

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



CITY OF SAN FERNANDO  
CITY COUNCIL

MEETING AGENDA  
SPECIAL MEETING – 5:00 PM  
ADJOURNED REGULAR MEETING – 6:00 PM  
MONDAY, NOVEMBER 10, 2025

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

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

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

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

**ROLL CALL**

**APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)**

**PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)**

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

**RECESS TO CLOSED SESSION**

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

Case Name:      Rene Lupercio v. City of San Fernando  
Case No.:        2:24-cv-603621-CBM (JPPx)

*Staff Contact Kanika Kith, City Manager*

## **SAN FERNANDO CITY COUNCIL**

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

Case Name: Brand Estates, LLC v. City of San Fernando  
LACSC Case No.: 2SSTCPO2030

- C) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(2) ANTICIPATED LITIGATION:

One (1) Matter - Facts Unknown to Potential Plaintiff

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

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

### **WATCH THE MEETING**

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

### **SUBMIT PUBLIC COMMENT IN PERSON**

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

### **SUBMIT PUBLIC COMMENT VIA EMAIL**

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

### **CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING**

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

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

**Meeting ID: 833 6022 0211**

**Passcode: 924965**

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

### **CALL TO ORDER - REGULAR MEETING**

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

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### **ROLL CALL**

### **TELECONFERENCING REQUESTS/DISCLOSURE**

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

### **PLEDGE OF ALLEGIANCE**

Led by City Clerk Julia Fritz

### **APPROVAL OF REGULAR MEETING AGENDA**

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

### **PRESENTATION**

- A. PRESENTATION OF A PROCLAMATION RECOGNIZING SEPTEMBER 9, 2025 AS CALIFORNIA'S 175<sup>TH</sup> ANNIVERSARY OF STATEHOOD

### **DECORUM AND ORDER**

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

### **PUBLIC STATEMENTS**

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

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

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

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### **CONSENT CALENDAR**

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

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

- a. September 2, 2025 – Special & Regular CC Meeting
- b. September 15, 2025 – Special & Regular CC Meeting

#### **2) CONSIDERATION TO ADOPT RESOLUTION NO. 25-111 APPROVING THE WARRANT REGISTER OF NOVEMBER 3, 2025**

Recommend that the City Council adopt Resolution No. 25-111 approving the Warrant Register dated November 3, 2025.

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

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

#### **4) CONSIDERATION TO ADOPT A RESOLUTION APPROVING A PERSONNEL INVESTIGATIONS POLICY**

Recommend that the City Council:

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

#### **5) CONSIDERATION TO ADOPT A RESOLUTION RE-APPOINTING A PRIMARY AND ALTERNATE REPRESENTATIVE AND APPOINTING A SUBSTITUTE ALTERNATE REPRESENTATIVE TO THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY GOVERNING BOARD**

Recommend that the City Council adopt Resolution No. 8415 re-appointing Human Resources and Risk Manager, Sergio Ibarra, as the City's primary representative, re-appoint Director of Administrative Services/City Treasurer, Erica D. Melton, as the alternate representative, and appoint City Manager, Kanika Kith, as the substitute alternate representative to the Independent Cities Risk Management Authority Governing Board.

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### **ADMINISTRATIVE REPORTS**

#### **6) DISCUSSION AND CONSIDERATION REGARDING CONTINUING THE COMMUNITY RECOGNITION MEETING PROGRAM**

Recommend that the City Council:

- a. Discuss continuing the Community Recognition Meetings to occur in 2026;
- b. Approve deferring the December 9, 2025 Community Recognition Meeting to January 26, 2026; and
- c. Provide direction to staff on event offerings and approve applicable budget, as appropriate.

#### **7) RECEIVE A PRESENTATION ON THE ORGANIZATIONAL ASSESSMENT FOR THE SAN FERNANDO POLICE DEPARTMENT**

Recommend that the City Council:

- a. Receive and file the Organizational Assessment Report for the San Fernando Police Department prepared by Strategic Leadership Consultants;
- b. Provide direction to staff regarding implementation priorities

#### **8) DISCUSSION AND CONSIDERATION TO CO-SPONSOR A SAN FERNANDO CHRISTMAS PARADE**

This item was agendized by Councilmember Patty Lopez.

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

#### **9) DISCUSSION AND CONSIDERATION REGARDING IMMIGRATION CUSTOM ENFORCEMENT AT THE HOME DEPOT PARKING LOT**

This item was agendized by Councilmember Patty Lopez.

Recommend that the City Council discuss the recent reports of raids in the Home Depot parking lot, consider the concerns raised by the community, and provide direction to staff on potential actions, outreach, or coordination with relevant agencies to address safety and civil rights issues.

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### **10) DISCUSSION AND CONSIDERATION REGARDING SAFETY AND SECURITY PLAN FOR PUBLIC MEETINGS**

This item was agendized by Councilmember Patty Lopez.

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

### **11) DISCUSSION AND DIRECTION REGARDING, AND CITY COUNCIL ACTION AS RECOMMENDED, STRATEGIES TO STRENGTHEN LOCAL ECONOMIC DEVELOPMENT IN THE SAN FERNANDO MALL AREA, USE OF BUSINESS IMPROVEMENT AREA B FUNDS, REVIEW OF ADMINISTRATIVE ACTIONS REGARDING THE SAN FERNANDO MALL ASSOCIATION, INC. AKA MALL ASSESSMENT DISTRICT, INC. AGREEMENT, AND CONSIDERATION TO ADOPT A RESOLUTION AFFIRMING RELATED ADMINISTRATIVE ACTIONS**

This item was agendized by Councilmember Joel Fajardo.

Recommend that the City Council:

- a. Discuss and take action to approve potential alternatives to existing means of utilizing, distributing and potential changes on the use of the Parking and Business Improvement Area B Funds;
- b. Discuss and take action to terminate the Agreement between the City of San Fernando and the San Fernando Mall Association, Inc., aka Mall Assessment District, Inc. Contract No. 768 dated December 17, 1984 and direct staff to issue a notice of termination as prescribed in the Agreement and to take such other actions as may be necessary to close out the same;
- c. Discuss and take action to approve the development and implementation of strategies for strengthening economic development and business engagement in the San Fernando Mall Area; and reformulate the Mall Association MOU Ad Hoc committee to be the San Fernando Mall and Area B Funds Ad Hoc committee; and
- d. Discuss and take action if desired, to approve a proposed Resolution affirming the City Council's support for the statement of facts related to the San Fernando Mall Association and related Administrative Actions.

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### **12) DISCUSSION AND CONSIDERATION TO TRADEMARK REGISTRATION FOR “DISCOVER SAN FERNANDO”**

This item was agendized by Mayor Mary Mendoza.

Recommend that the City Council discuss and approve initiating the process to trademark the name of "Discover San Fernando", and direct staff to take the necessary steps to file for trademark protection on behalf of the City.

### **13) DISCUSSION AND CONSIDERATION TO SUPPORT THE REQUEST TO HONOR CHARLES WHITE, 1979 HEISMAN TROPHY WINNER AND SAN FERNANDO HIGH SCHOOL ALUMNUS**

This item was agendized by Mayor Mary Mendoza.

Recommend that the City Council discuss and consider issuing a formal letter of support for the White family's request to recognize Charles White by placing the name on the wall of the gymnasium and adding his name to the San Fernando High School football field in his honor, and direct staff to prepare and transmit such correspondence to the appropriate representatives of the Los Angeles Unified School District.

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

This item was agendized by Mayor Mary Mendoza.

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

### **15) DISCUSSION AND CONSIDERATION REGARDING THE PROMOTION OF THE CITY'S PROGRAMS, RESOURCES, AND EVENTS**

This item was agendized by Councilmember Victoria Garcia.

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

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

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

**ADJOURNMENT** The meeting will adjourn to the next Regular Meeting on November 17, 2025.

**AFFIDAVIT OF POSTING**

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

Dated: \_\_\_\_\_ at: \_\_\_\_\_

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

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



# **PRESENTATIONS - ANNUAL RECOGNITIONS**

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# Proclamation

## CALIFORNIA'S 175<sup>TH</sup> ANNIVERSARY OF STATEHOOD *September 9, 2025*

WHEREAS, on September 9, 1850, California was admitted to the United States as the 31st state, a historic milestone known as Admission Day; and

WHEREAS, the land now known as California has been home since time immemorial to Native American tribes, whose vibrant cultures, traditions, and stewardship continue to shape the State's heritage and future; and

WHEREAS, California has grown to become the fourth-largest economy in the world, home to more than 39 million residents, and a global leader in agriculture, innovation, technology, arts, entertainment, and manufacturing; and

WHEREAS, California's rich history includes the Treaty of Guadalupe Hidalgo in 1848, the discovery of gold at Sutter's Mill, and the extraordinary migration of people in pursuit of opportunity, ultimately leading to establishment of state governance and admission as a free, nonslavery state; and

WHEREAS, California is a place where everyone belongs — a beacon for dreamers and doers, built on the ideals of innovation, progress, and the belief that anything is possible through grit, determination, and collaboration; and

WHEREAS, California has been a national and global leader in movements for human rights, labor rights, environmental protection, and scientific advancement, embodying a pioneering spirit that continues to shape the future; and

WHEREAS, Californians have demonstrated remarkable resilience, unity, and compassion in the face of adversity, coming together to rebuild, support one another, and strengthen the communities that define our State; and

WHEREAS, as the #1 tourism destination in the United States, California welcomes people from around the world to experience its culture, diversity, beauty, and opportunity.

**NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL** hereby proclaims September 9, 2025 as "California's 175<sup>th</sup> Anniversary of Statehood" and encourages all residents to celebrate California's rich history, cultural diversity, natural beauty, and enduring spirit of inclusivity, progress, and possibility.



*Mary Mendoza*  
MARY MENDOZA  
MAYOR

*Maria Eugenia Solorio*  
MARY SOLORIO  
VICE MAYOR

*Joel Fajardo*  
JOEL FAJARDO  
COUNCILMEMBER

*Victoria Garcia*  
VICTORIA GARCIA  
COUNCILMEMBER

*Patty Lopez*  
PATTY LOPEZ  
COUNCILMEMBER

*November 10, 2025*

THE CITY OF  
**SAN FERNANDO**

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# **Regular Meeting San Fernando City Council**

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**CITY OF SAN FERNANDO  
CITY COUNCIL**

**MINUTES  
SPECIAL MEETING – 5:15 P.M  
REGULAR MEETING – 6:00 P.M.  
TUESDAY, SEPTEMBER 2, 2025**

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

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

Mayor Mary Mendoza called the Special Meeting to order at 5:16 p.m.

Present:

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

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

Absent: None

**APPROVAL OF AGENDA**

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

**PUBLIC STATEMENTS**

Julie Cuellar submitted written correspondence in support of the appointment of Interim City Manager Kanika Kith to be appointed as the City Manager.

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

By consensus, Councilmembers recessed to Closed Session.

A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 – PUBLIC EMPLOYMENT/EMPLOYEE APPOINTMENT:

Title: City Manager

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**MINUTES – Special and Regular Meeting September 2, 2025**

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

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

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

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

Mayor Mary Mendoza called the regular meeting to order at 6:01 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, City Attorney Richard Padilla, Police Chief Fabian Valdez, Director of Administrative Services Erica Melton, Director of Public Works Wendell Johnson, Director of Recreation and Community Services Julio Salcedo, Acting Director of Community Development Ron Garcia, and City Clerk Julia Fritz

Absent: None

**TELECONFERENCING REQUESTS/DISCLOSURE**

None

**PLEDGE OF ALLEGIANCE**

Led by City Clerk Julia Fritz

**APPROVAL OF AGENDA**

Motion by Councilmember Fajardo, seconded by Councilmember Lopez to approve the agenda, as amended to table Agenda Item No. 4 to the next City Council meeting. The motion carried, unanimously.

**PRESENTATIONS**

A. INFORMATIONAL PRESENTATION FROM METROPOLITAN WATER DISTRICT CHAIR ADAN ORTEGA

Chair Ortega submitted an updated August report on MWD activities.

B. ANNUAL PROCLAMATION

- NATIONAL HISPANIC HERITAGE MONTH – SEPTEMBER 15, 2025 TO OCTOBER 15, 2025

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**PUBLIC STATEMENTS**

The following submitted correspondence in opposition to Agenda Item No. 17:

Adrian Grigorian  
Angel Zobel-Rodriguez  
Zoe Rodriguez  
Carlos Medina  
Sean Rivas  
Andres Molina  
Mark Ramos  
Maria Esperanza Ruvalcaba

Aurora Cordoba spoke regarding underinsured community members.

John David Rivera spoke about concerns regarding scenario number 2 for the metro light rail project that was selected by the City Council at its August 18, 2025 Council meeting.

The following spoke in opposition to Agenda Item No. 17:

Rosa Ruvalcaba  
Valentina Flores  
Marisol Sanchez  
Walter Garcia  
Nichole Mohr

Andrei McDonald offered a prayer.

Julie Cuellar spoke regarding the special meeting and read her correspondence initially submitted via email in support of appointing Kanika Kith as the City Manager.

Yolanda Haro spoke against the metro rail project; and is in support of Kanika Kith as the City Manager.

**CONSENT CALENDAR**

Councilmember Fajardo pulled Consent Item No. 3 for discussion. Councilmember Garcia pulled Consent Item No. 5 for discussion.

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Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve Agenda Item Nos. 1, 2, 4, 6, 7 and 8:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
  - a. June 2, 2025 – Special & Regular CC Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 4) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH ALZHEIMER'S LOS ANGELES TO PROVIDE EDUCATION AND RESOURCES RELATED TO ALZHEIMER'S DISEASE AND OTHER DEMENTIAS **(THIS ITEM WAS TABLED TO THE NEXT CITY COUNCIL MEETING)**
- 6) CONSIDERATION TO ADOPT A RESOLUTION ACCEPTING THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL ALCOHOL POLICING PARTNERSHIP GRANT FUNDS TO SUPPORT THE SAN FERNANDO POLICE DEPARTMENT'S UNDER-AGE ALCOHOL PURCHASE PREVENTION PROGRAM, AND ADOPT A RESOLUTION TO APPROPRIATE THE FUNDS FOR FISCAL YEAR 2025-2026 ADOPTED BUDGET
- 7) CONSIDERATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO CIVILTEC ENGINEERING INC. FOR ENGINEERING DESIGN SERVICES OF WELL 2A NITRATE TREATMENT SYSTEM
- 8) CONSIDERATION TO APPROVE A THIRD AMENDMENT TO A CONTRACT SERVICES AGREEMENT WITH ENVIROGEN TECHNOLOGIES, INC. FOR A PROPRIETARY ION EXCHANGE NITRATE REMOVAL TREATMENT SYSTEM AT CITY'S GROUNDWATER WELL 2A

The motion carried, unanimously.

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

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to receive and file the report and to direct staff to include information regarding a list of sidewalks that have been completed versus not completed to ensure all funds are utilized by the ARPA deadline. The motion carried, unanimously.

- 5) CONSIDERATION TO APPROVE A FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE LANGUAGE PROS FOR LANGUAGE SERVICES

Motion by Councilmember Garcia, seconded by Councilmember Fajardo to request that the translators chosen be able to provide verbatim translation in lieu of a summary; approved a First Amendment to the Professional Services Agreement with The Language Pros (Contract No. 2328(a)) to increase the compensation up to \$40,000 per fiscal year, and extend the term to June 30, 2026, with an option to extend for four one-year terms; and authorize the City Manager, or designee, to make non-substantive changes and execute the amendment and all related documents. The motion carried, unanimously.

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- 9) CONSIDERATION TO APPROVE THE CITY’S 2025 CROSS-CONNECTION CONTROL PLAN AND ADOPT A RESOLUTION ADOPTING THE CONTROL PLAN AS REQUIRED BY THE STATE WATER RESOURCES CONTROL BOARD

Motion by Vice Mayor Solorio, seconded by Councilmember Fajardo to approve as amended to correct page 3 of the plan under Contact Details to change the word "employed" to "contracted"; and adopted Resolution No. 8400 adopting the City’s Cross Connection Control Plan as required by the State Water Resources Control Board to ensure the protection of the public potable water supply from the risk of contamination or pollution due to cross connections. The motion carried with the following vote:

ROLL CALL

AYES: Fajardo, Solorio, Mendoza - 3  
NAYES: Garcia - 1  
ABSTAIN: Lopez - 1  
ABSTENT: None

**PUBLIC HEARING**

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

Mayor Mendoza opened the public hearing.

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

Mayor Mendoza opened public comments.

Miguel Montanez made general comment In support.

There being no further comments, the public comment period was closed.

Motion by Councilmember Garcia, seconded by Vice Mayor Solorio to approve introduction for first reading Ordinance No. 1736 in title only, and waive further reading “An Ordinance of the City Council of the City Of San Fernando, California, amending Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal Code to implement a Residential Parking Permit Program”. The motion carried with the following vote:

ROLL CALL

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

Mayor Mendoza closed the public hearing.

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- 11) A PUBLIC HEARING TO CONSIDER AND ADOPT A RESOLUTION ESTABLISHING THE ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR FISCAL YEAR 2025-2026, AND ADOPT A RESOLUTION APPROPRIATING THE FUNDS

Mayor Mendoza opened the public hearing.

Interim City Manager Kanika Kith presented the staff report and responded to Councilmember questions.

Mayor Mendoza opened public comments. There being none, the public comment period was closed.

Motion by Councilmember Fajardo, seconded by Councilmember Lopez to adopt Resolution No. 8405. The motion carried unanimously.

It was noted that the City Council recessed the meeting at 8:43 p.m. and reconvened at 9:00 p.m. with all Councilmembers present.

Motion by Councilmember Garcia, seconded by Councilmember Fajardo to adopt Resolution No. 8411 amending the Fiscal Year 2025-2026 Adopted Budget to appropriate the grant revenues and expenses, as amended to allocate funds to the following programs as follows: Neighborhood Clean-Up: \$26,000; Small Business Assistance Program: \$137,861; and Access to Capital Program: \$25,000 = \$188,861. The motion carried, unanimously.

Mayor Mendoza closed the public hearing.

**ADMINISTRATIVE REPORTS**

- 12) DISCUSSION AND CONSIDERATION FOR EMERGENCY APPROVAL OF A CONTRACT SERVICES AGREEMENT WITH GENERAL PUMP COMPANY FOR THE REHABILITATION OF POTABLE WATER PRODUCTION WELL 2A

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

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to find that emergency conditions persist in that there remains a clear and present danger requiring immediate action to prevent or mitigate the loss or impairment of life, health, property or essential public service; approve without formal competitive bidding, the attached emergency Contract Services Agreement with General Pump Company (Contract No. 2411) for the rehabilitation of potable water production at Well 2A, in an amount not to exceed \$620,157.60. Pursuant to Public Contract Code Sections 1102 and 22050 as well as San

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Fernando Municipal Code Section 2-804, find that an emergency warranting the waiver of formal competitive bidding exists justifying the award of the above referenced Contract Services Agreement to General Pump Company to restore water supply and prevent water service disruptions; and authorize the City Manager, to execute the same on behalf of the City subject to such non-substantive and clarifying edits as may be warranted in consultation with the City Attorney. In addition, the City Council directed staff to return to a future meeting with timeline showing progress for all three (3) water projects, security measures at the locations, and confirm completion of the March deadline for reimbursement purposes. The motion carried, unanimously.

13) DISCUSSION AND CONSIDERATION ON WHETHER RESOLUTIONS BE INCORPORATED INTO THE EXISTING CITY RECOGNITION REQUEST PROCESS AND DETAILS ON POTENTIAL DESIGN OPTIONS FOR CERTIFICATES

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

The City Council directed staff to return to a future meeting with the following options: a) include Resolution and b) to not include a Resolution but instead a Proclamation as highest level of award, add Commendation to awards; and bring back with design options (including frames) along with budget.

14) DISCUSSION AND CONSIDERATION REGARDING AN UPDATE ON EXPLORING FACILITY OPTIONS FOR COLLABORATION WITH THE MEXICAN CONSULATE TO HOST “CONSULATE ON WHEELS PROGRAM” EVENT

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

The City Council directed staff to consider City Council Office at City Hall in combination with the Community Room as a location and provide an update at the next City Council meeting.

15) DISCUSSION ON THE CITY’S EFFORTS TO ADDRESS HOMELESSNESS

Councilmember Joel Fajardo presented the staff report.

The City Council directed staff to continue clean-up efforts including collaborating with the County for resources.

16) DISCUSSION AND CONSIDERATION TO FORM AD HOC COMMITTEES FOR CONTRACT MANAGEMENT OF STREET SWEEPING AND TREE TRIMMING/ARBORIST SERVICES

Councilmember Joel Fajardo presented the staff report.

**SAN FERNANDO CITY COUNCIL**

**MINUTES – Special and Regular Meeting September 2, 2025**

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Motion by Councilmember Fajardo, seconded by Councilmember Lopez to direct staff to expand existing Waste Hauler Services ad hoc committee to also include the topics of the street sweeping contract and tree trimming/arborists services. The motion carried by the following vote:

ROLL CALL

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

17) DISCUSSION AND DIRECTION REGARDING CONSOLIDATING SAN FERNANDO CITY COUNCIL ELECTIONS WITH THE STATEWIDE PRIMARY ELECTIONS

Mayor Mary Mendoza presented the staff report.

Motion by Councilmember Fajardo, seconded by Mayor Mendoza to direct staff to return to a meeting in October with an ordinance changing the election from November to June. The motion carried by the following vote:

ROLL CALL

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

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

Item tabled to the next regular meeting.

**STAFF COMMUNICATION INCLUDING COMMISSION UPDATES**

Interim City Manager Kith provided updates regarding San Fernando Together, the Financial Summit, El Grito event, Parent Academy, the Statewide Special Election on November 4, 2025 and expressed thanks to Public Works for the City Hall signage and San Fernando Gateway.

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

Councilmember Fajardo commented on the Council’s discussion, noting that there were differing viewpoints and a lack of consensus among members.

Councilmember Garcia spoke regarding her view of meeting decorum and Councilmembers varying viewpoints.

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Councilmember Lopez noted Councilmember’s have different points of view and spoke about Council’s leadership and being respectful to one another.

Vice Mayor Solorio expressed disappointment that her request to postpone the discussion on the elections Agenda Item No. 17 prior to the agenda posting was denied. She emphasized the importance of mutual respect and support among elected officials in fulfilling their responsibilities, especially when balancing roles such as being a mother and a professional.

Mayor Mendoza commented on her response regarding Vice Mayor Solorio’s request and noted her attendance to optional events and spoke about Councilmembers’ obligation on attending City Council meetings. She further noted that she respects her colleagues’ decisions and varying points of view and requests mutual respect in return.

**ADJOURNMENT (11:17 p.m.)**

Mayor Mendoza adjourned the regular meeting in memory of the two children who lost their lives during the shooting at Annunciation Catholic Church in Minneapolis on August 27, 2025, to the special meeting to be held on September 15, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the September 2, 2025, Regular 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, SEPTEMBER 15, 2025**

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

**CALL TO ORDER/ROLL CALL – SPECIAL MEETING 5:00 P.M.**

Mayor Mary Mendoza called the Special Meeting to order at 5:02 p.m.

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

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

Absent: Vice Mayor Mary Solorio

**TELECONFERENCING REQUESTS/DISCLOSURE** None

**APPROVAL OF SPECIAL MEETING AGENDA**

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

**PUBLIC STATEMENTS**

Fernandez Diaz spoke regarding concerns on housing issues in the community.

**ADMINISTRATIVE REPORTS**

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

**SAN FERNANDO CITY COUNCIL**

**MINUTES – Special and Regular Meeting September 15, 2025**

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Interim Director of Community Development Ron Garcia and Representatives from Rincon Consultants presented the staff report and responded to Councilmember questions.

The City Council provided general feedback regarding their opposition to increased density bonus, supports expanding commercial retail uses on Maclay as allowed in the Downtown with clear objective design standards.

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

Interim Director of Community Development Garcia and Representative from Rincon representatives presented the staff report and responded to Councilmember questions.

The City Council provided general feedback in support of increased tree canopy’s and increase trees throughout the city in general, consider additional trolley use, continue public safety maintenance of the bike path with the potential of improvements to the bike path, evaluate green space areas, continue park maintenance and potentially explore creating monarch butterfly conservatory at the Cindy Montanez Natural Park and supports potential pet friendly parks.

**ADJOURNMENT OF THE SPECIAL MEETING**

The Special meeting was adjourned at 6:01 p.m. to the regular meeting at 6:00 p.m.

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

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

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

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

Absent: Vice Mayor Mary Solorio

**TELECONFERENCING REQUESTS/DISCLOSURE**

None

**SAN FERNANDO CITY COUNCIL**

**MINUTES – Special and Regular Meeting September 15, 2025**

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**PLEDGE OF ALLEGIANCE**

Led by City Clerk Julia Fritz

**APPROVAL OF REGULAR MEETING AGENDA**

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

**PRESENTATIONS**

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

**PUBLIC STATEMENTS**

Linda Soo Hoo spoke regarding a city tree located at 2026 Lucas Street regarding sidewalk safety concerns.

Lupita Gonzalez spoke regarding a recent social media video made of regarding San Fernando Mall stores and was disappointed on the content of the video.

John David Rivera spoke in opposition to the city’s decision regarding the metro light rail project.

Paulina Torres Northeast Field Deputy for LA County Supervisor Horvath’s office extended thanks to the City Council for their recent partnership.

Gladys Diaz spoke regarding concerns about parking enforcement activities and public safety issues.

Irene Valencia Wheelan spoke regarding the lack of parking on Huntington Avenue and concerns with public safety on the bike paths.

Councilmember Fajardo asked that staff contact Ms. Wheeler regarding the regarding her public safety concerns.

Fernando Diaz spoke regarding safety issues along the bike path and the lack of City communication informing its residents about certain issues.

The City Council recessed its meeting at 7:30 p.m. and reconvened at 7:46 p.m. with Vice Mayor Solorio absent.

**SAN FERNANDO CITY COUNCIL**

**MINUTES – Special and Regular Meeting September 15, 2025**

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**CONSENT CALENDAR**

Mayor Mendoza requested to pull Item No. 1 for discussion.

Councilmember Garcia requested to pull Item No. 5 for discussion.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve Item Nos 2, 3, 4 and 6:

- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) RECEIVE AND FILE STATUS UPDATES FOR ENHANCEMENTS, PROJECTS, AND CITY COUNCIL PRIORITIES
- 4) RECEIVE AND FILE THE 2025 LOCAL TRANSACTION TAX ANNUAL REPORT FOR MEASURES “A” AND “SF” AS REQUIRED BY CITY CODE
- 6) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR FOG SEAL COATING OF CITY PARKING LOTS

The motion carried, with Vice Mayor Solorio absent.

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
  - a. June 16, 2025 – Special & Regular CC Meeting
  - b. June 30, 2025 – Special CC Meeting

Motion by Mayor Mendoza, seconded by Councilmember Garcia to approve Item No. 1 as amended to correct the spelling of the name of to reflect Rudy F. Herrera Jr. The motion carried, with Vice Mayor Solorio absent.

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

Motion by Councilmember Garcia, seconded by Councilmember Fajardo to award Contract No 2428, as amended to explore the potential of adding an information regarding reclaimed water line in the Water Master Plan. The motion carried, with Vice Mayor Solorio absent.

**ADMINISTRATIVE REPORTS**

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

**SAN FERNANDO CITY COUNCIL**

**MINUTES – Special and Regular Meeting September 15, 2025**

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

Motion by Mary Mendoza, seconded by Councilmember Garcia to approve co-sponsorship with LA County Supervisor Horvath's Office and the Mexican Consulate to host Consulate Services in the month of October at the SF Pool Aquatic Center Conference Room; with the potential of the County waiving facility rental fees, including consideration of the San Fernando Pool Facility Conference Room or the Santa Rosa de Lima Church; and approve the use of the City seal on the print material and social media pursuant to City Council Ordinance No. 1724. The motion carried, with Vice Mayor Solorio absent.

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

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

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to adopt Ordinance No. 1736 that was introduced for first reading at the City Council meeting of September 2, 2025, in title only, and waive all further readings titled, "An Ordinance of the City Council of the City Of San Fernando, California, amending Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal Code to implement a Residential Parking Permit Program". The motion carried, by the following vote:

ROLL CALL

AYES:	Garcia, Fajardo, Mendoza - 3
NAYES:	None
ABSENT:	Solorio - 1
ABSTAIN:	Lopez - 1

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

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

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to designate Mayor Mary Mendoza as voting Delegate for the League of California Cities 2025 Annual Conference and Expo for the General Assembly meeting; and Councilmember Joel Fajardo as Alternate Voting Delegate(s) who may vote in the event that the designated Delegate is unable to serve in that capacity; and authorize the City Clerk to notify the League of the City Council appointed Voting Delegate/Alternate(s). The motion carried, with Vice Mayor Solorio absent.

**SAN FERNANDO CITY COUNCIL**

**MINUTES – Special and Regular Meeting September 15, 2025**

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

Councilmember Patty Lopez presented the staff report.

Interim City Manager Kith provided an update on the City’s graffiti program and noted that moving forward the updates will be included on Agenda Item No. 3 of the Council Enhancement list of projects to provide regular updates to graffiti abatement.

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

Councilmember Victoria Garcia presented the staff report.

The City Council directed staff to partner with LAUSD to explore grant funding and discuss options for crosswalk safety for the area in front of San Fernando Middle School; and continue discussion regarding increased traffic enforcement; coordinate safety initiatives for the area of San Fernando Middle School & Glenoaks that can be implemented quickly; and add this item to the Council Priorities staff report to include regular status updates.

**STAFF COMMUNICATION INCLUDING COMMISSION UPDATES**

The Interim City Manager provided an update on the following: San Fernando Together initiative; Las Palmas roof replacement; homeless cleanup at the City of Los Angeles and the San Fernando Road Bridge; the City’s first Financial Summit; El Grito event, Parent Academy at San Rosa Church; Water and Sewer Rate public engagement meeting; and the Executive Staff Retreat.

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

Councilmember Fajardo spoke regarding the November special election and suggested that the November 3 meeting be rescheduled for the following week after the election; supports bringing Metro back to the Council for further discussion; thanked staff for the El Grito event and recommended that children’s seats be provided; noted that the sign at the mall on San Fernando Road and San Fernando Mission Boulevard is damaged; stated that he would be bringing back several items to be placed on the next agenda; and requested that the meeting be closed in memory of Charlie Kirk

Councilmember Garcia attended the SCAG Community Economic Development Committee meeting and the UNKEP Fellowship in Bakersfield at the César Chávez National Monument; and expressed concern about the violence in the nation and spoke about Martin Luther King Jr. and César Chávez.

**SAN FERNANDO CITY COUNCIL**

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Councilmember Lopez thanked Julie Duarte for the photos of elected officials in the Council Chambers lobby. She addressed the comments made by Lupita and noted that she does not support those comments made in the video; stated she attended the El Grito event, suggested that the City flag be included in future events, encouraged greater student involvement in City activities and thanked staff for their work.

Mayor Mendoza attended the El Grito and Discover San Fernando events, thanked staff for making El Grito successful, and looks forward to celebrating this annually and finding a permanent site for the Liberty Bell; she also noted she attended the 9/11 Remembrance Ceremony, the VICA Extraordinary Women in Leadership 2025 event, and the National Summit/GAIN Financial Summit.

**ADJOURNMENT (9:00 p.m.)**

Mayor Mendoza adjourned the regular meeting to the regular meeting of October 6, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the September 15, 2025, Regular 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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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

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

**Date:** November 10, 2025

**Subject:** Consideration to Adopt Resolution No. 25-111 Approving the Warrant Register of November 3, 2025

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 25-111 (Attachment “A”) approving the Warrant Register dated November 3, 2025.

**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 City 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.

There is one (1) Warrant Registers attached due to the absence of a formal City Council meeting on November 3, 2025. Resolution No. 6212 (adopted August 3, 1992) approves the issuing of Warrants prior to City Council ratification due to cancellation of a regularly scheduled City Council meeting. A copy of the Resolution No. 6212 and the memorandums provided to the Director of

**Consideration to Adopt Resolution No. 25-111 Approving the Warrant Register of November 3, 2025**

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Administrative Services/City Treasurer approving the release of the Warrant is attached to this report (Attachments "B" & "C").

**ATTACHMENTS:**

- A. Resolution No. 25-111; including:
  - Exhibit "A": Payment Demands/Voucher List
- B. Resolution No. 6212 (August 3, 1992)
- C. Memorandum Approving Release of Warrant Register (November 3, 2025)

**RESOLUTION NO. 25-111**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,  
CALIFORNIA, ALLOWING AND APPROVING FOR PAYMENT DEMANDS  
PRESENTED ON DEMAND/ WARRANT REGISTER NO. 25-111**

**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 10<sup>th</sup> day of November 2025.

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

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 25-111, 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 10<sup>th</sup> day of November 2025, by the following vote of the City Council:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAINED:**

IN WITNESS WHEREOF, I have here unto set my hand and affixed the official seal of the City of San Fernando, California, this \_\_\_\_\_ day of November 2025.

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Julia Fritz, City Clerk

vchlist **Voucher List** Page: 1  
11/03/2025 3:16:39PM CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242446	11/3/2025	894242 3G SIGNS	1255		(3) MARKETING BANNERS 001-424-0000-4300	605.22
<b>Total :</b>						<b>605.22</b>
242447	11/3/2025	894447 ACOSTA, STEVE	854952		REFUND-SENIOR TRIP CANCELLED 004-2383	20.00
<b>Total :</b>						<b>20.00</b>
242448	11/3/2025	888356 ADVANCED AUTO REPAIR	1734	13520	VEHICLE MAINT., REPAIRS & MINOR B 041-320-0311-4400	997.40
<b>Total :</b>						<b>997.40</b>
242449	11/3/2025	894315 AG LAWNMOWER SHOP	0583	13521	SMALL EQUIP. REPAIR (LAWNMOWER 043-390-0000-4310	146.45
			0584	13521	SMALL EQUIP. REPAIR (LAWNMOWER 043-390-0000-4310	187.46
<b>Total :</b>						<b>333.91</b>
242450	11/3/2025	890006 AGUIRRE, PETER	REIMB.		FUEL FOR CITY VEHICLE 041-320-0221-4402	62.36
<b>Total :</b>						<b>62.36</b>
242451	11/3/2025	887462 AIRGAS USA, LLC	9164963224		SAFETY VESTS & GLOVES 001-311-0000-4310	344.80
			9165001160		SAFETY VESTS 072-360-0000-4300	370.83
<b>Total :</b>						<b>715.63</b>
242452	11/3/2025	889043 ALADIN JUMPERS	15681	13510	PARTY RENTAL SUPPLIES FOR CITY W 001-423-0000-4300	365.65
<b>Total :</b>						<b>365.65</b>
242453	11/3/2025	100143 ALONSO, SERGIO	SEPT 2025	13577	MMAP INSTRUCTOR 004-2359	560.00
<b>Total :</b>						<b>560.00</b>
242454	11/3/2025	100165 AMERICAN WATER WORKS, INC.	38310		VEHICLE MAINT-PW2545	

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11/03/2025 3:16:39PM CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242454	11/3/2025	100165 AMERICAN WATER WORKS, INC.	(Continued)		041-320-0312-4400	570.08
<b>Total :</b>						<b>570.08</b>
242455	11/3/2025	895186 ANDAX INDUSTRIES LLC	266359		FLASHLIGHT 001-222-0000-4300	252.40
<b>Total :</b>						<b>252.40</b>
242456	11/3/2025	894045 ARROYO BACKGROUND	3789	13545	BACKGROUND INVESTIGATIONS 001-222-0000-4270	2,250.00
<b>Total :</b>						<b>2,250.00</b>
242457	11/3/2025	100222 ARROYO BUILDING MATERIALS, INC	313719	13522	MISC. LOCAL HARDWARE SUPPLIES A 001-311-0000-4300	243.85
			313856	13522	MISC. LOCAL HARDWARE SUPPLIES A 001-311-0000-4300	196.34
<b>Total :</b>						<b>440.19</b>
242458	11/3/2025	102530 AT & T	818-270-2203		PD NETWORK LINE-OCT 2025 001-222-0000-4220	230.37
<b>Total :</b>						<b>230.37</b>
242459	11/3/2025	892412 AT&T MOBILITY	287297930559X-101020		MDT MODEMS-PD UNITS-MAY 001-222-0000-4220	1,024.68
<b>Total :</b>						<b>1,024.68</b>
242460	11/3/2025	891209 AUTONATION SSC	438706	13546	FORD GENUINE PARTS 041-320-0225-4400	540.43
<b>Total :</b>						<b>540.43</b>
242461	11/3/2025	893176 AUTOZONE STORE 5681	05681612643		VEHICLE MAINT-PD3912 041-320-0225-4400	33.14
<b>Total :</b>						<b>33.14</b>
242462	11/3/2025	893013 AYSON, LEILANI	OCT 2025	13506	INCLUSIVE ZUMBA INSTRUCTOR 001-423-0000-4260	402.50
<b>Total :</b>						<b>402.50</b>

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**Voucher List**  
**CITY OF SAN FERNANDO**

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242463	11/3/2025	895182 BAHENA, JACINTA	854957		REFUND-SENIOR TRIP CANCELLED 004-2383	30.00
					<b>Total :</b>	<b>30.00</b>
242464	11/3/2025	892784 BARAJAS, MARIA BERENICE	OCT 2025	13501	TOTAL BODY CONDITIONING INSTRUC 001-423-0000-4260	819.00
					<b>Total :</b>	<b>819.00</b>
242465	11/3/2025	890254 BMI	61281577		ANNUAL MUSIC LICENSE 001-424-0000-4260	446.00
					<b>Total :</b>	<b>446.00</b>
242466	11/3/2025	893940 BOB BARKER COMPANY	INV2176679 INV2177302		INMATE CLOTHING 001-225-0000-4350 INMATE CLOTHING 001-225-0000-4350	195.70 367.57
					<b>Total :</b>	<b>563.27</b>
242467	11/3/2025	894771 BRIGHTLY SOFTWARE INC.	INV-281230	13343	FACILITY ASSESSMENT SERVICES 001-310-0000-4270	7,664.83
					<b>Total :</b>	<b>7,664.83</b>
242468	11/3/2025	888800 BUSINESS CARD	100125 100325 101425 101625 102025		LODGING-2025 ICSC CONF ON 09/28-0 001-150-0000-4370 MONTHLY EMAIL- OCT 2025 001-135-0000-4260 ANNUAL MEMBERSHIP DUES 001-107-0000-4380 SUBSCRIPTION DUES 001-423-0000-4380 CITY CALENDAR & INT'L CHARGE 001-135-0000-4260	592.96 2,242.09 175.00 44.95 1,265.00
					<b>Total :</b>	<b>4,320.00</b>
242469	11/3/2025	895060 BUZZ SEATING INC.	62510	13446	REPLACE CHAIRS FOR REPORT WRITI 001-222-0000-4320	3,282.80
					<b>Total :</b>	<b>3,282.80</b>

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242470	11/3/2025	100466 CACEO	300022545		ANNUAL MEMBERSHIP DUES 001-152-0000-4380	100.00
					<b>Total :</b>	<b>100.00</b>
242471	11/3/2025	895106 CANON U.S.A., INC.	986135	13473 13473	IMPLEMENTATION OF LASERFICHE 001-115-0000-4260 055-135-0000-4260	12,325.58 2,422.54
					<b>Total :</b>	<b>14,748.12</b>
242472	11/3/2025	894600 CARGILL, INCORPORATED	2911553348 2911553349 2911578974	13505 13505 13505	NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300 NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300 NSF CERTIFIED BULK SALT FOR THE II 070-384-0000-4300	6,142.98 6,144.59 6,181.70
					<b>Total :</b>	<b>18,469.27</b>
242473	11/3/2025	894866 CARRIER CORPORATION	90470617-BAL DUE	13334	HVAC UPGRADES AT LAS PALMAS PAR 121-422-3689-4600	77,045.00
					<b>Total :</b>	<b>77,045.00</b>
242474	11/3/2025	103948 CDW GOVERNMENT, INC.	AG2P84N AG2SH9J AG4RR4K	13547 13547 13570 13570	SMARTBOARD KIT FOR EOC 110-220-3752-4300 SMARTBOARD KIT FOR EOC 110-220-3752-4300 BLUEBEAM 5 SOFTWARE LICENSES O 001-140-0000-4300 001-150-0000-4300	4,820.01 1,027.47 1,230.90 1,230.90
					<b>Total :</b>	<b>8,309.28</b>
242475	11/3/2025	894010 CHARTER COMMUNICATIONS	0283057-100525 187701801-110725 187701901-101425 187702401-100725		LP CABLE & INTERNET SRV 10/05-11/0 001-420-0000-4260 INTERNET SRV 10/10/25-11/09/25 001-190-0000-4220 PD CABLE SRV-10/18/25-11/17/25 001-222-0000-4260 REC PARK CABLE & INTERNET SRV	291.97 1,399.00 237.87

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242475	11/3/2025	894010 CHARTER COMMUNICATIONS	(Continued)		001-420-0000-4260	272.02
					<b>Total :</b>	<b>2,200.86</b>
242476	11/3/2025	894794 CIVICA LAW GROUP, APC	17018	13188	CODE ENFORCEMENT LEGAL SERVI	1,938.60
			17107	13188	001-110-0000-4270	2,306.48
			17109	13188	CODE ENFORCEMENT LEGAL SERVI	62.00
			17365	13188	001-110-0000-4270	1,906.60
			17366	13188	CODE ENFORCEMENT LEGAL SERVI	3,940.04
					<b>Total :</b>	<b>10,153.72</b>
242477	11/3/2025	895031 CIVILTEC ENGINEERING INC	53577	13445	PREP OF THE CITY'S CROSS CONNEC	1,606.25
			53863	13445	070-381-0000-4270	490.00
					<b>Total :</b>	<b>2,096.25</b>
242478	11/3/2025	894776 CLIMATE RESOLVE	INV-0544	13189	CARP II GRANT PARTNERS	3,037.96
			INV-0555	13189	110-150-0578-4270	1,678.86
					<b>Total :</b>	<b>4,716.82</b>
242479	11/3/2025	895176 COX, STEPHANIE R.	1005		TITLE 15 TRAINING	150.00
					001-225-3688-4360	<b>150.00</b>
242480	11/3/2025	895022 CRAFTWATER ENGINEERING INC	24-088-6	13424	CARLISLE STREET GREEN ALLEY PRC	5,688.50
			24-088-7	13424	010-310-0847-4260	4,286.40
			24-088-8		CARLISLE STREET GREEN ALLEY PRC	

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242480	11/3/2025	895022 CRAFTWATER ENGINEERING INC	(Continued)	13424	010-310-0847-4260	5,500.00
					<b>Total :</b>	<b>15,474.90</b>
242481	11/3/2025	895183 CRUZ, JUANA	854959		REFUND-SENIOR TRIP CANCELLED	20.00
					004-2383	<b>20.00</b>
242482	11/3/2025	892888 CWE	F25551	12523	REGIONALPARK INFILTRATION PROJEI	3,117.36
					010-310-0620-4600	<b>3,117.36</b>
242483	11/3/2025	893618 DANA SAFETY SUPPLY INC	972768	13571	BULLET PROOF VESTS	1,390.90
			974596	13397	001-225-0000-4325	23,799.31
			975012	13397	INSTALL OF SAFETY EQUIP FOR PATRI	953.73
			975013	13397	041-225-0000-4500	953.73
			975014	13397	INSTALL OF SAFETY EQUIP FOR PATRI	953.73
			977596	13397	041-225-0000-4500	600.00
			978487	13571	BULLET PROOF VESTS	1,390.90
			979798	13397	001-225-0000-4325	26,979.87
					<b>Total :</b>	<b>57,022.17</b>
242484	11/3/2025	100924 DELGADO, MICHAEL	M DELGADO IDR		ADPP PAYMENT-NOV 2025	4,599.00
					001-224-0000-4124	<b>4,599.00</b>
242485	11/3/2025	895045 DIAZ, FERNANDO	OCT 2025		COMMISSIONER'S STIPEND	100.00
					001-150-0000-4111	<b>100.00</b>

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242486	11/3/2025	894863 DIXON RESOURCES UNLIMITED	4766		RESIDENTIAL PARKING PERMIT IMPL	
			4814	13290	001-310-0000-4270	2,587.50
			4860	13290	RESIDENTIAL PARKING PERMIT IMPL	
				13290	001-310-0000-4270	1,201.25
				13290	RESIDENTIAL PARKING PERMIT IMPL	
				13290	001-310-0000-4270	2,841.25
					<b>Total :</b>	<b>6,630.00</b>
242487	11/3/2025	100880 DMV RENEWAL	SE581532		VEHICLE REGISTRATION-	
			SE598360		041-320-0000-4450	32.00
			SE598361		VEHICLE REGISTRATION	
			SE598370		041-320-0000-4450	32.00
			SE598371		VEHICLE REGISTRATION	
					041-320-0000-4450	32.00
					<b>Total :</b>	<b>160.00</b>
242488	11/3/2025	894865 ELECNR BELCO ELECTRIC INC	14-1006-001		CITYWIDE SYNC PROJECT	
				13360	009-371-0510-4600	270,703.68
					009-2037	-13,535.18
					<b>Total :</b>	<b>257,168.50</b>
242489	11/3/2025	894082 ELIAS, LILIA LETICIA	NOV 2025		SENIOR DANCE CLEAN UP SERVICE- 1	
					004-2380	208.00
					<b>Total :</b>	<b>208.00</b>
242490	11/3/2025	893029 FERGUSON WATERWORKS #1083	0053274-1		WATER SERVICE AND FIRE HYDRANT :	
			0053476-2	13529	070-385-0701-4600	767.01
			0053476-3	13529	WATER SERVICE AND FIRE HYDRANT :	
				13529	070-385-0701-4600	353.40
			0056893	13529	WATER SERVICE AND FIRE HYDRANT :	
				13529	070-385-0701-4600	1,884.13
				13529	WATER SERVICE AND FIRE HYDRANT :	
				13529	070-385-0701-4600	546.51

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242490	11/3/2025	893029 FERGUSON WATERWORKS #1083	(Continued) 0061207		WATER SERVICE AND FIRE HYDRANT :	
				13529	070-385-0701-4600	1,451.53
					<b>Total :</b>	<b>5,002.58</b>
242491	11/3/2025	888565 FERNANDENO TATAVIAM	RESILIENT SF #5		CARP II GRANT PARTNERS	
				13191	110-150-0578-4270	2,738.00
					<b>Total :</b>	<b>2,738.00</b>
242492	11/3/2025	892198 FRONTIER COMMUNICATIONS	209-151-4942-041191-		CITY YARD AUTO DIALER	
			818-361-2385-012309-		070-384-0000-4220	100.53
			818-361-2472-031415-		CREDIT CARD PHONE LINE	
					001-190-0000-4220	224.66
					PW PHONE LINE	
					070-384-0000-4220	864.99
			818-361-7825-120512-		RUDY ORTEGA PARK IRR SYTM	
			818-365-0026-071223-		001-420-0000-4220	76.64
			818-831-5002-052096-		PD NON EMERGENCY PHONE LINE	
			818-837-2296-031315-		001-222-0000-4220	451.45
			818-837-7174-052096-		PD SPECIAL ACTIVITIES PHONE	
			818-898-7385-033105-		001-222-0000-4220	139.70
					VARIOUS CITY HALL LINES	
					001-190-0000-4220	373.54
					PD SPECIAL ACTIVITIES PHONE	
					001-222-0000-4220	45.56
					LAS PALMAS PARK FAX LINE	
					001-420-0000-4220	35.68
					<b>Total :</b>	<b>2,312.75</b>
242493	11/3/2025	893953 GALE, PAUL JOHN	OCT 2025		SHOTOKAN KARATE INSTRUCTOR	
				13507	001-423-0000-4260	220.50
					<b>Total :</b>	<b>220.50</b>
242494	11/3/2025	101279 GOMEZ-GARCIA, SONIA	REIMB.		WELLNESS BENEFIT REIMB. FY25/26	
					001-130-0000-4140	261.96
					<b>Total :</b>	<b>261.96</b>

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242495	11/3/2025	893344 GRAND ELECTRICAL SUPPLY	20116238		ELECTRICAL MATERIAL & SUPPLIES	
			20116284	13539	001-370-0000-4310	13.45
				13539	ELECTRICAL MATERIAL & SUPPLIES	
					001-370-0000-4310	8.05
					<b>Total :</b>	<b>21.50</b>
242496	11/3/2025	894976 GUTIERREZ, CARLOS A.	NOV 2025		SEVEN (7) PERFORMANCES FOR SENI	
				13484	004-2380	1,600.00
					<b>Total :</b>	<b>1,600.00</b>
242497	11/3/2025	101434 GUZMAN, JESUS ALBERTO	SEPT 2025		JESUS GUZMAN MMAP INSTRUCTOR F	
				13580	004-2359	1,000.00
					<b>Total :</b>	<b>1,000.00</b>
242498	11/3/2025	101435 HAAKER EQUIPMENT COMPANY	INV17060		VEHILCE MAINT-PW0005	
					041-320-0311-4400	89.40
					<b>Total :</b>	<b>89.40</b>
242499	11/3/2025	894859 HABITAT FOR HUMANITY	A036-001		ADMIN. OF ACCESSIBILITY & MINOR Hi	
			A036-002	13356	121-155-3689-4440	3,413.08
				13356	ADMIN. OF ACCESSIBILITY & MINOR Hi	
					121-155-3689-4440	8,053.79
					<b>Total :</b>	<b>11,466.87</b>
242500	11/3/2025	893817 HERNANDEZ MOLINA, MARIO ALBERTO	SEPT 2025		MARIO HERNANDEZ MOLINA MMAP IN:	
				13581	004-2359	420.00
					<b>Total :</b>	<b>420.00</b>
242501	11/3/2025	891937 HERNANDEZ, JOSE	REIKMB.-2		REIMB-SENIOR CLUB ACTIVITIES	
			REIMB.-1		004-2380	277.02
					REIMB-SENIOR CLUB ACTIVITIES	
					004-2380	248.48
					<b>Total :</b>	<b>525.50</b>
242502	11/3/2025	894893 HOME AGAIN LOS ANGELES	HALASF MOTEL_11		HOMLESSNESS PREVENTION PROGR	
				13377	121-155-3689-4260	16,831.93
				13377	001-101-0000-4260	750.00

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242502	11/3/2025	894893 894893 HOME AGAIN LOS ANGELES	(Continued)			<b>Total : 17,581.93</b>
242503	11/3/2025	894981 HOPE OF THE VALLEY	MH-SF-AUG25		MENTAL HEALTH CLINICIAN SERVICES	
			MH-SF-JUL25	13443	110-225-0568-4260	13,060.37
			MH-SF-SEP25	13443	MENTAL HEALTH CLINICIAN SERVICES	
				13443	110-225-0568-4260	13,715.68
					MENTAL HEALTH CLINICIAN SERVICES	
					110-225-0568-4260	33,379.13
					<b>Total :</b>	<b>60,155.18</b>
242504	11/3/2025	894989 HR DYNAMICS & PERFORMANCE	101325		LEADERSHIP TRAINING & ON CALL CO	
				13532	001-190-0000-4267	18,999.00
					<b>Total :</b>	<b>18,999.00</b>
242505	11/3/2025	892682 IPS GROUP, INC.	INV113111		SMART PARKING METER	
			INV113899	13345	029-335-0000-4600	8,651.00
			INV116336	13345	SMART PARKING METER	
				13345	029-335-0000-4600	1,687.98
					SMART PARKING METER	
					029-335-0000-4600	1,690.28
					<b>Total :</b>	<b>12,029.26</b>
242506	11/3/2025	891777 IRRIGATION EXPRESS	15319917-00		IRRIGATION SUPPLIES FOR REPAIRS /	
				13533	029-335-0000-4300	22.45
					<b>Total :</b>	<b>22.45</b>
242507	11/3/2025	101768 KIMBALL-MIDWEST	103623814		DISPENSER	
			103753904		041-320-0000-4320	184.13
					MISC ITEMS	
					041-1215	417.92
					<b>Total :</b>	<b>602.05</b>
242508	11/3/2025	101971 L.A. MUNICIPAL SERVICES	004-750-1000		ELECTRIC-13003 BORDEN	
			500-750-1000		070-384-0000-4210	11,883.24
					ELECTRIC-13655 FOOTHILL	
					070-384-0000-4210	104.50
			594-750-1000		ELECTRIC-12900 DRONFIELD	
					070-384-0000-4210	8,999.61

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242508	11/3/2025	101971 L.A. MUNICIPAL SERVICES	(Continued) 694-750-1000 993-750-1000		ELECTRIC & WATER-13180 DRONFIELD 070-384-0000-4210 WATER-13003 BORDEN 070-384-0000-4210	40,997.98   378.50 <b>Total : 62,363.83</b>
242509	11/3/2025	894443 LAGUNA, EDUARDO	REPL 231490 REPL 239035		REPL STL DTD-MILEAGE REIMB.-MBC / 001-2140 REPL STL DTD-MILEAGE REIMB-REC L 001-2140	19.63  50.92 <b>Total : 70.55</b>
242510	11/3/2025	101848 LANGUAGE LINE SERVICES	11724609		INTERPRETATION SERVICES 001-224-0000-4260	1.88 <b>Total : 1.88</b>
242511	11/3/2025	895185 LIBERTY PRINTING & EMBROIDERY	14070		VOLUNTEER POLOS 001-222-0000-4300	81.22 <b>Total : 81.22</b>
242512	11/3/2025	101920 LIEBERT CASSIDY WHITMORE	301669 301670 301671 301673 301674 304233 304234 304235		LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270	4,889.50 932.00 2,326.50 5,412.00 930.00 498.00 5,348.60 186.00

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242512	11/3/2025	101920 LIEBERT CASSIDY WHITMORE	(Continued) 304236 304237 304238 601672		LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270 LEGAL SERVICES 001-112-0000-4270	2,604.00  5,088.00 270.00 739.50 <b>Total : 29,224.10</b>
242513	11/3/2025	894348 LOPEZ, RUDDY U.	REIMB.-1 REIMB.-2		SWRCB-DWOC P D2 CERT RENEWAL 070-383-0000-4360 MILEAGE REIMB-USC TESTER COURS 070-383-0000-4360	80.00  112.70 <b>Total : 192.70</b>
242514	11/3/2025	101974 LOS ANGELES COUNTY	SEPT 2025	13552	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	31,417.37 <b>Total : 31,417.37</b>
242515	11/3/2025	102012 LOS ANGELES COUNTY	2508-002-270 2508-005-270 2508-005-271 2509-014-270 2509-015-270 2517-023-270		2025-2026 PROPERTY TAXES-WELL3 070-381-0000-4450 2025-2026 PROPERTY TAXES-WELL 2A 070-381-0000-4450 2025-2026 PROPERTY TAXES-WELL2A 070-381-0000-4450 2025-2026 PROPERTY TAXES-12900 DF 070-381-0000-4450 2025-2026 PROPERTY TAXES-13655 FC 070-381-0000-4450 2025-2026 PROPERTY TAXES-2005 FOI 070-381-0000-4450	255.81 265.92 156.11 4,983.39 1,570.94 3,640.39 <b>Total : 10,872.56</b>
242516	11/3/2025	894990 LUA, MARIO	OCT 2025		COMMISSIONER'S STIPEND 001-150-0000-4111	100.00

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242516	11/3/2025	894990 894990 LUA, MARIO	(Continued)			Total : 100.00
242517	11/3/2025	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO 001-420-0000-4220	39.62 Total : 39.62
242518	11/3/2025	894210 MELTON, ERICA D.	REIMB.-1 REIMB.-2		WELLNESS BENEFIT REIMB. FY25/26 001-130-0000-4140 LUNCH-RATER PANEL 001-133-0000-4370	750.00 61.50 Total : 811.50
242519	11/3/2025	102148 METROPOLITAN WATER DISTRICT	11960 11990 50667 50671		AUG'25-MWD MONTHLY CAPACITY CH/ 070-384-0000-4430 SEPT'25-MWD MONTHLY CAPACITY CH/ 070-384-0000-4430 PENALTY-MWD MONTHLY CAPACITY C 070-384-0000-4430 PENALTY-MWD MONTHLY CAPACITY C 070-384-0000-4430	5,741.67 5,741.67 57.42 57.42 Total : 11,598.18
242520	11/3/2025	894854 MEZA, VICTOR	REIMB.-1 REIMB.-2		WELLNESS BENEFIT REIMB.-FY25/26 070-381-0000-4140 RENEWAL-DS STATE WATER CERT 070-381-0000-4380	400.00 105.00 Total : 505.00
242521	11/3/2025	102226 MISSION LINEN SUPPLY	524749884 524792788	13499 13499	LAUNDRY SERVICES FOR PD 001-225-0000-4350 LAUNDRY SERVICES FOR PD 001-225-0000-4350	334.45 334.45 Total : 668.90
242522	11/3/2025	102275 MOTION PICTURE LICENSING CORP.	504461079		ANNUAL LICENSE 001-424-0000-4260	846.90 Total : 846.90

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242523	11/3/2025	893454 NACHO'S ORNAMENTAL INC	INV425236		MAT'L TO REPAIR SIGN @ CITY HALL 043-390-0000-4310	6.63 Total : 6.63
242524	11/3/2025	102325 NAPA AUTO PARTS	210381 210917 211409 211410		WALL PLATE 041-320-0000-4300 SPEAKER & TOP 041-320-0225-4400 SOCKET SET 041-320-0000-4310 SPEAKER 041-320-0225-4400	44.18 237.65 207.85 135.31 Total : 624.99
242525	11/3/2025	892289 NATIONAL AUTO FLEET GROUP	WF13022 WF14432	13362 13440	PURCHASE OF 4 POLICE VEHICLES 041-225-0000-4500 2025 POLICE INTERCEPTORS 041-225-0000-4500	61,618.48 57,703.49 Total : 119,321.97
242526	11/3/2025	894645 NINJA NINJA	AUG 2025	13575 13575	MARTIAL ARTS INSTRUCTOR- NINJA N 001-423-0000-4260 001-423-0000-4300	693.00 110.00 Total : 803.00
242527	11/3/2025	894467 NORTH VALLEY CARING	AUG 2025 JULY 2025	13373 13373	HOMELESS STREET OUTREACH SERV 110-225-0568-4260 HOMELESS STREET OUTREACH SERV 110-225-0568-4260	16,230.41 17,267.45 Total : 33,497.86
242528	11/3/2025	102423 OCCU-MED, INC.	1025901		(3) PRE-EMPLOYMENT PHYSICALS 001-133-0000-4270	789.00 Total : 789.00
242529	11/3/2025	894100 ODP BUSINESS SOLUTIONS , LLC	436261131001		OFFICE SUPPLIES 001-222-0000-4300	64.07

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242529	11/3/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued) 441170322001		OFFICE SUPPLIES 001-105-0000-4300	126.33
			442368767001		OFFICE SUPPLIES 001-222-0000-4300	21.32
			442369005001		OFFICE SUPPLIES 001-222-0000-4300	22.09
			442369006001		OFFICE SUPPLIES 001-222-0000-4300	2.75
			442369007001		OFFICE SUPPLIES 001-222-0000-4300	58.89
			442467417001		OFFICE SUPPLIES 001-222-0000-4300	202.65
			442524783001		OFFICE SUPPLIES 001-222-0000-4300	14.62
			442775579001		OFFICE SUPPLIES 001-222-0000-4300	183.74
			443007475001		OFFICE SUPPLIES 001-222-0000-4300	75.58
			443012164001		OFFICE SUPPLIES 001-222-0000-4300	360.54
			443012164002		OFFICE SUPPLIES 001-222-0000-4300	165.63
			443577186001		TONER 001-130-0000-4300	133.58
			443597893001		OFFICE SUPPLIES 001-222-0000-4300	71.21
			443621470001		OFFICE SUPPLIES 001-222-0000-4300	15.49
					<b>Total :</b>	<b>1,518.49</b>
242530	11/3/2025	894870 ONYX PAVING COMPANY INC	24064-3		FOG SEAL COATING OF PARKING LOT:	
				13363	024-335-0335-4600	7,121.88
				13363	012-335-0335-4600	5,146.75
					012-2037	-257.34
					024-2037	-356.10

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242530	11/3/2025	894870 894870 ONYX PAVING COMPANY INC	(Continued)			<b>Total : 11,655.19</b>
242531	11/3/2025	894870 ONYX PAVING COMPANY INC	070-2979		EDDY VALVE DEP REFUND 070-2979	721.24
					<b>Total :</b>	<b>721.24</b>
242532	11/3/2025	890095 O'REILLY AUTOMOTIVE STORES INC	4605-250968		VEHICLE SVC., MAINT. & REPAIR PART 041-320-0225-4400	44.19
			4605-251023	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0225-4400	12.32
			4605-253969	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0311-4400	46.49
			4605-254103	13524	VEHICLE SVC., MAINT. & REPAIR PART 043-390-0000-4300	375.69
			4605-254495	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0225-4400	301.27
			4605-255488	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0311-4400	119.67
			4605-256326	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-1215	175.46
			4605-256357	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0152-4400	36.90
			4605-256431	13524	VEHICLE SVC., MAINT. & REPAIR PART 041-320-0225-4400	11.04
			4605-256769	13524	VEHICLE SVC., MAINT. & REPAIR PART 072-360-0000-4400	159.02
					<b>Total :</b>	<b>1,282.05</b>
242533	11/3/2025	100221 ORTEGA, SYLVIA	TRAVEL		PER DIEM & MILEAGE-2025 CLEARS AI 001-222-0000-4370	366.00
					<b>Total :</b>	<b>366.00</b>
242534	11/3/2025	888110 PACOIMA BEAUTIFUL	REPL CK239410		PACOIMA BEAUTIFUL CLIMATE ACTION 110-150-0578-4270	7,933.50
				13396		<b>Total : 7,933.50</b>
242535	11/3/2025	888110 PACOIMA BEAUTIFUL	REPL CK 239646		REPL STL DTD CK-EVENT REFUND	

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242535	11/3/2025	888110 PACOIMA BEAUTIFUL	(Continued)		004-2385	25.00
					<b>Total :</b>	<b>25.00</b>
242536	11/3/2025	892958 PADILLA'S AUTO CENTER	1009		VEHICLE MAINT-WA9977 070-382-0000-4400	80.00
					<b>Total :</b>	<b>80.00</b>
242537	11/3/2025	892360 PARKING COMPANY OF AMERICA	INVM0020033	13556	PUBLIC TRANSPORTATION SERVICES- 007-313-3630-4402	50,680.80
			INVM0020112	13556	PUBLIC TRANSPORTATION SERVICES 007-440-0442-4260	50,129.23
					<b>Total :</b>	<b>100,810.03</b>
242538	11/3/2025	889545 PEREZ, MARIBEL	REIMB.		BUCKETS-OFFICE LEAK 001-420-0000-4300	42.01
					<b>Total :</b>	<b>42.01</b>
242539	11/3/2025	894997 PETTENER, WILL	TRAVEL		PER DIEM & MILEAGE REIMB.-MMASC 001-105-0000-4370	300.20
					<b>Total :</b>	<b>300.20</b>
242540	11/3/2025	895097 PLANSMAN INC.	092025SF-01	13472	TRASH ENCLOSURE PROJECT 023-341-6556-4600	18,400.00
					<b>Total :</b>	<b>18,400.00</b>
242541	11/3/2025	889264 PRECISION CONCRETE CUTTING	CSF 100325-10	13337	CITYWIDE SIDEWALK ASSESSMENT 121-311-0866-4600	19,631.40
					<b>Total :</b>	<b>19,631.40</b>
242542	11/3/2025	102688 PROFESSIONAL PRINTING CENTERS	23831	13557	PRE PRINTED FORMS & ENVELOPES 001-423-0000-4270	102.21
			23832	13557	PRE PRINTED FORMS & ENVELOPES 001-420-0000-4300	65.20
					<b>Total :</b>	<b>167.41</b>
242543	11/3/2025	895177 PRYCE HOME INSPECTIONS	000393		MOLD INSPECTION SERVICES 043-390-0000-4310	450.00

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242543	11/3/2025	895177 895177 PRYCE HOME INSPECTIONS	(Continued)			<b>Total : 450.00</b>
242544	11/3/2025	894889 QUINN COMPANY	S3187601	13429	CATERPILLAR 420 BACKHOE LOADER 072-360-0000-4500	120,696.69
				13429	001-310-0000-4500	48,602.48
					072-360-0000-4500	12,371.41
					001-310-0000-4500	5,415.50
					<b>Total :</b>	<b>187,086.08</b>
242545	11/3/2025	102738 QUINTERO ESCAMILLA, VIOLETA	OCT 2025	13508	INSTRUCTOR FOR SENIOR MUSIC & C 001-423-0000-4260	980.00
					<b>Total :</b>	<b>980.00</b>
242546	11/3/2025	895181 RAMIREZ, INEZ	854963		REFUND-SENIOR TRIP CANCELLED 004-2383	20.00
					<b>Total :</b>	<b>20.00</b>
242547	11/3/2025	895180 REYES, ESTELA	854964		REFUND-SENIOR TRIP CANCELLED 004-2383	20.00
					<b>Total :</b>	<b>20.00</b>
242548	11/3/2025	894408 RINCON CONSULTANTS INC	68604	13199	CLIMATE ACTION & RESILIENCE PLAN 110-150-0578-4270	14,015.25
					<b>Total :</b>	<b>14,015.25</b>
242549	11/3/2025	102855 RIO HONDO COLLEGE	F25-82-ZSFN		PC832 ARREST COURSE 001-222-0000-4360	118.55
					<b>Total :</b>	<b>118.55</b>
242550	11/3/2025	892300 RJM DESIGN GROUP, INC	37409	12925	DESIGN FOR LP PARK REVITALIZATION 010-422-0156-4600	6,110.45
					<b>Total :</b>	<b>6,110.45</b>
242551	11/3/2025	894952 ROBERT D. NIEHAUS, INC.	9835	13403	WATER & SEWER UTILITY RATE STUDY 072-360-0000-4270	5,820.00
			9854	13403	WATER & SEWER UTILITY RATE STUDY 072-360-0000-4270	2,299.20

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242551	11/3/2025	894952 894952 ROBERT D. NIEHAUS, INC.	(Continued)			Total : 8,119.20
242552	11/3/2025	892235 ROBLES, MEL	REPL 201553		REPL STL DTD-PARTIAL REFUND-FACII 001-2140	100.50 Total : 100.50
242553	11/3/2025	895131 ROMERO-FUENTES, SONIA	OCT 2025		GLACVCD TRUSTEE MEMBER STIPENI 001-190-0000-4111	150.00 Total : 150.00
242554	11/3/2025	895068 RUSSO'S RESTAURANT EQUIPMENT	018908	13452	REFRIGERATOR & FREEZER FOR PRI: 001-222-0000-4320	5,831.28 Total : 5,831.28
242555	11/3/2025	892856 SALAS, JUAN	REIMB.		DEPARTMENT SUPPLIES 001-422-0000-4300	85.95 Total : 85.95
242556	11/3/2025	887575 SAN FERNANDO EXPLORER POST 521	REIMB.		REIMB OF EXPENSES - WLACC RGSTF 001-226-0230-4380 001-226-0230-4430	900.00 2,454.91 Total : 3,354.91
242557	11/3/2025	891253 SAN FERNANDO SMOG TEST ONLY	4084 4086 4102 4111		SMOG TEST-PD6849 (E1493278) 041-320-0000-4450 SMOG TEST-PW3989 (E1086145) 041-320-0000-4450 SMOG TEST-PD2249 (E1094950) 041-320-0000-4450 SMOG TEST-WA9977 (E1493820) 041-320-0000-4450	69.95 69.95 69.95 79.95 Total : 289.80
242558	11/3/2025	890541 SANCHEZ, FLOR	OCT 2025		COMMISSIONER'S STIPEND 001-150-0000-4111	100.00 Total : 100.00
242559	11/3/2025	894532 SIRCHIE ACQUISITION COMPANY LL	0708750-IN		EVIDENCE SUPPLIES	

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242559	11/3/2025	894532 SIRCHIE ACQUISITION COMPANY LL	(Continued)		001-222-0000-4300	191.67 Total : 191.67
242560	11/3/2025	103172 SKAUG TRUCK BODY WORKS	44536		VEHICLE MAINT-WA9977 070-382-0000-4400	1,752.60 Total : 1,752.60
242561	11/3/2025	103184 SMART & FINAL	47		SNACKS-SENIOR TRIPS 004-2383	33.98 Total : 33.98
242562	11/3/2025	895156 SOS TOILETS LLC	136464 136465	13544 13544	PORTABLE TOILET SVC FOR CITY YAR 070-384-0000-4260 PORTABLE TOILET SVC FOR CITY YAR 043-390-0000-4260	300.00 300.00 Total : 600.00
242563	11/3/2025	895133 SOTO, ISABELLA	REIMB.		SENIOR CLUB SUPPLIES & MILEAGE R 004-2382 001-420-0000-4390	139.49 3.64 Total : 143.13
242564	11/3/2025	893935 STAGE PLUS INC	387025-1_SANFERN_4TH	13525	STAGE & SOUND PRODUCTION FOR C 001-424-1386-4260	8,308.00 Total : 8,308.00
242565	11/3/2025	103251 STANLEY PEST CONTROL	1965135 1965138 1965139 1965782 1965784	13564 13564 13564 13564 13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260 EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260 EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260 EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260 EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	94.00 85.00 85.00 62.00 55.00

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242565	11/3/2025	103251 STANLEY PEST CONTROL	(Continued) 1966099		EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	95.00
			1966217	13564	EXTERIOR & INTERIOR PEST CONTRO 043-390-0000-4260	135.00
					<b>Total :</b>	<b>611.00</b>
242566	11/3/2025	894275 STAPLES, INC.	6045072284		BREAK ROOM SUPPLIES 001-190-0000-4300	126.39
					<b>Total :</b>	<b>126.39</b>
242567	11/3/2025	100540 STATE CONTROLLER'S OFFICE	FTB-00007746		FTB OFFSETS 001-222-0000-4260	19.90
					<b>Total :</b>	<b>19.90</b>
242568	11/3/2025	894649 STERLING ADMINISTRATION	891121		ADMINISTRATIVE FEE: SEPT 2025 001-133-0000-4260	50.00
			893753		FSA FUNDING CONTRIBUTION 004-2365	908.75
					<b>Total :</b>	<b>958.75</b>
242569	11/3/2025	103090 SUSAN SAXE-CLIFFORD, PH.D.	25-1013-4		PSYCHOLOGICAL EVALUATION 001-222-0000-4270	450.00
					<b>Total :</b>	<b>450.00</b>
242570	11/3/2025	103318 TAG/AMS, INC.	5268		RANDOM TESTINGS 001-133-0000-4270	250.00
					<b>Total :</b>	<b>250.00</b>
242571	11/3/2025	894229 TELLO, VERONICA	854971		REFUND-SENIOR TRIP 004-2383	45.00
					<b>Total :</b>	<b>45.00</b>
242572	11/3/2025	103205 THE GAS COMPANY	084-220-3249-3		GAS-505 S HUNTINGTON 043-390-0000-4210	32.03
					<b>Total :</b>	<b>32.03</b>
242573	11/3/2025	101528 THE HOME DEPOT CRC	1353341		PLYWOOD FOR REPAIRS	

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242573	11/3/2025	101528 THE HOME DEPOT CRC	(Continued)		001-311-0000-4310	71.23
			1528697		PAINT & SUPPLIES-LOPEZ ADOBE 043-390-0000-4310	218.92
			1528698		SUPPLIES-SAFETY & SEWER TRUCK 072-360-0000-4300	243.39
			3344281		LUMBER-SIDEWALK R/R 001-311-0000-4310	177.96
			3372909		REPL BACKSTOP BOARDS @ LP PARK 043-390-0000-4310	163.22
			4012905		MATL'S FOR ROOF REPAIRS 043-390-0000-4310	491.42
					<b>Total :</b>	<b>1,366.14</b>
242574	11/3/2025	892525 T-MOBILE USA	L2510086930		PROSPECTIVE PRECISION LOCATION 001-222-0000-4270	115.00
					<b>Total :</b>	<b>115.00</b>
242575	11/3/2025	893905 TORRES-GAHM, GRACIELA	0-0826		CLEANING SERVICE AT THE LOPEZ AD 001-420-0000-4260	425.00
					<b>Total :</b>	<b>425.00</b>
242576	11/3/2025	895121 TREVIPAY	034EE29C		BIN ORGANIZER 041-320-0000-4300	220.96
			09019DF3		WATER HOSE REEL 043-390-0000-4310	309.39
			2F836880		CABINET 041-320-0000-4300	322.66
			37532E15		LIGHT BAR REMOTE 041-320-0320-4400	115.99
			83717739		WALL PLATE 041-320-0000-4300	114.86
					<b>Total :</b>	<b>1,083.86</b>
242577	11/3/2025	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE	15122187		ACCT 15122187-POSTAGE REIMB. 001-190-0000-4280	1,500.00

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242577	11/3/2025	103503 103503 U.S. POSTAL SERVICE, NEOPOST POST/	(Continued)			<b>Total : 1,500.00</b>
242578	11/3/2025	894521 UCLA UNICAMP	18105	13034	NATURE ADVENTURE & DISCOVERY C 110-420-0517-4260	7,500.00 <b>Total : 7,500.00</b>
242579	11/3/2025	887939 ULINE SHIPPING SUPPLIES	198686213		SHELF BINS 070-383-0000-4300	383.42 <b>Total : 383.42</b>
242580	11/3/2025	894888 US BANCORP SERVICE CENTER INC	091925		ANNUAL MEMBERSHIP 001-107-0000-4380	3,000.00
			092225-2		BOOTH PARTICIPATION- 2025 ICSC EVI 001-107-0000-4230	1,100.00
			092425		DECORATIONS-ASAP/YOUTH BASEBAI 001-423-0000-4300	40.53
			092425		MEMBERSHIP RENEWAL 001-150-0000-4380	52.01
			092425		BUSINESS CARDS 001-150-0000-4300	41.67
					001-152-0000-4300	55.56
					001-420-0000-4300	242.29
			100225-1		PROGRAM SUPPLIES 001-423-0000-4300	107.21
			100225-2		PROGRAM SUPPLIES 001-423-0000-4300	172.38
			100225-3		DELL PRO SMART DOCK 001-133-0000-4300	272.94
			100425		REPLACE PD INDUSTRIAL COFFEE MA 001-222-0000-4320	497.07
			100725		LODGING-2025 MISAC ANNUAL CONF (C 001-130-0000-4370	725.97
			100825		REPLACE CDD COFFEE MACHINE 001-150-0000-4300	38.40
			100925		CIF: EVENT DONATION 053-101-0112-4430	250.00
			101025		TRUCK RENTAL FOR WATER DIVISION	

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242580	11/3/2025	894888 US BANCORP SERVICE CENTER INC	(Continued)			
			101025	13500	070-384-0000-4400	683.39
			101025		LODGING-2025 LEAGUE OF CA CITIES 001-101-0107-4370	578.65
			101025-1		CIF: FUNDRAISER ON 10/09/25 053-101-0114-4430	100.00
			101025-1		MEMBERSHIP RENEWAL 001-422-0000-4370	340.00
			101025-2		COFFEE FILTERS 001-150-0000-4300	7.83
			101025-3		BANDS FOR FITNESS CLASS PROG 001-422-0000-4300	172.91
			101025-4		SPECIAL EVENTS-SUPPLIES & DECOR 004-2385	130.70
			101025-5		DECORATIONS-SENIOR PROGRAM 004-2346	122.09
					001-424-0000-4300	142.96
			101425		DECORATIONS-SENIOR PROGRAM 001-424-0000-4300	510.11
			101525		LODGING-2025 CALPERS EDUCATION/ 001-133-0000-4370	1,026.03
			101525-1		MAGNETS 004-2346	53.01
			101525-1		REFUND-SPECIAL EVENTS SUPPLIES . 004-2385	-65.35
			101525-2		LODGING-2025 CALPERS EDUCATION/ 001-133-0000-4370	-285.01
			101525-3		LODGING-2025 CALPERS EDUCATION/ 001-133-0000-4370	285.01
			101625		LODGING-2025 CALPERS EDUCATION/ 001-133-0000-4370	85.50
			102025		EDDY AWARD EVENT REGISTRATION 001-107-0000-4370	1,900.00
			102025		RECRUITMENT ADVERTISING-DEPUTY 001-133-0000-4230	450.00
			102025		RECRUITMENT ADVERTISING-DEPUTY 001-133-0000-4230	300.00

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242580	11/3/2025	894888 US BANCORP SERVICE CENTER INC	(Continued) 102025		RECRUITMENT ADVERTISING-DEPUTY 001-133-0000-4230	460.00
			102025-5		REFUND-RECRUITMENT ADVERTISING 001-133-0000-4230	-110.00
			102125		CONF REGISTRATION-2026 ANNUAL C 001-130-0000-4370	625.00
			102125		PARKING MTR MAINT-VARIOUS TOOLS 029-230-0000-4300	13.23
			102225-1		PARKING MTR MAINT-VARIOUS TOOLS 029-230-0000-4300	57.46
			102225-2		PARKING MTR MAINT-VARIOUS TOOLS 029-230-0000-4300	287.64
			102225-3		PARKING MTR MAINT-VARIOUS TOOLS 029-230-0000-4300	22.64
			93025		PARKING FEE-ICSC CONFERENCE 001-107-0000-4370	60.00
					<b>Total :</b>	<b>14,549.83</b>
242581	11/3/2025	894888 US BANCORP SERVICE CENTER INC	100125-2		BALANCE DUE ON ROLLING MODULAF 001-222-0000-4300	27.75
			100625		LODGING-TACTICAL RIFLE INSTRUCTC 001-225-0000-4360	440.69
			100725		LODGING REFUND-TACTICAL RIFLE 001-225-0000-4360	-332.98
			100725		REMARKABLE WRITING BOOK 001-222-0000-4300	880.93
			101425		CHARGING CABLE 001-225-0000-4300	33.13
					<b>Total :</b>	<b>1,049.52</b>
242582	11/3/2025	894888 US BANCORP SERVICE CENTER INC	092225		CREAMER 001-101-0000-4370	13.81
			100325-1		SUPPLIES-COMM RECOG MEETING 001-101-0000-4300	37.54
			100325-2		SUPPLIES-COMM RECOG MEETING 001-101-0000-4300	137.12

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242582	11/3/2025	894888 US BANCORP SERVICE CENTER INC	(Continued) 100625		DINNER FOR CC MTG-10/06/25 001-101-0000-4370	136.06
			100825		AIRFARE-WELL UNTAPPED FELLOWSH 001-101-0114-4370	644.96
					<b>Total :</b>	<b>969.49</b>
242583	11/3/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_10/1-10/31/25	13517	SEWER FLOW MONITORING & WASTE 072-360-0000-4260	540.00
					<b>Total :</b>	<b>540.00</b>
242584	11/3/2025	103534 VALLEY LOCKSMITH	0100	13540	LOCKSMITH SERVICE FOR ALL CITY F 041-320-0311-4400	55.00
					<b>Total :</b>	<b>55.00</b>
242585	11/3/2025	889644 VERIZON BUSINESS	62527086		CITY HALL LINES (Y2620636) 001-190-0000-4220	111.34
					<b>Total :</b>	<b>111.34</b>
242586	11/3/2025	889644 VERIZON BUSINESS	62526567		POLICE LONG DIST (Y2619457) 001-222-0000-4220	63.76
					<b>Total :</b>	<b>63.76</b>
242587	11/3/2025	889644 VERIZON BUSINESS	62526564		CITY HALL LONG DIST (Y2619454) 001-190-0000-4220	57.56
					<b>Total :</b>	<b>57.56</b>
242588	11/3/2025	889644 VERIZON BUSINESS	62526566		CITY HALL LONG DIST (Y2619456) 001-190-0000-4220	28.59
					<b>Total :</b>	<b>28.59</b>
242589	11/3/2025	889644 VERIZON BUSINESS	62526569		PARKS LONG DIST (Y2619459) 001-420-0000-4220	17.36
					<b>Total :</b>	<b>17.36</b>
242590	11/3/2025	889644 VERIZON BUSINESS	62526565		CITY YARD LONG DIST (Y2619455) 070-384-0000-4220	17.10

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**Voucher List**  
**CITY OF SAN FERNANDO**

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242590	11/3/2025	889644 889644 VERIZON BUSINESS	(Continued)			Total : 17.10
242591	11/3/2025	889644 VERIZON BUSINESS	62526568		CITY YARD LONG DIST (Y2619458) 070-384-0000-4220	11.39 Total : 11.39
242592	11/3/2025	889644 VERIZON BUSINESS	62527075		PW-LONG DIST (Y2620611) 001-310-0000-4220	5.69 Total : 5.69
242593	11/3/2025	100101 VERIZON WIRELESS-LA	6126618978		VARIOUS CELL PHONE PLANS 001-101-0112-4220 001-105-0000-4220 001-222-0000-4220 001-152-0000-4220 001-420-0000-4220 028-155-0000-4300 043-390-0000-4310 070-384-0000-4220 072-360-0000-4220	38.86 49.84 80.02 180.08 40.01 40.01 254.04 473.23 102.60 Total : 1,258.69
242594	11/3/2025	103631 WELL	2025-115		RGSTR-EDUCATION 2 LEAD PROGRAM 070-381-0000-4360	1,500.00 Total : 1,500.00
242595	11/3/2025	888390 WEST COAST ARBORISTS, INC.	234645	13504	FY 2025-26 CITY-WIDE TREE TRIMMING 011-311-0000-4260	39,624.00 Total : 39,624.00
242596	11/3/2025	891531 WILLDAN ENGINEERING	00341145 00341322	13569 13569	NPDES CONSULTING SERVICES 023-311-0000-4270 NPDES CONSULTING SERVICES 023-311-0000-4270	2,323.97 2,181.94 Total : 4,505.91
242597	11/3/2025	894399 ZIYALOV, ART	TRAVEL		PER DIEM & MILEAGE-2025 MISAC CC 001-130-0000-4370	254.00

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**Voucher List**  
**CITY OF SAN FERNANDO**

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242597	11/3/2025	894399 894399 ZIYALOV, ART	(Continued)			Total : 254.00
152 Vouchers for bank code : bank3						Bank total : 1,428,185.39
152 Vouchers in this report						Total vouchers : 1,428,185.39

Voucher Registers are not final until approved by Council.

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RESOLUTION NO. 6212

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING THE ISSUING OF WARRANTS PRIOR TO COUNCIL RATIFICATION DUE TO CANCELLATION OF REGULARLY SCHEDULED CITY COUNCIL MEETINGS

WHEREAS, warrants are not issued until ratification at Council meetings; and

WHEREAS, during certain months of the year, regularly scheduled Council meetings may be cancelled, causing extended periods of time between meetings; and

WHEREAS, this time lag may create undue hardship to those whom the City may owe funds.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of San Fernando, California, does hereby approve that regularly scheduled warrants, including consultants' billings, which would have been considered for ratification had not a regularly scheduled City Council meeting been cancelled, may be approved for issuance by a consensus of the City Administrator and the Finance Director. The check signature policy will not be amended by this action and the warrants will be subject to ratification at the next scheduled City Council meeting.

PASSED, APPROVED AND ADOPTED this 3rd day of August, 1992, by the following vote:

AYES:	Acuna, Hernandez, Chacon, Wysbeek, Ojeda - 5
NOES:	None - 0
ABSENT	None - 0

  
 Mayor, City of San Fernando

ATTEST:

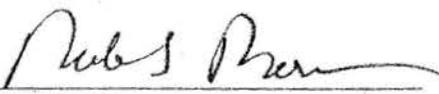
  
 City Clerk

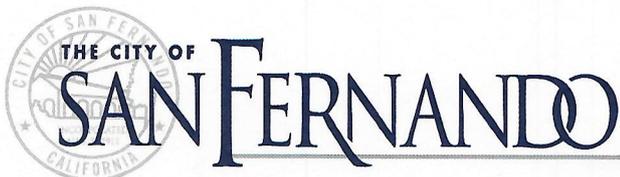
STATE OF CALIFORNIA        )  
COUNTY OF LOS ANGELES    ) SS.  
CITY OF SAN FERNANDO      )

I hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of San Fernando at a regular meeting thereof, held on the 3rd day of August, 1992.

  
\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney



MEMORANDUM

**To:** Erica D. Melton, Director of Administrative Services

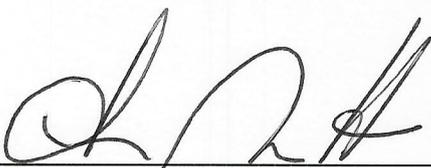
**From:** Sandra Franco-Rivas, Accounting Technician

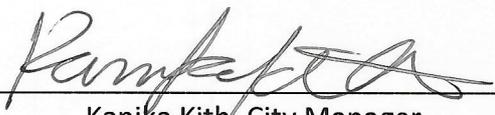
**Date:** November 3, 2025

**Subject:** Release of Warrants

Due to the adjournment of the Regular City Council meeting on November 3, 2025, the warrant register was not approved. The City Council has passed a Resolution #6212 permitting the release of regular occurring warrants with the approval of the City Manager and the Director of Administrative Services. Copy of resolution and warrant register is attached.

Approval is hereby provided:

Approved:   
 Erica D. Melton, Director of Administrative Services

Approved:   
 Kanika Kith, City Manager

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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Kanika Kith, City Manager

**Date:** November 10, 2025

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

### RECOMMENDATION:

It is recommended that the City Council receive and file the status report for Fiscal Year (FY) 2025-2026 City Projects and City Council Priorities, and provide direction, as appropriate.

### ANALYSIS:

This report is meant to provide City Council and the community with regular status updates and major City efforts, including, but not limited to, FY 2025-2026 approved enhancements, capital improvement projects, and City Council priorities. Changes to each project since the last meeting have been tracked and are shown in red. Attachment "C" shows City contracts that are approaching the end of the term. Attachment "E" provides a summary of 2025 Legislative Advocacy & Funding Request Letters.

### COMPLETED PROJECTS:

#### City Manager's Office & City Clerk's Office.

Title: City Council Office Redesign

Title: Records Retention Policy Update

#### Date Completed

September 2024

January 2025

#### Community Development Department.

Title: Animal Control Contract Management

Title: CDBG Neighborhood Cleanup Program

Title: New Position – Planning Manager

Title: Mixed Use and Specific Plan Overlay Districts

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

Title: Homeless Action Plan Implementation and Management

Title: Zoning Code Reorganization

Title: Landscape Ordinance

Title: Outdoor Dining Ordinance

#### Date Completed

June 2024

June 2025

March 2025

March 11, 2025

February 18, 2025

March 2025

May 5, 2025

May 5, 2025

May 5, 2025

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

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***COMPLETED PROJECTS CONTINUED:***

**Finance.**

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

**Date Completed**

February 18, 2025  
February 2025

**Police Department.**

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

**Date Completed**

September 2024  
September 2024  
February 2025  
  
April 8, 2025  
May 19, 2025  
September 29, 2025

**Public Works Department.**

Title: Civic Center Beautification (Painting) Project  
Title: Position Reclassification: Convert Four (4) Part-Time  
Maintenance Workers to Two (2) Full-Time Maintenance  
Workers for Graffiti and Tree Maintenance  
Title: Street Resurfacing Project – Phase 3  
Title: Curb Painting, Street Striping, and Street Markings  
Title: Pioneer Park Playground Renovation Project  
Title: Urban Forest Management Plan  
Title: Phase 1: Fog Seal Coating Public Parking Lots

**Date Completed**

January 2025  
  
  
October 31, 2024  
November 2024  
Spring 2025  
January 23, 2025  
March 31, 2025  
September 15, 2025

**Recreation & Community Services.**

Title: Afterschool Teen Program  
Title: Park Opportunity Plan

**Date Completed**

October 7, 2024  
October 7, 2024

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

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## Active Projects

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
<b>City Manager Office</b>						
1.	Downtown Master Plan	Approved FY 22-23 budget to develop a DTMP with robust community outreach. Guides future actions for revitalization of Downtown San Fernando. Budget: \$297,675.	<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>	<ul style="list-style-type: none"> <li>• 10-2025: Next steps</li> </ul>	Dec 2025	Kanika Kith

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
2.	East San Fernando Valley Light Rail Transit Project	Metro project to build light rail line in two phases: Phase 1 – 6.7 miles along Van Nuys Blvd with 11 stations. Phase 2 – 2.5 miles from Pacoima to Sylmar/San Fernando Metrolink. Funded by Measure R & M.	<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> <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> </ul>	<p>Await Metro Board decision (Fall 2025).</p> <p>Continue pursuing early action safety funding and mitigations.</p>	Phase 1 – 2031; Phase 2 – TBD	Will Pettener

## Receive and File Status Updates for 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>9-18-2025: Council approved conditional support for Scenario 2</li> </ul>			
3.	CDBG Small Business Assistance Grant Program (SBAP)	Provides grants to businesses/property owners for storefront improvements (signage, paint, anti-graffiti, landscaping, etc.). Total funding: \$210,110.	<ul style="list-style-type: none"> <li>FY 24-25 CDBG Programs approved (May 2024)</li> <li>SBAP guidelines + additional \$64,506 allocation approved (Nov 18, 2024)</li> <li>35 applications received, 19 awarded.</li> <li>9-2-25: Program update to Council</li> </ul>	None	December 2025	Kanika Kith
4.	Virtual San Fernando – Website Redesign & My San Fernando App	ARPA-funded digital initiative. Phase 1: My San Fernando App (launched Mar 2024; 4,300+ requests submitted). Phase 2: Website redesign by Granicus (\$200,000).	<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> </ul>	None at this time	Late January 2026	Will Pettener

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<ul style="list-style-type: none"> <li>• \$10,000 ARPA funding available for backend support</li> <li>• 9-19-25: Provided Granicus with updated content migration list.</li> <li>• 10-13-25: Additional migration agreement was approved. <b>ETA is 11-30-25, at which time additional staff refining and back-end development will be needed.</b></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> <li>• 10-6-25: City Council approved MOU with AJUA.</li> <li>• Staff will coordinate with AJUA to set</li> </ul>	None	Ongoing	Cristina Moreno

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

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	<b>Project Title</b>	<b>Description</b>	<b>Status / Completed Actions</b>	<b>Next City Council Action</b>	<b>Tentative Completion Date</b>	<b>Staff Project Lead</b>
			ongoing schedule and begin advertising			
	<b>City Clerk's Office</b>					
1.	Amend City Recognition Requests Policy/Procedure	Expands the City's Recognition Requests Policy/Procedure to include clear descriptions and guidelines for Council-issued recognitions (Resolutions, Proclamations, Certificates, official acknowledgments) honoring contributions, achievements, or service to the community.	<ul style="list-style-type: none"> <li>• May 2025 – Council adopted revised Recognition Requests Policy/Procedure (replacing Awards Program).</li> <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</li> </ul>	Jan. 2025	Jan. 2025	Julia Fritz

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			adoption, and enhanced certificate design options.			
<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 - 2025: 19 more scheduled</li> </ul>	None at this time	FY 2026–2027 (Ongoing)	Andrew Rodriguez
2.	Climate Action Resilience Plan (CARP) & General Plan Updates	Strategic framework to mitigate climate change and update Circulation (Mobility) & Open Space/Parks	<ul style="list-style-type: none"> <li>Phase 1 completed Feb 2024</li> <li>Phase 2 engagement underway with Pacoima Beautiful,</li> </ul>	<ul style="list-style-type: none"> <li>Draft Final Plans 12/2025</li> </ul>	Jan 31, 2026	Ron Garcia

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		Elements. Supported by state grant.	FTBMI, and Climate Resolve <ul style="list-style-type: none"> <li>• Grant accepted Apr 2, 2024</li> <li>• Workshops &amp; walkshops held through 2024–2025</li> <li>• Advisory Group refining equity framework</li> </ul>			
3.	SCAG REAP 2.0 Grant	\$1.125M grant for housing programs: displacement prevention, historic survey update, density bonus ordinance, zoning updates, streamlined approvals.	<ul style="list-style-type: none"> <li>• Council accepted grant Oct 21, 2024</li> <li>• Consultant (Rincon) selected Mar 2025</li> <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> </ul>	<ul style="list-style-type: none"> <li>• Public Review Drafts Documents 1/2026 – 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
			<ul style="list-style-type: none"> <li>Draft documents expected Spring 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> <li>Craftwater submitted 60% plans, staff is currently reviewing them.</li> </ul>	None at this time	Dec 2026	Patsy Orozco
2.	Calles Verdes Project (Phase 1)	Parking lot 4, and South Maclay (Pico South Bound) Bioswales and bulbouts on Maclay Ave, stormwater redirection, coo pavement, trees.	<ul style="list-style-type: none"> <li>City Clerk opened four (4) sealed bids on October 30, 2025</li> </ul>	Rejection of Bids – Nov 2025	Dec 2026	Patsy Orozco

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
3.	Calles Verdes Project (Phase 2)	<u>Workman Drainage Improvement/ Infiltration Project</u>	<ul style="list-style-type: none"> <li>Received feasibility study from CWE - Aug 6, 2025</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, and Recreation Meeting on 9/11/25</li> </ul>	Council discussion on design adjustments – Oct 2025	June 2027	Patsy Orozco / Willdan
5.	Cindy Montañez Natural Park Improvements & Maintenance	\$7.5M Caltrans grant for Pacoima Wash Path extension, lighting, restrooms, landscaping, and permanent memorial sign.	<ul style="list-style-type: none"> <li>Partnerships with TreePeople &amp; Tataviam Conservation Corps for maintenance</li> <li>Staff is currently reviewing four (4) proposals to provide design services for project-Pacoima Wash Connectivity Project RFP for landscaping improvements</li> </ul>	Award Professional Service Contract for Design, November 2025	Ongoing	Patsy Orozco / Willdan

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			scheduled Sep–Oct 2025			
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 – November 2025	Nov 2025	Manuel Fabian / Willdan
8.	Citywide Traffic Signal Synchronization Project	Synchronizes signals at 13 intersections with new GPS units, controllers, and timing charts.	<ul style="list-style-type: none"> <li>Testing of traffic signal controllers and cabinets has been completed. One controller failed testing and is being returned for replacement.</li> <li>New construction start date is being scheduled by contractor.</li> </ul>	Project acceptance – December 2025	Dec 2025	Manuel Fabian / Willdan

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
9.	Citywide Signage Upgrades	Citywide replacement of 3,100+ signs (wayfinding, regulatory, trolley).	<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	Manuel Fabian
10.	Bus Shelter Rehabilitation Project	New shelters/benches at 8 stops, ADA ramp and sidewalk fixes.	<ul style="list-style-type: none"> <li>Contractor has completed all “punch list” items.</li> <li>Project acceptance scheduled for October 20, 2025 City Council Meeting.</li> </ul>	Project acceptance – November 10, 2025	November 2025	Manuel Fabian / Willdan
11.	Pacoima Wash Bikeway Project	1.34-mile Class I bikeway with bridge,	<ul style="list-style-type: none"> <li>Construction 98% complete</li> </ul>	Notice of Completion – Winter 2025	December 2025	Patsy Orozco

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		bioswales, lighting, and safety features.	<ul style="list-style-type: none"> <li>Additional bollards/curbs/striping to address vandalism</li> </ul>			
12.	Residential Permit Parking (RPP) Program	Updates to residential/commercial parking policies, smart meters, data collection, and enforcement guidelines.	<ul style="list-style-type: none"> <li>Data collection and engagement completed</li> <li>400+ survey responses received</li> <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>	Administrative Guidelines presented to Council – December 2025	TBD	City Staff / Dixon Resources Unlimited
13.	City Facility Condition Assessment Report	Comprehensive evaluation of all City-owned facilities to assess deficiencies, costs for repairs/maintenance, and capital improvements.	<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> </ul>	No Council action required at this time	December 2025	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
		Includes inventory, inspections, condition ratings, cost estimates, prioritization, life cycle analysis, recommendations, and Facility Condition Index (FCI). Supports strategic planning, compliance, risk management, and resource allocation.	<ul style="list-style-type: none"> <li>• City Staff is scheduled to conduct on-site evaluations with the contractor, Brightly on November 17, 2025</li> </ul>			
14.	Fixed Route ADA Sidewalk Improvement Project	Upgrading damaged and non-ADA compliant sidewalks, drive approaches, curbs, gutters, and ramps along key transit routes (Truman St., Hubbard Ave., 7th St., Harding Ave.).	<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.			
15.	Las Palmas HVAC Project	HVAC replacement at Las Palmas Park (community center & cooling center). ARPA-funded, focusing on the gym system. Roof replacement required before AC installation.	<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><b>Work completed</b></li> </ul>	Acceptance of project (scheduled <b>December 2025</b> )	September 2025	Manuel Fabian
16.	Emergency Generator Installation at Las Palmas and Recreation Park Facilities	Installation of generators to ensure park cooling centers remain operational during outages/extreme weather. Supports resilience, emergency services, and community safety.	<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 December 2025)	Dec 2025	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
			coordinating with Community Development to finalize. Waiting on Fire Department approval. Engineering firm hired to create the wiring plans will submit UL specifications to the fire department again.			
17.	School Zone Signage Safety Enhancement Initiative	Replacing outdated school zone signage with high-visibility, standardized, and compliant signs. Objectives: enhance child safety, improve visibility, standardize messaging, and engage the community.	<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> <li>• Plan phased installations with traffic control</li> </ul>	To Be Determined	December 2025	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>• 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.</li> </ul>			
18.	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 Procurement of contractors next</li> <li>• Construction to be phased</li> <li>• Post-construction inspection and feedback planned. TBD</li> <li>• Scope of work and funding TBD.</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
19.	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 – <b>November 10, 2025</b>	Summer 2026	Manuel Fabian / Willdan
20.	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. <b>For more significant beautification, more funding would be required.</b></li> </ul>	No Council action anticipated	Ongoing	Rodrigo Mora
21.	Sidewalk Condition Assessment	Citywide assessment and mitigation plan for sidewalk hazards.	<ul style="list-style-type: none"> <li>Precision Concrete Cutting awarded contract</li> </ul>	No Council action required	December 2025	Patsy Orozco

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<ul style="list-style-type: none"> <li>• Assessment in Zone E underway</li> <li>• Report and repair plan to follow.</li> </ul>			
22.	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
23.	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> <li>• PD vehicle right-sizing under review.</li> </ul>	Recommendations to be included in FY 25–26 Budget	Ongoing	Bill Evans
24.	Overhead Mass Arm Street Name Sign Replacement Project	Replacement of outdated/damaged street name signs.	<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>	Staff to prepare RFP for replacements in downtown	TBD	Manuel Fabian

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
25.	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>	Award of contract <b>November 17, 2025</b>	July 2026	Manuel Fabian
26.	Residential Water Service Shut Off Policy	Implementation of SB 998/SB 3 policy; evaluation of tax-roll collection option.	<ul style="list-style-type: none"> <li>Prop 218 notices mailed Aug 2025</li> <li>Public workshop scheduled Sept 17, 2025</li> <li>Council approved on Oct 6, 2025</li> <li>New rates effective Jan 1, 2026</li> </ul>	No Council action required	New approved rates will commence on January 1, 2026	Victor Meza
27.	Recreation Park Field Rehabilitation	Replacement of failed sod installation.	<ul style="list-style-type: none"> <li>RFP for consultant under development.</li> </ul>	Award of contract Winter 2025	TBD	Manuel Fabian
28.	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	Fall 2025 (Phase 3)	Manuel Fabian/Willdan
29.	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

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
30.	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.</li> </ul>	No Council action anticipated	Ongoing PW red curb painting is done.	Rodrigo Mora
31.	Well 2A Refurbishment Project	Refurbishment of Well 2A, including rehabilitation of the pump, motor, and column assembly, along with upgrades to the well casing and electrical/motor control systems.	<ul style="list-style-type: none"> <li>9-2-25 - City Council approval</li> <li>Well Equipment to be installed week of Oct 13, 2025 by General Pump Company</li> <li>Pump and Valve adjustments made on October 30<sup>th</sup> 2025. 1800 GPM with 35 psi was observed Wellis in operation but requires motor balancing to be</li> </ul>	No Council action anticipated.	Nov 2025 General Pump will complete their portion of upgrades	Victor Meza, Alex Mendez and Manuel Fabian

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			<p>completed by Nov 14<sup>th</sup> 2025</p> <p>Civiltec putting together submittals for long lead time equipment MCC Panels</p>			
32.	Well 2A Nitrate Water Treatment Facility Project	Construction of a new nitrate removal treatment facility capable of reducing nitrate concentrations to levels compliant with State Water Resources Control Board – Division of Drinking Water (DDW) standards.	<ul style="list-style-type: none"> <li>9-2-25 - City Council approval</li> <li>Envirogen designing new 2000 gpm system and coordinating with Civiltec and General Pump for the new building design</li> </ul>	No Council action anticipated.	Spring 2026	Victor Meza, Alex Mendez and Manuel Fabian
33.	Well 2A Building Expansion Project	Site improvements and building upgrades to house the treatment process, improve security, and	<ul style="list-style-type: none"> <li>9-2-25 - City Council approval for design drawing</li> <li>Civiltec currently working with Envirogen and</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	Victor Meza, Alex Mendez and Manuel Fabian

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		extend the useful life of the facility.	<p>General Pump for design of building. Geotech services conducted on Week of Oct 6, 2025</p> <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</li> <li>• Civiltec developing submittals for long lead time equipment MMC panels to get these going asap.</li> </ul>		long lead times on equipment Dec 2026 estimated completion	
34.	Phase 4: Annual Street Resurfacing Program	Various	<ul style="list-style-type: none"> <li>• Developing Funding for Annual Street Resurfacing Program</li> <li>• Staff will begin working with</li> </ul>	Award of Contract: February 2026	Tentative Start Date: March 2026	Manuel Fabian

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			consultant to prepare bid package			
35.	Graffiti Abatement Program	Public Works monitors and addresses as situations arise.	Addressed as reported.	N/A	Ongoing	Bill Evans
36.	Crosswalk Safety at SF Middle School	To be included in the slurry seal project.	<ul style="list-style-type: none"> <li>Quotes from LA County Public Works and Contractor received for discussion.</li> </ul>	TBD	2026	Bill Evans
37.	Crosswalk Safety at Bike Path					Bill Evans
38.	Milkweed Project	City Council has requested the installation of additional Milkweed at City parks, including Cindy Montanez Park. The City will also seek out opportunities to add milkweed signage at the park and create	<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> </ul>	First Council Meeting in January	2026	Public Works Operations

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		citywide milkweed initiatives.				
<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 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>• Council approved contract amendment with BearCom on Nov 18, 2024</li> <li>• Cameras/Access Control implementation began Nov 2024, completed May 2025</li> <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>	<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
2.	Police Officer Staffing Update	City Council approved \$40,000 recurring budget for Corporal Program and \$15,000	<ul style="list-style-type: none"> <li>• 28 sworn positions filled</li> </ul>	<ul style="list-style-type: none"> <li>• No additional Council action required</li> </ul>	Ongoing	CJ Chiasson

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		for recruitment enhancements. Supports succession planning and filling vacancies.	<ul style="list-style-type: none"> <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>			
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>	November 1, 2025	CJ Chiasson

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
<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 2024-2025 Budget includes \$100,000 for implementation and \$40,000 for ongoing subscription costs.</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 (timeline, resources, multi-phase plan reviewed).</li> <li>Test environment deployed.</li> <li>Weekly project meetings underway.</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). Deadline for full completion before Mar 1, 2027.	Art Ziyalov
2.	Update on City’s OPEB/Pension Liabilities	The City provides full-time employees with CalPERS pension benefits and OPEB for	<ul style="list-style-type: none"> <li>Staff coordinating with actuarial consultant (Foster &amp; Foster).</li> </ul>	OPEB presentation to Council scheduled during	November 17, 2025	Erica Melton

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		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>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>	Mid-Year Budget Review (Feb 2026).		
3.	Microsoft 365 (MS365) Upgrade	IT will be transitioning all users to MS365 to provide cloud-based emails and file-access. Acorn will assist in the migration, including strengthening security by employing multifactor authentication (MFA) for user logins and designing a City intranet.	<ul style="list-style-type: none"> <li>Contract with Acorn approved by City Council on 10/6/2025</li> <li>Microsoft User licenses purchased</li> <li>Kickoff meeting held on 10/17/2025</li> </ul>	None	December 2025	Art Ziyalov

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

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	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
<b>Recreation &amp; Community Services – No Updates</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 Fernandeno Tataviam Band of Mission Indians for Rudy Ortega Sr. Park.	10-2025: Discuss potential expansion of the MOU to include a teaching garden and beautification projects at Rudy Ortega Park.  11-2025: Need to set internal meeting to evaluate one general, all encompassing, MOU with FTBMI that covers all current existing MOUs with different City Departments.	Tentatively for <b>February 2026</b>	FY 26-27	Julio C Salcedo

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

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### **BUDGET IMPACT:**

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

### **CONCLUSION:**

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

### **ATTACHMENTS:**

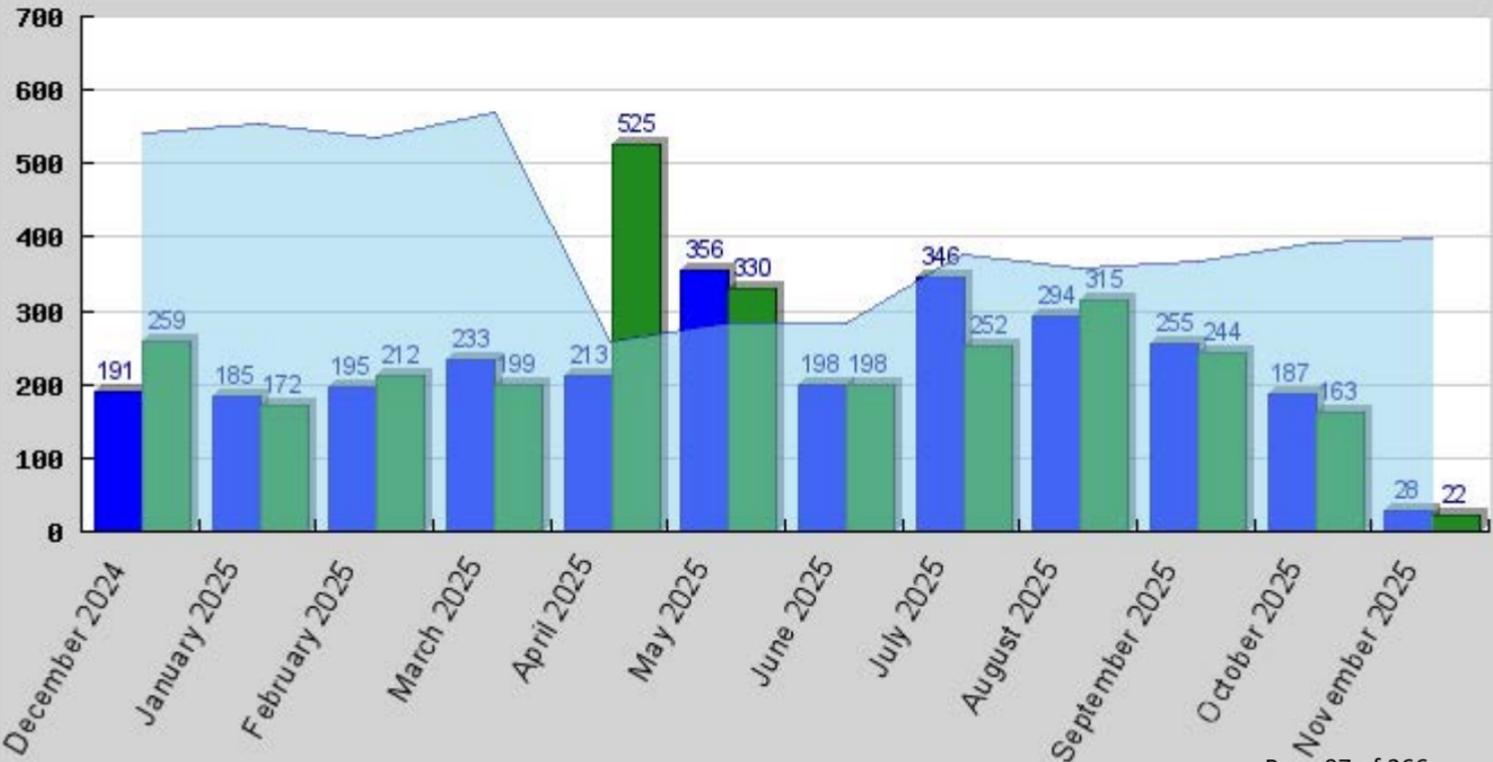
- A. My San Fernando App Work Order Reports
- B. ARPA – Expenditure Plan & Status Report
- C. Expiring Contracts
- D. Housing Programs Monthly Reports
- E. Legislative Advocacy Updates

One Year Analysis of Opened Requests  
Ending November 2025

	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	Total
<b>Community Development</b>													
Building Code Violation	4	4	3	7	2	10	5	17	9	4	7	3	75
Homelessness Outreach	9	13	6	12	15	26	4	18	13	9	11	1	137
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total - Community Development</b>	13	17	9	19	17	36	9	35	22	13	18	4	212
<b>Police</b>													
Abandoned Vehicle	3	1	3	2	11	9	4	13	19	9	9	0	83
Illegal Fireworks	0	0	0	0	0	0	6	26	0	3	1	0	36
<b>Total - Police</b>	3	1	3	2	11	9	10	39	19	12	10	0	119
<b>Public Works</b>													
Bus Stop/Shelter Maintenance	0	2	0	0	0	1	0	2	0	0	0	0	5
City Trees	19	9	3	0	3	14	6	7	6	50	9	0	126
Graffiti and Sign Posting on P	27	40	33	70	47	95	51	56	56	56	50	10	591
Graffiti on Private Property	49	32	43	61	50	62	29	57	20	19	14	0	436
Illegal Dumping and Litter	47	54	62	38	51	86	56	94	122	63	50	10	733
Park Maintenance	2	0	4	5	3	6	7	3	1	1	5	0	37
Sidewalk Repair	4	0	5	4	6	20	9	7	9	8	1	1	74
Storm Drain and Flooding	1	2	2	0	0	0	0	1	1	0	1	0	8
Street Lighting	12	18	22	10	12	12	8	20	16	8	12	2	152
Street Repair	7	1	4	9	6	4	5	15	6	6	1	0	64
Street Signage	2	4	0	9	3	3	4	6	4	6	7	0	48
Traffic Signal	5	5	5	6	4	8	4	4	12	13	9	1	76
<b>Total - Public Works</b>	175	167	183	212	185	311	179	272	253	230	159	24	2350
<b>All Topics</b>													
<b>Total All Topics</b>	191	185	195	233	213	356	198	346	294	255	187	28	2681

# Open Vs. Closed Requests by Month

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



## ARPA Expenditure Plan &amp; Status Report

ITEM	STATUS	PROJECT/PROGRAM	BUDGETED	SPENT	CONTRACTED
1	Complete	Annual Street Repavement - Phase II	1,007,232	1,007,232	-
2	Complete	COVID-19 Relief/Response Reimbursement	205,940	205,940	-
3	Complete	Layne Park Revitalization Project	200,000	200,000	-
4	Complete	Council Chambers/AV Upgrade	24,981	24,981	-
5	In Progress	Upper Reservoir Project	850,000	757,693	92,308
6	In Progress	Homeless Outreach Services	300,000	218,388	81,612
7	Complete	Pioneer Park Project	255,235	255,235	-
8	In Progress	Downtown Master Plan	250,000	152,391	97,609
9	Complete	Annual Street Repavement - Phase III	250,000	250,000	-
10	In Progress	Technology Improvements	179,845	50,856	128,990
11	In Progress	Las Palmas & Rec Park Generator Project	149,450	113,452	35,999
12	In Progress	City Mobile App - Virtual San Fernando	148,200	72,830	75,370
13	Complete	Feasibility Study - New City Park Space	49,592	49,592	-
14	In Progress	Sidewalk Repairs	1,016,595	284,564	732,031
15	In Progress	First Time Home Buyer & Rehab Loan Program Revolv	50,000	-	50,000
21	In Progress	Bus Shelter Project	114,939	-	114,939
16	In Progress	Las Palmas HVAC Project	399,848	115,568	284,280
17	Complete	Citywide Curb Repainting	200,000	200,000	-
18	Complete	City Hall Beautification	99,770	99,770	-
19	Complete	Park IT Server Room Transition	45,909	45,611	297
20	Complete	Wifi at LP & Recreation Park w/Computer Rooms	20,254	20,254	-
<b>Total</b>			<b>5,817,789</b>	<b>\$ 4,124,355</b>	<b>\$ 1,693,434</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.

## ADM\_City Council Enhancement Project and Priority Updates (11-10-2025) ATT C

ATTACHMENT "C"

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Extendable	Approved By CC or Admin	Dept.	Procurement Process
2427	10/25/2025	11/4/2025	Los Angeles County Registrar-Recorder/County Clerk	Check-In Center Plan November 4, 2025 Special Statewide Election at Lot 6N	\$0.00	NA	CC	CLK	NA
2299	10/21/2024	11/5/2025	North Valley Caring Services	Provide Comprehensive Homeless Services	\$175,000.00		CC	CD	
2300(a)	7/15/2025	11/5/2025	Home Again LA	First Amendment to Provide Comprehensive Homeless Services and Financial Assistance Program	\$167,200.00	-	Admin	CMO	Increase compensation
2432	9/5/2025	11/8/2025	Los Angeles County Elections Division	Facility Use Agreement - Las Palmas Park Arts & Crafts Room for 10 day early voting center - November 5, 2025 Statewide Special Election	\$0.00	NA	Admin	CLK	NA
2410	8/4/2025	11/19/2025	Premier Pipe, Inc.	Sanitary Sewer Closed Circuit Television (CCTV) Services	\$247,870.98	-	CC	PW	RFP
2285	8/19/2024	12/3/2025	Elecnor Belco Electric, Inc.	Citywide Traffic Signal Synchronization Project, Job No. 7603, Plan No. P-745	\$912,750.00	-	CC	PW	
2205(a)	12/4/2024	12/5/2025	Initiating Change in Our Neighborhoods Community Development Corporation (ICON CDC)	First Amendment to MOU to Provide Free Services to entrepreneur and Small Business Owner in the City (Extension of term)	\$0.00	Extend (1) one yr terms	Admin	ADM	Not Applicable
2046(a)	1/23/2025	12/6/2025	GMU Pavement Engineering Services	First Amendment to Pavement Design Services	\$450,000.00	(1) one yr extensions	CC	PW	Extending term
2044(b)	2/20/2025	12/6/2025	CWE	Secoend Amendment to Water and Wastewater Engineering Services	\$1,000,000.00	(1) one yr extensions	Admin	PW	Extending Term

## ADM\_City Council Enhancement Project and Priority Updates (11-10-2025) ATT C

As of 01/23/2024

2107(a)	10/12/2023	12/31/2025	RJM Design Group	First Amendment for Design of Las Palmas Park Revitalization Project (Extending Term)	\$490,121.00	-	Admin	RCS	
2147(c)	12/30/2024	12/31/2025	Dudek	Third Amendment for Downtown Master Plan	\$297,675.00	Yes	Admin	ADM	Extending Term
2328	1/1/2025	12/31/2025	The Language Pros	Language Services	\$25,000 annually	(4) 1-yr extensions	CC	CLK	RFP
2231	1/25/2024	1/31/2026	Governor's Office of Planning and Research - Adaptation Planning Grant Program	Standard Agreement for funding towards General Plan and Climate Action and Resilience Plan (CARP) Phase 2 (OPR23125)	\$599,918.18	add'l 6 months	Admin	CD	
2412	8/4/2025	2/4/2026	Ignite the Light of Hope Foundation	Food Distributions and Direct to Home Grocery Delivery in San Fernando	Reimbursable of \$5,000	NA	CC	CMO	NA
2052(a)	4/11/2025	2/7/2026	Karina Sweeping Company	First Amendment for Sweeping Services at City-Owned Parking Lots, Alleys, and Trash Enclosures (Council Opted in for Curbs along both sides of Maclay between 1st Street and 4th Street)	\$87,600.00	(1) one-year extensions	Admin	PW	Extending term
2333(a)	2/12/2025	3/1/2026	Craftwater	First Amendment for Design Services for Carlisle Street Green Alley Project	\$373,190.00	-	Admin	PW	Amending Section 3.8
2193	3/6/2023	3/6/2026	LA County Regional Park and Open Space District (RPOSD)	Grant Agreement for Layne Park Revitalization Project	\$351,457.00	-	CC	RCS	
1947(d)	3/20/202	3/19/2026	Everbridge	Addendum 4 to Contract Services Agreement for Mass Notification System	\$13,159.00	-	Admin	PD	Renewal

## ADM\_City Council Enhancement Project and Priority Updates (11-10-2025) ATT C

As of 01/23/2024

2297	1/1/2020	3/31/2026	California State Water Resources Control Board (State Water Board)	Nitrate Water Treatment System in Well 2A (Agreement No. D2202021 & Project No. 1910143-001C)	\$7,000,000.00	-		PW	
2411	9/2/2025	3/31/2026	General Pump Company	Emergency rehabilitation of Well 2A	\$537,267.48	NA	CC	PW	Emergency
2424	9/2/2025	3/31/2026	Civiltec Engineering, Inc.	Engineering Services for Well 2A Nitrate Treatment System	\$435,148.50	NA	CC	PW	RFP
1920(d)	9/2/2025	3/31/2026	Envirogen Technologies, Inc.	Third Amendment for Proprietary Ion Exchange Nitrate Removal Treatment Well 2A	\$2,600,000.00	NA	CC	PW	RFQ
2139(a)	3/6/2023	4/14/2026	Scott Fazekas & Associates, Inc	First Amendment to Building Plan Check and Building Official Services	\$25,000.00	2 successive periods of 1 yr each (included in 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	
2249	5/20/2024	5/31/2026	City of Los Angeles	Sub Award Agreement for the FY 2023 Urban Area Security Initiative (UASI) Grant Program (Projects: Water Supply and Water Quality Infrastructure Protection and Emergency Operations Center Upgrade)	\$223,062.00	-	CC	PD	

# Housing Programs Report



**72**

Individuals/families engaged



**58**

Social Service Referrals



**10**

Shelter referrals made



**1**

Family received rental arrears assistance



**2**

Shelter placements



**2**

Families assisted with housing navigation



**27**

individuals received a meal



**1**

Family referred to outside agency for shelter



**1**

Individuals received hygiene items



**3**

Families entered motel program



**3**

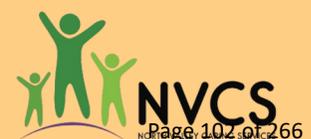
Individuals received clothing



**3**

Individuals received transportation

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



Home Again LA (San Fernando Impact / Stats)																															
Apr. 2025																															
MHI Initials	Family Size	Enrollment/Contact Dates	Exit Date	Clothing/Donations	OPSS	CalFresh	Employment	Housing Resources	IHSS	LIFE TAP Card	Regional Rides	Legal Resource	BC Waiver	ID Waiver	CBEST	EDD	Utility Asst	Rental Assistance / Eviction Prevention					Shelter Assistance			Housing Navigation					
																		HALA Program	SA Problem Solv	LAHSA Amount	SF Security Deposit	Security Deposit Amount	SF Prevention	Prevention Amnt	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	MH	Outcome of Family
1 HG	4	03/19/2025	04/14/2025																												
2 IO	1	ongoing																													
3 IO	2	04/07/2025	ongoing																												
4 CI	3	04/07/2025	ongoing																												
5 MH	3	04/08/2025	04/08/2025					1																							
6 JL	1	04/09/2025	ongoing																												
7 BV	1	04/09/2025	04/28/2025																												
8 CI	1	04/10/2025	04/10/2025																												
9 IO	1	04/14/2025	04/14/2025																												
10 KA	1	04/14/2025	04/14/2025																												
11 JS	1	04/14/2025	04/14/2025																												
12 TC	1	04/14/2025	04/14/2025																												
13 JM	3	04/14/2025	04/14/2025																												
14 AS	3	04/15/2025	04/15/2025																												
15 HK	2	04/16/2025	04/16/2025																												
16 NT	1	04/16/2025	04/16/2025																												
17 KS	2	04/16/2025	04/16/2025																												
18 MC	3	04/19/2025	ongoing																												
19 MD	6	04/21/2025	ongoing																												
20 TN	1	04/22/2025	04/22/2025																												
21 LO	1	04/28/2025	04/28/2025																												
	37							6		2	29		1	1			4		0	\$0.00	0	\$0.00	\$0.00	\$0.00	\$5,850.00	3	0	1	0	2	0

NVCS By-Name List

April 2025

No.	Participant's Initials	Former Location	Housing Placement	Date of Housing Referral	Date Placed	Current status	Total No. of Services Received	Itemized Services Received										
								Transportation	Food & Drink	Clothing	Hygiene Items	Info / Brochure	Housing Search and Placement	DMH	DMV	Benefits		
1	CD	901 Truman St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	6											
2	AB	840 Truman St.	Working with other Agency	Not Submitted	Declined	Unhoused in SF	1											
3	SM	1033 San Fernando Rd.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5											
4	AV	1023 Pico St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
5	EO	117 N Macneil St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	7											
6	GL	505 S Huntington St.	Working with DMH	4/1/25	Waiting	Unhoused in SF	1											
7	AD	1041 Truman St.	Client Declined Shelter	Not Submitted	Declined	Passing by SF	0											
8	DWH	101 Maclay Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5											
9	JP	412 Maclay Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	3											
10	FZ	1035 Maclay Ave	Arleta Homes	12/10/24	12/13/24	Housed	0											
11	CJ	117 N Macneil	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	44											
12	RG	1522 San Fernando Rd.	Waiting	04/01/25	Waiting	Waiting	13											
13	JD	120 S Brand	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
14	ER	Brand and Truman	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2											
15	JV	117 N Macneil St.	Community Bridge	4/3/25	4/3/25	Housed	4											
16	VR	1212 Pico St.	Working with other Agency	Not Submitted	Declined	Sleeping in Car	0											
17	EH	1212 Pico St.	Working with other Agency	Not Submitted	Declined	Sleeping in Car	0											
18	IM	1126 San Fernando Rd.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
19	EQ	1125 Truman St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	8											
20	RH	1705 Truman St.	Working with other Agency	Not Submitted	Declined	Unhoused in SF	8											
21	RH	1701 Truman St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2											
22	JT	220 N Maclay	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	10											
23	KLK	2040 Glenoaks Blvd (F)	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5											
24	BC	2040 Glenoaks Blvd	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	13											
25	CP	040 Glenoaks (Loading Dock)	Working with other Agency	Not Submitted	Declined	Unhoused in SF	3											
26	GT	040 Glenoaks (Loading Dock)	Working with other Agency	Not Submitted	Declined	Unhoused in SF	13											
27	GZ	2030 Glenoaks Blvd	Waiting	04/04/25	Waiting	Waiting	7											
28	CS	844 Harding Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
29	FD	819 Eighth St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2											
30	ID	117 N Macneil St.	Client Declined Shelter	Not Submitted	Declined	Passing by SF	2											
31	JD	211 S Maclay Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
32	SC	801 Truman ST	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
33	WD	1707 Truman St	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
34	EE	1707 Truman St	Waiting	04/11/25	Waiting	Waiting	4											
35	ED	040 Glenoaks (Loading Dock)	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2											
36	CR	828 Harding Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5											
37	EA	1123 Knox St	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	3											
38	JD	806 San Fernando Rd	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
39	DA	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	4											
40	NB	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	3											
41	AD	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	1											
42	JD	911 Truman	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
43	LC	1225 Truman st	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5											
44	GR	300 Park ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
45	AS	1041 Truman	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
46	JT	117 N Macneil	Waiting	04/22/25	Waiting	Waiting	2											
47	VS	117 N Macneil	Arroyo Shelter	4/29/25	4/29/25	Housed	11											
48	RD	208 Park Av	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2											
49	MD	1165 N MacNeil St	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0											
50	ME	117 N Macneil	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2											
51	AG	900 San Fernando Rd.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2											
52																		
53																		
54																		
55																		
<b>TOTALS</b>								3	27	3	1	7	3	3	1	3		

# Housing Programs Report



**73**

Individuals/families engaged



**30**

Social Service Referrals



**4**

Shelter referrals made



**1**

Family received security deposit assistance



**1**

Shelter placement



**1**

Family referred to outside agency for shelter



**37**

individuals received a meal



**1**

Family entered motel program



**3**

Individuals received hygiene items



**6**

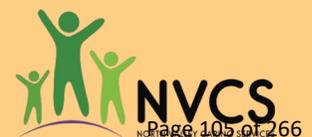
Individuals received clothing



**3**

Individuals received transportation

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





NVCS By-Name List

March 2025

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

# Housing Programs Report



**64**

Individuals/families engaged



**25**

Social Service Referrals



**3**

Shelter referrals made



**1**

Family received security deposit assistance



**2**

Shelter placements



**1**

Family entered HALA 90-day shelter program



**30**

Meals distributed



**4**

Families assisted with housing navigation



**10**

Individuals received hygiene items



**1**

Family referred to outside agency for shelter



**18**

Individuals received clothing



**4**

Families entered motel program



**5**

Individuals received transportation

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



NVCS By-Name List

February 2025

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

**Home Again LA  
February 2025**

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



**To:** Mayor Mary Mendoza and Councilmembers

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

**Date:** October 6, 2025

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

### **Legislative Activity**

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

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

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

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

## Summary of 2025 Legislative Advocacy & Funding Request Letters

Page 2 of 2

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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)



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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

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

**Date:** November 10, 2025

**Subject:** Consideration to Adopt a Resolution Approving a Personnel Investigations Policy

### RECOMMENDATION:

It is recommended that the City Council:

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

### BACKGROUND:

1. On July 1, 2025, City Council adopted the Fiscal Year (FY) 2025-2026 Budget which included review and update of City policies and procedures as part of the work plan for the Administrative Services Department. Staff has identified a number of City Council and Administrative Policies to update over the coming months.
2. At the October 6, 2025 City Council Meeting, Staff proposed two (2) new policies (Social Media Policy and Personnel Investigation Policy) for City Council adoption. The City Council continued this item to the next available meeting.
3. At the October 20, 2025 City Council Meeting, the City Council adopted the Social Media Policy and requested the Personnel Investigation Policy return for additional review with redline edits through Councilmember Victoria Garcia at the next available meeting.

**Consideration to Adopt a Resolution Approving a Personnel Investigations Policy**Page 2 of 3

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**ANALYSIS:**

City policies and procedures ensure consistency, fairness, transparency, and efficiency in how the agency operates and delivers services to the public. Clear policies help define expectations for employees, residents, and businesses, while procedures provide step-by-step guidance to implement those policies properly. Together, they reduce the risk of arbitrary decisions, support legal compliance, promote accountability, and help protect the City from liability. Clear policies and procedures also create a stable foundation for managing resources, improving public trust, and adapting to change effectively. The City's Policies and Procedures Manual serve as a critical framework for ensuring consistent operations, transparency, and compliance with legal and regulatory requirements.

Periodic reviews and updates are necessary to align with evolving best practices, changes in laws, and organizational needs. Following a detailed review of the existing Policies and Procedures Manual, staff identified several key areas requiring updates. The updates will be completed in phases, including a new proposed policy for City Council approval at this meeting, and four additional policies that fall under the administrative approval process that will be directly approved and implemented by the City Manager or designee. The following is a tentative list of Fiscal Year (FY) 2025-2026 updates:

*For City Council Approval*

- a. Social Media (*Approved by City Council on 10/20/2025*)
- b. Personnel Investigation (*Proposed for City Council Approval on 11/10/2025*)
- c. Harassment & Diversity Policy (*To be proposed in January 2026*)
- d. Finance Policies & Procedures (*To be proposed by March 2026*)
- e. Personnel Rules (*To be proposed by June 2026*)

*For Administrative Approval*

- a. Information Technology (IT) Equipment Use (*Drafted for November 2025 Adoption*)
- b. Artificial Intelligence (AI) Use for City Business (*Drafted for November 2025 Adoption*)
- c. Employee Speaking Engagements (*Drafted for December 2025 Approval*)
- d. Corporate Sponsorships (*To be proposed for February 2026 Approval*)

*Proposed – Personnel Investigations Policy*

The purpose of the Personnel Investigation Policy is to ensure that the City handles employee complaints and investigations in a timely and responsive manner. The City is committed to maintaining a professional, ethical, and legally compliant workplace. This policy establishes procedures for investigating complaints, misconduct, and violations of City policies involving City employees. The City policy applies to non-Police Department employees, volunteers, and contractors. San Fernando Police Department (SFPD) sworn and civilian employees will be covered by the SFPD Policy Manual and bargaining unit Memorandums of Understanding ("MOU").

The proposed updates have been reviewed by Human Resources staff to ensure legal compliance and operational efficiency. Input was also sought from all bargaining units affected by the policies

## **Consideration to Adopt a Resolution Approving a Personnel Investigations Policy**

Page 3 of 3

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through the meet and confer process, with all units approving of the new policies. Per discussion at the October 20, 2025 City Council Meeting, additional edits have been proposed through Councilmember Victoria Garcia for review.

### **BUDGET IMPACT:**

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

### **CONCLUSION:**

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

### **ATTACHMENT:**

- A. Resolution No. 8414, Including:
  - Exhibit "A": Investigations Policy

**RESOLUTION NO. 8414**

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

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

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

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

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

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

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

**PASSED, APPROVED, AND ADOPTED THIS 10<sup>th</sup> day of November 2025.**

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

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8414 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 10<sup>th</sup> day of November 2025, by the following vote of the City Council:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAINED:**

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

---

Julia Fritz, City Clerk

## POLICY/PROCEDURE

SUBJECT	ISSUANCE	
PERSONNEL INVESTIGATION POLICY	ORIGINAL DATE N/A	EFFECTIVE N/A
	CURRENT DATE November 10, 2025	EFFECTIVE November 10, 2025
CATEGORY	POLICY NO.	SUPERSEDES
ALL DEPARTMENTS	CW2025-008	N/A

### MANAGEMENT POLICY/PROCEDURES

#### SECTION I. PURPOSE

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

#### SECTION II. SCOPE

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

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

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

#### SECTION III. REPORTING COMPLAINTS

##### *Who Can Report*

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

##### *How to Report*

Reports should be submitted through one of the following methods:

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

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

#### SECTION IV. ROLES AND RESPONSIBILITIES

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

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

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

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

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

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

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

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

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

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

## **SECTION V. INVESTIGATION PROCESS**

### *Initial Assessment*

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

### *Investigation Procedure*

1. Assigning an Investigator
  - Investigations may be conducted by HR personnel, the City's contracted Labor Attorney, an external investigator, or the appropriate ~~department~~ Department head.
  - If allegations involve the City Executive level staff, an independent third-party investigator may be engaged.
2. Gathering Information
  - Interviews will be conducted with the complainant, the subject of the complaint, and relevant witnesses.
  - Relevant documents, emails, security footage, or other evidence will be reviewed.
3. Confidentiality
  - Investigations will be handled with strict confidentiality, shared only with individuals who have a legitimate need to know.

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

#### **SECTION VI. DISCIPLINARY AND CORRECTIVE ACTIONS**

If misconduct is found, disciplinary actions may include:

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

The City Manager, Human Resources & Risk Manager, and legal counsel will review disciplinary recommendations before implementation. ~~If no policy violation is found, the case will be closed, and all parties will be notified.~~ At the conclusion of the investigation, the reporting party and the subject of the investigation will be notified of the deposition of the complaint.

#### **SECTION VII. APPEAL PROCESS**

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

#### **SECTION VIII. RETALIATION PROTECTION**

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

**SECTION IX. AUTHORITY**

By order of City Council Motion (Resolution No. 8414), Policy adopted by the City Council on November 10, 2025.





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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and City Councilmembers

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

**Date:** November 10, 2025

**Subject:** Consideration to Adopt a Resolution Re-Appointing a Primary and Alternate Representative and Appointing a Substitute Alternate Representative to the Independent Cities Risk Management Authority Governing Board

### RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 8415 (Attachment "A") re-appointing Human Resources and Risk Manager, Sergio Ibarra, as the City's primary representative, re-appoint Director of Administrative Services/City Treasurer, Erica D. Melton, as the alternate representative, and appoint City Manager, Kanika Kith, as the substitute alternate representative to the Independent Cities Risk Management Authority Governing Board.

### BACKGROUND:

1. Since July 1, 1986, the City has been a member of Independent Cities Risk Management Authority (ICRMA).
2. On August 21, 2023, the City Council adopted Resolution No. 8255 (Attachment "B") appointing City Manager Nick Kimball to serve as the primary, Director of Finance/City Treasurer Erica D. Melton as the primary alternate representative, and Personnel Manager Michael Okafor as the substitute alternate representative of the ICRMA.
3. In December 2023, a vacancy occurred to the substitute alternate representative, due to the retirement/departure of Personnel Manager Michael Okafor.
4. On February 5, 2024, the City Council adopted Resolution No. 8283 (Attachment "C") appointing newly hired Personnel Manager Sergio Ibarra to serve as the primary, Director of Finance/City Treasurer Erica D. Melton as the primary alternative representative, and City Manager Nick Kimball as the substitute alternate representative of the ICRMA.
5. On July 7, 2025, a vacancy occurred to the substitute alternate representative position due to the resignation of former City Manager, Nick Kimball.
6. On October 20, 2025, the City Council appointed Kanika Kith to serve in the position of City Manager.

**Consideration to Adopt a Resolution Re-Appointing a Primary and Alternate Representative and Appointing a Substitute Alternate Representative to the Independent Cities Risk Management Authority Governing Board**

Page 2 of 2

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**ANALYSIS:**

The Independent Cities Risk Management Authority provides specialized technical insurance and risk management programs that can significantly impact the City's finances. Therefore, it is in the City's best interest to appoint Governing Board members who possess risk management experience and are available to attend meetings regularly.

ICRMA requires each member city to appoint a primary representative, a primary alternate, and a substitute alternate to its Governing Board. These representatives are authorized to attend and vote during board meetings in the absence of the others.

Following the departure of Nick Kimball as City Manager in July 2025, and the recent appointment of Kanika Kith as City Manager, it is necessary to adopt a new resolution, as required by ICRMA. This resolution will:

- Re-appoint Human Resources and Risk Manager, Sergio Ibarra, as the City's primary representative,
- Re-appoint Director of Administrative Services/City Treasurer, Erica D. Melton, as the alternate representative, and
- Appoint City Manager, Kanika Kith, as the substitute alternate representative.

These appointments will ensure consistent and knowledgeable representation of the City's interests on the ICRMA Governing Board.

**BUDGET IMPACT:**

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

**CONCLUSION:**

It is recommended that the City Council adopt Resolution No. 8415 (Attachment "A") to re-appoint Human Resources and Risk Manager, Sergio Ibarra, as the City's primary representative, re-appoint Director of Administrative Services/City Treasurer, Erica D. Melton, as the alternate representative, and appoint City Manager, Kanika Kith, as the substitute alternate representative.

**ATTACHMENTS:**

- A. Resolution No. 8415
- B. Resolution No. 8255
- C. Resolution No. 8283

**RESOLUTION NO. 8415**

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

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

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

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

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

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

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

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

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

**SECTION 1.** That Sergio Ibarra (a staff person) is hereby re-appointed to serve as a primary delegate representative on the ICRMA Governing Board.

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

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

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

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

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

**PASSED, APPROVED, AND ADOPTED** this 10th day of November 2025.

\_\_\_\_\_  
Mary Mendoza, Mayor of the City of San Fernando

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8415 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 10th day of November, 2025, by the following vote of the City Council:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAINED:**

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

---

Julia Fritz, City Clerk

**RESOLUTION NO. 8255**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PASSED, APPROVED, AND ADOPTED** this 21st day of August 2023.

DocuSigned by:  
*Celeste Rodriguez*  
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\_\_\_\_\_  
Celeste T. Rodriguez, Mayor of the City of  
San Fernando

**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. 8255 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 August, 2023, by the following vote of the City Council:

**AYES:** Solorio, Fajardo, Mendoza, Rodriguez - 4

**NAYS:** None

**ABSENT:** Montañez - 1

**ABSTAINED:** None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 30th day of August, 2023.

DocuSigned by:  
*Julia Fritz*  
E4162E636E934B3...  
\_\_\_\_\_  
Julia Fritz, City Clerk

**RESOLUTION NO. 8283**

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

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

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

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

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

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

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

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

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

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

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

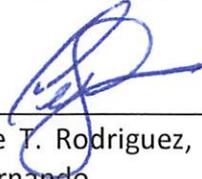
**SECTION 3.** That Nick Kimball (a staff person) is hereby appointed as the substitute alternate, to serve on the ICRMA Governing Board in the absence of the primary and alternate members noted in Sections 1 and 2 above, remains vacant.

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

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

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

**PASSED, APPROVED, AND ADOPTED** this 5<sup>th</sup> day of February, 2024.

  
\_\_\_\_\_  
Celeste T. Rodriguez, Mayor of the City of San Fernando

**ATTEST:**

  
\_\_\_\_\_  
Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8283 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 5<sup>th</sup> day of February, 2024, by the following vote of the City Council:

**AYES:** Solorio, Mendoza, Rodriguez - 3

**NAYS:** None

**ABSENT:** Fajardo - 1

**ABSTAINED:** None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 6<sup>th</sup> day of February, 2024.

  
\_\_\_\_\_  
Julia Fritz, City Clerk

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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

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

**Date:** November 10, 2025

**Subject:** Discussion and Consideration Regarding Continuing the Community Recognition Meeting Program

**RECOMMENDATION:**

It is recommended that the City Council:

- a. Discuss continuing the Community Recognition Meetings to occur in 2026;
- b. Approve deferring the December 9, 2025 Community Recognition Meeting to January 26, 2026; and
- c. Provide direction to staff on event offerings and approve applicable budget, as appropriate.

**BACKGROUND:**

1. Prior to May 2025, the City Council historically included space at the beginning of regular City Council meetings for Community Recognition to highlight positive contributions of individuals, organizations, and businesses.
2. On May 5, 2025, the City Council adopted Resolution No. 8378 revising the City Recognition Request Policy, approved establishing a quarterly Community Recognition Meeting Pilot program through December 2025, and directed staff to return to a future meeting to determine whether the City Council would like to continue the quarterly recognition meetings.
3. On July 28, 2025, the City Council hosted the first Community Recognition Meeting recognizing 81 various community members and businesses.
4. On September 2, 2025, the City Council provided feedback to staff and limited Councilmember requests to three (3) presentations of certificates per Councilmember for the Community Recognition Meeting.

## Discussion and Consideration Regarding Continuing the Community Recognition Meeting Program

Page 2 of 4

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5. On October 27, 2025, the City Council hosted the second Community Recognition Meeting recognizing 66 various community members and businesses.
6. The next Community Recognition Meeting is scheduled for Tuesday, December 9, 2025.

### **ANALYSIS:**

The Community Recognition Meeting Pilot Program is a dedicated Special City Council meeting to formally acknowledge individuals, organizations, and businesses that have made notable contributions to the San Fernando community. Recognitions may include exceptional contributions to the community, outstanding volunteer services, milestones, or significant accomplishments. This City Council recognition fosters a stronger connection between the City and the community by providing a platform to celebrate civic pride and achievement.

Historically, the City Council included time at the beginning of regular City Council meetings to present community recognitions. While this approach effectively highlights community contributions, it also led to delay in regular City business due to lengthy presentations and an overall increase in recognition requests.

To address this, on May 5, 2025, the City Council approved a Pilot Program establishing special Community Recognition Meetings on designated dates:

- July 28, 2025
- October 27, 2025
- December 9, 2025

During the pilot period, community recognition items were not placed on the agenda for regular City Council meetings, allowing those meetings to focus on City business while dedicating special meetings to community celebrations.

### Pilot Program Implementation.

The first two (2) Community Recognition Meetings, held on July 28, 2025 and October 27, 2025, featured a total of 33 presentations and 147 certificates:

- July 28, 2025: 20 presentations and 81 certificates
- October 27, 2025: 13 presentations and 66 certificates

At the conclusion of each meeting, attendees were invited to enjoy light refreshments, food and dessert. Staff collaborated with local restaurants and organizations to secure donations, resulting in a generous variety of dishes that showcased local flavors and promoted small businesses.

### Staff Coordination and Effort.

The success of the Community Recognition Meetings held on July 28, 2025 and October 27, 2025, was made possible through collaboration across multiple departments. Planning and hosting both events required a coordinated effort, with staff dedicating the following hours for both events:

- City Manager's Office: 16 hours preparing certificates.

## Discussion and Consideration Regarding Continuing the Community Recognition Meeting Program

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- City Clerk's Office: 28 hours coordinating donations, purchasing supplies, and managing event setup and breakdown.
- Public Works Department: 6 hours preparing the venue and setting up tables.
- All departments: 8 to 10 hours during the event to serve food, restocking supplies, and assist with clean-up.

This coordination effort ensured both events ran smoothly, reflected the City's commitment to excellence in community engagement and in honoring attendees.

### Food Contributions.

Securing food contributions required identifying potential donors, initiating contact, following up, and coordinating logistics. Many local businesses were eager to participate; however, small and locally owned businesses often faced challenges due to staffing limitations, high customer demand, or frequent donation requests. While many businesses are generous in their support, availability and capacity to contribute can be limited.

Due to a lower volume of donations for the October 27, 2025 Community Recognition Meeting, staff purchased additional food to help ensure there was enough available for attendees throughout the evening.

### Recommended Next Steps.

Should the City Council approve continuation of the program, staff recommends rescheduling the December 9, 2025 meeting to January 26, 2026, allowing adequate preparation time following the October meeting and avoiding conflicts with the holiday season. This would also help establish consistent quarterly meeting dates for 2026 to promote better planning, coordination, and public awareness.

If the Council wants to continue the program on a quarterly basis, the following dates are proposed:

- Monday, January 26, 2026
- Monday, April 27, 2026
- Monday, July 27, 2026
- Monday, October 26, 2026

Additionally, staff is seeking direction regarding whether to continue seeking contributions from local businesses and restaurants or approving a budget for the two (2) remaining events for Fiscal Year (FY) 2025-2026 as well as future events.

### **BUDGET IMPACT:**

To ensure the continued success of the Community Recognition Meetings and reduce reliance on business donations, staff recommends establishing a dedicated budget for these events. This would lessen the burden on community partners, improve planning reliability, and reduce the administrative burden associated with securing contributions.

**Discussion and Consideration Regarding Continuing the Community Recognition Meeting Program**Page 4 of 4

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A minimum of \$320 per event is required to cover basic supplies (refreshments, decorations, plates, cups, utensils and dry cleaning of table linens), excluding food and dessert. Additional funding options are summarized below:

<b>Option</b>	<b>Estimated Cost per Event</b>	<b>Estimated Annual *Cost (4 events)</b>
<b>1.</b> City Purchases Food & Dessert	\$900	\$3,600
<b>2.</b> City Purchases Dessert Only	\$450	\$1,800
<b>3.</b> Continue Seeking Donations for Food & Dessert	\$320	\$1,280

*\*NOTE: Basic event supplies including refreshments, decorations, plates, cups, utensils and dry cleaning of table linens) are estimated at \$320 per event and \$1,280 annually to host four (4) events. These costs are funded through the City Council Supplies Account.*

Based on City Council's direction, staff will prepare a budget enhancement request for future considerations.

**CONCLUSION:**

It is recommended that the City Council discuss continuing the Community Recognition Meetings to occur in 2026; approve postponing the December 9, 2025 meeting to January 26, 2026; and provide direction to staff regarding future event offerings and approve associated budget, as appropriate.



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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Kanika Kith, City Manager

**Date:** November 10, 2025

**Subject:** Receive a Presentation on the Organizational Assessment for the San Fernando Police Department

### RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file the Organizational Assessment Report for the San Fernando Police Department (SFPD) prepared by Strategic Leadership Consultants (SLC);
- b. Provide direction to staff regarding implementation priorities.

### BACKGROUND:

1. On August 6, 2025, Interim City Manager Kanika Kith administratively authorized Strategic Leadership Consultants (SLC) (Contract No. 2415) to conduct a comprehensive Independent Organizational Assessment of the Police Department and provide recommendations.
2. On September 30, 2025, SLC completed an Independent Organizational Assessment that evaluated all aspects of the Department to identify opportunities for improvement.

### ANALYSIS:

Strategic Leadership Consultants (SLC) conducted an assessment of the San Fernando Police Department (SFPD) to evaluate its structure, culture, leadership, training, technology, and administration for alignment with modern policing practices and the City's mission. This reflects the City's commitment to accountability, transparency, and continuous improvement.

The assessment focused on four (4) areas:

1. Specialized Training & Field Training Officer (FTO) Program
2. Administrative & Organizational Practices
3. Technology & Equipment

## Receive a Presentation on the Organizational Assessment for the San Fernando Police Department

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### 4. Leadership & Organizational Culture

#### Purpose and Summary of Findings & Recommendations.

The purpose of this Organizational Assessment is to strengthen accountability, modernize oversight, improve training and morale, identify technology needs, and foster collaboration among staff, labor, and the community. The Assessment provides a roadmap for continued modernization and excellence within the SFPD, offering recommendations to enhance accountability, strengthen community trust, improve staff wellness, and reinforce a culture of professionalism consistent with 21st Century policing principles. Below is a summary of the findings and recommendations from the Organizational Assessment, a detailed report is included as Attachment "A."

#### *Overall Department Overview*

SFPD is at a pivotal point, implementing major reforms in training, accountability, wellness, policy, and community engagement. However, vacancies, overtime, and limited supervision hinder progress. Sustained improvement requires fair promotions, consistent leadership, and strong communication.

*Recommendation:* Establish a visible operating rhythm (e.g., park-and-walks, school/business engagement, Automated License Plate Recognition (ALPR) stops), fill vacancies, define clear command structure, publish performance metrics, and consider an administrative training sergeant. These actions will solidify reforms, improve morale, and strengthen community trust. A proposed command structure is shown in Figure 1 below.

**1. Training & FTO Program:** SFPD's culture, shaped by its training and Field Training Program (FTP), promotes professionalism, accountability, and wellness support. However, limited staffing and collateral duties hinder consistency and development. Improvements are needed in leadership and resiliency training, governance, recordkeeping, POST tracking, FTO updates, and professional development.

Key recommendations:

- **FTP & Training Culture:** Connect new officers with support services and workplace operations.
- **Resiliency & Leadership:** Expand resiliency and leadership training for probationary officers and sergeants.
- **Governance & Compliance:** Formalize Supervisory Administrative Coordinator (SAC) appointments, designate backups, and track renewals.
- **FTO Training & Evaluations:** Standardize courses, remediation, evaluations, and exit interviews.

## Receive a Presentation on the Organizational Assessment for the San Fernando Police Department

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- **Annual Training & Recordkeeping:** Publish a shared calendar, centralize records, and align with Lexipol.
- **Continuous Learning & Feedback:** Use critiques and trend data to update training and policy.

*Intended Outcome:* Improve accountability, efficiency, morale, and preparedness.

*Action Step:* Conduct an FTO retreat to prioritize recommendations and set an implementation timeline.

2. **Administrative & Organizational Practices:** SFPD's complaint review and Use-of-Force (UoF)/pursuit processes are timely and compliant but lack trend analysis, executive-level review, and feedback loops. Heavy overtime reliance strains morale and contributes to fatigue.

Key recommendations:

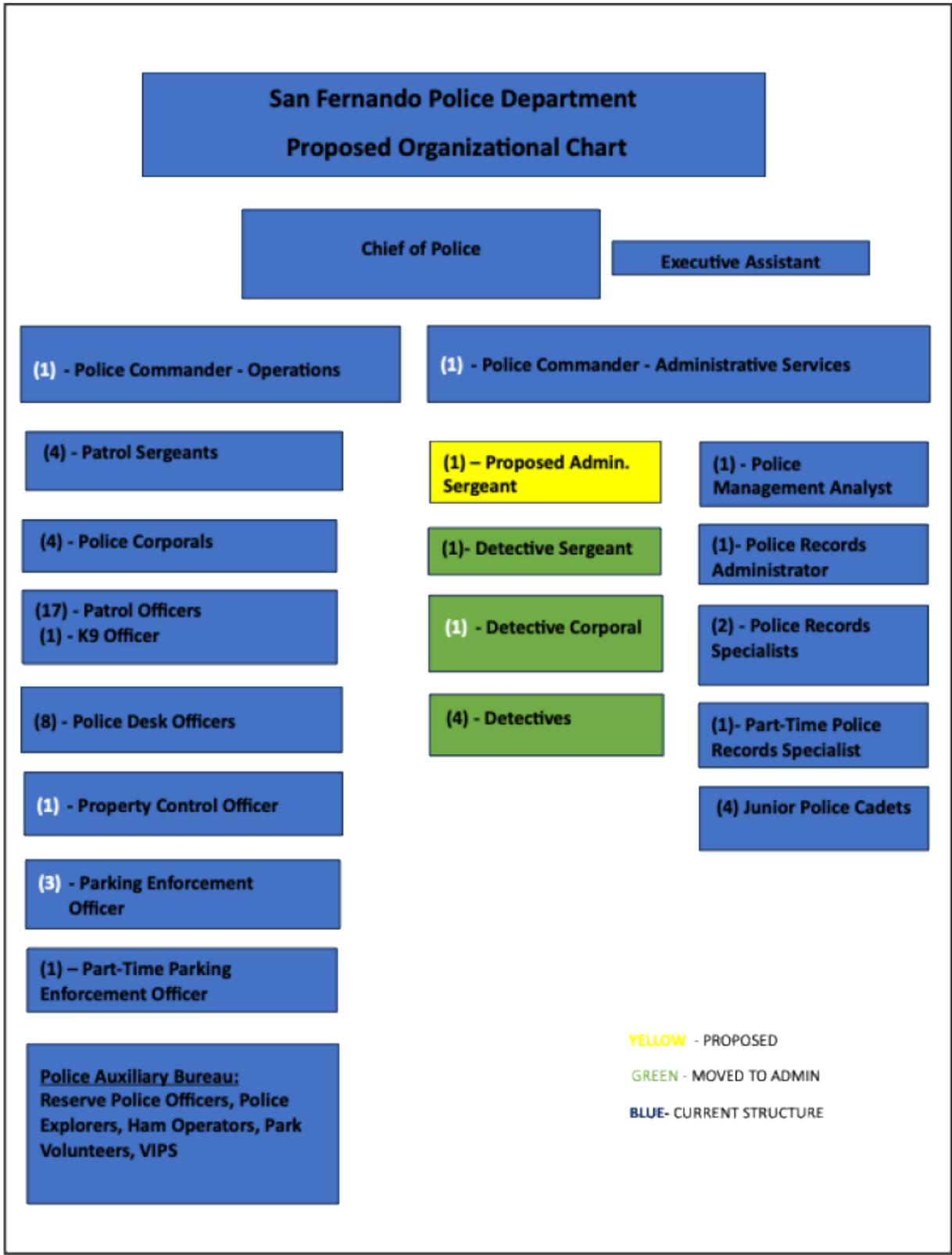
- **Public Complaints:** Conduct executive-level reviews to identify lessons and guide development.
- **Use-of-Force & Pursuits:** Establish 60-day reviews, early warning thresholds, and tracking software.
- **Reporting & Analytics:** Publish reports, use data for policy/training updates, and hold quarterly command roundtables.
- **Staffing & Overtime:** Implement fair policies, predictable rotations, fatigue safeguards, and performance dashboards.
- **Organizational Culture:** Integrate analytics, training, and policy into continuous improvement.

*Intended Outcome:* Enhance accountability, reduce risk, and improve staff wellness.

*Action Step:* Partner with labor groups, utilize part-time/retired staff, and ensure consistent leadership communication.

Receive a Presentation on the Organizational Assessment for the San Fernando Police Department

Figure 1: Proposed Command Structure for SFPD



## Receive a Presentation on the Organizational Assessment for the San Fernando Police Department

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- 3. Technology & Equipment:** SFPD uses industry-standard tools (LEFTA, Lexipol, Evidence.com, Omnigo), but aging vehicles, unreliable technology, and outdated facilities hinder efficiency, safety, and morale. Modernizing these systems is essential to restore confidence and support a professional culture.

Key recommendations:

- **Fleet & Vehicles:** Assess fleet operations, consider short-term leasing, and prioritize replacements and maintenance.
- **Technology & Systems:** Conduct an audit, fix critical failures, and plan phased upgrades.
- **Facilities & Maintenance:** Work with Public Works to improve facilities and track repairs.
- **Technology & Equipment Planning:** Reactivate the NextGen, Training and Equipment, and Voices of the Department Ad Hoc Committees to gather line-level input on operations, guide technology and training priorities, and support recruitment, retention, and morale.

*Intended Outcome:* Increase operational efficiency, reliability, and staff morale.

*Action Step:* Stabilize operations through short-term leasing, equipment replacement, and cosmetic upgrades while planning long-term investments in fleet, technology, and equipment. Establish a 2025–2026 Technology & Equipment Work Plan with prioritized goals and budget.

- 4. Leadership & Organizational Culture:** Historic leadership changes and internal divisions have eroded trust and communication. Staff seek more transparency in promotions, assignments, and recognition. While modernization efforts are underway, limited capacity underscores the need for prioritization and structure.

Key recommendations:

- **Leadership Engagement:** Hold regular meetings between the Chief, command staff, and labor association.
- **Organizational Climate:** Host department-wide sessions to clarify expectations and gather input.
- **Promotions & Assignments:** Use merit-based assessments, eligibility lists, and mentoring.
- **Staffing & Retention:** Conduct workload studies, set patrol minimums, and create clear career paths.
- **Overtime & Fatigue:** Enforce rest periods, rotate staffing, and track compliance.
- **Career Development:** Expand rotations, collateral duties, and low-cost training options.

## Receive a Presentation on the Organizational Assessment for the San Fernando Police Department

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- **Community Trust:** Provide ongoing procedural justice training and improve communication on trends.
- **Engagement & Recognition:** Continue staff sessions, cross-division committees, and broaden recognition.
- **Labor Relations:** Strengthen collaboration with the POA through joint tracking and problem-solving.
- **Implementation & Accountability:** Prioritize key reforms, engage staff in committees, and communicate progress.

*Intended Outcome:* Rebuild trust, improve morale, and foster a professional, community-centered culture.

*Action Step:* SFPD must rebuild internal communication, strengthen collaboration between leadership, the POA, and all staff, and commit to implementation of reforms. This includes regular engagement sessions, committee-based problem-solving, workload management, and transparent processes to improve trust, morale, accountability, and community confidence.

### Next Step

A phased Action Plan and implementation timeline, developed from the recommendations in the Organizational Assessment Report, will be presented to the City Council in January 2026.

### **BUDGET IMPACT:**

Implementation of the recommendations will require phased budget allocations for training, technology, equipment, and fleet replacement. Staff will identify potential funding sources, including grants and existing budget reallocations, and include these in the Action Plan to be presented to the City Council in January 2026.

### **CONCLUSION:**

Staff recommends that the City Council receive a presentation on the Organizational Assessment Report and provide directions to staff regarding implementation priorities and timeline for the recommended organizational and operational improvements.

### **ATTACHMENTS:**

- A. Organizational Assessment Report



# **SAN FERNANDO POLICE DEPARTMENT**

**An Independent  
Organizational Assessment  
2023–2025**

*Confidential and Proprietary*

**September 30, 2025**

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## Introduction

Strategic Leadership Consultants (SLC) was engaged to conduct a comprehensive organizational assessment of the San Fernando Police Department (SFPD) with a specific emphasis on organizational culture and application of best practices to organizational operations. Our mandate is to identify cultural strengths, opportunities for improvement, and the degree to which daily practice aligns with the department's strategic objectives. The assessment draws on employee surveys, structured interviews, direct observations, and a review of procedures, policies, training records, deployment data, and other internal documents, focused squarely on accountability and performance.

Internal organizational change is notoriously difficult to implement in most police departments due to a combination of entrenched culture, rigid hierarchy, and institutional inertia. The paramilitary structure does not normally promote bottom-up innovation, while long-standing traditions and internal norms often resist reform efforts. Officers may fear backlash or loss of identity, and leadership can be hesitant to disrupt morale or face public scrutiny. Legal constraints, union protections and interference, and crisis-driven reform cycles further complicate progress. Without trust, both within the department and with the community, change initiatives often stall or feel performative. Sustainable transformation requires visionary leadership, transparency, community engagement, and a commitment to measurable, proactive strategies.

The product of this work is a set of clear, objective, and actionable recommendations aligned with recognized national best practices in modern policing. The aim is to strengthen transparency and accountability, accelerate officer development, and deepen community trust. This is a working blueprint, designed to be implemented, not simply reviewed. It reflects SFPD's proactive commitment to continuous improvement and 21st-century service delivery.

## **METHODOLOGY**

To complete a workload analysis, we evaluated workload, operational/safety conditions, and organizational factors to establish best-practice considerations and recommendations.

**Data Analysis.** We analyzed CAD calls-for-service (CFS), FBI UCR/State submissions, and internal datasets to quantify demand, crime, and performance for 2023-2025.

**Document Review:** Strategic plans, staffing/deployment, monthly & annual reports, operations manuals, training records, and performance statistics were reviewed; follow-up calls clarified discrepancies.

**Interviews:** On-site, structured interviews were conducted with command/supervisory personnel across divisions.

**Operational & Administrative Observations:** We performed participant observations across patrol, investigations, records, communications, and administrative functions. Throughout the evaluation period, numerous observations were conducted. These included observations of general patrol; investigations; and support services such as records, communications, and administrative functions. SLC representatives engaged in all facets of department operations from a “participant observation” perspective. Key Performance Indicators (KPI) that help direct this assessment include:

- Accountability, Transparency, and Oversight,
- Commitment to Procedural Justice & Constitutional Policing
- Internal Review Processes, Objectivity & Documentation of Events
- Appropriate Use of Tactics and Equipment
- De-escalation and Strategic Communications
- Frequency of Use of Force Incidents/Pursuits
- Review of the department’s complaint process
- Incorporating Lessons Learned in Updated Training
- Supervisory Oversight and Controls
- Training Consistent with Organizational Needs
- Opportunities to Use Technology and Equipment to Increase Accountability

## **SAN FERNANDO COMMUNITY PROFILE**

### **CITY PROFILE**

Incorporated August 31, 1911, San Fernando grew from Mission-era ranching and early trade to the Valley's first organized community (1874). Today it blends neighborhood scale with fast regional access and a compact manufacturing/commerce base. The community is majority Hispanic/Latino, with a large share speaking Spanish at home—facts that must shape policy design, communication, and trust-building efforts with the SFPD.

### **SFPD – EXECUTIVE SNAPSHOT**

The San Fernando Police Department is a full-service municipal agency focused on community trust, constitutional policing, and data-informed operations. Core functions include patrol, investigations, addressing quality of life issues, community engagement, and traffic safety, supported by regional partnerships for mutual aid and specialized resources.

Scale & Resources: 56 FTE in FY 2025–26 (Proposed), including 35 sworn (Chief; 2 Commanders; 6 Sergeants; 5 Corporals; 21 Officers):

- Police Budget: \$11.32M City funding allocation covering Administration, Detectives, Patrol, Reserves/Explorers, Community Services, and Emergency Services.
- Operational Indicators: 2,900 reports in FY 2024; 676 Part I crimes; ongoing initiatives in recruitment, supervision, training systems, scheduling/OT control, and records compliance.
- The Department also provides police officer positions on local regional taskforces as well as managing local and federal grants regarding community safety in areas such as traffic safety programs.

## Executive Summary

At the City Manager's direction, SLC conducted a comprehensive police department assessment to produce a practical plan for change. We engaged the City executive team, command and supervisors, frontline personnel, and community stakeholders, including individual City Council engagements, while also reviewing CAD/CFS data, crime metrics, policy and training records, and observing operations. The objective was clear: identify the cultural, operational, and leadership gaps that matter and chart a 21st-century path forward.

SLC appreciates the decisive leadership of Interim City Manager Kanika Kith in commissioning this assessment and the continued leadership of Chief of Police Fabian Valdez in engaging substantive organizational change. Their partnership set the tone for a candid review and a constructive path forward.

This assessment evaluated critical organizational components that influence the internal culture and operational effectiveness of the San Fernando Police Department, a vital institution dedicated to serving and protecting the community. The focus is on the Administrative Division (including the Field Training Program), current technology infrastructure, and the department's culture, both past and present. Our findings reveal that while some progress has been made toward modernizing practices and policies, systemic gaps remain, particularly in accountability structures, technological integration, and cultural alignment with ethical policing standards. These issues contribute to sending mixed messages within the department, hampering reform and reducing community trust.

Key recommendations include:

- Strengthening internal accountability through additional policy standardization and transparent disciplinary procedures.
- Upgrading or implementing essential technologies to support data-driven policing.
- Enhancing internal accountability by enhancing internal police oversight, standardized policies with modern police best practices, and strengthen clear and transparent disciplinary processes to include investing in software tools / platforms used for tracking police officer conduct.
- Implementing and upgrading critical technologies and equipment.

The goal of this report is to identify and address long-standing cultural norms within the department that conflict with the current administration's efforts to implement modern organizational values. The current administration's values include increased accountability for misconduct, fostering a safe and productive work environment, and strengthening risk and liability management. The report emphasizes the importance of leadership development, the continued adoption of industry best practices, continual policy review, consistent reinforcement of performance and conduct standards, and the use of diverse strategies for both law enforcement and community engagement.

San Fernando police culture is the department's operating system. It must be built by design, not left to tradition or subculture. In a statewide environment that scrutinizes station cliques, unit-tattoo identities, and ritual symbols after critical incidents, SFPD must lead with clear limits on authority, modern crime-reduction strategies, and daily behavior, attitudes, and performance, that aligns with 21<sup>st</sup> Century Policing Principals and the City's Mission, Vision, and Values.

During this assessment staff consistently showed professionalism, ownership, and high engagement in investigations, community events, and service delivery. SFPD's enhanced public-facing outreach, especially via social media, demonstrates credible transparency and a community-first posture. SFPD approach to this assessment was positive and during visits to the department, SFPD demonstrated self-initiative and instituted many of the recommendations as we provided feedback on our observations. This approach is rarely observed as we have conducted over a dozen assessments across the United States. SFPD is commended for their proactive approach and the leadership demonstrated by Chief Valdez and his entire team.

### **Section 1: SFPD Training Platform & Field Training Program**

Organizational culture is the control system of a police department and sets informal rules on how staff treats each other, how they handle stress, and how they handle their responsibilities. If informal rules outrun formal policy, behavior, accountability and performance slip. This assessment clarifies expectations, centers first-line supervision, aligns staffing to workload, and installs habit-forming metrics so the right behavior becomes the easy behavior.

The culture of a police department is specifically anchored to the Department's training platform and its FTO program (FTO/FTP) specifically how new employees are socialized and matriculated through the Department. The San Fernando Police Department is a full-service police department that meets the standards of the California's Commission on Peace Officers Standards and Training (POST) as required by state regulations. This includes the certification of all peace officers employed by the agency and all peace officers who must maintain certification through yearly standards and training regulations. In addition to this requirement, police departments must also design an internal training regimen to maintain specific skills sets related to patrol services, investigations, community engagement, and leadership. In pursuing these goals, SFPD provides one sergeant with collateral duties who manages and administrators the FTO program and the department's training program under the guidance of the police commander.

In police departments the size of San Fernando, limited staffing often results in a disproportionate distribution of responsibilities among personnel. Officers and administrative staff are frequently required to perform multiple roles beyond their primary assignments, leading to increased workload and reduced efficiency. This strain can result in tasks being delayed, overlooked, or executed incorrectly—not due to negligence, but due to the sheer volume of duties placed on too few individuals.

This section of the report will review the Department's training platform and the Field Training Program (FTP) that is designed under the POST approved San Jose Model. The San Jose Model is highly regarded professional model, supported by CA POST, and is extensively used by most California law enforcement agencies. Universally, department training programs are unique, built around state and federal policing regulations, legal requirements, and internal skills that include patrol, investigations, administrative practices, and community engagement. The following findings and recommendations highlight areas that impact organizational culture and the morale and wellness of SFPD.

**Finding 1.1:** In general, the culture of the Field Training Program is influential and promotes professionalism and accountability with ethical conduct. The relationships and interactions within the San Fernando Police Department were primarily positive, and SFPD provides trainees and probationers have continual access to services such as peer support, wellness, and physical fitness. These services are essential in developing a resilient mindset required for a career in policing, and SFPD should continue its ongoing support for these programs.

**Recommendation 1.1:** In a review of SFPD's Field Training Program, it was evident from interviews with the Police Chief and members of the executive and training staff that a top priority was ensuring trainees are treated with respect and have access to citywide and internal services such as physical fitness, peer support, and mentoring. This approach would be consistent with the SFPD's philosophy, Code of Conduct Policy, and the Mission, Vision, and Values statements. The overall program is functioning as set forth in Lexipol policy 417. SFPD should continue to ensure new officers are exposed to the support services offered by SFPD while introducing new personnel to essential workplace areas such as locker rooms, breakrooms, and physical fitness areas. This approach will help new personnel navigate the difficult nature of policing as they adapt to the organizational work culture of SFPD. It should be noted that SFPD has instituted internal committees to provide feedback on retention, equipment, and technology.

**Finding 1.2:** SFPD has taken on significant responsibilities in providing specific skills to trainees. One area in need of improvement includes role modeling and developing resiliency. SFPD has cultivated a

difficult work environment due to several factors that has impacted the morale and overall well-being of the Department. An inclusive approach to role modeling and developing resiliency will enhance FTO skills and understanding of today's policing challenges for new officers.

**Recommendation 1.2:** It is recommended that the administrative commander enhance the current training regimen with additional focus on resiliency and implement of additional leadership courses at the sergeant level as well as a department wide training course focused on organizational mindset, and understanding how to engage department challenges. The courses should include community engagement, procedural justice, peer support, de-escalation/interceding, force encounters, critical incident management and formalized debriefs, and how to achieve career goals while supporting a learning culture. This approach will enhance trainee confidence and improve satisfaction levels while providing skills and knowledge to navigate a career in policing. During our visit, SFPD arranged for specialized training with two, one day sessions, to engage procedural justice, peer support, de-escalation, and organizational culture. These sessions will occur in late September of 2025.

**Finding 1.3:** A review of the FTP approval governance was completed, and the department maintains a current POST FTP approval letter by CA POST, issued on February 8, 2023. Because POST recognizes a three-year renewal cadence, the next renewal is due on February 8, 2026. While the approval exists, renewal tracking is not yet embedded in the training calendar or governance binder.

**Recommendation 1.3** Within 30 days of the approval of this report from CA POST, SFPD should publish the approval letter internally, record the 2026 renewal date on the training calendar, and set reminders. The item should also be added to the quarterly training governance audit to ensure state compliance with POST approval timelines.

**Finding 1.4:** The FTP leadership role is assigned as a collateral assignment to a patrol sergeant who manages the FTO program as the supervisor/administrator coordinator as a collateral assignment. The FTP files reviewed do not reference a formal SAC (Supervisor/Administrative Coordinator) appointment memo or proof of POST SAC-course completion.

**Recommendation 1.4:** SFPD should file a signed appointment memo, verify and attach the POST SAC course completion record, and identify a trained back-up coordinator to preserve continuity. These documents should be posted in the FTP manual along with the CA POST certification letter. These steps should be completed within 30 days of this report and will harden program governance.

**Finding 1.5:** A recent credential audit shows two FTOs in need of the 24-hour CA POST FTO update. While others completed the course the internal records did not confirm CA POST mandated training in the areas of 8-hour CIT/behavioral-health course for all FTOs.

**Recommendation 1.5:** Training/SAC should schedule the 24-hour updates courses for the FTOs who have not yet attended and ensure the proper tracking of the 40-hour initial, 24-hour/three-year update, and 8-hour CIT dates for every FTO, and maintain a live roster with automated ticklers. A brief quarterly completion report will be prepared and provided to the patrol commander to ensure compliance.

**Finding 1.6:** Between 2023 and 2025, twelve trainees entered the program; eight graduated (66.7 percent) and four did not complete the training program. Of the eight who passed, three required a single-phase remediation; no trainee complaints were filed.

**Recommendation 1.6:** The department should complete a cause analysis of non-completions and remediations, examining selection, coaching, DOR calibration, and curriculum, and then standardize remedial plans accordingly. SFPD should prepare a patrol commander's quarterly outcomes dashboard tracking pass/fail, re-phasing, remediation time, and variation by FTO to feed continuous improvement. Specifically, four of the most recent trainees failed the program and the SAC should examine the performance and behavior of each failed candidate.

**Finding 1.7:** While POST permits end-of-phase and end-of-program trainee evaluations, recent compliance has been lower, in part because the last four trainees were not able to successfully complete the training program.

**Recommendation 1.7:** To close the loop, SAC/Training should make end-of-phase and end-of-program evaluations mandatory and digital (QR code or online form), set a 100 percent submission target, and route results to SAC for quarterly review and curriculum updates. An exit interview should be captured whenever a trainee separates early.

**Finding 1.8:** SFPD does not publish an annual training calendar for all personnel. The SAC role is carrying substantial collateral duties as the Head Rangemaster, Parking Enforcement Supervisor, K9 Supervisor, and Watch Commander. Collateral assignments are not uncommon for police organizations with under 100 police officers, but this should be a goal to reduce the workload.

**Recommendation 1.8:** SFPD should consider redefining the FTO SAC's role with reduced responsibility and consider designating a dedicated Administrative Training Manager. SFPD should consider creating a shared calendar with training dates, visible to all members of the Department. As an example, this recommendation is accompanied with a suggested SFPD organizational structure model as Appendix A (page 21).

**Finding 1.9:** Trainees receive classroom instruction tied to the FTP manual and progress through five phases over roughly five months. The probationary period is twelve months from academy graduation, leaving about seven months of probation after successful FTP completion without remediation. SFPD should develop the FTOs and all trainee/probationers with regular organizational training. It was evident through discussions and review of training records that SFPD does not offer regular community engagement, field/investigative skills, or sessions to enhance a positive mindset that supports employees in understanding organizational challenges and changes.

**Recommendations 1.9:** It is recommended that the department create an annual bi-monthly training for all new officers (on training status) and probationers (with inclusion of probationary professional staff such as Community Service Officers, Police Desk Officers, Records Clerks, and others). The ability to introduce new (probationary) employees to ongoing training while enforcing the mission, vision, and value philosophies will endear employees to the organizational culture and work environment. Ensuring all meetings are recurring at the same period of the month would assist SFPD in establishing organizational consistency.

**Findings 1.10:** SFPD meets the CA POST requirement of providing critique reports submitted by trainees who pass or fail the program. These areas include the end of phase, end of training, FTO critique, program critique, and trainee self-evaluation. Specific questions were developed and are consistent with CA POST requirements and recommendations for each critique form.

**Recommendation 1.10:** It is recommended that the FTP SAC and appropriate commander regularly review all trainee-submitted reports related to the Field Training Program and separate the FTO critiques from the program evaluations. The submissions should be examined to identify trends, issues, and specific concerns for review at FTP regular meetings and individually with FTOs. This process will provide an early indicator system to ensure system-wide accountability and a strong FTP culture.

**Finding 1.11:** SFPD does not have a set list of annual courses published for all SFPD members. By listing the POST mandated courses, unit specific certifications, and suggested courses will enhance community safety, advance investigative skills, will increase knowledge related to equipment and technology (such as CAD/RMS). A best practice approach for police organizations is to enhance the work environment and organizational culture through continued professional development and exposure to new skills sets.

**Recommendation 1.11:** It is recommended that SFPD develop a training block of professional development topics that are published on the department's intranet to share with all SFPD members. This should include the following areas of training:

- Launch a training & FTO dashboard on the intranet listing bi-monthly trainee/probation officer training dates that include specific topics related to field operations, investigations, use of CAD/RMS, mission, vision, value, and other equipment and technology.
- List of POST courses to include legal mandates, new laws, unit specific training, tactical, and investigative training.
- List of preferred courses for sworn and professional staff, approved by the Chief of Police, that will enhance skills while also addresses other core challenges of the organization. This list can be reviewed quarterly with the City Manager and council for support and funding as needed.

**Finding 1.12:** Training policy adherence (Lexipol Policies 203, 300.8, 401.8, 402). The manual establishes a POST-aligned training system that requires: (1) a written training plan maintained and updated by the Department, (2) an annual training-needs assessment approved by command that drives the plan, (3) a designated Training Sergeant responsible for plan execution and completions, (4) roll-call training as part of in-service practice with records, and (5) recurring topic mandates, including annual Use-of-Force training and bias/fair-policing refreshers. Current evidence provided does not include the training plan, the most recent needs assessment, roll-call curricula/rosters, or completion logs for required topics; therefore, adherence is indeterminate and likely inconsistent in documentation.

**Recommendation 1.12:** Publish the Fiscal Year training plan and the latest training-needs assessment; memorialize the Training Sergeant designation and annual review duty; centralize training records and post roll-call curricula/attendance; certify completion of annual Use-of-Force and bias/fair-policing training for all sworn (with make-ups scheduled). Adopt a policy for training Standard Operating Procedurals (SOP) so that any policy update auto-triggers a Lexipol Policy Notice, a roll-call scenario, and a 30-day verification audit. Publish a quarterly training compliance dashboard (completion rates, overdue items, remediation). These steps align with Lexipol Policies 203 (training plan/needs assessment/Training Sergeant), 402 (roll-call training), 300.8 (UOF annual content), and 401.8 (bias/fair-policing refreshers) and will move the department from "likely aligned" to compliant. It is noted in this review that SFPD FTP system follows the process identified in Lexipol policy 417.

### **Action Steps**

SFPD's training platform and Field Training Program (FTP) has demonstrated several areas of positive performance attributes and continued growth for the future. Equally, there are other training objectives in need of improvement and higher-level accountability related to FTP that would enhance performance as well as improve the culture of the SFPD. SFPD should conduct a one-day retreat to discuss these recommendations with to include the commander, sergeant, and FTOs to establish an agreement and timeline to institute changes.

## **Section 2: Administrative & Organizational Practices**

This section evaluates how the San Fernando Police Department's administrative and operational systems align with areas such as best practices, use of Body-Worn Cameras, and investigative process as these translate into daily behavior and performance. In turn, daily behaviors and performance establish the work culture and morale of a police department that allows for increased community and governance trust. Performance indicators in these areas were measured against best practices offered by California Peace Officers Standards and Training (CA POST), The Commission on Accreditation for Law Enforcement Agencies (CALEA), and International Association of Chiefs of Police (IACP) (IACP) benchmarks. The standards and protocols set forth in administrative process and organizational practices define the mental health, frontline confidence, and accepted level of accountability of SFPD so that, in turn, determines the quality of work, professionalism, and community trust in the work performed. The following findings identify where informal workarounds supplant policy, where delays or data gaps erode accountability, and where controls can be tightened so that culture is reinforced by design and not by exception. Although, there are no exact benchmarks for complaints and force encounter occurrences, SFPD occurrences are within normal occurrences for organizations of similar size as SFPD.

**Finding 2.1:** Public complaints involving SFPD Officers involved 22 incidents between 2023-2025. This represented a small fraction of the total calls for service; 15 of the complaints were determined to be unfounded, and the others were classified as non-sustained and one uncompleted complaint at the time of this report.

**Recommendations 2.1:** With no sustained public allegations against FTOs or supervisors, SFPD has maintained a moderate to high level rate of external and internal complaints with no sustained allegations. It is recommended that SFPD develop an approach to evaluate the content of the complaints and identify learning lessons for training to encourage good communication skills and positive outcomes for all members of SFPD. Additionally, it is recommended that SFPD review all public complaints at the executive level at monthly staff meetings and avoid the approach of forwarding complaint reviews at each level in a "silo" fashion. This approach creates a group think approach causing a conformity dynamic and suppression of dissent when required. A collective review would ensure discussion occurs at the command ranks with subject matter experts that allows for a "devil's advocate to challenge opinions. It also provides professional development for command staff members involved in the discussions. The careful examination of internal personnel investigations should also be closely reviewed for trends or behaviors inconsistent with the mission, vision, and values of the San Fernando Police Department.

**Finding 2.2:** This report evaluated the Use-of-Force review timeline for organizational effectiveness and ability to provide corrective actions and warning alerts. SFPD's internal review board is comprised of officers and sergeants who review force and pursuit incidents. Command staff reviews the written opinion whether the incidents were in policy with recommendations from the board. The command staff regular discusses these cases timely, and in review, file closures were completed within the one-year timeline to apply training or corrective actions according to state regulations. At times, the incident reviews were inconsistent without early warning thresholds or counseling. In addition, the feedback loop for training and after-action debriefing were also inconsistent. The Department does not use formal thresholds to track pursuits or force encounter; however, the review board will notify command staff when certain thresholds are reached regarding incidents.

**Recommendation 2.2:** SFPD would benefit the SFPD by setting a 60-day review of all incidents by the review board of peers and supervisors that provides professional insight for the command staff's policy review with the 60-day threshold. The review board's report should not provide an opinion whether incidents were in policy or out of policy and instead, the board should offer insight on the use of force applications, use of equipment, and an overview of the encounter. SFPD should also consider early warning thresholds that alert the training unit and internal self-defense and less lethal instructors when individual officers are involved in a specific number of critical events. To achieve these

recommendations, SFPD should consider the use of professional software to manage and track critical events. This recommendation would increase the legitimacy of the internal review processes and confidence in the command staff decision-making.

**Finding 2.3:** A consolidated annual force encounter and pursuit report (counts, demographics, injuries, proportionality, trends) is not consistently produced or posted.

**Recommendation 2.4:** SFPD should consider publishing an annual internal report aligned to state guidance and best practice, including trend graphs and training/policy changes. This will allow all SFPD members to understand critical incident challenges as well as best practice approaches used by SFPD personnel.

**Finding 2.5:** Alert thresholds (Use of Force, complaints, collisions, sick-time spikes, Body-worn camera activation misses) are areas of concern for officer safety, reducing injuries, increasing skills sets, developing de-escalation techniques, and identifying best practices in gaining early cooperation during critical events. In review of SFPD processes it does not include early warning alerts or tracking systems and these processes are not clearly defined or audited. SFPD should strongly consider the use of professional software systems such as IA Pro, Lefta Shield, or others that provide the ability to track critical events, provide alert levels for threshold incidents, and allow for the department to design unique reports for wider dissemination.

**Recommendation 2.5:** In furtherance of recommendation from 2.2, SFPD should configure a tiered early warning matrix (informal coaching → formal plan → command review), requiring supervisor follow-ups to within 30 days of the review, and report quarterly metrics to Command by the Training Unit. This would reduce liability exposure, provide specific professional development for frontline personnel, and increase confidence as SFPD designs training specific to challenges the department may be confronting based on current events.

**Finding 2.6:** One of the challenges to building a healthy organizational culture requires the integration of training, policy, and analytics into a learning environment. This approach must be acceptable by the rank and file with the message that performance and behavior matter. In review of data, SFPD collects data on use of force, complaints, and pursuits, but those trends are not consistently translated into training blocks, supervisor coaching, staffing adjustments, or timely policy updates. The result is a fragmented learning loop that damages signals to personnel regarding the value of improvement and pursuit of best practices.

**Recommendation 2.6:** SFPD should establish a standing quarterly roundtable led by the Chief with Command, Professional Standards/IA, Training, a data/crime analyst, and a City Attorney liaison to convert analytics into action through a command staff interaction. Each session reviews trend dashboard identifies high-risk tactics, policy gaps, and training needs, and assigns specific changes with owners and due dates. After every meeting, issue a one-page decisions & deadlines memo and maintain an action registry on the intranet; brief progress at sergeants' meetings and roll call to close the loop with line staff. This should include updates to FTP and in-service training curricula while connecting changes to policy revisions.

**Finding 2.7:** SFPD is relying on overtime to hold minimum patrol staffing, with 7 vacancies of 35 positions and 22 patrol officer/corporal positions. To provide citywide coverage, supervisors are ordering overtime daily per shift to maintain a patrol deployment of 4. Detectives are routinely detailed to short patrol stints to curb ordered overtime. While this shores up coverage, it disrupts investigative continuity, fuels perceptions of inequity between units, increases fatigue risk, and erodes morale. The absence of a transparent, predictable system for relief assignments and overtime distribution leaves employees uncertain about workload expectations and planning, weakening trust in leadership and overall performance.

**Recommendation 2.7:** It is recommended that SFPD adopt a written, jointly agreed approach that treats overtime as a short-term pressure valve rather than a staffing model.

- **Detective Rotation:** Implement a predictable detective-to-patrol rotation with capped durations, required cool-downs, and documented case handoffs to protect investigations.
- **Fair OT Assignment:** Use an equalized-hours or rotating roster for frontline personnel with real-time logging to ensure transparency and equity across watches and units.
- **Wellness & Safety Guards:** Establish OT caps per pay period, integrate fatigue checks, and schedule proactive relief on historically high-demand days.
- **Monitoring & Communication:** Provide command staff with quarterly dashboards (OT by unit/rank, detective details, case impacts) to provide staff with an understanding of the overtime impact on the Department.
- **Labor/Management Agreement & Timeline:** Finalize policy language with the labor association, train supervisors, and implement within 90 days; review and adjust quarterly.

It should be noted, SFPD leadership has begun to engage the labor association to develop an agreed upon process to reassign personnel when patrol staffing is needed.

### **Action Steps**

Culture is built by what leaders measure, decide, and communicate. By locking in the 60-day review clock, turning analytics into decisions through these recommendations and publishing internal messages and outcomes, will assist in improving the organizational culture and wellness for all members of SFPD. The recommendations provided require consistent engagement and management interaction with frontline personnel and labor associations to achieve these goals and enhance the Department. In order to achieve the administrative and organizational recommendations identified in this segment, it is highly suggested that SFPD consider the use of part-time and retired personnel to assist in these endeavors.

### **Section 3: Technology & Equipment**

Modern policing depends on reliable vehicles, effective technology, and functional equipment. These tools are more than operational necessities—they are cultural markers that shape how employees view their department and how the public experiences service. When patrol cars, computers, or basic support equipment are outdated or unreliable, employees perceive the organization as failing to invest in their safety and success. This diminishes morale, reinforces cynicism, and weakens trust in leadership. Conversely, when tools are functional, up-to-date, and well-maintained, officers experience organizational pride and increased confidence in the mission, vision, and values of the agency.

SFPD currently faces persistent challenges with its fleet, technology infrastructure, and facility maintenance. These challenges have created shortfalls in patrol capacity, inefficiencies in report writing and case processing, and a visible impact on organizational culture. Benchmark comparisons to IACP fleet standards, PERF recommendations on less-lethal technology, and CALEA standards for administrative systems underscore that SFPD's support systems require both immediate stabilization and long-term strategic planning. On a positive note, SFPD utilizes the following technology that are universally viewed as industry standards and best practice approaches to technology use:

- LEFTA: UOF, pursuit, training, and FTO logging/analytics
- Lexipol: policy management with updates and acknowledgments
- Evidence.com: Axon BWC/MAV storage, tagging, and case sharing
- NICE: 9-1-1/dispatch audio recording and digital evidence management
- CLEAR (Thomson Reuters): investigative research on people/assets/associates
- LexisNexis: public records and open-source investigative research
- CrimeTracer: regional crime/vehicle intel queries and mapping
- Omnigo: RMS/incident reporting and case management
- TurboDate: citation/citation processing

However, with these best practices software programs arises the challenge of upgrading items, repairing aging equipment, and searching for innovative technology. The effort also requires ongoing staff research, trial and error, public presentations, as well as increasing costs of equipment and maintenance. It requires the Chief of Police to constantly influence and motivate others to support these efforts and maintain a high level of cooperation from local government, the community, and SFPD members. The following recommendations demonstrate the difficulty in pursuing excellence in technology and equipment.

**Finding 3.1:** SFPD is experiencing consistent shortages in available patrol and detective vehicles due to aging fleet conditions and ongoing maintenance delays. Officers are frequently required to share units across shifts, which leads to downtime, delayed responses, and additional administrative burden. Detectives have also reported reduced investigative capacity when vehicles are diverted for patrol use. Employees view the fleet's poor condition as a reflection of organizational neglect, which has negative cultural consequences for morale, wellness, and professional pride.

**Recommendation 3.1:** SFPD should immediately evaluate its fleet management program and explore short-term leasing of vehicles as a stopgap measure to stabilize patrol operations. Leasing programs are used by numerous agencies to bridge procurement delays and avoid overreliance on aging vehicles. At the same time, the City should implement a preventive maintenance tracking system to ensure timely repairs and prioritize funding for phased fleet replacement aligned with IACP recommendations.

**Finding 3.2:** SFPD is challenged with technology deficiencies in report writing and support systems which is not uncommon in American policing. In-car computers, station report writing terminals, and critical support systems such as printers in dispatch and records are not functioning reliably. Officers report frequent breakdowns, slow performance, or complete system failures that force workarounds. These deficiencies delay reports, reduce efficiency, and create frustrations that compound staffing

shortages. Technology failures also undermine accountability, as broken equipment can prevent timely documentation of incidents, leaving gaps in transparency and review.

**Recommendation 3.2:** SFPD should commission a department-wide technology audit focusing on operational reliability and user experience. Immediate corrective action should address non-functioning dispatch printers and in-car or in-station report writing computers. Over the medium term, the City should prioritize funding for upgrades to core systems, including hardware replacements and network improvements, to ensure officers and staff can perform essential tasks without disruption. This will improve workflow efficiency, reduce frustration, and strengthen employee confidence in leadership.

**Finding 3.3:** SFPD has experienced facility and maintenance concerns because of aging infrastructures. The physical environment of SFPD facilities requires improvement. Aging paint, unrepaired fixtures such as non-functionable printers and telephone lines with deferred maintenance contributing to a sense of neglect. Employees report that working in outdated or poorly maintained spaces lowers morale and creates the impression that their wellness and professionalism are not valued. While these concerns may appear cosmetic, they are directly linked to workplace culture, recruitment, and retention.

**Recommendation 3.3:** SFPD should conduct a facility assessment in partnership with the City's Public Works or Maintenance Department to identify priority projects. Basic investments such as fresh paint, modernized workspaces, and improved functionality should be prioritized as part of a wellness-focused workplace plan. Many departments have leveraged minor facility upgrades to demonstrate organizational commitment to employees, boosting morale and reinforcing a culture of professionalism. SFPD should produce a priority list of facility and IT related equipment and meet monthly with Public Works and IT to repair and upgrade the identified items.

**Finding 3.4:** Technology and equipment upgrades lack a structured vetting process and adoption plan.

Recommendation 3.4: Activate the Technology & Equipment Committee to evaluate tools (e.g., TASER 10) and publish a one- or two-year technology and equipment plan. This plan will be approved by the Chief of Police, presented to the City Manager, along with a City Council presentation for review and approval. This will assist in maintaining council awareness and support to enhance policing operations into the future. This can assist in recruitment and retention as the Department can market innovation and excellence in policing. The department should strongly consider publishing an annual community report on technology and equipment in English and Spanish.

### **Action Steps**

Reliable vehicles, functional technology, and well-maintained facilities are not luxuries; they are essential foundations of organizational culture. When officers drive aging patrol cars, struggle with computers, or work in deteriorated spaces, they receive the implicit message that their safety and professionalism are not priorities. By contrast, investments in fleet reliability, modern technology, and upgraded facilities communicate leadership's commitment to employee wellness, accountability, and high performance. The SFPD Police Chief has demonstrated the value of improving technology and equipment by instituting changes and pursuing our recommendations during this study. As an example, in mid-September 2025, SFPD received five new patrol vehicles for deployment, and this signifies the ability for SFPD to work together to achieve goals.

During this assessment, Chief Valdez authorized T&E committee of internal personnel and based on internal interviews it was well received in the Department. During this assessment period, the committee met to discuss issues on at least one occasion. In reviewing the committee activity, it has helped establish better communication with other city departments such as Fleet, Public Works, and IT. This will assist the department in improving retention levels and providing an enhanced recruitment tool for recruiting new personnel.

Investing in short-term measures like leasing, equipment replacement, and cosmetic upgrades stabilizes operations and provides immediate cultural achievement. Long-term investments such as fleet replacement, full technology refresh, and structured equipment upgrades, align SFPD with IACP, CALEA, and PERF best practices while lowering hidden costs of downtime, liability, and attrition.

By stabilizing the vehicle fleet through leasing, repairing and upgrading core technology, and creating a formal process for evaluating new equipment, SFPD can strengthen efficiency, improve morale, and demonstrate professionalism to both employees and the community. These changes will require collaboration and partnership of other city departments such as IT, Public Works, Human Resources, and Finance. These changes are essential to reinforcing a culture where daily behavior, pride, and accountability are aligned with the department's mission, vision, and values. As a final section three suggestion, SFPD should use the findings and recommendations to establish a technology and equipment work plan. The plan can develop a strategic priority list of goals and objectives to achieve in 2025 and 2026 and the same time budget for these goals.

#### **Section 4: Organizational & Leadership Culture**

SLC assessed SFPD's culture by consulting staff, engaging key community stakeholders, and reviewing public documents, news coverage, and prior surveys. The department has endured personnel leaving the department while others are contemplating transferring to other local agencies. This is coupled with the constant turnover of police chiefs for over a decade; these conditions destabilize norms and reduced strategic direction. A rhythm of negative news stories since 2012 has also compounded skepticism inside and outside the organization. Both the workforce and the community now expect change but, as a Leadership expert Peter Drucker once warned, ***"culture eats strategy for breakfast."*** Without visible backing from City leadership, and sustained investment in technology and equipment, dependable officer tools, and credible change processes, even the best strategic plan will fail.

Complicated matters, trust and credibility must be rebuilt simultaneously across five arenas: the community, command leadership, the labor association, local elected officials, and City governance. Line staff want predictable standards and fair processes from command; the association expects good-faith engagement and transparent problem-solving; elected officials demand measurable progress without surprises; and City leadership needs fiscal realism and risk reduction while the community desires trust and respect. The path forward is an agreed, measurable culture plan with shared timelines, transparent messaging, and disciplined follow-through that each stakeholder can see and verify. That is how SFPD converts expectations into trust by demonstrating change consistently, in a collaborative approach with all stakeholders.

**Finding 4.1:** This review found that SFPD has suffered perceived and actual leadership instability & factionalism within the Department. Based on review of internal documents, interview with prior SFPD employees and chiefs of police, years of fractured trust, normalized rumor-driven influence, and split ranks have harmed the SFPD culture prior to the current chief of police appointment in 2022.

**Recommendation 4.1.** SFPD leadership should develop engagement points between the labor association (POA) and the command staff as well as a monthly meeting with the POA and solely with Chief of Police. This would provide professional development as well as to identify organizational issues to review and prioritize. SFPD Chief of Police has already begun these engagements involving his command staff, and the labor association members, as well as all members of the department.

**Finding 4.2:** During this assessment we found a concern with organizational climate and a mentality of a survival mode & retaliation concerns among some members of the Department. In conducting focus group discussions and speaking with frontline personnel there was also a concern for speaking up and having a voice regarding important issues.

**Recommendation 4.2:** The Department would benefit from hosting a department-wide training session with opening comments by the command staff and Chief of Police to set organizational expectations. This would help to improve the chain of command, decision-making, and prioritize organizational issues with all members having input.

**Finding 4.3:** Department members voiced concerns with leadership credibility and processes to choose those for promotions and investigative positions. Employees voiced concerns with inconsistent style and perceived favoritism in promotions and other employee-based decisions.

**Recommendation 4.3:** SFPD should develop an assessment-center model with job-related scoring rubrics, outside raters, and HR oversight for promotions. SFPD should also publish promotional and special assignment expectations early, create eligibility lists, and provide debriefs for those not chosen for positions while adding mentoring plans for non-selectees. The department should implement structural reforms, including clear, merit-based promotion criteria and standardized performance evaluations while developing an interview process for specialized assignments. The SFPD leadership

should engage the members of the department allow their voice to be heard and the type of testing process preferred.

**Finding 4.4:** SFPD sworn staffing decreased from a 39-officer model to 35 officers over the past decade and is currently functioning with 28 sworn personnel. Employee recruitment and retention also remain a critical challenge for SFPD, as it is for many national policing institutions, due to limited resources and high operational demands. To address this issue effectively, departments must adopt a multifaceted approach that prioritizes professional development, competitive compensation, wellness, strong leadership, and a positive workplace culture. Leadership plays a crucial role in shaping the culture of the department, which in turn affects recruitment and retention.

**Recommendation 4.4:** It is recommended that SFPD conduct a workload-based staffing study (CFS by hour/day, safety triggers); with a goal to set department approved patrol minimums by watch. Providing clear pathways for advancement, specialized training opportunities, and support for continuing education empowers employees to envision long-term careers within the department. When officers and staff see opportunities to grow, they are more likely to remain committed and engaged.

**Finding 4.5:** With minimum coverage as the norm and challenges with vacation signups, supervisors are ordering overtime almost daily and canceling regular days off to ensure appropriate staffing levels. The result is predictable: chronic fatigue, more mistakes, rising frustration, and avoidable turnover.

**Recommendation 4.5:** SFPD should install explicit overtime guardrails and stand up a short-term bench that stabilizes staffing while vacancies are minimized. Guardrails include a minimum 8-hour rest period between shifts (commander waivable, each waiver logged), a cap of twelve duty hours in any twenty-four and no more than twenty-four forced-OT hours in seven days, and no back-to-back doubles without commander approval tied to a documented exigency. Publish a rotating OT list for fairness and transparency. Protect time off by guaranteeing at least one true RDO per week and by defining “operational emergency” narrowly for any RDO or vacation to track cancellations. This would require a memorandum from the shift watch commander to be reviewed the following day by Command Staff. This will require engagement and buy-in from the labor associations and rank and file personnel.

A quarterly dashboard will report forced-OT orders per shift per day, average OT hours per employee, RDO/vacation cancellations, rest-period compliance, fatigue indicators the share of coverage handled by floaters rather than forced OT, and the top OT drivers. Set ninety-day targets to push forced-OT orders and cancellations down while rest-period compliance increases.

Finally, the command staff and labor association should redefine how employees will be temporarily transferred, with a recommendation for two-week periods, to backfill ongoing patrol vacancies. The goal is to not impact the detective workload or create a belief of hardship or disciplinary action by loss of monies or position.

**Finding 4.6:** In smaller police departments, the operational demands of patrol often require the reassignment or elimination of specialized roles such as detectives and other positions. While this prioritization is understandable, it can inadvertently limit career development and reduce departmental versatility. Officers may feel stagnant or undervalued, which can lead to disengagement, increased turnover, becoming a pressing issue that needs to be addressed. To maintain morale and foster professional growth, even within a patrol-centric structure, departments must adopt flexible and innovative approaches to skill development.

**Recommendation 4.6:** It is recommended that SFPD consider the strategy of rotational specialty assignments, where patrol officers temporarily take on investigative, traffic, or community engagement duties during designated periods. These rotations can be structured around staffing availability or

seasonal needs, allowing officers to build expertise without having to leave patrol permanently. Additionally, departments can create task-specific collateral duties, such as digital evidence handling, crash reconstruction, or juvenile outreach, that officers perform in addition to their patrol responsibilities. This model promotes specialization without requiring full-time reassignment, or until staffing permits permanent specialized assignments.

To further support skill development, departments should invest in low-cost training partnerships with online platforms, or neighboring agencies. Officers can attend specialized courses or participate in joint task forces on a part-time basis. Recognizing and rewarding these efforts through internal commendations or advancement pathways reinforces a culture of growth and development. By embedding specialization into the patrol framework, departments the size of SFPD can cultivate a dynamic, motivated workforce while maintaining operational readiness.

**Finding 4.7:** In a majority-Latino city, available RIPA data and community feedback point to visible disparities in stops and searches, while the department's public explanation has been sporadic and inconsistent, the community has continued to support SFPD. BWC documentation on stops is improving but not uniformly audited and there is no standing rhythm for explaining what the numbers mean and what is changing regarding crime trends and public expectations.

**Recommendation 4.7:** SFPD should develop a Procedural Justice course for all employees to understand the value of building trust in the community while engaging in difficult police work and investigations. This approach would allow SFPD to hard-wire field practices and improve communication between frontline police officers and the community. SFPD should move forward and deliver the scheduled Sept 21–22 department-wide procedural justice sessions, then run bi-annual refresher courses to ensure new habits take effect while demonstrating a continued focused on procedural justice, bias-reduction, and reducing reliance on consent searches.

**Finding 4.8:** Line staff want meaningful engagement, mentoring, and recognition beyond high-visibility roles. The perception has been that internal communication has been hindered because of police officer association challenges with the executive command, many of the issues are unresolved or are viewed as ongoing issues.

**Recommendation 4.8:** Launch monthly “student-body” sessions, quarterly sergeants’ meetings, and cross-division committees; broaden recognition to service/problem-solving outcomes. During this assessment, SFPD leadership has integrated cross-division committees and department wide engagement. The Department should be commended for this effort.

**Finding 4.9:** Long-standing disputes between the Police Officers Association (POA) and department leadership, predating the current Chief’s appointment, have fostered deep-seated distrust over the years. This ongoing conflict has detracted from operational focus and overall performance. As a result, it has hindered the current Chief’s ability to create a culture of trust between the POA and Command, thus impacting his ability implement the organizational and cultural changes necessary to meet legislative mandates, evolving community needs, risk management priorities, and expectations from City administration and political leadership.

Limited staffing in organizations such as SFPD often requires employees to take on multiple collateral duties beyond their primary roles. While this approach is necessary to maintain operations, it frequently leads to tasks being overlooked, completed incorrectly, or inconsistently followed. When errors occur, the absence of clear accountability structures and standardized processes can foster a culture of finger-pointing and blame. However, it's important to remember that this environment also presents an opportunity for growth. By learning from mistakes and improving, the department can rebuild trust, boost morale, and enhance its operations.

**Recommendation 4.9:** Although, these types of challenges are difficult to resolve, it is recommended that SFPD leadership and POA reestablish good-faith relationships and expectations to rebuild trust and credibility. Both sides must be willing to engage in the various meetings and committee discussions to identify organizational challenges and discuss potential approaches find solutions. SFPD should maintain a joint problems list issue meeting notes, track and close issues monthly. During this assessment period, SFPD developed two monthly engagement points with command staff and the labor association, as well as with the Chief of Police to communicate directly with the board to answer questions and concerns.

**Finding 4.10:**

SFPD's current Police Chief has launched more special programs and initiatives than most agencies of comparable size—demonstrating a clear commitment to modernizing department practices and aligning operations with legislative mandates, risk management goals, employee development, transparency, and accountability.

These efforts include modernized training and Field Training Officer (FTO) expectations, policy updates aligned with POST and SB 2 requirements, enhanced use-of-force and vehicle pursuit review processes, improved early-warning systems and internal audits, administrative investigations of deadly force incidents, expanded peer support and wellness initiatives, proactive recruitment strategies, and a strong push for data transparency and community engagement.

However, the rapid pace of these reforms has raised concerns among some personnel regarding sustainability, increased workloads, staffing shortages, and a lack of understanding about the necessity and long-term value of these changes. Additionally, the department has recently experienced the loss of an employee to another agency, and several others are reportedly considering similar moves due to a range of challenges currently facing the SFPD.

**Recommendation 4.10:** Since 2023, SFPD has developed programs that are recognized as nationally best practice initiatives. This effort has placed extra burden on the sworn ranks as well as the professional staff (non-enforcement) tasks such as records, evidence processing, front counter, basic crime analysis, outreach. The impact of new initiatives has caused collateral changes in workloads, internal messaging, and many issues that are unresolved such as car maintenance, technology upgrades, and equipment repairs. It is recommended that SFPD leadership focus on engaging top priorities issues and working with sworn and professional staff to implement solutions. SFPD should continue to develop special internal committees and engagement points to provide space for all SFPD members to have input, discuss issues, and develop long-lasting solutions. The recommendations from these committees should be regularly shared with employees to increase “buy-in” and support for new initiatives.

**Finding 4.11:** The department's direction is modern, but execution has been uneven across operations, administration, and community programming. To improve efforts in this area, the Department should engage in professional assessments and audits that provide best practices from national policing institutions such as CALEA, PERF, and IACP.

**Recommendation 4.11:** SFPD should engage in special organizational assessments in specialized areas of the department such as Patrol Operations, Emergency Operations, Investigations, Records Management, and Property & Evidence Management. Pursuing best practices from national policing institutions such as CA POST, International Association of Chiefs of Police (IACP), and the Police Executive Research Forum provides SFPD the ability to examine workloads, staffing, and current practices in the Department. This approach has been widely used by police departments across the United States and provides best practices to enhance work culture and organizational performance.

**Action Steps:**

The San Fernando Police Department embodies both the promise and the peril of modern municipal policing. On one hand, it is staffed with officers and professional employees who take pride in their work and maintain strong connections with the community. On the other, it is undermined by some members of the organization that resist change, leadership challenges, staffing shortages, and cultural fractures that erode effectiveness. Without immediate intervention, the department risks attrition, declining morale, and a weakened public safety presence. With deliberate reforms, however, San Fernando can transform into a transparent, accountable, and service-oriented organization that honors its employees and serves as a trusted guardian of the community. To achieve the recommendations in section four, SFPD will need to rebuild its internal communication platform and both the leadership, POA, and all SFPD must be willing to commit to implementing change and following through with the processes developed.

### **SFPD's Organizational Culture and Work Environment**

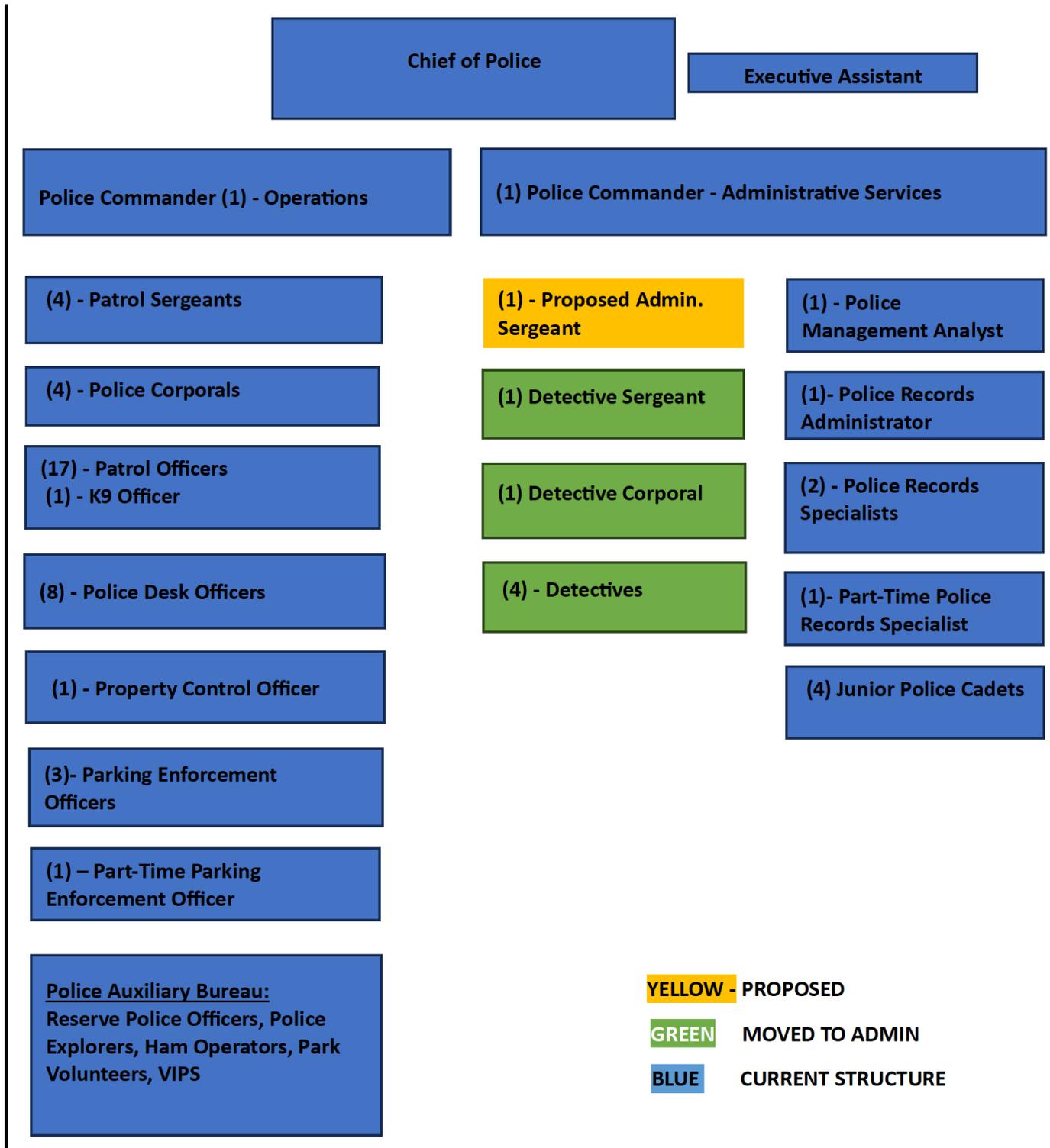
SFPD stands at a rare pivot point. The current Chief of Police has implemented more substantive reforms than most peers. SFPD has modernized training and FTO program, build stronger review boards, enhanced accountability and transparency, make risk-management a critical component of operational decision making, expanded wellness and peer-support, policy realignment to POST/SB 2, data transparency, recruiting fixes, and real engagement with the community. Vacancies, forced OT, and canceled leave have been masking as “strategy” but these challenges have created conflicting objectives in enhancing the San Fernando Police Department. Culture doesn't change because of written strategies or updated policy, it changes because people see fairness in promotions, consistency in supervision, wellness, and leaders who show up the same way every day. SFPD has proven to have the resilience and commitment to do difficult work and implement changes; however, it requires constant effort and communication to sustain change. We commend SFPD for engaging with many of the challenges identified in this report; however, it requires rhythm, predictability, consistent leadership, support, and a leadership cadence that everyone understands to maintain change.

The Chief has rolled out an unusually deep slate of initiatives for a city the size of San Fernando. This includes community academies, “Chat-with-the-Chief,” wellness, de-escalation techniques such as Ju Jitsu (Gracie/peer support/yoga/chaplain), BWC integration with monthly auditing, administratively investigating deadly force encounters, policy modernization, ALPR and regional auto-theft partnerships, school and parent outreach, clinician co-response, internal communication (Monthly Newsletter, employee recognition efforts, and a restructuring the organization for succession. These are positive initiatives that improve the trust and confidence level in the community; however, the challenge lies with the frontline personnel. Generally, in discussions with groups and individual interviews, it was common to hear that SFPD members desire programs and initiatives that lighten the workload, incorporate effective technology, assist in their professional growth, with measurable outcomes for the department.

SFPD needs to lock in a simple operating rhythm that the public can see, and the frontline can feel. It should set standards such as officers exiting out of cars for park-and-walks, presence around schools and parks, and regular business contacts, and record it in CAD to demonstrate proactive police work in creating safer neighborhoods. Those outcomes should be report internally, to the community, and the city council that establish a positive view of the SFPD. This approach should include ALPR alerts that lead to stops and arrests, academy completions, and youth/parent engagements. When the community can see both the work and the effect, trust grows and SFPD's internal confidence levels expands as well.

The next chapter of SFPD is to review this report and implement as many changes as possible while ensuring these changes become part of the SFPD's organizational culture. It will be imperative that SFPD obtain the budget to fill vacancy positions at all ranks and promote personnel into vacant leadership positions. SFPD will need to identify, structure, and message a single chain of command and decision rights of the SFPD leadership team. Equally, it will be essential that SFPD publish the metrics and message updates with the labor association, council members, and consider the issuance of community updates in English and Spanish. With consideration of the increasing police mandates, CAPOST regulations, and the need for internal service training, the City for San Fernando should strongly consider adopting an administrative training sergeant to help reduce risk, liability, and improve performance. The recommended structure and approaches will shift and enhance the San Fernando Police Department's culture and performance.

# APPENDIX A. RECOMMENDED STAFFING CHART



## APPENDIX B. 33 FINDINGS & RECOMMENDATIONS

### Section 1 — Use of Force (UOF)

Finding	Recommendation
Finding 1.1: FTP culture is largely positive with access to wellness, fitness, and peer support.	Recommendation 1.1: Sustain and showcase these supports to reinforce professional, ethical conduct during training and probation.
Finding 1.2: Role-modeling and resiliency coaching are uneven, impacting morale and trainee confidence.	Recommendation 1.2: Stand up a resiliency/leadership block for sergeants and all personnel; embed community engagement and de-escalation content.
Finding 1.3: POST FTP approval is current (2/8/2023) but renewal tracking for 2/8/2026 isn't embedded in governance calendars.	Recommendation 1.3: Publish the POST letter internally and calendar the 2026 renewal with automated ticklers and quarterly checks.
Finding 1.4: FTP leadership is collateral; no formal SAC memo or SAC-course proof on file.	Recommendation 1.4: Issue the SAC appointment memo, attach POST proof, and name a trained back-up coordinator.
Finding 1.5: Two FTOs need the 24-hour POST update and CIT 8-hour currency is unclear.	Recommendation 1.5: Schedule updates and maintain a live roster tracking 40-hr initial, 24-hr/3-yr update, and 8-hr CIT for every FTO.
Finding 1.6: From 2023–2025, 12 trainees entered; 8 graduated (66.7%), 4 did not; 3 required single-phase remediation; no trainee complaints.	Recommendation 1.6: Analyze non-completions and re-phasing causes; publish a quarterly outcomes dashboard by FTO and phase.
Finding 1.7: End-of-phase/program evaluations are inconsistently captured, partly due to recent non-completions.	Recommendation 1.7: Make these evaluations mandatory and digital, target 100% submission, and capture exit interviews for early separations.
Finding 1.8: No published annual training calendar; SAC carries multiple collateral duties.	Recommendation 1.8: Publish a shared annual calendar and consider re-scoping the SAC role or designating an Administrative Training Manager.
Finding 1.9: Regular in-service blocks for community engagement and investigative/field skills are limited.	Recommendation 1.9: Add bi-monthly training for trainees/probationers (sworn/professional) focused on culture, skills, and CAD/RMS use.
Finding 1.10: CA POST-required critique reports exist but trend review is ad hoc.	Recommendation 1.10: Separate FTO critiques from program evaluations and review trends at FTP meetings with targeted coaching.
Finding 1.11: No published list of annual/mandated courses to guide development.	Recommendation 1.11: Post POST mandates and preferred courses, plus an intranet dashboard for bi-monthly training dates and topics.
Finding 1.12: Training policy adherence (Policies 203/300.8/401.8/402) is indeterminate due to missing plan, needs assessment, rosters, and logs.	Recommendation 1.12: Publish the annual training plan/needs assessment, centralize records, and auto-trigger roll-call training on policy updates.

### Section 2 — Complaints, Reviews & Analytics

Finding	Recommendation
Finding 2.1: 22 public complaints (2023–2025) with most unfounded or non-sustained and one pending.	Recommendation 2.1: Review complaint content monthly as an exec team to extract learning points and avoid siloed routing.
Finding 2.2: Force/pursuit reviews close within legal timelines, but thresholds, coaching, and training feedback are inconsistent.	Recommendation 2.2: Require a 60-day board review focused on tactics/equipment (not policy verdicts) and implement early-warning thresholds with tracking software.
Finding 2.3: A consolidated annual force & pursuit report is not consistently produced or posted.	Recommendation 2.3: Publish an annual internal report with trends, injuries, and policy/training changes, plus monthly snapshots.
Finding 2.5: Early-warning alerts for UOF, complaints, collisions, sick-time spikes, and missed BWC are undefined or unaudited.	Recommendation 2.5: Configure a tiered EIS matrix with 30-day supervisor follow-ups and quarterly metrics to Command.
Finding 2.6: Data collection doesn't consistently translate into training, supervision, or policy change—a weak learning loop.	Recommendation 2.6: Hold a quarterly command roundtable (Chief-led) that assigns owners/due dates and publishes a one-page decisions memo.
Finding 2.7: Daily OT to hold minimums and detective backfills erode wellness, equity perceptions, and investigative continuity.	Recommendation 2.7: Treat OT as a short-term valve—use rotations, equalized OT rosters, fatigue caps, dashboards, and a labor-vetted timeline.

### Section 3 — Fleet, Technology & Facilities

Finding	Recommendation
Finding 3.1: Aging fleet and maintenance delays force unit sharing, downtime, and lower morale.	Recommendation 3.1: Use short-term leasing to stabilize patrol and institute preventive-maintenance tracking while funding phased replacement.
Finding 3.2: In-car and station technology (e.g., printers, report terminals) are unreliable, delaying reports and accountability.	Recommendation 3.2: Run a tech audit, fix immediate failures, and prioritize hardware/network upgrades to restore reliability.
Finding 3.3: Facilities show deferred maintenance, hurting morale and professional pride.	Recommendation 3.3: Conduct a facility assessment and prioritize quick-win modernization with monthly coordination with Public Works/IT.
Finding 3.4: Technology/equipment upgrades lack a structured vetting process and adoption plan.	Recommendation 3.4: Activate the Technology & Equipment Committee to evaluate tools (e.g., TASER 10) and publish a 3–5-year, CALEA-aligned plan.

### Section 4 — Culture, Leadership & Staffing

Finding	Recommendation
Finding 4.1: Years of factionalism and rumor-driven influence damaged trust and unity.	Recommendation 4.1: Establish recurring POA-Command engagements and a monthly Chief-POA meeting to surface and resolve issues.

Finding 4.2: A survival-mode climate and fear of speaking up persist among some personnel.	Recommendation 4.2: Host a department-wide session led by the Chief/Command to reset expectations and invite input.
Finding 4.3: Perceived favoritism in promotions and coveted assignments undermines credibility.	Recommendation 4.3: Use an assessment-center with job-related rubrics, outside raters, posted criteria, and candid debriefs.
Finding 4.4: Sworn staffing shrank to 35 authorized and ~28 on hand; recruitment/retention remain acute.	Recommendation 4.4: Complete a workload-based staffing study and set patrol minimums with clear development and advancement pathways.
Finding 4.5: Minimum coverage drives chronic forced OT and RDO cancellations, elevating fatigue risk.	Recommendation 4.5: Install OT guardrails (rest windows, hour caps, transparent rosters) and track compliance with daily reviews.
Finding 4.6: Loss of specialty roles limits growth and versatility in a patrol-centric model.	Recommendation 4.6: Create rotational specialties and collateral duties with low-cost training partnerships and recognition.
Finding 4.7: RIPA disparities and uneven public explanation erode confidence despite broad community support.	Recommendation 4.7: Deliver procedural-justice training (with refreshers), tighten consent-search practices, and publish a simple RIPA explainer.
Finding 4.8: Line staff seek genuine engagement, mentoring, and broader recognition.	Recommendation 4.8: Run monthly student-body sessions, quarterly sergeants' meetings, and cross-division committees with visible follow-through.
Finding 4.9: Historic POA-Command disputes foster distrust and finger-pointing.	Recommendation 4.9: Maintain a joint issues list, track closures monthly, and expand direct Chief-POA communication points.
Finding 4.10: Modern initiatives outpace bandwidth, creating workload strain and mixed messaging.	Recommendation 4.10: Focus on top-priority fixes, use committees for design input, and publish outcomes to build buy-in.
Finding 4.11: Strategy is sound, but execution varies across operations and community programming.	Recommendation 4.11: Commission targeted best-practice assessments (Patrol, Investigations, Records, Property/Evidence) for implementation guidance.

## Appendix C. Acronyms & Glossary (Comprehensive)

Term	Definition
ALPR	Automated License Plate Reader: camera/analytics that read plates against hotlists and return alerts.
Axon / Evidence.com	Vendor/platform for body-worn camera (BWC), in-car video (MAV), and cloud digital evidence management.
BWC	Body-Worn Camera; officer-worn video/audio device. Activation and retention are governed by policy and state law.
CAD	Computer-Aided Dispatch; 9-1-1/dispatch system logging calls, units, statuses, and timestamps.
CA DOJ	California Department of Justice; publishes RIPA stop data rules and collects agency submissions.
CALEA	Commission on Accreditation for Law Enforcement Agencies; voluntary accreditation standards and audits.
CA POST / POST	California Commission on Peace Officer Standards and Training; sets training standards, FTP approvals, and mandates.
CIT	Crisis Intervention Training; behavioral-health de-escalation curriculum (commonly 8–40 hours depending on role).
CLEAR	Thomson Reuters CLEAR; investigative research platform for persons, assets, and associates.
CPRA	California Public Records Act; governs disclosure of public records including certain police records/video.
DOR	Daily Observation Report: standardized evaluation form used during the Field Training Program.
EIS / EWS	Early Intervention/Warning System; software-supported alerts for risk indicators (UOF, complaints, collisions, missed BWC activations).
FTP	Field Training Program; structured post-academy training with phases, DORs, and evaluations.
FTO	Field Training Officer: trained officer who coaches/evaluates trainees during FTP.
SAC (FTP)	Supervisor/Administrator Coordinator for FTP; manages FTO roster, training records, and governance.
Hotwash	Immediate, informal debrief after an incident/pursuit to capture lessons before the formal review.
IACP	International Association of Chiefs of Police; publishes model policies and best-practice guidance.
IA / Professional Standards	Internal Affairs/Professional Standards; intake, investigation, and tracking of complaints and policy violations.
IAPro / BlueTeam	Common software suite to log IA cases, UOF, pursuits, and early-warning metrics.
KPI	Key Performance Indicator: measurable metric used to track operations (e.g., response times, BWC activation rate).
Language Access	Providing interpretation/translation (e.g., Spanish) at first contact and throughout the encounter.
LEFTA	Law Enforcement Field Training & Assessment software (e.g., LEFTA Shield) for logging UOF, pursuits, FTP, training.
Lexipol	Policy management platform; provides update bulletins, acknowledgments, and distribution workflows.

MAV	Mobile Audio/Video; in-car camera system (a.k.a. dashcam) paired with BWC in many suites.
NICE (logging)	Audio/video logging and retrieval platform used by dispatch/communications for evidentiary recordings.
OT	Overtime; premium hours beyond scheduled shift; monitored for fatigue, equity, and budget control.
PERF	Police Executive Research Forum; research and guidelines on de-escalation, pursuit, and force practices.
Proactivity %	Share of available unit time not tied to calls for service, reserved for problem-solving and directed patrol.
RDO	Regular Day Off; scheduled day without duty; often protected from cancellation absent exigency.
Relief Factor	Staffing multiplier accounting for leave, training, vacancies; used to translate minimum posts into authorized positions.
RIPA	Racial and Identity Profiling Act (Gov. Code §12525.5); requires stop data collection and annual public reporting.
RMS	Records Management System; case reports, arrests, property/evidence entries, and case management.
SB 2 (2021)	California peace-officer decertification and accountability statute; establishes grounds and process for decertification.
SFPD	San Fernando Police Department.
SLC	Strategic Leadership Consultants; author/assessor of this report.
San Jose Model (FTP)	Widely used POST-aligned FTO framework emphasizing phased evaluation and standardized DORs.
Span of Control	Number of supervisees per supervisor; policing target often 1:7–1:8 for sergeant-to-officer in patrol.
Stop Data	RIPA-required stop information (perceived demographics, basis, search, outcomes) submitted to CA DOJ.
TASER 10	Axon conducted energy weapon with projectile cartridge; agency-specific adoption and training required.
UOF	Use of Force; any reportable force as defined by policy/state law; tracked with reviews and trend analysis.
Activation Compliance (BWC)	Rate at which required encounters have BWC video activated; audited for policy adherence.
Consent Search	Search conducted with an individual's consent; monitored to reduce unnecessary disparate impacts.
Directed Patrol	Proactive deployment focused on a specific area/problem based on analysis or command direction.
After-Action Review	Formal post-incident assessment documenting facts, policy analysis, and corrective actions.
Public Dashboard	External web summary of key metrics (UOF, pursuits, complaints, RIPA), updated on a set cadence.
Quarterly Brief	Standing briefing to Council/community on trends, actions taken, and next steps.

## ACKNOWLEDGEMENTS

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Strategic Leadership Consultants extends its sincere gratitude to the frontline public safety personnel of the San Fernando Police Department, whose dedication, professionalism, and daily commitment to service reflect the highest standards of the policing profession. We also thank the command staff for their candor, insight, and willingness to engage in a process that looks critically at both strengths and challenges. Finally, we acknowledge the San Fernando community for their continued partnership and care for the safety and well-being of their city.

It was an honor to work alongside the men and women of the San Fernando Police Department, to witness their care for the community, and to support their efforts to strengthen a culture that reflects pride, accountability, and service.

## STRATEGIC LEADERSHIP CONSULTANTS

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SLC was established in 2021 to provide leadership resources for today's law enforcement professionals in the United States. SLC's vision is to enhance public safety leadership while providing national best practices to support the men and women who protect and serve our communities. Strategic Leadership manifests when leaders share a vision and goals with others to inspire a holistic work environment that benefits all stakeholders.

This assessment was commissioned by the San Fernando City Manager as a proactive effort to evaluate the department's work culture and performance. The decision to initiate this review reflects a forward-focused commitment to continuous improvement and the pursuit of excellence in delivering public safety services.

Notably, the assessment was not triggered by a critical incident or outside directive. Instead, it arises from the department's own commitment to identifying potential risks, improving organizational performance, and aligning operations with recognized national best practices. By voluntarily undertaking this comprehensive review, the city affirms its dedication to transparency, accountability, and the long-term well-being of the community.

SLC's goal is to fill the gap between the vision of an organization and the reality of what occurs through our strategic planning, leadership, and training efforts. SLC strives to reconnect the work culture to the purpose of the organization through professional assessments and real-world recommendations.

Our recommendations are based on empirical evidence and traditional leadership strategies to ensure strategic goals and objectives are achieved to better serve communities. These recommendations are based on conducting national police organizational assessments in multiple states, providing executive level leadership training in over 30 states, and providing subject matter expert testimony on critical police incidents. Ultimately, SFPD seeks to achieve organizational excellence by clarifying vision, cultivating innovation, and focusing on culture, all while encouraging decisive action. It is SLC's purpose to illuminate the pathway to refine strategic goals while expanding knowledge and developing professional law enforcement leaders into the 21<sup>st</sup> Century.

On Behalf of SLC Staff & Associates

*John E. Perez*



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## AGENDA REPORT

**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Patty Lopez

**Date:** November 10, 2025

**Subject:** Discussion and Consideration to Co-Sponsor a San Fernando Christmas Parade

### RECOMMENDATION:

I have placed this on the agenda (Attachment "A").

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

### BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the November 10, 2025 City Council Meeting.

### BUDGET IMPACT:

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

### ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration, including:  
Exhibit "A": Letter of Support and Special Event Application

## REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

### CITY COUNCILMEMBER INFORMATION

NAME

Patty Lopez

TITLE

Council Member

### ITEM INFORMATION

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

San Fernando Christmas Parade 2025

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

For more than three decades, our city has not hosted a Christmas parade. I believe that organizing this event would greatly benefit families, local businesses, and community members by providing an opportunity to come together and celebrate the spirit of our city. In addition to fostering community engagement and pride, the parade would also serve as a platform to promote and support local businesses, creating a positive economic and social impact.

The parade is scheduled for Saturday, December 13, 2025, from 2:00 PM to 4:00 PM. It will take place along Maclay Street, beginning at 8th Street and ending at 3rd Street.

ATTACHMENTS *Do you have any attachments to include?*

Yes       No

RECOMMENDATION *Indicate the direction you are recommending.*

We propose that the city serve as a sponsor of the event, alongside local organizations, businesses, and community members. This sponsorship would allow the use of the city's logo and provide an opportunity to promote the parade through the city's official channels and webpages, highlighting the city's support for community engagement and local economic activity.

The support of all Council members would be highly meaningful and instrumental in making this event a success, demonstrating a unified commitment to community engagement and the celebration of our city's heritage.



909-770-6733

Emprendeformacionedu@gmail.com

3029 E Florence Ave. Huntintong park CA 90255

November 5, 2025

Honorable Mayor Mary Mendoza, Vice Mayor Mary Solorio,  
Councilmembers Joel Fajardo, Victoria Garcia, and Patty Lopez  
City of San Fernando

Subject: Request for Approval – San Fernando Christmas Parade 2025

Dear Mayor Mendoza, Vice Mayor Solorio, and Councilmembers,

My name is Doris Torres, Vice President of Emprende, a nonprofit organization dedicated to empowering communities through education, the arts, and cultural exchange. On behalf of our organization, I am pleased to formally request permission to host the San Fernando Christmas Parade on Saturday, December 13, 2025, from 2:00 p.m. to 4:00 p.m.

The parade will begin on 8th Street at Maclay Avenue and conclude at 3rd Street. A detailed route map will be distributed to all participants. This year's theme, "Navidad en Familia" (Family Christmas), celebrates unity, joy, and community spirit. We anticipate approximately 300 participants and spectators.

The purpose of this event is to promote community engagement, support local businesses, and celebrate cultural traditions. We believe this parade will bring joy to residents and visitors while highlighting the vibrant spirit of the City of San Fernando.

Our team has developed a comprehensive event plan covering logistics, public safety, and waste management. We are committed to collaborating closely with city officials and law enforcement to ensure a safe, organized, and enjoyable experience for everyone involved.

In addition to requesting approval to host the event, we would like to invite the City of San Fernando to participate as an official sponsor. Your partnership would enhance the event's success and demonstrate the city's continued commitment to community engagement and cultural enrichment.

As a sponsor, the City of San Fernando would be recognized through multiple platforms, including:

Event promotions and advertisements

Social media campaigns

On-site announcements and signage

Inclusion of the city logo on:

The event website

Social media graphics

Printed materials (flyers, posters, etc.)



909-770-6733

Emprendeformacionedu@gmail.com

3029 E Florence Ave. Huntintong park CA 90255

### Event banners and signage

We also kindly request permission to use the City of San Fernando's official logo for promotional purposes. We will work closely with city staff to ensure compliance with all branding and usage guidelines.

We respectfully ask for your approval to host the parade, consideration of our sponsorship request, and authorization to use the city's logo. We look forward to collaborating with you to make this event a meaningful celebration for the entire community.

Thank you for your time and consideration. We are excited about the opportunity to partner with the City of San Fernando to continue building a stronger, more vibrant, and united community.

Warm regards,

Doris Torres  
Vice President  
Emprende Organization

# Special Event Permit Application



**THE CITY OF SAN FERNANDO 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**

---

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

---

This section of the Special Event Permit Application is intended to provide City staff with an overview of your event. Information you provide in this section is public information and may be used for promotional purposes including, but not limited to, print, electronic, and internet formats. Please read all information and complete the entire application.

I, \_\_\_\_\_, on behalf of \_\_\_\_\_, (the organization I represent), certify that all foregoing pages in this Special Event Application have been completed. I attest that the information contained herein is accurate, to the best of my knowledge and belief. I attest that I have read all the rules, regulations, and guidelines specified herein and that which is included in this Special Event Application.

I, acting on behalf of \_\_\_\_\_, (the organization I represent), am authorized to commit that organization to agree to abide by the rules, regulations, and guidelines specified herein, and I will accept all responsibilities for any damage to City property and/or facilities, any payments for municipal services and/or resources as they have been outlined and as they may be utilized by me and the organization whom I am representing and the patrons who will be served by this Special Event.

Applicant's Signature: \_\_\_\_\_ Date: November 3, 2025

## APPLICATION INFORMATION

---

Name of Applicant/Responsible Party Doris Torres

Street Address 3029 Florence Avenue Apt/Unit/Suite \_\_\_\_\_

City Huntington Park State CA Zip Code 90255

Email Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone 818 256-5056 Fax \_\_\_\_\_

Name of Event Organizer/Producer (if different from Applicant) Patty Lopez

Street Address 432 North Brand Blvd Apt/Unit/Suite \_\_\_\_\_

City San Fernando State CA Zip Code 91340

Email Address mujeresalfainternacional@gmail.com

Daytime Phone \_\_\_\_\_ Cell Phone 661 502-7997 Fax \_\_\_\_\_

Sponsoring Organization/Company Emprende Nonprofit Organization

Contact Name Celia Rivas Contact Phone 323 529-2325

Street Address 3029 Florence Avenue Apt/Unit/Suite \_\_\_\_\_

City Huntington Park State CA Zip Code 90255

**Event Contact for Public Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

On-site Contact Name \_\_\_\_\_ On-site Contact Cell Number \_\_\_\_\_

**EVENT DETAILS**

Event Name San Fernando Navidad en Familia / Family Christmas

Event Location\* Maclay Street Christmas Parade  
The parade will take place along Maclay Street, beginning at 8th Street and ending at 3rd Street.

*\* **Additional Documentation Required:** Please attach a copy of your overall event layout as well as any fenced areas and/or a route map for parades, runs, walks, marches, etc. Maps must include the location of the following: stages; bleachers; portable restroom facilities; alcohol dispensing areas; fencing line; entrances, exits and emergency exits; first aid; vendors; inflatables; rides; tents, canopies, booths or other temporary structures; and waste and recycling receptacles/dumpsters. For events with street closures, the site map and/or route map must include surrounding street names; directional arrows; twenty (20) foot emergency fire lane; street closure points; barriers/barricades; signs; start and finish area; water or first aid stations; and band/DJ locations.*

Event Date(s) 12/13/25 to 12/13/25 Event Hours (include registration time): 1pm to 4pm

Set-up Date(s): 12/13/25 to 12/13/25 Set-up Times 1pm to 2pm

Tear down Date(s): 12/13/25 to 12/13/25 Tear down Times 4pm to 4:30pm

Number of Participants (units and floats for parades): 100-150 Number of Spectators/Guests: 300-500

Step-off Time (applicable only for events with a route) beginning at 8th to \_\_\_\_\_

Start Area (applicable for parades) 8th Street Finish Area 3rd Street

Total Anticipated Attendance: Approximate 150

Type of Event (check all that apply):

- Run/Walk
  - Park Festival
  - Certified Farmers Market
  - Concert
  - Street Festival/Block
  - Parade/Procession
  - Protest/Rally/Demonstration
  - Fundraiser
- Party

<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?       No       Yes

Is this an annual event?       No       Yes

Previous name(s), date(s) and location(s) of event: Unknown

Will there be an admission or entry fee?       No       Yes

Fee per adult \_\_\_\_\_      Fee per child \_\_\_\_\_

Event Description: (Provide a detailed description of your event. Attach additional pages or materials as needed.)

This Christmas parade is organized by community members, local businesses, and organizations that are actively supporting the residents of San Fernando with valuable resources. With the support of the City of San Fernando's government representatives, we are confident that this event will be a great success. We hope this parade will be the first of many to bring joy and pride to the families of San Fernando, creating a lasting legacy for future generations through one of the most beautiful celebrations of the year.

**PARK USE**

The City of San Fernando offers many public parks that can be used as a venue for your event. This application can be used to reserve a park for a special event. You are not required to submit an additional Park Use Application. Please see **Addendum A** for special park use rules.

## STREET CLOSURE INFORMATION

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There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event includes a street closure, you will need to submit a Traffic Control Plan (TCP). The Public Works Department will determine whether a professional TCP is required based on the location and type of street closure; or if the event will generate additional traffic or if existing traffic will be severely interrupted. The Public Works Department must approve the TCP before the Special Event Permit can be issued. Street closures can be subcontracted with approval from the City based on a case-to-case basis.

Street closure points must be manned at all times. In most cases, San Fernando Police Department officers may be required to facilitate the closure. The number of officers will depend on the location, type and nature of the closure. Applicant is responsible for hiring the officers and a separate contract will be issued for their service. In some cases, adult volunteers may be stationed at each closure point during the duration of the street closure (including set-up and tear down times). Use of volunteers will be determined by City staff.

Event will occupy:  One lane  Two lanes  Half of street  Full street

Closure type:  Rolling Street closure (streets opens to normal traffic after participants pass)  
 Hard Street closure (street closed for an extended period of time and/or event equipment will be placed in street for the duration of the event; no vehicle access)

Name of street(s) to be closed (Attach additional pages as needed; or for moving events such as parades, runs, walks, marches, etc. indicate "see route" and attach a map):

Maclay	8th Street	3rd Street	2pm	4pm
Street name	between	and	start time	end time
Street name	between	and	start time	end time
Street name	between	and	start time	end time
Street name	between	and	start time	end time

## REGIONAL TRANSIT

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Any proposed route along or crossing light rail tracks cannot impede train movements. Trains must be allowed to proceed without interruption. The San Fernando Public Works and Regional Transit will provide input whether or not any proposed route affecting their right of way can be accommodated.

Keeping bus detours to a minimum is appreciated. When detours are necessary, lead time for notifying Public Works is required.

## PARKING PLAN

---

When planning your event, it is important to consider the impact on public parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will need to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests.

The City of San Fernando has a number of parking facilities that may be available for your event. You may reserve metered and unmetered parking spaces on a City street for your event. Or, if your street closure denies access to metered or unmetered parking spaces for an extended period of time, you will be required to reserve those parking spaces. When parking spaces are reserved, City staff will post “No Parking/Tow Away” signs 72 hours in advance of the event for a fee. Additionally, if the spaces you reserve are metered spaces, and the meters will be in service during the time of your reservation, you will be charged a lost revenue fee per meter.

## ACCESSIBILITY

---

As an event organizer, you are required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event. All temporary venues, related structures, and outdoor sites for special events shall be accessible to persons with disabilities. If a portion of the area cannot be made accessible, an alternate area shall be provided with the same activities that are in the inaccessible areas. It cannot, however, be offered only to patrons with disabilities.

You need to consider the following accessible as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see “Restrooms” for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map/ program must be provided to attendees indicating the location of accessible rest-rooms, parking, drinking fountains, phones, etc.

Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant’s non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit [www.ada.gov](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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Have you developed a Parking and/or Transportation Plan for your event? Please describe.

We are in the process of forming a task force to develop and implement a comprehensive Parking and Transportation Plan that will meet all required guidelines and ensure the smooth operation of the event.

Will a minimum of 10% of portable restrooms at your event be accessible? Please describe.

Will all food, beverage and vending areas be accessible? Please describe.

N/A

If all areas of your event venue cannot be made accessible, will maps or programs be made available to show the location of accessible restrooms, parking, telephones (if any), drinking fountains, and first aid stations? Please describe.

Yes, if any areas of the event venue cannot be made fully accessible, maps and programs will be made available to all attendees. These will clearly indicate the locations of accessible restrooms, parking areas, drinking fountains, first aid stations, and any other key facilities. Directional signage will also be provided.



## **SITE PLAN & ROUTE MAP**

To ensure appropriate review of your event, it is preferred that you submit blueprints or computer assisted drawings (CAD) of your event site plan. This is applicable for moving routes and fixed venues. If blueprint or CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted on an 8 1/2" x 11" or 8 1/2" x 14" standard format. If blueprints are necessary, a minimum of four (4) copies should be included with your permit application.

Based on your event site plan and components, the Building Official and/or the Los Angeles Fire Department may require an inspection of your venue at your cost before and/or during the event.

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms/stages, tents and membrane structures as well as other similar

structures, the Building Official may require the issuance of Building Permits. Please provide all necessary specifications and details to facilitate the structural review, permit issuance as well as any related site inspections required by the Building Official. This process may require more than (45) calendar days based on the size, number and scope of the proposed temporary construction.

Your event site plan/route map must include but not be limited to:

- An outline of the event venue, including the names of all streets and moving routes of any kind. Indicate the direction of travel and all street or lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provisions for a minimum of twenty-foot (20') emergency access lanes throughout the event venue. The location of all first aid facilities.
- The location of all stages, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, and dumpsters, and other temporary structures.
- Location of generator(s) with source of grounding and/ or source of electricity.
- Identification of all ADA accessible areas that meet standards, pedestrian access, and requested street closures.
- Other related event components not listed above.

## SAFETY EQUIPMENT

---

If your event involves public right-of-way closures or encroachments, you will be required to obtain traffic safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted. Depending upon the type of event, barricades, traffic cones, directional signage, etc. may be required. The Public Works Department will review your submitted site plan for cost estimates and requirements. The Public Works Department has final authority to determine safety equipment requirements.

Will your event involve the use of traffic safety equipment?  No  Yes

If yes, please list: \_\_\_\_\_

Equipment Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone Number: \_\_\_\_\_  
Day Evening Mobile Fax

Equipment Set-up: \_\_\_\_\_  
Date Time

Equipment Pick-up: \_\_\_\_\_  
Date Time

## ALCOHOL MANGEMENT PLAN

---

Alcohol service and consumption on public property is allowed by Special Event Permit only. If you are interested in serving or selling alcohol at your event you will need to obtain the appropriate license from the California Department of Alcoholic Beverage Control (ABC).

Are you requesting permission to serve alcohol at your event?

No

Yes

To qualify for this Special Daily License, you must be an existing non-profit organization, including a charitable, civic, cultural, fraternal, patriotic, political, religious, social or amateur sports organization. Commercial enterprises and caterers are subject to different requirements. Please contact ABC for permit information or see **Addendum B**.

### ABC's Contact Information:

North & Northwestern parts of Los Angeles County  
6150 Van Nuys Blvd., Room 220  
Van Nuys, CA 91401  
(818)901-5017  
(818)785-6731 FAX  
[VNY.Direct@abc.ca.gov](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

Explain your method(s) of serving:

N/A

Explain who will serve the alcohol (professional bartenders, volunteers, etc.):

N/A

How many alcohol service locations will you have and where will they be located (please include on site map):

N/A

Explain how IDs will be checked, wristbands applied and how you will monitor any underage drinking:

N/A

Is the event open to all ages?

No

Yes

Do you have an alcohol sponsor?

No

Yes

### MEDICAL/FIRST-AID PLAN

Have you made provisions for on-site medical services?

No

Yes

***If yes, please describe your medical plan:***

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## AMPLIFIED SOUND/ENTERTAINMENT RELATED ACTIVITIES

The City of San Fernando defines “amplified sound” as speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound, Code Section 34-95. (See **Addendum K** for City Ordinances/ Codes) For a City sample Amplified Sound Permit Application, See **Addendum C**.

Will your event include amplified sound?

 No \*Yes

What times are you requesting amplified sound? Start 2PM End 3PM

Will sound checks be conducted prior to start time?

 No Yes

Describe the sound equipment that will be used at the event:

\_\_\_\_\_

the event will feature professional DJ sound equipment, including speakers, microphones, and a sound mixer, to provide music and announcements throughout the parade.

\_\_\_\_\_

\_\_\_\_\_

Are there any musical entertainment features related to your event?

 No Yes

**\* Additional Documentation Required:** Please attach a performance schedule including all performers/bands/DJs, types of music and performance schedule.

If using a licensed sound company, please complete the following:

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_  
Day Evening Mobile Fax

Will generators as a power source be used?  No  Yes

If yes, what type \_\_\_\_\_ How many: \_\_\_\_\_

If using licensed power company, please complete the following:

Name of the Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: \_\_\_\_\_  
Day Evening Mobile Fax

Does the entertainment include the use of fireworks, rockets, lasers or other pyrotechnics?  No \*Yes

**If yes, explain:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* Additional Documentation Required:** The license holder must submit a letter of intent and shoot schedule. The Los Angeles Fire Department will request required documentation.

Does the entertainment include any inflatables?

No

Yes

If yes, explain:

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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.

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## FENCING

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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: N/A

Total number of ADA accessible toilets: N/A

Portable toilet company name: N/A

Address: N/A Phone Number: \_\_\_\_\_

Set Up Date & Time: \_\_\_\_\_

Pick Up Date & Time: \_\_\_\_\_

For more information regarding restroom regulations please visit the Los Angeles County Department of Health at: [www.publichealth.lacounty.gov](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):

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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:**

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Do you expect a live broadcast or feed from the event?

 No Yes

**If yes, explain:**

Perhaps, after the event arrangements have been confirmed.

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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.

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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 CELIA RIVAS Date 11/03/2025  
Title CEO /FOUNDER

**AFFIDAVIT OF APPLICATION**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the San Fernando City Code and I understand that this application is made subject to the rules and regulations established by the City Council. Applicant agrees to comply will all other requirements of the City, County, State, or Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this Special Event Permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this Special Event Permit. I agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of San Fernando.

Print Name of Applicant/Host Organization EMPRENDE A NON PROFIT ORGANIZATION

Title CEO

Signature CELIA RIVAS Date 11/03/2025

Print Name of Event Organizer PATTY LOPEZ

Title LOGISTIC DIRECTOR

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ Drivers License Number \_\_\_\_\_

**Additional Documentation Required:** Please attach a current copy of your Drivers License or California ID to completed application.

Thank you for completing your Special Event Application. Before you submit your application to the City of San Fernando, please make sure that the following steps have been completed:

Signed and dated your application?

- Attached your event site plan?
- Attached your event security plan?
- Provided a copy of your security company's Private Patrol Operator's License?
- Attached your event medical plan?
- Attached a copy of your accessibility plan?
- Attached your event parking?
- Attached a complete entertainment list and schedule?
- Provided samples of communications that will be distributed to impacted residents, businesses, schools, places of worship and other entities?
- Attached your Certificate of Insurance?
- Attached a copy of your IRS 501(C) tax exemption letter?
- Included any County, State, or Federal permits that may be required to hold your event in the selected venue?

**Submit your completed Special Event Application to:**

City of San Fernando  
Recreation and Community Services Department Recreation Park  
208 Park Avenue  
San Fernando, CA 91340

**FORM OF PAYMENT**

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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

**Or email:**

[mcalleros@sfcity.org](mailto:mcalleros@sfcity.org)

Questions?

Please call (818)898-1290

**Best wishes for a successful event!**



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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Patty Lopez

**Date:** November 10, 2025

**Subject:** Discussion and Consideration Regarding Immigration Custom Enforcement at the Home Depot Parking Lot

**RECOMMENDATION:**

I have placed this on the agenda (Attachment "A")

It is recommended that the City Council for City Council discuss the recent reports of raids in the Home Depot parking lot, consider the concerns raised by the community, and provide direction to staff on potential actions, outreach, or coordination with relevant agencies to address safety and civil rights issues.

**BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the November 10, 2025 City Council Meeting.

**BUDGET IMPACT:**

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

**ATTACHMENTS:**

- A. Request to Agendize an Item for City Council Discussion/Consideration

## REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

### CITY COUNCILMEMBER INFORMATION

NAME

Patty Lopez

TITLE

Councilwoman

### ITEM INFORMATION

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

Raids in the City of San Fernando

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

In recent months, several raids have been reported in the Home Depot parking lot, which has caused concern among local residents. Some media outlets have reported incidents involving ICE officers and immigrant rights advocates, raising community questions about safety and civil rights. Agendizing this item will allow the Council to discuss these concerns and consider appropriate responses or actions.

ATTACHMENTS *Do you have any attachments to include?*

Yes       No

RECOMMENDATION *Indicate the direction you are recommending.*

It is recommended that the Council discuss the recent reports of raids in the Home Depot parking lot, consider the concerns raised by the community, and provide direction to staff on potential actions, outreach, or coordination with relevant agencies to address safety and civil rights issues.

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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Patty Lopez

**Date:** November 10, 2025

**Subject:** Discussion and Consideration Regarding Safety and Security Plan Measures for Public Meetings

**RECOMMENDATION:**

I have placed this on the agenda (Attachment "A").

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

**BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the November 10, 2025 City Council Meeting.

**BUDGET IMPACT:**

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

**ATTACHMENTS:**

- A. Request to Agendize an Item for City Council Discussion/Consideration

## REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

### CITY COUNCILMEMBER INFORMATION

NAME

Patty Lopez

TITLE

Councilwoman

### ITEM INFORMATION

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

Safety and Security Plan for Meetings

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

In all government buildings where official meetings are held, there is typically a screening system in place to ensure that the public does not bring weapons or any objects that could cause harm. In today's environment, where safety concerns are heightened, it is important to implement measures that provide a level of security for the Mayor and Council members. Many decisions made in these meetings may be met with disagreement, and in some cases, individuals could become aggressive or pose a threat. Establishing a security plan will help ensure the safety of all officials while conducting city business.

ATTACHMENTS *Do you have any attachments to include?*

Yes       No

RECOMMENDATION *Indicate the direction you are recommending.*

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



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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Joel Fajardo

**Date:** November 10, 2025

**Subject:** Discussion and Direction Regarding, and City Council Action as Recommended, Strategies to Strengthen Local Economic Development in the San Fernando Mall Area, Use of Business Improvement Area B Funds, Review of Administrative Actions Regarding the San Fernando Mall Association, Inc. aka Mall Assessment District, Inc. Agreement, and Consideration to Adopt a Resolution Affirming Related Administrative Actions

### RECOMMENDATION:

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

- a. Discuss and take action to approve potential alternatives to existing means of utilizing, distributing and potential changes on the use of the Parking and Business Improvement Area B Funds;
- b. Discuss and take action to terminate the Agreement between the City of San Fernando and the San Fernando Mall Association, Inc., aka Mall Assessment District, Inc. Contract No. 768 (Attachment "C") dated December 17, 1984 and direct staff to issue a notice of termination as prescribed in the Agreement and to take such other actions as may be necessary to close out the same;
- c. Discuss and take action to approve the development and implementation of strategies for strengthening economic development and business engagement in the San Fernando Mall Area; and reformulate the Mall Association MOU Ad Hoc committee to be the San Fernando Mall and Area B Funds Ad Hoc committee; and
- d. Discuss and take action if desired, to approve a proposed Resolution (Attachment "B") affirming the City Council's support for the statement of facts related to the San Fernando Mall Association and related Administrative Actions.

### BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the November 10, 2025, City Council Meeting.

**Discussion and Direction Regarding, and City Council Action as Recommended, Strategies to Strengthen Local Economic Development in the San Fernando Mall Area, Use of Business Improvement Area B Funds, Review of Administrative Actions Regarding the San Fernando Mall Association, Inc. aka Mall Assessment District, Inc. Agreement, and Consideration to Adopt a Resolution Affirming Related Administrative Actions**

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**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. Resolution No. 8416
- C. Contract No. 768

**REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL  
DISCUSSION/CONSIDERATION**

**CITY COUNCILMEMBER INFORMATION**

NAME

TITLE

**ITEM INFORMATION**

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

**PRIORITIES**

*Is this included in the current FY priorities?*

Yes     No

**BUDGET**

*Is this a budgeted item?*

Yes     No

**FISCAL IMPACT**

*Is there a fiscal impact? If yes, indicate amount.*

Yes     No    \$

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

This agenda item shall include, but is not limited to:

1. Encouraging all San Fernando Mall businesses to participate in the City's budgetary process, including town halls and public budget discussions;
2. Considering feedback and concerns from businesses regarding representation, inclusivity, and communication from existing business organizations existing local business organizations responsible for promoting and advocating for San Fernando businesses;
3. Reviewing the current Agreement between the City of San Fernando and the San Fernando Mall Association, Inc.;
4. Discussing and taking City Council action to direct staff to terminate the Mall Association Agreement or alternatively, provide direction to staff on possible amendments to the Mall Association Agreement;
5. Discussing and providing direction to staff on the appropriate and transparent use of funds collected from the Parking Business Improvement Area B funds;
6. Modifying any commissions or ad hoc committees related to the Mall, and providing staff with any other direction related to the Mall or San Fernando Mall Association; and
7. Considering the adoption of a resolution or statement of facts related to the San Fernando Mall Association and related administrative actions.

ATTACHMENTS *Do you have any attachments to include?*

Yes     No

RECOMMENDATION *Indicate the direction you are recommending.*

**RESOLUTION NO. 8416**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, REGARDING AFFIRMING ITS COMMITMENT TO SUPPORTING ALL LOCAL BUSINESSES FOSTERING AN INCLUSIVE, TRANSPARENT AND THRIVING BUSINESS ENVIRONMENT WITHIN THE SAN FERNANDO MALL AND THROUGHOUT THE CITY**

**WHEREAS**, the City of San Fernando (City) values the continued growth and economic success of businesses located within the San Fernando Mall area; and

**WHEREAS**, the City seeks to ensure that all local businesses have equitable access to information, programs, and representation in matters affecting their economic interests; and

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

**SECTION 1.** That the City Council of the City of San Fernando affirms its commitment to supporting all local businesses—irrespective of size, income, or affiliation—and to fostering an inclusive, transparent, and thriving business environment within the San Fernando Mall and throughout the City.

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

**PASSED, APPROVED, AND ADOPTED THIS 10<sup>th</sup> day of November, 2025.**

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

**ATTEST:**

\_\_\_\_\_  
Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8416 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 10<sup>th</sup> day of November, 2025, by the following vote of the City Council:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAINED:**

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

\_\_\_\_\_  
Julia Fritz, City Clerk

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 *Carole Weyland*  
Mayor Pro Tem

ATTEST:

By *Donald E. Penman*  
City Clerk

MALL ASSESSMENT DISTRICT, INC.

By *Michael J. ...*  
President



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## AGENDA REPORT

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**To:** Vice Mayor Mary Solorio and Councilmembers

**From:** Mayor Mary Mendoza

**Date:** November 10, 2025

**Subject:** Discussion and Consideration to Trademark Registration for “Discover San Fernando”

### **RECOMMENDATION:**

I have placed this on the agenda (Attachment “A”).

It is recommended that the City Council discuss and approve initiating the process to trademark the name of "Discover San Fernando", and direct staff to take the necessary steps to file for trademark protection on behalf of the City.

### **BACKGROUND/ANALYSIS:**

See Attachment “A” that was submitted to request to agendize this item for the November 10, 2025 City Council Meeting.

### **BUDGET IMPACT:**

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

### **ATTACHMENTS:**

A. Request to Agendize an Item for City Council Discussion/Consideration

## REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

### CITY COUNCILMEMBER INFORMATION

NAME

Mary Mendoza

TITLE

Mayor

### ITEM INFORMATION

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

Trademark Registration for Discover San Fernando".

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

The City of San Fernando launched Discover San Fernando in September 2025 and plans to use it for marketing and promotional materials to showcase local businesses, events, and community assets. To protect this phrase and ensure its exclusive association with the City, it is recommended that the City pursue formal trademark registration. Securing the trademark will prevent unauthorized use by outside entities, preserve the City's brand identity, and strengthen our ongoing efforts to promote economic development and community pride under a unified and recognizable banner.

ATTACHMENTS *Do you have any attachments to include?*

Yes       No

RECOMMENDATION *Indicate the direction you are recommending.*

It is recommended that the City Council discuss and approve initiating the process to trademark the name of "Discover San Fernando," and direct staff to take the necessary steps to file for trademark protection on behalf of the City.



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## AGENDA REPORT

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**To:** Vice Mayor Mary Solorio and Councilmembers

**From:** Mayor Mary Mendoza

**Date:** November 10, 2025

**Subject:** Discussion and Consideration to Support the Request to Honor Charles White, 1979 Heisman Trophy Winner and San Fernando High School Alumnus

### **RECOMMENDATION:**

I have placed this on the agenda (Attachment "A").

It is recommended that the City Council discuss and consider issuing a formal letter of support for the White family's request to recognize Charles White by placing the name on the wall of the gymnasium and adding his name to the San Fernando High School football field in his honor, and direct staff to prepare and transmit such correspondence to the appropriate representatives of the Los Angeles Unified School District.

### **BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the November 10, 2025 City Council Meeting.

### **BUDGET IMPACT:**

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

### **ATTACHMENTS:**

- A. Request to Agendize an Item for City Council Discussion/Consideration
- B. Request from the White Family
- C. The San Fernando Sun Newspaper Article

## REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

### CITY COUNCILMEMBER INFORMATION

NAME

Mary Mendoza

TITLE

Mayor

### ITEM INFORMATION

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

Consideration of Support for the Request to Honor Charles White, 1979 Heisman Trophy Winner and San Fernando High School Alumnus

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

The family of Charles White, a 1979 Heisman Trophy winner and proud alumnus of San Fernando High School, has submitted a request seeking recognition for his athletic achievements and inspirational legacy. Mr. White, a native of the San Fernando Valley, remains a symbol of perseverance, commitment, and excellence whose story continues to inspire generations in the communities of San Fernando, Pacoima, and beyond.

The request, submitted by Dr. Roosevelt White and James Gorden on behalf of the White family, asks that Charles White's name be added alongside Kevin Williams' name on the gymnasium building and add his name to the football field at San Fernando High School. The family believes this tribute would serve as a lasting acknowledgment of his accomplishments, from his beginnings as a San Fernando High School athlete to his collegiate career at the University of Southern California and professional career in the National Football League.

While decisions regarding school naming rest with the Los Angeles Unified School District, the family is seeking the City's support and formal acknowledgment of Charles White's contributions to the San Fernando community and his lasting impact as a role model for current and future students.

ATTACHMENTS *Do you have any attachments to include?*

Yes       No

RECOMMENDATION *Indicate the direction you are recommending.*

It is recommended that the City Council discuss and consider issuing a formal letter of support for the White family's request to recognize Charles White by placing the name on the wall of the gymnasium and adding his name to the San Fernando High School football field in his honor, and direct staff to prepare and transmit such correspondence to the appropriate representatives of the Los Angeles Unified School District.

**Subject:** FW: Charles White, 1979 Heisman

**From:** Roosevelt White <[dr.rosewhite.phd.3@gmail.com](mailto:dr.rosewhite.phd.3@gmail.com)>

**Sent:** Friday, October 31, 2025 6:13 AM

**To:** [Rodriguez@lacity.org](mailto:Rodriguez@lacity.org); Mary Mendoza <[MMendoza@sfcity.org](mailto:MMendoza@sfcity.org)>; [Pablo.Mejia@lausd.net](mailto:Pablo.Mejia@lausd.net); [communications@lausd.net](mailto:communications@lausd.net); [uscad@usc.edu](mailto:uscad@usc.edu); [openjustice@doj.ca.gov](mailto:openjustice@doj.ca.gov); ROSITA GORDON <[rositapac@aol.com](mailto:rositapac@aol.com)>; [rositapac@aol.com](mailto:rositapac@aol.com); [ncsupport@lacity.org](mailto:ncsupport@lacity.org)

**Subject:** Charles White, 1979 Heisman

You don't often get email from [dr.rosewhite.phd.3@gmail.com](mailto:dr.rosewhite.phd.3@gmail.com). [Learn why this is important](#)

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**October 31, 2025, Friday**

**To the Honorable:**

- Senior Senator Alex Padilla (San Fernando High School Graduate), California
- Congresswoman Monica Hernandez, California
- Pacoima Neighborhood Council, California
- San Fernando City Council, Mary Mendoza, California
- San Fernando High School Principal, Pablo Mejia, California
- Senator Adam Schiff, Junior Senator of California
- Congresswoman Doris Matsui, 7th Congressional District, California
- Superintendent LAUSD, Albert M. Carvalho, California
- USC Jennifer Cohen, Athletic Director University of Southern California
- Rob Bonta, Attorney General of the State of California

**Subject:** Request to help us Honor Charles White by **adding** his name to the Gymnasium building and the Football field at San Fernando High School in San Fernando California.

**Dear Senators, Legislators, Representatives, and Local Officials:**

As a Constituent of the State of California, we the family of Charles White, 1979 Heisman Trophy winner and proud alumnus of San Fernando High School, write to you with deep respect and purpose. Charles White, a native of the San Fernando Valley, was not only a

legendary athlete but also a symbol of perseverance, commitment, and excellence. His story continues to inspire generations in the City of Pacoima, San Fernando High School, the City of San Fernando, and Football Fans beyond.

As family members, Dr. Roosevelt White, James Gordon, Richard White, Carol White, Terry and Vernail Anderson, Leonice Brown, Jerry Brown, Tony Brown, and Tyrone Gordon and on behalf of the thousands of football fans across the United States, we respectfully request that Charles White's name be added **alongside** Kevin Williams' name on the gymnasium building and the football field at San Fernando High School in the City of San Fernando, California.

Under the Legislative Information Political Reform Act, Section 81012.5 of the Government Code (Website: [leginfo.ca.gov](https://leginfo.ca.gov) (<https://leginfo.ca.gov>)), we are petitioning and asking for your support as constituents and community members of the State of California.

Charles White's achievements reflect not just athletic success, but a legacy of resilience and inspiration. His journey from a local high school athlete to a national sports icon serves as a powerful example for current and future students. His contributions to San Fernando High School, to the San Fernando Valley, to the City of Pacoima, to USC The University of Southern California and the National Football League deserve recognition in the very place where his remarkable story began.

We believe that by **adding** Charles Whites name to the gymnasium building and the football field shared in his honor would be a fitting tribute, one that would keep his legacy alive for generations of students, athletes, and the community members, and to all his football fans.

As spokespersons for our family, Dr. Roosevelt White and James Gordon, we kindly request a response outlining how you plan to proceed with this proposal and request.

Thank you for your time, attention, and continued service to our communities and the State of California. We look forward to your response and to working together in honoring another one of our true hometown heroes.

**With sincere respect,**

James Gordon & Dr. Roosevelt White, on behalf of all our family members and all of Charles White's football fans across all the United States of America, we want to thank you for your time and consideration. We look forward to your intentions and your response, soon.

**Please Contact:**

**James Gordon, Charles Brother**

**Dr. Roosevelt White, Charles Brother Sincerely<sub>2</sub>**

**Yours**



ATTACHMENT "C"

EL SOL LOCAL

# Charles White, Gran Futbolista de San Fernando Fallece

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Por SFVS Staff  
January 18, 2023

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**ARCHIVO - El corredor del sur de California Charles White carga contra Michigan durante el partido de fútbol americano universitario Rose Bowl NCAA en Pasadena, California, el 1 de enero de 1979. White murió el miércoles 11 de enero de 2023. Tenía 64 años. USC anunció la muerte de White , quien sigue siendo el líder en carreras de carrera de los Trojans con 6,245 yardas. El veterano de nueve años de la NFL murió de cáncer, dijo la escuela. (Foto AP, Archivo)**

El ganador del Trofeo Heisman y miembro del Salón de la Fama, Charles White, de 64 años, falleció de cáncer de esófago el 11 de enero. Criado en el noreste del Valle de San Fernando, dejó a la comunidad con un orgulloso legado futbolístico incomparable.

El ascenso de White a la prominencia pública comenzó como Tigre en la Escuela Preparatoria San Fernando, donde era un duro corredor conocido como la “estrella entre las estrellas” en el equipo de fútbol de la escuela. Serían los años dorados del equipo, que incluyeron a White

junto con Kevin Williams y Malcolm Moore que ganaron campeonatos consecutivos de CIF Los Angeles City en 1974 y 1975, y, en el último año, White con sus dos compañeros de equipo fueron nombrados LA Jugadores del Año de la Sección Ciudad. Antes de la temporada de 1975, el equipo de White ocupaba el puesto número 1 en el país. Su camiseta de fútbol de la escuela preparatoria , # 12, se retiró oficialmente en 2015.

White era un atleta extremadamente talentoso y también fue una estrella en el equipo de atletismo de la escuela preparatoria San Fernando, ganando el evento de obstáculos bajos de 330 yardas en el CIF California State Meet en 1976 venciendo al futuro medallista de oro olímpico de atletismo Andre Phillips.

Después de la escuela preparatoria , White jugó para los Trojans en la USC, se convirtió en dos veces All-American, lo que llevó a su equipo a un campeonato nacional de 1978 y durante su último año en 1979 fue considerado el jugador más destacado en el fútbol universitario del país, ganando un trofeo Heisman. El legendario corredor de cola fue el tercero de los ocho ganadores del Heisman de la USC. Un dos veces All-American unánime y un récord de la NCAA. Todavía es el líder de carreras de los Trojans con 5,245 yardas.

Fue incluido en 1996 en el Salón de la Fama del fútbol americano universitario.

White también fue nombrado el jugador más valioso del Rose Bowl en 1979 y 1980.

White fue la selección número 27 en el draft de la NFL de 1980, jugando nueve años para los Cleveland Browns y Los Angeles Rams. Después de jubilarse, entrenó a los corredores de la USC de 1993 a 1997 y luego ocupó puestos administrativos en el departamento de atletismo de Trojan.

White era parte de una familia de hermanos, primos y sobrinos que tenían una aptitud excepcional para el fútbol. Nueve miembros, incluido White, practicaron el deporte y fueron a la universidad.

Dos de esos parientes, Russell White, el sobrino de Charles, y Jason Anderson, también jugaron en la NFL. Cinco miembros de la familia, incluido White, asistieron a la escuela preparatoria San Fernando.

“La mayoría de nosotros crecimos en los antiguos proyectos de Vivienda Van Nuys en Pacoima”, dijo James Gordon, un pariente de White, en una entrevista previa con el *San Fernando Valley Sun/el Sol*. “Todos vimos la universidad, y el fútbol americano profesional, como una salida. Mi madre no tenía dinero para enviarnos a la universidad, y lo supimos a una edad temprana. Puedo decir que desde el quinto grado supe que el deporte era mi manera de llegar a la universidad”.

“Dios mío... solo puedes darle ese [crédito] a nuestros padres y abuelos”, dijo Russell. “Ser capaz de producir todo ese talento principalmente a partir de un acervo genético, y todos estamos vinculados”.

Gordon le dijo al *San Fernando Valley Sun/el Sol* cómo White guardaba su trofeo Heisman en la casa de su abuela, Bertha Leggett, quien vivía en la Ciudad de San Fernando. Leggett tenía “una política de puertas abiertas” acerca de permitir que los niños del vecindario vinieran a ver el trofeo.

“[La idea de que alguien lo robara] nunca pasó por la mente de mi abuela”, dijo Gordon. “Porque había una cosa de ‘respeto’ por Charles. Todo el mundo sabía dónde había vivido Charles cuando vivía en San Fernando. Todo el mundo sabía que iba a la preparatoria San Fernando.

“Todos los niños locales que jugaban al fútbol sabían que había ganado el Heisman, así que cuando se corrió la voz en el vecindario

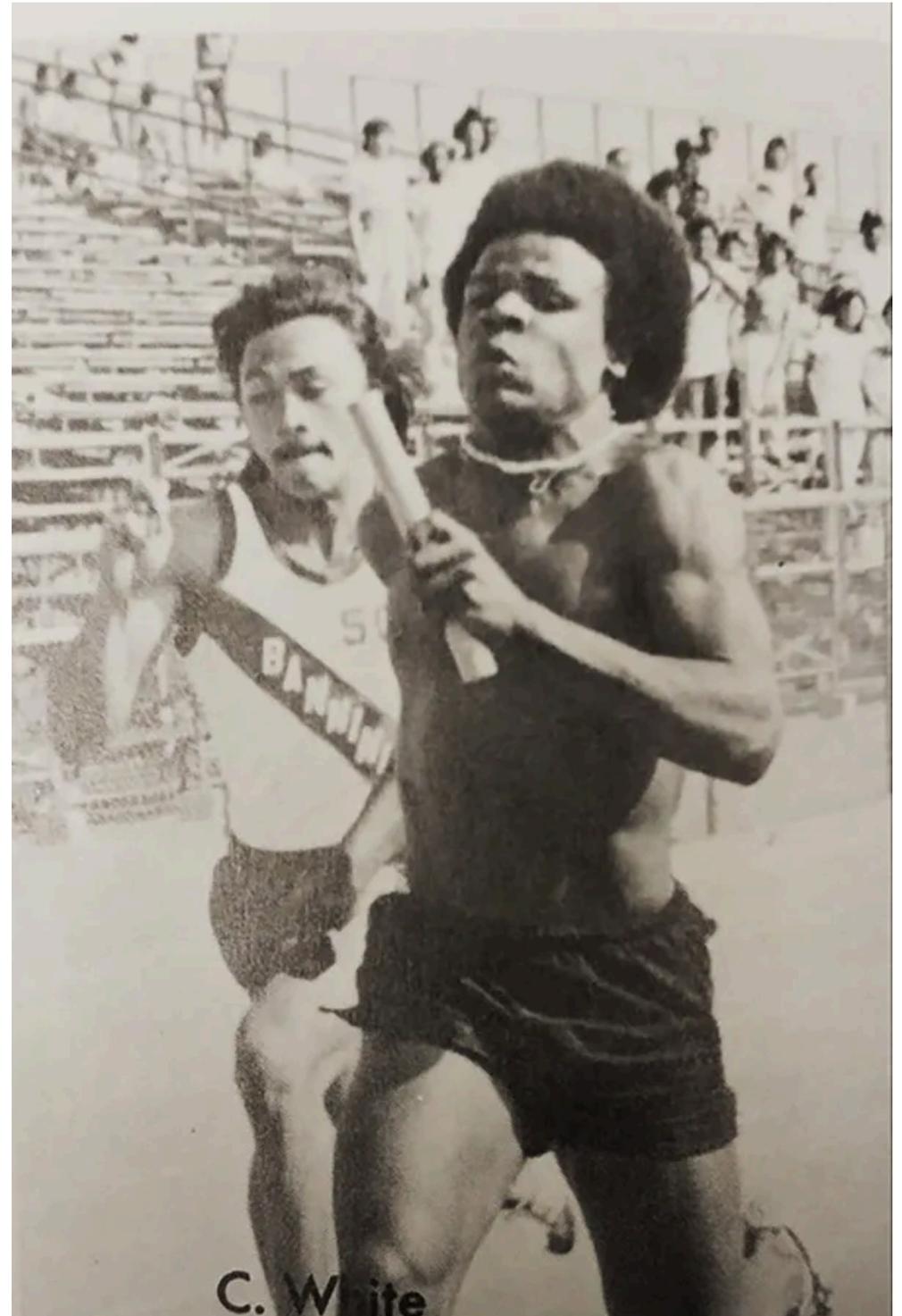
de que había terminado en la casa de mi abuela, fue como una puerta giratoria. Ella nunca se rechazó a nadie.”

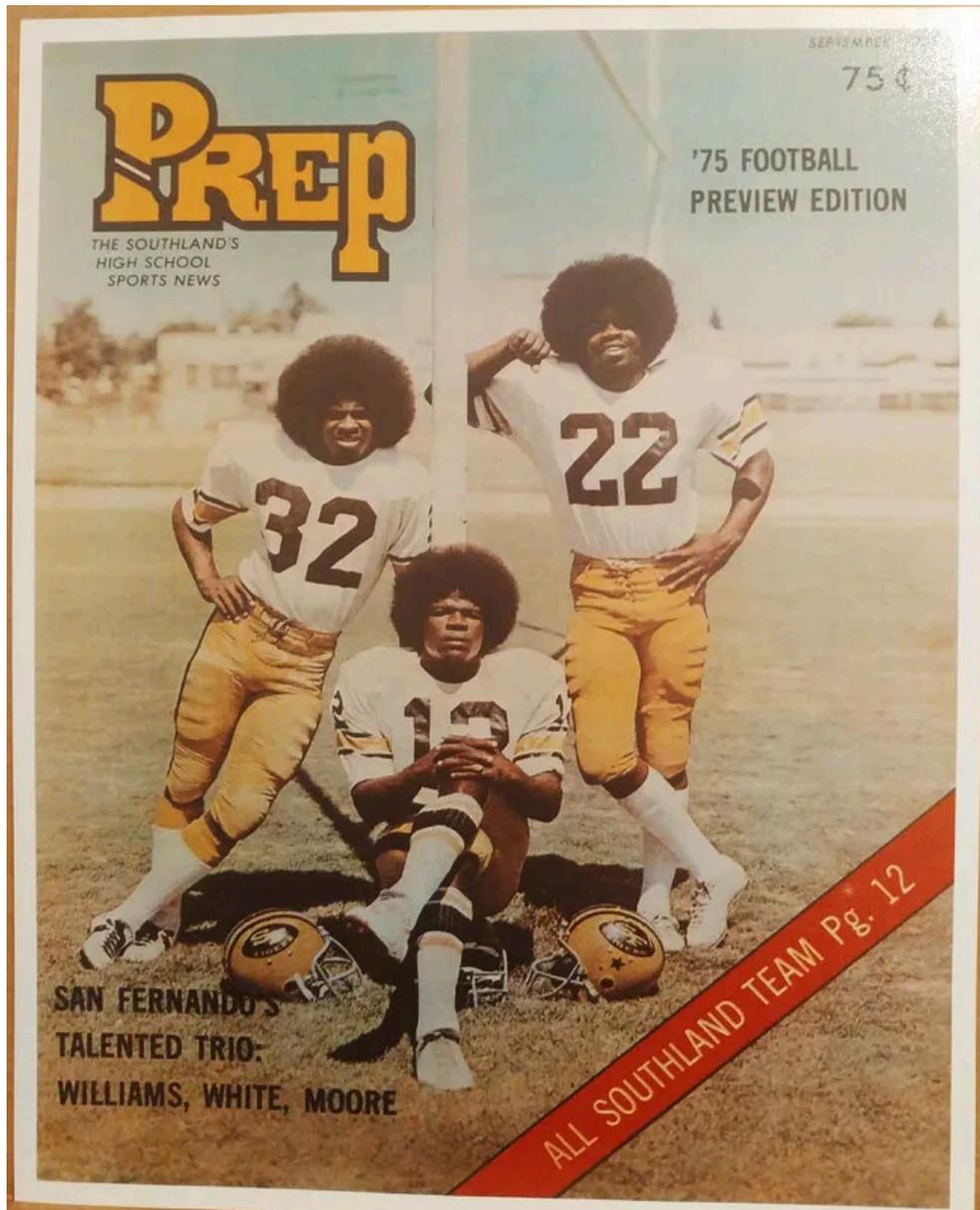
White también luchó con una adicción a la cocaína y otros problemas fuera del campo. En 2008, tuvo que vender su trofeo Heisman para saldar deudas tributarias.

“Venimos de orígenes humildes”, dijo Gordon. “Y seré sincero y honesto, eso realmente no cambió cuando Charles lo hizo. Firmó un contrato profesional de cinco años por \$2.6 millones; no parece mucho hoy, pero en 1980, era mucho”.

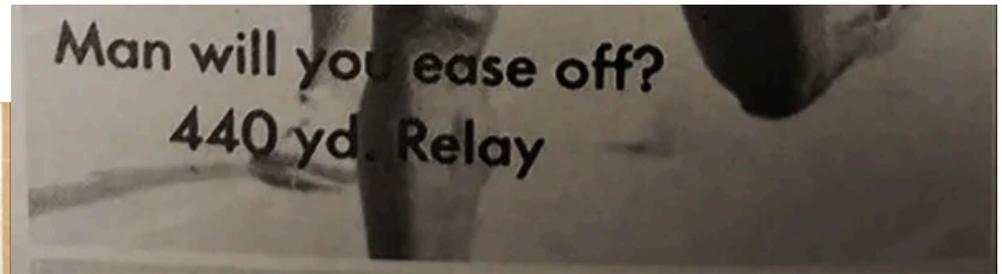
En sus últimos años, a White le diagnosticaron demencia relacionada con una lesión cerebral traumática. Se informó que todavía estaba consciente y sabía que “hizo algo bueno, algo grandioso, algo fantástico para la USC”. Vivió en una unidad de cuidado de la memoria en un centro de vida asistida del Condado de Orange hasta su fallecimiento.

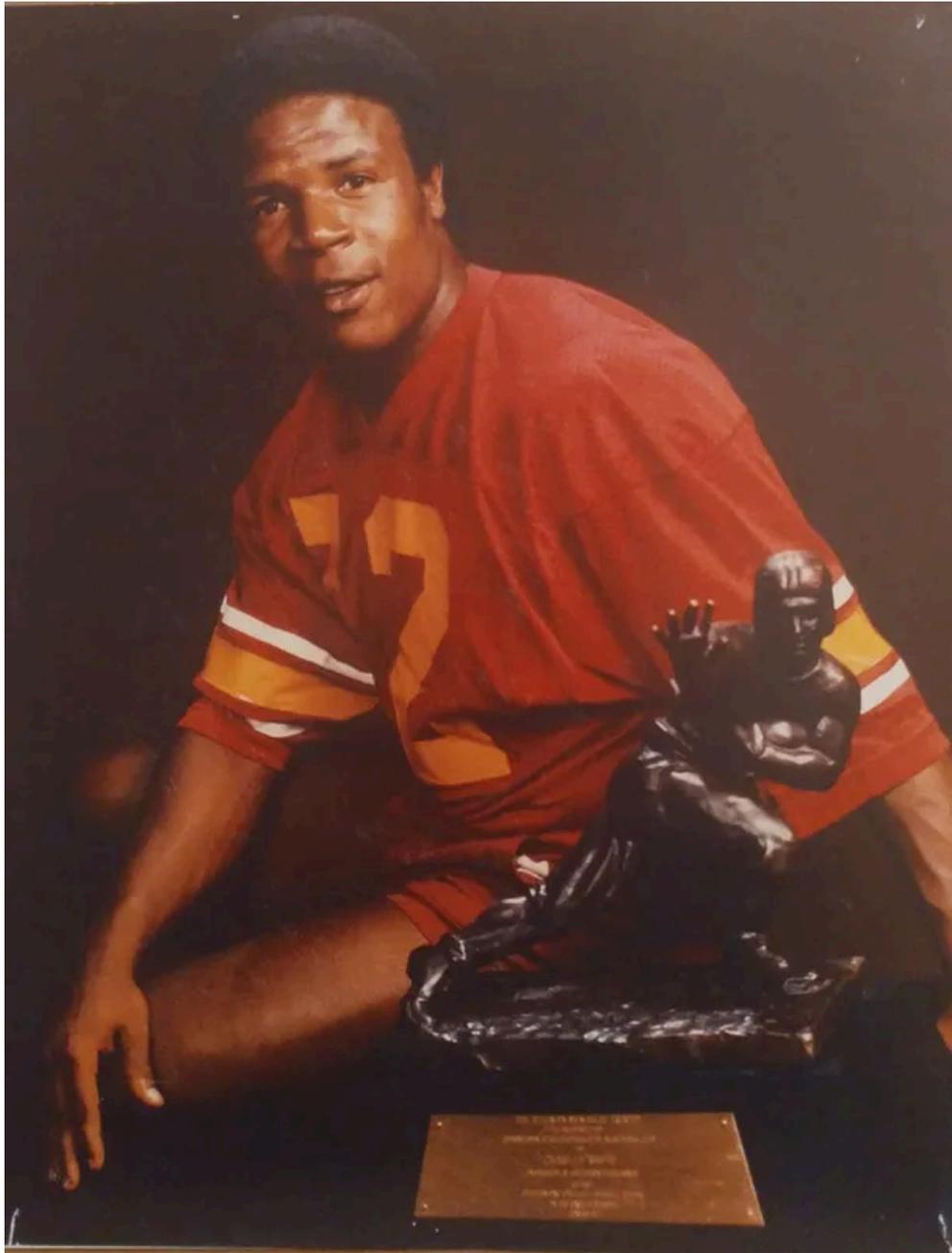
A White le sobreviven su exesposa, Judianne White-Basch, sus cinco hijos y una nieta.





Million Dollar Backfield: Kevin Williams (32), Charles White (12) y Kenny Moore (22) (Foto / San Fernando High School)





Charles White gana el Trofeo Heisman cuando en USC. (Foto / San Fernando High School)

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## AGENDA REPORT

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**To:** Vice Mayor Mary Solorio and Councilmembers

**From:** Mayor Mary Mendoza

**Date:** November 10, 2025

**Subject:** Discussion and Consideration to Accept a Donation of Eight Air Purifiers through Veterans Support Initiative and Alicia Broadous Duncan Multi-Purpose Senior Center

### RECOMMENDATION:

I have placed this on the agenda (Attachment "A").

It is recommended that the City Council discuss and formally accept the donation of eight (8) air purifiers, authorize staff to coordinate with the Resource Center to determine resident eligibility, and direct that the distribution be managed in partnership with Ms. Gail Wilson.

### BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the November 10, 2025 City Council Meeting.

### BUDGET IMPACT:

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

### ATTACHMENTS:

- A. Request to Agendize an Item for City Council Discussion/Consideration
- B. Request from Gail Wilson



## REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

### CITY COUNCILMEMBER INFORMATION

NAME Mary Mendoza	TITLE Mayor
----------------------	----------------

### ITEM INFORMATION

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

Accept Donation of Eight Air Purifiers through Veterans Support Initiative and Alicia Broadous Duncan Multi-Purpose Senior Center

*BACKGROUND/ANALYSIS Provide the reason you are requesting this item be agendized.*

The City of San Fernando has been offered a generous donation of eight air purifiers from the Veterans Support Initiative (VSI), in collaboration with the Alicia Broadous-Duncan Multipurpose Senior Center.

This thoughtful contribution aims to enhance the health and well-being of San Fernando residents by improving indoor air quality in their homes. Air purifiers play a vital role in removing airborne particles such as dust mites, pet dander, pollen, and mold spores — common triggers for asthma, allergies, and other respiratory conditions.

Through this donation, the Veteran Support Initiative and the Alicia Broadous-Duncan Multipurpose Center aim to provide comfort, relief, and cleaner air for those who need it most, reinforcing our shared commitment to creating a healthier and more supportive environment for all community members.

*ATTACHMENTS Do you have any attachments to include?*

Yes       No

*RECOMMENDATION Indicate the direction you are recommending.*

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

---

**Subject:** FW: Air Purifier Donation to the City of San Fernando

---

**From:** G Wilson <[g.wilson@veteranssi.org](mailto:g.wilson@veteranssi.org)>

**Sent:** Tuesday, October 21, 2025 10:15 PM

**To:** Mary Mendoza <[MMendoza@sfcity.org](mailto:MMendoza@sfcity.org)>; Kanika Kith <[KKith@sfcity.org](mailto:KKith@sfcity.org)>

**Cc:** Raul Barragan <[raul.barragan@veteranssi.org](mailto:raul.barragan@veteranssi.org)>

**Subject:** Air Purifier Donation to the City of San Fernando

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Dear Mary and Kanika,

I trust that you both are doing well. Here is the context for our donation of eight air purifiers on Friday afternoon.

Veterans Support Initiative and the Alicia Broadous Duncan Multipurpose Senior Center are honored to donate air purifiers to support the health and well-being of residents in the City of San Fernando. These purifiers help remove airborne irritants such as dust mites, pet dander, pollen, and mold spores -- common triggers for asthma and other respiratory conditions. We hope that this contribution provides comfort, relief, and improved air quality for community members who need it most.

Thank you.

Ms. Gail Wilson  
Executive Director

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## AGENDA REPORT

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**To:** Mayor Mary Mendoza and Councilmembers

**From:** Councilmember Victoria Garcia

**Date:** November 10, 2025

**Subject:** Discussion and Consideration Regarding the Promotion of the City's Programs, Resources, and Events

**RECOMMENDATION:**

I have placed this on the agenda (Attachment "A").

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

**BACKGROUND/ANALYSIS:**

See Attachment "A" that was submitted to request to agendize this item for the November 10, 2025, City Council Meeting.

**BUDGET IMPACT:**

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

**ATTACHMENTS:**

A. Request to Agendize an Item for City Council Discussion/Consideration

## REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

### CITY COUNCILMEMBER INFORMATION

NAME

Victoria Garcia

TITLE

Councilmember

### ITEM INFORMATION

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

Promotion of the City's programs, resources, and events

BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

The City has created multiple programs, resources, and events that are here to benefit our community such as San Fernando Together, the small business grant program, and the \$5 million dollar grant that the City received for down payment assistance and home rehabilitation for our residents. Our residents would benefit from their proper promotion.

ATTACHMENTS *Do you have any attachments to include?*

Yes       No

RECOMMENDATION *Indicate the direction you are recommending.*

Direction to issue a RFP for the promotion of City programs, resources, and events.