MAYOR VICTORIA GARCIA
VICE MAYOR PATTY LOPEZ
COUNCILMEMBER MARY MENDOZA
COUNCILMEMBER MARY SOLORIO
COUNCILMEMBER SEAN M. RIVAS

CITY OF SAN FERNANDO
CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 5:00 PM
REGULAR MEETING – 6:00 PM
MONDAY, NOVEMBER 16, 2026

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

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

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

SPECIAL MEETING - PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

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

SUBMIT PUBLIC COMMENT IN PERSON

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE SPECIAL MEETING

Members of the public may call-in at the start of the special meeting. 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: 852 3763 3366
Passcode: 138302

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

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

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)

PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)

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

RECESS TO CLOSED SESSION

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

TITLE: CITY MANAGER

B) CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54957 - THREAT TO PUBLIC SERVICES - CONSULTATION WITH INTERIM CHIEF OF POLICE

C) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(1) - EXISTING LITIGATION:

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

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

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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. When it is your turn to speak, you will be identified by announcing the last four digits of your telephone number. To unmute press *6 on your phone and begin your comment.

CALL TO ORDER REGULAR MEETING 6:00 P.M.

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 2449, Government Code (GC) 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.

PRESENTATIONS

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

B. ANNUAL RECOGNITION
- NATIONAL VETERANS AND MILITARY FAMILIES' MONTH – NOVEMBER 2026

DECORUM AND ORDER

The City Council, elected by the public, must be free to discuss and address issues confronting the City in an orderly environment. Although GC Section 54954.3(c), prohibits the City Council from prohibiting public criticism of the policies, procedures, programs or services of the City, or of the acts or omissions of the City Council, members of the public may not engage in behavior that is disruptive to the orderly conduct of the proceedings, including, but not limited to the following: 1) Prevents other members of the public or the City Council from being heard when it is their turn to speak; 2) Prevents members of the audience from hearing or seeing the proceedings; and/or 3) Speaking off topic or speaking beyond the allotted speaking time limit.

Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. Unrecognized remarks from the audience, clapping, stamping of feet, whistles, yells and similar demonstrations which do not permit the meeting to proceed in an orderly manner will not be allowed and will be considered out of order. Disruptive behavior, as referenced above, shall be subject to the enforcement procedures set forth under Section 4.5 (Enforcement of Decorum) of the San Fernando Procedural Manual. The Chief of Police shall be ex officio sergeant-at-arms for the City Council but may delegate such duties to any one or more sworn police officers of the City as needed. The sergeant-at-arms and those delegated sergeant-at-arms responsibilities shall carry out all orders and instructions given to him by the Presiding Officer for the purpose of maintaining decorum in the City Council Chambers. Per GC Section 54957.95, the Presiding Officer may order the sergeant of-arms to remove any person who persists with disruptive behavior as referenced under Section 4.4 (Decorum and Order- Public) of the San Fernando Procedural Manual, following an initial warning and may also order the sergeant-of-arms to immediately remove anyone, without warning, who engages in behavior that constitutes a true threat of force within the meaning of GC Section 54957.95.

PUBLIC STATEMENTS

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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. September 8, 2026 Special and Regular CC Meeting

2) CONSIDERATION TO ADOPT RESOLUTION NOS. 26-111 AND 26-112 APPROVING THE WARRANT REGISTERS OF NOVEMBER 2, 2026, AND NOVEMBER 16, 2026, RESPECTIVELY

Recommend that the City Council:

a. Adopt Resolution No. 26-111 approving the Warrant Register dated November 2, 2026; and

b. Adopt Resolution No. 26-112 approving the Warrant Register dated November 16, 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 Fiscal Year 2026-2027 City Projects and City Council Priorities, and provide direction, as appropriate.

4) CONSIDERATION TO APPROVE AN AMENDMENT TO THE SAN FERNANDO MANAGEMENT GROUP MEMORANDUM OF UNDERSTANDING ADDING A SIDE LETTER AGREEMENT #1 TO CLARIFY HOLIDAY LEAVE PROVISION

Recommend that the City Council:

a. Approve an amendment to San Fernando Management Group Memorandum of Understanding (Contract No. 2305(a)) - Side Letter Agreement #1; and

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

5) CONSIDERATION TO AMEND THE PROFESSIONAL SERVICES AGREEMENT WITH HR DYNAMICS & PERFORMANCE MANAGEMENT FOR EXECUTIVE RECRUITMENT SERVICES FOR THE INTERIM CITY MANAGER AND REGULAR CITY MANAGER POSITIONS

Recommend that the City Council:

a. Amend the Professional Services Agreement with HR Dynamics & Performance Management (Contract No. 2601) for Executive Recruitment Services for Interim City and Manager and Regular City Manager Positions, in an amount not-to-exceed $36,000;

b. Approve a waiver of purchasing procedures pursuant to San Fernando Municipal Code Section 2-850 for the amended Professional Services Agreement with HR Dynamics; and

c. Authorize the City Manager, or designee, to execute the agreement and make non-substantive edits; and

d. Adopt Resolution No. 8492 amending the Fiscal Year 2026-2027 Adopted Budget to appropriate funds necessary to cover costs associated with the City Manager position recruitments.

6) CONSIDERATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH GAIA SOCIETY FOR OPERATION OF A FARMERS MARKET IN SAN FERNANDO

Recommend that the City Council:

a. Approve a Professional Services Agreement with Gaia Society (Contract No. 2603) to Operate a Farmer's Market in San Fernando; and

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

7) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR THE TRAFFIC SIGNAL MODIFICATIONS – 9 LOCATIONS HIGHWAY SAFETY IMPROVEMENT PROJECT, FEDERAL PROJECT NO. HSIPL-5202(019), JOB NO. 7598, PLAN NO. P-722

Recommend that the City Council:

a. Authorize the City Manager, or designee, to execute the agreement and make non- Accept the improvements as constructed by Alfaro Communications Construction, Inc. and consider the work completed;

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

c. Authorize the release of the five percent retention amount of $66,976.63 after the 35-day lien period from the date of the Notice of Completion is recorded.

8) CONSIDERATION TO ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR THE CITYWIDE TRAFFIC SIGNAL SYNCHRONIZATION PROJECT, JOB NO. 7603

Recommend that the City Council:

a. Accept the improvements as constructed by Elecnor Belco Electric, Inc., and consider the work completed for the Citywide Traffic Signal Synchronization Project, Job No. 7603;

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 (5) percent retention amount of $46,847.44 after the 35-day lien period from the date the Notice of Completion is recorded; and

PUBLIC HEARINGS

9) A PUBLIC HEARING TO CONSIDER ADOPTING AN ORDINANCE APPROVING A MILITARY USE EQUIPMENT POLICY GOVERNING THE USE OF MILITARY EQUIPMENT, AS REQUIRED BY ASSEMBLY BILL 481; AND APPROVAL OF THE 2025 ANNUAL MILITARY EQUIPMENT REPORT

It is recommended that the City Council:

a. Conduct a Public Hearing;

b. Pending public input, introduce for first reading, in title only, and waive further reading of Ordinance No. 1745 titled, "An Ordinance of the City Council of the City of San Fernando, California, approving a Military Use Equipment Policy as required by Assembly Bill 481"; and

c. Approve the 2025 Annual Military Equipment Report.

10) A PUBLIC HEARING TO CONSIDER INTRODUCTION FOR FIRST READING OF AN ORDINANCE AMENDING CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE DELEGATING TO THE CITY TRAFFIC ENGINEER THE AUTHORITY TO ESTABLISH TIME-LIMITS FOR ON-STREET PARKING IN THE CITY OF SAN FERNANDO
(CONTINUED TO THE DECEMBER 7, 2026 REGULAR CITY COUNCIL MEETING)

ADMINISTRATIVE REPORTS

11) RECEIVE AN UPDATE FROM BOB MURRAY & ASSOCIATES REGARDING POLICE CHIEF POSITION RECRUITMENT, APPROVE THE CANDIDATE PROFILE AND PROVIDE DIRECTION ON NEXT STEPS

Recommend that the City Council:

a. Receive an update on the status of the Police Chief position recruitment;

b. Review and approve the candidate profile for Police Chief based on community and stakeholder engagement; and

c. Provide direction regarding next steps in the recruitment process.

12) DISCUSSION AND CONSIDERATION TO APPOINT A CITY COUNCIL LIAISON REPRESENTATIVE TO THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT BOARD OF TRUSTEES

Recommend that the City Council:

a. Approve Sonia Romero-Fuentes as the City of San Fernando's representative to serve as liaison to the Greater Los Angeles County Vector Control District Board of Trustees for a continued term commencing January 4, 2027, and ending January 4, 2029;

b. Provide direction, as applicable.

13) DISCUSSION AND CONSIDERATION REGARDING THE APPOINTMENT OF A SAN FERNANDO REPRESENTATIVE TO SERVE ON THE METROPOLITAN WATER DISTRICT BOARD OF DIRECTORS

Recommend that the City Council:

a. Discuss and consider the appointment of a representative to serve on the Metropolitan Water District Board of directors, effective January 1, 2027; and

b. Authorize staff to return with a resolution ratifying the appointment to the December 7, 2026 City Council meeting.

14) DISCUSSION AND CONSIDERATION TO APPOINT A REPRESENTATIVE TO SERVE AS PARKS, WELLNESS, AND RECREATION COMMISSIONER

This item was agendized by Sean M. Rivas

City Council to approve Maria Casillas Castaneda "Liz Castaneda" be appointed as my representative to the Parks, Wellness, and Recreation Commission.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT

The meeting will adjourn to its next regular meeting on December 7, 2026.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing regular meeting 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.sanfernando.gov. These are also available for public reviewing prior to a meeting in the City Clerk Department. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk Department at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's website at www.sanfernando.gov. 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

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PRESENTATIONS - ANNUAL RECOGNITIONS

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Proclamation

National Veterans & Military Families Month

November 2026

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

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

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

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

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

NOW, THEREFORE, THE SAN FERNANDO CITY COUNCIL DOES HEREBY proclaim the month of NOVEMBER 2026 to be NATIONAL VETERANS AND MILITARY FAMILIES MONTH in the City of San Fernando and urge every resident to take time this month to show appreciation to the spouses, partners, children, caregivers, and survivors of our services members and veterans for their selfless sacrifice on behalf of the Nation.

Victoria Garcia
VICTORIA GARCIA
MAYOR

PATTY LOPEZ
VICE MAYOR

MARY MENDOZA
COUNCILMEMBER

MARY SOLORIO
COUNCILMEMBER

SEAN M. RIVAS
COUNCILMEMBER

November 16, 2026

THE CITY OF SAN FERNANDO

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CITY OF SAN FERNANDO
CITY COUNCIL

MINUTES
SPECIAL MEETING – 5:30 P.M
REGULAR MEETING – 6:00 P.M.
TUESDAY, SEPTEMBER 8, 2026

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

CALL TO ORDER/ROLL CALL – SPECIAL MEETING **5:30 P.M. (CLOSED SESSION)**

Vice Mayor Patty Lopez called the Special Meeting to order at 5:31 p.m.

Present:

Council: Vice Mayor Patty Lopez, and Councilmembers Mary Mendoza, and Sean M. Rivas

Staff: City Manager Kanika Kith and City Attorney Richard Padilla

Absent: Mayor Victoria Garcia and Councilmember Mary Solorio

TELECONFERENCING REQUEST None

APPROVAL OF AGENDA

Motion by Councilmember Mendoza, seconded by Councilmember Rivas to approve the agenda as presented. The motion carried, with Mayor Garcia and Councilmember Solorio absent.

PUBLIC STATEMENTS None

It was noted that Councilmember Mary Solorio arrived at 5:31 p.m.

By consensus, Councilmembers recessed to Closed Session.

RECESS TO CLOSED SESSION (5:31 P.M.)

It was noted that Mayor Victoria Garia arrived in Closed Session at 5:38 p.m.

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

Two (2) matters

RECONVENED FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

City Attorney Padilla noted that only one matter was discussed and stated 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 Victoria Garcia called the regular meeting to order at 6:18 p.m.

Present: Council: Mayor Victoria Garcia, Vice Mayor Patty Lopez, and Councilmembers Mary Mendoza, Mary Solorio and Sean M. Rivas

Staff: City Manager Kanika Kith, City Attorney Richard Padilla, Interim Police Chief Anthony Miranda, Director of Administrative Services Erica Melton, Director of Recreation and Community Services Julio Salcedo, Director of Community Development Ron Garcia, Director of Public Works Bonnie Tam, 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 Rivas, seconded by Vice Mayor Lopez to approve the agenda. The motion carried, unanimously.

PRESENTATIONS

A) PRESENTATION FROM LOS ANGELES UNIFIED SCHOOL DISTRICT SUPERINTENDENT ANDRES E. CHAIT ON INITIATIVES FOR THE NEW SCHOOL YEAR

B) ANNUAL PROCLAMATIONS
- PROCLAMATION DECLARING SEPTEMBER AS NATIONAL HISPANIC HERITAGE MONTH
- PROCLAMATION DECLARING SEPTEMBER 9 AS CALIFORNIA'S 176TH ANNIVERSARY OF STATEHOOD

PUBLIC STATEMENTS

San Fernando Moon submitted a written comment regarding concerns related to the Christmas Parade, Agenda Item No. 6.

Lupita Gonzalez spoke about concerns related to the prevention of ICE operations interrupting local businesses and public safety issues regarding theft.

Dolores Rodriguez spoke in support of the Christmas Parade, Agenda Item No. 6.

Guadalupe Munoz spoke in support of the Christmas Parade, Agenda Item No. 6.

Michelle Alvarez called in and spoke in support of the Christmas Parade, Agenda Item No. 6 but was concerned about any conflict of interest with the relationship between Vice Mayor Lopez and Emprende.

Caller ending in 8738 spoke regarding accountability regarding the Christmas Parade and questioned transparency in the process.

CONSENT CALENDAR

Mayor Garcia requested to pull Consent Item No. 1 for discussion.

Vice Mayor Lopez requested to pull Consent Item No. 5 for discussion.

Motion by Councilmember Mendoza, seconded by Councilmember Solorio to approve Item Nos. 2, 3 and 4. The motion carried, unanimously.

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 ACCEPT PROJECT COMPLETION AND AUTHORIZE THE RECORDATION OF A NOTICE OF COMPLETION FOR THE SAN FERNANDO PACOIMA WASH BIKEWAY AND PEDESTRIAN PATH, FEDERAL PROJECT NO. ATPL-5202(020), JOB NO. 7615, PLAN NO. P-737

The motion carried, unanimously.

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

   a. June 29, 2026 Special & Regular CC Meeting

   Motion by Mayor Garcia, seconded by Councilmember Rivas to approve the June 29, 2026 minutes, as amended to change Item 6(d) from bi-monthly to semi-monthly. The motion carried, unanimously.

Items heard out of order

9) DISCUSSION AND CONSIDERATION TO APPOINT A PARKS, WELLNESS, AND RECREATION COMMISSIONER

Vice Mayor Patty Lopez presented the staff report.

Motion by Vice Mayor Lopez, seconded by Mayor Garcia to approve Mario Lua be appointed as Commissioner to the Parks, Wellness, and Recreation Commission. The motion carried, unanimously.

7) RECEIVE AND FILE A PRESENTATION BY GISELA MENJIVAR, COLLABORATOR REPRESENTATIVE FOR MEXICAN CHAMBER OF COMMERCE U.S.A.

Vice Mayor Patty Lopez presented the staff report. The report was received and filed, no action taken.

5) CONSIDERATION TO APPROVE THE SMALL BUSINESS GRANT PROGRAM GUIDELINES FOR FISCAL YEAR 2026-2027

Motion by Councilmember Rivas, seconded by Mayor Garcia to approve the Fiscal Year 2026-2027 Small Business Grant Program Guidelines. The motion carried, unanimously.

Mayor Garcia re-opened public comments. The following provided a public comment:

Sylvia Ballin spoke regarding concerns related to the Christmas Parade, Agenda Item No. 6.

ADMINISTRATIVE REPORTS

6) DISCUSSION AND CONSIDERATION OF PROPOSED REVISIONS TO MEMORANDUM OF UNDERSTANDING WITH EMPRENDE TO PRODUCE A CHRISTMAS PARADE IN COORDINATION WITH THE CITY'S ANNUAL TREE LIGHTING EVENT AND TO REIMBURSE THE CITY FOR RELATED PARADE EXPENSES

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

Two (2) supplemental agenda reports were distributed to the City Council regarding Emprende's estimated parade budget and requested changes to the MOU.

It was noted that Councilmember Rivas left the meeting at 8:00 p.m. and was absent for the remainder of the meeting.

Mayor Garcia read email correspondence dated September 8 at 10:00 a.m. between City Manager Kith and Celia Rivas of Emprende. The correspondence addressed the City's explanation for why the discussion could not be postponed, citing deadlines associated with retaining a traffic control plan vendor, in response to Emprende's request to continue the agenda item to the next regularly scheduled City Council meeting.

Dolores Rodriguez was in attendance on behalf of Emprende as Celia Rivas was unable to attend due to prior commitments and responded to Councilmember questions.

Vice Mayor Lopez read a statement into the record related to her affiliation with Emprende and on bringing back a Christmas Parade to the City.

Motion by Vice Mayor Lopez, seconded by Councilmember Solorio to direct staff to discontinue efforts on an MOU between the City and Emprende; and approved Option B as stated in the staff report: Emprende to produce the parade on their own without City involvement subject to the City's special event permitting process requirements. The motion carried by the following vote:

ROLL CALL

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

It was noted that the City Council recessed the meeting at 9:21 p.m. and reconvened at 9:35 with Councilmember Rivas absent.

8) DISCUSSION AND CONSIDERATION REGARDING A CITY COUNCIL LETTER SUPPORTING HUMANE TREATMENT OF IMMIGRANT FAMILIES

Vice Mayor Patty Lopez presented the staff report.

Motion by Mayor Garcia, seconded by Vice Mayor Lopez to approve the letter, as amended to include citations to reputable sources on certain statements made, and to modify last sentence to site specific resources. The motion carried, with Councilmember Rivas absent.

10) DISCUSSION AND REQUEST OF DIRECTION TO DEVELOP A POLICY TO RESTRICT THE AGENDIZING OF COMMERCIAL ADVERTISING PRESENTATIONS AT CITY COUNCIL MEETINGS

Councilmember Mary Mendoza presented the staff report.

By consensus, the City Council to direct staff to return with a policy prohibiting City Council agenda items or presentations from being used primarily to advertise, market, sell, endorse, or promote a private business, product, service, or individual. The consensus carried as follows:

ROLL CALL

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

11) CONSIDERATION OF CRITICAL INCIDENT MENTAL HEALTH, TRAUMA RESPONSE, AND COMMUNITY SUPPORT RESOURCES

Councilmember Mary Solorio presented the staff report.

Motion by Councilmember Solorio, seconded by Councilmember Mendoza to direct staff to create a flyer with current city resources and include any additional mental health resources available through the County of Los Angeles Supervisor Horvath's Office and distribute information through the city's email constant contact and Instagram post on social media. The motion carried, with Councilmember Rivas absent.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

Commission updates:

- Planning and Preservation Commission:
  - August 10 meeting was cancelled due to lack of scheduled items, next meeting scheduled for September 14
- Public Safety and Transportation Commission:
  - At the September 3 meeting, the commission heard updates from Public Works and PD regarding the traffic synchronization project and upcoming events and activities
- Parks, Wellness, & Recreation Commission:
  - Next meeting on September 10 will include discussion on the City's Mural Ad Hoc and Public Art process
- Education Commission:
  - At the August 25 meeting, the commission discussed the process for the Student of the Month Award for the 2026-27 school year and worked through options for how to increase Teacher's Spotlight nominations

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Mendoza noted that she spent a significant amount of time reviewing this agenda packet and the decisions that Council needs to make are sometimes difficult.

Councilmember Solorio expressed thanks to staff for all their work.

Vice Mayor Lopez commented that she has been working on the parade for the past year and noted this she has learned many things along the way and was transparent throughout the process. She additionally spoke about miscommunication and noted that accurate information is important when being communicated to the City Councilmembers.

Mayor Garcia requested to close the meeting in memory of her aunt Judith Ann Coleman and Jenny Ornales Hernandez.

ADJOURNMENT 10:22 pm

The meeting adjourned to the regular meeting of September 21, 2026.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the September 8, 2026, Regular meeting and approved by the San Fernando City Council at the meeting of _____.

_____
Julia Fritz, CMC
City Clerk

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

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

Date: November 16, 2026

Subject: Consideration to Adopt Resolution Nos. 26-111 and 26-112 Approving the Warrant Registers of November 2, 2026, and November 16, 2026, Respectively

RECOMMENDATION:

It is recommended that the City Council:

a. Adopt Resolution No. 26-111 (Attachment "A") approving the Warrant Register dated November 2, 2026; and

b. Adopt Resolution No. 26-112 (Attachment "B") approving the Warrant Register dated November 16, 2026.

BACKGROUND:

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

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

There is one (1) Warrant Register attached due to the lack of a formal City Council meeting on November 2, 2026. 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 (Attachment "C") and the memorandum provided to the Director of Administrative Services/City Treasurer approving the release of the warrant is attached to this report (Attachment "D").

ATTACHMENTS:

A. Resolution No. 26-111; including:
   Exhibit A: Payment Demands/Voucher List
B. Resolution No. 26-112; including:
   Exhibit A: Payment Demands/Voucher List
C. Resolution No. 6212 (August 3, 1992)
D. Memorandum Approving Release of Warrant Register (November 2, 2026)

ATTACHMENT "A"

RESOLUTION NO. 26-111

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 26-111

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

1. That the Payment Demand/Voucher List (EXHIBIT "A") as presented, having been duly audited, for completeness, are hereby allowed and approved for payment in the amounts as shown to designated payees and charged to the appropriate funds as indicated.

2. That the City Clerk shall certify to the adoption of this Resolution and deliver it to the City Treasurer.

PASSED, APPROVED, AND ADOPTED this 16th day of November 2026.

Victoria Garcia, Mayor of the City of San Fernando, California

ATTEST:

Julia Fritz, City Clerk

RES. NO. 26-111

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. 26-111, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 16th day of November 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 November 2026.

Julia Fritz, City Clerk

ATTACHMENT "B"

RESOLUTION NO. 26-112

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 26-112

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

1. That the Payment Demand/Voucher List (EXHIBIT "A") as presented, having been duly audited, for completeness, are hereby allowed and approved for payment in the amounts as shown to designated payees and charged to the appropriate funds as indicated.

2. That the City Clerk shall certify to the adoption of this Resolution and deliver it to the City Treasurer.

PASSED, APPROVED, AND ADOPTED this 16th day of November 2026.

Victoria Garcia, Mayor of the City of San Fernando, California

ATTEST:

Julia Fritz, City Clerk

RES. NO. 26-112

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. 26-112, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 4th day of August 2025, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

Julia Fritz, City Clerk

EXHIBIT "A"
RES. NO. 26-111

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246808	11/2/2026	895409 360 AND BEYOND	2026-1247		PHOTO BOOTH-HOLIDAY TREE LIGHTI	
					001-424-0000-4260	740.00
					Total :	**740.00**
246809	11/2/2026	892552 A & M CATERING, INC.	0397		CATERING FOR SENIOR CLUB THANKS	
				13833	004-2380	11,602.50
			0398		CATERING FOR SENIOR CLUB THANKS	
				13833	004-2380	11,602.50
					Total :	**23,205.00**
246810	11/2/2026	895388 A&A WELDING AND	INV-2655		TRAILER REPAIR	
					041-320-0312-4400	540.00
					Total :	**540.00**
246811	11/2/2026	894869 ACORN TECHNOLOGY SERVICES	13972		ACORN TECHNOLOGY IT MANAGED SI	
				13709	001-135-0000-4270	19,456.99
					Total :	**19,456.99**
246812	11/2/2026	895412 AGUIRRE, APRIL	REIMB.		SUPPLIES FOR HOLIDAY TREE LIGHTII	
					001-424-0000-4300	122.10
					Total :	**122.10**
246813	11/2/2026	894228 ARROW LIFT OF CALIFORNIA	P-S134824		SERVICE CONTRACT RENEWAL	
					043-390-0000-4260	687.00
					Total :	**687.00**
246814	11/2/2026	100222 ARROYO BUILDING MATERIALS, INC	324528		SUPPLIES AND U CARTS OF CONCRET	
				13785	001-311-0000-4310	190.92
			324559		SUPPLIES AND U CARTS OF CONCRET	
				13785	001-311-0000-4310	222.26
					Total :	**413.18**
246815	11/2/2026	889626 ASSETWORKS, INC	IDC5257		ANNUAL RENEWAL FEE 12/01/26-11/30/	
					001-135-0000-4260	2,459.69
					Total :	**2,459.69**
246816	11/2/2026	102530 AT & T	818-270-2203		PD NETWORK LINE-OCT 2026	

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246816	11/2/2026	102530 AT & T	(Continued)			
					001-222-0000-4220	245.73
					Total :	**245.73**
246817	11/2/2026	889037 AT&T MOBILITY	287277903027X-100820		MODEM FOR ELECTRONIC MESSAGE	
					001-310-0000-4220	143.19
					Total :	**143.19**
246818	11/2/2026	892412 AT&T MOBILITY	287297930559X-101020		MDT MODEMS-PD UNITS-SEPT 2026	
					001-222-0000-4220	1,056.30
					Total :	**1,056.30**
246819	11/2/2026	889942 ATHENS SERVICES	22679864		CITYWIDE STREET SWEEPING SERVIC	
				13793	011-311-0000-4260	17,879.49
					Total :	**17,879.49**
246820	11/2/2026	893013 AYSON, LEILANI	OCT 2026		INCLUSIVE ZUMBA INSTRUCTOR	
				13751	001-423-0000-4260	245.00
					Total :	**245.00**
246821	11/2/2026	895358 B&H FOTO & ELECTRONICS CORP	249031542		MS SURFACE TABLETS FOR CITY COU	
				13772	001-101-0000-4300	7,317.58
					Total :	**7,317.58**
246822	11/2/2026	894620 BARAHONA, RAUL	REIMB.		MILEAGE REIMB. TRAINING	
					001-225-0000-4360	114.91
					Total :	**114.91**
246823	11/2/2026	892784 BARAJAS, MARIA BERENICE	OCT 2026		TOTAL BODY CONDITIONING INSTRUC	
				13752	001-423-0000-4260	682.50
					Total :	**682.50**
246824	11/2/2026	894723 BORJA, ROSEMARY	861426		SENIOR TRIP REFUND (CATALINA ISLA	
					001-3770-0000	1.74
					004-2383	53.26
					Total :	**55.00**
246825	11/2/2026	889274 BOWDEN MORENO, LINDA	REIMB.		OFFICE SUPPLIES	

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246825	11/2/2026	889274 BOWDEN MORENO, LINDA	(Continued)			
					001-422-0000-4300	30.86
					Total :	**30.86**
246826	11/2/2026	890368 C & M TOPSOIL, INC	212687		SOIL	
					029-335-0000-4300	275.63
			212732		SOIL	
					001-311-0000-4310	275.63
					Total :	**551.26**
246827	11/2/2026	100466 CACEO	300024488		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	100.00
			300024489		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	100.00
			300024490		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	100.00
			300024519		ANNUAL MEMBERSHIP DUES	
					001-152-0000-4380	100.00
					Total :	**400.00**
246828	11/2/2026	892464 CANON FINANCIAL SERVICES, INC	44032285		CITY-WIDE MULTIFUNCTION COPIER L	
				13731	001-135-0000-4260	2,018.63
					Total :	**2,018.63**
246829	11/2/2026	895106 CANON U.S.A., INC.	6017722529		CITY WIDE MULTIFUNCTION COPIER M	
				13732	001-135-0000-4260	1,603.05
					Total :	**1,603.05**
246830	11/2/2026	895054 CAPITAL RIVERS CONNECT	INV-1005		ON-CALL ECONOMIC DEVELOPMENT (	
				13676	001-150-0000-4270	2,500.00
			INV-1046		ON-CALL ECONOMIC DEVELOPMENT (	
				13676	001-150-0000-4270	3,750.00
					Total :	**6,250.00**
246831	11/2/2026	894010 CHARTER COMMUNICATIONS	187701901-101426		PD CABLE SRV-10/18/26-11/17/26	
					001-222-0000-4260	240.63
			187702001-100726		PD 5G INTERNET SRVS-10/10/26-11/09/	

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246831	11/2/2026	894010 CHARTER COMMUNICATIONS	(Continued)			
					010-225-3698-4500	2,600.00
					Total :	**2,840.63**
246832	11/2/2026	887917 CHIASSON, COURTNEY JAMES	REIMB.		OFFICE SUPPLIES	
					001-222-0000-4300	116.49
					Total :	**116.49**
246833	11/2/2026	894634 CINDY'S JUMPERS LLC	111085		TRACKLESS TRAIN FOR HOLIDAY TRE	
					001-424-0000-4260	2,400.00
					Total :	**2,400.00**
246834	11/2/2026	100713 CITY OF GLENDALE	4464		ULARA WATER MASTER SERVICE FEE	
					070-381-0000-4260	3,756.14
					Total :	**3,756.14**
246835	11/2/2026	101957 CITY OF LOS ANGELES, FIRE DEPT	SF270000007		FIRE SERVICES - OCT 2026	
					001-500-0000-4260	300,687.08
					Total :	**300,687.08**
246836	11/2/2026	103029 CITY OF SAN FERNANDO	9313-9358		REIMBURSEMENT TO WORKERS COM	
					006-1038	23,387.00
					Total :	**23,387.00**
246837	11/2/2026	100747 COASTLINE EQUIPMENT	1391478		VEHICLE MAINT-VEH NO 4361	
					041-320-0311-4400	369.68
					Total :	**369.68**
246838	11/2/2026	895324 COLANTUONO HIGHSMITH &	73051		LEGAL SERVICES	
					001-190-0000-4267	8,100.00
					Total :	**8,100.00**
246839	11/2/2026	102003 COUNTY OF LOS ANGELES	RE-PW-26100601764		INDUSTRIAL WASTE CHARGES-SEPT 2	
					072-360-0000-4450	4,410.88
					Total :	**4,410.88**
246840	11/2/2026	889794 CUELLAR, JULIE	OCT 2026		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246840	11/2/2026	889794 889794 CUELLAR, JULIE	(Continued)		**Total :**	**100.00**
246841	11/2/2026	893618 DANA SAFETY SUPPLY INC	1034861		REMOVAL OF SAFETY EQUIPMENT-DE	
				13699	041-225-0000-4500	840.00
			1035260		REMOVAL OF SAFETY EQUIPMENT-DE	
				13699	041-225-0000-4500	840.00
			1035262		REMOVAL OF SAFETY EQUIPMENT-DE	
				13699	041-225-0000-4500	840.00
					Total :	**2,520.00**
246842	11/2/2026	893114 DE LA PENA, RICHARD	REIMB.		IMSA CERTIFICATION RENEWAL	
					001-370-0000-4360	80.00
					Total :	**80.00**
246843	11/2/2026	893969 DIAMOND ENVIRONMENTAL SERVICES	0007277807		PORTABLE RESTROOMS & HAND-WAS	
				13754	001-424-0000-4260	589.15
					Total :	**589.15**
246844	11/2/2026	889121 EDGESOFT, INC.	3654		AIMS SOFTWARE SYSTEM MAINTENAI	
				13809	055-135-0000-4260	2,435.00
			3659		AIMS SOFTWARE SYSTEM MAINTENAI	
				13809	055-135-0000-4260	2,435.00
			3672		AIMS SOFTWARE SYSTEM MAINTENAI	
				13809	055-135-0000-4260	2,435.00
					Total :	**7,305.00**
246845	11/2/2026	895410 EDWARDS, MATTHEW	REIMB.		WORK BOOTS - PER MOU SEC 10.01 (A	
					070-383-0000-4310	143.88
					Total :	**143.88**
246846	11/2/2026	894865 ELECNOR BELCO ELECTRIC INC	14-1006-005		CITYWIDE SYNC PROJECT	
				13360	009-371-0510-4600	113,297.00
				13360	012-371-0510-4600	19,803.00
					009-2037	-5,664.85
					012-2037	-990.15
					Total :	**126,445.00**
246847	11/2/2026	890879 EUROFINS EATON ANALYTICAL, INC	3800144574		FULL SERVICE ENVIRONMENTAL DRIN	

vchlist **Voucher List** **Page: 6**
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246847	11/2/2026	890879 EUROFINS EATON ANALYTICAL, INC	(Continued)			
				13721	070-384-0000-4260	25.00
			3800144606		FULL SERVICE ENVIRONMENTAL DRIN	
				13721	070-384-0000-4260	13,019.20
					Total :	**13,044.20**
246848	11/2/2026	101147 FEDEX	9-729-978822		COURIER SERVICES	
					001-190-0000-4280	9.73
					Total :	**9.73**
246849	11/2/2026	890602 FERGUSON ENTERPRISES LLC #3326	0312083		TEST SAMPLER-ALL RESERVOIRS	
					070-384-0000-4310	423.16
					Total :	**423.16**
246850	11/2/2026	895172 FLORES, THOMAS	REIMB.		WORK BOOTS - PER MOU SEC 10.01 (A	
					001-311-0000-4310	186.48
					Total :	**186.48**
246851	11/2/2026	894334 FRIEND, ERICA	OCT 2026		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	**100.00**
246852	11/2/2026	892198 FRONTIER COMMUNICATIONS	209-150-5250-081292-		RADIO REPEATER (POLICE)	
					001-222-0000-4220	173.96
			209-151-4942-041191-		CITY YARD AUTO DIALER	
					070-384-0000-4220	188.21
			209-151-4943-081292-		RADIO REPEATER (POLICE)	
					001-222-0000-4220	173.96
			818-361-2385-012309-		MTA & CREDIT CARD PHONE LINE	
					007-440-0441-4220	101.35
					001-190-0000-4220	202.71
			818-361-2472-031415-		PW PHONE LINE	
					070-384-0000-4220	1,097.02
			818-361-7825-120512-		RUDY ORTEGA PARK IRR SYTM	
					001-420-0000-4220	103.12
			818-365-0007-060223-		EOC PHONE LINES	
					001-222-0000-4220	397.37

vchlist **Voucher List** **Page: 7**
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246852	11/2/2026	892198 FRONTIER COMMUNICATIONS	(Continued)			
			818-365-0026-071223-		PD NON EMERGENCY PHONE LINE	
					001-222-0000-4220	458.94
			818-831-5002-052096-		PD SPECIAL ACTIVTIES PHONE	
					001-222-0000-4220	78.04
			818-837-1509-032207-		PUBLIC WORKS PHONE LINE	
					001-190-0000-4220	97.37
			818-898-7385-033105-		LAS PALMAS PARK FAX LINE	
					001-420-0000-4220	81.63
					Total :	**3,153.68**
246853	11/2/2026	893953 GALE, PAUL JOHN	OCT 2026		KARATE CLASS INSTRUCTOR	
				13755	001-423-0000-4260	189.00
					Total :	**189.00**
246854	11/2/2026	895041 GARCIA, RONALD	REIMB.-1		PARKING FEE & PER DIEM 2026 APA C/	
					001-150-0000-4370	111.00
			REIMB.-2		PER DIEM-ICSC@WESTERN 2026 CON	
					001-150-0000-4370	40.48
					Total :	**151.48**
246855	11/2/2026	894841 GONZALEZ, MICAELA	REIMB.		MISC ITEMS-SENIOR CLUB ACTIVITIES	
					004-2346	54.87
					Total :	**54.87**
246856	11/2/2026	101376 GRAINGER, INC.	9101726272		MISC SUPPLIES FOR BLDG, ELECTRIC	
				13764	043-390-0000-4300	512.82
			9110605681		MISC SUPPLIES FOR BLDG, ELECTRIC	
				13764	001-370-0301-4300	589.28
					Total :	**1,102.10**
246857	11/2/2026	893344 GRAND ELECTRICAL SUPPLY	20116674		FUSES	
					001-370-0000-4310	12.21
					Total :	**12.21**
246858	11/2/2026	894644 GRANICUS, LLC.	239780		CITY WEBSITE REDESIGN & 5 YEARS I	
				13095	121-105-3689-4270	11,698.59

vchlist **Voucher List** **Page: 8**
11/02/2026 1:22:46PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246858	11/2/2026	894644 894644 GRANICUS, LLC.	(Continued)		**Total :**	**11,698.59**
246859	11/2/2026	895174 GUERRERO, JAYCOB	REIMB.		MILEAGE REIMB.-SCMAF TRAINING	
					001-420-0000-4390	105.79
					Total :	**105.79**
246860	11/2/2026	894976 GUTIERREZ, CARLOS A.	101426		LIVE MUSIC ENTERTAINMENT FOR SEI	
				13775	004-2380	1,600.00
					Total :	**1,600.00**
246861	11/2/2026	892445 GWMA	HTU-25-49		FY26/27-ADMIN & COST SHARING-INST	
					001-310-0000-4270	615.69
					Total :	**615.69**
246862	11/2/2026	895089 H.L. MOE CO. INC.	1129680589		REPAIR-PD CELL #41	
					043-390-0000-4330	349.00
					Total :	**349.00**
246863	11/2/2026	895328 HERNANDEZ, ALEXANDER	REIMB.		MILEAGE REIMB.	
					001-420-0000-4390	17.96
					Total :	**17.96**
246864	11/2/2026	888309 HI 2 LO VOLTAGE WIRING CO, INC	21944		ALARM MONITORING 10/01/26-12/31/26	
					001-222-0000-4260	75.00
					Total :	**75.00**
246865	11/2/2026	101511 HINDERLITER DE LLAMAS & ASSOC.	SIN067682		CONTRACT SERVICES - SALES & TRAI	
				13742	001-130-0000-4270	1,880.93
			SIN068016		CONTRACT SERVICES - SALES & TRAI	
				13742	001-130-0000-4270	937.58
					Total :	**2,818.51**
246866	11/2/2026	894893 HOME AGAIN LOS ANGELES	2519 SF 10B		HOMLESSNESS PREVENTION PROGR/	
				13377	028-107-0828-4260	1,750.00
					Total :	**1,750.00**
246867	11/2/2026	891777 IRRIGATION EXPRESS	15339088-00		MISCELLANEOUS IRRIGATION SUPPLI	
				13723	029-335-0000-4300	136.91

vchlist **Voucher List** **Page: 9**
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246867	11/2/2026	891777 IRRIGATION EXPRESS	(Continued)			
			15339194-00		MISCELLANEOUS IRRIGATION SUPPLII	
				13723	043-390-0000-4300	156.04
					Total :	**292.95**
246868	11/2/2026	894766 JOSPA PHOTOGRAPHY	092326		PHOTOGRAPHER-EMPLOYEE TEAM BI	
					001-190-0000-4430	200.00
					Total :	**200.00**
246869	11/2/2026	895238 KAHN, CORIN L.	090126		LEGAL SERVICES	
					001-110-0000-4270	11,470.00
					Total :	**11,470.00**
246870	11/2/2026	101971 L.A. MUNICIPAL SERVICES	500-750-1000		ELECTRIC - 13655 FOOTHILL	
					070-384-0000-4210	104.50
			757-750-1000		WATER - 14060 SAYRE	
					070-384-0000-4210	31.60
			993-750-1000		WATER - 13003 BORDEN	
					070-384-0000-4210	52.67
					Total :	**188.77**
246871	11/2/2026	889095 LAFD - C.U.P.A.	INV0390424		FY26/27-HAZ MAT FEES-120 MACNEIL	
					072-360-0000-4260	3,095.00
					Total :	**3,095.00**
246872	11/2/2026	101848 LANGUAGE LINE SERVICES	12060852		INTERPRETATION SERVICES	
					001-222-0000-4260	21.62
					Total :	**21.62**
246873	11/2/2026	894990 LUA, MARIO	OCT 2026		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	**100.00**
246874	11/2/2026	888468 MAJOR METROPOLITAN SECURITY	1123809		ALARM MONITORING AT ALL CITY FACI	
				13799	043-390-0000-4260	25.00
			1123810		ALARM MONITORING AT ALL CITY FACI	
				13799	043-390-0000-4260	25.00
			1123811		ALARM MONITORING AT ALL CITY FACI	

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246874	11/2/2026	888468 MAJOR METROPOLITAN SECURITY	(Continued)			
				13799	043-390-0000-4260	25.00
			1123812		ALARM MONITORING AT ALL CITY FACI	
				13799	043-390-0000-4260	25.00
			1123813		ALARM MONITORING AT ALL CITY FACI	
				13799	043-390-0000-4260	25.00
			1123814		ALARM MONITORING AT ALL CITY FACI	
				13799	043-390-0000-4260	25.00
			1123815		ALARM MONITORING AT ALL CITY FACI	
				13799	043-390-0000-4260	25.00
			1123816		ALARM MONITORING AT ALL CITY FACI	
				13799	043-390-0000-4260	25.00
			1123817		ALARM MONITORING AT ALL CITY FACI	
				13799	043-390-0000-4260	25.00
			1123818		ALARM MONITORING AT ALL CITY FACI	
				13799	043-390-0000-4260	25.00
			1123819		ALARM MONITORING AT ALL CITY FACI	
				13799	043-390-0000-4260	25.00
			1123820		ALARM MONITORING AT ALL CITY FACI	
				13799	070-384-0000-4260	25.00
			1123821		ALARM MONITORING AT ALL CITY FACI	
				13799	070-384-0000-4260	25.00
			1123822		ALARM MONITORING AT ALL CITY FACI	
				13799	070-384-0000-4260	25.00
			1123823		ALARM MONITORING AT ALL CITY FACI	
				13799	070-384-0000-4260	25.00
					Total :	**375.00**
246875	11/2/2026	895249 MARIPOSA LANDSCAPES INC	122667		PUBLIC WATER FACILITIES & CITY LAN	
				13726	070-384-0000-4260	3,590.00
					Total :	**3,590.00**
246876	11/2/2026	888254 MCCALLA COMPANY	217525		NITRILE GLOVES	
					001-222-0000-4300	876.90
					Total :	**876.90**
246877	11/2/2026	894210 MELTON, ERICA D.	REIMB.-1		TESTING SUPPLIES-PD SGT EXAM BO	

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246877	11/2/2026	894210 MELTON, ERICA D.	(Continued)			
					001-133-0000-4360	290.73
			REIMB.-2		WELLNESS BENEFIT REIMB. FY26/27	
					001-130-0000-4140	750.00
					Total :	**1,040.73**
246878	11/2/2026	895414 MENDIVIL, JOSE	REIMB.		PARKING FEE-2026 APA CA. CONF	
					001-150-0000-4370	115.50
			TRAVEL		PER DIEM & MILEAGE-MMASC ANNUAI	
					001-150-0000-4370	452.30
					Total :	**567.80**
246879	11/2/2026	102148 METROPOLITAN WATER DISTRICT	12350		SEPT'26-MONTHLY CAPACITY CHARGE	
					070-384-0000-4430	6,404.17
					Total :	**6,404.17**
246880	11/2/2026	102226 MISSION LINEN SUPPLY	526900494		LAUNDRY SERVICES FOR PD	
				13747	001-225-0000-4350	397.13
			526944551		LAUNDRY SERVICES FOR PD	
				13747	001-225-0000-4350	397.13
					Total :	**794.26**
246881	11/2/2026	895413 MORA, ADELIA	REIMB.		MILEAGE REIMB	
					001-420-0000-4390	15.96
					Total :	**15.96**
246882	11/2/2026	894004 MURILLO, NICHOLAS	REIMB.		K9 FOOD & SUPPLIES	
					001-225-0000-4300	77.54
					Total :	**77.54**
246883	11/2/2026	102325 NAPA AUTO PARTS	242425		BELTS	
					041-320-0390-4400	202.41
					Total :	**202.41**
246884	11/2/2026	895408 NIA PADILLA MUSIC	3		HOST-HOLIDAY TREE LIGHTING EVEN	
					001-424-0000-4260	600.00
					Total :	**600.00**

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246885	11/2/2026	894645 NINJA NINJA	OCT 2026		MARTIAL ARTS INSTRUCTION FOR LEI	
				13781	001-423-0000-4260	567.00
					Total :	**567.00**
246886	11/2/2026	102423 OCCU-MED, INC.	1026901		MEDICAL EXAM	
					001-133-0000-4270	246.00
					Total :	**246.00**
246887	11/2/2026	894100 ODP BUSINESS SOLUTIONS , LLC	480723159001		OFFICE SUPPLIES	
					001-424-0000-4300	154.57
			483109980001		BREAK ROOM SUPPLIES	
					001-222-0000-4300	386.19
			483115803001		OFFICE SUPPLIES	
					001-222-0000-4300	160.04
			483821602001		OFFICE SUPPLIES	
					001-130-0000-4300	108.03
			484314503001		BREAK ROOM & OFFICE SUPPLIES	
					001-222-0000-4300	245.28
			484314788001		BREAK ROOM SUPPLIES	
					001-222-0000-4300	66.52
			484329525001		OFFICE SUPPLIES	
					001-130-0000-4300	38.66
			484465393001		OFFICE SUPPLIES	
					001-222-0000-4300	88.78
			484465852001		OFFICE SUPPLIES	
					001-222-0000-4300	28.68
			485841777001		OFFICE SUPPLIES	
					001-222-0000-4300	53.27
			485841778001		OFFICE SUPPLIES	
					001-222-0000-4300	3.29
			486255592001		OFFICE SUPPLIES	
					001-130-0000-4300	45.78
			486255762001		OFFICE SUPPLIES	
					001-130-0000-4300	18.74
					Total :	**1,397.83**
246888	11/2/2026	895411 OROZCO, JOSE	REIMB.		WORK BOOTS - PER MOU SEC 10.01 (A	

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246888	11/2/2026	895411 OROZCO, JOSE	(Continued)			
					001-311-0000-4310	266.40
					Total :	**266.40**
246889	11/2/2026	893984 ORTEGA, ADAN	SEPT 2026		MWD REPRESENTATIVE STIPEND	
					001-101-0000-4111	250.00
					Total :	**250.00**
246890	11/2/2026	894991 PAYMENTUS GROUP INC	INV-15-185752		ONLINE TRANSACTION SERVICE FEES	
				13727	070-382-0000-4435	1,283.63
				13727	072-360-0000-4435	1,283.62
					Total :	**2,567.25**
246891	11/2/2026	894972 PEREZ-VAZQUEZ, ESTELA	863238		SENIOR TRIP REFUND (CATALINA ISLA	
					004-2383	90.00
					Total :	**90.00**
246892	11/2/2026	895002 PORTA-STOR	490742		MCB STORAGE BIN RENTAL-SEPT 202(	
					001-423-0000-4260	85.00
					Total :	**85.00**
246893	11/2/2026	889264 PRECISION CONCRETE CUTTING	CSF 101226-42		CITYWIDE SIDEWALK ASSESSMENT	
				13337	121-311-0866-4600	16,811.45
			CSF 091626-41		CITYWIDE SIDEWALK ASSESSMENT	
				13337	121-311-0866-4600	11,366.44
					Total :	**28,177.89**
246894	11/2/2026	102738 QUINTERO ESCAMILLA, VIOLETA	OCT 2026		MUSIC CLASS INSTRUCTOR FOR (2) S	
				13757	001-423-0000-4260	980.00
					Total :	**980.00**
246895	11/2/2026	894891 RAUL'S CATERING LLC	1618		CATERING SERVICES-VETERAN'S CEL	
					001-422-0000-4260	1,000.00
					Total :	**1,000.00**
246896	11/2/2026	102858 RIVERSIDE COUNTY SHERIFF	BCTC0102904		INTERNAL AFFAIRS INVESTIGATION C(	
					001-225-0000-4360	235.00

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246896	11/2/2026	102858 102858 RIVERSIDE COUNTY SHERIFF	(Continued)		**Total :**	**235.00**
246897	11/2/2026	894439 RODRIGUEZ, CHRIS	TRAVEL-1		PER DIEM-ICI CRIMINAL INVESTIGATIC	
					001-224-0000-4360	385.00
			TRAVEL-2		PER DIEM-ICI CRIMINAL INVESTIGATIC	
					001-224-0000-4360	385.00
					Total :	**770.00**
246898	11/2/2026	895131 ROMERO-FUENTES, SONIA	OCT 2026		GLACVCD TRUSTEE MEMBER STIPENI	
					001-190-0000-4111	150.00
					Total :	**150.00**
246899	11/2/2026	894312 RUIZ, EDWARD	REIMB.		D-3 WATER DISTRINUTION CERT RENE	
					070-381-0000-4380	90.00
					Total :	**90.00**
246900	11/2/2026	894973 SALDIVAR, JOSEFINA	863383		SENIOR TRIP REFUND (CATALINA ISLA	
					004-2383	90.00
					Total :	**90.00**
246901	11/2/2026	887575 SAN FERNANDO EXPLORER POST 521	REIMB.		RGSTR-CHANDLER COMPETITION	
					001-226-0230-4380	1,800.00
					Total :	**1,800.00**
246902	11/2/2026	890541 SANCHEZ, FLOR	OCT 2026		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	**100.00**
246903	11/2/2026	103184 SMART & FINAL	151		SUPPLIES-HALLOWEEN EVENT	
					001-423-0000-4300	79.93
			234		SUPPLIES FOR VARIOUS PROG	
					004-2346	108.63
					004-2380	16.64
					004-2383	107.91
					001-422-0000-4300	228.64
			26		BREAK ROOM SUPPLIES	
					001-222-0000-4300	12.19
			61		TREE PLANTING EVENT	

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246903	11/2/2026	103184 SMART & FINAL	(Continued)			
					001-310-0000-4300	69.52
					Total :	**623.46**
246904	11/2/2026	895133 SOTO, ISABELLA	REIMB.		SENIOR PROG SUPPLIES	
					004-2346	81.60
					Total :	**81.60**
246905	11/2/2026	894311 SPECTRUMVOIP	970010		CITYWIDE LONG DISTANCE VOIP SRVS	
					001-190-0000-4220	249.35
					Total :	**249.35**
246906	11/2/2026	103251 STANLEY PEST CONTROL	2088525		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	55.00
			2088527		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	62.00
			2088870		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	95.00
			2089024		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	94.00
			2089029		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	85.00
			2089032		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	85.00
			2089105		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	135.00
			2116856		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	95.00
			2116963		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	85.00
			2116964		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	85.00
			2116967		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	94.00
			2116998		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	55.00
			2116999		PEST EXTERMINATION SERVICES	

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246906	11/2/2026	103251 STANLEY PEST CONTROL	(Continued)			
				13788	043-390-0000-4260	62.00
			2118871		PEST EXTERMINATION SERVICES	
				13788	043-390-0000-4260	135.00
					Total :	**1,222.00**
246907	11/2/2026	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUS	079754		FINGERPRINTING-SEPT 2026	
					001-133-0000-4270	64.00
					Total :	**64.00**
246908	11/2/2026	894649 STERLING ADMINISTRATION	970627		FSA FUNDING CONTRIBUTION	
					004-2365	1,078.51
					Total :	**1,078.51**
246909	11/2/2026	895253 STRATEGIC LEADERSHIP	001-ACTINGCHIEF		CONSULTING SERVS FOR THE POLICE	
				13650	001-222-0000-4270	1,750.00
			001-SFPDFY-27		CONSULTING SERVS FOR THE POLICE	
				13650	001-222-0000-4270	5,250.00
			003-ACTINGCHIEF		CONSULTING SERVS FOR THE POLICE	
				13650	001-222-0000-4270	1,575.00
					Total :	**8,575.00**
246910	11/2/2026	895341 TAM, BONNIE	REIMB.		INTERVIEW REFRESHMENTS	
					001-310-0000-4300	17.74
					Total :	**17.74**
246911	11/2/2026	895288 TETRA TECH INC.	52629462		POST-CONSTRUCTION SUPPORT SER	
				13824	010-311-0567-4600	892.50
			52645404		POST-CONSTRUCTION SUPPORT SER	
				13824	010-311-0567-4600	3,874.58
			52661920		POST-CONSTRUCTION SUPPORT SER	
				13824	010-311-0567-4600	765.00
					Total :	**5,532.08**
246912	11/2/2026	103205 THE GAS COMPANY	042-320-6900-7		GAS - 910 FIRST	
					043-390-0000-4210	300.48
			084-220-3249-3		GAS - 505 S HUNTINGTON	

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246912	11/2/2026	103205 THE GAS COMPANY	(Continued)			
					043-390-0000-4210	90.27
			088-520-6400-8		GAS - 117 MACNEIL	
					043-390-0000-4210	25.01
			090-620-6400-2		GAS - 120 MACNIEL	
					070-381-0000-4210	3.14
					072-360-0000-4210	3.15
					043-390-0000-4210	6.30
			143-287-8131-6		GAS - 208 PARK	
					043-390-0000-4210	107.98
			162-020-7432-0		GAS - 828 HARDING	
					043-390-0000-4210	3.55
					Total :	**539.88**
246913	11/2/2026	888821 THE GOODYEAR TIRE & RUBBER CO	50319		TIRE-VEH NO 7863	
					041-320-0224-4400	262.74
					Total :	**262.74**
246914	11/2/2026	101528 THE HOME DEPOT CRC	2394365		REPAIR TO STREET LIGHTS	
					027-344-0000-4300	171.57
			3344485		STUCCO-PLANTER PARKING LOT 4	
					029-335-0000-4300	189.31
			3353808		SUPPLIES FOR PLANTER	
					029-335-0000-4300	98.91
			5012734		STUCCO-PLANTER PARKING LOT 4	
					029-335-0000-4300	153.96
			7021560		PLANTER-PARKING LOT 4	
					029-335-0000-4300	127.22
			7610352		PLANTER-PARKING LOT 4	
					029-335-0000-4300	80.28
			8353575		PLANTER-PARKING LOT 4	
					029-335-0000-4300	270.43
					Total :	**1,091.68**
246915	11/2/2026	894052 THE LANGUAGE PROS, INC.	2165		LANGUAGE SERVICES	
				13734	001-115-0000-4270	660.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246915	11/2/2026	894052 894052 THE LANGUAGE PROS, INC.	(Continued)		**Total :**	**660.00**
246916	11/2/2026	894079 THEA'S TOUR LINE	610		TRANSPORT-SR TRIP TO AGUA CALIEI	
					004-2383	1,600.00
					Total :	**1,600.00**
246917	11/2/2026	892525 T-MOBILE USA	L2609290065		PHONE RECORD SEARCH	
					001-222-0000-4270	300.00
					Total :	**300.00**
246918	11/2/2026	103413 TRANS UNION LLC	09602996		CREDIT CHECK SERVICES	
					001-222-0000-4260	90.00
					Total :	**90.00**
246919	11/2/2026	101028 TYLER TECHNOLOGIES, INC.	045-579346		ERP SOFTWARE AND IMPLEMENTATIO	
				13365	121-135-3689-4260	700.00
					Total :	**700.00**
246920	11/2/2026	103439 UPS	831954406		COURIER SERVICES	
					001-190-0000-4280	231.16
					Total :	**231.16**
246921	11/2/2026	894888 US BANCORP SERVICE CENTER INC	091726		ANNUAL MEMBERSHIP	
					001-105-0000-4380	400.00
			092826		LODGING-LEAGUE OF CA CITIES ANNU	
					001-101-0107-4370	101.79
			100726-1		RGSTR-2027 ANNUAL CONF ON 02/01-(	
					001-130-0000-4370	650.00
			100726-1		USB MULTI -PORT ADAPTER	
					001-222-0000-4300	28.85
			100726-2		RGSTR-2027 ANNUAL CONF ON 02/01-(	
					001-130-0000-4370	650.00
			100726-2		LIVESCAN SUPPLIES	
					001-222-0000-4300	31.05
			101326		SUPPLIES - 3WINS 5K EVENT	
					001-422-0000-4300	38.21
			101526		INSTALLATION EVENT TICKET	
					001-101-0107-4370	65.00

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246921	11/2/2026	894888 US BANCORP SERVICE CENTER INC	(Continued)			
			101526		LUNCH-PW MEET & GREET	
					001-310-0000-4370	108.69
			101526-1		EVENT SUPPLIES	
					001-424-0000-4300	245.94
			101526-2		SUPPLIES - 3WINS 5K EVENT	
					001-422-0000-4300	183.34
			101526-3		SUPPLIES - 3WINS 5K EVENT	
					001-422-0000-4300	8.87
			101626		INSTALLATION EVENT TICKET	
					001-101-0114-4370	65.00
			101626		CREDIT-LODGING-ICSC@WESTERN 2(	
					001-150-0000-4370	-40.48
			101626		SUBSCRIPTION DUES	
					001-423-0000-4380	44.95
			101626		PLANNER REFILL	
					001-150-0000-4300	69.26
			101926		LODGING-POST RECORDS CLERK TRA	
					001-222-0000-4360	858.40
			101926		LODGING- POST MANAGEMENT COUR	
					001-225-0000-4360	815.04
			101926		OFFICE DECOR - HALLOWEEN	
					001-130-0000-4300	50.00
			101926-1		LODGING-AXON TASER INSTUCTOR TI	
					001-225-0000-4360	304.02
			101926-2		LODGING-AXON TASER INSTUCTOR TI	
					001-225-0000-4360	274.02
			102026		EVENT SUPPLIES	
					001-424-0000-4300	35.51
			102226-1		LODGING-LESS LETHAL WEAPONS INS	
					001-225-0000-4360	317.36
			102226-1		SUPPLIES - 3WINS 5K EVENT	
					001-422-0000-4300	27.26
			102226-2		LODGING-LESS LETHAL WEAPONS INS	
					001-225-0000-4360	317.36
			102226-2		SENIOR PROG BINGO SUPPLIES	
					004-2382	88.12

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246921	11/2/2026	894888 US BANCORP SERVICE CENTER INC	(Continued)			
					004-2346	88.11
			102226-3		SENIOR PROG BINGO SUPPLIES	
					004-2382	54.79
					004-2346	54.78
			102226-4		SENIOR PROG BINGO SUPPLIES	
					004-2382	29.60
					004-2346	29.60
			102226-5		SENIOR PROG BINGO SUPPLIES	
					004-2382	60.82
					004-2346	60.81
			102726		2027 LAND USE LAW & PLANNING CON	
					001-150-0000-4370	550.00
			102726		EBIKE REPAIRS	
					001-222-0000-4320	259.36
			102826		LESS LETHAL WEAPON	
					001-222-0000-4300	256.22
			102826		ANNUAL MEMBERSHIP-EM	
					001-130-0000-4380	165.00
					Total :	**7,346.65**
246922	11/2/2026	895346 VASQUEZ, RUDY	AUG 2026		DANCE INSTRUCTOR FOR LEISURE CL	
				13806	001-423-0000-4260	200.00
			SEPT 2026 - 2		DANCE INSTRUCTOR FOR LEISURE CL	
				13806	001-423-0000-4260	70.00
					Total :	**270.00**
246923	11/2/2026	889644 VERIZON BUSINESS	00972637		POLICE LONG DIST (Y2619457)	
					001-222-0000-4220	66.38
					Total :	**66.38**
246924	11/2/2026	889644 VERIZON BUSINESS	00973155		CITY HALL LINES (Y2620636)	
					001-190-0000-4220	65.92
					Total :	**65.92**
246925	11/2/2026	889644 VERIZON BUSINESS	00972634		CITY HALL LONG DIST (Y2619454)	
					001-190-0000-4220	60.23

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246925	11/2/2026	889644 889644 VERIZON BUSINESS	(Continued)		**Total :**	**60.23**
246926	11/2/2026	889644 VERIZON BUSINESS	00972636		CITY HALL LONG DIST (Y2619456)	
					001-190-0000-4220	29.05
					Total :	**29.05**
246927	11/2/2026	889644 VERIZON BUSINESS	00972639		PARKS LONG DIST (Y2619459)	
					001-420-0000-4220	18.36
					Total :	**18.36**
246928	11/2/2026	889644 VERIZON BUSINESS	00972635		CITY YARD LONG DIST (Y2619455)	
					070-384-0000-4220	17.41
					Total :	**17.41**
246929	11/2/2026	889644 VERIZON BUSINESS	00972638		CITY YARD LONG DIST (Y2619458)	
					070-384-0000-4220	11.60
					Total :	**11.60**
246930	11/2/2026	889644 VERIZON BUSINESS	00973144		PW-LONG DIST (Y2620611)	
					001-310-0000-4220	5.79
					Total :	**5.79**
246931	11/2/2026	890534 WHENTOWORK, INC.	60694185-60-12-PRO-2		ONLINE SCHEDULING SERVICE	
					001-420-0000-4260	583.00
					Total :	**583.00**
246932	11/2/2026	891531 WILLDAN ENGINEERING	004-24252		TRAFFIC SIGNAL MODIFICATIONS - 9 L	
				13228	008-311-0562-4600	6,643.01
			00633349		SANITRY SEWER MASTER PLAN	
				13576	072-365-0000-4260	19,001.00
					Total :	**25,644.01**
246933	11/2/2026	892390 WILMINGTON TRUST	115494-007		AUTHORITY & TRUSTEE FEE	
					012-190-0000-4265	2,797.75
			115494-007		COP 2016 INTEREST PYMNT	
					012-310-0000-4410	30,843.75
					012-1041	-520.05

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246933	11/2/2026	892390 892390 WILMINGTON TRUST	(Continued)		**Total :**	**33,121.45**
246934	11/2/2026	890008 WOODWARD, BRIAN	TRAVEL		PER DIEM-POST MANAGEMENT COUR	
					001-225-0000-4360	387.00
					Total :	**387.00**

127 Vouchers for bank code : bank3 **Bank total :** **766,247.37**

127 Vouchers in this report **Total vouchers :** **766,247.37**

Voucher Registers are not final until approved by Council.

EXHIBIT "A"
RES. NO. 26-112

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246939	11/16/2026	895409 360 AND BEYOND	2026-1248		FINAL PYMNT-PHOTO BOOTH-HOLIDAY	
					001-424-0000-4260	740.00
					Total :	**740.00**
246940	11/16/2026	894869 ACORN TECHNOLOGY SERVICES	14060		ACORN TECHNOLOGY IT MANAGED SI	
				13709	001-135-0000-4270	19,727.61
					Total :	**19,727.61**
246941	11/16/2026	895412 AGUIRRE, APRIL	REIMB.		SUPPLIES-DIA DE LOS MUERTOS EVEI	
					001-424-0000-4300	130.17
					001-420-0000-4390	16.72
					Total :	**146.89**
246942	11/16/2026	895071 AHMU, ANGELA P.	OCT 2026-1		STRETCH AND STRENGTHENING CLAS	
				13790	001-422-0000-4260	441.00
			OCT 2026-2		ZUMBA GOLD INSTRUCTOR (SUB FOR	
				13789	001-422-0000-4260	409.50
					Total :	**850.50**
246943	11/16/2026	889043 ALADIN JUMPERS	17223		RENTAL OF INFLATABLES FOR EVENT	
				13760	001-423-0000-4300	500.00
			17287		RENTAL OF INFLATABLES FOR EVENT	
				13760	001-424-0000-4260	1,898.00
					Total :	**2,398.00**
246944	11/16/2026	890251 ALDERMAN & HILGERS, LLP	5474		LEGAL SERVICES	
					001-133-0000-4270	250.00
					Total :	**250.00**
246945	11/16/2026	100143 ALONSO, SERGIO	SA11-26		MARIACHI PROGRAM INSTRUCTOR-O(	
				13761	001-424-0000-4430	630.00
				13761	004-2360	700.00
					Total :	**1,330.00**
246946	11/16/2026	887695 AL'S KUBOTA TRACTOR	338171		VEHICLE MAINT-VEH NO. 1173	
					041-320-0390-4400	553.05

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246946	11/16/2026	887695 887695 AL'S KUBOTA TRACTOR	(Continued)		**Total :**	**553.05**
246947	11/16/2026	100175 AMERICAN WATER WORKS ASSOC.	S0322677		ANNUAL MEMBERSHIP NO. 00034415	
					070-381-0000-4380	560.00
					Total :	**560.00**
246948	11/16/2026	100191 ANGELES SHOOTING RANGE	12194		SHOOTING RANGE TRAINING - 10/17/1	
					001-225-0000-4360	300.00
					Total :	**300.00**
246949	11/16/2026	100222 ARROYO BUILDING MATERIALS, INC	324969		SUPPLIES AND U CARTS OF CONCRET	
				13785	001-311-0000-4310	202.58
					Total :	**202.58**
246950	11/16/2026	892412 AT&T MOBILITY	287340014777X-110420		VARIOUS CELL PHONE PLAN-OCT'26	
					001-133-0000-4220	52.39
					070-384-0000-4220	56.39
					001-107-0000-4260	61.39
					Total :	**170.17**
246951	11/16/2026	893176 AUTOZONE STORE 5681	5681994722		VEHICLE MAINT-VEH NO. 1165	
					070-381-0000-4400	22.67
					Total :	**22.67**
246952	11/16/2026	894360 BAKER TILLY US, LLP	BTAG-10144214		FISCAL MODEL & HEALTH INDICATORS	
				13839	001-130-0000-4270	3,160.00
					Total :	**3,160.00**
246953	11/16/2026	895416 BARBA JR, SALVADOR	50-4200-04		WATER ACCT REFUND - 1011 SHADOW	
					070-2010	6.94
					Total :	**6.94**
246954	11/16/2026	894842 BATTERY POWER INC	502692		BATTERY-VEH NO. 7509	
					041-320-0225-4400	86.19
					Total :	**86.19**
246955	11/16/2026	895418 BELTRAN, CARLOS	REIMB.		METER READING WALKING SHOES	
					070-383-0000-4310	148.11

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246955	11/16/2026	895418 895418 BELTRAN, CARLOS	(Continued)		**Total :**	**148.11**
246956	11/16/2026	893591 BIOMEDICAL WASTE DISPOSAL	171294		BIOMEDICAL WASTE PICK-UP & DISPO	
					001-222-0000-4260	110.00
					Total :	**110.00**
246957	11/16/2026	895419 BORRUEL, GILBERT	TRAVEL-1		POST POLICE TRAINING ACADEMNY (\	
					001-225-0000-4360	343.91
			TRAVEL-2		POST POLICE TRAINING ACADEMNY (\	
					001-225-0000-4360	390.11
					Total :	**734.02**
246958	11/16/2026	894600 CARGILL, INCORPORATED	2912985093		NSF CERTIFIED BULK WHITE CRYSTAL	
				13712	070-384-0000-4300	6,403.82
			2913022212		NSF CERTIFIED BULK WHITE CRYSTAL	
				13712	070-384-0000-4300	6,447.35
			2913028031		NSF CERTIFIED BULK WHITE CRYSTAL	
				13712	070-384-0000-4300	6,463.59
					Total :	**19,314.76**
246959	11/16/2026	103948 CDW GOVERNMENT, INC.	AL6SV9H		BLUEBEAM 5 SOFTWARE LICENSES 1	
				13840	055-135-0000-4260	2,304.90
					Total :	**2,304.90**
246960	11/16/2026	894289 CITY OF ANGELS COMMUNITY	120526		HOLIDAY TREE LIGHTING CHOIR	
					001-424-0000-4260	800.00
					Total :	**800.00**
246961	11/16/2026	103029 CITY OF SAN FERNANDO	9359-9446		REIMB TO WORKER'S COMP ACCT	
					006-1038	49,292.81
					Total :	**49,292.81**
246962	11/16/2026	890893 CITY OF SAN FERNANDO	Nov-26		CITY PROPERTY UTILITY BILLS-NOV 2(	
					043-390-0000-4210	14,593.24
					Total :	**14,593.24**
246963	11/16/2026	894794 CIVICA LAW GROUP, APC	22025		CODE ENFORCEMENT LEGAL SERVICI	
				13188	001-152-0000-4270	1,044.90

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246963	11/16/2026	894794 CIVICA LAW GROUP, APC	(Continued)			
			22026		CODE ENFORCEMENT LEGAL SERVICI	
				13188	001-152-0000-4270	3,331.60
			22027		CODE ENFORCEMENT LEGAL SERVICI	
				13188	001-152-0000-4270	10.39
					Total :	**4,386.89**
246964	11/16/2026	100805 COOPER HARDWARE INC.	147469		MISC SUPPLIES FOR PW OPERATIONS	
				13786	070-383-0000-4310	50.81
					Total :	**50.81**
246965	11/16/2026	100499 CPCA	16266		FY2026-2027 MEMBERSHIP DUES	
					001-222-0000-4380	559.00
					Total :	**559.00**
246966	11/16/2026	887121 DELL MARKETING L.P.	10892330766		MICROSOFT 365 GCC G3	
				13804	001-135-0000-4260	90,804.00
					Total :	**90,804.00**
246967	11/16/2026	894276 DOLLFACE ENTERTAINMENT INC	110426		FINAL PYMNT-ENTERTAINMENT-HOLID	
					001-424-0000-4260	400.00
					Total :	**400.00**
246968	11/16/2026	894560 DUDEK	202608308		DOWNTOWN MASTER PLAN	
				13054	121-107-3689-4270	7,765.00
			202610003		DOWNTOWN MASTER PLAN	
				13054	121-107-3689-4270	7,946.25
					Total :	**15,711.25**
246969	11/16/2026	894082 ELIAS, LILIA LETICIA	OCT 2026		SENIOR DANCE CLEAN UP SERVICE-0(	
					004-2346	208.00
					Total :	**208.00**
246970	11/16/2026	890401 ENVIROGEN TECHNOLOGIES INC	0018003-IN		MAINTENANCE SERVICES FOR CITY W	
				13720	070-384-0857-4260	10,700.63
			0018072-IN		MAINTENANCE SERVICES FOR CITY W	
				13720	070-384-0857-4260	10,700.63

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246970	11/16/2026	890401 890401 ENVIROGEN TECHNOLOGIES INC	(Continued)		**Total :**	**21,401.26**
246971	11/16/2026	893800 FAJARDO, JOANNE	OCT 2026		ZUMBA GOLD INSTRUCTOR	
				13821	001-422-0000-4260	238.00
					Total :	**238.00**
246972	11/16/2026	101147 FEDEX	9-514-65288		COURIER SERVICES	
					001-190-0000-4280	90.91
					Total :	**90.91**
246973	11/16/2026	893029 FERGUSON WATERWORKS #1083	0083061		WATER SERVICE & FIRE HYDRANT SUI	
				13763	070-383-0000-4310	1,753.49
			0084615		WATER SERVICE & FIRE HYDRANT SUI	
				13763	070-385-0701-4600	6,523.94
			0086535		WATER SERVICE & FIRE HYDRANT SUI	
				13763	070-383-0000-4310	171.12
			0086572		WATER SERVICE & FIRE HYDRANT SUI	
				13763	070-383-0000-4310	989.60
			0086954		WATER SERVICE & FIRE HYDRANT SUI	
				13763	070-383-0000-4310	392.66
					Total :	**9,830.81**
246974	11/16/2026	894525 FFSIGNS, LLC	962		SIGNS, DECALS, GRAPHICS AND MISC	
				13796	041-1215	917.15
					Total :	**917.15**
246975	11/16/2026	892198 FRONTIER COMMUNICATIONS	209-150-5251-040172-		MWD METER (P.W.)	
					070-384-0000-4220	173.96
			209-151-4939-102990-		MUSIC CHANNEL	
					001-190-0000-4220	39.57
			209-188-4361-031792-		RCS PHONE LINES	
					001-222-0000-4220	335.69
			209-188-4362-031792-		POLICE PHONE LINES	
					001-222-0000-4220	10,471.13
			209-188-4363-031892-		VARIOUS PHONE LINES	
					001-190-0000-4220	246.71
					070-384-0000-4220	645.72

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246975	11/16/2026	892198 FRONTIER COMMUNICATIONS	(Continued)			
					001-420-0000-4220	730.95
			818-361-6728-080105-		ENGINEERING FAX LINE	
					001-310-0000-4220	85.14
			818-365-5097-120298-		POLICE NARCOTICS VAULT	
					001-222-0000-4220	83.12
			818-837-1509-032207-		PUBLIC WORKS PHONE LINE	
					001-190-0000-4220	99.39
			818-837-2296-031315-		VARIOUS CITY HALL LINES	
					001-190-0000-4220	855.95
			818-838-4969-021803-		POLICE DEPT ALARM PANEL	
					001-222-0000-4220	224.56
					Total :	**13,991.89**
246976	11/16/2026	887249 GALLS, LLC	36751521		UNIFORM	
					001-225-0000-4325	598.78
			36751561		UNIFORM	
					001-225-0000-4325	84.01
					Total :	**682.79**
246977	11/16/2026	895041 GARCIA, RONALD	REIMB.		PARKING & RGSTR-10TH ANNUAL CITY	
					001-150-0000-4370	120.50
					Total :	**120.50**
246978	11/16/2026	101279 GOMEZ-GARCIA, SONIA	REIMB.		WELLNESS BENEFIT REIMB. FY26/27	
					001-130-0000-4140	400.00
					Total :	**400.00**
246979	11/16/2026	101376 GRAINGER, INC.	9088515433		MISC SUPPLIES FOR BLDG, ELECTRIC	
				13764	043-390-0000-4300	341.23
			9114945257		MISC SUPPLIES FOR BLDG, ELECTRIC	
				13764	043-390-0000-4300	469.88
			9116998619		MISC SUPPLIES FOR BLDG, ELECTRIC	
				13764	043-390-0000-4300	1,104.46
			9125974387		MISC SUPPLIES FOR BLDG, ELECTRIC	
				13764	043-390-0000-4300	119.22
			9126370312		MISC SUPPLIES FOR BLDG, ELECTRIC	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246979	11/16/2026	101376 GRAINGER, INC.	(Continued)			
				13764	043-390-0000-4300	75.70
			9131895469		MISC SUPPLIES FOR BLDG, ELECTRIC	
				13764	001-370-0301-4300	500.83
					Total :	**2,611.32**
246980	11/16/2026	893344 GRAND ELECTRICAL SUPPLY	20116706		SUPPLIES-LOT 6N	
					029-335-0000-4300	78.81
					Total :	**78.81**
246981	11/16/2026	894407 GRAYBAR FINANCIAL SERVICES	21211832		VIP MONTHLY LEASE PAYMENT-NOV 2(	
					001-190-0000-4220	950.74
					001-222-0000-4220	950.74
					001-420-0000-4220	407.46
					070-384-0000-4220	407.45
					Total :	**2,716.39**
246982	11/16/2026	895417 GUTIERREZ, JOSEPH	863616		SENIOR TRIP REFUND (OLD TOWN SAI	
					004-2383	30.00
					Total :	**30.00**
246983	11/16/2026	101434 GUZMAN, JESUS ALBERTO	JG10-26		MARIACHI PROGRAM INSTRUCTOR-O(	
				13776	004-2359	1,600.00
					Total :	**1,600.00**
246984	11/16/2026	101428 H & H WHOLESALE PARTS	1IN0803880		BATTERY-VEH NO.7509	
					041-320-0225-4400	95.90
					Total :	**95.90**
246985	11/16/2026	101512 HDL, COREN & CONE	SIN065899		CONTRACT SERVICES-PROPERTY TAX	
				13835	001-130-0000-4270	1,902.90
			SIN069286		CONTRACT SERVICES-PROPERTY TAX	
				13835	001-130-0000-4270	1,921.29
					Total :	**3,824.19**
246986	11/16/2026	890594 HEALTH AND HUMAN RESOURCE	E03281823		EAP-DEC 2026	
					001-133-0000-4260	302.90

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246986	11/16/2026	890594 890594 HEALTH AND HUMAN RESOURCE	(Continued)		**Total :**	**302.90**
246987	11/16/2026	893817 HERNANDEZ MOLINA, MARIO ALBERTO	MH10-26		MARIACHI PROGRAM INSTRUCTOR	
				13777	001-424-0000-4430	240.00
				13777	004-2359	720.00
					Total :	**960.00**
246988	11/16/2026	891937 HERNANDEZ, JOSE	REIMB.		REIMB-SENIOR CLUB ACTIVITIES	
					004-2380	577.31
					Total :	**577.31**
246989	11/16/2026	894775 IBARRA, SERGIO	REIMB.		SNACKS-POLICE CHIEF RECRUITMEN	
					001-133-0000-4270	79.92
					Total :	**79.92**
246990	11/16/2026	893051 IDEMIA IDENTITY & SECURITY USA	192714		APPLICANT LIVE SCAN YEARLY MAINT	
				13836	001-135-0000-4260	2,129.00
					Total :	**2,129.00**
246991	11/16/2026	891777 IRRIGATION EXPRESS	15339560-00		MISCELLANEOUS IRRIGATION SUPPLI	
				13723	043-390-0000-4300	148.67
			15339823-00		MISCELLANEOUS IRRIGATION SUPPLI	
				13723	043-390-0000-4300	290.47
			15340210-00		MISCELLANEOUS IRRIGATION SUPPLI	
				13723	029-335-0000-4300	36.00
					Total :	**475.14**
246992	11/16/2026	895343 JOHNSON, LINDEN	REIMB.-1		WELLNESS REIMB. FY26/27 & MILEAGE	
					001-107-0000-4140	125.76
					001-107-0000-4370	28.73
			REIMB.-2		CIF: REFRESHMENTS CITY AREA B ME	
					053-101-0114-4430	50.02
					053-101-0109-4430	50.02
					Total :	**254.53**
246993	11/16/2026	894823 KARINA SWEEPING LLC	0057		SWEEPING SERVS CITY OWNED PARK	
				13794	023-311-0000-4260	7,200.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246993	11/16/2026	894823 894823 KARINA SWEEPING LLC	(Continued)		**Total :**	**7,200.00**
246994	11/16/2026	101971 L.A. MUNICIPAL SERVICES	494-750-1000		WATER-12900 DRONFIELD	
					070-384-0000-4210	115.83
					Total :	**115.83**
246995	11/16/2026	893218 LAZARO, ERNESTO	EL10-26		MARIACHI PROGRAM INSTRUCTOR-O(	
				13778	004-2359	780.00
					Total :	**780.00**
246996	11/16/2026	891080 LOPEZ, PATTY	TRAVEL		PER DIEM-2026 NALEO NEWLY ELECTI	
					001-101-0112-4370	132.00
					Total :	**132.00**
246997	11/16/2026	102012 LOS ANGELES COUNTY	2508-002-270		2026-2027 PROPERTY TAXES-WELL3	
					070-381-0000-4450	258.59
			2508-005-270		2026-2027 PROPERTY TAXES-WELL 2A	
					070-381-0000-4450	268.90
			2508-005-271		2026-2027 PROPERTY TAXES-WELL2A	
					070-381-0000-4450	158.11
			2509-014-270		2026-2027 PROPERTY TAXES-12900 DF	
					070-381-0000-4450	5,012.82
			2509-015-270		2026-2027 PROPERTY TAXES-13655 FC	
					070-381-0000-4450	1,578.94
			2517-023-270		2026-2027 PROPERTY TAXES-2005 FOU	
					070-381-0000-4450	3,682.00
			8920-851-365		2026-2027 PROPERTY TAXES-WATER S	
					070-381-0000-4450	2,048.46
					Total :	**13,007.82**
246998	11/16/2026	892477 LOWES	9747-36202		MISC SUPPLIES	
					041-320-0000-4310	114.08
			9747-95241		PLANTS-PARKING LOT 4	
					029-335-0000-4300	143.27
			9754-30627		WATER SAMPLING SUPPLIES	
					070-384-0000-4310	232.70
					Total :	**490.05**

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246999	11/16/2026	895289 MACIAS NURSERY PARTNERSHIP	921015		PLANTS-PARKING LOT 4	
					029-335-0000-4300	518.17
			921016		PLANTS-PARKING LOT 4	
					029-335-0000-4300	77.17
					Total :	**595.34**
247000	11/16/2026	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE	
					007-440-0441-4220	41.69
			7DL39365		ALARM LINE-1100 PICO	
					001-420-0000-4220	40.92
					Total :	**82.61**
247001	11/16/2026	893200 MCKESSON MEDICAL-SURGICAL	26399749		MEDICAL SUPPLIES	
					001-225-0000-4350	311.84
					Total :	**311.84**
247002	11/16/2026	102148 METROPOLITAN WATER DISTRICT	12320		AUG'26-MONTHLY CAPACITY CHARGES	
					070-384-0000-4430	6,404.17
					Total :	**6,404.17**
247003	11/16/2026	102226 MISSION LINEN SUPPLY	526987295		LAUNDRY SERVICES FOR PD	
				13747	001-225-0000-4350	397.13
			527028591		LAUNDRY SERVICES FOR PD	
				13747	001-225-0000-4350	397.13
					Total :	**794.26**
247004	11/16/2026	895261 MOORE & ASSOCIATES INC	26:5486		FEDERAL TRANSIT ADMINISTRATION (	
				13837	007-313-0000-4260	16,464.00
					Total :	**16,464.00**
247005	11/16/2026	893050 MORALES-RODRIGUEZ, CRISTAL	CR10-26		MARIACHI PROGRAM INSTRUCTOR-O(	
				13780	004-2359	150.00
				13780	004-2360	120.00
					Total :	**270.00**
247006	11/16/2026	893454 NACHO'S ORNAMENTAL INC	INV451131		SUPPLIES-LOT 4 & TRASH ENCLOSUR	
					029-335-0000-4300	796.03
			INV451200		SUPPLIES-LOT 4 & TRASH ENCLOSUR	

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
247006	11/16/2026	893454 NACHO'S ORNAMENTAL INC	(Continued)			
					029-335-0000-4300	512.23
			INV451652		MATL'S FOR SKYLIGHT REPAIR	
					070-384-0000-4330	29.35
			INV451686		SUPPLIES-LOT 4 & TRASH ENCLOSUR	
					029-335-0000-4300	87.91
			INV452111		SUPPLIES-LOT 4 & TRASH ENCLOSUR	
					029-335-0000-4300	91.13
					Total :	**1,516.65**
247007	11/16/2026	102336 NATIONAL CONSTRUCTION RENTALS	8368381		FENCE RENTAL-13441 FOOTHILL	
					070-384-0000-4260	142.66
					Total :	**142.66**
247008	11/16/2026	102324 NEGRETE, CONNIE	REIMB.		WORK BOOTS	
					001-152-0000-4325	300.00
					Total :	**300.00**
247009	11/16/2026	893405 NEW HORIZON	3789349		LP PHONE SERVICES-NOV 2026	
					001-420-0000-4260	312.27
					Total :	**312.27**
247010	11/16/2026	102412 NORTHEAST VALLEY HEALTH CORP.	FY26-27		CIF: ANNUAL TOY DRIVE	
					053-101-0107-4430	300.00
					053-101-0109-4430	200.00
					Total :	**500.00**
247011	11/16/2026	894100 ODP BUSINESS SOLUTIONS , LLC	479970942001		OFFICE SUPPLIES	
					001-107-0000-4300	65.22
			479982240001		OFFICE SUPPLIES	
					001-107-0000-4300	3.12
			481263509001		OFFICE SUPPLIES	
					001-310-0000-4300	37.51
			481268938001		OFFICE SUPPLIES	
					001-310-0000-4300	33.18
			481354304001		ITEM RETURNED	
					001-420-0000-4300	-7.98

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
247011	11/16/2026	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)			
			481356041001		OFFICE SUPPLIES	
					001-420-0000-4300	8.06
			482321752001		BREAK ROOM & OFFICE SUPPLIES	
					001-222-0000-4300	221.33
			482322258001		BREAK ROOM SUPPLIES	
					001-222-0000-4300	8.66
			484774757001		OFFICE SUPPLIES	
					001-140-0000-4300	126.53
			484782574001		OFFICE SUPPLIES	
					001-140-0000-4300	31.00
			485235862001		OFFICE SUPPLIES	
					001-130-0000-4300	326.26
			485292083001		OFFICE SUPPLIES	
					072-360-0000-4280	99.67
			485304235001		OFFICE SUPPLIES	
					001-130-0000-4300	197.13
			485403804001		OFFICE SUPPLIES	
					001-222-0000-4300	284.42
			485404357001		OFFICE SUPPLIES	
					001-222-0000-4300	67.34
			486175318001		OFFICE SUPPLIES	
					001-310-0000-4300	27.28
			486175599001		OFFICE SUPPLIES	
					001-310-0000-4300	4.21
			486175600001		OFFICE SUPPLIES	
					001-310-0000-4300	124.31
			486175601001		OFFICE SUPPLIES	
					001-310-0000-4300	159.87
			487894112001		OFFICE SUPPLIES	
					001-130-0000-4300	26.63
					001-190-0000-4300	18.74
			487894745001		BREAK ROOM SUPPLIES	
					001-190-0000-4300	22.89
					Total :	**1,885.38**
247012	11/16/2026	894631 OSMININA, ZHANNA	OCT 2026		WATERCOLOR PAINTING CLASS INSTF	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
247012	11/16/2026	894631 OSMININA, ZHANNA	(Continued)			
				13808	001-422-0000-4260	290.50
					Total :	**290.50**
247013	11/16/2026	895001 OTEROS EQUIPMENT REPAIR LLC	1966		VEHICLE MAINT-VEH NO. 4361	
					041-320-0390-4400	960.00
					Total :	**960.00**
247014	11/16/2026	894575 PABALAN, JEROME	11022026		LIGHTING, SOUND, & SPECIAL EFFECT	
				13791	001-424-0000-4260	3,500.00
					Total :	**3,500.00**
247015	11/16/2026	895002 PORTA-STOR	492468		MCB STORAGE BIN RENTAL-OCT 2026	
					001-423-0000-4260	157.00
					Total :	**157.00**
247016	11/16/2026	894746 PRECISION CIVIL	35090		ON CALL ENGINEERING SERVICES	
				13179	001-150-0000-4270	95.50
					Total :	**95.50**
247017	11/16/2026	890004 PTS	2158360		PD PAY PHONE - NOV 2026	
					001-190-0000-4220	91.30
					Total :	**91.30**
247018	11/16/2026	102950 RYDELL AUTOMOTIVE GROUP	412622		VEHICLE MAINT-VEH NO. 6005	
					041-320-0224-4400	78.50
					Total :	**78.50**
247019	11/16/2026	103057 SAN FERNANDO VALLEY SUN	19424		PUBLIC HEARING NOTICE-PLANNING &	
					001-150-0000-4230	337.21
					Total :	**337.21**
247020	11/16/2026	894795 SD DATA CENTER	DCINV4013710		VEEAM BACKUP RENEWAL (1YR)	
				13714	001-135-0000-4260	1,801.15
					Total :	**1,801.15**
247021	11/16/2026	103184 SMART & FINAL	149		TREATS - SPORTS PROG	
					001-423-0000-4300	69.62

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
247021	11/16/2026	103184 SMART & FINAL	(Continued)			
			249		BREAK ROOM SUPPLIES	
					001-222-0000-4300	65.71
					Total :	**135.33**
247022	11/16/2026	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC - VARIOUS LOCATIONS	
					027-344-0000-4210	11,984.31
					029-335-0000-4210	3,757.29
					070-384-0000-4210	19,089.30
					074-320-0000-4210	120.59
					043-390-0000-4210	11,055.67
			700360580265		ELECTRIC - 910 FIRST	
					043-390-0000-4210	10,457.24
			700363532503		ELECTRIC - VARIOUS LOCATIONS	
					043-390-0000-4210	16,546.41
			700577150347		ELECTRIC-190 PARK	
					043-390-0000-4210	733.55
			700826276457		ELECTRIC - 799 JESSIE	
					043-390-0000-4210	11.15
					Total :	**73,755.51**
247023	11/16/2026	103202 SOUTHERN CALIFORNIA EDISON CO.	700136176526		ELECTRIC-METER FOR MALL-MACLAY	
					030-341-0000-4210	275.55
					Total :	**275.55**
247024	11/16/2026	100532 STATE OF CALIFORNIA, DEPARTMENT OF JUS	063727		DOJ LIVESCAN FINGERPRINTING SER	
				13830	004-2386	2,660.00
				13830	001-222-0000-4270	198.00
			070187		DOJ LIVESCAN FINGERPRINTING SER	
				13830	004-2386	2,185.00
				13830	001-222-0000-4270	264.00
			077840		DOJ LIVESCAN FINGERPRINTING SER	
				13830	004-2386	2,466.00
				13830	001-222-0000-4270	66.00
					Total :	**7,839.00**
247025	11/16/2026	894649 STERLING ADMINISTRATION	964645		FSA FUNDING CONTRIBUTION	

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
247025	11/16/2026	894649 STERLING ADMINISTRATION	(Continued)			
					004-2365	1,078.51
			971621		FSA FUNDING CONTRIBUTION	
					004-2365	1,078.51
					Total :	**2,157.02**
247026	11/16/2026	893955 TALLEY, BRIDGET LAINE	OCT 2026		SENIOR CHAIR YOGA CLASS INSTRUC	
				13792	001-422-0000-4260	399.00
					Total :	**399.00**
247027	11/16/2026	890898 TETRA MECHANICAL SERVICE INC	I1700		ROUTINE & EMERGENCY A/C MAINT. &	
				13823	043-390-0000-4260	365.00
			I1726		ROUTINE & EMERGENCY A/C MAINT. &	
				13823	043-390-0000-4260	2,150.00
			I1727		ROUTINE & EMERGENCY A/C MAINT. &	
				13823	043-390-0000-4260	350.00
					Total :	**2,865.00**
247028	11/16/2026	101528 THE HOME DEPOT CRC	344555		STUCCO-TRASH ENCLOSURE-LOT 4	
					029-335-0000-4300	112.51
			4354322		SUPPLIES-LP PARK	
					043-390-0000-4300	141.07
			4354324		MATL'S-TRASH ENCLOSURE	
					029-335-0000-4300	423.18
			5023165		LIGHTS & PLANTS-PD	
					043-390-0000-4300	442.73
			5513637		MATL'S-NEW BRINE TANK WELL 2A	
					070-384-0000-4310	327.44
			553141		MISC SUPPLIES-ALL PARKS	
					043-390-0000-4300	99.70
			5904321		EQUIP & SUPPLIES-WELL 2A	
					070-384-0000-4310	857.63
					070-384-0000-4340	159.87
			6515048		REPL BALLIST-LP PARK	
					043-390-0000-4300	303.07
			7354712		HAND TOOLS	
					001-311-0000-4310	411.64

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
247028	11/16/2026	101528 THE HOME DEPOT CRC	(Continued)			
			8646079		ROOF SKYLIGHTS-WELL7A	
					070-384-0000-4330	259.74
			9013202		WATER FILTERS	
					043-390-0000-4300	200.08
			9512627		PAINT-LOT 4	
					029-335-0000-4300	159.29
					Total :	**3,897.95**
247029	11/16/2026	890833 THOMSON REUTERS	854274365		CLEAR FOR LAW ENFORCEMENT DET	
				13758	001-135-0000-4260	381.61
					Total :	**381.61**
247030	11/16/2026	894154 TRAFFIC MANAGEMENT	1397756		RENTAL OF SOLAR ARROWBOARD	
					070-383-0000-4260	661.25
					Total :	**661.25**
247031	11/16/2026	101028 TYLER TECHNOLOGIES, INC.	04-581871		ERP SOFTWARE AND IMPLEMENTATIO	
				13365	121-135-3689-4260	700.00
					Total :	**700.00**
247032	11/16/2026	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE (	15122187		ACCT 15122187-POSTAGE REIMB.	
					001-190-0000-4280	1,500.00
					Total :	**1,500.00**
247033	11/16/2026	893746 UNISHIELD	108203		RAIN GEAR	
					001-311-0000-4310	932.05
					072-360-0000-4300	266.30
					043-390-0000-4300	798.90
					001-370-0000-4310	133.06
			108207		RAIN GEAR	
					043-390-0000-4300	133.14
					001-311-0000-4310	133.15
			14-006211		FIRST AID KIT-CH	
					001-310-0000-4300	344.43
					Total :	**2,741.03**

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
247034	11/16/2026	894888 US BANCORP SERVICE CENTER INC	102126		TWO YEAR MEMBERSHIP	
					001-101-0112-4380	300.00
			102726		LUNCH-PD CHIEF RECRUITMENT	
					001-133-0000-4270	69.34
			102726		BUSINESS CARDS	
					001-310-0000-4300	52.20
			102826		FOOD-AREA B MEET & GREET MTG	
					053-101-0107-4430	30.00
					053-101-0113-4430	30.00
			102826		REFRESHMENTS-AREA B MEET & GRE	
					053-101-0107-4430	18.08
					053-101-0113-4430	18.07
			102826		ANNUAL SUBSCRIPTION-ONLINE VIDE	
					001-105-0000-4380	240.00
			102926		MEMBERSHIP RENEWAL	
					001-150-0000-4380	50.00
			103026		LODGING-MMASC 2026 ANNUAL CONF	
					001-105-0000-4370	636.97
			103026		LODGING-CMC 200 TRAINING ON 10/2(	
					001-115-0000-4370	724.06
					Total :	**2,168.72**
247035	11/16/2026	894888 US BANCORP SERVICE CENTER INC	082626		BALLOONS-COMM RECOG MTG	
					001-101-0000-4300	42.43
			091726		DINNER FOR CC MTG - 09/21/26	
					001-101-0000-4370	102.38
			091726-2		TWO FRAMES	
					001-115-0000-4300	27.82
			092426		FRAMES AND DIVIDERS	
					001-115-0000-4300	23.15
			100226		TIMESTAMP	
					001-115-0000-4300	36.75
			100726		DNNER FOR CC MTG-10/05/26	
					001-101-0000-4370	88.80
			101626		RGSTR-SEMINAR-STRENGTHING CLEI	
					001-115-0000-4360	125.00
			102026		DINNER FOR CC MTG - 10/20/26	

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
247035	11/16/2026	894888 US BANCORP SERVICE CENTER INC	(Continued)			
					001-101-0000-4370	63.30
			102226		TABLET STAND	
					001-115-0000-4300	27.41
					Total :	**537.04**
247036	11/16/2026	103510 V & V MANUFACTURING, INC.	65436		POLICE BADGES	
					001-222-0000-4300	143.70
			65549		POLICE BADGE CASE	
					001-222-0000-4300	59.40
					Total :	**203.10**
247037	11/16/2026	895380 VALDIVIA, JUAN D.	2032		MARQUEE LETTERS-HOLIDAY TREE LI	
					001-424-0000-4300	405.00
					Total :	**405.00**
247038	11/16/2026	100101 VERIZON WIRELESS-LA	6156400096		VARIOUS CELL PHONE PLANS & HS	
					001-101-0112-4220	39.00
					001-101-0109-4220	39.00
					001-105-0000-4220	49.99
					001-222-0000-4220	80.02
					001-152-0000-4220	180.08
					001-107-0000-4260	40.01
					043-390-0000-4310	341.69
					070-384-0000-4220	464.22
					072-360-0000-4220	102.90
			6156690195		PD CELL PHONE PLANS	
					001-222-0000-4220	508.79
			6156701385		CITY YARD STANDBY PHONE PLAN	
					072-360-0000-4220	36.95
					Total :	**1,882.65**
247039	11/16/2026	103603 VULCAN MATERIALS COMPANY	7400683		UTILITY TRENCH AND POTHOLE REPA	
				13812	070-383-0000-4310	1,186.21
			7429701		UTILITY TRENCH AND POTHOLE REPA	
				13812	070-383-0000-4310	2,651.21

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
247039	11/16/2026	103603 103603 VULCAN MATERIALS COMPANY	(Continued)		**Total :**	**3,837.42**
247040	11/16/2026	894871 WEATHERMATIC	911607		SUBSCRIPTION-SMART LINK IRRIG CO	
					043-390-0000-4330	762.62
					Total :	**762.62**
247041	11/16/2026	890970 WEX BANK	116147936		FUEL FOR FLEET	
					041-320-0152-4402	117.54
					041-320-0221-4402	373.08
					041-320-0222-4402	720.72
					041-320-0224-4402	1,239.21
					041-320-0225-4402	4,208.83
					041-320-0228-4402	936.61
					041-320-0311-4402	3,009.25
					041-320-0312-4402	995.06
					041-320-0346-4402	149.88
					041-320-0370-4402	1,197.42
					041-320-0390-4402	3,879.87
					070-381-0000-4402	496.65
					070-383-0000-4402	2,116.13
					070-384-0000-4402	863.04
					072-360-0000-4402	867.89
					Total :	**21,171.18**
247042	11/16/2026	889491 WILLDAN FINANCIAL SERVICES	010-67914		LANDSCAPING AND LIGHTING ASSESS	
				13807	027-344-0000-4260	3,090.00
					Total :	**3,090.00**

104 Vouchers for bank code : bank3 **Bank total :** **483,313.13**

104 Vouchers in this report **Total vouchers :** **483,313.13**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 26-112

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246696	10/16/2026	893115 P.E.R.S. CITY RETIREMENT	VARIANCE		EMPL CONTRIB VARIANCE 09/19/26-10/	
					018-222-0000-4124	380.29
					018-224-0000-4124	285.21
					018-225-0000-4124	4,088.08
					Total :	**4,753.58**

1 Vouchers for bank code : bank3 **Bank total :** **4,753.58**

1 Vouchers in this report **Total vouchers :** **4,753.58**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 26-112

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246697	10/21/2026	103596 CALIFORNIA VISION SERVICE PLAN	DEMAND		VISION INS BENEFITS - JUNE 2025	
					001-1160	2,489.91
					Total :	**2,489.91**
246698	10/21/2026	103648 CITY OF SAN FERNANDO	PR 6/6/25		REIMB FOR PAYROLL W/E 5/30/25	
					001-1003	684,940.37
					007-1003	2,551.72
					017-1003	2,323.70
					027-1003	4,322.00
					029-1003	2,515.37
					041-1003	8,457.43
					043-1003	25,336.18
					070-1003	68,103.68
					072-1003	21,233.75
					074-1003	22,915.96
					094-1003	1,210.67
					110-1003	3,101.32
					Total :	**824,096.39**
246699	10/212026	891230 DELTA DENTAL INSURANCE COMPANY	DEMAND		DENTAL INS BENEFITS - JUNE 2025	
					001-1160	111.60
					Total :	**111.60**
246700	10/21/2026	890907 DELTA DENTAL OF CALIFORNIA	DEMANDS		DENTAL INS BENEFITS - JUNE 2025	
					001-1160	12,030.92
					Total :	**12,030.92**
246701	10/21/2026	103054 SAN FERNANDO POLICE	DEMAND		SFPOA STD/LTD INS BENEFITS - JUNE	
					001-1160	2,160.00
					Total :	**2,160.00**
246702	10/212026	887627 STANDARD INSURANCE	DEMAND		LIFE/AD&D INS BENEFITS - JUNE 2025	
					001-1160	2,833.41
					Total :	**2,833.41**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6	**Vouchers for bank code :**	bank3			**Bank total :**	**843,722.23**
6	**Vouchers in this report**				**Total vouchers :**	**843,722.23**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 26-112

vchlist
10/22/2026 12:19:47PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246703	11/1/2026	100916 DEIBEL, PAUL	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
246704	11/1/2026	101926 LILES, RICHARD	26-Nov		CALPERS HEALTH REIMB	
					070-180-0000-4127	251.75
					072-180-0000-4127	251.75
					Total :	**503.50**
246705	11/1/2026	102126 MARTINEZ, MIGUEL	26-Nov		CALPERS HEALTH REIMB	
					070-180-0000-4127	807.05
					Total :	**807.05**
246706	11/1/2026	894908 NAVARRO, NORMA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	319.29
					Total :	**319.29**
246707	11/1/2026	892782 TIGHE, DONNA	26-Nov		CALPERS HEALTH REIMB	
					070-180-0000-4127	97.42
					072-180-0000-4127	97.41
					Total :	**194.83**

5 Vouchers for bank code : bank3 **Bank total :** **2,328.17**

5 Vouchers in this report **Total vouchers :** **2,328.17**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 26-112

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246708	11/1/2026	894452 ABDALLAH, MARIA G.	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,310.57
					Total :	**2,310.57**
246709	11/1/2026	100091 AGORICHAS, JOHN	26-Nov		CALPERS HEALTH REIMB	
					070-180-0000-4127	1,169.00
					Total :	**1,169.00**
246710	11/1/2026	895025 AGUILAR, MARY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	**194.83**
246711	11/1/2026	100104 ALBA, ANTHONY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
246712	11/1/2026	100187 ANDRADE, ANGELA	26-Nov		CALPERS HEALTH REIMB	
					072-180-0000-4127	377.43
					Total :	**377.43**
246713	11/1/2026	100260 AVILA, FRANK	26-Nov		CALPERS HEALTH REIMB	
					041-180-0000-4127	1,163.88
					Total :	**1,163.88**
246714	11/1/2026	100286 BAKER, BEVERLY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	319.29
					Total :	**319.29**
246715	11/1/2026	100306 BARNARD, LARRY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	**1,160.00**
246716	11/1/2026	100346 BELDEN, KENNETH M.	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	**1,160.00**
246717	11/1/2026	892233 BUZZELL, CAROL	26-Nov		CALPERS HEALTH REIMB	

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246717	11/1/2026	892233 BUZZELL, CAROL	(Continued)			
					070-180-0000-4127	319.29
					Total :	**319.29**
246718	11/1/2026	102127 CABRERA, KATHY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,673.82
					Total :	**1,673.82**
246719	11/1/2026	891350 CALZADA, FRANK	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	800.58
					Total :	**800.58**
246720	11/1/2026	100642 CASTRO, RICO	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,935.31
					Total :	**1,935.31**
246721	11/1/2026	103816 CHAVEZ, ELENA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	377.43
					Total :	**377.43**
246722	11/1/2026	100752 COLELLI, CHRISTIAN	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,357.53
					Total :	**2,357.53**
246723	11/1/2026	893711 DAVIS, JAMES	26-Nov		CALPERS HEALTH REIMB	
					072-180-0000-4127	1,943.78
					Total :	**1,943.78**
246724	11/1/2026	100913 DECKER, CATHERINE	26-Nov		CALPERS HEALTH REIMB	
					070-180-0000-4127	503.50
					Total :	**503.50**
246725	11/1/2026	100925 DELGADO, RALPH	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	800.58
					Total :	**800.58**
246726	11/1/2026	101667 DIAZ, EVELYN	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,044.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246726	11/1/2026	101667 101667 DIAZ, EVELYN	(Continued)		Total :	1,044.00
246727	11/1/2026	100960 DIEDIKER, VIRGINIA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	503.50
246728	11/1/2026	100996 DRAKE, JOYCE	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	503.50
246729	11/1/2026	100995 DRAKE, MICHAEL	26-Nov		CALPERS HEALTH REIMB	
					070-180-0000-4127	251.75
					072-180-0000-4127	251.75
					Total :	503.50
246730	11/1/2026	100997 DRAPER, CHRISTOPHER	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,357.53
					Total :	2,357.53
246731	11/1/2026	101044 ELEY, JEFFREY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,965.00
					Total :	1,965.00
246732	11/1/2026	891040 FISHKIN, RIVIAN	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	194.83
246733	11/1/2026	101178 FLORES, ADRIAN	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,673.82
					Total :	1,673.82
246734	11/1/2026	101182 FLORES, MIGUEL	26-Nov		CALPERS HEALTH REIMB	
					043-180-0000-4127	377.43
					Total :	377.43
246735	11/1/2026	894378 GARCIA, BERTHA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246735	11/1/2026	894378 894378 GARCIA, BERTHA	(Continued)		Total :	194.83
246736	11/1/2026	101264 GARCIA, DAVID	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	755.91
					Total :	755.91
246737	11/1/2026	891351 GARCIA, DEBRA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,658.58
					Total :	2,658.58
246738	11/1/2026	101281 GARIBAY, SAUL	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,849.48
					Total :	2,849.48
246739	11/1/2026	101318 GLASGOW, KEVIN	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,357.53
					Total :	2,357.53
246740	11/1/2026	101333 GODINEZ, FRAZIER C.	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,224.57
					Total :	2,224.57
246741	11/1/2026	101409 GUERRA, LAUREN E	26-Nov		CALPERS HEALTH REIMB	
					072-180-0000-4127	755.91
					Total :	755.91
246742	11/1/2026	102896 GUZMAN, ROSA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	409.70
					Total :	409.70
246743	11/1/2026	891352 HADEN, SUSANNA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,248.29
					Total :	1,248.29
246744	11/1/2026	101440 HALCON, ERNEST	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	1,160.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246745	11/1/2026	101672 HANCHETT, NICHOLE	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,965.00
					Total :	**1,965.00**
246746	11/1/2026	891918 HARTWELL, BRUCE	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
246747	11/1/2026	101465 HARVEY, DAVID	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	**194.83**
246748	11/1/2026	101466 HARVEY, DEVERY MICHAEL	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	**1,160.00**
246749	11/1/2026	101471 HASBUN, NAZRI A.	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	377.43
					Total :	**377.43**
246750	11/1/2026	891023 HATFIELD, JAMES	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
246751	11/1/2026	892104 HERNANDEZ, ALFONSO	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
246752	11/1/2026	891024 HOOKER, RAYMOND	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
246753	11/1/2026	893616 HOUGH, LOIS	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	319.29
					Total :	**319.29**
246754	11/1/2026	101597 IBRAHIM, SAMIR	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	551.66

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246754	11/1/2026	101597 101597 IBRAHIM, SAMIR	(Continued)		**Total :**	**551.66**
246755	11/1/2026	101694 JACOBS, ROBERT	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	**1,160.00**
246756	11/1/2026	892105 KAHMANN, ERIC	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	551.66
					Total :	**551.66**
246757	11/1/2026	101786 KLOTZSCHE, STEVEN	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	916.86
					Total :	**916.86**
246758	11/1/2026	891043 LIEBERMAN, LEONARD	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	**194.83**
246759	11/1/2026	101933 LITTLEFIELD, LESLEY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
246760	11/1/2026	102045 LLAMAS-RIVERA, MARCOS	26-Nov		CALPERS HEALTH REIMB	
					070-180-0000-4127	1,163.88
					Total :	**1,163.88**
246761	11/1/2026	889151 MACIAS, EULALIO	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	807.05
					Total :	**807.05**
246762	11/1/2026	102059 MACK, MARSHALL	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	755.91
					Total :	**755.91**
246763	11/1/2026	891010 MAERTZ, ALVIN	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	677.34
					Total :	**677.34**

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Voucher List
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246764	11/1/2026	888037 MARTINEZ, ALVARO	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,363.69
					Total :	**1,363.69**
246765	11/1/2026	102212 MIRAMONTES, MONICA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	916.86
					Total :	**916.86**
246766	11/1/2026	102232 MIURA, HOWARD	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
246767	11/1/2026	892106 MONTAN, EDWARD	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	319.29
					Total :	**319.29**
246768	11/1/2026	102443 OKAFOR, MICHAEL	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,334.08
					Total :	**2,334.08**
246769	11/1/2026	102473 ORDELHEIDE, ROBERT	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,929.74
					Total :	**1,929.74**
246770	11/1/2026	102486 ORSINI, TODD	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,575.51
					Total :	**2,575.51**
246771	11/1/2026	102569 PARKS, ROBERT	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	3,560.71
					Total :	**3,560.71**
246772	11/1/2026	102580 PATINO, ARMANDO	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,546.00
					Total :	**2,546.00**
246773	11/1/2026	102527 PISCITELLI, ANTHONY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	800.58

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Voucher List
CITY OF SAN FERNANDO

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246773	11/1/2026	102527 102527 PISCITELLI, ANTHONY	(Continued)		**Total :**	**800.58**
246774	11/1/2026	891033 POLLOCK, CHRISTINE	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	435.00
					Total :	**435.00**
246775	11/1/2026	102735 QUINONEZ, MARIA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,163.88
					Total :	**1,163.88**
246776	11/1/2026	891354 RAMIREZ, ROSALINDA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	**194.83**
246777	11/1/2026	891034 RAMSEY, JAMES	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
246778	11/1/2026	102788 RAYGOZA, JOSE LUIS	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,224.57
					Total :	**2,224.57**
246779	11/1/2026	102864 RIVETTI, DOMINICK	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,160.00
					Total :	**1,160.00**
246780	11/1/2026	887872 ROSENBERG, IRWIN	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,062.05
					Total :	**2,062.05**
246781	11/1/2026	102936 RUELAS, MARCO	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,248.29
					Total :	**1,248.29**
246782	11/1/2026	102940 RUIZ, RONALD	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	755.91
					Total :	**755.91**

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246783	11/1/2026	103005 SALAZAR, TONY	26-Nov		CALPERS HEALTH REIMB	
					070-180-0000-4127	916.86
					Total :	**916.86**
246784	11/1/2026	103118 SENDA, OCTAVIO	26-Nov		CALPERS HEALTH REIMB	
					043-180-0000-4127	1,295.34
					Total :	**1,295.34**
246785	11/1/2026	892107 SHANAHAN, MARK	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	551.66
					Total :	**551.66**
246786	11/1/2026	891035 SHERWOOD, NINA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
246787	11/1/2026	103175 SKOBIN, ROMELIA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,913.79
					Total :	**1,913.79**
246788	11/1/2026	893677 SOLIS, MARGARITA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	690.56
					Total :	**690.56**
246789	11/1/2026	103220 SOMERVILLE, MICHAEL	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,965.00
					Total :	**1,965.00**
246790	11/1/2026	889588 UFANO, VIRGINIA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	194.83
					Total :	**194.83**
246791	11/1/2026	103516 VAIRO, ANTHONY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,505.00
					Total :	**1,505.00**
246792	11/1/2026	888417 VALDIVIA, LAURA	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246792	11/1/2026	888417 888417 VALDIVIA, LAURA	(Continued)		**Total :**	**503.50**
246793	11/1/2026	103550 VANICEK, JAMES	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,776.10
					Total :	**1,776.10**
246794	11/1/2026	103562 VASQUEZ, JOEL	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,546.00
					Total :	**2,546.00**
246795	11/1/2026	888562 VILLALPANDO, SEBASTIAN FRANK	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	551.66
					Total :	**551.66**
246796	11/1/2026	103692 VILLALVA, FRANCISCO	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,224.57
					Total :	**2,224.57**
246797	11/1/2026	891038 WAITE, CURTIS	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
246798	11/1/2026	103612 WALKER, MICHAEL	26-Nov		CALPERS HEALTH REIMB	
					027-180-0000-4127	194.83
					Total :	**194.83**
246799	11/1/2026	103620 WARREN, DALE	26-Nov		CALPERS HEALTH REIMB	
					072-180-0000-4127	194.83
					Total :	**194.83**
246800	11/1/2026	895047 WATT, NANCY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
246801	11/1/2026	893690 WATTS, STEVE M.	26-Nov		CALPERS HEALTH REIMB	
					072-180-0000-4127	551.66
					Total :	**551.66**

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 26-112

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246802	11/1/2026	891037 WEBB, NANCY	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
246803	11/1/2026	103643 WEDDING, JEROME	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**
246804	11/1/2026	103727 WYSBEEK, DOUDE	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	503.50
					Total :	**503.50**
246805	11/1/2026	103737 YNIGUEZ, LEONARD	26-Nov		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,169.00
					Total :	**1,169.00**

98 Vouchers for bank code : bank3 **Bank total :** **107,813.15**

98 Vouchers in this report **Total vouchers :** **107,813.15**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 26-112

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246806	10/27/2026	890970 WEX BANK	115494807		FUEL FOR FLEET	
					041-320-0221-4402	529.92
					041-320-0222-4402	306.13
					041-320-0224-4402	348.25
					041-320-0225-4402	7,356.11
					041-320-0311-4402	3,807.47
					041-320-0312-4402	696.33
					041-320-0320-4402	149.65
					041-320-0370-4402	446.65
					041-320-0390-4402	3,605.29
					070-382-0000-4402	287.85
					070-383-0000-4402	2,091.74
					070-384-0000-4402	1,277.84
					072-360-0000-4402	549.76
					Total :	**21,452.99**

1 Vouchers for bank code : bank3 **Bank total :** **21,452.99**

1 Vouchers in this report **Total vouchers :** **21,452.99**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 26-112

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246807	10/28/2026	891860 CARL WARREN & COMPANY	PREFUND		PREFUND REQUEST-REIMB TO ITF AC	
					006-1037	145,000.00
					Total :	**145,000.00**

1 Vouchers for bank code : bank3 **Bank total :** **145,000.00**

1 Vouchers in this report **Total vouchers :** **145,000.00**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 26-112

vchlist — Voucher List — Page: 1
11/04/2026 10:43:48AM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246935	11/4/2026	102519 P.E.R.S.	NOV 2026		HEALTH INS BENEFITS-NOV'26	
					001-1160	207,986.47
					Total :	**207,986.47**
246936	11/4/2026	893115 P.E.R.S. CITY RETIREMENT	VARIANCE		EMPL CONTRIB VARIANCE 10/03/26-10/	
					018-222-0000-4124	441.88
					018-224-0000-4124	331.41
					018-225-0000-4124	4,750.24
					Total :	**5,523.53**
246937	11/4/2026	892525 T-MOBILE USA	L2609290065		PHONE RECORD SEARCH	
					001-222-0000-4270	300.00
					Total :	**300.00**

3 Vouchers for bank code : bank3 — **Bank total :** **213,810.00**

3 Vouchers in this report — **Total vouchers :** **213,810.00**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 26-112

vchlist — Voucher List — Page: 1
11/04/2026 12:56:15PM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
246938	11/6/2026	103648 CITY OF SAN FERNANDO	PR 11-06-26		REIMB FOR PAYROLL P/E 10-30-26	
					001-1003	670,060.99
					007-1003	2,551.70
					017-1003	2,445.92
					027-1003	5,271.47
					029-1003	2,531.97
					041-1003	7,947.29
					043-1003	29,919.16
					070-1003	72,050.53
					072-1003	23,528.07
					094-1003	1,185.66
					110-1003	1,767.59
					Total :	**819,260.35**

1 Vouchers for bank code : bank3 — **Bank total :** **819,260.35**

1 Vouchers in this report — **Total vouchers :** **819,260.35**

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

THE CITY OF SAN FERNANDO

MEMORANDUM

To: Erica D. Melton, Director of Administrative Services

From: Sandra Franco-Rivas, Accounting Technician

Date: November 3, 2026

Subject: Release of Warrants

Due to the adjournment of the Regular City Council meeting on November 2, 2026, the warrant register was not approved. The City Council has passed a Resolution #6212 permitting the release of regular occurring warrants with the approval of the City Manager and the Director of Administrative Services. Copy of resolution and warrant register is attached.

Approval is hereby provided:

Approved: _____
Erica D. Melton, Director of Administrative Services

Approved: _____
Kanika Kith, City Manager

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

From: Kanika Kith, City Manager

Date: November 16, 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) 2026-2027 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 2026-2027 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: Records Retention Policy Update	January 2025
Title: Virtual San Fernando – Website Redesign & My San Fernando App	February 2026
Title: Amend City Commission Ordinance	April 2026

Community Development Department.	**Date Completed**
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
Title: Climate Action Resilience Plan (CARP) & General Plan Updates	April 6, 2026
Title: CDGB Neighborhood Cleanup Program	June 13, 2026
SCAG REAP Housing Implementation Grant	June 30, 2026

COMPLETED PROJECTS CONTINUED:

Finance.	**Date Completed**
Title: American Rescue Plan Act (ARPA) Allocations	February 18, 2025
Title: Online Bill Payment System (Paymentus)	February 2025
Title: Microsoft 365 (M365) Upgrade	December 2025

Police Department.	**Date Completed**
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
Cameras/ Access Control Project	May 2025
UASI EOC 2023	December 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
Title: Well 2A Refurbishment Project	December 14, 2025
Title: Bus Shelter Rehabilitation Project	January 5, 2026
Title: Residential Water Service Shut Off Policy	January 1, 2026
Title: Outdoor Dining in Public ROW	February 17, 2026
Title: Crosswalk Safety at Bike Path	February 25, 2026
Title: Implementation of California Daylighting Law (AB 413)	February 25, 2026
Title: Las Palmas HVAC Project	March 2026
Title: School Zone Signage Safety Enhancement Initiative	March 2026
Title: City Facility Condition Assessment Report	June 2026
Title: City Owned Right-of-Way Beautification	June 2026
Title: Pacoima Wash Bikeway and Pedestrian Path	September 8, 2026
Title: Sidewalk Condition Assessment	October 8, 2026

Recreation & Community Services.	**Date Completed**
Title: San Fernando 115 Birthday Celebration Discussion	March 2026

Active Projects

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

	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 • Opportunity Sites Analysis Kick Off Meeting January 2026			
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)	Staff will return to Council with a third-party funding agreement related to the rail crossing safety improvement project at the November 16 City Council meeting.	Phase 1 – 2031; Phase 2 – TBD	Will Pettener/Armen Avazian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• 6-2025: CPUC Sec. 130 safety funding discussions • 6-25-2025: Multi-agency safety improvements discussion • 7-7-2025: Public outreach results presented • 9-18-2025: Council approved conditional support for Scenario 2 • 12-4-25: Metro Board of Director's approved planning work on Scenario 2, including early action safety improvements on rail crossings in the City. • 4-23-26: Metro's Board of Directors approved design and environmental review for early			

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			action safety improvements at all at-grade crossings in the City and two nearby crossings in the City of LA. The scope of work was approved at a value of $10,701,189. • 5-28-26 and 7-2-26: Staff met with Metro to discuss third-party funding agreement. Staff is awaiting breakdown of proposed funding from Metro. • Staff met with Metro's Project team on 9-25-26 for a presentation of their proposed third-party funding agreement and future project scope.			

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
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: $137,861.	• 3-5-25: Application period was opened to the public. Application period was extended to April 20, 2026. • 4-9-26: Staff hosted a SBAP workshop where 11 prospective businesses attended to learn more about the application process. • 4-20-26: 39 applications were received for the grant. • 5-12-26: A review panel met to evaluate and select 19 tentative grantees. • June and July 2026: Staff completed agreements with 16 businesses and issued checks.	Staff will bring forward updated programming guidelines for Council consideration in October 2026.	June 2026 for FY 25-26; FY 26-27 is estimated to be completed by February 2027.	Linden Johnson/Ron Garcia

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• 9-8-16: Updated FY 26-27 SBAP Guidelines brought to council for consideration			
4.	Partnership with Asociación de Jaliscienses Unidos en Acción (AJUA)	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 started on 11-17-25 at BCRC. • Ongoing monthly dates have been scheduled for Q1 2026. • 8-31-26 – AJUA hosted an open house at Rec Park from 11am-3pm. There were 300+ people there	None	Ongoing	Cristina Moreno

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			requesting their service.			
5.	Strategic Plan Development	A new plan will be developed to replace the current plan set to expire in 2026.	• City Council approved agreement with Baker Tilly on 12-1-25 for Strategic Planning Consulting services. • 1-23-26: staff met with Baker Tilly to develop a roadmap and determine next steps for outreach. • In February 2026, Baker completed phase 1 of their engagement process by interviewing City Council, Department Heads, and facilitating a citywide staff survey • 3-3-26: Executive Staff took part in a workshop with Baker Tilly	A draft of the Implementation Action Plan (IAP) is scheduled to return to Council for consideration on 11-16-26	Strategic Plan has been completed. The IAP has an anticipated completion date of 11-16-26	Will Pettener

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• 3-23-26: a City Council Strategic Plan workshop was held at Las Palmas Park. • On 4-6-26, a community survey was posted on the City's website. • On 4-8-26 and 4-15-26, Baker hosted community workshops for the public to provide feedback on the process. • 5-18-26: City Council approved the proposed strategic plan. • June and July 2026: Staff held weekly meetings with Baker Tilly to develop an Implementation Action Plan Template • August & September 2026: CMO held			

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			meetings with all City Departments to establish actionable goals and timelines for key initiatives.			
	City Clerk's Office					
1.	Amend City Recognition Requests Policy/Procedure	Expands the City's Recognition Requests Policy/Procedure to include clear descriptions and guidelines for Council-issued recognitions (Resolutions, Proclamations, Certificates, official acknowledgments) honoring contributions, achievements, or service to the community.	• May 2025 – Council adopted revised Recognition Requests Policy/Procedure (replacing Awards Program). • 8-4-25: Council directed staff to return with revisions to add guidelines for Resolutions, Proclamations, and recognitions. • 9-2-25: Council directed staff to return with options to add Certificate of Commendation, potential Resolution	January 19, 2027	January 19, 2027	Julia Fritz

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			adoption, and enhanced certificate design options. • 10-5025: Council directed staff to return with more elaborate design options, include pricing to contract printing of certificate paper.			
2.	Quarterly Special City Council Meeting Celebration Event	Host Quarterly Celebration Meetings to acknowledge Community members, businesses and organizations for their contribution to the community.	• Pre-Planning for Next Celebration Event Scheduled for: January 26, 2026 • Pre-Planning for 2nd quarterly Celebration Event for: July 27, 2026 • On 1-5-2026, Staff was directed to reschedule the January and July 2026 Celebration Events to February and August.	None	Next Event: February 22, 2027	Julia Fritz

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
	Community Development Department					
1.	Community Preservation – Commercial Property Education Program	Education & maintenance program to support beautification of commercial corridors. Officers work directly with business community.	• 9-19-24: Presented to Council • 3-26-25: Postcards distributed • 3-30-25 & 5-7-25: Workshops • 5-12-25: Walking inspections began • 7-28-25: 22 businesses recognized • 10 -27- 2025: 19 businesses recognized • February 2026: 55 to be recognized • 1-20-26: Walking inspections will resume •	None at this time	December 2026	Rigoberto Guerrero

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
	Public Works Department					
1.	Carlisle Green Alley Reconstruction Project	Revitalizes alley with 200+ trees, bioswales, permeable surfaces, lighting, and bike/pedestrian path.	• PSA with TreePeople approved Sep 3, 2024 • PSA with Craftwater approved Jan 6, 2025 • Tentative design/ construction timeline set (2025–2026) • Craftwater submitted 60% plans, staff is currently reviewing them. • Craftwater has received Second Amendment to contract and is now able to proceed with rest of survey work at Las Palmas Park, on April 4, 2026 • Public engagement workshops were completed on April 4, 2026, April 11, 2026, and May 30, 2026.	None at this time	April 2028	Patsy Orozco

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• Staff is reviewing 100% plans and bid documents • Going out to bid from January to February 2027. • Anticipate to finish construction by April 2028 .			
2.	Calles Verdes Project Phase 2	Workman Drainage Improvement/ Infiltration Project	• Received feasibility study from CWE - Aug 6, 2025 • In May 2026, the Project received full funding for the design phase from the Safe, Clean Water Program • Granting agency to send agreement to the city TBD..	No action is needed at this time.	TBD	Manuel Fabian
3.	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	None at this time	June 2027	Patsy Orozco / Willdan

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• Phase I and Phase II of project presented at Parks, Wellness, and Recreation Meeting on 9/11/25 • Scope modifications presented and approved at 2/17/26 City Council Meeting • Staff presenting scope modifications to granting agency for final approval. Pending state's response and approval as of March through July 2026. • Sent monthly reminder email to the state on August 3, 2026.			
4.	Pacoima Wash Connectivity Project (aka Cindy Montañez Natural Park Improvements)	$7.5M Caltrans grant for Pacoima Wash Path extension, lighting, restrooms, landscaping, and	• On March 14, 2026, the City held the first Community Outreach Workshop at Cindy	10/19/26	March 2028	Patsy Orozco

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		permanent memorial sign.	Montañez Natural Park. • On May 18, 2026. Kimley-Horn presented project concept to City Council. • On May 30, 2026, the City held the last public outreach event at Foodzilla. • On August 3, 2026, Kimley-Horn presented final concept to the City Council. • On October 19, 2026, Kimley-Horn will present final concept design to City Council			
5.	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	TBD	TBD	Patsy Orozco / Willdan

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• Project pending funding availability.			
6.	HSIP Traffic Signal Modification Project	Upgrades signals at 9 intersections with poles, pedestrian heads, controllers, signage, and striping.	• Project closeout underway	Construction acceptance – November 16, 2026	November 16, 2026	Manuel Fabian / Willdan
7.	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 installed all GPS units on June 28, 2026. Contractor is working on removing the old antennas from traffic signals. • Anticipate to accept the project in September 2026.	Project acceptance – November 16, 2026	November 16, 2026	Manuel Fabian / Willdan
8.	Citywide Signage Upgrades	Citywide replacement of 3,100+ signs (wayfinding, regulatory, trolley).	• Phase I (wayfinding/trolley signs) complete • Phase II starts FY 2025–26	None at this time	Phase I completed March 2026 Phase 2 pending available funding.	Manuel Fabian/ Rodrigo Mora

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• Staff has commenced ordering signs for Phase II . Signs include school zone signs, parking restriction signs for recently painted curbs and other signage to address recent safety concerns • Signs received. Public Works to schedule installation of signs • Staff began installing signs around San Fernando Middle School and O'Melveny Elementary School. School areas completed. • Additional signs ordered. Waiting for the sign delivery to start phase II. Phase II finished 4-1-2026.		8/19/2026 Waiting on funding	

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			New sign to be ordered 4-1-2026. Quotes were received for the missing city street signs. Will order signs on 4/29/2026. Signs were ordered. 75% finished. 2/12/2026.			
9.	Residential Permit Parking (RPP) Program	Updates to residential/commercial parking policies, smart meters, data collection, and enforcement guidelines.	• Data collection and engagement completed • 400+ survey responses received • Code amendments split for Council review Sep 2, 2025 • Meeting with Finance, Police and Public Works Departments conducted on November 3, 2025. • Staff is currently evaluating the Administrative	Administrative Guidelines will be presented to Council in October 2026.	Winter 2026	Greg Steigerwald / Dixon Resources Unlimited

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			Guidelines and tentatively scheduled for the October City Council meeting.			
10.	Fixed Route ADA Sidewalk Improvement Project	Upgrading damaged and non-ADA compliant sidewalks, drive approaches, curbs, gutters, and ramps along key transit routes (Truman St., Hubbard Ave., 7th St., Harding Ave.).	• Field-check sites • Prepare cost estimates • Prepare project specifications • Identify conflicting utilities • Identify business access impacts • Complete project specifications, construction quantities, and advertise project for construction.	Award construction contract (tentatively September 2026)	January 2027	Manuel Fabian / Willdan
11.	Emergency Generator Installation at Las Palmas and Recreation Park Facilities	Installation of generators to ensure park cooling centers remain operational during outages/extreme	• Two generators received and placed on pads • Design for connection to switching	Approve Notice of Completion	TBD	Rodrigo Mora

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		weather. Supports resilience, emergency services, and community safety.	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. • Waiting for Fire Department approval 1/21/2026. Waiting for Fire Department approval. 2-25-2026. Same wait 4-1-2026. Waiting on the fire department and plans from the			

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			contractor. 4/28/2026. • Plans were approved by the fire department, waiting on our building department to approve. 5/12/2026. • 7/8/2026 Revising plans to comply with regulations and budgeting. • 7/20/2026 Revising plans to comply with regulations and budgeting. Plans still being revised 8/19/2026. • 8/31/2026			
12.	Recreation Park Bathroom Renovation	Renovation of existing restrooms to create safe, accessible, sustainable facilities.	• Assessment & planning underway • Design criteria and cost estimates in progress Procurement of contractors next	To Be Determined	To Be Determined	Rodrigo Mora

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• Construction to be phased • Post-construction inspection and feedback planned. TBD • Scope of work and funding TBD waiting for funding and approval 2-25-2026.. Waiting on funding and direction 8/19/2026. 8/31/2026			
13.	Downtown Trash Enclosures	Renovation of City-owned trash enclosures in the Mall area.	• Community Engagement Event was held 10/8/25 and 7/30/26 • Design concepts were scheduled for the August 3, 2026 City Council meeting and was tabled to a future meeting.	Council discussion on preliminary design – September 2026	TBD	Manuel Fabian / Willdan

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
14.	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 / Armen Avazian
15.	City Fleet Replacement & Heavy Equipment Program	Replacement and optimization of City fleet and heavy equipment.	• Needs assessment in progress • Quinn Company developing loader/backhoe specifications • PD vehicle right-sizing under review. Backhoe was purchased along with 3 new Police vehicles, and 8 Water Division trucks were leased. Operations approved fleet order has been placed and waiting for Ford Motor Company to build. Waiting on Ford to build the new vehicles 4-1-2026.	Recommendations to be included in FY 25–26 Budget Need direction on other fleet procurement.	Ongoing	Armen Avazian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			Waiting for the PO change order for the Quinn attachments per Erica Melton. 5/12/2026. Two new Operations vehicles have arrived, waiting on 11 more. 3/31/2026, One more vehicles has been delivered, waiting on ten more.			
16.	Overhead Mast 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.	Ongoing	TBD	Manuel Fabian
17.	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. • Project scheduled for FY26/27 paused due to the outdate of bids	Rejection of Bids, and approval of project specs: TBD	N/A	Manuel Fabian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			received in September 2025.			
18.	Recreation Park Field Rehabilitation	Replacement of failed sod installation.	• RFP for consultant under development.	TBD	TBD	Manuel Fabian/Willdan
19.	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	Ongoing	Greg Steigerwald/Walter Dominguez (PD)
20.	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 • Well Treatment Plant design had to be reduced to 1600 gmp due to liner installed reduces diameter of	No Council action anticipated.	Construction December 30 2027 – DDW permit to operate by January 2028	Alex Mendez and Manuel Fabian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			casing . Staff is working with Civiltec and Envirogen to design treatment plant, As of June 8th 2026 staff has begun to receive ION Resin for new system. Staff is preparing to receive equipment related to the new treatment plant from Envirogen and as a result have to relocate bins from Well2 to a new temporary location in preparation of construction activities.			
21.	Well 2A Building Expansion Project	Site improvements and building upgrades to house the treatment process, improve security, and extend the useful life of the facility.	• 9-2-25 - City Council approval for design drawing • Civiltec currently working with Envirogen and General Pump for	Next update will be presented at the October 5, 2026 City Council meeting.	June 2028	Alex Mendez and Manuel Fabian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			design of building. Geotech services conducted on Week of Oct 6, 2025 • Staff received notice of Sovern Immunity for this project allowing the City to control its own set backs and permitting • Staff is requesting an 2 year extension from Granting Agency to complete the project-Approved • Civiltec developing submittals for long lead time equipment MMC panels to get these going asap. • NPDES permit fees are being processed and – Driveway expansion is being requested through LACity PW. June 8th 2026 CEQA			

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			Documents have been developed and are currently under review • An “A” Permit application was filed with the City of Los Angeles in July 2026. • In November 2026, Staff submitted a letter to City of Los Angeles advising of intergovernmental immunity for the project. • Staff is working with CivilTec to receive the 90% plans before going out to bid			
22.	Phase 4: Annual Street Resurfacing Program	Various	• Developing Funding for Annual Street Resurfacing Program • Staff will begin working with consultant to prepare bid package	Bid Release Authorization to go to Council TBD	June 2027	Manuel Fabian / Willdan

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• Bid Package under review before publishing • Project Scheduled for FY26/27. Developing specifications in August 2026.			
23.	Graffiti Abatement Program	Public Works monitors and addresses as situations arise.	Addressed as reported. Graffiti continues to be addressed daily, additionally Community Development, Police and Public Works have implemented a joint team effort to combat graffiti. Staff continue addressing graffiti and conducting meetings on how to improve the process. 2-25-2026. Ongoing, over 4000 SQFT has been removed 4-1-2026.	N/A	Ongoing	Armen Avazian

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
24.	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. Finished by LA County Public Works.	September	2027	Armen Avazian
25.	Milkweed Project	City Council has requested the installation of additional Milkweed at City parks, including Cindy Montanez Park. The City will also seek out opportunities to add milkweed signage at the park and create citywide milkweed initiatives.	• Staff will assess costs to implement Council's request. • Funding and scope of work to be determined. • Finished phase 1. 1/26/2026 Need funding for further phases. Ongoing, waiting for direction and funding. 2-25-2026. Waiting on direction. In addition, a project is in the planning stages for the Cindy Montañez Park project, where	First Council Meeting in January	FY 2026-2027	Rodrigo Mora

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			additional milkweed could be installed 4/1/2026). • Project will be included in the Cindy Montanez project. 7/20/2026 Project will be included in the Cindy Montanez project. • Project will be included in the Cindy Montanez project. 8/19/2026.			
	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	• Council approved contract amendment with BearCom on Nov 18, 2024 • Cameras/Access Control implementation began Nov 2024, completed May 2025	• Cameras/ Access Control: No further action • Parking Lot Security: 2024 UASI Subaward Approved.	Parking Lot Security: Dec 2027	CJ Chiasson

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		gate, wrought iron fence, mesh screen). Budget: $114,408 (cameras/access control) and $89,982 (parking lot security).	• Staff received 2024 UASI Subaward Agreement from City of LA • Parking Lot Security project pending draft of RFP	• Approve RFP for parking lot improvements		
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.	• 30 sworn positions filled • 1 in field training • 4 applicants in background process • 1 Officer in the police academy and another Officer awaiting the start of Module I of the academy. • 2nd commander promoted.	• No additional Council action required	Ongoing	CJ Chiasson
	Administrative Services Department					
1.	Enterprise Resource Planning Software (Finance System)	The City's current financial system, Tyler Eden, will no longer	• Initial vendor demonstrations held in June–July 2024.	Additional hardware needs (e.g., AP/Payroll	Implementation began Apr 2025; up to 24 months	Art Ziyalov

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		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.	• 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.	check printer, check scanner/receipt printer, cashiering drawers, barcode scanners, etc.) to be included in FY 2025-2026 Budget.	across 3 phases (Financials, Utility Billing, HR/Payroll) but was paused due to staffing shortages. Deadline for full completion by October 2027.	
2.	Update on City's OPEB/Pension Liabilities	The City provides full-time employees with CalPERS pension benefits and OPEB for certain retirees. Council requested informational presentation on OPEB actuarial report and	• Staff coordinating with actuarial consultant (Foster & Foster). • Data provided to consultant for updated valuation report (FY ending June 30, 2025).	Updated Pension and OPEB presentation to Council to be provided along with new valuation report and long-range financial	Ongoing	Erica Melton

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
		investments from the City's financial advisor.	• Presentation provided to City Council on Feb 21, 2025. • Appropriation of $724,340 approved in FY 2025-2026 Budget to continue OPEB pre-funding. • Pension and OPEB presentation provided to Council on 08/17/2026 along with pension obligation tax levy recommendation.	forecast (January 2027)		
3.	Alternative Insurance Risk Management Pool Review	City Council direction provided on 11/10/2025 to review California Joint Powers Insurance Authority (JPIA) as an alternative to current Independent Cities Risk Management (ICRMA) for any cost savings.	• Initial contact sent to California JPIA in November 2025 for new public agency partner criteria, but no response received. • Additional inquiry sent in Dec. 2025.	• December 2026 – Staff will return to City Council with risk management pool options and associated costs	January 2027	Sergio Ibarra

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• On January 13, 2026, CJPIA responded to the City's inquiry and stated that the risk pool takes a conservative approach in accepting new members with a Police Department. • Additional information was requested from CJPIA on January 23, 2026, regarding their new membership application process and their ideal risk loss history for new members. • On 2/9/2026 - Staff met with the CJPIA Representative to review their Risk Management Programs. CJPIA provided additional			

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			information regarding their ideal risk management profile for Cities that have their own Police Departments and looking at a 10 Year Loss Run. CJPIA Staff stated they are highly selective for new members. • Additionally, CJPIA staff will provide clarification if they provide insurance for Cities that have their own Water Systems. • Staff followed up with CJPIA regarding next steps for membership evaluation. • 05/18/26 – City Council approved issuing notice of intent for withdrawal to ICRMA			

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			• 05/29/26 – Notice of Withdrawal Letter issued to ICRMA for including in June 2026 Meeting Agenda • 08/18/26 – Response received from CJPIA that membership could not be considered as they are not accepting any agencies with police exposure due to the increasing cost of liability coverage and carriers' concerns • 08/20/26 – Staff attended ICRMA Board Meeting and received presentation on future pool options • 08/21/26 – Staff met with Alliant Broker Services to review various options for			

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			the City Risk Management Pool Insurance needs. • On 10/14/26- Staff attended a special meeting with ICRMA regarding the recommendations to the administration of the pool. ICRMA staff also provided scenarios on the viability of the pool if members leave. • 10/16/26- Staff met with Alliant Broker Services to go over the data and loss run information and coverage lines to compare current insurance coverage and proposed coverage from other pools. • 11/06/26- Alliant representatives			

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			provided a status report on the City applications into PRISM Risk and PERMA Insurance Pools.			
	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	Tentatively for June 2026	FY 26-27	Julio C Salcedo

	Project Title	Description	Status / Completed Actions	Next City Council Action	Tentative Completion Date	Staff Project Lead
			different existing MOUs as subsections.			
3.	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
4.	Rudy Ortega FTBMI Sign Project	The installation of interpretive signage depicting the Native people of the region and highlighting their cultural importance.	Staff is currently making sure that an MOU is secured before looking into bringing this project in front of council. There are long term maintenance assurances that need to be addressed.	Approve MOU once draft has been finalized and agreed to by City staff and FTBMI.	TBD	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 2026-2027 Adopted Budget.

CONCLUSION:

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

ATTACHMENTS:

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

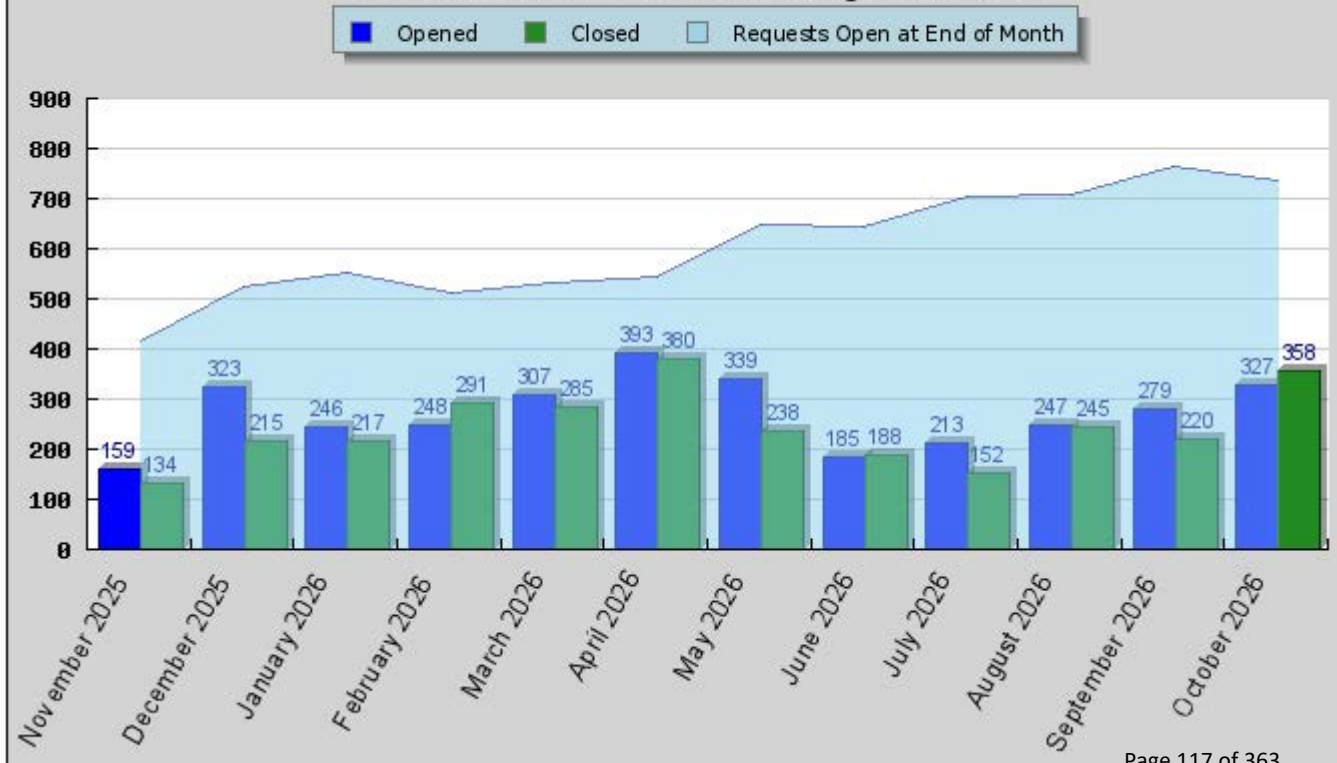
ATTACHMENT "A"

One Year Analysis of Opened Requests
Ending November 2026

	25-Dec	26-Jan	26-Feb	26-Mar	26-Apr	26-May	26-Jun	26-Jul	26-Aug	26-Sep	26-Oct	26-Nov	Total
Community Development													
Building Code Violation	4	8	6	3	12	10	5	13	11	15	15	1	**103**
Homelessness Outreach	19	20	35	11	25	30	4	7	15	2	3	0	**171**
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Total - Community Development	23	28	41	14	37	40	9	20	26	17	18	1	274
Police													
Abandoned Vehicle	10	8	4	6	16	7	11	4	16	12	11	0	**105**
Illegal Fireworks	1	1	0	0	0	1	3	8	1	0	0	0	**15**
Total - Police	11	9	4	6	16	8	14	12	17	12	11	0	120
Public Works													
Bus Stop/Shelter Maintenance	0	0	0	0	0	1	1	0	1	0	1	0	**4**
City Trees	4	4	4	6	14	42	13	22	19	45	79	7	**259**
Graffiti and Sign Posting on P	79	58	82	102	103	72	51	61	70	54	61	17	**810**
Graffiti on Private Property	37	8	21	15	64	40	16	19	18	14	24	8	**284**
Illegal Dumping and Litter	87	67	44	59	53	56	44	33	51	59	54	9	**616**
Park Maintenance	7	1	0	3	3	7	1	10	6	11	12	2	**63**
Sewer System	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Sidewalk Repair	9	4	6	6	10	8	7	6	5	8	7	0	**76**
Storm Drain and Flooding	3	0	0	1	2	0	4	1	2	5	6	0	**24**
Street Lighting	30	36	20	20	19	16	5	3	7	9	20	1	**186**
Street Repair	12	17	12	10	8	13	6	3	5	8	6	0	**100**
Street Signage	14	5	8	55	55	28	7	20	17	34	21	10	**274**
Traffic Signal	7	9	6	10	9	8	7	3	3	3	7	1	**73**
Total - Public Works	289	209	203	287	340	291	162	181	204	250	298	55	2769
All Topics													
Total All Topics	323	246	248	307	393	339	185	213	247	279	327	56	**3163**

Open Vs. Closed Requests by Month

For Date Period 11/01/2025 through 10/31/2026



ATTACHMENT "B"

ARPA Expenditure Plan & Status Report

ITEM	STATUS	PROJECT/PROGRAM	BUDGETED	SPENT	CONTRACTED
1	Complete	Annual Street Repavement - Phase II	1,007,232	1,007,232	-
2	Complete	COVID-19 Relief/Response Reimbursement	205,940	205,940	-
3	Complete	Layne Park Revitalization Project	200,000	200,000	-
4	Complete	Council Chambers/AV Upgrade	24,981	24,981	-
5	In Progress	Upper Reservoir Project	850,000	778,612	71,388
6	In Progress	Homeless Outreach Services	300,000	297,531	2,469
7	Complete	Pioneer Park Project	255,235	255,235	-
8	In Progress	Downtown Master Plan	250,000	177,890	72,110
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	150,000	113,452	36,548
12	In Progress	City Mobile App - Virtual San Fernando	148,101	106,662	41,439
13	Complete	Feasibility Study - New City Park Space	49,592	49,592	-
14	In Progress	Sidewalk Repairs	1,016,991	977,004	46,143
15	In Progress	First Time Home Buyer & Rehab Loan Program Revolv	50,000	31,128	18,872
21	In Progress	Bus Shelter Project	114,939	114,939	-
16	In Progress	Las Palmas HVAC Project	399,848	392,011	7,837
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	45,611	45,611	-
20	Complete	Wifi at LP & Recreation Park w/Computer Rooms	20,254	20,254	-
		Total	**5,818,339**	**$ 5,402,199**	**$ 422,296**

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.*

ATTACHMENT "C"

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Dept.
2593	9/29/2026	10/10/2026	CharterUp LLC	Transportation Services for Senior Trip	$1,993.94	RCS
2302(a)	10/7/2025	10/18/2026	I Ramirez Corp	First Amendment to On-Call Street and Sidewalk Repair Services for Water Division	$4,800 no more than $24,999/yr	PW
2122	10/23/2022	10/23/2026	BKK Working Group	Second Tolling Agreement - Successor Agreement to 2019 Agreement that tolled any Applicable Statute of Limitations governing Claims that could Assert against City or vice versa	-	ADM
2569	7/1/2026	10/31/2026	Moore & Associates	Federal Transit Administration (FTA) Title VI Program Plan Development	$16,464.00	PW
2410(a)	9/1/2026	10/31/2026	Premier Pipe, Inc.	First Amendment for Sanitary Sewer Closed Circuit Television (CCTV) Services	$272,870.98	PW
2448	11/1/2025	11/1/2026	CoStar	License for Real Estate Data Website	$500.00	CD
2562	10/24/2026	11/3/2026	Los Angeles County Registrar/Recorder	Check-In Center Plan November 3, 2026 General Election at Lot 6N	$0.00	CLK
2581	8/28/2026	11/6/2026	Los Angeles County Registrar-Recorder/County Clerk (Elections)	Vote Center Election Plan for Recreation Park for November 3, 2026 Election	$0.00	CLK
2582	8/28/2026	11/6/2026	Los Angeles County Registrar-Recorder/County Clerk (Elections)	Vote Center Election Plan for Las Palmas Park for November 3, 2026 Election	$0.00	CLK
2494	3/18/2026	11/9/2026	Los Angeles County Registrar-Recorder/County Clerk (Elections)	Vote Center Facility Use Agreement for Recreation Park, Multi-Purpose Room for June 2, 2026 Election	$0.00	CLK
2495	3/18/2026	11/9/2026	Los Angeles County Registrar-Recorder/County Clerk (Elections)	Vote Center Election Plan for Recreation Mark, Multi-Purpose Room for June 2, 2026 Election	$0.00	CLK
2496	3/18/2026	11/9/2026	Los Angeles County Registrar-Recorder/County Clerk (Elections)	Vote Center Facility Use Agreement for Las Palmas Park, Arts and Crafts Room for June 2, 2026 Election	$0.00	CLK
2497	3/18/2026	11/9/2026	Los Angeles County Registrar-Recorder/County Clerk (Elections)	Vote Center Election Plan for Las Palmas Park, Arts and Crafts Room for June 2, 2026 Election	$0.00	CLK
2038(a)	11/19/2024	11/19/2026	Michael Baker International	First Amendment for CDBG Program Implementation and Administration Services (Utilizing (2) one-yr extensions	$60,895.00	ED
2214	11/28/2023	11/30/2026	Susan Saxe-Clifford and Associates	Psychological and Fitness for Duty Evaluations for Police Officer applicants, current staff, and Concealed Carry Weapon (CCW) license evaluations for CCW applicants.	$35,000.00	PD
2205(c)	8/11/2026	12/5/2026	Initiating Change in Our Neighborhoods Community Development Corporation (ICON CDC)	Third Amendment to MOU to Provide Free Services to entrepreneur and Small Business Owner in the City	$25,000.00	CMO
2602	11/4/2026	12/5/2026	City of Angels Community Choirs	2026 Holiday Tree Lightin - Choir Entertainment	$800.00	RCS
2046(b)	12/1/2025	12/6/2026	GMU Pavement Engineering Services	Second Amendment to Pavement Design Services	$450,000 annually	PW

2044(c)	1/14/2026	12/6/2026	CWE	Third Amendment to Water and Wastewater Engineering Services	$1,000,000.00	PW
2428(a)	6/15/2026	12/30/2026	Civiltec Engineering, Inc.	First Amendment for Water Master Plan Development Services	$240,000.00	PW
1875(b)	1/1/2024	12/31/2026	Los Angeles Department of Water and Power, Crescenta Valley Water District, Cities of Glendale, Burbank, and San Fernando	Amendment No. 2 to the Cost Sharing Agreement Regarding the Allocation of Costs of Watermaster Services and Watermaster's Legal Services for the Upper Los Angeles River Area Groundwater Basins (ULARA)	-	ADM
2286	9/3/2024	12/31/2026	TreePeople	Project Management, Grant Administration, Community Engagement, and Landscape Planting for Carlisle Green Alley Project, CNRA - UG2106-0, Job No. 7628, Plan No. P-745	$270,020.00	PW
2309	10/21/2024	12/31/2026	Precision Concrete Cutting	Sidewalk Assessment, Repair and Maintenance Services (Cooperative Purchase: Keystone Purchasing Network Contract No. KPN-202201-04)	$1,006,900.00	PW
2041(a)	11/18/2024	12/31/2026	Bear Communications, Inc. dba BearCom	First Amendment to City-Wide Radio System and Wireless broadband Video Network Maintenance Services, and Installation and Maintenance of Security Camera System and Access Control System (Extending Scope of Work and increasin compensation)	$910,062.00	PD
2107(b)	11/5/2025	12/31/2026	RJM Design Group	Second Amendment for Design of Las Palmas Park Revitalization Project	$490,121.00	RCS
2147(d)	12/24/2025	12/31/2026	Dudek	Fourth Amendment for Downtown Master Plan	$297,675.00	CD
2424(a)	3/25/2026	12/31/2026	Civiltec Engineering, Inc.	First Amendment for Engineering Services for Well 2A Nitrate Treatment System	$435,148.50	PW
2576	8/17/2026	12/31/2026	Baker Tilly Advisory Group, LLP	Fiscal Model and Financial Heath Indicators Development Services	$25,000.00	AS
2287(b)	8/4/2026	12/31/2026	Habitat for Humanity of Greater Los Angeles (Habitat LA)	Second Amendment to Administer a Home Rehabilitation Program	$50,000 per yr	CMO
2475	1/20/2026	1/20/2027	Strategic Leadership Consultants (SLC)	SFPD Consulting Services for the Police Department's Implements of Policy, Accountability, Culture, and Risk-management Reforms	$50,000.00	PD
2477	1/20/2026	1/31/2027	The Merino Group	Public Relations and Crisis Communications Consulting Services	$55,000.00	CMO
2518	6/8/2026	1/31/2027	Civiltec Engineering, Inc	Development of an America's Water Infrastructure Act (AWIA) Risk and Resilience Assessment and Emergency Response Plan	$24,935.00	PW
1731(b)	8/15/2022	2/14/2027	Republic Services	Solid Waste Collection Services (3 year extension)	-	PW
2493	4/6/2026	2/15/2027	R3 Consulting Group, Inc.	Solid Waste Management Consulting Services	$174,970.00	PW
2060(b)	2/5/2025	3/16/2027	Willdan Financial Services	Second Amendment for Cost Allocation Plan and User Fee Study	$48,000.00	FIN
2515	3/27/2026	3/27/2027	Onetera	Implement Platform for Development Opportunities and Economic Development Programs	$0.00	CMO
2525	3/31/2026	3/31/2027	CSUN	GIS	$25,000.00	CD
2592	10/5/2026	3/31/2027	Bob Murray and Associates	Police Chief Executive Recruitment Services	$30,000.00	HR
2243	4/29/2024	4/29/2027	Interwest, a SAFEbuilt Company	On-Call Planning Services (Approved through on-call list at 4/2/2024 CC Mtg)	$100,000 per FY	CD

2242(a)	1/6/2025	4/29/2027	Precision Civil Engineering, Inc.	First Amendment to On-Call Planning Services	$200,000 per FY	CD
2213	2/5/2024	4/30/2027	Flock Group, Inc.	Installation and maintenance of 37 Fixed Automated License Plater Readers (ALPR) through Insight/OMNIA Partners Cooperative Program Contract # 23-6692-03	$494,964 per BSCC Organized Retail Theft Program	PD
2508	5/5/2026	5/5/2027	Capital Rivers Connect	Economic Development Services	$24,500.00	CD
2245(a)	1/6/2025	5/7/2027	Rincon Consultants, Inc.	On-Call Planning Services	$200,000 per FY	CD
2250	5/20/2024	5/20/2027	State of California Department of Water Resources (DWR)	Funding Agreement for the financing of the Water Nitrate Treatment System, Well No. 2A (DWR Agreement No. 4600015580)	$3,000,000.00	PW
2470	1/5/2026	5/30/2027	Kimley-Horn and Associates, Inc	Design Services for Pacoima Wash Connectivity Project	$349,440.00	PW
2059	6/1/2022	5/31/2027	FilmLA	Provide Film Permit Coordination Services in the City	NA	ADM
2172	2/22/2023	5/31/2027	California Energy Commission	Grant Agreement for California Automated Permit Processing Program (CalAPP)	$40,000.00	CD
2393	9/1/2024	5/31/2027	City of Los Angeles	Subaward Agreement - FY 2024 Urban Area Security Initiative (UASI) Grant program	$82,982.00	PD

ATTACHMENT "D"

THE CITY OF SAN FERNANDO

To: Mayor Victoria Garcia and Councilmembers

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

Date: November 16, 2026

Subject: Summary of 2026 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, 2026 – Present):

1. **Oppose LA County Motion (Mitchell)** re: General Sales Tax Increase to Offset Healthcare Funding Shortfall (2/4)
2. **Oppose AB 1768 (Bryan)** - Transactions and Use Taxes: Los Angeles County (5/21)
3. **Support for SB 1270 (Richardson)** - Wildfire mitigation program: financial assistance to counties (5/27)
4. **Support SB 1422 (Durazo)** – Medi-Cal Eligibility: Immigration Status (5/27)
5. **Support AB-2600 (Bonta)** – Immigration: Access to Legal Counsel (5/27)
6. **Letter to Metro over SB 79 Concerns** – Regarding concerns over future Metrolink double-tracking triggering an SB 79 zone in the City (6/30)
7. **Support Proposition 36 Funding** – Support Request for $400 Million in Funding for Recovery Support Services and Substance Use Treatment (7/16)
8. **Oppose Governor Proposed Wildfire Recovery Reforms** – Oppose Proposed reform package that would bail out electric utilities and limit how cities can recover damages following a utility-caused wildfire (8/11)

Additionally, the City has submitted letters of support for funding requests and initiatives for the following community-based organizations and legislators (January 1, 2026 – Present):

1. **Habitat LA** – Commemorative Letter for the Los Angeles Builders Ball (2/10)
2. **Congresswoman Rivas, Senator's Schiff and Padilla** – In Support of Pacoima Wash Greenway Segment 1b Project (2/18)
3. **Congresswoman Rivas** - In Support of San Fernando Community Health Community Project Funding Request (3/4)
4. **Congresswoman Rivas** - In Support of Northeast Valley Health Corporation Community Project Funding Request (3/4)
5. **Congresswoman Rivas, Senator's Schiff and Padilla** – In Support of FTBMI's Federal Appropriations Requests (3/11)

6. **Senator's Schiff and Padilla** - In Support of Northeast Valley Health Corporation Community Project Funding Request (3/11)
7. **Letter to LAUSD** - In Support of Renaming Cesar Chavez Learning Academies (4/8)
8. **Letter to Republic Services** - In Support of Renaming Cesar Chavez Scholarship (4/8)
9. **Substance Abuse and Mental Health Services Administration** (SAMSHA) - El Centro de Amistad Zero Suicide Grant (4/11)
10. **State Senator Menjivar & Assemblymember Rodriguez** - Request to Change the Date of United Farm Workers Day (4/15)
11. **Congresswoman Rivas, Senator's Schiff and Padilla** – Advocating for Congressional Action to Strengthen Investigations into Abuse Against Women (5/27)
12. **Letter to Safe Clean Water LA** - In Support of Pacoima Wash Greenway Segment 1b Project (6/9)
13. **Supervisor Horvath** –Discretionary Funds for Home Again LA Programming (6/24)
14. **California Strategic Growth Council** – Letter of Commitment for Community Resiliency Centers Implementation Grant with FTBMI (9/28)
15. **Senator Schiff and Senator Padilla** – Letter of Support for Congresswoman Rivas' WRDA Funding Requests (10/5)
16. **Metrolink** – Support for Solutions for Congested Corridors Program and Local Partnerships Program Grant Application (11/2)

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

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

Date: November 16, 2026

Subject: Consideration to Approve an Amendment to the San Fernando Management Group Memorandum of Understanding Adding a Side Letter Agreement #1 to Clarify Holiday Leave Provision

RECOMMENDATION:

It is recommended that the City Council:

a. Approve an amendment to San Fernando Management Group Memorandum of Understanding (Attachment "A" - Contract No. 2305(a)) - Side Letter Agreement #1; and

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

BACKGROUND:

1. On October 21, 2024, the City Council approved a three-year Memorandum Of Understanding ("MOU") with the San Fernando Management Group ("SFMG) (Attachment "B" – Contract No. 2305) for the term from July 1, 2024 through June 30, 2029.

2. In August 2026, City staff met with SFMG representatives to clarify the floating holiday language in the SFMG MOU.

3. On October 26, 2026, the City and SFMG reached a tentative agreement resulting in Side Letter Agreement #1 (Attachment "A" – Contract No. 2305(a)) to clarify the floating holiday language.

ANALYSIS:

A Memorandum of Understanding (MOU) is a collective bargaining agreement between the City and each respective bargaining unit representing City Employees. The MOU covers wages,

benefits, terms, and conditions of employment for represented employees. MOUs typically also outline working hours and conditions, leave, job health and safety policies, grievance/disciplinary procedures, among other employment related items.

The San Fernando Management Group (SFMG) covers nine (9) positions which make up the City's middle-management level employees in the following classifications: Management Analyst, Senior Accountant, Deputy City Clerk/Management Analyst, Planning Manager, Public Works Operations Manager, Water Operations Manager, Information Technology Systems Administrator, and Economic Development Manager. The SFMG bargaining unit is represented by Service Employees International Union Local 721 (SEIU 721).

SFMG MOU Contract No. 2305 outlines the floating holiday provisions for represented employees. The City currently offers both a standard work schedule and an alternative work schedule. Under the standard work schedule, employees work five (5) days per week, eight (8) hours per day, for a total of forty (40) hours per week. Under the alternative 9/80 work schedule, employees work nine (9) hours per day, with one eight (8)-hour workday and every other Friday off, resulting in a 36-hour workweek during one week of the pay period and a 44-hour workweek during the other week.

The parties have identified ambiguity within the current Floating Holiday provision concerning the number of hours associated with a Floating Holiday. The proposed amendment is not intended to create a new benefit, but rather to clarify and memorialize the parties' original intent that a Floating Holiday consists of nine (9) hours of leave. To eliminate any uncertainty regarding administration of the benefit, the City received a request from SFMG to amend the Article 13.01 - Holiday Leave provision as follows:

> Current Language:
>
> *Official paid Holidays for unit employees shall be considered nine (9) hours leave with pay or equivalent to actual number of regularly scheduled workday hours.*
>
> *Floating holiday hours are credited each January 1, and must be used before December 30. Unused floating holiday hours are not carried forward.*
>
> Proposed Language:
>
> *Official paid Holidays for unit employees shall be considered nine (9) hours leave with pay or equivalent to actual number of regularly scheduled workday hours.*
>
> *Floating Holiday shall be defined as nine (9) hours. Floating holiday hours are credited each January 1 and must be used before December 31. Unused floating holiday hours are not carried forward.*

The proposed amendment to the Holiday Leave provision clarifies that a Floating Holiday is equivalent to nine (9) hours of leave, consistent with the intent of the MOU and the City's alternative 9/80 work schedule. Effective January 1 of each year, eligible employees will receive a credit of nine (9) floating holiday hours to their leave banks.

In addition, active employees who were employed by the City during calendar years 2024 and 2025 will receive retroactive compensation to account for the one-hour difference between the previously credited eight (8) hours and the clarified nine (9) hours of Floating Holiday leave. Eligible employees will receive:

- One (1) hour of retroactive pay at the employee's applicable hourly rate as of December 31, 2024; and
- One (1) hour of retroactive pay at the employee's applicable hourly rate as of December 31, 2025.

Eligible employees will also receive an additional one (1) hour of Floating Holiday leave for calendar year 2026, bringing their Floating Holiday balance for that year to the intended nine (9) hours.

BUDGET IMPACT:

The estimated cost of the two hours of retroactive pay is $1,094. Sufficient funds are included in the Adopted Fiscal Year 2026-2027 Budget to cover all the salary and benefit adjustments as stipulated in the MOUs and Employment Agreements.

CONCLUSION:

It is recommended that the City Council approve Contract No. 2305(a) - Side Letter Agreement #1 and authorize the City Manager, or designee, to make non-substantive corrections and execute all related documents.

ATTACHMENTS:

A. SFMG MOU Contract No. 2305(a) - Side Letter Agreement #1
B. SFMG MOU Contract No. 2305

ATTACHMENT "A"
CONTRACT NO. 2305(a)

SIDE LETTER OF AGREEMENT (#1)
MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF SAN FERNANDO

AND

SAN FERNANDO MANAGEMENT GROUP

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721

This Side Letter of Agreement ("Agreement") between the City of San Fernando ("City") and the San Fernando Management Group / Service Employees International Union, Local 721 ("SFMG/SEIU Local 721") (collectively "Parties") is entered into with respect to the following:

WHEREAS, the City and SFMG/SEIU Local 721 negotiated a Memorandum of Understanding ("MOU") for the period of July 1, 2024 through June 30, 2029; and

WHEREAS, the City Council desires to modify the floating holiday definition provision for unit employees effective July 1, 2024.

WHEREAS, the parties agree that it is necessary to modify the MOU to include a revised Holiday Leave provision for unit employees effective July 1, 2024.

THEREFORE, the parties agree to the following terms:

1. Article 13, Section 13.01 – *Holiday Leave* shall be amended to read as follows:

Article 13, Section 13.01: Holiday Leave

Each unit employee shall be entitled to the following holidays with pay:

(1) New Year's Day
(2) Martin Luther King, Jr. Birthday
(3) President's Day
(4) Cesar Chavez's Birthday
(5) Memorial Day
(6) Juneteenth
(7) Independence Day
(8) Labor Day
(9) Veterans Day
(10) Thanksgiving Day
(11) Day after Thanksgiving
(12) Christmas Day
(13) Floating Holiday

Official paid Holidays for unit employees shall be considered nine (9) hours leave with pay or equivalent to actual number of regularly scheduled workday hours.

Floating Holiday shall be defined as 9 hours. Floating holiday hours are credited each January 1, and must be used before December 31. Unused floating holiday hours are not carried forward.

2. To accomplish the retroactive update in floating holiday hours, unit employees who were employed during calendar years 2024 and 2025 shall receive two hours of retroactive floating holiday pay (one hour for each calendar year) at the hourly rate the employee was at on December 31, 2024 and December 31, 2025, in the first full payroll cycle following Execution of this Agreement.

3. For calendar year 2026, all unit employees shall have one additional floating holiday hour credited to their floating holiday bank in the first full payroll cycle following the Execution of this Agreement.

All other terms and conditions contained in the 2024-2029 Memorandum of Understanding between the City and SFMG/SEIU Local 721 shall remain in full force and effect.

CONTRACT NO. 2305(a)

Signature Page- SFMG- Amendment Re Holiday Pay

FOR CITY OF SAN FERNANDO:

Kanika Kith Date
City Manager

FOR SFMG/SEIU LOCAL 721:

Rodrigo Mora Date
SFMG

_____
Sonia Garcia, SFMG

_____
Victor Meza, SFMG

_____
Crysal Solis, SFMG

_____
Art Ziyolov, SFMG

_____
Jennifer Spatig, SFMG

_____
Jose Mendivil, SFMG

_____
Linden Johnson, SFMG

_____
Orlando Urquidez, SFMG

APPROVED AS TO FORM:

Adrianna E. Guzman Date
Liebert Cassidy Whitmore

Annette Nino Date
SEIU 721, Worksite Organizer

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THE CITY OF SAN FERNANDO

ATTACHMENT "B"

CONTRACT NO. 2305

MEMORANDUM OF UNDERSTANDING
(MOU)

San Fernando Management Group (SFMG)

&

City of San Fernando (City)

SFMG REPRESENTATION
Service Employees International Union, Local 721

MOU TERM
July 1, 2024 – June 30, 2029

CITY CONTRACT NO.
2305

ADOPTION DATE
10/21/2024

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ARTICLE 1 INTRODUCTION

1.01 PREAMBLE

This "Memorandum of Understanding" ("MOU") is entered into by and between the Service Employees International Union Local 721 (“SEIU 721”), the San Fernando Management Group ("SFMG") (collectively referred to as SFMG/SEIU 721) and the City of San Fernando ("City"). This MOU has, as its purpose, the promotion of fair and harmonious relations between the City and SFMG/SEIU 721 and the employees it represents; the establishment of a fair, equitable, and peaceful procedure for the resolution of misunderstandings or differences which may arise under this MOU; and the establishment of wages, hours and terms and conditions of employment that significantly and adversely affect the employees covered by this MOU.

1.02 RECOGNITION

The City recognizes “SFMG/SEIU 721” as the exclusive bargaining representative of the employees in this unit, subject to the right of an employee to self-representation, however, any decision resulting from a grievance filed by an individual employee without the Union’s involvement at any stage of the grievance procedure shall not: (1) be binding upon the Union, (2) set a precedent for future decisions, or (3) change the terms of this MOU which has been collectively bargained by the Union on behalf of the represented employees. The term "employee" or "employees" is used to refer to those employees in the following classifications: Administrative Analyst, Management Analyst, Senior Accountant, Deputy City Clerk/Management Analyst, Planning Manager, Public Works Operations Manager, Water Operations Manager, and Information Technology Systems Administrator, and such other classifications as may, from time to time, be added to the unit by the City.

1.03 IMPLEMENTATION OF THE MEMORANDUM OF UNDERSTANDING (MOU)

This MOU constitutes an agreement and joint recommendation for ratification by the general membership of SFMG/SEIU 721, and approval and adoption in its entirety by the City Council of the City of San Fernando.

Whenever any ordinance, rule, regulation, resolution or other action is required for the implementation of this MOU, the effective date of that ordinance, rule, regulation, etc. will be the same as the effective date provided for in this MOU, unless otherwise specified to become effective at a different date.

Except as specifically provided herein, the parties do not waive their rights to meet and confer in good faith during the term of this MOU with respect to any other matters within the scope of representation.

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ARTICLE 2 TERM

2.01 TERM

This MOU shall be effective beginning 12:00 A.M. on July 1, 2024, and shall terminate at 11:59 P.M. on June 30, 2029 (Five Years).

Either party to this MOU wishing to negotiate a successor MOU shall deliver to the other party by the end of April of the final year of the MOU, a formal request to reopen negotiations along with a list of negotiable working conditions proposed for meeting and conferring.

ARTICLE 3 CITY RIGHTS

3.01 CITY RIGHTS

The City's rights include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions, and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action for cause; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the method, means, and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and technology of performing its work, unless and only to the extent that the provisions of this MOU specifically curtail or limit such rights, powers, and authority.

ARTICLE 4 EMPLOYEE RIGHTS

4.01 EMPLOYEE RIGHTS

Employees shall have the right to form, join, and participate in the activities of the employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations including but not limited to wages, hours, and other terms and conditions of employment. Employees also shall have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the City. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by any employee organization because of the exercise of these rights.

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ARTICLE 5 SALARY

5.01 COST OF LIVING ADJUSTMENT

The City shall adjust the base salary for each represented unit classification as follows:

- Effective the first day of the first full pay period that includes July 1, 2024, the City shall increase the base salary for each represented unit classification by four percent (4.0%).

- Effective the first day of the first full pay period that includes January 1, 2025, the City shall increase the base salary for each represented unit classification by four percent (4.0%).

- Effective the first day of the first full pay period that includes July 1, 2025, the City shall increase the base salary for each represented unit classification by five percent (5.0%).

- Effective on the first day of the first full pay period that includes July 1, 2026, the City shall increase the base salary for each represented unit classification by four percent (4.0%).

- Effective on the first day of the first full pay period that includes July 1, 2027, the City shall increase the base salary for each represented unit classification by four percent (4.0%).

- Effective on the first day of the first full pay period that includes July 1, 2028, the City shall increase the base salary for each represented unit classification by two percent (2.0%).

5.02 DEFINITIONS

As used in this MOU, “Base salary” means the salary classification, range, and step to which an employee is assigned. It excludes any additional allowances, special pays, and non-cash benefits. As used in this MOU, “Regular Rate of Pay” shall be as defined in the Fair Labor Standards Act (FLSA).

5.03 CALCULATION OF BENEFITS

If applicable, benefits that are a percentage of base salary will be applied to the employee’s base salary only. If an employee is entitled to multiple percentage-based benefits, each benefit will be calculated against base salary independently (i.e., benefits will not be compounded).

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ARTICLE 6 LONGEVITY PAY

6.01 LONGEVITY

Employees are eligible for Longevity Pay under the following terms:

1. Employees that have completed 10 years of continuous service with the City from date of hire will receive an additional 3% above their base salary step.

2. Employees that have completed 20 years of continuous service with the City from date of hire will receive an additional 1% above their previous first longevity step, for a total of 4% above the base salary.

3. Employees that have completed 30 years of continuous service with the City from date of hire will receive an additional 1% above the previous second longevity step, for a total of 5% above the base salary.

An employee on a leave of absence without pay, with the exception of federal or state family medical leave, and/or military leave under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and/or the California Military and Veterans Code, shall not have such leave time credited as service time for purposes of calculating the years of service.

ARTICLE 7 BILINGUAL PAY

7.01 BILINGUAL

The City shall provide Bilingual Pay in the amount of $100 per month to employees that satisfy the following conditions:

1. The employee has satisfactorily demonstrated to the City their fluency in the Spanish language, based on a bi-annual written and/or oral testing procedures as selected by the City; and

2. The employee is required, in the normal course of their duties, to communicate in Spanish with members of the public, as determined by the Department Head and approved in writing by the City Manager.

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ARTICLE 8 EDUCATION INCENTIVE PAY

8.01 EDUCATION INCENTIVE PAY

Employees who possess a Master's degree or higher in a related field from an accredited educational institution prior to January 1, 2022 shall receive an additional 2% above their base salary step effective the first day of the full pay period that includes January 1, 2022. For employees who earn their Master's degree after January 1, 2022, they will be eligible for such pay effective the first day of the pay period following the date they submit proof of their newly acquired degree to the Personnel Division.

Effective the first full pay period after City Council adoption of this MOU, the City shall increase the Education Incentive Pay for those who qualify from 2.0% to 4.0% above their base salary.

ARTICLE 9 EMPLOYEE INSURANCE AND RETIREMENT BENEFITS

9.01 MEDICAL, DENTAL, AND VISION INSURANCE FOR ACTIVE EMPLOYEES

The City contracts with the California Public Employees' Retirement System (CalPERS) for medical insurance coverage. Eligible new hires are covered under the program on the first day of the month following enrollment. The City will contribute the Public Employee's Medical and Hospital Care Act (PEMHCA) statutory minimum on behalf of each participant in the program. A participant is defined as:

1. An enrolled employee and eligible dependents;
2. An enrolled retiree and eligible dependents; and
3. A surviving annuitant.

Employees shall receive a monthly flex dollar allowance to purchase medical, dental and vision benefits offered through the City's insurance plans.

For 2024 and 2025, the monthly flex dollar allowances, inclusive of the statutory PEMHCA minimum, are as follows:

	January 1, 2024	January 1, 2025
Opt Out:	$210	$210
Employee only:	$1,049	$1,101
Employee + 1:	$1,809	$1,899
Family:	$2,431	$2,553

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Beginning January 1, 2025, and each January 1 thereafter, the monthly dollar allowance, inclusive of the statutory PEMHCA minimum, will be adjusted based on the average change from the prior year's monthly premium from CalPERS contracting agencies in the Los Angeles Area Region for all plans. The adjustment will not be less than 0.0% and will not exceed 5.0%.

The monthly flex dollar allowance may be used in accordance with the terms of the cafeteria plan to purchase benefits offered under the cafeteria plan and other supplementary products. After enrolling in a mandatory medical insurance plan, or opting out under the "Opt Out" provision below, if the premiums and/or costs for the selected benefits are less than the monthly flex dollar allowance, employees shall have the following options to:

1. Purchase other benefits (i.e., dental and/or vision) and supplemental products, and have any excess flex dollars, up to the opt-out amount, currently $210, converted to taxable income; or

2. Waive the other benefits (i.e., dental and/or vision) and supplemental products and have any excess flex dollars, up to the opt-out amount, currently $210, converted to taxable income.

In the event that premiums and/or costs for the selected benefits exceed the monthly flex dollar allowance, the balance will be paid by the employee through automatic pre-tax payroll deduction, as permitted under IRS Code Section 125.

If any other bargaining unit negotiates, or a Department Head receives, a flex dollar allowance that exceeds the amounts identified above, the City will adjust the flex dollar allowance for SFMG to match the higher flex dollar amount.

Opt Out

Employees may elect to discontinue participation in the CalPERS Health Plan medical insurance coverage ("Opt Out"), subject to the provisions set forth below. The intent of this provision is to share premium savings that the City will incur as a result of a unit employee canceling City coverage.

A. The employee electing to waive City medical insurance coverage for themselves and all eligible family members must annually provide the City with proof of other health/medical insurance coverage that meets the minimum essential coverage requirements, as established by the Affordable Care Act, through another source (other than coverage in the individual market, whether or not obtained through Covered California).

B. Upon proof of other coverage as set forth in Section A above, the employee may elect to waive the City's medical insurance coverage, and receive the sum of the most expensive dental and vision premiums, currently $210, toward other items in the full flex cafeteria plan or convert it to taxable income.

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C. The employee must waive any liability to the City for their decision to cease coverage under the City's medical insurance plan.

D. After electing to Opt Out, an employee who later requests to re-enroll under the City plan can only do so during the open enrollment period or after a qualifying event as permitted by the insurance carrier and Cafeteria Plan regulations.

E. For medical insurance plans, when a unit employee is the spouse of another benefited City employee, the affected employees shall have the option of:

   a. Each employee may elect a flex dollar amount of a single employee; or

   b. One (1) employee may select a plan and list the spouse as a dependent under the two-party or family coverage, as applicable, and the remaining employee may opt-out as outlined above.

9.02 MEDICAL INSURANCE FOR RETIREES

The City provides retiree medical benefits as follows:

1. Retiree Medical Tier I: Employees retired on or before June 30, 2015:

   a. If retired on or before December 31, 2012, 100% paid medical insurance benefits for employee and eligible dependents.

   b. If retired on or after January 1, 2013, 100% paid medical insurance benefits for employee and eligible dependents, excluding PERS Care plan, if the most expensive.

2. Retiree Medical Tier II: Employees hired on or before June 30, 2015, and retire on or after July 1, 2015:

   a. If the employee meets the vesting schedule set forth in California Government Code Section 22893, 100% paid medical insurance benefits for whatever plan the employee selects for themselves and eligible dependents, except PERS Care plan, if the most expensive.

3. Retiree Medical Tier III: Employees hired on or after July 1, 2015, and subsequently retire from the City:
   a. If the employee meets the vesting schedule set forth in California Government Code Section 22893, they will receive the PEMHCA minimum.

   b. Effective November 1, 2024, the City shall contribute $275 per month into the Retiree Health Savings (RHS) Plan, as designated by the City.

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9.03 DISABILITY AND LIFE INSURANCE

The City shall provide all employees with a $50,000 Basic Life and Accidental Death & Dismemberment insurance policy at no cost to the employee.

The City shall provide Long Term Disability (LTD) and Short Term Disability (STD) insurance to unit employees at no cost to the employee.

ARTICLE 10 RETIREMENT BENEFITS

10.01 RETIREMENT BENEFITS

The City shall provide retirement benefits to eligible employees through CalPERS as set forth below. The definitions of "new" member and "classic" member are set forth in the Public Employee Pension Reform Act of 2013 (PEPRA).

a. First Tier: "Classic" members hired on or prior to November 12, 2005 receive 3% at 60 of the highest twelve (12) consecutive months' compensation retirement calculation, as determined by CalPERS.

b. Second Tier: "Classic" members hired after November 12, 2005 receive 2% at 55 of the highest twelve (12) consecutive months' compensation retirement calculation, as determined by CalPERS.

c. Third Tier: "New" members hired on or after January 1, 2013 receive 2% at 62 of the highest thirty-six (36) consecutive months' compensation retirement calculation, as determined by CalPERS.

In accordance with the existing contracts with CalPERS, the City also provides the following retirement benefits to employees:

a. Fourth Level of 1959 Survivor Benefits (Government Code Section 21574).

b. 5% Annual Cost of Living Adjustment (COLA) for employees hired on or before November 12, 2005, and annual 3% COLA for employees hired after November 12, 2005 (Government Code Section 21335).

c. Credit for unused sick leave for employees as per CalPERS guidelines (Government Code Section 20965).

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10.02 EMPLOYER PAID MEMBER CONTRIBUTIONS

The City shall pay 8.0% of the member contribution for First Tier “classic” members and 7.0% of the member contribution for Second Tier “classic” members.

The City’s payments, above, shall be treated as a “pick up” of employee contributions pursuant to IRC 414(h)(2).

The City shall report the monetary value of the Employer Paid Member Contribution (“EPMC”) to CalPERS as special compensation earnable on behalf of each employee, pursuant to California Government Code Section 20636(c)(4).

In accordance with PEPRA, “new” members shall pay the full employee contribution of 50% of the total normal cost.

Contributions are pursuant to Government Code Section 20691, and are paid on a Pre-Tax basis.

10.03 CALPERS COST SHARING

“Classic” members in the bargaining unit shall pay four percent (4%) as cost sharing of the City’s pension contribution in accordance with Government Code section 20516(f).

ARTICLE 11 MANAGEMENT LEAVE

11.01 MANAGEMENT LEAVE

Management leave provides a means of compensation for hours worked by exempt employees beyond their normal work schedule. The City shall provide eighty (80) hours of Management Leave per year credited each January 1. Management Leave must be used in the year earned, and cannot be carried over from one calendar year to the next. Unused management leave hours will be cashed out in December of each year at the employee's current hourly rate of pay. At the time of separation, any unused management leave hours will be paid at the employee's current hourly rate of pay, on a pro-rated basis.

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ARTICLE 12 ANNUAL LEAVE

12.01 ANNUAL LEAVE

Employees earn Annual Leave in lieu of vacation and sick leave. Annual Leave is intended to provide time for an employee to be away from the work environment and to enable such employee to return to work mentally and physically refreshed.

The City shall provide for Annual Leave to accrue on a payroll-to-payroll basis prorated in accordance with the following rates:

0 — 4 years of City service: 6.15 hours per pay period (160/year)
5 — 9 years of City service: 7.69 hours per pay period (200/year)
10 or more years of City service: 9.23 hours per pay period (240/year)

Employees who transfer into this bargaining unit and have pre-existing Sick Leave and/or Vacation accrual balance shall have their Sick Leave converted to Annual Leave at the rate of one hour of Sick Leave to 0.5 hours of Annual Leave; and shall have their Vacation converted to Annual Leave at the rate of one hour of Vacation to one hour of Annual Leave. Such conversion of Sick Leave and Vacation accrual balances shall occur within 30 days of the employee's transfer into the bargaining unit.

Employees may, at the employee's discretion, accrue up to eight hundred (800) hours of Annual Leave. Upon the employee's separation from City service, the employee shall be compensated for any unused Annual Leave at their regular rate of pay.

ARTICLE 13 HOLIDAY LEAVE

13.01 HOLIDAY LEAVE

Each unit employee shall be entitled to the following holidays with pay:

(1) New Year's Day
(2) Martin Luther King, Jr. Birthday
(3) Presidents' Day
(4) Cesar Chavez's Birthday
(5) Memorial Day
(6) Juneteenth
(7) Independence Day
(8) Labor Day
(9) Veterans Day
(10) Thanksgiving Day
(11) Day after Thanksgiving
(12) Christmas Day
(13) Floating Holiday

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Official paid Holidays for unit employees shall be considered nine (9) hours leave with pay or equivalent to actual number of regularly scheduled workday hours.

Floating holiday hours are credited each January 1, and must be used before December 30. Unused floating holiday hours are not carried forward.

ARTICLE 14 WORK SCHEDULE

14.01 REGULAR WORK SCHEDULE

City Hall business hours are from 7:30 a.m. to 5:30 p.m. (Monday through Thursday), and 8:00 a.m. to 5:00 p.m. (Fridays). Employees assigned to a regular work schedule shall work eight (8) hours per day, five (5) days a week, for a total of at least 40 hours per work week.

14.02 MODIFIED WORK SCHEDULE

Under a modified work schedule, employees work at least forty (40) hours during a work week, depending on their chosen work schedule, with various starting and ending times based upon the City's needs. Employees shall not be required to charge their accrued leave time hours for payroll computation, provided at least forty (40) hours have been worked in that week.

The City shall include both the 5/8 and 9/80 work schedules for the duration of this MOU. Employees under the 9/80 work schedule shall have the option of either working Shift A or B only, with opposite Fridays off, as consistent with current City policy and with Department Head's approval.

14.03 TEMPORARY WORK FROM HOME

Employees may request temporary work-from-home arrangements when circumstances prevent them from working on-site. Such circumstances may include, but are not limited to, health concerns, personal emergencies, or other situations as deemed appropriate by the employee's Department Head.

For unforeseen or ad hoc circumstances requiring an employee to work from home, an employee shall contact their Department Head and notify them of the circumstances and that they shall be working from home. For any ongoing circumstances, the employee shall comply with the requirements for working from home on an ongoing basis.

Employees seeking to work from home on an ongoing periodic basis must submit a written request to their Department Head [City to develop form] detailing the reason for the request and anticipated duration of the request.

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The Department Head shall review the request, considering the employee's job duties, operational needs, and the reason for the request. Approval is at the sole discretion of the Department Head and may be granted for a specified period, with the possibility of extension upon mutual agreement. If approved, the arrangement shall be documented, outlining the terms, duration, and any specific expectations or conditions related to the work-from-home arrangement.

Employees approved for temporary work-from-home arrangements are expected to:

a. Maintain regular communication with their supervisor and be available during their standard work hours.

b. Complete all assigned work in a timely manner, ensuring that the quality and quantity of work meet the same standards as if they were on-site.

c. Adhere to all applicable organizational policies, including data security and confidentiality protocols.

ARTICLE 15 TUITION REIMBURSEMENT

15.01 TUITION REIMBURSEMENT

The City shall reimburse employees for pre-approved courses to a maximum of $3,000 per fiscal year. Approval must be obtained from the City Manager prior to enrolling in the course. Requests for reimbursement and approval must be in accordance with the City's policy on tuition reimbursement.

Tuition reimbursement shall be contingent upon employee satisfactorily completing course(s) with a minimum of a "B" grade and commit to continued service (employment) with the City for the equivalent of the school units, not to exceed two (2) years.

ARTICLE 16 MILEAGE REIMBURSEMENT

16.01 MILEAGE REIMBURSEMENT

Employees who are required by the City to use their private vehicles for City business shall be reimbursed for mileage at the prevailing IRS rate.

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ARTICLE 17 TECHNOLOGY STIPEND

17.01 TECHNOLOGY STIPEND

The City shall provide employees with $100 per month as a technology stipend for use of personal technology for business purposes. Effective November 1, 2024, the City will increase the technology stipend from $100 to $125 per month.

Employees who have received a City-issued cell phone are ineligible for the technology stipend. The City will provide necessary hardware (e.g., laptop) for pre-approved telecommuting assignments. The technology stipend will serve as reimbursement for business use of personal internet connection.

ARTICLE 18 WORKING OUT OF CLASS, ACTING AND INTERIM ASSIGNMENT PAY

18.01 WORKING OUT OF CLASS PAY

"Working Out of Class Pay" is additional compensation provided to an employee who is temporarily assigned to perform duties that are outside of their regular job classification but do not encompass the full scope of responsibilities associated with a higher classification. This may involve taking on a significant portion of the duties of a higher-level position or performing specialized tasks not typically required by the employee's regular classification. Employees assigned by their Department Head in writing, and with City Manager approval, to perform certain duties outside of their job classification on a temporary basis will be paid at the rate of five percent (5%) higher than their current base salary.

18.02 ACTING PAY

"Acting Pay" is additional compensation provided to an employee who is temporarily assigned the full duties and responsibilities of a higher classification or position, due to the temporary absence or vacancy of the incumbent in that higher position. The employee must perform all of the essential functions of the higher position to qualify for Acting Pay. Employees assigned by their Department Head in writing, and with City Manager approval, to the full duties and responsibilities of a higher classification or position for ten (10) or fewer consecutive business days will be paid at the rate of eight percent (8%) higher than their current base salary.

18.03 INTERIM ASSIGNMENT PAY

"Interim Assignment Pay" is additional compensation provided to an employee who is temporarily assigned to perform the full duties and responsibilities of a higher-level position for

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an extended period, typically while the organization is actively recruiting to permanently fill the higher-level position. Interim assignments are usually longer in duration than Acting assignments and may require the employee to fill the role for an extended period, often until a permanent replacement is appointed. Employees assigned by their Department Head in writing, and with City Manager approval, to the full duties and responsibilities of a higher classification or position for ten (10) or more consecutive business days will be paid at Step A of the higher classification, or the lowest Step that is at least eight percent (8%) higher than their current base salary.

ARTICLE 19 DISCIPLINARY PROCEDURES

19.01 DISCIPLINARY PROCEDURES

Those unit employees who are a part of the competitive service can only be disciplined under the disciplinary procedures set forth in the City of San Fernando Personnel Rules and Regulations. Final disciplinary decisions shall be subject to judicial review in accordance with Code of Civil Procedure Section 1094.5.

ARTICLE 20 LAYOFFS

20.01 LAYOFFS

Layoff of unit employees shall be done in compliance with City of San Fernando Personnel Rules and Regulations.

ARTICLE 21 BEREAVEMENT LEAVE

21.01 BEREAVEMENT LEAVE

Employees shall be permitted to use up to five (5) paid days of bereavement leave following the death of an immediate family member and one (1) paid day following the death of an extended family member.

For the purposes of implementing this benefit, the term "Immediate Family" shall mean grandparent, grandchild, parent, parent-in-law, child, spouse, sibling (including step or half), or registered domestic partner as permitted by California law, or any person living in the employee's household. Proof of residence may be required. "Parent" shall mean biological, foster, or adoptive parent, stepparent, legal guardian or person who has parental rights to employee. "Child" shall mean a biological, adopted, or foster child, stepchild, legal ward or a child of an employee who has parental rights.

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For the purpose of implementing this benefit, the term "Extended Family" shall mean: Aunts, Uncles, and Cousins, godparents or godparent equivalent.

The City Manager may authorize additional days of unpaid leave for bereavement purposes on an as-needed basis. The unit member may utilize accrued annual leave for extended bereavement purposes.

ARTICLE 22 OTHER PROVISIONS

22.01 PROMOTIONAL DIFFERENTIAL

Employees who receive a promotion shall be moved to the salary step that provides a minimum eight percent (8.0%) increase over the rate received in the former position. Any regularly assigned bonus or premium compensation amounts shall be included in calculating the step rate of the former position and added to the new salary, if applicable, after determining the appropriate salary step rate for the new position.

22.02 EXAMINATION TIME

The City will provide paid time off to participate in promotional interviews, up to two hours for the written examination, and up to two hours for each oral interview. Employee must schedule the PTO with their supervisor.

ARTICLE 23 DEDUCTIONS

23.01 DEDUCTIONS

The City will honor employee authorizations for dues deduction as required by provisions of the Government Code. The authorizations will be maintained by SFMG/SEIU 721.

Each pay period, the City shall send to SFMG/SEIU 721 a list of all employees in the bargaining unit including: each employee's first name, middle initial, last name; employee identification number; employee hire date; employee job classification; employment status (e.g., active, on leave of absence); work status (e.g, full time, part time, hourly, seasonal); annual base salary amount; base salary earned per pay period; hourly rate; salary step (if applicable); and total hours worked in the pay period. This information shall be sent in Excel format to dues@seiu721.org within five (5) business days of each payday.

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Each pay period, SFMG/SEIU 721 shall provide the employer with an "authorized deduction report" which includes bargaining unit members who have authorized the deduction of SFMG/SEIU 721 dues, COPE and other deductions and the deduction amounts.

The City shall make the dues and other applicable deductions from the employees' paychecks and remit such itemized deductions to SFMG/SEIU 721 via Electronic Funds Transfer (EFT) within five (5) business days of each payday. The City shall also provide the breakdown of each amount remitted (e.g., Dues, COPE, Supplementary Benefits) in Excel format to dues@seiu721.org within five (5) business days of each payday.

23.02 Committee on Political Education (COPE)

Employees may make voluntary contributions to SFMG/SEIU 721's registered political action committees. The City shall make the deduction of the voluntary contributions in the same manner as the dues deduction process.

Every pay period SFMG/SEIU 721 will provide the City with a list of employees and the appropriate deduction amount on the "authorized deduction report" of the employees who have signed an authorization for the COPE deduction.

Employees may discontinue voluntary political deductions by providing notice of cancellation to SFMG/SEIU 721 and SFMG/SEIU 721 shall transmit such notice of cancellation to the City by the next full pay period cycle.

The City agrees that if individual members of the bargaining unit authorize in writing the deduction from their pay checks of dues to SEIU Local 721, the monies deducted will be remitted to SEIU Local 721.

SFMG/SEIU Local 721 jointly and separately agree to fund any and all costs of defense and/or to indemnify the City should implementation or compliance with any portion of this Article result in a challenge by litigation and/or in a settlement or judgment. In such case, the City shall be authorized to select legal counsel of its sole choice in defending its interests in any said litigation.

ARTICLE 24 PROVISIONS OF LAW AND SEVERABILITY

24.01 PROVISIONS OF LAW AND SEVERABILITY

The parties agree that this MOU is subject to all current and future applicable federal, state, and local laws.

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If any article, part, or provision of this MOU is in conflict with or inconsistent with applicable provisions of federal, state or local law or is otherwise held to be invalid or unenforceable by a court of competent jurisdiction, such article, part, or provision shall be suspended or superseded by such applicable law or regulation, and shall be of no force or effect, and the remainder of this MOU shall not be affected thereby. The parties shall, upon request, meet and confer over such suspension or supersession.

ARTICLE 25 GRIEVANCE PROCEDURES

25.01 GRIEVANCE PROCEDURES

The City will process grievances in accordance with the City's established Personnel Rules. Final decisions shall be subject to judicial review in accordance with the Code of Civil Procedure Section 1094.5

ARTICLE 26 WELLNESS BENEFIT

26.01 WELLNESS BENEFIT

The City will reimburse certain wellness expenses in an amount not to exceed $400 each fiscal year. Employees must request reimbursement using a City-approved form and supply valid receipts at time of reimbursement. Unused funds will not be carried over to the following fiscal year.

The following are reimbursable items under this section:

a. Medical examination by the health provider of the employee's choice.

b. Other formal wellness programs provided by professionals (e.g., smoking cessation, weight control, nutrition, or similar programs.)

c. Reimbursement for employee or eligible dependent medical expenses (deductibles or co-payments) not covered by the employee's health, dental, or vision insurance.

d. Reimbursement for medical, vision, and dental insurance premiums in excess of the monthly flex dollar allowance, if applicable.

e. Additional contact lenses, prescription glasses, or prescription sunglasses not covered by medical or vision insurance.

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f. Dental work (including orthodontia) for employee or eligible dependents not covered by medical or dental insurance.

g. Membership in a health club or fitness center.

h. Registration fees for health classes (e.g., yoga, cross fit, etc.).

i. Entrance fees for competitive sporting events (e.g., bicycle or running race, mud run competition, et cetera).

ARTICLE 27 PAID PARENTAL LEAVE

27.01 PAID PARENTAL LEAVE

The City will implement the Paid Parental Leave Time (PPT) program beginning the effective date of the MOU. This program provides eligible employees who experience a qualifying event up to twelve (12) weeks (480 hours) of 100% paid time off for pregnancy disability and/or to bond with their new child during Federal Family and Medical Leave Act (FMLA) and/or California Family Right Act (CFRA) approved leave. Use of PPT shall be limited to twelve (12) weeks (480 hours) as part of the employee's FMLA/CFRA entitlement during the employee's 12-month FMLA/CFRA anniversary period.

A. Employee Eligibility: Eligibility shall be in accordance with the eligibility requirement for the FMLA/CFRA article in the aforementioned MOU.

B. Qualifying Events: Paid Parental Time shall be available to eligible employees who have experienced one of the following qualifying events:

1. Birth of a Child;
2. Disability due to pregnancy;
3. Long-term placement of a child for foster care;
4. Placement of a child for adoption; or
5. Placement of a child for legal guardianship;

C. Definitions: The following definitions are included to clarify family relationship as defined in the Family and Medical Leave Act and the California Family Rights Act:

1. Parent: means a biological, step-, adoptive, or foster parent, an individual who stands or stood in loco parentis to an employee or a legal guardian. This term does not include parents-in-law. Persons who are in loco parentis include those with day-to-day responsibilities to care for or financially support a child or, in the case of a parent of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

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2. Child: Means a biological, step-, adopted, or foster child, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability.

D. PPT Usage: Paid Parental Time may be used at the employee's discretion without regard to any other available paid time off balance. All eligible employees with a qualifying event shall receive twelve (12) weeks (480 hours) of PPT regardless of any other paid time off balances (i.e., sick leave, vacation, compensatory time off, during pregnancy or bonding FML and taken on a continuous or intermittent basis in no less than one (1) hour increments. Employees must conclude PPT within one (1) year of the child's birth or placement. Paid Parental Time will be administered in the same manner as all other paid time off balances. Paid Parental Time does not accrue, carry over, or pay out upon retirement or separation from City Service.

E. Compliance and administration of PPT: It is the intent of the parties that the provisions and administration of this article be in compliance with the Family and Medical Leave Act of 1993, the California Family Rights Act of 1993, and the Pregnancy Disability provisions of the California Fair Employment and Housing Act.

ARTICLE 28 SIGNATURE PAGE

(SIGNATURE PAGES TO FOLLOW)

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CITY OF SAN FERNANDO

Signed by: Adrianna E. Guzman DC4DBF4D22ED42E...
/05/2024 | 12:06 PM PST
Adrianna E. Guzman — Date
Chief Negotiator

DocuSigned by: Nick Kimball 1041FC9C27C7499...
11/05/2024 | 3:40 PM EST
Nick Kimball — Date
City Manager

DocuSigned by: Erica D. Melton 0EC1DCAD906B46C...
11/05/2024 | 10:58 AM PST
Erica Melton — Date
Director of Administrative Services

SAN FERNANDO MANAGEMENT GROUP (SFMG) / SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721

Signed by: DDB5BD9237F04C5...
10/23/2024 | 11:32 AM PDT
Robert Feria — Date
Chief Negotiator
SEIU, Local 721

Sonia Gomez-Garcia — Date
SFMG Team Member

Signed by: Kenneth Jones 4C613C0505704DF...
10/23/2024 | 12:08 PM PDT
Kenneth Jones — Date
SFMG Team Member

DocuSigned by: Rodrigo Mora 4CE65A4C674A457...
10/25/2024 | 12:34 PM PDT
Rodrigo Mora — Date
SFMG Team Member

Signed by: Art Ziyalov 5DBCCFEC6DD749A...
10/23/2024 | 10:43 AM PDT
Art Ziyalov — Date
SFMG Team Member

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Signed by:
Crystal Solis
AA3880454A544EA...

10/23/2024 | 12:20 PM PDT

Crystal Solis — Date
SFMG Team Member

Signed by:
Victor Meza
2C3D23C8BA6444B...

10/23/2024 | 11:55 AM PDT

Victor Meza — Date
SFMG Team Member

Signed by:
Jennifer Spatig
18BF66AEEAC34EE...

10/23/2024 | 12:09 PM PDT

Jennifer Spatig — Date
SFMG Team Member

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

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

Date: November 16, 2026

Subject: Consideration to Amend the Professional Services Agreement with HR Dynamics & Performance Management for Executive Recruitment Services for the Interim City Manager and Regular City Manager Positions

RECOMMENDATION:

It is recommended that the City Council:

a. Amend the Professional Services Agreement with HR Dynamics & Performance Management (Exhibit "A" to Attachment "A" - Contract No. 2601) for Executive Recruitment Services for Interim City and Manager and Regular City Manager Positions, in an amount not-to-exceed $36,000;

b. Approve a waiver of purchasing procedures pursuant to San Fernando Municipal Code (SFMC) Section 2-850 (Attachment "B") for the amended Professional Services Agreement with HR Dynamics; and

c. Authorize the City Manager, or designee, to execute the agreement and make non-substantive edits; and

d. Adopt Resolution No. 8492 (Attachment "C") amending the Fiscal Year 2026-2027 Adopted Budget to appropriate funds necessary to cover costs associated with the City Manager position recruitments.

BACKGROUND:

1. On October 14, 2026, the City received a notice of resignation from City Manager Kanika Kith with the last date of City Service effective December 4, 2026.

2. On October 19, 2026, staff contacted various executive recruitment services firms to request quotes for services for the selection and placement of an Interim City Manager and a Regular City Manager.

3. By October 20, 2026, the City received proposals from three (3) executive recruitment firms and evaluated viability based on scope of services, timeline for service delivery, comparative and relevant experience, and project costs.

4. On October 22, 2026, the City Manager signed a Professional Services Agreement with HR Dynamics & Performance Management (Attachment "A" - Contract No. 2601) for Executive Recruitment Services for the Interim City Manager.

ANALYSIS:

The City of San Fernando operates under a Council-Manager form of government. The five-member City Council establishes policy and appoints the City Manager, who oversees City departments, directs day-to-day operations, implements Council priorities, and ensures the effective delivery of municipal services. With the resignation of City Manager Kith, staff explored solutions to maintain administrative stability and leadership continuity.

Staff contacted professional executive recruitment firms and requested cost proposals and timelines for conducting an Interim City Manager search and a Regular City Manager position recruitment. The interim search is intended to place an experienced municipal executive quickly for a short-term assignment, while the regular recruitment will identify a long-term leader aligned with the City Council's strategic direction and the City's operational needs. By October 20, 2026, three (3) proposals were received for consideration from the following vendors:

FIRM NAME	INTERIM PROPOSED COST	REGULAR PROPOSED COST
HR Dynamics and Performance Management	10,000 – 15,000	29,000
CPS HR Consulting	Not Available	30,000
Bob Murray & Associates	Limited*	36,000

**No recruitment, but willing to provide 2 to 3 resumes for consideration.*

Staff evaluated the proposals based on each firm's municipal executive recruitment experience, scope of services, ability to meet the City's timeline, understanding of the City's needs, and cost-effectiveness.

Based on this evaluation, staff recommends HR Dynamics and Performance Management as the firm to conduct both recruitment processes. HR Dynamics is a premier public-sector executive recruitment partner with more than 60 years of combined management experience, providing the expertise, tools, and insights necessary to conduct effective executive searches and selection processes. The firm has a proven track record conducting regional searches for public-sector leadership positions, including City Managers, Finance Directors, and other executive-level positions.

HR Dynamics demonstrated a strong understanding of the City's leadership transition needs and proposed a phased approach that prioritizes placement of an Interim City Manager within the first month while concurrently advancing the regular recruitment, with an anticipated completion of 13 to 17 weeks.

Additionally, through negotiations, staff secured a reduced fee of $6,000 for the interim recruitment and $30,000 for the regular recruitment, for a combined flat, all-inclusive fee of $36,000. Engaging one firm for both processes provides continuity, consistency, and an efficient recruitment process while addressing the City's immediate and long-term executive leadership needs.

For these reasons, staff recommends selecting HR Dynamics and Performance Management to conduct both recruitment processes, as outlined in its proposal (Exhibit "A" to Attachment "A").

Scope of Services.
The scope of the services with HR Dynamics & Performance Management includes the management of a comprehensive, inclusive, and competitive recruitment effort for the next City Manager in a two (2) phase process: (1) Interim City Manager and (2) Regular City Manager Recruitment.

The interim search will identify an immediate leader to focus on organizational stabilization and transition management. Retired City Managers, including CalPERS retired annuitants, as well as other seasoned municipal executives interested in a temporary assignment, will be encouraged to consider this opportunity. The subsequent regular position recruitment process will identify a long-term leader aligned with the City Council’s strategic priorities. The ideal candidate will bring strategic vision, sound judgment, strong interpersonal and communication skills, and a demonstrated commitment to responsive, effective local government.

Key dates and activities for the recruitment process are outlined as follows:

DATES	KEY ACTIVITIES
November 6, 2026	Recruitment Brochures posted for both Interim and Regular City Manager positions via City website, HRDPM.com website, mass mailing lists, social media sites and targeted outreach
November 16, 2026	10-day recruitment period closes for Interim Position
December 11, 2026	5-week recruitment period closes for Regular Position
January 4, 2027	Agenda item for approval of Interim Position resolution and short-term contract
March 15, 2027	Agenda item for approval of Regular Position resolution and contract

Purchasing Requirements and Basis for Waiver.
Although the City conducted an informal competitive solicitation process for these services, the City's Purchasing Procedures require a formal Request for Proposals (RFP) for professional services contracts exceeding $25,000. Due to the limited timeframe and urgent need to fill the Interim City Manager position, the City Manager exercised administrative authority under the City's Purchasing Code and executed a Professional Services Agreement with HR Dynamics & Performance Management on October 22, 2026 (Attachment "A") for Interim City Manager executive recruitment services.

Expanding the scope of services to include recruitment for the regular City Manager position requires an amendment to the existing agreement. Because the amended agreement would exceed the City Manager's administrative approval authority, City Council authorization is required.

Staff recommends waiving the formal RFP requirement in this instance. Although a formal RFP was not issued, staff has evaluated multiple qualified executive recruitment firms and compared proposals based on scope of services, relevant experience, qualifications, and cost. Through this process, HR Dynamics & Performance Management was identified as the most qualified and responsive firm to meet the City's needs. Waiving the formal RFP process will enable the City to proceed efficiently with the recruitment efforts, avoid unnecessary delays, and ensure timely, professional, and seamless search process for the selection of the City's next Interim and Regular City Manager.

BUDGET IMPACT:

The total cost of the amended Professional Services Agreement with HR Dynamics and Performance Management shall not exceed $36,000. If the City Council approves Resolution No. 8492 (Attachment "C"), budget appropriations totaling $36,000 will be shifted from General Fund Reserves to cover the anticipated costs for professional services for the Interim and Regular City Manager positions executive recruitment process.

A table outlining the General Fund Reserve impact resulting from Resolution No. 8492 is outlined below:

Unaudited General Fund Balance Reserve as of July 1, 2026:	$12,064,305
Less: Current Year Budget Amendments	(1,360,580)
Less: Prior Year Purchase Orders Carried Forward	(517,516)
Less: Proposed Budget Amendment – Resolution No. 8942	(36,000)
Estimated General Fund Balance for Year Ending June 30, 2027:	**$10,150,309**

CONCLUSION:

Staff recommends that the City Council approve an amendment to the Professional Services Agreement with HR Dynamics & Performance Management for Executive Recruitment Services for the Interim City Manager and City Manager Position, in an amount not-to-exceed $36,000; approve a waiver of purchasing procedures pursuant to SFMC Section 2-850; adopt a budget resolution to appropriate funds to cover professional services costs; and authorize the City Manager, or designee, to execute the agreement and make non-substantive edits.

ATTACHMENTS:

A. Contract No. 2601(a), including:
   Exhibit “A”: Contract No. 2601
B. SFMC Section 2-850
C. Resolution No. 8492 – Budget Amendment

ATTACHMENT "A"
CONTRACT NO. 2601(a)

FIRST AMENDMENT PROFESSIONAL SERVICES AGREEMENT

(Parties: HR Dynamics & Performance Management, Inc. and City of San Fernando)
(Engagement: Professional Recruitment Services for Interim & Regular City Manager Positions)

THIS FIRST AMENDMENT ("First Amendment") to that certain agreement entitled "Professional Services Agreement – Professional Recruitment Services for Interim City Manager Position", Contract No. 2601 ("Master Agreement") by and between CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and HR Dynamics & Performance Management, Inc. (hereinafter, "CONSULTANT") is made and entered into this 16th day of November 2026. For purposes of this First Amendment, the capitalized term "Parties" shall be a collective reference to both CITY and CONSULTANT. The capitalized term "Party" may refer to either CITY or CONSULTANT, interchangeably.

RECITALS

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

WHEREAS, exaction of the Master Agreement was executed by the Parties on October 22, 2026 for Professional Recruitment Services for Interim City Manager Position by the City Manager pursuant to Section 2-840(c) of the San Fernando Municipal Code; and

WHEREAS, the Parties now desire to modify the Master Agreement by (i) extending the scope of services to include the recruitment of the Regular City Manager position; and (ii) increasing the compensation amount by **THIRTY THOUSAND ($30,000)** in accordance with the proposal provided by the CONSULTANT dated October 20, 2026 and attached hereto under the Exhibit "A" of the Master Agreement; and

WHEREAS, that the execution of this First Amendment is by approval authority through the San Fernando City Council as authorized at its Regular Meeting on November 16, 2026, under Agenda Item No. X.

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

SECTION 1. For purposes of the Master Agreement and this First Amendment, the scope of this agreement is now to provide Professional Recruitment Services for Interim & Regular City Manager Positions.

SECTION 2. The not-to-exceed sum as set forth under Section 4 of the Master Agreement shall be increased by **THIRTY THOUSAND DOLLARS ($30,000)** to include the additional scope of services, for an amended not-to-exceed total of **THIRTY-SIX THOUSAND DOLLARS ($36,000)**.

SECTION 3. Except as otherwise set forth in this First Amendment, the Master Agreement shall remain binding, controlling, and in full force and effect. Section 4 of the Master Agreement notwithstanding, this First Amendment, together with the Master Agreement, shall constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed in both documents (Entire Agreement). In the event of a conflict or inconsistency between the provisions of this First Amendment, including any and all attachments to this First Amendment and the provisions of the Master Agreement, including all exhibits attached to the Master Agreement, the provisions of the First Amendment and its attachments shall govern and control but only to the extent of the conflict and no further.

SECTION 4. The provisions of this First Amendment shall be deemed a part of the Master Agreement and except, as otherwise provided under this First Amendment, the Master Agreement and all provisions contained therein shall remain binding and enforceable.

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

CITY OF SAN FERNANDO

By: _____
Kanika Kith, City Manager

Date: _____

APPROVED AS TO FORM

By: _____
Richard Padilla, City Attorney

Date: _____

HR DYNAMICS & PERFORMANCE MANAGEMENT:

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT "A"
CONTRACT NO. 2601 (a)

CONTRACT NO. 2601

SHORT-FORM PROFESSIONAL SERVICES AGREEMENT

(Parties: HR Dynamics & Performance Management, Inc. and City of San Fernando)
(Engagement: Professional Recruitment Services for the Interim City Manager position)

THIS SHORT-FORM PROFESSIONAL SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into on the 21st day of October, 2026 (hereinafter, "Effective Date") by and between the CITY OF SAN FERNANDO, a municipal corporation, (hereinafter, "CITY") and HR Dynamics & Performance Management, Inc. (hereinafter referred to as "CONSULTANT"). In consideration of their mutual covenants, the parties hereto agree as follows:

1. CONSULTANT. Shall provide or furnish the following specified services and/or materials: Professional Recruitment Services for the Interim City Manager position.

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

Proposal from CONSULTANT dated October 20, 2026, and attached hereto as **Exhibit "A"**.

3. TERMS. The services and/or materials furnished under this Agreement shall commence on October 21, 2026 and shall be completed by June 30, 2027, unless terminated pursuant to Section 5(g).

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

a. CITY shall pay CONSULTANT an amount not to exceed **SIX THOUSAND DOLLARS ($6,000)**, to be paid in whole or in progress payments within thirty (30) days following receipt of an invoice. Final payment shall be made on completion/delivery of services/goods as detailed in Sections 1, 2, and 3 of this Agreement and only upon satisfactory delivery/completion of goods/services in a manner consistent with professional/industry standards for the area in which CONSULTANT operates. CITY is not responsible for paying for any work done by CONSULTANT or any subCONSULTANT above and beyond the not to exceed amount.

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

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

5. GENERAL TERMS AND CONDITIONS.

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

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

i. WORKERS COMPENSATION INSURANCE: Minimum statutory limits.

ii. COMMERCIAL GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE: General Liability and Property Damage Combined. $1,000,000.00 per occurrence including comprehensive form, personal injury, broad form personal damage, contractual and premises/operation, all on an occurrence basis. If an aggregate limit exists, it shall apply separately or be no less than two (2) times the occurrence limit.

iii. AUTOMOBILE INSURANCE: $1,000,000.00 per occurrence.

iv. PROFESSIONAL LIABILITY: $1,000,000.00 aggregate.

v. NOTICE OF CANCELLATION: CITY requires 30 days written notice of cancellation. Additionally, the notice statement on the certificate should not include the wording "endeavor to" or "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."

vi. CERTIFICATE OF INSURANCE: Prior to commencement of services, evidence of insurance coverage must be shown by a properly executed certificate of insurance and it shall name "The CITY of San Fernando, California, its elective and appointed officers, employees, and volunteers" as additional insureds.

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

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

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

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

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

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

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

If to CITY:
City of San Fernando
City Manager's Office
Attn: City Manager
117 Macneil Street
San Fernando, CA 91340
Phone: (818) 898-1201

If to CONSULTANT:
HR Dynamics & Performance Management, Inc.
Attn: Henry T. Garcia
461 Green Orchard Place
Riverside, CA 92506
Phone: (951) 999-1617

Docusign Envelope ID: 2DC262B6-9B86-856F-81F7-516CCEA1D44B

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

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

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

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first written above.

CITY OF SAN FERNANDO:

By: Signed by: Kanika Kith EEF3EE19F510464...
Kanika Kith, City Manager

Date: 10/22/2026 | 1:57 PM PDT

APPROVED AS TO FORM

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

Date: 10/22/2026 | 1:30 PM PDT

HR DYNAMICS & PERFORMANCE MANAGEMENT, INC.:

By: Signed by: 126BF5B02888423...

Name: Henry garcia

Title: President

Date: 10/22/2026 | 1:21 PM PDT

CITY OF SAN FERNANDO

EXECUTIVE RECRUITMENT PROPOSAL

INTERIM & REGULAR CITY MANAGER

October 20, 2026

DYNAMICS & PERFORMANCE MANAGEMENT, INC.

PREPARED BY

Henry T. Garcia, M.A. | Principal Consultant & CEO
Rhonda D. Strout-Garcia, M.S.H.R. | Principal Consultant

(951) 905-0025 • (951) 999-1617 • www.hrdpm.com
Rhonda@hrdpm.com • Henry@hrdpm.com

Introduction

HR Dynamics & Performance Management, Inc. (HRDPM) is pleased to propose a coordinated two-phase executive recruitment engagement for the City of San Fernando: an expedited search for an Interim City Manager, followed by a comprehensive recruitment for the regular City Manager appointment. The City Council's priorities will guide both searches, providing continuity in leadership expectations while recognizing the different objectives and timing of each appointment.

Both principal consultants will personally conduct the work. Henry T. Garcia brings direct experience as a City Manager and Interim City Manager, while Rhonda D. Strout-Garcia brings extensive municipal human resources and executive recruitment expertise. The combined fixed fee for both assignments is $36,000, inclusive of the direct recruitment expenses specified in this proposal.

1 | Understanding the Assignment

The immediate priority is to identify an experienced executive capable of assuming interim leadership promptly, maintaining organizational stability, supporting staff, and working constructively with the City Council. The subsequent regular recruitment will identify a long-term leader aligned with the Council's direction and the City's priorities.

The initial consultation will establish a shared ideal candidate profile applicable to both appointments. The interim search will place particular weight on availability, transition management, and demonstrated municipal leadership; the regular search will consider long-term vision, organizational leadership, and demonstrated achievements against the Council-approved criteria.

2 | Phase I — Interim City Manager Search

Council consultation and candidate profile

Meet individually with the Mayor and City Councilmembers, and consult with designated staff as appropriate, to identify immediate organizational needs, priorities, challenges, leadership expectations, experience, and qualifications. Review relevant City materials. Prepare a written ideal candidate profile for Council review and approval, establishing the foundation for both searches.

Expedited announcement and targeted outreach

Prepare a concise interim opportunity announcement and solicit resumes through HRDPM's municipal management network, direct outreach to experienced current and former City Managers, LinkedIn and other appropriate social media, and relevant professional networks. Explore whether the City's GovernmentJobs/NEOGOV platform is suitable for posting a time-limited interim opportunity, subject to City access and posting practices. The emphasis will be on targeted outreach and candidate availability rather than a lengthy advertising campaign.

Screening, shortlist and Council interviews

Receive and review resumes; evaluate relevant municipal leadership experience, availability, qualifications, and alignment with the Council-approved profile. Conduct preliminary consultant interviews with leading candidates. Prepare a concise comparative candidate matrix and written summaries of recommended candidates, identifying strengths and matters for further consideration.

Present the shortlist to the Council and facilitate the Council's selection interviews, including interview questions, evaluation materials, scheduling coordination, and post-interview discussion.

Appointment support and due diligence

Conduct professional reference checks and coordinate appropriate background verification for the preferred interim candidate. Assist the Council and City Attorney with proposed appointment terms and anticipated start date. Where a candidate is a CalPERS retiree, coordinate with City staff and legal counsel regarding applicable retired-annuitant restrictions and appointment requirements; eligibility and legal determinations remain the City's responsibility.

3 | Phase II — Regular City Manager Recruitment

Profile confirmation and recruitment materials

After the interim appointment, confirm with the Council whether the previously approved candidate profile requires any refinement for the permanent position. Prepare a professional, City-specific recruitment brochure describing the community, municipal organization, opportunity, Council priorities, ideal candidate, compensation and benefits, and application process. Obtain City approval before release.

Marketing and proactive sourcing

Develop advertisements and a targeted placement plan using appropriate public-sector recruitment sources, potentially including GovernmentJobs.com, Western City, PublicCEO, California City News, LinkedIn, HRDPM's website, and professional association networks. Personally contact prospective executives statewide and, when appropriate, beyond California, including candidates who may not be actively seeking a change.

Application review and Council oversight

Receive, acknowledge, and evaluate submissions against the approved criteria. Prepare a comparative qualifications matrix grouping applicants as Most Highly Qualified, Qualified, or Not Qualified. Present the matrix and supporting candidate materials to the Council for review and direction before conducting substantive screening interviews. The Council may identify additional applicants it wishes to advance.

Interviews, assessment and finalist selection

Interview Council-authorized leading candidates; examine management accomplishments, fiscal and organizational leadership, Council relationships, communication, and suitability for San Fernando. Provide written assessments and recommendations. Develop Council finalist interview questions and evaluation materials, coordinate interview logistics, facilitate interviews and debriefing, and support selection of the preferred candidate.

References, background and appointment assistance

Conduct substantive professional references and relevant public-information reviews; coordinate employment, education, and credential verification and appropriate authorized formal background screening for the preferred candidate. Assist the Council and City Attorney with offer discussions,

employment agreement negotiations, and anticipated start date. The City Council retains all appointment and compensation decisions; the City Attorney prepares or reviews the employment agreement.

4 | Coordination, Deliverables and Schedule

HRDPM will provide progress reports at major decision points and remain available for ongoing consultation. Candidate information and screening results will be handled confidentially and shared with authorized City representatives. The final schedule will be developed with City staff around Council meeting dates and candidate availability.

Phase	Indicative timing from authorization	Primary milestone
Interim	Week 1	Council interviews, profile development, outreach launch
Interim	Weeks 2–3	Targeted solicitation, resume review and preliminary interviews
Interim	Weeks 3–4	Council shortlist and interviews; references and appointment support
Regular	Weeks 1–3 after interim appointment	Confirm profile; prepare and approve brochure and advertising
Regular	Weeks 4–7	Active recruitment, outreach, and initial application review
Regular	Weeks 8–10	Council matrix review; consultant interviews; finalist recommendations
Regular	Weeks 11–13	Council finalist interviews, references, due diligence, and negotiations
Regular	Thereafter	Council approval and candidate transition/start date

The interim timeline is an expedited planning target, not a guaranteed appointment date. The regular recruitment is anticipated to require approximately 13 weeks of core activity following its launch, plus final Council approvals and any selected candidate notice period. Council calendars, holidays, candidate availability, and required approvals may affect elapsed time.

5 | Consultant Qualifications and Staffing

Established in 2002, HRDPM provides executive recruitment, human resources, organizational development, and municipal management consulting services. Its two principal consultants bring more

than 60 years of combined public-sector human resources and municipal management experience. The firm accepts a limited number of assignments so its principals remain directly involved.

Henry T. Garcia, M.A. — Principal in Charge

Henry has more than 30 years of municipal administration experience and has served as City Manager for Azusa, Colton, Rialto, and Moreno Valley and as Interim City Manager for Cudahy, Rialto, and Eastvale. He brings firsthand understanding of Council–Manager relationships, organizational leadership, municipal operations, and transitions. Henry will lead Council consultation, executive outreach, candidate assessment, finalist facilitation, and negotiation assistance.

Rhonda D. Strout-Garcia, M.S.H.R. — Recruitment Administration Lead

Rhonda has more than 35 years of public-sector human resources experience, including nine years as Human Resources Director for the City of Riverside, and more than 20 years of consulting experience. She will lead recruitment materials, advertising and outreach coordination, applicant records, qualifications matrices, candidate reports, and interview logistics. Both principals will conduct screening interviews, candidate assessments, references, and Council presentations.

Client references shall be provided upon request.

Selected municipal executive recruitment experience

City Manager assignments include Calimesa, Cudahy, Rialto, Yucaipa, Bell Gardens, Rosemead, and San Jacinto. HRDPM has also recruited an Assistant City Manager for Eastvale and executive positions in finance, human resources, community development, and other municipal functions. The status of ongoing assignments will be confirmed before final submission.

6 | Fixed Fee and Included Expenses

Assignment	All-inclusive fixed fee
Phase I — Interim City Manager Search	$6,000
Phase II — Regular City Manager Recruitment	$30,000
Total	$36,000

The $36,000 fixed fee includes all consulting services described for the two searches and associated direct recruitment expenses, including approved advertising, printing and reproduction, ordinary consultant travel and on-site meetings within the agreed scope, professional reference checking, and appropriate background screening for the preferred candidate in each search. No separate invoice will be submitted for these included expenses.

Candidate travel or relocation reimbursements, City-incurred employment costs, a separate formal investigation independently commissioned by the City, or services outside the defined scope are not included unless separately agreed in writing. Any expanded recruitment, repeated finalist process, or complete reopening requested after the included selection process will require prior written approval of scope and fees; no additional charges arise automatically.

Proposed invoicing: $6,000 upon completion of the interim Council finalist interviews and $30,000 upon completion of the regular Council finalist interviews. Included due diligence and appointment assistance continue after those milestones. Payment terms and termination provisions will be finalized in the City's agreement.

7 | References and Administrative Terms

7.1 | Scope and Included Services

The fixed fee includes one expedited interim search and one comprehensive regular recruitment, each consisting of one candidate sourcing campaign, consultant screening, one Council finalist interview and selection process, professional references and agreed verification of the preferred candidate, and appointment consultation. Included direct expenses encompass recruitment advertising, brochure design and printing, standard background screening for the preferred candidate in each phase, consultant local travel, and administrative costs. HRDPM will seek City approval of the advertising plan before placement; approved included expenses will not be billed separately.

7.2 | Services Not Included

Separate classification or compensation studies, formal public engagement programs, candidate relocation or travel reimbursement, compensation and benefits paid to appointed executives, and investigations independently commissioned by the City are not included. Additional Council meetings or additional screening and selection rounds beyond the agreed scope require written authorization. HRDPM will not incur an additional charge without the City's prior written approval.

7.3 | Additional Recruitment or Failure to Select

The agreed fixed fee is for the recruitment effort and deliverables, not a guarantee that the Council will appoint a candidate. If the Council does not select from the qualified, viable candidates presented, including because consensus cannot be reached, the parties will confer on next steps. Reopening the search, conducting a new advertising campaign, reassessing additional applicants, or undertaking a second finalist process is outside the included scope and requires a separate written scope and fee agreement before work begins. Ordinary Council deliberations, completion of included due diligence, and negotiation assistance for the preferred candidate remain included.

7.4 | Cancellation and Delays

The City may discontinue either phase by written notice. If terminated, HRDPM will be compensated for services performed and noncancelable approved expenses incurred through the effective termination date, not to exceed the applicable phase fee. The parties will reconcile completed milestones and deliverables in good faith. Extended City-directed pauses or material changes in the assignment schedule will be discussed promptly and any revised scope or fee documented in writing. No automatic additional charge will arise from delay alone.

7.5 | Due Diligence and Employment Decisions

Professional reference interviews and agreed credential and employment verifications will be conducted at appropriate stages. Regulated background checks will be undertaken only with necessary authorizations and in coordination with the City and City Attorney. For retired-annuitant interim

candidates, eligibility and appointment limitations under applicable CalPERS rules must be confirmed by the City before appointment. The City Council retains all appointment decisions; the City Attorney prepares or approves employment agreements.

7.6 | Administrative Provisions

HRDPM will comply with applicable equal opportunity requirements, protect confidential candidate information, and act as an independent contractor. The firm will provide insurance evidence and obtain any required business license under the City's agreement. This proposal is valid for 90 days. Any amendment to the scope, schedule, or fee will require written mutual agreement.

8 | Approval of Agreement — $36,000 Fixed Fee

The signatures below indicate approval of the two-phase scope and fixed fee, subject to any required City purchasing or contract documentation.

CITY OF SAN FERNANDO	HR DYNAMICS & PERFORMANCE MANAGEMENT, INC.
Authorized City Representative	Rhonda D. Strout-Garcia, Principal Consultant
Signature: Signed by: kanika kith EEF3EE19F510464... _____	Signature: //Rhonda D. Strout-Garcia// *(Electronic Signature)*
Date: 10/22/2026 | 1:57 PM PDT _____	Date: October 20, 2026

Sec. 2-850. Waiving of purchasing procedures.

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

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

ATTACHMENT "C"

RESOLUTION NO. 8492

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET FOR FISCAL YEAR 2026-2027 ADOPTED ON JUNE 29, 2026, APPROPRIATING FUNDS FOR EXECUTIVE RECRUITMENT SERVICES FOR THE INTERIM AND PERMANENT CITY MANAGER POSITIONS

WHEREAS, the City Council has received and considered the proposed adjustment to the budget for Fiscal Year 2026-2027, commencing July 1, 2026, and ending June 30, 2027; and

WHEREAS, the City Council has determined that it is necessary to amend the expenditures of the current City budget to appropriate additional funds for Executive Recruitment Services through HR Dynamics & Performance Management from the General Fund Reserves; and

WHEREAS, an annual budget for the City of San Fernando for Fiscal Year beginning July 1, 2026 and ending June 30, 2027, a copy of which is on file in the City Clerk's Office, was adopted on June 29, 2026.

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

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

ALLOCATION OF FUNDS FOR EXECUTIVE RECRUITMENT SERVICES FOR INTERIM AND PERMANENT CITY MANAGER POSITIONS

Increase in Professional Services Expenditures Account No. 001-133-0000-4270	$36,000

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

PASSED, APPROVED, AND ADOPTED THIS 16th DAY OF November, 2026.

Victoria Garcia, Mayor of the City of San Fernando, California

ATTEST:

Julia Fritz, City Clerk

RES. NO. 8492

CERTIFICATION

I, Julia Fritz, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8492 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 16th day of November, 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 November, 2026.

_____

Julia Fritz, City Clerk

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

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

Date: November 16, 2026

Subject: Consideration to Approve a Professional Services Agreement with Gaia Society for Operation of a Farmers Market in San Fernando

RECOMMENDATION:

It is recommended that the City Council:

a. Approve a Professional Services Agreement with Gaia Society (Attachment "A" – Contract No. 2603) to Operate a Farmer's Market in San Fernando; and

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

BACKGROUND:

1. On February 2, 2026, the City Council directed staff to refer an item to the San Fernando Mall and Area B Funds Ad Hoc committee to discuss the feasibility and structure of a farmers market and return to the City Council at a future meeting with Ad Hoc committee recommendations for discussion during the Fiscal Year (FY) 2026-2027 budget review process.

2. On February 4, 2026, the San Fernando Mall and Area B Funds Ad Hoc committee requested staff to reach out to three (3) vendors and assess options on entering an agreement directly with a vendor or conducting an RFP if necessary.

3. On May 4, 2026, the City Council approved release of a Request for Proposals for a vendor to operate a San Fernando Farmers Market.

4. On July 9, 2026, which was the deadline for proposal submissions, the City recorded receipt of two (2) qualified proposals.

5. On August 17 and 18, 2026, city staff held interviews with both proposers to support the evaluation of their submitted proposals.

6. On August 18, 2026, the staff scoring panel selected Gaia Society as the top scoring vendor.

7. From September to November 2026, staff met with Gaia Society to discuss revenue sharing, establish a proposed permanent location, scope of work, and tentative timeline for market launch.

ANALYSIS:

Farmers markets strengthen communities by giving residents direct access to fresh, locally grown food while supporting small farmers, food entrepreneurs, and local artisans. They also create vibrant public gathering spaces that encourage social connection, promote healthy lifestyles, and stimulate nearby business activity. Local governments can benefit from partnering with dedicated third-party vendors to operate a community farmers market by leveraging their specialized expertise in market management, vendor coordination, regulatory compliance, and community programming.

The City does not currently have a City sponsored farmers market, although many surrounding communities have developed weekly markets in recent years, including Panorama City, Encino, Northridge, Sylmar, Burbank, and Pasadena. By actively supporting the development of a farmers market, the City seeks to contract with a qualified vendor from the region to provide a local option for residents. An RFP was issued to seek potential vendors and identify an operator that can provide the most feasible and beneficial market for the community.

The approved scope of services for the selected vendor included responsibility for all aspects of planning, logistics, vendor recruitment, compliance, marketing, on-site management, and community engagement for the market. The following is an outline of all services for the vendor to take into consideration as they complete their submittal:

Market Operations & Management
The Operator will establish and manage a weekly Farmers Market, including developing the site location and layout and providing all staffing for set-up, breakdown, and on-site operations. More than one (1) location can be proposed through the submittal; however, if a public street is proposed, community outreach must be conducted, indicating support for the market in front of impacted businesses or homes. Additionally, if street closures are necessary, operators will be asked to cover any related costs directly.

Vendor Recruitment & Oversight
The Operator will recruit and retain a diverse mix of farmers, food vendors, artisans, and community partners, prioritizing local participants, and verify all required certifications, permits, and insurance. They will also establish and enforce vendor rules and protocols while managing a transparent fee structure subject to City review.

Marketing, Branding & Promotion
The Operator will develop and implement a comprehensive marketing strategy, producing and distributing promotional materials across digital, print, and community channels. They will also collaborate with local businesses to cross-promote the market and drive foot-traffic to nearby commercial areas.

Community Partnerships & Programming
The Operator will organize community-focused programming and coordinate with local nonprofits, schools, businesses, and City departments to highlight San Fernando's cultural and economic vitality. They will also support civic engagement opportunities such as City information booths.

Financial Management & Reporting
The Operator will manage all market finances, including vendor fees and operating expenses, while providing the City with monthly reports detailing vendor participation, attendance, revenue, incidents, and marketing metrics. They will also maintain transparent accounting practices and make all financial records available for audit upon request. The Operator will also be asked to provide any available opportunities for revenue sharing to offset the City waiving fees for permits or facility rentals.

Value-Added Option Services (Optional)
The City will also encourage prospective firms to include additional services outside of their general proposal to outline unique community integration opportunities.

City staff evaluated the information provided in the submitted proposals using the following scoring breakdown:

- Experience and expertise in Farmers Market management (30%)
- Creativity and feasibility of proposed marketing strategies (30%)
- Budget and cost-effectiveness (20%)
- References and past project success (20%)

<u>Selection of Gaia Society.</u>
After consideration of the evaluation panel, which was comprised of staff from City Manager's Office and the Community Development Department, Gaia Society was selected as the top proposer due to their cost-effectiveness and existing relationships with vendors local to the San Fernando Valley, along with past project success.

Gaia Society currently operates the Toluca Lake Certified Farmers Market at 4514 Mariota Ave, Toluca Lake, CA 91602. The market has operated under Gaia Society since September 2025 and currently includes 25+ vendors and 500+ attendees. Gaia Society brings hands-on experience in vendor recruitment, vendor coordination, compliance review, market-day logistics, setup and breakdown, community engagement, and digital promotion. The founders of Gaia also hold

experience as a standalone vendor, operating an individual booth prior to founding their Toluca Lake market.

Gaia Society proposes to launch the San Fernando Farmers Market with approximately 30 vendors (10 certified farmers and 20 non-farmers) and grow the market to as many as 70 vendors (30 certified farmers and 40 non-farmers) within six (6) to 12 months, depending on site capacity, vendor interest, community demand, and operational feasibility.

Through discussion with City staff, Parking Lot 3, located at 1140 Celis Street, was determined to be the most feasible location for the weekly farmers market due to limited impact on parking and the opportunity to expand the market in the future due to the size of the lot. It was also considered a beneficial space given its close proximity to the San Fernando Mall, which could encourage vendor participation from downtown businesses. The proposed market would operate from 8AM to 1PM every Saturday, beginning on January 9, 2027. The following scope of work is proposed:

<u>Scope of Work for Gaia Society.</u>

- Operate a weekly farmers market (Saturday from 8AM to 1PM) in the City of San Fernando.
- Provide the City with a 25% revenue share of all vendor fees collected at each market (approximately $1,000 monthly with 30 vendors and approximately $2,350 monthly with 70 vendors). Payment will be made to the City on a monthly basis along with reporting.
- Monthly event report will consist of listing all vendor participants and all revenue collected.
- Gaia will pay for and lead administration on a third-party traffic control vendor who will comply with all City regulations for a special event.
- Gaia will pay for installation of a permanent no parking sign to be placed on Parking Lot 3, which will be used to ensure cars are cleared prior to each weekly event.
- Gaia will meet with their traffic control vendor and the City Public Works Department and Police Department prior to the launch of the first market to produce the sign and create a plan for weekly events.
- Gaia will create all marketing materials for the market and distribute to the City with two weeks' notice to post on City social media channels and City website.
- Gaia will also support advertisement of Downtown San Fernando through their marketing materials and through promotion at the market.
- Gaia will offer a reduced vendor rate to local vendors.
- Gaia will oversee all participating vendors, including verification that each vendor has a valid business license from the City and that all public health and safety permits are met. Gaia will document all vendor permitting through their vendor management database and produce all compliance records to the City within two weeks of request.

Scope of Work for the City:

- The City will post marketing materials received by Gaia within two (2) weeks of submission.
- The City will waive all applicable special event permit fees related to the weekly market (in lieu of funds received directly through the revenue sharing agreement).
- The City's Public Works, Police, and City Manager's Office will meet with Gaia for a coordination meeting to create an ongoing safety and traffic control plan prior to first market. Follow up meetings will be held as needed beyond the launch of the first market to ensure ongoing operational success.

The proposed agreement term outlined in the RFP is one (1) year, commencing in FY 2026-2027, with the option to extend an additional two (2) one-year extensions by mutual agreement.

BUDGET IMPACT:

Gaia Society has agreed to a revenue sharing model with the City that would include a direct transfer of 25% of all revenue earned through vendor fees collected (approximately $1,000 monthly with 30 vendors and approximately $2,350 monthly with 70 vendors). The City will collect these revenues on a monthly basis. All revenue collected will be used to enhance economic development initiatives in the City, through programs such as San Fernando Local Rewards Program (Open Rewards) or to support costs associated with future events aimed at supporting local businesses.

Additional revenues will also come to the City through business license payments of $84 per vendor per year (or $13 per vendor per day) which will bring the monthly revenue to approximately $1,210 monthly ($14,520 per year) for 30 vendors and $2,840 monthly ($34,080 per year) for 70 vendors.

The City will waive soft costs such as the special event permit application fee, parking lot rental fee, amplified sound permit fee, and encroachment permit fee.

CONCLUSION:

Staff recommends that the City Council approve a Professional Services Agreement with Gaia Society to Operate a Farmer's Market in San Fernando; and authorize the City Manager, or designee, to make non-substantive changes and execute the agreement.

ATTACHMENT:

A. Contract No. 2603, including:
   Exhibit "A": RFP for San Fernando Farmers Market
   Exhibit "B": Gaia Society's Proposal

ATTACHMENT "A"
CONTRACT NO. 2603

2026
CONTRACT SERVICES AGREEMENT
(Contractor: GAIA SOCIETY)
(Nature of Engagement: SAN FERNANDO FARMERS MARKET)

THIS CONTRACT SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this 16th day of November, 2026 by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and GAIA SOCIETY, (hereinafter, "CONTRACTOR"). For the purposes of this Agreement, CITY and CONTRACTOR may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONTRACTOR interchangeably.

RECITALS

WHEREAS, CITY is a municipal corporation organized under the laws of the State of California, with power to contract for services necessary to achieve its purpose; and

WHEREAS, CITY requires operation and administration of a Farmers Market hosted in San Fernando, in partnership with the City; and

WHEREAS, CITY staff has determined that CONTRACTOR possess the skills, experience and expertise required to competently provide the services and tasks contemplated under this Agreement; and

WHEREAS, that the execution of this Agreement was approved by the San Fernando City Council at its Regular Meeting of November 16, 2026, under Agenda Item No. 6.

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

Section 1. Scope of Work.

A. Subject to the terms and conditions of this Agreement, CONTRACTOR agrees to provide CITY with the operation of a weekly farmers market. The various tasks and related services to be performed by CONTRACTOR are more specifically described in the CITY's "REQUEST FOR PROPOSALS FOR A SAN FERNANDO FARMERS MARKET" (hereinafter the "CITY REQUIREMENTS") and the written proposal of CONTRACTOR entitled "GAIA SOCIETY PROPOSAL FOR SAN FERNANDO FARMERS MARKET" (hereinafter, the "CONTRACTOR PROPOSAL") dated INSERT DATE OF PROPOSAL. The CITY REQUIREMENTS and the CONTRACTOR PROPOSAL are attached and incorporated hereto as **Exhibits "A" and "B"**

respectively. The term "Scope of Work" shall be a collective reference to the CITY REQUIREMENTS and the CONTRACTOR PROPOSAL. The capitalized term "Work" shall be a collective reference to all the various services and tasks referenced in the Scope of Work. In the event of any conflict or inconsistency between the provisions of the document entitled CITY REQUIREMENTS and the provisions of the document entitled CONTRACTOR PROPOSAL, the requirements of the document entitled CITY REQUIREMENTS shall govern and control but only to the extent of the conflict or inconsistency and no further. In the event of any conflict or inconsistency between the provisions of the Scope of Work and the provisions of this Agreement to which the Scope of Work is attached, the provisions of this Agreement shall govern and control.

B. CONTRACTOR shall provide all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the Work. CONTRACTOR shall perform the Work in accordance with the terms and conditions of this Agreement and in accordance with such other written or verbal directives as may be issued by CITY.

C. By executing this Agreement, CONTRACTOR warrants that CONTRACTOR: (i) has thoroughly investigated and considered the nature of the work, services and tasks to be performed under this Agreement; (ii) has carefully considered how the Work should be performed; and (iii) fully understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement. CONTRACTOR warrants that CONTRACTOR has or will investigate any location where the Work is to be performed and is or will be fully acquainted with the conditions there existing, prior to undertaking any service or task requested by CITY in the manner described under Section 3, below. Should the CONTRACTOR discover any latent or unknown conditions which will materially affect the performance of the services hereunder, CONTRACTOR shall immediately inform the CITY of such fact and shall not proceed, except at CONTRACTOR's risk until written instructions are received from the City Representative as defined herein.

D. In the event CONTRACTOR ceases to perform the Work agreed to under this Agreement or otherwise abandons any undertaking contemplated herein prior to completion and acceptance of the Work, CONTRACTOR shall deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONTRACTOR in the performance of this Agreement. Furthermore, CONTRACTOR 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 CONTRACTOR's cessation or abandonment.

Section 2. Term.

A. This Agreement shall have a term of one (1) calendar year (hereinafter, the "Term"). The Agreement may be extended by mutual agreement of the CITY and the CONTRACTOR

subject to its same terms and conditions for a maximum of 2 additional one-year extension terms, provided the CITY issues written notice of its intent to extend the Term of the Agreement prior to the expiration of the initial Term.

B. Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause.

C. CONTRACTOR shall perform the Work continuously and with due diligence. CONTRACTOR shall cooperate with CITY and in no manner interfere with the Work of CITY, its employees or other consultants, contractors or agents.

D. CONTRACTOR shall not claim or be entitled to receive any compensation or damage because of the failure of CONTRACTOR, or its subcontractors, to have related services or tasks completed in a timely manner.

E. CONTRACTOR shall at all times enforce strict discipline and good order among CONTRACTOR's employees.

F. CONTRACTOR, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

G. CONTRACTOR shall complete the services within the term of this Agreement, and shall meet any other established schedules and deadlines.

Section 3. Prosecution Of Work.

A. CONTRACTOR shall perform the Work contemplated under this Agreement on an as-needed, as requested basis. Nothing in this Agreement shall be construed to grant CONTRACTOR the exclusive right to perform any of the types of services or tasks contemplated under this Agreement nor shall anything in this Agreement be construed to entitle CONTRACTOR to the receipt of any sums under this Agreement, except to the extent CITY requests the performance of any Work in the manner described below and such Work is in fact performed and completed by CONTRACTOR and accepted by CITY. CITY requests for the performance of specific services or tasks contemplated under this Agreement shall be made in the form of a written work order(s) issued by the City Representative (each such written request hereinafter referred to as a "Work Order"). Each Work Order shall include the following information:

1. A detailed description of the specific services or tasks requested;
2. The location of where the particular services or tasks are to be performed, if applicable;
3. A not-to-exceed budget for performing the services or tasks;
4. A timeline for completing the requested services or tasks;
5. Any other information CITY deems necessary and relevant to the requested services or tasks; and

6. The signature of the City Representative, confirming that the services or tasks have been authorized by the City Representative.

B. CONTRACTOR shall perform no Work under this Agreement without a written request from the City Representative, containing the information set forth in Section 3(A), above.

C. Time is of the essence in the performance of Work under this Agreement, and in the absence of a specific schedule or other instructions from the City Representative, CONTRACTOR shall begin and complete performance of the Work to completion in a timely and a diligently manner as possible.

Section 4. Compensation.

A. CONTRACTOR shall perform all the Work in accordance with the rates set forth in CONTRACTOR PROPOSAL.

B. There will be no direct compensation paid from CITY TO CONTRACTOR over the duration of the agreement. CONTRACTOR will provide payment to CITY in an amount equivalent to 25% of all revenue earned through vendor fees collected at farmers markets hosted in the City of San Fernando. Following the conclusion of each calendar month, CONTRACTOR will submit to CITY an itemized report indicating all vendor participants, the rate paid by each vendor, and the total compensation received by CONTRACTOR from participating vendors for each farmers market. CONTRACTOR will provide payment to CITY within thirty (30) calendars days of the conclusion of each month. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONTRACTOR in writing of any disputed amounts included in reporting.

C. CONTRACTOR will pay for installation of a permanent no parking sign, at a cost not-to-exceed $200, to be placed on Parking Lot 3.

Section 5. Standard Of Care.

CONTRACTOR represents, acknowledges and agrees as follows:

A. CONTRACTOR shall perform all work skillfully, competently and to the highest standards applicable to the CONTRACTOR's field;

B. CONTRACTOR represents and maintains that it is skilled in the professional calling necessary to perform the Services;

C. CONTRACTOR shall perform all work in a manner reasonably satisfactory to the CITY;

D. CONTRACTOR 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*.). CONTRACTOR's

compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements and applicable regulations of the Federal Department of Housing and Urbanization;

E. CONTRACTOR understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of CONTRACTOR's employees and agents (including but not limited to CONTRACTOR's subcontractors and subconsultants) possess sufficient skill, knowledge, training and experience to perform those services and tasks contemplated under this Agreement;

G. All of CONTRACTOR's employees and agents (including but not limited to CONTRACTOR's 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

H. CONTRACTOR shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the CITY to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the CITY's authorized representative. The quality of Services shall meet or exceed those standards established by the CITY or County of jurisdiction.

The Parties acknowledge and agree that CONTRACTOR shall perform, at CONTRACTOR's own cost and expense and without any reimbursement from CITY, any services or tasks necessary to correct any errors or omissions caused by CONTRACTOR's failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONTRACTOR's employees, agents, contractors, subcontractors and subconsultants. Such effort by CONTRACTOR 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 Representative in writing and absolute discretion. The Parties acknowledge and agree that CONTRACTOR's acceptance of any work performed by CONTRACTOR or on CONTRACTOR's behalf shall not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that CONTRACTOR has relied upon the foregoing representations of CONTRACTOR, including but not limited to the representation that CONTRACTOR possesses the skills, training, knowledge and experience necessary to perform the Work in a skillful and competent manner equivalent to, the standard of performance generally recognized as being employed by professionals performing the same type of work and services in the State of California.

Section 6. Representatives.

A. City Representative. For the purposes of this Agreement, the contract administrator and CITY's representative shall be the Assistant to the City Manager (hereinafter, the "City Representative"). It shall be CONTRACTOR's responsibility to assure that the City Representative is kept informed of the progress of the performance of the services, and CONTRACTOR shall refer any decisions which must be made by CITY to the City Representative. Unless otherwise specified herein, any approval of CITY required hereunder shall mean the approval of the City Representative.

B. Contractor Representative. For the purposes of this Agreement, Amber Adame, is hereby designated as the principal and representative of CONTRACTOR authorized to act on its behalf with respect to CONTRACTOR's performance under this Agreement and to make all decisions in connection therewith (hereinafter, the "Contractor Representative"). Notice to the Contractor Representative whether written or verbal shall constitute notice to CONTRACTOR. The Contractor's Representative shall supervise and direct the Services, using their 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 Services under this Agreement.

Section 7. Contractor's Personnel.

A. CONTRACTOR represents that it has, or will secure at its own expense, all personnel required to perform the Work and all other services and tasks necessary for CONTRACTOR to competently and timely complete the improvements contemplated under this Agreement. All Work, services and tasks will be performed under CONTRACTOR's supervision, and CONTRACTOR's personnel engaged in the performance of the work, services and tasks contemplated under this Agreement shall possess the qualifications, permits and licenses required by applicable law to perform such work, services and tasks.

B. CONTRACTOR shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the Work. CONTRACTOR shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the CONTRACTOR's performance of the Work, and shall indemnify, defend and hold harmless CITY against any such fees, assessments, taxes, penalties, or interest levied, assessed, or imposed against CITY hereunder.

C. CONTRACTOR shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the Work.

D. In the event that CITY, in its sole reasonable discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by CONTRACTOR to perform services pursuant to this Agreement, CONTRACTOR shall remove any such person immediately upon receiving notice from CITY of the desire of CITY for the removal

of such person or persons.

E. CONTRACTOR shall be responsible for payment of all employees' and subconsultants' wages and benefits and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security.

F. CONTRACTOR shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the performance of the Work contemplated under this Agreement.

Section 8. Substitution of Key Personnel. CONTRACTOR has represented to CITY that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, CONTRACTOR may substitute other personnel of at least equal competence upon written approval of CITY. In the event that CITY and CONTRACTOR cannot agree as to the substitution of key personnel, CITY shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the CITY, or who are determined by the CITY to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the CONTRACTOR at the request of the CITY. The key personnel for performance of this Agreement are as follows: Amber Adame, President; Steven Garcia, Vice President.

Section 9. Prevailing Wages and General Labor Compliance and Reporting.

A. CONTRACTOR and any subcontractor performing or contracting any portion of the Work shall comply with all applicable provisions of the California Labor Code for all workers, laborers and mechanics of all crafts, classifications or types, including, but necessarily limited to the following:

1. In accordance with California Labor Code Section 1810, eight (8) hours of labor in performance of the Work shall constitute a legal day's work under this Contract. CONTRACTOR and any subcontractor shall pay workers overtime pay (not less than 1 1/2 times the base rate of pay) as required by California Labor Code Section 1815. CONTRACTOR and any subcontractor shall, as a penalty to the CITY, forfeit twenty-five dollars ($25) for each worker employed in the execution of the contract by the respective contractor or subcontractor for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week in violation to the provisions of Article 3 of Chapter 1 of Part 7, Division 2 of the California Labor Code, which is incorporated by this reference as though fully set forth herein.

2. Pursuant to the provisions of California Labor Code, Sections 1770 et. seq., CONTRACTOR and any subcontractor under CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Pursuant to the provisions of California Labor

Code Section 1773.2, CONTRACTOR is hereby advised that copies of the prevailing rate of per diem wages and a general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the Contract, are on file in the office of the District Secretary, which copies shall be made available to any interested party on request. CONTRACTOR shall post a copy of said prevailing rate of per diem wages at each job site.

B. As required by Section 1773.1 of the California Labor Code, CONTRACTOR shall pay travel and subsistence payments to each worker needed to execute the Work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with this Section.

C. To establish such travel and subsistence payments, the representative of any craft, classification, or type of workman needed to execute the contracts shall file with the Department of Industrial Relations fully executed copies of collective bargaining agreements for the particular craft, classification or type of work involved. Such agreements shall be filed within ten (10) days after their execution and thereafter shall establish such travel and payments.

D. CONTRACTOR shall comply with the provisions of Section 1775 of the California Labor Code and shall, as a penalty to CITY, forfeit up to fifty dollars ($50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the contract. CONTRACTOR shall pay each worker an amount equal to the difference between the prevailing wage rates and the amount paid worker for each calendar day or portion thereof for which a worker was paid less than the prevailing wage rate. CONTRACTOR is required to pay all applicable penalties and back wages in the event of violation of prevailing wage law, and CONTRACTOR and any subcontractor shall fully comply with California Labor Code Section 1775, which is incorporated by this reference as though fully set forth herein.

E. CONTRACTOR and any subcontractor shall maintain and make available for inspection payroll records as required by Labor Code Section 1776, which is incorporated by this reference as though fully set forth herein. CONTRACTOR is responsible for ensuring compliance with Labor Code Section 1776 and shall keep accurate payroll records containing all such information as maybe called for under Labor Code Section 1776 and other applicable provisions of State law.

F. CONTRACTOR and any subcontractors shall, when they employ any person in any apprenticeable craft or trade, apply to the joint apprenticeship committee administering the apprenticeship standards of the craft or trade in the area of the work site for a certificate approving CONTRACTOR or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected; and shall comply with all other requirements of Section 1777.5 of the California Labor Code, which

is incorporated by this reference as though fully set forth herein. The responsibility of compliance with California Labor Code Section 1777.5 during the performance of this contract rests with CONTRACTOR. Pursuant to California Labor Code Section 1777.7, in the event CONTRACTOR willfully fails to comply with the provisions of California Labor Code Section 1777.5, CONTRACTOR shall be denied the right to bid on any public works contract for up to three (3) years from the date noncompliance is determined and be assessed civil penalties.

G. In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860), and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the California Labor Code, CONTRACTOR is required to secure the payment of compensation to its employees and for that purpose obtain and keep in effect adequate Workers' Compensation Insurance and Employers Liability Insurance. If CONTRACTOR, in the sole discretion of the CITY satisfies the CITY of the responsibility and capacity under the applicable Workers' Compensation Laws, if any, to act as self-insurer, CONTRACTOR may so act, and in such case, the insurance required by this paragraph need not be provided. CONTRACTOR is advised of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and shall comply with such provisions and have Employer's General Liability limits of $1,000,000 per accident before commencing the performance of the Work of this Contract. The Notice to Proceed with the Work under this Contract will not be issued, and CONTRACTOR shall not commence the Work, until CONTRACTOR submits written evidence that it has obtained full Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the Work under this Contract. This insurance shall be in accordance with the requirements of the most current and applicable state Workers' Compensation Insurance Laws. In accordance with the provisions of Section 1861 of the California Labor Code, CONTRACTOR in signing this Contract certifies to the CITY as true the following statement: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this contract." A subcontractor is not allowed to commence the Work on the project until verification of Workers' Compensation Insurance coverage has been obtained and verified by CONTRACTOR and submitted to the City Engineer for the CITY's review and records.

H. In accordance with the provisions of Section 1727 of the California Labor Code, the CITY, before making payment to CONTRACTOR of money due under a contract for public works, shall withhold and retain therefrom all wages and penalties which have been forfeited pursuant to any stipulation in the contract, and the terms of Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with Section 1720). But no sum shall be withheld, retained or forfeited, except from the final payment, without a full investigation by either the Division of Labor Standards Enforcement or by the CITY.

Section 10. Prohibited Interests. CONTRACTOR warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONTRACTOR, to solicit or secure this Agreement. Further, CONTRACTOR 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 CONTRACTOR, 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 absolute and unfettered right to rescind this Agreement without liability or penalty. 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.

Section 11. Independent Contractor.

A. All acts of CONTRACTOR, its agents, officers, subcontractors and employees and all others acting on behalf of CONTRACTOR relating to the performance of this Agreement, shall be performed as independent contractors and not as agents, officers, or employees of CITY. CONTRACTOR, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of CITY. CONTRACTOR has no authority or responsibility to exercise any rights or power vested in CITY. No agent, officer, or employee of CITY is to be considered an employee of CONTRACTOR. It is understood by both CONTRACTOR and CITY that this Agreement shall not, under any circumstances, be construed or considered to create an employer-employee relationship or a joint venture.

B. CONTRACTOR, its agents, officers, subcontractors and employees are and, at all times during the Term of this Agreement, shall represent and conduct themselves as independent contractors and not as employees of CITY.

C. CONTRACTOR shall determine the method, details and means of performing the Work. CONTRACTOR shall be responsible to CITY only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall not be subjected to CITY's control with respect to the physical action or activities of the CONTRACTOR in fulfillment of this Agreement. CONTRACTOR has control over the manner and means of performing the services under this Agreement. CONTRACTOR is permitted to provide services to others during the same period as it provides services to CITY under this Agreement. If necessary, CONTRACTOR has the responsibility for employing other persons or firms to assist CONTRACTOR in fulfilling the terms and obligations under this Agreement.

D. If in the performance of this Agreement any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. All terms of employment including hours, wages, working conditions, discipline, hiring, and discharging or any other term of employment or requirement of law shall be determined by the CONTRACTOR.

E. It is understood and agreed that as an independent contractor and not an employee of CITY neither the CONTRACTOR nor CONTRACTOR'S assigned personnel shall have any entitlement as a CITY employee, right to act on behalf of CITY in any capacity whatsoever as an agent, or to bind CITY to any obligation whatsoever.

F. As an independent contractor, CONTRACTOR hereby indemnifies and holds CITY harmless from any and all claims that may be made against CITY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

Section 12. Conflicts Of Interest. CONTRACTOR hereby warrants for itself, its employees, and subcontractors that those persons presently have no interest and shall not obtain any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by this Agreement. No person having such conflicting interest shall be employed by or associated with CONTRACTOR in connection with this project. CONTRACTOR hereby warrants for itself, its employees, and subcontractors that no such person shall engage in any conduct which would constitute a conflict of interest under any CITY ordinance, state law or federal statute. CONTRACTOR agrees that a clause substantially similar to this Section shall be incorporated into any sub-contract that CONTRACTOR executes in connection with the performance of this Agreement.

Section 13. Non-Discrimination. During the performance of this Agreement, CONTRACTOR and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or set. CONTRACTOR and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. CONTRACTOR and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 12990 et seq.) and the applicable regulations promulgated hereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this Contract by reference and made a part hereof as if set forth in full. CONTRACTOR and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. This CONTRACTOR shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform the Work under this Agreement.

Section. 14. Indemnification.

A. To the fullest extent permitted by law, CONTRACTOR hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless CITY and CITY's elected and appointed officials, officers, attorneys, agents, employees, volunteers, successors, and assigns (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith

(collectively "Liabilities"), arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to any act, failure to act, error, or omission of CONTRACTOR or any of CONTRACTOR's officers, agents, servants, employees, subcontractors, materialmen, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to this Agreement and the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent active or passive negligence by CONTRACTOR and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law or elsewhere under this Agreement. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against any one or more of the Indemnitees shall be conclusive in favor of the Indemnitees' right to recover under this indemnity provision. CONTRACTOR shall pay Indemnitees for any attorney's fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' sole negligence or willful misconduct to the limited extent that the underlying Agreement is subject to Civil Code § 2782(a), or (b) the contracting public agency's active negligence to the limited extent that the underlying Agreement is subject to Civil Code § 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverage(s) which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees. Accountants, attorneys, or other professionals employed by Indemnitor to defend Indemnitees shall be selected by Indemnitees. CONTRACTOR, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent active or passive negligence by the Indemnitees.

B. CONTRACTOR's obligations under this or any other provision of this Agreement will not be limited by the provisions of any workers compensation act or similar act. CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to the Indemnities.

C. CONTRACTOR agrees to obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance of this Agreement. In the event CONTRACTOR fails to obtain such indemnity obligations for the benefit of CITY, CONTRACTOR agrees to be fully responsible and indemnify, hold harmless and defend CITY, its officers, agents, employees 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 CONTRACTOR or any of its officers, employees, servants, agents, subcontractors, volunteers or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

D. CITY does not, and shall not; waive any rights that it may possess against CONTRACTOR 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. CONTRACTOR agrees that CONTRACTOR's covenant under this Section shall survive the termination of this Agreement.

E. CONTRACTOR shall fully comply with the workers' compensation laws regarding CONTRACTOR and CONTRACTOR's employees. CONTRACTOR further agrees to indemnify and hold CITY harmless from any failure of CONTRACTOR to comply with applicable workers' compensation laws. CITY shall have the right to offset against the amount of any fees due to CONTRACTOR under this Agreement any amount due to CITY from CONTRACTOR as a result of CONTRACTOR's failure to promptly pay to CITY any reimbursement or indemnification arising under this Section.

Section 15. Insurance.

A. CONTRACTOR shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1. Commercial General Liability Insurance with minimum limits of One Million Dollars ($1,000,000) for each occurrence and in the aggregate for any personal injury, death, loss or damage.

2. Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with minimum limits of One Million Dollars ($1,000,000) per accident for bodily injury and property damage.

3. Worker's Compensation insurance as required by the State of California.

B. CONTRACTOR shall require each of its sub-consultants or sub-contractors to maintain insurance coverage that meets all of the requirements of this Agreement.

C. The policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

D. CONTRACTOR agrees that if it does not keep the insurance required in this Agreement in

full force and effect, CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONTRACTOR'S expense, the premium thereon.

E. Prior to commencement of Work under this Agreement, CONTRACTOR shall file with CITY's Risk Manager a certificate or certificates of insurance showing that the insurance policies are in effect and satisfy the required amounts and specifications required pursuant to this Agreement.

F. CONTRACTOR shall provide proof that policies of insurance expiring during the Term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

G. The general liability and automobile policies of insurance shall contain an endorsement naming CITY, its elected officials, officers, agents, employees, attorneys, servants, volunteers, successors and assigns as additional insureds. All of the policies shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days' prior written notice to CITY. CONTRACTOR agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

H. All policies of Commercial General Liability and Automobile Liability insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the CITY, its officials, officers, employees, agents, or volunteers shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

I. All insurance coverage provided pursuant to this Agreement shall not prohibit CONTRACTOR, and CONTRACTOR's employees, agents, subcontractors, or volunteers from waiving the right of subrogation prior to a loss. CONTRACTOR hereby waives all rights of subrogation against CITY, its officials, officers, employees, agents and volunteers.

J. Any deductibles or self-insured retentions must be approved by CITY. At the option of CITY, CONTRACTOR shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONTRACTOR shall procure a bond guaranteeing payment of losses and expenses.

K. If CONTRACTOR is a Limited Liability Company, general liability coverage must be amended so that the Limited Liability Company and its managers, affiliates, employees, agents, and other persons necessary or incidental to its operation are insureds.

L. Procurement of insurance by CONTRACTOR shall not be construed as a limitation of CONTRACTOR's liability or as full performance of CONTRACTOR's duties to indemnify, hold harmless and defend under Section 15 of this Agreement.

M. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONTRACTOR or CITY will withhold amounts sufficient to pay premium from CONTRACTOR payments. In the alternative, CITY may cancel this Agreement effective upon notice.

N. CITY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Section 16. Records and Inspection. CONTRACTOR shall keep, and require subcontractors to keep, such books and records as shall be necessary to document the performance of the Work and enable the CITY to evaluate the performance of the Work. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of CITY, including the right to inspect, copy, audit, and make records and transcripts from such records. Such records shall be maintained for a period of four (4) years following completion of the services hereunder, and the CITY shall have access to such records in the event any audit is required.

Section 17. Termination.

A. Termination for Convenience. CITY may immediately terminate this Agreement for convenience, without cause and without penalty or liability at any time upon the issuance of written notice to CONTRACTOR specifying the effective date of such termination. Such termination for convenience shall be made in writing signed by either the City Representative, the City Manager or the Assistant City Manager. CONTRACTOR may only terminate this Agreement for cause.

B. Termination for Cause. 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 in this Section 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. An Event of Default shall include, but shall not be limited to the following: (i) CONTRACTOR'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; (ii) CONTRACTOR's and/or its employees' disregard or violation of any federal, state, local

law, rule, procedure or regulation; (iii) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONTRACTOR, whether voluntary of involuntary; (iv) CONTRACTOR's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (v) CITY's discovery that a statement representation or warranty by CONTRACTOR relating to this Agreement is false or erroneous in any material respect, including any statement, representation or warranty set forth in the Equipment Specifications.

1. CONTRACTOR shall cure the following Event of Default within the following time periods:

    i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONTRACTOR to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONTRACTOR 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, CONTRACTOR may submit a written request for additional time to cure the Event of Default upon a showing that CONTRACTOR 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 subsection that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or

    ii. Within thirty (30) 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 30-day cure period, CONTRACTOR may submit a written request for additional time to cure the Event of Default upon a showing that CONTRACTOR has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 30-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 subsection that exceeds thirty (30) calendar days from the end of the initial 30-day cure period.

    If an Event of Default relates to a material falsehood or misrepresentation set forth in **Exhibit "B"** that is not susceptible to a cure, CITY in its sole and absolute discretion may elect to treat the falsehood or misrepresentation as a breach of this Agreement or waive the falsehood or misrepresentation. The foregoing notwithstanding, the prior waiver of a falsehood or misrepresentation as an Event of Default shall not operate as a waiver or any other falsehood or misrepresentation later discovered by CITY.

2. Except as otherwise specified in this Agreement, CITY shall cure any Event of Default asserted by CONTRACTOR within thirty (30) calendar days of CONTRACTOR's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the

30-day cure period. Prior to the expiration of the 30-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 30-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONTRACTOR shall be cured by CITY within five (5) calendar days from the date of CONTRACTOR's Default Notice to CITY.

3. CITY, in its sole and absolute discretion, may also immediately suspend CONTRACTOR's performance under this Agreement (or the performance of any specific task or function performed by CONTRACTOR under this Agreement) pending CONTRACTOR's cure of any Event of Default by giving CONTRACTOR written notice of CITY's intent to suspend CONTRACTOR'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, CONTRACTOR shall be compensated only for those services and tasks which have been rendered by CONTRACTOR 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.

4. 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.

5. 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 CONTRACTOR, the CITY may immediately terminate this Agreement in whole or in part;

    ii. Upon written notice to CONTRACTOR, 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 CONTRACTOR's breach of the Agreement or to terminate the Agreement; or

    iv. The CITY may exercise any other available and lawful right or remedy.

CONTRACTOR 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.

6. In the event CITY is in breach of this Agreement, CONTRACTOR's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONTRACTOR under this Agreement for completed services and tasks. In no event shall CONTRACTOR be entitled to receive more than the amount that would be paid to CONTRACTOR for the full performance of the services required by this Agreement.

7. 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.

Section 18. Force Majeure. The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of CONTRACTOR and without the fault or negligence of CONTRACTOR, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the CITY, if the CONTRACTOR shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall CONTRACTOR be entitled to recover damages against the CITY for any delay in the performance of this Agreement, however caused, CONTRACTOR'S sole remedy being extension of the Agreement pursuant to this Section.

Section 19. Notices. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (a) the day of delivery if delivered by hand or overnight courier service during CONTRACTOR's and CITY's regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore below, or to such other addresses as the parties may, from time to time, designate in writing.

If to CITY:
City of San Fernando
Attn: City Manager's Office
117 Macneil Street
San Fernando, CA 91340
Phone: (818) 898-1202

If to CONTRACTOR:
Gaia Society
Attn: Amber Adame
11472 Acala Ave,
San Fernando, CA 91340
Phone: (818) 617-1442

Section 20. Prohibition. CONTRACTOR shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without CITY's prior written consent, and

any attempt to do so shall be void and of no effect. CITY shall not be obligated or liable under this Agreement to any party other than CONTRACTOR.

Section 21. Attorney Fees. In the event that CITY or CONTRACTOR commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to recover its costs of suit, including reasonable attorney's fees.

Section 22. Entire Agreement. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. Except as expressly provided in this Agreement or its Exhibits, in the event of any conflict or inconsistency between the express provisions of this Agreement and provisions of any document incorporated by reference, the provisions of this Agreement shall prevail and control. This instrument contains the entire Agreement between CITY and CONTRACTOR with respect to the subject matter herein. No other prior oral or written agreements are binding on the parties. Any modification of this Agreement will be effective only if it is in writing and executed by both CITY and CONTRACTOR.

Section 23. Governing Law; Jurisdiction. 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.

Section 24. Severability. Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be valid under applicable law. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.

Section 25. Captions. The captions used in this Agreement are solely for reference and the convenience of the Parties. The captions are not a part of the Agreement, in no way bind, limit, or describe the scope or intent of any provision, and shall have no effect upon the construction or interpretation of any provision herein.

Section 26. Execution. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument.

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	**GAIA SOCIETY:**
By: _____	By: _____
Kanika Kith, City Manager	

Name: Amber Adame

Date: _____

Title: President

APPROVED AS TO FORM

Date: _____

By: _____

Richard Padilla, City Attorney

Date: _____

EXHIBIT "A"

CITY REQUIREMENTS

EXHIBIT "B"

CONTRACTOR PROPOSAL

EXHIBIT "C"

SCOPE OF SERVICES

I. Objectives

The purpose of this collaboration between the City of San Fernando and Gaia Society (Gaia) is to bring a weekly Farmers Market to the City of San Fernando.

II. Parties

This Scope of Work is established between the City of San Fernando and Gaia.

III. Responsibilities of Gaia Society

- Operate a weekly farmers market (Saturday from 8AM to 1PM) in the City of San Fernando.
- Provide the City with a 25% revenue share of all vendor fees collected at each market (approximately $1,750 monthly with 30 vendors and approximately $3,850 monthly with 70 vendors). Payment will be made to the City on a monthly basis along with reporting.
- Monthly event report will consist of listing all vendor participants and all revenue collected.
- Gaia will pay for and lead administration on a third-party traffic control vendor who will comply with all City regulations for a special event.
- Gaia will pay for installation of a permanent no parking sign to be placed on Parking Lot 3, which will be used to ensure cars are cleared prior to each weekly event.
- Gaia will meet with their traffic control vendor and the City Public Works Department and Police Department prior to the launch of the first market to produce the sign and create a plan for weekly events.
- Gaia will create all marketing materials for the market and distribute to the City with two weeks' notice to post on City social media channels and City website.
- Gaia will also support advertisement of Downtown San Fernando through their marketing materials and through promotion at the market.
- Gaia will offer a reduced vendor rate to local vendors.
- Gaia will oversee all participating vendors, including verification that each vendor has a valid business license from the City and that all public health and safety permits are met. Gaia will document all vendor permitting through their vendor management database and produce all compliance records to the City within two weeks of request.
- The City's Public Works, Police, and City Manager's Office will meet with Gaia for a coordination meeting to create an ongoing safety and traffic control plan prior to first market. Follow-up meetings will be held as needed beyond the launch of the first market to ensure ongoing operational success.

IV. Responsibilities of the City of San Fernando

- The City will post marketing materials received by Gaia within two (2) weeks of submission.
- The City will waive all applicable special event permit fees related to the weekly market (in lieu of funds received directly through the revenue sharing agreement).

REQUEST FOR PROPOSALS

The City Manager's Office is requesting proposals for:

SAN FERNANDO FARMERS MARKET

RELEASE DATE: May 7, 2026

RESPONSE DUE: July 9, 2026

RFP OVERVIEW & TIMELINE	
RFP Title:	**San Fernando Farmers Market**
Scope of Work:	See "***Scope of Work***" Section on **Pages 5-6**
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 – Farmers Market"
RFP Due Date:	**Thursday, July 9, 2026, by 4:00 PM PST**
RFP Submittal Requirements:	Submitted Proposals must include the information described in the "**INFORMATION TO BE SUBMITTED**" Section on **Pages 7-8** 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 is interested in contracting with an experienced partner for the operation of a Farmers Market within the City. The RFP seeks an initial term of one (1) year, commencing in Fiscal Year (FY) 2026-2027, with the option to extend for two (2) additional one-year terms by mutual agreement. The required services and performance conditions are described in the Scope of Work.

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 believes that open competition for services provides the City with the best results for its public dollars. The City is interested in receiving responsive and competitive Request for Proposals (RFP) from experienced and qualified Firms to provide a weekly Farmers Market that is professionally operated and safely maintained. What follows is a description of the technical environment, contractor staffing, qualifications, and performance expectations.

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 Will Pettener, Assistant to the City Manager via e-mail at wpettener@sanfernando.gov. Questions must be received by 5:30 p.m. on **Monday, June 22, 2026**. All questions received prior to the deadline will be collected and responses will be emailed by **Thursday, June 25, 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 – Farmers Market." Proposals must be received no later than **Thursday, July 9, 2026, at 4:00 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 (Exhibit "A").

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 WORK

The City of San Fernando is seeking proposals from qualified and experienced Firms to operate, manage, promote, and grow a weekly Farmers Market within the City. The selected operator will be responsible for all aspects of planning, logistics, vendor recruitment, compliance, marketing, on-site management, and community engagement for the market. The City will support these efforts through joint marketing outreach. The following is an outline of all required and optional services for the vendor to take into consideration as they complete their submittal:

Required Services:

1. Market Operations & Management

a) Establish and manage a weekly Farmers Market within the City of San Fernando.
b) Identify and propose an operational layout, including a designated location in the City, and specifics such as: stalls, pedestrian flow, parking, emergency access, and utilities.
c) The proposed designated location should consist of an existing City property (such as a public parking lot) or a site on a public street. More than one location can be proposed through the submittal. If a public street is proposed, community outreach must be conducted indicating support for the market in front of impacted businesses or homes (**note**: the operator of the market will be responsible for all street closure costs and must consider this expense as an element of their proposal).
d) Provide all necessary staffing for set-up, breakdown, and real-time market management.
e) Ensure adherence to all federal, state, and county public health, agricultural, and food safety regulations.
f) Maintain daily vendor attendance logs and market-day reports.
g) Ensure compliance with the City's policies, insurance requirements, and regulatory obligations.

2. Vendor Recruitment & Oversight

a) Recruit and retain a diverse mix of certified farmers, food vendors, artisan vendors, and community partners, establishing priority space for local vendors.
b) Verify all required certifications, permits, insurance, and business documentation for each vendor.
c) Develop and enforce vendor rules, guidelines, and market-day protocols.
d) Establish and manage a transparent fee structure for vendors, subject to City review.

3. Marketing, Branding & Promotion

a) Develop a marketing strategy to attract residents, businesses, and regional visitors.
b) Create and distribute promotional materials through digital platforms, print media, social media, and community networks.
c) Collaborate with local businesses to cross-promote the Farmers Market and support foot-traffic to nearby commercial districts.

4. Community Partnerships & Programming

a) Organize community-focused programming (e.g., live music, cultural demonstrations, health workshops, kids' activities).
b) Coordinate with local nonprofits, schools, business owners, and City departments to showcase San Fernando's cultural and economic vitality.
c) Support civic engagement opportunities (e.g., City information booths, emergency preparedness tables).

5. Financial Management & Reporting

a) Manage all market-related finances, including vendor fees and operational expenses.
b) Provide the City with monthly reports including:
    - Vendor lists
    - Attendance estimates
    - Revenue summaries
    - Incident reports, if any
    - Marketing and outreach metrics
c) Maintain transparent accounting practices and make records available for audit upon request.
d) Outline opportunities for revenue sharing with the City to offset waiving fees for permits, facility rentals, and any other applicable City expense.

<u>Optional Services:</u>

1. Value-Added Option Services: (The City encourages prospective Firms to include additional services outside of their general proposal to outline unique community integration opportunities), including:

a) Develop Holiday-themed or cultural special events.
b) Partnerships with regional tourism efforts or economic development initiatives.
c) Supplemental night markets or seasonal pop-up markets.
d) Coordination with regional agricultural agencies for special programming.

PROPOSED TERM OF CONTRACT

The proposed term of the contract is **one year, commencing in FY 2026-2027, with the option to extend an additional two (2) one-year extensions by mutual agreement**.

SCHEDULE FOR SELECTION

RFP Available:	May 7, 2026
Deadline for submittal of Questions:	June 22, 2026
Response to Questions:	June 25, 2026
Deadline for submittal of Proposal:	July 9, 2026
Interviews (If needed):	Week of July 20th
Agreement Presented to Council for Review & Approval:	August 3, 2026

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.
- Potential to benefit the City.
- Experience of the Firm providing similar services to other communities.
- Cost effectiveness.
- Quality of proposed staff.

Scoring evaluation will be rated as follows:

- Experience and expertise in Farmers Market management (30%)
- Creativity and feasibility of proposed marketing strategies (30%)
- Budget and cost-effectiveness (20%)
- References and past project success (20%)

INFORMATION TO BE SUBMITTED

1. Prospective Firms must submit one digital copy of their proposal via email 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, number of years providing service, organizational structure, 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 or private agencies (maximum of four) that includes a summary of the work performed, the total amount billed, the period over which you worked with the agencies, and the name, title, and phone number of clients to be contacted for references.

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. 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 market. Key personnel will be an important factor considered by the City. **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 any 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.

2026
CONTRACT SERVICES AGREEMENT
(Contractor: Insert Name)
(Nature of Engagement: San Fernando Farmers Market)

THIS CONTRACT SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into this _____ day of _____, 2026 by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and INSERT CONTRACTOR NAME, (hereinafter, "CONTRACTOR"). For the purposes of this Agreement, CITY and CONTRACTOR may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONTRACTOR interchangeably.

RECITALS

WHEREAS, CITY is a municipal corporation organized under the laws of the State of California, with power to contract for services necessary to achieve its purpose; and

WHEREAS, CITY requires operation and administration of a Farmers Market hosted in San Fernando, in partnership with the City; and

WHEREAS, CITY staff has determined that CONTRACTOR possess the skills, experience and expertise required to competently provide the services and tasks contemplated under this Agreement; and

WHEREAS, that the execution of this Agreement was approved by the San Fernando City Council at its Regular Meeting of _____, 2026, under Agenda Item No. _____.

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

Section 1. Scope of Work.

A. Subject to the terms and conditions of this Agreement, CONTRACTOR agrees to provide CITY insert services required. The various tasks and related services to be performed by CONTRACTOR are more specifically described in the CITY's "INSERT NAME OF CITY REQUIREMENTS" (hereinafter the "CITY REQUIREMENTS") and the written proposal of CONTRACTOR entitled "INSERT TITLE OF PROPOSAL" (hereinafter, the "CONTRACTOR PROPOSAL") dated INSERT DATE OF PROPOSAL. The CITY REQUIREMENTS and the CONTRACTOR PROPOSAL are attached and incorporated hereto as **Exhibits "A" and "B"** respectively. The term "Scope of Work" shall be a collective reference to the CITY

REQUIREMENTS and the CONTRACTOR PROPOSAL. The capitalized term "Work" shall be a collective reference to all the various services and tasks referenced in the Scope of Work. In the event of any conflict or inconsistency between the provisions of the document entitled CITY REQUIREMENTS and the provisions of the document entitled CONTRACTOR PROPOSAL, the requirements of the document entitled CITY REQUIREMENTS shall govern and control but only to the extent of the conflict or inconsistency and no further. In the event of any conflict or inconsistency between the provisions of the Scope of Work and the provisions of this Agreement to which the Scope of Work is attached, the provisions of this Agreement shall govern and control.

B. CONTRACTOR shall provide all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the Work. CONTRACTOR shall perform the Work in accordance with the terms and conditions of this Agreement and in accordance with such other written or verbal directives as may be issued by CITY.

C. By executing this Agreement, CONTRACTOR warrants that CONTRACTOR: (i) has thoroughly investigated and considered the nature of the work, services and tasks to be performed under this Agreement; (ii) has carefully considered how the Work should be performed; and (iii) fully understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement. CONTRACTOR warrants that CONTRACTOR has or will investigate any location where the Work is to be performed and is or will be fully acquainted with the conditions there existing, prior to undertaking any service or task requested by CITY in the manner described under Section 3, below. Should the CONTRACTOR discover any latent or unknown conditions which will materially affect the performance of the services hereunder, CONTRACTOR shall immediately inform the CITY of such fact and shall not proceed, except at CONTRACTOR's risk until written instructions are received from the City Representative as defined herein.

D. In the event CONTRACTOR ceases to perform the Work agreed to under this Agreement or otherwise abandons any undertaking contemplated herein prior to completion and acceptance of the Work, CONTRACTOR shall deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONTRACTOR in the performance of this Agreement. Furthermore, CONTRACTOR 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 CONTRACTOR's cessation or abandonment.

Section 2. Term.

A. This Agreement shall have a term of one (1) calendar year (hereinafter, the "Term"). The Agreement may be extended by mutual agreement of the CITY and the CONTRACTOR subject to its same terms and conditions for a maximum of 2 additional one-year

extension terms, provided the CITY issues written notice of its intent to extend the Term of the Agreement prior to the expiration of the initial Term.

B. Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause.

C. CONTRACTOR shall perform the Work continuously and with due diligence. CONTRACTOR shall cooperate with CITY and in no manner interfere with the Work of CITY, its employees or other consultants, contractors or agents.

D. CONTRACTOR shall not claim or be entitled to receive any compensation or damage because of the failure of CONTRACTOR, or its subcontractors, to have related services or tasks completed in a timely manner.

E. CONTRACTOR shall at all times enforce strict discipline and good order among CONTRACTOR's employees.

F. CONTRACTOR, at its sole expense, shall pay all sales, consumer, use or other similar taxes required by law.

G. CONTRACTOR shall complete the services within the term of this Agreement, and shall meet any other established schedules and deadlines.

Section 3. Prosecution Of Work.

A. CONTRACTOR shall perform the Work contemplated under this Agreement on an as-needed, as requested basis. Nothing in this Agreement shall be construed to grant CONTRACTOR the exclusive right to perform any of the types of services or tasks contemplated under this Agreement nor shall anything in this Agreement be construed to entitle CONTRACTOR to the receipt of any sums under this Agreement, except to the extent CITY requests the performance of any Work in the manner described below and such Work is in fact performed and completed by CONTRACTOR and accepted by CITY. CITY requests for the performance of specific services or tasks contemplated under this Agreement shall be made in the form of a written work order(s) issued by the City Representative (each such written request hereinafter referred to as a "Work Order"). Each Work Order shall include the following information:

1. A detailed description of the specific services or tasks requested;
2. The location of where the particular services or tasks are to be performed, if applicable;
3. A not-to-exceed budget for performing the services or tasks;
4. A timeline for completing the requested services or tasks;
5. Any other information CITY deems necessary and relevant to the requested services or tasks; and
6. The signature of the City Representative, confirming that the services or tasks

have been authorized by the City Representative.

B. CONTRACTOR shall perform no Work under this Agreement without a written request from the City Representative, containing the information set forth in Section 3(A), above.

C. Time is of the essence in the performance of Work under this Agreement, and in the absence of a specific schedule or other instructions from the City Representative, CONTRACTOR shall begin and complete performance of the Work to completion in a timely and a diligently manner as possible.

Section 4. Compensation.

A. CONTRACTOR shall perform all the Work in accordance with the rates set forth in CONTRACTOR's INSERT DATE quote (hereinafter "CONTRACTOR QUOTE"), which is attached and incorporated hereto as **Exhibit "C"**.

B. CONTRACTOR's total compensation during the Term of this Agreement shall not exceed the annual sum of **INSERT WRITTEN AMOUNT ($INSERT NUMBER)** (hereinafter, the "Annual Not-to-Exceed Sum"). CONTRACTOR further agrees that the Annual 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. CONTRACTOR shall have no right or entitlement to any overage contingency sums authorized by the City Council as part of the approval of this Agreement, unless the City Representative authorizes the expenditure of such overage contingency funds in writing in the City Representative's sole and absolute discretion.

C. The Annual Not-to-Exceed Sum will be paid to CONTRACTOR in monthly increments as the Work is completed. Following the conclusion of each calendar month, CONTRACT will submit to CITY an itemized invoice indicating the work performed and the tasks completed during the recently concluded calendar month, including the Work and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONTRACTOR's compensation includes hours worked by CONTRACTOR's personnel, the invoice shall indicate the number of hours worked in connection with the specific service or task requested, 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 CONTRACTOR 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 CONTRACTOR.

Section 5. Standard Of Care.

CONTRACTOR represents, acknowledges and agrees as follows:

A. CONTRACTOR shall perform all work skillfully, competently and to the highest standards applicable to the CONTRACTOR's field;

B. CONTRACTOR represents and maintains that it is skilled in the professional calling necessary to perform the Services;

C. CONTRACTOR shall perform all work in a manner reasonably satisfactory to the CITY;

D. CONTRACTOR 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*.). CONTRACTOR's compliance with applicable laws will include, without limitation, compliance with all applicable Cal/OSHA requirements and applicable regulations of the Federal Department of Housing and Urbanization;

E. CONTRACTOR understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;

F. All of CONTRACTOR's employees and agents (including but not limited to CONTRACTOR's subcontractors and subconsultants) possess sufficient skill, knowledge, training and experience to perform those services and tasks contemplated under this Agreement;

G. All of CONTRACTOR's employees and agents (including but not limited to CONTRACTOR's 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

H. CONTRACTOR shall at all times employ such force, plant, materials, and tools as will be sufficient in the opinion of the CITY to perform the Services within the time limits established, and as provided herein. It is understood and agreed that said tools, equipment, apparatus, facilities, labor, and material shall be furnished and said Services performed and completed as required by the Agreement, and subject to the approval of the CITY's authorized representative. The quality of Services shall meet or exceed those standards established by the CITY or County of jurisdiction.

The Parties acknowledge and agree that CONTRACTOR shall perform, at CONTRACTOR's own cost and expense and without any reimbursement from CITY, any services or tasks necessary to correct any errors or omissions caused by CONTRACTOR's failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONTRACTOR's employees, agents, contractors, subcontractors and subconsultants. Such effort by CONTRACTOR 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 Representative in writing and absolute discretion. The Parties acknowledge and agree that CONTRACTOR's acceptance of any work performed by CONTRACTOR or on CONTRACTOR's behalf shall not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that CONTRACTOR has relied upon the foregoing representations of CONTRACTOR, including but not limited to the representation that CONTRACTOR possesses the skills, training, knowledge and experience necessary to perform the Work in a skillful and competent manner equivalent to, the standard of performance generally recognized as being employed by professionals performing the same type of work and services in the State of California.

Section 6. Representatives.

A. City Representative. For the purposes of this Agreement, the contract administrator and CITY's representative shall be INSERT CITY REPRESENTATIVE (hereinafter, the "City Representative"). It shall be CONTRACTOR's responsibility to assure that the City Representative is kept informed of the progress of the performance of the services, and CONTRACTOR shall refer any decisions which must be made by CITY to the City Representative. Unless otherwise specified herein, any approval of CITY required hereunder shall mean the approval of the City Representative.

B. Contractor Representative. For the purposes of this Agreement, INSERT CONTRACTOR REPRESENTATIVE, is hereby designated as the principal and representative of CONTRACTOR authorized to act on its behalf with respect to CONTRACTOR's performance under this Agreement and to make all decisions in connection therewith (hereinafter, the "Contractor Representative"). Notice to the Contractor Representative whether written or verbal shall constitute notice to CONTRACTOR. The Contractor's Representative shall supervise and direct the Services, using their 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 Services under this Agreement.

Section 7. Contractor's Personnel.

A. CONTRACTOR represents that it has, or will secure at its own expense, all personnel required to perform the Work and all other services and tasks necessary for CONTRACTOR to competently and timely complete the improvements contemplated under this Agreement. All Work, services and tasks will be performed under CONTRACTOR's supervision, and CONTRACTOR's personnel engaged in the performance of the work, services and tasks contemplated under this Agreement shall possess the qualifications, permits and licenses required by applicable law to perform such work, services and tasks.

B. CONTRACTOR shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the Work. CONTRACTOR shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for

the CONTRACTOR's performance of the Work, and shall indemnify, defend and hold harmless CITY against any such fees, assessments, taxes, penalties, or interest levied, assessed, or imposed against CITY hereunder.

C. CONTRACTOR shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the Work.

D. In the event that CITY, in its sole reasonable discretion, at any time during the term of this Agreement, desires the removal of any person or persons assigned by CONTRACTOR to perform services pursuant to this Agreement, CONTRACTOR shall remove any such person immediately upon receiving notice from CITY of the desire of CITY for the removal of such person or persons.

E. CONTRACTOR shall be responsible for payment of all employees' and subconsultants' wages and benefits and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security.

F. CONTRACTOR shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the performance of the Work contemplated under this Agreement.

Section 8. Substitution of Key Personnel. CONTRACTOR has represented to CITY that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, CONTRACTOR may substitute other personnel of at least equal competence upon written approval of CITY. In the event that CITY and CONTRACTOR cannot agree as to the substitution of key personnel, CITY shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the CITY, or who are determined by the CITY to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the CONTRACTOR at the request of the CITY. The key personnel for performance of this Agreement are as follows: [INSERT NAME AND TITLE].

Section 9. Prevailing Wages and General Labor Compliance and Reporting.

A. CONTRACTOR and any subcontractor performing or contracting any portion of the Work shall comply with all applicable provisions of the California Labor Code for all workers, laborers and mechanics of all crafts, classifications or types, including, but necessarily limited to the following:

1. In accordance with California Labor Code Section 1810, eight (8) hours of labor in performance of the Work shall constitute a legal day's work under this Contract. CONTRACTOR and any subcontractor shall pay workers overtime pay (not less than 1 1/2 times the base rate of pay) as required by California Labor Code Section 1815. CONTRACTOR and any subcontractor shall, as a penalty to the CITY, forfeit twenty-

five dollars ($25) for each worker employed in the execution of the contract by the respective contractor or subcontractor for each calendar day during which the worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week in violation to the provisions of Article 3 of Chapter 1 of Part 7, Division 2 of the California Labor Code, which is incorporated by this reference as though fully set forth herein.

2. Pursuant to the provisions of California Labor Code, Sections 1770 et. seq., CONTRACTOR and any subcontractor under CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Pursuant to the provisions of California Labor Code Section 1773.2, CONTRACTOR is hereby advised that copies of the prevailing rate of per diem wages and a general prevailing rate for holidays, Saturdays and Sundays and overtime work in the locality in which the work is to be performed for each craft, classification, or type of worker required to execute the Contract, are on file in the office of the District Secretary, which copies shall be made available to any interested party on request. CONTRACTOR shall post a copy of said prevailing rate of per diem wages at each job site.

B. As required by Section 1773.1 of the California Labor Code, CONTRACTOR shall pay travel and subsistence payments to each worker needed to execute the Work, as such travel and subsistence payments are defined in the applicable collective bargaining agreements filed in accordance with this Section.

C. To establish such travel and subsistence payments, the representative of any craft, classification, or type of workman needed to execute the contracts shall file with the Department of Industrial Relations fully executed copies of collective bargaining agreements for the particular craft, classification or type of work involved. Such agreements shall be filed within ten (10) days after their execution and thereafter shall establish such travel and payments.

D. CONTRACTOR shall comply with the provisions of Section 1775 of the California Labor Code and shall, as a penalty to CITY, forfeit up to fifty dollars ($50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rate of per diem wages for each craft, classification, or type of worker needed to execute the contract. CONTRACTOR shall pay each worker an amount equal to the difference between the prevailing wage rates and the amount paid worker for each calendar day or portion thereof for which a worker was paid less than the prevailing wage rate. CONTRACTOR is required to pay all applicable penalties and back wages in the event of violation of prevailing wage law, and CONTRACTOR and any subcontractor shall fully comply with California Labor Code Section 1775, which is incorporated by this reference as though fully set forth herein.

E. CONTRACTOR and any subcontractor shall maintain and make available for inspection payroll records as required by Labor Code Section 1776, which is incorporated by this

reference as though fully set forth herein. CONTRACTOR is responsible for ensuring compliance with Labor Code Section 1776 and shall keep accurate payroll records containing all such information as maybe called for under Labor Code Section 1776 and other applicable provisions of State law.

F. CONTRACTOR and any subcontractors shall, when they employ any person in any apprenticeable craft or trade, apply to the joint apprenticeship committee administering the apprenticeship standards of the craft or trade in the area of the work site for a certificate approving CONTRACTOR or subcontractor under the apprenticeship standards for the employment and training of apprentices in the area or industry affected; and shall comply with all other requirements of Section 1777.5 of the California Labor Code, which is incorporated by this reference as though fully set forth herein. The responsibility of compliance with California Labor Code Section 1777.5 during the performance of this contract rests with CONTRACTOR. Pursuant to California Labor Code Section 1777.7, in the event CONTRACTOR willfully fails to comply with the provisions of California Labor Code Section 1777.5, CONTRACTOR shall be denied the right to bid on any public works contract for up to three (3) years from the date noncompliance is determined and be assessed civil penalties.

G. In accordance with the provisions of Article 5, Chapter 1, Part 7, Division 2 (commencing with Section 1860), and Chapter 4, Part 1, Division 4 (commencing with Section 3700) of the California Labor Code, CONTRACTOR is required to secure the payment of compensation to its employees and for that purpose obtain and keep in effect adequate Workers' Compensation Insurance and Employers Liability Insurance. If CONTRACTOR, in the sole discretion of the CITY satisfies the CITY of the responsibility and capacity under the applicable Workers' Compensation Laws, if any, to act as self-insurer, CONTRACTOR may so act, and in such case, the insurance required by this paragraph need not be provided. CONTRACTOR is advised of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code and shall comply with such provisions and have Employer's General Liability limits of $1,000,000 per accident before commencing the performance of the Work of this Contract. The Notice to Proceed with the Work under this Contract will not be issued, and CONTRACTOR shall not commence the Work, until CONTRACTOR submits written evidence that it has obtained full Workers' Compensation Insurance coverage for all persons whom it employs or may employ in carrying out the Work under this Contract. This insurance shall be in accordance with the requirements of the most current and applicable state Workers' Compensation Insurance Laws. In accordance with the provisions of Section 1861 of the California Labor Code, CONTRACTOR in signing this Contract certifies to the CITY as true the following statement: "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this contract." A subcontractor is not allowed to commence the Work on the project until verification of Workers'

Compensation Insurance coverage has been obtained and verified by CONTRACTOR and submitted to the City Engineer for the CITY's review and records.

H. In accordance with the provisions of Section 1727 of the California Labor Code, the CITY, before making payment to CONTRACTOR of money due under a contract for public works, shall withhold and retain therefrom all wages and penalties which have been forfeited pursuant to any stipulation in the contract, and the terms of Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with Section 1720). But no sum shall be withheld, retained or forfeited, except from the final payment, without a full investigation by either the Division of Labor Standards Enforcement or by the CITY.

Section 10. Prohibited Interests. CONTRACTOR warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONTRACTOR, to solicit or secure this Agreement. Further, CONTRACTOR 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 CONTRACTOR, 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 absolute and unfettered right to rescind this Agreement without liability or penalty. 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.

Section 11. Independent Contractor.

A. All acts of CONTRACTOR, its agents, officers, subcontractors and employees and all others acting on behalf of CONTRACTOR relating to the performance of this Agreement, shall be performed as independent contractors and not as agents, officers, or employees of CITY. CONTRACTOR, by virtue of this Agreement, has no authority to bind or incur any obligation on behalf of CITY. CONTRACTOR has no authority or responsibility to exercise any rights or power vested in CITY. No agent, officer, or employee of CITY is to be considered an employee of CONTRACTOR. It is understood by both CONTRACTOR and CITY that this Agreement shall not, under any circumstances, be construed or considered to create an employer-employee relationship or a joint venture.

B. CONTRACTOR, its agents, officers, subcontractors and employees are and, at all times during the Term of this Agreement, shall represent and conduct themselves as independent contractors and not as employees of CITY.

C. CONTRACTOR shall determine the method, details and means of performing the Work. CONTRACTOR shall be responsible to CITY only for the requirements and results specified in this Agreement and, except as expressly provided in this Agreement, shall not be subjected to CITY's control with respect to the physical action or activities of the CONTRACTOR in fulfillment of this Agreement. CONTRACTOR has control over the manner and means of performing the services under this Agreement. CONTRACTOR is

permitted to provide services to others during the same period as it provides services to CITY under this Agreement. If necessary, CONTRACTOR has the responsibility for employing other persons or firms to assist CONTRACTOR in fulfilling the terms and obligations under this Agreement.

D. If in the performance of this Agreement any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under the direction, supervision, and control of CONTRACTOR. All terms of employment including hours, wages, working conditions, discipline, hiring, and discharging or any other term of employment or requirement of law shall be determined by the CONTRACTOR.

E. It is understood and agreed that as an independent contractor and not an employee of CITY neither the CONTRACTOR nor CONTRACTOR'S assigned personnel shall have any entitlement as a CITY employee, right to act on behalf of CITY in any capacity whatsoever as an agent, or to bind CITY to any obligation whatsoever.

F. As an independent contractor, CONTRACTOR hereby indemnifies and holds CITY harmless from any and all claims that may be made against CITY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

Section 12. Conflicts Of Interest. CONTRACTOR hereby warrants for itself, its employees, and subcontractors that those persons presently have no interest and shall not obtain any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by this Agreement. No person having such conflicting interest shall be employed by or associated with CONTRACTOR in connection with this project. CONTRACTOR hereby warrants for itself, its employees, and subcontractors that no such person shall engage in any conduct which would constitute a conflict of interest under any CITY ordinance, state law or federal statute. CONTRACTOR agrees that a clause substantially similar to this Section shall be incorporated into any sub-contract that CONTRACTOR executes in connection with the performance of this Agreement.

Section 13. Non-Discrimination. During the performance of this Agreement, CONTRACTOR and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40) or set. CONTRACTOR and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. CONTRACTOR and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 12990 et seq.) and the applicable regulations promulgated hereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990, set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this Contract by reference and made a part hereof as if set forth in full. CONTRACTOR and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. This CONTRACTOR shall include the nondiscrimination and compliance

provisions of this clause in all subcontracts to perform the Work under this Agreement.

Section. 14. Indemnification.

A. To the fullest extent permitted by law, CONTRACTOR hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless CITY and CITY's elected and appointed officials, officers, attorneys, agents, employees, volunteers, successors, and assigns (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively "Liabilities"), arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to any act, failure to act, error, or omission of CONTRACTOR or any of CONTRACTOR's officers, agents, servants, employees, subcontractors, materialmen, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to this Agreement and the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent active or passive negligence by CONTRACTOR and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law or elsewhere under this Agreement. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against any one or more of the Indemnitees shall be conclusive in favor of the Indemnitees' right to recover under this indemnity provision. CONTRACTOR shall pay Indemnitees for any attorney's fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' sole negligence or willful misconduct to the limited extent that the underlying Agreement is subject to Civil Code § 2782(a), or (b) the contracting public agency's active negligence to the limited extent that the underlying Agreement is subject to Civil Code § 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverage(s) which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees. Accountants, attorneys, or other professionals employed by Indemnitor to defend Indemnitees shall be selected by Indemnitees. CONTRACTOR, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent active or passive negligence by the Indemnitees.

B. CONTRACTOR's obligations under this or any other provision of this Agreement will not be limited by the provisions of any workers compensation act or similar act.

CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to the Indemnities.

C. CONTRACTOR agrees to obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance of this Agreement. In the event CONTRACTOR fails to obtain such indemnity obligations for the benefit of CITY, CONTRACTOR agrees to be fully responsible and indemnify, hold harmless and defend CITY, its officers, agents, employees 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 CONTRACTOR or any of its officers, employees, servants, agents, subcontractors, volunteers or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

D. CITY does not, and shall not; waive any rights that it may possess against CONTRACTOR 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. CONTRACTOR agrees that CONTRACTOR's covenant under this Section shall survive the termination of this Agreement.

E. CONTRACTOR shall fully comply with the workers' compensation laws regarding CONTRACTOR and CONTRACTOR's employees. CONTRACTOR further agrees to indemnify and hold CITY harmless from any failure of CONTRACTOR to comply with applicable workers' compensation laws. CITY shall have the right to offset against the amount of any fees due to CONTRACTOR under this Agreement any amount due to CITY from CONTRACTOR as a result of CONTRACTOR's failure to promptly pay to CITY any reimbursement or indemnification arising under this Section.

Section 15. Insurance.

A. CONTRACTOR shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1. Commercial General Liability Insurance with minimum limits of One Million Dollars ($1,000,000) for each occurrence and in the aggregate for any personal injury, death, loss or damage.

2. Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with minimum limits of One Million Dollars ($1,000,000) per accident for bodily injury and property damage.

3. Worker's Compensation insurance as required by the State of California.

B. CONTRACTOR shall require each of its sub-consultants or sub-contractors to maintain insurance coverage that meets all of the requirements of this Agreement.

C. The policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

D. CONTRACTOR agrees that if it does not keep the insurance required in this Agreement in full force and effect, CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONTRACTOR'S expense, the premium thereon.

E. Prior to commencement of Work under this Agreement, CONTRACTOR shall file with CITY's Risk Manager a certificate or certificates of insurance showing that the insurance policies are in effect and satisfy the required amounts and specifications required pursuant to this Agreement.

F. CONTRACTOR shall provide proof that policies of insurance expiring during the Term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two weeks prior to the expiration of the coverages.

G. The general liability and automobile policies of insurance shall contain an endorsement naming CITY, its elected officials, officers, agents, employees, attorneys, servants, volunteers, successors and assigns as additional insureds. All of the policies shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days' prior written notice to CITY. CONTRACTOR agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

H. All policies of Commercial General Liability and Automobile Liability insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the CITY, its officials, officers, employees, agents, or volunteers shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

I. All insurance coverage provided pursuant to this Agreement shall not prohibit CONTRACTOR, and CONTRACTOR's employees, agents, subcontractors, or volunteers from waiving the right of subrogation prior to a loss. CONTRACTOR hereby waives all rights of subrogation against CITY, its officials, officers, employees, agents and volunteers.

J. Any deductibles or self-insured retentions must be approved by CITY. At the option of

CITY, CONTRACTOR shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONTRACTOR shall procure a bond guaranteeing payment of losses and expenses.

K. If CONTRACTOR is a Limited Liability Company, general liability coverage must be amended so that the Limited Liability Company and its managers, affiliates, employees, agents, and other persons necessary or incidental to its operation are insureds.

L. Procurement of insurance by CONTRACTOR shall not be construed as a limitation of CONTRACTOR's liability or as full performance of CONTRACTOR's duties to indemnify, hold harmless and defend under Section 15 of this Agreement.

M. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced immediately so as to avoid a lapse in the required coverage, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by CONTRACTOR or CITY will withhold amounts sufficient to pay premium from CONTRACTOR payments. In the alternative, CITY may cancel this Agreement effective upon notice.

N. CITY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Section 16. Records and Inspection. CONTRACTOR shall keep, and require subcontractors to keep, such books and records as shall be necessary to document the performance of the Work and enable the CITY to evaluate the performance of the Work. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of CITY, including the right to inspect, copy, audit, and make records and transcripts from such records. Such records shall be maintained for a period of four (4) years following completion of the services hereunder, and the CITY shall have access to such records in the event any audit is required.

Section 17. Termination.

A. Termination for Convenience. CITY may immediately terminate this Agreement for convenience, without cause and without penalty or liability at any time upon the issuance of written notice to CONTRACTOR specifying the effective date of such termination. Such termination for convenience shall be made in writing signed by either the City Representative, the City Manager or the Assistant City Manager. CONTRACTOR may only terminate this Agreement for cause.

B. Termination for Cause. 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 in this Section 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. An Event of Default shall include, but shall not be limited to the following: (i) CONTRACTOR'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; (ii) CONTRACTOR's and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iii) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONTRACTOR, whether voluntary of involuntary; (iv) CONTRACTOR's refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (v) CITY's discovery that a statement representation or warranty by CONTRACTOR relating to this Agreement is false or erroneous in any material respect, including any statement, representation or warranty set forth in the Equipment Specifications.

1. CONTRACTOR shall cure the following Event of Default within the following time periods:

    i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONTRACTOR to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation or work product which CONTRACTOR 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, CONTRACTOR may submit a written request for additional time to cure the Event of Default upon a showing that CONTRACTOR 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 subsection that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or

    ii. Within thirty (30) 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 30-day cure period, CONTRACTOR may submit a written request for additional time to cure the Event of Default upon a showing that CONTRACTOR has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 30-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 subsection that exceeds thirty (30) calendar days from the end of the initial 30-day cure period.

If an Event of Default relates to a material falsehood or misrepresentation set forth in **Exhibit "insert letter of exhibit relevant to proposal"** that is not susceptible to a cure, CITY in its sole and absolute discretion may elect to treat the falsehood or misrepresentation as a breach of this Agreement or waive the falsehood or misrepresentation. The foregoing notwithstanding, the prior waiver of a falsehood or misrepresentation as an Event of Default shall not operate as a waiver or any other falsehood or misrepresentation later discovered by CITY.

2. Except as otherwise specified in this Agreement, CITY shall cure any Event of Default asserted by CONTRACTOR within thirty (30) calendar days of CONTRACTOR's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 30-day cure period. Prior to the expiration of the 30-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 30-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONTRACTOR shall be cured by CITY within five (5) calendar days from the date of CONTRACTOR's Default Notice to CITY.

3. CITY, in its sole and absolute discretion, may also immediately suspend CONTRACTOR's performance under this Agreement (or the performance of any specific task or function performed by CONTRACTOR under this Agreement) pending CONTRACTOR's cure of any Event of Default by giving CONTRACTOR written notice of CITY's intent to suspend CONTRACTOR'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, CONTRACTOR shall be compensated only for those services and tasks which have been rendered by CONTRACTOR 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.

4. 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.

5. 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 CONTRACTOR, the CITY may immediately terminate this Agreement in whole or in part;

ii. Upon written notice to CONTRACTOR, 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 CONTRACTOR's breach of the Agreement or to terminate the Agreement; or

iv. The CITY may exercise any other available and lawful right or remedy.

CONTRACTOR 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.

6. In the event CITY is in breach of this Agreement, CONTRACTOR's sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONTRACTOR under this Agreement for completed services and tasks. In no event shall CONTRACTOR be entitled to receive more than the amount that would be paid to CONTRACTOR for the full performance of the services required by this Agreement.

7. 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.

Section 18. Force Majeure. The Completion Date shall be extended in the event of any delays due to unforeseeable causes beyond the control of CONTRACTOR and without the fault or negligence of CONTRACTOR, including but not limited to severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the CITY, if the CONTRACTOR shall within three (3) calendar days of the commencement of such delay notify the City Representative in writing of the causes of the delay. The City Representative shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the City Representative such delay is justified. The City Representative's determination shall be final and conclusive upon the parties to this Agreement. In no event shall CONTRACTOR be entitled to recover damages against the CITY for any delay in the performance of this Agreement, however caused, CONTRACTOR'S sole remedy being extension of the Agreement pursuant to this Section.

Section 19. Notices. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (a) the day of delivery if delivered by hand or overnight courier service during CONTRACTOR's and CITY's regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses heretofore below,

or to such other addresses as the parties may, from time to time, designate in writing.

If to CITY:
City of San Fernando
Attn: Insert Department
117 Macneil Street
San Fernando, CA 91340
Phone: (818) 898-1212

If to CONTRACTOR:
Insert Contractor Name
Attn: Insert Contact Name
Insert Address
Phone: Insert Phone Number

Section 20. Prohibition. CONTRACTOR shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without CITY's prior written consent, and any attempt to do so shall be void and of no effect. CITY shall not be obligated or liable under this Agreement to any party other than CONTRACTOR.

Section 21. Attorney Fees. In the event that CITY or CONTRACTOR commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to recover its costs of suit, including reasonable attorney's fees.

Section 22. Entire Agreement. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. Except as expressly provided in this Agreement or its Exhibits, in the event of any conflict or inconsistency between the express provisions of this Agreement and provisions of any document incorporated by reference, the provisions of this Agreement shall prevail and control. This instrument contains the entire Agreement between CITY and CONTRACTOR with respect to the subject matter herein. No other prior oral or written agreements are binding on the parties. Any modification of this Agreement will be effective only if it is in writing and executed by both CITY and CONTRACTOR.

Section 23. Governing Law; Jurisdiction. 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.

Section 24. Severability. Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be valid under applicable law. If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.

Section 25. Captions. The captions used in this Agreement are solely for reference and the convenience of the Parties. The captions are not a part of the Agreement, in no way bind, limit, or describe the scope or intent of any provision, and shall have no effect upon the construction or interpretation of any provision herein.

Section 26. Execution. This Agreement may be executed in any number of counterparts, each

CONTRACT NO. 2603
CONTRACT NO. XXXX

of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument.

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: _____

CONTRACTOR NAME:

By: _____

Name: _____

Title: _____

Date: _____

CONTRACT NO. 2603
CONTRACT NO. XXXX

EXHIBIT "A"

CITY REQUIREMENTS

EXHIBIT "B"

CONTRACTOR PROPOSAL

EXHIBIT "C"

CONTRACTOR QUOTE

CONTRACT NO. 2603
EXHIBIT "B"

RECEIVED
By Crystal Solis at 8:20 am, Jul 09, 2026

Proposal for San Fernando Farmers Market

Submitted to: City of San Fernando

Submitted by: Gaia Society

Item	Detail
RFP Title	San Fernando Farmers Market
Proposal Date	July 9, 2026
Submission Deadline	July 9, 2026, 4:00 PM PST
Proposed Launch Date	Saturday, September 5, 2026

Gaia Society is pleased to submit this proposal to operate, manage, promote, and grow a weekly Farmers Market in the City of San Fernando.

Proposal Contact Sheet

Role	Name / Title	Contact Information
Primary Contact	Amber Adame, President	Phone: 818-617-1442 Email: network@gaiasociety.org Address: 11472 Acala Ave, San Fernando, CA 91340
Secondary Contact	Steven Garcia, Vice President	Phone: 818-794-9245 Email: steven@sidewa.lk Address: 7727 Craner Ave, Sun Valley, CA 91352

1. Proposal Summary

Gaia Society is pleased to submit this proposal to the City of San Fernando to operate, manage, promote, and grow a weekly Farmers Market within the City. As a nonprofit organization with direct experience operating a certified farmers market, Gaia Society is prepared to deliver a professionally managed, community-centered, and financially sustainable market that supports local vendors, increases access to fresh food, strengthens civic engagement, and creates a welcoming weekly gathering space for residents, families, businesses, and visitors.

Gaia Society currently operates the Toluca Lake Certified Farmers Market at 4514 Mariota Ave, Toluca Lake, CA 91602. The market has operated under Gaia Society since September 2025 and currently includes 25+ vendors and 500+ attendees. Gaia Society brings hands-on experience in vendor recruitment, vendor coordination, compliance review, market-day logistics, setup and breakdown, community engagement, and digital promotion.

Gaia Society proposes to launch the San Fernando Farmers Market with approximately 30 vendors and grow the market to as many as 70 vendors within 6 to 12 months, depending on site capacity, vendor interest, community demand, and operational feasibility.

Gaia Society proposes a weekly Saturday market from 9:00 AM to 2:00 PM, with vendor setup beginning at 6:30 AM and all vehicles cleared from the market grounds by 8:30 AM. The preferred location is the 1050 3rd Street public parking lot (cross streets: N. Maclay Avenue and 3rd Street), with 801 3rd St., San Fernando, CA 91340 (3rd Street and Brand Boulevard) proposed as a backup / Plan B location only.

Key Proposal Highlights

- Experienced nonprofit operator currently managing the Toluca Lake Certified Farmers Market.
- Current market experience includes 25+ vendors and 500+ attendees at the Toluca Lake Certified Farmers Market.
- The market will be funded through vendor fees, sponsorships, and market-generated revenue.
- Local vendor priority to support San Fernando-based businesses, artisans, farmers, and entrepreneurs.
- Digital vendor management through Sidewalk for applications, registrations, payments, attendance tracking, and vendor operations.
- Community programming including live music, school-based activities, City information booths, emergency preparedness tables, and family-friendly events.
- Transparent daily vendor fee structure with no monthly fee or percentage-of-sales fee.
- Recurring City booth availability for civic engagement, public information, outreach, and emergency preparedness.
- No public street closure is proposed at this time.

2. Profile of the Proposing Firm

Item	Detail
Firm Name	Gaia Society
Business Type	Nonprofit

Year Founded	2024
Team Size	Small core leadership and operations team, with market-day staffing assigned as needed
Primary Contact	Amber Adame, President
Relevant Market Experience	Operator of the Toluca Lake Certified Farmers Market since September 2025

Gaia Society is a nonprofit organization focused on creating community-centered market experiences that support local vendors, small businesses, farmers, artisans, families, and civic partners. Gaia Society currently operates the Toluca Lake Certified Farmers Market, giving the organization direct experience with the planning, management, compliance, promotion, and daily operation of a certified farmers market.

Gaia Society's approach is rooted in community partnership, vendor support, accessible entrepreneurship, and reliable market operations. The organization understands that a successful farmers market must be safe, well-organized, financially sustainable, welcoming to families, attractive to vendors, and aligned with the goals of the host city.

Organizational Structure

- Amber Adame, President - Executive leadership, market management, vendor experience, and marketing oversight.
- Steven Garcia, Vice President - Strategic planning, community coordination, vendor ecosystem support, and operational oversight.
- Nick Venencia, Operations Coordinator - Vendor communication, onsite troubleshooting, setup assistance, and market-day customer/vendor support.
- David Brown, Operations Manager - Market-day operations, logistics, setup, breakdown, and vendor coordination.

Litigation, Claims, and Settlements Disclosure

Within the past five years, Gaia Society has not been involved in any lawsuits related to public projects, and no claims or settlements have been paid by Gaia Society or its insurers.

3. Qualifications of the Firm

Gaia Society is qualified to operate the San Fernando Farmers Market based on its direct experience managing an active certified farmers market and its team’s combined experience in vending, market operations, event marketing, vendor coordination, and community-facing programs.

Relevant Experience

Gaia Society currently operates the Toluca Lake Certified Farmers Market at 4514 Mariota Ave, Toluca Lake, CA 91602. Gaia Society has managed the market since September 2025. The market currently includes 25+ vendors and 500+ attendees.

- Vendor recruitment and onboarding
- Vendor application review
- Coordination of certified agricultural vendors
- Prepared food and artisan vendor coordination
- Market-day setup and breakdown
- Vendor attendance tracking
- Customer-facing market operations
- Compliance document collection
- Social media promotion
- Community engagement
- Market layout planning
- Vendor communication and issue resolution

Public Agency, Chamber, and Community Coordination Experience

Gaia Society's team has experience working with and coordinating alongside public agencies, chambers, and community organizations, including permit coordination, event coordination, chamber partnership, vendor collaboration, outreach support, and general working relationships.

- City of Los Angeles
- Los Angeles County
- Granada Hills Chamber of Commerce
- Toluca Chamber of Commerce

Relevant Past Project and Reference

Project / Market	Role	Dates	Scope of Work	General Reference
Toluca Lake Certified Farmers Market 4514 Mariota Ave, Toluca Lake, CA 91602	Market Operator	September 2025 - Present	Farmers market operations, vendor recruitment, vendor coordination, market-day logistics, compliance review, social media promotion, and community engagement. Current scale: 25+ vendors and 500+ attendees.	Mary Turner Granada Hills Grubfest 818-916-0665 General reference; not a reference for this specific past project. Corey Summers President, Toluca Lake Chamber of Commerce General reference.

4. Work Plan

Gaia Society proposes a practical, community-centered, and scalable work plan for the San Fernando Farmers Market. The work plan is designed to meet the City's goals for a professionally operated, safely maintained, and community-oriented weekly market.

4.1 Market Operations and Management

Gaia Society proposes to establish and manage a weekly Farmers Market in the City of San Fernando on Saturdays from 9:00 AM to 2:00 PM.

Proposed Site	Role
1050 3rd Street public parking lot (cross streets: N. Maclay Avenue and 3rd Street), San Fernando, CA	Preferred primary location
801 3rd St., San Fernando, CA 91340 (3rd Street and Brand Boulevard)	Backup / Plan B location only

The 1050 3rd Street public parking lot is proposed as the preferred site because a parking lot format may allow for efficient booth layout, clear pedestrian flow, controlled vehicle access, seating areas, vendor loading and unloading, and safe market operations. Gaia Society is not proposing a public street closure at this time.

Activity	Time
Vendor setup begins	6:30 AM
Vendor vehicles cleared from market grounds	8:30 AM
Market open to public	9:00 AM
Market closes	2:00 PM
Vendor loading and breakdown begins	After 2:00 PM

Gaia Society will provide onsite market management throughout the market day and will maintain at least two staff members onsite at all times. Staff responsibilities will include vendor check-in, market setup, booth placement support, customer-facing assistance, safety monitoring, issue resolution, breakdown coordination, and overall market supervision.

4.2 Proposed Market Layout and Site Planning

Gaia Society has prepared a preliminary site map for the proposed market location showing the intended organization of the market area, parking, access points, service areas, and support zones. The final layout will be confirmed in coordination with City staff prior to launch.

The proposed layout is designed to support safe and efficient market operations by preserving a clear main entry point, maintaining emergency access, organizing vendor and customer parking, and identifying key operational areas such as portable restrooms, wash stations, trash collection, and City/community booth space.

Color / Area	Description
Orange	Vendor area
Yellow	Parking
Green	Restrooms / trash area
Blue	Wash stations
Red	Main entrance

Site Logistics Plan

Operational Area	Plan
Parking	Customers will park onsite in a designated customer parking section of the lot. Vendors will also park onsite after unloading, with overflow parking available through nearby metered street parking and the lot located at 300 N. Brand Blvd.
Vendor loading / unloading	Vendor loading and unloading will take place through the entrance of the lot. Gaia Society will coordinate vendor arrival times and direct vehicles to maintain safe and orderly setup.
Pedestrian flow	The market will use one main customer entrance to create a clear and manageable pedestrian flow. Signage will be used to guide customers into the market area.
Emergency access	The main entry point will remain open throughout the market to preserve emergency access. Vendor placement, barricades, and seating areas will be arranged to avoid blocking emergency vehicle access.
Restrooms	Gaia Society will provide portable restrooms for vendors and visitors.
Utilities and power	There is no existing electrical access anticipated for the market. Vendors requiring power will use generators, subject to applicable safety rules and City / Fire Department requirements.
Wash stations / water	Gaia Society will provide both public handwashing stations and vendor wash stations, as needed for market operations and food vendor compliance.
Trash and cleanup	Gaia Society will provide trash service and will be responsible for cleanup. Vendors will be required to leave their assigned spaces clean and free of trash at the end of each market day.

4.3 Vendor Recruitment and Oversight

Gaia Society proposes launching the market with approximately 30 vendors, with a goal of growing the market to as many as 70 vendors within 6 to 12 months.

Vendor Category	Target Share
Certified farmers	20%
Prepared food vendors	20%
Local artisans and other approved vendors	60%

This vendor mix is intended to create a balanced market experience that includes fresh produce, prepared food, handmade goods, local entrepreneurship, and family-friendly offerings.

Gaia Society will prioritize local San Fernando vendors through the application process. A local San Fernando vendor means a vendor whose business is located in San Fernando, whose owner resides in San Fernando, or whose business regularly serves the San Fernando community.

4.4 Vendor Compliance and Documentation

All vendors must be approved in advance through the Sidewalk Portal before participating in the market. Certified agricultural vendors must provide a valid Certified Producer Certificate issued by the Agricultural Commissioner. Non-agricultural vendors, including packaged food and artisan vendors, must comply with applicable health permits and local/state regulations, including Temporary Food Facility or Mobile Food Facility requirements where applicable. Onsite open-flame food vendors must comply with Fire Department safety regulations.

All required documents must be submitted and approved before vending begins. Gaia Society will use Sidewalk to manage vendor applications, registrations, and payments. Vendor documents and renewals will be stored using the Sidewalk Portal and secure cloud-based document storage.

4.5 Vendor Rules and Market-Day Protocols

Gaia Society will maintain clear vendor rules and market-day protocols to support safety, professionalism, accountability, and an organized market experience.

- All vendors must be approved before participating.
- Stall locations are assigned by Gaia Society and may change weekly.
- Vendors must bring all required tables, displays, 10x10 canopy tents, tent weights, and signage.
- Canopy tents must include a minimum of 10 pounds of weight per tent leg.
- Vendors may only sell products listed and approved in their application.
- Vendors must display clear pricing.
- Vendors must conduct themselves professionally and courteously.
- Vendors may not smoke, sell alcohol, or play amplified music at their booths.
- Vendors must comply with all applicable health, fire, agricultural, business, and safety regulations.
- Vendors must keep their assigned areas clean and leave the space free of trash.
- Gaia Society may mediate disputes and remove vendors who violate market rules.

Vendor fees will be paid in advance through the Sidewalk Portal. Vendors must provide at least 48 hours advance notice to cancel without penalty. No-call / no-show vendors may be subject to penalties, and repeated no-shows may result in termination of market privileges.

Vendor participation will also require hold-harmless and indemnification terms protecting Gaia Society, its staff, volunteers, and the City of San Fernando.

4.6 Attendance Tracking and Monthly Reporting

Vendor attendance will be tracked through Sidewalk. Gaia Society will use Sidewalk to manage vendor check-ins and maintain attendance records for each market day.

Gaia Society will provide monthly reports to the City. Reports may include vendor lists, vendor attendance, estimated customer attendance, revenue summaries, incident reports, marketing metrics, photos, notes, and recommendations for future improvements.

Monthly Report Category	Included Information
Vendor list	Participating vendors, vendor type, and local vendor status when available
Vendor attendance	Confirmed attendance, cancellations, and no-shows
Customer attendance estimate	Estimated foot traffic based on staff observation and market-day activity
Revenue summary	Vendor fee summaries and sponsorship activity, as applicable
Incident reports	Safety, operational, vendor, or customer incidents, if any

Marketing metrics	Social media posts, reach/engagement where available, email outreach, and partner promotions
Photos / notes	Market-day photos, observations, and recommended operational improvements

4.7 Marketing, Branding, and Promotion

Gaia Society will promote the San Fernando Farmers Market through a combination of digital marketing, community outreach, vendor promotion, and local partnerships.

- Instagram
- Facebook
- TikTok
- Email lists
- Community networks
- Potential City communication channels
- Potential partner communication channels

Gaia Society has a combined social media audience of approximately 5,000 followers on Instagram. In addition, Sidewalk, the platform used for vendor management, will cross-promote the market to its network of approximately 700 vendors.

Gaia Society's marketing strategy will include, but will not be limited to, vendor spotlight reels, bilingual English/Spanish posts, school performance days, family activity days, local business cross-promotions, a market passport or loyalty card, seasonal campaigns, weekly vendor lineup posts, short-form video content for Instagram, TikTok, and Facebook, and cross-promotion through Sidewalk's vendor network.

4.8 Community Partnerships and Programming

Gaia Society proposes to make the San Fernando Farmers Market a recurring civic and cultural gathering place. In addition to weekly vendor activity, Gaia Society will incorporate community-focused programming such as:

- Live music
- Activities connected to partnerships with local elementary and middle schools
- A recurring City booth available for City use
- City information booths
- Emergency preparedness tables
- Civic engagement opportunities
- Family-friendly programming

Gaia Society will seek partnerships with local San Fernando elementary schools, local San Fernando middle schools, relevant City departments, the local library, and community organizations connected to family-friendly programming, education, civic engagement, and neighborhood outreach. Gaia Society will specifically seek to partner with the San Fernando Middle School Gardening Club as part of its school and community programming strategy.

4.9 Financial Management and Reporting

The market will be funded through vendor fees, sponsorships, and other market-generated revenue. Gaia Society will pursue sponsorships from local businesses and community partners to help support market operations, family-friendly programming, marketing, and special activations.

Revenue Sharing / City Cost Offset Opportunities: Gaia Society recognizes the City may incur or waive certain costs related to permits, facility rentals, or other applicable City expenses associated with establishing the San Fernando Farmers Market. Gaia Society is open to exploring a supplemental revenue-sharing or cost-offset structure based on actual market performance, sponsorship activity, vendor participation, and operating costs.

Gaia Society will maintain transparent financial practices and will provide monthly reports to the City. Records will be made available consistent with applicable contract requirements.

4.10 Proposed Launch Timeline

Gaia Society proposes launching the San Fernando Farmers Market on Saturday, September 5, 2026. The following launch timeline works backward from the proposed opening date and allows time for City coordination, site planning, vendor recruitment, compliance review, marketing, and final market-day preparation.

Timeline	Target Dates	Key Activities
City Council Approval / Contract Award	August 3, 2026	City Council review and approval of selected operator; begin transition to launch planning.
Kickoff and Site Confirmation	August 4-7, 2026	Meet with City staff; confirm final market location; review site access, parking, emergency access, restrooms, utilities, trash, and City booth needs.
Site Layout and Operations Plan	August 7-14, 2026	Finalize draft site map showing vendor stalls, customer parking, vendor parking, main entrance, emergency access, portable restrooms, wash stations, trash cans, seating area, and City booth.
Vendor Recruitment Launch	August 7-21, 2026	Open vendor applications through the Sidewalk Portal; recruit certified farmers, prepared food vendors, food trucks, artisans, local vendors, and community partners.
Marketing Launch	August 11-September 5, 2026	Begin social media promotion, vendor spotlights, email outreach, Sidewalk cross-promotion, community outreach, and local business/school partnership promotion.
Vendor Document Review	August 14-28, 2026	Review vendor applications, permits, insurance, Certified Producer Certificates, health permits, and other required documents.
Final Vendor Selection and Stall Assignments	August 25-31, 2026	Confirm opening-day vendor roster; assign stalls; confirm food truck spaces; communicate setup rules and market-day protocols.
City / Safety / Logistics Check	August 28-September 2, 2026	Confirm emergency access, restroom placement, wash station placement, trash plan, signage, barricades, City booth placement, and vendor load-in plan.
Final Opening-Week Promotion	September 1-5, 2026	Publish final vendor lineup, opening-day reminders, sponsor/community partner posts, and public-facing market details.
Opening Day	September 5, 2026	Launch San Fernando Farmers Market from 9:00 AM to 2:00 PM, with vendor setup beginning at 6:30 AM and all vehicles cleared by 8:30 AM.
Post-Launch Review	September 8-12, 2026	Review opening-day performance, vendor attendance, customer turnout, incidents if any, logistics, marketing results, and improvements for future market days.

5. Proposed Staffing

Gaia Society will assign experienced personnel to manage and operate the San Fernando Farmers Market. Key personnel will support planning, vendor coordination, compliance, promotion, setup, onsite management, breakdown, and City coordination.

Name / Role	Relevant Experience	Market Responsibilities
Amber Adame, President	Six years of vendor experience, one year of market management experience, and two years of social media marketing experience for events.	Executive oversight, vendor relations, marketing direction, community partnerships, and overall market quality.
Steven Garcia, Vice President	Two years of experience in the local market and vendor space.	Strategic planning, vendor/community coordination, partnership development, and operational planning.
Nick Venencia, Operations Coordinator	One year of experience in farmers market operations and onsite support.	Vendor communication, onsite troubleshooting, setup assistance, and market-day customer/vendor support.
David Brown, Operations Manager	Two years of operations management experience and five years of vendor experience.	Setup, booth placement, vendor coordination, onsite logistics, and breakdown.

Onsite Staffing Commitment

- Setup coordination
- Vendor check-in
- Vendor placement
- Safety monitoring
- Customer-facing questions
- City booth coordination
- Trash and cleanliness monitoring
- Incident response
- Breakdown coordination
- Market-day reporting

Gaia Society will ensure that at least two staff members are present at all times during market operations. As the market grows from 30 vendors toward the target of up to 70 vendors, Gaia Society will evaluate staffing levels and adjust as needed based on vendor count, attendance, site layout, programming needs, and City requirements.

6. Proposal Costs Sheet and Rates

Gaia Society proposes a vendor-funded market model supported by daily vendor fees, sponsorships, and other market-generated revenue.

Vendor Fee Structure

All vendors will pay a daily fee only for the market days they attend. Gaia Society is not proposing a monthly vendor fee or percentage-of-sales fee. Vendor payments will be collected in advance through the Sidewalk Portal.

Vendor Type	Proposed Fee
10x10 certified farmer	$35 per market day
10x10 vendor stall	$60 per market day
Food truck space	$70 per market day

Estimated Monthly Operating Costs

Gaia Society estimates monthly operating costs of approximately $3,700 for the San Fernando Farmers Market.

Cost Category	Estimated Monthly Amount
Staffing	$800
Insurance	$150
Marketing	$200
Supplies / equipment	$500
Trash / cleanup	$500
Software / administration	$50
Entertainment / programming	$1,000
Miscellaneous / contingency	$500
Total Estimated Monthly Operating Costs	$3,700

Sponsorship Plan

Gaia Society will pursue sponsorships from local businesses and community partners to help support market operations, programming, marketing, and family-friendly activities. Sponsorship opportunities may include market-day sponsor recognition, social media promotion, signage placement, community programming sponsorships, and support for special seasonal activations.

Optional / Add-On Services

Gaia Society is not proposing separately priced optional or add-on services at this time.

7. Insurance and Compliance Confirmation

Gaia Society will obtain and maintain the insurance coverage required by the City, including applicable general liability, automobile liability, and workers' compensation coverage as required. Gaia Society will also provide required certificates of insurance and endorsements naming the City of San Fernando as an additional insured prior to the start of market operations.

Gaia Society's commercial general liability coverage includes the following limits:

Coverage Item	Limit
Each occurrence	$1,000,000
Damage to rented premises, each occurrence	$300,000
Medical expense, any one person	$15,000
Personal and advertising injury	$1,000,000
General aggregate	$2,000,000
Products - completed operations aggregate	$2,000,000

Gaia Society will also satisfy the City's applicable automobile liability and workers' compensation requirements prior to launch, including any required certificates, endorsements, and additional insured documentation.

Gaia Society understands and will comply with applicable City policies, insurance requirements, reporting obligations, and applicable local, state, and federal laws and regulations related to the operation of the San Fernando Farmers Market.

8. Conclusion

Gaia Society appreciates the opportunity to submit this proposal to operate the San Fernando Farmers Market. Gaia Society believes the proposed market can become a vibrant weekly destination that supports local vendors, creates opportunities for families and residents, strengthens community partnerships, and contributes to San Fernando’s cultural and economic vitality.

With direct farmers market operating experience, a practical vendor-funded financial model, a strong focus on local participation, and a commitment to professional market-day management, Gaia Society is prepared to work closely with the City of San Fernando to launch, manage, promote, and grow a successful weekly Farmers Market.

Gaia Society looks forward to the opportunity to partner with the City and help bring this community-centered market to life.

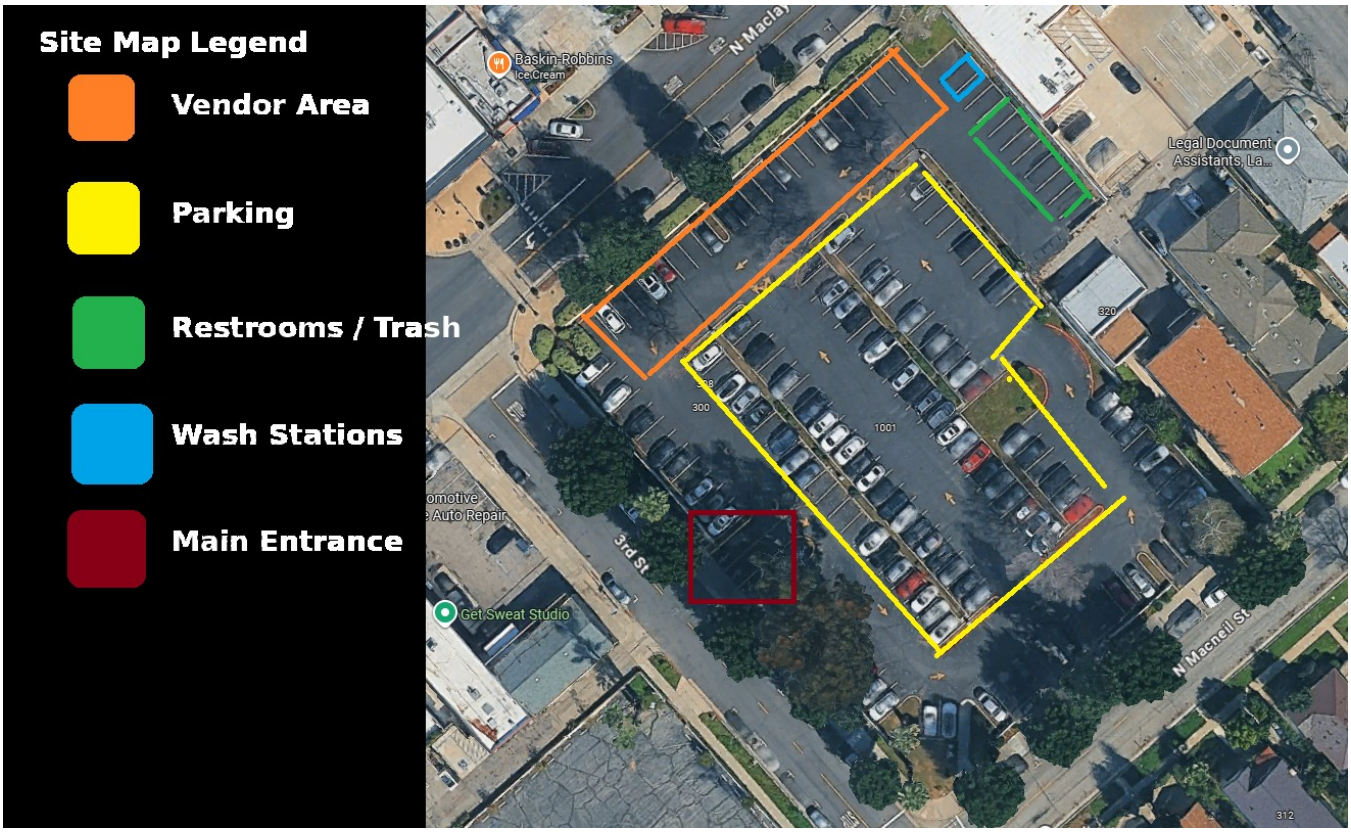
Submitted by:

Amber Adame, President

Gaia Society

Appendix A - Preliminary Site Map

The preliminary site map below identifies the proposed operational areas for the San Fernando Farmers Market. The final layout will be adjusted in coordination with City staff to ensure safe pedestrian flow, emergency access, ADA accessibility, vendor loading, parking, restroom placement, wash station placement, trash service, and overall market operations.



Legend: Orange = Vendor area; Yellow = Parking; Green = Restrooms / trash area; Blue = Wash stations; Red = Main entrance.

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

From: Kanika Kith, City Manager
By: Armen Avazian, P.E., Director of Public Works
Emilio DeMurga, P.E., City Engineer
Kayla Urbina, Assistant Engineer II

Date: November 16, 2026

Subject: Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project, Federal Project No. HSIPL-5202(019), Job No. 7598, Plan No. P-722

RECOMMENDATION:

It is recommended that the City Council:

a. Accept the improvements as constructed by Alfaro Communications Construction, Inc. and consider the work completed.

b. Authorize the filing of a "Notice of Completion" (Attachment "A") the Los Angeles County Office of the Registrar-Recorder Office; and

c. Authorize the release of the five (5) percent retention amount of $66,976.63 after the 35-day lien period from the date of the Notice of Completion is recorded.

BACKGROUND:

1. On February 20, 2024, City Council awarded a construction contract (Contract No. 2224) to Alfaro Communications Construction, Inc., (Contractor) in the amount of $1,229,429.51 for the construction of the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project, Federal Project No. HSIPL-5202(019), Job No. 7598, Plan No. P-722 and authorized a construction contingency of $122,942.95 or 10% of the contract amount.

2. On September 19, 2024, Change Order #1 was executed for removal and replacement of additional sidewalk in the amount of $36,000.00 .

3. On September 19, 2024, Change Order #2 was executed for furnish and installation of pedestrian push button at Wolfskill Street and Truman Street in the amount of $6,436.04.

4. On December 16, 2024, Change Order#3 was executed for additional patch and repair work in the amount of $13,662.68.

5. On December 18, 2024, Change Order #4 was executed for additional potholing in the amount of $19,225.17.

6. On July 16, 2025, Change Order #5 was executed for striping removal at Hubbard Avenue and First Street in the amount of $646.59.

7. On July 16, 2025, Change Order #6 was executed for installation of two (2) extra loops at Hubbard Avenue and First Street in the amount of $2,899.86.

8. On July 30, 2025, Change Order #7 was executed for additional signs installation in the amount of $42,582.22

9. On November 18, 2025, the full scope of work was completed by the Contractor.

10. On January 5, 2026, Change Order #8 was executed for additional striping and signage installations in the amount of $3,994.55.

11. On January 13, 2026, Change Order #9 was executed for railroad flagging in the amount of $18,333.74.

ANALYSIS:

The Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project is a grant funded project through the Highway Safety Improvement Program (HSIP) and a 10% City Match funded through Measure M, Measure R, and Proposition C funds. The project involved modifications to existing traffic signals at nine intersections, including upgrades to vehicle detection systems, pedestrian push buttons, traffic signal equipment, signage, striping, and associated electrical infrastructure. These improvements are intended to improve traffic and pedestrian safety, improve intersection operations, and support future traffic signal synchronization along these corridors.

The following nine (9) traffic signals were improved as part of the project:

1. Truman Street and Wolfskill Street.
2. Truman Street and Brand Boulevard.
3. Truman Street and Maclay Avenue.
4. Truman Street and Hubbard Avenue.
5. Brand Blvd. and San Fernando Road.
6. Maclay Avenue and San Fernando Road.
7. Maclay Avenue and First Street.
8. Hubbard Avenue and San Fernando Road.
9. Hubbard Avenue and First Street.

Ten change orders were issued for additional sidewalk work, including sidewalk replacement, pedestrian push button pole installations, concrete patching and repairs, and exploratory borings. Other modifications included traffic detection loops, street name signs, striping and signage revisions, railroad flagging, traffic signal troubleshooting, and electrical conduit installation. These change orders amounted to $171,266.70 or 14% of the project construction contract cost which is within the 20% originally set aside contingency for unforeseen changes.

The project completion timeline was extended beyond the originally anticipated schedule due to long lead times for equipment procurement and traffic signal controller testing by the Los Angeles County Department of Public Works. Additional delays resulted from City-requested street sign modifications and the removal of a conflicting abandoned gas line by Southern California Gas Company.

The amount of $23,724.64 is being withheld from the contractor payment until the California Department of Industrial Relations (DIR) makes a determination whether railroad flaggers should be paid prevailing wages. Depending on DIR's determination, the withheld funds will be released to the contractor or the contractor will be given another opportunity to pay the railroad flaggers the prevailing wages owed. Otherwise, arrangements will be made with DIR to pay the railroad flaggers.

Staff inspected and confirmed that the Contractor completed the project in accordance with the approved plans and specifications. After project acceptance staff will file a Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk. After the 35-day waiting period for claims and liens from the date the Notice of Completion is recorded, the five (5) percent retention amount less $23,724.64 withheld for labor compliance will be released to the contractor.

With this completed traffic signals upgraded, Truman Street, from Wolfskill Street on the east, to Hubbard Avenue on the west, will have its traffic signals synchronized to provide coordinated

vehicle progression as part of the upcoming timing implementation by the Citywide Traffic Signal Synchronization Project.

BUDGET IMPACT:

Funding for this project was included in the Fiscal Year 2026-2027 Adopted Budget – Capital Improvement Plan. This project was funded through a combination of sources, including HSIP Grant, Proposition C, Measure M, and Measure R, totaling $1,475,316. Construction was completed under the total approved budget, with a final construction cost of $1,339,532. In accordance with the contract terms, a 5% retention amount of $66,976.63 was withheld pending final acceptance and closeout of the project.

CONCLUSION:

Staff recommends that the City Council accept the improvements as constructed by Alfaro Communications Construction, Inc. and consider the work completed for the Traffic Signal Modifications – 9 Locations Highway Safety Improvement Project, Federal Project No. HSIPL-5202(019), Job No. 7598, Plan No. P-722; 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 authorize the release of the five (5) percent retention amount of $66,976.63 after the 35-day lien period from the date the Notice of Completion is recorded. An amount of $23,724.64 will be withheld from the contractor's payment until the California Department of Industrial Relations (DIR) makes a determination whether railroad flaggers should be paid prevailing wages.

ATTACHMENT:

A. Notice of Completion
B. Project Location Map

ATTACHMENT "A"

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

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 Traffic Signal Modifications project 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 traffic signal poles and mast arms, traffic signal cabinets and controllers, traffic signals heads, pedestrian signals, installation of electrical conduits, pull boxes, installation of updated traffic control program, construction of ADA compliant wheelchair ramps, traffic striping and traffic signs.
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: Citywide (9 locations)
5. **ACCEPTED AND COMPLETED:** Work on said contract was completed and accepted on November 18.2025.
6. **NATURE OF OWNER'S INTEREST:** In fee
7. **NAME AND ADDRESS OF CONTRACTOR:** Alfaro Communications Construction, Inc., 15614 S. Atlantic Avenue, Compton, CA 90221.
8. **DECLARATION:** I, Armen Avazian, 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.

_____ _____
Armen Avazian Date
City of San Fernando, California

ACKNOWLEDGMENT

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.

State of California)
County of Los Angeles)

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.

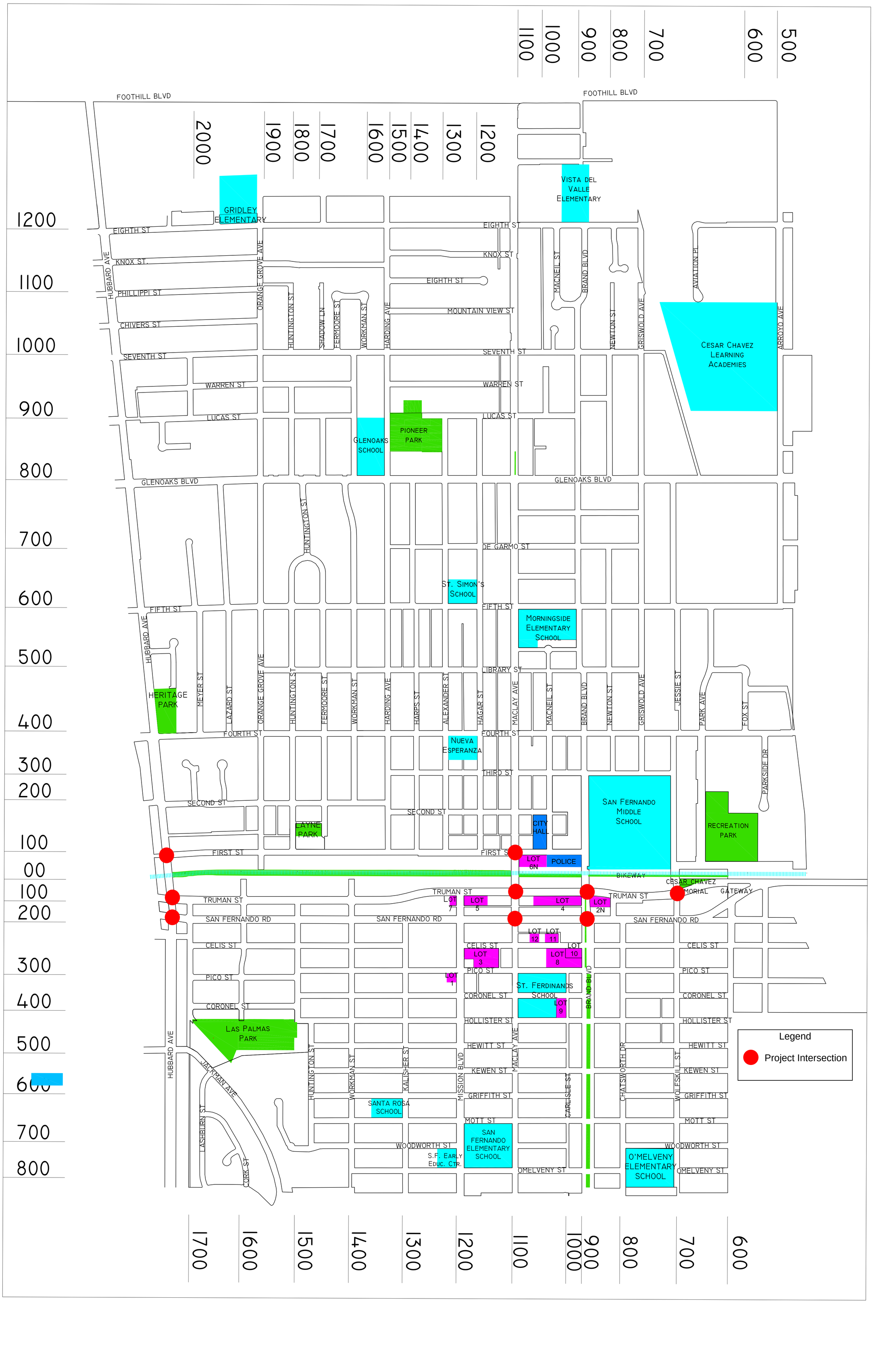
I certify UNDER PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____ **(Seal)**
Julia Fritz, Notary Public

ATTACHMENT "B"

City of San Fernando





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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

From: Kanika Kith, City Manager
By: Armen Avazian, P.E., Director of Public Works
Kayla Urbina, Assistant Engineer II

Date: November 16, 2026

Subject: Consideration to Accept Project Completion and Authorize the Recordation of a Notice of Completion for the Citywide Traffic Signal Synchronization Project, Job No. 7603

RECOMMENDATION:

It is recommended that the City Council:

a. Accept the improvements as constructed by Elecnor Belco Electric, Inc., and consider the work completed for the Citywide Traffic Signal Synchronization Project, Job No. 7603;

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 $46,847.44 after the 35-day lien period from the date the Notice of Completion is recorded.

BACKGROUND:

1. On August 19, 2024, the City Council awarded a construction contract (Contract No. 2285) to Elecnor Belco Electric, Inc. (Contractor), in the amount of $912,750 for the construction of the Citywide Traffic Signal Synchronization Project, Job No. 7603 and authorized a construction contingency of $91,275 or 10% of the contract amount.

2. On June 11, 2026, Change Order #1 was executed in the amount of $30,199 for D4 Controller Licenses and Timing Conversions utilizing the authorized contingency.

3. On September 14, 2026, the full scope of work was completed by the Contractor.

ANALYSIS:

The Citywide Traffic Signal Synchronization Project is a grant-funded project through the Proposition C - 2015 Call for Projects program. Proposition C is a tax measure approved by Los Angeles County voters in 1990 that initiated a countywide transit development program with the purpose of improving transit service and operations, reducing traffic congestion, improving air quality, efficiently operating and improving the condition of streets and freeways utilized by public transit, and reducing foreign fuel dependency. The Call for Projects program was created to allow public agencies to apply for transportation funds for the implementation of regionally significant projects.

This project involved the installation of new Global Positioning System (GPS) units, traffic signal controllers, traffic signal cabinets, conduit, conductors, pull boxes, and miscellaneous appurtenant work. This project consisted of traffic signal modifications to 35 intersections listed below.

No.	Intersection	Traffic Signal Equipment Installed
1	Maclay Avenue and 8th Street	GPS unit, traffic signal controller, and traffic signal cabinet
2	Maclay Avenue and 7th Street	GPS unit, traffic signal controller, and traffic signal cabinet
3	Maclay Avenue and 5th Street	GPS unit, traffic signal controller, and traffic signal cabinet
4	Maclay Avenue and Library Street	GPS unit, traffic signal controller, and traffic signal cabinet
5	Truman Street and Workman Street	GPS unit, traffic signal controller, and traffic signal cabinet
6	San Fernando Road and San Fernando Mission Boulevard	GPS unit, traffic signal controller, and traffic signal cabinet
7	San Fernando Mission Boulevard and Pico Street	GPS unit, traffic signal controller, and traffic signal cabinet
8	San Fernando Mission Boulevard and Hollister Street	GPS unit, traffic signal controller, and traffic signal cabinet
9	San Fernando Mission Boulevard and Kewen Street	GPS unit, traffic signal controller, and traffic signal cabinet
10	San Fernando Mission Boulevard and Mott Street	GPS unit, traffic signal controller, and traffic signal cabinet
11	San Fernando Mission Boulevard and O'Melveny Avenue	GPS unit, traffic signal controller, and traffic signal cabinet
12	Brand Boulevard and Celis Street	GPS unit, traffic signal controller, and traffic signal cabinet

13	Brand Boulevard and Kewen Street	GPS unit, traffic signal controller, and traffic signal cabinet
14	San Fernando Mission Boulevard and Celis Street	GPS unit
15	San Fernando Mission Boulevard and Truman Street	GPS unit
16	Maclay Avenue and 1st Street	GPS unit
17	Maclay Avenue and Truman Street	GPS unit
18	Brand Boulevard and Hollister Street	GPS unit
19	Brand Boulevard and Mott Street	GPS unit
20	Brand Boulevard and Pico Street	GPS unit
21	Brand Boulevard and San Fernando Road	GPS unit
22	Brand Boulevard and Truman Street	GPS unit
23	Truman Street and Wolfskill Street	GPS unit
24	San Fernando Road/Truman Street and Hubbard Street	GPS unit
25	Hubbard Street and Truman Street	GPS unit
26	Hubbard Street and 1st Street	GPS unit
27	Hubbard Street and 2nd Street	GPS unit
28	Hubbard Street and 4th Street	GPS unit
29	Maclay Avenue and 4th Street	GPS unit
30	Maclay Avenue and Glenoaks Boulevard	GPS unit
31	Glenoaks Boulevard and Orange Grove Avenue	GPS unit
32	Glenoaks Boulevard and Harding Avenue	GPS unit
33	Glenoaks Boulevard and Brand Boulevard	GPS unit
34	Glenoaks Boulevard and Griswold Avenue	GPS unit
35	Glenoaks Boulevard and Arroyo Avenue	GPS unit

Equipment procurement long lead times and testing of traffic signal controllers and GPS units by Los Angeles County Department of Public Works contributed to the extended project duration.

Staff inspected and confirmed that the Contractor completed the project in accordance with the approved plans and specifications. After project acceptance staff will file a Notice of Completion with the Los Angeles County Registrar-Recorder/County Clerk. After the 35-day waiting period for claims and liens from the date the Notice of Completion is recorded, the five (5) percent retention amount will be released to the contractor.

With the construction phase of the project complete, the project can now advance into the implementation phase. This construction phase involved upgrading the traffic signal infrastructure, while the implementation phase involves programming, synchronizing, and fine-tuning the traffic signal timing using the newly installed equipment. The upgraded infrastructure provides the foundation necessary to implement the updated signal timing plans developed as

part of the project. Staff will proceed with inputting and fine-tuning the new timing into the traffic signal controllers to improve traffic flow, reduce delays, enhance corridor progression, and increase overall operational efficiency at signalized intersections citywide.

BUDGET IMPACT:

Funding for this project was included in the Fiscal Year 2026-2027 Adopted Budget – Capital Improvement Plan. The project was funded through a combination of sources, including Proposition C – 2015 Call for Projects Grant, Proposition C, and Measure R, totaling $1,004,025. Construction was completed under budget, with a final construction cost of $936,949 In accordance with the contract terms, a five (5) percent retention amount of $46,847.44 was withheld pending final acceptance and closeout of the project.

The implementation phase of the project will be funded through Measure R.

CONCLUSION:

Staff recommends that the City Council accept the improvements as constructed by Elecnor Belco Electric, Inc., and consider the work completed for the Citywide Traffic Signal Synchronization Project, Job No. 7603; 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 authorize the release of the five (5) percent retention amount of $46,847.44 after the 35-day lien period from the date the Notice of Completion is recorded.

ATTACHMENT:

A. Notice of Completion
B. Project Location Map

ATTACHMENT "A"

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

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 Citywide Traffic Signal Synchronization project 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 installation of new Global Positioning System (GPS) units, traffic signal controllers, traffic signal cabinets, conduit, conductors, and pull boxes.
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: Citywide (35 locations)
5. **ACCEPTED AND COMPLETED:** Work on said contract was completed and accepted on September 14, 2026.
6. **NATURE OF OWNER'S INTEREST:** In fee
7. **NAME AND ADDRESS OF CONTRACTOR:** Elecnor Belco Electric, Inc., 14320 Albers Way, Chino, CA 91710.
8. **DECLARATION:** I, Armen Avazian, 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.

_____ _____

Armen Avazian
City of San Fernando, California

Date

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_____ **(Seal)**
Julia Fritz, Notary Public

ATTACHMENT "B"

Citywide Traffic Signal Synchronization Project



Type of Improvements:

- Traffic Signal Controller, Traffic Signal Cabinet, GPS Unit
- GPS Unit

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

From: Kanika Kith, City Manager
By: Anthony Miranda, Chief of Police
Brian Woodward, Operations Commander

Date: November 16, 2026

Subject: A Public Hearing to Consider Adopting an Ordinance Approving a Military Use Equipment Policy Governing the Use of Military Equipment, as Required by Assembly Bill 481; and Approval of the 2025 Annual Military Equipment Report

RECOMMENDATION:

It is recommended that the City Council:

a. Conduct a Public Hearing;

b. Pending public input, introduce for first reading, in title only, and waive further reading of Ordinance No. 1745 (Attachment "A") titled, "An Ordinance of the City Council of the City of San Fernando, California, approving a Military Use Equipment Policy (Exhibit "A" of Attachment "A") as required by Assembly Bill 481 ("AB 481"); and

c. Approve the 2025 Annual Military Equipment Report (Attachment "B").

BACKGROUND:

1. On September 30, 2021, Governor Gavin Newsom signed into law AB 481 (Attachment "C") relating to the use of "military equipment" by law enforcement agencies in California.

2. On October 2, 2026, the Police Department posted the proposed military equipment policy on the City's website as part of a 30-day public review period prior to any public hearing as part of the transparency process to solicit public feedback, pursuant to AB 481.

3. On October 1, 2026, the Police Department hosted a community engagement forum during the Transportation and Public Safety Commission meeting. The Department presented a summary of the 2025 Annual Military Equipment Report and Policy update, followed by an open forum for public comment and questions. To ensure transparency and public

participation, the presentation was announced on the City's website and promoted through the City's social media channels.

4. On November 5, 2026 a Notice of Public Hearing (Attachment "D") was published in the *San Fernando Sun* newspaper and was posted at the front entrance of City Hall.

ANALYSIS:

Effective January 1, 2022, California's AB 481 requires law enforcement agencies, including the San Fernando Police Department (SFPD), to ensure transparency, oversight, and accountability in the acquisition and use of designated "military equipment." This includes tactical vehicles, specialized firearms, launchers, and less-lethal tools, regardless of whether they are of military origin. A detailed list of "military equipment" is provided in Chapter 12.8 of AB 482 (Attachment "C"). Under the law, agencies must maintain an inventory of all qualifying equipment, justify its necessity by showing that no reasonable alternatives provide similar safety benefits, confirm that its use protects public safety and civil rights, demonstrate cost-effectiveness, and verify compliance with past policies.

AB 481 also requires the City Council to approve a Military Equipment Use Policy by ordinance, which must be reviewed annually. Any new qualifying equipment requires prior Council approval before purchase or deployment. The law mandates an annual report to the City Council detailing how the equipment was used, any complaints or policy violations and corrective actions, total costs and funding sources, current inventory, and any planned acquisitions.

<u>San Fernando Police Department Inventory</u>
SFPD's inventory consists of standard law enforcement tools used to manage high-risk incidents and often prevent escalation to lethal force. No new equipment is being requested. A detailed inventory is provided in the 2025 Annual Military Equipment Report (Attachment "B").

The only significant deployment in 2025 occurred on June 9, 2025, when SFPD provided mutual aid to the Los Angeles Police Department during large-scale protests in downtown Los Angeles that escalated into riots. Officers deployed authorized less-lethal munitions in accordance with Department policy and training to restore order and protect public safety, with the intent of de-escalating the situation and minimizing the risk of serious injury. The equipment deployed included:

1. Three (3) CS tear-gas Speed Heat long-range 40-millimeter munitions;
2. 24 smokeless powder 40-millimeter bean-bag munitions;
3. Two (2) CS tear-gas Ferret 40-millimeter munitions;
4. 20 direct impact 40-millimeter sponge munitions; and
5. 33 12-gauge bean bag munitions.

The total cost to replace the munitions used was approximately $2,100, and the Police Department does not intend to replace them until 2027.

During the 2025 reporting year, the San Fernando Police Department's deployment of less-lethal munitions was limited to training purposes only. Specifically, 30 direct-impact 40mm sponge rounds were expended during an instructor recertification course designed to maintain instructor proficiency and ensure Department personnel continue to receive appropriate training in the safe and effective deployment of less-lethal weapons systems.

During this training, a Department-issued 40mm launcher experienced an operational malfunction. Training personnel advised that this particular launcher model had demonstrated reliability concerns and had been removed from service by other law enforcement agencies. Based on this information and the malfunction experienced during training, the Department elected to remove the affected launcher from service.

To maintain operational readiness and ensure the availability of reliable less-lethal equipment, the Department purchased two replacement 40mm launchers during the 2026 reporting year at a combined cost of approximately $3,500.

The estimated cost to replenish the 30 sponge rounds expended during training is approximately $1,300; however, the Department does not anticipate replacing these munitions until the 2027 reporting year. These actions reflect the Department's continued commitment to officer safety, equipment reliability, responsible fiscal management, and maintaining appropriate training standards for the deployment of less-lethal force options.

BUDGET IMPACT:

There is no budget impact associated with receiving this annual informational report. Military equipment identified in the Policy is purchased through the Police Department’s annual operating budget as adopted by the City Council.

CONCLUSION:

It is recommended that the City Council introduce for first reading, in title only, and waive further reading of Ordinance No. 1745 (Attachment “A”) titled, “An Ordinance of the City Council of the City of San Fernando, California, adopting a Military Equipment Policy (Exhibit “A” of Attachment “A”) governing the use of military equipment pursuant to Assembly Bill 481 (AB 481)”; and approve the 2025 Annual Military Equipment Report (Attachment “B”).

ATTACHMENTS:

A. Ordinance No. 1745, including:
   Exhibit “A”: SFPD Military Equipment Policy Lexipol 706
B. 2025 Annual Military Equipment Report
C. Assembly Bill 481
D. Public Hearing Notice Legal Ad

ATTACHMENT "A"

ORDINANCE NO. 1745

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ADOPTING A MILITARY EQUIPMENT POLICY GOVERNING THE USE OF MILITARY EQUIPMENT PURSUANT TO ASSEMBLY BILL 481

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 (creating Government Code Section 7070, et seq.), relating to the use of military equipment by California law enforcement agencies; and

WHEREAS, AB 481 became effective January 1, 2022, and is codified at Sections 7070 through 7075 of Chapter 12.8 to Division 7 of Title 1 of the California Government Code; and

WHEREAS, AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used; and

WHEREAS, the term "military equipment" is defined in California Government Code Section 7070; and

WHEREAS, AB 481 requires, among other things, that a law enforcement agency obtain approval of the governing body, by an ordinance adopting a military equipment use policy that includes a description of the equipment, quantity, capabilities, expected lifespan, purposes and authorized uses, fiscal impact, legal and procedural rules governing authorized uses, required training, and mechanisms to ensure compliance with the agency's use policy, prior to taking certain actions relating to the funding, acquisition or use of military equipment, including military equipment acquired prior to January 1, 2022; and

WHEREAS, the San Fernando Police Department is in possession of certain items of equipment that qualify as "military equipment" under AB 481; and

WHEREAS, the San Fernando Police Department has prepared a proposed Military Equipment Policy, attached hereto as Exhibit "A" and incorporated herein; and

WHEREAS, pursuant to Government Code section 7071(a)(2), if seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, the San Fernando Police Department was obligated to, and has met the requirement, of commencing a City Council approval process for the Military Equipment Policy no later than December 16, 2026; and

WHEREAS, the San Fernando Police Department made the proposed Military Equipment Policy available on the Police Department's website for at least 30 days prior to the first public meeting concerning the proposed Military Equipment Policy on March 2, 2026; and

WHEREAS, as required by AB 481, the City Council determines as follows:

(a) the military equipment inventoried and presented to the City Council is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety; and

(b) the proposed Military Equipment Policy will safeguard the public's health, welfare, safety, civil rights, and civil liberties; and

(c) the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety; and

(d) prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior uses did not comply with the accompanying Military Equipment Policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance; and

WHEREAS, as further required by Government Code section 7071(a)(2), if the City Council does not approve the continuing use of military equipment, including by adoption pursuant to a Military Equipment Policy, within 180 days of submission of the proposed Military Equipment Policy to City Council, the San Fernando Police Department shall cease its use of the military equipment until it receives the approval of City Council in accordance with this Ordinance; and

WHEREAS, the Military Equipment Policy and supporting information must be approved by the governing body by ordinance, and reviewed annually; and

WHEREAS, the City Council of the City of San Fernando, having received the information required under AB 481 regarding the San Fernando Police Department's use of military equipment as defined in said law, deems it to be in the best interest of the City to approve the Military Equipment Policy as set forth herein.

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

SECTION 1. Recitals. The Recitals set forth above are true and correct and incorporated into this Ordinance.

SECTION 2. Approval of Military Equipment Policy. The City Council, having received the information required under AB 481 regarding the San Fernando Police Department's use of military equipment as defined in said law, deems it to be in the best interest of the City to and hereby approves the Military Equipment Policy attached hereto as Exhibit "A." The Military Equipment Policy shall govern the approval, acquisition, use and reporting of military equipment by the San Fernando Police Department.

SECTION 3. CEQA. This Ordinance is not a project within the meaning of Section 15378 of the California Environmental Quality Act (CEQA) Guidelines because it has no potential to result in physical change in the environment, directly or indirectly. This Ordinance is also exempt under CEQA Guideline 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

SECTION 4. Uncodified Ordinance. This Ordinance shall not be codified in the San Fernando Municipal Code unless and until the City Council so ordains.

SECTION 5. Severability. 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 competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council 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 6. Effective Date. In accordance with Government Code section 36937, this ordinance shall take effect and be in force thirty (30) days from passage and adoption.

SECTION 7. Certification. The City Clerk is hereby authorized and directed to certify to the passage of this Ordinance by the City Council and shall cause it to be published or posted as required by law.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando this 16th day of March, 2025.

Victoria Garcia, 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. 1745 which was introduced on the 16th day of November 2026, and adopted by the City Council of the City of San Fernando, California at a regular meeting thereof held on the _____ day of December, 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 December, 2026.

_____

Julia Fritz, City Clerk

Military Equipment

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- Area denial electroshock devices, microwave weapons, water cannons, long-range acoustic devices (LRADs), acoustic hailing devices, and sound cannons.
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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706.2 POLICY

It is the policy of the San Fernando Police Department that employees of this Department comply with the provisions of Government Code § 7071 with respect to military equipment.

706.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate an employee of this Department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

(a) Acting as liaison to the governing body for matters related to the requirements of this policy.

(b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.

(c) Conducting an inventory of all military equipment at least annually.

(d) Collaborating with any allied agency that may use military equipment within the jurisdiction of San Fernando Police Department (Government Code § 7071).

(e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:

1. Publicizing the details of the meeting.
2. Preparing for public questions regarding the Department's funding, acquisition, and use of equipment.

(f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the Department website (Government Code § 7072).

(g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

706.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

Heckler & Koch 9mm submachine guns

40mm Less Lethal Launcher

40mm Exact Impact Sponge Round

40mm Spede-heat long range Chlorobenzaldehyde Malononitrile (CS) Tear Gas Munition

40mm Ferret CS Munition

40mm Bean Bag Munition

12 gauge Shotgun Less Lethal Bean Bag Munition

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12 gauge Shotgun Ferret CS Munition

Pepperball launcher

Pepperball CS Munition

Unmanned aerial vehicle (drone)

Colt M4 Carbine Full Auto.223 Caliber Capability

For specific detail, see the following attachment: See attachment: Military Equipment Policy Attachment clean2.pdf

The attachment referred to in policy section 706.4 above provides detail related to the description of each category of equipment/supply, quantity, capability, expiration date, purpose, product description, cost impact and policy reference for use. Less lethal weapon training shall be completed in compliance with policy section 304, Control Devices and Techniques. Training shall be provided by POST-certified less lethal instructors in compliance with approved POST-certified course outlines for less lethal weapons. Training for the M-4 rifle and submachine gun will be provided by POST-certified rifle and submachine gun instructors following POST-certified course outlines. All drone (unmanned aerial vehicle) operators will be certified in the Part 107 pilot course as required by the FAA.

706.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the Department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

(a) Requesting military equipment made available pursuant to 10 USC § 2576a.

(b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this Department.

(e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.

(f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

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(g) Acquiring military equipment through any means not provided above.

It will be the practice of the Department to replace damaged equipment in order to maintain the equipment levels as specified in policy section 706.4 above. As equipment is deployed or utilized in compliance with this policy or if such equipment exhausts its useful life, the Department will replace that equipment. The Department will endeavor to maintain supplies of equipment at 50% of supply levels as established in the attachment referred to in policy section 706.4 above.

706.6 COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by any employee of this Department shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing mutual aid to this Department or operating in a law enforcement capacity in conjunction with this Department shall comply with their respective military equipment use policies in rendering mutual aid.

706.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the Department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in Department inventory.

706.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment. Any complaints regarding the use of equipment or to express support for equipment use may be submitted as outlined in Policy 1009 - Personnel Complaints.

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Attachments

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Military Equipment Policy Attachment clean2.pdf

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1. Specialized Firearms and Ammunition (Equipment Category 10)
    a. **Description, quantity, capabilities, and purchase cost**:
        I. The carbine rifle is a firearm capable of accurately stopping an armed subject at various distances. The carbine rifle is a lightweight, air-cooled, gas-operated, magazine-fed, shoulder-fired weapon designed for semi-automatic and selective fire. The carbine rifle does not have an expiration date and needs to be serviced or replaced when the rifle fails or breaks. The .223 Remington/5.56mm NATO ammunition is used as a lethal option designed to stop a violent encounter. The projectile is capable of penetrating soft body armor being worn by armed subjects. These carbine rifles use ammunition already used by standard-issued patrol rifles. Colt AR-15 M4 Carbine | cost: $3.000 | quantity: 4
        II. The submachine gun is a firearm capable of accurately stopping an armed subject in a variety of conditions and at various distances. The submachine gun is a lightweight and compact firearm designed to match firepower while also having the capability to clear enclosed or close-combat spaces. The submachine gun does not have an expiration date and needs to be serviced or replaced when the submachine gun fails or breaks. These submachine guns use ammunition already used by standard-issued 9mm handguns. Heckler & Koch MP5 submachine gun | cost: $3,000 | quantity: 8
        III. The sniper rifle is a firearm capable of precision accuracy and is used to stop an armed subject from a safe distance. The sniper rifle can also be outfitted with a suppressor to reduce hearing damage in confined spaces. The projectile used by this rifle is capable of penetrating soft body armor being worn by armed subjects. The sniper rifle does not have an expiration date and needs to be serviced or replaced when the rifle fails or breaks. This rifle uses .308 Winchester ammunition which is not standard issue and is listed below. TacOps suppressed sniper rifle | cost: $16,400 | quantity: 2
        IV. The .308 Winchester is a rimless, bottlenecked rifle cartridge. This ammunition is deployed during potentially lethal encounters at longer distances. The 168 grain projectile maintains accuracy, while resulting in higher impact velocities and more energy on target to stop a violent threat. Federal Gold Medal MatchKing 168 grain boat-tail hollow-point | cost $200 | quantity: 50
    b. **Purpose**:
    To be used as special weapons to address potentially deadly threats with more precision, handle close quarter situations/confined spaced, and/or deployment at greater distances than a handgun, if weapon systems are present and feasible to use in that particular situation.
    c. **Authorized Use**:
    Only personnel that are POST certified as operators or instructors, or personnel designated by the Chief of Police as authorized to use the above specifically mentioned rifles, submachine guns, and munitions.
    d. **Expected Lifespan**:
        I. Carbine Rifle – no expiration

II. Submachine Gun – no expiration
III. Sniper Rifle – no expiration
IV. .308 Winchester 168 grain Rifle Ammunition – no expiration

e. **Fiscal Impact**:
I. Carbine Rifle – estimated $0 - $1,000 annually
II. Submachine Gun – estimated $0 - 2,000 annually
III. Sniper Rifle – estimated $0 - $2,000 annually
IV. .308 Winchester 168 grain Rifle Ammunition – estimated $0 - $10,000

f. **Training**:
Personnel operating the above mentioned rifles and machine guns receive POST certified training as an operator or instructor and complete annual training and qualifications to maintain certification.

g. **Legal and Procedural Rules**:
Use of the above mentioned rifles, machine guns, and munitions is established under policy and procedure manual. It is the policy of the San Fernando Police Department to utilize this equipment only for official law enforcement purposes, according to State and Federal law.

2. PepperBall Launcher (Category 11)
a. **Description, quantity, capabilities, and purchase cost**:
This system uses high pressure to deliver PAVA (Pelargonyl Vanillylamide - synthetic pepper spray) powder projectiles, similar in ways to that of a paintball delivery system. It is capable of launching projectiles at a subject up to 60 feet. The delivery of the projectile has an area saturation of up to 160 feet. This non-lethal option offers an alternative in potentially lethal encounters as a means of de-escalation. It also doubles as a valuable tool to control riotous situations and crowd control during civil unrest. PepperBall Launcher | cost: $3,500 | quantity: 3

b. **Purpose**:
To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Situation for use of this non-lethal weapon system may include, but are not limited to:
I. Self-destructive, dangerous and/or combative individuals
II. Riot/crowd control and civil unrest incidents
III. Circumstances where a tactical advantage can be obtained
IV. Potentially vicious and/or dangerous animals
V. Training exercises or approved demonstrations

c. **Authorized Use**:
Only personnel that have been trained as operators or instructors by the department, or personnel designated by the Chief of Police as authorized to use the PepperBall system.

d. **Expected Lifespan**:
   I. PepperBall Launcher – no expiration
   II. PepperBall Live Projectile – 1 year
e. **Fiscal Impact**:
   I. PepperBall Launcher – estimated $0 - $2,000 annually
   II. PepperBall LIVE Projectile – estimated $0 - $1,000 annually
f. **Training**:
   Personnel operating the PepperBall launcher and munition received department training on the operation and deployment of the system. Refresher training is periodically conducted.
g. **Legal and Procedural Rules**:
   Use of the PepperBall launcher and munitions is established under policy and procedure manual. It is the policy of the San Fernando Police Department to utilize this equipment only for official law enforcement purposes, according to State and Federal law.

3. Bean Bag Shotgun (Category 11)
   a. **Description, quantity, capabilities, and purchase cost:**
      A bean bag shotgun, also known as a less-lethal shotgun, is a firearm designed to fire bean bag rounds and specialized ammunition as outlined in Category 12. This non- lethal option offers an alternative in potentially lethal encounters as a means of de-escalation. It also doubles as a valuable tool to control riotous situations and crowd control during civil unrest.
   b. **Purpose**:
      To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Situation for use of this non-lethal weapon system may include, but are not limited to:
      I. Self-destructive, dangerous and/or combative individuals
      II. Riot/crowd control and civil unrest incidents
      III. Circumstances where a tactical advantage can be obtained
      IV. Potentially vicious and/or dangerous animals
      V. Training exercises or approved demonstrations
   c. **Authorized Use**:
      Only personnel that have been trained as operators or instructors by the department, or personnel designated by the Chief of Police as authorized to use the Bean Bag Shotgun system.
   d. **Expected Lifespan**:
      No expiration
   e. **Fiscal Impact**:
      Bean Bag Shotgun– estimated $0 - $2,000 annually
   f. **Training**:
      Personnel operating the Bean Bag Shotgun and munition received department training on the operation and deployment of the system. Refresher training is periodically conducted.
   g. **Legal and Procedural Rules**:
      Use of the Bean Bag Shotgun and munitions is established under policy and procedure manual. It is the policy of the San Fernando Police Department to utilize this equipment only for official law enforcement purposes, according to State and Federal law.

4. Tear Gas (Category 12)
    a. **Description, quantity, capabilities, and purchase cost**:
    Chemical agent munitions, which are commonly referred to as “tear gas” are used by the San Fernando Police Department as a non-lethal tool to disperse rioting subjects and dislodge barricaded subjects. The San Fernando Police Department uses chemical agents which are used by law enforcement across the United States. CS (2-chlorophenylmethylenemalononitrile) is an irritating agent and lachrymator (irritates the eyes and causes tears to flow). CS has been medically tested in the United Kingdom and United States, specifically by the U.S. Army. There are no known allergic reactions to CS. OC (Oleoresin Capsicum) was de-regulated in California in 1996, is endorsed by the FBI, and is available to civilians to legally possess (2.5 oz. or less). OC is an inflammatory agent which causes involuntary closure of eyes (opens in 2-5 minutes) and respiratory inflammation (subsides in approximately 2 minutes).
        I. PepperBall LIVE projectile is the basic PepperBall projectile and contains 2% PAVA powder and is designed for direct impact and area saturation, especially in confined and/or interior spaces. The projectile is launched from the PepperBall Launcher at a velocity of 280 - 350 fps. The projectile has a direct impact of 60 feet and an area of saturation of 150+ feet. PepperBall LIVE projectile | cost: $1,000 | quantity: 3000
        II. CS Liquid Direct Impact 40mm (part# 6322) – This munition is a point-of-aim, point-of-impact direct-fire round. It serves as a solution whether you need to stop the threat from a single subject or control a crowd. The Direct Impact combines blunt trauma with the effects of an irritant powder, thereby maximizing the potential for incapacitation. Defense Technology | cost: $400 | quantity: 9
        III. CS Spede-Heat Long Range 40mm (part# 6182) – This munition delivers one chemical canister of CS agent from a 40mm launcher down range up to 150 yards. The Spede-Heat is a pyrotechnic round designed specifically for outdoor use in crowd control situations with a high volume continuous burn that expels its payload in approximately 20-40 seconds from a single source. This munition may be used to conceal tactical movement or to route a crowd. Defense Technology | cost: $800 | quantity: 35
        IV. CS Ferret 40mm (part# 2292) – This barricade penetrating munition is filled with a CS powder chemical agent. It is a frangible projectile that is spin stabilized utilizing barrel rifling. It is non-burning and designed to penetrate barriers. Primarily used to dislodge barricaded subjects, it can also be used for area denial. It is designed to penetrate barriers, such as windows, hollow-core doors, wallboard and thin plywood. Upon impact the nose ruptures and instantaneously delivers the CS agent inside a structure or vehicle. Defense Technology | cost: $800 | quantity: 38
        V. CS Muzzle Blast 40mm (part# 6042) – This munition is widely used as a crowd management tool for immediate and close deployment. It can also

be employed in tactical operations such as barricaded subjects, room clearing, area denial, and for small space contamination (e.g. a means of contaminating crawl spaces and attics). Defense Technology | cost: $270, quantity: 7

VI. CS Liquid Ferret 12 gauge (part# 3012) – This munition has non-pyrotechnical properties which eliminates the fire hazard common with other products. It is primarily used to dislodge barricaded subjects and is designed to penetrate windows, hollow-core doors, wallboard and thin plywood. Upon impact it delivers CS agent inside a structure or vehicle. Defense Technology | cost: $600 | quantity: 140

VII. OC Liquid Ferret 12 gauge (part# 3010) – This munition has non-pyrotechnical properties which eliminates the fire hazard common with other products. It is primarily used to dislodge barricaded subjects and is designed to penetrate windows, hollow-core doors, wallboard and thin plywood. Upon impact it delivers CS agent inside a structure or vehicle. Defense Technology | cost: $600 | quantity: 111

VIII. CS Stinger Grenade (part# 1088) – The CS stinger grenade is a maximum effect device that delivers four stimuli for psychological and physiological effects: rubber pellets, light, sound, and CS. The CS stinger grenade is most widely used as a crowd management tool by Law Enforcement and Corrections. The blast of the CS stinger grenade is sufficient to project the rubber balls and chemical agent in a 50 foot radius. Defense Technology | cost: $810 | quantity: 24

b. **Purpose**:

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Situations for use of these chemical agent munitions may include, but are not limited to:

I. Self-destructive, dangerous and/or combative individuals
II. Riot/crowd control and civil unrest incidents
III. Circumstances where a tactical advantage can be obtained
IV. Dislodging barricaded subjects
V. Potentially vicious and/or dangerous animals
VI. Training exercises or approved demonstrations

c. **Authorized Use**:
Only personnel that are POST certified as operators or instructors, or personnel designated by the Chief of Police as authorized to use the above specifically mentioned chemical agent munitions.

d. **Expected Lifespan**:
   I. Part# 6322 – 5 years from date of manufacture
   II. Part# 6182 – 5 years from date of manufacture
   III. Part# 2292 – 5 years from date of manufacture
   IV. Part# 6042 – 5 years from date of manufacture
   V. Part# 3012 – 5 years from date of manufacture
   VI. Part# 3010 – 5 years from date of manufacture
   VII. Part# 1088 – 5 years from date of manufacture

e. **Fiscal Impact**:
   I. Part# 6322 – estimated $0 - $400 annually
   II. Part# 6182 – estimated $0 - $800 annually
   III. Part# 2292 – estimated $0 - $800 annually
   IV. Part# 6042 – estimated $0 - $270 annually
   V. Part# 3012 – estimated $0 - $600 annually
   VI. Part# 3010 – estimated $0 - $600 annually
   VII. Part# 1088 – estimated $0 - $850 annually

f. **Training**:
Personnel operating the above mentioned 40mm launcher and chemical agent munitions receive POST certified training as an operator or instructor and complete annual training and qualifications to maintain certification.

g. **Legal and Procedural Rules**:
Use of the above mentioned 40mm launcher and chemical agent munitions is established under policy and procedure manual. It is the policy of the San Fernando Police Department to utilize this equipment only for official law enforcement purposes, according to State and Federal law.

5. Projectile Launcher Platforms and Associated Munitions (Category 14)
   a. **Description, quantity, capabilities, and purchase cost**:
      I. The single shot 40mm launcher is not a firearm, but a less lethal system that uses smokeless black powder to deliver 40mm projectiles from a safe distance. The less lethal launcher is capable of launching 40mm munitions up to 131 feet. The launcher can fire impact munitions and chemical agent munitions. This less lethal system offers an alternative in potentially lethal encounters as a means of de-escalation. It also doubles as a valuable tool to control riotous situations and crowd control during civil unrest. The 40m launcher does not have an expiration date and needs to be serviced or replaced when the launcher fails or breaks. Defense Technology 40mm Tactical Single Launcher | cost: $2,000 | quantity: 1
      II. The multiple shot 40mm launcher is not a firearm, but a less lethal system that uses smokeless black powder to deliver 40mm projectiles from a safe distance. The less lethal launcher is capable of launching up to four 40mm munitions consecutively at a distance up to 131 feet. The launcher

can fire impact munitions and chemical agent munitions. This less lethal system offers an alternative in potentially lethal encounters as a means of de-escalation. It also doubles as a valuable tool to control riotous situations and crowd control during civil unrest. The 40m launcher does not have an expiration date and needs to be serviced or replaced when the launcher fails or breaks. Defense Technology 40mm Tactical 4-Shot Launcher | cost: $4,000 | quantity: 1

III. The bean bag shotgun is a firearm designed to fire 12 gauge bean bag less lethal munitions and 12 gauge chemical agent munitions. The bean bag shotgun is capable of accurately firing 12 gauge munitions up to 75 feet. This less lethal system offers an alternative in potentially lethal encounters as a means of de-escalation. The bean bag shotgun does not have an expiration date and needs to be serviced or replaced when the launcher fails or breaks. Remington 870 Shotgun with orange high-visibility less lethal stock and foregrip | cost: $8,000 | quantity: 8

IV. Exact Impact 40mm (part# 6325) – The 40mm sponge round is a point-of-aim, point-of-impact, direct-fire munition. This lightweight, high-speed projectile consisting of a plastic body and sponge nose is spin stabilized via the incorporated rifling collar and the 40 mm launcher's rifled barrel. The munition is used as an alternative in potentially lethal encounters as a means of de-escalation. It can stop violent threats and subjects that pose a hazard to themselves through blunt force trauma. Defense Technology | cost: $4,000 | quantity: 142

V. Bean Bag 40mm (part# 6025) – The 40mm bean bag munition is most widely used as a crowd management tool by Law Enforcement and Corrections when there is a need to target individual instigators. It has also been successfully used as a dynamic, high-energy, single-subject munition for incapacitation or distraction. The round contains one silica sand-filled bag. Defense Technology | cost: $3,000 | quantity: 510

VI. Bean Bag 12 gauge (part# 3027) – The drag stabilized 12 gauge munition is a translucent 12 gauge shell loaded with a 40g tear-shaped bag made from a cotton and ballistic material blend and filled with #9 shot. This design utilizes four stabilizing tails and utilizes smokeless powder as the propellant. This munition has a velocity of 270 fps with a maximum effective range of 75 feet. The munition is used as an alternative in potentially lethal encounters as a means of de-escalation. It can stop violent threats and subjects that pose a hazard to themselves through blunt force trauma. Defense Technology | cost: $3,000 | quantity: 510

VII. Rubber Ball Stinger 12 gauge (part# 3016) – The rubber ball stinger 12 gauge munition is a translucent 12 gauge shell loaded with approximately eighteen 32-caliber rubber balls. The 12 gauge rubber ball stinger is generally considered a low to medium pain compliance munition for close range deployment. The round has a maximum effective range of approximately 25 feet and a velocity of 500 fps. It is suitable for administering a means of pain compliance and is mainly used for routing crowds or groups that are mildly resistive. Defense Technology | cost: $2,700 | quantity: 450

b. **Purpose**:

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Situations for use of these kinetic energy weapons and munitions may include, but are not limited to:

I. Self-destructive, dangerous and/or combative individuals
II. Riot/crowd control and civil unrest incidents
III. Circumstances where a tactical advantage can be obtained
IV. Dislodging barricaded subjects
V. Potentially vicious and/or dangerous animals
VI. Training exercises or approved demonstrations

c. **Authorized Use**:

Only personnel that are POST certified as operators or instructors, or personnel designated by the Chief of Police as authorized to use the above specifically mentioned kinetic energy weapons and the above specifically mentioned munitions.

d. **Expected Lifespan**:

I. Single Shot 40mm Launcher – no expiration
II. Multiple Shot 40mm Launcher – no expiration
III. Bean Bag Shotgun – no expiration
IV. Part# 6325 – no expiration
V. Part# 6025 – no expiration
VI. Part# 6097 – no expiration
VII. Part# 3027 – no expiration
VIII. Part# 3016 – no expiration

e. **Fiscal Impact**:

I. Single Shot 40mm Launcher – estimated $0 - $2,000 annually
II. Multiple Shot 40mm Launcher – estimated $0-$2,000 annually
III. Bean Bag Shotgun – estimated $0 - $1,000 annually
IV. Part# 6325 – estimated $0 - $4,800 annually
V. Part# 6025 – estimated $0 - $2,000 annually
VI. Part# 6097 – estimated $0 - $1,500 annually
VII. Part# 3027 – estimated $0 - $4,000 annually
VIII. Part# 3016 – estimated $0 - $360 annually

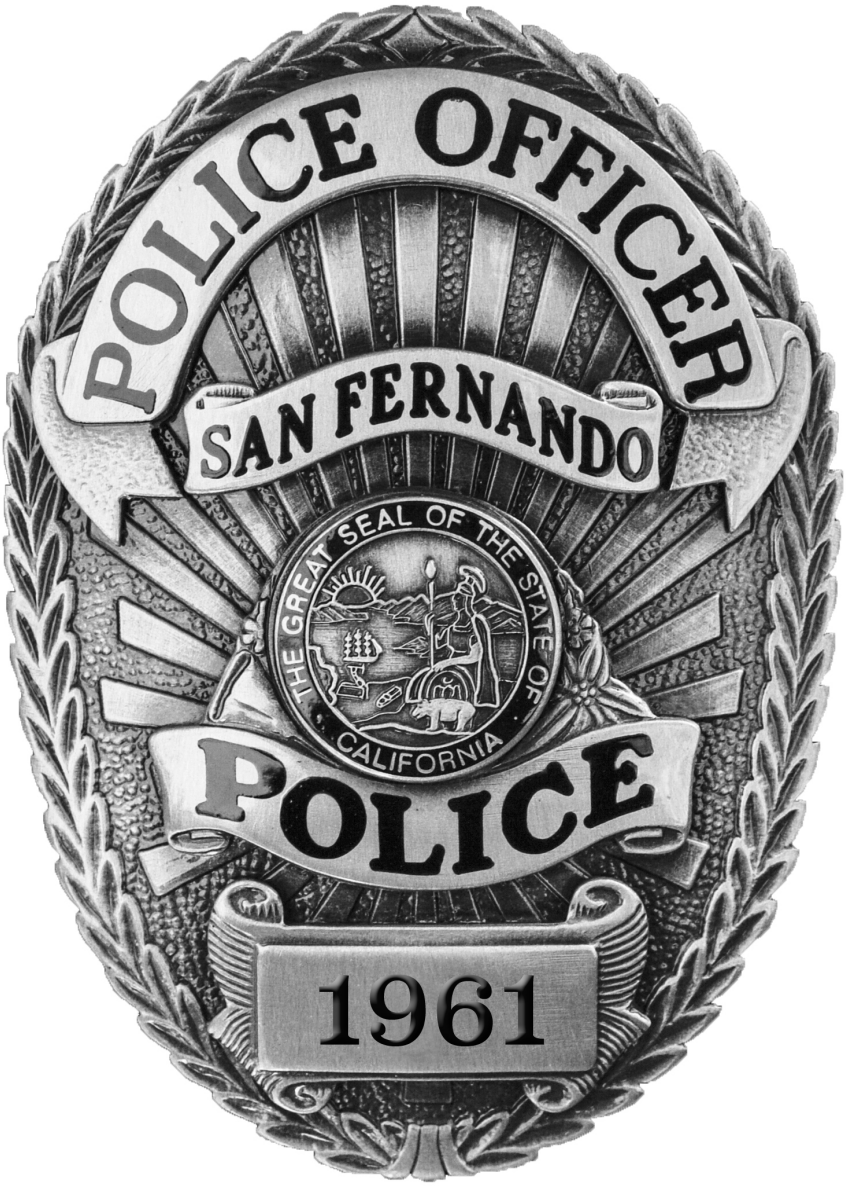
f. **Training**:

Personnel operating the above mentioned 40mm launcher and kinetic energy munitions receive POST certified training as an operator or instructor and complete annual training and qualifications to maintain certification.

g. **Legal and Procedural Rules**:

Use of the above mentioned 40mm launcher and kinetic energy munitions is established under policy and procedure manual. It is the policy of the San Fernando Police Department to utilize this equipment only for official law enforcement purposes, according to State and Federal law.

ATTACHMENT "B"



2025

Annual Military Equipment Report

San Fernando Police Department

Military Equipment Use AB 481 Compliance Requirements:

- Approval of the Military Use Policy (Completed 2022, Policy 706)
- Publishing the Policy (Completed 2022)
- Annual Report (See Below)

Annual Report Description:
Assembly Bill 481 requires the Department to report annually on the inventory, procurement, use, and misuse of covered military equipment items. The annual report also provides an account of the current inventory possessed by the Department for each category of military equipment.

Per AB 481, the annual report must include the following:

(1) A summary of how the military equipment was used and the purpose of its use.

(2) A summary of any complaints or concerns received concerning the military equipment.

(3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.

(4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.

(5) The quantity possessed for each type of military equipment.

(6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

San Fernando Ordinance No. 1711 Military Equipment Policy
As required by AB 481, the San Fernando City Council reviewed this section as an ordinance to approve a military equipment use policy. The City Council's approval shall remain effective for a period of one-year, which approval may be revoked, extended, renewed, modified or amended by ordinance of the City Council. Within a year of the initial approval, and at least annually thereafter, the City Council will review this Ordinance. The City Council may, by ordinance, make amendments, modifications or revisions to the military equipment use policy adopted by the Department. The ordinance must be reviewed and renewed annually.

A. The City Council has made the following determinations:

1. The military equipment inventoried and presented to the City Council is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

2. The proposed military equipment use policy (SFPD Policy 706) will safeguard the public welfare, safety, civil rights and civil liberties (said Policy is attached hereto as Exhibit "A" and incorporated by this reference).

3. The equipment is reasonably cost-effective compared to available alternatives that can achieve the same objective of officer and civilian safety (if any).

4. Prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

Equipment Usage for 2025:
On June 9, 2025, San Fernando Officers were deployed to downtown Los Angeles in response to a request for mutual aid to assist the Los Angeles Police Department during large-scale protests that escalated into riots. As conditions deteriorated and public safety risks increased, officers operated under established crowd-control protocols and utilized department authorized less-lethal projectiles to disperse violent individuals, restore order, and protect both the public and responding personnel. The equipment deployed included three (3) CS Speed Heat long-range 40mm munitions, twenty-four (24) smokeless powder 40mm bean-bag munitions, two (2) CS Ferret 40mm gauge bean bag munition, twenty (20) direct impact 40mm sponge munitions, and thirty-three (33) 12-gauge bean bag munitions. All deployments were conducted in accordance with department policy and training, with the intent of de-escalating the situation and minimizing the risk of serious injury.

Summary of Complaints for 2025:
The Department did not receive any complaints concerning military equipment from January through December 2025.

Violations of Policy 706:
The Department conducted an internal audit and determined that there were no violations of the Policy for calendar year 2025.

Total Annual Cost for Military Equipment:
The estimated annual cost for the maintenance of the military equipment in the current inventory was assessed to be zero. This includes the cost of replacement parts, cleaning supplies, and the staff time to conduct inspections on the equipment. The estimated annual replacement cost for munitions used in June of 2025 while assisting the Los Angeles Police Department during mutual aid is approximately $2,100.00.

Acquire Additional Military Equipment:
The Department does not intend to acquire any additional military equipment for Fiscal Year 2026-2027.

CURRENT MILITARY EQUIPMENT INVENTORY LIST:

1. **Specialized Firearms and Ammunition [Category 10]**
   This equipment is typically used to address potentially deadly threats with more precision, handle close-quarter situations/confined spaces, and/or deployment at greater distance than a handgun. According to State and Federal law, the Department's policy is to utilize the equipment only for official law enforcement purposes. Those operating specialized firearms receive POST certified training and complete annual training to maintain certification. The Department possesses the following specialized firearms:

   A. Colt AR-15 M4 Submachine Rifles (4)

      i. Acquisition Cost: $3,000
      ii. Estimated Annual Cost: $0-$2,000
      iii. Actual Annual Operating Cost: $0
      iv. Life Span: No expiration

   B. HK MP-5 Submachine Guns (8)

      i. Acquisition Cost: $3,600
      ii. Estimated Annual Cost: $0-$2,000
      iii. Actual Annual Operating Cost: $0
      iv. Life Span: No expiration

   C. Sniper Rifles (2)

      i. Acquisition Cost: $16,400
      ii. Estimated Annual Cost: $0-$2,000
      iii. Actual Annual Operating Cost: $0
      iv. Life Span: No expiration

D. 308 Winchester 168 Grain Rifle Cartridges (50)

i. Acquisition Cost: $200
ii. Estimated Annual Cost: $0-$200
iii. Actual Annual Operating Cost: $0
iv. Life Span: No expiration

2. PepperBall Launcher and Projectiles [Category 11]

This non-lethal equipment is typically used to de-escalate conflicts where lethal force is prohibited or undesirable. Situations where this equipment may be deployed include dealing with combative individuals, riots or civil unrest, potentially vicious or dangerous animals, and training exercises or demonstrations. In accordance with State and Federal law, the Department's policy is to utilize the equipment only for official law enforcement purposes. Only those trained as operators or instructors or designated by the Police Chief are authorized to use the PepperBall system. The Department possesses the following Pepperball launcher equipment:

A. PepperBall Launchers (1)
i. Acquisition Cost: $1,000
ii. Estimated Annual Cost: $0-$1,000
iii. Actual Annual Operating Cost: $0
iv. Life Span: No expiration

B. Bean Bag Shotgun (3)
i. Acquisition Cost: $8,000
ii. Estimated Annual Cost: $0-$2,000
iii. Actual Annual Operating Cost: $0
iv. Life Span: No Expiration

3. Tear Gas [Category 12]

This non-lethal chemical agent munitions equipment is typically used to limit the escalation of conflict where use of lethal force is prohibited or undesirable. Situations in which this equipment may be used include dealing with combative individuals, riots or civil unrest, potentially vicious or dangerous animals, and training exercises or demonstrations.

In accordance with State and Federal law, the Department's policy is to utilize the equipment only for official law enforcement purposes. Only those who are POST certified or designated by the Police Chief are authorized to use this equipment. The Department possesses the following tear gas equipment:

A. CS Liquid Direct Impact 40mm Munition (9)
    i. Acquisition Cost: $400
    ii. Estimated Annual Cost: $0-$400
    iii. Actual Annual Operating Cost: $0
    iv. Life Span: 5 years from date of manufacture

B. CS Speed-Heat Long Range 40mm Munitions (32)
    i. Acquisition Cost: $800
    ii. Estimated Annual Cost: $0-$800
    iii. Actual Annual Operating Cost: $0
    iv. Life Span: 5 years from date of manufacture

C. Smokeless Powder Bean Bag 40mm Munitions (43)
    i. Acquisition Cost: $2,000
    ii. Estimated Annual Cost: $0-$2,000
    iii. Actual Annual Operating Cost: $0
    iv. Life Span: 5 years from date of manufacture

D. CS Ferret 40mm Munitions (36)
    i. Acquisition Cost: $800
    ii. Estimated Annual Cost: $0-$800
    iii. Actual Annual Operating Cost: $0
    iv. Life Span: 5 years from date of manufacture

E. CS Muzzle Blast 40mm Munitions (7)
    i. Acquisition Cost: $270
    ii. Estimated Annual Cost: $0-$270
    iii. Actual Annual Operating Cost: $0
    iv. Life Span: 5 years from date of manufacture

F. CS Liquid Ferret 12 Gauge (35)
    i. Acquisition Cost: $500
    ii. Estimated Annual Cost: $0-$500
    iii. Actual Annual Operating Cost: $0
    iv. Life Span: 5 years from date of manufacture

G. CS Stinger Grenades (24)
   i. Acquisition Cost: $850
   ii. Estimated Annual Cost: $0-$850
   iii. Actual Annual Operating Cost: $0
   iv. Life Span: 5 years from date of manufacture

I. PepperBall Projectiles (3,000)
   i. Acquisition Cost: $1,000
   ii. Estimated Annual Cost: $0-$1,000
   iii. Actual Annual Operating Cost: $0
   iv. Expect Life Span: 5 years from date of manufacture

4. Projectile Launcher Platforms and Associated Munitions [Category 14]

This non-lethal kinetic energy weapons equipment is typically used to limit the escalation of conflict where use of lethal force is prohibited or undesirable. Situations in which this equipment may be used include dealing with combative individuals, riots or civil unrest, potentially vicious or dangerous animals, and training exercises or demonstrations. According to State and Federal law, the Department's policy is to utilize the equipment only for official law enforcement purposes. Only those who are POST certified or designated by the Police Chief are authorized to use this equipment. The Department possesses the following projectile launcher equipment:

A. Tactical 40mm Single Shot Launcher (1)
   i. Acquisition Cost: $2,000
   ii. Estimated Annual Cost: $0-$2,000
   iii. Actual Annual Operating Cost: $0
   iv. Life Span: No expiration

B. Multiple Shot 40mm Tactical 4-Shot Launcher (1)
   i. Acquisition Cost: $4,000
   ii. Estimated Annual Cost: $0-$2,000
   iii. Actual Annual Operating Cost: $0
   iv. Life Span: Not Expiration

C. Direct Impact 40mm Sponge Munition (122)
   i. Acquisition Cost: $4,000
   ii. Estimated Annual Cost: $0-$2,000
   iii. Actual Annual Operating Cost: $0
   iv. Life Span: No expiration

D. Bean Bag 12 Gauge Munition (517)
   i. Acquisition Cost: $3,000
   ii. Estimated Annual Cost: $0-$3,000
   iii. Actual Annual Operating Cost: $0
   iv. Life Span: No expiration

E. Rubber Ball Stinger 12 Gauge (450)
   i. Acquisition Cost: $2,700
   ii. Estimated Annual Cost: $0-$2,700
   iii. Actual Annual Operating Cost: $0
   iv. Life Span: No expiration

Although deployed as an option during certain occasions, the aforementioned equipment was utilized on only one occasion during the calendar year 2025. The Department is providing this disclosure pursuant to the requirements of AB 481. In addition, the Department did not receive any complaints or concerns about the aforementioned equipment. Nor does the Department foresee the acquisition of any additional military equipment at this time.

BUDGET IMPACT:

There were no new purchases of military equipment in 2025. The Department does not intend to purchase any new military equipment in 2026. The department intends on replenishing the used munitions in calendar year 2027.

There is no budget impact associated with receiving this informational report. Military equipment identified in the Policy is purchased through the Department's annual operating budget as adopted by the City Council.

CONCLUSION:

It is recommended that the City Council accept, file, and approve the AB 481 Military Equipment use Policy Annual Report.

STATE OF CALIFORNIA
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

Assembly Bill No. 481

CHAPTER 406

An act to add Chapter 12.8 (commencing with Section 7070) to Division 7 of Title 1 of the Government Code, relating to military equipment.

[Approved by Governor September 30, 2021. Filed with Secretary of State September 30, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 481, Chiu. Law enforcement and state agencies: military equipment: funding, acquisition, and use.

Existing law designates the Department of General Services as the agency for the State of California responsible for distribution of federal surplus personal property, excepting food commodities, and requires the department to, among other things, do all things necessary to the execution of its powers and duties as the state agency for the distribution of federal personal surplus property, excepting food commodities, in accordance with specified federal law. Existing law, the Federal Surplus Property Acquisition Law of 1945, authorizes a local agency, as defined, to acquire surplus federal property without regard to any law which requires posting of notices or advertising for bids, inviting or receiving bids, or delivery of purchases before payment, or which prevents the local agency from bidding on federal surplus property. Existing federal law authorizes the Department of Defense to transfer surplus personal property, including arms and ammunition, to federal or state agencies for use in law enforcement activities, subject to specified conditions, at no cost to the acquiring agency.

This bill would require a law enforcement agency, defined to include specified entities, to obtain approval of the applicable governing body, by adoption of a military equipment use policy, as specified, by ordinance at a regular meeting held pursuant to specified open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment, as defined. The bill would also require similar approval for the continued use of military equipment acquired prior to January 1, 2022. The bill would allow the governing body to approve the funding, acquisition, or use of military equipment within its jurisdiction only if it determines that the military equipment meets specified standards. The bill would require the governing body to annually review the ordinance and to either disapprove a renewal of the authorization for a type, as defined, of military equipment or amend the military equipment use policy if it determines, based on an annual military equipment report prepared by the law enforcement agency, as provided, that the military equipment does not comply with the above-described standards for approval. The bill would specify these provisions do not preclude a county or local municipality from implementing

additional requirements and standards related to the purchase, use, and reporting of military equipment by local law enforcement agencies.

This bill would also require a state agency, as defined, to create a military equipment use policy before engaging in certain activities, publish the policy on the agency's internet website, and provide a copy of the policy to the Governor or the Governor's designee, as specified. The bill would also require a state agency that seeks to continue use of military equipment acquired prior to January 1, 2022, to create a military equipment use policy.

This bill would also include findings that the changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

By adding to the duties of local officials with respect to the funding, acquisition, and use of military equipment, this bill would impose a state-mandated local program.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares all of the following:

(a) The acquisition of military equipment and its deployment in our communities adversely impacts the public's safety and welfare, including increased risk of civilian deaths, significant risks to civil rights, civil liberties, and physical and psychological well-being, and incurment of significant financial costs. Military equipment is more frequently deployed in low-income Black and Brown communities, meaning the risks and impacts of police militarization are experienced most acutely in marginalized communities.

(b) The public has a right to know about any funding, acquisition, or use of military equipment by state or local government officials, as well as a right to participate in any government agency's decision to fund, acquire, or use such equipment.

(c) Decisions regarding whether and how military equipment is funded, acquired, or used should give strong consideration to the public's welfare, safety, civil rights, and civil liberties, and should be based on meaningful public input.

(d) Legally enforceable safeguards, including transparency, oversight, and accountability measures, must be in place to protect the public's welfare, safety, civil rights, and civil liberties before military equipment is funded, acquired, or used.

(e) The lack of a public forum to discuss the acquisition of military equipment jeopardizes the relationship police have with the community, which can be undermined when law enforcement is seen as an occupying force rather than a public safety service.

SEC. 2. Chapter 12.8 (commencing with Section 7070) is added to Division 7 of Title 1 of the Government Code, to read:

Chapter 12.8. Funding, Acquisition, and Use of Military Equipment

7070. For purposes of this chapter, the following definitions shall apply:

(a) "Governing body" means the elected body that oversees a law enforcement agency or, if there is no elected body that directly oversees the law enforcement agency, the appointed body that oversees a law enforcement agency. In the case of a law enforcement agency of a county, including a sheriff's department or a district attorney's office, "governing body" means the board of supervisors of the county.

(b) "Law enforcement agency" means any of the following:

(1) A police department, including the police department of a transit agency, school district, or any campus of the University of California, the California State University, or California Community Colleges.

(2) A sheriff's department.

(3) A district attorney's office.

(4) A county probation department.

(c) "Military equipment" means the following:

(1) Unmanned, remotely piloted, powered aerial or ground vehicles.

(2) Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.

(3) High mobility multipurpose wheeled vehicles (HMMWV), commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles (ATVs) and motorized dirt bikes are specifically excluded from this subdivision.

(4) Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.

(5) Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.

(6) Weaponized aircraft, vessels, or vehicles of any kind.

(7) Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters,

or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.

(8) Firearms of .50 caliber or greater. However, standard issue shotguns are specifically excluded from this subdivision.

(9) Ammunition of .50 caliber or greater. However, standard issue shotgun ammunition is specifically excluded from this subdivision.

(10) Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in Sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.

(11) Any firearm or firearm accessory that is designed to launch explosive projectiles.

(12) "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.

(13) Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device (LRAD).

(14) The following projectile launch platforms and their associated munitions: 40mm projectile launchers, "bean bag," rubber bullet, and specialty impact munition (SIM) weapons.

(15) Any other equipment as determined by a governing body or a state agency to require additional oversight.

(16) Notwithstanding paragraphs (1) through (15), "military equipment" does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

(d) "Military equipment use policy" means a publicly released, written document governing the use of military equipment by a law enforcement agency or a state agency that addresses, at a minimum, all of the following:

(1) A description of each type of military equipment, the quantity sought, its capabilities, expected lifespan, and product descriptions from the manufacturer of the military equipment.

(2) The purposes and authorized uses for which the law enforcement agency or the state agency proposes to use each type of military equipment.

(3) The fiscal impact of each type of military equipment, including the initial costs of obtaining the equipment and estimated annual costs of maintaining the equipment.

(4) The legal and procedural rules that govern each authorized use.

(5) The training, including any course required by the Commission on Peace Officer Standards and Training, that must be completed before any officer, agent, or employee of the law enforcement agency or the state agency is allowed to use each specific type of military equipment to ensure the full protection of the public's welfare, safety, civil rights, and civil liberties and full adherence to the military equipment use policy.

(6) The mechanisms to ensure compliance with the military equipment use policy, including which independent persons or entities have oversight

authority, and, if applicable, what legally enforceable sanctions are put in place for violations of the policy.

(7) For a law enforcement agency, the procedures by which members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment, and how the law enforcement agency will ensure that each complaint, concern, or question receives a response in a timely manner.

(e) "State agency" means the law enforcement division of every state office, officer, department, division, bureau, board, and commission or other state body or agency, except those agencies provided for in Article IV (except Section 20 thereof) or Article VI of the California Constitution.

(f) "Type" means each item that shares the same manufacturer model number.

7071. (a) (1) A law enforcement agency shall obtain approval of the governing body, by an ordinance adopting a military equipment use policy at a regular meeting of the governing body held pursuant to the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable, prior to engaging in any of the following:

(A) Requesting military equipment made available pursuant to Section 2576a of Title 10 of the United States Code.

(B) Seeking funds for military equipment, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(C) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(D) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the territorial jurisdiction of the governing body.

(E) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this chapter.

(F) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of, military equipment.

(G) Acquiring military equipment through any means not provided by this paragraph.

(2) No later than May 1, 2022, a law enforcement agency seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, shall commence a governing body approval process in accordance with this section. If the governing body does not approve the continuing use of military equipment, including by adoption pursuant to this subdivision of a military equipment use policy submitted pursuant to subdivision (b), within 180 days of submission of the proposed military equipment use policy to the governing body, the law enforcement agency shall cease its use of

the military equipment until it receives the approval of the governing body in accordance with this section.

(b) In seeking the approval of the governing body pursuant to subdivision (a), a law enforcement agency shall submit a proposed military equipment use policy to the governing body and make those documents available on the law enforcement agency's internet website at least 30 days prior to any public hearing concerning the military equipment at issue.

(c) The governing body shall consider a proposed military equipment use policy as an agenda item for an open session of a regular meeting and provide for public comment in accordance with the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable.

(d) (1) The governing body shall only approve a military equipment use policy pursuant to this chapter if it determines all of the following:

(A) The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

(B) The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

(C) If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

(D) Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

(2) In order to facilitate public participation, any proposed or final military equipment use policy shall be made publicly available on the internet website of the relevant law enforcement agency for as long as the military equipment is available for use.

(e) (1) The governing body shall review any ordinance that it has adopted pursuant to this section approving the funding, acquisition, or use of military equipment at least annually and, subject to paragraph (2), vote on whether to renew the ordinance at a regular meeting held pursuant to the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2) or the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5), as applicable.

(2) The governing body shall determine, based on the annual military equipment report submitted pursuant to Section 7072, whether each type of military equipment identified in that report has complied with the standards for approval set forth in subdivision (d). If the governing body determines that a type of military equipment identified in that annual military equipment report has not complied with the standards for approval set forth in subdivision (d), the governing body shall either disapprove a renewal of the authorization for that type of military equipment or require modifications

to the military equipment use policy in a manner that will resolve the lack of compliance.

(f) Notwithstanding subdivisions (a) to (e), inclusive, if a city contracts with another entity for law enforcement services, the city shall have the authority to adopt a military equipment use policy based on local community needs.

7072. (a) A law enforcement agency that receives approval for a military equipment use policy pursuant to Section 7071 shall submit to the governing body an annual military equipment report for each type of military equipment approved by the governing body within one year of approval, and annually thereafter for as long as the military equipment is available for use. The law enforcement agency shall also make each annual military equipment report required by this section publicly available on its internet website for as long as the military equipment is available for use. The annual military equipment report shall, at a minimum, include the following information for the immediately preceding calendar year for each type of military equipment:

(1) A summary of how the military equipment was used and the purpose of its use.

(2) A summary of any complaints or concerns received concerning the military equipment.

(3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.

(4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.

(5) The quantity possessed for each type of military equipment.

(6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

(b) Within 30 days of submitting and publicly releasing an annual military equipment report pursuant to this section, the law enforcement agency shall hold at least one well-publicized and conveniently located community engagement meeting, at which the general public may discuss and ask questions regarding the annual military equipment report and the law enforcement agency’s funding, acquisition, or use of military equipment.

7073. (a) A state agency shall create a military equipment use policy prior to engaging in any of the following:

(1) Requesting military equipment made available pursuant to Section 2576a of Title 10 of the United States Code.

(2) Seeking funds for military equipment, including, but not limited to, applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(3) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(4) Collaborating with a law enforcement agency or another state agency in the deployment or other use of military equipment within the territorial jurisdiction of the governing body.

(5) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body pursuant to this chapter.

(6) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, or to apply to receive, acquire, use, or collaborate in the use of, military equipment.

(7) Acquiring military equipment through any means not provided by this subdivision.

(b) No later than May 1, 2022, a state agency seeking to continue the use of any military equipment that was acquired prior to January 1, 2022, shall create a military equipment use policy.

(c) A state agency that is required to create a military equipment use policy pursuant to this section shall do both of the following within 180 days of completing the policy:

(1) Publish the military equipment use policy on the agency's internet website.

(2) Provide a copy of the military equipment use policy to the Governor or the Governor's designee.

7074. The Legislature finds and declares that ensuring adequate oversight of the acquisition and use of military equipment is a matter of statewide concern rather than a municipal affair as that term is used in Section 5 of Article XI of the California Constitution. Therefore, this chapter applies to all cities, including charter cities and shall supersede any inconsistent provisions in the charter of any city, county, or city and county.

7075. Nothing in this chapter shall preclude a county or local municipality from implementing additional requirements and standards related to the purchase, use, and reporting of military equipment by local law enforcement agencies.

SEC. 3. The Legislature finds and declares that Section 1 of this act, which adds Chapter 12.8 (commencing with Section 7070) to Division 7 of Title 1 of the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

Requiring local agencies to hold public meetings prior to the acquisition of military equipment further exposes that activity to public scrutiny and enhances public access to information concerning the conduct of the people's business.

SEC. 4. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district under this act would

result from a legislative mandate that is within the scope of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution.

O

ATTACHMENT "D"

Your Return Mailing Address
Name: San Fernando Sun
Address: 1150 San Fernando Road, Suite 100
City: San Fernando State CA Zip Code: 91340

Proof of Publication –

(2015.5 C.C.P.)

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

The undersigned says:

I am a citizen of the United States, and a resident of the county aforesaid; I am over the age of eighteen years; and I am not a party to or interested in the notice published. I am the chief legal advertising clerk of the publisher of the

San Fernando Valley Sun

a newspaper of general circulation, printed and published weekly in the San Fernando Valley, in the County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California,

Under the date of 8-16, 1945

Case Number 503894

that the notice, of which the annexed is a printed copy has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

11/05/2026

all in the year 2026. I certify (or declare) under penalty of perjury that the foregoing is true and correct. Dated at San Fernando, California, on this 5th day of **November, 2026**

Signature,

Yaritza Rodriguez
SAN FERNANDO VALLEY SUN
1150 SAN FERNANDO ROAD, SUITE 100
SAN FERNANDO, CA 91340

NOTICE OF PUBLIC HEARING CITY OF SAN FERNANDO CITY COUNCIL TO CONSIDER APPROVING THE ADOPTION OF AN ORDINANCE APPROVING A MILITARY USE EQUIPMENT POLICY, AS REQUIRED BY ASSEMBLY BILL 481 (AB 481)

NOTICE IS HEREBY GIVEN that the City Council of the City of San Fernando will hold a Public Hearing for the consideration and a first reading to adopt an ordinance to approve the San Fernando Police Department's Military Use Equipment Policy ("Policy") as required by Assembly Bill 481 ("AB 481").

DATE & TIME HEARING: November 16, 2026, 6:00 P.M., or as soon thereafter as possible

HEARING LOCATION:
City Hall Council Chambers, 117 Macneil Street, San Fernando

PROPOSAL: The City Council of the City of San Fernando will conduct a public hearing on Monday, November 16, 2026, at 6:00 p.m. to consider adopting an ordinance approving the Annual Military Use Equipment Policy as required by AB 481. AB 481 was signed into law on September 30, 2021, and requires law enforcement agencies, including San Fernando Police Department, to annually adopt a Policy in order to take actions relating to the funding, acquisition, or use of military equipment as that term is defined by state law. The City's proposed Policy is available for review at: https://ci.san-fernando.ca.us/sfpolice/#military-equipment. The City Council staff report and other information will be available on Friday, November 13, 2026 before 12 p.m., and will be posted on the City's website https://ci.san-fernando.ca.us/city-council/#agenda-minutes-audio.

The City of San Fernando strongly encourages your participation. Interested members of the public may provide comments regarding approval of the Annual Military Equipment Policy during the public hearing on this matter. Additionally, public comments may be submitted via email to cityclerk@sfcity.org, or mailed to City Clerk Office, 117 N Macneil Street, San Fernando, CA 91340 and received by the date and close of the public hearing. If you have any questions, please contact Commander CJ Chiasson at cjchaisson@sanfernando.gov or call (818) 898-1258.

Dated this 5th day of November, 2026 City of San Fernando, CA
/s/Julia Fritz, CMC City Clerk
Publish: 11/05/2026
San Fernando Sun
L14672

A PUBLIC HEARING TO CONSIDER INTRODUCTION FOR FIRST READING OF AN ORDINANCE AMENDING CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE DELEGATING TO THE CITY TRAFFIC ENGINEER THE AUTHORITY TO ESTABLISH TIME-LIMITS FOR ON-STREET PARKING IN THE CITY OF SAN FERNANDO (CONTINUED TO THE DECEMBER 7, 2026 REGULAR CITY COUNCIL MEETING)

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

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

Date: November 16, 2026

Subject: Receive an Update from Bob Murray & Associates Regarding Police Chief Recruitment, Approve the Candidate Profile, and Provide Direction on Next Steps

RECOMMENDATION:

It is recommended that the City Council:

a. Receive an update on the status of the Police Chief recruitment;

b. Review and approve the candidate profile for Police Chief based on community and stakeholder engagement; and

c. Provide direction regarding next steps in the recruitment process.

BACKGROUND:

1. On June 4, 2026, the City received a notice of retirement from Police Chief Fabian Valdez with a last date of City Service on June 19, 2026.

2. On June 10 2026, City Manager Kith appointed John Perez as Acting Police Chief.

3. On August 3, 2026, the City Council approved Resolution Nos. 8474 and 8475 authorizing contracts of appointments for Acting Police Chief (John Perez) from June 10, 2026 through August 3, 2026, and Interim Police Chief (Anthony Miranda) starting August 4, 2026; and approved release of a Request for Proposals (RFP) for Executive Recruitment Services for the Police Chief Position.

4. On August 4, 2026, city staff released the RFP for Executive Recruitment Services for the Police Chief Position.

5. By September 10, 2026, the City received proposals from seven (7) firms and evaluated viability based on scope of services, timeline for service delivery, comparative and relevant experience, and project costs.

6. On October 5, 2026, the City Council approved a contract with Bob Murray & Associates to conduct a comprehensive recruitment campaign for Police Chief.

   On October 26, 2026, Bob Murray & Associates conducted stakeholder outreach and received input from City Councilmembers, San Fernando Police Officers Association Board members, and Police Department staff. Additionally, a community survey (Attachment "A") was launched in both English and Spanish to gather public input and inform the recruitment and selection process. Community members were able to participate online or in person through November 5, 2026.

7. On November 5, 2026, Bob Murray & Associates facilitated a Community Town Hall in the City Council Chambers to allow the community to share priorities, ask questions, and discuss the Police Chief recruitment process (Attachments "B" & "C").

ANALYSIS:

The Police Chief is responsible for directing and managing all operations of the City's Police Department, including law enforcement services, crime prevention, and crime suppression. This position is essential to maintaining uninterrupted departmental operations and ensuring the safety and welfare of the San Fernando community. To provide leadership continuity during this transition, the City Council authorized John Perez, to serve in an acting capacity through August 3, 2026 and subsequently, Anthony Miranda, to serve as the San Fernando Police Department Interim Police Chief until the position is permanently filled.

To move forward with a permanent replacement, the City Council authorized the recruitment and selection of the next Police Chief to be conducted by Bob Murray & Associates and executive recruitment firm, ensuring a comprehensive process with meaningful community involvement.

Scope of Services.
Over the past several weeks, Bob Murray & Associates has initiated a comprehensive, inclusive, and competitive recruitment process for the City's next Police Chief. The process is designed to provide multilingual, community-oriented opportunities for City staff, residents, business owners, and other community stakeholders to help identify the ideal qualities and characteristics of the next San Fernando Police Chief. The process consists of two phases: Phase I—Community & Stakeholder Engagement and Phase II—Recruitment & Selection.

The status of Phase I is provided below.

- *Phase I – Community & Stakeholder Engagement:* Bob Murray & Associates will begin the process by developing the candidate profile. Through this initial step, the values, culture, and priorities of San Fernando will be captured.
    - The firm will begin by conducting a comprehensive stakeholder engagement to gather input from elected officials, police department employees, residents, and business community members regarding the qualities and characteristics

of the ideal candidate. This outreach may include virtual meetings, one-on-one discussions, online stakeholder surveys, and town hall sessions, all structured to ensure multilingual access and equitable participation.

Status: The recruiter met with City Councilmembers, San Fernando Police Officer Associates Board Members, and Police Department Staff on Monday, October 26, 2026.

The recruiter launched an online community survey in English and Spanish (Attachment "A") to solicit feedback from residents and other community stakeholders. The survey was promoted through the City's website and social media accounts, as well as the San Fernando Sun newspaper. In addition, a Community Town Hall (Attachment "B") was held at City Hall on Thursday, November 5, 2026, providing stakeholders an opportunity to share their input directly with the executive recruiter. The City promoted the town hall through its website, social media accounts, business group meetings, a press release (Attachment "C"), and email outreach. Police Department Reserve Officers also distributed flyers throughout the City's core business areas, and the City placed a paid advertisement in the San Fernando Sun newspaper.

- Following completion of the comprehensive stakeholder meetings, Bob Murray & Associates will compile the feedback and develop an Ideal Candidate Profile that accurately reflects community input and organizational needs. This profile will be presented to the City Council, prior to advancing to subsequent recruitment phases.

  Status: Based on feedback gathered through stakeholder meetings, the community town hall, and surveys, the recruiter will present the ideal candidate profile to the City Council for review and approval at the Council meeting.

Phase II will focus on the recruitment and selection of the next Police Chief. Given the upcoming City Manager transition, staff recommends proceeding with the release of the recruitment flyer to maintain recruitment momentum while deferring the selection process until the incoming City Manager is in place.

BUDGET IMPACT:

The cost of professional services provided by Bob Murray & Associates professional services is funded through existing current-year operating resources. Discussion of this item will have no additional fiscal impact. Any future budget impact will depend on direction provided by the City Council.

CONCLUSION:

Staff recommends that the City Council receive an update on the status of the Police Chief position recruitment; review and approve the candidate profile for Police Chief based on community and stakeholder engagement; and provide direction regarding next steps in the recruitment process.

ATTACHMENTS:

A. Community Survey – Regarding Police Chief Recruitment
B. Community Town Hall Flyer
C. Community Town Hall – Press Release

ATTACHMENT "A"

The City of San Fernando has initiated a recruitment for a new Police Chief and would like feedback from the community to guide our recruitment and selection strategies. We ask that you take a few moments to respond to our brief survey.

*** 1. Please select your relationship to the City of San Fernando (Select One):**

- ◯ Resident
- ◯ Business Owner
- ◯ Community Organization
- ◯ Works in the City of San Fernando
- ◯ Other (please specify)

*** 2. What are the most important challenges and opportunities facing the City of San Fernando that**

the new Police Chief would need to help address?

*** 3. What skills and experiences are the most critical for a new Police Chief to succeed in San Fernando? Please rank these qualities from 1 (most important) to 9 (least important) by placing a number in the space provided.**

- Honesty, integrity, and ethical behavior
- Experience in a multicultural community
- Written and verbal communication skills
- Total amount of previous law enforcement experience
- Educational qualifications (college degrees and occupational certifications)
- Contemporary knowledge of technology (computers, information systems, etc.)
- Skills and abilities related to driving organizational change in the Department

Experience with Community/Problem-Oriented Policing approaches to crime prevention

Previous experience as a Chief of Police in a similar-sized community or larger

*** 4. What management and leadership attributes should the next Police Chief have? Please rank these attributes from 1 (most important) to 9 (least important) by placing a number in the space provided.**

Community involvement

Accessibility to the public

Gang prevention/intervention/suppression experience

Innovative crime prevention programs

Budgeting skills and fiscal management

Long-term strategic planning skills

Relationships with other law enforcement agencies

Management/labor relations experience

Direct involvement in daily departmental activities

*** 5. How would you like the new Police Chief to interact with the community?**

*** 6. Is there anything else you would like the City to consider when selecting a new Police Chief?**

Done

Powered by SurveyMonkey
Create surveys and forms with ease. Sign up free.

Privacy & Cookie Notice

La Ciudad de San Fernando ha iniciado un proceso de reclutamiento para seleccionar a un nuevo Jefe de Policía y desea obtener la opinión de la comunidad para guiar la selección y estrategias de reclutamiento. Le pedimos que dedique unos minutos a res

*** 1. Seleccione su relación a la Ciudad de San Fernando (Seleccione una opción):**

- ◯ Residente
- ◯ Propietario(a) de un negocio
- ◯ Organización comunitaria
- ◯ Trabaja en la Ciudad de San Fernando
- ◯ Other (please specify)

*** 2. ¿Cuáles son los desafíos y las oportunidades más importantes que enfrenta la Ciudad de San**

Fernando que el nuevo Jefe de Policía deberá ayudar a abordar?

*** 3. ¿Qué habilidades y experiencias son fundamentales para que un nuevo Jefe de Policía tenga éxito en San Fernando? Clasifique las siguientes cualidades del 1 (más importante) al 9 (menos importante), escribiendo un número en el espacio correspondiente.**

- Honestidad, integridad y conducta ética
- Experiencia en una comunidad multicultural
- Habilidades de comunicación escrita y verbal
- Experiencia previa en las fuerzas del orden público
- Cualificaciones académicas (títulos universitarios y certificaciones profesionales)
- Conocimientos actuales de tecnología (computadoras, sistemas de información, etc.)
- Habilidades y capacidades para impulsar cambios organizacionales en el Departamento

Experiencia con vigilancia policial comunitaria/enfoque en prevención de crimen

Experiencia previa como Jefe de Policía en una comunidad de tamaño similar o más grande

*** 4. ¿Qué cualidades de gestión y liderazgo debería tener el próximo Jefe de Policía? Clasifique las siguientes cualidades del 1 (más importante) al 9 (menos importante), escribiendo un número en el espacio correspondiente.**

Participación con la comunidad

Accesibilidad al público

Experiencia con la prevención, intervención y control de pandillas

Programas innovadores de prevención de crimen

Habilidades presupuestarias y gestión fiscal

Habilidades de planificación estratégica a largo plazo

Relaciones con otras agencias del orden público

Experiencia en gestión de personal y relaciones laborales

Participación directa en las actividades diarias del departamento

*** 5. ¿Cómo le gustaría que el nuevo Jefe de Policía se relacione con la comunidad?**

*** 6. ¿Hay algo más que le gustaría que la Ciudad tomara en consideración al seleccionar a un nuevo Jefe de Policía?**

Done

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ATTACHMENT "B"

COMMUNITY TOWN HALL MEETING

HELP SHAPE THE SEARCH FOR SAN FERNANDO'S NEXT POLICE CHIEF

THURSDAY	6:00 PM – 7:30 PM	SAN FERNANDO CITY HALL
NOVEMBER 5, 2026	DOORS OPEN AT 5:30 PM	117 MACNEIL STREET SAN FERNANDO, CA 91340

What would you like the City to focus on when selecting our next Chief of Police?

The City of San Fernando invites you to join your neighbors and share the leadership qualities, experience and community priorities you want considered in the search. This is an opportunity to voice your expectations, share your concerns and help shape the candidate profile for our next police chief.

Bob Murray & Associates, the City's recruitment firm, will give a presentation and conduct a community survey to gather your input. Come share your ideas, ask questions and take part in Shaping a brighter, safer future for San Fernando.

YOUR PERSPECTIVE MATTERS.

WE LOOK FORWARD TO HEARING FROM YOU!

CLICK ON QR ON THE RIGHT TO JOIN THE MEETING ON ZOOM

MEETING ID: 894 6738 9233
PASSCODE: 567792

PLEASE SCAN THE QR CODE TO COMPLETE THE SURVEY.

REUNIÓN COMUNITARIA

¡AYÚDANOS A ELEGIR AL PRÓXIMO JEFE DE POLICÍA DE SAN FERNANDO!

JUEVES	6:00 A 7:30 PM	SALA DEL CONCEJO MUNICIPAL
5 DE NOVIEMBRE 2026	LAS PUERTAS ABREN A LAS 5:30 P. M.	117 MACNEIL ST., SAN FERNANDO, CA 91340

¿Qué te gustaría que la Ciudad tomara en cuenta al elegir a nuestro próximo jefe de Policía?

La Ciudad de San Fernando te invita a participar en esta reunión comunitaria para compartir las cualidades de liderazgo, la experiencia y las prioridades que consideras importantes para nuestro próximo jefe de Policía.

Esta es tu oportunidad para expresar tus expectativas, compartir tus inquietudes y ayudar a definir el perfil que buscamos en los candidatos.

Bob Murray & Associates, la empresa encargada de ayudar a la Ciudad a seleccionar al próximo jefe de Policía, dará una presentación y realizará una encuesta comunitaria para conocer tu opinión.

¡VEN A COMPARTIR TUS IDEAS

HACER PREGUNTAS Y PARTICIPAR EN ESTA IMPORTANTE CONVERSACIÓN!

HAZ CLIC EN EL CÓDIGO QR DE LA DERECHA PARA UNIRTE A LA REUNIÓN POR ZOOM

MEETING ID: 894 6738 9233
CÓDIGO: 567792

POR FAVOR, ESCANEE EL CÓDIGO QR PARA RESPONDER LA ENCUESTA.

ATTACHMENT "C"

THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
VICTORIA GARCIA

VICE MAYOR
PATTY LÓPEZ

COUNCILMEMBER
MARY MENDOZA

COUNCILMEMBER
MARY SOLORIO

COUNCILMEMBER
SEAN M. RIVAS

MEDIA ADVISORY

CONTACT: Sergio Ibarra, Human Resources and Risk Manager
(818) 898-1221 | SIbarra@sanfernando.gov

DATE: November 4, 2026

CITY OF SAN FERNANDO INVITES COMMUNITY TO HELP SHAPE SELECTION OF NEXT POLICE CHIEF

Residents Invited to Share Their Public Safety Priorities and Help Identify the Leadership Qualities That Will Guide the Selection of San Fernando's Next Police Chief

WHO/WHAT: The City of San Fernando will host a Community Town Hall Meeting inviting residents, business owners, and community stakeholders to provide input on the selection of the City's next Chief of Police.

The meeting will provide an opportunity for community members to share their expectations, identify leadership qualities they value, and discuss public safety priorities they believe should guide the selection process.

Bob Murray & Associates, the City's executive recruitment firm, will provide an overview of the recruitment process and conduct a community survey to help develop the candidate profile for San Fernando's next police chief.

The City encourages broad community participation to ensure the recruitment process reflects the priorities and expectations of the people the Police Department serves.

WHEN: Thursday, November 5, 2026

TIME: 6:00 pm to 7:30 pm; doors open at 5:30 pm

WHERE: Council Chambers - 117 Macneil Street, San Fernando, CA 91340
Or
Zoom – Meeting ID: 894 6738 9233, Passcode: 567792

NOTE: This event is open to the public.

About the City of San Fernando

Incorporated in 1911 and nestled at the foothills of the San Gabriel Mountains, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments.

CITY MANAGER'S OFFICE

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1202

WWW.SANFERNANDO.GOV

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

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

Date: November 16, 2026

Subject: Discussion and Consideration to Appoint a City Council Liaison Representative to the Greater Los Angeles County Vector Control District Board of Trustees

RECOMMENDATION:

It is recommended that the City Council:

a. Approve Sonia Romero-Fuentes as the City of San Fernando's representative to serve as liaison to the Greater Los Angeles County Vector Control District (District) Board of Trustees for a continued term commencing January 4, 2027, and ending January 4, 2029;

b. Provide direction, as applicable.

BACKGROUND:

1. On June 16, 2025, the City Council appointed Sonia Romero-Fuentes as the City Council liaison to the Greater Los Angeles County Vector Control District (District) Board of Trustees for a two-year term through January 4, 2027.

2. On October 10, 2026, the City received notification from the Greater Los Angeles Vector Control Board that Trustee Romero-Fuentes term serving on the Board of Trustees would be expiring on January 4, 2027.

3. On November 10, 2026, city staff reached out to Trustee Romero-Fuentes and confirmed that she is interested in continuing her service on the Board for an additional 2-years through January 4, 2029.

ANALYSIS:

The Greater Los Angeles County Vector Control District (District) is a public health agency established in 1952 in response to mosquito-borne disease concerns linked to the Los Angeles River. Originally known as the Southeast Mosquito Abatement District, its mission has grown

from addressing diseases like St. Louis encephalitis to combating modern threats such as West Nile virus. The District provides comprehensive mosquito and vector control services to protect public health and improve quality of life.

The Greater Los Angeles County Vector Control District serves nearly six million residents across 36 cities and unincorporated areas in Los Angeles County, covering 1,330 square miles. It is governed by a Board of Trustees composed of representatives from 37 member cities and the County. Trustees are appointed by their respective City Councils or the County Board of Supervisors for two- or four-year terms, as outlined in the State Health and Safety Code, and must be registered voters and residents of the jurisdictions they represent. Member cities include Burbank, Glendale, Long Beach, Los Angeles, Santa Clarita, Whittier, and others.

Representatives are expected to attend District Board of Trustee meetings held in Santa Fe Springs (12545 Florence Avenue) on the second Thursday of every month, at 7:00 p.m. An option is also provided to Trustees to attend virtually from Vector Control District's Sylmar Branch Office located at 16320 Foothill Boulevard. For their service, appointees receive:

- $100 travel expense reimbursement from the District; and
- $150 monthly stipend from the City of San Fernando, as established by Resolution No. 7991 (adopted March 2, 2020).

The City Council appointed Sonia Romero-Fuentes on June 16, 2025, to complete the term of former Trustee Sylvia Ballin, who had resigned. The appointment followed an open application process and interviews with three candidates at a public City Council meeting. Ms. Romero-Fuentes was appointed by a majority vote of the City Council and her current term ends January 4, 2027.

Since her appointment, Trustee Romero-Fuentes has attended all scheduled Board meetings in 2025 and seven (7) of the nine (9) Board meetings held to date in 2026.

On November 10, 2026, staff contacted Ms. Romero-Fuentes and confirmed her interest in continuing to serve as the City's representative for the subsequent term, commencing January 4, 2027, and ending January 4, 2029.

BUDGET IMPACT:

Per Resolution No. 7991, the District representative receives a stipend of $150 per month for each District meeting attended, which is included in the Fiscal Year 2026-2027 Adopted Budget and will be budgeted for Fiscal Year 2027-2028 Proposed Budget.

CONCLUSION:

It is recommended that the City Council approve Sonia Romero-Fuentes as the City of San Fernando's representative to serve as liaison to the Greater Los Angeles County Vector Control District (District) Board of Trustees for a continued term commencing January 4, 2027, and ending January 4, 2029.

ATTACHMENTS:

A. Vector Control District's - Notification of Board Trustee Term End

ATTACHMENT "A"

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 Florence Avenue, Santa Fe Springs, CA 90670
Office (562) 944-9656 Fax (562) 944-7976
Email: info@GLAmosquito.org Website: www.GLAmosquito.org

PRESIDENT
Melissa Ramoso, Artesia
VICE PRESIDENT
Sonny R. Santa Ines, Bellflower
SECRETARY-TREASURER
Catherine Houwen, La Habra Heights

GENERAL MANAGER
Susanne Kluh

BELL
Ali Saleh
BELL GARDENS
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Dr. Jeff D. Wassem
CARSON
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Mireya Garcia
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Daisy Lomeli
DIAMOND BAR
Stan Liu
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Jeff Wood
LA MIRADA
Matthew Wight
LONG BEACH
Vacant
LOS ANGELES CITY
Vacant
LOS ANGELES COUNTY
Steven A. Goldsworthy
LYNWOOD
Rita Soto
MAYWOOD
Heber Marquez
MONTEBELLO
Avik Cordeiro
NORWALK
Margarita L. Rios
PARAMOUNT
Isabel Aguayo
PICO RIVERA
Gustavo V. Camacho
SAN FERNANDO
Sonia Romero-Fuentes
SAN MARINO
Howard Brody
SANTA CLARITA
Heidi Heinrich
SANTA FE SPRINGS
William K. Rounds
SIGNAL HILL
Robert D. Copeland
SOUTH EL MONTE
Hector Delgado
SOUTH GATE
Maria del Pilar Avalos
VERNON
Melissa Ybarra
WHITTIER
Mary Ann Pacheco

October 1, 2026

SAN FERNANDO
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CITY OF SAN FERNANDO
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NOV 10 2026 PM05:24
CITY CLERK DEPARTMENT

Ms. Kanika Kith
City Manager
117 N MacNeil Street
San Fernando, CA 91340

Re: Appointment/Re-appointment of Representative to the Greater Los Angeles County Vector Control District Board of Trustees

Dear: Ms. Kith

This correspondence is to inform you that the term of office of Trustee Sonia Romero-Fuentes as a member of the Board of Trustees of the Greater Los Angeles County Vector Control District **will expire on January 4th, 2027**. Pursuant to Section 2024 of the State Health and Safety Code (SHSC) governing the dates of term of office of members appointed to the Board of Trustees, the City Council may consider reappointing Trustee Sonia Romero-Fuentes or appointing a new trustee for a **2- or 4-year term** of office, commencing at noon on the first Monday of January (i.e., January 4th, 2027). **Please note, according to the State Health and Safety Code, representatives must be appointed to serve a full 2 or a 4-year term commencing on January 4th, 2027, and should not be appointed on a yearly basis. Furthermore, the District does not accept or recognize the appointment of alternate representatives.**

Please review all subsections of the SHSC 2022 (i.e., a-e) enclosed. Subsections **a** and **b** require that each person appointed by a board of supervisors or by a city council shall be a voter and resident within the respective county or city of the appointing body. Section 2022 (c) incorporates language that clarifies the issue over the doctrine of Incompatibility of Office, exempting and enabling an appointee who holds elected offices to also simultaneously serve on the District's Board of Trustees. Trustees represent the mission and interests of the District at large rather than the individual interests of the appointing body. **Once appointed, the representative cannot be removed at-will by the appointing city or county. The representative will serve until the expiration of his/her term unless he/she resigns, vacates the office due to absences, or is no longer a voter and resident within the respective county or city of the appointing body.**

Representatives are expected to attend the district's general board meetings held monthly on the 2nd Thursday of the month.
Pursuant to California Government Code Section 1770(g), the Trustee's seat will be considered abandoned if the person holding the office ceases to discharge the duties of that office for a period of three consecutive months, except when prevented by sickness or specified excuses.

Please make your appointment/reappointment prior to January 4, 2027, as stipulated in the SHSC. Should you have any questions regarding this appointment, please contact Araceli Hernandez or Maria Weinbaum at 562-944-9656 ext. 504 or e-mail at ahernandez@GLAmosquito.org.

Sincerely,

Susanne Kluh
General Manager

Enclosure: Sections 2022 & 2024 of the SHSC
cc: Sonia Romero-Fuentes
Ms. Julia Fritz

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

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Re: Appointment/Re-appointment of Representative to the Greater Los Angeles County Vector Control District Board of Trustees

Dear: Ms. Kith

This correspondence is to inform you that the term of office of Trustee Sonia Romero-Fuentes as a member of the Board of Trustees of the Greater Los Angeles County Vector Control District **will expire on January 4th, 2027**. Pursuant to Section 2024 of the State Health and Safety Code (SHSC) governing the dates of term of office of members appointed to the Board of Trustees, the City Council may consider reappointing Trustee Sonia Romero-Fuentes or appointing a new trustee for a **2- or 4-year term** of office, commencing at noon on the first Monday of January (i.e., January 4th, 2027). **Please note, according to the State Health and Safety Code, representatives must be appointed to serve a full 2 or a 4-year term commencing on January 4th, 2027, and should not be appointed on a yearly basis. Furthermore, the District does not accept or recognize the appointment of alternate representatives.**

Please review all subsections of the SHSC 2022 (i.e., a-e) enclosed. Subsections **a** and **b** require that each person appointed by a board of supervisors or by a city council shall be a voter and resident within the respective county or city of the appointing body. Section 2022 (c) incorporates language that clarifies the issue over the doctrine of Incompatibility of Office, exempting and enabling an appointee who holds elected offices to also simultaneously serve on the District's Board of Trustees. Trustees represent the mission and interests of the District at large rather than the individual interests of the appointing body. **Once appointed, the representative cannot be removed at-will by the appointing city or county. The representative will serve until the expiration of his/her term unless he/she resigns, vacates the office due to absences, or is no longer a voter and resident within the respective county or city of the appointing body.**

Representatives are expected to attend the district's general board meetings held monthly on the 2nd Thursday of the month.
Pursuant to California Government Code Section 1770(g), the Trustee's seat will be considered abandoned if the person holding the office ceases to discharge the duties of that office for a period of three consecutive months, except when prevented by sickness or specified excuses.

Please make your appointment/reappointment prior to January 4, 2027, as stipulated in the SHSC. Should you have any questions regarding this appointment, please contact Araceli Hernandez or Maria Weinbaum at 562-944-9656 ext. 504 or e-mail at ahernandez@GLAmosquito.org.

Sincerely,

Susanne Kluh
General Manager

Enclosure: Sections 2022 & 2024 of the SHSC
cc: Sonia Romero-Fuentes
Ms. Julia Fritz

HEALTH AND SAFETY CODE - HSC

DIVISION 3. PEST ABATEMENT [2000 - 2910] *(Heading of Division 3 amended by Stats. 1957, Ch. 205.)*

CHAPTER 1. Mosquito Abatement and Vector Control Districts [2000 - 2093] *(Chapter 1 added by Stats. 2002, Ch. 395, Sec. 6.)*

ARTICLE 3. Boards of Trustees and Officers [2020 - 2030] *(Article 3 added by Stats. 2002, Ch. 395, Sec. 6.)*

2022. (a) Each person appointed by a board of supervisors to be a member of a board of trustees shall be a voter in that county and a resident of that portion of the county that is within the district.

(b) Each person appointed by a city council to be a member of a board of trustees shall be a voter in that city and a resident of that portion of the city that is within the district.

(c) Notwithstanding any other provision of law including the common law doctrine that precludes the simultaneous holding of incompatible offices, a member of a city council may be appointed and may serve as a member of a board of trustees if that person also meets the other applicable qualifications of this chapter.

(d) It is the intent of the Legislature that persons appointed to boards of trustees have experience, training, and education in fields that will assist in the governance of the districts.

(e) All trustees shall exercise their independent judgment on behalf of the interests of the residents, property owners, and the public as a whole in furthering the purposes and intent of this chapter. The trustees shall represent the interests of the public as a whole and not solely the interests of the board of supervisors or the city council that appointed them.

(Added by Stats. 2002, Ch. 395, Sec. 6. Effective January 1, 2003.)

HEALTH AND SAFETY CODE - HSC

DIVISION 3. PEST ABATEMENT [2000 - 2910] *(Heading of Division 3 amended by Stats. 1957, Ch. 205.)*

CHAPTER 1. Mosquito Abatement and Vector Control Districts [2000 - 2093] *(Chapter 1 added by Stats. 2002, Ch. 395, Sec. 6.)*

ARTICLE 3. Boards of Trustees and Officers [2020 - 2030] *(Article 3 added by Stats. 2002, Ch. 395, Sec. 6.)*

2024. (a) Except as provided in Section 2023, the term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority. Terms of office commence at noon on the first Monday in January.

(b) Any vacancy in the office of a member appointed to a board of trustees shall be filled pursuant to Section 1779 of the Government Code. Any person appointed to fill a vacant office shall fill the balance of the unexpired term.

(Added by Stats. 2002, Ch. 395, Sec. 6. Effective January 1, 2003.)

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

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

Date: November 16, 2026

Subject: Discussion and Consideration Regarding the Appointment of a San Fernando Representative to Serve on the Metropolitan Water District Board of Directors

RECOMMENDATION:

It is recommended that the City Council:

a. Discuss and consider the appointment of a representative to serve on the Metropolitan Water District Board of directors, effective January 1, 2027; and

b. Authorize staff to return with a resolution ratifying the appointment to the December 7, 2026 City Council meeting.

BACKGROUND:

1. On May 7, 2007, the City Council appointed former Councilmember Sylvia Ballin to serve as the City's liaison representative to the Metropolitan Water District's (MWD) Board of Directors. Ms. Ballin served on the Board from September 4, 2007, until her resignation, effective November 12, 2018.

2. On October 15, 2018, the City Council appointed former Director of Public Works Yazdan Emrani to replace then-Councilmember Ballin on the Board as she announced her resignation to be effective November 12, 2018. Mr. Emrani served on the Board from November 12, 2018, through April 19, 2019. His term ended when he was no longer employed by the City of San Fernando.

3. On April 15, 2019, the City Council adopted Resolution No. 7913 reappointing Councilmember Ballin to serve on the Board, effective May 1, 2019.

4. On February, 2021, then-Mayor Ballin announced that she would be stepping down from the MWD Board.

5. On March 1, 2021, the City Council adopted Resolution No. 8058 appointing Adan Ortega to the MWD Board of Directors as the City's liaison representative. To ensure that there was no disruption in the City's representation to MWD Mr. Ortega was sworn in to the Board on March 2, 2021.

6. In December, 2022, the MWD's Board of Directors appointed Mr. Ortega to serve as the Board Chair effective January 1, 2023 through his term ending December 31, 2026.

7. On August 3, 2026, Chair Ortega notified the City Council that his term would be expiring on December 31, 2026 and that he would not be seeking another term, thereby ending his service as MWD's Board Chair representing the City of San Fernando.

8. On October 19, 2026, Mayor Garcia and Councilmember Solorio were nominated to fill the MWD Board of Directors representative position. However, the vote resulted in a 2-2 tie, as Vice Mayor Lopez abstained from voting.

   In addition, staff was directed to bring back clarification regarding whether the City may pay the $250 monthly stipend to a sitting Councilmember serving as the City's representative on the MWD Board of Directors.

ANALYSIS:

The Metropolitan Water District of Southern California (MWD) is a regional water wholesaler serving 26-member public agencies and approximately 19 million people across six (6) Southern California counties. MWD operates a regional water system that includes the Colorado River Aqueduct, nine (9) reservoirs, 16 hydroelectric facilities, approximately 819 miles of large-scale pipelines, and five (5) water treatment plants. 38-member board of directors, representing each of the district's 26 member agencies. Each member agency is represented by one (1) or more directors based on the assessed property valuation of its jurisdiction. The Board is responsible for establishing and administering MWD's policies and establishes its governance, membership, financing, and regional water operations.

Although the City primarily relies on its own local groundwater wells for its water supply, it maintains access to MWD water to supplement its water supply on an as-needed basis, including when additional supply or emergency backup is necessary. The City's representation on the MWD Board of Directors provides San Fernando with a direct role in regional water supply planning and decisions affecting water reliability, rates, infrastructure, conservation, and other matters impacting the City and its residents.

Under the Metropolitan Water District Act, MWD Directors appointed by a member agency generally serve an indefinite term at the pleasure of the appointing agency, unless the agency establishes a specified term. There is no San Fernando residency requirement, and the appointee is not limited to an elected official.

As a member city, San Fernando is required to have a representative serve as a liaison to MWD. The City is currently represented by Adan Ortega, who serves as Board Chair. Chair Ortega's term expires December 31, 2026, and he is not seeking reappointment as the City's representative.

Directors are expected to serve on at least one (1) committee and attend Board meetings held on the second Tuesday of each month. Committee meetings are generally held twice a month on the Monday preceding the Board meeting on Tuesday and on the fourth Tuesday of the month. Meetings typically range from one (1) to three (3) hours and are held in-person at the MWD Headquarters, 700 N. Alameda Street, Los Angeles, California 90012. For their service, appointees receive:

- Reimbursement by MWD for eligible expenses including transportation and meals/per diem in accordance with MWD's policies; and
- $250 monthly meeting stipend, not-to-exceed $3,000 annually paid by the City, as established by Resolution No. 8244.

Pursuant to Section 11.2 of the City Council Procedural Manual (Attachment "A"), the Mayor, with the consent of a majority of the City Council, may appoint new City Council liaisons/delegates to the various Boards, Committees/Outside Bodies/Organizations. Nothing in this Section would prohibit the Mayor, with approval of a majority of the City Council, from making changes to other appointments during any other time.

Clarification on City paid stipend to a sitting Councilmember

Councilmembers may not receive the $250 monthly stipend previously provided to the City's MWD representative, Adan Ortega, who was not a City Councilmember. Government Code Section 36516 generally includes service on outside Boards, Commissions, and similar bodies as part of a Councilmember's regular compensation. However, additional compensation is permitted when the outside agency has specifically authorized this by statute. No such statutory authorization has been identified for providing additional compensation to a Councilmember serving on the MWD Board on the City's behalf.

On October 19, 2026, Councilmember Mendoza nominated Mayor Garcia, and Councilmember Rivas nominated Councilmember Solorio. A roll-call vote resulted in a 2-2 tie, with Vice Mayor Lopez abstaining. Neither nominee received sufficient votes for appointment. The City Council did not select a representative and continued the item to the next regular meeting on November 16, 2026, for further consideration.

The selection of a City representative should be ratified by the December 7, 2026 City Council meeting in order to provide MWD staff with sufficient time for onboarding the new appointee. The appointed representative will begin serving on the Board beginning January 1, 2027, and will continue until resigning or being replaced by the City Council. Staff will return with a resolution ratifying the appointment for consideration at the December 7, 2026 City Council meeting.

BUDGET IMPACT:

There is no budget impact associated with discussion of this item.

CONCLUSION:

It is recommended that the City Council discuss and consider the appointment of a representative to serve on the Metropolitan Water District Board of Directors, effective January 1, 2027 and return with a resolution ratifying the appointment to the December 7, 2026 City Council meeting.

ATTACHMENT:

A. Section 11.2 of the City Council Procedural Manual

election results for a general municipal election is made pursuant to Sections 10262 and 10263 of the Elections Code and, following the declaration of the election results and the installation of elected officials, choose one of its members as Mayor, and one of its members Vice Mayor.

b. In odd numbered years, the City Council shall meet at the first regular meeting date falling on or immediately following the one-year anniversary of the date of the prior year reorganization.

c. Nothing herein shall be deemed or construed to prohibit any person from serving any number of consecutive terms as Mayor or Vice Mayor.

The following procedure shall be used:

Election of Mayor:

a. City Clerk opens the nominations for the position of Mayor
b. Nomination(s) is/are made for Mayor, and seconded
c. Hearing no objections, motion to close nominations
d. After nominations for the office of Mayor have been closed, if only one person has been nominated and seconded, the City Clerk shall declare that nominee elected. No additional vote shall be required other that the vote, if any to close nominations.
e. City Clerk conducts a roll call vote and each Councilmember announces his/her vote selection for Mayor from among the nominees.
f. The first nominee to receive at least 3 votes shall be the City Council appointee for Mayor.
g. If no nominee succeeds in obtaining 3 or more votes, the City Council by majority vote may agree on some alternative means of selecting the Mayor from among the remaining nominees, including methods of chance, drawing names, removing one or more Councilmembers from consideration, and/or vacating the current seat.

Election of Vice Mayor: (City Clerk to follow steps a-f above). Councilmembers selected as Mayor and Vice Mayor serve at the pleasure of the City Council as a body. (67 Ops. Atty. Gen. 405 (Cal.A.G.) 1984, Opinion No. 83-1204).

11.2 APPOINTMENT OF COUNCIL MEMBERS TO BOARDS, COMMITTEES/OUTSIDE BODIES/ORGANIZATIONS.

No later than the second regular City Council meeting immediately following the annual reorganization, the City Council shall meet to designate the Councilmembers who will serve on various standing and ad hoc committees of the City Council or who will serve as the City Council's representative, delegate or liaison on outside bodies or organizations.

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 Boards, Committees/Outside Bodies/Organizations. 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.

Funding Regarding Independent Cities Finance Authority (ICFA) Annual Allotment

a. This policy applies only in years in which the City qualifies to receive an ICFA annual allotment.
b. ICFA funds shall be used only for purposes permitted by ICFA and appliable law.
c. The City Council recognizes that, although many nonprofit organizations provide valuable services to the community, the selection of a recipient may create an actual or perceived appearance of favoritism or unequal recognition among community organizations or elected officials. It is therefore the intent of this policy to establish a consistent and impartial framework for the use of ICFA fuds.
d. In alternating years, the City Council intends to allocated the ICFA annual allotment to qualifying community activities.
e. During the years in which the Education Comm does not receive the allotment the Cit Council intends to allocate the funds to a city-sponsored program or activity that benefits the community as a whole and is administered in a manner that does not favor or appear to favor any individual Councilmember.

11.3 APPPOINTMENT OF CITY COMMISSIONERS BY COUNCILMEMBERS

Members of the Education Commission, the Parks, Wellness & Recreation Commission, Planning & Preservation Commission and the Transportation & Public Safety Commission shall be appointed and serve in accordance with the San Fernando Municipal Code as most recently amended and updated by City Council Ordinance No. 1740 dated April 27, 2026. As specified under Section 2-404 (Term of Commissioners) of the San Fernando Municipal Code, a Commissioners term of office ends when the City Councilmember who appointed the Commissioner is no longer on the City Council. Accordingly, following the swearing-in of Councilmembers following any City election, the seats of commissioners appointed by outgoing Councilmembers shall be deemed vacant.

11.4 REORGANIZATION CITY COUNCIL MEETING

The reorganization meeting shall be limited to reorganization-related matters, the consent calendar matters, ordinance that require a second reading of a previously introduced ordinance, any matters the City Council has previously directed to be heard at the reorganization meeting, and any urgent matters identified by City staff that cannot reasonably be postponed to the next City Council meeting.

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Victoria Garcia and Councilmembers

From: Councilmember Sean Rivas

Date: November 16, 2026

Subject: Discussion and Consideration to Appoint a Representative to Serve as Parks, Wellness, and Recreation Commissioner

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") to recommend the City Council approve Maria Casillas Castaneda "Liz Castaneda" be appointed as my representative to the Parks, Wellness, and Recreation Commission (Exhibit "A" to Attachment "A").

BACKGROUND/ANALYSIS:

1. Due to the June 2, 2026 General Municipal Election, changes to the members of the City Council prompts a review of City Council Committee/Commission appointments.

2. Pursuant to the City's Code (Attachment "B"), each Councilmember may appoint one (1) Commissioner to each Commission (i.e., Education Commission; Parks, Wellness, and Recreation Commission; Planning and Preservation Commission; and Transportation and Public Safety Commission), with such appointment to be ratified by the full City Council. For appointment consideration, interested residents must submit an application to the nominating City Councilmember, at which time the proposed appointment considered by the City Council to approve and ratify.

3. On July 6, 2026, former Councilmember Joel Fajardo's term on the City Council ended, leading to the expiration of former Councilmember Fajardo's appointed commissioners effective immediately.

4. On July 7, 2026, the City Clerk posted Unscheduled Vacancy Notices (Attachment "C") pursuant to Government Code Section 54974 that states: *"Final appointment to the board commission or committee shall not be made by the legislative body for at least 10 working days after the posting of the notice in the clerk's office."*

5. On October 13, 2026, Liz Castaneda submitted an application (Exhibit "A" to Attachment "A") seeking consideration as my representative to be appointed to the Parks, Wellness, and Recreation Commission to fill the unscheduled vacancy.

6. On October 19, 2026, the City Council tabled the item to the next regular meeting of November 16, 2026.

BUDGET IMPACT:

The City pays each Commissioner $100 for attendance at up to one (1) Commission meeting per month. A total of $1,200 per Commissioner is appropriated in each responsible Department's budget. Sufficient funds are included in the Fiscal Year 2026-2027 Adopted Budget.

CONCLUSION:

I recommend that Liz Castaneda be appointed as my representative to the Parks, Wellness, and Recreation Commission.

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion, including:
   Exhibit "A": Commissioner Application
B. City Code Pertaining to Commissions
C. Unscheduled Vacancy Notice

THE CITY OF SAN FERNANDO

ATTACHMENT "A"

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME	TITLE
Sean M. Rivas	Concilmember

ITEM INFORMATION

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

Appointment of Commissioner - Parks, Wellness and Recreation Commission

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

I recommend the appointment of Maria Casillas Castaneda (Liz Castaneda) to the City of San Fernando Parks, Wellness, and Recreation Commission.

Ms. Castaneda is a San Fernando resident, local small business owner, and public health professional with a Bachelor of Science in Public Health. Her experience includes community advocacy, youth mental health, family wellness, and leadership through local school and community advisory committees.

As the owner of Aguas Frescas By Liz, she has demonstrated a commitment to supporting local families, small businesses, and community events. Her professional background and dedication to public service will bring a valuable perspective to the Commission's efforts to expand recreational opportunities, promote wellness, and ensure safe, accessible, and inclusive parks and programs for residents of all ages.

Her appointment reflects a commitment to community representation, collaboration, and improving the quality of life for San Fernando residents.

ATTACHMENTS *Do you have any attachments to include?*

☑ Yes ☐ No

RECOMMENDATION *Indicate the direction you are recommending.*

It is recommended that the City Council Approve the nomination of Maria Casillas to serve on the Parks, Wellness and Recreation Commission.

THE CITY OF SAN FERNANDO

EXHIBIT "A" TO ATTACHMENT "A"
RECOMMENDED BY CITY COUNCILMEMBER: _____

APPLICATION TO SERVE ON A CITY COMMISSION

This is a public document. To assist the City Council in evaluating each applicant in the selection of Commission Members, please provide as complete of a response as possible to all questions.

APPLICANT INFORMATION

NAME	PHONE NO.
Maria Casillas Castaneda " Liz Castaneda"	

RESIDENCE ADDRESS	CITY & STATE	ZIP CODE
	San Fernando	Ca
MAILING ADDRESS *If different than above*	CITY & STATE	ZIP CODE
	Santa Clarita	91380

EMAIL ADDRESS *Business or personal to be used for Commission activity*

EMPLOYER	POSITION
	Lactation Consultant

BUSINESS ADDRESS	CITY & STATE	ZIP CODE
	Los Angeles	90015

BUSINESS PHONE

ARE YOU RELATED TO THE NOMINATING COUNCILMEMBER?
☐ YES ☑ NO IF YES, HOW ARE YOU RELATED? _____

DO YOU OWN PROPERTY IN THE CITY OF SAN FERNANDO? *If yes, please list the address(es)*
☐ YES ☑ NO

DO YOU OWN OR OPERATE A BUSINESS IN SAN FERNANDO? *If yes, please state the name, nature of the business, and business license number*
☑ YES ☐ NO

Aguas Frescas By Liz
Aguas frescas, esquites, fruit cups, tosti-locos, and champurrado.
Business License # 02113658

MEMBER COMMITMENT

I am willing to fulfill all requirements of a City Commissioner, including but not limited to:

- I am over the age of 18 years old and am a resident of the City of San Fernando, California.
- As a City Commissioner, I am willing to file financial disclosure statements (Form 700), a public record, as required by the State and the City's Conflict of Interest Code, if applicable.
- I understand that absence from three consecutive regular meetings shall be deemed to constitute my retirement.
- I am willing to attend/complete the required two hours of State mandated AB1234 Ethics Training every two years.

I agree to all requirements mentioned above and have provided all correct and truthful information in this application.

APPLICANT SIGNATURE	DATE
	10/13/2026

THE CITY OF SAN FERNANDO

APPLICATION TO SERVE ON A CITY COMMISSION

COMMISSION APPLICATION CHOICE(S) *Please indicate which Commission you are interested in*

- ☐ EDUCATION COMMISSION
- ☑ PARKS, WELLNESS, AND RECREATION COMMISSION
- ☐ PLANNING AND PRESERVATION COMMISSION
- ☐ TRANSPORTATION AND PUBLIC SAFETY COMMISSION
- ☐ OTHER BOARD, COMMISSION OR COMMITTEE _____

Please provide your background and related experience information below:

My name is Liz Castaneda, and I am applying for the position of Commissioner for the Parks, Wellness, and Recreation Commission. I hold a Bachelor of Science in Public Health and am passionate about supporting the health, wellness, and overall quality of life of my community.

Since 2021, I have been the owner of Aguas Frescas By Liz, a small business that has allowed me to serve my community while creating opportunities for others to work and earn an income. Through my business, I have learned the importance of community connections, collaboration, and supporting local economic growth. I have also had the opportunity to support City Council members and City of San Fernando employees by donating products from my business for community initiatives and events. I value these opportunities to give back and build positive relationships with the people who serve our community.

In addition to my business experience, I am certified in Youth Mental Health and CPR, and I am an International Board Certified Lactation Consultant (IBCLC). My professional background in public health and lactation support has strengthened my commitment to promoting health, education, and wellness for individuals and families.

I have also advocated for improvements in my community, including efforts to add street lighting near a pedestrian crossing to improve visibility and safety for residents. This experience reinforced my belief that community members should have a voice in decisions that affect their daily lives and access to safe public spaces.

I currently serve as the chair of a committee at PUC Nueva Esperanza Middle School and participate in a Community Advisory Committee. In these roles, I help plan initiatives, guide discussions, establish priorities, and encourage collaboration toward shared goals. These experiences have strengthened my leadership, communication, and problem-solving skills.

If appointed as a Commissioner, I would bring my public health knowledge, community advocacy experience, and leadership skills to support programs and initiatives that promote physical and mental wellness, safe and accessible parks, recreational opportunities for youth, and inclusive spaces for families and residents of all ages. I would welcome the opportunity to listen to community members, collaborate with local leaders, and help ensure that our parks and recreational programs reflect the needs of the people they serve.

I am committed to being an active voice for my community and contributing to initiatives that create healthier, safer, and more connected neighborhoods.

Sec. 2-401. - Appointment of city commissioners.

(a) The city council shall have the authority to appoint individuals to city commissions.

(b) Appointed members of boards and commissions serve at the pleasure of the city council, pursuant to Government Code Section 36506.

(c) For purposes of this Division 1, "commissions" shall include, but not be limited to, city commissions, boards, committees, and other bodies comprised of members appointed by the city council.

(Ord. No. 1648, § 3, 12-7-2015)

Sec. 2-402. - Method of appointment to commissions.

Unless otherwise specified in this code, each city councilmember will be assigned a position that will correlate to a position on each commission. That councilmember will have the authority to nominate an individual to serve in the assigned position on the commission. Each such nomination shall require ratification by a majority of the city council.

(Ord. No. 1648, § 3, 12-7-2015)

THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
VICTORIA GARCIA

VICE MAYOR
PATTY LOPEZ

COUNCILMEMBER
MARY MENDOZA

COUNCILMEMBER
MARY SOLORIO

COUNCILMEMBER
SEAN RIVAS

UNSCHEDULED VACANCY NOTICE

City of San Fernando
Parks, Wellness and Recreation Commission

The San Fernando City Council is now accepting applications for appointment to the San Fernando Parks, Wellness and Recreation Commission ("Commission") to fill one (1) unscheduled vacancy for the term of office from the date of appointment and shall continue in the position until replaced by the appointing City Councilmember or until the appointed member resigns.

Applicants must be at least 18 years old and reside within the City jurisdiction. It is encouraged that applicants be involved or employed in the field of Parks, Wellness and Recreation Services, and culture or related subjects. Commissioners receive a monthly meeting attendance stipend of $100.00.

The Parks, Wellness and Recreation Commission consists of five (5) Commission members. During the Commission's annual reorganization, Commissioners must choose members to serve as Chair and as Vice Chair; and the terms of office shall be for one (1) year or until successors are chosen.

Monthly Meetings are held on the second Thursday, beginning at 6:30 p.m. in the City Hall Council Chambers, at 117 Macneil Street, San Fernando, California 91340.

Applications will be accepted until the vacancy is filled. For additional information, please contact Julia Fritz, City Clerk at (818) 898-1204 or via email at cityclerk@sanfernando.gov.

Dated this 7th day of July, 2026
City of San Fernando, California

_____
Julia Fritz, CMC
City Clerk

cc: Councilmember Sean Rivas
Julio Salcedo, Director of Recreation and Community Services

CITY CLERK DEPARTMENT

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1204

WWW.SANFERNANDO.GOV