 2 year extension from Granting Agency due to	Victor Meza, Alex Mendez and Manuel Fabian

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		extend the useful life of the facility.	General Pump for design of building. Geotech services conducted on Week of Oct 6, 2025 • Staff received notice of Sovereign Immunity for this project allowing the City to control its own set backs and permitting • Staff is requesting an 2 year extension from Granting Agency to complete the project • Civiltec developing submittals for long lead time equipment MMC panels to get these going asap.		long lead times on equipment Dec 2026 estimated completion	
34.	Phase 4: Annual Street Resurfacing Program	Various	• Developing Funding for Annual Street Resurfacing Program • Staff will begin working with	Award of Contract: February 2026	Tentative Start Date: March 2026	Manuel Fabian

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			consultant to prepare bid package			
35.	Graffiti Abatement Program	Public Works monitors and addresses as situations arise.	Addressed as reported.	N/A	Ongoing	Bill Evans
36.	Crosswalk Safety at SF Middle School	To be included in the slurry seal project.	Quotes from LA County Public Works and Contractor received for discussion.	TBD	2026	Bill Evans
37.	Crosswalk Safety at Bike Path					Bill Evans
38.	Milkweed Project	City Council has requested the installation of additional Milkweed at City parks, including Cindy Montanez Park. The City will also seek out opportunities to add milkweed signage at the park and create	- Staff will assess costs to implement Council's request. - Funding and scope of work to be determined.	First Council Meeting in January	2026	Public Works Operations

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		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 control) and \$89,982 (parking lot security).	• 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 Council approval (July 2025) and bidding process.	• 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
2.	Police Officer Staffing Update	City Council approved \$40,000 recurring budget for Corporal Program and \$15,000	• 28 sworn positions filled	• No additional Council action required	Ongoing	CJ Chiasson

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		for recruitment enhancements. Supports succession planning and filling vacancies.	• 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			
3.	UASI EOC 2023	Emergency Operations Center upgrades funded by \$23,000 UASI 2023 grant for IT and equipment improvements. Supports coordination and response during critical incidents.	• Sub-award granted Apr 8, 2024 from DHS via City of LA • IT upgrades underway. • Smart Board, Laptop Charging Cart, and Laptops purchased	• No additional Council action required	November 1, 2025	CJ Chiasson

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
	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. - Weekly project meetings underway.	Additional hardware needs (e.g., AP/Payroll check printer, check scanner/receipt printer, cashiering drawers, barcode scanners, etc.) to be included in FY 2025-2026 Budget.	Implementation began Apr 2025; up to 24 months across 3 phases (Financials, Utility Billing, HR/Payroll). Deadline for full completion before Mar 1, 2027.	Art Ziyalov
2.	Update on City's OPEB/Pension Liabilities	The City provides full-time employees with CalPERS pension benefits and OPEB for	Staff coordinating with actuarial consultant (Foster & Foster).	OPEB presentation to Council scheduled during	November 17, 2025	Erica Melton

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		certain retirees. Council requested informational presentation on OPEB actuarial report and investments from the City's financial advisor.	- 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.	Mid-Year Budget Review (Feb 2026).		
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 strengthening security by employing multifactor authentication (MFA) for user logins and designing a City intranet.	- Contract with Acorn approved by City Council on 10/6/2025 - Microsoft User licenses purchased - Kickoff meeting held on 10/17/2025	None	December 2025	Art Ziyalov

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
4.	Alternative Insurance Risk Management Pool Review	City Council direction provided on 11/10/2025 to review California Joint Powers Insurance Authority (JPIA) as an alternative to current Independent Cities Risk Management (ICRMA) for any cost savings.	Contact to be made with California JPIA by December 2025 on public agency partner criteria	Update to be provided to City Council for analysis and review timeline by January 2026	June 2026	Sergio Ibarra
	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	10-2025: Discuss potential expansion of the MOU to include a teaching garden and	Tentatively for February 2026	FY 26-27	Julio C Salcedo

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		Band of Mission Indians for Rudy Ortega Sr. Park.	beautification projects at Rudy Ortega Park. 11-2025: Need to set internal meeting to evaluate one general, all encompassing, MOU with FTBMI that covers all current existing MOUs with different City Departments.			

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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

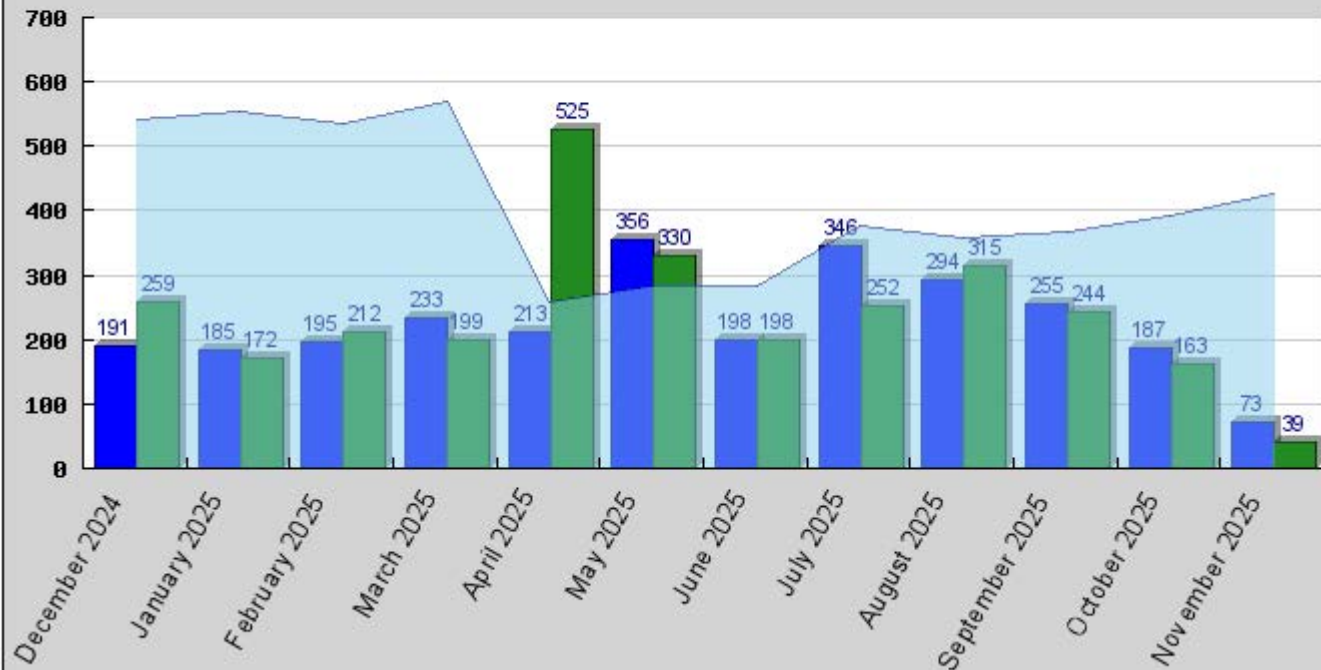
One Year Analysis of Opened Requests
Ending November 2025

	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	Total
Community Development													
Building Code Violation	4	4	3	7	2	10	5	17	9	4	7	5	77
Homelessness Outreach	9	13	6	12	15	26	4	18	13	9	11	3	139
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Community Development	13	17	9	19	17	36	9	35	22	13	18	8	216
Police													
Abandoned Vehicle	3	1	3	2	11	9	4	13	19	9	9	0	83
Illegal Fireworks	0	0	0	0	0	0	6	26	0	3	1	2	38
Total - Police	3	1	3	2	11	9	10	39	19	12	10	2	121
Public Works													
Bus Stop/Shelter Maintenance	0	2	0	0	0	1	0	2	0	0	0	0	5
City Trees	19	9	3	0	3	14	6	7	6	50	9	2	128
Graffiti and Sign Posting on P	27	40	33	70	47	95	51	56	56	56	50	15	596
Graffiti on Private Property	49	32	43	61	50	62	29	57	20	19	14	0	436
Illegal Dumping and Litter	47	54	62	38	51	86	56	94	122	63	50	34	757
Park Maintenance	2	0	4	5	3	6	7	3	1	1	5	0	37
Sidewalk Repair	4	0	5	4	6	20	9	7	9	8	1	4	77
Storm Drain and Flooding	1	2	2	0	0	0	0	1	1	0	1	0	8
Street Lighting	12	18	22	10	12	12	8	20	16	8	12	7	157
Street Repair	7	1	4	9	6	4	5	15	6	6	1	0	64
Street Signage	2	4	0	9	3	3	4	6	4	6	7	0	48
Traffic Signal	5	5	5	6	4	8	4	4	12	13	9	1	76
Total - Public Works	175	167	183	212	185	311	179	272	253	230	159	63	2389
All Topics													
Total All Topics	191	185	195	233	213	356	198	346	294	255	187	73	2726

Open Vs. Closed Requests by Month

For Date Period 12/01/2024 through 11/30/2025

■ Opened ■ Closed □ Requests Open at End of Month



ARPA Expenditure Plan & Status Report

ITEM	STATUS	PROJECT/PROGRAM	BUDGETED	SPENT	CONTRACTED
1	Complete	Annual Street Repavement - Phase II	1,007,232	1,007,232	-
2	Complete	COVID-19 Relief/Response Reimbursement	205,940	205,940	-
3	Complete	Layne Park Revitalization Project	200,000	200,000	-
4	Complete	Council Chambers/AV Upgrade	24,981	24,981	-
5	In Progress	Upper Reservoir Project	850,000	757,693	92,308
6	In Progress	Homeless Outreach Services	300,000	218,388	81,612
7	Complete	Pioneer Park Project	255,235	255,235	-
8	In Progress	Downtown Master Plan	250,000	152,391	97,609
9	Complete	Annual Street Repavement - Phase III	250,000	250,000	-
10	In Progress	Technology Improvements	179,845	50,856	128,990
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	\$ 4,124,355	\$ 1,693,434

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 (11-17-2025) ATT C

ATTACHMENT "A"

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Extendable	Approved By CC or Admin	Dept.	Procurement Process
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	
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

ADM_City Council Enhancement Project and Priority Updates (11-17-2025) ATT C

As of 01/23/2024

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	
2063(b)	10/30/2025	12/31/2025	Pacific Hydrotech Corporation	Second Amendment for Upper Reservoir Replacement Project, Job No. 7613 (contract extension)	\$5,890,000.00	-	Admin	PW	
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
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

ADM_City Council Enhancement Project and Priority Updates (11-17-2025) ATT C

As of 01/23/2024

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	
2411	9/2/2025	3/31/2026	General Pump Company	Emergency rehabilitation of Well 2A	\$537,267.48	NA	CC	PW	Emergency
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	CC	CD	
2236	4/2/2024	5/31/2026	Rincon Consultants, Inc.	Climate Action and Resilience Plan (CARP) - Phase 2 and CEQA Review	\$351,598.00	-	CC	CD	
2249	5/20/2024	5/31/2026	City of Los Angeles	Sub Award Agreement for the FY 2023 Urban Area Security Initiative (UASI) Grant Program (Projects: Water Supply and Water Quality Infrastructure Protection and Emergency Operations Center Upgrade)	\$223,062.00	-	CC	PD	

Housing Programs Report

**72**

Individuals/families engaged

**58**

Social Service Referrals

**10**

Shelter referrals made

**1**

Family received rental arrears assistance

**2**

Shelter placements

**2**

Families assisted with housing navigation

**27**

individuals received a meal

**1**

Family referred to outside agency for shelter

**1**

Individuals received hygiene items

**3**

Families entered motel program

**3**

Individuals received clothing

**3**

Individuals received transportation

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



Home Again LA (San Fernando Impact / Stats)																																						
Apr. 2025																																						
NCH Initials	Family Size	Enrollment/Contact Date	Exit Date	Clothing/Donations	DPSS	CalFresh	Employment	Housing Resources	IHSS	Social Service Referrals										Rental Assistance / Eviction Prevention				Shelter Assistance				Housing Navigation										
										LIFE TAP Card	LA Regional Rides	Legal Resource	BC Waiver	ID Waiver	CREST	EDD	Utility Asst	HALA Program	SA Problem Solv	LAHSA Amount	SF Security Deposit	Security Deposit Amount	SF Prevention	Prevention Amount	Outcome of Family	Motel	50-day Shelter	Outside Agency	Outcome of Family	HN	Outcome of Family							
1 HG	1	04/03/2025	ongoing											1											1	\$5,850.00	Remained in Housing											
2 EO																																						
3 EO	2	04/07/2025	ongoing																																			
4 CI	1	04/07/2025	ongoing											10																								
5 MH	3	04/08/2025	04/08/2025					1																														
6 PL	1	04/09/2025	ongoing											2																								
7 BV	1	04/09/2025	04/28/2025							1				8																								
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 JS	1	04/14/2025	04/14/2025					1																														
12 TC	1	04/14/2025	04/14/2025					1																														
13 JM	1	04/14/2025	04/14/2025					1																														
14 AS	1	04/16/2025	04/16/2025					1											1																			
15 HK	2	04/16/2025	04/16/2025																																			
16 NT	1	04/16/2025	04/16/2025																																			
17 MS	1	04/16/2025	04/16/2025											2																								
18 MC	3	04/18/2025	ongoing																																			
19 MD	6	04/21/2025	ongoing																																			
20 TH	1	04/22/2025	04/22/2025				1																															
21 DS	1	04/28/2025	04/28/2025																																			
				37						0	0	1	0	6	0	2	29	0	1	1	0	0	4	1	0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$0.00	\$5,850.00	1	0	1	0	2	0

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

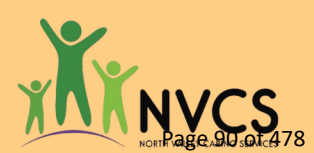
Individuals received clothing



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	CallFresh	Employment	Housing Resources	HSS	LIFE TAP Card	LA Regional Rider	Legal Resource	ID Waiver	CBST	EDD	Utility Asst	HAALA 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	HN	Outcome of Family		
1	MM	4	01/27/2025	03/01/2025															1			1	\$1,500.00			Family secured housing and enrolled in HHS.							
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 PHVA 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																													
7	MM	5	03/05/2025	03/24/2025					1				4	1																			
8	FN	1	03/05/2025	03/05/2025													1																
9	HTA	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																								
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		100.00	0	50.00	\$1,500.00	50.00			0				0	0	0

NVCS By-Name List

March 2025

								Itemized Services Received								
No.	Participant's Initials	Former Location	Housing Placement	Date of Housing Referral	Date Placed	Current status	Total No. of 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	united with fam	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

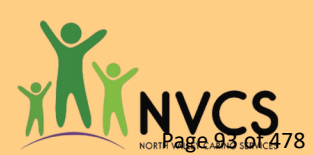
Families entered motel program



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: November 17, 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

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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)
13. **County Supervisor Horvath** – Mexican Consulate on Wheels Extension Request (10/24)
14. **Pacoima Beautiful** – Letter of support for RPOSD Grant Application (10/27)

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, City Manager
By: Will Pettener, Assistant to the City Manager
Kenya Marquez, Housing Coordinator

Date: November 17, 2025

Subject: Consideration to Approve a First Amendment to the Contract with Ignite the Light of Hope Foundation for Food Distributions, Home Grocery Delivery, and Related Fundraising Support

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a first amendment with Ignite the Light of Hope Foundation (ITLH) (Attachment "A" - Contract No. 2412(a)) extending the agreement for one (1) year to continue food distributions and direct to home grocery delivery services, and to provide related fundraising support; and
- b. Authorize the City Manager, or designee, to make non-substantive changes and execute the Agreement.

BACKGROUND:

1. On July 7, 2025, the City Council discussed a proposal from ITLH to provide a food distribution program and home grocery delivery pilot program to San Fernando residents. As a result, the City Council approved a partnership with ITLH (Contract No. 2397) for up to \$5,000 in funding to support two (2) food distributions in July, enabling food distribution efforts to become one (1) of the foundational elements of the San Fernando Together initiative. The City Council also directed staff to seek out opportunities to extend food distribution efforts into August and beyond.
2. On July 28, 2025, Los Angeles County Supervisor Lindsey Horvath awarded ITLH \$50,000 in Discretionary Grant Funding to continue food distribution efforts in San Fernando.

Consideration to Approve a First Amendment to the Contract with Ignite the Light of Hope Foundation for Food Distributions, Home Grocery Delivery, and Related Fundraising Support

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3. On August 4, 2025, the City Council approved Contract No. 2412 with Ignite the Light of Hope Foundation to provide food distributions and direct-to-home grocery delivery services in the City for a term of six (6) months, expiring on February 4, 2026.

ANALYSIS:

The City recognizes the importance of fostering an inclusive, resilient, and equitable community where all residents, regardless of immigration status or socioeconomic background, have the opportunity to thrive. To support this effort, in July 2025, the City of San Fernando launched San Fernando Together, a citywide emergency relief program designed to assist residents impacted by immigration-related activities, including providing one-time financial grants, food distribution, and connecting households with supportive services.

As part of this roll out, the City entered into a Memorandum of Understanding (MOU) with ITLH to host two (2) food distributions per month in the City and to pilot a direct to home grocery delivery program. Since the start of this MOU, ITLH has provided food assistance to San Fernando residents and neighboring households in need, including recurring food distributions and home delivery support.

Over the first four (4) months:

- Food distributions: 3,568 individuals have been served, 1,458 (40.9%) were residents of San Fernando.
- Bags of Hope grocery delivery program: 382 homes, 106 (27.7%) were in the City of San Fernando.

A detailed summary of distribution data and participation metrics is included as Attachment “B”.

Program Operations and Costs

ITLH has continued to operate the food distribution and home delivery program under the current agreement at no cost to the City. Currently, ITLH is covering staffing, warehouse, and transportation costs, and is currently leveraging \$50,000 in County Supervisor discretionary funds for direct food purchasing. As outlined in ITLH’s Program Budget (Attachment “C”), the organization’s total cost to operate the program, including facility operations, transportation, supplies, compliance, personnel, and logistics, averages approximately \$4,581 per distribution. Through internal fundraising and cost containment efforts, ITLH has reduced the estimated gap in operational costs to approximately \$2,800 per distribution.

Proposed Funding

City staff met with ITLH to identify ways to support continued service delivery without utilizing the City’s General Fund. The recommended approach is to partner in external fundraising and sponsorship efforts to help bridge the operational gap and allow the program to continue

Consideration to Approve a First Amendment to the Contract with Ignite the Light of Hope Foundation for Food Distributions, Home Grocery Delivery, and Related Fundraising Support

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providing two (2) distributions per month with home grocery delivery to San Fernando residents. This strategy may include community fundraising campaigns, local business sponsorships, grant seeking, and philanthropic partnerships.

City Support Role

The City's role will be limited to providing appropriate support such as issuing letters of support when needed, coordinating logistics for the use of City facilities for ITLH hosted fundraising events, and sharing general program information through City communication channels, such as social media posts, where appropriate and consistent with City policies. City staff will also continue to participate in coordination meetings and briefings to ensure alignment with the San Fernando Together initiative and maintain consistent messaging and collaboration. The intent of this approach is to maintain the service, support the nonprofit partner's operational needs, and ensure that food access remains available for vulnerable residents, while maintaining fiscal responsibility and avoiding General Fund exposure.

City Resource Commitments

If approved, the City will continue to provide facility space with a facility rental fee waiver which could range in cost from approximately \$150 - \$1,000 per event, according to the Fiscal Year 2024-25 Fee Schedule at Las Palmas Park and Recreation Park for two (2) food distributions per month. City staff will collaborate with ITLH to support awareness and coordination efforts related to distributions and fundraising initiatives led by the organization, which is anticipated to include approximately 10 hours of total City Manager's Office staff time per month.

The City will not directly conduct fundraising activities, solicit sponsorships, or prepare grant applications on behalf of ITLH. Instead, the City's role will be limited to providing appropriate support such as issuing letters of support when needed, coordinating logistics for the use of City facilities for ITLH hosted fundraising events, and sharing general program information through City communication channels, such as social media posts, where appropriate and consistent with City policies. City staff will also continue to participate in coordination meetings and briefings to ensure alignment with the San Fernando Together initiative and maintain consistent messaging and collaboration.

This partnership model allows ITLH to lead fundraising efforts, while the City provides visibility, coordination support, and community connection, helping sustain a valuable resource for residents while maintaining responsible use of public resources and services.

Alternative Option

If the City Council does not approve the amendment to continue food distributions with ITLH, staff will continue supporting community food access by promoting existing food distribution opportunities offered by the City and other local organizations through the Virtual Community Resource Bulletin Board overseen by the Business and Community Resource Center, and through

Consideration to Approve a First Amendment to the Contract with Ignite the Light of Hope Foundation for Food Distributions, Home Grocery Delivery, and Related Fundraising Support

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the City's social media platforms. This ensures residents continue to have access to food resources even without ITLH-led distributions.

Additional Food Assistance Programs

In addition to ITLH's food distribution efforts, the City supports food security through:

- Senior food distribution with LA Food Bank (1st Monday at Las Palmas Park)
- Elderly Nutrition Program with ONEgeneration (Monday to Friday, 10am to 12pm at Las Palmas Park)
- Citywide food distribution calendar listing daily food distribution events in the community operated through the City or local community-based organizations (Attachment "D").

BUDGET IMPACT:

Through approving the amendment to Contract No. 2412, the City Council will authorize ongoing facility use fee waiver ranging from \$150 to \$1,000 per event. Ongoing coordination for distributions and related programming will also include approximately 10 hours per month of City Manager's Office staff time. Ignite the Light of Hope Foundation will continue to lead food distribution and home grocery delivery efforts and will utilize County awarded funds for direct food purchasing once available, as well as internal fundraising resources to support program operations.

To further support and expand distribution efforts, the City will provide collaborative fundraising support by assisting with coordination, communication, and letters of support, where appropriate, to strengthen ITLH's efforts to secure external funding. Any future financial contribution by the City, if proposed, would be brought back to the City Council for consideration and approval.

CONCLUSION:

Staff recommends that City Council approve a first amendment to the contract with ITLH to extend the agreement for one (1) year continuing food distributions and direct to home grocery delivery services, and to provide related fundraising support in the City; and authorize the City Manager, or designee, to make non-substantive changes and execute the Agreement.

ATTACHMENT:

- A. Contract No. 2412(a)
- B. Ignite the Light of Hope Foundation Progress Report
- C. Ignite the Light of Hope Foundation Budget
- D. Citywide Food Distribution Advertising Flyer



FIRST AMENDMENT TO SHORT-FORM CONTRACT SERVICES AGREEMENT

(Parties: Ignite the Light of Hope Foundation and City of San Fernando)

(Engagement: Food Distributions and Direct to Home Grocery Delivery in San Fernando)

THIS FIRST AMENDMENT (hereinafter, "First Amendment") to that certain agreement entitled "Short-Form Contract Services Agreement – Food Distributions and Direct to Home Grocery Delivery in San Fernando" Contract No. 2412, dated August 4, 2025 (hereinafter, "Master Agreement"), is hereby made and entered into this 17th day of November 2025 (hereinafter, "Effective Date"), by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and IGNITE THE LIGHT OF HOPE FOUNDATION (hereinafter, "CONTRACTOR"). For purpose of this First Amendment, the capitalized term "Parties" shall be a collective reference to both CITY and CONTRACTOR. The capitalized term "Party" may refer to either CITY or CONTRACTOR interchangeably as appropriate.

RECITALS

This First Amendment is made and entered into with respect to the following facts:

WHEREAS, execution of the Master Agreement was executed by the Parties on August 4, 2025 (A true and correct copy of the Master Agreement is attached and incorporated hereto as **Exhibit "A"**); and

WHEREAS, the term of the Master Agreement expires February 4, 2026; and

WHEREAS, the Parties desire to amend the Master Agreement to extend the term of services to February 4, 2027; and

WHEREAS, the Parties now wish to modify the Master Agreement, and this amendment is at no cost to the City and the City will not provide any additional compensation under this Agreement; and

WHEREAS, the capitalized term "Contract" shall refer to the Master Agreement as amended by way of this First Amendment; and

WHEREAS, the execution of this First Amendment was approved by the San Fernando City Council at its Regular Meeting of November 17, 2025, under Agenda Item No. 3.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

SECTION 1. The Term as defined under Section 2 of the Master Agreement is hereby amended to February 4, 2027.

SECTION 2. The Parties recognize that ongoing food distribution and home delivery services require external funding. CONTRACTOR shall be responsible for leading fundraising, sponsorship outreach, and grant efforts to support program operations. CITY will not provide additional funding under this Amendment and will not directly solicit donations or sponsorships for CONTRACTOR. CITY may, at the discretion of the City Manager or designee, support CONTRACTOR's fundraising efforts by issuing letters of support when appropriate, coordinating access to City facilities for CONTRACTOR-hosted fundraising events, sharing program information through City communication channels where suitable and consistent with City policy, and participating in coordination meetings related to the San Fernando Together initiative. Any future financial participation by CITY, if proposed, will be subject to separate review and approval by the City Council.

SECTION 3. Notwithstanding anything in the Master Agreement or First Amendment to the contrary, CONTRACTOR shall perform the various services and tasks set forth in Contract No. 2412 in accordance with the terms and conditions of that agreement.

SECTION 4. Except as otherwise set forth in this First Amendment, the Master Agreement shall remain binding, controlling and in full force and effect. The provisions of this First Amendment shall be deemed a part of the Master Agreement and except as otherwise provided under this First Amendment, the Master Agreement and all provisions contained therein shall remain binding and enforceable. In the event of any conflict or inconsistency between the provisions of this First Amendment and the provisions of the Master Agreement, the provisions of this First Amendment shall govern and control, but only in so far as such provisions conflict with the Master Agreement and no further.

SECTION 5. The Master Agreement as amended by way of this First Amendment, constitutes the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONTRACTOR prior to the execution of this First Amendment. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to the Master Agreement as amended by this First Amendment shall be valid and binding unless in writing and duly executed by the Parties in the form of a written contract amendment.

Signature page to follow

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

CITY OF SAN FERNANDO:

By: _____
Kanika Kith, City Manager

Date: _____

APPROVED AS TO FORM

By: _____
Richard Padilla, City Attorney

Date: _____

IGNITE THE LIGHT OF HOPE FOUNDATION:

By: _____

Name: _____

Title: _____

Date: _____



SHORT-FORM CONTRACT SERVICES AGREEMENT

(Parties: Ignite the Light of Hope Foundation and City of San Fernando)

(Engagement: Food Distributions and Direct to Home Grocery Delivery in San Fernando)

THIS SHORT-FORM CONTRACT SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into on the 4th day of August, 2025 (hereinafter, "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation, (hereinafter, "CITY") and IGNITE THE LIGHT OF HOPE FOUNDATION (hereinafter "CONTRACTOR"). In consideration of their mutual covenants, the parties hereto agree as follows:

1. **CONTRACTOR.** Shall provide or furnish the following specified services and/or materials: Provide comprehensive assistance in the form of two (2) food distributions per month at City of San Fernando Facilities and a "Direct to Home Grocery Delivery Pilot Program" for six (6) months for San Fernando Residents beginning in August 2025 and ending in February 2026.

2. **PERFORMANCE PERIOD.** CONTRACTOR shall commence its performance of all services and tasks contemplated under this Agreement on August 4, 2025, and complete the same by or before February 4, 2026 ("Completion Date"), unless this Agreement is terminated sooner pursuant to Section 5(g). On or before the initial term Completion Date, an option to extend the agreement by an additional six (6) months will be presented to the City Council for consideration.

3. **COMPENSATION.**

a. In consideration for CONTRACTOR's performance under this Agreement, CITY will reimburse CONTRACTOR for the purchase of food items and operational costs necessary to operate food distribution events and a home grocery delivery program in the City of San Fernando during the month of August 2025 for up to an amount not to exceed reimbursable of \$5,000 to Ignite the Light of Hope Foundation ("Not-to-Exceed Sum").

b. CONTRACTOR shall submit the following to CITY:

1. A payment from the Ignite the Light of Hope Foundation to the City of San Fernando, using LA County Supervisor Discretionary Grant funds received, in an amount equal to the total funds provided by the City over the course of the agreement. This payment will be due to the City within thirty (30) days of the grant fund distribution from LA County to CONTRACTOR. This amount will function as a full reimbursement of all funds provided by the City to complete the specified services outlined in this agreement.
2. A written report stating the following information on a monthly basis: Total number of individuals served, and total number of San Fernando residents served; and

SHORT FORM CONTRACT SERVICES AGREEMENT

CONTRACT NO. 2412

Food Distributions and Direct to Home Grocery Delivery in San Fernando

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3. An invoice detailing the food items purchased and any other operational service costs, including food transportation, storage and supplies for the event at the time of each reimbursement request made before LA County grant funds are received; and

c. CITY shall not be responsible for any interest or late charges on any payments from CITY to CONTRACTOR.

d. CONTRACTOR is responsible for monitoring its own forces/employees/agents/subcontractors to ensure delivery of goods/services within the terms of this Agreement. CITY will not accept or compensate CONTRACTOR for incomplete goods/services.

4. GENERAL TERMS AND CONDITIONS.

a. INDEMNIFICATION. CONTRACTOR agrees to indemnify, defend and hold harmless CITY, its officers, agents and employees from any and all demands, claims or liability of personal injury (including death) and property damage of any nature, caused by or arising out of the performance of CONTRACTOR under this Agreement.

b. INSURANCE. CONTRACTOR shall file with CITY a certificate of insurance before commencing any services under this Agreement as follows:

- i. WORKERS COMPENSATION INSURANCE: Minimum statutory limits.
- ii. COMMERCIAL GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE: General Liability and Property Damage Combined. \$1,000,000.00 per occurrence including comprehensive form, personal injury, broad form personal damage, contractual and premises/operation, all on an occurrence basis. If an aggregate limit exists, it shall apply separately or be no less than two (2) times the occurrence limit.
- iii. AUTOMOBILE INSURANCE: \$1,000,000.00 per occurrence.
- iv. NOTICE OF CANCELLATION: CITY requires 30 days written notice of cancellation. Additionally, the notice statement on the certificate should not include the wording "endeavor to" or "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."
- v. CERTIFICATE OF INSURANCE: Prior to commencement of services, evidence of insurance coverage must be shown by a properly executed certificate of insurance and it shall name "The CITY of San Fernando, California, its elective and appointed officers, employees, and volunteers" as additional insureds.

SHORT FORM CONTRACT SERVICES AGREEMENT

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Food Distributions and Direct to Home Grocery Delivery in San Fernando

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c. **NON-DISCRIMINATION.** No discrimination shall be made in the employment of persons under this Agreement because of the race, color, national origin, age, ancestry, religion or sex of such person.

d. **INTEREST OF CONTRACTOR.** It is understood and agreed that this Agreement is not a contract of employment and does not create an employer- employee relationship between CITY and CONTRACTOR. At all times CONTRACTOR shall be an independent contractor and CONTRACTOR is not authorized to bind CITY to any contracts or other obligations without the express written consent of CITY. In executing this Agreement, CONTRACTOR certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of CITY.

e. **CHANGES.** This Agreement shall not be assigned or transferred without advance written consent of CITY. No changes or variations of any kind are authorized without the written consent of the City Manager or his/her designee. This Agreement may only be amended by a written instrument signed by both parties.

f. **TERMINATION FOR CONVENIENCE OR FOR CAUSE.** This Agreement may be terminated by CITY at any time without cause upon CITY's issuance of a written notice of termination specifying the effective date of such termination. The foregoing notwithstanding, CITY shall reimburse CONTRACTOR for eligible reimbursable costs of food already distributed pursuant to this Agreement as of the effective date of the termination.

g. **RECORDS.** All reports, data, maps, models, charts, studies, surveys, calculations, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that are prepared or obtained pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of CITY. CONTRACTOR hereby agrees to deliver those documents to CITY at any time upon demand of CITY. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for CITY and are not necessarily suitable for any future or other use. Failure by CONTRACTOR to deliver these documents to CITY within a reasonable time period or as specified by CITY shall be a material breach of this Agreement. CITY and CONTRACTOR agree that until final approval by CITY, all data, plans, specifications, reports and other documents are preliminary drafts not kept by CITY in the ordinary course of business and will not be disclosed to third parties without prior written consent of both parties. All work products submitted to CITY pursuant to this Agreement shall be deemed a "work for hire." Upon submission of any work for hire pursuant to this Agreement, and acceptance by CITY as complete, non-exclusive title to copyright of said work for hire shall transfer to CITY. The compensation recited in Section 4 shall be deemed to be sufficient consideration for said transfer of copyright. CONTRACTOR retains the right to use any project records, documents and materials for marketing of their contract services.

SHORT FORM CONTRACT SERVICES AGREEMENT

CONTRACT NO. 2412

Food Distributions and Direct to Home Grocery Delivery in San Fernando

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h. NOTICES. Any notices required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand or overnight courier service during CONTRACTOR's or CITY's regular business hours; or (b) on the third business day following the United States mail post mark, postage pre-paid, to the addresses heretofore below.

If to CITY:

City of San Fernando
City Manager's Office
117 Macneil Street
Attn: Kanika Kith, Interim City Manager
Phone: 818-898-7316

If to CONTRACTOR:

Ignite the Light of Hope Foundation
Sylmar, CA 91342
Attn: Lorraine Aceves
Phone: 818-521-2495

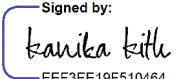
5. COMPLIANCE WITH LAWS. CONTRACTOR shall be fully informed of and in compliance with all applicable laws, statues, codes, rules, regulations, and ordinances governing or affecting the performance of work.

6. ENTIRE AGREEMENT. This Agreement represents the entire agreement between the Parties. Any ambiguities or disputed terms between this Agreement and any attached Exhibits shall be interpreted according to the language in this Agreement and not the Exhibits.

This Agreement shall become effective upon its approval and execution by CITY.

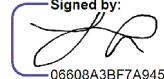
IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above.

CITY OF SAN FERNANDO:

By: 
EEF3EE19F510464...
Kanika Kith, Interim City Manager

Date: 08/26/2025 | 5:18 PM PDT

IGNITE THE LIGHT OF HOPE FOUNDATION:

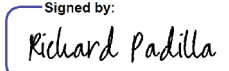
By: 
06608A3BF7A9458...

Name: Lorraine Aceves

Title: President

Date: 08/15/2025 | 5:57 PM PDT

APPROVED AS TO FORM

By: 
9E6768364A9F4FC...
Richard Padilla, City Attorney

Date: 08/16/2025 | 1:48 PM PDT

CITY OF SAN FERNANDO						
IGNITE THE LIGHT OF HOPE FOUNDATION PROGRESS REPORT						
	Food Distributions				Bags of Hope	
Dates	Total In-Person Recipients	Total including Household Size	Total <i>San Fernando</i> In-Person Recipients	Total <i>San Fernando</i> Participants including Household Size	Bags of Hope Total Recipients	Bags of Hope Total <i>San Fernando</i> Recipients
18-Jul-25	178	884	83	415	-	-
25-Jul-25	166	813	78	379	-	-
22-Aug-25	67	266	29	110	47	4
29-Aug-25	83	321	35	134	59	18
5-Sep-25	53	210	25	69	59	18
26-Sep-25	59	267	24	84	65	20
10-Oct-25	60	306	24	94	65	20
24-Oct-25	108	501	53	173	87	26
7-Nov-25						
19-Nov-25						
December*						
Decmber*						
January*						
January*						
Grand Totals	774	3568	351	1458	382	106

* = Pending Dates



DISTRIBUTION REPORT SUMMARY

FOR THE CITY OF SAN FERNANDO

✱ Executive Summary

Ignite the Light of Hope Foundation (ITLOHF) has an agreement with the City of San Fernando to provide food distribution services through events scheduled at City of San Fernando facilities twice a month.

☼ STRATEGIC GOALS

Our top priority is to engage with the City of San Fernando and establish an ongoing agreement, beyond the current agreement's sunset, that enables ITLOHF to continue delivering this critical community resource through 2026.

Due to policies implemented by the current federal administration, ITLOHF is already seeing increased demand from all communities within and around the City of San Fernando. ITLOHF has already reached out for funding and has obtained support from the County Board of Supervisors to cover the cost of constituents attending these food events.

With the federal stoppage of the Supplemental Nutrition Assistance Program, ITLOHF anticipates that the number of participants will triple in the coming months. We want to work with the City of San Fernando to ensure we can deliver the necessary food and essential items to families in need.

☼ BUDGET AND CONSTRAINTS

Ignite The Light Of Hope Foundation received a \$50,000 award from the County Board of Supervisors to support our food distribution program for Third County District residents, including those who fall under the San Fernando Together Initiative.

However, these funds are not unrestricted, and we cannot use them for any direct costs, including facilities expenses, transportation, and personnel —the most costly items in our budget. Without our central distribution center, we cannot store and process food; without transportation, we cannot pick up and deliver food to all necessary locations; and without personnel, we would not have an organization capable of managing the enormous task of running events with up to 50 volunteers per week—some budget items we cannot reduce, such as electricity, which runs about 2k per month.

The shortfall per distribution is approximately \$3,500, which ITLOHF needs to cover to maintain the program. We have raised funds and covered facility and other expenses, thereby reducing the shortfall to approximately \$2,800 per distribution. We are committed to this effort and ask the City Council to partner with us to achieve our mutual goals. Under the previous agreement for two distributions per month, ITLOHF did not include personnel, electricity, and other indirect costs, which are necessary to maintain sanitary compliance and proper delivery of these events.

☼ SOLUTIONS

We met with City Staff and, together, developed ways to mitigate this shortfall. The recommended course of action is to engage the City Council and the City in partnering with Ignite the Light of Hope Foundation in conducting fundraising activities. The goal is to raise funds to help deliver two distributions per month to City of San Fernando residents.

SOLUTIONS (CONTINUED)

Following the discussions, ITLOHF has asked City Staff to help draft a support letter that legitimizes our partnership and our need for financial support. ITLOHF will be approaching other County Board of Supervisors, City of Los Angeles representatives, and State and Federal elected officials.

The overall goal is to ensure that the shortfall is addressed through fundraising efforts. Donation and fundraising activities are seen as the most direct way to obtain unrestricted funding, which can address the unanswered parts of indirect costs.

We ask the City Council to support our fundraising efforts and ensure that we continue our food distribution programs.



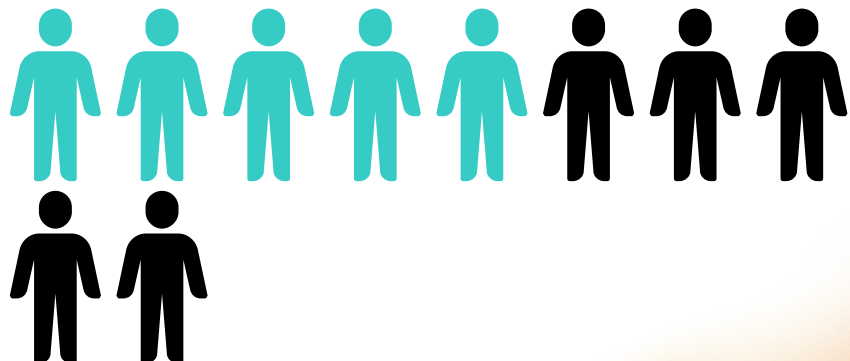
PROGRAM BUDGET, DATA, AND FIGURES

Ignite the Light of Hope Foundation is committed to the partnership with the City of San Fernando and to maintain the current level of funding towards food distribution events in 2026.

Our fundraising efforts will continue through the 2026 calendar year but a partnership with the City of San Fernando will help mitigate our current shortfall that can cover our two most expensive line items of electricity and personnel.

Indirect Costs	Yearly	Monthly	Per Distribution
Facilities	\$43,680.00	\$3,640.00	\$910.00
Transportation	\$18,700.00	\$1,558.33	\$389.58
Compliance	\$100.00	\$8.33	\$2.08
Supplies	\$2,575.00	\$214.58	\$53.65
Personnel	\$96,992.00	\$8,082.67	\$2,020.67
Other	\$4,912.00	\$409.33	\$102.33
TOTAL	\$166,959.00	\$13,913.25	\$3,478.31
Direct Costs	Yearly	Monthly	Per Distribution
Program Supplies	\$37,640.00	\$3,136.67	\$784.17
Program Other	\$15,300.00	\$1,275.00	\$318.75
TOTAL	\$52,940.00	\$4,411.67	\$1,102.92
Overall	\$219,899.00	\$18,324.92	\$4,581.23

Current food distribution data demonstrates that out of a total of 108 households served, 53 were residents of the City of San Fernando. The average household was composed of four members for a total of 212 individuals per week.





PROGRAM BUDGET, DATA, AND FIGURES (CONTINUED)

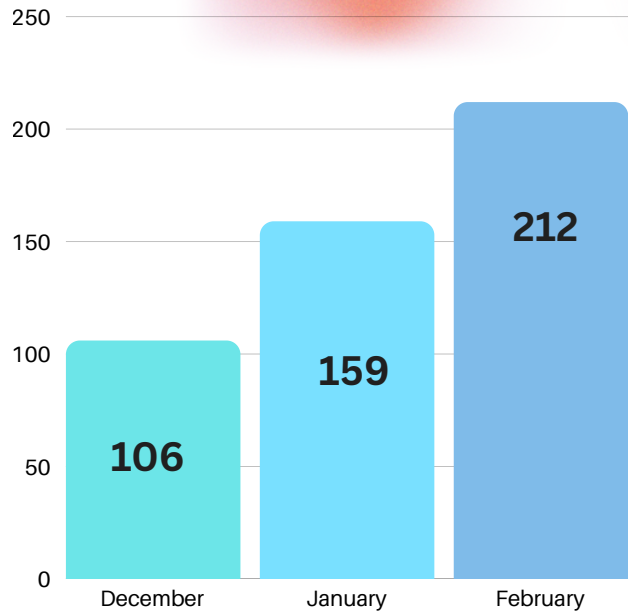
Projection of Households Served

We expect to increase the number of City of San Fernando households served in December, January, and February. If the rate continues, we will be serving more than triple the current number of households.

This is based on the current requests for food and assistance we are receiving via phone, text, social media, and email.

We have never seen this level of increase in food need historically since our inception. We are ready to meet the need. Our current operations and central distribution center can manage the delivery of twice the amount currently projected in case of emergencies.

We have also been preparing to answer requests for more essential items such as diapers, baby wipes, formulas, and other items that are indispensable but more costly to families.



OUR REQUEST

Again, we are committed to our partnership with San Fernando Together. We want the City Council's support to enable staff to work with us to initiate several fundraising ideas that have been discussed. Our local businesses and citizens will support us, and we will be able to ensure that our partnership continues throughout 2026 despite ongoing crisis uncertainties. Our residents deserve this program, and they deserve the dignity that it brings during these tragic times. Thank you.

Food Distributions

Mondays

1:00 PM - 3:00 PM
JFS Food

Tuesdays

4:30 PM - 5:30 PM (excluding holidays)
Rock of the Valley Church
7722 Kester Ave., Van Nuys, CA 91405
(818) 781-4156; office@rockofthevalley.org

10:00 AM - 2:30 PM
JFS Food & Resource Program
16439 Vanowen St., Van Nuys, CA 91405
(818) 988-7682
*First-timers must register on-site, Arrived before 2:00 PM

Wednesdays

9:00 AM - 12:00 AM
Meet Each Need with Dignity (MEND)
10641 San Fernando Rd., Pacoima, CA 91331
(818) 896-0246
*Distribution for individuals 18+; ID Required;
Street Parking ONLY; First-timers must register on-site; Distribution on Tuesdays & Sundays also

10:00 AM - 2:30 PM
JFS Food & Resource Program
16439 Vanowen St., Van Nuys, CA 91405
(818) 988-7682
*First-timers must register on-site, Arrive before 2:00 PM

Thursdays

10:00 AM - 11:30 AM
Oasis Foursquare Church
8856 Kester Ave., Panorama City, CA 91402
(818) 892-4025

9:00 AM - 12:00 PM
Mid Valley Family YMCA
6901 Lennox Avenue, Van Nuys, CA 91405
(818) 989-3800
*Distribution for individuals 18+; ID Required;
First-timers must register on-site

Fridays

3:00 PM - 4:00 PM
Lighthouse of San Fernando
622 N. Maclay Ave., San Fernando, CA 93140
(818) 403-6432

9:00 AM - 12:00 AM
Meet Each Need with Dignity (MEND)
10641 San Fernando Rd., Pacoima, CA 91331
(818) 896-0246
*Distribution for individuals 18+; ID Required

2nd and 4th Friday of the Month
9:00 AM - 11:00 AM
St. Ferdinand Outreach Center
1040 Coronel St., San Fernando, CA 91340
*Bring a cart to haul food box

2nd and 4th Friday of the Month
9:30 AM - 10:00 AM
St. Didacus Catholic Church
142325 Astoria St., Sylmar, CA 91342
(818) 367-6181

9:00 AM - 11:00 AM, Line starts at 5:00 AM
North Valley Caring Service (NVCS)
15453 Rayen St., North Hills, CA 91343
(818) 891-0481

*Drive-thru distribution; ID Requested,
Walk-In Pantry 12:30 - 1:30

Saturdays

1:00 PM - 2:00 PM
Making It Happen
9666 Foothill Place, Lakeview Terrace, CA 91342
(818) 398-6232
*Drive-thru only
Walk-In Pantry 12:30 - 1:30

9:00 AM - 11:00 AM | 1st & 3rd Saturday of the Month
Meet Each Need with Dignity (MEND)
10641 San Fernando Rd., Pacoima, CA 91331
(818) 896-0246
*Distribution for individuals 18+; ID Required

Distributions for Seniors

10:00 AM - 12:00 PM | Monday - Friday
ONEgeneration – Elderly Nutrition Program
505 S. Huntington St., San Fernando, CA 91340
(818) 654-8007
*Meal program for individuals 60+; Registration on-site
*Home delivered meals for San Fernando residents

9:00 AM - 11:00 AM | First Monday of the Month
LA Regional Food Bank
505 S. Huntington St., San Fernando, CA 91340
(323) 234-3030 Ext. 170
*Meal program for individuals 60+; ID Required

Additional Food Resources

WIC Moms, Babies & Kids under 5 Call 1-888-WIC-WORKS or call 2-1-1 Call 2-1-1 for walk-up distribution sites	CalFresh Individuals or Families 1-866-613-3777 GetCalFresh.org
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Business & Community Resource Center

SAN FERNANDO CITY HALL
117 Macneil St., San Fernando, CA 91340



MONDAY - THURSDAY
9:00 AM - 12:00 PM
2:30 PM - 5:30 PM

CONTACT US!
resources@sfcity.org

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, City Manager
By: Will Pettener, Assistant to the City Manager
Kenya Marquez, Housing Coordinator

Date: November 17, 2025

Subject: Consideration to Adopt a Resolution Appropriating Measure A Funds, and Approve Amendments to Professional Services Agreements with Home Again Los Angeles and North Valley Caring Services to Provide Comprehensive Homeless Services

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8418 (Attachment "A") amending the Fiscal Year 2025-2026 Adopted Budget to appropriate Measure A Funds;
- b. Approve a Second Amendment with Home Again Los Angeles (Attachment "B" - Contract No. 2300(b)) to increase the maximum compensation by \$167,200 and extending the term for one (1) year with an option to extend one (1) additional year, to provide comprehensive homeless services;
- c. Approve First Amendment with North Valley Caring Services ((Attachment "C" - Contract No. 2299(a)) to increase the maximum compensation by \$104,798, and extending the term for one (1) year with an option to extend one (1) additional year, to provide comprehensive homeless services; and
- d. Authorize the City Manager, or designee, to make non-substantive edits and execute all related documents

BACKGROUND:

1. On September 6, 2022, the City Council adopted Resolution No. 8164 approving the City of San Fernando Homelessness Action Plan, which provides a comprehensive strategy to address homelessness over the next five (5) years.

Consideration to Approve Amendments to Professional Services Agreements and with Home Again Los Angeles and North Valley Caring Services to Provide Comprehensive Homeless Services, and Adopt a Resolution Appropriating Measure A Funds

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2. On April 17, 2023, the City Council authorized an appropriation of \$300,000 using American Rescue Plan Act (ARPA) funding to be used towards homeless outreach services and related programming. Additionally, the City Council approved Contract No. 2148 with North Valley Caring Services (NVCS) for an amount not to exceed \$175,000 to provide street outreach for individuals experiencing homelessness for a term of one (1) year.
3. On November 6, 2023, the City Council approved a Memorandum of Understanding (MOU) with Home Again Los Angeles (HALA) to provide community resource support through the City's Business and Community Resource Center (BCRC) for a term of one (1) year, expiring November 2024. This MOU was at no cost to the City, as HALA's services were funded through various grants secured by HALA, including Measure H. These services were provided in a limited capacity based on HALA's available operating budget and external funding sources.
4. On December 4, 2023, the City Council adopted Resolution No. 8279 authorizing the acceptance of the Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) grant, which allocated \$175,200 specifically for homeless street outreach services.
5. On June 6, 2024, a Request for Proposals (RFP) was released for comprehensive homeless services to provide the following: 1) street outreach and engagement, 2) case management, 3) housing navigation, 4) emergency and interim housing options, 5) rapid rehousing and prevention programs; or 6) any of the combined services.
6. On October 21, 2024, the City Council approved Professional Service Agreements with Home Again Los Angeles and North Valley Caring Services to provide comprehensive homeless services until October 31, 2024.
7. In October and November 2025, the City received direct and indirect Measure A funding totaling \$648,363 in allocations through Los Angeles County and the San Fernando Valley Council of Government's in the amount of \$130,358 and \$518,005, respectively, for continuation of homeless services.

ANALYSIS:

Homelessness is a pressing issue that affects communities across the nation, including the City of San Fernando. With an estimated 27 individuals experiencing homelessness locally and over 75,000 across Los Angeles County according to the 2025 Greater Los Angeles Point in Time Homeless Count, the need for effective, targeted services has never been more critical. Providing homeless services is essential not only for addressing the immediate needs of those experiencing homelessness but also for fostering stability and re-integration into the community.

To address this need in the community, the City partnered with HALA and NVCS to establish comprehensive homeless service delivery in 2024. Since the creation of these partnerships, available funding sources previously utilized through the SAMSHA grant and Measure H have

Consideration to Approve Amendments to Professional Services Agreements and with Home Again Los Angeles and North Valley Caring Services to Provide Comprehensive Homeless Services, and Adopt a Resolution Appropriating Measure A Funds

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been depleted and an alternative funding source was instead made available through Measure A funding allocations. These funds are received both directly from LA County and indirectly as passed through the newly established Los Angeles County Affordable Housing Solutions Agency (LACAHS) to the San Fernando Valley Council of Governments.

Direct Measure A allocations must be used in one (1) of three (3) eligible groups. These groups outline the types of activities that jurisdictions may fund; however, the County issues one allocation, and jurisdictions determine which eligible group(s) their proposed programs fall under. The City's current homeless services offered through NVCS fall entirely under Group 1 eligible uses. The following is a breakdown of those groups:

Table 1: Direct Measure A Funding

Group 1: Eligible Uses of Direct Allocation	Group 2: Eligible Uses of Direct Allocation through maximizing partnerships with Local, State, or Federally funded organizations	Group 3: Eligible Uses of Direct Allocation if braided with LACAHS Funding
• Homeless Prevention • Permanent Housing for People Experiencing Homelessness (PEH) • Interim Housing for PEH • Expedited Placements in Permanent Housing for PEH • Employment Services for PEH • Enhanced Services for TAY and Children experiencing or at risk of homelessness	• Enhanced Emergency & Interim Housing • Mental Health Services • Substance Abuse Services • Case Management & Outreach Services	• Construction of new Affordable Housing • Preservation of Affordable Housing • Prevention of Housing Loss through • Tenant Protection and Support Programs • Planning and Technical Assistance related to Affordable Housing and Land Use

Indirect Measure A funding is allocated across three (3) separate eligible categories, and jurisdictions are required to implement projects in each category. The City receives a distinct allocation under each category. However, only the Renter Protection & Homelessness Prevention (RPHP) category is applicable to homeless services offered by HALA. The remaining categories (PPO and TA) will be utilized for other affordable housing and housing-related projects to be brought forward to the City Council for future consideration. The following is a breakdown of those categories:

Consideration to Approve Amendments to Professional Services Agreements and with Home Again Los Angeles and North Valley Caring Services to Provide Comprehensive Homeless Services, and Adopt a Resolution Appropriating Measure A Funds

Page 4 of 6

Table 2: Indirect Measure A Funding

Production, Preservation, & Ownership (PPO)	Renter Protection & Homelessness Prevention (RPHP)	Technical Assistance (TA)
FY 2025/26 amount: \$346,762	FY 2025/26 amount: \$146,780	FY 2025/26 amount: \$24,463
• Direct Project Investment • Rent & Operating Subsidies • LACAHS Mortgage • Impact Fund • Ownership Products • Program Administration	• Legal Services & Renter Education • Emergency Rental & Flexible Financial Assistance • Temporary Rental Assistance • Short-Term Income Support • Program Administration	• Local TA Grants • Direct TA Programming • Program Design, Administration, Monitoring, and Evaluation • Professional Services Support

Home Again LA Services Overview.

HALA is a 501(c)3 non-profit homeless service provider founded in 2010 by an association of pastors from various congregations in the East San Fernando Valley as a result of the 2008 recession and the growing population of families with children experiencing homelessness. Since then, HALA has evolved its programming to focus on five (5) core programs: Shelter, Rapid Rehousing, Eviction Prevention, Transitional Housing, and Education/Outreach.

Under the current agreement, HALA has provided one (1) part-time case manager stationed at the Business and Community Resource Center two (2) days a week. This case manager is responsible for assisting households in need of supportive services, including referrals for housing stability, financial assistance, employment opportunities, healthcare providers, and food pantries. The case manager also oversees the security deposit and eviction prevention programs (rental assistance program), emergency housing program for families, and the Financial Assistance Program established through the San Fernando Together initiative.

From November 2024 to October 2025, HALA has:

- Assisted 6 households with rental assistance and eviction prevention
- Assisted 12 individuals with security deposits
- Supported 25 families with temporary motel stays

For HALA, the proposed amendment will be mostly funded through the Indirect Measure A allocation under the Renter Protection & Homelessness Prevention (RPHP) category, which supports emergency rental and flexible financial assistance, temporary rental assistance, short-term income support, and related program administration. November services will be funded through the direct measure A allocation, while the remaining 11 months will be funded through indirect Measure A RPHP funding. HALA's eviction prevention program and security deposit assistance fall directly under these eligible RPHP uses.

Consideration to Approve Amendments to Professional Services Agreements and with Home Again Los Angeles and North Valley Caring Services to Provide Comprehensive Homeless Services, and Adopt a Resolution Appropriating Measure A Funds

Page 5 of 6

Through the continuation of the partnership, HALA will be able to continue to support social service referrals in addition to the following:

- A minimum of 10 families through the security deposit program, offering deposits of up to \$3,000 per family
- A minimum of 10 families through the eviction prevention program (rental assistance program), providing up to \$2,000 per month for three (3) months to help prevent eviction and maintain housing stability

The total number of families that can be assisted through the programs listed above depend on the specific costs and terms for each situation.

North Valley Caring Services Overview.

North Valley Caring Services (NVCS) is a non-profit organization that has served the Northeast San Fernando Valley for over 40 years. Established in 1978, NVCS has grown into the largest single-site food distribution center in the San Fernando Valley, addressing critical issues such as homelessness, poverty, and food insecurity through a comprehensive range of services. The organization's long-standing commitment to the community of North Hills has made it a trusted local resource, providing much-needed support to individuals and families in need.

Under the current agreement, NVCS provides a full-time homeless outreach team, available Monday through Thursday from 8:00 a.m. to 5:30 p.m., Fridays from 5:00 a.m. to 2:00 p.m. This team engages in proactive outreach while also responding to City referrals and community requests. They conduct daily visits to encampments and individuals, offering essential supplies such as food, hygiene items, and clothing. Additionally, they assist individuals who are willing to access shelter or permanent housing. The team also provides transportation support for unhoused individuals to reach shelters, medical appointments, and other critical services.

From November 2024 to October 2025, NVCS has transitioned 43 individuals into shelters or interim housing. These placements are typically interim, and available for up to 90 days. During this period, individuals are connected to supportive services and case management, which assist them in developing next steps and securing permanent housing for long-term sustainability. Additionally, NVCS has distributed 1,436 hot meals, and held office hours twice a week. Currently, NVCS has identified 30 individuals that they are working with consistently, providing ongoing support and assistance with the goal of transitioning them into interim housing.

Due to the expiration of the SAMHSA grant and a lower amount of Measure A funding eligible for outreach services, a reduction in service hours is required under the proposed contract amendment. The City will work with NVCS to determine the modified schedule that best meets operational needs and maintains consistent support for unhoused individuals. Under the amendment, NVCS's services will be funded through the City's Direct Measure A allocation under Group 1 eligible uses, which include activities such as interim housing assistance, homeless prevention, and expedited placements into permanent housing. NVCS's outreach, engagement, and housing navigation functions fall directly within these Group 1 eligible activities.

Consideration to Approve Amendments to Professional Services Agreements and with Home Again Los Angeles and North Valley Caring Services to Provide Comprehensive Homeless Services, and Adopt a Resolution Appropriating Measure A Funds

Page 6 of 6

The proposed agreements with HALA and NVCS offer a comprehensive and balanced approach to addressing homelessness in the City. HALA's focus on case management, emergency and interim housing, and eviction prevention provides essential support to families at risk of losing their housing, while NVCS's street outreach services ensures that unhoused individuals receive the supplies, resources, and support necessary to transition into stable housing. Together, these partnerships can continue to strengthen the City's capacity to prevent homelessness, provide immediate relief to those experiencing homelessness, and foster long-term housing stability within the community.

BUDGET IMPACT:

The contract totals \$235,782 for comprehensive homeless services agreements with both HALA and NVCS will be funded entirely through Measure A allocations. The funds are received partially through a direct allocation from the County and partially through indirect allocations disbursed through LACAHSa and transferred to the City through the San Fernando Valley Council of Government's (SFVCOG). The SFVCOG has already executed a Memorandum of Understanding with LACAHSa and will facilitate direct pass through of funds at the City's request.

This total amount is sufficient to cover these contracted services for a term of one (1) calendar year. Measure A homeless services allocations will continue to be provided to the City on an annual basis. Staff anticipates that the City will receive budget projections and funding allocations in a more timely manner from LACAHSa for Fiscal Year 2026-2027, allowing for a more seamless contract and budgeting process.

Through Resolution No. 8418 the City will establish the Fiscal Year 2026-2027 Measure A Funding (Fund No. 028), which will track direct and indirect funding separately.

CONCLUSION:

Staff recommends that the City Council adopt Resolution No. 8418 (Attachment "A") amending the Fiscal Year 2025-2026 Adopted Budget to appropriate Measure A funds; approve a second amendment to Contract No. 2300 with Home Again Los Angeles (Attachment "B") to increase the maximum compensation by \$167,200, to provide comprehensive homeless services; approve a first amendment to Contract No. 2299 with North Valley Caring Services (Attachment "C") to increase the maximum compensation by \$104,798, to provide comprehensive homeless services; and authorize the City Manager, or designee, to make non-substantive edits and execute all related documents.

ATTACHMENT:

- A. Resolution No. 8418
 - Exhibit "A": Indirect Funding Allocation
 - Exhibit "B": Direct Funding Allocation
- B. Contract No. 2300(b)
- C. Contract No. 2299(a)

RESOLUTION NO. 8418

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING THE BUDGET FOR FISCAL YEAR
2025-2026, APPROVING BUDGET APPROPRIATION OF LOS ANGELES
COUNTY MEASURE A FUNDING ALLOCATIONS FOR COMPREHENSIVE
HOMELESS SERVICES**

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2025-2026, commencing July 1, 2025, and ending June 30, 2026; and

WHEREAS, the City Council has determined that it is necessary to amend the revenues and expenditures of the current City budget to establish a Measure A (Formerly Measure H) Fund and appropriate funds received for Comprehensive Homeless Services to Home Again Los Angeles and North Valley Caring Service; and

WHEREAS, an annual budget for the City of San Fernando for Fiscal Year beginning July 1, 2025 and ending June 30, 2026, a copy of which is on file in the City Clerk's Office, was adopted on June 30, 2025.

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

SECTION 1. The following adjustments are made to the City Budget:

ALLOCATION OF FUNDS FOR COMPREHENSIVE HOMELESS SERVICES

Increase in Measure A Revenues	<u>\$648,363</u>
Account No. 028-3210-XXXX (<i>Direct Allocation</i>)	130,358
Account No. 028-3210-XXXX (<i>Indirect Allocation</i>)	518,005
Increase in Measure A Expenditures	<u>\$648,363</u>
Account No. 028-107-XXXX-4260 (<i>Direct Allocation</i>)	130,358
Account No. 028-107-XXXX-4260 (<i>Indirect Allocation</i>)	518,005

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 17th DAY OF NOVEMBER, 2025.

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

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, Julia Fritz, 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. 8418 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 17th day of November, 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 November, 2025.

Julia Fritz, City Clerk

Table 7 below estimates the total amount of LACAHS funding to the Agency and each Eligible Jurisdiction by corresponding use.

Table 7. Estimated LACAHS Funding by Use and Jurisdiction

AGENCY	PPO			RPHP		TA		ADMIN	TOTAL BY AGENCY
	NEW CONSTRUCTION	FLEXIBLE	TA FOR SMALL CITIES	RPHP	TA FOR SMALL CITIES	GENERAL	TA FOR SMALL CITIES		
1 LACAHS	\$53,224,698	\$13,090,864	\$2,583,723	\$32,727,161	\$1,722,482	\$5,454,527	\$287,080	\$19,138,690	\$128,229,226
2 Burbank-Glendale-Pasadena Regional Housing Trust	\$3,058,288	\$900,661		\$2,137,002		\$356,167			\$6,452,118
3 City of Glendale	\$2,044,455	\$602,089		\$2,105,698		\$350,950			\$5,103,191
4 City of Long Beach	\$4,083,071	\$1,202,458		\$4,646,518		\$774,420			\$10,706,466
5 City of Los Angeles	\$67,414,093	\$19,853,341		\$39,560,271		\$6,593,378			\$133,421,084
6 City of Santa Clarita	\$1,872,563	\$551,467		\$886,244		\$147,707			\$3,457,981
7 Gateway Cities Council of Governments/ Gateway Cities Affordable Housing Trust	\$7,018,735	\$2,067,006		\$8,102,103		\$1,350,350			\$18,538,195
8 Las Virgenes/Malibu Council of Governments	\$204,737	\$60,295		\$166,605		\$27,768			\$459,405
9 North Los Angeles County Transportation Coalition JPA	\$2,237,149	\$658,837		\$2,142,219		\$357,037			\$5,395,241
10 San Fernando Valley Council of Governments	\$267,874	\$78,888		\$146,780		\$24,463			\$518,005
11 San Gabriel Valley Council of Governments/ San Gabriel Valley Regional Housing Trust	\$12,480,955	\$3,675,621		\$8,172,640		\$1,362,107			\$25,691,324
12 South Bay Cities Council of Governments/ South Bay Regional Housing Trust	\$5,641,046	\$1,661,279		\$4,886,096		\$814,349			\$13,002,770
13 Unincorporated Los Angeles County	\$14,356,803	\$4,228,055		\$5,312,453		\$885,409			\$24,782,720
14 Westside Cities Council of Governments	\$3,511,192	\$1,034,041		\$2,117,872		\$352,979			\$7,016,083
TOTAL	\$177,415,660	\$49,664,902	\$2,583,723	\$113,109,660	\$1,722,482	\$18,851,610	\$287,080	\$19,138,690	\$382,773,809

**FUNDING AGREEMENT
CITY OF SAN FERNANDO
FOR
LOCAL SOLUTIONS FUND
CONTRACT NUMBER: HI-25-025**

The Funding Agreement is made and entered into by and between the County of Los Angeles, hereinafter referred to as "County" and City of San Fernando referred to as "Local Jurisdiction" or "City". The County and Local Jurisdiction shall collectively be referred to as "Parties".

RECITALS:

WHEREAS, on November 4, 2024, the voters of Los Angeles County approved the Affordable Housing, Homelessness Solutions, and Prevention Now Transactions and Use Tax Ordinance ("Measure A" or the "Ordinance"), a one-half cent sales tax countywide, to fund critical programs designed to reduce and prevent homelessness within the County;

WHEREAS, the County has received a portion of the proceeds from the tax imposed by Measure A for Comprehensive Homelessness Services, the Local Solutions Fund, and Homelessness Solutions Innovations which it distributes to eligible programs and services in accordance with Measure A;

WHEREAS, pursuant to Measure A, the County shall allocate funds from the Local Solutions Fund to cities, councils of governments, and/or the County on behalf of its unincorporated areas;

WHEREAS, on March 25, 2025, the County Board of Supervisors ("Board"), in consultation with cities within the County, determined that Formula 4, based on 90% of the multi-year average point-in-time count and 10% of the American Community Survey proxy data, is the appropriate method for distributing Local Solutions Fund to cities, councils of governments, and to the County on behalf of its unincorporated areas;

WHEREAS, services and programs funded by the Local Solutions Fund shall support a variety of services and programs aimed at addressing homelessness, including but not limited to physical and mental health care, emergency housing, permanent housing, job counseling, substance use disorder treatment, short-term rental subsidies, and other related services, as well as the collection and analysis of data to assess the effectiveness of such services and programs;

WHEREAS, services and programs funded by Local Solutions Fund shall contribute to achieving the five outcome goals outlined in Measure A by demonstrating measurable progress from baseline metrics toward target metrics ("Metrics") as adopted by the Board on March 25, 2025;

WHEREAS, services and programs funded by the Local Solutions Fund must align with the purposes enumerated in Measure A and the Regional Plan adopted by the Board on March 25, 2025, which sets goals and objectives to reduce homelessness and expand affordable housing in accordance with Measure A;

WHEREAS, services and programs funded by the Local Solutions Fund shall adhere to best practices for the standardization of care, including but not limited to facilitating connections to behavioral and mental health services, medical care, and other services, and create connections to mainstream safety net programs supported by County, State, and federal funds, including connections to medical and mental health care and other entitlement programs;

WHEREAS, the Local Jurisdiction agrees to perform its obligations under this Agreement in a manner consistent with and supportive of the goals and purposes outlined in Measure A, and the Metrics, Regional Plan, and best practices for the standardization of care; and

WHEREAS, the Parties desire to enter into this Agreement to formalize the allocation of Measure A funds, which is approved by the Board annually, establish accountability measures, and ensure the effective use of Measure A funds to achieve the stated goals in Measure A to prevent and reduce homelessness and increase access to affordable housing, subject to all the conditions required by Measure A.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the Parties agree to the following:

I. PURPOSE AND SCOPE

- A. Purpose of Affordable Housing, Homelessness Solutions, And Prevention Now Transactions and Use Tax Ordinance ("Measure A"): The allocation of Measure A funds from the Local Solutions Fund to the Local Jurisdiction is to be used solely for services and programs consistent with the purposes enumerated in the Ordinance or for the purposes set forth in Government Code section 64700 *et seq.*, including but not limited to homelessness prevention, homelessness services, or affordable housing programs in Los Angeles County.
- B. Scope: Local Jurisdiction shall use Measure A funds for the purposes and goals specified in Measure A and the goals and objectives outlined in the Regional Plan adopted by the County Board on March 25, 2025, which aims to reduce homelessness and expand affordable housing. Local Jurisdiction shall use Measure A funds for the uses as set forth in Measure A, including, but not limited to:
 1. Preventing Homelessness;
 2. Mental Health;
 3. Outpatient and residential substance use treatment;
 4. Case management and outreach services;
 5. Employment services;
 6. Expedited placements in permanent housing;
 7. Enhanced emergency housing and interim housing;
 8. Enhanced services for transition-age youth and children; and
 9. Affordable housing for people experiencing, or at risk of homelessness.

II. TERM

The term of this Agreement shall commence upon execution by the Parties and shall remain in force through June 30, 2031, contingent upon available funding and program performance set forth in this Agreement, unless sooner terminated or extended, in whole or in part, as provided in this Agreement.

III. FUNDING ALLOCATION

- A. Amount of Funds: Local Jurisdiction shall receive a portion of County's Measure A allocation in an amount not to exceed **\$130,358** ("Funds") for Fiscal Year 2025-2026. Funding amounts for subsequent fiscal years for the Term is contingent upon the County's receipt of allocated Measure A funds and annual approval by the County Board. Funds are to implement programs and services aimed at preventing and

- reducing homelessness and increasing access to affordable housing (the "Project"), subject to Measure A, and as further described in this Agreement and Exhibit A, Project Description and Budget, which is attached and incorporated herein by reference. Local Jurisdiction agrees to use Funds as described in Exhibit A, Project Description and Budget. The County reserves the right, in its sole discretion, to adjust the Local Solutions Fund allocation based on actual Measure A tax revenues received by the County. The Local Jurisdiction shall have no claim against the County for payment of any money or reimbursement, of any kind whatsoever, for any Project provided by the Local Jurisdiction after the expiration or other termination of this Agreement. Should the Local Jurisdiction receive any such payment, it shall immediately notify the County and shall immediately repay all such funds to the County. Payment by the County for Project rendered after the expiration and/or termination of this Agreement shall not constitute a waiver of the County's right to recover such payment from the Local Jurisdiction. This provision shall survive the expiration or other termination of this Agreement.
- B. **Use of Funds:** Local Jurisdiction agrees to use the allocated Funds as described in their approved budget, exclusively for Measure A eligible Project, and as further described in this Agreement and Exhibit A, Project Description and Budget, and the goals and metrics outlined in Section IV of this Agreement. Any misspent or disallowed Funds must be fully reimbursed to the County, upon County's request. All Parties agree to be bound by all applicable federal, state, and local laws, ordinances, regulations, and directives as they pertain to the performance of this Agreement.
- C. **Prohibited Uses of Funds:** The Funds are intended to support best practices, policies, and programs implemented by departments, agencies, or organizations that are primarily formed to provide services to and support people who are experiencing homelessness, at risk of homelessness, or are low-income. Per Measure A, the Funds may not be used to fund investigations or prosecutions to pursue criminal, civil, or administrative penalties against people experiencing homelessness or other low-income people.
- D. **Notification of Reaching Seventy-Five Percent (75%) of Total Agreement Sum or Individual Project Budgets:** Local Jurisdiction must maintain a system of record keeping that will allow the Local Jurisdiction to determine when it has incurred seventy-five percent of either the total Agreement sum or the individual project budget specified in Exhibit A, Project Description and Budget, for each listed project, whichever is reached first. Upon occurrence of this event, the Local Jurisdiction must send written notification to County at the address herein provided in Section XV of this Agreement. If the seventy-five percent threshold for an individual project budget is reached, the notice must identify the specific Project(s) to which it applies.
- E. **Supplanting of Funds:** Local Jurisdiction shall not use the Funds to supplant or replace existing funding sources supporting Local Jurisdiction's programs, operations, or services, except as expressly permitted in this Section. The County may approve the use of the Funds to supplant existing funding sources only under the following limited circumstances, all of which must be justified in writing by the Local Jurisdiction and approved in writing by the County prior to the execution of this Agreement or any amendment authorizing such use:
1. The Funds are allocated to advance the goals outlined in Section IV.A.1 and 3, specifically: to increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness, and increase the number of people permanently leaving homelessness;
 2. The supplanting of funds is necessary to prevent the loss of interim or permanent housing or services for people experiencing homelessness;
 3. The supplanting of funds maintains or increases the Local Jurisdiction's

ability to achieve the goals stated above; and

4. Local Jurisdiction agrees to redirect the local funds being replaced by the Funds to another eligible use under this Agreement that advances one or more of the goals set forth in Section IV.A.

Local Jurisdiction shall submit an annual certification of compliance to the County no later than October 1 of each year. The certification shall be signed by an authorized representative of Local Jurisdiction and must affirm compliance with all requirements set forth in this Section. The County reserves the right to request supporting documentation, including documentation showing the eligible use of the redirected funds, to verify compliance with this Section. If Local Jurisdiction fails to comply, the County may exercise any remedies available under this Agreement, including withholding of Funds or terminating the Agreement.

IV. GOALS AND METRICS

- A. Goals: The Parties agree to work collaboratively to achieve the following goals:
 1. Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness;
 2. Reduce the number of people with mental illness and/or substance use disorders who experience homelessness;
 3. Increase the number of people permanently leaving homelessness;
 4. Prevent people from falling into homelessness; and
 5. Increase the number of affordable housing units in Los Angeles County.
- B. Baseline Metrics, Target Metrics, Key Performance Indicators, and Key System Performance Metrics: Local Jurisdiction shall work towards achieving the metrics and key performance indicators as follows:
 1. Demonstrating progress from the baseline metrics toward the target metrics as set forth in Exhibit B, Measure A Goals and Recommended Targets, which are attached and incorporated herein by reference. Project funded by the Funds shall contribute to achieving the goals in Section IV.A.
 2. Project Specific Key Performance Indicators ("PS-KPIs") and Project Specific Target Outcomes related to the use of the Funds, as set forth in Exhibit A, Project Description and Budget. The Parties will amend this Agreement to incorporate any additional or revised key performance indicators approved by the County.
 3. Key system performance metrics related to the use of the Funds, including, but are not limited to:
 - a. Creating a standardization of basic services to bring people inside and ensure that people have access to social services, medical care, and behavioral/mental health care.
 - b. Establishing a homeless-service-delivery system more accessible to all communities;
 - c. Meeting regional housing needs for "Lower Income Households," which has the same meaning as defined in California Health and Safety Code section 50079.5;
 - d. Using an equity lens and reducing racial disparities and disproportionate impact of homelessness and housing insecurity for critical populations, including but not limited to veterans, seniors, transition-age youth, families with children, people with disabilities,

people with animal companions, women, members of LGBTQIA+ communities, survivors of domestic violence, overrepresented racial groups, and others at risk of homelessness; and

- e. Increasing accountability and transparency in the use of public funds.
- 4. The Parties will amend this Agreement to incorporate any additional or revised metrics and key performance indicators approved by the County.

V. REGIONAL PLAN AND BEST PRACTICES

- A. Alignment with Regional Plan: Local Jurisdiction shall ensure that its Project funded by the Funds align with the County's adopted regional plan and contribute to the achievement of its stated goals and objectives. Local Jurisdiction shall coordinate with County's efforts to combat homelessness, including collection of data to build a more comprehensive and inclusive version of the Regional Plan and provide continual updates to create a "living" Regional Plan. The County's Regional Plan is attached as Exhibit C, Measure A Regional Plan, and incorporated herein by reference.
- B. Best Practices for Standardization of Care: Local Jurisdiction shall implement best practices for the standardization of care, including but not limited to connections to behavioral and mental health, medical care, and other programs and services. Project funded by the Funds should aim to create connections to mainstream safety net programs supported by other funds from the County, state, and federal governments, including connections to medical and mental health care supported by state and federal programs as well as other entitlement programs. Funding for Project shall be allocated according to need and equity, considering factors such as the point-in-time count or other similar measures of the population experiencing homelessness or housing instability. Local Jurisdiction shall also comply with any additional best practices for standardization of care, including guidance and key performance indicators approved by the County. The Parties will amend this Agreement as needed to incorporate such County-approved standards of care as an exhibit.

VI. CONSTRUCTION AND REHABILITATION WORK

- A. Prevailing Wages: Any construction or rehabilitation project receiving Funds or financed under Funds, including but not limited to a project of fewer than 40 units, shall constitute a public work for which prevailing wages shall be paid for purposes of Chapter 1 (commencing with Section 1720) of Part 7 of Division 2 of the California Labor Code.
- B. Project Labor Agreement for Projects with 40 or More Units: A project of 40 or more units is eligible to receive Funds or financed under Funds only if all construction and rehabilitation is subject to the City of Los Angeles Department of Public Works Project Labor Agreement 2020-2030 if the project is within the City of Los Angeles, or the Countywide Community Workforce Agreement, executed by the Chief Executive Officer on June 7, 2023, if the project is elsewhere or any successor to either agreement. For purposes of this Section, the number of units means the maximum number of units authorized in an entitlement granted by the land use permitting authority for a development project, regardless of whether construction or rehabilitation proceeds in phases or project ownership is divided.
- C. Alternative Project Labor Agreement: Notwithstanding Section VI.B, above, if a project labor agreement is agreed between Local Jurisdiction or its project developer, the Los Angeles/Orange Counties Building and Construction Trades Council, and the Western States Regional Council of Carpenters, then a project with 40 or more units is eligible to receive funding or financing from Measure A if all

construction and rehabilitation is subject to that project labor agreement.

- D. Designated Enforcement Agency (DEA): Local Jurisdiction acknowledges that the DEA has the authority to enforce Labor Code Sections 1720-1815, as amended from time to time, for projects funded by the Funds. Any developer, contractor, or subcontractor as to such projects shall be required to cooperate fully in any investigation the DEA initiates. For projects located in the City of Los Angeles, the DEA shall be the Department of Public Works, Bureau of Contract Administration. For projects located elsewhere, Local Jurisdiction shall act as or designate the DEA. The DEA shall be authorized to work with joint labor management committees established pursuant to the federal Labor Management Cooperation act of 1978 (29 U.S.C. section 175a) in order to carry out the enforcement/investigation duties under Measure A. A joint labor management committee may bring an action in any court of competent jurisdiction against an employer that fails to comply with the labor standards required by this Agreement and Measure A.
- E. Compliance and Cooperation: Local Jurisdiction, including Local Jurisdiction's developers, contractors, and subcontractors, shall comply with the prevailing wage requirements, project labor agreement requirements, and any other labor standards set forth in this section. Failure to comply may result in enforcement actions, including but not limited to withholding of funds, or termination of this Agreement per Section XIV.J. Termination.

VII. RECRUITMENT AND RETENTION OF HOMELESSNESS SERVICE AND PREVENTION WORKERS

- A. All Local Jurisdiction's contracts that use Funds to pay for social services positions, including but not limited to homelessness services and eviction prevention workers, must:
 - 1. Set sufficient payment rates to enable contractors to pay wages aligned with public and private market conditions;
 - 2. Allow amendments, as needed, to provide that incentives and wage increases for cost of living similar to those offered to County staff and/or Los Angeles Homeless Services Authority (LAHSA) staff are also available to service provider and prevention worker staff;
 - 3. Allow annual adjustments to reflect cost-of-living adjustments, increases in administrative allowances, and operational cost changes due to inflation or other factors (such as supply shortages, insurance market changes, etc.);
 - 4. Be paid in a timely manner to prevent unnecessary cost increases borne by service providers; and
 - 5. Not result in displacement of public employees.
- B. The requirements under Section VII.A. shall be fully implemented and enforced by July 1, 2026, to allow for necessary administrative, budgetary, and contractual adjustments while ensuring compliance with Measure A. During the transition period, Local Jurisdiction shall coordinate with the County to align all Measure A-funded social services positions with the requirements set forth in this Section to the maximum extent feasible.

VIII. INVOICING AND PAYMENT

- A. The Local Jurisdiction must invoice the County only for the tasks, deliverables, goods, services, and other work specified in Exhibit A, Project Description and Budget, and elsewhere hereunder. The Local Jurisdiction's payments will be as provided in Exhibit A, and the Local Jurisdiction will be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing, no payment for any services will be

- due to the Local Jurisdiction, including for work rendered.
- B. The Local Jurisdiction's invoices must contain the information set forth in Exhibit A, Project Description and Budget, describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed. The Local Jurisdiction must prepare invoices, which will include the charges owed to the Local Jurisdiction by the County under the terms of this Agreement and in accordance with Exhibit A.
 - C. The Local Jurisdiction must submit monthly invoices to the County by the 15th calendar day of the month following the month of service. All invoices under this Agreement must be submitted to the County's Project Manager. If County does not receive the invoices timely, then at the County's sole discretion, all work intended to be paid by such invoice may be considered gratuitous effort on the part of the Local Jurisdiction, for which Local Jurisdiction has no claim whatsoever against County.
 - D. All invoices submitted by the Local Jurisdiction for payment must have the written approval of the County's Project Manager prior to any payment thereof. In no event will the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld.
 - E. Default Method of Payment: Direct Deposit or Electronic Funds Transfer
 - i. The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under the Agreement with the County shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
 - ii. Local Jurisdiction shall submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
 - iii. Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.
 - iv. At any time during the duration of the Agreement, Local Jurisdiction may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business, or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting County department(s), shall decide whether to approve exemption requests.

IX ACCOUNTABILITY AND REPORTING

Local Jurisdiction shall complete financial and status reports on the dates specified as follows:

- A. Project Review and Evaluation: The County will monitor, evaluate, and provide guidance to the Local Jurisdiction in the performance of the Measure A Funds allocated to Local Jurisdiction. Reviews will focus on the extent to which the planned Measure A Funds have been implemented and measurable goals achieved, effectiveness of the Project management, and impact of the Project.

The Local Jurisdiction shall make available for inspection to authorized County and their agents, for the term of this Agreement and for a period of five (5) years from the expiration date of this Agreement, all records, including financial, pertaining to its performance under this Agreement, and allow said County personnel and agents to inspect and monitor the Local Jurisdiction Measure A funded Project, and

interview the Local Jurisdiction's staff and Project participants, as required by the County and in compliance with Measure A.

Failure of the Local Jurisdiction to comply with the requirements of this Section shall constitute a material breach of the Agreement upon which the County, through its Chief Executive Officer, or designee, may cancel, terminate this Agreement.

B. Reports and Records:

The Local Jurisdiction agrees to prepare and submit financial, Project progress, monitoring, evaluation, or other reports required by the County. The Local Jurisdiction shall maintain and permit onsite inspections of such property, personnel, financial, and other records and accounts as are considered necessary by the County to assure proper accounting for all Agreement Measure A Funds during the Term of this Agreement and for a total of five (5) years thereafter. The Local Jurisdiction will ensure that its employees, agents, City Council members, officers, and board members furnish such information, which in the judgment of County representatives, may be relevant to a question of compliance with contractual conditions, with the County directives, or with the effectiveness, legality, and achievements of the Local Solutions Fund.

1. Quarterly Reports: Local Jurisdiction shall submit a quarterly report using a County approved method that details the status of work performed, including project specific key performance indicators and target specific outcomes. All quarterly reports and supporting documents shall be submitted to County within 30 days after each quarter. A quarterly reporting template is attached and incorporated herein by reference as (Exhibit E).
2. Annual Reports: Local Jurisdiction shall submit an annual report to the County by October 1st of each year detailing the use of the Funds, including: 1) the amounts of Funds received and spent in the previous fiscal year, 2) the status of any projects or work funded by the Funds, and 3) any Funds carried over from previous years and to be carried over to future years.
3. Certification: Local Jurisdiction shall provide a certification, in a form provided by County, to be signed by its Executive Director, City Manager, or designee, with each report required under this Section IX that the statements contained in the report are, to the best of Local Jurisdiction's knowledge and understanding, true and accurate and that the expenditures described in the report comply with the uses permitted under Section III, Funding Allocation, Exhibit A, Project Description and Budget, and as authorized by the County Board.

C. Public Availability: Local Jurisdiction shall make the annual reports and records publicly available, without charge, including by posting them on its website for at least five (5) years after they are completed, to ensure transparency and accountability in the use of public funds.

D. Data Collection and Reporting: The Local Jurisdiction agrees to collect and report data as required by this Agreement to assess the effectiveness of funded Project, facilitate reporting, monitoring, and outcome analysis. This includes providing data on outcomes related to homelessness prevention, housing stability, mental health treatment, substance use disorder treatment, and other relevant indicators. To the extent feasible, the County will require the Local Jurisdiction to report expenditures and other key metrics in a uniform manner.

E. Accounting: The Local Jurisdiction shall establish and maintain on a current basis an adequate accounting system in accordance with Generally Accepted Accounting Principles ("GAAP") Standards, and the County Auditor-Controller Agreement Accounting and Administration Handbook. Regardless of the Local Jurisdiction's method of accounting, expenses must be reported in accordance with this Agreement.

- F. Submission of Reports to County Project Manager: All completed reports described in this Section shall be submitted timely to the County's Project Manager.

IX. FINANCIAL RECORDS AND AUDITING

A. Audits:

1. County shall monitor the progress of the Measure A funded Project through this Agreement and ensure Local Jurisdiction's compliance with the terms and objectives outlined herein. The Local Jurisdiction shall make available for inspection and audit to authorized County personnel and their agents, for the term of this Agreement and a period of five (5) years from the expiration date of this Agreement, and allow said County personnel and agents to inspect and audit all of its books and records relating to each Project operation or business activity which is Measure A funded in whole, or in part, in compliance with Measure A and this Agreement. Failure of the Local Jurisdiction to comply with the requirements of this Section shall constitute a material breach of this Agreement upon which County may cancel or terminate this Agreement. Within ten (10) days of the County's written request, Local Jurisdiction shall allow the County access to financial and program records during regular business hours at any place Local Jurisdiction keeps those records.
2. Local Jurisdiction agrees to maintain accurate and complete financial accounts, documents, and records relating to this Agreement in accordance with general accepted accounting principles. Local Jurisdiction must maintain accurate and complete employment and other records relating to its performance of this Agreement. Local Jurisdiction shall make financial records available to the County for auditing at reasonable times. Local Jurisdiction agrees that the County, or its authorized representatives, will have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, will be kept and maintained by Local Jurisdiction and will be made available to the County during the term of this Agreement and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time.
3. Local Jurisdiction, within thirty (30) days of notification from the County of its audit findings, may dispute the audit findings in writing to the County and provide the County with records and/or documentation to support the expenditure claims. The County shall review this documentation and make a final determination as to the validity of the expenditures. The Local Jurisdiction agrees that in the event that the Measure A funded Project established hereunder is subject to audit exceptions by appropriate audit agencies, it shall be responsible for complying with such exceptions and paying the County the full amount of the County's liability to the funding agency resulting from such audit exceptions.
4. It is understood and agreed that any funds paid to Local Jurisdiction hereunder may only be used for the purposes specified in this Agreement and in accordance with Measure A. In furtherance of this understanding, it is agreed that should the County determine that any funds paid to Local Jurisdiction hereunder have been used for purposes other than those authorized by this Agreement, Local Jurisdiction is required to immediately refund any such improperly used funds to the County.

- B. Redirecting Funds for Unexpended Funds: Effective October 1, 2027, if Local Jurisdiction reports unexpended funds equaling 30 percent or more of its allocated proceeds from the Local Solutions Fund in two consecutive annual reports, County shall reallocate the excess amount exceeding the 30 percent threshold ("Excess Amount") back to the County's Local Solutions Fund.
- i. The County shall, within 45 days of identifying the Excess Amount (or by November 15th), issue a written notice to Local Jurisdiction informing it that County will withhold from the next annual allocation the portion of funds exceeding 30 percent of that year's total allocation for reallocation to the County's Local Solutions Fund.
 - ii. For the purposes of this provision, funds appropriated for permanent affordable housing construction by Local Jurisdiction shall be excluded from the calculation of unexpended funds and shall not be considered when determining whether the 30 percent threshold has been exceeded.
- C. Redirecting Funds for Failure to Meet Target Metrics: The County reserves the right to evaluate progress toward the target metrics established under Measure A and/or this Agreement. For each goal for which the target metric has not been achieved as of December 31, 2030, the County reserves the right, in its sole discretion, to redirect funds to or away from Local Jurisdiction's Project.

XI. INDEMNITY AND INSURANCE

- A. Indemnity: Local Jurisdiction agrees to indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, actions, causes of action, or expense of any kind, including, but not limited to, defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage arising from or related to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

Any legal defense pursuant to Local Jurisdiction's indemnification obligations under this Section will be conducted by Local Jurisdiction and performed by counsel selected by Local Jurisdiction and approved by County. Notwithstanding the preceding sentence, County will have the right to participate in any such defense at its sole cost and expense, except that in the event Local Jurisdiction fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County will be entitled to retain its own counsel, including, without limitation, County Counsel, and to seek reimbursement from Local Jurisdiction for all such costs and expenses incurred by County in doing so. Local Jurisdiction will not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

- B. Insurance: Local Jurisdiction shall provide and maintain at its own expense during the term of this Agreement the following program(s) of insurance or self-insurance covering its operations hereunder. Such insurance shall be provided by insurer(s) satisfactory to the County's Risk Manager and evidence of such programs satisfactory to the County shall be delivered to the County on or before the effective date of this Agreement. Such evidence shall specifically identify this Agreement and shall contain express conditions that County is to be given written notice at least thirty (30) days in advance of any modification or termination of any program of insurance. All such insurance, except for Workers' Compensation, shall be primary to and not contributing with any other insurance or self-insurance coverage maintained by County and shall name the County of Los Angeles as an additional insured.
- i. Commercial General Liability: with limits of not less than \$1 million per

occurrence.

- ii. Automobile Liability insurance: (Providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.
- iii. Workers' Compensation: For every Contractor providing services, a program of Workers' Compensation Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, and which specifically covers all persons providing services by or on behalf of Local Jurisdiction and all risks to such persons under this Agreement, and including Employer's Liability coverage with a \$1 million per accident.
- iv. Crime Insurance: A comprehensive blanket crime insurance policy with each insuring agreement in an amount not less than \$1 million, insuring against loss of money, securities, or other property referred to hereunder which may result from:
 1. Dishonesty or fraudulent acts of officers, directors, or employees of Local Jurisdiction, or
 2. Disappearance, destruction or wrongful abstraction inside or outside the premises or Local Jurisdiction, while in the care, custody or control of Local Jurisdiction, or
 3. Sustained through forgery or direction to pay a certain sum in money.
- v. Property Coverage: If, under the terms of this Agreement, Local Jurisdiction shall have possession of rented or leased or be loaned any County-owned real or personal property, Local Jurisdiction shall provide:
 1. For real property: insurance providing special form ("all risk") coverage for the full replacement value.
 2. For personal property: insurance providing special form ("all risk") coverage for the actual cash value.

XII. CONFLICT OF INTEREST

- A. Local Jurisdiction covenants that neither Local Jurisdiction nor any of its agents, officers, employees, contractors, or sub-contractors who presently exercise any function of responsibility in connection with the Project has a personal interest, direct or indirect, in the Agreement, except to the extent he or she may receive compensation for his or her performance pursuant to this Agreement.
- B. Local Jurisdiction, its agents, officers, employees, contractors, and sub-contractors shall comply with all applicable Federal, State and County laws and regulations governing conflict of interest now in effect or hereafter to be enacted during the term of this Agreement.

XIII. AUTHORITY

Local Jurisdiction warrants and certifies that it possesses the legal authority to execute this Agreement and to undertake the proposed Project, and that a resolution, motion, or similar action has been fully adopted or passed, as an official act of Local Jurisdiction 's governing body, and directing and designating the authorized representative(s) of Local Jurisdiction to act in connection with the Project specified and to provide such additional information as may be required by the County.

XIV. STANDARD TERMS AND CONDITIONS

- A. Amendments and Change Notices:
- a. For any change which affects the scope of work, term, budget, payments, or any term or condition included under this Agreement, an amendment to the Agreement will be prepared by the County and shall be executed by the Local Jurisdiction and an authorized designee of the County, and approved as to form by County Counsel.
 - b. The County's Board or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Agreement during the term of this Agreement. The County reserves the right to add and/or change such provisions as required by the County's Board or Chief Executive Officer. To implement such changes, an Amendment to the Agreement will be prepared by the County and shall be executed by the Local Jurisdiction and by an authorized designee of the County.
 - c. For any change which does not materially affect the scope of work, term, budget, payments, or any term or condition included under this Agreement, a Change Notice will be prepared and signed by the County's Project Manager or designee and Local Jurisdiction's Project Manager.
- B. Independent Contractor: This Agreement is by and between the County and Local Jurisdiction and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and Local Jurisdiction. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.
- Local Jurisdiction shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Agreement all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, worker's compensation benefits or other compensation, benefits, or taxes for any personnel provided by or on behalf of Local Jurisdiction.
- C. Assignments and Subcontracts:
- a. Local Jurisdiction shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of the County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this Section, the County's consent requires a written amendment to this Agreement that is formally approved and executed by Local Jurisdiction and the County.
 - b. Any assumption, assignment, delegation, or takeover of any of Local Jurisdiction's duties, responsibilities, obligations, or performance of same by any entity other than Local Jurisdiction, whether through assignment, subcontract, delegation, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of this Agreement which may result in the termination of this Agreement.
 - c. Local Jurisdiction shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
 - d. Any contractor or subcontractor of Local Jurisdiction are bound by the same obligations of this Agreement and shall comply with all Measure A

requirements such as, but not limited to, Measure A allowable uses, purposes, Goals and Metrics (Exhibit B), Regional Plan (Exhibit C), and Best Practices (Exhibit D). Failure to comply may result in enforcement actions, including but not limited to withholding of funds, or termination of this Agreement per Section XIV.J. Termination.

- D. Fair Labor: Local Jurisdiction agrees to indemnify, defend, and hold harmless the County, its agents, officers, and employees from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law violation including, but not limited to, Federal Fair Labor Standards Act for services performed by Local Jurisdiction's employees for which the County may be found jointly or solely liable.
- E. Religious and Political Activities: Local Jurisdiction agrees that Measure A Funds under this Agreement will be used exclusively for the performance of the work required under this Agreement, and that no Measure A funds made available under this Agreement shall be used to promote religious or political activities. Further, Local Jurisdiction agrees that it will not perform, nor permit to be performed, any religious or political activities in connection with the performance of this Agreement.
- F. Nondiscrimination: Local Jurisdiction shall not discriminate against any person on the basis of race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or mental handicap, medical condition, or place of residence in providing any services under this Agreement.
- G. County Lobbyists: Local Jurisdiction and each County lobbyist or County lobbying firm as defined in Los Angeles County Code Section 2.160.010, retained by Local Jurisdiction, shall fully comply with the County Lobbyist Ordinance, Los Angeles County Code Chapter 2.160. Failure on the part of Local Jurisdiction or any County lobbyist or County lobbying firm retained by Local Jurisdiction to fully comply with the County Lobbyist Ordinance shall constitute a material breach of this Agreement upon which County may immediately terminate this Agreement.
- H. Confidentiality: Local Jurisdiction must maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- I. Public Records Act: Any documents submitted by Local Jurisdiction to the County become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records. In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, and/or records, the Local Jurisdiction agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.
- J. Termination:
 - 1. Termination for Convenience: This Agreement may be terminated, in whole or in part, by either party for the convenience of that party. Termination of work hereunder shall be effected by written notice of termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective.
 - 2. Termination for Default: The County may terminate this Agreement immediately by written notice to Local Jurisdiction upon Local Jurisdiction's failure to comply with the provisions of this Agreement. It is also understood and agreed that should the County determine that Local Jurisdiction's failure to perform relates to only part of the Project, the County, in its sole discretion, may elect to terminate only that part of the Agreement which

shall in no way void or invalidate the rest of this Agreement.

3. Termination for Improper Consideration:

- a. The County may, by written notice to Local Jurisdiction, immediately terminate the right of Local Jurisdiction to proceed under this Agreement if it is found that consideration, in any form, was offered or given by Local Jurisdiction, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Agreement or securing favorable treatment with respect to the award, amendment, extension of this Agreement, or the making of any determinations with respect to Local Jurisdiction's performance pursuant to this Agreement. In the event of such termination, the County shall be entitled to pursue those same remedies against Local Jurisdiction as it could pursue in the event of default by Local Jurisdiction.
- b. Local Jurisdiction shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to a County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861 or <https://fraud.lacounty.gov/>.
- c. Among other items, such improper consideration may take the form of cash; discounts; services; the provision of travel, entertainment, or tangible gifts.

4. In the event of termination, Local Jurisdiction will provide a detailed report of expenditures and funds that had not been expended, contracted, or encumbered by Local Jurisdiction for use in carrying out the purposes of the Agreement prior to Local Jurisdiction's receipt of County's notification of termination. Local Jurisdiction shall reimburse County within thirty (30) days of the termination, the full monetary value of all funds already disbursed under this Agreement that had not been expended, contracted, or encumbered by Local Jurisdiction.

XV. NOTICES, REPORTS, INVOICES, AND APPROVALS

- A. All notices, reports, invoices, and approvals shall be directed to and made by the following representatives of the parties:

To the County Representative:

Name: Marco Santana, County Project Manager
Email: MSantana@ceo.lacounty.gov
And copy
hiadmin@ceo.lacounty.gov

To Local Jurisdiction Representative:

Name: Kenya Marquez, Housing Coordinator
Email: KMarquezt@sfcity.org

- B. Local Jurisdiction shall notify the County in writing within five (5) business days of any change in the names or email address above.

XVI. SEVERABILITY

If any provision of this Agreement, or the application thereof, is held to be invalid, that invalidity shall not affect other provisions or applications of the Agreement that can be given effect without the invalid provision or application, and to this end the provisions of the Agreement are severable.

XVII. PHOTOGRAPHS, FOOTAGE, AND OTHER MEDIA MATERIALS

The Local Jurisdiction represents and warrants that all photographs, videos, DVD's, footage, magazines, and other media materials provided to the County are either public record or have been legally procured without invading the copyright, ownership, or privacy rights of any individual. The Local Jurisdiction further agrees to defend, hold harmless, and indemnify the County Indemnitees from any and all liability arising from or related to the County's use of said photographs, videos, DVD's, footage, magazines, and other media materials.

XVIII. GOVERNING LAWS, JURISDICTION AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of California. To the maximum extent permitted by applicable law, Local Jurisdiction and the County agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes concerning this Agreement and further agree and consent that venue of any action brought in connection with or arising out of this Agreement, shall be exclusively in the County of Los Angeles.

XIX. COMPLIANCE WITH FAIR CHANCE EMPLOYMENT HIRING PRACTICES

The Local Jurisdiction, and its contractors/subcontractors, must comply with fair chance employment hiring practices set forth in California Government Code Section 12952. Local Jurisdiction's violation of this paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement.

XX. CAMPAIGN CONTRIBUTION PROHIBITION FOLLOWING FINAL DECISION IN CONTRACT PROCEEDING

Pursuant to Government Code Section 84308, the Local Jurisdiction and its contractors/subcontractors, are prohibited from making a contribution of more than \$250 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Agreement. Failure to comply with the provisions of Government Code Section 84308 and of this Section, may be a material breach of this Agreement as determined in the sole discretion of the County.

XXI. RIGHTS AND REMEDIES NOT EXCLUSIVE

The rights and remedies of the County provided in any given paragraph, as well as throughout the Agreement, are not exclusive and are cumulative with any and all other rights and remedies under the Agreement, at law, or in equity.

XXII. EXECUTION OF AGREEMENT AND AMENDMENTS

This Agreement and any amendments thereto may be executed in counterpart originals, utilizing wet and/or electronic signatures, each of which shall be deemed to constitute an original Agreement or amendment, and all of which shall constitute one Agreement or amendment. The execution of one counterpart by any Party shall have the same force and effect as if that Party had signed all other counterparts.

IN WITNESS WHEREOF, Local Jurisdiction has executed this Agreement #HI-25-025 or caused it to be duly executed by its authorized representative, and the County of Los Angeles by order of its Board of Supervisors, has delegated the authority to execute this Agreement on its behalf by the Chief Executive Officer, or her designee, on the date and year written below.

COUNTY OF LOS ANGELES

Cheri Todoroff

Digitally signed by: Cheri Todoroff
DN: CN = Cheri Todoroff email =
ctodoroff@ceo.lacounty.gov C = AD
Date: 2025.10.28 08:59:06 -0700

By _____
JOSEPH M. NICCHITTA Date
Acting Chief Executive Officer

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By AL
Senior Deputy County Counsel

CITY OF SAN FERNANDO

Signed by:
By Kanika Kith
EEF5E197-310484...

Print Name Kanika Kith

Title City Manager

10/20/2025 | 10:47 AM PDT

EXHIBITS AND ATTACHMENTS

EXHIBITS

- A. PROJECT DESCRIPTION AND BUDGET**
- B. RECOMMENDATIONS FOR MEASURE A GOALS**
- C. MEASURE A REGIONAL PLAN**
- D. BEST PRACTICES**
- E. QUARTERLY REPORTING TEMPLATE**

EXHIBIT A

**PROJECT DESCRIPTION AND BUDGET
CITY OF SAN FERNANDO
HI-25-025**

I. Overview

This Agreement between the County of Los Angeles ("County") and the City of San Fernando ("City" or "Local Jurisdiction") allocates funds from the County's Local Solutions Fund ("LSF"), which are authorized under Measure A to support local homelessness solutions, including prevention efforts, services, and affordable housing. The funds will support the Local Jurisdiction's projects and associated administrative oversight as outlined herein.

II. Project Description

Eligible Use Grouping 1: This project falls under the eligible uses of LSF, as outlined in the County's Measure A Local Solutions Fund Eligible Uses, Section 1.2. Activities under Eligible Use, Group 1 must directly contribute to achieving Measure A Goal 1 (reducing unsheltered homelessness) or Goal 3 (increasing permanent housing placements) and may include the following: homeless prevention; permanent housing for PEH; interim housing for PEH; expedited placements in permanent housing for PEH; employment services for PEH; or enhanced services for Transition-Age Youth and children experiencing or at-risk of homelessness.

1A: Eligible Use	Interim Housing for People Experiencing Homelessness (PEH)
Project	Congregate Shelter Site
Project Description	The funds will be used to reserve one bed per month at a congregate shelter site operated by Community Bridge Housing for PEH. The shelter has a total capacity of 30-beds. The funds will support 12 unique PEH by covering a fixed rate of \$1,000 per bed, per month, as established by Community Bridge Housing. Ultimately, Community Bridge Housing will be engaging with PEH referred to shelter site and connect to services with the goal of exiting them into permanent housing.
Project Specific Key Performance Indicators (PS-KPI) and Target Outcomes (PS-TO)	PS-KPI: Number of PEH placed in shelter site PS-TO: 12 unique PEH
Measure A Goals and Target Metric	Alignment with Measure A Goal #1: Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness.
	Target Metric 1a: Decrease by 30 percent the number of people experiencing unsheltered homelessness from a baseline of 52,365 in 2024 to a target of 36,656 in 2030.

1B: Eligible Use	Interim Housing for PEH
Project	Motel Vouchers
Project Description	The funds will support City's motel voucher program, operated by Home Again LA, to provide temporary housing for families with minor children. Each family may stay in the motel for up to twenty-nine (29) days and will be connected to case management and a Housing Navigator to assist with searching for permanent housing.
Project Specific Key Performance Indicators (PS-KPI) and Target Outcomes (PS-TO)	PS-KPI: Number of interim housing placements PS-TO: 4 unique households
Measure A Goals and Target Metric	Alignment with Measure A Goal #1: Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness. Target Metric 1b: Increase by 80 percent the number of people moving into permanent housing from unsheltered settings from a baseline of 5,937 in FY 2023-24 to a target of 10,687 in 2030.

1C: Eligible Use	Expedited Placements in Permanent Housing for PEH
Project	Move-In Assistance
Project Description	The funds will support Home Again LA in administering a security deposit program that provides move-in assistance for families with minor children.
Project Specific Key Performance Indicators (PS-KPI) and Target Outcomes (PS-TO)	PS-KPI: Number of permanent housing placements PS-TO: 4 unique households
Measure A Goals and Target Metric	Alignment with Measure A Goal #3: Increase the number of people permanently leaving homelessness. Target Metric 3a: Increase by 57 percent the number of service participants who exit homelessness to permanent housing from a baseline of 19,127 in FY 2023-24 to a target of 30,000 in 2030.

Eligible Use Grouping 2: The project falls under eligible uses of Measure A LSF, specifically, Eligible Use, Group 2. Activities under Eligible Use, Group 2, must demonstrate a maximized partnership with organizations that create connections to mainstream safety net programs supported by other funds from the County, State, and Federal Governments, including connections to medical and mental health care supported by state and federal programs as well as other entitlement programs.

2A: Eligible Use	Case Management and Outreach Services
Project	Street Outreach
Project Description	The funds will support partial salary and benefits of two full-time staff (FTE) from a local organization (to be identified) to conduct street outreach throughout the City. The outreach team will engage with unhoused individuals and connect them to resources, including interim and permanent housing, document services provided to the participants, employment, transportation, food, and medical and mental health referrals.
Project Specific Key Performance Indicators (PS-KPI) and Target Outcomes (PS-TO)	PS-KPI: Number of individuals engaged by outreach team PS-TO: 20 unique PEH
Group 2 Connection	Outreach staff engage with unhoused individuals and connect them to critical local resources, including direct referrals to Community Bridge Housing for emergency shelter, and connections to motel voucher and rental assistance programs for families through Home Again LA. Projects being funded through City or Local Solutions Funds dollars. Outreach staff will also make direct referrals to mental health clinicians embedded within the San Fernando Police Department through a SAMHSA-funded program. This partnership provides access to two case managers who connect individuals to mental health and social services, as well as offering crisis intervention, de-escalation, and access to mental health care. The City and Outreach team will continue to also collaborate with the MDT to ensure that proper care coordination occurs. They will also participate in the daily huddles and trainings MDT provides, and will establish regular case conferencing with the HET.
Measure A Goals and Target Metric	Alignment with Measure A Goal #1: Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness. Target Metric 1a: Decrease by 30 percent the number of people experiencing unsheltered homelessness from a baseline of 52,365 in 2024 to a target of 36,656 in 2030.

Eligible Use Grouping 3 - Eligible Uses of Measure A LSF (LSF Funds) with Los Angeles County Affordable Housing Solutions Agency (LACAHSAs) Funding. Local Jurisdiction must braid or pair LSF Funds with eligible LACAHSAs funding to support prevention efforts under this program/project. If LACAHSAs funding is not yet available, Local Jurisdiction shall coordinate with the County during the transition period to align timelines, funding strategies, and program deliverables; and submit a written plan within six months of this Agreement's execution detailing steps to secure LACAHSAs funding. The Local Jurisdiction shall make good faith efforts to secure and utilize such funding when it becomes available. LSF Funds may only be used after LACAHSAs funding is exhausted; or during the transition period with prior written approval from the County.

3A: Eligible Use	Homeless Prevention
Project	Rental Assistance
Project Description	The funds will support Home Again LA in overseeing the eviction prevention program (Program) for families with minor children. Eligible families may receive up to three months of rental assistance (up to \$2,000 per month). In addition to financial assistance, eligible participating households will receive case management to help them maintain housing stability and stay on track with rent moving forward.
Project Specific Key Performance Indicators (PS-KPI) and Target Outcomes (PS-TO)	PS-KPI: Number of families that retained their housing through the Program PS-TO: 2 unique households
Group 3 Connection	The City will work to braid funding with available Los Angeles County Affordable Housing Solutions Agency (LACAHSAs) dollars once guidance has become available and if applicable. The City will coordinate and communicate with the County in the interim while a plan is developed to secure LACAHSAs dollars.
Measure A Goals and Target Metric	Alignment with Measure A Goal #4: Prevent people from falling into homelessness.
	Target Metric 4a: Reduce the number of people who become newly homeless by 20 percent from a baseline of 63,202 in FY 2023-24 to a target of 50,561 in 2030.

III. Project Budget

Total Agreement Sum: \$130,358

The budget listed below represents the maximum Measure A funding that Local Jurisdiction may receive for the applicable fiscal year, subject to the County Board of Supervisors' ("Board") annual approval. Any increase in funding for a given fiscal year is at the sole discretion of the County and must be implemented through a written amendment to this Agreement. All allocations approved by the County Board are made available through the term of the agreement.

- o Year One: July 1, 2025 – June 30, 2026, Total Agreement sum shall not exceed **\$130,358**

BUDGET		
Project No.	Project Description	Budget Amount
1A	Congregate Shelter Site (1 bed x \$1,000/month x 12 months)	\$12,000
1B	Motel Vouchers (estimated at approximately 4 households enrolled x \$4,589.50 per household)	\$18,358
1C	Move-In Assistance (estimated at approximately \$3,000 per household x 4 households)	\$12,000
2A	Street Outreach (partial salary for 2.0 FTE)	\$76,000
3A	Rental Assistance (estimated at approximately \$6,000 per households x 2 households)	\$12,000
TOTAL AMOUNT		\$130,358

EXHIBIT B

Recommendations for Measure A Goals

TO: Los Angeles County Executive Committee for Regional Homeless Alignment
FROM: Los Angeles County Leadership Table for Regional Homeless Alignment, with support from the National Alliance to End Homelessness and Community Solutions
DATE: March 14, 2025
RE: **Final Recommendations for Measure A Goals and Target Metrics As Amended**

Executive Summary

This memo provides recommendations developed by the subcommittees of the Leadership Table for Regional Homeless Alignment (LTRHA) and approved as amended by the LTRHA and Executive Committee on Regional Homeless Alignment (ECRHA) on goals, baselines, and target metrics to guide the regional homeless response, following the mandate of Measure A. This marks the final phase of a three-part process to develop draft metrics for each goal and align around key definitions of homelessness terminology, establish data points to use as the baseline from which to measure progress, and finally, to establish target metrics for the end of 2030 with annual milestones. While the creation of goals was mandated by Measure A, these goals and metrics are not restricted to Measure A-funded efforts and are meant to measure collective efforts of the Los Angeles region, including those funded outside of Measure A.

These subcommittee recommendations, with their attendant recommendations for policy changes and system adjustments, represent a roadmap to reach the goals and corresponding target metrics. Highlights of these target metrics include:

- Reducing by 30% the number of unsheltered people experiencing homelessness, from a baseline of 52,365 in the 2024 Point-in-Time Count to 36,656 people experiencing unsheltered homelessness by the end of 2030.
- Increasing by 57% the number of people placed into permanent housing, from a baseline of 19,127 in FY 23-24 to 30,000 people by the end of 2030.
- Decreasing the inflow of newly-homeless individuals by 20%, from a baseline of 66,302 in FY 23-24 to 50,501 by the end of 2030.

These target metrics, along with the other targets recommended in this report, will require unprecedented alignment between regional partners across Los Angeles County, system

changes that shift how existing homeless programs operate, and reforms and innovations within how Los Angeles addresses the development of affordable housing. In addition, the region must engage in strategic and unified advocacy to state and federal partners to achieve these goals. While there are a number of challenges ahead, the targets in this report and the conditions identified by subcommittees represent a user manual to achieving these goals and making major progress towards ending homelessness in Los Angeles.

Introduction

This memo provides a set of recommendations for the numeric target metrics that correspond to the five high-level goals within the Los Angeles County Affordable Housing, Homeless Solutions, and Prevention Now Transactions and Use Tax Ordinance (Measure A), including target metrics to measure progress by the end of 2030 with annual milestones.¹ This work is in alignment with the goals and processes established in the text of Measure A,² which was approved by Los Angeles County voters in November 2024.

In addition, this memo lays out the key conditions for success and assumptions that subcommittees are factoring in as necessary to reach the proposed targets. The draft goals and target metrics presented by the subcommittees are ambitious, and these conditions for success and assumptions are major components of ensuring goals are met and may in some cases necessitate changes to existing systems and policies. The creation of goals was mandated by Measure A, but these goals and metrics are not restricted to Measure A-funded efforts and are meant to guide and measure the collective efforts of all homeless programs and funding in the Los Angeles region, whether those efforts are funded by Measure A or another funding source.

Within each goal section, a rationale is provided to how each LTRHA subcommittee arrived at the respective recommendations for target metrics within their goal areas. Furthermore, this memo provides a timeline for finalizing the goals in advance of the April 1, 2025 deadline established by the text of Measure A. Finally, this memo recommends equity subgoals that correspond with each of the five high-level Measure A goals.

¹ The metrics developed here seek to align with the more common fiscal year budgeting and reporting utilized by jurisdictions across the region, running from July 1 through June 30, while the text of Measure A requires evaluation of progress through December 31, 2030. To reconcile this, the subcommittees adjusted metrics annual milestones to reflect fiscal years, starting with FY 25-26 representing Year 1, running through FY 29-30, with an additional six month period of evaluation running from July 1, 2030 to December 2030, in alignment with Measure A. This results in a 5.5 year timeline, with the final year of data being evaluated spanning two fiscal years, with data from the final six months of FY 29-30 and the first six months of FY 30-31, running from January 1, 2030 until December 31, 2030..

² The text of Measure A directs that "The Executive Committee shall evaluate progress toward goals and no later than April 1, 2025, the Executive Committee and Housing Agency shall each formulate baseline and target metrics based on input and recommendations from the Leadership Table; relevant county staff; and stakeholders, including service providers contracted to provide services like those to be funded by the tax imposed by the Ordinance, affordable housing developers, and renter protection organizations."

Current Point in Process

In order to establish goals, the subcommittees have engaged in a three-phase process over the last several months. These three distinct phases are:

- **Phase 1 (Summer and Fall 2024):** The subcommittees met and established shared definitions of key terms, decided on data sources, created recommended structures of baseline data point(s) for each goal, and crafted placeholder metric(s). This phase concluded with the presentation of recommended metrics (without target numbers) and definitions in October 2024.³
- **Phase 2 (November 2024-January 2025):** The data subcommittee⁴ developed the structure of the annual report, tested data sources, and established baseline data points to serve as the basis for developing target metrics. This phase concluded with the presentation of a baseline data report in January 2025.⁵
- **Phase 3 (January 2025-April 2025):** This phase, currently underway, entails the subcommittees working to establish target numbers within each metric to measure progress on each of the 2030 goals, with accompanying annual milestones. The subcommittees brought forward preliminary recommendations to the ECRHA in mid-February, final recommendations to the LTRHA in early March, with complete recommendations provided in this report.

Phase 1: Subcommittee Formation and Metric Development

In 2024, subcommittees of the LTRHA⁶ were formed, bringing together LTRHA members and additional subject matter experts to begin the process of creating numerical targets for each of the five Measure A goals. Three subcommittees were created: 1) the homelessness response subcommittee, 2) the homelessness prevention subcommittee, and 3) the affordable and supportive housing subcommittee.

The Measure A goals, and their corresponding subcommittees developing metrics and targets for those goals. They are:

1. **Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness**
(Corresponding Subcommittee: Homelessness Response)

³ A midpoint progress report, which details the results of Phase 1, can be found here: <https://file.lacounty.gov/SDSInter/bos/supdocs/196813.pdf>.

⁴ In October 2024, a memo from the County Chief Executive Officer (CEO) to the Executive Steering Committee for Data and IT Governance (ESC) memorialized the creation of a Data Subcommittee, establish its members, and charge it with providing needed baseline and supporting data to the LTRHA for Measure A Goals 1-4.

⁵ The baseline data report can be found here: <https://file.lacounty.gov/SDSInter/bos/supdocs/199257.pdf>.

⁶ Subcommittees and their rosters can be found in Appendix A.

2. **Reduce the number of people with mental illness and/or substance use disorders who experience homelessness**
(Corresponding Subcommittee: Homelessness Response)
3. **Increase the number of people permanently leaving homelessness**
(Corresponding Subcommittee: Homelessness Response)
4. **Prevent people from falling into homelessness**
(Corresponding Subcommittee: Homelessness Prevention)
5. **Increase the number of affordable housing units in Los Angeles County**
(Corresponding Subcommittee: Affordable and Supportive Housing)

The first task of the subcommittees was to establish shared definitions of key terms, such as “mental illness” or “homeless prevention,” an essential step to ward off lengthy derailments later in the goal-setting process. The subcommittees also established which data sources would be utilized to measure progress, in recognition that an array of data sources inform a fulsome picture of homelessness, but each of these data sources can tell a slightly different story. Finally, the subcommittee defined at least one target metric for each of the goals, which added specificity for how progress could be measured on each of the goals.

Phase 2: Baseline Data

Following the establishment of defined metrics, the CEO and the Executive Steering Committee for Homelessness Information Technology and Data Governance established a data subcommittee, formalized its membership, and tasked it to support the LTRHA. The data subcommittee began work to ensure that the metrics established by the subcommittees could be feasibly reported on a regular basis. The data subcommittee recommended slight refinements to the measures, based on available data. In addition, the data subcommittee produced baseline numbers to serve as a Year 1 figure against which to measure future year progress. This work was presented to the ECRHA and the LTRHA in late January 2025.

The work of the data subcommittee was centered around Goals 1-4, which required expertise and experience working with administrative data from within the homeless system. Goal 5, however, required a range of other data from the larger housing sector. As such, the affordable and supportive housing subcommittee partnered with the USC Lusk Center for Real Estate to develop its baseline measures.⁷

Phase 3: Goal Setting Process

Armed with shared definitions of key terms, agreements on data sources, defined metrics, and baseline data, the subcommittees embarked on setting defined target metrics for each of the

⁷ The USC Lusk Center’s baseline data presentation from January 31, 2025 meeting of the LTRHA can be found here: <https://file.lacounty.gov/SDSInter/bos/supdocs/199858.pdf>

goals. A report to the ECRHA in February⁸ provided preliminary target metrics within each of the five Measure A goals, along with the rationale for their targets, and the conditions that must be met in order for the targets to be reached and the goals to be achieved. With feedback from the ECRHA and recognition of a changing funding landscape on both the state and federal levels, the Leadership Table made adjustments to several goals. These were discussed and approved as amended by the full Leadership Table on March 6th. The goals were then approved and amended by ECRHA on March 14th.

With this report, the ECRHA approves as amended the LTRHA's final recommendations to the ECRHA. These amended goals are recommended by ECRHA for adoption by the Los Angeles County Board of Supervisors in advance of Measure A's April 1 deadline.

Equity

This section of the report summarizes a more extensive report on the recommendations of the equity subcommittee, which is provided as a supplemental memo.

Context

The equity subcommittee of the LTRHA, co-chaired by representatives from the Los Angeles County Chief Executive Office Anti-Racism, Diversity and Inclusion (ARDI) Initiative and the Los Angeles Homeless Services Authority (LAHSA), was tasked with recommending an equity framework and drafting a set of equity metrics to be included in the Measure A Goals the Responsive Regional Homelessness Plan (RHP). In the sections below, the Equity Subcommittee defines equity, highlights the racial and ethnic disparities contributing to homelessness in the County, outlines the equity subcommittee's data findings and equity priorities, and lays out next steps.

Definitions, Values, and Conditions for Success

In order to set metrics, the equity Subcommittee determined how to define equity, and the values and conditions for success necessary to achieve the equity metrics. The subcommittee defined equity as both a process and practice that ensures that one's outcomes in various domains, including health, housing, education, and economic outcomes, are not determined by social and/or physical characteristics. The equity subcommittee proposes adopting equity principles that emphasize fairness and justice, ensuring that all strategies and interventions are

⁸ The February report to ECRHA providing preliminary recommendations can be found here: <https://file.lacounty.gov/SDSInter/bos/supdocs/200392.pdf>

designed to address the unique needs of those most affected by systemic inequities. These principles prioritize the participation of communities with lived experience in shaping policies, advocate for culturally responsive practices, and commit to dismantling structural barriers through accountable, inclusive, and sustainable approaches to homelessness.

The Equity Subcommittee identified the following overarching conditions for success:

- To reduce homelessness and its disproportionate impact, it is necessary to engage multiple systems beyond Measure A, addressing the root causes and the systemic barriers contributing to housing instability. Holistic prevention is essential to reducing homelessness and reducing disparities
- Improved data collection practices, standardized reporting structures, and incorporating a mixed methods approach to data collection are vital.
- Stakeholders must be fully and authentically engaged, including lived experts and smaller agencies.
- LA County's homeless response system must be balanced and efficient at helping people exit permanent housing fast; inefficiency and imbalance impacts marginalized groups more than others.
- Providers and direct service staff are essential to addressing and reducing homelessness: a well-resourced and well-supported workforce in homeless services is crucial for long-term success. New measures and metrics should be restorative and not punitive to protect.

Data Analysis

Caveats and Considerations: The LTRHA equity subcommittee received disaggregated baseline data for Measure A goals from the data subcommittee of ECRHA on February 21, broken down by race/ethnicity, gender, age, and veteran status. Data showed discrete characteristics (i.e., total population served by race or gender, but not by race and gender); given the short timeframe, the equity subcommittee started with an analysis of race/ethnicity data. The Equity Subcommittee found that Measure A baseline data combines families, transition aged youth, and single adults, which means that raw numbers and percentages count family members as individuals within the dataset. When data are further disaggregated by other demographic variables, and divided by families, single adults, and transition aged youth, there will be a better understanding of population-specific baselines and needs and will enable the LTHRA to set population-specific metrics. Additional analysis and metric refinement will be necessary once we further collect and disaggregate data.

Data Analysis: The equity subcommittee reviewed and analyzed data from two main sources: (1) LAHSA point-in-time count (PIT Count) data and (2) administrative data pulled from County databases. The PIT count data were pulled from the LAHSA website and the administrative

data were provided by the data subcommittee in February 2024. The administrative data included several data tables with racially disaggregated baseline data on participants accessing the homeless services system over five-years (more detail is provided later in this report on the sources of administrative data).

Findings: After reviewing and analyzing these data, the equity subcommittee concluded the following:

- Although Black people are served at rates roughly proportional or higher rates (36% of all service participants in FY 23-24) signifying that the homeless system is serving Black people comparable to their proportion of the homeless count (33%); yet the PIT continues to show roughly the same overrepresentation of Black people experiencing homelessness.
- While Black people make up the largest share of people who exit to permanent housing (42%), they remain housed (i.e., retained) at lower rates (77%) than the overall population in the system (79%) and other racial/ethnic groups, such as Asian (84%) and Hispanic (82%) people who have exited to permanent housing. Like other groups, just 20% of Black people who accessed services exited to permanent housing in FY 23-24, which may relate to the rise of homelessness and continued overrepresentation of Black people in the PIT Count.
- Latinx people are the fastest growing in the PIT population (23,005 in 2020 to 30,948 (43%) in 2024), still below their overall percentage of LA population (48%), and are mostly part of the newly homeless services group (58%)
- Latinx are overall accessing services at lower rates (36%) than their proportion of the homeless population (43%)
- Unsheltered Latinx people are accessing interim housing or permanent housing at a lower rate than their proportion of the homeless population (37% 1b unsheltered to interim housing, 36% 1c to permanent housing) and had among the lowest percentage throughput from unsheltered to permanent housing (only 8%).
- AIAN people are growing in the homeless count (686 in 2020 to 2369 in 2024), though definition has also changed to be more accurate/ inclusive; their share of the homeless population (3%) is roughly proportional to their population in LA County (3%)
- AIAN people are underrepresented in accessing services (2% of accessing services vs. 3% of population), though unsheltered AIAN people are accessing interim housing (2.25%) and permanent housing (2.27%) at slightly lower rates than their proportion of the homeless count (3%).
- Only 73% of AIAN people who enter permanent housing remain in housing within the 2-year period, the lowest percentage amongst groups.

Based on the definitions and values agreed upon, the subcommittee proposed a targeted universalism approach, which asserts that groups experiencing homelessness may require

different strategies to improve overall outcomes and to meet universal goals. To put this framework into practice, the LTRHA equity subcommittee asked, “how do we ensure that all groups meet the universal goals and metrics (set by Measure A and other subcommittees)? How far are different groups from meeting the universal goals and metrics?” The analysis found that the greatest disparities are experienced by particular groups. To meet our universal goals, Measure A implementation must remove or reduce disparities across three areas: population increase (rate of growth), representation in homelessness (rate of homelessness), and differences in access and outcomes in services. These disparities are compounding factors on inequities, meaning when one group experiences higher rate of growth, overrepresentation, and poorer outcomes in the homeless service system, impact is amplified driving an increase in overall homelessness numbers. Thus, looking at all three dimensions to understand disparities and conditions for success for each group is critical.

Equity Subgoals

Given the findings above, in order achieve the universal goals *and* a more equitable system, the Equity Subcommittee has applied the following equity criteria:

- **Equity Criteria A:** Reduce overrepresentation in the homelessness population by 10% by 2030;
- **Equity Criteria B:** Reduce growth in homelessness for critical populations by 2030; and;
- **Equity Criteria C:** Reduce disparities in access, experience, and outcomes by 2030.

With further analysis of the baseline data disaggregated by race/ ethnicity, it became clear that each goal and population has unique differences. However, the equity subcommittee focused on identifying the greatest disparities, and saw that those differences were concentrated for certain groups more than others. It was clear that to meet our universal goals, the subcommittee would need to focus efforts on removing disparities across the three above criteria. Using the equity criteria, the equity subcommittee set equity subgoals recommended for each metric identified by the other LTHRA subcommittees. The equity subcommittee recommended the equity subgoals as additional benchmarks to ensure that impacted groups at the very least meet the universal metrics, and that overall disparities are reduced.

The equity metrics included in the table below, reflects an effort to address the specific disparities identified amongst populations within the goal, contextualize data where disproportionality was identified, mitigate the rapid rate of growth, and set metrics to reduce the disparities. If the homeless services system does not meet the goals for these critical populations, it is less likely to meet the universal goals. The equity subgoals ensure that impacted groups at the very least meet the universal metrics and make progress toward the overall equity criteria.

For Goal 5, the equity subcommittee is offering strategies to be refined into metrics as the work continues to identify baseline equity data for goal 5 and collaborate with LACAHSa. The LTRHA recommends that equity and the above strategies for goal 5 are considered by LACAHSa in setting their targets and allocating resources.

Next Steps

The Leadership Table recommends the adoption of the proposed equity metrics and targets, represented in the chart below, which will be followed by additional efforts to develop a robust data collection, reporting and analysis infrastructure to track progress. This will involve standardizing demographic data workflows and integrating equity analyses into program evaluations. The subcommittee also recommends the LTRHA and the ECRHA establish a research agenda to address remaining gaps in understanding and responding to the unique needs of disproportionately represented groups. The equity-focused metrics and strategies outlined will guide future efforts to reduce homelessness while addressing the systemic inequities contributing to the problem. Through targeted universalism, a commitment to cultural humility, and sustained investments in community-driven solutions, we can work toward a more equitable and effective homelessness system in Los Angeles County.

Structure and Conditions for Goal Setting

While the subcommittees are each addressing different parts of the response to homelessness, they are all setting goals under a consistent directive to create ambitious goals; this direction is encouraged even if it necessitates significant changes to the homeless system to reach the target metrics within the goals. A December 11 letter from ECRHA Chair Kathryn Barger to the LTRHA articulates this task and encourages the LTRHA “to be bold and propose ambitious goals that aim towards significant system improvements for demonstrable progress for those who are homeless in Los Angeles County.”

This letter also directs subcommittees to report on the rationale for their goals. As such, each goal contains an explanation for how and why the subcommittee arrived at the draft numerical target. Additionally, for each goal, the subcommittee details the conditions and assumptions for success. Without large increases in funding resources, ambitious goals require changes to existing homeless systems in order to be achieved. In some cases, these conditions and assumptions may necessitate advocacy to external partners at the state and federal levels.

Unified Federal and State Advocacy Strategy

Among the conditions and assumptions for success, a unified advocacy strategy is a critical component of reaching these goals to ensure state and federal resources are secured for the region. These funding streams are in a moment of unprecedented uncertainty. State resources for homelessness are a major component of the local homeless response, but these funds largely consist of one-time funding over the last several years. With California facing likely deficits in future years, these funds are far from secure.

Meanwhile at the federal level, the new Administration and Congress have promised to pursue major spending cuts, as well as policy changes that are likely to function as funding cuts for Los Angeles. In late January, the Administration pursued an unprecedented “pause” across a broad range of federal funding, including homelessness funding. While funding was restored, the possibility of future “pauses” must be considered. Maintaining the status quo of state and federal funding will require major coordinated and continuous advocacy between all the entities in the region and should be considered one of the main conditions of reaching the goals set forth in this report.

January Wildfires

The challenges Los Angeles faces will be magnified by the wildfires that devastated Los Angeles County in January and destroyed at least 12,000 structures. Comparable disasters, such as the Maui wildfires in August 2023, led to an 87% increase in homelessness in the subsequent point-in-time count. The wildfires can create a number of pressures that contribute to rising homelessness: 1) More households that have lost their homes and in the immediate aftermath, seek the assistance of the homeless services system; 2) An influx of households seeking short-term accommodations in the rental market, placing downward pressure on an already-constrained housing market,⁹ and 3) Pressure to utilize scarce public funds for homelessness to support higher-income households that have tragically lost their homes but may not otherwise face the risk of homelessness.

⁹ Hennighausen, H. & James, A. (2024). “Catastrophic fires, human displacement, and real estate prices in California.” *Journal of Housing Economics*, 66: December 2024.

Measure A Goals and Recommended Targets

The table on the following page summarizes the metrics and targets developed by the subcommittees for each of the goals—this table is then followed by an additional table which outlines the proposed equity metrics that align with the Measure A goals.

It is important to note that at the LTRHA meeting in early March the membership voted to amend each goal statement to deepen the region’s collective commitment to equity. To do this, the LTRHA recommends that each goal as stated include, “*with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities*”. This proposal is outlined for each goal in the chart below.

Measure A Goal	2030 Metrics with Numerical Targets
Goal 1: Measure A text: Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness Proposed Goal Statement Adjustment: <i>Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities.</i>	• Metric 1a. Decrease by 30% the number of people experiencing unsheltered homelessness from a baseline of 52,365 in 2024 to a target of 36,656 in 2030. • Metric 1b. Increase by 80% the number of people moving into permanent housing from unsheltered settings from a baseline of 5,937 in FY 23-24 to a target of 10,687 in 2030. • Metric 1c. Increase by 32% the rate of people moving into interim housing from unsheltered settings from a baseline of 34% in FY 23-24 to a target of 45% in 2030.
Goal 2: Measure A: Reduce the number of people with mental illness and/or substance use disorders who experience homelessness Proposed Goal Statement Adjustment: <i>Reduce the number of people with mental illness and/or substance use disorders who experience homelessness with a focus on addressing gender, ethnic and racial</i>	• Metric 2a: Reduce by 15% the number of people with SMI alone experiencing homelessness from a baseline of 14,056 in FY 23-24 to a target of 11,978 in 2030. • Metric 2b: Reduce by 10% the number of people with SUD alone experiencing homelessness from a baseline of 8,697 in FY 23-24 to a target of 7,827 in 2030.

<i>disproportionality, disparities and inequities.</i>	• Metric 2c: Reduce by 10% the number of people with co-occurring SMI and SUD experiencing homelessness from a baseline of 20,446 in FY 23-24 to a target of 18,401 in 2030.
Goal 3: Measure A: Increase the number of people permanently leaving homelessness Proposed Goal Statement Adjustment: <i>Increase the number of people permanently leaving homelessness with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities.</i>	• Metric 3a: Increase by 57% the number of service participants who exit homelessness to permanent housing from a baseline of 19,127 in FY 23-24 to a target of 30,000 in 2030. • Metric 3b: Increase by 101% the number of service participants who retain permanent housing, two years after they exit homelessness from a baseline of 10,501 in FY 23-24 to a target of 21,104 in 2030.
Goal 4: Measure A: Prevent people from falling into homelessness Proposed Goal Statement Adjustment: <i>Prevent people from falling into homelessness with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities.</i>	• Metric 4a: Reduce the number of people who become newly-homeless by 20% from a baseline of 63,202 in FY 23-24 to a target of 50,561 in 2030
Goal 5: Measure A: Increase the number of affordable housing units in Los Angeles County Proposed Goal Statement Adjustment: <i>Increase the number of affordable housing units in Los Angeles County with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities.</i>	• Metric 5a: Increase by 41%-53% the current level of affordable housing production, from a baseline of 1,700 units in FY 23-24 to a target of 2,400-2,600 units in 2030. • Metric 5b: Increase by the current level of affordable housing units being preserved, to a total of 420 at-risk units preserved annually.

The table below summarizes equity metrics for each of the goals and submetrics:

Measure A Goal and Subcommittee Metrics	Corresponding Equity Metrics
Goal 1: Measure A text: Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness Proposed Goal Statement Adjustment: <i>Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities.</i> • Metric 1a. Decrease by 30% the number of people experiencing unsheltered homelessness from a baseline of 52,365 in 2024 to a target of 36,656 in 2030. • Metric 1b. Increase by 80% the number of people moving into permanent housing from unsheltered settings from a baseline of 5,937 in FY 23-24 to a target of 10,687 in 2030. • Metric 1c. Increase by 32% the rate of people moving into interim housing from unsheltered settings from a baseline of 34% in FY 23-24 to a target of 45% in 2030.	• Equity Metric 1a. Decrease the rate of growth of Latinx people experiencing unsheltered homelessness from a baseline of 30% by 10 percentage points to 20% in the service data (and reduce rate of growth in Latinx unsheltered point-in-time (32%) also by 10 percentage points). • Equity Metric 1a. Decrease unsheltered point-in-time by 10 percentage points for Black, Latinx, and AIAN people. • Equity Metric 1b. Reduce disparities in access to permanent housing for Black, Latinx, and AIAN people experiencing unsheltered homelessness by 10 percentage points from baselines 11% (Black), 8% (Latinx), 11% (AIAN). • Equity Metric 1c. Reduce disparities in access to interim housing for AIAN people from unsheltered settings by 10 percentage points from baseline of 42% to 52% and for Latinx people from baseline 34% to 44%.
Goal 2: Measure A: Reduce the number of people with mental illness and/or substance use disorders who experience homelessness Proposed Goal Statement Adjustment: <i>Reduce the number of people with mental illness and/or substance use disorders who experience homelessness with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities.</i> • Metric 2a: Reduce by 15% the number of people with SMI alone experiencing homelessness from a baseline of 14,056 in FY	• Equity Metric 2a: To reduce disparities, decrease the rate of SMI or SUD (49%), SUD (8%), and co-occurring disorders (26%) by 20% for the American Indian/ Alaska Natives. • Equity Metric 2b: Reduce rate of growth of Latinx people with SUD or SMI (54%) by 10 percentage points, and percentage of Latinx people with co-occurring disorders (17%). • Equity Metric 2c: To reduce inequities, decrease the rate of co-occurring disorders by 5 percentage points from

23-24 to a target of 11,978 in 2030. • Metric 2b: Reduce by 10% the number of people with SUD alone experiencing homelessness from a baseline of 8,697 in FY 23-24 to a target of 7,827 in 2030. • Metric 2c: Reduce by 10% the number of people with co-occurring SMI and SUD experiencing homelessness from a baseline of 20,446 in FY 23-24 to a target of 18,401 in 2030.	baseline of 18% to 13% for Black people. • Equity Metric (applies across a, b, and c): Reduce the share of people who experience homelessness and report having these conditions within the point in time demographic surveys for Black, Latinx and AIAN people.
Goal 3: Measure A: Increase the number of people permanently leaving homelessness Proposed Goal Statement Adjustment: <i>Increase the number of people permanently leaving homelessness with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities.</i> • Metric 3a: Increase by 57% the number of service participants who exit homelessness to permanent housing from a baseline of 19,127 in FY 23-24 to a target of 30,000 in 2030. • Metric 3b: Increase by 101% the number of service participants who retain permanent housing, two years after they exit homelessness from a baseline of 10,501 in FY 23-24 to a target of 21,104 in 2030.	• Equity Metric 3a: Reduce rate of growth of Latinx people experiencing homelessness by increasing permanent housing exits by at least 57%. • Equity Metric 3a: Reduce disproportionality of Black and AIAN people experiencing homelessness by increasing permanent housing exits by 65% for each group. • Equity Metric 3a: Reduce disparities in outcomes by increasing the percentage of Black and AIAN people who are permanently housed and do not return to homelessness by 10 percentage points, from 73% for AIAN and 77% for Black or African American. • Equity Metric 3b: Reduce disparities in outcomes by increasing by 91% the number of service participants who retain permanent housing, 5- and 10- years after they exit homelessness for Black or African American, Hispanic or Latino, and American Indian Alaska Native by 2030.
Goal 4: Measure A: Prevent people from falling into homelessness Proposed Goal Statement Adjustment: <i>Prevent people from falling into homelessness</i>	• Equity Metric 4a: Decrease disproportionality of newly-homeless Black or African American individuals by 30% from a baseline of 35% by 2030. • Equity Metric 4a: Decrease the disparity in the rate of growth of newly homeless

<i>with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities.</i> • Metric 4a: Reduce the number of people who become newly-homeless by 20% from a baseline of 63,202 in FY 23-24 to a target of 50,561 in 2030	Black (9%) and Latinx (21%) people by 7 percentage points each. • Equity Metric 4a: Reduce the overall share of homelessness within in the point-in-time count by 20% for Black or African American, Hispanic or Latino, and American Indian Alaska Native by 2030.
Goal 5: Measure A: Increase the number of affordable housing units in Los Angeles County Proposed Goal Statement Adjustment: <i>Increase the number of affordable housing units in Los Angeles County with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities.</i> • Metric 5a: Increase by 41%-53% the current level of affordable housing production, from a baseline of 1,700 units in FY 23-24 to a target of 2,400-2,600 units in 2030. • Metric 5b: Increase by the current level of affordable housing units being preserved, to a total of 420 at-risk units preserved annually.	• Equity Strategies (see equity section for more information on why "strategies" are provided here: • Increase outreach to people experiencing homelessness earning 30% or below the Area Median Income (AMI) and severely cost burdened renter households in LA County for affordable units. • Increase retention of Black people in Permanent Supportive Housing by targeting legacy permanent supportive buildings for preservation. • Reduce disparities in access to high opportunity neighborhoods and increasing investment into under-resourced communities through affordable housing development. • Increase enforcement of source of income protections to reduce discrimination in the housing market. • Increase Flexible Housing Subsidy Pool vouchers to increase access for undocumented and documented households. • Explore small area Fair Market Rate (FMR) to increase equity in voucher amounts. • Use master leasing strategy to reduce challenges for people with criminal background or poor credit.

	• Conduct outreach to groups with the highest rates of homelessness to access vouchers. • Reduce disparities in homeownership by using vouchers for homeownership through the Housing Choice Voucher Program.
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Goal 1: Increase the Number of People Moving from Encampments into Permanent Housing to Reduce Unsheltered Homelessness with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities

Metric Established by Subcommittee

As detailed in the October midpoint report, the subcommittee established the following metric:

- **Metric 1a.** Decrease by xx% the number of people experiencing unsheltered homelessness.
- **Metric 1b.** Increase by xx% the number of people moving into permanent housing from unsheltered settings.
- **Metric 1c.** Increase by xx% the rate of people moving into interim housing from unsheltered settings.

This metric is intended to be measured using a combination of point-in-time (PIT) count data, as well as administrative data from the Homeless Management Information System (HMIS), administered by the Los Angeles Homeless Services Authority (LAHSA), as well as the Comprehensive Health Accompaniment and Management Platform (CHAMP), administered by the Department of Health Services.

Baseline Data

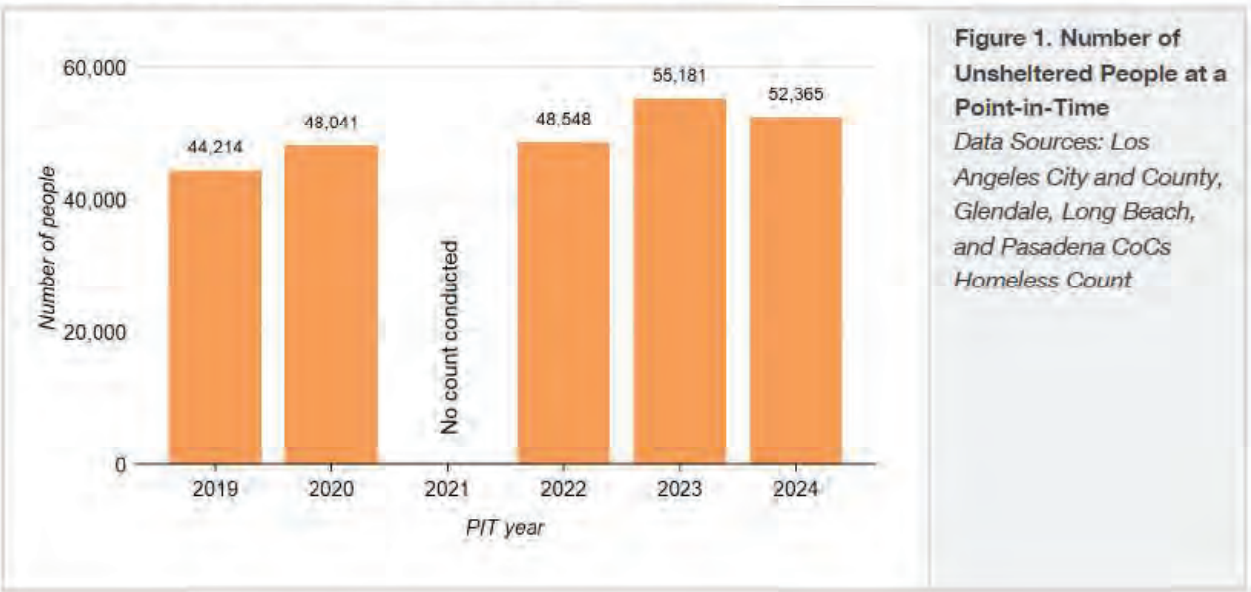
To develop goal numbers, the Data Subcommittee established three baseline numbers for this goal:

- Baseline 1a. Number of unsheltered people at a point-in-time, and count of service participants who experienced unsheltered homelessness during the 2023-2024 fiscal year: **52,365 people and 66,918 people, respectively**
- Baseline 1b. The number of unsheltered service participants who exited to permanent housing: **5,937 people**
- Baseline 1c. The number and rate of unsheltered service participants who accessed interim housing: **34% of participants**

Baseline 1a.

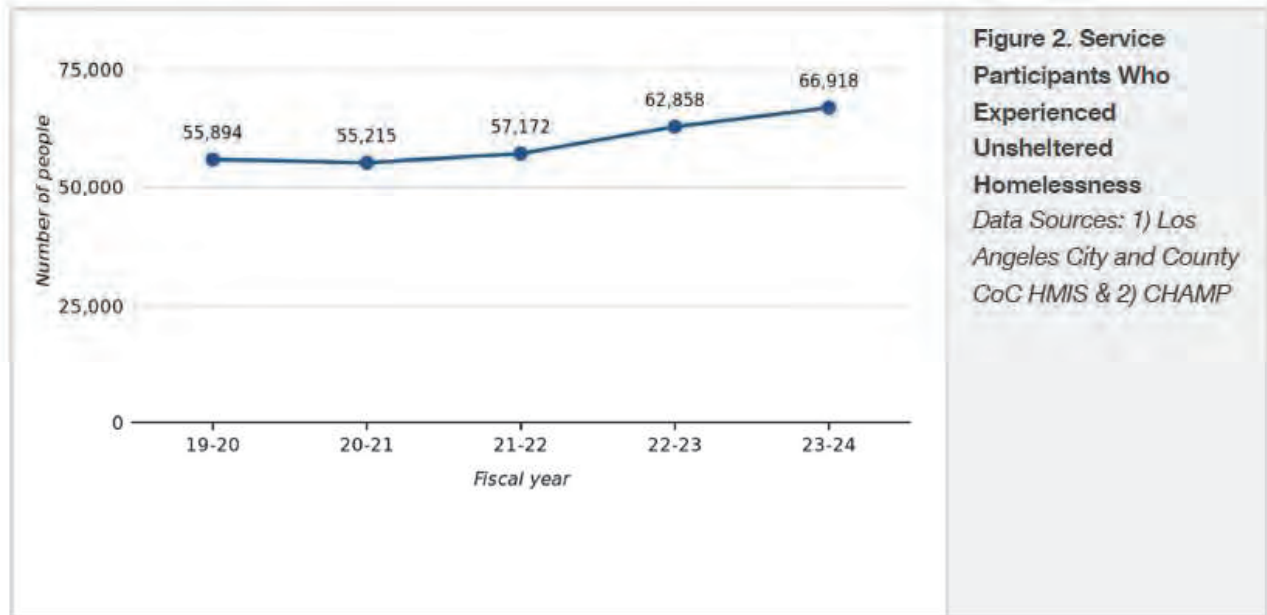
Count of Persons Who Experienced Unsheltered Homelessness During the 2023-2024 Fiscal Year

For baseline 1a., the Data Subcommittee established two separate numbers to measure unsheltered homelessness—one through the Point-in-Time (PIT) Count, which counted 52,365 people living unsheltered in Los Angeles County, according to the 2024 Greater Los Angeles Homelessness Count. This number is intended to serve as a baseline for measuring the visibility and presence of unsheltered homelessness at a single point in time. See figure 1 below¹⁰ for PIT Count figures for unsheltered homelessness.



¹⁰ Figures and charts for Goals 1-4 are drawn from the Data Subcommittee's January 24th report to the ECRHA. Figures and charts for Goal 5 are drawn from the USC Lusk Center for Real Estate's January 31st report to the LTRHA.

The data subcommittee also established a separate figure of 66,918 service participants who experienced unsheltered homelessness over the course of FY 23-24. This number does not reflect a single point in time, but rather a dynamic population changing over the course of the year. See below for Figure 2, which shows this number over the last five years; the data subcommittee found this number rose by 5% on average year-over-year. This baseline is rooted in measuring the delivery of services to people experiencing homelessness and serves as a critical connection to Metrics 1b and 1c, which measure how effective Los Angeles' systems are at serving people who are experiencing unsheltered homelessness over the course of the year.



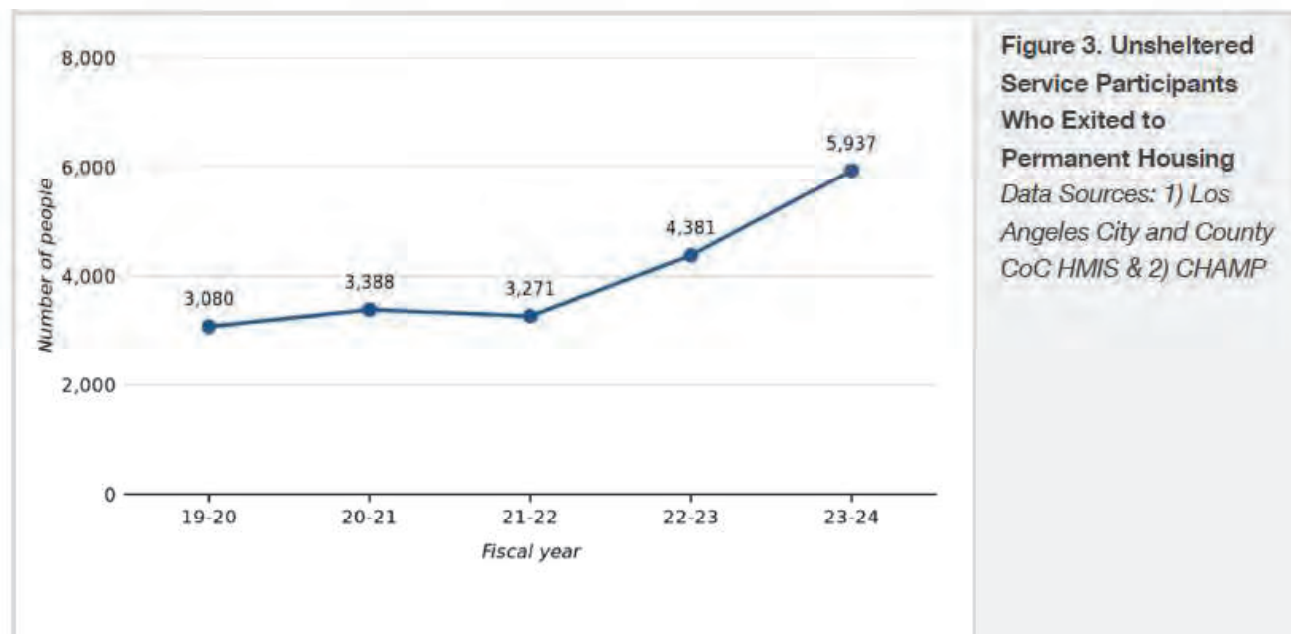
It is critical to note that the number of people experiencing unsheltered homelessness does not represent the entire population of people experiencing homelessness, as thousands more people continue to reside in interim settings. According to administrative data, approximately 112,026 people experiencing homelessness accessed services over the course of FY 23-24, including both sheltered and unsheltered people.

The number of 66,918 unsheltered people accessing services represented only about 60% of the total number of people experiencing homelessness accessing services over the course of the entire fiscal year. These numbers do not account for those that experience homelessness and do not access services or resolve their homelessness without accessing any services, meaning the true number of people who experienced homelessness for any period of time during FY 23-24 was in excess of 112,026 people.

Baseline 1b.

The Number of Unsheltered Service Participants Who Exited to Permanent Housing

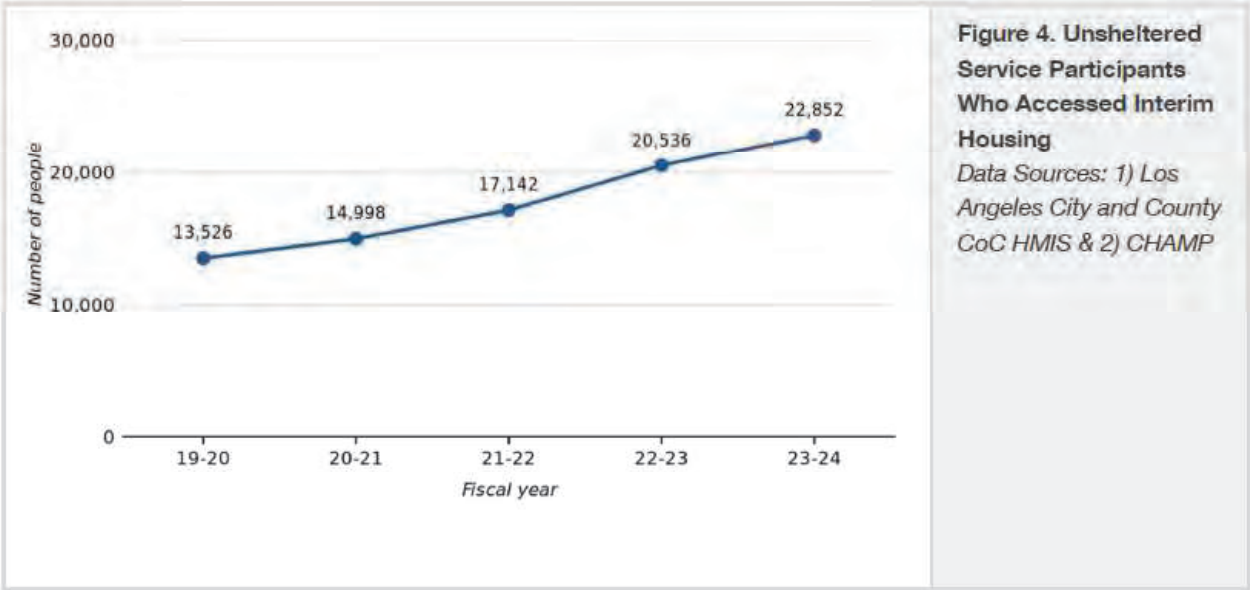
For Baseline 1b., the data subcommittee established that there were 5,937 service participants who were unsheltered that exited homelessness to permanent housing in FY 23-24. See Figure 3 below.



Baseline 1c.

The Number and Rate of Unsheltered Service Participants Who Accessed Interim Housing

For Baseline 1c., the data subcommittee established that 22,852 service participants who were unsheltered accessed interim housing in FY 23-24 (see Figure 4 on the following page). This represents 34% of all unsheltered service participants—this number has increased by 69% over the last five years, reflecting increased alignment and urgency to add new interim settings to address unsheltered homelessness:



Target Metrics and Milestones Summary

Goal 1: Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness

End of 2030 Metrics

- **Metric 1a. Decrease by 30%** the number of people experiencing unsheltered homelessness from a baseline of 52,365 in 2024 to a target of 36,656 in FY 23-24.
- **Metric 1b. Increase by 80%** the number of people moving into permanent housing from unsheltered settings from a baseline of 5,937 in FY 23-24 to a target of 10,687 in 2030.
- **Metric 1c. Increase by 32%** the rate of people moving into interim housing from unsheltered settings from a baseline of 34% of unsheltered people in FY 23-24 to a target of 45% in 2030.

Annual Milestones

Metric 1a: Reduce the Number of Unsheltered People by 30%

Year	% Change from Baseline	Annual Unsheltered Number
Baseline	0%	52,365
July 1, 2025-June 30, 2026	-6%	49,609

July 1, 2026-June 30, 2027	-11%	46,652
July 1, 2027-June 30, 2028	-16%	43,796
July 1, 2028-June 30, 2029	-22%	40,939
July 1, 2029-June 30, 2030	-27%	38,084
Full Year Ending December 31, 2030	-30%	36,656

Metric 1b: Increase the Number of Unsheltered People Placed in Permanent Housing by 80%

Year	% Change from Baseline	Annual Unsheltered People Placed in PH
Baseline	0%	5,937
July 1, 2025-June 30, 2026	+15%	6,801
July 1, 2026-June 30, 2027	+29%	7,664
July 1, 2027-June 30, 2028	+44%	8,528
July 1, 2028-June 30, 2029	+58%	9,391
July 1, 2029-June 30, 2030	+73%	10,255
Full Year Ending December 31, 2030	+80%	10,687

Metric 1c: Increase the Rate of Interim Housing Placements of Unsheltered People by 32%

Year	% Change from Baseline	Annual Rate of Unsheltered Placed in IH
Baseline	0%	34%
July 1, 2025-June 30, 2026	+6%	36%
July 1, 2026-June 30, 2027	+12%	38%
July 1, 2027-June 30, 2028	+17%	40%
July 1, 2028-June 30, 2029	+23%	42%
July 1, 2029-June 30, 2030	+29%	44%

Full Year Ending December 31, 2030	+32%	45%
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Rationale

The homeless response subcommittee developed the above target metrics with three primary factors driving their rationale. First, the subcommittee noted the region has seen unprecedented alignment across the homeless system and across regional partners around addressing unsheltered homelessness—should this alignment continue, it may contribute to continued rapid growth in the number of people moving out of unsheltered homelessness and into both interim and permanent housing. The second major factor informing their rationale is that, because this alignment around unsheltered homelessness is a recent phenomena, the number of people moving from unsheltered homelessness into housing is relatively low, with only 9% of unsheltered service participants moving into permanent housing—this leaves considerable room for growth as system alignment efforts continue.

Finally, these goals were also informed by Goals 2, 3, 4, and 5, all of which lend component parts to an overall reduction in unsheltered homelessness. With Goal 2 reflecting a proposed 57% increase in housing placements (informed by the housing production goals in Goal 5) and Goal 4 reflecting a 20% decrease in inflow, the homeless response subcommittee believes a 30% reduction in unsheltered homelessness is attainable.

Conditions and Assumptions for Success

For the targets in Goal 1 to be reached, the subcommittee identified four conditions that are vital components of success for this particular goal, although they noted the conditions across Goals 1, 2, and 3 are all interrelated to each of the goals. These conditions are:

- Significant Progress Must Be Made on Other Goals:** Unlike other goals, an overall reduction in unsheltered homelessness represents a cumulative goal that would reflect progress in other goals that make up component parts of understanding overall homeless numbers, namely, inflow into homelessness and outflow into permanent housing. To reach goals on reducing unsheltered homelessness, the region must increase permanent housing placements as *well as* significantly curtail inflow into homelessness. In recent years, while permanent housing placements have scaled up significantly, inflow has also accelerated, meaning these gains have not resulted in reductions in overall unsheltered homelessness.
- Reconfiguration of Pathways into Permanent Housing:** In examining goals 1, 2, and 3 working in concert with each other, Los Angeles will need to significantly reconfigure

current pathways into permanent housing to achieve these goals. Two potential pathways into permanent housing must increase significantly, with far greater movement needed from interim housing into permanent housing, or far greater movement from unsheltered settings into permanent housing than is currently the case in the region. Significant system realignments may be needed to realize these changing pathways into permanent housing.

- **The Region Must Produce More Housing, and it Must Be Accessible to Unsheltered People:** The Los Angeles region must continue to increase the production of affordable housing, in alignment with the targets laid out in Goal 5. In addition, a significant portion of these affordable units must be available to people experiencing unsheltered homelessness. In general, people experiencing homelessness have incomes below 30% of Area Median Income (AMI). Alignment between the Los Angeles County Affordable Housing Solutions Agency (LACAHS) will be critical, therefore, to reach goals around moving more individuals out of unsheltered homelessness and into permanent housing,
- **Increasing Interim Housing Must Continue Beyond Emergencies:** In order to continue making progress moving people from unsheltered homelessness into interim housing, the region must continue to secure additional resources to fund further expansion of interim housing. This is all the more critical given the possibility of increasing bed rates paid to service providers to match the true cost of providing services. Without additional funding for interim housing, rising bed rates will reduce the overall number of beds.
- **Advocacy to Maintain Federal Funding Must Continue:** As demonstrated by a temporary freeze in federal funding resulting from the White House Office of Management and Budget's (OMB) Memo M-25-13 in late January, federal funding for homelessness and housing programs is far from assured. The Los Angeles region must advocate to federal partners both to continue funding for key programs, as well as forestall federal policy changes that would effectively function as cuts for communities like Los Angeles.
- **New Data Tools Should Be Used to Track Outcomes:** New data tools, such as the Encampment Module available through HMIS, will allow new insight into unsheltered homelessness. These insights must be applied to more effectively move people out of unsheltered homelessness.

Goal 2: Reduce the number of people with mental illness and/or substance use disorders who experience homelessness with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities

Metric Established by Subcommittee

The subcommittee spent significant time defining the data sources and definitions of serious mental illness and substance use disorder¹¹ during phase 1. Moreover, the subcommittee agreed to split goal 2 into separate metrics for serious mental illness (SMI) and long-term substance use disorder (SUD), in recognition that while a significant portion of the population may experience both of these conditions, many experience only one, and these conditions necessitate different interventions and services. As such, the subcommittee proposed the following metrics:

- **Metric 2a:** Reduce by xx% the number of people with SMI alone experiencing homelessness.
- **Metric 2b:** Reduce by xx% the number of people with SUD alone experiencing homelessness.
- **Metric 2c:** Reduce by xx% the number of people with co-occurring SMI and SUD experiencing homelessness.

Baseline Data

The data subcommittee established the following baselines:

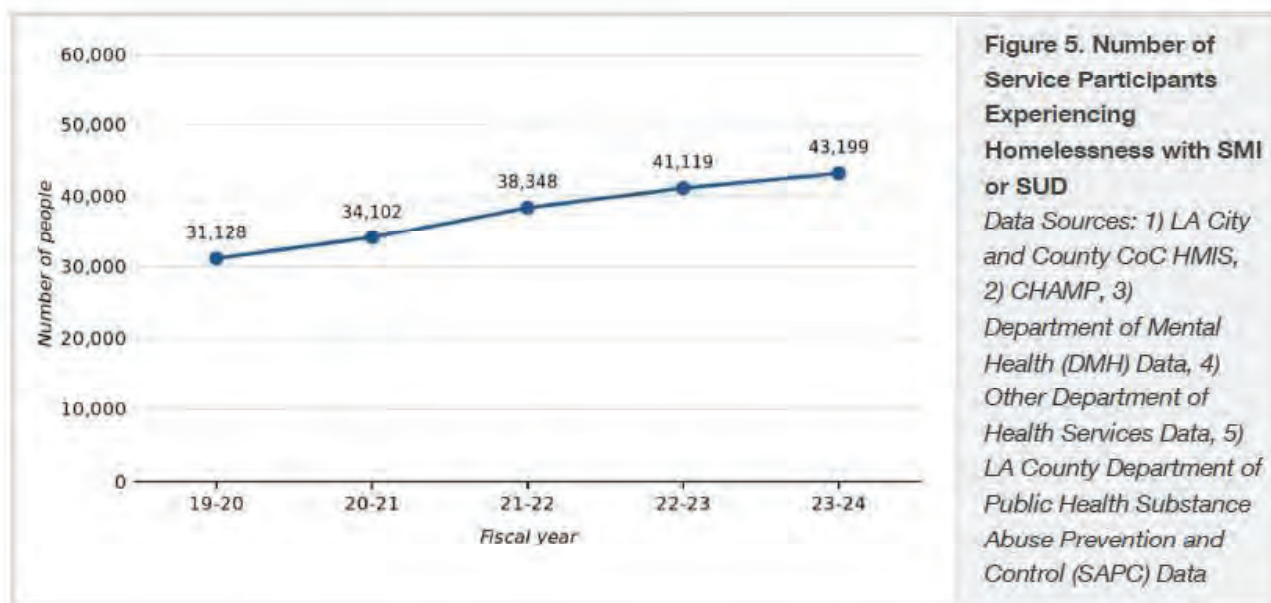
- **Baseline 2a:** Number of people experiencing homelessness with SMI only in FY 23-24: **14,056 people**

¹¹ The following definitions were agreed upon by the subcommittee:

- Substance use disorder (SUD): Mental and behavioral disorders due to psychoactive substance use (excluding nicotine dependence).
- Serious mental illness (SMI): A person with bipolar disorder, episodic mood disorder, major depressive disorder, manic episode, other psychotic or delusional, schizophrenic disorder. Note that PTSD is not included in the SMI metric, but is reported separately.

- **Baseline 2b:** Number of people experiencing homelessness with SUD only in FY 23-24: **8,697 people**
- **Baseline 2c:** Number of people experiencing homelessness with both SMI and SUD in FY 23-24: **20,446 people**
- **Baseline 2d:** Number of people experiencing homelessness with SMI or SUD in FY 23-24: **43,199 people**

Figure 5 below displays the number of people with either SMI or SUD (the most inclusive measure) from FY 19-20 to FY 23-24, which reached a total of 43,199 individuals in FY 23-24. This number increased annually by 9% on average over the five-year period, closely mirroring the overall increases in the homeless population.



The figure below disaggregates this data by individuals in service data with only one of the conditions, as well as those reporting both conditions:

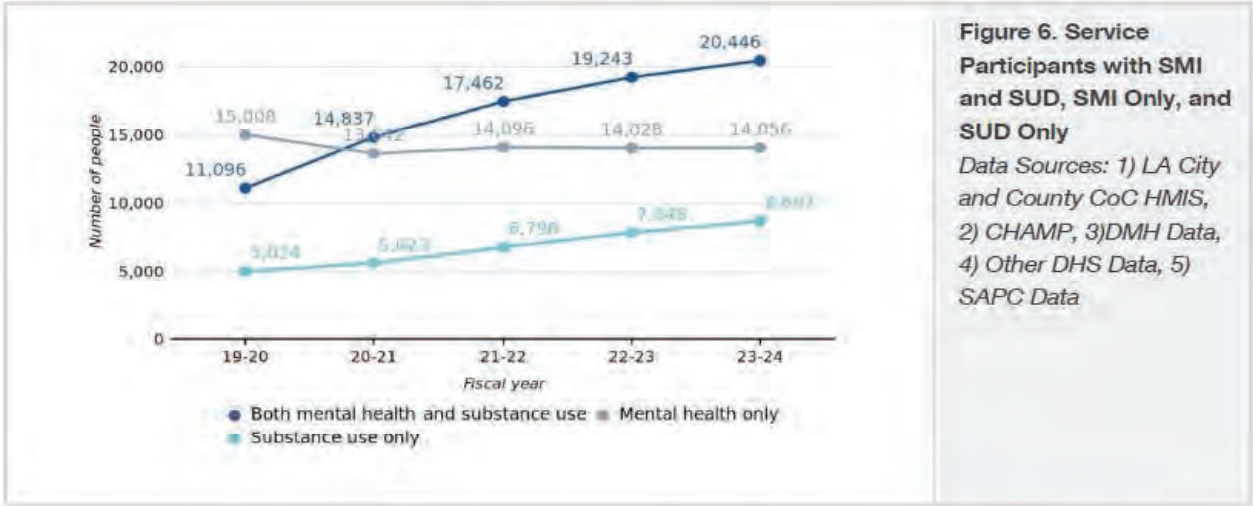


Figure 6 above also demonstrates that increases in SUD reporting are generating the rise in the overall population reporting one or both conditions. While this could be a result of increasing prevalence of substance use disorders, it requires further investigation; this may be a result of a number of other factors, including changes in reporting related to Medicaid billing, better survey instruments and increasing data quality, and other factors.

Target Metrics and Milestones Summary

Goal 2: Reduce the number of people with mental illness and/or substance use disorders who experience homelessness

End of 2030 Metrics

- **Metric 2a. Reduce by 15%** the number of people with SMI only experiencing homelessness, from a baseline of 14,056 in FY 23-24 to a target of 11,978 people in 2030.
- **Metric 2b. Reduce by 10%** the number of people with SUD only experiencing homelessness, from a baseline of 8,697 in FY 23-24 to a target of 7,827 people in 2030.
- **Metric 2c. Reduce by 10%** the number of people with co-occurring SMI and SUD experiencing homelessness, from a baseline of 20,446 in FY 23-24 to a target of 18,401 people in 2030.

Annual Milestones

Metric 2a: Reduce the Number of People with SMI Only by 15%

Year	% Change from Baseline	Annual Number of People with
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		SMI Only
Baseline	0%	14,056
July 1, 2025-June 30, 2026	-3%	13,673
July 1, 2026-June 30, 2027	-5%	13,289
July 1, 2027-June 30, 2028	-8%	12,906
July 1, 2028-June 30, 2029	-11%	12,523
July 1, 2029-June 30, 2030	-14%	12,139
Full Year Ending December 31, 2030	-15%	11,948

Metric 2b: Reduce the Number of People with SUD Only by 10%

Year	% Change from Baseline	Annual Number of People with SUD Only
Baseline	0%	8,697
July 1, 2025-June 30, 2026	-2%	8,539
July 1, 2026-June 30, 2027	-4%	8,381
July 1, 2027-June 30, 2028	-5%	8,223
July 1, 2028-June 30, 2029	-7%	8,064
July 1, 2029-June 30, 2030	-9%	7,906
Full Year Ending December 31, 2030	-10%	7,827

Metric 2c: Reduce the Number of People with Co-Occurring SMI and SUD by 10%

Year	% Change from Baseline	Annual Number of People with Co-Occurring SMI/SUD
Baseline	0%	20,446
July 1, 2025-June 30, 2026	-2%	20,074
July 1, 2026-June 30, 2027	-4%	19,703
July 1, 2027-June 30, 2028	-5%	19,331
July 1, 2028-June 30, 2029	-7%	18,959
July 1, 2029-June 30, 2030	-9%	18,587
Full Year Ending December 31, 2030	-10%	18,401

Conditions and Assumptions for Success

- Effective and Robust Services Must Be Available:** As more efforts are made to move unsheltered and sheltered people with SMI and/or SUD into both permanent and interim housing, these sites will be hosting a highly-vulnerable population with complex service needs, including the whole range of behavioral health services. The availability of robust services will be essential both to moving this population into housing and keeping them housed.
- The Region Must Maximize Leveraging MediCal:** The Los Angeles region's homeless system has increasingly tapped into MediCal to fund key services for people experiencing homelessness including people with behavioral health needs. This funding stream is available through the state's California Advancing and Innovating MediCal (CalAIM) waiver with the federal government. While CalAIM has provided new resources, it is insufficiently accessible to many service providers and the people they serve. The Los Angeles region must lower remaining barriers to accessing CalAIM, and must advocate to the state for changes to reduce administrative complexity for service providers so as to ensure the region is leveraging more MediCal funds.
- Maximize Utilization of Existing Housing and Shelter:** To reach this goal, the system must continue to make progress on swiftly accessing units at existing PSH and other sites that house and shelter people experiencing homelessness with SMI and SUD, including board and care homes. The system must ensure units and beds in these sites do not remain vacant for long periods of time. While adding new PSH units is critical, Los Angeles must keep a focus on maximizing the utilization of units, along with leveraging board and care facilities, skilled nursing facilities, and other sites.
- Advocacy to Maintain Federal Funding, Including MediCal Waiver, Must Continue:** As noted in the conditions and assumptions for all goals, federal funding for mental health and substance use disorder treatment services is at risk. The Los Angeles region must advocate to federal partners to continue funding for programs that serve people with SMI and/or SUD, as well as push back on potential federal policy changes that would disincentivize providing these services in an evidence-based manner. Moreover, the region must advocate for the renewal of California's aforementioned Medicaid waiver, which is set to expire at the conclusion of 2026.

Goal 3: Increase the number of people permanently leaving homelessness with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities

Metric Established by Subcommittee

The subcommittee spent time deliberating how to both capture exits to permanent housing, but also how to capture housing retention, reflecting the importance of ensuring people experiencing homelessness stay housed after exiting homelessness. This is especially critical from an equity perspective, given prior findings that Black people experiencing homelessness fall back into homelessness at disproportionate rates, including from permanent supportive housing.^{12, 13} Given these dynamics, the subcommittee established the following metrics:

- **Metric 3a:** Increase by xx% the number of service participants who exited homelessness to permanent housing during FY 23-24.
- **Metric 3b:** Increase by xx% the number of service participants who retain permanent housing, two years after they exit homelessness.

Baseline Data

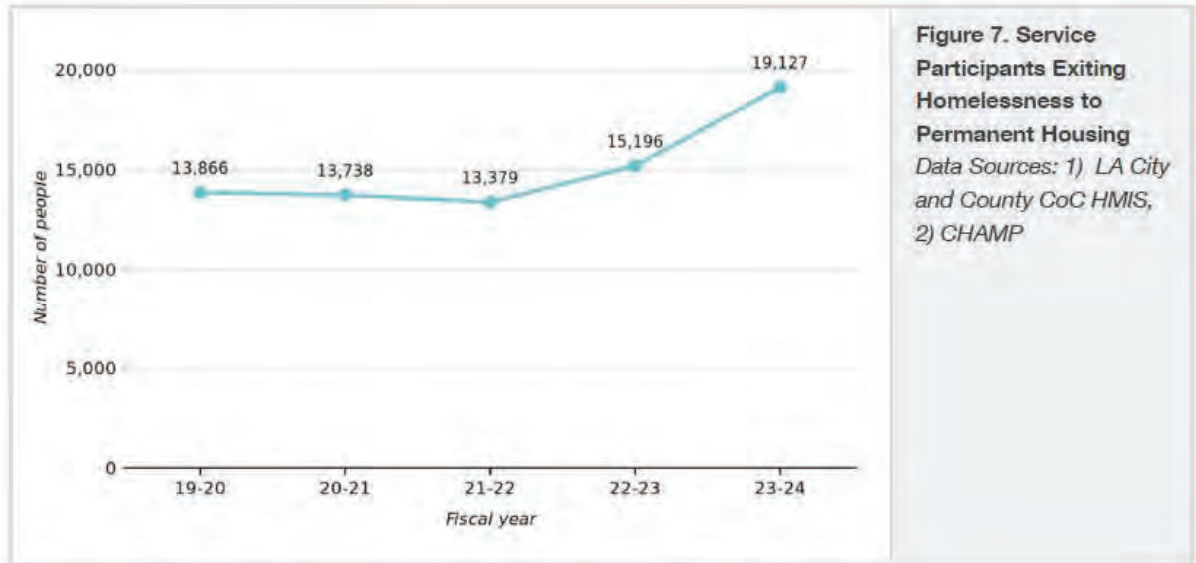
The Ad Hoc Committee on data established two baseline measures:

- **Baseline 3a:** Number of service participants who exited homelessness to permanent housing in FY 23-24: **19,127 people**
- **Baseline 3b:** Number of service participants who exited homelessness in FY 21-22 to permanent housing and did not return to homelessness over subsequent 24 months: **10,501 people retained housing (from 13,379 placements in FY 21-22, a 78% retention rate).**

¹² Los Angeles Homeless Services Authority. (2018). "Report and Recommendations of the Ad Hoc Committee on Black People Experiencing Homelessness." Report found at <https://www.lahsa.org/documents?id=2823-report-and-recommendations-of-the-ad-hoc-committee-on-black-people-experiencing-homelessness.pdf>

¹³ Milburn, N., Edwards, E., Obermark, D., & Rountree, J. California Policy Lab. (2021). "Inequity in the Permanent Supportive Housing System in Los Angeles: Scale, Scope and Reasons for Black Residents' Returns to Homelessness. Report found at <https://capolicylab.org/inequity-in-the-psh-system-in-los-angeles/>

The first baseline number is 19,127 permanent housing placements in FY 23-24. This reflects a variety of housing placements, including placements into supportive housing, placements into market rate housing supported by rental subsidies, reconnection with family and friends, and a range of other interventions. See Figure 7 below, which reflects the FY 23-24 permanent housing placements, along with a five-year trend reflecting a 9% annual average increase in housing placements including a 26% jump from FY 22-23 to FY 23-24.



Why is this number different from what I'm used to seeing?

This number differs from the oft-cited figures of over 20,000 annual permanent housing placements that accompany annual homeless count data releases. Those numbers that exceed 20,000 housing placements include other data sources that were not accessed for the purposes of this baseline, such as data reflecting housing placements from the U.S. Department of Veterans Affairs (VA). Additionally, that larger number includes some types of housing placements that are not included here, such as transfers between different types of housing programs.

The next baseline number captures housing placements and how many have been retained one and two years after the initial placement. For example, for FY 21-22, the figure measures how many placements were made in that year (the top line), how many FY 21-22 placements were still in housing in FY 22-23 (the middle line), and how many FY 21-22 placements retained housing two years later, into FY 23-24 (the bottom line). FY 21-22 is the most recent year for which all three figures are available. Figure 8 on the following page charts that while there were 13,379 permanent housing exits in FY 21-22, a total of 10,501 of those people retained permanent housing 24 months later (78%).



Target Metrics and Milestones Summary

Goal 3: Increase the number of people permanently leaving homelessness

End of 2030 Metrics

- **Metric 3a. Increase by 57%** the number of people exiting homelessness to permanent housing, from a baseline of 19,127 in FY 23-24 to a target of 30,000 people in 2030.
- **Metric 3b. Increase by 101%** the number of people retaining permanent housing after 24 months, from a baseline of 10,501 and 78% retention in FY 23-24 to a target of 21,104 people and a 78% retention rate in 2030.

Annual Milestones

Metric 3a: Increase the Number of Permanent Housing Placements by 57%

Year	% Change from Baseline	Annual Permanent Housing Placements
Baseline	0%	19,127
July 1, 2025-June 30, 2026	+10%	21,109
July 1, 2026-June 30, 2027	+21%	23,092

July 1, 2027-June 30, 2028	+31%	25,074
July 1, 2028-June 30, 2029	+41%	27,056
July 1, 2029-June 30, 2030	+52%	29,038
Full Year Ending December 31, 2030	+57%	30,000

Metric 3b: Increase the Number of People Who Retain Housing Two Years After Placement by 101%

Year	% Change from Baseline	Number Retaining Housing from Two Years Prior
Baseline	0%	10,501
July 1, 2025-June 30, 2026	+42%	14,919
July 1, 2026-June 30, 2027	+42%	14,919
July 1, 2027-June 30, 2028	+57%	16,465
July 1, 2028-June 30, 2029	+72%	18,011
July 1, 2029-June 30, 2030	+86%	19,558
Full Year Ending December 31, 2030	+101%	21,104

Rationale

While a 57% increase in housing placements over the evaluation represents an extremely ambitious goal, the subcommittee noted that recent years have seen increases in housing placements as high as 26% between FY 22-23 and FY 23-24. This has coincided with the availability of housing resources, including new HHH buildings opening their doors, greater availability of time-limited subsidies, and other resources. As these resources continue and more housing comes through the pipeline as a result of new funding sources such as the City of Los Angeles' Measure ULA, Measure A's affordable housing funding administered by LACAHS, and other regional sources such as the San Gabriel Valley Regional Housing Trust fund, more affordable units will be available to leverage.

While these resources must be aligned and in coordination with the goals of the regional homeless response to continue the sharp upward trajectory of housing placements, they gave the subcommittee cause for optimism even as uncertainty remains.

In addition, for housing retention, the committee sought to maintain the two-year retention rate for the last year for which data is available, FY 21-22. Increases in housing retention are assuming the homeless system continues to make the investments needed to maintain a 78% retention rate even as housing placements increase.

Overall, reaching these goals would represent a major shift from the functioning of the existing homeless services system. At present, housing placements are equal to approximately 40% of the unsheltered point-in-time count numbers, which, when taken into account with inflow continuing to exceed housing placements, accounts for the lack of major reductions in homelessness. Under goal 3's targets in concert with goal 4, housing placements would be approximately equivalent to the inflow into homelessness, and would exceed the overall unsheltered point-in-time count. This increase in rehousing capacity, coupled with lower inflow, would represent a major seachange for the Los Angeles system. How to achieve that seachange is articulated below.

Conditions and Assumptions for Success

- **The Region Must Produce More Housing, and it Must Be Accessible to Unsheltered People:** As noted in Goal 1, a significant portion of new affordable units must be available to people experiencing homelessness with the lowest incomes. Continuing work to align LACAHS and ECRHA is essential to reaching goals on placements into permanent housing.
- **Maximize Occupancy in PSH Sites:** As noted in goal 2, to reach this goal, the system must continue to make progress on ensuring units at PSH sites do not remain vacant for long periods of time. While adding new PSH units is critical, Los Angeles must keep a focus on maximizing the utilization of these units.
- **State Funding Must Continue:** State funding serves as a significant buttress to the Los Angeles region's response. Approximately \$380 million was allocated to seven grantees through the most recent round of the Homeless Housing, Assistance and Prevention (HHAP) program administered by the Department of Housing and Community Development (HCD); other allocations from programs such as Homekey, Encampment Resolution Funds (ERF), and a number of population-specific programs administered by the California Department of Social Services (CDSS) make up a significant portion of the region's homelessness budget. However, nearly all of these programs are one-time allocations of funding. The Los Angeles region must advocate forcefully to California policymakers for these investments to continue in future years, and ideally seek to convert programs like HHAP into stable, ongoing investments.
- **Advocacy to Maintain Federal Funding Must Continue:** As with goals 1, 2, 4, and 5, significant federal funding cuts have the potential to curtail both efforts to increase placements into permanent housing by removing sources of funding for that housing.

Federal cuts also have the potential to disrupt efforts to increase retention, as key supportive services are funded through federal Medicaid funds, Continuum of Care (CoC) program funds, and other federal sources. The Los Angeles region must advocate to federal partners both to continue funding for key programs, as well as forestall federal policy changes that would effectively function as cuts for communities like Los Angeles.

- **Alignment with Prevention:** Los Angeles must align its homeless prevention strategies with efforts to increase housing placements. This includes ensuring services are available for older adults who move from unsheltered homelessness back into housing, but may be at risk of returning to homelessness if adequate housing retention and prevention services are not available.

Goal 4: Prevent People from Falling into Homelessness with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities

Metric Established by Subcommittee

The prevention subcommittee formalized the following metric for goal 4:

- **Metric 4a:** Reduce the number of people who become newly-homeless by xx%.

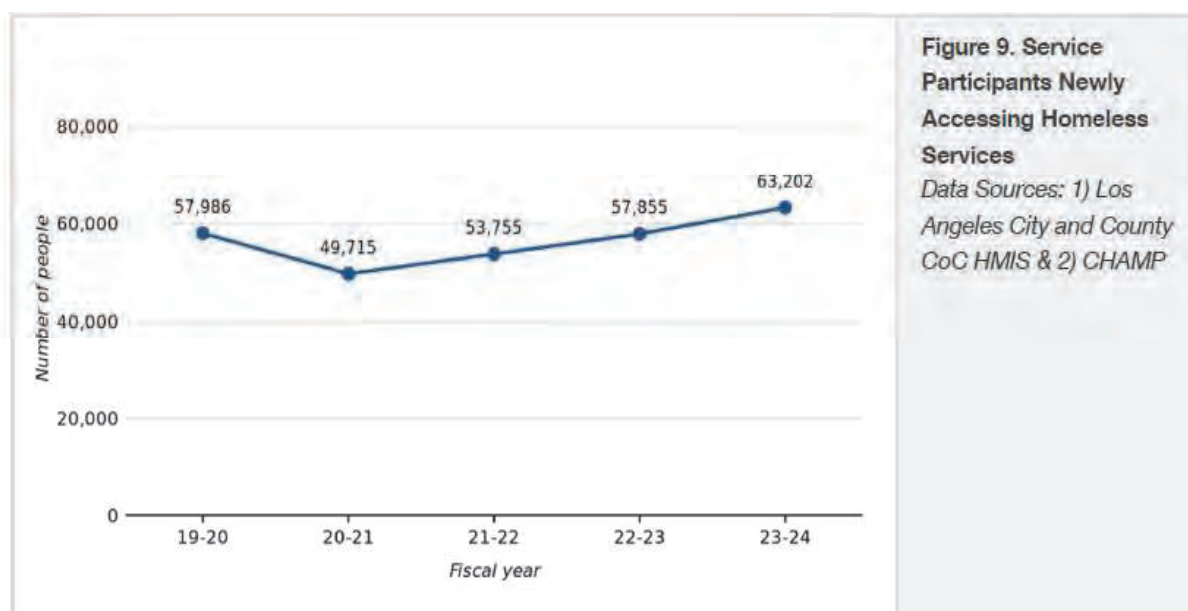
This metric intends to use administrative data from HMIS and CHAMP to measure the number of service participants who are “newly” accessing services, with evidence that this is the first time they have been homeless in 24 months or more.

Baseline Data

The subcommittee established one baseline measure, using the above definition:

- **Baseline 4a:** Number of service participants newly-accessing services in FY 23-24 with evidence that this first time homeless in 24 months or more: **63,202 people**

See Figure 9 below for the five-year trend of this data, which shows a modest 3% year-over-year average increase over the last five years.



For this baseline figure, it is worth noting that over half of all service participants in HMIS and CHAMP are considered “newly homeless,” suggesting a staggering level of inflow to the homeless services system. Moreover, should the trend of a 3% average increase in new enrollees continue year-over-year, the number of new enrollees in five years would be 73,300.

Metrics and Milestones Summary

Goal 4: Prevent People from Falling into Homelessness

End of 2030 Metrics

- **Metric 4a: Decrease by 20%** by the end of 2030 the Number of Service Participants Who Become Newly Homeless (as measured in administrative data), from a Baseline of 63,202 in FY 23-24 to a target of 50,561 people in 2030.
 - The system's efforts to achieve this goal must be guided by the overarching equity principle to reduce the disproportionate number of Black and American Indian Alaska Native and the increasing number of Latino/x people experiencing homelessness. Effective prevention that reduces inflow into homelessness services is a key strategy to counteract the systemic and structural injustices that drive people into homelessness and disparately affect people in these groups. By reducing inflow by 20%, we also aim to actively promote equitable

access to prevention programs and to reduce the number of Black, American Indian Alaska Native and Latino/x people who fall into homelessness.

Annual Milestones

Metric 4a: Decrease by 20% by the end of 2030 the Number of Service Participants Who Become Newly Homeless (as measured in administrative data), from a Baseline of 63,202 in FY 23-24

Year	% Change from Baseline	Annual Inflow Number
Baseline	+0%	63,202
July 1, 2025-June 30, 2026	+5%	66,302
July 1, 2026-June 30, 2027	+2%	64,466
July 1, 2027-June 30, 2028	-11%	56,313
July 1, 2028-June 30, 2029	-15%	54,038
July 1, 2029-June 30, 2030	-18%	51,712
Full Year Ending December 31, 2030	-20%	50,561

Rationale

The subcommittee had a number of considerations that informed the target of a 20% reduction in newly homeless enrollees over the evaluation period, from a baseline of 63,202 to 50,561. One of these is recognition that a 20% reduction is an even more ambitious goal when considering the upward trajectory of these numbers. Were the current trajectory to continue on a track of 3% annual growth, the number of newly-homeless enrollees would reach 73,300 in five years; the target of 50,561 represents a 31% reduction from this number.

Conditions and Assumptions for Success

The subcommittee established a number of conditions and assumptions that must hold in order for the target in goal 4 to be met. The top tier conditions and assumptions were identified as:

- **Prevention Funding and Programs Must Be Targeted and Cater to Those at Greatest Risk, Or They Will Not Reduce Inflow:** A number of assessments of

homeless prevention programs have found that targeting using key risk factors to identify those most likely to fall into homelessness has demonstrable impacts on inflow.¹⁴ Otherwise, funding goes predominantly to households that, though vulnerable, may not have fallen into homelessness without the prevention assistance provided. Evidence-based eligibility criteria include households at 50% Area Median Income (AMI) or below, with one or more additional risk factors (such as a prior history of homelessness, recent discharge from an institution, veteran status, older age, personal trauma, or other factors). If funding is not targeted in this way, or if eligibility criteria limits access to one particular vulnerable group (such as transition-aged youth or older adults, who together make up 12% of people experiencing homeless in Los Angeles) and not the broader at-risk population, homeless prevention dollars are unlikely to reduce inflow into homelessness, as they will not be serving people that would have otherwise become homeless.

Moreover, traditional prevention programs that serve broader swaths of the population often focus on eviction prevention services and rental assistance for leaseholders. A narrow focus only on services for leaseholders, however, leaves out the bulk of people who fall into homelessness; new statewide findings show that only a third of people entering homelessness came from a leaseholding situation, with the majority of people entering homelessness either coming from an informal living arrangement or an institution.¹⁵ Services such as flexible financial assistance that can assist leaseholders and non-leaseholders alike should complement eviction prevention, tenant education, rental assistance, and other services.

As new programs and policies are considered or existing policies are evaluated, people with lived experience of homelessness must be included and centered in program and policy design for homeless prevention efforts to be successful.

- **Prevention Funding Must Align with Equity Goals:** To ensure that prevention programs are reaching those who most need them, these programs must advance and align with shared equity goals, including setting a target for reducing the overrepresentation of groups disproportionately needing homelessness services. This must include active monitoring of who does and does not have access to prevention programs and whether programs remain effective and accessible for the most marginalized groups. This may also include ensuring that prevention funding is accessible to those who are most disproportionately represented among the population experiencing homelessness, such as adults between the ages of 25 to 64, who make up nearly 80% of the population experiencing homelessness in Los Angeles.

¹⁴ Till von Wachter et al., "Evaluation of LA County Prevention Targeting Tool" (California Policy Lab, 2021).

¹⁵ Benioff Homelessness and Housing Initiative, 2023. California Statewide Study of People Experiencing Homelessness.

- The Region Needs A Prevention System with an Appointed Executive Manager:** Currently, the Los Angeles region deploys a range of prevention strategies across departments and jurisdictions which do not work in concert with each other. The region must appoint an executive level policy leader or manager to align the region's systems and investments to centralize a "homeless prevention system" across Los Angeles County. This manager would provide operating standards and best practices to ensure consistency, quality, accessibility, and equity across the region.

Six additional conditions and assumptions for success were identified. These include:

- Eligibility for homelessness service workers:** Many frontline workers and case managers in our homelessness services system are themselves at risk of homelessness. Yet they are often unable to access prevention programs at their employer due to public contract terms that do not allow employees to access funds for clients. System administrators should ensure that employees of service providers who meet the eligibility criteria can access prevention resources from other sources. This will help support a vulnerable population, help retain workers, and strengthen our capacity to provide the high-quality services required for all Measure A goals. Ultimately, the system should address the pay structure for homeless services workers such that compensation reflects liveable wage standards for Los Angeles.
- Augment Funding:** The 20% inflow reduction goal is dependent both on better alignment of existing resources from cities, the county, state, and federal sources, but also on new resources for targeted homeless prevention. New inflow into the system exceeds available funding to the system, and additional advocacy is needed to obtain the funding needed to scale up prevention resources to meet growing demand.
- Data:** All Measure A-funded prevention programs must enter program data into HMIS, which is an essential component of knowing whether prevention service participants eventually become homeless in the future. This, in turn, is a prerequisite to effective program evaluation and assessment of whether prevention programs are reaching the right target population.
- Accessibility:** Prevention programs must be easy to access and visible to the public, in addition to person-centered. Nearly two-thirds of people that were newly-homeless had not sought assistance from public agencies or providers,¹⁶ relying instead on friends and family, highlighting the need for interventions to be highly visible to people who are at risk.
- Evaluation:** The region must continue to evaluate the impact of prevention programs. The lessons from program evaluation must be applied to scale what works to use prevention dollars as effectively as possible.

¹⁶ Ibid.

- **Service History:** For prevention to be effective and reach its goals, more data should be marshalled to better understand the service history of those who are newly-enrolling in homeless services. This should include a better understanding of other history such as history of incarceration, contact with the child welfare system, and other risk factors.

Goal 5: Increase the number of affordable housing units in Los Angeles County with a focus on addressing gender, ethnic and racial disproportionality, disparities and inequities

Metric Established by Subcommittee

The subcommittee working on this goal established two metrics, each relating to a key component of making housing affordable for people at the lowest incomes. The subcommittee established metrics for production of affordable housing units and preservation of affordable housing. The metrics established are:

- **Metric 5a:** Increase by xx% the production of affordable housing.
- **Metric 5b:** Increase by xx% the preservation of affordable housing units.

Baseline Data

In order to develop goals for affordable housing, the subcommittee worked with the USC Lusk Center for Real Estate to develop estimates of the need for affordable housing in Los Angeles County, along with estimates of the baseline of affordable housing production and access across Los Angeles County.

For the purposes of developing a measure of Los Angeles County's need for affordable housing, the subcommittee developed a measure based on the shortage of housing that is affordable¹⁷ for low-, very-low, extremely-low, and people experiencing homelessness. Taken together, these groups collectively have a shortage of 375,622 units. See table 1 below for this data disaggregated by income levels.

While the overall shortage number continues to be staggering at 375,622, it is worth considering that this topline number may still underemphasize the severity of shortage for

¹⁷ For the purposes of this exercise, the subcommittee defined affordability as meaning a household would pay 30% of their income or less, which aligns with criteria from U.S. Department of Housing and Urban Development (HUD).

those households at 50% AMI and below, for which there is a 578,775 unit shortage. While there is a surplus of units for low-income households at 50-80% AMI, these units are not available or affordable to households that are homeless, extremely low-, or very low-income.

Table 1. Available and Affordable Housing Unit Shortage by Income Levels in Los Angeles County, 2023 <i>Data Source: 2018-2023 American Communities Survey Five-Year Estimates</i>			
Household Type	Number of Households	Number of Available and Affordable Units	Shortage/Surplus
Homeless Households	68,297	0	-68,297
Extremely Low Income (0-30% AMI)	499,688	112,219	-387,469
Very Low Income (30-50% AMI)	301,432	178,423	-123,009
Low Income (50-80% AMI)	400,571	603,723	+203,152
Total	1,269,988	894,365	-375,622

Using this data to measure the overall picture of housing affordability in Los Angeles, USC Lusk also provided baseline data on the production of affordable housing across Los Angeles County:

- Baseline 5a:** Average number of affordable housing units produced annually across Los Angeles County from FY 19-20 to FY 23-24: **1,700 affordable housing units.**

Table 2 below details the number of affordable units produced¹⁸ each of the last five years Countywide.

Table 2. Number of Affordable Housing Units Completed in Los Angeles County, 2019-2023 <i>Data Source: California Department of Housing and Community Development Annual Progress Reports</i>					
	2019	2020	2021	2022	2023
ELI/VLI (0-50% AMI)	346	137	659	669	1,653
LI (50-80% AMI)	275	470	938	660	3,583
Total Units, 80% AMI and Below	621	607	1,597	1,329	5,236

- Baseline 5b: Number of units that are at risk and in need of preservation assistance: **9,126 affordable units**

In order to determine the number of affordable housing units that are at highest risk of being lost, either due to expiring affordability covenants or due other financial, operational, or physical risks to the units, the subcommittee looked at the universe of affordable units greater than 10 years old.

The subcommittee used data from the City of Los Angeles Housing Department (LAHD) and the Los Angeles County Development Authority (LACDA) to determine that there are over 38,000 affordable units, 25% of which are Permanent Supportive Housing, which are over 10 years old. The subcommittee assumed that 50% of this older PSH (4,803 units) and 15% of the affordable housing units that are not PSH (4,323 units) will need some form of preservation assistance over the next decade, for a total of 9,126 units in need of assistance. The subcommittee estimated that the cost of preservation is an average of \$125,000 per unit.

- Baseline 5c: Number of units that are currently affordable as a result of "access" strategies such as rental assistance: **86,376 leased housing choice vouchers.**

As a baseline for access, the subcommittee established that there 86,376 leased housing choice vouchers across a range of public housing authorities (PHAs) throughout the region. It is worth noting that the region's PHAs have over 101,151 units *allocated* through the federal voucher program. However, because PHAs in Los Angeles often must pay above fair-market rent (FMR) to secure landlords to lease units to their tenants in a very competitive housing

¹⁸ Production of a housing unit is counted based on the issuance of a certificate of occupancy.

market, PHAs often do not have sufficient federal funding to lease their entire allocated share of vouchers. Despite the 14,775 unit gap between the number of allocated units (101,151) and the number of units that are leased (86,376), most PHAs in the County have spent 100% of their voucher budgets, meaning they cannot fully lease their allotted units without more funding from the federal government to fully utilize their allocation. **While the LTRHA and ECRHA are not recommending a performance metric around access to affordable housing using rental subsidies due to the major uncertainty in the federal funding landscape, advocating for continued and even increased rental subsidies will be essential to meeting goals identified throughout this report.**

Target Metrics and Milestones Summary

Goal 5: Increase the number of affordable housing units within Los Angeles County

End of 2030 Metrics

- **Metric 5a. Increase by 41%-53%** the current level of affordable housing production from a baseline of 1,700 units in FY 23-24 to a target of 2,400-2,600 in 2030.
- **Metric 5b:** Increase the current level of affordable housing units being preserved to **420 units** preserved annually to assure net gains of affordable housing as new production ramps up.

Annual Milestones

Metric 5a: Increase by 41%-53% the current level of affordable housing production from an average baseline figure of 1,700 units per year.

Year	% Change from Baseline	Annual Number of Affordable Units Produced
Baseline	0%	1,700
July 1, 2025-June 30, 2026	+12%	1,900
July 1, 2026-June 30, 2027	+24%-47%	2,100-2,500
July 1, 2027-June 30, 2028	+6%-39%	1,800-2,500
July 1, 2028-June 30, 2029	+11%-28%	2,000-2,300
July 1, 2029-June 30, 2030	+22%-39%	2,200-2,500

Full Year Ending December 31, 2030	+41%-53%	2,400-2,600
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Rationale

The subcommittee had several factors inform their recommendations on goals, with five different avenues of housing production making up the overall production goal:

- *Current Production:* The subcommittee assumed that current local resources would continue to make up a portion of affordable housing production
- *Gap Fill:* The subcommittee assumed and recommends that a portion of Measure A dollars be made available through a “Fast Track Housing Fund” to provide financial support to projects already in construction that have a funding gap.
- *Accelerate:* The subcommittee noted a significant number of projects that are currently far along in the development pipeline and “shovel ready” but have not yet begun construction, where a small Measure A investment could move them into the construction phase and accelerate their progress.
- *Acquisition:* As another lower-cost mechanism to accelerate production, the subcommittee recommends that a portion of Measure A funds be utilized for acquiring and converting existing buildings into affordable housing, and has projected a portion of these units as part of their production goal.
- *Innovation:* Finally, the subcommittee’s recommended goal for production includes a portion of units stemming from investments that produce housing units at greater speeds and lower costs.

On the preservation side, the subcommittee also discussed a growing number of affordable and supportive housing projects that have significant deferred maintenance and are at risk of being lost. The subcommittee estimated that \$52 million annually would be sufficient preservation investment to ensure that any losses of units do not slow progress of adding net new affordable units.

Finally, on rental subsidies in the housing system, the subcommittee noted that while adding thousands of new vouchers will be politically challenging, there may be other ways to increase the number of vouchers available by advocating for funding to increase PHAs budget authority, which is discussed further in the section below. This work remains essential to meeting goals throughout the homeless system and strong advocacy here must continue despite the federal budget uncertainty.

Conditions and Assumptions for Success

The subcommittee identified 11 key conditions and assumptions that should be considered as critical factors in Los Angeles hitting the targets proposed here:

- **Resources from Federal, State, and Local Sources Must Stay Steady:** The goals outlined in this section assume that resources from the federal, state, and other local governments remain steady in future years. However, as the recent “freeze” of federal grants demonstrated, this outcome is far from certain and threatens to derail these goals, both by removing key sources of funding for affordable housing, while also adding to the level of need for low-income people that rely on federal support for nutrition assistance, rental assistance, healthcare, and other safety net programs.
- **Innovation Must Play a Role in Bringing Down Costs, Diversifying Financing:** With costs of developing affordable and supportive housing continuing to rise, the region must seek ways to control and lower costs, including exploring innovations in construction and financing projects. Innovations such as bulk purchasing of construction materials, more use of acquisition as a strategy to add units, and other considerations should be explored. Other innovations can help reduce reliance on federal tax credit funding for housing production.
- **Increasing Federal Budget Authority Can Increase Vouchers in Circulation:** As noted above, a number of PHAs across the region have vouchers that go unused not because they cannot find landlords to accept them, but because they have insufficient funding allocated from the federal government to support their full allocation of vouchers. In a competitive market such as Los Angeles, the full cost of providing rents and landlord incentives, along with the cost of providing rental subsidies to people experiencing homelessness, who often have deeply low incomes at or below 15% AMI, means that PHAs are spending more than their allotted per voucher amount from the federal government. This allows PHAs to lease up their vouchers, but ultimately shrinks the overall number of vouchers they can utilize. Advocacy to the federal government should include a concerted effort to increase PHA’s budget authority, which could effectively add 15,000 vouchers across the region.
- **Housing Funding Should Be Allocated According to Gaps in Production:** In order for new affordable housing to reduce homelessness and reduce the number of people in acute crisis, new housing must target the income levels with the greatest production gaps. For example, USC data shows an excess of units being produced for people at 50-80% AMI and 80-120% AMI, while there is a severe shortage of housing for people at 30% AMI and below. To make immediate impacts in the lowest income populations, housing must be targeted at that income level.
- **Measure A Can Be Sole Source or Leveraged:** Traditional affordable housing development requires a range of financing sources to be cobbled together, which can add time (and overall cost) to a project. Measure A can be used this way, which allows leveraging of other federal and state sources. But it may be appropriate at times for Measure A to make larger investments in an affordable housing project as the sole source of financing—thus reducing complexity and time and delivering units faster.

- **LACAHSA Can Issue Bonds, and Increase Leverage:** As an entity that can issue bonds, LACAHSA can use Measure A funds to issue bonds, and leverage further dollars to increase production.
- **Production Alone Will Not Close the Gap:** With an overall shortfall of 375,000 units, housing production alone will not meet the need. The region must consider other lower-cost strategies to complement production, including rental subsidies, master leasing, and acquisition, among others.
- **Focus on Shovel Ready Projects:** Building new affordable housing can be a lengthy process, including as new programs for new funding sources such as Measure A take additional time to seek input from the community, develop funding guidelines, and issue requests for proposals (RFP). A focus on funding projects that are “shovel ready” and further along in the development process will allow Los Angeles to see new affordable units become available faster.

Key System and Policy Changes for Regional Leadership to Move Forward

As noted in the goal sections above, there are a number of conditions that must be met in order to ensure the targets recommended in this report are reached. Some of these depend on external actors, like state and federal government partners. However, a number of these conditions entail actions that regional partners can take. The ECRHA and the LTRHA members should utilize the Measure A Regional Homeless plan and move forward all local actions identified in this report, including:

- **Ensure new affordable housing can be accessed by the homeless response system:** All three policy subcommittees identified this as a need—to align eligibility in the Los Angeles region’s increasing investments in affordable housing with the targets and populations that need to be served to reduce homelessness and increase housing placements from the homeless system.
- **Invest in robust services for those with behavioral health conditions:** As the region seeks to house more people with SMI and/or SUD, more supportive services will need to be available to support these individuals in housing and to ensure they do not fall back into homelessness at high rates.
- **Appoint a homeless prevention lead to align systems and resources:** As noted in Goal 4, a range of different systems have small homeless prevention programs, but they lack coordination. In some cases, these programs also do not target people with the greatest risk of entering homelessness. Regional leaders should appoint a

prevention system lead to align these programs and ensure targeted homeless prevention contributes to the goal of reducing inflow.

- Focus on affordable housing innovations:** As the section on Goal 5 notes, high costs of producing affordable housing are a barrier to reaching these goals. Regional leaders should move forward with innovations like bulk purchasing of construction materials, innovative financing models, acquisition strategies, and other ways to bring down costs and deliver more units.
- Align on advocacy:** A number of factors are outside the control of local actors. What local actors can do, however, is move in lockstep and align around a coordinated, tightly-focused advocacy strategy to state and federal partners.

Appendixes

Appendix A. Leadership Table Subcommittee Rosters

Homeless Prevention Subcommittee	
Name	Entity Represented
Dr. Jackie Contreras, Co-Chair	Los Angeles County Department of Public Social Services
Jose Osuna, Co-Chair	Brilliant Corners
Celina Alvarez	Housing Works
Onnig Bulanikian	City of Glendale
Bill Huang	City of Pasadena
Alison King	City of Long Beach
Maria Salinas	Los Angeles Area Chamber of Commerce
Brandon Scoggan	Valley Oasis
Janey Rountree	California Policy Lab
Jim Zenner	U.S. Department of Veterans Affairs

Homeless Response Subcommittee and Subgroups	
Name	Entity Represented
Dr. Va Lecia Adams Kellum, Co-Chair	LAHSA

Maria Funk	LA County Department of Mental Health
George W. Greene	Hospital Association of Southern California
Craig Joyce	LA Metro
Sarah Mahin	Housing for Health-LA County Department of Health Services
Janice Martin	
Saba Mwine	LAHSA
Andy Perry	LA County CIO
Janey Rountree	California Policy Labs
Brandon Scoggan	Valley Oasis
Max Stevens	LA County CIO
Grant Sunoo	Little Tokyo Service Center
Stephanie Wiggins	LA Metro
Jim Zenner	U.S. Department of Veterans Affairs
Reducing Homelessness for SMI/SUD Subgroup	
Dr. Va Lecia Adams Kellum	LAHSA
Sarah Dusseault	
David Allen Green	SEIU 721
Maria Funk	LA County Department of Mental Health
La Tina Jackson	LA County Department of Mental Health
Stephanie Klasky Gamer	LA Family Housing
Yamira Lima	
Sarah Mahin	Housing for Health-LA County Department of Health Services
Janey Rountree	California Policy Lab
Max Stevens	LA County CIO
Grant Sunoo	Little Tokyo Service Center
Gary Tsai	Los Angeles County Department of Public Health
Dr. Lisa Wong	LA County Department of Mental Health

Affordable and Supportive Housing Production Subcommittee and Subgroups	
Name	Entity Represented
Lourdes Castro Ramirez, co-chair	Office of Los Angeles Mayor Karen Bass
Stephanie Klasky-Gamer, co-chair	LA Family Housing

Kevin Blackburn	Federal Home Loan Bank of San Francisco
Roberto Chavez	City of Inglewood
Isela Gracian	Office of Supervisor Holly Mitchell
Darren Hendon	Veteran Social Services
Margarita Lares	Housing Authority of the City of Los Angeles
Connor Lock	City of Long Beach
Alexis Obinna	
Jose Osuna	Brilliant Corners
Emilio Salas	Los Angeles Community Development Authority
Miguel Santana	California Community Foundation
Ann Sewill	Los Angeles Housing Department
Grant Sunoo	Little Tokyo Service Center
Affordable Housing Production Subgroup Co-Leads	
Ed Holder	Mercy Housing
Ray Mathoda	Anchor Loans
Affordable Housing Preservation Subgroup Co-Leads	
Emilio Salas	Los Angeles Community Development Authority
Ann Sewill	Los Angeles Housing Department
Affordable Housing Access Subgroup Co-Leads	
Margarita Lares	Housing Authority of the City of Los Angeles
Leepi Shimkhada	Housing for Health, Los Angeles County Department of Health Services

Equity Subcommittee	
Name	Entity Represented
D'Artagnan Scorza	Los Angeles County Chief Executive Office—Anti-Racism, Diversity, and Inclusion
Saba Mwina Chang	Los Angeles Homeless Services Authority
Tolu Wuraola	Los Angeles County Chief Executive Office—Anti-Racism, Diversity, and Inclusion
Alex Braboy	Los Angeles Homeless Services Authority
Dr. Jackie Contreras	Los Angeles County Department of Public and Social Services
Angel Martinez	Los Angeles County Department of Health Services

Molly Rysman	Los Angeles County Department of Health Services
Stephanie Klasky-Gamer	LA Family Housing
Andy Perry	Los Angeles County Office of Chief Information Officer
Andrea Ilouliau	Los Angeles County Chief Executive Officer
Celina Alvarez	Housing Works
Peter Casey	California Policy Lab
Alexis Obinna	Homeless Youth Forum Los Angeles
La'Toya Cooper	LA Emissary
Amara Ononiwu	Faith Collaborative to End Homelessness
Meredith Berkson	Los Angeles County Chief Executive Office – Anti-Racism, Diversity, and Inclusion

Amendment Read-In at the Executive Committee for Regional Homeless Alignment (“ECRHA”) Meeting on March 14, 2025 on [Agenda](#) Item # 3: *Recommendation to approve the proposed Leadership Table for Regional Homeless Alignment (LTRHA) Baseline Data and Targets Metrics for Submission to the Los Angeles County Board of Supervisors.*

At the ECRHA meeting on March 14, 2025, the Committee members approved the baseline data and target metrics for presentation to the Los Angeles County Board of Supervisors (ECHRA Agenda Item #3) with the following read-in amendment:

- Amendment by vice-chair Nithya Raman: The ECRHA moves to approve these goals and metrics with the recommendation that the Los Angeles County Board of Supervisors not approve the proposed budget without clear connections between the homelessness funding and the goals and metrics.

EXHIBIT C - MEASURE A REGIONAL PLAN
(Insert Upon Execution)

EXHIBIT D - BEST PRACTICES
(Insert Upon Execution)

EXHIBIT E - QUARTERLY REPORTING TEMPLATE
(Insert Upon Execution)

2025
SECOND AMENDMENT TO CONTRACT SERVICES AGREEMENT
Comprehensive Homeless Services
Home Again Los Angeles and City of San Fernando

THIS SECOND AMENDMENT ("Second Amendment") to that certain agreement entitled "2024 Contract Services Agreement – Home Again Los Angeles – Comprehensive Homeless Services", Contract No. 2300 ("Master Agreement") by and between the CITY OF SAN FERNANDO, a municipal corporation and general law city ("CITY") and Home Again Los Angeles ("CONTRACTOR") is made and entered into this 17th day of November, 2025 ("Effective Date"). For purposes of this Second Amendment, the capitalized term "Parties" shall be a collective reference to both CITY and CONTRACTOR. The capitalized term "Party" may refer to either CITY or CONTRACTOR interchangeably as appropriate.

RECITALS

WHEREAS, the Parties executed the Master Agreement on October 21, 2024, for case management, interim and emergency housing options, and security deposit and eviction prevention services to support individuals and families experiencing homelessness (hereinafter Master Agreement); and

WHEREAS, the Master Agreement was approved by the San Fernando City Council ("City Council") at its Regular Meeting of October 21, 2024, under Agenda Item No. 10 and provided for a maximum compensation of ONE HUNDRED FIFTY-SEVEN THOUSAND TWO HUNDRED DOLLARS (\$157,200) for a term of one (1) year; and

WHEREAS, the Parties subsequently executed and entered into that certain First Amendment to the Agreement, Contract No. 2300(a) (which is attached and incorporated hereto as **Exhibit "A"**), to increase the maximum compensation by Ten Thousand Dollars (\$10,000), for a total not-to-exceed amount of ONE HUNDRED SIXTY-SEVEN THOUSAND TWO HUNDRED DOLLARS (\$167,200), as a result of the need for a financial assistance program for families and individuals; and

WHEREAS, the Parties now desire to amend the Master Agreement to extend the term for one (1) additional year and provide for an optional additional one-year extension, and to increase the maximum compensation of ONE HUNDRED SIXTY-SEVEN THOUSAND TWO HUNDRED DOLLARS (\$167,200) to the amount of TWO HUNDRED NINETY-EIGHT THOUSAND ONE HUNDRED EIGHTY-FOUR DOLLARS (\$298,184).

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

SECTION 1. For purposes of the Master Agreement and this First Amendment, the Term of the Master Agreement as set forth under Section 1.1 is hereby extended for a period of one (1) year through October 21, 2026 (hereinafter, the "Extension Term"). The Parties further agree that the CITY shall have the option to extend the Master Agreement for one (1) additional one-year period upon written notice to CONTRACTOR prior to the expiration of the Extension Term.

The approval and implementation of the Extension Term notwithstanding, CONTRACTOR's total compensation for all services performed may not exceed TWO HUNDRED NINETY-EIGHT THOUSAND ONE HUNDRED EIGHTY-FOUR DOLLARS (\$298,184).

SECTION 2. In the event of any conflict or inconsistency between the provisions of this First Amendment and the provisions of the Master Agreement, the provisions of this First Amendment shall govern and control, but only to the extent of the conflict or inconsistency and no further.

SECTION 3. Except as otherwise provided under this First Amendment, the Master Agreement shall remain binding and enforceable. Section 6.20 of the Master Agreement notwithstanding, this First Amendment together with the Master Agreement constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this First Amendment. No statements, representations, or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to the Master Agreement as amended by this First Amendment shall be valid or binding unless in writing and duly executed by the Parties in the form of a written contract amendment.

Signature page to follow

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

CITY OF SAN FERNANDO

HOME AGAIN LOS ANGELES

By: _____
Kanika Kith, City Manager

By: _____

Date: _____

Name: _____

Title: _____

APPROVED AS TO FORM

Date: _____

By: _____
Richard Padilla, City Attorney

Date: _____

2025
FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT
Comprehensive Homeless Services
North Valley Caring Services and City of San Fernando

THIS FIRST AMENDMENT ("First Amendment") to that certain agreement entitled "2024 Contract Services Agreement – North Valley Caring Services – Comprehensive Homeless Services", Contract No. 2299 ("Master Agreement") by and between the CITY OF SAN FERNANDO, a municipal corporation and general law city ("CITY") and North Valley Caring Services ("CONTRACTOR") is made and entered into this 17th day of November, 2025 ("Effective Date"). For purposes of this First Amendment, the capitalized term "Parties" shall be a collective reference to both CITY and CONTRACTOR. The capitalized term "Party" may refer to either CITY or CONTRACTOR interchangeably as appropriate.

RECITALS

WHEREAS, the Parties executed the Master Agreement on October 21, 2024, for street outreach and engagement for individuals experiencing homelessness. (A true and copy of the Master Agreement is attached incorporated hereto as **Exhibit "A"**); and

WHEREAS, the Master Agreement was approved by the San Fernando City Council ("City Council") at its Regular Meeting of October 21, 2024 under Agenda Item No. 10 and provided for a maximum compensation of ONE HUNDRED AND SEVENTY-FIVE THOUSAND DOLLARS (\$175,000) for a term of one (1) year; and

WHEREAS, the Parties now desire to amend the Master Agreement to extend the term for one (1) additional year and provide for an optional additional one-year extension, and to increase the maximum compensation by ONE HUNDRED FOUR THOUSAND SEVEN HUNDRED NINETY-EIGHT DOLLARS (\$104,798) to the not-to-exceed amount of TWO HUNDRED SEVENTY-NINE SEVEN HUNDRED NINETY-EIGHT DOLLARS (\$279,798);

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

SECTION 1. For purposes of the Master Agreement and this First Amendment, the Term of the Master Agreement as set forth under Section 1.1 is hereby extended for a period of one (1) year through October 21, 2026 (hereinafter, the "Extension Term"). The Parties further agree that the CITY shall have the option to extend the Master Agreement for one (1) additional one-year period upon written notice to CONTRACTOR prior to the expiration of the Extension Term.

The approval and implementation of the Extension Term notwithstanding, CONTRACTOR's total compensation for all services performed may not exceed TWO HUNDRED SEVENTY-NINE SEVEN HUNDRED NINETY-EIGHT DOLLARS (\$279,798).

SECTION 2. In the event of any conflict or inconsistency between the provisions of this First Amendment and the provisions of the Master Agreement, the provisions of this First Amendment shall govern and control, but only to the extent of the conflict or inconsistency and no further.

SECTION 3. Except as otherwise provided under this First Amendment, the Master Agreement shall remain binding and enforceable. Section 6.20 of the Master Agreement notwithstanding, this First Amendment together with the Master Agreement constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this First Amendment. No statements, representations, or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to the Master Agreement as amended by this First Amendment shall be valid or binding unless in writing and duly executed by the Parties in the form of a written contract amendment.

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

CITY OF SAN FERNANDO**NORTH VALLEY CARING SERVICES**

By: _____
Kanika Kith, City Manager

By: _____

Date: _____

Name: _____

Title: _____

APPROVED AS TO FORM

Date: _____

By: _____
Richard Padilla, City Attorney

Date: _____

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AGENDA REPORT

To: Mary Mendoza and Councilmembers

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

Date: November 17, 2025

Subject: Consideration to Adopt a Resolution Amending Fiscal Year 2025-2026 Salary Plan for Hourly Employees, City Councilmembers, City Manager and Police Corporals and Implement Changes to the Part-Time Bargaining Unit Group Memorandum of Understanding

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8419 (Attachment "A"), amending the Fiscal Year 2024-2025 Salary Plan for Hourly Employees, City Councilmembers, City Manager and Police Corporals, and implement changes to the Part-Time Bargaining Group Memorandum of Understanding (MOU); and
- b. Authorize the City Manager to make non-substantive corrections and execute all related documents.

BACKGROUND:

1. On April 3, 2000, the City Council adopted Ordinance No. 1515, increasing the monthly compensation to \$579.06 per month for City Councilmembers. The effective date of this ordinance was March 13, 2001.
2. On June 20, 2023, the City Council adopted Resolution No. 7973, which provided increases to wellness reimbursement, technology reimbursement and automobile allowance benefits for Executive Management Staff. Per the Salary Plan, these changes were also applicable to City Councilmembers.
3. On September 18, 2023, the City Council directed staff to return with an ordinance to evaluate the monthly compensation received by the City Councilmembers.

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4. On December 4, 2023, the City Council adopted Ordinance No. 1720 (Attachment "B") approving to increase monthly compensation received by City Councilmembers pursuant to Government Code Sections 36516 and 36516.5 to \$950 per month with the full amount of the increase being phased-in as follows; 1st increase for City Councilmembers to \$764.53 per month was effective January 1, 2025, and the 2nd increase to receive the full amount of \$950 per month will be effective January 1, 2026.
5. December 9, 2024, the City Council adopted Resolution No. 8356 which amended the Fiscal Year 2024-2025 Salary Plan, pursuant to Ordinance No. 1720, to implement the 1st increase to the City Council monthly compensation to \$764.53 per month effective January 1, 2025.
6. On April 21, 2025, the City Council adopted Resolution No. 8375 which created the Police Corporal position.
7. On July 1, 2025, the City Council adopted Resolution No. 8390 approving the Fiscal Year (FY) 2025-2026 Adopted Budget and Resolution No. 8393 to adopt the FY 2025-2026 Salary Plan.
8. On August 1, 2025, Governor Gavin Newsom certified a minimum wage increase to \$16.90 per hour effective January 1, 2026, pursuant to Senate Bill (SB) 3 which mandated new minimum wage rates for all employees in California. The new rate will apply to all employers, regardless of how many individuals they employ.
9. On August 18, 2025, the City Council approved the MOU with the Part-Time Employees Bargaining Group (SFPEBU) (Contract No. 2417).
10. On October 20, 2025, the City Council appointed Kanika Kith as City Manager and approved Employment Agreement Contract No. 2447.

ANALYSIS:

Part-time Employees Minimum Wage Increase.

Most employers in California are subject to both the Federal and State minimum wage laws. When the two differ, employers are required to follow the law that provides the higher wage to employees. Since California's minimum wage is higher than the Federal rate of \$7.25 per hour, all employers in California must pay the California minimum wage unless an employee is exempt under California law. Similarly, if a City or County has adopted a local minimum wage that is higher than the State or Federal rate, employers must pay the local rate.

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Due to the enactment of SB 3, California minimum wage increased incrementally since January 2017, as follows:

- a. January 1, 2017: \$10.50 per hour
- b. January 1, 2018: \$11.00 per hour
- c. January 1, 2019: \$12.00 per hour
- d. January 1, 2020: \$13.00 per hour
- e. January 1, 2021: \$14.00 per hour
- f. January 1, 2022: \$15.00 per hour
- g. January 1, 2023: \$15.50 per hour
- h. January 1, 2024: \$16.00 per hour
- i. January 1, 2025: \$16.50 per hour
- j. January 1, 2026: \$16.90 per hour

The City is up to date on the implementation of the minimum wage provisions. However, it is necessary to amend the FY 2025-2026 Salary Plan to reflect the latest minimum wage, which is \$16.90 per hour, effective January 1, 2026. Seven (7) part-time job classifications are impacted by the January 1, 2026 increase, and those positions are reflected in Resolution No. 8419 (Attachment "A").

Additionally, on August 18, 2025, the City Council approved a new MOU with the San Fernando Part-Time Employee Bargaining Unit (SFPEBU) (Contract No. 2417). The proposed amendment to Salary Resolution for FY 2025-2026 incorporates the various changes approved in the new SFPEBU MOU.

City Council Salaries.

The adoption of a salary plan that includes elected officials' compensation is essential for a public entity to ensure transparency, accountability, and public trust. By formally establishing elected official compensation within the same framework used for other employees, the City demonstrates fairness and consistency in its approach to compensation. It provides a clear, documented process that aligns with legal requirements and promotes public awareness of how taxpayer dollars are allocated.

California Public Employees Retirement System (CalPERS) regulations and California State Law requires that the City adopt a Citywide Salary schedule that outlines all City position and their salaries. If adopted the City Council Resolution would update the Citywide Salary schedule with the new monthly compensation for Councilmembers to \$950 per month, effective January 1, 2026. According to Ordinance No. 1720 (Attachment "B") as approved on December 4, 2023.

In order to implement the changes to the City Council Compensation it is necessary to amend the FY 2025-2026 Salary Plan to reflect the new monthly wages, which is \$950 per month, effective January 1, 2026, and are reflected in Resolution No. 8419 (Attachment "A").

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Police Corporal Position.

On April 21, 2025, the City Council approved Resolution No. 8375, which created the classification and salary range for Police Corporal. The 2025-2026 Salary Resolution (Resolution No. 8393) approved on July 1, 2025, however, inadvertently omitted this job classification. An amendment, therefore, is necessary to incorporate the recently established Police Corporal position classification and associated salary range which became effective July 1, 2025, per the San Fernando Police Officer Association (SFPOA) MOU.

City Manager Appointment.

The City Council approved the appointment of Kanika Kith as City Manager on October 6, 2025, and approved the employment agreement on October 20, 2025. The proposed amendment to the FY 2025-2026 Salary Plan incorporates the new salary for the City Manager as outlined in the Employment Agreement Contract. No. 2447, and corrects the monthly salary due to a rounding issue for an additional 17 cents.

BUDGET IMPACT:

The total additional cost of the State mandated minimum wage increase for FY 2025-2026, from January 1, 2026 through June 30, 2026, is approximately \$14,000. Sufficient funds are included in the FY 2025-2026 Adopted Budget to cover the cost of this increase.

The total additional cost of the changes in the City Council monthly compensation increases for FY 2025-2026, from January 1, 2026 through June 30, 2026, is approximately \$5,564. Sufficient funds are included in the FY 2025-2026 Adopted Budget to cover the cost of this increase.

CONCLUSION:

It is recommended that the City Council adopt Resolution No. 8419 (Attachment "A") amending the FY 2025-2026 Salary Plan to implement changes to the Minimum Wage increase, City Council Monthly Compensation, City Manager Salary, Police Corporal, and incorporate any changes to the Part-Time Bargaining Units MOU.

ATTACHMENT:

- A. Resolution No. 8419
- B. Ordinance No. 1720

RESOLUTION NO. 8419

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING PORTIONS OF RESOLUTION NO. 8393, ADOPTED JULY 1, 2025, AMENDING THE SALARY PLAN FOR HOULRY EMPLOYEES AND CITY COUNCILMEMBERS, CITY MANAGER, AND POLICE CORPORAL AND IMPLEMENT CHANGES TO THE PART TIME BARGAINING GROUP MEMORANDUM OF UNDERSTANDING

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

SECTION 1: That that portion of Section 1 of Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by deleting "Schedule P for Sworn Police Employees (SFPOA)" on page 7, and replacing it with the following, effective the first day of the first full pay period that includes July 1, 2025:

SCHEDULE P FOR SWORN POLICE EMPLOYEES (SFPOA)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
73	7795	8222	8379	9149	9658
76	9254	9717	10203	10713	11249
95	9688	10222	10786	11379	12008

SECTION 2: That that portion of Sub-section A of Section 2 of Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by adding the following on page 9, effective the first day of the first full pay period that includes July 1, 2025:

CLASSIFICATION	SALARY RANGES NUMBER SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Police Corporal	76P	9254	9717	10203	10713	11249

SECTION 3: That that portion of Sub-section A of Section 2 of Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by adding the following on page 8, effective the first day of the first full pay period that includes October 20, 2025:

CLASSIFICATION	SALARY RANGES NUMBER SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
City Manager	FLAT Rate	22029.17				

SECTION 4: That that portion of Section 1 of Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by deleting “Schedule H, Schedule HFE, Schedule HG” on page 5, and replacing it with the following, effective the first day of the first full pay period that includes January 1, 2026:

SCHEDULE H FOR PART-TIME HOURLY EMPLOYEES- MINIMUM WAGE (SFPEBU)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
44	16.90	17.75	18.64	19.57	20.55
45	17.18	18.04	18.94	19.89	20.88
47	17.67	18.55	19.48	20.45	21.47
52	18.47	19.39	20.36	21.38	22.45
71	21.98	23.08	24.23	25.44	26.71

SCHEDULE HFE FOR PART TIME HOURLY EMPLOYEES – FULL TIME EQUIVALENT (SFPEBU)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
62	18.35	19.36	20.42	21.55	22.73
100	26.35	27.73	29.19	30.72	32.33
104	28.11	29.58	31.14	32.78	34.50
114	28.18	29.72	31.35	33.08	34.90
122	33.62	35.39	37.25	39.21	41.27

SCHEDULE HG FOR PART TIME HOURLY EMPLOYEES – GENERAL ABOVE MINIMUM WAGE (SFPEBU)					
SALARY RANGE NUMBER	STEP A	STEP B	STEP C	STEP D	STEP E
62	18.41	19.33	20.29	21.31	22.37
71	21.76	22.85	23.98	25.19	26.45

SECTION 5: That that portion of Sub-section B of Section 2 of Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by adding the following, effective the first day of the first full pay period that includes January 1, 2026:

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Administrative Assistant	114HFE	28.18	29.72	31.35	33.08	34.90
City Maintenance Helper	62HG	18.41	19.33	20.29	21.31	22.37
Community Preservation Officer	122HFE	33.62	35.39	37.25	39.21	41.27
Community Service Officer	104HFE	28.11	29.59	31.14	32.78	34.50
Crossing Guard	44H	16.90	17.75	18.64	19.57	20.55
Day Camp Counselor	44H	16.90	17.75	18.64	19.57	20.55
Junior Cadet	45H	17.18	18.04	18.94	19.89	20.88
Management Intern	71HG	21.76	22.85	23.98	25.19	26.45
Office Clerk	62HFE	18.35	19.36	20.42	21.55	22.73
Police Cadet	140PFE	44.97	47.43	50.07	52.78	55.72
Police Reserve Officer	140PFE	44.97	47.43	50.07	52.78	55.72
Police Records Specialist	100HFE	26.35	27.73	29.19	30.72	32.33
Pool Attendant/ Cashier	44H	16.90	17.75	18.64	19.57	20.55
Public Works Maintenance Helper	62HG	18.41	19.33	20.29	21.31	22.37

CLASSIFICATION	SALARY RANGE NUMBER/ SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E
Recreation Leader I	44H	16.90	17.75	18.64	19.57	20.55
Recreation Leader II	47H	17.67	18.55	19.48	20.45	21.47
Recreation Leader III	71H	21.98	23.08	24.23	25.44	26.71
Senior Day Camp Counselor	52H	18.47	19.39	20.36	21.38	22.45

(A) COMPENSATION FOR COMMISSIONS, BOARDS, COMMITTEE MEMBERS, AND COUNCIL LIAISON

The members of the following commissions, boards, and committees, as well as City Council Liaison, who are not employees of the City, shall be paid the amount hereinafter specified for each meeting.

<u>Commission/Committee/Liaison</u>	<u>Compensation Per Meeting Attended (Not To Exceed One Meeting Per Month)</u>
Disaster Council	\$100.00
Education Commission	\$100.00
Planning and Preservation Commission	\$100.00
Parks, Wellness, and Recreation Commission	\$100.00
Transportation and Safety Commission	\$100.00
Greater LA County Vector Control District Council Liaison	\$150.00
Metropolitan Water District (MWD) Representative	\$250.00

(B) COMPENSATION FOR COUNCILMEMBERS

The members of the City Council shall be paid compensation as follows:

Effective January 1, 2025 - \$764.53 per month.

Effective January 1, 2026 - \$950.00 per month

SECTION 7: That that portion of Section 3, Subsection B. "Part-Time Employees" of the Resolution No. 8393, adopted July 1, 2025, as amended, be further amended by deleting and replacing Section 3, Subsection B. "Part Time Employees" pages 27-29, and replacing it with the following, effective the first day of the first full pay period that includes January 1, 2025:

A. PART-TIME EMPLOYEES

Salaries and benefits listed here apply to part-time employees assigned to **Schedules H** (regular Hourly employees), **HFE** (Hourly Full-Time Equivalent employees), **HG** (above minimum wage General Hourly employees), and **PFE** (Hourly Police Service employees), respectively, and reflect stipulations in the last MOU.

Schedule PFE shall apply to police service employees, such as Police Cadet, and Police Reserve Officers when activated for active Police Officer duties on an hourly basis. The salaries and benefits for the San Fernando Part-time Employees' Bargaining Unit (SFPEBU) may change depending on the outcome of pending negotiations.

(1) SALARY

The hourly rates shown under **Schedules H, HFE and HG** reflect stipulations in the last MOU (Reso. No. 8393), as follows:

1. Classifications without Full-time Equivalency (FTE), categorized as **Schedule HG**, and which have salary ranges above the required minimum wage, shall receive an increase in base salary, which is equal to the average increase received by classifications in the City's full-time non-sworn and non-management bargaining units (i.e., SFPEA and SFPCA). Such increases shall be effective on the same date as the classifications with an FTE.
2. Classifications with Full-Time Equivalency (FTE), categorized as **Schedule HFE**, shall receive the same increase in base salary as the FTE positions. Such increases shall be effective on the same date as the FTE positions.
3. For Classifications that are directly impacted by the State mandated Minimum Wage Standard, **Schedule H**, as per State Law, effective January 1, 2026, salaries currently listed in this Resolution reflect no Cost of Living Adjustment.

(2) VACATION LEAVE

In order to facilitate the transition in methodology from accruals based upon continuous years of employment to accruals based upon actual hours of service, the MOU (Contract No. 8393) stipulates as follows:

Rate of Accrual

- A. Effective January 1, 2025, each employee that works at least one thousand two hundred and fifty (1,250) hours shall be credited with a paid time off bank beginning on January 1st of the following calendar year based upon his/her continuous years of employment with the City as follows:

<u>Years of Service and Annual Accrual</u>	<u>Accrual Cap</u>
Twelve Hours (12 hours) for less than 2 years of service	24 hours
Twenty-four hours (24 hours) for 2 to 5 years of service	48 hours
Forty-Eight hours (48 hours) for 6 to 8 years of service	96 hours
Sixty Hours (60 hours) for 9 to 11 years of service	120 hours
Seventy-two Hours (72 hours) for 12 years or more of service	144 hours

- B. Effective January 1, 2017, each employee shall accrue vacation leave based on upon hours actually worked each pay period and calculated at a rate upon total hours of City service as follows:

1. An employee with less than ten thousand (10,000) total hours of City service shall not accrue any vacation leave hours.
2. An employee with then thousand (10,000) and up to twenty thousand (20,000) total hours of City service shall accrue 0.04 hours of vacation leave for each hour actually worked.
3. An employee with twenty thousand (20,000) and up to twenty-five thousand (25.000) total hours of City service shall accrue 0.06 hours of vacation leave for each hour actually worked.
4. An employee with twenty-five thousand (25,000) or more total hours of City service shall accrue 0.07 hours of vacation leave for each hour actually worked.

C. Maximum Accumulation of Vacation

The maximum vacation leave accumulation for each unit employee shall be in accordance with the SFPEBU MOU Section 3.01. (Contract No. 2417).

- a. Except as otherwise provided in SFPEBU MOU Section 3.01(2)(B) below, employees shall cease to accrue any additional hours until the vacation leave bank falls below the maximum accumulation cap.
- b. An employee denied vacation leave due to department staffing issues, who exceeds the maximum accumulation cap due to such a denial, shall continue to accrue vacation in excess of the cap until the department is able to allow sufficient vacation leave to bring the employee under the cap.

This provision shall not apply if an employee does not request vacation leave until twenty-hour hours (24) or less of reaching the maximum accumulation cap.

D. Payout of Vacation

Upon death, retirement, or separation from service, an employee or his/her designated beneficiary, shall be paid out for the one hundred percent (100%) of his/her accumulated vacation leave. Such vacation hours shall be paid out at the employee's current hourly base salary at the time of the payout. For stipulations regarding deposit of previously earned paid leave, please refer to the MOU (Contract No. 2417).

a. **BILINGUAL PAY**

The City shall pay a bilingual bonus at the end of each month worked, to those unit employees that qualify in accordance with the following conditions:

- i. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on an oral testing procedure selected by the City; and
- ii. The employee is required in the normal course of his/her duties to communicate in Spanish with members of the public, as determined by the Department head and approved in writing by the City Manager.

The bonus shall be paid as follows:

- A. An employee who works seventy-nine (79) hours or less per month shall be paid fifty dollars (\$50.00) per month.
- B. An employee who works eighty (80) hours or more per month shall be paid one hundred dollars (\$100.00) per month.
- C. Written Verbal Translation of City Materials:

Employees who otherwise qualify for bilingual bonus under section A and B above, shall receive an additional \$25.00 per month translation bonus when asked to translate City materials to a second language for official publication, with supporting documentation and Department Head approval.

b. UNIFORM ALLOWANCE/EQUIPMENT

The City shall provide each employee, who is required to wear a uniform, with three (3) complete sets of uniforms upon hire and in July of each fiscal year.

- i. The City will replace up to two (2) sets of uniforms per fiscal year due to damage or excessive wear and tear.
- ii. The uniforms shall consist of those that the department deems necessary.
- iii. All purchases shall be made in accordance with the City's purchasing policy
- iv. The uniforms shall follow the classification chart below:

Classification:	Uniform:
City Maintenance Helper	Shirt, hoodie/jacket, Pants, visor/hat
Community Preservation Officer	Polo
Community Service Officer	Pants, shirt, Polo, belt and name tag
Crossing Guard	Traffic vest, shirt and visor/hat
Day Camp Counselor	Shirt, hoodie/jacket and visor/hat

Junior Cadet	Polo
Management Intern	Polo
Office Clerk	Polo
Personnel Office Clerk	Polo
Public Works Maintenance Helper	Shirt, hoodie/jacket, Pants, visor/hat
Recreation Leader I	Shirt, hoodie/jacket, polo and visor/hat
Recreation Leader II	Shirt, hoodie/jacket, polo and visor/hat
Recreation Leader III	Shirt, hoodie/jacket, polo and visor/hat
Senior Day Camp Counselor	Shirt, hoodie/jacket and visor/hat

Or any other item as deemed necessary by the City.

- v. For the purpose of cleaning and laundering such uniforms, the City will continue to provide non-sworn part-time employees in the Police Department with an annual uniform allowance equal to fifty percent (50%) of the amount received by non-sworn full-time employees in the Police Department. As of July 1, 2025, this amount was two hundred and fifty dollars (\$250.00) for eligible employees in this unit.

vi. Inclement Weather Gear:

The City shall provide appropriate gear to employees assigned to work in inclement weather, including but not limited to rain gear and jackets.

vii. Shoe/Boot Allowance

Employees who are required to wear specific shoes/boots for their position (i.e. Community Service Officers, Cadets, Enforcement Officers, and Public Works field employees, etc.) shall receive reimbursement for the purchase of such work shoes/boots of up to three hundred dollars (\$300) in July of every other fiscal year.

c. **WORKING OUT OF CLASS**

Any assignment to perform duties of a higher level position or act in a higher capacity outside one's job classification will be paid at the rate of at least 5% higher than the employee's current base salary for the duration of such assignment. The City shall ensure that anyone working in a higher capacity is adequately trained to fulfill the requirements of that higher class. Assignments to perform higher-level duties must be formally approved in writing by the Department head.

d. **OTHER BENEFITS**

For other part-time employee benefits, sick leave, and bereavement leave please refer to their MOU (Contract No. 2417).

SECTION 8: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this 17th day of November, 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. 8419, 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 17th day of November 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 November, 2025.

Julia Fritz, City Clerk

ORDINANCE NO. 1720**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO
AMENDING SECTION 2-31 (COUNCIL MEMBERS – SALARY) OF DIVISION 1
(GENERALLY), ARTICLE II (CITY COUNCIL), CHAPTER 2 (ADMINISTRATION)
OF THE SAN FERNANDO MUNICIPAL CODE REGARDING COUNCIL
MEMBER COMPENSATION**

WHEREAS, Government Code Section 36516 allows city council members to be paid a monthly salary for their service on the city council, commissions, committees, boards, authorities and other similar bodies; and

WHEREAS, as of the approval of this Ordinance, Government Code Section 36516 sets the baseline Councilmember salary for municipalities with a population of 35,000 or less at \$300 per month and provides that the salary amount may be increased above the baseline sum of \$300 by an amount that may not exceed 5% per calendar year for the operative date of the last adjustment of the salary in effect (Govt. Code Section 36516(a)(2)(A) and (4)); and

WHEREAS, Government Code Section 36516.5 provides a change in compensation does not apply to a council member during the council member's term of office but does not prevent the adjustment of all council member's salaries when council members serve staggered terms once one or more members become eligible for a salary increase by virtue of such council member(s) beginning a new term of office; and

WHEREAS, the salary paid to members of the San Fernando City Council ("City Council") was last adjusted by Ordinance No. 1515 on April 3, 2000 with the newly adjusted rate of \$579.06 taking effect on March 13, 2001;

WHEREAS, Government Code Section 36516(a)(4) currently allows, the City Council's salary to be increased by a cumulative percentage equal to five percent (5%) multiplied by the number of years since the effective date of the last adjustment to the City Council: 5% multiplied by 22 years;

WHEREAS, under the current salary increase formula the City Council may, but is not required to, increase the monthly City Council salary to as much \$1,216.02 (i.e., 5% multiplied by 22 years multiplied by \$579.06); and

WHEREAS, the City Council wishes to increase the current monthly compensation but not by the full amount otherwise permitted under Government Code Section 36516 and further wishes to phase in its receipt of the full amount of the contemplated increase.

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. Section 2-31 (Council members – Salary) of Division 1 (Generally) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code is hereby amended in its entirety as follows:

2-31. Council members – Salary.

- (a) Pursuant to Government Code §36516, each member of the city council shall receive as salary in the sum of \$950 per month, with such adjustments as maybe permitted from time to time by State law. Such salaries shall be payable in the same manner as the salaries that are paid to other officers and employees of the city. The salaries prescribed in this section are exclusive of any amounts payable to each member of the council as reimbursement for actual and necessary expenses incurred in the performance of official duties of the city.*
- (b) In compliance with Government Code §36516.5, the monthly salary amount of \$950 will take effect January 1, 2025 (the “Effective Date”), following the City of San Fernando’s General Municipal Election of November 5, 2024. Until the Effective Date, City Council member compensation shall remain at \$579.06 per month as approved by prior ordinance. The foregoing notwithstanding, it is further provided that City Council members’ receipt of the full amount of the increased monthly salary shall be phased-in as follows: From January 1, 2025, to December 31, 2025, Council members shall receive a salary amount of \$764.53 per month. Effective January 1, 2026, Council member shall receive the full salary amount of \$950 per month until such time as that amount is further adjusted by City Council ordinance in compliance with Government Code §36516 and Government Code §36516.5.*

SECTION 3. **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. This Ordinance supersedes any previously approved resolution of the City Council set or attempting to set the monthly compensation of City Council members.

SECTION 4. 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 the official newspaper within fifteen (15) days after its adoption.

SECTION 5. Effective Date/Operative Date. 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. This Ordinance shall become effective thirty (30) days after a second reading and adoption.

SECTION 6. 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 this 11th day of December, 2023.



Celeste T. Rodriguez, Mayor of the City of
San Fernando, California

ATTEST:



Julia Fritz, City Clerk

APPROVED AS TO FORM:



Richard A. Padilla, Assistant 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. 1720 which was introduced on December 4, 2023 and adopted by the City Council of the City of San Fernando, California at a adjourned regular meeting thereof held on the 11th day of December, 2023, by the following vote of the City Council:

AYES: Solorio, Fajardo, Mendoza - 3

NAYS: None

ABSENT: Rodriguez - 1

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 9th day of January, 2024.



Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: November 17, 2025

Subject: Consideration to Adopt a Resolution Amending the City's Current Fiscal Year 2024-2025 Annual Fee Schedule to Establish a Special Event Daily License Fee

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8422 (Attachment "A") amending the City's adopted Fiscal Year (FY) 2024-2025 Annual Fee Schedule (Attachment "B") to Establish a Special Event Daily License Fee for the City of San Fernando; and
- b. Authorize the City Manager, or designee, to waive applicable City special event fees for eligible vendors through the 2025 calendar year.

BACKGROUND:

1. On October 16, 2023, the City Council approved an amendment (Contract No. 2060(a) to the Professional Services Agreement ("PSA") with Willdan Financial Services, Inc. ("Willdan") expanding Cost Allocation Plan services to include a User Fee Study .
2. On June 5, 2024, the City Council adopted Resolution No. 8325 increasing fees for City services into a Fiscal Year 2024-2025 Annual Fee Schedule to the City Council approved cost recovery levels, which became effective January 1, 2025.
3. On August 4, 2025, the City Council approved a PSA with My Valley Pass to develop and administer the City Marketing Campaign, "Discover San Fernando," which includes a website and quarterly community events supporting economic development and local businesses.

Consideration to Adopt a Resolution Amending the City's Current Fiscal Year 2024-2025 Annual Fee Schedule to Establish a Special Event Daily License Fee

Page 2 of 3

ANALYSIS:

Special events such as festivals, parades, cultural celebrations, and community fairs are essential to the vibrancy and identity of a city. These events foster civic pride, promote cultural exchange, stimulate local economies, and provide opportunities for residents and visitors to engage with the community.

To ensure that special events are conducted safely and in accordance with municipal standards, cities require event organizers and vendors to obtain permits. Permit fees help offset the administrative costs associated with reviewing applications, coordinating logistics, and deploying city resources such as public safety, street closures, and sanitation services.

While the City has a Special Event Application Fee outlined within its adopted Annual Fee Schedule, the increase in special events in the City through the *"Discover San Fernando"* campaign revealed a gap in the City's permit fee structure. While the Special Event Application informs applicants of the need for a Special Event Permit and requirement of associated fee, it has not been historically clearly identified in the City's Fee Structure. Instead, the Fee Schedule enlists a \$55 Special Event Application Fee and the Application references the need for a special event business permit.

Since January 1, 2025, HdL Companies, the City's business license administrator, has charged a one-time Special Event Business License Fee equal to the Special Event Application Fee. Historically, the City applied a lower rate similar to the Swap Meet Exhibitor Daily License Fee. The current \$55 application fee does not represent a formal Special Event Business License Fee, which better regulates vendor participation and event operations. The proposed structure corrects this and aligns with existing business fee benchmarks. To ensure fairness and consistency, the City recommends revising the Current Fee Schedule as follows:

CURRENT FEE	NEW FEE
Swap Meet Exhibitor Daily License Inspection/Compliance - \$13	Special Event /Swap Meet Exhibitor Daily License Inspection/Compliance - \$13

The City recognizes that some vendors have paid the \$55 Special Event Application fee under the previous structure. To ensure equity, staff recommends waiving the fees for those vendors that previously paid the \$55 fee and allow them to continue participating in City special events through the 2025 calendar year. In order to adopt new fees or increase existing fees, the City must establish a cost of providing the service and the City Council must adopt a resolution approving the fee, for which the fee cannot exceed the established cost of providing the service. In this case, the City is solely amending existing fees to align with the cost of providing the service. The attached resolution would be a supplement to the existing FY 2024-2025 Adopted Annual Fee Schedule. Pending approval, the Special Event Daily License Fee will be effective immediately.

Consideration to Adopt a Resolution Amending the City's Current Fiscal Year 2024-2025 Annual Fee Schedule to Establish a Special Event Daily License Fee

Page 3 of 3

BUDGET IMPACT:

The proposed fee of \$13 for a Special Event Daily License is established at a rate to recover all associated costs for administration and processing. Pending City Council approval, adjustments will be incorporated through the Fiscal Year 2025-2026 midyear budget process.

User fees account for almost five percent (5%) of total General Fund Revenue. Ensuring that the City is recovering the appropriate level of costs to provide fee-based activities will allow staff to continue to provide a high-level service to the community. The City annually reviews its user fees. All City fees and charges will be reviewed in February 2026 which may result in additional recommendations for consideration of fees subject to Consumer Price Index (CPI) adjustments. Staff will additionally be recommending a Special Event Annual License Fee in addition to the one-time daily fee structure.

CONCLUSION:

Staff recommends that the City Council adopt Resolution No. 8422 (Attachment "A") amending the City's adopted FY 2024-2025 Annual Fee Schedule (Attachment "B") to include fees for the issuance of Special Event Daily License Fee, and authorize the City Manager, or designee, to waive applicable City special event fees for eligible vendors through the 2025 calendar year.

ATTACHMENTS:

- A. Resolution No. 8422
- B. City's Fiscal Year 2024-2025 Adopted Annual Fee Schedule ([provided through digital weblink](#))

RESOLUTION NO. 8422

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, ESTABLISHING A SPECIAL EVENT DAILY LICENSE FEE**

WHEREAS, the City Council desires to establish fees for special events within the City limits; and

WHEREAS, on June 5, 2024, City Council adopted Resolution No. 8325 increasing fees for City services into a Fiscal Year 2024-2025 Annual Fee Schedule to the City Council approved cost recovery levels, which became effective January 1, 2025; and

WHEREAS, pursuant to the State Constitution, San Fernando City Code, and other applicable federal, state and local laws, the City is able to charge fees for services which do not exceed the City's cost to provide those services; and

WHEREAS, on file in the applicable department is the report justifying the fees set forth in this resolution; and

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

SECTION 1. The representations set forth in the Recitals, above, are true and correct.

SECTION 2. The City Council hereby amend Resolution 8325 to include the Special Event Daily License Fee license application fees provided in Exhibit "1", attached hereto.

PASSED, APPROVED, AND ADOPTED this 17th day of November 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. 8422 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 17th day of November 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 November 2025.

Julia Fritz, City Clerk

RES. NO. 8422
EXHIBIT "1"

CURRENT FEE	NEW FEE
Swap Meet Exhibitor Daily License Inspection/Compliance - \$13	Special Event /Swap Meet Exhibitor Daily License Inspection/Compliance - \$13

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AGENDA REPORT

To: Mayor Mendoza and Councilmembers

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

Date: November 17, 2025

Subject: A Public Hearing to Consider Adopting a Resolution to Approve a Proposed Draft Amendment to the 6th Cycle (2021-2029) Housing Element to Update the Sites Inventory To Ensure Compliance with the State Housing Element Law

RECOMMENDATION:

It is recommended that the City Council:

- a. Conduct a Public Hearing;
- b. Pending public testimony, adopt Resolution No. 8420 (Attachment "A") amending the Sites Inventory of the 6th Cycle (2021-2029) Housing Element of the San Fernando General Plan by removing certain parcels and adding new sites to ensure compliance with State Housing Law pursuant to Government Code (GC) Sections 65580–65589.11.

BACKGROUND:

1. On June 6, 2022, the City Council adopted Resolution No. 8153 approving and adopting the City of San Fernando 2021-2029 Housing Element, which includes a Housing Plan with Goals, Policies, and Programs aimed at addressing the City's housing needs.
2. On August 9, 2022, the State of California Department of Housing and Community Development (HCD) found that the City of San Fernando 2021-2029 Housing Element was in substantial compliance with the State Housing Element Law (GC Section 65580 et seq).
3. In 2024, the City worked with Precision Civil Engineering, Inc to comply with various Housing Element programs, including creating a Mixed Use Overlay (MUO) zone district allowing for a combination of retail and housing, and rezoning identified sites to the MUO and the existing Specific Plan (SP-5) zone districts.
4. In December 2024, the City contacted HCD to discuss changes to the sites inventory because of some discrepancies with numbers and community opposition to rezoning of some of the sites in the inventory.

A Public Hearing to Consider Adopting a Resolution to Approving a Proposed Draft Amendment to the 6th Cycle (2021-2029) Housing Element to Update the Sites Inventory to Ensure Compliance with the State Housing Element Law

Page 2 of 4

5. On March 20, 2025, the City initiated revisions to remove eight (8) parcels and add three (3) new sites to the Sites Inventory to ensure the City continues to demonstrate sufficient capacity to accommodate its Regional Housing Needs Allocation (RHNA) (Attachment “B”).
6. On May 19, 2025, HCD accepted the revisions to the Sites Inventory and directed the City to submit a revised electronic version concurrent with adoption of these draft amendments to the Sites Inventory (Attachment “C”).
7. On October 13, 2025, a public hearing was held before the Planning and Preservation Commission (Commission). The Commission adopted Resolution No. 2025-06 (Attachment “E”) recommending that the City Council approve the requested amendment to the Housing Element Sites Inventory.

ANALYSIS:

State law requires every city and county in California to adopt and implement a General Plan, which is a long-range plan that guide growth, development, and land use decisions. One required chapter of the General Plan is a the Housing Element, which must identify policies, programs, sites to meet current and future housing needs, established through the RHNA for every eight-year cycle, for the City.

While preparing the City’s 2021–2029 Housing Element, staff evaluated potential housing sites and identified commercially zoned parcels and Specific Plan areas as Opportunity Sites. After the Housing Element was certified, the City adopted the Mixed-Use Overlay (MUO) district on 112 parcels (37.95 acres), allowing residential, commercial, or mixed-use development by right.

A proposal to rezone additional areas to the SP-5 district was later reconsidered due to community concerns. Because the MUO already provides more capacity than required to meet the City’s RHNA, staff is proposing an amendment to the sites inventory list, which requires an Amendment to the Housing Element.

Proposed Housing Element Amendment

Staff is proposing a Sites Inventory Amendment to the 2021–2029 Housing Element. Because the previously adopted Mixed-Use Overlay (MUO) rezoned more parcels than required to meet the City’s RHNA, no additional rezoning is needed. Instead, the amendment updates the Sites Inventory by removing eight parcels that are no longer suitable and adding three parcels within the existing MUO area that currently allow residential or mixed-use development by right.

HCD has reviewed the proposed revisions and confirmed they maintain full compliance with State Housing Element Law. In its May 19, 2025, letter (Attachment “D”), HCD accepted the proposed revisions to the Sites Inventory and confirmed that these adjustments maintain the City’s compliance with Housing Element Law, provided that a revised electronic inventory is submitted with the adoption of these amendments.

A Public Hearing to Consider Adopting a Resolution to Approving a Proposed Draft Amendment to the 6th Cycle (2021-2029) Housing Element to Update the Sites Inventory to Ensure Compliance with the State Housing Element Law

Page 3 of 4

Purpose of the Amendment.

- **Sites Inventory Update:** Correct discrepancies by removing parcels no longer available or suitable for housing and adding new parcels to ensure adequate capacity (Attachment “F”).
- **Text Edits:** Update the Housing Element narrative and tables to reflect the updated Sites Inventory (Attachment “D”).

Summary of Revisions.

Sites Removed (8 Parcels – 53 Moderate-Income Units)

- 2520-019-016 (9 units)
- 2520-011-043 (12 units)
- 2520-011-045 (8 units)
- 2520-002-023 (5 units)
- 2520-002-015 (8 units)
- 2520-002-016 (9 units)
- 2522-012-006 (1 unit)
- 2522-012-013 (1 unit)

Sites Added (3 Parcels – 54 Moderate-Income Units)

- 2522-005-001 (38 units)
- 2522-013-011 (12 units)
- 2522-013-019 (4 units)

Environmental Review

Pursuant to the California Environmental Quality Act (CEQA), this Amendment is exempt from further environmental review under the “common sense” exemption (CEQA Guidelines § 15061(b)(3)), because it can be seen with certainty that there is no possibility that the proposed Amendment will have a significant effect on the environment. The Amendment is limited to policy-level text and inventory corrections and does not authorize or approve specific development projects. Any future housing development on identified sites will remain subject to project-level CEQA review, as applicable.

Planning and Preservation Commission Review

The Planning and Preservation Commission held a public hearing to consider the project at a regular meeting on October 13, 2025. On a 5-0 vote, the Commission recommended the adoption of Resolution No. 2025-06 (Attachment “E”), recommending that the City Council adopt the amendment to the Sites Inventory of the 6th Cycle (2021-2029) Housing Element of the San Fernando General Plan by removing certain parcels and adding new sites to ensure compliance with State Housing Law.

A Public Hearing to Consider Adopting a Resolution to Approving a Proposed Draft Amendment to the 6th Cycle (2021-2029) Housing Element to Update the Sites Inventory to Ensure Compliance with the State Housing Element Law

Page 4 of 4

BUDGET IMPACT:

An amendment to the 6th Cycle (2021-2029) Housing Element to update the Sites Inventory was an enhancement through the mixed used overlay project approved by City Council as part of the Fiscal Year 2024-2025 Adopted Budget.

CONCLUSION:

Staff recommends that the City Council conduct a public hearing, pending testimony, adopt a Resolution amending the Sites Inventory of the 6th Cycle (2021-2029) Housing Element of the San Fernando General Plan by removing certain parcels and adding new sites to ensure compliance with State Housing Law (GC Subsections 65580–65589.11).

ATTACHMENTS:

- A. Resolution No. 8420
- B. Letter to HCD dated March 20, 2025
- C. Letter from HCD dated May 19, 2025
- D. Redlined Housing Element Text Amendment
- E. Planning and Preservation Commission Resolution No. 2025-06
- F. Proposed Sites to be Removed and Added

RESOLUTION NO.8420

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING THE 6TH CYCLE (2021-2029) HOUSING ELEMENT
TO UPDATE THE SITES INVENTORY BY REMOVING CERTAIN PARCELS AND
ADDING NEW SITES TO ENSURE COMPLIANCE WITH THE STATE HOUSING
ELEMENT LAW (GOVERNMENT CODE SUBSECTIONS 65580–65589.11)**

WHEREAS, California Constitution Article XI, Section 7, enables the City of San Fernando (the “City”) to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City’s police power to protect the public health, safety, and welfare; and

WHEREAS, in June 6, 2022, the City Council adopted Resolution No. 8153 approving and adopting the City of San Fernando 2021-2029 Housing Element, which includes a Housing Plan with Goals, Policies, and Programs aimed at addressing the City’s housing needs; and

WHEREAS, in the Housing Element, the City considered potential development on suitable sites and identified how zoning and development standards on the sites will facilitate housing. From this inventory, the City identified commercial zoned sites and Specific Plan sites as “Opportunity Sites” for future housing development; and

WHEREAS, in August 9, 2022, the Department of Housing and Community Development (HCD) found the City of San Fernando 2021-2029 Housing Element in substantial compliance with the State Housing Element Law (Gov. Code § 65580 et seq).

WHEREAS, the Housing Element is required to include an inventory of land suitable and available for residential development to accommodate the City’s share of the Regional Housing Needs Allocation (“RHNA”); and

WHEREAS, the City identified discrepancies in the Sites Inventory that necessitated removal of eight (8) parcels and addition of three (3) new parcels to ensure continued compliance with Housing Element Law and to maintain adequate capacity to meet the RHNA; and

WHEREAS, in May 19, 2025, HCD issued a letter confirming that the proposed revisions to the Sites Inventory are acceptable and directed the City to submit a revised electronic inventory concurrent with adoption of the amendments; and

WHEREAS, the Planning and Preservation Commission, as part of its regular meeting of October 13th, 2025, conducted a duly noticed public hearing on the proposed code amendment, and all testimony was received and made part of the public record.

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

SECTION 1. Recitals.

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

SECTION 2. Environmental Findings

This project is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3) ("common sense" exemption), because it can be seen with certainty that there is no possibility that the Amendment will have a significant effect on the environment. The Amendment is limited to text edits and inventory corrections and does not approve or authorize any specific development project.

SECTION 3. Draft Amendment Findings

Pursuant to San Fernando City Code Division 10 the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

- a. The proposed amendment is consistent with the objectives, policies, general land uses and programs of the city's general plans.

The proposed amendment will update the Sites Inventory table and associated text to remove and add sites in order to meet the City's RHNA. The proposed amendment will satisfy policy 2.1 of the San Fernando General Plan Housing Element. Policy 2.1 calls for the provision of adequate housing sites to facilitate the development of a range of residential development types in San Fernando that fulfill regional housing needs. The proposed amendment will remove parcels no longer available or suitable for housing and adding new sites that maintain the City's capacity to meet its RHNA, the amendment directly advances this policy. The update ensures that adequate housing sites remain available, assists developers by providing an accurate inventory of opportunity sites, and maintains the Housing Element's compliance with State Housing Element Law.

- b. The adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare.

The adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare because it is limited to policy-level text edits and corrections to the Housing Element Sites Inventory. The amendment does not authorize or approve any specific development project and therefore has no direct physical impact on the environment or community. Instead, it ensures that the City remains in compliance with State Housing Element Law, preserves eligibility for State and federal housing-related funding, and supports the provision of adequate housing opportunities for all income levels. Maintaining compliance with the Housing Element is in the best interest of the community and advances the public's health, safety, and welfare through sound planning practices.

SECTION 5. Record of Proceeding

The documents and other materials that constitute the record of the proceedings upon which the Planning and Preservation Commission's decision is based, which include, but are not limited to, the environmental documents, staff reports, as well as materials that support the staff reports for the proposed project and are located in the Community Development Department of the City of San Fernando at 117 Macneil Street, San Fernando, CA 91340. The custodian of these documents is in the City Clerk of the City of San Fernando.

SECTION 6. Determination

Based on the findings outlined in Section 3 above, the City Council of the City of San Fernando does hereby amend the 6th Cycle (2021–2029) Housing Element to update the Sites Inventory by removing certain parcels and adding new sites to ensure compliance with State Housing Element Law.

SECTION 7. Certification of the Resolution

The City Clerk of the City of San Fernando, California, shall certify 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 17th day of November, 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. 8420, 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 17th day of November 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 November, 2025.

Julia Fritz, City Clerk

THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
MARY MENDOZA

VICE MAYOR
MARY SOLORIO

COUNCILMEMBER
JOEL FAJARDO

COUNCILMEMBER
VICTORIA GARCIA

COUNCILMEMBER
PATTY LÓPEZ

March 20, 2025

Anthony Errichetto
Department of Housing & Community Development
651 Bannon Street, Suite 400
Sacramento, California 95811

Subject: City of San Fernando 2021-2029 Housing Element Sites Inventory Amendment

Dear Anthony Errichetto,

This letter is in response to the request for detailed site information to support the consideration of revising the City of San Fernando's Sites Inventory for the 2021-2029 Housing Element cycle.

The City's request proposes to remove eight (8) parcels from the Sites Inventory, as listed in **Table 1**. These sites would accommodate a total of 53 moderate-income units after rezoning. The City also requests to add three (3) new sites that meet all required criteria, as discussed below.

Table 1: Proposed Sites to be Removed

APN	Current GP Designation	Current Zoning	Proposed GP Designation	Proposed Zoning	Lower Income Capacity	Moderate Income Capacity	Above Moderate Income Capacity
2520-019-016	SP-5	SP-5 W	SP-5	SP-5 Work Flex Res	0	9	0
2520-011-043	SP-5	SP-5 W	SP-5	SP-5 Work Flex Res	0	12	0
2520-011-045	SP-5	SP-5 W	SP-5	SP-5 Work Flex Res	0	8	0
2520-002-023	SP-5	SP-5 W	SP-5	SP-5 Work Flex Res	0	5	0
2520-002-015	SP-5	SP-5 W	SP-5	SP-5 Work Flex Res	0	8	0
2520-002-016	SP-5	SP-5 W	SP-5	SP-5 Work Flex Res	0	9	0

COMMUNITY
DEVELOPMENT
DEPARTMENT

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1227

WWW.SFCITY.ORG

City of San Fernando

Sites Inventory Amendment

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2522-012-006	COM	C-1	COM	C-1-MX	0	1	0
2522-012-013	COM	C-1	COM	C-1-MX	0	1	0

To replace the 53 moderate income units listed in Table 1, three (3) sites are proposed to be added to the Sites Inventory. The details of these proposed sites are summarized in **Table 2**, with a total capacity of 54 moderate income units.

Table 2: Proposed Sites to be Added

APN	Current GP Designation	Current Zoning	Proposed GP Designation	Proposed Zoning	Lower Income Capacity	Moderate Income Capacity	Above Moderate Income Capacity
2522-005-001	PUB	C-1	PUB	C-1-MUO	0	38	0
2522-013-011	CBD	C-1	CBD	C-1-MUO	0	12	0
2522-013-019	CBD	C-1	CBD	C-1-MUO	0	4	0

A Site Feasibility Analysis has been conducted on the proposed added sites to support their use as an Inventory site. The site feasibility criteria utilized below was established in the Housing Element and is based on the characteristics and conditions of recent development projects and existing pipeline projects sites, as well as recent development proposals that usually meet these similar criteria.

In accordance with the criteria established as described above (which comes from the City's adopted Housing Element), if a site meets at least two (2) of the following four (4) factors, it is deemed feasible:

- **Improvement Ratio** – Sites with an Improvement-to-Land Value Ratio of 1.0 or less (i.e., existing buildings/structures on site are worth less than the land)
- **Zoning** – Site is currently zoned to allow residential
- **Age of Existing Structures** – If existing non-residential building is 30 years or older and if an existing residential building is 50 years or older.
- **Existing FAR** - If less than 1/3 of permitted FAR is utilized on a commercial zone parcel. Only non-residential parcels were assessed for this factor.

City of San Fernando

Sites Inventory Amendment

Page 3 of 3

Details of a Site Feasibility Analysis for each of the three proposed sites are shown below.

APN: 2522-005-001

- Existing Use: Institutional
- Improvement Ratio: 0.92 (Land (2024): \$362,914.00; Improvements (2024): \$334,790.00)
- Zoning: Site is rezoned to allow for mixed use.
- Age of Existing Structures: 71 (built 1953)
- Existing FAR: 0.18, less than 1/3 of permitted FAR (Permitted FAR: 1.8)

APN: 2522-013-011

- Existing Use: Commercial – Chase Bank, Savings & Loan
- Improvement Ratio: 0.89 (Land (2024): \$1,433,277.00; Improvements (2024): \$1,271,017.00)
- Zoning: Site is rezoned to allow for mixed use.
- Age of Existing Structures: 67 (built 1957)
- Existing FAR: 0.26, less than 1/3 of permitted FAR (Permitted FAR: 1.8)

APN: 2522-013-019

- Existing Use: Parking
- Improvement Ratio: 0.07 (Land (2024): \$69,671.00; Improvements (2024): \$5,006.00)
- Zoning: Site is rezoned to allow for mixed use.
- Age of Existing Structures: No structures on site
- Existing FAR: 0.00, less than 1/3 of permitted FAR (Permitted FAR: 1.8)

In conclusion, each proposed site meets at least two (2) of the feasibility criteria, demonstrating they can be “deemed feasible” for inclusion on the City of San Fernando’s Housing Element Sites Inventory. Therefore, we respectfully request approval of the request to remove the eight sites and the addition of the three sites.

Sincerely,



Erika Ramirez
Director of Community Development

cc: Paul McDougall, Senior Program Manager

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**DIVISION OF HOUSING POLICY DEVELOPMENT**

651 Bannon Street, Suite 400

Sacramento, CA 95811

(916) 263-2911 / FAX (916) 263-7453

www.hcd.ca.gov

May 19, 2025

Erika Ramirez, Director
Community Development Department
City of San Fernando
117 Macneil Street
San Fernando, CA 91340

Dear Erika Ramirez:

RE: City of San Fernando's 6th Cycle (2021-2029) Draft Amendment to the Housing Element

Thank you for submitting the City of San Fernando's (City) draft amendment to the housing element that was received for review on March 21, 2025. Pursuant to Government Code section 65585, the California Department of Housing and Community Development (HCD) is reporting the results of its review.

On August 9, 2022, HCD found the City's housing element in substantial compliance with State Housing Element Law (Gov. Code, § 65580 et seq) and, as of this writing, the City continues to comply with State Housing Element Law. These draft amendments do not impact the August 9, 2022 finding of substantial compliance. The element will continue to comply with State Housing Element Law once the amendments have been adopted, submitted, and reviewed by HCD pursuant to Government Code section 65585.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

For your information, the element relies on nonvacant sites to accommodate 50 percent or more of the housing needs for lower-income households, which triggers requirements to make findings based on substantial evidence that the existing use is not an impediment and will likely discontinue in the planning period. While the prior resolution

Erika Ramirez, Director

Page 2

of adoption included the appropriate findings, future adoption of draft amendments should have similar findings, and the findings should be updated as appropriate based on changes to the analysis of sites.

Pursuant to Government Code section 65583.3, subdivision (b), upon adoption of the housing element, the City must submit an electronic version of the sites inventory with its adopted housing element to sitesinventory@hcd.ca.gov. While the City has submitted an electronic version of the sites inventory, since changes have occurred, the City must submit the revised electronic version of the sites inventory with the future adoption of these draft amendments.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant, the Affordable Housing and Sustainable Communities program, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City continues to meet housing element requirements for these and other funding sources.

HCD appreciates the hard work and diligence of the City in the housing element update and welcomes the opportunity to discuss this review and assist with the remaining statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Anthony Errichetto, of our staff, at Anthony.Errichetto@hcd.ca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul McDougall', with a stylized flourish at the end.

Paul McDougall
Senior Program Manager



IV. HOUSING OPPORTUNITIES

The following section presents the resources available for the development, rehabilitation, and preservation of housing in San Fernando. The section begins with an overview of the availability of residential sites for future housing development and the adequacy of these sites to address the City's identified share of future housing needs. This section also presents the financial resources available to support in the provision of affordable housing in the community. The final part of the section is an overview of energy conservation and green building resources available to the City and its residents.

A. LAND RESOURCES

State law requires communities to play an active role in ensuring that enough housing is available to meet expected population growth. This section discusses how San Fernando will plan for the provision of housing for all economic segments.

1. REGIONAL HOUSING NEEDS ALLOCATION (RHNA)

The Regional Housing Needs Allocation (RHNA) is mandated by State Housing Law as part of the periodic process of updating local housing elements. The RHNA quantifies the need for housing within each jurisdiction during specific planning periods. The current 6th cycle RHNA planning period is from October 15, 2021, through October 15, 2029. For the projection period, the State Department of Housing and Community Development (HCD) approved a projected future need of 1,341,827 new housing units in the Southern California Association of Governments (SCAG) region encompassing the counties of Los Angeles, Orange, Riverside, San Bernardino, Ventura, and Imperial. SCAG is responsible for allocating this future housing need to the 197 jurisdictions (six counties and 191 cities) within the region. In this capacity, SCAG determined each jurisdiction's share of the forecasted growth.

The RHNA is divided into four income groups established by HCD: above moderate-, moderate-, low-, and very low-income, with a fifth income group, extremely low-income, required as a subset of very low-income. Pursuant to State Housing Element Law, a jurisdiction must demonstrate in its Housing Element that it has adequate residential sites at appropriate densities and development standards to accommodate its RHNA.

2. SAN FERNANDO'S RHNA

According to the RHNA prepared by SCAG, San Fernando's share of the forecasted growth is 1,795 new housing units. To ensure the City meets this minimum the City has incorporated a 15 percent unit buffer to account for the "No Net Loss" requirement as mandated by Senate Bill 166 (SB 166). Pursuant to SB 166, if sites are not developed at the density or income level identified in the Housing Element, the City must ensure that there is enough land in reserve to fully accommodate the RHNA. This 15 percent buffer for No Net Loss brings the City's RHNA obligation to 2,064 units. These new housing units are divided into five income categories as follows:

Table 33: Regional Housing Needs Allocation 2021-2029

Income Group	Number of Units	Percentage of Total
Extremely Low-Income (< 30 percent MFI)	230	13%
Very Low-Income (31–50 percent MFI)	231	13%
Low-Income (51–80 percent MFI)	273	15%
Moderate-Income (81–120 percent MFI)	284	16%
Above Moderate-Income (>120 percent MFI)	777	43%
Total	1,795	100%

3. RHNA CREDIT AND REMAINING NEED

The 6th cycle RHNA covers an eight -year planning period, starting on October 15, 2021, and ending on October 15, 2029. Housing units built, under construction, or approved from June 30, 2020, onward can be credited towards meeting the City's RHNA obligation. Table 34 summarizes San Fernando's credits and the remaining housing need through October 15, 2029.

Table 34: RHNA Credits and Remaining Need

Income Group	RHNA	Potential ADU	Credits	Remaining Need	Remaining Need + 15% No Net Loss Buffer
Extremely Low-Income (< 30 percent MFI)	230	96	0	134	154
Very Low-Income (31–50 percent MFI)	231	54	0	177	204
Low-Income (51–80 percent MFI)	273	273	0	0	0
Moderate-Income (81–120 percent MFI)	284	26	0	258	297
Above Moderate-Income (>120 percent MFI)	777	191	91	495	569
Total	1,795	640	91	1,064	1,224
15% No Net Loss				160	0
Total Remaining Need				1,224	1,224

ANTICIPATED ACCESSORY DWELLING UNITS

New State laws for development of Accessory Dwelling Units (ADUs) passed since 2017 have substantially relaxed the development standards and procedures for the construction of ADUs. As a result, the City experienced an increase in ADU construction throughout the City, averaging 80 ADUs per year. Specifically, according to the Housing Element Annual Progress Reports, the annual numbers of ADUs permitted between 2018 and 2021 are:

- **2018:** 87 ADUs permitted
- **2019:** 62 ADUs permitted
- **2020:** 90 ADUs permitted

Based on this trend, and anticipating a consistent trend moving forward, the City expects to approve at least 640 ADUs during the 6th Cycle planning period.

The growth factor is partially due to the City's ongoing efforts to streamline the ADU permitting process. Currently, the City's ADU regulations include a ministerial approval process and allowance for both attached and detached units.

To further streamline ADUs approval process, City will update its ADUs regulations to meet current state mandates. The City currently follows the state ADUs regulations and reverts to City adopted regulations when state regulations do not provide adequate guidance.

SCAG conducted a regional analysis of existing ADU rents in April and June 2020. The analysis broke down Los Angeles

County into two survey areas (LA County I and LA County II). The City of San Fernando is located within in the LA County II study area. The analysis resulted in affordability assumptions for jurisdictions in this study area, that allocated 15.0 percent to extremely low income, 8.5 percent to very low income, 44.6 percent, to low-income households, 2.1 percent to moderate-income, and 29.8 percent to above-moderate income households. Based on these assumptions, of the 640 ADU's projected to be built, 96 units will be for extremely low-income households, 54 units for very low-income households, 273 units for lower-income households, 26 for moderate-income households, and 191 units would be assumed at above-moderate households.

ENTITLED PROJECTS

As of July 1, 2021, the City entitled a total of 52 housing units, including condominiums, and single-family homes. Active entitlement projects are separate from the Opportunity Sites Inventory and counted as credit units and not as potential sites.

PROJECTS UNDER REVIEW

As of October 2021, a total of 39 units were at various stages of review and approval process. For RHNA credit purposes, all units were counted towards the above-moderate income category.

REMAINING NEED

After accounting for ADUs, entitled projects, and project under review, the remaining need is 1,224 units, including a 15 percent "No Net Loss" buffer. The City must demonstrate the availability of sites with appropriate zoning and development standards that can facilitate and encourage the development of such units by October 15, 2029. To accomplish this, the Housing Opportunity Sites Inventory was developed and is described in further detail in the following section.

B. HOUSING OPPORTUNITY SITES INVENTORY

The RHNA period extends from October 15, 2021, to October 15, 2029. The City has considered potential development on suitable vacant and/or non-vacant sites and identified how zoning and development standards on the sites will facilitate housing. San Fernando has the land capacity to meet the 6th Cycle RHNA obligation for each of the income groups. A summary of the detailed parcel data is included as part of Appendix C: Opportunity Sites Inventory.

State law requires that a community provide an adequate number of sites to allow for and facilitate the production of the City's regional fair share of housing. To determine whether the City has sufficient land to accommodate its regional housing share for all income groups, San Fernando must identify "adequate sites" for housing. Under State law (California Government Code Section 65583 c.l.) adequate sites are those with appropriate zoning and development standards, services, and facilities needed to facilitate and encourage the development of a variety of housing for all income levels. Land considered suitable for residential development includes:

- Vacant residential zoned sites.
- Vacant and non-residential zoned sites that allow residential uses (such as mixed-uses); and
- Underutilized residential zoned or non-residential zoned sites that can be rezoned or are capable of being developed at a higher density or with greater intensity.

A vacant site is defined as a site without any houses, offices, buildings, or other significant improvements on it. Improvements are generally defined as development of the land (e.g., paved parking lot or income production improvements, such as crops, high voltage power lines, etc.) or structures on a property that are permanent and add significantly to the value of the property. An underutilized or non-vacant site is a parcel or grouping of parcels that have structures or other site improvements but are capable of being redeveloped with residential uses at a higher density under the Zoning and General Plan land use designations. Examples include parcels with vacant or abandoned buildings, surface

parking lots along commercial corridors, and large parcels that are only partially developed.

Residential uses proposed on sites counted toward meeting San Fernando's RHNA for very low, low, moderate, and/or above moderate-income needs must be approved if developed in accordance with the applicable development standards of the San Fernando Municipal Code. The Site Plan Review process will ensure that projects on the inventory sites comply with development regulations and design requirements. In no case will a project be denied for residential use based on the use itself. The rezoned sites and sites applying the Mixed-Use Overlay are identified in Appendix C: Opportunity Sites Inventory.

1. METHODOLOGY IN IDENTIFYING SITES

The process of developing the Opportunity Sites Inventory involved identifying and eliminating sites with constraints to development. Properties that were impacted by various environmental constraints or hazards were excluded from the analysis. Inventory analysis was initially conducted using a data-driven process to identify as many sites as possible. A weighted suitability model was used to evaluate multiple criteria influencing the likelihood of development on a parcel-by-parcel basis. Each property was assigned a total weighted score, the higher the score, the greater the likelihood of development. The following factors were used in this process:

Existing Land Use was used to identify properties with industrial, commercial, office, and mixed uses that are active on the site as defined by Los Angeles County Tax Assessors data. These uses either currently allow for housing production or could support housing in the future with zoning amendments. Single-family residential existing land use properties were generally excluded from further consideration, except for large sites located on arterial corridors with access to services and amenities. Recent projects from nearby cities in LA County that have recycled similar land uses include 531 and 555 E. Arrow Highway in Glendora which had a previous land use of retail and restaurant and is now zoned as Arrow Highway Specific Plan-mixed-use- commercial core, providing 33 new residential units. Another similar project includes 501 Route 66, which had a previous land use of commercial office and is now zoned as Route 66 Specific Plan Town Center mixed-use and R-3 multi-family residential, achieving 8 new units.

General Plan Land Use identified what is allowed within the General Plan designation, which may allow for future housing on a site that currently does not support housing. Targeted land uses include multi-family residential, industrial, commercial, office, and mixed use.

Year constructed of buildings on the property, as defined by Los Angeles County Assessor, was used to identify older properties more likely to redevelop. Properties with buildings between 40 to 60 years old were flagged as a property that was likely to be redeveloped. Similar projects in nearby cities in LA County that utilized properties with older buildings include 905 E. Arrow Highway which contained a building constructed in 1951 is now zoned as Arrow Highway Specific Plan-mixed-use- commercial core and provides 16 new units. Additionally, 531 and 555 E. Arrow Highway in Glendora utilized a property with a previous use of retail and restaurant with an existing building built in 1950.

Improvement Ratio identified the ratio between the value of improvements (buildings, or other construction) versus the value of the underlying land (improvement value/land value) which is considered a market factor influencing the likelihood of development. When the underlying land is worth more than the improvements on the land, the property is more likely to redevelop.

Lot Acreage was evaluated based on guidance from the California Department of Housing and Community Development site inventory criteria for the 6th Cycle RHNA process. Lots with an area less than half an acre were eliminated as too small to allow enough housing to support affordability. Lots larger than 10 acres were considered too expensive for affordable housing developers to purchase. Therefore, the analysis looked for properties greater than half an acre and smaller than 10 acres, with exceptions for sites in strategic locations with unique development potential.

Lot Vacancy is a key driver for identifying potential opportunity sites because of the ease of developing housing on vacant lots. SCAG has provided parcel level data via the HELPR app that has classified existing uses and lot vacancy status for every parcel in the City. This data was used and manually verified to ensure accuracy.

Airport Compatibility Zone constraints removed properties from consideration if the properties are in the most restrictive airport land use areas: A, B1, B2, C, C1, and C2 as set forth in the Los Angeles County Airport Land Use Compatibility

Plan. The City of San Fernando is not within an Airport Compatibility Zones and therefore no sites were restricted due to airport proximity.

Current Zoning identifies the current zoning designation of the potential opportunity sites.

City Opportunity Sites contains a list of target sites identified by the City for consideration.

Pipeline Projects contains a list of active development projects under consideration in the City.

5th Cycle RHNA Sites were included in the analysis if undeveloped.

REALISTIC CAPACITY ASSUMPTIONS

Most residential zones in the City of San Fernando establish a range of allowable density, expressed as dwelling units per acre (du/ac). To calculate realistic capacity assumptions for each site, a typical density achieving 75 percent of maximum du/ac was assumed. This density was assumed as it was the average buildout percentage based on a review of similar projects over the past five years from in process, approved, entitled, and/or permitted projects within the City and surrounding areas. A list of these projects is provided under Development Trends in the Suitability of Non- Vacant and Underutilized Sites discussion.

Existing development trends show that sites are developing at above 75 percent maximum allowed density, and even more than 100 percent of maximum allowed density. However, the analysis conservatively assumed no parcel would develop at greater than 75 percent maximum capacity.

Since 2019, the City has not received any application for construction of a 100 percent commercial project. Although redevelopment is slow or non-existent in the commercial corridors, and there has been no recent development trends in commercial zoned (C-1 and C-2) properties, a mixed-use overlay is proposed to facilitate and encourage investment and redevelopment in these commercial areas. This assumption is based on development trends of non-residential properties being converted to residential or mixed-use in the San Fernando Corridors Specific Plans area, in nearby communities such as Panorama City, and developer's inquiries in the City. Recently, the City has been receiving a lot of inquiries from property owners and developers inquiring about adding residential use to existing non-residential use sites. A list of developer's inquiries is provided under Development Trends in the Suitability of Non-Vacant and Underutilized Sites discussion.

In the C-1 and C-2 zones, the mixed-use overlay will require mixed-use projects to have a minimum of 25 percent of the floor area for non-residential and have a minimum density standard, requiring residential of at least 20 units per acre to be part of a mixed-use development, or 100 percent residential if not a mixed-use development. Therefore, any mixed-use project in these zones would be required to provide the minimum residential square footage or density. Current development trends in the City show a range of densities from 24 to 37 units per acre when a non-residential site is converted to residential or mixed-use. In nearby communities, nonresidential sites are being developed with a range of densities from 16 to 105 units per acre. The realistic capacity assumption for sites in these mixed-use overlay sites is conservative at 26 units per acre (maximum allowable density will be 35 units per acre).

Program 1 requires the City to adopt a mixed-use overlay on specific commercial zoned properties and to expand the residential overlay district in the San Fernando Corridors Specific Plan to allow residential use in areas where residential use is not currently allowed. The mixed-use overlay will facilitate developments in commercial corridors that can accommodate the demand for additional density to meet the RHNA allocation and also bring several benefits to the City. The proposed mixed-use overlay will create flexibility for existing commercial properties to allow residential uses (100 percent or mixed with commercial uses) in existing commercial corridors to create a live-work environment that will support local businesses and reduce the need for vehicle travel by bringing residents and visitors.

In addition, Program 7 requires the City to revise the City's Density Bonus Ordinance to include objective design standards and incentives to facilitate development of deed-restricted affordable housing units.

With the declining trend of brick-and-mortar retail coupled with COVID-19 pandemic impacts and continued demand for housing, the likelihood of 100 percent commercial projects is not expected to increase in the near future. In fact, development trends from throughout the regional market suggest that developers are pursuing projects in mixed use zones

with either minimal or no commercial component. The realistic capacity assumptions for mixed-use zones identified are conservative, reflecting required minimum densities or lower densities than demonstrated trends.

SUITABILITY OF NON-VACANT AND UNDERUTILIZED SITES

San Fernando is generally build-out, and existing vacant sites in the City cannot accommodate the RHNA obligation. As such, the Opportunity Site Inventory is comprised largely of non-vacant sites. Non-vacant sites are relied on to accommodate **all more than 50 percent** of the City's lower income RHNA. The Opportunity Sites Inventory includes underutilized properties to help the City ensure sufficient capacity for housing development during the planning period (2021-2029).

Non-vacant parcels are included as sites that are underutilized with primarily surface parking and/or commercial buildings. Their existing uses would not preclude redevelopment as the existing uses are of marginal economic viability and the structures are at or near the end of their useful life. This includes sites with structures (if any) that were built before 1980 (over 41 years old) and the parcel has a low improvement to land value (i.e., below 1.0). Additionally, the declining trend of brick-and-mortar retail coupled with COVID-19 pandemic impacts has dramatically impacted the viability of many commercial uses. Properties with commercial and other low-intensity uses are being converted into multi-family or residential mixed-use projects in the region. These changes are occurring based on the strong demand for housing and lack of vacant land.

Pipeline projects in the City and in nearby communities demonstrate residential development trends in and around San Fernando, and provides examples of redevelopment of existing uses, as well as the strong demand for residential development in the area. Development trends demonstrate the intensification of underutilized commercial properties into multi-family or residential mixed-use projects. Tables **35##** and **36##** identify recent development projects and shows average density trends in San Fernando and nearby communities; most of these projects are on non-vacant sites. Existing and proposed uses of pipeline projects in the City and nearby communities include the following:

- 1-unit single family to a 7-unit apartment project (in San Fernando)
- 1-unit single-family to an 8-unit apartment project (in San Fernando)
- 1-unit single family to a 6-unit condominium project (in San Fernando)
- Beauty salon to a 4-unit apartment project (in San Fernando)
- Commercial storage yard to a 20-unit residential and commercial mixed-use project (in San Fernando)
- Duplex to a 36-unit residential and commercial mixed-use project (in Panorama City, near San Fernando)
- Commercial to a 54-unit apartment project (in Panorama City, near San Fernando)

Redevelopment of sites with similar conditions to the identified sites is occurring in San Fernando, and recent applications and entitlements consist of residential mixed-use or residential-only projects in almost all cases; the City has not received any application for development of a 100 percent commercial project. Recently, the City approved five residential projects and processing one mixed-use project and one all residential project. These projects have similar characteristics as proposed housing sites, including low intensity development (e.g., single-story commercial), surface parking, commercial structures that are older than 30 years and residential structures that are older than 50 years, and improvement to land value ratios below 1.0. Most identified non-vacant sites have improvement to land value ratios below 0.93, with those above having generally older buildings and underutilized land, specifically surface parking.

Additionally, the office market in Los Angeles region continued to see rising vacancies and lower rental rates. Potential long-term impacts on how office space will be utilized with the shift to remote work during the COVID-19 pandemic were also considered. Identified sites, including those with existing office uses, consist of older buildings with low improvement values where higher intensity residential mixed-use is or can be allowed.

The Opportunity Sites Inventory table lists the existing uses on lower income sites, including potential sites for rezoning, which are anticipated to be discontinued during the planning period (2021-2029) based on development trends, market conditions, and redevelopment potential (e.g., building age, property condition, etc.). While some lower income sites are

vacant, many lower income sites are surface parking lots with underutilized and/or underperforming commercial uses where significant development intensity can be achieved.

As previously stated, the City is implementing programs to increase the likelihood of residential in these areas with various programs, including establishing a mixed-use overlay with minimum density, eliminating single-family home in multi-family zone, and providing incentives for development of affordable housing units. The mixed-use overlay will facilitate developments in commercial corridors that can accommodate the demand for additional density to meet the RHNA allocation and also bring several benefits to the City. The proposed mixed-use overlay will create flexibility for existing commercial properties to allow residential uses (100 percent or mixed with commercial uses) to create a live-work environment that will support local businesses and reduce the need for vehicle travel by bringing residents and visitors.

Furthermore, with the declining trend of brick-and-mortar retail coupled with COVID-19 pandemic impacts and continued demand for housing, the likelihood of 100 percent commercial projects is not expected to increase in the near future. In fact, development trends from throughout the regional market suggest that developers are pursuing projects in mixed use zones with either minimal or no commercial component.

Table 35: City of San Fernando Pipeline Projects

APPLICATIONS APPROVED OR IN PROCESS									
PROJECT ADDRESS	APN	ZONING	EXISTING USE	PROPOSED USE	LOT SIZE	ALLOWABLE DENSITY	PROPOSED DENSITY *	STATUS	AFFORDABILITY
827 N BRAND	2515-015-008	R-2 (RPD)	one-unit single-family home	apartment	17,963 sq. ft. (0.18 acre)	1 du/2,562 sq. ft. (17 du/acre)	7 units, (100% of allowable density)	Submitted 10/22/2020	Low-Income
827 N MACLAY	2516-033-006	SP-5 (MACLAY)	beauty salon	apartment	7,268 sq. ft. (0.17 acre)	12 – 37 du/acre	4 units, (66% of allowable density)	Approved 06/17/2021	Above Moderate
1522 SAN FERNANDO RD	2612-006-024	SP-5 (MUC)	commercial storage yard	mixed-use (commercial & residential)	25,006 sq. ft. (0.57 acre)	24 – 37 du/acre	20 units, (95% of allowable density)	Submitted 03/19/2021	Moderate
319 N HAGAR	2520-022-011	R-3	one unit single-family	apartment	10,586 sq. ft. (0.24 acre)	1 du/1,013 sq. ft. (43 du/acre)	8 units, (80% of allowable density)	Permit Issued 04/21/2022	Moderate
1001 GLENOAKS	2515-016-017	R-2	one-unit single-family home	condominiums	16,537 sq. ft. (0.40 acre)	1 du/2,562 sq. ft. (17 du/acre)	6 units, (100% of allowable density)	Permit Issued 05/09/2019	Moderate
1426 SAN FERNANDO RD	2521-003-006	SP-5 (MUC)	vacant	apartment	4,997 sq. ft. (0.11 acre)	24 – 37 du/acre	4 units, (100% of allowable density)	Approved 03/05/2020	Moderate
443 HARPS	2518-005-016	R-2	one-unit single-family home	duplex (and 2 ADUs)	6,112 sq. ft. (0.14 acre)	1 du/2,562 sq. ft. (17 du/acre)	2 units, (100% of allowable density)	Permit Issued 5/11/2022	Moderate
NOTES: There is an average of 91.57% of allowable density being built according to current trends. Additionally, none of the projects listed above included relevant exceptions (such as variances, density bonuses, or otherwise). Only a Site Plan Review or Conditional Use Permit was required. <u>Key</u> Submitted = Planning received the application Approved = Planning approval for the entitlement Permit Issued = Building permit issuance, construction has begun									

Table 36: Entitled or Constructed Housing Development Trends

ENTITLED OR CONSTRUCTED HOUSING DEVELOPMENTS SURROUNDING CITY OF SAN FERNANDO									
JURISDICTION	ADDRESS	ZONING	EXISTING USE	PROPOSED USE	LOT SIZE	ALLOWABLE DENSITY	APPROVED DENSITY	STATUS	AFFORDABILITY
LOS ANGELES COUNTY (SANTA CLARITA)	Dockweiler 21	UR3	vacant	condominiums	19.39 ac.	11 du/ac.	93 units, (43.6% of allowable density)	Approved 2019	Above Moderate
LOS ANGELES COUNTY (SANTA CLARITA)	Sand Canyon Plaza	MX-N & UR 3	vacant	mixed-use (commercial & residential)	37.8 ac.	18 du/acre	580 units, (89.4% of allowable density)	Approved September 2017	Above Moderate
LOS ANGELES COUNTY (SANTA CLARITA)	River Walk Mixed Use Project 18300 Soledad Canyon Rd.	CP	vacant	multi-family	5.4 ac.	30 du/ac.	136 units, (84% of allowable density)	Approved May 2020	Above Moderate
LOS ANGELES	Rose Hill Courts Redevelopment 4446 Florizel St.	(Q)R1-1D	multi-family	multi-family	5.24 ac.	46 du/acre	185 units, (76.7% of allowable density)	Approved 12/12/2019	174 units Low, 4 units Workforce, 7 units Moderate
LOS ANGELES (PANORAMA CITY)	9701 Vespar Ave.	(T)(Q)RD3-1	duplex	mixed-use (commercial & residential)	0.49 ac.	14 du/ac.	36 units, (600% of allowable density)	Approved 11/19/2020	2 unit Extremely Low, 3 units Very Low, 31 units Above Moderate
LOS ANGELES (PANORAMA CITY)	8547 Sepulveda Blvd.	(T)(Q)C2-1VL	commercial	apartments	0.51 ac.	108 du/ac.	54 units (98% of allowable density)	Approved 12/19/2019	3 units Extremely Low, 50 units Low, 1 unit Moderate
LOS ANGELES (SYLMAR)	14401 Foothill Blvd.	(T)(Q)RD1.5-1	vacant	apartments	1.12 ac.	29 du/ac.	37 units, (86.4% of allowable density)	Permit Issued 8/7/2020	3 units Very-Low, 34 units Above Moderate
LOS ANGELES (SYLMAR)	12665 N. San Fernando Rd.	C2-1VL-CPIO	vacant	apartments	0.48 ac.	108 du/ac.	56 units, (109% of allowable density)	Permit Issued 12/1/2020	55 units Low, 1 unit Above Moderate

Table 37: Properties in San Fernando with Developer Interest

PROPERTIES WITH DEVELOPER INTEREST							
PROJECT ADDRESS	APN	ZONING	EXISTING USE	PROPOSED USE	LOT SIZE	ALLOWABLE DENSITY	NOTES
839 N BRAND	2515-015-010	R-2 RPD	one-unit single-family home	four-unit apartment	10,852 sq. ft. (0.25 acre)	1 du/2,562 sq. ft.	potentially 100% of allowable density
302 N MACNEIL	2519-007-001	R-3	one-unit single-family home	four-unit apartment (and ADU)	7,126 sq. ft. (0.16 acre)	1 du/1,013 sq. ft.	potentially 57% of allowable density (71% with ADU)
621 N MACLAY	2518-031-005	SP-5 (MACLAY)	one-unit single-family home	three-unit apartment	7,506 sq. ft. (0.17 acre)	12 – 37 du/acre	50% of allowable density
608 N MACLAY	2515-001-011	SP-5 (MACLAY)	commercial	mixed-use (commercial & residential)	7,490 sq. ft. (0.17 acre)	-	not zoned for mixed-use
Parking Lot 3	2521-031-901 2521-031-902 2521-031-903	SP-5 (DOWNTOWN RESIDENTIAL OVERLAY)	parking lot	mixed-use (commercial & residential)	55,848 sq. ft. (1.28 acres)	24 – 50 du/acre	64 dwelling units possible
1334 SAN FERNANDO RD	2521-016-020	SP-5 (MUC)	commercial	mixed-use (commercial & residential)	30,006 sq. ft. (0.69 acre)	24 – 37 du/acre	25 dwelling units possible
107 S HUNTINGTON	2612-003-001	SP-5 (MUC)	vacant	mixed-use (commercial & residential)	12,197 sq. ft. (0.28 acre)	24 – 37 du/acre	10 dwelling units possible
1041 TRUMAN	2522-001-003 2522-001-004	SP-5 (DOWNTOWN)	commercial	mixed-use (commercial & residential)	85,270 sq. ft. (1.96 acres)	-	not zoned for mixed-use

METHODOLOGY

To create the Opportunity Sites Inventory, the City developed a comprehensive, iterative methodology to screen parcels for near-term development. The methodology is comprised of several phases described below.

A Site Feasibility Analysis was conducted on the initial Opportunity Sites Inventory to further support their use. Site feasibility criteria were established based on the characteristics and conditions of recent development projects and existing pipeline projects sites, as well as recent development proposals that usually meet these similar criteria. Residential and non-residential sites were assessed differently based on four qualifying factors. If a site met at least two of the following four factors it was deemed feasible:

- **Improvement Ratio** – Sites with an Improvement-to-Land Value Ratio of 1.0 or less (i.e., existing buildings/structures on site are worth less than the land)
- **Zoning** – Site is currently zoned to allow residential
- **Age of Existing Structures** – If existing non-residential building is 30 years or older and if an existing residential building is 50 years or older.
- **Existing FAR** - If less than 1/3 of permitted FAR is utilized on a commercial zone parcel. Only non- residential parcels were assessed for this factor.

In addition to the site feasibility analysis performed above, several overriding factors were considered that resulted in the inclusion of sites that demonstrate feasibility despite not meeting feasibility criteria based on the characteristics described above. These factors include:

- **Developer Interest.** This group consists of sites that, notwithstanding other feasibility criteria, are the subject of express developer interest in conversion or redevelopment with residential uses, indicated by submittal of a Conceptual Development Review application or similar, substantive formal inquiries to City Staff. These sites are summarized in Table HR-4: Sites with Developer Interest.
- **Commercial Vacancy and/or Turnover.** This group of sites are zoned exclusively for nonresidential uses, are generally well developed with existing commercial uses (e.g., shopping centers, strip malls, etc.), but exhibit high observed rates of vacancy and/or turnover in commercial tenants. Inclusion of these sites paired with implementation of Program HE-5-1 creates new opportunities for residential conversion, increasing site feasibility.
- **Site Assemblage Opportunities.** This group of sites consists of individual parcels that, on their own, fail to meet established feasibility criteria for any reason; however, these parcels are contiguous with and comprise portions of larger, multi-parcel sites that, taken together, create stronger opportunities and better feasibility for residential development.
- **Development Trends.** Development trends for recycled non-vacant properties were analyzed in the City and surrounding jurisdictions to further support the feasibility of a site to be redeveloped. A list of City Pipeline and recent redevelopment projects, and Los Angeles County Projects that have developed housing on sites that have recycled developments with similar land uses, zoning, and site characteristics as the parcels selected as opportunity sites to meet RHNA in San Fernando are provided in Tables 35, 36, and 37.

CITY-OWNED SITES

To meet the city's RHNA, the current City Hall site, consisting of City Hall building located at 117 N. Macneil Street and Civic Center Parking Lot at the southwest corner of Maclay Avenue and First Street, has been identified as an opportunity site. City Hall building is located on an approximately 1.19-acre parcel and the Civic Center Parking Lot is located on an approximately 0.77-acre parcel, with a total site area of 1.96 acres. Because of its location, being adjacent to a future light rail stop that is planned for San Fernando in 2028, the site is an opportunity site for a mixed-use transit-oriented development (TOD) Civic Center that will capitalize on the future light rail stop.

The existing use of the site would not be an impediment for a mixed-use TOD because the 1.96-acre site is underutilized with a 17,735 sq. ft. building and parking lot. The existing development density of the site is 20 percent. It is estimated that the site will be developed at 75 percent development density that will accommodate 44 low-income housing units, City Hall, and other uses as a civic center. The new Civic Center will be a network of spaces and buildings to support specific needs of the community.

The City intends to release a Request for Proposals (RFP) for a mixed-use TOD Civic Center that will capitalize on the light rail stop that is planned for San Fernando. The City will not dispose of the site under the Surplus Land Act (SLA). The City will seek exemption under the SLA to do a ground lease with a developer to transform the site to a TOD Civic Center with 44 low-income housing units, City hall offices, indoor/outdoor public meeting spaces, and other uses to provide essential services to the City. To incentivize development, the City will pursue grant funding to support development of 44 units for low-income households, waiving development fees, and assigning a dedicated staff to streamline review process. (see Program 14 – City Hall Site Redevelopment)

To facilitate development of City Hall Site, the City will:

- Year 2022 - Release a RFP for preparation of a Downtown Master Plan that includes identification of City Hall Site as a mixed-use TOD Civic Center and start Downtown Master Plan.
- Year 2023 - Conduct community outreach and complete Downtown Master Plan.
- Year 2024 – Start process of SLA exemption for City Hall Site with HCD and rezone for residential use.
- Year 2025 – Apply for affordable housing grants to fund 44 low-income housing units in the new TOD Civic Center.
- Year 2026 - Release a RFP for development of City Hall site as a mixed-use TOD Civic Center and select developer for development of City Hall Site.
- Year 2027- Start construction design document, and start construction.
- Year 2028 – Complete construction.

AFFORDABILITY, SUITABILITY, AND AVAILABILITY ANALYSIS

Density is a critical factor in the development of affordable housing. Lower densities tend to increase the cost of construction per unit whereas higher densities have lower per unit costs due to lower construction cost from economies of scale. Consequently, HCD has established “default densities” that are considered sufficient to provide market based incentives for the development of housing for lower income households. For jurisdictions with populations less than 25,000, located within a Metropolitan Statistical Area (MSA) with a population of more than 2 million, the density is 20 dwelling units per acre. San Fernando has a population less than 25,000 and is within the Los Angeles MSA.

To encourage the development of affordable housing, and to also accommodate the City's remaining RHNA need of 1,224 units, including 358 lower income units, the City will establish and implement a Mixed-Use Overlay that allows 35 du/acre for sites outside of SP-5. **Sites within SP-5 will use the existing residential overlay density ranging from 37 du/acre to 50 du/acre.** After adoption of the Housing Element, the Mixed-use Overlay will be applied to facilitate the development of higher density residential uses.

CITY STRATEGIES FOR DEVELOPMENT OF AFFORDABLE HOUSING

Like most communities in Southern California, development of lower income housing in San Fernando is not likely without some form of government assistance given the highly inflated market conditions. In recognition of the significant market constraints, the City's strategy for addressing the housing needs of lower-income households involves the following:

- Facilitating the development of housing affordable to lower- and moderate-income households on properties that permit up to 30 units per acre.
- Assisting in the development of affordable housing through land write-downs, park and recreation fee reductions or waivers, or other forms of subsidies.
- Working with experienced housing developers to create quality affordable housing.
- Working on a City Homeless Plan to address the City's homeless challenges.
- Establishing a Housing Division within the Community Development Department to implement programs in the Housing Element and Homeless Plan, create a housing tracking system to ensure long-term affordability and quality of affordable housing stock, and re-establish the City's low-income home loan programs to promote homeownership and restoration of existing housing to enhance the quality of life.
- Hiring a Housing Coordinator to help implement a multi-lingual outreach and education program on housing-related matters, to administer the City's first-time homebuyer loan and rehabilitation loan programs, and to explore programs for promoting affordable housing.
- Partnering with the Valley Economic Alliance to raise awareness of housing shortages and the needs for more affordable housing in San Fernando.

The Housing Plan (Section 6) describes the City's affordable housing policies and programs.

AVAILABILITY OF INFRASTRUCTURE AND SERVICES

As a completely urbanized community, the City of San Fernando already has all the necessary infrastructure in place to support future development. All land designated for residential use is served by sewer and water lines, streets, storm drains, and telephone, electrical, and gas lines. However, as an older community, much of the City's infrastructure is aging and will require improvements or replacement over time. The City is replacing the water conveyance system on an ongoing basis in conjunction with new development projects so that the existing capacity will be maintained.

Senate Bill 1087 (SB 1087), effective January 2006, requires water and sewer providers to grant priority for service allocations to proposed developments that include units affordable to lower income households. Pursuant to these statutes, upon adoption of its Housing Element, San Fernando will immediately deliver the Housing Element to the local sewer provider, along with a summary of its regional housing needs allocation.

ADEQUACY OF SITES TO MEET RHNA

For this 6th Cycle, San Fernando has been allocated a minimum of 1,795 units. Since RHNA uses June 30, 2020 as a baseline for growth projections for the planning period (October 15, 2021 to October 15, 2029) the City can count the number of new units for which building permits or certificates of occupancy were issued since June 30, 2020 toward the RHNA.

Table 3.4.3.5 Summarizes San Fernando's applicable RHNA credit and the remaining RHNA need through October 15, 2029. With the anticipated ADU's, entitled projects, and projects under review, the City has an unmet RHNA need of 1,064,224 units (134 extremely low-income units, 177 very low-income units, 258 moderate-income, and 495 above moderate-income units). After accounting for the 15 percent No Net Loss buffer (SB 166), the City has a need of 1,224 units (154 extremely low-income units, 204 very low-income units, 297 moderate-income, and 569 above moderate-income units). After accounting for the development credits and the realistic capacity of vacant and non-vacant inventory sites, the City has identified adequate capacity to fulfill its RHNA obligation.

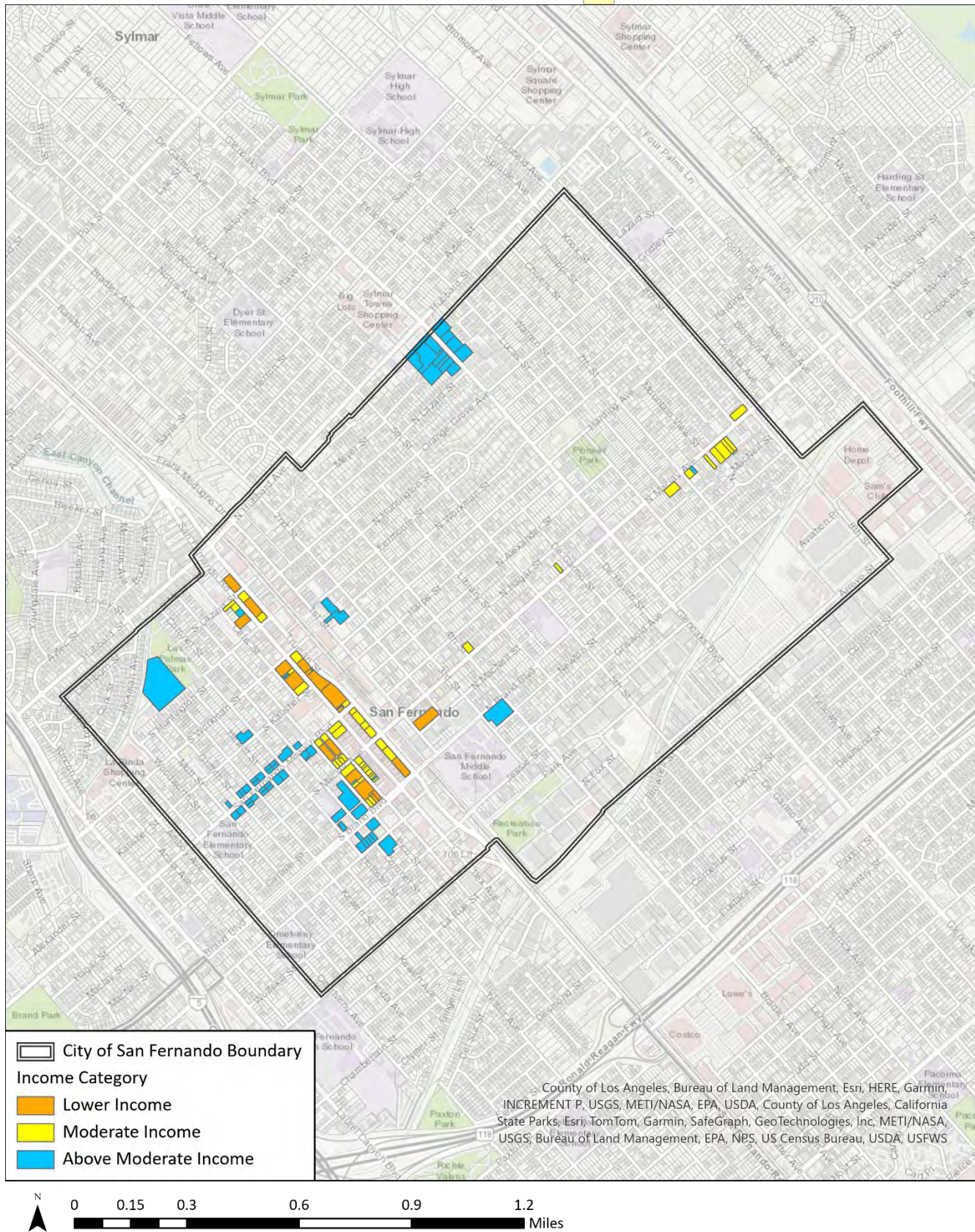
Apart from the units under construction, anticipated accessory dwelling units, entitled projects, and projects under review, the City has **4045 residential** sites that can accommodate the 2021-2029 RHNA, which are identified in **Table 35 and Figure 3**. These sites consist of **128135** parcels on **53.155.8** acres of land, which could accommodate the unmet RHNA need **and 15 percent buffer** of 1,224 units. **74Eighty (80)** of these **128135** parcels are within the San Fernando Corridors Specific Plan area, designated as SP-5 in the City's General Plan, and zoned as SP-5. These parcels can accommodate mixed-use development at up to **34, 37 or 50** dwelling units per acre (du/acre). Additionally, outside of SP-5, there are **3940** parcels currently zoned C-1 that will be rezoned to C1-**MUOMX**, the City's new Mixed-Use Overlay that allows 35 du/acre, and 11 parcels zoned C-2 **that will be rezoned to C2-MUO, which would that** also allow 35 du/acre. There are also four **(4)** residentially zoned parcels that total 9.39 acres.

In summary, the opportunity sites can accommodate **843328** units (**358244** lower-income, **332 moderate, and 153 and 84 moderate and** above- moderate income sites) without any zone changes. The remaining unmet need of **429896** units (**429114 lower and 782 moderate and** above-moderate income) will require rezoning to meet the city's RHNA obligation with at 15% No Net Loss Buffer. Total size for rezone is approximately **18.1237.22** acres. In addition to providing appropriate zoning and development standards, the City will designate a dedicated staff to further encourage and facilitate production of affordable housing units on these sites through regulatory incentives such as density bonuses and direct financial assistance as funding becomes available.

Table 38: Sites Adequacy

Income Group	RHNA	Potential ADU	Credits	Remaining Need	Sites Capacity	Surplus
Extremely Low-Income (< 30 percent MFI)	230	96	0	134	358518	47160
Very Low-Income (31–50 percent MFI)	231	54	0	177		
Low-Income (51–80 percent MFI)	273	273	0	0		
Moderate-Income (81–120 percent MFI)	284	26	0	258	332	74
Above Moderate- Income (>120 percent MFI)	777	191	91	495	582750	87-116
Total	1,795	640	91	1,064	1,2721,268	20844
15% No Net Loss				160		
Total Remaining Need				1,224		

Figure 3: Residential Land Inventory



C. FINANCIAL RESOURCES

There are a variety of potential funding sources available for housing activities in San Fernando. Due to both the high cost of developing and preserving housing, and limitations on both the amount and uses of funds, a variety of funding sources may be required. The State's dissolution of the San Fernando's Redevelopment Agency in 2012 eliminated the City's primary source of affordable housing funding. Other funding resources available for affordable housing development are highly limited.

Table 39 lists the potential funding sources that are available for housing activities. They are divided into five categories: federal, state, county, local, and private resources.

Table 39: Financial Resources Available for Housing Activities

Program Name	Description	Eligible Activities
1. Federal Programs		
Community Development Block Grant (CDBG)	As a participating City in Urban LA County, grants are allocated directly to the City on a formula basis for housing and community development activities primarily benefiting low- and moderate- income households. San Fernando receives approximately \$225,000 in CDBG funds from LACDC on an annual basis.	• Rehabilitation • Homebuyer Assistance • Economic Development • Homeless Assistance • Public Services
HOME www.lacdc.org	Funding used to support a variety of County housing programs the City has access to. Funds are used to assist low income (80% AMI) households.	• New Construction • Acquisition • Rehabilitation • Homebuyer Assistance • Rental Assistance
Housing Choice Voucher www.lacdc.org	Rental assistance payments to owners of private market rate units on behalf of low- income (50% AMI) tenants. Administered by the Housing Authority of the County of Los Angeles. An average of 32 San Fernando households have received assistance annually since 2008, with 79 residents on the waiting list as of August 2013.	• Rental Assistance
Section 202	Grants to non-profit developers of supportive housing for the elderly.	• Acquisition • Rehabilitation • New Construction

Program Name	Description	Eligible Activities
Section 811	Grants to non-profit developers of supportive housing for persons with disabilities, including group homes, independent living facilities and intermediate care facilities.	• Acquisition • Rehabilitation • New Construction • Rental Assistance
Mortgage Credit Certificate www.lacdc.org	Federal income tax credits (15% mortgage interest) available to low income first-time homebuyers to purchase housing in San Fernando. The County makes certificates available through participating lenders.	• Home Buyer Assistance
2. State Programs		
SB 2/LEAP Grants	SB 2 funds are available as planning grants to local jurisdictions to increase the supply of affordable housing. For the second year and onward, 70 percent of the funding will be allocated to local governments for affordable housing purposes. A large portion of year two allocations will be distributed using the same formula used to allocate federal Community Development Block Grants (CDBG).	• Planning
Low-income Housing Tax Credit (LIHTC)	Tax credits are available to persons and corporations that invest in low-income rental housing. Proceeds from the sale are typically used to create housing.	• New Construction
Multi-Family Housing Program (MHP) www.hcd.ca.gov/fa/mhp/	Deferred payment loans to local governments, non-profit and for-profit developers for new construction, rehabilitation, and preservation of permanent and transitional rental housing for lower income households.	• New Construction • Rehabilitation • Preservation • Conversion of Nonresidential to Rental

Program Name	Description	Eligible Activities
CalHome www.hcd.ca.gov/fa/calhome	Grants to cities and non-profit developers to offer homebuyer assistance, including down payment assistance, rehabilitation, acquisition/rehabilitation, and homebuyer counseling. Loans to developers for property acquisition, site development, predevelopment, and construction period expenses for homeownership projects.	• Predevelopment, Site Development, Site Acquisition for Development Projects • Rehabilitation • Acquisitions/Rehabilitation • Down payment Assistance • Mortgage Financing • Homebuyer Counseling
CalHFA Homebuyer's Downpayment Assistance Program www.calhfa.ca.gov/homeownership/programs/chdap.htm	CalHFA makes below market loans to first- time homebuyers of up to 3% of sales price. Program operates through participating lenders who originate loans for CalHFA. Funds available upon request to qualified borrowers.	• Homebuyer Assistance
3. Local Programs		
Los Angeles County Housing Innovation Fund https://www.lacda.org/affordable-housing/la-county-housing-innovation-fund	LACHIF provides low-cost financing up to \$5,000,000 to support the creation and preservation of affordable housing, including supportive housing projects. Eligible entities include non-profit and for-profit developers, and cities in Los Angeles County.	• Predevelopment • Acquisition
Tax Exempt Housing Revenue Bond	The City can support low-income housing by issuing housing mortgage revenue bonds requiring the developer to lease a fixed percentage of the units to low- income families at specified rental rates.	• New Construction • Rehabilitation • Acquisition
4. Private Resources/Financing Programs		
Federal Home Loan Bank Affordable Housing Program	Direct Subsidies to non-profit and for profit developers and public agencies for affordable low-income ownership and rental projects.	• New Construction

D. OPPORTUNITIES FOR ENERGY CONSERVATION

Establishment and enforcement of energy and water conservation standards, as well as continuing programs and establishing new programs aimed at efficiency awareness, are key factors in reducing energy and water consumption. Some conservation measures require a higher up-front cost but result in net savings over the life of the improvement from reduced energy and/or water consumption. In large part, utility bill reductions through energy and water savings can be realized through the incorporation of energy conserving design features.

1. ACTIVE ENERGY EFFICIENCY PROGRAMS

While the City does not directly offer energy-efficient programs, it serves as an information center for the various programs available for area residents. Below is a list of energy efficiency programs offered by various organizations:

SOUTHERN CALIFORNIA EDISON (SCE) ENERGY EFFICIENCY PROGRAMS

The following programs are offered by SCE to help lower income customers reduce energy costs and control their energy use:

California Alternate Rates for Energy (CARE) /Family Electric Rate Assistance (FERA): These programs provide income-qualified customers with much-needed bill relief.

Energy Savings Assistance Program: This program is designed to assist income-qualified households with the conserving of energy and reducing their monthly electrical costs. SCE may provide free appliances and installation of energy-efficient appliances like refrigerators and air conditioners, as well as home efficiency solutions like weatherization.

Energy Assistance Fund (EAF) Program: SCE and United Way work together to assist customers who are unable to pay their electric bill due to financial constraints. A maximum of \$100 is available to eligible customers once in a 12-month period. The program has provided assistance for nearly 250,000 households since the fund started in 1982.

Medical Baseline Allowance: Customers with a medical condition that requires electricity-powered life support equipment may be eligible to receive additional baseline allocation. The Baseline program offers an additional year- round baseline allocation of 16.5 kWh per day in addition to a customer's applicable seasonal baseline and the baseline for its region.

SOUTHERN CALIFORNIA GAS COMPANY ENERGY EFFICIENCY PROGRAMS

The following programs are available to SoCalGas customers who reside in the City of San Fernando:

California Alternate Rates for Energy (CARE): The CARE program provides eligible SoCalGas customers a 20 percent discount on their monthly gas bill. In addition, new customers who are approved within 90 days of starting new gas service will also receive a \$15 discount on the Service Establishment Charge.

Energy Savings Assistance Program: SoCalGas offers no-cost energy-saving home improvements and furnace repair or replacement services for qualified limited-income renters and homeowners. Available energy-saving services may include attic insulation, door weather-stripping, caulking, low flow shower heads and faucet aerators, water heater blankets, and energy education.

Medical Baseline Allowance: SoCalGas knows that not all customers are alike. Some of them suffer from poor health, which can make it even harder to make ends meet. If someone in the household has a life-threatening illness, is seriously disabled, or requires more heat in winter due to a serious health condition, the household may qualify for an additional allowance of gas at a lower rate.

Residential Energy Efficiency Loan (REEL): The REEL program offers a variety of financing options to owners and renters to purchase energy-efficiency products and upgrades. Eligible properties include single-family homes, condominiums, townhomes, and one to four-unit properties. Property owners are eligible for this program, as are renters who receive approval from their property owner.

2. BUILDING AND SITE DESIGN CONSERVATION

Conventional building construction, use, and demolition along with the manufacturing of building materials have multiple negative impacts on the environment. A rise in environmental consciousness has led to the development of various building and site designs that promote conservation. This includes site design standards associated with the orientation of the building, installation of solar panels, and so forth.

In California, the Green Building Order challenges the State government to demonstrate leadership by becoming a model of energy and resource efficiency at State-owned buildings. This has been achieved through attainment of Leadership in Energy and Environmental Design (LEED) certification. Some local jurisdictions have taken this certification as an opportunity to further promote a green building program.

LEED is an internationally recognized green building certification system that provides different levels of certification in terms of energy efficiency. In summary, it is a third-party verification that a building was designed and built using strategies aimed at improving performance across the following metrics: energy savings, water efficiency, CO2 emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.

There are four levels of progressive certification, based on the total number of points earned within each of the LEED categories noted above: Certified, Silver, Gold, and Platinum.

A total of six performance measures are utilized to review and promote a whole-building approach to sustainability:

- Sustainable Site Development
- Water Efficiency
- Energy and Atmosphere
- Materials and Resources
- Indoor Environmental Quality
- Innovation and Design

The City has had several participants in the LEED program, including affordable special needs projects. It is the developer's goal to generate enough energy to power all common areas including the community center and all hallways. It is the City's intent to facilitate the permitting process for commercial and residential property owners wishing to pursue a LEED certification.

GLAZING

Energy efficient window glazing resists heat flow. The strategic placement of such windows can reduce energy consumption for more efficient interior climate control. Glazed windows on south-facing walls allow for passive solar heating by allowing direct sunlight to enter a room and warm the space. Because the windows minimize heat flow, this warmth remains in the building. The sun is higher in the sky during the summer. Therefore, less direct sunlight enters the building during these months than in winter. Also, during winter weather, the glazing minimizes the amount of heat that is transferred directly through the window to the cooler air outside. Typically, avoidance of window placement on the west side of a building will minimize the overheating effects of direct afternoon sun.

LANDSCAPING

Strategically placed vegetation can help regulate the amount of direct sunlight on windows, as well as reduce indirect heating

from concrete and other hardscape materials. The incorporation of deciduous trees and vines in landscaping plans along the south and west facing sides of buildings can buffer the heating effects of direct sunlight in summer, while allowing winter sunlight to warm the building. The use of native or low water use plants and efficient irrigation, such as drip systems, can minimize water needs for outside landscaping. Automatic irrigation systems that incorporate time clocks with multiple stations can offer options for varying water needs.

BUILDING DESIGN

There are several variables in the design of a building that impact the energy efficiency of the structure. The building orientation, placement and specification on windows, and design of details, such as exterior overhead structures and roof overhangs, can affect the passive solar performance of a building. These measures reduce the need for energy-consuming heating and cooling system use. The installation of overhead structures, such as eaves, arbors, and roof overhangs, can reduce the amount of direct sunlight that passes through windows, thus preventing overheating. An arbor directly above a south-facing window can limit solar access in the summer and allow for passive heating in winter when combined with deciduous vines.

COOLING/HEATING SYSTEMS

There are several energy-saving alternatives to using traditional energy sources for cooling and heating systems that can reduce the cost of housing. Attic ventilation systems allow rising heat to escape the building. This type of system, such as a whole-house fan, can create an air circulation pattern that encourages the movement of cooler air to circulate through a building with the use of traditional energy sources. Solar heating systems for swimming pool facilities reduce energy costs. Hot water solar panels can provide solar-heated domestic water with minimal use of flow restrictors on all hot water faucets and showerheads.

WEATHERIZATION TECHNIQUES

Weatherization techniques, such as insulation, caulking, and weather-stripping, can reduce energy use for air-conditioning up to 55 percent and for heating as much as 40 percent. These techniques help to seal a dwelling unit to guard against heat gain in the summer and prevent heat loss in the winter. Other comfortable benefits include noise and dust reduction.

EFFICIENT USE OF APPLIANCES

Most households contain a variety of appliances. Regardless of the types of present, appliances can be used in ways that increase their energy efficiency. Elimination of unnecessary and/or older appliances and proper maintenance and use of the stoves, ovens, clothes dryers, clothes washers, dishwashers, refrigerators, and other major appliances will keep energy costs to a minimum.

EFFICIENT USE OF LIGHTING

Costs of lighting a home can be reduced through the purchase of efficient light bulbs that produce the most lumens per watt. New fluorescent bulb fixtures can greatly improve lighting levels while reducing energy costs. Compact fluorescent bulbs replace existing incandescent bulbs in average fixtures. These compact fluorescent bulbs are 10 times more efficient and last longer than regular incandescent bulbs. Time clocks, photocell sensors, and motion sensors for security lights and areas where lights might be left on otherwise can make a significant reduction in lighting usage.

LOAD MANAGEMENT

The time and day when power is used can be as important as how much power is used. Power plants must have enough generated capacity to meet the highest level of consumer demand for electricity. Peak demands for electricity occur on summer afternoons and coincide with higher costs for electric generation. Therefore, reduction in the use of appliances during these peak load hours can reduce the need for new power plants just to meet unusually high-power demands and will reduce overall energy costs.

Figure 7: Percentage of Population with Disabilities

Figure 7 depicts the RHNA Opportunity Sites juxtaposed with disability data. Most sites are located in tracts where between 10 and 20 percent of the population have disabilities. A large cluster of sites are located in census tract **3201.01** at the intersection of Glenoaks Boulevard and Hubbard Street, primarily in the less than 10 percent category.

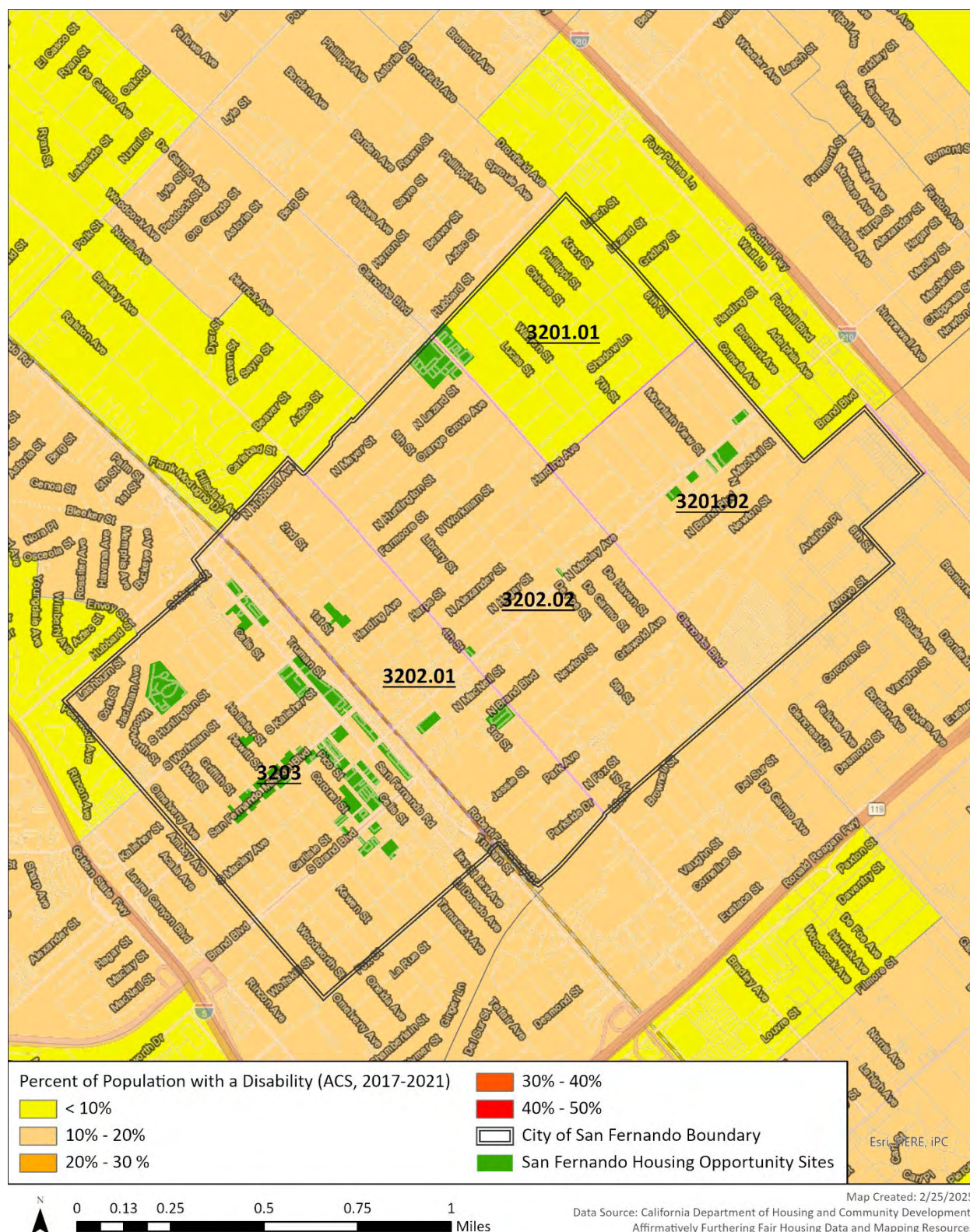


Figure 17: TCAC Areas of High Segregation and Poverty

Figure D-17 demonstrates that no RHNA Opportunity Sites are located in TCAC areas.

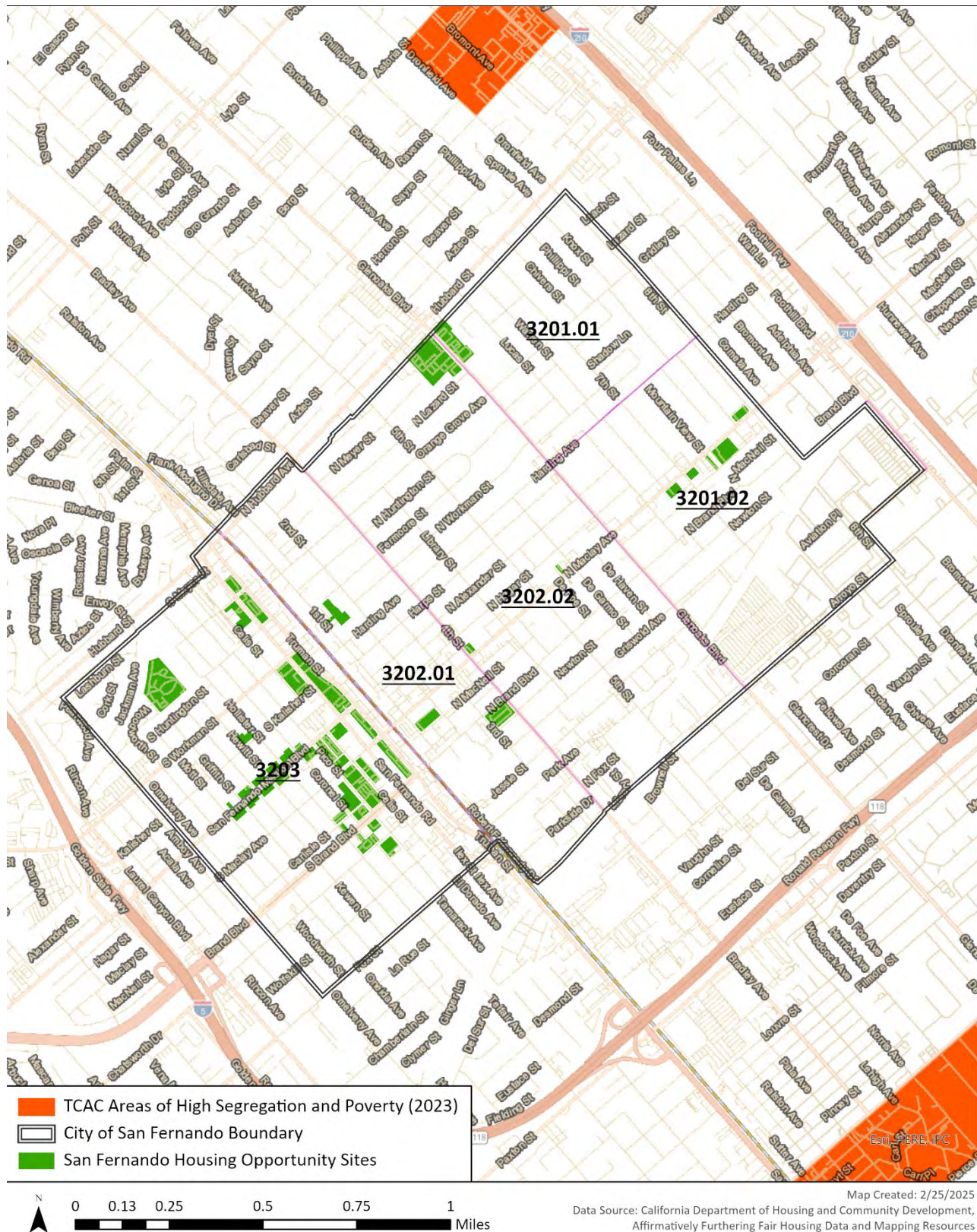
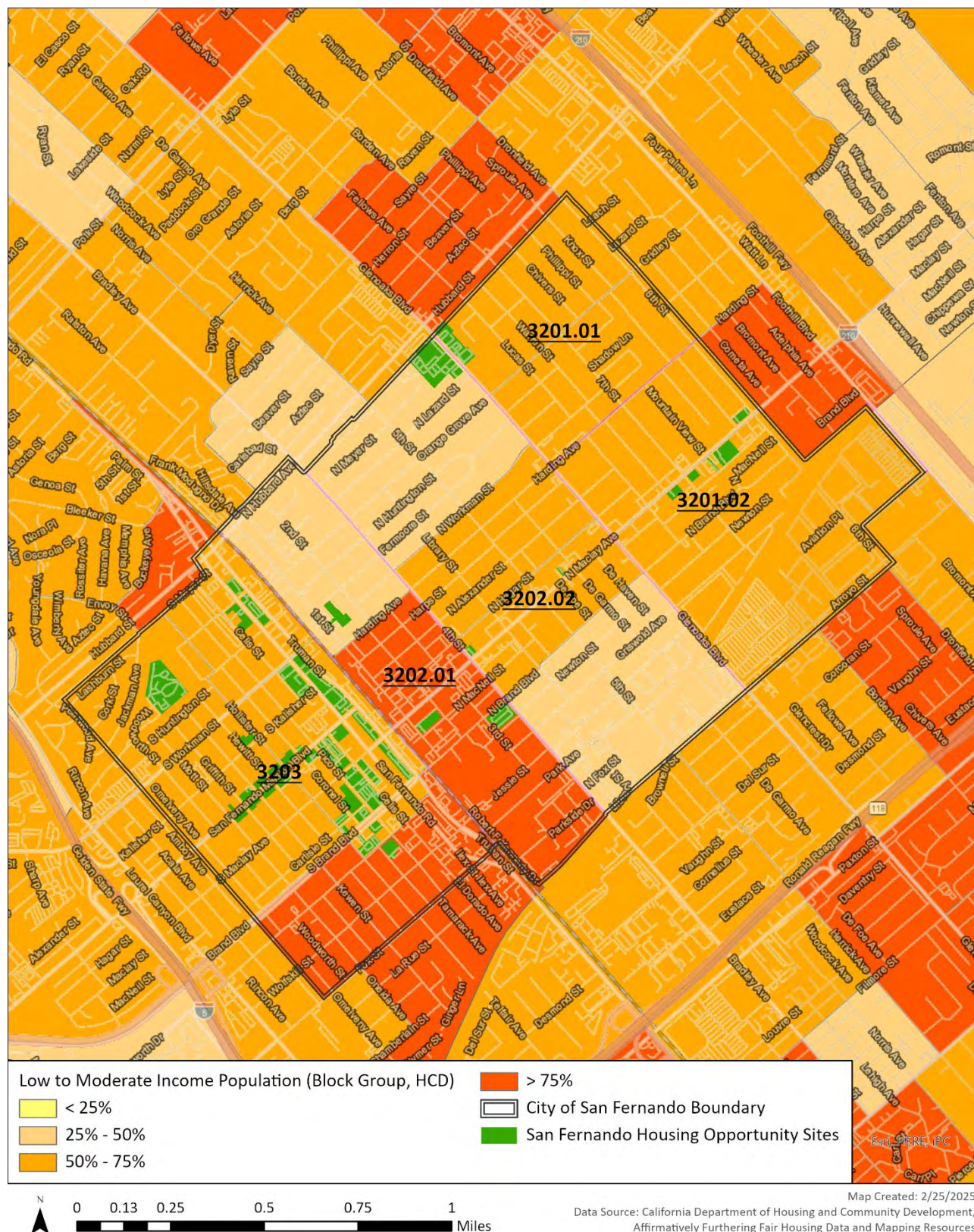


Figure 18: Low- and Moderate-Income Areas

Figure D-18 shows the RHNA Opportunity Sites in the context of low to moderate-income populations. Much of the City and most RHNA sites are located in areas where between 50 and 75 percent of the population are low to moderately resourced. A cluster of RHNA Sites are also located between 1st and 4th Streets in the 75 to 100 percent category.



DISADVANTAGED COMMUNITIES

According to Senate Bill 535, disadvantaged communities are “identified based on geographic, socioeconomic, public health, and environmental hazard criteria, and may include, but are not limited to, either of the following: (a) Areas disproportionately affected by environmental pollution and other hazards that can lead to negative public health effects exposure, or environmental degradation, and (b) Areas with concentrations of people that are of low income, high unemployment, low levels of homeownership, high rent burden, sensitive populations, or low levels of educational attainment. While Figure 19 shows that all much of San Fernando is categorized as a disadvantaged community, census tract 3202.02 is not categorized as disadvantaged. SB 535 measures disadvantaged communities as the top 25% scoring areas from CalEnviroScreen. According to the February 2021 update of CalEnviroScreen 4.0, Census Tract 3202.02 has a CalEnviroScreen percentile below 75 and is not considered disadvantaged.

Figure 19: Disadvantaged Communities

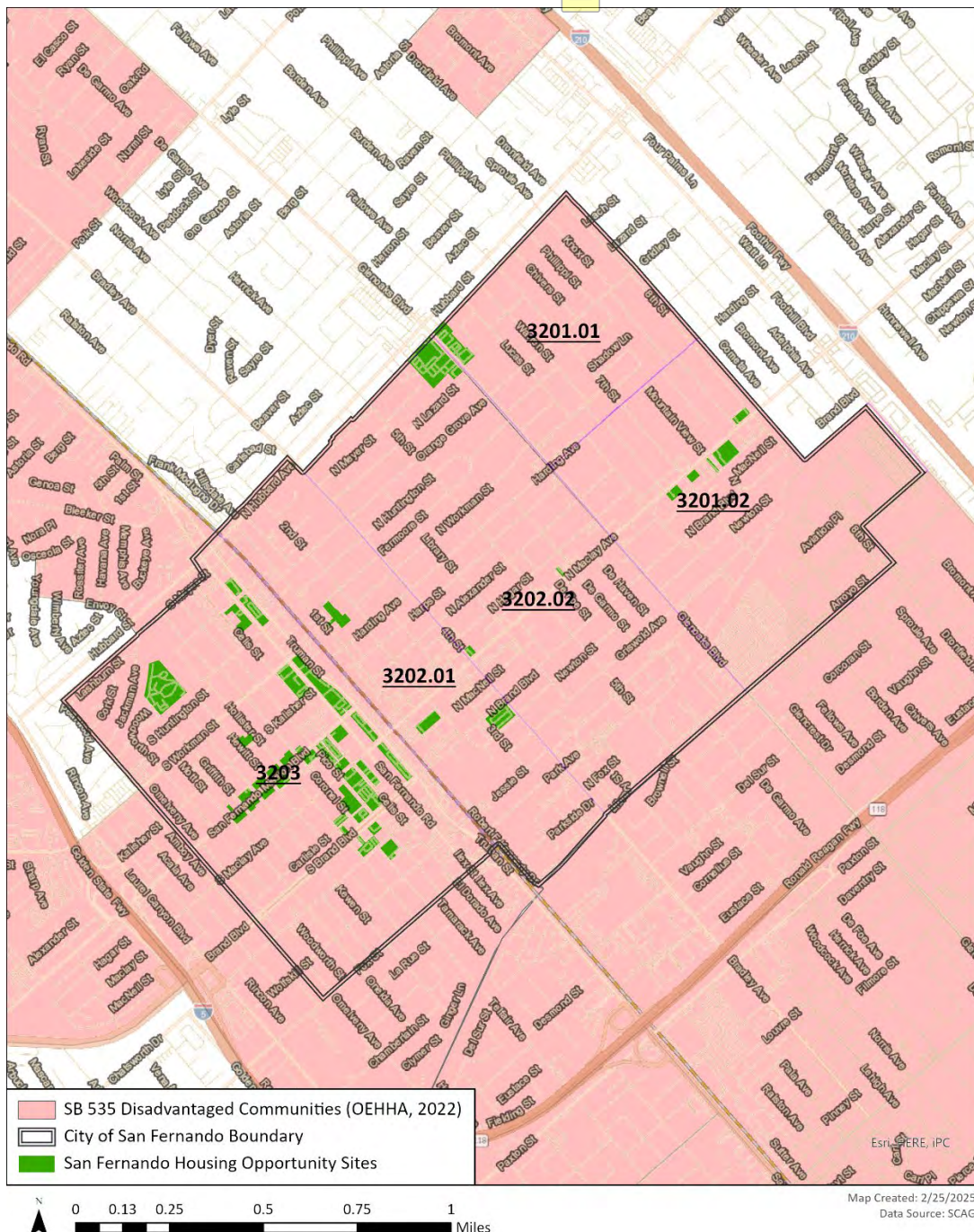


Figure 22: Census Tract Map

Figure 22 illustrates the four census tracts, identified in table D-6 above, located in San Fernando. The selection of opportunity sites heavily considered feedback from the community, where residents wanted to see more housing near commercial areas and transit. Many opportunity sites have been located in the SP-5 area in Census tract 3203 due to an objective of the SP-5 area, which is to promote compact, pedestrian friendly Transit Oriented Development near the Sylmar/San Fernando Metrolink station (located right outside Census Tract 3203) and other future public transit stops. This will help promote a walkable and pedestrian friendly neighborhood while increasing economic development through a hub that combines transit, commercial and an increase in housing opportunities for different income groups.

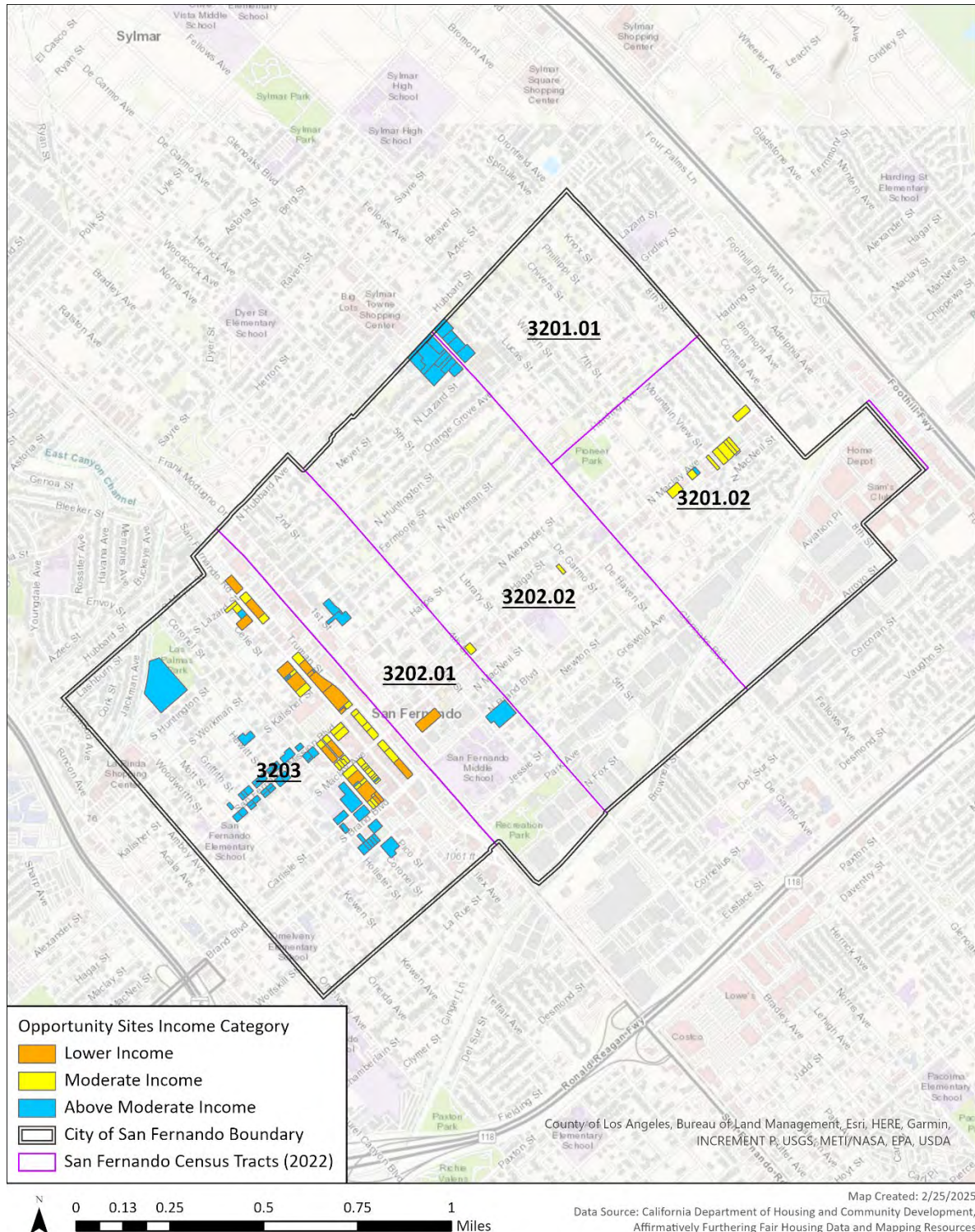


Figure 24: TCAC Opportunity Areas – Composite Score

Figure 24 shows the RHNA Opportunity sites in the context of HCD composite opportunity scores. Nearly all sites are located in low resource areas, while a few are located in the moderately resourced areas northeast of Glenoaks Boulevard.

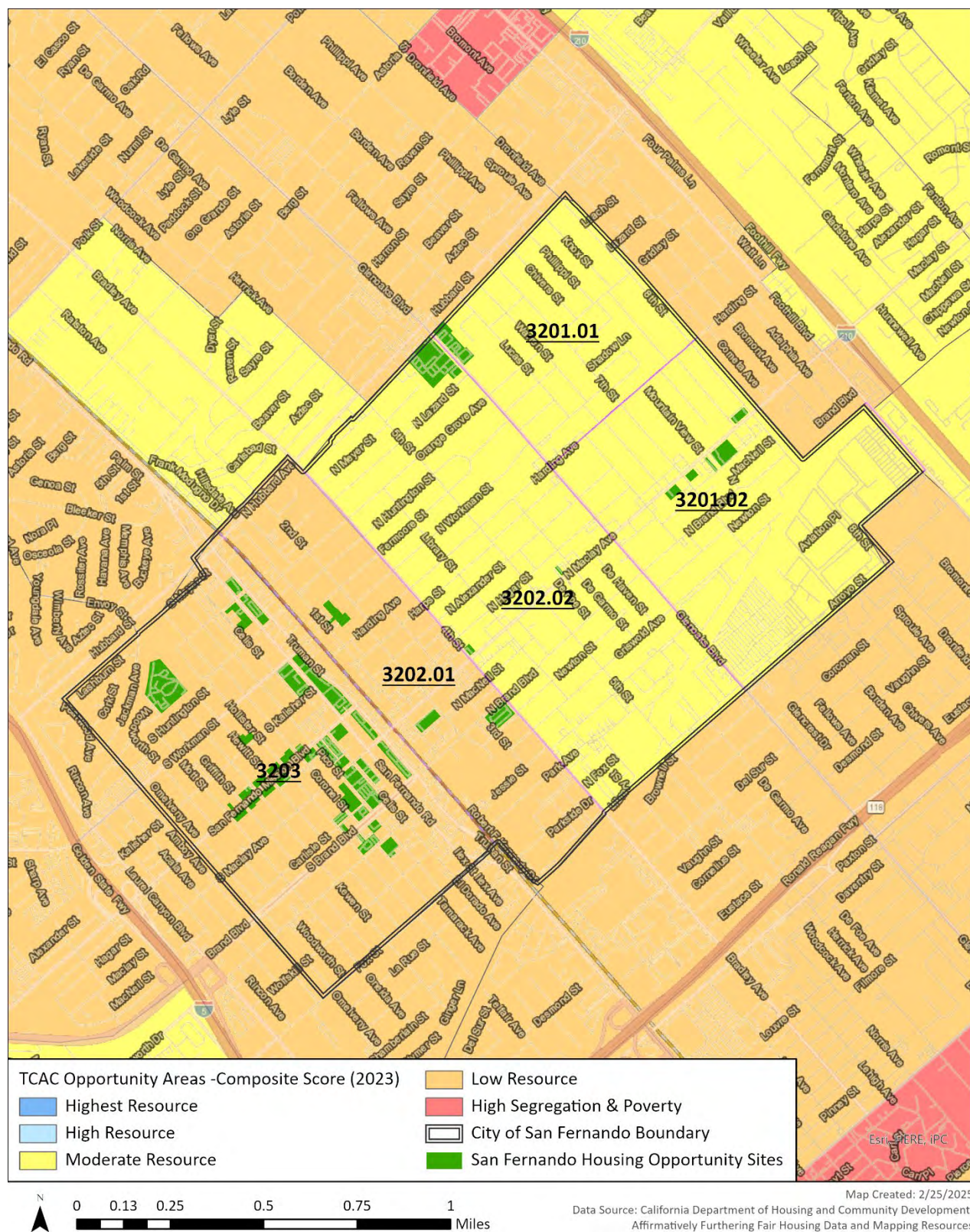
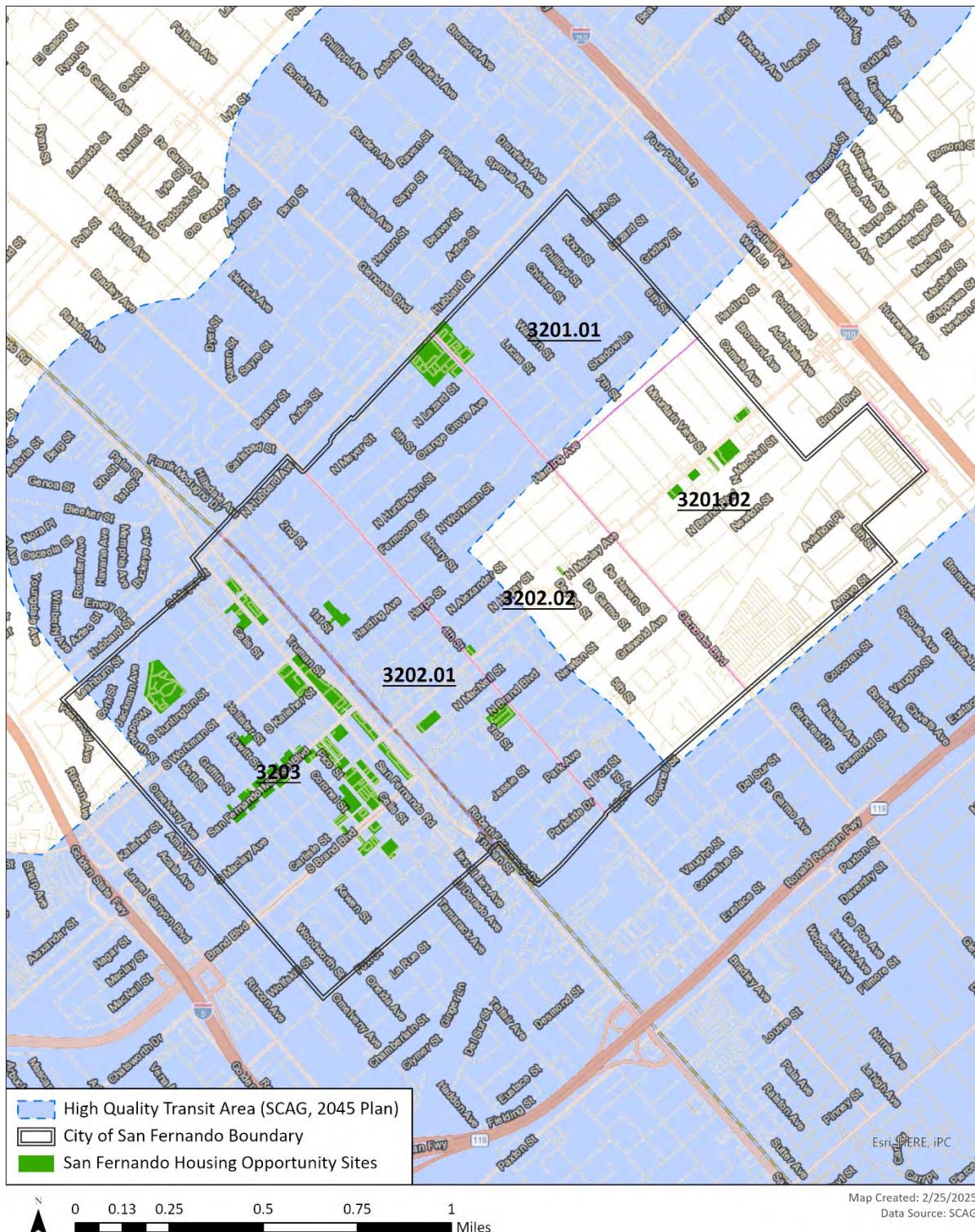


Figure 30: High-Quality Transit Areas

Availability of efficient, affordable transportation can be used to measure fair housing and access to opportunities. SCAG developed a mapping tool for High Quality Transit Areas (HQTAs) as part of the Connect SoCal 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). SCAG defines HQTAs as areas within one-half mile from a major transit stop and a high-quality transit corridor. Figure 30 demonstrates that most of San Fernando, and the majority of the RHNA opportunity sites, are in a high-quality transit area. The northeast quadrant of the City is the only portion that is not in a HQTA but the area is served by several major bus stops along Maclay Avenue.



APPENDIX C: OPPORTUNITY SITES INVENTORY

Figure C-1 provides the geographic location of the parcels within San Fernando. Table C-1 presents a detailed list of parcels used in Section 4, Housing Resources, to demonstrate that the City has adequate capacity to accommodate the 2021-2029 RHNA. The Opportunity Sites Map book consists of a series of maps depicting each of the Opportunity Sites parcels grouped by site. Each map includes an aerial photograph of the sites and a corresponding table with details for each individual parcel that is included in Table C-1 Opportunity Sites Table.

Figure C-1 – Opportunity Sites Map

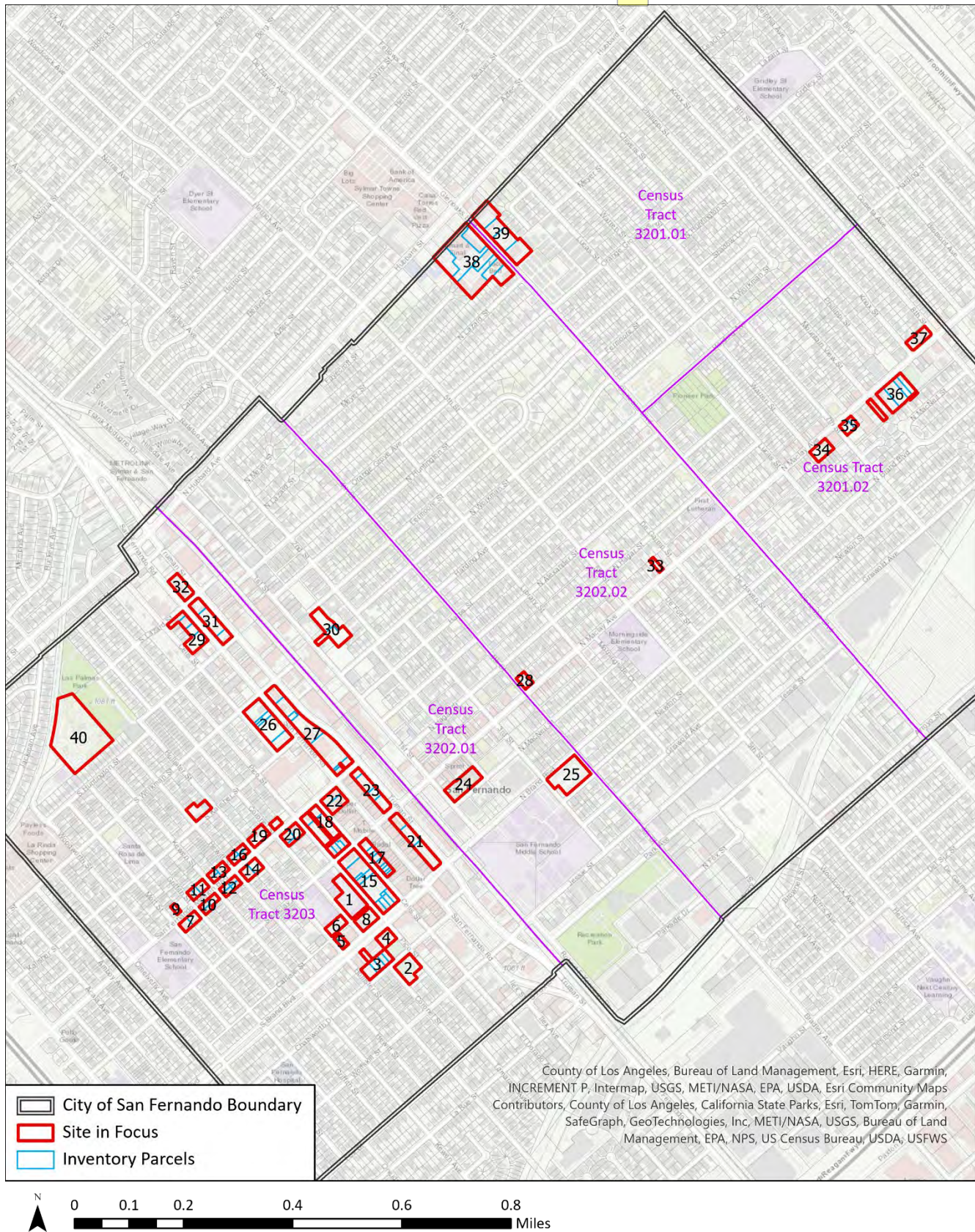




Table C-1 – San Fernando Housing Opportunity Sites 

Site ID	Assessor Parcel Number	Site Address/Intersection	Existing Use	Lot Acres	General Plan Land Use	Current Zoning	Proposed Zoning	Proposed Maximum Density (du/ac)	Identified in Last/Last Two Planning Cycle(s)	Income Category	Capacity			Improvement Ratio	Existing FAR
											Lower	Moderate	Above Moderate		
1	2522-005-001	1008 PICO ST	Educational/institutional/religious	1.49608	PUB	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	38	0.92	0.18
2	2522-020-019	400 CHATSWORTH DR	Public facilities	0.92	MDR	R-2		20	Not Used in Prior Housing Element	Above Moderate	0	0	10	2.24	0.43
3	2522-013-012	Hollister St. / Catsworth Dr.	Commercial	0.31	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	7	0.01	0.88
3	2522-013-013	Hollister St. / Catsworth Dr.	Commercial	0.16	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	3	0.01	0.88
3	2522-013-014	453 CHATSWORTH DR	Commercial	0.16	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	3	0.01	0.89
3	2522-013-015	HOLLISTER ST./ CHATSWORTH DR.	Commercial	0.16	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	3	0.01	0.98
3	2522-013-016	HOLLISTER ST./ CHATSWORTH DR.	Parking	0.16	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	3	0.01	0.99
4	2522-013-011	402 S BRAND BLVD	Commercial	0.47	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	12	0.89	0.26
4	2522-013-019	456 S BRAND BLVD	Parking	0.16	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	4	0.07	0
5	2522-013-003	465 S BRAND BLVD	Commercial	0.2	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	4	0.81	0.54
5	2522-013-802	S. BRAND BLVD / HOLLISTER ST.	Educational/institutional/religious	0.03	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	0	0	0
6	2522-006-900	HOLLISTER SR. / CARLISLE ST.	Public facilities	0.46	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	12	0	0
7	2521-035-008	650 SAN FERNANDO MISSION BLVD	Commercial	0.23	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	6	1.24	0.22
7	2521-035-009	670 SAN FERNANDO MISSION BLVD	Commercial	0.23	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	5	1.16	0.49
8	2522-013-025	411 S BRAND BLVD	Public facilities	0.61	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	14	0	0.24
9	2521-036-019	661 SAN FERNANDO MISSION BLVD	Residential	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	2	1.22	0.6
10	2521-026-009	600 SAN FERNANDO MISSION BLVD	Commercial	0.17	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	4	0.52	0.32
10	2521-026-010	616 SAN FERNANDO MISSION BLVD	Residential	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	2	0.58	0.31
10	2521-026-024	1143 GRIFFITH ST SAN FERNANDO	Residential	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	1	1.27	0.36
11	2521-025-001	603 SAN FERNANDO MISSION BLVD	Commercial	0.23	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	6	2.08	0.2
11	2521-025-022	615 SAN FERNANDO MISSION BLVD	Commercial	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	2	1.43	0.31
11	2521-025-023	1203 GRIFFITH ST	Residential	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	2	1.95	0.6
12	2521-027-009	550 SAN FERNANDO MISSION BLVD	Commercial	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	3	1.12	0.23
12	2521-027-008	1142 HEWITT ST	Residential	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	2	0.25	0.14



12	2521-027-010	568 SAN FERNANDO	Commercial	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	2	1.2	0.44
12	2521-027-011	1143 KEW EN ST	Residential	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	2	1.11	0.21
13	2521-024-025	561 SAN FERNANDO MISSION BLVD	Commercial	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	3	0.42	0.32
13	2521-024-028	1200 HEWITT ST	Commercial	0.23	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	3	0.88	0.49
13	2521-024-024	1207 KEW EN ST	Residential	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	1	0.33	0.18
14	2521-028-029	500 SAN FERNANDO MISSION BLVD	Commercial	0.29	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	7	2.11	1.32
14	2521-028-027	1141 HEWITT ST	Commercial	0.29	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	6	2.11	0.48
15	2522-004-006	S MACLAY AVE. / PICO ST.	Commercial	0.06	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Above Moderate	0	0	1	0	1
15	2522-004-903	308 S MACLAY AVE	Public facilities	0.46	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	16	0	0	0
15	2522-014-025	313 S BRAND BLVD	Commercial	0.15	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	4	0	0.67	0.26
15	2522-014-026	317 S BRAND BLVD	Commercial	0.15	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	4	0	1.96	0.38
15	2522-004-004	S MACLAY AVE. / PICO ST.	Commercial	0.12	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	3	0	0.06	1
15	2522-004-007	1023 PICO ST	Commercial	0.11	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	3	0	1.19	0.51
15	2522-004-905	S MACLAY AVE. / PICO ST.	Public facilities	0.03	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	1	0	0	0
15	2522-004-904	S MACLAY AVE. / PICO ST.	Public facilities	0.99	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Lower	36	0	0	0	0
15	2522-004-005	1030 CELIS ST	Commercial	0.63	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Lower	23	0	0	0.52	1.15
15	2522-014-901	S MACLAY AVE. / PICO ST.	Public facilities	0.19	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Lower	6	0	0	0	0
15	2522-014-900	S MACLAY AVE. / PICO ST.	Commercial	0.15	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Lower	5	0	0	0	0
16	2521-023-001	501 SAN FERNANDO MISSION BLVD	Commercial	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	3	0.92	0.45
16	2521-023-002	1206 HOLLISTER ST	Commercial	0.12	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	3	1.06	0.3
16	2521-023-022	1201 HEWITT ST	Commercial	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	3	3.13	0.4
16	2521-023-021	1207 HEWITT ST	Residential	0.11	COM	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	2	1.26	0.24
17	2522-003-902	S MACLAY AVE. / CELIS ST.	Commercial	0.05	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Above Moderate	0	0	1	0	0
17	2522-003-029	1045 CELIS ST	Commercial	0.21	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	7	0	0.73	0.59
17	2522-003-021	1023 CELIS ST	Commercial	0.13	SP-5	SP-5 D Res		50	Used in Prior Housing Element - Non-Vacant	Moderate	0	4	0	0.85	0.96
17	2522-003-904	S MACLAY AVE. / CELIS ST.	Commercial	0.13	SP-5	SP-5 D Res		50	Used in Prior Housing Element - Non-Vacant	Moderate	0	4	0	0	0
17	2522-003-030	S MACLAY AVE. / CELIS ST.	Commercial	0.11	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	3	0	2.34	0.1



17	2522-003-900	S MACLAY AVE. / CELIS ST.	Public facilities	0.06	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	2	0	0	0
17	2522-003-901	S MACLAY AVE. / CELIS ST.	Public facilities	0.07	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	2	0	0	0
17	2522-003-903	S MACLAY AVE. / CELIS ST.	Public facilities	0.06	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	2	0	0	0
17	2522-003-905	S MACLAY AVE. / CELIS ST.	Commercial	0.06	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	2	0	0	0
18	2521-031-903	SAN FERNANDO MISSION BLVD / PICO ST	Commercial	0.21	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	7	0	0	0
18	2521-031-011	314 SAN FERNANDO MISSION BLVD	Commercial	0.21	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	6	0	1.33	0.28
18	2521-031-013	301 S MACLAY AVE	Commercial	0.15	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	5	0	1.5	2.06
18	2521-031-005	317 S MACLAY AVE	Commercial	0.14	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	4	0	0.54	0.56
18	2521-031-006	313 S MACLAY AVE	Commercial	0.14	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	4	0	0.53	0.42
18	2521-031-012	307 S MACLAY AVE	Commercial	0.12	SP-5	SP-5 D Res		50	Used in Prior Housing Element - Non-Vacant	Moderate	0	4	0	0	0
18	2521-031-901	SAN FERNANDO MISSION BLVD / PICO ST	Public facilities	0.54	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Lower	19	0	0	0	0
18	2521-031-902	SAN FERNANDO MISSION BLVD / PICO ST	Public facilities	0.54	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Lower	19	0	0	0	0
19	2521-022-021	455 SAN FERNANDO MISSION BLVD	Agricultural/open space	0.52	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	12	1.31	0.41
20	2521-030-037	400 SAN FERNANDO MISSION BLVD	Commercial	0.3	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	7	0.43	0.61
20	2521-030-030	418 SAN FERNANDO MISSION BLVD	Commercial	0.23	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	6	0.63	0.52
20	2521-030-024	SAN FERNANDO MISSION BLVD / PICO ST	Commercial	0.07	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	1	0	0
21	2521-021-027	415 SAN FERNANDO MISSION BLVD	Commercial	0.17	CBD	C-1	C-1-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	4	0.02	1
21	2522-001-902	S MACLAY AVE / TRUMAN ST	Public facilities	0.46	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	16	0	0	0
21	2522-001-001	104 S MACLAY AVE	Commercial	0.34	SP-5	SP-5 D Res		50	Used in Prior Housing Element - Non-Vacant	Moderate	0	12	0	0.41	0.47
21	2522-001-901	S MACLAY AVE / TRUMAN ST	Public facilities	0.69	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Lower	25	0	0	0	0
22	2521-012-025	1304 HOLLISTER ST	Educational/institutional/religious	0.58	MDR	R-2		17	Not Used in Prior Housing Element	Above Moderate	0	0	5	3.33	1.02
22	2521-032-008	1140 SAN FERNANDO RD	Commercial	0.46	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	17	0	2.81	2.99
22	2521-032-007	210 SAN FERNANDO MISSION BLVD	Commercial	0.34	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Moderate	0	12	0	0.43	0.61
23	2521-034-904	SAN FERNANDO MISSION BLVD. / TRUMAN ST	Public facilities	0.42	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	15	0	0	0
23	2521-034-	1100 TRUMAN ST	Commercial	0.35	SP-5	SP-5 D		50	Used in Two Consecutive Prior Housing	Moderate	0	10	0	1.06	0.21



	009					Res			Elements - Vacant						
23	2521-034-007	1120 TRUMAN ST	Commercial	0.22	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	5	0	1.35	0.35
23	2521-034-905	SAN FERNANDO MISSION BLVD. / TRUMAN ST	Public facilities	0.15	SP-5	SP-5 D Res		50	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	5	0	0	0
24	2519-002-900	117 N MACNEIL ST	Public facilities	1.19	SP-5	SP-5 D Res		50	Not Used in Prior Housing Element	Lower	44	0	0	0	0
25	2519-016-906	300 N BRAND BLVD	Public facilities	1.88	HDR	R-3		43	Not Used in Prior Housing Element	Above Moderate	0	0	60	0	0
26	2521-016-011	S WORKMAN ST / CELIS ST	Vacant	0.06	SP-5	SP-5 MUC		37	Used in Two Consecutive Prior Housing Elements - Vacant	Above Moderate	0	0	1	0.09	1
26	2521-016-012	S WORKMAN ST / CELIS ST	Vacant	0.06	SP-5	SP-5 MUC		37	Used in Two Consecutive Prior Housing Elements - Vacant	Above Moderate	0	0	1	0.09	1
26	2521-016-018	1300 SAN FERNANDO RD	Commercial	0.46	SP-5	SP-5 MUC		37	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	12	0	0.03	1
26	2521-016-003	S WORKMAN ST / SAN FERNANDO RD.	Vacant	0.11	SP-5	SP-5 MUC		37	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	3	0	0	0
26	2521-016-900	1320 SAN FERNANDO RD	Commercial	0.92	SP-5	SP-5 MUC		37	Used in Prior Housing Element - Non-Vacant	Lower	25	0	0	0	0
26	2521-016-020	1334 SAN FERNANDO RD	Agricultural/open space	0.69	SP-5	SP-5 MUC		37	Used in Prior Housing Element - Non-Vacant	Lower	17	0	0	0.53	0.47
27	2521-017-002	SAN D\FERNAND RD / TRUMAN ST.	Commercial	0.03	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Above Moderate	0	0	1	0	0
27	2521-033-013	1203 SAN FERNANDO RD	Commercial	0.04	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Above Moderate	0	0	1	2.08	0.72
27	2521-017-022	1345 SAN FERNANDO RD	Commercial	0.4	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Moderate	0	10	0	0.7	0.4
27	2521-034-901	TRUMAN ST / MISSION BLVD.	Public facilities	0.16	SP-5	SP-5 MUC		37	Used in Two Consecutive Prior Housing Elements - Vacant	Moderate	0	4	0	0	0
27	2521-034-011	1231 SAN FERNANDO RD	Commercial	1.53	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Lower	42	0	0	0.72	0.29
27	2521-017-021	1245 SAN FERNANDO RD	Commercial	0.99	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Lower	27	0	0	1.65	0.36
27	2521-017-023	1327 SAN FERNANDO RD	Commercial	0.48	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Lower	11	0	0	4.97	0.13
27	2521-017-008	1315 SAN FERNANDO RD	Commercial	0.11	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Lower	3	0	0	0	0
27	2521-033-014	1201 SAN FERNANDO RD	Commercial	0.1	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Lower	2	0	0	0.5	0.2
28	2518-008-022	403 N MACLAY AVE	Commercial	0.32	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Moderate	0	8	0	1.7	0.52
29	2612-006-028	1526 SAN FERNANDO RD	Commercial	0.23	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Above Moderate	0	0	1	1.74	0.4
29	2612-006-009	1550 SAN FERNANDO RD	Commercial	0.23	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Moderate	0	6	0	0.97	0.25
29	2612-006-029	1542 SAN FERNANDO RD	Commercial	0.23	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Moderate	0	6	0	1.28	0.5
29	2612-006-024	1522 SAN FERNANDO RD	Commercial	0.57	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Lower	15	0	0	0	0
30	2520-011-041	1529 1ST ST	Industrial	0.79	SP-5	SP-5 GN		43	Not Used in Prior Housing Element	Above Moderate	0	0	25	0	0
30	2520-011-	1501 1ST ST	Vacant	0.61	SP-5	SP-5		43	Not Used in Prior Housing Element	Above Moderate	0	0	18	0	0.32



	042					GN									
31	2612-003-013	1547 SAN FERNANDO RD	Commercial	0.34	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Moderate	0	9	0	0.07	0.13
31	2612-003-001	107 S HUNTINGTON ST	Commercial	0.28	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Moderate	0	7	0	0.02	0.05
31	2612-003-014	1511 SAN FERNANDO RD	Commercial	0.76	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Lower	21	0	0	0.02	0.91
32	2612-004-017	1601 SAN FERNANDO RD	Commercial	0.69	SP-5	SP-5 MUC		37	Not Used in Prior Housing Element	Lower	18	0	0	0.14	0.37
33	2518-031-009	661 N MACLAY AVE	Commercial	0.17	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Moderate	0	4	0	0.03	1.03
34	2515-017-004	958 N MACLAY AVE	Educational/institutional/religious	0.6	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Moderate	0	16	0	0.35	0.24
35	2515-028-018	1012 N MACLAY AVE	Commercial	0.13	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Above Moderate	0	0	1	0.56	0.38
35	2515-028-017	1000 N MACLAY AVE	Commercial	0.27	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Moderate	0	6	0	0.68	0.33
36	2515-030-023	1064 N MACLAY AVE	Educational/institutional/religious	0.66	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Moderate	0	18	0	0.46	0.17
36	2515-030-012	1056 N MACLAY AVE	Commercial	0.51	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Moderate	0	13	0	0.83	0.19
36	2515-030-015	1104 N MACLAY AVE	Commercial	0.28	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Moderate	0	6	0	0.5	0.22
36	2515-030-016	1110 N MACLAY AVE	Commercial	0.29	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Moderate	0	6	0	0.43	0.08
36	2515-028-025	1036 N MACLAY AVE	Commercial	0.26	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Moderate	0	5	0	0.31	0.29
37	2516-019-024	1173 N MACLAY AVE	Commercial	0.59	SP-5	SP-5 M		37	Not Used in Prior Housing Element	Moderate	0	14	0	1.04	0.35
38	2517-015-043	2040 GLENOAKS BLVD	Commercial	2.07	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	54	0.82	0.5
38	2517-015-034	2002 GLENOAKS BLVD	Commercial	1.37	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	35	1.57	0.34
38	2517-015-030	2010 GLENOAKS BLVD	Parking	0.84	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	21	0.01	0.96
38	2517-015-042	2010 GLENOAKS BLVD	Commercial	0.62	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	15	1.5	0.48
38	2517-015-032	1968 GLENOAKS BLVD	Commercial	0.47	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	11	1.76	0.1
38	2517-019-006	1960 GLENOAKS BLVD	Commercial	0.48	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	11	0.5	0.23
38	2517-015-033	2014 GLENOAKS BLVD	Commercial	0.42	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	9	0.67	0.15
39	2517-013-013	2029 GLENOAKS BLVD	Commercial	0.88	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	21	1.1	0.43
39	2517-014-054	1955 GLENOAKS BLVD	Commercial	0.79	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	20	1.56	0.18
39	2517-013-015	2001 GLENOAKS BLVD	Commercial	0.71	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	18	0.82	0.97
39	2517-013-014	2021 GLENOAKS BLVD	Commercial	0.47	COM	C-2	C-2-MUO	35	Not Used in Prior Housing Element	Above Moderate	0	0	11	0.5	0.1
40	2612-015-012	1519 WOODWORTH ST	Educational/institutional/religious	6.01	LDR	R-1		6	Not Used in Prior Housing Element	Above Moderate	0	0	27	3.85	



E. OPPORTUNITY SITES MAP BOOK

The Opportunity Sites Map book consists of a series of maps depicting each of the Opportunity Sites parcels grouped by site. Each map includes an aerial photograph of the sites and a corresponding table with details for each individual parcel.

Note: Sites 11, 14, 25, 45, and 49 have been removed from this map book.

San Fernando RHNA Housing Element Update Site 1

 City of San Fernando Boundary
 Site in Focus
 Opportunity Parcel

APN	Site Address	Existing Use	Lot Acres	General Plan Land Use	Current Zoning	Proposed Zoning	Income Category	Capacity		
								Lower	Moderate	Above Moderate
2522-005-001	1008 PICO ST	Educational/ institutional /religious	1.50	PUB	C-1	C-1-MUO	Above Moderate	0	0	38

San Fernando RHNA Housing Element Update **Site 2**

City Boundary Site In Focus Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
109	2522-020-019		0.92	1955	No	Recreational - Clubs., Lodge Halls, Fraternal Organizations	MDR	R-2	R-2 Multiple Family Dwelling	20	10	Moderate Income

San Fernando RHNA Housing Element Update **Site 3**

City Boundary
 Site In Focus
 Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
102	2522-013-016	453 CHATSWORTH DR	0.16	1950	No	Commercial - Parking Lots (Commercial Use Properties)	CBD	C-1	C-1 Mixed Use Overlay	35	3	Moderate Income
103	2522-013-015		0.16	1950	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	CBD	C-1	C-1 Mixed Use Overlay	35	3	Moderate Income
104	2522-013-014		0.16	1973	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	CBD	C-1	C-1 Mixed Use Overlay	35	3	Moderate Income
105	2522-013-013		0.16	1973	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	CBD	C-1	C-1 Mixed Use Overlay	35	3	Moderate Income
106	2522-013-012		0.31	1973	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	CBD	C-1	C-1 Mixed Use Overlay	35	7	Moderate Income

San Fernando RHNA Housing Element Update Site 4

 City of San Fernando Boundary
 Site in Focus
 Opportunity Parcel

APN	Site Address	Existing Use	Lot Acres	General Plan Land Use	Current Zoning	Proposed Zoning	Income Category	Capacity		
								Lower	Moderate	Above Moderate
2522-013-011	402 S BRAND BLVD	Commercial	0.47	CBD	C-1	C-1-MUO	Above Moderate	0	0	12
2522-013-019	456 S BRAND BLVD	Parking	0.16	CBD	C-1	C-1-MUO	Above Moderate	0	0	4

San Fernando RHNA Housing Element Update **Site 5**

City Boundary Site In Focus Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
100	2522-013-003	465 S BRAND BLVD	0.2	1945	No	Commercial - Stores	CBD	C-1	C-1 Mixed Use Overlay	35	4	Moderate Income
101	2522-013-802		0.03		Potentially Vacant	Miscellaneous - Utility Commercial & Mutual: Pumping Plants State Assessed Pr	CBD	C-1	C-1 Mixed Use Overlay	35	0	Moderate Income

San Fernando RHNA Housing Element Update **Site 6**

City Boundary
 Site In Focus
 Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
99	2522-006-900		0.46		Potentially Vacant	Government - Government Parcel	CBD	C-1	C-1 Mixed Use Overlay	35	12	Moderate Income

San Fernando RHNA Housing Element Update **Site 7**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
92	2521-035-008	650 SAN FERNANDO MISSION BLVD	0.23	1963	No	Commercial - Auto, Recreation EQPT, Construction EQPT, Sales & Service	COM	C-1	C-1 Mixed Use Overlay	35	6	Moderate Income
93	2521-035-009	670 SAN FERNANDO MISSION BLVD	0.23	1990	No	Commercial - Store Combination	COM	C-1	C-1 Mixed Use Overlay	35	5	Moderate Income

San Fernando RHNA Housing Element Update **Site 8**

City Boundary Site In Focus Opportunity Parcel

0 50 100 200 Feet

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
98	2522-013-025	411 S BRAND BLVD	0.61	1954	No	Miscellaneous - Utility Commercial & Mutual: Pumping Plants State Assessed Pr	CBD	C-1	C-1 Mixed Use Overlay	35	14	Moderate Income

San Fernando RHNA Housing Element Update **Site 9**

City Boundary
 Site In Focus
 Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
94	2521-036-019	661 SAN FERNANDO MISSION BLVD	0.11	1980	No	Residential - Four Units (Any Combination)	COM	C-1	C-1 Mixed Use Overlay	35	0	Moderate Income

San Fernando RHNA Housing Element Update **Site 10**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
95	2521-026-009	600 SAN FERNANDO MISSION BLVD	0.17	1924	No	Commercial - Store Combination	COM	C-1	C-1 Mixed Use Overlay	35	4	Moderate Income
96	2521-026-010	616 SAN FERNANDO MISSION BLVD	0.11	1929	No	Residential - Two Units	COM	C-1	C-1 Mixed Use Overlay	35	1	Moderate Income
97	2521-026-024	1143 GRIFFITH ST	0.11	1997	No	Residential - Single	COM	C-1	C-1 Mixed Use Overlay	35	2	Moderate Income

San Fernando RHNA Housing Element Update **Site 11**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
89	2521-025-001	603 SAN FERNANDO MISSION BLVD	0.23	1976	No	Commercial - Professional Buildings	COM	C-1	C-1 Mixed Use Overlay	35	6	Moderate Income
90	2521-025-022	615 SAN FERNANDO MISSION BLVD	0.11	1998	No	Commercial - Office Buildings	COM	C-1	C-1 Mixed Use Overlay	35	2	Moderate Income
91	2521-025-023	1203 GRIFFITH ST	0.11	1979	No	Residential - Four Units (Any Combination)	COM	C-1	C-1 Mixed Use Overlay	35	0	Moderate Income

San Fernando RHNA Housing Element Update **Site 12**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
85	2521-027-009	550 SAN FERNANDO MISSION BLVD	0.11	1961	No	Commercial - Auto, Recreation EQPT, Construction EQPT, Sales & Service	COM	C-1	C-1 Mixed Use Overlay	35	3	Moderate Income
86	2521-027-008	1142 HEWITT ST	0.11	1926	No	Residential - Single	COM	C-1	C-1 Mixed Use Overlay	35	2	Moderate Income
87	2521-027-010	568 SAN FERNANDO MISSION BLVD	0.11	1923	No	Commercial - Store Combination	COM	C-1	C-1 Mixed Use Overlay	35	2	Moderate Income
88	2521-027-011	1143 KEWEN ST	0.11	1925	No	Residential - Single	COM	C-1	C-1 Mixed Use Overlay	35	2	Moderate Income

San Fernando RHNA Housing Element Update **Site 13**

City Boundary
 Site In Focus
 Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
82	2521-024-028	1200 HEWITT ST	0.23	1969	No	Commercial - Stores	COM	C-1	C-1 Mixed Use Overlay	35	3	Moderate Income
83	2521-024-024	1207 KEWEN ST	0.11	1923	No	Residential - Two Units	COM	C-1	C-1 Mixed Use Overlay	35	1	Moderate Income
84	2521-024-025	561 SAN FERNANDO MISSION BLVD	0.11	1995	No	Commercial - Stores	COM	C-1	C-1 Mixed Use Overlay	35	3	Moderate Income

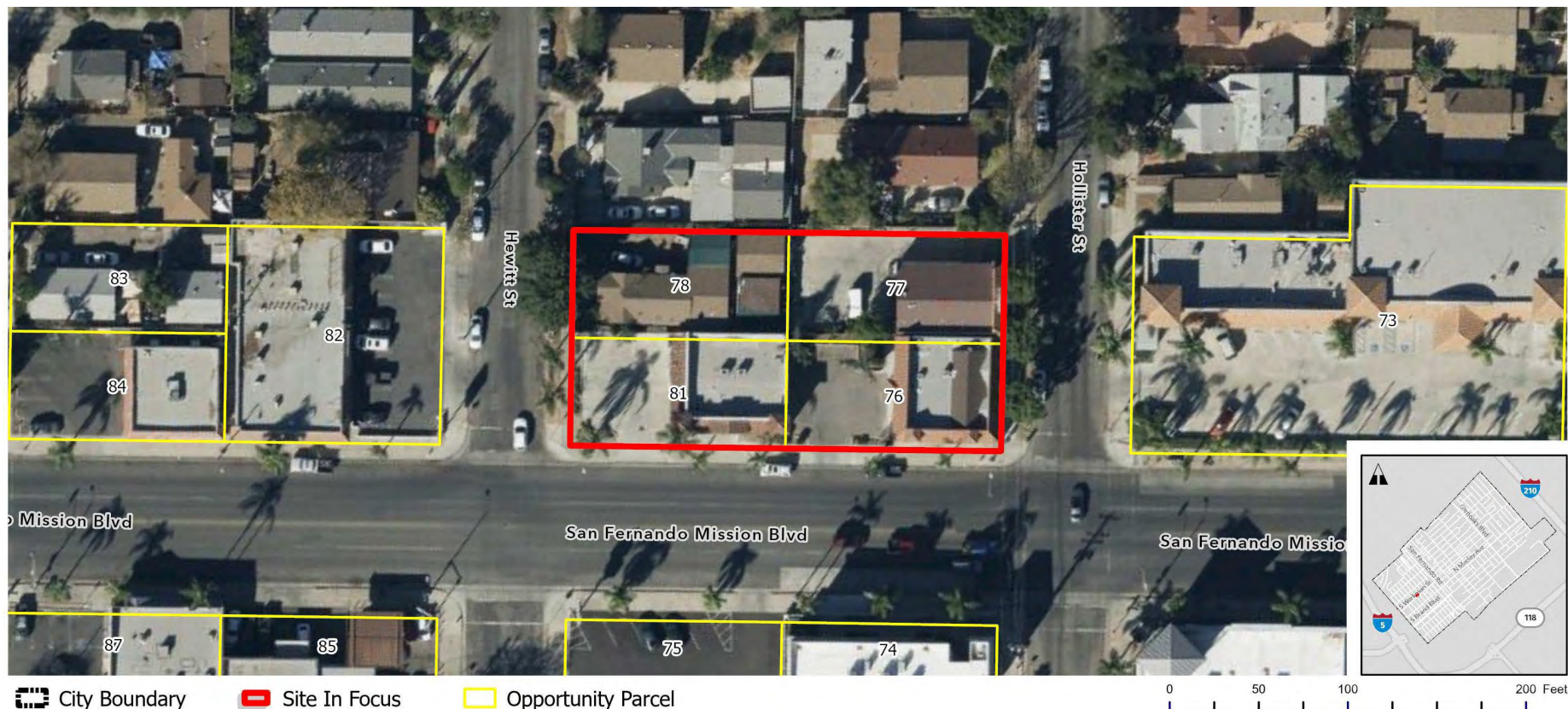
San Fernando RHNA Housing Element Update **Site 14**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
74	2521-028-029	500 SAN FERNANDO MISSION BLVD	0.29	2015	No	Commercial - Professional Buildings	COM	C-1	C-1 Mixed Use Overlay	35	7	Moderate Income
75	2521-028-027	1141 HEWITT ST	0.29	1964	No	Commercial - Stores	COM	C-1	C-1 Mixed Use Overlay	35	6	Moderate Income

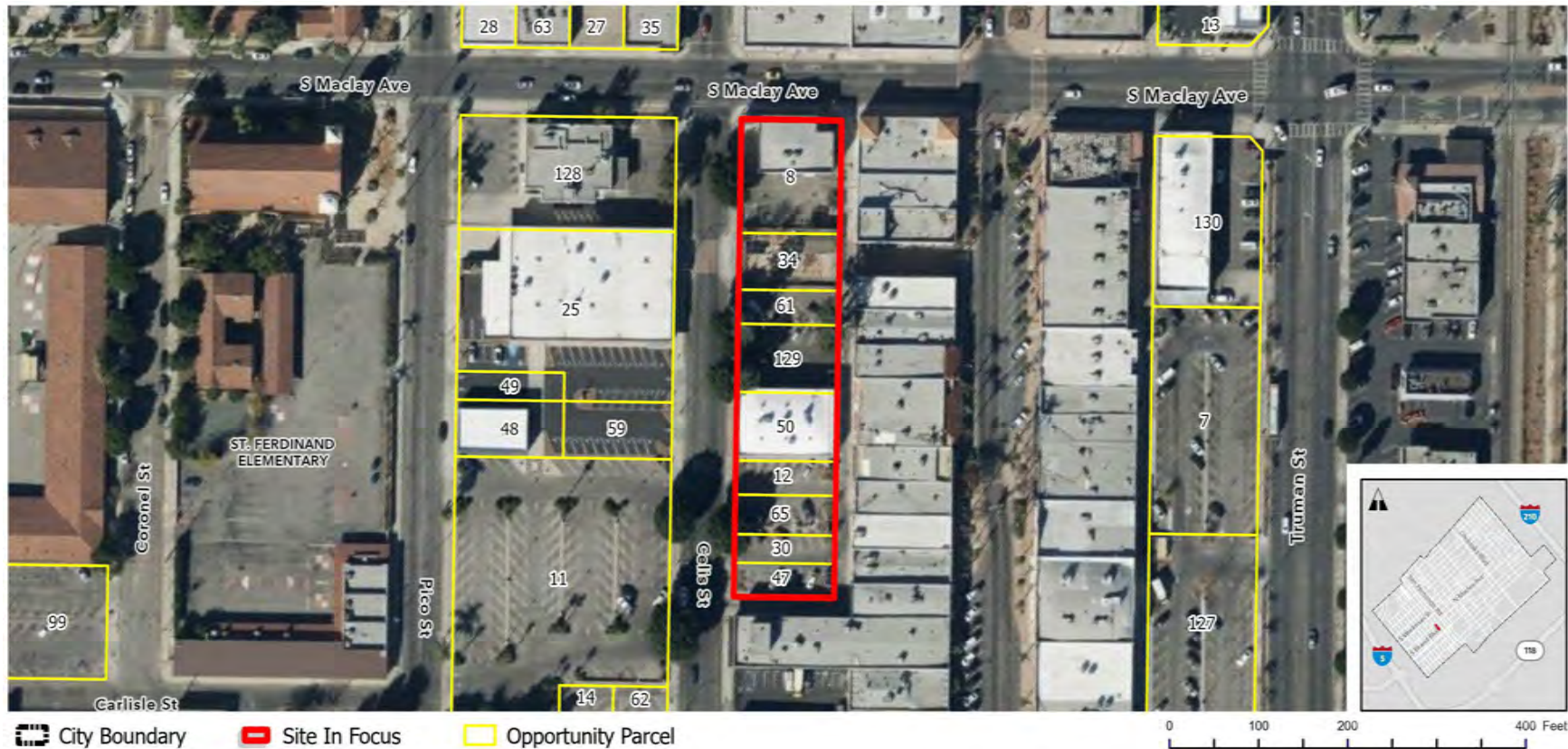
San Fernando RHNA Housing Element Update **Site 15**

City Boundary Site In Focus Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
11	2522-004-904		0.99		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	36	Low Income
14	2522-004-905		0.03		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	0	Moderate Income
25	2522-004-005	1030 CELIS ST	0.63	1949	No	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	23	Low Income
32	2522-014-025	313 S BRAND BLVD	0.15	1939	No	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	4	Moderate Income
33	2522-014-900		0.15		Potentially Vacant	Commercial - Commercial	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	5	Moderate Income
48	2522-004-007	1023 PICO ST	0.11	1956	No	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	3	Moderate Income
49	2522-004-006		0.06	1949	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	1	Moderate Income
59	2522-004-004		0.12	1949	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	3	Moderate Income
60	2522-014-026	317 S BRAND BLVD	0.15	2000	No	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	4	Moderate Income
62	2522-014-901		0.19		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	6	Moderate Income
128	2522-004-903	308 S MACLAY AVE	0.46		No	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	16	Moderate Income

San Fernando RHNA Housing Element Update **Site 16**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
76	2521-023-001	501 SAN FERNANDO MISSION BLVD	0.11	1921	No	Commercial - Stores	COM	C-1	C-1 Mixed Use Overlay	35	3	Moderate Income
77	2521-023-002	1206 HOLLISTER ST	0.12	1996	No	Commercial - Office Buildings	COM	C-1	C-1 Mixed Use Overlay	35	3	Moderate Income
78	2521-023-021	1207 HEWITT ST	0.11	1938	No	Residential - Single	COM	C-1	C-1 Mixed Use Overlay	35	2	Moderate Income
81	2521-023-022	1201 HEWITT ST	0.11	2002	No	Commercial - Professional Buildings	COM	C-1	C-1 Mixed Use Overlay	35	3	Moderate Income

San Fernando RHNA Housing Element Update **Site 17**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
8	2522-003-029	1045 CELIS ST	0.21	1961	No	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	7	Moderate Income
12	2522-003-900		0.06		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	2	Moderate Income
30	2522-003-902		0.05		Potentially Vacant	Commercial - Commercial	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	1	Moderate Income
34	2522-003-030		0.11	2004	No	Commercial - Commercial	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	3	Moderate Income
47	2522-003-903		0.06		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	2	Moderate Income
50	2522-003-021	1023 CELIS ST	0.13	1946	No	Commercial - Office Buildings	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	4	Moderate Income
61	2522-003-905		0.06		Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	2	Moderate Income
65	2522-003-901		0.07		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	2	Moderate Income
129	2522-003-904		0.13		No	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	4	Moderate Income

San Fernando RHNA Housing Element Update **Site 18**

City Boundary Site In Focus Opportunity Parcel

0 100 200 400 Feet

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
10	2521-031-901		0.54		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	19	Low Income
27	2521-031-012	307 S MACLAY AVE	0.12		No	Commercial - Professional Buildings	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	4	Moderate Income
28	2521-031-005	317 S MACLAY AVE	0.14	1946	No	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	4	Moderate Income
29	2521-031-902		0.54		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	19	Low Income
35	2521-031-013	301 S MACLAY AVE	0.15	1955	No	Commercial - Banks Savings & Loan	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	5	Moderate Income
36	2521-031-903		0.21		Potentially Vacant	Commercial - Service Stations	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	7	Moderate Income
46	2521-031-011	314 SAN FERNANDO MISSION BLVD	0.21	1964	No	Commercial - Restaurants, Cocktail Lounges	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	6	Moderate Income
63	2521-031-006	313 S MACLAY AVE	0.14	1946	No	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	4	Moderate Income

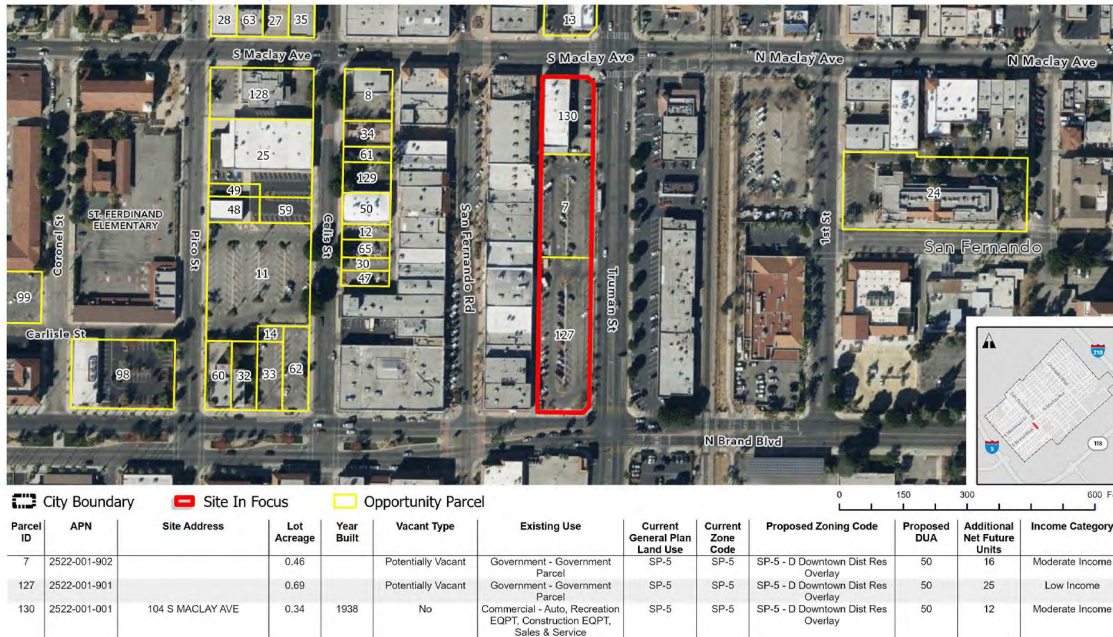
San Fernando RHNA Housing Element Update **Site 19**

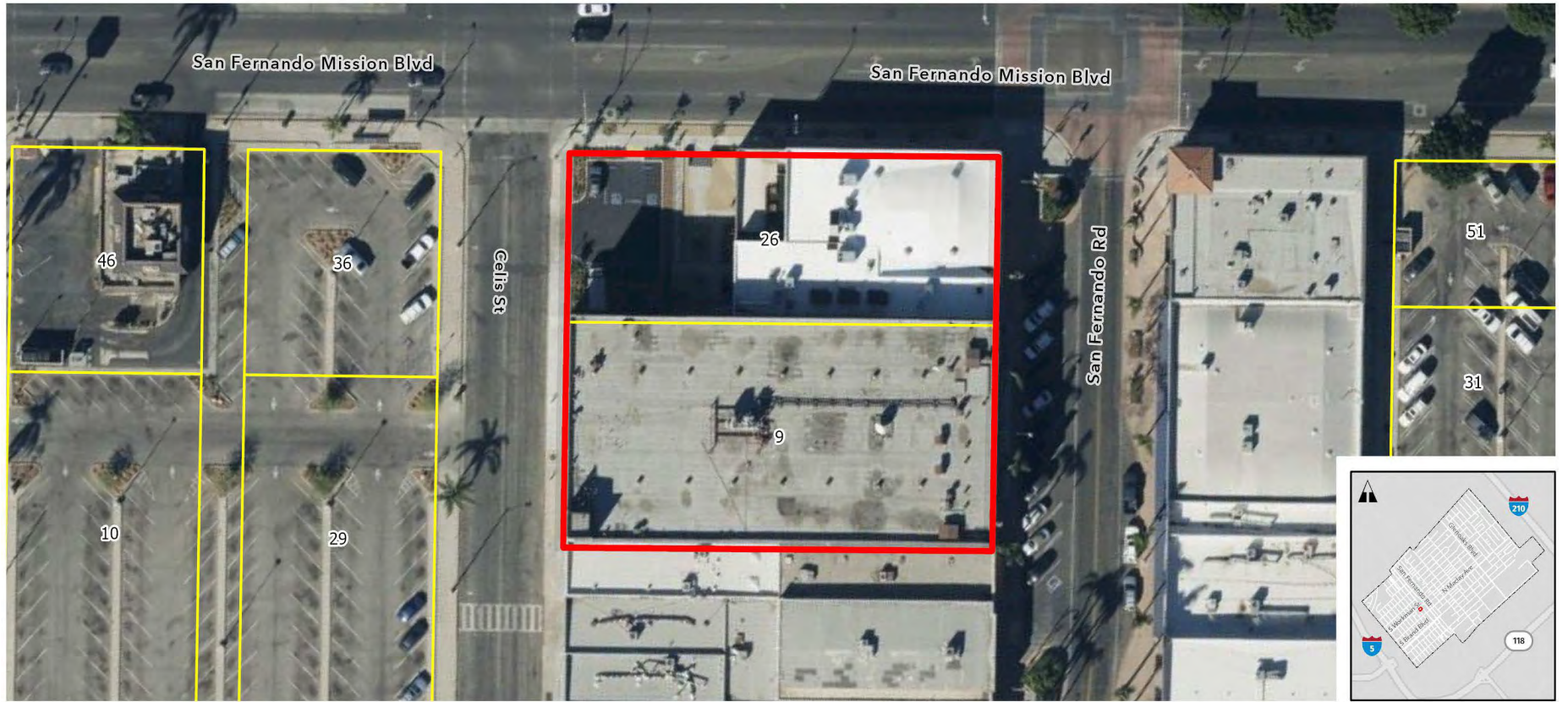
City Boundary
 Site In Focus
 Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
73	2521-022-021	455 SAN FERNANDO MISSION BLVD	0.52	1999	No	Recreational - Athletic & Amusement Facilities	CBD	C-1	C-1 Mixed Use Overlay	35	12	Moderate Income

San Fernando RHNA Housing Element Update **Site 20**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
69	2521-030-030	418 SAN FERNANDO MISSION BLVD	0.23	1957	No	Commercial - Professional Buildings	CBD	C-1	C-1 Mixed Use Overlay	35	6	Moderate Income
70	2521-030-037	400 SAN FERNANDO MISSION BLVD	0.3	1971	No	Commercial - Office Buildings	CBD	C-1	C-1 Mixed Use Overlay	35	7	Moderate Income
71	2521-030-024		0.07		No	Commercial - Commercial	CBD	C-1	C-1 Mixed Use Overlay	35	1	Moderate Income

San Fernando RHNA Housing Element Update **Site 21**

San Fernando RHNA Housing Element Update **Site 22**

City Boundary
 Site In Focus
 Opportunity Parcel

0 50 100 200 Feet

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
9	2521-032-008	1140 SAN FERNANDO RD	0.46	1953	No	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	17	Moderate Income
26	2521-032-007	210 SAN FERNANDO MISSION BLVD	0.34	1951	No	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	12	Moderate Income

San Fernando RHNA Housing Element Update **Site 23**

City Boundary Site In Focus Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
13	2521-034-009	1100 TRUMAN ST	0.35	2014	Potentially Vacant	Commercial - Restaurants, Cocktail Lounges	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	10	Moderate Income
31	2521-034-904		0.42		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	15	Moderate Income
51	2521-034-905		0.15		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	5	Moderate Income
64	2521-034-007	1120 TRUMAN ST	0.22	2014	Potentially Vacant	Commercial - Stores	SP-5	SP-5	SP-5 - D Downtown Dist Res Overlay	50	5	Moderate Income

San Fernando RHNA Housing Element Update Site 24

 City of San Fernando Boundary
 Site in Focus
 Opportunity Parcel

APN	Site Address	Existing Use	Lot Acres	General Plan Land Use	Current Zoning	Proposed Zoning	Income Category	Capacity		
								Lower	Moderate	Above Moderate
2519-002-900	117 N MACNEIL ST	Public facilities	1.19	SP-5	SP-5 D Res		Lower	44	0	0

San Fernando RHNA Housing Element Update **Site 25**

City Boundary
 Site In Focus
 Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
52	2519-016-906	300 N BRAND BLVD	1.88		Potentially Vacant	Government - Government Parcel	HDR	R-3	R-3 Multiple Family Dwelling	43	60	Low Income

San Fernando RHNA Housing Element Update **Site 26**

City Boundary Site In Focus Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
16	2521-016-900	1320 SAN FERNANDO RD	0.92		No	Commercial - Auto, Recreation EQPT, Construction EQPT, Sales & Service	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	25	Low Income
17	2521-016-020	1334 SAN FERNANDO RD	0.69	1971	No	Recreational - Athletic & Amusement Facilities	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	17	Low Income
18	2521-016-012		0.06	1948	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	1	Moderate Income
41	2521-016-011		0.06	1948	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	1	Moderate Income
42	2521-016-003		0.11		Potentially Vacant	Commercial - Commercial	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	3	Moderate Income
55	2521-016-018	1300 SAN FERNANDO RD	0.46	1964	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	12	Moderate Income

San Fernando RHNA Housing Element Update **Site 27**

City Boundary Site In Focus Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
117	2521-017-022	1345 SAN FERNANDO RD	0.4	1964	No	Commercial - Srvc Shps:Radio, TV, Refrig, Pnt Shp	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	10	Moderate Income
118	2521-017-002		0.03		Potentially Vacant	Commercial - Commercial	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	0	Moderate Income
119	2521-017-021	1245 SAN FERNANDO RD	0.99	1925	No	Commercial - Store Combination	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	27	Low Income
120	2521-017-023	1327 SAN FERNANDO RD	0.48	1988	No	Commercial - Restaurants, Cocktail Lounges	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	11	Moderate Income
121	2521-017-008	1315 SAN FERNANDO RD	0.11		Potentially Vacant	Commercial - Commercial	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	3	Moderate Income
122	2521-034-901		0.16		Potentially Vacant	Government - Government Parcel	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	4	Moderate Income
123	2521-034-011	1231 SAN FERNANDO RD	1.53	1984	No	Commercial - Stores	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	42	Low Income
124	2521-033-013	1203 SAN FERNANDO RD	0.04	1958	No	Commercial - Stores	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	0	Moderate Income
125	2521-033-014	1201 SAN FERNANDO RD	0.1	1965	No	Commercial - Restaurants, Cocktail Lounges	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	2	Moderate Income

San Fernando RHNA Housing Element Update **Site 28**

City Boundary Site In Focus Opportunity Parcel

0 50 100 200 Feet

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
140	2518-008-022	403 N MACLAY AVE	0.32	1980	No	Commercial - Office Buildings	SP-5	SP-5	SP-5 - M McClay District	37	8	Moderate Income

San Fernando RHNA Housing Element Update **Site 29**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
110	2612-006-024	1522 SAN FERNANDO RD	0.57		Potentially Vacant	Commercial - Commercial	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	15	Low Income
111	2612-006-028	1526 SAN FERNANDO RD	0.23	1971	No	Commercial - Stores	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	1	Moderate Income
112	2612-006-029	1542 SAN FERNANDO RD	0.23	1953	No	Commercial - Stores	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	6	Moderate Income
113	2612-006-009	1550 SAN FERNANDO RD	0.23	1952	No	Commercial - Store Combination	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	6	Moderate Income

San Fernando RHNA Housing Element Update Site 30

 City of San Fernando Boundary
 Site in Focus
 Opportunity Parcel

APN	Site Address	Existing Use	Lot Acres	General Plan Land Use	Current Zoning	Proposed Zoning	Income Category	Capacity		
								Lower	Moderate	Above Moderate
2520-011-041	1529 1ST ST	Industrial	0.79	SP-5	SP-5 GN		Above Moderate	0	0	25
2520-011-042	1501 1ST ST	Vacant	0.61	SP-5	SP-5 GN		Above Moderate	0	0	18

San Fernando RHNA Housing Element Update **Site 31**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
114	2612-003-001	107 S HUNTINGTON ST	0.28	1952	No	Commercial - Restaurants, Cocktail Lounges	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	7	Moderate Income
115	2612-003-014	1511 SAN FERNANDO RD	0.76	1970	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	21	Low Income
116	2612-003-013	1547 SAN FERNANDO RD	0.34	2000	No	Commercial - Auto, Recreation EQPT, Construction EQPT, Sales & Service	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	9	Moderate Income

San Fernando RHNA Housing Element Update **Site 32**

City Boundary

Site In Focus

Opportunity Parcel

0 50 100 200 Feet

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
43	2612-004-017	1601 SAN FERNANDO RD	0.69	1965	No	Commercial - Auto, Recreation EQPT, Construction EQPT, Sales & Service	SP-5	SP-5	SP-5 - MUC Mixed Use Corridor	37	18	Low Income

San Fernando RHNA Housing Element Update Site 33

 City of San Fernando Boundary
 Site in Focus
 Opportunity Parcel

APN	Site Address	Existing Use	Lot Acres	General Plan Land Use	Current Zoning	Proposed Zoning	Income Category	Capacity		
								Lower	Moderate	Above Moderate
2518-031-009	661 N MACLAY AVE	Commercial	0.17	SP-5	SP-5 M		Moderate	0	4	0

San Fernando RHNA Housing Element Update **Site 34**

City Boundary Site In Focus Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
131	2515-017-004	958 N MACLAY AVE	0.6	1946	No	Institutional - Churches	SP-5	SP-5	SP-5 - M McClay District	37	16	Low Income

San Fernando RHNA Housing Element Update **Site 35**

City Boundary Site In Focus Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
137	2515-028-018	1012 N MACLAY AVE	0.13	1947	No	Commercial - Auto, Recreation EQPT, Construction EQPT, Sales & Service	SP-5	SP-5	SP-5 - M McClay District	37	1	Moderate Income
138	2515-028-017	1000 N MACLAY AVE	0.27	1980	No	Commercial - Stores	SP-5	SP-5	SP-5 - M McClay District	37	6	Moderate Income

San Fernando RHNA Housing Element Update **Site 36**

City Boundary
 Site In Focus
 Opportunity Parcel

0 50 100 200 Feet

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
132	2515-028-025	1036 N MACLAY AVE	0.26	1956	No	Commercial - Commercial	SP-5	SP-5	SP-5 - M McClay District	37	5	Moderate Income
133	2515-030-012	1056 N MACLAY AVE	0.51	1956	No	Commercial - Professional Buildings	SP-5	SP-5	SP-5 - M McClay District	37	13	Low Income
134	2515-030-016	1110 N MACLAY AVE	0.29	1925	No	Commercial - Office Buildings	SP-5	SP-5	SP-5 - M McClay District	37	6	Moderate Income
135	2515-030-023	1064 N MACLAY AVE	0.66	1965	No	Institutional - Churches	SP-5	SP-5	SP-5 - M McClay District	37	18	Low Income
136	2515-030-015	1104 N MACLAY AVE	0.28	1959	No	Commercial - Stores	SP-5	SP-5	SP-5 - M McClay District	37	5	Moderate Income

San Fernando RHNA Housing Element Update **Site 37**

City Boundary Site In Focus Opportunity Parcel

0 50 100 200 Feet

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
67	2516-019-024	1173 N MACLAY AVE	0.59	1990	No	Commercial - Office Buildings	SP-5	SP-5	SP-5 - M McClay District - Neighborhood Services Overlay	37	14	Low Income

San Fernando RHNA Housing Element Update **Site 38**

City Boundary
 Site In Focus
 Opportunity Parcel

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
3	2517-019-006	1960 GLENOAKS BLVD	0.48	1967	No	Commercial - Professional Buildings	COM	C-2	C-2 Mixed Use Overlay	35	11	Moderate Income
19	2517-015-043	2040 GLENOAKS BLVD	2.07	1973	No	Commercial - Supermarkets	COM	C-2	C-2 Mixed Use Overlay	35	54	Low Income
20	2517-015-034	2002 GLENOAKS BLVD	1.37	1980	No	Commercial - Shopping Centers (Neighborhood, community)	COM	C-2	C-2 Mixed Use Overlay	35	35	Low Income
40	2517-015-033	2014 GLENOAKS BLVD	0.42	1978	No	Commercial - Restaurants, Cocktail Lounges	COM	C-2	C-2 Mixed Use Overlay	35	9	Moderate Income
54	2517-015-032	1968 GLENOAKS BLVD	0.47	1978	No	Commercial - Restaurants, Cocktail Lounges	COM	C-2	C-2 Mixed Use Overlay	35	11	Moderate Income
57	2517-015-030	2010 GLENOAKS BLVD REAR	0.84	1972	No	Commercial - Parking Lots (Commercial Use Properties)	COM	C-2	C-2 Mixed Use Overlay	35	21	Low Income
126	2517-015-042	2010 GLENOAKS BLVD	0.62	1989	No	Commercial - Shopping Centers (Neighborhood, community)	COM	C-2	C-2 Mixed Use Overlay	35	15	Low Income

San Fernando RHNA Housing Element Update **Site 39**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
4	2517-013-014	2021 GLENOAKS BLVD	0.47	1978	No	Commercial - Restaurants, Cocktail Lounges	COM	C-2	C-2 Mixed Use Overlay	35	11	Moderate Income
21	2517-013-013	2029 GLENOAKS BLVD	0.88	1967	No	Commercial - Stores	COM	C-2	C-2 Mixed Use Overlay	35	21	Low Income
44	2517-014-054	1955 GLENOAKS BLVD	0.79	1988	No	Commercial - Restaurants, Cocktail Lounges	COM	C-2	C-2 Mixed Use Overlay	35	20	Low Income
56	2517-013-015	2001 GLENOAKS BLVD	0.71	1987	Potentially Vacant	Commercial - Parking Lots (Commercial Use Properties)	COM	C-2	C-2 Mixed Use Overlay	35	18	Low Income

San Fernando RHNA Housing Element Update **Site 40**

Parcel ID	APN	Site Address	Lot Acreage	Year Built	Vacant Type	Existing Use	Current General Plan Land Use	Current Zone Code	Proposed Zoning Code	Proposed DUA	Additional Net Future Units	Income Category
142	2612-015-012	1519 WOODWORTH ST	6.01		No	Institutional - Churches		R-1	R-1 Subdivision	6	27	Moderate Income

RESOLUTION NO. 2025-06**RESOLUTION OF THE PLANNING AND PRESERVATION COMMISSION OF THE CITY OF SAN FERNANDO RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ADOPT A RESOLUTION AMENDING THE 6TH CYCLE (2021-2029) HOUSING ELEMENT TO UPDATE THE SITES INVENTORY BY REMOVING CERTAIN PARCELS AND ADDING NEW SITES TO ENSURE COMPLIANCE WITH THE STATE HOUSING ELEMENT LAW (GOV. CODE §§ 65580–65589.11)**

WHEREAS, California Constitution Article XI, Section 7, enables the City of San Fernando (the “City”) to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City’s police power to protect the public health, safety, and welfare; and

WHEREAS, in June 6, 2022, the City Council adopted Resolution No. 8153 approving and adopting the City of San Fernando 2021-2029 Housing Element, which includes a Housing Plan with Goals, Policies, and Programs aimed at addressing the City’s housing needs; and

WHEREAS, in the Housing Element, the City considered potential development on suitable sites and identified how zoning and development standards on the sites will facilitate housing. From this inventory, the City identified commercial zoned sites and Specific Plan sites as “Opportunity Sites” for future housing development; and

WHEREAS, in August 9, 2022, the Department of Housing and Community Development (HCD) found the City of San Fernando 2021-2029 Housing Element in substantial compliance with the State Housing Element Law (Gov. Code § 65580 et seq).

WHEREAS, the Housing Element is required to include an inventory of land suitable and available for residential development to accommodate the City’s share of the Regional Housing Needs Allocation (“RHNA”); and

WHEREAS, the City identified discrepancies in the Sites Inventory that necessitated removal of eight (8) parcels and addition of three (3) new parcels to ensure continued compliance with Housing Element Law and to maintain adequate capacity to meet the RHNA; and

WHEREAS, in May 19, 2025, HCD issued a letter confirming that the proposed revisions to the Sites Inventory are acceptable and directed the City to submit a revised electronic inventory concurrent with adoption of the amendments; and

WHEREAS, the Planning and Preservation Commission, as part of its regular meeting of October 13th, 2025, conducted a duly noticed public hearing on the proposed code amendment, and all testimony was received and made part of the public record.

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

SECTION 1. Recitals.

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

SECTION 2. Environmental Findings

The Planning and Preservation Commission finds that the Amendment is exempt from review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3) ("common sense" exemption), because it can be seen with certainty that there is no possibility that the Amendment will have a significant effect on the environment. The Amendment is limited to text edits and inventory corrections and does not approve or authorize any specific development project.

SECTION 3. Draft Amendment Findings

Pursuant to San Fernando City Code Division 10 the following findings for adoption of the proposed amendment can be made in a positive manner as follows:

- a. The proposed amendment is consistent with the objectives, policies, general land uses and programs of the city's general plans.

The proposed amendment will update the Sites Inventory table and associated text to remove and add sites in order to meet the City's RHNA. The proposed amendment will satisfy policy 2.1 of the San Fernando General Plan Housing Element. Policy 2.1 calls for the provision of adequate housing sites to facilitate the development of a range of residential development types in San Fernando that fulfill regional housing needs. The proposed amendment will remove parcels no longer available or suitable for housing and adding new sites that maintain the City's capacity to meet its RHNA, the amendment directly advances this policy. The update ensures that adequate housing sites remain available, assists developers by providing an accurate inventory of opportunity sites, and maintains the Housing Element's compliance with State Housing Element Law.

- b. The adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare.

The adoption of the proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare because it is limited to policy-level text edits and corrections to the Housing Element Sites Inventory. The amendment does not authorize or approve any specific development project and therefore has no direct

physical impact on the environment or community. Instead, it ensures that the City remains in compliance with State Housing Element Law, preserves eligibility for State and federal housing-related funding, and supports the provision of adequate housing opportunities for all income levels. Maintaining compliance with the Housing Element is in the best interest of the community and advances the public's health, safety, and welfare through sound planning practices.

SECTION 5. Record of Proceeding

The documents and other materials that constitute the record of the proceedings upon which the Planning and Preservation Commission's decision is based, which include, but are not limited to, the environmental documents, staff reports, as well as materials that support the staff reports for the proposed project and are located in the Community Development Department of the City of San Fernando at 117 Macneil Street, San Fernando, CA 91340. The custodian of these documents is in the City Clerk of the City of San Fernando.

SECTION 6. Determination

Based on the findings outlined in Section 3 above, the Planning and Preservation Commission of the City of San Fernando does hereby recommend that the City Council adopt a resolution amending the 6th Cycle (2021–2029) Housing Element to update the Sites Inventory by removing certain parcels and adding new sites to ensure compliance with State Housing Element Law.

SECTION 7. Certification of the Resolution

The Secretary of the Planning and Preservation Commission of the City of San Fernando, California, shall certify the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED by the Planning and Preservation of the City of San Fernando at the regular meeting held this 13th day of October 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

FRANCISCO SOLORIO, CHAIRPERSON

ATTEST:

RONALD GARCIA, SECRETARY TO THE PLANNING
AND PRESERVATION COMMISSION

ATTACHMENT “F”

Proposed Sites to be Removed

Action	APN	Moderate Income Capacity
1. Removed	2520-019-016	9
2. Removed	2520-011-043	12
3. Removed	2520-011-045	8
4. Removed	2520-002-023	5
5. Removed	2520-002-015	8
6. Removed	2520-002-016	9
7. Removed	2522-012-006	1
8. Removed	2522-012-013	1
Total Removed: 53 Moderate Income Units		





Proposed Sites to be Added

Action	APN	Moderate Income Capacity
1. Added	2522-005-001	38
2. Added	2522-013-011	12
3. Added	2522-013-019	4
Total Added: 54 Moderate Income Units		



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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: November 17, 2025

Subject: Discussion and Consideration to Adopt a Resolution Approving Proposed Comprehensive Updates to the City Council Procedural Manual

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8421 (Attachment "A") approving proposed comprehensive updates to the City Council Procedural Manual (Exhibit "A" to Attachment "A");
- b. Provide direction, as applicable.

BACKGROUND:

1. On July 3, 1995, the City Council adopted the City Council Procedural Manual ("Procedural Manual").
2. Throughout the years, in 1998, 2000, 2003, 2009, 2010, 2011, 2015, 2018, and 2019, the Procedural Manual has been amended to reflect City Council direction, such as adding policies related to the "Use of City Letterhead" and establishing a procedure for "Filling Councilmember Vacancies", among others.
3. On October 20, 2025, the City Council directed staff to bring back a redlined version (Exhibit "A" to Attachment "A") from Councilmembers proposed updates at the November 17, 2025 City Council meeting for consideration.

ANALYSIS:

The City Council Procedure Manual ("Procedure Manual"), serves as a guide outlining the rules, policies, and practices for how the City Council conducts its business. It covers meeting procedures, the roles and responsibilities of Councilmembers and staff, decision-making processes, and administrative policies designed to ensure consistency, transparency, and efficiency in city governance.

Discussion and Consideration to Adopt a Resolution Approving Proposed Comprehensive Updates to the City Council Procedural Manual

Page 2 of 2

On October 20, 2025, the City Council directed staff to bring back a redlined version of Councilmembers requested edits to the November 17, 2025 City Council meeting for consideration.

The City Council Procedural Manual has been revised over the years, with the most recent updates made in 2019, which included but was not limited to the “Use of City Letterhead” and establishing a procedure for “Filling Councilmember Vacancies”, among others. However, the manual still contains areas that would benefit from clarification and modernization. The proposed modifications ensure compliance with the Brown Act and include but are not limited to the following changes:

- Order of motions: How motions are recognized and voted upon
- Application of Robert’s Rules of Order
- Procedures for breaking ties
- Other operational improvements

Updating the City Council Procedural Manual is essential to ensure that City Council operations remain clear, efficient, and compliant with current legal requirements. These proposed revisions aim to modernize procedures, reduce ambiguity, and support effective governance. Staff recommends that the City Council review the suggested changes attached as Exhibit “A” to Attachment “A” and provide direction on any additional amendments needed to improve functionality and transparency.

BUDGET IMPACT:

The proposed updates have no direct budget impact and are included in the City Clerk’s Department work plan for the Fiscal Year 2025-2026 Adopted Budget. Future costs, if any would be determined based on City Council direction.

CONCLUSION:

Staff is requesting that the City Council approve the redline edits to the City Council Procedural Manual or provide direction, as applicable.

ATTACHMENT:

- A. Resolution No. 8421 including:
Exhibit “A” - City Council Procedure Manual (Redlined Version)

RESOLUTION NO. 8421**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING AND APPROVING COMPREHENSIVE UPDATES
TO THE SAN FERNANDO CITY COUNCIL PROCEDURAL MANUAL**

WHEREAS, the City Council adopted its Procedural Manual (Manual) for the Conduct of City Council Meetings in the City of San Fernando on July 3, 1995 by Resolution No. 6434, and amended the Procedural Manual on March 16, 1998 by Resolution No. 6604, on August 7, 2000 by Resolution No. 6743, on July 21, 2003 by Ordinance No. 1543, on July 20, 2009 by Resolution 7328, on December 7, 2009 by Resolution No. 7346, on May 3, 2010 by Resolution No. 7376, on September 19, 2011 by Resolution No. 7454, on May 4, 2015 by Resolution No. 7664, on October 19, 2015 by Resolution No. 7704, on May 7, 2018 by Resolution No. 7850, on August 20, 2018 by Resolution No. 7883, and on March 18, 2019 by Resolution No. 7907; and on August 19, 2029 by Resolution No. 7916.

WHEREAS, the Manual sets forth procedures regarding the conduct of City business, including, but not limited to, regular meetings, special meetings, agendas, noticing, decorum, voting, adoption of resolutions and ordinances, minutes and reorganization; and

WHEREAS, the City Council desires to amend the Manual (Exhibit "A") with comprehensive updates to various sections indicated in redline and strikeout format.

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 finds that all of the facts set forth in this Resolution are true and correct.

SECTION 2. The revised form is a comprehensive update to the Manuel which is attached to this Resolution as Exhibit "A" and is incorporated hereto by reference. The changes to the Manual are indicated in redline and strikeout format as indicated in Exhibit "A".

SECTION 3. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution. This Resolution shall take effect and be in full force immediately.

PASSED, APPROVED AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on this 17th day of November 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. 8421 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 17th day of November, 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 November, 2025.

Julia Fritz, City Clerk



THE CITY OF
SAN FERNANDO

November 13, 2025

Preliminary Working Draft

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 "Brown Act"), 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 City Council 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. Notwithstanding anything in this manual to the contrary, the failure of the City Council to strictly follow any rule(s) or procedure(s) set forth in this manual shall not operate to invalidate any action taken by the City Council, provided such action is otherwise made in compliance with applicable State or federal law and the San Fernando Municipal Code. Furthermore, in the event of any conflict or inconsistency between the procedures of this Manual and applicable State or federal law procedures or procedures set forth in the San Fernando Municipal Code, the procedures of the latter shall govern and control.

1. CITY COUNCIL MEETINGS

1.1 REGULAR MEETINGS

As prescribed by Sections 2-61 (regular meetings) and 2-62 (Location) of the San Fernando Municipal Code, regular meetings of the San Fernando City Council will be held in the San Fernando City Hall – City Council Chambers located at 117 Macneil Street, San Fernando, California, on the first and third Mondays of each month at 6:00 p.m. Whenever a regular meeting date falls upon the date of a legal holiday, the regular meeting will be held the next business day, unless otherwise ordered by the City Council. Whenever a regular meeting date falls on the day immediately preceding the date of the City's general municipal election, the regular meeting will be held on the Wednesday day immediately following the date of the general municipal election, unless otherwise ordered by the City Council. With respect to the 2nd regular meetings the months of November and December, the City Council reserve the right to cancel such meetings outright or conduct a special meeting or adjourned regular meeting on an alternative date in lieu of the regular meeting date.

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,

Commented [1]: We decided as a council not to affirm we are canceling the meeting before an election. We'll take it case by case. No need to mention the option to cancel a meeting. That is already know.

~~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 (carried-over) in accordance with Government Code Section 54955. ~~which, among other things provides that when a meeting is adjourned a copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment. Government Code Section 54955 further provides that when a regular or adjourned regular meeting is so adjourned, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour or place at which the adjourned meeting is to be held, it shall be held at the hour and place specified for regular meetings by ordinance.~~

~~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 in the manner prescribed by Government Code Section 54956. ~~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)

Meeting agendas and related noticing for regular meetings, special meetings, emergency meetings and adjourned meetings shall be posted, publicized and otherwise disseminated in the manner prescribed under the Brown Act.

~~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

~~Except as otherwise permitted under the Brown Act, all meetings of the City Council shall be open to the 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

~~Section 1.5 above notwithstanding, the City Council may meet, deliberate and conduct business in closed session without members of the general public being present to the limited extent authorized under the Brown Act. The City Council shall publicly report out any action taken in closed session as prescribed under Government Code Section 54957.1. The circumstances under which the City Council may meet, deliberate and conduct business in closed session include, but are not limited to, the following examples: 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~~(a)~~– Subdivision (a) of Section 54956.9)
- d. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (~~Subdivision (b) of Government Code~~ Section 54956.9~~(b)~~)
- e. LIABILITY CLAIMS (Government Code Section 54956.95)
- f. THREAT TO PUBLIC SERVICE OR FACILITIES (Government Code Section 54957)
- g. PUBLIC EMPLOYEE APPOINTMENT; PUBLIC EMPLOYMENT, PUBLIC EMPLOYEE PERFORMANCE EVALUATION; OR PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Government Code Sections 54957 ~~and 54957.6~~)
- h. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 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

~~Confidential information acquired in closed session must not be disclosed by any person, unless expressly authorized by the City Council acting as body at a meeting of the City Council. (Government Code Section 54963). The holder of the privilege for confidential information is the City Council as a body and only the City Council acting as a body at a meeting of the City Council may waive the privilege. "Confidential information" shall have the same meaning as set for under Government Code Section 54963(b). Remedies for the disclosure of confidential information include, but are not limited to, injunctive relief to prevent its disclosure; discipline against any employee who releases the information; and, if the person responsible for improperly disclosing the information is a member of the City Council, referral to the grand jury. (Government Code Section 54963(c))~~
~~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. Members 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 all ordinances require a recorded majority vote of the total membership of the City Council (a minimum of 3 votes) to be approved. 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, the following ordinances may only be approved by four-fifths supermajority vote of the City Council as required by law: (i) ordinances for the immediate preservation of the public peace, health or safety within the meaning of Government Code Section 36937(b); and (ii) interim ordinances within the meaning of Government Code Section 65858, including extensions of the same.
- e. To the extent any other applicable law requires approval of a City Council action by a specified supermajority vote, any such action of the City Council may only be approved if the requisite supermajority approval is achieved.
- f. 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. As prescribed by Government Code Section 36513, if a City Council member is absent without permission from all regular city council meetings 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. The foregoing notwithstanding, the City Council, in an abundance of caution, shall first consult with the City Attorney prior to declaring a City Council seat vacant and prior to filling any putative vacancy so that the City Attorney may determine whether circumstances require the City to first initiate quo warranto proceedings through the Office of the California Attorney General or undertake any other procedures that will ensure the right to declare the seat vacant is perfected.

~~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 the failure of the City Clerk to deliver or timely deliver such notice shall not operate to prevent the Councilmembers seat from being declared vacant or to prevent the initiation of quo warranto or other proceedings if the unexcused absence persists beyond the time allowed under Government Code Section 36513. ~~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.
- d. Absences must be excused by the City Council acting as a body at a meeting of the City Council and may be approved by simple motion noted on the record of the proceedings approved by a majority of the members present. A Councilmember may request an excused absence before the anticipated date(s) of the absence or retroactively after the date(s) of the absence provided the 60 consecutive day time period prescribed under Government Code Section 36513 has not lapsed. Absence requests can be made by a Councilmember orally on the record of a City Council meeting or in writing. Councilmembers shall exercise professional courtesy in considering and approving excused absence requests.

2. AGENDA PROCEDURES AND ORDER OF BUSINESS

2.1 AGENDAS

a. 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.

b. REGULAR MEETINGS. In the manner prescribed by Government Code Section 54954.2, agendas for regular meetings of the City Council shall be posted physically in a location that is freely accessible to members of the public and on the City's internet website. Such posting shall occur no less than 72 hours prior to the agendized start time of the regular meeting.

c. SPECIAL MEETINGS. In the manner prescribed by Government Code Section 54956, agendas for regular meetings of the City Council shall be posted physically in a location that is freely accessible to members of the public and on the City's internet website. Such posting shall occur no less than 24 hours prior to the agendized start time of the special meeting. Per Government Code Section 54956, a special meeting may be called by the Mayor or three (3) Councilmembers. No other items other than those appearing on the special meeting agenda may be considered or acted upon by the City Council.

d. ADJOURNED MEETING. For any adjourned meeting, the City Clerk shall post such notices of adjournment as may be required by Government Code Section 54955. Except as otherwise permitted under the Brown Act, the City Clerk shall post agendas for all adjourned meetings in the manner prescribed by the Brown Act.

e. EMERGENCY MEETING . The City Council may call emergency meetitngs as permitted under Government Code Section 54956.5 and in accordance with the procedures set forth under the same.

f. AVAILABILITY OF AGENDA MATERIALS. While the City strives to make all non-privileged/non-confidential agenda materials available to the public at the same time the agenda is posted this may not be logistically feasible, practical or required in all circumstances. Nevertheless, non-privileged/non-confidential agenda materials including staff reports shall be made available to the public no later than the time mandated by Government Code Section 54957.5. [Should we also add that some materials might be amended or delivered at the meeting?]

e. ADDITIONAL AGENDA NOTICE, DELIVERY AND PUBLICATION REQUIREMENTS. The City shall comply with all agenda notice, delivery and publication requirements set forth under Government Code Section 54954.1 and 54954.6(b) and 54956

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.

Commented [RP2]: That is not really necessary for purposes of this manual.

2.2 AGENDA DEADLINE

- a. *If a member of the public wishes to have an item placed on a City Council agenda for discussion and/or action, the request must be made: (i) orally at a meeting of the City Council during the Public Statements portion of the agenda; or (ii) by submitting a written request to a member of the City Council. If the request is made orally during public comment, the presiding officer shall entertain motions to have the item placed on the City Council agenda for discussion and/or action at a future meeting of the City Council or solicit such other direction as the City Council may deem warranted to address or study the issue. If the request is made in writing submitted to any or all members of the City Council, any member of the City Council may elect to sponsor the item as one of his or her items to be placed under the Administrative Reports portion of the agenda, subject all rules and deadlines for the submission of City Council member items prescribed under paragraph (b) of this Section below. The City Council shall be under no obligation to agendaize any item requested by a member of the public and no individual Councilmember shall be obligated to place a written request on the agenda as one of his or her items. 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. When a matter has been agendized, considered and acted upon by the City Council, Councilmembers who voted in the minority on the matter shall respect the will of the majority and refrain from interfering with City staff's efforts to execute the will of the majority on the matter. Nevertheless, for a period of one (1) year from the date action on the matter was taken, any Councilmember may reagendaize the matter provided both of the following conditions are satisfied: (a) the matter is one that may be lawfully reagendized for rescission and/or renewed consideration; and (b) at least two other members of the City Council have agreed to co-sponsor the request to re-agendize the matter. After one (1) year, the only condition for the reagendizing of the matter shall be that the matter is one that may be lawfully reagendized for rescission and/or renewed consideration. In all cases, the Councilmember(s) making the request to re-agendize a matter must follow the procedures set forth in paragraph b.i., above.
- ~~iii.~~ Nothing in this subsection b.ii, above, shall operate to prohibit a Councilmember from (a) offering opinion or otherwise commenting upon a previously agendized matter outside of a meeting of the City Council; or (b) offering spontaneous opinion or comment on the same during that portion of the City Council agenda entitled "General City Council/Board Member Comments and Liaison Updates", provided that no action may be taken on the matter commented upon at the meeting where such comments are made. The foregoing notwithstanding, in offering such comments, Councilmembers shall not be authorized to disclose information that is confidential where the City Council acting as a body is the holder ~~the of~~ privilege.
- ~~v.~~ 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 ~~[RESERVED] 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 ~~conducted~~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." ~~*The Chair shall entertain motions to either approve the agenda as presented or subject the reordering, continuance or removal of certain agenda items and/or the addition of items not appearing on the agenda provided that such additions shall be subject to the requirements of Government Code Section 54954(b)(2).*~~ 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 a 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 KEEPING AND APPROVAL OF MINUTES

The City Clerk shall keep action minutes for all open session City Council proceedings that concisely record the items of business addressed and the City Council vote or other handling of the matter. Minutes for all public comment will indicate the name of the speaker and a concise summary of his/her comments. As the open session portion of each City Council meeting is recorded via audio or video recording and accessible on the City's website, the City Clerk shall not be required to keep verbatim minutes of the proceedings. Unless the reading of the minutes of ~~prior the previous~~ City Council meetings 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. The Presiding Officer shall entertain motions to approve the minutes. Consistent with Section 41 of Robert's Rules of Order, a Councilmember's absence from a meeting for which minutes are being approved does not prevent the member from participating in their approval.

2.8 PUBLIC HEARINGS

When a particular matter before the City Council legally requires the conduct of a public hearing, the City Council shall conduct such meeting in the manner prescribed by law and subject to whatever prior noticing may be required by law. Except as otherwise prescribed by applicable law for the conduct of a public hearing, the following procedures for conducting public hearings should also 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 to address the City Council on the matter and receive questions from the City Council before proceedings are opened up for public comment. The applicant/appellant shall remain at the speaker podium until such time as the City Council has no further questions for the applicant/appellant or City staff.
- d. The Presiding Officer shall open the public ~~comment/testimony~~ comment and testimony portion of the public hearing.
- e. Councilmembers should refrain from interrupting or posing questions to members of the public while they are addressing the City Council from the speaker's podium. ~~members of the public during their allotted time to speak, however the~~ The Presiding Officer may, however, 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 the 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, and/or rebut, comments made by members of the public and to make any brief closing comments ~~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 also ~~the~~ pose additional questions to City staff and/or applicants/appellants before proceeding to step (i) below. ~~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 to an upcoming meeting date so that City staff may gather additional information requested by the City

Council or engage with the applicant/appellant on issues raised during the public hearing.

2.9 PUBLIC HEARING ITEMS

When applicable law requires the conduct of a public hearing as part of the City Council's consideration and approval of a matter, the City Council shall conduct a public hearing and comply with all statutorily prescribed meeting notice and hearing procedures. Such public hearings shall allow for public comment before action may be taken on the matter and such public comment shall be separate from the public comment afforded under the Public Statements portion(s) of the agenda. Written comments submitted before the start of the public hearing shall be distributed to the City Council members. The City Council reserves the right to conduct public hearings on other non-quasi-judicial or non-ministerial matters for which public hearings are not otherwise required provided the conduct of such hearing does not conflict with any other applicable laws or does not constitute a violation of a person's right to due process or equal protection under State or federal law. 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 as permitted under the Brown Act. ~~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 CONCLUDING A MEETING VS. ADJOURNING (CARRYING-OVER) A MEETING PURSUANT TO GOVERNMENT CODE SECTION 54955, ADJOURNMENT

a. Closing a Meeting. To close any meeting of the City Council because all agendaized business has been completed or otherwise addressed, the presiding officer shall ask the City Councilmembers present if there is any opposition to adjourning the meeting and if there is no such opposition, the presiding officer shall declare the meeting adjourned thereby closing the meeting. If there is opposition to ending the meeting, the presiding officer shall then move to adjourn (close) the meeting and if there is a second, the City Council shall vote on the motion to adjourn (close) the meeting.

b. If the City Council intends to adjourn (i.e., continue or carry-over) a meeting in the manner prescribed by Government Code Section 54955 to some date other than the next regular meeting date, the presiding officer shall ask the City Council members present if there is any opposition to adjourning the meeting to a specific date, time and location and if there is no such opposition, the presiding officer shall declare the meeting so adjourned and direct the City Clerk to satisfy all noticing requirements prescribed by Government Code Section 54955. If there is opposition to adjourning the meeting as proposed, the presiding officer shall then move to adjourn the meeting and if there is a second, the City Council shall vote on the motion to adjourn as originally proposed by the presiding officer. The presiding officer may also entrain motions prescribing alternatives.

~~_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 so 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: LACK OF A QUORUM

a. 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. ~~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.~~

b. If, as of the posted start time of a meeting, less than a quorum of the City Council is present, those members present (or the City Clerk if no members are present) may (i) wait for a reasonable amount of time for a sufficient number of City Council members to arrive; and/or (ii) adjourn the meeting in the manner prescribed under Government Code Section 54955, including simply adjourning the meeting to the next regular meeting date. If, prior to the start time of a meeting, it is confirmed by the City Clerk that a quorum will not be achieved for the meeting, the City Clerk shall promptly post a notice of adjournment advising that the meeting has been cancelled for lack of a quorum. Such notice shall also specify whether the business of the cancelled meeting will simply be carried over to the next regular meeting date or whether such business will be carried over to an adjourned meeting within the meaning of Government Code Section 54955.

3.3 PARTICIPATION OF PRESIDING OFFICER

~~Although~~ the Presiding Officer is primarily responsible for the conduct of the meeting, ~~however, he/she~~ 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 STATEMENT OF THE MOTION OR QUESTION ~~QUESTION OR MOTION TO BE~~

STATED

The Presiding Officer may ~~shall~~ verbally restate each *motion or question* ~~question~~ immediately prior to *commencing deliberation on the motion/question* or calling for the vote *on the same to ensure that all voting members understand what is being moved*. Following the vote, the Presiding Officer (or City Clerk) shall announce whether the *motion passed or failed, 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 *all* ordinances, resolutions *and other City Council-approved legal documents that must be signed by a mayor. Except where the authority to execute a contract or other legal instrument has been delegated to the City Manager or a City Department head by ordinance or other City Council action, the Mayor shall also sign contracts for the City.* ~~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 *with the assistance of the sergeant-of-arms* is responsible for the maintenance of order and decorum at all times. 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 *in duration*, the Presiding Officer may call for a motion to adjourn all remaining items of business to *(i) an adjourned meeting within the meaning of Government Code Section 54955; (ii) a special meeting; or (iii) 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 who has been recognized to speak by the Presiding Officer and who wishes to pose a question to the administrative staff should address questions through 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 and address issues confronting the City in an orderly environment. Although Government Code Section 54954.3(c), prohibits the City Council from prohibiting public criticism of the policies, procedures, programs or services of the City, or of the acts or

omissions of the City Council, members of the public may not engage in behavior that is disruptive to the orderly conduct of the proceedings, including, but not limited to, conduct that (i) prevents other members of the public or the City Council from being heard when it is their turn to speak; (ii) prevents members of the audience from hearing or seeing the proceedings; and/or (iii) speaking off topic or speaking beyond the allotted speaking time limit. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. 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 will not be allowed and will be considered out of order.

~~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-officio~~ sergeant-at-arms for ~~of~~ the City Council, but may delegate such duties to any one or more sworn police officers of the City as needed. He/she ~~The sergeant-at-arms and those delegated~~ sergeant-at-arms responsibilities shall carry out all orders and instructions given him by the Presiding Officer for the purpose of maintaining decorum in the City Council Chambers. Per Government Code Section 54957.95, the Presiding Officer may order the sergeant-of-arms to remove any person who persists with disruptive behavior following an initial warning and may also order the sergeant-of-arms to immediately remove anyone, without warning, who engages in behavior that constitutes a true threat of force within the meaning of Government Code Section 54957.95.

~~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 CONFLICTS OF INTEREST PERSONAL INTEREST

i. State law prohibits Councilmembers from participating in certain governmental decisions that may come before the City Council when the governmental decision can have a material and reasonably foreseeable effect (good or bad) on ~~an~~ a financial interest of the Councilmember and the effect is unique from the effect the decision will have on the public generally (California Political Reform Act, Government Code Section 81000 et seq. and See also the Common Law Conflict of Interest Doctrine which can have broader application). In other instances, a Councilmember's interest in a contract that may come before City decision-makers for approval may prevent City decision makers from approving the contract at all, even if the interested Councilmember agrees to recuse himself/herself from voting on the contract (Government Code Section 1090). State law also prohibits Councilmembers from voting on certain matters before the City Council that affect the interests of campaign contributors (Government Code Section 84308). The preceding summary of laws is not exhaustive and the fact that an applicable law is not expressly referenced in these policies does relieve a Councilmember from complying with such laws.

ii. A conflicted Councilmember is not only prohibited from voting on the matter for which he/she has a conflict, the Councilmember must also refrain from participating in any pre-decisional planning, discussion, deliberation and/or strategizing on the matter with City staff and his/her City Council colleagues and refrain from efforts to influence City Council colleagues and others participating in the decision-making process.

iii. As the analysis of conflicts laws as applied to individual circumstances can be complex, nuanced and often fact-specific, Councilmembers are strongly encouraged to be alert to potential conflicts and consult with the City Attorney, the Fair Political Practices Commission or their own legal counsel whenever there is a concern about a conflict and well in advance of any City Council consideration of the matter. Failure to comply with State laws can expose a Councilmember to significant penalties and other legal liability, including criminal liability.

iv. If a Councilmember has a disqualifying conflict of interest, he/she must recuse themselves from participating in the matter. In the context of a City Council meeting this means that the Councilmember must state the nature of the conflict on the records and step down from the dais, except in the case of matters to be approved on the Consent agenda. It is also noted that abstention from a matter is not the same as recusal because in abstaining the Councilmember remains on the

dais, is counted toward the quorum and is therefore deemed to be participating in the making of the decision.

~~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. A Councilmember who does not have the floor may interject and address the Presiding Officer with the following: (a) Questions of Privilege (e.g., audience members cannot hear, issue with conditions in the chambers or member needs to excuse himself/herself); (b) Points of Information (e.g., to get simple brief clarification on procedures or simple clarifying information related to the business at hand); or (c) Points of Order (e.g., to enforce rules of decorum or to disagree with Presiding Officer's application of procedures).

~~Merely asking a question, or making a suggestion, is not considered as speaking. (Robert's Rules of Order)~~

4.8 DISSENTS AND PROTESTS

During that portion of the agenda entitled General City Council/Board Member Comments and Liaison Updates, Any Councilmember shall have the right to express dissent from, or protest to, any action of the City Council and request that the reason be entered into the minutes. Councilmembers should refrain from voicing their dissent or protest when roll call on the matter is being taken, however, incidental to voting Yes, No or Abstain the Councilmember may preface their vote with a very brief, concise and succinct statement of their reasoning. .-(Robert's Rules of Order)

4.9 PROCEDURES IN ABSENCE OF RULES

Where these policies are silent as to a matter of procedure, the Presiding Officer may refer to Robert's Rules of Order for guidance in making a ruling, provided that the ruling may be overturned by majority vote of members present. The foregoing notwithstanding no procedures shall be followed that violate applicable State or federal law. 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.

Members of the public must address the City Council from the speaker's podium. No member of the public shall *begin speaking* ~~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 *City Council as a body and not to any individual Councilmember, City employee or member(s) of the audience.* ~~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~~ *To facilitate* 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 the 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.~~

Commented [3]: Don't strike this out until it is discussed with the City Council

During a public hearing, all remarks shall be limited to the subject under consideration. For a special meeting, members of the public may *only* address the City Council concerning *items* ~~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.~~

From time to time as legally required, members of the public will be allowed to address the City Council remotely only to the limited extent required under remote participation rules and regulations set forth under Government Code Section 54953. Otherwise, members of the public who wish to address the City Council orally must be physically present in the chambers and must address the City Council from the speaker podium. The City shall have sole discretion as to the technological means most practical and feasible for allowing members of the public to participate remotely. All restrictions, limitations and rules applicable to members of the public who address the City Council in person shall apply to those addressing the City Council remotely. The foregoing notwithstanding, the City Council, on a case by case basis, reserves the right but does not assume the

~~obligation to allow for remote public comment even when circumstances do not require remote participation under Government Code Section 54953.~~

5.2 TIME LIMITATION

Any ~~member of the public~~ public member addressing the City Council, ~~whether during the Public Statement portions of the agenda or as part of a separate public hearing,~~ shall limit his/her address to three (3) minutes. ~~The Presiding Officer or majority of the City Council reserve the right to shorten speaker time as reasonable and appropriate because of the presence of a large number of people wishing to speak on a matter, the volume of business before the City Council or other similar circumstances.~~ ~~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 POLICY OBJECTIVE PROCESSING OF MOTIONS

~~To ensure orderly, full and fair deliberation on matters for which City Council action is sought, the following rules shall govern the making, discussion and voting on motions during City Council meetings.~~

~~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 OPPORTUNITY TO ASK QUESTIONS AND COMMENT BEFORE MOTIONS

Councilmembers shall refrain from making motions on any agenda item under consideration until the Presiding Officer (i) has recognized and given all members of the City Council an opportunity to ask questions and offer comment on the matter; and (ii) opens the floor for the making of motions. Once all members of the City Council have had an opportunity to ask questions and/or comment on a matter, the Presiding Officer will ask Councilmembers if they have any additional questions and/or comments. If there are no additional questions or comments the Presiding Officer will then open the floor for the making of motions.

6.3 MAKING OF MOTIONS.

All motions shall require a second in order to be voted upon. Before a motion is seconded, the Presiding Officer may recognize Councilmembers who wish to make points of order, privilege or inquiry. When a motion is made and seconded, the Presiding Officer shall state (i.e., recite the motion under consideration) before deliberation on the motion or voting.

6.4 WITHDRAWAL OF MOTIONS

A Councilmember may withdraw his/her motion at any time prior to a vote on the motion, without the concurrence of the Councilmember who seconded the motion. If the motion is withdrawn it is deemed removed from consideration and will not be voted on.

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 into two separate motions. ~~(Robert's Rules of Order)~~

6.4 PRECEDENCE OF MOTIONS

When a main motion is before the City Council, no other main 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)~~

Commented [RP4]: Need to consider the borderline between what is considered a mere amendment to a motion v what constitutes a "competing" motion. At what point does an amendment become a competing motion?

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-passed~~ 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~~ **should** 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 [RESERVED] FAILURE TO VOTE

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

7.4 RECONSIDERATION

Any Councilmember who voted with the majority may move a reconsideration of any action, provided (i) the motion is made at the same meeting as the action to be reconsidered was taken; (ii) it is seconded; and (iii) the action to be reconsidered is one that may be lawfully reconsidered. In addition to the foregoing, where the action to be reconsidered was the main subject of a quasi-judicial proceeding (e.g., a land use appeal or entitlement application etc.), a motion for reconsideration may only be made if the applicant, appellant or other party whose interest was the subject of the proceeding is still present and is given an opportunity to address the City Council on the motion to reconsider and, if the motion to reconsider was successful, any alternative action taken by the City Council.

The motion for reconsideration may be seconded by any Councilmember. 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)_~~

7.5 RESCISSION

Any Councilmember may make a motion to rescind (i.e., undo) a prior action of the City Council, provided (i) the motion is seconded and (ii) the action to be rescinded is one that may legally be rescinded. Any Councilmember may second the motion to rescind. A motion to rescind:

- (a) Does not bring a matter back for further consideration or debate if adopted. It simply nullifies the prior action;
- (b) Can be brought at anytime, subject to any legal limitations or restrictions on

*the ability of the City Council to rescind a prior action:
(a)(c) May be made by any Councilmember.*

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 at 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. *Per Government Code Section 36804, if there is none, the Presiding Officer* ~~Mayor~~ shall appoint one of the Councilmembers as City Clerk Pro Tem. ~~(Government Code Section 36804)~~

Commented [5]: This substitution does make sense from a practical standpoint, however, it should be noted that the statute that allows for this specifically references the Mayor as the appointer.

11. REORGANIZATION

~~11.1~~ **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. Annually, the City Council shall undertake a reorganization to choose one of its members serve as Mayor and another to serve Vice Mayor/Mayor Pro Tempore. The dates for undertaking the annual reorganization shall be as follows:~~

(a) In even numbered years, the City Council, as mandated by Government Code Section 36801, shall meet at the meeting at which the declaration of the election results for a general municipal election is made pursuant to Sections 10262 and 10263 of the Elections Code and, following the declaration of the election results and the installation of elected officials, choose one of its number as mayor, and one of its number as mayor pro tempore.

(b) In odd numbered years, the City Council shall meet at the first regular meeting date falling on or immediately following the one-year anniversary of the date of the prior year reorganization.

Nothing herein shall be deemed or construed to prohibit any person from serving any number of consecutive ~~one-year~~ terms as mayor or mayor pro tempore. ~~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 selection ~~vote~~ for Mayor from among the nominees.
- e. The first nominee to receive at least 3 votes shall be the City Council appointee for Mayor. If no nominee receives 3 votes during the first round of voting, nominees receiving 1 vote or less will be removed from further consideration and successive rounds of voting from the remaining nominees will be conducted in the same manner until there is a nominee receiving at least 3 votes.
- f. If after 5 rounds of voting no nominee succeeds in obtaining 3 or more votes, the City Council by majority vote may agree on some alternative means of selecting the Mayor from among the remaining nominees.
- g. ~~until a Mayor is elected by majority vote~~

h.g. 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.

11.3 REORGANIZATION CITY COUNCIL MEETING

The reorganization meeting shall be limited to reorganization-related matters, the consent calendar matters, ordinance that require a second reading of a previously introduced ordinance, any matters the City Council has previously directed to be heard at the reorganization meeting, and any urgent matters identified by City staff that cannot reasonably be postponed to the next City Council meeting.

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.

Commented [6]: Must verify if this Resolution is still active and if yes whether it must be updated.

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 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. City logos as described include the following depictions:



~~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 STATEMENT OF ECONOMIC INTERESTS 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 FILING OF FORM 700

Pursuant to Assembly Bill 1170 signed by the Governor on September 6, 2024, effective January 1, 2025, Statements of Economic Interests (Form 700) filed by a Councilmembers must be filed electronically with the FPPC using the FPPC's electronic filing system. The FPPC is the filing officer for Councilmembers. Councilmembers should consult with the City Clerk and the FPPC regarding applicable filing deadlines. For questions regarding e-filing or login ID and password, Councilmembers may email Form700@fppc.ca.gov. For specific questions about reporting requirements, Councilmembers should contact the FPPC at Advice@fppc.ca.gov or 1-866-ASK-FPPC.

~~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.~~

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: November 17, 2025

Subject: Receive Information on the Feasibility of Implementing a Municipal Identification Card Program

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive information on the feasibility of implementing a Municipal Identification (ID) Card program; and
- b. Provide direction to staff, as necessary.

BACKGROUND:

1. On June 16, 2025, the City Council directed staff to study the feasibility of implementing a "Municipal ID Card" program and return to a future meeting with more information on the history of other cities implementation and options for how the City could implement a similar program. Staff requested additional time to study and prepare the feasibility report to focus efforts on implementing other more immediate potential solutions to address food insecurity and financial hardship.
2. On July 7, 2025, the City Council approved several programming items related to immigrant-related assistance and community resources to establish the San Fernando Together initiative. Services have included providing one-time financial assistance grants, food and grocery distribution, connecting households with supportive services, waiver of late fees for business licenses, and bringing the Mexican Consulate on Wheels program to San Fernando.

Receive Information on the Feasibility of Implementing a Municipal Identification Card Program

Page 2 of 3

ANALYSIS:

A municipal ID card is a government-issued identification provided by a city or local jurisdiction to residents, regardless of immigration status, housing situation, or other barriers that may prevent access to state or federal IDs. These cards typically serve as proof of identity and residency within the municipality and can be used to access local services, interact with law enforcement, and open accounts with certain institutions.

While large cities such as New York and Detroit operate municipal ID programs, they have also faced significant delivery, cost, and operational challenges, including delayed launches and temporary shutdowns. In California, only three cities (San Francisco, Oakland, and Richmond) offer municipal ID cards, and all are significantly larger and better resourced than the City of San Fernando.

City	Launch Date	Population	Weblink
San Francisco	2009	827,526	SF City ID Weblink
Oakland	2013	440,646	Oakland City ID Weblink
Richmond	2014	116,448	Richmond City ID Weblink

The City of Los Angeles approved a municipal ID card program in 2012, modeled after Oakland's system. However, due to financial and administrative barriers including vendor selection and cost concerns, the City of LA never fully implemented program.

Requirements of a Municipal ID Program

Implementing a municipal ID program in San Fernando would require substantial resources. The City would need card-printing equipment, specialized software, cameras, and dedicated staff to manage the program. Estimated startup costs for the first two years are \$400,000–\$500,000, including two full-time staff. Ongoing annual costs for one full-time position, equipment maintenance, and operations are estimated at \$100,000–\$150,000.

Municipal ID programs are designed to be inclusive, requiring proof of identity and residency. Accepted documents typically include passports, consular IDs, school records, birth certificates, utility bills, lease agreements, and bank statements. Programs often allow youth applicants (with consent) and offer fee waivers for seniors, low-income residents, and individuals experiencing homelessness.

The application process generally requires an in-person appointment where documents are reviewed, a photo is taken, and the card is issued. This process requires a private office for document review and photo capture, as well as a designated waiting area. Due to limited space at City Hall and other facilities, identifying and outfitting an appropriate service location would be difficult.

Programs also require strong privacy protections, bilingual support, ADA accommodations, and outreach through community partners.

Receive Information on the Feasibility of Implementing a Municipal Identification Card Program

Page 3 of 3

After reviewing feasibility, staff identified significant administrative, spatial, and long-term cost considerations. Resource limitations, data privacy requirements, dedicated staffing needs, and facility constraints all present challenges to successful implementation.

Alternatively, the City could contract with a third-party vendor to operate the program. However, no small cities in the region (under 100,000 population) currently use this model, making vendor availability and costs difficult to project. A Request for Proposals would be necessary to explore this option.

Existing County and State Options

Residents currently have access to identification alternatives that support many of the same needs as a municipal ID program:

- County Library Card serves as identification for accessing County library services and certain community programs,
- LA Metro TAP Card with Photo ID provides verification for discounted transit fares.
- California ID Cards for All (AB 1766) will allow all Californians, regardless of immigration status, to obtain a standard California ID card from the DMV by 2027. While not a REAL ID, this card is widely accepted for state and local services, including housing, healthcare, banking, and municipal programs.

These options offer broader utility, stronger legal recognition, and significantly lower cost than creating a new municipal ID program. San Fernando residents can rely on these County and State services to meet identification needs without requiring the City to establish a separate system.

BUDGET IMPACT:

There are no impacts to the budget at this time to receive and file this report.

CONCLUSION:

It is recommended that the City Council receive and file the information report on the feasibility of implementing a Municipal ID Card program; and provide direction to staff, as necessary.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: November 17, 2025

Subject: Discussion and Consideration to Transition the Downtown Master Plan to a Targeted Implementation Phase and Authorize the City Manager or designee to execute a Fourth Amendment to the Professional Services Agreement with Dudek Consulting Group to Amend the Scope of Work

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve the Transition of the Downtown Master Plan to a Targeted Implementation Phase by preparing an Opportunity Site Analysis; and
- b. Authorize the City Manager or designee to execute a Fourth Amendment to the Professional Services Agreement with Dudek Consulting Group to amend the scope of work (Attachment "A") to transition the Downtown Master Plan effort to a Targeted Implementation Phase.

BACKGROUND:

1. On June 9, 2022, the City issued a Request for Proposals (RFP) to qualified consultants to prepare a Downtown Master Plan, which included a Downtown Vision that will serve as a critical and important guide for future development concerning change in Downtown San Fernando with an initial budget of \$50,000.
2. On July 19, 2022, seven (7) proposals were received from: The Arroyo Group, Dudek Consulting Group, RRM Design Group, HDL, Infrastructure Engineering, Los Angeles Neighborhood Initiative (LANI), and SWA Group.
3. On September 6, 2022, the City Council approved an additional \$250,000 from the American Rescue Plan Act (ARPA) funds for the preparation of a Downtown Master Plan for a total of \$300,000 including the first round of budget allocation of \$50,000.

Discussion and Consideration to Transition the Downtown Master Plan to a Targeted Implementation Phase and Authorize the City Manager or designee to execute a Fourth Amendment to the Professional Services Agreement with Dudek Consulting Group to Amend the Scope of Work

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4. On January 3, 2023, the City Council created the Economic Development/Downtown Master Plan Ad Hoc Committee consisting of Councilmember Cindy Montañez and Councilmember Mary Solorio to work with staff to move the City's economic development efforts forward.
5. On February 5, 2023, the Economic Development/Downtown Master Plan Ad Hoc Committee reviewed submitted proposals for the Downtown Master Plan and developed recommendations to City Council for selection of a consultant and an outreach plan for the Downtown Master Plan.
6. On April 17, 2023, the City Council approved Contract No. 2147, a Professional Services Agreement with Dudek in an amount not-to-exceed \$313,975, for preparation of the Downtown Master Plan.
7. On July 17, 2023, the City Council approved a Community Outreach and Engagement Plan for the Downtown Master Plan (Attachment "B") that included the formation of a Community Advisory Committee. The approved Community Outreach and Engagement Plan changed the Scope of Work and reduced the total cost for the Downtown Master Plan to \$297,675.
8. On October 2, 2023, the City Council discussed the formation of the Community Advisory Committee (CAC) for the Downtown Master Plan, agreeing to allow each Councilmember to recommend up to two (2) nominees for inclusion in the CAC.
9. On March 11, 2024, the Economic Development/Downtown Master Plan Ad Hoc Committee received a presentation from staff and consultant team on the Downtown Master Plan (DTMP) and outreach and engagement methodology.
10. On April 11, 2024, the first CAC meeting was held with 14 appointed community members, representing residents, property/business owners, developers, and local community/neighborhood-based organizations.
11. On April 27, 2024, a community outreach event ("Walking Workshop") was held at the Civic Center Parking Lot located at the corner of Maclay Ave. and First St., which consisted of a 1-mile walking tour throughout the downtown, and gathered input from approximately 40 participants.
12. On September 16, 2024, the City Council and Planning and Preservation Commission (Commission) held a joint meeting to discuss existing conditions analysis and outreach findings from Phase 1 of the Downtown Master Plan, and to provide input for Phase 2. Input from the Commission and City Council consisted of the following: the need for additional time to review the information presented, creating a San Fernando identity, supporting existing local businesses, creating open space opportunities, and addressing parking concerns. The discussion was continued to October 7, 2024.

Discussion and Consideration to Transition the Downtown Master Plan to a Targeted Implementation Phase and Authorize the City Manager or designee to execute a Fourth Amendment to the Professional Services Agreement with Dudek Consulting Group to Amend the Scope of Work

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13. On October 7, 2024, a continued joint Public Hearing was held by the City Council and the Commission to continue discussing Phase 1 of the Downtown Master Plan; however, the item was not discussed and the public hearing was continued to a date uncertain.
14. On June 11, 2025, the Economic Development/Downtown Master Plan Ad Hoc Committee received a presentation from staff and the consultant to discuss options for next steps on the Downtown Master Plan. The Ad Hoc Committee supported the proposal to transition the Downtown Master Plan to a targeted implementation phase, which involves conducting an Opportunity Site Analysis to explore potential development on City owned property within the downtown area.

ANALYSIS:

The Downtown Master Plan serves as a comprehensive guide that outlines a community's long-term vision for the downtown. It provides a platform for residents, business and property owners, local organizations, and other stakeholders to share ideas and help shape the future of a downtown. Through a collaborative effort, the community defines goals and priorities for economic growth, public spaces, mobility, and design, setting the foundation for a vibrant, connected, and thriving downtown.

Since June 2023, the City has been working on the preparation of a Downtown Master Plan intended to establish a comprehensive vision to guide future growth and investment in Downtown San Fernando. Since the last joint meeting of the City Council and the Commission held on October 7, 2024, staff and the City's consultant have continued to evaluate progress made to date and to discuss potential next steps.

On June 11, 2025, the Economic Development/Downtown Master Plan Ad Hoc Committee convened to review several potential options for moving forward. A summary of the options discussed is provided below:

Option 1 – Opportunity Site Analysis for City-Owned Parking Lot

- Initiate an internal technical study focused exclusively on evaluating the development potential of City-owned parking lots and identifying opportunities for potential public-private partnerships.
- Assess feasibility, infrastructure needs, and consistency with existing zoning regulations.
- Conduct a Hotel Feasibility Analysis

Discussion and Consideration to Transition the Downtown Master Plan to a Targeted Implementation Phase and Authorize the City Manager or designee to execute a Fourth Amendment to the Professional Services Agreement with Dudek Consulting Group to Amend the Scope of Work

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Option 2 – Public Realm Visioning Plan

- Prepare a vision plan articulating a clear vision statement, goals, and guiding principles for enhancing the public realm.
- Develop actionable recommendations for improvements to streetscapes, pedestrian areas, and public spaces.

Option 3 – Update to the San Fernando Corridors Specific Plan (SP-5)

- Utilize findings from Phase 1 of the Downtown Master Plan, including analyses of land use, economics, parking, and the built environment, along with community feedback, to inform updates to SP-5.
- Ensure consistency with current community needs and emerging development trends.

At the conclusion of the meeting, the Ad Hoc Committee recommended moving forward with **Option 1 – Opportunity Site Analysis for City-Owned Parking Lot Development** as the preferred approach. This option provides a focused, data-driven evaluation of City-owned parcels, enables a clearer understanding of development feasibility and market potential, and positions the City to make well-informed decisions about future investment and implementation strategies.

Proceeding with Option 1 will transition the Downtown Master Plan to a targeted implementation phase, building on the data gathered through the community outreach process. This transition will allow the City to immediately begin promoting development opportunities in the downtown area. While the Downtown Master Plan was intended to identify the community's vision for the economic vibrancy of the downtown, the Opportunity Site Analysis offers a more targeted and actionable approach for facilitating development. By focusing on specific City-owned sites and evaluating their development potential, the analysis will better equip the City to attract investment that aligns with the community's goals for a vibrant downtown.

The Opportunity Sites Analysis will focus on the following three (3) sites:

1. Civic Center (City Hall, Public Works, Police, and adjacent parking lots)
2. City-owned lot at 1320 San Fernando Rd
3. Consolidation of City-owned Parking Lots 8 and 10

The analysis will evaluate the development potential of the three (3) underutilized, City-owned lots as mentioned above, including site feasibility, market demand, infrastructure capacity, and regulatory considerations. It will also identify strategies to attract private investment for hotel, commercial retail, or mixed-use (retail and housing) projects. By targeting these key sites, the City can more effectively advance its economic development objectives immediately and support the long-term revitalization of Downtown San Fernando in a strategic and focused manner.

Discussion and Consideration to Transition the Downtown Master Plan to a Targeted Implementation Phase and Authorize the City Manager or designee to execute a Fourth Amendment to the Professional Services Agreement with Dudek Consulting Group to Amend the Scope of Work

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Upon completion of the Opportunity Sites Analysis, the next steps include preparing and releasing a RFP inviting qualified developers to submit proposals consistent with the community's vision and the findings of the opportunity site analysis. Additional efforts will include marketing and retail recruitment to position the City for successful revitalization in the Downtown area. The results of this effort will provide a clear, data-driven foundation for guiding future public-private partnerships.

BUDGET IMPACT:

There is no fiscal impact associated with this request. The remaining funds budgeted for the preparation of the Downtown Master Plan is approximately \$97,602 and will be redirected for the transition.

CONCLUSION:

It is recommended that the City Council approve the transition of the Downtown Master Plan to a targeted implementation phase by preparing an Opportunity Site Analysis; and to authorize the City Manager or designee to execute a Fourth Amendment to the Professional Services Agreement with Dudek Consulting Group to amend the scope of work (Attachment "A") to reflect the transition.

ATTACHMENT:

- A. Revised Scope of work
- B. Community Outreach and Engagement Plan for the Downtown Master Plan

Task 6.0 – NEW – Opportunity Sites Studies

Dudek and HR&A will develop and study one (1) development concept on each of the following three (3) opportunity sites, as pre-identified by City staff:

1. Civic Center Public Parking Lot
2. City-owned lot at 1320 San Fernando Rd
3. Consolidation of Parking Lots 8, 10, and Tesla Charging Station

The development concepts will reflect potential market opportunities across housing, retail, and parking, as well as the potential for hotel and movie theater uses that promote physical and financial feasibility and revenue generation, and are consistent with our findings from analysis and community outreach and engagement conducted to date. The development concepts are meant to embody the community's vision for the downtown.

Cognizant of the constraints identified in the existing Corridors Specific Plan (such as height and intensity maximums, setbacks, and parking provisions), as well as the physical constraints inherent in site conditions (such as parcel width/depth and adjacencies), Dudek will test the physical feasibility of these development concepts and study variations in land use mix, dwelling unit mix, building typology, parking, and open space.

HR&A will then prepare preliminary estimates of the residual land value on each of the concepts. We will estimate the relative financial feasibility of each scenario using general estimates of completed project value, total development costs, and an allowance for developer profit. If the initial results indicate a negative residual land value, we will conduct a round of sensitivity tests to understand which variables have the greatest impact in achieving financial feasibility (e.g., reduction of parking provisions, etc.).

These studies will provide City staff with vetted, objective, market-realistic, technical information to guide internal next steps regarding key publicly-owned properties in the downtown. Potential next steps may include solicitation of prospective development partners, investors, and retailers, as well as marketing, to manifest potentially catalytic projects for Downtown San Fernando.

Task 6.0 Deliverables:

- Physical and financial feasibility studies for up to three (3) opportunity sites as identified above, supported by plan drawings, diagrams, sketches, precedent/case study imagery and information, program summary, as well as a financial feasibility breakdown in presentation format.
- Presentation to City staff at up to one (1) meeting
- Presentation to the Ad Hoc Committee or City Council at up to one (1) meeting

THE CITY OF
SAN FERNANDO

DOWNTOWN MASTER PLAN

"GUERNICA TO HOME"
BY STAN NACHEZ

OUTREACH & ENGAGEMENT PLAN

DRAFT LAST UPDATED 7/9/2023

Table of Contents

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- a) Consistency with the City's Community Engagement Framework
- b) Purpose (Why?)
- c) Outcomes (What?)

2. Overall Approach

- a) Who is San Fernando?
- b) Why your input matters
- c) How to overcome barriers

3. Outreach and Engagement Methods (How and Who?)

- a) Summary
- b) Inform
- c) Consult (with City)
- d) Consult (with Leaders)
- e) Consult (with Community)
- f) Collaborate
- g) Other

4. Overall Schedule (When?)

5. Evaluating Feedback

1. Introduction

1. Introduction

- This Outreach and Engagement Plan was prepared for the San Fernando Downtown Master Plan (“the project”).
- It is consistent with the goals, principles, and standards for community engagement set forth by the City’s Community Engagement Framework to achieve the goal of creating a more inclusive, transparent, and participatory base of residents, businesses, and visitors.
- It is considered a “living document” and can be amended throughout the life of the project to allow for the most appropriate methods to effectively engage the community.



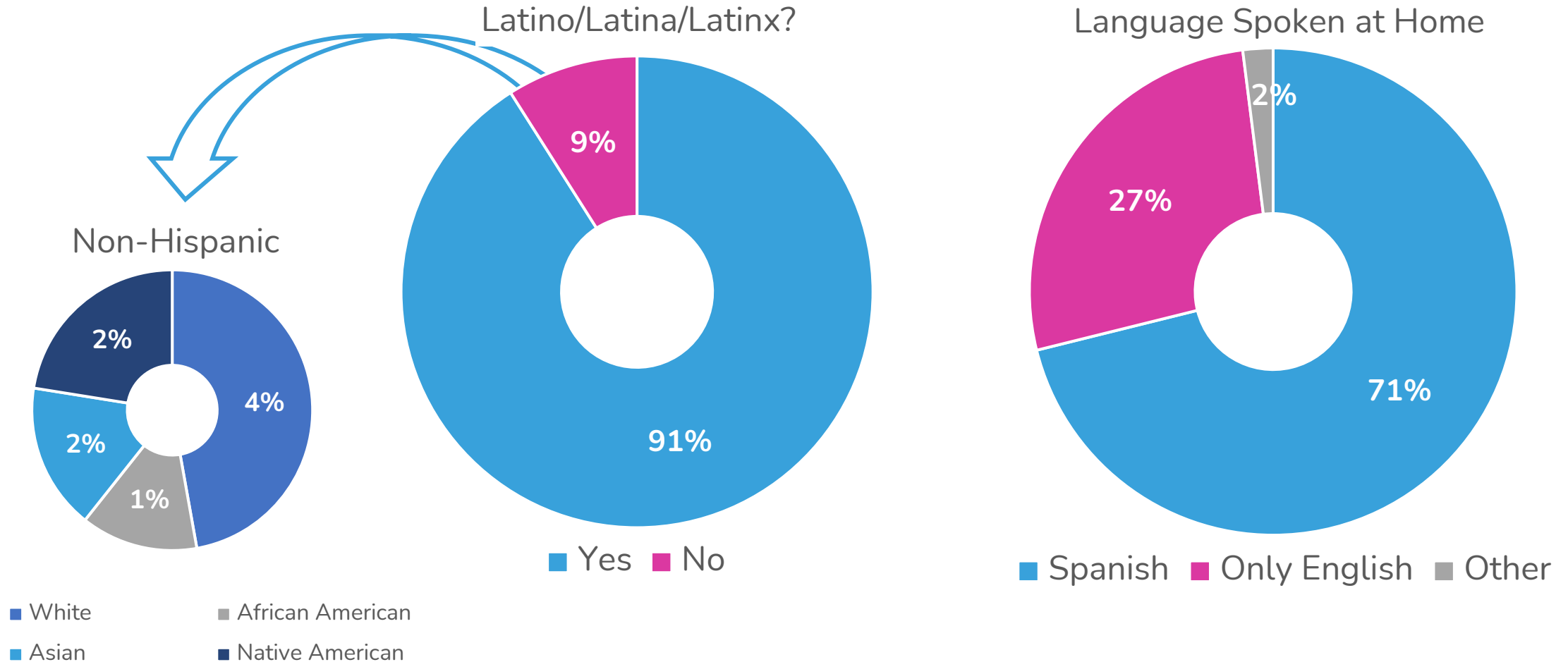
1. Introduction

- **PURPOSE OF THE OUTREACH & ENGAGEMENT PLAN (WHY?):**
 - ✓ Establish and execute an inclusive, accessible, and transparent outreach and engagement process that allows community members to provide meaningful input that will shape the future of their downtown.
- **OUTCOMES OF THE OUTREACH & ENGAGEMENT PLAN (WHAT?):**
 - ✓ An informed public
 - ✓ Participation by a varied cross-section of community members
 - ✓ Constructive feedback to help inform the work
 - ✓ A vetted, collective, and community- and stakeholder-driven vision for Downtown San Fernando

2. Overall Approach

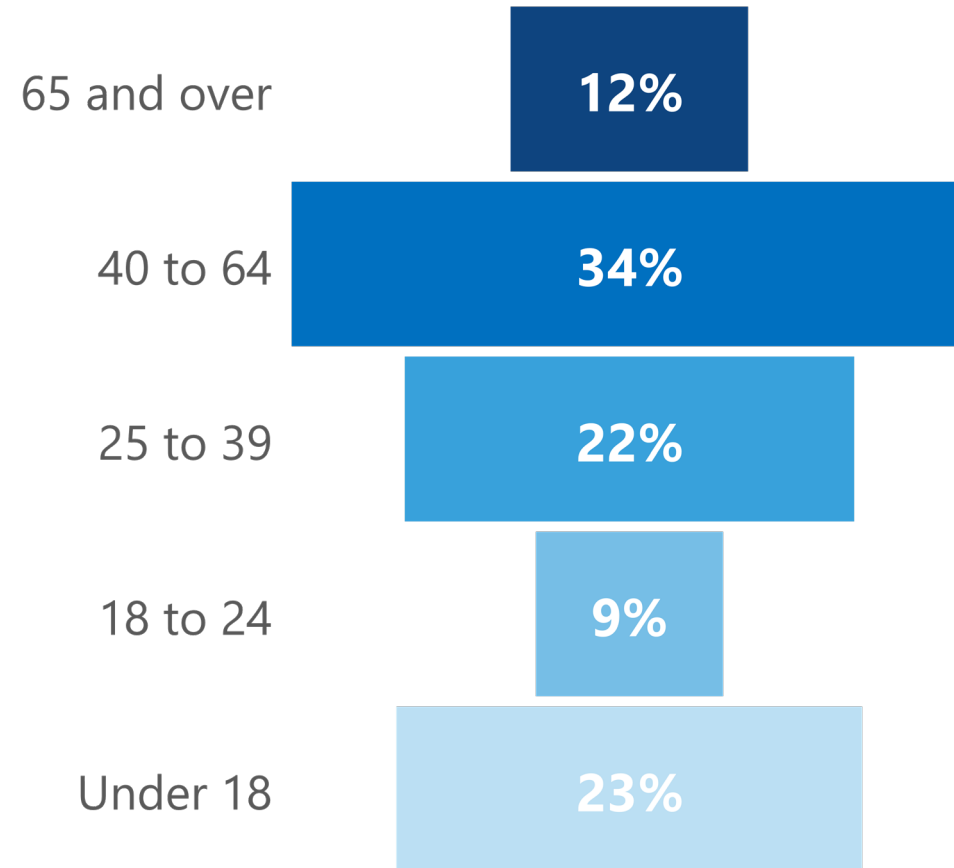
a. Who is San Fernando?

COMMUNITY SNAPSHOT: DEMOGRAPHICS



a. Who is San Fernando?

COMMUNITY SNAPSHOT: DEMOGRAPHICS



b. Why your input matters

- **Make your voice heard** - participate in the democratic process that openly invites, welcomes, and values everyone's input.
- **Have a hand in shaping the future** – tell us about your ideas, issues, concerns, and aspirations for a better Downtown San Fernando. All ideas are welcome!
- **Participate in a shared process** – join others in developing a collective vision for YOUR downtown which is a shared and valued asset for the entire community.



c. How to overcome barriers

A multi-pronged approach to engage the community in a variety of ways that maximizes opportunities for input.

- **MULTI-METHOD:** Engage across multiple formats and platforms, whether online or off-line, digital or physical.
- **MULTI-LINGUAL:** Engage in both English and Spanish, using accessible, inclusive, and user-friendly messaging.
- **MULTI-LOCATIONAL:** Engage by “meeting people where they are,” rather than expecting them to come to us.
- **MULTI-GENERATIONAL:** Engage everyone across the age spectrum from youth to seniors.

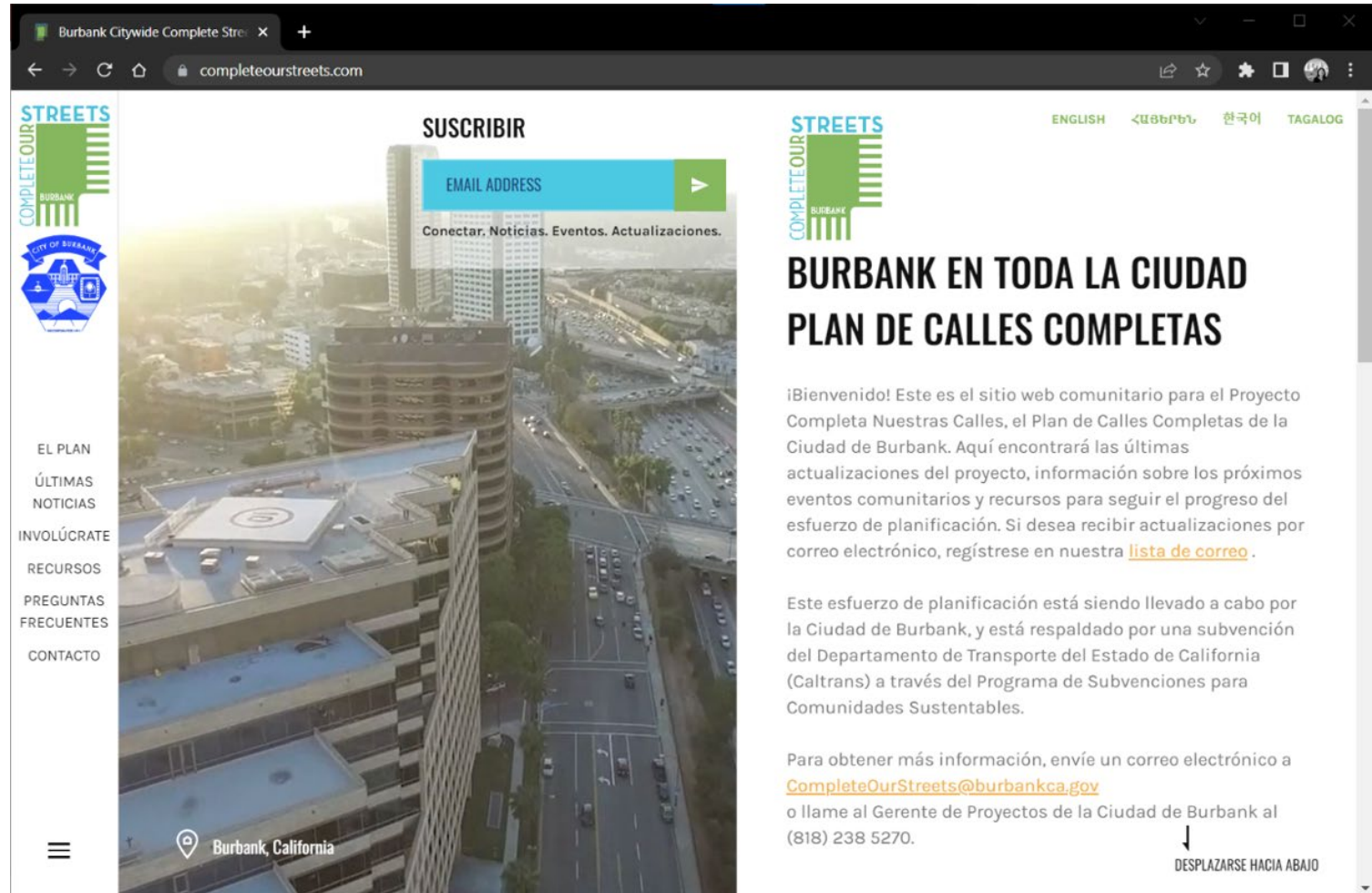
3. Outreach and Engagement Methods

a. Summary of Methods

APPROACH	METHOD	DEVICE	TARGET AUDIENCE
INFORM	Website	Computer, smartphone	• Anyone with personal or public computer/phone internet access (e.g., library, school)
	Social Media	Computer, smartphone	• Anyone with personal or public computer/phone internet access (e.g., library, school) • Youth or tech-savvy people
	Flyers	In-person	• Patrons of local businesses, City Hall or other City facilities, e.g., community centers, parks, etc.
	Informational Mailer	Physical mail	• All listed addresses in the city
CONSULT	With City staff	In-person or virtual meetings	• City staff and departments
	With City leaders		• Ad-Hoc Economic Development Committee comprised of 2 select Councilmembers
	With Community leaders		• Advisory Committee comprised of select community leader members.
	Online Survey	Computer, smartphone	• Anyone with personal or public computer/phone internet access (e.g., library, school) • Randomly selected participants across a varied demographic cross-section with a listed phone number (either landline or cell), or email address in the city
	Phone Survey	Phone (landline or cell)	• Randomly selected participants across a varied demographic cross-section with a listed phone number (either landline or cell) in the city
	Text (to Online Survey)	Smartphone	
	Email (to Online Survey)	Computer, smartphone	• Randomly selected participants across a varied demographic cross-section with a listed email address in the city
	Door-to-Door Survey	In-person	• Available residential occupants
COLLABORATE	Walkshop	In-person	• Anyone with expressed interest in the project • Invited participants via project collateral or channels • Random passerby in Downtown, such as patrons or employees of local businesses, visitors to the Downtown, etc.
	Model-Building Pop-Up	In-person	
	Showcase/Open House	In-person	
OTHER	Public Hearings	In-person	• Anyone with expressed interest in the project • Invited participants via project collateral or channels
	Website Comment Box	Computer, smartphone	• Anyone with personal or public computer/phone internet access (e.g., library, school)
	Comment Card	In-person	• Patrons of local businesses, City Hall or other City facilities, e.g., community centers, parks, etc.
	Email City PM	Computer, smartphone	• Anyone with personal or public computer/phone internet access (e.g., library, school)
	Call City PM	Phone (landline or cell)	• Anyone with access to a phone

b. Inform: Website

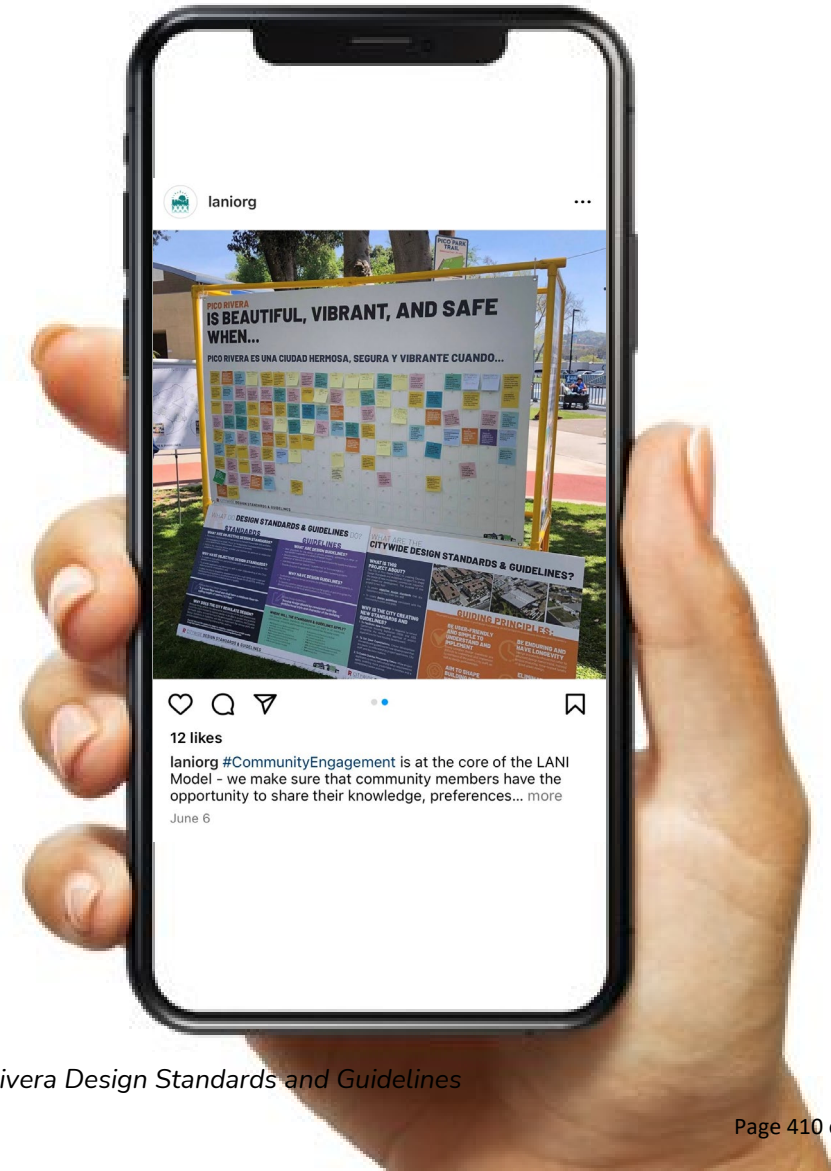
- **What:** A go-to online resource for the community to access to project information, upcoming outreach events, project documents, FAQs, and easily sign up for updates.
- **How:** Accessible online from a computer or smartphone.
- **When:** Available throughout the life of the project, launching summer 2023.
- **Target Audience:** Anyone with access to the internet.



Example: Burbank Complete Streets Plan website

b. Inform: Social Media

- **What:** Digital content that is easily viewed and shared on web-based applications. Provides an easy and instantaneous way to publish announcements, event invitations, and project information to potentially hundreds or thousands of followers.
- **How:** Via the City's existing Instagram and Facebook accounts.
- **When:** Posts at project milestones and during events.
- **Target Audience:** Anyone with access to the internet, especially youth and tech-savvy people.



Example: Pico Rivera Design Standards and Guidelines

b. Inform: Project Flyers

- **What:** Digital and printed project information, to be distributed before community events.
- **How:** Digital flyers can be circulated via email blast. Printed flyers can be distributed to local businesses or maintained at City facilities. Optional: printed ads in the San Fernando Valley Sun, street/lamp post banners, and/or storefront decals.
- **When:** Before community events.
- **Target Audience:** Patrons of local businesses, City Hall, or other City facilities, such as community centers, parks, etc.



Example: Old Town Newhall Specific Plan Flyer

b. Inform: Citywide Mailer

- **What:** Project noticing to every property within San Fernando to reach residents, business and property owners.
- **How:** 5x7 postcard with project information and schedule, as well as a link and QR code to project website and online survey.
- **When:** Summer 2023
- **Target Audience:** All listed addresses in San Fernando.



Example: San Fernando Community Survey postcard

c. Consult (with City staff)

- **What:** On-going coordination with core City staff team, as well as as-needed consultation meetings with select departments to share project progress, solicit feedback, and inform recommendations.
- **How:** Engage various City departments to understand current programs, initiatives and planning efforts for downtown.
- **When:** During bi-weekly project meetings, as needed.
- **Target Audience:** City staff



Example: Mira Mesa Community Plan Update City staff meeting

d. Consult (with Leaders)

AD-HOC ECONOMIC DEVELOPMENT COMMITTEE

- **What:** Focused discussions with the City's Ad-Hoc Development Committee to share project progress, solicit feedback, and inform recommendations.
- **How:** Virtual meetings.
- **When:** Meet a total of three (3) times during the project.
- **Target Audience:** Two (2) selected Councilmembers.



COUNCILMEMBER
CINDY MONTAÑEZ



COUNCILMEMBER
MARY SOLORIO

d. Consult (with Leaders)

ADVISORY COMMITTEE

- **What:** Focused discussions with the Advisory Committee to share project progress, solicit feedback, and inform recommendations. Leverage respective networks within the community to encourage participation.
- **How:** In-person and/or virtual meetings.
- **When:** Meet a total of three (3) times during the project.
- **Target Audience:** Up to twelve (12) community members recommended by City Council representing a diverse range of interests in the community.

Potential Advisory Committee Members:

- ✓ Resident leaders
- ✓ Property owners
- ✓ Business owners
- ✓ Commercial real estate brokers
- ✓ Developers
- ✓ Local community-based or advocacy organization or associations, e.g., Downtown San Fernando Mall Association, Chamber of Commerce

e. Consult (with Community)

MULTI-MODE SURVEY – ADDED NEW

- **What:** Conduct a statistically accurate, inclusive, multi-mode survey among residents of San Fernando. The survey will match the demographics of residents.
- **How:** Using a **multi-mode and multi-lingual methodology**, meaning that the survey will reach residents how they prefer to communicate - by telephone (on land lines and mobile phones) with live interviewers or online connecting with residents through email and text message. The survey will be available in English and Spanish.

9:02

survey.alchemer.com

CITY OF BURBANK

City of Burbank Parks and Recreation Services

1. How would you rate the overall quality of the buildings at George Izay Park (also known as Olive Park) including Olive Recreation Center, Joslyn Center, Betsy Lueke Creative Arts Center and Burbank Little Theater, that you or other members of your household have utilized?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

☐ Very poor

☐ Unsure

2. Which of these activities describe what you or other members of your household do when visiting

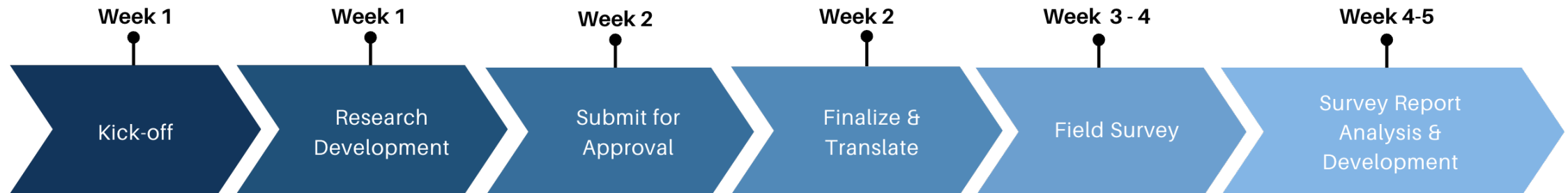
0%

Example of the mobile phone experience.

e. Consult (with Community)

MULTI-MODE SURVEY – ADDED NEW

- **Target Audience:** The representative sample of City of San Fernando residents will be secured from consumer and government databases that include all residents regardless of housing and immigration status, socio-economic and ethnic background. The results will also be reflective of all neighborhoods within the City.
- **When:**



Process

- Kick-off meeting
- Collect & analyze background information
- Finalize sampling plan
- Write survey questionnaire
- Send draft for review & edits
- Submit for approval
- Make requested edits
- Finalize survey
- Translate
- Administer survey
- Submit Draft Report for review
- Present results
- Ongoing consulting

e. Consult (with Community)

~~DOOR-TO-DOOR SURVEY~~ — TO REMOVE

- **RECOMMENDATION:**

- Remove the door-to-door survey from the list of available methods.
- Reallocate original budget to multi-mode survey instead.
- Based on industry experience, a door-to-door survey is not an efficient use of time and resources for this type of project. Given the overwhelming benefits of a multi-mode survey instead, we recommend forgoing the originally scoped door-to-door survey.

DRAWBACKS

- Difficult to achieve statistical accuracy for a demographically representative sample.
- Requires significant City resources.
- Not everyone will be willing to answer door (safety, privacy).
- Skews more favorable towards single-family occupants since multi-family occupants may be harder to reach (security, gates, etc.).

f. Collaborate: Walkshop

- **What:** In-person community event to “listen and learn” from the community about their impressions, aspirations, issues, and opportunities for the downtown.
- **How:** Curated walk of a select area facilitated by bilingual staff and printed collateral. Ideally held in conjunction with an already scheduled community event.
- **When:** Late summer 2023
- **Target Audience:** Anyone with expressed interest in the project; invited participants; random passerby in Downtown, such as patrons or employees of local businesses, visitors to the Downtown, etc.



f. Collaborate: Model-Build

- **What:** In-person community event to explore community visions and ideas through model-building, playing, and story-telling.
- **How:** Pop-up event with a hands-on model of Downtown San Fernando. Ideally held in conjunction with an already scheduled community event or in a highly-trafficked area, such as outside of a grocery store or at a park. Facilitated by bilingual staff.
- **When:** Winter 2023
- **Target Audience:** Anyone with expressed interest in the project; invited participants; random passerby in Downtown, such as patrons or employees of local businesses, visitors to the Downtown, etc.



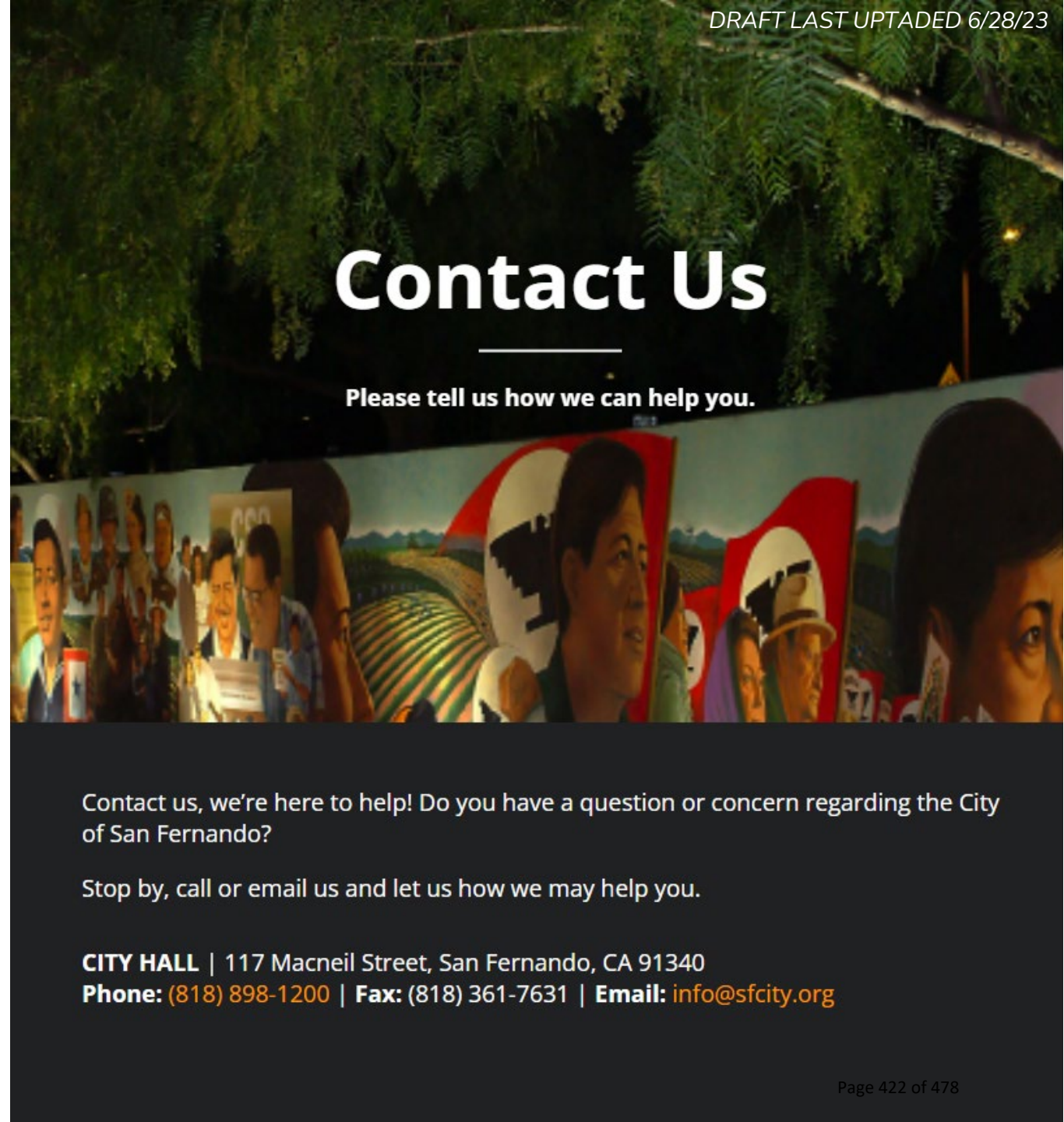
f. Collaborate: Showcase

- **What:** In-person community event to share the recommendations of the draft plan.
- **How:** Open-house or showcase style. Ideally held as a celebratory event with food, art, music, and community involvement. Can be held inside a vacant storefront over the course of multiple days, or in an outdoor space in conjunction with an already scheduled community event.
- **When:** Spring 2024
- **Target Audience:** Anyone with expressed interest in the project; invited participants; random passerby in Downtown, such as patrons or employees of local businesses, visitors to the Downtown, etc.



g. Other

- **What:** Other ways to provide feedback and/or to contact the project team.
- **How:**
 - Public hearings
 - Website comment box
 - Comment cards located at select locations
 - Call or email the City's Project Manager
- **When:** Anytime!
- **Target Audience:** Varies



Contact Us

Please tell us how we can help you.

Contact us, we're here to help! Do you have a question or concern regarding the City of San Fernando?

Stop by, call or email us and let us how we may help you.

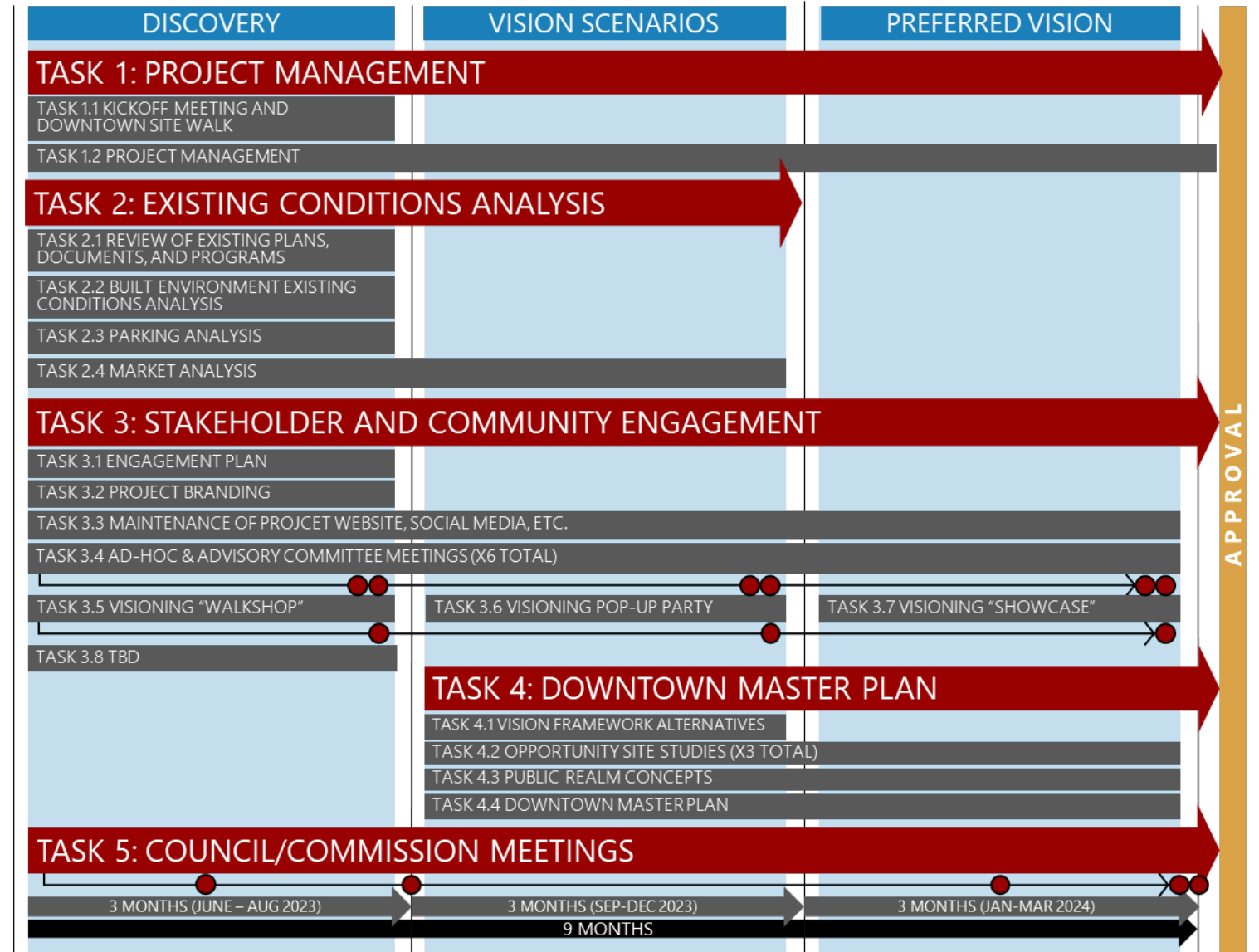
CITY HALL | 117 Macneil Street, San Fernando, CA 91340

Phone: (818) 898-1200 | **Fax:** (818) 361-7631 | **Email:** info@sfcity.org

4. Tentative Schedule

4. Tentative Schedule

- 9-month overall schedule
- 3 rounds of work
- 3 community events
- 6 committee meetings



5. Evaluating Feedback

5. Evaluating Feedback

- **What:** Determine what adjustments may be required to the outreach and engagement process based on participant feedback.
- **How:** Ask participants during events to better understand their experiences, reasons for participating, etc. After events, hold internal debriefs on effectiveness of outreach and engagement methods, lessons learned.
- **When:** After every community event
- **Target Audience:** Internal project team

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers
From: Councilmember Patty Lopez
Date: November 17, 2025
Subject: Discussion and Consideration to Co-Sponsor a San Fernando Christmas Parade

RECOMMENDATION:

I have placed this on the agenda (Attachment "A").

It is recommended that the City Council discuss and consider to approve Co-Sponsorship of the event, alongside local organizations, businesses, and community members. This sponsorship would allow the use of the city's logo and provide an opportunity to promote the parade through the city's official channels and webpages, highlighting the city's support for community engagement and local economic activity.

BACKGROUND/ANALYSIS:

1. See Attachment "A" that was submitted to request to agendize this item for the November 10, 2025 City Council meeting.
2. On November 10, 2025, the City Council continued discussion to the November 17, 2025 Regular City Council meeting directing staff to provide a list of special event requirements to the organization (Attachment "B"). The list was shared with the organization on November 10, 2025 and again on November 12, 2025.
3. On November 13, 2025, staff shared a list of additional information needed including identifying the level of collaboration needed between the City and the organizer of the parade (Attachment "C").

BUDGET IMPACT:

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

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration, including:
Exhibit "A": Letter of Support and Special Event Application
- B. List of Special Event Requirements to the Organization
- C. List of Additional Special Event Requirements to the Organization (PD and Admin Services)

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCIL MEMBER INFORMATION

NAME

Patty Lopez

TITLE

Council Member

ITEM INFORMATION

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

San Fernando Christmas Parade 2025

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

For more than three decades, our city has not hosted a Christmas parade. I believe that organizing this event would greatly benefit families, local businesses, and community members by providing an opportunity to come together and celebrate the spirit of our city. In addition to fostering community engagement and pride, the parade would also serve as a platform to promote and support local businesses, creating a positive economic and social impact.

The parade is scheduled for Saturday, December 13, 2025, from 2:00 PM to 4:00 PM. It will take place along Maclay Street, beginning at 8th Street and ending at 3rd Street.

ATTACHMENTS *Do you have any attachments to include?*

☒ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*

We propose that the city serve as a sponsor of the event, alongside local organizations, businesses, and community members. This sponsorship would allow the use of the city's logo and provide an opportunity to promote the parade through the city's official channels and webpages, highlighting the city's support for community engagement and local economic activity.

The support of all Council members would be highly meaningful and instrumental in making this event a success, demonstrating a unified commitment to community engagement and the celebration of our city's heritage.



909-770-6733

Emprendeformacionedu@gmail.com

3029 E Florence Ave. Huntintong park CA 90255

November 5, 2025

Honorable Mayor Mary Mendoza, Vice Mayor Mary Solorio,
Councilmembers Joel Fajardo, Victoria Garcia, and Patty Lopez
City of San Fernando

Subject: Request for Approval – San Fernando Christmas Parade 2025

Dear Mayor Mendoza, Vice Mayor Solorio, and Councilmembers,

My name is Doris Torres, Vice President of Emprende, a nonprofit organization dedicated to empowering communities through education, the arts, and cultural exchange. On behalf of our organization, I am pleased to formally request permission to host the San Fernando Christmas Parade on Saturday, December 13, 2025, from 2:00 p.m. to 4:00 p.m.

The parade will begin on 8th Street at Maclay Avenue and conclude at 3rd Street. A detailed route map will be distributed to all participants. This year's theme, "Navidad en Familia" (Family Christmas), celebrates unity, joy, and community spirit. We anticipate approximately 300 participants and spectators.

The purpose of this event is to promote community engagement, support local businesses, and celebrate cultural traditions. We believe this parade will bring joy to residents and visitors while highlighting the vibrant spirit of the City of San Fernando.

Our team has developed a comprehensive event plan covering logistics, public safety, and waste management. We are committed to collaborating closely with city officials and law enforcement to ensure a safe, organized, and enjoyable experience for everyone involved.

In addition to requesting approval to host the event, we would like to invite the City of San Fernando to participate as an official sponsor. Your partnership would enhance the event's success and demonstrate the city's continued commitment to community engagement and cultural enrichment.

As a sponsor, the City of San Fernando would be recognized through multiple platforms, including:

Event promotions and advertisements

Social media campaigns

On-site announcements and signage

Inclusion of the city logo on:

The event website

Social media graphics

Printed materials (flyers, posters, etc.)



909-770-6733
Emprendeformacionedu@gmail.com
3029 E Florence Ave. Huntintong park CA 90255

Event banners and signage

We also kindly request permission to use the City of San Fernando's official logo for promotional purposes. We will work closely with city staff to ensure compliance with all branding and usage guidelines.

We respectfully ask for your approval to host the parade, consideration of our sponsorship request, and authorization to use the city's logo. We look forward to collaborating with you to make this event a meaningful celebration for the entire community.

Thank you for your time and consideration. We are excited about the opportunity to partner with the City of San Fernando to continue building a stronger, more vibrant, and united community.

Warm regards,

Doris Torres
Vice President
Emprende Organization

Special Event Permit Application



THE CITY OF

SAN FERNANDO



THE CITY OF SAN FERNANDO MUST RECEIVE THIS COMPLETED APPLICATION 60 DAYS PRIOR TO THE START OF YOUR EVENT

Non Refundable Processing Fee: \$50.00
Please make checks payable to: City of San Fernando

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SPECIAL EVENT APPLICATION

The City of San Fernando celebrates many special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for residents and visitors. Depending on the nature of the events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to cultural enrichment of the community.

Special Event Permit Applications must be received by the City of San Fernando Recreation and Community Services no later than sixty (60) days prior to your event date and no more than one (1) year in advance of your date. In general, any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit. The Special Event Permit Application will be reviewed to set requirements and fees.

This Special Event Permit Application consists of a three (3) step process:

1. Complete the application. (Incomplete applications will not be accepted and will delay processing which could affect the availability of your preferred event date or location.)
2. Submit a copy of a photo ID and the complete application no later than sixty (60) days before your scheduled event with the processing fee of \$50.00 to the Department of Recreation and Community Services located at Recreation Park, 208 Park Avenue in San Fernando. If your application is submitted between fifteen (15) to thirty (30) days before your scheduled event the processing fee is \$90.00, or \$130.00 if submitted ten (10) days or less prior to the event. Cancellation fees may apply.
3. A City Representative will respond within 10 days regarding your Special Event Application to confirm receipt.

SUBMITTING YOUR SPECIAL EVENT PERMIT APPLICATION

Special Events will be classified as one of two (2) event classifications. Any user group or individual found to be intentionally misclassifying their event could be subject to financial penalty or restricted from future event permits.

Classification 1: Public

- Public Property and/or Property Parcel

A Special Event Permit application is required for the use of all or any portion of a public street, sidewalk, median, or alley by an organized assembly of more than 50 people.

- Park Facility

If you plan to hold your event at a city park, it is your responsibility to contact the appropriate division or facility manager within the Recreation and Community Services Department in order to coordinate the scheduling of your event. Special rules, regulations and restrictions unique to each site or facility may apply. See **Addendum A** for further information on regulations regarding the use of City parks.

Classification 2: Private

- Private Property:

A Special Event Permit application is required if the event on private property meets one (1) of the following criteria:

- The event is being held outside of the intended use of property (carnival or circus in parking lot, Petting Zoo, walking on street etc.)
- The event requires a temporary ABC license
- The event requires amplified sound and/or will require noise exceeding the City's noise ordinance
- The event requires external infrastructure (i.e. stages, tents, portable toilets, bleachers, etc.)
- The event requires use of any portion of a public right of way (i.e. sidewalk, street, median, alley, etc.)
- The event impacts local businesses and/or residents
- The event requires use of Vendors or Sale of Goods
- The event needs police or fire regulations, monitoring, and/or control

THINGS TO CONSIDER WHEN PLANNING A SPECIAL EVENT

As you begin planning for your event, think carefully about the impacts and benefits the event brings to the community. The following are some common problems that preliminary planning can help reduce:

- If your event requires a traffic control plan, remember that a street closure, even for two or three blocks, can affect traffic for miles around the venue due to event related traffic, and the rerouting of traffic around the closure.
- Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes churches, schools, businesses or residents?
- How does your event affect public transportation systems, such as the San Fernando Trolley, Metro Bus Line and freeway access? Are alternate routes available to accommodate daily use of these systems?
- Are you planning to serve alcohol at the event? How will the use of alcohol affect the mood, participant safety, and enjoyment of the event, as well as security needs and insurance costs?
- What type of music will be featured at the event? How will the noise level impact the surrounding neighborhood?
- Have you made plans to ensure that your event is accessible to the disabled? Disabilities include, but are not limited to, vision, hearing and physical limitations. Does your event plan block any access ramps? Is disabled parking readily available? Are TDD phones on site? Will portable toilets accommodate wheelchairs?

SPECIAL EVENT PERMIT APPLICATION PROCESS

The Application process begins when you submit to the Recreation and Community Services Department a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, permits, etc.). Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. We must receive all required items before issuing a Special Event Permit. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date.

We hope that you find these instructions helpful in completing your Special Event Permit Application. If you have questions regarding the permit process, please contact the Recreation and Community Services Department at (818) 898-1290.

On behalf of the City of San Fernando we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!

ACKNOWLEDGEMENT

This section of the Special Event Permit Application is intended to provide City staff with an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including, but not limited to, print, electronic, and internet formats. Please read all information and complete the entire application.

I, _____, on behalf of _____, (the organization I represent), certify that all foregoing pages in this Special Event Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulations, and guidelines specified herein and that which is included in this Special Event Application.

I, acting on behalf of _____, (the organization I represent), am authorized to commit that organization to agree to abide by the rules, regulations, and guidelines specified herein, and I will accept all responsibilities for any damage to City property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Applicant's Signature: _____ Date: November 3, 2025

APPLICATION INFORMATION

Name of Applicant/Responsible Party Doris Torres

Street Address 3029 Florence Avenue Apt/Unit/Suite _____

City Huntington Park State CA Zip Code 90255

Email Address _____

Daytime Phone _____ Cell Phone 818 256-5056 Fax _____

Name of Event Organizer/Producer (if different from Applicant) Patty Lopez

Street Address 432 North Brand Blvd Apt/Unit/Suite _____

City San Fernando State CA Zip Code 91340

Email Address mujeresalfainternacional@gmail.com

Daytime Phone _____ Cell Phone 661 502-7997 Fax _____
 Sponsoring Organization/Company Emprende Nonprofit Organization
 Contact Name Celia Rivas Contact Phone 323 529-2325
 Street Address 3029 Florence Avenue Apt/Unit/Suite _____
 City Huntington Park State CA Zip Code 90255

Event Contact for Public Information

Name _____ Phone _____
 Email Address _____
 Website _____
 On-site Contact Name _____ On-site Contact Cell Number _____

EVENT DETAILS

Event Name San Fernando Navidad en Familia / Family Christmas
 Event Location* Maclay Street Christmas Parade The parade will take place along Maclay Street, beginning at 8th Street and ending at 3rd Street.

** **Additional Documentation Required:** Please attach a copy of your overall event layout as well as any fenced areas and/or a route map for parades, runs, walks, marches, etc. Maps must include the location of the following: stages; bleachers; portable restroom facilities; alcohol dispensing areas; fencing line; entrances, exits and emergency exits; first aid; vendors; inflatables; rides; tents, canopies, booths or other temporary structures; and waste and recycling receptacles/dumpsters. For events with street closures, the site map and/or route map must include surrounding street names; directional arrows; twenty (20) foot emergency fire lane; street closure points; barriers/barricades; signs; start and finish area; water or first aid stations; and band/DJ locations.*

Event Date(s) 12/13/25 to 12/13/25 Event Hours (include registration time): 1pm to 4pm
 Set-up Date(s): 12/13/25 to 12/13/25 Set-up Times 1pm to 2pm
 Tear down Date(s): 12/13/25 to 12/13/25 Tear down Times 4pm to 4:30pm
 Number of Participants (units and floats for parades): 100-150 Number of Spectators/Guests: 300-500
 Step-off Time (applicable only for events with a route) beginning at 8th to _____
 Start Area (applicable for parades) 8th Street Finish Area 3rd Street
 Total Anticipated Attendance: Approximate 150

Type of Event (check all that apply):

☐ Run/Walk ☐ Park Festival ☐ Certified Farmers Market ☐ Concert
☐ Street Festival/Block ☒ Parade/Procession ☐ Protest/Rally/Demonstration ☐ Fundraiser
 Party

☐ Fireworks/Pyrotechnics	☐ Filming*	☐ Sports/Recreation	☐ Circus
☐ Carnival	☐ City Park Event	☐ Open to the Public	☐ Private
☐ Other _____			

*** Additional Permit Required:** In accordance with the City of San Fernando, the use of any public property for the purpose of making a motion picture or television production requires a film permit. All film and still photography permits are managed by the City of San Fernando Administration Department. See Addendum K for City Ordinance that may pertain to your event. A photography and film production permit can be obtained from the City of San Fernando Administration Department. See Addendum L for a Photography and Film Production sample permit and other permits required by the city

Has this event been produced before?	☒ No	☐ Yes
Is this an annual event?	☐ No	☒ Yes

Previous name(s), date(s) and location(s) of event: Unknown

Will there be an admission or entry fee? ☒ No ☐ Yes

Fee per adult _____ Fee per child _____

Event Description: (Provide a detailed description of your event. Attach additional pages or materials as needed.)

This Christmas parade is organized by community members, local businesses, and organizations that are actively supporting the residents of San Fernando with valuable resources. With the support of the City of San Fernando's government representatives, we are confident that this event will be a great success. We hope this parade will be the first of many to bring joy and pride to the families of San Fernando, creating a lasting legacy for future generations through one of the most beautiful celebrations of the year.

PARK USE

The City of San Fernando offers many public parks that can be used as a venue for your event. This application can be used to reserve a park for a special event. You are not required to submit an additional Park Use Application. Please see **Addendum A** for special park use rules.

STREET CLOSURE INFORMATION

There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event includes a street closure, you will need to submit a Traffic Control Plan (TCP). The Public Works Department will determine whether a professional TCP is required based on the location and type of street closure; or if the event will generate additional traffic or if existing traffic will be severely interrupted. The Public Works Department must approve the TCP before the Special Event Permit can be issued. Street closures can be subcontracted with approval from the City based on a case-to-case basis.

Street closure points must be manned at all times. In most cases, San Fernando Police Department officers may be required to facilitate the closure. The number of officers will depend on the location, type and nature of the closure. Applicant is responsible for hiring the officers and a separate contract will be issued for their service. In some cases, adult volunteers may be stationed at each closure point during the duration of the street closure (including set-up and tear down times). Use of volunteers will be determined by City staff.

Event will occupy: ☐ One lane ☒ Two lanes ☐ Half of street ☐ Full street

Closure type: ☒ Rolling Street closure (streets opens to normal traffic after participants pass)
☐ Hard Street closure (street closed for an extended period of time and/or event equipment will be placed in street for the duration of the event; no vehicle access)

Name of street(s) to be closed (Attach additional pages as needed; or for moving events such as parades, runs, walks, marches, etc. indicate "see route" and attach a map):

Maclay	8th Street	3rd Street	2pm	4pm
Street name	between	and	start time	end time
_____	_____	_____	_____	_____
Street name	between	and	start time	end time
_____	_____	_____	_____	_____
Street name	between	and	start time	end time
_____	_____	_____	_____	_____
Street name	between	and	start time	end time

REGIONAL TRANSIT

Any proposed route along or crossing light rail tracks cannot impede train movements. Trains must be allowed to proceed without interruption. The San Fernando Public Works and Regional Transit will provide input whether or not any proposed route affecting their right of way can be accommodated.

Keeping bus detours to a minimum is appreciated. When detours are necessary, lead time for notifying Public Works is required.

PARKING PLAN

When planning your event, it is important to consider the impact on public parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will need to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests.

The City of San Fernando has a number of parking facilities that may be available for your event. You may reserve metered and unmetered parking spaces on a City street for your event. Or, if your street closure denies access to metered or unmetered parking spaces for an extended period of time, you will be required to reserve those parking spaces. When parking spaces are reserved, City staff will post “No Parking/Tow Away” signs 72 hours in advance of the event for a fee. Additionally, if the spaces you reserve are metered spaces, and the meters will be in service during the time of your reservation, you will be charged a lost revenue fee per meter.

ACCESSIBILITY

As an event organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

You need to consider the following accessible as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see “Restrooms” for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map/ program must be provided to attendees indicating the location of accessible rest-rooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant’s non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. You may be required to attach more detailed information.

Will there be a clear path-of-travel throughout your event venue? Please describe.

Yes, there will be a clear and accessible path of travel throughout the event venue. All areas of the parade route and activity zones along Maclay Street will be designed to ensure unobstructed access for individuals with disabilities. Designated accessible pathways will connect viewing areas, restrooms, vendor locations, and first aid stations. Signage will be provided to guide attendees to accessible routes, parking, and facilities in compliance with ADA requirements

Have you developed a Parking and/or Transportation Plan for your event? Please describe.

We are in the process of forming a task force to develop and implement a comprehensive Parking and Transportation Plan that will meet all required guidelines and ensure the smooth operation of the event.

Will a minimum of 10% of portable restrooms at your event be accessible? Please describe.

Will all food, beverage and vending areas be accessible? Please describe.

N/A

If all areas of your event venue cannot be made accessible, will maps or programs be made available to show the location of accessible restrooms, parking, telephones (if any), drinking fountains, and first aid stations? Please describe.

Yes, if any areas of the event venue cannot be made fully accessible, maps and programs will be made available to all attendees. These will clearly indicate the locations of accessible restrooms, parking areas, drinking fountains, first aid stations, and any other key facilities. Directional signage will also be provided.



SITE PLAN & ROUTE MAP

To ensure appropriate review of your event, it is preferred that you submit blueprints or computer assisted drawings (CAD) of your event site plan. This is applicable for moving routes and fixed venues. If blueprint or CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted on an 8 1/2" x 11" or 8 1/2" x 14" standard format. If blueprints are necessary, a minimum of four (4) copies should be included with your permit application.

Based on your event site plan and components, the Building Official and/or the Los Angeles Fire Department may require an inspection of your venue at your cost before and/or during the event.

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms/stages, tents and membrane structures as well as other similar

structures, the Building Official may require the issuance of Building Permits. Please provide all necessary specifications and details to facilitate the structural review, permit issuance as well as any related site inspections required by the Building Official. This process may require more than (45) calendar days based on the size, number and scope of the proposed temporary construction.

Your event site plan/route map must include but not be limited to:

- An outline of the event venue, including the names of all streets and moving routes of any kind. Indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provisions for a minimum of twenty-foot (20') emergency access lanes throughout the event venue. The location of all first aid facilities.
- The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, and dumpsters, and other temporary structures.
- Location of generator(s) with source of grounding and/ or source of electricity.
- Identification of all ADA accessible areas that meet standards, pedestrian access, and requested street closures.
- Other related event components not listed above.

SAFETY EQUIPMENT

If your event involves public right-of-way closures or encroachments, you will be required to obtain traffic safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted. Depending upon the type of event, barricades, traffic cones, directional signage, etc. may be required. The Public Works Department will review your submitted site plan for cost estimates and requirements. The Public Works Department has final authority to determine safety equipment requirements.

Will your event involve the use of traffic safety equipment?

No



Yes

If yes, please list: _____

Equipment Company: _____

Address: _____
Street
City
State
Zip Code

Telephone Number: _____
Day Evening Mobile Fax

Equipment Set-up: _____
Date _____ Time _____

Equipment Pick-up: _____
Date Time

ALCOHOL MANGEMENT PLAN

Alcohol service and consumption on public property is allowed by Special Event Permit only. If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate license from the California Department of Alcoholic Beverage Control (ABC).

Are you requesting permission to serve alcohol at your event?

☒ No

☐ Yes

To qualify for this Special Daily License, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. Commercial enterprises and caterers are subject to different requirements. Please contact ABC for permit information or see **Addendum B**.

ABC's Contact Information:

North & Northwestern parts of Los Angeles County
 6150 Van Nuys Blvd., Room 220
 Van Nuys, CA 91401
 (818)901-5017
 (818)785-6731 FAX
VNY.Direct@abc.ca.gov

- Instructions for Obtaining a Daily License
<https://www.abc.ca.gov/FORMS/ABC221I.pdf>
- Daily License Application/Authorization (Special One-Day Event Permit)
<https://www.abc.ca.gov/FORMS/ABC221-2010.pdf>
- Information for Special Daily Licenses
<http://www.abc.ca.gov/FORMS/ABC532.pdf>

Will the alcohol be sold to the attendees?

☒ No

☐ Yes

Type of Alcohol(check all that apply):

☐ Beer

☐ Wine

☐ Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

N/A

Explain your method(s) of serving:

N/A

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

N/A

How many alcohol service locations will you have and where will they be located (please include on site map):

N/A

Explain how IDs will be checked, wristbands applied and how you will monitor any underage drinking:

N/A

Is the event open to all ages?

☐

No

☒

Yes

Do you have an alcohol sponsor?

☒

No

☐

Yes

MEDICAL/FIRST-AID PLAN

Have you made provisions for on-site medical services?

☒

No

☐

Yes

If yes, please describe your medical plan:

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Telephone: _____
Day Evening Mobile Fax

Will generators as a power source be used? ☐ No ☐ Yes

If yes, what type _____ How many: _____

If using licensed power company, please complete the following:

Name of the Company: _____

Address: _____
Street City State Zip Code

Telephone: _____
Day Evening Mobile Fax

Does the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics? ☒ No ☐ *Yes

If yes, explain:

*** Additional Documentation Required:** The license holder must submit a letter of intent and shoot schedule. The Los Angeles Fire Department will request required documentation.

Does the entertainment include any inflatables?

☒

No

☐

Yes

If yes, explain:

Does the entertainment include carnival rides?

☒

No

☐

*Yes

If yes, explain and include on site plan:

*** Additional Documentation Required:** The carnival company must submit a letter of intent, and include the C Numbers of each ride, required insurance documentation, and will be required to obtain a business license.

Does the entertainment include animals? (petting zoo, pony rides, etc.)

☒

No

☐

Yes

If yes, explain:

Does the entertainment include vehicles? (Car show, displays, etc.)

☐

No

☒

Yes

If yes, explain and include on site plan:

Yes, participants will be bringing their vehicles to participate in the parade as part of the entertainment.

FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Los Angeles Fire Department will review your site map and set an occupancy load for the fenced area.

When developing your fenced plan include accurate dimensions, main entrance, and exits. In some cases, a Fire Department inspection may be required (for a fee) to set the occupancy load and check access and exits. (See Addendum D)

Will your event include the installation of fencing?

☐

No

☒

Yes

If yes, explain and include on the site map:

Yes, temporary fencing will be installed to close the streets along the parade route, from 8th Street to 3rd Street, to ensure the safety of participants and attendees.

STAGES/PLATFORMS

Will your event include the installation of stages or platforms? **(If yes, please indicate on site map)**☒

No

☐

Yes

How many stages _____ What are the dimensions? _____

TENTS/CANOPIES/TEMPORARY STRUCTURES

Tents that are larger than 200 square feet and canopies that are larger than 400 square feet must be permitted and inspected by the Los Angeles Fire Department. The following California State Fire Code regulations apply to tents/canopies of this size:

Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure.
- A fire access roadway, at least 20 feet wide, to each tent must be provided.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure.

Tent/Canopy Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manner.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 foot area surrounding the tent/canopy/temporary structure.

Seating:

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies?

☒ No☐ Yes**If yes, explain and include on site map:**

N/A

Tent/canopy size(s) (If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size):

Number of tent(s) / canopies N/A

Size(s) _____

Additional Permit Required: See **Addendum D** for LA Fire Department special event procedures, general requirement, Division 5 permit fees, and a sample Division 5 permit application from the LA Fire Department.

VENDORS

The City of San Fernando defines “vendor” as an organization or business that sells or advertises products and/or services to event attendees. Generally there are three (3) categories of vendors: 1) food/beverage, 2) merchandise and 3) information. A City of San Fernando Business License is required for vendors who wish to sell, expose for sale, or offer for sale any food/beverage or merchandise in the City of San Fernando. Please contact the City of San Fernando, Finance Department for Business License information. You should require each vendor to provide you, the event organizer, with a copy of their Business License (if applicable) and general liability insurance.

Does your event include food vendors?

☒ No☐ Yes *If yes, how many?* _____**Additional Permit Required:** A Los Angeles County Department of Environmental Health Permit is required to sell or serve food to the general public in the City of San Fernando. Please contact the City of San Fernando for permit information.

Will any of the food vendors be cooking or heating food on-site?

☒ No☐ *Yes *If yes, how many?* _____

*** Additional Documentation Required:** Please read the Los Angeles Department’s Hot Food Vendor Requirements (Addendum G). This document must be distributed to each of your hot food vendors. Each vendor must read, sign and display this document on-site. An inspection may be required (for a fee).

What method(s) will be used? (check all that apply)

☐ gas☐ electric☐ charcoal☐ other, specify: _____

What is your plan for disposing of grease, charcoal and/or waste water?

N/A

Does your event include merchandise vendors?

☒

No

☐

Yes *if yes, how many?* _____

Does your event include information vendors?

☒

No

☐

Yes

Will any items or services sold at your event present any unique liability issues? (massage, pony rides, tattooing/piercing, etc.)

☒

No

☐

Yes

If yes, explain:

N/A

CERTIFIED FARMERS MARKETS

A certified farmers' market is a location where agricultural products are sold by producers directly to consumers or to individuals, organizations or entities that subsequently sell or distribute the products directly to end users. A certified farmers' market may be operated on public property with a Special Event Permit.

Additional Permit Required: Additional documentation may be required. Please contact the City of San Fernando or visit sfcity.org for more information. For information on applicable permits, contact the Los Angeles County Health Department, Mid-Valley District at (818)671-2222 a minimum of 30 days prior to the event.

WASTE MANAGEMENT/RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event, and immediately upon conclusion of the event, the area must be returned to a clean condition. If you, as the event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the San Fernando community and establish a good reputation for your event in the future.

Should you fail to perform adequate cleanup or damage occurs to City property, you will be billed at full recovery rates, plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or bond. The City may charge a damage deposit of up to \$5,000 for events with a past history of damage or waste problems or for those events with the potential for damage or significant waste.

In an effort to make our City more sustainable, you as the event organizer are responsible for providing a sufficient number of garbage and recycling receptacles at your event. The City of San Fernando no longer directly provides commercial services but the City can provide street sweeping services, at a cost.

(See **Addendum J** for City Codes)

WASTE MANAGEMENT

The city does not provide street sweeping services for special events, so please plan accordingly. California State law requires each City to divert 50% of solid waste from landfill. Republic Services manages the City of San Fernando's solid waste programs. You can help by planning recycling strategies for the waste generated at your event by calling the Public Works Department at (818) 898-1222. Exclusive franchise agreements require applicants to use Republic Services for garbage removal. Please contact them at least 30 days in advance to arrange for service at the event. (See **Addendum K** for Waste Management City Ordinances / Codes)

Will there be dumpsters and/or trash receptacles?

☒ No ☐ Yes *If yes, please identify the following:*

Total number of dumpsters / size: _____

Delivery Date: _____ Time: _____

Pickup Date: _____ Time: _____

Please explain your plan for clean-up and waste removal during and after the event:

We will have volunteers equipped with trash bins and bags to collect any litter generated during the parade.

STORM WATER PROTECTION

Local and State regulations prohibit the discharge of wash water, cleaning water, trash and debris to the Storm Drain System. Please contact the City's Storm Water Protection Program for specific information and assistance with your event planning at (818) 898-1222

RESTROOMS

Public Toilet Facilities

Adequate toilet facilities (permanent or portable) must be available for public use. One hand washing sink must be available for every four (4) toilets. Sinks are to be stocked with liquid soap, single use towels, and a trash container for towel waste.

Maximum Expected Daily Attendance	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Number of Toilets Needed									
<500	4	4	4	6	6	6	8	8	8	8
500-1000	4	6	6	6	6	8	8	8	8	12
2000	4	8	8	8	8	12	12	12	12	16
3000	8	8	10	10	10	12	16	16	20	20
4000	8	8	12	12	16	16	20	20	24	28
5000	12	12	12	16	20	30	30	30	30	34

If you are planning to provide restroom facilities at the event, please provide the following information:

Total number of Port-a-toilets: N/A

Total number of ADA accessible toilets: N/A

Portable toilet company name: N/A

Address: N/A Phone Number: _____

Set Up Date & Time: _____

Pick Up Date & Time: _____

For more information regarding restroom regulations please visit the Los Angeles County Department of Health at: www.publichealth.lacounty.gov

MARKETING/ADVERTISING/PROMOTIONS

Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date or location or automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled, you may not hold the City of San Fernando responsible or liable for any of the costs incurred from your marketing, advertising or promotions.

Please explain how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

The event will be marketed and promoted through social media platforms and by visiting local businesses to distribute flyers and event information to the community.

Do you plan to include radio or television promotions?

☒

No

☐

Yes

If yes, explain:

Do you expect a live broadcast or feed from the event?

☐

No

☒

Yes

If yes, explain:

Perhaps, after the event arrangements have been confirmed.

Do you expect media coverage?

☐

No

☒

Yes

If yes, explain:

Yes, media coverage is anticipated, given the significance of this event for the city of San Fernando.

Do you plan to place signs or hang banners on City property?

☐

No

☒

*Yes

If yes, explain:

Yes, we intend to install signage on City property to provide information about the parade and display the route maps.

** **Additional Permit Required:** See **Addendum H** for a sample Banner Permit Application*

NOTIFICATION

An event can change the normal flow of residential and business activity potentially causing a negative impact to the community. As the event organizer, you are responsible for notifying those residents and businesses that will be impacted by your event. If your event involves a street closure, amplified sound (more than announcements), pyrotechnics, the sale of alcohol, or you anticipate more than 500 attendees at the event during peak time, you will be required to notify in writing all residents and businesses residing within a two (2) City block radius or 300 feet surrounding the event venue and/or route at least (30) days prior to the event. The preferred method of notification is the Notification of Upcoming Special Event (**Addendum E**). This template should be completed and distributed door to door or mailed to the impacted area.

To complete the notification requirement, you must submit a Notification Certification (**Addendum F**) listing the residents and businesses that received your notification and the method of notification that was used per resident or business.

***Additional Documentation Required:** A copy of the completed Notification Certification and either a completed Notification of Upcoming Special Event or alternate notification must be provided to Special Event Services.*

INSURANCE

Applicant and/or the sponsoring organization shall defend, indemnify, and hold harmless the City of San Fernando, its officials, agents, employees, and volunteers from and against all actions, losses, damages, liability, costs, and expenses of every type and description, including, but not limited to, attorney's fee, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the applicant, sponsoring organization, or its officers, agents, employees or volunteers directly or indirectly arising from the exercise of the authority under the Special Event Permit. Verification of insurance must be submitted at least 14 days prior to your event. You must submit two (2) documents to satisfy insurance requirements. (See **Addendum I** for an Insurance Certificate Sample)

1. Certificate of Insurance in the amount of \$1 million worth of General Liability coverage must be submitted for the event date and any set-up and/or tear down dates.

- The standard proof of insurance is the ACORD certificate form.
 - The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance.
 - If alcohol will be sold or consumed at the event, a \$1 million liquor liability is required.
 - Certificate holder must be listed on the certificate
 - Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
2. Additional Endorsement is required to reflect that the insurance policy has been amended to include the City of San Fernando.
- The Additional Endorsement must reference the policy number as it appears on the certificate.
 - "The City of San Fernando, it's officials, agents, employees and volunteers" must be named as additionally insured on the Additional Endorsement.

Your permit will not be issued until both the Certificate of Insurance and Additional Endorsement have been received.

1. Name the City of San Fernando, its officials, officers, directors, employees, agents, and volunteers as additionally insured against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part your organization, its agents or employees.
2. Include liability coverage for claims made by participants in your event/program. YOU are advised that any and all exclusions pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be PRIMARY insurance with respect to the additionally insured named above. Any other insurance available to the City of San Fernando, its officials, officers, directors, employees, agents and volunteers shall be excess and noncontributing.

Insurance Requirements:

- A. Contractor shall purchase and maintain the following types of insurance:
1. Commercial General Liability insurance with a limit of not less than \$1 million per occurrence. Such insurance shall name the City of San Fernando, its officers, agents, and employees as additional insured, and shall be primary and not contributing with any other insurance or self-insurance maintained by the City.
 2. Business Automobile Liability insurance with a limit of not less than \$1 million each accident. The policy shall include coverage for owned, non-owned and hired vehicles.
 3. Professional Liability insurance (only if Contractor is a licensed professional) with a limit not less than \$1 million per occurrence.
 4. Workers Compensation insurance as required by California law and employers liability insurance with a limit not less than \$1 million. Such insurance shall include a waiver of subrogation in favor of the City.
- B. All such insurance policies shall provide the City thirty (30) days written notice of cancellation.
- C. Prior to commencement of work, and throughout the term of this contract, Contractor shall furnish the City:
1. Properly executed certificates of insurance evidencing compliance with these requirements.

2. The additional insured endorsement to the Commercial General Liability policy required above.

Such certificates shall disclose the Contractor's self-insured retentions or deductibles, which are subject to City approval. Contractor agrees to provide certified copies of insurance policies if requested by the City. All evidence of insurance and notices of cancellation shall be mailed to:

The City of San Fernando ATTN:

[Name to be inserted]

208 Park Avenue

San Fernando, CA 91340

D. Contractor's insurers shall maintain an A.M. Best rating of A-, VII or better.

E. Contractor shall require, and obtain evidence, that all subcontractors maintain insurance that complies with the insurance requirement.

You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

You must provide the City with the endorsement (14) days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of San Fernando as to form and as to insurance company. (See **Addendum J** for an Additional Endorsement Sample)

Please sign and return this original Notice of Conditions to indicate your receipt and understanding of each of the conditions listed above.

Signature of Designated Official _____ Date _____

Title _____ Organization's Name _____

HOLD HARMLESS AGREEMENT

By my signature below, I hereby agree to and represent the following:

_____, as a condition of use of City of San Fernando facilities on the date of _____, hereby agrees to, and shall, defend, indemnify, and hold harmless the City of San Fernando, its officials, officers, directors, employees, volunteers, and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.

_____ will take full responsibility for seeing that use of City facilities is in full adherence and compliance with all applicable City rules and conditions and the requirements of State Law.

On the date(s) of _____, commencing at 12:01 a.m. and expiring at 12:00 midnight, _____ will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do

business in California, that will insure _____, and the City of San Fernando as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of San Fernando as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 combined single limit.

Signature of Applicant CELIA RIVAS Date 11/03/2025
 Title CEO /FOUNDER

AFFIDAVIT OF APPLICATION

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the San Fernando City Code and I understand that this application is made subject to the rules and regulations established by the City Council. Applicant agrees to comply will all other requirements of the City, County, State, or Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this Special Event Permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this Special Event Permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of San Fernando.

Print Name of Applicant/Host Organization EMPRENDE A NON PROFIT ORGANIZATION

Title CEO

Signature CELIA RIVAS Date 11/03/2025

Print Name of Event Organizer PATTY LOPEZ

Title LOGISTIC DIRECTOR

Signature _____ Date _____

Date _____ Drivers License Number _____

Additional Documentation Required: Please attach a current copy of your Drivers License or California ID to completed application.

Thank you for completing your Special Event Application. Before you submit your application to the City of San Fernando, please make sure that the following steps have been completed:

☐ Signed and dated your application?

- ☐ Attached your event site plan?
- ☐ Attached your event security plan?
- ☐ Provided a copy of your security company's Private Patrol Operator's License?
- ☐ Attached your event medical plan?
- ☐ Attached a copy of your accessibility plan?
- ☐ Attached your event parking?
- ☐ Attached a complete entertainment list and schedule?
- ☐ Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities?
- ☐ Attached your Certificate of Insurance?
- ☐ Attached a copy of your IRS 501(C) tax exemption letter?
- ☐ Included any County, State, or Federal permits that may be required to hold your event in the selected venue?

Submit your completed Special Event Application to:

City of San Fernando
Recreation and Community Services Department Recreation Park
208 Park Avenue
San Fernando, CA 91340

FORM OF PAYMENT

A non-refundable application fee of \$50 is due at the time you submit your application. Application fees are due (45) days in advance of your event. Applications submitted (30) days or less of an event require a \$40 non-fundable expedition fee in addition to the \$50 application fee. Applications submitted (10) days or less of an event require a \$80 non-fundable expedition fee in addition to the \$50 application fee. Checks must be made payable to "City of San Fernando" and will not be accepted less than thirty (30) days prior to the event.

- ☐ Cash –must be presented to clerk
- ☐ Personal/Business Check-attach or present to clerk
- ☐ Money Order/ Cashier Check-attach or present to clerk
- ☐ Visa/Mastercard/Discover- must be presented to clerk or indicate a phone and name for clerk to call to get card information

Phone:_____ Name:_____

Refund Policy

Any refunds due will be processed and mailed within (21) business days of the event or cancellation. Payments made by cash or check will be refunded with a check. Payments made by credit card will be returned to the credit card.

CHECKLIST

Thank you for completing the Special Event Application. Before you submit your application to the City of San Fernando, please make sure you have completed the following steps:

- ☐ Sign AND date your application
 - ☐ Attach your event site map (and route map if applicable)
 - ☐ Include the \$50 non-refundable application fee (if you are submitting less than 45 days prior to the event date, please include appropriate expedition processing fee)
 - ☐ Attach a copy of your current Drivers License or California ID
-

Submit your completed application to:

By mail:

City of San Fernando Recreation Park
208 Park Avenue
San Fernando, CA 91340

Or email:

mcalleros@sfcity.org

Questions?

Please call (818)898-1290

Best wishes for a successful event!

Special Event- Parade Requirements

- **Detailed Site Plan/Route Map** (see Special Event Application pg. 9-10)
Include the float staging area, viewing areas, and location of the fencing and temporary signage.

The map is necessary for staff to be able to provide accurate feedback specifically from the Police Department, as they will need to coordinate the following:

- Coordinate with Fire and Public Works regarding the best locations for staging and dispersal areas
- Identify command post for Police Department and Emergency Services
- Conduct walkthrough with organizers, Fire, and Public Works
- Identify equipment required for event (crowd control, protests, medical emergencies, handling threats)
- Staff deployment- determine number of officers, community service officers, reserve officers, and volunteers needed to properly staff event (estimate about 20 for the proposed length of parade).

- **Traffic Control Plan** (see Special Event Application pg. 7)
The event involves street closures, the applicant will be required to submit a Traffic Control Plan prepared, signed, and stamped by a registered traffic engineer, for review by City staff.

Organizer must arrange for the installation and removal of all traffic control devices- including "No Parking" signs, detour signage, and street closure barricades-by either:

- Hiring a **licensed** Traffic Control Company, or
 - Coordinating with the City to determine capacity to provide these services and obtain an estimate of associated costs.
- **Notification Requirement**
Due to the street closure, all affected residents and business owners need to **be notified in writing** of the proposed event, including the date, time, and nature of the street closures.

Notify Metro, at (213) 922-4632, at least 72 hours prior to start of street closures for temporary bus stop relocation. Typically handled by Traffic Control Management Company.

- **Sound Permit**
Apply for an amplified sound permit. Please use the following link:
<https://aims.edgesoftinc.com/opc/jsp/index.jsp>.
Step 1: Create an account and then apply for a planning review.

ATTACHMENT "B"

Step 2: Select amplified sound permit.

Step 3: Make sure to upload the PDF application (Attachment A).

- **Request for More Information**

Upon review of the submitted application, it was determined that more information is needed in order for the City to provide adequate direction.

Please address the following items listed below:

- **Page 8- Accessibility**
The special event application accessibility section mentions there will be restrooms, vendor locations, and first aid stations. If so, please update the following sections on pages 12, 18, and 21.
- **Page 12- Medical/First Aid**
Update section with the on-site medical/first aid plan.
- **Page 16- Fencing**
Include more information and fencing location on site plan.
- **Page 18- Vendors**
Response under Accessibility indicates you will have vendor. Please update section with the vendor information and include location on site plan.
- **Page 21- Restrooms**
Response under Accessibility indicates you will have restrooms. Please update section with restroom information and include location on site plan.
- **Page 22- Marketing/Advertisement/Promotions (Signs)**
Provide more information regarding the types of signs.

- **Application Processing Fee**

- The fee for the special event application (30-59 days prior to event) is \$132. Contact the City at 818-898-1290 to complete payment.

Special Event – Additional Parade Requirements

Police Department:

Here is what the Police Department needs to do/complete as are part of our preparation for the parade. The Police Department will need time to meet with the different representatives handling these matters to ensure we are aligned.

- Preplanning
 - Coordinate with Fire and PW regarding the best locations for staging and dispersal areas
 - Identify command post for PD and EMS
 - Conduct walkthrough with organizers, fire, and PW
 - Identify equipment required for event (crowd control, protests, medical emergencies, handling threats)
- Traffic and Crowd Management
 - Approve the street closure plan in coordination with Fire, Metro, and PW
 - Identify parking areas for participants
 - Identify where barriers placement and vehicles will be placed.
 - Identify areas where personnel will need to be present along road closures to prevent breeching of the parade route
- Staff Deployment
 - Determine number of officers, community service officers, reserve officers, and volunteers needed to properly staff event (estimate about 20 for the proposed lengthen of parade).
 - Adjust schedules to ensure City-wide coverage for patrol prior to, during, and after the event.
 - Schedule briefing with police personnel prior to the event
- Safety and Emergency Preparedness
 - Prepare a plan that addresses keeping access for emergency personnel
 - Prepare a plan for reuniting lost children/persons
 - Coordinate medial stations/ambulance standby
 - Develop a plan with how are we going to handle any disruptive/unruly behavior/protests

Administrative Services Department:

Ensure that per pages 23-26 of the Special Event Application, the Certificate of Insurance requirements are met. This includes:

1. Certificate of Insurance in the amount of \$1 million worth of General Liability coverage must be submitted for the event date and any set-up and/or tear down dates.
 - The standard proof of insurance is the ACORD certificate form.

ATTACHMENT "C"

- The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance.
 - If alcohol will be sold or consumed at the event, a \$1 million liquor liability is required.
 - Certificate holder must be listed on the certificate
 - Insurance certificates must be signed by an authorized representative of the insurance carrier.
 - Electronic signatures are acceptable.
2. Additional Endorsement is required to reflect that the insurance policy has been amended to include the City of San Fernando.
- The Additional Endorsement must reference the policy number as it appears on the certificate.
 - "The City of San Fernando, it's officials, agents, employees and volunteers" must be named as additionally insured on the Additional Endorsement.

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Patty Lopez

Date: November 17, 2025

Subject: Discussion and Consideration Regarding Safety and Security Plan Measures for Public Meetings

RECOMMENDATION:

I have placed this on the agenda (Attachment "A").

It is recommended that the City Council discuss and consider implementing a security screening system and additional safety measures for official meetings, as well as post-meeting supervision to ensure the safety of the Mayor and Councilmembers. These measures will help protect officials while allowing the public to participate in meetings in a secure environment.

BACKGROUND/ANALYSIS:

1. Attachment "A" was submitted to request to agendize this item for the November 10, 2025 City Council Meeting.
2. On November 10, 2025, the City Council tabled the item to the November 17, 2025 Regular Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

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

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Patty Lopez

TITLE

Councilwoman

ITEM INFORMATION

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

Safety and Security Plan for Meetings

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

In all government buildings where official meetings are held, there is typically a screening system in place to ensure that the public does not bring weapons or any objects that could cause harm. In today's environment, where safety concerns are heightened, it is important to implement measures that provide a level of security for the Mayor and Council members. Many decisions made in these meetings may be met with disagreement, and in some cases, individuals could become aggressive or pose a threat. Establishing a security plan will help ensure the safety of all officials while conducting city business.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

It is recommended that the Council consider implementing a security screening system and additional safety measures for official meetings, as well as post-meeting supervision to ensure the safety of the Mayor and Council members. These measures will help protect officials while allowing the public to participate in meetings in a secure environment.

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AGENDA REPORT

To: Vice Mayor Mary Solorio and Councilmembers

From: Mayor Mary Mendoza

Date: November 17, 2025

Subject: Discussion and Consideration to Accept a Donation of Eight Air Purifiers through Veterans Support Initiative and Alicia Broadous Duncan Multi-Purpose Senior Center

RECOMMENDATION:

I have placed this on the agenda (Attachment "A").

It is recommended that the City Council discuss and formally accept the donation of eight (8) air purifiers, authorize staff to coordinate with the Resource Center to determine resident eligibility, and direct that the distribution be managed in partnership with Ms. Gail Wilson.

BACKGROUND/ANALYSIS:

1. Attachment "A" that was submitted to request to agendize this item for the November 10, 2025 City Council Meeting.
2. On November 10, 2025, the City Council tabled this item for the November 17, 2025 Regular City Council meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration
- B. Request from Gail Wilson

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME	TITLE
Mary Mendoza	Mayor

ITEM INFORMATION

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

Accept Donation of Eight Air Purifiers through Veterans Support Initiative and Alicia Broadous Duncan Multi-Purpose Senior Center

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

The City of San Fernando has been offered a generous donation of eight air purifiers from the Veterans Support Initiative (VSI), in collaboration with the Alicia Broadous-Duncan Multipurpose Senior Center.

This thoughtful contribution aims to enhance the health and well-being of San Fernando residents by improving indoor air quality in their homes. Air purifiers play a vital role in removing airborne particles such as dust mites, pet dander, pollen, and mold spores — common triggers for asthma, allergies, and other respiratory conditions.

Through this donation, the Veteran Support Initiative and the Alicia Broadous-Duncan Multipurpose Center aim to provide comfort, relief, and cleaner air for those who need it most, reinforcing our shared commitment to creating a healthier and more supportive environment for all community members.

ATTACHMENTS *Do you have any attachments to include?*

☒ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*

It is recommended that the City Council discuss and formally accept the donation of eight air purifiers, authorize staff to coordinate with the Resource Center to determine resident eligibility, and direct that the distribution be managed in partnership with Ms. Gail Wilson.

Subject: FW: Air Purifier Donation to the City of San Fernando

From: G Wilson <g.wilson@veteranssi.org>

Sent: Tuesday, October 21, 2025 10:15 PM

To: Mary Mendoza <MMendoza@sfcity.org>; Kanika Kith <KKith@sfcity.org>

Cc: Raul Barragan <raul.barragan@veteranssi.org>

Subject: Air Purifier Donation to the City of San Fernando

You don't often get email from g.wilson@veteranssi.org. [Learn why this is important](#)

CAUTION: External Sender

This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Dear Mary and Kanika,

I trust that you both are doing well. Here is the context for our donation of eight air purifiers on Friday afternoon.

Veterans Support Initiative and the Alicia Broadous Duncan Multipurpose Senior Center are honored to donate air purifiers to support the health and well-being of residents in the City of San Fernando. These purifiers help remove airborne irritants such as dust mites, pet dander, pollen, and mold spores -- common triggers for asthma and other respiratory conditions. We hope that this contribution provides comfort, relief, and improved air quality for community members who need it most.

Thank you.

Ms. Gail Wilson
Executive Director

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Victoria Garcia

Date: November 17, 2025

Subject: Discussion and Consideration Regarding the Promotion of the City's Programs, Resources, and Events

RECOMMENDATION:

I have placed this on the agenda (Attachment "A").

It is recommended that the City Council discuss providing staff with direction to issue a Request for Proposal for the promotion of City programs, resources, and events.

BACKGROUND/ANALYSIS:

1. Attachment "A" was submitted to request to agendize this item for the November 10, 2025, City Council Meeting.
2. On November 10, 2025, the City Council tabled this item for the November 17, 2025 Regular City Council meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

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

**REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL
DISCUSSION/CONSIDERATION**

CITY COUNCILMEMBER INFORMATION

NAME Victoria Garcia	TITLE Councilmember
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ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*
Promotion of the City's programs, resources, and events

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

The City has created multiple programs, resources, and events that are here to benefit our community such as San Fernando Together, the small business grant program, and the \$5 million dollar grant that the City received for down payment assistance and home rehabilitation for our residents. Our residents would benefit from their proper promotion.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

Direction to issue a RFP for the promotion of City programs, resources, and events.