



THE CITY OF  
**SAN FERNANDO**

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  
MONDAY, FEBRUARY 2, 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](mailto: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](mailto: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.

## **SAN FERNANDO CITY COUNCIL**

**Special and Regular Meeting Notice and Agenda – February 2, 2026**

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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**

### **TELECONFERENCING REQUESTS/DISCLOSURE**

### **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)(1) - EXISTING LITIGATION

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

- B) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2) AND 54956.9(E)(1) - ANTICIPATED LITIGATION

One (1) matter

- C) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(4) - INITIATION OF LITIGATION

One (1) matter

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



## **SAN FERNANDO CITY COUNCIL**

Special and Regular Meeting Notice and Agenda – February 2, 2026

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### **REGULAR MEETING - PUBLIC PARTICIPATION OPTIONS**

#### **WATCH THE MEETING**

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

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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

## **SAN FERNANDO CITY COUNCIL**

### **Special and Regular Meeting Notice and Agenda – February 2, 2026**

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#### **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.

#### **DECORUM AND ORDER**

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

#### **PUBLIC STATEMENTS**

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

Members of the public may submit comments by email to [cityclerk@sanfernando.gov](mailto:cityclerk@sanfernando.gov) no later than **12:00 p.m. the day of the meeting** to ensure distribution to the City Council and made part of the official public record of the meeting.

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

#### **CONSENT CALENDAR**

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

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

- |  |   |
|--|---|
| a. July 28, 2025 Special CC Meeting    | c. January 5, 2026 Special & Regular CC Meeting |
| b. October 27, 2025 Special CC Meeting | Meeting   |

#### **2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER**

Recommend that the City Council adopt Resolution No. 26-021 approving the Warrant Register.

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

## **SAN FERNANDO CITY COUNCIL**

### **Special and Regular Meeting Notice and Agenda – February 2, 2026**

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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 AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA OFFICE OF TRAFFIC SAFETY NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION TO SUPPORT SELECTIVE TRAFFIC ENFORCEMENT DETAILS**

Recommend that the City Council authorize the preparation and submittal of the National Highway Traffic Safety Administration Grant application for an amount up to \$200,000 from the California Office of Traffic Safety to support selective Traffic Enforcement details.

**5) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO MARIPOSA LANDSCAPING INC. FOR WATER FACILITIES AND CITY EASEMENT LANDSCAPE SERVICES**

Recommend that the City Council:

- a. Award a Professional Services Agreement to Mariposa Landscaping Inc. (Contract No. 2472) for Water Facilities and City Easement Landscape Services, at an initial not-to-exceed rate of \$43,080 with annual consumer price index adjustments up to a three percent increase based on current CPI increase, for a term of three years with two optional 1-year extensions;
- b. Authorize the City Manager to approve a contingency amount not to exceed \$6,462 (approximately 15% of the contract amount) for any unforeseen or additional related services; and
- c. Authorize the City Manager, or designee, to make non-substantive changes and execute the agreement and all related documents.

**6) CONSIDERATION TO APPROVE A BUSINESS LICENSE PERMIT FOR PEARL DAY SPA, A MASSAGE PARLOR LOCATED AT 2035 GLENOAKS BOULEVARD, PURSUANT TO SAN FERNANDO MUNICIPAL CODE SECTION 22-215**

Recommend that the City Council approve a Business License Permit for Pearl Day Spa to conduct business for the 2026 calendar year as a massage parlor at 2035 Glenoaks Boulevard, pursuant to San Fernando Municipal Code Section 22-215.

### **ADMINISTRATIVE REPORTS**

**7) DISCUSSION AND 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:

## **SAN FERNANDO CITY COUNCIL**

### **Special and Regular Meeting Notice and Agenda – February 2, 2026**

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- 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.

#### **8) DISCUSSION AND CONSIDERATION TO APPROVE CO-SPONSORSHIP AND USE OF THE CITY SEAL WITH IGNITE THE LIGHT OF HOPE FOUNDATION FOR FOOD DISTRIBUTIONS**

Recommend that the City Council:

- a. Approve Co-Sponsorship of food distribution events hosted by Ignite the Light of Hope Foundation to support food security and community well-being through the San Fernando Together Initiative;
- b. Approve the use of the City seal on print material and social media pursuant to City Council Ordinance No. 1724; and
- c. Continue the consideration of a Memorandum of Understanding with ITLH to continue food distributions through an amended scope, and to provide related fundraising support to a future City Council meeting date.

#### **9) DISCUSSION AND CONSIDERATION TO APPROVE THE 2026 LEGISLATIVE PLATFORM AND LEGISLATIVE APPROPRIATION REQUESTS**

Recommend that the City Council:

- a. Review and approve the 2026 Legislative Platform;
- b. Review and approve or approve with modification of the 2026 Legislative Appropriation Requests; and
- c. Authorize the City Manager to take certain related actions as provided Legislative Advocacy Policy and submit appropriation requests on behalf of the City.

#### **10) RECEIVE AND FILE A PRESENTATION AND STATUS UPDATES ON CITY BEAUTIFICATION EFFORTS**

Recommend that the City Council:

- a. File and Receive a presentation and status updates on City Beautification Efforts; and
- b. Provide direction to staff, as necessary.

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### **Special and Regular Meeting Notice and Agenda – February 2, 2026**

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#### **11) DISCUSSION AND CONSIDERATION OF ORGANIZING AN ALL-CITIES CANDLE VIGIL TO HONOR LIVES LOST IN FEDERAL IMMIGRATION ENFORCEMENT INCIDENTS**

This item was agendized by Councilmember Mary Solorio.

City Council discussion to provide staff direction to recommend authorizing the organization of an all-cities candlelight vigil to honor the lives lost in federal immigration enforcement incidents, including the deaths of Renee Good and Alex Pretti. Designate an appropriate time, date, and location for the vigil, with logistical support from city departments (Public Works, Police, and Parks & Recreation as applicable). Ensure coordination with community organizations, faith leaders, and civic groups to promote broad participation and to emphasize the vigil's focus on unity, remembrance, and shared mourning. Provide direction to staff to develop event guidelines that ensure safety, accessibility, and respect for all participants while maintaining neutrality regarding public policy positions.

#### **12) DISCUSSION AND TO PROVIDE STAFF WITH DIRECTION REGARDING DREAMERS SERVING THEIR COMMUNITY AND REVIEW OF STATE PROPOSALS LIMITING ICE PERSONNEL FROM GOVERNMENT EMPLOYMENT**

This item was agendized by Mayor Joel Fajardo.

City Council discussion to provide staff direction regarding:

- a. Reaffirm prior City Council direction to staff to return with an ordinance amending City commission eligibility requirements to allow Dreamers to serve as commissioners; and
- b. Further analysis or discussion of state-level proposals limiting eligibility of certain ICE personnel for government employment.

#### **13) DISCUSSION REGARDING SAN FERNANDO CHRISTMAS PARADE 2026 – A CELEBRATION OF COMMUNITY & HOLIDAY SPIRIT**

This item was agendized by Councilmember Patty Lopez.

City Council discussion to provide staff direct the City Administration to evaluate the feasibility, logistics, and estimated costs of the proposed San Fernando Christmas Parade 2026, in collaboration with Organización Emprende, and report back to the City Council with findings and recommendations.

#### **14) DISCUSSION AND CONSIDERATION OF A MOTION TO DRAFT AND SEND A LETTER TO CONGRESSIONAL REPRESENTATIVES AND FEDERAL LEGISLATORS URGING REASSESSMENT OF INCREASED FUNDING FOR U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) DUE TO RECENT USE-OF-FORCE INCIDENTS AND THEIR CONSEQUENCES**

This item was agendized by Councilmember Mary Solorio.

## **SAN FERNANDO CITY COUNCIL**

### **Special and Regular Meeting Notice and Agenda – February 2, 2026**

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City Council discussion to provide staff direction to authorize the preparation of a formal letter from the City of San Fernando to the City's Congressional representatives and appropriate federal legislators against proposed increases in funding for ICE enforcement operations.

#### **15) DISCUSSION AND CONSIDERATION OF A MOTION TO IMPLEMENT A COMPREHENSIVE VOTER EDUCATION AND OUTREACH CAMPAIGN REGARDING THE CHANGE IN MUNICIPAL ELECTION DATE FROM NOVEMBER 2026 TO JUNE 2026**

This item was agendized by Councilmember Mary Solorio.

City Council discussion to provide staff with direction to develop and implement a comprehensive, non-partisan voter education and outreach campaign to inform residents of the City of San Fernando of the change in the municipal election date from November 2026 to June 2, 2026, and to provide clear, accurate information regarding voting requirements, voting options, polling locations, and voting timelines. Coordinate all voter education materials with the Los Angeles County Registrar-Recorder/County Clerk to ensure accuracy and compliance with County and State election guidelines. Utilize multiple outreach methods, including a citywide informational mailer, City website updates, official City social media platforms, and community outreach channels. Return to Council with a report outlining the outreach timeline, materials.

#### **16) DISCUSSION AND CONSIDERATION REGARDING A COMPASSIONATE CITY RESOLUTION**

This item was agendized by Vice Mayor Victoria Garcia.

City Council discussion and any related necessary action regarding designating the City of San Fernando as a "Compassionate City."

#### **17) DISCUSSION AND CONSIDERATION OF ESTABLISHING A FARMERS MARKET IN THE CITY OF SAN FERNANDO**

This item was agendized by Councilmember Mary Mendoza.

City Council discussion on the potential establishment of a farmers market in the City of San Fernando and provide direction regarding next steps, which may include:

- a. Referring the item to the Mall Ad Hoc for review and recommendations, and/or
- b. Establishing an ad hoc committee to further evaluate the feasibility and structure of a farmers market, and/or
- c. Providing direction to staff regarding appropriate next steps.

#### **STAFF COMMUNICATION INCLUDING COMMISSION UPDATES**

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

## SAN FERNANDO CITY COUNCIL

### Special and Regular Meeting Notice and Agenda – February 2, 2026

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**ADJOURNMENT** The meeting will adjourn to the next Regular Meeting on February 17, 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: \_\_\_\_\_

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*Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet website [www.sanfernando.gov](http://www.sanfernando.gov). 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.sanfernando.gov](http://www.sanfernando.gov). 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](mailto: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  
COMMUNITY RECOGNITION CELEBRATION EVENT  
SPECIAL MEETING – 6:00 P.M.  
MONDAY, JULY 28, 2025**

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

**CALL TO ORDER/ROLL CALL – SPECIAL MEETING      6:00 P.M.**

Mayor Mary Mendoza called the Special Meeting to order at 6:04 p.m.

Present:

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

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

Absent: None

**PLEDGE OF ALLEGIANCE**

Led by 205th Battalion of the California Cadet Corps from Pacoima Middle School

**PRESENTATIONS**

- A. PRESENTATION OF A CERTIFICATE OF RECOGNITION OF THE MARIACHI MASTER APPRENTICE PROGRAM AND MARIACHI TESORO DE SAN FERNANDO FOR REPRESENTING SAN FERNANDO AT THE 2025 SMITHSONIAN FOLKLIFE FESTIVAL
- B. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO RYDELL CHRYSLER DODGE JEEP RAM SAN FERNANDO FOR OUTSTANDING BUSINESS PRACTICES AND COMMUNITY COMMITMENT IN THE CITY OF SAN FERNANDO
- C. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO THE HROUNDAS FAMILY, FORMER OWNERS OF JAMES RESTAURANT, FOR THEIR CONTRIBUTIONS TO THE COMMUNITY

**SAN FERNANDO CITY COUNCIL**

**MINUTES – Special Meeting July 28, 2025**

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- D. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO GABBY AND VICTOR LINARES, CURRENT OWNERS OF JAMES RESTAURANT, FOR THEIR CONTRIBUTIONS TO THE COMMUNITY
- E. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO TORTILLERIA LA CORONA FOR THEIR CONTRIBUTIONS TO THE COMMUNITY
- F. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO J. JAVIER PEREZ FOR OUTSTANDING LEADERSHIP, MENTORSHIP, AND DEDICATION TO THE DEVELOPMENT OF YOUNG CADETS AT PACOIMA MIDDLE SCHOOL
- G. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO MARTHA E. SALAZAR FOR 50 YEARS OF DEDICATED SERVICE AT ANTHONY INTERNATIONAL AND HER LIFELONG CONNECTION TO THE CITY OF SAN FERNANDO
- H. PRESENTATION OF CERTIFICATE OF RECOGNITION TO RETIRED LOS ANGELES UNIFIED SCHOOL DISTRICT SCHOOL ADMINISTRATIVE ASSISTANT AT SAN FERNANDO ELEMENTARY SCHOOL ANGELA STOILOFF
- I. PRESENTATION OF CERTIFICATE OF RECOGNITION TO RETIRED LOS ANGELES UNIFIED SCHOOL DISTRICT OFFICE TECHNICIAN AT SAN FERNANDO ELEMENTARY SCHOOL SUSANNE HERNANDEZ
- J. PRESENTATION OF CERTIFICATES OF RECOGNITION TO IGNITE THE LIGHT VOLUNTEERS FOR THEIR CONTRIBUTIONS TO THE COMMUNITY
- K. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO CASSELL’S MUSIC AND ITS’ LONG-TIME OWNER ED INTAGLIATA FOR CONTRIBUTIONS TO THE COMMUNITY
- L. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO JIM’S WESTERN WEAR FOR THEIR CONTRIBUTIONS TO THE COMMUNITY
- M. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO TITAN FITNESS 360 / CAMP LEON FITNESS FOR THEIR CONTRIBUTIONS TO THE COMMUNITY
- N. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO BEATRIZ MEDRANO FOR HER LEADERSHIP AND CONTRIBUTIONS TO THE COMMUNITY
- O. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO GIGI ESCOBAR FOR HER CONTRIBUTIONS TO THE ARTS AND COMMUNITY ENGAGEMENT IN THE COMMUNITY
- P. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO GUSTAVO VII FOR A LIFETIME OF CULTURAL AND ARTISTIC CONTRIBUTIONS IN THE COMMUNITY
- Q. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO LALO GARCIA FOR HIS OUTSTANDING CONTRIBUTIONS TO ARTS, CULTURE AND TO THE COMMUNITY



**SAN FERNANDO CITY COUNCIL**

**MINUTES – Special Meeting July 28, 2025**

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- R. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO SALVADOR RODRIGUEZ FOR ARTISTIC AND COMMUNITY CONTRIBUTIONS
- S. PRESENTATION OF CERTIFICATES OF RECOGNITION TO BUSINESSES FOR FOSTERING BUSINESS EXCELLENCE BY DEMONSTRATING OUTSTANDING COMMITMENT TO MAINTAINING CODE COMPLIANCE AND SUPPORTING COMMUNITY STANDARDS
- T. PRESENTATIONS OF CERTIFICATES OF RECOGNITION TO EMPLOYEES THAT COMPLETED THE CITY OF SAN FERNANDO LEADERSHIP ACADEMY 2025

The City Council expressed congratulations to all recipients and thanked them for their service and contributions to the community.

**ADJOURNMENT (7:56 p.m.)**

Mayor Mendoza adjourned the special meeting to the next regular meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the July 28, 2025, special meeting and approved by the San Fernando City Council at the meeting of \_\_\_\_\_.

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Julia Fritz, CMC  
City Clerk

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**CITY OF SAN FERNANDO  
CITY COUNCIL**

**MINUTES  
COMMUNITY RECOGNITION CELEBRATION EVENT  
SPECIAL MEETING – 6:00 P.M.  
MONDAY, OCTOBER 27, 2025**

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

**CALL TO ORDER/ROLL CALL – SPECIAL MEETING      6:00 P.M.**

Mayor Mary Mendoza called the Special Meeting to order at 6:04 p.m.

Present:

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

Staff: Interim City Manager Kanika Kith, Chief of Police 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

**PLEDGE OF ALLEGIANCE**

Led by 205th Battalion of the California Cadet Corps from Pacoima Middle School

**PRESENTATIONS**

- A. PRESENTATION OF CERTIFICATES OF RECOGNITION TO PARTICIPANTS IN THE CITY OF SAN FERNANDO'S ANNUAL EL GRITO CELEBRATION
- B. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO PLANNING AND PRESERVATION COMMISSIONER CECILIA MARTINEZ FOR HER SERVICE TO THE CITY OF SAN FERNANDO AND TO THE COMMUNITY
- C. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO SOMOS FAMILIA VALLE PRESIDENT KEVIN PEREZ FOR CONTRIBUTIONS TO THE COMMUNITY
- D. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO MAGALY COLELLI FOR CONTRIBUTIONS TO THE COMMUNITY

**SAN FERNANDO CITY COUNCIL**

**MINUTES – Special Meeting October 27, 2025**

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- E. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO VERONICA CERVACIO FOR CONTRIBUTIONS TO THE COMMUNITY
- F. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO FOUNDER OF THE BREWLINE MEN'S FELLOWSHIP IN SAN FERNANDO GEORGE HERNANDEZ FOR CONTRIBUTIONS TO THE COMMUNITY
- G. PRESENTATION OF A CERTIFICATE OF RECOGNITION TO VFW POST 3834 FOR CONTRIBUTIONS TO THE COMMUNITY
- H. PRESENTATION OF CERTIFICATE OF RECOGNITION TO WING STOP GENERAL MANAGER JOSE RIVERA FOR CONTRIBUTIONS TO THE COMMUNITY
- I. PRESENTATION OF CERTIFICATE OF RECOGNITION TO MARTINEZ INCOME TAX & ASSOCIATES OWNER VICTOR MARTINEZ FOR CONTRIBUTIONS TO THE COMMUNITY
- J. PRESENTATION OF CERTIFICATES OF PROCLAMATION TO SEGUROS SIN FRONTERAS OWNER BALTAZAR MARTINEZ FOR CONTRIBUTIONS TO THE COMMUNITY
- K. PRESENTATION OF CERTIFICATES OF RECOGNITION TO BUSINESSES FOR FOSTERING BUSINESS EXCELLENCE BY DEMONSTRATING OUTSTANDING COMMITMENT TO MAINTAINING CODE COMPLIANCE AND SUPPORTING COMMUNITY STANDARDS
- L. PRESENTATION OF CERTIFICATES OF RECOGNITION TO SPONSERS FOR THE SAN FERNANDO LAW ENFORCEMENT POST 521 FUNDRAISING DANCE
- M. PRESENTATION OF CERTIFICATES OF RECOGNITION TO EMPOWER SAN FERNANDO ENTREPRENEURSHIP ACADEMY INSTRUCTOR AND PARTICIPANTS

The City Council expressed congratulations to all recipients and thanked them for their service and contributions to the community.

**ADJOURNMENT (7:44 p.m.)**

Mayor Mendoza adjourned the special meeting to the next regular meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the October 27, 2025, special meeting and approved by the San Fernando City Council at the meeting of \_\_\_\_\_.

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Julia Fritz, CMC  
City Clerk

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**CITY OF SAN FERNANDO  
CITY COUNCIL**

**MINUTES  
SPECIAL MEETING – 5:00 P.M  
REGULAR MEETING – 6:00 P.M.  
MONDAY, JANUARY 5, 2026**

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

**REMOTE PARTICIPATION  
VICE MAYOR VICTORIA GARCIA  
SHERATON GRAND SACRAMENTO HOTEL  
1230 J. STREET, SACRAMENTO, CA 95814**

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

Mayor Joel Fajardo called the Special Meeting to order at 5:00 p.m.

Present:

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

Staff: City Manager Kanika Kith (Remote Teleconference) and City Attorney Richard Padilla

Absent: None

**APPROVAL OF AGENDA**

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

**PUBLIC STATEMENTS**      None

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

By consensus, Councilmembers recessed to Closed Session.

A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2) AND 54956.9(E)(1) - ANTICIPATED LITIGATION

One (1) matter

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**B) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2) - ANTICIPATED LITIGATION**

One (1) matter

**RECONVENED FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION**

City Attorney Padilla noted that Vice Mayor Garcia participated remotely and was present for the entire Closed Session meeting and further noted that the City Council will be adjourning tonight's meeting back into Closed Session at the conclusion of the regular meeting.

**CALL TO ORDER/ROLL CALL – REGULAR MEETING**

**6:00 P.M. (OPEN SESSION)**

Mayor Joel Fajardo called the regular meeting to order at 6:11 p.m.

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

Staff: City Manager Kanika Kith (Remote participation), 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 Public Works Bill Evans, 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 Mayor Fajardo, seconded by Councilmember Solorio to approve the agenda, as amended. The motion carried, unanimously.

**PRESENTATIONS**

A. PRESENTATION AND UPDATE FROM METROPOLITAN WATER DISTRICT BOARD CHAIR ADAN ORTEGA

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- B. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING JANUARY 19, 2026, AS CINDY MONTAÑEZ DAY

**PUBLIC STATEMENTS**

Natasha Sanchez Brooks Founder of Yeah, We Get It spoke in support of Agenda Item No. 11.

Elizabeth Sanchez Co-Founder of Yeah, We Get It spoke in support of Agenda Item No. 11.

David Aquirre owner of No Sabo Café expressed his concerns regarding the lack of support from the city to unify local businesses in the Downtown area.

Yolanda Haro thanked the City Council and spoke in favor of the recently installed Downtown lighting and for bringing the Foodzilla event to the city.

**CONSENT CALENDAR**

Councilmember Lopez requested to pull Item No. 9 for discussion.

City Attorney Padilla stated that Item No. 11 would be continued to the next City Council meeting.

Councilmember Mendoza noted she would recuse herself from Item No. 9 due to the proximity of her home to the project.

Vice Mayor Garcia requested to pull Item No. 3, 5 and 10 for discussion.

Motion by Mayor Fajardo, seconded by Councilmember Mendoza to approve the Consent Calendar except for Item Nos. 3, 5, 9, 10 and Item No. 11 to be continued to the next meeting:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
  - a. October 20, 2025 Special & Regular CC Meeting
  - b. November 10, 2025 Special & Regular CC Meeting
  - c. November 17, 2025 Special & Regular CC Meeting
- 2) CONSIDERATION TO ADOPT RESOLUTION NOS. 25-122 AND 26-011 APPROVING THE WARRANT REGISTERS OF DECEMBER 15, 2025 AND JANUARY 5, 2026, RESPECTIVELY
- 4) CONSIDERATION TO APPROVE RELEASE OF A REQUEST FOR PROPOSALS FOR SOLID WASTE MANAGEMENT CONSULTING SERVICES

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- 6) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES URBAN AREA SECURITY INITIATIVE FOR POLICE DEPARTMENT ACCESS CONTROL IMPROVEMENTS AND PERSONAL PROTECTIVE EQUIPMENT
  - 7) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA STATE UNIVERSITY, NORTHRIDGE TO PROVIDE VOLUNTEER INCOME TAX ASSISTANCE SERVICES AND FINANCIAL LITERACY WORKSHOPS
  - 8) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR THE BUS SHELTER CONSTRUCTION PROJECT, JOB NO. 7609
  - 10) CONSIDERATION TO APPROVE CO-SPONSORSHIP AND USE OF THE CITY SEAL FOR TOGETHER WE THRIVE FOOD DISTRIBUTION EVENTS
  - 12) CONSIDERATION TO APPROVE CO-SPONSORSHIP AND USE OF THE CITY SEAL FOR TOGETHER WE THRIVE FOOD DISTRIBUTION EVENTS

The motion carried, unanimously.

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

Motion by Mayor Fajardo, seconded by Councilmember Garcia to move the Community Recognition Celebration Special meetings from January to February and July to August. The motion carried by the following vote:

ROLL CALL

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

- 5) CONSIDERATION TO ADOPT A RESOLUTION ACCEPTING A CONDITIONAL CALHOME GRANT AWARD FROM THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND AUTHORIZE RELATED AGREEMENTS

Motion by Mayor Fajardo, seconded by Councilmember Solorio to Adopt Resolution No. 8425 accepting a conditional award of \$5,000,000 in CalHome grant funds from the California Department of Housing and Community Development (HCD) under the 2024 Homeownership Super Notice of Funding Availability (HOSN), CalHome Program, Round 2; and authorize the City Manager, or designee, to execute the Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents required by HCD for participation in the CalHome Program. The motion carried, unanimously.

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Councilmember Mendoza recused herself from Item No. 9 due to a potential conflict of interest as her residence is within 500 feet of the project, and left the dais at 7:08 p.m.

- 9) CONSIDERATION TO REJECT CONSTRUCTION BIDS FOR THE CALLES VERDES PROJECT, JOB NO. 7605, PLAN NO. P-727

Motion by Mayor Fajardo, seconded by Councilmember Solorio to reject all construction bids received for the Calles Verdes Project, Job No. 7605, Plan No. P-727. The motion carried, by the following vote:

ROLL CALL

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

Councilmember Mendoza returned to the dais at 7:12 p.m.

- 10) CONSIDERATION TO AWARD A CONTRACT TO KIMLEY-HORN AND ASSOCIATES, INC. FOR DESIGN SERVICES FOR THE PACOIMA WASH CONNECTIVITY PROJECT

Motion by Mayor Fajardo, seconded by Councilmember Lopez to award a Professional Services Contract to Kimley-Horn and Associates, Inc. (Contract No. 2470) for design services such as High-Intensity Activated Crosswalks (HAWK) at Glenoaks Boulevard and Fifth Street crossings, irrigation, landscaping, fence upgrades, pedestrian lights, benches, and park and bikeway monuments for the Pacoima Wash Connectivity Project, in an amount not-to-exceed \$349,440; and authorize the City Manager, or designee, to make non-substantive changes and execute contract and all related documents. The motion carried, by the following vote:

ROLL CALL

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

- 11) CONSIDERATION TO APPROVE A REIMBURSEMENT REQUEST OF \$12,293.36 FROM THE MALL ASSOCIATION FOR MARKETING SERVICES PROVIDED BY YEAH, WE GET IT  
*(Item was continued to the next meeting)*

**PUBLIC HEARING**

- 13) A PUBLIC HEARING TO CONSIDER APPROVING INTRODUCTION FOR FIRST READING OF AN ORDINANCE 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

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Mayor Fajardo opened the public hearing.

Chief Valdez and Sergeant Dominguez presented the staff report and responded to Councilmember questions.

Section 2 remove single word page 520 section 90-221 b1 – sleeping in “covered” delete the word “covered”.

Continue the hearing to research the minimum feet street width with revised language.

Mayor Fajardo opened public comments.

The following spoke in support:

Miguel Montanez

Julie Cuellar

Motion by Mayor Fajardo, seconded by Councilmember Lopez to the public comments portion of the hearing. The motion carried, unanimously.

Motion by Vice Mayor Garcia, seconded by Councilmember Lopez to approve introduction for first reading, 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 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 to include language to specify that the Chief of Police has discretion, in consultation with Public Works, to deny an application, if the location poses a traffic or public safety hazard, and strike the word "covered" from page 50 of the agenda packet, in Section 2, paragraph b-1 and in any other portions of the ordinance where the word “covered” is not applicable. The motion carried, unanimously.

Mayor Fajardo closed the public hearing.

**ADMINISTRATIVE REPORTS**

- 14) DISCUSSION AND CONSIDERATION REGARDING CONCEPT DESIGN OPTIONS FOR THE DOWNTOWN TRASH ENCLOSURES IMPROVEMENT PROJECT  
*(Item continued to first meeting in February.)*

The City Council recessed the meeting at 8:00 p.m. and reconvened the meeting at 8:12 p.m. with Councilmember Lopez absent.

It was noted that Councilmember Lopez returned to the meeting at 8:14 p.m.

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16) DISCUSSION AND CONSIDERATION REGARDING HUMAN TRAFFICKING AWARENESS AND PREVENTION EVENT FOR THE CITY OF SAN FERNANDO

Vice Mayor Garcia presented the staff report and responded to Councilmember questions.

Motion by Councilmember Mendoza, seconded by Vice Mayor Garcia to approve a co-sponsorship of a human trafficking awareness and prevention presentation on January 29, 2026, with a possible follow-up date, for our community, including an emphasis on how to protect children, especially with online safety, that will be hosted by ZOE International. This co-sponsorship would allow us to use Council Chambers for the presentation, allow our Police Department to participate more robustly, and allow the city to promote the event. The motion carried, unanimously.

17) DISCUSSION AND CONSIDERATION REGARDING THE REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION FORM

Vice Mayor Garcia presented the staff report and responded to Councilmember questions.

Vice Mayor Garcia stated that she would work on recommendations to revisions to the “Request to Agendize an Item for City Council Discussion/Consideration Form” to potentially include information on the form that identifies which City Council priority and under which approved budget the item aligns with, and stated that she would bring back the item for discussion at a future City Council meeting.

15) DISCUSSION AND CONSIDERATION TO APPROVE CITY COUNCIL LIAISON ASSIGNMENTS, AD HOC COMMITTEE ASSIGNMENTS, APPOINT A CHAIR AND VICE CHAIR TO THE DISASTER COUNCIL, AND APPOINT A VOTING DELEGATE AND ALTERNATE DELEGATE FOR THE SOUTHERN CALIFORNIA COUNCIL OF GOVERNMENTS 2026 ANNUAL GENERAL ASSEMBLY MEETING

Mayor Fajardo presented the staff report and responded to Councilmember questions.

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

- a. Deleting the Parking Management and the Downtown Mall Merchants Association Ad Hoc Committees;
- b. Approve the ICRMA Liaison order of representatives as stated in the staff report;
- c. Dissolve the Waste Hauler Ad Hoc Committee once a Request for Proposal is approved;
- d. Create a Street Sweeping & Tree Trimming Ad Hoc Committee with Mayor Fajardo and Councilmember Solorio to serve on the committee and dissolve the committee once a Request for Proposal is approved;
- e. Appoint Mayor Fajardo as Chair and Vice Mayor Garcia as Vice Chair to the Disaster Council to serve until their successors are appointed;
- f. Appoint Councilmember Solorio as the Voting Delegate and Vice Mayor Garcia as the Alternate Delegate to Southern California Council of Governments 2026 Annual General Assembly Meeting; and

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- g. Directed staff to work on consolidation of the three separate lists pertaining to Commissions, Liaison and Ad Hoc Committees into one list, and begin posting the Liaison and Ad Hoc Committee lists to the City's website.

The motion carried, unanimously.

22) DISCUSSION AND CONSIDERATION ON THE PROCESS FOR REQUESTING AND HOSTING EVENTS IN THE CITY

Councilmember Mendoza presented the staff report and responded to Councilmember questions.

By consensus, the City Council directed staff to return to a meeting in February, with information on the process for organizations to host events in the city.

18) DISCUSSION AND CONSIDERATION ON HOSTING AN EDUCATIONAL BUSINESS FORUM ON RECENT BUSINESS LAWS AND RELATED TOPICS  
(Item tabled to a future meeting)

19) DISCUSSION AND CONSIDERATION OF THE CELEBRATION DISTRICT CHARTER: MERCHANT-LED GOVERNANCE FRAMEWORK FOR AREA B

Councilmember Solorio presented the staff report and responded to Councilmember questions.

Motion by Mayor Fajardo, seconded by Councilmember Solorio to direct staff to meet with Area B Ad Hoc Committee to establish an outreach process on how the city plans to involve merchants in Area B to discuss fund use; hold a meet and confer with general unit union regarding work that can be done by city staff, evaluate and recap city events held by My Valley Pass and return to the first meeting in February with an informational presentation. The motion carried, unanimously.

By consensus, the City Council tabled the following Item Nos. 20, 21 and 22 to the January 20, 2026 City Council meeting:

20) DISCUSSION AND CONSIDERATION TO REVIEW FOOD TRUCK VENDOR EVENTS ("FOODZILLA") AND THEIR ECONOMIC IMPACT ON NEARBY LOCAL RESTAURANTS

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

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



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**STAFF COMMUNICATION INCLUDING COMMISSION UPDATES**

Staff provided updates regarding launch of the Police Department’s Area Lead Officer Program and announced the Police Department’s Community Forum scheduled for January 28, 2026.

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

Councilmember Lopez wished everyone a Happy New Year, stated she is looking forward to 2026 and bringing more resources to the community, including the planning of a City Christmas Parade.

Councilmember Solorio happy new year to all staff and appreciated how the meeting was led by Mayor Fajardo.

Councilmember Mendoza wished everyone a Happy New Year and noted she attended Sister Mary Jesús Ochoa’s mass celebration.

Vice Mayor Garcia wished everyone a Happy New Year, noted she visited the San Fernando Courthouse orientation meeting with Supervising Judge of L. A. County Superior Court's North Valley District, attended a SCAG meeting, the City’s Employee Holiday luncheon, the Valley Economic Alliance Board Installation event, mentioned she attended an ad hoc committee meeting and Sister Mary Jesús Ochoa’s mass celebration.

Mayor Fajardo wished everyone a Happy New Year and noted he attended Sister Mary Jesús Ochoa’s mass celebration.

**ADJOURNMENT 9:39 p.m.**

Motion by Mayor Fajardo, seconded by Councilmember Solorio to adjourn the regular meeting to the next regular meeting on January 20, 2026 and that the City Council would reconvene back into Closed Session meeting. The motion carried, unanimously.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the January 5, 2026, 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:** February 2, 2026

**Subject:** Consideration to Adopt a Resolution Approving the Warrant Register

### RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 26-021 (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. 26-021, including:  
Exhibit A: Payment Demands/Voucher List

**RESOLUTION NO. 26-021**

**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. 26-021**

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

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

**PASSED, APPROVED, AND ADOPTED** this 2<sup>nd</sup> day of February 2026.

---

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

**ATTEST:**

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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. 26-021, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 2<sup>nd</sup> day of February 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 February 2026.

---

Julia Fritz, City Clerk

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01/29/2026 10:32:57AMVoucher List  
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243449	2/2/2026	890104 ABBA TERMITE & PEST CONTROL	032188		BEE REMOVAL-WATER METER BOX 070-383-0000-4260	95.00
					Total :	95.00
243450	2/2/2026	891587 ABLE MAILING INC.	41692		MAILING AND FULFILLMENT SERVICES	
				13526	072-360-0000-4300	209.16
				13526	070-382-0000-4300	209.16
			41693		MAILING AND FULFILLMENT SERVICES	
				13526	072-360-0000-4300	15.00
				13526	070-382-0000-4300	15.00
					Total :	448.32
243451	2/2/2026	894869 ACORN TECHNOLOGY SERVICES	13007		INFORMATION TECHNOLOGY MANAGE	
				13482	001-135-0000-4270	18,529.16
					Total :	18,529.16
243452	2/2/2026	891739 ALAS MEDIA	202219		ECONOMIC DEVELOPMENT VIDEO-SP	
					001-107-0000-4230	500.00
					Total :	500.00
243453	2/2/2026	895229 ALL TRAFFIC SOLUTIONS INC	SIN047233		TRAFFIC SUITE APP	
					001-222-0000-4260	1,500.00
					Total :	1,500.00
243454	2/2/2026	892975 ALTA LANGUAGE SERVICES INC	IS823807		(2) BILINGUAL LISTENING & SPEAKING	
					001-133-0000-4270	116.00
					Total :	116.00
243455	2/2/2026	895234 ALWAYS ADVANCING	39841		DEPOSIT-MEDALS-SFV MILE RACE	
					004-2385	397.50
					Total :	397.50
243456	2/2/2026	894078 AMERICAN BUSINESS BANK	025		5% RETENTION HELD-UPPER RESERV	
					121-2037	1,045.97
					Total :	1,045.97
243457	2/2/2026	100165 AMERICAN WATER WORKS, INC.	38547		VEHICLE MAINT-8007	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243457	2/2/2026	100165 AMERICAN WATER WORKS, INC.	(Continued)		041-320-0312-4400	30.00
					Total :	30.00
243458	2/2/2026	102530 AT & T	818-270-2203		PD NETWORK LINE-JAN 2026	
					001-222-0000-4220	242.16
					Total :	242.16
243459	2/2/2026	889037 AT&T MOBILITY	287277903027X-010820		MODEM FOR ELECTRONIC MESSAGE	
					001-310-0000-4220	140.19
					Total :	140.19
243460	2/2/2026	892412 AT&T MOBILITY	287297930559X-011020		MDT MODEMS-PD UNITS-NOV25	
					001-222-0000-4220	1,035.15
					Total :	1,035.15
243461	2/2/2026	889942 ATHENS SERVICES	20883959		STREET SWEEPING SERVICES	
				13511	011-311-0000-4260	17,879.49
					Total :	17,879.49
243462	2/2/2026	893916 AVENU INSIGHTS & ANALYTICS	INV06-022144		ACFR-REPORT	
					001-130-0000-4270	1,300.00
					Total :	1,300.00
243463	2/2/2026	894636 AVEVA SELECT CALIFORNIA	473197		WONDERWARE CUSTOMER FIRST SUI	
				13602	070-384-0000-4260	5,025.00
					Total :	5,025.00
243464	2/2/2026	893013 AYSON, LEILANI	JAN 2026		INCLUSIVE ZUMBA INSTRUCTOR	
				13506	001-423-0000-4260	308.00
					Total :	308.00
243465	2/2/2026	892784 BARAJAS, MARIA BERENICE	JAN 2026		TOTAL BODY CONDITIONING INSTRUC	
				13501	001-423-0000-4260	682.50
					Total :	682.50
243466	2/2/2026	892426 BEARCOM	5914760		MAINTENANCE AGREEMENT FOR RAD	
				13578	010-225-3698-4500	9,991.39

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243466	2/2/2026	892426 BEARCOM	(Continued)			
				13578	043-390-0000-4260	1,332.18
				13578	072-360-0000-4260	932.53
				13578	070-381-0000-4260	532.87
				13578	070-384-0000-4260	532.89
			5990917		MAINTENANCE AGREEMENT FOR RAD	
				13578	010-225-3698-4500	10,291.14
				13578	043-390-0000-4260	1,372.15
				13578	072-360-0000-4260	960.51
				13578	070-381-0000-4260	548.86
				13578	070-384-0000-4260	548.86
					<b>Total :</b>	<b>27,043.38</b>
243467	2/2/2026	893591 BIOMEDICAL WASTE DISPOSAL	161227		BIOMEDICAL WASTE PICK-UP & DISPO	
					001-222-0000-4260	110.00
					<b>Total :</b>	<b>110.00</b>
243468	2/2/2026	892464 CANON FINANCIAL SERVICES, INC	42484925		CANON COPIER LEASE FY 2025-2026-J	
				13476	001-135-0000-4260	2,010.10
					<b>Total :</b>	<b>2,010.10</b>
243469	2/2/2026	895106 CANON U.S.A., INC.	6014463836		LASERFICHE SOFTWARE & CLOUD SU	
				13497	001-115-0000-4260	629.68
			6014614885		CANON COPIER MAINTENANCE FY 202	
				13498	001-135-0000-4260	1,100.25
					<b>Total :</b>	<b>1,729.93</b>
243470	2/2/2026	894600 CARGILL, INCORPORATED	2911631348		NSF CERTIFIED BULK SALT FOR THE II	
				13505	070-384-0000-4300	6,068.31
			2911737839		NSF CERTIFIED BULK SALT FOR THE II	
				13505	070-384-0000-4300	6,150.49
			2911737840		NSF CERTIFIED BULK SALT FOR THE II	
				13505	070-384-0000-4300	6,111.77
			2911839313		NSF CERTIFIED BULK SALT FOR THE II	
				13505	070-384-0000-4300	5,989.26
			2911840115		NSF CERTIFIED BULK SALT FOR THE II	
				13505	070-384-0000-4300	6,150.59

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243470	2/2/2026	894600 CARGILL, INCORPORATED	(Continued)			
			2911842273		NSF CERTIFIED BULK SALT FOR THE II	
				13505	070-384-0000-4300	6,161.88
					<b>Total :</b>	<b>36,632.30</b>
243471	2/2/2026	101761 CCA/KEYS CONFERENCE	1046		(4) RGSTR FEE-KEYS CONFERENCE	
					001-225-3688-4360	2,400.00
					<b>Total :</b>	<b>2,400.00</b>
243472	2/2/2026	894010 CHARTER COMMUNICATIONS	187701601-010126		PW OPS CABLE SRV 01/05/26-02/04/26	
					043-390-0000-4260	141.55
			187701701-010126		CITY HALL CABLE SRV 01/05/26-02/04/26	
					001-190-0000-4220	202.01
			187701801-010726		INTERNET SRV 01/10/26-02/09/26	
					001-190-0000-4220	1,399.00
					<b>Total :</b>	<b>1,742.56</b>
243473	2/2/2026	887917 CHIASSON, COURTNEY JAMES	TRAVEL (B)		PER DIEM-POST MANAGEMENT TRAIN	
					001-222-0000-4360	140.00
					<b>Total :</b>	<b>140.00</b>
243474	2/2/2026	100731 CITY OF LOS ANGELES	WP260000091		O&M PORTION OF ASSSC-JAN 2026	
					072-360-0629-4260	191,217.00
			WP260000092		CAPITAL PORTION OF ASSSC-SEPT 20	
					072-365-0000-4600	108,441.00
			WP260000092		CAPITAL PORTION OF ASSSC-NOV 202	
					072-365-0629-4600	108,441.00
			WP260000092		CAPITAL PORTION OF ASSSC-JAN 2026	
					072-365-0629-4600	108,441.00
			WP260000113		SEWERAGE FACILITIES CHARGE	
					072-360-0629-4260	6,396.23
					<b>Total :</b>	<b>522,936.23</b>
243475	2/2/2026	103029 CITY OF SAN FERNANDO	8355-8431		REIMB TO WORKER'S COMP ACCT	
					006-1038	38,860.76
					<b>Total :</b>	<b>38,860.76</b>

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243476	2/2/2026	895031 CIVILTEC ENGINEERING INC	54211	13611	WATER MASTER PLAN DEVELOPMENT 070-385-0000-4600	37,520.00
			54508	13611	WATER MASTER PLAN DEVELOPMENT 070-385-0000-4600	67,059.02
					<b>Total :</b>	<b>104,579.02</b>
243477	2/2/2026	893824 COMPLETE OFFICE	4286920-0		BREAK ROOM SUPPLIES 001-222-0000-4300	432.82
					<b>Total :</b>	<b>432.82</b>
243478	2/2/2026	100805 COOPER HARDWARE INC.	145336	13537	MISC. SUPPLIES FOR PW OPERATION 043-390-0000-4310	19.73
			145357	13537	MISC. SUPPLIES FOR PW OPERATION 043-390-0000-4310	88.89
			145367	13537	MISC. SUPPLIES FOR PW OPERATION 070-383-0000-4310	102.00
					<b>Total :</b>	<b>210.62</b>
243479	2/2/2026	895022 CRAFTWATER ENGINEERING INC	24-088-10	13424	CARLISLE STREET GREEN ALLEY PRC 010-310-0847-4260	7,300.00
					<b>Total :</b>	<b>7,300.00</b>
243480	2/2/2026	893904 CRICKET CONSULTING	1752	13225	SCADA PROGRAMMING, EQUIP., INSTA 070-384-0000-4260	2,835.00
					<b>Total :</b>	<b>2,835.00</b>
243481	2/2/2026	100514 CSMFO	300020782		MEMBERSHIP RENEWAL-SG 001-130-0000-4380	60.00
					<b>Total :</b>	<b>60.00</b>
243482	2/2/2026	889794 CUELLAR, JULIE	JAN 2026		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					<b>Total :</b>	<b>100.00</b>
243483	2/2/2026	100924 DELGADO, MICHAEL	M DELGADO IDR		ADPP PAYMENT-FEB 2026 001-224-0000-4124	4,599.00
					<b>Total :</b>	<b>4,599.00</b>

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243484	2/2/2026	895045 DIAZ, FERNANDO	JAN 2026		COMMISSIONER'S STIPEND 001-150-0000-4111	100.00
					<b>Total :</b>	<b>100.00</b>
243485	2/2/2026	894863 DIXON RESOURCES UNLIMITED	4994	13290	RESIDENTIAL PARKING PERMIT IMPL 001-310-0000-4270	1,123.75
					<b>Total :</b>	<b>1,123.75</b>
243486	2/2/2026	889121 EDGESOFT, INC.	3565	13623	AIMS SOFTWARE SYSTEM MAINTENAN 055-135-0000-4260	2,435.00
			3570	13623	AIMS SOFTWARE SYSTEM MAINTENAN 055-135-0000-4260	2,435.00
			3574	13623	AIMS SOFTWARE SYSTEM MAINTENAN 055-135-0000-4260	2,435.00
			3579	13623	AIMS SOFTWARE SYSTEM MAINTENAN 055-135-0000-4260	2,435.00
			3580	13623	AIMS SOFTWARE SYSTEM MAINTENAN 055-135-0000-4260	2,435.00
			3589	13623	AIMS SOFTWARE SYSTEM MAINTENAN 055-135-0000-4260	2,435.00
			3595	13623	AIMS SOFTWARE SYSTEM MAINTENAN 055-135-0000-4260	2,435.00
					<b>Total :</b>	<b>17,045.00</b>
243487	2/2/2026	890401 ENVIROGEN TECHNOLOGIES INC	0017317-IN	13612	MAINTENANCE SERVICES FOR WELL # 070-384-0857-4260	10,773.75
			0065346-CM	13612	MAINTENANCE SERVICES FOR WELL # 070-384-0857-4260	-4,513.36
			0065347-IN	13612	MAINTENANCE SERVICES FOR WELL # 070-384-0857-4260	4,542.25
					<b>Total :</b>	<b>10,802.64</b>
243488	2/2/2026	893052 ENVIROTEK	C-3853		SUPPLIES-GRAFFITI REMOVAL 001-312-0000-4300	914.75
					<b>Total :</b>	<b>914.75</b>
243489	2/2/2026	890879 EUROFINS EATON ANALYTICAL, INC	3800110874		WATER TESTING & ANALYTICAL SERVI	

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243489	2/2/2026	890879 EUROFINS EATON ANALYTICAL, INC	(Continued)	13489	070-384-0000-4260	4,485.00
					<b>Total :</b>	<b>4,485.00</b>
243490	2/2/2026	894525 FFSIGNS, LLC	01826	13597	SIGNS, DECALS, GRAPHICS AND MISC 041-1215	343.32
					<b>Total :</b>	<b>343.32</b>
243491	2/2/2026	894334 FRIEND, ERICA	JAN 2026		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					<b>Total :</b>	<b>100.00</b>
243492	2/2/2026	893983 FRITZ, JULIA	REIMB.		WELLNESS BENEFIT-FY25/26 001-115-0000-4140	750.00
					<b>Total :</b>	<b>750.00</b>
243493	2/2/2026	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598-		PAC 50 TO SHERIFFS 001-222-0000-4220	544.96
			209-150-5250-081292-		RADIO REPEATER (POLICE) 001-222-0000-4220	43.19
			209-151-4941-102990-		POLICE PAGING 001-222-0000-4220	53.82
			209-151-4942-041191-		CITY YARD AUTO DIALER 070-384-0000-4220	43.49
			209-151-4943-081292-		RADIO REPEATER (POLICE) 001-222-0000-4220	43.19
			818-361-0901-051499-		SEWER FLOW MONI (P. W.) 072-360-0000-4220	90.90
			818-361-2385-012309-		MTA PHONE LINE 007-440-0441-4220	79.97
			818-361-2472-031415-		001-190-0000-4220 PW PHONE LINE	159.95
			818-361-3958-091407-		070-384-0000-4220 CNG STATION	846.57
			818-361-7825-120512-		074-320-0000-4220 RUDY ORTEGA PARK IRR SYTM	72.58
					001-420-0000-4220	91.24

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243493	2/2/2026	892198 FRONTIER COMMUNICATIONS	(Continued)		EOC PHONE LINES 001-222-0000-4220	439.32
			818-365-0007-060223-		PD NON EMERGENCY PHONE LINE 001-222-0000-4220	464.22
			818-831-5002-052096-		PD SPECIAL ACTIVITIES PHONE 001-222-0000-4220	39.57
			818-837-7174-052096-		PD SPECIAL ACTIVITIES PHONE 001-222-0000-4220	31.54
			818-838-1841-112596-		ENGINEERING FAX MODEM 001-310-0000-4220	47.06
			818-898-7385-033105-		LAS PALMAS PARK FAX LINE 001-420-0000-4220	50.26
					<b>Total :</b>	<b>3,141.83</b>
243494	2/2/2026	894667 FRUITFUL SOILS, INC.	1643		SOIL - BASEBALL FIELDS 043-390-0000-4310	801.13
					<b>Total :</b>	<b>801.13</b>
243495	2/2/2026	893953 GALE, PAUL JOHN	JAN 2026	13507	SHOTOKAN KARATE INSTRUCTOR 001-423-0000-4260	157.50
					<b>Total :</b>	<b>157.50</b>
243496	2/2/2026	894994 GARCIA, CHRISTIAN ANTONIO	JAN 2026		COMMISSIONER'S STIPEND 001-420-0000-4111	100.00
					<b>Total :</b>	<b>100.00</b>
243497	2/2/2026	893947 GEC EVENTS	0515	13615	EVENT MANAGEMENT CO. FOR SPECI 001-420-0000-4260	1,625.00
					<b>Total :</b>	<b>1,625.00</b>
243498	2/2/2026	101279 GOMEZ-GARCIA, SONIA	TRAVEL		PER DIEM & MILEAGE-CSMFO ANNUAL 001-130-0000-4370	251.49
					<b>Total :</b>	<b>251.49</b>
243499	2/2/2026	895233 GUITERREZ, LUIS	63000008		CITATION REFUND-PARTIAL PAYMENT 001-3430-0000	50.00

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243499	2/2/2026	895233 895233 GUITERREZ, LUIS	(Continued)			Total : 50.00	
243500	2/2/2026	890594 HEALTH AND HUMAN RESOURCE	E0361934		EAP - FEB 2026 001-133-0000-4260	302.90 Total : 302.90	
243501	2/2/2026	891937 HERNANDEZ, JOSE	REIMB.-1 REIMB.-2		REIMB-SENIOR CLUB ACTIVITIES 004-2380 REIMB-SENIOR CLUB ACTIVITIES 004-2380	374.45 23.98 Total : 398.43	
243502	2/2/2026	893967 IAPE	M26-C692993		MEMBERSHIP DUES-K URIBE 001-222-0000-4370	65.00 Total : 65.00	
243503	2/2/2026	894916 JJ PROPERTY MAINTENANCE	123387	13490	CITY-WIDE JANITORIAL SERVICES-JAN 043-390-0000-4260	17,000.00 Total : 17,000.00	
243504	2/2/2026	101768 KIMBALL-MIDWEST	104019287		INVENTORY ITEMS 041-1215	379.68 Total : 379.68	
243505	2/2/2026	892137 KING'S BRAKE & SUSPENSION	1136		VEHILCE MAINT-PD7509 041-320-0225-4400	495.73 Total : 495.73	
243506	2/2/2026	101971 L.A. MUNICIPAL SERVICES	500-750-1000		ELECTRIC-13655 FOOTHILL 070-384-0000-4210	104.50 Total : 104.50	
243507	2/2/2026	101848 LANGUAGE LINE SERVICES	11812544		INTERPRETATION SERVICES 001-224-0000-4260	10.34 Total : 10.34	
243508	2/2/2026	101852 LARRY & JOE'S PLUMBING	2322058-0001-02		MATL'S FOR PLUMBING REPAIRS 043-390-0000-4310	55.41	
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243508	2/2/2026	101852 101852 LARRY & JOE'S PLUMBING	(Continued)			Total : 55.41
243509	2/2/2026	101873 LEAGUE OF CALIFORNIA CITIES	INV-45609-V9H7R5		2026 MEMBERSHIP DUES 001-190-0000-4380	10,312.00 Total : 10,312.00
243510	2/2/2026	894348 LOPEZ, RUDDY U.	REIMB.		CROSS CONNECTION TRAINING 070-383-0000-4360	61.38 Total : 61.38
243511	2/2/2026	101974 LOS ANGELES COUNTY	DEC 2025	13552	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	11,439.13 Total : 11,439.13
243512	2/2/2026	892477 LOWES	9747-74928		PAINTING SUPPLIES-BIKE PATH MONU 043-390-0000-4310	49.43 Total : 49.43
243513	2/2/2026	894990 LUA, MARIO	JAN 2026		COMMISSIONER'S STIPEND 001-150-0000-4111	100.00 Total : 100.00
243514	2/2/2026	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO 001-420-0000-4220	39.67 Total : 39.67
243515	2/2/2026	895232 MENDOZA, MIGUEL ANGEL	NON PO		COURT COMMITMENT REFUND 001-3780-0000	100.00 Total : 100.00
243516	2/2/2026	102148 METROPOLITAN WATER DISTRICT	12080		DEC'25-MWD MONTHLY CAPACITY CH/ 070-384-0000-4430	5,741.67 Total : 5,741.67
243517	2/2/2026	894854 MEZA, VICTOR	REIMB.		D5 CERT TRAINING COURSE 070-381-0000-4360	275.00 Total : 275.00
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243518	2/2/2026	102226 MISSION LINEN SUPPLY	525289773		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	373.49
			525330307		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	373.49
					<b>Total :</b>	<b>746.98</b>
243519	2/2/2026	102292 MUSCO SPORTS LIGHTING, LLC	448374		ANNUAL LIGHTING FEES @ REC & LP I	
					001-423-0000-4260	950.00
					<b>Total :</b>	<b>950.00</b>
243520	2/2/2026	102325 NAPA AUTO PARTS	218692		VEHICLE MAINT-7505	
					041-320-0225-4400	66.29
			218795		VEHICLE MAINT-4361	
					041-320-0390-4400	66.29
			218801		VEHICLE MAINT-4361	
					041-320-0390-4400	31.39
					<b>Total :</b>	<b>163.97</b>
243521	2/2/2026	102423 OCCU-MED, INC.	0126901		MEDICAL EXAM	
					001-133-0000-4270	496.00
					<b>Total :</b>	<b>496.00</b>
243522	2/2/2026	890095 O'REILLY AUTOMOTIVE STORES INC	4605-270051		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-1215	40.89
			4605-270471		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-320-0221-4400	91.76
			4605-270879		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-1215	47.98
					<b>Total :</b>	<b>180.63</b>
243523	2/2/2026	894575 PABALAN, JEROME	120625		LIGHTING & SOUND SERV FOR HOLI	
				13627	001-424-0000-4260	3,500.00
					<b>Total :</b>	<b>3,500.00</b>
243524	2/2/2026	894056 PACIFIC HYDROTECH CORPORATION	025		UPPER RESERVOIR REPLACEMENT PI	
				12642	121-385-0716-4600	20,919.40
					121-2037	-1,045.97

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243524	2/2/2026	894056 894056 PACIFIC HYDROTECH CORPORATION (Continued)			<b>Total :</b>	<b>19,873.43</b>
243525	2/2/2026	102568 PARKHOUSE TIRE, INC.	4010221854		VEHICLE MAINT - 2571	
					070-383-0000-4400	167.30
					<b>Total :</b>	<b>167.30</b>
243526	2/2/2026	894991 PAYMENTUS GROUP INC	INV-15-173417		ONLINE TRANSACTION SERVICE FEES	
				13616	072-360-0000-4435	1,133.78
				13616	070-382-0000-4435	1,133.77
					<b>Total :</b>	<b>2,267.55</b>
243527	2/2/2026	890324 PEREZ MONTELONGO, JUAN	012026		YOUTH BASKETBALL REFEREE SERVI	
				13494	001-423-0000-4260	1,455.25
					<b>Total :</b>	<b>1,455.25</b>
243528	2/2/2026	889545 PEREZ, MARIBEL	REIMB.		PROGRAM & EVENT SUPPLIES	
					001-423-0000-4300	121.01
					004-2385	71.80
					<b>Total :</b>	<b>192.81</b>
243529	2/2/2026	894746 PRECISION CIVIL	32980		ON CALL PLANNING SERVICES	
				13179	001-150-0000-4270	435.00
					<b>Total :</b>	<b>435.00</b>
243530	2/2/2026	889264 PRECISION CONCRETE CUTTING	CSF 010726-19		CITYWIDE SIDEWALK ASSESSMENT	
				13337	121-311-0866-4600	11,734.90
			CSF 011326-20		CITYWIDE SIDEWALK ASSESSMENT	
				13337	121-311-0866-4600	31,218.22
			CSF 123125-18		CITYWIDE SIDEWALK ASSESSMENT	
				13337	121-311-0866-4600	17,440.34
					<b>Total :</b>	<b>60,393.46</b>
243531	2/2/2026	102688 PROFESSIONAL PRINTING CENTERS	123025		PRE PRINTED FORMS & ENVELOPES	
				13557	001-310-0000-4300	1,124.89
			12825		PRE PRINTED FORMS & ENVELOPES	
				13557	001-222-0000-4300	403.33
			23705		SAN FERNANDO TOGETHER MAILER II	
					001-107-0000-4300	618.80

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243531	2/2/2026	102688 102688 PROFESSIONAL PRINTING CENTERS	(Continued)			Total : 2,147.02
243532	2/2/2026	893553 QUADIENT LEASING USA, INC	Q2163950	13478	POSTAGE MACHINE QUARTERLY LEASE 001-190-0000-4280	1,333.45 Total : 1,333.45
243533	2/2/2026	102738 QUINTERO ESCAMILLA, VIOLETA	DEC 2025	13508	INSTRUCTOR FOR SENIOR MUSIC & C 001-423-0000-4260	220.00
			JAN 2026	13508	INSTRUCTOR FOR SENIOR MUSIC & C 001-423-0000-4260	880.00 Total : 1,100.00
243534	2/2/2026	894408 RINCON CONSULTANTS INC	71204	13422	SAN FERNANDO COMPREHENSIVE HC 110-150-0572-4270	62,079.97 Total : 62,079.97
243535	2/2/2026	895131 ROMERO-FUENTES, SONIA	JAN 2026		GLACVCD TRUSTEE MEMBER STIPEND 001-190-0000-4111	150.00 Total : 150.00
243536	2/2/2026	894537 ROSALES, MARLENNE	REPL CK232913		REPL STL DTD CK-WATER ACCT REFUND 070-2140	28.60 Total : 28.60
243537	2/2/2026	894312 RUIZ, EDWARD	REIMB.		PROPANE REFILL 070-383-0000-4402	31.54 Total : 31.54
243538	2/2/2026	892856 SALAS, JUAN	REIMB.		DEPARTMENT & SENIOR CLUB SUPPLIES 001-422-0000-4300 004-2380	107.96 165.70 Total : 273.66
243539	2/2/2026	103057 SAN FERNANDO VALLEY SUN	19178		1ST READING-ORD NO 1738 001-115-0000-4230	60.00 Total : 60.00
243540	2/2/2026	890541 SANCHEZ, FLOR	JAN 2026		COMMISSIONER'S STIPEND	

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243540	2/2/2026	890541 SANCHEZ, FLOR	(Continued)			
			JAN 2026		001-420-0000-4111 COMMISSIONER'S STIPEND 001-150-0000-4111	100.00 100.00 Total : 200.00
243541	2/2/2026	895052 SIGN SOLUTIONS USA, LLC	420652	13451	CITY WIDE STREET SIGNAGE PURCHASE 001-370-0000-4310	10,764.75 Total : 10,764.75
243542	2/2/2026	894436 SOLORIO, FRANCISCO JAVIER	JAN 2026		COMMISSIONER'S STIPEND 001-150-0000-4111	100.00 Total : 100.00
243543	2/2/2026	103202 SOUTHERN CALIFORNIA EDISON CO.	700136176526		ELECTRIC-METER FOR MALL-MACLAY 030-341-0000-4210	484.69
			700224888278		ELECTRIC-801 8TH 043-390-0000-4210	24.78
			700301226571		ELECTRIC-1117 2ND 043-390-0000-4210	74.20
			700360580265		ELECTRIC-910 FIRST 043-390-0000-4210	7,464.04
			700363532503		ELECTRIC-VARIOUS LOCATIONS 043-390-0000-4210	7,020.37
			700577150347		ELECTRIC-190 PARK 027-344-0000-4210	1,279.74
			700826276457		ELECTRIC-799 JESSIE 043-390-0000-4210	70.32 Total : 16,418.14
243544	2/2/2026	894311 SPECTRUMVOIP	766931		CITYWIDE LONG DISTANCE VOIP SRV- 001-190-0000-4220	251.23 Total : 251.23
243545	2/2/2026	103251 STANLEY PEST CONTROL	2000926	13564	EXTERIOR & INTERIOR PEST CONTROL 043-390-0000-4260	62.00
			2000927		EXTERIOR & INTERIOR PEST CONTROL	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243545	2/2/2026	103251 STANLEY PEST CONTROL	(Continued)			
			2001416	13564	043-390-0000-4260 EXTERIOR & INTERIOR PEST CONTRO	55.00
			2001542	13564	043-390-0000-4260 EXTERIOR & INTERIOR PEST CONTRO	95.00
			2001545	13564	043-390-0000-4260 EXTERIOR & INTERIOR PEST CONTRO	94.00
			2001546	13564	043-390-0000-4260 EXTERIOR & INTERIOR PEST CONTRO	85.00
			2001546	13564	043-390-0000-4260 EXTERIOR & INTERIOR PEST CONTRO	85.00
			2001620	13564	043-390-0000-4260 EXTERIOR & INTERIOR PEST CONTRO	135.00
					<b>Total :</b>	<b>611.00</b>
243546	2/2/2026	894649 STERLING ADMINISTRATION	911571		ADMINISTRATIVE FEE: DEC 2025	
			914215		001-133-0000-4260 INITIAL FUNDING DEP.- 2026 PLN YR	50.00
					004-2365	4,025.00
					<b>Total :</b>	<b>4,075.00</b>
243547	2/2/2026	103205 THE GAS COMPANY	042-320-6900-7		GAS-910 FIRST	
			084-220-3249-3		043-390-0000-4210 GAS-505 S HUNTINGTON	68.32
			088-520-6400-8		043-390-0000-4210 GAS-117 MACNEIL	365.91
			090-620-6400-2		043-390-0000-4210 GAS-120 MACNEIL	124.02
					070-381-0000-4210	106.55
					072-360-0000-4210	106.56
					043-390-0000-4210	213.11
			143-287-8131-6		GAS-208 PARK	
					043-390-0000-4210	305.02
			162-020-7432-0		GAS-828 HARDING (PIONEER PARK)	
					043-390-0000-4210	38.03
					<b>Total :</b>	<b>1,327.52</b>
243548	2/2/2026	101528 THE HOME DEPOT CRC	7970354		CREDIT	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243548	2/2/2026	101528 THE HOME DEPOT CRC	(Continued)			
			8902303		070-384-0000-4340 MAT'L'S FOR SIDEWALK REPAIR	-340.48
			DEC 2025		001-311-0000-4310 FINANCE CHARGES	224.97
			NOV 2025		070-384-0000-4340 FINANCE CHARGES	165.48
					070-384-0000-4340	251.07
					<b>Total :</b>	<b>301.04</b>
243549	2/2/2026	894052 THE LANGUAGE PROS, INC.	2045		LANGUAGE SERVICES	
			2054	13535	001-115-0000-4270	600.00
				13535	LANGUAGE SERVICES	
					001-115-0000-4270	600.00
					<b>Total :</b>	<b>1,200.00</b>
243550	2/2/2026	103413 TRANS UNION LLC	12503108		CREDIT CHECK SERVICES	
					001-222-0000-4260	90.00
					<b>Total :</b>	<b>90.00</b>
243551	2/2/2026	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE (	15122187		ACCT 15122187-POSTAGE REIMB.	
					001-190-0000-4280	1,500.00
					<b>Total :</b>	<b>1,500.00</b>
243552	2/2/2026	103463 U.S. POSTMASTER	JAN 2026		POSTAGE-JAN UTILITY BILLS & PAST C	
					072-360-0000-4300	1,069.06
					070-382-0000-4300	1,069.06
					<b>Total :</b>	<b>2,138.12</b>
243553	2/2/2026	894888 US BANCORP SERVICE CENTER INC	010526		LODGING-POST POLICE MANANGEME	
			011526		001-222-0000-4360	832.10
					TUITION-MENTAL HEALTH DESICION C	
					001-225-0000-4360	300.00
					001-225-3688-4360	161.94
					<b>Total :</b>	<b>1,294.04</b>
243554	2/2/2026	894888 US BANCORP SERVICE CENTER INC	010926		LODGING-POST POLICE MANANGEME	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243554	2/2/2026	894888 US BANCORP SERVICE CENTER INC	(Continued)		001-222-0000-4360	92.58
					<b>Total :</b>	<b>92.58</b>
243555	2/2/2026	893740 UTILITY SYSTEMS SCIENCE &	COSF_01/09-02/08/26	13518	SEWER OVERFLOW MONITORING SEF	770.00
			COSF_10/01-12/31/25	13517	072-360-0000-4260	1,200.00
			COSF_11/09-12/08/25	13518	SEWER OVERFLOW MONITORING SEF	770.00
					<b>Total :</b>	<b>2,740.00</b>
243556	2/2/2026	889644 VERIZON BUSINESS	63808036		POLICE LONG DIST (Y2619457)	
					001-222-0000-4220	65.61
					<b>Total :</b>	<b>65.61</b>
243557	2/2/2026	889644 VERIZON BUSINESS	63808554		CITY HALL LINES (Y2620636)	
					001-190-0000-4220	63.99
					<b>Total :</b>	<b>63.99</b>
243558	2/2/2026	889644 VERIZON BUSINESS	63808033		CITY HALL LONG DIST (Y2619454)	
					001-190-0000-4220	57.50
					<b>Total :</b>	<b>57.50</b>
243559	2/2/2026	889644 VERIZON BUSINESS	63808035		CITY HALL LONG DIST (Y2619456)	
					001-190-0000-4220	29.08
					<b>Total :</b>	<b>29.08</b>
243560	2/2/2026	889644 VERIZON BUSINESS	63808038		PARKS LONG DIST (Y2619459)	
					001-420-0000-4220	17.79
					<b>Total :</b>	<b>17.79</b>
243561	2/2/2026	889644 VERIZON BUSINESS	63808034		CITY YARD LONG DIST (Y2619455)	
					070-384-0000-4220	17.55
					<b>Total :</b>	<b>17.55</b>
243562	2/2/2026	889644 VERIZON BUSINESS	63808037		CITY YARD LONG DIST (Y2619458)	
					070-384-0000-4220	11.67

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243562	2/2/2026	889644 889644 VERIZON BUSINESS	(Continued)			<b>Total : 11.67</b>
243563	2/2/2026	889644 VERIZON BUSINESS	63808543		PW-LONG DIST (Y2620611)	
					001-310-0000-4220	5.84
					<b>Total :</b>	<b>5.84</b>
243564	2/2/2026	888390 WEST COAST ARBORISTS, INC.	238202	13504	FY 2025-26 CITY-WIDE TREE TRIMMING	
					043-390-0000-4260	2,520.00
					<b>Total :</b>	<b>2,520.00</b>
243565	2/2/2026	889491 WILLDAN FINANCIAL SERVICES	010-63873	13619	LANDSCAPING AND LIGHTING ASSES	
					027-344-0000-4260	3,000.00
					<b>Total :</b>	<b>3,000.00</b>
117 Vouchers for bank code : bank3						<b>Bank total : 1,098,636.91</b>
117 Vouchers in this report						<b>Total vouchers : 1,098,636.91</b>

Voucher Registers are not final until approved by Council.

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**SPECIAL CHECKS****EXHIBIT "A"**  
**RES. NO. 26-021**vchlist  
01/15/2026 1:00:01PMVoucher List  
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243442	1/15/2026	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION SERVICE PLAN - DECEMBER 2025 001-1160	2,293.46
					<b>Total :</b>	<b>2,293.46</b>
243443	1/15/2026	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INSURANCE PLAN - DECEMBER 2025 001-1160	111.60
					<b>Total :</b>	<b>111.60</b>
243444	1/15/2026	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE PLAN - DECEMBER 2025 001-1160	11,913.23
					<b>Total :</b>	<b>11,913.23</b>
243445	1/15/2026	103054 SAN FERNANDO POLICE	DEMAND		S.F. POLICE OFFICERS ASSOC - DECEMBER 2025 001-1160	2,160.00
					<b>Total :</b>	<b>2,160.00</b>
243446	1/15/2026	887627 STANDARD INSURANCE	DEMAND		STANDARD INSURANCE - DECEMBER 2025 001-1160	2,539.63
					<b>Total :</b>	<b>2,539.63</b>
<b>5 Vouchers for bank code : bank3</b>					<b>Bank total :</b>	<b>19,017.92</b>
<b>5 Vouchers in this report</b>					<b>Total vouchers :</b>	<b>19,017.92</b>

Voucher Registers are not final until approved by Council.

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## SPECIAL CHECKS

EXHIBIT "A"  
RES. NO. 26-021vchlist  
01/22/2026 9:12:35AMVoucher List  
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243447	1/20/2026	893115 P.E.R.S. CITY RETIREMENT	100000018160472		2025 REPLACEMENT BENEFIT-CONTRI	
					018-225-0000-4124	43.44
					018-105-0000-4124	12,892.44
					<b>Total :</b>	<b>12,935.88</b>
243448	1/20/2026	893115 P.E.R.S. CITY RETIREMENT	VARIANCE		EMPL CONTRIB VARIANCE 12/13/25-12	
					018-222-0000-4124	419.57
					018-224-0000-4124	314.68
					018-225-0000-4124	4,510.36
					<b>Total :</b>	<b>5,244.61</b>
2 Vouchers for bank code : bank3					<b>Bank total :</b>	<b>18,180.49</b>
2 Vouchers in this report					<b>Total vouchers :</b>	<b>18,180.49</b>

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:** February 2, 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: Well 2A Refurbishment Project

Title: Bus Shelter Rehabilitation Project

Title: Residential Water Service Shut Off Policy

#### **Date Completed**

January 2025

October 31, 2024

November 2024

Spring 2025

January 23, 2025

March 31, 2025

September 15, 2025

December 14, 2025

January 5, 2026

January 1, 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
	<b>City Manager Office</b>					
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"> <li>• 12-2023 to 3-2024: Multimodal Survey</li> <li>• 3-11-2024: Ad Hoc Mtg #1</li> <li>• 4-11-2024: CAC Mtg #1</li> <li>• 4-27-2024: Outreach “Walkshop”</li> <li>• 4-2024 to 5-2024: Online Survey</li> <li>• 7-2024: Existing Conditions Analysis</li> <li>• 9-16-2024: Phase 1 Findings to Council + PPC</li> <li>• Contract extended to Dec 2025</li> <li>• 6-11-2025: Ad Hoc Mtg #2</li> </ul>		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"> <li>11-17-2025: Council approved Option 1 – Opportunity Site Analysis</li> <li>Opportunity Sites Analysis Kick Off Meeting January 2026</li> </ul>			
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 &amp; M.</p>	<ul style="list-style-type: none"> <li>2017-2020: City comments on Draft EIR</li> <li>12-2010: Metro Board certified Final EIR with safety/design conditions</li> <li>4-2022 to 9-2022: Grade Crossing Analysis</li> <li>1-2024 to summer 2024: Supplemental Phase 2 studies</li> <li>Status updates to Council (2020, 2022, 2025)</li> </ul>	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"> <li>6-2025: CPUC Sec. 130 safety funding discussions</li> <li>6-25-2025: Multi-agency safety improvements discussion</li> <li>7-7-2025: Public outreach results presented</li> <li>9-18-2025: Council approved conditional support for Scenario 2</li> <li>12-4-25: Metro Board of Director's approved planning work on Scenario 2, including early action safety improvements on rail crossings in the City.</li> </ul>			
3.	CDBG Small Business Assistance Grant Program (SBAP)	Provides grants to businesses/property owners for storefront improvements (signage, paint, anti-	<ul style="list-style-type: none"> <li>FY 24-25 CDBG Programs approved (May 2024)</li> <li>SBAP guidelines + additional \$64,506</li> </ul>	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
		graffiti, landscaping, etc.). Total funding: \$210,110.	allocation approved (Nov 18, 2024) <ul style="list-style-type: none"> <li>• 35 applications received, 19 awarded.</li> <li>• 9-2-25: Program update to Council</li> <li>• Projects underway</li> </ul>			
4.	Virtual San Fernando – Website Redesign & My San Fernando App	ARPA-funded digital initiative. Phase 1: My San Fernando App (launched Mar 2024; 5,000+ requests submitted). Phase 2: Website redesign by Granicus (\$200,000).	<ul style="list-style-type: none"> <li>• Phase 1 (App) completed</li> <li>• 10-2023: Granicus awarded website redesign contract</li> <li>• Granicus staff transition issues – new PM assigned, complaint filed</li> <li>• 8-2025: Expedited training</li> <li>• \$10,000 ARPA funding available for backend support</li> <li>• 9-19-25: Provided Granicus with updated content migration list.</li> </ul>	None at this time	February 12, 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
			<ul style="list-style-type: none"> <li>10-13-25: Additional migration agreement was approved.</li> <li>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.</li> <li>1-22-26: Staff met with Granicus and selected a tentative launch date for the new website (2/12/26).</li> </ul>			
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"> <li>9-3-25: Staff met with AJUA representatives to discuss scope of services and future events.</li> </ul>	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
			<ul style="list-style-type: none"> <li>10-6-25: City Council approved MOU with AJUA.</li> <li>AJUA will started on 11-17-25 at BCRC.</li> <li>Ongoing monthly dates have been scheduled for Q1 2026.</li> </ul>			
6.	Strategic Plan Development	A new plan will be developed to replace the current plan set to expire in 2026.	<ul style="list-style-type: none"> <li>City Council approved agreement with Baker Tilly on 12-1-25 for Strategic Planning Consulting services.</li> <li>On 1-23-25, staff met with Baker Tilly to develop a roadmap and determine next steps for outreach.</li> </ul>	City Council will have 1-1 meetings with the consultant in early February.	May 2026	Will Pettener
	<b>City Clerk's Office</b>					
1.	Amend City Recognition Requests Policy/Procedure	Expands the City's Recognition Requests Policy/Procedure to include clear	<ul style="list-style-type: none"> <li>May 2025 – Council adopted revised Recognition Requests Policy/Procedure</li> </ul>	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
		descriptions and guidelines for Council-issued recognitions (Resolutions, Proclamations, Certificates, official acknowledgments) honoring contributions, achievements, or service to the community.	(replacing Awards Program). <ul style="list-style-type: none"> <li>8-4-25: Council directed staff to return with revisions to add guidelines for Resolutions, Proclamations, and recognitions.</li> <li>9-2-25: Council directed staff to return with options to add Certificate of Commendation, potential Resolution adoption, and enhanced certificate design options.</li> </ul>			
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"> <li>Pre-Planning for Next Celebration Event Scheduled for: January 26, 2026</li> <li>Pre-Planning for 2nd quarterly Celebration Event for: July 27, 2026</li> </ul>	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
			<ul style="list-style-type: none"> <li>On 1-5-2026, Staff</li> <li>was directed to</li> <li>reschedule the</li> <li>January and July</li> <li>2026 Celebration</li> <li>Events to February</li> <li>and August.</li> </ul>			
	<b>Community Development Department</b>					
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"> <li>9-19-24: Presented to Council</li> <li>3-26-25: Postcards distributed</li> <li>3-30-25 &amp; 5-7-25: Workshops</li> <li>5-12-25: Walking inspections began</li> <li>7-28-25: 22 businesses recognized</li> <li>10 -27- 2025: 19 businesses recognized</li> </ul>	None at this time	FY 2026–2027 (Ongoing)	Rigoberto Guerrero

**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"> <li>February 2026: 55 to be recognized</li> <li>1-20-26: Walking inspections will resume</li> </ul>			
2.	Climate Action Resilience Plan (CARP) & General Plan Updates	Strategic framework to mitigate climate change and update Circulation (Mobility) & Open Space/Parks Elements. Supported by state grant.	<ul style="list-style-type: none"> <li>Phase 1 completed Feb 2024</li> <li>Phase 2 engagement underway with Pacoima Beautiful, FTBMI, and Climate Resolve</li> <li>Grant accepted Apr 2, 2024</li> <li>Workshops &amp; walkshops held through 2024–2025</li> <li>Advisory Group refining equity framework</li> </ul>	<ul style="list-style-type: none"> <li>Draft Final Plans Jan 12, 2026</li> <li>Update and Discussion January 20, 2026</li> <li>Consideration for Adoption April 6, 2026</li> </ul>	April 6, 2026	Ron Garcia
3.	SCAG REAP 2.0 Grant	\$1.125M grant for housing programs: displacement prevention, historic survey update,	<ul style="list-style-type: none"> <li>Council accepted grant Oct 21, 2024</li> <li>Consultant (Rincon) selected Mar 2025</li> </ul>	<ul style="list-style-type: none"> <li>Public Review Drafts Documents 2/2026 – 3/2026</li> </ul>	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
		density bonus ordinance, zoning updates, streamlined approvals.	<ul style="list-style-type: none"> <li>• City tour held Mar 19, 2025</li> <li>• Engagement pop-ups hosted Jun–Aug 2025 (112 participants)</li> <li>• Engagement Plan approved May 5, 2025</li> <li>• Community Workshop December 4, 2025</li> <li>• Draft documents expected Spring 2026</li> </ul>	<ul style="list-style-type: none"> <li>• Update and Discussion February 17, 2026</li> <li>• Consideration for Adoption May 4, 2026</li> </ul>		
	<b>Public Works Department</b>					
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"> <li>• PSA with TreePeople approved Sep 3, 2024</li> <li>• PSA with Craftwater approved Jan 6, 2025</li> <li>• Tentative design/ construction timeline set (2025–2026)</li> </ul>	None at this time	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
			<ul style="list-style-type: none"> <li>Craftwater submitted 60% plans, staff is currently reviewing them.</li> </ul>			
2.	Calles Verdes Project (Phase 1)	Parking lot 4, and South Maclay (Pico South Bound) Bioswales and bulbouts on Maclay Ave, stormwater redirection, coo pavement, trees.	<ul style="list-style-type: none"> <li>City Clerk opened four (4) sealed bids on October 30, 2025</li> <li>Rejection of Bids approved Jan 5, 2026</li> </ul>	None at this time	Dec 2026	Patsy Orozco
3.	Calles Verdes Project Phase 2	Workman Drainage Improvement/ Infiltration Project	<ul style="list-style-type: none"> <li>Received feasibility study from CWE - Aug 6, 2025</li> <li>Selection of projects by awarding agency in Spring 2026</li> </ul>	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"> <li>Phase II construction cost estimate completed for RPOSD Grant application</li> <li>Phase I and Phase II of project presented at Parks, Wellness,</li> </ul>	Council discussion on design adjustments – February 2, 2026	June 2027	Patsy Orozco / Willdan

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			and Recreation Meeting on 9/11/25			
5.	Pacoima Wash Connectivity Project (aka Cindy Montañez Natural Park Improvements)	\$7.5M Caltrans grant for Pacoima Wash Path extension, lighting, restrooms, landscaping, and permanent memorial sign.	<ul style="list-style-type: none"> <li>Staff reviewed four (4) proposals to provide design services for project- Pacoima Wash Connectivity Project</li> <li>RFP for landscaping improvements scheduled Sep–Oct 2025</li> <li>PSA with Kimley-Horn approved Jan 5, 2026</li> </ul>	None at this time	June 2027	Patsy Orozco / Willdan
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"> <li>Scope includes assessment, design, implementation, and maintenance planning</li> </ul>	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"> <li>Contractor is working on completion of “punch list” items</li> </ul>	Construction acceptance – February 2026	Jan 2026	Manuel Fabian / Willdan

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
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"> <li>Construction started on December 1, 2025.</li> <li>Contractor is working on the turn on of the new traffic signal controllers.</li> <li>Restoration of concrete sidewalks is also underway.</li> </ul>	Project acceptance – April 2026	April 2026	Manuel Fabian / Willdan
9.	Citywide Signage Upgrades	Citywide replacement of 3,100+ signs (wayfinding, regulatory, trolley).	<ul style="list-style-type: none"> <li>Phase I (wayfinding/trolley signs) complete</li> <li>Phase II starts FY 2025–26</li> <li>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</li> </ul>	None at this time	Phase I complete March 2026	Manuel Fabian/ Rodrigo Mora

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<ul style="list-style-type: none"> <li>Signs received. Public Works to schedule installation of signs</li> <li>Staff began installing signs around San Fernando Middle School and O'Melveny Elementary School. School areas completed. New quotes for more street Sweeping signs requested</li> </ul>			
10.	Pacoima Wash Bikeway Project	1.34-mile Class I bikeway with bridge, bioswales, lighting, and safety features.	<ul style="list-style-type: none"> <li>Construction <b>99%</b> complete</li> <li>Additional bollards/curbs/striping to address vandalism</li> </ul>	Notice of Completion – Winter 2025	<b>Winter 2026</b>	Patsy Orozco
11.	Residential Permit Parking (RPP) Program	Updates to residential/commercial parking policies, smart meters, data collection, and	<ul style="list-style-type: none"> <li>Data collection and engagement completed</li> <li>400+ survey responses received</li> </ul>	Administrative Guidelines presented to Council – March 2026	TBD	<b>Greg Steigerwald</b> / Dixon Resources Unlimited

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		enforcement guidelines.	<ul style="list-style-type: none"> <li>• Code amendments split for Council review Sep 2, 2025</li> <li>• Meeting with Finance, Police and Public Works Departments conducted on November 3, 2025</li> </ul>			
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 ratings, cost estimates, prioritization, life cycle analysis, recommendations, and Facility Condition Index (FCI). Supports strategic planning,	<ul style="list-style-type: none"> <li>• Project kick-off meeting was held on October 16, 2024.</li> <li>• Waiting on site facility assessment by Brightly (contractor) in early November</li> <li>• City Staff is scheduled to conduct on-site evaluations with the contractor, Brightly on November 17, 2025 started the on site Facility assessment by visiting all sites</li> </ul>	No Council action required at this time	March 2026	Rodrigo Mora

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		compliance, risk management, and resource allocation.	identified- with PW Staff. <ul style="list-style-type: none"> <li>1/21/2026 Inventory of major equipment has been assessed documented, and a maintenance regiment has been created. Waiting for the final assessment report.</li> </ul>			
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"> <li>Field-check sites</li> <li>Prepare cost estimates</li> <li>Prepare project specifications</li> <li>Identify conflicting utilities</li> <li>Identify business access impacts</li> <li>Complete project specifications, construction quantities, and</li> </ul>	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
			advertise project for construction.			
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"> <li>Contractor met with staff January 30, 2025</li> <li>Work scheduled to minimize program disruptions</li> <li>Roof replacement completed July 2025</li> <li>HVAC installation scheduled for September 2025.</li> <li>Work completed</li> </ul>	Pending Acceptance of project – February 17, 2026 (est.)	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"> <li>Two generators received and placed on pads</li> <li>Design for connection to switching mechanism/ building in plan check</li> <li>Project remains in plan check; Engineering</li> </ul>	Approve Notice of Completion (tentatively June 2026)	June 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
			<p>coordinating with Community Development to finalize. Waiting on Fire Department approval. Engineering firm hired to create the wiring plans will submit UL specifications to the fire department again.</p> <ul style="list-style-type: none"> <li>• Waiting for Fire Department approval 1/21/2026</li> </ul>			
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"> <li>• Audit existing signage</li> <li>• Identify damaged/non-compliant signs</li> <li>• Develop updated reflective/LED designs</li> <li>• Secure stakeholder approvals</li> </ul>	To Be Determined	March 2026	Rodrigo Mora



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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<ul style="list-style-type: none"> <li>Plan phased installations with traffic control</li> <li>Conduct post-installation evaluation &amp; community feedback</li> <li>Waiting on carryover from Finance to start to purchase signs. Signage has been ordered, will install once received. <b>San Fernando Middle School and O'Melveny have been completed.</b></li> </ul>			
17.	Recreation Park Bathroom Renovation	Renovation of existing restrooms to create safe, accessible, sustainable facilities.	<ul style="list-style-type: none"> <li>Assessment &amp; planning underway</li> <li>Design criteria and cost estimates in progress</li> <li>Procurement of contractors next</li> <li>Construction to be phased</li> </ul>	To Be Determined	To Be Determined	Rodrigo Mora

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<ul style="list-style-type: none"> <li>Post-construction inspection and feedback planned. TBD</li> <li>Scope of work and funding TBD</li> </ul>			
18.	Downtown Trash Enclosures	Renovation of City-owned trash enclosures in the Mall area.	<ul style="list-style-type: none"> <li>Community Engagement Event was held 10/8/25.</li> </ul>	Council discussion on preliminary design – February 2, 2026	Summer 2026	Manuel Fabian / Willdan
19.	City Owned Right-of-Way Beautification	Beautification of ROWs including streetscapes, medians, bikeways, tree wells.	<ul style="list-style-type: none"> <li>Infrastructure restoration (irrigation, wiring, backflow devices) in progress Scope of work and funding TBD.</li> <li>Developing comprehensive task list</li> <li>Fall 2025 tree planting planned for vacant tree wells. For more significant beautification, more funding would be</li> </ul>	No Council action anticipated	Ongoing	Rodrigo Mora

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			required. Staff completed surface restoration (Painting) on 12 City monument signs citywide.			
20.	Sidewalk Condition Assessment	Citywide assessment and mitigation plan for sidewalk hazards.	<ul style="list-style-type: none"> <li>Precision Concrete Cutting awarded contract</li> <li>Assessment in Zone E complete</li> <li>Report and repair plan to follow.</li> </ul>	No Council action required	June 2026	Patsy Orozco
21.	Project Labor Agreement	Evaluation of PLA benefits, costs, and legal requirements.	<ul style="list-style-type: none"> <li>Conducting research on scope, costs, legal compliance</li> <li>Preparing report for Council.</li> </ul>	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"> <li>Needs assessment in progress</li> <li>Quinn Company developing loader/backhoe specifications</li> </ul>	Recommendations to be included in FY 25–26 Budget	Ongoing	Bill Evans

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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"> <li>PD vehicle right-sizing under review.</li> <li>Backhoe was purchased along with 3 new Police vehicles, and 8 Water Division trucks were leased.</li> </ul>			
23.	Overhead Mass Arm Street Name Sign Replacement Project	Replacement of outdated/damaged street name signs.	<ul style="list-style-type: none"> <li>Citywide survey planned</li> <li>Design to include reflective/LED signs</li> <li>Coordination with Caltrans required.</li> </ul>	Ongoing	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"> <li>4 bids received Sept 4, 2025</li> <li>Staff reviewing bids.</li> </ul>	Ongoing		Manuel Fabian
25.	Recreation Park Field Rehabilitation	Replacement of failed sod installation.	<ul style="list-style-type: none"> <li>RFP for consultant under development.</li> </ul>	Award of contract Winter 2026	TBD	Manuel Fabian
26.	IPS Smart Meter Installation	Replacement of coin meters with smart meters.	<ul style="list-style-type: none"> <li>91 smart meters installed March 2025</li> <li>Noncompliant meters removed</li> <li>Phase 3 financial analysis underway.</li> </ul>	No Council action required	Ongoing	Greg Steigerwald/Walter Dominguez (PD)

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
27.	Outdoor Dining in Public ROW	Ordinance and program to allow outdoor dining.	<ul style="list-style-type: none"> <li>Ordinance adopted March 2025</li> <li>Permits prorated for 2025.</li> </ul>	No Council action required	Ongoing	Manuel Fabian Patsy Orozco
28.	Implementation of California Daylighting Law (AB 413)	Citywide daylighting improvements for safety.	<ul style="list-style-type: none"> <li>17 noncompliant meters removed</li> <li>Citations issued since May 2025</li> <li>Phase 1 red curb painting underway</li> <li>Phase 2 rollout planned.</li> <li>All areas specified by Engineering have been marked with red curb. <b>Red Curbing is finished. Waiting for a directive for further implementation.</b></li> </ul>	No Council action anticipated	Ongoing PW red curb painting is done.	Rodrigo Mora
29.	Well 2A Nitrate Water Treatment Facility Project	Construction of a new nitrate removal treatment facility capable of reducing nitrate	<ul style="list-style-type: none"> <li>9-2-25 - City Council approval</li> <li>Envirogen designing new 2000 gpm system and</li> </ul>	No Council action anticipated.	Spring 2026	Victor Meza, Alex Mendez and Manuel Fabian

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		concentrations to levels compliant with State Water Resources Control Board – Division of Drinking Water (DDW) standards.	coordinating with Civiltec and General Pump for the new building design – On Going <ul style="list-style-type: none"> <li>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</li> </ul>			
30.	Well 2A Building Expansion Project	Site improvements and building upgrades to house the treatment process, improve security, and extend the useful life of the facility.	<ul style="list-style-type: none"> <li>9-2-25 - City Council approval for design drawing</li> <li>Civiltec currently working with Envirogen and General Pump for design of building. Geotech services conducted on Week of Oct 6, 2025</li> </ul>	Council approval of Plans in Dec 2025; Council approval for construction in Jan 2026	March 2026 Staff is requesting 2 year extension from Granting Agency due to long lead times on equipment Dec 2026 estimated completion	Victor Meza, Alex Mendez and Manuel Fabian

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<ul style="list-style-type: none"> <li>• Staff received notice of Sovereign Immunity for this project allowing the City to control its own set backs and permitting</li> <li>• Staff is requesting an 2 year extension from Granting Agency to complete the project-Approved</li> <li>• Civiltec developing submittals for long lead time equipment MMC panels to get these going asap.</li> <li>• NPDES permit fees are being processed and – Driveway expansion is being requested through LACity PW.</li> </ul>			
31.	Phase 4: Annual Street Resurfacing Program	Various	<ul style="list-style-type: none"> <li>• Developing Funding for Annual Street Resurfacing Program</li> </ul>	Award of Contract: March 2026	Tentative Start Date: May 2026	Manuel Fabian

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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"> <li>Staff will begin working with consultant to prepare bid package</li> <li>Bid Package under review before publishing</li> </ul>			
32.	Graffiti Abatement Program	Public Works monitors and addresses as situations arise.	Addressed as reported. <b>Graffiti continues to be addressed daily, additionally Community Development, Police and Public Works have implemented a joint team effort to combat graffiti.</b>	N/A	Ongoing	Bill Evans
33.	Crosswalk Safety at SF Middle School	To be included in the slurry seal project.	<ul style="list-style-type: none"> <li>Quotes from LA County Public Works and Contractor received for discussion. <b>Finished by LA County Public Works.</b></li> </ul>	TBD	2026	Bill Evans



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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
34.	Crosswalk Safety at Bike Path					Bill Evans
35.	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"> <li>Staff will assess costs to implement Council's request.</li> <li>Funding and scope of work to be determined.</li> <li>Finished phase 1. 1/26/2026 Need funding for further phases.</li> </ul>	First Council Meeting in January	2026	Public Works Operations
	<b>Police Department</b>					
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	<ul style="list-style-type: none"> <li>Council approved contract amendment with BearCom on Nov 18, 2024</li> <li>Cameras/Access Control implementation began Nov 2024, completed May 2025</li> </ul>	<ul style="list-style-type: none"> <li>Cameras/ Access Control: No further action</li> <li>Parking Lot Security: Approve 2024 UASI Subaward</li> </ul>	<ul style="list-style-type: none"> <li>Cameras/ Access Control: Completed May 2025</li> <li>Parking Lot Security: Dec 2027</li> </ul>	CJ Chiasson

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		improvements (controlled access gate, wrought iron fence, mesh screen). Budget: \$114,408 (cameras/access control) and \$89,982 (parking lot security).	<ul style="list-style-type: none"> <li>Staff received 2024 UASI Subaward Agreement from City of LA</li> <li>Parking Lot Security project pending Council approval (July 2025) and bidding process.</li> </ul>			
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"> <li>28 sworn positions filled</li> <li>1 officer recently passed field training</li> <li>Several applicants in background process</li> <li>3 applicants passed background and have moved to polygraph exam</li> <li>Commander recruitment/testing completed: 1 promoted, 1 pending</li> <li>Sergeant testing is in progress</li> </ul>	<ul style="list-style-type: none"> <li>No additional Council action required</li> </ul>	Ongoing	CJ Chiasson

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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"> <li>Sub-award granted Apr 8, 2024 from DHS via City of LA</li> <li>IT upgrades underway.</li> <li>Smart Board, Laptop Charging Cart, and Laptops purchased</li> </ul>	<ul style="list-style-type: none"> <li>No additional Council action required</li> </ul>	Completed – December 2025 (Closing Out Grant with Granting Agency for Reimbursement)	CJ Chiasson
	<b>Administrative Services Department</b>					
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"> <li>Initial vendor demonstrations held in June–July 2024.</li> <li>Two vendors invited for onsite presentations in Aug–Sept 2024.</li> <li>City Council approved Tyler Technologies ERP on Nov 18, 2024.</li> <li>Project kickoff call held Mar 19, 2025</li> </ul>	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. Deadline for full completion	Art Ziyalov

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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"> <li>• Test environment deployed.</li> <li>• Weekly project meetings underway.</li> </ul>		before Mar 1, 2027. <b>Implementation is being resumed as of 1/26/2026.</b>	
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"> <li>• Staff coordinating with actuarial consultant (Foster &amp; Foster).</li> <li>• Data provided to consultant for updated valuation report (FY ending June 30, 2025).</li> <li>• Presentation provided to City Council on Feb 21, 2025.</li> <li>• Appropriation of \$724,340 approved in FY 2025-2026 Budget to continue OPEB pre-funding.</li> </ul>	OPEB presentation to Council scheduled <b>following</b> Mid-Year Budget Review ( <b>March</b> 2026).	February 2026	Erica Melton

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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 (JPJA) as an alternative to current Independent Cities Risk Management (ICRMA) for any cost savings.	<ul style="list-style-type: none"> <li>Initial contact sent to California JPJA in November 2025 for new public agency partner criteria, but no response received.</li> <li>Additional inquiry sent in December 2025.</li> <li>On January 13, 2026, CJPIA responded to the City's inquiry and stated that the risk pool takes a conservative approach in accepting new members with a Police Department.</li> <li>Additional information was requested from CJPIA on January 23, 2026, regarding their new membership application process</li> </ul>	<ul style="list-style-type: none"> <li>Update to be provided to City Council for analysis and review timeline by February 2026</li> </ul>	June 2026	Sergio Ibarra

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			and their ideal risk loss history for new members.			
	<b>Recreation &amp; Community Services</b>					
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 Fernandeano Tataviam Band of Mission Indians for Rudy Ortega Sr. Park.	12/2025 Internal meeting held and direction gotten from City Manager's Office on Working on an all encompassing MOU with FTBMI and having the different existing MOUs as subsections.	Tentatively for February 2026	FY 26-27	Julio C Salcedo
3.	2026 Holiday Parade	A proposed San Fernando Holiday	Staff is currently evaluating the potential costs of hosting a parade	Looking for direction on the vision for this	February 2026	Julio C Salcedo

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		Parade to celebrate the season.	in the City of San Fernando and/or the possibility of collaborations to upset costs.	parade to be a stand alone special event or an extension of the current Tree Lighting Ceremony.		
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
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	Tentatively for April 2026	June 2026	Julio C Salcedo

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			that need to be addressed.			
6.	San Fernando 115 Birthday Celebration	The City will Celebrate its 115 <sup>th</sup> 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. 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
<b>Community Development</b>												
Building Code Violation	3	7	2	10	5	17	9	4	7	7	4	8
Homelessness Outreach	6	12	15	26	4	18	13	9	11	9	19	16
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total - Community Development</b>	<b>9</b>	<b>19</b>	<b>17</b>	<b>36</b>	<b>9</b>	<b>35</b>	<b>22</b>	<b>13</b>	<b>18</b>	<b>16</b>	<b>23</b>	<b>24</b>
<b>Police</b>												
Abandoned Vehicle	3	2	11	9	4	13	19	9	9	4	10	8
Illegal Fireworks	0	0	0	0	6	26	0	3	1	3	1	1
<b>Total - Police</b>	<b>3</b>	<b>2</b>	<b>11</b>	<b>9</b>	<b>10</b>	<b>39</b>	<b>19</b>	<b>12</b>	<b>10</b>	<b>7</b>	<b>11</b>	<b>9</b>
<b>Public Works</b>												
Bus Stop/Shelter Maintenance	0	0	0	1	0	2	0	0	0	0	0	0
City Trees	3	0	3	14	6	7	6	50	9	7	4	3
Graffiti and Sign Posting on P	33	70	47	95	51	56	56	56	50	32	79	55
Graffiti on Private Property	43	61	50	62	29	57	20	19	14	4	37	7
Illegal Dumping and Litter	62	38	51	86	56	94	122	63	50	56	87	66
Park Maintenance	4	5	3	6	7	3	1	1	5	3	7	1
Sidewalk Repair	5	4	6	20	9	7	9	8	1	6	8	4
Storm Drain and Flooding	2	0	0	0	0	1	1	0	1	0	3	0
Street Lighting	22	10	12	12	8	20	16	8	12	15	30	33
Street Repair	4	9	6	4	5	15	6	6	1	5	12	13
Street Signage	0	9	3	3	4	6	4	6	7	3	15	5
Traffic Signal	5	6	4	8	4	4	12	13	9	5	7	9
<b>Total - Public Works</b>	<b>183</b>	<b>212</b>	<b>185</b>	<b>311</b>	<b>179</b>	<b>272</b>	<b>253</b>	<b>230</b>	<b>159</b>	<b>136</b>	<b>289</b>	<b>196</b>
<b>All Topics</b>												
<b>Total All Topics</b>	<b>195</b>	<b>233</b>	<b>213</b>	<b>356</b>	<b>198</b>	<b>346</b>	<b>294</b>	<b>255</b>	<b>187</b>	<b>159</b>	<b>323</b>	<b>229</b>

# Open Vs. Closed Requests by Month

February 2, 2026 Special & Regular CC Mtg

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

■ Opened ■ Closed ■ Requests Open at End of Month



## ARPA Expenditure Plan &amp; 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	-	-
<b>Total</b>			<b>5,817,789</b>	<b>\$ 4,680,187</b>	<b>\$ 1,130,207</b>	<b>\$ 7,099</b>

**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 (2-2-2026) 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	
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
1947(d)	3/20/202	3/19/2026	Everbridge	Addendum 4 to Contract Services Agreement for Mass Notification System	\$13,159.00	-	Admin	PD	Renewal

## ADM\_City Council Enhancement Project and Priority Updates (2-2-2026) ATT C

As of 01/23/2024

2297	1/1/2020	3/31/2026	California State Water Resources Control Board (State Water Board)	Nitrate Water Treatment System in Well 2A (Agreement No. D2202021 & Project No. 1910143-001C)	\$7,000,000.00	-		PW	
2411	9/2/2025	3/31/2026	General Pump Company	Emergency rehabilitation of Well 2A	\$537,267.48	NA	CC	PW	Emergency
2424	9/2/2025	3/31/2026	Civiltec Engineering, Inc.	Engineering Services for Well 2A Nitrate Treatment System	\$435,148.50	NA	CC	PW	RFP
1920(d)	9/2/2025	3/31/2026	Envirogen Technologies, Inc.	Third Amendment for Proprietary Ion Exchange Nitrate Removal Treatment Well 2A	\$2,600,000.00	NA	CC	PW	RFQ
2139(a)	3/6/2023	4/14/2026	Scott Fazekas & Associates, Inc	First Amendment to Building Plan Check and Building Official Services	\$25,000.00	2 successive periods of 1 yr each (included in expiration date)	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	
2478	1/23/2026	6/2/2026	Los Angeles County Registrar-Recorder/County Clerk	Check-In Center Plan June 2, 2026 Statewide Primary (City General) Election at Lot 6N	\$0.00	NA	CC	CLK	NA
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 (2-2-2026) 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 expiration date)	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	

## ADM\_City Council Enhancement Project and Priority Updates (2-2-2026) ATT C

As of 01/23/2024

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	
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



## ADM\_City Council Enhancement Project and Priority Updates (2-2-2026) ATT C

As of 01/23/2024

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
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

## ADM\_City Council Enhancement Project and Priority Updates (2-2-2026) ATT C

As of 01/23/2024

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
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

## ADM\_City Council Enhancement Project and Priority Updates (2-2-2026) ATT C

As of 01/23/2024

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
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

## ADM\_City Council Enhancement Project and Priority Updates (2-2-2026) ATT C

As of 01/23/2024

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
2453	12/1/2025	7/1/2026	SA Associates	Preparation of 2025 Urban Water Management Plan	\$45,000.00	NA	CC	PW	RFP
2220	1/3/2024	7/3/2026	KnowBe4	KnowBe4 Security Awareness Training Subscription and Software	\$13,588.40	-	Admin	FIN	
2175	7/5/2023	7/5/2026	US Department of Homeland Security	SFPD Interoperable System and Integrated Public Alert and Warning System (IPAWS) Open Platform for Emergency Networks	-	-	Admin	PD	
1920(c)	11/18/2024	7/15/2026	Envirogen Technologies, Inc.	Second Amendment for Repair of Nitrate Removal Treatment Systems (Extending term and increasing compensation)	\$200,000 annually	one 2-yr extension	CC	PW	Not Applicable
2401	7/16/2025	7/16/2026	Department of Resources Recycling and Recovery	Participate in the Used Oil Payment Program Cycle 16 (OPP16) Fiscal Year 2025–26	NA	Yes	Admin	PW	Renews Annually
2253	7/28/2021	7/28/2026	Bartel Associates	Actuarial Services	\$24,500.00	No	Admin	FIN	
2253(a)	6/11/2024	7/28/2026	Foster & Foster Consulting Actuaries, Inc. formerly Bartel Associates, LLC	First Amendment for Actuarial Services (Business Name Change)	\$24,500.00	No	Admin	FIN	

2268	7/15/2024	7/31/2026	Dixon Resources Unlimited	Resdential Parking Program Implementation Services	\$84,735.00	-	CC	PW	
2396(a)	8/1/2025	7/31/2026	Veoci	Amendment No. 1 for EOC Communication & Operations	\$5,701.00	-	Admin	PD	Sole Source



**To:** Mayor Joel Fajardo and Councilmembers

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

**Date:** February 2, 2026

**Subject:** Summary of 2025 Legislative Advocacy & Funding Request Letters

**Legislative Activity**

Below are legislative advocacy letters submitted in accordance with the City's Legislative Advocacy Policy and Platform (January 1, 2025 – Present):

1. **Oppose SB 79 (Weiner)** re: Transit-Oriented Development (4/2)
2. **Oppose 306 (Schultz)** re: Freeze on State Code Updates for Residential Units (4/2)
3. **Oppose SB 634 (Pérez)** re: Homelessness – Civil and Criminal Penalties (4/9)
4. **Removal of Opposition SB 634 (Pérez)** re: Homelessness - Civil and Criminal Penalties (5/12)
5. **Support AB 468 (Gabriel)** re: Crimes - Looting (5/19)
6. **Oppose AB 1022 (Kalra)** re: Vehicles - Abandonment Removal (5/19)
7. **Oppose SB 16 (Blakespear)** re: Homeless Housing, Assistance, and Prevention Program (5/19)
8. **Support AB 650 (Papan)** re: Planning and Zoning - Housing Element (5/19)
9. **Support** re: Federal Housing Program Funding Sign On Letter through NLC (5/21)
10. **Support** re: Governor's Legislative Package to Streamline Delata Conveyance Project (6/12)
11. **Letter to President Trump and SCOTUS** re: Commitment to Upholding Residents Rights and Constitutional Protections (6/17)
12. **Position Letter** re: Metro East San Fernando Valley Right of Way Study (8/18)

Additionally, the City has submitted letters of support for funding requests and initiatives for the following community-based organizations and legislators (January 1, 2025 – Present):

1. **Habitat LA** – Commemorative Letter for the Los Angeles Builders Ball (2/5)
2. **Assemblymember Celeste Rodriguez** – 2025 Appropriation Requests (3/17)
3. **Climate Smart Communities Initiative (CSCI)** – Support of Joint Grant Application with Climate Resolve (3/17)
4. **Senator Caroline Menjivar** – 2025 Appropriation Requests (3/28)
5. **Congresswoman Rivas** – Kidneys Quest Foundation Appropriation Request (4/25)

**Summary of 2025 Legislative Advocacy & Funding Request Letters**

Page 2 of 2

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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: Fabian Valdez, Police Chief

**Date:** February 2, 2027

**Subject:** Consideration to Authorize Submittal of a Grant Application to the California Office of Traffic Safety National Highway Traffic Safety Administration to Support Selective Traffic Enforcement Details

### RECOMMENDATION:

It is recommended that the City Council authorize the preparation and submittal of the National Highway Traffic Safety Administration (NHTSA) Grant application for an amount up to \$200,000 from the California Office of Traffic Safety to support selective Traffic Enforcement details.

### BACKGROUND:

1. In 1966, Congress approved the National Highway Safety Act to provide federal funds for traffic safety, which is administered by the NHTSA.
2. In 1967, California created the Office of Traffic Safety (OTS) to administer local grant funds received from the NHTSA. OTS is responsible for developing grant guidelines and goals as well as awarding funding to local agencies.
3. In December 2025, OTS announced their annual open enrollment for the 2026-2027 NHTSA Grant (Attachment "A"), which provides funding to local agencies to operate traffic safety programs aligned with NHTSA priority areas, with the goal of reducing deaths, injuries, and economic losses resulting from traffic-related collisions. Past OTS grants received by the City are included as Attachment "B".

### ANALYSIS:

Police departments are critical to traffic safety through enforcement, crash investigation, education, and emergency response. Aligning local programs with NHTSA priority areas such as impaired driving prevention, occupant protection, speed management, and pedestrian safety helps reduce fatalities, injuries, and economic losses from traffic collisions.

**Consideration to Authorize Submittal of a Grant Application to the California Office of Traffic Safety National Highway Traffic Safety Administration to Support Selective Traffic Enforcement Details**

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The OTS administers NHTSA grant funds to support these efforts. Each year, OTS sets funding priorities based on current traffic safety needs, identifies challenges, and defines strategies to address NHTSA's focus areas, ensuring coordinated, evidence-based approaches to create safer roads and communities. As part of this process, OTS identifies traffic safety challenges, establishes performance measures, and defines strategies and timelines to address NHTSA's priority areas, which include the following:

- Alcohol-Impaired Driving
- Drug-Impaired Driving
- Motorcycle Safety
- Police Traffic Services
- Roadway Safety and Traffic Records
- Distracted Driving
- Emergency Medical Services
- Occupant Protection
- Pedestrian and Bicycle Safety
- Public Relations, Advertising, and Marketing Programs

Equipment costing \$5,000 or more, with a useful life of at least one (1) year, and that is required to carry out the grant activities, is also allowable within these priority areas.

The Department received a 2025-2026 OTS Grant in an amount of \$60,000 that focused on short-term, targeted enforcement efforts, including Driving Under the Influence or Driving Under the Influence of Drugs (DUI/DUID) checkpoints and saturation patrols, traffic enforcement, distracted driving, and pedestrian and/or bicycle operations.

Fiscal Year 2026-2027 Grant.

Staff recommends that the City apply for an OTS Police Traffic Services Grant funded by the NHTSA to support the following traffic safety activities for the Police Department:

- **Light Detection and Ranging (LIDAR)-Based Speed Enforcement Operations:** These operations use laser speed measurement devices already owned by the Police Department and operated by trained officers to accurately measure vehicle speeds. Unlike traditional radar, LIDAR allows officers to target specific vehicles, even in congested traffic conditions. Grant funding would be used to support officer time and operational costs associated with conducting targeted LIDAR enforcement operations using existing equipment, ensuring an efficient use of resources while addressing speeding-related collisions and improving roadway safety in high-risk areas.
- **Click-it or Ticket Operations:** The Police Department has conducted Click It or Ticket campaigns in prior years using grant funding to increase seat belt and child restraint compliance. These efforts included public service announcements and focused enforcement of seat belt and child restraint laws. Continued grant funding would support enforcement and outreach activities and help reduce traffic-related injuries and fatalities in the City.

**Consideration to Authorize Submittal of a Grant Application to the California Office of Traffic Safety National Highway Traffic Safety Administration to Support Selective Traffic Enforcement Details**

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- **Pedestrian Safety Operations:** These operations promote pedestrian safety and aim to reduce pedestrian-related injuries and fatalities. Grant funding would support dedicated officer time for focused pedestrian safety operations, allowing for increased patrols and targeted enforcement in identified high-risk corridors, intersections, and school zones. The additional resources would also support expanded public service announcements and enforcement efforts to improve pedestrian safety throughout the City.
- **National Distracted Driving Awareness Month:** The Police Department has conducted distracted driving enforcement and education campaigns in prior years using grant funding. Grant funds would support dedicated officer time to expand these efforts through increased patrols and focused enforcement of the State's Hands-Free Cell Phone Law, along with public education on the risks associated with texting, smartphone use, and other distracted driving behaviors, to help reduce distraction-related collisions in the City.

To support these activities, staff recommends requesting up to \$200,000 in OTS grant funding through the Police Traffic Services (PTS) Grant Program for Fiscal Year 2026–2027. Unlike prior OTS grants received by the City, which primarily funded time-limited Selective Traffic Enforcement Programs (STEP) such as DUI and DUID checkpoints and saturation patrols, this grant is intended to support ongoing, year-round traffic safety efforts integrated into the Police Department's daily operations.

The Police Department currently conducts Community Resource Management (CRM) patrols during regular patrol operations and has implemented grant-funded DUI checkpoints. While DUI checkpoints are effective, they require a significant number of officers working overtime and are not always feasible when staffing is limited. The Police Traffic Services Grant supports department-wide approach to traffic safety, including ongoing enforcement, officer training, data-driven strategies, and long-term planning aligned with NHTSA priority areas. This approach gives the Department more flexibility and allows traffic safety needs to be addressed consistently throughout the year.

This grant also aligns with the Department's operational capacity because it supports traffic safety activities that can be integrated into daily operations rather than relying on short-term enforcement efforts. By supplementing regular patrols with targeted, grant-funded operations, the Department can maintain consistent traffic safety enforcement throughout the year without diverting on-duty staffing.

**BUDGET IMPACT:**

The NHTSA Grant from the State of California is a reimbursement grant and requires the Department to enter into an agreement with OTS to administer the grant. Reimbursements will

**Consideration to Authorize Submittal of a Grant Application to the California Office of Traffic Safety National Highway Traffic Safety Administration to Support Selective Traffic Enforcement Details**

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only be made for costs that fall within the approved grant period and do not exceed the federally obligated funds outline in the agreement.

There will be no budget impact on the Fiscal Year 2025-2026 Adopted Budget to authorize the submittal of the NHTSA grant application and there is no need to appropriate funds at this time. This is the initial step in approving funding from the State of California. If the City is awarded the grant, staff will return to the City Council with a resolution to formally accept the award and appropriate funds.

**CONCLUSION:**

It is recommended that the City Council authorize the preparation and submittal of the National Highway Traffic Safety Administration (NHTSA) Grant application for an amount up to \$200,000 from the California Office of Traffic Safety (OTS) to support selective Traffic Enforcement details.

**ATTACHMENT:**

- A. California Office of Traffic Safety – National Highway Traffic Safety Administration Announcement
- B. Prior OTS Grants Received by the City



## **Grant Program Manual Federal Fiscal Year 2026**

This manual establishes consistent program and project management procedures for the California Office of Traffic Safety (OTS) staff and subrecipients (agencies/organizations receiving federal grant funds from the OTS) to guide the administration of the state's highway safety program in compliance with National Highway Traffic Safety Administration guidelines. Best practice requires the OTS to have a current manual which documents standard operating procedures and the management of the highway safety program. This manual contains a written record of current approved administrative and financial procedures; however, it does not specifically address all regulations. Periodic changes and additions to the manual may be necessary to meet changing federal and state laws and/or to improve program management and fiscal procedures. When an agency or organization accepts federal safety funds, it also agrees to fully comply with all requirements in this manual and any periodic changes that may be made during the grant period.

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**(916) 509-3030**  
**[ContactOTS@ots.ca.gov](mailto:ContactOTS@ots.ca.gov)**

**[OTS Website](#)**

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## Chapter 1 – Introduction

### **Section 1.01: Purpose**

The California Office of Traffic Safety (OTS) is under the direction of the California State Transportation Agency (CalSTA) and is tasked with developing and implementing a highway safety program that addresses the behavioral factors that impact traffic safety. The purpose of this Grant Program Manual (GPM) is to provide consistent guidance in the administration of the OTS highway safety program, so that it follows state and federal regulations. The GPM contains a written record of approved administrative and financial procedures, which all OTS grantees must follow. This GPM does not address all regulations and occasional reference to other California state government manuals and policies may be necessary.

### **Section 1.02: Mission and Vision Statement**

#### **Mission:**

*Deliver traffic safety programs to prevent people from being killed and seriously injured in California.*

#### **Vision:**

*All people will be safe on California roads.*

### **Section 1.03: Grant Program Funding Overview**

The OTS funding, which is awarded to the state by the National Highway Traffic Safety Administration ([NHTSA](#)), includes the Highway Safety Program (23 USC § 402), the National Priority Safety Program (23 USC § 405), and the Minimum Penalties for Repeat Offenders for Driving While Intoxicated or Driving Under the Influence Program Transfer (23 USC § 164). These programs are included in the five-year, national transportation funding bill known as the Infrastructure Investment and Jobs Act ([IIJA](#)). **The OTS highway safety program is a reimbursement program whereby a grantee will expend their funds to perform the work and then submit a claim and necessary documentation for reimbursement by the OTS.**

The OTS cannot directly fund a 501(c)(3) non-profit organization; however, these entities are eligible for funding through a host government or public entity as a contractor.

## Chapter 2 – Triennial Highway Safety Plan Development

### **Section 2.01: Overview**

The goal of the behavioral highway safety program is to ensure all roadway users arrive at their destination safely. To accomplish this, the OTS develops a Triennial Highway Safety Plan (3HSP) along with an Annual Grant Application

(AGA) and submits both documents to NHTSA. These documents outline and implement a data-driven highway safety program that uses proven countermeasures to help address unsafe behaviors such as seat belt usage, speeding, impaired and distracted driving that are contributing factors in serious injury and fatal motor vehicle crashes.

## **Section 2.02: Traffic Safety Problem Identification and Program Areas**

The 3HSP addresses the priority program areas including:

- Alcohol impaired driving
- Distracted driving
- Drug-impaired driving
- Emergency medical services
- Motorcycle safety
- Occupant protection
- Pedestrian and bicycle safety
- Police traffic services
- Public relations, advertising, and marketing program
- Roadway safety and traffic records

Identification of roadway traffic safety problems is conducted on a statewide basis for each program area. Problem identification is the process of gathering and analyzing data and information from a variety of sources and using what is learned to prioritize limited resources for the implementation of proven and innovative countermeasures that will help prevent crashes on California's roads. Gathering and analyzing data and other pertinent information, along with conducting meaningful public participation and engagement, are the strategic approach the OTS uses to guide the problem identification process. This approach ensures that the OTS understands the extent of the traffic crash problem with a focus on identifying the geographic areas where crashes are occurring and the appropriate strategies to help address them.

Numerous data resources are used to determine and prioritize the state's traffic safety problems. These include federal priorities, past evaluations, recommendations from the most recent NHTSA program assessments, and the latest edition of NHTSA's [Countermeasures That Work](#).

The 3HSP not only describes what will be done to address these program areas, but also the goals and performance measures used to gauge progress. Program goals and performance measures are selected based on severity, economic costs and number of agencies available to implement projects using proven countermeasures.

## **Public Participation and Engagement**

Highway safety problem identification not only involves data collection and analysis, but also meaningful public participation and engagement (PP&E) from communities affected by traffic crashes that result in death and serious injury. The PP&E is a meaningful process that proactively seeks full representation from communities, considers public comments and feedback, and incorporates that feedback into a project, program or plan.

## **Chapter 3 – Grantee Project Development and Grant Applications**

### **Section 3.01: Overview**

Each project considered by a government agency must address an emphasis area identified in the 3HSP, be data-driven and utilize proven and/or promising countermeasures that will help the OTS achieve its performance targets. Grant applications are reviewed for completeness, potential impact on improving safety, reasonableness of the budget request, and the applicant's past performance.

### **Section 3.02: Project Solicitation and Development**

The annual project solicitation process begins by notifying Grant Electronic Management System (GEMS) registrants through email of the open application period for the next federal fiscal year (October 1-September 30) and of funding workshop dates. The message also announces when grant application forms and instructions will be available on the [Grants/Apply Now](#) page found on the OTS website.

If a grantee is not registered with GEMS, new users can apply on the Grants/Apply Now page. In addition to the announcement for grant opportunities, potential applicants can view other resources such as the OTS *Grant Application Workshop Presentation Deck* or the OTS *Grant Application Workshop*. The *Regional Grant Application Workshops* are given in order to generate interest in a particular program area identified in the 3HSP and to address questions about the grant application process.

The annual grant cycle is summarized in this table:

MONTH	ACTIVITY
December	OTS announces upcoming grant application period. OTS conducts grant workshops.
January	<b>Deadline to submit grant applications is January 31<sup>st</sup>.</b>
February – May	OTS reviews the grant applications.
June	OTS submits grants to CalSTA for approval. OTS notifies applicants of grant application status. OTS holds pre-3HSP and AGA meeting with NHTSA.
July – September	OTS sends grant agreements to applicants for review and signature. OTS submits the 3HSP and AGA to NHTSA.
September	NHTSA approves the 3HSP and AGA. Signed grant agreements are due to OTS from applicants. Once signed, applicants are referred to as grantees. <b>September 30<sup>th</sup> is the end of the federal fiscal year.</b>
October – December	<b>October 1<sup>st</sup> the federal fiscal year begins.</b> OTS holds pre-operational meetings with grantees. OTS prepares and submits the Annual Report to NHTSA and the state legislature.

**All grant applications are due January 31<sup>st</sup>.**

### **Section 3.03: Grant Application and Submission**

The OTS must determine if the agency or organization applying for a federal highway safety grant is eligible and has the appropriate expertise, leadership and authority to properly implement and manage the proposed project.

Projects must align with the problem identification, performance targets and strategies found in the 3HSP. The planned activities to be funded must be identified and clearly explain in detail how they support an evidence-based countermeasure. This explanation should show a logical sequence of events that will be undertaken to help the OTS achieve its performance target(s). Strategies, projects and proposed countermeasures should be selected based on analysis of current and relevant data. Innovative and/or promising countermeasures may be implemented if there is data justifying their selection or an example illustrating how the selected countermeasure has been successfully implemented by others.

Before applying applicants need to review these questions:

- Will the grant funds be used to support one of the program priority areas listed above?
- Can the applicant's organization pay for project expenses with their own funds and then wait 90 days for reimbursement?
- Is the applicant's organization a government or public entity? If the organization is a 501 c (3) then the applicant will need a government or public entity to act as the host agency.
- Has the applicant cleared a [Single Audit](#)?
- Does the applicant have a [SAM](#) number?
- Is the applicant's agency able to provide traffic safety data that demonstrates how the applicant's program will save lives on California roadways and be able to demonstrate using performance measures with one-year of funding?

If the applicant is unsure about whether their proposed project meets the necessary criteria, please contact OTS at (916) 509-3030 or go to [OTS Grants](#) to start an application.

Eligible agencies or organizations must be able to:

- Deliver services promptly.
- Manage public funds efficiently.
- Have internal management and financial controls in place.
- Collaborate with other communities and government and/or private organizations.
- Develop data-driven plans that solve highway safety problems.
- Adequately evaluate the success of a project.
- Demonstrate they are not on any debarment or suspension list.
- Provide payroll verification, accounting records, receipts/invoices, and other back up documentation to support the grant expenses and activities.

### **Grant Types**

Two types of grant applications are available in GEMS, General Grants and Grants Made Easy (GME). A qualifying government or public entity determines which type to use based on the problem to be addressed. Problem identification should be determined through analysis of local crash data, as well as data from the California Highway Patrol (CHP). Reports must be requested from the CHP so planning the request early in the process is essential. The [OTS Crash Rankings](#) for California cities and counties is also available.

General Grants – A general grant application should be made by a government or public entity if they are seeking funds to address traffic safety problems other than what is listed on a GME. The general grant application can be customized to fit the specific needs of a government or public entity.

GME – A GME application includes pre-determined goals, objectives and activities by focus area such as DUI Courts, Emergency Medical Services (EMS), Occupant Protection, Pedestrian and Bicycle Safety, Probation, Selective Traffic Enforcement Program, Motorcycle Safety, Traffic Records Improvement Project, and Vertical Prosecution. As part of the application process, templates are designed and used to facilitate ease of preparing and submitting a grant application.

### **Application Submission**

GEMS provides a paperless system for application entry, allocation of funds, budgeting, tracking expenditures, monitoring grant performance, and supporting the development of reports required by state and federal agencies.

**Grant applications must be submitted before 11:59 pm on January 31.**

Access to the GEMS application forms is only available during the open application period; however, application training resources are available year-round. First time GEMS users are required to register and must be granted access by the OTS. Returning users can login using their existing credentials. Review the [GEMS webpage](#) for more guidance.

Application templates include the following sections:

- Agency Identification: Specific information regarding the agency including the agency SAM number
- Problem Statement: A statement that details problem to be solved
- Supporting Statistical Data: Data needed that thoroughly documents the problem
- Proposed Solution: Includes a discussion of what strategies will be taken to solve the problem and what resources will be used to leverage implement the intervention
- Goals and Objectives: The goals and objectives need to be specific, measurable, action-oriented, realistic, time-framed (SMART)
- Method of Procedure: This includes a plan for daily management of the grant and a plan for reducing reliance on federal grant funding in the future
- Evaluation: General and GME grant applications outline media, data collection and reporting, evaluation, and administrative support requirements
- Budget items and Budget Narrative: This includes a detailed budget estimate with supporting narrative, that includes all cost categories – personnel costs, travel expenses, contractual services, equipment (\$10,000 or more per unit, including tax and shipping), and direct and indirect costs. Each category must be detailed by individual line items



- Supporting documents - While not required, it is strongly recommended that grant applications include a letter(s) of support from the governing body such as the Board of Supervisors, City Council, etc., and, if applicable, the community.

All sections of the application must be complete for GEMS to accept the submission. GEMS will provide an individual application number. The system allows the application to be saved and for the applicant to make multiple entries so that an application can be built over a period of time. Guidance is provided within GEMS to explain field entry requirements. Once submitted, the application is locked and cannot be altered by the applicant. To protect the integrity of the submission, the OTS can only view the application during the review process.

GEMS will inform the applicant of a successful submission by email. At this stage the application status is automatically updated to "Submitted".

### **Section 3.04: Grant Application Review**

Once the grant application submission process is closed, each application goes through a review and evaluation process. The application is assigned to a Program Area Review Team. The OTS Grant Coordinators (member of team) will review the application to determine if it:

- Will contribute to the California Traffic Safety Program
- Is compatible with NHTSA and OTS grant funding policies
- Falls under the OTS' funding priorities, includes best practices and is a Strategic Highway Safety Plan ([SHSP](#)) priority
- Addresses a serious problem that's supported through comprehensive crash data analysis
- Targets high-risk populations, high-risk behaviors, and high crash locations
- Is reasonable and proportional (strategy, time frame, budget) to the identified problem
- Is a continuation of an existing grant, was funded within the past five years or previously submitted and denied for funding and why.

Following this in-depth evaluation, the Program Area Review Team collectively prioritizes the applications and presents their assessment to the OTS management, including the Director. The OTS then forwards its application funding recommendations to CalSTA for approval. All approved applications are included in the AGA, which is submitted on or before August 1 to NHTSA for their review and approval.

### **Risk Assessment**

Prior to awarding a grant agreement, the OTS must evaluate and document the risk for each applicant selected for federal grant funding. The OTS will assess the applicant's risk of noncompliance with federal statutes, regulations and the terms and conditions of the grant as well as the applicant's financial stability, quality of management systems, history of past performance, and prior audit findings, if applicable. If the applicant does pose a risk, but the proposal has merit, the OTS may, as a condition of awarding grant funds, conduct a pre-funding assessment meeting with the applicant, and/or impose specific terms or conditions. This information will be used to determine the appropriate level of project monitoring if a grant is awarded.

## **Chapter 4 – Grant Agreement**

### **Section 4.01: Overview**

The process from grant application to a fully executed grant agreement can take several months. Following CalSTA review and approval of the 3HSP and AGA funding recommendations, the OTS will notify the government or public entity via an email, generated by GEMS, of the status of their application. Successful applications are converted by the GEMS into a draft grant agreement and assigned a grant number.

### **Section 4.02: Draft Grant Agreement**

The OTS works with the grantee to prepare the draft grant agreement using information included in the original grant application as well as any changes to the budget and/or strategies discussed. The draft grant agreement consists of the following that is taken directly from the original grant application:

#### **Traffic Safety Grant Agreement**

The Traffic Safety Grant Agreement summarizes the terms and conditions of the contract between the grantee and OTS. This includes:

- Grant number
- Grant title
- Name of the applicant agency
- Agency
- Agency department to administer the grant
- Grant period
- Grant description including the data supported purpose, activities such as strategies, tasks, reporting, and evaluation methods
- Amount of federal funds allocated
- Contact information and approval signatures of the Authorizing Official, Grant Director, and the Fiscal Official

- Authorizing official from the OTS contact information and approval signature
- Agency's SAM number
- Budget funding data
- NHTSA transparency reporting requirements
- Accounting Officer from the OTS and approval signature

### **Schedule A**

- Problem statement describing the jurisdiction that will be impacted, the problem to be addressed supported by data, and the target population that the grant will serve
- Performance measures, including goals and objectives
- Method of procedures identifying the tasks to be conducted to accomplish the grant performance measures
- Method of evaluation using the data compiled during the grant, the Grant Director will complete a final evaluation that should provide a brief summary of the grant's accomplishments, challenges and significant activities.
- Administrative support statement from the appropriate governing body or official such as city council, board of supervisors, county executive, city manager

### **Schedule B**

#### **Detailed Budget Estimate and Narrative**

The detailed budget estimate covers the entire grant year and federal funding source information is provided to assist with single audit compliance. The budget and associated costs are divided into these six categories:

- *Personnel Costs*: This includes all classifications applicable to the grant, the hourly rate, based on the method of compensation for that classification, and percentage applicable to the grant. Overtime salaries must be broken out separately from regular pay. Reasonable cost of living increases, or merit increases are estimated and included. Benefits are also included under personnel costs and need to be broken out in a separate budget line item. Estimated costs for this category should be provided by the agencies fiscal official.
- *Travel Expense*: This includes the estimated cost of grant-related travel expenses, both transportation and per diem, and is segregated by in-state and out-of-state travel using the subrecipient's established reimbursement rates. If the subrecipient does not have a travel policy with established reimbursement rates, standard reimbursement rates apply per the California Department of Human Resources ([CalHR](#)).
- *Contractual Services*: This describes the estimated cost of services to be provided for each contract awarded on the grant using descriptive titles such as CPS Training, Evaluation Services, Public Awareness Campaign,

etc., rather than a specific firm, agency, or individual name. Each contract must have its own sub-budget detailing the contractors' expenses. For each contract, the agency is required to follow its established contracting policies. Approval of the grant agreement does not imply agreement for a *sole source* contact.

- *Equipment*: This includes the estimated cost of each equipment item that costs \$10,000 per unit or more and has a useful life of more than one year. The total cost of equipment includes modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for grant purposes as well as tax, shipping and installation. All applicable discounts are excluded in the cost estimate.
- *Direct Costs*: This details the estimated cost of any other allowable direct grant expense not covered under the previous categories including services not requiring contractual agreements and minor equipment such as educational materials, radar devices, child safety seats, bike helmets, and checkpoint supplies that support the grant goals and objectives. The agency must follow its established procurement policies. (Note: If a line item cost in this category is based on an allocation, it must be identified in the line item title as *Allocated Office Supplies* or *Communication Allocation*. Cost allocation plans may be requested to determine if costs are equitably distributed to the grant.
- *Indirect Costs*: This details costs incurred for common or joint purposes, such as telephone, supplies, administrative salaries etc., that are not a direct cost to the grant. An indirect cost benefits more than one cost objective and should be prorated equitably among all applicable functional areas. Estimated costs for this category should be provided by the agencies fiscal official and supported by a current federal fiscal year Indirect Cost Rate approval letter from a federal agency.
- Statements and disclaimers

Federal guidelines prohibit using federal grant funds to pay for routine and/or existing state or local activities that carry out the overall responsibilities of state, local, or federally recognized Indian tribal governments. This practice is known as general costs of government. If a grant includes funding for straight time personnel, the OTS requires the subrecipient include the following statement: *Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.*

Certification and Assurances apply to the grantees and OTS and can be reviewed in Appendix A.

### **Section 4.03: Final Grant Agreement**

Once the draft grant agreement is approved in GEMS, it is converted into a final grant agreement. The assigned OTS Grant Coordinator e-mails a copy to the Primary Contact and grant officials listed on the agreement with completion instructions. The official will also receive a GEMS User Authority form to designate individuals who can access the departments grant documents in GEMS. The Authorizing Official, Grant Director, and the Fiscal Official will electronically sign the grant and the designation form. If the agreement requires governing body approval, the agency should notify the OTS of the timetable for that process.

Once the agreement is returned to the OTS, the agreement is signed by the appropriate OTS authority. The agency will then receive notification that the grant is active and can be viewed and downloaded from GEMS. The signatures of the grant officials indicate that the grantee agrees to comply with the requirements outlined in the grant agreement. Once a grant agreement is signed by the authorized official and the OTS, it is a legally binding document. The grantee may not proceed with any expenditure associated with the grant until the authorizing official receives notification from the OTS stating the effective grant agreement start date.

### **Section 4.04: Pre-Operational Review**

The OTS conducts a pre-operational review with all grantees within the first 90 days after the grant period begins. The review is conducted either by phone, virtually, or in-person with the OTS Grant Coordinator at a mutually agreed upon time and location. Since the purpose of the meeting is to review in detail the grant operational and fiscal requirements outlined in the OTS grant agreement, the individual(s) responsible for administering the grant should attend the meeting. The Authorizing Official, Fiscal Official, and Grant Director are strongly encouraged to participate in the pre-operational review, if available. The OTS Grant Coordinator will review the grant goals and objectives along with base year data; equipment report, if applicable; the grant claim invoice and detail; and quarterly performance report. After the pre-operational review, a report is generated by the OTS Grant Coordinator in GEMS which lists all who were in attendance, what was discussed and any other pertinent information.

## **Chapter 5 – Grant Requirements**

### **Section 5.01: Budget Contingency and Funding**

Once the grant has been executed, the OTS will reimburse the grantee for expenditures related to approved grant activities. The objectives outlined in the grant agreement must be accomplished during the grant period, and expenditures must align with the approved budget. **Costs incurred before the effective start date or after the end date of the grant agreement period will not**

**be eligible for reimbursement.** Reimbursement of costs claimed may not exceed the obligated federal funds. Reimbursement is contingent upon grantee compliance with grant requirements, and sufficient funds being appropriated and obligated by the federal government. The OTS makes neither representation nor guarantee regarding the availability of federal highway safety funds for first or subsequent year funding.

Reimbursement of approved grant expenditures is contingent upon the grantee complying with all grant requirements and the appropriation of sufficient funds by the federal government and the California OTS. The OTS does not represent or guarantee the availability of federal highway safety funds for initial or subsequent year funding. If during the term of the grant federal funds are reduced or eliminated, the OTS may immediately terminate or reduce the grant award upon written or email notification to the grant officials. The grantee will have 30 days from the notification to submit a final claim for costs incurred up to the notification date.

The grantee understands that the grant agreement is written before ascertaining the availability of appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays that would occur if the grant agreement was executed after the determination was made.

The grant agreement is valid and enforceable only if sufficient funds are made available to OTS by NHTSA for the purpose of the highway safety program. In addition, the grant agreement is subject to any additional restrictions, limitations, conditions, or statutes enacted by NHTSA or the State Legislature that may affect the provisions, terms, or funding of the grant agreement in any manner.

If NHTSA does not appropriate sufficient funds for the program, the grant agreement shall be amended to reflect any reduction in funds.

Pursuant to Government Code Section 927.13, no late payment penalty shall accrue during any time period for which there is no Budget Act in effect, nor on any payment or refund that is the result of a federally mandated program or that is directly dependent on the receipt of federal funds by a state agency.

The OTS has the option to terminate the grant agreement at any time or to amend the grant agreement to reflect any reduction of funds.

### **Termination for Cause**

The State may terminate this grant agreement and be relieved of any payments should the subrecipient fail to perform the requirements of this grant agreement at the time and in the manner herein provided. (Reference: DGS Standard Agreement "[General Terms and Conditions](#)", Appendix D of this manual)

### **Termination without Cause**

Either party may terminate without cause upon thirty days written notice to the other party. All work performed pursuant to the contract and prior to the date of termination may be claimed for reimbursement (Reference: [State Contracting Manual, Chapter 9.12](#)).

### **Section 5.02: Regulations**

Two sections of the Code of Federal Regulations (CFR) govern the operation of state highway safety programs.

#### **23 CFR Part 1300 – Uniform Procedures for State Highway Safety Grant Programs.**

By regulation, NHTSA prescribes the requirements for the operation of the state highway safety grant programs. The Infrastructure and Investment Jobs Act ([IIJA](#)) was signed into law on November 15, 2021. 23 CFR Part 1300 details the operational requirements under IIJA.

**2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards** or the “**Grants Guidance**” was developed to establish consistency and uniformity among federal agencies in the implementation and management of grants and cooperative agreements with state, local and federally recognized tribal governments. The Grants Guidance applies to the recipients (states) and grantees (local government, nonprofits and other entities) of federal grant funds.

Agencies receiving highway safety funds must adhere to these requirements and the OTS is as restrictive as the requirements of 23 CFR Part 1300 and 2 CFR Part 200; however, the OTS may be more restrictive to allow time for the submission of reports to NHTSA which include grantee information. **Refer to Appendix B** of the manual.

The expenses and costs eligible for reimbursement under the highway safety program are those stipulated in the approved grant budget. To be allowable, costs must be necessary, reasonable, allocable, and expended according to the appropriate federal and state statutes or grant regulations.

When evaluating reasonable cost, grantees should consider the following:

- Is the cost generally recognized as ordinary and necessary for the performance of a government or public entity?
- Does the cost exceed the market price for comparable goods or services?
- Was restraint used and requirements followed?
- Did the person act prudently and responsibly in expending public funds?

- Did the grantee adhere to established procurement practices thereby ensuring the cost to the OTS is justifiable?

All procurement and contractual transactions must be conducted in a full, open and competitive manner. Sole source procurement or contracting is discouraged, because it is inconsistent with a policy of full and open competition. Grant management rules require the OTS to monitor grantees to ensure compliance with applicable federal requirements and cost principles.

### **Section 5.03: Audit**

Audits are conducted to determine the fiscal integrity of financial transactions and reports, as well as compliance with laws, regulations and administrative requirements. All grants awarded by the OTS are federally funded and recorded in the catalog of Federal Domestic Assistance (CFDA). If a grantee expends over \$1,000,000 in federal funds from any source, a single audit procedure is required by the Single Audit Act for State and Local Agencies. All agencies meeting this threshold must submit a copy of their completed audit to the [California State Controller's Office](#).

Grantees that have not met the federal single audit requirement will receive a letter from the OTS requesting resolution. If a grantee is unable or unwilling to have an audit conducted the OTS may administer the following sanctions:

- Withhold a percentage of the grant award
- Withhold or disallow overhead cost
- Suspend the grant until the audit is conducted or an exemption certification is submitted or
- Terminate the grant

In addition to the federal single audit requirement, the California Department of Finance Office of State Audits and Evaluations ([OSAE](#)) conducts financial and compliance audits and monitoring activities on behalf of the OTS in accordance with government audit standards. These audits are performed to aid the OTS in complying with federal audit requirements and grant fund oversight.

### **Section 5.04: Federal Funding Accountability and Transparency Act**

The Federal Funding Accountability and Transparency Act ([FFATA](#)) was signed into law in 2006 and requires the OTS to report each subaward that obligates \$30,000 or more in federal funds during the grant year. Subaward reporting was previously entered on the Federal Subaward Reporting System (FSRS), but on March 6, 2025 the FSRS.gov tool used to report on subaward data was retired and will now be done in [SAM.gov](#).



### **Section 5.05: Procurement Standards**

A grantee of federal grant funds awarded by the OTS must follow the same policies and procedures it uses for procuring goods and services with nonfederal funds provided they conform to applicable state laws as well as federal laws and standards outlined in the [§ 200.318 General procurement standards](#). A copy of the grantee's established procurement procedures must be readily available for audit purposes upon request from the OTS. State government agencies must comply with contract and procurement policies and procedures set forth in the [California State Administrative Manual](#) and the [California State Contracting Manual](#). Three competitive bids should be secured for each purchase or service.

Purchases or contracts awarded by a non-competitive process or sole source are allowed only when small purchase procedures, sealed bids or competitive proposals are unfeasible, and the following applies:

- Goods or services are only available from a single source.
- Public need or emergency will not permit a delay resulting from a competitive solicitation.
- Competition is determined to be inadequate after soliciting a number of sources.

Sole source approvals must be granted in accordance with the grantee's procurement and contracting directives addressing non-competitive procurement and contracting. All exceptions must follow state guidelines. The [Buy America Act](#) prohibits grantees from using highway grant funds to purchase products over \$5,000.00, unless they are manufactured or assembled in the U.S. This prohibition applies to steel, iron and all manufactured products, unless a waiver is granted by the U.S. Secretary of Transportation. There is no minimum purchase threshold that exempts the need for a waiver under the Buy America Act.

### **Section 5.06: Contractual Services**

Grantees may use consultants and contractors, secured through a competitive bid or proposal, to achieve the goals and objectives outlined in the grant. The grantee should not enter into a contract until the grant agreement is signed and authorized by the OTS. The grantee is responsible for verifying contractor eligibility by checking the System for Awards Management ([SAM](#)) website or adding a self-certification clause or condition to the contract.

When using OTS grant funds, the grantee is responsible for managing all contracts including:

- Ensuring the contractor complies with all contract provisions.
- Ensuring services are performed according to the quality, quantity, objectives, timeframes, and manner specified in the contract.

- Ensuring that all work is completed and accepted before the contract expires.
- Assessing and requesting amendments, renewals or new contracts as required allowing sufficient time to process and execute these changes before the contract expires to prevent lapse in service.
- Ensuring that contracts are amended after any grant agreement revision that affects the contract terms.
- Reviewing and approving invoices for payment, ensuring payments are made in accordance with contract terms, all costs are budgeted and allowable, and work has been performed.
- Monitoring contract expenditures to ensure there are sufficient funds to pay for all services rendered as required by the contract.
- Verifying all requirements of the contract are fulfilled before submitting the final invoice
- Ensuring that all Personnel Activity Reporting (PAR) requirements are met.

Nothing contained in the grant agreement creates a contractual relationship between the OTS or the State of California and the grantee's contractor. The grantee is responsible for monitoring the activities of their contractor to ensure it is achieving the desired results as outlined in the contract and grant agreement, and that federal grant funds are used for purposes authorized in the grant agreement and in compliance with federal and state statutes and regulations. The grantee, not the OTS or the state, is responsible for paying its contractors. The grantee is the responsible party and remains liable for the performance of the terms, conditions, assurances, and certifications of the grant agreement that specifically relate to the contractor. The grantee is as fully responsible to the OTS and the state for the acts and omissions of its contractors and the contractor's employees as it is for its own employees. In the event of a contractual and/or administrative issue arising out of a contract entered into in support of the grant agreement, the grantee, not the OTS or the State of California, is responsible for resolving all disputes, claims or other matters of a contractual nature as well as civil liability arising out of negligence or intentional misconduct on the part of the contractor.

### **Section 5.07: Non-Profits**

Contractual agreements with 501(c)(3) non-profit organizations registered with the [California Secretary of State](#) are allowable and must be on a cost reimbursement basis and include detailed budgets with budget narratives descriptive enough to limit misinterpretation of allowable cost items. If the value of the contract is more than \$150,000, the host agency is responsible for conducting pre-award reviews, as necessary, to determine if the non-profit can perform in accordance with the terms, conditions and specifications in the

contract and all applicable state and federal requirements. The review should determine:

- The propriety of the amounts in the cost proposal
- The ability of the contractor's accounting system to accumulate and segregate reasonable, allocable and allowable costs for charges related to the contract
- That the agreement complies with all applicable state and federal procurement criteria.

The pre-award audit may be waived if the non-profit has a successful history with the host agency.

### **Section 5.08: Traffic Enforcement Agencies**

A grantee's traffic enforcement personnel and any equipment funded under a grant agreement must be solely dedicated to supported enforcement tasks associated with the grant agreement unless a crime is committed in the officer's presence or the officer is responding to a distress call. *Nothing in the grant agreement should be interpreted as a formal or informal requirement that a police officer issue a specified or predetermined number of citations.* Law enforcement agencies see Appendix C for additional terms.

### **Section 5.09: Institutions of Higher Educations**

Colleges and universities may enter into contracts to perform applicable provisions of a grant agreement. The terms and conditions of a grant agreement is detailed in **Appendix B** of this manual.

### **Section 5.10: Limitation of Liability**

The grantee is responsible for the settlement of any and all claims and lawsuits arising from or incident to the OTS' non-payment of a grantee's claim. The grantee expressly acknowledges that their responsibility, including the payment of all damages, expenses, penalties, fines, costs, charges, and attorney fees, if the claims and lawsuits are based upon the OTS' nonpayment of claims. The grantee will defend any suits brought upon all such claims and lawsuits and pay all costs and expenses. The agreement entered into with the OTS is subject to any applicable restrictions, limitations or conditions entered by the U.S. government subsequent to the execution of the grant agreement.

## **Chapter 6 – Grantee Responsibilities and Procedures**

### **Section 6.01: Overview**

When the grantee accepts federal highway safety funds, it agrees to fully comply with all requirements in this manual and any periodic changes that may be made during the grant period. The grantees' designated grant officials will be notified in writing of any changes.

It is critical that agency officials carefully review the cited federal regulations and the certifications and assurances included in the grant agreement. The Governor's Representative for Highway Safety is the responsible official for the administration of the state's highway safety program through the OTS and must assure compliance with applicable statutes and regulations. By accepting federal highway safety funds, the grantee is bound by the certifications and assurances.

### **Section 6.02: Authorizing Official**

The authorizing official has contract binding authority. Once the grant agreement is finalized the authorizing official will receive an alternate signature/GEMS user authority email. The attached GEMS user authority form allows the authorizing official to delegate up to five authorized users. The form is submitted to OTS via email. The OTS retains the original form in the agencies official grant file. All individuals listed on this form will be able to log in to GEMS to conduct grant management activities.

### **Section 6.03: Grant Director**

The Grant Director is responsible for establishing operating procedures and controls that ensure adequate administration of the grant in accordance with the terms of the grant agreement as well as all applicable statutes and regulations. The Grant Director is responsible for meeting work schedules, maintaining costs within the approved budget(s), compiling sufficient documentation to validate grant progress and fund expenditures, submitting timely and complete grant reports, and the grant evaluation. The Grant Director must be available for periodic operational reviews with the OTS.

### **Section 6.04: Fiscal Official**

In addition to the Grant Director, the grantee must also identify the Fiscal Official who is responsible for ensuring that budgeted costs comply with the agency's standard policies and procedures and that the agency's accounting system conforms to generally accepted accounting principles. The Fiscal Official should carefully review the federal regulations and the certifications and assurances included in the grant agreement.

Contact the OTS for changes to the agency officials listed in the grant agreement and submit an email detailing the change. The OTS will provide further instruction by email.

### **Section 6.05: Financial Management**

The grantee must have adequate and appropriate internal controls in place for every OTS grant that assures awards are managed in compliance with state and

federal statutes and regulations. These controls should ensure that all cash, real and personal property, and other assets are safe guarded and used solely for purposes authorized in the grant agreement.

A separate account or fund must be established for each highway safety grant and all grant costs should be separately and accurately recorded. Additionally, the Fiscal Official should ensure that all claims for reimbursement are limited to those specifically authorized in the grant agreement and that they are prepared using grant accounting records or a process that reconciles claims at least quarterly with the grant records.

While the OTS establishes an electronic copy file for each grant, it is strongly recommended that copies of all financial records pertaining to a grant be stored in a shared grant file (hard copy, electronic, or both) maintained by the grantee's Grant Director, Fiscal Official, or Authorizing Official. This will make it easier to submit claims, complete status reports, respond to questions, and reference documents. The file should include information pertaining to grant awards, authorization, financial obligations, unobligated balances, assets, expenditures, and income.

It should also include a copy of the grantee's internal purchasing policies and procedures. At a minimum, the policies must meet state requirements; they may not be less stringent. If no written policies exist, the grantee is subject to the state's purchasing guidelines.

Grantees must maintain records that sufficiently detail the procurement history for all purchases. At minimum, these records should detail the rationale for the method of procurement and selection of contract type, written selection procedures, documented reasons for rejections, and the basis for the contract price. For sole source procurements, the records must at minimum include justification of why the purchase/service cannot logically and reasonably be made through a competitive bidding process including the consequences if not approved, a list of the vendor's or contractor's unique qualifications, experience and a detailed cost analysis.

The grantee must retain all source documents and records in the file and make them available for federal and state audits for at least three years following the date of the final reimbursement of grant expenditures or final disposition of equipment purchased with grant funds, whichever is later. Records must be retained beyond this time period if there are unresolved audit findings.

### **Section 6.06: Fraud Prevention**

The grantee must have strong training programs in place that address policies, procedures and controls, with a particular emphasis on fraud prevention. Effectively supervising and monitoring employees working on the grant is critical.

Examples of fraud include, but are not limited to falsifying:

- Grant applications
- Quarterly performance and final reports
- Contracts
- Competitive bids
- Expenditure reports
- Time sheets
- Reporting activities
- Citations or arrests that did not occur

Other fraudulent activities include:

- Embezzlement
- Bribery
- Extortion
- Obstruction of justice
- Destruction of records.

If a grantee determines there is fraud, and/or a conflict of interest associated with a federal highway safety grant, this information must immediately be detailed in writing and provided to the OTS. The OTS is then required to report any fraud to NHTSA.

A grantee must take reasonable measures to safeguard protected personally identifiable information and other information NHTSA or the OTS designates as sensitive or that the grantee considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

### **Section 6.07: Direct Allowable Costs and Source Documents**

The OTS uses the cost principles outlined in the [Grants Guidance](#) to determine necessary, reasonable, allocable, and allowable costs consistent with policies, rules and regulations conforming to limitations or exclusion of cost. The grantee is required to adhere to these same requirements when administering grant funds.

The grantee is responsible for determining whether a cost for a specific service, function or item is a direct cost, direct allocation, such as depreciation, rental, facility operation and maintenance that are prorated and the benefit to the

grant can be directly measured or allowable indirect cost such as costs incurred for common or joint purposes that are prorated to a grant based on the benefit received but are not readily associated with a specific grant. For federal highway safety funded grants provided by the OTS, direct costs are categorized in the grant agreement as personnel, travel, contractual services, equipment and other direct costs. For more information on allowable costs for federal grant funded programs, consult the [NHTSA Highway Safety Grants Program Resources Guide](#).

Adequate documentation is required for a cost to be eligible for reimbursement. The criteria for ensuring a grantee has adequate source documentation are provided under each direct cost category below:

### **Personnel**

Personnel costs include direct compensation of wages and fringe benefits of grantee employees hired expressly for the grant and for the time and effort spent on grant-related activities. Grant funds may be used for wages, special compensation, or other authorized absences such as annual and sick leave provided the cost for the employee is reasonable for the services rendered, follows an appointment made in accordance with state or local laws and rules, and meets federal requirements. Grant funds may also be used for employee fringe benefits such as employer's contributions to social security, health insurance, workmen's compensation, and the like provided they are granted under approved plans and distributed equitably to the grant and all other activities. **Costs for authorized absences are only reimbursable up to the amount earned during the term of the grant.**

### **Personnel Source Documentation**

If an employee of a grantee or contractor (excluding an employee only receiving OTS funding for overtime) is receiving less than 100% of funding from the OTS for personnel services or is receiving 100% of funding from the OTS but the funding comes from more than one federally-funded grant, the employee time distribution to the federally funded grant must be supported by an after-the-fact Personnel Activity Report (PAR). This requirement also applies to employees of non-profits and institutions of higher education. A PAR is an employee-maintained timesheet or log which accounts for 100% of the employee's time. It is used to identify effort spent on multiple programs/federal funds.

A PAR must:

- Reflect the employee's after-the-fact distribution of time by program/federal fund
- Account for the total activity by program/federal fund for which each employee is compensated whether grant-related or not

- Be prepared at least monthly and coincide with one or more pay periods
- Be signed by the employee and their supervisor

A digital signature and/or online PAR is acceptable provided the grantee or contractor can demonstrate and document the actions detailed in the PAR were performed by the employee.

An employee of a grantee or contractor receiving 100% of funding from the OTS for personnel services is not required to complete an after-the-fact PAR. Instead, the grantee may choose to have the employee complete the Employee Time Certification form stating that the employee worked solely on the federally funded program for the period covered by the certification. This certification must be prepared at least semi-annually and signed by the employee and supervisory official who has firsthand knowledge of the work performed by the employee. Both of these forms will be provided by the OTS during the pre-operational meeting.

### **Travel**

Allowable travel expenses incurred by personnel identified in the grant budget include transportation, food and lodging that meet the grantee's documented travel policies. The travel should occur prior to the claim submission for reimbursement. If the grantee's travel policy does not include maximum allowable lodging rates, these costs may not exceed the state's lodging rate unless written justification is submitted and approved by the OTS. If the grantee does not have documented travel policies, the state travel policies apply. Out-of-state travel expenses require written approval from the OTS prior to incurring costs unless identified in the budget and the budget narrative of the grant agreement. Expenses associated with attending meetings and conferences, where the primary purpose is the dissemination of technical information, are allowable. These include transportation, registration fees, and other incidental costs.

### **Travel Source Documentation**

Travel expenses must be supported by properly prepared employee expense reimbursement claims, including required receipts per the documented travel policy. For audit purposes, all receipts must be retained for a minimum of three years after final payment, unless a longer period of records retention is stipulated in the grant agreement. Conference or seminar expenses must be supported by an event agenda. For meetings or conferences, documentation must indicate that the primary purpose was for dissemination of technical information. For costs associated with the use of agency-owned vehicles, documentation must indicate who used the vehicle, when, for what purpose, and number of miles driven. Documentation must also explain how the mileage or other billing rate(s) was developed if the state rate is not used.



### **Contractual Services**

This applies to any professional services and associated costs necessary to complete the grant objectives, not available through the grantee, requiring contractual agreements that are entered into in accordance with the grantee's normal procedures.

### **Contractual Services Documentation**

Services provided by an individual, organization, firm, or agency must be supported by a properly executed contract or interagency agreement. Payments must be supported by itemized invoices and made in accordance with the terms of the grant agreement. The grantee must maintain records that sufficiently document the procurement process associated with the contract.

### **Section 6.08: Direct Costs - Equipment**

Equipment is any non-expendable, tangible personal property costing \$10,000 or more with a useful life of at least one year that is required to carry out grant activities. As an example, this equipment may include motorcycles, radar trailers, some extrication equipment, etc. The total cost of the piece of equipment must include modifications, attachments, accessories, or auxiliary apparatus needed to make it usable for grant purposes as well as tax, shipping and installation (excluding any discounts). All equipment purchased using federal highway safety funds require written approval from NHTSA, which is handled by the OTS during the grant application process. Equipment purchased with grant funds must be used for traffic safety purposes only. Non-authorized use of equipment is grounds for the grantee refunding a portion of the equipment value to the OTS. All equipment purchased with grant funds must comply with the [Buy America Act](#).

### **Equipment Management**

The grantee must have procedures in place for managing equipment (including replacement equipment) purchased in whole or in part using the OTS funds that at minimum include:

- Adequate controls for safeguarding against loss, damage or theft
- Provisions for replacement due to circumstances other than normal wear and tear
- Maintenance procedures to ensure good working condition
- Complete records.

### **Equipment Source Documentation**

Equipment must be reported to the OTS using the Equipment Reporting Form. The form is generated in GEMS at the time the grantee requests reimbursement for the purchase on a claim. The OTS uses this form for monitoring purposes, but it

should not be used by the grantee as a substitute for appropriate equipment control records which should include the following information:

- Description of the item with serial or identification numbers
- Federal funding source (FAIN number)
- Acquisition date and total cost including federal share
- Source and title holder
- Location, condition
- Disposition data including date of disposal and sale price

A grantee must submit an Equipment Recertification Report to the OTS every two years from the date of acquisition. This report includes the same information as the Equipment Report, but also includes a description of the method used for determining current fair market value, and that the equipment is being used for federally-sponsored activities. Starting in federal fiscal year 2025 the reporting threshold will be \$10,000. Equipment purchased prior to the federal fiscal year 2025 has a reporting threshold of \$5,000. The report also certifies that the information provided is complete and accurate to the best of the grantee's knowledge and that OTS will be contacted immediately after discovery of any grant equipment loss. The Equipment Recertification Report is completed in GEMS and a reminder email will be sent through GEMS to the grantee to ensure compliance.

### **Equipment Disposal**

A grantee must notify the OTS of any disposition of grant equipment, unless the value has been certified to be under \$10,000 and at the end of its useful life. The grantee must submit an email to the OTS Grant Coordinator requesting the OTS approval to sell, transfer or dispose of grant equipment. The OTS will forward the request to NHTSA for final approval and notify the grantee of the outcome. All proceeds from the sales of the asset, regardless of the amount, must be used for the objective of the original grant agreement and funding source.

### **Section 6.09: Direct Costs - Other**

This includes any other supplies or services. Example include, but are not limited to educational materials, DUI checkpoint supplies, child safety seats, etc. These supplies and services are of a non-contractual nature with an acquisition cost of less than \$10,000 purchased using highway safety funds. These purchases do not require NHTSA pre-approval; however, these items or services must be used in support of the grant. Non-authorized use of supplies or services is grounds for refunding a portion of the value of the supplies and services to the OTS. The cost of the item or service, which would not otherwise be allowable using the grantee's general funds, may not be purchased with federal grant funds.

Additionally, if joint costs are prorated as direct costs to the grant, the allocation method must be reviewed by the OTS to determine reimbursement eligibility. Grant funds may be used for the development of new training curricula and/or materials that do not duplicate materials already developed for similar purposes by the USDOT, NHTSA, FHWA or the State of California. The grantee should contact their OTS Grant Coordinator for guidance on allowable supplies and services. All items purchased with grant funds, over \$5,000, must comply with the Buy America Act.

### **Direct Cost Source Documents**

All other direct costs must be supported by purchase orders or other original procurement documents signed by the appropriate authority. The grantee should also have itemized invoices or properly signed and dated delivery and/or packing slips. Rental or lease costs must be supported by detailed agreements.

### **Section 6.10: Allowable Indirect Costs**

Indirect costs are those costs incurred for common or joint purposes such as telephone, administrative services, depreciation, facility and equipment maintenance and not assigned to a specific highway safety grant as a direct cost. Indirect costs benefit more than one cost objective and should be prorated equitably among all applicable functional areas.

Non-profit grantees that do not have an approved indirect cost rate may elect to charge a de minimis rate of 15% of modified total direct costs. Guidance on establishing an indirect cost rate as well as regulations for negotiating and approving this rate is outlined in the [Grants Guidance](#).

A grantee that does not already have an approved federally-recognized indirect cost rate negotiated with the federal government must negotiate a rate with the OTS. Once the indirect rate is negotiated, it must be accepted by all federal agencies. Source documentation, such as a grantee's federally approved indirect cost rate letter, must be available to support an indirect cost rate authorized by the federal government. If the grantee's indirect cost rate is amended or changed during the term of the grant, the new indirect cost rate plan and approval letter must be submitted to the OTS.

### **Section 6.11: Unallowable Costs for Select Items**

The following is a list of selected costs that are ineligible for reimbursement. A grantee should contact the OTS Grant Coordinator for guidance regarding the other costs not discussed previously or below in this manual.

## **Construction and Facilities**

The following are ineligible for reimbursement:

- Highway construction, maintenance and/or design
- Construction or reconstruction of permanent facilities such as paving, driving ranges, towers, and non-portable skid pads
- Highway safety appurtenances including longitudinal barriers such as guardrails, regulatory and warning signs and supports, field reference markers, luminaire supports, and utility poles
- Construction, rehabilitation or remodeling of any building or structure
- Cost of land
- Purchase of office furnishings and fixtures including, but not limited to:
  - Desk
  - Chair
  - Table
  - Shelving,
  - Coat rack
  - Credenza
  - Book
  - Filing cabinet
  - Floor covering
  - Office planter
  - Storage cabinet
  - Portable partition
  - Picture
  - Wall clock
  - Draperies/hardware
  - Fixed lighting
  - Lamps

## **Equipment**

The following equipment purchases will not be reimbursed:

- Traffic signal preemption systems
- Automated Traffic Enforcement Systems

## **Training**

Cost of the individual's replacement hourly rate while attending training, unless the personnel position is already grant supported is ineligible.

## **Program Administration**

- General costs of government, which includes the use of funds for routine and/or existing governmental activities that constitute general expenses required to carry out overall responsibilities of a government entity are ineligible
- Promotional items such as key chains, pencils and mugs

- Entertainment costs including amusement and social activities and any costs directly associated with the purchase of tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities
- Alcoholic beverages for any consumption purposes including controlled training settings for law enforcement training
- Contributions and donations, including cash, property and services to others regardless of the recipient
- Cost of fundraising, including financial campaigns, solicitation of gifts and similar expenses incurred to raise capital or obtain contributions
- Contingency provisions for contributions to a contingency reserve or similar provision for unforeseen events excluding self-insurance reserves
- Fines, penalties, damages, and other settlements resulting from violations or non-compliance
- Costs of commercial insurance that protects contractor for correction of defects in materials or workmanship
- Costs not recovered under one grant agreement are unallowable under other grant agreements
- General liability insurance

### **Section 6.12: Grant Agreement Revisions**

A grantee may request a revision to the grant agreement that is necessary to enhance the operational efficiency of the highway safety grant. This includes any changes that may affect the overall budget or a specific budget line, including moving funds between line items and/or cost categories, a sub-budget or contractual services, as well as the addition of travel (in and out-of-state), and/or a significant change in goals, objectives and/or procedures that affect the grant scope or end date.

The Authorizing Official, Fiscal Official, or Grant Director must submit to the OTS Grant Coordinator a detailed explanation and justification for a grant revision. In advance of sending written notification, the grantee is encouraged to contact the OTS Grant Coordinator to discuss any proposed grant revisions.

Once a revision request is received, the OTS carefully reviews it taking into consideration the grantee's current and past grant performance, timeliness and quality of claims and quarterly performance reports, the circumstances and justification for the change, and availability of grant funds. The grantee should allow sufficient time for the review process, which may also require NHTSA approval. No grant funds may be expended on the items being amended until written notification of the status of the request (approval or denial) is provided by the OTS. Failure to comply could jeopardize claim reimbursement for the grantee.

## Chapter 7 – Public Education and Information

### **Section 7.01: Overview**

Public Education and Information (PE&I) falls into two categories:

Educational – materials that educates and informs an audience such as activity books, coloring books, brochures, and posters.

Promotional – material that promotes, supports or enhances efforts and directly relates to the project objective such as key chains, onboard signs, mugs, pencils, magnets, and litter bags. *The OTS and NHTSA do not allow grant funds to be used for this purpose.*

Grantees that use federal highway safety funds to produce educational material must receive approval from the OTS Public Information Officer (PIO) prior to production. Additionally, grantees that use non-federal highway safety funds to produce PI&E materials must receive written approval from the PIO in order to use any OTS logo. Grantees should allow sufficient time for approval and should contact their OTS Grant Coordinator for assistance. Grantees should also advise vendors that all materials used in production of public outreach materials (i.e., data, plates, digital files, camera-ready artwork, designs, concepts, photographs, video and audio) paid for with grant funds are the property of the grantee and the OTS. The OTS reserves the right to use materials developed by the grantee and/or contractor. All educational materials produced using grant funds must include the OTS logo or the logo from another program unless otherwise determined by the OTS. The following message: *Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.* Inclusion of the logo and/or funding line should not interfere with the primary traffic safety messaging. Questions regarding the inclusion, size or placement of either logo or funding statement should be directed to the OTS PIO.

All published research and reports developed with highway safety grant funds must include the following disclosure statement: *This report was prepared in cooperation with the California Office of Traffic Safety (OTS). The opinions, findings and conclusion expressed in this publication are those of the author(s) and not necessarily those of the OTS.*

### **Section 7.02: Advertising and Public Relations**

All press releases discussing the kick-off of a grant and/or grant-funded activity must be approved by the PIO prior to dissemination even if the grantee uses a pre-approved [press release template\(s\)](#) available on the OTS website. Approval is also required for all original press releases and press releases developed using the OTS templates the grantee has significantly modified. The grantee should

email the draft press release to [pio@ots.ca.gov](mailto:pio@ots.ca.gov) at least seven days in advance of the announcement or event and copy the appropriate OTS Grant Coordinator. A grantee must coordinate media and kick-off events with their OTS Grant Coordinator and notify OTS 21 days in advance of any traffic safety event considered highly publicized or anticipated media coverage. Grant funds may be used to purchase paid advertising, such as television, radio, cinema, Internet, print, outdoor; however, special reporting documents are required, and costs must be displayed as a separate "paid media" line item in the grant budget. Additionally, federally funded Public Service Announcements (PSAs) or video materials intended for television broadcast must be closed captions. A grantee should contact their OTS Grant Coordinator for more information on paid advertising.

### **Section 7.03: Copyrights and Trademarks**

The OTS reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal or state government purposes the following:

- The copyright/trademark in any work developed under a grant, sub grant or contract under a grant or sub grant.
- Any rights of copyright/trademark to which a grantee or contractor purchases ownership with grant funds.

## **Chapter 8 – Claims Preparation and Reimbursement**

### **Section 8.01: Overview**

Adequate documentation is essential for reimbursement of costs incurred by grantees and a good knowledge of reporting and cost accounting procedures is required by the grantee. It is vital to abide by NHTSA regulations, so the state will be reimbursed by NHTSA for allowable expenses. The OTS and the grantee must use and maintain adequate cost controls and procedures as outlined in the [Grants Guidance](#).

### **Section 8.02: Claim Preparation**

To request reimbursement of an approved grant expenditure, the grantee must complete a Grant Claim Invoice in GEMS and Contractual Services Summary Sheet, if applicable. These forms must be input into GEMS no later than 30 days following the end of the calendar quarter.

Quarter	Time Period	Due Date
First	October through December	January 30
Second	January through March	April 30
Third	April through June	July 30
Fourth	July through September	October 30

An invoice showing “zero net” must be submitted even if no expenses were incurred during that quarter. Failure to submit quarterly grant claim invoices by these due dates may result in suspension of the grant, loss of grant funding and/or a denial of future grant funding. Additionally, invoices will not be processed for grantees that fail to provide Quarterly Performance Reports for two or more quarters. The grant claim invoice should be prepared using the grantee's accounting records and include costs incurred during that time period. Enter the exact cost, do not round off numbers. To ensure proper accounting of reimbursements, grant claim invoices submitted to the OTS should be recorded as a receivable in the grantee's accounting system. Grantees access Claims from the grant agreement list view on their GEMS home page. The form is pre-populated with the grant budget items against which claims for reimbursement can be made. The form also indicates budget remaining for each item based on prior claims that have been reviewed and approved.

### **Section 8.03: Claim Details**

The grantee must verify that costs claimed are allowable and authorized, do not exceed budgeted line items, and are posted to the correct cost categories and line items. Grantees should also check that all source documents are provided. If a claim is submitted with undecipherable or missing source documents, the grantee will be notified and instructed to submit the missing information or resubmit the documents within three business days. If documents are not received by this deadline, the questionable costs will be removed from the claim.

These are the claim details that need to be included in the claim submission.

#### **Personnel Costs**

Enter the straight time and/or overtime costs, if applicable. Source documentation is maintained by the grantee in the event of an audit and/or the grant performance review.

#### **Fringe Benefits**

Enter the pertinent information for authorized absences such as annual leave and sick leave, as well as employer's contributions to social security, health insurance, workmen's compensation, and the like provided they are granted under approved plans and are distributed equitably to the grant and all other activities.

#### **Travel Costs**

Enter the pertinent travel information and claimed costs. Upload source documentation organized by in-state and out-of-state travel for each



individual(s) trip or training. For each individual trip or training, group all source documents together and clearly label each with the traveler's name and approved trip or training identified in the budget of the agreement.

### **Contractual Services**

Enter the claimed contractual services amount by line item in the GEMS grant claim invoice screen including entry into sub- budgets if applicable. Upload all source documents for each contractor, group all source documents together and clearly label each with the line item identification and/or contractor's name.

### **Equipment**

Enter the claimed amount, if applicable. GEMS will require completion of the equipment report as part of the claim. GEMS automatically creates the first recertification record with a recertification due date that is two years from the date of original claim.

Assemble and upload applicable invoice(s). If sales tax is not included on the invoice, provide a statement that includes the following: *Charge is for California Sales Tax that will be paid to the California Department of Tax and Fee Administration*, amount of sales tax for each item, and date tax is paid. For each line item, assemble all source documents together and clearly label each with the line item name.

### **Other Direct Costs**

Enter the claimed line item amount, if applicable and upload invoices or receipts. For each line item, assemble all source documents together and clearly label each with the name of the line item.

### **Indirect Costs**

The approved rate is already entered in the agency information tab and will automatically calculate, if applicable. No source documents are required; however, the grantee should have their indirect cost allocation approval letter on file.

## **Chapter 9 – Grant Reports**

### **Section 9.01: Overview**

Grantees must submit the Quarterly Performance Report (QPR) in GEMS that includes grant activities conducted during each quarter. A QPR (including the fourth quarter QPR/final evaluation) is considered late if it has not been received by the OTS one day after the due date. The Grant Coordinator should review the QPR within 30 days of receipt. Updates are also made to the data points

achieved and grantee comments allow for inclusion of successes and challenges. The QPR and Executive Summary is the main source of information used by the OTS to determine grant success. The fourth quarter QPR must also include a final evaluation that summarizes the work and activities performed during the entire grant period.

### **Section 9.02: Quarterly Performance Reports**

Grantees must submit their QPR through GEMS. The QPR details grant activities conducted during each quarter to accomplish grant objectives. It is the main source of information used by the OTS to determine grant success and commitment as well as any difficulties the grantee may be experiencing. The information and data provided in the QPR is incorporated into the Annual Report that the OTS submits to NHTSA and the State Legislature.

The QPR must be completed in GEMS no later than 30 days following the end of the quarter on the following dates. These dates align with the submission of grant claims.

<b>Quarter</b>	<b>Time Period</b>	<b>Due Date</b>
First	October through December	January 30
Second	January through March	April 30
Third	April through June	July 30
Fourth	July through September	October 30

QPR due dates are the same regardless of when a grant starts within a quarter. As an example, if the grant start date is December 1, then the first quarter QPR is due January 30. Failure to submit QPRs on time may result in suspension of the grant, loss of grant funding and/or a denial of future grant funding. Additionally, invoices will not be processed for grantees that fail to provide QPRs for two or more quarters.

The OTS Grant Coordinator will provide the QPR reporting guidelines at the pre-operational review meeting. All supporting information may be uploaded into GEMS. The QPR is prepopulated based on the grant agreement, it's completed in GEMS, and contains the following:

- A general overview, that includes a brief list of all activities (including significant media) and procurement conducted in support of the grant during the quarter as well as the status of grant funded personnel and contracts, any challenges, and accomplishments.
- An equipment overview for any equipment costing \$10,000 or more that is being purchased during the grant period noting steps taken to accomplish the purchase. If the equipment purchase is delayed, justification for the delay must be given.

- Community collaboration and engagement for STEP grants.
- A summary of completed grant objectives including an explanation of what was not accomplished and/or plans for upcoming activities.
- If applicable updated objective data points for the quarter.
- Documents illustrating what was done during the quarter such as the OTS-approved press releases, news clips, photos, and/or other materials. Include a list of these documents.

The fourth quarter QPR should include a final evaluation that briefly summarizes significant grant accomplishments and challenges, the number and type of activities completed, type of training conducted or received, and grant-funded purchases. Complete all final goals, objectives, data points and indicate whether they were achieved and provide an explanation if the final goals were not achieved.

### **Grant Closeout**

Approximately 30 days prior to the grant end date, the OTS sends a reminder e-mail to the grantee that serves as a reminder of the grant end date and includes information to assist in the preparation of the final QPR, evaluation, and claim. The final QPR, including the completed evaluation section, and reimbursement claim for costs incurred up through the grant end date, must be sent to the OTS no later than 30 days following the grant end date.

## **Chapter 10 – Monitoring**

### **Section 10.01: Overview**

Federal and state grant management rules require the OTS staff maintain regular contact via telephone, virtual calls, email, written correspondence and on-site visits with grantees throughout the course of the grant period to ensure compliance with federal and state statutes, regulations and procedures.

Grants are subject to monitoring based on a number of criteria including dollar amount of the award, the capabilities and experience of the grantee's personnel, complexity of the grant, contractual services with or without a non-profit agency, risk assessment, new grantee, indications of problems, previous Grant Performance Review or audit findings, or change in grant direction. This monitoring includes not only the review and approval of claims, QPRs and other documents submitted by the grantee, but also ongoing outreach through desk monitoring and/or onsite visits. The intent of this outreach is to develop a relationship with the grantee, address grant management-related questions, provide technical assistance, and identify and help address problems or concerns. Any documentation generated as a result of this contact is placed in the grantee's grant file.

## **Section 10.02: Grant Performance Review**

The Grant Performance Review (GPR) is designed to be instructive, not disruptive, and to foster information exchange and partnership. The OTS Grant Coordinators conduct a GPR after receipt of at least the first QPR and a claim with expenditures. The OTS may schedule a telephone, virtual, or onsite review at an agreed upon time with the grantee in advance, and the OTS Grant Coordinator will provide information to the grantee to help prepare for the review. During the review, goals, objectives and tasks are reviewed to determine if the grant is being implemented as outlined in the grant agreement. This determines if the grantee is satisfying and adhering to grant agreement terms and conditions. The financial review includes an examination of the agency and grant-specific financial documents and issues related to the performance of the grant.

While conducting the GPR, the OTS Grant Coordinator completes the GPR in GEMS noting any issues and the grantee's response. If, following the OTS review, there are fiscal follow-up action items, the grantee will be notified in writing and a corrective action plan will be requested. The OTS will track grantee's progress in implementing the plan and taking corrective action. In the event the issue(s) cannot be resolved, the OTS may request an audit be conducted by the California Department of Finance. If any disallowed costs are identified during the GPR, the OTS will reduce the grantee's next grant claim invoice by the amount of the disallowed cost prior to payment. If the grant is closed, the OTS will invoice the grantee for the amount of the disallowed cost.

## **Chapter 11 – Certification and Assurances**

### **Section 11.01: Certification and Assurances List**

Certifications and assurances apply to grantees and are part of the grant agreement. These sections provide the terms and conditions governing the grant and certify that a grantee will comply with the applicable regulations, policies, guidelines, and requirements as they relate to acceptance and use of federal or state funds for the project.

By signing the grant agreement, the grantee agrees to comply with the following certifications and assurance:

- Non-Discrimination
- Drug-Free Workplace Act
- Political Activity (Hatch Act)
- Certification Regarding Federal Lobbying
- Restriction on State Lobbying
- Certification Regarding Debarment and Suspension

- Buy America Act
- Certification on Conflict of Interest
- Prohibition on Using Grant Funds to Check for Helmet Usage
- Policy on Seat Belt Use
- Policy on Banning Text Messaging While Driving

## Chapter 12 – Definitions and Acronyms

### Section 12.01: Definitions

<b>Accrued Expenditures</b>	Grantee costs incurred for goods and other tangible property received, services performed by employees, contractors, consultants and others.
<b>Acquisition Cost</b>	The net invoice unit price of purchased equipment including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired.
<b>Activity Report</b>	A report submitted by the grantee, as part of the reimbursement process, outlining the activities that took place to support the grant agreement.
<b>Administrative Requirements</b>	Administrative functions common to all grants such as financial management, kinds and frequency of reports and retention of records.
<b>Annual Grant Application (AGA)</b>	An annual application the OTS makes to NHTSA providing project level information on the OTS highway safety programs. The AGA must align with the 3HSP.
<b>Annual Report (AR)</b>	Describes the accomplishments and challenges the OTS encountered in the prior federal fiscal year. It addresses progress made in achieving the performance measures, targets and strategies identified in the Triennial Highway Safety Plan (3HSP) as well as how grant funding was expended.
<b>Audit</b>	A review of programmatic and financial records conducted by a certified public accountant, which is the basis of an organization's legally required audit report.
<b>Authorizing Official</b>	The grantee agency individual that has legislative authority to enter into an agreement with the OTS.
<b>Buy America Act</b>	Federal act that prohibits the use of highway safety grant funds to purchase products, unless they are manufactured in the U.S. This prohibition applies to steel, iron and all manufactured products, unless the Secretary of the USDOT determines it is appropriate to waive the

	Buy America Act requirement. For compliance purposes, American-made is defined as any product that is manufactured or assembled in the U.S.
<b>CalSTA</b>	The California State Transportation Agency (CalSTA) is a cabinet-level agency focused solely on addressing the state's transportation issues.
<b>Catalogue of Federal Domestic Assistance (CFDA)</b>	A listing of all federal programs available to state and local governments; federally recognized Tribal governments; U.S. territories and possessions; domestic public, quasi-public and private profit and nonprofit organizations and institutions; specialized groups; and individuals. The CFDA number is required on all grant award letters.
<b>Child Passenger Safety (CPS)</b>	Child passenger safety is the consistent use of correctly installed safety seats, booster seats, or seat belts that are appropriate for a child's height, weight, and age.
<b>Code of Federal Regulations (CFR)</b>	A listing of general and permanent rules published in the Federal Register by the Executive Branch of the U.S. government.
<b>Countermeasures that Work</b>	Produced by NHTSA, this publication is used by the OTS to select effective, evidence-based countermeasures to address traffic safety problems.
<b>Distracted Driving Program</b>	A program to educate and enforce statutes prohibiting distracted driving.
<b>Emergency Medical Services (EMS)</b>	Emergency Medical Services is critical to reduce deaths and the severity of injuries by providing the right care at the right time, from extrication equipment to post-crash care.
<b>Equipment</b>	Non-expendable, tangible property having a useful life of more than one year and an acquisition cost of \$10,000 or more used only for traffic safety purposes.
<b>Equipment Report</b>	Details the purchase date, description, location, total cost, federal funds used, and current fair market value. of all equipment purchases over \$10,000.

<b>Equipment Recertification Report</b>	Same as the equipment report but includes depreciation information that must be updated and filed every two years from the original date of acquisition.
<b>Expenditures</b>	Charges made to the project or program. They may be reported on a cash or accrual basis.
<b>Fatal Analysis Reporting System (FARS)</b>	The nationwide database maintained by NHTSA that provides yearly Traffic Safety data regarding fatal injuries suffered in motor vehicle traffic crashes.
<b>Fair Market Value</b>	The price that property/equipment would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both having reasonable knowledge of the relevant facts.
<b>Federal Funding Accountability and Transparency Act (FFATA)</b>	A federal database system to allow prime grant award and prime contract recipients to report sub-award activity and executive compensation.
<b>Federal Highway Administration (FHWA)</b>	The USDOT agency responsible for administering infrastructure highway programs and projects funded by federal legislation.
<b>Final Evaluation Report - Grantee</b>	Submitted to the OTS by the grantee following completion of the grant period, the report details the effectiveness of the highway safety project based on the grantee's goals and objectives.
<b>Fiscal Official</b>	Fiscal or accounting official who has responsibility for the agency's fiscal/accounting records. Is responsible for ensuring costs are in accordance with the agency's standard policies and procedures and records are maintained.
<a href="#"><u>General Costs of Government</u></a>	Costs of general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.



<b>Governors Highway Safety Association (GHSA)</b>	The nonprofit association representing the state and territorial highway safety offices. GHSA works with and for its members to improve traffic safety, influence national policy, enhance program management, and promote best practices for highway safety offices.
<b>Grant Agreement</b>	A binding document between two or more parties detailing the conditions and terms for the project scope of work and financing. May include interagency agreements.
<b>Grant Claim Invoice</b>	Expenditures incurred in support of approved grant activities that a subrecipient may submit for reimbursement.
<b>Grant Director</b>	The individual responsible for establishing and maintaining procedures that ensure effective administration of the approved grant and comply with grant requirements. Is responsible for day-to-day operations of the grant.
<b>Grant Electronic Management System (GEMS)</b>	The OTS on-line application and grant award system.
<b>Grants Made Easy (GME)</b>	Templates designed to facilitate ease of preparing and submitting a grant application.
<b>Grant Performance Review (GPR)</b>	A review of the subrecipient grant activities, progress in meeting goals and objectives, and financial records for compliance with federal rules.
<b>Grantee</b>	The local or state government agency or entity receiving a federal highway safety grant from the OTS.
<b>Grant Coordinator</b>	The OTS staff member assigned to manage all aspects of the grant agreement including contract, monitoring, programmatic and financial activity.
<b>Grant Director</b>	The person assigned by the grantee to assume direct responsibility for administering all phases of the project grant agreement.

<b>Grant Officials</b>	Three people identified on the grant who can request approvals or make changes to the grant. They are the Grant Director, The Fiscal Official, and the Authorizing Official.
<b>Grant Revision</b>	A change to the grant agreement that occurs when the budget, scope and/or activity is/are modified.
<b>Grant Tracking System (GTS)</b>	The federal web-based system used to track grant funds and request reimbursement from NHTSA for grant expenditures made by the OTS.
<b>Highway Safety Plan (3HSP)</b>	The triennial plan the OTS submits to NHTSA for federal transportation grant funds that documents a three-year period of the OTS safety program. The 3HSP must be data-driven in establishing performance targets and selecting countermeasure strategies for programming funds that meet the performance targets.
<b>Highway Safety Improvement Program (HSIP)</b>	Core FHWA program to reduce traffic fatalities and serious injuries on all public roads, including roads on Tribal land. The HSIP requires a data-driven, strategic approach with a focus on performance.
<b>Host Agency</b>	A government or public entity that acts as the primary subrecipient and manager of the grant but all or most of the activity is performed by a contractor.
<b>Infrastructure and Investment Jobs Act (IIJA)</b>	The funding and authorization bill governing the highway safety grant program.
<b>Impaired Driving Program</b>	A program to address alcohol and/or drug-impaired driving.
<b>Law Enforcement Liaison (LEL)</b>	The individual responsible for promoting California law enforcement agencies' involvement in the 3HSP through education and equitable enforcement of traffic safety laws.
<b>Local Government</b>	A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, or any other regional or

	interstate government entity, agency or instrument of a local government.
<b>Motorcycle Safety Program</b>	A program to reduce traffic crashes involving motorcyclists.
<b>National Highway Traffic Safety Administration (NHTSA)</b>	The USDOT agency responsible for administering the national behavioral highway traffic safety grant program funded by federal legislation.
<b>Nonmotorized Safety Program</b>	A program to target a decrease in pedestrian and bicyclist fatalities and injuries resulting from crashes involving motor vehicles.
<b>Office of Management &amp; Budget (OMB)</b>	A Division of the Executive Branch of the U.S. Government that assists the President in meeting policy, budget, management, and regulatory objectives that fulfill statutory responsibilities.
<b>Office of Traffic Safety (OTS)</b>	Acts as the SHSO / administers NHTSA behavioral safety grant funds awarded to CA.
<b>Office of Traffic Safety Rankings</b>	Developed using the Empirical Bayesian Ranking Method to enable a city or county to compare its traffic safety statistics to similar sized cities and counties.
<b>Paid Media</b>	Advertising (print, TV, radio, display, promoted or sponsored social media) that is disseminated by the media for a fee.
<b>Performance Measures</b>	The goals and objectives that describe what the grantee will accomplish by implementing the traffic safety grant program (goals) and the tasks or activities that will be performed in support of the goals.
<b>Personnel Activity Report (PAR)</b>	Employee-maintained timesheet or log used to account for all time spent on federal and non-federal grants and other programs.
<b>Pre-Operational Review</b>	A meeting held during the first 90 days after the start of the OTS grant to review the grant program manual and grant requirements.

<b>Primary Contact</b>	Main point of contact for the grantee during the duration of the grant agreement.
<b>Program Area Review Team</b>	The OTS Program Coordinators assigned to a program area to evaluate applications. Each team includes a program area expert.
<b>Project</b>	Activities proposed or implemented by the OTS to address highway safety problems falling within one or more program areas.
<b>Public Information &amp; Education</b>	Includes educational and promotional materials, advertising, and public relations activities.
<b>Public Service Announcement (PSA)</b>	A message, in the public interest, disseminated at no cost by the media to raise awareness and change public attitudes and behavior about a social issue.
<b>Quarterly Performance Report</b>	Prepared by the grantee describing tasks, activities and equipment purchases that were made in support of the goals, objectives, and objective data points in the grant.
<b>Reimbursement Claim Report</b>	A report that details the reimbursable expenditures the grantee incurred in support of approved grant activities undertaken to accomplish grant objectives.
<b>Single Audit</b>	Rigorous, organization-wide examination of an agency that expends federal funds in the amount of \$1,000,000 or more of all federal funds received annually.
<b>Strategic Highway Safety Plan (SHSP)</b>	A statewide-coordinated safety plan that provides a comprehensive framework for reducing highway fatalities and serious injuries on all public roads through implementation of the Safe Systems Approach.
<b>Supporting Documentation</b>	Reports, invoices, timesheets, and other documents a grantee submits to the OTS to support a claim for reimbursement.
<b>System for Award Management (SAM)</b>	A 12-digit alpha-numeric unique entity identifier to detect different divisions of companies and provide easy reference for those seeking information.

<b>Traffic Records System</b>	Six core data systems, comprised of crash, driver, vehicle, roadway, citation and adjudication, and injury surveillance data.
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### **Section 12.02: Acronym Table**

Listed below is the table of acronyms.

3HSP	Triennial Highway Safety Plan
AGA	Annual Grant Application
AR	Annual Report
CFR	Code of Federal Regulations
CFDA	Catalogue of Federal Domestic Assistance
FAIN	Federal Award Identification Number
FARS	Federal Fatality Analysis Reporting System
FFATA	Federal Funding Accountability and Transparency Act
FHWA	Federal Highway Administration
GHSA	Governors Highway Safety Association
GPM	Grant Program Manual
GR	Governor's Highway Safety Representative
GTS	Federal Grants Tracking System
HSIP	Highway Safety Improvement Program
IIJA	Infrastructure and Investment Jobs Act
OTS	Office of Traffic Safety
LEL	Law Enforcement Liaison
NHTSA	National Highway Traffic Safety Administration
OMB	Federal Office of Management and Budget
PP&E	Public Participation and Engagement
PPM	Policy and Procedure Manual
SHSP	Strategic Highway Safety Plan
UEI	Unique Entity Identification
USDOT	United States Department of Transportation

### **APPENDIX "A" – CERTIFICATIONS AND ASSURANCES**

The Governor's Representative for Highway Safety is the responsible official for the administration of the State highway safety program through a State highway safety agency that has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program.

Each fiscal year the State of California must sign a [Certifications and Assurances](#) document that it complies with all Federal requirements including applicable statutes and regulations that are in effect during the grant period. These Certifications and Assurances are submitted in the Annual Grant Application in support of the State's application for Sections 1906, 402, and 405 grants and *these requirements also apply to grantees.*

The officials named on the grant agreement certify by way of signature on the grant agreement signature page, that the Grantee's Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies and laws in effect with respect to the periods for which it receives grant funding.

## **APPENDIX "B" – [MANDATORY DISCLOSURES](#)**

The grantee must disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the grant award to System for Award Management or [SAM](#). Failure to make required disclosures can result in [remedial action](#), including:

- Temporarily withholding of payments until the recipient or subrecipient takes corrective action.
- Disallowing costs for all or part of the activity associated with the noncompliance of the recipient or subrecipient.
- Suspending or terminating the grant in part or in its entirety.
- Initiation of suspension or debarment proceedings.
- Withhold further Federal funds (new awards or continuation funding) for the project or program.
- Pursue other legally available remedies.

### General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the SAM.

### Proceedings About Which You Must Report

The Grantee must submit the information required about each proceeding that:

- Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government
- Reached its final disposition during the most recent five-year period; and is one of the following:
  - A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition

- A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more
- An administrative proceeding that resulted in a finding of fault and liability and payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000

#### Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described above. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

#### Reporting Frequency

During any period of time when you are subject to the reporting requirement of this grant, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Grantees that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

### **APPENDIX “C” – LAW ENFORCEMENT AGENCIES**

#### Prohibition on Using Grant Funds to Check For Helmet Usage

Grantees will not use grant funds for programs to check helmet usage or to create check points that specifically target motorcyclists.

#### Vehicle Pursuits

The State actively encourages all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect.

#### Use of Funds

Traffic enforcement personnel and any equipment funded under this grant agreement shall be dedicated solely to grant supported enforcement tasks unless a criminal offense is committed in the officer's presence or a response to an officer in distress is initiated. Nothing in the grant agreement shall be interpreted as a requirement, formal or informal, that a particular police officer issue a specified or predetermined number of citations in pursuance of the goals and objectives hereunder.

## **APPENDIX “D” – GENERAL TERMS AND CONDITIONS INCLUDING STATE CERTIFICATIONS**

The [general terms and conditions including state certifications](#), when applicable, are incorporated by reference and made a part of, but not necessarily limited to, the following documents: grant agreements, subgrants, contracts, subcontracts, interagency agreements, invitations for bid, and requests for proposal for goods or services for which the Office of Traffic Safety (OTS) grant funding reimbursement is requested. It is understood and agreed by the grantee that grant funds received as a result of this grant agreement are subject to all applicable federal and state regulations, rules, guidelines, policies and laws and to the following applicable controls, terms and consideration expressed in the OTS Grant Program Manual (GPM).



### Prior OTS Grants Received by the City of San Fernando

City Council Date	Grant Program	Amount	Purpose
October 21, 2019	OTS STEP (Selective Traffic Enforcement Program)	\$40,000	Reimbursement for overtime and equipment to support DUI interventions and driver's license checks.
October 29, 2025	OTS STEP	\$33,000	Reimbursement for overtime and equipment for STEP grant, focused on DUI patrol.
December 7, 2020	OTS (Alcohol Enforcement)	\$19,900	Minor Decoy and Shoulder Tap operations at alcohol-selling establishments to reduce youth access to alcohol and educate local merchants.
November 15, 2021	OTS STEP	\$55,000	Reimburse overtime and equipment for the STEP grant, focused on DUI patrol.
September 16, 2024	OTS STEP	\$74,000	DUI/DL checkpoints, DUI saturation patrols, traffic enforcement, distracted driving enforcement, bicycle and pedestrian safety enforcement, traffic safety presentations, and related supplies and equipment.
September 16, 2024	OTS TRIP (Traffic Records Improvement Project)	\$44,000	Purchase and implementation of electronic crash reporting software.
October 6, 2025	OTS STEP	\$60,000	DUI prevention, enforcement operations, education, and purchase of related supplies and equipment.

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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  
Victor Meza, Water Operations Manager

**Date:** February 2, 2026

**Subject:** Consideration to Award a Professional Services Agreement to Mariposa Landscaping Inc. for Water Facilities and City Easement Landscape Services

### RECOMMENDATION:

It is recommended that the City Council:

- a. Award a Professional Services Agreement to Mariposa Landscaping Inc. (Attachment "A" – Contract No. 2472) for Water Facilities and City Easement Landscape Services, at an initial not-to-exceed rate of \$43,080 with annual consumer price index (CPI) adjustments up to a three percent (3%) increase based on current CPI increase for a term of three (3) years with two (2) optional 1-year extensions;
- b. Authorize the City Manager to approve a contingency amount not to exceed \$6,462 (approximately 15% of the contract amount) for any unforeseen or additional related services; and
- c. Authorize the City Manager, or designee, to make non-substantive changes and execute the agreement and all related documents.

### BACKGROUND:

1. On August 30, 2024, a one-year administrative agreement not to exceed \$24,999 was authorized by the City Manager with GR Landscaping for landscaping services following informal procurement procedures.
2. On September 10, 2025, the City issued a Request for Proposals (RFP) for Water Facilities and City Easement Landscape Services (Exhibit "A" to Attachment "A").
3. On October 22, 2025, the City received and reviewed four (4) responses to the City's RFP for Water Facilities and City Easement Landscape services.

**Consideration to Award a Professional Services Agreement to Mariposa Landscaping Inc. for Water Facilities and City Easement Landscape Services**

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**ANALYSIS:**

The City's landscaped properties require regular, specialized maintenance to ensure public safety, accessibility, aesthetic quality, and compliance with environmental standards. The City owns and operates four (4) groundwater well sites and four (4) reservoir facilities that provide potable water to the residents of San Fernando, several of which are located outside City boundaries. In addition, the City maintains multiple water-related facilities and easements within City limits that require routine landscaping to ensure site cleanliness, safety, and vegetation control.

Given the scope of work, the need for specialized equipment, the geographic dispersion of the sites, and the staffing resources required to maintain these properties at the required standard, contracting with a professional landscaping service represents the most efficient and cost-effective approach.

Accordingly, the facilities proposed to be covered under this maintenance contract include the following well sites, reservoirs, booster station, and associated easements:

**Well Sites**

Well 2A – 14060 Sayre Street, Sylmar, CA, 91342

Well 3 – 13003 Borden Avenue, Sylmar, CA, 91342

Well 4A – 12900 Dronfield Avenue, Sylmar, CA, 91342

Well 7A – 13180 Dronfield Avenue, Sylmar, CA, 91342

**Reservoirs**

Reservoirs 3A - 4A – 13655 Foothill Boulevard, Sylmar, CA, 91342

Reservoirs 2A - 5 – 12900 Dronfield Avenue, Sylmar, CA, 91342

Future Reservoir Site – 13441 Foothill Boulevard, Sylmar, CA, 91342

**Booster Station**

Metropolitan Water District (MWD) Booster Station - 60 Jessie Street, San Fernando, CA, 91340

**Easements**

Alley behind 500 S. Brand Avenue, San Fernando, CA, 91340

Alley behind 600 S. Brand Avenue, San Fernando, CA, 91340

Alley behind 700 S. Brand Avenue, San Fernando, CA, 91340

## Consideration to Award a Professional Services Agreement to Mariposa Landscaping Inc. for Water Facilities and City Easement Landscape Services

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### Request for Proposals.

On October 22, 2025, the City received and reviewed four (4) proposals with the following monthly cost:

GR Landscaping	\$5,830 per month
ATC Solutions	\$9,200 per month
Martinez Landscaping	\$4,470 per month
Mariposa Landscaping Inc.	\$3,590 per month

Following a review of cost proposals, qualifications, and references, Mariposa Landscaping Inc. was determined to be the most responsive and cost-effective proposer. The firm brings 45 years of experience specializing in construction, maintenance, and tree care, and has received over 100 industry awards reflecting its longstanding commitment to quality, safety and service.

Staff recommends awarding a Professional Service Agreement to Mariposa Landscaping Inc. in the annual amount of \$43,080, which reflects \$3,590 per month for routine weekly landscaping maintenance and weed abatement services at the City water facilities and easements. Services include weed removal, litter removal, irrigation system inspections, turf mowing, edging, trimming, and pruning as needed. Staff further recommends authorizing a contingency amount of \$6,462 (approximately 15%) to address any unforeseen or additional service needs during the contract term. Approval of the Agreement with Mariposa Landscaping Inc. will ensure consistent and cost-effective landscape maintenance for the City's water facilities and easements.

### **BUDGET IMPACT:**

The cost of the landscaping and professional services agreement with Mariposa Landscaping Inc. is at an initial not-to-exceed rate of \$43,080. Sufficient funding is available within the Fiscal Year 2025-2026 Adopted Budget within the Water Distribution Division for City easements (070-383-0000-4260: \$1,040) and Water Production Division for water facilities (070-384-0000-4260: \$42,040). The contract includes an annual CPI-based adjustment of up to three percent (3%) for each subsequent year of the contract term, which will be incorporated accordingly in future budget processes.

### **CONCLUSION:**

Staff recommends that the City Council approve an award of a Professional Services Agreement to Mariposa Landscaping Inc. (Contract No. 2472) for Water Facilities and City Easement Landscape Services, at an initial not-to-exceed rate of \$43,080 with annual consumer price index (CPI) adjustments up to a three percent (3%) increase based on current CPI increase for a term of three (3) years with two (2) optional 1-year extensions; authorize the City Manager to approve a contingency amount not to exceed \$6,462 (approximately 15% of the contract amount) for any

**Consideration to Award a Professional Services Agreement to Mariposa Landscaping Inc. for Water Facilities and City Easement Landscape Services**

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unforeseen or additional related services; and authorize the City Manager, or designee, to make non-substantive changes and execute the agreement and all related documents.

**ATTACHMENTS:**

- A. Contract No. 2472, including:
  - Exhibit "A": City's RFP
  - Exhibit "B": Contractor's Proposal





## PROFESSIONAL SERVICES AGREEMENT

### Mariposa Landscapes Inc.

Public Water Facilities and City Landscape Services

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 2<sup>nd</sup> day of February, 2026 (hereinafter, the "Effective Date"), by and between the CITY OF SAN FERNANDO, a municipal corporation ("CITY") and MARIPOSA LANDSCAPES INC. (hereinafter, "CONSULTANT"). For the purposes of this Agreement CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, CITY and CONSULTANT agree as follows:

### **I. ENGAGEMENT TERMS**

- 1.1 **SCOPE OF SERVICES:** Subject to the terms and conditions of this Agreement, CONSULTANT agrees to provide the tasks and services described in that certain Request for Proposals of CITY entitled "REQUEST FOR PROPOSALS FOR PUBLIC WATER FACILITIES AND CITY EASEMENT LANDSCAPE SERVICES" (hereinafter, "CITY RFP") and the written proposal of CONSULTANT entitled "MARIPOSA LANDSCAPES INC RESPONSE TO: RFP-PUBLIC WATER FACILITIES AND CITY EASEMENT LANDSCAPE SERVICES" (hereinafter, the "CONSULTANT Proposal"). The CITY RFP and the CONSULTANT Proposal are attached and incorporated hereto as Exhibit "A" and "B", respectively. The term "Scope of Work" shall be a collective reference to the CITY RFP and the CONSULTANT Proposal. The capitalized term "Work" shall be a collective reference to all the various services and tasks referenced in the Scope of Work. In the event of any conflict or inconsistency between the provisions of the document entitled CITY RFP and the provisions of the document entitled CONSULTANT Proposal, the requirements of the document entitled CITY RFP shall govern and control but only to the extent of the conflict or inconsistency and no further. In the event of any conflict or inconsistency between the provisions of the Scope of Work and the provisions of this Agreement to which the Scope of Work is attached, the provisions of this Agreement shall govern and control.
- 1.2 **TERM:** This Agreement shall have a term of THREE years with two 1-year optional extensions, unless CITY issues written notice of its intent not to authorize an additional extension term(s). Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause

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### 1.3 COMPENSATION:

- A. CONSULTANT shall perform the various services and tasks set forth in the Scope of Services in accordance with the compensation schedule which is monthly invoicing.(hereinafter, the "Approved Rate Schedule").
- B. Section 1.3(A) notwithstanding, CONSULTANT's total compensation during the Term of this Agreement or any extension term shall not exceed the budgeted aggregate sum of \$43,080.12 annually.(hereinafter, the "Not-to-Exceed Sum"), unless such added expenditure is first approved by the CITY acting in consultation with the City Manager and the Finance Director. City agrees to an annual CPI adjustment up to a three percent (3%) increase due to inflation of a not to exceed 3% annually. In the event CONSULTANT's charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of the Term or any single extension term, CITY may suspend CONSULTANT's performance pending CITY approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY-approved amendment to the compensation terms of this Agreement.

- 1.4 PAYMENT OF COMPENSATION: Following the conclusion of each calendar month, CONSULTANT shall submit to CITY an itemized invoice indicating the services and tasks performed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar day of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.

- 1.5 ACCOUNTING RECORDS: CONSULTANT shall maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY shall have the right to access and examine such records, without charge, during normal business hours. CITY shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

- 1.6 ABANDONMENT BY CONSULTANT: In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of

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any or all tasks set forth in the Scope of Services, CONSULTANT shall deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT shall only be compensated for the reasonable value of the services, tasks and other work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONSULTANT's cessation or abandonment.

**II. PERFORMANCE OF AGREEMENT**

- 2.1 CITY'S REPRESENTATIVES: The CITY hereby designates the City Manager and Water Operations Manager, Victor Meza (hereinafter, the "CITY Representatives") to act as its representatives for the performance of this Agreement. The City Manager shall be the chief CITY Representative. The CITY Representatives or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONSULTANT shall not accept directions or orders from any person other than the CITY Representatives or their designee.
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates President - Terry Noriega to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative shall have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative shall constitute notice to CONSULTANT.
- 2.3 COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Work and this Agreement and shall be available to CITY staff and the CITY Representatives at all reasonable times. All work prepared by CONSULTANT shall be subject to inspection and approval by CITY Representatives or their designees.
- 2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges and agrees to the following:
- A. CONSULTANT shall perform all Work skillfully, competently and to the highest standards of CONSULTANT's profession;
  - B. CONSULTANT shall perform all Work in a manner reasonably satisfactory to the CITY;

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

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

- 2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this

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Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.

- 2.6 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work shall be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.
- 2.7 REMOVAL OF EMPLOYEES OR AGENTS: If any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, contractor, subcontractor or subconsultant shall be promptly removed by CONSULTANT and shall not be re-assigned to perform any of the Work.
- 2.8 COMPLIANCE WITH LAWS: CONSULTANT shall keep itself informed of and in compliance with all applicable federal, State or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws shall include without limitation compliance with all applicable Cal/OSHA requirements.

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- 2.9 NON-DISCRIMINATION: In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor, subconsultant, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.
- 2.10. INDEPENDENT CONTRACTOR STATUS: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and shall at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT shall be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

### III. INSURANCE

- 3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Prior to the beginning of and throughout the duration of the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT shall procure and maintain the following insurance coverage, at its own expense:
- A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
  - B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
  - C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising

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from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.

- D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT shall procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and shall be endorsed to include contractual liability.
- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.
- 3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.
- 3.4 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.
- 3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.
- 3.6 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that its shall furnish CITY with original certificates of insurance and

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Public Water Facilities and City Easement Landscape Services

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endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the CITY if requested.** All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any work or any of the Work. Upon CITY's written request, CONSULTANT shall also provide CITY with certified copies of all required insurance policies and endorsements.

**IV. INDEMNIFICATION**

- 4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.
- 4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY.
- 4.3 CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.4 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers.



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- 4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.
- 4.6 CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
- 4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

**V. TERMINATION**

- 5.1 TERMINATION WITHOUT CAUSE: CITY may terminate this Agreement at any time for convenience and without cause by giving CONSULTANT a minimum of five (5) calendar days prior written notice of CITY's intent to terminate this Agreement. Upon such termination for convenience, CONSULTANT shall be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. CONSULTANT may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in Section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT shall be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

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

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 5.2.B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.
- B. CONSULTANT shall cure the following Events of Defaults within the following time periods:
- i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 3-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 3-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2 B.i. that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or
  - ii. Within fourteen (14) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

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

- C. CITY shall cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.
- D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT shall be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

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- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
- i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;
  - ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
  - iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or
  - iv. The CITY may exercise any other available and lawful right or remedy.

CONSULTANT shall be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY's exercise of its remedies under this Agreement.

- G. In the event CITY is in breach of this Agreement, CONSULTANT's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONSULTANT under this Agreement for completed services and tasks.

- 5.3 SCOPE OF WAIVER: No waiver of any default or breach under this Agreement shall constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- 5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto shall not operate to terminate any Article, Section or provision contained herein which provides that it shall survive the termination or normal expiration of this Agreement.

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**VI. MISCELLANEOUS PROVISIONS**

- 6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data shall be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term “Documents and Data” means and includes all reports, analyses, correspondence, plans, drawings, designs, renderings, specifications, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONSULTANT shall require all subcontractors and subconsultants working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY shall be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement.
- 6.2 CONFIDENTIALITY: All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required. Upon request, all CITY data shall be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT shall not use CITY’s name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.
- 6.3 FALSE CLAIMS ACT: CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.
- 6.4 NOTICES: All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

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### CONSULTANT:

Mariposa Landscaping Inc.  
16291 Foothill Blvd. Sylmar CA 91342  
Attn: Terry Noriega - President  
Phone: 626-426-1121  
Email:terry@mariposa-ca.com

### CITY:

City of San Fernando  
Public Works Department  
Water Division  
117 Macneil St.  
San Fernando, CA 91340  
Phone: 818-898-1223

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

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

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- 6.10 GOVERNING LAW AND VENUE: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, 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.
- 6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 SUCCESSORS AND ASSIGNS: This Agreement shall be binding on the successors and assigns of the Parties.
- 6.13 NO THIRD PARTY BENEFIT: There are no intended third party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.
- 6.14 CONSTRUCTION OF AGREEMENT: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement 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.
- 6.17 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 Agreement.
- 6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.

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- 6.19 ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.15, above.
- 6.20 COUNTERPARTS: .This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONSULTANT and the remaining two original counterparts shall be retained by CITY.

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

### CITY OF SAN FERNANDO

### MARIPOSA LANDSCAPING INC.

By: \_\_\_\_\_  
Kanika Kith, City Manager

By: \_\_\_\_\_  
:  
Name \_\_\_\_\_

Date:

Title: \_\_\_\_\_

### APPROVED AS TO FORM

Date \_\_\_\_\_

By: \_\_\_\_\_  
Richard Padilla, City Attorney

Date: \_\_\_\_\_



## REQUEST FOR PROPOSALS



**The Public Works Department is requesting proposals for:**

### **Public Water Facilities and City Easement Landscape Services**

**RELEASE DATE: September 10, 2025**

**RESPONSE DUE: October 22, 2025**

## NOTICE INVITING BIDS

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

### **Public Water Facilities and City Easement Landscape Services**

in strict accordance with the Specifications on file in the office of the SAN FERNANDO FINANCE DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at [SFCITY.ORG/rfps-rfqs-nibs-nois/](https://SFCITY.ORG/rfps-rfqs-nibs-nois/).

Four (4) copies marked "RFP - Public Water Facilities and City easements" and one (1) fee proposal in a separate sealed envelope must be submitted to the CITY CLERK DEPARTMENT in a sealed envelope at City Hall, 117 Macneil Street, San Fernando, California, 91340, not later than **4:00 p.m. on Wednesday, October 22, 2025**. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: \_\_\_\_\_  
Julia Fritz, City Clerk

## **GENERAL INFORMATION / BACKGROUND**

The City of San Fernando owns and operates several wells sites and reservoirs located outside of San Fernando boundary lines. The City owned facilities sites require to have regular maintenance performed for general cleanliness and help keep up the appearance of the site to help control over grown vegetation.

The City anticipates executing a multi-year contract with the option to renew on a fiscal-year basis for up to five (5) years.

## **Site Locations**

### **Wells**

Well 2A- 14060 Sayre St. Sylmar, Ca. 91342

Well 3 - 13003 Border Ave, Sylmar. CA. 91342

Well 4A - 12900 Dronfield Ave. Sylmar, CA. 91342

Well 7A – 13180 Dronfield Ave. Sylmar, CA. 91342

### **Reservoirs**

Reservoirs 3A – 4A - 13655 Foothill Blvd. Sylmar, CA. 91342

Reservoirs 2A – 5 - 12900 Dronfield Ave. Sylmar, CA. 91342

Future Reservoir Site – 13441 Foothill Blvd, Sylmar, CA. 91342

### **Booster Station**

MWD Booster Station - 60 Jessie St, San Fernando, CA. 91340

### **Easements**

Alley behind 500 S Brand Ave.

Alley behind 600 S Brand Ave

Alley behind 700 S Brand Ave

## SCOPE OF SERVICES

Provide a cost estimate / bid for the following:

Furnish of prevailing wage labor, materials, tools and equipment required for landscaping maintenance as follows;

1. Mowing of lawns, pulling of weeds during maintenance schedules, edging and trimming along buildings, driveways, fences, walls, trees, sweep debris, etc.
2. Trimming of hedges, shrubs, lower tree branches up to 6-feet above ground level where needed.
3. Top of Reservoirs at 12900 Dronfield Ave. to be cleared of debris as well, away from roof air vent areas.
4. Repair, maintain or replace any broken sprinkler heads at no extra cost if damaged by contractor.
5. Clean up all generated job debris as to keep landscape areas in a pleasant and clean condition. All debris from said work to be disposed of at contractors refuse facility.
6. All work shall be performed in a workman-like manner with safety and public convenience of utmost concern by the contractor.
7. Once work is started for each scheduled service, it should be a continuous operation until completed. Schedule times to be made using Monday thru Friday 8am to 4pm. Any extra service such as, but not limited to, turf, ground cover, shrubs, trees, chemical treatment, fertilization, color, turf renovation, pest control, re-landscaping, re-planting etc., will only be done with the approval and authorization of the Director, Manager, or Superintendent of Public Works.

## Landscape Maintenance – Performance Checklist

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This checklist is to be used by City staff to monitor contractor compliance with the landscaping maintenance Scope of Services. Each item should be inspected regularly to confirm that performance standards are being met.

<b><u>Inspection Item</u></b>	<b><u>Performance Standard</u></b>	<b><u>Meets Standard (✓/X)</u></b>
Plant Health	All trees, shrubs, turf, and groundcover are healthy, vigorous, and free of pests/disease.	
Pruning/Trimming	Shrubs and trees trimmed appropriately; no topping of trees; growth controlled.	
Turf Areas	Mowed evenly, edged, free of weeds, bare spots, litter, and debris.	
Groundcover & Shrub Beds	Beds weed-free, debris-free, neatly maintained, mulch in good condition.	
Trees	Adequate clearances maintained; no hazardous limbs; stakes/guying in good repair.	
Irrigation	System functioning properly, no overspray, runoff, or ponding observed.	
Seasonal Plantings	Flower beds maintained with vibrant, healthy plants; free of weeds and litter.	
Hardscape Areas	Sidewalks, curbs, and gutters within landscape areas kept free of weeds, litter, and debris.	
General Appearance	Landscape presents a clean, orderly, and well-cared-for appearance.	

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS TO SUBMITTING FIRMS

**A. Examination of Proposal Documents**

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

**B. Questions/Clarifications**

To be considered responsive to the RFP requirements, interested firms must submit a proposal indicating their knowledge and experience related to the services being sought. **If you have any questions, please contact Victor Meza, Water Operations Manager by phone at 818-898-1293 or by email at [vmeza@sfcity.org](mailto:vmeza@sfcity.org)**

**C. Submission of Bid Proposals**

In order for your proposal to be considered submit four (4) copies marked "RFP-Public Water Facilities and City easements." With one (1) fee proposal in a separate sealed envelope to:

City of San Fernando  
City Clerk's Office  
Julia Fritz  
117 Macneil Street  
San Fernando, CA. 91340

**Submission Deadline : Wednesday, October 22, 2025 at 4:00 p.m.**

*All proposals received after that time will not be accepted.*

The City reserves the right to reject any or all proposals submitted.

**D. Withdrawal of Proposals**

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

**E. Rights of City of San Fernando**

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

The City reserves the right to:

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

**F. Contract Type**

A standard form professional services agreement (**Attachment A**) will be executed subsequent to the Director of Public Works' review and City Council approval of the recommended firm.

**SCHEDULE FOR SELECTION**

RFP Available:	September 10, 2025
Deadline for submittal of Proposal:	October 22, 2025
Evaluation of Proposals:	October 23, 2025
Execute Agreement:	November 3, 2025



## PROFESSIONAL SERVICES AGREEMENT

**[INSERT Name of Consultant]**

Public Water Facilities and City Landscape Services

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (hereinafter, the "Effective Date"), by and between the CITY OF SAN FERNANDO, a municipal corporation ("CITY") and **[INSERT NAME OF CONSULTANT]**, a **[INSERT TYPE OF ENTITY, E.G., CORPORATION? PARTNERSHIP? SOLE PROPRIETORSHIP? ETC.]** (hereinafter, "CONSULTANT"). For the purposes of this Agreement CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, CITY and CONSULTANT agree as follows:

### **I. ENGAGEMENT TERMS**

1.1 **SCOPE OF SERVICES:** Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONSULTANT agrees to perform the services and tasks set forth in **Exhibit "A"** (hereinafter referred to as the "**Scope of Services**"). CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Services. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Services shall hereinafter be referred to generally by the capitalized term "Work."

1.2 **TERM:** This Agreement shall have a term of **[INSERT TERM PERIOD: X# of DAYS? MONTHS? YEARS?]** commencing from **[INSERT START DATE OF TERM: CAN BE EITHER the "EFFECTIVE DATE"? SOME OTHER DATE?]**. **[OPTIONAL LANGUAGE: Upon the conclusion of the Term, this Agreement shall renew automatically for a maximum of [MAXIMUM NUMBER OF EXTENSION TERMS AND MAXIMUM DURATION OF EACH SUCH EXTENSION TERM. EDITOR'S NOTE: IT IS RECOMMENDED THAT ANY INDIVIDUAL EXTENSION TERM NOT EXCEED ONE YEAR IN DURATION AND THAT THE TOTAL NUMBER OF EXTENSION TERMS NOT EXCEED A MAXIMUM OF TWO YEARS BEYOND THE END OF THE INITIAL TERM]**, unless CITY issues written notice of its intent not to authorize an additional extension term(s). Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause

1.3 **COMPENSATION:**



**PROFESSIONAL SERVICES AGREEMENT****Public Water Facilities and City Easement Landscape Services**

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- A. CONSULTANT shall perform the various services and tasks set forth in the Scope of Services in accordance with the compensation schedule which is [THIS LANGUAGE MAY VARY DEPENDING ON THE LOCATION OF ANY APPLICABLE COMPENSATION SCHEDULE – SOME SCHEDULES ARE EMBEDDED IN THE SCOPE OF SERVICES WHILE OTHERS CAN BE FOUND IN A SEPARATE STAND-ALONE SCHEDULE WHICH SHOULD BE ATTACHED AS AN EXHIBIT TO THE AGREEMENT] (hereinafter, the “Approved Rate Schedule”).
- B. Section 1.3(A) notwithstanding, CONSULTANT’s total compensation during the Term of this Agreement or any extension term shall not exceed the budgeted aggregate sum of [INSERT NOT-TO-EXCEED SUM] (hereinafter, the “Not-to-Exceed Sum”), unless such added expenditure is first approved by the CITY acting in consultation with the City Manager and the Finance Director. In the event CONSULTANT’s charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of the Term or any single extension term, CITY may suspend CONSULTANT’s performance pending CITY approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY-approved amendment to the compensation terms of this Agreement.

[EDITOR’S NOTE: THIS SECTION MAY VARY DEPENDING ON THE PAYMENT TERMS PROPOSED. IF THE TERM IS MORE THAN A YEAR IN LENGTH, THE CITY MAY CONSIDER ESTABLISHING AN ANNUAL NOT-TO-EXCEED SUM WHICH RESETS WITH THE ANNIVERSARY OF THE CONTRACT OR WITH THE BEGINNING OF EACH CITY FISCAL YEAR]

- 1.4 PAYMENT OF COMPENSATION: Following the conclusion of each calendar month, CONSULTANT shall submit to CITY an itemized invoice indicating the services and tasks performed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT’s monthly compensation is a function of hours worked by CONSULTANT’s personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar day of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.
- 1.5 ACCOUNTING RECORDS: CONSULTANT shall maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years

**PROFESSIONAL SERVICES AGREEMENT****Public Water Facilities and City Easement Landscape Services**Page 3 of 17

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after the expiration or termination of this Agreement. CITY shall have the right to access and examine such records, without charge, during normal business hours. CITY shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

- 1.6 ABANDONMENT BY CONSULTANT: In the event CONSULTANT ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Services, CONSULTANT shall deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONSULTANT in the performance of this Agreement. Furthermore, CONSULTANT shall only be compensated for the reasonable value of the services, tasks and other work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONSULTANT's cessation or abandonment.

**II. PERFORMANCE OF AGREEMENT**

- 2.1 CITY'S REPRESENTATIVES: The CITY hereby designates the City Manager and [INSERT TITLE OF CITY REPRESENTATIVE WHO WILL BE ENGAGED IN THE DAY-TO-DAY ADMINISTRATION OF THE CONTRACT] (hereinafter, the "CITY Representatives") to act as its representatives for the performance of this Agreement. The City Manager shall be the chief CITY Representative. The CITY Representatives or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONSULTANT shall not accept directions or orders from any person other than the CITY Representatives or their designee.
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates [INSERT NAME AND TITLE OF PERSON WHO IS CONSULTANT REPRESENTATIVE FOR PURPOSES OF CONTRACT ADMINISTRATION] to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative shall have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative shall constitute notice to CONSULTANT.
- 2.3 COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Work and this Agreement and shall be available to CITY staff and the CITY Representatives at all

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reasonable times. All work prepared by CONSULTANT shall be subject to inspection and approval by CITY Representatives or their designees.

2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONSULTANT represents, acknowledges and agrees to the following:

- A. CONSULTANT shall perform all Work skillfully, competently and to the highest standards of CONSULTANT's profession;
- B. CONSULTANT shall perform all Work in a manner reasonably satisfactory to the CITY;
- C. CONSULTANT shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.);
- D. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;
- E. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONSULTANT; and
- F. All of CONSULTANT's employees and agents (including but not limited to subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals shall be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

The Parties acknowledge and agree that CONSULTANT shall perform, at CONSULTANT's own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONSULTANT's failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONSULTANT's employees, agents, contractors, subcontractors and subconsultants. Such effort by CONSULTANT to correct any errors or omissions shall be commenced immediately upon their discovery by either Party and shall be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the CITY Representatives in writing and in their sole and absolute discretion. The Parties acknowledge and agree that CITY's acceptance of any work performed by CONSULTANT or on CONSULTANT's behalf shall not constitute a release of any deficiency or delay in

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performance. The Parties further acknowledge, understand and agree that CITY has relied upon the foregoing representations of CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of CONSULTANT's profession.

- 2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.
- 2.6 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work shall be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.
- 2.7 REMOVAL OF EMPLOYEES OR AGENTS: If any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the CITY,

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such officer, employee, agent, contractor, subcontractor or subconsultant shall be promptly removed by CONSULTANT and shall not be re-assigned to perform any of the Work.

- 2.8 **COMPLIANCE WITH LAWS**: CONSULTANT shall keep itself informed of and in compliance with all applicable federal, State or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws shall include without limitation compliance with all applicable Cal/OSHA requirements.
- 2.9 **NON-DISCRIMINATION**: In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor, subconsultant, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.
- 2.10. **INDEPENDENT CONTRACTOR STATUS**: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and shall at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT shall be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

**III. INSURANCE**

- 3.1 **DUTY TO PROCURE AND MAINTAIN INSURANCE**: Prior to the beginning of and throughout the duration of the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT shall procure and maintain the following insurance coverage, at its own expense:
- A. **Commercial General Liability Insurance**: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury,

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property damage, operations, products and completed operations, and contractual liability.

- B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
- C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.
- D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT shall procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and shall be endorsed to include contractual liability.
- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.
- 3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.

**[EDITOR'S NOTE: PLEASE CONFER WITH CITY'S RISK MANAGER ON THE ISSUE OF CARRIER RATINGS]**

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- 3.4 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.
- 3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.
- 3.6 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that it shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the CITY if requested.** All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any work or any of the Work. Upon CITY's written request, CONSULTANT shall also provide CITY with certified copies of all required insurance policies and endorsements.

**IV. INDEMNIFICATION**

- 4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.
- 4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs

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and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY.

- 4.3 CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.4 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers.
- 4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.
- 4.6 CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
- 4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.



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**V. TERMINATION**

5.1 TERMINATION WITHOUT CAUSE: CITY may terminate this Agreement at any time for convenience and without cause by giving CONSULTANT a minimum of five (5) calendar days prior written notice of CITY's intent to terminate this Agreement. Upon such termination for convenience, CONSULTANT shall be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. CONSULTANT may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in Section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT shall be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 5.2.B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.
- B. CONSULTANT shall cure the following Events of Defaults within the following time periods:
  - i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 3-

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day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 3-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2 B.i. that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or

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

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

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

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foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.

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

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CONSULTANT shall be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY's exercise of its remedies under this Agreement.

G. In the event CITY is in breach of this Agreement, CONSULTANT's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONSULTANT under this Agreement for completed services and tasks.

5.3 SCOPE OF WAIVER: No waiver of any default or breach under this Agreement shall constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto shall not operate to terminate any Article, Section or provision contained herein which provides that it shall survive the termination or normal expiration of this Agreement.

**VI. MISCELLANEOUS PROVISIONS**

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

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

**CONSULTANT:**

[INSERT Business Name of  
Consultant]  
[INSERT Business Address]  
Attn: [INSERT Name/Title of  
Consultant's chief contact]  
Phone: [INSERT Phone Number]  
Fax: [INSERT Fax Number]  
Email: [If available, INSERT e-mail or  
delete]

**CITY:**

City of San Fernando  
[INSERT Name of Department/Division]  
[INSERT Address]  
Attn: [INSERT Title of CITY Contact]  
Phone: [INSERT Dept Phone]  
Fax: [INSERT Dept Fax]

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

- 6.5 **COOPERATION; FURTHER ACTS:** The Parties 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 Agreement.
- 6.6 **SUBCONTRACTING:** CONSULTANT shall not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with

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subconsultants), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

- 6.7 CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS: CITY reserves the right to employ other contractors in connection with the various projects worked upon by CONSULTANT.
- 6.8 PROHIBITED INTERESTS: CONSULTANT warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 6.9 TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement.
- 6.10 GOVERNING LAW AND VENUE: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, 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.
- 6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 SUCCESSORS AND ASSIGNS: This Agreement shall be binding on the successors and assigns of the Parties.
- 6.13 NO THIRD PARTY BENEFIT: There are no intended third party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

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- 6.14 CONSTRUCTION OF AGREEMENT: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement 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.
- 6.17 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 Agreement.
- 6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.
- 6.19 ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.15, above.
- 6.20 COUNTERPARTS: .This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONSULTANT and the remaining two original counterparts shall be retained by CITY.

**(SIGNATURE PAGE TO FOLLOW)**

## PROFESSIONAL SERVICES AGREEMENT

Public Water Facilities and City Easement Landscape Services

Page 17 of 17

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

**CITY OF SAN FERNANDO**

**[INSERT BUSINESS NAME OF CONSULTANT,  
E.G., ACME CORP. A CALIFORNIA  
CORPORATION ETC.]**

By: \_\_\_\_\_

Kanika Kith, City Manager

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**APPROVED AS TO FORM**

By: \_\_\_\_\_

Rick R. Olivarez, City Attorney



# M A R I P O S A

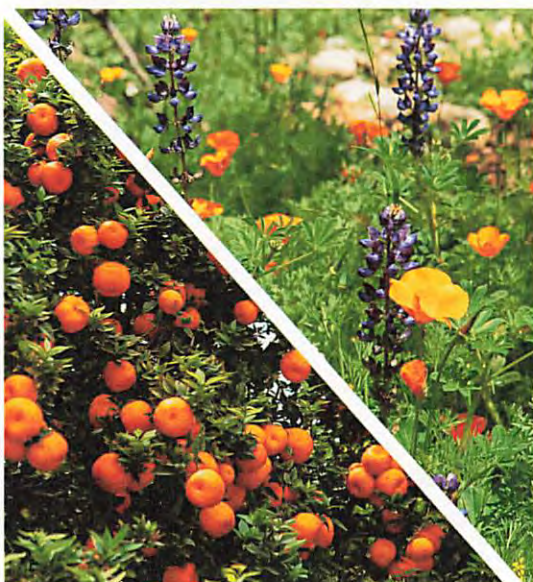
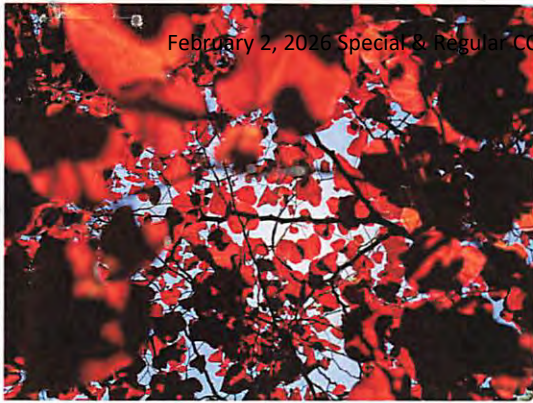
L A N D S C A P E S I N C



RESPONSE TO:

RFP- Public Water Facilities and City  
Easement Landscape Services

October 22<sup>nd</sup>, 2025





# M A R I P O S A

## L A N D S C A P E S I N C

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City of San Fernando  
City Clerk Department  
Attention: Victor Mesa, Water Operations Manager  
Ref: Request for Proposal Public Water Facilities and City Easement Landscape Services  
Address: 117 Macneil Street, San Fernando, CA 91340  
Phone: (818) 898-1293  
E-mail: [vmeza@sfcity.org](mailto:vmeza@sfcity.org)

Since 1981, Mariposa Landscapes, Inc. has been a trusted leader in the landscape industry. What began as a single-truck operation in Rosemead has evolved into a full-service company with a dedicated team of over 1,000 professionals serving communities throughout Southern California and Arizona. We are proud to be one of the most recommended firms in our field, with over 100 awards recognizing our project excellence. Our team is driven by a commitment to quality, innovation, and long-term client satisfaction—values that have earned us the trust of municipalities, agencies, and property owners for over four decades.

At the core of our work is a simple but powerful mission:  
“We create and maintain beautiful landscapes where people live, work, and play.”

This statement guides everything we do—from fostering collaborative relationships and investing in continuous staff development, to delivering sustainable, high-impact results tailored to each client’s goals.

We appreciate the opportunity to respond to the RFP and look forward to the possibility of serving the City of San Fernando. Thank you for your time and consideration.

Sincerely,



Dave Widjaja – Chief Estimator  
(626) 426-1121  
[Dave.widjaja@mariposa-ca.com](mailto:Dave.widjaja@mariposa-ca.com)



Safety • Teamwork • Quality • Integrity

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## About Us

**Mariposa Landscapes, Inc.** has been shaping Southern California and Arizona's outdoor spaces since 1981. What started in Rosemead as a small operation has grown into a leading name in the industry, with over 1,000 skilled professionals—including Certified Arborists, Irrigators, and Landscape Technicians. Licensed in both California and Arizona, we offer \$100 million in bonding and carry extensive insurance coverage for total client confidence.



With nearly **45 years of experience**, we specialize in Construction, Maintenance, and Tree Care. Our work has earned over **100 industry awards** and reflects a longstanding commitment to quality, safety, and innovation.

### Quick Facts

The following provides a complete overview of Mariposa Landscapes, Inc., highlighting our relevant information, areas of expertise, and operational capabilities:

<b>Company</b>	Mariposa Landscapes, Inc.	<b>Licensing and Certifications</b>
<b>Founded</b>	1981	<ul style="list-style-type: none"> <li>California Contractor License 592268 C27, A, D49/C61, C31</li> </ul>
<b>Address</b>	6232 Santos Diaz St, Irwindale, CA 91702	<ul style="list-style-type: none"> <li>Certified Arborists on staff</li> </ul>
<b>Telephone</b>	(626) 960-0196	<ul style="list-style-type: none"> <li>Certified Tree Workers on staff</li> </ul>
<b>Corporation #</b>	C1469653	<ul style="list-style-type: none"> <li>Tree Work – Line Clearance Certified/Instructor</li> </ul>
<b>Employer ID</b>	368-4752-1	<ul style="list-style-type: none"> <li>Certified Water Auditor</li> </ul>
<b>Insurance</b>	\$1M Workers Compensation \$10M General Liability	<ul style="list-style-type: none"> <li>Certified Backflow Inspectors</li> <li>Licensed Pest Control Company/Pest Control Advisor</li> <li>Certified Pest Control Applicators on staff</li> </ul>



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## Why Choose Mariposa



### Award Winning Excellence

We've earned over 100 industry recognitions for our landscape work, reflecting our commitment to quality and innovation. These awards highlight our ability to consistently deliver standout, high-performing projects. Our reputation for excellence sets us apart and reinforces trust with every client.



### Comprehensive Knowledge & Expertise

Our team brings decades of experience across diverse project types, from public parks and commercial centers to complex restorations. We understand the unique demands of each setting and adapt accordingly. No matter the scale or scope, we have the skills and resources to deliver exceptional results.



### Sustainability Leadership

We prioritize eco-friendly practices, including drought-resistant planting, smart irrigation, and sustainable materials. Our goal is to reduce environmental impact while enhancing long-term landscape value. Clients benefit from greener, lower-maintenance spaces that align with modern environmental standards.



### Client Centered Approach

We tailor every project to the unique needs and vision of our clients. Our team listens first, communicates clearly, and follows through with precision. By building strong partnerships, we consistently exceed expectations and deliver lasting satisfaction.





## Core Values



### Safety

Our top priority—we are committed to maintaining safe worksites and take full responsibility for always ensuring a secure environment.

### Teamwork

We foster a supportive, collaborative environment by valuing team input, communicating effectively, and following through to achieve positive results.

### Quality

We are committed to delivering prompt, high-quality service and workmanship that exceeds expectations and provides exceptional value to our clients.

### Integrity

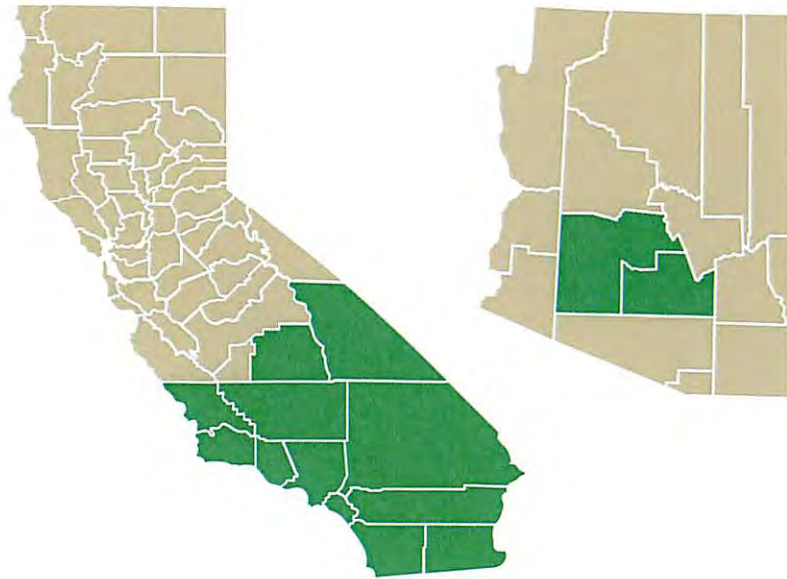
We prioritize open communication, mutual respect, and trust to build strong, confident relationships within our team and with our clients.

## Service Areas

Irwindale, CA  
 Santa Ana, CA  
 Fontana, CA  
 Chino, CA  
 Gardena, CA  
 Somis, CA  
 Bermuda Dunes, CA  
 Oceanside, CA  


---

 Glendale, AZ  
 Phoenix, AZ



With strategically located offices across Southern California and Arizona, Mariposa Landscapes delivers exceptional landscape solutions using advanced equipment, innovative technologies, and a skilled team, transforming landscapes and enriching communities with every project



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## Our Services

Mariposa offers a full spectrum of landscaping services, blending expertise, innovation, and sustainability to meet each client's unique needs. Below is an overview of our capabilities.

### Landscape Maintenance

- Turf Management
- Irrigation Management
- Integrated Pest Management
- Seasonal Planting & Enhancements
- Athletic Turf Maintenance
- Parking Lot Sweeping
- Color Design
- Clean-up and Debris Removal



### Tree Management

- Tree Trimming & Pruning
- On-site Diagnosis
- Hazardous Tree Removal
- Long-term Tree Care
- Stump Grinding & Disposal
- GIS Tree Mapping & Asset Management
- Tree Disease & Pest Treatment
- Tree Planting



### Landscape Construction

- Site Preparation & Grading
- Native Plant Restoration
- Playground Construction
- Irrigation Systems Installation
- Park Construction
- Tree, Shrub & Ground Cover Planting
- Park Construction
- Athletic Field Construction
- Drainage System Setup





**Irrigation  
Retrofits**

- Irrigation System Upgrades
- Leak Detection & Repair
- Zone Adjustments
- Drip Irrigation Installation
- Real-Time Monitoring
- System Performance Assessments
- Compliance with Water Regulations

**Drought  
Tolerant  
Conversion**

- Plant Selection
- Site Assessment & Analysis
- Soil Enhancement
- Drip Irrigation Installation
- Mulching and Ground Cover Application
- Hardscape Integration
- Water Conservation Design

**Hardscape  
Construction**

- Custom Concrete Features
- Water Features
- Monuments
- Overhead Structures Installation
- Masonry
- Stonework
- Low-voltage Lighting
- Drainage Systems



At Mariposa Landscapes, our commitment extends beyond delivering services; we aim to craft environments that leave lasting impressions. From sustainable designs to innovative technologies, our work reflects a blend of functionality, beauty, and environmental responsibility. With every project, we strive to exceed expectations, creating landscapes that serve as vibrant spaces for communities to thrive.



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## Quality Control Program

At Mariposa Landscapes, quality control isn't just a process—it's part of our culture. Guided by the principle *"Plan your work and work your plan,"* our Quality Control Program ensures every project not only meets but exceeds expectations. By managing quality proactively and resolving issues quickly, we give client representatives—such as Public Works Inspectors or Property Managers—the confidence to focus on their higher priorities. The result: lasting partnerships and consistently high-quality outcomes.



### Core Objectives

Our Quality Control Program is anchored in four key goals:

#### Consistency

Deliver uniform, high-quality results across every project and service area.

#### Proactive Problem-Solving

Identify and resolve potential issues before they become disruptions.

#### Client Satisfaction

Build trust through transparency, on-time delivery, and clear communication.

#### Continuous Improvement

Refine processes using feedback and data to raise performance over time.

### Technology That Enhances Quality

We leverage advanced tools to improve precision and efficiency. **GIS Mapping Systems** provide accurate inventories of trees, irrigation systems, and other landscape assets, enabling smarter resource allocation and better service outcomes.





## Implementation Process

A strong Quality Control Program, paired with consistent reporting, is essential to the success of any service contract. Quality control ensures that work is performed to the highest standard, reducing costly errors and avoiding disruptions. Active reporting keeps clients informed in real time, building transparency and trust. Together, these practices create accountability, strengthen client relationships, and ensure that every project not only meets but exceeds expectations ultimately supporting both the client's goals and the long-term success of the partnership.



### Work-in-Process Inspections

Account Managers perform both initial and ongoing inspections to confirm that all tasks meet established quality standards. Any deviations are immediately documented and corrected to keep projects on track.

### Systematic Problem Resolution

When issues arise, they are quickly contained and resolved through repair, replacement, or rework. All completed corrections are re-inspected to ensure the problem is fully resolved and does not reoccur.

### Management Monitoring

Supervisors provide an added layer of accountability by monitoring operations and ensuring strict adherence to quality plans. Their oversight applies proven problem-solving methods and process controls to maintain consistency.

### Client Feedback Integration

Open and regular communication with clients ensures expectations are clear, progress is transparent, and feedback is continuously integrated. This proactive approach builds trust and drives ongoing improvement.



## Quality Control Form Sample

**Inspected By:**
**Inspection Date:**

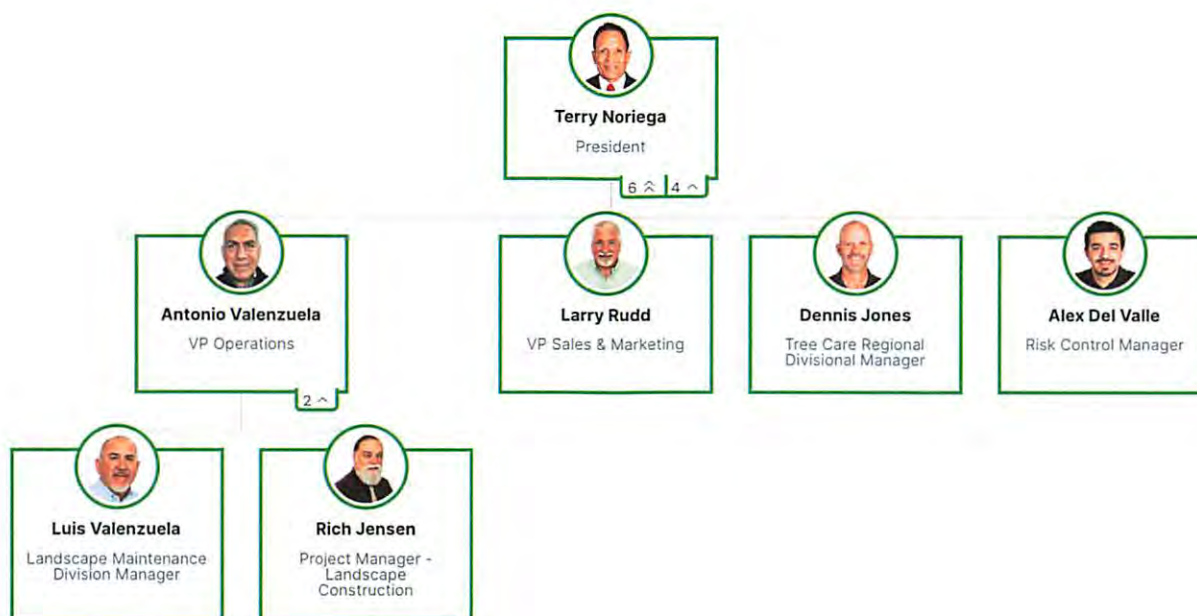
Areas & Tasks:	Current Quality?			Safety Hazards?		Site Name:
	Poor	Average	Excellent	Yes	No	Acct. Mgr.:
<b>Turf Areas</b>						<b>Comments and Recommendations:</b>
Litter Control						
Turf Overall Health						
Mowing						
Edging & Detailing						
Chemical Edging and Detailing						
Broadleaf & Weed Control						
Irrigation System/Moisture Levels						
Soil compaction						
Fertilizations						
Pest Control						
Safety Clearance						
<b>Shrubs &amp; G.C Areas</b>						<b>Comments and Recommendations:</b>
Shrubs & Hedges						
Ground-Covers						
Grasses & Sedges						
Roses						
Color Flowers						
Deadheading & Cleaning						
Weed Control						
Irrigation/Moisture Levels						
Mulching						
Pest Control						
Removal of Dead Plants						
Safety Clearance						
Litter Control						
<b>Hardscapes, Playgrounds &amp; Building</b>						<b>Comments and Recommendations:</b>
Blowing						
Pressure Washing (If Applicable)						
Parking Lot Sweeping						
Weed Control						
High and Low Dusting						
Restroom Cleaning						
Gym Floor cleaning						
Ball Field prep.						
Safety Clearance						
Tot-Lot Maintenance						
D.G. and Concrete Areas						





## Corporate Organization and Experience

Mariposa Landscapes prides itself on a dynamic and experienced leadership team that drives operational efficiency and client satisfaction. Our organizational structure ensures streamlined communication and smooth project execution across all divisions, from operations to sales and maintenance. Below is our detailed organizational chart, followed by individual profiles of key leadership members, each presented in a concise and easy-to-reference format.



## Leadership Profiles

### Terry Noriega – President

#### Experience & Credentials

Terry has over 45 years of experience in landscaping, spanning installation, maintenance, and leadership. His relentless pursuit of knowledge and certification has shaped Mariposa's corporate culture.

- B.S. in Ornamental Horticulture: California State Polytechnic University, Pomona
- California Contractors Licenses: C-27, A, C61/D49, C-31
- Pest Control Advisor (6 Cat.) Qualified Pest Control Applicator (7 Cat.)
- Certified Landscape Technician in Ornamental and Turf Maintenance
- ISA Certified Arborist (WE-1182A)
- Arizona Contractor's License (ROC178088 K-21)
- Pest Control Business License (8246)
- Member of the California Landscape Contractor's Association
- Action Sales Training



**Antonio Valenzuela – VP Operations****Experience & Credentials**

Antonio has over 30 years of experience in landscape maintenance and irrigation. Rising from an Irrigation Technician to overseeing Mariposa's operations, he ensures the efficient execution of projects across all divisions. His expertise reinforces Mariposa's commitment to sustainability and operational excellence.

- Certified Landscape Technician in Ornamental and Turf Maintenance
- Pest Control Qualified Applicator (3 Categories)
- Certified Landscape Professional
- Backflow Certification – Los Angeles County
- Landscape Water Auditor – Cal Poly SLO

**Larry Rudd – VP Sales & Marketing****Experience & Credentials**

With over 45 years of experience in landscape installation, maintenance, and estimating, Larry has played a key role in Mariposa's business development. From laborer to VP, he has refined sales strategies and implemented profit-tracking systems that drive growth. He also contributes to the industry as an educator and certified professional across multiple disciplines.

- B.S. in Business Management – University of Phoenix
- Certified Landscape Technician
- Water Efficient Landscaper (WaterSense Certified)
- Arizona Certified Landscape Professional
- American Green Zone Alliance – Electric Equipment Certification
- Red Cross CPR Safety Trained
- Associate Instructor – Cal Poly Pomona, Cal State Fullerton

**Dennis Jones – Tree Care Regional Divisional Manager****Experience & Credentials**

With over 20 years in the landscape industry, Dennis specializes in arbor care and tree asset management. He leads Mariposa's tree division and GIS-based tree mapping projects, ensuring safe and efficient urban forestry management.

- B.S. in Urban Forestry – Cal Poly San Luis Obispo
- ISA Certified Arborist (WE-5700A)
- SA Qualified Tree Risk Assessment
- TCIA Certified Tree Safety Professional (843)
- Qualified Applicator License – Categories B, C & F
- Wildlife Protector Certification
- Notary Public





**Luis Valenzuela – Landscape Division Manager****Experience & Credentials**

Luis has over 25 years of experience in landscape and construction operations. Rising through the ranks at Mariposa, he now manages the maintenance division, ensuring high-quality service and operational efficiency. His expertise in irrigation, arboriculture, and business leadership plays a key role in the company's success.

- Qualified Applicator License – Category B
- Certified Landscape Technician – Irrigation
- ISA Certified Arborist (WE-8713A)
- Certification in Effective Business Leadership & Development – PDC/GCC

**Alex Del Valle – Risk Control Manager****Experience & Credentials**

Alex has over 13 years of experience in risk management and workplace safety. Since joining Mariposa, he has implemented training programs that have significantly improved safety metrics. His expertise ensures compliance and enhances overall workplace security.

- OSHA 30 Certified
- Certified Forklift Instructor
- Certified AHA CPR and First Aid Trainer

**Rich Jensen – Project Manager, Landscape Construction****Experience & Credentials**

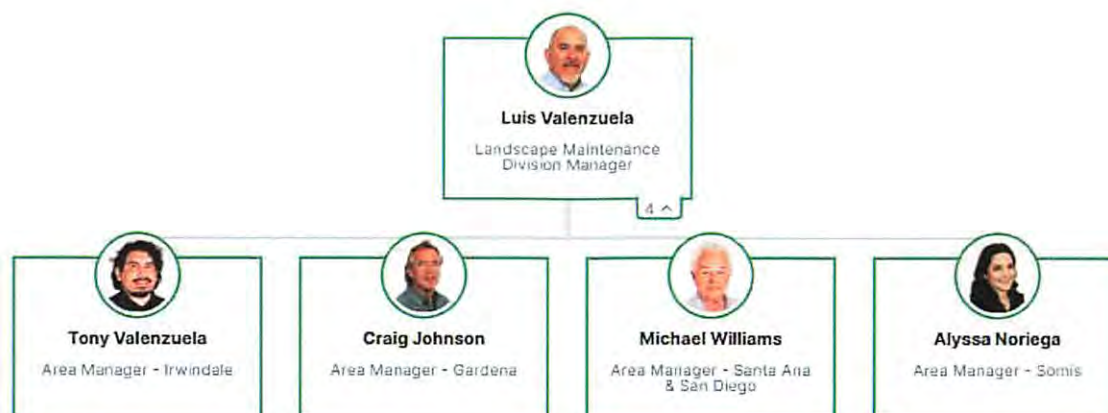
With over 30 years of experience in public works, commercial, and residential landscaping, Rich manages projects with a focus on safety, quality, and efficiency. He ensures successful project execution while upholding the highest industry standards.

- Qualified Applicator License – Category B
- Certified Landscape Technician – Ornamental Maintenance, Turf Maintenance
- Certified Arborist (WE-10222A)



## Maintenance Division Organization & Experience

Mariposa Landscapes' Maintenance Division is led by a team of highly experienced professionals who ensure that every project is executed with precision, efficiency, and environmental responsibility. Our Area Managers bring decades of expertise in landscape maintenance, irrigation systems, and arbor care, providing leadership that upholds the company's reputation for excellence. Below are the profiles of our key maintenance personnel.



### Area Manager Profiles

#### Alyssa Noriega – Area Manager Somis and Sylmar

##### Experience & Credentials

Alyssa Noriega has developed a deep understanding of landscape maintenance and client relations. Since transitioning from the estimating department to operations, she has excelled in customer service and project execution. She is currently pursuing her Pest Control Advisor certification to further enhance her expertise.



- B.S. in Business Administration, University of La Verne
- A.S. in Integrated Pest Management, Mt. San Antonio College
- Certified Qualified Water Efficient Landscaper
- Certified Level 1 - WeatherTRAK Basic Systems Training
- Pest Control Advisor – In Progress





## Service Location

Serviced by Mariposa Landscapes Inc. – **Sylmar Yard**

Located 5 miles from your city center!

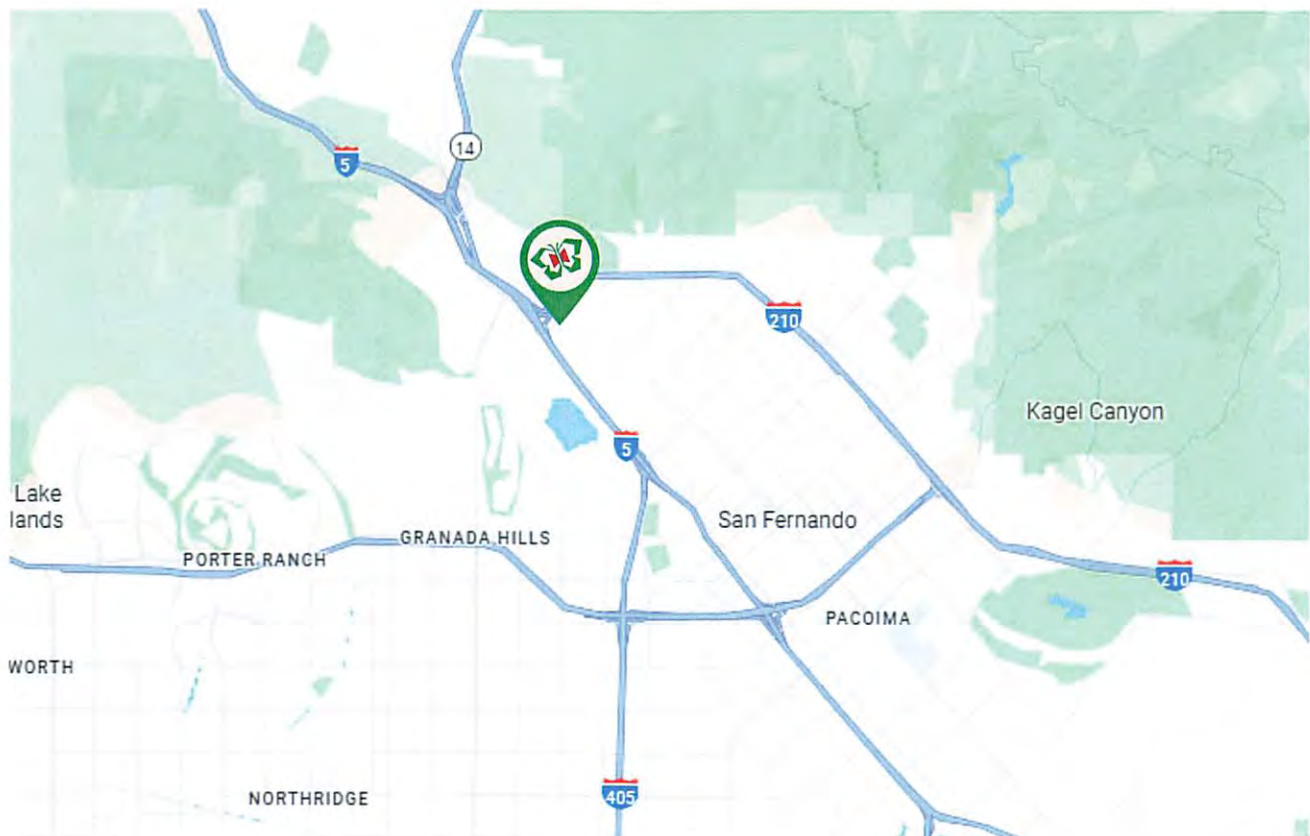
Our Sylmar location is strategically positioned to serve your project with responsiveness, efficiency, and trusted expertise. Backed by over 45 years of experience, our team delivers high-quality landscape maintenance for commercial and municipal clients throughout Southern California. Our licensed professionals ensure consistent results, supported by proactive communication and a dedicated account manager to guarantee your satisfaction.

### Yard Information

16291 Filbert St,  
Sylmar, CA 91432  
Fax: (805) 386-4140

### Primary Contact

Alyssa Noriega, Area Manager  
Phone: (626) 705-0287  
Email: [alyssa.noriega@mariposa-ca.com](mailto:alyssa.noriega@mariposa-ca.com)



1b



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## Project Specific Methodology

Our maintenance approach is structured around consistent site coverage, proactive inspection, and strict adherence to the City of San Fernando's landscape maintenance specifications. All work will be performed in a professional, workman-like manner with safety and public convenience as top priorities.

### Proposed Service Frequencies

- **Mowing: 43 times per year** — lawns will be mowed and edged to maintain a uniform height and appearance.
- **Weed Abatement: 3 times per year** — all turf and planter areas will be cleared of weeds.
- **Manned Locations:** visited **once per week** for routine care, litter removal, and follow-up tasks.
- **Easements:** inspected and maintained **once per month**.
- **Irrigation Inspection:** conducted **once per month**; any irrigation components damaged during operations will be repaired at no additional cost to the City.
- **Tree Clearance:** performed **two times per year**, ensuring all lower branches are lifted to a minimum of six (6) feet above ground level and clear of walkways, signage, and structures.

### Maintenance Operations

1. **Turf Care** – Mow, edge, and trim along buildings, driveways, fences, and walls. Debris will be removed after each service.
2. **Weed Control** – Hand-pull and mechanically remove weeds during scheduled visits;
3. **Shrub and Hedge Trimming** – Hedges and shrubs will be shaped for symmetry and visibility. Lower tree limbs will be trimmed up to 6 feet where necessary for clearance.
4. **Reservoir & Tank Areas** – The top of the reservoirs at 12900 Dronfield Ave. will be kept clear of all vegetation and debris, maintaining unobstructed roof vent areas. Proposed 1x per month
5. **Irrigation System Maintenance** – All systems will be inspected monthly for leaks, coverage, and functionality. Broken or misaligned sprinkler heads caused by contractor activities will be repaired or replaced immediately at no cost to the City.
6. **Clean-Up & Disposal** – All job-generated debris will be swept, blown, and removed from the site the same day. Debris will be transported to our authorized disposal facility to maintain a clean and pleasant appearance at all times.
7. **Safety and Work Hours** – Operations will be continuous once started, performed Monday through Friday between 8 a.m. and 4 p.m (1 day per week)., in compliance with City noise and access regulations.
8. **Additional or Special Services** – Tasks such as fertilization, pest control, turf renovation, or re-planting will only be undertaken upon written authorization from the Public Works Director, Manager, or Superintendent.



**Quality Assurance**

Our site foreman will document each visit, noting completed tasks, irrigation repairs, and any conditions requiring attention. Supervisory staff will review reports weekly to ensure compliance with the agreed service frequencies and City standards.

**Workplan & Approach****Proposed Staffing Breakdown & Duties**

Position Title	#	Description of Work
Account Manager	1	The Account Manager is responsible for overseeing the entire project, ensuring crews consistently meet contract specifications and client expectations. They act as the contract expert, fully prepared to address questions regarding project details and requirements. In addition, the Account Manager develops proposed staffing plans and work schedules for client approval, and coordinates job walks as part of the Quality Control Program to verify performance and maintain high standards.
Foreman	1	The Foreman is responsible for overseeing landscape maintenance tasks, including litter removal, pruning, trimming, and hardscape cleaning. They manage weekly mowing schedules for city facilities, while also assisting with general maintenance and transporting groundskeepers to assigned sites. The Foreman documents work progress, reports hazardous conditions, and maintains direct communication with the Account Manager to ensure all tasks are completed efficiently and to standard.
Laborer	1	Laborers support landscape maintenance by performing routine tasks such as litter removal, pruning, trimming, and hardscape upkeep. They carry out mowing responsibilities, including operating mowers and edging. Laborers work under the direction of the Foreman to ensure all assigned tasks are completed safely, efficiently, and to company standards.
Irrigation Tech	1	The Irrigation Technician is responsible for monitoring and maintaining irrigation systems, performing minor repairs, and managing system operation during events. They report directly to the Account Manager.





## Proposed Schedule

The schedule outlined below is subject to change and requires approval from the designated representatives. Any adjustments will be made to align with operational requirements. At the commencement of the contract, our Project Manager will submit the annual schedule, and a monthly report will be provided at the start of each month for the representatives

## Weekly Average (Tentative)

	Monday	Tuesday	Wednesday	Thursday	Friday
Weed Removal	X	-	-	-	-
Litter Removal	X	-	-	-	-
Irrigation System Inspection	X	-	-	-	-
Turf Mowing, Edging, Trimming	X	-	-	-	-
Pruning, Trimming	X	-	-	-	-

## Yearly Average

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Weed Removal	WK	WK	WK	WK	WK	WK	WK	WK	WK	WK	WK	WK
Litter Removal	WK	WK	WK	WK	WK	WK	WK	WK	WK	WK	WK	WK
Irrigation System Inspection	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO
Lawn Mowing, Edging, Trimming	WK	WK	WK	WK	WK	WK	WK	WK	WK	WK	WK	WK
Pruning	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO	MO

\*AS = as needed    \*MO = monthly    \*WK = weekly    \*BI= Biweekly    \*DY = Daily    \*2X/DY = 2 times a day



## Equipment

Mariposa Landscapes Inc. operates a modern fleet of vehicles and equipment—all less than five years old and serviced regularly by our in-house mechanics to ensure peak reliability. We offer large capacity mowing equipment that most competitors can't match, giving us a unique edge in efficiently maintaining large sites. Every crew truck is outfitted with essential hand tools, a First Aid kit, water, and clear safety instructions in case of emergencies. Our investment in top-tier equipment and quick-response support means we consistently meet or exceed city standards—delivering dependable, high-quality results, every time

To ensure uninterrupted service:

- We staffed a full team of experienced mechanics
- Maintain a stock of backup equipment, ready when needed
- Station mechanics within 30–60 minutes of every site

## Anticipated Project Specific Equipment

The following list is a working outline and may be refined with approval from designated representatives. Any adjustments will be made thoughtfully to ensure alignment with operational needs and project goals.

Regular Vehicles		Periodic Vehicles	
QTY	Vehicles	QTY	Vehicles
1	Truck Toyota Tacoma w/Irrigation Setup		
1	Truck Chevy, Dbl Cab, Landscape body		

Regular Equipment		Periodic Equipment	
QTY	Equipment	QTY	Equipment
1	Trailer 82" x 16"	1	Tractor Kubota PTO HP-40
2	Trimmer String (Weedeater)	1	Trailer Flat Bed
1	Blower backpack		
1	Hedge Trimmer 51" Long Staff		
1	Mower 30in, Recycler		
1	Edger Stick Type		
1	Truck and Tools Equipment		



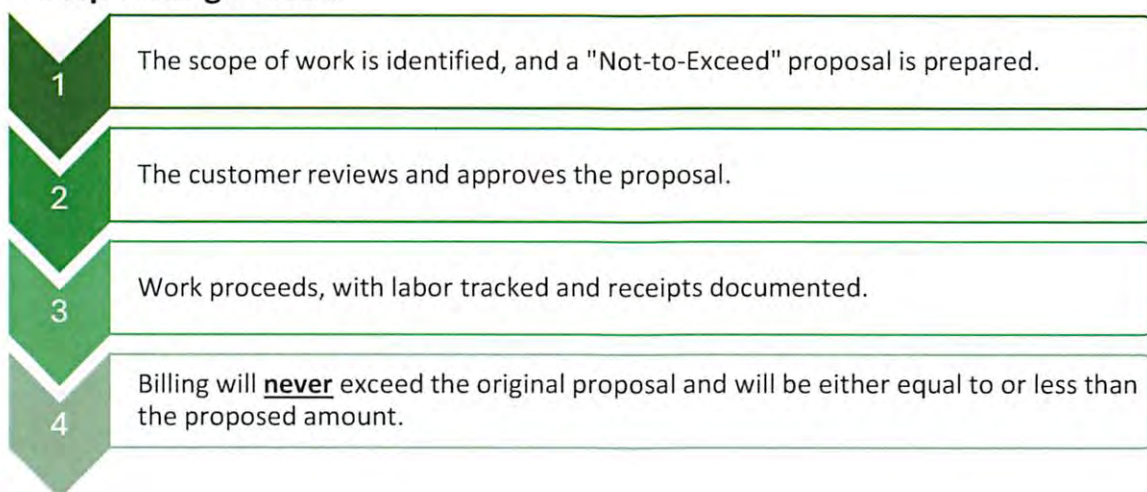


## Extra Work Pricing

At times, situations arise where work outside the original contract become necessary whether it's a client request for extra services or an unexpected emergency. **Our process is designed to ensure clarity and professionalism, founded on the principles of honesty with no surprises.** If any issue arises that changes the original scope, we will provide a revised proposal with clear explanations and supporting documentation (such as photos). No additional work will proceed until the client has reviewed and approved the updated scope and costs, ensuring full agreement before moving forward.

To handle these situations fairly and efficiently, Mariposa Landscapes follows a **simple and transparent process**:

### 4-Step Pricing Process



Before



After



## Sustainability

**At Mariposa, sustainability isn't a trend. Every landscape we design and maintain is built with purpose, blending beauty with responsibility.**



### Water Conservation



Mariposa Landscapes is dedicated to advancing water-efficient landscaping solutions that help our clients achieve meaningful reductions in both water use and energy consumption. We utilize smart irrigation technologies and proven irrigation strategies to maximize efficiency. Beyond implementation, we also work to educate our clients and partners on best practices for long-term water stewardship.

### Greenhouse Gas Emissions & Carbon Reduction



As an innovator in sustainable landscaping, Mariposa Landscapes actively invests in electric commercial equipment and eco-conscious practices, such as green infrastructure and sustainable design consulting. Our vehicle fleet continues to evolve with an emphasis on hybrids and alternative fuel options, aligning with our ongoing commitment to lowering carbon emissions and reducing the environmental impact of our operations.

### Waste Reduction



At Mariposa Landscapes, we strive to integrate zero-waste practices into every aspect of our work. Green debris is routinely repurposed into compost or organic mulch, providing sustainable alternatives for our clients while reducing landfill impact. Internally, we are committed to minimizing paper and plastic usage through continuous efficiency initiatives—fostering a company-wide culture of waste reduction and environmental responsibility.





## Employee Training

At Mariposa Landscapes, we believe our employees are the foundation of our success. To ensure every team member is prepared, supported, and empowered, we provide comprehensive training from day one and throughout their career with us.



### New Employee Orientation

Every new hire meets with HR for a structured orientation before starting work. To ensure accessibility, all orientation materials and courses are offered in multiple languages. Orientation typically lasts 4–5 hours. During this session, all aspects of employment are reviewed, employees receive the Mariposa Employee Handbook, and complete required state courses including:

- California Sexual Harassment Training
- Workplace Safety Training

### Field Training

Following orientation, employees receive uniforms and begin hands-on field training led by experienced foremen. Initial field training runs approximately two weeks, with an additional two weeks of guided supervision to reinforce skills. Training includes:

- Basic worksite safety practices
- Equipment use (blower, hedge trimmer, string trimmer, mowers, etc.)
- Advanced equipment (tractors, specialty tools) as needed per job

### Skill & Certification Programs

Each branch maintains dedicated training stations that simulate testing environments, ensuring employees are well-prepared for certification exams. Mariposa offers employees opportunities to earn professional certifications, often covering exam fees. These may include:

- Qualified Applicator License (QAL)
- Certified Landscape Technician (CLT)
- ISA Arborist Certification
- Irrigation Certifications



## Safety

At Mariposa Landscapes, safety is more than a requirement—it's our highest priority. We are committed to providing a safe work environment through thorough training, proper protective equipment, and continuous oversight. Our safety program is designed to protect our employees, clients, and the communities we serve.

### Training & Development

Safety training begins on day one. Within the first three days of employment, every new hire receives structured orientation covering:

#### Safety Training

- Workplace safety fundamentals
- Equipment operation and maintenance
- Chemical and supply handling
- Use and care of protective gear

Training is delivered in both classroom and field settings, and materials are available in multiple languages to ensure full understanding. After orientation, employees continue with supervised field training led by experienced foremen and supervisors.

#### Ongoing Training

- **Weekly safety meetings** to review seasonal hazards, site-specific risks, and updated protocols
- **Bi-monthly extended sessions** focused on new equipment, chemicals, and best practices
- **Quarterly certifications and refreshers** such as CPR/First Aid, pesticide and herbicide handling, irrigation, and equipment operation

#### Specialized Training

- Specialty equipment (tractors, aerators, dethatchers)
- Weed and plant identification
- Public interaction and customer service
- Working near or on water (streams, lakes, docks)
- Elevated or vehicle-based work (boom trucks, lifts, boats, etc.)





## Protective Equipment (PPE)

Every employee is issued high-quality protective gear including uniforms, vests, gloves, safety glasses, earplugs, hard hats, and masks. PPE is regularly inspected and replaced as needed, with high-use items such as earplugs replaced after each use. Additional PPE is provided for specialized tasks to ensure maximum protection. Each crew truck is also equipped with:

- Required hand tools for landscape maintenance
- A fully stocked First Aid kit
- A water supply
- Accident response instructions





## Uniforms & Badges

At Mariposa Landscapes, Inc., uniforms and identification badges are a critical part of maintaining safety, professionalism, and company representation. All employees are required to comply with the following standards during working hours:

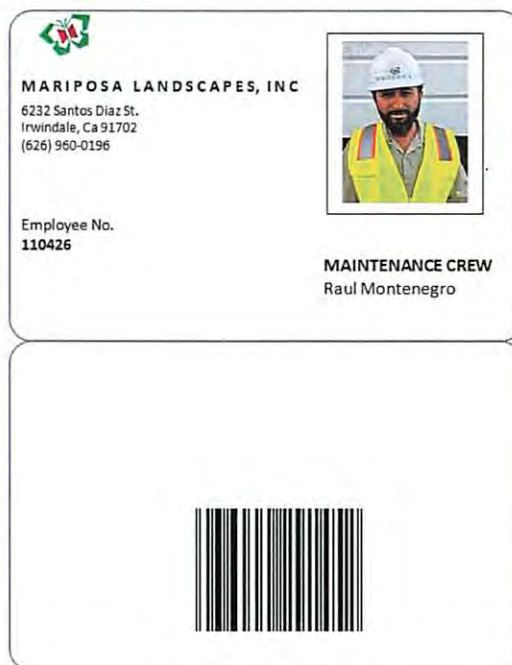


### Uniform Requirements

- **Head Coverings** – Only company-approved caps, beanies, and hard hats may be worn. Logos must face forward at all times.
- **Safety Vest** – A yellow vest with reflective stripes across the shoulders and midsection must be worn over the uniform shirt and any cold-weather gear.
- **Shirt** – Solid tan Mariposa Landscapes shirts, issued by the company, must always be worn and tucked in.
- **Pants** – Must be clean, free of rips, and appropriately fitted.
- **Shoes** – Leather work boots are required. Steel-toe boots are optional. Boots made of fabric or leather-fabric combinations are not acceptable.

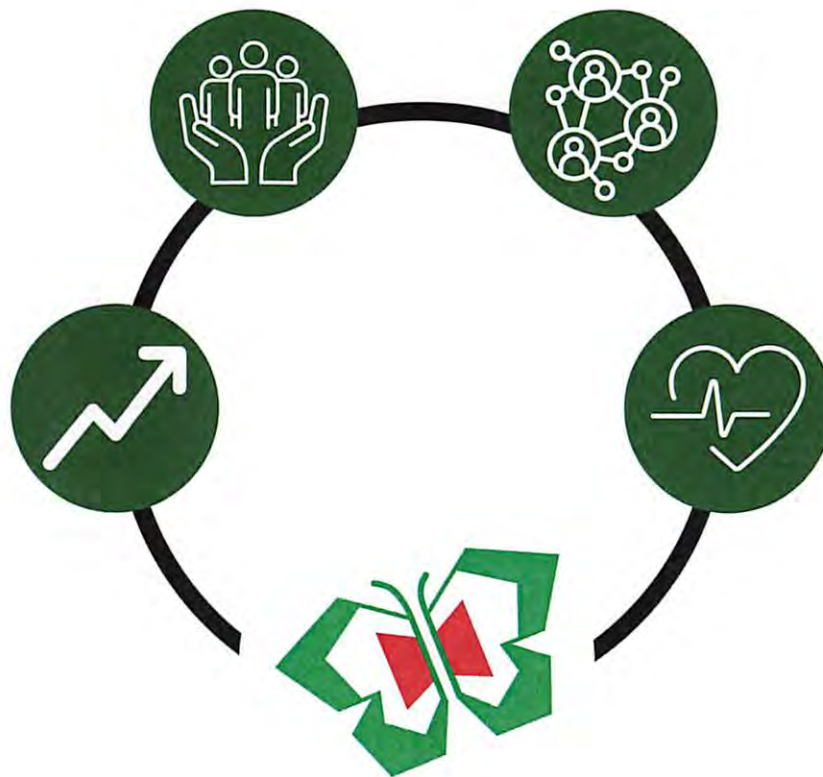
### Badge Policy

- If required, every employee will wear their company-issued badge.
- Badges must be clearly visible and worn on the outermost garment.
- Each badge will display the following:
  - Employee photo
  - Full name
  - Position/Title
  - Employee ID number
  - Contact phone number
  - Mariposa Landscapes, Inc. company information
- Lost, stolen, or damaged badges must be reported immediately to a supervisor for replacement.



## Employee Advancement & Benefits

At Mariposa Landscapes, Inc., we believe our people are the foundation of our success. We strive to provide the supportive environment of a close-knit team while offering opportunities and resources that help our employees grow both personally and professionally. From wellness-focused initiatives to career development pathways, working at Mariposa means being part of a company that invests in its people.



### Wellness & Support

We encourage a healthy work-life balance and support our teams with resources designed to promote overall well-being.

### Professional Growth

Mariposa Landscapes provides opportunities to learn, develop new skills, and explore career paths within the company.

### Community & Values

Our mission and values guide everything we do, from how we serve our clients to how we support one another as a team.

### Employee Networks

We are proud to foster spaces for collaboration, recognition, and growth, empowering employees to share ideas and celebrate success.





## Integrated Pest Management

**Integrated Pest Management (IPM)** is a sustainable, ecosystem-based approach focused on long-term pest prevention. It combines methods like biological control, habitat modification, cultural practice adjustments, and resistant plant varieties. Pesticides are used only when necessary, based on careful monitoring and set guidelines, and are targeted to affect only the pest. All treatments are chosen and applied to minimize risks to people, beneficial species, and the environment.



### Biological

*Methods are seldom utilized in landscape maintenance*

### Cultural

*Methods are seldom utilized in landscape maintenance*

### Mechanical & Physical

Kill pests directly or create an unsuitable environment. Traps control rodents, while physical methods include mulch for weeds, steam for soil sterilization, and screens to block birds or insects.

### Chemical

Pesticides are applied only when necessary and combined with other methods for long-term effectiveness. Pesticides are carefully selected and used to minimize harm to people and the environment.



## Jobs Start Up

1

### Notice to Proceed

For new contracts, we need a signed agreement before buying trucks or equipment. During this time, we meet with the client, review the schedule, map the site, take measurements, and order materials like fertilizer and weed control products.

2

### Job Start

On day one, crews arrive with maps, task lists, and a schedule. Management oversees logistics, and technicians inspect irrigation systems. Any issues are documented with repair costs and a completion timeline.

3

### 30-Day Evaluation

We will hold a review meeting with the customer to discuss progress, clarify any unclear scope items, and adjust timelines or site needs. An action plan and updated irrigation inspection are provided.

4

### 60-Day Evaluation

We expect smooth operations and will survey the customer on the proposal process, transition, and performance. Our goal is complete satisfaction and top ratings.

5

### 90-Day Evaluation

The customer will receive a survey with a single question: "Would you recommend Mariposa Landscapes to other customers right now?" Our goal is to receive an enthusiastic "Yes" response, confirming their satisfaction and confidence in our services.





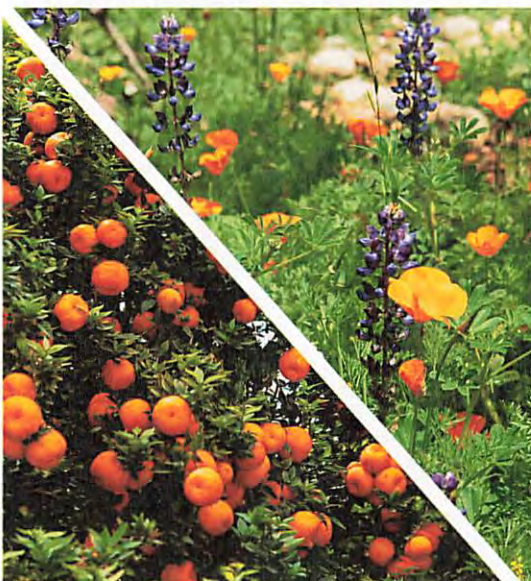
# M A R I P O S A

L A N D S C A P E S I N C



RESPONSE TO: Request for Proposal  
Public Water Facilities and City  
Easement Landscape Services  
October 22<sup>nd</sup>, 2025


Cost Proposal



## Cost Proposal

The pricing breakdown by line item is provided solely for the City's convenience in review and comparison. Our proposal is intended to be awarded and accepted as a single, complete contract rather than by individual line items.

Sites	Monthly	Annual
Well 2A- 14060 Sayre St, Sylmar	\$ 180.44	\$ 2,165.28
Well 3- 13003 Border Ave, Sylmar	\$ 103.33	\$ 1,239.96
Well 4A- 12900 Dronfield Ave, Sylmar	\$ 1,046.90	\$ 12,562.80
Well 7A- 13180 Dronfield Ave, Sylmar	\$ 114.83	\$ 1,377.96
Reservoirs 3A-4A- 13655 Foothill Blvd, Sylmar	\$ 580.77	\$ 6,969.24
Reservoirs 2A-5- 12900 Dronfield Ave, Sylmar	\$ 633.41	\$ 7,600.92
Future Reservoir Site- 13441 Foothill Blvd, Sylmar	\$ 635.75	\$ 7,629.00
MWD Booster Station- 60 Jessie St, San Fernando	\$ 207.94	\$ 2,495.28
500 South Brand Boulevard, San Fernando, CA	\$ 28.88	\$ 346.56
600 South Brand Boulevard, San Fernando, CA	\$ 28.88	\$ 346.56
700 South Brand Boulevard, San Fernando, CA	\$ 28.88	\$ 346.56
<b>Grand Total</b>	<b>\$ 3,590.01</b>	<b>\$ 43,080.12</b>



Dave Widjaja – Chief Estimator  
(626) 426-1121  
[Dave.widjaja@mariposa-ca.com](mailto:Dave.widjaja@mariposa-ca.com)



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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

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

**Date:** February 2, 2026

**Subject:** Consideration to Approve a Business License Permit for Pearl Day Spa, a Massage Parlor Located at 2035 Glenoaks Boulevard, Pursuant to San Fernando Municipal Code Section 22-215

### RECOMMENDATION:

It is recommended that the City Council approve a Business License Permit for Pearl Day Spa to conduct business for the 2026 calendar year as a massage parlor at 2035 Glenoaks Boulevard, pursuant to San Fernando Municipal Code Section 22-215.

### BACKGROUND:

1. On September 8, 2022, the owner of Pearl Day Spa applied for a Commercial Business Occupancy Permit to operate a massage parlor at 2035 Glenoaks Boulevard. The permit was approved by the Community Development Department on October 3, 2022.
2. On October 1, 2022, Pearl Day Spa applied and received approval for a Business License to conduct a massage parlor at 2035 Glenoaks Blvd.
3. On December 23, 2025, Pearl Day Spa applied for and submitted an application for a Business License Permit to operate a massage parlor under new business ownership at 2035 Glenoaks Blvd., prompting a review of a previously overlooked permit associated with the location.
4. On January 21, 2026, the permit application and supporting documentation was routed to the Community Development and Police Department for review, and the application was subsequently approved.

### ANALYSIS:

Certain businesses require City Council approval to ensure compliance with zoning and safety standards that may significantly impact the community. This process also allows the City Council to set conditions through Conditional Use Permits (CUPs), providing transparency and aligning business operations with city planning goals.

**Consideration to Approve a Business License Permit for Pearl Day Spa, a Massage Parlor Located at 2035 Glenoaks Boulevard, Pursuant to San Fernando Municipal Code Section 22-215**

Page 2 of 2

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Article III of Chapter 22 of the San Fernando Municipal Code (SFMC) requires certain types of businesses to obtain a Business Permit to operate in the City. The purpose of the Business Permit approval process is to conduct a higher level of review for specific business categories that engage in certain interactions with the public. For example, businesses selling used goods undergo additional screening through the Department of Justice (DOJ) to verify that those business operations are free of any criminal activity that could compromise business integrity.

Pearl Day Spa commenced operations in 2022. Although the initial application did not initiate the business license permitting process, the matter was identified during a recent request for a change of ownership. Measures are now being undertaken to bring this business, along with all others governed by this Code, into full compliance.

All Business Permits require the approval of the City Council. To obtain a Business Permit, affected businesses must submit a written application specifying the proposed business location. Once approved, the permit is valid for the calendar year, or a shorter period of time as may be prescribed by any resolution of the City Council or in the Permit.

The application was submitted to the Finance Division and reviewed by the Police, Community Development, and Public Works departments to ensure compliance with all applicable regulations, including:

- Zoning establishment compliance (Planning Department review);
- Code complaints and outstanding violations (Code Enforcement review); and
- Safety complaints and Department of Justice notifications (Police Department review).

In review of the application, the Pearl Day Spa has met all compliance requirements. If the Business Permit is approved by City Council, it will expire on December 31, 2026. The applicant will be required to submit a renewal application as part of the 2027 Business License Permit renewal process.

**BUDGET IMPACT:**

The Business Permit fees application includes a fee set by SFMC Article III, Section 22-215. Fees are established at levels to recover costs of providing services, including staff costs, in accordance with Chapter 9 (“User Fees and Service Charges”) of the City Council General Financial Policy.

**CONCLUSION:**

Staff is recommending approval of a Business Permit to Pearl Day Spa, as it meets all City requirements. By approving the Business Permit, the City Council authorizes Pearl Day Spa to operate a massage parlor in the city for the 2026 calendar year at the specified commercial address of 2035 Glenoaks Boulevard.

**ATTACHMENTS:**

A. Business License Permit Application

## ATTACHMENT "A"

## 2025 BUSINESS LICENSE PERMIT RENEWAL

**BUSINESS INFORMATION:****Name of Business:** Pearl Day Spa**Business Address:** 2035 Glenoaks**Business Category:** Massage Parlor**Items to be Sold (if any):****OCCUPANCY / ZONING / ALCOHOL LICENSE APPROVAL BY COMMUNITY DEVELOPMENT DEPARTMENT****Approved:** ☒ **Denied:** ☐**Comments:****CODE ENFORCEMENT APPROVAL BY COMMUNITY DEVELOPMENT DEPARTMENT****Approved:** ☒ **Denied:** ☐**Comments:**

No open Code Enforcement Cases. An inspection of the business was conducted on 01/27/2026. No code violations observed.

**COMPLIANCE APPROVAL BY POLICE DEPARTMENT****Approved:** ☒ **Denied:** ☐**Comments:**

Must maintain property free of debris and loitering

Must abate graffiti within the required timeframe

Should maintain operable exterior lighting and cameras

**AB939 APPROVAL BY PUBLIC WORKS DEPARTMENT (For Refuse Vendors Only)****Approved:** ☐ **Denied:** ☐**Comments:****RECOMMENDATION TO CITY COUNCIL:** ☒ Permit Approval ☐ Administrative Permit Approval ☐ Permit Denied

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## AGENDA REPORT

**To:** Mayor Joel Fajardo and Councilmembers

**From:** Kanika Kith, City Manager

**Date:** February 2, 2026

**Subject:** Discussion and 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"<sup>1</sup>) whose purpose was *"to promote the interests of the Mall*

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<sup>1</sup> In 1990, the San Fernando Mall Assessment District, Inc. changed its name to its current name, the San Fernando Mall Association, Inc.

**Discussion and Consideration to Approve a Reimbursement Request from the Mall Association of \$12,293.36 for Yeah, We Get It**

Page 2 of 5

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*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.

**Discussion and 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.
11. On January 20, 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

## Discussion and Consideration to Approve a Reimbursement Request from the Mall Association of \$12,293.36 for Yeah, We Get It

Page 4 of 5

- Annual insurance premium with State Farm: \$627.00

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
<b>Total</b>		<b>\$12,293.36</b>	

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.

**Discussion and Consideration to Approve a Reimbursement Request from the Mall Association of \$12,293.36 for Yeah, We Get It**

Page 5 of 5

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Documentation further shows that invoices totaling \$28,950<sup>2</sup> 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

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<sup>2</sup> 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.	<b>Services</b>	Marketing   Social Media   Micro Event   Temp Admin	1	\$6,200.00	\$6,200.00

**Total** **\$6,200.00****Ways to pay**

Please send payment via Zelle if possible.

**Overdue** 08/28/2025**Note to customer**

For the month of August 2025

Thank you!

[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.	<b>Amazon Purchase</b>	Decor and merchcant needs for Aug Sidewalk Series	1	\$173.92	\$173.92
2.	<b>Dollar Tree</b>	Decor for Aug. Sidewalk Series	1	\$34.08	\$34.08
3.	<b>Dino's Party Supply</b>	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.	<b>Services</b>	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 *Donald W. Wyllie*  
Mayor Pro Tem

ATTEST:

By *Donald E. Penman*  
City Clerk

MALL ASSESSMENT DISTRICT, INC.

By *Michael J. ...*  
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	<input checked="" type="radio"/> Active	Type	R
Last name	SAN FER, MALL DOWNTOWN ASSOC,	Last active	12/02/2020				<input type="radio"/> Inactive		<input type="checkbox"/> Preferred vendor
First name		Release					<input type="radio"/> Hold payments	<input type="button" value="Filter"/>	

Type	Invoice #	Invoice Date	Description	Bank	Check #	Status	Check Date	Invoice Amount
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 & FE				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 & A				09/17/2018	4,500.00
in	APRIL 2018	06/05/2018	REIMB TO DOWNTOWN ASSOC-ARPI 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

Last active 12/02/2020

Release

Status

☒ Active
 ☐ Inactive
 ☐ Hold payments

Type R

☐ Preferred vendor
 

Filter

Last name SAN FER. MALL DOWNTOWN ASSOC.

First name

Type	Invoice #	Invoice Date	Description	Bank	Check #	Status	Check Date	Invoice Amount
in	MAY & JUNE 2014	06/30/2014	REIMB TO THE DOWNTOWN ASSOC FOR				07/07/2014	2,214.09
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	NONPD	07/31/2013	REIMB. TO DOWNTOWN ASSOC FOR PAF				09/03/2013	2,787.62
in	NONPD	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	<input checked="" type="radio"/> Active	Type R	
Last name	SAN FER. MALL DOWNTOWN ASSOC.	Last active	12/02/2020				<input type="radio"/> Inactive	<input type="checkbox"/> Preferred vendor	
First name		Release					<input type="radio"/> Hold payments	<input checked="" type="checkbox"/> Filter	
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](#)

---

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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>



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

<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*

---

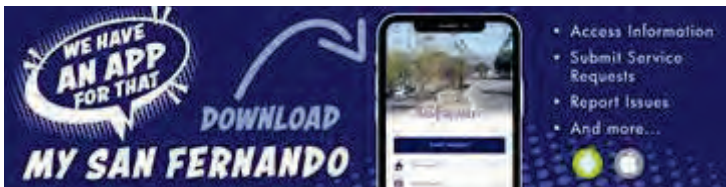


117 Macneil St | San Fernando, CA 91340

Tel (818) 898-7316 | Fax (818) 361-7631

[kkith@sfcity.org](mailto:kkith@sfcity.org) | [www.sfcity.org](http://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

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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](#)

---

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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

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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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Hi Kanika,

Here is the outstanding invoices as requested.

Thank you,

Christina Bernal

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**CALIFORNIA PUBLIC RECORDS ACT:** The City keeps a copy of all E-mails received for a minimum of 2 years. All retained E-mails will be treated as a Public Record per the California Public Records Act, and may be subject to disclosure pursuant to the terms, and subject to the exemptions, of that Act.

**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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**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,

Here is the outstanding invoices as requested.

Thank you,

Christina Bernal

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February 2, 2026 Special &amp; Regular CC Mtg

# 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 <div>⚙️</div>		
<input type="checkbox"/>	9/28/25	1012	San Fernando Mall Association	\$5,850.00	⚠️ Overdue 49 days	<a href="#">View/Edit</a>	<a href="#">Receive payment</a>	▼
<input type="checkbox"/>	8/28/25	1010	San Fernando Mall Association	\$6,200.00	⚠️ Overdue on 8/28/25 Sent	<a href="#">View/Edit</a>	<a href="#">Receive payment</a>	▼
<input type="checkbox"/>	9/10/25	1011	San Fernando Mall Association	\$243.36	⚠️ Overdue on 9/10/25 Viewed	<a href="#">View/Edit</a>	<a href="#">Receive payment</a>	▼
<input type="checkbox"/>	2/28/25	1001	San Fernando Mall Association	\$3,600.00	✅ Deposited	<a href="#">View/Edit</a>	<a href="#">Print</a>	▼
<input type="checkbox"/>	3/25/25	1002	San Fernando Mall Association	\$3,600.00	✅ Deposited	<a href="#">View/Edit</a>	<a href="#">Print</a>	▼
<input type="checkbox"/>	<div>🔄</div> 3/28/25	1003	San Fernando Mall Association	\$3,600.00	✅ Deposited	<a href="#">View/Edit</a>	<a href="#">Print</a>	▼
<input type="checkbox"/>	<div>🔄</div> 4/28/25	1004	San Fernando Mall Association	\$3,600.00	✅ Deposited	<a href="#">View/Edit</a>	<a href="#">Print</a>	▼
<input type="checkbox"/>	<div>🔄</div> 5/28/25	1005	San Fernando Mall Association	\$3,600.00	✅ Deposited	<a href="#">View/Edit</a>	<a href="#">Print</a>	▼
<input type="checkbox"/>	6/7/25	1006	San Fernando Mall Association	\$1,150.00	✅ Deposited	<a href="#">View/Edit</a>	<a href="#">Print</a>	▼
<input type="checkbox"/>	<div>🔄</div> 6/28/25	1007	San Fernando Mall Association	\$3,600.00	✅ Deposited	<a href="#">View/Edit</a>	<a href="#">Print</a>	▼
<input type="checkbox"/>	7/28/25	1008	San Fernando Mall Association	\$6,200.00	✅ Deposited	<a href="#">View/Edit</a>	<a href="#">Print</a>	▼

SFMA Invoice Details					
February 2, 2026 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





February 2, 2025 Special & Regular CC Mtg

👁 8,868



👁 18.7K



👁 7,516



👁 7,696



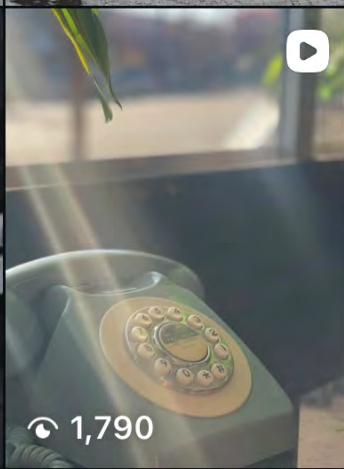
👁 3,423



👁 5,667



👁 3,972



👁 1,790



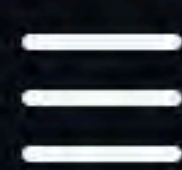
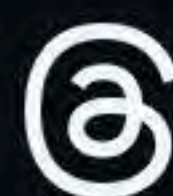
👁 3,677

Page 2 of 508





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/downtownsanfern...](https://linktr.ee/downtownsanfern...) 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

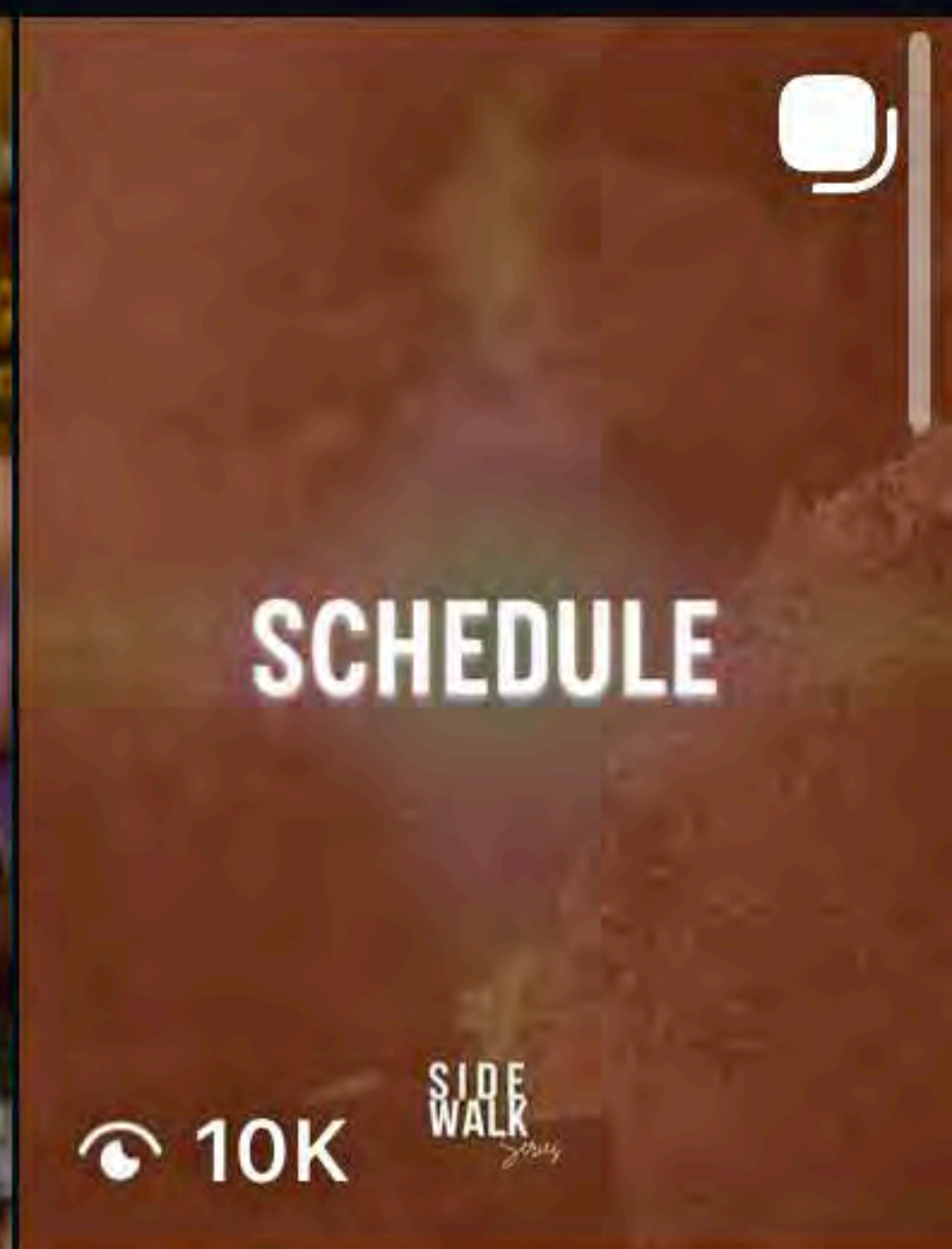


COMUNIDAD

👁 2,332

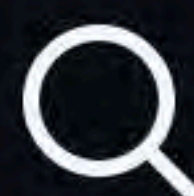


👁 1,324



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



8:58



Story Takeovers September 16  
From Create Mode >



Activity



Facebook



Browse



Send



More



February 2, 2025 Special & Regular GC Mtg

# 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

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**To:** Mayor Joel Fajardo and Councilmembers

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

**Date:** February 2, 2026

**Subject:** Discussion and Consideration to Approve Co-Sponsorship and Use of the City Seal with Ignite the Light of Hope Foundation for Food Distributions

### RECOMMENDATION:

It is recommended that the City Council:

- a. Approve Co-Sponsorship of food distribution events hosted by Ignite the Light of Hope Foundation (ITLH) to support food security and community well-being through the San Fernando Together Initiative;
- b. Approve the use of the City seal on print material and social media pursuant to City Council Ordinance No. 1724 (Attachment "A"); and
- c. Continue the consideration of a Memorandum of Understanding (MOU) with ITLH to continue food distributions through an amended scope, and to provide related fundraising support to a future City Council meeting date.

### 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.

**Discussion and Consideration to Approve Co-Sponsorship and Use of the City Seal with Ignite the Light of Hope Foundation for Food Distributions**

Page 2 of 4

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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.
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.
6. On January 20, 2026, the City Council directed staff to engage ITLH regarding the inclusion of the Bags of Hope program, and, if possible, return with options to reintegrate the service within the agreement with the City.

**ANALYSIS:**

On January 20, 2026, City staff presented ITLH’s request to transition from a Contract Services Agreement to a Memorandum of Understanding (MOU). ITLH noted that the program operates as a collaborative, community-based partnership rather than a traditional vendor relationship, and that an MOU more accurately reflects this framework. Unlike a contract, which creates legally enforceable obligations, an MOU documents shared intent and cooperation without creating binding duties.

As part of this transition, ITLH proposed an updated scope of work. Under the proposed MOU, ITLH will no longer provide the Bags of Hope direct-to-home grocery delivery program. Instead, ITLH will commit to two food distribution events per month within the City, with at least one event held at a City facility. Distribution schedules and locations at City facilities will be determined jointly by the City and ITLH.

ITLH will retain full responsibility for program implementation, including food sourcing, logistics, volunteer coordination, and funding. The City will not provide direct financial support. The City’s role will be limited to coordination and support, such as issuing letters of support, assisting with facility use for ITLH events, sharing program information through City communication channels, and participating in coordination meetings to ensure alignment with the San Fernando Together initiative.

City Council Direction

On January 20, 2026, the City Council directed staff to engage ITLH regarding the inclusion of the Bags of Hope program, and, if possible, return with options to reintegrate the service within the agreement with the City.



**Discussion and Consideration to Approve Co-Sponsorship and Use of the City Seal with Ignite the Light of Hope Foundation for Food Distributions**

Page 3 of 4

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On January 23, 2026, staff met with ITLH representatives to discuss potential options for the Bags of Hope program. ITLH indicated they would provide follow-up options; however, this information was not received in time for inclusion in this agenda. ITLH expressed willingness to re-incorporate the program but raised concerns related to reporting requirements and costs, particularly given increased immigration enforcement activity in the region. Staff will continue working with ITLH and the City Attorney to address these concerns before returning to City Council with a revised MOU.

**Co-Sponsorship**

The current contract between the City and ITLH expires on February 4, 2026. A food distribution event is scheduled for February 13, 2026, after the contract expiration. To ensure continuity of services, staff is requesting City Council approval to co-sponsor the February 13, 2026 food distribution and any additional distributions with ITLH until a decision is made on the scope of a subsequent MOU.

Co-sponsorship would include the use of City-owned facilities, event equipment, and support for event promotion and community outreach, including use of the City seal. This approach allows food distributions to continue without interruption while staff works toward finalizing an MOU that may include the Bags of Hope program.

**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 (1<sup>st</sup> 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:**

There is no budget impact associated with co-sponsoring ITLH food distributions. The sponsorship entails providing in-kind support, such as utilizing social media outlets for marketing and featuring the event on the City's website. Additionally, the City will waive any applicable facility permit fees associated with co-sponsored events, which could range in cost from approximately \$150 - \$1,000 per event, according to the Fiscal Year 2024-25 Fee Schedule.

**CONCLUSION:**

Staff recommends that the City Council approve co-sponsorship of food distribution events hosted by Ignite the Light of Hope Foundation (ITLH) to support food security and community well-being through the San Fernando Together Initiative; approve the use of the City seal on print

**Discussion and Consideration to Approve Co-Sponsorship and Use of the City Seal with Ignite the Light of Hope Foundation for Food Distributions**

Page 4 of 4

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material and social media pursuant to City Council Ordinance No. 1724 (Attachment “A”); and continue the consideration of a Memorandum of Understanding (MOU) with ITLH to continue food distributions through an amended scope, and to provide related fundraising support to a future City Council meeting date.

**ATTACHMENT:**

- A. Ordinance No. 1724
- B. Citywide Food Distribution Advertising Flyer

**ORDINANCE NO. 1724****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING ARTICLE 1 (GENERAL PROVISIONS) OF CHAPTER 1 (GENERAL PROVISIONS AND PENALTIES) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH RESTRICTIONS AND PROTECTIONS AGAINST THE UNAUTHORIZED USE OF THE CITY SEAL AND OTHER CITY LOGOS AND INSIGNIAS**

**WHEREAS**, the City of San Fernando has a City Seal and certain other logos and insignia that are not protected from unauthorized use by ordinance or copyright law; and

**WHEREAS**, California Government Code § 34501.5 and Elections Code § 18304 solely protect city seals by prohibiting the use of a city seal in campaign literature or mass mailing with the intent to deceive voters; and

**WHEREAS**, the unauthorized use, reproduction or facsimile of a city seal for any purpose may create a misleading, erroneous or false impression that the document, item, statement, event, and/or organization is authorized, supported, and/or sponsored by the City or a public official; and

**WHEREAS**, the City desires to protect its official seal from all unauthorized uses to prevent fraud, deception, misrepresentation, and/or abuse; and

**WHEREAS**, the City Council seeks to ensure that the City Seal, the City logo, and other City insignia are used only for purposes directly related to the official business of the City of San Fernando, or as expressly authorized.

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

**SECTION 1.** The recitals above are true and correct and incorporated herein by reference.

**SECTION 2.** Section 1-14 (Custodian of city seal) set forth under Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is hereby repealed in its entirety. Section 1-14 shall hereafter appear as follows:

*Sec. 1-14. Reserved*

**SECTION 3.** Section 1-13 (Description of the city seal) of Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is repealed in its entirety and replaced and superseded by the following net title and text:

*Sec. 1-13. Custody and Use of the City Seal and City Logos and Insignias*

*(a) Definitions.*

*"City Seal" means the official seal of the City of San Fernando as adopted by Ordinance No. 2. The common seal of the City of San Fernando described as consisting of a circular disc, 1 $\frac{1}{8}$  inches in diameter, having a design cut thereon showing the San Fernando Mission with a rising sun, surrounded by the words "City of San Fernando, California, Incorporated Aug. 31, 1911." The City Seal is depicted in color and in monochrome as follows:*



*"City Logo" means an illustrative logo depicting the City Seal in monochrome with the words "The City of San Fernando" overlay on top and with the letters "D" and "O" in the word "Fernando" interlocking.*



*"City Insignia" means in addition to the City Seal and City Logo as designated by the City Council, any other logos, website banners, letterhead, business cards, or emblems depicting or including the City of San Fernando, as approved by the City Manager.*

*(b) Use of City Seal, City Logo and City Insignia.*

- (1) The City Clerk or designee, acting as the custodian of the City Seal, City Logo and any City Insignia, is authorized to use or affix the City Seal, City Logo and any City Insignia to all certificates and documents as may be required by law, by this Municipal Code, or by City ordinance or resolution, to authenticate official City documents or to indicate institutional sanction for official, legal and ceremonial purposes.*
- (2) The City Seal, City Logo and any City Insignia shall only be used for purposes directly connected with the official business of the City of San Fernando, its City Council, boards and commissions, committees, officers or departments or for such other purposes as the City Council may specify by policy adopted by resolution.*

- (3) *In the manner specified by City Council policy adopted by resolution, City officers, employees, members of the City Council and members of City boards, commissions and committees may use stationery, printed materials and other articles with the City Seal, City Logo or City Insignia while acting within the scope of their office or employment.*
- (4) *The City Council retains the right to create variations of the City Seal and City Logo, and to adopt and establish other official City Seals and City Logos. Such variations may include, but are not limited to, centennial or other seals or logos which mark anniversaries, events, and/or any other City occasion the City Council wishes to commemorate. The City Seal and City Logo may only be altered pursuant to ordinance or resolution of the City Council.*
- (5) *The City Manager or designee is authorized to determine the appropriate use of City Insignia. The City Manager shall not approve any use of the City Insignia in such a manner as to suggest City endorsement of events, political issues, products, and other uses that are prohibited by law, or in a discriminatory manner or manner inconsistent with this chapter.*

(c) *Prohibited Uses of City Seal, City Logo and City Insignia.*

- (1) *It is unlawful for any person or entity to make use of the City Seal, City Logo, and/or City Insignia or any portion, facsimile, mock-up, or reproduction thereof, or make or use of any design, symbol, emblem, insignia or similar device that is an imitation of said City Seal, City Logo, or City Insignia, or that may be mistaken therefor, that is designed, intended or likely to confuse, deceive or mislead the public, for private or commercial purposes or for any purpose other than the official business of the City without the express written consent of the City Council or as otherwise authorized by any policies and procedures adopted by City Council resolution.*
- (2) *No person, firm, association, or corporation shall use the City Seal, City Logo, and/or City Insignia, or any facsimile thereof for purposes of supporting or opposing the nomination or election to any City or other public office of him or herself or any other person, or for purposes of supporting or opposing any ballot measure, nor include such City Seal, City Logo, and/or City Insignia on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election. This section shall not be applicable to writings issued by the City of San Fernando or the City Council as a whole pursuant to law.*
- (3) *Unauthorized use of the City Seal, City Logo, and/or City Insignia for commercial, malicious, deceptive, fraudulent, or other unauthorized purposes without the express written authorization of the City of San Fernando is declared to be a public nuisance and the City can abate or enjoin such use pursuant to this Municipal Code.*

(d) Penalties.

*Violation of this section shall be an infraction or misdemeanor and punishable by a fine not exceeding \$1,000.00, or imprisonment for a term not exceeding six months, or by both such fine and imprisonment. Nothing herein prevents the City from using any other available civil and/or criminal remedies allowed by law to protect the City Seal, City Logo, and City Insignia from improper or illegal use.*

**SECTION 4.** CEQA. The City Council has determined that the proposed Ordinance is not a “project” as defined by the California Environmental Quality Act (CEQA) Guidelines Section 15378.

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

**SECTION 6.** Inconsistent Provisions. Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Ordinance.

**SECTION 7.** Construction. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the San Fernando Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

**SECTION 8.** Authority and Publication. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

**SECTION 9.** Effective Date. This Ordinance shall go into effect and be in full force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.




**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of San Fernando at a regular meeting held on the 2<sup>nd</sup> day of April, 2024.

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

**ATTEST:**

  
\_\_\_\_\_  
Julia Fritz, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Richard Padilla, Assistant City Attorney

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1724 which was introduced on March 18, 2024, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the 2<sup>nd</sup> day of April, 2024 by the following vote of the City Council:

**AYES:** Solorio, Fajardo, Mendoza, Rodriguez - 4

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 16<sup>th</sup> day of April, 2024.

  
\_\_\_\_\_  
Julia Fritz, City Clerk

# 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

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**To:** Mayor Joel Fajardo and Councilmembers

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

**Date:** February 2, 2026

**Subject:** Discussion and Consideration to Approve the 2026 Legislative Platform and Legislative Appropriation Requests

### RECOMMENDATION:

It is recommended that the City Council:

- a. Review and approve the 2026 Legislative Platform (Attachment "A");
- b. Review and approve or approve with modification of the 2026 Legislative Appropriation Requests (Attachment "B"); and
- c. Authorize the City Manager to take certain related actions as provided Legislative Advocacy Policy and submit appropriation requests on behalf of the City.

### BACKGROUND:

1. On February 21, 2023, the City Council adopted Resolution No. 8213 (Attachment "C") approving the Legislative Advocacy Policy (Exhibit "A" to Attachment "C") and 2023 Legislative Platform (Exhibit "B" to Attachment "C").
2. On February 17, 2024, the City Council approved the 2024 Legislative Platform and 2024 Legislative Appropriation Requests, which prioritize critical investments in water, transportation, and emergency preparedness infrastructure.
3. On February 3, 2025, the City Council approved the 2025 Legislative Platform and 2025 Legislative Appropriation Requests, which included adding upgrades to San Fernando Post Office at 308 S Maclay Avenue.
4. On August 4, 2025, the City Council approved an Amendment to the 2025 Legislative Platform to Include the Category of "Immigration" in response to heightened immigration enforcement activities in the community.

## Discussion and Consideration to Approve the 2026 Legislative Platform and Legislative Appropriation Requests

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5. In the 2025 calendar year, the City distributed 12 advocacy letters and 15 letters of support to various stakeholders regarding funding appropriations (Attachment “D”) in accordance with the adopted Legislative Policy, Platform and Appropriation Requests.

### ANALYSIS:

A Legislative Advocacy Policy establishes guidelines and standards for utilizing resources to provide an organization’s position on proposed legislation to Federal, State, and Local elected officials. An accompanying Legislative Platform identifies an organization’s broad advocacy positions on contemporary issues and legislation. A Legislative Platform is short-term in nature, typically speaks to current issues, and is supported by a majority of the governing body.

The Legislative Advocacy Policy approved by the City Council in 2023 formalized the procedure for engaging in legislative advocacy by permitting City staff to write letters in support of, or opposition to, proposed legislation without presenting every item to City Council at a regular City Council meeting. As a result, the City has been able to quickly respond to legislative developments impacting the City as long as the position aligns with an element of the City Council-approved Legislative Platform. The Policy leaves room for the City Council to weigh in if the City Manager is unsure whether or not a proposed bill aligns with an established position on the Legislative Platform.

The following table illustrates the number of legislative advocacy letters written in the last five (5) years.

	2021	2022	2023	2024	2025
<b>Legislative Advocacy Letters Written</b>	6	5	13	12	12
<b>Letters of Support for Funding Provided</b>	4	5	12	10	15
<b>Total</b>	<b>10</b>	<b>10</b>	<b>25</b>	<b>22</b>	<b>27</b>

The City documented all advocacy letters written in 2025 through the City Project and City Council Priorities Agenda Report, provided at each City Council meeting. A summary of all legislative advocacy letters written in 2025 is included as Attachment “D”.

The positions included in the proposed 2026 Legislative Platform are aligned with the City’s Strategic Goals and are informed by the League of California Cities legislative and advocacy priorities, positions that the City has taken, positions that neighboring cities have taken in recent years, and legislative priorities of other local government advocacy organizations. The common theme for all positions outlined in the platform continues to be a focus on the need to preserve local funding and local authority.

## Discussion and Consideration to Approve the 2026 Legislative Platform and Legislative Appropriation Requests

Page 3 of 4

The proposed 2026 Legislative Platform does not include any changes from the City Council approved 2025 Platform, as priorities outlined by the League of California Cities and neighboring cities continued to align with the City's existing priorities.

As the City completes a new strategic plan development process in 2026, staff will return to City Council with updated categories and considerations, as needed, to align with the approved Strategic Plan.

### Legislative Appropriation Requests.

Federal and state legislative appropriation requests serve to secure financial support for City programs and initiatives while building partnerships with other federal and state government entities. By engaging in the appropriations process, the City raises awareness about priorities, provides the opportunity to collaborate with federal and state policymakers, and reduces the tax burden to local businesses and residents by leveraging outside funding sources to pay for critical infrastructure and priorities.

The proposed 2026 Legislative Appropriation Requests (Attachment "B") focus on City Council-identified priorities that involve substantial costs and would place a significant burden on local taxpayers if funded solely through local revenues. Appropriation requests are tailored to each legislative representative based on committee assignments and past support for related policies.

Most of the proposed requests are carryovers from the 2025 Appropriation Requests, as they were not funded in 2025. Staff recommends adding two new projects not included in the prior year: funding for Phases II and III of the Las Palmas Park Revitalization Project and funding to complete the Recreation Park Field Restoration Project.

The 2026 Appropriation Requests includes seven (7) high-priority projects and four (4) medium-priority projects.

### *High Priority*

Project	Funding Requested
Citywide Advanced Metering Infrastructure (AMI)	\$5,500,000
Pedestrian Gates and Railroad Crossing Improvements	\$7,000,000
Recreation Park Kitchen Remodel	\$2,500,000
Regional Emergency Operations Center and Resiliency Hubs	\$4,216,500
Upgrades to San Fernando Post Office at 308 S Maclay Ave	\$1,999,999
Las Palmas Park Revitalization Project Phase II and III	\$7,600,000
Recreation Park Field Restoration	\$1,250,000

## Discussion and Consideration to Approve the 2026 Legislative Platform and Legislative Appropriation Requests

Page 4 of 4

### *Medium Priority*

Project	Funding Requested
Develop New L.A. County Library	\$10,000,000
Glenoaks Bridge Replacement	\$12,600,000
New Water Reservoir	\$22,000,000
Trolley Electrification	\$3,360,000

High-priority items are projects that the City typically brings directly to its State and/or Federal elected officials. These projects address San Fernando's specific needs and support key City functions with more targeted uses. Medium-priority projects generally align with grant programs that are widely available at the State and/or Federal level. For these projects, the City will work with San Fernando's State and Federal representatives to support and advocate for grant or funding applications.

City staff will continue to coordinate with legislative representatives to better understand their roles within each committee as well as their history for supporting state and federal policies that align with City's priorities. By engaging in consistent conversation with representatives and their offices, staff can ensure requests for funding and legislative advocacy efforts are made in a timely and appropriate manner.

### **BUDGET IMPACT:**

There is no budget impact associated with approving the 2026 Legislative Platform and legislative appropriation requests as they are included in the Fiscal Year 2025-2026 City Manager's Office Work Plan. In the event the City is awarded any grants or additional funding, staff will return to City Council with a resolution to formally accept the award and appropriate funds.

### **CONCLUSION:**

It is recommended that the City Council approve of the 2026 Legislative Platform in order to streamline the process by which the City Council and City staff take positions on proposed federal, state, and local legislation and approve or approve with modification of the 2026 legislative appropriation requests to submit to federal and state elected officials.

### **ATTACHMENTS:**

- A. Proposed 2026 Legislative Platform
- B. Proposed 2026 Legislative Appropriation Requests
- C. Resolution No. 8213, including:
  - Exhibit "A": Legislative Advocacy Policy
  - Exhibit "B": 2023 Legislative Platform
- D. Summary of 2025 Legislative Advocacy Letters Written



# City of San Fernando

## 2026 Legislative Platform

*In accordance with City Council Legislative Advocacy Policy No. CC-02212023*  
*Revised February 2026*

### **Guiding Principles**

#### **1. Preserve Local Funding**

The City supports the protection of existing state and local funding sources and the legal authority to raise and collect revenue for the City of San Fernando. Such areas include the protection of state-shared revenues, assets of the former redevelopment agency, development impact fees, and the ability to collect compensation for the use of the public right-of-way or City-owned facilities. The City opposes any new mandates that are unfunded and/or inadequately funded.

At the federal level, the City supports the preservation and enhancement of federal assistance to local governments. This includes increasing federal funding for domestic discretionary programs that support residents in San Fernando.

#### **2. Preserve Local Authority**

The City supports local decision-making authority and opposes preemption of local control. Cities are voluntarily created by the residents of a community to provide local self-government and to make decisions at a local level to best meet the needs of the community. Each community has unique needs and characteristics that are best met by policies set by its local governing body. The City supports efforts that help municipalities maintain local control for reasonable development standards of land use regulation for housing, including accessory dwelling units and single family-zoned properties.

At the Federal level, the City opposes efforts to limit the ability of local governments to address matters such as the imposition of taxes and fees, enforcement of zoning and land use regulations, or the ability to ensure the safety of our residents.

## City Strategic Goals and Legislative Platform

The City of San Fernando's 2022-2026 Strategic Goals help frame the City's Legislative Platform, as follows:

### 1. Focus On Community First

- a. *Public Safety*
- b. *Libraries, Parks, and Open Space*
- c. *Public Health and Food Security*
- d. *Immigration*

### 2. Cultivating A Stronger Local Economy

- a. *Economic Development and Workforce Development*

### 3. Preserve Beautiful Homes And Neighborhoods

- a. *Housing and Homelessness Prevention*

### 4. Strengthen Climate Resilience And Environmental Justice

- a. *Environmental Sustainability, Climate Resilience and Environmental Justice*

### 5. Enhance Public Transportation To Move San Fernando

- a. *Transportation and Infrastructure Investment*

### 6. Build Resilient And Reliable Infrastructure

- a. *Capital Improvements and Infrastructure*

### 7. Forge Financial Strength And Stability

- a. *Budget and Municipal Finance*

### 8. Emergency Preparedness: Supporting The Community

- a. *Emergencies and Natural Disasters*

## 1. Focus On Community First

### ***Public Safety***

The safety of San Fernando residents is the City's highest priority. The City will track and take positions on federal and state legislation that impacts law enforcement, disaster preparedness training and safety.

#### *The City Supports:*

1. Legislation and funding to improve the safety, security, and quality of life for all San Fernando residents, businesses and visitors.
2. Reasonable criminal justice reform measures that are inclusive of concerns from prosecutors, victims' rights groups, and law enforcement agencies and do not hinder law enforcement's ability to protect the community.
3. Legislation that helps reduce recidivism, help rehabilitate recidivist offenders, and expand funding for these efforts.
4. Legislation that leverages the latest technology to prevent and resolve crimes, such as the ability to use live view cameras, automatic license plate recognition, and DNA testing.
5. Legislation that provides local jurisdictions greater flexibility to set enforceable speed limits.



6. Legislation and funding to reduce and prevent gun violence, crimes, drug use, and gang violence.
7. Legislation that promotes public outreach and intervention programs that specifically divert juveniles from the criminal justice system.
8. Legislation that would increase federal resources for law enforcement recruiting efforts, training particularly, as it relates to de-escalation and proportional use of force, and maintenance of body-worn camera programs.
9. Legislation that prevents and reduces crime by assisting and providing supportive services for individuals in need, and holding those accountable for crimes committed.
10. Legislation that ensures public safety through the assistance and rehabilitation of individuals challenged with mental illness and/or substance abuse, and resources for these efforts to increase awareness, public education, and training opportunities.

### ***Libraries, Parks, and Open Space***

The seven San Fernando park facilities and one Los Angeles County-operated Public Library are crucial aspects of the community. They allow residents to learn, connect, and play, while strengthening the bonds among residents. The City will track and take positions on legislation in order to maintain and enhance the quality of parks, open spaces, and the public library.

#### ***The City Supports:***

1. Legislation that provides funding for rehabilitation, development, and capital improvements of local parks, libraries, and community facilities.
2. Legislation that preserves and protects open space.
3. Legislation and funding that aim to support the development and maintenance of parks and green space.
4. Legislation and administrative actions that protect the ability for a local government to preserve open space in and around a local government's jurisdiction.
5. Full funding of the state's obligation to support local public libraries pursuant to existing formulas established in the state's education code.
6. Full funding of the San Fernando Library by Los Angeles County that provides access and service commensurate with other Los Angeles County libraries.

### ***Public Health and Food Security***

With the creation of the Healthy San Fernando initiative in 2014, the City revamped its efforts to support the health of its residents. City will also continue to seek support for youth and elderly programming to complement existing initiatives, such as Recreation and Community Services' Summer and Winter Camps, the San Fernando After School Teen Program, and the Elderly Nutrition Program. The City will support efforts to improve the health and food security of residents, increased funding in public health institutions and organizations supporting food security, and more equitable access to the health care system.

#### ***The City Supports:***

1. Legislation that creates options and opportunities for access to affordable healthcare.
2. Legislation that protects the rights of diverse populations, the LGBTQ+ community, and of women (including reproductive rights), to support improved health outcomes.

3. Legislation that helps foster independence, well-being, and access to resources for older adults.
4. Legislation which provides state and federal funding opportunities to increase access to childcare for the community.
5. Legislation to improve funding for, and access to, programs and services for mental and behavioral health.
6. Legislation that aims to identify and resolve the effects of institutional racism that drive health inequities in the population.
7. Legislation to improve health coverage in a comprehensive manner provided adequate funding and cost controls are in place.
8. Legislation and local funding opportunities to increase access to subsidized and free meal programs for at-risk adults and youth.

### ***Immigration***

The City recognizes the invaluable contributions of immigrant residents to the cultural, economic, and social fabric of the community. In alignment with the City's values of inclusion, dignity, and upholding constitutional protections, the City supports legislation and policies that promote immigrant rights, public safety, access to essential services, and protections from discrimination.

#### ***The City Supports:***

1. Legislation that upholds and strengthens the California Values Act (SB 54) and other state laws limiting the use of local resources for federal immigration enforcement.
2. Legislation that increases funding for local programs that support immigrant integration, including language access, education, employment training, and civic engagement.
3. Legislation that protects due process rights for immigrants in detention or facing removal and ensures access to legal representation.

## **2. Cultivating a Stronger Local Economy**

### ***Economic Development and Workforce Development***

San Fernando's downtown business corridor and rich cultural history provide a strong foundation for sustained economic development and prosperity. Through the Business and Community Resource Center, the City is in the position to support efforts to bring in more businesses, create more jobs, and strengthen our local economy. The City will track and take positions on federal and state legislation that impacts our workforce and business community.

#### ***The City Supports:***

1. Legislation that would provide State or Federal aid and assistance to support local small businesses, including grants, low-interest loans, and technical assistance programs.
2. Legislation that would provide local officials more discretion in the use of State and Federal funds for economic development purposes.
3. Legislation that would eliminate the matching dollar requirements for economic development state grants.

4. Legislation that enacts and expands state tax incentives that assist City economic development and community revitalization efforts.
5. Legislation that would increase opportunities for environmentally beneficial jobs.
6. Legislation that supports streamlining regulations and reduces barriers to entrepreneurship, fostering a business-friendly environment.
7. Legislation that encourages initiatives to attract investment in key sectors such as technology, renewable energy, and tourism, promoting economic diversification and job creation.
8. Legislation that would increase funding, or create new funding sources, for local economic development, such as tax increment financing, community development block grants, business improvement districts, and tax credits.
9. Legislation that promotes equitable funding for K-12 education, including resources for high-needs schools and support for career and technical education programs.
10. Legislation that support initiatives that expand access to higher education, workforce training, and apprenticeship opportunities, preparing residents for jobs in emerging industries.
11. Legislation that promote partnerships between local schools, businesses, and community organizations to strengthen educational outcomes and workforce readiness.

### 3. Preserving Beautiful Homes and Neighborhoods

#### *Housing and Homelessness Prevention*

The City of San Fernando has taken measures to preserve the safety and beauty of our residential areas, create housing opportunities for low-income residents, and established efforts to address and prevent homelessness. As the City continues to develop home rehabilitation programs, maintaining property standards, historic homes, and local control of planning and zoning will further strengthen San Fernando's charm and growth. The City will track and take positions on legislation that impacts local control of housing, planning, and zoning.

#### *The City Supports:*

1. Legislation and programs that provide funding and housing assistance programs at all income levels, including extremely-low and very-low income households.
2. Legislation and programs that assist the public and private sectors in funding workforce housing.
3. Legislation to streamline historic preservation regulations and procedures for the designation of properties as historic resources.
4. Legislation that protects property ownership and prioritizes small property owners over institutional investors.
5. Legislation that provides support services and housing services to seniors and disabled residents.
6. Legislation that changes the current State Density Bonus law to restore local control.
7. Legislation that provides additional resources for the development of affordable housing programs and/or expand code enforcement programs to protect existing housing stock.

8. Changes to state law that recognizes the production and protection of all housing types in the City for the State's RHNA purposes.
9. Legislation and grant opportunities that preserve or increase funding for the Community Development Block Grant (CDBG) program and HOME Investment Partnerships Program.
10. Legislation that authorizes funding to assist local agencies in the development of affordable housing.
11. Legislation increases the protection of tenants' rights.
12. Legislation, regulatory, or administrative efforts that provide additional authority or funding for municipalities to address homeless issues within their communities.
13. Legislation that supports homeless outreach, prevention programs, mental health crisis care, and other efforts to address the root causes of homelessness.
14. Legislation that provides direct funding to cities to implement local strategies.

*The City Opposes:*

1. Legislation and regulations that preempt local governments' land use authority.
2. Legislation that removes local control, allows for irresponsible housing development in San Fernando, and interferes with protection of residential neighborhoods.
3. Legislation that reduces administrative fees for housing assistance to non-income earning clients (e.g. seniors and the disabled).
4. Legislation that creates inefficient processes or other obstacles to the provision of homeless services, as well as any new legislation that would abridge or limit local regulatory mechanisms designed to increase affordable housing production (e.g., inclusionary housing programs).
5. Legislation that proposes to convert the Regional Housing Need Assessment (RHNA) from a planning process to a production standard.
6. Legislation that seeks to circumvent local control and local circumstances when addressing homelessness.

## 4. Strengthen Climate Resilience and Environmental Justice

### ***Environmental Sustainability, Climate Resilience and Environmental Justice***

With the development of the *San Fernando Park Infiltration Project*, the *Calles Verdes* and *Carlisle Green Alley* storm water capture projects, the *Pacoima Wash Bike Path*, and a Citywide goal to increase tree canopy coverage by 33% by 2027, San Fernando is actively engaged in ensuring the community is resilient in the face of climate change. The City will track and take positions on federal and state proposed legislation that impacts these projects as well as those that affect their climate resilience and environmental justice goals.

*The City Supports:*

1. Legislation that supports efforts or provides funding to reduce greenhouse gas emissions, improve air quality, and mitigate the impacts of climate change, including investments in renewable energy and sustainable transportation.

2. Legislation that provides funding for electrification initiatives and the associated infrastructure (i.e. electric charging stations).
3. Legislation, regulatory proposals, or grant opportunities for local governments that provide funding for developing or enhancing alternative fueling stations for vehicles.
4. Financial incentives for renewable energy, such as the Clean Renewable Energy Bond (CREB) program.
5. Changes to the Water Infrastructure Finance and Innovation Act (WIFIA) program to provide assistance toward 100% of the cost of a project. In addition, the City is supportive of the WIFIA program for local and regional water supply projects that help protect against drought related shortages or supply interruptions.
6. Legislation that would provide resources to address severe western drought conditions, supports safe drinking water, and increases funding for non-potable water infrastructure and storage.
7. Funding to implement local strategies will help create more resilient forests, improve wildfire mitigation, and help provide communities with clean, reliable water.
8. Legislation aimed at reducing disposable products and packaging, including product and disposal bans for environmentally problematic materials. Legislation that does not overly burden municipalities with data capture, reporting, and enforcement, which does include reasonable phase out periods is ideal.
9. Legislation that would reform Proposition 218 and enhance the ability of public water agencies to finance storm water and recycled water infrastructure, provide flexibility for the establishment of conservation-based tiered rate structures, prevent cost shifts from one customer group to another, and allow public agencies - at their discretion, to implement lifeline water rates for low-income households.
10. Legislation and regulation that promotes responsible groundwater and surface water management.

*The City Opposes:*

1. Green House Gas (GHG) emissions reduction legislation that adds financial risk, creates regulatory uncertainty, impacts participation in the Cap and Trade Program, penalizes early voluntary action, or reduces the allocation of Low Carbon Fuel Standard credits.
2. RPS or GHG reduction targets that adversely impacts electric reliability, including any prohibitions on using natural gas-fired generation as necessary to mitigate electric transmission and distribution system constraints. Targets must be practical so that utilities are able to protect both ratepayer funds and public safety while encouraging environmental protection.
3. Air quality legislation that restricts the land use authority of cities.
4. Legislation that would preempt local land use authority over solid waste facilities, would restrict the ability of a city to issue a land use permit for a solid waste facility or would restrict the ability of a city to condition such facilities through conditional use permit process.

## 5. Enhance Public Transportation to Move San Fernando

### *Transportation and Infrastructure Investment*

With the East San Fernando Valley Regional Light Rail and Metrolink track expansion projects on the horizon, public transportation options for San Fernando residents will continue to increase over the next decade. The San Fernando Trolley and Mission City Transit currently provide free/affordable services for residents and visitors to move around the City, and the Trails Network is in place to diversify residents modes of transportation to meet intersecting climate and transportation goals. The City will track and take positions on legislation that impact these projects, while also ensuring that all transportation projects do not negatively affect the daily lives of San Fernando residents.

### *The City Supports:*

1. Legislation that increases affordable public transit.
2. Legislation that provides incentives for the development of local transportation corridors.
3. Local, regional, State, and federal legislative, administrative, and regulatory efforts that will expand and/or supplement funding for maintaining transportation service program funds for employee benefits or for specific Metropolitan Transportation Authority (MTA) transportation programs and passenger rail service.
4. Local, regional, State, and federal legislative, administrative, and regulatory efforts that will expand and/or supplement funding for maintaining and upgrading major thoroughfares in the City.
5. Legislation that increases funding for transportation infrastructure projects, including road maintenance, public transit expansion, and active transportation infrastructure.
6. Legislation that supports initiatives to reduce traffic congestion, improve mobility options, and enhance connectivity within our city and with neighboring communities.
7. Legislation that provides funding for infrastructure investments that prioritize safety, accessibility, and sustainability, promoting multimodal transportation solutions for all residents.
8. Legislation and funding that supports the expansion of the City's bike and pedestrian network, including implementation of the City's Safe and Active Streets Plan.

### *The City Opposes:*

1. Failing to account for safety, parking impacts, local traffic impacts, and economic and social justice concerns when regional transportation projects are planned within the City.

## 6. Build Resilient and Reliable Infrastructure

### *Infrastructure*

Investing in infrastructure improvements is an investment in our residents' safety and quality of life. The City will track and take positions on federal and state proposed legislation that impacts their ability to build resilient and reliable infrastructure.



*The City Supports:*

1. Legislation that allocates additional state funding for the upgrade, replacement, and construction of needed infrastructure at the state and local level.
2. Legislation and direct grant funding to local governments for a federal investment in transportation, water resources, housing, and community development.
3. Legislation to develop infrastructure for local performing art centers, libraries, parks, and recreational facilities.
4. Legislation, programs, and funding to close the digital divide and maximize access to broadband and 5G technologies.

*The City Opposes:*

1. Legislation that limits or eliminates local discretionary review of the installation of small cell wireless equipment or any wireless technology facilities on public infrastructure or in the public right of way.
2. Regulatory efforts by Congress or the Federal Communications Commission to erode, limit, or eliminate local government authority regarding siting of cellular communications towers, transmission sites, or other infrastructure.

## 7. Forge Financial Strength and Stability

***Budget and Municipal Finance***

Financial sustainability is dependent on consistent sources of revenue and balanced financial management practices. The City will track and take positions on federal and state legislation that impacts local control of financial revenue sources and decision-making.

*The City Supports:*

1. Legislation or ballot measures that prevent the State from redirecting local government funds (i.e. local taxes, sales tax, property taxes, etc).
2. Legislation that promotes increased flexibility for the utilization of municipally generated revenues.
3. Legislation that changes the allocation of sales tax for online purchases from the County pool and reallocates it to the city where the purchase is made.
4. Direct fiscal assistance to local governments of all population sizes to address the loss of revenue from declared states of emergency or natural disasters.
5. Legislation that would restore the tax break for advanced refunding bonds.
6. Legislation to allow local governments to collect sales taxes on remote sales, such as online and catalog purchases based on the delivery address.
7. Legislation, regulatory proposals, or administrative actions to assure timely reimbursements of mandated reimbursements owed to the City of San Fernando by the State of California.
8. Legislation that maintains or enhances the City's ability to keep and protect existing state and local funding sources providing revenues to the City of San Fernando.

*The City Opposes:*

1. Legislation or initiatives that would undermine voter-approved initiatives to guarantee ongoing revenue sources for local governments.
2. Legislation that undermines and preempts local authority over local taxes and fees.
3. Efforts to eliminate, or cap, the tax-exempt status of municipal bonds as a tool for local governments to finance large capital projects.
4. Legislation that imposes limits on governmental deferred compensation plans.
5. Legislation that limits local authority by prohibiting state and local taxes and fees in areas such as wireless services, video services (including but not limited to, internet protocol ("IPP") enabled, streaming, and over-the-top services), and the sale of digital goods.

## **8. Emergency Preparedness: Supporting the Community**

***Emergencies and Natural Disasters***

The City will track and take positions on federal and state proposed legislation that impacts local governments' emergency preparedness capabilities. Specifically, staff will closely monitor legislation at the State and Federal levels pertaining to emergency response funding that relate to the 2025 Windstorm and Fire event, as well as measures that proactively work towards enhancing the community's preparedness for future disasters.

*The City Supports:*

1. Legislation that directs fiscal assistance to local governments of all population sizes to address the catastrophic loss of revenue resulting from declared emergencies or natural disasters.
2. Legislation that directs fiscal assistance to publicly owned utilities to credit delinquent utility bills for their customers.
3. Legislation that encourages disaster preparedness and emergency planning, including funding to develop a permanent Emergency Operations Center (EOC) to further emergency management preparedness efforts. Seek direct and flexible funding to localities to sustain core services and provide community recovery programs while responding to public health emergencies and natural disasters.
4. Legislation that helps fund emergency management training as well as equipment and technology purchases necessary for day-to-day operations, disaster planning and operation of a fully capable Emergency Operations Center.
5. Legislation that increases the Fire Department's ability to provide Emergency Medical Services; fire suppression and rescue services; hazardous material spill mitigation; fire prevention; arson investigation; and public education.
6. Legislation and regulation that contributes to increasing the seismic safety of buildings including seismic retrofit, retrofit funding, or higher levels of structural resilience of buildings.
7. Legislation that encourages disaster preparedness and emergency planning, including funding opportunities for emergency operations centers, emergency management training and facilities, backup generators, fire safety equipment and maintenance inspections, vegetation management, and increased staffing needs.

## City of San Fernando 2026 Appropriation Requests

Project	Purpose	Request Amount	Previously Requested?	Federal or State Request
<b>High Priority *</b>				
Citywide Advanced Metering Infrastructure (AMI)	Collect frequent and accurate water usage data to improve billing, leak detection, and water resource management.	\$5,500,000	Yes	Federal
Pedestrian Gates and Railroad Crossing Improvements	Improve pedestrian safety at four at-grade railroad crossings for pedestrians.	\$7,000,000	Yes	Federal and State
Recreation Park Kitchen Remodel	Remodel kitchen area and upgrade appliances to enable the City to prepare hot meals for the community to address food security and establish cooking classes.	\$2,500,000	Yes	State
Regional Emergency Operations Center and Resiliency Hubs	Support the community during natural disasters through upgrades to emergency operating center supplies and facilities.	\$4,216,500	Yes	Federal and State
Upgrades to San Fernando Post Office at 308 S Maclay Ave	Improve service delivery through the installation of a drive through option and upgraded facilities at the City's USPS location.	\$1,999,999	Yes	Federal
Las Palmas Revitalization Project Phase II and III	Complete construction work on the full scope of the project, which currently has funding for design and Phase I construction. Phase II and III include baseball field upgrades, lighting enhancements and updates to various park facilities.	\$7,600,000	No	State
Recreation Park Field Restoration	Restore the baseball field grass area at Recreation Park.	\$1,750,000	No	State
<b>Medium Priority **</b>				
Develop New L.A. County Library	Purchase and develop a new L.A. County Library in San Fernando.	\$10,000,000	Yes	State
Glenoaks Bridge Replacement	Replace the Glenoaks bridge over the Pacoima Wash which has been inspected and recommended for replacement.	\$12,600,000	Yes	Federal and State
New Water Reservoir	Construction of a new 2 million gallon water reservoir on land owned by the City to increase water storage capacity by 22% and ensure water resiliency for all residents.	\$22,000,000	Yes	Federal and State
Trolley Electrification	Purchase a new fleet of fully-electric trolleys or convert existing diesel trolleys to electric to support local, sustainable transportation options.	\$3,360,000	Yes	Federal and State

**Total Requested: \$78,526,499**

**\*High Priority** - These priorities are typically direct requests to the City's elected officials at the State and/or Federal level. These projects include key functions that are uniquely relevant to San Fernando and the unique needs of the community.

**\*\*Medium Priority** - These priorities are typically related to common grant opportunities that are made widely available at the State and/or Federal levels. The City will seek support from San Fernando's State and Federal elected officials to promote grant or funding applications on initiatives related to these projects.

## RESOLUTION NO. 8213

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AUTHORIZING THE ADOPTION OF THE CITY OF SAN FERNANDO'S LEGISLATIVE ADVOCACY POLICY**

**WHEREAS**, in the California legislature, between 1,900 and 2,500 bills are introduced each year.<sup>1</sup> In 2022, 2,020 bills were introduced and, Governor Gavin Newsom signed 997 bills into law;<sup>2</sup> and

**WHEREAS**, the City of San Fernando ("City") seeks to effectively advocate on behalf of its residents through a formal, streamlined process to meet the speed and frequency of state and federal legislative action; and

**WHEREAS**, the San Fernando City Council ("City Council") instructs the City Staff ("Staff") on policy matters; and

**WHEREAS**, the City Council wishes to adopt the Legislative Advocacy Policy formalizing and streamlining the legislative advocacy procedures; and

**WHEREAS**, the Legislative Advocacy Policy will include an attachment exhibit of the San Fernando Legislative Platform; and

**WHEREAS**, the City Council wishes to authorize City Staff to engage in legislative advocacy in accordance with the San Fernando Legislative Platform without requiring affirmative City Council approval each time; and

**WHEREAS**, the Legislative Platform may be updated by City Staff and approved by the City Council on an annual basis; and

**WHEREAS**, an affirmative vote of a majority of City Council will be necessary to determine the City's official position if the City Council and/or Staff are unclear on the City's position in relation to the Legislative Platform.

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<sup>1</sup> Micheli, Chris. "How Many Bills Historically Get Introduced in the California Legislature?" California Globe, September 29, 2022. <https://californiaglobe.com/articles/how-many-bills-historically-get-introduced-in-the-california-legislature/>.

<sup>2</sup> California, State of. "Bills, Bills, Bills." California Governor, October 3, 2022. <https://www.gov.ca.gov/2022/10/02/bills-bills-bills/#:~:text=SACRAMENTO%20%E2%80%93%20Governor%20Gavin%20Newsom%20just,signing%20997%20bills%20into%20law.>

**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 the Recitals of this Resolution are true and correct.

**SECTION 2. Environmental Review.** The City Council hereby finds that the adoption of the City of San Fernando Legislative Advocacy Policy is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), "Common Sense Exemption," because it can be seen with certainty that there is no possibility that the adoption of this Plan, in and of itself, may have a significant effect on the environment.

**SECTION 3. Findings.** The City Council, as consideration of the Legislative Advocacy Policy, as recommended by City staff and reports thereof, makes the following findings:

- a. The proposed Legislative Advocacy Policy and Legislative Platform will help expedite the City of San Fernando's current process to support or oppose local, state, and federal legislation without requiring City Council review and approval each time.
- b. The Legislative Platform may be updated by City Staff and approved by the City Council on an annual basis.

**SECTION 4.** Adopt the Legislative Advocacy Policy (Exhibit "A").

**SECTION 5.** Approve the City of San Fernando 2023 Legislative Advocacy Platform (Exhibit "B").

**SECTION 6.** Appoints the City Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project; and

**SECTION 7.** 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 21<sup>st</sup> day of February, 2023.**

DocuSigned by:

*Celeste Rodriguez*

1802A32830E7406...

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

**ATTEST:**

DocuSigned by:

*Julia Fritz*

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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. 8213 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 21<sup>st</sup> day of February, 2023, by the following vote of the City Council:

**AYES:** Solorio, Fajardo, Montañez, Mendoza, Rodriguez - 5

**NAYS:** None

**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 6th day of March, 2023.

DocuSigned by:  
  
E4162E636E934B3...  
Julia Fritz, City Clerk



## POLICY/PROCEDURE

SUBJECT	ISSUANCE	
	ORIGINAL DATE	EFFECTIVE
Legislative Advocacy Policy	2/21/2023	2/21/2023
	CURRENT DATE	EFFECTIVE
CATEGORY	POLICY NO.	SUPERSEDES
City Council Policy	CC-02212023	

### MANAGEMENT POLICY/PROCEDURES

#### SECTION I. PURPOSE

To establish guidelines and standards regarding utilizing City resources to provide the City's position on proposed legislation to Federal, State, and Local elected officials. The Legislative Platform identifies the City's broad advocacy positions on issues and legislation. They are short-term in nature, typically speak to current issues, and support the Council and staff on intergovernmental matters. They are a component of the City Council Policies, which provide guidelines for City action in all areas of City business. City business is defined as all matters directly related to service delivery, or otherwise contributing to the City's operational success.

#### SECTION II. STATEMENT OF POLICY

Each year the City Manager shall present a draft Legislative Platform to City Council. Once approved, these positions become the official City advocacy position on pending legislation.

The Legislative Platform is utilized by Councilmembers and staff throughout the year to determine City positions on legislation and intergovernmental issues and minimizes the need for staff to request direction from Council on legislation and issues as they arise. The Legislative Advocacy Policy should not duplicate policies already cited in other Council Policy documents, i.e. the Council Policy Manual, General Plan, Municipal Code, etc.

Throughout the year, staff monitors and researches pending legislation to identify bills that could significantly impact San Fernando. Research actions range from web site research to contacting legislative analysts in government offices and city associations. Staff may conduct advocacy should issues arise throughout the year that significantly impact the City, and if Council positions have previously been established by the Legislative Platform.

To consolidate documents, underscore important issues, and focus the City's limited advocacy resources, the Legislative Advocacy Policy includes the City's annual Legislative Platform. Following annual Council approval, the current year's Legislative Platform will provide the substantive basis through City Council and City staff engage in legislative advocacy.

The City Manager shall monitor the provisions of the Legislative Platform within the City Manager's responsibilities outlined in the Municipal Code. Disagreement in interpretation of how proposed legislation either aligns or does not align with the Legislative Platform shall be resolved by the City Council. The City Manager may institute administrative policy to implement this policy if necessary. At the time a new

Councilmember is seated, the City Manager should review this policy and the Legislative Platform with him/her. Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.

### SECTION III. PROCEDURES

#### A. City Council to City Manager:

1. A City Council member notifies the City Manager that a state or federal bill, a rule proposed by a regulatory agency, or a proposed ordinance or resolution considered by a local governing body, conflicts or aligns with the Legislative Platform.
2. The City Manager and the relevant City Department Head(s) review the legislation to determine whether immediate action should be taken.
  - a. If yes, then the City Manager will engage in legislative advocacy in accordance with the position stated in the Legislative Platform.
    - i. The City Manager will electronically notify the City Council of the submission of a letter or intent to call the relevant representatives or agencies.
    - ii. All legislative advocacy will be documented in a Legislative Advocacy Quarterly Summary.
  - b. If no, or if the City's position is unclear, then the City Manager will recommend (via electronic notification) the Councilmember request to discuss the legislation, via the City Council agenda process, in order to adopt a position. If adopted, the vote will also include the next steps to perform legislative advocacy.

#### B. City Staff to City Manager:

1. A City Staff member(s) notifies the City Manager that a state or federal bill, a rule proposed by a regulatory agency, or a proposed ordinance or resolution considered by a local governing body, conflicts or aligns with the Legislative Platform.
2. The City Manager reviews the legislation to determine whether immediate action should be taken.
  - a. If yes, then the City Manager will engage in legislative advocacy in accordance with the position stated in the Legislative Platform.
    - i. The City Manager will electronically notify the City Council of the submission of a letter or intent to call the relevant representatives or agencies.
    - ii. All legislative advocacy will be documented in a Legislative Advocacy Quarterly Summary.

- b. If no, or if the City's position is unclear, the staff member will write a report to discuss during the next possible City Council meeting, and then the City Council will vote to adopt or deny the position. If adopted, the vote will also include the next steps to perform legislative advocacy.

C. City Partners to City Councilmember or City Manager:

The City of San Fernando is a member of a number of organizations that monitor legislation including, but not limited to, the League of California Cities, the Independent Cities Association, and the California Contract Cities Association. These organizations, as well as other coalitions aligned with the City's legislative priorities, inform Councilmembers and City Staff of opportunities to take formal positions on proposed legislation.

1. A City Partner notifies a City Council member or City Staff member of a state or federal bill, a rule proposed by a regulatory agency, or a proposed ordinance or resolution considered by a local governing body, that conflicts or aligns with the Legislative Platform.
2. If the City Council member is contacted by a City Partner, they notify the City Manager pursuant to the City Council to City Manager section above.
3. The City Manager and relevant Department Director(s) review the legislation to determine whether immediate action should be taken.
  - a. If yes, then the City Manager will engage in legislative advocacy in accordance with the position stated in the Legislative Platform.
    - i. The City Manager will electronically notify the City Council of the submission of a letter or intent to call the relevant representatives or agencies.
    - ii. All legislative advocacy will be documented in a Legislative Advocacy Quarterly Summary.
  - b. If no, or if the City's position is unclear, the staff member will write a report to discuss during the next possible City Council meeting, and then the City Council will vote to adopt or deny the position. If adopted, the vote will also include the next steps to perform legislative advocacy.

D. Councilmember Individual Advocacy:

City Councilmembers may individually advocate on behalf of themselves regarding legislation impacting the City. If a City Councilmember chooses to engage in legislative advocacy on behalf of themselves, then they shall electronically notify the City Manager.

E. Legislative Advocacy Quarterly Summary:

The City Manager shall send a "Legislative Advocacy Quarterly Summary" to the City Council at the end of each quarter. The "Legislative Advocacy Quarterly Summary" is a compilation of the legislative advocacy work in the prior 3 months, and may be included in regular quarterly reports by the City Manager. The Summary will include:

1. A brief description of the letters sent, which includes date and purpose of advocacy.
2. The dates of phone calls with elected representatives and regulatory agencies if applicable.
3. The specific legislation discussed.

#### **SECTION IV. DEFINITIONS**

##### **A. Legislative Advocacy –**

1. Writing letters or making phone calls to elected county, state, and federal representatives, or regulatory agencies, in support or opposition to a proposed legislation or rule.
2. Adopting resolutions with the City's position.

##### **B. Legislative Advocacy Quarterly Summary – A compilation of the City's legislative advocacy work during the previous quarter.**

##### **C. City Partner – Organizations and coalitions that the City is a member of, or may or may not choose to join.**

##### **D. Legislative Platform – A document including the state and federal policy positions of the City, which is evaluated on an annual basis and must be approved by the City Council.**

#### **SECTION V. LEGISLATIVE PLATFORM**

The City of San Fernando's Legislative Platform will be established annually by City Staff and reviewed by City Council.

The City Council reviews and adopts the Legislative Platform, which forms the basis for legislative advocacy activities engaged in by City Council Members and City Staff.

The Legislative Platform is informed by the City's Strategic Goals, City Partner advocacy priorities, and neighboring cities positions.

#### **SECTION VI. AUTHORITY**

Policy adopted by the City Council on February 21, 2023, by order of City Council Resolution No. 8213



# City of San Fernando

## 2023 Legislative Platform

*In accordance with City Council Legislative Advocacy Policy No. CC-02212023  
Revised February 2023*

### Guiding Principles

#### 1. Preserve Local Funding

The City supports the protection of existing state and local funding sources and the authorities that provide revenues to the City of San Fernando. Such areas include the protection of state-shared revenues, assets of the former redevelopment agency, development impact fees, and the ability to collect compensation for the use of the public right-of-way or City-owned facilities. The City opposes any new mandates that are unfunded and/or inadequately funded.

At the federal level, the City supports the preservation and enhancement of federal assistance to local governments. This includes increasing federal funding for domestic discretionary programs that support residents in San Fernando.

#### 2. Preserve Local Authority

The City supports local decision-making authority and opposes preemption of local control. Cities are voluntarily created by the residents of a community to provide local self-government and to make decisions at a local level to best meet the needs of the community. Each community has unique needs and characteristics that are best met by policies set by its local governing body. The City supports efforts that help municipalities maintain local control for reasonable development standards of land use regulation for housing, including accessory dwelling units and single family-zoned properties.

At the Federal level, the City opposes efforts to limit the ability of local governments to address matters such as the imposition of taxes and fees, enforcement of zoning and land use regulations, or the ability to ensure the safety of our residents.

## City Strategic Goals and Legislative Platform

The City of San Fernando's 2022- 2027 Strategic Goals help frame the City's Legislative Platform, as follows:.

- 1. Focus On Community First**
  - a. Public Safety*
  - b. Libraries, Parks, and Open Space*
  - c. Public Health*
- 2. Cultivating A Stronger Local Economy**
  - a. Economic Development*
- 3. Preserve Beautiful Homes And Neighborhoods**
  - a. Housing*
- 4. Strengthen Climate Resilience And Environmental Justice**
  - a. Climate Resilience and Environmental Justice*
- 5. Enhance Public Transportation To Move San Fernando**
  - a. Public Transportation*
- 6. Build Resilient And Reliable Infrastructure**
  - a. Infrastructure*
- 7. Forge Financial Strength And Stability**
  - a. Budget and Municipal Finance*
- 8. Emergency Preparedness: Supporting The Community**
  - a. Emergencies and Natural Disasters*

### 1. Focus On Community First

#### ***Public Safety***

The safety of San Fernando residents is the City's highest priority. The City will track and take positions on federal and state legislation that impacts law enforcement, disaster preparedness training and safety.

#### ***The City Supports:***

1. Legislation and funding to improve the safety, security, and quality of life for all San Fernando residents, businesses and visitors.
2. Reasonable criminal justice reform measures that are inclusive of concerns from prosecutors, victims' rights groups, and law enforcement agencies and do not hinder law enforcement's ability to protect the community.
3. Legislation that helps reduce recidivism, help rehabilitate recidivist offenders, and expand funding for these efforts.
4. Legislation that would take advantage of the latest technology to prevent and resolve crimes, such as the ability to use surveillance cameras, automatic license plate recognition, and DNA testing.



5. Legislation that provides local jurisdictions greater flexibility to set enforceable speed limits.
6. Legislation and funding to reduce and prevent gun violence, crimes, drug use, and gang violence, and to promote public outreach and intervention programs that specifically divert juveniles from the criminal justice system.
7. Legislation that would increase federal resources for law enforcement recruiting efforts, training particularly, as it relates to de-escalation and proportional use of force, and maintenance of body-worn camera programs.
8. Legislation that prevents and reduces crime by assisting and providing supportive services for individuals in need, and holding those accountable for crimes committed.
9. Legislation that ensures public safety through the assistance and rehabilitation of individuals challenged with mental illness and/or substance abuse, and resources for these efforts to increase awareness, public education, and training opportunities.

### ***Libraries, Parks, and Open Space***

The seven San Fernando park facilities and County-operated Public Library are crucial aspects of the community. They allow residents to learn, connect, and play, while strengthening the bonds among residents. The City will track and take positions on legislation in order to maintain and enhance the quality of parks, open spaces, and the public library.

#### ***The City Supports:***

1. Legislation that provides funding for rehabilitation, development, and capital improvements of local parks, libraries, and community facilities.
2. Legislation that preserves and protects open space.
3. Legislation and funding that aim to support the development and maintenance of parks and green space.
4. Legislation and administrative actions that protect the ability for a local government to preserve open space in and around a local government's jurisdiction.
5. Full funding of the state's obligation to support local public libraries pursuant to existing formulas established in the state's education code.

### ***Public Health***

With the creation of the *Healthy San Fernando* initiative in 2014, the City revamped its efforts to support the health of its residents. The successful "100 Citizens Outdoor Adult & Senior Fitness Program" facilitated conversations about healthy eating, and offered spinning, yoga, and pilates classes, among other programming, for community members. Improving the health of residents through citywide programming, increased funding in public health institutions, and more equitable access to the health care system, will frame the positions the City takes on federal and state legislation throughout 2023.

#### ***The City Supports:***

1. Legislation that creates options and opportunities for access to affordable healthcare.
2. Legislation that protects the rights of diverse populations, the LGBTQ+ community, and of women (including reproductive rights), to support improved health outcomes.

3. Legislation and local funding opportunities to increase access to subsidized meal programs for older adults and youth.
4. Legislation that helps foster independence, well-being, and access to resources for older adults.
5. Legislation which provides state and federal funding opportunities to increase access to childcare for the community.
6. Legislation to improve access to programs and services for mental and behavioral health.
7. Legislation that aims to identify and resolve the effects of institutional racism that drive health inequities in the population.
8. Legislation to improve health coverage in a comprehensive manner provided adequate funding and cost controls are in place.
9. Legislation and local funding opportunities to increase access to subsidized meal programs for older adults and youth.

## **2. Cultivating a Stronger Local Economy**

### ***Economic Development***

San Fernando's downtown business corridor and rich cultural history provide a strong foundation for sustained economic development and prosperity. With nine new businesses including restaurants, auto shops, a shipping store opening in 2022, and a Target set to open in the summer of 2023, we must leverage this momentum to bring in more businesses, create more jobs, and strengthen our local economy. The City will track and take positions on federal and state legislation that impacts our workforce and business community.

#### ***The City Supports:***

1. Legislation that would provide State or Federal aid and assistance in the development of local and regional economies.
2. Legislation that would provide local officials more discretion in the use of State and Federal funds.
3. Legislation that would eliminate the matching dollar requirements for economic development state grants.
4. Legislation that enacts and expands state tax incentives that assist City economic development and community revitalization efforts.
5. Legislation that would increase opportunities for environmentally beneficial jobs.
6. Legislation that authorizes a local agency the authority to regulate the delivery of cannabis or cannabis products within its jurisdictional boundaries.

#### ***The City Opposes:***

1. Legislation or regulatory action that seeks to limit or eliminate municipal authority to regulate or ban commercial growing, processing, licensing, sale, or transport of cannabis or cannabis products for recreational or medical use.

## **3. Preserving Beautiful Homes and Neighborhoods**

### ***Housing***

The City of San Fernando has taken measures to preserve the safety and beauty of our residential areas and create housing opportunities for low-income residents. As the City prepares to develop home rehabilitation programs, maintaining property standards, historic homes, and local control of planning and zoning will further strengthen San Fernando's charm and growth. The City will track and take positions on legislation that impacts local control of housing, planning, and zoning.

#### ***The City Supports:***

1. Legislation and programs that provide funding and housing assistance programs at all income levels, including extremely-low and very-low income households.
2. Legislation and programs that assist the public and private sectors in funding workforce housing.
3. Legislation to streamline historic preservation regulations and procedures for the designation of properties as historic resources.
4. Legislation that protects property ownership and prioritizes small property owners over institutional investors.
5. Legislation that provides support services and housing services to seniors and disabled residents.
6. Legislation that changes the current State Density Bonus law to restore local control.
7. Legislation that provides additional resources for the development of affordable housing programs and/or expand code enforcement programs to protect existing housing stock.
8. Changes to state law that recognizes the production and protection of all housing types in the City for the State's RHNA purposes.
9. Legislation and grant opportunities that preserve or increase funding for the Community Development Block Grant (CDBG) program and HOME Investment Partnerships Program.
10. Legislation that authorizes funding to assist local agencies in the development of affordable housing.
11. Legislation, regulatory, or administrative efforts that provide additional authority or funding for municipalities to address homeless issues within their communities.
12. Legislation that ensures state and regional initiatives to address homelessness and mental health crisis care, as well as grant programs that provide direct funding to cities to implement local strategies.

#### ***The City Opposes:***

1. Legislation and regulations that preempt local governments' land use authority.
2. Legislation that removes local control, allows for irresponsible housing development in San Fernando, and interferes with protection of residential neighborhoods.
3. Legislation that reduces administrative fees for housing assistance to non-income earning clients (seniors and the disabled).

4. Legislation that creates inefficient processes or other obstacles to the provision of homeless services, as well as any new legislation that would abridge or limit local regulatory mechanisms designed to increase affordable housing production (e.g., inclusionary housing programs).
5. Legislation that proposes to convert the Regional Housing Need Assessment (RHNA) from a planning process to a production standard.
6. Legislation that seeks to circumvent local control and local circumstances when addressing homelessness.

## **4. Strengthen Climate Resilience and Environmental Justice**

### ***Climate Resilience and Environmental Justice***

With the development of the *San Fernando Park Infiltration Project*, the *Calles Verdes* storm water capture project, the Pacoima Wash Bike Path, and a Citywide goal to increase tree canopy coverage by 33% by 2027, San Fernando is actively engaged in ensuring the community is resilient in the face of climate change. These efforts are in conjunction with the City's installation of five electric vehicle charging stations and one compressed natural gas station. The City will track and take positions on federal and state proposed legislation that impacts these projects as well as those that affect their climate resilience and environmental justice goals.

### ***The City Supports:***

1. Legislation that prioritizes the environment and balances the needs of the community.
2. Legislative efforts to increase climate resilience and adaptation funding for impacted communities like San Fernando.
3. Legislation that provides funding for electrification initiatives (i.e. electric charging stations).
4. Initiatives that avoid duplicative climate policies and are designed to lower greenhouse gas emissions, while urging consideration of technical feasibility, costs to ratepayers, as well as the time that it will take utilities to come into compliance with proposed initiatives.
5. Initiatives to reduce greenhouse gas emissions from the transportation sector through increased incentives for electric vehicles and funding for associated infrastructure.
6. Financial incentives for renewable energy, such as the Clean Renewable Energy Bond (CREB) program.
7. Changes to the Water Infrastructure Finance and Innovation Act (WIFIA) program to provide assistance toward 100% of the cost of a project. In addition, the City is supportive of the WIFIA program for local and regional water supply projects that help protect against drought related shortages or supply interruptions.
8. Legislation that would provide resources to address severe western drought conditions, including increased funding for non-potable water infrastructure and storage.
9. Legislation that would provide funding to improve California's headwaters, which provide flow to surface and groundwater supplies, and are critical to sustain local watersheds. Funding to implement local strategies will help create more resilient forests, improve wildfire mitigation, and help provide communities with clean, reliable water.

10. Legislation that improves air quality.
11. Legislation that ensures and conserves safe drinking water.
12. Legislation aimed at standardizing the resin code labeling on plastic packaging to make it easier to locate on the item and easier for the consumer to read.
13. Legislation aimed at reducing disposable products and packaging, including product and disposal bans for environmentally problematic materials. Legislation that does not overly burden municipalities with data capture, reporting, and enforcement, which does include reasonable phase out periods is ideal.
14. Legislation that would reform Proposition 218 and enhance the ability of public water agencies to finance storm water and recycled water infrastructure, provide flexibility for the establishment of conservation-based tiered rate structures, prevent cost shifts from one customer group to another, and allow public agencies - at their discretion, to implement lifeline water rates for low-income households.
15. Legislation that would maximize efficient water use and reduce water waste in California while reflecting local conditions, demand hardening, and historic conservation efforts.
16. Legislation and regulation that promotes responsible groundwater and surface water management.
17. Legislation that revises water quality testing standards based on scientific data as well as legislative and regulatory activities that will help ensure a fair and balanced compliance and enforcement structure for potable and related water discharges.
18. Legislation, regulatory proposals, or grant opportunities for local governments that provide funding for developing or enhancing alternative fueling stations for vehicles.

*The City Opposes:*

1. Green House Gas emissions reduction legislation that adds financial risk, creates regulatory uncertainty, impacts participation in the Cap and Trade Program, penalizes early voluntary action, or reduces the allocation of Low Carbon Fuel Standard credits.
2. Renewable Portfolio Standard (RPS) legislation that extends California Energy Commission ("CEC") jurisdiction over Publicly Owned Utilities ("POU"). Local elected governing bodies, such as the City Council, are best positioned to determine the appropriate means for local utilities to achieve GHG reductions.
3. RPS or GHG reduction targets that adversely impacts electric reliability, including any prohibitions on using natural gas-fired generation as necessary to mitigate electric transmission and distribution system constraints. Targets must be practical so that utilities are able to protect both ratepayer funds and public safety while encouraging environmental protection.
4. Air quality legislation that restricts the land use authority of cities.
5. Legislation redirected the funds authorized by Health and Safety Code Section 44223, which are currently used by local governments for locally based air quality programs.
6. Legislation that would preempt local land use authority over solid waste facilities, would restrict the ability of a city to issue a land use permit for a solid waste facility or would restrict the ability of a city to condition such facilities through conditional use permit process.

## **5. Enhance Public Transportation to Move San Fernando**

### ***Public Transportation***

With the East San Fernando Valley Regional Light Rail and Metrolink track expansion projects on the horizon, public transportation options for San Fernando residents will continue to increase over the next decade. The San Fernando Trolley and Mission City Transit currently provide affordable services for residents and visitors to move around the City, and the Trails Network is in place to diversify residents modes of transportation to meet intersecting climate and transportation goals. The City will track and take positions on legislation that impact these projects, while also ensuring that all transportation projects do not negatively affect the daily lives of San Fernando residents.

### ***The City Supports:***

1. Legislation that increases affordable public transit.
2. Legislation that provides incentives for the development of local transportation corridors.
3. Local, regional, State, and federal legislative, administrative, and regulatory efforts that will expand and/or supplement funding for maintaining transportation service program funds for employee benefits or for specific Metropolitan Transportation Authority (MTA) transportation programs and passenger rail service.
4. Local, regional, State, and federal legislative, administrative, and regulatory efforts that will expand and/or supplement funding for maintaining and upgrading major thoroughfares in the City.

### ***The City Opposes:***

1. Failing to account for safety, parking impacts, local traffic impacts, and economic and social justice concerns when regional transportation projects are planned within the City.

## **6. Build Resilient and Reliable Infrastructure**

### ***Infrastructure***

Investing in infrastructure improvements is an investment in our residents' safety and quality of life. The City will track and take positions on federal and state proposed legislation that impacts their ability to build resilient and reliable infrastructure.

### ***The City Supports:***

1. Legislation that allocates additional state funding for the upgrade, replacement, and construction of needed infrastructure at the state and local level.
2. Legislation and direct grant funding to local governments for a federal investment in transportation, water resources, housing, and community development.
3. Legislation to develop infrastructure for local performing art centers, parks, and recreational facilities.
4. Legislation, programs, and funding to close the digital divide and maximize access to broadband and 5G technologies.



*The City Opposes:*

1. Legislation that limits or eliminates local discretionary review of the installation of small cell wireless equipment or any wireless technology facilities on public infrastructure or in the public right of way.
2. Regulatory efforts by Congress or the Federal Communications Commission to erode, limit, or eliminate local government authority regarding siting of cellular communications towers, transmission sites, or other infrastructure.

## **7. Forge Financial Strength and Stability**

***Budget and Municipal Finance***

Financial sustainability is dependent on consistent sources of revenue and balanced financial management practices. The City will track and take positions on federal and state legislation that impacts local control of financial revenue sources and decision-making.

*The City Supports:*

1. Legislation or ballot measures that prevent the State from redirecting local government funds (i.e. local taxes, sales tax, property taxes, etc).
2. Legislation that promotes increased flexibility for the utilization of municipally generated revenues.
3. Legislation that changes the allocation of sales tax for online purchases from the County pool and reallocates it to the city where the purchase is made.
4. Direct fiscal assistance to local governments of all population sizes to address the loss of revenue from the COVID-19 pandemic and similar natural disasters.
5. Legislation that would restore the tax break for advanced refunding bonds.
6. Legislation to allow local governments to collect sales taxes on remote sales, such as online and catalog purchases based on the delivery address. California alone loses over \$4 billion annually in uncollected sales and use taxes on remote sales.
7. Legislation, regulatory proposals, or administrative actions to assure timely reimbursements of mandated reimbursements owed to the City of San Fernando by the State of California.
8. Legislation that maintains or enhances the City's ability to keep and protect existing state and local funding sources providing revenues to the City of San Fernando.

*The City Opposes:*

1. Legislation or initiatives that would undermine voter-approved initiatives to guarantee ongoing revenue sources for local governments.
2. Legislation that undermines and preempts local authority over local taxes and fees.
3. Efforts to eliminate, or cap, the tax-exempt status of municipal bonds, as it's a tool for local governments to finance large capital projects.
4. Legislation that imposes limits on governmental deferred compensation plans.

5. Legislation that limits local authority by prohibiting state and local taxes and fees in areas such as wireless services, video services (including but not limited to, internet protocol ("IPP") enabled, streaming, and over-the-top services), and the sale of digital goods.
6. Legislation that mandates participation in Social Security for local government employees covered by other retirement and/or pension systems.

## **8. Emergency Preparedness: Supporting the Community**

### ***Emergencies and Natural Disasters***

The City will track and take positions on federal and state proposed legislation that impacts local governments emergency preparedness capabilities.

#### ***The City Supports:***

1. Legislation that directs fiscal assistance to local governments of all population sizes to address the catastrophic loss of revenue resulting from the COVID-19 global pandemic and similar natural disasters.
2. Legislation that directs fiscal assistance to publicly owned utilities to credit delinquent utility bills for their customers.
3. Legislation that encourages disaster preparedness and emergency planning, including funding to develop a permanent Emergency Operations Center (EOC) to further emergency management preparedness efforts. Seek direct and flexible funding to localities to sustain core services and provide community recovery programs while responding to public health emergencies and natural disasters.
4. Legislation that helps fund emergency management training as well as equipment and technology purchases necessary for day-to-day operations, disaster planning and operation of a fully capable Emergency Operations Center.
5. Legislation that increases the Fire Department's ability to provide Emergency Medical Services; fire suppression and rescue services; hazardous material spill mitigation; fire prevention; arson investigation; and public education.
6. Legislation and regulation that contributes to increasing the seismic safety of buildings including seismic retrofit, retrofit funding, or higher levels of structural resilience of buildings.
7. Legislation that encourages disaster preparedness and emergency planning, including funding opportunities for emergency operations centers, emergency management training and facilities, backup generators, fire safety equipment and maintenance inspections, vegetation management, and increased staffing needs.



**To:** Mayor Joel Fajardo and Councilmembers

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

**Date:** February 2, 2026

**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

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Kanika Kith, City Manager

**Date:** February 2, 2026

**Subject:** Receive and File a Presentation Regarding Status Updates on City Beautification Efforts

### RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file a presentation regarding status updates on City Beautification Efforts (Attachment "A"); and
- b. Provide direction to staff, as necessary.

### BACKGROUND:

1. On January 20, 2026, the City Council directed staff to present a status update on a list of priorities presented by Mayor Fajardo, included as Attachment "A".

### ANALYSIS:

The City of San Fernando continues to advance citywide beautification and infrastructure improvements through coordinated tree maintenance and planting, signage restoration, trash removal, paving projects, and sidewalk repairs. Led primarily by the Public Works Department, these efforts are focused on enhancing neighborhood aesthetics, improving public safety, and maintaining the City's public right-of-way. As of January 2025, the City has made significant progress in maintaining and enhancing its urban forest, with approximately 1,110 trees trimmed citywide to improve tree health, visibility, and safety, and 385 new trees planted by City staff and TreePeople in parkways where trees were removed or canopy was limited, primarily in the northwest quadrant of the City. All plantings are consistent with the City's Urban Forest Management Plan and include species such as Holly Oak, Crape Myrtle, and Carrotwood. In addition, the City addressed priority maintenance needs by removing six emergency-condition trees, removing 12 tree stumps citywide, and planting eight new trees along Maclay Avenue.

## **Receive and File a Presentation Regarding Status Updates on City Beautification Efforts**

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The City has also made significant progress on its grid-based sidewalk assessment and repair program, performed by Precision. Repairs have been completed in Grids F and G, addressing 2,161 and 1,793 trip hazards respectively. Sidewalk assessment is complete in Grid E with repairs underway, and assessment is in progress in Grid C, with repairs to follow. Precision will proceed to Grids D, A, and B upon completion. In addition, City staff has replaced approximately 150 linear feet of sidewalk over the past three months to address priority locations and supplement contractor work. A map showing areas completed and in progress by Precision is included as Attachment "B".

At January 20, 2026 City Council meeting, Mayor Fajardo provided a list of priorities for City beautification efforts and the City Council directed staff to bring back the status of each priority to the next City Council meeting. The list of priorities and status are provided below.

### **1. Enhanced cleaning of streets, public restrooms, and loose trash removal**

Public Works conducts daily morning monitoring beginning at 6:00 a.m. in known illegal dumping areas, with debris removed every day. These efforts are supplemented by routine cleaning of parking lots and bus shelters throughout the City. All park restrooms are cleaned seven days a week by contracted janitorial staff during overnight hours between 10:00 p.m. and 7:00 a.m. In addition, loose litter in parks and parking lots is collected every morning, Monday through Sunday, to help maintain clean and safe public spaces for the community.

While Public Works can provide enhanced street cleaning, public restroom maintenance, and loose trash removal using existing staff, doing so would require redirecting current workloads. Additional staffing and funding would allow these services to be expanded without impacting existing operations.

### **2. Graffiti removal efforts and response-time standards**

Graffiti on public properties is typically removed the same day it is reported, with an average response time of less than 24 hours. Response times could be further improved through supplemental staffing or overtime, allowing for more frequent monitoring of recurring problem areas. Public Works, Police, and Community Preservation (Code Enforcement) continue to work collaboratively to address graffiti throughout the City.

In accordance with the City Council's graffiti abatement policy adopted in 2025, Community Preservation immediately issues a 72-hour notice of abatement to property owners for graffiti on private properties, whether reported or self-initiated. If the graffiti is not removed within the required timeframe, an administrative citation is issued pursuant to the San Fernando Municipal Code.

### **3. Status update on replacement of missing or damaged street and traffic signs**

Staff has already replaced several missing or damaged signs and refreshed crosswalk markings. Sign replacement priorities were based on school zones, high-traffic corridors, regulatory requirements, faded or missing signs, and street sweeping signage. New signage

**Receive and File a Presentation Regarding Status Updates on City Beautification Efforts**

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for schools, the Mall area, and wayfinding has been purchased, with installation scheduled to begin in mid-February. Additional signage purchases are planned within the current budget; however, staff will propose additional funding to support a phased, systematic replacement of signage in need of improvement or replacement citywide.

**4. Inventory and mapping of outstanding curb painting needs, including estimated costs**

Curb painting inventory and improvements have been completed in the Mall area, along Maclay Avenue, and in areas surrounding churches, schools, and other high-traffic locations, consistent with recommendations from the City Engineer. A map showing completed work is included as Attachment “C.”

A citywide curb painting assessment would require additional budget allocation and will be presented for consideration during the FY 2026–2027 budget discussions.

**5. List of outstanding tree requests, tree planting plans, and options for tree species, with emphasis on shade trees in residential areas**

As mentioned above, approximately 1,110 trees trimmed citywide to improve tree health, visibility, and safety, and 385 new trees planted by City staff and TreePeople in parkways where trees were removed or canopy was limited, primarily in the northwest quadrant of the City. All plantings are consistent with the City’s Urban Forest Management Plan and include species such as Holly Oak, Crape Myrtle, and Carrotwood. In addition, the City addressed priority maintenance needs by removing six emergency-condition trees, removing 12 tree stumps citywide, and planting eight new trees along Maclay Avenue.

A list of tree request is included as Attachment “D” and a list of approved tree species from the City’s Urban Forest Management Plan is included as Attachment “E”.

**6. Update on sidewalk conditions and responsibilities, including work done by between Precision and work done by Public Works**

As noted above, Precision has completed sidewalk assessments and repairs in Grids F and G, addressing 2,161 trip hazards in Grid F and 1,693 in Grid G. Assessments are complete in Grid E with repairs underway, and are ongoing in Grid C, with repairs to follow. Precision will then proceed to Grids D, A, and B. A map of completed and active areas is included as Attachment “B.”

In addition to contractor work, City staff has replaced approximately 150 linear feet of sidewalk over the past three months across multiple grids to address priority locations. Precision will continue to handle assessments and minor repairs (0.25 to 2.5 inches of uplift), while City staff will perform larger removals and replacements exceeding 2.5 inches. Additional funding for materials and overtime would be required to support staff-led replacements without impacting routine maintenance.

**Receive and File a Presentation Regarding Status Updates on City Beautification Efforts**

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**7. Code enforcement efforts related to parking lots and commercial properties**

As part of the Community Preservation Commercial Property Education and Maintenance Program, Community Preservation continues to engage with our local commercial business community to promote property upkeep, ensure compliance with local codes, and enhance the overall appearance of San Fernandos commercial corridors. During FY 2025–26, Community Preservation processed a total of 23 commercial property related enforcement cases and recognized 97 businesses for compliance with local codes.

Community Preservation will continue to monitor residential, commercial, and public parking lots throughout the City for various maintenance issues such as graffiti, broken wheel stops, trash, overgrown vegetation and pot holes. For City parking lots, Community Preservation Officers reports via GoGov to be addressed by Public Works.

**8. Cleanup, maintenance, outreach and planning efforts for Cindy Montañez Natural Park**

One Public Works Facilities staff member is assigned to routine cleanup, weed abatement, litter removal, and light vegetation trimming at the park, while also supporting maintenance activities citywide. Planning for Cindy Montañez Natural Park is underway as part of the Pacoima Wash Connectivity Project, a \$7.5 million Caltrans-funded effort that includes the Pacoima Wash Path extension, lighting, restrooms, landscaping, and a permanent memorial sign.

To engage the community, the project consultant will host outreach booths at the San Fernando Valley Mile on February 28 and the Spring Jamboree on April 4. A community workshop will also be held at Cindy Montañez Natural Park and will include a walk audit and discussion of future improvements. Nearby residents will be notified through door-to-door flyer distribution, social media, and email outreach.

**9. Update on efforts related to the Project Labor Agreement**

This topic was discussed at the City Council meeting on May 20, 2024. At that time, the City Council directed staff to return with general information on Project Labor Agreements (PLAs), including, but not limited to: the parties involved; how a PLA functions; a comparison of the PLA bidding process versus the City's standard construction bidding process; differences between PLA wages and prevailing wages; examples of other cities that utilize PLAs; and the types of projects to which a PLA may be applied. Staff will return at a future City Council meeting with the requested information.

**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.**

Staff will be recommending transitioning Homeless Services from the Business and Community Resources Center (BCRC) to the Police Department. This proposed change would allow for more efficient communications and tracking with North Valley Caring Services (the City's current Homeless Outreach provider) and enable more timely enforcement efforts,

**Receive and File a Presentation Regarding Status Updates on City Beautification Efforts**

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when necessary. The Police Department is currently in discussions with Los Angeles County to explore a potential partnership with the Department of Mental Health to enhance homeless outreach efforts, particularly in addressing individuals who are resistant to services.

The City continues to make progress on beautification, infrastructure, and community initiatives. Through coordinated efforts by Public Works, Community Preservation, and the Police Department, the City has maintained streets and parks, upgraded sidewalks and signage, and engaged the community in planning and outreach. Ongoing programs, including sidewalk repairs, tree maintenance and planting, curb and signage improvements, graffiti removal, and park planning, continue to be prioritized to ensure a cleaner, safer, and more vibrant City. Staff will continue to implement Council-directed initiatives, monitor outcomes, and return with updates and recommendations for further enhancements as resources and opportunities allow.

**BUDGET IMPACT:**

There is no budget impact associated with discussion of these priorities. Pending City Council direction, any items with funding requirements will be presented as part of the proposed Fiscal Year 2026-2027 budget process.

**CONCLUSION:**

It is recommended that the City Council receive the presentation on the status of the requested priorities and provide direction as necessary.

**ATTACHMENTS:**

- A. Agenda Item Request by Mayor Fajardo
- B. Sidewalk by Precision
- C. Curb Painting
- D. List of Tree Requests
- E. -Urban Forest Management Plan - Approved Parkway Tree Species

AGENDA REPORT

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**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.*

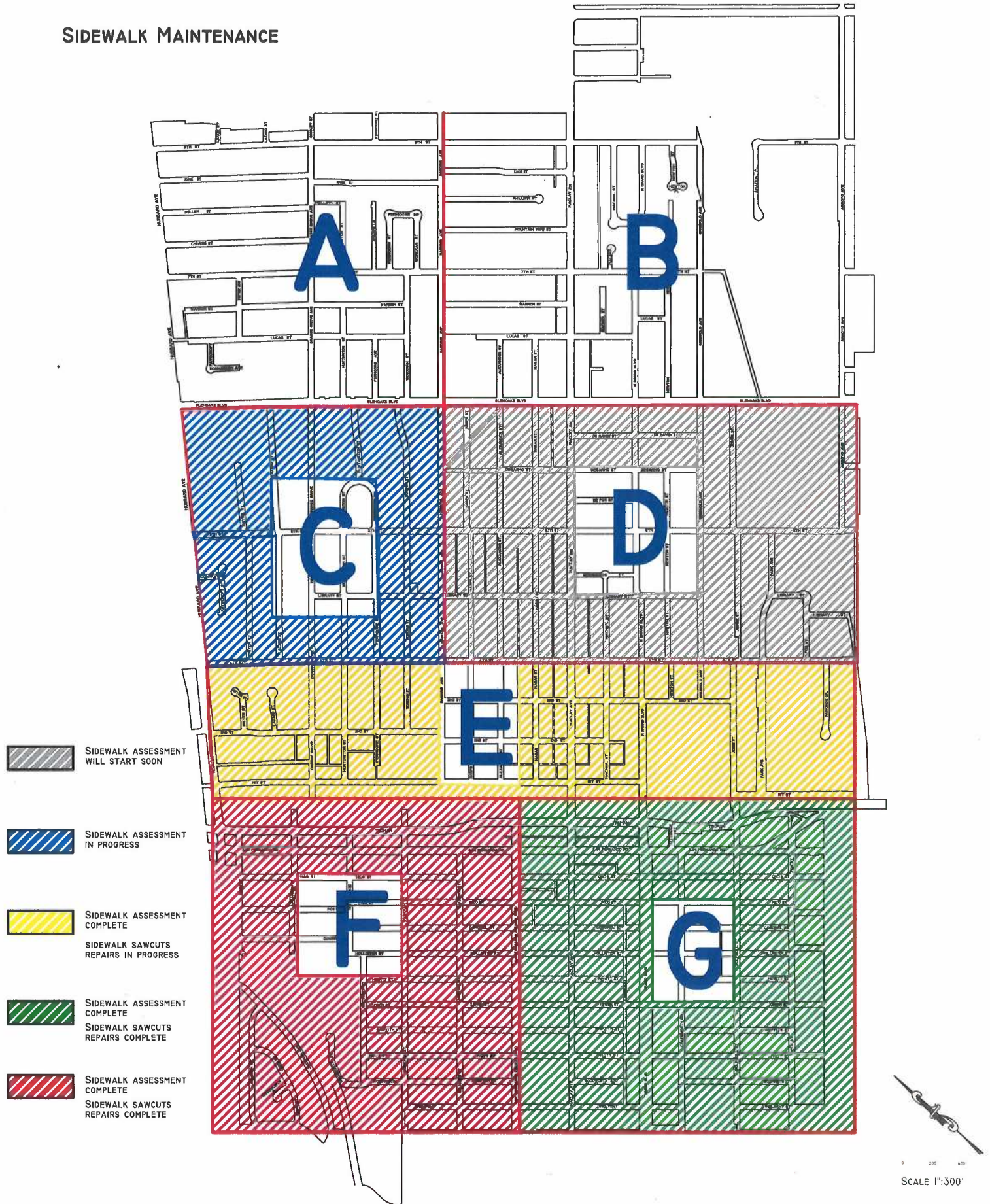
Provide direction to staff to return in February with a comprehensive presentation outlining proposed implementation strategies for the identified projects, including timelines, cost considerations, and any additional documents or policy actions necessary to move these initiatives forward.



Attached for discussion are the following priority areas:

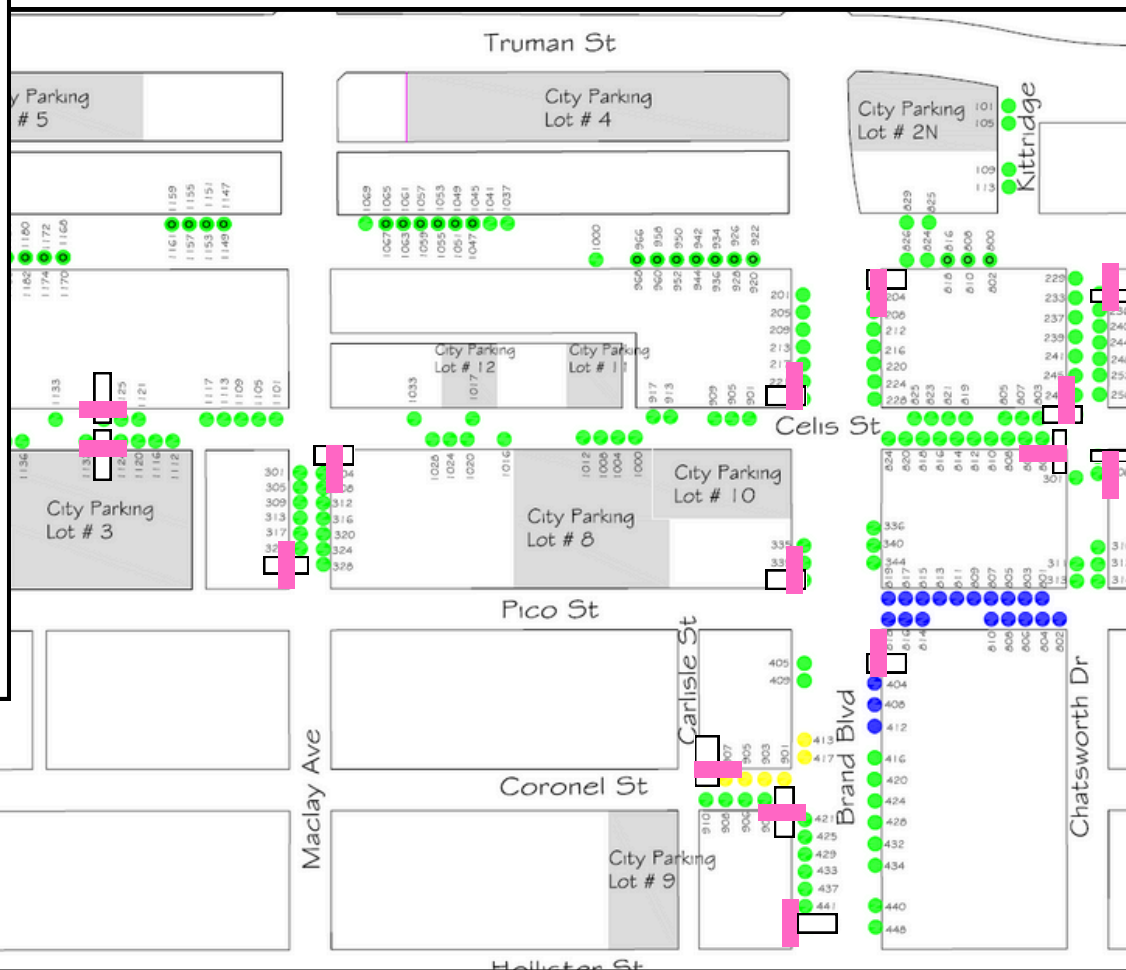
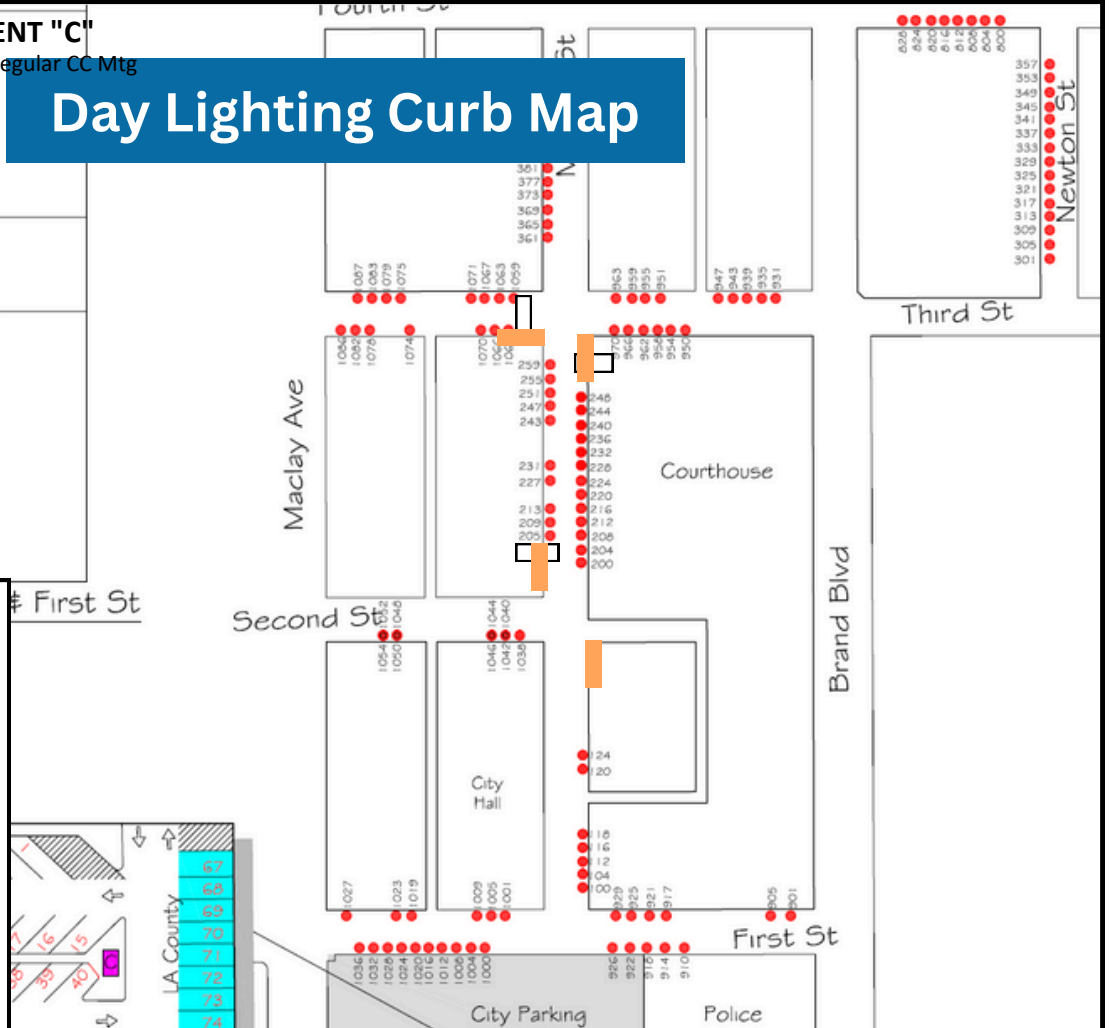
1. Enhanced cleaning of streets, public restrooms, and loose trash removal
2. Graffiti removal efforts and response-time standards
3. Status update on replacement of missing or damaged street and traffic signs
4. Inventory and mapping of outstanding curb painting needs, including estimated costs
5. List 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

SIDEWALK MAINTENANCE



# Day Lighting Curb Map

- Key**
- **Removed Meter**
  - **Extend Red curb + remove stall (4)**
    - Third St/ Macneil St (E)
    - Macneil St/ Third St (N)
    - Macneil St/ Second St (S)
    - Macneil St/ Second St (N)
  - **Extend Red Curb (15)**
    - Chatsworth/ SF Road (N)
    - Chatsworth/ Celis (S)
    - Chatsworth/ Celis (N)
    - Celis/ Chatsworth (E)
    - S Brand/ SF Road (N)
    - S Brand/ Celis (S)
    - S Brand/ Pico (S)
    - S Brand/ Pico (N)
    - S Brand/ Hollister (S)
    - Cornel/ S Brand (E)
    - Cornel/ Carlisle (W)
    - Maclay/ Celis (N)
    - Maclay/ Pico (S)
    - Celis between Maclay and SF Mission (Mid Block crosswalk)



RFS

No.	Type	Address	Description	Status	Activities ↑
<a href="#">23548</a>	Trees - Replant	1339 KEWEN ST		Open	<a href="#">PW2503332</a>
<a href="#">23397</a>	Trees - Replant	1402 PHILLIPPI ST	Dead tree was removed but never replaced.	Open	<a href="#">PW2502504</a>
<a href="#">23295</a>	Trees - Replant	434 FERMOORE ST	Requesting tree replacement	Open	<a href="#">PW2501994</a>
<a href="#">23190</a>	Trees - Replant	1530 EIGHTH ST		Open	<a href="#">PW2501370</a>
<a href="#">23176</a>	Trees - Replant	1046 GRIFFITH ST	Tree on Maclay	Open	<a href="#">PW2501238</a>
<a href="#">23147</a>	Trees - Replant	453 HARDING AVE		Open	<a href="#">PW2501021</a>
<a href="#">23038</a>	Trees - Replant	716 HARDING AVE		Open	<a href="#">PW2500346</a>
<a href="#">23016</a>	Trees - Replant	144 N HUNTINGTON ST	Replace two (2) trees	Open	<a href="#">PW2500193</a>
<a href="#">22898</a>	Trees - Replant	1416 PHILLIPPI ST	Resident was advised to come into request new tree that fell during windstorm during week of 11/04/24	Open	<a href="#">PW2404009</a>
<a href="#">22761</a>	Trees - Replant	1944 PHILLIPPI ST		Open	<a href="#">PW2403271</a>
<a href="#">22761</a>	Trees - Replant	1944 PHILLIPPI ST		Open	<a href="#">PW2403270</a>
<a href="#">22735</a>	Trees - Replant	906 DE FOE ST	Please contact prop. owner with ETA	Close	<a href="#">PW2403068</a>
<a href="#">22674</a>	Trees - Replant	434 FERMOORE ST		Open	<a href="#">PW2402802</a>
<a href="#">22635</a>	Trees - Replant	310 NEWTON ST		Open	<a href="#">PW2402633</a>
<a href="#">22580</a>	Trees - Replant	305 HARPS ST		Open	<a href="#">PW2402312</a>
<a href="#">22509</a>	Trees - Replant	1238 GRIFFITH ST	requesting replacement of tree that was removed several years ago.	Open	<a href="#">PW2402016</a>
<a href="#">22477</a>	Trees - Replant	1218 SEVENTH ST		Open	<a href="#">PW2401843</a>
<a href="#">22417</a>	Trees - Replant	1963 SEVENTH ST	replace tree that was emoved	Open	<a href="#">PW2401524</a>
<a href="#">22375</a>	Trees - Replant	1009 N WORKMAN ST	Requesting parkway tree	Open	<a href="#">PW2401322</a>





***City of San Fernando***

# **Urban Forest Management Plan**

**TreePeople**



# Acknowledgements

## City of San Fernando

### CITY COUNCIL

**Celeste T. Rodriguez**, Mayor  
**Mary Mendoza**, Vice Mayor  
**Joel Fajardo**, Councilmember  
**Cindy Montañez**, Councilmember  
**Mary Solorio**, Councilmember

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**Marina Khrustaleva**, Associate Planner

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**Theo Ross**, Geospatial Analyst  
**Danielle Paulazzo**, Policy & Research Fellow

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**Adam Corey Thomas**

## Design

**Cez Cruz**, TreePeople  
**Bliss Parsons**, TreePeople

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# Executive Summary

The urban forest provides many benefits to the community. Adopting an Urban Forest Management Plan to maintain and expand this community resource is one of San Fernando City Council’s 2022-2027 Strategic Goals. **This plan is structured around nine benefits an urban forest provides that directly influence community health and well-being: Mental Health, Outdoor Activities, Stormwater Management, Shading & Cooling, Climate Resilience, Social Cohesion, Privacy & Quiet, Food Forest, and Biodiversity.** These benefits play a key role in framing the community engagement, analyzing the urban forest, and informing strategies and goals.

The plan reflects community perspectives through the results of a survey that was conducted at three workshops and the Outdoor Market. Through surveys, residents indicated that the benefits of Shading & Cooling, Outdoor Activity, and Climate Resilience were most important for the urban forest to provide. Community members ranked along Streets & Sidewalks, on School Property and in Public Parks as the areas of the city most in need of new trees. They expressed desire for children to learn about trees and to connect with nature, for canopied streets to aid mobility, and for beautification by way of trees. The highest concern among residents was Maintenance of trees, followed by Damage caused by trees.

The City of San Fernando’s urban forest depends on the social history and ecological context that shape it. San Fernando was not historically forested. Rather, it had a grassland and flower field habitat composed primarily of perennial grasses and seasonal wildflowers. Trees became more prevalent in the landscape as they were important to the indigenous peoples that lived in the area who cultivated oak trees for acorns. The area was settled by Spanish missionaries and grew into a center for farming and trading and later into an urban city of industry and commerce.

San Fernando has a climate of hot, dry summers and mild, wet winters, which supports many types of trees, especially those that are drought tolerant. Climate change is altering the historic weather patterns by increasing temperatures and making precipitation more variable. Not everyone will feel the impacts of climate change equally, with vulnerable populations—which includes low-income residents, older adults, and those with existing medical conditions—facing greater risks. Policies both at the state and local level influence the ability to fund and grow the urban forest.

**The City of San Fernando has an existing tree canopy of 19% which is distributed unevenly across the city.**

Different land uses have differing levels of canopy cover, with industrial areas having the least canopy and parks having the most canopy. Canopy cover also varies significantly within land uses, leaving some neighborhoods and streets with lower canopy relative to others and making them higher priority areas for tree planting.

The City has a very diverse urban forest with almost 200 species. The forest has a good distribution of different sizes of trees. San Fernando’s urban forest is mostly healthy, with 98% of trees in good or fair condition and less than 2% of trees in poor condition or dead.

There are many opportunities to plant new trees in San Fernando including on existing vacant sites in the public right-of-way, and by modifying existing vegetated and hardscape landscapes to accommodate more trees. Additionally, design of the right-of-way can be adjusted to accommodate more trees and zoning codes can be modified to create more space for the urban forest on private property.

Based on the results of the community engagement and analysis of the urban forest, canopy targets have been set for each land use. To accomplish these targets, strategies have been outlined (see next page) that are supported by specific recommendations for City operations or policies to support the urban forest.

Implementing the plan will require coordinating people and funding. Stakeholders across the city have different roles in realizing the urban forest laid out in the plan. Achieving that urban forest will take time as trees grow, with differing responsibilities through time as the plan unfolds. Finally, funding to support the planting, maintenance, and engagement of the urban forest will need to be allocated to act on the strategies.

Tools are included to realize a thriving urban forest, including a Priority Map for street tree planting that identifies areas most in need of greater canopy, a Street Tree Map that categorizes available planting space by size on major streets, and a Street Tree Palette that recommends climate appropriate species categorized by size.



Key Takeaways by Chapter

COMMUNITY VOICES

- Shading & Cooling, Outdoor Activities, and Climate Resilience were the most desired benefits
- Public land including Streets & Sidewalks, School Property, and Public Parks are the highest priority planting locations
- Tree maintenance is the highest area of concern of the urban forest
- Community members would like to see more trees in San Fernando, including more fruit trees

CONTEXT

- The landscape of San Fernando has gone through many transitions from Indigenous managed oak woodlands to an urban city
- San Fernando has a subtropical, semi-arid climate that is projected to become hotter and less predictable with climate change
- Environmental burdens are disproportionately felt by vulnerable populations
- State regulations influence the resources dedicated to the urban forest and local regulations influence the land use available for tree planting

EXISTING FOREST

- The existing public urban forest is diverse, young, and healthy
- Tree canopy varies considerably by land use
- There is unequal distribution of canopy cover within land uses requiring some areas to be prioritized to create an equitable urban forest

OPPORTUNITIES TO GROW

- There is a lot of potential to increase tree canopy in San Fernando, and realizing much of this potential will require modifying existing paved areas
- More space can be created for the private urban forest by adjusting residential, commercial, and industrial zoning requirements
- More plantable spaces need to be added to the public right of way by allocating space from cars to trees

GOALS AND STRATEGIES

- Citywide canopy goal is supported by goals for each land use based on community priorities and existing canopy
- Planting large trees will make it easier to achieve canopy goals with fewer planting spaces
- Strategies support canopy goals with specific operations and policy recommendations

IMPLEMENTATION

- Prioritizing planting trees early in the project will allow time for tree growth throughout the project
- Coordinating stakeholders will help achieve a common goal
- Funding will be required to implement strategies
- The plan is a living document that will change over time

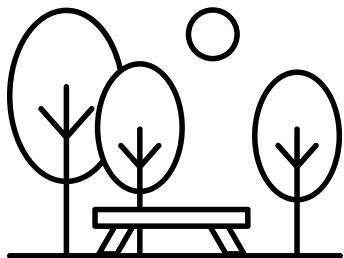




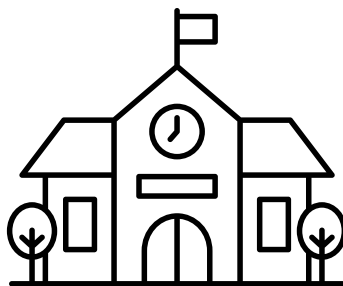
Goals



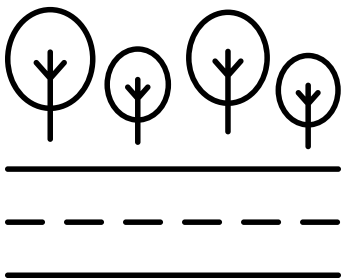
30%  
canopy citywide



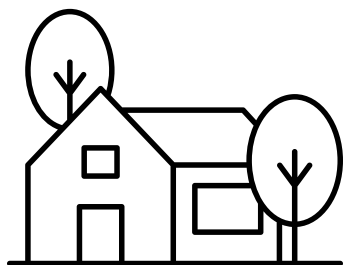
40%  
canopy in  
public parks



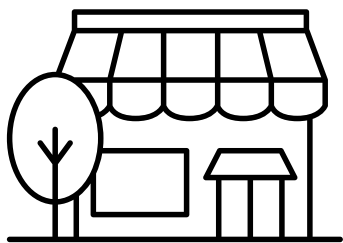
30%  
canopy in  
school zones



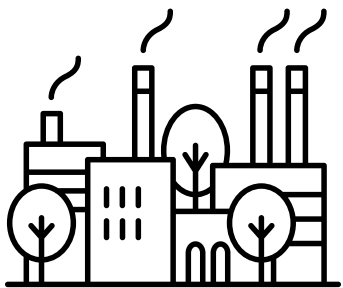
35%  
canopy along  
the right-of-way



35%  
canopy in residential  
neighborhoods



15%  
canopy in  
commercial districts



12%  
canopy in  
industrial zones

Strategies

Plant	1. Maximize shade in the public right-of-way
	2. Provide green areas for recreation in parks and around schools
	3. Create canopied commercial corridors
	4. Create immersive green neighborhoods for all residents
	5. Ensure industrial areas maintain beneficial canopies
	6. Pursue opportunities to expand the urban forest
Protect	7. Conserve the existing public urban forest
	8. Conserve the existing private urban forest
Partner	9. Partner with agencies outside the City to coordinate tree planting
	10. Engage the community with the urban forest



# Vision

**A future where trees are abundant throughout the City and accessible to the whole community; providing cooling on hot days, promoting opportunities for outdoor recreation, and building resilience to a changing climate.**



Image: Trees in Las Palmas Park



Image: Tree planting in San Fernando (Source: Adam Corey Thomas)

**“I feel like it's very important to continue to have our youth get connected with nature.”**

**“I want it to keep my city cooler and shadier as well as give more homes to native species.”**





# Introduction

Trees on public land and private property collectively form the urban forest of San Fernando. The urban forest serves as part the City’s critical infrastructure, which, like sidewalks and utilities, provides essential services that must be invested in and maintained. As such, strengthening the City’s urban forest is a city-wide Strategic Goal requiring a robust and agreed upon plan for managing the urban forest to guide policy, investments, and effective management practices.

Urban forest management planning creates a road map towards an urban forest that provides a multitude of benefits to all residents of San Fernando and is cared for in a way that allows the trees and the community they serve to thrive.

The importance of planning for the urban forest is essential now more than ever. Environmental hazards like climate change mean we need resilient living infrastructure like trees to help adapt to the changes happening now and in the years ahead.

A good plan guides smart investing in the urban forest to realize a greener and more resilient San Fernando in the future. Maintaining and growing a forest in the urban fabric requires being intentional about making space for trees. Planning for the future of the urban forest will require finding more opportunities to plant trees and creating the capacity to care for those trees over the course of their lives.

## Creating San Fernando’s Urban Forest Management Plan

This plan was created with input from community members, guidance from the City, and analysis of existing forest conditions and policies. Together, these insights informed recommended strategies to grow and sustain the urban forest over the next 50 years with expectation that the plan will be updated every 10 years based on progress made and changing community needs.

Trees in San Fernando provide many benefits—a background of bird song, shady places to rest, or calming green scenery—and so naturally that they can go unremarked upon in daily life. Unremarked or intentionally beloved, the urban forest has a profound impact on community resilience, personal health and well-being, business success, and overall quality of civic life in San Fernando.

While by no means inclusive of all the services of the urban forest, nine existing or potential benefits of the urban forest—listed and described in the **Urban Forest Benefits** chapter—are used extensively to develop San Fernando’s Urban Forest Management Plan. Selection of benefits was guided by several considerations with priority for benefits that residents could reasonably be expected to have experienced directly and therefore could provide input based on this experience in San Fernando.

To realize specific benefits, especially those important to the San Fernando community, strategies for growing the urban forest can be optimized by species selection, location of trees, and the extent of tree canopy in different parts of the city. However, trees can provide multiple benefits simultaneously and, therefore, a healthy and growing urban forest can improve all.

Workshop surveys asked members of the San Fernando community to prioritize which of the nine benefits were most relevant to them and where in city it was most important to gain more of urban forest benefits. See the **Community Voices** chapter.

The current urban forest was assessed for its contributions to these benefits. See the **Existing Forest** chapter.

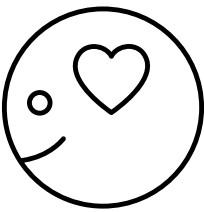
Different ways to expand the urban forest in the context of San Fernando are explored. See the **Opportunities to Grow** chapter.

Plans for future action were created to move the existing forest to better support the benefits prioritized in community surveys. See the **Goals & Strategies** chapter.

Tools and guidance to carry out these strategies in San Fernando are provided. See the **Implementation** chapter.

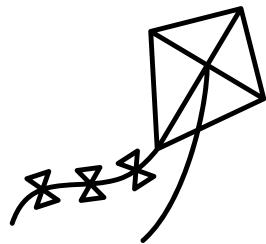


# Urban Forest Benefits



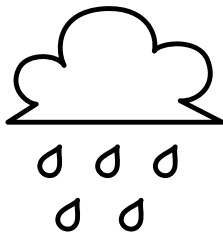
### Mental Health

Provides immersive green spaces that are accessible to all residents



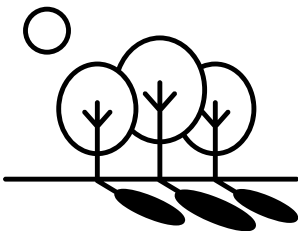
### Outdoor Activity

Supports a wide array of recreation outdoors



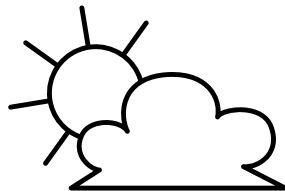
### Stormwater Capture

Supports a wide array of recreation outdoors



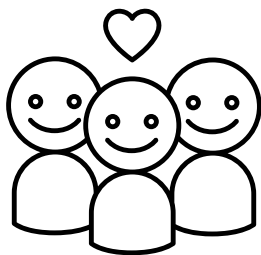
### Shade and Cooling

Provides shade and cooler temperatures



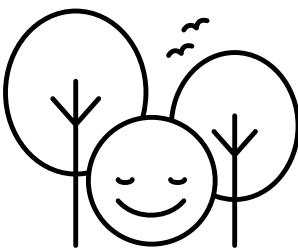
### Climate Resilience

Thrives in a hotter, drier climate



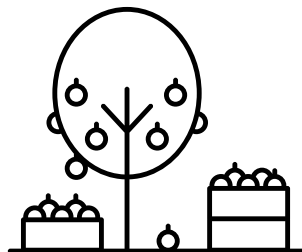
### Social Cohesion

Encourages gatherings in spaces like public squares and parks



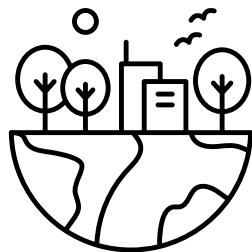
### Privacy and Quiet

Provides screening to create privacy and filter noise



### Food Forest

Provides culturally relevant fruits and nuts



### Biodiversity

Supports biodiversity and provides a wildlife habitat



# Community Voices

### Key Takeaways

- Shading & Cooling, Outdoor Activities, and Climate Resilience are the most desired benefits
- Streets & Sidewalks, School Property, and Public Parks are the highest priority planting locations
- Maintenance is the highest area of concern of the urban forest
- Community members would like to see more trees in San Fernando, including more fruit trees

**“I think urban forestry is important especially with the hot seasons we have.”**

**“I support any/all efforts to increase the canopy on public spaces (sidewalks) to incentivize walking and biking”**



WORKSHOPS

Members of the San Fernando community were engaged to understand their priorities and concerns regarding the urban forest. Community engagements included outreach to recruit participants with a broad range of perspectives to participate in workshops with an activity-based survey.

Three workshops were conducted in spring 2023 in English and Spanish and held at PUC Nueva Esperanza Charter Academy, IBEW 11 Union Hall, and Recreation Park. Workshops included an educational presentation on nine benefits of the urban forest as listed and described in the **Urban Forest Benefits** chapter, as well as a summary of San Fernando’s existing forest and a description of the urban forest management planning process. Following the presentation, participants completed activities in a survey packet. Workshops concluded with a tree planting and care demonstration after which participants were invited to take home a free fruit tree.



Image: San Fernando resident taking home a fruit tree (Source: Adam Corey Thomas)

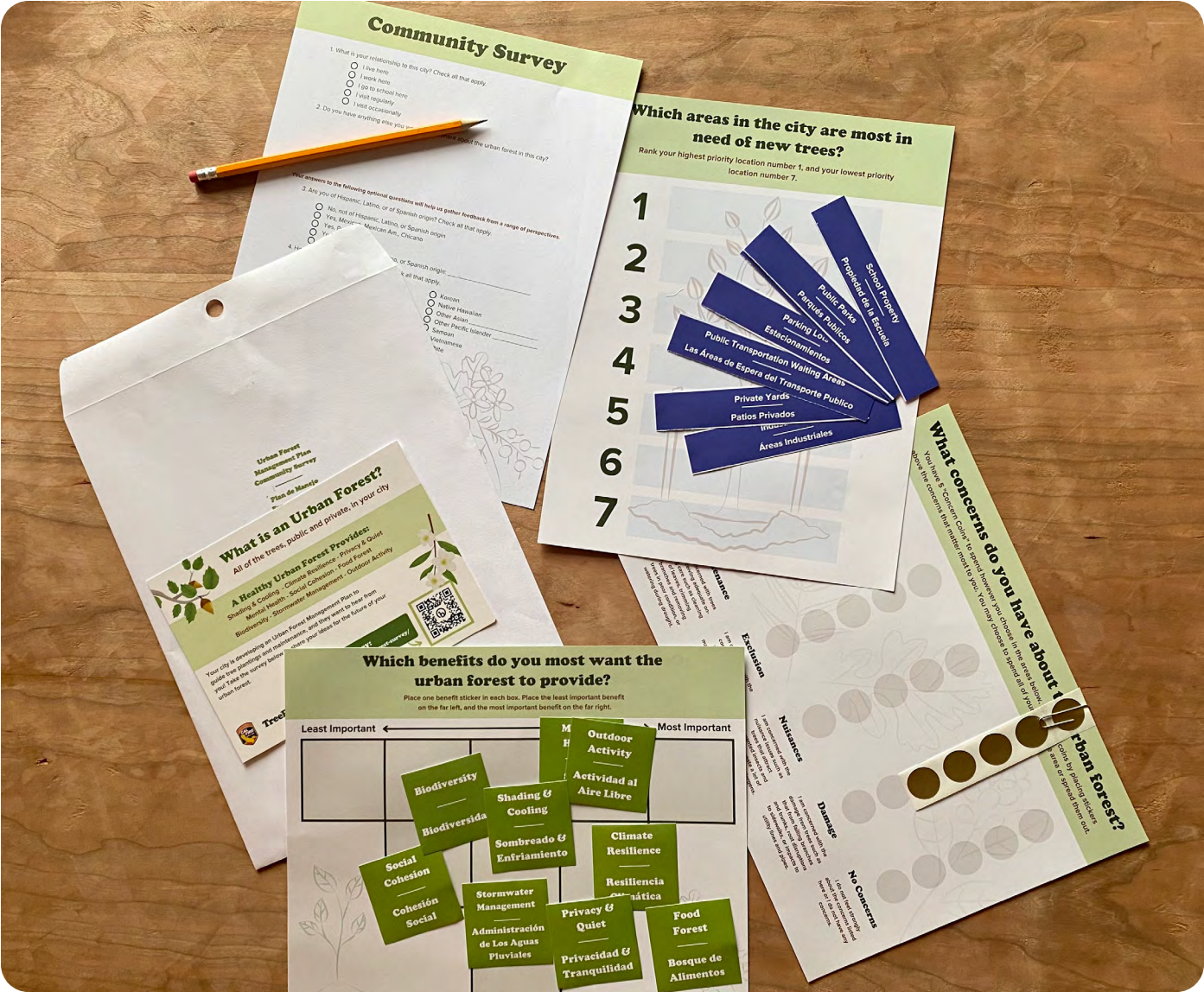


Image: Activity packets

SURVEY ACTIVITY PACKETS

The surveys included three one-page activities that asked 1) which benefits of the urban forest are most important to community members, 2) where it is the highest priority to plant new trees, and 3) what are the top concerns about the urban forest. The colorful worksheets were provided in Spanish and English with stickers to indicate selections. Packets also included a brief demographic questionnaire with an opportunity for participants to give additional open feedback.

Outside of the three community workshops, community members completed the survey at the Outdoor Market in April 2023. Participants were also given a free fruit tree in exchange for completing the survey at the Outdoor Market. Further, some community members completed the survey online, through a link distributed via the workshop take-home flier or through digital promotion.

In total, 104 surveys were completed.



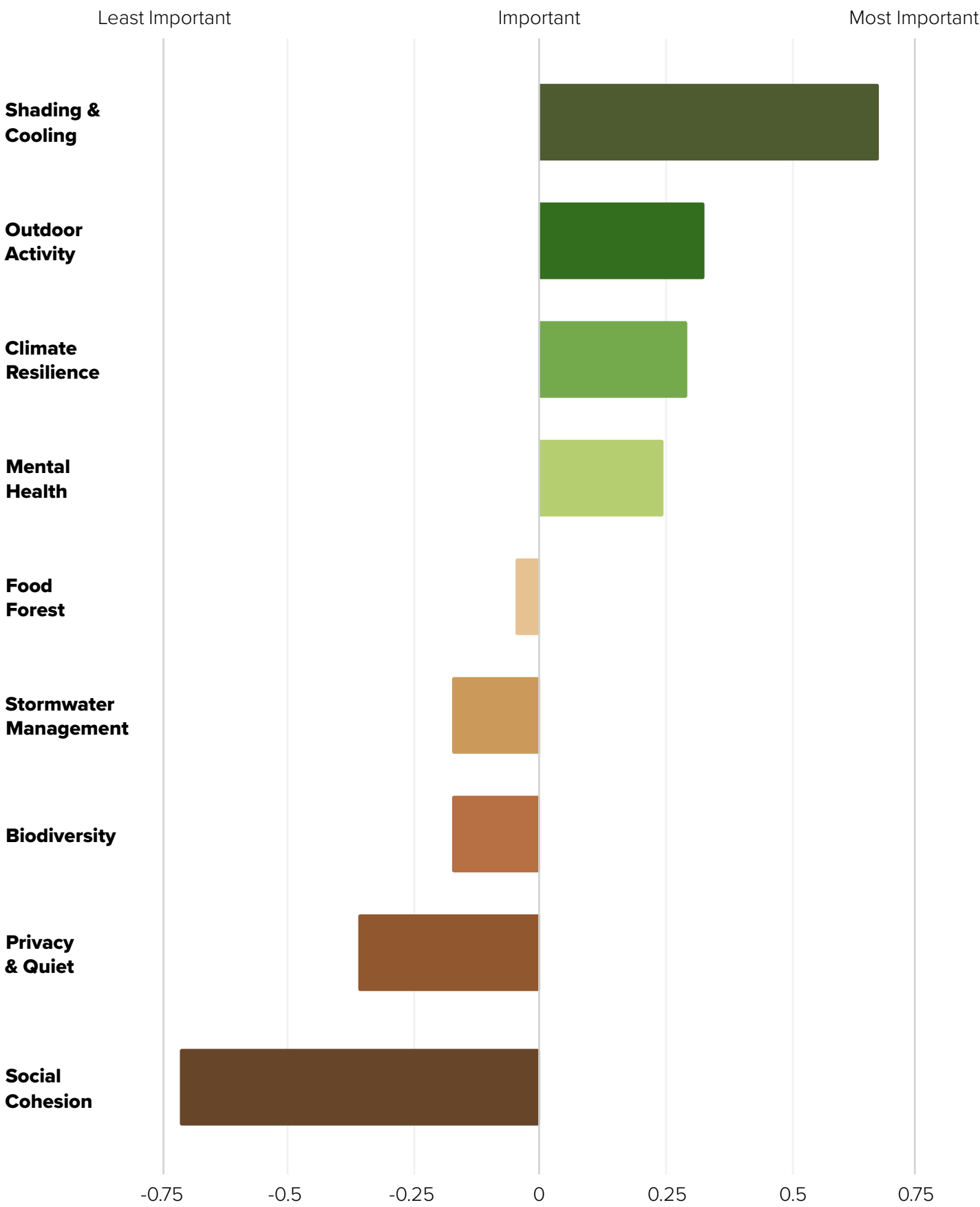
What benefits do you most want the urban forest to provide?

This survey activity asked participants to rank the nine benefits of the urban forest, as listed and described in the **Urban Forest Benefits** chapter, from most to least important. The question was structured in a way that participants had to create a hierarchy of benefits, such that not all benefits could be considered of high importance. Benefits rated lower are still potentially important benefits for the urban forest to provide, but they were considered less important than other benefits.

While the benefits collectively identified as most important carry a lot of weight in this plan, it is also relevant that many participants had rated benefits performing lower overall as among the benefits most important to them.

Benefit	Top 3 Choice (% of participants)
Shading & Cooling	52%
Outdoor Activity	43%
Climate Resilience	41%
Mental Health	39%
Food Forest	31%
Stormwater Management	23%
Biodiversity	23%
Privacy & Quiet	19%
Social Cohesion	11%

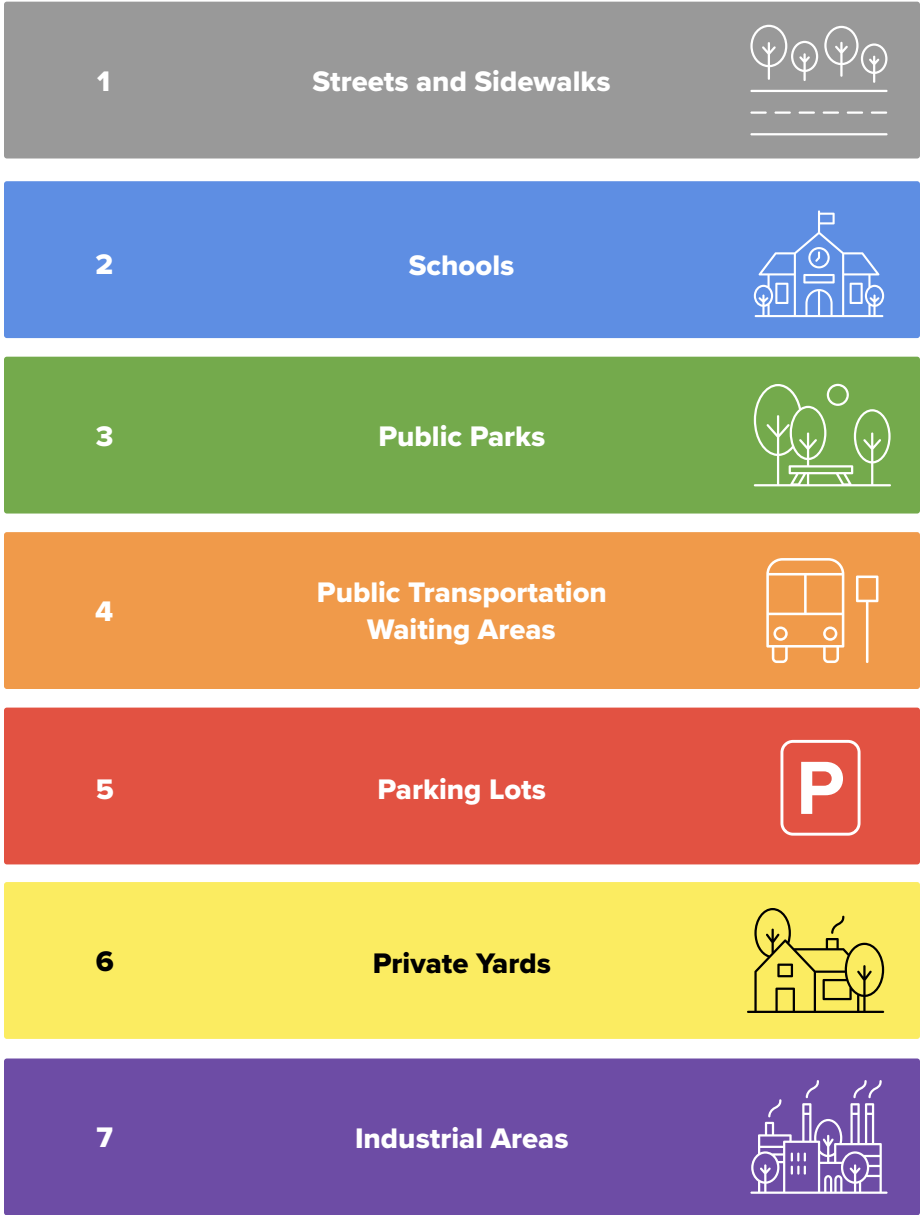
Percent of participants with a benefit in their top three most important



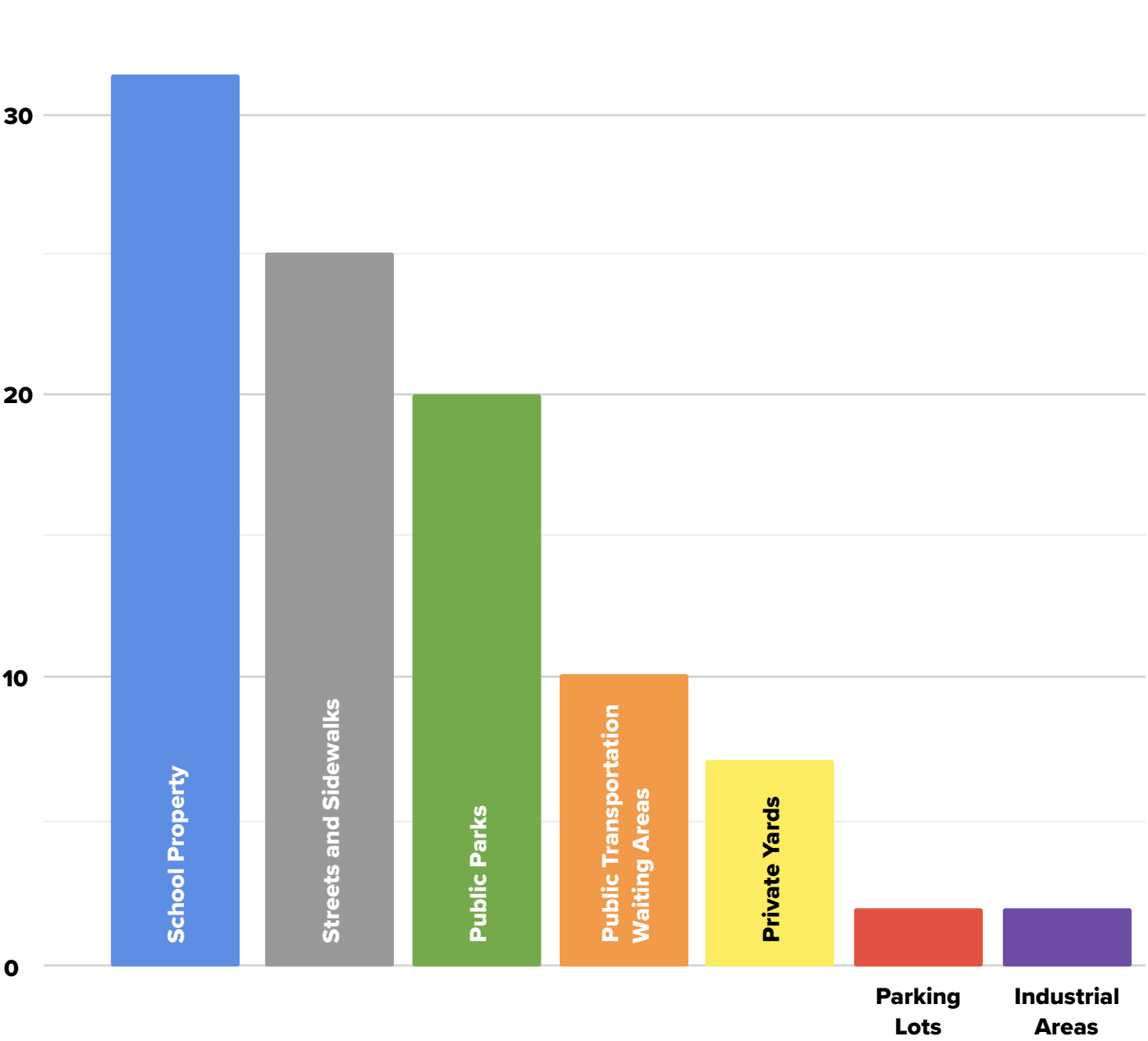
Overall community rankings for relative importance of benefits for the urban forest to provide

Which areas in the city are most in need of new trees?

Survey participants ranked the types of locations in San Fernando most in need of new trees. Streets & Sidewalks followed by School Property and then Public Parks were ranked the highest priority areas to grow the urban forest. Industrial Areas and Private Yards were ranked the lowest priority areas to plant new trees with Parking Lots ranked similarly low in relative priority.



Overall community rankings for priority locations to plant more trees and grow the tree canopy



Number of participants ranking each location as their top priority for planting more trees



What concerns do you have about the urban forest?

Survey participants were asked to allocate five ‘concern coins’ over five categories. More coins placed in a category indicated this was a greater concern. The categories were titled and described as:

MAINTENANCE

I am concerned with trees not receiving adequate on-going care such as cleaning of leaves, trimming of branches and removing trees in poor condition, or watering during drought.

DAMAGE

I am concerned with the damage from trees such as that from falling branches and trunks, root disruptions to sidewalks, or impacts to utility lines and pipes.

NUISANCES

I am concerned with the nuisance issues such as trees that attract unwanted insects and pests or create a lot of pollen and other allergens.

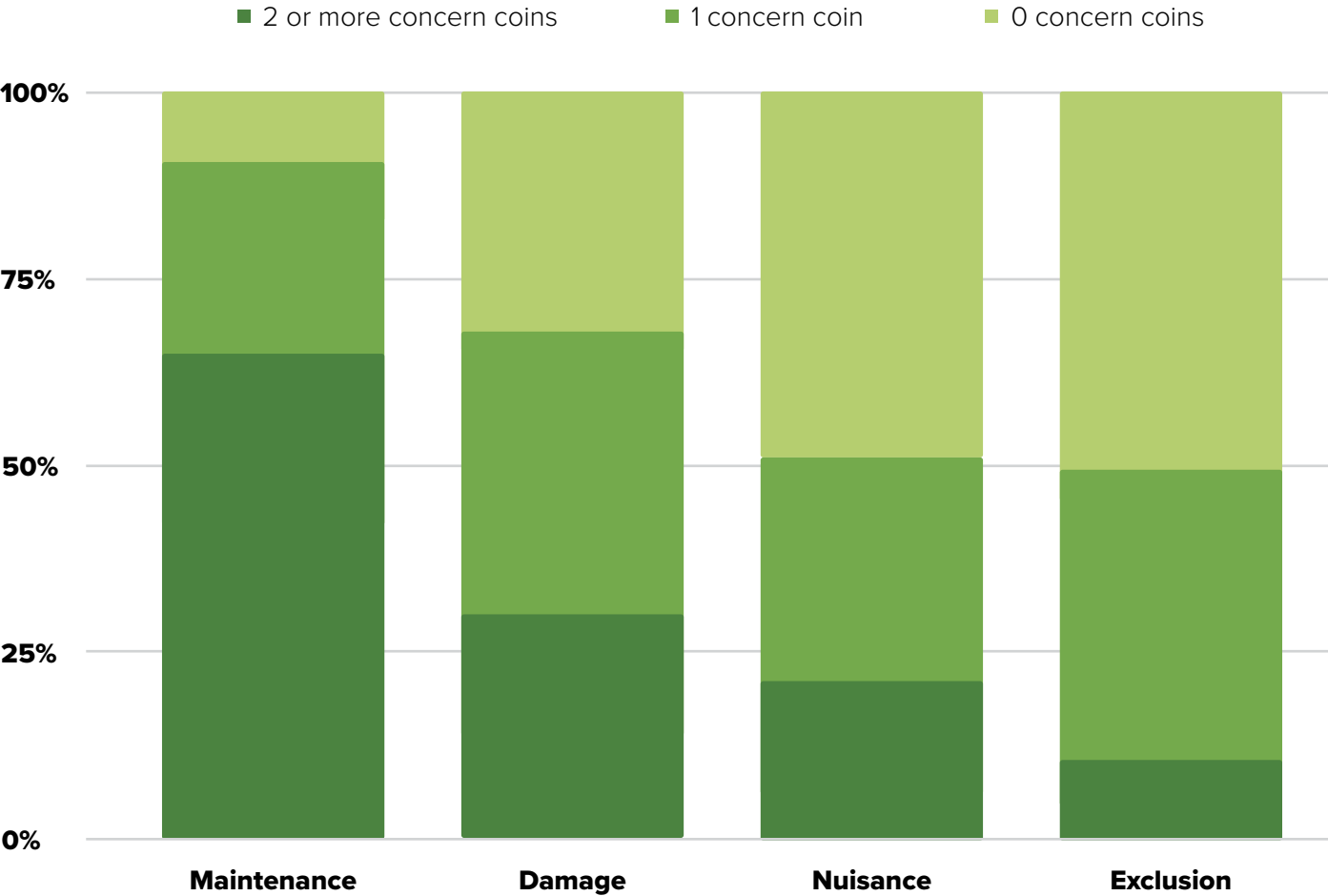
EXCLUSION

I am concerned with the community not being consulted in forest management decisions or not being included in stewardship activities.

NO CONCERNS

I do not feel strongly about the concerns listed here or I do not have any concerns.

Maintenance is the clear top concern with 26% of participants spending at least one concern coin in the category and 65% allocating two or more of their five concern coins, twice as many as the next highest category. Damage is the second biggest concern as marked by two- thirds of participants. The results indicate that ongoing care and repair is central to urban forest management in San Fernando.



A majority of survey participants expressed concern for three of the four issues with nearly over 90% emphasizing maintenance of the urban forest as a concern.



**Do you have anything else you would like to share about the urban forest in San Fernando?**

Survey participants were provided the opportunity to provide written comment to this open ended question as an opportunity to provide feedback that was not captured by the activities.

Out of 104 completed surveys, 51 respondents provided written input in response to this prompt.

Thirteen comments voiced a desire for more trees.

Other commenters provided personal reflections on the urban forest, specific directives about what they would like to see, and other guidance. Specific themes mentioned included the following.

- Wanting more engagement with the community, especially children
- Reinforcing concerns regarding the maintenance of city trees in support of tree survival as well as concerns over damage caused by trees to homes and sidewalks
- Advocating for more trees in the public right-of-way as well as more fruit trees

**“I like the idea of fruit trees that invite children to learn about trees & harvest from the trees.”**

**“We need much larger tree canopy.”**

**“I would like to see more trees in public areas and sidewalks to beautify the city.”**

**Context**

**Key Takeaways**

- The landscape of San Fernando has gone through many transitions from Indigenous managed oak woodlands to an urban city
- San Fernando has a warm, semi-arid climate that is projected to become hotter with climate change
- Environmental burdens are disproportionately felt by vulnerable populations in San Fernando
- State regulations affect resources for urban forestry and local regulations influence the land use available for tree planting

**NATURAL HISTORY OF SAN FERNANDO**

Natural history and past ecological relationships are important to acknowledge when managing the urban forest as it now becomes part of that story. While it is not present within San Fernando today, the historical ecosystem of San Fernando was grassland and flower fields, also known as California Prairie.

Prairie ecosystems in the region contained few trees and were primarily composed of forbs and perennial bunchgrasses. Common grassland plants include purple needlegrass, lupine, and California poppy. The prairie was home to a diversity of wildlife. It supported mammals such as the black-tailed hare, prong horned antelope and even grizzly bears as well as birds such as the western meadowlarks, horned larks, and California condors. alders and sycamores.



SOCIAL HISTORY OF SAN FERNANDO

San Fernando is on the ancestral lands of the Chumash, Tongva-Gabrielino, and Fernandeno Tataviam people, who have lived in the region for around 9,000 years. Indigenous people managed the local landscaped through intentional burning to foster growth of useful plants.

In 1797, Spanish colonizers established a mission in the area. The mission established agricultural fields that were used to graze livestock, leading to replacement of historical meadow species with invasive grasses from Europe adapted to the Mediterranean climate and livestock grazing.

The land proved to be unsuitable for grazing in the long term due to the unpredictable climate. The mission was secularized in 1834, leading to a decline in population. In 1874 the City was founded near the old mission spurred by a land boom in Southern California and a railroad that was built through San Fernando connecting Bakersfield and Los Angeles. The deep wells of San Fernando provided a reliable water source allowing the City to remain independent as many surrounding communities were annexed into the City of Los Angeles in order to access imported water from the LA Aqueduct.

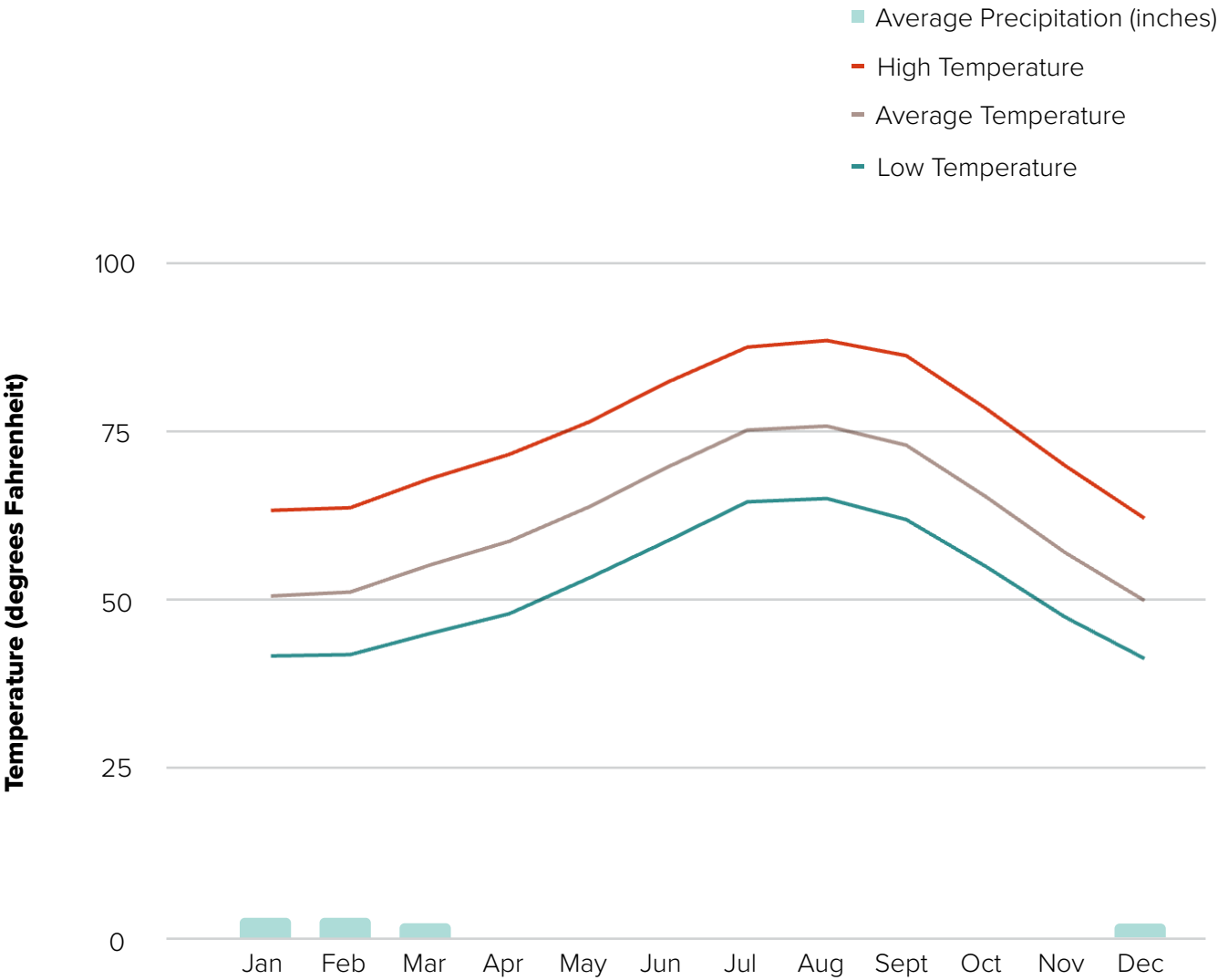


Image: West side of San Fernando Road north from Brand Boulevard (Source: San Fernando Valley Historical Society)

CLIMATE OF PARAMOUNT

San Fernando is classified as having Dry-Summer Subtropical climate. It has dry, hot summers and mild, wet winters. San Fernando receives an average of 16 inches of rain annually, which primarily falls between the months of December and March.

The climate of San Fernando is important because it determines what kinds of trees can thrive here. Fortunately, due to the mild winters, many tree species can grow in San Fernando with the right care. In particular, trees require regular irrigation during their establishment years and for some species irrigation can reduce drought stress during dry or especially hot periods.



Mild winters means many tree species can grow in San Fernando and thrive with good tree care through hot or dry periods.

CLIMATE CHANGE RESILIENCE

Climate change is creating more extreme heat days for San Fernando. In urban areas, hot days are made hotter as pavements hold more heat limiting nighttime cooling.

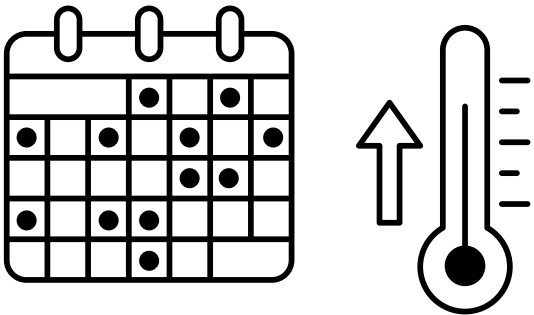
A healthy urban forest with big trees and widespread canopy cover can help build resilience to extreme heat because trees provide shade, which is not only feels cool to stand under but also reduces heat absorbed by hard surfaces. In addition to reflecting away heat, healthy trees cool the air through evapotranspiration. The extent of the cooling benefits of trees depends on the type of tree, their size, and their health as dependent on care and maintenance.

WATER NEEDS AND CHALLENGES

Established urban trees typically do not require extensive irrigation support as their deep roots access below ground water resources. In some cases, trees can even be a water-saving measure when they replace or shade high water demand landscapes, such as lawns. There are two situations where trees need supplemental water to survive and thrive long term: young trees in their first 3-5 years after planting and mature trees during dry stretches. In all cases, maintaining an organic layer of mulch at the surface improves retention of soil moisture and is a recommended practice.

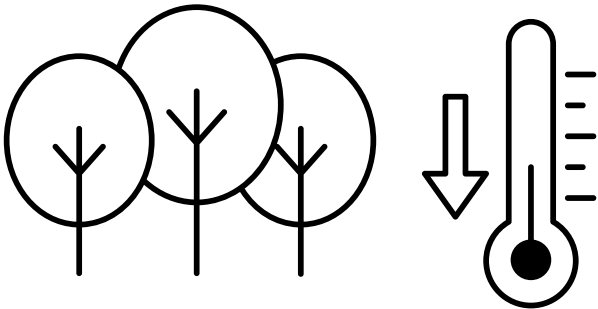
Drought-tolerant trees, especially once they reach maturity, are more likely to survive dry periods without supplemental watering than those whose water requirements are greater. As such, drought tolerant trees are highly recommended in planting situations where supplemental watering over a tree’s lifespan is unlikely. Drought tolerant trees could be used in more situations but it comes with the tradeoffs of limiting the number of species planted and traits that confer drought tolerance often mean trees are slow growing or have less potential for providing shading and cooling.

The number of days above 90°F each year is expected to increase to 135 days before the end of the century



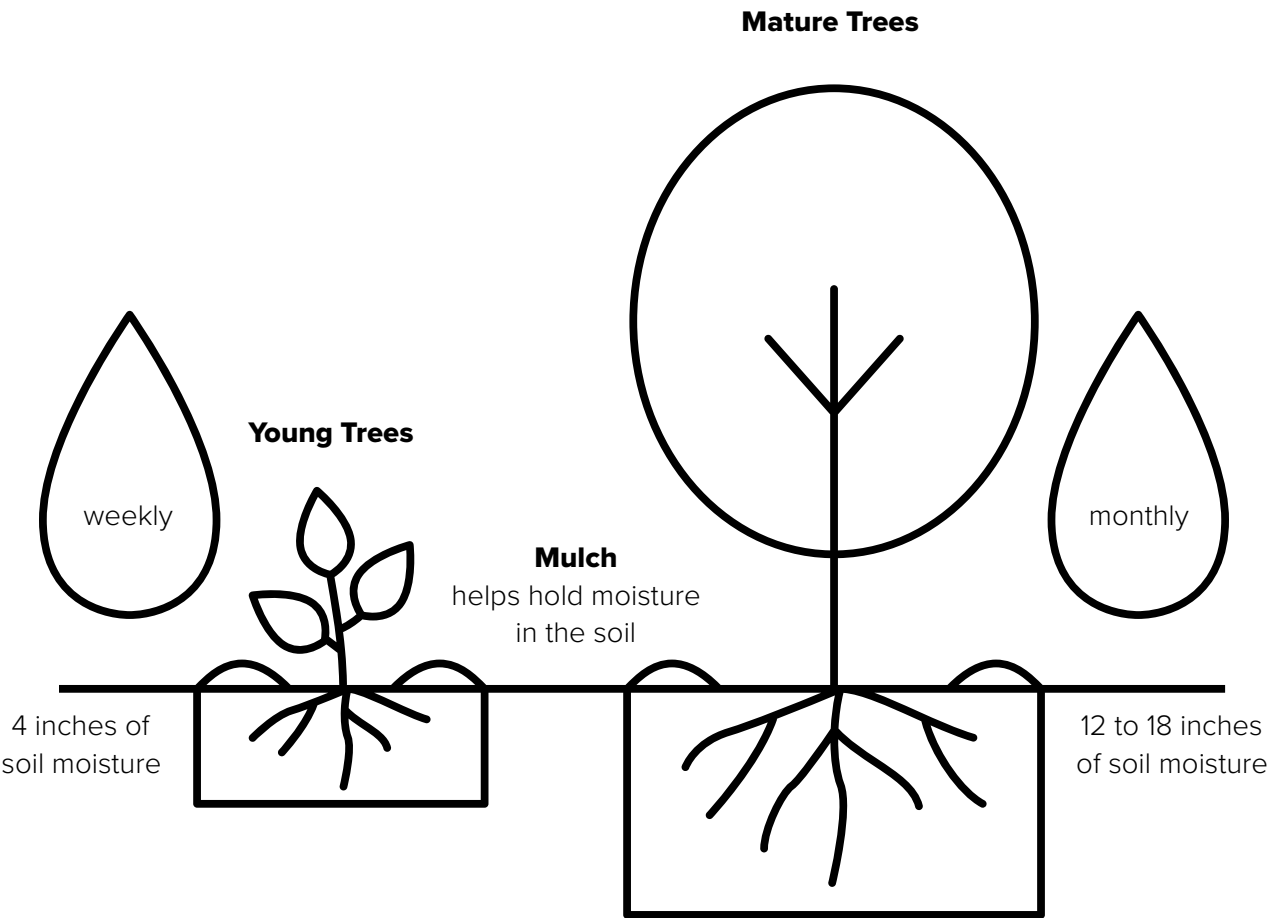
The average high temperature is projected to increase up to 9°F by the end of the century

Shade from trees can cool surfaces 20°F-40°F compared to surrounding surfaces



Water evaporated from trees can cool the surrounding air up to 9°F

Higher temperatures are expected as climate change amplifies the urban heat effect. More trees create shade and cool the air which buffers against rising temperatures.



Young trees need light watering weekly in the absence of rain. Mature trees benefit from deep, but less frequent waterings and only during prolonged dry periods.





CONSIDERING SOCIAL VULNERABILITY

It is critical that the urban forest and its benefits reach all of the San Fernando community. To do so means focusing on growing trees in low canopy areas and not depending on communities with social vulnerabilities to overcome hurdles in order to have trees and their benefits where people live, work, and recreate.

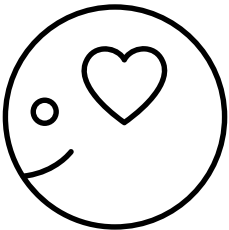
Vulnerability of communities can driven by health, economic, and social factors. For health factors, community members with pre-existing health conditions, people older than 65, infants and young

children, pregnant women, and outdoor workers are all at increased risk of adverse impacts from environmental stressors. Economic factors such as homeownership, employment, and income influence access to resources. Homeowners may be able to choose to plant trees in their yards, while tenants may rely on landlords to make such improvements. Finally, social factors, such as language, education, and race or ethnicity can impact community members’ access to resources and opportunities to influence policy changes.

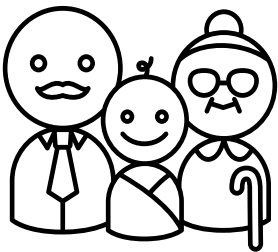
Health



14.3% of residents report physical health not good

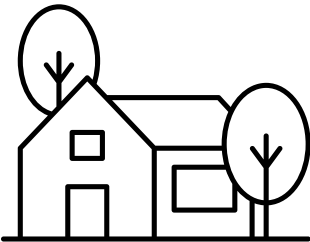


14.5% of residents report mental health not good

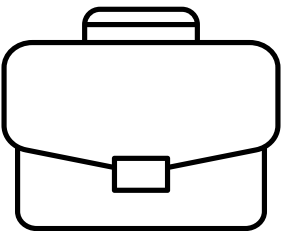


7% of residents are under 5 and 11% are over the age 65

Economic



54% of residents are homeowners

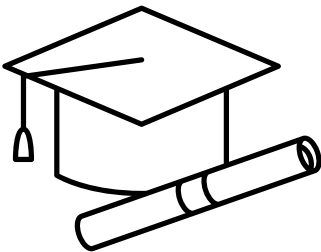


73% of residents are employed

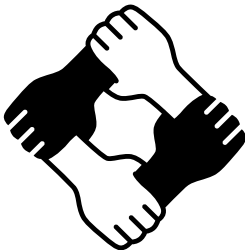


61% earn more than 200% of the Federal Poverty Level

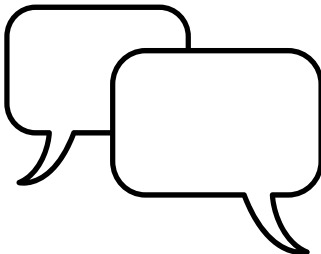
Social



13% have a Bachelor’s degree or higher



96% of residents identify as People of Color



30% of residents have limited English

Some San Fernando community members are more vulnerable to environmental stressors or have less capacity to access resources.

**Policies relevant to urban forest management in San Fernando**

The potential for the urban forest is shaped by the forces of the regulatory landscape. State legislation allocates resources for the urban forest, such as funding and technical assistance. It also sets standards for what local municipalities must consider for local land use planning. Local policy drives most land use decisions and sets local priorities and initiatives. Plans chart a vision for a community while codes establish the rules. Together, state and local policies play an important role in determining how and where the urban forest is developed.

**STATE POLICIES**

**California Urban Forestry Act:** The Urban Forestry Act was passed in 1978 in response to declining urban forests. It directs CalFire to provide technical assistance and grant money for urban forestry projects. This led to the creation of the Urban and Community Forest Program under CalFIRE, which funds urban forestry workforce education, expansion and management activities.

**California Solar Shade Control Act:** The Shade Control Act was originally passed in 1978 and then amended in 2008. The act is intended to prevent existing solar panels from being shaded by trees or shrubs planted after the solar panels were installed. Under the act, maintaining a tree that shades more than 10% of a solar collector between 10 am and 2 pm constitutes a private nuisance. Municipalities may pass an ordinance exempting themselves from the Act, which would prevent any trees planted and maintained by the municipality from violating the Act.

**Integrated Climate Action and Resiliency Program:** Senate Bill 246, passed in 2015, directed the Governor's Office of Planning and Research (OPR) to form the integrated Climate Action and Resiliency Program. The program creates a State Adaptation Clearing House and Technical Advisory Council (TAC). The clearinghouse is a searchable database of research and plans relating to climate adaptation. The TAC coordinates climate adaptation efforts between state, regional, and local agencies.

**Environmental Justice in Local Land Use Planning:** Passed in 2016, SB 1000 requires jurisdictions to identify disadvantaged communities and address environmental justice in their general plans. The California Environmental Protection Agency defines disadvantaged communities as tracts with the highest 25% CalEnviroScreen scores.

**LOCAL POLICIES**

**General Plan:** The most recent San Fernando General Plan was adopted in 1987; However, a number of elements have since been updated including Land Use, Circulation, Housing, and Safety. Particularly relevant is the Safety element, which addresses climate hazards and environmental justice.

**Corridors Specific Plan:** The San Fernando Corridors Specific Plan is intended to guide economic development and revitalization along San Fernando Road, Truman Street, 1st Street, and Maclay Ave. The specific plan includes design guidelines, development standards, and capital improvements to direct land use planning and development along the corridors.

**Municipal Code:** The municipal code sets out the rules and regulations of the City. Of particular relevance to this plan is Chapter 98 Article 3: Comprehensive Tree Management Program, which lays out protections for public trees. The ordinance also stipulates that tree planting must conform to specific tree plans, a tree master plan, and/or to NCAA or ISA standards.

**Zoning Code:** The stated purpose of the zoning regulations is to group mutually compatible land uses and protect against the intrusion of incompatible land uses. In addition to designating uses, the zoning code establishes standards for the physical form of land-uses that have impacts on space available for the urban forest.

**Environmental Justice Technical Report:** The EJ technical report draft was published in 2021 and is intended to identify environmental justice communities and understand environmental burden in San Fernando in order to incorporate environmental justice goals and policies into the general plan.

**Safe & Active Streets:** The Safe and Active Streets Implementation plan draft was released in 2021 in order to identify near term projects to make streets safer and more active. The plan identifies priority street sections and offers a collection of strategies for each.

**Calles Verdes:** Calles Verdes is a tree planting program in partnership between the City of San Fernando, TreePeople, and the California Coastal Conservancy that aims to increase the city tree inventory over 10% in order to improve public health and climate resiliency.

**Climate Action and Resilience Plan:** This forthcoming plan is intended to establish a greenhouse gas inventory of emissions and vulnerability assessment as well as emissions reductions targets and adaptation strategies.



# Existing Forest

## Key Takeaways

- Tree canopy is most bountiful in parks and residential areas and most lacking in industrial and commercial areas
- Residential neighborhoods, parks, and schools are prioritized for trees planting based on existing tree canopy.
- The existing public urban forest is diverse, young, and moderately healthy



Image: Young tree in San Fernando (Source: Adam Corey Thomas)

The urban forest of San Fernando consists of all the trees within the City, including both public trees and private trees. Public trees are trees on land managed by a public agency and include trees in public rights-of-way and city parks. Private trees are trees on private property parcels. To manage the urban forest, it is important to know the makeup of the existing urban forest. Two datasets are available that quantify San Fernando 's urban forest: a public tree inventory and citywide tree canopy cover.

**Public Tree Inventory** An inventory of the public trees in San Fernando was conducted in 2023, inclusive of street trees and trees in parks. The inventory characterized each tree's species, size, and condition as well as attributes of the planting site such as width of the planting strip and presence of absence of overhead utilities. In addition, vacant tree planting sites were included.

**Tree Canopy Cover** The canopy assessment uses data from remote sensing to gauge the extent of the forest canopy in San Fernando as a whole, including both the public and private forest. This is valuable in understanding how the benefits of trees are distributed throughout San Fernando.

While both public trees and private trees are integral to the vitality of the urban forest, they are addressed separately in this plan due to the different involvement the City has in managing each.



Image: Tree Canopy Cover Data over San Fernando City Hall (Source: Maxar, LA County)





**Public Trees in San Fernando**



*Weeping Fig on Workman Street*



*White Lead tree on Lazard Street*

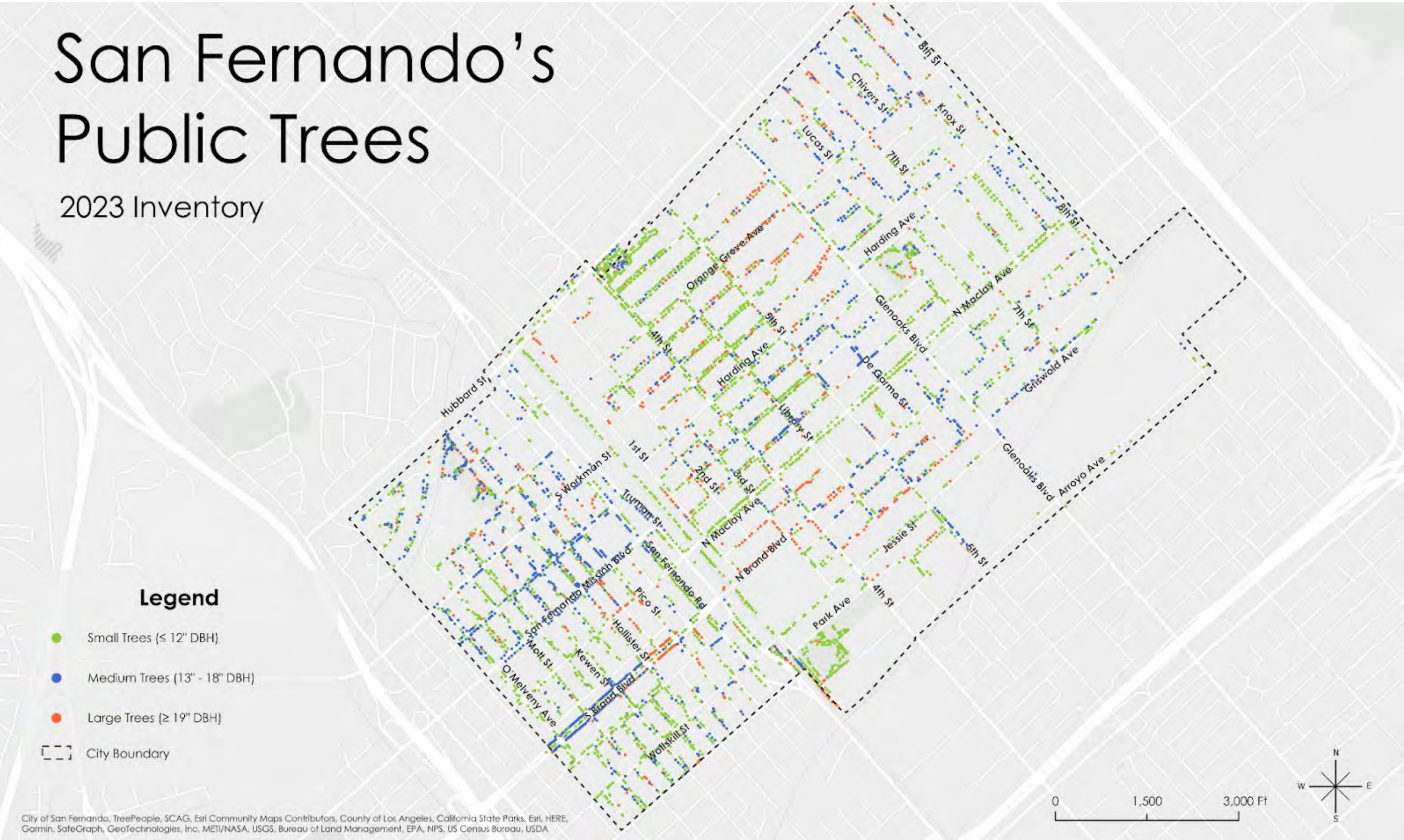


*Sweetgum trees on Orange Grove Avenue*



# San Fernando's Public Trees

2023 Inventory



Map provides locations of public street trees in San Fernando and their size class based on trunk diameter. Data from the 2023 Tree Inventory.

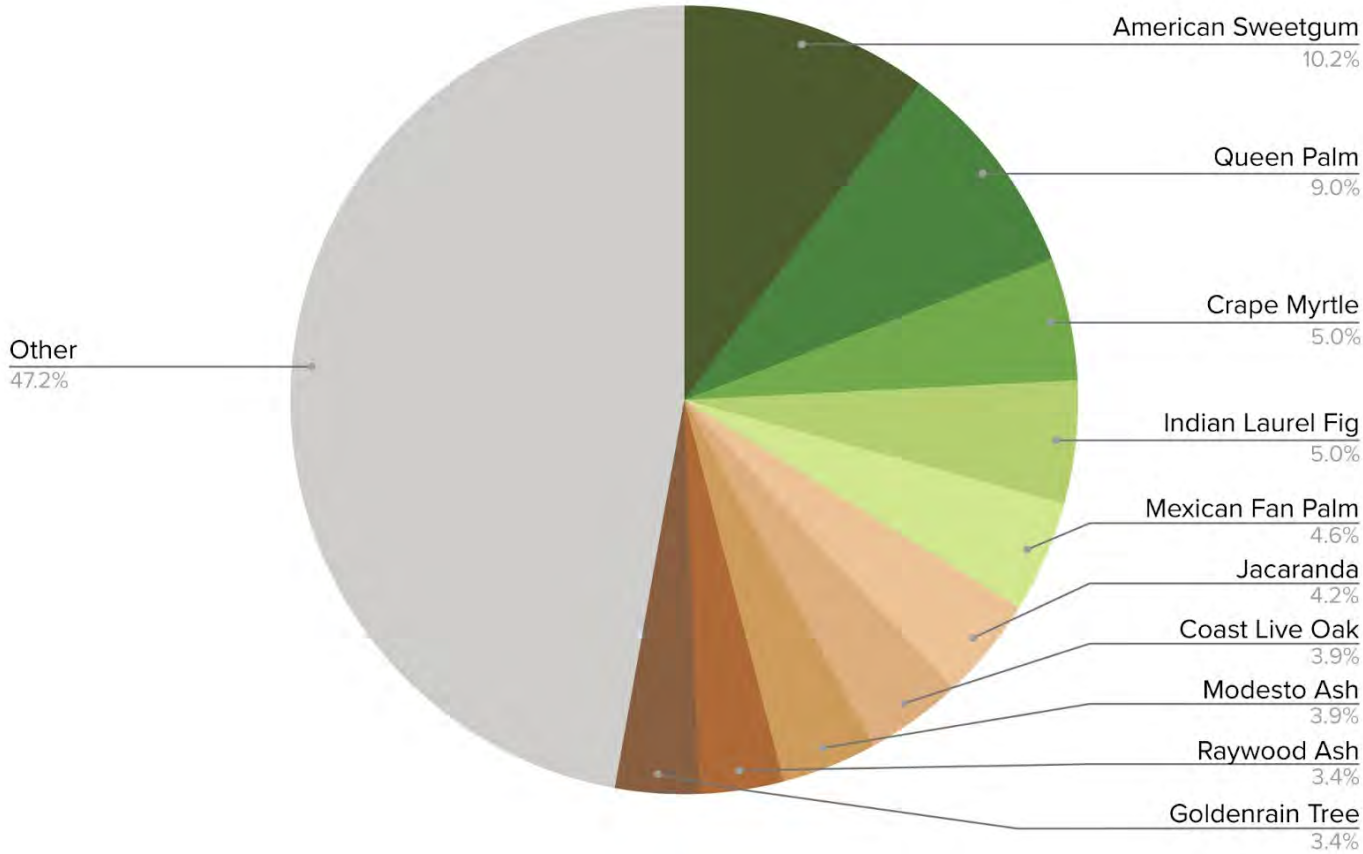


Characterizing San Fernando’s existing public trees

TREE SPECIES AND THEIR ABUNDANCE

San Fernando has 6,019 public trees representing almost 200 species of trees. Biodiversity is essential to the health of the urban forest because a diverse urban forest is more resilient to disasters such as disease and drought. Best practice in urban forestry recommends no more than 10% of tree from a single species. San Fernando’s urban forest almost fulfills this criteria with American Sweetgum (Liquidambar styraciflua) making up the largest proportion of the existing forest at 10.2%.

San Fernando also has a high proportion of palm trees with Queen Palm and Mexican Fan Palm two of the ten most common species, together making up almost 15% of the urban forest. Palm trees provide relatively few community benefits and thus should be avoided for future plantings and replaced with large canopied trees over time.

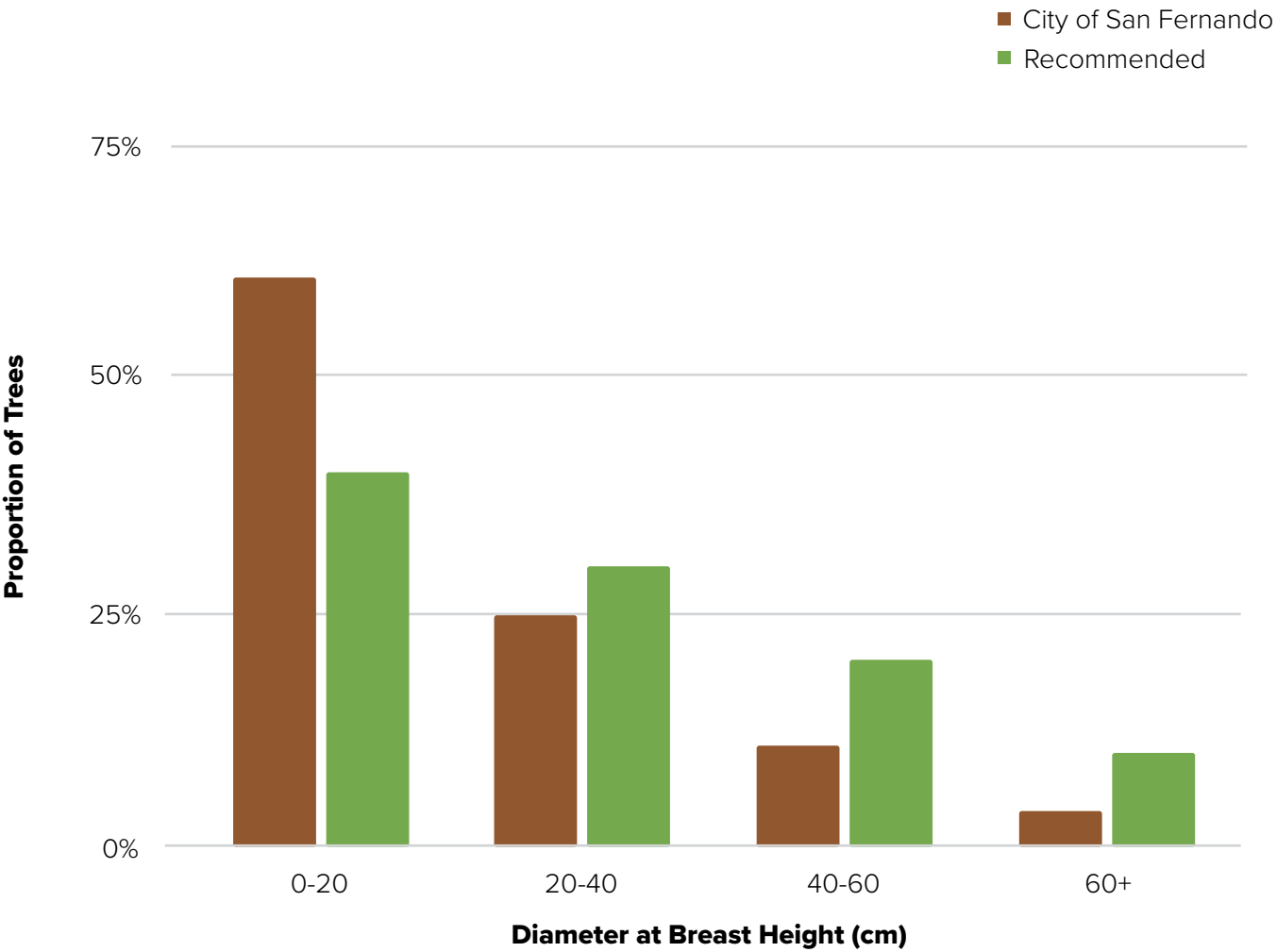


San Fernando has a *diverse* urban forest

TREE SIZE

Size is an important metric for trees in the urban forest as an indicator of their benefits, but also as a proxy for gauging their age. Tree trunk diameter at breast height (DBH; measured about 4.5 ft above the ground) is a common measure that correlates with overall tree size. A healthy urban forest should have the highest proportion of small, young trees that will grow into larger trees replacing aging trees.

San Fernando has a good distribution of trees across sizes, and ages, with a high proportion of young trees. This is good news, as it indicates long term growth in the urban forest. However, this relies on the assumption that small trees will grow into large trees with expansive canopies. Trees with a small mature canopies, such as palm trees, will not replace large canopied trees. This can be addressed by planting tree species now that will grow into a large mature canopy size in the future and by caring for those trees across their life so they are long-lived.



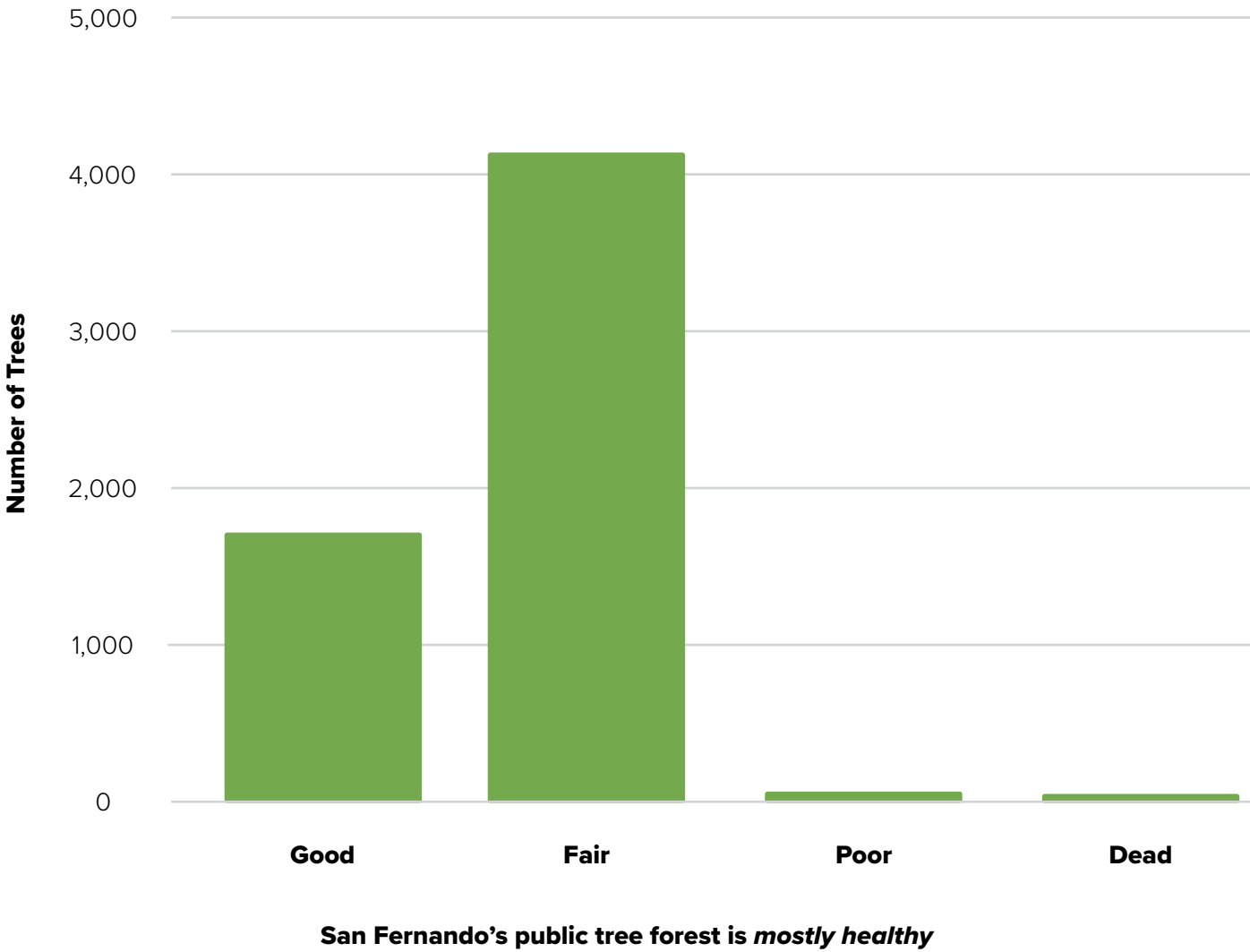
Caring for young trees so that they will *grow into large mature trees* is critical



TREE HEALTH

San Fernando has a moderately healthy urban forest. Less than 2% of trees were assessed as in “Dead” or “Poor” condition, and over 90% of trees were assessed as in “Good” or “Fair” condition, with 29% in “Good” condition and 69% in “Fair” condition. This indicates that the majority of trees in San Fernando require only routine maintenance to remain healthy.

Tree condition is measured by the proportion of foliage that is dead or dying, known as tree dieback. There are a number of potential causes of dieback including drought, pests, physical damage, or pollution damage. It can be difficult to discern with certainty the cause of dieback. However, drought is often cited as the primary cause of tree dieback and is consistent with recent dry conditions in Southern California. The high proportion of trees in “Fair” rather than “Good” condition may be indicative of water- stressed trees. Watering trees during periods of extended drought can improve tree health.



Trees in **Good** condition should be inspected and maintained on regular grid trimming cycle.



Trees in **Fair** condition should be inspected and maintained on a regular grid trimming cycle.



Trees in **Poor** condition should be inspected closely and frequently to achieve an action that mitigates the poor condition or liability.



**Dead** trees should be removed, stump ground and replaced. *(Image source: Google Maps)*



Characterizing San Fernando’s existing tree canopy cover

EXISTING CANOPY

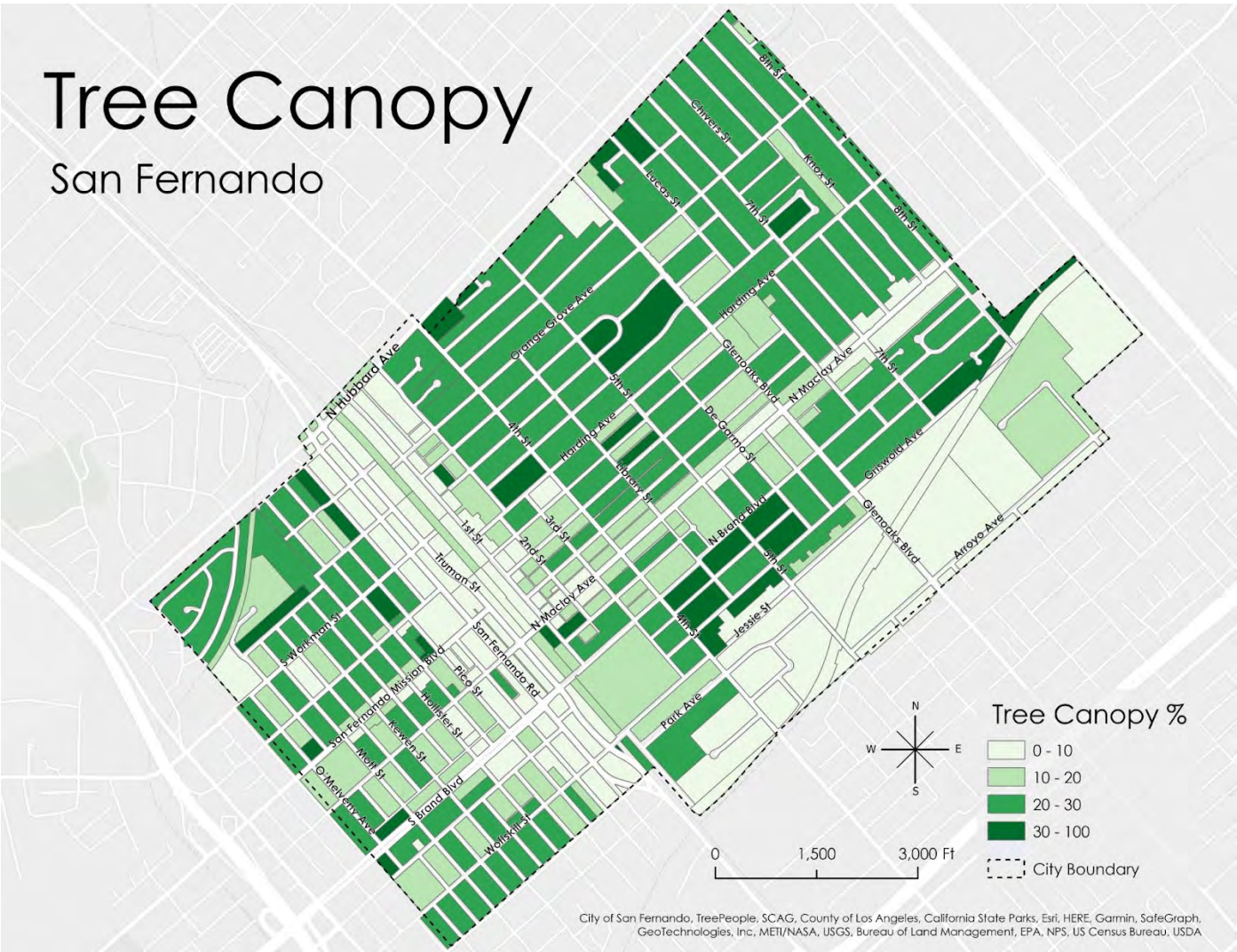
Based on 2016 data, San Fernando has 19% tree canopy cover citywide. This is higher than the total Los Angeles County canopy cover of 18%.

Canopy is not distributed equally throughout the city. Neighborhoods in the northwest and southwest have high canopy cover, while areas in the center and northeast regions of the city have lower canopy coverage. These trends can be explained to a significant extent by land use patterns.

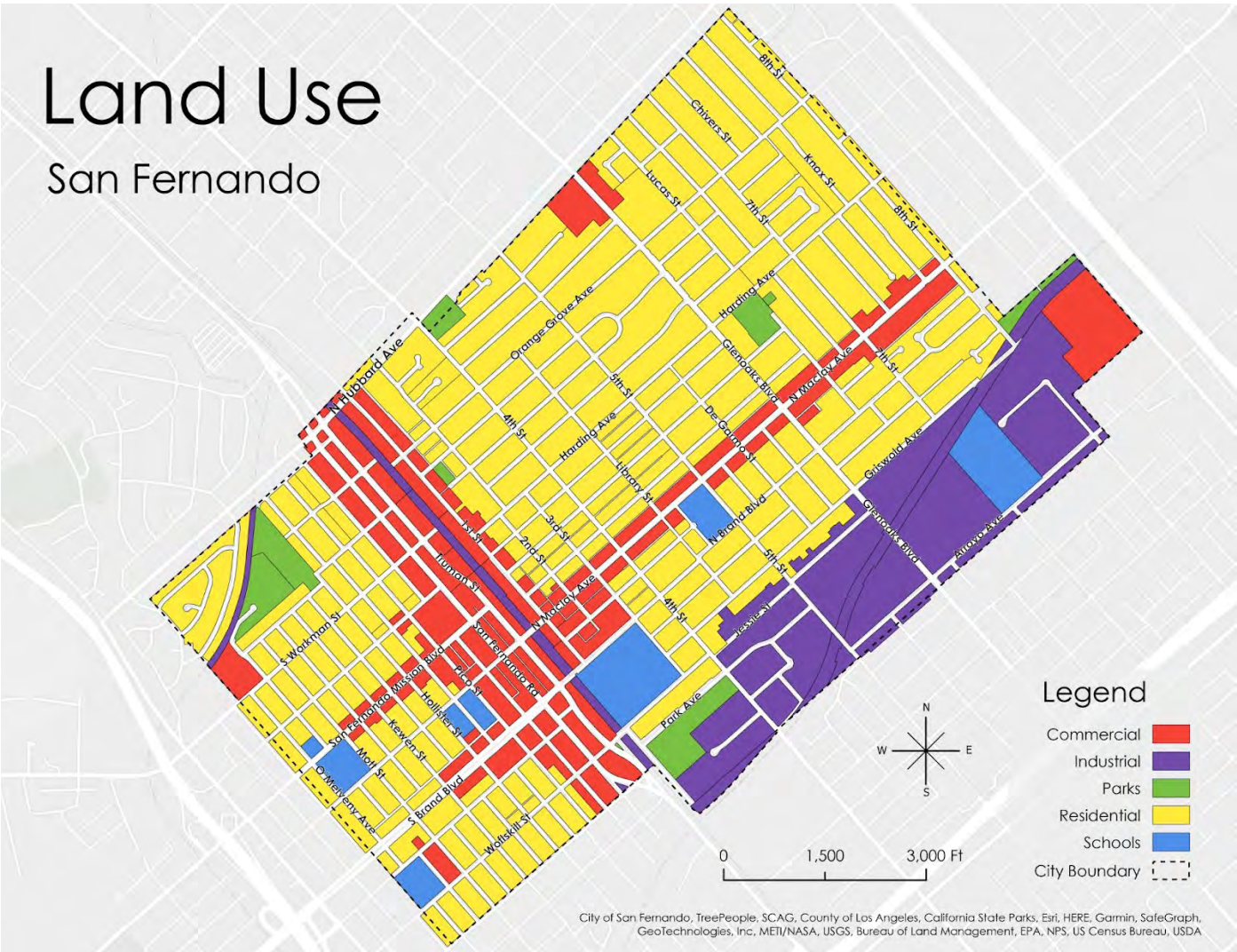
LAND USE

Land use is a useful way to organize urban forest management planning. For the purposes of this plan, land use is classified into five categories: Parks, Schools, Residential, Commercial, and Industrial.

Comparing tree canopy and land use maps, Industrial and Commercial areas account for the majority of areas with the lowest tree canopy, while Residential neighborhoods tend to have higher tree canopy.



The citywide tree canopy cover in San Fernando is 19% but there are substantial differences in tree canopy across the city.



Land use is an important factor in tree canopy cover.



PUBLIC RIGHT-OF-WAY CANOPY

The public right-of-way is the second largest land use in San Fernando and by far the largest publicly managed land use. It consists of all the streets and sidewalks that connect the city. Currently, there is 16% canopy cover across the right-of-way. Trees in the right-of-way create shaded corridors for people to move through, which is especially important for public and active transit users. Right-of-way trees promote outdoor activity by creating a comfortable and appealing environment to walk, bike, or roll. Additionally, trees offer screening from the road, providing privacy.

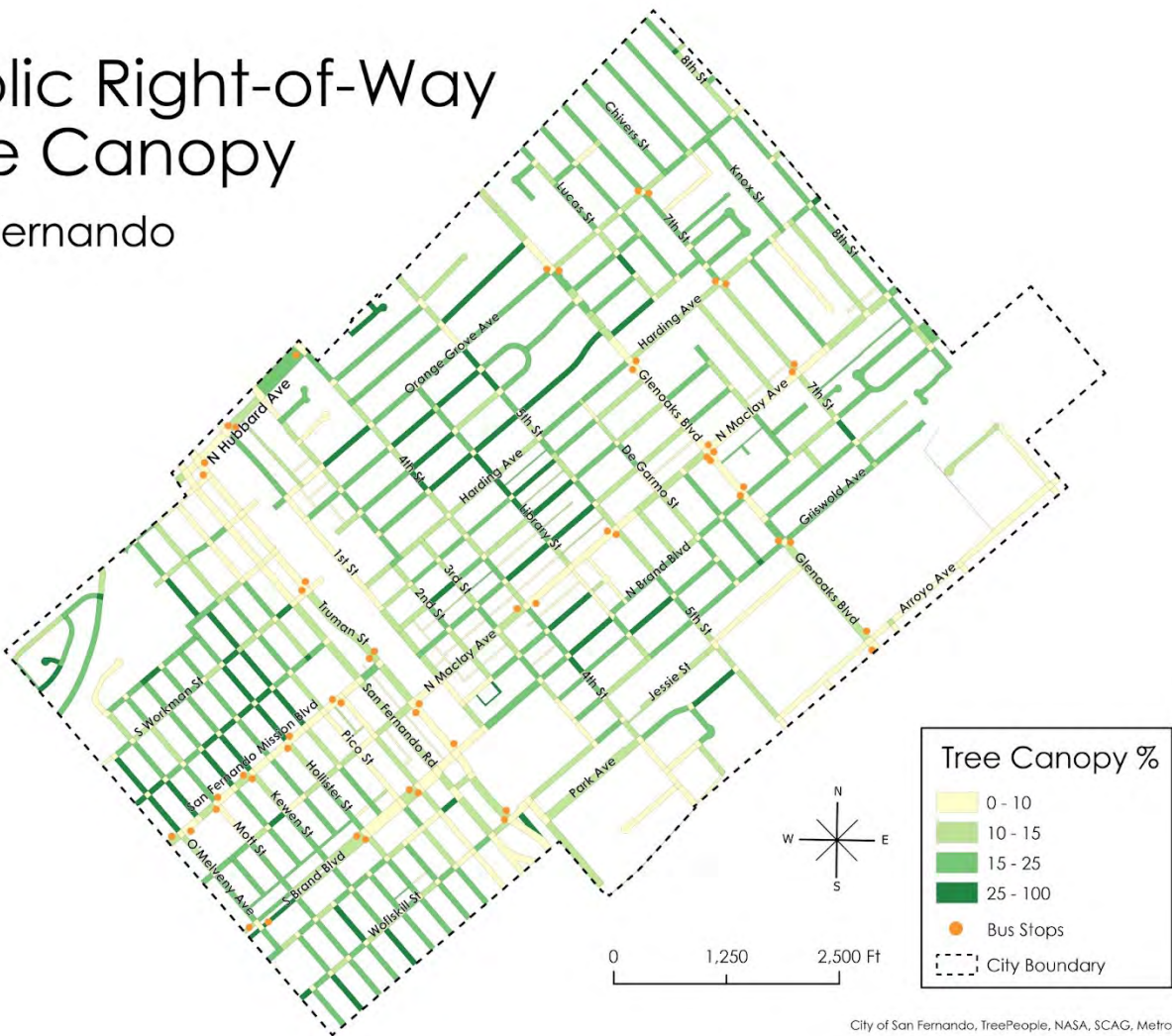
Trees are also valuable for capturing stormwater from an area otherwise dominated by hardscape. Finally, trees in the right-of-way can promote social cohesion by providing a comfortable public space for community members to interact, and enhance mental health by increasing access to greenery in neighborhoods.

RESIDENTIAL CANOPY

Residential is the largest land use in San Fernando, so tree canopy in residential neighborhoods has a significant impact on canopy in the city as a whole. Currently, there is 23% canopy cover in residential neighborhoods. Trees in residential areas act as a buffer between traffic and neighboring uses, providing privacy and quiet. Being visible and accessible to residents, they can also improve mental health. Trees in residential districts can also help capture stormwater runoff from homes and driveways.

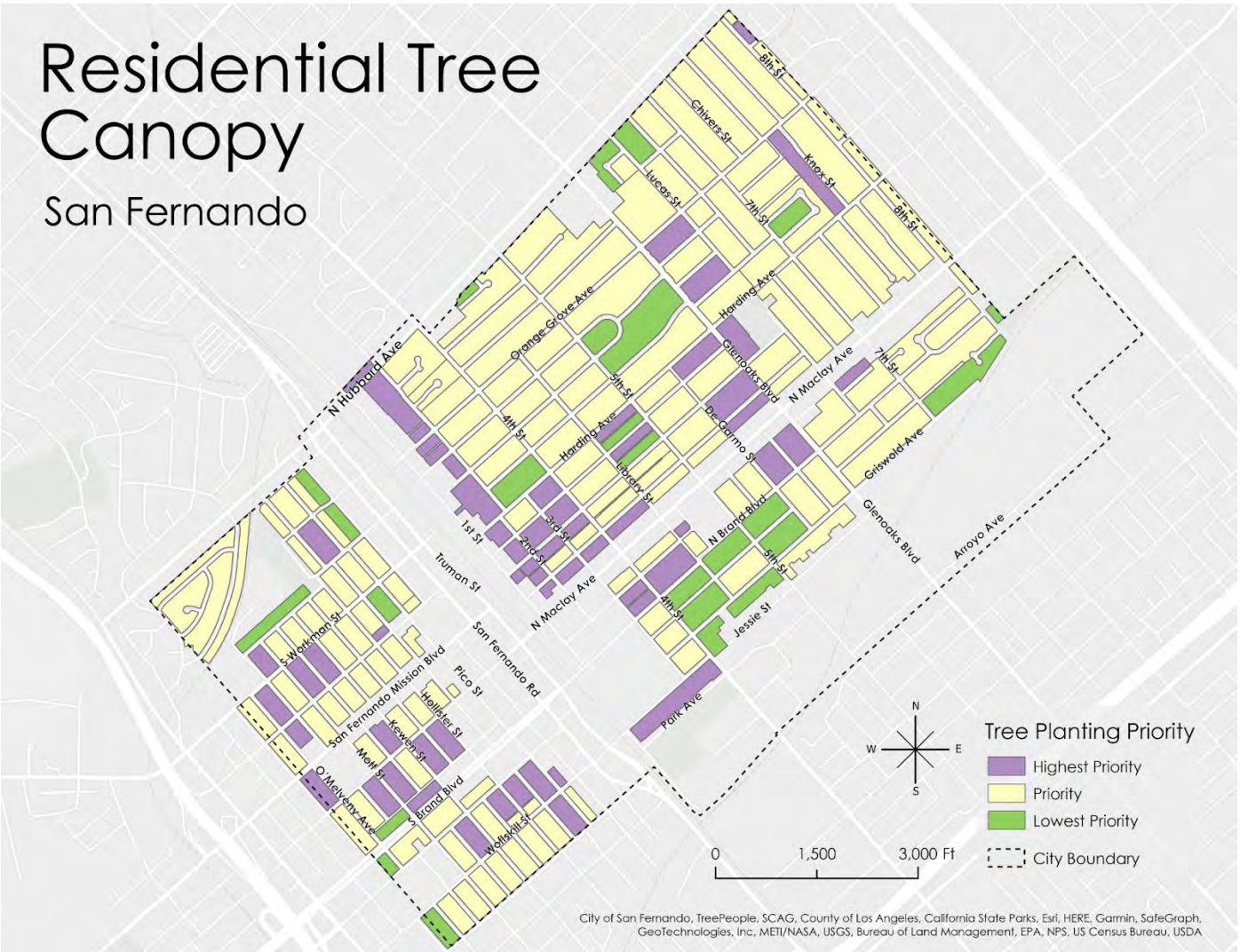
As residential neighborhoods are comprised of private property, increasing tree canopy in residential areas requires partnering with property owners. Providing information and resources, including trees, to property owners can encourage them to increase tree canopy on private property.

Public Right-of-Way Tree Canopy  
San Fernando



Residential neighborhoods in the southwest and center of town have the most densely canopied streets in town.

Residential Tree Canopy  
San Fernando



Highest priority neighborhoods (purple) are determined by low existing canopy and should be planted first. Lowest priority neighborhoods already meet or exceed canopy goals.



PARK CANOPY

The City of San Fernando has 7 public parks. Parks in San Fernando have some of the highest levels of tree canopy in the city, but not all parks are equally forested. Canopy cover ranges from a high of 45% in Rudy Ortega Sr. Park to 20% in Pioneer Park.

As parks tend to be already vegetated areas, they are some of the easiest places to plant new trees. They also have particular values as places for outdoor recreation and community gathering. Existing parks with relatively lower tree canopy such as Pioneer Park, Las Palmas Park, and Recreation Park would be good candidates for initial tree planting initiatives.

Park	Size	Canopy	Residents within 10 minute walk
Pioneer Park 828 Harding Avenue	5.3	20%	7,673
Las Palmas Park 505 S Huntington Street	7.7	24%	3,637
Recreation Park 208 Park Avenue	10.7	26%	5,313
Layne Park 120 N Huntington Street	0.83	31%	5,339
Cesar Chavez Memorial Park Wolfskill Street and Truman Street	0.44	31%	4,348
Rudy Ortega Sr. Park 2025 Fourth Street	3.34	45%	8,147
Cindy Montañez Natural Park 801 8th Street	3.18	38%	3,207
Kalisher Park* <i>*Kalisher Park is not included in this analysis as it is currently undergoing development</i>			

Two Parks in San Fernando have tree canopy meeting or exceeding goals already (green). Three parks are considered highest priority (purple) based on low existing canopy.

Tree canopy can be increased in parks by including tree plantings as part of park renovation projects. The 2017 Parks and Recreation Master Plan outlines renovations to recreational facilities at Las Palmas Park, Laune Park, Pioneer Park, and Recreation Park, to which tree planting initiatives could be included.

In addition, the Parks and Recreation Master Plan recommends improving the trail network through San Fernando. Planning for tree canopy along these trails, such as the Pacoima Wash Bike Path currently in development, could be another valuable opportunity to increase the urban forest in recreation areas.



Image: Pepper trees in Cesar Chavez Memorial Park, San Fernando



SCHOOL CANOPY

Public schools in San Fernando are run by the Los Angeles Unified School District (LAUSD). There are 14 school campuses within San Fernando, of which 10 are run by LAUSD including charter schools, and three are private schools.

Many of these schools have predominantly asphalt play areas, though some also have grassy areas or playing fields. Most have very low tree canopy, with one-third of schools having less than 10% tree canopy.

Schools are important locations for increasing tree canopy because they have landscaped areas that can accommodate trees with minimal modification. In addition, existing hardscape play areas can be depaved to accommodate more trees and create healthier play areas.

Green school yards not only help achieve urban forestry initiatives, but can lead to healthier, happier students. Children are more at risk from heat exposure than adults, which can impact their mental health, physical health, and ability to focus. Children are more likely to engage in active play on green schoolyards than on blacktop.

Partnering with the school district to encourage and permit on-campus planting initiatives while prioritizing street tree planting near schools is recommended. Grants and local partnerships may also be effective strategies to green priority schools. TreePeople will begin planting trees at Vista del Valle Dual Language School in 2023 using funds from a Cal Fire grant.



Image: Tree Planting at San Fernando Elementary School (Source: Adam Corey Thomas)

School	Type	Canopy
Cesar Chavez Learning Academy	High	1%
Santa Rosa de Lima Catholic School*	K-8	6%
Vista del Valle Dual Language	Elementary	7%
Vaughn Next Century Learning Center	K-12	9%
Saint Ferdinand Catholic School*	K-8	10%
San Fernando Elementary	Elementary	12%
Gridley Elementary School	Elementary	14%
O'Melveny Elementary School	Elementary	16%
San Fernando Middle School/ San Fernando Institute for Applied Media	Middle	18%
Nueva Esperanza Charter Academy	Middle	19%
Morningside Elementary School	Elementary	20%
Glenoaks Christian School*	K-8	23%

\*Private Schools

Three campuses are highest priority (purple) for new tree plantings based on low existing canopy



# Opportunities to Grow

## Key Takeaways

- There is a lot of potential to increase tree canopy in San Fernando but it will require modifying existing paved areas
- More space can be created for the private urban forest by adjusting residential, commercial, and industrial zoning requirements
- Reallocating space in the public right-of-way from cars to trees creates space for more public trees, allows larger trees to be planted, and reduces conflict between trees and sidewalks

Expanding the urban forest in San Fernando will require making more spaces for trees in the city. Existing infrastructure and policy constraints lead to a narrow definition of ‘right tree’ and a shortage of ‘right places.’ Squeezing more trees into a physical and regulatory landscape that had not been designed to accommodate them will result in a small and sparse urban forest. Fortunately, there are many opportunities for San Fernando to modify policies and infrastructure to support a thriving urban forest.

## Possible Canopy

In addition to measuring Existing Tree Canopy, the 2016 Los Angeles Tree Canopy Assessment identified Possible Tree Canopy. Possible Tree Canopy measures places where it is theoretically possible to plant trees, based on land use. Possible tree canopy is further split into two categories: Vegetated Possible Canopy and Hardscape Possible Canopy. Vegetation Possible Canopy measures the proportion of land that is currently permeable, but not planted with trees, encompassing grass, shrub, and bare soil land use classifications. Hardscape Possible Canopy measures the proportion of land that is currently paved, but is not developed with buildings or roads, encompassing the “other paved surfaces” land use classification. These analyses give insight into where opportunities exist to increase tree canopy in San Fernando.

## Land Use

There are opportunities to create space for the urban forest in different types of land use by changing the way we design and regulate space. The public right-of-way has traditionally been designed around the passage of cars, but reallocating street space can create more room for trees, and people. Zoning regulations shape how space on private property is designed, determining where space is (or is not) available for the urban forest on different land uses. Though policy changes will be required to meet the canopy goals, the longevity of the plan acknowledges that policy change may be incremental and made in accordance with evolving community needs.

## Vacant Sites

There are 3,457 vacant sites in San Fernando that are available to be planted with new trees. Planting appropriate trees in these spaces is a start to growing the urban forest, but to significantly expand the forest more plantable space must be created.



Image: Tree planting in San Fernando (Source: Adam Corey Thomas)

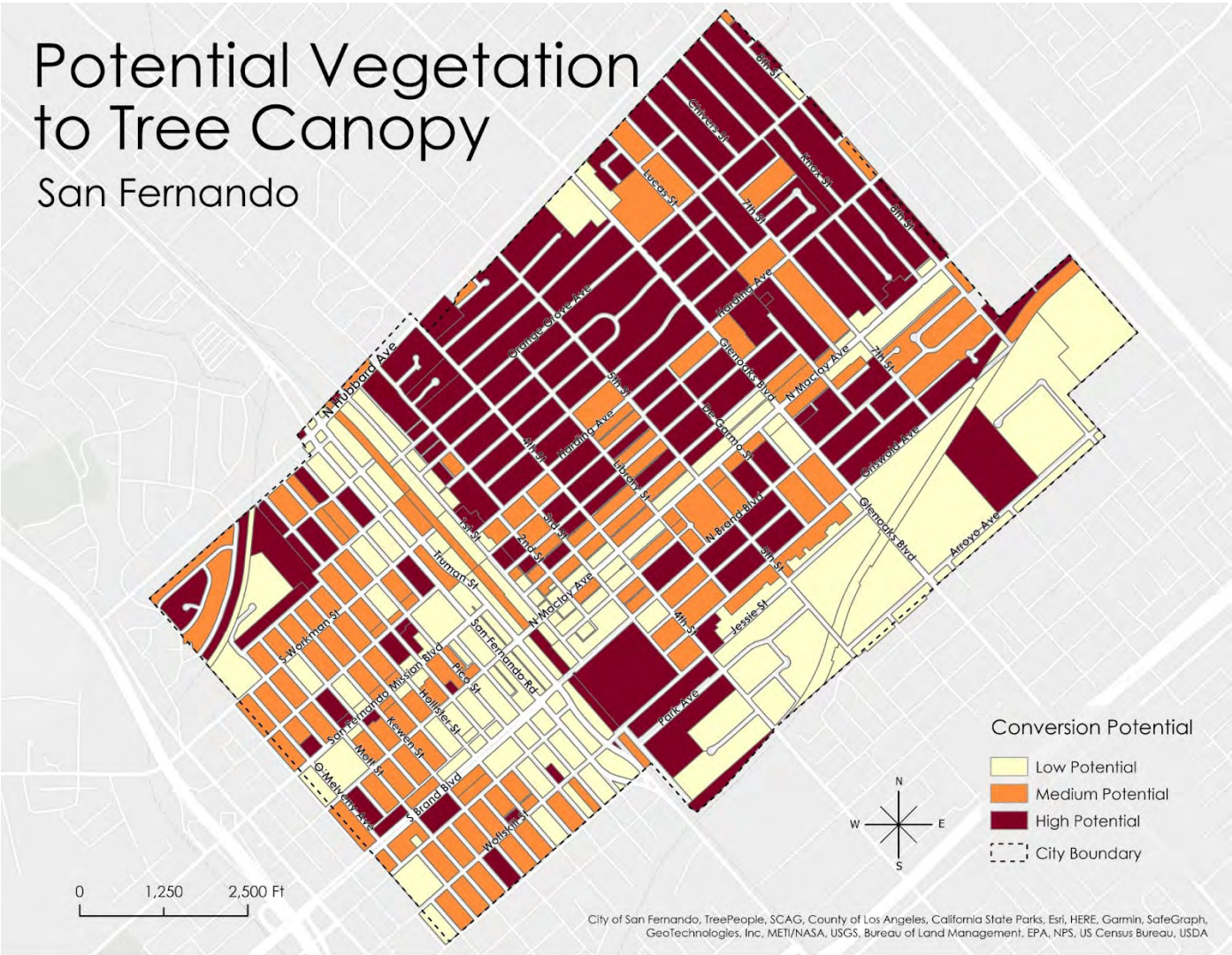


**POSSIBLE VEGETATION TO TREE  
CANOPY TRANSITION**

Areas of San Fernando already covered in vegetation, such as lawn or shrubs, are some of the most accessible areas to grow the urban forest. The most widespread opportunity is the lawn areas of residential parcels. Providing resources and information to residents to encourage tree planting in private yards, paired with canopy zoning requirements for new developments can help increase tree canopy in these areas.

All the parks in San Fernando are classified as having high potential for more tree canopy. However, parks make up a relatively small fraction of land in San Fernando and thus alone are insufficient to meaningfully expand citywide canopy. Expanding park space would not only create space for the urban forest, but also provide space for outdoor recreation, one of the most desired benefits of the urban forest.

Many schools in San Fernando are classified as having high or medium potential for more tree canopy, and were ranked the second highest priority location for new trees by community members. Schools in San Fernando often include landscaped areas as well as recreation lawns and playing fields. While some areas of open grass need to be maintained to be used for sports, trees can be added to surround these spaces.



**San Fernando has a lot of land existing as lawns or open space that can be planted with trees, especially in residential yards and schools**



Image: Tree planting in San Fernando (Source: Adam Corey Thomas)

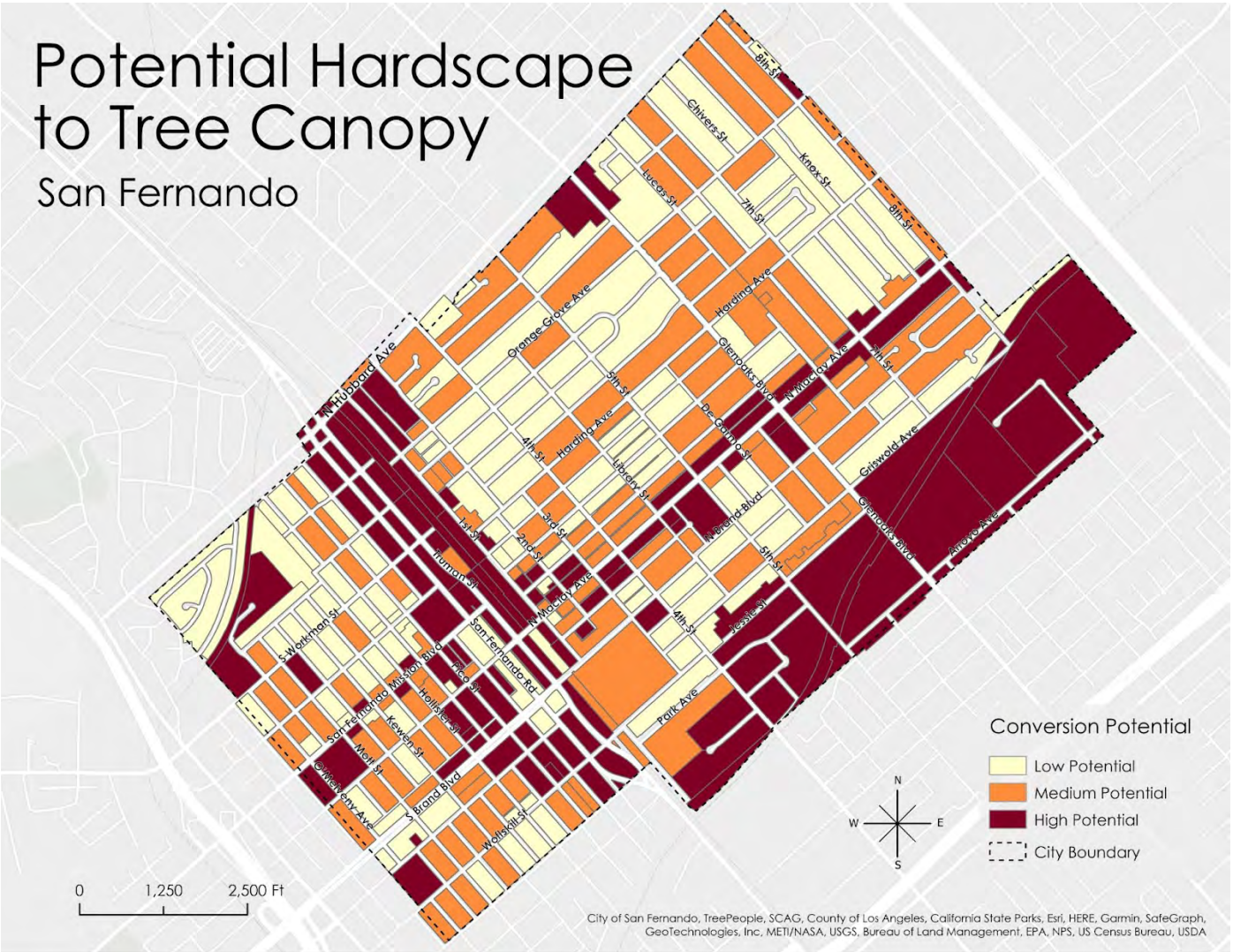


**POSSIBLE HARDSCAPE TO TREE CANOPY TRANSITION**

Paved areas (i.e., hardscapes) can be more difficult to add tree canopy to because these areas need to be modified before planting. However, given their extent and that they amplify urban heat, paved areas are great opportunities for canopy expansion and often most prevalent in areas the most in need of more trees. The map shows parcels with differing potentials for adding tree canopy by removing pavement, based on the proportion of the area that is currently hardscape, not including buildings or roads.

As largely private land, tools such as zoning regulations and incentive programs may be the most effective ways to increase tree canopy in these areas.

Blocks with high potential for adding tree canopy are primarily the industrial and commercial zones. Part of the reason for this is the prevalence of parking lots in these areas. Trees are important in these areas because they provide screening between residential uses and shading of public right-of-way as well as bolster the well-being of those who work in these areas. It is important to note that while trees can provide air quality benefits, the capacity of trees is often insufficient in meaningfully mitigating air pollution from industrial operations or vehicle exhaust. Consequently, expanding tree canopy in industrial areas or along highways is not a substitute for more direct measures of mitigating air pollution.



**Creating new spaces for trees is important for growing the urban forest. Removing pockets of pavement for trees is an opportunity of great potential, especially in places with a lot of hardscape.**

**Parking lots in commercial and industrial zones pose opportunities to increase tree canopy on existing impervious surfaces**

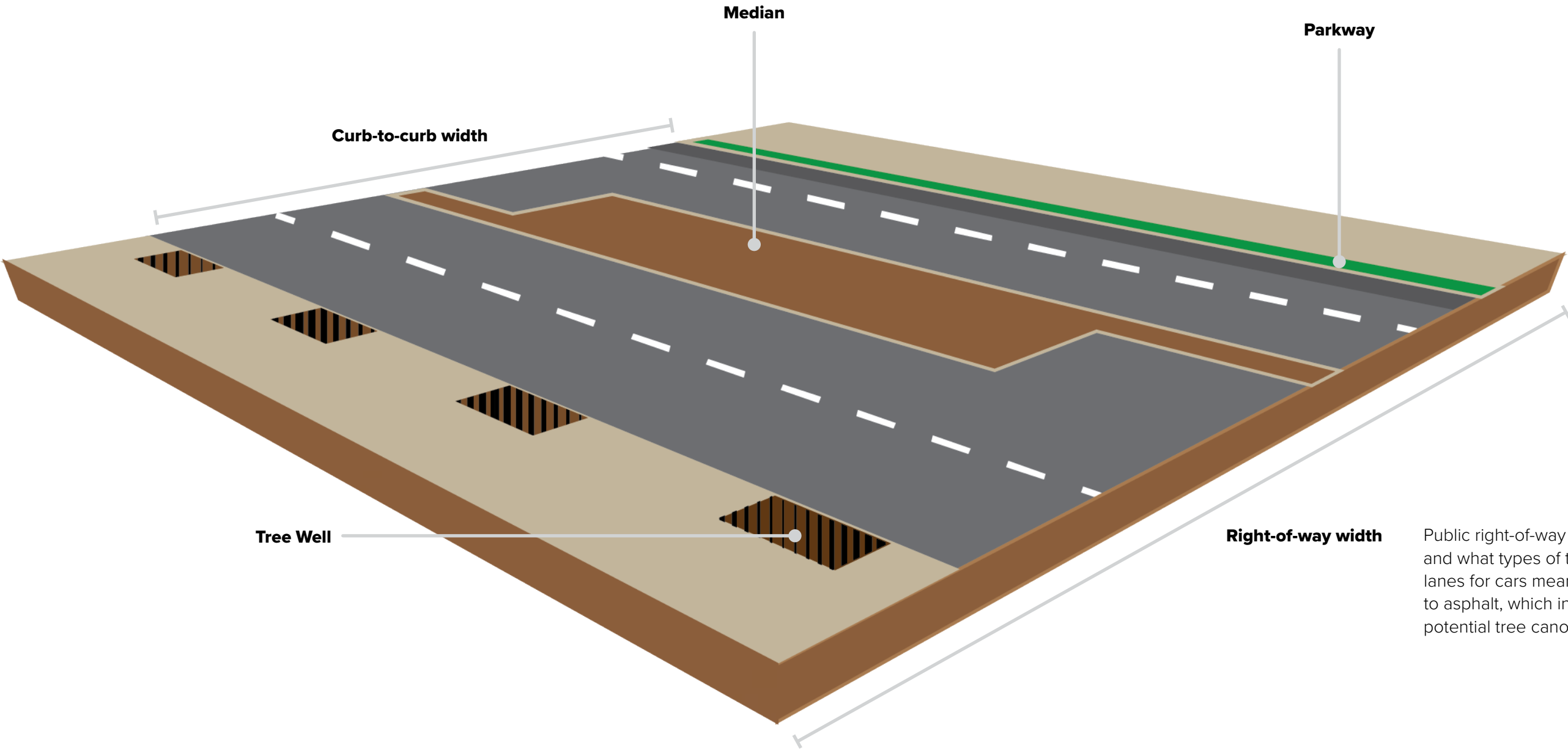


**PUBLIC RIGHT-OF-WAY**

Public street trees are planted in the right-of-way. Trees are usually planted between the sidewalk and the street in a parkway or tree well, but can also be planted along center medians or in planting strips between sidewalks and private property. With the exception of medians, trees are usually planted in curb space rather than road space. Therefore, the space available for urban trees is the difference between the right-of-way width and the curb-to-curb (road) width, as illustrated in the diagram to the below.

More space for urban trees can be created by decreasing the curb-to-curb width, or installing medians. Decreasing the curb-to-curb width can be accomplished by reducing the width or number of traffic lanes and parking lanes. Some of this space could be dedicated to creating plantable area for the urban forest.

Plantable space can be created in the public right-of-way by building parkways or constructing curb extensions, installing tree wells, and converting center turn lanes to medians. While these interventions may take away space for car travel, they will increase road safety and encourage multi-modal transportation, creating a right-of-way that supports a diversity of movement.



Public right-of-way design influences how many and what types of trees can be planted. More lanes for cars means more space must be dedicated to asphalt, which intensifies heat and reduces potential tree canopy.





**Tree Planting Site Options & Costs**

Filling the vacant sites available in San Fernando is the most cost effective way to grow the urban forest, but it will not be enough to reach the goal of 35% tree canopy in the right-of-way. Almost all the existing vacant sites will be filled within the first year of proposed tree planting. Therefore, creating more plantable space in the right-of-way, especially in low canopy neighborhoods, will be necessary to reach canopy and equity goals. There are a number of ways plantable space can be created, as detailed in the table to the right.

Suitability for installing tree wells - cutouts in the sidewalk to plant trees - depends on the size of the sidewalk, as 5 ft of path must remain unobstructed for pedestrian use. Larger tree wells can support larger trees. As such, it is best to install tree wells where a 4 ft minimum well width is possible.

Curb extensions are a great option where the existing curb is too narrow to support trees and a sidewalk. Planting spaces are constructed in the existing road, usually into an existing parking lane, or by converting the rightmost travel lane to a parking lane with curb extensions. The construction of curb extensions requires significantly more investment than tree wells. However, curb extensions can also have benefits beyond the urban forest such as a traffic calming measure to improve safety for all street users.

Similarly, center medians convert road space in the center median to landscaped space that can support tree canopy. Center medians are best suited for major arterial roads with an existing center turn lane. Medians also provide traffic calming benefits.

Finally, where more space cannot be created, it is worth analyzing whether existing plantable space is being used to the highest benefit. Existing planting sites that currently house palm trees, trees in poor condition, and/or trees that are significantly smaller than their planting size could feasibly support should be considered to be replaced with larger, more beneficial trees.



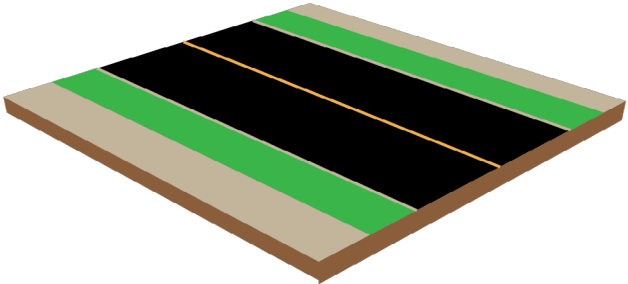
Tree Planting Site	Potential Locations	*Planting Cost Estimate
Vacant sites	See Tree Planting Priority Map	\$400
New tree wells**	Arroyo Street Truman Street 1st Street	\$1,400
Curb Extensions**	Near schools	\$6,000-\$20,000 Per 6 ft x 20 ft
Medians**	N. Maclay Avenue N. Brand Boulevard	\$15,000 to \$30,000 per 100 ft
Tree replacement	See Tree Replacement Criteria Residential Parkway San Fernando Road	\$700

*\*Plant cost only, does not include establishment or maintenance care. Costs are highly variable.*  
*\*\*Renderings of how new tree wells, curb extensions, and median improvements can be designed are included on the following page.*

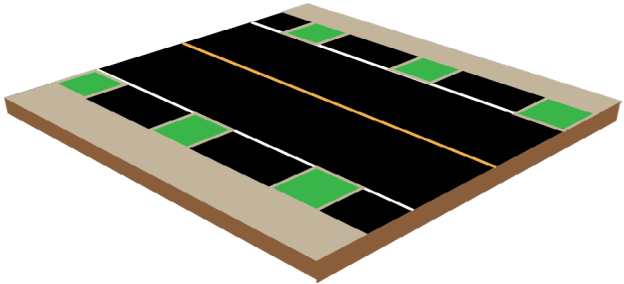
**Focusing on only the most cost effective sites will result in an inequitable urban forest that continues to leave some areas of San Fernando with a lower than desired tree canopy.**

**The streets listed in the table above should be complemented with the Tree Planting Priority Map to determine high priority blocks and vacant sites.**

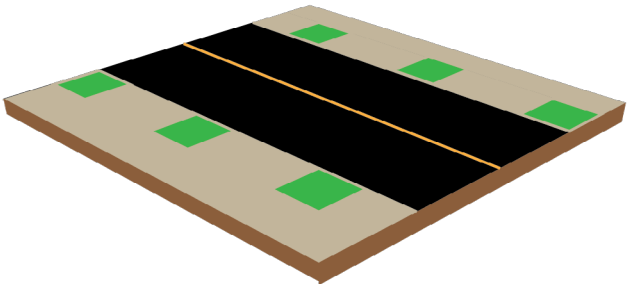
Creating More Plantable Space



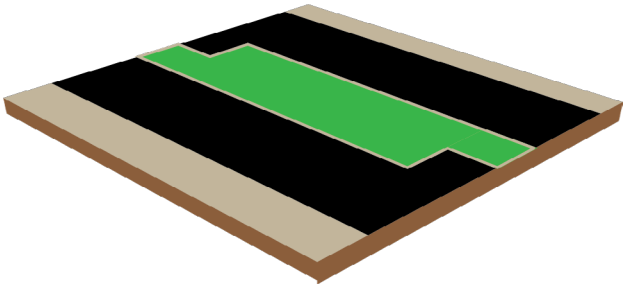
**Parkways**, where they exist, require the least site preparation to plant vacant sites.



**Curb Extensions** are suitable for when there are no existing parkways and the sidewalk is too narrow to install tree wells.



**Tree Wells** are best suited when there is no existing parkway and the sidewalk is at least 9 ft wide.



**Medians** are well suited for major arterials with center turn lanes.

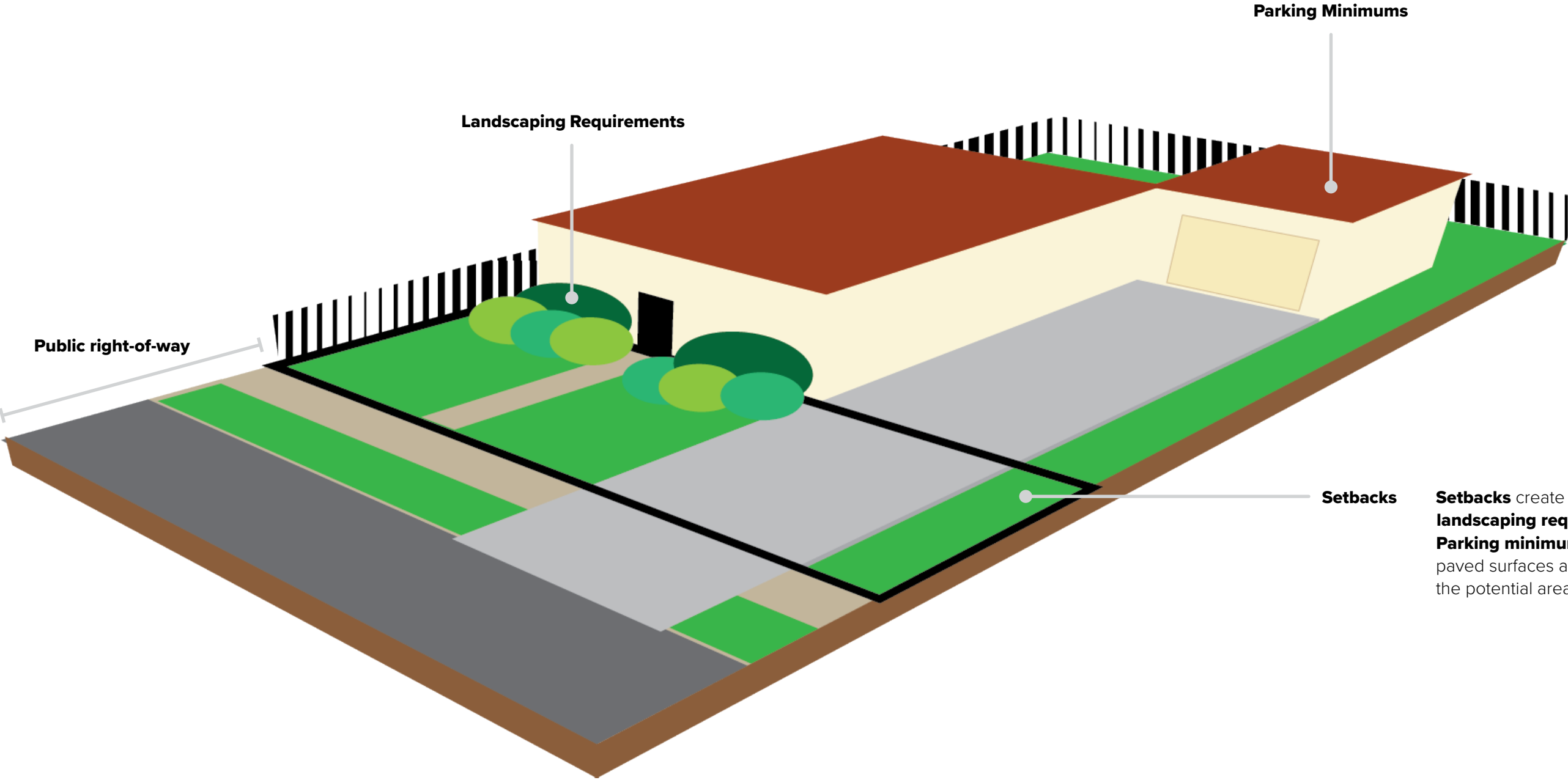
RESIDENTIAL NEIGHBORHOODS

Residential neighborhoods are the largest land use within San Fernando and so guiding tree planting on residential property will go a long way to increasing tree canopy in the City as a whole. Existing zoning standards can be adjusted with the urban forest in mind to create more space for trees on residential parcels.

**Landscaping Requirements:** Requiring trees to be incorporated in residential landscaping is a valuable provision for promoting the private urban forest. There are existing requirements requiring 50% of the front setback to be landscaped. These requirements could be expanded to be canopy-oriented by encouraging trees with large canopies to be planted in private yards for all residential densities.

**Setbacks:** The required front setback creates at least 1,000 square ft of open space in front of every residential parcel. Aside from driveways and paths, much of this space is dedicated to lawns in many homes. These swathes of permeable surfaces hold tremendous tree-planting potential. Trees in residential setbacks have many community benefits. Replacing or shading lawns with trees is an important water- saving strategy and trees’ proximity to sidewalks and homes would enhance mobility and energy-saving benefits.

**Parking Minimums:** Parking requirements increase the amount of impervious surfaces on a lot and reduce the amount of space available for trees. This is especially true for high-density housing where relatively more space must be dedicated to parking. Reducing or eliminating parking minimums allows for more green space in residential neighborhoods. Where parking minimums are required, adopting design standards requiring permeable pavers may support soil and root health for trees planted near parking spaces.



**Setbacks** create space typically vegetated, while **landscaping requirements** guide what is planted. **Parking minimums** require space dedicated to paved surfaces and garages cars, directly reducing the potential area for green space and tree canopy.

COMMERCIAL NEIGHBORHOODS

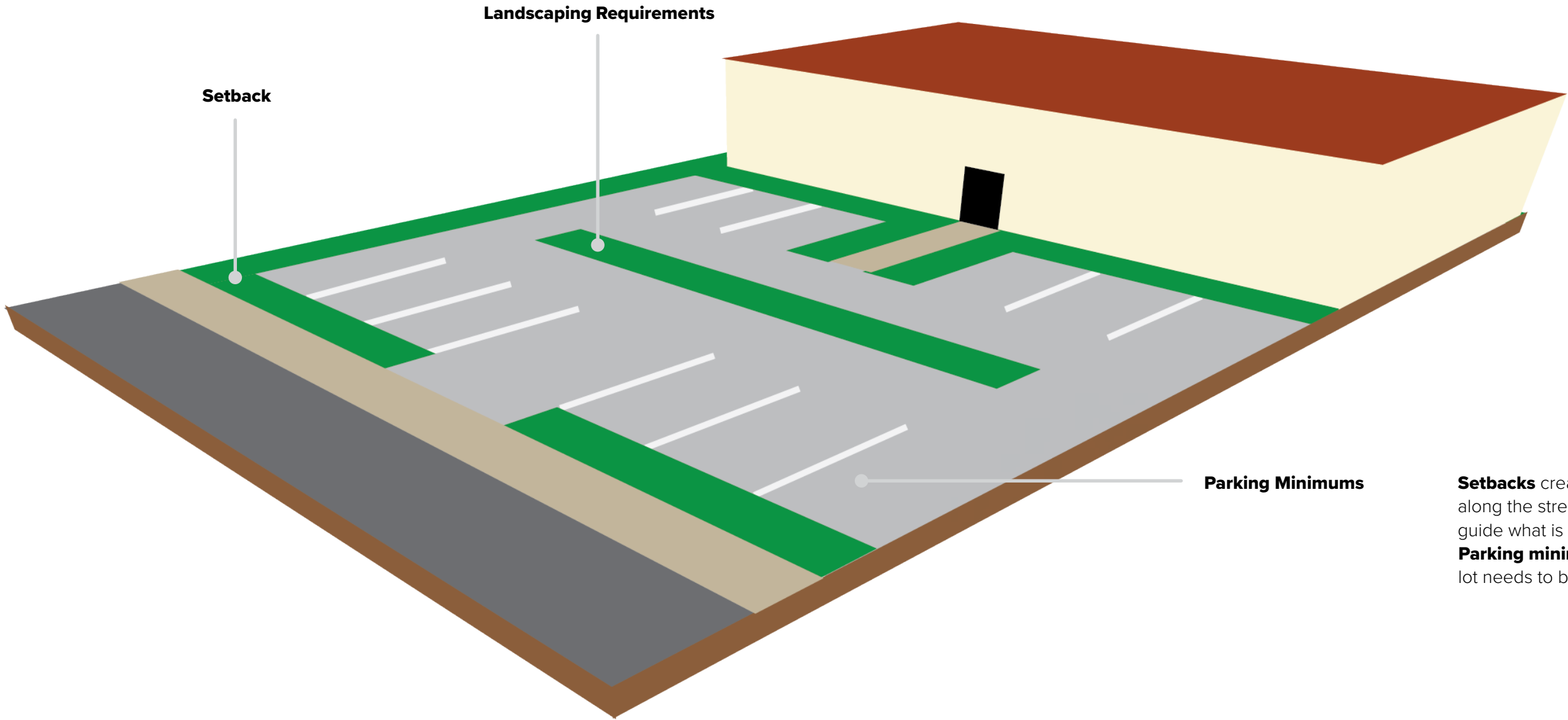
Commercial areas are the third largest land use in San Fernando and hold a lot of potential to increase tree canopy, especially in parking areas.

**Setbacks:** Commercial developments in San Fernando are required to have a 10 ft setbacks and off-street parking lots adjacent to the public right-of-way are required to have a 5 ft landscaped strip. This requirement makes room for the urban forest in commercial zones.

**Parking Minimums:** The zoning code stipulates minimum parking requirements for commercial developments depending on the size and use of the development. Minimum parking standards can increase the size of parking lots, competing with other uses of space, like landscaping. Relaxing off-site parking requirements can be paired with increasing landscaping requirements in order to create greener commercial districts. Where parking minimums are required, adopting design standards requiring permeable pavers may support soil and root health for trees planted near parking spaces.

**Landscaping Requirements:** Given the extent of parking lots in commercial districts, one way to provide tree canopy in these areas is to require shade trees throughout parking lots. The zoning code currently requires 2% of parking lot area to be landscaped, but does not require the inclusion of trees.

The benefit of both the setbacks and the landscaping could be more fully realized by specifically requiring trees, including details about the mature size of trees to be planted so that the maximum canopy benefit is achieved from the landscaped space. Additionally, enforcement of this standard would help ensure trees are replaced as they die, maintaining the canopy over longer timescales.



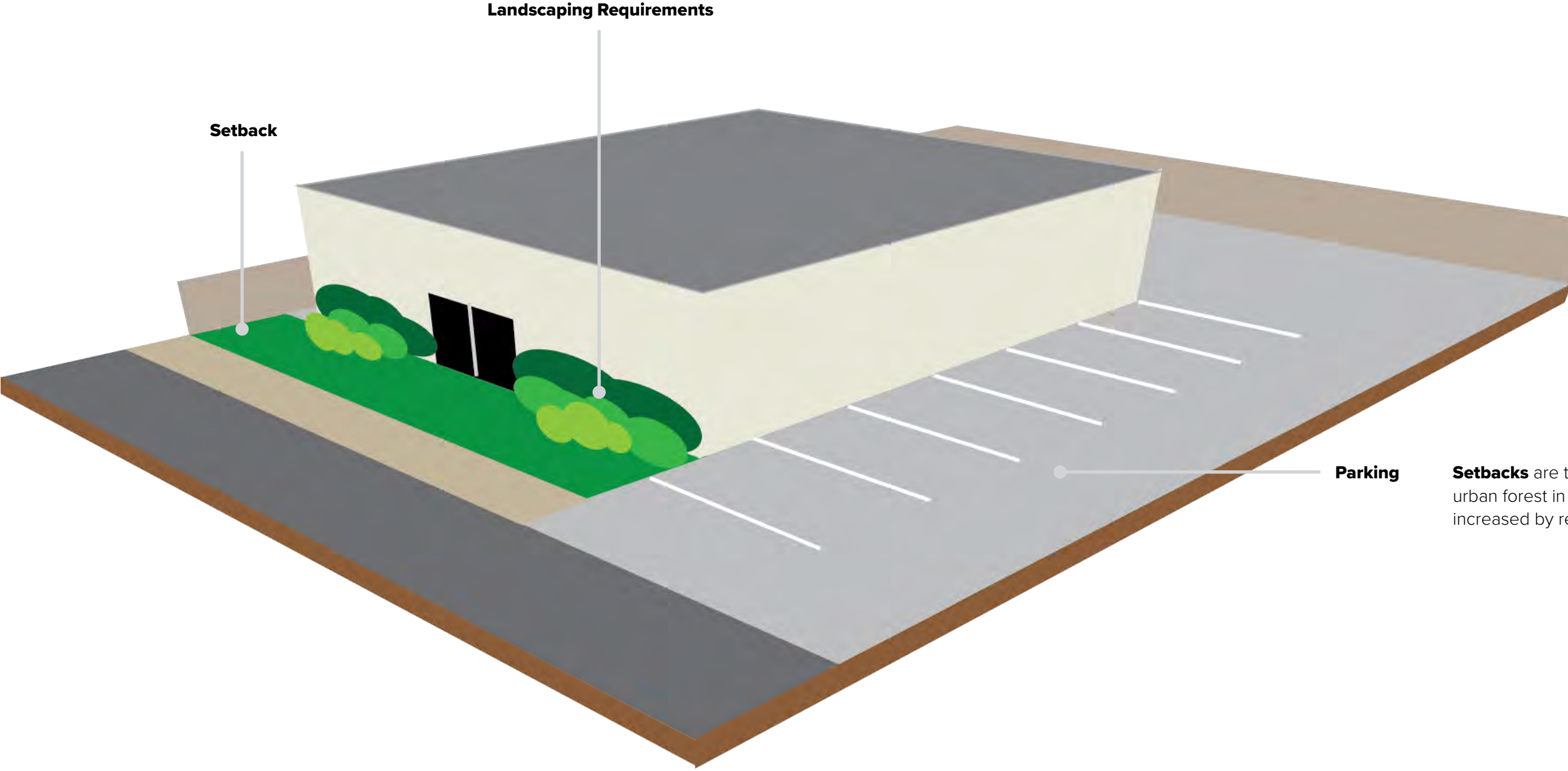
**Setbacks** create space to grow the urban forest along the street. **Landscaping requirements** guide what is planted throughout the parking lot. **Parking minimums** dictate how much of the lot needs to be dedicated to hardscape for cars.

INDUSTRIAL NEIGHBORHOODS

Industrial zones have the lowest levels of existing canopy. Therefore, it is especially important to consider trees in patterns of development for this zone. Many industrial lots consist of large buildings and paved lots. Adding trees to industrial areas is not just important to expand tree canopy across the City as a whole, it is also locally important in thinking of the welfare of community members who work in these areas.

**Setbacks:** Industrial areas are required to have front (and sometimes side) setbacks from the right-of-way. The size of the setback depends on the length of the lot, with larger lots requiring longer setbacks. There are existing landscaping requirements for these setbacks laid out in Article 4 of the zoning code. Setbacks are the main source of existing canopy in industrial zones.

**Parking lots:** Many industrial lots also have large parking lots with currently little to no tree cover. Increasing tree cover requirements in these parking lots could help increase canopy in these under forested areas. Where parking minimums are required, adopting design standards requiring permeable pavers may support soil and root health for trees planted near parking spaces.



**Setbacks** are the source of much of the existing urban forest in industrial lots. Urban canopy could be increased by requiring **landscaping in parking lots**.



# Vacant Planting Sites

San Fernando

## Legend

- ≤ 3' Vacant site
- 4' - 5' Vacant site
- ≥ 6' Vacant site
- Site with Stump or Dead Tree
- City Boundary

Width	Total	Utility	No Utility
3' or less	743	121	434
4'	555	182	561
5'	40	6	34
6' or more	2029	382	1647



City of San Fernando, TreePeople, SCAG, Esri Community Maps Contributors, County of Los Angeles, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA



## Goals & Strategies

## Key Takeaways

- Citywide canopy goal is supported by goals for each land use based on community priorities and existing canopy
- Planting large trees will make it easier to achieve canopy goals with fewer planting spaces
- Strategies support canopy goals with specific operations and policy recommendations

The many opportunities for growth in the San Fernando urban forest can be realized by setting ambitious but achievable goals. The canopy goals in this plan are consistent with the City Council's Strategic Goals through 2027, but also further specify targets for canopy cover by land use that come together to form a long-term canopy cover goal for the city as a whole. This building block model of goal setting is used to better reflect community priorities, feasibility based on the existing forest, and alignment with City operations.

These goals are supported by strategies that lay out specific actions the City can take to increase canopy in each land use. Canopy goals are translated into tree planting guidance. Beyond urban forest expansion, these strategies also include provisions for caring for the urban forest and engaging partners to support the vision of the urban forest.

These strategies will be implemented over three phases. The first phase sets the foundation for the plan by making policy and operation adjustments to prepare for a larger forest. The second phase of the plan focuses on growing the urban forest through sustained tree planting and creation of plantable space. The third and final phase of the plan focuses on maintaining the planted trees so they grow large and healthy, and provide an abundant canopy for San Fernando.



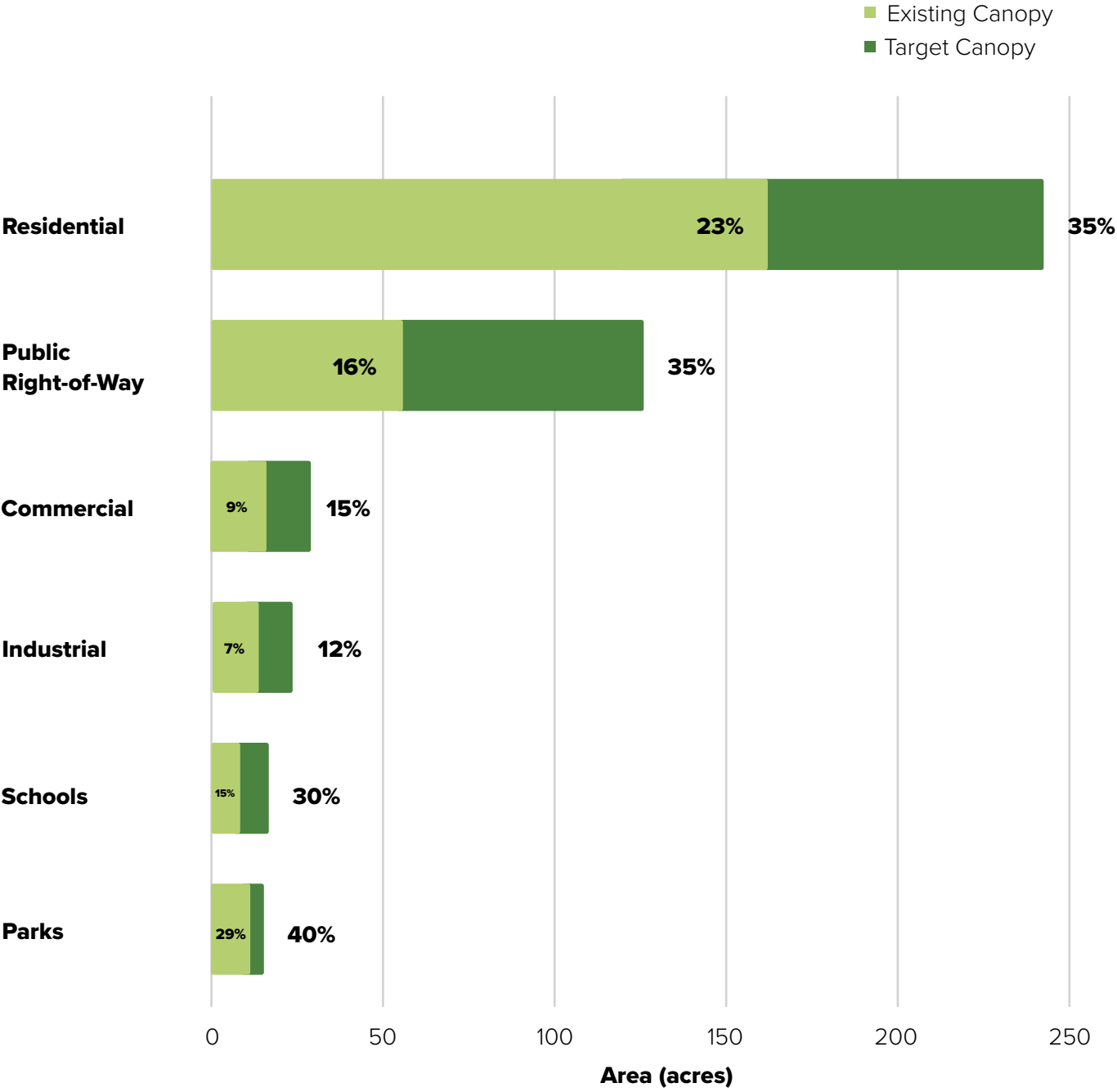
Images: Top: fruit tree distribution; Bottom: tree care watering buckets (Source: Adam Corey Thomas)



San Fernando's Future Forest

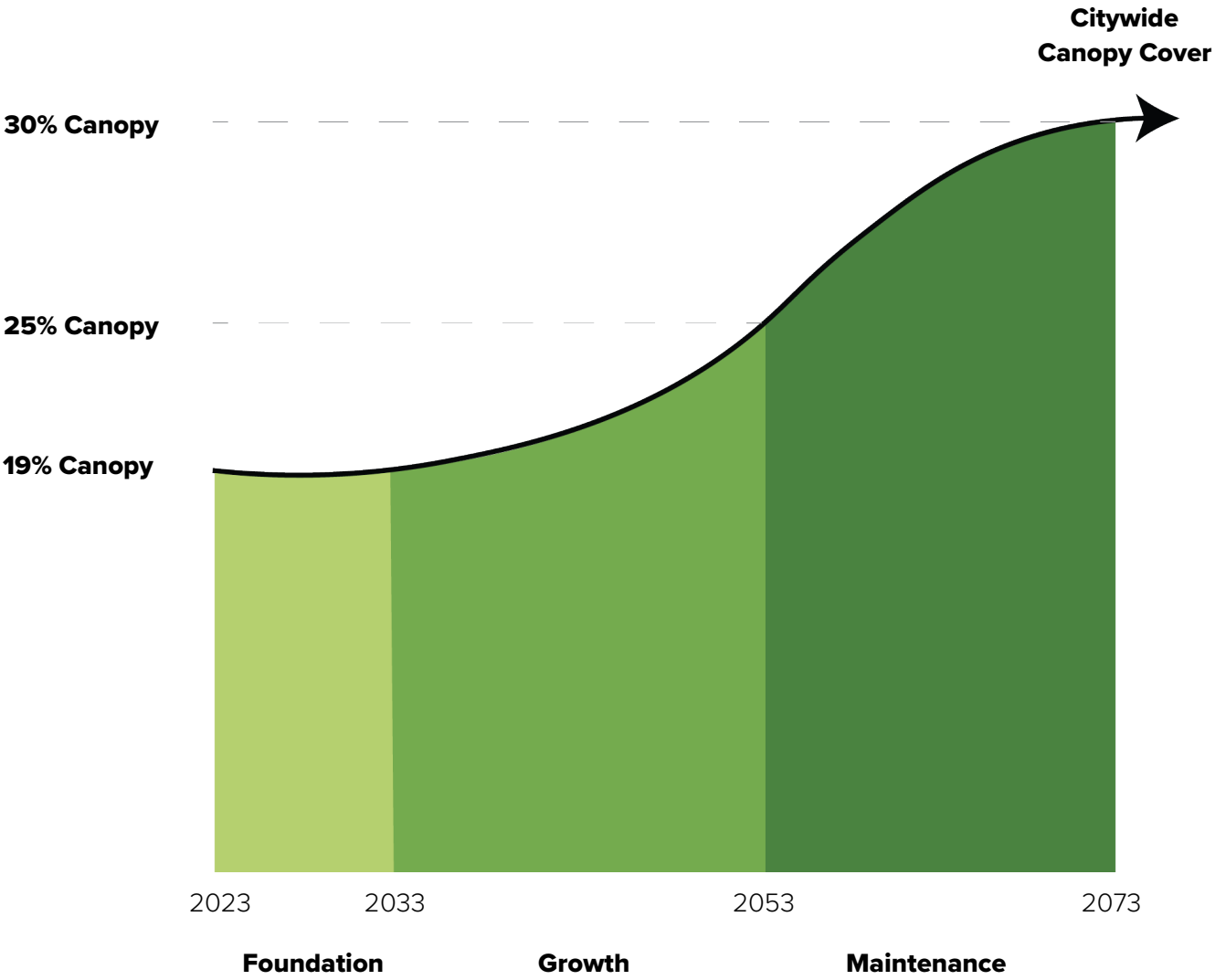
GOALS AND STRATEGIES

San Fernando's canopy goals are set to be achievable yet **ambitious and meaningful**, focused on **where canopy is needed**, and grounded **with practical management strategies**.



Bar length depicts how many acres of canopy cover is represented in each land use category.

Canopy targets by land use combine to achieve the citywide target in a way that integrates community priorities on where canopy is needed most.

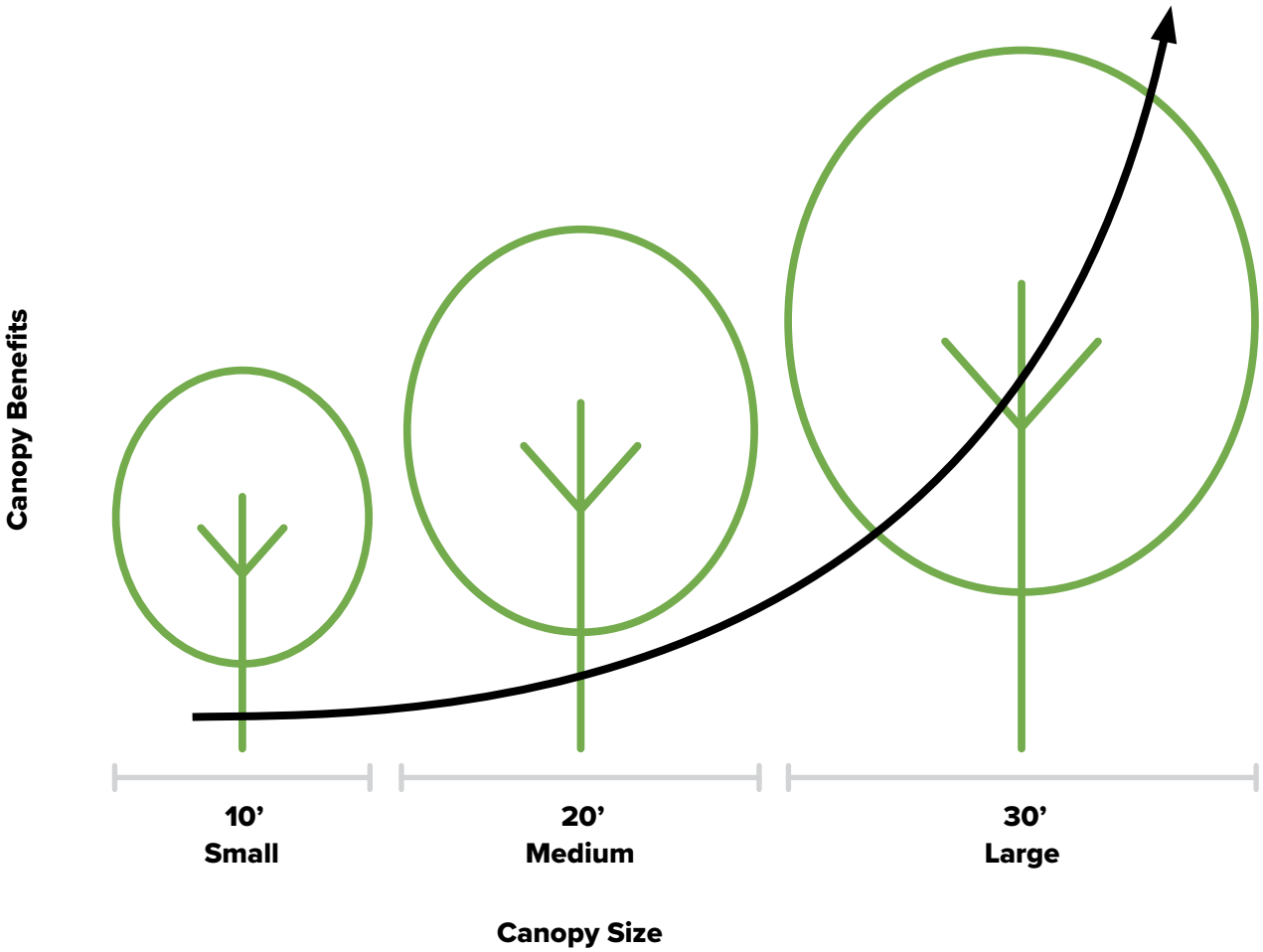


The pathway to realizing the future forest of San Fernando is divided into three management phases: Foundation, Growth, and Maintenance.

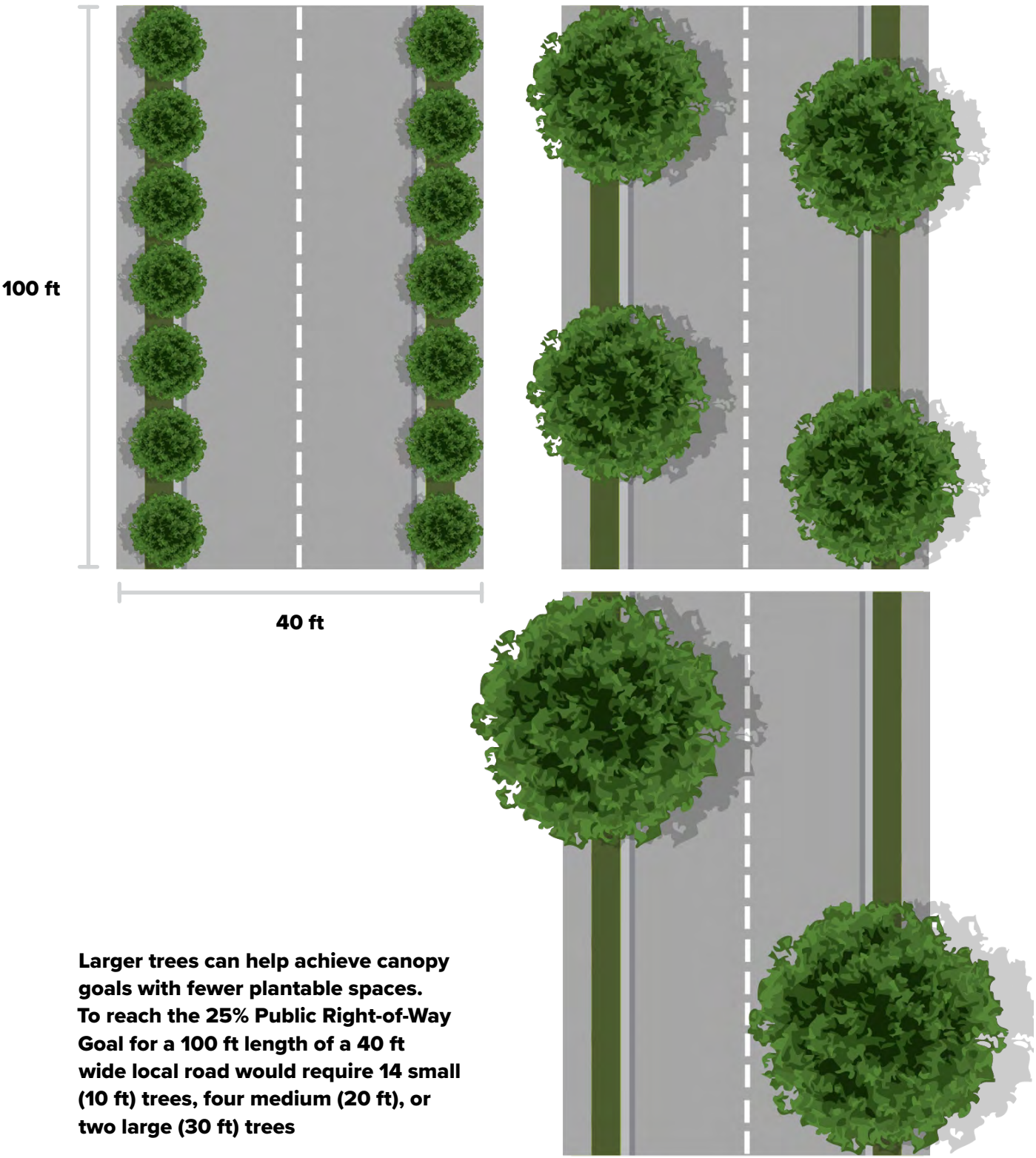
**The Importance of Counting Trees Planted and Large Trees for Realizing Canopy Goals**

Canopy goals are powerful because they correspond closely with many benefits trees provide and communicate big picture objectives. However, canopy goals are difficult to measure from a human perspective and they are not fully realized until decades after the initial tree planting. Achieving canopy goals in the long term is most practically accomplished with tree planting goals. Therefore, canopy goals and management strategies are translated into numbers of tree plantings for feasible implementation.

The planting minimums recommended in the strategies are based on the average number of trees required to be planted in each land use to reach canopy targets. Each parcel is unique and meeting per parcel tree minimums may not always be feasible on some, while they may be exceeded on others. The policies adopted by the City should consider alternative planting options to ensure the required trees are planted in the same neighborhood when minimums cannot be met on a parcel, particularly one being renovated or redeveloped.



To realize canopy goals with a practical number of trees planted, it is critical to plant tree species that mature into large trees and create planting spaces that accommodate large trees. While planting large trees is not always possible due to space constraints, planting the largest trees appropriate for a given space will help ensure available tree planting spaces maximize canopy benefit.







Specific strategies for meeting tree canopy goals

Ten specific strategies have been identified to meet the tree canopy goals in alignment with the desires of the community as established in the Community Voices chapter. These ten strategies emphasize three types of actions: Plant, Preserve, and Partner. Importantly, consideration of equity is a cross-cutting theme to be incorporated into all strategies.

Each strategy is accompanied by several recommended activities and policies for implementing the strategy. The activities will need to be further specified through the policymaking process to align and integrate with city-wide strategies, budgets, cycles, other ordinances, and staffing.

PLANT

Six of the ten strategies involve planting trees as planting more trees is essential to expanding the San Fernando urban forest. Planting strategies are grouped by land use in order to give specific guidance depending how the land is managed by different stakeholders and which policy tools are appropriate. Planting strategies are ordered according to the priorities identified in the community surveys.

PROTECT

Protecting existing trees is essential to ensure young trees grow into healthy mature trees that generate the most benefits. Similarly, responsibility to protect existing trees depends on where a tree is planted. Trees on public land are maintained by Public Works and sub-contractors while trees on private land are the responsibility of private residents. Policies around removing and replacing trees each on public and private land is important to ensure the forest is maintained through time.

PARTNER

Partnering with other agencies and the community creates a shared mission to grow care for San Fernando’s urban forest that can shape projects from the regional scale to the personal. Working together to foster a culture of tree care throughout San Fernando will help the urban forest thrive for years to come. Importantly, many government agencies have jurisdiction over land in San Fernando where some of the greatest need and best opportunities for adding trees exists.

Plant	1. Maximize shade in the public right-of-way
	2. Provide green areas for recreation in parks and around schools
	3. Create canopied commercial corridors
	4. Create immersive green neighborhoods for all residents
	5. Ensure industrial areas maintain beneficial canopies
	6. Pursue opportunities to expand the urban forest
Protect	7. Conserve the existing public urban forest
	8. Conserve the existing private urban forest
Partner	9. Partner with agencies outside the City to coordinate tree planting
	10. Engage the community with the urban forest



MAXIMIZE SHADE IN THE PUBLIC RIGHT-OF-WAY	
Target: 35% canopy cover along the public-right-of way Lead Agency: Public Works	
Plant all existing vacant planting sites	Reference the Vacant Site Map for location of vacant planting sites as of the 2023 tree inventory to identify planting opportunities.
	Plant vacant sites with trees from Street Tree Palette according to the size of the planting site.
	Prioritize greening on blocks with low canopy, blocks with large available planting sites, around schools and in neighborhoods with low existing canopy. See Tree Planting Priority Map and Tree Planting Guide Map.
Replace low-benefit trees with full canopied trees	Identify trees that are under-serving the urban forest including: 1. Palm trees 2. Small canopied trees planted in large planting spaces with small DBH or in less than “Good” condition
	Prioritize replacements in neighborhoods with low existing tree canopy and few available vacant planting sites.
	Replace low-benefit trees with trees from Street Tree Palette according to the size of the planting site.
Install additional planting sites where existing planting sites are insufficient to meet the target	Install planting spaces such that there is room for 26 trees for every 650 ft residential block.
	Tree wells should be as large as the existing sidewalk can accommodate while maintaining 5 ft of unobstructed pedestrian access.
	New planting strips should be designed to be a minimum of 5 ft wide.
Prioritize canopy along multi-modal transit routes	Install tree wells and plant trees with large canopies near bus stops.
	Prioritize filling vacant sites, replacing low-benefit trees, and creating additional planting spaces along streets with bikeways in line with the Safe and Active Streets Plan as projects are developed.
Promote the survival of planted trees	Include three years of watering after planting by the City, sub-contractor, or community-based organizations in contracts and cost calculations. Install irrigation when possible for street trees planted in commercial and industrial zone.
	Engage with residents and business owners when new street trees are planted outside a residence or business to inform them what to expect from a healthy street tree and how to contact the City if the tree is experiencing any issues.

PROVIDE GREEN AREAS FOR OUTDOOR RECREATION IN PARKS AND AROUND SCHOOLS	
Target: 40% Tree canopy in parks and 30% around schools Lead Agency: Public works, Los Angeles Unified School District	
Promote cool routes to school	Plant trees at a frequency of one tree for every 30 ft along school property and along streets within 0.15 miles of schools.
	Create curb bump-outs at intersections within 0.15 miles from schools to create room for trees and calm traffic, increasing road safety for children.
	Prioritize greening in and around school with low existing tree canopy and in neighborhoods with low existing canopy: 1. Cesar Chavez Learning Academy 2. Vista del Valle Dual Language See Tree Planting Priority Map
Develop parks as immersive green spaces	Increase tree canopy in parks with lowest existing canopy: 1. Pioneer Park 2. Las Palmas Park 3. Recreation Park
	Plant large sized trees in parks given relatively fewer infrastructure constraints.
Work with Los Angeles Unified School Districts to develop green schoolyards	Encourage LAUSD to plant trees around existing green play areas and use large canopied trees in line with the recommended tree list for landscaping.
	Facilitate projects for LAUSD to depave existing asphalt play areas and replace them with shaded green play areas through permitting and grant funding support.



ENSURE INDUSTRIAL AREAS MAINTAIN BENEFICIAL CANOPIES	
Target: 12% canopy cover on industrial parcels Lead Agency: Planning	
<b>Require tree planting in the zoning code for new development and major renovations in Limited Industrial and Light Industrial areas</b>	Modify existing landscaping and tree planting requirements to require one tree for every 2,500 sq ft of lot area. Consider mechanisms for requiring trees to be planted in the same neighborhood when the minimum cannot be met on the parcel being renovated.  Require one tree for every 30 linear ft of property frontage. Can be counted towards total required trees.  Require one tree for every four parking spaces. Setback plantings cannot count towards parking lot trees. Parking lot trees can be counted towards total required trees.
	Trees used to meet zoning requirements must have a mature canopy size of at least 20 ft and be drought tolerant. Palm trees do not fulfill requirements.
	Require trees to be planted in a space large enough to accommodate their mature size, including tree wells.
	Tree planting requirements are not affected by drought declarations.
	Follow up with survival of required trees after 3 years and require trees that have not survived establishment be replaced.
<b>Encourage trees on existing industrial development</b>	Work with the San Fernando City Chamber of Commerce to host workshops with local businesses about the benefits of tree planting.
	Provide local businesses with resources to encourage tree planting, including tree benefits, tree care guidelines, and Street Tree Palette.
<b>Plant along the public right-of-way in industrial zones</b>	Install tree wells and irrigation in the sidewalks where feasible in industrial zones.
	Prioritize streets where industrial zones are adjacent to residential zones.

CREATE CANOPIED COMMERCIAL CORRIDORS	
Target: 15% canopy cover along commercial corridors Lead Agency: Planning	
<b>Require tree planting in the zoning code for new development and major renovations in Limited Commercial, Commercial, and Service Commercial and Corridor Specific zones.</b>	Modify existing landscaping and tree planting requirements to require one tree for every 2,000 sq ft of total area in commercial lots. Consider mechanisms for requiring trees to be planted in the same neighborhood when the minimum cannot be met on the parcel being renovated.  Require one tree for every 30 linear ft of property frontage. Can be counted towards total tree requirement.  Require one tree for every four parking spaces, not including required setback trees. Can be counted towards total tree requirement.
	Require trees to be at least 15 gallon size at time of planting. Larger gallon or box sizes should be considered if there is a high likelihood of damage during the establishment phase.
	Require trees used to meet zoning requirements to have a mature canopy size of at least 20 ft diameter and be drought tolerant. Palm trees do not fulfill requirements.
	Require trees be placed in planting strips or tree wells large enough to accommodate their mature size.
	Tree planting requirements are not affected by drought declarations.
	Follow up with survival of required trees after 3 years. Trees that have not survived establishment must be replaced.
<b>Encourage trees on existing commercial development</b>	Work with the San Fernando City Chamber of Commerce and San Fernando Mall Association to host workshops with local business about the benefits of tree planting.
	Provide local businesses with resources to encourage tree planting, including tree benefits, tree care guidelines, and Street Tree Palette.
<b>Plant along the public right-of-way in commercial corridors</b>	Install tree wells as large as the sidewalk will accommodate while maintaining a 5ft pedestrian pathway, at a density of one for every 50 linear ft of block length along commercial corridors if there is no existing parkway. Install irrigation where possible.

CREATE IMMERSIVE GREEN NEIGHBORHOODS FOR ALL RESIDENTS	
<i>Target: 35% average canopy cover on residential parcels</i> <i>Lead Agencies: Planning, Public Works</i>	
<b>Establish and enforce tree zoning requirements for new development and major renovations (defined as projects that require a Site Plan Review)</b>	Require one tree for every 900 square ft of lot area for all residential zoning districts.
	Two trees may be substituted for one tree that reaches at least 30 ft in canopy diameter at maturity.
	Offer density bonuses for developments that substantially exceed minimum tree requirements.
	Require trees used to meet zoning requirements have a mature canopy size of at least 20 ft or provide edible fruit.  Palm trees do not fulfill requirements.
	Require trees to be at least 15 gallon size at time of planting. Larger gallon or box sizes should be considered if there is a high likelihood of damage during the establishment phase.
	Tree planting requirements are not affected by drought declarations.
	The property owner shall sign a covenant to maintain the tree and replace it in 3 years if it dies. Follow up with survival of required trees after 3 years. Trees that have not survived establishment must be replaced.
<b>Give trees to residents for planting on private property</b>	Give away shade and/or fruit trees in spring and fall at City events including: 1. Outdoor Market
	Promote tree giveaways through town channels and local organizations to reach residents.

PURSUE OPPORTUNITIES TO EXPAND THE URBAN FOREST	
<i>Target: 10% increase in the number of publicly managed planting sites by 2050</i> <i>Lead Agencies: Public Works, Planning, City Council</i>	
<b>Include tree planting in capital projects</b>	Review capital improvement plans for tree planting potential, including transportation improvements, school renovations, park upgrades, or landscape remodeling.
<b>Invest in new green spaces</b>	Explore potential for new public green spaces including leveraging small spaces such as pocket parks and parklets.
	Solicit and incorporate community feedback in the location and design of new green spaces.
<b>Retrofit right-of-ways</b>	Add curb bump outs to parking lanes on streets without space for parkways or tree wells to create tree planting space.
	Install or expand parkways during major road infrastructure projects such that parkways are at least 4 ft wide to accommodate large trees.

CONSERVE THE EXISTING PUBLIC URBAN FOREST	
<i>Target: No public tree needs to be removed before the end of its lifespan</i> <i>Lead Agency: Public Works</i>	
<b>Adopt City policy around public tree removal criteria and replacement</b>	Public street trees may be removed in cases of death, disease, excessive infrastructure damage, or substantial threat of damage.
	Public street trees may not be removed in cases of unsubstantiated requests, litter, or personal preference.
	Requests for street tree removals will be reviewed on a case-by-case basis by Public Works.
	Replace each removed street tree with two new tree plantings and at least one tree planting must be on the same block as the removed tree.
	New trees should be planted according to guidance outlined in this plan.
<b>Hire sufficient City staff dedicated to tree care to supplement sub-contractor services</b>	According to the best management practices, city tree staff respond to requests for off-cycle tree inspections, remove reported dead trees, plant replacement trees, and water street trees in industrial and commercial zones during prolonged dry conditions.
	Train tree staff on proper tree care practices in line with ANSI A300 and International Society of Arboriculture (ISA) industry standards.
<b>Find the highest and best use for urban wood waste</b>	Prioritize sending wood waste to vendors who reclaim, salvage, or upcycle wood waste into high quality, durable goods.
	Send wood waste that cannot be reclaimed to be recycled into bio products such as mulch, compost, or feedstock.

CONSERVE THE EXISTING PRIVATE URBAN FOREST	
<i>Target: Residential development results in a net increase of tree canopy</i> <i>Lead Agency: Planning</i>	
<b>Adopt city policy on the removal and replacement of trees on private property during development</b>	Healthy trees removed during private development must be replaced by planting two replacement 15 gallon trees with a mature tree canopy of at least 20 ft and low water requirements. Larger gallon or box sizes should be considered if there is a high likelihood of damage during the establishment phase.
	In cases where planting replacement trees is deemed infeasible, an ‘in-lieu’ fee may be paid to the City, relative to the size of the tree removed, to cover the planting and establishment of additional public trees.
<b>Expand the Heritage Tree Protection Policy to apply to private trees</b>	Removal of healthy heritage trees requires approval of the Planning Division and subject to the replacement policy. Removal is only considered upon submission of a certified arborist report.
	Trees may be designated as heritage based on age, historical significance, size, location, or other similar significance.
	Create a database of heritage trees for monitoring tree status.
<b>Preserve trees during construction</b>	Construction projects that will impact more than 1,200 sq ft of land must submit a Tree Protection Plan outlining what measures will be taken to protect existing trees during construction including: <ul style="list-style-type: none"><li>• The location, species, DBH, and condition of trees</li><li>• The Tree Protection Zone for all trees to be preserved</li><li>• Tree fencing (to be installed under dripline)</li><li>• Erosion control</li><li>• Tree pruning</li><li>• Soil compaction mitigation</li><li>• Irrigation</li><li>• Tree maintenance schedule</li></ul> A Tree Root Plan will be required in the case of grading or excavation.Tree plans should be approved and overseen by a certified arborist.
	Any tree that dies as a result of construction must be replaced with two 15 gallon size trees with a mature tree canopy of at least 20 ft and low water requirement.Larger gallon or box sizes should be considered if there is a high likelihood of damage during the establishment phase.
<b>Support residents in caring for mature trees</b>	Provide educational materials on the benefits of mature trees as well as tree care resources, such as professional arborist contact information.
	Allow residents to request City tree care services for trees in the front set back, including inspection and pruning.

PARTNER WITH AGENCIES OUTSIDE THE CITY TO COORDINATE TREE PLANTING	
Target: City partners support and contribute to achieving tree canopy goals Lead Agencies: Public Works, City Council	
Coordinate tree planting protocols on easements through the City	Work with LADWP to establish joint-use agreements to leverage utility easements as public space.
	Work with LADWP to plant compatible tree canopy below transmission wires on utility easements in line with the standards and guidelines of this plan. See Street Tree Palette.
	Work with Union Pacific to plant trees along the railroad easement in line with the standards and guidelines of this plan.
Work with State agencies to coordinate tree planting on State managed land	Work with CalTrans to coordinate tree planting along the I-105 and I-710 freeways. Prioritize trees that provide screening and privacy between the freeway and the city.
	Work with the California Department of Housing and Community Development to encourage tree planting in mobile home developments.
Work with service providers to implement tree planting agreements	Include the price of planting and maintaining trees when creating contracts that include the provision of trees with third party service providers such as waste haulers or utility companies.
	Provide guidance on tree care best management practices for third parties who perform tree maintenance including subcontracts and utility providers.
Work with agencies developing infrastructure projects in San Fernando to include tree planting	Tree judged to have died from improper maintenance performed by third parties must be replaced by that party.
	Work with Metro to ensure that trees consistent with the guidelines laid out in this plan are included in any proposed infrastructure projects including the proposed East San Fernando Valley Light Rail Transit Project.

ENGAGE THE COMMUNITY WITH THE URBAN FOREST	
Target: Engage with at least 100 residents annually Lead Agencies: Public Works	
Make information about the urban forest publicly available	Create a page on the City website dedicated to trees and include the following information: <ul style="list-style-type: none"><li>• Urban Forestry Management Plan</li><li>• Street Tree Palette</li><li>• Tree care guidelines</li><li>• Tree zoning requirements</li><li>• Upcoming urban forest events</li><li>• Most recent completed tree inventory</li></ul>
Hold community tree planting events	When multiple trees are scheduled to be planted in public places such as parks, schools, and residential parkways, hold a community planting event and involve residents in tree planting.
Engage in discussions about the urban forest at public events	Introduce the Urban Forest Management Plan at a public workshop.
	Periodically solicit feedback from community members about the urban forest, both during UFMP revisions and between revisions.
	Inform residents and local businesses about tree care practices, street tree watering needs, and available tree resources at public events such as the Outdoor Market.
Partner with Community-Based Organizations	Work with community based organizations to coordinate volunteer opportunities for tree planting, tree care, and community events.



# Implementation

## Key Takeaways

- Prioritizing planting trees early in the project will allow time for tree growth throughout the project
- Coordinating stakeholders will help achieve a common goal
- Funding will be required to implement strategies
- The plan is a living document that will change over time

The success of this plan hinges on the ability of the strategies to be implemented. Making the plan a reality will require coordination of people, time and money. Many partners will need to come together to enact different elements of the plan. A phased timeline must account for time for trees to grow to their full size by the canopy target date. Funding will need to be allocated to pay for planting new trees as well as the increased costs of maintaining a larger urban forest. Planning these logistics will enable smoother translations of strategy into action.

To guide tree planting implementation, resources are included in this plan advising on which trees should be planted where. The Tree Planting Priority Map and the Tree Planting Guide identify the size of planting space along streets with public trees in San Fernando, vacant sites, and where utility lines exist. These factors play a major role in determining which trees are suitable for given planting sites. The Street Tree Palette can then be used to identify trees that are suitable for each site. The Street Tree Palette is organized by required plantable space and contains relevant traits of each tree including mature size, water requirements, and representation in the existing urban forest. These three resources together can be used once planting sites have been identified to make decisions about how they should be filled.



Image: Calles Verde tree planting in San Fernando Source: Adam Corey Thomas)



Implementation Timeline

Trees take time to grow. The trees planted today will not reach their mature size for at least twenty years, a generation. As such, it is important to take the long view when planning for the urban forest. The timeline of this plan is structured to prioritize planting new trees in the first thirty years of the plan. Then, by the end of this plan's lifespan in 2073, those trees will have reached their mature size. In the later years of this plan, emphasis will shift from expanding tree canopy to maintaining tree canopy. Annual tree plantings will still be important, because as trees die naturally they will need to be replaced; however, the scale of planting will decrease and careful maintenance of the expanded forest will be the priority.

Capacity for the urban forest, both physical and human, will also take time to grow. There are not nearly enough existing plantable sites to achieve the goals laid out in this plan. Therefore, infrastructure changes will need to be made to accommodate more trees. These projects will likely require greater staff time, specialized staff, and funding. Coordinating major tree planting improvements with other capital projects or regional initiatives can help set in motion the creation of plantable space for trees down the line. Planning for plantable space today will allow for more tree plantings tomorrow, which will support a greater tree canopy in the future.



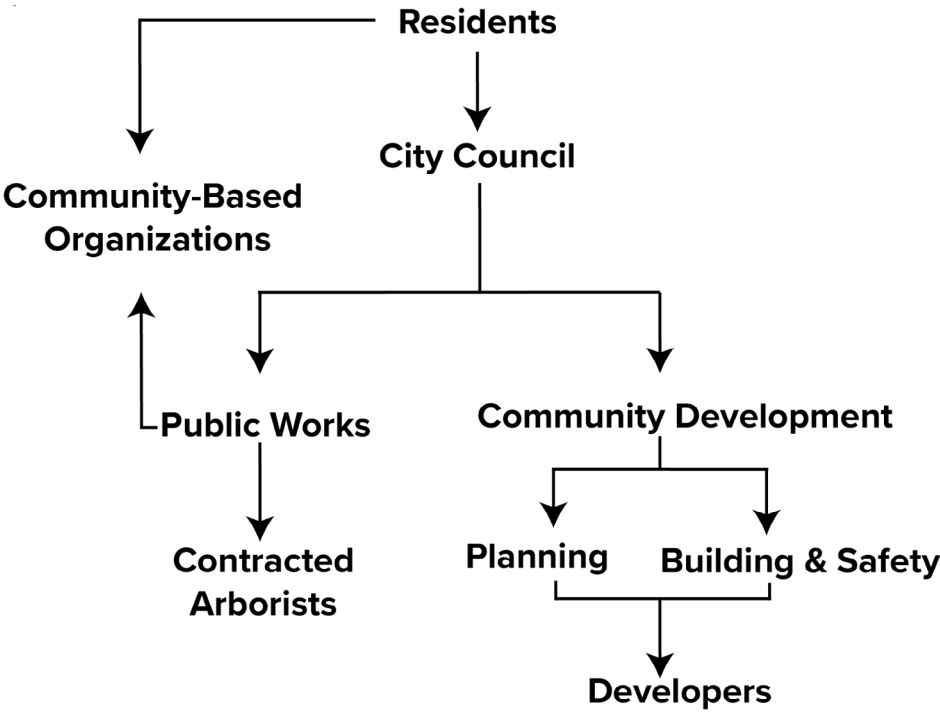
Phase	Years	Planting	Maintenance	Engagement
Establishment	2023-2032	Plant 250 trees per year  Adjust zoning code to require tree planting on new developments  Create new places to grow trees	Adopt policy outline criteria for public tree removals  Adopt policy outline criteria for private tree removals  Maintain trees according to Best Management Practices	Establish web page to host urban forest information  Regular outreach at community events  Give away 200 trees to residents per year
Expansion	2033-2052	Plant 250 trees per year  Create new places to grow trees	Increase maintenance budget to accommodate care and watering for more trees  Establish membership with LARIAC to remotely monitor compliance with tree policies	Focused engagements as part of plan review  Regular outreach at community events  Give away 200 trees to residents per year
Maintenance	2053-2072	Plant 50 trees per year or as many as required to replace removed trees and keep vacant sites filled	Remove, replace and maintain trees as needed	Focused engagements as part of plan review  Regular outreach at community events

During the first decade of the plan, it will be critical to build the foundations and policy landscape upon which the urban forest can be expanded and maintained. Zoning and policy changes can take time to adopt but will ensure trees are planted and maintained across different land uses in the city, and so should be initiated early in the establishment phase. During the early stages of adopting new policies, the city may want to maintain momentum towards planting goals by focusing on methods the city is already implementing, such as planting in vacant sites, to allow capacity for adopting policy.

The City may consider prioritizing planting street trees in residential neighborhoods while budgets and staff capacity are expanded to water trees in commercial and industrial zones. In the early years of the plan, the city should also establish internal protocols for tracking planting progress so that the budget can be increased accordingly with maintenance staff workloads.

Partners

Many partners must come together to make this plan a reality. City Council importantly sets necessary local policy and allocates funding. Departments across the City of San Fernando must coordinate to carry out the strategies outlined in this plan. Residents must support, guide, and engage in urban forestry initiatives including incorporating more trees on residential land. Businesses and developers must incorporate trees on their properties, in their projects, and support addition of more space for trees in industrial and commercial zones. Community-based organizations must be active and trusted in order to bridge local government and residents by amplifying community voices. Together, each role plays an important part in realizing a thriving urban forest.



Relationships between partners of the urban forest in San Fernando

Partner	Responsibility
Public Works	Oversee street tree and park planting and maintenance Respond to requests for off-cycle inspections and pruning
Planning	Support implementation of tree zoning requirements Verify development landscaping plans Update tree zoning requirements as needed over time
Building and Safety	Enforce tree zoning regulations
City Council	Adopt UFMP Adopt tree zoning requirements Allocate funds for the urban forest Set urban greening as a priority for City operations
Arborist contractors	Perform routine grid pruning Perform routine inspections Provide tree care services as directed by Public Works
Residents	Plant and care for trees on private property Care for trees on parkways adjacent to private property Support tree planting initiatives Participate in planting events and engagement
Developers	Comply with tree zoning requirements Seek to exceed tree zoning requirements where possible
Community-Based Organizations	Plant trees Engage community



Funding

Expanding the urban forest will require additional investment. Creating space for trees, planting trees, and maintaining those trees will all cost money. As the urban forest grows, so too must the budget allocated towards the urban forest.

There are three categories of costs associated with caring for the urban forest. The first is tree maintenance, which includes regular pruning as well as additional tree trimmings and tree removals. These costs and the number of staff or contractors hired will increase as the size of the forest as a whole increases because more trees will need to be maintained. The city may also consider hiring a staff arborist to to oversee the stewardship of the urban forest as a city infrastructure need and a community resource. An arborist would provide expertise on tree protection plans, city progress towards UFMP goals, and tree removal requests.

The next category is tree planting, which includes the cost of planting and staking a sapling, three years of watering during establishment, and creating space for trees through minor site modifications such as installing tree wells in sidewalks. Tree planting costs depend on the number of new trees planted in a given year. The numbers in the table to the right are estimates, as costs can vary considerably based on how trees are planted.

Finally, community engagement covers the cost of giving trees to residents as well as the staff time and materials needed to connect with residents about the importance of tree care and the urban forest. Community engagement costs do not depend on the size of the urban forest.

These three numbers can be combined to estimate the funding needs for the urban forest each year based on the size of the existing forest and the number of anticipated tree plantings. While a larger urban forest will require a larger budget, fortunately there are many grant resources available to help fund urban forestry.

Recommended Annual Budget			
Service	Unit Cost	Total Cost	Funding
Tree Maintenance (per tree per year)	\$112*	7,100 trees	General Fund
Contracted Maintenance	\$77		
City Staff Time	\$31		
Supplies & Equipment	\$4		
Tree Planting (per tree)	\$1280	\$320,000	General Fund, Grants
Tree Planting (tree+supplies+labor)	\$400		
Establishment	\$380		
Minor Site Modification (half of sites)	\$500		
Community Engagement (per year)	\$10,000	\$10,000	General Fund, Grants
Total		\$942,000	

\*The pathway to realizing the future forest of San Fernando is divided into three management phases: Foundation, Growth, and Maintenance.

Grants

FEDERAL

USDA U.S. Forest Service

- Administers federal funding related to urban and community forestry.

NON-PROFIT

Arbor Day Foundation

- Small grants for arbor day events and community-based organization tree planting events.

California ReLeaf

- Small grants for arbor day events and community-based organization tree planting events.

American Forests

- Small grants for arbor day events and community-based organization tree planting events



STATE

California Natural Resources Agency

- Environmental Enhancement Mitigation Grant Program
- Aimed at mitigating impacts caused by new or modified transportation facilities including urban forestry projects that offset vehicular emissions of carbon dioxide

Urban Greening Program

- Aimed at reducing greenhouse gasses while also transforming the built environment into places that are more sustainable, enjoyable, and effective in creating healthy and vibrant communities.

California Department of Forestry and Fire Protection (CAL FIRE)

- Urban and Community Forestry Program
- Planning and/or implementing projects for urban forest expansion and health with a focus on extreme heat, environmental, economic, and social benefits to underserved communities.

Office of Planning and Research

- Extreme Heat Program
- Invests in efforts to reduce the impact of heat

California Strategic Growth Council

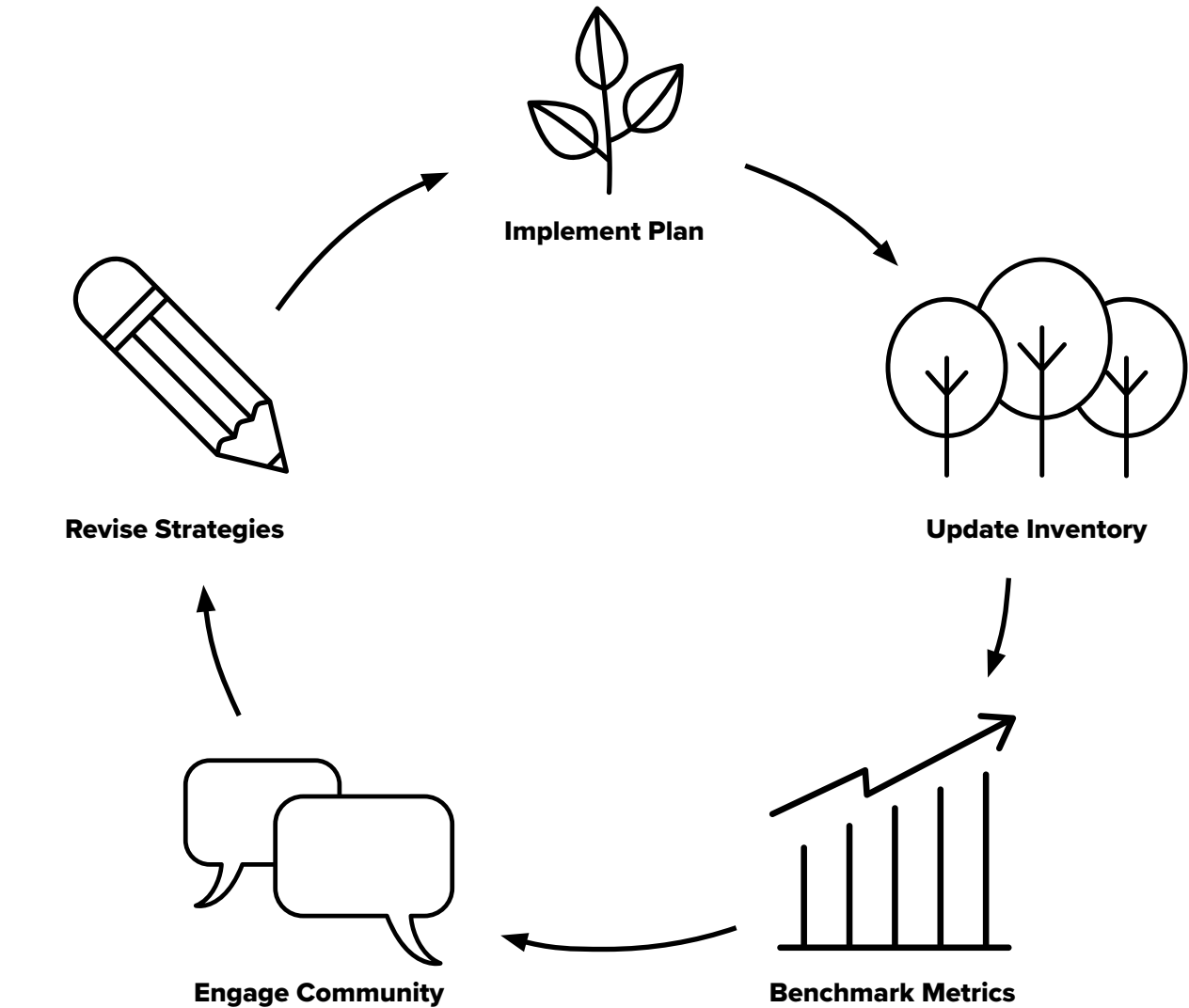
- Transformative Climate Communities Program
- Funds ambitious measures to build climate adaptation and resilience through planning, research, capacity building, restoration, and sustainable infrastructure

California State Parks

- Statewide Local Parks Program
- Projects must develop or acquire and develop a new park, expand an existing park, or renovate an existing park

Plan Review

The plan will need to be periodically updated to remain relevant to San Fernando’s circumstances and priorities. The plan is required to be reviewed and revised every 10 years. However, as activities are unlikely to be uniform across years, progress should be reviewed every 5 years to adjust work plans accordingly. Benchmarking the progress of the urban forest should include a comprehensive inventory of public trees and a canopy assessment based on the most recent available LiDAR data. The 10 year review process should also include meaningful public engagement that reflects the current priorities of community members regarding the urban forest to adjust the strategies of this plan.



The plan should be reviewed and revised with the steps outlined in the diagram every 10 years

Evaluation

Ensuring progress towards the goals will require periodic benchmarking to monitor the state of the urban forest. As goals are primarily reported as canopy extent, measuring tree canopy overtime, for the town as a whole as well as by land use will be an important marker of progress. The first detailed canopy measurement for LA County was conducted in 2016 and is included as the baseline metrics for this report. Subsequent canopy mapping is planned and can be used to benchmark City canopy, and further analysis of this data can benchmark City canopy by land use.

Additionally, it will be important to collect detailed information about the public urban forest through regular tree inventories. This information should be used to benchmark species diversity, tree size and tree health. This information can be used to adjust planting and maintenance practices as needed.

Finally, community priorities should continue to be surveyed. Unlike other metrics, there is no ‘goal’ to benchmark against. Rather, as the plan is revised, it should continue to reflect the changes in priorities of the community.

Metric	Baseline	Target	Data Source
Total Tree Canopy	19%	30%	Canopy Assessment
Tree Canopy by Land Use	Schools Parks Right-of-Way Residential Industrial Commercial	30% 40% 35% 35% 12% 15%	Canopy Assessment
Species Diversity	Most common species 10.1%	Most common species <10%	Tree Inventory
Tree Size		40% young trees	Tree Inventory
Tree Health	90% Good or Fair condition	=>90% Good or Fair condition	Tree Inventory
Community Priorities	-	-	Community Survey



Street Tree Planting  
Implementation Tools

TREE PLANTING PRIORITY MAP

The Tree Planting Priority Map depicts which blocks are the highest priority to plant street trees based on four equally weighted criteria: less than 10% canopy cover in the right-of way, within 0.15 miles of a school, located in a high priority residential neighborhood with low canopy, and large average planting sizes to accommodate larger canopied trees. The map also shows vacant sites. It can be used to plan where planting initiatives should take place first.

TREE PLANTING GUIDE MAP

The Tree Planting Guide Map illustrates the size of planting sites along the public right-of-way in San Fernando. The map can be used in conjunction with the Street Tree Palette to determine what species are suitable for planting locations. It also illustrates the location of utility wires above planting spaces, where data is available. Sites located under utility wires should be planted with trees approved by Southern California Edison (SCE) as marked in the Street Tree Palette.

STREET TREE PALETTE

The Street Tree Palette is a list of recommended trees to plant along the public right-of-way in San Fernando. Species are recommended based on suitability to San Fernando climate, water requirements, and infrastructure compatibility, among other factors. The list is organized by recommended planting size for each tree. The list is color coded to match the planting sizes illustrated on the Tree Planting Guide Map. Trees should be chosen corresponding to the plantable space of the site. Trees that require a larger plantable area than the site offers may damage infrastructure, including sidewalks, while trees that require a smaller plantable size for the site will not provide the most benefit the site can offer. The root damage potential column should also be considered when selecting trees that will be surrounded by pavement. For planting sizes where there are no native species or trees approved for utility wires, trees from one planting size smaller may be chosen to meet these criteria.

The Street Tree Palette is intended to be a living guide to street tree species selection. Over time, the palette may be updated in response to knowledge shared by those planting and tending to the City’s street trees and local nursery availability. While some major characteristics relevant for street tree management are included here, urban forest stewards may consider a broader range of characteristics when making case-by-case management decisions.

The City may consider adapting the information included in the palette to create shareable policy aides and tools.



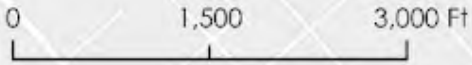
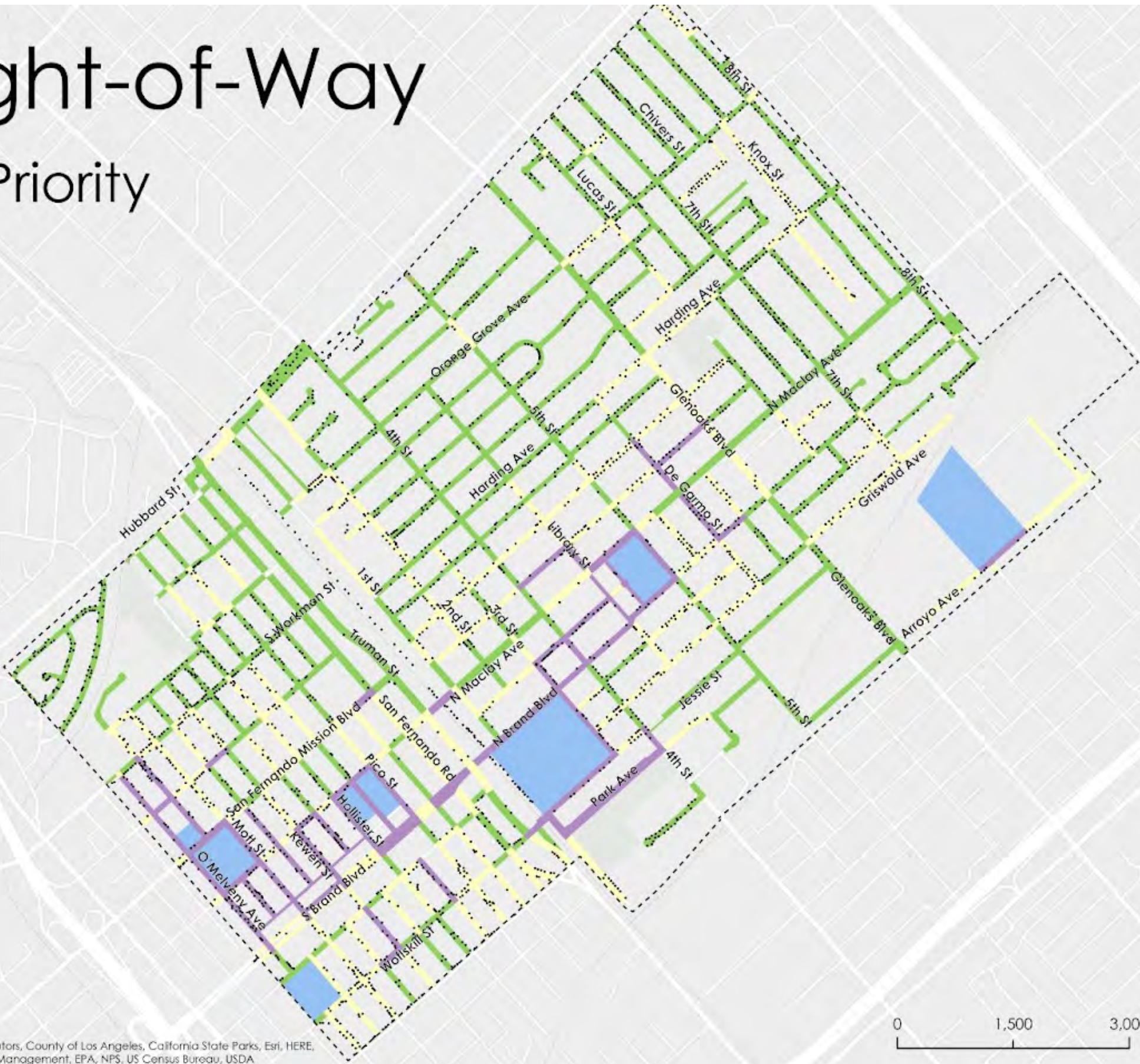


# Public Right-of-Way

## Tree Planting Priority

**Legend**

- High Priority
- Priority
- Low Priority
- Vacant Sites
- Schools
- City Boundary

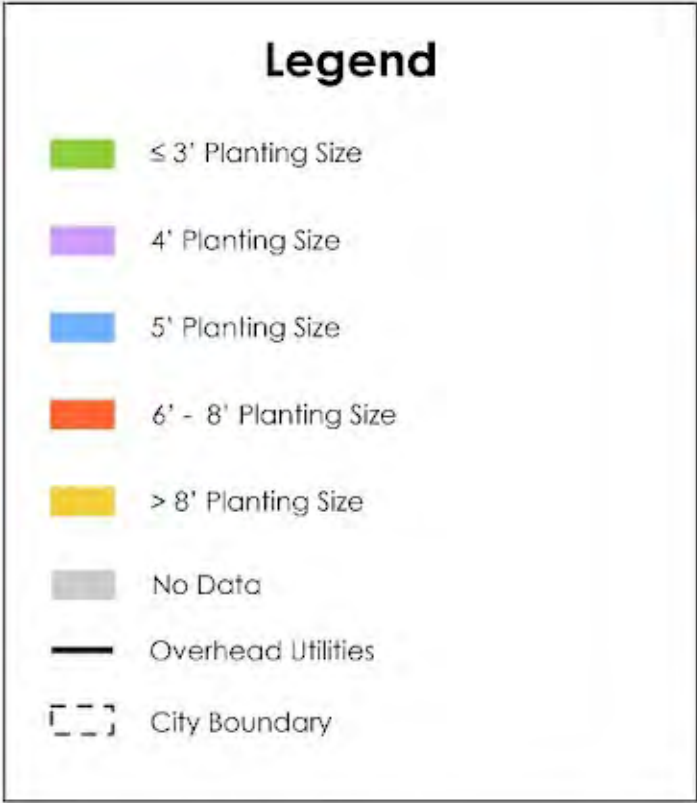


City of San Fernando, TreePeople, NASA, SCAG, Esri Community Maps Contributors, County of Los Angeles, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA



# Tree Planting Guide

San Fernando



City of San Fernando, TreePeople, SCAG, Esri Community Maps Contributors, County of Los Angeles, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., MFTI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA



Tree Replacement and Interplanting Criteria

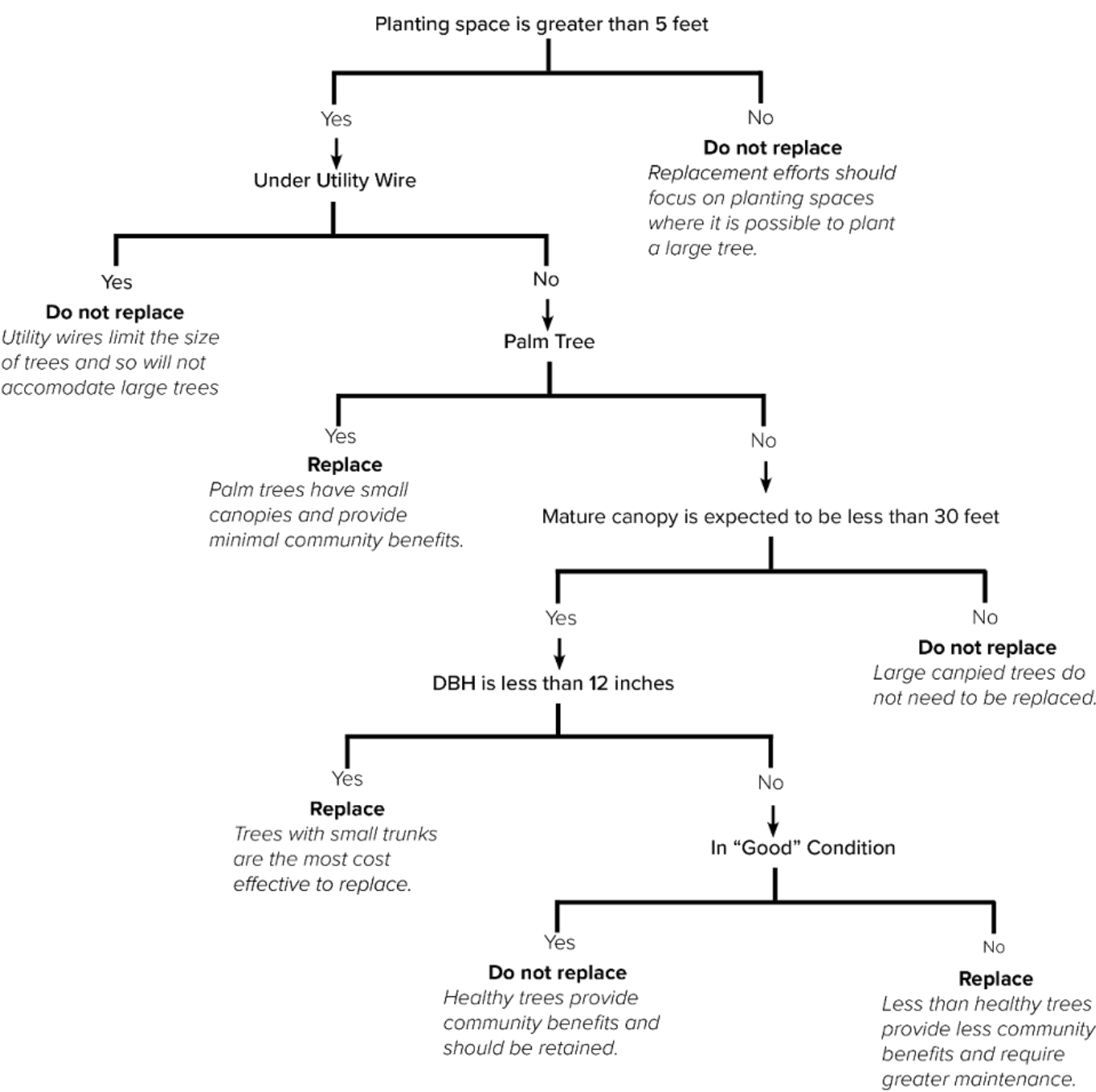
As there are not enough existing vacant planting spaces to plant the number of trees required to meet the canopy goal for the public right-of-way, there is opportunity to revisit sites that are underplanted.

This strategy is useful in cases where tree species with small canopies, including palms, are planting in spaces that could accommodate greater canopy. It should be used in situations where there are no existing vacant sites and in areas that are highest priority for more canopy.

One approach is to remove the small trees in order to plant species that will grow larger. While this may result in some short-term loss of canopy as the new tree grows, in the long-term it will result in a more canopied urban forest.

Trees should only be removed and replaced if they meet specific criteria as laid out in the diagram to the right. Only trees with small canopies planted in large spaces that have small trunks or are less than healthy should be considered for replacement.

Another opportunity is to plant additional trees in between small trees where they have been spaced at a distance larger than their smaller canopies require. This method applies to streets that have large parkways with small trees spaced far apart. In this scenario, there is no loss of canopy because the small existing trees remain planted, but additional trees are planted in the spaces between them.



Street Tree Palette

KEY	
Parkway Size	Growing area measured from curb to sidewalk. This minimum is up to the discretion of the city’s street tree inspector.
SCE Approved Tree	Utility-friendly tree species recommended by Southern California Edison for Coastal, Valley, Mountain & Desert regions.
Evergreen, Deciduous, Semi-deciduous	<b>E</b> - Evergreen. The tree has leaves year-round. <b>D</b> - Deciduous. All leaves lost in one season. <b>S</b> - Semi-deciduous. Most, but not all leaves lost.
Spacing	Distance from tree to tree, measured from center of trunk to the next trunk center.
Sunset Climate Zone	From the Sunset Western Garden Book. Zone 24 is the immediate coast, zones 21-23 are the L.A. Basin, zones 18-20 are the Valley.
Sun	S = full sun; P = part sun/part shade; Sh = shade
Water: Ratings from WUCOLS IV (Water Use Classification of Landscape Species) LA Basin = Sunset Climate Zones 22-24 Valley/Inland = Sunset Climate Zones 18-21	<b>VL</b> - Very low. Trees should not need water other than natural rainfall. Prolonged drought may require a deep watering once or twice if severe wilting is exhibited. <b>L</b> - Low. One deep watering per summer month, or every other month in dry season if needed. <b>M</b> - Moderate. Two deep waterings per summer month. Perhaps one deep watering in spring and fall. <b>H</b> - High. One deep watering per week in summer months. One deep watering every other dry season month. <b>VH</b> - Very High. The soil needs to be kept moist. These trees naturally occur in riparian zones - stream or lake side.
Soil	C = Clay; L = Loam; S = Sand; WD = Well drained
Root Damage Potential:	These ratings obtained from the Cal Poly Web site: <a href="http://selectree.calpoly.edu">http://selectree.calpoly.edu</a> . L = Low; M = Moderate; H = High
Allergy Potential	<p>These ratings (1-10) from Thomas Ogren's OPALS (Ogrens Plant Allergy Scale) System in Allergy Free Gardening.</p> <p>The increasing incidence of asthma and allergies in the Los Angeles area has prompted us to include this information. Some trees are now outlawed on school campuses because of their high allergy potential. In the flower, it is the male anther that produces pollen, the biggest allergy issue. Most flowers are complete, meaning they have both male and female parts. Some species, however, have flowers that are only male or female. These species have either separate male and female trees (dioecious - two houses), or they have those male-only and female-only flowers growing on the same tree (monoecious - one house, like corn), and yet others have separate male and female flowers and also some bisexual flowers. Over the years, male trees have been chosen for street trees and for campuses to avoid the mess of fruit drop from female trees. This has resulted in an increase in male trees, and therefore an increase in pollen.</p> <p>1 = lowest rating, least allergenic pollen. If separate male and female trees, these will be the female trees. 10 = highest rating. These trees are usually wind-pollinated or have very fine pollen grains.</p> <p>If separate male and female trees, these will be the males. f = female; m = male; b = bisexual, having both male and female flowers</p>
Growth Rate	S = Slow - up to 12"/year; M = Moderate - 24"/year; F = Fast - 36"/year; VF = Very fast - more than 36"/year



Scientific Name	Common Name	Parkway Size (feet)	SCE Approved Tree	California Native	Evergreen, Deciduous, Semi	Height x Width (feet)	Spacing (feet)	Sunset Climate Zone	Sun	Water-LA Basin	Water - Valley/ Inland	Soil	Root Damage Potential	Allergy Potential (Low 1 - High 10)	Growth Rate	Existing Percentage in Urban Forest	Notes	Vacant Planting Sites
<i>Cercis canadensis</i>	Eastern redbud	3	x		D	25-35 x 25-35	25-30	18-20	S-P	M	M	C,L,S	L	5	F	0.1%	Pink flowers. Yellow fall color. 'Forest Pansy' has red-purple leaves.	533
<i>Cercis occidentalis</i>	Western redbud	3	x	x	D	15-25 x 10-25	25-30	18-24	S-P	L	L	C,L,S	L	5	M-F	0.1%	Often multi-trunk. Magenta flowers, seed pods. Yellow fall color. Rounded leaves.	
<i>Eriobotrya deflexa</i>	Bronze loquat	3	x		E	25-30 x 25-30	25-30	18-24	S-P	M	M	C,L,S	L	3	F	0.3%	White fragrant flowers Dec-March. 5/8" non-edible fruit. Best with moist soil.	
<i>Lagerstroemia indica and cultivars</i>	Crape myrtle	3	x		D	25 x 25	25-30	18-21	S	M	M	C,L,S	L	5	M	6.9%	Orange fall color. Indian cultivars resist mildew, zones 22-24. Many flower colors.	
<i>Rhapiolepis x 'Montic'</i>	Majestic Beauty Indian hawthorne	3	x		E	15-25 x 8-10	15-20	18-24	S-P	M	M	WD C,L,S	L	4	M	0.2%	A large shrub with pink flowers. Issues of fire blight, aphids and root rot.	
<i>Chionanthus retusus</i>	Chinese fringe tree	3			D	20 x 20	25-30	18-24	S	M	M	C,L	L	1 f 10 m	M	0.1%	White, fringe flowers June-July. Males, larger flowers. Yellow fall color.	
<i>Melaleuca citrina (Callistemon citrinus)</i>	Lemon bottle brush	3			E	25 x 20	25	18-24	S-P	L	L	C,L,S	L	9	F	0.8%	Red flowers attract hummingbirds. Lemon-scented leaves.	
<i>Photinia x fraseri</i>	Photinia, Fraser's photinia	3			E	10-15 x 12-20	25-30	18-24	S	M	M	C,L,S	L	4	M-F	0%	White spring flowers. Red new leaves. No berries. Susceptible to aphids.	
<i>Tristaniopsis (Tristania) laurina</i>	Swamp myrtle, water gum	3			E	20-35 x 15-30	20-25	19-24	S-P	M	M	C,L,S	L	5	S	0.4%	Slow grower. Yellow flowers. Narrow leaves. Shaggy bark. Prefers moist soil.	





Crape Myrtle



Bronze Loquat



Western Redbud



Lemon Bottlebrush



Fraser's Photinia



Scientific Name	Common Name	Parkway Size (feet)	SCE Approved Tree	California Native	Evergreen, Deciduous, Semi	Height x Width (feet)	Spacing (feet)	Sunset Climate Zone	Sun	Water-LA Basin	Water - Valley/ Inland	Soil	Root Damage Potential	Allergy Potential (Low 1 - High 10)	Growth Rate	Existing Percentage in Urban Forest	Notes	Vacant Planting Sites
<i>Bauhinia x blakeana</i>	Hong Kong orchid tree	4			S	20-40 x 20-25	20	19,21 23,24	S-P	M	M	WD L,S	L	4	S-M	0%	Fragrant 5-6" pink flowers in bloom fall to spring! No fruit. Butterfly-shaped leaves.	117
<i>Bauhinia variegata</i> 'Candida'	White orchid tree	4			S	20-25 x 15-20	25-30	18-24	S-P	M	M	L,S	L	4	S-M	0%	Semi-deciduous mid-winter. White, lightly fragrant flowers Jan-April.	
<i>x Chitalpa tashkentensis</i>	Chitalpa	4			D	20-35 x 20-30	25-30	18-24	S-P	L	L	L,S	L	6	F	0.1%	Large pink trumpet flowers. Stake for a few years. Aphids on new growth.	
<i>Lyonothamnus floribundus</i> ssp. <i>asplenifolius</i>	Santa Cruz island ironwood, Catalina	4		x	E	30-60 x 20-40	30-35	19-24	S-P	L	L	WD L,S	M	4	M	0%	Red, peeling bark. White flowers. Needs excellent drainage. Great near the coast.	
<i>Melaleuca saligna</i> ( <i>Callistemon salignus</i> )	White bottle brush	4			E	25 x 15	25-30	18-24	S-P	L	?	C,L,S	L	9	F	0%	Peeling bark. Cream flowers attract hummingbirds. Dense canopy.	
<i>Parkinsonia</i> 'Desert Museum'	Desert Museum palo verde	4		x	D	30 x 30	25-30	18-24	S	VL	L	WD L,S	L	6	F	0%	Yellow flowers attract bees. Light, airy canopy cover and smooth green bark.	
<i>Podocarpus henkelii</i>	Long leaf yellow wood	4			E	25-50 x 15-20	25	18-24	S-P	M	M	WD C,L,S	L	1 f 9 m	S-F	0%	Long, drooping linear leaves. Separate male and female trees. Red flaky bark.	
<i>Podocarpus macrophyllus</i>	Yew pine	4			E	20-50 x 15-40	25-30	18-24	P	M	M	C,L,S	L	1 f 9 m	M	0.1%	Like Afrocapus falcatus, but wider, longer leaves held upright. Red edible fruits.	
<i>Prunus ilicifolia</i> ssp. <i>lyonii</i>	Catalina cherry	4		x	E	25-35 x 20-30	30-35	18-24	S-P	VL	VL	C,L,S	L	6	M	0%	White spring flowers. Edible fruit can be a litter issue.	





*Long Leafed Yellow-wood*



*Hong Kong Orchid Tree*



*Yew Pine*



*Desert Museum Palos Verde*



*Catalina/Santa Cruz Island Ironwood*



Scientific Name	Common Name	Parkway Size (feet)	SCE Approved Tree	California Native	Evergreen, Deciduous, Semi	Height x Width (feet)	Spacing (feet)	Sunset Climate Zone	Sun	Water-LA Basin	Water - Valley/ Inland	Soil	Root Damage Potential	Allergy Potential (Low 1 - High 10)	Growth Rate	Existing Percentage in Urban Forest	Notes	Vacant Planting Sites
<i>Arbutus 'Marina'</i>	Marina strawberry tree	5	x		E	25-40 x 25-40	35-40	18-24	S-P	L	M	C,L,S	L	3	S-M	0%	Red peeling bark. Red 1" round, edible fruit. White-pink bell-shaped flowers.	1327
<i>Bauhinia variegata (Bauhinia purpurea)</i>	Purple orchid tree	5			S	20-35 x 15-20	25-30	18-24	S-P	M	M	WD L,S	L	4	S-M	0.3%	Semi-deciduous mid-winter. Lightly fragrant purple/pink flowers Jan-April.	
<i>Celtis reticulata (C. laevigata var. reticulata)</i>	Western hackberry, netleaf hackberry	5			D	25-35 x 25-30	25-30	18-24	S	L	VL	L,S	L	8	M	0%	Needs lots of water to establish. Birds love fruits. Best in climate zones 18-21.	
<i>Fraxinus angustifolia (oxycarpa) 'Raywood'</i>	Raywood ash	5			D	35-50 x 20-30	30-35	18-24	S-P	M	M	C,L,S	M	1	M	0%	Seedless and smog tolerant. Purple-red fall color. Small leaflets give a refined look.	
<i>Geijera parviflora</i>	Australian willow	5			E	40 x 25	30-35	18-24	S	L	M	WD C,L,S	L	6	M-F	4.3%	Low maintenance. Deep roots. Pest-free. Drooping, willow-like, thick leaves.	
<i>Ginkgo biloba (Male only)</i>	Ginkgo, maidenhair tree	5			D	35-80 x 20-60	30-35	18-24	S-P	M	M	C,L,S	M	7	S-M	0%	Smog tolerant. Summer water till 10-20' tall. Yellow fall color. Long-lived.	
<i>Laurus nobilis</i>	Sweet bay	5			E	40 x 30	25-30	18-24	S-P	L	L	C,L,S	M	2 f 9 m	S-M	0.1%	Culinary. Multi-trunk. Scale, psyllids. 'Saratoga' -25' single trunk, psyllid-resist.	
<i>Lophostemon confertus (Tristania conferta)</i>	Brisbane box	5			E	30-45 x 20-40	30-35	19-24	S-P	M	M	C,L,S	M	5	M-F	6.6%	Red, peeling bark. White flowers. Not for windy areas. Smog-tolerant.	
<i>Macadamia integrifolia</i>	Smoothshell macadamia	5			E	25-30 x 15-20	30-35	19-24	S	M	M	L,S	M	3	M	0%	White pendulous flowers. Edible nuts late fal lto May. Best near the coast.	
<i>Melaleuca linariifolia</i>	Flaxleaf paperbark	5			E	30 x 30	30-35	18-23	S-P	L	L	C,L,S	L	7	F	0.1%	White flaky bark. Small white summer flowers. Small, narrow leaves.	
<i>Melaleuca styphelioides</i>	Prickly paperbark	5			E	20-45 x 20-35	25	18-24	S-P	L	M	C,L,S	L	9	F	0%	Spongy tan to brown peeling bark. White spring flowers. Stiff prickly tipped leaves.	
<i>Melaleuca viminalis (Callistemon viminalis)</i>	Weeping bottle brush	5			E	25 x 20	25-30	14-24	S-P	L	M	C,L,S	L	9	F	0.1%	Red flowers attract butterflies and hummingbirds. Pendulous branches.	
<i>Pistacia chinensis</i>	Chinese pistache	5			D	60 x 50	35-40	18-23	S	M	M	WD C,L,S	L	1 f 8 m	M	0.4%	Scarlet & orange fall color. Round 1-1 ½" fruit is red, then blue.	
<i>Searsia (Rhus) lancea</i>	African sumac	5			E	30 x 30	30-35	18-24	S-P	L	L	C,L,S	L	7 f 10 m	M	0%	Rough cinnamon bark. Heat/wind tolerant. Suckers in youth. No pests.	





Brisbane Box



Marina Strawberry Tree



Raywood Ash



New Zealand Christmas Tree



African Sumac



Scientific Name	Common Name	Parkway Size (feet)	SCE Approved Tree	California Native	Evergreen, Deciduous, Semi	Height x Width (feet)	Spacing (feet)	Sunset Climate Zone	Sun	Water-LA Basin	Water - Valley/ Inland	Soil	Root Damage Potential	Allergy Potential (Low 1 - High 10)	Growth Rate	Existing Percentage in Urban Forest	Notes	Vacant Planting Sites
<i>Chilopsis linearis</i>	Desert willow	6	x	x	D	15-40 x 15-40	30-35	18-23	S	VL	L	WD L,S	L	5	M-F	0%	Long-blooming fragrant, pink trumpet flowers. Attracts hummingbirds.	837
<i>Jacaranda mimosifolia</i>	Jacaranda	6	x		D to S	25-40 x 25-40	35-40	18-24	S	M	M	L,S	L	4	M	2.2%	Purple flowers April-Sept. Lots of leaf/flower litter. Poor bloom at coast.	
<i>Pinus canariensis</i>	Canary Island pine	7			E	65-80 x 30-40	35-40	18-24	S-P	L	M	L,S	M	4	F	10.0%	Smog tolerant. Tall narrow pine. 9-12" weeping needles. 4-9" cones.	
<i>Afrocarpos falcatus (Podocarpus gracilior)</i>	African fern pine, fern pine	8			E	60 x 45	30-35	18-24	S-P	M	M	C,L,S	L	1 f 9 m	S-M	4.4%	1-2" narrow leaves, very little leaf litter. Pest/disease-free. Lawn watering ok.	
<i>Calocedrus decurrens</i>	Incense cedar	8		x	E	75-90 x 40	30-35	18-24	S-P	M	M	C,L,S	M	8	S-M	0.1%	Columnar conifer. Fragrant leaves. Tolerant of heat and poor soils.	
<i>Pinus brutia var. eldarica</i>	Eldarica pine, Afghan pine, Mondell pine	8			E	65 x 30	35-40	18-24	S-P	VL	L	C,L,S	M	4	F	0%	5-6" dark green needles. For desert or coast. "Christmas tree" shape.	
<i>Pinus halepensis</i>	Aleppo pine	8			E	30-65 x 45	35-40	18-24	S-P	L	L	C,L,S	M	4	M-F	0.7%	Light green, 2 ½-4" soft needles. Poor soil and heat ok. Susceptible to mites.	
<i>Pinus patula</i>	Jelecote pine, Mexican weeping pine	8			E	40-80 x 30-50	35-40	18-24	S-P	M	M	L,S	M	4	F-VF	0%	Graceful, weeping 12" needles. Can become chlorotic. Great at the coast.	
<i>Olea europaea</i>	Olive (fruitless only)	6-8			E	30 x 30	25-30	18-24	S	L	L	WD C,L,S	M	10	M	0.2%	Grey-green linear leaves. Round to vase-shaped canopy. Swan Hill = no pollen.	
<i>Quillaja saponaria</i>	Soabark tree	6-8			E	25-60 x 10-35	30-35	18-24	S-P	L	?	WD C,L,S	L	4	S	0%	White flowers, better with water. Bark is toxic if eaten. Weeping branches.	
<i>Umbellularia californica</i>	California bay laurel, California laurel	6-8		x	E	25-75 x 20-60	35-40	18-24	P-Sh	L	M	C,L,S	M	8	S-M	0.4%	Strong scented leaves ok for cooking. Moreshade/water needed inland.	





Canary Island Pine



Jacaranda



Soapbark Tree



California Bay Laurel



Desert Willow



Incense Cedar



Scientific Name	Common Name	Parkway Size (feet)	SCE Approved Tree	California Native	Evergreen, Deciduous, Semi	Height x Width (feet)	Spacing (feet)	Sunset Climate Zone	Sun	Water-LA Basin	Water - Valley/ Inland	Soil	Root Damage Potential	Allergy Potential (Low 1 - High 10)	Growth Rate	Existing Percentage in Urban Forest	Notes	Vacant Planting Sites
<i>Cedrus atlantica</i>	Blue Atlas cedar	8+			E		35-40	18-23	S-P	M	M	C,L,S	M	2	S-M	0.2%	Conifer. Stiff branches; short ¾-1" stiff needles. 'Glauca' is a blue cultivar.	749
<i>Cedrus deodara</i>	Deodar cedar	8+			E		35-40	18-24	S-P	L	M	C,L,S	M	1f, 3b 5m	F	0.1%	Conifer. Soft 1-2" needles. Drooping leader, low sweeping branches.	
<i>Cedrus libani</i>	Cedar of Lebanon	8+			E		35-40	18-24	S-P	L	M	C,L,S	L	2	S	0%	Conifer. Irregular crown with long branches and short ¼-1 ¼" needles.	
<i>Cinnamomum camphora</i>	Camphor	8+			E		35-40	18-24	S-P	M	M	WD C,L,S	H	8	M	3.1%	Camphor scented leaves. Massive tree. Susceptible to Fusarium dieback.	
<i>Pinus pinea</i>	Italian stone pine	8+			E		35-40	18-24	S-P	L	L	L,S	M	4	M-F	0.2%	Massive, broad-canopied tree. Great at the coast/valleys. Edible pine nuts.	
<i>Quercus agrifolia</i>	Coast live oak	8+		x	E		35-40	18-24	S-P	VL	L	WD C,L,S	M-H	9	M	0.6%	No lawn watering. The most widely used oak for southern CA.	
<i>Tipuana tipu</i>	Tipu	8+			S		35-40	18-24	S-P	L	M	C,L,S	M	3	M-F	0.6%	Yellow-orange flowers June-July. Fast. Early pruning needed. Best with heat.	
<i>Pinus torreyana</i>	Torrey pine	10		x	E		35-40	18-24	S-P	L	M	C,L,S	M	4	F	0%	8-13" dark gray-green needles. Open habit. OK coastal or high desert.	





*Italian stone pine*



*Torrey Pine*



*Coastal live oak*



*Tipu*



*Camphor*



Best Management Practices

Maintenance and planting of public trees should adhere to the following practices. It is highly encouraged that private landowners also care for trees on their property according to these practices, and zoning rules should be crafted in consideration of these practices.

PLANTING

Tree planting species selection and location should conform to the street tree palette and the street tree map included in this plan.

**Materials:** All trees should be at least 15 gallons at time of planting. If there is high potential for damage to the tree during the establishment phase and the space can accommodate a 4-6’ planting hole, a 24” box size tree should be considered to support early survivability. Trees may be staked with 2 in diameter untreated wood stakes with no cross braces. Tree ties should be tied in a figure eight to support the tree to the stakes. Mulch (untreated, 0.5 in -1 in size) should be applied to an area two times the diameter of the root ball with 2 in to 4 in depth. Linear root control barriers may be used for trees planted along the sidewalk, on the sidewalk facing side only. Root control barriers that encircle the tree should not be used. Mower guards should be used for trees surrounded by turf that requires regular mowing. Tree grates should be installed at grade where the sidewalk is less than 8 ft to reduce the risk of tripping.

**Site Preparation:** All debris, wood chips, pavement, concrete and rocks should be removed from the planting pit to a depth in line with the size of the root ball. In sites with turf grass, the turf must be kept at least one foot from the tree. In sites with unsuitable soils to facilitate healthy tree growth, alternative soils may need to be approved.

**Planting:** Dig a flat bottomed hole as deep as the root ball and two to three times the width. Remove the tree from the container and cut away any circling roots. Fill the hole with the original soil (unless alternative soils have been deemed necessary), gently packing and applying water throughout. Remove the nursery stakes and install stakes at the edges of the root ball, driven 2 ft into the ground and secured to the tree with two tree ties in a figure eight. Build a watering berm out of mulch 3 to 4 inches high at the edge of the root ball in areas without irrigation. Mulch around the root ball, staying at least 6 inches away from the trunk. Fill the berm with 15 to 20 gallons of water.

MAINTENANCE AND WATERING

In the first 3-5 years young trees need light watering in the absence of adequate rainfall. When planting new trees, the city should budget and plan for three years of watering to be completed by the City, sub-contractor, or community-based organizations. The city should also plan and budget to water street trees planted in industrial and commercial areas once per month during prolonged dry periods. Installing irrigation systems for trees in commercial and industrial areas is recommended when feasible.

INSPECTIONS

Inspections should be performed every three years as part of the regular grid- pruning cycle. The City may consider designating species known to cause more frequent damage or nuisances to an alternate shorter grid pruning cycle if needed. These regular inspections should by Level 1: Limited Visual Assessments according to ISA standards. This level of assessment is conducted to identify high and extreme risk trees. Some elements that should be inspected in a routine Level 1 inspection include:

- Leaning Trees
- Root problems
- Multiple Trunks
- Decay
- Cracks in trunks or branches
- Weak, Broken or dead branches
- Pests

Trees that are flagged as high or extreme risk may be recommended for a follow- up Level 2: Basic Assessment and/or Level 3: Advanced Assessment inspection. A Level 2 inspection includes a more detailed account of tree condition including site factors, tree health, load factors, tree defects, and risk categorizations. Level 3 inspections are used to understand conditions of a tree that can not be identified visually through specialized tests and is typically reserved only for high-value trees.

PRUNING

Pruning should be conducted routinely as part of the 3-year grid trimming cycle, as well as between prunings as deemed necessary by inspection to mitigate tree risk or improve tree structure. The appropriate type of pruning based on the tree and intended goal should be employed in each situation. Trees should ideally be pruned during the fall and winter months. There are seven accepted methods of pruning trees, listed below. Each method is described in depth in the ANSI 3000 (Part 1) Pruning and ISA Best Management Practices Pruning standards (see Resources chapter for more information).

Permitted Actions:

- Structural Pruning: Pruning for your trees
- Crown Cleaning: Recommended pruning for mature trees to remove dead, diseased and broken branches only
- Crown Thinning: Reducing crown density by removing no more than 25% of live foliage
- Crown Raising: Creating vertical clearance by selective removal of low branches
- Crown Restoration: Removal of branches, sprouts and stubs from topped trees
- Crown Reduction: Decreasing the height and spread of a tree
- Utility Pruning: Reducing growth near utility lines

Prohibited Actions:

- Excessive Pruning
- Topping
- Actions that could lead to the death of the tree including cutting pooning, over-watering, unauthorized relocation of a tree, or structurally modifying the ground within the dripline area of the tree



REMOVAL

Public trees should only be removed when there is a demonstrated need in line with local policy. Demonstrated needs may include death of the tree, presence of pests, excessive risk or damage posed by the tree, or an undesirable species (e.g. palm trees). Public trees should not be removed for litter, personal preference, or conflicts that may be solved through other feasible means.

Trees that are removed must be done so in a way that mitigates damage to neighboring trees. This includes considering if tree branches are intertwined and if roots are intertwined when removing stumps. Stumps should be removed by grinding the stump and the roots to at least 24 inches and removed.

WOOD RECYCLING

Wood from removed public trees should be repurposed for their highest and best use including habitat, art, durable products, or lumber. Wood not able to be repurposed should be converted into biomass such as mulch, compost, or feedstock. City capital projects should consider the use of urban wood to create a market for reclaimed lumber. More information on recommended urban wood uses and standards is available from the Urban, Salvaged or Reclaimed Woods Network.



The Tree Care Industry Association and the International Society of Arboriculture publish industry standard tree care resources

RESOURCES

Detailed best management practices can be found in the ANSI 3000 standards which are industry consensus standards developed by the Tree Care Industry Association. Additionally, the International Society of Arborists publishes Best Management Practices manuals with industry standard guidance.







# Additional Information

## Engagement Evaluation

In order to evaluate the effectiveness of the community engagement workshops, participant observation of the workshop and conversational interviews with the community members that attended were conducted. Overall, the workshops were very successful. Residents felt that they learned valuable information from the presentation and found completing the activity packets fun while also causing them to think carefully about their answers. TreePeople’s presence in San Fernando was also clear throughout the workshops, with many participants mentioning that they’d attended past events or followed them on social media. This likely helped to contribute to the workshop’s success.

Participants also expressed that they wished more community members were able to attend the workshops. The people that were interviewed believed that others would benefit from learning about the urban forest and how it could change in San Fernando. The tree inventory data was important to collect before the workshop because residents appreciated the data and are excited that the inventory will help more trees to be planted. Hosting more events on these topics to allow community members to engage with one another and learn more about urban forestry in San Fernando would be valuable. Strategies used in the development of previous Urban Forest Management Plans that could strengthen community engagement in the plan development process include the formation of a community advisory committee or neighborhood ambassador program that facilitates resident-led community engagement and education.



**“It was really informative ..a lot of people don't know much of the urban forest. And it was nice that it was translated in both English and Spanish.”**

**“When it comes to information, a little bit more in depth on how one as a resident could be more involved.”**

**“I see a lot of like minded people.”**

**“I felt that, at this point, like everything has to be done.”**



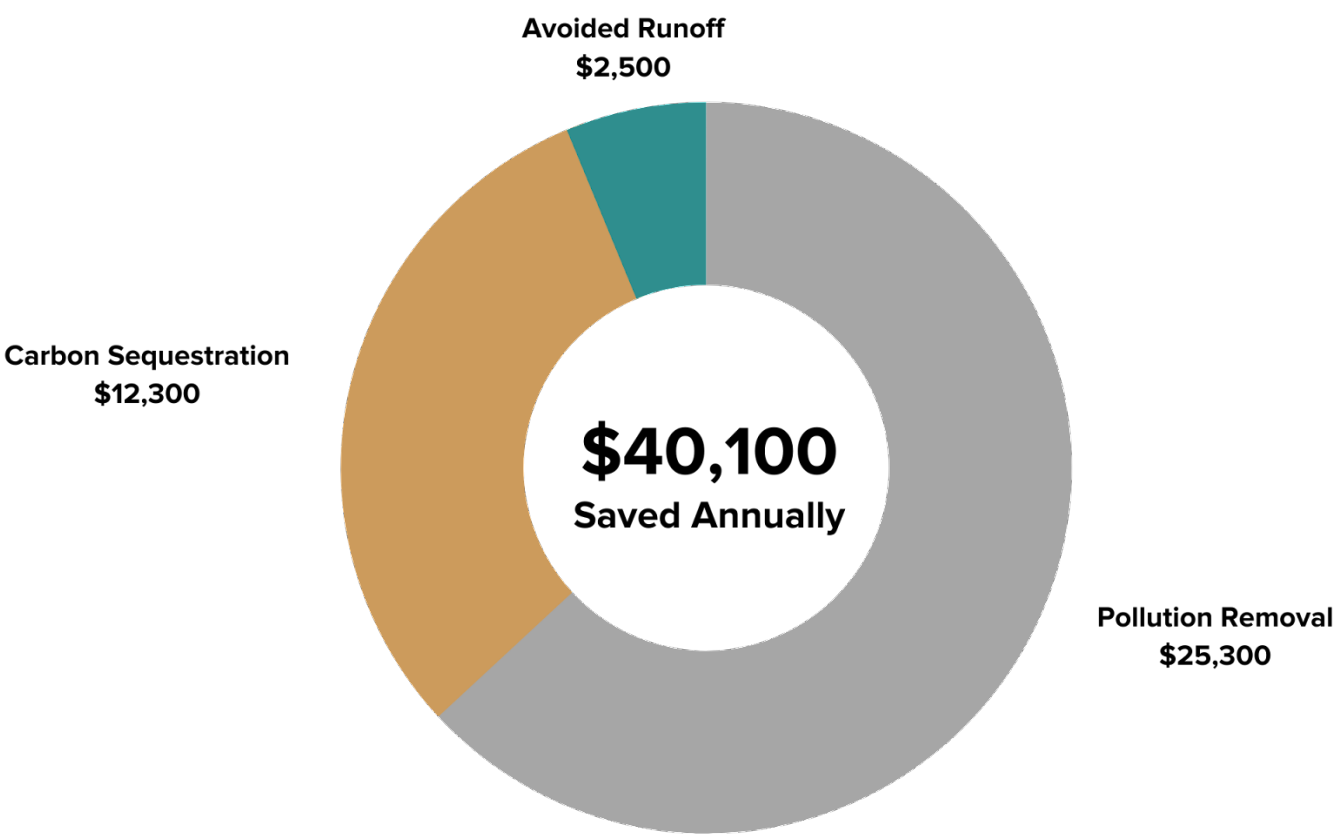
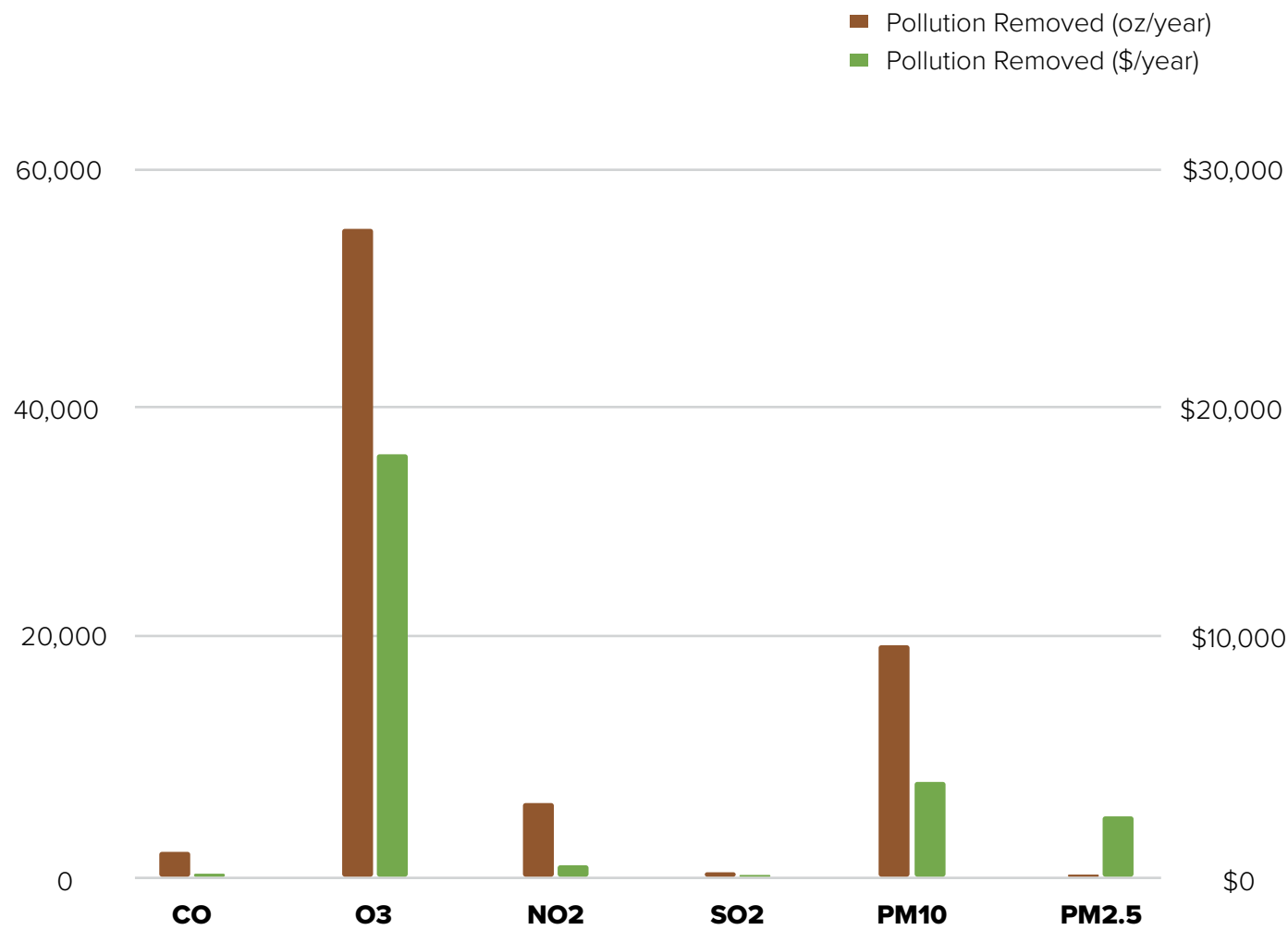
Quantified Ecosystem Services

Certain benefits of the urban forest can be quantified as both metrics and economic value. i-Tree Eco is an industry standard tool that uses tree inventory data to calculate ecosystem services and value to the community. i-Tree uses standard measures of ecosystem services, as well as a standard dollar value for these services and applies them to the urban forest based on the size and species of trees. Species and DBH are required variables, while several supplementary variables are available to provide additional information for the calculation. Based on the information available in the public tree inventory, species and DBH were used as inputs for the analysis. The results are a reflection of the inventory as a whole and does not account for or assess the distribution of trees throughout the community.

i-Tree quantifies the annual benefits of carbon sequestration, pollution removal, and avoided runoff. Together, these contribute to the overall "functional value" of the urban forest in San Fernando, which is estimated at \$40,100 per year. Among these services, pollution removal is the most economically valuable, generating an annual value of \$25,300 and removing approximately 2.6 tons of pollutants per year. Carbon sequestration contributes an estimated value of \$12,300 in annual savings, with a gross annual sequestration of approximately 72.1 tons. Additionally, avoided runoff adds an additional estimated value of \$2,500 in annual savings, preventing the runoff of approximately 283.5 thousand gallons of water per year. Strategies to improve pollution removal by the urban forest include increasing the number of healthy trees, sustaining large trees, and using long-lived, low maintenance trees.

In addition, i-Tree provides an assessment of the replacement value associated with the urban forest, indicating the cost of replacing each tree with a comparable one. The estimated replacement value for San Fernando's urban forest stands at \$18.6 million. This significant figure underscores the significance of preserving the current urban forest and preventing the need for tree replacement. It also highlights the value of nurturing mature trees, as they are more costly to replace and offer greater benefits compared to their younger counterparts.

While not all benefits provided by the tree canopy can be quantified, they still hold significant value for the community. The economic estimation of these benefits is an understatement, as it fails to consider the social value attributed to trees.







# Appendix

## Yard Trees in San Fernando





# TreePeople

12601 Mulholland Drive | Los Angeles, CA 90210  
[www.treepeople.org](http://www.treepeople.org)

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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Councilmember Mary Solorio

**Date:** February 2, 2026

**Subject:** Discussion and Consideration of Organizing an All-Cities Candle Vigil to Honor Lives Lost in Federal Immigration Enforcement Incidents

### **RECOMMENDATION:**

I have placed this item on the agenda (Attachment "A") for City Council discussion to provide staff direction to recommend authorizing the organization of an all-cities candlelight vigil to honor the lives lost in federal immigration enforcement incidents, including the deaths of Renee Good and Alex Pretti. Designate an appropriate time, date, and location for the vigil, with logistical support from city departments (Public Works, Police, and Parks & Recreation as applicable). Ensure coordination with community organizations, faith leaders, and civic groups to promote broad participation and to emphasize the vigil's focus on unity, remembrance, and shared mourning. Provide direction to staff to develop event guidelines that ensure safety, accessibility, and respect for all participants while maintaining neutrality regarding public policy positions.

### **BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the February 2, 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

Mary Solorio

TITLE

Councilmember

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

Discussion and Consideration of Organizing an All-Cities Candle Vigil to Honor Lives Lost in Federal Immigration Enforcement Incidents

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

Recent federal immigration enforcement operations, including those involving U.S. Immigration and Customs Enforcement (ICE) and other federal agents, have resulted in the deaths of civilians, prompting protest and calls for accountability nationwide. Notably, a 37-year-old U.S. citizen, Renee Nicole Good, was fatally shot by an ICE agent in Minneapolis in early January 2026. This incident drew protests and a candlelight vigil in Minneapolis and catalyzed nationwide dialogue on law enforcement practices and community safety related to immigration enforcement. More recently, on January 24, 2026, federal immigration agents shot and killed Alex Pretti, a 37-year-old intensive care nurse, during a Minneapolis enforcement operation. Multiple bystander videos and family statements have raised questions about the circumstances of these shootings and inconsistent official accounts. The deaths of Pretti and Good, both citizens with no significant criminal histories, have fueled public outcry, large-scale demonstrations, and further memorial gatherings, including grassroots candlelight vigils honoring their lives. These events have resonated across the United States and sparked reflection on community values, civil rights, and the need for inclusive spaces for collective mourning and solidarity. Candlelight vigils have served as non-partisan opportunities for communities to recognize loss of life, affirm shared humanity, and encourage constructive dialogue around public safety and federal enforcement practices.

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

Recommends that the City Council: Authorize the organization of an all-cities candlelight vigil to honor the lives lost in federal immigration enforcement incidents, including the deaths of Renee Good and Alex Pretti. Designate an appropriate time, date, and location for the vigil, with logistical support from city departments (Public Works, Police, and Parks & Recreation as applicable). Ensure coordination with community organizations, faith leaders, and civic groups to promote broad participation and to emphasize the vigil's focus on unity, remembrance, and shared mourning. Provide direction to staff to develop event guidelines that ensure safety, accessibility, and respect for all participants while maintaining neutrality regarding public policy positions.



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## AGENDA REPORT

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**To:** Vice Mayor Victoria Garcia and Councilmembers

**From:** Mayor Joel Fajardo

**Date:** February 2, 2026

**Subject:** Discussion and to Provide Staff with Direction Regarding Dreamers Serving Their Community and Review of State Proposals Limiting ICE Personnel from Government Employment

### **RECOMMENDATION:**

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

- a. Reaffirm prior City Council direction to staff to return with an ordinance amending City commission eligibility requirements to allow Dreamers to serve as commissioners; and
- b. Further analysis or discussion of state-level proposals limiting eligibility of certain ICE personnel for government employment.

### **BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the February 2, 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 Dreamers Serving Their Community and Review of State Proposals Limiting ICE Personnel from Government Employment

**BACKGROUND/ANALYSIS** *Provide the reason you are requesting this item be agendized.*

This item is intended to allow the City Council to discuss and provide direction on two related matters concerning civic participation, public service, and alignment with the City's values.

First, the City Council has previously, on two occasions, directed staff to return with an ordinance that would repeal existing requirements that prevent certain residents, including Dreamers, from serving on City commissions. This item is intended to reaffirm that direction, and to provide any additional guidance to staff regarding the preparation and return of the ordinance.

Second, the City Council will discuss recent legislative proposals in other jurisdictions, including a bill introduced in the State of Maryland, that would restrict individuals employed by U.S. Immigration and Customs Enforcement (ICE) and hired during the current Administration, from applying for or holding certain government positions. The discussion may include an overview of similar proposals in legal and policy considerations underlying those efforts.

**ATTACHMENTS** *Do you have any attachments to include?*

☐ Yes ☐ No

**RECOMMENDATION** *Indicate the direction you are recommending.*

1. Reaffirm prior City Council direction to staff to return with an ordinance amending City commission eligibility requirements to allow Dreamers to serve as commissioners.; and
2. Provide direction to staff regarding further analysis or discussion of state-level proposals limiting eligibility of certain ICE personnel for government employment.



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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Councilmember Patty Lopez

**Date:** February 2, 2026

**Subject:** Discussion Regarding San Fernando Christmas Parade 2026 – A Celebration of Community and Holiday Spirit

### **RECOMMENDATION:**

I have placed this on the agenda (Attachment “A”) for City Council discussion to direct the City Administration to evaluate the feasibility, logistics, and estimated costs of the proposed San Fernando Christmas Parade 2026, in collaboration with Organización Emprende, and report back to the City Council with findings and recommendations.

### **BACKGROUND/ANALYSIS:**

See Attachment “A” that was submitted to request to agendize this item for the February 2, 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.*

San Fernando Christmas Parade 2026 – A Celebration of Community & Holiday Spirit

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

The purpose of this item is to request that the City Administration initiate an evaluation of the proposed San Fernando Christmas Parade 2026, in collaboration with Organización Emprende. This evaluation would allow the City to assess feasibility, logistical requirements, public safety considerations, and estimated costs associated with the event. The proposed parade is intended to serve as a community-focused celebration that promotes local businesses, families, schools, and community organizations, while fostering civic pride and economic activity during the holiday season. Placing this item on the agenda will provide the opportunity to gather necessary information and determine whether City participation is appropriate and beneficial.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

Direct the City Administration to evaluate the feasibility, logistics, and estimated costs of the proposed San Fernando Christmas Parade 2026, in collaboration with Organización Emprende, and report back to the City Council with findings and recommendations.

Agenda – February 5, 2026

# Special Event Permit Application



**THE CITY OF SAN FERNANDO MUST RECEIVE THIS COMPLETED APPLICATION 60 DAYS PRIOR TO THE START OF YOUR EVENT**

Non Refundable Processing Fee: \$50.00  
Please make checks payable to: City of San Fernando

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## SPECIAL EVENT APPLICATION

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The City of San Fernando celebrates many special events throughout the year. These events are an important part of our community and can add significantly to the quality of life for residents and visitors. Depending on the nature of the events, they can enhance our neighborhoods, highlight products and services, provide marketing opportunities, and add to cultural enrichment of the community.

Special Event Permit Applications must be received by the City of San Fernando Recreation and Community Services no later than sixty (60) days prior to your event date and no more than one (1) year in advance of your date. In general, any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit. The Special Event Permit Application will be reviewed to set requirements and fees.

This Special Event Permit Application consists of a three (3) step process:

1. Complete the application. (Incomplete applications will not be accepted and will delay processing which could affect the availability of your preferred event date or location.)
2. Submit a copy of a photo ID and the complete application no later than sixty (60) days before your scheduled event with the processing fee of \$50.00 to the Department of Recreation and Community Services located at Recreation Park, 208 Park Avenue in San Fernando. If your application is submitted between fifteen (15) to thirty (30) days before your scheduled event the processing fee is \$90.00, or \$130.00 if submitted ten (10) days or less prior to the event. Cancellation fees may apply.
3. A City Representative will respond within 10 days regarding your Special Event Application to confirm receipt.

## SUBMITTING YOUR SPECIAL EVENT PERMIT APPLICATION

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Special Events will be classified as one of two (2) event classifications. Any user group or individual found to be intentionally misclassifying their event could be subject to financial penalty or restricted from future event permits.

### Classification 1: Public

- Public Property and/or Property Parcel

A Special Event Permit application is required for the use of all or any portion of a public street, sidewalk, median, or alley by an organized assembly of more than 50 people.

- Park Facility

If you plan to hold your event at a city park, it is your responsibility to contact the appropriate division or facility manager within the Recreation and Community Services Department in order to coordinate the scheduling of your event. Special rules, regulations and restrictions unique to each site or facility may apply. See **Addendum A** for further information on regulations regarding the use of City parks.

### Classification 2: Private

- Private Property:



A Special Event Permit application is required if the event on private property meets one (1) of the following criteria:

- The event is being held outside of the intended use of property (carnival or circus in parking lot, Petting Zoo, walking on street etc.)
- The event requires a temporary ABC license
- The event requires amplified sound and/or will require noise exceeding the City's noise ordinance
- The event requires external infrastructure (i.e. stages, tents, portable toilets, bleachers, etc.)
- The event requires use of any portion of a public right of way (i.e. sidewalk, street, median, alley, etc.)
- The event impacts local businesses and/or residents
- The event requires use of Vendors or Sale of Goods
- The event needs police or fire regulations, monitoring, and/or control

## THINGS TO CONSIDER WHEN PLANNING A SPECIAL EVENT

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As you begin planning for your event, think carefully about the impacts and benefits the event brings to the community. The following are some common problems that preliminary planning can help reduce:

- If your event requires a traffic control plan, remember that a street closure, even for two or three blocks, can affect traffic for miles around the venue due to event related traffic, and the rerouting of traffic around the closure.
- Does your street closure block or impede access to police stations, fire stations, hospital emergency access routes churches, schools, businesses or residents?
- How does your event affect public transportation systems, such as the San Fernando Trolley, Metro Bus Line and freeway access? Are alternate routes available to accommodate daily use of these systems?
- Are you planning to serve alcohol at the event? How will the use of alcohol affect the mood, participant safety, and enjoyment of the event, as well as security needs and insurance costs?
- What type of music will be featured at the event? How will the noise level impact the surrounding neighborhood?
- Have you made plans to ensure that your event is accessible to the disabled? Disabilities include, but are not limited to, vision, hearing and physical limitations. Does your event plan block any access ramps? Is disabled parking readily available? Are TDD phones on site? Will portable toilets accommodate wheelchairs?

## SPECIAL EVENT PERMIT APPLICATION PROCESS

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The Application process begins when you submit to the Recreation and Community Services Department a completed Special Event Permit Application. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, permits, etc.). Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. We must receive all required items before issuing a Special Event Permit. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date.

We hope that you find these instructions helpful in completing your Special Event Permit Application. If you have questions regarding the permit process, please contact the Recreation and Community Services Department at (818) 898-1290.

On behalf of the City of San Fernando we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!

## ACKNOWLEDGEMENT

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This section of the Special Event Permit Application is intended to provide City staff with an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including, but not limited to, print, electronic, and internet formats. Please read all information and complete the entire application.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, (the organization I represent), certify that all foregoing pages in this Special Event Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulations, and guidelines specified herein and that which is included in this Special Event Application.

I, acting on behalf of \_\_\_\_\_, (the organization I represent), am authorized to commit that organization to agree to abide by the rules, regulations, and guidelines specified herein, and I will accept all responsibilities for any damage to City property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Applicant's Signature: \_\_\_\_\_ Date: January 27, 2026

## APPLICATION INFORMATION

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Name of Applicant/Responsible Party Doris Torres

Street Address \_\_\_\_\_ Apt/Unit/Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name of Event Organizer/Producer (if different from Applicant) Patty Lopez

\_\_\_\_\_  
\_\_\_\_\_ Apt/Unit/Suite \_\_\_\_\_

City San Fernando State CA Zip Code 91340

Email Address mujeresalfainternacional@gmail.com

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Sponsoring Organization/Company **Emprende Nonprofit Organization**Contact Name **Celia Rivas** Contact Phone \_\_\_\_\_

Apt/Unit/Suite \_\_\_\_\_

City **Huntington Park** State **CA** Zip Code **90255****Event Contact for Public Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

On-site Contact Name \_\_\_\_\_ On-site Contact Cell Number \_\_\_\_\_

**EVENT DETAILS**Event Name **San Fernando Navidad en Familia / Family Christmas**Event Location\* **Maclay Street Christmas Parade** The parade will take place along Maclay Street, beginning at 8th Street and ending at 3rd Street.

**\* Additional Documentation Required:** Please attach a copy of your overall event layout as well as any fenced areas and/or a route map for parades, runs, walks, marches, etc. Maps must include the location of the following: stages; bleachers; portable restroom facilities; alcohol dispensing areas; fencing line; entrances, exits and emergency exits; first aid; vendors; inflatables; rides; tents, canopies, booths or other temporary structures; and waste and recycling receptacles/dumpsters. For events with street closures, the site map and/or route map must include surrounding street names; directional arrows; twenty (20) foot emergency fire lane; street closure points; barriers/barricades; signs; start and finish area; water or first aid stations; and band/DJ locations.

Event Date(s) **12/13/26** to **12/13/26** Event Hours (include registration time): **1pm** to **4pm**Set-up Date(s): **12/13/26** to **12/13/26** Set-up Times **1pm** to **2pm**Tear down Date(s): **12/13/26** to **12/13/26** Tear down Times **4pm** to **4:30pm**Number of Participants (units and floats for parades): **100-150** Number of Spectators/Guests: **300-500**Step-off Time (applicable only for events with a route) **beginning at 8th** to \_\_\_\_\_Start Area (applicable for parades) **8th Street** Finish Area **3rd Street**Total Anticipated Attendance: **Approximate 150**

Type of Event (check all that apply):

- |  |   |  |                                     |
|--|---|--|-------------------------------------|
| <input type="checkbox"/> Run/Walk                    | <input type="checkbox"/> Park Festival                | <input type="checkbox"/> Certified Farmers Market    | <input type="checkbox"/> Concert    |
| <input type="checkbox"/> Street Festival/Block Party | <input checked="" type="checkbox"/> Parade/Procession | <input type="checkbox"/> Protest/Rally/Demonstration | <input type="checkbox"/> Fundraiser |

<input type="checkbox"/> Fireworks/Pyrotechnics	<input type="checkbox"/> Filming*	<input type="checkbox"/> Sports/Recreation	<input type="checkbox"/> Circus
<input type="checkbox"/> Carnival	<input type="checkbox"/> City Park Event	<input type="checkbox"/> Open to the Public	<input type="checkbox"/> Private
<input type="checkbox"/> Other _____			

*\* **Additional Permit Required:** In accordance with the City of San Fernando, the use of any public property for the purpose of making a motion picture or television production requires a film permit. All film and still photography permits are managed by the City of San Fernando Administration Department. See Addendum K for City Ordinance that may pertain to your event. A photography and film production permit can be obtained from the City of San Fernando Administration Department. See Addendum L for a Photography and Film Production sample permit and other permits required by the city*

Has this event been produced before?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
Is this an annual event?	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Previous name(s), date(s) and location(s) of event: Unknown

Will there be an admission or entry fee? ☒ No ☐ Yes

Fee per adult \_\_\_\_\_ Fee per child \_\_\_\_\_

Event Description: (Provide a detailed description of your event. Attach additional pages or materials as needed.)

This Christmas parade is organized by community members, local businesses, and organizations that are actively supporting the residents of San Fernando with valuable resources. With the support of the City of San Fernando's government representatives, we are confident that this event will be a great success. We hope this parade will be the first of many to bring joy and pride to the families of San Fernando, creating a lasting legacy for future generations through one of the most beautiful celebrations of the year.

## PARK USE

The City of San Fernando offers many public parks that can be used as a venue for your event. This application can be used to reserve a park for a special event. You are not required to submit an additional Park Use Application. Please see **Addendum A** for special park use rules.



## STREET CLOSURE INFORMATION

There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event includes a street closure, you will need to submit a Traffic Control Plan (TCP). The Public Works Department will determine whether a professional TCP is required based on the location and type of street closure; or if the event will generate additional traffic or if existing traffic will be severely interrupted. The Public Works Department must approve the TCP before the Special Event Permit can be issued. Street closures can be subcontracted with approval from the City based on a case-to-case basis.

Street closure points must be manned at all times. In most cases, San Fernando Police Department officers may be required to facilitate the closure. The number of officers will depend on the location, type and nature of the closure. Applicant is responsible for hiring the officers and a separate contract will be issued for their service. In some cases, adult volunteers may be stationed at each closure point during the duration of the street closure (including set-up and tear down times). Use of volunteers will be determined by City staff.

Event will occupy: ☐ One lane ☒ Two lanes ☐ Half of street ☐ Full street

Closure type: ☒ Rolling Street closure (streets opens to normal traffic after participants pass)  
☐ Hard Street closure (street closed for an extended period of time and/or event equipment will be placed in street for the duration of the event; no vehicle access)

Name of street(s) to be closed (Attach additional pages as needed; or for moving events such as parades, runs, walks, marches, etc. indicate "see route" and attach a map):

Maclay	8th Street	3rd Street	2pm	4pm
Street name	between	and	start time	end time
Street name	between	and	start time	end time
Street name	between	and	start time	end time
Street name	between	and	start time	end time
Street name	between	and	start time	end time

## REGIONAL TRANSIT

Any proposed route along or crossing light rail tracks cannot impede train movements. Trains must be allowed to proceed without interruption. The San Fernando Public Works and Regional Transit will provide input whether or not any proposed route affecting their right of way can be accommodated.

Keeping bus detours to a minimum is appreciated. When detours are necessary, lead time for notifying Public Works is required.

## PARKING PLAN

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When planning your event, it is important to consider the impact on public parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will need to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests.

The City of San Fernando has a number of parking facilities that may be available for your event. You may reserve metered and unmetered parking spaces on a City street for your event. Or, if your street closure denies access to metered or unmetered parking spaces for an extended period of time, you will be required to reserve those parking spaces. When parking spaces are reserved, City staff will post “No Parking/Tow Away” signs 72 hours in advance of the event for a fee. Additionally, if the spaces you reserve are metered spaces, and the meters will be in service during the time of your reservation, you will be charged a lost revenue fee per meter.

## ACCESSIBILITY

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As an event organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

You need to consider the following accessible as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see “Restrooms” for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map/ program must be provided to attendees indicating the location of accessible rest-rooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant’s non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit [www.ada.gov](http://www.ada.gov).

This checklist is intended to serve as a planning guideline and may not be inclusive of all City, County, State and Federal access requirements. You may be required to attach more detailed information.

Will there be a clear path-of-travel throughout your event venue? Please describe.

Yes, there will be a clear and accessible path of travel throughout the event venue. All areas of the parade route and activity zones along Maclay Street will be designed to ensure unobstructed access for individuals with disabilities. Designated accessible pathways will connect viewing areas, restrooms, vendor locations, and first aid stations. Signage will be provided to guide attendees to accessible routes, parking, and facilities in compliance with ADA requirements

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February 12, 2025 Special & Regular CGMT  
Have you developed a parking and/or Transportation Plan for your event? Please describe.

We are in the process of forming a task force to develop and implement a comprehensive Parking and Transportation Plan that will meet all required guidelines and ensure the smooth operation of the event.

Will a minimum of 10% of portable restrooms at your event be accessible? Please describe.

Will all food, beverage and vending areas be accessible? Please describe.

N/A

If all areas of your event venue cannot be made accessible, will maps or programs be made available to show the location of accessible restrooms, parking, telephones (if any), drinking fountains, and first aid stations? Please describe.

Yes, if any areas of the event venue cannot be made fully accessible, maps and programs will be made available to all attendees. These will clearly indicate the locations of accessible restrooms, parking areas, drinking fountains, first aid stations, and any other key facilities. Directional signage will also be provided.

## SITE PLAN & ROUTE MAP

To ensure appropriate review of your event, it is preferred that you submit blueprints or computer assisted drawings (CAD) of your event site plan. This is applicable for moving routes and fixed venues. If blueprint or CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted on an 8 1/2" x 11" or 8 1/2" x 14" standard format. If blueprints are necessary, a minimum of four (4) copies should be included with your permit application.

Based on your event site plan and components, the Building Official and/or the Los Angeles Fire Department may require an inspection of your venue at your cost before and/or during the event.

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms/stages, tents and membrane structures as well as other similar

structures, the Building Official may require the issuance of Building Permits. Please provide all necessary specifications and details to facilitate the structural review, permit issuance as well as any related site inspections required by the Building Official. This process may require more than (45) calendar days based on the size, number and scope of the proposed temporary construction.

Your event site plan/route map must include but not be limited to:

- An outline of the event venue, including the names of all streets and moving routes of any kind. Indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provisions for a minimum of twenty-foot (20') emergency access lanes throughout the event venue. The location of all first aid facilities.
- The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, and dumpsters, and other temporary structures.
- Location of generator(s) with source of grounding and/ or source of electricity.
- Identification of all ADA accessible areas that meet standards, pedestrian access, and requested street closures.
- Other related event components not listed above.

## SAFETY EQUIPMENT

If your event involves public right-of-way closures or encroachments, you will be required to obtain traffic safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted. Depending upon the type of event, barricades, traffic cones, directional signage, etc. may be required. The Public Works Department will review your submitted site plan for cost estimates and requirements. The Public Works Department has final authority to determine safety equipment requirements.

Will your event involve the use of traffic safety equipment?

☐

No

☐

Yes

If yes, please list: \_\_\_\_\_

Equipment Company: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

Telephone Number: \_\_\_\_\_

Day

Evening

Mobile

Fax

Equipment Set-up: \_\_\_\_\_

Date

Time

Equipment Pick-up: \_\_\_\_\_

Date

Time



## ALCOHOL MANGEMENT PLAN

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Alcohol service and consumption on public property is allowed by Special Event Permit only. If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate license from the California Department of Alcoholic Beverage Control (ABC).

Are you requesting permission to serve alcohol at your event?

☒ No

☐ Yes

To qualify for this Special Daily License, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. Commercial enterprises and caterers are subject to different requirements. Please contact ABC for permit information or see **Addendum B**.

### ABC's Contact Information:

North & Northwestern parts of Los Angeles County  
6150 Van Nuys Blvd., Room 220  
Van Nuys, CA 91401  
(818)901-5017  
(818)785-6731 FAX  
[VNY.Direct@abc.ca.gov](mailto:VNY.Direct@abc.ca.gov)

- Instructions for Obtaining a Daily License  
<https://www.abc.ca.gov/FORMS/ABC221I.pdf>
- Daily License Application/Authorization (Special One-Day Event Permit)  
<https://www.abc.ca.gov/FORMS/ABC221-2010.pdf>
- Information for Special Daily Licenses  
<http://www.abc.ca.gov/FORMS/ABC532.pdf>

Will the alcohol be sold to the attendees?

☒ No

☐ Yes

Type of Alcohol(check all that apply):

☐ Beer

☐ Wine

☐ Distilled Spirits

Explain your sales plan (ticket system, cash at service area, etc.):

N/A

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Explain your method(s) of serving:

N/A

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Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

N/A

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How many alcohol service locations will you have and where will they be located (please include on site map):

N/A

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Explain how IDs will be checked, wristbands applied and how you will monitor any underage drinking:

N/A

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Is the event open to all ages?

☐

No

☒

Yes

Do you have an alcohol sponsor?

☒

No

☐

Yes

## MEDICAL/FIRST-AID PLAN

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Have you made provisions for on-site medical services?

☒

No

☐

Yes

*If yes, please describe your medical plan:*

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Telephone: \_\_\_\_\_  
Day Evening Mobile Fax

Will generators as a power source be used? ☐ No ☐ Yes

If yes, what type \_\_\_\_\_ How many: \_\_\_\_\_

If using licensed power company, please complete the following:

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_  
Day Evening Mobile Fax

Does the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics? ☒ No ☐ \*Yes

If yes, explain:

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**\*Additional Documentation Required:** The license holder must submit a letter of intent and shoot schedule. The Los Angeles Fire Department will request required documentation.



Does the entertainment include any inflatables?

☒

No

☐

Yes

If yes, explain:

---

---

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Does the entertainment include carnival rides?

☒

No

☐

\*Yes

If yes, explain and include on site plan:

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**\* Additional Documentation Required:** The carnival company must submit a letter of intent, and include the C Numbers of each ride, required insurance documentation, and will be required to obtain a business license.

Does the entertainment include animals? (petting zoo, pony rides, etc.)

☒

No

☐

Yes

If yes, explain:

---

---

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Does the entertainment include vehicles? (Car show, displays, etc.)

☐

No

☒

Yes

If yes, explain and include on site plan:

---

Yes, participants will be bringing their vehicles to participate in the parade as part of the entertainment.

---

## FENCING

Fenced area refers to any event or area within the event that is closed off by temporary fencing. The Los Angeles Fire Department will review your site map and set an occupancy load for the fenced area.

When developing your fenced plan include accurate dimensions, main entrance, and exits. In some cases, a Fire Department inspection may be required (for a fee) to set the occupancy load and check access and exits. (See Addendum D)

Will your event include the installation of fencing?

☐

No

☒

Yes

**If yes, explain and include on the site map:**

Yes, temporary fencing will be installed to close the streets along the parade route, from 8th Street to 3rd Street, to ensure the safety of participants and attendees.

## STAGES/PLATFORMS

Will your event include the installation of stages or platforms? (If yes, please indicate on site map)

☒

No

☐

Yes

How many stages \_\_\_\_\_ What are the dimensions? \_\_\_\_\_

## TENTS/CANOPIES/TEMPORARY STRUCTURES

Tents that are larger than 200 square feet and canopies that are larger than 400 square feet must be permitted and inspected by the Los Angeles Fire Department. The following California State Fire Code regulations apply to tents/canopies of this size:

### Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure.
- A fire access roadway, at least 20 feet wide, to each tent must be provided.
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure.

### Tent/Canopy Material:

- All tent materials must be either fire retardant or made to be fire retardant in a Fire Department approved manner.
- Proof that materials are fire retardant must be posted on the premises.
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/temporary structure, as well as from a 30 feet area surrounding the tent/canopy/temporary structure.

### Seating:

- Chair rows must be no longer than 15 seats and have 18 inches of clearance front to back.
- Aisles must be at least 44 inches wide.

### Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter.
- Exit signs must be hung when the occupancy exceeds 50 attendees.

Will your event include tents or canopies?

☒ No☐ Yes

If yes, explain and include on site map:

N/A

Tent/canopy size(s) (If you have multiple tents/canopies with varying sizes, indicate the number with the corresponding size):

Number of tent(s) / canopies N/A

Size(s) \_\_\_\_\_

**Additional Permit Required:** See **Addendum D** for LA Fire Department special event procedures, general requirement, Division 5 permit fees, and a sample Division 5 permit application from the LA Fire Department.

## VENDORS

The City of San Fernando defines “vendor” as an organization or business that sells or advertises products and/or services to event attendees. Generally there are three (3) categories of vendors: 1) food/beverage, 2) merchandise and 3) information. A City of San Fernando Business License is required for vendors who wish to sell, expose for sale, or offer for sale any food/beverage or merchandise in the City of San Fernando. Please contact the City of San Fernando, Finance Department for Business License information. You should require each vendor to provide you, the event organizer, with a copy of their Business License (if applicable) and general liability insurance.

Does your event include food vendors?

☒ No☐ Yes *If yes, how many?* \_\_\_\_\_**Additional Permit Required:** A Los Angeles County Department of Environmental Health Permit is required to sell or serve food to the general public in the City of San Fernando. Please contact the City of San Fernando for permit information.

Will any of the food vendors be cooking or heating food on-site?

☒ No☐ \*Yes *If yes, how many?* \_\_\_\_\_

**\* Additional Documentation Required:** Please read the Los Angeles Department’s Hot Food Vendor Requirements (Addendum G). This document must be distributed to each of your hot food vendors. Each vendor must read, sign and display this document on-site. An inspection may be required (for a fee).

What method(s) will be used? (check all that apply)

☐ gas☐ electric☐ charcoal☐ other, specify: \_\_\_\_\_

What is your plan for disposing of grease, charcoal and/or waste water?

N/A

Does your event include merchandise vendors?

☒

No

☐

Yes *if yes, how many?* \_\_\_\_\_

Does your event include information vendors?

☒

No

☐

Yes

Will any items or services sold at your event present any unique liability issues? (massage, pony rides, tattooing/piercing, etc.)

☒

No

☐

Yes

If yes, explain:

N/A

## CERTIFIED FARMERS MARKETS

A certified farmers' market is a location where agricultural products are sold by producers directly to consumers or to individuals, organizations or entities that subsequently sell or distribute the products directly to end users. A certified farmers' market may be operated on public property with a Special Event Permit.

**Additional Permit Required:** Additional documentation may be required. Please contact the City of San Fernando or visit [sfcity.org](http://sfcity.org) for more information. For information on applicable permits, contact the Los Angeles County Health Department, Mid-Valley District at (818)671-2222 a minimum of 30 days prior to the event.

## WASTE MANAGEMENT/RECYCLING

You are responsible for properly disposing of all waste and garbage throughout the term of your event, and immediately upon conclusion of the event, the area must be returned to a clean condition. If you, as the event organizer, set a standard of leaving the venue better than you found it, you can have a highly beneficial impact on the San Fernando community and establish a good reputation for your event in the future.



Should you fail to perform adequate cleanup or damage occurs to City property, you will be billed at full recovery rates, plus overhead for cleanup and repair. In addition, such failure may result in denial of future approval for a Special Event Permit or the requirement of a cash deposit or bond. The City may charge a damage deposit of up to \$5,000 for events with a past history of damage or waste problems or for those events with the potential for damage or significant waste.

In an effort to make our City more sustainable, you as the event organizer are responsible for providing a sufficient number of garbage and recycling receptacles at your event. The City of San Fernando no longer directly provides commercial services but the City can provide street sweeping services, at a cost.

(See **Addendum J** for City Codes)

## WASTE MANAGEMENT

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The city does not provide street sweeping services for special events, so please plan accordingly. California State law requires each City to divert 50% of solid waste from landfill. Republic Services manages the City of San Fernando's solid waste programs. You can help by planning recycling strategies for the waste generated at your event by calling the Public Works Department at (818) 898-1222. Exclusive franchise agreements require applicants to use Republic Services for garbage removal. Please contact them at least 30 days in advance to arrange for service at the event. (See **Addendum K** for Waste Management City Ordinances / Codes)

Will there be dumpsters and/or trash receptacles?

☒ No      ☐ Yes      *If yes, please identify the following:*

Total number of dumpsters / size: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please explain your plan for clean-up and waste removal during and after the event:

\_\_\_\_\_  
We will have volunteers equipped with trash bins and bags to collect any litter generated during the parade.  
\_\_\_\_\_

## STORM WATER PROTECTION

*Local and State regulations prohibit the discharge of wash water, cleaning water, trash and debris to the Storm Drain System. Please contact the City's Storm Water Protection Program for specific information and assistance with your event planning at (818) 898-1222*

**RESTROOMS****Public Toilet Facilities**

Adequate toilet facilities (permanent or portable) must be available for public use. One hand washing sink must be available for every four (4) toilets. Sinks are to be stocked with liquid soap, single use towels, and a trash container for towel waste.

Maximum Expected Daily Attendance	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Number of Toilets Needed									
<500	4	4	4	6	6	6	8	8	8	8
500-1000	4	6	6	6	6	8	8	8	8	12
2000	4	8	8	8	8	12	12	12	12	16
3000	8	8	10	10	10	12	16	16	20	20
4000	8	8	12	12	16	16	20	20	24	28
5000	12	12	12	16	20	30	30	30	30	34

If you are planning to provide restroom facilities at the event, please provide the following information:

Total number of Port-a-toilets: \_\_\_\_\_

Total number of ADA accessible toilets: \_\_\_\_\_

Portable toilet company name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Set Up Date & Time: \_\_\_\_\_

Pick Up Date & Time: \_\_\_\_\_

For more information regarding restroom regulations please visit the Los Angeles County Department of Health at:  
[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)

## MARKETING/ADVERTISING/PROMOTIONS

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Please ensure that you have conditional approval before you begin to market, advertise or promote your event. Acceptance of the Special Event Permit Application is not a guarantee of the date or location or automatic approval of your event. Once you have conditional approval you may proceed to market, advertise or promote your event at your own risk. However, if the permit is not granted and the event is therefore cancelled, you may not hold the City of San Fernando responsible or liable for any of the costs incurred from your marketing, advertising or promotions.

Please explain how you will market, advertise or promote this event or invite attendees to the event (include event website and social networking sites if applicable; attach additional pages as needed):

---

The event will be marketed and promoted through social media platforms and by visiting local businesses to distribute flyers and event information to the community.

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Do you plan to include radio or television promotions?

☒

No

☐

Yes

**If yes, explain:**

Do you expect a live broadcast or feed from the event?

☐

No

☒

Yes

**If yes, explain:**

Perhaps, after the event arrangements have been confirmed.

Do you expect media coverage?

☐

No

☒

Yes

**If yes, explain:**

Yes, media coverage is anticipated, given the significance of this event for the city of San Fernando.

Do you plan to place signs or hang banners on City property?

☐

No

☒

\*Yes

**If yes, explain:**

Yes, we intend to install signage on City property to provide information about the parade and display the route maps.

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*\* Additional Permit Required: See **Addendum H** for a sample Banner Permit Application*

## NOTIFICATION

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An event can change the normal flow of residential and business activity potentially causing a negative impact to the community. As the event organizer, you are responsible for notifying those residents and businesses that will be impacted by your event. If your event involves a street closure, amplified sound (more than announcements), pyrotechnics, the sale of alcohol, or you anticipate more than 500 attendees at the event during peak time, you will be required to notify in writing all residents and businesses residing within a two (2) City block radius or 300 feet surrounding the event venue and/or route at least (30) days prior to the event. The preferred method of notification is the Notification of Upcoming Special Event (**Addendum E**). This template should be completed and distributed door to door or mailed to the impacted area.

To complete the notification requirement, you must submit a Notification Certification (**Addendum F**) listing the residents and businesses that received your notification and the method of notification that was used per resident or business.

***Additional Documentation Required:** A copy of the completed Notification Certification and either a completed Notification of Upcoming Special Event or alternate notification must be provided to Special Event Services.*

## INSURANCE

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Applicant and/or the sponsoring organization shall defend, indemnify, and hold harmless the City of San Fernando, its officials, agents, employees, and volunteers from and against all actions, losses, damages, liability, costs, and expenses of every type and description, including, but not limited to, attorney's fee, to which any or all of them may be subjected by reason of, or resulting from, directly or indirectly, in whole or in part, the acts or omissions of the applicant, sponsoring organization, or its officers, agents, employees or volunteers directly or indirectly arising from the exercise of the authority under the Special Event Permit. Verification of insurance must be submitted at least 14 days prior to your event. You must submit two (2) documents to satisfy insurance requirements. (See **Addendum I** for an Insurance Certificate Sample)

1. Certificate of Insurance in the amount of \$1 million worth of General Liability coverage must be submitted for the event date and any set-up and/or tear down dates.



- The standard proof of insurance is the ACORD certificate form.
  - The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance.
  - If alcohol will be sold or consumed at the event, a \$1 million liquor liability is required.
  - Certificate holder must be listed on the certificate
  - Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
2. Additional Endorsement is required to reflect that the insurance policy has been amended to include the City of San Fernando.
- The Additional Endorsement must reference the policy number as it appears on the certificate.
  - "The City of San Fernando, it's officials, agents, employees and volunteers" must be named as additionally insured on the Additional Endorsement.

Your permit will not be issued until both the Certificate of Insurance and Additional Endorsement have been received.

1. Name the City of San Fernando, its officials, officers, directors, employees, agents, and volunteers as additionally insured against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part your organization, its agents or employees.
2. Include liability coverage for claims made by participants in your event/program. YOU are advised that any and all exclusions pertaining to athletic or recreational events/programs must be disclosed in the endorsement and failure to do so will not necessarily insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be PRIMARY insurance with respect to the additionally insured named above. Any other insurance available to the City of San Fernando, its officials, officers, directors, employees, agents and volunteers shall be excess and noncontributing.

### **Insurance Requirements:**

- A. Contractor shall purchase and maintain the following types of insurance:
1. Commercial General Liability insurance with a limit of not less than \$1 million per occurrence. Such insurance shall name the City of San Fernando, its officers, agents, and employees as additional insured, and shall be primary and not contributing with any other insurance or self-insurance maintained by the City.
  2. Business Automobile Liability insurance with a limit of not less than \$1 million each accident. The policy shall include coverage for owned, non-owned and hired vehicles.
  3. Professional Liability insurance (only if Contractor is a licensed professional) with a limit not less than \$1 million per occurrence.
  4. Workers Compensation insurance as required by California law and employers liability insurance with a limit not less than \$1 million. Such insurance shall include a waiver of subrogation in favor of the City.
- B. All such insurance policies shall provide the City thirty (30) days written notice of cancellation.
- C. Prior to commencement of work, and throughout the term of this contract, Contractor shall furnish the City:
1. Properly executed certificates of insurance evidencing compliance with these requirements.

2. The additional insured endorsement to the Commercial General Liability policy required above.

Such certificates shall disclose the Contractor's self-insured retentions or deductibles, which are subject to City approval. Contractor agrees to provide certified copies of insurance policies if requested by the City. All evidence of insurance and notices of cancellation shall be mailed to:

The City of San Fernando ATTN:

[ Name to be inserted ]

208 Park Avenue

San Fernando, CA 91340

D. Contractor's insurers shall maintain an A.M. Best rating of A-, VII or better.

E. Contractor shall require, and obtain evidence, that all subcontractors maintain insurance that complies with the insurance requirement.

You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

You must provide the City with the endorsement (14) days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of San Fernando as to form and as to insurance company. (See **Addendum J** for an Additional Endorsement Sample)

Please sign and return this original Notice of Conditions to indicate your receipt and understanding of each of the conditions listed above.

Signature of Designated Official \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Organization's Name \_\_\_\_\_

## **HOLD HARMLESS AGREEMENT**

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By my signature below, I hereby agree to and represent the following:

\_\_\_\_\_, as a condition of use of City of San Fernando facilities on the date of \_\_\_\_\_, hereby agrees to, and shall, defend, indemnify, and hold harmless the City of San Fernando, its officials, officers, directors, employees, volunteers, and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Special Event Permits are granted.

\_\_\_\_\_ will take full responsibility for seeing that use of City facilities is in full adherence and compliance with all applicable City rules and conditions and the requirements of State Law.

On the date(s) of \_\_\_\_\_, commencing at 12:01 a.m. and expiring at 12:00 midnight, \_\_\_\_\_ will at its sole expense, maintain in full force and effect a policy or policies of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do

business in California, that will insure \_\_\_\_\_, and the City of San Fernando as an additional insured, against liability for injury to persons or property and for death of any person or persons with respect to usage or activities under the permit. Each such policy shall be subject to approval by City of San Fernando as to form and as to insurance company. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 combined single limit.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Title **CEO** \_\_\_\_\_

## **AFFIDAVIT OF APPLICATION**

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I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the San Fernando City Code and I understand that this application is made subject to the rules and regulations established by the City Council. Applicant agrees to comply will all other requirements of the City, County, State, or Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this Special Event Permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this Special Event Permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of San Fernando.

Print Name of Applicant/Host Organization \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Event Organizer \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ Drivers License Number \_\_\_\_\_

**Additional Documentation Required:** Please attach a current copy of your Drivers License or California ID to completed application.

Thank you for completing your Special Event Application. Before you submit your application to the City of San Fernando, please make sure that the following steps have been completed:

☐

Signed and dated your application?

- ☐ Attached your event site plan?
- ☐ Attached your event security plan?
- ☐ Provided a copy of your security company's Private Patrol Operator's License?
- ☐ Attached your event medical plan?
- ☐ Attached a copy of your accessibility plan?
- ☐ Attached your event parking?
- ☐ Attached a complete entertainment list and schedule?
- ☐ Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities?
- ☐ Attached your Certificate of Insurance?
- ☐ Attached a copy of your IRS 501(C) tax exemption letter?
- ☐ Included any County, State, or Federal permits that may be required to hold your event in the selected venue?

**Submit your completed Special Event Application to:**

City of San Fernando  
Recreation and Community Services Department Recreation Park  
208 Park Avenue  
San Fernando, CA 91340

## FORM OF PAYMENT

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A non-refundable application fee of \$50 is due at the time you submit your application. Application fees are due (45) days in advance of your event. Applications submitted (30) days or less of an event require a \$40 non-fundable expedition fee in addition to the \$50 application fee. Applications submitted (10) days or less of an event require a \$80 non-fundable expedition fee in addition to the \$50 application fee. Checks must be made payable to "City of San Fernando" and will not be accepted less than thirty (30) days prior to the event.

- ☐ Cash –must be presented to clerk
- ☐ Personal/Business Check-attach or present to clerk
- ☐ Money Order/ Cashier Check-attach or present to clerk
- ☐ Visa/Mastercard/Discover- must be presented to clerk or indicate a phone and name for clerk to call to get card information

Phone:\_\_\_\_\_ Name:\_\_\_\_\_

### Refund Policy

Any refunds due will be processed and mailed within (21) business days of the event or cancellation. Payments made by cash or check will be refunded with a check. Payments made by credit card will be returned to the credit card.



## CHECKLIST

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Thank you for completing the Special Event Application. Before you submit your application to the City of San Fernando, please make sure you have completed the following steps:

- ☐ Sign AND date your application
  - ☐ Attach your event site map (and route map if applicable)
  - ☐ Include the \$50 non-refundable application fee (if you are submitting less than 45 days prior to the event date, please include appropriate expedition processing fee)
  - ☐ Attach a copy of your current Drivers License or California ID
- 

***Submit your completed application to:***

**By mail:**

City of San Fernando Recreation Park  
208 Park Avenue  
San Fernando, CA 91340

Questions?

Please call (818)898-1290

**Or email:**

[mcalleros@sfcity.org](mailto:mcalleros@sfcity.org)

**Best wishes for a successful event!**



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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Councilmember Mary Solorio

**Date:** February 2, 2026

**Subject:** Discussion and Consideration of a Motion to Draft and Send a Letter to Congressional Representatives and Federal Legislators Urging Reassessment of Increased Funding for U.S. Immigration and Customs Enforcement (ICE) Due to Recent Use-of-Force Incidents and Their Consequences

### **RECOMMENDATION:**

I have placed this item on the agenda (Attachment "A") for City Council discussion to provide staff direction to authorize the preparation of a formal letter from the City of San Fernando to the City's Congressional representatives and appropriate federal legislators against proposed increases in funding for ICE enforcement operations.

### **BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the February 2, 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

Mary Solorio

TITLE

Councilmember

### ITEM INFORMATION

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

Consideration of a Motion to Draft and Send a Letter to Congressional Representatives and Federal Legislators Urging Reassessment of Increased Funding for U.S. Immigration and Customs Enforcement (ICE) Due to Recent Use-of-Force Incidents and Their Consequences

*BACKGROUND/ANALYSIS Provide the reason you are requesting this item be agendized.*

**Public Safety and Accountability:** The shooting of a U.S. citizen in a domestic enforcement context — and subsequent disputes over facts and narrative — highlights complex issues around use of force policy, training, accountability, and federal oversight. **Community Trust and Federal–Local Relations:** High-profile fatal shootings involving federal agents can erode trust between local communities and law enforcement, especially among communities disproportionately affected by federal immigration enforcement.

*ATTACHMENTS Do you have any attachments to include?*

☐ Yes ☐ No

*RECOMMENDATION Indicate the direction you are recommending.*

Authorize the preparation of a formal letter from the City of San Fernando to the City's Congressional representatives and appropriate federal legislators against proposed increases in funding for ICE enforcement operations.



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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Councilmember Mary Solorio

**Date:** February 2, 2026

**Subject:** Discussion and Consideration of a Motion to Implement a Comprehensive Voter Education and Outreach Campaign Regarding the Change in Municipal Election Date from November 2026 to June 2026

### **RECOMMENDATION:**

I have placed this item on the agenda (Attachment "A") for City Council discussion to provide staff direction to develop and implement a comprehensive, non-partisan voter education and outreach campaign to inform residents of the City of San Fernando of the change in the municipal election date from November 2026 to June 2, 2026, and to provide clear, accurate information regarding voting requirements, voting options, polling locations, and voting timelines. Coordinate all voter education materials with the Los Angeles County Registrar-Recorder/County Clerk to ensure accuracy and compliance with County and State election guidelines. Utilize multiple outreach methods, including a citywide informational mailer, City website updates, official City social media platforms, and community outreach channels. Return to Council with a report outlining the outreach timeline, materials.

### **BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the February 2, 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



SAN FERNANDO

**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.*

Consideration of a Council Motion to Implement a Comprehensive Voter Education and Outreach Campaign Regarding the Change in Municipal Election Date from November 2026 to June 2026

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

The City of San Fernando's municipal election date has changed from November 2026 to June 2026, aligning with the statewide primary election calendar. This shift represents a significant change from prior election cycles and may not be widely known among residents.

Without proactive voter education, residents may be unaware of: The new election date, Voting options and timelines, Polling locations and vote centers, What is and is not required to vote, Ensuring voters are informed is critical to maintaining public trust, protecting voter participation, and supporting equitable access to the democratic process.

A comprehensive, non-partisan voter education campaign will help ensure residents understand how and when to vote in the upcoming June 2026 election. This includes providing clear, accurate, and accessible information consistent with Los Angeles County Registrar-Recorder/County Clerk guidelines.

What IS Required to Vote in San Fernando / Los Angeles County: Be registered to vote in California, Be 18 years of age or older by Election Day, Be a United States citizen, Be a California resident  
What is NOT Required to Vote: A driver's license or state ID card (for most voters). Proof of immigration status beyond citizenship, Payment of any fee  
Providing this clarity helps reduce confusion and misinformation, particularly among first-time voters, seniors, and immigrant communities.

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

Move to direct staff to develop and implement a comprehensive, non-partisan voter education and outreach campaign to inform residents of the City of San Fernando of the change in the municipal election date from November 2026 to June 2, 2026, and to provide clear, accurate information regarding voting requirements, voting options, polling locations, and voting timelines. Coordinate all voter education materials with the Los Angeles County Registrar-Recorder/County Clerk to ensure accuracy and compliance with County and State election guidelines. Utilize multiple outreach methods, including a citywide informational mailer, City website updates, official City social media platforms, and community outreach channels. Return to Council with a report outlining the outreach timeline, materials.



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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Vice Mayor Victoria Garcia

**Date:** February 2, 2026

**Subject:** Discussion and Consideration Regarding a Compassionate City Resolution

### **RECOMMENDATION:**

I have placed this on the agenda (Attachment "A") for City Council discussion and any related necessary action regarding designating the City of San Fernando as a "Compassionate City."

### **BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the February 2, 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, including:
  - Exhibit "A": City of Union City Compassionate City Resolution
  - Exhibit "B": Stockton Compassionate City Resolution





## REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

### CITY COUNCILMEMBER INFORMATION

NAME

Victoria Garcia

TITLE

Vice Mayor

### ITEM INFORMATION

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

Compassionate City Resolution

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

The San Fernando City Council has passed almost a dozen resolutions to declare its support for its immigrant resident community. These include a recent resolution in 2024 submitted by Vice Mayor Victoria Garcia and Councilmember Mary Mendoza, which was advocated for by then Commissioner and now Councilmember Patty Lopez. The San Fernando Police Department's written policy prohibits it from coordinating for the sole purpose of federal immigration enforcement. Even more recently, in 2025, Mayor Joel Fajardo and Councilmember Patty Lopez submitted a resolution, which was passed unanimously, that extended the protections found in that San Fernando Police Department policy throughout the City so that the City (although it does not do) would not share the personal information of our residents with federal immigration agencies or any other entities.

While the City of San Fernando is not a "sanctuary city," it offers its residents all the protections of a "sanctuary city." In fact, through its San Fernando Together program, the City of San Fernando offers more support to those impacted by immigration enforcement efforts than most other cities.

I have recently become aware of other cities that have designated themselves a "Compassionate City." These cities include Stockton, Union City, and others. In fact, Union City was recognized as an example by the United States Conference of Mayors for its designation. I believe that designating San Fernando a "Compassionate City" would be a true reflection of its policies and stance without misleading the community about what it can or cannot do.

ATTACHMENTS *Do you have any attachments to include?*

☒ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*

Discussion and any related necessary action regarding designating the City of San Fernando as a "Compassionate City."

**RESOLUTION NO. 5069-17****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNION CITY  
TO REAFFIRM AND PROCLAIM THE CITY OF UNION CITY AS A  
COMPASSIONATE CITY**

**WHEREAS**, City Council recognizes that recent changes to federal immigration policies have generated fear and anxiety among city residents; and

**WHEREAS**, the City of Union City will continue to uphold its commitment to be a community free of prejudice, bigotry, and hate; and

**WHEREAS**, it is the intent of the City that no person be denied the equal protection of the laws, nor shall any person be denied the enjoyment of his/her civil or political rights or be discriminated against because of age, race, physical ability, religion, sexual orientation, or citizenship status; and

**WHEREAS**, the city recognizes that such discrimination poses a threat to the health, safety, and general, and general welfare of the citizens of Union City and menaces the institutions and foundation of our community; and

**WHEREAS**, the City of Union City affirms the protections of the First Amendment for the free practice of religion; and

**WHEREAS**, the City of Union City recognizes that The United States Immigration and Customs Enforcement ("ICE") is responsible for enforcing federal civil immigration laws thus the City has no authority or jurisdiction for such enforcement; and

**WHEREAS**, a relationship of trust between California's immigrant residents and our local agencies, including law enforcement, schools, and healthcare providers is essential to carrying out basic local functions; and

**WHEREAS**, the City of Union City recognizes the authority and jurisdiction of the United States Immigration and Customs Enforcement to conduct sweeps, but strongly urges them not to: Break up families; Deport those that are here illegally, but have not broken any other laws; Detain or Deport anyone that is a victim or a witness in an ongoing investigation, court proceeding or trial; Conduct sweeps at schools, places of worship or City Buildings.

**NOW THEREFORE BE IT RESOLVED** that the city declares itself to be a **COMPASSIONATE CITY**; and

**BE IT FURTHER RESOLVED:**

1. The Union City shall not engage in activities solely for the purpose of enforcing federal immigration law. The Union City Police Department does not independently conduct sweeps or other organized efforts for the purpose of detaining suspected undocumented aliens. Members of this department should not participate in such federal immigration operations as a part of any detention team unless it is in direct response to a request for emergency assistance for compromised officer safety.

2. Union City shall not enter into any partnerships or written agreement with federal authorities for the sake of enforcing federal civil immigration law according to section 287(g) of the INA.
3. Unless immigration status is relevant to another criminal offense or investigation, suspicion or knowledge of an undocumented alien shall not be the sole basis for contact, detention, or arrest. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or California Constitution.
4. It is the intent of the city that individuals feel secure in contacting or being addressed by Union City law enforcement regardless of their immigration status. To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation.
5. Individuals should not be held in custody solely for a civil immigration hold.
6. A detainer will be acted upon only for arrestees with pending criminal cases who would normally be held for further criminal proceedings, provided the ICE immigration detainer is accompanied with an arrest warrant signed by a judge.
7. No city employee or service provider shall ask or use knowledge of an individual's immigration status as a basis for providing services, unless it is material to the service being sought (i.e., immigration services). No city service shall be denied based upon race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status.
8. City resources shall not be used to create, assist in the creation, or maintain a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin for the purpose of reporting any immigration-related data to federal law enforcement.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Union City at a regular meeting held on the 9th day of May, 2017 by the following vote:

AYES:	Councilmembers Duncan, Ellis, Singh, Vice Mayor Gacoscos, Mayor Dutra-Vernaci
NOES:	None
ABSENT:	None
ABSTAIN:	None



CAROL DUTRA-VERNACI  
Mayor

ATTEST:



ANNA M. BROWN  
City Clerk

APPROVED AS TO FORM:



BENJAMIN T. REYES, II  
City Attorney



**Resolution No.**

# **STOCKTON CITY COUNCIL**

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## **A RESOLUTION OF THE CITY OF STOCKTON TO PROCLAIM THE CITY OF STOCKTON AS A COMPASSIONATE CITY**

The City Council recognizes that recent changes to federal immigration policies have generated fear and anxiety among city residents; and

The City of Stockton recognizes that the United States Immigration and Customs Enforcement ("ICE") is responsible for enforcing federal civil immigration laws, thus the City has not authority nor jurisdiction for such enforcement; and

A relationship of trust between California's immigrant residents and our local agencies, including law enforcement, schools, and healthcare providers is essential to carrying out basic local functions; and

It is the intent of the City that individuals feel secure in contacting or being addressed by City of Stockton law enforcement regardless of their immigration status. To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation; and

The City of Stockton recognizes the authority and jurisdiction of the United States Immigration and Customs Enforcement to conduct sweeps, but strongly urges them not to: Break up families; Deport those that are here illegally, but have not broken any other laws; Detain or Deport anyone that is a victim or a witness in an ongoing investigation, court proceeding or trial; Conduct sweeps at schools, hospitals, places of worship or City buildings; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STOCKTON, AS FOLLOWS:**

1. The City of Stockton hereby declares itself a compassionate city.
2. The City of Stockton shall not engage in activities solely for the purpose of enforcing federal immigration law. The Stockton Police Department does not independently conduct sweeps or other organized efforts for the purpose of detaining suspected undocumented aliens. Members of the Police Department should not participate in federal immigration operations as a part of any detention team unless it is in direct response to a request for emergency assistance for compromised officer safety, or, as required by law.

3. Unless immigration status is relevant to another criminal offense or investigation, suspicion or knowledge of an undocumented alien shall not be the sole basis for contact, detention, or arrest. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or California Constitution.
4. Individuals should not be held in custody solely for a civil immigration hold.
5. No City employee shall ask for or use knowledge of an individual's immigration status as a basis for providing services, unless it is material to the service being sought (i.e. immigration services).
6. City resources shall not be used to create, assist in the creation, or maintain a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin for the purpose of reporting any immigration-related data to federal law enforcement.
7. The City Manager is hereby authorized to take whatever actions are necessary and appropriate to carry out the purpose and intent of this Resolution.

PASSED, APPROVED, and ADOPTED January 13, 2026.

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CHRISTINA FUGAZI  
Mayor of the City of Stockton

ATTEST:

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KATHERINE ROLAND, CMC, CPMC  
City Clerk of the City of Stockton

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## AGENDA REPORT

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**To:** Mayor Joel Fajardo and Councilmembers

**From:** Councilmember Mary Mendoza

**Date:** February 2, 2026

**Subject:** Discussion and Consideration of Establishing a Farmers Market in the City of San Fernando

### **RECOMMENDATION:**

I have placed this on the agenda (Attachment "A") for City Council discussion on the potential establishment of a farmers market in the City of San Fernando and provide direction regarding next steps, which may include:

- a. Referring the item to the Mall Ad Hoc for review and recommendations, and/or
- b. Establishing an ad hoc committee to further evaluate the feasibility and structure of a farmers market, and/or
- c. Providing direction to staff regarding appropriate next steps.

Councilmember Mendoza will recuse herself from discussion and action on this item.

### **BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the February 2, 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

SAN FERNANDO

## REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

### CITY COUNCILMEMBER INFORMATION

NAME

Mary Mendoza

TITLE

Councilmember

### ITEM INFORMATION

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

Consideration of Establishing a Farmers Market in the City of San Fernando

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

A local organization expressed interest in establishing a farmers market within the City of San Fernando. The organization shared a preliminary concept. The idea is intended to promote community engagement, support local vendors, and increase access to fresh and healthy food options for residents.

At this stage, no formal proposal has been submitted, and no location, schedule, or operation structure has been approved. The purpose of this agenda item is to allow the City Council to discuss whether there is interest in exploring the feasibility of a farmers market and to determine the appropriate process for further evaluation.

Because the requesting party is known to Councilmember Mendoza's family, and in the interest of transparency and avoiding any appearance of a conflict of interest, Councilmember Mendoza will recuse herself from discussion and any direction related to this item.

ATTACHMENTS *Do you have any attachments to include?*
☐ Yes      ☒ No
RECOMMENDATION *Indicate the direction you are recommending.*

That the City Council discuss the potential establishment of a farmers market in the City of San Fernando and provide direction regarding next steps, which may include:

1. Referring the item to the Mall Ad Hoc for review and recommendations, and/or
2. Establishing an ad hoc committee to further evaluate the feasibility and structure of a farmers market, and/or
3. Providing direction to staff regarding appropriate next steps.

Councilmember Mendoza will recuse herself from discussion and action on this item.