Mayor Joel Fajardo
Vice Mayor Victoria Garcia
Councilmember Mary Mendoza
Councilmember Mary Solorio
Councilmember Patty Lopez

City of San Fernando
City Council

Revised - Meeting Agenda
Special Meeting – 5:00 PM
Regular Meeting – 6:00 PM
Monday, January 5, 2026

City Hall Council Chambers
117 Macneil Street
San Fernando, CA 91340

Vice Mayor Victoria Garcia
Sheraton Grand Sacramento Hotel
1230 J. Street
Sacramento, CA 95814

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

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

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

ROLL CALL

APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)

PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)

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

RECESS TO CLOSED SESSION

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

One (1) matter

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

One (1) matter

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@sanfernando.gov** no later than **12:00 p.m. the day of the meeting**, to ensure distribution to the City Council prior to consideration of the agenda. Comments received via email will be distributed to the City Council and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE 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)**

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 AND UPDATE FROM METROPOLITAN WATER DISTRICT BOARD CHAIR ADAN ORTEGA

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

DECORUM AND ORDER

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

PUBLIC STATEMENTS

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

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

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

CONSENT CALENDAR

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

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

a. October 20, 2025 Special & Regular CC Meeting
b. November 10, 2025 Special & Regular CC Meeting
c. November 17, 2025 Special & Regular CC Meeting

2) CONSIDERATION TO ADOPT RESOLUTION NOS. 25-122 AND 26-011 APPROVING THE WARRANT REGISTERS OF DECEMBER 15, 2025 AND JANUARY 5, 2026, RESPECTIVELY

Recommend that the City Council:

a. Adopt Resolution No. 25-122 approving the Warrant Register dated December 15, 2025; and

b. Adopt Resolution No. 26-011 approving the Warrant Register dated January 5, 2026.

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

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

4) CONSIDERATION TO APPROVE RELEASE OF A REQUEST FOR PROPOSALS FOR SOLID WASTE MANAGEMENT CONSULTING SERVICES

It is recommended that the City Council approve the release of a Request for Proposals for Solid Waste Management Consulting Services to evaluate the current franchise agreement, prepare and administer an RFP process for Solid Waste Management services, and support contract negotiations for the selected contractor.

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

Recommend that the City Council:

a. Adopt Resolution No. 8425 accepting a conditional award of $5,000,000 in CalHome grant funds from the California Department of Housing and Community Development under the 2024 Homeownership Super Notice of Funding Availability, CalHome Program, Round 2; and

b. Authorize the City Manager, or designee, to execute the Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents required by HCD for participation in the CalHome Program.

6) CONSIDERATION TO AUTHORIZE SUBMITTAL OF A GRANT APPLICATION TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES URBAN AREA SECURITY INITIATIVE FOR POLICE DEPARTMENT ACCESS CONTROL IMPROVEMENTS AND PERSONAL PROTECTIVE EQUIPMENT

Recommend that the City Council authorize the submittal of a grant application to the California Office of Emergency Services Urban Area Security Initiative for police station access control improvements and personal protective equipment for sworn personnel.

7) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH WITH CALIFORNIA STATE UNIVERSITY, NORTHRIDGE TO PROVIDE VOLUNTEER INCOME TAX ASSISTANCE SERVICES AND FINANCIAL LITERACY WORKSHOPS

Recommend that the City Council:

a. Approve a Memorandum of Understanding with the University Corporation at California State University, Northridge (Contract No. 2473), to provide Volunteer Income Tax Assistance services and Financial Literacy Workshops at Las Palmas Park for a period of five years; and

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

8) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR THE BUS SHELTER CONSTRUCTION PROJECT, JOB NO. 7609

Recommend that the City Council:

a. Accept the improvements as constructed by R.C. Becker, Inc., and consider the work completed;

b. Authorize the issuance and filing of a "Notice of Completion" with the Los Angeles County Office of the Registrar-Recorder/County Clerk; and

c. Authorize the release of the five percent retention amount of $18,777.09 after the 35-day lien period from the date the Notice of Completion is recorded.

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

Recommend that the City Council reject all construction bids received for the Calles Verdes Project, Job No. 7605, Plan No. P-727.

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

Recommend that the City Council:

a. Award a Professional Services Contract to Kimley-Horn and Associates, Inc. (Contract No. 2470) for design services such as High-Intensity Activated Crosswalks at Glenoaks Boulevard and Fifth Street crossings, irrigation, landscaping, fence upgrades, pedestrian lights, benches, and park and bikeway monuments for the Pacoima Wash Connectivity Project, in an amount not-to-exceed $349,440; and

b. Authorize the City Manager, or designee, to make non-substantive changes and execute contract and all related documents.

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

Recommend that the City Council:

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

b. Authorize the City Manager to issue payment directly to Yeah, We Get It.

12) CONSIDERATION TO APPROVE CO-SPONSORSHIP AND USE OF THE CITY SEAL FOR TOGETHER WE THRIVE FOOD DISTRIBUTION EVENTS

Recommend that the City Council:

a. Approve Co-Sponsorship of weekly food distribution events hosted by Together We Thrive to support food security and community well-being through the San Fernando Together Initiative; and

b. Approve the use of the City seal on print material and social media pursuant to City Council Ordinance No. 1724.

PUBLIC HEARING

13) A PUBLIC HEARING TO CONSIDER APPROVING INTRODUCTION FOR FIRST READING OF AN ORDINANCE AMENDING CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE TO MODIFY PARKING RESTRICTIONS OF CERTAIN VEHICLES INCLUDING FOR USE AS HUMAN HABITATIONS

Recommend that the City Council:

a. Conduct a Public Hearing; and

b. Pending public testimony, approve introduction for first reading, Ordinance No. 1738 in title only, and waive further reading of "An Ordinance of the City Council of the City of San Fernando, California, Amending Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal to Modify Parking Restrictions of Campers, Recreational Vehicles, Utility Trailers, and Other Vehicles Including Those Used for Human Habitation."

ADMINISTRATIVE REPORTS

14) DISCUSSION AND CONSIDERATION REGARDING CONCEPT DESIGN OPTIONS FOR THE DOWNTOWN TRASH ENCLOSURES IMPROVEMENT PROJECT

Recommend that the City Council:

a. Review three concept design options for the Downtown Trash Enclosures Improvement Project;

b. Approve Option No. 1 – Spanish/Mission Revival Style to proceed with final design; and

c. Provide direction, as applicable.

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

Recommend that the City Council:

a. Review and approve the City Council Liaison and Ad Hoc Committee Assignments;

b. Appoint a Chair and Vice Chair to serve on the Disaster Council to serve until their successors are appointed; and

c. Appoint a Voting Delegate and Alternate Delegate to Southern California Council of Governments 2026 Annual General Assembly Meeting.

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

This item was agendized by Vice Mayor Victoria Garcia.

City Council discussion and consideration to approve a co-sponsorship of a human trafficking awareness and prevention presentation on January 29, 2026, with a possible follow-up date, for our community, including an emphasis on how to protect children, especially with online safety, that will be hosted by ZOE International. This co-sponsorship would allow us to use Council Chambers for the presentation, allow our Police Department to participate more robustly, and allow the City to promote the event.

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

This item was agendized by Vice Mayor Victoria Garcia.

City Council discussion and consideration to add a section on the Request to Agendize an Item for City Council Discussion/Consideration Form that delineates which City Council priority the item falls under and which budget item the item falls under.

18) DISCUSSION AND CONSIDERATION ON HOSTING AN EDUCATIONAL BUSINESS FORUM ON RECENT BUSINESS LAWS AND RELATED TOPICS

This item was agendized by Mayor Joel Fajardo.

City Council discussion to provide staff with direction regarding the planning and co-sponsorship of an educational business forum, including authorization for use of the City seal, if appropriate.

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

This item was agendized by Councilmember Mary Solorio.

City Council discussion and consideration to introduce the Celebration District Charter to the City Council, initiate a formal review and feedback process, and establish a clear path toward potential implementation in early 2026.

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

This item was agendized by Councilmember Mary Solorio.

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

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

This item was agendized by Councilmember Mary Solorio.

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

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

This item was agendized by Councilmember Mary Mendoza.

City Council discussion to provide direction to staff.

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

This item was agendized by Councilmember Mary Solorio.

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

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT The meeting will adjourn to the next Regular Meeting on January 20, 2026.

AFFIDAVIT OF POSTING

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

Dated: _____ at: _____

Signed By: _____

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

Regular Meeting
San Fernando City Council

This Page Intentionally Left Blank



This Page Intentionally Left Blank


1a

This Page Intentionally Left Blank

CITY OF SAN FERNANDO
CITY COUNCIL

MINUTES
SPECIAL MEETING – 5:00 P.M
REGULAR MEETING – 6:00 P.M.
MONDAY, OCTOBER 20, 2025

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

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

Mayor Mary Mendoza called the Special Meeting to order at 6:00 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 Vice Mayor Solorio, seconded by Councilmember Lopez to approve the agenda. The motion carried, unanimously.

PUBLIC STATEMENTS

None

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

By consensus, Councilmembers recessed to Closed Session.

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

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

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

Title: City Manager

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

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

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

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

RECONVENED FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

City Attorney stated that there were no reportable actions as a result of the Closed Session meeting held at 5:00 p.m. It was noted that Councilmember Fajardo recused himself from Item D.

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

Mayor Mary Mendoza called the regular meeting to order at 6:07 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 Recreation and Community Services Julio Salcedo, Interim Director of Community Development Ron Garcia, Interim Director of Public Works Bill Evans, and City Clerk Julia Fritz

Absent: None

TELECONFERENCING REQUESTS/DISCLOSURE

None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

Mayor Mendoza requested that an item be walked on to the agenda regarding the discussion of extending the Mexican Consulate on Wheels Program Services.

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to approve the agenda, as amended to approve the walk-on item requested by Mayor Mendoza to discuss continuing the Mexican Consulate on Wheels Program Services. The motion carried, unanimously.

PRESENTATIONS

A. PRESENTATION FROM THE MEXICAN AMERICAN CHAMBER OF COMMERCE USA

PUBLIC STATEMENTS

Tom Ross seeded his time to President of the San Fernando Mall Association regarding Agenda Item No. 8.

Antonia Escobedo commented on an event coming to San Fernando community being held at Las Palmas Park.

Lupita Gonzalez asked for improvements in the mall area such as additional lights and to assist in promoting local downtown businesses.

Jonathan Canton spoke about a sweet sixteen celebration event.

Christina Bernal President of the San Fernando Mall Association provided an update on the work being done to spotlight businesses within the mall area and was opposed to Agenda Item No. 8.

Dave Bernal commented in opposition to Agenda Item No. 8.

Gavin McKiernon spoke in support of Agenda Item No. 6.

Paulina Torres Policy Advocate for Supervisor Horvath's Office spoke regarding community-based programs and to apply for funds by October 31 regarding the County's rent relief program beginning in December.

Priscilla Estrada spoke in support of the tree lighting event remaining in the place as previously held.

Arait Martinez owner of House of Dress shop spoke in support of the San Fernando Mall Association's events.

Yvonne Pene spoke in opposition to Agenda Item No. 8.

CONSENT CALENDAR

Councilmember Garcia pulled Item No. 5 for discussion.

Motion by Councilmember Fajardo, seconded by Councilmember Garcia to approve the Consent Calendar, excluding Item No. 5:

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

   a. August 18, 2025 – Special & Regular CC Meeting

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

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

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

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

The motion carried, unanimously.

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

   Motion by Councilmember Garcia, seconded by Councilmember Fajardo to approve Resolution No. 8413 approving the Social Media Policy. The motion carried, unanimously.

   The City Council continued the Personnel Investigation Policy Resolution No. 8414 to the next meeting to consider potential edits to the policy update.

ADMINISTRATIVE REPORTS

5) DISCUSSION AND CONSIDERATION TO APPROVE A SECOND READING AND ADOPT ORDINANCE NO. 1737 AMENDING DIVISION 3 (GENERAL MUNICIPAL ELECTIONS) OF ARTICLE II (CITY COUNCIL) OF CHAPTER 2 (ADMINISTRATION) OF THE SAN FERNANDO MUNICIPAL CODE TO CHANGE THE CITY'S GENERAL MUNICIPAL ELECTION DATE FROM THE

STATEWIDE ELECTION IN NOVEMBER OF EVEN-NUMBERED YEARS TO THE STATEWIDE ELECTION DATES THAT ALTERNATES BETWEEN MARCH AND JUNE OF EVEN-NUMBERED YEARS BEGINNING JUNE 2, 2026

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

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

ROLL CALL

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

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

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

Motion by Councilmember Garcia, seconded by Councilmember Fajardo to move to authorize the Public Works Department to purchase and install new lighting and holiday decorations in the San Fernando Mall in an amount not to exceed $220,615.10 and the direction for tree lighting to extend in more than the two block area, as much as can be covered, not to rent and only to buy decorations, utilizing the downtown promotional Area B account to cover related expenditures, leaving a balance of $26,000 in the account.

ROLL CALL

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

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to approve hosting the 2025 Holiday Tree Lighting Ceremony at the San Fernando Mall, featuring a Holiday Night Market and the temporary closure of San Fernando Road between Brand Avenue and San Fernando Mission Road. The motion carried, unanimously.

It was noted that the City Council recessed the meeting at 8:42 p.m. and reconvened at 8:56 p.m. with all Councilmembers present.

9) DISCUSSION AND CONSIDERATION FOR POSSIBLE APPROVAL OF AN EMPLOYMENT AGREEMENT PENDING CLOSED SESSION DISCUSSION AND DELIBERATION ON FINAL TERMS AND CONDITIONS FOR THE APPOINTMENT OF KANIKA KITH AS THE CITY MANAGER

City Attorney Padilla presented the staff report and responded to Councilmember questions.

City Attorney Padilla announced that the salient terms of an executive official's employment contract under state law must be approved at a regular meeting in open session as a non-consent item. He stated that the City Council deliberated on the item in Closed Session with respect to the terms of the contract and stated that a copy of the final version of the proposed employment agreement was made available to the public for review. Additionally, he reported that the employment agreement mirrors that of former City Manager Kimball, however without a CPI adjustment or an anti-compaction provision to the agreement. Miss Kith's based salary will be $264,350 with medical benefits pursuant to Resolution No. 8289, with her retirement status with CalPers changing to Tier 2, severance payment of 18 months and an annual evaluation with the optional quarterly evaluations, as needed.

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to approve the candidate for appointment; approve the City Manager Employment Agreement; and authorize the Mayor to execute the Employment Agreement on behalf of the City Council. The motion carried, unanimously.

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

Councilmember Patty Lopez presented the staff report.

Motion by Councilmember Lopez, seconded by Vice Mayor Solorio to approve co-sponsorship, waive facility permit fees and requested that staff to provide clarification of the fee waiver allocation vs community investment fund, via email to the City Council. The motion passed unanimously.

.

Mayor Mendoza requested to walk on the following item:

12) CONSIDERATION TO EXTEND THE MEXICAN CONSULATE WHEELS PROGRAM SERVICES THROUGH NOVEMBER 4

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

The City Council directed staff to reach out to Supervisor Horvath's Office to request a 15-day extension at the Aquatic Center (Recreation Park) and to fund facility use fees; if no response, send letter Congresswoman Luz Rivas asking same; if no response, send letter to Senator Menjivar asking same; if no response, send letter to Assemblymember Rodriguez; if no response asking same, send letter to LAUSD Board Member Gonez asking same; if no response, reach out to City of Los Angeles Councilmember Monica Rodriguez to collaborate with the City on funding facility use fees; and if no response, consider moving event to Santa Rosa Church. The motion carried, unanimously.

11) DISCUSSION AND CONSIDERATION ON CITY POLICIES AND PROCEDURES

Councilmember Joel Fajardo presented the staff report.

The City Council directed staff to return to the November 17, 2025 City Council meeting with a redlined version of Councilmember Fajardo's requested amendments; return to a future Council meeting with a resolution to include the presentation of Measure A/SF Townhall at a City Council meeting to promote transparency and public participation; update the Disaster Council list; eliminate the Senior Advisory Committee; add clarifying information to allow Councilmembers to speak to union groups; update the policy on allotted time for Councilmembers to work with the City Attorney; update the request to agendize form to remove the fiscal impact, priorities, budgeted section; create a City Council Handbook Ad Hoc Committee with Councilmembers Fajardo and Lopez serving on the committee to work with staff on updates to the handbook; and to consider trademarking City logos and the budget impact during Fiscal Year 2026-2027 budget process.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Staff provided updates on upcoming events regarding the San Fernando Together Program; Empower San Fernando 6th Entrepreneurship Workshop; Dia de Los Muertos Cultural Festival; discover San Fernando's Monthly Food distribution and on the City Council Special Community Recognition Celebration Meeting.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia noted she attended the San Fernando Police Department's National Night Out event, the WELL Fellowship Delta Project event, California Contract Cities Association Board meeting, the Mexican Consulate on Wheels Program Grand Opening event, and participated as a "Principal for a Day" at Mission High School Continuance School.

Councilmember Lopez expressed thanks to the City Council and staff for bringing the Mexican Consulate services to San Fernando.

Councilmember Fajardo thanked Councilmember Lopez for bringing the Mexican Consulate Wheels Program Services to the City and commented on the Mall Association discussion.

Vice Mayor Solorio thanked Will and Kenya for their work on a grant proposal.

Mayor Mendoza thank staff for their efforts and support and spoke about the Mexican Consulate Wheels Program Services.

ADJOURNMENT (10:21 p.m.)

Mayor Mendoza adjourned the regular meeting to the adjourned regular meeting of November 10, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the October 20, 2025, Regular meeting and approved by the San Fernando City Council at the meeting of _____.

_____
Julia Fritz, CMC
City Clerk

1b

This Page Intentionally Left Blank

CITY OF SAN FERNANDO
CITY COUNCIL

MINUTES
SPECIAL MEETING – 5:00 P.M
ADJOURNED REGULAR MEETING – 6:00 P.M.
MONDAY, NOVEMBER 10, 2025

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

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

Mayor Mary Mendoza called the Special Meeting to order at 5:00 p.m.

Present:

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

Staff: City Manager Kanika Kith and City Attorney Richard Padilla

Absent: None

APPROVAL OF AGENDA

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

PUBLIC STATEMENTS None

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

By consensus, Councilmembers recessed to Closed Session.

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

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

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

RECONVENED FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

City Attorney noted that Councilmember Fajardo recused himself from Item B; and stated there was no reportable action as a result of the 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 6:05 p.m.

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

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

Absent: None

TELECONFERENCING REQUESTS/DISCLOSURE

None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PRESENTATIONS

A. PRESENTATION OF A PROCLAMATION RECOGNIZING SEPTEMBER 9, 2025 AS CALIFORNIA'S 175TH ANNIVERSARY OF STATEHOOD

PUBLIC STATEMENTS

The following spoke in support of Agenda Item No. 8:

Ricardo Benitez
Sabina Montes
Angelica Estrada
Doris Torres
Dolores Rodriguez spoke in support of Agenda Item No. 7 and Item No 8.
Olga Torregon
Emma Romo spoke in support of Agenda Item No. 8 and offered a prayer.
Dani Verelu
Bessy Arteaga
Antonio Escobedo
Ramiro Harrero
Ofelia Herrera

Chris Richards spoke in support of the Agenda Item No. 13.

Stephano Padilla Public Affairs Representative for South Coast AQMD provided information on current incentive programs.

Marcela Rodriguez spoke in support of the Police Department.

John David Rivera commented on Agenda Item No. 11 regarding Area B Funds, questioned the status of his public records request submitted to the City and is not in support of the City terminating the Mall Association Agreement.

Maricela Gutierrez spoke regarding public safety surrounding the ICE raids at the Home Depot and through the city.

Virginia Sandoval spoke regarding concerns with the ICE raids.

Brissa Magana spoke regarding safety precautions associated with the ICE raids at Home Depot and is support of Agenda Item No. 8.

Ruben Lugo spoke regarding Agenda Item No. 9 and the safety of the community.

Tom Ross submitted correspondence in support of Agenda Item No. 11.

Sean Rivas submitted correspondence regarding concerns associated with Agenda Item No. 9 and questioned City Council's leadership.

Beatriz Medrano submitted correspondence in support of Agenda Item No. 8.

Ronnie Vidaurre submitted correspondence regarding concerns regarding community programming and Christmas decorations for the Tree Lighting event.

Isabel Maturman submitted correspondence regarding concerns with the ICE raids and questioned certain portions of "Safe San Fernando" and its oversight.

Councilmember Patty Lopez submitted correspondence pertaining to seeking justice and transparency for the death of Carlos Manzo, asking for change in Mexico and protection for Michoacan families living in Mexico and abroad.

Brenda Reyes submitted correspondence in support of Agenda Item No. 8.

CONSENT CALENDAR

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

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to approve the Consent Calendar, excluding Item No. 5:

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

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

   September 15, 2025 – Special & Regular CC Meeting

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

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

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

The motion carried, unanimously.

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

   Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio to 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 and directed staff to return research an alternative such as California Joint Powers Insurance Authority, as an example for comparison purposes. The motion carried, unanimously.

ADMINISTRATIVE REPORTS

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

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

Motion by Mayor Mendoza, seconded by Councilmember Lopez approved the City submitting a letter in support of 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 directed staff to prepare and transmit such correspondence to the appropriate representatives of the Los Angeles Unified School District. The motion carried, unanimously.

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

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

Motion by Councilmember Garcia, seconded by Councilmember Lopez, to reschedule the December 9, 2025 recognition meeting to January 26, 2026, and to hold the next recognition meeting on July 27, 2026; with an option to review for budget purposes, while maintaining the current level of food and dessert offerings, seeking donations from local businesses, and continuing the expenditure of $320 per event. The motion carried unanimously.

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

John Perez from Strategic Leadership Consultants presented the staff report and responded to Councilmember questions.

The City Council recessed the meeting at 7:56 p.m. and reconvened at 8:12 p.m. with all Councilmembers present.

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

Councilmember Patty Lopez presented the staff report and responded to Councilmember questions.

The City Council continued the item to the November 17, 2025 City Council meeting to allow staff to collect additional information from the organizer including, but not limited to, a traffic control plan to determine what effect the event will have on City resources and budgetary needs.

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

Councilmember Patty Lopez presented the staff report and responded to Councilmember questions.

The City Council directed staff to host a community forum in the Council Chambers after the holidays to engage residents and address immigration concerns. Invite civil rights groups, legal organizations, regional law enforcement, and other agencies to provide information and support. Promote the event through flyers, email, and social media to ensure broad community participation.

10) DISCUSSION AND CONSIDERATION REGARDING SAFETY AND SECURITY PLAN FOR PUBLIC MEETINGS ***(THE CITY COUNCIL TABLED THE ITEM TO THE NOVEMBER 17, 2025 REGULAR MEETING)***

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

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

Motion by Councilmember Garcia, seconded by Mayor Mendoza 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. The motion carried, unanimously.

Motion by Councilmember Fajardo, seconded Councilmember Garcia 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 engage with businesses through email, letters and phone calls in the Area B Funds location to receive feedback on suggestions on how the annual funds should be used. The motion carried, unanimously.

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

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

Motion by Councilmember Garcia, seconded by Mayor Mendoza to 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. The motion carried, unanimously.

14) DISCUSSION AND CONSIDERATION TO ACCEPT A DONATION OF EIGHT AIR PURIFIERS THROUGH VETERANS SUPPORT INITIATIVE AND ALICIA BROADOUS DUNCAN MULTI-PURPOSE SENIOR CENTER ***(THE CITY COUNCIL TABLED THE ITEM TO THE NOVEMBER 17, 2025 REGULAR MEETING)***

15) DISCUSSION AND CONSIDERATION REGARDING THE PROMOTION OF THE CITY'S PROGRAMS, RESOURCES, AND EVENTS ***(THE CITY COUNCIL TABLED THE ITEM TO THE NOVEMBER 17, 2025 REGULAR MEETING)***

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Staff provided updates on upcoming events related to San Fernando Together, Foodzilla, Holiday Tree Lighting Ceremony, Veterans Day and mentioned that City Hall, Recreation Park and Las Palmas Park will be closed to the public from December 25 through January 5. Status was also provided on the San Fernando Mall Sign Restoration project and announced the five new Police Department Corporals, Hector Torres, Mason Hill, Jeff Pack, Raul Barahona and Alex Licea.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia reported attending the Kids First Grand Reopening, the City's Día de Los Muertos event; the San Fernando High School Dia de Los Muertos event; the City Council Community Recognition Celebration meeting; the Foodzilla event; and extended congratulations to the five newly promoted Corporals. She also mentioned she attended California Contract Cities Board meeting and the Southern California Association of Governments policy meeting; and announced that she recently graduated from the Water Education for Latino Leaders - WELL Untapped Fellowship Program.

Councilmember Lopez spoke about the passing of Carlos Manzo.

Councilmember Fajardo requested to close the meeting in memory of Anthony Duarte and reported attending the Ad Hoc Waste Hauling Committee meeting and expressed appreciation for the consultant's presentation on the Police Department's organizational assessment.

Vice Mayor Solorio extended congratulations to Councilmember Garcia on her graduation from the Well Untapped Fellowship Program and to the recently promoted Police Department Corporals. She also reported attending the New Horizons for Youth Gala Fundraiser and invited Councilmembers to attend the Independent Cities Association seminar in Santa Barbara being held in February where she will be a keynote speaker.

Mayor Mendoza reported attending the Glen Oaks Christian Harvest Festival, the World Cup & Olympic/California 175 & America 250 Celebration Ad Hoc Committee meeting and reported she also attended the Día de Los Muertos events hosted at Recreation Park, the San Fernando High School and at Mission Cemetery, which was hosted by Los Angeles Councilmember Rodriguez.

ADJOURNMENT (10:31 p.m.)

Mayor Mendoza adjourned the meeting in memory of Anthony Duarte to the next regular meeting of November 17, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the November 10, 2025, Regular meeting and approved by the San Fernando City Council at the meeting of _____.

_____
Julia Fritz, CMC
City Clerk

1c

This Page Intentionally Left Blank

CITY OF SAN FERNANDO
CITY COUNCIL

MINUTES
SPECIAL MEETING – 5:00 P.M
REGULAR MEETING – 6:00 P.M.
MONDAY, NOVEMBER 17, 2025

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

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

Mayor Mary Mendoza called the Special Meeting to order at 5:05 p.m.

Present:

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

Staff: City Manager Kanika Kith and City Attorney Richard Padilla

Absent: None

It was noted that Vice Mayor Solorio participated under AB 2449 via remote teleconferencing using just cause and confirmed that there is no one over the age of 18 years of age in the room.

APPROVAL OF AGENDA

City Manager Kith requested that Item B. be tabled to a future meeting as there are no updates being provided at this time.

Motion by Councilmember Garcia, Mayor Mendoza seconded to continue Item A. to a future meeting for transparency purposes, where it would be placed as an open session item and staff was directed to provide a report on standard process on dealing with these types of real estate transactions, the RFP process, best practices, whether this process has happened to the City before or with the City before. The motion failed, by the following vote:

ROLL CALL

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

Motion by Councilmember Fajardo, seconded by Vice Mayor Solorio, to approve the agenda as amended to table item B. to a future meeting. The motion carried, by the following vote:

ROLL CALL

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

PUBLIC STATEMENTS None

RECESS TO CLOSED SESSION (5:14 P.M.)

By consensus, Councilmembers recessed to Closed Session.

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

Subject Property: City -Property , APN APN 2521-031-901, 2521-031-902, 2521-031-903 (Parking Lot #3)
City Negotiator: Kanika Kith City Manager
Negotiating Party: Severyn I. Aszkenazy, President Aszkenazy Development, Inc. and Rudy Ortega, Tribal President, Fernandeño Tataviam Band of Mission Indians
Under Discussion: Price, terms of payment as relates to development of property

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

Case Name: Rene Lupercio v. City of San Fernando
Case No.: 2:24-cv-603621-CBM (JPPx)
(Item tabled to a future meeting)

RECONVENED FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

City Attorney reported no action was taken regarding Item A. and Item B. was not considered.

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

Mayor Mary Mendoza called the regular meeting to order at 6:07 p.m.

SAN FERNANDO CITY COUNCIL
MINUTES – Special and Regular Meeting November 17, 2025

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

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

Absent: None

TELECONFERENCING REQUESTS/DISCLOSURE

Vice Mayor Solorio participated under AB 2449 via remote teleconferencing using just cause due to child care reasons and confirmed that there was no one in the room 18 years of age or older.

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

PRESENTATIONS

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

PUBLIC STATEMENTS

Celia Rivas spoke regarding seeking City Council's support for the proposed Christmas Parade.

Lupita Gonzalez spoke regarding Parking Lot 3 and is opposed to apartments being built at that location.

John David Rivera spoke about revenues from merchants of the bridal shop corridor continuing revitalizing the downtown area.

Paulina Torres Policy Advocate for Supervisor Horvath's Office, spoke, provided updates on events and on the rent relief program.

Albert Hernandez from Home Again Los Angeles reported on the number of unhoused families and individuals that received support and were assisted with securing housing.

CONSENT CALENDAR

Councilmember Lopez requested to pull Item Nos. 2, 3 and 4 for discussion.

Motion by Councilmember Garcia, seconded by Councilmember Lopez to approve the Consent Calendar Item Nos 1, 3 and 6:

1) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

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

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

The motion carried, unanimously.

Motion by Councilmember Fajardo, seconded by Councilmember Lopez to approve Consent Calendar Item Nos. 2, 3 and 4:

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

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

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

The motion carried, unanimously.

PUBLIC HEARING

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

Mayor Mendoza opened the public hearing.

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

Mayor Mendoza opened public comments.

Brent Bell spoke in opposition to any residential on First Street.

Mayor Mendoza closed public comments.

Motion by Vice Mayor Solorio, seconded by Mayor Mendoza to adopt Resolution No. 8420 amending the Sites Inventory of the 6th Cycle (2021-2029) Housing Element of the San Fernando General Plan by removing certain parcels and adding new sites to ensure compliance with State Housing Law pursuant to Government Code Sections 65580–65589.11. The motion carried, unanimously.

ADMINISTRATIVE REPORTS

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

Councilmember Joel Fajardo and City Attorney Richard Padilla presented the staff report and responded to Councilmember questions.

The City Council directed the City Attorney to continue to work on edits to the Procedural Manual with Councilmember Fajardo and provide a complete redlined version in advance of bringing final proposed edits to the second City Council meeting in January 2026; to keep December meeting as ceremonial as it is currently written in the Procedural Manual; and if the City Council is deadlocked during the annual reorganization process, the City Attorney will provide in advance options for tie breaker scenarios.

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

Assistant to the City Manager Will Pettener presented the staff report and responded to Councilmember questions. The City council received and filed the informational report. No action was taken.

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

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

Motion by Vice Mayor Solorio, seconded by Councilmember Garcia to approve the Transition of the Downtown Master Plan to a Targeted Implementation Phase by preparing an Opportunity Site Analysis; and authorize the City Manager or designee to execute a Fourth Amendment to the Professional Services Agreement with Dudek Consulting Group to amend the scope of work to transition the Downtown Master Plan effort to a Targeted Implementation Phase. The motion carried, unanimously.

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

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

The City Council directed staff to continue to work on the process to obtain an estimated budget to bring options for the City to host a Christmas parade in 2026 that would be discussed during the upcoming FY 26-27 proposed budget study session.

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

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

The City Council City Council directed staff to return to a future City Council meeting with a draft safety and security plan.

13) DISCUSSION AND CONSIDERATION TO ACCEPT A DONATION OF EIGHT AIR PURIFIERS THROUGH VETERANS SUPPORT INITIATIVE AND ALICIA BROADOUS DUNCAN MULTI-PURPOSE SENIOR CENTER *(This Item was removed for Consideration from the Agenda)*

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

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

The City Council directed staff to return to a future meeting with information on a consultant to help develop policy and procedure to supplement staff with assistance on social medias engagement and cost in-house versus outsourcing.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Staff provided updates regarding upcoming events for San Fernando Together program, Foodzilla, the Holiday Tree Lighting Ceremony, closure of City Facilities on November 27 and 28 in observance of Thanksgiving and City Hall will be closed to the public during the week of December 25 through January 5, 2026, announced new employees recently hired and that the new city email domain will be rolled out from SFCity.org to SanFernando.gov and that the Citywide Employee Appreciation Holiday Party will occur on December 10.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia attended the Veteran's Day Parade.

Councilmember Lopez thanked staff for their work and requested a City jacket with her name, City logo and Title imprinted on the jacket.

Councilmember Fajardo spoke about the mall merchants in District Area B and spoke about having an accurate accounting of money disbursed thus far.

Vice Mayor Solorio wished everyone a Happy Thanksgiving and is looking forward to reorganizing at the next meeting.

Mayor Mendoza participated in the Veteran's Day Parade, attended the Metropolitan State Water Trip in Sacramento and wished everyone a Happy Thanksgiving.

ADJOURNMENT (9:31 p.m.)

Mayor Mendoza adjourned the regular meeting to the next regular meeting of December 1, 2025.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the November 17, 2025, Regular meeting and approved by the San Fernando City Council at the meeting of _____.

_____
Julia Fritz, CMC
City Clerk

This Page Intentionally Left Blank

2

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 5, 2026

Subject: Consideration to Adopt Resolution Nos. 25-122 and 26-011 Approving the Warrant Registers of December 15, 2025 and January 5, 2026, Respectively

RECOMMENDATION:

It is recommended that the City Council:

a. Adopt Resolution No. 25-122 (Attachment "A") approving the Warrant Register dated December 15, 2025; and

b. Adopt Resolution No. 26-011 (Attachment "B") approving the Warrant Register dated January 5, 2026.

BACKGROUND:

For each City Council meeting the Finance Division prepares a Warrant Register for City Council approval. The Register includes all recommended payments for the City. Checks, other than special checks, generally are not released until after the CIty Council approves the Register. The exceptions are for early releases to avoid penalties and interest, excessive delays and in all other circumstances favorable to the City to do so. Special checks are those payments required to be issued between Council meetings such as insurance premiums and tax deposits. Staff reviews requests for expenditures for budgetary approval and then prepares a Warrant Register for City Council approval and or ratification. Items such as payroll withholding tax deposits do not require budget approval.

The Director of Administrative Services/City Treasurer hereby certifies that all requests for expenditures have been signed by the department head, or designee, receiving the merchandise or services thereby stating that the items or services have been received and that the resulting expenditure is appropriate. The Director of Administrative Services/City Treasurer hereby certifies that each warrant has been reviewed for completeness and that sufficient funds are available for payment of the warrant register.

There is one (1) Warrant Registers attached due to the lack of a formal City Council meeting on December 15, 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 Administrative Services/City Treasurer approving the release of the Warrants are attached to this report (Attachments "C" & "D").

ATTACHMENTS:

A. Resolution No. 25-122; including:
   Exhibit A: Payment Demands/Voucher List
B. Resolution No. 26-011; including:
   Exhibit A: Payment Demands/Voucher List
C. Resolution No. 6212 (August 3, 1992)
D. Memorandums Approving Release of Warrant Register (December 15, 2025)

ATTACHMENT "A"

RESOLUTION NO. 25-122

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. 25-122

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 5th day of January, 2026.

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

ATTEST:

Julia Fritz, City Clerk

RES. NO. 25-122

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. 25-122, 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 5th day of January, 2026, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have here unto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of January, 2026.

Julia Fritz, City Clerk

EXHIBIT "A"
RES. NO. 25-122

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242949	12/15/2025	891587 ABLE MAILING INC.	41576-PO13526		MAILING AND FULFILLMENT SERVICES	
				13526	072-360-0000-4300	150.92
				13526	070-382-0000-4300	150.91
			41576-POSTAGE		REIMB OF POSTAGE	
					072-360-0000-4300	113.01
					070-382-0000-4300	113.00
					Total :	**527.84**
242950	12/15/2025	894869 ACORN TECHNOLOGY SERVICES	13059		MS365 GOVERNMENT TENANT MIGRA	
				13482	110-135-3752-4270	38,457.04
					Total :	**38,457.04**
242951	12/15/2025	888356 ADVANCED AUTO REPAIR	1739		VEHICLE MAINT., REPAIRS & MINOR B(	
				13520	070-383-0000-4400	616.67
			1740		VEHICLE MAINT., REPAIRS & MINOR B(	
				13520	070-384-0000-4400	414.25
			1741		VEHICLE MAINT., REPAIRS & MINOR B(	
				13520	041-320-0228-4400	983.24
					Total :	**2,014.16**
242952	12/15/2025	895071 AHMU, ANGELA P.	NOV 2025		STRETCH & STRENGTHENING	
					001-422-0000-4260	350.00
					Total :	**350.00**
242953	12/15/2025	100143 ALONSO, SERGIO	NOV 2025		MMAP INSTRUCTOR	
				13577	001-424-0000-4430	840.00
					Total :	**840.00**
242954	12/15/2025	892975 ALTA LANGUAGE SERVICES INC	IS818784		(8) BILINGUAL LISTENING & SPEAKING	
					001-133-0000-4270	464.00
					Total :	**464.00**
242955	12/15/2025	100184 ANDERSON TROPHY CO.	728485		SPORTS TROPHIES	
				13488	001-423-0000-4300	150.95
					Total :	**150.95**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242956	12/15/2025	100222 ARROYO BUILDING MATERIALS, INC	314555		MISC. LOCAL HARDWARE SUPPLIES A	
				13522	001-311-0000-4300	241.70
			314618		MISC. LOCAL HARDWARE SUPPLIES A	
				13522	001-311-0000-4300	243.85
			314624		MISC. LOCAL HARDWARE SUPPLIES A	
				13522	001-311-0000-4300	243.85
			314700		MISC. LOCAL HARDWARE SUPPLIES A	
				13522	001-311-0000-4300	196.34
					Total :	**925.74**
242957	12/15/2025	889942 ATHENS SERVICES	20464180		STREET SWEEPING SERVICES-NOV'25	
				13511	011-311-0000-4260	19,187.76
					Total :	**19,187.76**
242958	12/15/2025	893939 AXON ENTERPRISES, INC	INUS399853		BODY/VEHICLE CAMERA SYSTEM AND	
				12579	010-225-3698-4500	5,401.89
			INUS400274		BODY/VEHICLE CAMERA SYSTEM AND	
				12579	010-225-3698-4500	58,230.75
			INUS400835		BODY/VEHICLE CAMERA SYSTEM AND	
				12579	010-225-3698-4500	3,824.08
			INUS401291		BODY/VEHICLE CAMERA SYSTEM AND	
				12579	010-225-3698-4500	3,361.89
					Total :	**70,818.61**
242959	12/15/2025	894402 BANNER BANK	19252		5% RETENTION HELD-PACOIMA WASH	
					010-2037	2,155.00
			19354		5% RETENTION HELD-PACOIMA WASH	
					010-2037	3,736.64
					Total :	**5,891.64**
242960	12/15/2025	888443 BAVCO	365586		CALIBRATION TEST KIT	
					070-383-0000-4320	490.79
					Total :	**490.79**
242961	12/15/2025	893591 BIOMEDICAL WASTE DISPOSAL	159337		BIOMEDICAL WASTE PICK-UP & DISPO	
					001-222-0000-4260	110.00
					Total :	**110.00**

vchlist 12/15/2025 3:45:42PM — **Voucher List** — CITY OF SAN FERNANDO — Page: 3

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242962	12/15/2025	893942 BOARD OF STATE AND	OWMH-2022-1		UNSPENT FUNDS-BSCC OFFICER WEL	
					110-220-3622-4300	63.98
					Total :	**63.98**
242963	12/15/2025	893940 BOB BARKER COMPANY	INV2189399		INSECTICIDE FOR JAIL	
					001-225-0000-4350	175.74
					Total :	**175.74**
242964	12/15/2025	100413 BOYS & GIRLS CLUB OF	PROJ NO. SG-19-112		BGCSFV GRANT-ADV. OF FUNDS	
					010-105-0537-4260	743,649.00
					Total :	**743,649.00**
242965	12/15/2025	889345 BSN SPORTS LLC	932129366		EQUIP. & SUPPLIES FOR SPORTS PRO	
				13528	001-423-0000-4300	1,961.55
					Total :	**1,961.55**
242966	12/15/2025	100466 CACEO	300022817		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	100.00
			300022862		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	100.00
			300022932		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	100.00
					Total :	**300.00**
242967	12/15/2025	895106 CANON U.S.A., INC.	6013939135		CANON COPIER MAINTENANCE FY 202	
				13498	001-135-0000-4260	1,949.94
					Total :	**1,949.94**
242968	12/15/2025	894600 CARGILL, INCORPORATED	2911671769		NSF CERTIFIED BULK SALT FOR THE I	
				13505	070-384-0000-4300	6,036.35
					Total :	**6,036.35**
242969	12/15/2025	894010 CHARTER COMMUNICATIONS	0283057120525		LP CABLE & INTERNET SRV 12/05-01/0	
					001-420-0000-4260	291.97
			187701901111425		PD CABLE SRV-11/18/25-12/17/25	
					001-222-0000-4260	237.87
			187702001110725		PD 5G INTERNET SRVS-11/10-12/09	
					010-225-3698-4500	2,600.00

vchlist 12/15/2025 3:45:42PM — **Voucher List** — CITY OF SAN FERNANDO — Page: 4

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242969	12/15/2025	894010 CHARTER COMMUNICATIONS	(Continued)			
			187702401120725		REC PARK CABLE & INTERNET SRV	
					001-420-0000-4260	277.29
					Total :	**3,407.13**
242970	12/15/2025	100713 CITY OF GLENDALE	3824		WATER MASTER-ULARA (JULY'25-SEPT	
					070-381-0000-4450	4,596.64
					Total :	**4,596.64**
242971	12/15/2025	100731 CITY OF LOS ANGELES	WP260000091		O&M PORTION OF ASSSC -JULY 2025	
					072-360-0629-4260	191,215.00
			WP260000091		O&M PORTION OF ASSSC-SEPT 2025	
					072-360-0629-4260	191,217.00
			WP260000091		O&M PORTION OF ASSSC-NOV 2025	
					072-360-0629-4260	191,217.00
			WP260000092		CAPITAL PORTION OF ASSSC-JULY 202	
					072-365-0629-4600	108,441.00
					Total :	**682,090.00**
242972	12/15/2025	103029 CITY OF SAN FERNANDO	8183-8231		REIMB. TO WORKER'S COMP ACCT	
					006-1038	22,672.63
					Total :	**22,672.63**
242973	12/15/2025	890893 CITY OF SAN FERNANDO	DEC 2025		CITY PROPERTY UTILITY BILLS	
					043-390-0000-4210	21,757.96
					Total :	**21,757.96**
242974	12/15/2025	890893 CITY OF SAN FERNANDO	NOV 2025-AZ		COMMISSIONER'S STIPEND DONATIOI	
					001-420-0000-4111	100.00
			NOV 2025-AZ		COMMISSIONER'S STIPEND DONATIOI	
					001-420-0000-4111	100.00
			NOV 2025-LR		COMMISSIONER'S STIPEND DONATIOI	
					001-420-0000-4111	100.00
			OCT 2025-LR		COMMISSIONER'S STIPEND DONATIOI	
					001-420-0000-4111	100.00
					Total :	**400.00**

vchlist **Voucher List** Page: 5
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242975	12/15/2025	895031 CIVILTEC ENGINEERING INC	54052		ENGINEERING SERVS. FOR WELL 2A N	
				13603	010-385-0857-4600	17,510.00
					Total :	**17,510.00**
242976	12/15/2025	894776 CLIMATE RESOLVE	INV-0586		CARP II GRANT PARTNERS	
				13189	110-150-0578-4270	4,203.30
					Total :	**4,203.30**
242977	12/15/2025	100805 COOPER HARDWARE INC.	145000		MISC. SUPPLIES FOR PW OPERATION	
				13537	001-311-0000-4310	78.70
					Total :	**78.70**
242978	12/15/2025	102003 COUNTY OF LOS ANGELES	RE-PW-25111002518		INDUSTRIAL WASTE CHARGES-OCT	
					072-360-0000-4450	5,784.22
			RE-PW-25111002630		SIGNAGE INSTALLATION-910 FIRST	
					001-370-0000-4310	99.11
					Total :	**5,883.33**
242979	12/15/2025	895022 CRAFTWATER ENGINEERING INC	24-088-9		CARLISLE STREET GREEN ALLEY PRO	
				13424	010-310-0847-4260	25,807.60
					Total :	**25,807.60**
242980	12/15/2025	894613 CRUZ-QUIROZ, CARLOS	REIMB.		PER DIEM-ARREST & CONTROL TRAIN	
					001-225-0000-4360	75.00
					Total :	**75.00**
242981	12/15/2025	889794 CUELLAR, JULIE	DEC 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
			NOV 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
			OCT 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	**300.00**
242982	12/15/2025	890090 DEPARTMENT OF INDUSTRIAL	OSIP 73488		ASSESSMENT-07/01/25-06/30/26	
					006-190-0000-4240	20,328.07
					Total :	**20,328.07**

vchlist **Voucher List** Page: 6
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242983	12/15/2025	894863 DIXON RESOURCES UNLIMITED	4902		RESIDENTIAL PARKING PERMIT IMPLE	
				13290	001-310-0000-4270	4,937.50
					Total :	**4,937.50**
242984	12/15/2025	895218 ESCOBEDO, ANTONIA	853837		FACILITY RENTAL DEP REFUND	
					001-2220	165.00
					Total :	**165.00**
242985	12/15/2025	890879 EUROFINS EATON ANALYTICAL, INC	3800103276		WATER TESTING & ANALYTICAL SERVI	
				13489	070-384-0000-4260	6,490.00
					Total :	**6,490.00**
242986	12/15/2025	893800 FAJARDO, JOANNE	NOV 2025		CHAIR ZUMBA GOLD INSTRUCTOR	
					001-422-0000-4260	365.00
					Total :	**365.00**
242987	12/15/2025	893029 FERGUSON WATERWORKS #1083	0065152		WATER SERVICE AND FIRE HYDRANT	
				13529	070-385-0701-4600	720.68
					Total :	**720.68**
242988	12/15/2025	892198 FRONTIER COMMUNICATIONS	818-361-2385-012309-		MTA PHONE LINE	
					007-440-0441-4220	238.81
			818-361-6728-080105-		ENGINEERING FAX LINE	
					001-310-0000-4220	46.17
			818-361-7825-120512-		RUDY ORTEGA PARK IRR SYTM	
					001-420-0000-4220	90.79
			818-365-5097-120298-		POLICE NARCOTICS VAULT	
					001-222-0000-4220	45.65
			818-837-1509-032207-		PUBLIC WORKS PHONE LINE	
					001-190-0000-4220	32.02
			818-837-2296-031315-		VARIOUS CITY HALL LINES	
					001-190-0000-4220	373.06
			818-838-4969-021803-		POLICE DEPT ALARM PANEL	
					001-222-0000-4220	155.87
			818-898-7385-033105-		LAS PALMAS PARK FAX LINE	
					001-420-0000-4220	49.83
					Total :	**1,032.20**

vchlist **Voucher List** Page: 7
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242989	12/15/2025	101273 GARCIA, PATTY	REIMB.		DECORATIONS & SUPPLIES FOR EVEN	
					001-424-0000-4300	206.90
					Total :	**206.90**
242990	12/15/2025	892550 GOVEA, DAVID	NOV 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
			OCT 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	**200.00**
242991	12/15/2025	101376 GRAINGER, INC.	9536817472		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	041-320-0225-4400	43.31
			9537113772		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	041-320-0225-4400	214.57
			9568480280		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	135.06
			9571313577		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	041-320-0225-4400	22.71
			9595482804		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	1,094.45
			9605186684		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	462.61
			9611682007		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	001-370-0000-4310	23.32
			9613734392		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	199.16
			9627155139		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	1,132.94
			9628113541		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	162.00
			9643326458		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	311.48
			9664089548		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	125.91
			9664202646		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	245.11
			969536792		SUPPLIES FOR BLDG., ELECTRICAL, M	

vchlist **Voucher List** Page: 8
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242991	12/15/2025	101376 GRAINGER, INC.	(Continued)			
				13593	043-390-0000-4310	572.06
			9702268088		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	198.35
			9711344151		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	001-370-0000-4310	478.87
			9712319194		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	186.70
			971231986		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	001-370-0000-4310	21.39
			9716758587		SUPPLIES FOR BLDG., ELECTRICAL, M	
				13593	043-390-0000-4310	1,419.99
					Total :	**7,049.99**
242992	12/15/2025	893344 GRAND ELECTRICAL SUPPLY	20116424		ELECTRICAL MATERIAL & SUPPLIES	
				13539	001-370-0000-4310	55.07
					Total :	**55.07**
242993	12/15/2025	894407 GRAYBAR FINANCIAL SERVICES	19465439		DEC-VOIP MONTHLY LEASE PAYMENT	
					001-190-0000-4220	946.60
					001-222-0000-4220	946.60
					001-420-0000-4220	405.69
					070-384-0000-4220	405.69
					Total :	**2,704.58**
242994	12/15/2025	101434 GUZMAN, JESUS ALBERTO	NOV 2025		JESUS GUZMAN MMAP INSTRUCTOR F	
				13580	004-2359	1,000.00
					Total :	**1,000.00**
242995	12/15/2025	888647 HDL SOFTWARE, LLC	SIN056541		BUSINESS LICENSE ADMIN SERVICES	
				13549	001-130-0000-4260	5,978.96
					Total :	**5,978.96**
242996	12/15/2025	101512 HDL, COREN & CONE	SIN054997		CONTRACT SERVICES - PROPERTY TA	
				13514	001-130-0000-4270	2,745.42
					Total :	**2,745.42**

vchlist **Voucher List** **Page: 9**
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242997	12/15/2025	893817 HERNANDEZ MOLINA, MARIO ALBERTO	NOV 2025		MARIO HERNANDEZ MOLINA MMAP IN	
				13581	004-2359	480.00
					Total :	**480.00**
242998	12/15/2025	891937 HERNANDEZ, JOSE	REIMB.-1		REIMB-SENIOR CLUB ACTIVITIES	
					004-2380	270.25
			REIMB.-2		REIMB-SENIOR CLUB ACTIVITIES	
					004-2380	44.57
					Total :	**314.82**
242999	12/15/2025	894713 I. RAMIREZ CORPORATION	PW-105-25		VARIOUS ASPHALT & SIDEWALK REPA	
				13605	070-383-0000-4260	1,350.00
			PW-107-25		VARIOUS ASPHALT & SIDEWALK REPA	
				13605	070-383-0000-4260	1,250.00
			PW-108-25		VARIOUS ASPHALT & SIDEWALK REPA	
				13605	010-385-0857-4600	600.00
					Total :	**3,200.00**
243000	12/15/2025	893967 IAPE	221020		EXAM-CERTIFIED PROPERTY & EVIDE	
					001-222-0000-4370	175.00
					Total :	**175.00**
243001	12/15/2025	893051 IDEMIA IDENTITY & SECURITY USA	184318		LIVESCAN ANNUAL MAINT AGREEMEN	
					001-135-0000-4260	2,028.00
					Total :	**2,028.00**
243002	12/15/2025	892682 IPS GROUP, INC.	INV115481		SMART PARKING METER EQUIPMENT	
				13345	029-335-0000-4600	2,187.90
					Total :	**2,187.90**
243003	12/15/2025	895219 JIMENEZ, AARON M.	REIMB.		REGISTRATION FEE-PRE-ACADEMY FI	
					001-225-0000-4360	69.44
					Total :	**69.44**
243004	12/15/2025	894823 KARINA SWEEPING LLC	0045		OCT-SWEEPING SERVICES-PARKING L	
				13534	023-311-0000-4260	7,440.00
			0046		SWEEPING SERVICES-PARKING LOTS,	
				13534	029-335-0000-4260	7,200.00

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243004	12/15/2025	894823 894823 KARINA SWEEPING LLC	(Continued)		**Total :**	**14,640.00**
243005	12/15/2025	894369 KHRUSTALEVA, MARINA	REIMB.		PARKING REIMB-CA. HOUSING CONF &	
					001-150-0000-4360	68.00
					001-150-0000-4390	106.47
					Total :	**174.47**
243006	12/15/2025	102007 L.A. COUNTY SHERIFFS DEPT.	261006BL		PRE-PACKAGED, PREPARED INMATE M	
				13551	001-225-0000-4350	656.33
					Total :	**656.33**
243007	12/15/2025	101971 L.A. MUNICIPAL SERVICES	004-750-1000		ELECTRIC - 13003 BORDEN WELL 3	
					070-384-0000-4210	11,437.62
			494-750-1000		WATER - 12900 DRONFIELD	
					070-384-0000-4210	125.25
			500-750-1000		ELECTRIC - 13655 FOOTHILL	
					070-384-0000-4210	104.50
			594-750-1000		ELECTRIC - 12900 DRONFIELD	
					070-384-0000-4210	6,763.28
			657-750-1000		ELECTRIC - 14060 SAYRE WELL 2A	
					070-384-0000-4210	2,624.01
			792-603-2351		WATER - 13657 7/9 FOOTHILL	
					070-384-0000-4210	313.11
			993-750-1000		WATER - 13003 BORDEN WELL 3	
					070-384-0000-4210	717.82
					Total :	**22,085.59**
243008	12/15/2025	893218 LAZARO, ERNESTO	NOV 2025		MMAP INSTRUCTOR	
				13583	004-2359	360.00
					Total :	**360.00**
243009	12/15/2025	891080 LOPEZ, PATTY	REIMB.		WELLNESS BENEFIT REIMB. FY25/26	
					001-101-0112-4140	295.72
					Total :	**295.72**
243010	12/15/2025	101974 LOS ANGELES COUNTY	OCT 2025		ANIMAL CARE & CONTROL SERVICES	
				13552	001-190-0000-4260	9,288.67

vchlist **Voucher List** **Page: 11**
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243010	12/15/2025	101974 101974 LOS ANGELES COUNTY	(Continued)		**Total :**	**9,288.67**
243011	12/15/2025	102066 MAD SCIENCE OF LOS ANGELES	1729351		SCIENCE CELEBRATIONFOR WINTER (	
					001-422-0000-4260	544.00
					Total :	**544.00**
243012	12/15/2025	895196 MAKINEX USA	69962		JACKHAMMER ASSIST TOOL	
					070-383-0000-4340	679.00
					Total :	**679.00**
243013	12/15/2025	894780 MARISCAL NAVARRO, SONIA	NOV 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
			OCT 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	**200.00**
243014	12/15/2025	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE	
					007-440-0441-4220	40.37
					Total :	**40.37**
243015	12/15/2025	893200 MCKESSON MEDICAL-SURGICAL	24677498		MEDICAL SUPPLIES	
					001-225-0000-4350	158.94
					Total :	**158.94**
243016	12/15/2025	894220 MELTON, ERICA D.	206		L P SENIOR PETTY CASH REIMB.	
					004-2346	35.96
					Total :	**35.96**
243017	12/15/2025	102148 METROPOLITAN WATER DISTRICT	12020		OCT'25-MWD MONTHLY CAPACITY CH/	
					070-384-0000-4430	26,476.90
			12050		NOV'25-MWD MONTHLY CAPACITY CH/	
					070-384-0000-4430	5,741.67
					Total :	**32,218.57**
243018	12/15/2025	102226 MISSION LINEN SUPPLY	525003504		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	334.45
			525047721		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	334.45

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243018	12/15/2025	102226 102226 MISSION LINEN SUPPLY	(Continued)		**Total :**	**668.90**
243019	12/15/2025	893343 MOHR, NICOLE	DEC 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
			NOV 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
			OCT 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	**300.00**
243020	12/15/2025	894785 MONTANEZ, MIGUEL	DEC 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
			NOV 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
			OCT 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	**300.00**
243021	12/15/2025	893934 MORA, JUAN LUIS	MCB-1125		BASEBALL PROGRAM CONSULTANT	
				13493	001-423-0000-4260	2,370.00
					Total :	**2,370.00**
243022	12/15/2025	102336 NATIONAL CONSTRUCTION RENTALS	8018557		FENCE RENTAL-13441 FOOTHILL	
					070-384-0000-4260	142.66
					Total :	**142.66**
243023	12/15/2025	893405 NEW HORIZON	3322012		LP PHONE SERVICES-NOV 2025	
					001-420-0000-4260	313.38
					Total :	**313.38**
243024	12/15/2025	102412 NORTHEAST VALLEY HEALTH CORP.	FY25/26		CIF: 28TH ANNUAL TOY DRIVE	
					053-101-0107-4430	250.00
					053-101-0103-4430	250.00
					Total :	**500.00**
243025	12/15/2025	894100 ODP BUSINESS SOLUTIONS , LLC	442416846002		OFFICE SUPPLIES	
					072-360-0000-4300	26.06
					070-381-0000-4280	26.05

vchlist **Voucher List** Page: 13
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243025	12/15/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)			
			44415271001		OFFICE SUPPLIES	
					001-310-0000-4300	86.37
			444195385001		OFFICE SUPPLIES	
					043-390-0000-4300	71.41
			444434233001		OFFICE SUPPLIES	
					070-383-0000-4300	171.01
			444519944001		OFFICE SUPPLIES	
					001-310-0000-4300	353.81
			444804817001		HP TONERS	
					001-150-0000-4300	446.67
			446605631001		OFFICE SUPPLIES	
					070-381-0000-4300	619.93
			446839832001		OFFICE SUPPLIES	
					001-222-0000-4300	37.33
			447491497001		OFFICE SUPPLIES	
					001-311-0000-4300	133.16
			447519341001		OFFICE SUPPLIES	
					001-422-0000-4300	228.51
			447769300001		OFFICE SUPPLIES	
					001-222-0000-4300	43.91
			447769826001		OFFICE SUPPLIES	
					001-222-0000-4300	40.75
			449271573001		TONERS	
					001-105-0000-4300	437.97
					001-115-0000-4300	437.97
					001-101-0000-4300	437.98
					Total :	**3,598.89**
243026	12/15/2025	894123 OLIVAREZ MADRUGA LAW	29114		LEGAL SERVICES	
					001-110-0000-4270	16,315.97
					001-112-0000-4270	46,655.11
					070-110-0000-4270	6,523.10
					073-110-0000-4270	28.80
			29115		LEGAL SERVICES	
					001-110-0000-4270	453.60
			29116		LEGAL SERVICES	

vchlist **Voucher List** Page: 14
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243026	12/15/2025	894123 OLIVAREZ MADRUGA LAW	(Continued)			
					001-110-0000-4270	550.06
					Total :	**70,526.64**
243027	12/15/2025	890095 O'REILLY AUTOMOTIVE STORES INC	4605-261208		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-320-0311-4400	39.75
			4605-262383		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-320-0224-4400	63.07
			4605-262602		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-1215	637.50
			4605-262959		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-320-0370-4400	114.84
			4605-262991		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-1215	109.27
			4605-263576		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-1215	190.25
					Total :	**1,154.68**
243028	12/15/2025	893984 ORTEGA, ADAN	NOV 2025		MWD REPRESENTATIVE STIPEND	
					001-101-0000-4111	250.00
					Total :	**250.00**
243029	12/15/2025	894631 OSMININA, ZHANNA	12032025		SENIOR CLUB-WATER ART ACTIVITY	
					004-2346	360.00
					Total :	**360.00**
243030	12/15/2025	894057 PAPER CUTS, INC.	0486767		ON-SITE RECORDS DESTRUCTION	
					001-130-0000-4300	225.00
					001-222-0000-4300	285.00
					Total :	**510.00**
243031	12/15/2025	892360 PARKING COMPANY OF AMERICA	INVM0020310		PUBLIC TRANSPORTATION SERVICES-	
				13556	007-440-0442-4260	50,612.66
					Total :	**50,612.66**
243032	12/15/2025	889545 PEREZ, MARIBEL	REIMB.		REPL PORTABLE SPEAKER	
					001-423-0000-4300	82.30

vchlist 12/15/2025 3:45:42PM — **Voucher List** — CITY OF SAN FERNANDO — Page: 15

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243032	12/15/2025	889545 889545 PEREZ, MARIBEL	(Continued)		**Total :**	**82.30**
243033	12/15/2025	895002 PORTA-STOR	466602		MCB STORAGE BIN RENTAL-NOV 2025	
					001-423-0000-4260	82.00
					Total :	**82.00**
243034	12/15/2025	894746 PRECISION CIVIL	32809		ON CALL PLANNING SERVICES	
				13179	001-150-0000-4270	80.00
			32810		ON CALL PLANNING SERVICES	
				13179	001-150-0000-4270	602.70
					Total :	**682.70**
243035	12/15/2025	889264 PRECISION CONCRETE CUTTING	CSF102425-14		CITYWIDE SIDEWALK ASSESSMENT	
				13337	121-311-0866-4600	8,000.44
			CSF103125-15		CITYWIDE SIDEWALK ASSESSMENT	
				13337	121-311-0866-4600	18,843.69
			CSF-111425-16		CITYWIDE SIDEWALK ASSESSMENT	
				13337	121-311-0866-4600	15,930.34
					Total :	**42,774.47**
243036	12/15/2025	890004 PTS	2148401		PD PAY PHONE - DEC 2025	
					001-190-0000-4220	88.00
					Total :	**88.00**
243037	12/15/2025	894306 QUENCH USA, INC.	INV09897044		DRINKING WATER	
					001-222-0000-4300	123.49
					Total :	**123.49**
243038	12/15/2025	894910 R.C. BECKER INC.	13413R1		BUS SHELTER CONSTR. PROJ (EIGHT	
				13378	010-311-0175-4600	175,604.16
				13378	121-311-0866-4600	114,939.00
				13378	008-313-0000-4600	16,786.73
				13378	121-311-0866-4600	-7,000.00
					010-2037	-8,780.20
					121-2037	-5,396.95
					008-2037	-839.34
					Total :	**285,313.40**

vchlist 12/15/2025 3:45:42PM — **Voucher List** — CITY OF SAN FERNANDO — Page: 16

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243039	12/15/2025	894408 RINCON CONSULTANTS INC	69929		SAN FERNANDO COMPREHENSIVE HC	
				13422	110-150-0572-4270	53,555.31
			70518		SAN FERNANDO COMPREHENSIVE HC	
				13422	110-150-0572-4270	33,086.29
			71005		ON-CALL PLANNING SERVICES	
				13181	001-150-0000-4270	3,102.00
					Total :	**89,743.60**
243040	12/15/2025	894952 ROBERT D. NIEHAUS, INC.	9896		WATER & SEWER UTILITY RATE STUDY	
				13403	072-360-0000-4270	4,385.98
					Total :	**4,385.98**
243041	12/15/2025	895120 RODRIGUEZ, MARCELA I.	NOV 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
			OCT 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	**200.00**
243042	12/15/2025	895104 RODRIGUEZ, MARIA DOLORES	DEC 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
			NOV 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
			OCT 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	**300.00**
243043	12/15/2025	894534 RODRIGUEZ, ZOE	DEC 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
			NOV 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
			OCT 2025		COMMISSIONER'S STIPEND	
					001-310-0000-4111	100.00
					Total :	**300.00**
243044	12/15/2025	895131 ROMERO-FUENTES, SONIA	NOV 2025		GLACVCD TRUSTEE MEMBER STIPENI	
					001-190-0000-4111	150.00
					Total :	**150.00**

vchlist **Voucher List** Page: 17
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243045	12/15/2025	892856 SALAS, JUAN	REIMB.		DEPT SUPPLIES	
					001-422-0000-4300	59.03
					Total :	**59.03**
243046	12/15/2025	103064 SAN GABRIEL VALLEY CITY	120225		(3) RGSTRS-MONTHLY MEETING	
					001-105-0000-4370	120.00
					Total :	**120.00**
243047	12/15/2025	895220 SANDOVAL, SEBASTIAN	REIMB.		MILEAGE REIMB-CPRS MEETING	
					001-420-0000-4390	23.80
					Total :	**23.80**
243048	12/15/2025	894532 SIRCHIE ACQUISITION COMPANY LL	0713610-IN		EVIDENCE SUPPLIES	
				13598	001-222-0000-4300	274.17
			0715091-IN		EVIDENCE SUPPLIES	
				13598	001-222-0000-4300	602.79
			0717729-IN		EVIDENCE SUPPLIES	
				13598	001-222-0000-4300	98.35
					Total :	**975.31**
243049	12/15/2025	103184 SMART & FINAL	180		GRAB N GO ITEMS	
					004-2346	29.47
			48		REFRESHMENTS FOR TRAINING	
					001-222-0000-4300	23.09
			495		ENP BREAK ROOM SUPPLIES	
					004-2346	109.12
					Total :	**161.68**
243050	12/15/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC-VARIOUS LOCATIONS	
					027-344-0000-4210	12,540.57
					029-335-0000-4210	4,230.39
					070-384-0000-4210	18,362.22
					074-320-0000-4210	907.55
					043-390-0000-4210	7,131.97
			700360580265		ELECTRIC-910 FIRST	
					043-390-0000-4210	7,608.71
			700363532503		ELECTRIC-117 N MACNEIL	

vchlist **Voucher List** Page: 18
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243050	12/15/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued)			
					043-390-0000-4210	12,639.94
			700577150347		ELECTRIC-190 PARK	
					027-344-0000-4210	936.26
			700826276457		ELECTRIC-799 JESSIE	
					043-390-0000-4210	31.62
					Total :	**64,389.23**
243051	12/15/2025	103251 STANLEY PEST CONTROL	1988804		EXTERIOR & INTERIOR PEST CONTRO	
				13564	043-390-0000-4260	55.00
			1988806		EXTERIOR & INTERIOR PEST CONTRO	
				13564	043-390-0000-4260	62.00
			1989214		EXTERIOR & INTERIOR PEST CONTRO	
				13564	043-390-0000-4260	95.00
			1989267		EXTERIOR & INTERIOR PEST CONTRO	
				13564	043-390-0000-4260	135.00
			1989363		EXTERIOR & INTERIOR PEST CONTRO	
				13564	043-390-0000-4260	85.00
			1989367		EXTERIOR & INTERIOR PEST CONTRO	
				13564	043-390-0000-4260	85.00
			1989374		EXTERIOR & INTERIOR PEST CONTRO	
				13564	043-390-0000-4260	94.00
					Total :	**611.00**
243052	12/15/2025	894275 STAPLES, INC.	6047689690		IPHONE CASE	
					001-133-0000-4300	65.50
					Total :	**65.50**
243053	12/15/2025	894649 STERLING ADMINISTRATION	901486		FSA FUNDING CONTRIBUTION	
					004-2365	908.75
					Total :	**908.75**
243054	12/15/2025	103090 SUSAN SAXE-CLIFFORD, PH.D.	25-1027-2		PSYCHOLOGICAL EVALUATIONS	
				13599	001-222-0000-4270	450.00
					Total :	**450.00**
243055	12/15/2025	888621 SWRCB	SW-0322726		WATER SYSTEM ANNUAL PERMIT FEE	

vchlist **Voucher List** Page: 19
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243055	12/15/2025	888621 SWRCB	(Continued)			
					070-381-0000-4450	10,920.00
			WD-0304666		ANNUAL WATER SYSTEM PERMIT (WE	
					070-381-0000-4450	3,945.00
			WD-0304720		CITY WATER SYSTEM PERMIT FEE	
					070-381-0000-4450	3,945.00
			WS-1053625		WATER SYSTEM ANNUAL FEES	
					070-381-0000-4450	39,304.00
					Total :	**58,114.00**
243056	12/15/2025	103318 TAG/AMS, INC.	4965		RANDOM TESTING	
					001-133-0000-4270	250.00
					Total :	**250.00**
243057	12/15/2025	893955 TALLEY, BRIDGET LAINE	NOV 2025		CHAIR YOGA INSTRUCTOR	
					001-422-0000-4260	273.00
					Total :	**273.00**
243058	12/15/2025	893061 TAPIA, FREDDY	REIMB.		MILEAGE REIMB	
					001-420-0000-4390	76.30
					Total :	**76.30**
243059	12/15/2025	103205 THE GAS COMPANY	042-320-06900-7		GAS-910 FIRST	
					043-390-0000-4210	72.25
			084-220-3249-3		GAS-505 S HUNTINGTON	
					043-390-0000-4210	38.02
			143-287-8131-6		GAS-208 PARK	
					043-390-0000-4210	87.45
					Total :	**197.72**
243060	12/15/2025	895023 THE HILLER COMPANIES LLC	725415		REGULATION: 4-ANNUAL FIRE ALARM	
				13566	043-390-0000-4260	1,580.00
					Total :	**1,580.00**
243061	12/15/2025	101528 THE HOME DEPOT CRC	1902838		HILTI 120-VOLT DD 150-U VI 3-SPEED D	
				13559	070-384-0000-4340	1,158.79
				13559	070-384-0000-4310	5,700.00

vchlist **Voucher List** Page: 20
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243061	12/15/2025	101528 THE HOME DEPOT CRC	(Continued)			
			3523596		LP PARK-LIGHT REPLACEMENTS	
					043-390-0000-4310	59.54
			4381443		GRAFFITI SUPPLIES	
					001-312-0000-4300	1,146.95
			520842		SF MALL ISLAND-LIGHTS & OUTLETS	
					001-311-0000-4310	286.33
			8546031		MATL TO REPAIR SINKHOLE	
					001-311-0000-4310	69.32
			9556555		LP PARK KITCHEN REPAIRS	
					043-390-0000-4310	50.72
					Total :	**8,471.65**
243062	12/15/2025	894052 THE LANGUAGE PROS, INC.	2032		LANGUAGE SERVICES	
				13535	001-115-0000-4270	600.00
					Total :	**600.00**
243063	12/15/2025	894079 THEA'S TOUR LINE	592		LAS VEGAS SENIOR TRIP PACKAGE	
				13609	004-2383	8,880.00
					Total :	**8,880.00**
243064	12/15/2025	888399 TORO ENTERPRISES INC.	19252		PACOIMA WASH BIKEWAY & PEDESTRI	
				12885	010-311-0567-4600	34,600.00
					010-2037	-2,155.00
			19354		PACOIMA WASH BIKEWAY & PEDESTRI	
				12885	010-311-0567-4600	74,732.87
					010-2037	-3,736.64
					Total :	**103,441.23**
243065	12/15/2025	893504 TOWN HALL STREAMS, LLC	17039		STREAMING SERVICES - DEC 2025	
					001-115-0000-4260	302.50
					Total :	**302.50**
243066	12/15/2025	103463 U.S. POSTMASTER	DEC 2025		POSTAGE-DEC UTILITY BILLS	
					070-382-0000-4300	935.86
					072-360-0000-4300	935.86
					Total :	**1,871.72**

vchlist **Voucher List** **Page: 21**
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243067	12/15/2025	887939 ULINE SHIPPING SUPPLIES	199490413		PROPERTY & EVIDENCE SUPPLIE, CO'	
				13455	001-222-0000-4300	149.38
			199605711		PROPERTY & EVIDENCE SUPPLIE, CO'	
				13455	001-222-0000-4300	235.41
					Total :	**384.79**
243068	12/15/2025	103445 UNDERGROUND SERVICE ALERT	1120250705		(39) SNF01 NEW TICKET CHARGES	
					070-381-0000-4260	81.34
					072-360-0000-4260	81.33
					001-370-0000-4310	81.33
			25-261896		CA STATE FEE-REGULARTORY COSTS	
					070-381-0000-4260	28.60
					072-360-0000-4260	28.61
					001-370-0000-4310	28.61
					Total :	**329.82**
243069	12/15/2025	894888 US BANCORP SERVICE CENTER INC	092525		DINNER -2025 EXECUTIVE MANAGEME	
					001-105-0000-4300	140.00
			092525		DINNER -2025 EXECUTIVE MANAGEME	
					001-105-0000-4300	181.13
			092625		SNACKS -2025 EXECUTIVE MANAGEMI	
					001-105-0000-4300	21.05
			093025		DINNER-ATTENDING CONF-CM TO REI	
					001-105-0000-4300	62.44
			100125		LUNCH-ATTENDING CONF-CM TO REIN	
					001-105-0000-4300	24.51
			110325		CONFERENCE REGISTRATION	
					001-105-0000-4370	775.00
			110625		BUSINESS CARDS	
					001-107-0305-4300	83.62
					001-105-0000-4300	41.81
			110625		BLUETOOTH MOUSE	
					001-105-0000-4300	33.14
			111125		SUPPLIES FOR BASEBALL PROG	
					001-423-0000-4300	28.46
			111225		MEMBERSHIP DUES-JULIO SALCEDO	
					001-420-0000-4360	165.00

vchlist **Voucher List** **Page: 22**
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243069	12/15/2025	894888 US BANCORP SERVICE CENTER INC	(Continued)			
			111225-1		SUPPLIES FOR BASEBALL PROG	
					001-423-0000-4300	207.10
			111225-2		SUPPLIES FOR BASEBALL PROG	
					001-423-0000-4300	6.62
			111225-2		RGSTR-2026 CPRS CONF ON 03/10-03/	
					001-420-0000-4360	3,090.00
			111225-3		SUPPLIES FOR BASEBALL PROG	
					001-423-0000-4300	154.69
			111325-1		SUPPLIES FOR BASEBALL PROG	
					001-423-0000-4300	414.20
			111325-2		SUPPLIES FOR BASEBALL PROG	
					001-423-0000-4300	207.10
			111425		TRUCK RENTAL FOR WATER DIVISION	
				13500	070-384-0000-4400	830.91
			111425		LODGING-MMASC 2025 ANNUAL CONF	
					001-105-0000-4370	1,019.22
			111425		OFFICE CHAIR	
					001-422-0000-4300	220.99
			111825-1		LP PARK SUPPLIES	
					001-422-0000-4300	18.74
			111825-2		LP PARK SUPPLIES	
					001-422-0000-4300	108.34
			111825-3		LP PARK SUPPLIES	
					001-422-0000-4300	50.77
			111925-1		LP PARK SUPPLIES	
					001-422-0000-4300	105.02
			112025		PLANNER REFILL	
					001-150-0000-4300	68.95
			112025-1		FLAT USB PLUG	
					001-105-0000-4300	31.48
			112025-2		LP PARK SUPPLIES	
					001-422-0000-4300	16.51
			112425		LUNCH-DEPUTY CITY MANAGER INTEI	
					001-133-0000-4230	67.09
			112525		CONF RGSTR-2026 WNTER SEMINAR (	
					001-101-0113-4370	725.00

vchlist **Voucher List** **Page: 23**
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243069	12/15/2025	894888 US BANCORP SERVICE CENTER INC	(Continued)			
			112625		MULTI-FUNCTIONAL GYM EQUIPMENT	
				13591	110-220-3622-4300	3,719.38
			120225		MONTHLY EMAIL- DEC 2025	
					001-135-0000-4260	2,242.09
					Total :	**14,860.36**
243070	12/15/2025	894888 US BANCORP SERVICE CENTER INC	110625		RECOGNITION EVENT-CAKE & CUPCAI	
					001-222-0000-4300	89.08
			111025		LODGING-2025 CLEARS ANNUAL CONF	
					001-222-0000-4370	1,614.25
			111325-1		RGSTR-RED DOT INSTRUCTOR TRAIN	
					001-226-0000-4360	600.00
			111325-2		RGSTR-RED DOT INSTRUCTOR TRAIN	
					001-226-0000-4360	600.00
			111825		AED PADS & BATTERY	
					001-222-0000-4300	1,370.21
					Total :	**4,273.54**
243071	12/15/2025	894888 US BANCORP SERVICE CENTER INC	081825		ANNUAL SUBSCRIPTION	
					001-105-0000-4380	360.00
					Total :	**360.00**
243072	12/15/2025	894888 US BANCORP SERVICE CENTER INC	111125		DINNER FOR CITY COUNCIL-11/10/25	
					001-101-0000-4370	116.21
			111125-1		ELECTRONIC SIGNATURES	
					001-115-0000-4260	28.80
			111125-2		ELECTRONIC SIGNATURES	
					001-115-0000-4260	130.31
			111825		CITY COUNCIL SUPPLIES	
					001-101-0000-4370	12.79
			111925		DINNER FOR CITY COUNCIL-11/17/25	
					001-101-0000-4370	121.55
					Total :	**409.66**
243073	12/15/2025	103449 USA BLUE BOOK	INV00876611		MAT'L FOR REPAIRS-WELL 4A	
					070-383-0000-4320	722.09

vchlist **Voucher List** **Page: 24**
12/15/2025 3:45:42PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243073	12/15/2025	103449 103449 USA BLUE BOOK	(Continued)		**Total :**	**722.09**
243074	12/15/2025	893740 UTILITY SYSTEMS SCIENCE &	COSF_11/09-12/08/25		SEWER OVERFLOW MONITORING SEF	
				13518	072-360-0000-4260	770.00
					Total :	**770.00**
243075	12/15/2025	895105 VECTOR SOLUTIONS	INV123861		GUARDIAN PERFORMANCE TRACKINC	
				13595	001-135-0000-4260	6,730.00
					Total :	**6,730.00**
243076	12/15/2025	103574 VERDIN, FRANCISCO JAVIER	SEPT-DEC 2025		FOLKLORICO DANCE CLASS	
				13509	001-423-0000-4260	1,872.50
					Total :	**1,872.50**
243077	12/15/2025	100101 VERIZON WIRELESS-LA	6129115403		VARIOUS CELL PHONE & HOT SPOT PL	
					001-101-0112-4220	38.86
					001-105-0000-4220	49.84
					001-222-0000-4220	80.02
					001-152-0000-4220	180.08
					001-420-0000-4220	40.01
					028-155-0000-4300	40.01
					043-390-0000-4310	254.04
					070-384-0000-4220	473.23
					072-360-0000-4220	102.60
			6129420844		PD CELL PHONE PLANS	
					001-222-0000-4220	523.93
					Total :	**1,782.62**
243078	12/15/2025	895216 WASTE MASTERS INC	CE2503068		OVRPYMNT ON CITE NO.2503068	
					001-3901-0000	30.00
					Total :	**30.00**
243079	12/15/2025	103673 WESTERN WATER WORKS SUPPLY CO.	1276704-00		WATER SERVICE AND FIRE HYDRANT	
				13536	070-385-0701-4600	1,096.38
					Total :	**1,096.38**
243080	12/15/2025	890970 WEX BANK	109001533		FUEL FOR CITY FLEET	
					041-320-0152-4402	37.30

vchlist — Voucher List — Page: 25
12/15/2025 3:45:42PM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243080	12/15/2025	890970 WEX BANK	(Continued)			
					041-320-0221-4402	646.78
					041-320-0222-4402	504.16
					041-320-0224-4402	753.00
					041-320-0225-4402	3,131.15
					041-320-0228-4402	832.00
					041-320-0311-4402	2,258.35
					041-320-0312-4402	467.84
					041-320-0320-4402	63.54
					041-320-0370-4402	836.25
					041-320-0390-4402	2,359.09
					070-381-0000-4402	143.63
					070-382-0000-4402	541.51
					070-383-0000-4402	967.97
					070-384-0000-4402	339.38
					072-360-0000-4402	455.12
					Total :	**14,337.07**
243081	12/15/2025	891531 WILLDAN ENGINEERING	00341671		NPDES CONSULTING SERVICES	
				13569	023-311-0000-4270	1,395.29
					Total :	**1,395.29**
243082	12/15/2025	894164 YUNEX LLC	5610005907		ON-CALL TRAFFIC SIGNAL MAINT. SER	
				13596	001-371-0564-4300	3,216.00
			5610006017		ON-CALL TRAFFIC SIGNAL MAINT. SER	
				13596	001-370-0301-4300	1,496.00
			5610006303		ON-CALL TRAFFIC SIGNAL MAINT. SER	
				13596	001-370-0301-4300	616.00
			5610006367		ON-CALL TRAFFIC SIGNAL MAINT. SER	
				13596	001-370-0301-4300	206.30
			5610006387		ON-CALL TRAFFIC SIGNAL MAINT. SER	
				13596	001-370-0301-4300	8,577.66
					Total :	**14,111.96**

134 Vouchers for bank code : bank3 — **Bank total : 2,698,081.78**

134 Vouchers in this report — **Total vouchers : 2,698,081.78**

vchlist — Voucher List — Page: 26
12/15/2025 3:45:42PM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 25-122

vchlist **Voucher List** **Page: 1**
11/26/2025 9:05:19AM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242939	11/26/2025	887264 CALPERS	100000018029837		ARREARS CONTRIBUTION-S. WITHERS	
					018-107-0000-4124	819.97
			100000018093524		2025 REPL BENEFIT CONTRIB-L. QUIJA	
					018-105-0000-4124	20,153.47
			100000018125148		ADMIN FEE-20283 ARREARS EMPLOYE	
					070-180-0000-4124	500.00
			100000018125168		ARREARS CONTRIBUTION-R. DELA PE	
					070-180-0000-4124	2,522.81
					Total :	**23,996.25**
242940	11/26/2025	101300 GENERAL PUMP CO., INC.	32712		EMERGENCY REHABILITATION OF WEI	
				13592	010-385-0857-4600	239,551.30
			32811		EMERGENCY REHABILITATION OF WEI	
				13592	010-385-0857-4600	-100,842.30
			32812		EMERGENCY REHABILITATION OF WEI	
				13592	010-385-0857-4600	148,244.59
			32813		EMERGENCY REHABILITATION OF WEI	
				13592	010-385-0857-4600	28,640.00
			32892		EMERGENCY REHABILITATION OF WEI	
				13592	010-385-0857-4600	200,126.10
			32923		EMERGENCY REHABILITATION OF WEI	
				13592	010-385-0857-4600	17,500.00
					Total :	**533,219.69**

2 Vouchers for bank code : bank3 **Bank total :** **557,215.94**

2 Vouchers in this report **Total vouchers :** **557,215.94**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-122

vchlist **Voucher List** **Page:** 1
12/03/2025 12:00:08PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242941	12/2/2025	102519 P.E.R.S.	DEC 2025		HEALTH INS BENEFITS-DEC 2025	
					001-1160	208,581.18
					Total :	**208,581.18**
242942	12/2/2025	895201 THE CHRISTMAS LIGHT GUY CO.	72		HOLIUDAY DECORATIONS FOR THE M/	
				13600	001-2260	110,000.00
					Total :	**110,000.00**
	2 Vouchers for bank code :	bank3			**Bank total :**	**318,581.18**
	2 Vouchers in this report				**Total vouchers :**	**318,581.18**

Voucher Registers are not final until approved by Council.

EXHIBIT"A"
RES. NO. 25-121

SPECIAL CHECK

vchlist — Voucher List — Page: 1
12/04/2025 1:42:41PM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242943	12/5/2025	103648 CITY OF SAN FERNANDO	P/R 12/05/25		REIMBURSEMENT FOR PAYROLL W/E	
					001-1003	624,543.55
					007-1003	2,523.00
					017-1003	3,007.79
					027-1003	3,674.69
					029-1003	3,509.89
					030-1003	368.65
					041-1003	8,259.56
					043-1003	28,527.77
					070-1003	69,223.01
					072-1003	21,058.99
					094-1003	1,152.07
					110-1003	1,913.46
					Total :	**767,762.43**

1 Vouchers for bank code : bank3 — **Bank total :** **767,762.43**

1 Vouchers in this report — **Total vouchers :** **767,762.43**

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-122

vchlist **Voucher List** **Page: 1**
12/09/2025 1:11:22PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242944	12/9/2025	892477 LOWES	9747-86841		FIRE EXTINGUISHERS	
					041-1215	208.31
			9747-86855		FIRE EXTINGUISHERS	
					041-1215	104.22
			9747-86864		MISC ITEMS	
					041-320-0000-4310	57.28
					Total :	**369.81**

1 Vouchers for bank code : bank3 **Bank total :** **369.81**

1 Vouchers in this report **Total vouchers :** **369.81**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 25-122

vchlist **Voucher List** Page: 1
12/10/2025 4:20:56PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242945	12/10/2025	894150 MORA-ZAMORA, ERENDIRA	DEC 2025		MUSIC ENTERTAINMENT FOR SENIOR	
				13606	004-2380	1,200.00
					Total :	**1,200.00**
242946	12/10/2025	893115 P.E.R.S. CITY RETIREMENT	VARIANCE		EMPL CONTRIB VARIANCE-06/14/25 -	
					018-222-0000-4124	2,886.04
					018-224-0000-4124	2,552.81
					018-225-0000-4124	37,108.10
					Total :	**42,546.95**

2 Vouchers for bank code : bank3 **Bank total :** **43,746.95**

2 Vouchers in this report **Total vouchers :** **43,746.95**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-122

vchlist **Voucher List** **Page: 1**
12/12/2025 8:53:28AM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242947	12/11/2025	103648 CITY OF SAN FERNANDO	PR 12-11-2025		REIMBURSEMENT FOR SPECIAL PAYR	
					001-1003	78,794.11
					007-1003	1,715.95
					041-1003	1,354.35
					043-1003	1,354.38
					070-1003	5,197.06
					072-1003	1,354.35
					Total :	**89,770.20**

1 Vouchers for bank code : bank3 **Bank total :** **89,770.20**

1 Vouchers in this report **Total vouchers :** **89,770.20**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-122

vchlist **Voucher List** **Page:** 1
12/12/2025 9:13:31AM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
242948	12/12/2025	890401 ENVIROGEN TECHNOLOGIES INC	0016956-IN		ION EXCHANGE NITRATE REMOVAL TF	
				13604	010-385-0857-4600	14,200.00
			0017136-IN		ION EXCHANGE NITRATE REMOVAL TF	
				13604	010-385-0857-4600	24,850.00
			0017137-IN		ION EXCHANGE NITRATE REMOVAL TF	
				13604	010-385-0857-4600	505,000.00
			0017212-IN		ION EXCHANGE NITRATE REMOVAL TF	
				13604	010-385-0857-4600	31,950.00
			0017213-IN		ION EXCHANGE NITRATE REMOVAL TF	
				13604	010-385-0857-4600	757,500.00
					Total :	**1,333,500.00**

1 Vouchers for bank code : bank3 **Bank total :** **1,333,500.00**

1 Vouchers in this report **Total vouchers :** **1,333,500.00**

Voucher Registers are not final until approved by Council.

ATTACHMENT "B"

RESOLUTION NO. 26-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 26-011

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 5th day of January, 2026.

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

ATTEST:

Julia Fritz, City Clerk

RES. NO. 26-011

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 26-011, 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 5th day of January 2026, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have here unto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of January, 2026.

Julia Fritz, City Clerk

EXHIBIT "A"
RES. NO. 26-011

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243198	1/5/2026	890006 AGUIRRE, PETER	REIMB.		SUPPLIES-EMP HOLIDAY PARTY & CON	
					001-115-0000-4430	402.57
					001-222-0000-4300	185.03
					Total :	**587.60**
243199	1/5/2026	891739 ALAS MEDIA	202211		2025 ECONOMIC DEVELOPMENT VIDE	
					001-107-0000-4230	2,450.00
					Total :	**2,450.00**
243200	1/5/2026	894975 ALL STAR ELITE SPORTS	5551		STAFF & SPORTS UNIFORMS	
				13496	004-2385	1,066.29
					Total :	**1,066.29**
243201	1/5/2026	100184 ANDERSON TROPHY CO.	728648		SPORTS TROPHIES	
				13488	001-423-0000-4300	158.15
					Total :	**158.15**
243202	1/5/2026	100222 ARROYO BUILDING MATERIALS, INC	315389		MISC. LOCAL HARDWARE SUPPLIES A	
				13522	001-311-0000-4300	226.53
			315395		MISC. LOCAL HARDWARE SUPPLIES A	
				13522	001-311-0000-4300	226.53
					Total :	**453.06**
243203	1/5/2026	102530 AT & T	818-270-2203		PD NETWORK LINE-DEC 2025	
					001-222-0000-4220	260.79
					Total :	**260.79**
243204	1/5/2026	889037 AT&T MOBILITY	287277903027X-120820		MODEM FOR ELECTRONIC MESSAGE	
					001-310-0000-4220	138.69
					Total :	**138.69**
243205	1/5/2026	892412 AT&T MOBILITY	287297930559X-121020		MDT MODEMS-PD UNITS-NOV'25	
					001-222-0000-4220	1,024.68
			287340014777X-120420		HR MANAGER CELL PHONE PLAN-NOV	
					001-133-0000-4220	177.08
					Total :	**1,201.76**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243206	1/5/2026	889942 ATHENS SERVICES	20650709		STREET SWEEPING SERVICES-DEC 20	
				13511	011-311-0000-4260	17,879.49
					Total :	**17,879.49**
243207	1/5/2026	891209 AUTONATION SSC	440514		FORD GENUINE PARTS	
				13546	041-320-0225-4400	241.00
					Total :	**241.00**
243208	1/5/2026	893013 AYSON, LEILANI	DEC 2025		INCLUSIVE ZUMBA INSTRUCTOR	
				13506	001-423-0000-4260	150.00
					Total :	**150.00**
243209	1/5/2026	892784 BARAJAS, MARIA BERENICE	DEC 2025		TOTAL BODY CONDITIONING INSTRUC	
				13501	001-423-0000-4260	240.00
					Total :	**240.00**
243210	1/5/2026	894842 BATTERY POWER INC	473594		BATTERY-WA0649	
					070-383-0000-4400	119.79
			474284		POWER ADAPTER W/CASE	
					041-320-0000-4320	109.38
					Total :	**229.17**
243211	1/5/2026	892426 BEARCOM	5979557		MAINTENANCE AGREEMENT FOR RAD	
				13578	010-225-3698-4500	9,991.40
				13578	043-390-0000-4260	1,332.19
				13578	072-360-0000-4260	932.53
				13578	070-381-0000-4260	532.88
				13578	070-384-0000-4260	532.86
					Total :	**13,321.86**
243212	1/5/2026	895221 BLOCKAIDES , INC	INV1571		CAMLOCK KEYS	
					001-310-0000-4300	211.54
					Total :	**211.54**
243213	1/5/2026	890254 BMI	61755094		ANNUAL MUSIC LICENSE	
					001-424-0000-4260	446.00
					Total :	**446.00**

vchlist **Voucher List** **Page: 3**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243214	1/5/2026	890368 C & M TOPSOIL, INC	196677		SOIL REPL @ REC PARK	
					043-390-0000-4310	109.75
					Total :	**109.75**
243215	1/5/2026	887810 CALGROVE RENTALS, INC.	207259-1		RENTAL OF LIGHT TOWER AND GENEF	
				13512	001-424-0000-4300	690.08
					Total :	**690.08**
243216	1/5/2026	895106 CANON U.S.A., INC.	6014121714		LASERFICHE SOFTWARE & CLOUD SU	
				13497	001-115-0000-4260	629.68
					Total :	**629.68**
243217	1/5/2026	894010 CHARTER COMMUNICATIONS	187701601-120125		PW OPS CABLE SRV 12/05/25-01/04/26	
					043-390-0000-4260	141.55
			187701701-120125		CITY HALL CABLE SRV 12/05/25-01/04/2	
					001-190-0000-4220	202.01
			187701801-120725		INTERNET SRV 12/10/25-01/09/26	
					001-190-0000-4220	1,399.00
			187702001120725		PD 5G INTERNET SRVS-12/10-01/09	
					010-225-3698-4500	2,600.00
					Total :	**4,342.56**
243218	1/5/2026	887917 CHIASSON, COURTNEY JAMES	TRAVEL		PER DIEM-POST MANAGEMENT TRAIN	
					001-222-0000-4360	175.00
					Total :	**175.00**
243219	1/5/2026	103029 CITY OF SAN FERNANDO	8232-8362		REIMB. TO WORKER'S COMP ACCT	
					006-1038	38,947.62
					Total :	**38,947.62**
243220	1/5/2026	890893 CITY OF SAN FERNANDO	FY25/26		FEE WAIVER:CAMARA MEXICANA DE C	
					001-101-0112-4430	758.20
					Total :	**758.20**
243221	1/5/2026	890893 CITY OF SAN FERNANDO	FY25/26-2		FEE WAIVER: PLAZA CONUNITARIA SIN	
					001-101-0107-4430	300.00
					Total :	**300.00**

vchlist **Voucher List** **Page: 4**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243222	1/5/2026	895031 CIVILTEC ENGINEERING INC	54092		WATER MASTER PLAN DEVELOPMENT	
				13611	070-385-0000-4600	6,196.25
					Total :	**6,196.25**
243223	1/5/2026	100805 COOPER HARDWARE INC.	145022		MISC. SUPPLIES FOR PW OPERATION	
				13537	001-311-0000-4310	27.42
					Total :	**27.42**
243224	1/5/2026	102003 COUNTY OF LOS ANGELES	RE-PW-25081200435		SIGNAGE INSTALLATION-CITYWIDE	
					001-370-0000-4310	414.48
			RE-PW-25120803154		INDUSTRIAL WASTE CHARGES (IW)-NC	
					072-360-0000-4450	7,541.47
			RE-PW-25120803241		INDUSTRIAL WASTE CHARGES-NOV	
					072-360-0000-4450	416.80
					Total :	**8,372.75**
243225	1/5/2026	893114 DE LA PENA, RICHARD	REIMB.		IMSA MEMBERSHIP RENEWAL	
					001-370-0000-4360	100.00
					Total :	**100.00**
243226	1/5/2026	100924 DELGADO, MICHAEL	M DELGADO IDR		ADPP PAYMENT-JAN 2026	
					001-224-0000-4124	4,599.00
					Total :	**4,599.00**
243227	1/5/2026	893969 DIAMOND ENVIRONMENTAL SERVICES	0006640869		RENTAL OF PORTABLE RESTROOMS F	
				13483	001-424-0000-4260	350.00
			0006640870		RENTAL OF PORTABLE RESTROOMS F	
				13483	001-424-0000-4260	845.00
					Total :	**1,195.00**
243228	1/5/2026	891425 DIAZ, MARISOL	REIMB.		SUPPLIES-SPECIAL EVENTS	
					004-2385	505.06
					Total :	**505.06**
243229	1/5/2026	894863 DIXON RESOURCES UNLIMITED	4947		RESIDENTIAL PARKING PERMIT IMPLE	
				13290	001-310-0000-4270	2,207.10
					Total :	**2,207.10**

vchlist **Voucher List** **Page: 5**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243230	1/5/2026	891650 ENTERPRISE FM TRUST	FBN5499088-1		LEASE OF TEN VEHICLES FOR 3 DIVIS	
				13486	041-311-0000-4500	1,445.27
				13486	041-420-0000-4500	816.84
				13486	041-390-0000-4500	7,179.16
				13486	041-152-0000-4500	1,520.80
			FBN5499088-2		VEHICLES FOR WATER DIVISION	
				13460	070-385-0000-4500	891.51
					Total :	**11,853.58**
243231	1/5/2026	890879 EUROFINS EATON ANALYTICAL, INC	3800107611		WATER TESTING & ANALYTICAL SERVI	
				13489	070-384-0000-4260	4,050.00
					Total :	**4,050.00**
243232	1/5/2026	101147 FEDEX	9-109-62382		COURIER SERVICES	
					001-190-0000-4280	18.10
					Total :	**18.10**
243233	1/5/2026	894525 FFSIGNS, LLC	1016		SIGNS, DECALS, GRAPHICS AND MISC	
				13597	041-1215	171.27
			1029		SIGNS, DECALS, GRAPHICS AND MISC	
				13597	041-1215	171.27
			1202		SIGNS, DECALS, GRAPHICS AND MISC	
				13597	041-1215	171.27
					Total :	**513.81**
243234	1/5/2026	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598-		PAC 50 TO SHERIFFS	
					001-222-0000-4220	541.21
			209-150-5250-081292-		RADIO REPEATER (POLICE)	
					001-222-0000-4220	43.19
			209-150-5251-040172-		MWD METER (P.W.)	
					070-384-0000-4220	43.19
			209-151-4939-102990-		MUSIC CHANNEL	
					001-190-0000-4220	39.30
			209-151-4941-102990-		POLICE PAGING	
					001-222-0000-4220	53.45
			209-151-4943-081292-		RADIO REPEATER (POLICE)	
					001-222-0000-4220	43.19

vchlist **Voucher List** **Page: 6**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243234	1/5/2026	892198 FRONTIER COMMUNICATIONS	(Continued)			
			209-188-4361-031792-		RCS PHONE LINES	
					001-420-0000-4220	129.20
			209-188-4362-031792-		POLICE PHONE LINES	
					001-222-0000-4220	3,055.06
			209-188-4363-031892-		VARIOUS PHONE LINES	
					001-190-0000-4220	787.33
			818-361-0901-051499-		SEWER FLOW MONI (P. W.)	
					072-360-0000-4220	90.41
			818-361-2472-031415-		PW PHONE LINE	
					070-384-0000-4220	845.22
			818-361-3958-091407-		CNG STATION	
					074-320-0000-4220	72.22
			818-365-0007-060223-		EOC PHONE LINES	
					001-222-0000-4220	438.90
			818-831-5002-052096-		PD SPECIAL ACTIVTIES PHONE	
					001-222-0000-4220	54.50
			818-838-1841-112596-		ENGINEERING FAX MODEM	
					001-310-0000-4220	46.95
					Total :	**6,283.32**
243235	1/5/2026	893953 GALE, PAUL JOHN	DEC 2025		SHOTOKAN KARATE INSTRUCTOR	
				13507	001-423-0000-4260	135.00
					Total :	**135.00**
243236	1/5/2026	101273 GARCIA, PATTY	REIMB.		SUPPLIES FOR SPECIAL EVENTS	
					001-424-0000-4300	131.02
					Total :	**131.02**
243237	1/5/2026	895041 GARCIA, RONALD	REIMB.-1		WELLNESS BENEFIT REIMB. FY25/26	
					001-150-0000-4140	149.94
			REIMB.-2		PARKING-HOUSING CONF	
					001-150-0000-4370	80.00
					Total :	**229.94**
243238	1/5/2026	893344 GRAND ELECTRICAL SUPPLY	20116446		ELECTRICAL MATERIAL & SUPPLIES	
				13539	001-370-0000-4310	53.97

vchlist **Voucher List** **Page: 7**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243238	1/5/2026	893344 893344 GRAND ELECTRICAL SUPPLY	(Continued)		**Total :**	**53.97**
243239	1/5/2026	894644 GRANICUS, LLC.	218205		CITY WEBSITE REDESIGN & 5 YEARS I	
				13095	121-105-3689-4270	3,240.00
					Total :	**3,240.00**
243240	1/5/2026	101428 H & H WHOLESALE PARTS	1CR0105820		BATTERY CORE RETURN	
					041-1215	-61.88
			1CR0105837		CREDIT-BATTERIES' WARRANTY	
					041-1215	-421.01
			1IN0740458		BATTERIES FOR FLEET	
					041-1215	622.24
					Total :	**139.35**
243241	1/5/2026	890594 HEALTH AND HUMAN RESOURCE	E0358549		EAP -JAN 2026	
					001-133-0000-4260	302.90
					Total :	**302.90**
243242	1/5/2026	891937 HERNANDEZ, JOSE	REIMB.-1		REIMB-SENIOR CLUB ACTIVITIES	
					004-2380	318.36
			REIMB.-2		REIMB-SENIOR CLUB ACTIVITIES	
					004-2380	573.07
					Total :	**891.43**
243243	1/5/2026	894775 IBARRA, SERGIO	REIMB.		TREATS-INTERVIEW PANELS	
					001-133-0000-4370	55.98
					Total :	**55.98**
243244	1/5/2026	891777 IRRIGATION EXPRESS	15322499-00		IRRIGATION SUPPLIES FOR REPAIRS /	
				13533	029-335-0000-4300	9.20
					Total :	**9.20**
243245	1/5/2026	894916 JJ PROPERTY MAINTENANCE	123349		CITY-WIDE JANITORIAL SERVICES- DE	
				13490	043-390-0000-4260	16,750.00
					Total :	**16,750.00**
243246	1/5/2026	894853 JOE MAR POLYGRAPH	25-002-SFPD		POLYGRAPH SERVICES	
					001-222-0000-4270	250.00

vchlist **Voucher List** **Page: 8**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243246	1/5/2026	894853 JOE MAR POLYGRAPH	(Continued)			
			25-005-SFPD		POLYGRAPH SERVICES	
					001-222-0000-4270	250.00
			25-008-SFPD		POLYGRAPH SERVICES	
					001-222-0000-4270	250.00
			25-009-SFPD		POLYGRAPH SERVICES	
					001-222-0000-4270	250.00
			25-010-SFPD		POLYGRAPH SERVICES	
					001-222-0000-4270	250.00
					Total :	**1,250.00**
243247	1/5/2026	101971 L.A. MUNICIPAL SERVICES	500-750-1000		ELECTRIC - 13655 FOOTHILL	
					070-384-0000-4210	104.50
			792-603-2351		WATER-13657 7/9 FOOTHILL	
					070-384-0000-4210	313.11
					Total :	**417.61**
243248	1/5/2026	101848 LANGUAGE LINE SERVICES	11786943		INTERPRETATION SERVICES	
					001-224-0000-4260	18.80
					Total :	**18.80**
243249	1/5/2026	101920 LIEBERT CASSIDY WHITMORE	309189		LEGAL SERVICES	
					001-112-0000-4270	473.00
			309190		LEGAL SERVICES	
					001-112-0000-4270	2,519.00
			309191		LEGAL SERVICES	
					001-112-0000-4270	1,188.50
			309192		LEGAL SERVICES	
					001-112-0000-4270	76.50
			309193		LEGAL SERVICES	
					001-112-0000-4270	279.00
			309194		LEGAL SERVICES	
					001-112-0000-4270	930.00
					Total :	**5,466.00**
243250	1/5/2026	892477 LOWES	9747-82598		CITY HALL TREE LIGHTS	
					043-390-0000-4310	84.41

vchlist **Voucher List** **Page: 9**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243250	1/5/2026	892477 LOWES	(Continued)			
			9747-91612		ZIP TIES	
					001-311-0000-4310	70.72
					Total :	**155.13**
243251	1/5/2026	894854 MEZA, VICTOR	REIMB.		REIMB.-USC CROSS CONNECTION ME	
					070-381-0000-4380	120.00
					Total :	**120.00**
243252	1/5/2026	102226 MISSION LINEN SUPPLY	525084821		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	334.45
			525128700		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	334.45
					Total :	**668.90**
243253	1/5/2026	891935 MMASC	14675		MEMBERSHIP RENEWAL	
					001-133-0000-4270	125.00
					Total :	**125.00**
243254	1/5/2026	893454 NACHO'S ORNAMENTAL INC	INV427764		MATL'S FOR SF MALL MONUMENT	
					043-390-0000-4310	5.47
					Total :	**5.47**
243255	1/5/2026	102325 NAPA AUTO PARTS	215976		VEHICLE MAINT-0083	
					041-320-0370-4400	220.98
					Total :	**220.98**
243256	1/5/2026	895072 NEENAH FOUNDRY COMPANY	204825		PURCHASE OF SEWER MANHOLE CO\	
				13481	072-365-0000-4300	7,901.43
					Total :	**7,901.43**
243257	1/5/2026	894645 NINJA NINJA	DEC 2025		MARTIAL ARTS INSTRUCTOR- NINJA N	
				13575	001-423-0000-4260	180.00
					Total :	**180.00**
243258	1/5/2026	102412 NORTHEAST VALLEY HEALTH CORP.	855351		FACILITY RENTAL DEP REFUND	
					001-2220	165.00

vchlist **Voucher List** **Page: 10**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243258	1/5/2026	102412 102412 NORTHEAST VALLEY HEALTH CORP. (Continued)			**Total :**	**165.00**
243259	1/5/2026	894100 ODP BUSINESS SOLUTIONS , LLC	444519945001		OFFICE SUPPLIES	
					001-310-0000-4300	121.58
			444519957001		OFFICE SUPPLIES	
					001-310-0000-4300	1.19
			444794027001		OFFICE SUPPLIES	
					001-130-0000-4300	125.94
			444823978001		OFFICE SUPPLIES	
					001-130-0000-4300	20.12
			444823991001		OFFICE SUPPLIES	
					001-130-0000-4300	20.32
			446546591001		OFFICE SUPPLIES	
					043-390-0000-4310	51.78
					001-311-0000-4300	51.78
			446763157001		OFFICE SUPPLIES	
					001-222-0000-4300	18.49
			446763226001		PRINTER CARTRIDGES	
					001-222-0000-4300	318.45
			446835924001		BREAK ROOM SUPPLIES	
					001-190-0000-4300	308.38
			448337332001		OFFICE SUPPLIES	
					070-384-0000-4310	309.54
			448539738001		FIN BREAK ROOM SUPPLIES	
					001-130-0000-4300	202.30
					Total :	**1,549.87**
243260	1/5/2026	894123 OLIVAREZ MADRUGA LAW	29370		LEGAL SERVICES	
					001-110-0000-4270	32,545.74
					001-112-0000-4270	10,458.84
					070-110-0000-4270	4,994.30
					073-110-0000-4270	172.80
			29371		LEGAL SERVICES	
					001-110-0000-4270	120.96
			29372		LEGAL SERVICES	
					001-110-0000-4270	5,125.38
					001-112-0000-4270	1,430.50

vchlist **Voucher List** **Page: 11**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243260	1/5/2026	894123 OLIVAREZ MADRUGA LAW	(Continued)			
			29373		LEGAL SERVICES	
					001-110-0000-4270	10,012.80
					Total :	**64,861.32**
243261	1/5/2026	890095 O'REILLY AUTOMOTIVE STORES INC	4605-264696		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-320-0225-4400	16.32
			4605-264982		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	072-360-0000-4400	227.17
			4605-265118		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	072-360-0000-4400	-44.20
			4605-265119		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-320-0225-4400	134.40
			4605-265221		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-320-0225-4400	59.65
			4605-265368		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-320-0370-4400	59.04
			4605-265679		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-320-0225-4400	6.61
			4605-266496		VEHICLE SVC., MAINT. & REPAIR PART	
				13524	041-320-0225-4400	118.40
					Total :	**577.39**
243262	1/5/2026	893984 ORTEGA, ADAN	DEC 2025		MWD REPRESENTATIVE STIPEND	
					001-101-0000-4111	250.00
					Total :	**250.00**
243263	1/5/2026	892958 PADILLA'S AUTO CENTER	12325		VEHCILE MAINT - PW2116	
					041-320-0311-4400	650.00
					Total :	**650.00**
243264	1/5/2026	892742 PAPA JUAN'S BAJA GRILL	1210202501		LUNCHEON-SF EMPLOYEE HOLIDAY	
					001-115-0000-4430	1,378.13
					Total :	**1,378.13**
243265	1/5/2026	894991 PAYMENTUS GROUP INC	INV-15169465		ONLINE TRANSACTION SERVICE FEES	
				13616	070-382-0000-4435	862.37

vchlist **Voucher List** **Page: 12**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243265	1/5/2026	894991 PAYMENTUS GROUP INC	(Continued)			
				13616	072-360-0000-4435	862.37
			INV-15-170670		ONLINE TRANSACTION SERVICE FEES	
				13616	070-382-0000-4435	1,068.87
				13616	072-360-0000-4435	1,068.87
			INV-15-172219		ONLINE TRANSACTION SERVICE FEES	
				13616	070-382-0000-4435	769.04
				13616	072-360-0000-4435	769.03
					Total :	**5,400.55**
243266	1/5/2026	894290 PBLA BOOTH	99969-000015		DIGITAL PHOTO BOOTH RENTAL - SF	
					001-115-0000-4430	300.00
					Total :	**300.00**
243267	1/5/2026	893918 PD PROTECT INC	2025-OCT-SFPD		AUDIO TRANSCRIPTION-833 N BRAND	
					001-110-0000-4270	396.17
					Total :	**396.17**
243268	1/5/2026	889264 PRECISION CONCRETE CUTTING	CSF 120125-17		CITYWIDE SIDEWALK ASSESSMENT	
				13337	121-311-0866-4600	4,313.18
					Total :	**4,313.18**
243269	1/5/2026	895163 PREMIER PIPE INC	SF001		SANITARY SEWER CCTV SERVICES	
				13607	072-365-0000-4600	30,041.84
					Total :	**30,041.84**
243270	1/5/2026	102688 PROFESSIONAL PRINTING CENTERS	111825		PRE PRINTED FORMS & ENVELOPES	
				13557	001-424-0000-4300	513.85
			23678		PRE PRINTED FORMS & ENVELOPES	
				13557	001-222-0000-4300	497.25
			23843		PRE PRINTED FORMS & ENVELOPES	
				13557	001-222-0000-4300	2,598.96
					Total :	**3,610.06**
243271	1/5/2026	102738 QUINTERO ESCAMILLA, VIOLETA	DEC 2025		INSTRUCTOR FOR SENIOR MUSIC & C	
				13508	001-423-0000-4260	780.00
					Total :	**780.00**

vchlist **Voucher List** Page: 13
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243272	1/5/2026	895131 ROMERO-FUENTES, SONIA	DEC 2025		GLACVCD TRUSTEE MEMBER STIPENI	
					001-190-0000-4111	150.00
					Total :	**150.00**
243273	1/5/2026	892856 SALAS, JUAN	REIMB.		MUSIC ROOM COFFEE MAKER	
					001-422-0000-4300	68.50
					Total :	**68.50**
243274	1/5/2026	103050 SAN FERNANDO PET HOSPITAL	230437		VET SERVICES-K9 RENZ	
					001-225-0000-4270	32.00
					Total :	**32.00**
243275	1/5/2026	103184 SMART & FINAL	140		BREAK ROOM SUPPLIES	
					001-222-0000-4300	48.19
			175		SUPPLIES-HOLIDAY ACTIVITIES FOR T	
					001-423-0000-4300	92.95
			177		REFRESHMENTS-HOLIDAY TREE LIGH	
					001-424-0000-4300	95.00
			178		SUPPLIES FOR SENIOR PROG	
					004-2346	8.97
					004-2383	58.70
			252		BREAK ROOM SUPPLIES	
					001-222-0000-4300	9.57
			330		SUPPLIES-SENIOR DANCE	
					004-2380	63.74
			331		SUPPLIES-SENIOR EVENTS	
					004-2346	29.47
			50		SUPPLIES-SENIOR PROG &	
					004-2346	9.97
					004-2385	54.96
			71		SUPPLIES-SENIOR PROG	
					004-2346	106.04
			90		REFRESHMENTS-STORYTIME W/SANT	
					004-2385	35.59
					Total :	**613.15**
243276	1/5/2026	892199 SMARTPHONE METER READING, LLC	SPMR4423		(3) MONTHS-DATA HOSTING & LICENSI	

vchlist **Voucher List** Page: 14
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243276	1/5/2026	892199 SMARTPHONE METER READING, LLC	(Continued)			
					070-382-0000-4320	177.00
					072-360-0000-4320	177.00
					Total :	**354.00**
243277	1/5/2026	895156 SOS TOILETS LLC	I40397		PORTABLE TOILET SVC FOR CITY YAR	
				13544	070-384-0000-4260	160.00
			I40398		PORTABLE TOILET SVC FOR CITY YAR	
				13544	043-390-0000-4260	160.00
					Total :	**320.00**
243278	1/5/2026	103202 SOUTHERN CALIFORNIA EDISON CO.	700136176526		ELECTRIC-METER FOR MALL-MACLAY,	
					030-341-0000-4210	104.61
			700224888278		ELECTRIC-801 EIGHTH	
					043-390-0000-4210	11.19
			700360580265		ELECTRIC-910 FIRST	
					043-390-0000-4210	7,597.10
			700363532503		ELECTRIC-117 MACNEIL	
					043-390-0000-4210	8,080.12
			700577150347		ELECTRIC-190 PARK	
					027-344-0000-4210	925.12
			700826276457		ELECTRIC-799 JESSIE	
					043-390-0000-4210	62.30
					Total :	**16,780.44**
243279	1/5/2026	894311 SPECTRUMVOIP	744256		CITYWIDE LONG DISTANCE VOIP SRV-	
					001-190-0000-4220	251.35
					Total :	**251.35**
243280	1/5/2026	894275 STAPLES, INC.	6048143647		OFFICE SUPPLIES	
					001-133-0000-4300	106.73
					Total :	**106.73**
243281	1/5/2026	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUS	008286		DOJ LIVESCAN FINGERPRINTING SER'	
				13558	004-2386	2,161.00
				13558	001-222-0000-4270	75.00
					Total :	**2,236.00**

vchlist **Voucher List** **Page: 15**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243282	1/5/2026	894649 STERLING ADMINISTRATION	904455		ADMINISTRATIVE FEE: NOV 2025	
					001-133-0000-4260	50.00
			906944		FSA FUNDING CONTRIBUTION	
					004-2365	800.42
					Total :	**850.42**
243283	1/5/2026	103305 TAB PRODUCTS CO.	INV000077517		DR FOLDERS	
					001-222-0000-4300	1,360.99
					Total :	**1,360.99**
243284	1/5/2026	103318 TAG/AMS, INC.	5725		RANDOM DOT	
					001-133-0000-4270	95.00
					Total :	**95.00**
243285	1/5/2026	893061 TAPIA, FREDDY	REIMB.		SUPPLIES-YOUTH SPORTS BOOTH & M	
					001-423-0000-4300	61.28
					001-420-0000-4390	59.92
					Total :	**121.20**
243286	1/5/2026	890898 TETRA MECHANICAL SERVICE INC	i1471		ROUTINE MAINT. & EMERG. A/C REPAII	
				13565	043-390-0000-4260	430.00
					Total :	**430.00**
243287	1/5/2026	103205 THE GAS COMPANY	042-320-6900-7		GAS-910 FIRST	
					043-390-0000-4210	66.31
			088-520-6400-8		GAS-117 MACNEIL	
					043-390-0000-4210	103.51
			090-620-6400-2		GAS-120 MACNEIL	
					070-381-0000-4210	45.78
					072-360-0000-4210	45.78
					043-390-0000-4210	91.55
			143-287-8131-6		GAS-208 PARK	
					043-390-0000-4210	226.34
			162-020-7432-0		GAS-828 HARDING	
					043-390-0000-4210	33.86
					Total :	**613.13**

vchlist **Voucher List** **Page: 16**
12/26/2025 2:02:00PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243288	1/5/2026	101528 THE HOME DEPOT CRC	2902054		TRASH BAGS	
					001-311-0000-4310	1,020.47
			3535476		LIGHTS-PLANTERS ON SFRD	
					027-344-0000-4300	190.88
			4810425		CORDLESS & WALL BATTERY	
					041-320-0000-4310	274.04
			4810426		COMPACT INVENTER & LED LIGHTS	
					041-320-0000-4300	176.42
			4904335		PAINT	
					001-311-0000-4310	121.11
			5541702		MATL'S NEEDED FOR REPAIRS	
					043-390-0000-4310	55.23
			6341462		REPL CEILING TILES-PD	
					043-390-0000-4310	83.94
			6522197		BULBS REPLACED-MACLAY	
					027-344-0000-4300	240.22
			6522198		SMALL TOOLS	
					043-390-0000-4340	30.80
			7013618		MATL'S FOR REPAIRS-CITY HALL	
					043-390-0000-4310	60.90
			7533347		LED TUBES - ALL CITY FACILITIES	
					043-390-0000-4310	401.78
			7533348		(2) FAUCETS-LP PARK GYM	
					043-390-0000-4310	336.32
			7903247		STUCCO	
					001-311-0000-4310	52.61
					Total :	**3,044.72**
243289	1/5/2026	890833 THOMSON REUTERS	852866505		DETECTIVE INVESTIGATIVE SOFTWAR	
				13590	001-135-0000-4260	340.72
					Total :	**340.72**
243290	1/5/2026	893905 TORRES-GAHM, GRACIELA	1225		CLEANING SERVICE AT THE LOPEZ AD	
					001-420-0000-4260	525.00
					Total :	**525.00**
243291	1/5/2026	103413 TRANS UNION LLC	11503157		CREDIT CHECK SERVICES	

vchlist 12/26/2025 2:02:00PM — **Voucher List** — CITY OF SAN FERNANDO — Page: 17

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243291	1/5/2026	103413 TRANS UNION LLC	(Continued)			
					001-222-0000-4260	90.00
					Total :	**90.00**
243292	1/5/2026	103444 ULTRA GREENS, INC	58571		REPLACEMENT PLANTS	
					001-311-0000-4310	82.28
					Total :	**82.28**
243293	1/5/2026	894888 US BANCORP SERVICE CENTER INC	091125		LODGING-NAYS CONF ON 11/05-11/08 I	
					001-423-0000-4360	457.67
			111325		FRAMES-CC CERTS	
					001-101-0000-4300	127.21
			120125		EVENT TICKETS	
					001-101-0107-4370	35.00
					001-101-0103-4370	35.00
			120325		WEBINAR REGISTRATION	
					001-152-0000-4360	195.00
			120325		SSL CERT FOR PD ADFS SERVER	
					001-135-0000-4260	336.00
			120325-1		LP PARK SUPPLIES	
					001-422-0000-4300	220.88
			120425		DECORATIONS FOR HOLIDAY TREE LI(	
					004-2385	1,135.11
			120425		CREDIT-RENTAL CANCELLED	
					001-424-0000-4300	-500.00
			120725-1		LP PARK SUPPLIES	
					001-422-0000-4300	213.58
			120725-2		DECORATIONS-SENIOR EVENT	
					004-2346	50.91
			121225		BITTITAN LICENSE -M365 PROG	
					110-220-3752-4300	114.00
			121525		OFFICE SUPPLIES	
					001-105-0000-4300	22.41
					Total :	**2,442.77**
243294	1/5/2026	894888 US BANCORP SERVICE CENTER INC	120525		LUNCH-WYSM SUPERVISORY LEADER	
					001-222-0000-4360	397.62

vchlist 12/26/2025 2:02:00PM — **Voucher List** — CITY OF SAN FERNANDO — Page: 18

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243294	1/5/2026	894888 US BANCORP SERVICE CENTER INC	(Continued)			
			120825		LUNCH-WYSM SUPERVISORY LEADER	
					001-222-0000-4360	133.20
			120925		GIFT CARDS-2025 HOLIDAY EMP. LUNC	
					001-115-0000-4430	500.00
			121025		LODGING-TACTICAL RIFFLE INSTRUCT	
					001-225-0000-4360	457.75
					Total :	**1,488.57**
243295	1/5/2026	894888 US BANCORP SERVICE CENTER INC	102825		DINNER FOR CC MTG 10/27/25	
					001-101-0000-4370	66.30
			120125		DINNER FOR CC MTG 12/01/25	
					001-101-0000-4370	164.16
			120925		DRY CLEAN TABLECOTHES-COMM RE(	
					001-101-0000-4300	169.00
					Total :	**399.46**
243296	1/5/2026	894888 US BANCORP SERVICE CENTER INC	120425		LUNCH-DEPUTY CITY MANAGER INTEI	
					001-133-0000-4370	73.76
					Total :	**73.76**
243297	1/5/2026	895065 UTHE, DRAKE	TRAVEL		PER DIEM & MILEAGE-BACKGROUND I	
					001-225-0000-4360	269.64
					Total :	**269.64**
243298	1/5/2026	893740 UTILITY SYSTEMS SCIENCE &	COSF_11/1-11/30/25		SEWER FLOW MONITORING & WASTE\	
				13517	072-360-0000-4260	540.00
			COSF_12/1-12/31/25		SEWER FLOW MONITORING & WASTE\	
				13517	072-360-0000-4260	540.00
					Total :	**1,080.00**
243299	1/5/2026	103510 V & V MANUFACTURING, INC.	63466		POLICE BADGES	
					001-222-0000-4300	166.91
					Total :	**166.91**
243300	1/5/2026	889644 VERIZON BUSINESS	63381115		POLICE LONG DIST (Y2619457)	
					001-222-0000-4220	65.02

vchlist — Voucher List — Page: 19
12/26/2025 2:02:00PM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243300	1/5/2026	889644 889644 VERIZON BUSINESS	(Continued)		**Total :**	**65.02**
243301	1/5/2026	889644 VERIZON BUSINESS	63381640		CITY HALL LINES (Y2620636)	
					001-190-0000-4220	64.22
					Total :	**64.22**
243302	1/5/2026	889644 VERIZON BUSINESS	63381112		CITY HALL LONG DIST (Y2619454)	
					001-190-0000-4220	57.71
					Total :	**57.71**
243303	1/5/2026	889644 VERIZON BUSINESS	63381114		CITY HALL LONG DIST (Y2619456)	
					001-190-0000-4220	29.18
					Total :	**29.18**
243304	1/5/2026	889644 VERIZON BUSINESS	63381117		PARKS LONG DIST (Y2619459)	
					001-420-0000-4220	17.85
					Total :	**17.85**
243305	1/5/2026	889644 VERIZON BUSINESS	63381113		CITY YARD LONG DIST (Y2619455)	
					070-384-0000-4220	17.62
					Total :	**17.62**
243306	1/5/2026	889644 VERIZON BUSINESS	63381116		CITY YARD LONG DIST (Y2619458)	
					070-384-0000-4220	11.71
					Total :	**11.71**
243307	1/5/2026	889644 VERIZON BUSINESS	63381629		PW-LONG DIST (Y2620611)	
					001-310-0000-4220	5.86
					Total :	**5.86**
243308	1/5/2026	100101 VERIZON WIRELESS-LA	6129432653		CITY YARD STANDBY PHONE PLAN	
					072-360-0000-4220	37.34
					Total :	**37.34**
243309	1/5/2026	895211 WHY'D YOU STOP ME	1096		SUPERVISORY LEADERSHIP TRAININ(	
				13610	001-222-0000-4360	6,000.00
					Total :	**6,000.00**

vchlist — Voucher List — Page: 20
12/26/2025 2:02:00PM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112	**Vouchers for bank code :**	bank3			**Bank total :**	**324,344.55**
112	**Vouchers in this report**				**Total vouchers :**	**324,344.55**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 26-011

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243083	12/17/2025	894921 CARLIN, ARMANDO D.	9955		DJ SERVICES-SENIORS NEW YEAR'S D	
					004-2380	1,400.00
					Total :	**1,400.00**
243084	12/17/2025	890401 ENVIROGEN TECHNOLOGIES INC	0016408-IN		MAINTENANCE SERVICES FOR WELL N	
				13612	070-384-0857-4260	10,700.63
			0016694-IN		MAINTENANCE SERVICES FOR WELL N	
				13612	070-384-0857-4260	10,700.63
			0016964-IN		MAINTENANCE SERVICES FOR WELL N	
				13612	070-384-0857-4260	10,700.63
			0017196-IN		MAINTENANCE SERVICES FOR WELL N	
				13612	070-384-0857-4260	10,700.63
			0065114-IN		MAINTENANCE SERVICES FOR WELL N	
				13612	070-384-0857-4260	567.05
			0065141-IN		MAINTENANCE SERVICES FOR WELL N	
				13612	070-384-0857-4260	1,405.12
			0065251-IN		MAINTENANCE SERVICES FOR WELL N	
				13612	070-384-0857-4260	4,513.36
					Total :	**49,288.05**

2 Vouchers for bank code : bank3 **Bank total :** **50,688.05**

2 Vouchers in this report **Total vouchers :** **50,688.05**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 26-011

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243085	1/1/2026	894452 ABDALLAH, MARIA G.	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,310.57
					Total :	**2,310.57**
243086	1/1/2026	100091 AGORICHAS, JOHN	26-Jan		CALPERS HEALTH REIMB	
					070-180-0000-4127	1,169.00
					Total :	**1,169.00**
243087	1/1/2026	895025 AGUILAR, MARY	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	**194.83**
243088	1/1/2026	100104 ALBA, ANTHONY	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
243089	1/1/2026	100260 AVILA, FRANK	26-Jan		CALPERS HEALTH REIMB	
					041-180-0000-4127	1,776.10
					Total :	**1,776.10**
243090	1/1/2026	100286 BAKER, BEVERLY	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	319.29
					Total :	**319.29**
243091	1/1/2026	100306 BARNARD, LARRY	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	**1,160.00**
243092	1/1/2026	100346 BELDEN, KENNETH M.	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	**1,160.00**
243093	1/1/2026	892233 BUZZELL, CAROL	26-Jan		CALPERS HEALTH REIMB	
					070-180-0000-4127	319.29
					Total :	**319.29**
243094	1/1/2026	102127 CABRERA, KATHY	26-Jan		CALPERS HEALTH REIMB	

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243094	1/1/2026	102127 CABRERA, KATHY	(Continued)			
					001-180-0000-4127	1,673.82
					Total :	**1,673.82**
243095	1/1/2026	891350 CALZADA, FRANK	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	800.58
					Total :	**800.58**
243096	1/1/2026	100642 CASTRO, RICO	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,935.31
					Total :	**1,935.31**
243097	1/1/2026	103816 CHAVEZ, ELENA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	377.43
					Total :	**377.43**
243098	1/1/2026	100752 COLELLI, CHRISTIAN	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,357.53
					Total :	**2,357.53**
243099	1/1/2026	893711 DAVIS, JAMES	26-Jan		CALPERS HEALTH REIMB	
					072-180-0000-4127	1,943.78
					Total :	**1,943.78**
243100	1/1/2026	100913 DECKER, CATHERINE	26-Jan		CALPERS HEALTH REIMB	
					070-180-0000-4127	503.50
					Total :	**503.50**
243101	1/1/2026	100916 DEIBEL, PAUL	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
243102	1/1/2026	100925 DELGADO, RALPH	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	800.58
					Total :	**800.58**
243103	1/1/2026	101667 DIAZ, EVELYN	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,044.00

vchlist 12/19/2025 9:11:15AM — Voucher List — CITY OF SAN FERNANDO — Page: 3

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243103	1/1/2026	101667 101667 DIAZ, EVELYN	(Continued)		Total :	1,044.00
243104	1/1/2026	100960 DIEDIKER, VIRGINIA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	503.50
243105	1/1/2026	100996 DRAKE, JOYCE	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	503.50
243106	1/1/2026	100995 DRAKE, MICHAEL	26-Jan		CALPERS HEALTH REIMB	
					070-180-0000-4127	251.75
					072-180-0000-4127	251.75
					Total :	503.50
243107	1/1/2026	100997 DRAPER, CHRISTOPHER	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,357.53
					Total :	2,357.53
243108	1/1/2026	101044 ELEY, JEFFREY	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,546.00
					Total :	2,546.00
243109	1/1/2026	891040 FISHKIN, RIVIAN	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	194.83
243110	1/1/2026	101178 FLORES, ADRIAN	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,673.82
					Total :	1,673.82
243111	1/1/2026	101182 FLORES, MIGUEL	26-Jan		CALPERS HEALTH REIMB	
					043-180-0000-4127	1,673.82
					Total :	1,673.82
243112	1/1/2026	894378 GARCIA, BERTHA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	807.05

vchlist 12/19/2025 9:11:15AM — Voucher List — CITY OF SAN FERNANDO — Page: 4

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243112	1/1/2026	894378 894378 GARCIA, BERTHA	(Continued)		Total :	807.05
243113	1/1/2026	891351 GARCIA, DEBRA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,658.58
					Total :	2,658.58
243114	1/1/2026	101281 GARIBAY, SAUL	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,849.48
					Total :	2,849.48
243115	1/1/2026	101318 GLASGOW, KEVIN	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,357.53
					Total :	2,357.53
243116	1/1/2026	101333 GODINEZ, FRAZIER C.	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,224.57
					Total :	2,224.57
243117	1/1/2026	101409 GUERRA, LAUREN E	26-Jan		CALPERS HEALTH REIMB	
					072-180-0000-4127	755.91
					Total :	755.91
243118	1/1/2026	891021 GUIZA, JENNIE	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	503.50
243119	1/1/2026	102896 GUZMAN, ROSA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	409.70
					Total :	409.70
243120	1/1/2026	891352 HADEN, SUSANNA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,248.29
					Total :	1,248.29
243121	1/1/2026	101440 HALCON, ERNEST	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	1,160.00

vchlist 12/19/2025 9:11:15AM — Voucher List — CITY OF SAN FERNANDO — Page: 5

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243122	1/1/2026	101672 HANCHETT, NICHOLE	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,965.00
					Total :	**1,965.00**
243123	1/1/2026	891918 HARTWELL, BRUCE	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
243124	1/1/2026	101465 HARVEY, DAVID	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	**194.83**
243125	1/1/2026	101466 HARVEY, DEVERY MICHAEL	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	**1,160.00**
243126	1/1/2026	101471 HASBUN, NAZRI A.	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	377.43
					Total :	**377.43**
243127	1/1/2026	891023 HATFIELD, JAMES	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
243128	1/1/2026	892104 HERNANDEZ, ALFONSO	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
243129	1/1/2026	891024 HOOKER, RAYMOND	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
243130	1/1/2026	893616 HOUGH, LOIS	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	319.29
					Total :	**319.29**
243131	1/1/2026	101597 IBRAHIM, SAMIR	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	551.66

vchlist 12/19/2025 9:11:15AM — Voucher List — CITY OF SAN FERNANDO — Page: 6

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243131	1/1/2026	101597 101597 IBRAHIM, SAMIR	(Continued)		**Total :**	**551.66**
243132	1/1/2026	101694 JACOBS, ROBERT	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	**1,160.00**
243133	1/1/2026	892105 KAHMANN, ERIC	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	551.66
					Total :	**551.66**
243134	1/1/2026	101786 KLOTZSCHE, STEVEN	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	916.86
					Total :	**916.86**
243135	1/1/2026	891866 KNIGHT, DONNA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	377.43
					Total :	**377.43**
243136	1/1/2026	891043 LIEBERMAN, LEONARD	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	**194.83**
243137	1/1/2026	101926 LILES, RICHARD	26-Jan		CALPERS HEALTH REIMB	
					070-180-0000-4127	251.75
					072-180-0000-4127	251.75
					Total :	**503.50**
243138	1/1/2026	101933 LITTLEFIELD, LESLEY	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
243139	1/1/2026	102045 LLAMAS-RIVERA, MARCOS	26-Jan		CALPERS HEALTH REIMB	
					070-180-0000-4127	1,163.88
					Total :	**1,163.88**
243140	1/1/2026	102059 MACK, MARSHALL	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	755.91

vchlist
12/19/2025 9:11:15AM

Voucher List
CITY OF SAN FERNANDO

Page: 7

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243140	1/1/2026	102059 102059 MACK, MARSHALL	(Continued)		Total :	755.91
243141	1/1/2026	891010 MAERTZ, ALVIN	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	677.34
					Total :	677.34
243142	1/1/2026	888037 MARTINEZ, ALVARO	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,363.69
					Total :	1,363.69
243143	1/1/2026	102126 MARTINEZ, MIGUEL	26-Jan		CALPERS HEALTH REIMB	
					070-180-0000-4127	807.05
					Total :	807.05
243144	1/1/2026	102206 MILLER, WILMA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	503.50
243145	1/1/2026	102212 MIRAMONTES, MONICA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	916.86
					Total :	916.86
243146	1/1/2026	102232 MIURA, HOWARD	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	503.50
243147	1/1/2026	892106 MONTAN, EDWARD	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	319.29
					Total :	319.29
243148	1/1/2026	894908 NAVARRO, NORMA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	319.29
					Total :	319.29
243149	1/1/2026	102443 OKAFOR, MICHAEL	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,334.08
					Total :	2,334.08

vchlist
12/19/2025 9:11:15AM

Voucher List
CITY OF SAN FERNANDO

Page: 8

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243150	1/1/2026	102473 ORDELHEIDE, ROBERT	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,929.74
					Total :	1,929.74
243151	1/1/2026	102486 ORSINI, TODD	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,575.51
					Total :	2,575.51
243152	1/1/2026	102569 PARKS, ROBERT	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	3,560.71
					Total :	3,560.71
243153	1/1/2026	102580 PATINO, ARMANDO	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,546.00
					Total :	2,546.00
243154	1/1/2026	102527 PISCITELLI, ANTHONY	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	800.58
					Total :	800.58
243155	1/1/2026	891033 POLLOCK, CHRISTINE	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	435.00
					Total :	435.00
243156	1/1/2026	102735 QUINONEZ, MARIA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,163.88
					Total :	1,163.88
243157	1/1/2026	891354 RAMIREZ, ROSALINDA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	194.83
243158	1/1/2026	891034 RAMSEY, JAMES	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	503.50
243159	1/1/2026	102788 RAYGOZA, JOSE LUIS	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,224.57

vchlist 12/19/2025 9:11:15AM — Voucher List — CITY OF SAN FERNANDO — Page: 9

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243159	1/1/2026	102788 102788 RAYGOZA, JOSE LUIS	(Continued)		Total :	2,224.57
243160	1/1/2026	102864 RIVETTI, DOMINICK	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	1,160.00
243161	1/1/2026	887872 ROSENBERG, IRWIN	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,062.05
					Total :	2,062.05
243162	1/1/2026	102936 RUELAS, MARCO	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,248.29
					Total :	1,248.29
243163	1/1/2026	102940 RUIZ, RONALD	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	755.91
					Total :	755.91
243164	1/1/2026	891044 RUSSUM, LINDA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	194.83
243165	1/1/2026	103005 SALAZAR, TONY	26-Jan		CALPERS HEALTH REIMB	
					070-180-0000-4127	1,673.82
					Total :	1,673.82
243166	1/1/2026	103118 SENDA, OCTAVIO	26-Jan		CALPERS HEALTH REIMB	
					043-180-0000-4127	1,673.82
					Total :	1,673.82
243167	1/1/2026	892107 SHANAHAN, MARK	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	551.66
					Total :	551.66
243168	1/1/2026	891035 SHERWOOD, NINA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	503.50

vchlist 12/19/2025 9:11:15AM — Voucher List — CITY OF SAN FERNANDO — Page: 10

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243169	1/1/2026	103175 SKOBIN, ROMELIA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,913.79
					Total :	1,913.79
243170	1/1/2026	893677 SOLIS, MARGARITA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	690.56
					Total :	690.56
243171	1/1/2026	103220 SOMERVILLE, MICHAEL	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,965.00
					Total :	1,965.00
243172	1/1/2026	892782 TIGHE, DONNA	26-Jan		CALPERS HEALTH REIMB	
					070-180-0000-4127	97.42
					072-180-0000-4127	97.41
					Total :	194.83
243173	1/1/2026	889588 UFANO, VIRGINIA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	194.83
243174	1/1/2026	103516 VAIRO, ANTHONY	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,965.00
					Total :	1,965.00
243175	1/1/2026	888417 VALDIVIA, LAURA	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	503.50
243176	1/1/2026	103550 VANICEK, JAMES	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,776.10
					Total :	1,776.10
243177	1/1/2026	103562 VASQUEZ, JOEL	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,546.00
					Total :	2,546.00
243178	1/1/2026	888562 VILLALPANDO, SEBASTIAN FRANK	26-Jan		CALPERS HEALTH REIMB	

vchlist — Voucher List — Page: 11
12/19/2025 9:11:15AM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243178	1/1/2026	888562 VILLALPANDO, SEBASTIAN FRANK	(Continued)			
					001-180-0000-4127	551.66
					Total :	**551.66**
243179	1/1/2026	103692 VILLALVA, FRANCISCO	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,224.57
					Total :	**2,224.57**
243180	1/1/2026	891038 WAITE, CURTIS	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
243181	1/1/2026	103612 WALKER, MICHAEL	26-Jan		CALPERS HEALTH REIMB	
					027-180-0000-4127	194.83
					Total :	**194.83**
243182	1/1/2026	103620 WARREN, DALE	26-Jan		CALPERS HEALTH REIMB	
					072-180-0000-4127	194.83
					Total :	**194.83**
243183	1/1/2026	895047 WATT, NANCY	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
243184	1/1/2026	893690 WATTS, STEVE M.	26-Jan		CALPERS HEALTH REIMB	
					072-180-0000-4127	551.66
					Total :	**551.66**
243185	1/1/2026	891037 WEBB, NANCY	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
243186	1/1/2026	103643 WEDDING, JEROME	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
243187	1/1/2026	103727 WYSBEEK, DOUDE	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50

vchlist — Voucher List — Page: 12
12/19/2025 9:11:15AM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243187	1/1/2026	103727 103727 WYSBEEK, DOUDE	(Continued)		**Total :**	**503.50**
243188	1/1/2026	103737 YNIGUEZ, LEONARD	26-Jan		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**

104 Vouchers for bank code : bank3 — **Bank total :** **115,142.96**

104 Vouchers in this report — **Total vouchers :** **115,142.96**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 26-011

vchlist **Voucher List** Page: 1
12/19/2025 1:00:01PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243190	12/19/2025	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION SERVICE PLAN - DECEMBER 2(	
					001-1160	2,409.65
					Total :	**2,409.65**
243191	12/19/2025	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INSURANCE PLAN - DECEMBE	
					001-1160	111.60
					Total :	**111.60**
243192	12/19/2025	890907 DELTA DENTAL OF CALIFORNIA	DEMAND		DENTAL INSURANCE PLAN - DECEMBE	
					001-1160	11,799.10
					Total :	**11,799.10**
243193	12/19/2025	103054 SAN FERNANDO POLICE	DEMAND		S.F. POLICE OFFICERS ASSOC - DECEI	
					001-1160	2,240.00
					Total :	**2,240.00**
243194	12/19/2025	887627 STANDARD INSURANCE	DEMAND		STANDARD INSURANCE - DECEMBER :	
					001-1160	2,543.83
					Total :	**2,543.83**
	5 Vouchers for bank code :	bank3			**Bank total :**	**19,104.18**
	5 Vouchers in this report				**Total vouchers :**	**19,104.18**

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 26-011

vchlist — Voucher List — Page: 1
12/23/2025 10:44:33AM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243195	12/22/2025	103648 CITY OF SAN FERNANDO	special pr 12-22-25		REIMPBURSEMENT FOR SPECIALPAYF	
					001-1003	4,490.80
					Total :	**4,490.80**

1 Vouchers for bank code : bank3 — **Bank total :** **4,490.80**

1 Vouchers in this report — **Total vouchers :** **4,490.80**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 26-011

vchlist **Voucher List** **Page:** 1
12/23/2025 10:44:53AM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
243196	12/23/2025	893947 GEC EVENTS	0502		EVENT MANAGEMENT CO. FOR SPECI	
				13615	001-424-0000-4260	3,350.00
					Total :	**3,350.00**
243197	12/23/2025	895164 X-10 ZION PRO ENT	2025-2379		PO FOR X-10-ZION PRO ENT	
				13617	001-424-0000-4260	5,863.75
					Total :	**5,863.75**
2	**Vouchers for bank code :**	bank3			**Bank total :**	**9,213.75**
2	**Vouchers in this report**				**Total vouchers :**	**9,213.75**

Voucher Registers are not final until approved by Council.

ATTACHMENT "C"

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

ATTACHMENT "D"

THE CITY OF SAN FERNANDO

MEMORANDUM

To: Erica D. Melton, Director of Administrative Services

From: Sandra Franco-Rivas, Accounting Technician

Date: December 16, 2025

Subject: Release of Warrants

Due to the adjournment of the Regular City Council meeting on December 15, 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

This Page Intentionally Left Blank

3

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager

Date: January 5, 2026

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

RECOMMENDATION:

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

ANALYSIS:

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

COMPLETED PROJECTS:

City Manager's Office & City Clerk's Office.	**Date Completed**
Title: City Council Office Redesign	September 2024
Title: Records Retention Policy Update	January 2025

Community Development Department.	**Date Completed**
Title: Animal Control Contract Management	June 2024
Title: CDBG Neighborhood Cleanup Program	June 2025
Title: New Position – Planning Manager	March 2025
Title: Mixed Use and Specific Plan Overlay Districts	March 11, 2025
Title: Graffiti Program (with Public Works and Police Department)	February 18, 2025
Title: Homeless Action Plan Implementation and Management	March 2025
Title: Zoning Code Reorganization	May 5, 2025
Title: Landscape Ordinance	May 5, 2025
Title: Outdoor Dining Ordinance	May 5, 2025

COMPLETED PROJECTS CONTINUED:

Finance.	**Date Completed**
Title: American Rescue Plan Act (ARPA) Allocations	February 18, 2025
Title: Online Bill Payment System (Paymentus)	February 2025

Police Department.	**Date Completed**
Title: Narcotics Incinerator	September 2024
Title: Law Enforcement Technology Improvements	September 2024
Title: Police Department Overtime	February 2025
Title: Law Enforcement Technology Improvements –	
Handheld Ticket Writers	April 8, 2025
eSubpoena	May 19, 2025
Title: Mental Health Clinician Program	September 29, 2025

Public Works Department.	**Date Completed**
Title: Civic Center Beautification (Painting) Project	January 2025
Title: Position Reclassification: Convert Four (4) Part-Time Maintenance Workers to Two (2) Full-Time Maintenance Workers for Graffiti and Tree Maintenance	October 31, 2024
Title: Street Resurfacing Project – Phase 3	November 2024
Title: Curb Painting, Street Striping, and Street Markings	Spring 2025
Title: Pioneer Park Playground Renovation Project	January 23, 2025
Title: Urban Forest Management Plan	March 31, 2025
Title: Phase 1: Fog Seal Coating Public Parking Lots	September 15, 2025

Recreation & Community Services.	**Date Completed**
Title: Afterschool Teen Program	October 7, 2024
Title: Park Opportunity Plan	October 7, 2024

Active Projects

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
	City Manager Office					
1.	Downtown Master Plan	Approved FY 22-23 budget to develop a DTMP with robust community outreach. Guides future actions for revitalization of Downtown San Fernando. Budget: $297,675.	• 12-2023 to 3-2024: Multimodal Survey • 3-11-2024: Ad Hoc Mtg #1 • 4-11-2024: CAC Mtg #1 • 4-27-2024: Outreach "Walkshop" • 4-2024 to 5-2024: Online Survey • 7-2024: Existing Conditions Analysis • 9-16-2024: Phase 1 Findings to Council + PPC • Contract extended to Dec 2025 • 6-11-2025: Ad Hoc Mtg #2		August 2026	Kanika Kith

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• 11-17-2025: Council approved Option 1 – Opportunity Site Analysis			
2.	East San Fernando Valley Light Rail Transit Project	Metro project to build light rail line in two phases: Phase 1 – 6.7 miles along Van Nuys Blvd with 11 stations. Phase 2 – 2.5 miles from Pacoima to Sylmar/San Fernando Metrolink. Funded by Measure R & M.	• 2017-2020: City comments on Draft EIR • 12-2010: Metro Board certified Final EIR with safety/design conditions • 4-2022 to 9-2022: Grade Crossing Analysis • 1-2024 to summer 2024: Supplemental Phase 2 studies • Status updates to Council (2020, 2022, 2025) • 6-2025: CPUC Sec. 130 safety funding discussions • 6-25-2025: Multi-agency safety	Continue pursuing early action safety funding and mitigations. Monitor and work closely with Metro to follow through on safety improvements to rail crossings in the City.	Phase 1 – 2031; Phase 2 – TBD	Will Pettener

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			improvements discussion • 7-7-2025: Public outreach results presented • 9-18-2025: Council approved conditional support for Scenario 2 • 11-19-25: Metro Planning and Program Committee approved planning work on Scenario 2, including early action safety improvements on rail crossings in the City.			
3.	CDBG Small Business Assistance Grant Program (SBAP)	Provides grants to businesses/property owners for storefront improvements (signage, paint, anti-graffiti, landscaping, etc.). Total funding: $210,110.	• FY 24-25 CDBG Programs approved (May 2024) • SBAP guidelines + additional $64,506 allocation approved (Nov 18, 2024)	None	January 2026	Kanika Kith

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• 35 applications received, 19 awarded. • 9-2-25: Program update to Council • Projects underway			
4.	Virtual San Fernando – Website Redesign & My San Fernando App	ARPA-funded digital initiative. Phase 1: My San Fernando App (launched Mar 2024; 4,500+ requests submitted). Phase 2: Website redesign by Granicus ($200,000).	• Phase 1 (App) completed • 10-2023: Granicus awarded website redesign contract • Granicus staff transition issues – new PM assigned, complaint filed • 8-2025: Expedited training • $10,000 ARPA funding available for backend support • 9-19-25: Provided Granicus with updated content migration list. • 10-13-25: Additional migration agreement was approved.	None at this time	January 2026	Will Pettener

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• 11-20-25: Additional migration work completed by Granicus, pending staff review and revisions. Staff needs to still refine site alignment and make edits to over 100 webpages.			
5.	Partnership with Asociación de Jaliscienses Unidos en Acción (AJUA)	Potential partnership with AJUA to provide services to the immigrant community.	• 9-3-25: Staff met with AJUA representatives to discuss scope of services and future events. • 10-6-25: City Council approved MOU with AJUA. • AJUA will start on Nov. 17 at BCRC.	None	Ongoing	Cristina Moreno
	City Clerk's Office					

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

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
1.	Amend City Recognition Requests Policy/Procedure	Expands the City's Recognition Requests Policy/Procedure to include clear descriptions and guidelines for Council-issued recognitions (Resolutions, Proclamations, Certificates, official acknowledgments) honoring contributions, achievements, or service to the community.	• May 2025 – Council adopted revised Recognition Requests Policy/Procedure (replacing Awards Program). • 8-4-25: Council directed staff to return with revisions to add guidelines for Resolutions, Proclamations, and recognitions. • 9-2-25: Council directed staff to return with options to add Certificate of Commendation, potential Resolution adoption, and enhanced certificate design options.	Jan. 2025	Jan. 2025	Julia Fritz
2.	Quarterly Special City Council Meeting Celebration Event	Host Quarterly Celebration Meetings to acknowledge Community	• Pre-Planning for Next Celebration Event Scheduled for: January 26, 2026	None at this time	January 26, 2026	Julia Fritz

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		members, businesses and organizations for their contribution to the community.	• Pre-Planning for 2nd quarterly Celebration Event for: July 27, 2026			
	Community Development Department					
1.	Community Preservation – Commercial Property Education Program	Education & maintenance program to support beautification of commercial corridors. Officers work directly with business community.	• 9-19-24: Presented to Council • 3-26-25: Postcards distributed • 3-30-25 & 5-7-25: Workshops • 5-12-25: Walking inspections began • 7-28-25: 22 businesses recognized • 10 -27- 2025: 19 businesses recognized • 1-26-26: 55 to be recognized	None at this time	FY 2026–2027 (Ongoing)	Andrew Rodriguez

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
2.	Climate Action Resilience Plan (CARP) & General Plan Updates	Strategic framework to mitigate climate change and update Circulation (Mobility) & Open Space/Parks Elements. Supported by state grant.	• Phase 1 completed Feb 2024 • Phase 2 engagement underway with Pacoima Beautiful, FTBMI, and Climate Resolve • Grant accepted Apr 2, 2024 • Workshops & walkshops held through 2024–2025 • Advisory Group refining equity framework	• Draft Final Plans Jan 31, 2026	April 6, 2026	Ron Garcia
3.	SCAG REAP 2.0 Grant	$1.125M grant for housing programs: displacement prevention, historic survey update, density bonus ordinance, zoning updates, streamlined approvals.	• Council accepted grant Oct 21, 2024 • Consultant (Rincon) selected Mar 2025 • City tour held Mar 19, 2025 • Engagement pop-ups hosted Jun–Aug 2025 (112 participants)	• Public Review Drafts Documents 1/2026 – 3/2026	Jun 30, 2026	Ron Garcia

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• Engagement Plan approved May 5, 2025 • Community Workshop December 4, 2025 • Draft documents expected Spring 2026			
	Public Works Department					
1.	Carlisle Green Alley Reconstruction Project	Revitalizes alley with 200+ trees, bioswales, permeable surfaces, lighting, and bike/pedestrian path.	• PSA with TreePeople approved Sep 3, 2024 • PSA with Craftwater approved Jan 6, 2025 • Tentative design/ construction timeline set (2025–2026) • Craftwater submitted 60% plans, staff is currently reviewing them.	None at this time	Dec 2026	Patsy Orozco

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
2.	Calles Verdes Project (Phase 1)	Parking lot 4, and South Maclay (Pico South Bound) Bioswales and bulbouts on Maclay Ave, stormwater redirection, coo pavement, trees.	• City Clerk opened four (4) sealed bids on October 30, 2025	Rejection of Bids – Jan 5,2026	Dec 2026	Patsy Orozco
3.	Calles Verdes Project Phase 2	Workman Drainage Improvement/ Infiltration Project)	• Received feasibility study from CWE - Aug 6, 2025 • Selection of projects by awarding agency in Spring 2026	None at this time	TBD	Manuel Fabian
4.	Las Palmas Park Revitalization Project	Multi-field and facility renovations, splash pad, ADA playground, lighting, exercise equipment.	• Phase II construction cost estimate completed for RPOSD Grant application • Phase I and Phase II of project presented at Parks, Wellness, and Recreation Meeting on 9/11/25	Council discussion on design adjustments – January 19, 2026	June 2027	Patsy Orozco / Willdan
5.	Cindy Montañez Natural Park Improvements & Maintenance	$7.5M Caltrans grant for Pacoima Wash Path extension,	• Partnerships with TreePeople & Tataviam	Award Professional Service Contract	Ongoing	Patsy Orozco / Willdan

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		lighting, restrooms, landscaping, and permanent memorial sign.	Conservation Corps for maintenance • Staff reviewed four (4) proposals to provide design services for project- Pacoima Wash Connectivity Project RFP for landscaping improvements scheduled Sep–Oct 2025 • Staff will present recommendation to award contract for design services Jan 2026	for Design of Pacoima Wash Connectivity Project, January 5, 2026		
6.	San Fernando Mission Trail Restoration Project (Phase I–III)	Restores bike path lighting with LED/solar tech, smart controls, and sustainability features.	• Scope includes assessment, design, implementation, and maintenance planning	None at this time	TBD	Patsy Orozco / Willdan
7.	HSIP Traffic Signal Modification Project	Upgrades signals at 9 intersections with poles, pedestrian	• Contractor is working on completion of “punch list” items	Construction acceptance – January 2026	Jan 2026	Manuel Fabian / Willdan

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		heads, controllers, signage, and striping.				
8.	Citywide Traffic Signal Synchronization Project	Synchronizes signals at 13 intersections with new GPS units, controllers, and timing charts.	• Construction started on December 1, 2025. • Contractor is constructing the bases for the new traffic signal cabinets.	Project acceptance – February 2026	Feb 2026	Manuel Fabian / Willdan
9.	Citywide Signage Upgrades	Citywide replacement of 3,100+ signs (wayfinding, regulatory, trolley).	• Phase I (wayfinding/trolley signs) complete • Phase II starts FY 2025–26 • Staff has commenced ordering signs for Phase II . Signs include school zone signs, parking restriction signs for recently painted curbs and other signage to address recent safety concerns	None at this time	Phase I complete	Manuel Fabian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• Signs received. Public Works to schedule installation of signs			
10.	Bus Shelter Rehabilitation Project	New shelters/benches at 8 stops, ADA ramp and sidewalk fixes.	• Project acceptance scheduled for January 5, 2026 City Council Meeting.	Project acceptance – January 5, 2026	January 2026	Manuel Fabian / Willdan
11.	Pacoima Wash Bikeway Project	1.34-mile Class I bikeway with bridge, bioswales, lighting, and safety features.	• Construction 98% complete • Additional bollards/curbs/ striping to address vandalism	Notice of Completion – Winter 2025	January 2026	Patsy Orozco
12.	Residential Permit Parking (RPP) Program	Updates to residential/commercial parking policies, smart meters, data collection, and enforcement guidelines.	• Data collection and engagement completed • 400+ survey responses received • Code amendments split for Council review Sep 2, 2025 • Meeting with Finance, Police and Public Works Departments	Administrative Guidelines presented to Council – February 2026	TBD	City Staff / Dixon Resources Unlimited

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			conducted on November 3, 2025			
13.	City Facility Condition Assessment Report	Comprehensive evaluation of all City-owned facilities to assess deficiencies, costs for repairs/maintenance, and capital improvements. Includes inventory, inspections, condition ratings, cost estimates, prioritization, life cycle analysis, recommendations, and Facility Condition Index (FCI). Supports strategic planning, compliance, risk management, and resource allocation.	• Project kick-off meeting was held on October 16, 2024. • Waiting on site facility assessment by Brightly (contractor) in early November • City Staff is scheduled to conduct on-site evaluations with the contractor, Brightly on November 17, 2025 started the on site Facility assessment by visiting all sites identified- with PW Staff	No Council action required at this time	January 2026	Rodrigo Mora
14.	Fixed Route ADA Sidewalk Improvement Project	Upgrading damaged and non-ADA compliant sidewalks, drive approaches,	• Field-check sites • Prepare cost estimates	Award construction contract	TBD	Manuel Fabian / Willdan

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		curbs, gutters, and ramps along key transit routes (Truman St., Hubbard Ave., 7th St., Harding Ave.).	• Prepare project specifications • Identify conflicting utilities • Identify business access impacts • Complete project specifications, construction quantities, and advertise project for construction.	(tentatively March 2026)		
15.	Las Palmas HVAC Project	HVAC replacement at Las Palmas Park (community center & cooling center). ARPA-funded, focusing on the gym system. Roof replacement required before AC installation.	• Contractor met with staff January 30, 2025 • Work scheduled to minimize program disruptions • Roof replacement completed July 2025 • HVAC installation scheduled for September 2025. • Work completed	Acceptance of project – January 5, 2026	September 2025	Manuel Fabian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
16.	Emergency Generator Installation at Las Palmas and Recreation Park Facilities	Installation of generators to ensure park cooling centers remain operational during outages/extreme weather. Supports resilience, emergency services, and community safety.	• Two generators received and placed on pads • Design for connection to switching mechanism/ building in plan check • Project remains in plan check; Engineering coordinating with Community Development to finalize. Waiting on Fire Department approval. Engineering firm hired to create the wiring plans will submit UL specifications to the fire department again.	Approve Notice of Completion (tentatively January 2026)	January 2026	Rodrigo Mora
17.	School Zone Signage Safety Enhancement Initiative	Replacing outdated school zone signage with high-visibility,	• Audit existing signage	To Be Determined	January 2026	Rodrigo Mora

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		standardized, and compliant signs. Objectives: enhance child safety, improve visibility, standardize messaging, and engage the community.	• Identify damaged/non-compliant signs • Develop updated reflective/LED designs • Secure stakeholder approvals • Plan phased installations with traffic control • Conduct post-installation evaluation & community feedback • Waiting on carryover from Finance to start to purchase signs. Signage has been ordered, will install once received.			
18.	Recreation Park Bathroom Renovation	Renovation of existing restrooms to create safe, accessible, sustainable facilities.	• Assessment & planning underway • Design criteria and cost estimates in	To Be Determined	To Be Determined	Rodrigo Mora

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			progress Procurement of contractors next • Construction to be phased • Post-construction inspection and feedback planned. TBD • Scope of work and funding TBD.			
19.	Downtown Trash Enclosures	Renovation of City-owned trash enclosures in the Mall area.	• Community Engagement Event was held 10/8/25.	Council discussion on preliminary design – January 5, 2026	Summer 2026	Manuel Fabian / Willdan
20.	City Owned Right-of-Way Beautification	Beautification of ROWs including streetscapes, medians, bikeways, tree wells.	• Infrastructure restoration (irrigation, wiring, backflow devices) in progress Scope of work and funding TBD. • Developing comprehensive task list	No Council action anticipated	Ongoing	Rodrigo Mora

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• Fall 2025 tree planting planned for vacant tree wells. For more significant beautification, more funding would be required.			
21.	Sidewalk Condition Assessment	Citywide assessment and mitigation plan for sidewalk hazards.	• Precision Concrete Cutting awarded contract • Assessment in Zone E underway • Report and repair plan to follow.	No Council action required	June 2026	Patsy Orozco
22.	Project Labor Agreement	Evaluation of PLA benefits, costs, and legal requirements.	• Conducting research on scope, costs, legal compliance • Preparing report for Council.	To be scheduled for Council consideration	TBD	Richard Padilla / Bill Evans
23.	City Fleet Replacement & Heavy Equipment Program	Replacement and optimization of City fleet and heavy equipment.	• Needs assessment in progress • Quinn Company developing loader/backhoe specifications	Recommendations to be included in FY 25–26 Budget	Ongoing	Bill Evans

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• PD vehicle right-sizing under review.			
24.	Overhead Mass Arm Street Name Sign Replacement Project	Replacement of outdated/damaged street name signs.	• Citywide survey planned • Design to include reflective/LED signs • Coordination with Caltrans required.	Staff to prepare RFP for replacements in downtown	TBD	Manuel Fabian
25.	Phase 2: Fog Seal Coating Public Parking Lots	Additional pavement treatments and repairs for 5 lots.	• 4 bids received Sept 4, 2025 • Staff reviewing bids.	Award of contract January 5, 2026	July 2026	Manuel Fabian
26.	Residential Water Service Shut Off Policy	Implementation of SB 998/SB 3 policy; evaluation of tax-roll collection option.	• Prop 218 notices mailed Aug 2025 • Public workshop scheduled Sept 17, 2025 • Council approved on Oct 6, 2025 • New rates effective Jan 1, 2026	No Council action required	New approved rates will commence on January 1, 2026	Victor Meza
27.	Recreation Park Field Rehabilitation	Replacement of failed sod installation.	• RFP for consultant under development.	Award of contract Winter 2026	TBD	Manuel Fabian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
28.	IPS Smart Meter Installation	Replacement of coin meters with smart meters.	• 91 smart meters installed March 2025 • Noncompliant meters removed • Phase 3 financial analysis underway.	No Council action required	Fall 2025 (Phase 3)	Manuel Fabian/Willdan
29.	Outdoor Dining in Public ROW	Ordinance and program to allow outdoor dining.	• Ordinance adopted March 2025 • Permits prorated for 2025.	No Council action required	Ongoing	Manuel Fabian Patsy Orozco
30.	Implementation of California Daylighting Law (AB 413)	Citywide daylighting improvements for safety.	• 17 noncompliant meters removed • Citations issued since May 2025 • Phase 1 red curb painting underway • Phase 2 rollout planned. • All areas specified by Engineering have been marked with red curb.	No Council action anticipated	Ongoing PW red curb painting is done.	Rodrigo Mora

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
31.	Well 2A Refurbishment Project	Refurbishment of Well 2A, including rehabilitation of the pump, motor, and column assembly, along with upgrades to the well casing and electrical/motor control systems.	• 9-2-25 - City Council approval • Well Equipment to be installed week of Oct 13, 2025 by General Pump Company Pump and Valve adjustments made on October 30th 2025. 1800 GPM with 35 psi was observed Well 2 is in operation but requires motor balancing to be completed by Nov 14th 2025 Urgent Cla Val rehabilitation and adjustments made to Well Discharge to waste line on Dec 5th 2025 completed by Cla-Val Company. General Pump added a Rosum Sand Tester to well head discharge line.	No Council action anticipated.	Nov 2025 General Pump will complete their portion of upgrades	Victor Meza, Alex Mendez and Manuel Fabian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			Staff successfully disinfected well and received State Division of Drinking Water approval to place well into service on Dec 14th 2025 Well is back on line and 95 % completed.			
32.	Well 2A Nitrate Water Treatment Facility Project	Construction of a new nitrate removal treatment facility capable of reducing nitrate concentrations to levels compliant with State Water Resources Control Board – Division of Drinking Water (DDW) standards.	• 9-2-25 - City Council approval • Envirogen designing new 2000 gpm system and coordinating with Civiltec and General Pump for the new building design – On Going	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	• 9-2-25 - City Council approval for design drawing	Council approval of Plans in Dec 2025; Council	March 2026 Staff is requesting 2	Victor Meza, Alex Mendez and Manuel Fabian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		treatment process, improve security, and extend the useful life of the facility.	• Civiltec currently working with Envirogen and General Pump for design of building. Geotech services conducted on Week of Oct 6, 2025 • Staff received notice of Sovern Immunity for this project allowing the City to control its own set backs and permitting • Staff is requesting an 2 year extension from Granting Agency to complete the project-Approved • Civiltec developing submittals for long lead time equipment MMC panels to get these going asap.	approval for construction in Jan 2026	year extension from Granting Agency due to long lead times on equipment Dec 2026 estimated completion	

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
34.	Phase 4: Annual Street Resurfacing Program	Various	• Developing Funding for Annual Street Resurfacing Program • Staff will begin working with consultant to prepare bid package	Award of Contract: March 2026	Tentative Start Date: May 2026	Manuel Fabian
35.	Graffiti Abatement Program	Public Works monitors and addresses as situations arise.	Addressed as reported.	N/A	Ongoing	Bill Evans
36.	Crosswalk Safety at SF Middle School	To be included in the slurry seal project.	• Quotes from LA County Public Works and Contractor received for discussion.	TBD	2026	Bill Evans
37.	Crosswalk Safety at Bike Path					Bill Evans
38.	Milkweed Project	City Council has requested the installation of additional Milkweed at City parks, including Cindy Montanez Park. The	• Staff will assess costs to implement Council's request. • Funding and scope of work to be determined.	First Council Meeting in January	2026	Public Works Operations

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		City will also seek out opportunities to add milkweed signage at the park and create citywide milkweed initiatives.				
	Police Department					
1.	Police Station Cameras and Parking Lot Security Improvement Project	Enhancing Police Station security with UASI 2022 grant funds. Includes new cameras, upgraded resolution, modern access control (key fobs), and parking lot security improvements (controlled access gate, wrought iron fence, mesh screen). Budget: $114,408 (cameras/access control) and $89,982 (parking lot security).	• Council approved contract amendment with BearCom on Nov 18, 2024 • Cameras/Access Control implementation began Nov 2024, completed May 2025 • Staff received 2024 UASI Subaward Agreement from City of LA • Parking Lot Security project pending Council approval (July 2025) and bidding process.	• Cameras/ Access Control: No further action • Parking Lot Security: Approve 2024 UASI Subaward	• Cameras/ Access Control: Completed May 2025 • Parking Lot Security: Dec 2027	CJ Chiasson

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
2.	Police Officer Staffing Update	City Council approved $40,000 recurring budget for Corporal Program and $15,000 for recruitment enhancements. Supports succession planning and filling vacancies.	• 28 sworn positions filled • 1 officer recently passed field training • Several applicants in background process • 3 applicants passed background and have moved to polygraph exam • Commander recruitment/testing completed: 1 promoted, 1 pending • Sergeant testing is in progress	• No additional Council action required	Ongoing	CJ Chiasson
3.	UASI EOC 2023	Emergency Operations Center upgrades funded by $23,000 UASI 2023 grant for IT and equipment improvements. Supports coordination and	• Sub-award granted Apr 8, 2024 from DHS via City of LA • IT upgrades underway. • Smart Board, Laptop Charging Cart, and Laptops purchased	• No additional Council action required	Completed – December 2025 (Closing Out Grant with Granting Agency for Reimbursement)	CJ Chiasson

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		response during critical incidents.				
	Administrative Services Department					
1.	Enterprise Resource Planning Software (Finance System)	The City's current financial system, Tyler Eden, will no longer be supported effective March 2027. Staff is preparing for transition to a new system. Phase I goals include development of General Ledger – Financials and data migration. The FY 2024-2025 Budget includes $100,000 for implementation and $40,000 for ongoing subscription costs.	• Initial vendor demonstrations held in June–July 2024. • Two vendors invited for onsite presentations in Aug–Sept 2024. • City Council approved Tyler Technologies ERP on Nov 18, 2024. • Project kickoff call held Mar 19, 2025 (timeline, resources, multi-phase plan reviewed). • Test environment deployed. • Weekly project meetings underway.	Additional hardware needs (e.g., AP/Payroll check printer, check scanner/receipt printer, cashiering drawers, barcode scanners, etc.) to be included in FY 2025-2026 Budget.	Implementation began Apr 2025; up to 24 months across 3 phases (Financials, Utility Billing, HR/Payroll), but was paused due to staffing shortages. Project to resume in January 2026. Deadline for full completion before Mar 1, 2027.	Art Ziyalov

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
2.	Update on City's OPEB/Pension Liabilities	The City provides full-time employees with CalPERS pension benefits and OPEB for certain retirees. Council requested informational presentation on OPEB actuarial report and investments from the City's financial advisor.	• Staff coordinating with actuarial consultant (Foster & Foster). • Data provided to consultant for updated valuation report (FY ending June 30, 2025). • Presentation provided to City Council on Feb 21, 2025. • Appropriation of $724,340 approved in FY 2025-2026 Budget to continue OPEB pre-funding.	OPEB presentation to Council scheduled during Mid-Year Budget Review (Feb 2026).	February 2026	Erica Melton
3.	Microsoft 365 (M365) Upgrade	IT will be transitioning all users to M365 to provide cloud-based emails and file-access. Acorn will assist in the migration, including strengthening security by employing	• Contract with Acorn approved by City Council on 10/6/2025 • Microsoft User licenses purchased • Kickoff meeting held on 10/17/2025	None	Completed – December 2025 (Closing Out Grant with Granting Agency for Reimbursement)	Art Ziyalov

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		multifactor authentication (MFA) for user logins and designing a City Sharepoint intranet site.	• Migration to M365 has been successfully completed. Design and configuration of the City's Sharepoint intranet site is currently in progress, with a pilot public folder collaboration migration. User training has been provided by Acorn on the new M365 collaboration applications, along with delivery of training materials. Training sessions have been recorded to allow for playback.			
4.	Alternative Insurance Risk Management Pool Review	City Council direction provided on 11/10/2025 to review California Joint Powers Insurance Authority (JPIA) as an alternative to current	• Initial contact sent to California JPIA in November 2025 for new public agency partner criteria, but no response received. Additional	• Update to be provided to City Council for analysis and review timeline by January 2026	June 2026	Sergio Ibarra

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		Independent Cities Risk Management (ICRMA) for any cost savings.	inquiry sent in December 2025.			
	Recreation & Community Services					
1.	Campana de Libertad Home Placement	Permanent home for the 440-pound bronze and copper Liberty Bell replica, donated by Mexican dignitaries and unveiled in San Fernando on September 16, 2023.	11-2025: Discuss with Public Works regarding potential location.	Council directed Public Works and Recreation Department to look at the possibility of housing the Bell at City Hall.	FY 26-27	Julio C Salcedo
2.	City of San Fernando - FTBMI MOU for Rudy Ortega Park	Update to existing Agreement between the City of San Fernando and the Fernandeño Tataviam Band of Mission Indians for Rudy Ortega Sr. Park.	12/2025 Internal meeting held and direction gotten from City Manager's Office on Working on an all encompassing MOU with FTBMI and having the different existing MOUs as subsections.	Tentatively for February 2026	FY 26-27	Julio C Salcedo
3.	2026 Holiday Parade	A proposed San Fernando Holiday	Staff is currently evaluating the potential costs of hosting a parade	Looking for direction on the vision for this	February 2026	Julio C Salcedo

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		Parade to celebrate the season.	in the City of San Fernando and/or the possibility of collaborations to upset costs.	parade to be a stand alone special event or an extension of the current Tree Lighting Ceremony.		
4.	Cesar Chavez Memorial MOU with Pueblo Y Salud	Current MOU was extended on March 2022 to March 2027. This allows PYS access, with advance City approval, to hosts fundraisers and educational programming benefitting the upkeep and maintenance of the memorial	No scheduled programming at the moment.	Tentatively November 2026.	MOU Expires March 2027.	Julio C Salcedo
5.	Rudy Ortega FTBMI Sign Project	The installation of interpretive signage depicting the Native people of the region and highlighting their cultural importance.	Staff is currently making sure that an MOU is secured before looking into bringing this project in front of council. There are long term maintenance assurances	Tentatively for April 2026	June 2026	Julio C Salcedo

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			that need to be addressed.			
6.	San Fernando 115 Birthday Celebration	The City will Celebrate its 115th year since its foundation. A very special occasion that calls for a special celebration.	Staff is looking at expanding the 2026 celebration and making sure expectations are met for this very important occasion. Finding out ways in which the celebration meets the occasion and communication is open as far as what is needed to accomplish such.	March 2026	August 2026	Julio C Salcedo

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

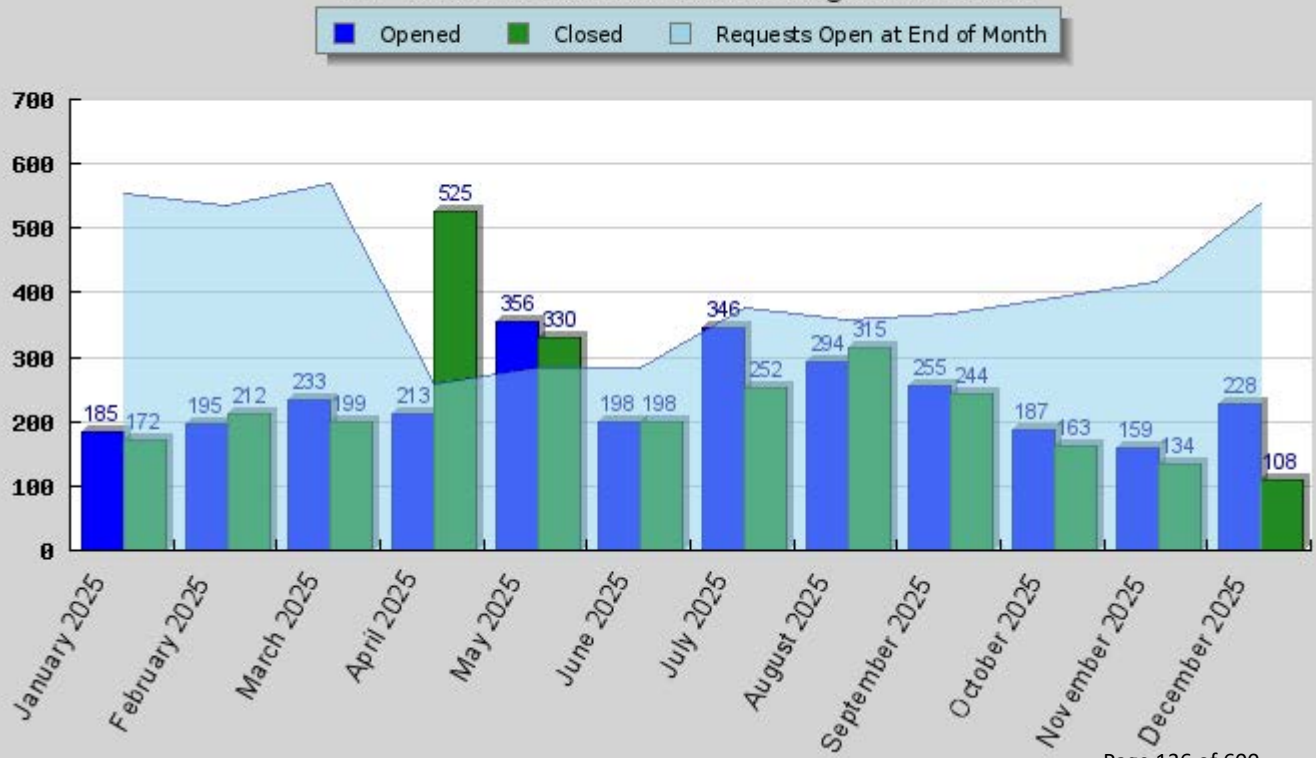
ATTACHMENT "A"

One Year Analysis of Opened Requests
Ending December 2025

	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec	Total
Community Development													
Building Code Violation	4	3	7	2	10	5	17	9	4	7	7	1	**76**
Homelessness Outreach	13	6	12	15	26	4	18	13	9	11	9	12	**148**
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Total - Community Development	17	9	19	17	36	9	35	22	13	18	16	13	224
Police													
Abandoned Vehicle	1	3	2	11	9	4	13	19	9	9	4	10	**94**
Illegal Fireworks	0	0	0	0	0	6	26	0	3	1	3	0	**39**
Total - Police	1	3	2	11	9	10	39	19	12	10	7	10	133
Public Works													
Bus Stop/Shelter Maintenance	2	0	0	0	1	0	2	0	0	0	0	0	**5**
City Trees	9	3	0	3	14	6	7	6	50	9	7	4	**118**
Graffiti and Sign Posting on P	40	33	70	47	95	51	56	56	56	50	32	57	**643**
Graffiti on Private Property	32	43	61	50	62	29	57	20	19	14	4	28	**419**
Illegal Dumping and Litter	54	62	38	51	86	56	94	122	63	50	56	60	**792**
Park Maintenance	0	4	5	3	6	7	3	1	1	5	3	6	**44**
Sidewalk Repair	0	5	4	6	20	9	7	9	8	1	6	6	**81**
Storm Drain and Flooding	2	2	0	0	0	0	1	1	0	1	0	1	**8**
Street Lighting	18	22	10	12	12	8	20	16	8	12	15	22	**175**
Street Repair	1	4	9	6	4	5	15	6	6	1	5	5	**67**
Street Signage	4	0	9	3	3	4	6	4	6	7	3	10	**59**
Traffic Signal	5	5	6	4	8	4	4	12	13	9	5	6	**81**
Total - Public Works	167	183	212	185	311	179	272	253	230	159	136	205	2492
All Topics													
Total All Topics	185	195	233	213	356	198	346	294	255	187	159	228	**2849**

Open Vs. Closed Requests by Month

For Date Period 01/01/2025 through 12/31/2025



ATTACHMENT "B"

ARPA Expenditure Plan & Status Report

ITEM	STATUS	PROJECT/PROGRAM	BUDGETED	SPENT	CONTRACTED	PROJ BALANCE
1	Complete	Annual Street Repavement - Phase II	1,007,232	1,007,232	-	-
2	Complete	COVID-19 Relief/Response Reimbursement	205,940	205,940	-	-
3	Complete	Layne Park Revitalization Project	200,000	200,000	-	-
4	Complete	Council Chambers/AV Upgrade	24,981	24,981	-	-
5	In Progress	Upper Reservoir Project	850,000	757,693	92,308	-
6	In Progress	Homeless Outreach Services	300,000	266,080	33,920	-
7	Complete	Pioneer Park Project	255,235	255,235	-	-
8	In Progress	Downtown Master Plan	250,000	152,391	97,609	-
9	Complete	Annual Street Repavement - Phase III	250,000	250,000	-	-
10	In Progress	Technology Improvements	179,845	54,356	125,490	-
11	In Progress	Las Palmas & Rec Park Generator Project	149,450	113,452	35,999	-
12	In Progress	City Mobile App - Virtual San Fernando	148,200	83,646	64,455	99
13	Complete	Feasibility Study - New City Park Space	49,592	49,592	-	-
14	In Progress	Sidewalk Repairs	1,016,595	420,293	596,302	-
15	In Progress	First Time Home Buyer & Rehab Loan Program Revolv	50,000	11,467	38,533	-
21	In Progress	Bus Shelter Project	114,939	107,939	-	7,000
16	In Progress	Las Palmas HVAC Project	399,848	346,703	53,145	-
17	Complete	Citywide Curb Repainting	200,000	200,000	-	-
18	Complete	City Hall Beautification	99,770	99,770	-	-
19	Complete	Park IT Server Room Transition	45,909	45,611	-	-
20	Complete	Wifi at LP & Recreation Park w/Computer Rooms	20,254	20,254	-	-
		Total	**5,817,789**	**$ 4,672,633**	**$ 1,137,760**	**$ 7,099**

NOTE: *All funds have been fully contracted by December 31, 2024, per ARPA guidelines. Staff will continue to report on expenditures through the December 31, 2026 deadline.*

ADM_City Council Enhancement Project and Priority Updates (1-5-2026) ATT C

ATTACHMENT "C"

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Extendable	Approved By CC or Admin	Dept.	Procurement Process	Notes
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	
2044(b)	2/20/2025	12/6/2025	CWE	Second Amendment to Water and Wastewater Engineering Services	$1,000,000.00	(1) one yr extensions	Admin	PW	Extending Term	
2147(c)	12/30/2024	12/31/2025	Dudek	Third Amendment for Downtown Master Plan	$297,675.00	Yes	Admin	ADM	Extending Term	
2454	11/12/2025	12/31/2025	Wes Kuykendall Photography	Holiday Tree Lighting - Photos with Santa	$1,000.00	NA	Admin	RCS	Informal	
2462	11/12/2025	12/31/2025	City of Angels Community Choirs	Holiday Tree Lighting - Choir Entertainment	$1,200.00	NA	Admin	RCS	Informal	
768(a)	11/12/2025	1/11/2026	San Fernando Mall Association	60-Day Notice of Termination of Mall Association Agreement	$0.00	NA	CC	CMO	Termination	
2285	8/19/2024	1/29/2026	Elecnor Belco Electric, Inc.	Citywide Traffic Signal Synchronization Project, Job No. 7603, Plan No. P-745	$912,750.00	-	CC	PW		11/24/2025: NTP for 40 working days
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		Work must be completed within 30 month of executing agreement
2063(b)	10/30/2025	1/31/2026	Pacific Hydrotech Corporation	Second Amendment for Upper Reservoir Replacement Project, Job No. 7613 (contract extension)	$5,890,000.00	-	Admin	PW		

ADM_City Council Enhancement Project and Priority Updates (1-5-2026) ATT C

As of 01/23/2024

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	
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	10/13/2025: Per Jen S., exploring replacements
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		Executed through Admin, added contract number Records Retention (Keep until): 9/30/2032
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		Filed with Contract No. 2116 - CARP Phase 1
2371	6/18/2025	6/18/2026	Boyz in the Kitchen	On-site Catering for Las Palmas Senior Club	$24,900.00	(2) one-yr extensions	Admin	RCS	Informal	

ADM_City Council Enhancement Project and Priority Updates (1-5-2026) ATT C

2171	6/23/2023	6/23/2026	GOGov, Inc.	Citizen Request Management (CRM)	$10,080.00	Auto renew for (2) 12-month periods (included in expiration date)	Admin	ADM		
2160	7/1/2022	6/30/2026	State of California Department of Parks and Recreation	Grant Contract to Receive Funds for the Pacoima Boys & Girls Club	$5,000,000.00	-	CC	ADM		Replace with signature page when State signs 12/14/2023: Combine with Contract No. 2163
2163	6/1/2023	6/30/2026	Boys & Girls Club of San Fernando	MOU Regarding the State of California Department of Parks and Recreation Specified Grant	$5,000,000.00	-	Admin	ADM		12/14/2023: Combine with Contract No. 2160
2057(b)	6/9/2023	6/30/2026	Joe Mar Polygraph & Investigation Services, Inc.	Second Amendment for Polygraph Services	$2,500.00	-	Admin	PD		
2168	6/20/2023	6/30/2026	San Gabriel Valley Council of Governments and 19 Government Agencies	Administration and Cost Sharing for Implementing Coordinated Integrated Monitoring Program (CIMP) and Watershed Management Program (WMP) for Upper Los Angeles River Watershed Management Area	-	-	CC	PW	Not Applicable	
2232	7/1/2023	6/30/2026	Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (JPA)	Cost Sharing for the Installation of Monitoring Equipment and Monitoring Pursuant to the Harbor Toxic Pollutants TMDL	FY 23-24: $586.24 FY 24-25: $588.78 FY 25-26: $602.60	Yes	CC	PW		
2185	8/22/2023	6/30/2026	Los Angeles Unified School District (LAUSD)	Education Compact to collaborate to meet educational needs of youth and families	$0.00	-	CC	ADM		
2152(b)	6/12/2024	6/30/2026	Chuck Thomas Investigations	Second Amendment for Internal Police Investigation Services (Increasing compensation for FY 2023-2024 to cover expenses)	FY 2023-2024 - $27,500 $25,000/FY thereafter	-	Admin	PD		
2240	7/1/2024	6/30/2026	NetXperts, LLC	Information Technology (IT) Managed Services	$149,700/yr w/ 3% annual escalator	(3) one yr extensions	CC	FIN		

ADM_City Council Enhancement Project and Priority Updates (1-5-2026) ATT C

As of 01/23/2024

2306	10/21/2024	6/30/2026	State of California, Department of Housing and Community Development (SCAG)	MOU No. M-028-25 for Regional Early Action Planning Grants Program of 2021 (REAP 2.0)	$1,250,000.00	NA	CC	CD	Grant	
2053(a)	10/23/2024	6/30/2026	Prudential Overall Supply	First Amendment for Uniform supply for Public Works (Extending Term)	$17,000.00	-	Admin	PW		
2343	3/3/2025	6/30/2026	Rincon Consultants, Inc.	City of San Fernando Comprehensive Housing Planning Program (SCAG REAP 2.0)	$1,125,000.00	NA	CC	CD	Call for Proposals	
2238(b)	2/27/2025	6/30/2026	State of California Department of Parks and Recreation	Amendment No. 2 for Grant Contract for San Fernando Family Hike and Wildlife/Environment (Project Number HL-19-015, Contract No C9781009)	$26,486.00	Yes	Admin	RCS	Extending term	
2153(b)	4/10/2025	6/30/2026	JL Group, LLC	Second Amendment for Investigation Services	$90,000.00	NA	Admin	PD	Increasing compensation	
2221(a)	4/30/2025	6/30/2026	Community Bridge Housing Corp.	Frist Amendment for Temporary Housing Services	$25,000.00	-	Admin	CD	Extending Term & Increasing Comp	
2365	6/2/2025	6/30/2026	Plansman Inc	Design Services for the Downtown Trash Enclosure Renovation Project	$60,000.00	-	CC	PW	RFP	
2366(a)	6/10/2025	6/30/2026	Norman A. Traub and Associates	First Amendment for Workplace Investigation Services	$30,820.00	-	Admin	PD	RFQ	
2368	6/26/2025	6/30/2026	Canon Usa	Laserfiche Software implementation and 12 month subscription	$23,500.00	-	Admin	CLK	Informal	
1903(c)	6/26/2025	6/30/2026	Omnigo Software Information Technologies, LLC	Third Amendment for Hosted services of CAD, RMS, Mobile and Auto-tagging	$30,837.60	-	Admin	PD	Extending Term & Increasing Comp	
2394	7/1/2025	6/30/2026	Department of California Highway Patrol (CHP)	Grant Agreement for Cannabis Tax Fund Grant Program funds to Support Selective Traffic Enforcement Details	$189,866.43	-	CC	PD	Grant	
2398	6/30/2025	6/30/2026	Juan Perez Montelongo (JP818Sports)	Basketball Referee Services	$13,000.00	No	Admin	RCS		

ADM_City Council Enhancement Project and Priority Updates (1-5-2026) ATT C

As of 01/23/2024

2399	6/30/2025	6/30/2026	Juan L. Mora	Baseball Consultant and Umpire Services	$22,000.00	No	Admin	RCS		
2400	6/30/2025	6/30/2026	Johnny Allen Tennis Academy	Tennis Classes	$4,000.00	No	Admin	RCS		
2354(a)	7/16/2025	6/30/2026	A&M Catering	First Amendment for On-site Catering for Las Palmas Senior Club	$24,999.00	No	Admin	RCS	Extending Term & Increasing Comp	
2407	7/1/2025	6/30/2026	Liebert Cassidy Whitmore	Consortium for Special Services	$4,525.00	NA	Admin	HR		
2415	8/8/2025	6/30/2026	Strategic Leadership Consultants	SFPD Organizational Assessment	$24,999.00	-	Admin	PD		
2423	9/2/2025	6/30/2026	State of California - Department of Alcoholic Beverage Control	Alcohol Policing Partnership Grant Funds	$75,000.00	NA	CC	PD	Grant	10/20/2025: Replace once ABC signs
2426	7/1/2025	6/30/2026	Able Mailing	Mailing & Fulfillment Services	$5,000.00	NA	Admin	AS	Informal	
2328(a)	9/2/2025	6/30/2026	The Language Pros	First Amendment for Language Services	up to $40,000/FY	(4) 1-yr extensions	CC	CLK	Increase compensation & Extend term	
2428	9/15/2025	6/30/2026	Civiltec Engineering, Inc.	Water Master Plan Development Services	$208,155.00	Yes	CC	PW	RFP	10/13/2025: Need to double check expiration date
2429	9/2/2025	6/30/2026	Interwest a SAFEbuilt Company	On-Call Public Works Services	$25,000.00	NA	Admin	PW	Informal	
2430	8/11/2025	6/30/2026	Gracie Global, LLC	Jiu Jitsu Arrest and Control Instructor Training	$9,000.00	NA	Admin	PD	Informal	
2435	7/1/2025	6/30/2026	Historical Resources, Inc	Historical Consultant for the Lopez Adobe	$2,000.00	NA	Admin	RCS	NA	

2436	7/1/2025	6/30/2026	Graciela Torres-Gahm	Housekeeping Services of the Lopez Adobe	$2,000.00	NA	Admin	RCS	NA	
2437	7/1/2025	6/30/2026	Ninja Ninja Learns	Martial Arts Instruction	$5,500.00	NA	Admin	RCS	NA	
2438	7/10/2025	6/30/2026	RTB Bus line	Transportation for Day Camp Field Trips	$8,000.00	NA	Admin	RCS	Informal	
2429(a)	10/6/2025	6/30/2026	Interwest a SAFEbuilt Company	First Amendment to On-Call Public Works Services (Include interim PW Director, project management, and grant management)	$325,000.00	NA	CC	PW	Expanding Scope of Work & Increasing compensation	
2440	6/27/2025	6/30/2026	Maria Berenice Barajas	RCS Programming: Total Body Conditioning	70% of registration revenue and/or $35 per hour	NA	Admin	RCS	Informal	
2441	6/27/2025	6/30/2026	Leilani Fainsan Ayson	RCS Programming: Zumba & Inclusive Zumba	70% of registration revenue and/or $25 per hour	NA	Admin	RCS	Informal	
2442	6/27/2025	6/30/2026	Violeta Quintero-Escamilla	RCS Programming: Senior Music Class & Canto	$40/hr when 10+ participants; or 70% registration revenue	NA	Admin	RCS	Informal	
2443	6/27/2025	6/30/2026	Francisco Javier Verdin	RCS Programming: Folklorico Dance Class	70% of registration fee and/or $30 per hour	NA	Admin	RCS	Informal	
2444	6/27/2025	6/30/2026	Paul John Gale	RCS Programming: Shotokan Karate Classes	70% of registration fee and/or $45 per hour	NA	Admin	RCS	Informal	
2455	7/1/2025	6/30/2026	Joanne Fajardo	Zumba Gold Classes	$60/class & $60/event	NA	Admin	RCS	Informal	
2456	7/1/2025	6/30/2026	Cynthia De Leon	Mixed Line Dance Class	70% of registration fee and/or $30/event	NA	Admin	RCS	Informal	
2457	7/1/2025	6/30/2026	Angela Ahmu	Zumba Gold Classes (Substitute) Classes	$35/class	NA	Admin	RCS	Informal	

ADM_City Council Enhancement Project and Priority Updates (1-5-2026) ATT C

As of 01/23/2024

2458	7/1/2025	6/30/2026	Bridget Laine Talley	Yoga Class (Chair) Classes	70% of registration fee and/or $50/event	NA	Admin	RCS	Informal	
2459	7/1/2025	6/30/2026	Joanne Fajardo	Chair Zumba Gold Classes	70% of registration fee and/or $60/event	NA	Admin	RCS	Informal	
2460	7/1/2025	6/30/2026	Angela Ahmu	Stretching & Strengthening	70% of registration fee and/or $45/event	NA	Admin	RCS	Informal	
2461	12/1/2025	6/30/2026	Baker Tilly	Strategic Plan Consulting Services	$63,000.00	-	CC	CMO	RFP	
2464	8/1/2025	6/30/2026	GEC Events	Special Event Production and Support Services	$5,100.00	No	Admin	RCS	Informal	
2453	12/1/2025	7/1/2026	SA Associates	Preparation of 2025 Urban Water Management Plan	$45,000.00	NA	CC	PW	RFP	
2220	1/3/2024	7/3/2026	KnowBe4	KnowBe4 Security Awareness Training Subscription and Software	$13,588.40	-	Admin	FIN		
2175	7/5/2023	7/5/2026	US Department of Homeland Security	SFPD Interoperable System and Integrated Public Alert and Warning System (IPAWS) Open Platform for Emergency Networks	-	-	Admin	PD		
1920(c)	11/18/2024	7/15/2026	Envirogen Technologies, Inc.	Second Amendment for Repair of Nitrate Removal Treatment Systems (Extending term and increasing compensation)	$200,000 annually	one 2-yr extension	CC	PW	Not Applicable	
2401	7/16/2025	7/16/2026	Department of Resources Recycling and Recovery	Participate in the Used Oil Payment Program Cycle 16 (OPP16) Fiscal Year 2025–26	NA	Yes	Admin	PW	Renews Annually	
2253	7/28/2021	7/28/2026	Bartel Associates	Actuarial Services	$24,500.00	No	Admin	FIN		

2253(a)	6/11/2024	7/28/2026	Foster & Foster Consulting Actuaries, Inc. formerly Bartel Associates, LLC	First Amendment for Actuarial Services (Business Name Change)	$24,500.00	No	Admin	FIN		
2268	7/15/2024	7/31/2026	Dixon Resources Unlimited	Residential Parking Program Implementation Services	$84,735.00	-	CC	PW		Commence w/in 3 calendar days of NTP
2396(a)	8/1/2025	7/31/2026	Veoci	Amendment No. 1 for EOC Communication & Operations	$5,701.00	-	Admin	PD	Sole Source	

THE CITY OF SAN FERNANDO

APRIL 2025

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 LOS ANGELES

NVCS

Home Again LA (San Fernando Impact / Stats)
Apr. 2025

						Social Service Referrals												Rental Assistance / Eviction Prevention								Shelter Assistance				Housing Navigation	
	HOH Initials	Family Size	Enrollment/Contact Date	Exit Date	Clothing/Donations	DPSS	CalFresh	Employment	Housing Resources	IHSS	LIFE TAP Card	4 Regional Rides	Legal Resource	BC Waiver	ID Waiver	CBEST	EDD	Utility Asst	HALA Program	SA Problem Solv	LAHSA Amount	SF Security Deposit	Security Deposit Amount	SF Prevention	Prevention Amou	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	HN	Outcome of Family
1	RG	4	03/19/2025	04/14/2025																				1	$5,850.00	Remained in Housing						
2	EO	1	04/03/2025	ongoing								5																				
3	ID	2	04/07/2025	ongoing										1													1					
4	CJ	1	04/07/2025	ongoing								10																				
5	MR	3	04/08/2025	04/08/2025					1																							
6	FL	1	04/09/2025	ongoing								2																				
7	BV	1	04/09/2025	04/28/2025							1	6																				
8	CJ	1	04/10/2025	04/10/2025							1	4																				
9	EO	1	04/14/2025	04/14/2025					1																							
10	KA	1	04/14/2025	04/14/2025					1																							
11	S	1	04/14/2025	04/14/2025					1																							
12	TC	1	04/14/2025	04/14/2025					1																							
13	JM	3	04/14/2025	04/14/2025					1																							
14	AS	1	04/15/2025	04/16/2025														1														
15	HK	2	04/16/2025	04/16/2025																										Referred to LAFH		
16	NT	1	04/16/2025	04/16/2025														1														
17	KH	1	04/16/2025	04/16/2025								2																				
18	MC	3	04/18/2025	ongoing																							1				1	Scheduled to move in 05/01-05/02
19	MD	6	04/21/2025	ongoing																							1				1	Still looking for housing
20	EH	1	04/22/2025	04/22/2025			1								1			1														
21	DG	1	04/28/2025	04/28/2025														1														
		37			0	0	1	0	6	0	2	29	0	1	1	0	0	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 Submited	Declined	Unhoused in SF	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
14	ER	Brand and Truman	Client Declined Shelter	Not Submited	Declined	Unhoused in SF	2	☐	☑	☐	☐	☐	☐	☐	☐	☐
15	JV	117 N Macneil St.	Community Bridge	4/3/25	4/3/25	Housed	4	☑	☑	☐	☐	☑	☑	☐	☐	☐
16	VR	1212 Pico St.	Working with other Agency	Not Submitted	Declined	Sleeping in Car	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
17	EH	1212 Pico St.	Working with other Agency	Not Submitted	Declined	Sleeping in Car	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
18	IM	1126 San Fernando Rd.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
19	EQ	1125 Truman St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	8	☐	☑	☑	☐	☐	☐	☐	☐	☐
20	RH	1705 Truman St.	Working with other Agency	Not Submitted	Declined	Unhoused in SF	8	☐	☑	☐	☐	☑	☐	☐	☐	☐
21	RH	1701 Truman St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2	☐	☑	☐	☐	☐	☐	☐	☐	☐
22	JT	220 N Maclay	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	10	☐	☑	☐	☐	☐	☐	☐	☐	☐
23	KLK	2040 Glenoaks Blvd (F)	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5	☐	☑	☐	☐	☐	☐	☐	☐	☐
24	BC	2040 Glenoaks Blvd	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	13	☐	☑	☐	☐	☐	☐	☐	☐	☐
25	CP	040 Glenoaks (Loading Dock	Working with other Agency	Not Submitted	Declined	Unhoused in SF	3	☐	☑	☐	☐	☐	☐	☐	☐	☑
26	GT	040 Glenoaks (Loading Dock	Working with other Agency	Not Submitted	Declined	Unhoused in SF	13	☐	☑	☐	☐	☐	☐	☐	☑	☑
27	GZ	2030 Glenoaks Blvd	Waiting	04/04/25	Waiting	Waiting	7	☐	☑	☐	☐	☐	☐	☐	☐	☐
28	CS	844 Harding Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0	☐	☑	☐	☐	☐	☐	☐	☐	☐
29	FD	819 Eighth St.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2	☐	☐	☐	☐	☐	☐	☐	☐	☐
30	ID	117 N Macneil St.	Client Declined Shelter	Not Submitted	Declined	Passing by SF	2	☐	☑	☐	☐	☐	☐	☐	☐	☐
31	JD	211 S Maclay Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
32	SC	801 Truman ST	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
33	WD	1707 Truman St	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
34	EE	1707 Truman St	Waiting	04/11/25	Waiting	Waiting	4	☐	☐	☐	☐	☐	☐	☐	☐	☐
35	ED	040 Glenoaks (Loading Dock	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2	☐	☑	☐	☐	☐	☐	☐	☐	☐
36	CR	828 Harding Ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5	☐	☐	☐	☐	☐	☐	☐	☐	☐
37	EA	1123 Knox St	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	3	☐	☑	☐	☐	☑	☐	☐	☐	☐
38	JD	806 San Fernando Rd	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
39	DA	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	4	☐	☑	☑	☐	☐	☐	☐	☐	☐
40	NB	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	3	☐	☑	☐	☐	☐	☐	☐	☐	☐
41	AD	13038 Chippewa ST	Waiting	04/17/25	Waiting	Waiting	1	☐	☑	☐	☐	☐	☐	☐	☐	☐
42	JD	911 Truman	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
43	LC	1225 Truman st	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	5	☐	☑	☐	☐	☐	☐	☐	☐	☐
44	GR	300 Park ave	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
45	AS	1041 Truman	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
46	JT	117 N Macneil	Waiting	04/22/25	Waiting	Waiting	2	☐	☐	☐	☐	☐	☐	☐	☐	☐
47	VS	117 N Macneil	Arroyo Shelter	4/29/25	4/29/25	Housed	11	☑	☑	☑	☑	☑	☐	☐	☐	☐
48	RD	208 Park Av	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2	☐	☐	☐	☐	☐	☐	☐	☐	☐
49	MD	1165 N MacNeil St	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	0	☐	☐	☐	☐	☐	☐	☐	☐	☐
50	ME	117 N Macneil	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2	☐	☐	☐	☐	☑	☐	☐	☐	☐
51	AG	900 San Fernando Rd.	Client Declined Shelter	Not Submitted	Declined	Unhoused in SF	2	☐	☑	☐	☐	☐	☐	☐	☐	☐
52								☐	☐	☐	☐	☐	☐	☐	☐	☐
53								☐	☐	☐	☐	☐	☐	☐	☐	☐
54								☐	☐	☐	☐	☐	☐	☐	☐	☐
55								☐	☐	☐	☐	☐	☐	☐	☐	☐
			TOTALS					3	27	3	1	7	3	3	1	3

THE CITY OF SAN FERNANDO

MARCH 2025

Housing Programs Report

73
Individuals/families engaged

4
Shelter referrals made

1
Shelter placement

37
individuals received a meal

3
Individuals received hygiene items

6
Individuals received clothing

3
Individuals received transportation

30
Social Service Referrals

1
Family received security deposit assistance

1
Family referred to outside agency for shelter

1
Family entered motel program

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

Home Again LOS ANGELES

NVCS NORTH VALLEY CARING SERVICES

Home Again LA (San Fernando Impact / Stats)
Mar. 2025

					Social Service Referrals													Rental Assistance / Eviction Prevention								Shelter Assistance				Housing Navigation	
	HOH Initials	Family Size	Enrollment/Contact Date	Exit Date	Clothing/Donations	Vision Care	DPSS	CalFresh	Employment	Housing Resources	IHSS	LIFE TAP Card	4 Regional Rides	Legal Resource	ID Waiver	CBEST	EDD	Utility Asst	HALA Program	LAHSA Problem Solving	LAHSA Amount	SF Security Deposit	Security Deposit Amount	SF Prevention	SF Prevention Amount	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	HN	Outcome of Family
1	MV	4	01/27/2025	03/01/2025														1			1	$1,500.00			Family secured housing and enrolled in RRH.						
2	AC	4	03/03/2025	03/03/2025						1																						
3	GE	6	03/03/2025	03/03/2025					1	1																			1	Exited motel, ongoing case management and housing navigation. Referred to SFVRM for shelter consideration.		
4	DA	4	02/03/2025	03/04/2025					1	1																	1			Exited motel, refused shelter, found other housing.		
5	EO	1	03/04/2025	ongoing									5																			
6	CJ	1	03/04/2025	ongoing									4																			
7	MR	5	03/05/2025	03/24/2025						1				1																		
8	FN	1	03/05/2025	03/05/2025														1														
9	HPA	1	03/11/2025	03/11/2025									2																			
10	FL	2	03/11/2025	03/11/2025									1																			
11	JMP	1	03/12/2025	03/12/2025					1	1																						
12	FM	2	03/12/2025	03/12/2025						1																						
13	RG	4	03/12/2025	ongoing		1																										
14	MT	5	03/17/2025	03/17/2025						1																						
15	ER	1	03/18/2025	03/18/2025									1																			
16	DJ	2	03/24/2025	03/24/2025						1																				pending call back for shelter interview		
17	JB	1	03/25/2025	03/26/2025									2																			
18	MR	3	03/20/2025	03/20/2025	1																											
19	GE	7	03/20/2025	03/20/2025	1																											
20	GT	1	03/26/2025	03/26/2025							1																					
					2		**0**	**0**	**1**	**5**	**1**	**0**	**10**	**1**	**0**	**0**	**0**	1	0	$0.00	0	$0.00	$1,500.00	$0.00			0			0	0	0

NVCS By-Name List

March 2025

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

THE CITY OF SAN FERNANDO

FEBRUARY 2025

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.

Home Again LOS ANGELES

NVCS

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.	ient Working with other agen	Not Submitted	Not submitted	Waiting	9	☐	☑	☑	☑	☐				
12	EH	1212 Pico St.	ient Working with other agen	Not Submitted	Not submitted	Waiting	9	☐	☑	☑	☑	☐				
13	HP	314 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	3	☐	☑	☑	☐	☐				
14	VGV	1100 Pico St.	Client Declined Shelter	Declined	Declined	Declined	4	☐	☑	☑	☐	☐				
15	SM	1033 Truman St.	Community Bridge	2/10/25	2/10/25	Housed	11	☑	☑	☐	☑	☐	☑			
16	CJ	910 First St.	Client Declined Shelter	Declined	Declinde	Declined	26	☑	☑	☑	☑	☑				
17	JT	224 N Maclay	Client Declined Shelter	Declined	Declined	Declined	12	☐	☑	☐	☐	☐				
18	BC	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Declined	18	☐	☑	☑	☑	☐				
19	DR	455 San Fernando Mission	Client Declined Shelter	Declined	Declined	Declined	4	☐	☑	☑	☐	☑				
20	AG	757 S Workmen St.	Client Declined Shelter	Declined	Declined	Declined	9	☐	☑	☑	☐	☐				
21	JD	504 Maclay	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
22	RBL	1021 Truman	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
23	JDBS	1014 San Fernando Mission	Client Declined Shelter	Declined	Declined	Declined	0	☑	☐	☐	☐	☐				
24	ER	121 S Brand Bl.	DMH Referral	DMH Referral	Waiting	Waiting	6	☐	☑	☐	☑	☐		☑		
25	MP	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
26	AF	900 San Fernando Rd.	Referral not Submitted	Not Submitted	Not Submitted	Waiting	5	☐	☑	☑	☑	☐				
27	GR	1015 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
28	JM	111 N Macneil St.	Community Bridge	2/5/25	2/5/25	Housed	3	☐	☐	☐	☐	☐	☑			
29	JD	2040 Glenoaks	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
30	RF	1041 Truman St.	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
31	IM	1101 Truman St.	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
32	RG	2025 Fourth St.					6	☑	☑	☑	☐	☐				
33	TL	2040 B Glenoaks	Client Declined Shelter	Declined	Declined	Declined	2	☐	☑	☐	☐	☐				
34	JD	2040 C Glenoaks	Client Declined Shelter	Declined	Declined	Declined	2	☐	☑	☐	☐	☐				
35	CR	1011 Seventh St.	Client Declined Shelter	Declined	Declined	Declined	1	☐	☐	☐	☐	☑				
36	DB	907 Truman St.	Client Declined Shelter	Declined	Declined	Declined	3	☐	☑	☑	☐	☐				
37	JD	661 Truman St.	Client Declined Shelter	Declined	Declined	Declined	2	☐	☑	☐	☐	☐				
38	GT	2040 Glenoaks Blvd	Pending with other Agency	Not Submitted	Not Submitted	Waiting	3	☐	☑	☐	☑	☐				
39	AL	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	3	☐	☑	☐	☑	☐				
40	JD	1033 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
41	KD	1049 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	2	☐	☑	☐	☐	☐				
42	WD	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	2	☐	☑	☐	☐	☐				
43	CD	2040 Glenoaks Blvd	Client Declined Shelter	Declined	Declined	Declined	3	☐	☑	☐	☐	☐				
44	JKT	910 First St.	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
45	JD	901 San Fernando Rd.	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
46	JD	1041 Truman	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
47	JD	1701 Hubbard	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
48	GR	208 Park Av	Client Declined Shelter	Declined	Declined	Declined	0	☐	☐	☐	☐	☐				
						TOTALS		5	30	14	10	6	2	2	0	0

Home Again LA
February 2025

					Social Service Referrals												Rental Assistance				Security Deposit				Shelter Assistance				Housing Navigation	
	Head of Household Initials	Family Size	Enrollment Date	Exit Date	Clothing	DPSS	CalFresh	Employment	Housing Resources	LIFE TAP Card	Regional Rides	Legal Resource	ID Waiver	CBEST	EDD	Utility Asst.	SF Program	LAHSA Problem Solving	Amount	Outcome of Family	SF Program	Outside Agency	Amount	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	Housing Navigation	Outcome of Family
1	PML	2	2/3/2025	2/3/2025												1														
2	DA	4	2/3/2025	ongoing				1	1																1			Family still in motel program	1	Family still looking for housing
4	VM	2	2/10/2025	2/10/2025						1																				
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							3																			
10	CJ	1	02/10/2025	ongoing							5																			
11	IL	1	02/10/2025	02/10/2025												1														
12	GP	1	02/10/2025	02/10/2025						1	1																			
13	PS	1	02/11/2025	02/11/2025												1														
14	AC	1	02/24/2025	02/24/2025					1																		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																										
	Total Individuals	**39**			**3**	**Total Social Service Referrals**										**25**	**Total Families**	**0**	**Total Amount**	**$0.00**	**Total Families**	**1**	**Total Amount**	**$1,998.00**	**Total Families**	**6**			**Total Families**	**4**	

ATTACHMENT "E"

THE CITY OF SAN FERNANDO

To: Mayor Mary Mendoza and Councilmembers

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

Date: December 1, 2025

Subject: Summary of 2025 Legislative Advocacy & Funding Request Letters

Legislative Activity

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

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

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

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

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 (HRTP) (8/18)
11. **County Supervisor Lindsey Horvath** – Consulate on Wheels Partnership (9/25)
12. **BMO Gives Program** – Climate Resolve Grant Application (9/25)
13. **County Supervisor Horvath** – Mexican Consulate on Wheels Extension Request (10/24)
14. **Pacoima Beautiful** – Letter of support for RPOSD Grant Application (10/27)
15. **San Fernando High School** – Letter of support for Honoring Charles White (11-20-25)

4

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 5, 2026

Subject: Consideration to Approve Release of a Request for Proposals for Solid Waste Management Consulting Services

RECOMMENDATION:

It is recommended that the City Council approve the release of a Request for Proposals (RFP) for Solid Waste Management Consulting Services (Attachment "A") to evaluate the current franchise agreement, prepare and administer an RFP process for Solid Waste Management services, and support contract negotiations for the selected contractor.

BACKGROUND:

1. On April 13, 2013, the City Council awarded Contract No. 1705 to R3 Consulting, Inc., (R3 Consulting) to administer and process applications for a refuse and recycling franchise.

2. On November 18, 2013, the City Council accepted the Republic proposal and direction was given to the Interim City Manager to prepare a Franchise Agreement to provide residential, commercial, and organic waste collection services for Citywide refuse and recycling services.

3. On December 2, 2013, the City Council approved a 10-year franchise agreement (Contract No. 1731) with Republic to provide solid waste collection services in the City of San Fernando. Services went into effect on February 15, 2014, with an initial termination date of February 14, 2024, that could be extended for three (3) separate one (1) year terms.

4. On August 15, 2022, the City Council approved an amendment to Contract No. 1731 executing Article 2.01.1 of Contract No. 1731 extending the term by three (3) years (through February 14, 2027).

5. On June 16, 2025, the City Council approved creating a Waste Hauler Services Ad Hoc committee to review information and develop recommendations to City Council related to the City's Waste Hauler Services.

6. On August 25 and November 6, 2025, the Waste Hauler Services Ad Hoc met to evaluate options for the evaluation of current waste hauler services and the steps and timeline needed to complete an RFP for Solid Waste Management Consulting Services and a proceeding RFP for Solid Waste Management Services.

ANALYSIS:

The City provides solid waste, recycling, and organics collection services to residential, multifamily, commercial, and institutional customers through a single contracted or franchised waste hauler operating under City oversight. As the City prepares for future procurement of these essential services, it is necessary to ensure that the upcoming solid waste services RFP reflects current regulatory requirements, market conditions, and best practices appropriate for a small, fully built-out urban community.

In addition, California Senate Bill 1383 (SB 1383), which establishes statewide requirements to reduce organic waste disposal and recover edible food, imposes significant and ongoing obligations on local jurisdictions. Compliance with SB 1383 requires carefully defined hauler responsibilities, enforceable contract language, and administratively feasible monitoring and reporting mechanisms.

Given the complexity of solid waste procurement and SB 1383 requirements, the Ad Hoc recommended engaging an experienced solid waste consultant to assist the City in developing a comprehensive, competitive, and SB 1383–compliant RFP for future solid waste management services.

The proposed RFP seeks qualified consulting firms with demonstrated experience assisting small-to-mid-sized California cities with solid waste procurement and SB 1383 implementation. The consultant will serve as the City's technical advisor and will be responsible for:

- Evaluating existing solid waste, recycling, and organics services;
- Assessing the City's current SB 1383 compliance status and identifying City versus hauler responsibilities;
- Conducting a market and industry review of Southern California solid waste conditions;
- Preparing a complete, ready-to-issue RFP for Citywide Solid Waste Management Services tailored to San Fernando's size, staffing capacity, and operational needs;
- Preparing a list of potential providers and inviting each provider to submit a proposal;
- Assisting in conducting a pre-proposal meeting with prospective proposers and the preparation of the written response(s) of any subsequent addenda to the RFP;
- Developing the written criteria and the methodology to evaluate and rank each proposal submitted;
- Coordinating any site visits to facilities of potential service providers and preparing questions for City to ask providers during visit;

- Preparing a technical analysis of each company to verify the ability to comply with, provide for, and meet the requirements of a contract period;
- Evaluating each company experience and ability to perform the contract through references;
- Analyzing the financial capability and strength of the company to perform in the contract;
- Assisting the City in negotiating services, terms, rates, and the preparation of a final agreement for approval by the City Council;
- Working with City staff in the preparation of staff reports and presentation to the City Council for the recommendation and/or options for the procurement of a solid waste contractor.

The following is a tentative timeline for the proposed process:

TASK	DATE
Release RFP for Waste Hauler Consultant Services	January 8, 2026
Solid Waste Management Consultant selected and agreement approved by the City Council	March 16, 2026
Evaluation of current waste hauler services and contract completed	March to May 2026
RFP for Waste Hauler Services released	May 2026
Proposal Due Date	August 2026
Top proposal is selected and consultant engages in contract negotiation with proposed vendor	August to October 2026
Present Final Agreement to City Council for approval	October 2026

The proposed timeline provides a three- to four-month lead time to provide adequate preparation before the current Republic Services agreement expires on February 14, 2027. This lead time is necessary to maintain operational continuity in the instance where a new Solid Waste Management provider is selected.

Issuance of this RFP does not obligate the City to award a contract. Any final agreement resulting from this process will be subject to City Council approval. Authorizing issuance of the RFP will allow the City to engage a qualified consultant to support the development of a robust, competitive, and SB 1383–compliant solid waste services procurement. This action is a critical step toward ensuring reliable service, regulatory compliance, and sustainable waste management outcomes for the City of San Fernando.

BUDGET IMPACT:

There is no budget impact associated with the release of the RFP for Solid Waste Management Consulting Services. Costs associated with the selected vendor will be presented to the City Council on March 16, 2026.

CONCLUSION:

Staff recommends that the City Council approve the release of a Request for Proposals (RFP) for Solid Waste Management Consulting Services (Attachment "A") to evaluate the current franchise agreement, prepare and administer an RFP process for Solid Waste Management services, and support contract negotiations for the selected contractor.

ATTACHMENT:

A. RFP for Strategic Plan Consulting Services

ATTACHMENT "A"

REQUEST FOR PROPOSALS

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

SOLID WASTE MANAGEMENT CONSULTING SERVICES

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

An electronic copy of the proposal must be submitted in PDF format via email to the CITY CLERK DEPARTMENT at cityclerk@sfcity.org. The deadline for RFP submissions is **5:00** p.m. on **Tuesday, March 3, 2026**. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Julia Fritz, City Clerk

Published in **The San Fernando Sun** on **_____ 2026.**

REQUEST FOR PROPOSALS

The City Manager's Office is requesting proposals for:

SOLID WASTE MANAGEMENT CONSULTING SERVICES

RELEASE DATE: January 8, 2026

RESPONSE DUE: March 3, 2026

RFP OVERVIEW & TIMELINE	
RFP Title:	**Solid Waste Management Consulting Services**
Scope of Work:	See "***Scope of Work***" Section on **Pages 5-7**
RFP Submittal Information:	Submit electronic copies of their proposal in PDF format via email to the **CITY CLERK DEPARTMENT** at cityclerk@sanfernando.gov, with the subject "City of San Fernando - Solid Waste Management Consulting Services"
RFP Due Date:	**Tuesday, March 3, 2026 by 5:00 PM PST**
RFP Submittal Requirements:	Submitted Proposals must include the information described in the "**INFORMATION TO BE SUBMITTED**" Section on **Pages 8-10** of this RFP. Submitted Proposals will be considered non-responsive if the Proposal does not provide all requested information.
City Contact:	Will Pettener Assistant to the City Manager **Phone:** (818) 898-1226 **Email:** Wpettener@sanfernando.gov

GENERAL INFORMATION

The City of San Fernando invites qualified consulting firms to submit proposals for professional consulting services to evaluate the current solid waste management program, prepare a Request for Proposals (RFP) for Citywide Solid Waste Management Services, support the evaluation of submitted proposals, and assist negotiations with the City's selected Solid Waste Management contractor. The City seeks a consultant with demonstrated experience assisting small-to-mid-sized California cities in developing comprehensive, competitive, and SB 1383–compliant solid waste procurement documents.

BACKGROUND

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

The City of San Fernando is a compact, fully built-out urban community providing municipal services to residential, multifamily, commercial, and institutional customers. Solid waste, recycling, and organics services are currently provided through a single contracted or franchised waste hauler operating under City oversight.

The City anticipates issuing a proceeding RFP to secure continued solid waste services that:

- Maintain reliable service at reasonable rates
- Ensure full compliance with California Senate Bill 1383 (Short-Lived Climate Pollutants)
- Are administratively feasible for a small city with limited staffing resources
- Are responsive to the needs of residents and businesses in the commuity

INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents

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

B. Questions/Clarifications

Please direct any questions regarding this RFP to the City Clerk Department at cityclerk@sfcity.org. Questions must be received by 5:00 p.m. PST on **Tuesday, February 10, 2026**. All questions received prior to the deadline will be collected and responses will be emailed by **Tuesday, February 17, 2026**.

C. Submission of Bid Proposals

All bid proposals shall be submitted via email to the City Clerk Department at cityclerk@sanfernando.gov and the subject line of the email shall read, "City of San Fernando RFP –Solid Waste Management Consulting Services." Proposals must be received no later than Thursday, **March 3, 2026 at 5:00 PM PST.** All proposals received after that time will not be accepted.

D. Withdrawal of Proposals

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

E. Rights of City of San Fernando

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

The City reserves the right to:

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

F. Contract Type

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

G. Collusion

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

SCOPE OF SERVICE

The City of San Fernando is seeking a highly qualified consultant to assist in providing professional services including, but not limited to, the following tasks:

1. Project Management and Coordination

- Serve as the City's primary technical advisor
- Develop a detailed project schedule aligned with City Council timelines
- Facilitate meetings with City staff and stakeholders as needed

2. Evaluation of Existing Waste Management Services

- Review current solid waste, recycling, and organics service levels for:
  - Single-family residential
  - Multifamily residential
  - Commercial and institutional customers
- Evaluate existing rate structures, service frequencies, and operational requirements
- Identify service gaps, inefficiencies, and opportunities for improvement appropriate to a small city

3. SB 1383 Regulatory Compliance Analysis (Expanded Deliverables)

- Develop a method and timeline for plan updates and revisions.
- Assess the City's current SB 1383 compliance status
- Identify hauler responsibilities vs. City responsibilities under SB 1383
- Provide recommendations for:
  - Organic waste collection requirements
  - Edible food recovery coordination (Tier 1 and Tier 2 generators, as applicable)
  - Contamination monitoring and enforcement support
  - Recordkeeping and reporting requirements
- Develop clear, enforceable SB 1383 contract language suitable for inclusion in the future waste hauler agreement
- Integrate CalRecycle enforcement expectations into service requirements without creating excessive administrative burden on City staff

4. Market and Industry Review

- Recommend final Strategic Plan document that includes an implementation plan with benchmarks or milestones that measure the City's progress
- Analyze current Southern California solid waste market conditions
- Identify best practices for cities of similar size
- Recommend contract structure options (e.g., term length, extension options, performance incentives)
- Advise on approaches to encourage competitive proposals despite limited market participants

5. Development of Solid Waste Management Services RFP

The consultant shall prepare a complete, ready-to-issue RFP, including:

- Comprehensive scope of services covering:
    - Collection, recycling, organics, and disposal
    - Customer service and billing
    - Route review and service optimization
- Performance standards and reporting requirements
- SB 1383 compliance obligations and enforcement mechanisms
- Proposal submittal instructions and evaluation criteria
- Pricing and rate structure requirements
- Required exhibits, forms, and technical schedules

The RFP shall be tailored to San Fernando's size, staffing capacity, and operational needs.

6. Assist RFP Administration and Selection Process

- Prepare a list of potential providers and inviting each provider to submit a proposal
- Assist in conducting a pre-proposal meeting with prospective proposers and the preparation of the written response(s) of any subsequent addenda to the RFP
- Develop the written criteria and the methodology to evaluate and rank each proposal submitted
- Coordinate any site visits to facilities of potential service providers and preparing questions for City to ask providers during visit
- Prepare a technical analysis of each proposer to verify the ability to comply with, provide for, and meet the requirements of a contract period
- Evaluate each proposer's experience and ability to perform the contract through references
- Analyze the financial capability and strength of the proposer to perform in the contract
- Assist the City in negotiating services, terms, rates, and the preparation of a final agreement for approval by Council
- Work with City staff in the preparation of staff reports and presentation to Council for the recommendation and/or options for the procurement of a solid waste contractor.

SCHEDULE FOR SELECTION

TASK	DATE
RFP Available Online	January 8, 2026
Deadline for Submittal of Questions	February 10, 2026
Staff Responses to Questions	February 17, 2026
Proposal Due	March 3, 2026
Proposal Review Period	March 4-11, 2026
Council Action for Approval of Professional Services Agreement	March 16, 2026

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

Proposer must be available on Monday, March 16, 2026, in-person or virtually, for a possible presentation to the City Council.

METHOD OF SELECTION AND NOTICES

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

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

INFORMATION TO BE SUBMITTED

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

2. Include a *Proposal Summary* Section

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

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

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

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

4. Include a *Qualifications of the Firm* Section

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

5. Include a *Work Plan* Section

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

6. Include a *Proposed Staffing* Section

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

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

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

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

5

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 5, 2026

Subject: Consideration to Adopt a Resolution Accepting a Conditional CalHome Grant Award from the California Department of Housing and Community Development and Authorize Related Agreements

RECOMMENDATION:

It is recommended that the City Council:

a. Adopt Resolution No. 8425 (Attachment "A") accepting a conditional award of $5,000,000 in CalHome grant funds from the California Department of Housing and Community Development (HCD) under the 2024 Homeownership Super Notice of Funding Availability (HOSN), CalHome Program, Round 2; and

b. Authorize the City Manager, or designee, to execute the Standard Agreement and any subsequent amendments or modifications thereto, as well as any other documents required by HCD for participation in the CalHome Program.

BACKGROUND:

1. On July 15, 2024, the City Council received a presentation from staff regarding a potential Home Rehabilitation Loan Program. The presentation included an overview of the CalHome Program and identified opportunities for the City to apply for State funding in partnership with an experienced program administrator.

2. On September 3, 2024, the City Council approved Contract No. 2287 with Habitat for Humanity of Greater Los Angeles (Habitat LA) in an amount not-to-exceed $50,000 to establish a Home Rehabilitation Program for a term of one (1) year.

3. On February 18, 2025, the City Council adopted Resolution No. 8367 (Attachment "B") authorizing the preparation and submittal of a grant application to the California Department of Housing and Community Development (HCD) under the 2024 Homeownership Super

Notice of Funding Availability (HOSN), in partnership with Habitat LA, in an amount of up to $5,000,000.

4. On October 30, 2025, HCD issued a revised Conditional Award Commitment letter (Attachment "C") to the City confirming a CalHome award in the total amount of $5,000,000 under the 2024 Homeownership Super NOFA (HOSN), CalHome Program, Round 2.

ANALYSIS:

The California Department of Housing and Community Development (HCD) administers the Homeownership Super Notice of Funding Availability (HOSN), which is intended to expand affordable homeownership opportunities and promote neighborhood revitalization throughout California. Under the 2024 Homeownership Super NOFA, HCD made approximately $176.8 million available statewide, including $143.1 million through the CalHome Program, which supports homeownership opportunities for low- and moderate-income households through housing development, acquisition, and rehabilitation activities.

The City, in partnership with Habitat LA, applied for CalHome grant funding to support two (2) local homeownership initiatives: First-Time Homebuyer Mortgage Assistance and Owner-Occupied Rehabilitation. Following review of the City's application, HCD issued a revised Conditional Award Commitment letter (Attachment "B") dated October 30, 2025, awarding the City a total of $5,000,000 in CalHome grant funds.

The conditional award allocates funding for the following activities within the City:

- First-Time Homebuyer Mortgage Assistance (MA): $2,754,500 to assist approximately 18 eligible first-time homebuyers through deferred-payment down payment assistance loans. Under CalHome guidelines, mortgage assistance is capped at up to $200,000 per household, depending on need. Funds may also be used for required homebuyer education, program administration, and loan processing costs.

- Owner-Occupied Rehabilitation (OOR): $2,245,500 to assist approximately 14 income-eligible homeowners with housing related health and safety repairs, correction of substandard housing conditions, and other eligible rehabilitation activities through deferred-payment loans. Per CalHome guidelines, rehabilitation assistance ranges from a minimum of $1,000 to a maximum of $200,000 per household, depending on the scope of work. Funds will be used for direct rehabilitation loans as well as related soft costs, including permits, inspections, and program administration.

The funding thresholds identified through Resolution No. 8367 (Attachment "B") approving submission of the grant application were initially set at $2.5 million for each category. Through

approval of Resolution No. 8425, Council will enable the City to accept award for the adjusted thresholds within each category.

Through the proposed partnership, Habitat LA will administer both CalHome-funded programs on behalf of the City. Habitat LA has extensive experience administering owner-occupied rehabilitation and homeownership assistance programs throughout the Los Angeles region and meets the CalHome Program's experience requirements. In September 2024, the City entered into a $50,000 Professional Services Agreement with Habitat LA to administer a local home rehabilitation program. To date, four (4) owner-occupied homes in San Fernando have completed repairs, including walk-in shower replacements, installation of grab bars, electrical and lighting upgrades, door and window replacements, and minor exterior repairs, and funding remains available to assist one (1) additional owner-occupied home. Habitat LA's broader portfolio of owner-occupied rehabilitation programs, administered independently across the region, satisfied the CalHome grant application requirement that the applicant or its partner must have successfully administered a local owner-occupied rehabilitation program for at least two (2) years within the four (4) years immediately preceding the application.

Resolution No. 8367 authorized only the preparation and submittal of a CalHome grant application. In order to accept the conditional award at the allocated funding thresholds and proceed with execution of the CalHome Standard Agreement, HCD requires the City to adopt a new resolution that explicitly authorizes and accepts the adjusted award funds and authorizes execution of all required agreements and documents. Repealing and replacing Resolution No. 8367 ensures compliance with HCD requirements and allows the City to move forward with program implementation.

Staff will return to the City Council for approval of a contract between the City and Habitat LA.

BUDGET IMPACT:

There is no budget impact to the Fiscal Year 2025–2026 Adopted Budget associated with adoption of the proposed resolution. All program costs will be funded through CalHome grant funds. Staff will return to the City Council to appropriate funds upon execution of the Standard Agreement.

CONCLUSION:

Staff recommends that the City Council adopt Resolution No. 8425 (Attachment "A") authorizing the City to accept a conditional award of $5,000,000 in CalHome grant funds from the California Department of Housing and Community Development (HCD) under the 2024 Homeownership Super Notice of Funding Availability (HOSN), CalHome Program, Round 2; and authorize the City Manager, or designee, to execute the Standard Agreement and any subsequent amendments or

modifications thereto, as well as any other documents required by HCD for participation in the CalHome Program.

ATTACHMENT:

A. Resolution No. 8425
B. Resolution No. 8367
C. Revised Conditional Award Commitment Letter from HCD

ATTACHMENT "A"

RESOLUTION NO. 8425

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AUTHORIZING THE CITY OF SAN FERNANDO TO ACCEPT A CONDITIONAL AWARD FROM THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT UNDER THE 2024 HOMEOWNERSHIP SUPER NOTICE OF FUNDING AVAILABILITY (CALHOME PROGRAM), AND AUTHORIZING THE EXECUTION AND DELIVERY OF A STANDARD AGREEMENT AND ANY AND ALL OTHER DOCUMENTS REQUIRED OR DEEMED NECESSARY OR APPROPRIATE TO PARTICIPATE IN THE CALHOME PROGRAM

MORTGAGE ASSISTANCE (MA) IN SAN FERNANDO / OWNER OCCUPIED REHABILITATION (OOR) IN SAN FERNANDO

WHEREAS, the California Department of Housing and Community Development ("Department"), as authorized by the California General Fund, CalHome Proposition 46 and Proposition 1C, and the Building Homes and Jobs Act (Sen. Bill No. 2 (2017-2018 Reg. Sess) §1: 2022 and 2023 CalHome has issued a Homeownership Super Notice of Funding Availability, dated January 6, 2023 and amended on February 29, 2024 ("Homeownership Super NOFA"). The Homeownership Super NOFA provides funding under the following programs for homeownership: the CalHome Program and the Joe Serna, Jr., Farmworker Housing Grant Fund.

WHEREAS, the City of San Fernando, a municipal corporation ("Public Entity"), submitted an application to the Department in response to the Homeownership Super NOFA (the "Application") and was determined to be an eligible Grant Recipient under one or more of the foregoing programs (the "Program(s)") pursuant to that certain conditional award letter, dated October 30, 2025 (the "Conditional Award Commitment").

WHEREAS, pursuant to the Conditional Award Commitment, the Department made conditional awards to the Public Entity as follows:

PROGRAM	AWARD
CalHome Program Mortgage Assistance	$2,754,500
CalHome Program Owner Occupied Rehabilitation	$2,245,500
PROGRAM AWARD TOTAL:	**$5,000,000**

WHEREAS, each and all of the awards expressly identified above will hereinafter be referred to, both individually and collectively, as the "Program Award."

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

SECTION 1. That the Public Entity is hereby authorized and directed to act in connection with the Program Award.

SECTION 2. Public Entity is hereby authorized and directed to accept and incur an obligation for the Program Award. That in connection with the total amount of the Program Award, the Public Entity is authorized and directed to enter into, execute, and deliver one or more, Standard Agreement(s), and any and all other documents required or deemed necessary or appropriate to secure the Program Award from the Department and to participate in the relevant Program(s), and all amendments thereto (collectively, the "Program Award Documents").

SECTION 3. Public Entity acknowledges and agrees that it shall be subject to the terms and conditions specified in the, Standard Agreement(s), and that the Homeownership Super NOFA and the Application will be incorporated by reference therein and made a part thereof. Public Entity also acknowledges and agrees that any and all activities, expenditures, information, and timelines represented and described in the Application are enforceable through the relevant, Standard Agreement(s). Public Entity also acknowledges and agrees that Program Award funds are to be expended only on the eligible uses and activities identified in the relevant, Standard Agreement(s).

SECTION 4. That the City Manager or his or her designee is hereby authorized to execute the Program Award Documents on behalf of the Public Entity.

SECTION 5. 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 5th day of January, 2026.

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

ATTEST:

Julia Fritz, City Clerk

RES. NO. 8425

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. 8425 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 5th day of January, 2026, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of January, 2026.

Julia Fritz, City Clerk

ATTACHMENT "B"

RESOLUTION NO. 8367

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, APPROVING THE SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE CALHOME PROGRAM – 2024 HOMEOWNERSHIP SUPER NOTICE OF FUNDING AVAILABILITY; THE EXECUTION OF A STANDARD AGREEMENT IF SELECTED FOR SUCH FUNDING AND ANY AMENDMENTS THERETO; AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CALHOME PROGRAM

WHEREAS, the City of San Fernando, a municipality, wishes to apply for and receive an allocation of funds through the CalHome Program; and

WHEREAS, the California Department of Housing and Community Development (hereinafter referred to as "HCD") has issued a Notice of Funding Availability ("NOFA") dated December 12, 2024, for the CalHome Program established by Chapter 84, Statutes of 2000 (SB 1656 Alarcon), and codified in Chapter 6 {commencing with Section 50650) of Part 2 of Division 31 of the Health and Safety Code (the "statute"). Pursuant to the statute, HCD is authorized to approve funding allocations utilizing monies made available by the State Legislature to the CalHome Program, subject to the terms and conditions of the statute and the CalHome Program Guidelines adopted by HCD in December 2022; and

WHEREAS, the City of San Fernando wishes to submit an application to obtain from HCD an allocation of CalHome funds in the amount of up to $5 million.

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

SECTION 1. The City of San Fernando shall submit to HCD an application to participate in the CalHome Program in response to the Homeownership Super NOFA issued on December 12, 2024, which will request a total funding allocation of up to $5 million for the following activities:

(a) Up to two million five hundred thousand dollars ($2,500,000.00) for Owner-Occupied Rehabilitation activities which will rehabilitate and repair from eight (8) to one hundred and twelve (112) very-low, low, or moderate income owner-occupied homes, to eliminate safety hazards, improve substandard housing conditions, and enhance the overall appearance of properties within the community. This will also cover costs for permits, appraisals, consultant services required to ensure project compliance and quality, non-recurring loan closing costs, and administrative responsibilities for Habitat LA in managing the rehabilitation projects; and

(b) Up to two million five hundred thousand dollars ($2,500,000.00) for a Mortgage Assistance program, which will be used for down payment assistance loans for between eleven (11) to forty-four (44) homebuyers. The funding will also be used for homebuyer education grants to ensure recipients are well-prepared for the responsibilities of homeownership, operational costs to manage the application process and loan processing, and administrative expenses for Habitat LA's program management.

SECTION 2. If the application for funding is approved, the City of San Fernando hereby agrees to use the CalHome funds for eligible activities in the manner presented in the application as approved by HCD and in accordance with program guidelines cited above. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. The City of San Fernando acknowledges and agrees that it may be required to execute any and all other instruments necessary or required by HCD for participation in the CalHome Program.

SECTION 3. The City of San Fernando authorizes the City Manager, to execute in the name of The City of San Fernando, the application, the Standard Agreements, and any subsequent amendments or modifications thereto, as well as any other documents required by HCD for participation in the CalHome Program, and any amendments thereto.

SECTION 4. 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 18th day of February, 2025.

Mary Mendoza

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

ATTEST:

Julia Fritz

Julia Fritz, City Clerk

RES. NO. 8367

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. 8367 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 18th day of February, 2025, by the following vote of the City Council:

AYES: Garcia, Lopez, Fajardo, Solorio, Mendoza - 5

NAYS: None

ABSENT: None

ABSTAINED: None

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

Julia Fritz, City Clerk

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, *Governor*

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE
651 BANNON STREET, SUITE 400, SACRAMENTO, CA 95811
P. O. BOX 952054, SACRAMENTO, CA 94252-2054
(916) 263-2771
www.hcd.ca.gov

REVISED AWARD LETTER

October 30, 2025

Kanika Kith, City Manager
City of San Fernando
117 Macneil Street
San Fernando, CA 91340

Dear Kanika Kith:

RE: Revised Award Announcement – 2024 Homeownership Super NOFA (HOSN), CalHome, Round 2, Notice of Funding Availability (NOFA) Fiscal Year 2024/2025 City of San Fernando – MA in San Fernando/OOR in San Fernando Contract No. 25-CALHOME-18749

The California Department of Housing and Community Development **("Department" or "HCD")** is pleased to announce City of San Fernando ("**Awardee**") has been awarded a 2024 Homeownership Super NOFA (**HOSN**), CalHome, Round 2, award in the amount of $5,000,000. This revision is a result of the Authorized Representative name change to Kanika Kith. This letter constitutes notice of the designation of HOSN CalHome funds for the City of San Fernando and fully replaces the letters originally issued on October 16, 2025 and October 27, 2025.

Program	Award Amount	County	Assisted Units
First Time Homebuyer Mortgage Assistance (MA)	$2,754,500	Los Angeles	18
Owner-Occupied Rehabilitation (OOR)	$2,245,500	Los Angeles	14
ADU/JDU Program	$0	N/A	N/A
Self-Help Technical Assistance (SHTA)	$0	N/A	N/A
Homeownership Project Development Loan (HPDL)	$0	N/A	N/A

This Homeownership Super NOFA (HOSN), CalHome, Round 2, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases.

The Conditional Award is based on and subject to the Applicant Representations and the Terms and Conditions of Conditional Award, both as further specified and described in this notice of the Conditional Award (the "**Conditional Award Commitment**"). This Conditional Award may only be accepted by timely delivery of a fully executed Acceptance of Terms and

Conditions of Conditional Award form to the Department (an executed copy of this form is enclosed herein).

I. Applicant Representations – Basis of Conditional Award

In response to the above-mentioned NOFA, the Awardee(s) submitted an application for grant funding of the Project (that application, and all communications and documentation submitted to the Department in support thereof, the "**Application**").

The Department is making this Conditional Award to the Awardee(s) on the basis of, and in reliance upon, the representations, warranties, projections, and descriptions that the Awardee(s) submitted as part of the Application (the "**Applicant Representations**").

The Department may rescind this Conditional Award if the Department discovers, at any time prior to disbursement of the Conditional Award, that the Applicant Representations included material misrepresentations or omissions, regardless of whether or not such misrepresentations or omissions were innocent, unintentional, and/or based upon belief.

II. Terms and Conditions of Conditional Award

TIME IS OF THE ESSENCE IN THE SATISFACTION OF THESE TERMS AND CONDITIONS OF CONDITIONAL AWARD.

The Department may rescind this Conditional Award if any of the terms and conditions enumerated in this Section II (the "**Terms and Conditions of Conditional Award**") are not timely satisfied. The Terms and Conditions of this Conditional Award and their corresponding timelines are described below.

If the Terms and Conditions of this Conditional Award are timely satisfied, the Department will **(i)** promptly provide a written notification to the Awardee(s) via electronic mail; and **(ii)** circulate an executed copy of an STD 213, Standard Agreement, for all appropriate signatures and approvals in accordance with the timeline specified in Section III of this Conditional Award Commitment.

All timelines shall be calculated in calendar days. Any deadline falling on a weekend or State of California holiday shall be extended to the next business day.

A. Timely Execution of Acceptance of Terms and Conditions of Conditional Award Form

The Awardee(s) shall execute and deliver a copy of the enclosed Acceptance of Terms and Conditions of Conditional Award to the Department within ten (10) calendar days of the date of this Conditional Award Commitment. The Department will deem this condition to be unsatisfied if it receives an executed Acceptance of

Terms and Conditions of Conditional Award that has been substantively modified, altered, or amended in any way. The signed Acceptance of Terms and Conditions of Conditional Award form must be submitted to HOSN@hcd.ca.gov.

B. Timely Delivery of Authorization and Organizational Documents

If not provided at the time of application, the Awardee(s) shall deliver to the Department, within sixty (60) calendar days of the date upon this Conditional Award Commitment, a legally sufficient set of Authorization and Organizational Documents, as further described and specified below. Specifically, the Awardee(s) shall deliver a duly adopted authorizing resolution, as well as a complete and duly filed or adopted set of organizational documents and all amendments (the "**Authorization and Organizational Documents**"), for each of the following entities as applicable:

- each Awardee entity; the ultimate borrower of the Conditional Award funds (the "**Borrower**"); and,
- each separate legal entity that is part of the Awardee's or Borrower's organizational structure.

Each entity's resolution must constitute, to the Department's reasonable satisfaction, an unconditional, duly adopted, and legally binding authorization of the entity to accept the total amount of these Conditional Award funds, to fully participate in the relevant Department program, and to be legally bound by the requirements of the Department program. The Department may agree to an extension of fifteen (15) calendar days based on the Awardee's demonstration of necessity.

Note: Local Public Entities, as defined in the above-mentioned NOFA and/or Final Program Guidelines, are not required to submit a complete and duly filed or adopted set of organizational documents and amendments. Both the Conditional Award and this Conditional Award Commitment are subject to Health and Safety Code section 50406, subdivision (p), as subsequently amended ("**AB 1010**").

The Department has posted resolution templates on its website as informational guidance. Please note that use of the resolution templates is not compulsory. However, use of the provided templates will assist in the timely review and approval of the Standard Agreement. While entities may choose to use modified language in their resolutions, Sponsors should be aware that this may delay preparation of the Standard Agreement or, if deemed insufficient, may result in the need to submit a revised resolution.

At any point prior to disbursement, the Department may also require the Awardee(s) to resubmit Authorization and Organizational Documents if the original submittals were determined to be inaccurate or incomplete.

III. Delivery of Standard Agreement

In an effort to be responsive to each Awardee's closing needs and to ensure timely commitment of funds, the Department commits to delivering an executed copy of the Standard Agreement relative to this Conditional Award within ninety (90) calendar days of receiving all required documents, including all legally sufficient Authorization and Organizational Documents, in connection with this Project and as applicable.

Congratulations on your successful application. For further information, please contact Kara Thomson, CalHome Program Manager, Access to Opportunity Branch, at Kara.Thomson@hcd.ca.gov.

Sincerely,

Jennifer Seeger
Deputy Director
Division of State Financial Assistance

Enclosure: Acceptance of Terms and Conditions of Conditional Award form

California Department of Housing and Community Development

2024 Homeownership Super NOFA (HOSN), CalHome, Round 2
Notice of Funding Availability

Acceptance of Terms and Conditions of Revised Conditional Award

City of San Fernando ("**Awardee**")
MA in San Fernando/OOR in San Fernando ("**Projects**")

Homeownership Super NOFA (HOSN), CalHome, award totaling $5,000,000 ("**Conditional Award**"), as detailed below:

Activity(ies)	Award Amount	County	Assisted Units
First Time Homebuyer Mortgage Assistance (MA)	$2,754,500	Los Angeles	18
Owner-Occupied Rehabilitation (OOR	$2,245,500	Los Angeles	14
ADU/JDU Program	$0	N/A	N/A
Self-Help Technical Assistance (SHTA)	$0	N/A	N/A
Homeownership Project Development Loan (HPDL)	$0	N/A	N/A

By signing this Acceptance of Terms and Conditions of Conditional Award, the Awardee acknowledges having read and fully understood the terms and conditions of the Conditional Award Commitment, October 16, 2025 and October 27, 2025, and revised October 30, 2025, in connection with the Project.

This Homeownership Super NOFA (HOSN), CalHome, Round 2, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases.

In addition, the Awardee(s) must acknowledge that it has reviewed and verified the accuracy of the project report prepared by the Department no later than November 6, 2025.

Signed by:
kanika kith
555[illegible]

Kanika Kith, City Manager
City of San Fernando

11/06/2025 | 4:51 PM PST
Date

**** For HCD Use Only ****

□ Authorized Representatives Verified
□ All Parties Signed
Date Received: _____

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, *Governor*

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE
651 BANNON STREET, SUITE 400, SACRAMENTO, CA 95811
P. O. BOX 952054, SACRAMENTO, CA 94252-2054
(916) 263-2771
www.hcd.ca.gov

Superseded

REVISED AWARD LETTER

October 27, 2025

Nick Kimball, City Manager
City of San Fernando
117 Macneil Street
San Fernando, CA 91340

Dear Nick Kimball:

RE: Revised Award Announcement – 2024 Homeownership Super NOFA (HOSN), CalHome, Round 2, Notice of Funding Availability (NOFA), Fiscal Year 2024/2025
City of San Fernando – MA in San Fernando/OOR in San Fernando
Contract No. 25-CALHOME-18749

The California Department of Housing and Community Development **("Department" or "HCD")** is pleased to announce City of San Fernando ("**Awardee**") has been awarded a 2024 Homeownership Super NOFA (**HOSN**), CalHome, Round 2, award in the amount of $5,000,000. This letter corrects the letter originally issued on October 16, 2025 by removing Section IV. "Deadline to Secure Permanent Financing" and removing standard acknowledgement language from the enclosed "Acceptance of Terms and Conditions of Conditional Award" form from the enclosure of the original Award Letter. This letter constitutes notice of the designation of HOSN CalHome funds for the City of San Fernando and fully replaces the letter originally issued on October 16, 2025.

Program	Award Amount	County	Assisted Units
First Time Homebuyer Mortgage Assistance (MA)	$2,754,500	Los Angeles	18
Owner-Occupied Rehabilitation (OOR)	$2,245,500	Los Angeles	14
ADU/JDU Program	$0	N/A	N/A
Self-Help Technical Assistance (SHTA)	$0	N/A	N/A
Homeownership Project Development Loan (HPDL)	$0	N/A	N/A

This Homeownership Super NOFA (HOSN), CalHome, Round 2, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases.

The Conditional Award is based on and subject to the Applicant Representations and the Terms and Conditions of Conditional Award, both as further specified and described in this

notice of the Conditional Award (the "**Conditional Award Commitment**"). This Conditional Award may only be accepted by timely delivery of a fully executed Acceptance of Terms and Conditions of Conditional Award form to the Department (an executed copy of this form is enclosed herein).

I. Applicant Representations – Basis of Conditional Award

In response to the above-mentioned NOFA, the Awardee(s) submitted an application for grant funding of the Project (that application, and all communications and documentation submitted to the Department in support thereof, the "**Application**").

The Department is making this Conditional Award to the Awardee(s) on the basis of, and in reliance upon, the representations, warranties, projections and descriptions that the Awardee(s) submitted as part of the Application (the "**Applicant Representations**").

The Department may rescind this Conditional Award if the Department discovers, at any time prior to disbursement of the Conditional Award, that the Applicant Representations included material misrepresentations or omissions, regardless of whether or not such misrepresentations or omissions were innocent, unintentional, and/or based upon belief.

II. Terms and Conditions of Conditional Award

TIME IS OF THE ESSENCE IN THE SATISFACTION OF THESE TERMS AND CONDITIONS OF CONDITIONAL AWARD.

The Department may rescind this Conditional Award if any of the terms and conditions enumerated in this Section II (the "**Terms and Conditions of Conditional Award**") are not timely satisfied. The Terms and Conditions of this Conditional Award and their corresponding timelines are described below.

If the Terms and Conditions of this Conditional Award are timely satisfied, the Department will **(i)** promptly provide a written notification to the Awardee(s) via electronic mail; and **(ii)** circulate an executed copy of an STD 213, Standard Agreement, for all appropriate signatures and approvals in accordance with the timeline specified in Section II.B of this Conditional Award Commitment.

All timelines shall be calculated in calendar days. Any deadline falling on a weekend or State of California holiday shall be extended to the next business day.

Superseded

A. Timely Execution of Acceptance of Terms and Conditions of Conditional Award Form

The Awardee(s) shall execute and deliver a copy of the enclosed Acceptance of Terms and Conditions of Conditional Award to the Department within ten (10) calendar days of the date of this Conditional Award Commitment. The Department will deem this condition to be unsatisfied if it receives an executed Acceptance of Terms and Conditions of Conditional Award that has been substantively modified, altered, or amended in any way. The signed Acceptance of Terms and Conditions of Conditional Award form must be submitted to HOSN@hcd.ca.gov.

B. Timely Delivery of Authorization and Organizational Documents

If not provided at the time of application, the Awardee(s) shall deliver to the Department, within sixty (60) calendar days of the date upon this Conditional Award Commitment, a legally sufficient set of Authorizations and Organizational Documents, as further described and specified below. Specifically, the Awardee(s) shall deliver a duly adopted authorizing resolution, as well as a complete and duly filed or adopted set of organizational documents and all amendments (the "**Authorization and Organizational Documents**"), for each of the following entities as applicable:

- each Awardee entity; the ultimate borrower of the Conditional Award funds (the "**Borrower**"); and,
- each separate legal entity that is part of the Awardee's or Borrower's organizational structure.

Each entity's resolution must constitute, to the Department's reasonable satisfaction, an unconditional, duly adopted, and legally binding authorization of the entity to accept the total amount of these Conditional Award funds, to fully participate in the relevant Department program, and to be legally bound by the requirements of the Department program. The Department may agree to an extension of fifteen (15) calendar days based on the Awardee's demonstration of necessity.

Note: Local Public Entities, as defined in the above-mentioned NOFA and/or Final Program Guidelines, are not required to submit a complete and duly filed or adopted set of organizational documents and amendments. Both the Conditional Award and this Conditional Award Commitment are subject to Health and Safety Code section 50406, subdivision (p), as subsequently amended ("**AB 1010**").

The Department has posted resolution templates on its website as informational guidance. Please note that use of the resolution templates is not compulsory. However, use of the provided templates will assist in the timely review and approval of the Standard Agreement. While entities may choose to use modified language in their resolutions, Sponsors should be aware that this may delay preparation of the

Superseded

Standard Agreement or, if deemed insufficient, may result in the need to submit a revised resolution.

At any point prior to disbursement, the Department may also require the Awardee(s) to resubmit Authorization and Organizational Documents if the original submittals were determined to be inaccurate or incomplete.

III. Delivery of Standard Agreement

In an effort to be responsive to each Awardee's closing needs and ensure timely commitment of funds, the Department commits to delivering an executed copy of the Standard Agreement relative to this Conditional Award within ninety (90) calendar days of receiving all required documents, including all legally sufficient Authorization and Organizational Documents, in connection with this Project and as applicable.

Congratulations on your successful application. For further information, please contact Kara Thomson, CalHome Program Manager, Access to Opportunity Branch, at Kara.Thomson@hcd.ca.gov.

Sincerely,

Jennifer Seeger
Deputy Director
Division of State Financial Assistance

Enclosure: Acceptance of Terms and Conditions of Conditional Award form

Superseded

California Department of Housing and Community Development

2024 Homeownership Super NOFA (HOSN), CalHome, Round 2
Notice of Funding Availability

Acceptance of Terms and Conditions of Revised Conditional Award

City of San Fernando ("**Awardee**")
MA in San Fernando/OOR in San Fernando ("**Projects**")

Homeownership Super NOFA (HOSN), CalHome, award totaling $5,000,000 ("**Conditional Award**"), as detailed below:

Activity(ies)	Award Amount	County	Assisted Units
First Time Homebuyer Mortgage Assistance (MA)	$2,754,500	Los Angeles	18
Owner-Occupied Rehabilitation (OOR	$2,245,500	Los Angeles	14
ADU/JDU Program	$0	N/A	N/A
Self-Help Technical Assistance (SHTA)	$0	N/A	N/A
Homeownership Project Development Loan (HPDL)	$0	N/A	N/A

By signing this Acceptance of Terms and Conditions of Conditional Award, the Awardee acknowledges having read and fully understood the terms and conditions of the Conditional Award Commitment, October 16, 2025, and revised October 27, 2025, in connection with the Project.

This Homeownership Super NOFA (HOSN), CalHome, Round 2, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases.

In addition, the Awardee(s) must acknowledge that it has reviewed and verified the accuracy of the project report prepared by the Department no later than November 6, 2025.

Superseded

_____ _____
Nick Kimball, City Manager — Date
City of San Fernando

**** For HCD Use Only ****

□ Authorized Representatives Verified
□ All Parties Signed
Date Received: _____

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, *Governor*

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE
651 BANNON STREET, SUITE 400, SACRAMENTO, CA 95811
P. O. BOX 952054, SACRAMENTO, CA 94252-2054
(916) 263-2771
www.hcd.ca.gov

Superseded

October 16, 2025

Nick Kimball, City Manager
City of San Fernando
117 Macneil Street
San Fernando, CA 91340

Dear Nick Kimball:

RE: Conditional Award Commitment and Acceptance of Terms and Conditions
2024 Homeownership Super NOFA (HOSN), CalHome, Round 2,
Notice of Funding Availability (NOFA), Fiscal Year 2024/2025
City of San Fernando – *MA in San Fernando/OOR in San Fernando*
Contract No. 25-CALHOME-18749

The California Department of Housing and Community Development ("**Department**" or "**HCD**") issued a Homeownership Super NOFA (HOSN), CalHome, Round 2, Notice of Funding Availability on December 12, 2024. The Department is now pleased to inform you of this conditional award to City of San Fernando ("**Awardee**"). This conditional award is a grant in the amount of $5,000,000 (the "**Conditional Award**") for the above-referenced project (the "**Project**") and includes the following activities:

Activity(ies)	Award Amount	County	Assisted Units
First Time Homebuyer Mortgage Assistance (MA)	$2,754,500	Los Angeles	18
Owner-Occupied Rehabilitation (OOR)	$2,245,500	Los Angeles	14
ADU/JDU Program	$0	N/A	N/A
Self-Help Technical Assistance (SHTA)	$0	N/A	N/A
Homeownership Project Development Loan (HPDL)	$0	N/A	N/A

This Homeownership Super NOFA (HOSN), CalHome, Round 2, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases.

The Conditional Award is based on and subject to the Applicant Representations and the Terms and Conditions of Conditional Award, both as further specified and described in this notice of the Conditional Award (the "**Conditional Award Commitment**"). This Conditional Award may only be accepted by timely delivery of a fully executed Acceptance of Terms and Conditions of Conditional Award form to the Department (an executed copy of this form is enclosed herein).

I. Applicant Representations – Basis of Conditional Award

In response to the above-mentioned NOFA, the Awardee(s) submitted an application for grant funding of the Project (that application, and all communications and documentation submitted to the Department in support thereof, the "**Application**").

The Department is making this Conditional Award to the Awardee(s) on the basis of, and in reliance upon, the representations, warranties, projections, and descriptions that the Awardee(s) submitted as part of the Application (the "**Applicant Representations**").

The Department may rescind this Conditional Award if the Department discovers, at any time prior to disbursement of the Conditional Award, that the Applicant Representations included material misrepresentations or omissions, regardless of whether or not such misrepresentations or omissions were innocent, unintentional, and/or based upon belief.

II. Terms and Conditions of Conditional Award

TIME IS OF THE ESSENCE IN THE SATISFACTION OF THESE TERMS AND CONDITIONS OF CONDITIONAL AWARD.

The Department may rescind this Conditional Award if any of the terms and conditions enumerated in this Section II (the "**Terms and Conditions of Conditional Award**") are not timely satisfied. The Terms and Conditions of this Conditional Award and their corresponding timelines are described below.

If the Terms and Conditions of this Conditional Award are timely satisfied, the Department will **(i)** promptly provide written notification to the Awardee(s) via electronic mail; and **(ii)** circulate an executed copy of an STD 213, Standard Agreement, for all appropriate signatures and approvals in accordance with the timeline specified in Section III of this Conditional Award Commitment.

All timelines shall be calculated in calendar days. Any deadline falling on a weekend or State of California holiday shall be extended to the next business day.

A. Timely Execution of Acceptance of Terms and Conditions of Conditional Award Form

The Awardee(s) shall execute and deliver a copy of the enclosed Acceptance of Terms and Conditions of Conditional Award to the Department within ten (10) calendar days of the date of this Conditional Award Commitment. The Department will deem this condition to be unsatisfied if it receives an executed Acceptance of Terms and Conditions of Conditional Award that has been substantively modified, altered, or amended in any way. The signed Acceptance of Terms and Conditions of Conditional Award form must be submitted to HOSN@hcd.ca.gov.

Superseded

B. Timely Delivery of Authorization and Organizational Documents

If not provided at the time of application, the Awardee(s) shall deliver to the Department, within sixty (60) calendar days of the date upon this Conditional Award Commitment, a legally sufficient set of Authorization and Organizational Documents, as further described and specified below. Specifically, the Awardee(s) shall deliver a duly adopted authorizing resolution, as well as a complete and duly filed or adopted set of organizational documents and all amendments (the "**Authorization and Organizational Documents**"), for each of the following entities as applicable:

- each Awardee entity; the ultimate borrower of the Conditional Award funds (the "**Borrower**"); and,
- each separate legal entity that is part of the Awardee's or Borrower's organizational structure.

Each entity's resolution must constitute, to the Department's reasonable satisfaction, an unconditional, duly adopted, and legally binding authorization of the entity to accept the total amount of these Conditional Award funds, to fully participate in the relevant Department program, and to be legally bound by the requirements of the Department program. The Department may agree to an extension of fifteen (15) calendar days based on the Awardee's demonstration of necessity.

Note: Local Public Entities, as defined in the above-mentioned NOFA and/or Final Program Guidelines, are not required to submit a complete and duly filed or adopted set of organizational documents and amendments. Both the Conditional Award and this Conditional Award Commitment are subject to Health and Safety Code Section 50406, subdivision (p), as subsequently amended ("**AB 1010**").

The Department has posted resolution templates on its website as informational guidance. Please note that use of the resolution templates is not compulsory. However, use of the provided templates will assist in the timely review and approval of the Standard Agreement. While entities may choose to use modified language in their resolutions, Sponsors should be aware that this may delay preparation of the Standard Agreement or, if deemed insufficient, may result in the need to submit a revised resolution.

At any point prior to disbursement, the Department may also require the Awardee(s) to resubmit Authorization and Organizational Documents if the original submittals were determined to be inaccurate or incomplete.

Superseded

III. Delivery of Standard Agreement

In an effort to be responsive to each Awardee's closing needs and to ensure timely commitment of funds, the Department commits to delivering an executed copy of the Standard Agreement relative to this Conditional Award after receiving all required documents, including all legally sufficient Authorization and Organizational Documents, in connection with this Project and as applicable.

IV. Deadline to Secure Permanent Financing

Please note, that the Awardee must secure all permanent financing, including tax credits and bond allocations, within 24 months of the date of the first Department funding award to the Project, consistent with the Department's Disencumbrance Policy (Administrative Notice Number 2022-02: Disencumbrance Policy). Sponsors must demonstrate that all permanent financing is in place allowing the project to commence construction. Failure to meet this requirement shall result in the withdrawal or recapture of this Conditional Award and any other prior or subsequent funds awarded to the Project.

Congratulations on your successful application. For further information, please contact Kara Thomson, CalHome Program Manager, Access to Opportunity Branch, at Kara.Thomson@hcd.ca.gov.

Sincerely,

Jennifer Seeger
Deputy Director
Division of State Financial Assistance

Enclosure: Acceptance of Terms and Conditions of Conditional Award form

Superseded

California Department of Housing and Community Development

2024 Homeownership Super NOFA (HOSN), CalHome, Round 2
Notice of Funding Availability

Acceptance of Terms and Conditions of Conditional Award

City of San Fernando ("**Awardee**")
MA in San Fernando/OOR in San Fernando ("**Project**")

Homeownership Super NOFA (**HOSN**), CalHome, award totaling $5,000,000 ("**Conditional Award**"), as detailed below:

Activity(ies)	Award Amount	County	Assisted Units
First Time Homebuyer Mortgage Assistance (MA)	$2,754,500	Los Angeles	18
Owner-Occupied Rehabilitation (OOR)	$2,245,500	Los Angeles	14
ADU/JDU Program	$0	N/A	N/A
Self-Help Technical Assistance (SHTA)	$0	N/A	N/A
Homeownership Project Development Loan (HPDL)	$0	N/A	N/A

Superseded

By signing this Acceptance of Terms and Conditions of Conditional Award, the Awardee acknowledges having read and fully understood the terms and conditions of the Conditional Award Commitment, dated October 16, 2025, in connection with the Project.

This Homeownership Super NOFA (HOSN), CalHome, Round 2, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases.

In addition, the Awardee acknowledges having read and fully understood all of the Department's requirements relative to the Conditional Award, including the requirements set forth in Administrative Notice Number 2022-22: Disencumbrance Policy, and the Awardee agrees to abide by and comply with those requirements.

In addition, the Awardee(s) must acknowledge that it has reviewed and verified the accuracy of the project report prepared by the Department no later than October 30, 2025.

_____ _____
Nick Kimball, City Manager
City of San Fernando
Date

**** For HCD Use Only ****

□ Authorized Representatives Verified
□ All Parties Signed
Date Received: _____

This Page Intentionally Left Blank

6

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager
By: Fabian Valdez, Chief of Police
Jennifer Spatig, Management Analyst

Date: January 5, 2026

Subject: Consideration to Authorize Submittal of a Grant Application to the California Office of Emergency Services Urban Area Security Initiative for Police Department Access Control Improvements and Personal Protective Equipment

RECOMMENDATION:

It is recommended that the City Council authorize the submittal of a grant application to the California Office of Emergency Services Urban Area Security Initiative (UASI) for police station access control improvements and personal protective equipment (PPE) for sworn personnel.

BACKGROUND:

1. In 2003, the United States Congress authorized the UASI Grant Program to help large urban areas prepare for, prevent, respond to, and recover from natural, technological, and human-caused disasters, including acts of terrorism. Authorized funds may be used for security planning, equipment purchases, training, and exercises.

2. On April 3, 2023, the City Council approved a Subaward Agreement with the City of Los Angeles for the 2022 Urban Area Security Initiative Grant Program and accepted UASI Grant Funds in the amount of $141,466 for the purchase and installation of security cameras and access control points in the Police Station.

3. On September 24, 2025, the Department received a Notice of Funding Opportunity (NOFO) for Fiscal Year 2026 UASI Grant Funds.

ANALYSIS:

The Department of Homeland Security (DHS), through the Federal Emergency Management Agency (FEMA), administers the UASI grant program by establishing national security priorities and distributing funds to states and urban areas. In California, the California Office of Emergency

Services (CalOES) works with regional organizations, including the Los Angeles County Police Chiefs Association (LACPCA), to prioritize and submit eligible project proposals.

The Police Department participates in the UASI program through its membership in LACPCA, which evaluates and prioritizes proposed projects for consistency with regional preparedness and terrorism-related objectives before submitting them to CalOES.

The 2026 UASI Grant Program is intended to strengthen communities against potential terrorist threats and other hazards. FEMA directed LACPCA to base 2026 funding decisions on the Fiscal Year 2025 Notice of Funding Opportunity allocation and National Priority Areas (Attachment "A").

These priority areas include:

1. **Enhancing Cybersecurity** by protecting critical infrastructure and systems from cyberattacks and improving threat detection and response capabilities.
2. **Enhancing the Protection of Soft Targets/Crowded Places** by improving security at locations accessible to the public and vulnerable to attack.
3. **Supporting Homeland Security Task Forces and Fusion Centers** by promoting coordination and information sharing to prevent and respond to threats.
4. **Enhancing Election Security** by protecting the integrity of the electoral process from interference or attacks.
5. **Supporting Border Crisis Response and Enforcement** through collaboration between state and local law enforcement and federal agencies.

The UASI 2022 funds of $141,466, accepted in April 2023, were used to replace the Police Department's outdated access control system with a modern access reader and key-fob system. This improvement enhanced facility security by limiting and tracking access to restricted areas and ensuring that certain employees do not have access to non-public areas of the Police Department.

Police Department staff have since identified additional interior areas requiring enhanced access control, including command staff offices and file rooms that contain sensitive and confidential information. The Police Department is requesting authority to apply for 2026 UASI Grant funding to install additional access control points in these areas.

The Police Department has also identified personal protective equipment that is approaching the end of its useful life, including gas masks, filters, and automated external defibrillators. With City Council approval, funds will be requested to replace this equipment to ensure sworn personnel remain properly equipped to respond to chemical or biological exposure, medical emergencies, or civil unrest.

If awarded, the proposed project would build upon prior UASI-funded security improvements and include the installation of additional interior access control points and the replacement of select personal protective equipment. The proposed project does not require a local match and is not anticipated to result in ongoing General Fund impacts beyond routine maintenance currently absorbed within the Police Department's existing budget.

BUDGET IMPACT:

There will be no budget impact on the Fiscal Year 2025-2026 Adopted Budget associated with authorizing the submittal of the UASI grant application, and no appropriation of funds is required at this time. If the City is awarded grant funding, staff will return to the City Council with a resolution to formally accept the award and appropriate funds.

CONCLUSION:

It is recommended that the City Council authorize the submittal of a UASI grant application to the California Office of Emergency Services through the Los Angeles County Police Chiefs Association.

ATTACHMENT(S):

A. DHS Notice of Funding Opportunity Fiscal Year 2025 Homeland Security Grant Program

The Department of Homeland Security (DHS)

Notice of Funding Opportunity (NOFO)

Fiscal Year 2025 Homeland Security Grant Program

Fraud, waste, abuse, mismanagement, and other criminal or noncriminal misconduct related to this program may be reported to the Office of Inspector General (OIG) Hotline. The toll-free numbers to call are 1 (800) 323-8603 and TTY 1 (844) 889-4357.

Contents

1. Basic Information 4
A. Agency Name 4
B. NOFO Title 4
C. Announcement Type 4
D. Funding Opportunity Number 4
E. Assistance Listing Number 4
F. Expected Total Funding 4
G. Anticipated Number of Awards 4
H. Expected Award Range 4
I. Projected Application Start Date 4
J. Projected Application End Date 4
K. Anticipated Funding Selection Date 4
L. Anticipated Award Date 4
M. Projected Period of Performance Start Date 4
N. Projected Period of Performance End Date 4
O. Executive Summary 4
P. Agency Contact 5
2. Eligibility 6
A. Eligible Entities/Entity Types 6
B. Project Type Eligibility 8
C. Requirements for Personnel, Partners, and Other Parties 8
D. Maximum Number of Applications 9
E. Additional Restrictions 9
F. References for Eligibility Factors within the NOFO 10
G. Cost Sharing Requirement 10
H. Cost Share Description, Type and Restrictions 10
I. Cost Sharing Calculation Example 10
J. Required information for verifying Cost Share 11
3. Program Description 11
A. Background, Program Purpose, and Program History 11
B. Goals and Objectives 12
C. Program Rationale 23
D. Federal Assistance Type 23
E. Performance Measures and Targets 24
F. Program-Specific Unallowable Costs 24

G. General Funding Requirements 25
H. Indirect Costs (Facilities and Administrative Costs) 25
I. Management and Administration (M&A) Costs 26
J. Pre-Award Costs 27
K. Beneficiary Eligibility 27
L. Participant Eligibility 27
M. Authorizing Authority 27
N. Appropriation Authority 28
O. Budget Period 28
P. Prohibition on Covered Equipment or Services 28
4. Application Contents and Format 28
A. Pre-Application, Letter of Intent, and Whitepapers 28
B. Application Content and Format 28
C. Application Components 28
D. Program-Specific Required Documents and Information 28
E. Post-Application Requirements for Successful Applicants 33
5. Submission Requirements and Deadlines 33
A. Address to Request Application Package 33
B. Application Deadline 35
C. Pre-Application Requirements Deadline 35
D. Post-Application Requirements Deadline 35
E. Effects of Missing the Deadline 35
6. Intergovernmental Review 36
A. Requirement Description and State Single Point of Contact 36
7. Application Review Information 36
A. Threshold Criteria 36
B. Application Criteria 37
C. Financial Integrity Criteria 39
D. Supplemental Financial Integrity Criteria and Review 40
E. Reviewers and Reviewer Selection 40
F. Merit Review Process 40
G. Final Selection 40
8. Award Notices 41
A. Notice of Award 41
B. Pass-Through Requirements 41
C. Note Regarding Pre-Award Costs 42
D. Obligation of Funds 42
E. Notification to Unsuccessful Applicants 42
9. Post-Award Requirements and Administration 42
A. Administrative and National Policy Requirements 42
B. DHS Standard Terms and Conditions 42
C. Financial Reporting Requirements Financial Reporting Requirements 42
D. Programmatic Performance Reporting Requirements 43
E. Closeout Reporting Requirements 43
F. Disclosing Information per 2 C.F.R. § 180.335 43
G. Reporting of Matters Related to Recipient Integrity and Performance 43

H. Single Audit Report 43
I. Monitoring and Oversight 44
J. Program Evaluation 44
K. Additional Performance Reporting Requirements 44
L. Termination of the Federal Award 46
M. Best Practices 48
N. Payment Information 48
O. Immigration Conditions 50
10. Other Information 50
A. Period of Performance Extension 50
B. Other Information 50
11. Appendix A: HSGP Target Allocations 53
A. SHSP Target Allocations 53
B. UASI Target Allocations 54
C. OPSG Target Allocations 56
12. Appendix B: Allowable Costs 58
A. Allowable Cost Matrix for SHSP, UASI, and OPSG 58
B. SHSP and UASI Other Direct Costs 62
C. OPSG Other Direct Costs 71

1. Basic Information

A. Agency Name	U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)
B. NOFO Title	Fiscal Year 2025 Homeland Security Grant Program (HSGP) • State Homeland Security Grant Program (SHSP) • Urban Area Security Initiative (UASI) • Operation Stonegarden (OPSG)
C. Announcement Type	Initial
D. Funding Opportunity Number	DHS-25-GPD-067-00-98
E. Assistance Listing Number	97.067
F. Expected Total Funding	$1,008,000,000 See Appendix A for the FY 2025 HSGP funding target allocation tables.
G. Anticipated Number of Awards	56 awards
H. Expected Award Range	SHSP: $997,200 - $61,229,940 UASI: $3,086,934 - $92,180,364 OSGP: $0 or $200,000 - $33,708,000
I. Projected Application Start Date	07/28/2025 4:00 p.m. Eastern Time (ET)
J. Projected Application End Date	08/15/2025 05:00 p.m. Eastern Time (ET)
K. Anticipated Funding Selection Date	No later than 08/23/2025
L. Anticipated Award Date	No later than 09/30/2025
M. Projected Period of Performance Start Date	09/01/2025
N. Projected Period of Performance End Date	08/31/2028
O. Executive Summary	HSGP strengthens the nation's capacity to prevent, prepare for, protect against, and respond to acts of terrorism and other catastrophic events through the following three components:

	• SHSP: Supports the implementation of risk-driven, capabilities-based State Homeland Security Strategies to address capability targets. • UASI: Focuses on high-risk Urban Area efforts to address their unique security needs. • OPSG: Enhances cooperation and coordination among state, local, tribal, territorial, and federal law enforcement agencies to jointly enhance security along the United States land and water borders.
P. Agency Contact	**a. *Program Office Contact*** FEMA has assigned Preparedness Officers to each state for the HSGP. If you are unsure who your Preparedness Officer is, please contact FEMA Grants News by phone at (800) 368-6498 or by email at fema-grants-news@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET. **b. *FEMA Grants News*** This channel provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. FEMA Grants News Team is reachable at fema-grants-news@fema.dhs.gov. OR (800) 368-6498, Monday through Friday, 9:00 AM – 5:00 PM ET. **c. *Grant Programs Directorate's (GPD) Award Administration Division*** GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. AAD can be contacted at ASK-GMD@fema.dhs.gov. **d. *FEMA Regional Offices*** FEMA Regional Offices also may provide fiscal support, including pre- and post-award administration and technical assistance. FEMA Regional Office contact information is available at https://www.fema.gov/fema-regional-contacts. **e. *Civil Rights*** Consistent with Executive Order 14173, Ending Illegal Discrimination & Restoring Merit-Based Opportunity, the FEMA Office of Civil Rights is responsible for ensuring compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA. They are reachable at FEMA-CivilRightsOffice@fema.dhs.gov. **f. *Environmental Planning and Historic Preservation*** The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the

	EHP review process to FEMA programs and recipients and subrecipients. Send any inquiries regarding compliance for FEMA grant projects under this NOFO to FEMA-OEHP-NOFOQuestions@fema.dhs.gov. **h. *FEMA GO*** For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov. or (877) 585-3242, Monday through Friday, 9:00 AM – 6:00 PM ET. **i. *FEMA Preparedness Toolkit*** The FEMA Preparedness Toolkit (PrepToolkit) provides access to tools and resources needed to implement the National Preparedness System and provide a collaborative space for communities completing the Unified Reporting Tool (URT). Recipients complete and submit their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR), and other required assessments using the PrepToolkit. For assistance, contact support@preptoolkit.fema.dhs.gov. **j. *Preparedness Grants Manual*** Recipients seeking guidance on policies and procedures for managing preparedness grants should reference the Preparedness Grants Manual at Preparedness Grants Manual.

2. Eligibility

A. Eligible Entities/Entity Types	Only the following entities or entity types are eligible to apply. **a. *Applicants*** 1. Eligible Applicants The State Administrative Agency (SAA) is the only entity eligible to submit HSGP applications to DHS/FEMA. HSGP funds are provided to SAAs, which manage and distribute the funds within their respective states or territories. SAAs issue subawards to local governments and other eligible organizations, ensuring that resources reach areas that need them to enhance security and disaster response. For this funding opportunity, the term "state" includes all U.S. states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. Tribal governments are not eligible to apply directly for HSGP funding but may receive funding through their state's SAA.

b. ***Subapplicants***

SAAs distribute HSGP funds through subawards to other state, local, or tribal organizations. These organizations, called subrecipients, use the funds to improve local and regional security efforts.

1. Subrecipient Eligibility

Under HSGP, FEMA provides funds to each state's SAA. The SAA distributes these funds to other state or local organizations, such as city agencies or county departments. These distributed funds are called subawards, and the organizations receiving them are referred to as subrecipients.

- SHSP: All U.S. states and territories listed above are eligible. Tribal governments must work through their state's SAA.
- UASI: FEMA identifies high-risk urban areas based on terrorism risk. SAAs distribute subawards to these designated urban areas. See Appendix 11.B. for the complete list.
- OPSG: Eligible subrecipients include county-level or equivalent governments and federally recognized tribal governments in states bordering Canada or Mexico, or those with international water borders. Applicants must have active U.S. Border Patrol operations coordinated with a U.S. Customs and Border Protection sector office to qualify. OPSG subrecipients are divided into three tiers based on their location:
    - Tier 1 includes counties or tribal governments directly on the land borders with Canada and Mexico, or those located directly on physical borders with Canada, Mexico, or along international water borders.
    - Tier 2 includes counties or tribal governments next to Tier 1 locations.
    - Tier 3 includes counties or tribal governments next to Tier 2 locations.

    The tier structure is only applicable with regard to eligibility. OPSG funding target allocations are based on the assessed border security risks as determined by the U.S. Border Patrol.

2. Reducing Subapplicant Burden

For FY 2025, each SAA is strongly encouraged to re-evaluate its process for collecting and evaluating subaward applications. FEMA encourages each SAA to minimize the type and quantity of information that it collects as part of the subaward application process, in order to decrease the overall financial and time burden associated

	with applying for subawards under this grant program. Each SAA should review its subaward application and reduce or eliminate the request for any information that is not needed for legal, financial, or oversight purposes. **c.** ***All Recipients - Compliance with Federal Immigration Laws*** An immigration term and condition may be material to the Department of Homeland Security's decision to make this grant award, and the Department of Homeland Security may take any remedy for noncompliance, including termination, if the state or territorial recipient or any local government subrecipient fails to comply with this term and condition. No final agency determination has been made as of the date of this publication. For more details on eligibility requirements or restrictions to subawards/subrecipients, please see the Preparedness Grants Manual.
B. Project Type Eligibility	**a.** ***Unallowable Project Types*** See Section 3.F "Program-Specific Unallowable Costs" and 7.A.b "Ineligible Projects" for more information on unallowable project types. **b.** ***Allowable Project Types*** Allowable costs for SHSP, UASI, and OPSG generally fall into five main categories: planning, organization, equipment, training, and exercises (POETE). All projects funded under SHSP and UASI must demonstrate a clear connection to building capabilities that prevent, prepare for, protect against, or respond to acts of terrorism. Please see Appendix 12.B: Allowable Costs for more information on allowable costs. If there are questions about specific experiences, contact your FEMA Preparedness Officer.
C. Requirements for Personnel, Partners, and Other Parties	An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1. ***A current employee, official, or leader*** of the recipient organization; and 2. ***Authorized to apply*** for the award on behalf of the entity at the time of submission. Additionally, the **Authorized Organization Representative (AOR)** must: 1. Be a current authorized employee, official, or leader of the recipient organization.

	2. Use a unique email address associated with the recipient organization at the time of application and upon any change in assignment during the period of performance. Consultants or contractors are not permitted to serve as the AOR of the recipient organization. For more information on the roles and responsibilities of the AOR, refer to FEMA's guidance on Roles and Permissions. Subapplicants should not have foreign nationals or noncitizens included. If a subapplicant has foreign nationals, they must be properly vetted and must adhere to all government statutes, policies, and procedures including "staff American, stay in America" and security requirements. Subapplicants/subrecipients must submit short bios and resumes. This should include the type of entity, organizational leadership, and board members along with both the names and addresses of the individuals. Resumes are subject to approval.
D. Maximum Number of Applications	The maximum number of applications that can be submitted is: 1. One per SAA
E. Additional Restrictions	Applicants/subapplicants or recipients/subrecipients are required to certify their compliance with federal statutes, DHS directives, policies, and procedures. Under HSGP, there are specific funding guidelines / requirements for allocating funds: **a.** ***Pass-Through Requirements*** SAAs are required to pass-through at least 80% of SHSP and UASI funding to local or tribal governments. For detailed information on pass-through requirements, please refer to Section 8, "Award Notices," in the NOFO and consult the "Pass-Through Requirements" section within the Preparedness Grants Manual. **b.** ***National Priority Areas (NPAs) Minimum Spend Requirements*** Requires that SHSP and UASI recipients allocate at least 30% of their funds between the five NPAs. The five NPAs, along with the relevant minimum spend percentage, are: • Enhancing the Protection of Soft Targets/Crowded Places: No minimum spend. • Supporting Homeland Security Task Forces and Fusion Centers: No minimum spend. • Enhancing Cybersecurity: No minimum spend.

	• Enhancing Election Security: At least 3% of the total SHSP and UASI target allocation must be dedicated to this area. • Supporting Border Crisis Response and Enforcement: At least 10% of the total SHSP and UASI target allocation must be dedicated to this area. **c.** ***Law Enforcement Terrorism Prevention Activities (LETPA)*** 1. **Legal Requirement**: Per section 2006 of the *Homeland Security Act of 2002*(codified as amended at 6 U.S.C. § 607(a)) DHS/FEMA is required to ensure that at least 25% of grant funding under HSGP is used for LETPA. 2. **FY 2025 Update:** DHS/FEMA has maintained this requirement at the FY 2024 level, mandating at least 35% HSGP funds are used for LETPA. 3. **Recipient Obligations:** The requirement can be fulfilled by funding projects across any of the five NPAs or other investments that meet the LETPA criteria. **Additional Guidance:** Information Bulletin (IB) 485 includes the most up-to-date information on project selection considerations and allowable activities for LETPA investments and compliments IB 473. Both IBs are applicable to the FY 2025 HSGP NOFO. For comprehensive LETPA requirements, refer to the Law Enforcement Terrorism Prevention Activities Resource Guide. For more information on funding restrictions, refer to General Funding Requirements.
F. References for Eligibility Factors within the NOFO	Please see the following references provided below: 1. "Responsiveness Review Criteria" subsection 2. "Financial Integrity Criteria" subsection 3. "Supplemental Financial Integrity Criteria and Review" subsection 4. FEMA may/will request financial information such as Employer Identification Number (EIN) and bank information as part of the potential award selection. This will apply to everyone prospered, including subrecipients.
G. Cost Sharing Requirement	There is no cost share requirement.
H. Cost Share Description, Type and Restrictions	Not applicable.
I. Cost Sharing Calculation Example	Not applicable.

J. Required information for verifying Cost Share	Not applicable.

3. Program Description

A. Background, Program Purpose, and Program History

Background

HSGP includes three key grant programs designed to enhance the capabilities of state, local, tribal, and territorial governments, as well as nonprofits, in preventing, protecting against, and responding to terrorist attacks. These programs are part of a comprehensive set of measures authorized by Congress and implemented by the Department of Homeland Security (DHS) to strengthen the nation's communities against potential terrorist threats.

In FY 2025, HSGP continues to include three key grant programs:

- SHSP: Supports the implementation of risk-driven, capabilities-based State Homeland Security Strategies to address capability targets.
- UASI: Focuses on high-risk Urban Area efforts to address their unique security needs.
- OPSG: Enhances cooperation and coordination among state, local, tribal, territorial, and federal law enforcement agencies to jointly enhance security along the United States land and water borders.

These programs collectively aim to strengthen the nation's ability to prevent, prepare for, protect against, and respond to acts of terrorism and other threats.

Program Purpose and History

Since its inception in 2003, HSGP has significantly enhanced the nation's preparedness. HSGP addresses evolving threats such as cybersecurity vulnerabilities and the protection of soft targets and crowded places. It represents a comprehensive approach to national security, fostering collaboration across all levels of government and within communities to build a safer, more resilient nation. Through planning, training, equipment procurement, and exercises, the program ensures jurisdictions are prepared for a wide range of risks.

In recent years:

- Funding priorities have evolved to include cybersecurity, election security, and countering emerging national security threats.
- Key accomplishments include the development of interoperable communication systems, emergency response training, and investment in physical and cybersecurity measures.
- The program emphasizes strategic investments to address identified capability gaps, requiring alignment with Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR).

This support equips various jurisdictions with the necessary tools and resources to effectively manage and mitigate a wide range of threats and hazards, aligning with FEMA's goal of building a secure and resilient nation.

B. Goals and Objectives

As HSGP is comprised of three different grant programs, this section is divided into SHSP and UASI (together) and OPSG, each with its own focus and goals. SHSP and UASI aim to strengthen the ability of states and urban areas to prevent, prepare for, protect against, and respond to acts of terrorism and other hazards. OPSG, on the other hand, remains unique to border security, and focuses on improving cooperation between local, tribal, state, and federal law enforcement to secure America's international borders. These programs work together to build a secure and resilient nation, giving communities the tools and resources they need to handle various threats and emergencies effectively.

a. ***SHSP and UASI Goal***

The goal of SHSP is to **support statewide and state, local, tribal, and territorial (SLTT) governments** in building, enhancing, and sustaining the capabilities needed to prevent, prepare for, protect against, and respond to acts of terrorism. SHSP funding is intended to help SLTT agencies address capability gaps identified through the THIRA/SPR process, as well as prioritize resources toward high-impact security focus areas, known as NPAs.

The goal for the UASI program is to **enhance the security and resilience of high-risk urban areas** by building, sustaining, and improving capabilities to prevent, prepare for, protect against, and respond to acts of terrorism. This goal focuses on enabling urban areas to address identified security gaps, increase interagency coordination, and strengthen critical infrastructure protection to reduce vulnerabilities in locations facing heightened risks.

Together, SHSP and UASI under HSGP aim to build a cohesive and collaborative approach to homeland security by promoting national preparedness and resilience.

b. ***SHSP and UASI Objectives***

SHSP and UASI provides resources that support eligible SLTT governments in meeting the following objectives:

- Build and sustain core capabilities, including LETPA and the NPAs (see priorities below);
- Address capability gaps identified in their THIRA and SPR process; and
- Implement a comprehensive and coordinated approach to address enduring security needs of communities that includes planning, training and awareness campaigns, equipment and capital projects, and exercises.

c. ***SHSP and UASI Funding Priorities and Requirements***

HSGP establishes specific funding requirements to ensure resources are allocated effectively and address critical national priorities.

1. Law Enforcement Terrorism Prevention Activities (LETPA)

- Description: LETPA are initiatives funded through HSGP aimed at enhancing law enforcement's ability to prevent terrorist attacks. These activities focus on building and sustaining capabilities in areas such as intelligence analysis, information sharing, threat recognition, and terrorist interdiction.
- Allocation Requirement: At least 35% of each state/territory SHSP/UASI (where applicable) allocation must be allocated to LETPA activities.
- Flexibility: LETPA funds can come from SHSP, UASI, or both to meet this requirement.
- Project Alignment: LETPA funds can be applied to projects across the five NPAs or other investments that meet LETPA criteria.
- Additional Guidance: For detailed guidance on allowable LETPA expenditures and requirements, refer to FEMA's Preparedness Grants Manual and Information Bulletin 485 and Information Bulletin 497.

2. National Priority Areas (NPAs)

- Description: FY 2025 HSGP aligns with the Administration's priorities by directing resources toward the most urgent threats facing the Nation. Through the SHSP and UASI, HSGP supports the development and sustainment of core capabilities essential to achieving the National Preparedness Goal (NPG): "A secure and resilient Nation."

  To ensure strategic focus, DHS has identified five NPAs that reflect the evolving risk landscape and national policy objectives. These priorities serve as a framework for targeting investments that build capability, reduce risk, and promote cross-sector coordination.

The FY 2025 NPAs are:

- Enhancing the protection of soft targets and crowded places,
  - This includes faith-based organizations and election sites;
- Supporting Homeland Security Task Forces and fusion centers;
- Enhancing and integrating cybersecurity resiliency;
- Enhancing election security; and
- Supporting Border Crisis Response and Enforcement.
  - Example activities under border crisis response and enforcement support may include:
    1. Participation in the Department of Homeland Security/Immigration and Customs Enforcement 287(g) training program;
    2. Cooperation with Immigration and Customs Enforcement detainers; and
    3. Other jurisdictional responsibilities to support the enforcement of United State immigration law.

These NPAs are rooted in the core mission areas of the NPG—prevention, protection, mitigation, and response, and reflect a whole-of-government approach to homeland security. Applicants should use these priorities to guide planning, investment, and implementation to drive measurable outcomes and long-term resilience.

- Allocation Requirement:
  Recipients must allocate at least 30% of their SHSP and UASI funds to the five NPAs. Funds can be applied to projects across the five NPAs and can be used to meet LETPA criteria. By meticulously outlining how each investment and project meets LETPA and NPA requirements within the Investment Justifications (IJ), applicants can enhance the effectiveness and compliance of their funding proposals.

- Minimum Spend:
  - Enhancing Election Security requires at least 3% of total SHSP and UASI funds.
  - Supporting Border Crisis Response and Enforcement requires at least 10% of total SHSP and UASI funds.
  - The remaining 17% can be allocated across all NPAs.

Failure to meet NPA spending requirements will result in a hold on affected funds until compliance issues are resolved.

Priority Areas	Description	Minimum Allocation Requirement
Enhancing the Protection of Soft Targets/Crowded Places	Improving security at locations accessible to the public and vulnerable to attacks.	No minimum allocation
Supporting Homeland Security Task Forces and Fusion Centers	Promoting coordination of activities and critical information sharing and analysis to prevent and respond to threats.	No minimum allocation
Enhancing Cybersecurity	Strengthening the protection of computer systems and networks against cyber threats.	No minimum allocation
Enhancing Election Security	Ensuring the integrity and security of voting systems.	At least 3% of the total SHSP and UASI allocation must be dedicated to this area
Supporting Border Crisis Response and Enforcement	Supporting collaboration between state and local law enforcement and U.S. Immigration and Customs Enforcement (ICE) through the 287(g) program to identify and remove individuals who pose a threat to public safety and national security.	At least 10% of the total SHSP and UASI allocation must be dedicated to this area

States are encouraged to review the Strategic Framework for Countering Terrorism and Targeted Violence when developing investments.

- **NPA Investments: SHSP and UASI**
  - **Enhancing and Protection of Soft Targets/Crowded Places (no minimum percent)**

    Soft targets and crowded places, like parks, shopping centers, transportation hubs, and event venues, are increasingly appealing to terrorists because of their accessibility and the large gatherings. These areas often lack strict security measures, making them vulnerable. To address this, public and private sectors must collaborate to strengthen the security of locations such as transportation centers, restaurants, polling places, and similar facilities. Personnel responding to incidents at these sites should also be trained in key operational systems, such as the Incident Command System (ICS), to ensure effective on-scene incident management.

    In addition, the malicious use of unmanned aircraft systems (i.e., drones) poses safety and security risks to soft targets and crowded places. Detecting drones is an allowable use of funds under the HSGP in accordance with Executive Order 14305, *Restoring American Airspace Sovereignty*, which allows the purchase of unmanned aircraft systems (UAS) or equipment or services for the detection, tracking, or identification of drones and drone signals, and FEMA Information Bulletin 530. Before purchasing and deploying these systems, as outlined in the Domestic Counter-UAS National Action Plan, recipients must:

    - **Consult FEMA and Legal Experts:** Work with FEMA's Preparedness Officer and legal experts to ensure your policies and procedures comply with federal and state laws regarding surveillance and communication.
    - **Develop Standard Operating Procedures (SOPs):** Establish clear guidelines to ensure operations are conducted in a manner consistent with First and Fourth Amendment protections, and other applicable provisions of federal law.
    - **Provide Training and Certification:** Ensure personnel operating UAS systems are properly trained and certified, in accordance with FEMA and Federal Aviation Administration standards.

    Applicants are encouraged to submit an investment related to protecting soft targets/crowded places. The proposed investment will be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. States are encouraged to engage DHS' Protective Security Advisors for security assessments of soft targets to ensure that recommendations from those assessments are taken into consideration when allocating grant funding.

    Additional Resources

    Further guidance and resources for securing soft targets and crowded places can be found through the Cybersecurity and Infrastructure Security Agency (CISA) and the National Institute of Standards and Technology. For comprehensive compliance and operational details, refer to FEMA's Preparedness Grants Manual and related program documents.

- **Supporting Homeland Security Task Forces and Fusion Centers (no minimum percent)**
  This priority supports the Administration's direction under Executive Order 14159, *Protecting the American People Against Invasion*, which calls for the establishment of Homeland Security Task Forces (HSTFs) nationwide. These multi-agency teams—composed of federal and local law enforcement partners—are tasked with disrupting and dismantling transnational criminal organizations, targeting cross-border human smuggling and trafficking networks (especially those involving children), and using all appropriate law enforcement tools to support lawful immigration enforcement.

  Activities under this NPA also enhance broader national efforts in:

  - Counterterrorism
  - Cybersecurity
  - Border security
  - Immigration enforcement
  - Transnational organized crime
  - Protection of economic and critical infrastructure

  Allowable Costs:

  Applicants may use grant funds for:

  - Establishing or enhancing multi-agency HSTFS, including operational coordination centers
  - Enhancing capabilities and integration with local fusion centers
  - Procurement of technology or equipment to support surveillance, communications, and data analysis
  - Development of standard operating procedures for information sharing, joint operations, and immigration enforcement coordination
  - Personnel training, credentialing, and certification to improve interoperability and mission alignment
  - Intelligence analysis, reporting, and suspicious activity monitoring
  - Exercises and simulations focused on joint operations, intelligence sharing, or interdiction/disruption of criminal or smuggling networks
  - Community engagement efforts to foster trust and encourage threat reporting

  Fusion Center Requirements: While there is no minimum spending requirement for this NPA, applicants must include at least one project in support of the state or territory's designated fusion center. Applicants must clearly justify how their project will enhance information sharing, collaboration, and a culture of national preparedness. DHS/FEMA will evaluate these investments based on their effectiveness and alignment with program objectives. Please see the Preparedness Grants Manual for more information on fusion center performance measures.

  Additional resources and information regarding collaboration and information sharing are also available through the Department's Office of Intelligence and Analysis.

- **Cybersecurity (no minimum percent)**
  In today's interconnected world, increased connectivity brings greater risks, including the potential for adversaries and terrorists to exploit cyber vulnerabilities and disrupt critical systems. While not mandatory, applicants are encouraged to submit proposals for ongoing or high-priority cybersecurity projects. DHS/FEMA will evaluate these investments based on their effectiveness.

  Cybersecurity investments should enhance the security and functioning of critical infrastructure and core capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

- **Election Security (3% minimum allocation)**
  In January 2017, DHS designated the infrastructure used to administer the Nation's elections as critical infrastructure. This designation recognizes that the United States' election infrastructure is of such vital importance to the American way of life that its incapacitation or destruction would have a devastating effect on the country. Additionally, the Homeland Threat Assessment 2024 indicates that electoral processes remain an attractive target for many adversaries.

  Securing election infrastructure, ensuring its continued operation in the face of threats and harassment, advancing the safety of election officials, and protecting against foreign interference are national security priorities. Because threats to election systems are constantly evolving, defending these systems requires constant vigilance, innovation, and adaptation. By integrating the directives of Executive Order 14248, *Preserving and Protection the Integrity of American Elections*, into the Election Security NPA, HSGP recipients can ensure that their efforts contribute to a secure, transparent, and resilient electoral process, thereby reinforcing public trust and the integrity of democratic institutions.

  To address these priorities, each state and high-risk urban area must make at least one (1) investment that supports physical and/or cyber election security. Proposed investments must meet or exceed the FY 2025 national priority percentage for election security (minimum 3%) and will be evaluated by DHS/FEMA for effectiveness and alignment with program goals.

  To further strengthen election integrity, jurisdictions must:

  - Prioritize compliance with the Voluntary Voting System Guidelines (VVSG) 2.0 established by the U.S. Election Assistance Commission;
  - Complete testing through a Voting System Test Laboratory (VSTL) accredited by the Commission;[1]

[1] Exec. Order No. 14,248, Preserving and Protecting the Integrity of American Elections, 90 Fed. Reg. 14,005 (Mar. 25, 2025).

- Utilize the U.S. Citizenship and Immigration Services' Systematic Alien Verification Entitlements system for the verification of anyone working at a polling place in any capacity is a U.S. Citizen.

- Demonstrate proof of compliance before accessing the full HSGP award—3% of the award will be withheld from drawdown until compliance is confirmed.

Additional resources and information regarding election security are available through the Cybersecurity and Infrastructure Security Agency.

- **Supporting Border Crisis Response and Enforcement (10% minimum allocation)** State and local law enforcement agencies are essential partners in safeguarding national security and public safety. Pursuant to Executive Order 14159, *Protecting the American People Against Invasion*, it is the policy of the United States to enforce immigration laws against all inadmissible and removable aliens—particularly those who threaten the safety or security of the American people. This includes the efficient execution of these laws through lawful incentives and enhanced detention capabilities.

  This NPA supports efforts that align with this policy and promote cooperation between local and federal partners. Projects may include, but are not limited to:

  - Participation in the DHS/ICE 287(g) program, allowing trained local officers to support ICE with immigration enforcement;
  - Cooperation with ICE detainers and other jurisdictional responsibilities related to immigration enforcement; and
  - Supportive activities such as officer training, technology and information sharing, operational support, and community engagement.

  At least one (1) investment must support efforts under this NPA. Applicants must allocate at least 10% of total SHSP and UASI funds to this area. All investments will be reviewed by DHS/FEMA to ensure they are effective, lawful, and aligned with program goals. The SAA must coordinate with ICE on all projects and related matters. Additional guidance and information on the 287(g) program is available through the ICE 287(g) program website.

d. *Other FY 2025 SHSP and UASI Funding Priorities*

There are several enduring security needs that crosscut the homeland security enterprise to which recipients should consider allocating funding across core capability gaps and national priorities. The following are enduring needs that help recipients implement a comprehensive approach to securing communities:

- Effective planning;[2]

[2] Including assessment of critical infrastructure system vulnerabilities and plans to reduce consequences of disruptions, using the Infrastructure Resilience Planning Framework and Regional Resiliency Assessment Methodology produced by the Cybersecurity and Infrastructure Security Agency.

- Training and awareness campaigns;
- Equipment and capital projects; and
- Exercises.

The table below provides a breakdown of the FY 2025 SHSP and UASI priorities showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. More information on allowable investments can be found in Appendix 12.B and in the Preparedness Grants Manual.

DHS/FEMA expects that national priorities will continue to be included in future years, evolving as threats change and capability gaps are addressed. Applicants are strongly encouraged to start planning now to sustain existing capabilities using funding sources other than DHS preparedness grants.

Projects listed in the table below may be useful in preparing for disasters unrelated to terrorism, as long as they also support the primary goals of preventing, preparing for, protecting against, or responding to acts of terrorism.

Example Project Types

All priorities in this table concern the Safety and Security Lifelines.

Priority Areas	Core Capabilities	Example Project Types
National Priorities		

Enhancing the Protection of Soft Targets/ Crowded Places (Securing Public Gathering Locations)	• Operational coordination
	• Public information and warning
	• Intelligence and information sharing
	• Interdiction and disruption
	• Screening, search, and detection
	• Access control and identity verification
	• Physical protective measures
	• Risk management for protection programs and activities
		• Operational overtime. For more information on operational overtime, see Appendix 12.B of this NOFO.
		• Physical security enhancements
		  ○ Security cameras (closed-circuit television [CCTV])
		  ○ Security screening equipment for people and baggage
		  ○ Lighting
		  ○ Access controls
		  ○ Fencing, gates, barriers, etc.
		• UAS and detection technologies

Enhancing Cybersecurity	• Cybersecurity • Intelligence and information sharing • Planning • Public information and warning • Operational coordination • Screening, search, and detection • Access control and identity verification	• Cybersecurity risk assessments • Migrating online services to the ".gov" internet domain • Projects that address vulnerabilities identified in cybersecurity risk assessments ○ Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency and the National Institute of Standards and Technology Cybersecurity Framework (Version 1.1)

Priority Areas	Core Capabilities	Example Project Types
	• Supply chain integrity and security • Risk management for protection programs and activities • Long-term vulnerability reduction • Situational assessment • Infrastructure systems • Operational communications	○ Adoption of cybersecurity performance goals (CISA's Cross-Sector Cybersecurity Performance Goals) • Cybersecurity training, planning, and exercises
Supporting Homeland Security Task Forces and Fusion Centers	• Intelligence and information sharing • Interdiction and disruption • Public information and warning • Operational coordination • Risk management for protection programs and activities	• Establishing or enhancing multi-agency Homeland Security Task Forces (HSTFs), including operational coordination centers • Enhancing capabilities and integration with local fusion centers • Procurement of technology or equipment to support surveillance, communications, and data analysis • Development of standard operating procedures for information sharing, joint operations, and immigration enforcement coordination • Personnel training, credentialing, and certification to improve interoperability and mission alignment • Intelligence analysis, reporting, and suspicious activity monitoring • Exercises and simulations focused on joint operations, intelligence sharing, or interdiction/disruption of criminal or smuggling networks • Community engagement efforts to foster trust and encourage threat reporting • Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities • Cooperation with DHS and other entities in intelligence, threat recognition, assessment, analysis, and mitigation • Identification, assessment, and reporting of threats of violence • Intelligence analysis training, planning, and exercises • Coordinating the intake, triage, analysis, and reporting of tips/ leads and suspicious activity, to include coordination with the Nationwide Suspicious Activity Reporting (SAR) Initiative (NSI)
Enhancing Election Security	• Cybersecurity • Intelligence and information sharing • Planning • Long-term vulnerability reduction • Situational assessment • Infrastructure systems	• Prioritize compliance with the VVSG 2.0 established by the U.S. Election Assistance Commission • Complete testing through a VSTL accredited by the U.S. Election Assistance Commission • Physical security planning and exercise support • Physical/site security measures – e.g., locks, shatter proof glass, alarms, access controls, etc. • General election security navigator support

Priority Areas	Core Capabilities	Example Project Types
	• Operational coordination • Community resilience	• Cyber and general election security navigator support • Cybersecurity risk assessments, training, and planning • Projects that address vulnerabilities identified in cybersecurity risk assessments • Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection • Distributed Denial of Service protection • Migrating online services to the ".gov" internet domain • Online harassment and targeting prevention services • Public awareness/preparedness campaigns discussing election security and integrity measures • Long-term vulnerability reduction and community resilience
Supporting Border Crisis Response and Enforcement	• Community resilience • Operational coordination • Risk management for protection programs and activities	• Staffing support to expand 287(g) screening operations within correctional facilities • Operational overtime costs directly tied to 287(g) screening, processing, and enforcement activities • Training programs for state and local law enforcement officers in immigration law, civil rights protections, and 287(g) procedures • Development or enhancement of information-sharing platforms between ICE and local agencies • Procurement of screening, detection, and communications technology to support immigration enforcement activities • Establishing secure and dedicated communication networks with ICE Field Offices • Conducting joint training exercises with ICE and local law enforcement to test operational coordination • Support for facilities upgrades, such as creating dedicated interview rooms and secure processing spaces • Community engagement and public briefings to promote transparency and understanding of 287(g) operations and protections
Enduring Needs		

Planning	• Planning
	• Risk management for protection programs and activities
	• Risk and disaster resilience assessment
	• Threats and hazards identification
	• Operational coordination
	• Community resilience
		• Development of:
		  ○ Security Risk Management Plans
		  ○ Threat Mitigation Plans
		  ○ Continuity of Operations Plans
		  ○ Response Plans
		  ○ Vulnerability Assessments
		• Efforts to strengthen governance integration between/among regional partners
		• Joint training and planning with DHS officials and other entities designated by DHS
		• Cybersecurity training and planning

Priority Areas	Core Capabilities	Example Project Types
Training and Awareness	• Long-term vulnerability reduction • Public information and warning • Operational coordination • Situational assessment • Community resilience	• Active shooter training • Intelligence analyst training • SAR and terrorism indicators/behaviors training • Security training for employees • Public awareness/preparedness campaigns • Cybersecurity training and planning • Sharing and leveraging intelligence and information

Equipment and Capital Projects	• Long-term vulnerability reduction
	• Infrastructure systems
	• Operational communications
	• Interdiction and disruption
	• Screening, search and detection
	• Access control and identity verification
	• Physical protective measures
		• Protection of high-risk, high-consequence areas or systems that have been identified through risk assessments
		• Physical security enhancements
		  ○ Security cameras (CCTV)
		  ○ Security screening equipment for people and baggage
		  ○ Lighting
		  ○ Access Controls
		  ▪ Fencing, gates, barriers, etc.
		• Enhancing Weapons of Mass Destruction and/or improvised explosive device prevention, detection, and response capabilities
		  ○ Chemical/Biological/Radiological/ Nuclear/Explosive detection, prevention, and response equipment

Exercises	• Long-term vulnerability reduction • Operational coordination • Operational communications • Community resilience	• Response exercises, including exercise planning with community-based organizations

For FY 2025, each SHSP and UASI recipient is required to submit an Investment Justification (IJ) for the NPAs with minimum spend requirements (i.e., Enhancing Election Security and Supporting Border Crisis Response and Enforcement). The investments must also account for at least the relevant minimum percentage of the applicant's SHSP and UASI target allocations. SAAs may submit complete project-level information at the time of application, including the NPA IJs, but are not required to do so. ***As a reminder, all SHSP and UASI-funded projects must have a demonstrated nexus to achieving target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism***. At the same time, these projects can also help improve preparedness for other types of disasters.

e. *Goals and Objectives for OPSG*

Operation Stonegarden (OPSG) supports enhanced cooperation and coordination among Customs and Border Protection (CBP)/United States Border Patrol (USBP), and federal, state, local, tribal, and territorial law enforcement agencies to strengthen border security.

The programs objectives are to:

- Enhance collaboration and coordination among federal, state, local, tribal, and territorial law enforcement agencies to strengthen border security;

- Support joint efforts to secure borders, including land and water routes, and critical travel corridors; and
- Improve information and intelligence sharing to address border-related threats effectively.

f. ***OPSG Funding Priorities***

FY 2025 Emphasis:

- Jurisdictions are encouraged to participate in the 287(g) program as part of their OPSG efforts when coordinated with and endorsed by USBP.
- Funding dedicated to support 287(g) activities under OPSG is encouraged but does not count toward the 10% minimum allocation required for the new "Supporting Border Crisis Response and Enforcement" National Priority Area (NPA) under SHSP and UASI.

The table below provides examples of project types.

FY 2025 OPSG - Example Project Types

Priority Areas	Core Capabilities	Example Project Types
National Priorities		
Supporting Border Crisis Response and Enforcement	• Community resilience • Operational coordination • Risk management for protection programs and activities	• Enhance collaboration and coordination among federal, state, local, tribal, and territorial law enforcement agencies to strengthen border security • Support joint efforts to secure borders, including land and water routes, and critical travel corridors • Improve information and intelligence sharing to address border-related threats effectively • Provide staffing support to expand 287(g) screening operations within correctional facilities • Operational overtime costs directly tied to 287(g) screening, processing, and enforcement activities • Training programs for state and local law enforcement officers in immigration law, civil rights protections, and 287(g) procedures

CBP/USBP, remains the lead federal entity in determining eligibility, setting operational priorities, and coordinating all OPSG activities. Any use of 287(g) as part of eligibility must be developed in close coordination with CBP and reflect USBP's operational assessments and strategic goals.

C. Program Rationale
The stated goals, objectives, and priorities of HSGP support Section 2002 of the *Homeland Security Act of 2002*, Pub. L. No. 107-296 (codified as amended at 6 U.S.C. § 603).

D. Federal Assistance Type
Grant

E. Performance Measures and Targets

a. ***SHSP and UASI***

1. Number of recipients and stakeholders participating in SHSP and UASI.
2. Number of recipients and stakeholders addressing capability gaps identified through the THIRA/SPR process.
3. Number of gaps mitigated in core capabilities that have a target(s) rated as high priority.
4. Percentage change in year-over-year capability levels relating to targeted high priority capabilities identified through the THIRA/SPR process.

FEMA will calculate and analyze the above metrics through a review of state/territory and urban area SPR submissions and required programmatic reports.

b. ***OPSG***

1. Number of OPSG-supported arrests for border-related offenses.
2. Number of OPSG-funded overtime hours contributed by subrecipients to support and strengthen the U.S. CBP's border security operations.
3. Number of SLTT law enforcement agencies participating in joint OPSG activities.

F. Program-Specific Unallowable Costs

a. ***Unallowable Costs for SHSP, UASI, and OPSG***

Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds. Grant funds may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed. Unauthorized exercise-related costs include:

- Reimbursement for the maintenance or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances); and
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the training or exercise (e.g., electronic messaging sign).

HSGP funds may not be used to support the hiring of sworn public safety officers for purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities (6 USC 609(b)(1)(A)).

As directed by Section 2008(b)(2) of the *Homeland Security Act of 2002* (codified as amended at 6 USC 609(b)(2)), all personnel and personnel-related costs, including those of intelligence analysts and operational overtime, are allowed up to 50 percent of HSGP funding without time limitation placed on the period of time that such personnel can serve. FEMA may provide a waiver at the request of the recipient to allow personnel expenses to exceed 50 percent of the amount awarded.

Applicants should refer to IB 421b or contact their FEMA Headquarters (HQ) Preparedness Officer for guidance and clarification.

b. ***Unallowable Costs for OPSG Only***

OPSG funds may not be used for the following:

- Evidence collection, arrest processing, prosecution, and Traffic/DUI checkpoints, such as evidence documentation cameras, fingerprinting supplies, alcohol breathalyzers, portable work lights, traffic barricades, and similar law enforcement expenses;
- Staffing (other than overtime) and general information technology computing equipment and hardware, such as personal computers, faxes, copy machines, and modems;
- Hiring full-time or permanent sworn public safety officers;
- Supplanting of inherent routine patrols and law enforcement operations or activities not directly related to providing enhanced coordination between local and federal law enforcement agencies;
- Construction and/or renovation costs; or
- Exercise expenses.

G. General Funding Requirements

Costs charged to federal awards (including federal and non-federal cost share funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, the Preparedness Grants Manual, and the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period. 2 C.F.R. § 200.403(h).

Recipients may not use federal funds or any cost share funds for the following activities:

1. Matching or cost sharing requirements for other federal grants and cooperative agreements (see 2 C.F.R. § 200.306).
2. Lobbying or other prohibited activities under 18 U.S.C. § 1913 or 2 C.F.R. § 200.450.
3. Prosecuting claims against the federal government or any other government entity (see 2 C.F.R. § 200.435).

1. Funds Transfer Restriction

Recipients are not allowed to move funds between programs (SHSP, UASI, and OPSG). While projects can be funded by multiple sources (e.g., SHSP and UASI), recipients cannot shift funds from one program to another.

H. Indirect Costs (Facilities and Administrative Costs)

Indirect costs are allowed for recipients and subrecipients.

Indirect costs (IDC) are costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to specific cost objectives without disproportionate effort. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to a federal award must provide a copy of their IDC rate agreement with their applications. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement, but are required to develop an IDC rate proposal, must provide a copy of their proposal with their applications. Applicants without a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to FEMA for further instructions. Applicants who wish to use a cost

allocation plan in lieu of an IDC rate proposal must reach out to FEMA for further instructions. As it relates to the IDC for subrecipients, a recipient must follow the requirements of 2 C.F.R. §§ 200.332 and 200.414 in approving the IDC rate for subawards.

See the Preparedness Grants Manual for information on establishing indirect cost rates.

I. Management and Administration (M&A) Costs

M&A costs are allowed.

Recipients can use up to 5% of their HSGP funds for M&A purposes. *Full-Year Continuing Appropriations and Extensions Act, 2025*, Pub. L. No. 119-4, § 1101. Subrecipients may also use up to 5% of the funding passed through by the state specifically for M&A related to the HSGP award.

Recipients or subrecipients can apply M&A costs toward meeting the NPA spending requirements. For example, if a recipient spent $5,000 on administering election security projects, it could count toward the mandatory 3% allocation for the election security NPA.

The total M&A funds a state can retain are based on 5% of the combined total of its SHSP, UASI, and OPSG awards. However:

- States must ensure subrecipient awards meet the mandatory pass-through requirements before retaining M&A funds.
- Pass-through percentages are calculated based on the total HSGP award, before M&A deductions.

Under OPSG, subrecipients - including local law enforcement agencies referred to as "friendly forces" - can use up to 5% of their awarded funds for M&A expenses (*Full-Year Continuing Appropriations and Extensions Act, 2025, Pub. L. No. 119-4, § 1101*); however, the total amount retained cannot exceed 5% of the subrecipient's subaward. Friendly forces are local law enforcement entities that are subordinate subrecipients under OPSG. In other words, friendly forces are entities that receive a subaward from a subrecipient under the OPSG program. Friendly forces must comply with all requirements of subrecipients under 2 C.F.R. Part 200. In retaining these funds, states may retain a maximum of 2.5% of the OPSG allocation, which must be withheld from the pass-through to each subrecipient county or tribe in an equal percentage. The SAA may also retain additional funding from its SHSP award to manage and administer the OPSG award, but that additional amount is also capped at an amount equal to 2.5% of the OPSG award.

Examples of applying this principle:

SAA 1:

- Total award: $6,000,000
- SHSP: $1,000,000 OPSG: $2,500,000 UASI: $2,500,000
- M&A Maximum: $300,000 (5% of $6,000,000)

- Maximum M&A for SHSP = $50,000
- Maximum M&A for OPSG = $125,000. Of that amount, $62,500 (2.5%) may be retained from the OPSG allocation, and the other $62,500 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond $50,000 available to make the SHSP allocation.
- Maximum M&A for UASI = $125,000

SAA 2:

- Total award: $4,500,000
- SHSP: $3,500,000 OPSG: $1,000,000
- M&A Maximum: $225,000 (5% of $4,500,000)
- Maximum M&A for SHSP = $175,000
- Maximum M&A for OPSG = $50,000. Of that amount, $25,000 (2.5%) may be retained from the OPSG allocation, and the other $25,000 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the $175,000 available to manage the SHSP allocation.

M&A charged to OPSG, SHSP, or UASI funding must be used to support that particular program.

M&A are not overhead costs but are necessary direct costs incurred in direct support of the federal award or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program. As such, M&A costs can be itemized in financial reports. See the Preparedness Grants Manual for information on M&A costs.

J. Pre-Award Costs

Pre-award costs are defined as costs incurred by the applicant prior to the start date of the period of performance of the federal award and are allowable only with the prior written approval of DHS/FEMA and as included in the award agreement. To request pre-award costs, a written request must be included with the application, signed by the AOR of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval. For more information, please contact your assigned FEMA HQ Preparedness Officer.

K. Beneficiary Eligibility

This NOFO and any subsequent federal awards create no rights or causes of action for any beneficiary.

L. Participant Eligibility
This NOFO and any subsequent federal awards create no rights or causes of action for any participant.

M. Authorizing Authority

Section 2002 of the *Homeland Security Act of 2002*, Pub. L. No. 107-296 (codified as amended at 6 U.S.C. § 603).

N. Appropriation Authority
Full-Year Continuing Appropriations and Extensions Act, 2025, Pub. L. No. 119-4 § 1101.

O. Budget Period
There will be only a single budget period with the same start and end dates as the period of performance.

P. Prohibition on Covered Equipment or Services
See the Preparedness Grants Manual for information on prohibitions on expending funds on covered telecommunications and surveillance equipment and services.

4. Application Contents and Format

A. Pre-Application, Letter of Intent, and Whitepapers
Not allowable.

B. Application Content and Format
Not applicable.

C. Application Components

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at Forms | Grants.gov.

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying
- SF-424A, Budget Information (Non-Construction)
    - For construction under an award, submit SF-424C, Budget Information (Construction), in addition to or instead of SF-424A
- SF-424B, Standard Assurances (Non-Construction)
    - For construction under an award, submit SF-424D, Standard Assurances (Construction), in addition to or instead of SF-424B
- SF-LLL, Disclosure of Lobbying Activities

D. Program-Specific Required Documents and Information
Start by visiting Grants.gov and searching for the Homeland Security Grant Program posting. Once you find the posting, go to the **Related Documents** tab to download the necessary templates. Fill out these forms carefully, ensuring all information is accurate and clearly labeled. Save the completed forms as Adobe PDF files. Finally, log in to FEMA GO and upload the PDFs as part of your application.

The following program-specific forms or information are required to be submitted in FEMA GO:

SHSP
- FEMA GO – Web based Summary of Grant Request Details
- Senior Advisory Committee (SAC) Charter and Membership / Point of Contact List

UASI
- FEMA GO – Web based Summary of Grant Request Details
- Urban Area Working Group (UAWG) Charter and Membership / Point of Contact List

OPSG
Operations Orders – ***Post Award*** (See Section 9.K.d)

Applicable to All Programs (as appropriate)
- Detailed Budgets (web based)
- Pre-Award Costs
- Indirect Cost Agreement

For additional documents and post-award application requirements (e.g., SAFECOM letter and others), please refer to Section 9 Post-Award Requirements and Administration for guidance.

a. ***IJ Development: SHSP and UASI***

Each IJ begins with an overview that aligns the proposed investments with the applicant's homeland security strategy and the program's goals.

1. **Investments:** Applicants must propose a minimum of two and a maximum of twelve investments within the IJ. Each investment represents a strategic area of focus and should include:
   - **Investment Name:** A clear title that reflects the focus area.
   - **Description:** An explanation of how the investment supports planning, organization, equipment, training, and exercises.
   - **Alignment:** Identification of goals and objectives from the State or Urban Area Homeland Security Strategy that the investment supports.

2. **Projects:** Each investment contains one or more projects detailing specific activities. For each project, the IJ requires:
   - **Project Name and Description:** A concise title and summary of the project's purpose and activities.
   - **Subrecipient Information:** Details about any subrecipients involved, including their names and whether they are state or local entities.
   - **Location:** The primary location's zip code where the project will be implemented.
   - **Core Capability Supported:** The main capability the project aims to build or sustain.
   - **Shareability and Deployability:** Information on whether the project's activities can be shared with or deployed to other jurisdictions.

3. **Funding Details:** The IJ must specify the funding amount for each investment and project, ensuring alignment with program guidelines and the minimum spending thresholds for NPAs and LETPA.

4. **Capability Gaps and Outcomes:** Applicants should describe existing capability levels, identify gaps the investment intends to address, and outline the expected outcomes and improvements resulting from the proposed projects.

b. ***LETPA and NPA Requirements***

Applicants must ensure their IJs meet specific requirements for LETPA and the NPAs.

1. **LETPA**

- At least 35% of SHSP and UASI funds must go toward LETPA projects that prevent terrorism, such as law enforcement training or equipment.
- Eligible activities must have a clear nexus to law enforcement terrorism prevention, including equipment, training, exercises, and operational overtime directly related to preventing terrorism.
- Applicants should clearly identify which investments and projects contribute to the LETPA allocation within their IJs.
- It's allowable for an investment to simultaneously support LETPA and an NPA, provided it meets the criteria for both.
- Investments and projects meeting LETPA requirements must be clearly labeled in the IJ.

NPA:

- At least 30% of SHSP and UASI funds must go toward projects in five NPAs:
    - Protecting soft targets/crowded places;
    - Supporting Homeland Security Task Forces and Fusion Centers;
    - Enhancing cybersecurity;
    - Enhancing election security (requires at least 3%); and
    - Supporting Border Crisis Response and Enforcement (requires at least 10%).
- Among these, only "Enhancing election security" and “Supporting Border Crisis Response and Enforcement” have a specified minimum spend requirement of 3% and 10%, respectively. The remaining 17% can be flexibly allocated across the remaining NPAs.
- For NPAs with a minimum spend requirement (election security and border crisis response), related projects must be consolidated into a single, clearly labeled IJ.
- Other NPA projects may be combined into one or more IJs, but applicants must clearly identify which NPAs each project supports to ensure they count toward the 30% minimum allocation.

c. ***Fusion Center Project IJ Requirement***

For SHSP and UASI funded investments, each applicant must designate one project in support of the state or territory’s designated fusion center under the “*Supporting Homeland Security Task Forces and Fusion Centers*” priority area. Coordination with the fusion center is required when

developing the project prior to submission. Additional guidance on developing fusion center projects can be found below and in the Preparedness Grants Manual.

Note: applicants may also identify additional fusion center projects or projects in support of homeland security task forces under this priority area in addition to the required designated fusion center project.

Applicants must identify a fusion center project that includes:

- **Alignment with the Designated Fusion Center**: Clearly indicate which fusion center the project supports and that it's under the "*Supporting Homeland Security Task Forces and Fusion Centers*" priority area.
- **Project Description and Funding Details**: Provide a brief narrative describing the proposed activities and a detailed funding breakdown that directly supports the fusion center.

The narrative and financial itemization must align with fusion center improvement or sustainment needs, as outlined in the Fusion Center Performance Measures section of the Preparedness Grants Manual. Recipients can also refer to the Fusion Centers | Homeland Security website for more information.

d. ***What Happens if IJ Requirements Aren't Met?***

- If IJs don't meet the NPA and LETPA spending requirements, FEMA will place a hold on those impacted funds until the issues are resolved.
- Applicants can provide project details either during the application process or by including them in the Biannual Strategy Implementation Report (BSIR) due by January 30, 2026.

e. ***How to Succeed***

- Clearly explain how your projects meet LETPA and NPA goals, and which IJ includes the Fusion Center.
- Ensure investments and projects align with homeland security strategies and fill capability gaps.
- Maintain detailed records to support your application and help FEMA review it.

By following these steps, applicants can ensure their funding proposals are clear, meet program requirements, and align with homeland security priorities.

f. ***FEMA GO - Grant Request Details (Web-Based)***

When completing the Grant Request Details section in the FEMA GO Application, entities are strongly encouraged to provide complete details about their proposed projects. This includes project names, descriptions, and associated costs to ensure clarity and accuracy in funding requests.

However, applicants will not be penalized if they do not enter full details at this stage. They will have another opportunity to refine and expand upon this information when completing the Winter BSIR.

At a minimum, applicants must submit the IJ to demonstrate the projects they intend to fund. The IJ provides a high-level summary of proposed initiatives and aligns them with grant priorities.

For additional guidance on completing the Grant Request Details section, refer to the FEMA GO Application Process Guide or consult your HQ FEMA Preparedness Officer.

g. ***Senior Advisory Committee (SAC) Charter and Advisory List***
Recipients are required to establish a SAC and provide a copy of the SAC Charter with their application. The SAC Charter should include a detailed description of the committee's composition, governance processes, meeting frequency, decision-making procedures, and defined roles and responsibilities. All members of the SAC should sign and date the charter to indicate their agreement with its content and their representation on the committee. Recipients must include the information as an attachment in FEMA GO when submitting their application. SAA will use the URT to verify compliance with SAC charter requirements. For more information on SAC composition, scope, responsibilities, see the Preparedness Grants Manual.

h. ***National Incident Management System (NIMS) Implementation***
Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS, including implementation of important operational systems defined under NIMS, such as the Incident Command System (ICS). The list of objectives used for progress and achievement reporting is on FEMA's website at https://www.fema.gov/emergency-managers/nims/implementation-training.

Please see the Preparedness Grants Manual for more information on NIMS.

i. ***Emergency Management Assistance Compact (EMAC) Membership***
In support of the National Preparedness Goal (the Goal), SHSP recipients must participate in the EMAC. Exceptions are made for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to join EMAC at this time.

All assets supported in part or entirely with FY 2025 HSGP funding must be readily deployable and NIMS-typed, when possible, to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities, such as Geographic/Geospatial Information Systems, interoperable communications systems, and capabilities as defined under the Mitigation Mission Area of the Goal.

j. ***Urban Area Point of Contact***
An SAA must confirm a specific POC with the designated high-risk urban area. The SAA POC is responsible for identifying and coordinating with the POC for the Urban Area Working Group (UAWG). This information must be provided to FEMA with the grant application. SAAs must work with existing high-risk urban areas to ensure that information for current POCs is on file with FEMA. For more information on UAWG composition, scope, responsibilities, and charter, see the Preparedness Grants Manual.

k. ***Detailed Budget***
Applicants must complete the web-based budget summary within FEMA GO for all funds requested at the time of the application. For detailed guidance, refer to the FEMA GO Application Process Guide.

For a visual guide on entering sub-recipient management costs in FEMA GO, you may find the following tutorial helpful: How To Enter Sub-recipient Management Costs In FEMA-Go.

E. Post-Application Requirements for Successful Applicants

Not applicable.

5. Submission Requirements and Deadlines

A. Address to Request Application Package
Applications are processed through the FEMA GO system. To access the system, go to https://go.fema.gov/.

Steps Required to Apply For An Award Under This Program and Submit an Application:

To apply for an award under this program, all applicants must:

a. Apply for, update, or verify their Unique Entity Identifier (UEI) number and EIN from the Internal Revenue Service;
b. In the application, provide an UEI number;
c. Have an account with login.gov;
d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see https://www.fema.gov/media-library/assets/documents/181607;
f. Submit the complete application in FEMA GO; and
g. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Per 2 C.F.R. § 25.110(a)(2)(iv), if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible. Contact fema-grants-news@fema.dhs.gov and provide the details of the exigent circumstances.

How to Register to Apply:

General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Below are instructions for registering to apply for FEMA funds. Read the instructions carefully and prepare the requested information before beginning the registration process. Gathering the required information before starting the process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Unique Entity Identifier (UEI) number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

Obtain a UEI Number:

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form. For more detailed instructions for obtaining a UEI number, refer to SAM.gov.

Obtain Employer Identification Number:

In addition to having a UEI number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online.

Create a login.gov account:

Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account at: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd.

Applicants only have to create a login.gov account once. For existing SAM users, use the same email address for both login.gov and SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to https://www.sam.gov/SAM/pages/public/loginFAQ.jsf.

Register with SAM:

In addition to having a UEI number, all organizations must register with SAM. Failure to register with SAM will prevent your organization from applying through FEMA GO. SAM registration must be renewed annually and must remain active throughout the entire grant life cycle.

For more detailed instructions for registering with SAM, refer to: Register with SAM

Note: per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the past three years, if applicable.

Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (eBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see : FEMA GO Startup Guide.

Note: FEMA GO will support only the most recent major release of the following browsers:

Google Chrome;

Mozilla Firefox;

Apple Safari; and

Microsoft Edge.

Applicants using tablet type devices or other browsers may encounter issues with using FEMA GO.

Submitting the Final Application:

Applicants will be prompted to submit the standard application information, and any program-specific information required. Standard Forms (SF) may be accessed in the Forms tab under the: SF-424 Family | Grants.gov.

Applicants should review these forms before applying to ensure they are providing all required information.

After submitting the final application, FEMA GO will provide either an error message, or an email to the submitting AOR confirming the transmission was successfully received.

B. Application Deadline
08/15/2025 05:00:00 PM Eastern Time

C. Pre-Application Requirements Deadline
Not applicable.

D. Post-Application Requirements Deadline
Not Applicable.

E. Effects of Missing the Deadline

All applications must be completed in FEMA GO by the application deadline. FEMA GO automatically records proof of submission and generates an electronic date/time stamp when FEMA GO successfully receives an application. The submitting AOR will receive via email the

official date/time stamp and a FEMA GO tracking number to serve as proof of timely submission prior to the application deadline.

Applicants experiencing system-related issues have until 3:00 PM ET on the date applications are due to notify FEMA. No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

6. Intergovernmental Review

A. Requirement Description and State Single Point of Contact
An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372.

7. Application Review Information

A. Threshold Criteria

The SAA is the sole entity authorized to submit HSGP applications to FEMA on behalf of the state and subrecipients. This section highlights the specific criteria that determine ineligibility, ensuring applicants understand and adhere to the program's requirements.

a. ***Entities Ineligible for HSGP Funding***

- **Non-SAA Organization -** SAA are the only eligible applicants to submit HSGP applications to FEMA. This includes applications for SHSP, UASI, and OPSG.
- **Unaffiliated or Unauthorized Representatives -** Applications submitted by individuals who are not current employees, personnel, or authorized representatives of the applicant organization (e.g., consultants or contractors acting on behalf of an organization) will be deemed ineligible.
- **Organizations Not Registered in SAM.gov -** Applicants that fail to register and maintain an active profile in SAM.gov, or those without a UEI, are not eligible to receive funding.
- **Direct Applications by Tribal Governments -** Tribal governments cannot directly apply for HSGP funding (SHSP, UASI, OPSG). However, they may receive funding as subrecipients through their state's SAA.

b. ***Ineligible Projects***

- Projects that do not align with the purposes of the HSGP, including those that fail to demonstrate a clear nexus to preventing, preparing for, protecting against, or responding to acts of terrorism.
- Activities not permitted under HSGP guidance or that do not meet criteria for allowable costs as outlined in the NOFO and Preparedness Grants Manual.

c. ***Non-Compliance with Federal Requirements***

- Failure to submit a complete and accurate application by the deadline.
- Applications missing required documentation or information, such as an active registration in SAM.gov or compliance with UEI requirements.

- Entities with a history of non-compliance with federal statutes, regulations, or program requirements that impact eligibility for federal funding.

B. Application Criteria

a. ***Programmatic Criteria***

1. Risk Methodology

The risk methodology determines the relative risk[3] of terrorism a jurisdiction faces by assessing the expressed or implied threats, the asset/system vulnerabilities, and the communal consequences of an attack. The equation for relative risk is comprised of three components: Threat x Vulnerability x Consequence. Each component is comprised of data elements that are reviewed yearly, in collaboration with FEMA stakeholders, to ensure alignment with the changing U.S. terrorism threat environment. Each eligible jurisdiction's relative risk is assessed, which helps to inform grant funding. For more information on the SHSP, UASI, and OPSG target allocation processes, please see Appendix 11.A.

The three components of risk and their functions are outlined below:

- Threat: Assesses reports documenting indication of potential harm to life, information, operations, the environment and/or property within a jurisdiction.
- Vulnerability: Assesses assets and systems - such as infrastructure, borders, special events, and movements of individuals or groups - that may render terrorist attacks on a jurisdiction more likely to succeed, if attempted.
- Consequence: Assesses the impact of a terrorist attack on a jurisdiction through direct measures such as the numerical values for its population, gross domestic product, and infrastructure.

NOTE: The risk methodology is separate from the THIRA/SPR process. Risk methodology results do affect grant target allocations while the THIRA/SPR process does not.

b. ***Application Evaluation Criteria***

FEMA will evaluate the FY 2025 HSGP applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. FEMA's review will include verification that each IJ and project:

- Aligns with at least one core capability identified in the Goal;
- Demonstrates how investments support building capability and/or closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

[3] DHS defines risk as: "potential for an adverse outcome assessed as a function of hazard/threats, assets and their vulnerabilities, and consequences." See DHS Lexicon Terms and Definitions: 2018 Edition – Revision 04, (Apr. 2018)

In addition to the above, FEMA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the three-year period of performance. FEMA will use the information provided in the application and after the submission of the first BSIR to determine the feasibility and effectiveness of a grant project. To that end, IJs should include:

- An explanation of how the proposed project(s) will achieve objectives as identified in the SPR, including expected long-term impact where applicable, and which core capability gap(s) it helps to close and how;
- A summary of the status of planning and design efforts accomplished to date (e.g., included in a capital improvement plan); and
- A project schedule with clear milestones.

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices, and participate in the development of case studies demonstrating the effective use of grant funds, as requested.

FEMA will also review any submitted NPA-aligned IJs and projects to ensure they meet the minimum spend requirements. Additional information on how the NPA IJs and projects will be reviewed for effectiveness is included in the Review and Selection Process section below.

b. ***Review and Selection Process***

1. SHSP and UASI

FY 2025, HSGP applications will be reviewed through a two-phase state and federal review process for completeness, adherence to programmatic guidelines, feasibility, and how well the IJ (project description and justification) addresses the identified risk(s).

State Review

The SAA is the sole entity authorized to submit HSGP applications to FEMA on behalf of the state and subrecipients. The SAA reviews subaward applications to ensure they meet the legal, financial, and programmatic requirements set forth by FEMA and the state's guidelines before submitting on behalf of the state to DHS/FEMA.

Federal Review

All proposed investments will undergo a federal review by DHS/FEMA to ensure compliance with all administrative and eligibility criteria identified in the NOFO. The Federal Reviewers will check each proposed investment for the following:

- Eligibility, feasibility, and alignment with the application criteria listed in this NOFO;
- Compliance and effectiveness in addressing NPAs, ensuring required spend percentages are met;
- Compliance with SAFECOM Guidance on Emergency Communications Grants (SAFECOM Guidance); and,
- LETPA project alignment with program objectives and required spend percentages.

National Priority Area Funding Holds

If applicants submit IJs and project-level details at the time of application, FEMA will evaluate effectiveness prior to award. If projects do not sufficiently align with NPAs, up to 30% of funds may be placed on hold until revisions are made.

If applicants submit IJs and project-level details as part of their December 2026 BSIR, 30% of funds will be placed on hold until FEMA reviews the BSIR and confirms alignment with NPAs.

2. OPSG

For OPSG, applications will be reviewed by the SAA and USBP Sector Headquarters for completeness and adherence to programmatic guidelines and evaluated for anticipated feasibility, need, and impact.

DHS/FEMA will verify compliance with all administrative and eligibility criteria outlined in the NOFO.

OPSG funds will be allocated among the eligible jurisdictions based on risk-based prioritization using the OPSG Risk Assessment described in Appendix A. Final funding allocations are determined by the Secretary of Homeland Security, who may consider information and input from various law enforcement offices or subject-matter experts within the Department. Factors considered include, but are not limited to:

- Threat and vulnerability assessments
- Total miles of the border
- Border-specific law enforcement intelligence
- Feasibility of Operations Orders to designated localities within border states and territories.

This comprehensive review and selection process ensures that HSGP and OPSG funds are distributed effectively to enhance national preparedness, border security, and overall homeland security efforts.

C. Financial Integrity Criteria

Before making an award, FEMA is required to review OMB-designated databases for applicants' eligibility and financial integrity information. This is required by the Payment Integrity Information Act of 2019 (Pub. L. No. 116-117, § 2 (2020)), 41 U.S.C. § 2313, and the "Do Not Pay Initiative" (31 U.S.C. 3354). For more details, please see 2 C.F.R. § 200.206.

Thus, the Financial Integrity Criteria may include the following risk-based considerations of the applicant:

1. Financial stability.
2. Quality of management systems and ability to meet management standards.
3. History of performance in managing federal award.
4. Reports and findings from audits.
5. Ability to effectively implement statutory, regulatory, or other requirements.

D. Supplemental Financial Integrity Criteria and Review
Before making an award expected to exceed the simplified acquisition threshold (currently a total federal share of $250,000) over the period of performance:
FEMA is required by 41 U.S.C. § 2313 to review or consider certain information found in SAM.gov. For details, please see 2 C.F.R. § 200.206(a)(2).

1. An applicant may review and comment on any information in the responsibility/qualification records available in SAM.gov.
2. Before making decisions in the risk review required by 2 C.F.R. § 200.206, FEMA will consider any comments by the applicant.

E. Reviewers and Reviewer Selection
Reviewers for the HSGP NOFO are selected from within FEMA, across the federal government, and, where applicable, may include external subject matter experts. These reviewers are chosen based on their expertise in homeland security, emergency management, and grant administration.

To prevent conflicts of interest, reviewers must disclose any personal or professional relationships with applicants before the review process begins. Any individual with a conflict is recused from evaluating the affected application. Additionally, reviewers are required to complete ethics and impartiality training to ensure a fair and unbiased review process.

F. Merit Review Process
HSGP applications are not reviewed solely on merit. While merit plays a role—such as evaluating the effectiveness, feasibility, and impact of proposed investments—the review process heavily incorporates risk-based methodologies and compliance criteria. HSGP does not use a weighted scoring method. All criteria are considered equally during the review process.

Review Process:

- State Review (SHSP and UASI): The SAA conducts an initial eligibility review and prioritizes projects for submission to FEMA.
- OPSG Review: OPSG applications are reviewed in coordination with the SAA and USBP Sector Headquarters to assess completeness, feasibility, need, and the anticipated impact of proposed Operations Orders.
- Federal Review: FEMA conducts a federal review of all applications to ensure eligibility, feasibility, and compliance with NOFO requirements.

While merit is a key factor in assessing alignment with national priorities, state and local needs, expected impact, and cost-effectiveness, funding decisions also weigh risk assessments, eligibility criteria, and available funding target allocations.

G. Final Selection
The Secretary of Homeland Security makes the final funding decisions, considering risk assessments, subject-matter expert input, and project feasibility, while also ensuring alignment with national priorities and compliance with legal, financial, and policy guidelines for strategic allocation of funds.

8. Award Notices

A. Notice of Award

The Authorized Organization Representative (AOR) should carefully read the federal award package before accepting the federal award. The federal award package includes instructions on administering the federal award as well as terms and conditions for the award.

By submitting an application, applicants agree to comply with the prerequisites stated in this NOFO and the material terms and conditions of the federal award, should they receive an award.

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An award package notification email is sent via the grant application system to the submitting AOR.

Recipients must accept their awards no later than 60 days from the award date. Recipients shall notify FEMA of their intent to accept the award and proceed with work via the FEMA GO system. For more information on award acceptance, refer to the FEMA GO Award Acceptance Guide.

For HSGP, "receipt of funds" happens when the recipient accepts the award or 15 calendar days after receiving the award notification, whichever comes first. IF the recipient accepts the award within 15 calendar days of the notification, the 45-day pass-through period starts on the acceptance date. If the recipient does not accept the award within 15 calendar days, the 45-day pass-through period automatically begins 15 calendar days after the notification is sent through FEMA GO. For detailed guidance on managing preparedness grants, including pass-through requirements and timelines, please refer to the FEMA Preparedness Grants Manual, Pass-Through Requirements.

Funds will remain on hold until the recipient accepts the award via FEMA GO and all other conditions of the award have been satisfied, or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds.

B. Pass-Through Requirements

Under HSGP, SAAs must pass at least 80% of SHSP and UASI funding to local or tribal governments. The state may retain up to 20% for state-level needs. "Pass-through" means SAAs must allocate funds to eligible entities as defined by law, such as counties, municipalities, tribal governments, or other public entities. For detailed guidance on HSGP pass-through requirements and timelines, please see Section 8 of the FEMA Preparedness Grants Manual.

After award acceptance, the state must pass through at least 80% of SHSP and UASI funds to local or tribal governments within 45 days. The timeline starts when the SAA accepts the award or 15 days after FEMA notifies the SAA, whichever is sooner. Funds must be distributed unconditionally, and the SAA must certify to FEMA that the pass-through is complete, listing amounts and recipients. U.S. territories are exempt, except for Puerto Rico, which must comply. States may keep more than 20% of funds only with written consent from local recipients, outlining the retained amount and purpose.

C. Note Regarding Pre-Award Costs
Even if pre-award costs are allowed, beginning performance is at the applicant and/or sub-applicant's own risk.

D. Obligation of Funds
The funds are obligated when the SAA's signatory authority accepts the award and signs the award package.

E. Notification to Unsuccessful Applicants
During the post-award review, FEMA will notify the recipient about unsuccessful subrecipients or projects and provide feedback. The SAA is then responsible for notifying the subapplicants and sharing any relevant feedback or information.

9. Post-Award Requirements and Administration

A. Administrative and National Policy Requirements

Presidential Executive Orders

Recipients must comply with the requirements of Presidential Executive Orders related to grants (also known as federal assistance and financial assistance), the full text of which are incorporated by reference.

In accordance with Executive Order 14305, Restoring American Airspace Sovereignty (June 6, 2025), and to the extent allowed by law, eligible state, local, tribal, and territorial grant recipients under this NOFO are permitted to purchase unmanned aircraft systems, otherwise known as drones, or equipment or services for the detection, tracking, or identification of drones and drone signals, consistent with the legal authorities of state, local, tribal, and territorial agencies. Recipients must comply with all applicable federal, state, and local laws and regulations, and adhere to any statutory requirements on the use of federal funds for such unmanned aircraft systems, equipment, or services.

Subrecipient Monitoring and Management

Pass-through entities must comply with the requirements for subrecipient monitoring and management as set forth in 2 C.F.R. §§ 200.331-333.

B. DHS Standard Terms and Conditions
A recipient under this funding opportunity must comply with the DHS Standard Terms and Conditions in effect of the date of the federal award. The DHS Standard Terms and Conditions are available DHS Standard Terms and Conditions | Homeland Security. For continuation awards, the terms and conditions for the initial federal award will apply unless otherwise specified in the terms and conditions of the continuation award. The specific version of the DHS Standard Terms and Conditions applicable to the federal award will be in the federal award package.

C. Financial Reporting Requirements Financial Reporting Requirements

See the Preparedness Grants Manual for information on financial reporting requirements.

D. Programmatic Performance Reporting Requirements
See the Preparedness Grants Manual for information on performance reporting requirements.

E. Closeout Reporting Requirements
See the Preparedness Grants Manual for information on closeout reporting requirements and administrative closeout.

Anytime there is a change in personnel for any of the awardees and/or subrecipients, their information needs to be submitted for approval (all the previous personal information identified).

F. Disclosing Information per 2 C.F.R. § 180.335
Before entering into a federal award, the applicant must notify FEMA if it knows that the applicant or any of the principals (as defined at 2 C.F.R. § 180.995) for the federal award:

1. Are presently excluded or disqualified;
2. Have been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
3. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses listed in § 180.800(a); or
4. Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

This is requirement is fully described in 2 C.F.R. §180.335.

Additionally, 2 C.F.R. § 180.350 requires recipients to provide immediate notice to FEMA at any time after entering a federal award if:

1. The recipient learns that either it failed to earlier disclose information as required by 2 C.F.R. § 180.335;
2. Due to changed circumstances, the applicant or any of the principals for the federal award now meet the criteria at 2 C.F.R. § 180.335 listed above.

G. Reporting of Matters Related to Recipient Integrity and Performance
Appendix XII to 2 C.F.R. Part 200 states the terms and conditions for recipient integrity and performance matters used for this funding opportunity.

If the total value of all active federal grants, cooperative agreements, and procurement contracts for a recipient exceeds $10,000,000 at any time during the period of performance:

1. The recipient must maintain the currency of information reported in SAM.gov about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII;
2. The required reporting frequency is described in paragraph 4 of Appendix XII.

H. Single Audit Report
A recipient expending $1,000,000 or more in federal awards (as defined by 2 C.F.R. § 200.1) during its fiscal year must undergo an audit. This may be either a single audit complying with 2

C.F.R. § 200.514 or a program-specific audit complying with 2 C.F.R. §§ 200.501 and 200.507. Audits must follow 2 C.F.R. Part 200, Subpart F, 2 C.F.R. § 200.501, and the U.S. Government Accountability Office (GAO) Generally Accepted Government Auditing Standards.

I. Monitoring and Oversight

Per 2 C.F.R. § 200.337, DHS and its authorized representatives have the right of access to any records of the recipient or subrecipient pertinent to a Federal award to perform audits, site visits, and any other official use. The right also includes timely and reasonable access to the recipient's or subrecipient's personnel for the purpose of interview and discussion related to such documents or the Federal award in general.

Pursuant to this right and per 2 C.F.R. § 200.329, DHS may conduct desk reviews and make site visits to review and evaluate project accomplishments and management control systems as well as provide any required technical assistance. Recipients and subrecipients must respond in a timely and accurate manner to DHS requests for information relating to a federal award.

J. Program Evaluation

Title I of the Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115-435 (2019) (Evidence Act), PUBL435.PS urges federal agencies to use program evaluation as a critical tool to learn, improve delivery, and elevate program service and delivery across the program lifecycle. Evaluation means "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." Evidence Act, § 101 (codified at 5 U.S.C. § 311). OMB A-11, Section 290 (Evaluation and Evidence-Building Activities) further outlines the standards and practices for evaluation activities. Federal agencies are required to specify any requirements for recipient participation in program evaluation activities (2 C.F.R. § 200.301). Program evaluation activities incorporated from the outset in the NOFO and program design and implementation allow recipients and agencies to meaningfully document and measure progress and achievement towards program goals and objectives, and identify program outcomes and lessons learned, as part of demonstrating recipient performance (2 C.F.R. § 200.301).

As such, recipients and subrecipients are required to participate in a Program Office (PO) or a DHS Component-led evaluation, if selected. This may be carried out by a third-party on behalf of the PO or the DHS Component. Such an evaluation may involve information collections including but not limited to, records of the recipients, surveys, interviews, or discussions with individuals who benefit from the federal award, program operating personnel, and award recipients; and site visits or other observation of recipient activities, as specified in a DHS Component or PO-approved evaluation plan. More details about evaluation requirements may be provided in the federal award, if available at that time, or following the award as evaluation requirements are finalized. Evaluation costs incurred during the period of performance are allowable costs (either as direct or indirect) in accordance with 2 C.F.R.§ 200.413.

Recipients and subrecipients are also encouraged, but not required, to participate in any additional evaluations after the period of performance ends, although any costs incurred to participate in such evaluations are not allowable and may not be charged to the federal award.

K. Additional Performance Reporting Requirements

Award recipients must submit the following reports: quarterly financial reports, semi-annual performance reports and BSIR submissions, final financial and performance reports, and an

annual audit report (if required). These must follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, found at 2 C.F.R. Part 200, or specific conditions of the award. If reports are late, future funding or fund access may be delayed, and additional reports may be requested in some cases.

a. *Reporting on the Implementation of the National Preparedness System*
Recipients are required to complete the THIRA every three years and the SPR annually through the URT on the Preparedness Toolkit no later than Dec. 31. These assessments help jurisdictions identify and address capability gaps to enhance overall preparedness. See the Preparedness Grants Manual for information on reporting on the Implementation of the National Preparedness System.

b. *BSIR*
In addition to submitting semi-annual progress reports, recipients are required to complete the BSIR. The BSIR is submitted twice a year—in June and December—and provides detailed updates on the status and progress of funded projects. For comprehensive guidance on BSIR submission and other reporting requirements, see the Preparedness Grants Manual.

c. *Emergency Communications Investments - SAFECOM Compliant Letter*
An Emergency Communications Investments - SAFECOM Compliant Letter is required when utilize federal grants to fund emergency communications projects. The signatory authority for the SAA must certify in writing to DHS/FEMA their compliance with the SAFECOM Guidance. The certification letter should be coordinated with the Statewide Interoperability Coordinators (SWIC) for each state and must be uploaded to FEMA GO at the time of the Winter BSIR submission.

For detailed information on SAFECOM Guidance and compliance requirements, refer to the https://www.cisa.gov/safecom/funding. If you have further questions or need assistance, contact the SAFECOM Program at SAFECOMGovernance@cisa.dhs.gov.

d. *Operations Orders for OPSG*
The Operations Order (OO) is a detailed plan that explains the specific aspects of an operation, including its goals, tasks, timelines, and resources needed. It provides clear instructions on how to carry out the operation, identifying who is responsible for each task, the resources required, and the expected results. Recipients are required to submit an OO to show their ability to implement the proposed activities effectively, align with program goals, and meet funding requirements.

1. Accessing the OO Template Instructions

To access the OPSG OO Template:

- Find the HSGP posting via the search function on Grants.gov;
- Select the Related Documents tab on the posting; and
- Click on the OPSG OO Template and fill out all sections of the template.

- Writing the Executive Summary

The OO Executive Summary must:

- Identify the organization name, point of contact, committees, and other structures accountable for implementing OPSG in the jurisdiction (typically this will be a program lead or manager overseeing operations and individuals assigned to that agency); and
- Describe how federal and SLTT law enforcement agencies will work together to establish and enhance coordination and collaboration on border security issues.

3. Budget Requirements Overview

The OO Detailed Annual Budget must:

- Explain how costs and expenses were estimated; and
- Provide a narrative justification for costs and expenses.
- Supporting tables describing cost and expense elements (e.g., equipment, fuel, vehicle maintenance costs) may be included.

4. Submission Requirements

The OO must meet the following submission requirements:

- Must be submitted as an Adobe PDF document;
- All documents submitted must use the unique identifier created by the OPSG data management system from the original associated operation order; and
- Applicable OPSG sector representatives must coordinate with the SAA and OPSG participants to submit an accurate inventory of all specified OPSG purchased property with each Operations Order/ Fragmentary Order (FRAGO).

L. Termination of the Federal Award

1. Paragraph C.XL of the FY 2025 DHS Standard Terms and Conditions, v.3 sets forth a term and condition entitled “Termination of a Federal Award.” The termination provision condition listed below applies to the grant award and the term and condition in Paragraph C.XL of the FY 2025 DHS Standard Terms and Conditions, v.3 does not.

2. Termination of the Federal Award by FEMA
   FEMA may terminate the federal award in whole or in part for one of the following reasons identified in 2 C.F.R. § 200.340:
   a. If the recipient or subrecipient fails to comply with the terms and conditions of the federal award.
   b. With the consent of the recipient, in which case FEMA and the recipient must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.

c. If the federal award no longer effectuates the program goals or agency priorities. Under this provision, FEMA may terminate the award for these purposes if any of the following reasons apply:

i. If DHS/FEMA, in its sole discretion, determines that a specific award objective is ineffective at achieving program goals as described in this NOFO;
ii. If DHS/FEMA, in its sole discretion, determines that an objective of the award as described in this NOFO will be ineffective at achieving program goals or agency priorities;
iii. If DHS/FEMA, in its sole discretion, determines that the design of the grant program is flawed relative to program goals or agency priorities;
iv. If DHS/FEMA, in its sole discretion, determines that the grant program is not aligned to either the DHS Strategic Plan, the FEMA Strategic Plan, or successor policies or documents;
v. If DHS/FEMA, in its sole discretion, changes or re-evaluates the goals or priorities of the grant program and determines that the award will be ineffective at achieving the updated program goals or agency priorities; or
vi. For other reasons based on program goals or agency priorities described in the termination notice provided to the recipient pursuant to 2 C.F.R. § 200.341.
vii. If the awardee falls out of compliance with the Agency's statutory or regulatory authority, award terms and conditions, or other applicable laws.

3. Termination of a Subaward by the Pass-Through Entity

The pass-through entity may terminate a subaward in whole or in part for one of the following reasons identified in 2 C.F.R. § 200.340:

a. If the subrecipient fails to comply with the terms and conditions of the Federal award.
b. With the consent of the subrecipient, in which case the pass-through entity and the subrecipient must agree upon the termination conditions. These conditions include the effective date and, in the case of partial termination, the portion to be terminated.
c. If the pass-through entity's award has been terminated, the pass-through recipient will terminate its subawards.

4. Termination by the Recipient or Subrecipient
The recipient or subrecipient may terminate the federal award in whole or in part for the following reason identified in 2 C.F.R. § 200.340: Upon sending FEMA or pass-through entity a written notification of the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if FEMA or the pass-through entity determines that the remaining portion of the federal award will not accomplish the purposes for which the Federal award was made, FEMA or the pass-through entity may terminate the Federal award in its entirety.

5. Impacts of Termination
a. When FEMA terminates the Federal award prior to the end of the period of performance due to the recipient's material failure to comply with the terms and conditions of the

Federal award, FEMA will report the termination in SAM.gov in the manner described at 2 C.F.R. § 200.340(c).

b. When the Federal award is terminated in part or its entirety, FEMA or the pass-through entity and recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. §§ 200.344 and 200.345.

6. Notification requirements

FEMA or the pass-through entity must provide written notice of the termination in a manner consistent with 2 C.F.R. § 200.341. The federal award will be terminated on the date of the notification unless stated otherwise in the notification.

7. Opportunities to Object and Appeal

Where applicable, when FEMA terminates the Federal award, the written notification of termination will provide the opportunity and describe the process, to object and provide information challenging the action, pursuant to 2 C.F.R. § 200.342.

8. Effects of Suspension and Termination

The allowability of costs to the recipient or subrecipient resulting from financial obligations incurred by the recipient or subrecipient during a suspension or after the termination of a federal award are subject to 2 C.F.R. 200.343.

M. Best Practices

While not a requirement in the DHS Standard Terms and Conditions, as a best practice, entities receiving funds through this program should ensure that cybersecurity is integrated into the design, development, operation, and maintenance of investments that impact information technology (IT) and/ or operational technology (OT) systems. Additionally,, "The recipient and subrecipient must … take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information." 2 C.F.R. § 200.303(e).

N. Payment Information

Recipients will submit payment requests in FEMA GO for FY25 awards under this program.

Instructions to Grant Recipients Pursuing Payments

FEMA reviews all grant payments and obligations to ensure allowability in accordance with 2 C.F.R. § 200.305. These measures will ensure funds are disbursed appropriately while continuing to support and prioritize communities who rely on FEMA for assistance. Once a recipient submits a payment request, FEMA will review the request. If FEMA approves a payment, it will process through FEMA GO and inform recipients accordingly for drawdown purposes. If FEMA disapproves a payment, FEMA will inform the recipient.

Processing and Payment Timeline

FEMA must comply with regulations governing payments to grant recipients. See 2 C.F.R. § 200.305. For grant recipients other than States, 2 C.F.R. § 200.305(b)(3) stipulates that FEMA is

to make payments on a reimbursement basis within 30 days after receipt of the payment request, unless FEMA reasonably believes the request to be improper. For state recipients, 2 C.F.R. § 200.305(a) instructs that federal grant payments are governed by Treasury-State Cash Management Improvement Act (CMIA) agreements ("Treasury-State agreement") and default procedures codified at 31 C.F.R. part 205 and Treasury Financial Manual (TFM) 4A-2000, "Overall Disbursing Rules for All Federal Agencies." *See* 2 C.F.R. § 200.305(a).

Treasury-State agreements generally apply to "major federal assistance programs" that are governed by 31 C.F.R. part 205, subpart A and are identified in the Treasury-State agreement. 31 C.F.R. §§ 205.2, 205.6. Where a federal assistance (grant) program is not governed by subpart A, payment and funds transfers from FEMA to the state are subject to 31 C.F.R. part 205, subpart B. Subpart B requires FEMA to "limit a funds transfer to a state to the minimum amounts needed by the state and must time the disbursement to be in accord with the actual, immediate cash requirements of the state in carrying out a federal assistance program or project. The timing and amount of funds transfers must be as close as is administratively feasible to a state's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs." 31 C.F.R. § 205.33(a). Nearly all FEMA grants are not "major federal assistance programs." As a result, payments to states for those grants are subject to the "default" rules of 31 C.F.R. part 205, subpart B.

If additional information is needed, a request for information will be issued by FEMA to the recipient; recipients are strongly encouraged to respond to any additional FEMA request for information inquiries within three business days. If an adequate response is not received, the request may be denied, and the entity may need to submit a new reimbursement request; this will re-start the 30-day timeline.

Submission Process

All non-disaster grant program reimbursement requests must be reviewed and approved by FEMA prior to drawdowns.

For all non-disaster reimbursement requests (regardless of system), please ensure submittal of the following information:

1. Grant ID / Award Number
2. Total amount requested for drawdown
3. Purpose of drawdown and timeframe covered (must be within the award performance period)
4. Subrecipient Funding Details (if applicable).
    - Is funding provided directly or indirectly to a subrecipient?
        - If **no,** include statement "This grant funding is not being directed to a subrecipient."
    - If **yes**, provide the following details:
        - The name, mission statement, and purpose of each subrecipient receiving funds, along with the amount allocated and the specific role or activity being reimbursed.
        - Whether the subrecipient's work or mission involves supporting aliens, regardless of whether FEMA funds support such activities.

- Whether the payment request includes an activity involving support to aliens.
- Whether the subrecipient has any DEI practices.

5. Supporting documentation to demonstrate that expenses are allowable, allocable, reasonable, and necessary under 2 C.F.R. Part 200 and in compliance with the grant's NOFO, award terms, and applicable federal regulations.

O. Immigration Conditions
1. Materiality of Pending Immigration Condition
An immigration term and condition, including those in the DHS Standard Terms and Conditions, may be material to the Department of Homeland Security's decision to make this grant award, and the Department of Homeland Security may take any remedy for noncompliance, including termination, if the state or territorial recipient or any local government subrecipient fails to comply with this term and condition. No final agency determination has been made as of the date of this publication.

10. Other Information

A. Period of Performance Extension
Extensions to the period of performance are allowed.

Recipients should consult with their FEMA point of contact for requirements related to a performance period extension.

B. Other Information

a. *Environmental Planning and Historic Preservation (EHP) Compliance*
See the Preparedness Grants Manual for information on EHP compliance.

b. *Procurement Integrity*
See the Preparedness Grants Manual for information on procurement integrity

c. *Financial Assistance Programs for Infrastructure*
1. Recipients and subrecipients must comply with FEMA's implementation requirements of the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also 2 C.F.R. Part 184, Buy America Preferences for Infrastructure Projects and Office of Management and Budget (OMB), Memorandum M-24-02, Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America

preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to implement FEMA's Build America, Buy America requirements, please see Programs and Definitions: Build America, Buy America Act | FEMA.gov.

2. Waivers

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest, or
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality, or
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

The process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: "Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.

3. Definitions

For definitions of the key terms of the Build America, Buy America Act, please visit Programs and Definitions: Build America, Buy America Act | FEMA.gov.

d. *Mandatory Disclosures*

The non-Federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. (2 C.F.R. § 200.113)

e. *Adaptive Support*
See the Preparedness Grants Manual for information on disability integration.

f. *Record Retention*
See the Preparedness Grants Manual for information on record retention.

g. ***Actions to Address Noncompliance***
See the Preparedness Grants Manual for information on actions to address noncompliance.

h. ***Audits***
See the for information on audits.

11. Appendix A: HSGP Target Allocations

HSGP Programs	FY 2025 Target Allocation
SHSP	$373,500,000
UASI	$553,500,000
OPSG	$ 81,000,000
Total	**$1,008,000,000**

A. SHSP Target Allocations
For FY 2025, DHS/FEMA will distribute SHSP funds based on their risk assessment methodology and legal minimums outlined in the *Homeland Security Act of 2002*, as amended. ***THIRA and SPR results do not affect how grant funds are allocated.***

Each state and territory will receive a guaranteed minimum amount:

- All 50 states, Washington, D.C., and Puerto Rico will receive at least 0.35% of the total funds available under Sections 2003 and 2004 of the Homeland Security Act.
- The four territories (American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands) will receive at least 0.08% of the total funds available under these sections.

States must include a separate IJ for the NPA focused on Enhancing Election Security (at least 3% minimum spend requirement) and Supporting Border Crisis Response and Enforcement (at least a 10% minimum spend requirement), but there is flexibility on the remaining 17% required to meet the overall 30% minimum spend requirement for the NPAs associated with the SHSP allocation.

These are target allocations pending final decisions by the Department of Homeland Security. These target allocations act as an estimate, and final allocations may be different in the award letter.

Fiscal Year 2025 State Homeland Security Program Target Allocations

State/Territory	FY 2025 Target Allocation	State/Territory	FY 2025 Target Allocation
Alabama	$4,362,750	Montana	$4,362,750
Alaska	$4,362,750	Nebraska	$4,362,750
American Samoa	$997,200	Nevada	$4,362,750
Arizona	$5,023,205	New Hampshire	$4,362,750
Arkansas	$4,362,750	New Jersey	$5,065,776
California	$55,863,486	New Mexico	$4,362,750
Colorado	$4,362,750	New York	$38,200,874
Connecticut	$4,362,750	North Carolina	$4,631,809
Delaware	$4,362,750	North Dakota	$4,362,750
District of Columbia	$4,362,750	Northern Mariana Islands	$997,200
Florida	$15,745,665	Ohio	$5,643,542
Georgia	$7,272,801	Oklahoma	$4,362,750
Guam	$1,110,150	Oregon	$4,362,750
Hawaii	$4,362,750	Pennsylvania	$9,407,455
Idaho	$4,362,750	Puerto Rico	$4,362,750
Illinois	$10,419,556	Rhode Island	$4,362,750
Indiana	$4,362,750	South Carolina	$4,362,750
Iowa	$4,362,750	South Dakota	$4,362,750
Kansas	$4,362,750	Tennessee	$4,362,750
Kentucky	$4,362,750	Texas	$26,066,797
Louisiana	$4,362,750	U.S. Virgin Islands	$997,200
Maine	$4,362,750	Utah	$4,362,750
Maryland	$4,990,556	Vermont	$4,362,750
Massachusetts	$5,390,887	Virginia	$8,770,850
Michigan	$4,362,750	Washington	$5,483,241
Minnesota	$4,362,750	West Virginia	$4,362,750
Mississippi	$4,362,750	Wisconsin	$4,362,750
Missouri	$4,362,750	Wyoming	$4,362,750
Total			**$373,500,000.00**

B. UASI Target Allocations

For FY 2025, the UASI program will provide funding to high-risk urban areas. Eligibility has been determined through an analysis of relative risk of terrorism faced by the 100 most populous Metropolitan Statistical Areas (MSA) in the United States, as outlined in the *Homeland Security Act of 2002*, as amended. Detailed information on MSAs is available from the U.S. Census

Bureau at Metropolitan and Micropolitan (census.gov). ***It is important to note that results from THIRA/SPR do not impact grant allocations or awards.***

The Metropolitan Areas Standardization and Protection (MAPS) Act of 2021 (P.L. 117-219) prohibits automatic updates to core-based statistical areas, which are used to define MSAs, for grantmaking purposes. Any changes require a formal rulemaking process with public notice and comment. If changes become necessary in FY 2025, FEMA will initiate this process as required by the MAPS Act.

The table below lists the UASI allocations for each high-risk urban area based on DHS/FEMA's risk-informed assessment in accordance with the *Homeland Security Act of 2002*, as amended. Each high-risk urban area, through its state, must include a separate IJ for the NPA "Enhancing Election Security", which has a required minimum spend of 3%, and "Supporting Border Crisis Response and Enforcement", which has a 10% minimum spend requirement. ***All projects related to these requirements must be included in the separate IJs.*** Additionally, the combined funding across all five NPAs must total at least 30% of the area's overall UASI allocation.

These are target allocations pending final decisions by the Department of Homeland Security. These target allocations act as an estimate, and final allocations may be different in the award letter.

Fiscal Year 2025 Urban Area Security Initiative Target Allocations

State/Territory	Funded Urban Area	FY 2025 UASI Target Allocation
Arizona	Phoenix-Mesa-Chandler, AZ	$12,910,357
California	Anaheim-Santa Ana-Irvine, CA	$8,842,298
	Los Angeles-Long Beach-Glendale, CA	$38,664,255
	Riverside-San Bernardino-Ontario, CA	$7,134,344
	Sacramento-Roseville-Folsom, CA	$4,516,008
	San Diego-Chula Vista-Carlsbad, CA	$17,716,678
	San Francisco-San Jose-Oakland, CA	$32,451,685
Colorado	Colorado Springs, CO	$2,926,754
	Denver-Aurora-Lakewood, CO	$6,909,902
District of Columbia	Washington-Arlington-Alexandria, DC-VA-MD-WV	$25,270,521
Florida	Jacksonville, FL	$4,589,968
	Miami-Fort Lauderdale-Pompano Beach, FL	$15,683,707
	Orlando-Kissimmee-Sanford, FL	$6,611,279
	Tampa-St. Petersburg-Clearwater, FL	$7,296,816
Georgia	Atlanta-Sandy Springs-Alpharetta, GA	$14,564,394
Hawaii	Honolulu, HI	$6,338,443
Illinois	Chicago-Naperville-Elgin, IL-IN-WI	$33,479,819
Indiana	Indianapolis-Carmel-Anderson, IN	$3,367,289
Louisiana	New Orleans-Metairie, LA	$4,546,754

Maryland	Baltimore-Columbia-Towson, MD	$7,709,724
Massachusetts	Boston-Cambridge-Newton, MA-NH	$16,838,838
Michigan	Detroit-Warren-Dearborn, MI	$8,123,989
Minnesota	Minneapolis-St. Paul-Bloomington, MN-WI	$9,526,217
Missouri	St. Louis, MO-IL	$6,281,491
	Kansas City, MO-KS	$4,191,663
Nevada	Las Vegas-Henderson-Paradise, NV	$8,958,896
New Jersey	Newark-Jersey City-New Brunswick, NJ-PA	$13,928,247
New York	New York-White Plains, NY	$92,180,364
North Carolina	Charlotte-Concord-Gastonia, NC-SC	$4,285,035
Ohio	Cincinnati, OH-KY-IN	$4,166,331
	Columbus, OH	$4,062,892
	Cleveland-Elyria, OH	$4,309,739
Oregon	Portland-Vancouver-Hillsboro, OR-WA	$6,703,242
Pennsylvania	Philadelphia-Camden-Wilmington, PA-NJ-DE-MD	$18,464,547
	Pittsburgh, PA	$4,716,651
Tennessee	Nashville-Davidson--Murfreesboro--Franklin, TN	$4,150,624
Texas	Austin-Round Rock-Georgetown, TX	$3,753,183
	Dallas-Fort Worth-Arlington, TX	$16,798,290
	Houston-The Woodlands-Sugar Land, TX	$26,233,082
	San Antonio-New Braunfels, TX	$6,627,754
Virginia	Richmond, VA	$3,485,377
	Virginia Beach-Norfolk-Newport News, VA-NC	$8,382,039
Washington	Seattle-Tacoma-Bellevue, WA	$12,713,580
Wisconsin	Milwaukee-Waukesha, WI	$3,086,934
Total		**$553,500,000**

C. OPSG Target Allocations

For FY 2025, DHS/FEMA will award OPSG funds based on two main factors: the risk to border security and the anticipated effectiveness of proposed projects. The OPSG risk assessment identifies potential threats to border security, guiding the distribution of funds to areas with the highest need. Eligible applicants are local, and tribal law enforcement agencies located along the U.S. borders.

For OPSG, "risk" refers to the potential for adverse outcomes, assessed by evaluating threats, vulnerabilities, and consequences associated with specific incidents or events. The risk model used to allocate OPSG funds considers the potential risk that certain threats pose to border security and estimates the relative risk faced by a given area. In evaluating threat, DHS/CBP considers intelligence, situational awareness, criminal trends, and statistical data specific to each of the border sectors, and the potential impacts that these threats pose to the security of the border area. For vulnerability and consequence, DHS/CBP considers the expected impact and consequences of successful border events occurring in specific areas. The effectiveness of proposed investments is evaluated based on the subrecipient’s investment strategy, budget, collaboration, and past performance.

These are target allocations pending final decisions by the Department of Homeland Security. These target allocations act as an estimate, and final allocations may be different in the award letter.

Fiscal Year 2025 Operation Stonegarden Eligible* Target Allocations

State/Territory	FY 2025 Target Allocation	State/Territory	FY 2025 Target Allocation
Alabama	$350,000	Montana	$1,672,000
Alaska	$750,000	Nebraska	$0
American Samoa	$0	Nevada	$0
Arizona	$12,220,000	New Hampshire	$200,000
Arkansas	$0	New Jersey	$0
California	$12,100,000	New Mexico	$2,675,000
Colorado	$0	New York	$2,670,000
Connecticut	$0	North Carolina	$0
Delaware	$0	North Dakota	$1,542,000
District of Columbia	$0	Northern Mariana Islands	$0
Florida	$2,790,000	Ohio	$825,000
Georgia	$90,000	Oklahoma	$0
Guam	$0	Oregon	$0
Hawaii	$0	Pennsylvania	$170,000
Idaho	$180,000	Puerto Rico	$1,330,000
Illinois	$0	Rhode Island	$0
Indiana	$0	South Carolina	$0
Iowa	$0	South Dakota	$0
Kansas	$0	Tennessee	$0
Kentucky	$0	Texas	$33,708,000
Louisiana	$810,000	U.S. Virgin Islands	$90,000
Maine	$1,410,000	Utah	$0
Maryland	$0	Vermont	$150,000
Massachusetts	$0	Virginia	$0
Michigan	$2,286,000	Washington	$1,435,000
Minnesota	$972,000	West Virginia	$0
Mississippi	$575,000	Wisconsin	$0
Missouri	$0	Wyoming	$0
Total			**$81,000,000**

****Eligibility does not guarantee grant funding***

12. Appendix B: Allowable Costs

A. Allowable Cost Matrix for SHSP, UASI, and OPSG
The following matrix lists allowable cost activities across cost categories described above and below. The Preparedness Grants Manual includes additional information on allowable costs. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. HSGP funds may be used to cover the costs for evaluating the impact of these grants on the state or urban area's core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate FEMA HQ Preparedness Officer.

Allowable Program Activities	SHSP	UASI	OPSG
Allowable Planning Costs			
Developing hazard/threat-specific annexes	Y	Y	N
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	Y	Y	N
Developing related terrorism and other catastrophic event prevention activities	Y	Y	N
Developing and enhancing plans and protocols	Y	Y	N
Developing or conducting assessments	Y	Y	N
Hiring of full- or part-time staff or contract/consultants to assist with planning, engagement, and volunteer management activities	Y	Y	N
Materials required to conduct planning, engagement, and volunteer management activities	Y	Y	N
Travel/per diem related to planning, engagement, and volunteer management activities	Y	Y	Y
Overtime and backfill costs (in accordance with operational Cost Guidance)	Y	Y	Y
Issuance of Western Hemisphere Travel Initiative-compliant Tribal identification cards	Y	N	N
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	Y	Y	N
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	Y	Y	N
Coordination and material support to Citizen Corps Councils and local firehouses for the establishment, training and maintenance of CERTs	Y	Y	N
Update governance structures and processes and plans for emergency communications	Y	Y	N
Development, and review and revision of continuity of operations plans	Y	Y	N
Development, and review and revision of the THIRA/SPR and continuity of operations plans	Y	Y	N
Allowable Organizational Activities **Note:** Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.			
Program management	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
Development of whole community partnerships	Y	Y	N
Structures and mechanisms for information sharing between the public and private sector	Y	Y	N
Implementing models, programs, and workforce enhancement initiatives	Y	Y	N
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	Y	Y	N
Operational support	Y	Y	N
Utilization of standardized resource management concepts	Y	Y	N
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event	Y	Y	N
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50% of the allocation)	Y	Y	Y
Overtime for information, investigative, and intelligence sharing activities (up to 50% of the allocation)	Y	Y	Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50% of the allocation).	Y	Y	Y
Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses.	Y	Y	N
Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT	Y	Y	N
Cost of migrating online services to the ".gov" domain	Y	Y	N
Allowable Equipment Categories			
Personal Protective Equipment	Y	Y	Y
Explosive Device Mitigation and Remediation Equipment	Y	Y	N
CBRNE Operational Search and Rescue Equipment	Y	Y	N
Information Technology	Y	Y	Y
Cybersecurity Enhancement Equipment	Y	Y	N
Interoperable Communications Equipment	Y	Y	Y
Detection	Y	Y	Y
Decontamination	Y	Y	N
Medical countermeasures	Y	Y	Y
Power (e.g., generators, batteries, power cells)	Y	Y	Y
CBRNE Reference Materials	Y	Y	N
CBRNE Incident Response Vehicles	Y	Y	N
Terrorism Incident Prevention Equipment	Y	Y	Y
Physical Security Enhancement Equipment	Y	Y	Y
Inspection and Screening Systems	Y	Y	Y
Animal Care and Foreign Animal Disease	Y	Y	N
CBRNE Prevention and Response Watercraft	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
CBRNE Prevention and Response Unmanned Aircraft	Y	Y	N
CBRNE Aviation Equipment	Y	Y	N
CBRNE Logistical Support Equipment	Y	Y	N
Intervention Equipment (e.g., tactical entry, crime scene processing)	Y	Y	Y
Critical emergency supplies	Y	Y	N
General use vehicle acquisition, lease, and rental	N	N	Y
Specialized vehicle acquisition, lease, and rental	Y	Y	Y
Other Authorized Equipment	Y	Y	Y
Allowable Training Costs			
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	Y	Y	N
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	Y	Y	N
Training workshops and conferences	Y	Y	Y
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	Y	Y	N
Full- or part-time staff or contractors/consultants	Y	Y	Y
Travel	Y	Y	Y
Supplies	Y	Y	N
Instructor certification/re-certification	Y	Y	N
Coordination with Citizen Corps Councils and CERT in conducting training exercises	Y	Y	N
Preparedness training for community preparedness initiatives and programs	Y	Y	N
Interoperable communications training	Y	Y	N
Activities to achieve planning inclusive of people with limited English proficiency	Y	Y	N
Immigration enforcement training	Y	Y	Y
Allowable Exercise Related Costs			
Design, Develop, Conduct, and Evaluate an Exercise	Y	Y	N
Full- or part-time staff or contractors/consultants	Y	Y	N
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	Y	Y	N
Implementation of Homeland Security Exercise and Evaluation Program (HSEEP)	Y	Y	N
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	Y	Y	N
Travel	Y	Y	N
Supplies	Y	Y	N
Interoperable communications exercises	Y	Y	N
Activities to achieve planning inclusive of people with limited English	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
proficiency			
Allowable M&A Costs			
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	Y	Y	Y
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	Y	Y	Y
Overtime and backfill costs	Y	Y	Y
Travel	Y	Y	Y
Meeting related expenses	Y	Y	Y
Authorized office equipment	Y	Y	Y
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	Y	Y	N
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	Y	Y	N
Completing the Civil Rights Evaluation Tool	Y	Y	Y
Conducting activities related to evaluating project effectiveness for HSGP-funded projects	Y	Y	Y
LETPA Costs			
Integration and interoperability of systems and data, such as computer aided dispatch (CAD) and record management systems (RMS), to facilitate the collection	Y	Y	N
Maturation, enhancement, and sustainment of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions)	Y	Y	N
Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism	Y	Y	N
Coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events	Y	Y	N
Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability development, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology	Y	Y	N
Coordination between fusion centers and other operational analytic, and investigative efforts	Y	Y	N
Implementation, maintenance, and sustainment of the Nationwide Suspicious Activity Reporting Initiative	Y	Y	N
Implementation of the "If You See Something, Say Something®" campaign	Y	Y	N
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
measures at critical infrastructure locations			

B. SHSP and UASI Other Direct Costs
Recipients must comply with all the requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*). In general, recipients should consult with their FEMA HQ Preparedness Officer prior to making any investment that does not clearly meet the allowable expense criteria. Funding guidelines established within this section support four of the five mission areas—Prevention, Protection, Mitigation, and Response—and associated core capabilities within the Goal. While Recovery is part of the Goal, it is not explicitly part of the HSGP. Allowable investments made in support of the national priorities, as well as other capability-enhancing projects must have a nexus to terrorism preparedness and fall into the categories of planning, organization, exercises, training, or equipment, aligned to building capability, closing capability gaps, and/or sustaining capabilities, as defined by CPG 201: THIRA/SPR Guide—3rd Edition (Comprehensive Preparedness Guide (CPG) 201, 3rd Edition (fema.gov)). Recipients are encouraged to use grant funds for evaluating grant-funded project effectiveness and return on investment. FEMA encourages recipients to provide the results of that analysis to FEMA.

a. ***Planning***
SHSP and UASI funds may be used for a range of emergency preparedness and management planning activities, such as those associated with the development, review, and revision of the THIRA, SPR, continuity plans, and other planning activities that support the Goal and placing an emphasis on updating and maintaining a current Emergency Operations Plan (EOP) that conforms to the guidelines outlined in Comprehensive Preparedness Guide (CPG) 101 v3. Planning efforts can also include conducting risk and resilience assessments on increasingly connected cyber and physical systems, on which security depends, using the Infrastructure Resilience Planning Framework and related CISA resources.

Additionally, SHSP and UASI funds may be used for planning efforts related to state court cybersecurity, 911 call capabilities, alert and warning capabilities, and implementation of the REAL ID Act (Pub. L. No. 109-13).

b. ***Organization***
Organization costs are allowed under this program only as described in this funding notice and the Preparedness Grants Manual.

States and high-risk urban areas must justify proposed expenditures of SHSP or UASI funds to support organization activities within their IJ submission. Organizational activities include:

1. Program management;
2. Development of whole community partnerships, through groups such as Citizen Corp Councils;
3. Structures and mechanisms for information sharing between the public and private sector;
4. Implementing models, programs, and workforce enhancement initiatives to address ideologically inspired radicalization to violence in the homeland;

5. Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors;
6. Operational Support;
7. Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident;
8. Responding to an increase in the threat level under the NTAS or needs resulting from a National Special Security Event;
9. Paying salaries and benefits for personnel to serve as qualified Intelligence Analysts. Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act (PRICE Act)*, Pub. L. No. 110-412, § 2, codified in relevant part, as amended, at 6 U.S.C. § 609(a), SHSP and UASI funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by SHSP or UASI funding. *See* 6 U.S.C. § 609(a). To be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:
    - Complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
    - Previously served as an intelligence analyst for a minimum of two years either in a federal intelligence agency, the military, or state and/or local law enforcement intelligence unit.
10. All fusion center analytical personnel must demonstrate qualifications that meet or exceed competencies identified in the Common Competencies for state, local, and tribal intelligence analysts, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Preparedness Officer upon request; and
11. Migrating online services to the ".gov" internet domain.

All SAAs are allowed to use up to 50% of their SHSP funding, and all high-risk urban areas are allowed to use up to 50% of their UASI funding, for personnel costs per 6 U.S.C. § 609(b)(2)(A). Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant. Personnel expenses may include, but are not limited to training and exercise coordinators, program managers and planners, intelligence analysts, and SWICs.

At the request of a recipient, the FEMA Administrator (or their designee) may grant a waiver of this 50% limitation under 6 U.S.C. § 609(b)(2)(B). Requests for waivers to the personnel cap must be submitted by the authorized representative of the SAA to FEMA in writing on official letterhead, with the following information:

1. Documentation explaining why the cap should be waived;
2. Conditions under which the request is being submitted; and
3. A budget and method of calculation of personnel costs both in percentages of the grant award and in total dollar amount.

Please see IB 421b, Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public L. No. 110–412 – the PRICE Act), dated October 30, 2019, for additional information on the waiver request process.

c. *Equipment*

Equipment costs are allowed under this program only as described in this funding notice and the Preparedness Grants Manual.

The 21 allowable prevention, protection, mitigation, and response equipment categories for HSGP are listed on the Authorized Equipment List (AEL). Some equipment items require prior approval from FEMA before obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required or to ensure prior approval is obtained if necessary. Recipients and subrecipients may purchase equipment not listed on the AEL, but **only** if they first seek and obtain **prior approval** from FEMA.

Unless otherwise stated, all equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment. Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance on Emergency Communications Grants (SAFECOM Guidance) recommendations. Such investments must be coordinated with the SWIC and the State Interoperability Governing Body to ensure interoperability and long-term compatibility. For personal protective equipment (PPE), recipients are encouraged to give procurement preference to domestic manufacturers of PPE or PPE raw materials to the maximum practicable and allowed by law.

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with state, city, or local health departments that administer federal funds from the Department of Health and Human Services for this purpose and with existing Metropolitan Medical Response System committees where available, to sustain their long-term planning for appropriate, rapid, and local medical countermeasures, including antibiotics and antidotes for nerve agents, cyanide, and other toxins. Procurement must have a sound threat-based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, recipients must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Recipients are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year's Period of Performance (POP) for HSGP. The cost of disposal cannot be carried over to another FEMA grant or grant period.

EMS electronic patient care data systems should comply with the most current data standard of the National Emergency Medical Services Information System.

Recipients are reminded that school hardening is an eligible activity under SHSP and UASI. School hardening measures include but are not limited to:

1. Bullet resistant doors and glass;
2. Hinge-locking mechanisms;
3. Immediate notification to emergency 911 systems;
4. Mechanisms that provide real time actionable intelligence directly to law enforcement and first responders;
5. Installation of distraction devices or other countermeasures administered by law enforcement; and
6. Other measures determined to provide significant improvements to schools' physical security.

Additionally, SHSP and UASI funds may be used for equipment purchases related to state court cybersecurity, 911 call capabilities, alert and warning capabilities, and implementation of the REAL ID Act (Pub. L. No. 109-13).

sUAS and critical emergency supply costs are allowable under this program. See the Preparedness Grants Manual for more information.

1. General Purpose Equipment

HSGP allows expenditures on general purpose equipment if it aligns to and supports one or more core capabilities identified in the Goal and has a nexus to terrorism preparedness. General purpose equipment, like all equipment funded under the HSGP, must be sharable through the EMAC[4] and allowable under 6 U.S.C. § 609, and any other applicable provision of the *Homeland Security Act of 2002*, as amended. Examples of such general-purpose equipment may include:

- Law enforcement/general use vehicles (OPSG only);
- Emergency medical services equipment and vehicles;
- Fire service equipment and vehicles, to include hose, pump accessories, and foam concentrate for specialized chemical/biological/radiological/nuclear/explosive (CBRNE) response;
- Interoperability of data systems, such as CAD and RMS; and
- Office equipment for staff[5] engaged in homeland security program activity.

2. Controlled Equipment

For decades, the federal government has provided equipment to state, local, and tribal LEAs through federal grants. Some federal grant programs have assisted LEAs as they carry out their critical missions to keep the American people safe. The equipment acquired by LEAs through these programs includes administrative equipment, such as office furniture and computers. Some federal grant programs also may include military and military-styled equipment, firearms, and tactical vehicles provided by the federal government, including property covered under 22 C.F.R.

[4] Except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time.
[5] This applies to all homeland security personnel and is not limited to M&A staff, and costs are to be captured outside the cap on M&A costs.

Part 121 and 15 C.F.R. Part 774 (collectively, "controlled equipment").

However, not all equipment that is considered controlled equipment is allowable under the HSGP. Grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. For example, the purchase of tracked armored vehicles, camouflage uniforms, weapons, and weapons accessories, including ammunition, is generally not allowed with HSGP funds.

DHS/FEMA will continue to collaborate with federal agency partners to ensure that there is a consistent and reasonable approach to the restrictions placed on certain equipment expenditures while continuing to support these investments when there is a justifiable need. Further, DHS/FEMA will continue to maintain an awareness of the evolving policy developments related to certain equipment expenditures and keep grant recipients up to date on future developments.

Additional information on controlled equipment is pending publication. Please visit FEMA's website for current and upcoming guidance.

3. Construction and Renovation

Construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. For construction and renovation costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds. Limits on the total amount of grant funding that may be used for construction or renovation may apply. Additionally, recipients are required to submit SF-424C and SF-424D.

All proposed construction and renovation activities must undergo an EHP review, including approval of the review from FEMA, prior to undertaking any action related to the project. Failure of a grant recipient to meet these requirements may jeopardize Federal funding. Please see the Preparedness Grants Manual for more information.

d. *Training and Exercises*

Training and exercise costs are allowed under this program only as described in this funding notice and the Preparedness Grants Manual. Recipients are encouraged to consider tuition-free courses offered by FEMA first, before investing in training. For more information and a catalog of courses please refer to the National Preparedness Course Catalog at the National Training and Education Division (NTED).

Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of training specifically identified under the SHSP and UASI program and/or in conjunction with emergency preparedness training by other federal agencies (e.g., HHS and Department of Transportation [DOT]). Training conducted using HSGP funds should address a performance gap identified through an Integrated Preparedness Plan (IPP) or other assessments (e.g., National Emergency Communications Plan Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. When developing new courses, recipients are encouraged to apply the Analysis, Design, Development, Implementation, and

Evaluation model of instructional design.

4. Law Enforcement Readiness

SHSP or UASI grant funds may be requested and may be approved on a case-by-case basis for immigration enforcement training in support of the border security mission. Requests for training will be evaluated on a case-by-case basis and can only be used for certification in the section 287(g) program provided by DHS/ICE. SHSP or UASI subrecipients with agreements under section 287(g) of the *Immigration and Nationality Act* (INA) (8 U.S.C. § 1357(g)) to receive delegated authority for immigration enforcement within their jurisdictions may also be reimbursed for section 287(g) related operational activities with approval from FEMA on a case-by-case basis.

e. *Maintenance and Sustainment*
Maintenance and sustainment related costs are allowed under this program only as described in the Preparedness Grants Manual.

f. *Travel*
Domestic travel costs are allowed under this program, as provided for in this NOFO. International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA. See the Allowable Cost Matrix above for more information on allowable travel activities under SHSP and UASI.

g. *Personnel*
Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. All recipients and subrecipients of HSGP funds, including SHSP and UASI allocations, may not use more than 50% of their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50% personnel cap, please see FEMA IB 421b, Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008* (Public Law 110-412) – the PRICE Act.

HSGP funds may not be used to support the hiring of any personnel to fulfill traditional public health and safety duties nor to supplant traditional public health and safety positions and responsibilities. The following definitions apply to personnel costs:

- **Hiring**. State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable FEMA grant activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-FEMA HSGP program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.
- **Overtime**. These expenses are limited to the additional costs that result from personnel working over and above 40 hours of weekly work time as the direct result of their performance of FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.
- **Backfill-Related Overtime**. Also called "Overtime as Backfill," these expenses are limited to overtime costs that result from personnel who are working overtime (as

identified above) to perform the duties of other personnel who are temporarily assigned to FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.

- **Supplanting**. Grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

1. Operational Overtime Costs

In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, HSGP recipients are urged to consider using grant funding to support soft target preparedness activities. SHSP or UASI funds may be used to support select operational expenses associated with increased security measures in the authorized categories cited in the table below, but this table is not exhaustive. FEMA retains the discretion to approve other types of requests that do not fit within one of the categories of the table.

Authorized Operational Overtime Categories

	Category	Description
1	**National Terrorism Advisory System (NTAS)**	Security measures in response to an increase in the threat level under the NTAS to an "elevated" or "imminent" alert status. FEMA Information Bulletin No. 367, Impact of National Terrorism Advisory System on Homeland Security Grant Programs, remains applicable; therefore, advance authorization from FEMA is not required. Refer to National Terrorism Advisory System | Homeland Security (dhs.gov) for additional information on the NTAS.
2	**National Security Special Event (NSSE)**	Security measures for a designated NSSE. NSSEs are events of national or international significance deemed by DHS to be a potential target for terrorism or other criminal activity.
3	**Special Event Assessment Rating (SEAR) Level 1 through Level 4 Events**	Security measures required for SEAR Level 1 through Level 4 events as designated by DHS and included in the DHS National Special Events List, as defined below: • SEAR 1: A significant event with national and/or international importance that may require extensive federal interagency support. • SEAR 2: A significant event with national and/or international importance that may require some level of federal interagency support.

	Category	Description
		• SEAR 3: An event of national and/or international importance that requires only limited federal support. • SEAR 4: An event with limited national importance that is managed at state and local level. NOTE: In cases where a threat of terrorism can be associated with a SEAR Level 5 event, the event planners should coordinate with their state or territory Homeland Security Advisor to seek re-adjudication of the SEAR rating. Operational overtime for security measures associated with such events will be considered for approval by FEMA if re-adjudication results in a SEAR 1 through 4 rating.
4	**States of Emergency**	Declarations of states of emergency by the Governor associated with a terrorism-related threat or incident. This excludes Presidentially declared major disasters or emergencies where federal funding support for the proposed grant-funded activity is made available through the FEMA Public Assistance program or other federal disaster grants.
5	**National Critical Infrastructure Prioritization Program (NCIPP)**	Protection of Level 1 and Level 2 facilities identified through DHS's NCIPP based on a terrorism-related threat to critical infrastructure.
6	**Directed Transit Patrols**	Targeted security patrols in airports and major transit hubs based on a terrorism-related threat to transportation systems.
7	**Other Related Personnel Overtime Costs**	Overtime costs may be authorized for personnel assigned to directly support any of the security activities relating to the categories above. Examples include firefighters and emergency medical services personnel; public works employees who may be responsible for installing protective barriers and fencing; public safety personnel assigned to assist with event access and crowd control; emergency communications specialists; backfill and overtime for staffing state or major urban area fusion centers; state Active Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package (note: consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package); contract security services for critical infrastructure sites; participation in Regional Resiliency Assessment Program activities, increased border security activities in coordination with USBP, etc.
8	**Operational Support to a Federal Agency**	Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities related to homeland security/terrorism preparedness and

	Category	Description
		specifically requested by a federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible activities, including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the *Maritime Transportation Security Act of 2002*), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. In addition, reimbursement for operational overtime law enforcement activities related to combating transnational crime organizations in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism is an allowable expense under SHSP and UASI on a case-by-case basis. Grant funding can only be used in proportion to the federal man-hour estimate and only after funding for these activities from other federal sources (i.e., FBI JTTF payments to state and local agencies) has been exhausted.
9	**Response to Catastrophic Incidents that are Acts of Terrorism**	Operational overtime is allowable for responding to acts of terrorism. This includes overtime accrued during the immediate response to events, such as mass casualty acts of targeted violence or other activities where the act (i) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (ii) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States, and the act appears to be intended to coerce civilian populations, influence the policy of a government by intimidation or coercion, or affect the conduct of a government by mass destructions, assassination, or kidnapping.

All allowable operational overtime costs are also subject to the administration requirements outlined in the following subsection.

2. Administration of Operational Overtime Requests

- Except for an elevated NTAS alert, SHSP or UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. The SAA must submit operational overtime requests in writing to its assigned FEMA HQ Preparedness Officer. FEMA will consider requests for special event activities up to one year in advance. However such requests must be within the award's current POP and must not result in the need for a request to extend the period of performance. SAAs should contact FEMA Grants News by e-mail at fema-grants-news@fema.dhs.gov or by phone at (800) 368-6498, Monday through Friday, 9:00 AM – 5:00 PM ET, for clarification.
- All operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in the table above. Requests must address the threat environment as it relates to the event or activity requiring operational overtime

support and explain how the overtime activity is responsive to the threat. Request letters sent to FEMA must be UNCLASSIFIED but may be labeled "For Official Use Only." If explaining the threat will require the sharing of classified information, the letter should state that fact. FEMA will then plan for the sharing of classified information through official channels;

- Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity;
- Under no circumstances may FEMA grant funding be used to pay for costs already supported by funding from another federal source;
- States with UASI jurisdictions can use funds retained at the state level to reimburse eligible operational overtime expenses incurred by the state (per the above guidance limitations). Any UASI funds retained by the state must be used in direct support of the high-risk urban area. States must provide documentation to the UAWG and FEMA upon request demonstrating how any UASI funds retained by a state would directly support the high-risk urban area; and
- FEMA will consult and coordinate with appropriate DHS components as necessary to verify information used to support operational overtime requests.

h. ***Secure Identification***

Secure identification costs are allowed under this program. SHSP funds may be used to support the implementation activities associated with the Western Hemisphere Travel Initiative (WHTI), including the issuance of WHTI-compliant tribal identification cards.

i. ***Multiple Purpose or Dual-Use of Funds***

Please see the Preparedness Grants Manual for information on multiple purpose of dual-use of funds under SHSP and UASI.

C. OPSG Other Direct Costs

Recipients must comply with all the requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*). In general, recipients should consult with their FEMA HQ Preparedness Officer prior to making any investment that does not clearly meet the allowable expense criteria. Funding guidelines established within this section support four of the five mission areas—Prevention, Protection, Mitigation, and Response—and associated core capabilities within the Goal. While Recovery is part of the Goal, it is not explicitly part of the HSGP. Allowable investments made in support of the national priorities, as well as other capability-enhancing projects must have a nexus to terrorism preparedness and fall into the categories of planning, organization, exercises, training, or equipment, aligned to building capability, closing capability gaps, and/or sustaining capabilities, as defined by CPG 201: THIRA/SPR Guide—3rd Edition (Comprehensive Preparedness Guide (CPG) 201, 3rd Edition (fema.gov)). Recipients are encouraged to use grant funds for evaluating grant-funded project effectiveness and return on investment. FEMA encourages recipients to provide the results of that analysis to FEMA.

a. ***Planning***

Planning costs are allowed under this program only as described in this funding notice. See the Allowable Cost Matrix above for more information on allowable planning activities for OPSG.

b. *Organization*
Organization costs are allowed under this program only as described in this funding notice and the Preparedness Grants Manual. See the Allowable Cost Matrix above for more information on allowable organizational activities for OPSG.

c. *Equipment*
Equipment costs are allowed under this program only as described in this funding notice and the Preparedness Grants Manual.

OPSG equipment is intended to be incidental to the enhanced border security operations being performed. The grant is not intended to be used to outfit or supply general equipment to SLTT law enforcement agencies. Equipment must be relatable to and justified by the operational benefit it will provide. Each appropriate OPSG sector coordinator is required to keep an inventory of OPSG purchased equipment that includes at a minimum: 1) grant funding year; 2) purchase amount; 3) purchase date; 4) purchase quantity; 5) equipment ID; 6) source of funding for the property, including the Federal Award Identification Number; 7) who holds title to the property; 8) federal share percent of the property; 9) location of the property; 10) use and condition of the property; 11) disposal date; and 12) brief disposal justification information and sale price if sold. Each Operations Order/FRAGO will require that each friendly force submit the equipment inventory for each Operations Order/FRAGO submission.

1. **Equipment Marking**. Because equipment purchased with OPSG funding is intended to be used to support OPSG activities, it **may** be appropriately marked to ensure its ready identification and primary use for that purpose. **When practicable**, any equipment purchased with OPSG funding **should** be prominently marked as follows: **"Purchased with DHS funds for Operation Stonegarden Use."**
2. **Fuel Cost and Mileage Reimbursement.** There is no cap for reimbursement of fuel or mileage costs in support of operational activities. Subrecipients and friendly forces may not claim reimbursements for both mileage and fuel/maintenance for the same equipment at the same time.
3. **Vehicle and Equipment Acquisition, Including Leasing and Rentals**. Allowable purchases under OPSG include patrol vehicles and other mission-specific equipment whose primary purpose is to increase operational capabilities on or near a border nexus in support of approved border security operations. A detailed justification must be submitted to the respective FEMA HQ Preparedness Officer prior to purchase.
4. **Medical Emergency Countermeasures.** Allowable purchases under OPSG include narcotic antagonist pharmaceuticals, detection and identification equipment, safe storage and transportation, personnel protective equipment, and initial equipment training, as reflected in the AEL.

1. Requirements for sUAS

sUAS are allowable under the HSGP. See the Preparedness Grants Manual for more information.

2. General Purpose Equipment

HSGP allows expenditures on general purpose equipment if it aligns to and supports one or more core capabilities identified in the Goal and has a nexus to terrorism preparedness. General purpose equipment, like all equipment funded under the HSGP, must be sharable through the EMAC[6] and allowable under 6 U.S.C. § 609, and any other applicable provision of the *Homeland Security Act of 2002*, as amended. Examples of such general-purpose equipment may include:

- Law enforcement/general use vehicles (OPSG only);
- Emergency medical services equipment and vehicles;
- Fire service equipment and vehicles, to include hose, pump accessories, and foam concentrate for specialized chemical/biological/radiological/nuclear/explosive (CBRNE) response;
- Interoperability of data systems, such as CAD and RMS; and
- Office equipment for staff[7] engaged in homeland security program activity.

3. Controlled Equipment

For decades, the federal government has provided equipment to state, local, and tribal LEAs through federal grants. Some federal grant programs have assisted LEAs as they carry out their critical missions to keep the American people safe. The equipment acquired by LEAs through these programs includes administrative equipment, such as office furniture and computers. Some federal grant programs also may include military and military-styled equipment, firearms, and tactical vehicles provided by the federal government, including property covered under 22 C.F.R. Part 121 and 15 C.F.R. Part 774 (collectively, "controlled equipment").

However, not all equipment that is considered controlled equipment is allowable under the HSGP. Grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. For example, the purchase of tracked armored vehicles, camouflage uniforms, weapons, and weapons accessories, including ammunition, is generally not allowed with HSGP funds.

DHS/FEMA will continue to collaborate with federal agency partners to ensure that there is a consistent and reasonable approach to the restrictions placed on certain equipment expenditures while continuing to support these investments when there is a justifiable need. Further, DHS/FEMA will continue to maintain an awareness of the evolving policy developments related to certain equipment expenditures and keep grant recipients up to date on future developments.

Additional information on controlled equipment is pending publication. Please visit FEMA’s website for current and upcoming guidance.

4. Construction and Renovation

[6] Except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time.
[7] This applies to all homeland security personnel and is not limited to M&A staff, and costs are to be captured outside the cap on M&A costs.

OPSG funds may not be used for any construction.

d. *Training and Exercises*
Training and exercise costs are allowed under this program only as described in this funding notice and the Preparedness Grants Manual (e.g., related to EHP compliance). Recipients are encouraged to consider tuition-free courses offered by FEMA first, before investing in training. For more information and a catalog of courses please refer to the National Preparedness Course Catalog at NTED.

1. Law Enforcement Readiness

OPSG grant funds may be used to increase operational, material, and technological readiness of SLTT law enforcement agencies. The Delegation of Immigration Authority, Section 287(g) of the *Immigration and Nationality Act (INA)* program allows a state or local law enforcement entity to enter into a partnership with ICE, under a joint Memorandum of Agreement (MOA), to receive delegated authority for immigration enforcement within their jurisdictions.

OPSG grant funds may be requested and may be approved on a case-by-case basis for immigration enforcement training in support of the border security mission. Requests for training will be evaluated on a case-by-case basis and can only be used for certification in the section 287(g) program provided by DHS/ICE. OPSG subrecipients with agreements under section 287(g) of the *INA* (8 U.S.C. § 1357(g)) to receive delegated authority for immigration enforcement within their jurisdictions may also be reimbursed for section 287(g) related operational activities with approval from FEMA on a case-by-case basis. For OPSG, subrecipients must be authorized by USBP Headquarters and Sectors, and operational activities must be coordinated through a USBP Sector.

e. *Maintenance and Sustainment*
Maintenance and sustainment related costs are allowed under this program only as described in the Preparedness Grants Manual.

f. *Travel*
Domestic travel costs are allowed under this program, as provided for in this NOFO and in the Preparedness Grants Manual. International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA. See the Allowable Cost Matrix in Appendix B for more information on allowable travel activities under OPSG.

g. *Personnel*
Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. Under OPSG, overtime costs are allowable only in so far as they meet the intent of the program. All recipients and subrecipients of HSGP funds, including OPSG allocations, may not use more than 50% of their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50% personnel cap, please see FEMA IB 421b, *Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110-412 – the PRICE Act)*.

Further, changes in scope or objective also require FEMA's prior written approval pursuant to 2 C.F.R. § 200.308(c)(1). If the cost changes are allowable under the grant, a FRAGO must be submitted to Homeland Security Information Network (HSIN) to obtain FEMA's prior written approval of such changes in accordance with 2 C.F.R. § 200.308(c)(1). These modifications will be annotated in the annex section of the FRAGO.

OPSG funds may be used for domestic travel and *per diem*, including costs associated with the deployment/redeployment of personnel to border areas and for travel associated with law enforcement entities assisting other local jurisdictions in law enforcement activities. In addition, allowable costs include supporting up to six-month deployment of law enforcement personnel to critical Southwest Border locations for operational activities (travel costs must be in accordance with applicable travel regulations).

OPSG funds may be used to pay additional current part-time law enforcement personnel salaries to bring them to temporary full-time status. OPSG funds may support a Governor's request to activate, deploy, or redeploy specialized National Guard Units/Package and/or elements of state law enforcement serving as friendly forces to increase or augment specialized/technical law enforcement elements' operational activities. Costs associated with backfill for personnel supporting operational activities are allowable.

As with all OPSG personnel costs, OPSG grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

1. Operational Overtime Costs

OPSG funds should be used for operational overtime costs associated with law enforcement activities in support of border law enforcement agencies for enhanced border security. Overtime pay is for increased patrol time for certified public safety officers, along with limited support for other law enforcement direct support personnel (e.g., Communication Officers/Dispatchers, non-sworn patrol pilots, etc.). Overtime shall be reimbursed consistent with the non-federal entity's overtime policy and the requirements as stated below:

- Overtime is time worked that exceeds the required number of hours during an employee's designated shift;
- Overtime must be worked to increase patrol capacity and be in support of identified and approved USBP border security operations;
- The OPSG overtime hourly rate of pay will be no more than the approved overtime rate per local law and policy and must be in accordance with applicable state and federal regulations;
- All overtime expenses under OPSG must be reasonable for the services rendered and conform to the non-federal entity's established written policy, which must apply to both federally funded and non-federally funded activities and comply with the other applicable requirements under 2 C.F.R. §§ 200.430-200.431; and

- The non-federal entity may not utilize OPSG funding to pay for an employee's overtime hours or pay that exceeds 16-hours worked in any 24-hour period.

2. Intelligence Support

Per 6 U.S.C. § 609(a), OPSG funds may, as applicable and operationally beneficial, be used to pay salaries and benefits or overtime for personnel to serve as qualified Intelligence Analysts to enable and enhance information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by OPSG funding. Qualified OPSG-funded intelligence analysts can be assigned to an applicable law enforcement facility/intelligence function as long as information/intelligence sharing is maintained. To serve as an OPSG-funded intelligence analyst, personnel must meet at least one of the following criteria:

- Complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
- Previously served as an intelligence analyst for a minimum of two years either in a federal intelligence agency, the military, or state and/or local law enforcement intelligence unit.

OPSG-funded intelligence analysts must demonstrate qualifications that meet or exceed competencies identified in the Common Competencies for state, local, and tribal intelligence analysts, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Preparedness Officer upon request.

h. ***Regional Border Projects***

Recipients are encouraged to prioritize the acquisition and development of regional projects on the borders to maximize interoperability and coordination capabilities among federal agencies and with state, local, and tribal law enforcement partners. Such regional projects include:

1. Communications equipment;
2. Radio systems and repeaters;
3. Integration with regional intelligence and information sharing effort (i.e., fusion centers):
   - Intelligence analysts.
4. Situational Awareness equipment:
   - License Plate Reader Networks;
   - Visual detection and surveillance systems;
   - Sensor Systems;
   - Radar Systems (for air and/or marine incursions); and
   - Aircraft systems (manned or unmanned).

i. ***Transportation Costs and Costs Related to the Provision of Acute Medical Care***

Vehicle, fuel, mileage, operational overtime, and other types of costs otherwise allowable under an OPSG award's HSGP NOFO are allowable where the costs are in support of the necessary transportation of individuals interdicted while carrying out allowable OPSG-funded activities or operations from the point of interdiction to an applicable law enforcement facility.

When transporting individuals interdicted in the course of carrying out allowable OPSG-funded

activities or operations from the point of interdiction, non-Federal entities may charge vehicle, fuel, mileage, operational overtime, and other types of costs otherwise allowable under an OPSG award's HSGP NOFO associated with necessary transportation to provide acute medical care for individuals being transported from the point of interdiction. In such cases, non-Federal entities may also charge operational overtime for personnel that monitor a detained individual receiving acute medical care where the individual remains in the custody of the non-Federal law enforcement agency. Costs incurred beyond the acute phase of medical care (e.g., upon admission to the hospital, or after transfer from an acute care facility to the hospital) and costs incurred once the custodial responsibility of the individual is transferred to CBP are not allowable under OPSG.

Costs described above are allowable regardless of what entity or agency initially makes the interdiction. Personnel costs incurred by non-Federal law enforcement agencies eligible under OPSG (including deputies, corrections officers, or detention officers) for costs described above are allowable.

j. *Temporary or Term Appointments*

Temporary or term appointments are allowable under an OPSG award, so long as they comply with the following:

1. Subrecipients may utilize temporary or term appointments to augment the law enforcement presence on the borders. However, applying funds toward hiring full-time or permanent sworn public safety officers is unallowable;
2. OPSG-funded temporary or term appointments may not exceed the approved period of performance:
    - For OPSG purposes, temporary appointments are non-status appointments for less than one year; and
    - For OPSG purposes, term appointments are non-status appointments for one year, extendable for one year as necessary.
3. OPSG funding for temporary or term appointments may pay for salary only. Benefits are not allowable expenses for term or temporary employees;
4. OPSG remains a non-hiring program. Appropriate uses of temporary or term appointments include:
    - To carry out specific enforcement operations work for ongoing OPSG-funded patrols throughout the Sector Area of Operation;
    - To staff operations of limited duration, such as OPSG-enhanced enforcement patrols targeting specific locations or criminal activity; and
    - To fill OPSG positions in activities undergoing transition or personnel shortages and local backfill policies (medical/military deployments).
5. OPSG term and temporary appointments must have all necessary certifications and training to enforce state and local laws. OPSG funds will not be used to train or certify term or temporary appointments except as otherwise stated in this NOFO and the Preparedness Grants Manual; and
6. FEMA provides no guarantee of funding for temporary or term appointments. In addition to the terms of this NOFO, subrecipients must follow their own applicable policies and procedures regarding temporary or term appointments.

7

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 5, 2026

Subject: Consideration to Approve a Memorandum of Understanding with California State University, Northridge to provide Volunteer Income Tax Assistance Services and Financial Literacy Workshops

RECOMMENDATION:

It is recommended that the City Council:

a. Approve a Memorandum of Understanding (MOU) with the University Corporation at California State University, Northridge (CSUN) (Attachment "A" – Contract No. 2473), to provide Volunteer Income Tax Assistance (VITA) services and Financial Literacy Workshops at Las Palmas Park for a period of five (5) years; and

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

BACKGROUND:

1. From 2016 to 2025, the University Corporation at CSUN has functioned as an informal partner of the City, offering annual free tax preparation services to eligible residents through the VITA program at Las Palmas Park.

2. On September 1, 2025, staff was contacted to continue the VITA program in the City in 2026 and for future years.

ANALYSIS:

The Volunteer Income Tax Assistance (VITA) program, supported by the Internal Revenue Service (IRS), provides free tax preparation assistance to individuals and families who generally earn $60,000 or less, persons with disabilities, and taxpayers with limited English proficiency. Through the CSUN VITA Clinic, trained CSUN students work under the supervision of licensed tax

professionals to assist hundreds of low-income residents each year throughout the San Fernando Valley. This partnership aligns with the City of San Fernando's ongoing efforts to collaborate with community partners to deliver critical resources and valuable services to local low-income households.

Providing free tax assistance to low-income communities is important because it helps residents accurately file their taxes, avoid costly preparation fees, and claim critical credits that can significantly increase household income. Many families face language barriers or limited familiarity with the tax system, and free, trusted assistance ensures equitable access to these benefits while reducing errors and risk of penalties. These services also strengthen the local economy by keeping more money in the community and promoting long-term financial stability and empowerment for families.

The CSUN VITA Program aims to support low-income households by offering no-cost tax preparation services, providing significant savings to community members who may otherwise struggle to afford professional tax services. In addition to tax services, the VITA program may host resource fairs and workshops on financial literacy, providing residents with tools and knowledge to improve their financial situations. By hosting this program at Las Palmas Park, the City will help ensure that residents receive critical tax assistance, potentially leading to tax refunds that support household financial stability.

The key components of the proposed MOU include:

1. **Service Provision**:

    - CSUN VITA will offer tax preparation services at Las Palmas Park on select Fridays and Saturdays from January through April 2026 for qualified individuals and families whose annual income is $60,000 dollars or less. The service includes certified tax preparers, supervised by experienced tax professionals, to assist residents in preparing and filing their tax returns.
    - Workshops and resource fairs will be scheduled on specific convenient dates that focus on financial literacy, offering valuable resources and support to residents, empowering them to improve their financial well-being and break the cycle of poverty.

2. **Logistical Support:**

    - The City will provide the necessary space, promotional materials (e.g., flyers and posters), and promote the program through social media platforms and the City's website to ensure its success.
    - The City will allow the use of the City Seal in printed and digital program publicity and promotion.

- The City will waive all fees associated with the use of City facilities.
- Resource fairs and workshops may be hosted at City facilities to make them more accessible to residents.

3. No-Cost to the City:

- The program will not incur any direct financial cost to the City, aside from in-kind contributions such as the use of facilities and promotional materials.

BUDGET IMPACT:

The proposed MOU includes a waiver of all facility use fees for the VITA program, which based on the City's current fee schedule is estimated at approximately $8,000 dollars. While this may result in a nominal loss of potential revenue from other groups that might rent the space, the benefit to the community from the services provided by the VITA program is expected to outweigh any potential loss of revenue.

CONCLUSION:

It is recommended that the City Council approve the MOU with CSUN VITA program to provide Volunteer Income Tax Assistance (VITA) services and Financial Literacy Workshops at Las Palmas Park for a period of five (5) years; and authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.

ATTACHMENTS:

A. Contract No. 2473
B. Ordinance No. 1724

ATTACHMENT "A"
CONTRACT NO. 2473

MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF SAN FERNANDO AND THE UNIVERSITY CORPORATION AT CALIFORNIA STATE UNIVERSITY AT NORTHRIDGE
TO PROVIDE VOLUNTEER INCOME TAX ASSISTANCE SERVICES AND FINANCIAL LITERACY WORKSHOPS

This Memorandum of Understanding ("MOU") is entered into this 5th day of January, 2026 ("Effective Date"), by and between the CITY OF SAN FERNANDO ("City") and THE UNIVERSITY CORPORATION AT CALIFORNIA STATE UNIVERSITY, NORTHRIDGE ("CSUN VITA"), a Section 501 (c)(3) nonprofit organization. City and CSUN VITA are sometimes individually referred to as "Party" and collectively as "Parties."

WHEREAS, the City is a California municipal corporation organized and existing under the laws of the State of California; and

WHEREAS, CSUN VITA operates the Volunteer Income Tax Assistance (VITA) Clinic, providing free tax preparation services to low-income individuals and families in the San Fernando Valley; and

WHEREAS, CSUN VITA seeks to implement the VITA Program in the City of San Fernando to support local residents with tax preparation assistance; and

WHEREAS, the City owns and operates Las Palmas Park, a City facility that can accommodate CSUN VITA's needs to conduct the VITA Program for the benefit of the San Fernando community; and

WHEREAS, the City desires to provide CSUN VITA with the use of facilities at Las Palmas Park for the purposes of conducting the VITA Program; and

WHEREAS, the terms of this MOU were approved by the City Council of the City of San Fernando at its Regular Meeting of January 5, 2026.

NOW, THEREFORE, it is mutually understood and agreed by the Parties as follows:

1. **RECITALS**. The foregoing recitals are true and correct and incorporated into and made a part of this MOU.

2. **TERM**. This MOU shall commence on the Effective Date and terminate Five (5) years thereafter ("Term"), with an option to extend the term for two (2) additional two-year periods, unless terminated earlier. The City Manager, in their reasonable discretion, is authorized to exercise the City's extension options administratively, pursuant to Section 2.C.

A. Amendments: This MOU may be amended with the approval of both parties, in writing, provided both parties sign the revised agreement. A modification request must be presented, in writing, thirty (30) days prior to effective date.

B. Termination: Either party may terminate its participation in this MOU without cause by providing a 30-day written notice by a nationally recognized overnight delivery service with delivery to, personal service at, or mail to, the addresses identified herein. The thirty (30) days will begin on the date of personal service, the date placed with the overnight delivery service or the date of mailing as applicable.

C. Extension: This MOU may be extended by written agreement between both parties, provided such agreement is signed by both parties prior to the termination date and contains the following:

i. A statement of intent to continue the provisions of the MOU;
ii. Revised effective and termination dates and
iii. Dated signature of the signatory's designee

3. NO PAYMENT OF OR FUNDING BY CITY FUNDS. CSUN VITA recognizes and agrees that City shall have no obligation to provide City funds in support CSUN VITA's Program or CSUN VITA's use of City facilities or perform any fundraising services or activities on behalf of CSUN VITA.

4. USE OF CITY FACILITIES. City shall permit CSUN VITA's use of the Resource Center and other City parks, rooms and buildings ("City Facilities") upon CSUN VITA's prior written request, subject to availability. Use of any such City Facility to conduct the Program within the City's jurisdiction shall be at sole discretion of the City. City shall waive facility use fees for CSUN VITA's use of City Facilities for activities and services provided by or through the Program. City reserves the right to designate or redesignate which City Facilities may be used by CSUN VITA in the performance of its duties and responsibilities under this MOU. Nothing in this MOU shall be interpreted to grant any license or leasehold interest in the City Facilities to CSUN VITA.

5. CSUN VITA'S SCOPE OF SERVICES. CSUN VITA shall be responsible for Program implementation, administration and oversight, as further described in the Scope of Services as outlined in **Exhibit A** attached to this MOU and incorporated herein by reference.

6. INDEMNIFICATION: To the fullest extent permitted by law, CSUN VITA agrees to indemnify, defend and hold free and harmless the City and City's elected or appointed officials, officers, employees, agents and volunteers from, any and all actions, claims, damages to persons or property, penalties, obligations, costs (including reasonable attorneys' fees) or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization, arising out of, caused by or related to the services provided by CSUN VITA under this MOU, as well as the willful misconduct or negligent acts,

errors or omissions of CSUN VITA, its agents, employees, volunteers, or invitees, including each person or entity responsible for the provision of services hereunder. CSUN VITA's duty to indemnify, defend and hold harmless shall not include any claims or liabilities arising from the sole negligence or willful misconduct of the City, or the City's elected or appointed officials, officers, employees, agents, and volunteers. This provision shall survive the expiration or termination of this MOU.

7. LIMITATION OF CITY LIABILITY. In no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect, or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this MOU or the services performed in connection with this MOU.

8. TAXES. CSUN VITA shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, workers' compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning CSUN VITA or any employee of CSUN VITA and shall further indemnify, pay for the defense of, and hold harmless City of and from any such payment or liability arising out of or in any manner connected with CSUN VITA's performance under this MOU.

9. INSURANCE. At its sole expense, CSUN VITA shall procure and keep in force full and adequate insurance coverage of all of its operations pursuant to this MOU as set forth below, and "City of San Fernando" shall be named as an additional insured on policies providing coverage for subsections 9(a) and 9(c) below:

(a) Commercial General Liability: (1986 ISO form or later) with minimum limits of $1,000,000 per occurrence/$2,000,000 aggregate written on an occurrence basis.

(b) Auto Liability (including owned, hired and non-owned autos): $1,000,000 combined single limit (each accident).

(c) Worker's Compensation and Employer's Liability: Statutory California State limits. These coverages and limits are to be considered minimum requirements under this MOU and in no way limit the liability of CSUN VITA.

Prior to start of work under this MOU, CSUN VITA shall file with City evidence of insurance as required above from an insurer or insurers certifying to the required coverage. The coverage shall be evidenced on a certificate of insurance signed by an authorized representative of the insurer(s). Coverage on all required policies may not be canceled, amended, terminated, or otherwise modified without no less than 30-days advance written notice to the City.

10. NOTICES. Any notice required or permitted to be given under this MOU shall be in writing and shall be deemed to have been delivered, if hand delivered or deposited with a reputable overnight courier (such as Federal Express, UPS, DHL, or similar courier), postage prepaid, return receipt required, or three (3) business days after deposit into U. S. Mail, certified or registered, postage prepaid and return receipt requested, and shall be addressed as follows, unless otherwise notified in writing of change of address:

IF TO CITY:
City of San Fernando
Attn: City Manager's Office
117 Macneil St.
San Fernando, CA. 91340
Phone: (818) 898-1202
Email: citymanager@sanfernando.gov

IF TO CSUN VITA:
The University Corporation at California State University, Northridge
Attn: Areli Araujo
18111 Nordhoff Street
Northridge, CA 91330
Phone: (818) 677-3600
Email: areli.araujo@csun.edu

11. MISCELLANEOUS.

A. Assignment Prohibited. CSUN VITA shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this MOU or any rights, duties or obligations of CSUN VITA hereunder without the prior written consent of City. A change of ownership or control of CSUN VITA or a sale or transfer of substantially all of the assets of CSUN VITA shall be deemed an assignment for purposes of this MOU.

B. Cooperation; Further Acts: The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this MOU.

C. Governing Law and Venue. This MOU shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.

D. No Third-Party Benefit. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this MOU inure exclusively to the Parties.

E. Construction of MOU. This MOU shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this MOU together through a process of negotiation and with the advice of their respective attorneys.

F. Severability. If any portion of this MOU is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

G. Amendment; Modification. No amendment, modification or supplement of this MOU shall be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

H. Captions. The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limits, augment, or describe the scope, content, or intent of this MOU.

I. Inconsistencies or Conflicts. In the event of any conflict or inconsistency between the provisions of this MOU and any of the exhibits attached hereto, the provisions of this MOU shall control.

IN WITNESS WHEREOF, the Parties hereto have caused this Memorandum of Understanding to be executed on the day and year first appearing in the paragraph preceding the recitals.

CITY OF SAN FERNANDO

By: _____

Kanika Kith, City Manager

Date: _____

APPROVED AS TO FORM

By: _____

Richard Padilla, City Attorney

Date: _____

THE UNIVERSITY CORPORATION AT CALIFORNIA STATE UNIVERSITY AT NORTHRIDGE

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A

Scope of Services

Partner Name:
The University Corporation and its sponsored group CSUN VITA Clinic

Target Population(s) Served:
The CSUN VITA clinic serves low-income residents in the San Fernando Valley with a household income below $60,000.

Description of Services Offered:
The California State University Northridge VITA clinic serves the local undocumented community by providing free Individual Taxpayer Identification Number (ITIN) application preparation. With an ITIN, individuals can file their tax returns, create payment plans, and receive tax refunds from the IRS. CSUNs VITA clinic will hold an ITIN workshop to further assist community members in preparing to file tax returns.

Date for workshops will be scheduled at a mutually agreed upon time. CSUN's Volunteer Income Tax Assistance (VITA) clinic is a cost-free income tax preparation service to low-income taxpayers in the San Fernando Valley. Services are offered under the supervision of experienced tax practitioners with the support of trained and certified CSUN students. CSUN is sponsored by the Bookstein Institute for Higher Education in Taxation in the Department of Accounting & Information Systems at the David Nazarian College of Business & Economics.

CSUN VITA will send certified tax preparers to provide free Tax Preparation services at Las Palmas Park on the following Fridays from 12:30 pm to 5:30 pm:

- 01/30/26
- 02/06/26
- 02/13/26
- 02/20/26
- 02/27/26
- 03/06/26
- 03/13/26
- 03/20/26
- 03/27/26
- 04/03/26
- 04/10/26

CSUN VITA will send certified tax preparers to provide free Tax Preparation services at Las Palmas Park on the following Saturdays from 10:00 am to 2:00 pm:

- 01/24/26

- 01/31/26
- 02/07/26
- 02/14/26
- 02/21/26
- 02/28/26
- 03/07/26
- 03/14/26
- 03/21/26
- 03/28/26
- 04/04/26
- 04/11/26

Future tax preparation seasons shall have similar dates.

Referral Process:
Appointments may be made through an online portal.
https://www.csun.edu/bookstein-institute/csun-vita-clinic

For more information:
818-677-3600

Data Sharing Needs:
CSUN VITA will provide the City of San Fernando the following aggregate data on returns submitted at Las Palmas Park at the end of the tax season:

- Total number of returns prepared and submitted.
- Total value in earned income tax credit (EITC) received by taxpayers.
- Total value in refunds received by taxpayers.
- Total number of taxpayers who are San Fernando residents.

Funding/Cost/Resource Sharing Agreement

The following outlines the provisions, representing financial or in-kind contribution, of the Partner, The University Corporation and its sponsored group CSUN VITA Clinic.

- ☐ $_____ per_____
- ☐ Contract Service Fee $_____
- ☐ Cost Reimbursement Grant
- ☑ In Kind Goods or Services
- ☐ Other:_____

Shared resources:

Identification of Shared Resource	Desk/Office Space	Staff Time	Public Computers for Participant Use	Office Equipment	No Cost Training for Participants/In-Service Training for Staff	Other:	In-Kind Services
City of San Fernando	☐	☑	☑	☑	☐	☐	☑
CSUN VITA Program	☑	☑	☐	☐	☑		☑

Description of In-Kind Services:

The City will provide the necessary space, promotional materials (e.g., flyers and posters), and promote the program through social media platforms and the City's website to ensure its success. CSUN staff and volunteers will provide free tax preparation services and may host workshops and resource fairs at City facilities.

Authorized Representatives:

Juan Salas, RCS Supervisor, will handle day-to-day coordination for the City.

Areli Araujo, CSUN VITA Clinic Co-Coordinator, will handle day to day coordination for VITA Program.

ATTACHMENT "B"

ORDINANCE NO. 1724

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING ARTICLE 1 (GENERAL PROVISIONS) OF CHAPTER 1 (GENERAL PROVISIONS AND PENALTIES) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH RESTRICTIONS AND PROTECTIONS AGAINST THE UNAUTHORIZED USE OF THE CITY SEAL AND OTHER CITY LOGOS AND INSIGNIAS

WHEREAS, the City of San Fernando has a City Seal and certain other logos and insignia that are not protected from unauthorized use by ordinance or copyright law; and

WHEREAS, California Government Code § 34501.5 and Elections Code § 18304 solely protect city seals by prohibiting the use of a city seal in campaign literature or mass mailing with the intent to deceive voters; and

WHEREAS, the unauthorized use, reproduction or facsimile of a city seal for any purpose may create a misleading, erroneous or false impression that the document, item, statement, event, and/or organization is authorized, supported, and/or sponsored by the City or a public official; and

WHEREAS, the City desires to protect its official seal from all unauthorized uses to prevent fraud, deception, misrepresentation, and/or abuse; and

WHEREAS, the City Council seeks to ensure that the City Seal, the City logo, and other City insignia are used only for purposes directly related to the official business of the City of San Fernando, or as expressly authorized.

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

SECTION 1. The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Section 1-14 (Custodian of city seal) set forth under Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is hereby repealed in its entirety. Section 1-14 shall hereafter appear as follows:

Sec. 1-14. Reserved

SECTION 3. Section 1-13 (Description of the city seal) of Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is repealed in its entirety and replaced and superseded by the following net title and text:

Sec. 1-13. Custody and Use of the City Seal and City Logos and Insignias

(a) Definitions.

"City Seal" means the official seal of the City of San Fernando as adopted by Ordinance No. 2. The common seal of the City of San Fernando described as consisting of a circular disc, 1⅞ inches in diameter, having a design cut thereon showing the San Fernando Mission with a rising sun, surrounded by the words "City of San Fernando, California, Incorporated Aug. 31, 1911." The City Seal is depicted in color and in monochrome as follows:





"City Logo" means an illustrative logo depicting the City Seal in monochrome with the words "The City of San Fernando" overlay on top and with the letters "D" and "O" in the word "Fernando" interlocking.





"City Insignia" means in addition to the City Seal and City Logo as designated by the City Council, any other logos, website banners, letterhead, business cards, or emblems depicting or including the City of San Fernando, as approved by the City Manager.

(b) Use of City Seal, City Logo and City Insignia.

(1) The City Clerk or designee, acting as the custodian of the City Seal, City Logo and any City Insignia, is authorized to use or affix the City Seal, City Logo and any City Insignia to all certificates and documents as may be required by law, by this Municipal Code, or by City ordinance or resolution, to authenticate official City documents or to indicate institutional sanction for official, legal and ceremonial purposes.

(2) The City Seal, City Logo and any City Insignia shall only be used for purposes directly connected with the official business of the City of San Fernando, its City Council, boards and commissions, committees, officers or departments or for such other purposes as the City Council may specify by policy adopted by resolution.

(3) In the manner specified by City Council policy adopted by resolution, City officers, employees, members of the City Council and members of City boards, commissions and committees may use stationery, printed materials and other articles with the City Seal, City Logo or City Insignia while acting within the scope of their office or employment.

(4) The City Council retains the right to create variations of the City Seal and City Logo, and to adopt and establish other official City Seals and City Logos. Such variations may include, but are not limited to, centennial or other seals or logos which mark anniversaries, events, and/or any other City occasion the City Council wishes to commemorate. The City Seal and City Logo may only be altered pursuant to ordinance or resolution of the City Council.

(5) The City Manager or designee is authorized to determine the appropriate use of City Insignia. The City Manager shall not approve any use of the City Insignia in such a manner as to suggest City endorsement of events, political issues, products, and other uses that are prohibited by law, or in a discriminatory manner or manner inconsistent with this chapter.

(c) <u>Prohibited Uses of City Seal, City Logo and City Insignia</u>.

(1) It is unlawful for any person or entity to make use of the City Seal, City Logo, and/or City Insignia or any portion, facsimile, mock-up, or reproduction thereof, or make or use of any design, symbol, emblem, insignia or similar device that is an imitation of said City Seal, City Logo, or City Insignia, or that may be mistaken therefor, that is designed, intended or likely to confuse, deceive or mislead the public, for private or commercial purposes or for any purpose other than the official business of the City without the express written consent of the City Council or as otherwise authorized by any policies and procedures adopted by City Council resolution.

(2) No person, firm, association, or corporation shall use the City Seal, City Logo, and/or City Insignia, or any facsimile thereof for purposes of supporting or opposing the nomination or election to any City or other public office of him or herself or any other person, or for purposes of supporting or opposing any ballot measure, nor include such City Seal, City Logo, and/or City Insignia on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election. This section shall not be applicable to writings issued by the City of San Fernando or the City Council as a whole pursuant to law.

(3) Unauthorized use of the City Seal, City Logo, and/or City Insignia for commercial, malicious, deceptive, fraudulent, or other unauthorized purposes without the express written authorization of the City of San Fernando is declared to be a public nuisance and the City can abate or enjoin such use pursuant to this Municipal Code.

(d) Penalties.

Violation of this section shall be an infraction or misdemeanor and punishable by a fine not exceeding $1,000.00, or imprisonment for a term not exceeding six months, or by both such fine and imprisonment. Nothing herein prevents the City from using any other available civil and/or criminal remedies allowed by law to protect the City Seal, City Logo, and City Insignia from improper or illegal use.

SECTION 4. CEQA. The City Council has determined that the proposed Ordinance is not a "project" as defined by the California Environmental Quality Act (CEQA) Guidelines Section 15378.

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

SECTION 6. Inconsistent Provisions. Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Ordinance.

SECTION 7. Construction. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the San Fernando Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 8. Authority and Publication. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 9. Effective Date. This Ordinance shall go into effect and be in full force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on the 2nd day of April, 2024.

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, Assistant City Attorney

ORD. NO. 1724

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1724 which was introduced on March 18, 2024, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the 2nd day of April, 2024 by the following vote of the City Council:

AYES: Solorio, Fajardo, Mendoza, Rodriguez - 4

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 16th day of April, 2024.

Julia Fritz, City Clerk

This Page Intentionally Left Blank



This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 5, 2026

Subject: Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for the Bus Shelter Construction Project, Job No. 7609

RECOMMENDATION:

It is recommended that the City Council:

a. Accept the improvements as constructed by R.C. Becker, Inc., and consider the work completed;

b. Authorize the issuance and filing of a "Notice of Completion" (Attachment "A") with the Los Angeles County Office of the Registrar-Recorder/County Clerk; and

c. Authorize the release of the five (5) percent retention amount of $18,777.09 after the 35-day lien period from the date the Notice of Completion is recorded.

BACKGROUND:

1. On June 21, 2021, the City Council appropriated funding in the amount of $313,520 for the bus shelter project in the Fiscal Year (FY) 2021-2022 Adopted Budget.

2. In July 2024, a Notice Inviting Bids for the project was advertised on the City's website, local newspaper, and various trade publications.

3. On September 11, 2024, three (3) bids (FS Contractors, R.C. Becker, CT&T Concrete Paving) were received and publicly opened by the City Clerk.

4. On November 18, 2024, the City Council awarded a construction contract (Contract No. 2316) to R.C. Becker, Inc., (Contractor) in the amount of $382,541.73.

5. On January 13, 2025, due to the six-month procurement lead time, a Notice to Procure was issued to the Contractor for eight (8) bus shelters and benches.

6. On August 20, 2025, a Notice to Proceed was issued to the Contractor.

7. On September 2, 2025, R.C. Becker started construction of the project.

8. On October 6, 2025, the full scope of work was completed by the Contractor.

ANALYSIS:

Bus shelters provide numerous benefits in a city. They offer protection from the elements, making waiting for a bus more comfortable and encouraging greater use of public transit. Bus shelters can improve safety by providing a designated waiting area, reducing exposure to traffic and potential accidents. Additionally, they serve as a space for information, displaying schedules and route maps, which helps riders plan their journeys more effectively. Aesthetically, well-designed bus shelters can contribute to the urban landscape, fostering a sense of community and improving the city's appeal. Overall, bus shelters play a crucial role in promoting sustainable transportation options and enhancing the quality of urban life.

The Bus Shelter Construction Project is a federally funded project through the Federal Transit Administration (FTA) Section 5309 - Capital Investment Grants Program. The FTA Section 5309 - Capital Investment Grants Program is a discretionary competitive grant program that provides funding for transit capital investments including heavy rail, commuter rail, light rail, streetcars, bus rapid transit, and bus stop improvements. The City received $313,520 in grant funding leaving a funding gap of $107,276 for construction. Additional funding sources used for the project included Proposition C, American Rescue Plan Act (ARPA) and Measure M funds.

This project consisted of upgrades to eight (8) existing trolley stops (Attachment “B”) to improve the quality and comfort of riders. The upgraded trolley stop locations included:

1. Maclay Ave. and Eighth St.
2. Seventh St. and Harding Ave.
3. Harding Ave. between Warren St. and Glenoaks Blvd.
4. Maclay Ave. and De Haven St.
5. Brand Blvd. and Third St.
6. Brand Blvd. and Hollister St.
7. San Fernando Mission Blvd. and Hollister St.
8. Hollister St. and Kalisher St.

The trolley stop modifications involved the replacement of deteriorated concrete sidewalks, drive approaches, wheelchair ramps, and asphalt pavement sections; adjustment to grade of pull boxes to make flush with surrounding pavement; removal and relocation of bus benches; installation of bus shelters with lighting and benches; root pruning; and miscellaneous related work.

There were no change orders issued for the project. Staff inspected and confirmed that the Contractor completed the project in accordance with the approved plans and specifications. Staff therefore recommends filing a Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk.

BUDGET IMPACT:

Funding for this project was included in the FY 2025-2026 Adopted Budget. Several funding sources, including FTA Section 5309 Grant, Proposition C, ARPA, and Measure M were utilized to complete this project. The total construction cost of $375,542 was under the total approved budget with contingencies of $420,795.

CONCLUSION:

Staff recommends that the City Council accept the improvements as constructed by R.C. Becker, Inc., consider the work completed, authorize the issuance and filing of the "Notice of Completion," and authorize the release of the a five (5) percent retention amount ($18,777.09) after the 35-day lien period from the date the Notice of Completion is recorded.

ATTACHMENT:

A. Notice of Completion
B. New Bus Shelter Location Map

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

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

ATTACHMENT "A"

Space Above This Line Reserved For The Recorder's Use

EXEMPT FROM RECORDING FEES PER GOVT CODE SECTION 6103

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

1. **NOTICE IS HEREBY GIVEN THAT:** work on the Bus Shelter Construction Project, Job No. 7609 has been completed, and it is recommended that a Notice of Completion be executed and recorded.
2. **NAME AND ADDRESS OF OWNER:** City of San Fernando, a municipal corporation, 117 Macneil Street, San Fernando, CA 91340.
3. **DESCRIPTION OF THE PUBLIC WORK:** Project construction improvements consisted of replacement of concrete sidewalks, drive approaches, wheelchair ramps, and AC pavement sections and installation of bus shelters with benches.
4. **DESCRIPTION OF PROPERTY:** The property on which said work of improvement was completed is in the City of San Fernando, County of Los Angeles, State of California, and is described as: Eight Locations Citywide.
5. **ACCEPTED AND COMPLETED:** Work on said contract was completed and accepted on October 6, 2025.
6. **NATURE OF OWNER'S INTEREST:** Public Right of Way (Public Street(s))
7. **NAME AND ADDRESS OF CONTRACTOR:** R.C. Becker, Inc., 28355 Kelly Johnson Pkwy., Santa Clarita, CA 91355
8. **DECLARATION:** I, William Evans, duly appointed Interim Director of Public Works of the City of San Fernando, have read the foregoing Notice of Completion, have made my verification on behalf of said City, and know the contents thereof to be true. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ _____
William Evans, Interim Director of Public Works — Date
City of San Fernando, California

ACKNOWLEDGMENT

State of California)
County of Los Angeles)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On _____ before me, Julia Fritz, Notary Public, personally appeared, Wendell Johnson who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is~~/are~~ subscribed to the within instrument and acknowledged to me that he~~/she/they~~ executed the same in his~~/her/their~~ authorized capacity~~(ies)~~, and that by his~~/her/their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

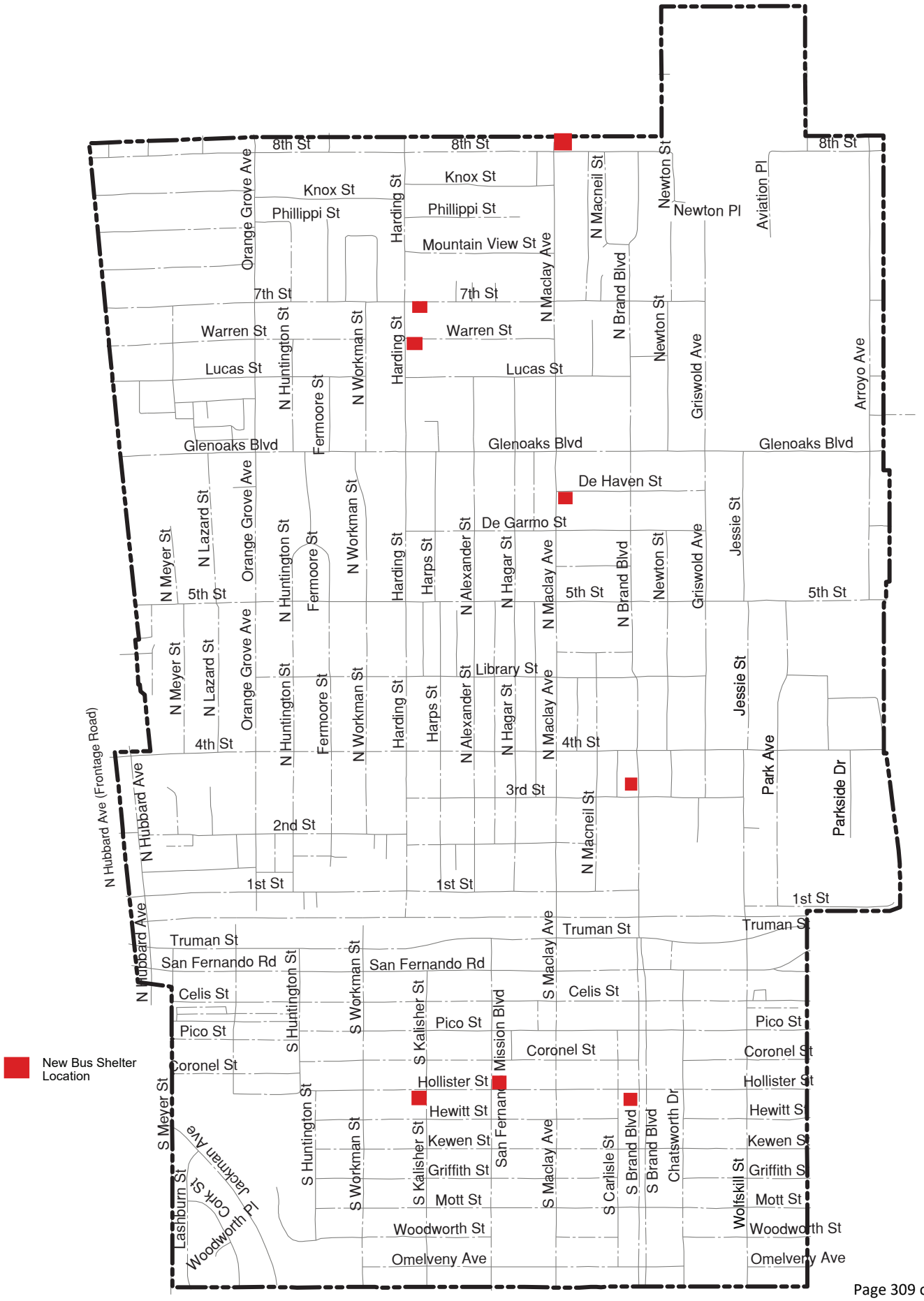
I certify UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____
Julia Fritz, Notary Public **(Seal)**

ATTACHMENT "B"

New Bus Shelter Location Map



This Page Intentionally Left Blank

9

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager
By: William Evans, Interim Director of Public Works
Patsy Orozco, Civil Engineering Assistant II

Date: January 5, 2026

Subject: Consideration to Reject Construction Bids for the Calles Verdes Project, Job No. 7605, Plan No. P-727

RECOMMENDATION:

It is recommended that the City Council reject all construction bids received for the Calles Verdes Project, Job No. 7605, Plan No. P-727.

BACKGROUND:

1. In 2016, the City was contacted by TreePeople regarding the City's interest in participating in a grant project to fund storm water capture features within City properties and the public right-of-way (e.g., parking lots, parks, street curbs, etc.) and planting trees throughout the City. Since this met the City Council's Strategic Goal of increasing water conservation efforts through grant funding with minimal financial impact on the City, the City agreed to partner with TreePeople to pursue the opportunity.

2. In February 2017, the State Coastal Conservancy authorized the disbursement of up to $111,771 to TreePeople to plan and prepare designs, environmental analyses, and permit applications for "Phase One" of the Calles Verdes Project.

3. On September 18, 2017, the City Council received a presentation from TreePeople regarding the San Fernando Calles Verdes Project and provided direction.

4. On November 9, 2017, TreePeople hosted a public meeting to educate the public on the proposed elements of the project and received feedback.

5. In September 2018, the State Coastal Conservancy authorized the disbursement of up to $1,100,000 to TreePeople for "Phase Two" of the Calles Verdes Project to prepare final designs and permits for, and to construct, a green infrastructure project which includes the planting of 750 trees throughout the City.

6. On January 26, 2019, the City and TreePeople kicked off the first phase of the tree planting element of the Calles Verdes Project which included the planting of 16 trees within Pioneer Park and providing 330 fruit trees to residents of the City.

7. On February 4, 2019, the City and TreePeople entered into a Memorandum of Agreement (MOA) (Contract No. 1904) (Attachment "D") to facilitate tree plantings, tree care, and design of storm water infiltration at multiple locations within the City, under State Coastal Conservancy grant number 18-051 obtained by TreePeople for the Calles Verdes Project.

8. From 2019 to 2022, the project experienced an extended pause as a result of the COVID-19 pandemic. The crisis created significant constraints—including staffing shortages and field work disruptions—that made continued progress unfeasible. Once conditions normalized and resources were restored in 2023, the project was reactivated and design continued.

9. On September 18, 2025, the City issued the Notice of Inviting Bids for the Calles Verdes Project and posted the solicitation on the City website.

10. On October 30, 2025, the City received four (4) bid proposals for construction of the Calles Verdes Project.

ANALYSIS:

The Calles Verdes Project is an initiative designed to strengthen San Fernando's environmental resilience while improving daily life for its residents. By expanding green infrastructure—such as bioswales, vegetative curb extensions, and new tree plantings—the project reduces stormwater runoff, restores natural groundwater recharge, and revitalizes soil health with native vegetation. At the same time, it combats the Urban Heat Island effect by growing the urban forest across streets, parks, and public spaces, creating cooler, cleaner air and more inviting neighborhoods. Through community engagement, hands-on workshops, and leadership training, Calles Verdes also builds long-term stewardship of the city's natural assets. Ultimately, the project enhances public health and quality of life by making walking and biking safer and more comfortable, ensuring a greener, healthier, and more connected future for the City. As of December 2024, TreePeople, in collaboration with community volunteers, exceeded the project goal by planting more than 1,200 trees throughout parkways within the City.

TreePeople allocated $489,058 from the State Coastal Conservancy grant specifically for construction of the Calles Verdes Project. In September 2025, TreePeople provided the City 100% design plans, specifications, and construction documents for the project. The Calles Verdes Project scope of work includes a cooling pavement, landscaping and irrigation, and rewiring the electrical conduit in Parking Lot No. 4 (corner of Truman and Brand). It also includes parkway swales on S. Maclay Avenue from Mott Street to Pico Street, bulb-outs with landscaping on S.

Maclay Avenue at Pico Street and Celis Street, and bulb-outs with landscaping on S. Brand Boulevard at Hollister Street, Pico Street, and Celis Street.

On September 18, 2025, the City published the Notice of Inviting Bids (Attachment "A") for the Calles Verdes Project on the City website and in the San Fernando Valley Sun on September 25, 2025. The City received four (4) sealed bids for the Calles Verdes Project by the posted due date and time of Thursday, October 30, 2025, at 11:00 am. The following table summarizes the bids received for the project:

Company	City	Amount
FS Contractors, Inc.	Sylmar, CA	$ 541,000
RC Becker Inc.	Santa Clarita, CA	$ 1,228,312
Fredrick Towers, Inc.	La Crescenta, CA	$ 1,831,421
Palp Inc. dba Excel Paving	Long Beach, CA	$ 2,438,800

On November 3, 2025, FS Contractors, Inc., the lowest bidder, submitted a written request to withdraw its bid due to a clerical error in preparing its proposal (Attachment "B"). With the lowest bid withdrawn, the remaining bids exceeded the available grant funding of $489,058. Additionally, all bids as provided, exceeded the engineer's estimates.

On November 4, 2025, the City and TreePeople met to discuss the bid results and bid withdrawal from FS Contractors, Inc. Given the limited construction budget of $489,058, the City and TreePeople determined that the project scope must be reduced to remain within available funding. As a result, TreePeople elected to eliminate the cool pavement slurry treatment in Parking Lot No. 4 and the parkway swales along S. Maclay Avenue between Pico Street and Mott Street. In turn staff, recommend City Council reject all bids per San Fernando Municipal Code Section 2-827 (Attachment "C"), which will thereafter allow a new notice inviting bids with the revised scope to be released.

TreePeople agreed to take the lead in re-advertising the revised project and awarding the construction contract. Once the contract is awarded, TreePeople will notify the City regarding the anticipated start of construction.

Project Timeline.

Project Milestones	Date
Award Construction Contract by TreePeople	February 2026
Complete Construction	June 2026
Project Maintenance – City (Public Works Department)	July 2026

BUDGET IMPACT:

There is no impact to the City's Fiscal Year 2025-2026 Adopted Budget. No City funds were allocated for this project. The full construction budget of $489,058 is provided through the State Coastal Conservancy grant secured by TreePeople.

CONCLUSION:

Staff recommends that the City Council reject all construction bids received for the Calles Verdes Project.

ATTACHMENT:

A. Notice of Inviting Bids
B. Contractor's Bid Withdrawal Letter
C. San Fernando Municipal Section 2-827
D. Contract No. 1904

ATTACHMENT "A"

NOTICE INVITING BIDS

SEALED PROPOSALS will be received at the Office of the City Clerk, City Hall, 117 Macneil Street, San Fernando, California until **11:00 A.M. on Thursday, October 30, 2025** and said bids will be publicly opened and declared for performing work on the following project:

CALLES VERDES PROJECT
JOB NO.7605, PLAN NO. P-727

The City of San Fernando is inviting you to submit a bid for the Calles Verdes project. This project primarily consists of constructing bioswales and tree wells. In addition, a parking lot will be regraded with cool pavement.

The work to be performed includes, but is not limited to furnishing all materials, equipment, tools, notifications, labor, and incidentals as required by the plans, specifications, and contract documents for the improvements at various locations throughout the City of San Fernando. The work includes but not limited to: Saw-cutting; excavation, removal, and disposal of the AC pavement; replacement and compaction of subsurface material; replacement of concrete curb and gutter; setup and maintenance of traffic control system; placement of cool pavement material; placement of tree wells and bioswales; replacement of traffic striping and pavement markings; and clean-up of the project area.

The bid items, corresponding estimated quantities, and time allowed to complete the work are listed in the Contractor's Proposal. The definitions of bid items are described in the Technical Provisions.

The contract time for the project is **NINETY (90) working days**.

It is the policy of the City, as directed by City Council, to encourage the use of local area businesses in construction contracts including vendors, suppliers, labor, etc.

The City reserves the right to reject any and all bids and to waive any minor irregularities in the bid documents. Bidders may not withdraw their bid for a period of ninety (90) days after date set for opening thereof.

The Contractor must follow the procedures as set forth in the Instructions to Bidders for acceptance of bids. Bids will be accepted only if submitted on a proposal form furnished by the City. Each bid must be accompanied by cash, certified check, cashier's check, or bidder's bond made payable to the City of San Fernando or issued by a surety admitted to do business in California, for an amount equal to at least ten percent (10%) of the amount bid. Such guaranty to be forfeited to the City should the bidder to whom the contract is awarded fail to enter into the contract.

Bids will be accepted only from contractors licensed in accordance with the provisions of the Business and Professional Code of the State of California. Prior to contract execution, the contractor and his/her subcontractors shall obtain a City business license. Prior to beginning work, the Prime Contractor must possess a valid **Class A license** issued by the State of California. Subcontractor performing valve-adjustment work must possess a valid Class **A** or **C-34 license** issued by the State of California.

AB44 EFFECTIVE JULY 1, 2014. If a bidder submits a bid that includes a subcontractor who would be performing work in amount in excess of ½ of 1% of the bidder's total bid or in the case of bids for the construction of streets or highways, including bridges, in excess of ½ of 1%

of the bidder's total bid or $10,000, whichever is greater, then in addition to the subcontractor's name and business address, the subcontractor's State contractor's license number must be included as part of the information submitted for that proposed subcontractor. Failure to provide the subcontractor's license number shall render the bid non-responsive.

SB854 EFFECTIVE MARCH 1, 2015. Contractors and Subcontractors wishing to work on a public works project must be registered with the State of California, Department of Industrial Relations. All public works projects with bids submitted after March 1, 2015, or awarded on or after April 1, 2015, shall use only registered contractors and subcontractors. No bid will be accepted nor any contract entered into without proof of the Bidder's and its subcontractors' current registration with the Department of Industrial Relations. If awarded a contract, the Bidder and its subcontractors of every tier shall maintain active registration with the Department of Industrial Relations for the duration of the Project.

The State General Prevailing Wage Rate Determination as established by the California Department of Industrial Relations is available at http://www.dir.ca.gov/DLSR/PWD/index.htm, and in the Public Works Department at City Hall.

At the request and expense of the Contractor, securities equivalent to the five percent (5%) to be withheld from progress payments pursuant to the City's Standard General Conditions shall be deposited with the City Clerk or a state or federally charted bank as the escrow agent, who shall pay such monies to the contractor upon satisfactory completion of the contract. Securities eligible for investment shall include those listed in Section 16430 of the Government Code or bank or savings and loan certificates of deposit. The contractor shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereof.

Copies of the plans and specifications, including the approved proposal form, are available on the City website, www.sfcity.org, for downloading at no charge. **In order to be eligible to submit a bid for the project, you MUST contact Patsy Orozco, Civil Engineering Assistant II, via e-mail at POrozco2@sfcity.org to be placed on the plan holders list.**

Any questions pertaining to the project shall be submitted by **4:00 p.m. on Thursday, October 16, 2025** and must be submitted by email only to Patsy Orozco at **POrozco2@sfcity.org**.

Addenda, if any, will NOT be distributed to the plan holders, and will ONLY be posted on the City website. **It shall be the Bidder's responsibility to check the City website for any addenda.**

City of San Fernando

Date: _____

By: _____
Wendell Johnson, Director of Public Works

ATTACHMENT "B"

FS CONTRACTORS, INC

14838 BLEDSOE STREET, SYLMAR, CA 91342 • PHONE: (818) 838-6040 • FAX: (818) 838-6171
CONTRACTOR'S LICENSE #1005940 CLASS A-C8-C27 • DIR #1000033438

November 3, 2025

Mr. Wendell Johnson, P.E.
Director of Public Works
City of San Fernando
Public Works Department
117 Macneil Street
San Fernando, CA 91340

Attention: Ms. Patsy Orozco, Civil Engineering Assistant

RE: Calles Verdes Project, Job No. 7605, Plan No. P-727

Dear Mr. Johnson:

Pursuant to Public Contract Code 5100-5013, we inadvertently made a clerical error in our bid for the subject project which made our bid materially different than we intended it to be. The mistake was made on filling out the bid and not due to an error in judgment or to carelessness in inspecting the site of work or in reading the plans and specifications.

We respectfully request to be relieved of the bid. I apologize for any inconvenience this may have caused you.

Sincerely,

J. Angel Fierros

Jose Angel Fierros
President

Sec. 2-827. - Rejection of bids.

(a) In its discretion, the city council may reject any bids presented. If after the first invitation for bids all bids are rejected, the city shall state the reasons for the rejection, and after reevaluating its cost estimates of the project, the city shall have the option of either of the following:

(1) Abandoning the project or re-advertising for bids in the manner described by this subdivision.

(2) By passage of a resolution by a four-fifths vote of the city council declaring that the project can be performed more economically by city employees, may have the project done by force account without further complying with this subdivision.

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

CONTRACT NO. 1904

MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF SAN FERNANDO AND TREEPEOPLE, INC.

The City of San Fernando, a California Municipal Corporation ("City"), and TreePeople, a California Corporation ("TreePeople"), desire to enter into a Memorandum of Agreement ("MOA") for the purpose of carrying out tree planting, tree care, and design of stormwater infiltration best management practices (BMPs) within the City, as detailed under State Coastal Conservancy grant number 18-051and its associated Work Program, hereinafter the San Fernando Calles Verdes Project ("Project").

This agreement is made and entered into by and between the City and TreePeople, and dated for reference purposes as of February 4, 2019.

RECITALS

WHEREAS, improving the environment, expanding tree canopy, and infiltrating stormwater runoff in urban areas provides multiple benefits, resulting in TreePeople and the City developing the Project; and

WHEREAS, this Project was established to ultimately facilitate the planting and care of up to 750 trees as well as the design and implementation of strategic BMPs in the City with a goal of improving living conditions and health of residents of the City; and

WHEREAS, implementation of the Project will result in improved air quality, reduced greenhouse gas (GHG) emissions and urban heat island (UHI) effect, increased local water supply, decreased polluted stormwater runoff, and a more livable environment within the City; and

WHEREAS, TreePeople was awarded grants to support the Project, beginning in 2017 and continuing through at least January 30, 2021, including State Coastal Conservancy grant number 18-051; and

WHEREAS, State Coastal Conservancy grant number 18-051, which has a work completion date of January 30, 2021, and which requires TreePeople to operate and maintain the Project for 20 years, funds the preparation of final design plans and construction bid documents and permitting for BMPs on streets and parking lots, along with planting of 250 trees; and

WHEREAS, City is committed to supporting the implementation of the Project while applying the City's established guidelines and standards; and

WHEREAS, TreePeople has demonstrated through its 44-year history that it has the expertise and experience necessary to facilitate design and implementation of BMPs and

to mobilize, inspire, educate, and organize large numbers of volunteers in tree planting efforts as well as to promote the importance of planting and caring for trees in the community;

NOW, THEREFORE, in consideration of the covenants and conditions contained herein and the performance thereof, the parties hereto mutually agree as follows:

1. PARTY REPRESENTATIVES.

   A. The City hereby designates the City Manager and the Director of Public Works/City Engineer (hereinafter, the "City Representatives") to act as its representative for the performance of this Agreement. The City Representatives or their designee will act on behalf of the City for all purposes under this Agreement. TreePeople will not accept directions or orders from any person other than the City Representatives or their designee.

   B. TreePeople hereby designates Chief Executive Officer, Cindy Montanez, to act as its representative for the performance of this Agreement (hereinafter, "TreePeople Representative"). The TreePeople Representative will have full authority to represent and act on behalf of the TreePeople for all purposes under this Agreement. The TreePeople Representative or her designee will supervise and direct the performance of TreePeople under this Agreement. Notice to the TreePeople Representative will constitute notice to TreePeople.

2. NOTICES. All notices permitted or required under this Agreement will be given to the respective Parties at the following addresses, or at such other address as the respective parties may provide in writing for this purpose:

TreePeople:
TreePeople, Inc.
12601 Mulholland Dr.
Beverly Hills, CA 90210
Attn: Cindy Montanez
Phone: (818) 753-4600
Fax: (818) 753-4635
E-mail: dberger@treepeople.org

City:
City of San Fernando
117 Macneil Street
San Fernando, CA 91340
Attn: Director of Public Works/City Engineer
Phone: (818) 898-1222
Fax: (818) 361-6728
E-mail: yemrani@sfcity.org

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

3. OBJECTIVES

The objective of this Project is to engage and increase awareness among the local community, to increase the tree canopy in the City, and reduce stormwater runoff, and to promote a healthier environment for residents of the City. The Project will engage and educate City residents to support the planting and care of trees. Up to 200 new shade trees will be planted in City parkways and parks. In addition, the Project will complete design of stormwater BMPs, such as vegetated parkway and median bioswales and permeable pavement. The Project brings together two partners with a strong base of assets, including physical resources and decades of experience and expertise. The City will provide storage facilities, permitting, Project guidance, including for contractor selection, and staff support, and TreePeople will provide their proven techniques for motivating and organizing community involvement, equipment, supplies, and labor to plant and care for trees, coordination of BMP design, and overall project management and budget administration. Together, the partners are committed to achieving the goals of the Project.

4. OBLIGATIONS OF PARTIES

In accordance with these objectives and the stated purpose of the MOA, the parties jointly agree to the following:

a. The City and TreePeople will assess the tree needs of targeted areas in the City;
b. The City and TreePeople will identify and designate the appropriate size and species of trees to be planted while adhering to the requirements of State Coastal Conservancy grant number 18-051;
c. The City and TreePeople will identify and designate specific tree planting locations, subject to discretionary approval by the City;
d. The City and TreePeople will coordinate selection of firms to perform BMP design, subject to approval by State Coastal Conservancy;
e. The City and TreePeople will coordinate completion of construction bid documents, provided that all such documents and the award of any work of construction shall be subject to all laws applicable City, including but not limited to laws concerning competitive bidding, the payment of prevailing wages and compliance with stormwater runoff requirements;
f. The City and TreePeople will coordinate regarding BMP design completion, including permitting requirements;
g. The City and TreePeople will collaborate with other agencies and/or organizations to promote the Project and to achieve Project objectives;
h. The City and TreePeople will develop operating plans for "Planting and Care Events," including workshops, marketing, and promotions to ensure the long-term care of the trees;

i. The City and TreePeople will promote the Project and support the Project objectives;
j. Nothing in this Agreement shall be construed to commit or otherwise bind the City to contribute any specific monetary sums or any specific resources or quantities of resources.

The City agrees to the following:

a. The City will designate tree planting locations and grant TreePeople access to the locations for the sole and exclusive purpose of site preparation, planting, and care at dates and times mutually agreed upon by City and TreePeople and subject to such reasonable conditions and requirements as the City may require;
b. The City, in its sole and absolute discretion, may provide facilities, equipment, and staff support to assist TreePeople in completing the Project;
c. The City will provide storage space for essential tools, equipment, and materials, including a parking space for one truck, subject to the availability of such storage space as determined by City in its sole and absolute discretion and subject to City's absolute right to refuse any items which City determines to be hazardous or otherwise a threat to the health and safety of persons or property;
d. The City will direct staff to designate tree planting locations and assist TreePeople in selection of tree species;
e. The City will direct staff at its discretion to assist and support TreePeople in tree planting, tree care, and tree distribution events;
f. The City will assist TreePeople in promoting tree planting and tree care events;
g. The City will help with and support selection of firms to complete BMP design;
h. The City will coordinate permitting requirements for Project implementation, including BMP construction;
i. The City will maintain Project elements implemented under State Coastal Conservancy grant number 18-051 for at least the duration of this agreement in accordance with a maintenance plan that adheres to ANSI A300 standards for tree care and that has been approved by the State Coastal Conservancy; and
j. The City will provide access to water to support tree planting and care activities.

TreePeople agrees to the following:

a. Manage grants and other funding sources associated with the Project as authorized by City in its sole and absolute discretion and take responsibility for execution of the Project in a timely and effective manner;
b. Assure the proper planting of up to 200 trees in City parkways and parks;

c. Manage logistics required for proper Project execution in the manner authorized by City in its sole and absolute discretion;
d. Provide all trees, stakes, ties and required tools for volunteer use at tree planting and care events;
e. Support tree care to ANSI A300 standards for Project-planted trees during the Project term;
f. Replace any trees that do not survive during the Project term (prior to January 30, 2021) within sixty (60) calendar days from (i) the date of discovery of any dead tree(s) by TreePeople; or (ii) City's written notice to TreePeople of the need to replace a dead tree;
g. Coordinate with the City regarding selection of firms to complete BMP design;
h. Ensure the timely payment of subcontractors enlisted to support Project implementation and promptly secure the release of any and all stop notices and mechanics liens;
i. Provide grant contract administration and compliance, and monitoring, accounting, and reporting for any Project funding sources acquired by TreePeople, provided that TreePeople shall indemnify, defend and hold harmless City and City's elected and appointed officials, officers, employees and volunteers from all penalties, demands, lawsuits, causes of action, losses, costs, liabilities, claims, expenses or damages arising out of TreePeople's performance of its grant contract administration, compliance, accounting and reporting duties;
j. Recruit, train, and supervise TreePeople staff and volunteers;
k. Acknowledge any City in-kind contribution to the Project as a "match" to public grant funds; and
l. Ensure that all volunteer participants in Project events sign a waiver form approved by City which releases TreePeople and the City from liability, and keep on file a copy of all waiver forms and provide copies of the same to the City upon request.

5. TERM; TERMINAITON

A. Term. This MOA will be in effect through January 31, 2041.

B. Failure to Perform.

1. In the event either party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") will occur. For all Events of Default, the party alleging an Event of Default will give written notice to the defaulting party (a

"Default Notice") which will specify: (i) the nature of the Event of Default; (ii) the action(s) required to cure the Event of Default; (iii) a date by which the Event of Default will be cured, which will not be less than the applicable cure period set forth under Sections 5.C.2 and 5.C.3 below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default will constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

2. TreePeople will cure the following Events of Defaults within the following time periods:

    i. Within ten (10) business days of City's issuance of a Default Notice for any failure of TreePeople to timely provide City and City's employees or agents with any information and/or written reports, documentation or work product which TreePeople is obligated to provide to City or City's employees or agents under this Agreement. Prior to the expiration of the 10-day cure period, TreePeople may submit a written request for additional time to cure the Event of Default upon a showing that TreePeople has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 10-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.C.2.i. that exceeds seven (7) calendar days from the end of the initial 10-day cure period; or

    ii. Within fourteen (14) calendar days of City's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, TreePeople may submit a written request for additional time to cure the Event of Default upon a showing that TreePeople has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, City will be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.C.2.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

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

4. City, in its sole and absolute discretion, may also immediately suspend TreePeople's performance under this Agreement pending TreePeople's cure of any Event of Default by giving TreePeople written notice of City's intent to suspend TreePeople's performance (a "Suspension Notice"). City may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, TreePeople will be compensated only for those services and tasks which have been rendered by TreePeople to the reasonable satisfaction of City up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of City will operate to prohibit or otherwise restrict City's ability to suspend this Agreement as provided herein.

5. No waiver of any Event of Default or breach under this Agreement will constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party will give the other Party any contractual rights by custom, estoppel, or otherwise.

6. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder will be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to City at law or under this Agreement in the event of any breach of this Agreement by TreePeople, City, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

    i. Upon written notice to TreePeople, the City may extend the time of performance;The City may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for TreePeople's breach of the Agreement or to terminate the Agreement; or
    ii. The City may exercise any other available and lawful right or remedy.

7. In the event City is in breach of this Agreement, TreePeople's sole remedies will include specific performance of the City's obligations under this Agreement; the recovery of reasonable attorney fees as provided under Section 8 of this Agreement; and/or the recovery of any unpaid sums lawfully due and payable to TreePeople under the express terms of this Agreement. City shall not be liable for any consequential damages asserted by TreePeople.

6. LIABILITY/ HOLD HARMLESS

During the term of this MOA, to the fullest extent permitted by law, TreePeople shall indemnify, hold harmless, and defend the City, its officers, agents, elected officials, appointed officials, employees, and affiliated public agencies from and against any and all demands, lawsuits, causes of action, losses, costs, liabilities, claims, expenses, or damages due to death or injury to any person or property, including damage to TreePeople property, that may arise out of or result from the activities or negligent acts or omissions of TreePeople and its officers, agents, employees, contractors, and invitees, or the use of the City's property for the planting of trees or related activities under the MOA. TreePeople shall, at its own cost, expense, and risk, pay all legal costs and reasonable attorney fees connected with defending any and all legal proceedings that may be brought against the City, its officers, agents, and employees on any liability, claim, or demand and satisfy any and all settlements and judgments that may be made by or rendered against any of them arising from activities or negligent acts or omissions of TreePeople and its officers, agents, employees, contractors, and invitees, or from the use of property; provided that the City shall promptly notify TreePeople in writing of any such liability, claims, or demands and provide TreePeople the opportunity to participate in any litigation and/or settlements. TreePeople indemnification under this MOA shall not be applicable to any loss, liability claim or damage, including damage to TreePeople's property, which may arise out of willful or negligent acts of the City's officers, agents, or employees.

7. INSURANCE

During the term of this MOA, TreePeople shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damagers to property that may arise from or in connection with performance of this MOA. Such insurance shall be of the types and amounts as set forth below:

A. Comprehensive General Liability Insurance with coverage limits of not less than $1,000,000 per occurrence and $2,000,000 in the annual aggregate, including products and completed operations, property damage, bodily injury, and personal and advertising injury;

B. Automobile Liability Insurance for vehicles used in connection with the performance of the Project with minimum limits of $1,000,000 per accident for bodily injury and property damage;
C. Workers' Compensation Insurance as required by the laws of the State of California.
D. The policy or policies required by this MOA shall be issued by an insurer admitted in the State of California and with a rating of at least "B+:VII" or better, unless otherwise acceptable to the City.

8. MISCELLANEOUS.

A. COOPERATION; FURTHER ACTS: The Parties will fully cooperate with one another, and will take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

B. SUBCONTRACTING: TreePeople will not subcontract any portion of the services, task or work contemplated under this Agreement, except as expressly stated herein, without the prior written approval of City.

C. CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS: City reserves the right to employ other contractors in connection with the various projects worked upon by TreePeople. TreePeople will have no obligation to pay, either directly or indirectly, contractors employed by the City.

D. TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement.

E. GOVERNING LAW AND VENUE: This Agreement will be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, will be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, will be in the Central District of California located in the City of Los Angeles, California.

F. ATTORNEYS' FEES: If either Party commences an action against the other Party, legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation will be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.

G. MITIGATION: Neither Party shall use the Project, or any component thereof,

for mitigation to compensate for adverse changes to the environment elsewhere.

H. SUCCESSORS AND ASSIGNS: This Agreement will be binding on the successors and assigns of the Parties.

I. NO THIRD-PARTY BENEFIT: There are no intended third-party beneficiaries of any right or obligation assumed by the parties. All rights and benefits under this Agreement inure exclusively to the parties.

J. CONSTRUCTION OF AGREEMENT: This Agreement will not be construed in favor of, or against, either party but will be construed as if the parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.

K. SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions will continue in full force and effect.

L. AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement will be valid or binding unless executed in writing and signed by both parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver will be void and invalid.

M. CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

N. INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement will control.

O. ENTIRE AGREEMENT: This Agreement, including all attached exhibits, constitutes the entire, complete, final and exclusive expression of the parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, which may have been entered into between City and TreePeople prior to the execution of this Agreement. Any statements, representations, or other agreements, whether oral or written, made by either Party that is not embodied herein will not be valid or binding on the parties. No amendment, modification or supplement to this Agreement will be valid and binding unless in writing and duly executed by the parties pursuant to Section 8.K. above.

P. COUNTERPARTS: This Agreement will be executed in three (3) original

counterparts each of which will be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts will be valid or binding unless made to all three counterparts in conformity with Section 8.K., above. One fully executed original counterpart will be delivered to TreePeople and the remaining two original counterparts will be retained by City.

IN WITNESS WHEREOF, the City of San Fernando and TreePeople have caused this MOA to be executed by their duly authorized representatives:

"TREEPEOPLE"
TREEPEOPLE, INC.

_____
CINDY MONTANEZ, Chief Executive Officer

Executed this 8 day of February, 20 19

"CITY"
CITY OF SAN FERNANDO

_____
Alexander P. Meyerhoff, City Manager

Executed this 11 day of Feb, 20 19

This Page Intentionally Left Blank

10

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager
By: William Evans, Interim Director of Public Works
Patsy Orozco, Civil Engineering Assistant II

Date: January 5, 2026

Subject: Consideration to Award a Contract to Kimley-Horn and Associates, Inc. for Design Services for the Pacoima Wash Connectivity Project

RECOMMENDATION:

It is recommended that the City Council:

a. Award a Professional Services Contract to Kimley-Horn and Associates, Inc. (Attachment "A" – Contract No. 2470) for design services such as High-Intensity Activated Crosswalks (HAWK) at Glenoaks Boulevard and Fifth Street crossings, irrigation, landscaping, fence upgrades, pedestrian lights, benches, and park and bikeway monuments for the Pacoima Wash Connectivity Project, in an amount not-to-exceed $349,440; and

b. Authorize the City Manager, or designee, to make non-substantive changes and execute contract and all related documents.

BACKGROUND:

1. In April 2022, through former Assemblymember Luz Rivas (District 39), the City submitted a $7,500,000 budget request to the State Assembly for funding the Pacoima Wash Connectivity Project, which included a pedestrian bridge, improvement to the Pacoima Wash Bikeway, and improvement to the Pacoima Wash Natural Park.

2. On July 29, 2022, the City and former Assemblymember Luz Rivas hosted a joint Press Conference at the Pacoima Wash Natural Park to celebrate the approval of funds and to bring community awareness to the project.

3. On June 5, 2023, the City Council adopted Resolution No. 8234 accepting and appropriating grant funds for the Pacoima Wash Connectivity Project, in the amount of $7,500,000.

4. On October 25, 2024, the City officially opened the Pacoima Wash Bikeway to the community. However, the contractor has been retained to address final punch list items. The Notice of Completion for Phase I is anticipated to be presented to City Council Spring 2026.

5. On October 15, 2025, the City posted a Request for Proposals (RFP) for Design Services for the Pacoima Wash Connectivity Project on the City website and submitted to a list of bidders on file with the City. In addition, the City also sent the RFP to consultants that have submitted proposals to the City regarding other projects.

ANALYSIS:

The existing Pacoima Wash Bikeway Project (Phase I) features a Bicycle/Pedestrian Path along the Pacoima Wash from Fourth Street to Eighth Street in the City of San Fernando with a pedestrian bridge connecting the path to the Cindy Montañez Natural Park (formerly Pacoima Wash Natural Park). The pedestrian bridge provides a safe connection between Cesar Chavez Learning Academy High School and the residential neighborhoods near the Cindy Montañez Natural Park. This phase of the project is nearing completion, with project noticing to be anticipated within the next 90 days.

The Pacoima Wash Connectivity Project (Phase 2) includes enhancements that were identified during the initial community outreach, as well as meeting for the 2018 Safe and Active Streets Plan but were not in Phase I due to funding constraints. The amenities that were unfunded in Phase 1 to be incorporated in Phase 2 include landscaping, irrigation, modernized crosswalks at Glenoaks Boulevard and Fifth Street crossings, benches, fence upgrades, sidewalk improvements, lighting, park and bikeway monuments as well as signage. The Pacoima Wash Connectivity Project exemplifies efforts to promote active transportation, enhance community connectivity, and provide residents with safe, accessible routes for walking and cycling, surrounded by green space. By transforming a once-divisive flood control channel into a unifying greenway, the project aims to improve public health, environmental quality, and overall quality of life in the community.

On October 29, 2025, proposals were due, and the City received four (4) proposals for the Pacoima Wash Connectivity Project. The following table summarizes the submittals received for the project:

Company	City	Amount
Willdan	City of Industry, CA	$ 377,924
Dake Landscape	Los Angeles, CA	$ 452,400
SALT Landscape Architect	Los Angeles, CA	$ 598,274
Kimley-Horn and Associates, Inc.	Los Angeles, CA	$ 349,440

A selection committee made up of qualified City staff was convened to review submitted proposals. After careful review and analysis by the committee, the proposals were ranked as shown below:

Ranking	Company	Amount
1	Kimley-Horn and Associates, Inc.	$ 349,440
2	Willdan	$ 377,924
3	SALT Landscape Architect	$ 598,274
4	Dake Landscape	$ 452,400

The selection committee unanimously concluded Kimley-Horn and Associates, Inc., was the most qualified for the design project based on their clear understanding of the scope of work and extensive knowledge to integrate key design components into the project. Kimley-Horn has demonstrated understanding of the City and its needs through previous work with designing the Maclay Avenue Streetscape from First Street to Eighth Street including the archway monument at Maclay Avenue and Eighth Street.

Project Timeline.

Referenced below is a brief overview of the project schedule for the final design and construction of the project:

Project Milestones	Date
Award Design Contract (Kimley-Horn)	January 2026
Complete Design: 100% Plans, Contract Documents, Engineer's Estimate	August 2026
Award Construction Contract	October 2026
Complete Construction Contract	May 2027
Start Project Maintenance – City (Public Works Department)	June 2027

Of the $7,500,000 in grant funding provided through former Assemblymember Luz Rivas, Phase 1 – Pacoima Wash Bikeway Project required $2,814,338. The remaining balance of $4,685,662, will be used for the design, construction, and construction management of the Pacoima Wash Connectivity Project.

BUDGET IMPACT:

The current fund allocation for the Pacoima Wash Connectivity project is $4,685,662. There is no match requirement by the City for this grant. The grant funds are appropriated and included in the Fiscal Year 2025-2026 Approved City Budget.

The following table summarizes the status of the project funding and proposed expenditures:

PROJECT FUNDING		
Fund	**Account Number**	**Current Allocation**
State Assembly through former Assemblymember Luz Rivas	010-311-0567	$ 7,500,000
Total Sources:		**$ 7,500,000**

PROPOSED EXPENDITURES		
Activity	**Account Number**	**Cost**
Phase One - Construction	010-311-0567-4600	2,814,338
Phase Two - Design/Engineering	010-311-0567-4600	$ 349,440
Phase Two - Construction	010-311-0567-4600	$ 4,000,000
Phase Two - Construction Contingency	010-311-0567-4600	$ 336,222
Total Uses:		**$ 7,500,000**

CONCLUSION:

It is recommended that the City Council approve a Contract to Kimley-Horn and Associates, Inc., for design services such as High-Intensity Activated Crosswalks (HAWK) at Glenoaks Boulevard and Fifth Street crossings, irrigation, landscaping, fence upgrades, pedestrian lights, benches, and park and bikeway monuments in an amount not-to-exceed $349,440; and authorize the City Manager to make non-substantive changes and execute the agreement and any related documents.

ATTACHMENT:

A. Contract No.2470, including
   Exhibit “A”: City’s RFP
   Exhibit “B”: Contractors Proposal

THE CITY OF SAN FERNANDO

ATTACHMENT "A"
CONTRACT NO. 2470

PROFESSIONAL SERVICES AGREEMENT

daKIMLEY-HORN AND ASSOCIATES, INC.

Design Services for Pacoima Wash Connectivity Project

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 5th day of January 2026 (hereinafter, the "Effective Date"), by and between the CITY OF SAN FERNANDO, a municipal corporation ("CITY") and KIMLEY-HORN AND ASSOCIATES, INC. (hereinafter, "CONSULTANT"). For the purposes of this Agreement CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably.

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

I. ENGAGEMENT TERMS

1.1 SCOPE OF WORK: Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONSULTANT agrees to perform the services and tasks set forth in Exhibit "A" and "B" (hereinafter referred to as the **"Scope of Work"**). CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work, including bidding and construction support until project completion. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work." CONSULTANT shall not commence with the performance of the Work until such time as CITY issues a written Notice to Proceed.

1.2 PROSECUTION OF WORK: The Parties agrees as follows:

A. Time is of the essence of this Agreement and each and every provision contained herein. The Work shall be commenced within five (5) calendar days of CITY's issuance of a Notice to Proceed. Construction documents, including 100% Plans, Contract Document, and Engineer's Estimate shall be completed by August 30, 2026 (the Design "Completion Date"); Bidding and Construction support shall be completed by May 30, 2027 (the Support "Completion Date");

B. CONSULTANT shall perform the Work continuously and with due diligence so as to complete the Work by the Completion Date. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors or agents;

C. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner;

D. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees; AND

E. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

1.3 COMPENSATION:

A. CONSULTANT shall perform the various services and tasks set forth in the Scope of Work in accordance with the compensation fee schedule dated October 29, 2025 noted in Exhibit "A" (hereinafter, the "Approved Rate Schedule").

B. Section 1.3(A) notwithstanding, CONSULTANT's total compensation for the performance and completion of the Work shall not exceed the sum of **THREE HUNDRED FORTY-NINE THOUSAND FOUR HUNDRED FORTY DOLLARS ($349,440)** (hereinafter, the "Not-to-Exceed Sum"). CONSULTANT further agrees that the Not-to-Exceed Sum is inclusive of compensation for all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the Work.

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

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

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

II. PERFORMANCE OF AGREEMENT

2.1 CITY'S REPRESENTATIVES: The CITY hereby designates the City Manager and Civil Engineering Assistant II (hereinafter, the "CITY Representatives") to act as its representatives for the performance of this Agreement. The CITY Manager shall be the chief CITY Representative. The CITY Representatives or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONSULTANT shall not accept directions or orders from any person other than the CITY Representatives or their designee.

2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates **STEVEN ANDERSON,** PE, PROJECT MANAGER to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative shall have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative shall constitute notice to CONSULTANT.

2.3 COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Work and this Agreement and shall be available to CITY staff and the CITY Representatives at all reasonable times. All work prepared by CONSULTANT shall be subject to inspection and approval by CITY Representatives or their designees.

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

A. CONSULTANT shall perform all Work skillfully, competently and to the standards of CONSULTANT's profession;

B. CONSULTANT shall perform all Work in a manner reasonably satisfactory to the CITY;

C. CONSULTANT shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.);

D. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

E. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONSULTANT; and

F. All of CONSULTANT's employees and agents (including but not limited subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals shall be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

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

but not limited to the representation that CONSULTANT possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the standards of CONSULTANT's profession.

2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.

2.6 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work shall be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.

2.7 REMOVAL OF EMPLOYEES OR AGENTS: If any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, contractor, subcontractor or subconsultant shall be promptly removed by CONSULTANT and shall not be reassigned to perform any of the Work.

2.8 COMPLIANCE WITH LAWS: CONSULTANT shall keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws shall include, without limitation, compliance with all applicable Cal/OSHA requirements.

2.9 NON-DISCRIMINATION: In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor, subconsultant, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.

2.10. INDEPENDENT CONTRACTOR STATUS: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and shall at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT shall be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

III. INSURANCE

3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Prior to the beginning of and throughout the duration of the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT shall procure and maintain the following insurance coverage, at its own expense:

A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.

B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.

D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT shall procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage shall have minimum limits of no less than One Million Dollars ($1,000,000.00) per occurrence.

3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.

3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.

3.4 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.

3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.

3.6 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that its shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the CITY if requested**. All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any Work or any of the Work. Upon CITY's written request, CONSULTANT shall also provide CITY with certified copies of all required insurance policies and endorsements.

IV. INDEMNIFICATION

4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.

4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including reasonable attorneys' fees, expert fees and all other costs and fees of litigation) to the extent arising out of CONSULTANT's negligence, recklessness, or otherwise wrongful acts, errors, or omissions in performance of Work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the CITY.

4.3 CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

4.4 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers.

4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from CONSULTANT'S negligence, recklessness, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

4.6 CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

V. TERMINATION

5.1 TERMINATION WITHOUT CAUSE: CITY may terminate this Agreement at any time for convenience and without cause by giving CONSULTANT a minimum of five (5) calendar days' prior written notice of CITY's intent to terminate this Agreement. Upon such termination for convenience, CONSULTANT shall be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. CONSULTANT may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT shall be

required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 5.2B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. CONSULTANT shall cure the following Events of Defaults within the following time periods:

i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 3-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 3-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.i. that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or

ii. Within fourteen (14) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of

Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

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

C. CITY shall cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.

D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT shall be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;

ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;

iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or

iv. The CITY may exercise any other available and lawful right or remedy.

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

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

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

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

VI. MISCELLANEOUS PROVISIONS

6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data shall become and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY upon payment of services rendered. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, drawings, designs, renderings, specifications, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. Any modifications made by the CITY to any of the CONSULTANT'S documents, or any use, partial use or reuse of the documents without written authorization or adaptation by the CONSULTANT will be at the CITY'S sole risk and without liability to the CONSULTANT, and the CITY shall indemnify, defend and hold the CONSULTANT harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. CONSULTANT shall require all subcontractors and subconsultants working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY shall be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subcontractor or subconsultant as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement.

6.2 CONFIDENTIALITY: All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent of disclosure as legally required. Upon request, all CITY data shall be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT shall not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.

6.3 FALSE CLAIMS ACT: CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

6.4 NOTICES: All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:
Kimley-Horn and Associates, Inc.
660 South Figueroa Street, Suite 2050
Los Angeles, CA 90017
Attn: Steven Anderson
Title: Project Manager
Phone: (213) 261-4040
Email:Steven.Anderson@kimley-horn.com

CITY:
City of San Fernando
Public Works/Engineering
117 Macneil Street
San Fernando, CA 91340
Attn: Civil Engineering Assistant II
Phone: (818) 898-1222
Fax: (818) 361-6728

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

6.5 COOPERATION; FURTHER ACTS: The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

6.6 SUBCONTRACTING: CONSULTANT shall not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subconsultants), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

6.7 CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS: CITY reserves the right to employ other contractors in connection with the various projects worked upon by CONSULTANT.

6.8 PROHIBITED INTERESTS: CONSULTANT warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

6.9 TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement. Notwithstanding any other provision of this Agreement, the CONSULTANT shall not have liability for or be deemed in breach because of delays caused by any factor outside of its reasonable control, including but not limited to natural disasters, adverse weather or acts of the Client third parties, or governmental agencies.

6.10 GOVERNING LAW AND VENUE: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.

6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.

6.12 SUCCESSORS AND ASSIGNS: This Agreement shall be binding on the successors and assigns of the Parties.

6.13 NO THIRD PARTY BENEFIT: There are no intended third party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

6.14 CONSTRUCTION OF AGREEMENT: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.

6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

6.17 CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.

6.19 ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.16, above.

6.20 COUNTERPARTS: This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONSULTANT and the remaining two original counterparts shall be retained by CITY.

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

CITY OF SAN FERNANDO

By: _____
Kanika Kith, City Manager

Date:

APPROVED AS TO FORM

By: _____
Richard Padilla, City Attorney

Date: _____

KIMLEY-HORN AND ASSOCIATES, INC.

By: _____

Name: _____

Title: _____

Date: _____

CONTRACT NO. 2470
EXHIBIT "A"

THE CITY OF SAN FERNANDO

REQUEST FOR PROPOSALS
Design for Pacoima Wash Connectivity Project

1. Introduction

The City of San Fernando is soliciting proposals from qualified and licensed Engineering/Landscape Architect firms to provide a professional design services for the Pacoima Wash Connectivity Project. The project encompasses enhancements to Cindy Montañez Natural Park and the Pacoima Wash Bikeway. The scope of services includes, but are not limited to, geotechnical services, survey services, preparation of construction documents (plans, specifications, cost estimate), and support during bidding and construction phase. The City has allocated approximately $2.75 million for construction.

2. Project Background

The Pacoima Wash is a channelized tributary of the Los Angeles River. The Wash currently divides San Fernando and Pacoima resulting in unsafe pedestrian crossings of the 65-foot wide channel, or forcing cyclists and pedestrians into highly trafficked roadways with no bike/pedestrian facilities. The Pacoima Wash Bikeway Project has been in construction since March 2023 and will present opportunities for connecting communities in the Northeast San Fernando Valley.

The existing Pacoima Wash Bikeway Project (Phase I) features a 12-foot wide, 1.3 miles long Class I Bicycle/Pedestrian Path along the Pacoima Wash from Fourth Street to Eighth Street in the City of San Fernando, with a pedestrian bridge connecting the path to the Cindy Montanez Natural Park. The pedestrian bridge provides a safe connection between Cesar Chavez Learning Academy High School and the residential neighborhoods near the Cindy Montanez Natural Park. It includes lighting and fencing for safe access, as well as signage. A bioretention swale along the bikeway is a nature-based approach to treating stormwater runoff, and allowing for the potential of groundwater infiltration. The project is an example of how to connect the community to healthier, active transportation modes, provide a sense of connection to the outdoors, and provide many opportunities to educate on the importance of sustainable water management practices.

The Pacoima Wash Connectivity Project (Phase 2) includes enhancements that were identified during the initial community outreach and scoping, as well as the scoping meetings for the 2018 Safe and Active Streets Plan, but are not in Phase I due to funding constraints. These enhancements include

- Shade Trees (250 each- 15 gallon)
- Shrubs (500 each-5 gallon) and Grasses (400 each-1 gallon)
- Mulch (100 cubic yards)
- Irrigation System – Complete
- High-Intensity Activated Crosswalks (HAWK) at Glenoaks Boulevard and Fifth Street crossings
- Sidewalk (30,000 square feet)

- Benches (20 quantity)
- Park Monument
- Bikeway Monuments
- Educational Signage
- Upgrade existing Fence/Gate
- Bridge Lights
- Park Lights
- Rehabilitation of existing Decomposed Granite Park Trail

The Pacoima Wash Connectivity Project exemplifies efforts to promote active transportation, enhance community connectivity, and provide residents with safe, accessible routes for walking and cycling surrounded by green space. By transforming a once-divisive flood control channel into a unifying greenway, the project aims to improve public health, environmental quality, and overall quality of life in the Northeast San Fernando Valley. As a result, this project will serve as a demonstration to many of the pressing environment issues our underserved urban communities face.

3. Scope of Work

The selected design team will be responsible for assessing existing site conditions, coordinating public outreach by presenting at community design workshops, and producing draft and final designs. The design team must consist of a Civil Engineer and Landscape Architect. Final permitting, construction drawings, prevailing wage cost estimates, and a bid package will be required as part of this phase. In addition to furthering key objectives of expanded tree canopy, education, native vegetation, biodiversity, and habitat, the designs must prioritize sustainability and maintenance consideration. Services shall include the following:

Project Tasks:

1. Project Management
    a. Monthly meetings with the City of San Fernando staff to discuss project goals, maintenance requirements, applicable regulations, and design considerations.
    b. Prepare materials, organize, notify community, and lead three (3) community workshops to present design options and receive input.
2. Surveys and Environmental
    a. Conduct a topographic survey of Cindy Montañez Natural Park and Pacoima Wash Bikeway.
    b. Conduct a geotechnical analysis of Cindy Montañez Natural Park and Pacoima Wash Bikeway to inform project Stormwater BMPs.
    c. Contact utility providers and conduct a utility survey of project area.
3. Design
    a. Prepare a Concept Design (30%) and make necessary revisions to the Concept Design based on comments from City.'
    b. Prepare 60% Construction Documents [Plans, Specifications & Estimate (PS&E)] and make necessary revisions to the Concept Design based on comments from City.

c. Prepare final Construction Documents (PS&E) (100%) and make necessary revisions to the Concept Design based on comments from City.
d. Prepare cost estimates at 30%, 60%, and 100% phases.
e. Prepare and submit all necessary permits required for construction.
f. Bidding and Construction Support. Responding to Request for Information (RFI) on the design plans or in the technical/special provisions. Note: Consultant shall be required to provide responses to City/Project Manager/Contractor inquiries clarifying any errors, discrepancies, missing information, and oversights in the PS&E during the bidding and construction period at no cost to the City. This may involve revising plans and specifications as necessary to appropriately respond to the inquiries. Consultant shall provide responses within two (2) working days after receiving the initial inquiry. Consultant shall attend Pre-Construction meeting. In addition, the Consultant shall also

Construction plan components may include, but are not limited to:

- Title Sheet and Location Map
- Utility Plans
- Hardscape Improvement Plans
- Landscape/Irrigation Plans

Each sheet of plans shall include the City of San Fernando title blocks and shall bear professional seal, certificate number, registration classification, and expiration date of the professional responsible for their separation. Final plans shall be formatted for 22" x 34" plans. Final submittal shall include one set plotted on Mylar and electronic copies of ACAD files complete.

Deliverables:

- Topographic survey of improvements on Cindy Montañez Natural Park and Pacoima Wash Bikeway
- Geotechnical analysis of improvements on Cindy Montañez Natural Park and Pacoima Wash Bikeway
- Utility survey of improvements on Cindy Montañez Natural Park and Pacoima Wash Bikeway
- Concept design drawings (30%)- improvements on Cindy Montañez Natural Park and Pacoima Wash Bikeway
- Draft design plans (60%) – improvements on Cindy Montañez Natural Park and Pacoima Wash Bikeway
- Final design construction plans and specifications (100% Construction Documents)- improvements on Cindy Montañez Natural Park and Pacoima Wash Bikeway
- Permitting materials as needed
- Finalized bid package [Plans, Specifications, and Engineer's Estimate (PS &E)]
- Deliverables shall be provided in electronic form (ACAD, PDF, etc.) as requested – printed plan to scale.

4. Project Requirements and Schedule

The ideal design team will have the following skills and attributes:

- Experience working with native landscape on parks and bikeways
- Familiarity with the City of San Fernando
- Experience with community-based design processes and best practices
- Ability to produce technically sound and aesthetically pleasing designs
- Ability to develop a final design that will deliver s complete project within the project budget

It is anticipated that work will begin immediately after contract is executed in November 2025. Due to grant deadline, this project is time sensitive and Consultant must be ready to start work upon receipt of executed contract. Concept design drawings (30%), draft design drawings (60%), and completed documents must be completed by the date listed below in the timeline section.

The final scope of work, budget, and schedule will be refined during contract negotiations.

The selected team agrees to comply with the following requirements as a condition of contract award for this project:

Consultant Responsibilities

- The Consultant shall be available to interface with utility companies and other agencies as necessary.
- The Consultant must be sensitive to the community's needs and desires relative to development of this project.
- The Consultant must be capable to developing a final design that will deliver a complete project within the project budget and timeline.
- The Consultant must be experience in performing public presentations, especially on potentially controversial issues.

Conformance with Federal and State Terms and Conditions in Council Contracts and Agreements

The design consultant must be able to meet all standard conditions for State and Federal contracts and shall be subject to the general provisions, terms and conditions of the Grant Agreements between the City of San Fernando and the grant agency.

Insurance & City of San Fernando Business License

The design consultant shall, at their sole expense, maintain in effect appropriate liability insurance coverage, including errors and omissions insurance, for the duration of the contract and include the City of San Fernando as an additional insured on their policy. In addition, design consultant shall obtain a City of San Fernando Business License.

Ownership

All data, plans, CAD drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work produced in the performance of this contract are subject to the rights of City as set forth herein. The City shall have the right to reproduce, publish, and use all such work, or any part thereof, in any manner and for any purposes whatsoever to authorize others to do so. If such work is copyrightable, the design consultant may copyright the same, except that, as to any work which is copyrighted by the design consultant, the City reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use such work, or any part thereof, and to authorize others to do so.

5. RFP and Project Timeline

All questions submitted by email to: POrozco2@sfcity.org;	October 3, 2025
Answers to questions provided	October 10, 2025
Proposal submission due	**October 22, 2025**
Award of RFP	November 3, 2025
Signed contract	November 21, 2025
Concept design deadline	January 22, 2026
60% Construction Documents deadline	March 26, 2026
100% Construction Documents deadline (Deliverables to City-Electronic Files of Plans (ACAD), Specifications (Word), and Engineer's Estimate (Excel)	May 21, 2026
Grant deadline	June 30, 2026

6. Proposal Contents

The contents of the proposal should address the following:

1. Experience and Qualifications
    a. A Cover Letter summarizing the proposal
    b. Describe your team's experience and qualifications for conducting the requested services.
    c. Provide three current references for related work include:
        i. Client company name
        ii. Telephone and email of contact person
        iii. Brief description of the project
        iv. Work performed by your firm or team member
    d. Describe at least one example of a project that integrates some or all of the following:
        i. Sustainable landscaping with native vegetation
        ii. Green Street design
        iii. Stormwater management

    Please provide images to support your project description and include contact name and contact information (phone and email) for the project.

    e. Indicate current workload and ability to meet the project timetable as outlined above.

2. Project Team
    a. Describe the proposed project team, including sub-consultants
    b. Identify the Project Manager
    c. Include short resumes (1-2 pages) for key staff
    d. For teams consisting of multiple firms, identify which services would be performed by each, and their relevant experience
3. Project Approach
    a. Describe your approach to this project to achieve the stated goals and requirements. Consider the following in your discussion:
        i. Engaging community feedback in the design process
        ii. Engaging project partners in the design process
        iii. Cultural considerations
        iv. Recommendations for additional steps/tasks not specified above, if applicable
        v. Address concerns or considerations, if any, with respect to meeting the project and contract requirements
4. Project Work Schedule
    a. Provide a project work schedule with milestone tasks and completion dates
5. Fee Estimate
    a. Provide a not-to-exceed fee budget for each item described in the above scope of services. Include estimated hours and hourly rates for each task and personnel classification, and anticipated direct expenses. The proposal price shall be valid 90 days from the date of receipt of proposals. Once contract is executed, these hourly rates shall remain in place until the completion of construction phase.

Proposals are due **Wednesday, October 22, 2025 at 5:00 p.m**. Please submit an **electronic** copy to Patsy Orozco at POrozco2@sfcity.org.

7. Bid Evaluation

A review panel from San Fernando will evaluate proposals using the following criteria and scoring system. A maximum score of 100 points is possible

- Qualifications (35 points)
- Project approach (25 points)
- Project Team (20 points)
- Project budget (20 points)

8. City Rights and Responsibilities

The City may investigate the qualifications of any firm under consideration, may require confirmation of information furnished, and may require additional evidence of qualifications to perform the services described in the RFP.

The City reserves the right to:

- Reject any or all the proposals
- Issue subsequent RFPs
- Cancel the entire RFP/
- Remedy technical errors in the RFP process

- Appoint evaluation committees to review proposals.
- Establish a short list of proposers eligible for discussion after review of written proposals.
- Negotiate with any, all, or none of the Proposers.
- Solicit best and final offers from all or some of the Proposers.
- Award a contract to one or more Proposers.
- Accept other than the lowest priced proposal.
- Waive informalities and irregularities in proposals.
- Proposals shall become property of the City.

City Responsibilities:

- The City intends to assist the consultant in the performance of its duties rather than direct and supervise the consultant's work. The City's primary contact for the consultant work shall be Patsy Orozco, Civil Engineering Assistant II
- The City will also do its best to provide all record information relative to this project.

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

CONTRACT NO. 2470
EXHIBIT "A"

THE CITY OF SAN FERNANDO

PROFESSIONAL SERVICES AGREEMENT

CONSULTANT

Design Services for Pacoima Wash Connectivity Project

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this __day of _____ (hereinafter, the "Effective Date"), by and between the CITY OF SAN FERNANDO, a municipal corporation ("CITY") and **CONSULTANT** (hereinafter, "CONSULTANT"). For the purposes of this Agreement CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably.

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

I. ENGAGEMENT TERMS

1.1 SCOPE OF WORK: Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONSULTANT agrees to perform the services and tasks set forth in **Exhibit "A"** (hereinafter referred to as the **"Scope of Work"**). CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Work. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Work shall hereinafter be referred to generally by the capitalized term "Work." CONSULTANT shall not commence with the performance of the Work until such time as CITY issues a written Notice to Proceed.

1.2 PROSECUTION OF WORK: The Parties agrees as follows:

A. Time is of the essence of this Agreement and each and every provision contained herein. The Work shall be commenced within five (5) calendar days of CITY's issuance of a Notice to Proceed, and shall be completed on a date not more than _____ calendar days from the issuance of the Notice to Proceed (the "Completion Date");

B. CONSULTANT shall perform the Work continuously and with due diligence so as to complete the Work by the Completion Date. CONSULTANT shall cooperate with CITY and in no manner interfere with the work of CITY, its employees or other consultants, contractors or agents;

C. CONSULTANT shall not claim or be entitled to receive any compensation or damage because of the failure of CONSULTANT, or its subconsultants, to have related services or tasks completed in a timely manner;

D. CONSULTANT shall at all times enforce strict discipline and good order among CONSULTANT's employees; AND

E. CONSULTANT, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

1.3 COMPENSATION:

A. CONSULTANT shall perform the various services and tasks set forth in the Scope of Work in accordance with the compensation fee schedule dated _____ noted in Exhibit "A" (hereinafter, the "Approved Rate Schedule").

B. Section 1.3(A) notwithstanding, CONSULTANT's total compensation for the performance and completion of the Work shall not exceed the sum of $_____DOLLARS ($ XXXXX.XX) (hereinafter, the "Not-to-Exceed Sum"). CONSULTANT further agrees that the Not-to-Exceed Sum is inclusive of compensation for all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the Work.

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

1.5 ACCOUNTING RECORDS: CONSULTANT shall maintain complete and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the expiration or termination of this Agreement. CITY shall have the right to access

and examine such records, without charge, during normal business hours. CITY shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

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

II. PERFORMANCE OF AGREEMENT

2.1 CITY'S REPRESENTATIVES: The CITY hereby designates the City Manager and Civil Engineering Assistant II (hereinafter, the "CITY Representatives") to act as its representatives for the performance of this Agreement. The CITY Manager shall be the chief CITY Representative. The CITY Representatives or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONSULTANT shall not accept directions or orders from any person other than the CITY Representatives or their designee.

2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates DAVID STUETZEL, PE, PROJECT MANAGER to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative shall have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative shall constitute notice to CONSULTANT.

2.3 COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONSULTANT agrees to work closely with CITY staff in the performance of the Work and this Agreement and shall be available to CITY staff and the CITY Representatives at all reasonable times. All work prepared by CONSULTANT shall be subject to inspection and approval by CITY Representatives or their designees.

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

A. CONSULTANT shall perform all Work skillfully, competently and to the highest standards of CONSULTANT's profession;

B. CONSULTANT shall perform all Work in a manner reasonably satisfactory to the CITY;

C. CONSULTANT shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.);

D. CONSULTANT understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

E. All of CONSULTANT's employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONSULTANT; and

F. All of CONSULTANT's employees and agents (including but not limited subcontractors and subconsultants) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals shall be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

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

knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of CONSULTANT's profession.

2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.

2.6 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR: The Work shall be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent contractor basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.

2.7 REMOVAL OF EMPLOYEES OR AGENTS: If any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's officers, employees, agents, contractors, subcontractors or subconsultants fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, contractor, subcontractor or subconsultant shall be promptly removed by CONSULTANT and shall not be reassigned to perform any of the Work.

2.8 COMPLIANCE WITH LAWS: CONSULTANT shall keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws shall include, without limitation, compliance with all applicable Cal/OSHA requirements.

2.9 NON-DISCRIMINATION: In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, subcontractor, subconsultant, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.

2.10. INDEPENDENT CONTRACTOR STATUS: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and shall at all times remain, wholly independent contractors and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT shall be solely responsible for the negligent acts and/or omissions of its employees, agents, contractors, subcontractors and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

III. INSURANCE

3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Prior to the beginning of and throughout the duration of the Work, CONSULTANT will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONSULTANT shall procure and maintain the following insurance coverage, at its own expense:

A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.

B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars ($1,000,000.00) per accident for bodily injury and property damage.

C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both CONSULTANT and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONSULTANT in the course of carrying out the Work contemplated in this Agreement.

D. Errors & Omissions Insurance: For the full term of this Agreement and for a period of three (3) years thereafter, CONSULTANT shall procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage shall have minimum limits of no less than One Million Dollars ($1,000,000.00) per occurrence and shall be endorsed to include contractual liability.

3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.

3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.

3.4 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.

3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subcontractors or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.

3.6 VERIFICATION OF COVERAGE: CONSULTANT acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONSULTANT warrants, represents and agrees that its shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the CITY if requested.** All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONSULTANT's commencement of any Work or any of the Work. Upon CITY's written request, CONSULTANT shall also provide CITY with certified copies of all required insurance policies and endorsements.

IV. INDEMNIFICATION

4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.

4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONSULTANT's performance of Work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY.

4.3 CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

4.4 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory

immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers.

4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

4.6 CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

V. TERMINATION

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

pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 5.2B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. CONSULTANT shall cure the following Events of Defaults within the following time periods:

i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONSULTANT to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONSULTANT is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 3-day cure period, CONSULTANT may submit a written request for additional time to cure the Event of Default upon a showing that CONSULTANT has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 3-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.i. that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or

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

additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

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

C. CITY shall cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.

D. CITY, in its sole and absolute discretion, may also immediately suspend CONSULTANT's performance under this Agreement pending CONSULTANT's cure of any Event of Default by giving CONSULTANT written notice of CITY's intent to suspend CONSULTANT's performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT shall be compensated only for those services and tasks which have been rendered by CONSULTANT to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.

E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:

i. Upon written notice to CONSULTANT, the CITY may immediately terminate this Agreement in whole or in part;

ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;

iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or

iv. The CITY may exercise any other available and lawful right or remedy.

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

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

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

5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto shall not operate to terminate any Article, Section or provision

contained herein which provides that it shall survive the termination or normal expiration of this Agreement.

VI. MISCELLANEOUS PROVISIONS

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

6.2 CONFIDENTIALITY: All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent of disclosure as legally required. Upon request, all CITY data shall be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT shall not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.

6.3 FALSE CLAIMS ACT: CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.

6.4 NOTICES: All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:
Consultant
Street Number, Street Name (Address)
City, CA Zip Code
Attn: XXXXXXXXX
Title
Phone: (XXX) XXX-XXXX
Fax: (XXX) XXX-XXXX
Email: work email

CITY:
City of San Fernando
Public Works/Engineering
117 Macneil Street
San Fernando, CA 91340
Attn: Civil Engineering Assistant II
Phone: (818) 898-1222
Fax: (818) 361-6728

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

6.5 COOPERATION; FURTHER ACTS: The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as are reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

6.6 SUBCONTRACTING: CONSULTANT shall not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subconsultants), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

6.7 CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS: CITY reserves the right to employ other contractors in connection with the various projects worked upon by CONSULTANT.

6.8 PROHIBITED INTERESTS: CONSULTANT warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

6.9 TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement.

6.10 GOVERNING LAW AND VENUE: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.

6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.

6.12 SUCCESSORS AND ASSIGNS: This Agreement shall be binding on the successors and assigns of the Parties.

6.13 NO THIRD PARTY BENEFIT: There are no intended third party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

6.14 CONSTRUCTION OF AGREEMENT: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.

6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

6.17 CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.

6.19 ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters

addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.16, above.

6.20 COUNTERPARTS: This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONSULTANT and the remaining two original counterparts shall be retained by CITY.

(SIGNATURE PAGE TO FOLLOW)

PROFESSIONAL SERVICES AGREEMENT
Design Services for Pacoima Wash Connectivity Project

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

CITY OF SAN FERNANDO

By: _____
Kanika Kith, Interim City Manager

CONSULTANT

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM

By: _____
Rick R. Olivarez, City Attorney



PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

PREPARED FOR:

THE CITY OF SAN FERNANDO

PREPARED BY:

Kimley»Horn

PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

TABLE OF CONTENTS

1. Experience and Qualifications.....1
2. Project Team.....16
3. Project Approach.....36
4. Project Work Schedule.....47
5. Fee Estimate.....48
Appendix.....49





PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

CONTRACT NO. 2430
EXHIBIT "B"

1. EXPERIENCE AND QUALIFICATIONS

A. Cover Letter

October 29, 2025

Patsy Orozco, Civil Engineering Assistant II
City of San Fernando
117 Macneil Street
San Fernando, CA 91340

660 South Figueroa Street
Suite 2050
Los Angeles, CA 90017
TEL: 213.261.4040

RE: Proposal for the Design for the Pacoima Wash Connectivity Project

Dear Ms. Orozco and Members of the Selection Committee :

The Pacoima Wash Vision Plan was completed in 2008 to revitalize the Pacoima Wash and create an important community asset that would improve wildlife habitat, provide access to new recreational amenities, and create a safer, healthier, more sustainable community. The Plan identified several infrastructure projects that would help bring the Vision to fruition, including the Pacoima Wash Connectivity Project—an effort which the **City of San Fernando** (City) now endeavors to complete. With goals of promoting active transportation, enhancing community connectivity, and improving public health, environmental quality, and overall quality of life, the City needs a consultant partner who understands and prioritizes safety, sustainability, and active transportation needs. ***Kimley-Horn is that partner.***

The Kimley-Horn team offers you a range of unique benefits that set us apart, including:

Hands-On Experience with the Pacoima Wash Vision Plan. Kimley-Horn is currently leading the implementation of the Pacoima Wash Vision Plan for the nearby City of Los Angeles (LA). Having completed the PA&ED for the Telfair Avenue Multimodal Bridge over the Pacoima Wash, Kimley-Horn was recently selected by the City of Los Angeles to deliver the PS&E phase. In addition, Kimley-Horn led the design and construction of two bridge safety railing and fencing projects completed along the Pacoima Wash, at Foothill Boulevard and Laurel Canyon Road. ***It has always been our intention to holistically approach the ongoing work within the Pacoima Wash***—by leveraging this invaluable past experience with the Vision Plan, the Kimley-Horn team will be able to hit the ground running on this connectivity project, saving you time and resources from start to finish.

Tailored Team to Meet Your Needs. Led by seasoned project manager **Steven Anderson, PE, PMP, ENV SP**, the Kimley-Horn team brings you ***the right people, the right local experience, and the right technical expertise*** to make this project a success. Our civil, traffic, stormwater/drainage, and landscape architecture leads are all in-house, which will help reduce the time and resources needed to coordinate the successful application of these core services throughout the life of the project. We bring a long history of successful collaboration on numerous multi-disciplinary projects throughout the San Fernando Valley and broader Los Angeles County, including the Broadway-Manchester Active Transportation Equity Project, a first-of-its-kind project in the City of Los Angeles that set the stage for large-scale active transportation efforts in the region. We have further supplemented our team with three trusted subconsultant partners—**CL Survey** (surveying), **Earth Mechanics, Inc.** (geotechnical engineering), and **Katherine Padilla and Associates** (outreach)—all of whom have partnered closely with Kimley-Horn on numerous successful projects across Southern California.

Strategic Relationships with the City of Los Angeles. Given the proximity of the Pacoima Wash Connectivity Project to the City of LA's borders—particularly along Foothill Boulevard near the Cindy Montañez Natural Park—regular correspondance with the City will be integral to the completion of this project. Our team brings a wealth of past and ongoing experience partnering directly with various City of LA departments; in fact, our proposed design lead **Nicole Dias, PE** and our City of LA coordination lead **Amanda Carro, EIT** are currently leading multiple ATP projects through the Bureau of Street Services and the Bureau of Engineering Bridge Improvement Division. These strong existing relationships will help us ensure that coordination with the City of LA happens quickly and efficiently, ***leading to significant time savings from Day 1 of this project.***

PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

Our track record of providing outstanding PA&ED and PS&E services on similar projects throughout Los Angeles County is a testament to our passion for delivering effective, high-quality solutions and our ability to overcome schedule and funding challenges. With our local team's knowledge of the Pacoima Wash Vision Plan, our strong relationships with stakeholders and approving agencies, and our extensive ATP project experience, ***the Kimley-Horn team is excited to partner closely with the City and help bring the Pacoima Wash Connectivity Project to life.***

Thank you for your consideration of our proposal. Should you have any questions about our proposal or require any additional information, please contact project manager **Steven Anderson, PE, PMP, ENV SP** at 562.549.2181 or via email at steven.anderson@kimley-horn.com

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Steven Anderson, PE, PMP, ENV SP
Project Manager

Jean Fares, PE
Principal-in-Charge

**Kimley-Horn acknowledges receipt of Addendum No. 1 and RFI No. 1, both dated October 15, 2025.*

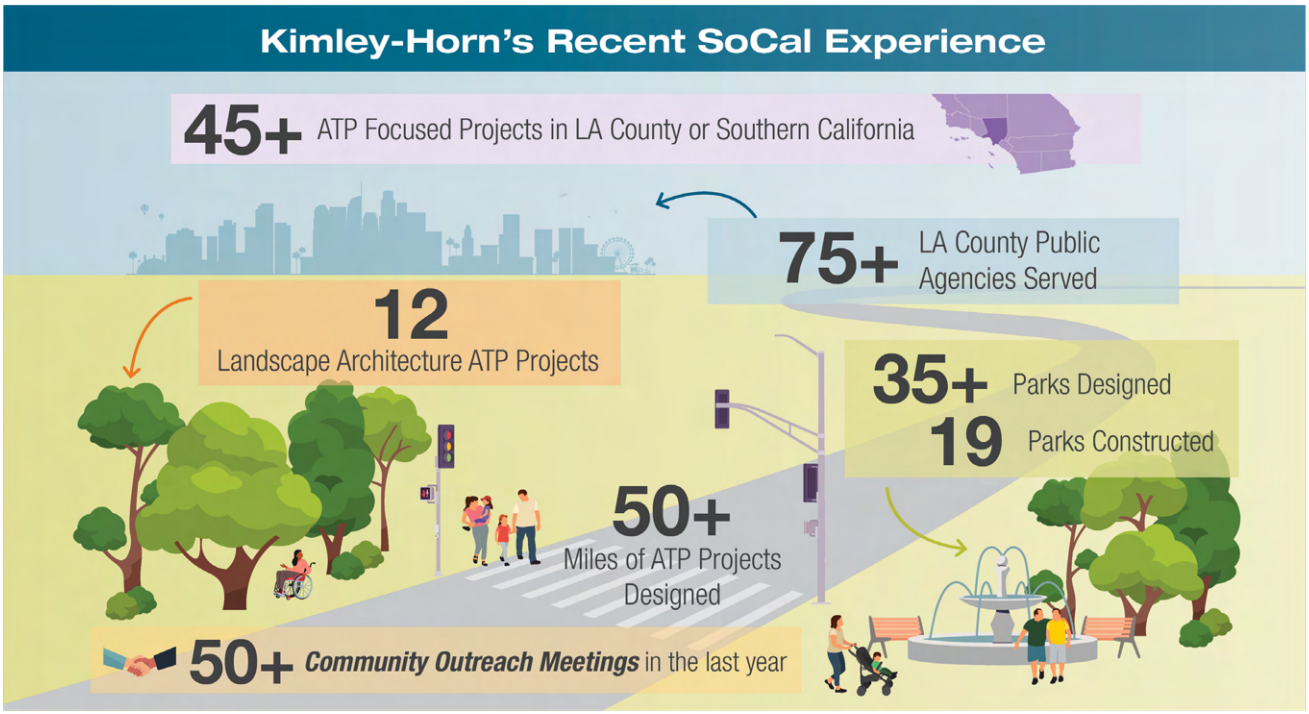


PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

B. Project Team Experience and Qualifications

FIRM PROFILE

Incorporated in 1967, Kimley-Horn is a full-service planning, engineering, and environmental firm with over 9,700 employees in 147 offices across the US. From our local offices in Santa Clarita, Pasadena, and Downtown Los Angeles, we support all phases of projects, from the early planning stages through final design and construction administration—***just as we've done for over 30 years in Los Angeles .***



Technical Expertise

Kimley-Horn knows that you are looking for more than just an experienced consultant firm—you are looking for a vested partner with the right blend of experienced professionals, local knowledge, project delivery experience, and flexibility to handle requests from the City and other stakeholders in order to lead this project through the necessary processes. ***Kimley-Horn's broad range of multi-disciplinary expertise spans the full breadth of services needed to design and deliver exceptional projects that prioritize safety and sustainability while promoting active transportation and community connectivity.***

KIMLEY-HORN'S BREADTH OF SERVICES INCLUDES:

- *Active Transportation Planning and Design*
- *Civil and* ***Traffic Engineering***
- *Street and Park Lighting Design*
- *Landscape Architecture*
- *Drainage and Irrigation*

PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

Active Transportation Planning and Design

Kimley-Horn is dedicated to improving safety for people who travel using different modes. We recognize the importance of planning and designing for people who travel sustainably by walking, biking, or taking transit. We employ cutting-edge techniques to accommodate and encourage more sustainable forms of travel and reduce conflicts with vehicles. Safety concerns are one of the most common factors that discourage people from walking or biking. ***Our safety planning and design experience helps us understand how to decrease the level of traffic stress (LTS), enhance safety in high-risk areas, and encourage mode-shift.***

Our team members have led numerous pedestrian and bicycle planning and design projects throughout the country, from single-intersection bike lane improvements to safe routes to school programs and active transportation master plans with miles of protected bikeways. ***In fact, the Kimley-Horn team has designed over 200 miles of bicycle trail facilities in California!*** Our team also understands the integrated nature of transportation, mobility, and land use, and our collective expertise enables us to view projects from a "360-degree" view. Our team has developed comprehensive land use and transportation policy plans for numerous jurisdictions throughout California and are well-versed in new legislative requirements.

PROJECT SPOTLIGHT

Broadway-Manchester Active Transportation Equity Project, *Los Angeles, CA*

Kimley-Horn successfully led the development of active transportation improvements to increase connectivity, enhance community spaces, and improve stormwater capture/reuse along this key corridor in the City of Los Angeles.

See page 12 for more on this first-of-its-kind project!



Civil and Traffic Engineering Improvements

Civil engineering forms the backbone of Kimley-Horn's experience and qualifications to serve as your project engineer. In California, nearly 200 members of Kimley-Horn's staff are professionally registered as civil engineers. We bring an understanding of all aspects of roadway design, including intersection geometrics, utility relocations, traffic control, signalizations, signing and marking, and erosion control, making our team an efficient and coordinated partner for the City.

Kimley-Horn understands how to implement improvements that benefit our clients as well as the general public. Our experience ranges from curb ramp and sidewalk design to pedestrian-dedicated paths and walkways. Our engineers are at the forefront of implementation of the Americans with Disabilities Act (ADA), helping municipalities upgrade aging infrastructure to meet applicable ADA standards and ordinances. Our staff is also well-informed of the latest Caltrans standard plans, and our engineers can develop designs for ADA-compliant walkways and other active transportation improvements that are in accordance. Improvements may include the installation of pedestrian countdown heads, push buttons, high-intensity activated crosswalk (HAWK) signals, traffic signal heads, mountings, wiring, and traffic signal controller upgrades for the traffic signal modifications.

The members of our proposed project team have designed

200+ MILES

of bicycle and multi-use trails throughout Southern California!

CONTRACT NO. 2430
EXHIBIT "B"

PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

Street and Site Lighting Design

One of the key parts of our electrical engineering practice is lighting systems. Kimley-Horn has performed lighting analyses as well as design and lighting control systems using Illuminating Engineering Society (IES), International Building Code (IBC), International Energy Compliance (IEC) design standards, and Federal Roadway Lighting Handbook standards to address street lighting, transit shelter lighting, roadway safety lighting, pedestrian level lighting, parking/area lighting, and interior lighting across the country.

Kimley-Horn staff are thoroughly experienced with incorporating the requirements that govern the installation of electrical conduit into our designs. Our electrical engineers bring a local understanding of the coordination with local utilities and power services provided. Key services provided by our electrical engineers include roadway lighting and design outdoor lighting applications, and lighting protection design. ***Our specialists design and select light fixtures that are thematically and functionally suitable for each project.*** Appropriate lighting—both aesthetically and functionally—can help provide clarity of directional cues for cars, bicyclists, and pedestrians. The appropriate level of lighting in public spaces results in a fixture quantity, enhancing the overall design experience and providing user security, while not spilling over adjacent uses.



City of Escondido, Grand Avenue Vision Project



City of Goodyear, Goodyear Recreation Campus

Our lighting specialists and experts in Crime Prevention Through Environmental Design understand the importance of lighting design in mitigating vandalism, including through the design and implementation of solar-powered lighting systems.

Landscape Architecture

Kimley-Horn has a well-earned reputation for combining creative ideas, technical excellence, and client collaboration, resulting in dynamic projects that blend into their environments and become a part of the area they inhabit. ***Our landscape architects have a diverse range of experience, from corridor plans and downtown streetscape programs to parks and recreation planning.*** As metropolitan urban areas continue to grow, urban design, streetscape design, and landscape architecture have become integral components of roadway and transportation system designs and infrastructure improvements in general. Revitalizing commercial districts, controlling traffic flows, and providing recreational areas and pedestrian and bicycle facilities in increasingly congested areas are just a small sample of the solutions designed by our landscape architects and planners.



PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

Parks and Recreation Design

We have experience with many parks, greenways, shared-use trails, and irrigation projects involving planning; design; and final plans, specifications, and estimates. Kimley-Horn has designed both passive parks and recreational parks, ranging in size from a 20,000+ acre park master plan to neighborhood amenity pocket parks. Our landscape specialists offer expertise in open space design, recreational planning and design, feasibility studies, master planning, streetscape design, multi- and shared-use paths, hardscape design, and site planning. Kimley-Horn's landscape architects emphasize the development of a functional, pleasing visual environment, meaningful themes, and strong connection to environment while being sensitive to budget and long-term maintenance.

Urban Forestry

Most development projects are impacted by trees. Both existing and proposed trees are often mandated by codes, ordinances, or the motivation of the client to preserve trees as an amenity to the project. At Kimley-Horn, our consulting arborists specialize in providing detailed design, specifications, and observation reports regarding trees as they relate to development. ***Our understanding of trees, construction, and the development process, along with our knowledge of codes and ordinances, results in permitted projects that best represent the intent of our clients.*** Services include canopy coverage analysis, protected grand/heritage/champion tree observations, tree condition evaluations, tree preservation/protection compliance, tree removal/permitting assistance, and tree hazard evaluations.

Irrigation Design

Water conservation is a focal issue in designing and maintaining landscapes in California. We recognize the need for proper irrigation design that utilizes the most recent technology in controllers, irrigation heads, micro-irrigation, and bubbler systems. Our irrigation specialists provide professional irrigation design integrated with water management solutions to meet the specific site and environmental conditions of your project sites. Our goal is to develop a cost-effective irrigation system design that meets the accepted standards and maintenance requirements for the City. Our staff will help check that water conservation, water management, and irrigation design are wholly addressed—with a sensitivity to the environmental conditions of each site

PROJECT SPOTLIGHT

Paradise Creek Educational Park,
National City, CA



Kimley-Horn successfully partnered with the City of National City to transform the Paradise Creek Educational Park into a flourishing communal gathering space with abundant recreational and educational opportunities. Improvements included:

- ✓ *Native Garden*
- ✓ *Community Garden*
- ✓ *Decomposed Granite*
- ✓ *Nature Trail*
- ✓ *Bioswales*
- ✓ *Plant Walk*
- ✓ *Bikeways*

See page 14 for more on this transformative project!

PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

Drainage and Stormwater Management

Kimley-Horn's drainage engineering services include the design of drainage structures, storm drain pipes, canals, detention basins, culvert crossings, water control structures, diversion structures, and more. In addition to the design of gravity systems, our team is fully versed in the design of stormwater pump stations as well as associated electrical and mechanical systems and real-time controls. Such experience will allow the City to achieve the greatest stormwater performance possible from its existing infrastructure while minimizing long-term maintenance requirements. Where necessary, our team brings other pertinent support services such as floodplain analysis, mapping, and FEMA coordination occasionally required for projects involving the stabilization or retrofit of existing channels. Representative projects range in size from one to more than 130,000 acres, and 6" to 120" DBL storm drains. ***Our staff has the knowledge to develop stormwater BMPs and make efficient upgrades to mitigate existing drainage issues for better stormwater flow.***

Utility Design Coordination

Every project is unique and presents its own special design challenges; however, the most frequent challenge we face in local municipal projects is related to existing utilities. Most roadway projects are located in developed areas where utility facilities are currently within the proposed project area and any improvement will generally affect or be affected by the location of the utility facilities. Kimley-Horn believes in drawing all utility lines and features to their true size in our plans to aid in identifying conflicts early in the design phase; potholing potential conflict locations to confirm the locations of the existing lines; and extensive coordination with the various utility companies. We also use 3D modeling of utilities to identify potential conflicts. ***This method has helped us to avoid discrepancies between construction documents and actual field conditions that resulted in execution of projects in a cost-effective and timely manner.***

Visualization/Graphic Design

To begin transforming ideas into realities and to generate enthusiasm for possibilities, our team uses cutting-edge visualization and photo simulation techniques. ***Our visualizations compellingly communicate project information to clients and stakeholders and help solve potential design conflicts throughout the life of a project.*** Our staff has extensive experience implementing visualization techniques with a range of software programs, including SketchUp, Lumion, Autodesk 3ds Max, ArcGIS, Synchro/SimTraffic, VISSIM, Civil 3D, and MicroStation. Clear and effective communication with the public is critical in building consensus for the project, and using enhanced 3-D visualization tools will allow concepts to "come alive" and showcase the vision of the community and project in a tangible, relatable way. Some of our visualization and graphics capabilities are illustrated below, to showcase the Kimley-Horn team's service offerings.



City of Imperial Beach, Palm Avenue



SANDAG, North Park Mid-City Bikeways



SANDAG, Uptown Bikeways/5th Avenue

PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

Public Outreach and Community Engagement

Our team is sensitive to the pivotal role of meaningful public engagement and outreach programs that enable area residents to communicate and assist with the realization of their collective priorities. ***Kimley-Horn is known for developing innovative approaches to projects that involve meaningful and productive public engagement.*** We understand that a project's success, as gauged by the residents, is often rooted in the perception of the thoughtfulness of formal public outreach activities.

We have developed effective methods of bringing the community into the process. In partnership with subconsultant **Katherine Padilla and Associates (KPA)**, our team brings dedicated in-house professional outreach experts who specialize in developing materials for public involvement and educational workshops, and creating the highest quality graphics, enhanced renderings and site plans, presentations, brochures, newsletters, interactive websites, stakeholder meetings, press releases, educational seminars, PowerPoint presentations, and reports.



PROJECT SPOTLIGHT

Telfair Avenue Multimodal Bridge Project,

Los Angeles, CA

As a subconsultant to Kimley-Horn, KPA directed outreach strategies for this project, such as producing a flyer, social media messages and press releases to encourage community participation in the project's introductory meeting. Two thousand meeting flyers were distributed door-to-door in advance of the meeting to an identified project. Distribution efforts also included area stakeholders, an electronically distributed meeting notice to 18 Community Based Organizations, community recreation centers, the local library, and an elementary school. KPA coordinated all site logistics, provided translation services, and prepared meeting materials including a project fact sheet, frequently asked questions (FAQ) document, and project survey in English and Spanish.

See page 10 for more on this successful, community-driven project!



Construction Support

Kimley-Horn routinely serves clients during construction phases of their project, providing bidding and construction support services to help so that projects are successful from beginning to end. We can assist in preparing and distributing bid documents for the City, review contractor bids, and prepare bid tabulation and contractor recommendations. Although our aim is to prepare a plan set that can stand by itself, we will respond to contractor requests for information and clarification in a timely manner. ***Our years of experience with construction contract administration has made our designs more cost-effective and practical and gives us a unique ability to solve problems in the field during construction.***

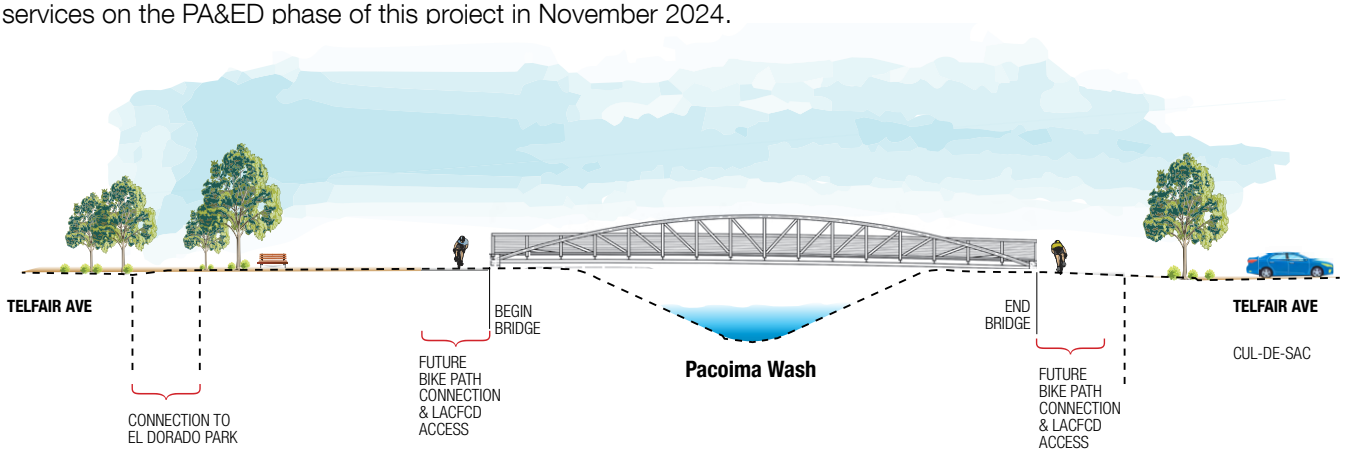
PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

C. Current References of Related Work

CITY OF LOS ANGELES

Telfair Avenue Multimodal Bridge Over Pacoima Wash PA&ED and PS&E. Kimley-Horn provided preliminary design, environmental documentation, and 50% PS&E for a new multimodal bridge that will improve public safety and non-motorized accessibility while linking neighborhoods currently separated by the Pacoima Wash in a disadvantaged community in Council District 7. Kimley-Horn also provided final design and construction support for the Bridge Rail Replacement Projects at Laurel Canyon Boulevard and Foothill Boulevard. Kimley-Horn successfully completed services on the PA&ED phase of this project in November 2024.

Having successfully completed the PA&ED phase of this project, Kimley-Horn was recently selected by the City to continue the PS&E phase moving forward!



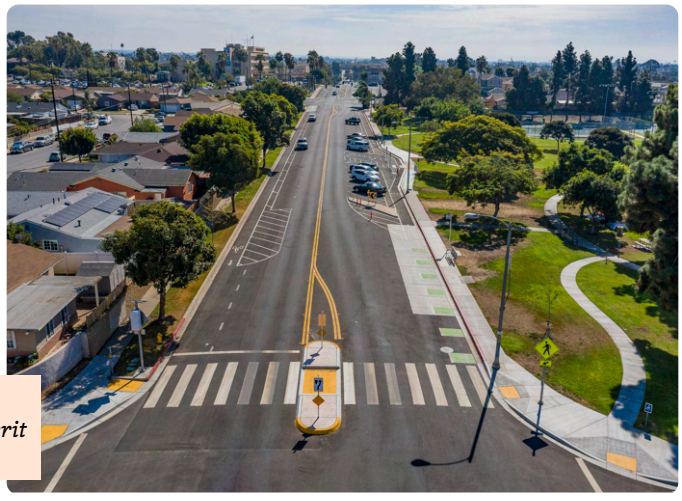
Broadway-Manchester Active Transportation Equity Project. To improve safety and quality of life for corridor users, Kimley-Horn helped the City of Los Angeles increase connectivity and use of active modes of transportation, enhance community spaces, reduce the heat island effect, and improve air quality and stormwater capture/reuse along Manchester Avenue and South Broadway. ***See page 12 for more information on this first-of-its-kind project!***

Client Contacts: Arnulfo Nuño Jr., Project Manager/Structural Engineering Associate (Telfair Avenue)
213.847.1907 | arnulfo.nuno@lacity.org

Gina Liang, Project Manager/Landscape Architect (Broadway-Manchester)
213.442.4267 | gina.liang@lacity.org

CITY OF NATIONAL CITY

Euclid Avenue Pedestrian and Bicycle Enhancements. Kimley-Horn worked with National City to conduct public outreach, environmental processing, grant writing, conceptual design and preliminary engineering, and final design of nearly two miles of protected bikeway in National City. The project included protected bike lanes, bend-outs, reverse angle parking, and signal enhancements including two HAWK systems. Kimley-Horn prepared the ATP grant applications for which led to the award of more than $3.5M in funding to design and construct the project.



This project received a Complete Streets Project Momentum Award from Circulate San Diego and a Merit Engineering Excellence Award from ACEC California!

PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

Paradise Creek Educational Park. Kimley-Horn successfully assisted the City of National City in creating a sustainable park along Paradise Creek, providing open space and educational opportunities for local students and residents. The project established a native garden and plant walk, a decomposed granite nature trail along the creek, and water quality bioswales and a rain garden. Kimley-Horn worked closely with a team of biologists and landscape architects to establish native planting and design features that would thrive in the area's coastal conditions.
See page 14 for more information on this transformative park project!

Client Contact: Stephen Manganiello, Director of Public Works/City Engineer
619.336.4380 | smanganiello@nationalcityca.gov

CITY OF GLENDALE

Proposition 84 Green Streets Demonstration. The City of Glendale received a Proposition 84 Greening Project Grant which resulted in the City's first Green Streets project, running for 5,539 linear feet of roadway along S. Louise Street and E. Harvard Street. With a strong emphasis on urban greening, the City's objective was to combine multimodal infrastructure improvements with enhancements to water quality and stormwater management.

One key element that Kimley-Horn worked closely with the City on was the creative protection of existing catch basins and building the bioswale/ bio-retention around the inlets to save cost. This concept also required interface with LACFCD for the protection of their drainage system. Kimley-Horn provided construction PS&E to complete the design of this project. Scope of work elements included the development of street improvement plans, traffic signing and striping plans, traffic signal modification plans, flashing beacon plans, bioswale improvement plans/details, and storm drain improvement plans. Kimley-Horn successfully completed our construction support services in 2017.



Client Contact: Sarkis Oganesyan, Deputy Director of Public Works
818.937.8242
soganesyan@glendaleca.gov

This project received an APWA Project of the Year Award from the APWA Southern California Chapter!

D. Key Project Experience

CITY OF LOS ANGELES BUREAU OF STREET SERVICES (STREETSLA), BROADWAY-MANCHESTER ACTIVE TRANSPORTATION EQUITY PROJECT, LOS ANGELES, CA



To improve safety and quality of life for all corridor users, Kimley-Horn helped the City increase connectivity and use of active modes of transportation, enhance community spaces, reduce heat island effect, and improve air quality and stormwater capture/reuse along Manchester Avenue and South Broadway. We accomplished this by:

- Designing and constructing a 2.8-mile complete streets corridor
- Constructing Class IV cycles tracks, curb extensions, HAWK signals, bus boarding islands, street amenities, tree planting, cisterns, and drywells
- Upgrading curb ramps, sidewalks, and driveways to be fully ADA compliant
- Coordinating between multiple agencies (multiple City departments, County of Los Angeles, LA Metro, and Caltrans) and multiple grant funding sources
- Adhering to federal grant funding requirements and milestones including Utility and ROW certification, RFA, and E-76
- Conducting community outreach with focus on underserved communities and workshops in Council District 8

Notably, the Broadway-Manchester Active Transportation Equity Project has integrated the following services that are relevant to the Pacoima Wash Connectivity Project:

SUSTAINABLE LANDSCAPING

The Kimley-Horn team partnered with StreetsLA's Urban Forestry Division to propose drought tolerant native species to promote water conservation and long-term sustainability.

STORMWATER MANAGEMENT

Kimley-Horn designed a stormwater reuse system to treat and recycle captured stormwater runoff to irrigate the proposed landscaping and promote water conservation.

BIKE AND PEDESTRIAN INTERFACE

Kimley-Horn incorporated physical and visual elements to make conflict points and mixing zones obvious for all users to create a safe, accessible, and comfortable environment for all.

CONTRACT NO. 2430
EXHIBIT "B"

PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

The project also contains funding from four grant programs and a total of nine local, state, and federal funding sources, requiring strict management and adherence to grant funding requirements. Having successfully completed both the PA&ED and PS&E phases of this project by November 2024, Kimley-Horn is proud to have paved the way for the development of large-scale ATP projects in Los Angeles.

This project was recently awarded a 2025 Merit Award by the American Society of Landscape Architects (ASLA) Southern California Chapter.

Client Contact: Gina Liang, Project Manager/Landscape Architect at StreetsLA
213.442.4267 | gina.liang@lacity.org

"KIMLEY-HORN'S EXPERIENCE ON BROADWAY-MANCHESTER WILL GREATLY BENEFIT THE CITY ON FUTURE ATP PROJECTS."

-Gina Liang, StreetsLA | Broadway-Manchester Project Manager



PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

CITY OF NATIONAL CITY, PARADISE CREEK EDUCATIONAL PARK, NATIONAL CITY, CA

Kimley-Horn successfully assisted the City of National City in applying for Proposition 84 Urban Greening grant funds for the Paradise Creek Educational Park. The natural park is located along the banks of the tidally influenced Paradise Creek, upstream from its outlet into the San Diego Bay. The goal of the project was to create a celebrated and sustainable park along Paradise Creek while also providing open space and educational opportunities for students at Kimball Elementary School located immediately adjacent to the site. The project removed a large section of impervious pavement, established a native garden and plant walk, a decomposed granite nature trail along the creek, a community garden, and construction of water quality bioswales and a rain garden. Kimley-Horn worked closely with a team of biologists and landscape architects to establish native planting and design features that would thrive in these coastal conditions. Kimley-Horn prepared construction PS&E for this urban greening project.



Notably, the Paradise Creek Educational Park project integrated the following services that are relevant to the Pacoima Wash Connectivity Project:

NATIVE PLANT REVEGETATION

Local native and low water use species were used to enhance the habitat for local wildlife, improve water quality, and decrease invasive species while increasing biodiversity. Plant material selected increased stream bank stabilization by preventing erosion, sedimentation, and loss of land.

STORMWATER MANAGEMENT

This project included the construction of water quality bioswales and a rain garden. When rain events coincide with the high tide, the park floods and the habitat had to be designed to withstand brackish coastal tides. Further work on the park included two water quality BMPs to treat off-site run on.

COMMUNITY ENGAGEMENT

Sustained community outreach encouraged stewardship, promoted sustainable practices, and ensured long-term project success. Engagement efforts involved local schools, community groups, and project stakeholders through planting, maintenance, and educational programs.

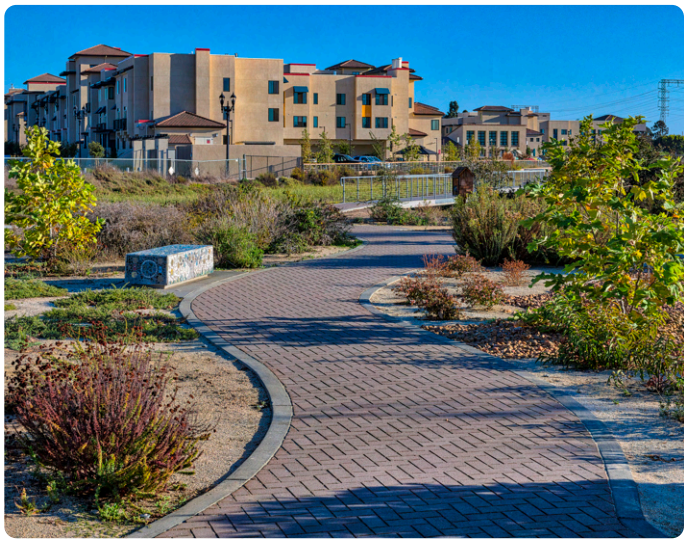
PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

Kimley-Horn completed additional work on an extension for the Paradise Creek Educational Park in 2023, which endeavored to make the park even more accessible to the local community. Funded through an Urban Greening Grant, this extension included:

- New decomposed granite surface and permeable pavers
- Two water quality BMPs to treat off-site run on
- A multi-use community gathering area with a bicycle parking facility
- Curb extensions
- High-visibility crosswalk
- LED-illuminated signage
- Landscape, hardscape, and lighting improvements



This project was awarded a Healthy Community Award by San Diego Circulate and Project of the Year by APWA.

Client Contact: Stephen Manganiello, Director of Public Works/City Engineer
619.336.4380 | smanganiello@nationalcityca.gov





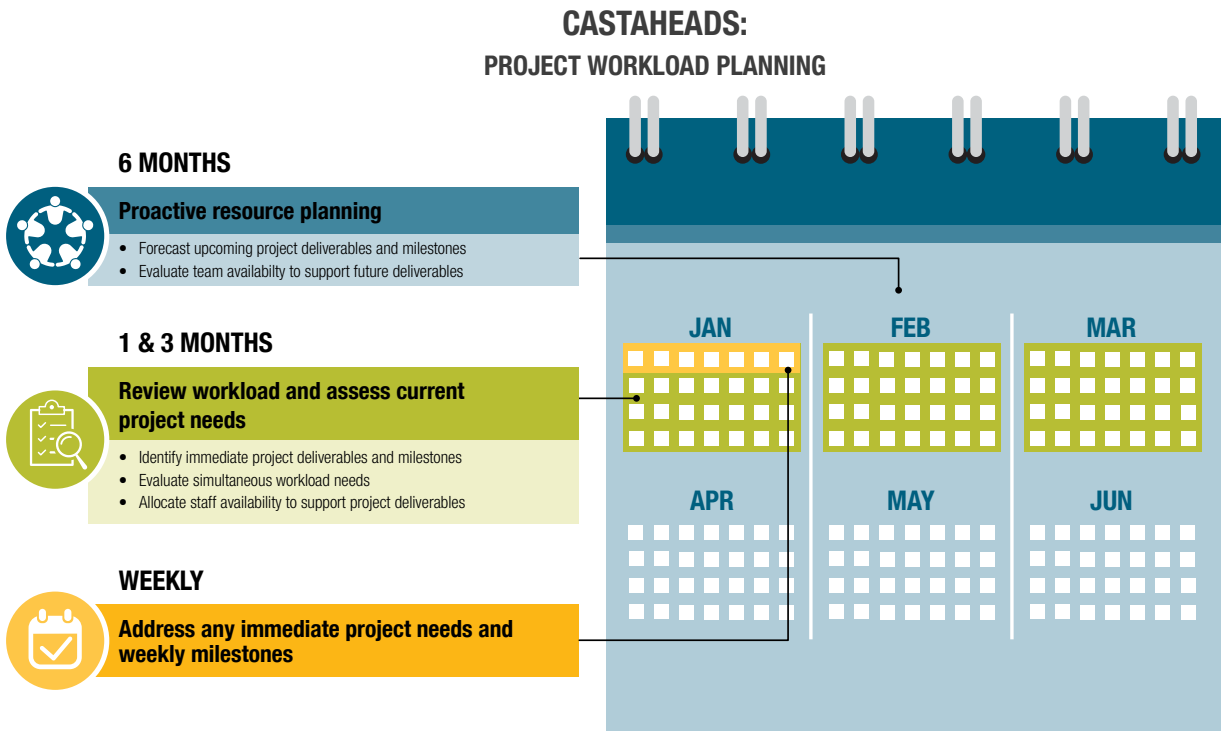
E. Current Workload and Availability

With the submittal of this proposal, Kimley-Horn confirms our firm has capacity to complete the Pacoima Wash Connectivity Project within the identified timeframe and that our staff identified in this document are fully available for this project. Our selection of staff was based on two criteria: 1) necessary technical skills and prior experience, and 2) availability to assume major technical and project management responsibilities for this project.

With our strong local presence across Los Angeles County, our proposed project team—including Project Manager Steven Anderson, PE, PMP, ENV SP—have the availability to be on-site as needed during the project.

KIMLEY-HORN STAFFING AND RESOURCE ALLOCATION

To confirm a team member's availability, Kimley-Horn uses a proactive management system known as "Castaheads" to detail every project's personnel needs and determine each staff person's availability. This system forecasts our workload over a six-month period and helps avoid work overload and shortfalls for each office and discipline. By continuously matching project needs with staff availability, our Castaheads system is an accurate tool for keeping our projects on schedule.



Based on a review of our current and projected staffing assignments, we know that the staff members selected for our team are available immediately to serve you and are in an excellent position to handle the workload required to successfully complete your project, as demonstrated by the table on the following page.

KEY STAFF WORKLOAD AND AVAILABILITY

Key Staff Name and Role	Current Workload Assignments	Project Commitment
Steven Anderson, PE, PMP, ENV SP *Project Manager*	◢ Mission Mile Sepulveda ATP Project PS&E ◢ Prologis, Judson Street - Long Beach ◢ Desert Mountain View, SR 111 Encroachment	**75%**
Jean Fares, PE *Principal-in-Charge*	◢ City of Monterey Park, Monterey Pass Road Complete Streets ◢ City of Glendale, Colorado Street and Wilson Avenue Multimodal Improvements Projects ◢ City of Inglewood, Westchester/Veterans Station Multimodal ATP Connection Project	**35%**
Megan Ulery, PE, LEED AP *QC/QA Manager*	◢ City of Los Angeles, Mission Mile Sepulveda ATP Project PS&E ◢ City of San Diego, Mira Mesa Community Park ◢ City of Escondido, Westside Park Skate Spot ◢ City of San Diego, Hidden Trails Neighborhood Park	**65%**
Nicole Dias, PE *Design Lead*	◢ Telfair Avenue Multimodal Bridge PS&E ◢ Mission Mile Sepulveda ATP Project PS&E	**70%**
Sarmad Farjo, PE *Active Transportation Lead*	◢ Mission Mile Sepulveda ATP Project PS&E ◢ City of Monterey Park, Monterey Pass Road Complete Streets ◢ City of Fullerton, Nutwood Avenue Bicycle and Pedestrian Mobility Enhancements	**80%**
Amanda Carro, EIT *City of Los Angeles Coordination Lead*	◢ City of Los Angeles, Mission Mile Sepulveda ATP Project PS&E ◢ City of Lancaster, Avenue J/K/M At-Grade Crossings ◢ City of Camarillo, Central Avenue Bike Lane Project ◢ City of Bakersfield, Niles and Monterey Complete Streets	**70%**
Randall Kopff, PLA, CLARB *Landscape Architecture Lead*	◢ Caltrans, I-205 Managed Lanes ◢ City of Phoenix, Parks Master Plan ◢ City of Spokane, Valley Parks and Recreation Master Plan ◢ City of Vista, North Santa Fe Boulevard Landscape Improvements	**65%**
Katherine Padilla Otañez *Outreach Lead*	◢ City of Los Angeles, Warner Center ATP Mobility Hub ◢ City of Los Angeles, 2025 Floodplain Management Plan Update	**25%**

2. PROJECT TEAM

A. Proposed Project Team

Our team will be led by project manager **Steven Anderson, PE, PMP, ENV SP,** who will provide overall project oversight and be your main point of contact for all project matters. He will be supported by a core team of discipline leads with extensive Kimley-Horn tenure who will be in constant communication with each other and with Steven, our subconsultants, and the rest of our technical staff throughout the life of the project.

Every individual on our proposed team was handpicked to ensure we bring you the right blend of local knowledge, technical expertise, and passion for successful completion of the Pacoima Wash Connectivity project. Our core team of leaders each bring unique benefits that will help to streamline project processes and ultimately bring efficiency through proven best practices and technical experience.



PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

ORGANIZATION CHART

The organization chart below depicts our proposed project team organization, including key staff and subconsultant partners.

CITY OF
SAN FERNANDO

CITY PROJECT MANAGER
Patsy Orozco

PRINCIPAL-IN-CHARGE
Jean Fares, PE

PROJECT MANAGER
Steven Anderson, PE, PMP, ENV SP*

QC/QA MANAGER
Megan Ulery, PE, LEED AP

DESIGN LEAD
Nicole Dias, PE*

BICYCLE AND CIVIL DESIGN

Active Transportation
Sarmad Farjo, PE
Brandon Chen, PE
Freddy Quijada, PE

Traffic/HAWKs
Matt Stewart, PE, TE

Park and Bridge Lighting
Harneet Randhawa, EE

Stormwater/BMPs
Michael Choi, PE, LEED AP
Alissa Maxon, PE

Utilities
Brandon Friedman, PE

Constructability
Kirk Ammerman, PE

City of Los Angeles Coordination
Amanda Carro, EIT

Survey
Lam Le, PLS[1]
Robert Vasquez, PLS[1]

Geotechnical Engineering
Mike Kapuskar, PE, GE[2]

LANDSCAPE ARCHITECTURE AND IRRIGATION

Randall Kopff, PLA, CLARB
Corey Cameron, PLA
Claire Morris

GRAPHICS

Kao Saeteurn
Lawrence Ornelas

OUTREACH

Katherine Padilla Otañez[3]
Jessica Padilla Bowen[3]
Xavier Sibaja[3]

Bold = Key Team Members

Subconsultants:

1. CL Surveying & Mapping, Inc.
2. Earth Mechanics, Inc.
3. Katherine Padilla and Associates, Inc.

PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

B. Project Manager

Steven Anderson, PE, PMP, ENV SP *is a successful project manager with 17 years of multimodal roadway and safety experience throughout Southern California.*



Steven's career has consisted of extensive active transportation and bikeway engineering experience, including pedestrian safety improvements; upgraded traffic signals; installation of safety measures; Class I, II, III and IV bike lanes; and park facilities. He is experienced in using 3D modeling programs to develop civil layouts. He understands the full spectrum of support through all phases of work from conceptual designs to alternative analysis, environmental documentation support, preliminary studies, final design, bid support, and construction services support. Steven has also performed public outreach events, met with agency board members to discuss project impacts, drafted technical documents for public use and organized design teams for operational efficiency. He can also provide program management support with board reports, cost estimating, scheduling, and document control services.

PROFESSIONAL CREDENTIALS

- Master of Business Administration, University of California, Los Angeles
- Bachelor of Science, Mechanical Engineering, Columbia University
- Bachelor of Arts, Management Engineering, Claremont McKenna College
- Professional Civil Engineer in California #73460
- Project Management Professional #2177347
- Envision Sustainability Professional

Project Benefit

Steven has a long track record of managing active transportation projects within Southern California and understands the typical site constraints to implement these designs. He has a working history with the LA County Flood Control District and the City of LA Public Works Department on permitting approvals and developing civil structure improvements that address all stakeholder feedback.

Steven's technical expertise, local knowledge, and renowned leadership skills will be integral to helping the City bring their vision the Pacoima Wash Connectivity Project to life!

Project Spotlight

City of Los Angeles, Potrero Canyon Park, *Los Angeles, CA* – Engineer-of-Record

This project featured the revegitation and grading of the 50-acre Potrero Canyon Park in the Pacific Palisades. As Engineer-of-Record, Steven's responsibilities on this project included the following:

- Developed BMPs, performed quality check reviews, and carried out specification reviews
- Cordinated with stakeholders and obtained permit approval from Caltrans and the City of Los Angeles
- Designed ADA compliant paths for pedestrians
- Designed the diversion structure and pump to meet LA Sanitation standards
- Provided extensive construction support for the development of down development of the basins, landscaping and slope stability
- Coordinated the connectivity of the park with Caltrans and LA Parks and Rec



(Cont.)

ADDITIONAL RELEVANT EXPERIENCE

- **City of Los Angeles, Broadway-Manchester Active Transportation Equity Project PA&ED and PS&E, Los Angeles, CA** – Project Engineer. To improve safety and quality of life for corridor users, Kimley-Horn partnered with the City to increase connectivity and use of active modes of transportation, enhance community spaces, reduce the heat island effect, and improve air quality and stormwater capture/reuse along Manchester Avenue and South Broadway. Steven provided support during the Value Engineering process for this project.
- **City of Los Angeles, Mission Mile Sepulveda ATP Project PA&ED and PS&E, Los Angeles, CA** – Project Engineer. Kimley-Horn successfully completed the PA&ED phase of the Mission Mile Sepulveda Project, which seeks to improve safety and reduce collisions, provide more equitable transportation options, and create a more active and connected community through implementation of a linear median park with pedestrian paths, bike lanes, and pedestrian crossing improvements, as well as repurposing a high-speed slip lane and median into a new public park space called Brand Plaza. Having delivered the PA&ED phase under budget and on an expedited schedule to meet a grant funding deadline, Kimley-Horn is now currently delivering the PS&E phase of the project.
- ***City of Los Angeles, Soto Street Widening, Los Angeles, CA** – Lead Project Engineer. The project aimed to beautify the corridor and implement safety improvements by widening Soto Street from two lanes to four lanes and adding a retaining wall to the hillside of the roadway. The project also included a new sidewalk and trees on both sides of Soto Street, and a Class IV protected bikeway. Steven led a value engineering analysis of the wall to reduce the cost from $14M to $5M and supplementary structural analysis to verify the viability of the wall design with architectural elements attached to the outside of the wall. The project also included the implementation of landscape improvements, site furniture, hardscape, and wall aesthetics.
- ***City of Los Angeles Bureau of Engineering, Leichty Middle and Elementary Schools Street Safety Improvements and Active Transportation Project, Los Angeles, CA** – Project Manager. The City of Los Angeles received a Cycle 4 Active Transportation Program grant for traffic safety improvements at five schools in Central Los Angeles/MacArthur Park area. Steven's team provided traffic improvements to encourage walking and biking at John H. Liechty Middle School, Esperanza Elementary School, Tenth Street Elementary School, Gratts Learning Academy for Young Scholars, and Gratts Early Education Center. The ATP's purpose is to encourage increased use of walking and biking. This project area was adopted by Council in 2018, as part of LA's Safe Routes to School Infrastructure to improve safety in school communities and school neighborhood streets.
- ***Town of Apple Valley, Central Road Widening, Apple Valley, CA** – Project Engineer. Steven served as project engineer for the widening and reconstruction of Central Road from Bear Valley Road to Highway 18. The Town identified the need to widen the existing two-lane roadway to three lanes with bike lanes along this two-mile segment. Steven's tasks included roadway widening, striping of Class II bike lanes, bus turnouts and stop pads, traffic safety improvements at key intersections, constructing driveway approaches to the existing residential development fronting the roadway, drainage improvements, and utility coordination.
- ***City of Burbank, San Fernando and Chandler Bikeway, Burbank, CA** – City Project Manager. Steven served as the project manager and owner's representative, providing support by reviewing plan sets, coordinating stakeholder reviews and permitting, obtaining private utility contracts, and validating the environmental and grant compliance with the final design. For the Chandler Bikeway, Steven provided a rough estimate of cost for the design and construction, reviewed the City's RFP, provided recommendations on a procurement schedule, provided alternative analysis, and obtained funding extensions from Caltrans.
- ***City of Hesperia, Main Street and Sultana Street/Timberlane Avenue Traffic Signal Improvements, Hesperia, CA** – Project Manager. Steven served as the project manager for the development of a four-way traffic signal at the intersection of Sultana Street/Timberlane Avenue and Main Street.. In addition to the four-way signals, the project includes hydrology design for existing drainage easements, ADA curb ramps, integration of existing bike paths, partial street replacement, and utility relocation with Southern California Edison. The project requires preliminary engineering, geotechnical reports, CEQA/NEPA approval, multiple environmental studies, survey, and final design.

**Prior to joining Kimley-Horn*

C. Key Staff Resumes

A detailed resume for project manager **Steven Anderson, PE, PMP, ENV SP** has been provided in **Section 2.B Project Manager.**

Jean Fares, PE

Principal-in-Charge



Jean is a project manager with more than 36 years of professional experience in the fields of traffic and transportation engineering. He has provided traffic signal design at over 2,000 locations, signal system design at over 1,500 locations, traffic signal timing at over 2,500 locations, and has wide-ranging experience with traffic operations, signing and marking plans preparation, transportation management plans, and traffic control plans. Jean also has extensive experience applying traffic engineering, ITS technologies, and communications infrastructure design as well as leading design-build transportation and transit projects. He has managed Kimley-Horn's contracts to provide on-call traffic engineering services to the cities of Burbank, Glendale, Thousand Oaks, Agoura Hills, Santa Clarita, and more across Caltrans District 7.

PROFESSIONAL CREDENTIALS

- Bachelor of Science, California State Polytechnic University, Pomona
- Professional Traffic Engineer in California #2097

Jean is an industry leader with an expansive track record of successful project management throughout Los Angeles County, having led and supported transformative multimodal improvement projects in nearly every major city within the San Fernando Valley over the course of his career.

RELEVANT EXPERIENCE

- **City of Glendale, Wilson Avenue Multimodal Improvements Project, Glendale, CA** – Project Manager. Kimley-Horn is providing public outreach, transportation planning, civil, traffic, and hydraulic design services to the City of Glendale to develop complete streets design on Wilson Avenue. The project will help the City develop a design that balances pedestrian access, vehicular traffic, bicycle mobility, bus operations, and parking facilities within the constrained roadway. Kimley-Horn prepared at comprehensive corridor report to determine the most feasible pedestrian and bicycle infrastructure. We are developing a design that balances transportation modes, is consistent with the community's vision, and includes urban design and landscape features that create a sustainable showcase project. Kimley-Horn is advancing 30% PS&E and construction is anticipated to be completed in the summer of 2026.
- **City of Glendale, Colorado Street Multimodal Improvements Project, Glendale, CA** – Project Manager. Kimley-Horn is providing community outreach, planning, civil, and traffic engineering design services to the City of Glendale to develop a multimodal project on Colorado Street. Our project team is working with the City to create a design that effectively manages vehicles, bicycle facilities, transit operations, pedestrian mobility, and parking facilities within a heavily traveled roadway. Kimley-Horn is currently working to review feedback to incorporate stakeholder input in both the early planning and design phases. Kimley-Horn will develop a design that balances the multiple transportation modes while incorporating community input and urban design features to create an award-winning sustainable project for the City of Glendale. Kimley-Horn is advancing 30% PS&E and construction is anticipated to be completed in summer of 2026.
- **City of Glendale, Proposition 84 Green Streets Demonstration, Glendale, CA** – Principal-in-Charge. With a strong emphasis on urban greening, this project combined multimodal infrastructure improvements with enhancements to water quality and stormwater management. Scope of work elements included development of street improvement plans, ADA and curb ramp design, pedestrian crossing improvements, traffic signing and striping plans, traffic signal modification plans, flashing beacon plans, bioswale improvement plans/details, stormwater treatment calculations, drainage study, utility rerouting/modification, and storm drain improvement plans.



(Cont.)

- **City of Burbank, PS&E for San Fernando Class I Bikeway, Burbank, CA** – Principal-in-Charge. The San Fernando Bikeway is a three-mile Class I bicycle path in Burbank that runs parallel to the Union Pacific/Metrolink Valley rail line owned by LA Metro. Most of the path will be constructed in Metro-owned rail right-of-way adjacent to the current UPRR/Metrolink railroad right-of-way along with a half-mile stretch along the Los Angeles County Flood Control Channel. Kimley-Horn's services include PS&E for a three-mile multimodal corridor, including a Class I shared-use path and accessible path design, transitions, and clearances.

ADDITIONAL PROJECT EXPERIENCE

- **City of Glendale, La Crescenta Avenue Road Rehabilitation Study, Glendale, CA** – Project Manager
- **City of Glendale, Glenoaks Boulevard Traffic Signal Modification, Glendale, CA** – Project Manager
- **City of Culver City, Overland Avenue Bike Lane, Pedestrian, and High Friction Surface Treatment Improvement Project, Culver City, CA** – Project Manager
- **City of Culver City, MOVE Culver City 2023, Culver City, CA** – Project Manager
- **City of Monterey Park, Monterey Pass Road Complete Streets, Monterey Park, CA** – Project Manager
- **City of Thousand Oaks, Thousand Oaks Boulevard Pedestrian Crossing, Thousand Oaks, CA** – Project Manager
- **City of Thousand Oaks, Lawrence Drive/Teller Road Intersection Improvements Project, Thousand Oaks, CA** – Project Manager
- **City of Thousand Oaks, Moorpark Road Sidewalk and Bike Lane Improvements, Thousand Oaks, CA** – Project Manager
- **City of Thousand Oaks, Read Road Bike Path Connector, Thousand Oaks, CA** – Project Engineer
- **City of Thousand Oaks, Hillcrest Drive Class II Bike Lane Improvements, Thousand Oaks, CA** – Project Engineer
- **City of Santa Clarita, Newhall Bike Boulevard, Santa Clarita, CA** – Project Manager
- **City of Santa Monica, Ocean Park Boulevard Complete Green Street Project, Santa Monica, CA** – Principal-in-Charge
- **City of Agoura Hills, Agoura Road Bike Lane Project, Agoura Hills, CA** – Project Engineer
- **City of Palm Springs, Racquet Club Road Lane Reconfiguration Project, Palm Springs, CA** – Project Manager
- **City of Palm Desert, CV Link Enhancements, Palm Desert, CA** – Project Manager
- **City of Palm Desert, Haystack Road and Highway 74 Intersection Modification, Palm Desert, CA** – Project Manager

PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

Megan Ulery, PE, LEED AP

QC/QA Manager



Megan has over 20 years of ATP, complete streets, and park project experience in Southern California. She routinely provides contract management, project management, and civil engineering services for municipalities and cities through multi-disciplinary projects with numerous stakeholders. Megan's ability to partner early with the community and agency stakeholders provides the long term camaraderie and excitement on a project that spans multiple years, from planning to implementation. She strategically pursues projects that align with her passions, availability, and extensive ATP and park experience to remain focused and deliver what has been promised to the stakeholders and community.

PROFESSIONAL CREDENTIALS

- Bachelor of Science with Honors, Civil and Environmental Engineering, University of Iowa
- Professional Engineer in California #73385
- Leadership in Energy and Environmental Design Accredited Professional

Having previously provided constructability review services on the City of Los Angeles' Broadway-Manchester Active Transportation Equity Project, Megan brings a history of well-rounded design and construction management experience, attention to detail, and constructability oversight skills to this project, providing significant value in reducing schedule, budget, and construction-related project impacts .

RELEVANT EXPERIENCE

- **City of Los Angeles, Broadway-Manchester Active Transportation Equity Project PA&ED and PS&E, Los Angeles, CA** – Constructability Review. To improve safety and quality of life for corridor users, Kimley-Horn partnered with the City to increase connectivity and use of active modes of transportation, enhance community spaces, reduce the heat island effect, and improve air quality and stormwater capture/reuse along Manchester Avenue and South Broadway.
- **City of Los Angeles, Mission Mile Sepulveda ATP Project PA&ED and PS&E, Los Angeles, CA** – Constructability Review. Kimley-Horn successfully completed the PA&ED phase of the Mission Mile Sepulveda Project, which seeks to improve safety and reduce collisions, provide more equitable transportation options, and create a more active and connected community through implementation of a linear median park with pedestrian paths, bike lanes, and pedestrian crossing improvements, as well as repurposing a high-speed slip lane and median into a new public park space called Brand Plaza. Having delivered the PA&ED phase under budget and on an expedited schedule to meet a grant funding deadline, Kimley-Horn is now currently delivering the PS&E phase of the project.
- **City of Chula Vista, Millenia Park, Chula Vista, CA** – Project Engineer. Kimley-Horn completed the landscape architecture and civil engineering design for this 3.6-acre park, the largest and most active park in the City of Chula Vista. Millenia Park offers a multi-purpose soccer field, tennis courts, and a basketball court. There is a large flexible plaza space for community gatherings and events such as food truck nights and group yoga. Kimley-Horn worked with Meridian Development and the City of Chula Vista to create an active, vibrant space that is easy to maintain and can adapt as the community around it grows.
- **City of San Diego, Mira Mesa Community Park Phase II Improvements, San Diego, CA** – Project Engineer. Improvements for this 18.8-acre park include renovations to the existing recreation center and gymnasium; a new aquatics center with a competition pool, training pool, and splash pad; an all-wheel skate plaza, two new children's play areas; picnic shelters and plaza area; basketball courts; walkways; parking lot rehabilitation and expansion; lighting; drainage improvements; stormwater treatment facilities including both biofiltration basins and underground storage with modular wetlands and pump house; existing baseball field renovations; and landscaping.

(Cont.)

ADDITIONAL PROJECT EXPERIENCE

- **City of San Diego, Carmel Valley Community Park and Joint Use Field Improvements, San Diego, CA** – Project Engineer
- **City of San Diego, Ocean Air Comfort Station and Community Park Improvements, San Diego, CA** – Project Engineer
- **City of San Diego, J Street Mini Park Improvements, San Diego, CA** – Project Engineer
- **City of San Diego, Santa Clara Park Improvements, San Diego, CA** – Project Engineer
- **City of Oceanside, El Corazon Aquatic Center, Oceanside, CA** – Project Engineer
- **City of San Diego, City Heights Aquatic Center, San Diego, CA** – Project Engineer
- **City of San Diego, Bud Kerns Aquatic Center, San Diego, CA** – Project Engineer
- **City of El Centro, Plank Park, El Centro, CA** – Project Engineer
- **City of San Diego, Egger/South Bay Community Park Improvements, San Diego, CA** – Project Engineer
- **City of San Diego, Mission Bay Athletic Area Improvements, San Diego, CA** – Project Engineer
- **City of San Diego, Torrey Highlands Neighborhood Park Improvements, San Diego, CA** – Project Engineer
- **City of San Diego, Ocean Beach Dog Beach ADA Improvements, San Diego, CA** – Project Engineer
- **City of San Diego, Hidden Trails Park Improvements, San Diego, CA** – Project Engineer
- **City of National City, Euclid Avenue Pedestrian and Bicycle Enhancements, National City, CA** – QC/QA and Constructability Review
- **City of Oceanside, Coast Highway Corridor Design, San Diego, CA** – Roadway Design Lead; QC/QA and Constructability Review
- **City of Escondido, Grand Avenue Vision Phases I and II, Escondido, CA** – QC/QA and Constructability Review
- **SANDAG, Uptown Bikeways: 4th and 5th Avenue, San Diego, CA** – Project Manager
- **SANDAG, North Park Mid-City Bikeways, San Diego, CA** – Project Manager
- **SANDAG, Howard Bikeway, San Diego, CA** – Project Manager
- **SANDAG, Robinson Bikeway, San Diego, CA** – Project Manager
- **SANDAG, Imperial Bikeway, San Diego, CA** – QC/QA and Constructability Review
- **SANDAG, Orange Bikeway, San Diego, CA** – QC/QA and Constructability Review
- **SANDAG, Central Bikeway, San Diego, CA** – QC/QA and Constructability Review
- **SANDAG, Urban Bikeways, San Diego, CA** – Project Engineer
- **City of San Diego, Crown Point Park and Parking Lot Improvements, San Diego, CA** – Project Engineer
- **City of San Diego, Hospitality Point Parking Lot and Comfort Station Improvements, San Diego, CA** – Project Engineer
- **City of San Diego, Sunset Point Comfort Station and ADA Improvements, San Diego, CA** – Project Engineer

CONTRACT NO. 2430
EXHIBIT "B"

PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

Nicole Dias, PE

Design Lead



Nicole has been leading and supporting the design of multidisciplinary roadway and active transportation projects across Southern California for more than 13 years. She has worked on a wide range of projects, from local roadway improvements to major interchange projects, from feasibility studies to final design and construction phase services. Nicole has a passion for active transportation, multimodal design, and safety improvements, and she has worked extensively with the City of Los Angeles in the San Fernando Valley along the Pacoima Wash! She has most recently served as the Project Manager on multiple large-scale active transportation projects for the City of Los Angeles, including the Broadway-Manchester Active Transportation Equity Project.

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Civil Engineering, San Diego State University
- Professional Engineer in California #86490

Nicole has a successful history of delivering large-scale active transportation and safety improvement projects throughout Los Angeles County, allowing her to provide the oversight to ensure the team is following City and local agency processes and requirements, while implementing best practices Kimley-Horn has learned along the way.

RELEVANT EXPERIENCE

- **City of Los Angeles, Broadway-Manchester Active Transportation Equity Project PA&ED and PS&E, Los Angeles, CA** – Project Manager. To improve safety and quality of life for corridor users, Kimley-Horn partnered with the City to increase connectivity and use of active modes of transportation, enhance community spaces, reduce the heat island effect, and improve air quality and stormwater capture/reuse along Manchester Avenue and South Broadway.
- **City of Los Angeles, Mission Mile Sepulveda ATP Project PA&ED and PS&E, Los Angeles, CA** – Project Manager. Kimley-Horn successfully completed the PA&ED phase of the Mission Mile Sepulveda Project, which seeks to improve safety and reduce collisions, provide more equitable transportation options, and create a more active and connected community through implementation of a linear median park with pedestrian paths, bike lanes, and pedestrian crossing improvements, as well as repurposing a high-speed slip lane and median into a new public park space called Brand Plaza. Having delivered the PA&ED phase under budget and on an expedited schedule to meet a grant funding deadline, Kimley-Horn is now currently delivering the PS&E phase of the project.
- **City of Los Angeles, Telfair Avenue Multimodal Bridge Over Pacoima Wash PA&ED and PS&E, Los Angeles, CA** – Project Manager. Kimley-Horn provided preliminary design, environmental documentation, and 50% PS&E for a new multimodal bridge that will improve public safety and non-motorized accessibility while linking neighborhoods currently separated by the Pacoima Wash in a disadvantaged community in Council District 7. Kimley-Horn was recently selected by the City to complete the PS&E phase of this project. Kimley-Horn also provided final design and construction support for the Bridge Rail Replacement Projects at Laurel Canyon Boulevard and Foothill Boulevard.
- **City of Thousand Oaks, Rancho Road Sidewalks and Bike Lanes, Thousand Oaks, CA** – Project Engineer. This project was a high priority for the City of Thousand Oaks due to pedestrian traffic volumes, construction difficulties, and proximity to schools and public facilities with missing sidewalks. Kimley-Horn provided civil, traffic, landscaping, and environmental services, including new sidewalk, curb ramps, and restriping of Class II bike lanes along Rancho Road; bicycle buffers and green pavement markings to enhance awareness; addition of a new traffic signal at the southbound Caltrans on-/off-ramp intersection; and development of a Caltrans encroachment permit, PEER forms, environmental PES, and CEQA/NEPA documents.



PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

(Cont.)

ADDITIONAL PROJECT EXPERIENCE

- **City of Thousand Oaks, Transportation Center Pedestrian Improvements, Thousand Oaks, CA** – Project Engineer
- **City of Bakersfield, Monitor Street SRTS Improvements, Bakersfield, CA** – Contract Manager/ Project Engineer
- **City of Bakersfield, Niles Street and Monterey Street Complete Streets PS&E, Bakersfield, CA** – Contract Manager/Project Manager
- **City of Agoura Hills, Kanan Road and Agoura Road Ultimate Intersection Improvements, Agoura Hills, CA** – Project Engineer
- **City of Lancaster, ATP Cycle 2: Pedestrian and Bicycle Gap Closure Improvements at 36 Locations, Lancaster, CA** – Project Engineer
- **City of Lancaster, Avenue M Interchange and ATP Corridor Improvements, Lancaster, CA** – Project Manager
- **City of Lancaster, Avenue J/SR 14 (SR 138) Interchange PSR-PDS, PA&ED, and PS&E, Lancaster, CA** – Project Engineer
- **City of Lancaster, Avenue L PA&ED, Lancaster, CA** – Project Manager
- **City of Lancaster, PS&E for Avenue K & 35th Street Intersection Improvements, Lancaster, CA** – Project Engineer
- **City of Malibu, Civic Center Way Improvements, Malibu, CA** – Project Engineer

CONTRACT NO. 2430
EXHIBIT "B"

PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project



Sarmad Farjo, PE

Active Transportation Lead

With 34 years of experience in planning, design, and management of complex, multi-disciplinary infrastructure projects, Sarmad brings specialized expertise in active transportation throughout Los Angeles County. Sarmad's track record includes 12 complete streets projects, nine of which were already constructed, demonstrating a consistent ability to deliver impactful, community-centered solutions on time and within budget. He brings this depth of experience to the Pacoima Wash Connectivity Project, targeting its successful delivery while meeting all project goals and objectives, and creating a safer, more connected corridor for all users.

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Civil Engineering, University of Baghdad
- Professional Engineer in California #80769

With over three decades of experience in civil engineering design and management, Sarmad excels in leading complex projects for clients across Los Angeles County—experience that will be invaluable for the completion of timely, high-quality deliverables for this project.

RELEVANT EXPERIENCE

- **City of Los Angeles, Mission Mile Sepulveda ATP Project PA&ED and PS&E, Los Angeles, CA** – Risk Manager. Kimley-Horn successfully completed the PA&ED phase of the Mission Mile Sepulveda Project, which seeks to improve safety and reduce collisions, provide more equitable transportation options, and create a more active and connected community through implementation of a linear median park with pedestrian paths, bike lanes, and pedestrian crossing improvements, as well as repurposing a high-speed slip lane and median into a new public park space called Brand Plaza. Having delivered the PA&ED phase under budget and on an expedited schedule to meet a grant funding deadline, Kimley-Horn is now currently delivering the PS&E phase of the project.
- **City of Monterey Park, Monterey Pass Road Complete Streets, Monterey Park, CA** – QC/QA Manager. Kimley-Horn has provided planning, public outreach, and design services for this project. Spanning 1.6 miles from Floral Drive to Garvey Avenue/South Fremont Avenue, this transformative project will enhance connectivity between residential neighborhoods, schools, job centers, and commercial corridors. Kimley-Horn is conducting robust in-person and virtual community outreach, developing and evaluating three multimodal corridor alternatives, and designing pedestrian and ADA improvements, traffic signal upgrades, and enhanced pedestrian crossings. Our inclusive engagement culminated in a concept that reflected the community's priorities and was formally approved by City Council.
- ***City of Los Angeles, Affordable Housing and Sustainability Communities (AHSC) Cycle 5 Roadway Improvements, Los Angeles, CA** – Contract Manager. Sarmad oversaw the preliminary and final engineering design phase of this project, which aimed to improve seven project areas by enhancing user experience for pedestrians and bicycles in accordance with ADA standards. Design elements include high visibility crosswalks, HAWK beacons, Rapid Rectangular Flashing Beacons (RRFB), Leading Pedestrian Interval (LPI) signals, speed feedback signs, curb extensions, bulb-outs, alley aprons and other sidewalk improvements, new or upgraded pedestrian-scale street lighting, bus stop improvements, and new City trees to beautify the streets and parkways. The project also includes installation of Class II, III, and IV bicycle improvements, including green-painted bicycle lanes and sharrows, or shared lane markings.
- ***City of Long Beach, Studebaker Road Complete Street Project, Long Beach, CA** – Project Manager. Sarmad served as project manager for a 5-mile roadway rehabilitation/complete streets project that added cycle tracks and side boarding island transit stops. The project included pavement rehabilitation for the entire corridor to improve the drivability and the end user experience. This redesign creates a "complete street" that will be safe and accessible while addressing non-compliant ADA facilities, ITS features, and connectivity, converting Studebaker/ Los Coyotes Diagonal intersection to a roundabout intersection and many other improvements.



PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

(Cont.)

ADDITIONAL PROJECT EXPERIENCE

- **City of Fullerton, Nutwood Avenue Bicycle and Pedestrian Mobility Enhancements, Fullerton, CA** – Project Engineer
- ***City of Anaheim, Ball Road and Sunkist Street Improvements, Anaheim, CA** – Project Manager
- ***City of Anaheim, Nohl Ranch Bike and Pedestrian Trail, Anaheim, CA** – Principal-in-Charge
- ***City of El Monte, Garvey Avenue Complete Street Project, El Monte, CA** – Project Manager
- ***City of El Monte, Valley Boulevard and Main Street Complete Streets Feasibility Study, El Monte, CA** – Project Principal
- **City of Long Beach, East Broadway Complete Street, Long Beach, CA** – Project Manager*
- **City of Long Beach, 4th Street Roadway Improvements, Long Beach, CA** – Project Manager*
- **City of Long Beach, Anaheim Street Roadway Improvements, Long Beach, CA** – Principal-in-Charge/QC Manager*
- **City of Long Beach, Willow Street Roadway Improvements, Long Beach, CA** – Principal-in-Charge/QC Manager*
- **City of Moreno Valley, Cycles 6 and 7 Pedestrian and Bike Facility Improvements, Moreno Valley, CA** – Project Manager*
- **City of Costa Mesa, Merrimac Way Complete Street, Costa Mesa, CA** – Principal-in-Charge*
- **County of Orange, Santa Ana Avenue and University Avenue Improvements, Costa Mesa, CA** – Principal-in-Charge*
- **City of Yorba Linda, Bastanchury Road Widening Project, Yorba Linda, CA** – Principal-in-Charge*

**Prior to joining Kimley-Horn*

PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

Amanda Carro, EIT

City of Los Angeles Coordination Lead



Amanda has been supporting the design of multidisciplinary roadway and multi-modal projects across Los Angeles County for more than five years. She has worked on a wide range of projects from local roadway improvements to major interchange projects to final design and construction phase services. Amanda is highly familiar with Caltrans specifications and standards, and she is experienced in the development of PA&ED and PS&E documents. She also has experience identifying high priority utilities and coordinating utilities with multiple owners prior to and during construction.

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Civil Engineering, Northeastern University
- Engineer-in-Training in California #168333

Amanda has been working extensively with the City of Los Angeles over the past six years on numerous active transportation and multimodal projects. Her in-depth knowledge of the City—a key stakeholder in the Pacoima Wash Connectivity Project—and her trusted relationships with City staff will help to facilitate efficient and effective communication throughout the design process.

RELEVANT EXPERIENCE

- **City of Los Angeles, Broadway-Manchester Active Transportation Equity Project PA&ED and PS&E, Los Angeles, CA** – Project Analyst. To improve safety and quality of life for corridor users, Kimley-Horn partnered with the City to increase connectivity and use of active modes of transportation, enhance community spaces, reduce the heat island effect, and improve air quality and stormwater capture/reuse along Manchester Avenue and South Broadway.
- **City of Los Angeles, Mission Mile Sepulveda ATP Project PA&ED and PS&E, Los Angeles, CA** – Project Analyst. Kimley-Horn successfully completed the PA&ED phase of the Mission Mile Sepulveda Project, which seeks to improve safety and reduce collisions, provide more equitable transportation options, and create a more active and connected community through implementation of a linear median park with pedestrian paths, bike lanes, and pedestrian crossing improvements, as well as repurposing a high-speed slip lane and median into a new public park space called Brand Plaza. Having delivered the PA&ED phase under budget and on an expedited schedule to meet a grant funding deadline, Kimley-Horn is now currently delivering the PS&E phase of the project.
- **City of Los Angeles, Telfair Avenue Multimodal Bridge Over Pacoima Wash PA&ED and PS&E, Los Angeles, CA** – Project Analyst. Kimley-Horn provided preliminary design, environmental documentation, and 50% PS&E for a new multimodal bridge that will improve public safety and non-motorized accessibility while linking neighborhoods currently separated by the Pacoima Wash in a disadvantaged community in Council District 7. Kimley-Horn was recently selected by the City to complete the PS&E phase of this project. Kimley-Horn also provided final design and construction support for the Bridge Rail Replacement Projects at Laurel Canyon Boulevard and Foothill Boulevard.
- **City of Camarillo, Pleasant Valley Road Bike Lanes, Camarillo, CA** – Project Analyst. The City of Camarillo was awarded an STBG-CMAQ grant to provide bicycle safety improvements along an 8,700-foot-long section of Pleasant Valley Road between Las Posas Road and East 5th Street. Kimley-Horn provided civil engineering services to prepare bid documents to widen Pleasant Valley Road to accommodate new buffered Class II Bike Lanes, which is part of the City's overall commitment to bringing alternative modes of transportation throughout the region. The project consists of roadway widening, channel improvements between the roadway and adjacent agricultural fields, utility relocations, and support in meeting grant administration such as obtaining ROW certification from Caltrans.



PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

(Cont.)

ADDITIONAL PROJECT EXPERIENCE

- **City of Lancaster, ATP Cycle 2: Pedestrian and Bicycle Gap Closure Improvements at 36 Locations, Lancaster, CA** – Project Analyst
- **City of Lancaster, Avenue M Interchange and ATP Corridor Improvements, Lancaster, CA** – Project Analyst
- **City of Lancaster, Avenue J/SR 14 (SR 138) Interchange PSR-PDS, PA&ED, and PS&E, Lancaster, CA** – Project Analyst
- **City of Lancaster, PS&E for Avenue K & 35th Street Intersection Improvements, Lancaster, CA** – Project Analyst
- **City of Alhambra, 710 North Arterial and I-10 Interchange Improvements at I-10/Fremont Avenue, I-10/Atlantic Boulevard, and I-10/Garfield Avenue, Alhambra, CA** – Project Analyst

PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

Randall Kopff, PLA, CLARB

Landscape Architecture Lead



Randall's 25 years of professional experience have encompassed a wide variety of landscape architectural, planning, and graphic services on parks and recreation projects throughout the U.S. His skills include site inventory/analysis, master planning, design development, graphic presentations, 3-D modeling, project management, and detailed technical drawings. Randall utilizes his diverse project background to work closely with individual clients to interpret public input and ensure that the proper vision has been achieved throughout the planning and design implementation processes.

PROFESSIONALCREDENTIALS

- Bachelor of Science, Landscape Architecture, Ohio State University
- Professional Landscape Architect in California #6633, Arizona #62750, Nevada #1014, and Oregon #LA0916
- Council of Landscape Architectural Registration Boards #40708

Randall leverages his 25 years of experience in planning and designing parks and recreation projects nationwide to collaborate closely with clients, interpreting public input to confirm that the project's landscaping vision is realized throughout the planning and design stages. Randall works in harmony with clients and citizens to generate project goals and objectives, and develop programs and alternatives, cost projections, graphics for public display, and construction documents.

RELEVANT EXPERIENCE

- **City of Chula Vista, Millenia Park, Chula Vista, CA** – Landscape Architect. Kimley-Horn completed the landscape architecture and civil engineering design for this 3.6-acre park, the largest and most active park in the City of Chula Vista. Millenia Park offers a multi-purpose soccer field, tennis courts, and a basketball court. There is a large flexible plaza space for community gatherings and events such as food truck nights and group yoga. Kimley-Horn worked with Meridian Development and the City of Chula Vista to create an active, vibrant space that is easy to maintain and can adapt as the community around it grows.
- **City of San Diego, Egger/South Bay Community Park Improvements, San Diego, CA** – Landscape Architect. As a subconsultant, Kimley-Horn was selected to prepare engineering plans and services for the City of San Diego's Egger/South Bay Community Park. The park improvements included on-site accessibility assessment, compliance upgrades to the accessible path of travel, connections to an adjacent transit stop, park entry improvements, two new children's play areas, a new basketball court, a new drinking fountain, parking lot rehabilitation and accessible parking reconfiguration, drainage improvements, and stormwater compliance. This project is in the final stages of the construction phase.
- **City of San Diego, Ocean Air/Carmel Valley Community Parks Improvements, San Diego, CA** – Project Manager. Kimley-Horn was selected to prepare engineering plans and services for two parks in the City of San Diego's system. Both Ocean Air and Carmel Valley Community Parks required upgrades to existing accessible facilities, comfort station buildings, and park areas. Kimley-Horn was responsible for accessible routes of travel from a designated accessible parking space to sports fields, connections from walkways to existing ramps at community/recreation centers, stairway and ramp upgrades, implementation of permanent BMPs, grading of proposed picnic shelters, sewer connections for a proposed comfort station, and new sports field grading and drainage. The project has recently completed construction and is in final project closeout.
- **City of El Centro, Aquatic Center, El Centro, CA** – Project Manager. The design for this aquatic center incorporated creative features that balance competitive and recreational water and relate to the architectural and cultural context and character of the City of El Centro. In addition to the development of a 5,000-sf aquatic center building, improvements located in the park also included landscape and irrigation improvements, decorative hardscape, concession stands, shade structures, water and sewer services, storm drain improvements, sports and pedestrian lighting, and audio and electrical components. The Kimley-Horn team prepared multiple concept drawings and facilitated two public workshops and a City staff design charrette.



PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

(Cont.)

ADDITIONAL PROJECT EXPERIENCE

- **City of Santa Clarita, Santa Clarita Sports Complex, Santa Clarita, CA** – Landscape Architect
- **City of El Centro, Plank Park, El Centro, CA** – Project Manager
- **City of Moreno Valley, Bark Park, Moreno Valley, CA** – Project Manager
- **City of Laguna Niguel, Crown Valley Park, Laguna Nigel, CA** – Landscape Architect
- **City of San Diego, J Street Mini Park, San Diego, CA** – Landscape Architect
- **City of National City, Kimball Park, National City, CA** – Landscape Architect
- **City of National City, Signage and Wayfinding Plan, National City, CA** – Project Manager
- **City of San Marcos, Richmar Park Phase II, San Marcos, CA** – Landscape Architect
- **City of San Marcos, Rancho Coronado Phase I, San Marcos, CA** – Landscape Architect
- **Consumnes Community Services District, Morse Park Recreation Center, Elk Grove, CA** – Landscape Architect
- **Seeley County Water District, Bates Memorial Park, Seeley, CA** – Project Manager
- **City of Yuma, Yuma Pacific Avenue Athletic Complex (PAAC), Yuma, AZ** – Landscape Architect
- **City of Goodyear, Goodyear Recreation Campus Master Plan and Final Design, Goodyear, AZ** – Landscape Architect
- **City of Scottsdale, Grayhawk Community Park Softball Complex, Scottsdale, AZ** – Landscape Architect
- **City of Avondale, Friendship Park Youth and Amateur Sports Complex, Avondale, AZ** – Landscape Architect
- **City of Tempe, Tempe Sports Complex, Tempe, AZ** – Landscape Architect
- **City of Avondale, Festival Fields Soccer Complex, Avondale, AZ** – Landscape Architect
- **City of Gilbert, Desert Sky Soccer Park, Gilbert, AZ** – Landscape Architect

PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

Katherine Padilla Otanez

Outreach Lead



As founder and president of KPA for 30 years, Katherine is a communications strategist and specialist with expertise in organizational development/ systems thinking, marketing research and integrated communications strategy, facilitation and mediation, and community and government relations. Other areas of expertise include global logistics, planning, architecture, and engineering. Katherine's other areas of education and expertise include NEPA Policies, Procedures and Practices, UCLA Extension; CEQA Overview and Policies, Association of Environmental Professionals; and Environmental Justice in Land Use Planning, 2-day American Planning Association Workshop.

PROFESSIONALCREDENTIALS

- Master of Business Administration, California State University, Los Angeles
- Bachelor of Science, Business Administration, California State University, Los Angeles

Katherine is currently leading the community outreach efforts for the LA Metro Sepulveda Transit Corridor Study, which has included direct coordination with the City of San Fernando. This ongoing partnership has given Katherine an intimate understanding of the San Fernando community and their goals and expectations, which will be key to the development of public outreach efforts for the Pacoima Wash Connectivity project.

RELEVANT EXPERIENCE

- **LA Metro, Sepulveda Transit Corridor Study Community Outreach, Los Angeles, CA** – Project Manager/Managing Principal. A member of the outreach team, Katherine is overseeing KPA's involvement in strategy development, staffing informational sessions and community pop-up events, and community meetings for the Sepulveda Corridor EIR.
- **City of Los Angeles, Connecting San Pedro Pedestrian Access and Multimodal Improvements, Los Angeles, CA** – Managing Principal. Katherine oversaw and participated in outreach activities including developing a fact sheet, conducted door to door visits of affected business owners, provided presentations to community organizations and the Chamber of Commerce and local Business Improvement Districts, provided briefings for representatives of local elected officials.
- **County of Los Angeles CEO's Office, General Hospital Feasibility Study, Los Angeles County, CA** – Project Manager/Managing Principal. Katherine, with KPA, served on the Community Engagement team charged with developing and conducting a robust community engagement program to advance the feasibility re-use study of the Historic General being conducted by AECOM. Katherine was responsible for planning and integrating the input of an all-volunteer Steering Committee and including the input of SD-1 staff and the Health Initiative Community Partnership in all outreach efforts. The outreach program consisted of both engagement opportunities (five community meetings) and public relations including website development and social media efforts.
- **LA Metro, East San Fernando Valley Light Rail Project AA, EIS/EIR, and First-Last Mile Plan, San Fernando Valley, CA** – Managing Principal. KPA provided community outreach services for the East San Fernando Valley Transit Corridor Study—from the Alternatives Analysis through the Environmental Review phase. As principal-in-charge, Katherine's responsibilities included overseeing all tasks and aspects of the Public Participation activities and attending appropriate Project Development Team Meetings. Katherine and her team also conducted the community engagement program for a separate, related project: the Metro East San Fernando Valley Transit Stations First-Last Mile Plan.



PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

(Cont.)

ADDITIONAL PROJECT EXPERIENCE

- **City of Los Angeles, Seventh Street Streetscape Improvement Project, Los Angeles, CA** – Outreach Lead Project Manager/Managing Principal
- **City of Costa, Mesa Pedestrian Master Plan, Costa Mesa, CA** – Project Manager/ Managing Principal
- **City of Santa Ana, Safe Routes to School, Santa Ana, CA** – Project Manager/ Managing Principal
- **City of El Centro, Imperial Avenue Complete Streets Plan, El Centro, CA** – Managing Principal
- **Imperial County Transportation Commission, Regional Long-Range Transportation Plan Update, Imperial County, CA** – Project Manager/Managing Principal



D. Subconsultant Experience

To provide the full depth of resources necessary to seamlessly deliver services, Kimley-Horn has teamed with three skilled subconsultants to complement our in-house team. Not only are these firms talented from a technical standpoint, but they also understand the local environment and have strong working relationships with members of the Kimley-Horn team and/or the City.

CL SURVEYING AND MAPPING, INC. – *SURVEY*

Founded in 2007, **CL Surveying and Mapping, Inc.** (CL Survey) is a trusted land surveying firm serving Southern California and beyond. With a strong focus on public works, CL Survey partners with design engineering firms, general contractors, municipalities and agencies to provide high-precision surveying services that help clients meet and exceed their goals. CL Survey's work spans key sectors including transportation design and construction. By leveraging state-of-the-art technologies such as LiDAR scanning, mobile scanning, and Trimble systems, the firm produces accurate, reliable data that supports successful project delivery. CL Survey not only fulfills compliance requirements but adds true value as a responsive, experienced, and quality-driven partner. Their reputation for excellence and client satisfaction makes them the go-to surveying firm for public infrastructure projects across the region.

Kimley-Horn and CL Survey are currently partnering on the Skyline Truck Trail Rehabilitation effort to provide civil engineering and surveying services for the County of San Diego!

Relevant Experience

City of Anaheim, Deer Canyon Park Preserve Roadway Trail Easement. In 2023, SALT Development proposed a 76-acre mixed use project named the "Hills Preserve" project next to Deer Canyon Park Preserve in Anaheim, which included a new public roadway and equestrian/trail access easement to open more of the preserve to the public. The developer promised that over half the land would remain as open space, with the creation of a new public road and trail easement intended to provide Anaheim city residents access to portions of Deer Canyon Preserve that had historically been closed or limited. On behalf of Epic Land Solutions, CL Survey was tasked to prepare three legal descriptions and exhibits for the proposed right-of-way acquisition of parcels for this easement. The City of Anaheim wanted to acquire certain rights-of-way across portions of each parcel, and CL Survey was tasked with preparing temporary construction easement legal descriptions for these. The legal descriptions and exhibits developed by CL Survey were based upon title reports and record mapping provided by the City of Anaheim.

Client Contact: Adiel Flores, Project Manager at Epic Land Solutions
951.321.1800 | aflores@epicland.com

EARTH MECHANICS, INC. – *GEOTECHNICAL INVESTIGATIONS*

Earth Mechanics, Inc. (EMI) is a geotechnical and earthquake engineering consulting company founded as a California Corporation in February 1989. The firm specializes in major geotechnical site investigations and testing, seismic hazard and earthquake retrofit evaluations, and foundation design for projects related to transportation infrastructure including bridges, roadways, freeways, and tunnels. EMI's services include review of available geotechnical and seismic data, field exploration and soil laboratory testing, seismic evaluation (liquefaction, seismic settlements, slope deformation, axial and lateral pile evaluations), foundation design, report preparation, and construction support.

Over the past five years, EMI has supported Kimley-Horn with geotechnical tasks related to the Telfair Avenue Multimodal Bridge Project and numerous other efforts throughout Southern California!



PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

Relevant Experience

City of Los Angeles, Telfair Avenue Multimodal Improvements, Los Angeles, CA. As a subconsultant to Kimley-Horn, EMI researched USACE as-built records, the Caltrans Geotracker database, California State wells, and seismic hazard maps to assess geotechnical conditions for this project. EMI prepared a Structure Preliminary Geotechnical Report (SPGR) for the conceptual design (PA&ED phase) of the proposed new bridge foundations. EMI also developed a geotechnical work plan for the final design (PS&E phase) to support the Section 408 Army Corps of Engineers and LA County Flood Control District construction permit. EMI will undertake a field investigation consisting of sonic percussion borings and perform analysis and foundation design to address the challenges posed by cobbly ground conditions, geologic hazards including faults, ground fault rupture, soil liquefaction potential, seismic settlement, lateral ground spreading, and provide mitigation measures.

Client Contact: Arnulfo Nuño Jr., Project Manager/Structural Engineering Associate
213.847.1907 | arnulfo.nuno@lacity.org

KATHERINE PADILLA AND ASSOCIATES, INC. – *COMMUNITY OUTREACH*

Katherine Padilla & Associates (KPA) is a full-service communication firm providing strategic community outreach and public information campaigns, community meetings and workshops online and in-person, community-based research including focus groups and interviews, branding and graphic design, social media management, photography and videography, translation services, and much more. KPA's diverse team includes members fluent in Spanish. KPA brings a mix of technical expertise, marketing savvy, and exceptional interpersonal skills that uniquely equips them to foster meaningful communication with clients, collaborate effectively with technical teams, and engage with the community.

KPA has been partnering with Kimley-Horn on the City of Los Angeles' Telfair Avenue Multimodal Bridge Project to direct outreach strategies and coordinate all community engagement efforts!

Relevant Experience

City of San Fernando, San Fernando Citywide Parking Management Master Plan, San Fernando, CA. KPA served as the community outreach lead to support the development of the San Fernando Citywide Parking Management Master Plan. KPA developed an outreach plan to guide public engagement. The objectives of the plan were to:

- Promote an image of San Fernando as a forward-thinking City focused on improving the quality of life of its residents and its business environment; thus reinforcing positive views of the City;
- Support the effort to stimulate local economies and revitalize commercial districts that are adjacent to existing transit infrastructure;
- Engage community members and stakeholders in collaborative planning and problem-solving, specifically through the Citywide Parking Management Master Plan and beyond the Plan;
- Promote public transit utilization in and around the San Fernando Metrolink Station.

In collaboration with the team, KPA planned and conducted the following tasks:

- Wrote and designed project fact sheet and other informational branded materials
- Created press releases and social media messages
- Conducted focus groups with key stakeholders
- Conducted an online survey
- Provided briefings for Commissioners and other stakeholder groups
- Held virtual community meetings

Client Contact: Brian Marchetti, Project Manager at the County of Los Angeles
626.458.3941 | bmarchetti@dpw.lacounty.gov

3. PROJECT APPROACH

A. Approach to Project Goals and Requirements

PROJECT UNDERSTANDING

The Pacoima Wash Vision Plan, completed in 2008, aimed to revitalize the Pacoima Wash by enhancing the local wildlife habitat, providing access to new recreational amenities, and creating a safer, healthier, and more sustainable community. The Pacoima Wash Connectivity Project provides a unique opportunity to integrate and connect the Cindy Montañez Natural Park with surrounding neighborhoods and schools, thus contributing to the overall success of the Vision Plan. Phase I of the project, which included a newly constructed Class I bike path from 4th Street to 8th Street, has already established a vital connection to the park.



The project will incorporate critical enhancements identified in the 2018 Safe and Active Streets Plan sessions and during the community outreach workshops, including shade trees, shrubs, High-Intensity Activated Crosswalks (HAWK) signals at Glenoaks Boulevard and 5th Street, sidewalk/bike paths, benches, park monuments, bikeway monuments, educational signage, upgraded fencing/gates, lighting, and rehabilitation of the existing decomposed granite park trail. These enhancements will focus on sustainability, biodiversity, and native vegetation, creating a greener, healthier space for the community.



The upgrades to the park will enhance connectivity to the Vista del Valle Language Academy, located 250 feet northwest of the park, which is a key element for any active transportation project. Additionally, this project presents an opportunity to rebrand the park to honor the late councilwoman, following the resolution to rename the park after her. ***An important part of this tribute is incorporating native plants and shrubs that support the habitats of monarch butterflies.***

State of California earmarked funds and an Earth Fund, both set to expire next year, necessitate prompt completion of the Pacoima Wash Connectivity project. Utilizing these funds, the City aims to implement additional safety measures for lighting, improve the drainage at Bromont Avenue, and potentially incorporate additional BMPs/bioswales in the area.

In an effort to bring the vision for this project to life, we have developed Figure 1 on the following page to provide an overview of proposed improvements throughout the Cindy Moñtanez Natural Park.

PROPOSAL FOR THE DESIGN FOR THE
PACOIMA WASH
Connectivity Project

FIGURE 1. CINDY MONTAÑEZ NATURAL PARK VISION



PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

PROJECT APPROACH

Kimley-Horn's approach to this project focuses on engaging the community and project partners while giving a voice to the natural habitats of San Fernando.

Engaging the Residents

Known for its deep-rooted Latino heritage and strong sense of community, San Fernando has cultivated a unique identity shaped by generations of residents, local businesses, and cultural institutions. ***Kimley-Horn's community outreach partner, Katherine Padilla and Associates (KPA), knows first-hand about the City's strong commitment to inclusive planning.*** KPA served as outreach lead for San Fernando's Citywide Parking Management Master Plan as well as outreach lead from 2011-2020 for Metro's East San Fernando Valley (ESFV) Light Rail Study and EIR/EIS, and ESFV Light Rail First-Last Mile Plan, during which the San Fernando community was actively engaged. We know that City leadership prioritizes transparency, accessibility, and meaningful public participation in shaping projects that affect their stakeholders.

The community-based design process in San Fernando is guided by structured outreach efforts that ensure residents, business owners, and stakeholders have a voice in shaping their environment. Through interactive workshops, the Kimley-Horn team will garner input that directly informs design decisions from an array of enhancements, including native vegetation, park benches, and educational signage. Cultural considerations play a central role, with planners emphasizing the importance of honoring families, local traditions, language accessibility, and the preservation of historic and cultural landmarks. This approach fosters trust and ensures that the Pacoima Wash Connectivity Project reflects the values and aspirations of San Fernando's diverse population.



Kimley-Horn staff meet with Councilwoman Monica Rodriguez at the Laurel Canyon Boulevard and Foothill Boulevard Bridge Railing Replacement Ribbon Cutting Event

Connecting the Community

The Kimley-Horn teams will improve the connection between the City of San Fernando and the City of Los Angeles by leveraging our established relationship with Councilwoman Monica Rodriguez from Council District 7 and surrounding communities. Our successful experience on other local projects connected to the Pacoima Wash Vision Plan—including the Telfair Avenue Multimodal Bridge over Pacoima Wash and the Bridge Railing Replacement Project at Laurel Canyon Boulevard and Foothill Boulevard —showcase ***our contribution to promoting safety and connectivity to the neighborhoods divided by the Pacoima Wash.***

Collaborating with Project Partners

Collaboration with project partners is crucial to the project's success. The Kimley-Horn team will regularly coordinate with the City of San Fernando, Los Angeles County Department of Public Works, Los Angeles County Flood Control District (LACFCD), US Army Corps of Engineers (USACE), and other key stakeholders to verify the design aligns with regulatory requirements, technical standards, and environmental goals. Monthly meetings will be held to discuss project milestones, design considerations, and action items to maintain the project schedule. Coordination with the City of Los Angeles will ensure that park improvements are cohesive with the proposed bike path on the west bank of the Pacoima Wash, supporting another component of the Pacoima Wash Vision Plan. Kimley-Horn has worked closely with LACFCD and USACE on other projects to complete both the LACFCD Construction Permit and Section 408 permit processes in a streamlined manner and fully understands the extent of coordination those permits require.

PROPOSAL FOR THE DESIGN FOR THE

PACOIMA WASH

Connectivity Project

Embracing Natural Habitats

At the heart of the Cindy Montañez Natural Park design lies a deep commitment to celebrating and preserving the unique natural habitats of San Fernando. The project aims to seamlessly integrate the beauty of native landscapes into an inviting urban oasis—one that inspires exploration, relaxation, and learning.

Native vegetation will define the park's character, creating a thriving habitat for local wildlife while showcasing the region's natural heritage. Thoughtfully placed park amenities, such as benches, shade structures, and interpretive signage will provide comfortable spaces for reflection and community connection, allowing visitors to enjoy the serene surroundings. Educational signage throughout the park will highlight native plant species, ecological features, and sustainability practices, transforming each visit into an opportunity for discovery and environmental stewardship.

These enhancements are designed not only for recreation but also for education. With several schools located nearby, the park will serve as a living classroom—supporting field trips, nature walks, and hands-on outdoor learning experiences that promote environmental awareness among students of all ages.

Drawing on our experience with native landscaping across parks, trails, and bikeways in Southern California, the design team will incorporate aesthetically pleasing, sustainable features that harmonize with the natural environment. The result will be a beautiful, resilient landscape that enhances community well-being while honoring the legacy and environmental values that Cindy Montañez championed.





Commitment to Project Goals

We recognize the urgency of completing this project within the provided timeline and to provide a well-designed project within the designated funding amount. To meet the deadline outlined in the RFP, we have developed a comprehensive, resource-loaded plan and schedule. Through our internal Castaheads program—developed to provide resource commitments to projects, and by maintaining weekly scheduling—we can ensure our commitment to the design timelines.

Regarding our quality of work, our team is dedicated to developing technically sound designs that adhere to the City's budget and timeline, focus on community feedback, and meet City standards and constructability requirements. We will utilize our experience with similar projects, locally and with neighboring Active Transportation and park projects, to provide the standard of care for this project to be successful.

More information on our highly successful Castaheads system has been provided on page 16.

We are aligned with the City of San Fernando in how we define a successful project. As part of this alignment, ***we aim to seamlessly integrate and connect the Cindy Montañez Natural Park with the surrounding neighborhoods and schools.*** In collaboration with the City of San Fernando Department of Public Works, Kimley-Horn will support the broader objectives of the Pacoima Wash Vision Plan, which includes promoting active transportation, enhancing community connectivity, and providing residents with secure, accessible routes for walking and cycling.



B. Scope of Services

TASK 1. PROJECT MANAGEMENT

A - Kick-Off Meeting and Project Development Team (PDT) Meetings:

Within a week following receipt of notice to proceed , a kickoff meeting will be scheduled with up to two Kimley-Horn team members and City staff to establish key contacts and communication protocols, and discuss project contacts, anticipated issues, and confirm objectives and schedule of deliverables. We also expect to establish a monthly project development team (PDT) meetings for the anticipated duration of the project (NTP – Nov 21, 2025 to 100% Construction Documents – June 30) is 7 months.

Each month of the contract (anticipated 7 months), Kimley-Horn will submit progress reports summarizing the actual work performed, project issues, and status of the project schedule and budget. At minimum the reports will reflect the following: Highlights of Accomplishments, Current Project Status, Meetings Held, Actions Needed, and Accomplishments Planned for Next Reporting Period. These will be submitted with the monthly invoices.

B – Community Workshops:

The outreach effort will focus on reflecting the values, priorities, and lived experiences of San Fernando's residents, businesses, and community-based organizations. In collaboration with the city and team, the outreach team will engage various segments of the community for awareness and the opportunity to participate.

The outreach team, lead by Katherine Padilla, will work collaboratively with the team to create a casual, drop-in style two-hour long format that encourages participation for three workshops. The team will provide an experienced meeting facilitator, provide two staff persons, one of whom will be bi-lingual in Spanish and English, an agenda, and sign-in sheets. The outreach lead will write a summary of each meeting, documenting comments, questions, including meeting photos. We assume that our staff will attend up to three planning meetings with the team and city staff to coordinate open houses, and outreach materials.

The outreach team will develop social media messages, a press release for neighborhood media, and graphic images for posting on Facebook and other online networks, especially using the City's channels of information such as weekly e-letters and notices. We also suggest working with the City's Neighborhood Watch program for information distribution, as we have done successfully in the past. If needed, we can provide Spanish translation of our collateral/ outreach materials.

Our outreach team will create materials including meeting notices for e-blasts, and meeting posters for community centers, the Cesar Center Learning Academy High School, and the San Fernando City Library. These materials can be translated to Spanish with cultural relevant messages and images for outreach materials.

TASK 2 – SURVEY AND ENVIRONMENTAL

A – Topographic Survey

Horizontal and Vertical control will be established to support the aerial mapping. The survey control will be tied into the North American Datum of 1983 (NAD83) and the North American Vertical Datum of 1988 (NAVD 88), unless specified otherwise. Aerial photography will be obtained for the project limits and as shown below. A 20-scale planimetric aerial mapping with 1-foot contours will be obtained, and a digital terrain model will be prepared.



Limits of aerial and ground topographic mapping.

Topographic field surveys will be performed to collect cross sectional information at 25-foot intervals along those portions of 8th Street, Bromont Avenue, and Foothill Boulevard that fall within the project limits. Field survey data will also be collected at critical tie-in points and in areas obscured in the aerial photography. The topographic field surveys will be used to verify the 20-scale aerial planimetric mapping and include additional survey data for critical tie-in points, surface visible utilities, invert elevations, and other features obscured by vegetation or shadows in the aerial mapping which fall within the survey limits. The topographic survey data will be processed and plotted in CAD at a scale comparable to the aerial mapping.

The record park boundary, street centerlines and record rights of way for 8th Street, Bromont Avenue, and Foothill Boulevard will be computed from publicly available record maps. Research will be conducted for the perimeter of the Natural Park and existing centerline and right-of-way files within the project limits. Controlling centerline monuments will be tied into the horizontal survey control established for this project and utilized in the analysis of the existing centerline and right of way. The centerline and right-of-way limits will be calculated only within the limits of the project stated above. This map will be based on record data and a complete field boundary survey is not part of this surveying proposal.

The final survey map deliverables include a topographic field survey in AutoCAD Civil 3D format at 40-scale with record parcel information and an XYZ Point File in CSV file format.

B – Geotechnical Analysis

Our geotechnical firm, Earth Mechanics, will drill three 5-foot deep borings within the project limits. We will prepare a boring location plan and this plan will be used to secure encroachment permit from the City of San Fernando. Any other permits, if required, will be secured by others. EMI field personnel will collect bulk soil samples for laboratory testing. Rapid-set concrete will be used to replace any asphalt that is removed by excavations. Any borings within existing soils will be recompacted. We assume a no-fee permit will be provided by the city and no traffic control will be required for these borings.

The geotechnical team will perform three infiltration tests for the project. The depth of the infiltration testing will depend on the design invert elevation of the proposed bio-retention swale/basin, but is assumed to be no more than 5 feet below existing ground. Each infiltration test well will be soaked overnight, and infiltration testing will commence the following day. Well infiltration testing will be performed following USBR 7300-89 method.

Field logs of the boreholes will be reviewed to select representative soil samples for laboratory testing. Soil laboratory tests will be conducted in general accordance with American Society for Testing and Materials (ASTM) standards or California Test methods. Anticipated laboratory tests include: R-value, #200 wash, Atterberg Limits, and moisture.

Based on the R-value and the Traffic Index (TI) provided by the city, we will determine pavement structural sections for the bike path. EMI will prepare a technical memorandum to provide R-value tests results, recommended pavement structural sections, and soil infiltration testing results. We will address any comments resulting from the City of San Fernando review and prepare a final technical memorandum.

C – Utility Investigations:

Kimley Horn will conduct a utility search of the existing utilities in the project area. Our team will contact 411 for a list of representative owners, to ask for as-built information in the project area, and anticipate contacting the following:

- SoCal Edison
- SoCal Gas
- Dish
- Spectrum
- Frontier
- San Fernando Water
- Los Angeles Department of Water and Power

In addition, we will ask for records from San Fernando Public Works for any sewer or storm drain data, and we will review the City of Los Angeles's NavigateLA for information on publicly available sewer and storm drain data.

Kimley Horn will coordinate with the utility companies for any utility adjustments necessary as part of the project. All existing utilities will be documented and placed on a utility layer in the base map for reference. We do not anticipate providing the utility information on a separate utility sheet; we will show relevant utility information on the civil plans.

Kimley-Horn will provide utility notices to the utility companies requiring adjustments including letters after the 60% and 100% PS&E submissions. No utility relocations are planned for this project, and no potholing is anticipated.

TASK 3 – DESIGN

Environmental Clearance:

Kimley Horn will work with the Community Development Department on any applicable forms and processes for a California Environmental Quality Act (CEQA) Categorical Exemption (CE). It is anticipated that preparation and filing of a CE form, without supporting technical studies, is sufficient given the proposed improvements meet the definition of minor alterations to land. We anticipate to provide a graphic of the overall project extents and a project description detailing the benefits and impacts. If additional studies are needed for environmental clearance, we can provide these for an additional scope and fee.

Once the CE form has been accepted by the city, our team will file the Notice of Exemption with the City Clerk, County Registrar and the State Clearinghouse.

Research and Assemble Existing Data:

Kimley-Horn will obtain and review readily available relevant technical documentation for the project, including as-builts, studies, reports (geotechnical, hydrology) and survey data from the City's database.

Field Verification:

Kimley-Horn will conduct up to two site visits to take photographs to thoroughly analyze and document the existing conditions. Changes that have occurred within or adjacent to the project limits will be confirmed and the appropriate project limits verified. The site visit will include verification of the existing park features and surface utilities by comparing with any city provided survey data/drawing and Kimley Horn survey performed. Potential physical constraints, limitations, or infrastructure concerns to consider in the final design will be documented.

Traffic Study:

Kimley-Horn will evaluate two pedestrian crossing locations to determine whether installation of a Pedestrian Hybrid Beacon (PHB), also known as a High Intensity Activated Crosswalk (HAWK), is warranted. The evaluation will be performed in accordance with the California Manual on Uniform Traffic Control Devices (CA MUTCD), Section 4F – Pedestrian Hybrid Beacons, and applicable Federal Highway Administration (FHWA) pedestrian countermeasure guidance.

Data collection will include 24-hour vehicle volume counts on all approaches at each location and six (6) hours of pedestrian and cyclist hourly counts at the proposed crossings. Kimley-Horn will review the most recent five years of collision history to identify pedestrian or bicycle-related crashes.

Using FHWA pedestrian countermeasure guidance and CA MUTCD criteria, Kimley Horn will evaluate each location based on collision history, roadway cross section, approaching vehicle volume, pedestrian activity, stopping sight distance, and visibility. A recommendation will be provided identifying the most appropriate pedestrian safety countermeasure, such as a Pedestrian Hybrid Beacon or other FHWA-recommended treatment, supported by the collected data, CA MUTCD warrants, and engineering judgment.

All findings and recommendations will be summarized in a concise technical memorandum. We will update the study based on one round of comments from the city.

A - 30% Concept Design:

The Kimley-Horn team will develop up to two conceptual layouts, one 22"x34" 1"=100' scale sheet per alternative, to a 30% design level for City review. Based on one round of consolidated comments from the City, a preferred alternative will be updated and finalized to be advanced through final design.

The concept design will validate the project layout, overall footprint, elements proposed in the park and general drainage improvements. Special attention will be paid to the connections on the east and west end of the park.

Kimley-Horn will meet with city staff to outline the maintenance requirements of the project and finalize the approved manufactured products, materials, and irrigation equipment requirements to ensure that the manufacturer and model numbers are consistent with other city maintained systems.

B and C – 60% and 100% Construction Documents PS&E

The Kimley-Horn team will prepare 60% plans, specifications, and estimate for review and comment by the City. The 60% PS&E will be prepared based on the City of San Fernando and County of Los Angeles standards and guidelines. The technical specifications will utilize the latest edition of the Standard Specifications for Public Works Construction (SPPWC) and will be consistent with the City's format. The technical specifications will include required materials, products, and procedures not covered in the SPPWC "Greenbook" Specifications. See Section D in this scope for a description of the cost estimate.

The Kimley-Horn team will submit a Draft 60% improvement plan package to a Bluebeam Studio Session created for the project. The Kimley-Horn team will update the plans based on a consolidated set of comments provided by the City on the 60% PS&E package. The Kimley-Horn team will prepare a 30% Comment Response Matrix to track all comments received and their outcomes based on coordination with the city. In addition, the Kimley-Horn team will submit a 60% Project Specifications document in Word Format. This process will be repeated for the 100% Phase (responding to 60% deliverable comments).

It is assumed that a total of 18 plan sheets will be developed to a final design level. The assumed plans are listed below. Note that the plan descriptions below outline the contents of the 100% plans, and not all elements will be incorporated into the 60% plan submittal. All plan sheets will be 22"x 34" and will be prepared using AutoCAD Civil3D (.dwg) format and comply with the city's CAD standards. The final submittal will include one set plotted on Mylar and electronic copies of AutoCAD Civil3D files of the plan set.

The proposed improvements will require civil reconstruction for the entire extents of the current park, and Kimley-Horn anticipates approximately 1,500 linear feet of bike path. No structural design is anticipated for this project.

Civil

Cover – 1

The Cover Sheet will show the Project title, sheet list, a vicinity map, a key map, and the Project team.

General Notes – 2

The General Notes Sheets will show a legal description, hatching/linetype/symbol legend, horizontal and vertical control, abbreviations, and notice to contractors.

Typical Sections – 1

The typical section sheet will show cross-sections typical to station ranges along the bike and/or pedestrian path. The sheets will include construction notes and dimensions showing the proposed improvements including the pavement limits, grading limits, right-of-way, etc. The cross-sections will also note the existing and proposed pavement structural sections, and cross-slopes.

Civil Plan View (1"=20') – 4, (non-bike path) – 1

The civil plans will include a plan view of the entire park and profile view for the centerline of the bike path. The plan view will include all proposed civil improvements (e.g. sidewalk upgrades, bike path, pedestrian path, park amenities, etc.). Construction notes, curve and line tables, hatching, and dimensioning will be provided to control the layout of the improvements. The profile view will show existing and proposed profiles at the proposed bikeway centerline including elevations at key profile points, vertical curves, grade breaks, and longitudinal grades. Civil removals and utility adjustments will also be shown on the civil plan sheets. There may be a need for one plan view exclusive of the bike path location, so we have included one extra plan view sheet for the park.

Civil Details – 1

The civil detail sheets will include a plan view (and profile, if necessary) of drainage improvements from Bromont to the drainage inlet located approximately 40 feet south of the park gate.

Bikeway Signing and Striping (1" = 40') – 2

The plans will include a layout of all bikeway striping and signage, striping notes, legend a list of signs with their respective sign and number. All striping will have the geometry layout labeled as needed. All work with conform with MUTCD standards and NACTO's Urban Bikeway Design Guide.

High-Intensity Activated Crosswalk Plans (1" = 20') – 2

The High-Intensity Activated Crosswalk (HAWK) plans will be placed at the intersection of the bike path at Glenoaks Blvd and 5th St; these will include a plan view of the existing crossing and proposed traffic signal equipment, including controller cabinets, new service connections with SCE (if not existing), traffic signal standard poles, vehicle and pedestrian signal heads, pull boxes, conduit, loop detection, updated striping and signage. Construction notes, dimensioning, phase diagrams, signal standard schedules, and conductor schedules will be included. Design plans will be submitted to the City for review and approval. The Kimley-Horn team will utilize the existing survey used in the previous phase and as-built street improvement, striping, traffic signal, pedestrian hybrid beacon, and interconnect plans provided by the City for preparation of base plans, along with the recently constructed civil plans and field notes. The plans will be prepared in accordance with LA County's Traffic Signal Plan and in conformance with the city's maintenance staff in order to properly operate and maintain these two signals.

Lighting (1" = 40') – 3

The lighting plans will include lighting general notes, a plan view of all existing lights, proposed bridge and park lights, points of connections, conduit runs, and construction notes, circuit diagram details, bridge light details, and pedestrian light pole details. The plans will be prepared in accordance with City of San Fernando Public Works – Street Lighting Division standards. The Kimley-Horn team will also provide voltage drop calculations and illumination calculations and exhibits in support of the plans. It is assumed the plans will utilize city approved products that mitigate impacts to vandalism. The Kimley-Horn team makes the following assumptions in developing the street lighting plans:

- Lighting is assumed to be solar powered without visible panels.
- No custom streetlight or pedestrian poles and foundation designs and calculations are required.
- No temporary lighting, public artwork or decorative lighting, or hard wired lighting are required.
- The Project will utilize existing points of connection (POC), and no new POCs will be required.

Stormwater BMP Details – 1

The stormwater detail plans will include a plan view, vertical profiles (as needed), and details of the new drainage system identified in the 30% plans (e.g. inlet, grated line drain, BMP). The plan view will include station/offset callouts, existing utilities, and dimensions. The profile view will show invert elevations, lengths, and flow line slopes. It is assumed that storm drain plans are not required for the entire limits of the project.

Total Civil Sheets – 18

Landscape, Site Furnishings and Irrigation

Landscape and Site Furnishing Plans and Notes (1" = 20') – 5

Landscape and Site Furnishing Details – 1

Kimley-Horn will prepare Landscape Architecture, Site Furnishing and Irrigation Plans for all new improvement areas, The Landscape Plans will consist of a materials schedule, which is consistent with the City's standards and guidelines, the quantities, size and the associated Water Use Classification of Landscape Species (WUCOLS)/ hydrozone information. Additionally, all applicable installation details and notes related to the landscape improvements will be provided. Kimley-Horn understands the City's desire to attract butterflies, so special care and additional coordination will be given when selecting the plant palette.

In addition, layout, colors, textures and materials for Site Furnishings and hardscape improvements, such as, benches, signage, monumentation, and fencing will be provided. Kimley-Horn assumes that all content for signage will be provided by the City.

Irrigation Plans and Notes (1" = 20') – 5

Irrigation Details – 2

The proposed Irrigation Plans will consist of the diagrammatic layout/location of equipment for all proposed planting areas. A materials schedule indicating the make and model of equipment, the quantity of proposed components, and associated water use calculations per California's Water Efficient Ordinance will also be included. In addition, all applicable irrigation details and notes for the associated irrigation system design will be provided. All plans will be in conformance with the latest City policies and procedures.

Total Landscape, Site Furnishings and Irrigation Sheets – 13

D – Cost Estimate

The engineer's quantity and cost estimate will be prepared in an Excel spreadsheet. The estimate will show quantities and unit prices for each work item along with appropriate mobilization and contingency costs including utility adjustments, tie out and resetting of survey monuments, traffic control, SWPPP preparation and clearing and grubbing. Kimley-Horn will utilize readily available recent construction bid unit prices and consult with the city to obtain their recent bid data in addition to use our own database of other recent bid cost data from the City of San Fernando and other cities (as available).

E – Prepare and Submit All Necessary Permits

Since most improvements fall within the City of San Fernando's jurisdiction, Kimley-Horn anticipates the city reviewing and approving the project design for construction. It is assumed the City of San Fernando Public Works, City of San Fernando Parks and Recreation and the City's Street Lighting Division will review the 30%, 60% and 100% deliverables for approval.

Los Angeles County Flood Control District (LACFCD):

It is assumed that the City's maintenance agreement with LACFCD for the recently constructed bridge will suffice for the lighting and landscaping improvements which can be categorized as bridge maintenance. Kimley-Horn assumes up to 20 hours for coordination with LACFCD.



United States Army Corps of Engineers (USACE):

It is assumed that the City's or LACFCD's maintenance agreement with USACE for the recently constructed bridge will suffice for the lighting and landscaping improvements which can be categorized as bridge maintenance. Kimley-Horn assumes LACFCD will lead any required coordination with USACE, and no additional effort for coordination with USACE is required.

City of Los Angeles Bureau of Engineering B-Permit:

If a B-Permit is required for connection to Foothill Boulevard within the City of Los Angeles right-of-way, the Kimley-Horn team can provide support for permit approval as an optional service on a time and material fee schedule.

F – Bidding and Construction Support

The Kimley-Horn team will assist the city during the construction bid, advertising, and award processes. During the bid phase, the Kimley-Horn team will support the city in responding to bidder questions regarding the construction documents. We will create and maintain an addendum log and have a focus to respond within 48 hours of any bid questions being sent to Kimley-Horn.

The Kimley-Horn team will provide design support during construction to the city. Our team will keep a log of all RFIs and submittals with a focus of responding within 48 hours of each inquiry from the construction management team being sent to Kimley-Horn. Submittals will be stamped with the respective response (no exceptions taken, rejected, resubmit, etc). RFIs will have formal responses with plan amendments if needed. All bidding and construction support will be billed on a time and material basis, with up to 50 hours assumed for this effort. Construction support activities may include the following:

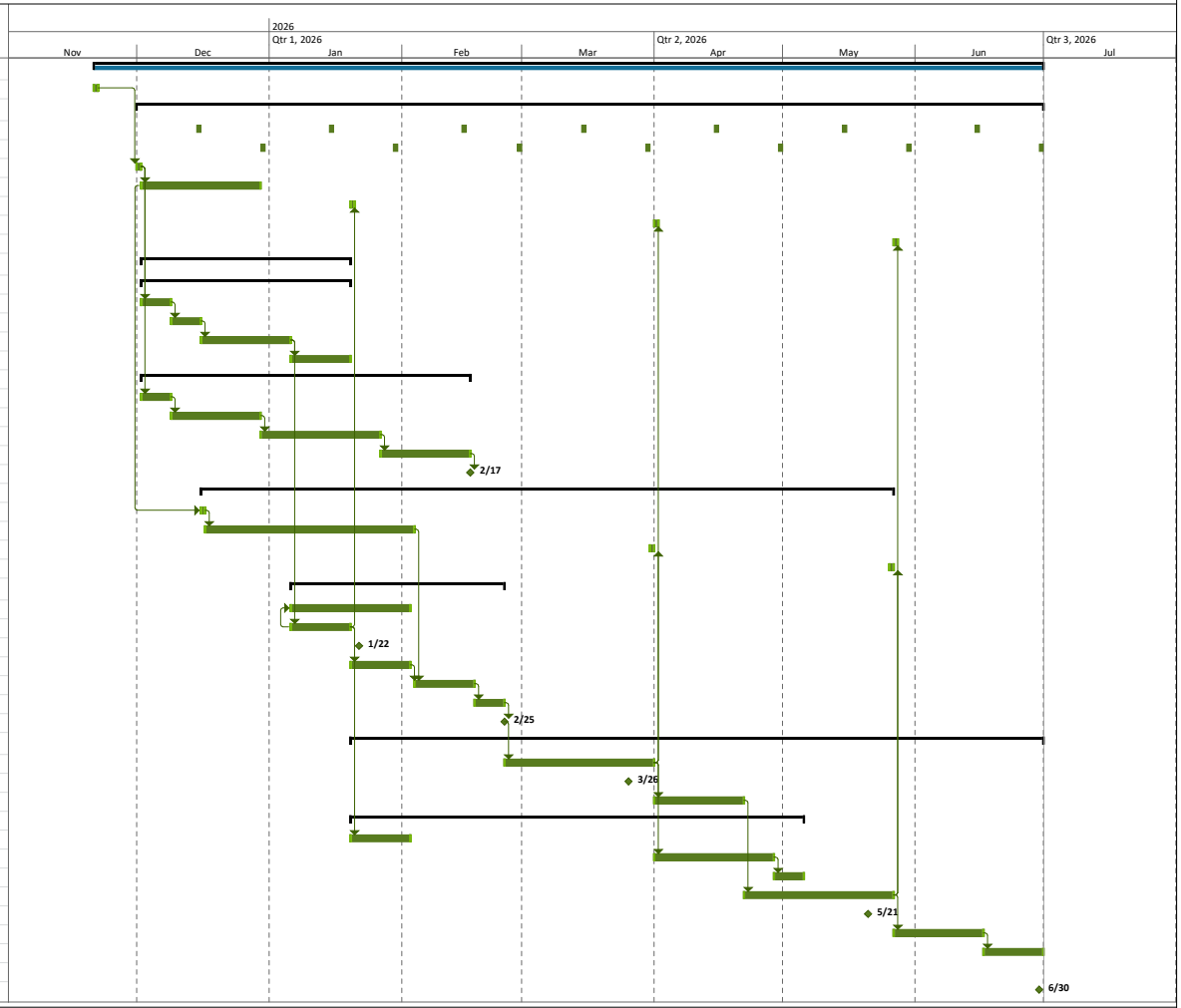
- Attend up to three in-person bidding and/or construction meetings (including kick-off)
- Review and respond to Material Submittals
- Review and respond to Request for Information (RFIs)
- Revised plans and/or specifications

4. PROJECT WORK SCHEDULE

The proposed work schedule below includes a summary of the key project milestones and anticipated completion dates.

Proposed Schedule

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	**Pacoima Wash Connectivity Project**	**158 days**	**Fri 11/21/25**	**Tue 6/30/26**		
2	Signed Contract	1 day	Fri 11/21/25	Fri 11/21/25		
3	**Project Management**	**152 days**	**Mon 12/1/25**	**Tue 6/30/26**		
4	**Monthly Project Development Team Meetings**	**131 days**	**Mon 12/15/25**	**Mon 6/15/26**		
12	**Monthly Progress Reports and Invoicing**	**131 days**	**Tue 12/30/25**	**Tue 6/30/26**		
20	Kickoff Meeting	1 day	Mon 12/1/25	Mon 12/1/25	2FS+5 days	
21	Identify Stakeholders	1 mon	Tue 12/2/25	Mon 12/29/25	20	
22	Community Workshop #1	1 day	Tue 1/20/26	Tue 1/20/26	44	
23	Community Workshop #2	1 day	Wed 4/1/26	Wed 4/1/26	51	
24	Community Workshop #3	1 day	Wed 5/27/26	Wed 5/27/26	58	
25	**Phase 1: Surveys and Environmental**	**35 days**	**Tue 12/2/25**	**Mon 1/19/26**		
26	**Survey**	**35 days**	**Tue 12/2/25**	**Mon 1/19/26**		
27	Finalize Limits of At-Grade Survey	1 wk	Tue 12/2/25	Mon 12/8/25	20	
28	Review Existing Survey and Data	1 wk	Tue 12/9/25	Mon 12/15/25	27	
29	Perform Park Survey and Mapping	3 wks	Tue 12/16/25	Mon 1/5/26	28	
30	Finalize Survey Base Map from any KH/City comments	2 wks	Tue 1/6/26	Mon 1/19/26	29	
31	**Geotechnical Investigation**	**55 days**	**Tue 12/2/25**	**Tue 2/17/26**		
32	Submit Geotechnical Borings Map	1 wk	Tue 12/2/25	Mon 12/8/25	20	
33	Perform Geotechnical Borings	3 wks	Tue 12/9/25	Mon 12/29/25	32	
34	Develop Draft Geotechnical Report	4 wks	Tue 12/30/25	Mon 1/26/26	33	
35	City Reviews Draft Geotechnical Report	3 wks	Tue 1/27/26	Mon 2/16/26	34	
36	Finalize Geotechnical Report	0 days	Tue 2/17/26	Tue 2/17/26	35	
37	**Utilities**	**116 days**	**Tue 12/16/25**	**Tue 5/26/26**		
38	Submit Utility Request Letters	1 day	Tue 12/16/25	Tue 12/16/25	21SS+2 wks	
39	Map Utilities onto Base Map	7 wks	Wed 12/17/25	Tue 2/3/26	38	
40	Utility Notification Letter #1	1 day	Tue 3/31/26	Tue 3/31/26	51FS+1 wk	
41	Utility Notification Letter #2	1 day	Tue 5/26/26	Tue 5/26/26	58FS+1 wk	
42	**Phase 2: Conceptual Design**	**36 days**	**Tue 1/6/26**	**Wed 2/25/26**		
43	Develop Traffic Studies for HAWK Signals	4 wks	Tue 1/6/26	Mon 2/2/26	44SS	
44	Develop 30% Conceptual Layout and Estimate	2 wks	Tue 1/6/26	Mon 1/19/26	29	
45	***Concept Design Deadline***	*0 days*	*Thu 1/22/26*	*Thu 1/22/26*		
46	City to Review Conceptual Design	2 wks	Tue 1/20/26	Mon 2/2/26	44	
47	Kimley Horn to update the Conceptual Design	2 wks	Wed 2/4/26	Tue 2/17/26	46,39	
48	City Reviews updated Conceptual Design	1 wk	Wed 2/18/26	Tue 2/24/26	47	
49	City Approves Conceptual Design	0 days	Wed 2/25/26	Wed 2/25/26	48	
50	**Phase 3: Final Design**	**116 days**	**Tue 1/20/26**	**Tue 6/30/26**		
51	Develop 60% PS&E	5 wks	Wed 2/25/26	Tue 3/31/26	49	
52	***60% Construction Documents deadline***	*0 days*	*Thu 3/26/26*	*Thu 3/26/26*		
53	City Reviews 60% PS&E	3 wks	Wed 4/1/26	Tue 4/21/26	51	
54	**CEQA**	**76 days**	**Tue 1/20/26**	**Tue 5/5/26**		
55	Coordinate CEQA forms with City of San Fernando	2 wks	Tue 1/20/26	Mon 2/2/26	44	
56	Develop Notice of Exemption, Review and Finalize	4 wks	Wed 4/1/26	Tue 4/28/26	51	
57	Submit to State Clearinghouse and LA County Recorder	1 wk	Wed 4/29/26	Tue 5/5/26	56	
58	Develop 100% PS&E and Respond to 60% Comments	5 wks	Wed 4/22/26	Tue 5/26/26	53	
59	***100% Construction Documents deadline***	*0 days*	*Thu 5/21/26*	*Thu 5/21/26*		
60	City Reviews 100% PS&E	3 wks	Wed 5/27/26	Tue 6/16/26	58	
61	Develop Final Bid Set	2 wks	Wed 6/17/26	Tue 6/30/26	60	
62						
63	***Grant Deadline***	*0 days*	*Tue 6/30/26*	*Tue 6/30/26*		



Task, Split, Milestone, Summary, Project Summary, External Tasks, External Milestone, Inactive Task, Inactive Milestone, Inactive Summary, Manual Task, Duration-only, Manual Summary Rollup, Manual Summary, Start-only, Finish-only, Deadline, Progress, Manual Progress

Page 1

5. FEE ESTIMATE

Per the City's RFP, we have provided our not-to-exceed fee estimate for each item in the scope, including estimated hours and hourly rates. This proposed fee estimate shall be valid for 90 days following receipt of proposals on October 22, 2025. Kimley-Horn acknowledges that once the contract is executed, hourly rates shall remain in place until completion of the construction phase.

City of San Fernando
Pacoima Wash Connectivity Project

		Kimley-Horn and Associates, Inc.													
	Category/Title	Sr. Professional II	Sr. Professional II	Sr. Professional I	Sr. Professional I	Professional	Analyst II	Analyst II	Support Staff	KH HOURS	KH COST	CL SURVEY COST	EMI COST	KATHERINE PADILLA COST	TOTAL PROJECT COST
	Billing Rate	$410.00	$365.00	$325.00	$260.00	$230.00	$200.00	$170.00	$145.00						
Task 1	**Project Management**			**57**	**6**	**16**	**27**	**8**	**24**	**138**	**$ 34,005.00**			**$ 20,220.00**	**$ 54,225.00**
A	Kick Off Meeting and PDT Meetings			16		16				32	$ 8,880.00			$ 840.00	$ 9,720.00
	Reporting and Administrative			8					24	32	$ 6,080.00				$ 6,080.00
	Internal Review Meetings and PM Coordination			24						24	$ 7,800.00				$ 7,800.00
B	Outreach Exhibits				6		18	8		32	$ 6,520.00			$ 7,260.00	$ 13,780.00
	Outreach Meetings			9			9			18	$ 4,725.00			$ 12,120.00	$ 16,845.00
Task 2	**Survey and Environmental**			**12**	**2**	**26**	**24**			**64**	**$ 15,200.00**	**$ 27,480.00**	**$ 16,190.00**		**$ 58,870.00**
A	Topographic Survey			2		8				10	$ 2,490.00	$ 27,480.00			$ 29,970.00
B	Geotechnical Analysis			6	2	2				10	$ 2,930.00		$ 16,190.00		$ 19,120.00
C	Preliminary Utility Investigations			2		4	16			22	$ 4,770.00				$ 4,770.00
	Utility Notices			2		12	8			22	$ 5,010.00				$ 5,010.00
Task 3	**Design**	**2**	**10**	**183**	**70**	**234**	**356**	**50**		**905**	**$ 215,665.00**				**$ 215,665.00**
	Environmental Clearance			8	12					20	$ 5,720.00				$ 5,720.00
	Research Existing Data			2	4	16				22	$ 5,370.00				$ 5,370.00
	Site Visits				4	8	8			20	$ 4,480.00				$ 4,480.00
	Traffic Study			1	16		36			53	$ 11,685.00				$ 11,685.00
A	Conceptual Design - Draft		2	20	4	56				82	$ 21,150.00				$ 21,150.00
	Conceptual Design - Responding to Comments and Final			4		16				20	$ 4,980.00				$ 4,980.00
B	60% Improvement Plans (Cover, Notes, Sections, Civil P&P, Details) - 10		2	16	18	40	40			116	$ 27,810.00				$ 27,810.00
	60% Improvement Plans (Signing and Striping) - 2			6		12	8			26	$ 6,310.00				$ 6,310.00
	60% Improvement Plans (HAWK) - 2	2		16		36				54	$ 14,300.00				$ 14,300.00
	60% Improvement Plans (Lighting) - 3			25				25		50	$ 12,375.00				$ 12,375.00
	60% Improvement Plans (Stormwater BMPs) - 1			4			16			20	$ 4,500.00				$ 4,500.00
	60% Improvement Plans (Landscape Architecture) - 6			5		2	30			37	$ 8,085.00				$ 8,085.00
	60% Improvement Plans (Irrigation) - 7			5		2	50			57	$ 12,085.00				$ 12,085.00
C	100% Improvement Plans (Cover, Notes, Sections, Civil P&P, Details) - 10		2	4	6	20	20			52	$ 12,190.00				$ 12,190.00
	100% Improvement Plans (Signing and Striping) - 2			3		6	4			13	$ 3,155.00				$ 3,155.00
	100% Improvement Plans (HAWK) - 2			8		16				24	$ 6,280.00				$ 6,280.00
	100% Improvement Plans (Lighting) - 3			20				25		45	$ 10,750.00				$ 10,750.00
	100% Improvement Plans (Stormwater BMPs) - 1			2			8			10	$ 2,250.00				$ 2,250.00
	100% Improvement Plans (Landscape Architecture) - 6			5		2	30			37	$ 8,085.00				$ 8,085.00
	100% Improvement Plans (Irrigation) - 7			5		2	50			57	$ 12,085.00				$ 12,085.00
	Technical Specifications		4	2	2		24			32	$ 7,430.00				$ 7,430.00
D	Cost Estimate			2	4		32			38	$ 8,090.00				$ 8,090.00
E	Permitting Review, Response to Comments and Approval			20						20	$ 6,500.00				$ 6,500.00
F (Optional)	Responses to Bid RFIs														
	Responses to Construction RFIs														
	Responses to Material Submittals														
	Bid and Construction Meetings														
	TOTAL HOURS	**2**	**10**	**252**	**78**	**276**	**407**	**58**	**24**	**1107**					
	Subtotal Labor:	**$820.00**	**$3,650.00**	**$81,900.00**	**$20,280.00**	**$63,480.00**	**$81,400.00**	**$9,860.00**	**$3,480.00**		**$ 264,870.00**	**$ 27,480.00**	**$ 16,190.00**	**$ 20,220.00**	**$ 328,760.00**
	Other Direct Costs										**$ 2,400.00**		**$ 1,810.00**	**$ 2,500.00**	**$ 6,710.00**
	Mileage										$ 400.00		$ 560.00		$ 960.00
	Traffic Data Counts										$ 2,000.00				$ 2,000.00
	Materials for Community Meetings, Refreshments, Mileage (Katherine Padilla)													$ 2,500.00	$ 2,500.00
	R-Value Tests (EMI)												$ 750.00		$ 750.00
	Water (EMI)												$ 500.00		$ 500.00
	TOTAL COST:										**$ 267,270.00**	**$ 27,480.00**	**$ 18,000.00**	**$ 22,720.00**	**$ 335,470.00**
Optional Tasks															
F (Optional)	Responses to Bid RFIs			2	4		4			10	$ 2,490.00				$ 2,490.00
	Responses to Construction RFIs			4	8		8			20	$ 4,980.00				$ 4,980.00
	Responses to Material Submittals			8						8	$ 2,600.00				$ 2,600.00
	Bid and Construction Meetings			12						12	$ 3,900.00				$ 3,900.00
	OPTIONAL TASKS TOTAL HOURS			**26**	**12**		**12**			**50**					
	Optional Tasks Subtotal Labor:			**$ 8,450.00**	**$ 3,120.00**		**$ 2,400.00**				**$ 13,970.00**				**$ 13,970.00**
TOTAL COST with Optional Tasks included:											**$ 281,240.00**	**$ 27,480.00**	**$ 18,000.00**	**$ 22,720.00**	**$ 349,440.00**

BR00PUDIS.A.001

APPENDIX

Contract Exceptions

After reviewing the RFP and Professional Services Agreement, Kimley-Horn requests the following proposed modifications, consistent with previously executed contracts with the City of San Fernando:

2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES:

A. CONSULTANT shall perform all Work skillfully, competently and to the ~~highest~~ standards of CONSULTANT's profession;

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

3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE:

D. Errors & Omissions Insurance: For the full term of this Agreement and for a period ofthree (3) years thereafter, CONSULTANT shall procure and maintain Errors and Omissions Liability Insurance appropriate to CONSULTANT's profession. Such coverage shall have minimum limits of no less than One Million Dollars ($1,000,000.00) per occurrence ~~and shall be endorsed to include contractual liability.~~

4. INDEMNIFICATION

4.2 To the fullest extent permitted by law, CONSULTANT shall indemnify, hold harmless and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including ~~without limitation~~ reasonable attorneys' fees, expert fees and all other costs and fees of litigation) ~~of every nature~~ to the extent arising out of ~~or in connection with~~ CONSULTANT's negligence, recklessness, or otherwise wrongful acts, errors or omissions in the performance of Work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the CITY.

4.5 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from ~~any alleged intentional~~, CONSULTANT'S negligence, recklessness, ~~negligent,~~ or otherwise wrongful acts, errors or omissions of CONSULTANT's subcontractors or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY:

All Documents and Data shall become and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY upon payment of services rendered…This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. Any modifications made by the City to any of the Consultant's documents, or any use, partial use or reuse of the documents without written authorization or adaptation by the Consultant will be at the City's sole risk and without liability to the Consultant, and the City shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom...]



6.9 **TIME IS OF THE ESSENCE:**

Time is of the essence for each and every provision of this Agreement. Notwithstanding any other provision of this Agreement, the Consultant shall not have liability for or be deemed in breach because of delays caused by any factor outside of its reasonable control, including but not limited to natural disasters, adverse weather, or acts of the Client, third parties, or governmental agencies.

CONTACT

Steven Anderson, PE, PMP, ENV SP
steven.anderson@kimley-horn.com
562.549.2181

660 South Figueroa Street
Suite 2050
Los Angeles, CA 90017

www.kimley-horn.com



Kimley»Horn

The entirety of this proposal, including text and images, is the property of Kimley-Horn and Associates, Inc., protected under U.S. copyright law.

Copyright © 2025 Kimley-Horn and Associates, Inc

This Page Intentionally Left Blank

11

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Kanika Kith, City Manager

Date: January 5, 2026

Subject: Consideration to Approve a Reimbursement Request of $12,293.36 from the Mall Association for Marketing Services Provided by Yeah, We Get It

RECOMMENDATION:

It is recommended that the City Council:

a. Approve Reimbursement Request No. 2 in the amount of $12,293.36 from the Mall Association for marketing services provided by Yeah, We Get It (Attachment "A"), in accordance with the agreement between the City and the Mall Association (Attachment "B" - Contract No. 768,); and

b. Authorize the City Manager to issue payment directly to Yeah, We Get It.

BACKGROUND:

1. On November 4, 1968, the City adopted Ordinance No. 973 (Attachment "C"), establishing Parking and Business Improvement Area B ("Area B") pursuant to the Parking and Business Improvement Area Law of 1964 (Street and Highways Code Section 36000 et seq.) (the "BID"). The BID establishes a special tax paid by businesses located within Area B, the proceeds of which may only be used for those statutorily designated purposes listed under Section 36000 of the Street and Highways Code and Section 62-139. Special tax proceeds may be used for the following uses: (a) the acquisition, construction or maintenance of parking facilities for the benefit of Area B; (b) the decoration of any public place within Area B; (c) the promotion of public events which are to take place on or in public places within Area B; (d) the furnishing of music in any public place; and (e) the general promotion of retail trade activities in the area. The BID is designed to enhance the commercial appeal of Area B and foster greater community engagement with businesses within Area B.

2. On September 5, 1984, some businesses interests within Area B formed a private California non-profit mutual benefit corporation called the San Fernando Mall Assessment District, Inc., (the "Mall Association"[1]) whose purpose was *"to promote the interests of the Mall*

[1] In 1990, the San Fernando Mall Assessment District, Inc. changed its name to its current name, the San Fernando Mall Association, Inc.

Assessment District and members thereof for the betterment and improvement of the area covered by the assessment district and to further and advance the commercial, industrial and public interest of the Mall Assessment District" (Articles of Incorporation dated September 5, 1984).

3. On December 17, 1984, the City and the Mall Association executed Contract No. 768 (Attachment "B") (the "Agreement") under which the City hired the Mall Association to perform work and render services relating to the statutorily designated uses of the Area B special tax, excluding mall maintenance which is reserved to the City. Under the Agreement, the Mall Association was required to submit annual programs and budgets for approval, provide biannual activity reports, and operate on a reimbursement basis with a $1,000 cash fund advanced by the City for operating expenses. Additionally, under the Agreement, the Mall Association was also authorized to engage in fundraising from time to time, provided that any profit realized from such fundraising was to be used for the same purposes as the BID special tax.

4. From 2007 to 2020, the City issued reimbursements and advance payments to the Mall Association for various expenses and events (Attachment "D").

5. On November 7, 2025, the Mall Association submitted a reimbursement request of $43,143.68 for website development with Sherpa Marketing, social media and special events support with Yeah, We Get It, and annual insurance with State Farm (Attachment "E").

6. On November 10, 2025, staff notified the Mall Association that supporting documentation (invoices, contracts, receipts, etc.) was required to evaluate the reimbursement request (Attachment "F"). Staff also advised that the Mall Association had not submitted an Annual Program and Budget Request for City Council approval, as required under Contract No. 768 (Attachment "B").

7. On November 12, 2025, the City, with City Council approval, issued notice to the Mall Association of the City's intent to terminate the Agreement. Per Section 7 of the Agreement, the termination becomes effective 60 days from the date of the termination notice (i.e., January 12, 2026). Until then the Agreement remains operative.

8. On November 19, 2025, staff received an email from the President of the Mall Association indicating that an invoice in the amount of $5,850.00 from a vendor known as Yeah, We Get ("YWGI") was past due (Attachment "G") for social media and special events support in furtherance of the Mall Associations obligations under the Agreement. Staff subsequently received a call from Natasha Sanchez, co-owner of YWGI, requesting payment for three (3) outstanding invoices. Staff informed Ms. Sanchez that only one invoice was received on November 19, 2025, and that this invoice was not included in the reimbursement request submitted on November 7, 2025. Ms. Sanchez advised staff that two additional invoices were outstanding and stated she would request that the Mall Association submit them.

9. On November 24, 2025, the President of the Mall Association submitted three invoices totaling $12,293.36 for YWGI (Attachment "A"). These three invoices were not included in the November 7, 2025 reimbursement request. That same day, staff obtained written confirmation from the Mall Association authorizing the city to process these three invoices separately from the larger reimbursement request submitted on November 7, 2025 (Attachment "G").

ANALYSIS:

In December 1984, the City entered into Contract No. 768 with the Mall Association to perform the activities under Ordinance No. 973, excluding mall maintenance, which remains the responsibility of the City. The agreement also authorizes the Mall Association to conduct fundraising activities, including the Outdoor Market. Proceeds from fundraising must be used to promote retail trade and public engagement within Area B.

Under the Agreement, the Mall Association is required to submit the following reports annually:

1. **Annual Program and Budget Request (Due November 15).**
   This document identifies proposed programs and associated costs for the upcoming calendar year (January 1 through December 31). For example, a 2024 Program and Budget Request would cover the 2025 calendar year. The purpose is to outline planned activities, costs, and funding needs related to promoting retail trade and public engagement in Area B.

2. **Semi-Annual Activity Report (Due January 1 and July 1)**
   These reports describe completed activities and associated costs for the prior six-month period (July to December and January to June, respectively).

To date, the Mall Association has not submitted either the Annual Program and Budget Request or the required Semi-Annual Activity Reports. As a result, all reimbursement requests require City Council approval.

<u>Reimbursement Requests</u>
Reimbursement Request No. 1 - $43,143.68 received on November 7, 2025.
The Mall Association submitted a reimbursement request totaling $43,143.68 for the following expenses (Attachment "E"):

- Website development by Sherpa Marketing: $14,866.68
- Social media and special events support by YWGI (February 2025–August 2025): $27,650.00
- Annual insurance premium with State Farm: $627.00

To date, the Mall Association has not provided supporting documentation required under Contract No. 768, such as invoices, contracts, proof of payment, and related records. As required by the contract, this documentation is necessary to verify that the requested reimbursement is

eligible, accurately reflects expenditures incurred, and complies with the approved use of funds for activities benefiting businesses within Area B.

In particular, documentation is needed to clarify the total amount of funds available and expended by the Mall Association, including funds generated from the Outdoor Market and the manner in which certain expenses were paid. Based on information presented by the Mall Association to the Mall MOU Ad Hoc Committee on April 2, 2025, approximately $93,000 in Outdoor Market funds was available at that time, and the Mall Association has also indicated that some expenses included in the reimbursement request were paid using personal funds from Board members. These circumstances further demonstrate the need for complete financial documentation to ensure transparency and compliance with Contract No. 768.

Reimbursement Request No. 2 - $12,293.36 received on November 24, 2025.
The Mall Association submitted three unpaid invoices totaling $12,293.36 from YWGI for services provided in August and September 2025 (Attachment "A"). These invoices were not included in the November 7, 2025 request and are being processed separately at the Mall Association's request. A summary of the request is illustrated in Table 1.

Table 1 - Reimbursement Request No. 2

Invoice Date	Invoice No.	Amount	Services
8/28/2025	1010	$6,200.00	Marketing, Social Media, Micro-Event, and Temporary Administration
9/10/2025	1011	$243.36	Supplies for August Sidewalk Sales Series
9/28/2025	1012	$5,850.00	Marketing, Social Media, Mirco-Event
Total		**$12,293.36**	

Supporting documentation from YWGI demonstrates that an agreement was executed with the Mall Association for services from July 1, 2025 through December 31, 2025, which included:

- Management of Mall Association social media with a focus on merchant engagement and community building
- Hiring, training, and management of a dedicated Executive Assistant
- Quarterly merchant meetings with technology support
- Website updates and light maintenance
- Organization of monthly micro-events and promotions

The agreement specifies a cost of $7,200 per month, or $6,200 per month in months without micro-events.

Documentation further shows that invoices totaling $28,950[2] for services provided between February 2025 and July 2025 have already been paid via QuickBooks or Zelle (Attachment "H").

[2] Documents from YWGI show that the Mall Association paid YWGI $28,950, but Reimbursement Request No. 1 indicates a payment of $27,650.

The three invoices included in Reimbursement Request No. 2 remain unpaid. YWGI has stopped providing services due to nonpayment.

Staff recommends approval of Reimbursement Request No. 2 in the amount of $12,293.36, with payment issued directly to YWGI for services provided.

BUDGET IMPACT:

The city collects approximately $40,000 per year from businesses in Area B. The current balance in Account No. 001-2260 is $32,804.94, which includes current encumbrances for holiday decorations. Approval of Reimbursement Request No. 2 in the amount of $12,293.36 would result in a remaining balance $20,511.58.

CONCLUSION:

Staff recommends that the City Council approve Reimbursement Request No. 2 in the amount of $12,293.36 for marketing and event services provided to the Mall Association and authorize the City Manager to issue payment directly to Yeah, We Get It.

ATTACHMENTS:

A. Reimbursement Request No. 2 - $12,293.36
B. City Contract No. 768
C. Ordinance No. 973
D. List of Payments to the Mall Association
E. Reimbursement Request No. 1 - $43,143.68
F. Request for Documentation for Reimbursement Request No. 1
G. Correspondences regarding Reimbursement Request No. 2
H. Supporting Documentation for Reimbursement Request No. 2

ATTACHMENT "A"

Invoice Date	Invoice No.	Amount	Services
8/28/2025	1010	$6,200.00	Marketing, Social Media, Micro-Event, and Temporary Administration
9/10/2025	1011	$243.36	Supplies for August Sidewalk Sales Series
9/28/2025	1012	$5,850.00	Marketing, Social Media, Mirco-Event
	Total	**$12,293.36**	

INVOICE

Yeah We Get It
724 Harps St
San Fernando, CA 91340-2035

yeahwegetit1320@gmail.com
+1 (646) 256-0404

Bill to
San Fernando Mall Association

Ship to
San Fernando Mall Association

Invoice details
Invoice no.: 1010
Terms: Due on receipt
Invoice date: 08/28/2025
Due date: 08/28/2025

#	Product or service	Description	Qty	Rate	Amount
1.	**Services**	Marketing | Social Media | Micro Event | Temp Admin	1	$6,200.00	$6,200.00

Total **$6,200.00**

Overdue 08/28/2025

Ways to pay

VISA · DISCOVER · AMEX · BANK · PayPal · venmo

Please send payment via Zelle if possible.

Note to customer

For the month of August 2025
Thank you!

View and pay

INVOICE

Yeah We Get It
724 Harps St
San Fernando, CA 91340-2035

yeahwegetit1320@gmail.com
+1 (646) 256-0404

Bill to
San Fernando Mall Association

Ship to
San Fernando Mall Association

Invoice details
Invoice no.: 1011
Terms: Due on receipt
Invoice date: 09/10/2025
Due date: 09/10/2025

#	Product or service	Description	Qty	Rate	Amount
1.	**Amazon Purchase**	Decor and merhcant needs for Aug Sidewalk Series	1	$173.92	$173.92
2.	**Dollar Tree**	Decor for Aug. Sidewalk Series	1	$34.08	$34.08
3.	**Dino's Party Supply**	Balloons for Aug. Sidewalk Series	1	$35.36	$35.36

Total **$243.36**

Overdue 09/10/2025

Ways to pay

VISA · DISCOVER · AMEX · BANK · PayPal · venmo

Note to customer

This invoice reflects reimbursement for décor and event items purchased for the recent Sidewalk Series. These materials were used to enhance the event experience and will also support future activations.

View and pay

INVOICE

Yeah We Get It
724 Harps St
San Fernando, CA 91340-2035

yeahwegetit1320@gmail.com
+1 (646) 256-0404

Bill to
San Fernando Mall Association

Ship to
San Fernando Mall Association

Invoice details
Invoice no.: 1012
Terms: Net 30
Invoice date: 09/28/2025
Due date: 11/03/2025

#	Product or service	Description	Qty	Rate	Amount
1.	**Services**	Marketing | Social Media | Micro Event	1	$5,850.00	$5,850.00

Total **$5,850.00**

Overdue 11/03/2025

Ways to pay

VISA · DISCOVER · AMEX · BANK · PayPal · venmo

Please Zelle payment directly to 646.256.0404

Note to customer

For the month of September
Thank you!

View and pay

CITY CONTRACT NO. 768 **ATTACHMENT "B"**

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 _____
Mayor Pro Tem

ATTEST:

By _____
City Clerk

MALL ASSESSMENT DISTRICT, INC.

By _____
President

ORDINANCE NO. 973

AN ORDINANCE OF THE CITY OF SAN FERNANDO ESTABLISHING A PARKING AND BUSINESS IMPROVEMENT AREA, FIXING THE BOUNDARIES THEREOF, ESTABLISHING BENEFIT ZONES, CLASSIFYING BUSINESSES THEREIN, AND FIXING THE INITIAL RATE OF INCREASE OR ADDITIONAL LEVY OF LICENSE TAX TO BE IMPOSED ON THE BUSINESSES IN SUCH AREA AND ZONES.

The Council of the City of San Fernando does ordain as follows:

SECTION 1: Authority. The proceedings taken herein are taken pursuant to the authority of the "Parking and Business Improvement Area Law of 1965" as added to the Streets and Highways Code by Statutes 1965, Chapter 241, being Sections 36,000 et seq. of the Streets and Highways Code.

SECTION 2: Resolution of Intention. This ordinance is adopted pursuant to that certain Resolution of Intention adopted by this City Council, being Resolution No. 4298, adopted October 7, 1968, and entitled "A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN FERNANDO DECLARING ITS INTENTION TO FORM A PARKING AND BUSINESS IMPROVEMENT AREA TO BE KNOWN AS 'PARKING AND BUSINESS IMPROVEMENT AREA B OF THE CITY OF SAN FERNANDO', FIXING THE TIME AND PLACE FOR HEARING, AND ORDERING THE GIVING OF NOTICE THEREOF", which Resolution of Intention was adopted by the City Council and proceedings thereunder taken pursuant to the authority of said "Parking and Business Improvement Area Law of 1965".

SECTION 3: Notice and Hearing. Said Resolution No. 4298 was published and mailed as provided by law, and a hearing thereon was held by

the City Council on October 29, 1968, at the hour of 7:30 o'clock p.m. in the Council Chambers of the City Council of said City of San Fernando in the City Hall, 117 Macneil Street, San Fernando, California.

SECTION 4: Protests and Action Thereon. At the hearing provided for by said Resolution No. 4298 and as set forth above, all persons desiring to be heard were heard and all protests and objections made or filed were fully heard and the same have been overruled and denied by order of the City Council entered on its minutes, and said hearing has been duly concluded.

SECTION 5: Protests Less Than Majority. The City Council has determined, by order entered on its minutes, that objections or protests objecting to and protesting the formation of said "Area" have not been made by businesses in the proposed "Area" which pay a majority of the taxes within the "Area" under the general business license tax of the City.

SECTION 6: Name. The name of the parking and business improvement area hereby created and established is "PARKING AND BUSINESS IMPROVEMENT AREA B OF THE CITY OF SAN FERNANDO", hereinafter for brevity and convenience sometimes referred to as "Area".

SECTION 7: Area Description. A description of the exterior boundaries of said "Parking and Business Improvement Area B of the City of San Fernando" hereby created and established is:

> That portion of the City of San Fernando, County of Los Angeles, State of California, bounded as follows:
>
> Beginning at the intersection of the Northeasterly prolongation of the centerline of Mission Boulevard, 80 feet wide, with the Southwesterly line of the 100-foot wide right-of-way of Southern Pacific Company; thence Southwesterly along said Northeasterly prolongation and along the said centerline of Mission Boulevard to the centerline of Pico Street, 60 feet wide; thence Southeasterly along the centerline of Pico Street to the centerline of Brand Boulevard, 130 feet wide; thence Northeasterly along the centerline of Brand Boulevard to the centerline of Celis Street, 60 feet wide; thence Southeasterly along the centerline of Celis Street to the centerline of Chatsworth Drive, 60 feet wide; thence Northeasterly along

the centerline of Chatsworth Drive to the centerline of San Fernando Road, 80 feet wide; thence Northwesterly along the centerline of San Fernando Road to the centerline of Kittridge Street, 60 feet wide; thence Northeasterly along the centerline of Kittridge Street to the Southeasterly prolongation of the Northeasterly line of Lots 1 to 6 inclusive of Tract No. 4687 as per map recorded in Book 62, page 37 of Maps, in the office of the County Recorder of said County; thence Northwesterly along said Southeasterly prolongation, said Northeasterly line, and the Northwesterly prolongation thereof, to the centerline of Brand Boulevard; thence Northeasterly along the centerline of Brand Boulevard to said Southwesterly line of 100-foot wide right-of-way of Southern Pacific Company; thence Northwesterly along said Southwesterly line to the point of beginning.

SECTION 8: Benefit Zones. For the hereinafter set forth purposes separate benefit zones, based upon the degree of benefit derived from the purpose, are hereby created and established, which benefit zones shall be known respectively as "Zone 1" and "Zone 2", and which zones are respectively described as follows:

A. ZONE 1:

That portion of the City of San Fernando, County of Los Angeles, State of California, bounded as follows:

Beginning at the intersection of the centerline of Mission Boulevard with the Northwesterly prolongation of the Southwest line of Northeast 24 feet of the Northwest 8 feet of Lot 13 in Tract No. 9589, as per map recorded in Book 160, page 48 of Maps; thence Southeast along said prolongation and said Southwest line to the Southeast line of the Northwest 8 feet of said Lot 13, Tract No. 9589; thence Northeast along said Southeast line 24 feet to the Northeast line of said Lot 13; thence Southeasterly along the Northeast line of Lots 1 to 13 in said Tract 9589, and along the Northeast line of Lots 28 to 32 in Tract No. 3674 as per map recorded in Book 47, page 42 of Maps, to the most Easterly corner of said Lot 28; thence Southwesterly along the Southeasterly line of said Lot 28, 6 feet; thence Southeasterly parallel with said Northeast line of Lots 28 to 32, Tract 3674, and its Southeasterly prolongation, to the centerline of Maclay Avenue, 80 feet wide; thence Northeasterly along said centerline of Maclay Avenue, 6 feet to said Southeasterly prolongation; thence Southeasterly along said prolongation and along the Northeast line of Lots 3 to 26 inclusive of said Tract 3674, to the most Easterly corner of said Lot 3; thence Southwesterly along the Southeasterly line of said Lot 3, 58 feet; thence Southeasterly parallel with the Northeast line of Lots 1 and 2 in said Tract No. 3674 and its Southeasterly prolongation, to the centerline of Brand Boulevard; thence

Northeasterly along the centerline of Brand Boulevard to the Northwesterly prolongation of the Northeast line of Lots 1 to 6 of Tract No. 4687, as per map recorded in Book 62, page 37 of Maps; thence along said Northwesterly prolongation, said Northeast line and its Southeasterly prolongation to the centerline of Kittridge Street; thence Southwesterly along the centerline of Kittridge Street to the centerline of San Fernando Road; thence Southeasterly along the centerline of San Fernando Road to the centerline of Chatsworth Drive; thence Southwesterly along the centerline of Chatsworth Drive to the Southeasterly prolongation of the Northeast line of the Southwest 40 feet of Lot 130 of Tract No. 2824, as per map recorded in Book 28, pages 36 and 37 of Maps; thence Northwesterly along said prolongation and said Northeast line to the Northwest line of the Southeast 33.33 feet of said Lot 130; thence Southwesterly along said Northwest line 40 feet to the Southwest line of said Lot 130; thence Northwesterly along said Southwest line and the Southwest line of Lot 126 in said Tract 2824, 134 feet to the Southeast line of the Northwest 99.17 feet of said Lot 126; thence Northeasterly along said last mentioned Southeast line 45 feet; thence Northwesterly parallel with the Southwest line of said Lot 126 and its Northwesterly prolongation, to the centerline of Brand Boulevard; thence Southwesterly along the centerline of Brand Boulevard to the Southeasterly prolongation of the Southwest line of Lot 2 of said Tract No. 2824; thence Northwesterly along said last mentioned Southeasterly prolongation, along the Southwest line of said Lot 2, Tract No. 2824, and the Northwesterly prolongation thereof to the Southwesterly prolongation of the Southeast line of Lot 17 in Block 4 of Porter Land and Water Co.'s Resurvey of the Town of San Fernando as per map recorded in Book 34, pages 65 and 66 of Miscellaneous Records; thence Northeast along said Southwesterly prolongation and said Southeast line 39.5 feet; thence Northwesterly parallel with the Southwest line of said Lot 17 and the Northwesterly prolongation thereof to the centerline of Maclay Avenue; thence Southwesterly along said centerline 39.5 feet to the Southeast prolongation of the Southwest line of Lots 1 to 20 inclusive in Block 5 of said Porter Land and Water Co.'s Resurvey; thence Northwesterly along said prolongation, said Southwest line and its Northwesterly prolongation, to the centerline of Mission Boulevard; thence Northeasterly along said centerline of Mission Boulevard to the point of beginning.

B. ZONE 2:

That portion of the City of San Fernando, County of Los Angeles, State of California, bounded as follows:

Beginning at the intersection of the Northeasterly prolongation of the centerline of Mission Boulevard, 80 feet wide, with the Southwesterly line of the 100-foot wide right-of-way of Southern Pacific Company; thence Southwesterly along said Northeasterly prolongation and along

the said centerline of Mission Boulevard to the centerline of Pico Street, 60 feet wide; thence Southeasterly along the centerline of Pico Street to the centerline of Brand Boulevard, 130 feet wide; thence Northeasterly along the centerline of Brand Boulevard to the centerline of Celis Street, 60 feet wide; thence Southeasterly along the centerline of Celis Street to the centerline of Chatsworth Drive, 60 feet wide; thence Northeasterly along the centerline of Chatsworth Drive to the centerline of San Fernando Road, 80 feet wide; thence Northwesterly along the centerline of San Fernando Road to the centerline of Kittridge Street, 60 feet wide; thence Northeasterly along the centerline of Kittridge Street to the Southeasterly prolongation of the Northeasterly line of Lots 1 to 6 inclusive of Tract No. 4687, as per map recorded in Book 62, page 37 of Maps in the office of the County Recorder of said County; thence Northwesterly along said Southeasterly prolongation, said Northeasterly line, and the Northwesterly prolongation thereof, to the centerline of Brand Boulevard; thence Northeasterly along the centerline of Brand Boulevard to said Southwesterly line of 100-foot wide right-of-way of Southern Pacific Company; thence Northwesterly along said Southwesterly line to the point of beginning.

EXCEPT that portion thereof within the following described boundaries:

Beginning at the intersection of the centerline of Mission Boulevard with the Northwesterly prolongation of the Southwest line of Northeast 24 feet of the Northwest 8 feet of Lot 13 in Tract No. 9589, as per map recorded in Book 160, page 48 of Maps; thence Southeast along said prolongation and said Southwest line to the Southeast line of the Northwest 8 feet of said Lot 13, Tract 9589; thence Northeast along said Southeast line 24 feet to the Northeast line of said Lot 13; thence Southeasterly along the Northeast line of Lots 1 to 13 in said Tract 9589, and along the Northeast line of Lots 28 to 32 in Tract No. 3674, as per map recorded in Book 47, page 42 of Maps, to the most Easterly corner of said Lot 28; thence Southwesterly along the Southeasterly line of said Lot 28, 6 feet; thence Southeasterly parallel with said Northeast line of Lots 28 to 32, Tract 3674, and its Southeasterly prolongation, to the centerline of Maclay Avenue 80 feet wide; thence Northeasterly along said centerline of Maclay Avenue, 6 feet to said Southeasterly prolongation; thence Southeasterly along said prolongation and along the Northeast line of Lots 3 to 26 inclusive of said Tract 3674 to the most Easterly corner of said Lot 3; thence Southwesterly along the Southeasterly line of said Lot 3, 58 feet; thence Southeasterly parallel with the Northeast line of Lots 1 and 2 in said Tract No. 3674 and its Southeasterly prolongation, to the centerline of Brand Boulevard; thence Northeasterly along the centerline of Brand Boulevard to the Northwesterly prolongation of the Northeast line of Lots 1 to 6 of Tract No. 4687, as per map recorded in Book 62, page 37 of Maps; thence along said Northwesterly prolongation, said Northeast line and its

Southeasterly prolongation to the centerline of Kittridge Street; thence Southwesterly along the centerline of Kittridge Street to the centerline of San Fernando Road; thence Southeasterly along the centerline of San Fernando Road to the centerline of Chatsworth Drive; thence Southwesterly along the centerline of Chatsworth Drive to the Southeasterly prolongation of the Northeast line of the Southwest 40 feet of Lot 130 of Tract No. 2824, as per map recorded in Book 28, pages 36 and 37 of Maps; thence Northwesterly along said prolongation and said Northeast line to the Northwest line of the Southeast 33.33 feet of said Lot 130; thence Southwesterly along said Northwest line 40 feet to the Southwest line of said Lot 130; thence Northwesterly along said Southwest line and the Southwest line of Lot 126 in said Tract 2824, 134 feet to the Southeast line of the Northwest 99.17 feet of said Lot 126; thence Northeasterly along said last mentioned Southeast line 45 feet; thence Northwesterly parallel with the Southwest line of said Lot 126 and its Northwesterly prolongation, to the centerline of Brand Boulevard; thence Southwesterly along the centerline of Brand Boulevard to the Southeasterly prolongation of the Southwest line of Lot 2 of said Tract No. 2824; thence Northwesterly along said last mentioned Southeasterly prolongation, along the Southwest line of said Lot 2, Tract No. 2824, and the Northwesterly prolongation thereof to the Southwesterly prolongation of the Southeast line of Lot 17 in Block 4 of Porter Land and Water Co.'s Resurvey of the Town of San Fernando, as per map recorded in Book 34, pages 65 and 66 of Miscellaneous Records; thence Northeast along said Southwesterly prolongation and said Southeast line 39.5 feet; thence Northwesterly parallel with the Southwest line of said Lot 17 and the Northwesterly prolongation thereof to the centerline of Maclay Avenue; thence Southwesterly along said centerline 39.5 feet to the Southeast prolongation of the Southwest line of Lots 1 to 20 inclusive in Block 5 of said Porter Land and Water Co.'s Resurvey; thence Northwesterly along said prolongation, said Southwest line and its Northwesterly prolongation, to the centerline of Mission Boulevard; thence Northeasterly along said centerline of Mission Boulevard to the point of beginning.

SECTION 9: Uses of Proceeds in Respective Zones - Purposes. The uses to which the proceeds from the additional tax revenue realized from the rate of increase or additional levy of or to the license tax, as herein provided, will be put, and in which zone or zones of said "Area" are as follows:

A. Purpose A. The general promotion of retail trade activity including but not limited to the cleaning and maintenance of the San Fernando Road Pedestrian Mall and the San Fernando Road Pedestrian Mall Addition No. 1 (hereinafter collectively sometimes referred to as Pedestrian

Mall), general advertising and promotion, sales promotion activity, and special promotional literature in the following enumerated zones of said "Area" (sometimes hereinafter referred to as Purpose A): Zone 1 and Zone 2.

B. Purpose B. The furnishing of music in public places in the following enumerated zone or zones in said "Area" (sometimes hereinafter referred to as Purpose B): Zone 1.

C. Purpose C. The promotion of public events including but not limited to such activities as art shows, festivals, and public ceremonies, which are to take place on or in public places in the following enumerated zones in said "Area" (sometimes hereinafter referred to as Purpose C): Zone 1 and Zone 2.

D. Purpose D. The decoration of any public place including but not limited to Christmas decorations and other decorations in the following enumerated zones in said "Area" (sometimes hereinafter referred to as Purpose D): Zone 1 and Zone 2.

E. Other Purposes. After first deducting two per cent (2%) from all proceeds of the additional tax revenue realized from the rate of increase or additional levy of or to the license tax, except for the proceeds realized from additional levy to the business license tax under paragraph (e) of subdivision 1 of subsection A of Section 12 of this ordinance, as the cost of collection, and the proceeds of the additional levy of tax derived under paragraph (e) of subdivision 1 of subsection A of Section 12 hereof, for maintenance of the Pedestrian Mall, the balance of all proceeds of the additional tax revenue realized from the rate of increase or additional levy of or to the license tax shall be used by the City to pay contract fees to the San Fernando Chamber of Commerce to carry out and perform all other purposes enumerated in subsections A through D inclusive of this section.

The two per cent (2%) of the proceeds retained by the City

shall be used for the purpose of defraying the cost of collection of the rate of increase or additional levy of or to the license tax and the proceeds derived under paragraph (e) of subdivision 1 of subsection A of Section 12 of this ordinance shall be used by the City to defray the cost of cleaning and maintenance of the Pedestrian Mall.

SECTION 10: Classification of Businesses and Appeals.

A. Classification of Businesses Generally. For the purpose of the rate of increase or additional levy of or to the license tax, the various businesses located in the "Area" are classified in accordance with the following schedule:

CLASS I - RETAIL BUSINESSES, includes all businesses licensed under Chapter 12 of "The Code of the City of San Fernando, California 1957" as retail establishments, except in those instances where they are otherwise classified in this section.

CLASS II - PROFESSIONAL BUSINESSES, includes all those businesses generally recognized and considered as professional, including but not limited to attorneys at law, doctors, dentists, optometrists, and accountants, except in those instances where such businesses are otherwise classified in this section.

CLASS III - SERVICE BUSINESSES, includes barbers, beauticians, beauty parlors, utilities, real estate brokers, service stations, photographers, contractors, cleaners, laundries, garages and auto repairs, and other such similar service businesses, unless otherwise specifically set forth and classified in this section.

CLASS IV - MISCELLANEOUS BUSINESSES, includes financial institutions, recreation activities, hotels and motels, apartments, insurance agents, bars, manufacturers and wholesalers, and all other businesses which do not fall into Classes I through III inclusive, or which do not have business licenses under Chapter 12 of "The Code of the City of San Fernando, California 1957".

B. Classification in Case of Dispute. Any questions arising as to the classification of any business shall be determined by the City Clerk.

C. Appeals. Any person aggrieved by any decision of the City Clerk with respect to such classification may appeal to the Council by filing a notice of appeal with the Clerk of the Council within five (5) days from the date of the decision by the City Clerk. The Council shall thereupon fix a time and place for hearing such appeal. The Clerk of the Council shall give notice to such person of the time and place of hearing by serving said notice personally or by depositing it in the United States Post Office in San Fernando, postage prepaid, addressed to such person at his last known address. At the time of the hearing the Council shall determine and rule upon the appeal and its decision shall be final.

SECTION 11: Businesses Subject to Additional Tax. All businesses within the boundaries of said "Area" described herein, not exempt by law, shall be subject to the provisions of the tax or additional tax imposed by this ordinance.

SECTION 12: Rate of Increase or Additional Levy of License Tax. The initial rate of increase or additional levy of or to the business license tax for each of the purposes set forth in subsections A through D inclusive of Section 9 hereof, on all businesses conducting their activities and on all persons, firms, corporations, organizations, lodges, and institutions maintaining offices, quarters, or meeting places in each of said zones in the "Area", which is in addition to the ordinary business license tax imposed upon such businesses by Chapter 12 of "The Code of the City of San Fernando, California 1957" and in addition to the increase or additional levy of license tax imposed by Ordinance No. 912, adopted November 22, 1965, for the purpose of "Parking and Business Improvement Area A of the City of San Fernando", is hereby fixed and established at the rates as set

forth in the following schedule:

A. For Purpose A of Section 9:

1. ZONE 1:

(a) Class I Businesses: 1.25 times their ordinary business license tax.

(b) Class II Businesses: 0.30 times their ordinary business license tax.

(c) Class III Businesses: 0.55 times their ordinary business license tax.

(d) Class IV Businesses: 0.25 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on the Pedestrian Mall, multiplied by $1.50, whichever is the greater.

(e) In addition to the rate of increase or additional levy of or to the business license tax set forth above, all businesses and all persons, firms, corporations, organizations, lodges, and institutions maintaining offices, quarters, or meeting places having frontage and/or abutting on the Pedestrian Mall shall be taxed and shall pay an additional sum determined by and equal to the number of feet said business, office, quarters, or meeting place fronts and/or abuts on said Pedestrian Mall, multiplied by $2.50, which additional levy shall be applicable to all classes of business set forth above; provided, however, that as to any business or person, firm, corporation, organization, lodge, or institution maintaining offices, quarters, or meeting places on any floor other than the ground floor in any building fronting or abutting on the

Pedestrian Mall the tax shall be $5.00 per year.

2. ZONE 2:

(a) Class I Businesses: 1.0 times their ordinary business license tax.

(b) Class II Businesses: 0.133 times their ordinary business license tax.

(c) Class III Businesses: 0.30 times their ordinary business license tax.

(d) Class IV Businesses: 0.125 times their ordinary business license tax or a sum determined by and equal to the number of feet such business fronts on a public street, multiplied by $0.75, whichever is the greater.

B. For Purpose B of Section 9:

1. ZONE 1:

(a) Class I Businesses: 0.1 times their ordinary business license tax.

(b) Class II Businesses: 0.1 times their ordinary business license tax.

(c) Class III Businesses: 0.1 times their ordinary business license tax.

(d) Class IV Businesses: 0.084 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on said Pedestrian Mall, multiplied by $0.50, whichever is the greater.

2. ZONE 2:

Increase or additional levy of or to business license tax on businesses in this zone: None.

C. For Purpose C of Section 9:

1. ZONE 1:

(a) Class I Businesses: 0.25 times their ordinary business license tax.

(b) Class II Businesses: 0.15 times their ordinary business license tax.

(c) Class III Businesses: 0.15 times their ordinary business license tax.

(d) Class IV Businesses: 0.083 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on the Pedestrian Mall, multiplied by $0.50, whichever is the greater.

2. ZONE 2:

(a) Class I Businesses: 0.15 times their ordinary business license tax.

(b) Class II Businesses: 0.1 times their ordinary business license tax.

(c) Class III Businesses: 0.1 times their ordinary business license tax.

(d) Class IV Businesses: 0.0625 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on a public street, multiplied by $0.375, whichever is the greater.

D. For Purpose D of Section 9:

1. ZONE 1:

(a) Class I Businesses: 0.4 times their ordinary business license tax.

(b) Class II Businesses: 0.2 times their ordinary business license tax.

(c) Class III Businesses: 0.2 times their ordinary business license tax.

(d) Class IV Businesses: 0.083 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on the Pedestrian Mall, multiplied by $0.50, whichever is the greater.

2. ZONE 2:

(a) Class I Businesses: 0.183 times their ordinary business license tax.

(b) Class II Businesses: 0.1 times their ordinary business license tax.

(c) Class III Businesses: 0.1 times their ordinary business license tax.

(d) Class IV Businesses: 0.0625 times their ordinary business license tax or a sum determined by and equal to the number of feet said business fronts on a public street, multiplied by $0.375, whichever is the greater.

E. Upstairs Businesses. Any business conducting its activities or any person, firm, corporation, organization, lodge, or institution maintaining offices, quarters, or meeting places on a floor other than the ground floor of any building fronting or abutting on the Pedestrian Mall or fronting on any public street shall be liable for the increase or additional levy of or to the business license tax imposed by this ordinance to the same extent as though located on the ground floor; provided, however, that as to the additional levy of or to the business license tax under paragraph (e) of

subdivision 1 of subsection A of this section the amount of tax shall be $5.00 per year.

F. Maximum:

1. One or First Place of Business. In the event the total rate of increase or additional levy of or to the business license tax imposed by this ordinance, under any one subsection or any combination of subsections of this Section 12, excluding however the additional levy of or to the business license tax under paragraph (e) of subdivision 1 of subsection A of this section, for any one place of business, shall equal or exceed the maximum for any one place of business hereinafter specified, then such business shall be only liable for and pay the said maximum:

Located in Zone 1	Maximum $500.00 per year
Located in Zone 2	Maximum $300.00 per year

2. Additional Places of Business in "Area". In the event any person, firm, or corporation operates more than one place of business in the "Area", then the place of business with the greatest gross receipts shall be considered for the purpose of this subsection F as the first place of business and shall be liable for the maximum prescribed in subdivision 1 above, but as to each additional place of business in the "Area" the same will be governed by subdivision 1 hereof provided, however, for each such additional place of business the maximum shall be:

Located in Zone 1	Maximum $150.00 per year
Located in Zone 2	Maximum $ 90.00 per year

SECTION 13: Area Constituted and Established. Said "Parking and Business Improvement Area B of the City of San Fernando" is hereby fully constituted and established.

SECTION 14: Definitions and Classifications. The definitions and classifications of businesses, as hereinabove set forth, except as herein otherwise provided, shall be determined by the definitions and classifications

as set forth in Chapter 12 of "The Code of the City of San Fernando, California 1957".

SECTION 15: Due Date and Penalty for Nonpayment of Additional Tax When Due. The increase or additional levy of or to the business license tax as herein provided for shall be due and payable at the same time and in the same manner as the ordinary business license tax, all as provided in Chapter 12 of "The Code of the City of San Fernando, California 1957", and upon failure to pay the same when due, the same shall bear the same type of penalties as prescribed by said Chapter 12 for the nonpayment of the ordinary business license tax.

SECTION 16: Collection of Additional Tax. The collection of the increase or additional levy of or to the business license tax levied and imposed by this ordinance shall be made at the same time and in the same manner as the ordinary business license tax of the City under the provisions of Chapter 12 of "The Code of the City of San Fernando, California 1957"; and such increase or additional levy of or to the business license tax shall be computed in the manner provided in said Chapter 12 for each business but according to the schedule set forth herein.

SECTION 17: New Business in "Area". Any new business in the "Area" shall be assessed in accordance with its classification, provided that in the event only a portion of the calendar year remains, the increase or additional levy of or to the business license tax levied hereunder shall be prorated in accordance with the proportion that the number of months (or major portion of any month) remaining in the calendar year bears to the 12 months of the calendar year.

SECTION 18: Refund of Additional Tax. In the event a business in the "Area" is discontinued during any calendar year for which the increase or additional levy of or to the business license tax imposed hereunder has been paid, the Council, upon written application therefor, may

refund to the person who paid the same that proportion of such increase or additional license tax that the number of months (including major portion of any month) remaining in the year, from the date of discontinuance of such business, bears to the 12 months of the calendar year.

SECTION 19: Exemption - Voluntary Contribution. Except as herein otherwise provided, any business, person, or institution located within the said "Area" which is exempt from the payment of the ordinary business license tax of the City by reason of the provisions of the United States or State Constitutions, is not to be taxed under this ordinance but may make a voluntary contribution to the City. There is specifically excepted from the exemption contained in this section and nothing contained herein shall be construed to exempt any business from the increase or additional levy of or to the license tax levied and assessed under paragraph (e) of subdivision 1 of subsection A of Section 12 of this ordinance (cleaning and maintenance of Pedestrian Mall). Any voluntary contribution made pursuant to this section shall be used for the purposes provided in this ordinance.

SECTION 20: Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council of the City of San Fernando hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 21: Effective Date. This ordinance shall be in full force and effect on and after January 1, 1969.

SECTION 22: Publication. The City Clerk shall certify to the passage of this ordinance and prior to the expiration of fifteen (15) days

from the date of the adoption hereof the same shall be published at least once in The San Fernando Valley Sun, a newspaper published and circulated in the City of San Fernando.

ADOPTED AND APPROVED this 4th day of November, 1968.

Manuel A Flores
MAYOR

ATTEST:

Leila Edwards
CITY CLERK OF THE CITY
OF SAN FERNANDO.

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

I, LEILA EDWARDS, City Clerk of the City of San Fernando, do hereby certify that the foregoing ordinance was duly adopted by the Council of the City of San Fernando, California, and was signed by the Mayor of said City at a regular meeting of the City Council held on the 4th day of November, 1968, and that the same was passed by the following vote, to wit:

AYES: Allenbaugh, Arps, Flores, Jones and Macey-5

NOES: None-0

ABSENT: None-0

Leila Edwards
LEILA EDWARDS, CITY CLERK
OF THE CITY OF SAN FERNANDO

ATTACHMENT "D"

Vendor # 103045 Customer # 191652 First active

Last name SAN FER. MALL DOWNTOWN ASSOC. Last active 12/02/2020

First name Release

Status: Active / Inactive / Hold payments

Type R

Preferred vendor

Filter

Type	Invoice #	Invoice Date	Description	Bank	Check #	Status	Check Date	Invoice Amount
in	SEPT 2020	11/25/2020	REIMB TO DOWNTOWN ASSOC-HOLIDAY				12/07/2020	25,223.73
in	JULY-SEPT 2020	09/29/2020	REIMB TO DOWNTOWN ASSOC-JULY-SEF				10/05/2020	15,642.05
in	OCT' 2019-MAR 2020	06/26/2020	REIMB TO DOWNTOWN ASSOC- OCT'19-M				07/06/2020	13,295.71
in	ADV PYMNT	10/18/2019	ADV PYMNT FOR VARIOUS EVENTS				10/21/2019	21,500.00
in	MAY & JUNE 2019	06/17/2019	REIMB TO DOWNTOWN ASSOC-MAY & JU				07/01/2019	2,670.00
in	MAY 2019	06/05/2019	ADV PYMNT FOR WINE TASTING				06/17/2019	5,500.00
in	APRIL 2019	05/09/2019	REIMB TO DOWNTOWN ASSOC-APR. 201				05/20/2019	1,500.00
in	ADVANCE PYMNT	04/17/2019	ADV PYMNT FOR EASTER PROMOTIONAL				04/17/2019	5,000.00
in	JAN & MAR	04/08/2019	REIMB TO DOWNTOWN ASSOC-JAN & MA				04/15/2019	3,416.50
in	JAN & FEB	03/11/2019	REIMB TO DOWNTOWN ASSOC-JAN & FEI				03/18/2019	2,060.00
in	NONPO	02/26/2019	PBID CONSULTING SERVICES				03/04/2019	5,000.00
in	NOV & DEC 2018	02/11/2019	REIMB TO DOWNTOWN ASSOC-NOV & DE				02/19/2019	2,095.75
in	OCT & NOV 2018	12/07/2018	REIMB TO DOWNTOWN ASSOC-OCT&NOV				12/17/2018	2,452.50
in	SEPT 2018	10/26/2018	REIMB TO DOWNTOWN ASSOC-SEPT 201				11/05/2018	4,000.00
in	JULY & AUG 2018	09/08/2018	REIMB TO DOWNTOWN ASSOC-JULY & AI				09/17/2018	4,500.00
in	APRIL 2018	06/05/2018	REIMB TO DOWNTOWN ASSOC-ARPIL 20				06/18/2018	1,000.00
in	DEC 2017	04/09/2018	REIMB TO DOWNTOWN ASSOC-DEC 2017				04/16/2018	1,000.00
in	ADVANCE	11/22/2017	ADVANCE PAYMENT FOR HOLIDAY PROM				12/04/2017	1,000.00
in	APRIL-MAY&AUG	11/22/2017	REIMB TO DOWNTOWN ASSOC-APRIL-MA				12/04/2017	1,516.17
in	JUNE 2016	07/20/2016	REIMB TO DOWNTOWN ASSOC-JUNE'16~				08/01/2016	8,681.59
in	OCT 2015-2	04/05/2016	REIMB TO DOWNTOWN ASSOC-BUS. IMP				04/28/2016	10,234.95
in	070-2864	10/23/2015	EDDY VALVE DEP REFUND				11/02/2015	1,985.00
in	OCT 2015	10/23/2015	REIMB TO DOWNTOWN ASSOC FOR PAR				11/02/2015	53.00
in	NONPO	09/29/2015	ADVANCEMENT-CHILE FESTIVAL EXPENS				09/29/2015	15,000.00
in	APRIL-JULY 2015	08/13/2015	REIMB. FOR PARKING & BUSINESS				08/17/2015	7,463.38
in	FEB 2015 - APR 2015	04/14/2015	REIMB. FOR PARKING & BUSINESS				04/20/2015	6,702.34
in	NOV 2014 - JAN 2015	03/09/2015	REIMB TO DOWNTOWN ASSOC FOR PAR				03/16/2015	7,128.55
in	OCT 2014 - 2	11/19/2014	REIMB TO DOWNTOWN ASSOC FOR PAR				12/15/2014	1,890.62
in	OCT 2014	10/24/2014	REIMB TO DOWNTOWN ASSOC FOR PAR				11/03/2014	2,557.13
in	NONPO	09/30/2014	REIMB. FOR PARKING & BUSINESS				10/06/2014	3,120.01

Vendor # 103045 Customer # 191652 First active

Last name SAN FER. MALL DOWNTOWN ASSOC. Last active 12/02/2020

First name Release

Status: (•) Active ( ) Inactive ( ) Hold payments

Type R [ ] Preferred vendor

Filter

Type	Invoice #	Invoice Date	Description	Bank	Check #	Status	Check Date	Invoice Amount
in	MAY & JUNE 2014	06/30/2014	REIMB TO THE DOWNTOWN ASSOC FOR				07/07/2014	2,214.09
in	DEC THRU MARCH	03/24/2014	REIMB. FOR PARKING & BUSINESS				04/07/2014	16,335.54
in	OCT-NOV 2013	11/19/2013	REIMB. TO DOWNTOWN ASSOC FOR PAF				12/02/2013	2,514.00
in	OCT 2013	11/06/2013	REIMB. TO THE DOWNTOWN ASSOC FOF				11/18/2013	3,856.77
in	SEPT 2013	09/19/2013	REIMB. TO DOWNTOWN ASSOC FOR PAF				10/07/2013	1,821.34
in	NONPO	07/31/2013	REIMB. TO DOWNTOWN ASSOC FOR PAF				09/03/2013	2,787.62
in	NONPO	06/02/2013	REIMB. TO DOWNTOWN ASSOC FOR PAF				07/01/2013	4,882.58
in	2013 - 2	05/07/2013	REIMB. FOR PARKING & BUSINESS IMPRC				05/20/2013	8,700.00
in	2013-1	04/03/2013	REIMB - MISC EXPENSES - ACCT/TAXES,				04/25/2013	3,293.98
in	111612	11/16/2012	REIMB. FOR MISC EXPENSES ASSOC W/F				11/16/2012	1,000.00
in	FEBRUARY 2009	06/30/2010	REIMBURSEMENT FOR PARKING & BUSIN				08/02/2010	6,322.16
in	SEPT-NOV 2009	06/14/2010	REIMB. FOR PARKING & BUSINESS				06/21/2010	7,567.18
in	AUG 2008	04/09/2010	REIMB. FOR PARKING & BUSINESS				04/19/2010	883.45
in	JULY 2008	04/09/2010	REIMB. FOR PARKING & BUSINESS				04/19/2010	6,647.36
in	DEC 2007-C	03/11/2010	REIMB. FOR PARKING & BUSINESS				03/15/2010	1,430.00
in	JUNE 2008	03/11/2010	REIMB. FOR PARKING & BUSINESS				03/15/2010	7,661.70
in	MAY 2008	07/24/2009	REIMB. FOR PARKING & BUSINESS				08/03/2009	8,612.01
in	MARCH & APR 2008	04/17/2009	REIMB. FOR PARKING & BUSINESS				04/17/2009	11,027.05
in	FEB 2008	03/10/2009	REIMB. FOR PARKING & BUSINESS				03/16/2009	1,745.05
in	JAN 2008-B	03/10/2009	REIMB. FOR PARKING & BUSINESS				03/16/2009	578.15
in	MARCH 2008-A	03/10/2009	REIMB. FOR PARKING & BUSINESS				03/16/2009	3,113.80
in	DEC 2007-B	02/09/2009	REIMB. FOR PARKING & BUSINESS				02/17/2009	1,867.96
in	JAN 2008-A	02/09/2009	REIMB. FOR PARKING & BUSINESS				02/17/2009	5,059.26
in	DEC 2007	08/19/2008	REIMB. FOR PARKING & BUSINESS				09/02/2008	811.89
in	NOV 2007	06/23/2008	REIMB. FOR PARKING & BUSINESS				07/07/2008	5,569.60
in	OCT 2007	04/30/2008	REIMB. FOR PARKING & BUSINESS				05/05/2008	11,190.06
in	AUG 2007	03/27/2008	REIMB. FOR PARKING & BUSINESS				04/07/2008	5,378.27
in	SEPT 2007	03/27/2008	REIMB. FOR PARKING & BUSINESS				04/07/2008	5,249.09
in	JULY 2007	02/21/2008	REIMB. FOR PARKING & BUSINESS				03/03/2008	5,714.23
in	100507	10/05/2007	REIMB. FOR PARKING & BUSINESS				10/15/2007	14,421.70

Vendor # 103045 Customer # 191652 First active

Last name SAN FER. MALL DOWNTOWN ASSOC. Last active 12/02/2020

First name Release

Status: Active / Inactive / Hold payments

Type R

Preferred vendor

Filter

Type	Invoice #	Invoice Date	Description	Bank	Check #	Status	Check Date	Invoice Amount
in	NONPO	07/03/2007	REIMB. FOR PARKING & BUSINESS				07/16/2007	12,426.44
in	NONPO	05/22/2007	REIMB. FOR PARKING & BUSINESS				06/04/2007	23,953.21
in	042007	04/20/2007	REIMB. FOR PARKING & BUSINESS				05/07/2007	10,898.38
in	032307	03/23/2007	REIMB. FOR PARKING & BUSINESS				04/02/2007	5,869.91
in	NON PO	02/28/2007	REIMB. FOR PARKING & BUSINESS				03/05/2007	25,000.00
in	021207	02/12/2007	REIMB. FOR PARKING & BUSINESS				02/20/2007	6,967.94
in	011907	01/19/2007	REIMB. FOR PARKING & BUSINESS				02/05/2007	9,454.61
in	122106	12/21/2006	REIMB. FOR PARKING & BUSINESS				01/02/2007	7,788.99
in	112906	11/29/2006	REIMB. FOR PARKING & BUSINESS				12/04/2006	13,565.05
in	102706	10/27/2006	REIMB. FOR PARKING & BUSINESS				11/06/2006	4,578.29
in	092606	09/26/2006	REIMB. FOR PARKING & BUSINESS				10/02/2006	8,843.68
in	NON PO	07/31/2006	REIMB. FOR PARKING & BUSINESS				08/07/2006	11,706.54
in	NON PO	05/25/2006	PARKING & BUSINESS IMPROVEMENT AR				06/05/2006	5,467.16
in	NON PO	05/09/2006	PARKING & BUSINESS IMPROVEMENT AR				05/15/2006	3,741.98
in	NON PO	04/24/2006	REIMB. FOR DOWNTOWN ASSOC. FOR P/				05/01/2006	5,780.17
in	NON PO	02/27/2006	REIMB. FOR DOWNTOWN ASSOC. FOR P/				03/06/2006	8,824.23
in	NON PO	01/31/2006	REIMB. FOR PARKING & BUSINESS				02/06/2006	11,633.45
in	NONPO	11/28/2005	REIMB. FOR AREA B (PARKING & BUSINES				12/05/2005	13,277.48
in	NON PO	10/26/2005	REIMB. FOR PARKING & BUSINESS				11/07/2005	3,982.20
in	119-132	01/20/2003					02/03/2003	12,000.39
in	NON PO	01/17/2002					05/20/2002	8,940.94
in	6/1/01	06/01/2001					06/18/2001	12,285.36
in	3	03/28/2001					04/16/2001	12,388.32
in	NON P.O.	12/05/2000					12/18/2000	7,416.68
in	7/27/00	07/27/2000					08/07/2000	9,712.94
in	DEMAND	06/22/2000					06/22/2000	16,287.06
in	VARIOUS	12/20/1999					01/03/2000	13,310.21
in	VARIOUS	08/16/1999					09/07/1999	11,988.06
in	NON P.O.	03/17/1999					04/05/1999	15,203.90
in	NON P.O.	11/16/1998					12/07/1998	12,410.21

ATTACHMENT "E"

From: Tom Ross
To: Kanika Kith
Cc: Christina Bernal; Adriana Gomez
Subject: Mall Association 2025 Reimbursement Request
Date: Friday, November 7, 2025 1:53:30 PM
Attachments: Mall_2025 funding Request.pdf

CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Kanika

Attached please find our summary request for funds for the Association for 2025. You may contact me at any time if you have questions.

Thank you.

Tom Ross
Tekwerks
IT Services and Broadband Solutions for Business
451 S. Brand Blvd #207 San Fernando Ca 91340
Office: 818-365-1986 x101
http://www.tekwerks.com

The Shops DOWNTOWN SAN FERNANDO

110 N Maclay Ave Unit 103
San Fernando Ca 91340

www.downtownsanfernando.com
info@downtownsanfernando.com

Funding request, August to December 2025

San Fernando Downtown Association 2025

President:
Christina Bernal
1984 Vintage
Secretary:
Adriana Gomez
Aszkenazy Development
Treasurer:
Tom Ross
Tekwerks
Past President:
Victor Ceballos
Fiesta Furniture

Board of Directors:
Joeleen Medina
Truman House Tavern
Lucero Silva
Crystal salón de belleza
Saul Sandoval
San Fernando Sun
Priscilla Estrada
Cross Fit 90
Marco Solis
Jim's Western Wear
Letecia
San Fernando Loan

As treasurer of the San Fernando Mall Association, I have been tasked by the board of directors to prepare a summary statement of expenses for reimbursement of expenses incurred by the Mall Association during the period of June to October 2025.
As you know, it has been a number of years since the Association has requested funding of any kind. Due to various factors that include a reduction in our income outside the tax funding structure, we are now in a position where a funding request is necessary. The downtown Association is committed to revitalizing the downtown mall corridor through consistent merchant engagement, coordinated marketing, and strategic events. The timely reimbursement of the requested funds will help us in these efforts.

Attached below is an itemized breakdown of expenses during this period, dates paid and their corresponding categories. Copies of invoices and receipts will be made available if needed upon request.

Feel free to reach out to me at any time to discuss and thank you for your prompt attention.

Regards,

Tom Ross
Treasurer
San Fernando Mall Association

The Shops DOWNTOWN SAN FERNANDO

110 N Maclay Ave Unit 103
San Fernando Ca 91340

www.downtownsanfernando.com
info@downtownsanfernando.com

Reimbursement Summary January - October, 2025

Item Number	Check Date	Check Amount	Vendor	Activity	Description *
1	1/31/25	$ 7,433.34	Sherpa Marketing	Website Design Progress pymt	Purpose A
2	1/31/25	$ 3,600.00	Yeah We Get It	February - Social Media Marketing	Purpose A
3	3/31/25	$ 3,600.00	Yeah We Get It	March - Social Media Marketing	Purpose A
4	4/30/25	$ 3,600.00	Yeah We Get It	April - Social Media Marketing	Purpose A
5	5/31/25	$ 3,600.00	Yeah We Get It	May - Social Media Marketing	Purpose A
	6/30/25	$ 1,150.00	Yeah We Get It	Summer event	Purpose A
	6/30/25	$ 7,433.34	Sherpa Marketing	Website Design - Final Pymt	Purpose A
	7/31/25	$ 3,600.00	Yeah We Get It	June - Social Media Marketing	Purpose A
6	8/31/25	$ 627.00	State Farm	Annual Insurance Payment	Office Expense
	8/31/25	$ 6,200.00	Yeah We Get It	July - Social Media Marketing and Admin	Purpose A
	9/30/25	$ 2,300.00	Yeah We Get It	August - event	Purpose A
	Total Request	**$ 43,143.68**			

* Description Categories (Select from one of the following for each reimbursement)

Purpose A. The general promotion of retail trade activity, including but not limited to the cleaning and maintenance of the San Fernando Road Pedestrian Mall and the San Fernando Road Pedestrian Mall Addition No. 1 (collectively sometimes referred to as "pedestrian mall"), general advertising and promotion, sales promotion activity, and special promotional literature in the following enumerated zones of the area (sometimes referred to as "purpose A"): zone 1 and zone 2 (except for the cleaning and maintenance of the San Fernando Road Pedestrain Mall).

Purpose B. The furnishing of music in public places in the following enumerated zone in the area (sometimes referred to as "purpose B"): zone 1.

Purpose C. The promotion of public events, including but not limited to such activities as art shows, festivals and public ceremonies, which are to take place on or in public places in the following enumerated zones in the area (sometimes referred to as "purpose C"): zone 1 and zone 2.

Purpose D. The decoration of any public place, including but not limited to Christmas decorations and other decorations in the following enumerated zones in the area (sometimes referred to as "purpose D"): zone 1 and zone 2.

Attachments should consist of invoices, contracts, and receipts, canceled checks.
If canceled checks are not readily available, they must be submitted within 15 days of the request.

I hereby certify that the requested funds are reimbursement for monies actually expended for a use permitted by the Agreement between the City of San Fernando and the Mall Assessment District, Inc., executed on December 17, 1984

Tom Ross
Treasurer
Mall Assessment District, Inc.
Nov 3, 2025

ATTACHMENT "F"

From:	Kanika Kith
To:	Tom Ross
Cc:	Christina Bernal; Adriana Gomez; Erica D. Melton; Ronald Garcia; Will Pettener
Subject:	RE: Mall Association 2025 Reimbursement Request
Date:	Monday, November 10, 2025 11:34:00 AM
Attachments:	image001.png

Good morning Tom,

We have received your email of November 7, 2025, transmitting a reimbursement request submitted on behalf of the San Fernando Mall Association ("Association") for sums spent between January 31, 2025, and September 30, 2025, totaling approximately $43,143.68. We understand that this request is made pursuant to the agreement executed between the Association and the City on December 17, 1984, Contract No. 768 (the "Agreement").

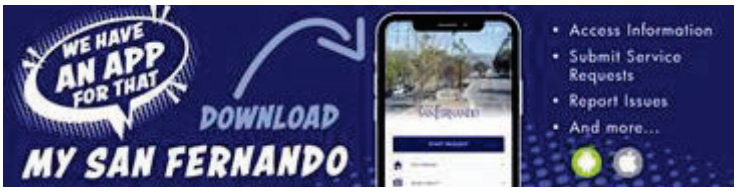
While the City does not waive any of the Association's obligations and responsibilities under the Agreement, including those found under Section 5 of the Agreement which required the submission of certain documentation by November 15, 2024 for expenditures in calendar year 2025, we nevertheless ask that you provide copies of all supporting document for the expenditures you now seek reimbursement for, including invoices, contracts, receipts and other supporting documentation associated with the expenses you list. We cannot consider you request without this information. As a budget and work plan for this period was never approved by the City Council, this reimbursement request will need to be presented to the Council for approval prior to any disbursement of funds. With all this in mind, please also note that the City does not waive any rights it has under the Agreement by this email response.

Please provide the requested documents at your earliest convenience so we can evaluate the request and determine what sums, if any, may be eligible for reimbursement. If you have any questions or need clarification regarding the required materials, feel free to reach out.

Thank you,

Kanika Kith
City Manager

THE CITY OF SAN FERNANDO
117 Macneil St | San Fernando, CA 91340
Tel (818) 898-7316 | Fax (818) 361-7631
kkith@sfcity.org | www.sfcity.org



From: Tom Ross <tomtech@tekwerks.com>
Sent: Friday, November 7, 2025 1:53 PM
To: Kanika Kith <KKith@sfcity.org>
Cc: Christina Bernal <christinabernal33@hotmail.com>; Adriana Gomez <adriana@aszkenazy.com>
Subject: Mall Association 2025 Reimbursement Request

CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Kanika

Attached please find our summary request for funds for the Association for 2025. You may contact me at any time if you have questions.

Thank you.

Tom Ross
Tekwerks
IT Services and Broadband Solutions for Business
451 S. Brand Blvd #207 San Fernando Ca 91340
Office: 818-365-1986 x101
http://www.tekwerks.com

ATTACHMENT "G"

From: christina bernal
To: Kanika Kith
Cc: Adriana Gomez
Subject: Outstanding invoice for Yeah We Get It
Date: Wednesday, November 19, 2025 9:08:52 AM
Attachments: Invoice 1012.pdf

CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Hi Kanika,

Here is their invoice that is seriously past due, thank you for taking care of this.

Christina Bernal

From: christina
To: Kanika Kith
Cc: Adriana Gomez; Tom Ross
Subject: Mall Association reimbursement / payment for Yeah We Get it
Date: Monday, November 24, 2025 2:50:40 PM

CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.
CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Hi Kanika,

I hope you had a great weekend.

Can you let us know when Natasha and Liz can get paid and or status of the reimbursement.

Thank you,

Christina Bernal

CONFIDENTIAL COMMUNICATION: This e-mail message is intended only for the personal and confidential use of the designated recipients. This message may contain sensitive, protected and/or confidential information. If the reader of this message is not an intended recipient, you are hereby notified that any review, use, dissemination, forwarding or copying of this message is strictly prohibited. Please notify us immediately by reply e-mail if you are not an intended recipient of this message, and delete the original message and all attachments from your system and from any electronic devices where the message is stored.
CALIFORNIA PUBLIC RECORDS ACT: The City keeps a copy of all E-mails received for a minimum of 2 years. All retained E-mails will be treated as a Public Record per the California Public Records Act, and may be subject to disclosure pursuant to the terms, and subject to the exemptions, of that Act.

From: christina
To: Kanika Kith
Cc: Adriana Gomez; Tom Ross
Subject: Invoices from Yeah We Get It (All outstanding)
Date: Monday, November 24, 2025 3:24:38 PM
Attachments: Invoice 1010.pdf
Invoice 1011.pdf
Invoice 1012.pdf

CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Hi Kanika,

Here is the outstanding invoices as requested.

Thank you,

Christina Bernal

CONFIDENTIAL COMMUNICATION: This e-mail message is intended only for the personal and confidential use of the designated recipients. This message may contain sensitive, protected and/or confidential information. If the reader of this message is not an intended recipient, you are hereby notified that any review, use, dissemination, forwarding or copying of this message is strictly prohibited. Please notify us immediately by reply e-mail if you are not an intended recipient of this message, and delete the original message and all attachments from your system and from any electronic devices where the message is stored.
CALIFORNIA PUBLIC RECORDS ACT: The City keeps a copy of all E-mails received for a minimum of 2 years. All retained E-mails will be treated as a Public Record per the California Public Records Act, and may be subject to disclosure pursuant to the terms, and subject to the exemptions, of that Act.

From: christina
To: Kanika Kith; Tom Ross; Adriana Gomez; yeahwegetit1320@gmail.com
Cc: Erica D. Melton; Ronald Garcia; Will Pettener; Julia Fritz
Subject: Re: Invoices from Yeah We Get It (All outstanding)
Date: Monday, November 24, 2025 4:40:57 PM

CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Hi Kanika,

If you could please process theses three invoices now that would be great.

Thank you,

Christina Bernal

From: Kanika Kith <KKith@sanfernando.gov>
Sent: Monday, November 24, 2025 4:12 PM
To: christina <christinabernal33@hotmail.com>; Tom Ross <tomtech@tekwerks.com>; Adriana Gomez <adriana@aszkenazy.com>; yeahwegetit1320@gmail.com <yeahwegetit1320@gmail.com>
Cc: Erica D. Melton <emelton@sfcity.org>; Ronald Garcia <rgarcia@sfcity.org>; Will Pettener <wpettener@sfcity.org>; Julia Fritz <jfritz@sfcity.org>
Subject: RE: Invoices from Yeah We Get It (All outstanding)

Hi Christina,

Thank you for sending these invoices.

Are you ok with us processing these three invoices now, separate from the larger reimbursement request submitted on November 7, 2025, given that we have not yet received the invoices and other supporting documents for other reimbursement requests. If so, we can place these invoices on the agenda for City Council consideration at the January 5, 2026 meeting. I also recommend Yeah We Get It attend the meeting.

Thank you,
Kanika

From: christina <christinabernal33@hotmail.com>
Sent: Monday, November 24, 2025 3:24 PM
To: Kanika Kith <kkith@sfcity.org>

Cc: Adriana Gomez <adriana@aszkenazy.com>; Tom Ross <tomtech@tekwerks.com>
Subject: Invoices from Yeah We Get It (All outstanding)

CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.
CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Hi Kanika,

Here is the outstanding invoices as requested.

Thank you,

Christina Bernal

CONFIDENTIAL COMMUNICATION: This e-mail message is intended only for the personal and confidential use of the designated recipients. This message may contain sensitive, protected and/or confidential information. If the reader of this message is not an intended recipient, you are hereby notified that any review, use, dissemination, forwarding or copying of this message is strictly prohibited. Please notify us immediately by reply e-mail if you are not an intended recipient of this message, and delete the original message and all attachments from your system and from any electronic devices where the message is stored.
CALIFORNIA PUBLIC RECORDS ACT: The City keeps a copy of all E-mails received for a minimum of 2 years. All retained E-mails will be treated as a Public Record per the California Public Records Act, and may be subject to disclosure pursuant to the terms, and subject to the exemptions, of that Act.
CONFIDENTIAL COMMUNICATION: This e-mail message is intended only for the personal and confidential use of the designated recipients. This message may contain sensitive, protected and/or confidential information. If the reader of this message is not an intended recipient, you are hereby notified that any review, use, dissemination, forwarding or copying of this message is strictly prohibited. Please notify us immediately by reply e-mail if you are not an intended recipient of this message, and delete the original message and all attachments from your system and from any electronic devices where the message is stored.
CALIFORNIA PUBLIC RECORDS ACT: The City keeps a copy of all E-mails received for a minimum of 2 years. All retained E-mails will be treated as a Public Record per the California Public Records Act, and may be subject to disclosure pursuant to the terms, and subject to the exemptions, of that Act.

AGREEMENT

Yeah, We Get It + San Fernando Mall Association

This Agreement is made on the 30**th of June, 2025** between:
Yeah, We Get It, ("Us"), located in LA, CA, and
San Fernando Mall Association, ("Client"), located in the city of San Fernando .

Together, we'll be known as "the Parties" because that sounds official - Let's get it!

---

1. What We're Doing

We're here to support you with the following:
Social Media, Merchant Relations, Micro Events, Merchant Meetings, and Website Support—just like we outlined in our pitch (and right here below).

Anything outside this scope? We'll talk it through and agree on any added costs ahead of time. Cool? Cool.

2. How Long This Thing Lasts

We're kicking things off on **7/1/2025** and wrapping up around **12/31/2025.**
Let's talk about extending another term at that time.

3. What You're Getting & When

Here's what we promise to deliver. If timelines shift (because life happens), we'll keep you in the loop and adjust as needed. Any services outside the scope outlined must be agreed upon in writing and may be subject to additional fees.

We'll continue to manage your social presence will a focus on merchant engagement and community-building.
• *Strategy document* • *Monthly reports* • *Monthly content calendar* • *9 posts + 4 stories per month* • *Platform engagement* • *Multi-merchant campaign collaboration*

Hire, train, and manage a dedicated SFMA Executive Assistant
• Internal ops + team coordination • Grant research + applications (2/month) • Calendar management • Merchant check-ins + centralized updates • Meeting recaps + scheduling • Contact list + shared access system • In-store directory + upkeep • City relationships + municipal alignment • Attending briefings + reporting key updates

Please allow one month to hire, train, and onboard this role.
During that time, our personal assistant will prep assets and support the transition.

Additional services include:
- Quarterly Merchant Meetings with focused technology support
- Website support (weekly updates, hours, info, light maintenance)
- Monthly micro-event + promotion (multi-merchant activations)

4. What It Costs

For our services, you'll be paying a $7200 monthly retainer on the 28th of each month.
(***For months without micro events $6200/month - we will continue investing in intimate events)***
You'll have 5 day grace period, If it's late, there's a 1% late fee per day because, well, bills.
Services may be paused if payment remains unpaid after 10 days.

AGREEMENT

5. Revisions
You get 2 rounds of revisions for the Strategy, (flexible per any hand shake conversations) and 1 per social content/posts and must be requested within 3 days of deliverable submission. After that, we'll bill you at $50 per hour for additional changes. Gotta keep it reasonable!

6. Keeping Things Confidential
We promise not to spill your secrets, and we expect the same from you. Any confidential stuff stays between us unless legally required. Includes but is not limited to proprietary business practices, client lists, financial information, and strategic plans.

7. Who Owns What
Once we've been fully paid, everything we create for you belongs to you. Simple as that. We might want to show off your project in our portfolio, just let us know that's OK. If terminated before full payment, all work completed will remain the property of 'Yeah, We Get It' until payment is fulfilled.

8. If Things Go South
If either of us wants out:
You: You can end this contract anytime with 30 days' notice and pay for whatever we've done up until then.
Us: We'll give 30 days' notice if we need to step away. If you don't pay us, we can end it immediately.

9. Liability Stuff
We are not liable for indirect, incidental, or consequential damages, including lost profits or data. Our total liability will not exceed the fees paid under this agreement.

10. Disputes
If we run into a problem, we'll first try to work it out like adults. If that doesn't work, we'll try mediation with a neutral third-party mediator. If that doesn't solve it, then we're going to court in California, United States.

11. Legal Mumbo Jumbo
This contract follows the laws of California, United States. That's where the lawyering comes in if necessary.

12. Other Important Bits
Amendments: We'll write down any changes to this contract and both sign them.
Entire Agreement: This contract is the whole deal between us. No side chats or old agreements count.
Force Majeure: If an act of God, war, or some other major catastrophe happens, neither of us is responsible for delays. We'll figure it out together.

SIGNATURES

7/3/2025

Christina Bernal, President of San Fernando Mall Association — Date

Natasha Sanchez, Co-Founder
Date: 6/25/2025

Elizabeth Sanchez, Co-Founder
Date: 6/25/2025

San Fernando Mall Support Overview

We partnered with San Fernando Mall to strengthen community and visibility through hands-on social media support, merchant relations, micro events, merchant meetings, and website support—creating consistent connection between the mall, its businesses, and the surrounding community.

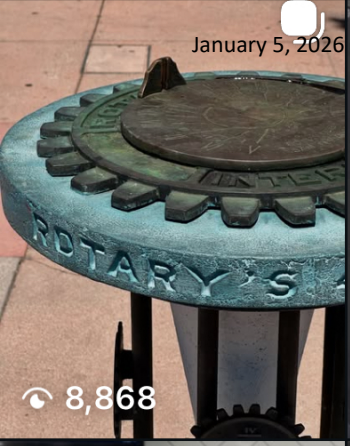
Sales

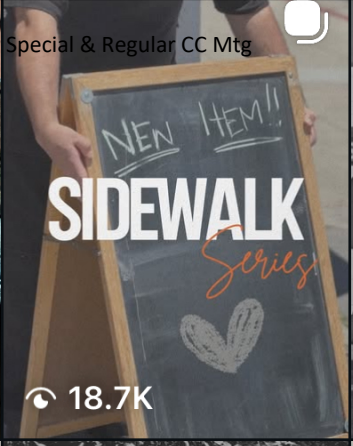
Overview | All sales | Invoices | Estimates | Recurring payments | Payment links | Deposits | Customers | Products & services

		DATE	NO.	CUSTOMER	AMOUNT	STATUS ▲	ACTION
☐		9/28/25	1012	San Fernando Mall Association	$5,850.00	Overdue 49 days	View/Edit | Receive payment
☐		8/28/25	1010	San Fernando Mall Association	$6,200.00	Overdue on 8/28/25 Sent	View/Edit | Receive payment
☐		9/10/25	1011	San Fernando Mall Association	$243.36	Overdue on 9/10/25 Viewed	View/Edit | Receive payment
☐		2/28/25	1001	San Fernando Mall Association	$3,600.00	Deposited	View/Edit | Print
☐		3/25/25	1002	San Fernando Mall Association	$3,600.00	Deposited	View/Edit | Print
☐	↻	3/28/25	1003	San Fernando Mall Association	$3,600.00	Deposited	View/Edit | Print
☐	↻	4/28/25	1004	San Fernando Mall Association	$3,600.00	Deposited	View/Edit | Print
☐	↻	5/28/25	1005	San Fernando Mall Association	$3,600.00	Deposited	View/Edit | Print
☐		6/7/25	1006	San Fernando Mall Association	$1,150.00	Deposited	View/Edit | Print
☐	↻	6/28/25	1007	San Fernando Mall Association	$3,600.00	Deposited	View/Edit | Print
☐		7/28/25	1008	San Fernando Mall Association	$6,200.00	Deposited	View/Edit | Print

SFMA Invoice Details

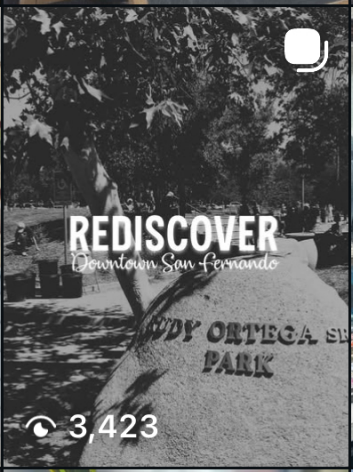
Invoice month	Invoice		Date Paid	Unpaid	Notes
Jan	Intial Deposit	$3,600.00	1/7		Paid Via Zelle
Feb 28th	1001	$3,600.00	3/3		Paid Via QB
Mar 28th	1002 / 1003	$3,600.00	4/1		Paid Via Zelle
Apr 28th	1004	$3,600.00	5/2		Paid Via QB
May 28th	1005	$3,600.00	5/29		Paid Via QB
Jun SWS	1006	$1,150.00	6/17		Paid Via QB
Jun 28th	1007	$3,600.00	7/8		Paid Via Zelle
Jul 28th	1008	$6,200.00	8/6		Paid Via QB
Aug 28th	1010	$6,200.00		X	Standard monthly retainer
AUG SWS Decor	1011	$243.36		X	Per clients request we purchased with intent to be reimbursed see email thread
Sept 28th	1012	$5,850.00		X	Discounted rate per clients request, reduced work load to reflect


8,868


NEW HEM!!
SIDEWALK
Series
18.7K

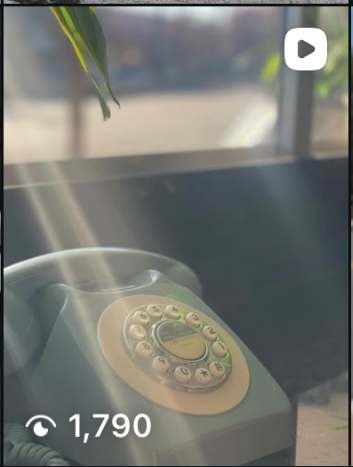

CASSELL'S
MUSIC
SHOP @ CASSELLSMUSIC.COM
THEN + NOW
7,516


DUBAI
CHOCOLATE
FRAPPE
7,696


REDISCOVER
Downtown San Fernando
PARK
3,423


I ♥
DTSF
5,667


OPEN
3,972


1,790


COMUNIDAD
not your
BABE
2,677

8:57

downtownsanfer...

New day, new note...

DiscoverDTSF

999 posts

10.8K followers

2,817 following

Shopping & retail

Shop Open Air. Stay for the Vibes.

✨Nostalgia meets New in historic DTSF

📍Culture, Shopping, Diverse Dining

linktr.ee/downtownsanfern... and 1 more

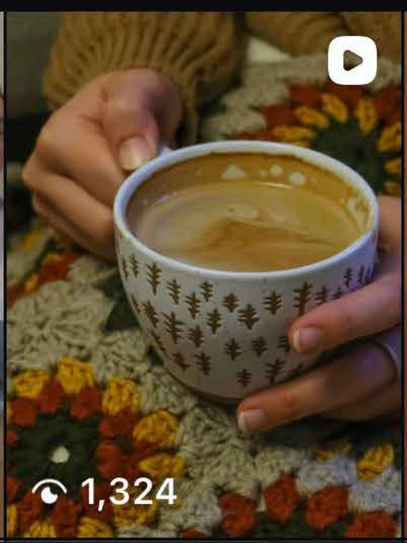
Professional dashboard

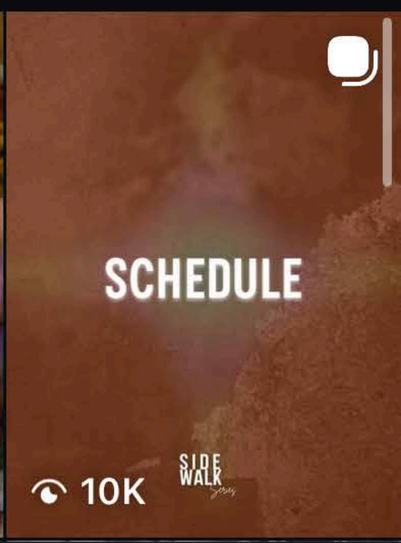
↗ 14.8K views in the last 30 days.

Edit profile | Share profile | Email

New | Sidewalk Se... | Story Takeo... | DTSF Weekly | Dine

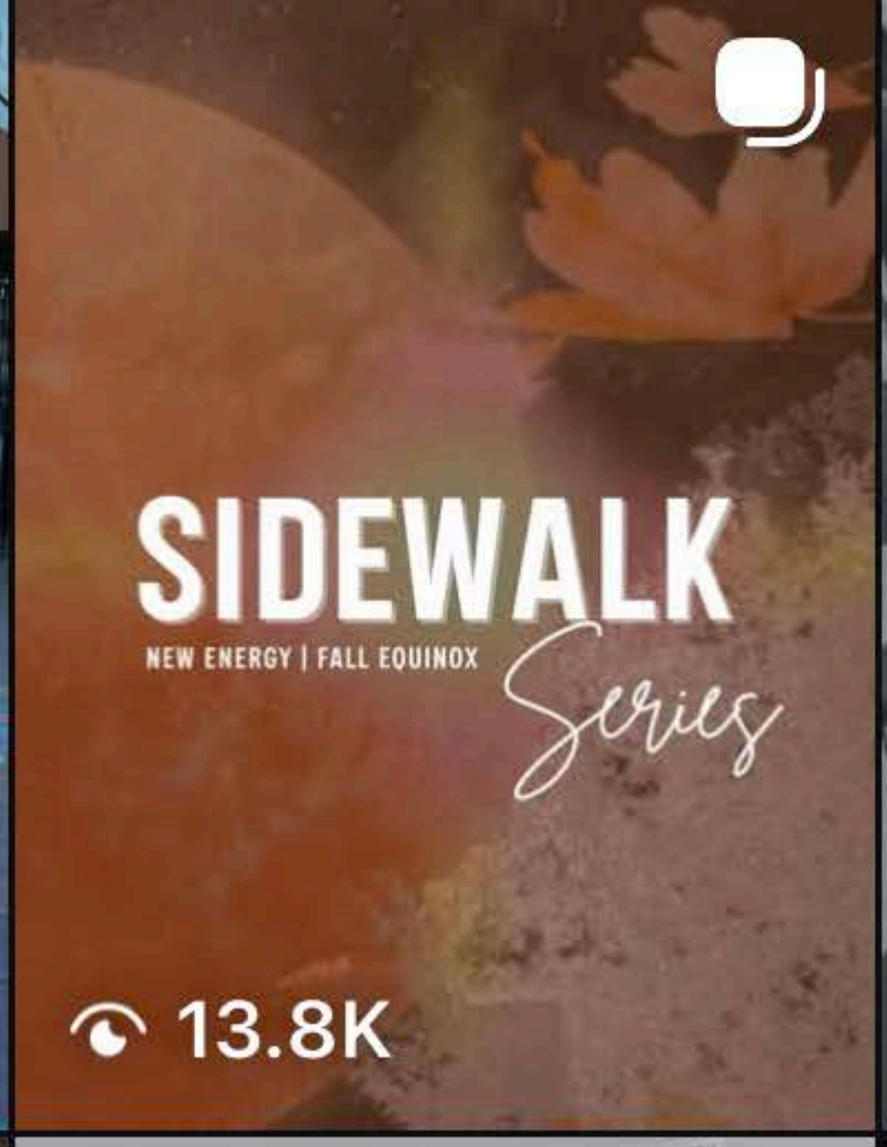




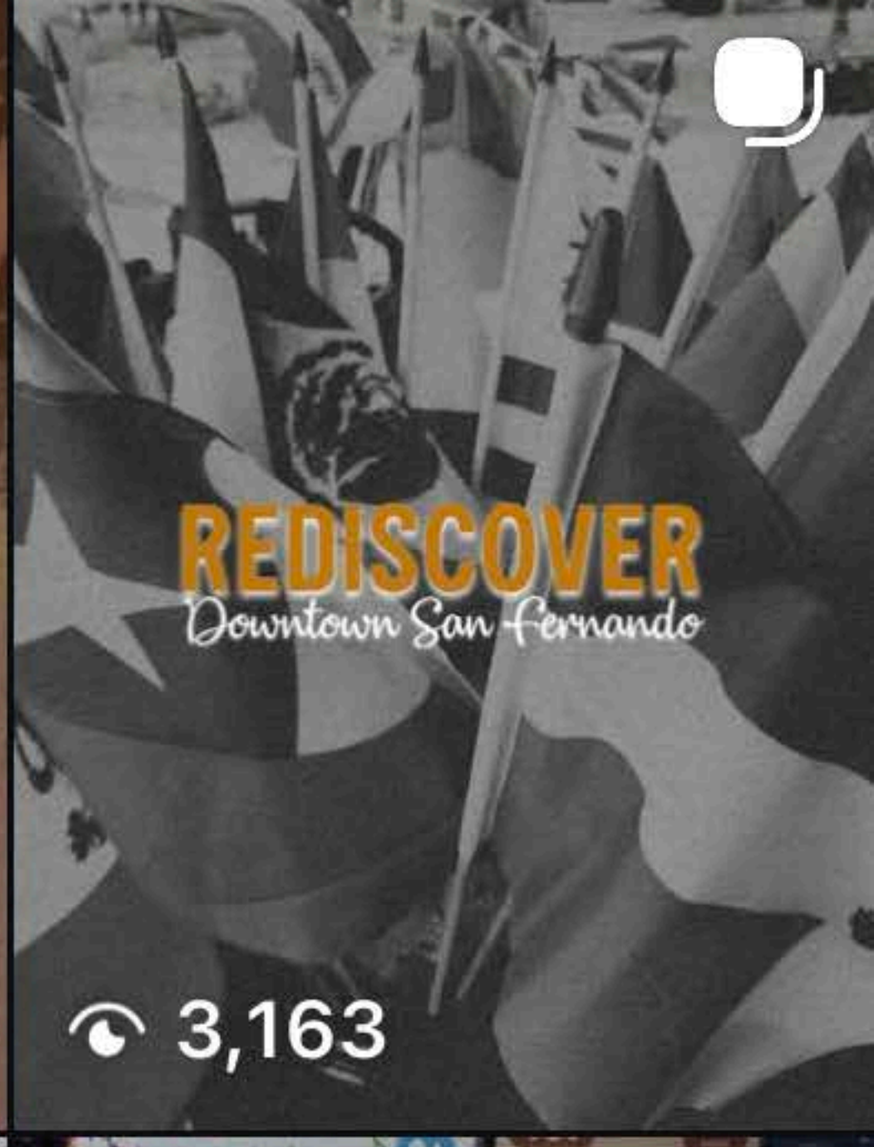




4,606



13.8K



3,163


3,995

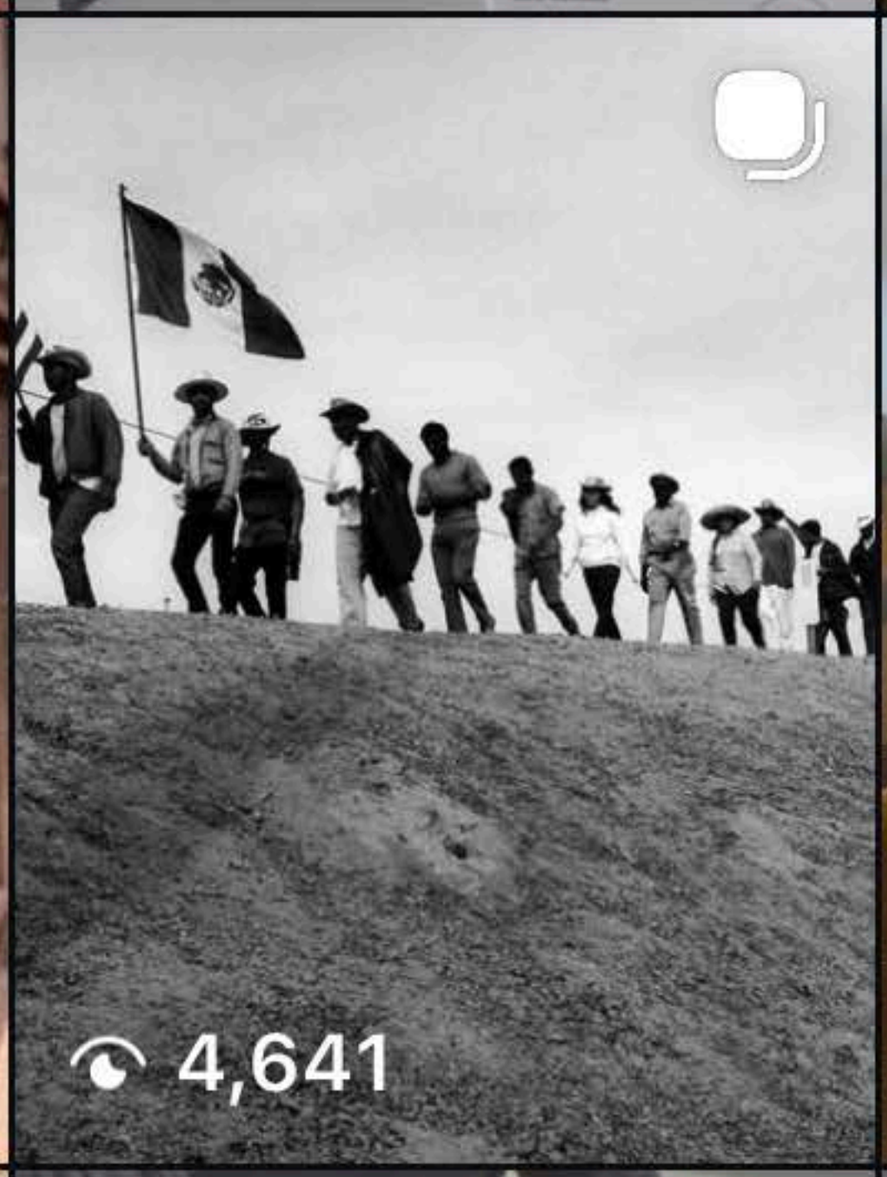


7,215



2,221


3,248


4,641



2,302

8:58

Story Takeovers September 16
Mariachi Sol De Mexico de Jose Hernande...

STORY Takeover



day in the life
WITH HAUS OF DRESS

The Shops DOWNTOWN SAN FERNANDO

Say something...

Activity Facebook Browse Send More

8:58

Story Takeovers September 16
From Create Mode ›

Come Spend the Day with @hausofdress in Downtown San Fernando!

STORY Takeover

Say something...

Activity Facebook Browse Send More

Reminder! Save the Date! DTSF Merchant Sidewalk Series Sept + October | ¡Guarda la Fecha! Serie de Banqueta para Comerciantes de DTSF – Septiembre + Octubre

Inbox ×

Yeah We Get It <yeahwegetit1320@gmail.com> Tue, Sep 16, 2:14 PM

to Liz, bcc: abby_gut17, bcc: primaoutlet, bcc: elozano2, bcc: fajascolombianasmila, bcc: crybabysrodeo, bcc: info, bcc: mommasolis62, bcc: aicpakr, bcc:

DTSF Merchants,

Hope you're all doing well!

If you joined us for last months **Sidewalk Series Sale**, we hope it was a win for your business. It was just the beginning, and we're excited to keep building on that momentum.

With that said, September is here!

SIDEWALK SERIES – New Season, New Energy

Saturday, September 27, 2025 | 5 – 9 PM

This month, we're celebrating the Fall Equinox — a night to honor balance, community, and connection with music, shopping, food, and activations.

Will you participate this month?

- If so, will you be setting up a **table or rack** in front of your business?
- If you'd like to go a step above and host an **activation inside your store**, let us know — we're here to help you make it happen!

Please confirm by Friday September 19th, 2025 so we can feature you on the promotional flyer launching next week.

If you cant make it this month or want to be involved every month

Save the date for next month:

Saturday, October 25, 2025 (details coming soon!).

Thank you all, we can't wait to see you out there and make this month even better than the last.

Best,

Comerciantes de DTSF,

¡Esperamos que todos estén muy bien!

Si participaron en la **Serie de Banqueta del mes pasado**, esperamos que haya sido un éxito para su negocio. ¡Esto fue solo el comienzo y estamos emocionadas de seguir construyendo sobre ese impulso!

Dicho esto, ¡septiembre ya está aquí!
SERIE DE BANQUETA – Nueva Temporada, Nueva Energía
Sábado, 27 de septiembre de 2025 | 5 – 9 PM

Este mes celebramos el **Equinoccio de Otoño** — una noche para honrar el equilibrio, la comunidad y la conexión con música, compras, comida y activaciones.

¿Participarán este mes?

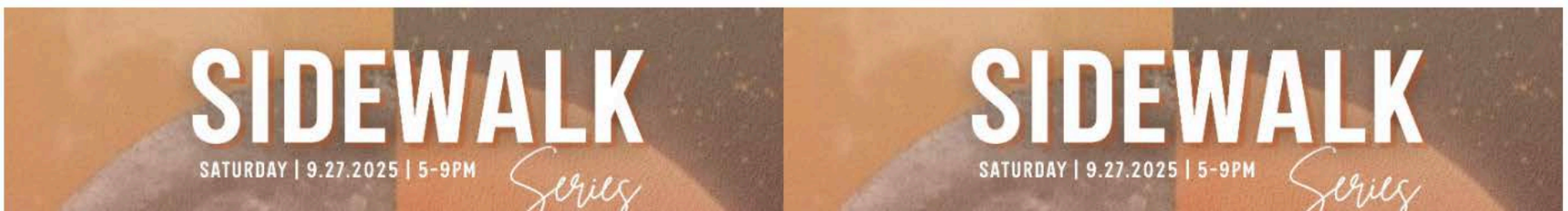
- Si es así, ¿pondrán una **mesa o exhibidor** frente a su negocio?
- Si quieren ir un paso más allá y organizar una **activación dentro de su tienda**, háganoslo saber — ¡estamos aquí para ayudarles a hacerlo realidad!

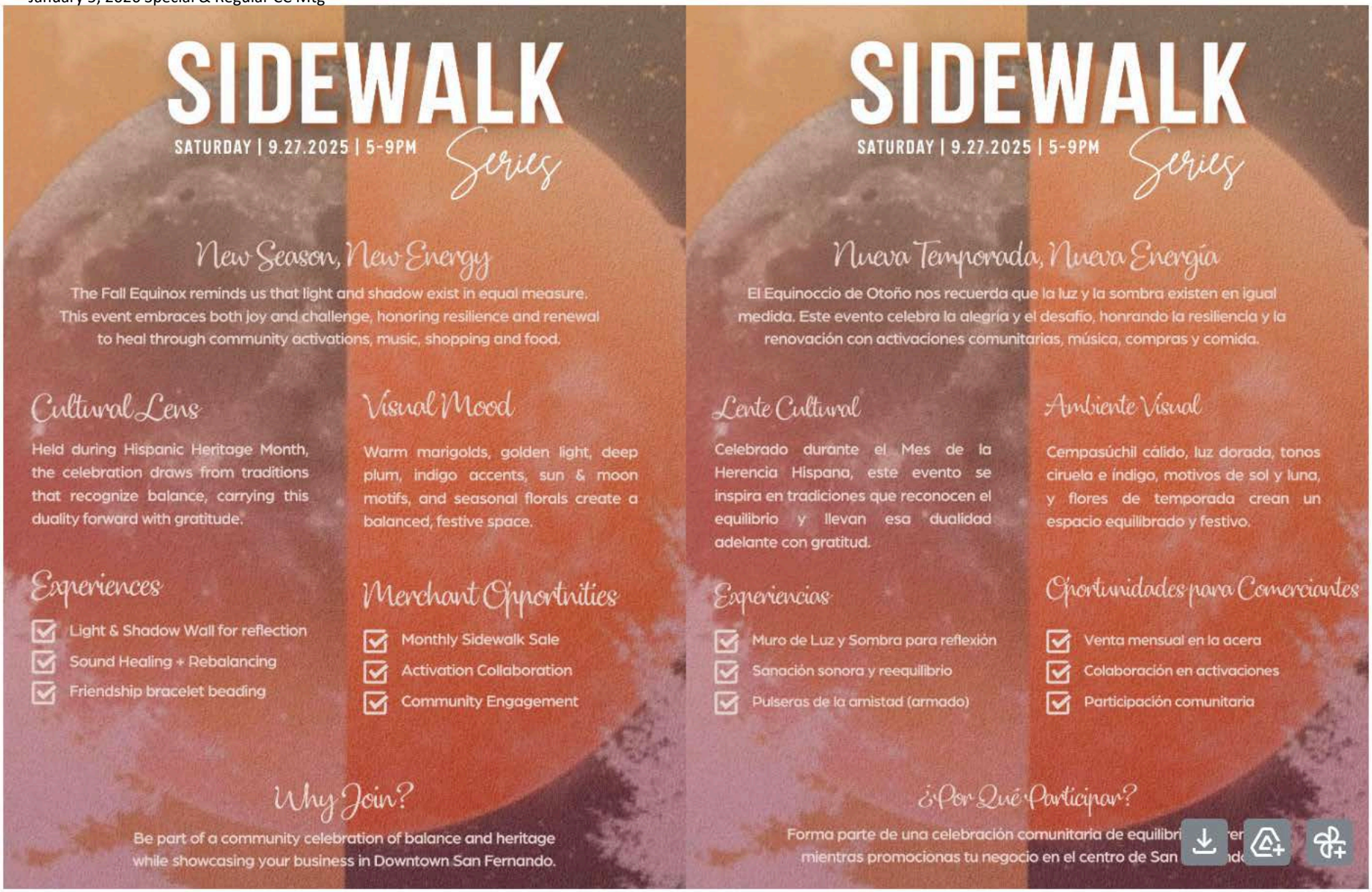
Por favor confirma antes del **viernes, 19 de septiembre de 2025** para que podamos incluirte en el volante promocional que se lanzará la próxima semana.

Si no pueden participar este mes o quieren involucrarse todos los meses,
guarden la fecha para el próximo mes:
Sábado, 25 de octubre de 2025 (¡más detalles muy pronto!).

Muchas gracias — estamos ansiosas por verlos y hacer que este mes sea aún mejor que el anterior.

Atentamente,
Tasha & Liz
Yeah, We Get It




SIDEWALK
SATURDAY | 9.27.2025 | 5-9PM
Series
New Season, New Energy
The Fall Equinox reminds us that light and shadow exist in equal measure. This event embraces both joy and challenge, honoring resilience and renewal to heal through community activations, music, shopping and food.
Cultural Lens
Held during Hispanic Heritage Month, the celebration draws from traditions that recognize balance, carrying this duality forward with gratitude.
Visual Mood
Warm marigolds, golden light, deep plum, indigo accents, sun & moon motifs, and seasonal florals create a balanced, festive space.
Experiences
Light & Shadow Wall for reflection
Sound Healing + Rebalancing
Friendship bracelet beading
Merchant Opportunities
Monthly Sidewalk Sale
Activation Collaboration
Community Engagement
Why Join?
Be part of a community celebration of balance and heritage while showcasing your business in Downtown San Fernando.
SIDEWALK
SATURDAY | 9.27.2025 | 5-9PM
Series
Nueva Temporada, Nueva Energía
El Equinoccio de Otoño nos recuerda que la luz y la sombra existen en igual medida. Este evento celebra la alegría y el desafío, honrando la resiliencia y la renovación con activaciones comunitarias, música, compras y comida.
Lente Cultural
Celebrado durante el Mes de la Herencia Hispana, este evento se inspira en tradiciones que reconocen el equilibrio y llevan esa dualidad adelante con gratitud.
Ambiente Visual
Cempasúchil cálido, luz dorada, tonos ciruela e índigo, motivos de sol y luna, y flores de temporada crean un espacio equilibrado y festivo.
Experiencias
Muro de Luz y Sombra para reflexión
Sanación sonora y reequilibrio
Pulseras de la amistad (armado)
Oportunidades para Comerciantes
Venta mensual en la acera
Colaboración en activaciones
Participación comunitaria
¿Por Qué Participar?
Forma parte de una celebración comunitaria de equilibri
mientras promocionas tu negocio en el centro de San

This Page Intentionally Left Blank

12

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 5, 2026

Subject: Consideration to Approve Co-Sponsorship and Use of the City Seal for Together We Thrive Food Distribution Events

RECOMMENDATION:

It is recommended that the City Council:

a. Approve Co-Sponsorship of weekly food distribution events hosted by Together We Thrive to support food security and community well-being through the San Fernando Together Initiative; and

b. Approve the use of the City seal on print material and social media pursuant to City Council Ordinance No. 1724 (Attachment "A").

BACKGROUND:

1. On July 7, 2025, the City Council approved several programming items related to immigrant-related assistance and community resources to establish the San Fernando Together initiative. Services have included providing one-time financial assistance grants, food and grocery distribution, connecting households with supportive services, waiver of late fees for business licenses, and bringing the Mexican Consulate on Wheels program to San Fernando.

2. On August 4, 2025, the City entered into an Agreement with Ignite the Light of Hope Foundation, which included the administration of two (2) food distributions per month in the City and piloting a direct-to-home grocery delivery program.

3. In November 2025, staff contacted Together We Thrive, an organization that began hosting food distributions in the City in October 2025, to explore opportunities to collaborate.

ANALYSIS:

The City recognizes the importance of fostering an inclusive, resilient, and equitable community where all residents have access to basic necessities that support physical health, household stability, and overall well-being. To advance this commitment and respond to increased immigration-related enforcement activities in the community, the City launched the San Fernando Together Initiative in July 2025, to coordinate emergency relief efforts and connect residents to essential resources, including food access and other community-based services for households experiencing economic hardship.

As part of this roll out, the City entered into a Contract services Agreement with Ignite the Light of Hope Foundation on August 4, 2025, which included the administration of two (2) food distributions per month in the City and piloting a direct to home grocery delivery program. To further support food security needs, staff have continued to monitor existing food distributions in the City, offering marketing supports where possible.

In November 2025, staff contacted Together We Thrive, a nonprofit organization that operates programs focused on food distribution and access to clean water. Through its Thrive Food Bank, Together We Thrive conducts weekly outdoor food distribution events providing fresh, locally-sourced fruits and vegetables from farmers in Southern California to food-insecure populations. Food distribution events are currently held in San Fernando, Canoga Park, and Pasadena.

Together We Thrive has been hosting weekly food distribution events on Wednesdays in San Fernando at the Latin America Church of the Nazarene since October 2025. The organization informed staff that they have received between 130-160 visitors per distribution since beginning the program in San Fernando and that they have the capacity to increase their output as needed.

Staff is requesting City Council approval to co-sponsor these weekly food distribution events through the San Fernando Together Initiative. Co-sponsorship would allow the City to support outreach and awareness efforts, authorize the use of the City seal on promotional materials.

The proposed co-sponsorship would allow the City to support resident awareness of available food resources and formalize limited, non-financial support for the weekly distribution events, without establishing an ongoing operational or funding commitment. This co-sponsorship will expand the City's current marketing capability related to these distributions by enabling direct social media promotions, expanding the audience for the events. Staff will work with the organization to bring back a memorandum of understanding (MOU) to City Council to expand potential partnership opportunities.

BUDGET IMPACT:

There is no budget impact associated with co-sponsoring Together We Thrive food distribution events. The sponsorship entails providing in-kind support, such as utilizing social media outlets for marketing and featuring future events on the City's website.

CONCLUSION:

Staff recommends that the City Council approve Co-Sponsorship of food distribution events to support food security and community well-being through the San Fernando Together Initiative; and approve the use of the City seal on print material and social media pursuant to City Council Ordinance No. 1724 (Attachment “A”).

ATTACHMENT:

A. Ordinance No. 1724

ATTACHMENT "A"

ORDINANCE NO. 1724

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING ARTICLE 1 (GENERAL PROVISIONS) OF CHAPTER 1 (GENERAL PROVISIONS AND PENALTIES) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH RESTRICTIONS AND PROTECTIONS AGAINST THE UNAUTHORIZED USE OF THE CITY SEAL AND OTHER CITY LOGOS AND INSIGNIAS

WHEREAS, the City of San Fernando has a City Seal and certain other logos and insignia that are not protected from unauthorized use by ordinance or copyright law; and

WHEREAS, California Government Code § 34501.5 and Elections Code § 18304 solely protect city seals by prohibiting the use of a city seal in campaign literature or mass mailing with the intent to deceive voters; and

WHEREAS, the unauthorized use, reproduction or facsimile of a city seal for any purpose may create a misleading, erroneous or false impression that the document, item, statement, event, and/or organization is authorized, supported, and/or sponsored by the City or a public official; and

WHEREAS, the City desires to protect its official seal from all unauthorized uses to prevent fraud, deception, misrepresentation, and/or abuse; and

WHEREAS, the City Council seeks to ensure that the City Seal, the City logo, and other City insignia are used only for purposes directly related to the official business of the City of San Fernando, or as expressly authorized.

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

SECTION 1. The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Section 1-14 (Custodian of city seal) set forth under Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is hereby repealed in its entirety. Section 1-14 shall hereafter appear as follows:

Sec. 1-14. Reserved

SECTION 3. Section 1-13 (Description of the city seal) of Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is repealed in its entirety and replaced and superseded by the following net title and text:

Sec. 1-13. Custody and Use of the City Seal and City Logos and Insignias

(a) Definitions.

"City Seal" means the official seal of the City of San Fernando as adopted by Ordinance No. 2. The common seal of the City of San Fernando described as consisting of a circular disc, 1⅞ inches in diameter, having a design cut thereon showing the San Fernando Mission with a rising sun, surrounded by the words "City of San Fernando, California, Incorporated Aug. 31, 1911." The City Seal is depicted in color and in monochrome as follows:





"City Logo" means an illustrative logo depicting the City Seal in monochrome with the words "The City of San Fernando" overlay on top and with the letters "D" and "O" in the word "Fernando" interlocking.





"City Insignia" means in addition to the City Seal and City Logo as designated by the City Council, any other logos, website banners, letterhead, business cards, or emblems depicting or including the City of San Fernando, as approved by the City Manager.

(b) Use of City Seal, City Logo and City Insignia.

(1) The City Clerk or designee, acting as the custodian of the City Seal, City Logo and any City Insignia, is authorized to use or affix the City Seal, City Logo and any City Insignia to all certificates and documents as may be required by law, by this Municipal Code, or by City ordinance or resolution, to authenticate official City documents or to indicate institutional sanction for official, legal and ceremonial purposes.

(2) The City Seal, City Logo and any City Insignia shall only be used for purposes directly connected with the official business of the City of San Fernando, its City Council, boards and commissions, committees, officers or departments or for such other purposes as the City Council may specify by policy adopted by resolution.

(3) In the manner specified by City Council policy adopted by resolution, City officers, employees, members of the City Council and members of City boards, commissions and committees may use stationery, printed materials and other articles with the City Seal, City Logo or City Insignia while acting within the scope of their office or employment.

(4) The City Council retains the right to create variations of the City Seal and City Logo, and to adopt and establish other official City Seals and City Logos. Such variations may include, but are not limited to, centennial or other seals or logos which mark anniversaries, events, and/or any other City occasion the City Council wishes to commemorate. The City Seal and City Logo may only be altered pursuant to ordinance or resolution of the City Council.

(5) The City Manager or designee is authorized to determine the appropriate use of City Insignia. The City Manager shall not approve any use of the City Insignia in such a manner as to suggest City endorsement of events, political issues, products, and other uses that are prohibited by law, or in a discriminatory manner or manner inconsistent with this chapter.

(c) <u>Prohibited Uses of City Seal, City Logo and City Insignia</u>.

(1) It is unlawful for any person or entity to make use of the City Seal, City Logo, and/or City Insignia or any portion, facsimile, mock-up, or reproduction thereof, or make or use of any design, symbol, emblem, insignia or similar device that is an imitation of said City Seal, City Logo, or City Insignia, or that may be mistaken therefor, that is designed, intended or likely to confuse, deceive or mislead the public, for private or commercial purposes or for any purpose other than the official business of the City without the express written consent of the City Council or as otherwise authorized by any policies and procedures adopted by City Council resolution.

(2) No person, firm, association, or corporation shall use the City Seal, City Logo, and/or City Insignia, or any facsimile thereof for purposes of supporting or opposing the nomination or election to any City or other public office of him or herself or any other person, or for purposes of supporting or opposing any ballot measure, nor include such City Seal, City Logo, and/or City Insignia on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election. This section shall not be applicable to writings issued by the City of San Fernando or the City Council as a whole pursuant to law.

(3) Unauthorized use of the City Seal, City Logo, and/or City Insignia for commercial, malicious, deceptive, fraudulent, or other unauthorized purposes without the express written authorization of the City of San Fernando is declared to be a public nuisance and the City can abate or enjoin such use pursuant to this Municipal Code.

(d) Penalties.

Violation of this section shall be an infraction or misdemeanor and punishable by a fine not exceeding $1,000.00, or imprisonment for a term not exceeding six months, or by both such fine and imprisonment. Nothing herein prevents the City from using any other available civil and/or criminal remedies allowed by law to protect the City Seal, City Logo, and City Insignia from improper or illegal use.

SECTION 4. CEQA. The City Council has determined that the proposed Ordinance is not a "project" as defined by the California Environmental Quality Act (CEQA) Guidelines Section 15378.

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

SECTION 6. Inconsistent Provisions. Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Ordinance.

SECTION 7. Construction. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the San Fernando Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 8. Authority and Publication. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 9. Effective Date. This Ordinance shall go into effect and be in full force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.

ORD. NO. 1724

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on the 2nd day of April, 2024.

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, Assistant City Attorney

ORD. NO. 1724

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1724 which was introduced on March 18, 2024, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the 2nd day of April, 2024 by the following vote of the City Council:

AYES: Solorio, Fajardo, Mendoza, Rodriguez - 4

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 16th day of April, 2024.

Julia Fritz, City Clerk

This Page Intentionally Left Blank

13

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 5, 2026

Subject: A Public Hearing to Consider Approving Introduction for First Reading of an Ordinance Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Modify Parking Restrictions of Certain Vehicles Including for Use as Human Habitations

RECOMMENDATION:

It is recommended that the City Council:

a. Conduct a Public Hearing; and

b. Pending public testimony, approve introduction for first reading, Ordinance No. 1738 (Attachment "A") in title only, and waive further reading of "An Ordinance of the City Council of the City of San Fernando, California, Amending Chapter 90 (Traffic And Vehicles) of the San Fernando Municipal to Modify Parking Restrictions of Campers, Recreational Vehicles, Utility Trailers, and Other Vehicles Including Those Used for Human Habitation."

BACKGROUND:

1. On April 15, 1991, the City Council adopted Ordinance No. 1379 and established a Residential Parking Permit Program.

2. On August 16, 2021, the City Council adopted the Citywide Parking Management Master Plan that, along with other parking related elements, recommended amendments and other modifications to the City's Residential Parking Permit ("RPP") Program.

3. In Fiscal Year (FY) 2022-2023, the City Council approved $100,000 in funding to engage a consultant to provide RPP Program implementation services.

4. During FY 2024–2025, Police Department hosted multiple Neighborhood Watch and Business Watch meetings, where residents and business owners raised concerns about vehicles parked for extended periods of time near schools and in residential neighborhoods.

5. On July 15, 2024, the City Council approved a Professional Services Agreement with Dixon Resources Unlimited ("Dixon") (Contract No. 2268) for Residential Parking Program Implementation Services consulting services.

6. On November 7, 2024, City staff and Dixon met with the Parking Ad Hoc Committee to provide project updates and gather feedback.

7. On April 16, 2025, City staff and Dixon met with the Parking Ad Hoc Committee to provide project updates and receive additional feedback.

8. On April 3, 2025, the Transportation and Public Safety Commission received a presentation on the Citywide RPP Program.

9. On April 14, 2025, the Planning and Preservation Commission received a presentation on the Citywide RPP Program.

10. On July 7, 2025, the City Council received a presentation and conducted the first reading of amendments to Chapter 90 of the San Fernando Municipal Code, which included restrictions on campers and RVs and revitalization of the RPP Program.

11. On August 4, 2025, the City Council directed staff to separate the proposed changes of the ordinance into two (2) separate ordinances – one (1) specifically addressing Residential Parking Permits and one (1) addressing parking restrictions and permits for Recreational Vehicles (RV).

12. On September 15, 2025, the City Council approved an ordinance amending Section 90-1, Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to implement a Residential Parking Permit Program (RPP).

ANALYSIS:

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

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

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

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

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

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

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

The ordinance includes the following key provisions:

- **Permit Administration and Application Process:** The Chief of Police, or designee, may issue, deny, suspend, or revoke resident and guest RV permits based on eligibility, safety considerations, or ordinance violations.

- **Resident RV Permits:** Permits will allow up to two consecutive days of overnight parking, expiring at 6:00 a.m. on the third day, with a maximum of four permit days per month per address.

- **Guest RV Permits:** Guest permits will allow limited overnight parking for visitors under the same time and frequency restrictions as Residential Permits.

- **Permit Limitations:** Only one permit may be active per address at a time. RVs must be parked on the same block as the associated residence and may not be parked within 50 feet of an intersection.

- **Restrictions on Human Habitation:** Use of vehicles for habitation, including sleeping, cooking, or waste disposal, is prohibited.

- **Prohibited Activities:** Running utility connections, discharging waste, obstructing sidewalks or roadways, or creating safety hazards are prohibited.

- **Enforcement and Appeals:** Violations may result in citations, towing, or permit revocation. Affected parties may appeal decisions pursuant to the City's established administrative procedures.

The proposed ordinance provides a clear, enforceable framework to balance community standards with reasonable accommodation for RV use, ensuring consistent application of parking regulations while supporting public safety and neighborhood quality of life.

BUDGET IMPACT:

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

CONCLUSION:

Staff recommends the City Council conduct a public hearing and, pending public testimony, consider approving introduction for first reading, in title only, and waive further reading of Ordinance No. 1738 titled "An Ordinance of the City Council of the City of San Fernando, California, Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to

Implement a Residential Parking Permit Program and to Modify Parking Restrictions of Campers, Recreational Vehicles, Utility Trailers and Other Vehicles Including Those Used for Human Habitation."

ATTACHMENTS:

A. Ordinance No. 1738
B. Ordinance No. 1736

ATTACHMENT "A"

ORDINANCE NO. 1738

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE SAN FERNANDO MUNCIPAL CODE CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE TO MODIFY PARKING RESTRICTIONS OF CAMPERS, RECREATIONAL VEHICLES, UTILITY TRAILERS AND OTHER VEHICLES INCLUDING THOSE USED FOR HUMAN HABITATION

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

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

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

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

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

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

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

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

Section 90-220. Parking of Recreational Vehicles.

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

***"Overnight"** means between the hours of 10:00 p.m. and 6:00 a.m.*

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

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

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

(b) Permit Required.

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

2. *Resident RV Permit Application: An application for a Resident RV Permit shall be filed with the San Fernando Police Department in advance of parking an RV overnight on any street, alley or other portion of the public right of way. The application shall be on a form provided by City and must contain the following information:*

   A. *The name, valid address and telephone number of the resident or entity who owns the RV;*

   B. *RV Registration information: make, model, year, color, license plate and/or VIN; and*

   C. *The signature of the owner of the RV agreeing to all terms and conditions of the permit to be issued by the City.*

3. *Guest RV Permit Application: An application for a Guest RV Permit shall be filed with the San Fernando Police Department in advance of parking an RV overnight on any street, alley or portion of the public right of way. The application shall be completed by a City resident, the owner of private property located in the City, or the owner of the RV for which a Guest RV Permit is to be issued. The application shall be on a form provided by City and must contain the following information:*

   A. *The name, valid street address and telephone number of the person or entity who owns the RV;*

   B. *The name, valid street address and telephone number of the city resident /property owner for whom the permittee is visiting;*

   C. *RV Registration information: make, model, year, color, license plate and/or VIN; and*

   D. *The signature of the City resident / property owner on behalf of their guest and the owner of the RV agreeing to all terms and conditions of the Guest RV Permit to be issued by the City.*

4. *Persons holding a valid Resident RV Permit or Guest RV Permit issued pursuant to this chapter may park the recreational vehicle for which the permit was issued on a City street provided the recreational vehicle is parked along the curb line within the same block as the residence / property ownership listed in the application for which the permit is issued. If the residence / property is located on a corner, then the permit holder may park along the curb line of either of the streets on the block on which the residence is located. The issuance of a permit notwithstanding, no RV may be parked within 50 feet of an intersection.*

5. *Resident RV Permits shall remain valid for up to two consecutive days and shall expire at 6:00 a.m. on the third day. Upon the expiration of the Resident RV Permit, the permittee may then apply for a new Resident RV Permit, however, no Resident RV Permit will be issued for a residential address for more than a total of four days in any calendar month. No more than one Resident RV Permit shall be issued for each residential address in the City.*

6. *Guest RV Permits shall remain valid for up to two consecutive days and shall expire at 6:00 a.m. on the third day. Upon the expiration of the Guest RV Permit, the permittee may apply for a new Guest RV Permit, however, no Guest RV Permit will be issued for a residential address for more than a total of four days total in any calendar month. No more than one Guest RV Permit shall be issued for each residential address in the City. Subject to the monthly maximum limitation, above, if a permittee wishes to apply for the second permit so as to secure permit coverage for four consecutive days, then the permittee must apply for a successive permit no less than one day prior to the expiration of a first permit.*

7. *Except as expressly provided in this chapter, Resident RV Permits and Guest RV Permits do not authorize any vehicle to park in a location or manner that is otherwise prohibited by this code or by the California Vehicle Code or any other applicable regulation, including but not limited to parking restrictions on street sweeping days or disabled person parking.*

(c) <u>Issuance</u>.

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

   A. *The applicant is not a city resident;*

   B. *The resident is not the registered owner of the recreational vehicle or does not have authorization to use such vehicle*

   C. *A valid Resident RV Permit has already been issued for a resident at the listed address;*

   D. *The address associated with the resident has already exceeded the monthly maximum of 4 days allowed for a Resident RV Permit in any given month;*

   E. *There are public safety concerns, as determined by the Chief of Police or designee, relating to the parking of the recreational vehicle on the street on which the parking would be provided, including but not limited to a street being too narrow to safely accommodate the recreational vehicle;*

   F. *The street on which parking would be provided prohibits parking of all vehicles;*

G. The applicant provided information that was materially false; and

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

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

A. The applicant is not visiting the residence listed in the application or the property owner has not provided signed authorization;

B. The guest is not the registered owner of the recreational vehicle or does not have authorization to use such vehicle;

C. The address associated with the resident has already exceeded the monthly maximum of 4 days allowed for a Resident RV Permit in any given month;

D. There are public safety concerns relating to the parking of the recreational vehicle on the street on which the parking would be provided, including but not limited to a street being too narrow to safely accommodate the recreational vehicle;

E. The street on which parking would be provided prohibits parking of all vehicles;

F. The applicant provided information that was materially false; and

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

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

1. Park within fifty (50) feet of an intersection;

2. Utilize electrical cords, extension cords, water or drainage hoses, cables, or other items that cross, above, or on the parkway, street, or sidewalk from any property to a recreational vehicle parked on a public street at any time;

3. Connect a recreational vehicle to the public sewer system or dump waste onto public or private land or into streets, gutters or storm drains, other than lawfully at a designated, licensed and permitted recreational vehicle sanitary wastewater dump station;

4. *Use the recreational vehicle for human habitation in violation of Section 90-221 of the San Fernando Municipal Code or conduct business in the RV while parked on public right of way;*

5. *Use slide outs/pop outs or other appurtenances that encroach on the roadway, parkway and/or sidewalk thereby interfering with the path of safe travel of vehicles and pedestrians;*

6. *Use external power sources without limitation;*

7. *Cause any noise to be emitted in violation of the City's noise ordinance codified under Article II (Noise) of Chapter 34 (Environment) of the San Fernando Municipal Code; and/or*

8. *Leak or emit any type of grease, oil, fuel, or other harmful substance onto public right of way.*

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

(f) *Revocation.*

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

   (A) *Grounds exist which would have justified denial of the permit in the first instance; and/or*

   (B) *The recreational vehicle has fallen into a state of disrepair and has become a public nuisance, or a danger to pedestrians or other vehicles; and/or*

   (C) *The recreational vehicle has become inoperable; and/or*

   (D) *There have been at least three parking citations issued for the recreational vehicle associated with the Guest RV Permit; and/or*

   (E) *There has been a violation of this Chapter.*

2. *The Chief of Police shall issue a notice of revocation in writing to the permittee specifying the effective date of the revocation, which date shall be at least two days after the date of the notice of revocation. Mailed notice shall be deemed served three days after deposit in the United States mail.*

3. *The permittee shall have the right to appeal the notice of revocation in accordance with the procedures of Article III (Administrative Penalties – Citations) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code. During the appeal process, the permittee will not be allowed to continue parking the RV on the City right of way.*

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

Sec. 90-221. Prohibited Human Habitation.

(a) It is unlawful for any person(s) to a use vehicle, including any recreational vehicle for temporary or permanent human habitation on or in any highway, street, alley, or public way or upon any public place otherwise ordinarily used for vehicular parking, except as otherwise authorized and legally permissible at a designated public campground or licensed mobile home park.

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

1. *"Human habitation" shall mean the use of a covered vehicle as a living accommodation or dwelling or for overnight sleeping, lodging or camping. Evidence of human habitation includes, but is not limited to (i) sleeping in a covered vehicle and/or the presence of sleeping bags, bedrolls, blankets, sheet and pillows (ii) the preparation of meals, including the heating or cooking of food, inside or immediately adjacent to a covered vehicle, and/or the presence of kitchen utensils, cookware and other cooking equipment; (iii) the presence of bottles, buckets or other containers for the storage of human waste; (iv) the obscuring of some or all of the windows of a covered vehicle; and/or (v) any other activity where it reasonably appears, in light of all the circumstances, that one or more persons is/are using a covered vehicle as a living accommodation or dwelling or for overnight sleeping, lodging or camping. The use of a covered vehicle for any of the above-referenced activities or under any of the above-referenced circumstances and conditions shall per se constitute "human habitation" for purposes of this section.*

2. *"Vehicle" means any vehicle or other device by which any person or property may be propelled, moved, or drawn upon any public street, highway or any other portion of the public right-of-way. The term "vehicle" includes, but is not limited to, any vehicle within the meaning of Vehicle Code section 670 and any "motor vehicle" vehicle within the meaning of Vehicle Code section 415.*

3. *"Recreational Vehicle" means any vehicle or trailer that is capable of human habitation or designed or used for recreational camping or travel use, whether self-propelled or mounted on or drawn by another vehicle, or any structure inspected,*

approved and designated as a recreational vehicle by and bearing the insignia of any state or federal agency having the authority to approve recreational vehicles. "Recreational vehicle" includes, without limitation, any of the following: a "camp trailer," as defined by California Vehicle Code Section 242; a "fifth-wheel travel trailer" as defined by California Vehicle Code Section 324; a "house car," as defined in California Vehicle 362; a "trailer" as defined in California Vehicle Code Section 630; a "trailer coach," as defined by California Vehicle Code Section 635; a boat, watercraft, and or/or trailer for a boat or water craft; a "recreational vehicle" as defined by California Health & Safety Code Section 18010; a "slide-in camper" as defined by California Health & Safety Code Section 18012.4; a park trailer as defined by California Health & Safety Code Section 18009.3; a "truck camper' as defined by Health & Safety Code Section 18013.4; a "camper" as defined by California Vehicle Code Section 243; and a "mobilehome" as defined by California Vehicle Code section 396.

(c) A violation of this section shall be deemed an infraction for a first violation; second and subsequent violations of the same section within a 12-month period may be prosecuted as an infraction or misdemeanor. Any person convicted of an infraction under this chapter shall be subject to a fine in an amount established by resolution of the City Council. The City Council is authorized to adopt and amend, by resolution, a schedule of fines and fees applicable to violations of this section. Any person convicted of a misdemeanor for violating this chapter may be punished by a fine or by imprisonment in jail for a period of not more than six months or by both fine and imprisonment.

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

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

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

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this 5th day of January, 2026.

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard A. Padilla, City Attorney

CERTIFICATION

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

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

_____

Julia Fritz, City Clerk

ORDINANCE NO. 1736

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 (RPP)

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

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

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

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

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

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

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

SECTION 1. Section 90-1 (Definitions) of Article I (General) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Generally. *Whenever any words or phrases used in this chapter are not defined in this section, but are defined in the state Vehicle Code, such definitions are incorporated in this chapter and shall be deemed to apply to such words and phrases used in this chapter as though set forth in full in this section. Unless otherwise provided under this Chapter, the various defined terms set forth under Vehicle Code sections 100 through 680 when used in this chapter shall have the same meaning as set forth under Vehicle Code sections 100 through 680 as the same may be amended from time to time by the legislature.*

Central traffic district *means all streets and portions of streets within the area described as follows:*

> *Commencing at the intersection of the centerline of the Southern Pacific Railroad right-of-way with the northwesterly boundary of the city; thence proceeding southwesterly along the northwesterly boundary of the city to the southwesterly boundary thereof; thence southeasterly along the southwesterly boundary to the centerline of Meyer Street (also city boundary line); thence southwesterly along the centerline of Meyer Street to the southwesterly line of Celis Street; thence along the southwesterly line of Celis Street to the northwesterly line of Workman Street; thence southwesterly along the northwesterly line of Workman Street to the southwesterly line of Pico Street; thence southeasterly along the southwesterly line of Pico Street to the northwesterly line of Carlisle Street; thence southwesterly along the northwesterly line of Carlisle Street to the southwesterly line of Kewen Street; thence southeasterly along the southwesterly line of Kewen Street to the southeasterly line of Chatsworth Drive; thence northeasterly along the southeasterly line of Chatsworth Drive to the southwesterly line of Pico Street; thence southeasterly along the southwesterly line of Pico Street to the southeasterly line of Wolfskill Street; thence northeasterly along the southeasterly line of Wolfskill Street to the southwesterly line of Celis Street; thence southeasterly along the southwesterly line of Celis Street to the southeasterly boundary of the city; thence northeasterly along the southeasterly boundary to the centerline of the Southern Pacific Railroad right-of-way; thence northwesterly along the centerline to the southeasterly line of Brand Boulevard; thence along the southeasterly line of Brand Boulevard to the northeasterly line of Second Street and its southeasterly prolongation; thence northwesterly along the northeasterly line of Second Street and its prolongation to the northwesterly line of Macneil Street; thence northeasterly along the northwesterly line of Macneil Street to the northeasterly line of Third Street; thence northwesterly along the northeasterly line of Third Street to the southeasterly line of Hagar Street; thence southwesterly along the southeasterly line of Hagar Street and the prolongation thereof to the centerline of the Southern Pacific Railroad right-of-way; thence northwesterly along such centerline to the northwesterly city limits and the point of beginning.*

Holidays *means January 1, February 12, the third Monday in February, the last Monday in May, June 19, July 4, the first Monday in September, September 9, the second Monday in October, November 11, Thanksgiving Day and December 25. If January 1, February 12, July 4, September 9, November 11, Thanksgiving Day, or December 25 falls upon a Sunday, the Monday following is a holiday.*

Loading zone *means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers or materials.*

Official time standard *means, whenever certain hours are named in this chapter, the standard time or daylight-saving time as may be in current use in the city.*

Park or parking *shall have the same meaning as set forth under Vehicle Code § 463 as the same may be amended from time to time.*

Oversized vehicle *means, any vehicle which exceeds twenty feet (20') in length, seven feet (7'") in width or eight feet (8') in height.*

Parking payment device *includes any parking meter, pay station, web application, or other device, that when an approved method of payment is used to purchase time for parking, the parking time for one or more vehicles is indicated.*

Parkway *means that portion of a street other than a roadway or a sidewalk.*

Passenger loading zone *means the space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers.*

Pedestrian *shall have the same meaning as set forth under Vehicle Code § 467 as the same may be amended from time to time by the legislature.*

Police officer *means any sworn officer of the city police department, or any officer authorized to direct or regulate traffic or to make arrests for violations of traffic regulations.*

SECTION 2. Section 90-205 (Prohibited in specified places) of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-205. Prohibited in specified places.

The City Engineer shall appropriately sign or mark the following places, and when so signed or marked no person shall stop, stand or park a vehicle in any of such places:

(1) *At any place within 20 feet of a point on the curb immediately opposite the midblock end of a safety zone.*

(2) *At any place within 20 feet of a crosswalk at an intersection in the central traffic district or in any business district, except that a bus may stop at a designated bus stop.*

(3) *Within 20 feet of the approach to any marked or unmarked crosswalk, traffic signal, boulevard stop sign or official electric flashing device.*

(4) *At any place where the city traffic engineer determines that it is necessary in order to eliminate dangerous traffic hazards.*

SECTION 3. Section 90-210 (Curb Markings) of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-210. Curb Markings.

(a) The City Engineer is authorized, subject to the provisions and limitations of this chapter, to place and when required in this chapter shall place the following curb markings to indicate parking or standing regulations, and such curb markings shall have the meanings as set forth:

1. *Red shall mean no stopping, standing or parking at any time except as permitted by the state Vehicle Code, and except that a bus may stop in a red zone marked or signed as a bus zone.*

2. *Where signs or yellow curb markings are in place, the specific area shall prohibit stopping, standing or parking at all times, unless limited to specific times as indicated by posted signage, for any purpose other than the active loading or unloading of passengers or materials, provided that the loading or unloading of passengers shall not consume more than three minutes and the loading or unloading of materials not more than 20 minutes.*

3. *Where signs or white curb markings are in place, the specific area shall prohibit stopping, standing or parking for any purpose other than loading or unloading of passengers, or for the purpose of depositing mail in an adjacent mailbox, which shall not exceed three minutes, and such restrictions shall apply at all times, unless limited to specific times as indicated by posted signage, and except as follows:*

   a. *When such zone is in front of a hotel or in front of a mailbox, the restrictions shall apply at all times.*

   b. *When such zone is in front of a theater, the restrictions shall apply at all times, except when such theater is closed.*

4. *Where signs or green curb markings are in place, the specific area shall prohibit standing or parking for longer than 15 minutes at all times, unless limited to specific times as indicated by posted signage.*

5. *Blue shall mean parking limited exclusively to the vehicles of disabled persons and disabled veterans.*

(b) When the City Engineer, as authorized under subsection (a) of this section, has caused curb markings to be placed, no person shall stop, stand or park a vehicle adjacent to any such legible curb marking in violation of any of the subsections of subsection (a) of this section.

SECTION 4. Sections 90-211 through 90-213 of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby repealed, amended, and retitled in their entirety and replaced with the following amended sections which state the following: :

Sec. 90-211. Time-limited parking zones.

(a) One-hour parking limitation.

Central traffic district. When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle within the central traffic district, except for such streets as are set forth in section 90-948 of this chapter, during the hours and days indicated by posted signage, for a period of time longer than one hour.

Business districts outside of central traffic district. When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle within a business district outside of the central traffic district, except for such streets as are set forth in section 90-948 of this chapter, during the hours and days indicated by posted signage, for a period of time longer than one hour.

When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle on such streets as are set forth in section 90-954, during the hours and days indicated by posted signage, for a period of time longer than one hour.

(b) Two-hour parking limitation on certain streets between certain hours.

When authorized signs are in place giving notice thereof, no person shall stop, stand, or park any vehicle on any of the streets enumerated in section 90-948 of this chapter for a period of time longer than two hours at any during the hours and days indicated by posted signage.

(c) Three-hour parking limitation on municipal parking lots between certain hours.

When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle on any of the municipal parking lots enumerated in section 90-949 Section 90-949 for a period of time longer than three hours at any time during the hours and days indicated by posted signage.. However, this section shall not apply to any vehicle which has affixed thereon a valid permit for parking on such municipal parking lot, issued pursuant to any city ordinance or resolution.

Sec. 90-2212. Unlimited time for parking on municipal parking lots between certain hours.

When authorized signs are in place giving notice thereof, any person may stop, stand or park any vehicle on any of the municipal parking lots enumerated in section 90-950 of this chapter during the hours and days indicated by posted signage.

SECTION 5. ***Section 90-213. [Reserved]*** Section 90-215 (Prohibited in central traffic district between certain hours.) of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended in its entirety to now read as follows:

Sec. 90-215. Prohibited in central traffic district between certain hours.

(a) When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle upon any street in the central traffic district during the hours and days indicated by posted signage, for any purpose other than loading or unloading of passengers or materials subject to the limitations of section 90-249.

(b) When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle upon any of the following enumerated streets in the central traffic district of the city during the hours and days indicated by posted signage for any

purpose other than the loading or unloading of passengers or materials subject to the limitations of section 90-249: San Fernando Road between Mission Boulevard and Kittridge Street.

(c) When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle upon any of the following enumerated streets or portions of streets in the central traffic district of the city during the hours and days indicated by posted signage, for any purpose other than the loading or unloading of passengers or materials subject to the limitations of section 90-249: the northwesterly side of Maclay Avenue between Celis Street and Pico Street.

SECTION 6. Section 90-217 (Overnight parking.) of Division 1 (Generally) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended in its entirety and retitled to now read as follows:

Sec. 90-7217. Overnight parking of Commercial Vehicles.

(a) Commercial vehicles. No person shall stop, stand or park any commercial vehicle having a manufacturer's gross vehicle weight rating of 10,000 pounds or more on any street during the hours and days indicated by posted signage.

(b) Exceptions. Subsection (a) of this section shall not apply to commercial vehicles making pickups or deliveries of goods, wares and merchandise from or to any building and structure located on the restricted streets or highways or for the purpose of delivering materials to be used in the actual and bona fide repair, alteration, remodeling or construction of any building or structure upon the restricted streets or highways for which a building permit has previously been obtained.

(c) Oversize vehicles. No person shall stop, stand or park any oversize vehicles on any street during the hours and days indicated by posted signage.

(d) Signing. Pursuant to Vehicle Code § 22507, signs giving adequate notice of the prohibitions contained in this section shall be placed within the city limits.

(e) Prohibited street locations. Prohibiting any vehicular parking during the hours and days indicated by posted signage on the following city streets:

(1) Arroyo Street between Fifth Street and the north city limits.

SECTION 7. Division 3 (Parking Meters) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is retitled as:

"Parking Payment Devices".

SECTION 8. Section 90-281 (Establishment of zones.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-281. Establishment of zones.

(a) For purposes of this section, a paid parking device shall mean any device used to accept payment for parking, such as parking meters, pay stations, mobile devices or other methods approved by the City Manager, and the term paid parking zone means an area in which signs, paid parking devices or curb markings prescribe a designated period for parking of vehicles.

(b) The City Council, on the recommendation of the City Manager or their designee, shall by resolution from time to time as traffic conditions require, designate paid parking zones, upon such streets or portions of streets of the City of San Fernando as are selected for the location of paid parking zones; and the City Manager or their designee shall install or cause to be installed appropriate paid parking devices and signage and shall cause paid parking spaces to be designated within paid parking zones in such numbers and in such places as may be necessary for the regulation, control and inspection of the vehicles therein.

SECTION 9. Section 90-282 (Resolution authorizing installation and location.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-282. Resolution authorizing installation and location.

The city council may, by resolution, specify the streets or portions of streets or city-owned or leased off-street parking lots within paid parking zones wherein the parking payment devices shall be installed, together with the maximum parking time limit thereon. The city engineer is authorized and directed to install or direct the installation of parking payment devices in such paid parking zones as so directed by the city council for the purpose and in such numbers and at such places as may be necessary to the regulation, control and inspection of the parking of vehicles therein, including the reservation of loading zones for commercial vehicles.

SECTION 10. Section 90-285 (Parking beyond legal parking time.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-285. Parking beyond legal parking time.

(a) It shall be unlawful for any person to cause, allow or permit any vehicle registered in their name or operated or controlled by them to be upon any street or city-owned or leased off-street parking lot within a paid parking zone, in any space adjacent to which a parking payment device is installed, for more than the maximum parking time limit fixed and established by ordinance of the City Council and indicated in the paid parking

space or any time during which the parking payment device is indicating that such space is illegally in use other than such time as it is necessary to operate the parking payment device to show legal parking, between the operational hours of any day.

(b) Each hour of continued parking during which the parking payment device is showing a signal indicating that such space is illegally in use shall constitute a separate offense and shall be punishable as such.

SECTION 11. Section 90- 286 (Operation as Prescribed by Council.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, standing and Parking) or Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby retitled and amended in its entirety to now state the following:

Sec. 90-286. Operation of parking payment devices.

(a) The legal method of payment, the parking time allowed following the deposit of the approved legal method of payment, and the directions which shall appear on the parking payment devices shall be established by the City Manager or designee.

(b) The base parking rates and maximum parking time limits shall be set by the City Council and includes in the City's adopted Fee Schedule.

(c) During each fiscal year, the City Manager, or designee, shall have the authority to adjust parking payment device rates up or down by no more than $0.50 per hour in $0.25 increments, based on average occupancy rates, in order to achieve a target occupancy rate of 85 percent. Any increase over $0.50 per hour in a fiscal year shall require City Council approval.

SECTION 12. Section 90-287 (Deposit of coins.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby retitled to read "Payment Required" and amended in its entirety to now state the following:

Sec. 90-287. Payment required.

When a vehicle is parked in any space regulated by a parking payment device within a paid parking zone, established in accordance with the provisions of this Chapter, the operator of said vehicle shall, upon entering said parking space or zone, immediately initiate a parking session using a City-approved method of payment, according to the time interval desired within the maximum limit and the posted parking rates, unless the paid parking device indicates at the time such vehicle is parked that an unexpired portion remains of the period of time for which a payment has previously been deposited.

SECTION 13. Section 90-288 (Temporary permits for use of metered spaces.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby retitled and amended to state the following:

Sec. 90-288. Temporary permits for use of paid parking spaces.

(a) Use for public displays. The city council upon application therefor may grant temporary permits for the use of paid parking spaces for public display purposes.

(b) Parking of construction equipment. The chief of police upon application may grant a permit for parking of construction equipment where necessary because of construction work on abutting property.

(c) Posting no parking signs and parking payment device hoods. The chief of police is authorized (i) where it is required to facilitate the movement of traffic, and (ii) where a permit has been issued for the use of paid parking spaces to post no parking signs or hoods prohibiting parking in paid parking spaces. The chief of police shall conspicuously post on each parking payment device for each paid parking space wherein parking is to be prohibited or limited in use, as provided in this subsection, no parking signs or hoods over the parking payment devices.

(d) Parking in violation of no parking sign or hood. Any person, except for those given permission by the city council, parking a vehicle in any paid parking space which has been conspicuously posted with a no parking sign or hood as provided in subsection (c) of this section shall be guilty of a violation of this Code.

(e) Illegal posting of no parking sign or hood. Any person posting a no parking sign or hood on any parking payment device on a paid parking space not included in the permit shall be guilty of a violation of this Code.

(f) Charges and deposits. The council may, by resolution, provide and establish a charge to be made when public display or construction equipment is to be parked in a paid parking space, which charge shall be paid in advance to the police department or such other department as the council may determine by resolution. The council, by resolution, may also provide for a deposit for hoods or signs and provide the necessary means or methods of evidencing the method of payment of such charge by stickers or other similar device.

SECTION 14. Section 90-289 (Use of slugs.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-289. Use of slugs.

It shall be unlawful for any person to deposit or cause to be deposited in any parking payment device any slug, device or other substitute for lawful payment.

SECTION 15. Section 90-290 (Injuring or damaging.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-290. Injuring or damaging.

It shall be unlawful for any unauthorized person to operate or for any person to deface, injure, tamper with or willfully break, destroy or impair the usefulness of any paid parking device or time limit signage installed pursuant to this division or to hitch any animal thereto or to lean any bicycle against any parking payment device.

SECTION 16. Section 90-291 (Collection and deposit of moneys.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-291. Collection and deposit of moneys.

It shall be the duty of the city council to designate some person to make regular collections of the money deposited in paid parking devices and to deliver such money to the city treasurer. It shall be the duty of the city treasurer to count the money and place it in a special account to be known as Parking & Maintenance Operations Fund. Such person making such collections shall be bonded in the sum of $1,000.00 to ensure the faithful performance of their duties.

SECTION 17. Section 90-292 (Use of moneys collected.) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-292. Use of moneys collected.

All charges for use of paid parking spaces as provided in this division are levied and assessed as the fee to provide for the proper regulation, control and inspection of traffic upon the public streets or off-street parking lots, as the case may be, and to cover the cost of supervising, regulating and inspecting the parking of vehicles in the paid parking zones provided for in this division and the cost of the acquisition, installation, operation, maintenance, repair and replacement of parking payment devices and expenses incidental thereto and the acquisition by purchase or lease, establishment, improvement, operation, maintenance, repair and replacement of off-street parking facilities.

SECTION 18. Section 90-293 (Enforcement; issuing citations) of Division 3 (Parking Payment Devices) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-293. Enforcement; issuing citations.

(a) It shall be the duty of the police department to enforce this division.

(b) It shall be the duty of each community service officer to keep an account of and report the number of each parking payment device which indicates that vehicle occupying the parking space associated with each parking payment device is or has been parked in violation of this division, the date and hour of such violation, the make and state license number of such vehicle and any other facts, a knowledge of which is necessary to a thorough understanding of the circumstances attending such violation.

(c) The community service officer shall issue and attach in writing a citation for illegal parking in the same form and subject to the same procedure provided for by this chapter or city ordinances and state laws applicable to traffic regulations within the city.

SECTION 19. Section 90-452 (Designation of parking permit districts.) of Division 8 (Parking Permit Program) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-452. Designation of parking permit districts.

(a) Generally. Parking permit districts may be established, modified or dissolved by a City Council resolution. The City Council, upon recommendation of the Transportation and Public Safety Commission, shall consider for designation as parking permit districts those areas satisfying the criteria established in subsection (b) of this section for the creation of such districts. When the Council determines that the criteria, rules, and procedures required in this division have been met, it may establish, by resolution, parking permit districts with appropriate boundaries and parking restrictions. A motor vehicle displaying a valid parking permit or guest permit may be parked and shall be exempt from the parking restrictions established pursuant to the authority of this division in the parking permit district for which permit is issued.

Designation of residential permit parking areas will be limited to areas with a recommended minimum street-frontage of approximately 1,500 feet, or four contiguous block faces on both sides of the street, that experience impacts from external parking demand which include factors such as commercial areas, recreational areas, schools and neighboring cities. The following shall be the process by which the City Council can consider any such area for designation as a residential permit parking area:

(b) Process and criteria. Consistent with this chapter, the Public Works Director or his/her designee is authorized to establish and maintain written administrative rules and regulations ("Guidelines") as he or she deems necessary or appropriate to govern the process and terms for the issuance of parking permits. The Guidelines shall be subject to the review and approval by the Transportation and Public Safety Commission, and the City Council. The Guidelines may include, but are not limited to, the following elements: requirements for applications for parking permits, requirements for permit zone size, requirements for the petitioning process, and procedures for removing a permit zone. The Guidelines shall be maintained electronically in the Public Works Department.

SECTION 20. Section 90-455 (Parking permit exemption.) of Division 8 (Parking Permit Program) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-455. Parking permit exemption.

(a) A motor vehicle upon which a valid annual parking permit or guest permit is displayed or validated shall be permitted to be parked on any block within the parking permit district for which it was issued without being limited by parking restrictions established pursuant to this division. Nothing contained in this section shall exempt permitted vehicles from any other traffic and parking regulations, statutes, or ordinances of either the state or the city. Except as provided in subsection (c) of this section, all other motor vehicles which do not display a valid parking permit or guest permit, which are parked within a parking permit district, shall be subject to the parking restrictions of this division. Any violation of this division shall subject the violator to the penalties of this chapter.

(b) A parking permit shall not guarantee or reserve to the holder thereof an on-street parking space within the designated parking permit district.

(c) In addition to vehicles displaying a valid parking permit issued pursuant to this division, the following vehicles shall be exempt from parking restrictions established pursuant to this division:

(1) A motor vehicle, identified as owned by or operated under contract to a utility, whether privately, municipally or publicly owned, when used in the construction, operation, removal, or repair of utility property or facilities or engaged in authorized work in the designated parking permit district.

(2) (A motor vehicle owned by or operated under contract to a governmental agency, when used in the course of official government business.

(3) A motor vehicle owned by or operated under contract to a commercial business, when used in the loading or unloading of property when otherwise used in connection with or in aid of the performance of a service to or on a property in the parking permit district.

(4) *Police vehicles, authorized emergency vehicles, or city-owned vehicles when used for official business.*

SECTION 21. Section 90-460 (Definitions.) of Division 9 (Electric Vehicle Charging Stations) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-460. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this division, except where the context clearly indicates a different meaning:

Charging means an electric vehicle parked at an electric vehicle charging station and is electrically connected to the charging station equipment while actively charging.

Electric vehicle means a "motor vehicle" as defined in the California Vehicle Code, and (i) which displays the State of California Air Board ZEV (zero emission vehicle) sticker or (ii) any vehicle defined by the air resources board as "off-vehicle charge capable" meaning a vehicle having the capability to charge a battery from an off-vehicle electric energy source that cannot be connected or coupled to the vehicle in any manner while the vehicle is being driven.

Electric vehicle charging station or charging station means any level of electric vehicle supply equipment station that is designed and built in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this division, and delivers electricity from a source outside of an electric vehicle into a plug-in electric vehicle.

SECTION 22. Section 90-461 (Designation of electric vehicle parking spaces.) of Division 9 (Electric Vehicle Charging Stations) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-461. Designation of electric vehicle parking spaces.

(a) Designation of parking spaces. The public works director, or designee, is authorized in accordance with the purposes of this division to designate spaces in off-street public parking facilities for the exclusive parking of electric vehicles that are connected to electric vehicle charging stations for the purpose of transfer of electricity to the battery or other energy storage device of an electric vehicle.

(b) *Signs or markings. Upon designation of a parking space or spaces for the exclusive use of electric vehicles pursuant to subsection (a) of this section, above, the public works department shall place signs or markings giving adequate notice that the parking space or spaces are restricted and to be used only for the active charging of such electric vehicles. The signs or markings shall be in compliance with Section 22511 of the California Vehicle Code indicating that vehicles left standing in violation of the restriction may be removed. The parking restriction shall not apply to the designated parking spaces until the sign or markings have been placed.*

SECTION 23. Section 90-462 (Electric vehicle parking restriction.) of Division 9 (Electric Vehicle Charging Stations) of Article IV (Stopping, Standing and Parking) of Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code is hereby amended as follows:

Sec. 90-462. Electric vehicle parking restriction.

(a) Where a sign designating a parking space for the exclusive use of actively charging electric vehicles is posted, no person shall park in that space:

(1) Any nonelectric motor vehicle;
(2) Any electric vehicle that is not connected to the electric vehicle charging station;
(3) Any electric vehicle that is not actively charging; or
(4) Any electric vehicle that has been charging for a period of time that exceeds the posted maximum allowable time limit for parking for all vehicles in the parking lot

where the electric vehicle charging station is located; or if the parking lot or other location where the electric vehicle charging station is located does not have a maximum allowable time limit for parking, a period in excess of four hours.

(b) The police department and such other parking enforcement personnel as the city may designate are authorized to cite and/or remove or cause the removal of vehicles parked in violation of this section in accordance with Section 22511 of the California Vehicle Code.

SECTION 24. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 25. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 26. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this 15th day of September, 2025

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

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard A. Padilla, City Attorney

ORD. NO. 1736

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Ordinance No. 1736 which was introduced on September 2, 2025, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the 15th day of September, 2025, by the following vote of the City Council:

AYES:	Garcia, Fajardo, Mendoza - 3
NAYS:	None
ABSENT:	Solorio - 1
ABSTAINED:	Lopez - 1

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 19th day of September, 2025.

Julia Fritz, City Clerk

14

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 5, 2026

Subject: Discussion and Consideration Regarding Concept Design Options for the Downtown Trash Enclosures Improvement Project

RECOMMENDATION:

It is recommended that the City Council:

a. Review three (3) concept design options (Attachment "A") for the Downtown Trash Enclosures Improvement Project;

b. Approve Option No. 1 – Spanish/Mission Revival Style to proceed with final design; and

c. Provide direction, as applicable.

BACKGROUND:

1. On January 21, 2025, the City Council received a presentation from staff on proposed recommendations for how to improve the trash enclosures within the Downtown Mall area. The City Council directed staff to proceed with the demolition of two (2) enclosures and renovation of the remaining three (3) enclosures in the two parking lots along Truman Street and behind the stores facing San Fernando Road, from Brand Boulevard to San Fernando Mission Boulevard.

2. On March 6, 2025, the City posted a Request for Proposals (RFP) for Design Services for the Downtown Trash Enclosure Renovation Project on the City Website and an advertisement was placed in the San Fernando Sun newspaper.

3. On April 8, 2025, two (2) proposals were received from Plansman, Inc. and Rafael Franco and Associates, Inc.

4. On June 2, 2025, the City Council awarded a professional services contract (Contract No. 2365) to Plansman, Inc. (Consultant) for design services for the Downtown Trash Enclosures Improvement Project.

5. On September 17, 2025, the design consultant presented three (3) concept designs for the proposed new trash enclosures for review by the Public Works Department.

6. On October 8, 2025, the City hosted a community outreach Open House event in City Parking Lot No. 4 located adjacent to the first alley south of Truman St. between Brand Blvd. and Maclay Ave. to present the three (3) concept designs for the San Fernando Mall and gather feedback from business owners and the community members.

ANALYSIS:

Trash enclosures in a downtown pedestrian mall retail center are an important part of an overall waste management system and offer several important benefits, including improved aesthetics by keeping waste out of sight, better odor and pest control, and a cleaner, more inviting environment for shoppers and visitors. Waste enclosures support local businesses by enhancing the customer experience and promoting a hygienic, well-maintained setting. They also help ensure compliance with health and sanitation regulations, reduce illegal dumping, and protect stormwater systems by preventing debris from entering drains. Additionally, centralized waste areas improve collection efficiency for sanitation crews, making overall operations smoother and more cost-effective.

The San Fernando Mall is a two-block area along San Fernando Road bracketed by San Fernando Mission Boulevard and Brand Boulevard comprised of mostly retailers and service outlets, including multiple food operations. Currently, there are five (5) trash enclosures located in the two (2) parking lots along Truman Street and behind the stores facing San Fernando Road that serve approximately 50 businesses. Many of the bins stored in these enclosures are frequently left unlocked or open. Additionally, due to the lack of gates or doors on the enclosures, unauthorized individuals have access to the bins. This unrestricted access has led to consistent overfilling of the bins, illegal dumping, and unsanitary conditions surrounding these enclosures. The trash problem within the San Fernando Mall is both consistent and long standing.

To address these problems, the City Council awarded a contract on June 2, 2025, to Plansman, Inc. for the design of Downtown Trash Enclosures Improvement Project. The purpose of the Downtown Trash Enclosures Improvement Project is to replace the existing trash enclosures in the two parking lots with centralized enclosures that incorporate design features that are standard in modern waste management systems.

On October 8, 2025, the City gathered comments on the three (3) concept design options from the community at a community outreach Open House event held in City Parking Lot No. 4 located adjacent to the first alley south of Truman St. between Brand Blvd. and Maclay Ave. In addition, on October 1, 2025, the City solicited input from business and property owners that utilize these enclosures, via US mail. On October 1, 2025, City Staff also hand delivered comment forms to business and property owners in the San Fernando Mall. The consensus was that the three (3) concept design options were well received, but no particular preference was indicated. Comments received included a desire for the City to implement a porter service where trash is picked up daily from the inside of each business and transported to an off-site facility therefore freeing the alleys for outdoor dining and eliminating the need for City-owned trash enclosures. Since the porter service option would require additional analysis, businesses consensus, establishment of collection fees, and hiring of a contractor to implement, staff recommends that if City Council wishes, this option be explored as a separate project and that the City proceed with the original plan to reconstruct the trash enclosures.

The three (3) concept designs prepared by Plansman, Inc. for selection are included as Attachment "A". All three (3) design options feature enclosures equipped with a roof, gates for the solid waste management franchisee (Republic Services) access, and a service door for business owner access. Per City Council's request, one of the design options reflects a Spanish/Mission Revival style. Two other design options are included for City Council's consideration should a different style be preferred.

BUDGET IMPACT:

There is no budget impact for the selection of a concept design option. The project has an approved budget of $450,500 from Measure W Funds.

CONCLUSION:

It is recommended that the City Council review and approve Option No. 1 – Spanish/Mission Revival Style for the new trash enclosures to proceed with final design and provide direction, as applicable.

ATTACHMENTS:

A. Three (3) Concept Design Options
B. Map of Trash Enclosures









ATTACHMENT "A"

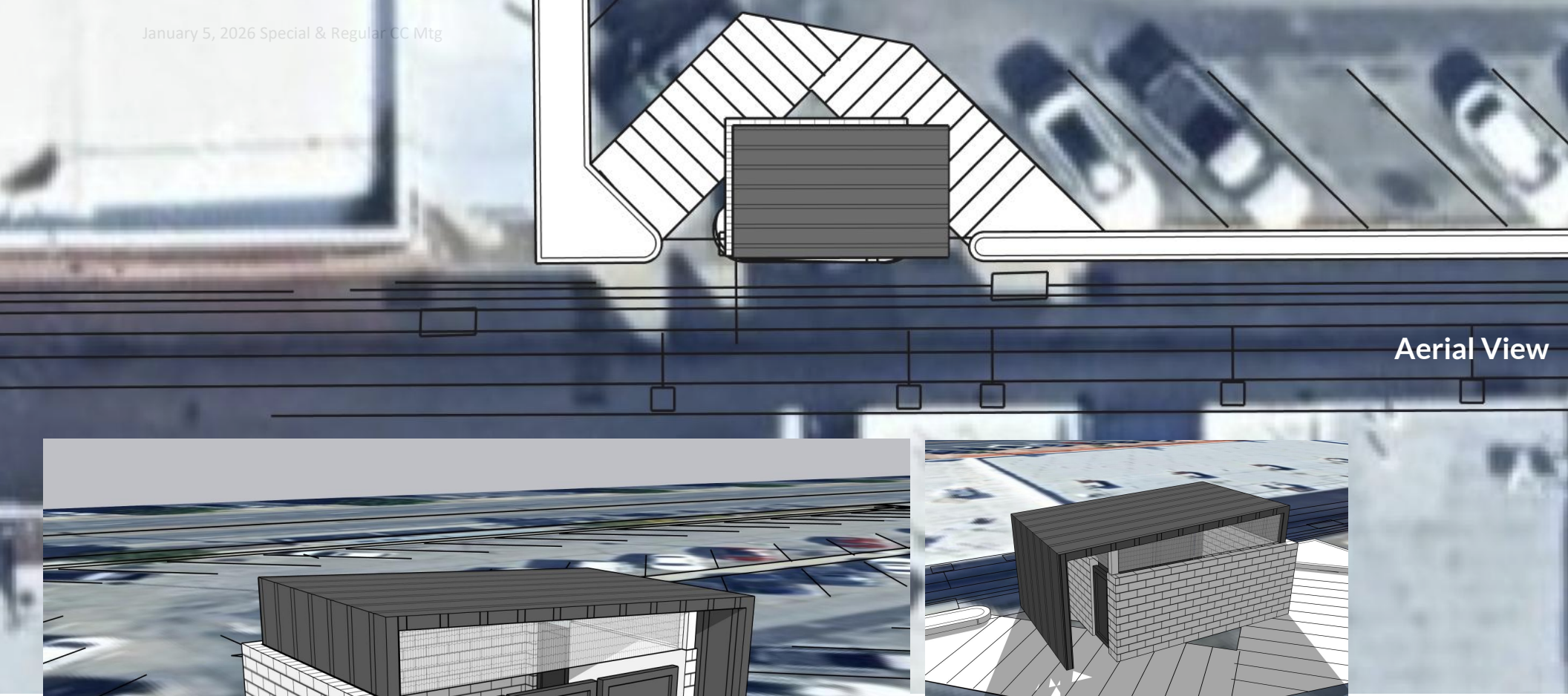
Option 1 - Retro Contemporary

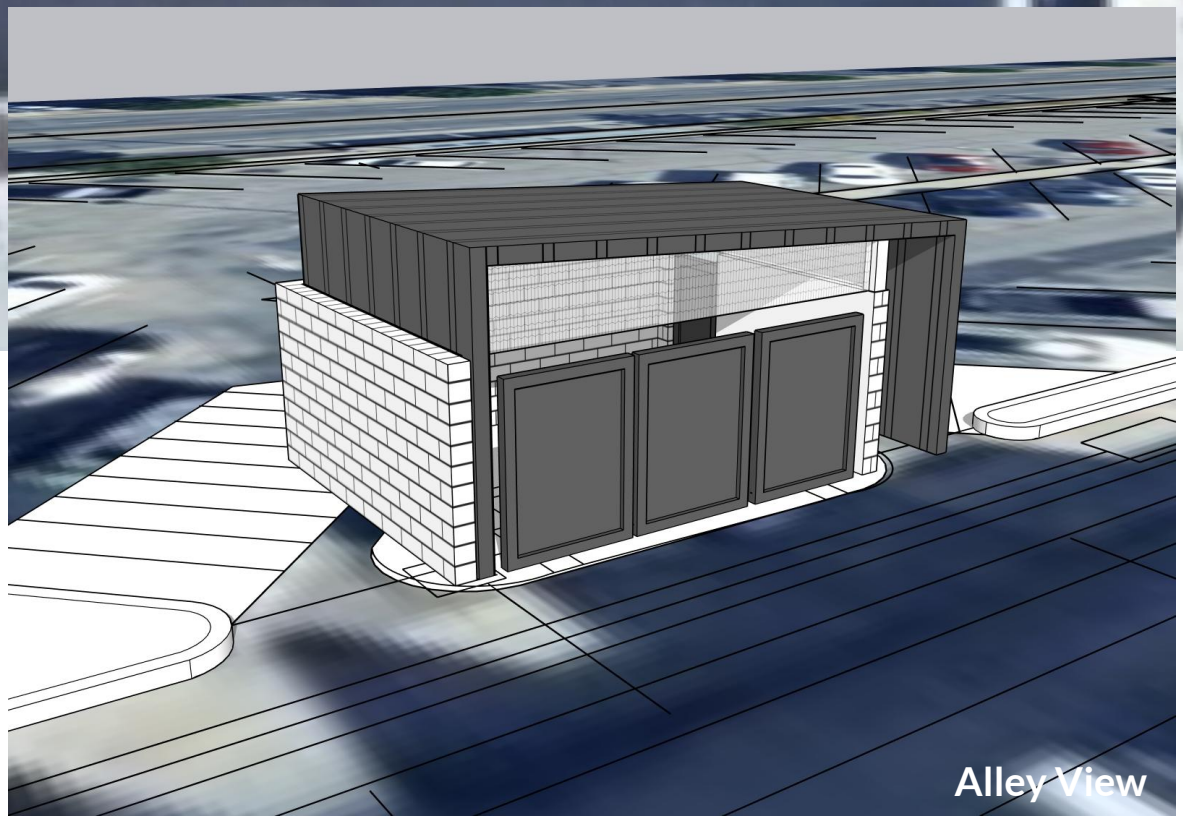
Large Structure - **Middle Lot 4**

Lance Nolan Higgins
Principal Architect

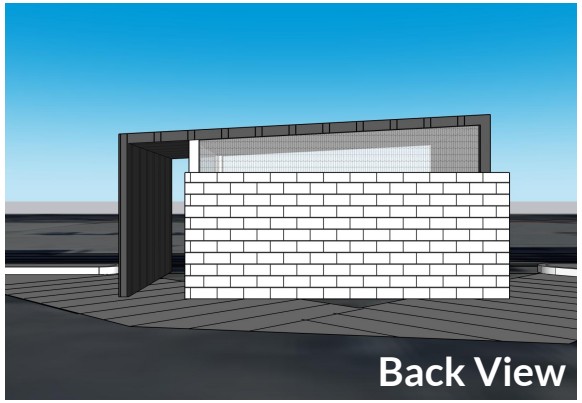
PLANSMAN INC.
Design | Engineer | Build

949.939.4433
lance@plansman.com









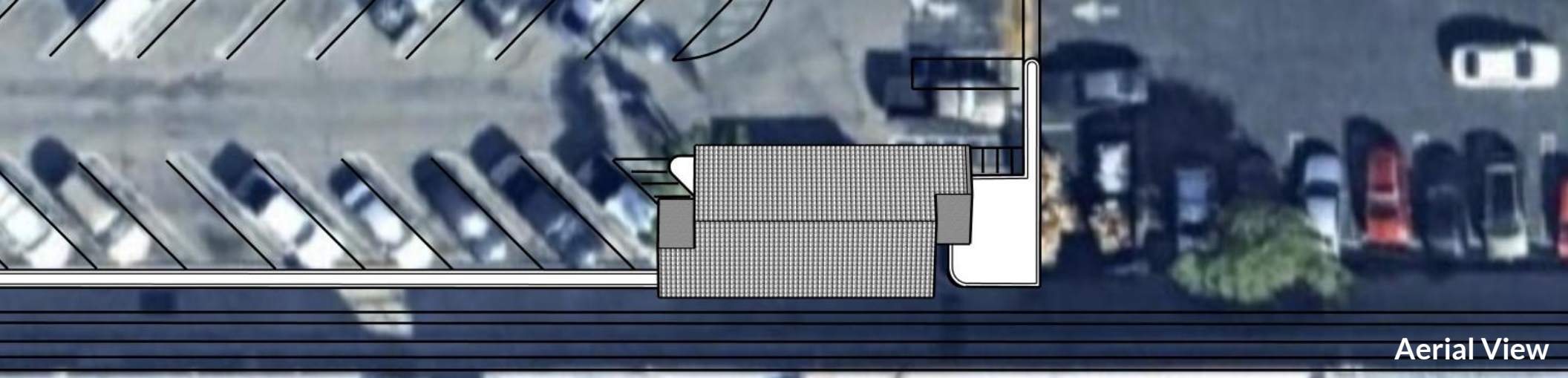
Option 2 - Modern

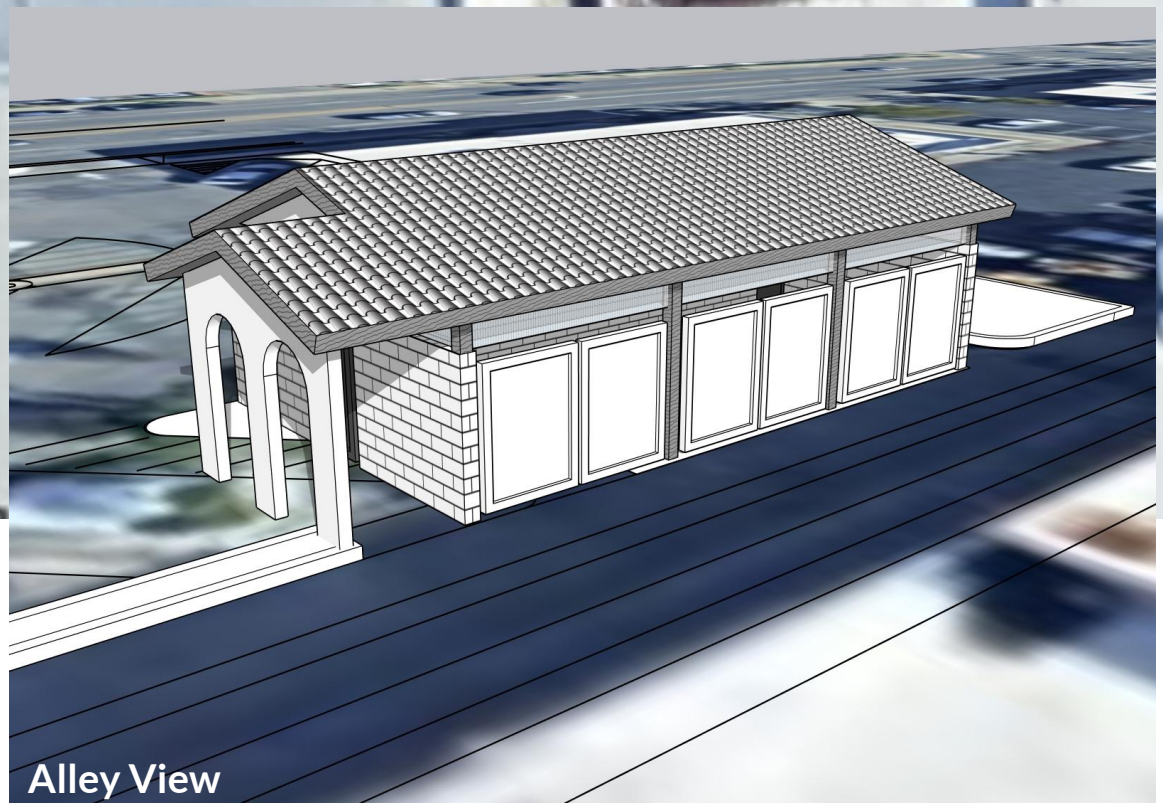
Small Structure - **End Lot 4**

Lance Nolan Higgins
Principal Architect

PLANSMAN INC.
Design | Engineer | Build

949.939.4433
lance@plansman.com









Option 3 - Spanish Style

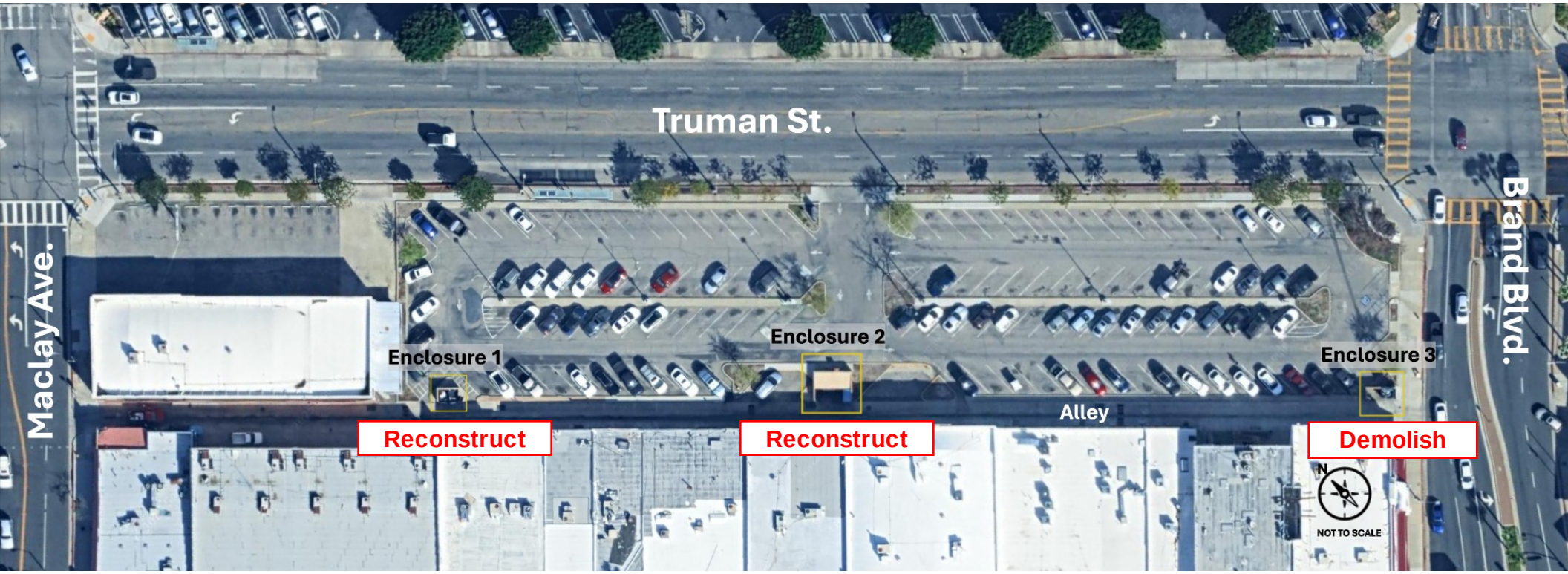
Large Structure - **Middle Lot 5**

Lance Nolan Higgins
Principal Architect

PLANSMAN INC.
Design | Engineer | Build

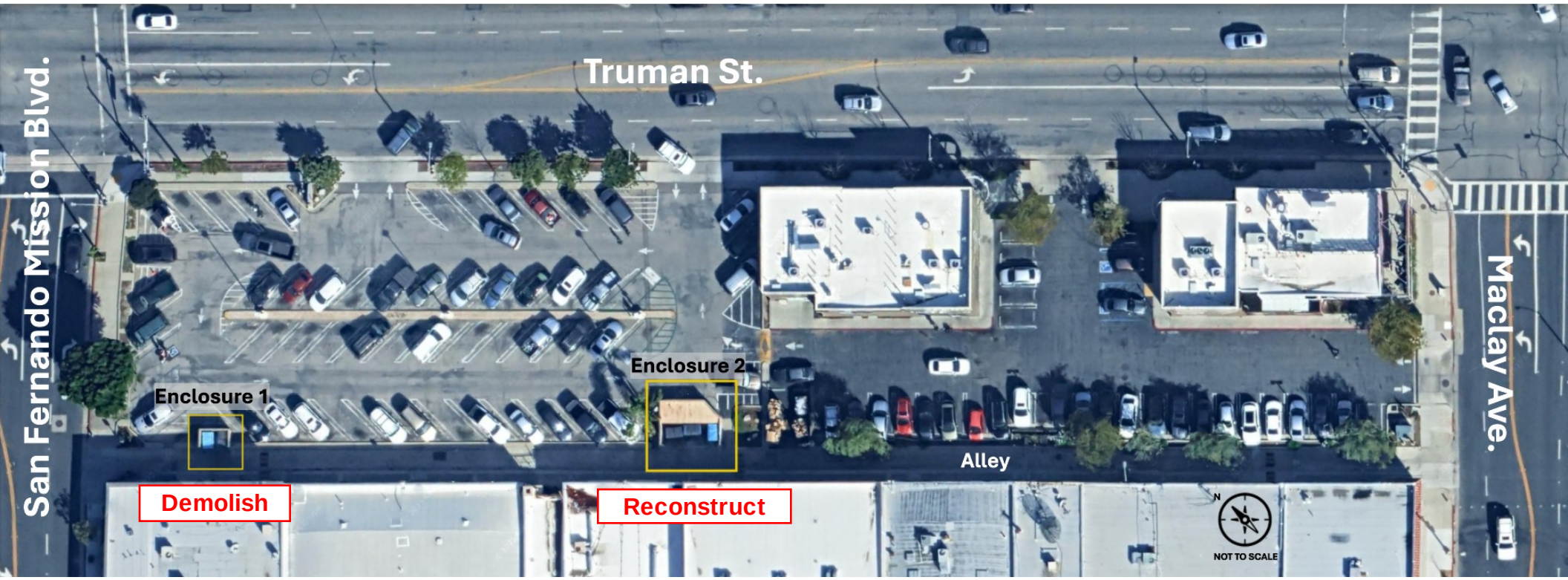
949.939.4433
lance@plansman.com

ATTACHMENT "B"



Parking Lot No. 4

Downtown Trash Enclosure Renovation Project



Parking Lot No. 5

Downtown Trash Enclosure Renovation Project

15

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

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

Date: January 5, 2025

Subject: Discussion and Consideration to Approve City Council Liaison Assignments, Ad Hoc Committee Assignments, Appoint a Chair and Vice Chair to the Disaster Council, and Appoint a Voting Delegate and Alternate Delegate for the Southern California Council of Governments 2026 Annual General Assembly Meeting

RECOMMENDATION:

It is recommended that the City Council:

a) Review and approve the City Council Liaison and Ad Hoc Committee Assignments (Attachment "A" and "B," respectively);

b) Appoint a Chair and Vice Chair to the Disaster Council (Exhibit "A" to Attachment "C") to serve until their successors are appointed; and

c) Appoint a Voting Delegate and Alternate Delegate to Southern California Council of Governments 2026 Annual General Assembly Meeting.

BACKGROUND:

1. On January 6, 2025, the City Council approved the annual Councilmember Liaison Assignments and Ad Hoc Committee Assignments.

2. On March 17, 2025, the City Council approved forming a Hosting Immigration Event Ad Hoc Committee to develop recommendations for a City-hosted immigration forum and/or resource fair.

3. On May 5, 2025, the City Council approved forming a 2026 FIFA World Cup/2028 Olympic Games Preparation Ad Hoc Committee to plan celebration preparation and related opportunities.

4. On June 16, 2025, the City Council approved forming a Waste Hauler Services Ad Hoc Committee to review the City's waste hauling services.

5. On September 2, 2025, the City Council directed staff to expand the existing Waste Hauler Services Ad Hoc Committee to include the topics of the street sweeping contract and tree trimming/arborists services.

6. On October 20, 2025, the City Council approved forming a City Council Handbook Ad Hoc Committee to update the City Council Handbook, directed staff to update the Disaster Council Committee list, and eliminated the Senior Advisory Committee.

7. On December 1, 2025, the City Council conducted its annual reorganization for the selection of Mayor and Vice Mayor. Joel Fajardo was elected Mayor, and Victoria Garcia was elected Vice Mayor, with both terms through July 2026.

8. On December 4, 2025, the City Clerk's Office received notification from the Southern California Association of Governments ("SCAG") (Attachment "C") requesting that the City Council appoint a Voting Delegate and an Alternate Delegate to participate in the 2026 Annual General Assembly Meeting. The meeting is scheduled for Friday, May 8, 2026, at the JW Marriott Desert Springs Resort in Palm Desert.

ANALYSIS:

Appointing Councilmembers to Liaison and Ad Hoc committees strengthens the City's governance by promoting communication, collaboration, and transparency. Liaisons facilitate information exchange between the City Council and external boards or agencies, ensuring alignment on key issues. Ad Hoc committees focus on specific projects, enabling in-depth discussions and customized policy recommendations. These appointments help Councilmembers engage with stakeholders, address community priorities, and contribute to well-informed decision-making. The annual reorganization ensures these roles remain effective and responsive to evolving local government needs.

Pursuant to Section 11.2 of the City Council Procedures Manual (Attachment "E"), the Mayor, with the consent of the majority of the City Council, may appoint Councilmembers to serve on Liaison Committees and Ad Hoc Committees. Mayor Fajardo's recommended City Council Liaison and Ad Hoc Committee Assignments and changes are included as Attachment "A". City Council Liaison and Ad Hoc Committee Assignment lists are included in redlined version as Attachment "B".

<u>Disaster Council.</u>
The Disaster Council Committee in San Fernando is a local advisory body formed to assist the City in preparing for, coordinating, and responding to emergencies. The Disaster Council operates in alignment with California's Emergency Services Act and State and Federal emergency standards to ensure effective coordination of resources. Duties of the Disaster Council include developing and recommending emergency and mutual aid plans and agreements, as well as proposing any ordinances or resolutions necessary to implement these plans and agreements.

Pursuant to the San Fernando Municipal Code Section 26-91 (Attachment "C"), the Disaster Council (Exhibit "A" of Attachment "C" was created in May, 1991 and is overseen by the City Manager's Office. The Disaster Council is composed of nine (9) members:

- Four (4) City representatives that includes a Chair and Vice Chair
- Five (5) representatives from the Fire Department, American Red Cross, Los Angeles Unified School District, and the California Emergency Mobile Patrol (or a similar trained volunteer organization).

City representatives serve one-year term, while all other members serve two-year terms.

The current list of members of the Disaster Council is outdated due to recent staff changes. Staff recommends that the City Council appoint Councilmembers to serve as Chair and Vice Chair for a one-year term, or until successors are selected, and resume quarterly meetings as needed. Meetings are open to the public and conducted in compliance with the Brown Act. The Disaster Council last met on August 23, 2021.

<u>Southern California Association of Governments – Voting Delegate and Alternate Delegate.</u>
Founded in 1965, Southern California Association of Governments ("SCAG") is a joint powers authority under California state law, established as an association of local governments and agencies that voluntarily convene as a forum to address regional issues. Under state law, SCAG is designated as a regional transportation planning agency and a Council of Governments.

The City of San Fernando is a member city of SCAG. Being a member city provides municipalities with benefits such as access to regional planning resources, influence on transportation and housing policy, eligibility for funding, and a stronger voice in state and federal advocacy.

SCAG hosts a Regional Conference and General Assembly Annual Business Meeting, during which Assembly members consider and take action on resolutions that establish Assembly policy. Each member city has the right to cast one (1) vote on matters pertaining to Southern California Association of Governments policy. To participate in voting at the Annual Business Meeting, the City Council must designate a Voting Delegate and an Alternate Voting Delegate. The Alternate may vote if the Voting Delegate is unable to serve in that capacity

SCAG's 2026 Regional Conference and General Assembly Business Meeting will be held on Thursday to Friday, May 7 to 8, 2026, with the General Assembly meeting to occur on Friday, May 8, 2026. The conference is being held at the JW Marriott Desert Springs Resort & Spa in Palm Desert, California.

BUDGET IMPACT:

The City Council annual updates to the liaison assignments and ad hoc committees lists, Committees 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 approve the City Council Liaison, Ad Hoc Committee Assignments Lists (Attachment "A" and "B," respectively); appoint a Chair and Vice Chair to serve on the Disaster Council and serve until their successors have been chosen; and appoint a Voting Delegate and Alternate Delegate to Southern California Council of Governments 2026 Annual General Assembly Meeting.

ATTACHMENTS:

A. Mayor Recommendations/Changes
B. City Council Liaison Assignments and
   Ad Hoc Committee Assignments (with Redlined Edits)
C. Disaster Council City Municipal Code, including:
   Exhibit "A" – Disaster Council List
D. SCAG Request for Voting Delegate/Alternate Delegate
E. City Council Procedure, Section 11.2

ATTACHMENT "A"

Recommended Changes (Action Items):

Liaison List

1. **San Fernando Downtown Mall Merchants Association Liaison**
   Remove the liaison assignment due to the dissolution of the Mall Association Agreement.

2. **ICRMA Liaison Representation**
   Maintain current membership, with the following designations to establish order based on City roles:

   - Delegate: Kanika Kith
   - Alternate: Erica Melton
   - Sub Alternate: Sergio Ibarra

Ad Hoc Committee List

1. **Hosting Immigration Event Ad Hoc Committee**
   Discuss whether this item should remain for potential future immigration-related events or be deemed completed and removed.

2. **City Council Handbook Ad Hoc Committee**
   Rename the Ad Hoc committee to **City Council Handbook and Procedural Manual** for clarity and consistency with its scope.

3. **Waste Hauler Services Ad Hoc Committee**
   Rename the Ad Hoc committee to **Contract Services Ad Hoc Committee**, with the understanding that its scope remains limited to the contract services already identified.

4. **Parking Management Ad Hoc Committee**
   Remove the Ad Hoc committee as confirmed with staff that Public Works currently does not have the capacity to take on this effort at this time.

Commission/Committees List

1. **Disaster Council Representation**
   If permissible, designate the **Mayor and Vice Mayor** as the City's representatives so assignments update automatically following Council reorganization.
   If not permissible, designate **Joel Fajardo and Victoria Garcia** as representatives.

   This item shall also serve as direction to:
   a. Schedule a Disaster Council meeting as soon as practicable for updates and coordination; and
   b. Establish a policy affirming that all Councilmembers shall have equal access to

Disaster Council training and informational resources.

Discussion/Direction Items:

1. **Ad Hoc Committee and Liaison Transparency**
   Provide direction to the City Clerk, at a time convenient to her, to place the Ad Hoc Committee and liaison lists on the City website. The City Council may also discuss creating a consolidated or updated format for ease of public viewing, and whether the Disaster Council should be included in one of those lists.

2. **League of California Cities Meeting Fees**
   Discuss whether the City should cover the $50 registration fee for League of California Cities meetings, or whether such costs should remain the responsibility of individual Councilmembers.

ATTACHMENT "B"

City Council Liaison Assignment

	AGENCY/COMMITTEE	AGENCY PURPOSE	LOCATION DAY/TIME FREQUENCY	APPOINTEE(S)	COMMENTS	STIPEND Y/N $- if any	COI FORM 700
1	~~San Fernando Downtown Mall Merchants Association~~	~~Promotes economic development in the Mall area~~	~~Location: Varies Day/Time: Varies Frequency: Monthly~~	~~Mary Solorio~~	~~*Pending Finalization -Memorandum of Understanding with SF Mall Merchants Association*~~	~~N~~	~~N~~
2	**City Selection Committee (L.A. County)**	**Purpose to appoint city representatives to boards, commissions, and agencies as required by law.**	**Location: Varies Day/Time: Varies Frequency: 3 or 4 times annually upon chairman's call**	**Delegate: Mary Mendoza Alternate: Mary Solorio**	***LA County City Selection Committee appoints representative to serve on applicable area district for a 2-yr term.***	**N**	**N**
2.a	**City Selection Committee (L.A. County) - Library Commission - Third District**	**Contribute input to stabilizing funding, advocate for support at local/state levels, keep abreast on evolving library needs. Promote Library programs and services**	**Location: Varies Day/Time: Varies Frequency: Bi-Monthly**	**Mary Mendoza**	***Appointments are to the Third Supervisorial District to the Library Commission Effective 10/17/2024 and expires 4/30/2026 .***	**N**	**N**
3	**Valley Economic Alliance**	**Foster economic vitality through strategic public-private partnerships for a sustainable economic future.**	**Location: Varies Day/Time: Varies Frequency: Monthly**	**Mary Solorio**	***Mary Solorio Current Board Member - Valley Economic Alliance in December, selects representative to serve on the Board for a 1-yr term***	**N**	**N**
4	**Independent Cities Association (ICA)**	**Focuses on public safety, education, infrastructure, intergovernmental relationships**	**Location: Virtual only Day/Time: 1st Thursday, Varies Frequency: Monthly**	**Delegate: Mary Solorio Alternate: Patty Lopez**	***Eff. 10/7/2025 Mary Solorio appointed as President and attends both Executive Board and Board Member Meetings***	**N**	**N**
5	Contract Cities Association (CCA)	Advocate for the rights of cities to practice the contracting model and to strengthen local control	Location: Varies Day/Time: Varies Frequency: Quarterly	Delegate: Victoria Garcia Alternate: Patty Lopez		N	N
6	**Independent Cities Risk Management Authority (ICRMA)**	**Risk Management Joint Powers Agreement - pool resources for liability, workers' compensation, property, and auto physical damage self-insurance programs.**	**Location: Varies Day/Time: 2nd Wednesday, Varies Frequency: Even Numbered Months**	**Delegate: ~~Sergio Ibarra~~ Alternate: Erica Melton Sub Alternate: ~~Kanika Kith~~ Delegate: Kanika Kith Sub Alternate: Sergio Ibarra**	**Changes to Appointees must by adopted by Resolution**	N	N

City Council Liaison Assignment

	AGENCY/COMMITTEE	AGENCY PURPOSE	LOCATION DAY/TIME FREQUENCY	APPOINTEE(S)	COMMENTS	STIPEND Y/N $- if any	COI FORM 700
7	Independent Cities Finance Authority (ICFA)	Assist public agencies to finance the acquisition, construction, installation and/or equipping of public capital improvements	Location: Lynwood City Hall or Varies Day/Time: Varies, 12pm Frequency: As needed	Delegate: Joel Fajardo Alternate: Victoria Garcia	*Eff. 01/21/2025: Adopted Resolution No. 8360 Appointing: Joel Fajardo, Delegate and Victoria Garcia as alternative represenatives.* ***(Note: changes must be adopted by resolution)***	$150 $1500/Annual Cap	Y
8	League of California Cities	Legislative advocacy supporting regulatory measures promote local decision-making, and lobby against policy that erodes local control.	Location: Varies Day/Time: 3rd Thursday, 9:30am Frequency: Bi-Monthly & Varies League Conference & Expo General Assembly Meeting	Delegate: Victoria Garcia Alternate: Mary Mendoza Voting Delegate: TBD Alternative: TBD	*City Council Action to Select A <u>Voting Delegate & Alt.</u> to represent at General Assembly is a Separate Designation by Council action.*	N N	N N
9	**San Fernando Valley Council of Governments (SFVCOG)**	**Through a Joint Powers Agreement - work to develop & implement subregional policies & plans unique to the greater SFV region, encourage inter-governmental cooperation and coordination of government programs**	**Location: Varies Day/Time: 2nd Monday, 10am Frequency: Quarterly**	**Delegate: Mary Mendoza Alternate: Joel Fajardo**	***Mary Mendoza, Eff. April 2025 serves as Board Chair***	**N**	**Y**
10	**Southern California Association of Governments (SCAG)**	**Provides broad base advocacy for Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.**	**Location: SCAG Los Angeles Day/Time: 1st Thursday, 11:45pm Frequency: Monthly**	**Regional Council District #67 Representative: Current Representative is City of Santa Clarita Councilmember**	***SCAG requests appointments annually for: 1) <u>Regional Council District # 67 Representative</u> - (Councilmember From either San Fernando or Santa Clarita & alternates 2 yr Terms) Santa Clarita <u>Eff. 5-2025 to 5-2027 (V.Garcia term ended 5-2025</u>***	**$150**	**Y**

City Council Liaison Assignment

	AGENCY/COMMITTEE	AGENCY PURPOSE	LOCATION DAY/TIME FREQUENCY	APPOINTEE(S)	COMMENTS	STIPEND Y/N $- if any	COI FORM 700
11	Southern California Association of Governments (SCAG) - Community Economic & Human Development (CEHD) Policy Committee	Provides oversight of Growth Visioning/Growth Forecasting processes, Regional Housing Needs Assessment, the Intergovernmental Review effort and the monitoring and analysis of the Regional Economy.	Location: SCAG Los Angeles Day/Time: 1st Thursday, 9:00am Frequency: Monthly	Mary Solorio	*Appointed on 6/22/23- by SFVCOG to serve on policy committee of SCAG*	$150	Y
12	Metropolitan Water District of Southern California (MWD)	Provide service area with adequate and reliable supplies of highquality water to meet present and future needs	Location: 700 N. Alameda St., Los Angeles Day/Time: 1st Tuesday, 12:30pm Frequency: Monthly	Adan Ortega	*Appointment - Adopted by City Resolution No. 2021* *Note: MWD re-appointed A. Ortega to serve another 2 yr term Eff. 1-1-25 to 1-2027*	Y	Y
13	Los Angeles County Metropolitan (METRO) Transportation Authority (MTA) San Fernando Valley Service Council	Provider of mobility options that enable people to spend less time traveling	Location: 6262 Van Nuys Blvd Van Nuys Day/Time: 1st Wednesday, 6pm Frequency: Monthly	Pastor Rudy Trujillo	*Term effective July 1, 2023 to June 30, 2026 , seat shared among San Fernando, Burbank & Glendale.* *Elected Official - not a requirement to serve*	$100/ $2400 Annual Cap	Y
14	Greater Los Angeles County Vector Control District	Reduce public health vectors below nuisance levels, prevent human infection associated with mosquito-transmitted diseases	Location: Santa Fe Springs, CA Day/Time: 2nd Thursday, 7pm Frequency: Monthly	Sonia Romero-Fuentes	*Term of Office Optional 2 or 4-year term:* *a. 2-year: 6/2025 to 1/2027* *Elected official not a requirement to serve* *Note: Former Trustee Ballin resigned on 3-24-2025*	$150/City $100/District	Y
15	Upper Los Angeles River and Tributaries Working Group (Mountains Recreation and Conservation Authority) (ULAR)	Develop a revitalization plan for the Upper LA River, the tributaries of the Pacoima Wash, Tujunga Wash, and Verdugo Wash and any additional tributary waterway	Location: 570 West Ave, Los Angeles Day/Time: 1st Monday, 6:30pm Frequency: Monthly	Delegate: Joel Fajardo Effective: 12-01-2025: Alternate: Vacant (PW Director) Sub. Alternate: Victor Meza	*Upon Annual CC Reorganization the appointed Mayor automatically serves on board, per ULAR and Tributaries Policy & Mayor Appoints Alternate/Sub. Alternative*	Y	Y

THE CITY OF SAN FERNANDO

CITY COUNCIL AD HOC & STANDING COMMITTEES

As of City Council, 10-20-2025

AD HOC NAME	CITY COUNCIL MEMBERS	SCOPE	STRATEGIC GOAL SUPPORTED
Economic Development/ Downtown Master Plan Responsible Staff: Community Development & City Manager's Office Meeting Frequency: At least one community meeting quarterly until dissolved	Solorio Garcia	Review information and develop recommendations to City Council for selection of a consultant and an outreach plan for the Downtown Master Plan, including review of prior economic development studies, Specific Plans, and other planning/visioning documents and their related public outreach/engagement process; and make related recommendations to City Council	Cultivating a Stronger Local Economy
CDBG Programs Responsible Staff: Community Development & City Manager's Office Meeting Frequency: At least one community meeting quarterly until dissolved	Solorio Lopez	Review information and develop recommendations to City Council related to the City's annual CDBG funding allocation.	Emergency Preparedness: Supporting the Community
~~**Parking Management Master Plan**~~ ~~Responsible Staff: Public Works~~ ~~Meeting Frequency: As necessary until dissolved~~	~~Garcia Fajardo~~	~~Review information and develop recommendations to City Council related to implementing the Parking Management Master Plan *(Placeholder-appoint Councilmembers when contract is awarded to consultant to assist with implementing PMMP).*~~	~~Preserve Beautiful Homes and Neighborhoods~~

Note: Definition of public meetings includes leveraging existing public meetings, such as Commission meetings, Measure A/SF Town Hall, Neighborhood Watch, Community Academy or any other regularly scheduled public meetings; and interim progress reports to be provided by the Ad hoc committee Councilmembers

THE CITY OF SAN FERNANDO

CITY COUNCIL AD HOC & STANDING COMMITTEES

As of City Council, 10-20-2025

AD HOC NAME	CITY COUNCIL MEMBERS	SCOPE	STRATEGIC GOAL SUPPORTED
Veterans' Banner Recognition Program Responsible Staff: Recreation & Community Services Meeting Frequency: As necessary until dissolved	Mendoza Garcia	Review information and develop recommendations to City Council related to the annual Veteran's Banner Recognition Program, including funding, accessibility, and eligibility guidelines.	Focus on Community First
San Fernando Mall and Area B Funds Responsible Staff: City Manager's Office Meeting Frequency: As necessary until dissolved	Fajardo Lopez	Review information and develop recommendations to City Council related to strategies for strengthening economic development and business engagement in the San Fernando Mall Area and use of Area B Funds.	Cultivating a Stronger Local Economy
Hosting Immigration Event Responsible Staff: Recreation & Community Services Meeting Frequency: As necessary until dissolved 2025-07-04	Fajardo Lopez	Review information and develop recommendations to City Council related to the City hosting an Immigration Forum/Resource Fair.	Focus on Community First

Note: Definition of public meetings includes leveraging existing public meetings, such as Commission meetings, Measure A/SF Town Hall, Neighborhood Watch, Community Academy or any other regularly scheduled public meetings; and interim progress reports to be provided by the Ad hoc committee Councilmembers

THE CITY OF SAN FERNANDO

CITY COUNCIL AD HOC & STANDING COMMITTEES

As of City Council, 10-20-2025

AD HOC NAME	CITY COUNCIL MEMBERS	SCOPE	STRATEGIC GOAL SUPPORTED
World Cup & Olympics/California 175 & America 250 Celebrations Responsible Staff: Recreation & Community Services & City Manager's Office Meeting Frequency: As necessary until dissolved 2025-05-05 2025-06-10	Mendoza Garcia	Review information and develop recommendations to City Council related to the 2026 FIFA World Cup/2028 Olympic Games/CA175 and AMERICA250 Celebration preparation and opportunities.	Focus on Community First
~~Waste Hauler Services~~ Contract Services Responsible Staff: Public Works & City Manager's Office Meeting Frequency: As necessary until dissolved 2025-16-06	Lopez Fajardo	Review information and develop recommendations to City Council related to the City's Waste Hauler Services; (Added 9/2/25 to scope: Street Sweeping Contract and Tree Trimming/Arborists Services.	Focus on Community First
~~City Council Handbook~~ City Council Handbook and Procedural Manual Responsible Staff: City Clerk Meeting Frequency: As necessary until dissolved 2025-20-10	Lopez Fajardo	Review information and develop recommendations to City Council related to updates to the City Council Handbook and Procedural Manual.	Focus on Community First

STANDING COMMITTEES: None, as of this update.

Note: Definition of public meetings includes leveraging existing public meetings, such as Commission meetings, Measure A/SF Town Hall, Neighborhood Watch, Community Academy or any other regularly scheduled public meetings; and interim progress reports to be provided by the Ad hoc committee Councilmembers

ARTICLE III. - DISASTER COUNCIL

Footnotes:
*--- (**3**) ---*
***Cross reference—** Boards, commissions, committees, agencies and authorities, § 2-401 et seq.*

Sec. 26-91. - Created; composition.

(a) The city's disaster council is created and shall consist of the following:
  (1) The chairman, who shall be selected from the membership of the city council and appointed by a minimum of three affirmative votes in favor of appointment;
  (2) The vice chairman, who shall be selected from the membership of the city council and appointed by a minimum of three affirmative votes in favor of appointment;
  (3) The assistant director of emergency services;
  (4) The coordinator of emergency services;
  (5) A disaster communications representative;
  (6) A representative of the fire department;
  (7) A representative of the American Red Cross;
  (8) A representative of the Los Angeles Unified School District; and
  (9) A representative of the California Emergency Mobile Patrol or other similar trained volunteer organization.

(b) The disaster council shall be composed of nine members, each with full participation and voting right. Except for those members included pursuant to subsection (a)(1) through (4) of this section, the terms of office of members of the disaster council shall be for periods of two years.

(Code 1957, § 7.3; Ord. No. 1576, § 4, 11-20-2006; Ord. No. 1694, § 2, 5-18-2020)

State Law reference— Local councils authorized, Government Code § 8610.

Sec. 26-92. - Powers and duties; meetings.

It shall be the duty of the disaster council and it is empowered to develop and recommend for adoption by the city council emergency and mutual aid plans and agreements and such ordinances and resolutions as are necessary to implement such plans and agreements. The disaster council shall meet at least quarterly and upon call of the chairman or, in his absence from the city or inability to call such meeting, upon call of the vice-chairman.

(Code 1957, § 7.4)

Sec. 26-93. - Absences from meetings.

(a) Absence from three consecutive regular meetings of the disaster council by a member without consent of the disaster council shall be deemed to constitute a retirement of such member, and his/her office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city council of a successor to fill the unexpired term of office.

(b) Absence from three regular meetings of the disaster council in a 12-month period by a member without consent of the disaster council or absence from more than four regular meetings of the disaster council within a 12-month period by a member with the consent of the disaster council shall be deemed to constitute a retirement of such member, and his/her office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city council of a successor to fill the unexpired term of office.

(c) Any member whose absences from regular meetings of the disaster council are deemed to constitute a retirement of such member under this section shall have the right to appeal the deemed retirement to the city council within ten days of notification of the deemed retirement. The city council may overturn the deemed retirement if it determines that the absences of the member were the result of unusual circumstances.

(Code 1957, § 7.4.1; Ord. No. 1576, § 5, 11-20-2006)

Sec. 26-94. - Reserved.

Editor's note— Ord. No. 1694, § 3, adopted May 18, 2020, repealed § 26-94, which pertained to compensation and derived from Code 1957, § 7.4.2.

Secs. 26-95—26-120. - Reserved.

ATTACHMENT "C"
EXHIBIT "A"

CITY OF SAN FERNANDO
COMMISSIONS/COMMITTEES
Updated: October 20, 2025

DISASTER COUNCIL

Municipal Code:	§26-91
Composition:	Nine Members - *Specific Titles Italicized*
Term of Office:	None Specified (for Member Nos. 1-4) Two years (for Member Nos. 5-9)
Meetings:	Meets Quarterly (February, May, August, November) City Hall – Community Room
Staff Contact:	Kanika Kith, City Manager San Fernando City Hall
Address & Phone:	117 Macneil Street, San Fernando, CA 91340 (818) 898-1222
Chair:	Vacant
Vice Chair:	Vacant

	MEMBERS		DATE OF APPOINTMENT	TERM EXPIRES
1	Chair: Vacant		1/05/26	Until Replaced
2	Vice Chair: Vacant		1/05/26	Until Replaced
3	Asst. Dir. Of Emergency Services	Fabian Valdez Police Chief	7/16/24	Until Replaced
4	Coordinator of Emergency Services	CJ Chiasson San Fernando Police	7/16/24	Until Replaced
5	Disaster Communications Rep.	To be Determined		2 Years
6	Rep. of the Fire Dept.	To be Determined		2 Years
7	Rep. of the American Red Cross	To be Determined		2 Years
8	Representative of the L.A.U.S.D.	To be Determined		2 Years
9	Rep. of the California Emergency Mobile Patrol or other Similar Trained Volunteer Organization	To be Determined		2 Years

ATTACHMENT "D"

From: Jonna Hart
To: Julia Fritz
Cc: City Clerk
Subject: SCAG: Request for Delegate/Alternate Information for the Annual General Assembly on May 7, 2026
Date: Thursday, December 4, 2025 2:02:22 PM
Attachments: image.png
image.png
image.png
image.png
image.png

CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Dear City, County and Commission Clerks,

In anticipation of the Annual Regional Conference & General Assembly on May 7, 2026, the Southern California Association of Governments (SCAG) is working to confirm the Delegate and Alternate Representatives from your city/county/commission in the SCAG region, as well as to determine if there are any policy proposals for review.

SCAG's 2026 Regional Conference & General Assembly
Date: Thursday, May 7, 2026 – Friday, May 8, 2026
Time: TBD
Location: JW Marriott Desert Springs Resort & Spa, 74-885 County Club Drive, Palm Desert, CA 92260

If your city council, county, or commission has already appointed Delegate and Alternative Representatives to SCAG's General Assembly, please reply to hart@scag.ca.gov with their names as soon as possible. As a reminder, if there is a member from your city council, county, or commission serving as the Regional Councilmember for SCAG, that person will be the Delegate Representative.

If your city council, county, or commission has not yet made these appointments, please do so as soon as possible. Upon city council, county or commission action, please email a copy of your minutes or action regarding the appointment of the Delegate and Alternate Representatives to hart@scag.ca.gov.

Please do not submit Form 700's at this time. We will contact your Delegate/Alternate after the adjournment of the General Assembly regarding their filing requirements.

Also, each city, county, or commission delegate to SCAG's General Assembly will also have an opportunity to bring any policy matter, in the form of a proposed resolution or proposed SCAG bylaw revision, before the General Assembly for determination. The deadline to submit proposed resolutions and/or SCAG bylaw revisions is **5:00 p.m., Friday, February 6, 2026**. All proposed resolutions and/or bylaw revisions will be reviewed by SCAG's Bylaws and Resolutions Committee and the Regional Council before being considered at the General Assembly business meeting.

Thank you for your attention and cooperation!

Best,

Jonna Hart
Senior Administrative Assistant
Tel: (213) 630-1520
hart@scag.ca.gov

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
900 Wilshire Blvd., Ste. 1700, Los Angeles, CA 90017

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

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

11.2 SELECTION OF CITY COUNCIL LIAISONS AND DELEGATES

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

12. COMMITTEES

12.1 GENERAL

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

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

12.2 PURPOSE

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

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

16

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Vice Mayor Victoria Garcia

Date: January 5, 2026

Subject: Discussion and Consideration Regarding Human Trafficking Awareness and Prevention Event for the City of San Fernando

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion and consideration to approve a co-sponsorship of a human trafficking awareness and prevention presentation on January 29, 2026, with a possible follow-up date, for our community, including an emphasis on how to protect children, especially with online safety, that will be hosted by ZOE International. This co-sponsorship would allow the use of the Council Chambers for the presentation, allow our Police Department to participate more robustly, and allow the City to promote the event.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

THE CITY OF SAN FERNANDO

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME	TITLE
Victoria Garcia	Vice Mayor

ITEM INFORMATION

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

Human Trafficking Awareness and Prevention Event for the City of San Fernando

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

January is National Human Trafficking Prevention Month in the United States, a designated time for governments, organizations, and individuals to raise awareness about human trafficking (forced labor/sex) and learn to spot signs, prevent exploitation, and support survivors, building on the Trafficking Victims Protection Act of 2000 and annual presidential and local government proclamations to combat this modern slavery.

This year, Los Angeles is hosting the 2026 FIFA World Cup. Large influxes of visitors for major events create opportunities for traffickers to exploit vulnerable people. Concerns about human trafficking in connection with the 2026 FIFA World Cup have prompted host cities, governments, and non-profit organizations in the U.S., Canada, and Mexico to develop and implement proactive prevention and awareness initiatives. There is a consensus among advocates that major events like the World Cup increase the risk of both sex and labor trafficking.

ZOE International is a non-profit organization that works in the County of Los Angeles and with the County of Los Angeles to combat human trafficking and operates a state-licensed home for child survivors of trafficking and commercial sexual exploitation in LA County. ZOE also assists law enforcement on operations to help identify child and adult victims of trafficking. Upon recovery, ZOE provides resources and support to ensure survivors are connected to the help they need to begin their healing journey. ZOE also provides trainings and presentations about human trafficking to schools, churches, social workers, mental health workers, businesses, hotels, and community groups and creates high-quality educational brochures, videos, and other materials to educate the public about how to protect themselves and their communities from trafficking. ZOE has agreed to put on a presentation for our community regarding human trafficking awareness and prevention.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☑ No

RECOMMENDATION *Indicate the direction you are recommending.*

Approve a co-sponsorship of a human trafficking awareness and prevention presentation on January 29, 2026, with a possible follow-up date, for our community, including an emphasis on how to protect children, especially with online safety, that will be hosted by ZOE International. This co-sponsorship would allow us to use Council Chambers for the presentation, allow our Police Department to participate more robustly, and allow the City to promote the event.

17

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Vice Mayor Victoria Garcia

Date: January 5, 2026

Subject: Discussion and Consideration Regarding the Request to Agendize an Item for City Council Discussion/Consideration Form

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion and consideration to add a section on the Request to Agendize an Item for City Council Discussion/Consideration Form that delineates which City Council priority the item falls under and which budget item the item falls under.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

THE CITY OF SAN FERNANDO

ATTACHMENT "A"

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME	TITLE
Victoria Garcia	Vice Mayor

ITEM INFORMATION

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

Request to Agendize an Item for City Council Discussion/Consideration Form

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

I believe it would be beneficial to have a section on the Request to Agendize an Item for City Council Discussion/Consideration Form that will inform us *which* City Council priority the item falls under and *which* budget item the item falls under. This may require the item to be analyzed by staff, if the Council so desires, but that would allow the City Council to adequately consider the request and any time or financial impacts it would have to our budget and staff.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☑ No

RECOMMENDATION *Indicate the direction you are recommending.*

Add a section on the Request to Agendize an Item for City Council Discussion/Consideration Form that delineates which City Council priority the item falls under and which budget item the item falls under.

18

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Vice Mayor Victoria Garcia and Councilmembers

From: Mayor Joel Fajardo

Date: January 5, 2026

Subject: Discussion and Consideration on Hosting an Educational Business Forum on Recent Business Laws and Related Topics

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction regarding the planning and co-sponsorship of an educational business forum, including authorization for use of the City seal, if appropriate.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENT:

A. Request to Agendize an Item for City Council Discussion/Consideration

THE CITY OF SAN FERNANDO

ATTACHMENT "A"

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME	TITLE
Joel Fajardo	Mayor

ITEM INFORMATION

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

Discussion of Hosting an Educational Business Forum on Recent Business Laws and Related Topics

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

City Council will discuss the potential hosting of an educational forum for local businesses focused on recent and emerging business laws and regulatory requirements. The discussion may include the scope of the forum, potential speakers or partners, and the City's role in supporting or co-sponsoring the event, including the use of the City seal.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☑ No

RECOMMENDATION *Indicate the direction you are recommending.*

Provide staff with direction regarding the planning and co-sponsorship of an educational business forum, including authorization for use of the City seal, if appropriate.

19

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Mary Solorio

Date: January 5, 2026

Subject: Discussion and Consideration of the Celebration District Charter: Merchant-Led Governance Framework for Area B

RECOMMENDATION:

I have placed this item on the agenda (Attachment "A") for City Council discussion and consideration to introduce the Celebration District Charter to the City Council, initiate a formal review and feedback process, and establish a clear path toward potential implementation in early 2026.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

THE CITY OF SAN FERNANDO

ATTACHMENT "A"

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME	TITLE
Maria Solorio	Councilmember

ITEM INFORMATION

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

Consideration of the Celebration District Charter: Merchant-Led Governance Framework for Area B

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

Ordinance No. 973 authorizes four allowable uses for Area B assessment funds. Although the former Mall Association has been dissolved, Area B merchants continue to pay the annual assessment without an active organizational structure in place to oversee fund use or governance.

Merchants have expressed the need for increased transparency, accountability, and democratic participation in decisions affecting Area B. The proposed Celebration District Charter establishes a compliant, merchant-led framework through which the City and Area B merchants can collaboratively administer the district in alignment with Ordinance 973.

The purpose of agendizing this item is to introduce the Celebration District Charter to the City Council, initiate a formal review and feedback process, and establish a clear path toward potential implementation in early 2026.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*

20

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Mary Solorio

Date: January 5, 2026

Subject: Discussion and Consideration to Review Food Truck Vendor Events ("Foodzilla") and Their Economic Impact on Nearby Local Restaurants

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

ATTACHMENT "A"

THE CITY OF SAN FERNANDO

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME	TITLE
Mary Solorio	Councilmember

ITEM INFORMATION

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

Discussion and Review of Food Truck Vendor Events (“Foodzilla”) and Their Economic Impact on Nearby Local Restaurants

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

Food truck events, commonly referred to as “Foodzilla,” have been implemented as a community attraction bringing mobile food vendors into designated areas. While these events provide entertainment and food options for residents, concerns have been raised by nearby brick-and-mortar restaurants regarding potential economic impacts, including reduced foot traffic and competition during event times.

Feedback has been collected from local restaurant owners expressing varying perspectives—some noting decreased sales during events, while others have requested clearer communication, coordination, or mitigation strategies. The absence of a formal review process has limited the City’s ability to fully evaluate the short- and long-term impacts on local businesses.

This item is agendized to openly discuss the impacts of food truck events on surrounding restaurants, review feedback received from business owners, and consider potential policy adjustments to balance community activation with economic support for existing local businesses.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*

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

21

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Mary Solorio

Date: January 5, 2026

Subject: Discussion and Consideration to Assess the Turf Restoration and Public Safety Conditions at San Fernando Recreation Park Following Infiltration System Installation (2023)

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

THE CITY OF SAN FERNANDO

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME	TITLE
Maria Solorio	Councilmember

ITEM INFORMATION

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

Assessment of Turf Restoration and Public Safety Conditions at San Fernando Recreation ParkFollowing Infiltration System Installation (2023)

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

Following the installation of the underground infiltration system at San Fernando Recreation Park, existing grass and soil were removed and subsequently replaced. At this time, the grass has not adequately re-established, leaving large areas of exposed or unstable ground. In addition, protective netting currently installed over portions of the turf presents a tripping hazard and creates the potential for falls, particularly for children, seniors, and individuals using the park for recreation or athletic activities.

The current condition of the park does not meet the standard of usability, safety, or appearance expected of a primary community recreational space. The lack of grass growth and presence of netting raises concerns regarding public safety, accessibility, and overall park functionality.

This item is agendized to formally assess the condition of the park, understand the causes of delayed turf establishment, evaluate interim safety risks, and identify corrective actions to restore the park to appropriate operational and safety standards.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*

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

22

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Mary Mendoza

Date: January 5, 2026

Subject: Discussion and Consideration on the Process for Requesting and Hosting Events in the City

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

THE CITY OF SAN FERNANDO

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME	TITLE
Mary Mendoza	Councilember

ITEM INFORMATION

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

Discussion on the Process for Requesting and Hosting Events in the City

PRIORITIES *Is this included in the current FY priorities?*	BUDGET *Is this a budgeted item?*	FISCAL IMPACT *Is there a fiscal impact? If yes, indicate amount.*
☑ Yes ☐ No	☐ Yes ☑ No	☐ Yes ☑ No $ 0

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

I am requesting a general overview of the current process for requesting and hosting events within the City in order to ensure clarity consistency, and transparency.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☑ No

RECOMMENDATION *Indicate the direction you are recommending.*

Discuss and provide direction to staff.

23

This Page Intentionally Left Blank

THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Joel Fajardo and Councilmembers

From: Councilmember Mary Solorio

Date: January 5, 2026

Subject: Discussion and Consideration to Review Decorative Lighting in the Downtown Mall Area and Its Impact on Local Businesses

RECOMMENDATION:

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

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the January 5, 2026 City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

ATTACHMENT "A"

THE CITY OF SAN FERNANDO

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME	TITLE
Maria Solorio	Councilmember

ITEM INFORMATION

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

Review of Decorative Lighting in the Downtown Mall Area and Its Impact on Local Businesses

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

Decorative lighting has been installed in the Downtown Mall area as part of broader efforts to enhance the district's visual appeal, pedestrian experience, and overall sense of place. These improvements were intended to create a more inviting environment, encourage evening activity, and support local businesses by increasing foot traffic and dwell time.

Since installation, anecdotal feedback suggests that the lighting may have contributed to a more vibrant and welcoming atmosphere, particularly during evening hours and special events. However, a formal evaluation has not yet been conducted to determine whether the decorative lighting has resulted in measurable economic benefits, such as increased customer traffic, extended business hours, or higher sales for nearby merchants.

This item is agendized to assess whether the decorative lighting has had a positive impact on local businesses, to review any feedback collected from merchants, and to consider whether similar enhancements should be expanded, modified, or maintained as part of downtown revitalization efforts.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*

Provide direction to City staff to:

Collect and summarize feedback from Downtown Mall businesses regarding the perceived impact of decorative lighting.

Evaluate available data related to foot traffic, sales trends, and business activity before and after installation, where feasible.

Identify qualitative and quantitative indicators of success or areas for improvement.

Report back to the City Council with findings and recommendations regarding the continued use, expansion, or refinement of decorative lighting in the Downtown Mall area.