



MAYOR JOEL FAJARDO
VICE MAYOR VICTORIA GARCIA
COUNCILMEMBER MARY MENDOZA
COUNCILMEMBER MARY SOLORIO
COUNCILMEMBER PATTY LOPEZ

CITY OF SAN FERNANDO CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 5:00 PM
REGULAR MEETING – 6:00 PM
TUESDAY, JANUARY 20, 2026

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@sanfernando.gov at least 2 business days prior to the meeting.

SPECIAL 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@sanfernando.gov 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 SPECIAL MEETING

Members of the public may call-in at 5:00 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.

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

Meeting ID: 852 3763 3366

Passcode: 138302

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled. When it is your turn to speak, you will be identified by announcing the last four digits of your telephone number. To unmute press *6 on your phone and begin your comment.

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 54956.9(D)(2) AND 54956.9(E)(1) - ANTICIPATED LITIGATION

One (1) matter

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

REGULAR MEETING - PUBLIC PARTICIPATION OPTIONS

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CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE REGULAR 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. When it is your turn to speak, you will be identified by announcing the last four digits of your telephone number. To unmute press *6 on your phone and begin your comment.

CALL TO ORDER - REGULAR MEETING

6:00 P.M. (OPEN SESSION)

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

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

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF REGULAR MEETING AGENDA

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

PRESENTATION

A. PRESENTATION ON THE CITY’S 2025 ACCOMPLISHMENTS

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

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Council or while attending the City Council meeting, may be removed from the room if the Presiding Officer so directs the sergeant-at-arms and such person may be barred from further audience before the City Council.

PUBLIC STATEMENTS

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

CONSENT CALENDAR

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

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

- a. December 1, 2025 Special & Regular
CC Meeting

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 26-012 approving the Warrant Register.

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

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

4) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH THE MERINO GROUP FOR PUBLIC RELATIONS AND CRISIS COMMUNICATIONS CONSULTING SERVICES

Recommend that the City Council:

- a. Approve a Professional Services Agreement with The Merino Group (Contract No. 2477) for Public Relations and Crisis Communications Consulting Services, in an amount not to exceed \$55,000;

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- b. Approve a waiver of purchasing procedures pursuant to San Fernando Municipal Code Section 2-850 for the Professional Services Agreement with TMG;
- c. Adopt Resolution No. 8428 amending the Fiscal Year 2025-2026 Adopted Budget to appropriate General Funds; and
- d. Authorize the City Manager, or designee, to execute the agreement and make non-substantive edits.

5) CONSIDERATION TO ADOPT A RESOLUTION APPOINTING THE CITY'S REPRESENTATIVES TO THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY GOVERNING BOARD

Recommend that the City Council adopt Resolution No. 8427 appointing City Manager Kanika Kith as the City's Primary Representative, Director of Administrative Services Erica Melton as Alternate Representative, and Human Resources & Risk Manager Sergio Ibarra as the Substitute Alternate Representative to the Independent Cities Risk Management Authority Governing Board.

6) CONSIDERATION TO ADOPT A RESOLUTION CALLING FOR AND GIVING NOTICE OF HOLDING A GENERAL MUNICIPAL ELECTION ON JUNE 2, 2026, REQUEST TO CONSOLIDATE THE ELECTION WITH THE STATEWIDE ELECTION, AUTHORIZE THE LOS ANGELES COUNTY ELECTIONS OFFICIAL TO PERFORM ELECTION SERVICES, AND ADOPTING AND APPROVING REGULATIONS PERTAINING TO CANDIDATE STATEMENTS AND RELATED MATERIALS SUBMITTED TO THE ELECTORATE

Recommend that the City Council:

- a. Adopt Resolution No. 8426:
 - i. Calling and giving notice of the City of San Fernando's General Municipal Election to be held on Tuesday, June 2, 2026, for the election of three City Councilmembers to each serve four-year terms;
 - ii. Approve the request to consolidate the election with the Statewide Election; and request that the Los Angeles County Board of Supervisors consent, and effectuate such consolidation to issue instructions to the Los Angeles County Registrar-Recorder/County Clerk to take any and all steps necessary for the holding of the consolidated election;
 - iii. Adopt regulations pursuant to Elections Code Sections 13307 through EC13313, pertaining to candidate statements and related election materials;
- b. Authorize the City Clerk to file all required documents by February 2, 2026, with the Board of Supervisors to effectuate the request for election consolidated services; and

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- c. Adopt Resolution No. 8417 amending the Fiscal Year 2025-2026 Adopted Budget to appropriate General Fund Reserves for election and associated notification costs.

7) CONSIDERATION TO ADOPT A RESOLUTION APPROVING A JOB SPECIFICATION FOR SENIOR MANAGEMENT ANALYST AND ADOPT A RESOLUTION AMENDING THE SALARY PLAN FOR FISCAL YEAR 2025-2026

Recommend that the City Council:

- a. Adopt Resolution No. 8430 approving a job specification for Senior Management Analyst;
- b. Adopt Resolution No. 8431 amending the Fiscal Year 2025-2026 Salary Plan to incorporate the Senior Management Analyst; and
- c. Authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.

8) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH STRATEGIC LEADERSHIP CONSULTANTS FOR CONSULTING SERVICES FOR THE POLICE DEPARTMENT'S IMPLEMENTATION OF POLICY, ACCOUNTABILITY, CULTURE, AND RISK-MANAGEMENT REFORMS

Recommend that the City Council:

- a. Approve a Professional Services Agreement with Strategic Leadership Consultants (Contract No. 2475) for Consulting Services for the Police Department's Implementation of Policy, Accountability, Culture, and Risk-Management Reforms, in an amount not to exceed \$50,000;
- b. Approve a waiver of purchasing procedures pursuant to San Fernando Municipal Code Section 2-850 for the Professional Services Agreement with SLC;
- c. Adopt Resolution No. 8429 amending the Fiscal Year 2025-2026 Adopted Budget to appropriate General Fund Reserves to fund consulting service costs; and
- d. Authorize the City Manager, or designee, to execute the agreement and make non-substantive edits.

9) CONSIDERATION TO APPROVE A SECOND READING AND ADOPT ORDINANCE NO. 1738 AMENDING CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE TO MODIFY PARKING RESTRICTIONS OF CERTAIN VEHICLES INCLUDING FOR USE AS HUMAN HABITATIONS, AS AMENDED

Recommend that the City Council adopt Ordinance No. 1738 in title only, and waive further reading of "An Ordinance of the City Council of the City of San Fernando, California, Amending

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Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal to Modify Parking Restrictions of Campers, Recreational Vehicles, Utility Trailers, and Other Vehicles Including Those Used for Human Habitation”, as amended.

10) CONSIDERATION TO APPROVE LEASE AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT FOR THIRTEEN VEHICLES, ADOPT A RESOLUTION TO APPROPRIATE FUNDS, APPROVE A PURCHASE ORDER FOR POLICE K-9 VEHICLE OUTFITTING, AND APPROVE DISPOSITION OF SURPLUS CITY-OWNED VEHICLES

Recommend that the City Council:

- a. Approve Lease Agreements with Enterprise Fleet Management (Contract No. 2469) through Master Equity Lease Agreement through Sourcewell’s Cooperative Purchasing Program Contract No. 030122-EFM for the replacement of twelve aging Public Works Vehicles for the Operations Division and one new vehicle to be used citywide;
- b. Authorize the City Manager to execute a Purchase Order with Enterprise Fleet Management in an amount not to exceed \$439,251 for the annual lease of twelve Public Works vehicles for the Public Works Operations Divisions and one vehicle for all city use;
- c. Approve a five percent contingency up to approximately \$21,963 for any additional cost due to unforeseen vehicle lease related costs;
- d. Approve the cost of installation of a required 2-way emergency radio equipment for the vehicles in an amount not to exceed \$9,000 through an existing purchase order with Bearcom Inc.;
- e. Authorize the City Manager to execute a Purchase Order with Dana Safety Supply Inc. in a not-to-exceed amount of \$32,000 for the Police K-9 unit to cover outfitting and additional equipment necessary to place the vehicle into full operational service;
- f. Adopt Resolution No. 8424 appropriating \$502,214 from the Equipment/Vehicle Maintenance fund for all associated fleet costs including the lease agreement with Enterprise Fleet Management for thirteen vehicles, associated contingency, emergency equipment, and K9 vehicle outfitting costs;
- g. Declare vehicles that are to be replaced as surplus and authorize the City Manager, or designee, to dispose of the 12 surplus City-owned Public Works Vehicles being replaced, in accordance with Chapter 2, Article VI, Division 7, of the San Fernando Municipal Code (SFMC Sec. 2-852.); and
- h. Authorize the City Manager, or designee, to make any non-substantive changes and execute the Agreement and all related documents.

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11) CONSIDERATION TO APPROVE A REIMBURSEMENT REQUEST OF \$12,293.36 FROM THE MALL ASSOCIATION FOR MARKETING SERVICES PROVIDED BY YEAH, WE GET IT

Recommend that the City Council:

- a. Approve Reimbursement Request No. 2 in the amount of \$12,293.36 from the Mall Association for marketing services provided by Yeah, We Get It, in accordance with the agreement between the City and the Mall Association (Contract No. 768,); and
- b. Authorize the City Manager to issue payment directly to Yeah, We Get It.

12) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH IGNITE THE LIGHT OF HOPE FOUNDATION FOR FOOD DISTRIBUTIONS

Recommend that the City Council:

- a. Approve a Memorandum of Understanding with Ignite the Light of Hope Foundation (Contract No. 2476) to continue food distributions through an amended scope, and to provide related fundraising support; and
- b. Authorize the City Manager, or designee, to make non-substantive changes and execute the Agreement.

ADMINISTRATIVE REPORTS

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

Recommend that the City Council:

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

14) DISCUSSION AND CONSIDERATION REGARDING ADOPTION OF A RESOLUTION UPDATING THE CITY COUNCIL PROCEDURAL MANUAL

Recommend that the City Council:

- a. Adopt Resolution No. 8421 approving the redline edits to the City Council Procedural Manual;

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or

- b. Continue this item to the next regular City Council meeting of February 2, 2026 to provide Councilmembers with sufficient time to review proposed edits.

15) DISCUSSION AND CONSIDERATION TO REVIEW FOOD TRUCK VENDOR EVENTS (“FOODZILLA”) AND THEIR ECONOMIC IMPACT ON NEARBY LOCAL RESTAURANTS

This item was agendized by Councilmember Mary Solorio.

City Council discussion to provide staff direction to summarize and present feedback collected from nearby restaurant owners, analyze economic and operational impacts associated with Foodzilla events, explore potential strategies such as scheduling adjustments, geographic buffers, restaurant participation opportunities, or policy refinements, and return to Council with recommendations that support both community engagement and the sustainability of local brick-and-mortar restaurants.

16) DISCUSSION AND CONSIDERATION TO ASSESS THE TURF RESTORATION AND PUBLIC SAFETY CONDITIONS AT SAN FERNANDO RECREATION PARK FOLLOWING INFILTRATION SYSTEM INSTALLATION (2023)

This item was agendized by Councilmember Mary Solorio.

City Council discussion to provide staff direction to conduct an immediate assessment of turf restoration progress and safety hazards, identify corrective measures, including potential removal or mitigation of netting that poses a tripping risk, develop a clear timeline and action plan for restoring healthy grass coverage, and report back to the City Council with findings, options, and recommended next steps to ensure the park meets safety and community-use expectations.

17) DISCUSSION AND CONSIDERATION TO REVIEW DECORATIVE LIGHTING IN THE DOWNTOWN MALL AREA AND ITS IMPACT ON LOCAL BUSINESSES

This item was agendized by Councilmember Mary Solorio.

City Council discussion to provide staff direction to collect and summarize feedback from Downtown Mall businesses regarding the perceived impact of decorative lighting, evaluate available data related to foot traffic, sales trends, and business activity before and after installation, where feasible, identify qualitative and quantitative indicators of success or areas for improvement, and report back to the City Council with findings and recommendations regarding the continued use, expansion, or refinement of decorative lighting in the Downtown Mall area.

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18) DISCUSSION TO PROVIDE DIRECTION REGARDING CITY SPONSORSHIP, PLANNING SUPPORT, AND PROMOTION OF AN EDUCATIONAL BUSINESS FORUM ON RECENT BUSINESS LAWS AND REGULATORY UPDATES

This item was agendized by Mayor Joel Fajardo.

City Council discussion to provide staff with direction regarding City sponsorship and assistance with planning, coordination, and promotion of an educational business forum, including authorization for use of the City seal and related City resources, as deemed appropriate by the City Council.

19) DISCUSSION TO PROVIDE DIRECTION REGARDING A 2026 CITYWIDE PLAN OF ACTION FOR BEAUTIFICATION, MAINTENANCE, AND COMMUNITY SAFETY

This item was agendized by Mayor Joel Fajardo.

City Council discussion to provide staff with direction to return in February with a comprehensive presentation outlining proposed implementation strategies for the identified projects, including timelines, cost considerations, and any additional documents or policy actions necessary to move these initiatives forward.

20) CONSIDERATION AND ADDITIONAL DISCUSSION TO PROVIDE DIRECTION REGARDING A CITY PRESENTATION ON EVENT REQUESTS, PERMITTING REQUIREMENT, AND RELATED POLICIES

This item was agendized by Mayor Joel Fajardo and Councilmember Patty Lopez.

City Council discussion to provide staff with direction regarding the scope and topics to be included in the City presentation on event requests, permitting, and related concerns.

21) DISCUSSION REGARDING A CITYWIDE BUSINESS SURVEY – PRIORITIES, NEEDS, AND CITY RESOURCES

This item was agendized by Councilmember Patty Lopez.

City Council discussion to provide staff with direction to develop a comprehensive business survey, including questions focused on immediate priorities, long-term goals, and needed City resources. Staff shall identify appropriate distribution methods, timelines, and outreach strategies to ensure broad participation, and report back to the City Council with survey results, key findings, and recommended next steps for consideration.

22) DISCUSSION AND CONSIDERATION REGARDING OFFICE 133 USE AND DESIGN

This item was agendized by Councilmember Patty Lopez.

SAN FERNANDO CITY COUNCIL

Special and Regular Meeting Notice and Agenda – January 20, 2026

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City Council discussion to provide staff with direction regarding the feasibility, design options, estimated costs, and implementation timeline for the designation and enhancement of Office 133, and return to the City Council with findings and recommendations.

23) DISCUSSION REGARDING PARKING ENFORCEMENT – PROCESS FOR CITIZEN COMPLAINTS REGARDING PARKING SIGNAGE

This item was agendized by Councilmember Patty Lopez.

City Council discussion to provide staff with direction to provide a detailed overview of the existing procedures for handling citizen complaints related to parking signage, including green curb signs. Staff is directed to clarify departmental responsibilities, response timelines, criteria for enforcement when signage is questioned, and any corrective actions taken prior to issuing citations. Staff shall report back to the City Council with findings and recommendations, including any proposed improvements to ensure consistency, transparency, and due process.

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 February 2, 2026.

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@sanfernando.gov at least 48 hours prior to the meeting.

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Regular Meeting San Fernando City Council

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**CITY OF SAN FERNANDO
CITY COUNCIL**

**MINUTES
REGULAR MEETING – 6:00 P.M.
MONDAY, DECEMBER 1, 2025**

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

CALL TO ORDER/ROLL CALL – REGULAR MEETING 6:00 P.M. (OPEN SESSION)

Mayor Mary Mendoza called the regular meeting to order at 6:01 p.m.

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

Staff: City Manager Kanika Kith, City Attorney Richard Padilla, Police Chief Fabian Valdez, Director of Administrative Services Erica Melton, Director of Recreation and Community Services Julio Salcedo, Interim Director of Community Development Ron Garcia, and City Clerk Julia Fritz

Absent: None

TELECONFERENCING REQUESTS/DISCLOSURE

None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS

Jeff Wood, Vice Mayor of the City of Lakewood presented outgoing Mayor Mary Mendoza a Certificate of Recognition for her service as the Mayor.

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Sonya Blake from the Valley Economic Alliance spoke about workforce and community development, acknowledged Mayor Mendoza for her service as Mayor, and acknowledged Vice Mayor Solorio's service as Vice Mayor.

CONSENT CALENDAR

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

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
 - a. October 6, 2025 – Special & Regular CC Meeting
 - b. October 7, 2025 – Special CC Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) RECEIVE AND FILE STATUS UPDATES FOR CITY PROJECTS AND CITY COUNCIL PRIORITIES
- 4) CONSIDERATION TO APPROVE CALENDAR YEAR 2026 BUSINESS PERMITS FOR CERTAIN BUSINESS ACTIVITIES AS REQUIRED BY THE CITY CODE
- 5) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO BAKER TILLY FOR STRATEGIC PLAN CONSULTING SERVICES AND ADOPT A RESOLUTION APPROPRIATING FUNDS
- 6) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO LA METRO FOR THE FEDERAL TRANSIT ADMINISTRATION SECTION 5310 GRANT PROGRAM
- 7) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES CONTRACT WITH SA ASSOCIATES FOR PREPARATION OF THE CITY'S 2025 URBAN WATER MANAGEMENT PLAN

The motion carried, unanimously.

ADMINISTRATIVE REPORTS

- 8) ANNUAL REORGANIZATION OF THE CITY COUNCIL FOR THE SELECTION OF MAYOR AND VICE MAYOR

City Clerk Julia Fritz presented the staff report and opened nominations for Mayor.

Councilmember Lopez nominated Councilmember Victoria Garcia for the position of Mayor, and the nomination was seconded by Councilmember Garcia.

Mayor Mendoza nominated Councilmember Joel Fajardo for the position of Mayor, and the nomination was seconded by Councilmember Fajardo.

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MINUTES –Regular Meeting December 1, 2025

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Vice Mayor Mary Solorio nominated herself for the position of Mayor. The nomination was not seconded.

There were no other nominations for Mayor. Motion by Councilmember Fajardo to close the nomination period.

A roll call vote was conducted for the nomination of Councilmember Joel Fajardo as Mayor as follows:

ROLL CALL

AYES:	Fajardo, Mendoza - 2
NAYES:	None
ABSTAIN:	Solorio - 1

A roll call vote was conducted for the nomination of Councilmember Victoria Garcia as Mayor as follows:

ROLL CALL

AYES:	Lopez, Garcia - 2
NAYES:	None
ABSTAIN:	Solorio - 1

City Clerk Fritz announced a tie vote between Councilmember Joel Fajardo and Councilmember Victoria Garcia for Mayor.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to direct the City Clerk to draw names out of a bag to break the tie vote between Joel Fajardo and Victoria Garcia for the position of Mayor. The motion carried, unanimously.

City Clerk Fritz drew the name of Joel Fajardo from the bag and announced Joel Fajardo was selected to serve as the Mayor.

Councilmember Mendoza nominated Councilmember Victoria Garcia for the position of Vice Mayor, and the nomination was seconded by Councilmember Lopez.

Vice Mayor Solorio nominated Councilmember Patty Lopez for the position of Vice Mayor, however, Councilmember Lopez declined the nomination.

There were no other nominations for Vice Mayor. Therefore, Victoria Garcia being the sole nominee, was automatically selected to serve as the Vice Mayor.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Interim Director of Community Development Garcia provided updates regarding the San Fernando Together Food Distribution events, announced the Citywide Employee Holiday Luncheon event on December 10, the Valley Economic Alliance Annual Meeting event on December 11 and Foodzilla on December 13, 2026.

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GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Mendoza talked about starting a new tradition to invite Commissioners and Department Heads to the Tree Lighting event for introductions to the public and wished everyone a happy holiday season.

Councilmember Solorio extended congratulations to her colleagues and wished everyone Happy Holidays and Merry Christmas.

Councilmember Lopez extended best wishes to newly appointed Mayor Fajardo and Vice Mayor Garcia. She also noted that she submitted correspondence that outlined work that she worked on during her first year as a Councilmember and wished everyone a Merry Christmas and Happy Holidays.

Vice Mayor Garcia thanked her colleagues for their support, stated she is looking forward to her new role and wished everyone a Merry Christmas and Happy Holidays.

Mayor Fajardo recognized outgoing Mayor Mary Mendoza and thanked colleagues for their support, spoke about his commitment to the duties of the Mayor, commented on how to bring the City Council together to collaborate on matters such as initiatives related to water infrastructure and other key projects and wished everyone a Merry Christmas and Happy Holidays.

ADJOURNMENT (713 p.m.)

Motion by Mayor Fajardo, seconded by Councilmember Lopez to adjourn the regular meeting to the next regular meeting of January 5, 2026.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the December 1, 2025, Regular meeting and approved by the San Fernando City Council at the meeting of _____.

Julia Fritz, CMC
City Clerk

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 20, 2026

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 26-012 (Attachment "A") approving the Warrant Register.

BACKGROUND:

For each City Council meeting the Finance Division prepares a Warrant Register for City Council approval. The Register includes all recommended payments for the City. Checks, other than special checks, generally are not released until after the City 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 City 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. 26-012, including:
Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 26-012

**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. 26-012**

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

1. That the Payment Demand/Voucher List (EXHIBIT "A") as presented, having been duly audited, for completeness, are hereby allowed and approved for payment in the amounts as shown to designated payees and charged to the appropriate funds as indicated.
2. That the City Clerk shall certify to the adoption of this Resolution and deliver it to the City Treasurer.

PASSED, APPROVED, AND ADOPTED this 20th day of January 2026.

Joel Fajardo, 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. 26-012, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 20th day of January 2026, 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 January 2026.

Julia Fritz, City Clerk

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243320	1/20/2026	894869 ACORN TECHNOLOGY SERVICES	13110	13482	INFORMATION TECHNOLOGY MANAGE 001-135-0000-4270	18,529.16 18,529.16
243321	1/20/2026	894315 AG LAWNMOWER SHOP	587	13521	SMALL EQUIP. REPAIR (LAWNMOVERS 043-390-0000-4310	245.80
			588	13521	SMALL EQUIP. REPAIR (LAWNMOVERS 001-346-0000-4300	25.23
			589	13521	SMALL EQUIP. REPAIR (LAWNMOVERS 043-390-0000-4310	315.41 586.44
243322	1/20/2026	894683 AGILE OCCUPATIONAL MEDICINE PC	EM061950		DOT PHYSICAL 001-133-0000-4260	125.00 125.00
243323	1/20/2026	895071 AHMU, ANGELA P.	DEC 2025		STRETCH & STRENGTHENING 001-422-0000-4260	343.00 343.00
243324	1/20/2026	100143 ALONSO, SERGIO	DEC 2025	13577	MMAPI INSTRUCTOR 001-424-0000-4430	770.00 770.00
243325	1/20/2026	887695 AL'S KUBOTA TRACTOR	317713		VEHICLE MAINT - PK2364 041-320-0390-4400	564.11
			317944		VEHICLE MAINT - PK1169 041-320-0390-4400	177.03 741.14
243326	1/20/2026	888042 ALTEC INDUSTRIES INC.	51901472		VEHICLE MAINT-0083 041-320-0370-4400	615.31 615.31
243327	1/20/2026	100175 AMERICAN WATER WORKS ASSOC.	S0274589		ANNUAL MEMBERSHIP 070-381-0000-4380	347.00

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243327	1/20/2026	100175 100175 AMERICAN WATER WORKS ASSOC.	(Continued)			347.00
243328	1/20/2026	100222 ARROYO BUILDING MATERIALS, INC	315932	13522	MISC. LOCAL HARDWARE SUPPLIES A 001-311-0000-4300	226.53 226.53
243329	1/20/2026	892412 AT&T MOBILITY	287340014777X-010420		HR MANAGER CELL PHONE PLAN-DEC 001-133-0000-4220	51.02 51.02
243330	1/20/2026	891209 AUTONATION SSC	550487	13546	FORD GENUINE PARTS 041-1215	386.84 386.84
243331	1/20/2026	894842 BATTERY POWER INC	474473		BATTERY 041-320-0224-4400	206.75 206.75
243332	1/20/2026	893591 BIOMEDICAL WASTE DISPOSAL	160293		BIOMEDICAL WASTE PICK-UP & DISPO 001-222-0000-4260	110.00 110.00
243333	1/20/2026	892865 BLUE360 MEDIA LLC	IN2510273192		2026 CA VEHICLE CODE HANDBOOK 001-222-0000-4300	447.90 447.90
243334	1/20/2026	893940 BOB BARKER COMPANY	INV2195295		INMATE CLOTHING 001-225-0000-4350	92.47 92.47
243335	1/20/2026	887810 CALGROVE RENTALS, INC.	208251-1	13512	RENTAL OF LIGHT TOWER AND GENE 043-390-0000-4310	106.14 106.14
243336	1/20/2026	889056 CALLEROS, MARIA	REPL CK240225		REPL STL DTD CK-PRINCIPAL'S BRUN 001-420-0000-4450 001-420-0000-4300	426.33 26.27

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243336	1/20/2026	889056 889056 CALLEROS, MARIA	(Continued)		Total :	452.60
243337	1/20/2026	892464 CANON FINANCIAL SERVICES, INC	42323396	13476	CANON COPIER LEASE FY 2025-2026-[001-135-0000-4260	2,010.10
					Total :	2,010.10
243338	1/20/2026	895106 CANON U.S.A., INC.	6014270035	13498	CANON COPIER MAINTENANCE FY 2025-2026-[001-135-0000-4260	1,642.75
					Total :	1,642.75
243339	1/20/2026	891860 CARL WARREN & COMPANY	21086-21101		REIMB. TO ITF ACCT (LIABILITY CLAIM) 006-1037	39,278.62
					Total :	39,278.62
243340	1/20/2026	891144 CARLOCK THURSTON	54-0202-02		WATER ACCT REFUND-911 GRISWOLD 070-2010	1,000.00
					Total :	1,000.00
243341	1/20/2026	894010 CHARTER COMMUNICATIONS	0283057-010526 187701901-121425		LP CABLE & INTERNET SRV 01/05-02/05-2026 001-420-0000-4260 PD CABLE SRV-12/18/25-01/17/26 001-222-0000-4260	291.97 237.87
					Total :	529.84
243342	1/20/2026	895228 CISNEROS, EDGAR	39-3560-04		WATER ACCT REFUND-813 KALISHER 070-2010	39.17
					Total :	39.17
243343	1/20/2026	893681 CISNEROS, RAMIRO	52-5027-02		WATER ACCT REFUND-2037 LUCAS 070-2010	77.67
					Total :	77.67
243344	1/20/2026	103818 CITY OF LOS ANGELES	20254001226		IX-UNIT SANITATION PERMIT FEES 070-384-0000-4330	528.25
					Total :	528.25
243345	1/20/2026	101957 CITY OF LOS ANGELES, FIRE DEPT	SF260000005		FIRE SERVICES - DEC 2025 001-500-0000-4260	265,444.92

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243345	1/20/2026	101957 101957 CITY OF LOS ANGELES, FIRE DEPT	(Continued)		Total :	265,444.92
243346	1/20/2026	103029 CITY OF SAN FERNANDO	8263-8354		REIMB TO WORKER'S COMP ACCT 006-1038	35,344.21
					Total :	35,344.21
243347	1/20/2026	890893 CITY OF SAN FERNANDO	FY25/26 JAN 2026		FEE WAIVER - PROJECT HOPE TOY DF 001-101-0113-4430 CITY PROPERTY UTILITY BILLS 043-390-0000-4210	356.70 4,124.42
					Total :	4,481.12
243348	1/20/2026	100747 COASTLINE EQUIPMENT	1307160		VEHICLE MAINT-4361 041-320-0390-4400	103.88
					Total :	103.88
243349	1/20/2026	895231 COLON, MICHELLE	BS2501863-BS2501866		BUILDING PERMIT REFUND-226 ORANGE 001-3320-0000	844.62
					Total :	844.62
243350	1/20/2026	894912 COMMERCIAL TIRE CENTER	79381 79848	13561 13561	TIRES FOR FLEET 041-1215 TIRES FOR FLEET 041-1215	978.80 1,355.58
					Total :	2,334.38
243351	1/20/2026	100805 COOPER HARDWARE INC.	145189 145229 145275	13537 13537 13537	MISC. SUPPLIES FOR PW OPERATION 070-384-0000-4310 MISC. SUPPLIES FOR PW OPERATION 070-384-0000-4310 MISC. SUPPLIES FOR PW OPERATION 001-311-0000-4310	129.16 45.17 57.05
					Total :	231.38
243352	1/20/2026	892812 COSTAR REALTY INFORMATION, INC	122998389	13614	COSTAR SUITE SOFTWARE ONE YEAR 001-107-0000-4260	6,000.00
					Total :	6,000.00

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243353	1/20/2026	102003 COUNTY OF LOS ANGELES	RE-PW-25120803240		SIGNAGE INSTALLATION-910 FIRST 001-370-0000-4310	100.91
					Total :	100.91
243354	1/20/2026	889794 CUELLAR, JULIE	DEC 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					Total :	100.00
243355	1/20/2026	895227 CURIEL, FRANCISCO	60-1516-09		WATER ACCT REFUND-722 DE HAVEN 070-2010	110.77
					Total :	110.77
243356	1/20/2026	892888 CWE	F25694	12523	REGIONALPARK INFILTRATION PROJE 010-310-0620-4600	3,043.11
					Total :	3,043.11
243357	1/20/2026	891425 DIAZ, MARISOL	REIMB.		PRIZES FOR ONGOING BINGO- LP & RI 004-2346 004-2382	102.00 102.01
					Total :	204.01
243358	1/20/2026	893001 DINO LOCK & KEY	9714		GATE REPAIR-LOWER RESERVOIR 070-384-0000-4260	268.00
					Total :	268.00
243359	1/20/2026	892741 ELECTRIC GATE STORE, INC	214945		REPLACEMENT PARTS - 501 GATE 043-390-0000-4310	267.57
					Total :	267.57
243360	1/20/2026	890401 ENVIROGEN TECHNOLOGIES INC	0017257-IN	13612	MAINTENANCE SERVICES FOR WELL # 070-384-0857-4260	10,700.63
					Total :	10,700.63
243361	1/20/2026	103851 EVERSOF, INC.	R2626295		WATER SOFTNER RENTAL - WELL 2A 070-384-0000-4260	66.92
					Total :	66.92
243362	1/20/2026	888122 FABIAN, MANUEL	REIMB.		MILEAGE REIMB.	

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243362	1/20/2026	888122 FABIAN, MANUEL	(Continued)		001-310-0000-4390	53.27
					Total :	53.27
243363	1/20/2026	893800 FAJARDO, JOANNE	DEC 2025		CHAIR ZUMBA GOLD INSTRUCTOR 001-422-0000-4260	411.00
					Total :	411.00
243364	1/20/2026	101147 FEDEX	9-119-10342		COURIER SERVICES 001-190-0000-4280	84.42
					Total :	84.42
243365	1/20/2026	894334 FRIEND, ERICA	DEC 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					Total :	100.00
243366	1/20/2026	892198 FRONTIER COMMUNICATIONS	209-150-5251-040172-		MWD METER (P.W.) 070-384-0000-4220	57.34
			209-151-4939-102990-		MUSIC CHANNEL 001-190-0000-4220	53.45
			209-188-4361-031792-		RCS PHONE LINES 001-420-0000-4220	143.35
			209-188-4362-031792-		POLICE PHONE LINES 001-222-0000-4220	3,100.74
			209-188-4363-031892-		VARIOUS PHONE LINES 001-190-0000-4220	801.48
			818-361-2385-012309-		MTA & CREDIT CARD PHONE LINES 007-440-0441-4220	79.60
			818-361-6728-080105-		ENGINEERING FAX LINE 001-310-0000-4220	32.02
			818-361-7825-120512-		RUDY ORTEGA PARK IRR SYTM 001-420-0000-4220	90.79
			818-365-0026-071223-		PD NON EMERGENCY PHONE LINE 001-222-0000-4220	466.36
			818-365-5097-120298-		POLICE NARCOTICS VAULT 001-222-0000-4220	45.65

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243366	1/20/2026	892198 FRONTIER COMMUNICATIONS	(Continued) 818-837-1509-032207-		PUBLIC WORKS PHONE LINE 001-190-0000-4220	32.02
			818-837-2296-031315-		VARIOUS CITY HALL LINES 001-190-0000-4220	387.51
			818-837-7174-052096-		PD SPECIAL ACTIVITIES PHONE 001-222-0000-4220	31.50
			818-838-4969-021803-		POLICE DEPT ALARM PANEL 001-222-0000-4220	155.87
			818-898-7385-033105-		LAS PALMAS PARK FAX LINE 001-420-0000-4220	49.89
					Total :	5,686.78
243367	1/20/2026	895217 GARAY, OSCAR	PW2100651		PERMIT REFUND 070-3840-0000	945.00
					070-3835-0000	1,821.00
					072-3840-0000	391.00
					Total :	3,157.00
243368	1/20/2026	894994 GARCIA, CHRISTIAN ANTONIO	DEC 2025		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					Total :	100.00
243369	1/20/2026	101279 GOMEZ-GARCIA, SONIA	REIMB.		WELLNESS BENEFIT REIMB. FY25/26 001-130-0000-4140	77.74
					Total :	77.74
243370	1/20/2026	893344 GRAND ELECTRICAL SUPPLY	20116492	13539	ELECTRICAL MATERIAL & SUPPLIES 001-370-0000-4310	43.16
			20116524	13539	ELECTRICAL MATERIAL & SUPPLIES 001-370-0000-4310	27.45
					Total :	70.61
243371	1/20/2026	894407 GRAYBAR FINANCIAL SERVICES	19622079		VOIP MONTHLY LEASE PAYMENT-JAN' 001-190-0000-4220	946.60
					001-222-0000-4220	946.60
					001-420-0000-4220	405.69

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243371	1/20/2026	894407 GRAYBAR FINANCIAL SERVICES	(Continued)		070-384-0000-4220	405.69
					Total :	2,704.58
243372	1/20/2026	101434 GUZMAN, JESUS ALBERTO	DEC 2025	13580	JESUS GUZMAN MMAP INSTRUCTOR F 004-2359	900.00
					Total :	900.00
243373	1/20/2026	888647 HDL SOFTWARE, LLC	SIN056541	13549	BUSINESS LICENSE ADMIN SERVICES- 001-130-0000-4260	48,790.69
					Total :	48,790.69
243374	1/20/2026	893817 HERNANDEZ MOLINA, MARIO ALBERTO	DEC 2025	13581	MARIO HERNANDEZ MOLINA MMAP IN: 004-2360	720.00
					Total :	720.00
243375	1/20/2026	101511 HINDERLITER DE LLAMAS & ASSOC.	SIN057174	13582	SALES TAX & TRANSACTION (OCT-DEC 001-130-0000-4270	2,438.04
			SIN057432	13582	SALES TAX & TRANSACTION (OCT-DEC 001-130-0000-4270	600.00
					Total :	3,038.04
243376	1/20/2026	892682 IPS GROUP, INC.	INV118724	13345	SMART PARKING METER-NOV 2025 029-335-0000-4600	1,645.77
					Total :	1,645.77
243377	1/20/2026	891777 IRRIGATION EXPRESS	15323095-00	13533	IRRIGATION SUPPLIES FOR REPAIRS / 029-335-0000-4300	48.53
					Total :	48.53
243378	1/20/2026	894823 KARINA SWEEPING LLC	0047	13534	SWEEPING SERVICES-PARKING LOTS, 029-335-0000-4260	7,440.00
					Total :	7,440.00
243379	1/20/2026	101764 KEYSTONE UNIFORM DEPOT	071704		UNIFORM 001-222-0000-4270	2,048.08
					Total :	2,048.08

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243380	1/20/2026	895226 KYRIAZIS, THEODORES	37-1158-13		WATER ACCT REFUND-657 WOLFSKILL 070-2010	99.24
					Total :	99.24
243381	1/20/2026	102007 L.A. COUNTY SHERIFFS DEPT.	261298BL	13551	PRE-PACKAGED, PREPARED INMATE M 001-225-0000-4350	448.77
					Total :	448.77
243382	1/20/2026	101971 L.A. MUNICIPAL SERVICES	004-750-1000		ELECTRIC - 13003 BORDEN 070-384-0000-4210	8,844.76
			494-750-1000		WATER-12900 DRONFIELD 070-384-0000-4210	93.95
			594-750-1000		ELECTRIC-12900 DRONFIELD 070-384-0000-4210	5,372.54
			657-750-1000		ELECTRIC - 14060 SAYRE 070-384-0000-4210	3,069.45
			757-750-1000		WATER - 14060 SAYRE 070-384-0000-4210	10.44
			792-603-2351		WATER - 13657 7/9 FOOTHILL 070-384-0000-4210	354.85
			993-750-1000		WATER-13003 BORDEN 070-384-0000-4210	1,577.63
					Total :	19,323.62
243383	1/20/2026	893218 LAZARO, ERNESTO	DEC 2025	13583	MMAP INSTRUCTOR 004-2360	540.00
					Total :	540.00
243384	1/20/2026	888195 LEXIPOL LLC	invpm11260700	13523	LEXIPOL MANUALS AND DAILY TRAINING 001-135-0000-4260	1,450.23
					Total :	1,450.23
243385	1/20/2026	101974 LOS ANGELES COUNTY	NOV 2025	13552	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	15,252.84
					Total :	15,252.84
243386	1/20/2026	892477 LOWES	9747-76407		CLAMPS, TABLES	

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243386	1/20/2026	892477 LOWES	(Continued)		041-320-0000-4310	222.84
			9747-76414		J/H LIGHT	
			9747-89410		041-320-0000-4300	13.85
					SHOP TOWELS	
					041-320-0000-4300	190.56
					Total :	427.25
243387	1/20/2026	888254 MCCALLA COMPANY	186632A		NITRILE GLOVES 001-222-0000-4300	615.08
					Total :	615.08
243388	1/20/2026	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE 007-440-0441-4220	40.37
			7DL39365		ALARM LINE-1100 PICO 001-420-0000-4220	39.62
					Total :	79.99
243389	1/20/2026	894221 MELTON, ERICA D.	1-15		PETTY CASH REIMBURSEMENT 001-105-0000-4300	77.00
					001-140-0000-4370	26.13
					001-222-0000-4300	211.21
					001-423-0000-4300	11.99
					001-370-0000-4300	27.10
					001-420-0000-4360	8.99
					004-2346	22.97
					041-320-0221-4402	18.32
					Total :	403.71
243390	1/20/2026	102148 METROPOLITAN WATER DISTRICT	50728		PENALTY-MWD MONTHLY CAPACITY C 070-384-0000-4430	57.42
					Total :	57.42
243391	1/20/2026	894854 MEZA, VICTOR	RPL CK240274		REPL STL DTD CK-LUNCH PROVIDED F 001-133-0000-4370	114.47
					Total :	114.47

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243392	1/20/2026	102226 MISSION LINEN SUPPLY	52514344		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	334.45
			525172644	13499	LAUNDRY SERVICES FOR PD	
					001-225-0000-4350	334.45
			525251704	13499	LAUNDRY SERVICES FOR PD	
					001-225-0000-4350	373.49
					Total :	1,042.39
243393	1/20/2026	894150 MORA-ZAMORA, ERENDIRA	010626		MUSIC ENTERTAINMENT FOR SENIOR	
				13606	004-2380	1,400.00
					Total :	1,400.00
243394	1/20/2026	894004 MURILLO, NICHOLAS	reimb.		K9 FOOD & SUPPLIES	
					001-225-0000-4300	238.25
					Total :	238.25
243395	1/20/2026	893454 NACHO'S ORNAMENTAL INC	INV429778		REPL WHEELS ON GATE - DRONFIELD	
					070-384-0000-4310	24.20
			INV429779		REPL WHEELS ON GATE	
					043-390-0000-4310	103.87
					Total :	128.07
243396	1/20/2026	892289 NATIONAL AUTO FLEET GROUP	RF-WF14455		2025 POLICE INTERCEPTORS	
				13440	041-225-0000-4500	4,071.35
			WF14618	13440	2025 POLICE INTERCEPTORS	
					041-225-0000-4500	60,778.21
					Total :	64,849.56
243397	1/20/2026	102333 NATIONAL BUSINESS FURNITURE	MK622569-SMH		FOUR KIOSKS FOR SOLAR APP WORK	
				13554	110-150-0536-4300	3,572.10
					Total :	3,572.10
243398	1/20/2026	102336 NATIONAL CONSTRUCTION RENTALS	8047247		FENCE RENTAL-13441 FOOTHILL	
					070-384-0000-4260	142.66
					Total :	142.66
243399	1/20/2026	893247 NATIONAL READY MIXED	962065		CONCRETE FOR VARIOUS SIDEWALK,	
				13594	001-311-0000-4310	1,024.25

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243399	1/20/2026	893247 NATIONAL READY MIXED	(Continued) 962496		CONCRETE FOR VARIOUS SIDEWALK,	
				13594	001-311-0000-4310	964.25
					Total :	1,988.50
243400	1/20/2026	893348 NCSI	64921		BACKGROUND CHECK-YOUTH BASKE	
					001-423-0000-4260	129.50
					Total :	129.50
243401	1/20/2026	893405 NEW HORIZON	3362426		LP PHONE SERVICES-JAN'26	
					001-420-0000-4260	308.91
					Total :	308.91
243402	1/20/2026	102410 NORTHRIDGE HOSPITAL MEDICAL	113025SF		SART EXAM	
					001-224-0000-4270	1,942.92
					Total :	1,942.92
243403	1/20/2026	894100 ODP BUSINESS SOLUTIONS , LLC	445055776001		OFFICE SUPPLIES	
					001-130-0000-4300	168.83
			446837236001		BREAK ROOM SUPPLIES	
					070-381-0000-4280	192.96
			446838137001		BREAK ROOM SUPPLIES	
					043-390-0000-4310	103.25
			446838138001		BREAK ROOM SUPPLIES	
					043-390-0000-4310	66.64
			451415990001		OFFICE SUPPLIES	
					001-130-0000-4300	135.77
			453014360001		OFFICE SUPPLIES	
					001-222-0000-4300	153.43
			453452882001		TONER	
					001-133-0000-4300	457.09
					Total :	1,277.97
243404	1/20/2026	894123 OLIVAREZ MADRUGA LAW	29569		LEGAL SERVICES	
					001-110-0000-4270	27,518.06
					001-112-0000-4270	3,049.30
					070-110-0000-4270	3,657.60

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243404	1/20/2026	894123 OLIVAREZ MADRUGA LAW	(Continued) 29570		LEGAL SERVICES 001-110-0000-4270	587.39
					001-112-0000-4270	3,475.90
			29571		LEGAL SERVICES 001-110-0000-4270	2,566.62
					Total :	40,854.87
243405	1/20/2026	890095 O'REILLY AUTOMOTIVE STORES INC	4605-266069		VEHICLE SVC., MAINT. & REPAIR PART 041-1215	13.87
			4605-267232	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0225-4400	6.72
			4605-267478	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-1215	18.90
			4605-268800	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0225-4400	227.02
			4605-269157	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0225-4400	222.87
			4605-269401	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0311-4400	55.23
			4605-269673	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0225-4400	-218.75
			4605-270050	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0225-4400	10.22
					Total :	336.08
243406	1/20/2026	892360 PARKING COMPANY OF AMERICA	INVM0020380		PUBLIC TRANSPORTATION SERVICES- 007-440-0442-4260	49,799.99
				13556		Total : 49,799.99
243407	1/20/2026	895002 PORTA-STOR	468837		MCB STORAGE BIN RENTAL-DEC 2025 001-423-0000-4260	82.00
					Total :	82.00
243408	1/20/2026	894746 PRECISION CIVIL	32577		ON CALL PLANNING SERVICES 001-150-0000-4270	555.00
			32578	13179	ON CALL PLANNING SERVICES	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243408	1/20/2026	894746 PRECISION CIVIL	(Continued)		001-150-0000-4270	1,601.25
				13179		Total : 2,156.25
243409	1/20/2026	890004 PTS	2149643		PD PAY PHONE - JAN 2026 001-190-0000-4220	88.00
					Total :	88.00
243410	1/20/2026	894306 QUENCH USA, INC.	INV10031935		DRINKING WATER 001-222-0000-4300	123.49
					Total :	123.49
243411	1/20/2026	102855 RIO HONDO COLLEGE	F25-289-ZSFN		ADVANCED OFFICER COURSE 001-225-0000-4360	75.00
			F25-295-ZSFN		ADVANCE OFFICER COURSE 001-225-0000-4360	75.00
					Total :	150.00
243412	1/20/2026	893276 RON'S MAINTENANCE, INC.	1408		CATCH BASIN CLEANING SERVICES 023-311-0000-4260	4,284.00
				13613	001-311-0000-4260	4,284.00
				13613		Total : 8,568.00
243413	1/20/2026	102929 ROYAL PAPER CORPORATION	5521710		CLEANING SUPPLIES FOR PARK FACIL 001-420-0000-4300	100.83
				13495	001-422-0000-4300	100.84
				13495	001-423-0000-4300	100.84
				13495	001-424-0000-4300	100.84
					Total :	403.35
243414	1/20/2026	103057 SAN FERNANDO VALLEY SUN	19115		LEGAL AD: 1ST READING-ORD NO 173 001-115-0000-4230	54.00
			19133		LEGAL AD: 1ST READING- ORD NO 173 001-115-0000-4230	125.00
			19139		PH: AMEND 6TH CYCLE HOUSING ELEI 001-115-0000-4230	175.00
			19142		LEGAL AD: 2ND READING-ORD NO 173	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243414	1/20/2026	103057 SAN FERNANDO VALLEY SUN	(Continued)			
			19143		001-115-0000-4230	150.00
					RFP: STRATEGIC PLAN DEVEL SERVIC	
			19170		001-115-0000-4230	70.00
					PH NOTICE - ORD NO 1738 PROHIBIT F	
					001-115-0000-4230	320.00
					Total :	894.00
243415	1/20/2026	894125 SANCHEZ, NATASHA	DEC 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	100.00
243416	1/20/2026	103184 SMART & FINAL	184		DAY CAMP SCIENCE SUPPLIES	
			429		001-422-0000-4300	37.57
					WINTER CAMP ACTIVITIES SUPPLIES	
					001-422-0000-4300	131.52
					Total :	169.09
243417	1/20/2026	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC - VARIOUS LOCATIONS	
					027-344-0000-4210	12,763.87
					029-335-0000-4210	4,787.76
					070-384-0000-4210	18,535.52
					074-320-0000-4210	924.68
					043-390-0000-4210	6,468.87
					Total :	43,480.70
243418	1/20/2026	894275 STAPLES, INC.	6050092343		OFFICE SUPPLIES	
			6050092344		001-133-0000-4300	55.03
					OFFICE SUPPLIES	
					001-133-0000-4300	30.44
					Total :	85.47
243419	1/20/2026	894649 STERLING ADMINISTRATION	908287		FSA FUNDING CONTRIBUTION	
					004-2365	800.42
					Total :	800.42
243420	1/20/2026	893955 TALLEY, BRIDGET LAINE	DEC 2025		CHAIR YOGA INSTRUCTOR	

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243420	1/20/2026	893955 TALLEY, BRIDGET LAINE	(Continued)			
					001-422-0000-4260	315.00
					Total :	315.00
243421	1/20/2026	895230 THE ELENA FOUNDATION	FY25-26		CIF: REGISTRATION FOR COMMUNITY	
					053-101-0112-4430	150.00
					Total :	150.00
243422	1/20/2026	103205 THE GAS COMPANY	084-220-33249-3		GAS - 505 S HUNTINGTON	
					043-390-0000-4210	213.12
					Total :	213.12
243423	1/20/2026	101528 THE HOME DEPOT CRC	1021379		MATL'S FOR REPAIRS-PIONEER PARK	
			1021380		043-390-0000-4310	250.14
					SMALL HAND TOOLS	
			5542871		043-390-0000-4340	137.08
					PLANT FERTILIZER	
					043-390-0000-4310	13.78
					Total :	401.00
243424	1/20/2026	895210 THERMO SCIENTIFIC PROTABLE	INV232026	13601	TRUNARC DELTA DRUG TESTING DEVI	
					110-220-3744-4300	42,544.72
					Total :	42,544.72
243425	1/20/2026	890833 THOMSON REUTERS	853004863	13590	DETECTIVE INVESTIGATIVE SOFTWARE	
					001-135-0000-4260	340.72
					Total :	340.72
243426	1/20/2026	893504 TOWN HALL STREAMS, LLC	17117		STREAMING SERVICES - JAN 2026	
					001-115-0000-4260	190.00
					Total :	190.00
243427	1/20/2026	892853 TREE PEOPLE	4	13438	PROJ MGMT, GRT ADMIN, COMM ENG#	
					010-310-0847-4260	8,646.31
					Total :	8,646.31
243428	1/20/2026	889069 U.S. BANK NATIONAL ASSOCIATION	7870658		ADMIN FEES FOR 2021 A&B BONDS	
					018-190-0000-4265	3,000.00

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243428	1/20/2026	889069 889069 U.S. BANK NATIONAL ASSOCIATION	(Continued)			Total : 3,000.00
243429	1/20/2026	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE (15122187		ACCT 15122187-POSTAGE REIMB. 001-190-0000-4280	1,500.00 Total : 1,500.00
243430	1/20/2026	887939 ULINE SHIPPING SUPPLIES	202319616	13455	PROPERTY & EVIDENCE SUPPLIE, CO' 001-222-0000-4300	231.57 Total : 231.57
243431	1/20/2026	103444 ULTRA GREENS, INC	58571		PLANTS 001-311-0000-4310	82.28 Total : 82.28
243432	1/20/2026	103445 UNDERGROUND SERVICE ALERT	1220250712		(56) SNF01 NEW TICKET CHARGES 070-381-0000-4260 072-360-0000-4260 001-370-0000-4310	115.34 115.33 115.33
			25-262270		CA STATE FEE-REGULATORY COSTS 070-381-0000-4260 001-370-0000-4310 072-360-0000-4260	28.61 18.60 38.61 Total : 431.82
243433	1/20/2026	894888 US BANCORP SERVICE CENTER INC	010226		REPLACE CHAIRS 017-420-0000-4500	718.15
			102425		CHATGPT PLUS MONTHLY SUBSCRIPT 001-105-0000-4380	20.00
			112425		CHATGPT PLUS MONTHLY SUBSCRIPT 001-105-0000-4380	20.00
			121625	13500	TRUCK RENTAL FOR WATER DIVISION 070-384-0000-4400	781.73
			121725		PRORATED ANNUAL SUBSCRIPTION 001-105-0000-4380	18.34
			121725		FLOOR CLEANER 001-423-0000-4300	135.00
			121825		LUNCH--PD COMMANDER INTERVIEW	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243433	1/20/2026	894888 US BANCORP SERVICE CENTER INC	(Continued)			
			121925-1		001-133-0000-4370 SUPPLIES	94.81
			121925-2		001-422-0000-4300 SUPPLIES	27.07
			121925-3		001-422-0000-4300 SUPPLIES	221.12
			122225-1		001-422-0000-4300 PROGRAM SUPPLIES	68.12
			122225-2		001-423-0000-4300 PROGRAM SUPPLIES	754.76
			122325	13622	001-423-0000-4300 PURCHASE OF FOLDING TABLES FOR 017-420-0000-4500	123.74 4,309.20
			122425		CHATGPT PLUS MONTHLY SUBSCRIPT 001-105-0000-4380	20.00
			122625		BUSINESS CARDS 001-101-0000-4300 001-105-0000-4300 001-150-0000-4300 001-420-0000-4300	87.72 58.48 58.48 29.23
			122625		CIF: HOLIDAY CHOCOLATE CHIP 053-101-0107-4430 053-101-0103-4430	500.00 500.00
			12312025	13496	STAFF & SPORTS UNIFORMS 001-190-0000-4267	1,779.14
			123125		REPLACE CHAIRS 017-420-0000-4500	972.32
			123125		LODGING- 2026 CA CONTRACT CITIES 001-101-0114-4370	350.25
			123125		AIRFARE- 2026 CA CONTRACT CITIES (
					001-101-0114-4370	753.76 Total : 12,401.42
243434	1/20/2026	894888 US BANCORP SERVICE CENTER INC	121625		LODGING-BACKGROUND INVESTIGATI 001-225-0000-4360	645.78
			122225		LODGING-PST RECORDS CLERK TRAI	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243434	1/20/2026	894888 US BANCORP SERVICE CENTER INC	(Continued)			
			122325		001-222-0000-4360	925.30
					RGSTR-DOC THE SCENE TRAINING O	
			123025		001-222-0000-4360	185.00
					MEMBERSHIP RENEWAL	
					001-222-0000-4370	75.00
					Total :	1,831.08
243435	1/20/2026	893740 UTILITY SYSTEMS SCIENCE &	COSF_01/1-01/31/26	13517	SEWER FLOW MONITORING & WASTE	
					072-360-0000-4260	540.00
					Total :	540.00
243436	1/20/2026	100101 VERIZON WIRELESS-LA	6131634002		VARIOUS CELL PHONE & HS PLANS	
					001-101-0112-4220	38.86
					001-105-0000-4220	49.84
					001-222-0000-4220	80.02
					001-152-0000-4220	180.08
					001-420-0000-4220	40.01
					028-155-0000-4300	40.01
					043-390-0000-4310	254.04
					070-384-0000-4220	463.23
					072-360-0000-4220	102.60
					001-222-0000-4220	-176.75
					001-152-0000-4220	-152.04
			6131939987		PD CELL PHONE PLANS	
					001-222-0000-4220	517.63
			6131951829		CITY YARD STANDBY PHONE PLAN	
					072-360-0000-4220	36.89
					Total :	1,474.42
243437	1/20/2026	103603 VULCAN MATERIALS COMPANY	5347750		UTILITY TRENCH AND POTHOLE REPA	
				13542	072-360-0000-4300	262.27
				13542	070-383-0000-4310	786.82
			5348837		UTILITY TRENCH AND POTHOLE REPA	
				13542	072-360-0000-4300	700.26
				13542	070-383-0000-4310	2,100.79

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243437	1/20/2026	103603 103603 VULCAN MATERIALS COMPANY	(Continued)			Total : 3,850.14
243438	1/20/2026	888390 WEST COAST ARBORISTS, INC.	234309		FY 2025-26 CITY-WIDE TREE TRIMMING	
				13504	001-346-0000-4260	3,060.00
				13504	011-311-0000-4260	38,012.00
				13504	001-311-0000-4260	16,800.00
					Total :	57,872.00
243439	1/20/2026	890970 WEX BANK	109653810		FUEL FOR FLEET	
					041-320-0221-4402	559.39
					041-320-0222-4402	406.92
					041-320-0224-4402	1,094.37
					041-320-0225-4402	3,943.05
					041-320-0228-4402	729.94
					041-320-0311-4402	2,212.46
					041-320-0312-4402	308.05
					041-320-0320-4402	304.88
					041-320-0370-4402	1,182.01
					041-320-0390-4402	2,389.37
					070-381-0000-4402	197.82
					070-382-0000-4402	364.47
					070-383-0000-4402	997.05
					070-384-0000-4402	575.07
					072-360-0000-4402	648.62
					Total :	15,913.47
243440	1/20/2026	891531 WILLDAN ENGINEERING	00341720		NPDES CONSULTING SERVICES	
				13569	023-311-0000-4270	1,781.04
					Total :	1,781.04
243441	1/20/2026	889491 WILLDAN FINANCIAL SERVICES	010-62884		LANDSCAPING AND LIGHTING ASSESS	
				13619	027-344-0000-4260	3,000.00
					Total :	3,000.00
122 Vouchers for bank code : bank3						Bank total : 896,601.91
122 Vouchers in this report						Total vouchers : 896,601.91

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Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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SPECIAL CHECK

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Voucher List
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243310	12/31/2025	103648 CITY OF SAN FERNANDO	P/R ENDING 12-26-25		REIMBURSEMENT FOR PAYROLL ENDI	
					001-1003	612,100.31
					007-1003	2,440.99
					017-1003	3,441.97
					027-1003	3,766.52
					029-1003	3,500.72
					030-1003	188.03
					041-1003	7,551.09
					043-1003	28,569.08
					070-1003	66,388.03
					072-1003	19,251.28
					094-1003	1,177.06
					Total :	748,375.08
1 Vouchers for bank code :		bank3			Bank total :	748,375.08
1 Vouchers in this report					Total vouchers :	748,375.08

Voucher Registers are not final until approved by Council.

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243311	12/31/2025	893115 P.E.R.S. CITY RETIREMENT	VARIANCE		EMPL CONTRIB VARIANCE-VARIOUS P.	
					018-222-0000-4124	657.34
					018-224-0000-4124	493.00
					018-225-0000-4124	7,066.35
					Total :	8,216.69
					Bank total :	8,216.69
					Total vouchers :	8,216.69

1 Vouchers for bank code : bank3

1 Vouchers in this report

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243312	1/5/2026	102519 P.E.R.S.	JAN 2026		HEALTH INS BENEFITS-JAN 2026 001-1160	223,429.81
Total :						223,429.81
1 Vouchers for bank code :		bank3				Bank total : 223,429.81
1 Vouchers in this report						Total vouchers : 223,429.81

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Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243313	1/6/2026	103648 CITY OF SAN FERNANDO	special pr 1-6-26		REIMBURSEMENT FOR PAYROLL W/E 001-1003	5,788.83
Total :						5,788.83
1 Vouchers for bank code :		bank3				Bank total : 5,788.83
1 Vouchers in this report						Total vouchers : 5,788.83

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Bank code :		bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
243314	1/6/2026	887270 AMERICAN TRANSPORTATION SYSTEM	144219	13620	ROUNDTrip BUS TRANSPORTATION F			
					004-2383	1,971.97		
Total :							1,971.97	
1 Vouchers for bank code :		bank3				Bank total :	1,971.97	
1 Vouchers in this report						Total vouchers :	1,971.97	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243315	1/7/2026	894123 OLIVAREZ MADRUGA LAW	29114		LEGAL SERVICES	
					001-110-0000-4270	16,315.97
					001-112-0000-4270	46,655.11
					070-110-0000-4270	6,523.10
					073-110-0000-4270	28.80
			29115		LEGAL SERVICES	
					001-110-0000-4270	453.60
			29116		LEGAL SERVICES	
					001-110-0000-4270	550.06
					Total :	70,526.64
243316	1/7/2026	894746 PRECISION CIVIL	32809		ON CALL PLANNING SERVICES	
				13179	001-150-0000-4270	80.00
			32810		ON CALL PLANNING SERVICES	
				13179	001-150-0000-4270	602.70
					Total :	682.70
243317	1/7/2026	103463 U.S. POSTMASTER	DEC 2025		POSTAGE-DEC UTILITY BILLS	
					070-382-0000-4300	935.86
					072-360-0000-4300	935.86
					Total :	1,871.72
3 Vouchers for bank code : bank3						Bank total : 73,081.06
3 Vouchers in this report						Total vouchers : 73,081.06

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 26-012vchlist
01/15/2026 9:10:48AMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243318	1/15/2026	891860 CARL WARREN & COMPANY	21069-21085		REIMB TO ITF ACCT (LIABILITY CLAIMS 006-1037	33,336.88
			PREFUND		PREFUND REQUEST-REIMB TO ITF AC 006-1037	150,000.00
					Total :	183,336.88
1 Vouchers for bank code :		bank3			Bank total :	183,336.88
1 Vouchers in this report					Total vouchers :	183,336.88

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 26-012

vchlist
01/15/2026 10:43:34AM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code :		bank3				
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243319	1/16/2026	103648 CITY OF SAN FERNANDO	pr 01-09-2026		REIMBURSENT FOR PAYROL ENDING 1	
					001-1003	589,140.65
					007-1003	2,441.03
					017-1003	2,357.87
					027-1003	3,681.97
					029-1003	3,485.96
					041-1003	7,716.07
					043-1003	28,087.26
					070-1003	60,854.87
					072-1003	15,182.05
					094-1003	1,152.04
					Total :	714,099.77
1 Vouchers for bank code :		bank3				Bank total : 714,099.77
1 Vouchers in this report						Total vouchers : 714,099.77

Voucher Registers are not final until approved by Council.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager

Date: January 20, 2026

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)

Title: Microsoft 365 (M365) Upgrade

Date Completed

February 18, 2025

February 2025

December 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

Title: Bus Shelter Rehabilitation Project

Date Completed

January 2025

October 31, 2024

November 2024

Spring 2025

January 23, 2025

March 31, 2025

September 15, 2025

January 5, 2026

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.	Opportunity Sites Analysis (Formerly Downtown Master Plan)	Approved FY 22-23 budget to develop a DTMP with robust community outreach. Guides future actions for revitalization of Downtown San Fernando. Budget: \$297,675.	<ul style="list-style-type: none"> • 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 		December 2026	Kanika Kith/ Ron Garcia

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<ul style="list-style-type: none"> 11-17-2025: Council approved Option 1 – Opportunity Site Analysis Opportunity Sites Analysis Kick Off Meeting January 2026 			
2.	East San Fernando Valley Light Rail Transit Project	<p>Metro project to build light rail line in two phases:</p> <p>Phase 1 – 6.7 miles along Van Nuys Blvd with 11 stations.</p> <p>Phase 2 – 2.5 miles from Pacoima to Sylmar/San Fernando Metrolink. Funded by Measure R & M.</p>	<ul style="list-style-type: none"> 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) 	Continue pursuing early action safety funding and mitigations. Monitor and work closely with Metro to follow through on safety improvements to rail crossings in the City.	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
			<ul style="list-style-type: none"> • 6-2025: CPUC Sec. 130 safety funding discussions • 6-25-2025: Multi-agency safety improvements discussion • 7-7-2025: Public outreach results presented • 9-18-2025: Council approved conditional support for Scenario 2 • 11-19-25: Metro Planning and Program Committee approved planning work on Scenario 2, including early action safety improvements on rail crossings in the City. 			
3.	CDBG Small Business Assistance Grant Program (SBAP)	Provides grants to businesses/property owners for storefront improvements	<ul style="list-style-type: none"> • FY 24-25 CDBG Programs approved (May 2024) 	None	January 2026	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
		(signage, paint, anti-graffiti, landscaping, etc.). Total funding: \$210,110.	<ul style="list-style-type: none"> • SBAP guidelines + additional \$64,506 allocation approved (Nov 18, 2024) • 35 applications received, 19 awarded. • 9-2-25: Program update to Council • Projects underway 			
4.	Virtual San Fernando – Website Redesign & My San Fernando App	<p>ARPA-funded digital initiative.</p> <p>Phase 1: My San Fernando App (launched Mar 2024; 4,500+ requests submitted).</p> <p>Phase 2: Website redesign by Granicus (\$200,000).</p>	<ul style="list-style-type: none"> • Phase 1 (App) completed • 10-2023: Granicus awarded website redesign contract • Granicus staff transition issues – new PM assigned, complaint filed • 8-2025: Expedited training • \$10,000 ARPA funding available for backend support • 9-19-25: Provided Granicus with 	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
			<p>updated content migration list.</p> <ul style="list-style-type: none"> • 10-13-25: Additional migration agreement was approved. • 11-20-25: Additional migration work completed by Granicus, pending staff review and revisions. Staff needs to still refine site alignment and make edits to over 100 webpages. 			
5.	Partnership with Asociación de Jaliscienses Unidos en Acción (AJUA)	Potential partnership with AJUA to provide services to the immigrant community.	<ul style="list-style-type: none"> • 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

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
	City Clerk's Office					
1.	Amend City Recognition Requests Policy/Procedure	Expands the City's Recognition Requests Policy/Procedure to include clear descriptions and guidelines for Council-issued recognitions (Resolutions, Proclamations, Certificates, official acknowledgments) honoring contributions, achievements, or service to the community.	<ul style="list-style-type: none"> • 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. 	Feb. 2026	Feb. 2026	Julia Fritz

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
2.	Quarterly Special City Council Meeting Celebration Event	Host Quarterly Celebration Meetings to acknowledge Community members, businesses and organizations for their contribution to the community.	<ul style="list-style-type: none"> • Pre-Planning for Next Celebration Event Scheduled for: January 26, 2026 • Pre-Planning for 2nd quarterly Celebration Event for: July 27, 2026 • On 1-5-2026, Staff was directed to reschedule the January and July 2026 Celebration Events to February and August. 	None at this time	Next Scheduled Celebration Event: February 23, 2026 and August 31, 2026	Julia Fritz

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
	Community Development Department					
1.	Community Preservation – Commercial Property Education Program	Education & maintenance program to support beautification of commercial corridors. Officers work directly with business community.	<ul style="list-style-type: none"> 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 February 2026: 55 to be recognized 1-20-26: Walking inspections will resume 	None at this time	FY 2026–2027 (Ongoing)	Rigoberto Guerrero
2.	Climate Action Resilience Plan (CARP) & General Plan Updates	Strategic framework to mitigate climate change and update Circulation (Mobility)	<ul style="list-style-type: none"> Phase 1 completed Feb 2024 Phase 2 engagement underway with 	<ul style="list-style-type: none"> Draft Final Plans Jan 12, 2026 	April 6, 2026	Ron Garcia

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		& Open Space/Parks Elements. Supported by state grant.	Pacoima Beautiful, FTBMI, and Climate Resolve <ul style="list-style-type: none"> • Grant accepted Apr 2, 2024 • Workshops & walkshops held through 2024–2025 • Advisory Group refining equity framework 	<ul style="list-style-type: none"> • Update and Discussion January 20, 2026 • Consideration for Adoption April 6, 2026 		
3.	SCAG REAP 2.0 Grant	\$1.125M grant for housing programs: displacement prevention, historic survey update, density bonus ordinance, zoning updates, streamlined approvals.	<ul style="list-style-type: none"> • Council accepted grant Oct 21, 2024 • Consultant (Rincon) selected Mar 2025 • City tour held Mar 19, 2025 • Engagement pop-ups hosted Jun–Aug 2025 (112 participants) • Engagement Plan approved May 5, 2025 	<ul style="list-style-type: none"> • Public Review Drafts Documents 2/2026 – 3/2026 • Update and Discussion February 17, 2026 • Consideration for Adoption May 4, 2026 	Jun 30, 2026	Ron Garcia

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<ul style="list-style-type: none"> Community Workshop December 4, 2025 Draft documents expected Spring 2026 			
	Public Works Department					
1.	Carlisle Green Alley Reconstruction Project	Revitalizes alley with 200+ trees, bioswales, permeable surfaces, lighting, and bike/pedestrian path.	<ul style="list-style-type: none"> PSA with TreePeople approved Sep 3, 2024 PSA with Craftwater approved Jan 6, 2025 Tentative design/construction timeline set (2025–2026) 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	<ul style="list-style-type: none"> City Clerk opened four (4) sealed bids on October 30, 2025 	Rejection of Bids – Jan 5, 2026	Dec 2026	Patsy Orozco

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		Ave, stormwater redirection, coo pavement, trees.				
3.	Calles Verdes Project Phase 2	Workman Drainage Improvement/ Infiltration Project	<ul style="list-style-type: none"> Received feasibility study from CWE - Aug 6, 2025 Selection of projects by awarding agency in Spring 2026 	None at this time	TBD	Manuel Fabian
4.	Las Palmas Park Revitalization Project	Multi-field and facility renovations, splash pad, ADA playground, lighting, exercise equipment.	<ul style="list-style-type: none"> 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 – February 2, 2026	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.	<ul style="list-style-type: none"> Partnerships with TreePeople & Tataviam Conservation Corps for maintenance Staff reviewed four (4) proposals to provide design 		Ongoing	Patsy Orozco / Willdan

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			services for project- Pacoima Wash Connectivity Project RFP for landscaping improvements scheduled Sep–Oct 2025 <ul style="list-style-type: none"> 1/5/2026 - Award Professional Service Contract for Design 			
6.	San Fernando Mission Trail Restoration Project (Phase I–III)	Restores bike path lighting with LED/solar tech, smart controls, and sustainability features.	<ul style="list-style-type: none"> Scope includes assessment, design, implementation, and maintenance planning 	None at this time	TBD	Patsy Orozco / Willdan
7.	HSIP Traffic Signal Modification Project	Upgrades signals at 9 intersections with poles, pedestrian heads, controllers, signage, and striping.	<ul style="list-style-type: none"> Contractor is working on completion of “punch list” items 	Construction acceptance – February 2026	Jan 2026	Manuel Fabian / Willdan
8.	Citywide Traffic Signal Synchronization Project	Synchronizes signals at 13 intersections with new GPS units, controllers, and timing charts.	<ul style="list-style-type: none"> Construction started on December 1, 2025. Contractor is working on the turn on of the 	Project acceptance – April 2026	April 2026	Manuel Fabian / Willdan

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			new traffic signal controllers.			
9.	Citywide Signage Upgrades	Citywide replacement of 3,100+ signs (wayfinding, regulatory, trolley).	<ul style="list-style-type: none"> Phase I (wayfinding/trolley signs) complete Phase II starts FY 2025–26 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 Signs received. Public Works to schedule installation of signs 	None at this time	Phase I complete	Manuel Fabian/ Rodrigo Mora
10.	Pacoima Wash Bikeway Project	1.34-mile Class I bikeway with bridge, bioswales, lighting, and safety features.	<ul style="list-style-type: none"> Construction 98% complete Additional bollards/curbs/ 	Notice of Completion – Winter 2025	January 2026	Patsy Orozco

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			striping to address vandalism			
11.	Residential Permit Parking (RPP) Program	Updates to residential/commercial parking policies, smart meters, data collection, and enforcement guidelines.	<ul style="list-style-type: none"> • Data collection and engagement completed • 400+ survey responses received • Code amendments split for Council review Sep 2, 2025 • Meeting with Finance, Police and Public Works Departments conducted on November 3, 2025 	Administrative Guidelines presented to Council – February 2026	TBD	City Staff / Dixon Resources Unlimited
12.	City Facility Condition Assessment Report	Comprehensive evaluation of all City-owned facilities to assess deficiencies, costs for repairs/maintenance, and capital improvements. Includes inventory, inspections, condition	<ul style="list-style-type: none"> • Project kick-off meeting was held on October 16, 2024. • Waiting on site facility assessment by Brightly (contractor) in early November • City Staff is scheduled to conduct 	No Council action required at this time	January 2026	Rodrigo Mora

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		ratings, cost estimates, prioritization, life cycle analysis, recommendations, and Facility Condition Index (FCI). Supports strategic planning, compliance, risk management, and resource allocation.	on-site evaluations with the contractor, Brightly on November 17, 2025 started the on site Facility assessment by visiting all sites identified- with PW Staff			
13.	Fixed Route ADA Sidewalk Improvement Project	Upgrading damaged and non-ADA compliant sidewalks, drive approaches, curbs, gutters, and ramps along key transit routes (Truman St., Hubbard Ave., 7th St., Harding Ave.).	<ul style="list-style-type: none"> • Field-check sites • Prepare cost estimates • Prepare project specifications • Identify conflicting utilities • Identify business access impacts • Complete project specifications, construction quantities, and advertise project for construction. 	Award construction contract (tentatively March 2026)	TBD	Manuel Fabian / Willdan

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
14.	Las Palmas HVAC Project	HVAC replacement at Las Palmas Park (community center & cooling center). ARPA-funded, focusing on the gym system. Roof replacement required before AC installation.	<ul style="list-style-type: none"> Contractor met with staff January 30, 2025 Work scheduled to minimize program disruptions Roof replacement completed July 2025 HVAC installation scheduled for September 2025. Work completed 	Acceptance of project – January 5, 2026	February 2026	Manuel Fabian
15.	Emergency Generator Installation at Las Palmas and Recreation Park Facilities	Installation of generators to ensure park cooling centers remain operational during outages/extreme weather. Supports resilience, emergency services, and community safety.	<ul style="list-style-type: none"> Two generators received and placed on pads Design for connection to switching mechanism/ building in plan check Project remains in plan check; Engineering coordinating with Community Development to 	Approve Notice of Completion (tentatively January 2026)	January 2026	Rodrigo Mora

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			finalize. Waiting on Fire Department approval. Engineering firm hired to create the wiring plans will submit UL specifications to the fire department again.			
16.	School Zone Signage Safety Enhancement Initiative	Replacing outdated school zone signage with high-visibility, standardized, and compliant signs. Objectives: enhance child safety, improve visibility, standardize messaging, and engage the community.	<ul style="list-style-type: none"> • Audit existing signage • Identify damaged/non-compliant signs • Develop updated reflective/LED designs • Secure stakeholder approvals • Plan phased installations with traffic control • Conduct post-installation evaluation & community feedback 	To Be Determined	January 2026	Rodrigo Mora

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<ul style="list-style-type: none"> Waiting on carryover from Finance to start to purchase signs. Signage has been ordered, will install once received. 			
17.	Recreation Park Bathroom Renovation	Renovation of existing restrooms to create safe, accessible, sustainable facilities.	<ul style="list-style-type: none"> Assessment & planning underway Design criteria and cost estimates in progress Procurement of contractors next Construction to be phased Post-construction inspection and feedback planned. TBD Scope of work and funding TBD. 	To Be Determined	To Be Determined	Rodrigo Mora
18.	Downtown Trash Enclosures	Renovation of City-owned trash enclosures in the Mall area.	<ul style="list-style-type: none"> Community Engagement Event was held 10/8/25. 	Council discussion on preliminary design – January 5, 2026	Summer 2026	Manuel Fabian / Willdan

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
19.	City Owned Right-of-Way Beautification	Beautification of ROWs including streetscapes, medians, bikeways, tree wells.	<ul style="list-style-type: none"> Infrastructure restoration (irrigation, wiring, backflow devices) in progress 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
20.	Sidewalk Condition Assessment	Citywide assessment and mitigation plan for sidewalk hazards.	<ul style="list-style-type: none"> Precision Concrete Cutting awarded contract Assessment in Zone E underway Report and repair plan to follow. 	No Council action required	June 2026	Patsy Orozco

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
21.	Project Labor Agreement	Evaluation of PLA benefits, costs, and legal requirements.	<ul style="list-style-type: none"> Conducting research on scope, costs, legal compliance Preparing report for Council. 	To be scheduled for Council consideration	TBD	Richard Padilla / Bill Evans
22.	City Fleet Replacement & Heavy Equipment Program	Replacement and optimization of City fleet and heavy equipment.	<ul style="list-style-type: none"> Needs assessment in progress Quinn Company developing loader/backhoe specifications PD vehicle right-sizing under review. 	Recommendations to be included in FY 25–26 Budget	Ongoing	Bill Evans
23.	Overhead Mass Arm Street Name Sign Replacement Project	Replacement of outdated/damaged street name signs.	<ul style="list-style-type: none"> Citywide survey planned Design to include reflective/LED signs Coordination with Caltrans required. 	Staff to prepare RFP for replacements in downtown	TBD	Manuel Fabian
24.	Phase 2: Fog Seal Coating Public Parking Lots	Additional pavement treatments and repairs for 5 lots.	<ul style="list-style-type: none"> 4 bids received Sept 4, 2025 Staff reviewing bids. 	Ongoing		Manuel Fabian
25.	Residential Water Service Shut Off Policy	Implementation of SB 998/SB 3 policy;	<ul style="list-style-type: none"> Prop 218 notices mailed Aug 2025 	No Council action required	New approved rates will	Victor Meza

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		evaluation of tax-roll collection option.	<ul style="list-style-type: none"> Public workshop scheduled Sept 17, 2025 Council approved on Oct 6, 2025 New rates effective Jan 1, 2026 		commence on January 1, 2026	
26.	Recreation Park Field Rehabilitation	Replacement of failed sod installation.	<ul style="list-style-type: none"> RFP for consultant under development. 	Award of contract Winter 2026	TBD	Manuel Fabian
27.	IPS Smart Meter Installation	Replacement of coin meters with smart meters.	<ul style="list-style-type: none"> 91 smart meters installed March 2025 Noncompliant meters removed Phase 3 financial analysis underway. 	No Council action required	Fall 2025 (Phase 3)	Greg Steigerwald/Willdan
28.	Outdoor Dining in Public ROW	Ordinance and program to allow outdoor dining.	<ul style="list-style-type: none"> Ordinance adopted March 2025 Permits prorated for 2025. 	No Council action required	Ongoing	Manuel Fabian Patsy Orozco
29.	Implementation of California Daylighting Law (AB 413)	Citywide daylighting improvements for safety.	<ul style="list-style-type: none"> 17 noncompliant meters removed Citations issued since May 2025 	No Council action anticipated	Ongoing PW red curb painting is done.	Rodrigo Mora

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<ul style="list-style-type: none"> Phase 1 red curb painting underway Phase 2 rollout planned. All areas specified by Engineering have been marked with red curb. 			
30.	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.	<ul style="list-style-type: none"> 9-2-25 - City Council approval Well Equipment to be installed week of Oct 13, 2025 by General Pump Company <p>Pump and Valve adjustments made on October 30th 2025. 1800 GPM with 35 psi was observed Well 2 is in operation but requires motor balancing to be completed by Nov 14th 2025</p> <p>Urgent Cla Val rehabilitation and</p>	No Council action anticipated.	Nov 2025 General Pump will complete their portion of upgrades	Victor Meza, Alex Mendez and Manuel Fabian

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<p>adjustments made to Well Discharge to waste line on Dec 5th 2025 completed by Cla-Val Company. General Pump added a Rosum Sand Tester to well head discharge line. Staff successfully disinfected well and received State Division of Drinking Water approval to place well into service on Dec 14th 2025</p> <p>Well is back on line and 95 % completed.</p> <ul style="list-style-type: none"> Well 2a is in operation December Nitrate Levels @ 8.4 mg/L MCL is 10 mg/L continue to Desing new IX Treatment Plant at Well 2A with 			

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
			Envirogen and Civiltec			
31.	Well 2A Nitrate Water Treatment Facility Project	Construction of a new nitrate removal treatment facility capable of reducing nitrate concentrations to levels compliant with State Water Resources Control Board – Division of Drinking Water (DDW) standards.	<ul style="list-style-type: none"> 9-2-25 - City Council approval Envirogen designing new 2000 gpm system and coordinating with Civiltec and General Pump for the new building design – On Going Well Treatment Plant design had to be reduced to 1600 gmp due to liner installed reduces diameter of casing . Staff is working with Civiltec and Envirogen to design treatment plant 	No Council action anticipated.	Spring 2026	Victor Meza, Alex Mendez and Manuel Fabian
32.	Well 2A Building Expansion Project	Site improvements and building upgrades to house the	<ul style="list-style-type: none"> 9-2-25 - City Council approval for design drawing 	Council approval of Plans in Dec 2025; Council	March 2026 Staff is requesting 2	Victor Meza, Alex Mendez and Manuel Fabian

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		treatment process, improve security, and extend the useful life of the facility.	<ul style="list-style-type: none"> • Civiltec currently working with Envirogen and General Pump for design of building. Geotech services conducted on Week of Oct 6, 2025 • Staff received notice of Sovern 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-Approved • Civiltec developing submittals for long lead time equipment MMC panels to get these going asap. • NPDES permit fees are being processed and – Driveway 	approval for construction in Jan 2026	year extension from Granting Agency due to long lead times on equipment Dec 2026 estimated completion	

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
			expansion is being requested through LACity PW.			
33.	Phase 4: Annual Street Resurfacing Program	Various	<ul style="list-style-type: none"> Developing Funding for Annual Street Resurfacing Program Staff will begin working with consultant to prepare bid package Bid Package under review before publishing 	Award of Contract: March 2026	Tentative Start Date: May 2026	Manuel Fabian
34.	Graffiti Abatement Program	Public Works monitors and addresses as situations arise.	Addressed as reported.	N/A	Ongoing	Bill Evans
35.	Crosswalk Safety at SF Middle School	To be included in the slurry seal project.	<ul style="list-style-type: none"> Quotes from LA County Public Works and Contractor received for discussion. 	TBD	2026	Bill Evans
36.	Crosswalk Safety at Bike Path					Bill Evans

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
37.	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 citywide milkweed initiatives.	<ul style="list-style-type: none"> 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
	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	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Cameras/ Access Control: No further action Parking Lot Security: Approve 2024 UASI Subaward 	<ul style="list-style-type: none"> Cameras/ Access Control: Completed May 2025 Parking Lot Security: Dec 2027 	CJ Chiasson

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		fence, mesh screen). Budget: \$114,408 (cameras/access control) and \$89,982 (parking lot security).	<p>Agreement from City of LA</p> <ul style="list-style-type: none"> • Parking Lot Security project pending Council approval (July 2025) and bidding process. 			
2.	Police Officer Staffing Update	City Council approved \$40,000 recurring budget for Corporal Program and \$15,000 for recruitment enhancements. Supports succession planning and filling vacancies.	<ul style="list-style-type: none"> • 28 sworn positions filled • 1 officer recently passed field training • Several applicants in background process • 3 applicants passed background and have moved to polygraph exam • Commander recruitment/testing completed: 1 promoted, 1 pending • Sergeant testing is in progress 	<ul style="list-style-type: none"> • No additional Council action required 	Ongoing	CJ Chiasson

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
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.	<ul style="list-style-type: none"> Sub-award granted Apr 8, 2024 from DHS via City of LA IT upgrades underway. Smart Board, Laptop Charging Cart, and Laptops purchased 	<ul style="list-style-type: none"> No additional Council action required 	Completed – December 2025 (Closing Out Grant with Granting Agency for Reimbursement)	CJ Chiasson
	Administrative Services Department					
1.	Enterprise Resource Planning Software (Finance System)	<p>The City's current financial system, Tyler Eden, will no longer be supported effective March 2027.</p> <p>Staff is preparing for transition to a new system. Phase I goals include development of General Ledger – Financials and data migration. The FY</p>	<ul style="list-style-type: none"> Initial vendor demonstrations held in June–July 2024. Two vendors invited for onsite presentations in Aug–Sept 2024. City Council approved Tyler Technologies ERP on Nov 18, 2024. Project kickoff call held Mar 19, 2025 	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), but was paused due to staffing shortages. Project to resume in January 2026.	Art Ziyalov

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		2024-2025 Budget includes \$100,000 for implementation and \$40,000 for ongoing subscription costs.	(timeline, resources, multi-phase plan reviewed). <ul style="list-style-type: none"> • Test environment deployed. • Weekly project meetings underway. 		Deadline for full completion before Mar 1, 2027.	
2.	Update on City's OPEB/Pension Liabilities	The City provides full-time employees with CalPERS pension benefits and OPEB for certain retirees. Council requested informational presentation on OPEB actuarial report and investments from the City's financial advisor.	<ul style="list-style-type: none"> • Staff coordinating with actuarial consultant (Foster & Foster). • Data provided to consultant for updated valuation report (FY ending June 30, 2025). • Presentation provided to City Council on Feb 21, 2025. • Appropriation of \$724,340 approved in FY 2025-2026 Budget to continue OPEB pre-funding. 	OPEB presentation to Council scheduled during Mid-Year Budget Review (Feb 2026).	February 2026	Erica Melton

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
3.	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.	<ul style="list-style-type: none"> Initial contact sent to California JPIA in November 2025 for new public agency partner criteria, but no response received. Additional inquiry sent in December 2025. 	<ul style="list-style-type: none"> Update to be provided to City Council for analysis and review timeline by January 2026 	June 2026	Sergio Ibarra
	Recreation & Community Services					
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	12/2025 Internal meeting held and direction gotten from City Manager's Office on Working on an all	Tentatively for February 2026	FY 26-27	Julio C Salcedo

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
		Band of Mission Indians for Rudy Ortega Sr. Park.	encompassing MOU with FTBMI and having the different existing MOUs as subsections.			
3.	2026 Holiday Parade	A proposed San Fernando Holiday Parade to celebrate the season.	Staff is currently evaluating the potential costs of hosting a parade in the City of San Fernando and/or the possibility of collaborations to upset costs.	Looking for direction on the vision for this parade to be a stand alone special event or an extension of the current Tree Lighting Ceremony.	February 2026	Julio C Salcedo
4.	Cesar Chavez Memorial MOU with Pueblo Y Salud	Current MOU was extended on March 2022 to March 2027. This allows PYS access, with advance City approval, to hosts fundraisers and educational programming benefitting the upkeep and maintenance of the memorial	No scheduled programming at the moment.	Tentatively November 2026.	MOU Expires March 2027.	Julio C Salcedo

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
5.	Rudy Ortega FTBMI Sign Project	The installation of interpretive signage depicting the Native people of the region and highlighting their cultural importance.	Staff is currently making sure that an MOU is secured before looking into bringing this project in front of council. There are long term maintenance assurances that need to be addressed.	Tentatively for April 2026	June 2026	Julio C Salcedo
6.	San Fernando 115 Birthday Celebration	The City will Celebrate its 115 th year since its foundation. A very special occasion that calls for a special celebration.	Staff is looking at expanding the 2026 celebration and making sure expectations are met for this very important occasion. Finding out ways in which the celebration meets the occasion and communication is open as far as what is needed to accomplish such.	March 2026	August 2026	Julio C Salcedo

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

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BUDGET IMPACT:

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

CONCLUSION:

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

ATTACHMENTS:

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

One Year Analysis of Opened Requests
Ending January 2026

	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec	26-Jan	Total
Community Development													
Building Code Violation	3	7	2	10	5	17	9	4	7	7	4	2	77
Homelessness Outreach	6	12	15	26	4	18	13	9	11	9	19	5	147
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
Total - Community Development	9	19	17	36	9	35	22	13	18	16	23	7	224
Police													
Abandoned Vehicle	3	2	11	9	4	13	19	9	9	4	10	5	98
Illegal Fireworks	0	0	0	0	6	26	0	3	1	3	1	1	41
Total - Police	3	2	11	9	10	39	19	12	10	7	11	6	139
Public Works													
Bus Stop/Shelter Maintenance	0	0	0	1	0	2	0	0	0	0	0	0	3
City Trees	3	0	3	14	6	7	6	50	9	7	4	3	112
Graffiti and Sign Posting on P	33	70	47	95	51	56	56	56	50	32	79	21	646
Graffiti on Private Property	43	61	50	62	29	57	20	19	14	4	37	1	397
Illegal Dumping and Litter	62	38	51	86	56	94	122	63	50	56	87	30	795
Park Maintenance	4	5	3	6	7	3	1	1	5	3	7	0	45
Sidewalk Repair	5	4	6	20	9	7	9	8	1	6	8	0	83
Storm Drain and Flooding	2	0	0	0	0	1	1	0	1	0	3	0	8
Street Lighting	22	10	12	12	8	20	16	8	12	15	30	16	181
Street Repair	4	9	6	4	5	15	6	6	1	5	12	4	77
Street Signage	0	9	3	3	4	6	4	6	7	3	15	5	65
Traffic Signal	5	6	4	8	4	4	12	13	9	5	7	7	84
Total - Public Works	183	212	185	311	179	272	253	230	159	136	289	87	2496
All Topics													
Total All Topics	195	233	213	356	198	346	294	255	187	159	323	100	2859

Open Vs. Closed Requests by Month

For Date Period 02/01/2025 through 01/31/2026

Opened Closed Requests Open at End of Month



ARPA Expenditure Plan & Status Report

ITEM	STATUS	PROJECT/PROGRAM	BUDGETED	SPENT	CONTRACTED	PROJ BALANCE
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	266,080	33,920	-
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	54,356	125,490	-
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	86,886	61,215	99
13	Complete	Feasibility Study - New City Park Space	49,592	49,592	-	-
14	In Progress	Sidewalk Repairs	1,016,595	424,606	591,989	-
15	In Progress	First Time Home Buyer & Rehab Loan Program Revolv	50,000	11,467	38,533	-
21	In Progress	Bus Shelter Project	114,939	107,939	-	7,000
16	In Progress	Las Palmas HVAC Project	399,848	346,703	53,145	-
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	-	-
20	Complete	Wifi at LP & Recreation Park w/Computer Rooms	20,254	20,254	-	-
Total			5,817,789	\$ 4,680,187	\$ 1,130,207	\$ 7,099

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. V discussion during mid-year budget review, tentatively scheduled for February 23, 2026.

ADM_City Council Enhancement Project and Priority Updates (1-20-2026) ATT C

ATTACHMENT "C"

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Extendable	Approved By CC or Admin	Dept.	Procurement Process
768(a)	11/12/2025	1/11/2026	San Fernando Mall Association	60-Day Notice of Termination of Mall Association Agreement	\$0.00	NA	CC	CMO	Termination
2285	8/19/2024	1/29/2026	Elecnor Belco Electric, Inc.	Citywide Traffic Signal Synchronization Project, Job No. 7603, Plan No. P-745	\$912,750.00	-	CC	PW	
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	
2063(b)	10/30/2025	1/31/2026	Pacific Hydrotech Corporation	Second Amendment for Upper Reservoir Replacement Project, Job No. 7613 (contract extension)	\$5,890,000.00	-	Admin	PW	
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
1874(c)	9/26/2025	2/28/2026	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Amendment No. 3 to Funding Agreement for Citywide Signal Synchronization and Bus Speed Improvements (Funding #: F9313)	-	Yes	Admin	PW	Extending term
2333(a)	2/12/2025	3/1/2026	Craftwater	First Amendment for Design Services for Carlisle Street Green Alley Project	\$373,190.00	-	Admin	PW	Amending Section 3.8

ADM_City Council Enhancement Project and Priority Updates (1-20-2026) ATT C

As of 01/23/2024

2193	3/6/2023	3/6/2026	LA County Regional Park and Open Space District (RPOSD)	Grant Agreement for Layne Park Revitalization Project	\$351,457.00	-	CC	RCS	
1947(d)	3/20/202	3/19/2026	Everbridge	Addendum 4 to Contract Services Agreement for Mass Notification System	\$13,159.00	-	Admin	PD	Renewal
2297	1/1/2020	3/31/2026	California State Water Resources Control Board (State Water Board)	Nitrate Water Treatment System in Well 2A (Agreement No. D2202021 & Project No. 1910143-001C)	\$7,000,000.00	-		PW	
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	
2371	6/18/2025	6/18/2026	Boyz in the Kitchen	On-site Catering for Las Palmas Senior Club	\$24,900.00	(2) one-yr extensions	Admin	RCS	Informal

ADM_City Council Enhancement Project and Priority Updates (1-20-2026) ATT C

As of 01/23/2024

2171	6/23/2023	6/23/2026	GOGov, Inc.	Citizen Request Management (CRM)	\$10,080.00	Auto renew for (2) 12-month periods (included in	Admin	ADM	
2160	7/1/2022	6/30/2026	State of California Department of Parks and Recreation	Grant Contract to Receive Funds for the Pacoima Boys & Girls Club	\$5,000,000.00	-	CC	ADM	
2163	6/1/2023	6/30/2026	Boys & Girls Club of San Fernando	MOU Regarding the State of California Department of Parks and Recreation Specified Grant	\$5,000,000.00	-	Admin	ADM	
2057(b)	6/9/2023	6/30/2026	Joe Mar Polygraph & Investigation Services, Inc.	Second Amendment for Polygraph Services	\$2,500.00	-	Admin	PD	
2168	6/20/2023	6/30/2026	San Gabriel Valley Council of Governments and 19 Government Agencies	Administration and Cost Sharing for Implementing Coordinated Integrated Monitoring Program (CIMP) and Watershed Management Program (WMP) for Upper Los Angeles River Watershed Management Area	-	-	CC	PW	Not Applicable
2232	7/1/2023	6/30/2026	Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (JPA)	Cost Sharing for the Installation of Monitoring Equipment and Monitoring Pursuant to the Harbor Toxic Pollutants TMDL	FY 23-24: \$586.24 FY 24-25: \$588.78 FY 25-26: \$602.60	Yes	CC	PW	
2185	8/22/2023	6/30/2026	Los Angeles Unified School District (LAUSD)	Education Compact to collaborate to meet educational needs of youth and families	\$0.00	-	CC	ADM	
2152(b)	6/12/2024	6/30/2026	Chuck Thomas Investigations	Second Amendment for Internal Police Investigation Services (Increasing compensation for FY 2023-2024 to cover expenses)	FY 2023-2024 - \$27,500 \$25,000/FY thereafter	-	Admin	PD	

ADM_City Council Enhancement Project and Priority Updates (1-20-2026) ATT C

As of 01/23/2024

2240	7/1/2024	6/30/2026	NetXperts, LLC	Information Technology (IT) Managed Services	\$149,700/yr w/ 3% annual escalator	(3) one yr extensions	CC	FIN	
2306	10/21/2024	6/30/2026	State of California, Department of Housing and Community Development (SCAG)	MOU No. M-028-25 for Regional Early Action Planning Grants Program of 2021 (REAP 2.0)	\$1,250,000.00	NA	CC	CD	Grant
2053(a)	10/23/2024	6/30/2026	Prudential Overall Supply	First Amendment for Uniform supply for Public Works (Extending Term)	\$17,000.00	-	Admin	PW	
2343	3/3/2025	6/30/2026	Rincon Consultants, Inc.	City of San Fernando Comprehensive Housing Planning Program (SCAG REAP 2.0)	\$1,125,000.00	NA	CC	CD	Call for Proposals
2238(b)	2/27/2025	6/30/2026	State of California Department of Parks and Recreation	Amendment No. 2 for Grant Contract for San Fernando Family Hike and Wildlife/Environment (Project Number HL-19-015, Contract No C9781009)	\$26,486.00	Yes	Admin	RCS	Extending term
2153(b)	4/10/2025	6/30/2026	JL Group, LLC	Second Amendment for Investigation Services	\$90,000.00	NA	Admin	PD	Increasing compensation
2221(a)	4/30/2025	6/30/2026	Community Bridge Housing Corp.	Frist Amendment for Temporary Housing Services	\$25,000.00	-	Admin	CD	Extending Term & Increasing Comp
2365	6/2/2025	6/30/2026	Plansman Inc	Design Services for the Downtown Trash Enclosure Renovation Project	\$60,000.00	-	CC	PW	RFP
2366(a)	6/10/2025	6/30/2026	Norman A. Traub and Associates	First Amendment for Workplace Investigation Services	\$30,820.00	-	Admin	PD	RFQ
2368	6/26/2025	6/30/2026	Canon Usa	Laserfiche Software implementation and 12 month subscription	\$23,500.00	-	Admin	CLK	Informal
1903(c)	6/26/2025	6/30/2026	Omnigo Software Information Technologies, LLC	Third Amendment for Hosted services of CAD, RMS, Mobile and Auto-tagging	\$30,837.60	-	Admin	PD	Extending Term & Increasing Comp

ADM_City Council Enhancement Project and Priority Updates (1-20-2026) ATT C

As of 01/23/2024

2394	7/1/2025	6/30/2026	Department of California Highway Patrol (CHP)	Grant Agreement for Cannabis Tax Fund Grant Program funds to Support Selective Traffic Enforcement Details	\$189,866.43	-	CC	PD	Grant
2398	6/30/2025	6/30/2026	Juan Perez Montelongo (JP818Sports)	Basketball Referee Services	\$13,000.00	No	Admin	RCS	
2399	6/30/2025	6/30/2026	Juan L. Mora	Baseball Consultant and Umpire Services	\$22,000.00	No	Admin	RCS	
2400	6/30/2025	6/30/2026	Johnny Allen Tennis Academy	Tennis Classes	\$4,000.00	No	Admin	RCS	
2354(a)	7/16/2025	6/30/2026	A&M Catering	First Amendment for On-site Catering for Las Palmas Senior Club	\$24,999.00	No	Admin	RCS	Extending Term & Increasing Comp
2407	7/1/2025	6/30/2026	Liebert Cassidy Whitmore	Consortium for Special Services	\$4,525.00	NA	Admin	HR	
2415	8/8/2025	6/30/2026	Strategic Leadership Consultants	SFPD Organizational Assessment	\$24,999.00	-	Admin	PD	
2423	9/2/2025	6/30/2026	State of California - Department of Alcoholic Beverage Control	Alcohol Policing Partnership Grant Funds	\$75,000.00	NA	CC	PD	Grant
2426	7/1/2025	6/30/2026	Able Mailing	Mailing & Fulfillment Services	\$5,000.00	NA	Admin	AS	Informal
2328(a)	9/2/2025	6/30/2026	The Language Pros	First Amendment for Language Services	up to \$40,000/FY	(4) 1-yr extensions	CC	CLK	Increase compensation & Extend term
2428	9/15/2025	6/30/2026	Civiltec Engineering, Inc.	Water Master Plan Development Services	\$208,155.00	Yes	CC	PW	RFP

ADM_City Council Enhancement Project and Priority Updates (1-20-2026) ATT C

As of 01/23/2024

2429	9/2/2025	6/30/2026	Interwest a SAFEbuilt Company	On-Call Public Works Services	\$25,000.00	NA	Admin	PW	Informal
2430	8/11/2025	6/30/2026	Gracie Global, LLC	Jiu Jitsu Arrest and Control Instructor Training	\$9,000.00	NA	Admin	PD	Informal
2435	7/1/2025	6/30/2026	Historical Resources, Inc	Historical Consultant for the Lopez Adobe	\$2,000.00	NA	Admin	RCS	NA
2436	7/1/2025	6/30/2026	Graciela Torres-Gahm	Housekeeping Services of the Lopez Adobe	\$2,000.00	NA	Admin	RCS	NA
2437	7/1/2025	6/30/2026	Ninja Ninja Learns	Martial Arts Instruction	\$5,500.00	NA	Admin	RCS	NA
2438	7/10/2025	6/30/2026	RTB Bus line	Transportation for Day Camp Field Trips	\$8,000.00	NA	Admin	RCS	Informal
2429(a)	10/6/2025	6/30/2026	Interwest a SAFEbuilt Company	First Amendment to On-Call Public Works Services (Include interim PW Director, project management, and grant management)	\$325,000.00	NA	CC	PW	Expanding Scope of Work & Increasing compensation
2440	6/27/2025	6/30/2026	Maria Berenice Barajas	RCS Programming: Total Body Conditioning	70% of registration revenue and/or \$35 per hour	NA	Admin	RCS	Informal
2441	6/27/2025	6/30/2026	Leilani Fainsan Ayson	RCS Programming: Zumba & Inclusive Zumba	70% of registration revenue and/or \$25 per hour	NA	Admin	RCS	Informal
2442	6/27/2025	6/30/2026	Violeta Quintero-Escamilla	RCS Programming: Senior Music Class & Canto	\$40/hr when 10+ participants; or 70% registration revenue	NA	Admin	RCS	Informal

ADM_City Council Enhancement Project and Priority Updates (1-20-2026) ATT C

As of 01/23/2024

2443	6/27/2025	6/30/2026	Francisco Javier Verdin	RCS Programming: Folklorico Dance Class	70% of registration fee and/or \$30 per hour	NA	Admin	RCS	Informal
2444	6/27/2025	6/30/2026	Paul John Gale	RCS Programming: Shotokan Karate Classes	70% of registration fee and/or \$45 per hour	NA	Admin	RCS	Informal
2455	7/1/2025	6/30/2026	Joanne Fajardo	Zumba Gold Classes	\$60/class & \$60/event	NA	Admin	RCS	Informal
2456	7/1/2025	6/30/2026	Cynthia De Leon	Mixed Line Dance Class	70% of registration fee and/or \$30/event	NA	Admin	RCS	Informal
2457	7/1/2025	6/30/2026	Angela Ahmu	Zumba Gold Classes (Substitute) Classes	\$35/class	NA	Admin	RCS	Informal
2458	7/1/2025	6/30/2026	Bridget Laine Talley	Yoga Class (Chair) Classes	70% of registration fee and/or \$50/event	NA	Admin	RCS	Informal
2459	7/1/2025	6/30/2026	Joanne Fajardo	Chair Zumba Gold Classes	70% of registration fee and/or \$60/event	NA	Admin	RCS	Informal
2460	7/1/2025	6/30/2026	Angela Ahmu	Stretching & Strengthening	70% of registration fee and/or \$45/event	NA	Admin	RCS	Informal
2461	12/1/2025	6/30/2026	Baker Tilly	Strategic Plan Consulting Services	\$63,000.00	-	CC	CMO	RFP
2464	8/1/2025	6/30/2026	GEC Events	Special Event Production and Support Services	\$5,100.00	No	Admin	RCS	Informal

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

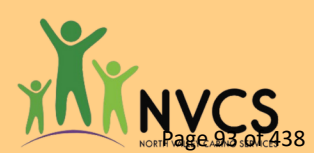
**3**

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				Legal Resource	BC Waiver	ID Waiver	CREST	EDD	Utility Asst	Rental Assistance / Eviction Prevention				Shelter Assistance				Housing Navigation						
										LIFE TAP Card	4 Regional Rides	HALA Program	SA Problem Solv							LAHSA Amount	SF Security Deposit	Security Deposit Amount	SF Prevention	Prevention Amount	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	HM	Outcome of Family			
1 HG	4	03/19/2025	04/14/2025																															
2 EO	1	04/03/2025	ongoing										5																					
3 EO	2	04/07/2025	ongoing												1																			
4 CI	1	04/07/2025	ongoing																															
5 MH	3	04/08/2025	04/08/2025					1					10																					
6 JL	1	04/09/2025	ongoing																															
7 BV	1	04/09/2025	04/28/2025										1																					
8 CI	1	04/10/2025	04/10/2025										4																					
9 EO	1	04/14/2025	04/14/2025					1																										
10 KA	1	04/14/2025	04/14/2025					1																										
11 JS	1	04/14/2025	04/14/2025																															
12 TC	1	04/14/2025	04/14/2025																															
13 JM	3	04/14/2025	04/14/2025																															
14 AS	1	04/15/2025	04/16/2025																															
15 HK	2	04/16/2025	04/16/2025																															
16 NT	1	04/16/2025	04/16/2025																															
17 HS	1	04/16/2025	04/16/2025																															
18 MC	3	04/18/2025	ongoing																															
19 MD	6	04/21/2025	ongoing																															
20 TH	1	04/22/2025	04/22/2025				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)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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HOM Initials	Family Size	Enrollment/Contact Date	Exit Date	Clothing/Donations	Vision Care	DPS	Call/text	Employment	Housing Resources	HSS	Social Service Referrals										Rental Assistance / Eviction Prevention				Shelter Assistance				Housing Navigation																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
											LIFE TAP Card	LA Regional Rider	Legal Resource	ID Waiver	CBST	EDD	Utility Asst	HALA Program	LAHSA Problem Solving	LAHSA Amount	SP Security Deposit	Security Deposit Amount	SP Prevention	SP Prevention Amount	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	HN	Outcome of Family																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
1	MM	4	01/27/2025	03/01/2025													1																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							

NVCS By-Name List

March 2025

No.	Participant's Initials	Former Location	Housing Placement	Date of Housing Referral	Date Placed	Current status	Total No. of Services Received	Itemized Services Received								
								Transportation	Food & Drink	Clothing	Hygiene Items	Info / Brochure	Housing Search and Placement	DMH	DMV	Benefits
1	CF	14 San Fernando Mission Blv	Arroyo Shelter	1/31/25	03/04/25	Housed	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	JP	1161 N Maclay Ave	Client Declined Shelter	Declined	Declined	Unhoused in SF	12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	PEG	1200 N Maclay Ave	Client Declined Shelter	Declined	Declined	Unhoused in SF	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	AG	1501 Woodworth St.	Client Declined Shelter	Declined	Declined	united with fam	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	AB	1031 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	RG	1600 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	CJ	117 N Macneil St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	GT	2040 Glenoaks	Working with other agency	Pending	Pending	Unhoused in SF	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	BC	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Unhoused in SF	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	KLK	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Unhoused in SF	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	JD	1049 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	SM	1041 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	AV	111 Maclay	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	VR	1212 Pico St.	Working with other agency	Pending	Pending	Sleeping in car	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	EH	1212 Pico St.	Working with other agency	Pending	Pending	Sleeping in car	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	JD	1118 Pico St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	JT	220 N Maclay	Client Declined Shelter	Declined	Declined	Unhoused in SF	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	JD	1707 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	GD	208 Park Ave	Client Declined Shelter	Declined	Declined	Sleeping in car	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	AHD	208 Park Ave	Referral Submitted	03/11/25	Pending	Pending	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	JD	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	CS	886 Harding Ave	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	MR	1041 Truman St.	Working with other agency	Pending	Pending	Pending	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	EDJRS	1041 Truman St.	Working with other agency	Pending	Pending	Pending	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	JDP	901 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	CD	1212 Pico St.	Client Declined Shelter	Declined	Declined	Sleeping in car	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	JD	1212 Pico St.	Client Declined Shelter	Declined	Declined	Sleeping in car	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	KD	1228 Pico St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	BD	900 San Fernando	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	DW	911 San Fernando	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	JD	911 Truman St	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	JD	1041 Truman St	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	KJ	1701 Truman St	Referral Submitted	03/14/25	Pending	Pending	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	CPG	12980 foothill Bl	Referral Submitted	03/27/25	Pending	Pending	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	GL	505 S Huntington St	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	SA	11423 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	AA	11423 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	OA	11423 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	IA	11423 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	ER	1040 San Fernando Rd	Placed in Independent Living	01/18/24	01/18/25	Housed	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	JD	Cesar Chavez memorial	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	CECN	117 N Macneil St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	EO	900 San Fernando rd	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	IM	1101 Truman st	Client Declined Shelter	Declined	Declined	Unhoused in SF	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	RH	1707 Truman st	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46	JD	54 N Hubbard ave	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	JCI	928 Truman St	Client Declined Shelter	Declined	Declined	Unhoused in SF	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	CM	2025 Fourth St	Referral Submitted	03/26/25	Pending	Pending	5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	RE	1501 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	VMM	1041 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51	AB	1701 Truman St	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	RD	1753 Truman St.	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	JD	2025 Fourth St	Client Declined Shelter	Declined	Declined	Unhoused in SF	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: December 1, 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)
15. **San Fernando High School** – Letter of support for Honoring Charles White (11-20-25)

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 20, 2026

Subject: Consideration to Approve a Professional Services Agreement with The Merino Group for Public Relations and Crisis Communications Consulting Services

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a Professional Services Agreement with The Merino Group (TMG) (Attachment "A" - Contract No. 2477) for Public Relations and Crisis Communications Consulting Services, in an amount not to exceed \$55,000;
- b. Approve a waiver of purchasing procedures pursuant to San Fernando Municipal Code (SFMC) Section 2-850 (Attachment "B") for the Professional Services Agreement with TMG;
- c. Adopt Resolution No. 8428 (Attachment "C") amending the Fiscal Year 2025-2026 Adopted Budget to appropriate General Funds; and
- d. Authorize the City Manager, or designee, to execute the agreement and make non-substantive edits.

BACKGROUND:

1. On November 17, 2025, the City Council directed staff to return to a future meeting with information on the potential of having with a consultant to help develop policies and procedures on public information distribution, and to supplement staff with assistance on community engagement.
2. On November 18, 2025, staff conducted an informal bidding process for communications-oriented consulting firms to provide communications services and request proposals outlining potential cost from the firms. The firms included TMG, Tripepi-Smith, and Cowe Communications.

Consideration to Approve a Professional Services Agreement with The Merino Group for Public Relations and Crisis Communications Consulting Services

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3. In December 2026, the City received proposals from all three (3) firms and evaluated viability based on scope of services, extent of relevant experience, and cost.
4. On January 6, 2026, staff completed a meet and confer with the San Fernando Public Employees Association and received support for the proposed contract service.

ANALYSIS:

The City regularly communicates with residents, businesses, and stakeholders to keep them informed about programs, services, and policy decisions, and it must also be prepared to respond quickly and clearly during sensitive or emergency situations that affect public trust, safety, or operations. Supporting transparency and building trust with the community requires clear, consistent, and timely messaging across multiple platforms.

Currently, the City's communications are managed by the City Manager's Office through the Executive Assistant to the City Manager and the Assistant to the City Manager. However, each department drafts its own press releases and social media content and sets the timing for posts, with the Executive Assistant to the City Manager primarily responsible for posting the information. As communications needs have become more complex, and following City Council direction to seek additional support, staff met with three consulting firms—TMG, Tripepi Smith, and Cowe Communications—to review proposed services and costs. After evaluating the proposals, TMG is recommended as the best option because of its strong experience in crisis communications and community engagement, as well as its cost effectiveness. The cost details for each proposal are outlined below.

- TMG: \$55,000 flat fee for 12 months of service (approximately \$4,583 per month).
- Tripepi-Smith: \$36,480 for the overall communications assessment and hourly billing rates for work completed by any of their communications support consultants, ranging from \$100-\$380 per hour depending on the service.
- Cowe Communications: \$9,500 for initial communications assessment, with monthly service retainer options for communications support ranging from \$6,500 - \$14,500.

TMG is a professional communications firm with extensive experience providing public relations, media relations, and crisis communications services to public sector agencies throughout Southern California. Their expertise includes strategic messaging, media coordination, issues management, executive communications support, and real-time response during emergencies or high-profile matters. TMG has provided similar communications support for the cities of Norwalk, La Habra, and Huntington Park. They have exhibited expertise in crisis communications and bilingual communications to communities with large Spanish speaking populations.

Consideration to Approve a Professional Services Agreement with The Merino Group for Public Relations and Crisis Communications Consulting Services

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Scope of Services.

Under the proposed agreement, TMG will provide the following services (consistent with the Scope of Services set forth in Exhibit “A” of the Professional Services Agreement):

1. Development of Communications Policies & Protocols
 - TMG will develop a modernized communications policy that establishes a consistent, professional standard for all public-facing messaging.
2. Public Relations Support
 - Drafting press releases, public statements, advisories, talking points, event messaging, and community updates.
 - Coordinating messaging across departments to ensure accuracy, clarity, and unified narrative alignment for community stakeholders.
 - Supporting proactive storytelling that highlights City programs, services, milestones, and achievements.
 - Providing rapid-response support for urgent or time-sensitive situations, including evenings and weekends when needed.
3. Media Relations & Outreach
 - Serving as the City’s media liaison when directed, ensuring timely and accurate communication with news outlets.
4. Crisis Management & Emergency Communications Messaging.
 - Providing culturally aware, bilingual crisis messaging support for sensitive topics, including heightened immigration enforcement, ensuring accuracy, community reassurance, and legal alignment with City leadership.
 - Rapid development of emergency messaging and scripts for public release.

At the end of the 12-month period, the City Council will receive a comprehensive summary outlining completed implementation actions, remaining priorities, and recommended next steps. To strengthen internal communication procedures and ensure timely, clear, and coordinated messaging on complex issues, staff recommends securing professional communication services with on-call support.

Purchasing Requirements and Basis for Waiver.

Although the City conducted an informal bidding process for these contract services, the City’s purchasing procedures require a formal Request for Proposals (RFP) for professional services contracts exceeding \$25,000. Because all proposals received exceeded this threshold, staff is requesting approval to waive the standard purchasing requirements. San Fernando Municipal Code (SPMC) Section 2-850 authorizes the City Council to waive purchasing procedures when it determines such action is in the City’s best interest. In this case, staff finds the waiver appropriate

Consideration to Approve a Professional Services Agreement with The Merino Group for Public Relations and Crisis Communications Consulting Services

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because multiple qualified firms were already evaluated, proposals were compared for scope, expertise, and cost, and a best-value option was identified. Waiving the formal RFP process will allow the City to move forward efficiently, avoid unnecessary delays, and promptly secure professional communication support needed to address current and emerging communication and crisis-response needs.

BUDGET IMPACT:

The total cost of the Public Relations and Crisis Communications Management Services Agreement shall not exceed \$55,000 for a term of one (1) calendar year. Staff is requesting Council approval of Resolution No. 8428, to appropriate \$22,917 into the Fiscal Year 2025-2026 Budget from General Fund Reserves, which will fund months February – June 2026 of the agreement. The subsequent balance of \$32,083 for months July – January will be incorporated into the Fiscal Year 2026-2027 annual budget process.

CONCLUSION:

Staff recommends that the City Council approve an Agreement with TMG for Public Relations and Crisis Communications Consulting Services, in an amount not to exceed \$55,000; approve a waiver of purchasing procedures pursuant to SFMC Section 2-850 for the Professional Services Agreement with TMG; adopt a Resolution amending the Fiscal Year 2025-2026 Adopted Budget to appropriate General Funds; and authorize the City Manager, or designee, to execute the agreement and make non-substantive edits.

ATTACHMENTS:

- A. Contract No. 2477
- B. San Fernando Municipal Code 2-850
- C. Resolution No. 8428



SHORT-FORM PROFESSIONAL SERVICES AGREEMENT

(Parties: The Merino Group and City of San Fernando)

(Engagement: Public Relations and Crisis Communications Services)

THIS SHORT-FORM PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into on the 20th day of January, 2026 (hereinafter, "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation, (hereinafter, "CITY") and THE MERINO GROUP (hereinafter referred to as "CONSULTANT"). In consideration of their mutual covenants, the parties hereto agree as follows:

1. CONSULTANT. Shall provide or furnish the following specified services and/or materials: Develop updated policies and protocols for communication practices; public relations and crisis management-communications support; traditional media monitoring & social media listening; crisis management & emergency communications messaging; and social media creative content & campaign development.

2. EXHIBITS. The following attached exhibits are hereby incorporated into and made a part of this Agreement:

Proposal from CONSULTANT dated January 6, 2026, and attached hereto as **Exhibit "A"**.

3. TERMS. The services and/or materials furnished under this Agreement shall commence on February 1, 2026, and shall be completed by January 31, 2027, unless terminated pursuant to Section 5(g).

4. COMPENSATION. For the full performance of this Agreement:

a. CITY shall pay CONSULTANT an amount not to exceed **FIFTY-FIVE THOUSAND DOLLARS (\$55,000)**, to be paid in whole or in progress payments within thirty (30) days following receipt of an invoice. Final payment shall be made on completion/delivery of services/goods as detailed in Sections 1, 2, and 3 of this Agreement and only upon satisfactory delivery/completion of goods/services in a manner consistent with professional/industry standards for the area in which CONSULTANT operates. CITY is not responsible for paying for any work done by CONSULTANT or any subCONSULTANT above and beyond the not to exceed amount.

b. CITY shall not reimburse for any of CONSULTANT's costs or expenses to deliver any services/goods, unless specified in CONSULTANT's quote. CITY shall not be responsible for any interest or late charges on any payments from CITY to CONSULTANT.

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

5. GENERAL TERMS AND CONDITIONS.

a. HOLD HARMLESS. CONSULTANT 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 CONSULTANT under this Agreement. With regard to CONSULTANT's work product, CONSULTANT agrees to indemnify, defend and hold harmless CITY, its officers, agents and employees from any and all demands, claims or liability of any nature to the extent caused by the negligent performance of CONSULTANT under this Agreement.

b. INSURANCE. CONSULTANT 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. PROFESSIONAL LIABILITY: \$1,000,000.00 aggregate.
- v. 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."
- vi. 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.

c. CITY BUSINESS LICENSE. CONSULTANT shall obtain a City business license prior to the commencement of any work in the City of San Fernando.

d. **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.

e. **INTEREST OF CONSULTANT.** 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 CONSULTANT. At all times CONSULTANT shall be an independent CONSULTANT and CONSULTANT is not authorized to bind CITY to any contracts or other obligations without the express written consent of CITY. In executing this Agreement, CONSULTANT certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of CITY.

f. **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.

g. **TERMINATION FOR CONVENIENCE OR FOR CAUSE.** This Agreement may be terminated by CITY upon seven (7) days written notice to CONSULTANT. Monies owed for work satisfactorily completed shall be paid to CONSULTANT within 14 days of termination.

h. **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. CONSULTANT 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 CONSULTANT 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 CONSULTANT 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. CONSULTANT retains the right to use any project records, documents and materials for marketing of their professional services.

i. **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 CONSULTANT'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
San Fernando CA 91340
Attn: Assistant to the City Manager
Phone: 818-898-1226

If to CONSULTANT:

The Merino Group
P.O. Box 227159
Los Angeles, CA 90022
Attn: Moises Merino
Phone: 213-634-0900

6. COMPLIANCE WITH LAWS. CONSULTANT 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.

7. 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 have executed this Agreement the day and year first written above.

CITY OF SAN FERNANDO:

THE MERINO GROUP:

By: _____
Kanika Kith, City Manager

By: _____

Date: _____

Name: _____

Title: _____

APPROVED AS TO FORM

Date: _____

By: _____
Richard Padilla, City Attorney

Date: _____

Exhibit "A"
(Proposal/Scope of Work)

The Merino Group (TMG) proposes a one-year public relations and crisis management/communications support program for the City of San Fernando to provide a cost-effective introduction to our services. The full scope of services is to include a targeted strategy, messaging development, and operational support. This structure is designed to help the City modernize its communications infrastructure and enhance the consistency, clarity, and responsiveness of all public messaging.

This scope directly responds to the City's stated priorities: developing a comprehensive communications policy, elevating social media content creation, improving media engagement, and establishing reliable crisis-communications readiness supported by real-time monitoring and listening tools.

Scope of Services:

1. Development of Communications Policies & Protocols

TMG will develop a modernized communications policy that establishes a consistent, professional standard for all public-facing messaging. This includes:

- A comprehensive communications policy outlining standards for outreach, cadence, bilingual communication, and brand consistency.
- A message protocol defining drafting, review, approval, and release workflows (including coordination with the Police Department, Community Development, and the City Manager's Office).
- Structured procedures for timely and consistent distribution of information across social media, the City website, email lists, traditional media, and community channels.

This framework will give the City a repeatable, reliable system for communicating clearly and consistently.

2. Public Relations and Crisis Management-Communications Support

TMG will serve as an extension of the City's public relations function by providing integrated communications services, media work, and continuous monitoring.

Direct Public Relations Support

- Drafting press releases, public statements, advisories, talking points, event messaging, and community updates.
- Coordinating messaging across departments to ensure accuracy, clarity, and unified narrative alignment for community stakeholders.
- Supporting proactive storytelling that highlights City programs, services, milestones, and achievements.
- Providing rapid-response support for urgent or time-sensitive situations, including evenings and weekends when needed.

- Coordinating public safety messaging by serving as the media liaison for the San Fernando Police Department, particularly for high-profile or sensitive issues, including matters related to immigration enforcement and community impact.

Media Relations & Outreach

- Serving as the City's media liaison when directed, ensuring timely and accurate communication with news outlets.
- Cultivating relationships with regional reporters and media platforms to improve narrative consistency and accuracy.
- Preparing message frameworks and briefing notes for City officials during interviews, sensitive topics, or high-profile events.
- Organizing and coordinating press events to elevate City initiatives.

3. Traditional Media Monitoring & Social Media Listening

- Real-time monitoring of news coverage, online conversations, community forums, and social channels for mentions of San Fernando.
- Immediate alerts for emerging narratives, misinformation, disruptive actors, or trending issues.
- Twice-monthly sentiment & monitoring reports summarizing themes, risks, engagement trends, and recommended messaging actions.
- Strategic guidance on narrative control, rumor mitigation, and early-response communication.

4. Crisis Management & Emergency Communications Messaging

TMG will provide dedicated crisis management & communications support, including:

- Providing culturally aware, bilingual crisis messaging support for sensitive topics, including heightened immigration enforcement, ensuring accuracy, community reassurance, and legal alignment with City leadership and the Police Department.
- Rapid development of emergency messaging and scripts for public release.
- Guidance on issue framing, rumor control, and maintaining message accuracy during sensitive or complex situations.
- Coordinated review processes ensuring alignment with the City Manager's Office, Police Department, and City Attorney as needed.
- Activation of monitoring tools and rapid-response messaging should crises arise.

This ensures the City can proactively prepare to address urgent incidents and prevent misinformation from taking hold.

5. Social Media Creative Content & Campaign Development

TMG will enhance the City's digital presence with:

- Original branded graphics, photography, bilingual messaging, and some short-form video content.
- Thematic content campaigns (e.g., public safety, community workshops, planning initiatives, events, code enforcement).
- Strategies that increase reach, improve engagement, and strengthen visibility across platforms.

- Support integrating messaging from Discover San Fernando with the City's broader outreach efforts.

The focus is on high-quality, consistent, creative content that captures community attention.

Timeline & Budget

- Contract Term: February 1, 2026 – January 31, 2027 (12- months)
- Total Cost: \$55,000 - all services included

Sec. 2-850. Waiving of purchasing procedures.

In its discretion, the city council may at any time, without amending this division, waive the purchasing procedures or alter these proceedings to fit a specific purchase or contract, when such waiver is not in violation of state or federal law. A request for waiver should occur only when unforeseen circumstances arise that justify an exception to following the provisions of this division and is in the best interest of the city.

(Ord. No. 1653, § 2(Exh. A), 4-18-2016; Ord. No. 1718, § 2(Exh. A), 8-7-2023)

RESOLUTION NO. 8428

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING THE BUDGET FOR FISCAL YEAR 2025-2026
ADOPTED ON JUNE 30, 2025, APPROPRIATING FUNDS FOR PUBLIC
RELATIONS AND CRISIS COMMUNICATIONS MANAGEMENT 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 expenditures of the current City budget to appropriate additional funds for Public Relations and Crisis Communications Consulting Services through the Merino Group from the General Fund Reserves; 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 PUBLIC RELATIONS AND CRISIS COMMUNICATIONS
CONSULTING SERVICES**

Increase in Professional Services Expenditures \$22,916.17

Account No. 001-105-0000-4270

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

PASSED, APPROVED, AND ADOPTED THIS 20th DAY OF January, 2026.

Joel Fajardo, 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. 8428 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 20th day of January, 2026, 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 January, 2026.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Joel Fajardo and City Councilmembers

From: Kanika Kith, City Manager
By: Julia Fritz, City Clerk

Date: January 20, 2026

Subject: Consideration to Adopt a Resolution Appointing the City's Representatives to the Independent Cities Risk Management Authority Governing Board

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 8427 (Attachment "A") appointing City Manager Kanika Kith as the City's Primary Representative, Director of Administrative Services Erica Melton as Alternate Representative, and Human Resources & Risk Manager Sergio Ibarra as the Substitute Alternate Representative to the Independent Cities Risk Management Authority (ICRMA) Governing Board.

BACKGROUND:

1. Since July 1, 1986, the City has been a member of ICRMA, and is required to have a primary, primary alternate and a substitute primary alternate representative appointed to the Governing Board to attend and vote during board meetings, if the other members cannot attend.
2. On February 5, 2024, the City Council adopted Resolution No. 8283 appointing Personnel Manager Sergio Ibarra as the Primary Representative, Director of Finance/City Treasurer Erica Melton as the Alternate Representative, and City Manager Nick Kimball as the Substitute Alternate Representative to serve on the ICRMA Governing Board.
3. On November 10, 2025, the City Council adopted Resolution No. 8415 approving the appointment of ICRMA's Delegate, Alternate and Sub-Alternate as Sergio Ibarra, Erica Melton, and City Manager Kanika Kith.
4. On January 5, 2026, the City Council approved the appointment of ICRMA's Delegate, Alternate and Sub-Alternate as Kanika Kith, Erica Melton, and Sergio Ibarra, respectively. Under Section 11.2 of the City Council Procedures Manual, the Mayor, with majority consent of the City Council, may appoint members to liaison roles, Ad Hoc committees, and standing committees.

Consideration to Adopt a Resolution Appointing the City's Representatives to the Independent Cities Risk Management Authority Governing Board

Page 2 of 2

ANALYSIS:

ICRMA is a joint powers authority that provides risk management programs for approximately 12 member cities in the areas of general liability, workers' compensation, property, earthquake and other related pooled insurance coverages.

The City has been a member of ICRMA since July 1, 1986, and is required to have a primary and alternate representative appointed to the Governing Board to attend and vote during Board meetings. The City may also have a substitute alternate representative, which is not required.

On January 5, 2026, as a result of the City Council's annual reorganization to appoint a Mayor and Vice Mayor designations, this involves, in part new (or re-appointed) liaison appointments and assignments to various committees and outside organizations such as the ICRMA). It is necessary to adopt a new Resolution (required by ICRMA) to appoint City Manager Kanika Kith as the City's Primary Representative, Director of Administrative Services Erica Melton as Alternate Representative, and Human Resources & Risk Manager Sergio Ibarra as the Substitute Alternate Representative.

BUDGET IMPACT:

The City Council annual updates to the liaison assignments are included in the City Clerk's regular work plan and, therefore, included in the Fiscal Year 2025-2026 Adopted Budget.

CONCLUSION:

It is recommended that the City Council adopt a Resolution appointing City Manager Kanika Kith as the City's Primary Representative, Director of Administrative Services Erica Melton, as Alternate Representative, and Human Resources & Risk Manager Sergio Ibarra as the Substitute Alternate Representative to the ICRMA Governing Board.

ATTACHMENT:

A. Resolution No. 8427

RESOLUTION NO. 8427

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA APPOINTING A DELEGATE, ALTERNATE, AND SUBSTITUTE
ALTERNATE TO THE GOVERNING BOARD OF THE INDEPENDENT CITIES
RISK MANAGEMENT AUTHORITY (ICRMA)**

WHEREAS, the City of San Fernando ("City") is a member of the Independent Cities Risk Management Authority ("ICRMA"), a joint powers authority created pursuant to the provisions of the California Government Code;

WHEREAS, ICRMA provides a Liability Program, Workers' Compensation Program, Property Program, and other coverage programs for its members;

WHEREAS, the Joint Powers Agreement provides that the Governing Board of the Authority shall be comprised of one representative from each member;

WHEREAS, the City Council of each member may select and change any of its representatives by filing a resolution with ICRMA;

WHEREAS, the City council may appoint legislative member(s) or staff member(s) to serve on the Governing Board;

WHEREAS staff members shall have one of the following positions, or equivalent: City Attorney, Assistant City Attorney, Financial Officer, City Administrator/Manager, Assistant/Deputy City Administrator/Manager, Assistant to City Manager, Risk Manager, Human Resources Director/Manager, or Administrative Services Director; and

WHEREAS, City desires to designate its representative(s) to the ICRMA Governing Board.

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

SECTION 1. That Kanika Kith (a staff person) is hereby appointed to serve as a primary delegate representative on the ICRMA Governing Board.

SECTION 2. That Erica D. Melton (a staff person) is hereby re-appointed as the alternate representative, to serve on the ICRMA Governing Board in the absence of the primary member noted in Section 1 above.

SECTION 3. That Sergio Ibarra (a staff person) is hereby appointed as the substitute alternate, to serve on the ICRMA Governing Board in the absence of the primary and alternate members noted in Sections 1 and 2 above.

SECTION 4. That the individuals designated by this City Council as the City's primary delegate, alternate and substitute alternate representatives to the ICRMA Governing Board are hereby confirmed and designated as the City's delegates for all purposes of representing the City's interests and exercising the authority of the City with respect to all matters delegated to the Governing Board and signing all amendments as are contemplated to be approved by the Governing Board.

SECTION 5. That a certified copy of this Resolution shall be provided to the Executive Director of ICRMA.

SECTION 6. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this 20th day of January, 2026.

Joel Fajardo, Mayor of the City of San Fernando

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. 8427 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 20th day of January, 2026, 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 January, 2026.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager
By: Julia Fritz, City Clerk

Date: January 20, 2026

Subject: Consideration to Adopt a Resolution Calling for and Giving Notice of Holding a General Municipal Election on June 2, 2026, Request to Consolidate the Election with the Statewide Election, Authorize the Los Angeles County Elections Official to Perform Election Services, and Adopting and Approving Regulations Pertaining to Candidate Statements and Related Materials Submitted to the Electorate

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8426 (Attachment "A"):
 - i. Calling and giving notice of the City of San Fernando's ("City") General Municipal Election to be held on Tuesday, June 2, 2026, for the election of three (3) City Councilmembers to each serve four-year terms;
 - ii. Approve the request to consolidate the election with the Statewide Election; and request that the Los Angeles County Board of Supervisors ("Board of Supervisors") consent, and effectuate such consolidation to issue instructions to the Los Angeles County Registrar-Recorder/County Clerk ("County Registrar") to take any and all steps necessary for the holding of the consolidated election;
 - iii. Adopt regulations pursuant to Elections Code (EC) Sections 13307 through EC13313 (Attachment "B"), pertaining to candidate statements and related election materials;
- b. Authorize the City Clerk to file all required documents by February 2, 2026, with the Board of Supervisors to effectuate the request for election consolidated services; and
- c. Adopt Resolution No. 8417 (Attachment "C") amending the Fiscal Year 2025-2026 Adopted Budget to appropriate General Fund Reserves for election and associated notification costs.

Consideration to Adopt a Resolution Calling for and Giving Notice of Holding a General Municipal Election on June 2, 2026, Request to Consolidate the Election with the Statewide Election, Authorize the Los Angeles County Elections Official to Perform Election Services, and Adopting Regulations Pertaining to Candidate Statements and Related Materials Submitted to the Electorate

Page 2 of 5

BACKGROUND:

1. On August 21, 2017, the City Council adopted Ordinance No. 1668 (Attachment “D”), to change the City’s General Municipal Elections from March of odd-numbered years to November of even-numbered years to coincide with the Statewide General Election.
2. On November 8, 2022, the City held its regularly scheduled General Municipal Elections for the election of three (3) City Councilmembers to each serve four-year terms. Mayor Joel Fajardo, Councilmember Mary Mendoza and Councilmember Mary Solorio were elected, with terms expiring in November 2026.
3. On October 20, 2025, the City Council adopted Ordinance No. 1737 amending Division 3 (General Municipal Elections) of Article II (City Council) of Chapter 2 (Administration) of the San Fernando Municipal Code to change the date of the City’s General Municipal Elections from the Statewide Election date in November of even-numbered years to the Statewide Election date that alternates between March and June of even-numbered years beginning with the June 2, 2026 Statewide Primary Election.
4. On October 23, 2025, the City transmitted a copy of Ordinance No. 1737 to the Los Angeles County Board of Supervisors (“Board of Supervisors”) requesting that the County approve the change of the City’s election date (Attachment “E”).
5. On January 6, 2026, the Board of Supervisors approved the City’s request to change the San Fernando General Election (Attachment “F”).
6. By the end of January 2026, pursuant to California Elections Code Section 10403.5(e), the City, through the County of Los Angeles Elections Division, will be mailing a post-card (Attachment “G”) notifying all San Fernando registered voters on the change of the City’s Election date from November of even numbered years to alternating March/June of even numbered years, beginning with the June 2, 2026 Statewide Election.

ANALYSIS:

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

Consideration to Adopt a Resolution Calling for and Giving Notice of Holding a General Municipal Election on June 2, 2026, Request to Consolidate the Election with the Statewide Election, Authorize the Los Angeles County Elections Official to Perform Election Services, and Adopting Regulations Pertaining to Candidate Statements and Related Materials Submitted to the Electorate

Page 3 of 5

The City's General Municipal Election will be held on June 2, 2026, in consolidation with the Statewide Primary Election, pursuant to Ordinance No. 1737, which changed the City's General Municipal Elections from the Statewide Election date in November of even-numbered years to the Statewide Election date that alternates between March and June of even-numbered years beginning June 2, 2026. This change is in compliance with California Elections Code Section 1301(b)(1).

Registered voters in the City will have the opportunity to elect three (3) Councilmembers of the five-member City Council each to serve a full four-year term. The three (3) Councilmember seats for the four-year terms are presently occupied by incumbents Joel Fajardo, Mary Mendoza and Mary Solorio.

For the City to request consolidation of election administrative services on the same day with the Statewide Primary Election with the County Registrar's office, the City Council must:

- a. Adopt Resolution No. 8426 (Attachment "A"):
 - i. Calling and giving notice of the City of San Fernando's ("City") General Municipal Election to be held on Tuesday, June 2, 2026, for the election of three (3) City Councilmembers to each serve four-year terms;
 - ii. Approve the request to consolidate the election with the Statewide Election; and request that the Los Angeles County Board of Supervisors ("Board of Supervisors") consent, and effectuate such consolidation to issue instructions to the Los Angeles County Registrar-Recorder/County Clerk ("County Registrar") to take any and all steps necessary for the holding of the consolidated election;
 - iii. Adopt regulations pursuant to Elections Code (EC) Sections 13307 through EC13313 (Attachment "B"), pertaining to candidate statements and related election materials;
- b. Authorize the City Clerk to file all required documents by February 2, 2026, with the Board of Supervisors to effectuate the request for election consolidated services; and
- c. Adopt Resolution No. 8417 (Attachment "C") amending the Fiscal Year 2025-2026 Adopted Budget to appropriate General Fund Reserves for election and associated notification costs.

To effectuate the City's request to consolidate election services, a copy of the adopted Resolution No. 8426 must be transmitted to the Board of Supervisors no later than February 2, 2026.

Services rendered by the County Registrar includes but are not limited to, managing voter registration, ballot preparation, ballot printing and distribution, hosting and staffing in-person vote centers, ballot counting, canvass the election returns, certifying the final election results and implementing all such legally required or customarily employed measures and practices as may be necessary to conduct the election in a timely and legally compliant manner.

Consideration to Adopt a Resolution Calling for and Giving Notice of Holding a General Municipal Election on June 2, 2026, Request to Consolidate the Election with the Statewide Election, Authorize the Los Angeles County Elections Official to Perform Election Services, and Adopting Regulations Pertaining to Candidate Statements and Related Materials Submitted to the Electorate

Page 4 of 5

The City Clerk will manage the distribution and filing of candidate nomination papers, nomination petition signature verification, and follow all regulations pursuant to EC Sections 13307 through EC 13313, regarding candidate statements and related election materials.

The opening of the candidate nomination filing period begins at 8:00 a.m. on Monday, February 9, 2026, and ends at 5:00 p.m. on Friday, March 6, 2026. This is the period that potential candidates may receive and file candidate nomination documents with the City Clerk Department. If an incumbent Councilmember does not file the proper nomination documents to run for re-election, the candidate filing period for that Councilmember's position will be extended to 5:00 p.m. on Wednesday, March 11, 2026.

BUDGET IMPACT:

Based on the County Registrar's Election Estimator Calculator (Attachment "H") the estimated cost of the City's General Election is approximately \$75,000. In addition, the City will be responsible for the cost of postage for the post card notification to all registered voters of San Fernando regarding the election date change in the approximate amount of \$7,700 (\$0.61 per postage paid post-card mailed). If the City Council approves Resolution No. 8417 (Attachment "C"), budget appropriations totaling \$82,700 will be completed to cover the anticipated cost of the City's June 2, 2026 General Municipal Election.

CONCLUSION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8426 (Attachment "A"):
 - i. Calling and giving notice of the City of San Fernando's ("City") General Municipal Election to be held on Tuesday, June 2, 2026, for the election of three (3) City Councilmembers to each serve four-year terms;
 - ii. Approve the request to consolidate the election with the Statewide Election; and request that the Los Angeles County Board of Supervisors ("Board of Supervisors") consent, and effectuate such consolidation to issue instructions to the Los Angeles County Registrar-Recorder/County Clerk ("County Registrar") to take any and all steps necessary for the holding of the consolidated election;
 - iii. Adopt regulations pursuant to Elections Code (EC) Sections 13307 through EC13313 (Attachment "B"), pertaining to candidate statements and related election materials;
- b. Authorize the City Clerk to file all required documents by February 2, 2026, with the Board of Supervisors to effectuate the request for election consolidated services; and

Consideration to Adopt a Resolution Calling for and Giving Notice of Holding a General Municipal Election on June 2, 2026, Request to Consolidate the Election with the Statewide Election, Authorize the Los Angeles County Elections Official to Perform Election Services, and Adopting Regulations Pertaining to Candidate Statements and Related Materials Submitted to the Electorate

Page 5 of 5

- c. Adopt Resolution No. 8417 (Attachment “C”) amending the Fiscal Year 2025-2026 Adopted Budget to appropriate General Fund Reserves for election and associated notification costs.

ATTACHMENTS:

- A. Resolution No. 8426
- B. California Elections Code Sections 13307 through EC 13313
- C. Resolution 8417
- D. Ordinance No. 1668
- E. Ordinance No. 1737
- F. Approval from on Election date Change from the Board of Supervisors
- G. Post-Card Notifying San Fernando Voters of Election Date Change
- H. Election Cost Estimator Calculator

RESOLUTION NO. 8426

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, (1) CALLING AND GIVING NOTICE OF THE GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, JUNE 2, 2026, FOR THE ELECTION OF THREE CITY COUNCILMEMBERS; (2) REQUESTING CONSOLIDATION OF SUCH ELECTION WITH THE STATEWIDE ELECTION TO BE HELD ON THE SAME DAY; (3) REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO ISSUE INSTRUCTIONS TO THE REGISTRAR-RECORDER/COUNTY CLERK TO TAKE ANY AND ALL STEPS NECESSARY FOR THE HOLDING OF THE CONSOLIDATED ELECTION; AND (4) ADOPTING REGULATIONS PERTAINING TO CANDIDATE STATEMENTS

WHEREAS, under the provision of the laws relating to General Law cities in the State of California, a General Municipal Election of the City of San Fernando (the "City") shall be conducted on Tuesday, June 2, 2026, for the purpose of electing three (3) members of the City Council for the full term of four-years each; and

WHEREAS, it is desirable that said election be consolidated with the County-administered General Election to be held on the same date and that within the City the precincts, polling places, and election officers of the two elections be the same, and that the Registrar-Recorder/County Clerk of the County of Los Angeles ("County Registrar") canvass the returns of the City's General Municipal Election and that it be held in all respects as if it were part and parcel of the County-administered General Election; and

WHEREAS, it is necessary to secure the consent and order of the Board of Supervisors of the County of Los Angeles (the "Board of Supervisors") to effectuate such consolidation; and

WHEREAS, the City shall compensate the County Registrar for all necessary expenses incurred by the County in performing election services for the City; and

WHEREAS, the City Council approves the printing of the information for said election in the foreign languages requiring translation pursuant to the Voting Rights Act of 1965; and

WHEREAS, Elections Code Section 13307 provides that the City may adopt regulations pertaining to the recovery of certain costs associated with the printing, handling, translation, and mailing of candidate statements as filed with the elections officer; and

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

SECTION 1. The recitals above and findings therein are true and correct and incorporated into the body of this Resolution by this reference.

SECTION 2. That pursuant to the requirements of the laws of the State of California relating to General Law cities, the City Council hereby orders and calls a General Municipal Election to be held in the City of San Fernando, California on Tuesday, June 2, 2026, to be consolidated with the County-administered General Election to be held on the same day for the purpose of electing three (3) members of the City Council for the full term of four-years.

SECTION 3. Pursuant to the requirements of Section 10403 of the Elections Code, it is respectfully requested that the Board of Supervisors consent and agree to the consolidation of the City's General Municipal Election on Tuesday, June 2, 2026, with the County-administered election to be held on the same date.

SECTION 4. In connection with the County Registrar's administration of the City's June 2, 2026 General Municipal Election, the City further requests that the County Registrar be authorized and directed to: (a) review and verify vote by mail applications and signatures; (b) conduct registered voter verifications (including signature verifications) associated with the processing of any proposed General Municipal Election ballot measure; (c) provide the City with the appropriate election precinct data, to the extent required; (d) make available to the City such election facilities, ballot casting equipment and assistance as may be necessary to conduct the election in compliance with state law and the Board of Supervisor's approval; (e) canvass the election returns; (f) print and supply ballots for the election; (g) mail the City's sample ballots, including ballot measure question, arguments, rebuttals and impartial analysis; and (h) administer the City's General Municipal Election in all respects as if it were part and parcel of any other County Registrar administered election, implementing all such legally required or customarily employed measures and practices as may be necessary to conduct the election in a timely and legally compliant manner.

SECTION 5. The City shall reimburse the County Registrar for any costs associated with the administration of said election upon presentation to the City of a properly approved bill.

SECTION 6. Pursuant to Section 13307 of the Elections Code, each candidate for elective office to be voted for at the City's June 2, 2026, General Municipal Election may prepare a candidate statement on a form acceptable to the County Registrar, as applicable, and made available through the City Clerk.

SECTION 7. Pursuant to Section 13307(c) of the California Elections Code, the governing body of the City of San Fernando authorizes the preparation of candidate statements for nonpartisan elective office for the purpose of electronic distribution. Candidates will prepare statements for electronic distribution pursuant to Section 13307(a) of the Elections Code. A statement prepared pursuant to this subdivision shall be posted on the internet website of the County Elections Official. Candidates shall provide payment of the requisite fee to cover the duties and procedures set forth in Sections 13307(b) and (d) of the Elections Code. Each candidate for any of the offices to be elected at the General Municipal Election to be conducted on June 2, 2026, who files a candidate statement shall concurrently deposit with the City Clerk an amount, as reasonably estimated by the City Clerk, to pay in advance his or her estimated pro rata share of the actual costs of printing and handling such candidate statements incurred by the City and/or the County Registrar at the time of filing such statement with the City Clerk. In the

event that the amount paid as a deposit by a candidate includes overpayment of actual costs incurred by the City and/or the County Registrar, the City Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within thirty (30) days following the date of the election.

SECTION 8. Pursuant to Section 13307(a)(1) of the Elections Code candidate statements **may** include the following:

- (A) The name, age, and occupation of the candidate; and
- (B) A brief description of no more than 200 words of the candidate's education and qualifications as expressed by the candidate himself or herself.

SECTION 9. Pursuant to Elections Code Section 13307(a)(1), candidate statements **shall not** include the following:

- (A) The party affiliation of the candidate; or
- (B) References to membership or activity in partisan political organizations.

SECTION 10. All prospective candidates should be aware of the holding in *Dean v. Superior Court* (1998) 62 Cal.App.4th 638, which holds that a statement prepared by a candidate for inclusion in the voters' pamphlet **may not** include comments or statements concerning the qualifications (or alleged lack of qualifications) of one's opponents. Candidates, in an abundance of caution, should avoid making any reference to opponents in their candidate statements. Candidates should seek the advice of private legal counsel if unsure as to whether their candidate statement does or does not comply with applicable law before filing.

SECTION 11. The candidate statement shall be filed in typewritten form at the Office of the City Clerk at the time the candidate's nomination papers are filed. The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 12. Subject to any logistical constraints imposed by the County Registrar by virtue of consolidation, the City Clerk shall have translated (from the English to relevant foreign languages authorized under the Voting Rights Act of 1965) and printed in the voters' pamphlet only the candidate statements of those candidates who request such translation and printing at the time of filing of the candidate statements.

SECTION 13. No candidate for any elected office of the City shall be permitted to include additional materials in the voters' pamphlet and sample ballot package.

SECTION 14. The City Clerk shall provide each candidate or candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 15. The ballots to be used at the election shall be in form and content as required by law.

SECTION 16. The City Clerk is authorized, instructed and directed to coordinate with the County Registrar to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 17. The polls for the election shall be open at seven o'clock (7:00) a.m. of the day of the election and shall remain open continuously from that time until eight o'clock (8:00) p.m. of the same day when the polls shall be closed, pursuant to Elections Code Section 10242, except as provided in Section 14401 of the Elections Code.

SECTION 18. In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 19. In the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County Registrar, the City Council, in accordance with Elections Code Section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot (i.e., coin toss, draw straws, drawing of names).

SECTION 20. The City Clerk shall forward without delay, a copy of this Resolution to the appropriate public agency which shall be assisting the City with the conduct of its General Municipal Election.

SECTION 21. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED this 20th day of January, 2026.

Joel Fajardo, 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. 8426 which was approved and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 20th day of January, 2026, 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 January 2026.

Julia Fritz, City Clerk

**State of California****ELECTIONS CODE****Section 13307**

13307. (a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

(2) The statement authorized by this subdivision shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the elections official by the third day following the governing body's declaration of the results from the primary or first election.

(3) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.

(b) (1) The elections official shall send to each voter a county voter information guide that contains the written statements of each candidate that is prepared pursuant to subdivision (a). The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.

(2) The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation who is one of the following:

- (A) A certified and registered interpreter on the Judicial Council Master List.
- (B) An interpreter categorized as "certified" or "professionally qualified" by the Administrative Office of the United States Courts.
- (C) From an institution accredited by a regional or national accrediting agency recognized by the United States Secretary of Education.
- (D) A current voting member in good standing of the American Translators Association.

(E) A current member in good standing of the American Association of Language Specialists.

(c) (1) In addition to the statement prepared pursuant to subdivision (a), if the elections official who is conducting the election permits electronic distribution of a candidate's statement, the governing body of a local agency may permit each candidate for nonpartisan elective office in the local agency to prepare a candidate's statement for the purpose of electronic distribution pursuant to this subdivision.

(2) A statement prepared pursuant to this subdivision shall be posted on the Internet Web site of the elections official, and may be included in a voter's pamphlet that is electronically distributed by the elections official pursuant to Section 13300.7, but shall not be included in a voter's pamphlet that is printed and mailed to voters pursuant to subdivision (b).

(3) A statement that is printed in the voter's pamphlet and mailed to voters pursuant to subdivision (b) shall be included with the statement that is prepared and electronically distributed pursuant to this subdivision.

(4) A statement that is prepared and electronically distributed pursuant to this subdivision shall be displayed in type of uniform size and darkness, and with uniform spacing.

(5) The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation who is one of the persons listed in paragraph (2) of subdivision (b).

(d) The local agency may estimate the total cost of printing, handling, translating, mailing, and electronically distributing candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the county voter information guide or electronically distributed. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the local agency is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the local agency may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the local agency that, or the elections official who, collected the estimated cost shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

(e) This section shall not be deemed to make any statement, or the authors of any statement, free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing electronic distribution pursuant to this section or contained in the county voter information guide.

(f) Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's

statement sent to each voter and, if authorized pursuant to subdivision (c), for the electronically distributed candidate's statement. This decision shall not be revoked or modified after the seventh day before the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, mailing, and electronic distribution shall be provided to each candidate or his or her representative, at the time he or she picks up the nomination papers.

(g) For purposes of this section and Section 13310, the board of supervisors is the governing body of judicial elections.

(Amended by Stats. 2016, Ch. 422, Sec. 71.5. (AB 2911) Effective January 1, 2017.)



State of California

ELECTIONS CODE

Section 13307.5

13307.5. A candidate for United States Representative may purchase the space to place a statement in the voter information portion of the county voter information guide that does not exceed 250 words. The statement shall not refer to any opponent of the candidate. The statement shall be submitted in accordance with the timeframes and procedures set forth in this code for the preparation of the voter information portion of the county voter information guide.

(Amended by Stats. 2016, Ch. 422, Sec. 72. (AB 2911) Effective January 1, 2017.)



State of California

ELECTIONS CODE

Section 13307.7

13307.7. (a) An elections official shall post the form to be used by a candidate to submit a candidate statement pursuant to Section 13307, Section 13307.5, or subdivision (c) of Section 85601 of the Government Code, on the elections official's internet website, and shall accept the electronic submission of that form if it is submitted in accordance with the times and procedures set forth in this code for the preparation of the voter information portion of the county voter information guide. If the candidate is running in a multicounty district, the elections official of each county shall accept the electronic submission of the form from the candidate's county of residence; however, the candidate shall transmit a hard copy of the candidate statement form, any accompanying form, and payment of the requisite fee to each county by overnight mail within 72 hours of filing the statement electronically. The elections official shall not require the candidate to submit any additional forms as a means of correcting internet website posting errors made by the elections official.

(b) Notwithstanding subdivision (a), an elections official may require a candidate to provide additional information that the official needs to comply with state law and county voter information guide requirements.

(Amended by Stats. 2023, Ch. 664, Sec. 2. (AB 773) Effective October 10, 2023.)



State of California

ELECTIONS CODE

Section 13308

13308. In addition to the restrictions set forth in Section 13307, any candidate's statement submitted pursuant to Section 13307 shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed, posted on an Internet Web site, or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section.

(Amended by Stats. 2016, Ch. 128, Sec. 2. (AB 2010) Effective January 1, 2017.)



State of California

ELECTIONS CODE

Section 13309

13309. (a) Notwithstanding Section 13307, if a candidate alleges to be indigent and unable to pay in advance the requisite fee for submitting a candidate statement, the candidate shall submit to the local agency a statement of financial worth to be used in determining whether or not he or she is eligible to submit a candidate statement without payment of the fee in advance.

(b) The statement of financial worth required by this section shall be submitted by the candidate together with his or her candidate statement in accordance with the deadline specified in Section 13307. The statement of financial worth form shall be furnished by the local agency, and may include questions relating to the candidate's employer, income, real estate holdings, tangible personal property, and financial obligations. The candidate shall certify the content of the statement as to its truth and correctness under penalty of perjury. The candidate shall also sign a release form of the candidate's most recent federal income tax report.

(c) Upon receipt of a statement of financial worth, a determination shall be made by the local agency of whether or not the candidate is indigent. The local agency shall notify the candidate of its findings.

(d) If it is determined that the candidate is not indigent, the candidate shall, within three days of the notification, excluding Saturdays, Sundays, and state holidays, withdraw the statement or pay the requisite fee. If the candidate fails to respond within the time prescribed, the local agency shall not be obligated to print and mail the statement.

(e) If the local agency determines that the candidate is indigent, the local agency shall print and mail the statement.

(f) Nothing in this section shall prohibit the local agency from billing the candidate his or her actual pro rata share of the cost after the election.

(Amended by Stats. 2013, Ch. 560, Sec. 11. (AB 1417) Effective January 1, 2014.)



State of California

ELECTIONS CODE

Section 13310

13310. Prior to the nomination period for an election, the governing body of the local agency conducting the election may determine that Section 13307 is inapplicable to that election. This section shall become operative only if the United States Supreme Court or the California Supreme Court rules that candidates (other than indigent candidates) may not be required to pay for candidates' statements authorized pursuant to Section 13307.

(Enacted by Stats. 1994, Ch. 920, Sec. 2. Section conditionally operative by its own provisions.)



State of California

ELECTIONS CODE

Section 13311

13311. Notwithstanding the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code), the statements filed pursuant to Section 13307 shall remain confidential until the expiration of the filing deadline.

(Amended by Stats. 2021, Ch. 615, Sec. 99. (AB 474) Effective January 1, 2022. Operative January 1, 2023, pursuant to Sec. 463 of Stats. 2021, Ch. 615.)



State of California

ELECTIONS CODE

Section 13312

13312. (a) Each county voter information guide prepared pursuant to subdivision (b) of Section 13307 shall contain a notice in the heading of the first page, not smaller than 10-point type, that specifies both of the following:

(1) That the county voter information guide does not contain a complete list of candidates and that a complete list of candidates appears on the sample ballot (if any candidate is not listed in the county voter information guide).

(2) That each candidate's statement in the county voter information guide is volunteered by the candidate and (if printed at the candidate's expense) is printed at the candidate's expense.

(b) If a local agency has authorized each candidate for nonpartisan elective office to prepare a candidate's statement for the purpose of electronic distribution pursuant to subdivision (c) of Section 13307, and if a candidate has submitted a statement for that purpose, the notice required by subdivision (a) shall specify that additional statements are available on the internet website of the elections official and shall include the internet website address at which the statements may be viewed.

(Amended by Stats. 2023, Ch. 131, Sec. 56. (AB 1754) Effective January 1, 2024.)



State of California

ELECTIONS CODE

Section 13313

13313. (a) The elections official shall make a copy of the material referred to in Section 13307 available for public examination in the elections official's office for a period of 10 calendar days immediately following the filing deadline for submission of those documents. Any person may obtain a copy of the candidate's statements from the elections official for use outside of the elections official's office. The elections official may charge a fee to any person obtaining a copy of the material, and the fee may not exceed the actual cost incurred by the elections official in providing the copy.

(b) (1) During the 10-calendar-day public examination period provided by this section, any voter of the jurisdiction in which the election is being held, or the elections official, himself or herself, may seek a writ of mandate or an injunction requiring any or all of the material in the candidates statements to be amended or deleted. The writ of mandate or injunction request shall be filed no later than the end of the 10-calendar-day public examination period.

(2) A peremptory writ of mandate or an injunction shall issue only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of this chapter, and that issuance of the writ or injunction will not substantially interfere with the printing or distribution of official election materials as provided by law.

(3) The elections official shall be named as respondent and the candidate who authored the material in question shall be named as the real party in interest. In the case of the elections official bringing the mandamus or injunctive action pursuant to this subdivision, the board of supervisors of the county shall be named as the respondent and the candidate who authored the material in question shall be named as the real party in interest.

(Amended by Stats. 2002, Ch. 228, Sec. 12. Effective January 1, 2003.)

RESOLUTION NO. 8417

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR FISCAL YEAR 2025-2026, APPROVING BUDGET APPROPRIATION FROM GENERAL FUND RESERVES FOR THE JUNE 2, 2026 GENERAL MUNICIPAL ELECTION AND ASSOCIATED NOTIFICATION COSTS

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 from General Fund Reserves to appropriate funds for the June 2, 2026 General Municipal Election and associated notification costs; 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 2026 ELECTION & ASSOCIATED NOTIFICATION COSTS

Increase in Expenditures	<u>\$82,700</u>
Account No. 001-116-0000-4260	75,000
Account No. 001-116-0000-4230	7,700

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

PASSED, APPROVED, AND ADOPTED THIS 20th DAY OF JANUARY 2026.

Joel Fajardo, 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. 8417 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 20th day of January 2026, 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 January 2026.

Julia Fritz, City Clerk

ORDINANCE NO. 1668

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

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

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

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

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

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

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

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

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

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

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

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

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

Division 3. - General Municipal Elections.

2.91 Date of General Municipal Elections; Consolidation with County.

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

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

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

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

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

SECTION 8. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

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

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

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


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


Sylvia Ballin, Mayor

ATTEST:


Elena G. Chávez, City Clerk

APPROVED AS TO FORM:


Richard Padilla, Assistant City Attorney

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


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

AYES: Gonzales, Ballin, Lopez – 3

NOES: Fajardo, Soto – 2

ABSTAIN: None

ABSENT: None


Elena G. Chávez, City Clerk

ORDINANCE NO. 1737

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

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

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

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

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

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

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

ORD. NO. 1737

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

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

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

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

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

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

SECTION 1. Ordinance No. 1668 is hereby repealed and rescinded in its entirety and superseded by Ordinance No. 1737, upon its operative date.

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

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

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

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

ORD. NO. 1737

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

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

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

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

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

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

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

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

ORD. NO. 1737


SECTION 5. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase would be subsequently declared invalid or unconstitutional.

SECTION 6. Publication. The Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in a newspaper of general circulation within fifteen (15) days after its adoption.

SECTION 7. Effective Date/Operative Date. Government Code Section 36937(b) notwithstanding, this Ordinance shall become operative only approval by the Los Angeles County Board of Supervisors, per Elections Code Section 1301(b).

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


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


Mary Mendoza, Mayor
City of San Fernando, California

ATTEST:


Julia Fritz, City Clerk

APPROVED AS TO FORM:


Richard Padilla, City Attorney

CERTIFICATION

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

AYES: Garcia, Fajardo, Mendoza - 3

NAYS: Lopez, Solorio - 2

ABSENT: None

ABSTAINED: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 21st day of October, 2025.



Julia Fritz, City Clerk

EXECUTIVE OFFICE



BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

EDWARD YEN
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • www.bos.lacounty.gov

ATTACHMENT "F"

MEMBERS OF THE BOARD
HILDA L. SOLIS

HOLLY J. MITCHELL

LINDSEY P. HORVATH

JANICE HAHN

KATHRYN BARGER

January 12, 2026

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

Dear Ms. Fritz:

At its meeting held January 6, 2026, the Los Angeles County Board of Supervisors approved the City of San Fernando's (City's) request to render specified services relating to the conduct of the City of San Fernando's request to change the date of the City's General Municipal Elections from the Statewide Election Date in November of even-numbered years to the Statewide Election Date that alternates between March and June of even-numbered years beginning June 2, 2026.

In addition, the Registrar-Recorder/County Clerk was instructed to comply with the City's request, provided that the City pays all related costs.

Sincerely,

Leydi Evanvegelistia for

Edward Yen
Executive Officer

EY:jn

c: Registrar-Recorder/County Clerk



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES HELD IN ROOM 381B
OF THE KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012**

Tuesday, January 6, 2026

9:30 AM

55. City of San Fernando Election

Request from the City of San Fernando: Render specified services relating to the conduct of the City of San Fernando 's request to Change the date of the City's General Municipal Elections from the Statewide Election Date in November of even-numbered years to the Statewide Election Date that Alternates between March and June of even-numbered years beginning June 2, 2026. (Continued from the meeting of 12-9-25) (25-6532)

On motion of Supervisor Horvath, seconded by Supervisor Barger, this item was duly carried by the following vote; and the Registrar-Recorder/County Clerk was instructed to comply with the with the City's request, provided that the City pays all related costs:

Ayes: 5 - Supervisor Mitchell, Supervisor Horvath, Supervisor Hahn, Supervisor Barger and Supervisor Solis

Attachments: [Board Letter](#)
[Public Comment/Correspondence](#)

The foregoing is a fair statement of the proceedings of the regular meeting held January 6, 2026, by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

Edward Yen, Executive Officer
Executive Officer-Clerk
of the Board of Supervisors

By 

Edward Yen
Executive Officer

January 20, 2026 Special & Regular CC Mtg



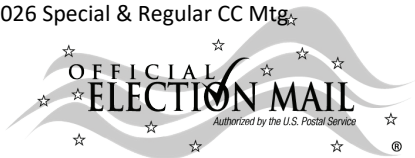
CITY OF SAN FERNANDO

IMPORTANT ELECTION INFORMATION FOR ALL REGISTERED VOTERS IN THE CITY OF SAN FERNANDO

NOTICE IS HEREBY GIVEN, pursuant to California Elections Code §10403.5(e), the date of the General Municipal Election for the City of San Fernando has been changed from November of even years, to alternating March/June of even years, beginning this year. The terms of three (3) elected Councilmembers will expire in June 2026 and are shortened by five months.

The City of San Fernando's next General Municipal Election will be held on June 2, 2026. There will be three (3) Councilmember seats up for Election. If you have any questions, please contact the San Fernando City Clerk's Office directly at (818) 898-1204 or via email at cityclerk@sanfernando.gov.

County of Los Angeles **January 20, 2026 Special & Regular CC Mtg.**
REGISTRAR-RECORDER/COUNTY CLERK
Election Information and Preparation
P.O. BOX 30450
LOS ANGELES, CA 90030-0450



FIRST CLASS MAIL
U.S. POSTAGE PAID
LOS ANGELES, CA
PERMIT NO 36426



Los Angeles County Registrar-Recorder/County Clerk

VOTING & ELECTIONS

RECORDS

COUNTY CLERK

NEWSROOM

PUBLICATIONS

JOBS

CONTACT



Election Estimating Calculator

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

Select Estimate Type

Select Jurisdiction(s)

Estimated Result

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

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

CITY OF SAN FERNANDO 2026 June Primary Election

CITY OF SAN FERNANDO - At Large

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

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

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

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



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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 20, 2026

Subject: Consideration to Adopt a Resolution Approving a Job Specification for Senior Management Analyst and Adopt a Resolution Amending the Salary Plan for Fiscal Year 2025-2026

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8430 (Attachment "A") approving a job specification for Senior Management Analyst (Exhibit "1" to Attachment "A");
- b. Adopt Resolution No. 8431 (Attachment "B") amending the Fiscal Year (FY) 2025-2026 Salary Plan to incorporate the Senior Management Analyst; and
- c. Authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.

BACKGROUND:

1. On June 30, 2025, the City Council approved the FY 2025-2026 Adopted Budget, which included an enhancement for a Senior Management Analyst position in the Public Works Department.
2. On December 18, 2025, the City provided notice to the San Fernando Management Group (SFMG) about creating a new classification for Senior Management Analyst.
3. On January 8, 2026, the City reached a tentative agreement with SFMG regarding the new job specification for Senior Management Analyst.

Consideration to Adopt a Resolution Approving a Job Specification for Senior Management Analyst and Adopt a Resolution Amending the Salary Plan for Fiscal Year 2025-2026

Page 2 of 4

ANALYSIS:

A job specification outlines the qualifications, skills, experience, and attributes required for a particular job role, serving as a detailed description of the ideal candidate. It helps employers clearly define what is necessary to perform the job effectively, including educational background, technical expertise, soft skills, and physical requirements, if applicable. Job specifications guide hiring decisions, ensure accurate recruitment and assessment of candidates, and serve as a basis for performance evaluations and training needs. This clarity ultimately helps align hiring processes with organizational goals and expectations.

Under the Meyers-Milias-Brown Act (“MMBA”) (California Government Code §3500 et seq.), a city is required to provide opportunities to meet and confer in good faith with employee representatives and bargaining units about matters affecting work hours, wages, and other terms and conditions of employment, including job specifications for newly established positions. In accordance with the MMBA, staff met and conferred with SFMG to discuss the job specification for the new Senior Management Analyst position and the revision Economic Development Manager classification.

Senior Management Analyst.

The City’s Public Works Department encompasses three (3) areas of responsibility: Engineering, Operations (Streets, Trees, Sewers), and the Water Division. The Department oversees the maintenance and construction of essential infrastructure within the City. The operations include the maintenance and repairs of streets, sidewalks, City facilities, parks and green spaces, maintains the urban forest, water, storm water, traffic signals and signs, public parking lots, bikeways and bridges. Additionally, the Public Works Department oversees the City’s fleet and heavy equipment, graffiti removal, trash services and recycling programs, street sweeping services, tree removal services, shuttle and dial-a-ride services, and is responsible for the development review and the issuing of certain permits for use within the public right of way.

During the FY 2025-2026 budget process, the City Council approved the reclassification of the vacant Public Works Management Analyst to a Senior Management Analyst. Due to the increase in beautification efforts, service request, regulatory reporting requirements, funded capital projects, and grants received by the City, it was recommended to upgrade the position to enhance experience and leadership capacity, oversight and management of service contract providers (e.g. solid waste, street sweeping, and tree trimming), analytical expertise and support, and capacity to manage more complex projects and initiatives. A senior-level analyst will be able to support long-term planning efforts, improve oversight of capital projects and regulatory compliance, and contribute to more effective communication with City Council, regional partners, and the public.

The recommended salary range for the Senior Management Analyst position is Salary Range 65M (\$9,389 - \$11,412 per month). The duties of the new Senior Management Analyst position will include, but are not limited to, the following activities:

Consideration to Adopt a Resolution Approving a Job Specification for Senior Management Analyst and Adopt a Resolution Amending the Salary Plan for Fiscal Year 2025-2026

Page 3 of 4

- a. Plans, organizes and conducts administrative, management and program analyses; identifies problems, determines analytical techniques, statistical and information gathering processes and obtains necessary information and data for analysis.
- b. Prepares reports and study conclusions, provides recommendations, and develops implementation plans, assist with implementation of policies and procedures.
- c. Conducts program/process research, evaluation, measurement and analysis; prepares analyses and submits financial activity reports for distribution within the department and to other agencies; and recommends best practices.
- d. Coordinates and participates in the preparation, review, and evaluation and monitoring of departmental capital improvement plans (CIP) and budget submittals packages; meets with managers to determine funding needs; identifies potential sources of funding and forecasts multi-year fund requirements; recommends inclusion of projects in the City-wide CIP; monitors CIP revenues/expenditures and process of projects; recommends amendments and adjustments as required based on actual revenues and project implementation issues; may serve as project manager for small CIP projects.
- e. Develops and monitors departmental and grant budgets; maintains adequate account balances by tracking expenditures, encumbrances and creating budget expenditures forecasts; calculate budget usage and fund percentages; tracks multiple funding sources; maintains separate budget and expense tracking programs based on funding sources; runs general budget reports through spreadsheets and financial systems and calculates budgets based on the City's fiscal cycles and funding sources; researches and corrects discrepancies; processes budgetary adjustments and transfers when warranted.

In order to formalize the job specification and associated salary, it is necessary to adopt the proposed resolutions (Attachments "A" and "B").

BUDGET IMPACT:

There is no budget impact associated with adopting the proposed job specifications and amended salary resolution. Sufficient funding for the Senior Management Analyst position is included in the FY 2025-2026 Adopted Budget.

**Consideration to Adopt a Resolution Approving a Job Specification for Senior Management Analyst and
Adopt a Resolution Amending the Salary Plan for Fiscal Year 2025-2026**

Page 4 of 4

CONCLUSION:

It is recommended that the City Council adopt a resolution approving the job specifications for a Senior Management Analyst; adopt a resolution amending the Salary Plan; adopt a resolution amending the Table of Organization for FY 2025-2026; and authorize the City Manager to make non-substantive corrections and execute all related documents.

ATTACHMENTS:

- A. Resolution No. 8430, including Job Specifications for:
Exhibit "1": Senior Management Analyst
- B. Resolution No. 8431

RESOLUTION NO. 8430

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING RESOLUTION NO. 4144, ADOPTED DECEMBER 12, 1966, BY THE ADDITION OF RESOLUTION NO. 8430, AND CREATING THE SENIOR MANAGEMENT ANALYST JOB CLASSIFICATION

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

SECTION 1: That Resolution No. 4144, adopted on December 12, 1966, and the Position Classification Plan prepared by Griffenhagen-Kroeger, Inc. bearing date of April 1966, as amended by the City Council, covering important and essential duties, job-related and essential qualifications for the following position and classification attached as Exhibit "1":

SENIOR MANAGEMENT ANALYST

Resolution No. 8430 is hereby adopted and approved as the new official job classification and definitions, prescribing important and essential duties, job-related and essential qualifications for the positions and classifications set forth above. Copies of Resolution No. 8430 are now on file in the office of the City Clerk. Said Resolution No. 8430 is hereby incorporated in and made a part of the Position Classification and Salary Plan for the City of San Fernando.

SECTION 2: 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 20th day of January 2026.

Joel Fajardo, 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. 8430, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 20th day of January 2026, 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 January 2026.

Julia Fritz, City Clerk

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
SENIOR MANAGEMENT ANALYST	RESOLUTION NO. 8430	EFFECTIVE DATE 1/20/2026
	FLSA DESIGNATION EXEMPT	EMPLOYMENT

GENERAL PURPOSE

Under general direction, performs complex financial, statistical, administrative and other management analyses in support of a City department's projects and programs; recommends action and assists in formulating policies and procedures; assists in preparing reports and recommendations on both long-term financial plans and day-to-day business operations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Management Analyst independently performs responsible analytical work in support of City and department financial, budgetary and other management goals and objectives. Assignments are typically received in general terms, and incumbents are expected to act independently to develop required information. Assigned projects may include financial and budget analysis, statistical analysis, policy and procedure development or other areas specific to the assignment. Incumbents are expected to exercise independent judgment in selecting study approaches and analytical techniques and in making sound recommendations based on study results.

This position typically reports to a Director. The incumbent may provide work direction and guidance to office support staff. The Senior Management Analyst is distinguished from the Management Analyst in that an incumbent in the latter class typically services other professional staff, is responsible for development and management of large and/or highly complex budgets and supervises other departmental administration functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes and conducts administrative, management and program analyses; identifies problems, determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; discusses findings with management; prepares reports of study conclusions; develops implementation plans and assists in implementing policies and procedures; recommends legislative or policy change documents and presentation materials for management; drafts staff reports and resolutions applicable to areas of responsibility and may make presentations to the City Council.
2. Conducts program/process research, evaluation, measurement and analysis; prepares, analyzes and submits financial and program activity reports for distribution within the department and to other agencies; analyzes and documents business processes, evaluates alternatives and recommends best-practice solutions; discusses findings with management; prepares reports of study conclusions; develops implementation plans and assists in implementing processes, policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

3. Drafts proposed contracts and agreements and a variety of other supporting documents; oversees Request for Proposal process for department including development of Scope of Work and negotiating contract terms; monitors contract performance and expenditures; approves contract invoices for payment within guidelines and authority limits; researches and resolves contract problems and disputes; administers assigned enterprise and grant funds; compiles and drafts federal and state agency reports and documents; processes draw-downs of grant funds.
4. Coordinates and participates in the preparation, review, and evaluation and monitoring of departmental capital improvement plans (CIP) and budget submittals packages; meets with managers to determine funding needs; identifies potential sources of funding and forecasts multi-year fund requirements; recommends inclusion of projects in the City-wide CIP; monitors CIP revenues/expenditures and process of projects; recommends amendments and adjustments as required based on actual revenues and project implementation issues; may serve as project manager for small CIP projects.
5. Coordinates departmental purchasing including maintaining and ordering supplies and equipment; verifies the accuracy of receipts and invoices including routing for signature and compiling complex detailed documentation; processes, scans and routes invoices for payment.
6. Drafts for management review a wide variety of materials on assigned issues, including agenda and other reports, procedures, manuals, handbooks, newsletters, communication memoranda, proposed Code or ordinance changes and other materials; collects background information, input and feedback and prepares recommendations and a variety of other supporting materials.
7. Develops and monitors departmental and grant budgets; maintains adequate account balances by tracking expenditures, encumbrances and creating budget expenditure forecasts; calculates budget usage and fund percentages; tracks multiple funding sources; maintains separate budget and expense tracking programs based on funding source; runs general budget reports through spreadsheets and financial systems and calculates budgets based on the City's fiscal cycles and funding sources; researches and corrects discrepancies; processes budgetary adjustments and transfers when warranted; assists in synchronizing the timing of expenditures with budget.
8. Prepares and submits a variety of monthly, quarterly and annual local, state and federal reports including those needed for grant, financial and regulatory compliance; collects data required for reporting regarding department activities, special projects and enterprise or grant-funded projects and programs; reviews reporting requirements and works with staff to ensure and verify reliability of data.
9. Provides management support for department-specific functions and programs, including coordinating department's training and professional development as assigned; represents the department and the City in developing and maintaining partnerships with other municipalities and agencies.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles, practices and methods of administrative, organizational and procedural analysis.

MINIMUM QUALIFICATIONS

2. Principles, practices and methods of financial and statistical analysis and financial forecasting.
3. Principles, practices and methods of public sector financing and budget development and implementation.
4. Principles and practices of public administration, including purchasing, contracting and maintaining public records.
5. Principles, tools and techniques of project planning and management.
6. Research methods and data analysis techniques.
7. Safety policies, practices, equipment and supplies applicable to the work.
8. Applicable federal and state laws, rules and regulations.
9. Basic principles and practices of organization and culture change.
10. Principles and practices of sound business communications.
11. Rules, regulations, policies and procedures applicable to specialized department functions and programs in areas of assigned responsibility.

ABILITY TO:

1. Analyze procedural, operational, financial or budgetary problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret data, either in statistical or narrative form.
3. Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
4. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
5. Communicate effectively, both orally and in writing.
6. Understand, interpret, explain and apply applicable laws, codes and ordinances.
7. Represent the City effectively in dealings with other municipalities, agencies and the public.
8. Present proposals and recommendations clearly, logically and persuasively.
9. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.

MINIMUM QUALIFICATIONS

10. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
11. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION, TRAINING AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is any equivalent combination of the following training and experience:

Graduation from a four-year college or university with major coursework in finance, public or business administration or a closely related field; and at least five years of progressively responsible professional experience performing financial, budgetary and similar statistical analyses. Four years of related experience can be substituted for one year of college. Experience in a public agency is preferred.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided. Specific vision abilities include close vision and the ability to adjust focus.

MENTAL DEMANDS

While performing the duties of this class, an employee uses written and oral communication skills and basic math; learns and applies new information and skills; deals with changing deadlines, constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet.

RESOLUTION NO. 8431

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, AMENDING PORTIONS OF RESOLUTION NO. 8393,
ADOPTED JULY 7, 2025, AMENDING THE SALARY PLAN TO INCLUDE A
SENIOR MANAGEMENT ANALYST POSITIONS**

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

SECTION 1: That that portion of Sub-section A of Section 2 of Resolution No. 8393, adopted July 7, 2025, as amended, be further amended by adding the following on page 8-11, 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
Senior Management Analyst	65M	9389	9858	10351	10869	11412

SECTION 2: The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and her certification to be filed in the office of the City Clerk.

PASSED, APPROVED, AND ADOPTED this 20th day of January 2026.

Joel Fajardo, 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. 8431, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 20th day of January 2026, 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 January 2026.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager
By: Fabian Valdez, Chief of Police

Date: January 20, 2026

Subject: Consideration to Approve a Professional Services Agreement with Strategic Leadership Consultants for Consulting Services for the Police Department's Implementation of Policy, Accountability, Culture, and Risk-Management Reforms

RECOMMENDATION:

It is recommended that the City Council

- a. Approve a Professional Services Agreement with Strategic Leadership Consultants (SLC) (Attachment "A" - Contract No. 2475) for Consulting Services for the Police Department's Implementation of Policy, Accountability, Culture, and Risk-Management Reforms, in an amount not to exceed \$50,000;
- b. Approve a waiver of purchasing procedures pursuant to San Fernando Municipal Code (SFMC) Section 2-850 (Attachment "B") for the Professional Services Agreement with SLC;
- c. Adopt Resolution No. 8429 (Attachment "C") amending the Fiscal Year (FY) 2025-2026 Adopted Budget to appropriate General Fund Reserves to fund consulting service costs; and
- d. Authorize the City Manager, or designee, to execute the agreement and make non-substantive edits.

BACKGROUND:

1. On August 6, 2025, Interim City Manager Kanika Kith administratively approved Contract No. 2415 to SLC to conduct an Independent Organizational Assessment of the San Fernando Police Department (SFPD) to identify opportunities for improvement and provide recommendations.
2. On September 30, 2025, SLC completed an Organizational Assessment, which identified opportunities to update internal operations, strengthen management and accountability practices, improve risk management and improve leadership development.

Consideration to Approve a Professional Services Agreement with Strategic Leadership Consultants for Consulting Services for the Police Department's Implementation of Policy, Accountability, Culture, and Risk-Management Reforms

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3. On November 10, 2025, Retired Police Chief John Perez from SLC presented the Organizational Assessment findings and recommendations to the City Council.

ANALYSIS:

Organizational assessments often identify critical structural, policy, and operational improvements, but their value depends on effective and well-coordinated implementation. In September 2025, SLC completed an assessment of the SFPD's operations, governance structure, and internal controls, identifying opportunities to strengthen accountability, operational effectiveness, and organizational consistency. Presented to the City Council in November 2025, the findings highlighted the need for specialized expertise and project management support to translate recommendations into prioritized actions, determine appropriate sequencing and timing, ensure accountability, and implement reforms in a coordinated manner that supports long-term sustainability, strengthens risk management, and aligns with recognized law enforcement best practices.

SLC submitted a proposal to support the Police Department in developing and managing a 12-month implementation strategy aligned with the organizational assessment findings. The intended to provide continuity, technical expertise, and project management support necessary to move from assessment to action. The scope of work emphasizes implementation planning rather than re-assessment and is intended to provide the City Council and executive leadership with clear, prioritized actions, timelines, and accountability measures.

Scope of Services.

SLC will provide implementation-focused support services to assist the administration in carrying out recommendations from the completed organizational assessment, consistent with the Scope of Services and Deliverables set forth in Exhibit "A" of the Professional Services Agreement.

Services will include the following:

- **Project Initiation and Governance:** Establish a clear governance structure, including confirmation of executive oversight, City roles and responsibilities, an implementation coordinator, and designated working groups. Establish a defined meeting schedule and reporting cadence to support consistent oversight and accountability.
- **Implementation Tracking and Reporting:** Develop and maintain a centralized implementation tracking register documenting all recommendations, assigned responsibilities, target completion dates, current status, and next steps. Maintain the register on a shared drive or intranet platform to promote transparency and accessibility.

Consideration to Approve a Professional Services Agreement with Strategic Leadership Consultants for Consulting Services for the Police Department's Implementation of Policy, Accountability, Culture, and Risk-Management Reforms

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- **Risk Management and Accountability Processes:** Establish or strengthen formal review processes related to use of force, vehicle pursuits, critical incidents, and public complaints. Implement standardized review timelines, checklists, and templates to promote consistency, timeliness, and accountability.
- **Training and Field Training Officer (FTO) Program Support:** Develop and publish an annual department training plan and calendar. Implement a centralized system to track training completion. Strengthen administration of the Field Training Officer (FTO) program and update training for first-line supervisors, as appropriate.
- **Early Intervention Systems:** Set clear performance benchmarks and provide coaching to help identify and address potential issues early.
- **Staffing, Overtime, and Wellness Guidance:** Provide guidance and recommendations related to staffing levels, overtime usage, employee wellness resources, and detective rotation and backfill practices, including related reporting requirements.
- **Technology, Fleet, and Facilities Coordination:** Coordinate technology, fleet, and facilities needs and assist with development of a one-year technology and equipment plan for City review and consideration.
- **Organizational Culture and Communication:** Support regular monthly communication between command staff and the Police Officers Association (POA). Develop internal communication materials to keep employees informed of implementation progress and provide quarterly implementation updates to the City Council.

The following milestones describe when each part of the work will be completed and the order in which it will occur.

Implementation Milestones

- **First 30 days:** Begin updating key Police Department policies, including vehicle pursuits, use of force, and complaint handling. Provide standardized templates and step-by-step procedures for reviewing critical incidents. Offer guidance on promotion processes and support internal and community engagement activities as needed.
- **Days 31–90:** Help develop a department-wide training plan, initiate improvements to how complaints are submitted and tracked, and set clear benchmarks to identify and address potential issues early.

Consideration to Approve a Professional Services Agreement with Strategic Leadership Consultants for Consulting Services for the Police Department's Implementation of Policy, Accountability, Culture, and Risk-Management Reforms

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- **Months 4–12:** Support long-term implementation by maintaining progress-tracking dashboards, delivery of quarterly updates, providing quarterly updates, keeping an implementation tracking log, and conducting focused work sessions on priority topics.

At the conclusion of the 12-month period, the City Council will receive a summary of completed implementation actions, remaining priorities, and recommended next steps.

Purchasing Requirements and Basis for Waiver.

The City's purchasing procedures require a formal Request for Proposal (RFP) process for professional services contracts exceeding \$25,000. However, SFMC Section 2-850 authorizes the City Council to waive purchasing procedures when such action is determined to be in the City's best interest. Staff recommends approval of a waiver of the formal RFP requirements for this agreement based on the following considerations:

- **Continuity and Efficiency:** SLC conducted the original organizational assessment and is uniquely positioned to support implementation without duplicating onboarding, data review, or background research.
- **Specialized Expertise:** The work involves law-enforcement-specific organizational reform, policy implementation, and sensitive internal processes requiring demonstrated expertise and discretion.
- **Time Sensitivity:** The City Council has expressed the desire to move promptly from assessment to implementation. Conducting a full RFP process would delay progress and risk loss of momentum.
- **Cost Reasonableness:** The proposed contract amount is consistent with similar professional services for police organizational reform. It reflects a limited, implementation-focused scope and is consistent with comparable professional services contracts for similar law enforcement consulting work.

For these reasons, staff finds that waiving formal purchasing requirements for this specific contract is appropriate and in the best interest of the City.

BUDGET IMPACT:

The total cost of the Agreement shall not exceed \$50,000. If the City Council approves Resolution No. 8429 (Attachment "C"), budget appropriations totaling \$50,000 will be completed to cover the anticipated costs for consulting services for the Police Department's implementation of policy, accountability, culture, and risk-management reforms.

Consideration to Approve a Professional Services Agreement with Strategic Leadership Consultants for Consulting Services for the Police Department's Implementation of Policy, Accountability, Culture, and Risk-Management Reforms

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CONCLUSION:

Staff recommends that the City Council approve an Agreement with SLC for Consulting Services for the Police Department's Implementation of Policy, Accountability, Culture, and Risk-Management Reforms, in an amount not to exceed \$50,000; approve a waiver of purchasing procedures pursuant to SFMC Section 2-850 for the Agreement with SLC; adopt a budget resolution to appropriate funds to cover consulting service costs; and authorize the City Manager, or designee, to execute the agreement and make non-substantive edits.

ATTACHMENTS:

- A. Contract No. 2475
- B. San Fernando Municipal Code 2-850
- C. Resolution 8429



SHORT FORM PROFESSIONAL SERVICES AGREEMENT

(Parties: Strategic Leadership Consultants, LLC and City of San Fernando)

(Engagement: San Fernando Police Department Consulting Services for the Police Department's Implementation of Policy, Accountability, Culture, and Risk-Management Reforms)

THIS SHORT FORM PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into on the 20th day of January, 2026 (hereinafter, "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation, (hereinafter, "CITY") and STRATEGIC LEADERSHIP CONSULTANTS, LLC (hereinafter referred to as "CONSULTANT"). In consideration of their mutual covenants, the parties hereto agree as follows:

1. CONSULTANT. Shall provide or furnish implementation support consultant services related to the San Fernando Police Department, two internal assessment reports previously conducted by CONSULTANT, including an operations and culture assessment, and a policy and practice assessment addressing public complaints, pursuits, and use of force encounters.

2. EXHIBITS. The following attached exhibits are hereby incorporated into and made a part of this Agreement:

Proposal and Scope of Services from CONSULTANT attached hereto as Exhibit "A".

3. TERMS. The services and/or materials furnished under this Agreement shall commence on the Effective Date and shall be completed within one (1) year of the Effective Date unless terminated pursuant to Section 5(g).

4. COMPENSATION. For the full performance of this Agreement:

a. CITY shall pay CONSULTANT an amount not to exceed **FIFTY THOUSAND DOLLARS (\$50,000)**, to be paid in whole or in progress payments within thirty (30) days following receipt of an invoice. Final payment shall be made upon completion and delivery of the services and deliverables described in Exhibit A and only upon satisfactory delivery and completion of goods and services in a manner consistent with professional and industry standards for the area in which CONSULTANT operates. CITY is not responsible for paying for any work done by CONSULTANT or any SUBCONSULTANT above and beyond the not to exceed amount.

b. CITY shall not reimburse for any of CONSULTANT's costs or expenses to deliver any services/goods, unless specified in CONSULTANT's quote. CITY shall not be responsible for any interest or late charges on any payments from CITY to CONSULTANT.

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

5. GENERAL TERMS AND CONDITIONS.

a. HOLD HARMLESS. CONSULTANT 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 CONSULTANT under this Agreement. With regard to CONSULTANT's work product, CONSULTANT agrees to indemnify, defend and hold harmless CITY, its officers, agents and employees from any and all demands, claims or liability of any nature to the extent caused by the negligent performance of CONSULTANT under this Agreement.

b. INSURANCE. CONSULTANT 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. PROFESSIONAL LIABILITY: \$1,000,000.00 aggregate.

v. 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."

vi. 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.

c. CITY BUSINESS LICENSE. CONSULTANT shall obtain a City business license prior to the commencement of any work in the City of San Fernando.

d. **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.

e. **INTEREST OF CONSULTANT.** 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 CONSULTANT. At all times CONSULTANT shall be an independent CONSULTANT and CONSULTANT is not authorized to bind CITY to any contracts or other obligations without the express written consent of CITY. In executing this Agreement, CONSULTANT certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of CITY.

f. **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.

g. **TERMINATION FOR CONVENIENCE OR FOR CAUSE.** This Agreement may be terminated by CITY upon seven (7) days written notice to CONSULTANT. Monies owed for work satisfactorily completed shall be paid to CONSULTANT within 14 days of termination.

h. **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. CONSULTANT 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 CONSULTANT 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 CONSULTANT 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. CONSULTANT retains the right to use any project records, documents and materials for marketing of their professional services.

i. **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 CONSULTANT'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
Attn: City Manager
117 N Macniel Street
San Fernando, CA 91340
Phone: (818) 898-1202

If to CONSULTANT:

Strategic Leadership Consultants, LLC
Attn: John E Perez
313 Orange Grove Blvd.
Pasadena, CA. 91104
Phone: (626) 705-2287

6. COMPLIANCE WITH LAWS. CONSULTANT 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.

7. 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 have executed this Agreement the day and year first written above.

CITY OF SAN FERNANDO:

**STRATEGIC LEADERSHIP CONSULTANTS,
LLC:**

By: _____
Kanika Kith, City Manager

By: _____

Name: John E. Perez

Date: _____

Title: Chief Executive Officer

APPROVED AS TO FORM

Date: _____

By: _____
Richard Padilla, City Attorney

Date: _____

Exhibit "A"
(Proposal/Scope of Work)

Strategic Leadership Consultants
Cost Proposal, Implementation Consulting Services
Not to Exceed 50,000 Dollars, Twelve Month Term

Date, January 20, 2026

To, City Manager

From, Strategic Leadership Consultants, Implementation Consulting Team

Re, Implementation consulting support to execute the 2026 Action Plan recommendations

Purpose and Term

This cost proposal provides a not to exceed budget for implementation consulting services to support the San Fernando Police Department and City leadership in developing responses to the recommendations from the two Organizational Assessment reports from October 2025. Services are provided over a twelve month period from the effective date of the agreement.

Scope of Services, Key Deliverables by Providing Consultant Services In the Following Areas:

- Project start up, governance, and cadence, confirm executive sponsor, city sponsor, implementation lead, working groups, meeting rhythm, and reporting cadence
- Implementation Register, build and maintain a single register of recommendations with owners, due dates, status, and next actions, support intranet or shared drive deployment
- Risk and accountability systems, stand up or strengthen review board processes for force, pursuits, critical incidents, and complaints, implement fixed review clocks, and deploy packet checklists and templates
- Training and FTO guidance, publish an annual training plan and calendar, implement a central completion tracker, reinforce FTO program administration, and support first line supervisor training updates.
- Early intervention support, build thresholds and coaching matrix.
- Guide recommendations regarding staffing, overtime, wellness support, and detective backfill rotation rules and reporting.
- Provide technology, fleet, facilities coordination, and assist in producing a one-year technology and equipment plan for city review
- Culture improvement, support monthly command and POA engagement rhythm, communications products for workforce updates, and quarterly city council implementation briefings

Milestones

- First 30 days, begin to produce policy enhancement on pursuit, use of force, and complaints, while providing templates and process for review of critical events. Provide guidance on promotional process and providing services to facilitate internal and community engagements as requested.
- Days 31 to 90, provide guidance on a department training plan draft and complaint intake access upgrades initiated, early intervention thresholds launched.
- Months 4 to 12, sustainment dashboards, quarterly briefings, implementation register maintenance, and targeted work sessions by priority area

Budget, Not to Exceed 50,000 Dollars

SLC will provide services on a time and materials basis at a blended hourly rate of 200 dollars per hour, not to exceed 250 hours, for a total not to exceed amount of 50,000 dollars over a 12-month period.

Billing and Payment Terms

- Invoiced monthly in arrears, based on actual hours worked and deliverables produced
- Payment due within 30 days of invoice date
- No work will be performed beyond the not to exceed amount without written authorization from the City and can terminate at any time at a request by the City.

Assumptions, Expenses, and Exclusions

- Services are delivered primarily via remote meetings and document support, onsite meetings are available upon request
- Travel and other direct expenses, if requested by the City, are billed at cost and must be pre approved in writing, unless otherwise included within the agreement not to exceed amount
- City provides timely access to policies, training records, relevant data extracts, and designated staff for working groups and decision making

Submitted by,

Strategic Leadership Consultants

Authorized Representative

John Perez

1/20/26

Sec. 2-850. Waiving of purchasing procedures.

In its discretion, the city council may at any time, without amending this division, waive the purchasing procedures or alter these proceedings to fit a specific purchase or contract, when such waiver is not in violation of state or federal law. A request for waiver should occur only when unforeseen circumstances arise that justify an exception to following the provisions of this division and is in the best interest of the city.

(Ord. No. 1653, § 2(Exh. A), 4-18-2016; Ord. No. 1718, § 2(Exh. A), 8-7-2023)

RESOLUTION NO. 8429

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR FISCAL YEAR 2025-2026, APPROVING BUDGET APPROPRIATION FROM GENERAL FUND RESERVES FOR CONSULTING SERVICES FOR THE POLICE DEPARTMENT'S IMPLEMENTATION OF POLICY, ACCOUNTABILITY, CULTURE, AND RISK-MANAGEMENT REFORMS

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 from General Fund Reserves to appropriate funds for Police Department Consulting Services; 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 POLICE DEPARTMENT CONSULTING SERVICES

Increase in Expenditures	
Account No. 001-222-0000-4270	\$50,000

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

PASSED, APPROVED, AND ADOPTED THIS 20th DAY OF JANUARY 2026.

Joel Fajardo, 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. 8429 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 20th day of January 2026, 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 January 2026.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager
By: Fabian Valdez, Chief of Police

Date: January 20, 2026

Subject: Consideration to Approve a Second Reading and Adopt Ordinance No. 1738 Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Modify Parking Restrictions of Certain Vehicles Including for Use as Human Habitations, as Amended

RECOMMENDATION:

It is recommended that the City Council adopt Ordinance No. 1738 (Attachment “A”) in title only, and waive further reading of “An Ordinance of the City Council of the City of San Fernando, California, Amending Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal to Modify Parking Restrictions of Campers, Recreational Vehicles, Utility Trailers, and Other Vehicles Including Those Used for Human Habitation”, as amended.

BACKGROUND:

1. On April 15, 1991, the City Council adopted Ordinance No. 1379 and established a Residential Parking Permit Program.
2. On August 16, 2021, the City Council adopted the Citywide Parking Management Master Plan that, along with other parking related elements, recommended amendments and other modifications to the City’s Residential Parking Permit (“RPP”) Program.
3. In Fiscal Year (FY) 2022-2023, the City Council approved \$100,000 in funding to engage a consultant to provide RPP Program implementation services.
4. During FY 2024–2025, Police Department hosted multiple Neighborhood Watch and Business Watch meetings, where residents and business owners raised concerns about vehicles parked for extended periods of time near schools and in residential neighborhoods.
5. On July 15, 2024, the City Council approved a Professional Services Agreement with Dixon Resources Unlimited (“Dixon”) (Contract No. 2268) for Residential Parking Program Implementation Services consulting services.

Consideration to Approve a Second Reading and Adopt Ordinance No. 1738 Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Modify Parking Restrictions of Certain Vehicles Including for Use as Human Habitations, as Amended

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6. On November 7, 2024, City staff and Dixon met with the Parking Ad Hoc Committee to provide project updates and gather feedback.
7. On April 16, 2025, City staff and Dixon met with the Parking Ad Hoc Committee to provide project updates and receive additional feedback.
8. On April 3, 2025, the Transportation and Public Safety Commission received a presentation on the Citywide RPP Program.
9. On April 14, 2025, the Planning and Preservation Commission received a presentation on the Citywide RPP Program.
10. On July 7, 2025, the City Council received a presentation and conducted the first reading of amendments to Chapter 90 of the San Fernando Municipal Code, which included restrictions on campers and RVs and revitalization of the RPP Program.
11. On August 4, 2025, the City Council directed staff to separate the proposed changes of the ordinance into two (2) separate ordinances – one (1) specifically addressing Residential Parking Permits and one (1) addressing parking restrictions and permits for Recreational Vehicles (RV).
12. On September 15, 2025, the City Council approved an ordinance amending Section 90-1, Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to implement a Residential Parking Permit Program (RPP).
13. On January 5, 2026, the City Council approved introduction and first reading of Ordinance No. 1738 amending Chapter 90 of the San Fernando Municipal Code to modify Parking Restrictions of certain vehicles including for use as human habitations, as amended to remove the word “covered” under Section 2.b.1 and in any other portions of the ordinance where the word “covered” is not applicable; and to add verbiage pertaining to certain regulations associated with public safety concerns.

ANALYSIS:

A recreation vehicle (RV) is a motorized or towable vehicle designed for leisure travel and temporary living accommodations. Common types include motorhomes, travel trailers, fifth-wheel trailers, and camper vans, each offering varying levels of comfort and mobility. While RVs provide flexibility and convenience for travelers, their use within city limits can impact traffic flow, parking availability, public safety, and neighborhood aesthetics. For these reasons, local

Consideration to Approve a Second Reading and Adopt Ordinance No. 1738 Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Modify Parking Restrictions of Certain Vehicles Including for Use as Human Habitations, as Amended

Page 3 of 6

municipalities must establish regulations to ensure RV parking, storage, and operation align with community standards, protect infrastructure, and maintain public safety.

In developing the proposed regulations, City staff and Dixon, the City's parking consultant, conducted parking utilization studies, reviewed enforcement data, and engaged with residents and community stakeholders. This analysis identified recurring issues such as prolonged vehicle parking, reduced street visibility, and impacts to neighborhood safety and accessibility.

The proposed ordinance amends Chapter 90 of the San Fernando Municipal Code to establish a Residential RV Parking Permit Program and to prohibit the use of vehicles for human habitation on public streets. These amendments are intended to create clear, enforceable standards governing when and where RVs may be parked, while preserving reasonable access for residents and their guests. The ordinance responds to these concerns by establishing defined parking limits, permit requirements, and enforcement mechanisms.

The intent of the ordinance is to balance the needs of residents and visitors who lawfully own or use RVs with the City's responsibility to maintain safe, clean, and accessible public streets, while also preserving the quality of life that San Fernando stakeholders expect. By creating a structured permit process and prohibiting vehicle habitation on public property, the ordinance aims to reduce neighborhood nuisances, enhance pedestrian and vehicular safety, and ensure consistent enforcement.

Under the proposed ordinance, permits will be issued through an application process and will be subject to annual limits and daily restrictions. The Chief of Police, or designee, is authorized to issue, deny, suspend, or revoke permits based on eligibility requirements, safety considerations, or violations of the ordinance. Such violations may include, but are not limited to, failure to meet residency requirements, exceeding permit limits, parking in unsafe locations, unpaid citations, submission of false information, or operation of an inoperable or unsafe vehicle.

Fees and administrative procedures associated with the RV Parking Permit Program will be established in alignment with the City's existing Residential Parking Permit Program and presented to the City Council for consideration at a future date.

To support implementation, the Police Department will conduct a 30-day public outreach and education period prior to enforcement. Outreach efforts will include mailed notices, digital communications, and posted signage to inform residents of the new requirements and compliance expectations.

Consideration to Approve a Second Reading and Adopt Ordinance No. 1738 Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Modify Parking Restrictions of Certain Vehicles Including for Use as Human Habitations, as Amended

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The ordinance includes the following key provisions:

- **Permit Administration and Application Process:** The Chief of Police, or designee, may issue, deny, suspend, or revoke resident and guest RV permits based on eligibility, safety considerations, or ordinance violations.
- **Resident RV Permits:** Permits will allow up to two consecutive days of overnight parking, expiring at 6:00 a.m. on the third day, with a maximum of four permit days per month per address.
- **Guest RV Permits:** Guest permits will allow limited overnight parking for visitors under the same time and frequency restrictions as Residential Permits.
- **Permit Limitations:** Only one permit may be active per address at a time. RVs must be parked on the same block as the associated residence and may not be parked within 50 feet of an intersection. Issuance would be based on certain regulations associated with public safety concerns.
- **Restrictions on Human Habitation:** Use of vehicles for habitation, including sleeping, cooking, or waste disposal, is prohibited.
- **Prohibited Activities:** Running utility connections, discharging waste, obstructing sidewalks or roadways, or creating safety hazards are prohibited.
- **Enforcement and Appeals:** Violations may result in citations, towing, or permit revocation. Affected parties may appeal decisions pursuant to the City's established administrative procedures.

At the January 5, 2026 meeting, the City Council requested that language be added to the proposed ordinance to provide a clear, enforceable framework that balances community standards with reasonable accommodation for RV use. This ensures consistent application of parking regulations while supporting public safety and neighborhood quality of life.

The following language is being added to allow that, if a permit is issued for an RV which, when parked, poses any safety concerns, the permit may be revoked or denied at the discretion of the Chief of Police in consultation with the Director of Public Works. To achieve this, amendments were made to Section 90-220(c)(1) and Section 90-220(c)(2) as follows (**changes in red text**):

1. *Resident RV Permit.* *The Chief of Police or designee shall issue a Resident RV Permit unless one of the following findings is made:*

Consideration to Approve a Second Reading and Adopt Ordinance No. 1738 Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Modify Parking Restrictions of Certain Vehicles Including for Use as Human Habitations, as Amended

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- A. *The applicant is not a city resident.*
 - B. *The resident is not the registered owner of the recreational vehicle or does not have authorization to use such vehicle.*
 - C. *A valid Resident RV Permit has already been issued for a resident at the listed address.*
 - D. *The address associated with the resident has already exceeded the monthly maximum of 4 days allowed for a Resident RV Permit in any given month.*
 - E. *There are public safety concerns, as determined by the Chief of Police or designee, relating to the parking of the recreational vehicle on the street on which the parking would be provided, including but not limited to (i) a street being too narrow to safely accommodate the recreational vehicle; (ii) the conduct of roadway/utility maintenance or repair work on the roadway where the recreational vehicle would be parked; (iii) the presence of any other previously permitted recreational vehicle at the same time in the immediate vicinity of the area where the recreational vehicle will be parked such that the combined presence of multiple recreational vehicles in the same vicinity at the same time renders the roadway unsafe or impassible; and/or (iv) any other circumstance in which the presence of the recreational vehicle at a particular location would create a hazard for other motorists or pedestrians.*
 - F. *The street on which parking would be provided prohibits parking of all vehicles.*
 - G. *The applicant provided information that was materially false. and*
 - H. *The applicant has unpaid parking citations issued by the City of San Fernando.*
2. Guest RV Permit. *The Chief of Police or designee shall issue a Guest RV Permit unless one of the following findings is made:*
- A. *The applicant is not visiting the residence listed in the application or the property owner has not provided signed authorization;*
 - B. *The guest is not the registered owner of the recreational vehicle or does not have authorization to use such vehicle;*
 - C. *The address associated with the resident has already exceeded the monthly maximum of 4 days allowed for a Resident RV Permit in any given month;*

Consideration to Approve a Second Reading and Adopt Ordinance No. 1738 Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Modify Parking Restrictions of Certain Vehicles Including for Use as Human Habitations, as Amended

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- D. There are public safety concerns relating to the parking of the recreational vehicle on the street on which the parking would be provided, including but not limited to (i) a street being too narrow to safely accommodate the recreational vehicle; (ii) the conduct of roadway/utility maintenance or repair work on the roadway where the recreational vehicle would be parked; (iii) the presence of any other previously permitted recreational vehicle at the same time in the immediate vicinity of the area where the recreational vehicle will be parked such that the combined presence of multiple recreational vehicles in the same vicinity at the same time renders the roadway unsafe or impassible; and/or (iv) any other circumstance in which the presence of the recreational vehicle at a particular location would create a hazard for other motorists or pedestrians.*
- E. The street on which parking would be provided prohibits parking of all vehicles;*
- F. The applicant provided information that was materially false; and*
- G. The applicant has unpaid parking citations issued by the City of San Fernando.*

The proposed changes to Ordinance No. 1738 are reflected in **redline** as Attachment “A”. The City Council approved for first reading of Ordinance No. 1738, as amended, unanimously.

BUDGET IMPACT:

There is no direct budget impact to the adoption of Ordinance No. 1738. The ordinance establishes regulatory language and enforcement authority only. Permit administration, signage, and enforcement will be absorbed within the Police Department’s existing work plan and are included in the FY 2025-2026 Adopted Budget. As future program resources or fee schedules are necessary, staff will return to the City Council for consideration.

CONCLUSION:

Staff recommends the City Council adopt Ordinance No. 1738 titled “An Ordinance of the City Council of the City of San Fernando, California, Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Implement a Residential Parking Permit Program and to Modify Parking Restrictions of Campers, Recreational Vehicles, Utility Trailers and Other Vehicles Including Those Used for Human Habitation,” as amended.

ATTACHMENTS:

- A. Ordinance No. 1738

ORDINANCE NO. 1738**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE SAN FERNANDO MUNICIPAL CODE CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE TO MODIFY PARKING RESTRICTIONS OF CAMPERS, RECREATIONAL VEHICLES, UTILITY TRAILERS AND OTHER VEHICLES INCLUDING THOSE USED FOR HUMAN HABITATION**

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

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

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

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

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

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

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

SECTION 1. Section 90-220 (Parking of trailers semitrailer, camp trailers and recreational trailers) of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby retitled and amended in its entirety now state the following:

Section 90-220. Parking of Recreational Vehicles.

- (a) Definitions. Unless the contrary is stated or clearly appears from the context, the following definitions will govern the construction of the words and phrases used in this section.

“Overnight” means between the hours of 10:00 p.m. and 6:00 a.m.

“Recreational Vehicle” or **“RV”** means any vehicle or trailer that is capable of human habitation or designed or used for recreational camping or travel use, whether self-propelled or mounted on or drawn by another vehicle, or any structure inspected, approved and designated as a recreational vehicle by and bearing the insignia of any state or federal agency having the authority to approve recreational vehicles. “Recreational vehicle” includes, without limitation, any of the following: a “camp trailer,” as defined by California Vehicle Code Section 242; a “fifth-wheel travel trailer” as defined by California Vehicle Code Section 324; a “house car,” as defined in California Vehicle 362; a “trailer” as defined in California Vehicle Code Section 630; a “trailer coach,” as defined by California Vehicle Code Section 635; a boat, watercraft, and or/or trailer for a boat or water craft; a “recreational vehicle” as defined by California Health & Safety Code Section 18010; a “slide-in camper” as defined by California Health & Safety Code Section 18012.4; a park trailer as defined by California Health & Safety Code Section 18009.3; a “truck camper” as defined by Health & Safety Code Section 18013.4; and a “camper” as defined by California Vehicle Code Section 243.

“Guest RV Permit” means a limited duration parking permit for a recreational vehicle belonging to a person or persons who do not reside in the city and who is or are temporarily visiting a resident of the city.

“Resident RV Permit” means a limited duration parking permit for a recreational vehicle belonging to a resident of the City.

- (b) Permit Required.

1. General Requirement for Resident or Guest Permit: No person who owns or has possession, custody or control of a recreational vehicle shall park or leave such vehicle standing upon any street, alley, or portion of the public right of between the hours of 10:00 p.m. and 6:00 a.m. without a valid Resident RV Permit or Guest RV Permit conspicuously displayed in the lower driver’s side of the windshield or nearest window such that all the permit’s information is visible. The Chief of Police, or designee, has the authority to issue Resident RV Permits and Guest RV Permits and to revoke such permits in accordance with the provisions of this section. The City may charge a fee to issue a Resident RV Permit and/or a Guest RV Permit, as established by resolution of the City Council. The foregoing notwithstanding, mobilehomes as defined by California Vehicle Code section 396 shall not be eligible for the issuance of a Resident RV Permit or a Guest RV Permit under this section and nothing in this section shall be deemed to authorize the parking of mobile homes on any City street, alley or any other portion of the public right of way.

2. *Resident RV Permit Application:* *An application for a Resident RV Permit shall be filed with the San Fernando Police Department in advance of parking an RV overnight on any street, alley or other portion of the public right of way. The application shall be on a form provided by City and must contain the following information:*
 - A. *The name, valid address and telephone number of the resident or entity who owns the RV;*
 - B. *RV Registration information: make, model, year, color, license plate and/or VIN; and*
 - C. *The signature of the owner of the RV agreeing to all terms and conditions of the permit to be issued by the City.*
3. *Guest RV Permit Application:* *An application for a Guest RV Permit shall be filed with the San Fernando Police Department in advance of parking an RV overnight on any street, alley or portion of the public right of way. The application shall be completed by a City resident, the owner of private property located in the City, or the owner of the RV for which a Guest RV Permit is to be issued. The application shall be on a form provided by City and must contain the following information:*
 - A. *The name, valid street address and telephone number of the person or entity who owns the RV;*
 - B. *The name, valid street address and telephone number of the city resident /property owner for whom the permittee is visiting;*
 - C. *RV Registration information: make, model, year, color, license plate and/or VIN; and*
 - D. *The signature of the City resident / property owner on behalf of their guest and the owner of the RV agreeing to all terms and conditions of the Guest RV Permit to be issued by the City.*
4. *Persons holding a valid Resident RV Permit or Guest RV Permit issued pursuant to this chapter may park the recreational vehicle for which the permit was issued on a City street provided the recreational vehicle is parked along the curb line within the same block as the residence / property ownership listed in the application for which the permit is issued. If the residence / property is located on a corner, then the permit holder may park along the curb line of either of the streets on the block on which the residence is located. The issuance of a permit notwithstanding, no RV may be parked within 50 feet of an intersection.*

5. *Resident RV Permits shall remain valid for up to two consecutive days and shall expire at 6:00 a.m. on the third day. Upon the expiration of the Resident RV Permit, the permittee may then apply for a new Resident RV Permit, however, no Resident RV Permit will be issued for a residential address for more than a total of four days in any calendar month. No more than one Resident RV Permit shall be issued for each residential address in the City.*
6. *Guest RV Permits shall remain valid for up to two consecutive days and shall expire at 6:00 a.m. on the third day. Upon the expiration of the Guest RV Permit, the permittee may apply for a new Guest RV Permit, however, no Guest RV Permit will be issued for a residential address for more than a total of four days total in any calendar month. No more than one Guest RV Permit shall be issued for each residential address in the City. Subject to the monthly maximum limitation, above, if a permittee wishes to apply for the second permit so as to secure permit coverage for four consecutive days, then the permittee must apply for a successive permit no less than one day prior to the expiration of a first permit.*
7. *Except as expressly provided in this chapter, Resident RV Permits and Guest RV Permits do not authorize any vehicle to park in a location or manner that is otherwise prohibited by this code or by the California Vehicle Code or any other applicable regulation, including but not limited to parking restrictions on street sweeping days or disabled person parking.*

(c) Issuance.

1. Resident RV Permit. *The Chief of Police or designee shall issue a Resident RV Permit unless one of the following findings is made:*
 - A. *The applicant is not a city resident.*
 - B. *The resident is not the registered owner of the recreational vehicle or does not have authorization to use such vehicle.*
 - C. *A valid Resident RV Permit has already been issued for a resident at the listed address.*
 - D. *The address associated with the resident has already exceeded the monthly maximum of 4 days allowed for a Resident RV Permit in any given month.*
 - E. *There are public safety concerns, as determined by the Chief of Police or designee, relating to the parking of the recreational vehicle on the street on which the parking would be provided, including but not limited to (i) a street being too narrow to safely accommodate the recreational vehicle; (ii) the conduct of roadway/utility maintenance or repair work on the roadway where the recreational vehicle would be parked; (iii) the presence*

of any other previously permitted recreational vehicle at the same time in the immediate vicinity of the area where the recreational vehicle will be parked such that the combined presence of multiple recreational vehicles in the same vicinity at the same time renders the roadway unsafe or impassible; and/or (iv) any other circumstance in which the presence of the recreational vehicle at a particular location would create a hazard for other motorists or pedestrians.

- F. *The street on which parking would be provided prohibits parking of all vehicles.*
 - G. *The applicant provided information that was materially false. and*
 - H. *The applicant has unpaid parking citations issued by the City of San Fernando.*
2. *Guest RV Permit.* *The Chief of Police or designee shall issue a Guest RV Permit unless one of the following findings is made:*
- A. *The applicant is not visiting the residence listed in the application or the property owner has not provided signed authorization;*
 - B. *The guest is not the registered owner of the recreational vehicle or does not have authorization to use such vehicle;*
 - C. *The address associated with the resident has already exceeded the monthly maximum of 4 days allowed for a Resident RV Permit in any given month;*
 - D. *There are public safety concerns relating to the parking of the recreational vehicle on the street on which the parking would be provided, including but not limited to (i) a street being too narrow to safely accommodate the recreational vehicle; (ii) the conduct of roadway/utility maintenance or repair work on the roadway where the recreational vehicle would be parked; (iii) the presence of any other previously permitted recreational vehicle at the same time in the immediate vicinity of the area where the recreational vehicle will be parked such that the combined presence of multiple recreational vehicles in the same vicinity at the same time renders the roadway unsafe or impassible; and/or (iv) any other circumstance in which the presence of the recreational vehicle at a particular location would create a hazard for other motorists or pedestrians.*
 - E. *The street on which parking would be provided prohibits parking of all vehicles;*
 - F. *The applicant provided information that was materially false; and*

G. The applicant has unpaid parking citations issued by the City of San Fernando.

(d) Prohibited Activities. Regardless of whether a person holds a valid Resident RV Permit or Guest RV Permit, no person shall:

- 1. Park within fifty (50) feet of an intersection;*
- 2. Utilize electrical cords, extension cords, water or drainage hoses, cables, or other items that cross, above, or on the parkway, street, or sidewalk from any property to a recreational vehicle parked on a public street at any time;*
- 3. Connect a recreational vehicle to the public sewer system or dump waste onto public or private land or into streets, gutters or storm drains, other than lawfully at a designated, licensed and permitted recreational vehicle sanitary wastewater dump station;*
- 4. Use the recreational vehicle for human habitation in violation of Section 90-221 of the San Fernando Municipal Code or conduct business in the RV while parked on public right of way;*
- 5. Use slide outs/pop outs or other appurtenances that encroach on the roadway, parkway and/or sidewalk thereby interfering with the path of safe travel of vehicles and pedestrians;*
- 6. Use external power sources without limitation;*
- 7. Cause any noise to be emitted in violation of the City's noise ordinance codified under Article II (Noise) of Chapter 34 (Environment) of the San Fernando Municipal Code; and/or*
- 8. Leak or emit any type of grease, oil, fuel, or other harmful substance onto public right of way.*

(e) Violations. Unless otherwise specified, all violations of this chapter shall be an infraction and persons who commit a violation shall be subject to citation, towing or both, and revocation of permits as specified in this Chapter. Notwithstanding the foregoing, any violation of this section may be prosecuted as a misdemeanor in the discretion of the City's designated prosecutor.

(f) Revocation.

- 1. The Chief of Police or designee shall have the authority to revoke a Resident RV Permit or Guest RV Permit if any one of the following findings is made:*

- (A) Grounds exist which would have justified denial of the permit in the first instance; and/or*
 - (B) The recreational vehicle has fallen into a state of disrepair and has become a public nuisance, or a danger to pedestrians or other vehicles; and/or*
 - (C) The recreational vehicle has become inoperable; and/or*
 - (D) There have been at least three parking citations issued for the recreational vehicle associated with the Guest RV Permit; and/or*
 - (E) There has been a violation of this Chapter.*
- 2. The Chief of Police shall issue a notice of revocation in writing to the permittee specifying the effective date of the revocation, which date shall be at least two days after the date of the notice of revocation. Mailed notice shall be deemed served three days after deposit in the United States mail.*
 - 3. The permittee shall have the right to appeal the notice of revocation in accordance with the procedures of Article III (Administrative Penalties – Citations) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code. During the appeal process, the permittee will not be allowed to continue parking the RV on the City right of way.*

SECTION 2. Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended by the addition of a new Section 90-221 entitled “Human Habitation of Vehicles Prohibited” which shall state the following:

Sec. 90-221. Prohibited Human Habitation.

- (a) It is unlawful for any person(s) to use a vehicle, including any recreational vehicle for temporary or permanent human habitation on or in any highway, street, alley, or public way or upon any public place otherwise ordinarily used for vehicular parking, except as otherwise authorized and legally permissible at a designated public campground or licensed mobile home park.*
- (b) Unless the contrary is stated or clearly appears from the context, the following definitions will govern the construction of the words and phrases used in this section.*
 - 1. “Human habitation” shall mean the use of a vehicle as a living accommodation or dwelling or for overnight sleeping, lodging or camping. Evidence of human habitation includes, but is not limited to (i) sleeping in a vehicle and/or the presence of sleeping bags, bedrolls, blankets, sheet and pillows (ii) the preparation of meals, including the heating or cooking of food, inside or immediately adjacent to a vehicle, and/or the presence of kitchen utensils, cookware and other cooking equipment; (iii) the presence of bottles, buckets or other containers for the storage*

of human waste; (iv) the obscuring of some or all of the windows of a vehicle; and/or (v) any other activity where it reasonably appears, in light of all the circumstances, that one or more persons is/are using a vehicle as a living accommodation or dwelling or for overnight sleeping, lodging or camping. The use of a vehicle for any of the above-referenced activities or under any of the above-referenced circumstances and conditions shall per se constitute "human habitation" for purposes of this section.

2. *"Vehicle" means any vehicle or other device by which any person or property may be propelled, moved, or drawn upon any public street, highway or any other portion of the public right-of-way. The term "vehicle" includes, but is not limited to, any vehicle within the meaning of Vehicle Code section 670 and any "motor vehicle" vehicle within the meaning of Vehicle Code section 415.*
 3. *"Recreational Vehicle" means any vehicle or trailer that is capable of human habitation or designed or used for recreational camping or travel use, whether self-propelled or mounted on or drawn by another vehicle, or any structure inspected, approved and designated as a recreational vehicle by and bearing the insignia of any state or federal agency having the authority to approve recreational vehicles. "Recreational vehicle" includes, without limitation, any of the following: a "camp trailer," as defined by California Vehicle Code Section 242; a "fifth-wheel travel trailer" as defined by California Vehicle Code Section 324; a "house car," as defined in California Vehicle 362; a "trailer" as defined in California Vehicle Code Section 630; a "trailer coach," as defined by California Vehicle Code Section 635; a boat, watercraft, and or/or trailer for a boat or water craft; a "recreational vehicle" as defined by California Health & Safety Code Section 18010; a "slide-in camper" as defined by California Health & Safety Code Section 18012.4; a park trailer as defined by California Health & Safety Code Section 18009.3; a "truck camper" as defined by Health & Safety Code Section 18013.4; a "camper" as defined by California Vehicle Code Section 243; and a "mobilehome" as defined by California Vehicle Code section 396.*
- (c) *A violation of this section shall be deemed an infraction for a first violation; second and subsequent violations of the same section within a 12-month period may be prosecuted as an infraction or misdemeanor. Any person convicted of an infraction under this chapter shall be subject to a fine in an amount established by resolution of the City Council. The City Council is authorized to adopt and amend, by resolution, a schedule of fines and fees applicable to violations of this section. Any person convicted of a misdemeanor for violating this chapter may be punished by a fine or by imprisonment in jail for a period of not more than six months or by both fine and imprisonment.*

SECTION 3. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a

certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 4. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 5. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this 20th day of January, 2026.

Joel Fajardo, Mayor of the City of
San Fernando, California

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard A. Padilla, City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1738 which was introduced on July 5, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the 20th day of January, 2026, 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 January, 2025.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager
By: William Evans, Interim Director of Public Works
Rodrigo Mora, Public Works Operations Manager

Date: January 5, 2026

Subject: Consideration to Approve Lease Agreement with Enterprise Fleet Management for Thirteen Vehicles, Adopt a Resolution to Appropriate Funds, Approve a Purchase Order for Police K-9 Vehicle Outfitting, and Approve Disposition of Surplus City-Owned Vehicles

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve Lease Agreements with Enterprise Fleet Management (Attachment "A" - Contract No. 2469) through Master Equity Lease Agreement (Exhibit "A" to Attachment "A" - Contract No. 2083) through Sourcewell's Cooperative Purchasing Program Contract No. 030122-EFM (Exhibit "B" to Attachment "A") for the replacement of twelve (12) aging Public Works Vehicles for the Operations Division and one (1) new vehicle to be used citywide;
- b. Authorize the City Manager to execute a Purchase Order with Enterprise Fleet Management in an amount not to exceed \$439,251 for the annual lease of twelve (12) Public Works vehicles for the Public Works Operations Divisions and one (1) vehicle for all city use;
- c. Approve a five percent (5%) contingency up to approximately \$21,963 for any additional cost due to unforeseen vehicle lease related costs;
- d. Approve the cost of installation of a required 2-way emergency radio equipment for the vehicles in an amount not to exceed \$9,000 through an existing purchase order with Bearcom Inc.;
- e. Authorize the City Manager to execute a Purchase Order with Dana Safety Supply Inc. in a not-to-exceed amount of \$32,000 for the Police K-9 unit to cover outfitting and additional equipment necessary to place the vehicle into full operational service;

Consideration to Approve Lease Agreement with Enterprise Fleet Management for Thirteen Vehicles, Adopt a Resolution to Appropriate Funds, Approve a Purchase Order for Police K-9 Vehicle Outfitting, and Approve Disposition of Surplus City-Owned Vehicles

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- f. Adopt Resolution No. 8424 (Attachment “B”) appropriating \$502,214 from the Equipment/Vehicle Maintenance fund for all associated fleet costs including the lease agreement with Enterprise Fleet Management for thirteen (13) vehicles, associated contingency, emergency equipment, and K9 vehicle outfitting costs;
- g. Declare vehicles that are to be replaced as surplus and authorize the City Manager, or designee, to dispose of the 12 surplus City-owned Public Works Vehicles being replaced (Attachment “C”), in accordance with Chapter 2, Article VI, Division 7, of the San Fernando Municipal Code (SFMC Sec. 2-852.); and
- h. Authorize the City Manager, or designee, to make any non-substantive changes and execute the Agreement and all related documents.

BACKGROUND:

- 1. In 2015, the City established an Equipment Maintenance and Replacement Fund to set aside funds to replace vehicles on a replacement cycle based on the typical useful life of a particular vehicle type/use.
- 2. In 2020, due to shifted priorities as a result of COVID-19 the City’s vehicle replacement program was paused. that required the vehicle replacement program to be suspended until the City’s financial situation improved.
- 3. During Fiscal Year (FY) 2021-2022, staff met with representatives from Enterprise Fleet Management (Enterprise) to discuss leasing options for the City’s fleet vehicles using their open-ended equity leasing program.
- 4. On July 5, 2022, the City Council authorized the purchase of ten (10) new vehicles through the open-ended equity leasing program offered by Enterprise Fleet Management (“Enterprise”) through the Sourcewell Cooperative Purchasing Program (Exhibits “A” and “B” to Attachment “A” - Contract No. 2083) in an amount not to exceed \$100,258.08.
- 5. From October 2024 through January 2025, staff has conducted several meetings with representatives from Enterprise to discuss leasing options for the City’s fleet vehicles using their open-ended equity leasing program.

Consideration to Approve Lease Agreement with Enterprise Fleet Management for Thirteen Vehicles, Adopt a Resolution to Appropriate Funds, Approve a Purchase Order for Police K-9 Vehicle Outfitting, and Approve Disposition of Surplus City-Owned Vehicles

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ANALYSIS:

The purpose of a public agency's vehicle replacement program is to ensure the safe, reliable, and cost-effective operation of its fleet. As vehicles age, they become increasingly prone to breakdowns, higher maintenance costs, reduced fuel efficiency, and outdated safety or emissions standards. A structured replacement program allows the agency to strategically retire aging units, minimize service disruptions, maintain compliance with regulatory requirements, and plan for capital expenditures in a fiscally responsible manner. Ultimately, it supports the agency's ability to deliver essential public services efficiently and sustainably.

The mission of the Public Works Operations Division is essential to maintaining the safety, functionality, and overall quality of life in the City. The division's fleet of trucks and specialized equipment plays a critical role in daily operations, including infrastructure maintenance, street repairs, parks maintenance, emergency response, and support for various city services. Replacing the aging vehicles in the fleet will help reduce overall maintenance costs and improve fuel efficiency, enhancing the effectiveness and sustainability of city operations.

In addition, the acquisition of a carpool vehicle will benefit all City employees who are not assigned a dedicated vehicle, including staff from City Hall and the Recreation and Community Services Department. This shared vehicle will be available for City business purposes, such as attending meetings, conducting inspections, performing site visits, and completing other related operational tasks.

Staff requests approval of a contingency amount of up to \$21,963 to cover any unanticipated or unforeseen costs related to the vehicle lease. These costs may include adjustments to lease terms, fees, required modifications, regulatory charges, or other expenses that were not known at the time the original lease amount was established. The contingency would also cover the \$9,000 needed for vehicle two-way radios, which will be installed under an existing purchase order with BearCom Inc. This is a not-to-exceed amount and would only be used if necessary to ensure the vehicles are fully equipped and the lease can be completed without requiring additional approvals.

In addition, staff requests approval of a Purchase Order for a not-to-exceed amount of \$32,000 with Dana Safety Supply Inc. for the Police K-9 vehicle recently purchased. While the vehicle purchase was approved, funding for the required K-9 outfitting was inadvertently omitted from the original staff report. This contingency will cover the necessary equipment and modifications to place the vehicle into full operational service.

The surplus vehicles will be sold at auction at a future date. The total proceeds are currently unknown; however, all funds received will be deposited to replenish the Equipment Maintenance and Replacement Fund.

Consideration to Approve Lease Agreement with Enterprise Fleet Management for Thirteen Vehicles, Adopt a Resolution to Appropriate Funds, Approve a Purchase Order for Police K-9 Vehicle Outfitting, and Approve Disposition of Surplus City-Owned Vehicles

Page 4 of 6

In 2024, staff re-established the vehicle replacement program with a vehicle/equipment replacement criteria list to help establish a systematic on-going vehicle replacement program:

- A. Vehicle is more than 10 years old (Gas-powered)
- B. Equipment after 10,000 to 12,000 hours of use
- C. The cost of repairs is more than 50% current blue book value
- D. Vehicle mileage between 100,000 and 120,000
- E. Police patrol vehicles three (3) to five (5) years
- F. Police patrol vehicles mileage 80,000

The Public Works Operations Division currently operates a fleet of 28 vehicles, 12 of which meet the criteria for replacement and are eligible to be replaced. An evaluation of the vehicles proposed to be replaced is provided in Attachment "C".

Procurement through Sourcwell.

San Fernando Municipal Code, Section 2-802 of the City's Purchasing Ordinance authorizes meeting competitive bid requirements through the purchase of equipment from cooperative purchase contracts obtained through a competitive bidding process prepared by and awarded by another local, state or federal government agency. The proposed purchase meets the purchasing requirements of Section 2-802.

Sourcwell is a purchasing cooperative that provides federal, state and local government agencies with a specialized procurement process for obtaining specific products and services. This program ensures that purchasing agencies are given the option to choose the service that best meets their specific business needs, while maintaining an easy-to-use, cost-effective government procurement plan. They offer a wide variety of commodities, non-IT services, and information technology products and services at prices which have been assessed to be fair, reasonable, and competitive.

Sourcwell has a contract with Enterprise Fleet Management (030122-EFM) for fleet management services using the open-ended vehicle-leasing program. Enterprise has provided the open-ended equity-leasing program to several other cities and public agencies located throughout the Southern California area.

BUDGET IMPACT:

The City is implementing a structured Vehicle Replacement Program to ensure the timely replacement of aging fleet vehicles, reduce maintenance costs, and maintain operational reliability. To support this effort in a fiscally responsible manner, the City proposes to utilize Enterprise Fleet Management's equity lease program to acquire new vehicles.

Consideration to Approve Lease Agreement with Enterprise Fleet Management for Thirteen Vehicles, Adopt a Resolution to Appropriate Funds, Approve a Purchase Order for Police K-9 Vehicle Outfitting, and Approve Disposition of Surplus City-Owned Vehicles

Page 5 of 6

This financing approach allows the cost of each vehicle to be amortized over a four-year period, rather than requiring full upfront payment. By spreading costs over time, the City can minimize the immediate impact on the Enterprise and General Fund's cash flow, maintain financial flexibility, and better align vehicle expenses with usage life. This strategy supports long-term asset management goals while preserving working capital for ongoing operations and capital improvements.

Funding for the proposed leasing and outfitting of the recommended thirteen (13) vehicles and outfitting the K9 vehicle will be secured through the Equipment Replacement Fund (ERF). The approval of Resolution No. 8424 is needed to appropriate funding in the amount of \$502,214 from the ERF to cover the full cost of this acquisition. Any surplus funds generated from the sale of retired police vehicles will be directed back into the ERF to help offset the costs of future vehicle purchases.

CONCLUSION:

Staff recommends that the City Council:

- a. Approve Lease Agreements with Enterprise Fleet Management (Attachment "A" - Contract No. 2469) through Master Equity Lease Agreement (Exhibit "A" to Attachment "A" - Contract No. 2083) through Sourcewell's Cooperative Purchasing Program Contract No. 030122-EFM (Exhibit "B" to Attachment "A") for the replacement of twelve (12) aging Public Works Vehicles for the Operations Division and one (1) new vehicle to be used citywide;
- b. Authorize the City Manager to execute a Purchase Order with Enterprise Fleet Management in an amount not to exceed \$439,251 for the annual lease of twelve (12) Public Works vehicles for the Public Works Operations Divisions and one (1) vehicle for all city use;
- c. Approve a five percent (5%) contingency up to approximately \$21,963 for any additional cost due to unforeseen vehicle lease related costs;
- d. Approve the cost of installation of a required 2-way emergency radio equipment for the vehicles in an amount not to exceed \$9,000 through an existing purchase order with Bearcom Inc.;
- e. Authorize the City Manager to execute a Purchase Order with Dana Safety Supply Inc. in a not-to-exceed amount of \$32,000 for the Police K-9 unit to cover outfitting and additional equipment necessary to place the vehicle into full operational service;

Consideration to Approve Lease Agreement with Enterprise Fleet Management for Thirteen Vehicles, Adopt a Resolution to Appropriate Funds, Approve a Purchase Order for Police K-9 Vehicle Outfitting, and Approve Disposition of Surplus City-Owned Vehicles

Page 6 of 6

- f. Adopt Resolution No. 8424 (Attachment “B”) appropriating \$502,214 from the Equipment/Vehicle Maintenance fund for all associated fleet costs including the lease agreement with Enterprise Fleet Management for thirteen (13) vehicles, associated contingency, emergency equipment, and K9 vehicle outfitting costs;
- g. Declare vehicles that are to be replaced as surplus and authorize the City Manager, or designee, to dispose of the 12 surplus City-owned Public Works Vehicles being replaced (Attachment “C”), in accordance with Chapter 2, Article VI, Division 7, of the San Fernando Municipal Code (SFMC Sec. 2-852.); and
- h. Authorize the City Manager, or designee, to make any non-substantive changes and execute the Agreement and all related documents.

ATTACHMENTS:

- A. Contract No. 2469 - Lease Rate Quote , including:
 - Exhibit “A”: Master Equity Lease Agreement (Contract No. 2083) ([provided digitally through weblink](#))
 - Exhibit “B”: Sourcewell Contract #030122-EFM ([provided digitally through weblink](#))
 - Exhibit “C”: Lease Pricing Analysis
- B. Resolution No. 8424
- C. Vehicles to be replaced and surplus



Prepared For: City of San Fernando
Mora, Rodrigo
Unit # 29QBMD
Year 2026 **Make** Ford **Model** F-350 Chassis
Series XL 4x2 SD Crew Cab 179 in. WB DRW

Date 10/30/2025
AE/AM ZRJ/PJ

Vehicle Order Type Ordered **Term** 48 **State** CA **Customer#** 467560

\$ 104,636.00	Capitalized Price of Vehicle ¹
\$0.00	* Sales Tax <u>0.0000%</u> State <u>CA</u>
\$ 1,433.87	* Initial License Fee
\$ 0.00	Registration Fee
\$ 710.00	Other: (See Page 2)
\$ 19,675.00	* Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00	* Security Deposit
\$2,191.90	* Taxes

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Oxford White
Interior Color	Medium Dark Slate w/HD Vinyl 40/20/40 Split B
Lic. Plate Type	Exempt
GVWR	0

\$ 85,671.00	Total Capitalized Amount (Delivered Price)
\$ 1,156.56	Depreciation Reserve @ <u>1.3500%</u>
\$ 448.40	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
\$ 1,604.96	Total Monthly Rental Excluding Additional Services

Additional Fleet Management

	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
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Comp/Coll Deductible	<u>0 / 0</u>
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\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

OverMileage Charge	<u>\$ 0.00</u> Per Mile
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# Tires <u>0</u>	Loaner Vehicle Not Included
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\$ 0.00	Additional Services SubTotal
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\$ 169.12	Tax <u>10.5000%</u>	State <u>CA</u>
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\$ 1,774.08	Total Monthly Rental Including Additional Services
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\$ 30,156.12	Reduced Book Value at <u>48</u> Months
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\$ 400.00	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 5,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE City of San Fernando
BY

TITLE City Manager

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.



Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Service/Utility - 4658 (AME Quote: 4658)	C	\$ 39,350.00
Utility Lights - 4658 (AME Quote: 4658)	C	\$ 0.00
Inverter - 4658 (AME Quote: 4658)	C	\$ 0.00
Receiver Hitch - 4658 (AME Quote: 4658)	C	\$ 0.00
Spray In Bedliner - 4658 (AME Quote: 4658)	C	\$ 0.00
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 39,350.00
Aftermarket Equipment Total		\$ 39,350.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 60.00
Dealer to AME Transport EST.	C	\$ 150.00
Courtesy Delivery Fee	C	\$ 500.00
Total Other Charges Billed		\$ 0.00
Total Other Charges Capitalized		\$ 710.00
Other Charges Total		\$ 710.00

VEHICLE INFORMATION:

2026 Ford F-350 Chassis XL 4x2 SD Crew Cab 179 in. WB DRW - US

Series ID: W3G

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$52,540	\$55,305.00
Total Options	\$11,351.00	\$13,515.00
Destination Charge	\$2,595.00	\$2,595.00
Total Price	\$66,486.00	\$71,415.00

SELECTED COLOR:

Exterior:	Z1-(0 P) Oxford White
Interior:	AS-Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
153	Front License Plate Bracket	NC	NC
179WB	179" Wheelbase	STD	STD
18B	Platform Running Boards	\$405.00	\$445.00
41H	Engine Block Heater	\$228.00	\$250.00
425	50-State Emissions System	STD	STD
44G	Transmission: TorqShift 10-Speed Automatic	Included	Included
512	Spare Tire & Wheel	\$319.00	\$350.00
52B	Trailer Brake Controller	\$273.00	\$300.00
52S	Interior Work Surface	\$128.00	\$140.00
61J	4-Ton Hydraulic Jack	Included	Included
640A	Order Code 640A	NC	NC
64K	Wheels: 17" Argent Painted Steel	Included	Included
67E	250 Amp Alternator	Included	Included
67X	Extra Heavy-Service Suspension Package	\$114.00	\$125.00
86M	Dual 68 AH/65 AGM Battery	Included	Included
872	Rear View Camera & Prep Kit	\$468.00	\$515.00
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20	\$10,006.00	\$10,995.00
A	HD Vinyl 40/20/40 Split Bench Seat	Included	Included
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	NC	NC
FCP1	Ford Connectivity Package (1-Year Included)	Included	Included
FLADCR	Fleet Advertising Credit	\$-950.00	\$0.00
PAINT	Monotone Paint Application	STD	STD
STDGV	GVWR: 14,000 Lb Payload Package	Included	Included
STDRD	Radio: AM/FM Stereo w/MP3 Player	Included	Included
SYNC4	SYNC 4 Communication & Entertainment System	Included	Included
TD8	Tires: LT245/75Rx17E BSW PLUS A/S (6)	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
X4N	Limited Slip w/4.10 Axle Ratio	\$360.00	\$395.00
Z1_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

January 26, 2026 Special & Regular CC Mtg

CONTRACT NO. 2469

Body Exterior Features:

Number Of Doors: 4
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator
Convex Driver Mirror: convex driver and passenger mirror
Mirror Type: manual extendable trailer mirrors
Running Boards: running boards
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with black rub strip
Front Tow Hooks: 2 front tow hooks
Front License Plate Bracket: front license plate bracket
Body Material: aluminum body material
: trailering with harness, brake controller
Grille: black grille
Upfitter Switches: upfitter switches

Convenience Features:

Air Conditioning: manual air conditioning
Air Filter: air filter
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver and passenger 1-touch down
Remote Keyless Entry: yes remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Emergency SOS: SYNC 4 911 Assist emergency communication system
Front Cupholder: front and rear cupholders
Overhead Console: full overhead console with storage
Glove Box: locking glove box
Dashboard Storage: dashboard storage
IP Storage: covered bin instrument-panel storage
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:

radio: AM/FM stereo with seek-scan
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: 5G Modem - Ford Connectivity Package internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off reflector halogen headlamps
Cab Clearance Lights: cab clearance lights
Front Wipers: variable intermittent wipers
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog appearance
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning

Trip Computer: trip computer
January 20, 2026 Special & Regular CC Mtg
Trip Odometer: trip odometer

CONTRACT NO. 2469

Lane Departure Warning: lane departure
Forward Collision Alert: forward collision
Water Temp Gauge: water temp. gauge
Turbo/Supercharger Boost Gauge: turbo/supercharger boost gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Engine Hour Meter: engine hour meter
Clock: digital clock
Systems Monitor: driver information centre
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: spare tire mounted frame mounted
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag
Height Adjustable Seatbelts: height adjustable front seatbelts
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Security System: security system Ford Security Package (1-year included with activation)
Panic Alarm: panic alarm
Traction Control: driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Lumbar: manual driver and passenger lumbar support
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: vinyl front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Shift Knob Trim: urethane shift knob
Interior Accents: chrome interior accents

Standard Engine:

Engine 330-hp, 6.7-liter V-8 (diesel)

Standard Transmission;
January 20, 2026 Special & Regular CC Mtg
Transmission 10-speed automatic w/ OD and PowerShift automatic

CONTRACT NO. 2469

Prepared For: City of San Fernando
Mora, Rodrigo

Date 10/30/2025
AE/AM ZRJ/PJ

Unit #
Year 2026 Make Ford Model F-350 Chassis
Series XL 4x2 SD Crew Cab 179 in. WB DRW

Vehicle Order Type Ordered Term 48 State CA Customer# 467560

\$ 81,262.00		Capitalized Price of Vehicle ¹
\$ 0.00	*	Sales Tax <u>0.0000%</u> State <u>CA</u>
\$ 1,130.01	*	Initial License Fee
\$ 0.00		Registration Fee
\$ 560.00		Other: (See Page 2)
\$ 13,285.00	*	Capitalized Price Reduction
\$ 0.00		Gain Applied From Prior Unit
\$ 0.00	*	Security Deposit
\$1,520.95	*	Taxes

\$ 68,537.00	Total Capitalized Amount (Delivered Price)
\$ 925.25	Depreciation Reserve @ <u>1.3500%</u>
\$ 356.72	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
\$ 1,281.97	Total Monthly Rental Excluding Additional Services

Additional Fleet Management

	Master Policy Enrollment Fees
\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>
\$ 0.00	Physical Damage Management
\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

Additional Services SubTotal

\$ 135.08	Tax <u>10.5000%</u> State <u>CA</u>
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Total Monthly Rental Including Additional Services

\$ 24,125.00	Reduced Book Value at <u>48</u> Months
\$ 400.00	Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Oxford White
Interior Color	Medium Dark Slate w/HD Vinyl 40/20/40 Split B
Lic. Plate Type	Exempt
GVWR	0

Quote based on estimated annual mileage of 5,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.
Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE City of San Fernando
BY TITLE City Manager DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.
¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.
² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).
³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Truck Body Toolbox - Skaug Truck Quote 4662 (AME Quote: 4662)	C	\$ 0.00
Dump Truck - Skaug Truck Quote 4662 (AME Quote: 4662)	C	\$ 26,570.00
Receiver Hitch - Skaug Truck Quote 4662 (AME Quote: 4662)	C	\$ 0.00
Strobe Lights - Skaug Truck Quote 4662 (AME Quote: 4662)	C	\$ 0.00
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 26,570.00
Aftermarket Equipment Total		\$ 26,570.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 60.00
Courtesy Delivery Fee	C	\$ 500.00
Total Other Charges Billed		\$ 0.00
Total Other Charges Capitalized		\$ 560.00
Other Charges Total		\$ 560.00



VEHICLE INFORMATION:

2026 Ford F-350 Chassis XL 4x2 SD Crew Cab 179 in. WB DRW - US
Series ID: W3G

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$52,540	\$55,305.00
Total Options	\$757.00	\$1,875.00
Destination Charge	\$2,595.00	\$2,595.00
Total Price	\$55,892.00	\$59,775.00

SELECTED COLOR:

Exterior: Z1-(0 P) Oxford White
Interior: AS-Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
153	Front License Plate Bracket	NC	NC
179WB	179" Wheelbase	STD	STD
18B	Platform Running Boards	\$405.00	\$445.00
190AMP	190 Amp Alternator	Included	Included
425	50-State Emissions System	STD	STD
44G	Transmission: TorqShift 10-Speed Automatic	Included	Included
512	Spare Tire & Wheel	\$319.00	\$350.00
52B	Trailer Brake Controller	\$273.00	\$300.00
52S	Interior Work Surface	\$128.00	\$140.00
61J	4-Ton Hydraulic Jack	Included	Included
640A	Order Code 640A	NC	NC
64K	Wheels: 17" Argent Painted Steel	Included	Included
67X	Extra Heavy-Service Suspension Package	\$114.00	\$125.00
872	Rear View Camera & Prep Kit	\$468.00	\$515.00
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas	Included	Included
A	HD Vinyl 40/20/40 Split Bench Seat	Included	Included
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	NC	NC
FCP1	Ford Connectivity Package (1-Year Included)	Included	Included
FLADCR	Fleet Advertising Credit	\$-950.00	\$0.00
PAINT	Monotone Paint Application	STD	STD
STDGV	GVWR: 14,000 Lb Payload Package	Included	Included
STDRD	Radio: AM/FM Stereo w/MP3 Player	Included	Included
SYNC4	SYNC 4 Communication & Entertainment System	Included	Included
TD8	Tires: LT245/75Rx17E BSW PLUS A/S (6)	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
X37	3.73 Axle Ratio	Included	Included
Z1_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

January 26, 2026 Special & Regular CC Mtg

CONTRACT NO. 2469

Body Exterior Features:

Number Of Doors: 4
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator
Convex Driver Mirror: convex driver and passenger mirror
Mirror Type: manual extendable trailer mirrors
Running Boards: running boards
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with black rub strip
Front Tow Hooks: 2 front tow hooks
Front License Plate Bracket: front license plate bracket
Body Material: aluminum body material
: trailering with harness, brake controller
Grille: black grille
Upfitter Switches: upfitter switches

Convenience Features:

Air Conditioning: manual air conditioning
Air Filter: air filter
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver and passenger 1-touch down
Remote Keyless Entry: yes remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Emergency SOS: SYNC 4 911 Assist emergency communication system
Front Cupholder: front and rear cupholders
Overhead Console: full overhead console with storage
Glove Box: locking glove box
Dashboard Storage: dashboard storage
IP Storage: covered bin instrument-panel storage
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:

radio: AM/FM stereo with seek-scan
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: 5G Modem - Ford Connectivity Package internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off reflector halogen headlamps
Cab Clearance Lights: cab clearance lights
Front Wipers: variable intermittent wipers
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog appearance
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning

Trip Computer: trip computer
January 20, 2026 Special & Regular CC Mtg
Trip Odometer: trip odometer

CONTRACT NO. 2469

Lane Departure Warning: lane departure
Forward Collision Alert: forward collision
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Engine Hour Meter: engine hour meter
Clock: digital clock
Systems Monitor: driver information centre
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: spare tire mounted frame mounted
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag
Height Adjustable Seatbelts: height adjustable front seatbelts
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Security System: security system Ford Security Package (1-year included with activation)
Panic Alarm: panic alarm
Traction Control: driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Lumbar: manual driver and passenger lumbar support
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: vinyl front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Shift Knob Trim: urethane shift knob
Interior Accents: chrome interior accents

Standard Engine:

Engine 335-hp, 7.3-liter V-8 (regular gas)



Prepared For: City of San Fernando
Mora, Rodrigo

Date 10/30/2025
AE/AM ZRJ/PJ

Unit #

Year 2026 Make Ford Model F-350 Chassis

Series XL 4x2 SD Regular Cab 169 in. WB DRW

Vehicle Order Type Ordered Term 48 State CA Customer# 467560

\$ 75,582.00	Capitalized Price of Vehicle ¹
\$0.00 *	Sales Tax <u>0.0000%</u> State <u>CA</u>
\$ 1,063.97 *	Initial License Fee
\$ 0.00	Registration Fee
\$ 710.00	Other: (See Page 2)
\$ 11,935.00 *	Capitalized Price Reduction
\$ 0.00	Gain Applied From Prior Unit
\$ 0.00 *	Security Deposit
\$1,442.20 *	Taxes

\$ 64,357.00	Total Capitalized Amount (Delivered Price)
\$ 868.82	Depreciation Reserve @ <u>1.3500%</u>
\$ 334.56	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
\$ 1,203.38	Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
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\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

\$ 0.00 Additional Services SubTotal

\$ 126.37	Tax <u>10.5000%</u> State <u>CA</u>
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\$ 1,329.75 Total Monthly Rental Including Additional Services

\$ 22,653.64	Reduced Book Value at <u>48</u> Months
\$ 400.00	Service Charge Due at Lease Termination

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Oxford White
Interior Color	Medium Dark Slate w/HD Vinyl 40/20/40 Split B
Lic. Plate Type	Exempt
GVWR	0

Comp/Coll Deductible	<u>0 / 0</u>
OverMileage Charge	<u>\$ 0.00</u> Per Mile
# Tires <u>0</u>	Loaner Vehicle Not Included

Quote based on estimated annual mileage of 5,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE City of San Fernando
BY

TITLE City Manager

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Tool Box (AME Quote: 4669)	C	\$ 0.00
Dump Truck - Skaug - 4662 (AME Quote: 4669)	C	\$ 23,870.00
Receiver Hitch (AME Quote: 4669)	C	\$ 0.00
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 23,870.00
Aftermarket Equipment Total		\$ 23,870.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 60.00
Transport Dealer to AME	C	\$ 150.00
Courtesy Delivery Fee	C	\$ 500.00
Total Other Charges Billed		\$ 0.00
Total Other Charges Capitalized		\$ 710.00
Other Charges Total		\$ 710.00

VEHICLE INFORMATION:

2026 Ford F-350 Chassis XL 4x2 SD Regular Cab 169 in. WB DRW - US

Series ID: F3G

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$49,324	\$51,920.00
Total Options	\$1,593.00	\$1,750.00
Destination Charge	\$2,595.00	\$2,595.00
Total Price	\$53,512.00	\$56,265.00

SELECTED COLOR:

Exterior:	Z1-(0 P) Oxford White
Interior:	AS-Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
153	Front License Plate Bracket	NC	NC
169WB	169" Wheelbase	STD	STD
18B	Platform Running Boards	\$291.00	\$320.00
190AMP	190 Amp Alternator	Included	Included
425	50-State Emissions System	STD	STD
44G	Transmission: TorqShift 10-Speed Automatic	Included	Included
512	Spare Tire & Wheel	\$319.00	\$350.00
52B	Trailer Brake Controller	\$273.00	\$300.00
52S	Interior Work Surface	\$128.00	\$140.00
61J	4-Ton Hydraulic Jack	Included	Included
640A	Order Code 640A	NC	NC
64K	Wheels: 17" Argent Painted Steel	Included	Included
67X	Extra Heavy-Service Suspension Package	\$114.00	\$125.00
872	Rear View Camera & Prep Kit	\$468.00	\$515.00
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas	Included	Included
A	HD Vinyl 40/20/40 Split Bench Seat	Included	Included
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	NC	NC
FCP1	Ford Connectivity Package (1-Year Included)	Included	Included
PAINT	Monotone Paint Application	STD	STD
STDGV	GVWR: 14,000 Lb Payload Package	Included	Included
STDRD	Radio: AM/FM Stereo w/MP3 Player	Included	Included
SYNC4	SYNC 4 Communication & Entertainment System	Included	Included
TD8	Tires: LT245/75Rx17E BSW PLUS A/S (6)	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
X37	3.73 Axle Ratio	Included	Included
Z1_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

January 26, 2026 Special & Regular CC Mtg

CONTRACT NO. 2469

Body Exterior Features:

Number Of Doors: 2
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator
Convex Driver Mirror: convex driver and passenger mirror
Mirror Type: manual extendable trailer mirrors
Running Boards: running boards
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with black rub strip
Front Tow Hooks: 2 front tow hooks
Front License Plate Bracket: front license plate bracket
Body Material: aluminum body material
: trailering with harness, brake controller
Grille: black grille
Upfitter Switches: upfitter switches

Convenience Features:

Air Conditioning: manual air conditioning
Air Filter: air filter
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver and passenger 1-touch down
Remote Keyless Entry: yes remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Emergency SOS: SYNC 4 911 Assist emergency communication system
Front Cupholder: front cupholder
Overhead Console: full overhead console with storage
Glove Box: locking glove box
Dashboard Storage: dashboard storage
IP Storage: covered bin instrument-panel storage
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:

radio: AM/FM stereo with seek-scan
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 4 speakers
Internet Access: 5G Modem - Ford Connectivity Package internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off reflector halogen headlamps
Cab Clearance Lights: cab clearance lights
Front Wipers: variable intermittent wipers
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog appearance
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning

Trip Computer: trip computer
January 20, 2026 Special & Regular CC Mtg
Trip Odometer: trip odometer

CONTRACT NO. 2469

Lane Departure Warning: lane departure
Forward Collision Alert: forward collision
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Engine Hour Meter: engine hour meter
Clock: digital clock
Systems Monitor: driver information centre
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: spare tire mounted frame mounted
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st row overhead airbag
Height Adjustable Seatbelts: height adjustable front seatbelts
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Ignition Disable: SecuriLock immobilizer
Security System: security system Ford Security Package (1-year included with activation)
Panic Alarm: panic alarm
Traction Control: driveline traction control
Front and Rear Headrests: manual adjustable front head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 3
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Lumbar: manual driver and passenger lumbar support
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest with storage
Leather Upholstery: vinyl front seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Shift Knob Trim: urethane shift knob
Interior Accents: chrome interior accents

Standard Engine:

Engine 335-hp, 7.3-liter V-8 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and PowerShift automatic



Prepared For: City of San Fernando
Mora, Rodrigo

Date 10/30/2025
AE/AM ZRJ/PJ

Unit #

Year 2026 **Make** Ford **Model** Maverick

Series XL Front-Wheel Drive SuperCrew 4.5 ft. box 121.1 in. WB

Vehicle Order Type Ordered **Term** 48 **State** CA **Customer#** 467560

\$ 34,588.77		Capitalized Price of Vehicle ¹
\$0.00	*	Sales Tax <u>0.0000%</u> State <u>CA</u>
\$ 507.65	*	Initial License Fee
\$ 0.00		Registration Fee
\$ 762.50		Other: (See Page 2)
\$ 0.00	*	Capitalized Price Reduction
\$ 0.00		Gain Applied From Prior Unit
\$ 0.00	*	Security Deposit
\$0.00		Taxes

\$ 35,351.27	Total Capitalized Amount (Delivered Price)
\$ 477.24	Depreciation Reserve @ <u>1.3500%</u>
\$ 178.27	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²
\$ 655.51	Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00	Commercial Automobile Liability Enrollment
	Liability Limit <u>\$0.00</u>

\$ 0.00	Physical Damage Management
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Comp/Coll Deductible	<u>0 / 0</u>
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\$ 0.00	Full Maintenance Program ³ Contract Miles <u>0</u>
	Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>

OverMileage Charge	<u>\$ 0.00</u> Per Mile
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# Tires <u>0</u>	Loaner Vehicle Not Included
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\$ 0.00	Additional Services SubTotal
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\$ 69.08	Tax <u>10.5000%</u>
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State CA

\$ 724.59	Total Monthly Rental Including Additional Services
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\$ 12,443.75	Reduced Book Value at <u>48</u> Months
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\$ 400.00	Service Charge Due at Lease Termination
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Quote based on estimated annual mileage of 5,000

(Current market and vehicle conditions may also affect value of vehicle)

(Quote is Subject to Customer's Credit Approval)

Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE City of San Fernando

BY

TITLE City Manager

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Lighting - WHE-BW2AAAA-LA Liberty II WCX Light Bar Phenix Enterprises quote# TQ52768 (AME Quote: TQ52768)	C	\$ 4,873.77
Tool Box - VCT-7188-GWH 7188 Mid-Size Cross-Box White Phenix Enterprises quote# TQ52768 (AME Quote: TQ52768)	C	\$ 0.00
Legacy Ladder Racks - BAC-15032 BackRack Original Rack - Black Phenix Enterprises quote# TQ52768 (AME Quote: TQ52768)	C	\$ 0.00
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 4,873.77
Aftermarket Equipment Total		\$ 4,873.77

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 60.00
Transp DLR to AME	C	\$ 202.50
Courtesy Delivery Fee	C	\$ 500.00
Total Other Charges Billed		\$ 0.00
Total Other Charges Capitalized		\$ 762.50
Other Charges Total		\$ 762.50



VEHICLE INFORMATION:

2026 Ford Maverick XL Front-Wheel Drive SuperCrew 4.5 ft. box 121.1 in. WB - US

Series ID: W8A

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$27,582	\$28,145.00
Total Options	\$438.00	\$470.00
Destination Charge	\$1,695.00	\$1,695.00
Total Price	\$29,715.00	\$30,310.00

SELECTED COLOR:

Exterior: YZ-Oxford White
Interior: 9W-Black Onyx/Dark Slate w/Front Cloth Bucket Seats

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
100A	Equipment Group 100A	NC	NC
121WB	121" Wheelbase	STD	STD
44E	Transmission: Power-Split Electric CVT	Included	Included
64Z	Wheels: 17" Steel w/Sparkle Silver Painted Cover	Included	Included
9	Front Cloth Bucket Seats	Included	Included
153	Front License Plate Bracket	NC	NC
16B	Front & Rear Floor Liners w/Front Carpet Floor Mats	\$163.00	\$175.00
51D	Conventional 17" Spare Tire (215/70R17)	\$107.00	\$115.00
96B	Bed Tray Liner	\$168.00	\$180.00
993	Engine: 2.5L Hybrid	Included	Included
9W_03	Black Onyx/Dark Slate w/Front Cloth Bucket Seats	NC	NC
FCP1	Ford Connectivity Package (1-Year Included)	Included	Included
FLADCR	Fleet Advertising Credit	NA	NA
PAINT	Monotone Paint Application	STD	STD
SIRIUS	SiriusXM w/360L	Included	Included
STDAX	2.91 Axle Ratio	Included	Included
STDGV	GVWR: 5,230 lbs	Included	Included
STDRD	Radio: AM/FM Stereo w/6 Speakers	Included	Included
STDTR	Tires: P225/65R17 A/S BSW	Included	Included
SYNC4	SYNC 4 w/Enhanced Voice Recognition	Included	Included
YZ_01	Oxford White	NC	NC

CONFIGURED FEATURES:

January 20, 2026 Special & Regular CC Mtg

CONTRACT NO. 2469

Body Exterior Features:

Number Of Doors: 4
Rear Cargo Door Type: tailgate
Driver And Passenger Mirror: manual folding side-view door mirrors
Door Handles: black
Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip
Rear Step Bumper: rear step bumper
Front License Plate Bracket: front license plate bracket
Box Style: regular
Body Material: galvanized steel/aluminum body material
Grille: black grille

Convenience Features:

Air Conditioning: automatic air conditioning
Air Filter: air filter
Voice Activated A/C: voice activated air conditioning
Cruise Control: cruise control with steering wheel controls
Fuel Remote Release: power fuel remote release
Power Windows: power windows with driver 1-touch down
Remote Keyless Entry: yes remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Passive Entry: Intelligent Access
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Driver and Passenger Vanity Mirror: auxiliary driver and passenger-side visor mirrors
Emergency SOS: SYNC 4 911 Assist emergency communication system
Front Cupholder: front and rear cupholders
Floor Console: full floor console with covered box
Overhead Console: mini overhead console with storage
Glove Box: glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Seatback Storage Pockets: 1 seatback storage pockets
Dashboard Storage: dashboard storage
Rear Underseat Storage Tray: rear underseat storage tray
Driver Footrest: driver's footrest
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 1 12V DC power outlet

Entertainment Features:

radio: AM/FM/Satellite with seek-scan
Radio Data System: radio data system
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off reflector LED low/high beam headlamps
Auto-Dimming Headlights: Auto High Beam auto high-beam headlights
Cab Clearance Lights: cargo bed light
Tinted Windows: deep-tinted windows
Dome Light: dome light with fade

Front Reading Lights: front reading lights
January 20, 2026 Special & Regular CC Mtg
Variable IP Lighting: variable instrument panel lighting

CONTRACT NO. 2469

Display Type: digital/analog appearance
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Computer: trip computer
Trip Odometer: trip odometer
Lane Departure Warning: lane departure
Front Pedestrian Braking: front pedestrian detection
Forward Collision Alert: forward collision
Water Temp Gauge: water temp. gauge
Clock: digital clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Bulb Failure Warning: bulb-failure warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag
Knee Airbag: knee airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front and rear seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Tailgate/Rear Door Lock Type: manual tailgate/rear door lock
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Panic Alarm: panic alarm
Electronic Stability: AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-rollover
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket seats
Number of Driver Seat Adjustments: 6-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Height Adjustment: manual height-adjustable driver and passenger seats

Driver Fore/Aft: manual driver and passenger fore/aft adjustment
January 20, 2026 Special & Regular CC Mtg
Front Centre Armrest Storage: front centre armrest

CONTRACT NO. 2469

Rear Seat Type: rear full bench seat

Rear Folding Position: rear seat fold-forward seatback

Leather Upholstery: cloth front and rear seat upholstery

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: coloured instrument panel insert, door panel insert, console insert

Shift Knob Trim: urethane shift knob

Floor Mats: carpet front floor mats

Standard Engine:

Engine 191-hp, 2.5-liter I-4 (hybrid regular gas)

Standard Transmission:

Transmission 2-speed CVT w/ OD

Prepared For: City of San Fernando
Mora, Rodrigo

Date 10/30/2025
AE/AM ZRJ/PJ

Unit #

Year 2026 Make Ford Model F-150

Series XL 4x2 SuperCab 6.5 ft. box 145 in. WB

Vehicle Order Type Ordered Term 48 State CA Customer# 467560

\$ 46,019.00

Capitalized Price of Vehicle ¹

\$ 0.00 * Sales Tax 0.0000% State CA

\$ 695.25 * Initial License Fee

\$ 0.00 Registration Fee

\$ 460.00 Other: (See Page 2)

\$ 0.00 * Capitalized Price Reduction

\$ 0.00 Gain Applied From Prior Unit

\$ 0.00 * Security Deposit

\$ 315.00 * Taxes

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name

Exterior Color Oxford White

Interior Color Black w/Medium Dark Slate w/Vinyl 40/20/40 Fr

Lic. Plate Type Exempt

GVWR 0

\$ 46,479.00

Total Capitalized Amount (Delivered Price)

\$ 627.47 Depreciation Reserve @ 1.3500%

\$ 233.66 Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)²

\$ 861.13

Total Monthly Rental Excluding Additional Services

Additional Fleet Management

Master Policy Enrollment Fees

\$ 0.00

Commercial Automobile Liability Enrollment

Liability Limit \$0.00

\$ 0.00

Physical Damage Management

Comp/Coll Deductible 0 / 0

\$ 0.00 Full Maintenance Program ³ Contract Miles 0

OverMileage Charge \$ 0.00 Per Mile

Incl: # Brake Sets (1 set = 1 Axle) 0

Tires 0

Loaner Vehicle Not Included

Additional Services SubTotal

\$ 90.74

Tax 10.5000% State CA

Total Monthly Rental Including Additional Services

\$ 16,360.44

Reduced Book Value at 48 Months

\$ 400.00 Service Charge Due at Lease Termination

Quote based on estimated annual mileage of 5,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle. Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.

Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a \$500 disposal fee, interest incurred, and loss of value.

LESSEE City of San Fernando
BY

TITLE City Manager

DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.
² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).
³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.



Open-End (Equity) Lease Rate Quote

Quote No: 9389296

CONTRACT NO. 2469

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Cab Protector - ESTIMATE - Headache Rack	C	\$ 800.00
Utility Lights - ESTIMATE - Light Bar	C	\$ 1,200.00
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 2,000.00
Aftermarket Equipment Total		\$ 2,000.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 60.00
Courtesy Delivery Fee	C	\$ 400.00
Total Other Charges Billed		\$ 0.00
Total Other Charges Capitalized		\$ 460.00
Other Charges Total		\$ 460.00



Open-End (Equity) Lease Rate Quote

Quote No: 9389296

CONTRACT NO. 2469

VEHICLE INFORMATION:

2026 Ford F-150 XL 4x2 SuperCab 6.5 ft. box 145 in. WB - US

Series ID: X1K

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$39,728	\$41,600.00
Total Options	\$4,696.00	\$5,160.00
Destination Charge	\$2,595.00	\$2,595.00
Total Price	\$47,019.00	\$49,355.00

SELECTED COLOR:

Exterior: YZ-Oxford White
Interior: AS-Black w/Medium Dark Slate w/Vinyl 40/20/40 Front Seat

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
101A	Equipment Group 101A Standard	NC	NC
145WB	145" Wheelbase	STD	STD
153	Front License Plate Bracket	NC	NC
18B	Black Platform Running Boards	\$228.00	\$250.00
44G	Transmission: Electronic 10-Speed Automatic	Included	Included
53T	Tow/Haul Package	\$919.00	\$1,010.00
64C	Wheels: 17" Silver Steel	Included	Included
67T	Integrated Trailer Brake Controller	Included	Included
90P	Bright Premium Aluminum Crossbed Toolbox	\$960.00	\$1,055.00
96W	Tough Bed Spray-in Bedliner	\$569.00	\$625.00
998	Engine: 3.5L V6 EcoBoost	\$2,020.00	\$2,220.00
A	Vinyl 40/20/40 Front Seat	NC	NC
AS_02	Black w/Medium Dark Slate w/Vinyl 40/20/40 Front Seat	NC	NC
FCP1	Ford Connectivity Package (1-Year Included)	Included	Included
FLADCR	Fleet Advertising Credit	NA	NA
NONGV1	GVWR: 6,900 lbs Payload Package	Included	Included
PAINT	Monotone Paint Application	STD	STD
STDRD	Radio: AM/FM Stereo w/SiriusXM 360L	Included	Included
STDTR	Tires: 245/70R17 BSW A/S	Included	Included
SYNC	SYNC 4 w/Enhanced Voice Recognition	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
XL9	Electronic Locking w/3.55 Axle Ratio	Included	Included
YZ_01	Oxford White	NC	NC

CONFIGURED FEATURES:

January 26, 2026 Special & Regular CC Mtg

CONTRACT NO. 2469

Body Exterior Features:

Number Of Doors: 4
Rear Driver Door: reverse opening rear passenger doors
Rear Cargo Door Type: tailgate
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
Running Boards: running boards
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with black rub strip
Rear Step Bumper: rear step bumper
Front License Plate Bracket: front license plate bracket
Bed Liner: bed liner
Box Style: regular
Integrated Storage: pickup integrated storage
Body Material: aluminum body material
: class IV trailering with harness, hitch, brake controller
Grille: black grille

Convenience Features:

Air Conditioning: manual air conditioning
Air Filter: air filter
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver and passenger 1-touch down
Remote Keyless Entry: yes remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Emergency SOS: SYNC 4 911 Assist emergency communication system
Front Cupholder: front and rear cupholders
Overhead Console: mini overhead console with storage
Glove Box: locking glove box
Driver Door Bin: driver and passenger door bins
Rear Door Bins: rear door bins
Dashboard Storage: dashboard storage
Interior Concealed Storage: interior concealed storage
IP Storage: bin instrument-panel storage
Retained Accessory Power: retained accessory power

Entertainment Features:

radio: AM/FM stereo with seek-scan
Radio Data System: radio data system
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: FordPass Connect 5G internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off reflector LED low/high beam headlamps
Auto-Dimming Headlights: Auto High Beam auto high-beam headlights
Cab Clearance Lights: cargo bed light
Front Wipers: variable intermittent wipers
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front reading lights

Variable IP Lighting: variable instrument panel lighting
January 20, 2026 Special & Regular CC Mtg
Display Type: digital appearance

Tachometer: tachometer

Voltmeter: voltmeter

Compass: compass

Exterior Temp: outside-temperature display

Low Tire Pressure Warning: tire specific low-tire-pressure warning

Park Distance Control: rear parking sensors

Trip Computer: trip computer

Trip Odometer: trip odometer

Lane Departure Warning: lane departure

Blind Spot Sensor: blind spot

Front Pedestrian Braking: front pedestrian detection

Forward Collision Alert: forward collision

Oil Pressure Gauge: oil pressure gauge

Water Temp Gauge: water temp. gauge

Transmission Oil Temp Gauge: transmission oil temp. gauge

Clock: digital clock

Systems Monitor: driver information centre

Check Control: redundant digital speedometer

Rear Vision Camera: rear vision camera

Oil Pressure Warning: oil-pressure warning

Water Temp Warning: water-temp. warning

Battery Warning: battery warning

Lights On Warning: lights-on warning

Key in Ignition Warning: key-in-ignition warning

Low Fuel Warning: low-fuel warning

Door Ajar Warning: door-ajar warning

Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes

Number of ABS Channels: 4 ABS channels

Brake Assistance: brake assist

Brake Type: four-wheel disc brakes

Vented Disc Brakes: front and rear ventilated disc brakes

Daytime Running Lights: daytime running lights

Spare Tire Type: full-size spare tire

Spare Tire Mount: underbody mounted spare tire w/crankdown

Driver Front Impact Airbag: driver and passenger front-impact airbags

Driver Side Airbag: seat-mounted driver and passenger side-impact airbags

Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag

Occupancy Sensor: front passenger airbag occupancy sensor

Height Adjustable Seatbelts: height adjustable front seatbelts

Seatbelt Pretensioners: front seatbelt pre-tensioners

3Point Rear Centre Seatbelt: 3 point rear centre seatbelt

Side Impact Bars: side-impact bars

Perimeter Under Vehicle Lights: remote activated perimeter/approach lights

Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks

Ignition Disable: SecuriLock immobilizer

Security System: security system

Panic Alarm: panic alarm

Electronic Stability: AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-rollover

Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints

Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 6

Front Bucket Seats: front split-bench 40-20-40 seats

Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments

CONTRACT NO. 2469

Reclining Driver Seat: manual reclining driver and passenger seats
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: vinyl front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Cabback Insulator: cabback insulator
Shift Knob Trim: urethane shift knob
Interior Accents: chrome interior accents

CONTRACT NO. 2469

Standard Engine:

Engine 400-hp, 3.5-liter V-6 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and PowerShift automatic

City of San Fernando Sample Menu Pricing

Replacement Unit #	Vehicle Type	Year	Make	Model	Quantity	Term	Estimated Annual Mileage	Monthly Cost Includ Tax (Lease Rate)*	Full Maintenance Per Month**	Annual Cost Including Maintenance	Est. Aftermarket Cost Included in Lease	Annual Cost by Quantity	One Time Down Payment on Aftermarket by Quantity	Tax on Down Payment	RBV at End of Term
3240	Compact Truck	2026	Ford Maverick	XL Front-Wheel Drive SuperCrew 4.5 ft. box - Liberty Light Bar - Headache Rack - Cross bed Toolbox	1	48	5,000	\$727	\$0	\$8,724	\$4,874	\$8,724	\$0	\$0.00	\$7,832
4424	1/2 Ton Truck	2026	Ford F-150	XL 4x2 SuperCab 6.5 ft. box 145 in. WB - Liberty Light Bar - Headache Rack - Cross bed Toolbox	1	48	5,000	\$955	\$0	\$11,461	\$2,000	\$11,461	\$0	\$0.00	\$14,087
9826, 2116	1 Ton Pickup	2026	Ford F-350 Chassis	XL 4x2 SD Crew Cab 179 in. WB DRW - Landscape Dump Truck - Skaug #4662	2	48	5,000	\$1,422	\$0	\$17,061	\$26,570	\$34,122	\$13,285	\$1,394.95	\$24,125
carpool	SUV	2026	Ford Explorer	2026 Ford Explorer Active 4dr 4x2	1	48	5,000	\$738	\$0	\$8,859	\$0	\$8,859	\$0	\$1,919.95	\$12,660
2721, 8704, 5659, 3989, 2115, 1657, 0935, 4412	1 Ton Pickup	2026	Ford F-350 Chassis	XL 4x2 SD Crew Cab 179 in. WB DRW - Service Body with Rack Skaug #4552	8	48	5,000	\$1,780	\$0	\$21,360	\$39,350	\$170,877	\$19,675	\$2,065.90	\$30,156
					13										

quote esimated pricing for lights

*Lease rates are based upon factory order pricing and miles per year
**Maintenance does not include replacement brakes or tires

Total Annual Cost Years 2-4	\$234,043.68
Total One Time Money Down for Aftermarket (50% AME Cost Due at Delivery for AME over \$10,000)	\$183,970.00
Capital Outlay Year 1	\$418,013.68
Tax on Capitalized Price Reduction	\$21,237.05
Effective Capital Outlay Year 1	\$439,250.73

RESOLUTION NO. 8424

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2025-2026 ADOPTED ON JUNE 30, 2025, FOR THE LEASE OF TWELVE VEHICLES UTILIZED BY THE PUBLIC WORKS OPERATIONS DIVISION AND ONE CARPOOL VEHICLE TO BE USED CITYWIDE & POLICE VEHICLE OUTFITTING

WHEREAS, the City of 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; and

WHEREAS, the City's execution of an open-ended equity leasing agreement requires additional funding through Equipment/Vehicle Maintenance Funds to lease thirteen (13) new vehicles, which include twelve (12) for the Public Works Department Operations and one (1) Citywide pool vehicle and additional funding for police vehicle outfitting; and

WHEREAS, the annual budget for the City of San Fernando for the 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:

Increase in Expenditures	\$502,214
043-390-0000-4500	181,715
043-370-0000-4500	125,920
043-311-0000-4500	91,895
043-360-0000-4500	45,948
043-225-0000-4500	32,000
043-312-0000-4500	12,726
043-190-0000-4500	12,010

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

PASSED, APPROVED, AND ADOPTED THIS 20th day of January 2026.

Joel Fajardo, 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. 8424, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof, held on the 20th day of January 2026, 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 January 2026.

Julia Fritz, City Clerk



Vehicles Requesting to be Replaced and surplus



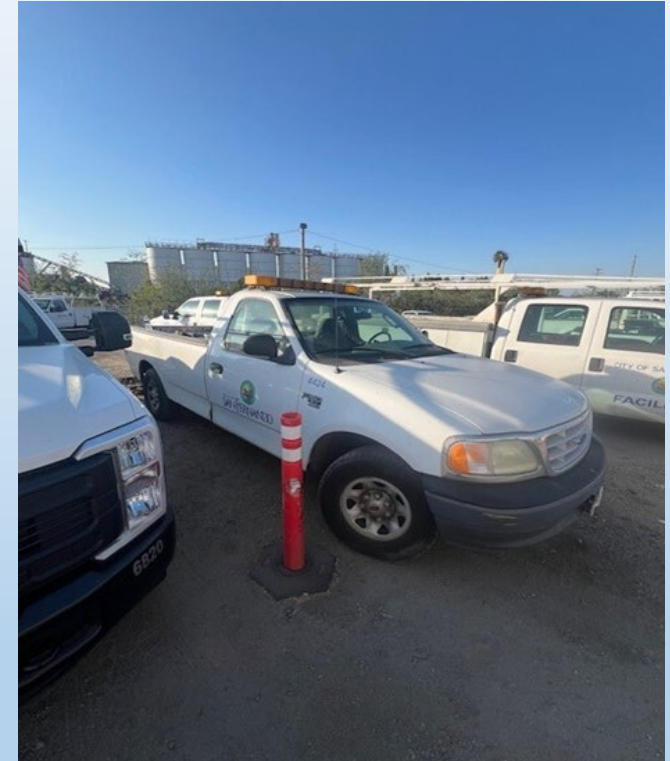
2004 Ford F150 CNG #4412

- The vehicle's CNG tanks are no longer under manufacturer warranty or operable and require replacement. The estimated cost for replacement is \$15,000.
- 45,833 Miles - Kelly Blue Book Value = \$3,154
- 21 years old
- CNG fuel tanks have a useful life of 15-20 years. CNG fuel tanks cannot be recertified.
- Truck is used by The Street Division Maintenance PT Worker
- Replace truck with full size service truck with utility body and light bar



2004 Ford F150 CNG #4424

- The vehicle's CNG tanks are no longer under manufacturer warranty or operable and require replacement. The estimated cost for replacement is \$15,000.
- 64,439 Miles – Kelly Blue Book Value = \$2,978
- 21 years old
- CNG fuel tanks have a useful life of 15-20 years, CNG fuel tanks cannot be recertified
- Vehicle is assigned to the Public Works Graffiti Division
- Replace with a F-150 with toolboxes and a rear window guard and light bar





THE CITY OF SAN FERNANDO

2001 Ford F-350 #0935

- 2001 Ford F-350 #0935 is in overall poor condition
- 82,619 Miles – Kelly Blue Book Value = \$3,171
- 24 years old
- To meet vehicle standards and keep the vehicle in service, it will require approximately \$7,000 worth of repairs:
- Rebuilding the rear suspension , defective wiring harness and other related parts
- Truck is used for all maintenance duties at Recreation, Cesar Chavez Memorial and Gateway.
- Replace with Full Size utility Service body Truck with a ladder rack, rear window guard and light bar.





2007 Ford Ranger #3240

- 2007 Ford Ranger is in overall poor condition.
- Truck has 21,300 miles- Kelly Blue Book is \$5,677
- To meet vehicle standards and keep the vehicle in service, it will require approximately \$5,000 worth of repairs:
- Rebuilding the front suspension , (along with other related parts)
- Used by a Maintenance Worker in Facilities to maintenance the Bikeway, Lopez Adobe, Brand Island and Related Duties
- Replace with a Ford Maverick truck with toolbox, rear window guard and light bar.





2003 Ford F150 #1657 CNG

- The vehicle's CNG tanks are no longer under manufacturer warranty or operable and require replacement. The estimated cost for replacement is \$15,000.
- Truck has 72,696- Kelly Blue Book \$2,723
- 22 years old. CNG fuel tanks have a useful life of 15-20 years, depending on their construction and how they were certified by the original manufacturer. Because there is no way to safely "requalify" tanks for extended use, once a fuel tank reaches its expiration date, it must be replaced.
- Truck is used by a PW Maintenance Worker.
- Replace with Full Size utility Service body Truck with a ladder rack, rear window guard and light bar.





THE CITY OF SAN FERNANDO

2007 Ford F-350 # 2115

- Vehicle is barely running due to mechanical and Electrical issues.
- Truck has 59,232- Kelly Blue Book Value \$8,502
- P.W. Operations, Street Division vehicle used to make street repairs such as Sidewalk, Asphalt, Bulky Item pick up and other street related duties.
- Used by the Street Division.
- SR. Maintenance Worker.
- Replace with Full Size Utility Body truck with a ladder rack, light bar and rear window guard.





2001 Ford F-350 # 3989

- 2001 Ford F-350 is in overall poor condition.
- Miles 104,125-Blue Book Value \$9,243
- To meet vehicle standards and keep the vehicle in service, it will require approximately \$5,000 worth of repairs:
- Rebuilding the front suspension, A/C and Interior work needed (along with other related issues)
- Truck is used for all maintenance duties in the Street Division in areas such as the Mall, Parking lots Maclay Corridor and other street related duties.
- Replace with Full Size Utility Body truck with a ladder rack, light bar and rear window guard.



2005 Ford F-350 # 5659

- 2005 Ford F-350 is in overall poor condition.
- Miles 228,622-Blue Book Value \$2,618
- To meet vehicle standards and keep the vehicle in service, it will require approximately \$9,000 worth of repairs:
- Transmission issues, Electrical issues (along with other related issues)
- Truck is used for all maintenance duties in the Facilities Division in areas such as the Cindy Montanez Natural Park, Brand Island and other related duties/areas of responsibility.
- Replace with Full Size Utility Body truck with a ladder rack, light bar and rear window guard.





2007 Ford F-350 # 2116

- 2007 Ford F-350 is in overall poor condition.
- Miles 75,866-Blue Book Value \$7,309
- To meet vehicle standards and keep the vehicle in service, it will require approximately \$8,000 worth of repairs:
- Transmission issues, Electrical issues, Interior, A/C (along with other related issues)
- Truck is used for all maintenance duties in the Street Division, Mall, Special Events, Brush and tree removal, Bulky Item pick up and other street related duties.
- Replace with Full Size Stake bed and dump body, light bar and rear window guard.





SAN FERNANDO

1999 Ford F-350 # 8704

- 1999 Ford F-350 is in overall poor condition.
- Miles 85,878-Blue Book Value \$7,498
- To meet vehicle standards and keep the vehicle in service, it will require approximately \$7,500 worth of repairs:
- Transmission issues, Engine misfires, A/C not working (along with other related issues)
- Truck is used for all maintenance duties in the Facilities Division in areas such as the Cindy Montanez Natural Park, Brand Island and other related duties/areas of responsibility.
- Replace with Full Size Utility Body truck with a ladder rack, light bar and rear window guard.





THE CITY OF SAN FERNANDO

1997 Ford F-350 # 9826

- 1997 Ford F-350 is in overall poor condition.
- Miles 110,989-Blue Book Value \$2,500
- To meet vehicle standards and keep the vehicle in service, it will require approximately \$15,000 worth of repairs:
- Transmission issues, Electrical issues, Interior, A/C, doors are faulty, windows don't operate (along with other related issues)
- Truck is used for all maintenance duties in the Facilities Division , Special Events, Brush and tree removal, Bulky Item pick up and other park/facilities related maintenance.
- Replace with Full Size Stake bed and dump body, light bar and rear window guard.





2000 Chevrolet 3500 # 2721

- 2000 Chevrolet 3500 is in overall poor condition.
- Mile 26,489-Blue Book Value \$3,073
- To meet vehicle standards and keep the vehicle in service, it will require approximately \$6,500 worth of repairs:
- Electrical issues, Interior, A/C (along with other related issues)
- Truck is used for all maintenance duties in the Street Division, asphalt repair, concrete work Mall, Brush and tree removal, Bulky Item pick up and other street related duties.
- Replace with Full Size utility body, light bar and rear window guard.



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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager

Date: January 20, 2026

Subject: Consideration to Approve a Reimbursement Request of \$12,293.36 from the Mall Association for Marketing Services Provided by Yeah, We Get It

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve Reimbursement Request No. 2 in the amount of \$12,293.36 from the Mall Association for marketing services provided by Yeah, We Get It (Attachment "A"), in accordance with the agreement between the City and the Mall Association (Attachment "B" - Contract No. 768,); and
- b. Authorize the City Manager to issue payment directly to Yeah, We Get It.

BACKGROUND:

1. On November 4, 1968, the City adopted Ordinance No. 973 (Attachment "C"), establishing Parking and Business Improvement Area B ("Area B") pursuant to the Parking and Business Improvement Area Law of 1964 (Street and Highways Code Section 36000 et seq.) (the "BID"). The BID establishes a special tax paid by businesses located within Area B, the proceeds of which may only be used for those statutorily designated purposes listed under Section 36000 of the Street and Highways Code and Section 62-139. Special tax proceeds may be used for the following uses: (a) the acquisition, construction or maintenance of parking facilities for the benefit of Area B; (b) the decoration of any public place within Area B; (c) the promotion of public events which are to take place on or in public places within Area B; (d) the furnishing of music in any public place; and (e) the general promotion of retail trade activities in the area. The BID is designed to enhance the commercial appeal of Area B and foster greater community engagement with businesses within Area B.
2. On September 5, 1984, some businesses interests within Area B formed a private California non-profit mutual benefit corporation called the San Fernando Mall Assessment District, Inc., (the "Mall Association"¹) whose purpose was *"to promote the interests of the Mall*

¹ In 1990, the San Fernando Mall Assessment District, Inc. changed its name to its current name, the San Fernando Mall Association, Inc.

Consideration to Approve a Reimbursement Request from the Mall Association of \$12,293.36 for Yeah, We Get It

Page 2 of 5

Assessment District and members thereof for the betterment and improvement of the area covered by the assessment district and to further and advance the commercial, industrial and public interest of the Mall Assessment District” (Articles of Incorporation dated September 5, 1984).

3. On December 17, 1984, the City and the Mall Association executed Contract No. 768 (Attachment “B”) (the “Agreement”) under which the City hired the Mall Association to perform work and render services relating to the statutorily designated uses of the Area B special tax, excluding mall maintenance which is reserved to the City. Under the Agreement, the Mall Association was required to submit annual programs and budgets for approval, provide biannual activity reports, and operate on a reimbursement basis with a \$1,000 cash fund advanced by the City for operating expenses. Additionally, under the Agreement, the Mall Association was also authorized to engage in fundraising from time to time, provided that any profit realized from such fundraising was to be used for the same purposes as the BID special tax.
4. From 2007 to 2020, the City issued reimbursements and advance payments to the Mall Association for various expenses and events (Attachment “D”).
5. On November 7, 2025, the Mall Association submitted a reimbursement request of \$43,143.68 for website development with Sherpa Marketing, social media and special events support with Yeah, We Get It, and annual insurance with State Farm (Attachment “E”).
6. On November 10, 2025, staff notified the Mall Association that supporting documentation (invoices, contracts, receipts, etc.) was required to evaluate the reimbursement request (Attachment “F”). Staff also advised that the Mall Association had not submitted an Annual Program and Budget Request for City Council approval, as required under Contract No. 768 (Attachment “B”).
7. On November 12, 2025, the City, with City Council approval, issued notice to the Mall Association of the City’s intent to terminate the Agreement. Per Section 7 of the Agreement, the termination becomes effective 60 days from the date of the termination notice (i.e., January 12, 2026). Until then the Agreement remains operative.
8. On November 19, 2025, staff received an email from the President of the Mall Association indicating that an invoice in the amount of \$5,850.00 from a vendor known as Yeah, We Get (“YWGI”) was past due (Attachment “G”) for social media and special events support in furtherance of the Mall Associations obligations under the Agreement. Staff subsequently received a call from Natasha Sanchez, co-owner of YWGI, requesting payment for three (3) outstanding invoices. Staff informed Ms. Sanchez that only one invoice was received on November 19, 2025, and that this invoice was not included in the reimbursement request submitted on November 7, 2025. Ms. Sanchez advised staff that two additional invoices were outstanding and stated she would request that the Mall Association submit them.

Consideration to Approve a Reimbursement Request from the Mall Association of \$12,293.36 for Yeah, We Get It

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9. On November 24, 2025, the President of the Mall Association submitted three invoices totaling \$12,293.36 for YWGI (Attachment “A”). These three invoices were not included in the November 7, 2025 reimbursement request. That same day, staff obtained written confirmation from the Mall Association authorizing the city to process these three invoices separately from the larger reimbursement request submitted on November 7, 2025 (Attachment “G”).
10. On January 5, 2026, the City Council tabled this item to the next regular City Council meeting.

ANALYSIS:

In December 1984, the City entered into Contract No. 768 with the Mall Association to perform the activities under Ordinance No. 973, excluding mall maintenance, which remains the responsibility of the City. The agreement also authorizes the Mall Association to conduct fundraising activities, including the Outdoor Market. Proceeds from fundraising must be used to promote retail trade and public engagement within Area B.

Under the Agreement, the Mall Association is required to submit the following reports annually:

1. Annual Program and Budget Request (Due November 15).

This document identifies proposed programs and associated costs for the upcoming calendar year (January 1 through December 31). For example, a 2024 Program and Budget Request would cover the 2025 calendar year. The purpose is to outline planned activities, costs, and funding needs related to promoting retail trade and public engagement in Area B.

2. Semi-Annual Activity Report (Due January 1 and July 1)

These reports describe completed activities and associated costs for the prior six-month period (July to December and January to June, respectively).

To date, the Mall Association has not submitted either the Annual Program and Budget Request or the required Semi-Annual Activity Reports. As a result, all reimbursement requests require City Council approval.

Reimbursement Requests

Reimbursement Request No. 1 - \$43,143.68 received on November 7, 2025.

The Mall Association submitted a reimbursement request totaling \$43,143.68 for the following expenses (Attachment “E”):

- Website development by Sherpa Marketing: \$14,866.68
- Social media and special events support by YWGI (February 2025–August 2025): \$27,650.00
- Annual insurance premium with State Farm: \$627.00

Consideration to Approve a Reimbursement Request from the Mall Association of \$12,293.36 for Yeah, We Get It

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To date, the Mall Association has not provided supporting documentation required under Contract No. 768, such as invoices, contracts, proof of payment, and related records. As required by the contract, this documentation is necessary to verify that the requested reimbursement is eligible, accurately reflects expenditures incurred, and complies with the approved use of funds for activities benefiting businesses within Area B.

In particular, documentation is needed to clarify the total amount of funds available and expended by the Mall Association, including funds generated from the Outdoor Market and the manner in which certain expenses were paid. Based on information presented by the Mall Association to the Mall MOU Ad Hoc Committee on April 2, 2025, approximately \$93,000 in Outdoor Market funds was available at that time, and the Mall Association has also indicated that some expenses included in the reimbursement request were paid using personal funds from Board members. These circumstances further demonstrate the need for complete financial documentation to ensure transparency and compliance with Contract No. 768.

Reimbursement Request No. 2 - \$12,293.36 received on November 24, 2025.

The Mall Association submitted three unpaid invoices totaling \$12,293.36 from YWGI for services provided in August and September 2025 (Attachment "A"). These invoices were not included in the November 7, 2025 request and are being processed separately at the Mall Association's request. A summary of the request is illustrated in Table 1.

Table 1 - Reimbursement Request No. 2

Invoice Date	Invoice No.	Amount	Services
8/28/2025	1010	\$6,200.00	Marketing, Social Media, Micro-Event, and Temporary Administration
9/10/2025	1011	\$243.36	Supplies for August Sidewalk Sales Series
9/28/2025	1012	\$5,850.00	Marketing, Social Media, Mirco-Event
Total		\$12,293.36	

Supporting documentation from YWGI demonstrates that an agreement was executed with the Mall Association for services from July 1, 2025 through December 31, 2025, which included:

- Management of Mall Association social media with a focus on merchant engagement and community building
- Hiring, training, and management of a dedicated Executive Assistant
- Quarterly merchant meetings with technology support
- Website updates and light maintenance
- Organization of monthly micro-events and promotions

The agreement specifies a cost of \$7,200 per month, or \$6,200 per month in months without micro-events.

Consideration to Approve a Reimbursement Request from the Mall Association of \$12,293.36 for Yeah, We Get It

Page 5 of 5

Documentation further shows that invoices totaling \$28,950² for services provided between February 2025 and July 2025 have already been paid via QuickBooks or Zelle (Attachment “H”). The three invoices included in Reimbursement Request No. 2 remain unpaid. YWGI has stopped providing services due to nonpayment.

Staff recommends approval of Reimbursement Request No. 2 in the amount of \$12,293.36, with payment issued directly to YWGI for services provided.

BUDGET IMPACT:

The city collects approximately \$40,000 per year from businesses in Area B. The current balance in Account No. 001-2260 is \$32,804.94, which includes current encumbrances for holiday decorations. Approval of Reimbursement Request No. 2 in the amount of \$12,293.36 would result in a remaining balance \$20,511.58.

CONCLUSION:

Staff recommends that the City Council approve Reimbursement Request No. 2 in the amount of \$12,293.36 for marketing and event services provided to the Mall Association and authorize the City Manager to issue payment directly to Yeah, We Get It.

ATTACHMENTS:

- A. Reimbursement Request No. 2 - \$12,293.36
- B. City Contract No. 768
- C. Ordinance No. 973
- D. List of Payments to the Mall Association
- E. Reimbursement Request No. 1 - \$43,143.68
- F. Request for Documentation for Reimbursement Request No. 1
- G. Correspondences regarding Reimbursement Request No. 2
- H. Supporting Documentation for Reimbursement Request No. 2

² Documents from YWGI show that the Mall Association paid YWGI \$28,950, but Reimbursement Request No. 1 indicates a payment of \$27,650.

ATTACHMENT "A"

Invoice Date	Invoice No.	Amount	Services
8/28/2025	1010	\$6,200.00	Marketing, Social Media, Micro-Event, and Temporary Administration
9/10/2025	1011	\$243.36	Supplies for August Sidewalk Sales Series
9/28/2025	1012	\$5,850.00	Marketing, Social Media, Mirco-Event
Total		\$12,293.36	

INVOICE

Yeah We Get It
724 Harps St
San Fernando, CA 91340-2035

yeahwegetit1320@gmail.com
+1 (646) 256-0404



Bill to
San Fernando Mall Association

Ship to
San Fernando Mall Association

Invoice details

Invoice no.: 1010
Terms: Due on receipt
Invoice date: 08/28/2025
Due date: 08/28/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Services	Marketing Social Media Micro Event Temp Admin	1	\$6,200.00	\$6,200.00

Ways to pay



Please send payment via Zelle if possible.

Note to customer

For the month of August 2025
Thank you!

Total \$6,200.00

Overdue 08/28/2025

View and pay

INVOICE**Yeah We Get It**

724 Harps St

San Fernando, CA 91340-2035

yeahwegetit1320@gmail.com

+1 (646) 256-0404

**Bill to**

San Fernando Mall Association

Ship to

San Fernando Mall Association

Invoice details

Invoice no.: 1011

Terms: Due on receipt

Invoice date: 09/10/2025

Due date: 09/10/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Amazon Purchase	Decor and merchcant needs for Aug Sidewalk Series	1	\$173.92	\$173.92
2.	Dollar Tree	Decor for Aug. Sidewalk Series	1	\$34.08	\$34.08
3.	Dino's Party Supply	Balloons for Aug. Sidewalk Series	1	\$35.36	\$35.36

Total **\$243.36****Ways to pay****Overdue**

09/10/2025

Note to customer

This invoice reflects reimbursement for décor and event items purchased for the recent Sidewalk Series. These materials were used to enhance the event experience and will also support future activations.

[View and pay](#)

INVOICE**Yeah We Get It**

724 Harps St

San Fernando, CA 91340-2035

yeahwegetit1320@gmail.com

+1 (646) 256-0404

**Bill to**

San Fernando Mall Association

Ship to

San Fernando Mall Association

Invoice details

Invoice no.: 1012

Terms: Net 30

Invoice date: 09/28/2025

Due date: 11/03/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Services	Marketing Social Media Micro Event	1	\$5,850.00	\$5,850.00

Total **\$5,850.00****Ways to pay**

Please Zelle payment directly to 646.256.0404

Overdue 11/03/2025**Note to customer**

For the month of September

Thank you!

[View and pay](#)

AGREEMENT

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

R E C I T A L S:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF SAN FERNANDO

By *David W. Waples*
Mayor Pro Tem

ATTEST:

By *Donald E. Penman*
City Clerk

MALL ASSESSMENT DISTRICT, INC.

By *Michael J. P.*
President

ORDINANCE NO. 973

AN ORDINANCE OF THE CITY OF SAN FERNANDO ESTABLISHING A PARKING AND BUSINESS IMPROVEMENT AREA, FIXING THE BOUNDARIES THEREOF, ESTABLISHING BENEFIT ZONES, CLASSIFYING BUSINESSES THEREIN, AND FIXING THE INITIAL RATE OF INCREASE OR ADDITIONAL LEVY OF LICENSE TAX TO BE IMPOSED ON THE BUSINESSES IN SUCH AREA AND ZONES.

The Council of the City of San Fernando does ordain as follows:

SECTION 1: Authority. The proceedings taken herein are taken pursuant to the authority of the "Parking and Business Improvement Area Law of 1965" as added to the Streets and Highways Code by Statutes 1965, Chapter 241, being Sections 36,000 et seq. of the Streets and Highways Code.

SECTION 2: Resolution of Intention. This ordinance is adopted pursuant to that certain Resolution of Intention adopted by this City Council, being Resolution No. 4298, adopted October 7, 1968, and entitled "A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN FERNANDO DECLARING ITS INTENTION TO FORM A PARKING AND BUSINESS IMPROVEMENT AREA TO BE KNOWN AS 'PARKING AND BUSINESS IMPROVEMENT AREA B OF THE CITY OF SAN FERNANDO', FIXING THE TIME AND PLACE FOR HEARING, AND ORDERING THE GIVING OF NOTICE THEREOF", which Resolution of Intention was adopted by the City Council and proceedings thereunder taken pursuant to the authority of said "Parking and Business Improvement Area Law of 1965".

SECTION 3: Notice and Hearing. Said Resolution No. 4298 was published and mailed as provided by law, and a hearing thereon was held by

the City Council on October 29, 1968, at the hour of 7:30 o'clock p.m. in the Council Chambers of the City Council of said City of San Fernando in the City Hall, 117 Macneil Street, San Fernando, California.

SECTION 4: Protests and Action Thereon. At the hearing provided for by said Resolution No. 4298 and as set forth above, all persons desiring to be heard were heard and all protests and objections made or filed were fully heard and the same have been overruled and denied by order of the City Council entered on its minutes, and said hearing has been duly concluded.

SECTION 5: Protests Less Than Majority. The City Council has determined, by order entered on its minutes, that objections or protests objecting to and protesting the formation of said "Area" have not been made by businesses in the proposed "Area" which pay a majority of the taxes within the "Area" under the general business license tax of the City.

SECTION 6: Name. The name of the parking and business improvement area hereby created and established is "PARKING AND BUSINESS IMPROVEMENT AREA B OF THE CITY OF SAN FERNANDO", hereinafter for brevity and convenience sometimes referred to as "Area".

SECTION 7: Area Description. A description of the exterior boundaries of said "Parking and Business Improvement Area B of the City of San Fernando" hereby created and established is:

That portion of the City of San Fernando, County of Los Angeles, State of California, bounded as follows:

Beginning at the intersection of the Northeasterly prolongation of the centerline of Mission Boulevard, 80 feet wide, with the Southwesterly line of the 100-foot wide right-of-way of Southern Pacific Company; thence Southwesterly along said Northeasterly prolongation and along the said centerline of Mission Boulevard to the centerline of Pico Street, 60 feet wide; thence Southeasterly along the centerline of Pico Street to the centerline of Brand Boulevard, 130 feet wide; thence Northeasterly along the centerline of Brand Boulevard to the centerline of Celis Street, 60 feet wide; thence Southeasterly along the centerline of Celis Street to the centerline of Chatsworth Drive, 60 feet wide; thence Northeasterly along

the centerline of Chatsworth Drive to the centerline of San Fernando Road, 80 feet wide; thence Northwesterly along the centerline of San Fernando Road to the centerline of Kittridge Street, 60 feet wide; thence Northeasterly along the centerline of Kittridge Street to the Southeasterly prolongation of the Northeasterly line of Lots 1 to 6 inclusive of Tract No. 4687 as per map recorded in Book 62, page 37 of Maps, in the office of the County Recorder of said County; thence Northwesterly along said Southeasterly prolongation, said Northeasterly line, and the Northwesterly prolongation thereof, to the centerline of Brand Boulevard; thence Northeasterly along the centerline of Brand Boulevard to said Southwesterly line of 100-foot wide right-of-way of Southern Pacific Company; thence Northwesterly along said Southwesterly line to the point of beginning.

SECTION 8: Benefit Zones. For the hereinafter set forth purposes separate benefit zones, based upon the degree of benefit derived from the purpose, are hereby created and established, which benefit zones shall be known respectively as "Zone 1" and "Zone 2", and which zones are respectively described as follows:

A. ZONE 1:

That portion of the City of San Fernando, County of Los Angeles, State of California, bounded as follows:

Beginning at the intersection of the centerline of Mission Boulevard with the Northwesterly prolongation of the Southwest line of Northeast 24 feet of the Northwest 8 feet of Lot 13 in Tract No. 9589, as per map recorded in Book 160, page 48 of Maps; thence Southeast along said prolongation and said Southwest line to the Southeast line of the Northwest 8 feet of said Lot 13, Tract No. 9589; thence Northeast along said Southeast line 24 feet to the Northeast line of said Lot 13; thence Southeasterly along the Northeast line of Lots 1 to 13 in said Tract 9589, and along the Northeast line of Lots 28 to 32 in Tract No. 3674 as per map recorded in Book 47, page 42 of Maps, to the most Easterly corner of said Lot 28; thence Southwesterly along the Southeasterly line of said Lot 28, 6 feet; thence Southeasterly parallel with said Northeast line of Lots 28 to 32, Tract 3674, and its Southeasterly prolongation, to the centerline of Maclay Avenue, 80 feet wide; thence Northeasterly along said centerline of Maclay Avenue, 6 feet to said Southeasterly prolongation; thence Southeasterly along said prolongation and along the Northeast line of Lots 3 to 26 inclusive of said Tract 3674, to the most Easterly corner of said Lot 3; thence Southwesterly along the Southeasterly line of said Lot 3, 58 feet; thence Southeasterly parallel with the Northeast line of Lots 1 and 2 in said Tract No. 3674 and its Southeasterly prolongation, to the centerline of Brand Boulevard; thence

Northeasterly along the centerline of Brand Boulevard to the Northwesterly prolongation of the Northeast line of Lots 1 to 6 of Tract No. 4687, as per map recorded in Book 62, page 37 of Maps; thence along said Northwesterly prolongation, said Northeast line and its Southeasterly prolongation to the centerline of Kittridge Street; thence Southwesterly along the centerline of Kittridge Street to the centerline of San Fernando Road; thence Southeasterly along the centerline of San Fernando Road to the centerline of Chatsworth Drive; thence Southwesterly along the centerline of Chatsworth Drive to the Southeasterly prolongation of the Northeast line of the Southwest 40 feet of Lot 130 of Tract No. 2824, as per map recorded in Book 28, pages 36 and 37 of Maps; thence Northwesterly along said prolongation and said Northeast line to the Northwest line of the Southeast 33.33 feet of said Lot 130; thence Southwesterly along said Northwest line 40 feet to the Southwest line of said Lot 130; thence Northwesterly along said Southwest line and the Southwest line of Lot 126 in said Tract 2824, 134 feet to the Southeast line of the Northwest 99.17 feet of said Lot 126; thence Northeasterly along said last mentioned Southeast line 45 feet; thence Northwesterly parallel with the Southwest line of said Lot 126 and its Northwesterly prolongation, to the centerline of Brand Boulevard; thence Southwesterly along the centerline of Brand Boulevard to the Southeasterly prolongation of the Southwest line of Lot 2 of said Tract No. 2824; thence Northwesterly along said last mentioned Southeasterly prolongation, along the Southwest line of said Lot 2, Tract No. 2824, and the Northwesterly prolongation thereof to the Southwesterly prolongation of the Southeast line of Lot 17 in Block 4 of Porter Land and Water Co.'s Resurvey of the Town of San Fernando as per map recorded in Book 34, pages 65 and 66 of Miscellaneous Records; thence Northeast along said Southwesterly prolongation and said Southeast line 39.5 feet; thence Northwesterly parallel with the Southwest line of said Lot 17 and the Northwesterly prolongation thereof to the centerline of Maclay Avenue; thence Southwesterly along said centerline 39.5 feet to the Southeast prolongation of the Southwest line of Lots 1 to 20 inclusive in Block 5 of said Porter Land and Water Co.'s Resurvey; thence Northwesterly along said prolongation, said Southwest line and its Northwesterly prolongation, to the centerline of Mission Boulevard; thence Northeasterly along said centerline of Mission Boulevard to the point of beginning.

B. ZONE 2:

That portion of the City of San Fernando, County of Los Angeles, State of California, bounded as follows:

Beginning at the intersection of the Northeasterly prolongation of the centerline of Mission Boulevard, 80 feet wide, with the Southwesterly line of the 100-foot wide right-of-way of Southern Pacific Company; thence Southwesterly along said Northeasterly prolongation and along

the said centerline of Mission Boulevard to the centerline of Pico Street, 60 feet wide; thence Southeasterly along the centerline of Pico Street to the centerline of Brand Boulevard, 130 feet wide; thence Northeasterly along the centerline of Brand Boulevard to the centerline of Celis Street, 60 feet wide; thence Southeasterly along the centerline of Celis Street to the centerline of Chatsworth Drive, 60 feet wide; thence Northeasterly along the centerline of Chatsworth Drive to the centerline of San Fernando Road, 80 feet wide; thence Northwesterly along the centerline of San Fernando Road to the centerline of Kittridge Street, 60 feet wide; thence Northeasterly along the centerline of Kittridge Street to the Southeasterly prolongation of the Northeasterly line of Lots 1 to 6 inclusive of Tract No. 4687, as per map recorded in Book 62, page 37 of Maps in the office of the County Recorder of said County; thence Northwesterly along said Southeasterly prolongation, said Northeasterly line, and the Northwesterly prolongation thereof, to the centerline of Brand Boulevard; thence Northeasterly along the centerline of Brand Boulevard to said Southwesterly line of 100-foot wide right-of-way of Southern Pacific Company; thence Northwesterly along said Southwesterly line to the point of beginning.

EXCEPT that portion thereof within the following described boundaries:

Beginning at the intersection of the centerline of Mission Boulevard with the Northwesterly prolongation of the Southwest line of Northeast 24 feet of the Northwest 8 feet of Lot 13 in Tract No. 9589, as per map recorded in Book 160, page 48 of Maps; thence Southeast along said prolongation and said Southwest line to the Southeast line of the Northwest 8 feet of said Lot 13, Tract 9589; thence Northeast along said Southeast line 24 feet to the Northeast line of said Lot 13; thence Southeasterly along the Northeast line of Lots 1 to 13 in said Tract 9589, and along the Northeast line of Lots 28 to 32 in Tract No. 3674, as per map recorded in Book 47, page 42 of Maps, to the most Easterly corner of said Lot 28; thence Southwesterly along the Southeasterly line of said Lot 28, 6 feet; thence Southeasterly parallel with said Northeast line of Lots 28 to 32, Tract 3674, and its Southeasterly prolongation, to the centerline of Maclay Avenue 80 feet wide; thence Northeasterly along said centerline of Maclay Avenue, 6 feet to said Southeasterly prolongation; thence Southeasterly along said prolongation and along the Northeast line of Lots 3 to 26 inclusive of said Tract 3674 to the most Easterly corner of said Lot 3; thence Southwesterly along the Southeasterly line of said Lot 3, 58 feet; thence Southeasterly parallel with the Northeast line of Lots 1 and 2 in said Tract No. 3674 and its Southeasterly prolongation, to the centerline of Brand Boulevard; thence Northeasterly along the centerline of Brand Boulevard to the Northwesterly prolongation of the Northeast line of Lots 1 to 6 of Tract No. 4687, as per map recorded in Book 62, page 37 of Maps; thence along said Northwesterly prolongation, said Northeast line and its

Southeasterly prolongation to the centerline of Kittridge Street; thence Southwesterly along the centerline of Kittridge Street to the centerline of San Fernando Road; thence Southeasterly along the centerline of San Fernando Road to the centerline of Chatsworth Drive; thence Southwesterly along the centerline of Chatsworth Drive to the Southeasterly prolongation of the Northeast line of the Southwest 40 feet of Lot 130 of Tract No. 2824, as per map recorded in Book 28, pages 36 and 37 of Maps; thence Northwesterly along said prolongation and said Northeast line to the Northwest line of the Southeast 33.33 feet of said Lot 130; thence Southwesterly along said Northwest line 40 feet to the Southwest line of said Lot 130; thence Northwesterly along said Southwest line and the Southwest line of Lot 126 in said Tract 2824, 134 feet to the Southeast line of the Northwest 99.17 feet of said Lot 126; thence Northeasterly along said last mentioned Southeast line 45 feet; thence Northwesterly parallel with the Southwest line of said Lot 126 and its Northwesterly prolongation, to the centerline of Brand Boulevard; thence Southwesterly along the centerline of Brand Boulevard to the Southeasterly prolongation of the Southwest line of Lot 2 of said Tract No. 2824; thence Northwesterly along said last mentioned Southeasterly prolongation, along the Southwest line of said Lot 2, Tract No. 2824, and the Northwesterly prolongation thereof to the Southwesterly prolongation of the Southeast line of Lot 17 in Block 4 of Porter Land and Water Co.'s Resurvey of the Town of San Fernando, as per map recorded in Book 34, pages 65 and 66 of Miscellaneous Records; thence Northeast along said Southwesterly prolongation and said Southeast line 39.5 feet; thence Northwesterly parallel with the Southwest line of said Lot 17 and the Northwesterly prolongation thereof to the centerline of Maclay Avenue; thence Southwesterly along said centerline 39.5 feet to the Southeast prolongation of the Southwest line of Lots 1 to 20 inclusive in Block 5 of said Porter Land and Water Co.'s Resurvey; thence Northwesterly along said prolongation, said Southwest line and its Northwesterly prolongation, to the centerline of Mission Boulevard; thence Northeasterly along said centerline of Mission Boulevard to the point of beginning.

SECTION 9: Uses of Proceeds in Respective Zones - Purposes.

The uses to which the proceeds from the additional tax revenue realized from the rate of increase or additional levy of or to the license tax, as herein provided, will be put, and in which zone or zones of said "Area" are as follows:

A. Purpose A. The general promotion of retail trade activity including but not limited to the cleaning and maintenance of the San Fernando Road Pedestrian Mall and the San Fernando Road Pedestrian Mall Addition No. 1 (hereinafter collectively sometimes referred to as Pedestrian

Mall), general advertising and promotion, sales promotion activity, and special promotional literature in the following enumerated zones of said "Area" (sometimes hereinafter referred to as Purpose A): Zone 1 and Zone 2.

B. Purpose B. The furnishing of music in public places in the following enumerated zone or zones in said "Area" (sometimes hereinafter referred to as Purpose B): Zone 1.

C. Purpose C. The promotion of public events including but not limited to such activities as art shows, festivals, and public ceremonies, which are to take place on or in public places in the following enumerated zones in said "Area" (sometimes hereinafter referred to as Purpose C): Zone 1 and Zone 2.

D. Purpose D. The decoration of any public place including but not limited to Christmas decorations and other decorations in the following enumerated zones in said "Area" (sometimes hereinafter referred to as Purpose D): Zone 1 and Zone 2.

E. Other Purposes. After first deducting two per cent (2%) from all proceeds of the additional tax revenue realized from the rate of increase or additional levy of or to the license tax, except for the proceeds realized from additional levy to the business license tax under paragraph (e) of subdivision 1 of subsection A of Section 12 of this ordinance, as the cost of collection, and the proceeds of the additional levy of tax derived under paragraph (e) of subdivision 1 of subsection A of Section 12 hereof, for maintenance of the Pedestrian Mall, the balance of all proceeds of the additional tax revenue realized from the rate of increase or additional levy of or to the license tax shall be used by the City to pay contract fees to the San Fernando Chamber of Commerce to carry out and perform all other purposes enumerated in subsections A through D inclusive of this section.

The two per cent (2%) of the proceeds retained by the City

shall be used for the purpose of defraying the cost of collection of the rate of increase or additional levy of or to the license tax and the proceeds derived under paragraph (e) of subdivision 1 of subsection A of Section 12 of this ordinance shall be used by the City to defray the cost of cleaning and maintenance of the Pedestrian Mall.

SECTION 10: Classification of Businesses and Appeals.

A. Classification of Businesses Generally. For the purpose of the rate of increase or additional levy of or to the license tax, the various businesses located in the "Area" are classified in accordance with the following schedule:

CLASS I - RETAIL BUSINESSES, includes all businesses licensed under Chapter 12 of "The Code of the City of San Fernando, California 1957" as retail establishments, except in those instances where they are otherwise classified in this section.

CLASS II - PROFESSIONAL BUSINESSES, includes all those businesses generally recognized and considered as professional, including but not limited to attorneys at law, doctors, dentists, optometrists, and accountants, except in those instances where such businesses are otherwise classified in this section.

CLASS III - SERVICE BUSINESSES, includes barbers, beauticians, beauty parlors, utilities, real estate brokers, service stations, photographers, contractors, cleaners, laundries, garages and auto repairs, and other such similar service businesses, unless otherwise specifically set forth and classified in this section.

CLASS IV - MISCELLANEOUS BUSINESSES, includes financial institutions, recreation activities, hotels and motels, apartments, insurance agents, bars, manufacturers and wholesalers, and all other businesses which do not fall into Classes I through III inclusive, or which do not have business licenses under Chapter 12 of "The Code of the City of San Fernando, California 1957".

B. Classification in Case of Dispute. Any questions arising as to the classification of any business shall be determined by the City Clerk.

C. Appeals. Any person aggrieved by any decision of the City Clerk with respect to such classification may appeal to the Council by filing a notice of appeal with the Clerk of the Council within five (5) days from the date of the decision by the City Clerk. The Council shall thereupon fix a time and place for hearing such appeal. The Clerk of the Council shall give notice to such person of the time and place of hearing by serving said notice personally or by depositing it in the United States Post Office in San Fernando, postage prepaid, addressed to such person at his last known address. At the time of the hearing the Council shall determine and rule upon the appeal and its decision shall be final.

SECTION 11: Businesses Subject to Additional Tax. All businesses within the boundaries of said "Area" described herein, not exempt by law, shall be subject to the provisions of the tax or additional tax imposed by this ordinance.

SECTION 12: Rate of Increase or Additional Levy of License Tax. The initial rate of increase or additional levy of or to the business license tax for each of the purposes set forth in subsections A through D inclusive of Section 9 hereof, on all businesses conducting their activities and on all persons, firms, corporations, organizations, lodges, and institutions maintaining offices, quarters, or meeting places in each of said zones in the "Area", which is in addition to the ordinary business license tax imposed upon such businesses by Chapter 12 of "The Code of the City of San Fernando, California 1957" and in addition to the increase or additional levy of license tax imposed by Ordinance No. 912, adopted November 22, 1965, for the purpose of "Parking and Business Improvement Area A of the City of San Fernando", is hereby fixed and established at the rates as set

forth in the following schedule:

A. For Purpose A of Section 9:

1. ZONE 1:

(a) Class I Businesses: 1.25 times their ordinary business license tax.

(b) Class II Businesses: 0.30 times their ordinary business license tax.

(c) Class III Businesses: 0.55 times their ordinary business license tax.

(d) Class IV Businesses: 0.25 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on the Pedestrian Mall, multiplied by \$1.50, whichever is the greater.

(e) In addition to the rate of increase or additional levy of or to the business license tax set forth above, all businesses and all persons, firms, corporations, organizations, lodges, and institutions maintaining offices, quarters, or meeting places having frontage and/or abutting on the Pedestrian Mall shall be taxed and shall pay an additional sum determined by and equal to the number of feet said business, office, quarters, or meeting place fronts and/or abuts on said Pedestrian Mall, multiplied by \$2.50, which additional levy shall be applicable to all classes of business set forth above; provided, however, that as to any business or person, firm, corporation, organization, lodge, or institution maintaining offices, quarters, or meeting places on any floor other than the ground floor in any building fronting or abutting on the

Pedestrian Mall the tax shall be \$5.00 per year.

2. ZONE 2:

(a) Class I Businesses: 1.0 times their ordinary business license tax.

(b) Class II Businesses: 0.133 times their ordinary business license tax.

(c) Class III Businesses: 0.30 times their ordinary business license tax.

(d) Class IV Businesses: 0.125 times their ordinary business license tax or a sum determined by and equal to the number of feet such business fronts on a public street, multiplied by \$0.75, whichever is the greater.

B. For Purpose B of Section 9:

1. ZONE 1:

(a) Class I Businesses: 0.1 times their ordinary business license tax.

(b) Class II Businesses: 0.1 times their ordinary business license tax.

(c) Class III Businesses: 0.1 times their ordinary business license tax.

(d) Class IV Businesses: 0.084 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on said Pedestrian Mall, multiplied by \$0.50, whichever is the greater.

2. ZONE 2:

Increase or additional levy of or to business license tax on businesses in this zone: None.

C. For Purpose C of Section 9:

1. ZONE 1:

(a) Class I Businesses: 0.25 times their ordinary business license tax.

(b) Class II Businesses: 0.15 times their ordinary business license tax.

(c) Class III Businesses: 0.15 times their ordinary business license tax.

(d) Class IV Businesses: 0.083 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on the Pedestrian Mall, multiplied by \$0.50, whichever is the greater.

2. ZONE 2:

(a) Class I Businesses: 0.15 times their ordinary business license tax.

(b) Class II Businesses: 0.1 times their ordinary business license tax.

(c) Class III Businesses: 0.1 times their ordinary business license tax.

(d) Class IV Businesses: 0.0625 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on a public street, multiplied by \$0.375, whichever is the greater.

D. For Purpose D of Section 9:

1. ZONE 1:

(a) Class I Businesses: 0.4 times their ordinary business license tax.

(b) Class II Businesses: 0.2 times their ordinary business license tax.

(c) Class III Businesses: 0.2 times their ordinary business license tax.

(d) Class IV Businesses: 0.083 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on the Pedestrian Mall, multiplied by \$0.50, whichever is the greater.

2. ZONE 2:

(a) Class I Businesses: 0.183 times their ordinary business license tax.

(b) Class II Businesses: 0.1 times their ordinary business license tax.

(c) Class III Businesses: 0.1 times their ordinary business license tax.

(d) Class IV Businesses: 0.0625 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on a public street, multiplied by \$0.375, whichever is the greater.

E. Upstairs Businesses. Any business conducting its activities or any person, firm, corporation, organization, lodge, or institution maintaining offices, quarters, or meeting places on a floor other than the ground floor of any building fronting or abutting on the Pedestrian Mall or fronting on any public street shall be liable for the increase or additional levy of or to the business license tax imposed by this ordinance to the same extent as though located on the ground floor; provided, however, that as to the additional levy of or to the business license tax under paragraph (e) of

subdivision 1 of subsection A of this section the amount of tax shall be \$5.00 per year.

F. Maximum:

1. One or First Place of Business. In the event the total rate of increase or additional levy of or to the business license tax imposed by this ordinance, under any one subsection or any combination of subsections of this Section 12, excluding however the additional levy of or to the business license tax under paragraph (e) of subdivision 1 of subsection A of this section, for any one place of business, shall equal or exceed the maximum for any one place of business hereinafter specified, then such business shall be only liable for and pay the said maximum:

Located in Zone 1	Maximum \$500.00 per year
Located in Zone 2	Maximum \$300.00 per year

2. Additional Places of Business in "Area". In the event any person, firm, or corporation operates more than one place of business in the "Area", then the place of business with the greatest gross receipts shall be considered for the purpose of this subsection F as the first place of business and shall be liable for the maximum prescribed in subdivision 1 above, but as to each additional place of business in the "Area" the same will be governed by subdivision 1 hereof provided, however, for each such additional place of business the maximum shall be:

Located in Zone 1	Maximum \$150.00 per year
Located in Zone 2	Maximum \$ 90.00 per year

SECTION 13: Area Constituted and Established. Said "Parking and Business Improvement Area B of the City of San Fernando" is hereby fully constituted and established.

SECTION 14: Definitions and Classifications. The definitions and classifications of businesses, as hereinabove set forth, except as herein otherwise provided, shall be determined by the definitions and classifications

as set forth in Chapter 12 of "The Code of the City of San Fernando, California 1957".

SECTION 15: Due Date and Penalty for Nonpayment of Additional Tax When Due. The increase or additional levy of or to the business license tax as herein provided for shall be due and payable at the same time and in the same manner as the ordinary business license tax, all as provided in Chapter 12 of "The Code of the City of San Fernando, California 1957", and upon failure to pay the same when due, the same shall bear the same type of penalties as prescribed by said Chapter 12 for the nonpayment of the ordinary business license tax.

SECTION 16: Collection of Additional Tax. The collection of the increase or additional levy of or to the business license tax levied and imposed by this ordinance shall be made at the same time and in the same manner as the ordinary business license tax of the City under the provisions of Chapter 12 of "The Code of the City of San Fernando, California 1957"; and such increase or additional levy of or to the business license tax shall be computed in the manner provided in said Chapter 12 for each business but according to the schedule set forth herein.

SECTION 17: New Business in "Area". Any new business in the "Area" shall be assessed in accordance with its classification, provided that in the event only a portion of the calendar year remains, the increase or additional levy of or to the business license tax levied hereunder shall be prorated in accordance with the proportion that the number of months (or major portion of any month) remaining in the calendar year bears to the 12 months of the calendar year.

SECTION 18: Refund of Additional Tax. In the event a business in the "Area" is discontinued during any calendar year for which the increase or additional levy of or to the business license tax imposed hereunder has been paid, the Council, upon written application therefor, may

refund to the person who paid the same that proportion of such increase or additional license tax that the number of months (including major portion of any month) remaining in the year, from the date of discontinuance of such business, bears to the 12 months of the calendar year.

SECTION 19: Exemption - Voluntary Contribution. Except as herein otherwise provided, any business, person, or institution located within the said "Area" which is exempt from the payment of the ordinary business license tax of the City by reason of the provisions of the United States or State Constitutions, is not to be taxed under this ordinance but may make a voluntary contribution to the City. There is specifically excepted from the exemption contained in this section and nothing contained herein shall be construed to exempt any business from the increase or additional levy of or to the license tax levied and assessed under paragraph (e) of subdivision 1 of subsection A of Section 12 of this ordinance (cleaning and maintenance of Pedestrian Mall). Any voluntary contribution made pursuant to this section shall be used for the purposes provided in this ordinance.

SECTION 20: Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of San Fernando hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 21: Effective Date. This ordinance shall be in full force and effect on and after January 1, 1969.

SECTION 22: Publication. The City Clerk shall certify to the passage of this ordinance and prior to the expiration of fifteen (15) days

from the date of the adoption hereof the same shall be published at least once in The San Fernando Valley Sun, a newspaper published and circulated in the City of San Fernando.

ADOPTED AND APPROVED this 4th day of November, 1968.

Manuel S. Flores
MAYOR

ATTEST:

Leila Edwards
CITY CLERK OF THE CITY
OF SAN FERNANDO.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF SAN FERNANDO)

I, LEILA EDWARDS, City Clerk of the City of San Fernando, do hereby certify that the foregoing ordinance was duly adopted by the Council of the City of San Fernando, California, and was signed by the Mayor of said City at a regular meeting of the City Council held on the 4th day of November, 1968, and that the same was passed by the following vote, to wit:

AYES: Allenbaugh, Arps, Flores, Jones and Macey-5

NOES: None-0

ABSENT: None-0

Leila Edwards
LEILA EDWARDS, CITY CLERK
OF THE CITY OF SAN FERNANDO

Vendor #	103045	Customer #	191652	First active		Status	Type R		
Last name	SAN FER. MALL DOWNTOWN ASSOC.	Last active	12/02/2020	Release		<input checked="" type="radio"/> Active	<input type="checkbox"/> Preferred vendor		
First name						<input type="radio"/> Inactive	<input type="checkbox"/> Filter		
						<input type="radio"/> Hold payments			
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in	SEPT 2020	11/25/2020	REIMB TO DOWNTOWN ASSOC-HOLIDAY				12/07/2020	25,223.73	
in	JULY-SEPT 2020	09/29/2020	REIMB TO DOWNTOWN ASSOC-JULY-SEP				10/05/2020	15,642.05	
in	OCT' 2019-MAR 2020	06/26/2020	REIMB TO DOWNTOWN ASSOC- OCT'19-M				07/06/2020	13,295.71	
in	ADV PYMNT	10/18/2019	ADV PYMNT FOR VARIOUS EVENTS				10/21/2019	21,500.00	
in	MAY & JUNE 2019	06/17/2019	REIMB TO DOWNTOWN ASSOC-MAY & JU				07/01/2019	2,670.00	
in	MAY 2019	06/05/2019	ADV PYMNT FOR WINE TASTING				06/17/2019	5,500.00	
in	APRIL 2019	05/09/2019	REIMB TO DOWNTOWN ASSOC-APR. 201				05/20/2019	1,500.00	
in	ADVANCE PYMNT	04/17/2019	ADV PYMNT FOR EASTER PROMOTIONAL				04/17/2019	5,000.00	
in	JAN & MAR	04/08/2019	REIMB TO DOWNTOWN ASSOC-JAN & MA				04/15/2019	3,416.50	
in	JAN & FEB	03/11/2019	REIMB TO DOWNTOWN ASSOC-JAN & FEB				03/18/2019	2,060.00	
in	NONPO	02/26/2019	PBID CONSULTING SERVICES				03/04/2019	5,000.00	
in	NOV & DEC 2018	02/11/2019	REIMB TO DOWNTOWN ASSOC-NOV & DE				02/19/2019	2,095.75	
in	OCT & NOV 2018	12/07/2018	REIMB TO DOWNTOWN ASSOC-OCT&NOV				12/17/2018	2,452.50	
in	SEPT 2018	10/26/2018	REIMB TO DOWNTOWN ASSOC-SEPT 201				11/05/2018	4,000.00	
in	JULY & AUG 2018	09/08/2018	REIMB TO DOWNTOWN ASSOC-JULY & AI				09/17/2018	4,500.00	
in	APRIL 2018	06/05/2018	REIMB TO DOWNTOWN ASSOC-ARPL 20				06/18/2018	1,000.00	
in	DEC 2017	04/09/2018	REIMB TO DOWNTOWN ASSOC-DEC 2017				04/16/2018	1,000.00	
in	ADVANCE	11/22/2017	ADVANCE PAYMENT FOR HOLIDAY PROM				12/04/2017	1,000.00	
in	APRIL-MAY&AUG	11/22/2017	REIMB TO DOWNTOWN ASSOC-APRIL-MA				12/04/2017	1,516.17	
in	JUNE 2016	07/20/2016	REIMB TO DOWNTOWN ASSOC-JUNE'16~				08/01/2016	8,681.59	
in	OCT 2015-2	04/05/2016	REIMB TO DOWNTOWN ASSOC-BUS. IMP				04/28/2016	10,234.95	
in	070-2864	10/23/2015	EDDY VALVE DEP REFUND				11/02/2015	1,985.00	
in	OCT 2015	10/23/2015	REIMB TO DOWNTOWN ASSOC FOR PAR				11/02/2015	53.00	
in	NONPO	09/29/2015	ADVANCEMENT-CHILE FESTIVAL EXPENS				09/29/2015	15,000.00	
in	APRIL-JULY 2015	08/13/2015	REIMB. FOR PARKING & BUSINESS				08/17/2015	7,463.38	
in	FEB 2015 - APR 2015	04/14/2015	REIMB. FOR PARKING & BUSINESS				04/20/2015	6,702.34	
in	NOV 2014 - JAN 2015	03/09/2015	REIMB TO DOWNTOWN ASSOC FOR PAR				03/16/2015	7,128.55	
in	OCT 2014 - 2	11/19/2014	REIMB TO DOWNTOWN ASSOC FOR PAR				12/15/2014	1,890.62	
in	OCT 2014	10/24/2014	REIMB TO DOWNTOWN ASSOC FOR PAR				11/03/2014	2,557.13	
in	NONPO	09/30/2014	REIMB. FOR PARKING & BUSINESS				10/06/2014	3,120.01	

Vendor #	103045	Customer #	191652	First active		Status			
Last name	SAN FER. MALL DOWNTOWN ASSOC.			Last active	12/02/2020	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Hold payments	Type	R	<input type="checkbox"/> Preferred vendor <input type="button" value="Filter"/>
First name				Release					

Type	Invoice #	Invoice Date	Description	Bank	Check #	Status	Check Date	Invoice Amount
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in	DEC THRU MARCH	03/24/2014	REIMB. FOR PARKING & BUSINESS				04/07/2014	16,335.54
in	OCT-NOV 2013	11/19/2013	REIMB. TO DOWNTOWN ASSOC FOR PAF				12/02/2013	2,514.00
in	OCT 2013	11/06/2013	REIMB. TO THE DOWNTOWN ASSOC FOR				11/18/2013	3,856.77
in	SEPT 2013	09/19/2013	REIMB. TO DOWNTOWN ASSOC FOR PAF				10/07/2013	1,821.34
in	NONPO	07/31/2013	REIMB. TO DOWNTOWN ASSOC FOR PAF				09/03/2013	2,787.62
in	NONPO	06/02/2013	REIMB. TO DOWNTOWN ASSOC FOR PAF				07/01/2013	4,882.58
in	2013 - 2	05/07/2013	REIMB. FOR PARKING & BUSINESS IMPRO				05/20/2013	8,700.00
in	2013-1	04/03/2013	REIMB - MISC EXPENSES - ACCT/TAXES,				04/25/2013	3,293.98
in	111612	11/16/2012	REIMB. FOR MISC EXPENSES ASSOC W/F				11/16/2012	1,000.00
in	FEBRUARY 2009	06/30/2010	REIMBURSEMENT FOR PARKING & BUSIN				08/02/2010	6,322.16
in	SEPT-NOV 2009	06/14/2010	REIMB. FOR PARKING & BUSINESS				06/21/2010	7,567.18
in	AUG 2008	04/09/2010	REIMB. FOR PARKING & BUSINESS				04/19/2010	883.45
in	JULY 2008	04/09/2010	REIMB. FOR PARKING & BUSINESS				04/19/2010	6,647.36
in	DEC 2007-C	03/11/2010	REIMB. FOR PARKING & BUSINESS				03/15/2010	1,430.00
in	JUNE 2008	03/11/2010	REIMB. FOR PARKING & BUSINESS				03/15/2010	7,661.70
in	MAY 2008	07/24/2009	REIMB. FOR PARKING & BUSINESS				08/03/2009	8,612.01
in	MARCH & APR 2008	04/17/2009	REIMB. FOR PARKING & BUSINESS				04/17/2009	11,027.05
in	FEB 2008	03/10/2009	REIMB. FOR PARKING & BUSINESS				03/16/2009	1,745.05
in	JAN 2008-B	03/10/2009	REIMB. FOR PARKING & BUSINESS				03/16/2009	578.15
in	MARCH 2008-A	03/10/2009	REIMB. FOR PARKING & BUSINESS				03/16/2009	3,113.80
in	DEC 2007-B	02/09/2009	REIMB. FOR PARKING & BUSINESS				02/17/2009	1,867.96
in	JAN 2008-A	02/09/2009	REIMB. FOR PARKING & BUSINESS				02/17/2009	5,059.26
in	DEC 2007	08/19/2008	REIMB. FOR PARKING & BUSINESS				09/02/2008	811.89
in	NOV 2007	06/23/2008	REIMB. FOR PARKING & BUSINESS				07/07/2008	5,569.60
in	OCT 2007	04/30/2008	REIMB. FOR PARKING & BUSINESS				05/05/2008	11,190.06
in	AUG 2007	03/27/2008	REIMB. FOR PARKING & BUSINESS				04/07/2008	5,378.27
in	SEPT 2007	03/27/2008	REIMB. FOR PARKING & BUSINESS				04/07/2008	5,249.09
in	JULY 2007	02/21/2008	REIMB. FOR PARKING & BUSINESS				03/03/2008	5,714.23
in	100507	10/05/2007	REIMB. FOR PARKING & BUSINESS				10/15/2007	14,421.70

Vendor #	103045	Customer #	191652	First active		Status	Type R		
Last name	SAN FER. MALL DOWNTOWN ASSOC.	Last active	12/02/2020	Release		<input checked="" type="radio"/> Active	<input type="checkbox"/> Preferred vendor		
First name						<input type="radio"/> Inactive	<input type="checkbox"/> Filter		
						<input type="radio"/> Hold payments			
Type	Invoice #	Invoice Date	Description	Bank	Check #	Status	Check Date	Invoice Amount	
in	NONPO	07/03/2007	REIMB. FOR PARKING & BUSINESS				07/16/2007	12,426.44	
in	NONPO	05/22/2007	REIMB. FOR PARKING & BUSINESS				06/04/2007	23,953.21	
in	042007	04/20/2007	REIMB. FOR PARKING & BUSINESS				05/07/2007	10,898.38	
in	032307	03/23/2007	REIMB. FOR PARKING & BUSINESS				04/02/2007	5,869.91	
in	NON PO	02/28/2007	REIMB. FOR PARKING & BUSINESS				03/05/2007	25,000.00	
in	021207	02/12/2007	REIMB. FOR PARKING & BUSINESS				02/20/2007	6,967.94	
in	011907	01/19/2007	REIMB. FOR PARKING & BUSINESS				02/05/2007	9,454.61	
in	122106	12/21/2006	REIMB. FOR PARKING & BUSINESS				01/02/2007	7,788.99	
in	112906	11/29/2006	REIMB. FOR PARKING & BUSINESS				12/04/2006	13,565.05	
in	102706	10/27/2006	REIMB. FOR PARKING & BUSINESS				11/06/2006	4,578.29	
in	092606	09/26/2006	REIMB. FOR PARKING & BUSINESS				10/02/2006	8,843.68	
in	NON PO	07/31/2006	REIMB. FOR PARKING & BUSINESS				08/07/2006	11,706.54	
in	NON PO	05/25/2006	PARKING & BUSINESS IMPROVEMENT AR				06/05/2006	5,467.16	
in	NON PO	05/09/2006	PARKING & BUSINESS IMPROVEMENT AR				05/15/2006	3,741.98	
in	NON PO	04/24/2006	REIMB. FOR DOWNTOWN ASSOC. FOR P				05/01/2006	5,780.17	
in	NON PO	02/27/2006	REIMB. FOR DOWNTOWN ASSOC. FOR P				03/06/2006	8,824.23	
in	NON PO	01/31/2006	REIMB. FOR PARKING & BUSINESS				02/06/2006	11,633.45	
in	NONPO	11/28/2005	REIMB. FOR AREA B (PARKING & BUSINES				12/05/2005	13,277.48	
in	NON PO	10/26/2005	REIMB. FOR PARKING & BUSINESS				11/07/2005	3,982.20	
in	119-132	01/20/2003					02/03/2003	12,000.39	
in	NON PO	01/17/2002					05/20/2002	8,940.94	
in	6/1/01	06/01/2001					06/18/2001	12,285.36	
in	3	03/28/2001					04/16/2001	12,388.32	
in	NON P.O.	12/05/2000					12/18/2000	7,416.68	
in	7/27/00	07/27/2000					08/07/2000	9,712.94	
in	DEMAND	06/22/2000					06/22/2000	16,287.06	
in	VARIOUS	12/20/1999					01/03/2000	13,310.21	
in	VARIOUS	08/16/1999					09/07/1999	11,988.06	
in	NON P.O.	03/17/1999					04/05/1999	15,203.90	
in	NON P.O.	11/16/1998					12/07/1998	12,410.21	

From: [Tom Ross](#)
To: [Kanika Kith](#)
Cc: [Christina Bernal](#); [Adriana Gomez](#)
Subject: Mall Association 2025 Reimbursement Request
Date: Friday, November 7, 2025 1:53:30 PM
Attachments: [Mall_2025_funding_Request.pdf](#)

CAUTION: External Sender

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Kanika

Attached please find our summary request for funds for the Association for 2025. You may contact me at any time if you have questions.

Thank you.

Tom Ross
Tekwerks
IT Services and Broadband Solutions for Business
451 S. Brand Blvd #207 San Fernando Ca 91340
Office: 818-365-1986 x101
<http://www.tekwerks.com>



110 N Maclay Ave Unit 103
San Fernando Ca 91340

www.downtownsanfernando.com
info@downtownsanfernando.com

Funding request, August to December
2025

San Fernando Downtown
Association 2025

President:

Christina Bernal
1984 Vintage

Secretary:

Adriana Gomez
Aszkenazy Development

Treasurer:

Tom Ross
Tekwerks

Past President:

Victor Ceballos
Fiesta Furniture

Board of Directors:

Joeleen Medina
Truman House Tavern
Lucero Silva
Crystal salón de belleza
Saul Sandoval
San Fernando Sun
Priscilla Estrada
Cross Fit 90
Marco Solis
Jim's Western Wear
Letecia
San Fernando Loan

As treasurer of the San Fernando Mall Association, I have been tasked by the board of directors to prepare a summary statement of expenses for reimbursement of expenses incurred by the Mall Association during the period of June to October 2025.

As you know, it has been a number of years since the Association has requested funding of any kind. Due to various factors that include a reduction in our income outside the tax funding structure, we are now in a position where a funding request is necessary. The downtown Association is committed to revitalizing the downtown mall corridor through consistent merchant engagement, coordinated marketing, and strategic events. The timely reimbursement of the requested funds will help us in these efforts.

Attached below is an itemized breakdown of expenses during this period, dates paid and their corresponding categories. Copies of invoices and receipts will be made available if needed upon request.

Feel free to reach out to me at any time to discuss and thank you for your prompt attention.

Regards,

Tom Ross
Treasurer
San Fernando Mall Association

www.downtownsanfernando.com
info@downtownsanfernando.com

<u>Item Number</u>	<u>Check Date</u>	<u>Check Amount</u>	<u>Vendor</u>	<u>Activity</u>	<u>Description *</u>
1	1/31/25	\$ 7,433.34	Sherpa Marketing	Website Design Progress pymt	Purpose A
2	1/31/25	\$ 3,600.00	Yeah We Get It	February - Social Media Marketing	Purpose A
3	3/31/25	\$ 3,600.00	Yeah We Get It	March - Social Media Marketing	Purpose A
4	4/30/25	\$ 3,600.00	Yeah We Get It	April - Social Media Marketing	Purpose A
5	5/31/25	\$ 3,600.00	Yeah We Get It	May - Social Media Marketing	Purpose A
	6/30/25	\$ 1,150.00	Yeah We Get It	Summer event	Purpose A
	6/30/25	\$ 7,433.34	Sherpa Marketing	Website Design - Final Pymt	Purpose A
	7/31/25	\$ 3,600.00	Yeah We Get It	June - Social Media Marketing	Purpose A
6	8/31/25	\$ 627.00	State Farm	Annual Insurance Payment	Office Expense
	8/31/25	\$ 6,200.00	Yeah We Get It	July - Social Media Marketing and Admin	Purpose A
	9/30/25	\$ 2,300.00	Yeah We Get It	August - event	Purpose A
	Total Request	\$ 43,143.68			

Purpose A. The general promotion of retail trade activity, including but not limited to the cleaning and maintenance of the San Fernando Road Pedestrian Mall and the San Fernando Road Pedestrian Mall Addition No. 1 (collectively sometimes referred to as "pedestrian mall"), general advertising and promotion, sales promotion activity, and special promotional literature in the following enumerated zones of the area (sometimes referred to as "purpose A"): zone 1 and zone 2 (except for the cleaning and maintenance of the San Fernando Road Pedestrian Mall).

Purpose C. The promotion of public events, including but not limited to such activities as art shows, festivals and public ceremonies, which are to take place on or in public places in the following enumerated zones in the area (sometimes referred to as "purpose C"): zone 1 and zone 2.

[illegible]

From: [Kanika Kith](#)
To: [Tom Ross](#)
Cc: [Christina Bernal](#); [Adriana Gomez](#); [Erica D. Melton](#); [Ronald Garcia](#); [Will Pettener](#)
Subject: RE: Mall Association 2025 Reimbursement Request
Date: Monday, November 10, 2025 11:34:00 AM
Attachments: [image001.png](#)

Good morning Tom,

We have received your email of November 7, 2025, transmitting a reimbursement request submitted on behalf of the San Fernando Mall Association ("Association") for sums spent between January 31, 2025, and September 30, 2025, totaling approximately \$43,143.68. We understand that this request is made pursuant to the agreement executed between the Association and the City on December 17, 1984, Contract No. 768 (the "Agreement").

While the City does not waive any of the Association's obligations and responsibilities under the Agreement, including those found under Section 5 of the Agreement which required the submission of certain documentation by November 15, 2024 for expenditures in calendar year 2025, we nevertheless ask that you provide copies of all supporting document for the expenditures you now seek reimbursement for, including invoices, contracts, receipts and other supporting documentation associated with the expenses you list. We cannot consider your request without this information. As a budget and work plan for this period was never approved by the City Council, this reimbursement request will need to be presented to the Council for approval prior to any disbursement of funds. With all this in mind, please also note that the City does not waive any rights it has under the Agreement by this email response.

Please provide the requested documents at your earliest convenience so we can evaluate the request and determine what sums, if any, may be eligible for reimbursement. If you have any questions or need clarification regarding the required materials, feel free to reach out.

Thank you,

Kanika Kith

City Manager



117 Macneil St | San Fernando, CA 91340

Tel (818) 898-7316 | Fax (818) 361-7631

kkith@sfcity.org | www.sfcity.org



From: Tom Ross <tomtech@tekwerks.com>

Sent: Friday, November 7, 2025 1:53 PM

To: Kanika Kith <KKith@sfcity.org>

Cc: Christina Bernal <christinabernal33@hotmail.com>; Adriana Gomez <adriana@aszkenazy.com>

Subject: Mall Association 2025 Reimbursement Request

CAUTION: External Sender

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Kanika

Attached please find our summary request for funds for the Association for 2025. You may contact me at any time if you have questions.

Thank you.

Tom Ross

Tekwerks

IT Services and Broadband Solutions for Business

451 S. Brand Blvd #207 San Fernando Ca 91340

Office: 818-365-1986 x101

<http://www.tekwerks.com>

From: [christina bernal](#)
To: [Kanika Kith](#)
Cc: [Adriana Gomez](#)
Subject: Outstanding invoice for Yeah We Get It
Date: Wednesday, November 19, 2025 9:08:52 AM
Attachments: [Invoice 1012.pdf](#)

CAUTION: External Sender

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Hi Kanika,

Here is their invoice that is seriously past due, thank you for taking care of this.

Christina Bernal

From: [christina](#)
To: [Kanika Kith](#)
Cc: [Adriana Gomez](#); [Tom Ross](#)
Subject: Mall Association reimbursement / payment for Yeah We Get it
Date: Monday, November 24, 2025 2:50:40 PM

CAUTION: External Sender

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CAUTION: External Sender

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Hi Kanika,

I hope you had a great weekend.

Can you let us know when Natasha and Liz can get paid and or status of the reimbursement.

Thank you,

Christina Bernal

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From: [christina](#)
To: [Kanika Kith](#)
Cc: [Adriana Gomez](#); [Tom Ross](#)
Subject: Invoices from Yeah We Get It (All outstanding)
Date: Monday, November 24, 2025 3:24:38 PM
Attachments: [Invoice 1010.pdf](#)
[Invoice 1011.pdf](#)
[Invoice 1012.pdf](#)

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CAUTION: External Sender

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Hi Kanika,

Here is the outstanding invoices as requested.

Thank you,

Christina Bernal

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From: [christina](#)
To: [Kanika Kith](#); [Tom Ross](#); [Adriana Gomez](#); [yeahwegetit1320@gmail.com](#)
Cc: [Erica D. Melton](#); [Ronald Garcia](#); [Will Pettener](#); [Julia Fritz](#)
Subject: Re: Invoices from Yeah We Get It (All outstanding)
Date: Monday, November 24, 2025 4:40:57 PM

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.

Hi Kanika,

If you could please process these three invoices now that would be great.

Thank you,

Christina Bernal

From: Kanika Kith <KKith@sanfernando.gov>
Sent: Monday, November 24, 2025 4:12 PM
To: christina <christinabernal33@hotmail.com>; Tom Ross <tomtech@tekwerks.com>; Adriana Gomez <adriana@aszkenazy.com>; yeahwegetit1320@gmail.com <yeahwegetit1320@gmail.com>
Cc: Erica D. Melton <emelton@sfcity.org>; Ronald Garcia <rgarcia@sfcity.org>; Will Pettener <wpettener@sfcity.org>; Julia Fritz <jfritz@sfcity.org>
Subject: RE: Invoices from Yeah We Get It (All outstanding)

Hi Christina,

Thank you for sending these invoices.

Are you ok with us processing these three invoices now, separate from the larger reimbursement request submitted on November 7, 2025, given that we have not yet received the invoices and other supporting documents for other reimbursement requests. If so, we can place these invoices on the agenda for City Council consideration at the January 5, 2026 meeting. I also recommend Yeah We Get It attend the meeting.

Thank you,
Kanika

From: christina <christinabernal33@hotmail.com>
Sent: Monday, November 24, 2025 3:24 PM
To: Kanika Kith <kkith@sfcity.org>

Cc: Adriana Gomez <adriana@aszkenazy.com>; Tom Ross <tomtech@tekwerks.com>

Subject: Invoices from Yeah We Get It (All outstanding)

CAUTION: External Sender

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Hi Kanika,

Here is the outstanding invoices as requested.

Thank you,

Christina Bernal

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AGREEMENT



Yeah, We Get It + San Fernando Mall Association

This Agreement is made on the 30th of June, 2025 between:

Yeah, We Get It, ("Us"), located in LA, CA, and

San Fernando Mall Association, ("Client"), located in the city of San Fernando .

Together, we'll be known as "the Parties" because that sounds official - Let's get it!

1. What We're Doing

We're here to support you with the following:

Social Media, Merchant Relations, Micro Events, Merchant Meetings, and Website Support—just like we outlined in our pitch (and right here below).

Anything outside this scope? We'll talk it through and agree on any added costs ahead of time. Cool? Cool.

2. How Long This Thing Lasts

We're kicking things off on **7/1/2025** and wrapping up around **12/31/2025**.

Let's talk about extending another term at that time.

3. What You're Getting & When

Here's what we promise to deliver. If timelines shift (because life happens), we'll keep you in the loop and adjust as needed. Any services outside the scope outlined must be agreed upon in writing and may be subject to additional fees.

We'll continue to manage your social presence with a focus on merchant engagement and community-building.

• *Strategy document* • *Monthly reports* • *Monthly content calendar* • *9 posts + 4 stories per month* • *Platform engagement* • *Multi-merchant campaign collaboration*

Hire, train, and manage a dedicated SFMA Executive Assistant

• Internal ops + team coordination • Grant research + applications (2/month) • Calendar management • Merchant check-ins + centralized updates • Meeting recaps + scheduling • Contact list + shared access system • In-store directory + upkeep • City relationships + municipal alignment • Attending briefings + reporting key updates

Please allow one month to hire, train, and onboard this role.

During that time, our personal assistant will prep assets and support the transition.

Additional services include:

- Quarterly Merchant Meetings with focused technology support
- Website support (weekly updates, hours, info, light maintenance)
- Monthly micro-event + promotion (multi-merchant activations)

4. What It Costs

For our services, you'll be paying a \$7200 monthly retainer on the 28th of each month.

(For months without micro events \$6200/month - we will continue investing in intimate events)

You'll have 5 day grace period, If it's late, there's a 1% late fee per day because, well, bills.

Services may be paused if payment remains unpaid after 10 days.

AGREEMENT



5. Revisions

You get 2 rounds of revisions for the Strategy, (flexible per any hand shake conversations) and 1 per social content/posts and must be requested within 3 days of deliverable submission. After that, we'll bill you at \$50 per hour for additional changes. Gotta keep it reasonable!

6. Keeping Things Confidential

We promise not to spill your secrets, and we expect the same from you. Any confidential stuff stays between us unless legally required. Includes but is not limited to proprietary business practices, client lists, financial information, and strategic plans.

7. Who Owns What

Once we've been fully paid, everything we create for you belongs to you. Simple as that. We might want to show off your project in our portfolio, just let us know that's OK. If terminated before full payment, all work completed will remain the property of 'Yeah, We Get It' until payment is fulfilled.

8. If Things Go South

If either of us wants out:

You: You can end this contract anytime with 30 days' notice and pay for whatever we've done up until then.

Us: We'll give 30 days' notice if we need to step away. If you don't pay us, we can end it immediately.

9. Liability Stuff

We are not liable for indirect, incidental, or consequential damages, including lost profits or data. Our total liability will not exceed the fees paid under this agreement.

10. Disputes

If we run into a problem, we'll first try to work it out like adults. If that doesn't work, we'll try mediation with a neutral third-party mediator. If that doesn't solve it, then we're going to court in California, United States.

11. Legal Mumbo Jumbo

This contract follows the laws of California, United States. That's where the lawyering comes in if necessary.

12. Other Important Bits

Amendments: We'll write down any changes to this contract and both sign them.

Entire Agreement: This contract is the whole deal between us. No side chats or old agreements count.

Force Majeure: If an act of God, war, or some other major catastrophe happens, neither of us is responsible for delays. We'll figure it out together.

SIGNATURES

7/3/2025

Christina Bernal, President of San Fernando Mall Association

Date

Natasha Sanchez, Co-Founder

Date: 6/25/2025

Elizabeth Sanchez, Co-Founder

Date: 6/25/2025

San Fernando Mall Support Overview

We partnered with San Fernando Mall to strengthen community and visibility through hands-on social media support, merchant relations, micro events, merchant meetings, and website support—creating consistent connection between the mall, its businesses, and the surrounding community.

Sales

Overview	All sales	Invoices	Estimates	Recurring payments	Payment links	Deposits	Customers	Products & services
<input type="checkbox"/>	DATE	NO.	CUSTOMER	AMOUNT	STATUS ▲	ACTION		
<input type="checkbox"/>	9/28/25	1012	San Fernando Mall Association	\$5,850.00	Overdue 49 days	View/Edit	Receive payment	▼
<input type="checkbox"/>	8/28/25	1010	San Fernando Mall Association	\$6,200.00	Overdue on 8/28/25 Sent	View/Edit	Receive payment	▼
<input type="checkbox"/>	9/10/25	1011	San Fernando Mall Association	\$243.36	Overdue on 9/10/25 Viewed	View/Edit	Receive payment	▼
<input type="checkbox"/>	2/28/25	1001	San Fernando Mall Association	\$3,600.00	Deposited	View/Edit	Print	▼
<input type="checkbox"/>	3/25/25	1002	San Fernando Mall Association	\$3,600.00	Deposited	View/Edit	Print	▼
<input type="checkbox"/>	3/28/25	1003	San Fernando Mall Association	\$3,600.00	Deposited	View/Edit	Print	▼
<input type="checkbox"/>	4/28/25	1004	San Fernando Mall Association	\$3,600.00	Deposited	View/Edit	Print	▼
<input type="checkbox"/>	5/28/25	1005	San Fernando Mall Association	\$3,600.00	Deposited	View/Edit	Print	▼
<input type="checkbox"/>	6/7/25	1006	San Fernando Mall Association	\$1,150.00	Deposited	View/Edit	Print	▼
<input type="checkbox"/>	6/28/25	1007	San Fernando Mall Association	\$3,600.00	Deposited	View/Edit	Print	▼
<input type="checkbox"/>	7/28/25	1008	San Fernando Mall Association	\$6,200.00	Deposited	View/Edit	Print	▼

SFMA Invoice Details					
January 20, 2020 Special Regular CC Mtg					
Invoice month	Invoice		Date Paid	Unpaid	Notes
Jan	Intial Deposit	\$3,600.00	1/7		Paid Via Zelle
Feb 28th	1001	\$3,600.00	3/3		Paid Via QB
Mar 28th	1002 / 1003	\$3,600.00	4/1		Paid Via Zelle
Apr 28th	1004	\$3,600.00	5/2		Paid Via QB
May 28th	1005	\$3,600.00	5/29		Paid Via QB
Jun SWS	1006	\$1,150.00	6/17		Paid Via QB
Jun 28th	1007	\$3,600.00	7/8		Paid Via Zelle
Jul 28th	1008	\$6,200.00	8/6		Paid Via QB
Aug 28th	1010	\$6,200.00		X	Standard monthly retainer
AUG SWS Decor	1011	\$243.36		X	Per clients request we purchased with intent to be reimbursed see email thread
Sept 28th	1012	\$5,850.00		X	Discounted rate per clients request, reduced work load to reflect



January 20, 2026 Special & Regular CC Mtg

👁 8,868



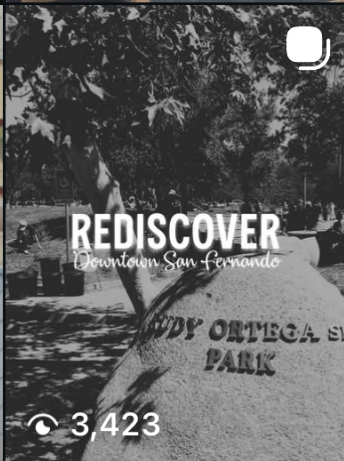
👁 18.7K



👁 7,516



👁 7,696



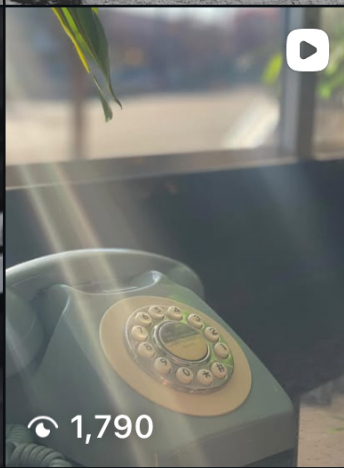
👁 3,423



👁 5,667



👁 3,972



👁 1,790



👁 3,677



downtownsanfer...



New day,
new note...



DiscoverDTSF

999
posts

10.8K
followers

2,817
following

Shopping & retail

Shop Open Air. Stay for the Vibes.

🌟 Nostalgia meets New in historic DTSF

📍 Culture, Shopping, Diverse Dining

🔗 linktr.ee/downtownsanfer... and 1 more

Professional dashboard

📈 14.8K views in the last 30 days.

Edit profile

Share profile

Email



New



Sidewalk Se...



Story Takeo...



DTSF Weekly

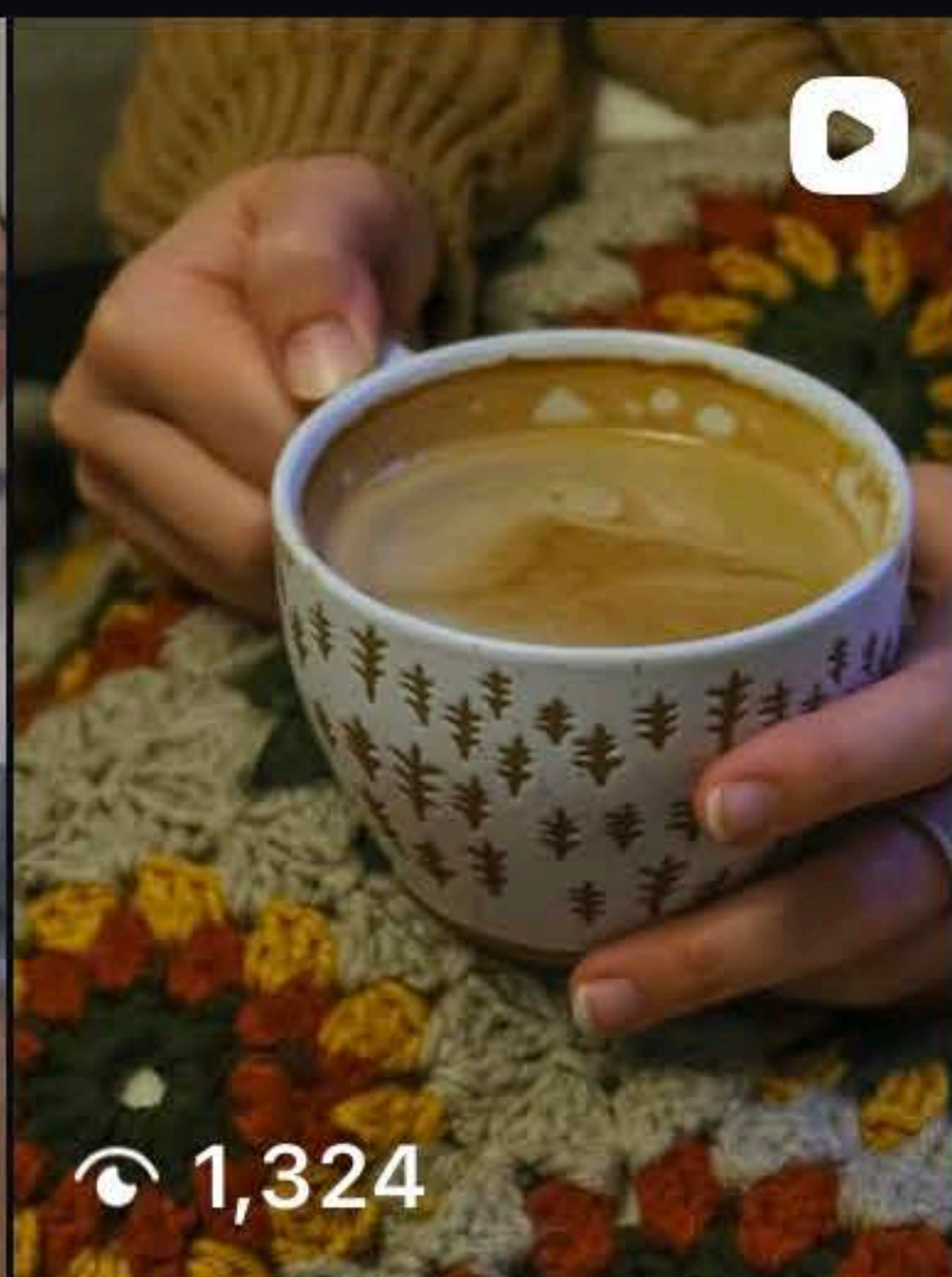


Dine

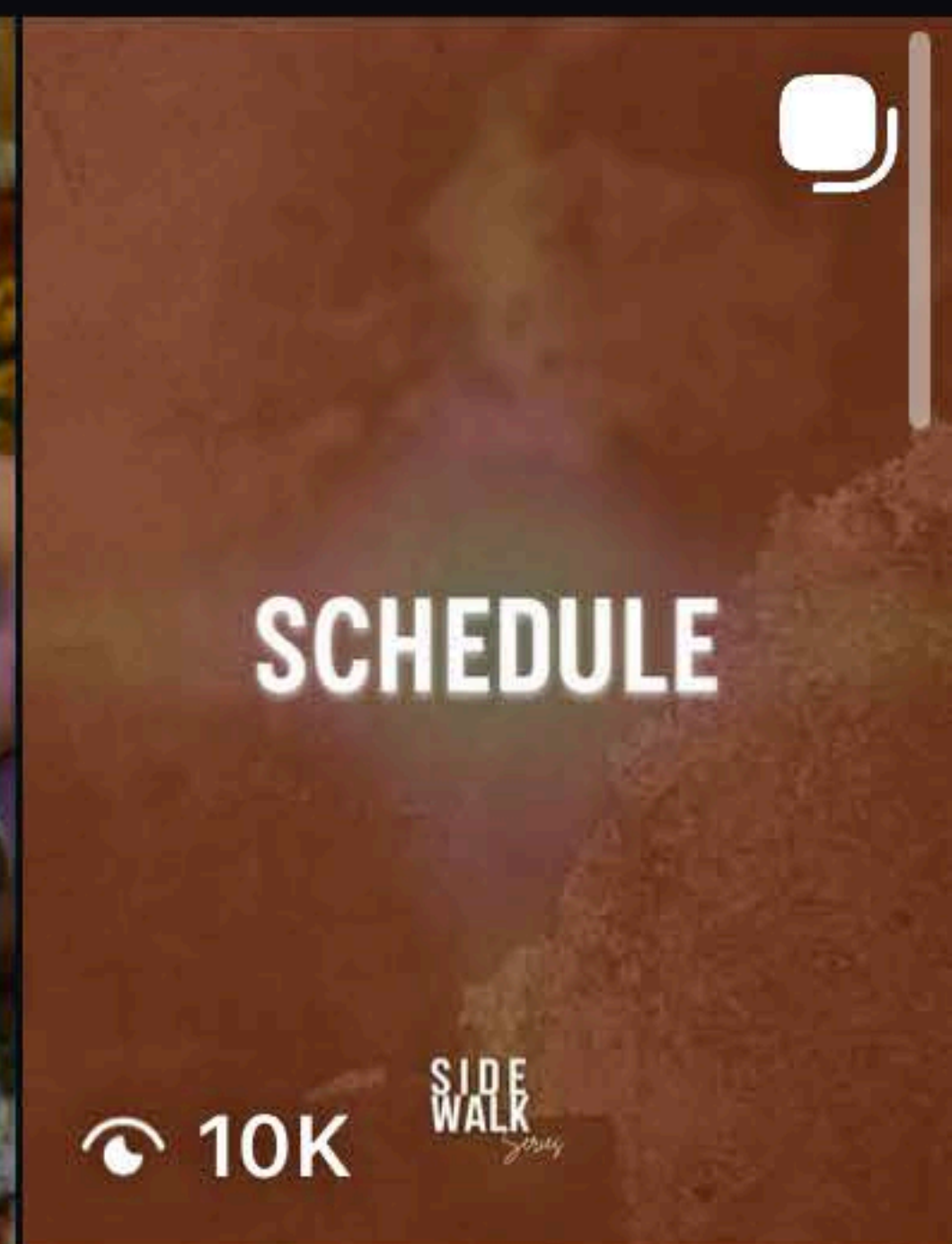


COMUNIDAD

👁 2,332



👁 1,324



SCHEDULE

👁 10K

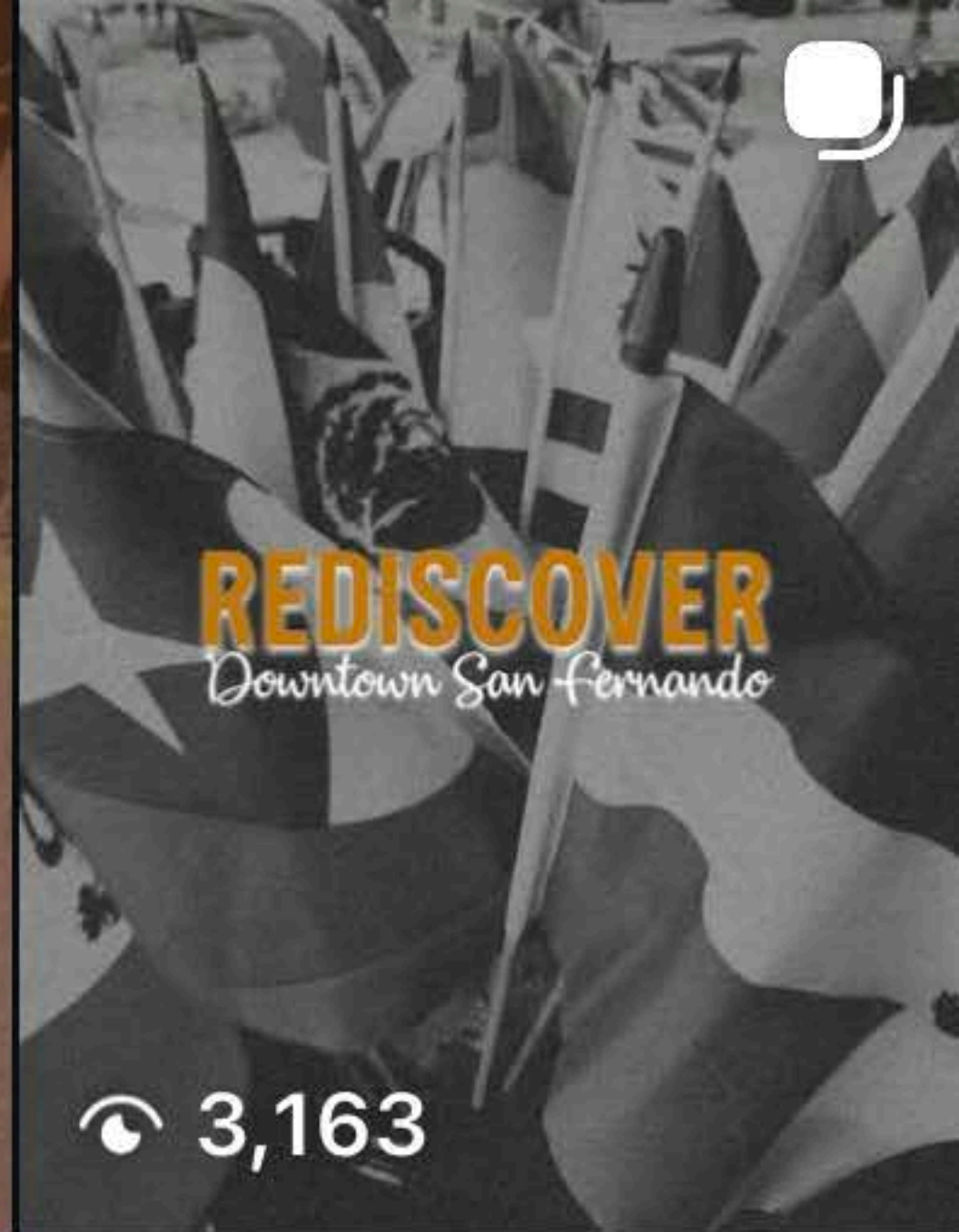




4,606



13.8K



3,163



3,995



7,215



2,221



3,248



4,641



2,302



Story Takeovers September 16

Mariachi Sol De Mexico de Jose Hernandez...



STORY

Takeover



day in the life

WITH HAUS OF DRESS



The Shops DOWNTOWN
SAN FERNANDO

Say something...



Activity



Facebook



Browse



Send



More



Story Takeovers September 16
From Create Mode >



Say something...



Activity



Facebook



Browse



Send



More

Reminder! Save the Date! DTSF Merchant Sidewalk Series Sept + October |

¡Guarda la Fecha! Serie de Banqueta para Comerciantes de DTSF – Septiembre + Octubre

Inbox x



Yeah We Get It <yeahwegetit1320@gmail.com>

Tue, Sep 16, 2:14 PM



to Liz, bcc: abby_gut17, bcc: primaoutlet, bcc: elozano2, bcc: fajascalombianasmila, bcc: crybabysrodeo, bcc: info, bcc: mommasolis62, bcc: aicpakr, bcc: ▼

DTSF **Merchants**,

Hope you're all doing well!

If you joined us for last months **Sidewalk Series Sale**, we hope it was a win for your business. It was just the beginning, and we're excited to keep building on that momentum.

With that said, September is here!

SIDEWALK SERIES – New Season, New Energy

Saturday, September 27, 2025 | 5 – 9 PM

This month, we're celebrating the Fall Equinox — a night to honor balance, community, and connection with music, shopping, food, and activations.

Will you participate this month?

- If so, will you be setting up a **table or rack** in front of your business?
- If you'd like to go a step above and host an **activation inside your store**, let us know — we're here to help you make it happen!

Please confirm by Friday September 19th, 2025 so we can feature you on the promotional flyer launching next week.

If you cant make it this month or want to be involved every month

Save the date for next month:

Saturday, October 25, 2025 (details coming soon!).

Thank you all, we can't wait to see you out there and make this month even better than the last.

Best,

¡Esperamos que todos estén muy bien!

Si participaron en la **Serie de Banqueta del mes pasado**, esperamos que haya sido un éxito para su negocio. ¡Esto fue solo el comienzo y estamos emocionadas de seguir construyendo sobre ese impulso!

Dicho esto, ¡septiembre ya está aquí!

SERIE DE BANQUETA – Nueva Temporada, Nueva Energía

Sábado, 27 de septiembre de 2025 | 5 – 9 PM

Este mes celebramos el **Equinoccio de Otoño** — una noche para honrar el equilibrio, la comunidad y la conexión con música, compras, comida y activaciones.

¿Participarán este mes?

- Si es así, ¿pondrán una **mesa o exhibidor** frente a su negocio?
- Si quieren ir un paso más allá y organizar una **activación dentro de su tienda**, háganoslo saber — ¡estamos aquí para ayudarles a hacerlo realidad!

Por favor confirma antes del **viernes, 19 de septiembre de 2025** para que podamos incluirte en el volante promocional que se lanzará la próxima semana.

Si no pueden participar este mes o quieren involucrarse todos los meses,

guarden la fecha para el próximo mes:

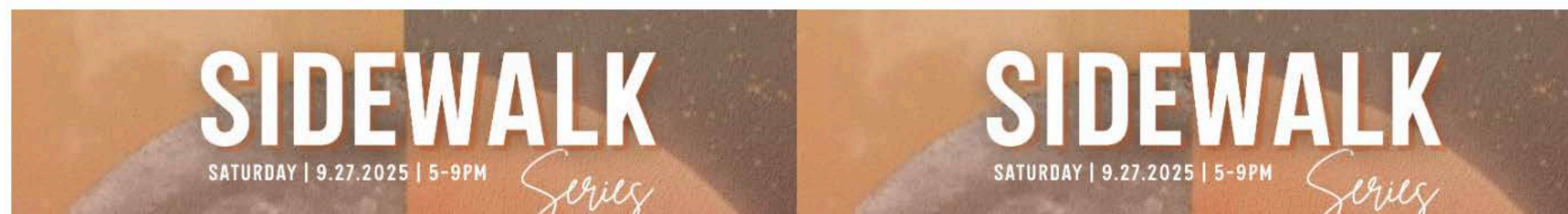
Sábado, 25 de octubre de 2025 (¡más detalles muy pronto!).

Muchas gracias — estamos ansiosas por verlos y hacer que este mes sea aún mejor que el anterior.

Atentamente,

Tasha & Liz

Yeah, We Get It



SIDEWALK

SATURDAY | 9.27.2025 | 5-9PM

Series

New Season, New Energy

The Fall Equinox reminds us that light and shadow exist in equal measure. This event embraces both joy and challenge, honoring resilience and renewal to heal through community activations, music, shopping and food.

Cultural Lens

Held during Hispanic Heritage Month, the celebration draws from traditions that recognize balance, carrying this duality forward with gratitude.

Visual Mood

Warm marigolds, golden light, deep plum, indigo accents, sun & moon motifs, and seasonal florals create a balanced, festive space.

Experiences

- ☒ Light & Shadow Wall for reflection
- ☒ Sound Healing + Rebalancing
- ☒ Friendship bracelet beading

Merchant Opportunities

- ☒ Monthly Sidewalk Sale
- ☒ Activation Collaboration
- ☒ Community Engagement

Why Join?

Be part of a community celebration of balance and heritage while showcasing your business in Downtown San Fernando.

SIDEWALK

SATURDAY | 9.27.2025 | 5-9PM

Series

Nueva Temporada, Nueva Energía

El Equinoccio de Otoño nos recuerda que la luz y la sombra existen en igual medida. Este evento celebra la alegría y el desafío, honrando la resiliencia y la renovación con activaciones comunitarias, música, compras y comida.

Lente Cultural

Celebrado durante el Mes de la Herencia Hispana, este evento se inspira en tradiciones que reconocen el equilibrio y llevan esa dualidad adelante con gratitud.

Ambiente Visual

Cempasúchil cálido, luz dorada, tonos ciruela e índigo, motivos de sol y luna, y flores de temporada crean un espacio equilibrado y festivo.

Experiencias

- ☒ Muro de Luz y Sombra para reflexión
- ☒ Sanación sonora y reequilibrio
- ☒ Pulseras de la amistad (armado)

Oportunidades para Comerciantes

- ☒ Venta mensual en la acera
- ☒ Colaboración en activaciones
- ☒ Participación comunitaria

¿Por Qué Participar?

Forma parte de una celebración comunitaria de equilibrio mientras promocionas tu negocio en el centro de San Fernando.



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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 20, 2026

Subject: Consideration to Approve a Memorandum of Understanding with Ignite the Light of Hope Foundation for Food Distributions

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve a Memorandum of Understanding (MOU) with Ignite the Light of Hope Foundation (ITLH) (Attachment "A" - Contract No. 2476) to continue food distributions through an amended scope, 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 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. This effort was completed in conjunction with City staff, who issued a letter of support and coordinated directly with the Supervisor's Office throughout the grant submission process.
3. On August 4, 2025, the City Council approved Contract No. 2412 with ITLH to provide two (2) food distributions per month and direct-to-home grocery delivery services in the City for a term of six (6) months, expiring on February 4, 2026.

Consideration to Approve a Memorandum of Understanding with Ignite the Light of Hope Foundation for Food Distributions

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4. On November 17, 2025, the City Council approved Contract No. 2412(a) with ITLH, extending the term of the agreement for one (1) year, with an addition to provide fundraising support.
5. On December 1, 2025, staff received an email from ITLH proposing the use of an MOU as a preferred alternative to a Contract Services Agreement. ITLH also communicated that they would like to revise the scope of services to commit to one (1) food distribution per month at a City facility, with a second event held in the City at either a City facility or an alternative location. The change also includes the removal of the direct-to-home grocery delivery “Bags of Hope” program from the agreement.

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 effort, the City partnered with Ignite the Light of Hope Foundation (ITLH) to provide food distributions and direct-to-home grocery delivery services to residents. The City Council previously approved a Contract Services Agreement with ITLH and later approved an amendment extending the term of the agreement.

ITLH has since requested that the City transition from a Contract Services Agreement to a Memorandum of Understanding (MOU). ITLH indicated that the nature of the program is collaborative and community-based, rather than a traditional vendor relationship, and that, in their purview, an MOU more accurately reflects the intended partnership framework.

A contract is a legally binding instrument that establishes enforceable obligations between two parties. Through a contract, each party undertakes specific duties, either to perform certain actions or to refrain from particular conduct. These obligations are typically created through an exchange of promises. For example, one party may commit to providing a defined service in return for the other party’s commitment to provide monetary compensation. The terms of the contract clearly delineate the responsibilities of each party, including the scope of work, performance standards, timelines, and conditions. Should either party fail to fulfill its obligations, the agreement is enforceable through judicial remedies.

An MOU, while similar in format, serves a distinct and more limited function. An MOU is used to document a shared intention, cooperative framework, or policy-level objective between parties. Unlike a contract, an MOU does not create legally enforceable obligations. For example, an MOU may state that the parties “agree to promote and support the joint use of facilities.” Although such language reflects a mutual commitment to collaborate and articulates an important public

Consideration to Approve a Memorandum of Understanding with Ignite the Light of Hope Foundation for Food Distributions

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policy goal, it does not impose a binding legal duty on either party. Instead, an MOU functions as a formal expression of intent and cooperation, rather than an instrument subject to enforcement by a court.

In conjunction with this structural change, ITLH has also proposed an updated scope of work to clarify how food distributions will be delivered within the City. Under the proposed MOU, ITLH will no longer commit to providing the Bags of Hope direct-to-home grocery delivery program.

ITLH is committing to provide two (2) food distribution events per month in the City of San Fernando. From these two events, at least one (1) distribution event will be held at a City facility. If only one (1) distribution is scheduled at a City facility during any given month, the second monthly distribution will be held at a time, place, and manner within the City that ensures access for City residents. The schedule and locations of food distributions at City facilities will be developed in mutual agreement between the City and ITLH.

ITLH will retain full responsibility for program implementation, administration, and oversight of every food distribution event. ITLH will continue to manage food sourcing, volunteer coordination, logistics, and on-site operations, and will remain responsible for securing funding to support program operations. The City will not provide direct financial support for food distribution activities.

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 ITLH's operational needs, and ensure that food access remains available for 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 2024-2025 Fee Schedule at Las Palmas Park and Recreation Park for up to two (2) food distributions per month, depending on whether a distribution is scheduled at a non-City facility venue any given 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 12 hours total of City Manager's Office staff time per month.

Consideration to Approve a Memorandum of Understanding with Ignite the Light of Hope Foundation for Food Distributions

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Alternative Option.

If the City Council does not approve the MOU 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 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:

- Monthly Senior food distribution with LA Food Bank (1st Monday at Las Palmas Park)
- Daily Elderly Nutrition Program with ONEgeneration (Monday to Friday, 10am to 12pm at Las Palmas Park)
- Co-Sponsorship of weekly food distributions with Together We Thrive (Wednesdays, 4:30 pm to 6:30 p.m. at 1002 Mott Street)
- Citywide food distribution calendar listing daily food distribution events in the community operated through the City or local community-based organizations (Attachment "B").

BUDGET IMPACT:

Through approving Contract No. 2476, 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 12 hours per month of City Manager's Office staff time. ITLH will continue to lead food distribution 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 an MOU with ITLH for food distributions through an amended scope 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.

**Consideration to Approve a Memorandum of Understanding with Ignite the Light of Hope Foundation
for Food Distributions**

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ATTACHMENT:

- A. Contract No. 2476
- B. Citywide Food Distribution Advertising Flyer

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF SAN FERNANDO AND IGNITE THE LIGHT OF HOPE FOUNDATION**

This Memorandum of Understanding ("MOU") is entered into this 20th day of January, 2026 ("Effective Date"), by and between the CITY OF SAN FERNANDO ("City") and IGNITE THE LIGHT OF HOPE FOUNDATION, a Section 501 (c)(3) nonprofit organization. City and Ignite The Light Of Hope Foundation are sometimes individually referred to as "Party" and collectively as "Parties."

WHEREAS, the City is a California municipal corporation organized and existing under the laws of the State of California; and

WHEREAS, the City is dedicated to enhancing resources and supportive services that promote the well-being of residents, in alignment with Strategic Goal I: Focus on Community First; and

WHEREAS, the City will approve the use of the City seal on print material and social media pursuant to City Council Ordinance No. 1724;

WHEREAS, Ignite the Light of Hope Foundation is a nonprofit organization that provides food distribution and related community-based services to support individuals and families experiencing food insecurity; and

WHEREAS, Ignite the Light of Hope Foundation coordinates and operates food distribution events to improve food access and promote community well-being;

WHEREAS, the Parties desire to enter into this MOU to establish a partnership to implement food distributions within the City of San Fernando at City facilities and other designated locations in San Fernando.

NOW, THEREFORE, it is mutually understood and agreed by the Parties as follows:

SECTION 1. **RECITALS.** The foregoing recitals are true and correct and incorporated into and made a part of this MOU.

SECTION 2. **TERM.** This MOU shall commence on the Effective Date and terminate one (1) calendar year thereafter ("Term"), with an option to extend the term for two (2) additional one (1) year periods, unless terminated earlier. The City Manager, in their reasonable discretion, is authorized to exercise the City's extension options administratively, pursuant to Section 2.C.

A. Amendments: This MOU may be amended with the approval of both parties, in writing, provided both parties sign the revised agreement. A modification request must be presented, in writing, thirty (30) days prior to effective date.

- B. Termination:** Either party may terminate its participation in this MOU without cause by providing a 30-day written notice by a nationally recognized overnight delivery service with delivery to, personal service at, or mail to, the addresses identified herein. The thirty (30) days will begin on the date of personal service, the date placed with the overnight delivery service or the date of mailing as applicable.
- C. Extension:** This MOU may be extended by written agreement between both parties, provided such agreement is signed by both parties prior to the termination date and contains the following:
- i. A statement of intent to continue the provisions of the MOU;
 - ii. Revised effective and termination dates and
 - iii. Dated signature of the signatory's designee

SECTION 3. NO PAYMENT OF OR FUNDING BY CITY FUNDS. Ignite the Light of Hope Foundation recognizes and agrees that City shall have no obligation to provide City funds in support of Ignite the Light of Hope Foundation's Program or Ignite the Light of Hope Foundation's use of City facilities or perform any fundraising services or activities on behalf of Ignite the Light of Hope Foundation.

SECTION 4. USE OF CITY FACILITIES. If Ignite the Light of Hope Foundation wishes to make use of City parks, rooms and buildings ("City Facilities"), Ignite the Light of Hope Foundation must first submit a written request for such use to City. City in its sole discretion and subject to availability may grant, conditionally grant or deny any such request. City shall waive facility use fees for Ignite the Light of Hope Foundation's use of City Facilities for activities and services provided by or through the Program. City reserves the right to designate or redesignate which City Facilities may be used by Ignite the Light of Hope Foundation in the performance of its duties and responsibilities under this MOU. Nothing in this MOU shall be interpreted to grant any license or leasehold interest in the City Facilities to Ignite the Light of Hope Foundation.

SECTION 5. IGNITE THE LIGHT OF HOPE FOUNDATION'S SCOPE OF SERVICES. Ignite the Light of Hope Foundation shall be responsible for Program implementation, administration, and oversight, as further described in the Scope of Services outlined in Exhibit A attached to this MOU and incorporated herein by reference. ITLH shall provide two (2) food distribution events per month within the City of San Fernando, with at least one (1) distribution event held at a City facility approved by the City Manager or designee. If only one (1) distribution is held at a City facility in any given month, the second monthly distribution shall be held at a time and location within the City of San Fernando that ensures reasonable access for City residents.

SECTION 6. INDEMNIFICATION: To the fullest extent permitted by law, Ignite the Light of Hope Foundation agrees to indemnify, defend and hold free and harmless the City and City's elected or appointed officials, officers, employees, agents and volunteers from, any and all actions, claims, damages to persons or property, penalties, obligations, costs (including reasonable attorneys' fees) or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization, arising out of, caused by or related to the services provided by Ignite the Light of Hope Foundation under this MOU, as well

as the willful misconduct or negligent acts, errors or omissions of Ignite the Light of Hope Foundation, its agents, employees, volunteers, or invitees, including each person or entity responsible for the provision of services hereunder. Ignite the Light of Hope Foundation's duty to indemnify, defend and hold harmless shall not include any claims or liabilities arising from the sole negligence or willful misconduct of the City, or the City's elected or appointed officials, officers, employees, agents, and volunteers. This provision shall survive the expiration or termination of this MOU.

SECTION 7. LIMITATION OF CITY LIABILITY. In no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect, or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this MOU or the services performed in connection with this MOU.

SECTION 8. TAXES. Ignite the Light of Hope Foundation shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, workers' compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning Ignite the Light of Hope Foundation or any employee of Ignite the Light of Hope Foundation and shall further indemnify, pay for the defense of, and hold harmless City of and from any such payment or liability arising out of or in any manner connected with Ignite the Light of Hope Foundation's performance under this MOU.

SECTION 9. INSURANCE. At its sole expense, Ignite the Light of Hope Foundation shall procure and keep in force full and adequate insurance coverage of all of its operations pursuant to this MOU as set forth below, and "City of San Fernando" shall be named as an additional insured on policies providing coverage for subsections 9(a) and 9(c) below:

- (a) Commercial General Liability: (1986 ISO form or later) with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate written on an occurrence basis.
- (b) Auto Liability (including owned, hired and non-owned autos): \$1,000,000 combined single limit (each accident).
- (c) Worker's Compensation and Employer's Liability: Statutory California State limits. These coverages and limits are to be considered minimum requirements under this MOU and in no way limit the liability of Ignite the Light of Hope Foundation.

Prior to start of work under this MOU, Ignite the Light of Hope Foundation shall file with City evidence of insurance as required above from an insurer or insurers certifying to the required coverage. The coverage shall be evidenced on a certificate of insurance signed by an authorized representative of the insurer(s). Coverage on all required policies may not be canceled, amended, terminated, or otherwise modified without no less than 30-days advance written notice to the City.

SECTION 10. NOTICES. Any notice required or permitted to be given under this MOU shall be in writing and shall be deemed to have been delivered, if hand delivered or deposited with a reputable overnight courier (such as Federal Express, UPS, DHL, or similar courier),

postage prepaid, return receipt required, or three (3) business days after deposit into U. S. Mail, certified or registered, postage prepaid and return receipt requested, and shall be addressed as follows, unless otherwise notified in writing of change of address:

IF TO CITY:

City of San Fernando
Attn: City Manager's Office
117 Macneil St.
San Fernando, CA. 91340
Phone: (818) 898-1202
Email: citymanager@sanfernando.gov

IF TO IGNITE THE LIGHT OF HOPE FOUNDATION:

Ignite The Light Of Hope Foundation
Attn: Lorraine Aceves
Address: Sylmar, CA. 91342
Phone: (818) 521-2495
Email: ignitetlh@gmail.com

SECTION 11. MISCELLANEOUS.

- A. Assignment Prohibited. Ignite the Light of Hope Foundation shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this MOU or any rights, duties or obligations of Ignite the Light of Hope Foundation hereunder without the prior written consent of City. A change of ownership or control of Ignite the Light of Hope Foundation or a sale or transfer of substantially all of the assets of Ignite the Light of Hope Foundation shall be deemed an assignment for purposes of this MOU.
- B. Cooperation; Further Acts: The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this MOU.
- C. Governing Law and Venue. This MOU shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.
- D. No Third-Party Benefit. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this MOU inure exclusively to the Parties.
- E. Construction of MOU. This MOU shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this MOU together through a process of negotiation and with the advice of their respective attorneys.
- F. Severability. If any portion of this MOU is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

- G. Amendment; Modification. No amendment, modification or supplement of this MOU shall be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.
- H. Captions. The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limits, augment, or describe the scope, content, or intent of this MOU.
- I. Inconsistencies or Conflicts. In the event of any conflict or inconsistency between the provisions of this MOU and any of the exhibits attached hereto, the provisions of this MOU shall control.

IN WITNESS WHEREOF, the Parties hereto have caused this Memorandum of Understanding to be executed on the day and year first appearing in the paragraph preceding the recitals.

CITY OF SAN FERNANDO**IGNITE THE LIGHT OF HOPE FOUNDATION**

By: _____
 Kanika Kith, City Manager

By: _____

Name: _____

Date: _____

Title: _____

APPROVED AS TO FORM

Date: _____

By: _____
 Richard Padilla, City Attorney

Date: _____

EXHIBIT A

SCOPE OF SERVICES

Ignite the Light of Hope Foundation (ITLH) agrees to:

1. Program Delivery

- A. Provide two (2) food distribution events per month within the City of San Fernando.
- B. Ensure that at least one (1) food distribution event per month is held at a City facility, as mutually agreed upon by the City and the Organization.
- C. Ensure that the schedule of food distribution events at City facilities is developed and constructed in mutual agreement between the City and the Organization.
- D. If only one (1) distribution is held at a City facility during any given month during the term of this Agreement, ensure that the second monthly food distribution event is held at a time, place, and manner within the City of San Fernando that ensures access for City of San Fernando residents.

2. Program Implementation and Oversight

- A. Retain full responsibility for program implementation, administration, and oversight of every food distribution event.

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

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 Joel Fajardo and Councilmembers

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

Date: January 20, 2026

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

RECOMMENDATION:

It is recommended that the City Council:

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

BACKGROUND:

1. In November 2021, the City submitted a grant application to Southern California Gas Company (SoCalGas) to obtain funds through the SoCalGas Climate Adaptation and Resiliency Planning Grant Program.
2. On December 1, 2021, the City was awarded a \$50,000 grant from SoCalGas for the first phase of preparation of the City's Climate Adaptation and Resilience Plan (CARP).
3. On March 21, 2022, the City issued a Request for Proposals (RFP) from qualified consultants to prepare the City's CARP and proposals were received by the due date of April 11, 2022.
4. On October 17, 2022, the City Council approved an agreement with Rincon Consultants (Rincon) to prepare the City's first phase of the CARP.
5. On March 30, 2023, the City, as the lead applicant, submitted an application to California Governor's Office of Land Use and Climate Innovation (LCI), which was formerly the Office of Land Use Planning and Research (OPR) – Adaptation Planning Grant Program with the community partners - Fernandeano Tataviam Band of Mission Indians (FTBMI), Pacoima Beautiful, and Climate Resolve to develop a Climate Action and Resilience Plan and update

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the City's Circulation and Open Space/Conservation/Parks & Recreation Elements of the General Plan.

6. On April 2, 2024, the City Council accepted the Adaptation Planning Grant (APGP) funding from LCI to complete a Climate Action Resilience Plan and update two (2) of the City's General Plan Elements.
7. On April 2, 2024, the City Council approved an agreement with Rincon to complete Phase 2 of the CARP and General Plan Updates.

ANALYSIS:

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

The General Plan is the City's long-term "blueprint" for growth and development, guiding land use, housing, transportation, parks, and conservation. Updating the General Plan confirms that City policies align with State mandates, reflect community priorities, and advance sustainability goals. The current updates address the Circulation Element (transitioning to a Mobility Element) and the Open Space/Conservation/Parks and Recreation Element, and both elements are being revised to integrate CARP strategies.

Together, the CARP and the General Plan Updates will help San Fernando meet State climate targets, improve community health and mobility, strengthen natural resource protection, and enhance eligibility for competitive grant funding. In September 2025, the Draft CARP and General Plan Updates were presented to the Planning & Preservation Commission and the City Council for preliminary review and feedback. During these meetings, the Planning & Preservation Commission and the City Council expressed support for the plans and requested minor revisions related to urban greening and parks; mobility and active transportation; energy, electric vehicles, and buildings; water use; equity and Tribal partnerships; and overall implementation and clarity. These revisions have been incorporated consistent with the direction provided.

Climate Action and Resilience Plan (CARP).

Phase 1 of the CARP was completed in February 2024 and included development of the City's GHG emissions inventory, a climate change vulnerability assessment, and related data collection. The results were presented to the City Council as part of this scope of work. Phase 2 was recently completed and focused on developing measures and actions to improve climate resilience,

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reduce emissions, and support environmental justice. This work is being carried out in partnership with Pacoima Beautiful, FTBMI, and Climate Resolve (Attachment "A").

Systems are broad areas of focus that guide the plan's measures and actions. They represent the "big picture" priorities that organize the City's climate response, while more detailed measures and actions define how action is carried out within each system. For the CARP, the systems are:

- **Social and Governance System:** Build climate and equity considerations into how the City operates every day, improve staff skills and processes, and show leadership by reducing emissions from City buildings and switching City vehicles to clean, zero-emission options.
- **Mobility and Land Use System:** Reduces reliance on single-occupancy vehicles, promotes active transportation and transit, supports passenger and commercial electric vehicle adoption, decarbonizes off-road equipment, and links urban ecosystems with building systems.
- **Buildings and Utilities System:** Focuses on decarbonizing and weatherizing buildings, increasing carbon-free electricity procurement, enhancing energy resilience, reducing outage risks, and supporting cleaner, sustainable energy in line with State goals.
- **Urban Ecosystem:** Increases organics diversion and tree canopy, strengthens water system resilience, reduces water use, protects water quality, and integrates natural systems and traditional ecological knowledge.

In addition to this system's approach, a **Cornerstone Measure** was developed to embody the City's values and long-term vision around sustainability and climate resilience. The Cornerstone Measure highlights the City's commitment to protect community members, advance equity, and empower community leadership, serving as a central example of how climate strategies can reduce risks, strengthen community connections, and promote a safer, healthier, and more sustainable future.

Specifically, the Cornerstone Measure states: Expand and strengthen neighborhood resilience by supporting the development of year-round community resilience hubs within trusted local facilities. These hubs would provide residents with accessible resources to address the city's most pressing climate hazards.

This provides the opportunity to create safe, reliable places in neighborhoods such as community centers or libraries where residents can get support, services, and information before, during, and after climate related emergencies. The Cornerstone measure and systems incorporate strategies that align with State requirements and community input, positioning the City to address challenges such as extreme heat and poor air quality.

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

The Open Space/Conservation/Parks and Recreation Element is being updated to focus on protecting natural resources, expanding urban greening, and ensuring park and recreation facilities are climate-ready and accessible. The updated draft includes goals and policies that encourage habitat restoration opportunities, protect key species of concern, enhance access and accessibility to open space areas, promote climate-resilient solutions, and protect air, water, and cultural resources. This update is being developed in alignment with CARP strategies, with adoption targeted for April 6, 2026 (Attachment “B”).

General Plan Update – Circulation (Mobility) Element.

The Circulation Element is being updated to a Mobility Element that emphasizes not only vehicular transportation, but also other methods such as walking and biking with a focus on all people in the community. The Element also includes vehicle miles traveled (VMT) reduction, and regional connectivity while incorporating CARP strategies and State requirements. The Element has also been renamed to the Mobility Element to better reflect all forms of mobility not just car circulation. Development of the Mobility Element is underway, with adoption targeted for April 6, 2026 (Attachment “C”).

The CARP and General Plan updates align City policies with State mandates, integrate community priorities, and position San Fernando for future funding opportunities. Staff addressed the comments/requests in accordance with City Council prior direction.

BUDGET IMPACT:

There is no additional funding impacts associated with this update. The Climate Action Resilience Plan and General Plan Update is funded by a \$599,918 Adaptation Planning Grant from the Governor's Office of Land Use and Climate Innovation through January 31, 2026. However, per the requirements of Senate Bill 18, which mandates Tribal consultation for General Plan updates, the consultation process must be completed prior to adopting the plans. Tribal consultation letters were sent via certified mail to all Tribes listed on the Native American Heritage Commission (NAHC) list on November 24, 2025. Therefore, Tribal consultation will continue through February 22, 2026, and the Governor's Office of Land Use and Climate Innovation has confirmed with City staff that minor modifications resulting from this consultation may be incorporated at that time. The adoption of the final plan is tentatively scheduled for the City Council on April 6, 2026.

CONCLUSION:

Staff recommends that the City Council receive and file the presentation, provide feedback and direction as appropriate..

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ATTACHMENTS:

- A. Draft San Fernando Climate Action and Resilience Plan
https://ci.san-fernando.ca.us/wp-content/uploads/2026/01/San-Fernando-CARP_Public-Review-Draft_wApps_01.06.2025.pdf
- B. Draft Open Space, Conservation, Parks and Recreation Element of San Fernando General Plan
https://ci.san-fernando.ca.us/wp-content/uploads/2026/01/San-Fernando_Open-Space-Conservation-Parks-and-Recreation-Element.pdf
- C. Draft Mobility Element of San Fernando General Plan
https://ci.san-fernando.ca.us/wp-content/uploads/2026/01/San-Fernando_Mobility-Element.pdf

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 20, 2025

Subject: Discussion and Consideration Regarding Adoption of a Resolution Updating the City Council Procedural Manual

RECOMMENDATION:

It is recommended that the City Council:

- a. Adopt Resolution No. 8421 (Attachment “A”) approving the redline edits to the City Council Procedural Manual (Exhibit “A” of Attachment “A”);

or

- b. Continue this item to the next regular City Council meeting of February 2, 2026 to provide Councilmembers with sufficient time to review proposed edits.

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, various procedures were amended to the City Council Procedural Manual 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 of the Procedural Manual (Exhibit “A” of Attachment “A”) to the November 17, 2025 City Council meeting.

Discussion and Consideration Regarding Adoption of a Resolution Updating the City Council Procedural Manual

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4. On November 17, 2025, the City Council directed staff to bring back the final redlined version to the January 20, 2026 City Council meeting, the City Council directed staff to provide in advance, a copy of the redline edits for review prior to bringing the item back to the January 20, 2026 City Council meeting in order to allow Councilmembers with additional time to review the proposed changes.

ANALYSIS:

The Procedure Manual serves as a guide outlining the rules, policies, and practices for how the City Council conducts its business. The Procedural Manual 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.

On October 20, 2025, the City Council directed staff to bring back a redlined version of Councilmember Fajardo's proposed edits to the November 17, 2025 City Council meeting for consideration. At the November 17, 2025 meeting, the City Council directed staff to provide in advance, a copy of the redline edits for review prior to bringing the item back to the January 20, 2026 City Council meeting in order to allow Councilmembers with additional time to review the proposed changes.

As of January 15, 2026, the draft of the redline edits had not yet been shared with the City Council in advance of this staff report, as it was undergoing additional review and finalization of proposed edits by Mayor Fajardo and the City Attorney.

A brief summary of the proposed changes below updates the Procedural Manual to match current state laws and provides additional clarifying edits, as follows:

- Incorporation of changes to the Ralph M. Brown Act (Government. Code Section 54950 et seq.) (the "Brown Act") designed to expand accessibility to City Council meetings and other subordinate bodies of the city by expanding (i) the ability of the public to participate remotely (ii) requirements for the translation of agendas; and (iii) opportunities for non-English speakers to avail themselves of public comment translation assistance.
- The incorporation and refinement of rules relating to the use of City Attorney services by Councilmembers and Councilmember engagement with City staff.
- Clarifications to the procedures for addressing absences and City Council vacancies.
- Clarifications and modifications to procedures for the submission of agenda item requests by City Councilmembers.

Discussion and Consideration Regarding Adoption of a Resolution Updating the City Council Procedural Manual

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- Clarification on the reorganization process.
- Clarification as to procedures for the reconsideration or rescinding of prior council action and when such reconsideration or rescission is legally permissible.

BUDGET IMPACT:

The proposed updates is included in the City Clerk Department work plan for the Fiscal Year 2025-2026 Adopted Budget. While not included in the City Attorney's Office work plan, year-to-date costs will be reviewed during the mid-year process.

CONCLUSION:

Staff is recommending that the City Council:

- a. Adopt Resolution No. 8421 (Attachment "A") approving the redline edits to the City Council Procedural Manual (Exhibit "A" of Attachment "A");
- or
- b. Continue this item to the next regular City Council meeting of February 2, 2026 to provide Councilmembers with sufficient time to review proposed edits.

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 VARIOUS PROVISIONS OF THE SAN FERNANDO
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 No. 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, on March 18, 2019 by Resolution No. 7907; and on August 19, 2019 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, but does not thoroughly address Council committees; and

WHEREAS, the City Council desires to amend the Manual (Exhibit "A") by revising various sections.

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 of the Manual is attached to this Resolution as Exhibit "A" which is attached and incorporated hereto by this 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 20th day of January 2026.

Joel Fajardo, Mayor of the City of
San Fernando

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. 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 20th day of January 2026, 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 January 2026.

Julia Fritz, City Clerk

THE CITY OF SAN FERNANDO

January 4, 2026

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
	January 20, 2026	Resolution No. XXXX

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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.

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.~~

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.

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.

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.

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.

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:

- 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))

- d. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (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)
- h. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6).
 - i.
 - ii.
 - iii.

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))

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. .
- 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.

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.
- b. If a Councilmember is absent without permission for two (2) consecutive regular meetings, the 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 Councilmember's 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. 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 meetings 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.

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

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 agendize 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.
- 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 reagendize 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.

2.3 [RESERVED]

2.4 ROLL CALL

A roll call of Councilmembers shall be **conducted** 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).

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

A. The City Clerk shall keep and maintain “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. 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. Minutes for all public comments 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 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 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 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.

B. Per Government Code Section 36804, “[i]f the city clerk is absent, the deputy city clerk shall act. If there is none, the mayor shall appoint one of the council members as city clerk pro tempore.”

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 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. , 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.
- h. Councilmembers may also pose additional questions to City staff and/or applicants/appellants before proceeding to step (i) below.
- 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.

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. 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

- 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.

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.

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, 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

The Presiding Officer may ~~shall~~ verbally restate each motion or 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, , 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. 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** 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.

4.5 ENFORCEMENT OF DECORUM

The Chief of Police shall be ex officio sergeant-at-arms *for* the City Council, *but* may delegate such duties to any one or more sworn police officers of the City as needed. 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.

4.6 CONFLICTS OF 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 liabilities, 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.

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).

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 his/her vote with a very brief, concise and succinct statement of their reasoning. .

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.

5. ADDRESSING THE CITY COUNCIL

5.1 MANNER OF ADDRESSING THE CITY COUNCIL

A. 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 who are physically present must address the City Council from the speaker's podium and members of the public participating remotely must do so through the two-way remote participation means established by the City. No member of the public may begin speaking without first being recognized by the Presiding Officer or the City Clerk in the case of those participating remotely. All remarks and questions must be addressed to the City Council as a body and not to any individual Councilmember, City employee or member(s) of the audience. Any member of the public who wishes to address the the City Council in person shall present the City Clerk with a speaker's card, stating his/her name. To facilitate staff follow up, the speaker may also provide his/her address. Members of the public may call-in to the telephone number listed on the agenda, using the meeting ID and Passcode. When connecting to the Zoom meeting to speak, you will be placed in a virtual "waiting area," with your audio disabled. When it is your turn to speak, you will be identified by announcing the last four digits of your telephone number. To unmute press *6 on your phone and begin your comment. 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.

C. Public Remote Participation: Effective January 1, 2026, members of the public may address the City Council remotely for all meeting of the City Council in

the manner prescribed under the Brown Act as amended by Senate Bill 707 (Durazo)(“SB 707”) and these policies. 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, unless otherwise mandated under SB 707.

D. Remote Participation Disruption Policy: It shall be the policy of the City Council to adopt a procedure to manage disruptions to two-way remote participation tools during Brown Act meetings to comply with SB707. The following procedure shall apply constitute the adopted policy of the City for meetings of all bodies of the City subject to the Brown Act and these instructions shall be included in all posted agendas:

Pursuant to Senate Bill 707, each qualified legislative body shall provide two-way remote participation, ensuring public participation, not only in person but also through a two-way phone or video platform that includes but is not limited to Zoom or Microsoft Teams. In the event of a disruption that makes two-way remote participation not possible during a meeting, the legislative body shall recess for no less than one hour to make good faith efforts to restore service. If service cannot be restored after one hour, the legislative body shall adopt, by roll-call vote, a formal finding affirming that reasonable efforts were taken to resolve the disruption and that resuming the meeting serves the public interest more than further delaying it to find a resolution. To the extent lawfully agendized closed session matters appear on the agenda of the disrupted meeting, the body reserves the right to recess to closed session to address those agendized closed session items during the one-hour recess to mitigate delays in the transaction of business.

E. In lieu of in-person or remote comment, members of the public that may also submit comments in writing 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.

F. 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 listed on the agenda.

5.2 TIME LIMITATION AND TRASLATION

A. Time Limits: Except as otherwise required under Government Code Section 54954.3(b)(2), any member of the public 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 Counsel 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.

B. Time Limits and Translation: Paragraph A notwithstanding, as required by Government Code Section 54954.3(b)(2), each legislative body of the City that is subject to the Brown Act shall provide at least twice the allotted time to a member of the public who utilizes a translator. The foregoing notwithstanding, as provided under Government Code Section 54954.3(b)(3), the legislative body shall be under no obligation to provide twice the allotted time when simultaneous translation equipment is used that allows the legislative body to hear the translated public testimony simultaneously.

C. Facilitating Third-Party Translation. As provided under Government Code Section 54953.4(b)(2)(B), the City is under no obligation to provide interpretation of any public meeting. Nevertheless, per Government Code Section 54953.4(b)(2)(A), the City Council shall reasonably assist members of the public who wish to translate a public meeting into any language or wish to receive interpretation provided by another member of the public, so long as the interpretation is not “**disrupting**” to the meeting, as defined in Government Code Section 54957.95. Per Government Code Section 54957.95(b)(1), “**disrupting**” means engaging in behavior during a meeting of a legislative body that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, one of the following: (i) a failure to comply with reasonable and lawful regulations adopted by a legislative body or any other law; and/or (ii) engaging in behavior that constitutes use of force or a “**true threat of force**” within the meaning of Government Code Section 54957.95(b)(2). The City Clerk shall publicize instructions on how to request assistance which may include any of the following, as determined by City Council: (1) arranging space for one or more interpreters at the meeting location; (2) allowing extra time during the meeting for interpretation to occur; and (3) ensuring participants may utilize their personal equipment or reasonably access facilities for participants to access commercially available interpretation services. As provided under Government Code Section Government Code Section 54953.4(b)(2)(C), (i) the City Council is not responsible for the content or accuracy of any interpretation facilitated, assisted with, or provided in the manner described above; and (ii) no action shall be commenced or maintained against the City Council arising from the content or accuracy of any interpretation facilitated, assisted with, or provided in such manner.

D. 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.

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

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.

6.2 OPPORTUNITY TO ASK QUESTIONS AND COMMENT BEFORE MOTIONS

Councilmembers shall refrain from making motions on any agendized matter 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 will 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.

6.5 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.

6.6 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

6.7 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)~~

6.8 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)~~

6.9 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)~~

6.10 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)~~

6.11 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)~~

6.12 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)~~

6.13 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.

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 “~~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]

7.4 RECONSIDERATION

Any **Council**member 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.

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;

(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)

9. ORDINANCES

9.1 ORDINARY APPROVAL OF ORDINANCES.

a. Per Government Code Section 36934:

1. Ordinances require two readings to be adopted/approved: one to introduce the ordinance (first reading) and a second to adopt/approve the ordinance (second reading);
2. The second reading of an ordinance may not occur within 5 days of the first reading;
3. Second readings may only occur at regular or adjourned regular meetings; and
4. All ordinance must be read in full either at the time of introduction (first reading) or at the time of adoption/approval (second reading), **except in either of the following circumstances:** (i) when, after reading the title, further reading is waived by regular motion adopted by majority vote; or (ii) if the title is included on the published agenda and a copy of the full ordinance is made available to the public online and in print at the meeting prior to the introduction or approval/adoption.

If the motion to approve an ordinance for first reading was unanimous, the second reading of the ordinance may be agendized under the Consent Calendar. Following the second reading approval of an ordinary ordinance, the City Clerk shall comply with all notice and publication requirements called for under the Government Code or any other statutes governing the subject matter of the ordinance. Per Government Code Section 36937, ordinary ordinances become effective 30 days from the date the ordinance was approved/adopted for second reading.

- b. Per Government Code Section 36936 all ordinances require a recorded majority vote of the total membership of the City Council irrespective of the number of City Council member's present (i.e., a minimum of 3 votes in favor of the ordinance are needed).
- c. When applicable law requires the conduct of a public hearing as part of the approval process for an ordinance, the City Council shall conduct a public hearing and comply with all other noticing and publication requirements required by law.

9.2 URGENCY ORDINANCES; INTERIM ORDINANCES.

- a. Ordinances for the immediate preservation of the public peace, health or safety within the meaning of Government Code Section 36937(b); and interim ordinances within the meaning of Government Code Section 65858, including extensions of the same take effect immediately without the need for a second reading or a 30-day waiting period before becoming effective. The City shall comply with all noticing, publication, public hearing and finding requirements for all such ordinances.

10. [RESERVED]

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11. REORGANIZATION

11.1 SELECTION OF MAYOR AND Vice-Mayor

Annually, the City Council shall undertake a reorganization to choose one of its members to 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 terms **as mayor or mayor pro tempore**.
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 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, including methods of chance, drawing names, removing one or more Councilmembers from consideration, and/or vacating the current seat.
- g.

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 Stationary 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 Stationary be used in any manner that (i) would constitute a violation of Government Code Section 8314, Government Code Section 82041.5 or any other applicable statute or regulation governing the use of public resources; or (ii) that discloses confidential or privileged information that a Councilmember has acquired in his or her official capacity as a member of the City Council where such disclosure may only be made with the consent of the City Council acting as a body and such consent has not been formally granted by the City Council acting as body.

15.3 PREPARATION OF COMMUNICATIONS USING OFFICIAL LETTERHEAD OR OTHER OFFICIAL STATIONERY

It shall be the official policy of the City to have all City Councilmember communications using official City letterhead or other official Stationery prepared by secretarial staff of the City Manager's office, with prior verbal or written notice by the requesting Councilmember to the City Manager. City secretarial staff may not commence the drafting of such communications until the City Manager has confirmed either verbally or in writing that the City Manager has been notified of a Councilmember's request to communicate using official City letterhead or other official Stationery of the City. The City Manager reserves the right to review all such communications before they are disseminated to verify compliance with

these policies and the City Manager further reserves the right to seek input and direction from the City Council at a duly noticed meeting of the City Council before authorizing staff to disseminate any such communications. Councilmembers shall not receive personalized official letterhead or Stationery nor shall Councilmembers be entitled to maintain their own stock of letterhead or Stationery or maintain electronic templates of such Stationery. The rights and duties of the City Manager under this Chapter shall be delegated to the person who has been formally designated by the City Manager or a majority of the City Council to act in place of the City Manager during any period time in which the City Manager is on vacation, on extended leave or is otherwise physically unable to discharge his or her duties at the time the request is made.

15.4 COUNTERFEIT LETTERHEAD OR STATIONERY

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

15.5 DEFINITIONS

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



- b. "City logo(s)" shall 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:





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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.

SECTION 17. MISCELLANEOUS

17.1 Consultation with City Attorney.

- A. Any Councilmember should be able to contact and consult with the City Attorney to discuss any matter within the subject matter jurisdiction of the City, and for general information regarding conflict of interest issues, FPPC filing requirements, ethics-related issues and the like, without such information having to be shared with other Councilmembers, unless the City Attorney is ethically required to disclose such information to the full City Council as a whole pursuant to applicable State Bare Rules or other applicable laws. Councilmembers may also consult with the City Attorney to obtain non-confidential information or clarification on matters of potential interest to the Councilmember without such inquiry or information having to be shared with the full City Council, unless the City Attorney is ethically required to disclose such information to the full City Council. Furthermore, the City Attorney, in his/her discretion and professional judgement, may also share such information with the full City Council if it relates to or otherwise informs (i) a matter that is currently being considered by the City Council or that is agendaized for consideration at an upcoming meeting of the City Council; or (ii) a topical and/or hotly contested matter of concern or interest to all Councilmembers or to the larger San Fernando community. The City Attorney shall notify a Councilmember in advance if he/she believes such information should be shared with all members of the City Council. It is also understood that by communicating with individual Councilmembers in such a manner, no attorney-client relationship shall exist, or be created, as between the City Attorney and individual Councilmembers.
- B. Work to be performed by the City Attorney which is requested by an individual Councilmember requiring substantial research or activity (more than five (5) hours) should be assigned based on approval by the City Manager.

17.2. Communications between Councilmembers and Employees

- A. Purpose: This policy established the procedure for (i) staff contacts initiated by Councilmembers; and; (ii) councilmember contacts initiated by employees. This policy is intended to establish clear and proper channels of communication between Councilmembers and employees and to promote the efficient use of staff time.

B. Councilmember-Initiated Contacts. Each Councilmember shall comply with the provisions of Section 2-123 (Relations with council) of the San Fernando Municipal Code (hereinafter, "Section 2-123") with respect to interactions between the Councilmember and subordinate employees of the City Manager. Section 2-123 provides in relevant part:

The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the city council nor any member of the city council shall give orders to any subordinates of the city manager. For purposes hereof, "inquiry" means any and all communications short of giving orders, directions, or instructions to any member of the administrative staff. Such staff members shall provide all information reasonably requested by any councilmember. The city manager shall take orders and instructions from the city council only when sitting in a duly convened meeting of the city council and no individual councilmember shall give any orders or instructions to the city manager...."

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

D. Miscellaneous.

1. Individual Councilmembers shall refrain from initiating communications or other similar contacts with any representative of City collective bargaining units for the purpose of negotiating with such bargaining units on the City's or City Council's behalf in outstanding contract negotiations. A Councilmember shall not hold himself or herself out as the City's designated labor negotiator or as someone speaking on the City Council's behalf, unless he or she has been appointed to act in such capacity by the City Council.

2. In the event of an unsolicited communication or contact initiated by any representative of a City collective bargaining unit (including any City employee acting in a representative capacity on behalf of his or her bargaining unit) during outstanding contract negotiations, the Councilmember shall refrain from disclosing any privileged or otherwise confidential information or documentation to the bargaining unit representative, including, but not limited to, any privileged or confidential information obtained in closed session. During such unsolicited communications or contacts, Councilmembers shall refrain from providing any promises or assurances as to the outcome of any negotiations and shall promptly disclose any information

or documentation provided to the Councilmember by the bargaining unit representative that is pertinent to the negotiations to the City Manager so that it may be shared with, and vetted by, the full membership of the City Council, the City Manager and the City's designated labor negotiator(s). Nothing in this paragraph shall be construed to grant permission to an individual Councilmember to disclose any information or documentation that is privileged or otherwise confidential at any other time, including times when the City is not engaged in contract negotiations with any one or more of its collective bargaining units.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Mary Solorio

Date: January 20, 2026

Subject: Discussion and Consideration to Review Food Truck Vendor Events ("Foodzilla") and Their Economic Impact on Nearby Local Restaurants

RECOMMENDATION:

I have placed this item on the agenda (Attachment "A") for City Council discussion to provide staff direction to summarize and present feedback collected from nearby restaurant owners, analyze economic and operational impacts associated with Foodzilla events, explore potential strategies such as scheduling adjustments, geographic buffers, restaurant participation opportunities, or policy refinements, and return to Council with recommendations that support both community engagement and the sustainability of local brick-and-mortar restaurants.

BACKGROUND/ANALYSIS:

1. On December 31, 2025, Attachment "A" was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.
2. On January 5, 2026, this item was tabled to the next 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

Mary Solorio

TITLE

Councilmember

ITEM INFORMATION

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

Discussion and Review of Food Truck Vendor Events (“Foodzilla”) and Their Economic Impact on Nearby Local Restaurants

BACKGROUND/ANALYSIS Provide the reason you are requesting this item be agendized.

Food truck events, commonly referred to as “Foodzilla,” have been implemented as a community attraction bringing mobile food vendors into designated areas. While these events provide entertainment and food options for residents, concerns have been raised by nearby brick-and-mortar restaurants regarding potential economic impacts, including reduced foot traffic and competition during event times.

Feedback has been collected from local restaurant owners expressing varying perspectives—some noting decreased sales during events, while others have requested clearer communication, coordination, or mitigation strategies. The absence of a formal review process has limited the City’s ability to fully evaluate the short- and long-term impacts on local businesses.

This item is agendized to openly discuss the impacts of food truck events on surrounding restaurants, review feedback received from business owners, and consider potential policy adjustments to balance community activation with economic support for existing local businesses.

ATTACHMENTS Do you have any attachments to include?

☐ Yes ☐ No

RECOMMENDATION Indicate the direction you are recommending.

Provide direction to City staff to:

Summarize and present feedback collected from nearby restaurant owners.

Analyze economic and operational impacts associated with Foodzilla events.

Explore potential strategies such as scheduling adjustments, geographic buffers, restaurant participation opportunities, or policy refinements.

Return to Council with recommendations that support both community engagement and the sustainability of local brick-and-mortar restaurants.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Mary Solorio

Date: January 20, 2026

Subject: Discussion and Consideration to Assess the Turf Restoration and Public Safety Conditions at San Fernando Recreation Park Following Infiltration System Installation (2023)

RECOMMENDATION:

I have placed this item on the agenda (Attachment "A") for City Council discussion to provide staff direction to conduct an immediate assessment of turf restoration progress and safety hazards, identify corrective measures, including potential removal or mitigation of netting that poses a tripping risk, develop a clear timeline and action plan for restoring healthy grass coverage, and report back to the City Council with findings, options, and recommended next steps to ensure the park meets safety and community-use expectations.

BACKGROUND/ANALYSIS:

1. On December 31, 2025, Attachment "A" was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.
2. On January 5, 2026, this item was tabled to the next 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

Maria Solorio

TITLE

Councilmember

ITEM INFORMATION

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

Assessment of Turf Restoration and Public Safety Conditions at San Fernando Recreation Park Following Infiltration System Installation (2023)

BACKGROUND/ANALYSIS Provide the reason you are requesting this item be agendized.

Following the installation of the underground infiltration system at San Fernando Recreation Park, existing grass and soil were removed and subsequently replaced. At this time, the grass has not adequately re-established, leaving large areas of exposed or unstable ground. In addition, protective netting currently installed over portions of the turf presents a tripping hazard and creates the potential for falls, particularly for children, seniors, and individuals using the park for recreation or athletic activities.

The current condition of the park does not meet the standard of usability, safety, or appearance expected of a primary community recreational space. The lack of grass growth and presence of netting raises concerns regarding public safety, accessibility, and overall park functionality.

This item is agendized to formally assess the condition of the park, understand the causes of delayed turf establishment, evaluate interim safety risks, and identify corrective actions to restore the park to appropriate operational and safety standards.

ATTACHMENTS Do you have any attachments to include?

☐ Yes ☐ No

RECOMMENDATION Indicate the direction you are recommending.

Provide direction to City staff to:

Conduct an immediate assessment of turf restoration progress and safety hazards.

Identify corrective measures, including potential removal or mitigation of netting that poses a tripping risk.

Develop a clear timeline and action plan for restoring healthy grass coverage.

Report back to the City Council with findings, options, and recommended next steps to ensure the park meets safety and community-use expectations.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Mary Solorio

Date: January 20, 2026

Subject: Discussion and Consideration to Review Decorative Lighting in the Downtown Mall Area and Its Impact on Local Businesses

RECOMMENDATION:

I have placed this item on the agenda (Attachment "A") for City Council discussion to provide staff direction to collect and summarize feedback from Downtown Mall businesses regarding the perceived impact of decorative lighting, evaluate available data related to foot traffic, sales trends, and business activity before and after installation, where feasible, identify qualitative and quantitative indicators of success or areas for improvement, and report back to the City Council with findings and recommendations regarding the continued use, expansion, or refinement of decorative lighting in the Downtown Mall area.

BACKGROUND/ANALYSIS:

1. On December 31, 2025, Attachment "A" was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.
2. On January 5, 2026, this item was tabled to the next 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

Maria Solorio

TITLE

Councilmember

ITEM INFORMATION

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

Review of Decorative Lighting in the Downtown Mall Area and Its Impact on Local Businesses

BACKGROUND/ANALYSIS Provide the reason you are requesting this item be agendized.

Decorative lighting has been installed in the Downtown Mall area as part of broader efforts to enhance the district's visual appeal, pedestrian experience, and overall sense of place. These improvements were intended to create a more inviting environment, encourage evening activity, and support local businesses by increasing foot traffic and dwell time.

Since installation, anecdotal feedback suggests that the lighting may have contributed to a more vibrant and welcoming atmosphere, particularly during evening hours and special events. However, a formal evaluation has not yet been conducted to determine whether the decorative lighting has resulted in measurable economic benefits, such as increased customer traffic, extended business hours, or higher sales for nearby merchants.

This item is agendized to assess whether the decorative lighting has had a positive impact on local businesses, to review any feedback collected from merchants, and to consider whether similar enhancements should be expanded, modified, or maintained as part of downtown revitalization efforts.

ATTACHMENTS Do you have any attachments to include?

☐ Yes ☐ No

RECOMMENDATION Indicate the direction you are recommending.

Provide direction to City staff to:

Collect and summarize feedback from Downtown Mall businesses regarding the perceived impact of decorative lighting.

Evaluate available data related to foot traffic, sales trends, and business activity before and after installation, where feasible.

Identify qualitative and quantitative indicators of success or areas for improvement.

Report back to the City Council with findings and recommendations regarding the continued use, expansion, or refinement of decorative lighting in the Downtown Mall area.

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AGENDA REPORT

To: Vice Mayor Victoria Garcia and Councilmembers

From: Mayor Joel Fajardo

Date: January 20, 2026

Subject: Discussion to Provide Direction Regarding City Sponsorship, Planning Support, and Promotion of an Educational Business Forum on Recent Business Laws and Regulatory Updates

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction regarding City sponsorship and assistance with planning, coordination, and promotion of an educational business forum, including authorization for use of the City seal and related City resources, as deemed appropriate by the City Council.

BACKGROUND/ANALYSIS:

1. On January 5, 2026, Mayor Fajardo presented this item for discussion. The City Council tabled the item to the next regular City Council meeting.
2. On January 14, 2026, Attachment "A" was submitted providing additional information for discussion at the January 20, 2026 City Council meeting.

BUDGET IMPACT:

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

ATTACHMENT:

- A. Request to Agendize an Item for City Council Discussion/Consideration

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Joel Fajardo

TITLE

Mayor

ITEM INFORMATION

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

Discussion and Direction Regarding City Sponsorship, Planning Support, and Promotion of an Educational Business Forum on Recent Business Laws and Regulatory Updates

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

City Council will discuss the potential hosting of an educational forum for local businesses focused on recent and emerging business laws, regulatory requirements, and compliance-related topics. The discussion will include the scope and objectives of the forum, potential speakers or partner organizations, and the City's role as a sponsor or co-sponsor of the event.

The item will also consider City involvement in planning, coordination, outreach, and promotion of the forum, including staff support, use of City communication channels, and authorization for use of the City seal in connection with the event, if appropriate.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

Provide staff with direction regarding City sponsorship and assistance with planning, coordination, and promotion of an educational business forum, including authorization for use of the City seal and related City resources, as deemed appropriate by the City Council.

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AGENDA REPORT

To: Vice Mayor Victoria Garcia and Councilmembers

From: Mayor Joel Fajardo

Date: January 20, 2026

Subject: Discussion to Provide Direction Regarding a 2026 Citywide Plan of Action for Beautification, Maintenance, and Community Safety

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction to return in February with a comprehensive presentation outlining proposed implementation strategies for the identified projects, including timelines, cost considerations, and any additional documents or policy actions necessary to move these initiatives forward.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 20, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENT:

- A. Request to Agendize an Item for City Council Discussion/Consideration
- B. Priority Areas

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Joel Fajardo

TITLE

Mayor

ITEM INFORMATION

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

Discussion and Direction on a 2026 Citywide Plan of Action for Beautification, Maintenance, and Community Safety

BACKGROUND/ANALYSIS Provide the reason you are requesting this item be agendized.

This item is intended to provide the City Council with an opportunity to discuss and provide direction on a 2026 plan of action focused on citywide beautification, maintenance, and community safety.

In December, the Mayor and Vice Mayor met with the City Manager to review prior Council priorities and discuss strategies for implementation in the coming year. This item builds upon those discussions and provides an opportunity for the full City Council to offer additional input, identify priorities, and propose other related items for consideration.

ATTACHMENTS Do you have any attachments to include?

☒ Yes ☐ No

RECOMMENDATION Indicate the direction you are recommending.

Provide direction to staff to return in February with a comprehensive presentation outlining proposed implementation strategies for the identified projects, including timelines, cost considerations, and any additional documents or policy actions necessary to move these initiatives forward.

ATTACHMENT "B"

Attached for discussion are the following priority areas:

1. Enhanced cleaning of streets, public restrooms, and loose trash removal
2. Graffiti removal efforts and response-time standards
3. Status update on replacement of missing or damaged street and traffic signs
4. Inventory and mapping of outstanding curb painting needs, including estimated costs
5. List of outstanding tree requests, tree planting plans, and options for tree species, with emphasis on shade trees in residential areas
6. Update on sidewalk conditions and responsibilities, including work done by between Precision and work done by Public Works
7. Code enforcement efforts related to parking lots and commercial properties
8. Cleanup, maintenance, outreach and planning efforts for Cindy Montañez Natural Park
9. Update on efforts related to the Project Labor Agreement
10. Direction regarding addressing the needs of unhoused individuals within the City, including discussion of the appropriate departmental for oversight, coordination, and potential changes and/or improvements to the City's service partners

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AGENDA REPORT

To: Vice Mayor Victoria Garcia and Councilmembers

From: Mayor Joel Fajardo and Councilmember Patty Lopez

Date: January 20, 2026

Subject: Consideration and Additional Discussion to Provide Direction Regarding a City Presentation on Event Requests, Permitting Requirement, and Related Policies

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction regarding the scope and topics to be included in the City presentation on event requests, permitting, and related concerns.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENT:

A. Request to Agendize an Item for City Council Discussion/Consideration

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Patty Lopez

TITLE

Councilmember

ITEM INFORMATION

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

Additional Discussion and Direction Regarding a City Presentation on Event Requests, Permitting Requirements, and Related Policies

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

This item is intended to provide staff with further direction regarding a forthcoming City presentation related to requesting and hosting events within the City. The presentation is anticipated to build upon prior Council discussion and address the City's policies, procedures, and enforcement practices related to events.

The discussion may include, but is not limited to, the following topics:

An overview of the current event permit process, including consideration of a revised or streamlined application for smaller-scale events;

Council policy regarding City assistance and support for events;

Enforcement of applicable rules and regulations, including consistency in how they are applied; and

Any additional topics the City Council would like included in the presentation.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

Provide staff with direction regarding the scope and topics to be included in the City presentation on event requests, permitting, and related concerns.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Patty Lopez

Date: January 20, 2026

Subject: Discussion Regarding a Citywide Business Survey – Priorities, Needs, and City Resources

RECOMMENDATION:

I have placed this on the agenda (Attachment “A”) for City Council discussion to provide staff with direction to develop a comprehensive business survey, including questions focused on immediate priorities, long-term goals, and needed City resources. Staff shall identify appropriate distribution methods, timelines, and outreach strategies to ensure broad participation, and report back to the City Council with survey results, key findings, and recommended next steps for consideration.

BACKGROUND/ANALYSIS:

See Attachment “A” that was submitted to request to agendize this item for the January 20, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Patty Lopez

TITLE

Councilwoman

ITEM INFORMATION

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

Citywide Business Survey – Priorities, Needs, and City Resources

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

Discuss and consider the development and distribution of a citywide survey to all local businesses to identify their priorities, short- and long-term needs, and recommendations for programs or initiatives they would like the City to implement in the coming months and years. The survey will also assess what resources, support, and services businesses need from the City to strengthen economic development and business retention.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

Direct staff to develop a comprehensive business survey, including questions focused on immediate priorities, long-term goals, and needed City resources. Staff shall identify appropriate distribution methods, timelines, and outreach strategies to ensure broad participation, and report back to the City Council with survey results, key findings, and recommended next steps for consideration.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Patty Lopez

Date: January 20, 2026

Subject: Discussion and Consideration Regarding Office 133 Use and Design

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction regarding the feasibility, design options, estimated costs, and implementation timeline for the designation and enhancement of Office 133, and return to the City Council with findings and recommendations.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 20, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

**REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL
DISCUSSION/CONSIDERATION****CITY COUNCILMEMBER INFORMATION**

NAME

Patty Lopez

TITLE

Councilwoman

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

Discussion and Consideration of Office 133 Use and Design

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

Discuss and consider designating Office 133 as a shared office space for use by all City Council members. The proposal includes enhancing the office with appropriate signage identifying the space, displaying photographs of the Mayor and City Council members consistent with the City Hall entrance, and incorporating city maps and historical photographs that reflect the City's history, vision, and community identity.

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

Provide information and recommendations regarding the feasibility, design options, estimated costs, and implementation timeline for the designation and enhancement of Office 133, and return to the City Council with findings and recommendations.

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AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Patty Lopez

Date: January 20, 2026

Subject: Discussion Regarding Parking Enforcement – Process for Citizen Complaints Regarding Parking Signage

RECOMMENDATION:

I have placed this on the agenda (Attachment “A”) for City Council discussion to provide staff with direction to provide a detailed overview of the existing procedures for handling citizen complaints related to parking signage, including green curb signs. Staff is directed to clarify departmental responsibilities, response timelines, criteria for enforcement when signage is questioned, and any corrective actions taken prior to issuing citations. Staff shall report back to the City Council with findings and recommendations, including any proposed improvements to ensure consistency, transparency, and due process.

BACKGROUND/ANALYSIS:

See Attachment “A” that was submitted to request to agendize this item for the January 20, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME

Patty Lopez

TITLE

Councilwoman

ITEM INFORMATION

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

Parking Enforcement – Process for Citizen Complaints Regarding Parking Signage

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

Discuss and consider the current Parking Enforcement process when a citizen submits a complaint regarding missing, unclear, or non-compliant parking signs, including green curb signs. The discussion should include how complaints are received, reviewed, investigated, and resolved, and how enforcement actions are coordinated when signage issues are identified.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

Provide a detailed overview of the existing procedures for handling citizen complaints related to parking signage, including green curb signs. Staff is directed to clarify departmental responsibilities, response timelines, criteria for enforcement when signage is questioned, and any corrective actions taken prior to issuing citations. Staff shall report back to the City Council with findings and recommendations, including any proposed improvements to ensure consistency, transparency, and due process.