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

CITY OF SAN FERNANDO
CITY COUNCIL

MEETING AGENDA
SPECIAL MEETING – 5:15 PM
REGULAR MEETING – 6:00 PM
MONDAY, AUGUST 18, 2025

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

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

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

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

ROLL CALL

APPROVAL OF SPECIAL MEETING AGENDA (CLOSED SESSION)

PUBLIC STATEMENTS FOR SPECIAL MEETING (CLOSED SESSION)

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

RECESS TO CLOSED SESSION

A) CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(4) – ANTICIPATED LITIGATION:

One (1) matter

Staff Contact Kanika Kith, Interim City Manager

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

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

RECONVENE FROM SPECIAL MEETING AND REPORT OUT FROM CLOSED SESSION

REGULAR MEETING - PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

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

SUBMIT PUBLIC COMMENT IN PERSON

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

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

Call-in Telephone Number: (669) 900-6833
Meeting ID: 833 6022 0211
Passcode: 924965

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

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

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

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

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF REGULAR MEETING AGENDA

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

PRESENTATIONS

A. PRESENTATION FROM LOS ANGELES UNIFIED SCHOOL DISTRICT SUPERINTENDENT ALBERTO M. CARVALHO AND DISTRICT 6 BOARD MEMBER KELLY GONEZ ON INITIATIVES FOR THE NEW SCHOOL YEAR

DECORUM AND ORDER

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

PUBLIC STATEMENTS

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

Members of the public may submit comments by email to **cityclerk@sfcity.org** 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. May 27, 2025 – Special CC Meeting

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 25-082 approving the Warrant Register.

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

Recommend that the City Council receive and file the status report for FY 2024-2025 Enhancements, Capital Projects, and City Council Priorities, and provide direction, as appropriate.

4) CONSIDERATION TO APPROVE MEMORANDUM OF UNDERSTANDING WITH EL CENTRO DE AMISTAD, INC. TO PROVIDE MENTAL HEALTH SUPPORT SERVICES, APPROVE CO-SPONSORSHIP OF EVENTS AND USE OF THE CITY SEAL, AND REQUEST TO WAIVE FACILITY PERMIT FEES

Recommend that the City Council:

a. Approve a Memorandum of Understanding with El Centro de Amistad, Inc. (Contract No. 2416) to provide mental health support services;

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

c. Waive fees for use of City facilities for the co-sponsored event, with City Manager approval; and

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

5) CONSIDERATION TO APPROVE CO-SPONSORSHIP AND USE OF THE CITY SEAL FOR NORTHEAST SAN FERNANDO VALLEY WORKSOURCE CENTER JOB FAIR EVENTS, AND REQUEST TO WAIVE FACILITY PERMIT FEES"

Recommend that the City Council:

a. Approve Co-Sponsorship of job fair events to support workforce development with the Northeast San Fernando Valley WorkSource Center;

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

c. Waive fees for use of City facilities for the co-sponsored event, with City Manager approval.

6) CONSIDERATION TO ADOPT A RESOLUTION SETTING THE PROPERTY TAX RATE REQUIRED TO MEET THE CITY'S OBLIGATION TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR FISCAL YEAR 2025-2026

Recommend that the City Council:

a. Adopt Resolution No. 8404 establishing the amount necessary to be raised by taxation for the City's annual payment to the California Public Employees' Retirement System;

b. Adjust the property tax rate for Fiscal Year 2025-2026 to $0.168977 per $100 of assessed valuation; and

c. Levy that tax rate upon all taxable property in the City.

7) CONSIDERATION TO ESTABLISH A BUSINESS TAX DELINQUENT FEE AMNESTY PROGRAM AND ADOPT A RESOLUTION IMPLEMENTING THE PROGRAM

Recommend that the City Council:

a. Establish a Business Tax Delinquent Fee Amnesty Program to bring San Fernando businesses into compliance without penalty burdens;

b. Adopt Resolution No. 8406 implementing the proposed Business Tax Delinquent Fee Amnesty Program; and

c. Authorize the City Manager, or designee, to finalize and execute all documents related to the Business Tax Delinquent Fee Amnesty & Compliance Program.

8) CONSIDERATION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE SAN FERNANDO PART-TIME EMPLOYEES BARGAINING UNIT

Recommend that the City Council:

a. Approve a Memorandum of Understanding with the San Fernando Part-Time Employees Bargaining Unit (Contract No. 2417) for a four year term (January 1, 2025 through December 31, 2029); and

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

9) CONSIDERATION TO APPROVE A LEASE LICENSE AGREEMENT WITH THE COUNTY OF LOS ANGELES FOR RENTAL OF OFFICE SPACE FOR THE DEPARTMENT OF MEDICAL EXAMINER'S STAFF

Recommend that the City Council:

a. Approve a Lease License Agreement with the County of Los Angeles (Contract No. 2418) for use of office space within the Police Department facilities for the Department of Medical Examiner; and

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

10) RECEIVE AND FILE UPDATE REPORT ON THE CITY'S SIDEWALK MAINTENANCE PROGRAM

Recommend that the City Council receive and file a report providing an update on the City's Sidewalk Maintenance Program.

11) CONSIDERATION TO APPROVE VICE MAYOR MARY SOLORIO'S REQUEST TO EXCUSE ABSENCES FROM THE CITY COUNCIL REGULAR MEETING OF AUGUST 4, 2025 (RETROACTIVE) AND THE UPCOMING REGULAR MEETINGS OF AUGUST 18, 2025, SEPTEMBER 2, 2025, AND SEPTEMBER 15, 2025 DUE TO FAMILY MEDICAL REASONS

Recommend that the City Council approve by simple majority vote, the request of Vice Mayor Mary Solorio to excuse her absence from the City Council Regular Meeting of August 4, 2025, retroactively and the upcoming City Council Regular Meetings of August 18, 2025, September 2, 2025 and September 15, 2025 due to family medical reasons.

12) CONSIDERATION TO SUBMIT A POSITION LETTER TO METRO ON EAST SAN FERNANDO RIGHT OF WAY STUDY OPTIONS

Recommend that the City Council:

a. Review and approve a position letter to Metro on the East San Fernando Valley Light Rail Transit Project; and

b. Authorize the City Manager to distribute the letter to all contacts listed.

PUBLIC HEARING

13) A PUBLIC HEARING TO CONSIDER AND APPROVE INTRODUCTION FOR FIRST READING OF AN ORDINANCE AMENDING CHAPTER 90 (TRAFFIC AND VEHICLES) OF THE SAN FERNANDO MUNICIPAL CODE TO IMPLEMENT A RESIDENTIAL PARKING PERMIT PROGRAM *(CONTINUED TO SEPTEMBER 2, 2025)*

ADMINISTRATIVE REPORTS

14) DISCUSSION AND CONSIDERATION OF THE SAFE AND BEAUTIFUL PARK INITIATIVE

Recommend that the City Council:

a. Discuss and consider staff recommendations for the Safe and Beautiful Park Initiative; and

b. Provide direction to staff, as appropriate.

15) DISCUSSION AND CONSIDERATION ON THE RESPONSE RECEIVED FROM THE MEXICAN CONSULATE TO ESTABLISH COMMUNICATION AND EXPLORE OPPORTUNITIES FOR COLLABORATION

Recommend that the City Council:

a. Discuss and consider the response received from the Mexican Consulate to explore opportunities for collaboration and the requirements for use of City facilities; and

b. Provide staff direction, as appropriate.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT The meeting will adjourn to its regular meeting on September 2, 2025.

AFFIDAVIT OF POSTING

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

Dated: _____ at: _____

Signed By: _____

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

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Regular Meeting
San Fernando City Council

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CITY OF SAN FERNANDO
CITY COUNCIL

MINUTES
SPECIAL MEETING – 5:30 P.M.
MONDAY, MAY 27, 2025

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

CALL TO ORDER/ROLL CALL – REGULAR MEETING 5:30 P.M. (OPEN SESSION)

Mayor Mary Mendoza called the regular meeting to order at 5:30 p.m.

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

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

Absent: Vice Mayor Mary Solorio

TELECONFERENCING REQUESTS/DISCLOSURE

None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

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

It was noted that Vice Mayor Mary Solorio arrived at the meeting at 5:35 p.m.

PUBLIC STATEMENTS

Pepe Venitez invited the community and the City Council to an upcoming Tapatia Records event.

Charles Leone commented he is opposed to outsourcing specific work to contractors.

Ryan Murillo commented he is opposed to outsourcing specific work to contractors.

Lupita Gonzalez spoke regarding concerns related to the Outdoor Market scheduled to occur in June, 2025.

ADMINISTRATIVE REPORTS

1) DISCUSSION AND CONSIDERATION REGARDING CITY EMPLOYEE AND SMALL BUSINESS CONCERNS TO BE CLARIFIED AND ADDRESSED FOR THE JUNE OUTDOOR MARKET

   Councilmember Victoria Garcia presented the staff report.

   Mayor Mendoza noted that the City Council was provided with a memo just prior to the start of tonight's meeting, from the Mall Association that the June Outdoor Market would not be moving forward.

   The City Council suggested that concerns be referred to the Mall Association Ad hoc committee for further discussion on future outdoor markets.

2) DISCUSSION OF FISCAL YEAR 2025-2026 BUDGET STUDY SESSION NO. 1
   (Continued from the May 19, 2025 Meeting)

   Director of Administrative Services Melton provided a budget overview.

   The following presented their Department proposed budgets: City Manager, City Clerk, Community Development, Administrative Services, Recreation and Community Services, Police Department and Public Works.

It was noted that the City Council recessed the meeting at 7:25 p.m. and reconvened at 7:42 p.m. with all Councilmembers present.

By consensus, the City Councilmembers received each Department's proposed budget presentations. It was noted that Budget Study Session No. 2 scheduled for June 2, 2025 would have continued budget discussions related to Community Development, Recreation & Community Services, and the Public Works Departments.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

None

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Fajardo spoke about concerns associated with certain technology programs, such as artificial intelligence.

Councilmember Garcia echoed Councilmember Fajardo's sentiments regarding concerns with technology.

Councilmember Lopez commented on her support of resident concerns.

Vice Mayor Solorio spoke about scholarship opportunities at the Cesar Chavez Learning Academy and would like to see the City advertise these opportunities through social media.

Mayor Mendoza had no updates to report.

ADJOURNMENT (9:59 p.m.)

I do hereby certify that the foregoing is a true and correct copy of the minutes of the May 27, 2025, Special 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 Mary Mendoza and Councilmembers

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

Date: August 18, 2025

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 25-082 (Attachment "A") approving the Warrant Register.

BACKGROUND:

For each City Council meeting the Finance Department 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.

ATTACHMENT:

A. Resolution No. 25-082, including:
Exhibit A: Payment Demands/Voucher List

ATTACHMENT "A"

RESOLUTION NO. 25-082

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND / WARRANT REGISTER NO. 25-082

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 18th day of August 2025.

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

ATTEST:

Julia Fritz, City Clerk

RES. NO. 25-082

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 25-082, which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 18th day of 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 August 2025.

Julia Fritz, City Clerk

EXHIBIT "A"
RES. NO. 25-082

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241469	8/18/2025	891587 ABLE MAILING INC.	41008		WATER ENV STORAGE-JULY 2025	
					070-382-0000-4300	15.00
					072-360-0000-4300	15.00
			41023		WATER ENV STORAGE-JUNE 2025	
					070-382-0000-4300	15.00
					072-360-0000-4300	15.00
					Total :	**60.00**
241470	8/18/2025	894869 ACORN TECHNOLOGY SERVICES	12528		INFORMATION TECHNOLOGY MANAGE	
				13482	001-135-0000-4270	17,154.16
			12636		INFORMATION TECHNOLOGY MANAGE	
				13482	001-135-0000-4270	17,154.16
					Total :	**34,308.32**
241471	8/18/2025	895071 AHMU, ANGELA P.	JULY 2025		FITNESS DEMO	
					001-422-0000-4260	90.00
					Total :	**90.00**
241472	8/18/2025	894975 ALL STAR ELITE SPORTS	5227		STAFF AND SPORTS UNIFORMS	
				13496	001-423-0000-4300	2,584.80
			5251		STAFF AND SPORTS UNIFORMS	
				13496	001-423-0000-4300	474.78
					Total :	**3,059.58**
241473	8/18/2025	894890 ALVARADO, MARICELA	REPL-238005		REPL STL DTD-FAC RENTAL REIMB	
					001-2140	374.00
					Total :	**374.00**
241474	8/18/2025	100165 AMERICAN WATER WORKS, INC.	37956		VEHICLE MAINT-PW8007	
					041-320-0312-4400	256.54
					Total :	**256.54**
241475	8/18/2025	100191 ANGELES SHOOTING RANGE	11909		TRAINING-FORT ANGELES-FULL DAY	
					001-225-0000-4360	300.00
					Total :	**300.00**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241476	8/18/2025	100025 APWA	000884404		(6) MEMBERSHIP RENEWALS	
					001-310-0000-4380	1,596.50
					Total :	**1,596.50**
241477	8/18/2025	889037 AT&T MOBILITY	287277903027X0808202		MODEM FOR ELECTRONIC MESSAGE	
					001-310-0000-4220	138.69
					Total :	**138.69**
241478	8/18/2025	892412 AT&T MOBILITY	287340014777X0804202		HR MANAGER CELL PHONE PLAN-JUL'	
					001-133-0000-4220	50.40
					Total :	**50.40**
241479	8/18/2025	890105 AUTOMOTIVE PARTS WHOLESALE INC	01-500770		BATTERIES FOR CITY FLEET	
					041-1215	447.74
			01-500771		EV TRAINING CLASS	
					041-320-0000-4360	199.98
					Total :	**647.72**
241480	8/18/2025	893176 AUTOZONE STORE 5681	05681532299		BELT-PK2364	
					041-320-0390-4400	8.81
			05681543522		VEHICLE MAINT-PK8704	
					041-320-0390-4400	111.22
			05681543888		VISOR/STICK-WA7358	
					070-384-0000-4400	18.20
			05681544464		LED LIGHT BAR	
					041-320-0000-4310	768.74
			05681544534		RECEIVER & BALL-PK5659	
					041-320-0390-4400	74.12
			05681546535		VEHICLE MAINT-ME9503	
					041-320-0320-4400	42.70
			05681546557		VEHICLE MAINT-ME9503	
					041-320-0320-4400	40.94
					Total :	**1,064.73**
241481	8/18/2025	894636 AVEVA SELECT CALIFORNIA	460982		SCADA SOFTWARE	
				13470	023-311-0000-4260	605.00
					Total :	**605.00**

vchlist — Voucher List — Page: 3
08/14/2025 10:36:12AM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241482	8/18/2025	890546 BARAJAS, CRYSTAL	AUG 2024		MMAP INSTRUCTOR	
				13380	108-424-3694-4260	495.00
			SEPT 2024		MMAP INSTRUCTOR	
				13380	109-424-3614-4260	70.00
				13380	108-424-3694-4260	455.00
					Total :	**1,020.00**
241483	8/18/2025	894842 BATTERY POWER INC	460705		VEHICLE MAINT-WA7358	
					070-384-0000-4400	398.32
					Total :	**398.32**
241484	8/18/2025	893591 BIOMEDICAL WASTE DISPOSAL	155075		BIOMEDICAL WASTE PICK-UP & DISPO	
					001-222-0000-4260	110.00
					Total :	**110.00**
241485	8/18/2025	888800 BUSINESS CARD	072425		TICKETS-DAY CAMP TRIP ON 07/25/25	
					001-420-0000-4300	2,187.00
			072525		GYM FLOOR CLEANER	
					001-423-0000-4300	135.00
			072925		MODULE TRAINING	
					001-152-0000-4380	210.00
			072925		SUPPLIES	
					001-222-0000-4300	229.26
			073125		FINANCE CHARGES	
					001-190-0000-4435	0.65
			080125		RGSTR-EDUCATIONAL FORUM 2025 OI	
					001-133-0000-4370	549.00
			080425		MONTHLY EMAIL- AUG 2025	
					001-135-0000-4260	2,242.09
			080425		FOLIO CASES FOR SURFACE PRO TAB	
					001-135-0000-4300	187.79
			080425-1		EQUIP SUPPLIES	
					001-222-0000-4320	187.77
			080425-2		EQUIP SUPPLIES	
					001-222-0000-4320	121.05
			080425-3		EQUIP SUPPLIES	
					001-222-0000-4320	66.27

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vchlist — Voucher List — Page: 4
08/14/2025 10:36:12AM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241485	8/18/2025	888800 BUSINESS CARD	(Continued)			
			080525		CLAMPS	
					004-2380	152.03
			080725		USB-C THUNDERBOLT TO HDMI CABLE	
					001-135-0000-4300	70.71
					Total :	**6,338.62**
241486	8/18/2025	888800 BUSINESS CARD	071625		CHARCOAL	
					001-222-0000-4300	142.01
					Total :	**142.01**
241487	8/18/2025	887810 CALGROVE RENTALS, INC.	202567-1		GENERATOR RENTAL-4TH OF JULY EV	
					001-424-0000-4300	451.25
					Total :	**451.25**
241488	8/18/2025	894404 CALIFORNIA BUILDING	APRIL-JUNE 2025		BSASRF FEE ASSESMENT DUES	
					001-2268	179.10
					Total :	**179.10**
241489	8/18/2025	889056 CALLEROS, MARIA	REIMB.		ED COMMISSION EXPENSE	
					001-424-0000-4430	300.00
					Total :	**300.00**
241490	8/18/2025	887264 CALPERS	100000018008728		SSA 218 ANNUAL ADMIN FEES	
					001-190-0000-4450	270.00
					Total :	**270.00**
241491	8/18/2025	892464 CANON FINANCIAL SERVICES, INC	41469922		CANON COPIER LEASE FY 2025-2026-J	
				13476	001-135-0000-4260	2,010.10
					Total :	**2,010.10**
241492	8/18/2025	895103 CANTU, RIK	AUG 2025		SUMMER CONCERT - SELENA TRIBUTI	
				13485	001-424-0000-4260	2,500.00
					Total :	**2,500.00**
241493	8/18/2025	887387 CCUG	2025000276CCUG		RSGTR-CLETS USERS GROUP SEMINA	
					001-222-0000-4370	550.00

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241493	8/18/2025	887387 887387 CCUG	(Continued)		**Total :**	**550.00**
241494	8/18/2025	103814 CERVANTES, JORGE	TRAVEL		PER DIEM-APP ABC GRANT TRAINING	
					001-224-0000-4360	105.00
					Total :	**105.00**
241495	8/18/2025	894010 CHARTER COMMUNICATIONS	187701601-080125		CITY HALL CABLE SRV 06/05/25-07/04/2	
					001-190-0000-4220	141.55
			187701701-080125		PW OPS CABLE SRV 06/05/25-07/04/25	
					043-390-0000-4260	202.01
			187702001070725		PD 5G INTERNET SRVS-07/10-08/09	
					010-225-3698-4500	2,600.00
					Total :	**2,943.56**
241496	8/18/2025	895123 CISNEROS, RAMIRO	39-3565-05		WATER ACCT REFUND-801 KALISHER	
					070-2010	50.18
					Total :	**50.18**
241497	8/18/2025	101957 CITY OF LOS ANGELES, FIRE DEPT	110376		FIRE SAFTEY OFFICER FOR 4TH OF JU	
					001-424-0000-4260	762.00
					Total :	**762.00**
241498	8/18/2025	103029 CITY OF SAN FERNANDO	7696-7782		REIMB TO WORKER'S COMP ACCT	
					006-1038	35,789.16
					Total :	**35,789.16**
241499	8/18/2025	890893 CITY OF SAN FERNANDO	AUG (FY2025)		CITY PROPERTY UTILITY BILLS	
					043-390-0000-4210	13,363.28
			AUG 2025 (FY2026)		CITY PROPERTY UTILITY BILLS	
					043-390-0000-4210	13,363.27
					Total :	**26,726.55**
241500	8/18/2025	895031 CIVILTEC ENGINEERING INC	53497		PREP OF THE CITY'S CROSS CONNEC	
				13445	070-381-0000-4270	1,102.50
					Total :	**1,102.50**
241501	8/18/2025	893824 COMPLETE OFFICE	4251982-0		BREAK ROOM SUPPLIES	
					001-222-0000-4300	434.23

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241501	8/18/2025	893824 893824 COMPLETE OFFICE	(Continued)		**Total :**	**434.23**
241502	8/18/2025	892687 CORE & MAIN LP	X220896		WATER SERVICE & FIRE HYDRANT SU	
				13256	070-385-0700-4600	526.39
					Total :	**526.39**
241503	8/18/2025	101982 COUNTY OF LOS ANGELES	FY25/26		FY25/26 SFVCOG DUES	
					001-190-0000-4380	12,500.00
					Total :	**12,500.00**
241504	8/18/2025	100499 CPCA	11553		FY2025-2026 MEMBERSHIP DUES	
					001-222-0000-4380	508.00
					Total :	**508.00**
241505	8/18/2025	100562 CPRS	ID 132813		MEMBERSHIP RENEWAL	
					001-422-0000-4370	170.00
					Total :	**170.00**
241506	8/18/2025	895022 CRAFTWATER ENGINEERING INC	24-088-5		CARLISLE STREET GREEN ALLEY PRO	
				13424	010-310-0847-4260	47,489.30
					Total :	**47,489.30**
241507	8/18/2025	892888 CWE	F25398		REGIONALPARK INFILTRATION PROJE	
				12523	010-310-0620-4600	3,398.50
					Total :	**3,398.50**
241508	8/18/2025	895127 DE LA GARZA, JOSE A	35-1090-16		WATER ACCT REFUND-1306 PICO	
					070-2010	59.21
					Total :	**59.21**
241509	8/18/2025	893114 DE LA PENA, RICHARD	REIMB.		SAFETY SHOES	
					043-390-0000-4310	182.71
					Total :	**182.71**
241510	8/18/2025	893293 DELGADO, DANIEL	TRAVEL		PER DIEM-APP ABC GRANT TRAINING	
					001-224-0000-4360	105.00
					Total :	**105.00**

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241511	8/18/2025	100939 DEPART OF ALCOHOLIC BEVERAGE	JULY 2025		RGSTR-APP ABC GRANT TRAINING ON	
					001-224-0000-4360	650.00
					Total :	**650.00**
241512	8/18/2025	100930 DEPARTMENT OF CONSERVATION	APRIL-JUNE 2025		STRONG MOTION INSTR.& SEISMIC HA	
					001-2040	483.40
					Total :	**483.40**
241513	8/18/2025	893969 DIAMOND ENVIRONMENTAL SERVICES	0006283030		RENTAL OF PORTABLE RESTROOMS F	
				13483	001-424-0000-4260	1,193.15
					Total :	**1,193.15**
241514	8/18/2025	887380 DUENAS, MARIA CONCEPCION	JUNE 2025		MMAP PROJ ASSISTANT MARIA DUENA	
				13390	109-424-3618-4260	285.00
			MAY 2025		MMAP PROJ ASSISTANT MARIA DUENA	
				13390	109-424-3618-4260	765.00
					Total :	**1,050.00**
241515	8/18/2025	889810 EMERGENCY RESPONSE	T2025-380		BIOHAZARD CLEANUP - DR25-1824	
					001-222-0000-4270	950.00
					Total :	**950.00**
241516	8/18/2025	101063 EMPLOYMENT DEVELOPMENT	944-0936-4		UNEMPLOYMENT INS-PERIOD ENDING	
					001-190-0150-4132	349.00
					001-190-0222-4132	2,250.00
					001-190-0420-4132	-130.00
					Total :	**2,469.00**
241517	8/18/2025	895122 ENCISO, JAMES	853099		BASKETBALL REFUND	
					017-3770-1328	50.00
					Total :	**50.00**
241518	8/18/2025	891650 ENTERPRISE FM TRUST	FBN5112408		LEASE OF TEN VEHICLES FOR 3 DIVIS	
				13486	041-311-0000-4500	8,431.08
				13486	041-420-0000-4500	814.98
				13486	041-152-0000-4500	1,517.38
					Total :	**10,763.44**

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241519	8/18/2025	890879 EUROFINS EATON ANALYTICAL, INC	3800089196		FULL-SERVICE ENVIRONMENTAL CITY	
				13226	070-384-0000-4260	6,360.00
					Total :	**6,360.00**
241520	8/18/2025	103851 EVERSOFT, INC.	R2593830		WATER SOFTNER RENTAL-WELL 2A	
					070-384-0000-4260	63.13
					Total :	**63.13**
241521	8/18/2025	893800 FAJARDO, JOANNE	JULY 2025		ZUMBA GOLD INSTRUCTOR	
					001-422-0000-4260	394.00
					Total :	**394.00**
241522	8/18/2025	890981 FAJARDO, JOEL	REIMB		WELLNESS REIMB-FY24/25	
					001-101-0103-4140	750.00
					Total :	**750.00**
241523	8/18/2025	101144 FANTASY FLOWERS & BALLOONS	080125		PLANT-SENIOR CLUB MEMBER	
					004-2380	74.61
			080225-1		PLANT-SENIOR CLUB MEMBER	
					004-2380	64.61
			080225-2		PLANT-SENIOR CLUB MEMBER	
					004-2380	74.61
					Total :	**213.83**
241524	8/18/2025	894813 FRANCO, ROBERT	REIMB.		CWEA ASSOC MEMBERSHIP	
					072-360-0000-4360	251.00
					Total :	**251.00**
241525	8/18/2025	892198 FRONTIER COMMUNICATIONS	209-150-5251-040172-		MWD METER (P.W.)	
					070-384-0000-4220	43.19
			209-151-4941-102990-		POLICE PAGING	
					001-222-0000-4220	53.45
			209-151-4943-081292-		RADIO REPEATER (POLICE)	
					001-222-0000-4220	39.30
			209-188-4361-031792-		RCS PHONE LINES	
					001-222-0000-4220	128.12
			209-188-4362-031792-		POLICE PHONE LINES	

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241525	8/18/2025	892198 FRONTIER COMMUNICATIONS	(Continued)			
					001-222-0000-4220	2,587.17
			209-188-4363-031892-		VARIOUS PHONE LINES	
					001-190-0000-4220	91.09
					070-384-0000-4220	414.93
					001-420-0000-4220	264.16
			818-361-0901-051499-		SEWER FLOW MONI (P. W.)	
					072-360-0000-4220	90.22
			818-361-6728-080105-		ENGINEERING FAX LINE	
					001-310-0000-4220	45.91
			818-365-5097-120298-		POLICE NARCOTICS VAULT	
					001-222-0000-4220	45.39
			818-837-1509-032207-		PUBLIC WORKS PHONE LINE	
					001-190-0000-4220	45.91
			818-838-4969-021803-		POLICE DEPT ALARM PANEL	
					001-222-0000-4220	169.50
					Total :	**4,018.34**
241526	8/18/2025	887249 GALLS, LLC	032008233		RAIN JACKET	
					001-222-0000-4300	134.53
					Total :	**134.53**
241527	8/18/2025	895126 GARCIA, FERNANDO	33-3020-03		WATER ACCT REFUND-1123 CORONEL	
					070-2010	15.37
					Total :	**15.37**
241528	8/18/2025	894407 GRAYBAR FINANCIAL SERVICES	18842177		AUG-VOIP MONTHLY LEASE PAYMENT	
					001-190-0000-4220	946.60
					001-222-0000-4220	946.60
					001-420-0000-4220	405.69
					070-384-0000-4220	405.69
					Total :	**2,704.58**
241529	8/18/2025	101450 HANSEN, SUSIE	774-FINAL		ENTERTAINMENT FOR CITY'S BDAY EV	
					001-424-0000-4260	840.00
					Total :	**840.00**

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241530	8/18/2025	888647 HDL SOFTWARE, LLC	SIN052369		BUSINESS LICENSE ADMIN SERVICES	
				13241	001-130-0000-4260	8,051.44
					Total :	**8,051.44**
241531	8/18/2025	101512 HDL, COREN & CONE	SIN052957		2024-25 ACFR STATISTICAL PACKAGE	
					001-130-0000-4270	795.00
					Total :	**795.00**
241532	8/18/2025	890594 HEALTH AND HUMAN RESOURCE	E0351387		EAP - SEPT 2025	
					001-133-0000-4260	302.96
					Total :	**302.96**
241533	8/18/2025	891937 HERNANDEZ, JOSE	REIMB.		REIMB-SENIOR CLUB ACTIVITIES	
					004-2380	608.59
					Total :	**608.59**
241534	8/18/2025	888309 HI 2 LO VOLTAGE WIRING CO, INC	21442		MONITORING SERVICES-07/01/25-09/3(	
					001-222-0000-4260	75.00
					Total :	**75.00**
241535	8/18/2025	895129 HONEST PLUMBING & ROOTER INC	PW2502191		UTILITY SRV PERMIT PARTIAL	
					070-3840-0000	945.00
					070-3835-0000	1,821.00
					Total :	**2,766.00**
241536	8/18/2025	894775 IBARRA, SERGIO	REIMB.		ITEMS FOR CC VOLUNTEER RECOGNI	
					001-101-0000-4300	43.23
			REIMB.		HR INTERVIEWS FRO HR ASSISTANT	
					001-133-0000-4370	198.86
					Total :	**242.09**
241537	8/18/2025	894916 JJ PROPERTY MAINTENANCE	123076		CITY-WIDE JANITORIAL SERVICES-JUL	
				13490	043-390-0000-4260	17,000.00
					Total :	**17,000.00**
241538	8/18/2025	892118 JOHN ROBINSON CONSULTING, INC.	SF202001-58		UPPER RESERVOIR REPL CONSTR. M(	
				12145	121-385-0716-4600	3,105.00

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241538	8/18/2025	892118 892118 JOHN ROBINSON CONSULTING, INC.	(Continued)		**Total :**	**3,105.00**
241539	8/18/2025	893882 JTR	3423		WASTE TIRE PICK-UP	
					001-311-0000-4260	1,520.00
					Total :	**1,520.00**
241540	8/18/2025	892207 JUDICIAL COUNCIL OF CALIFORNIA	0671L2024		2025 ANNUAL LICENSE FEE	
					001-222-0000-4260	200.00
					Total :	**200.00**
241541	8/18/2025	894609 KNOWBE4, INC.	INV389887		KNOWBE4 SUBSCRIPTION RENEWAL	
				13492	001-135-0000-4260	6,794.20
					Total :	**6,794.20**
241542	8/18/2025	101995 L.A. COUNTY POLICE CANINE	SEMINAR 2025		RGSTR-2025 ADVANCED K9 SEMINAR (	
					001-225-0000-4360	400.00
					Total :	**400.00**
241543	8/18/2025	102007 L.A. COUNTY SHERIFFS DEPT.	253595BL		PRE-PACKAGED, PREPARED INMATE M	
				13316	001-225-0000-4350	614.86
					Total :	**614.86**
241544	8/18/2025	101971 L.A. MUNICIPAL SERVICES	494-750-1000-1		WATER-12900 DRONFIELD	
					070-384-0000-4210	220.79
			494-750-1000-2		WATER-12900 DRONFIELD	
					070-384-0000-4210	220.78
			694-750-1000-1		ELECTRIC & WATER-13180 DRONFIELI	
					070-384-0000-4210	9,952.13
			694-750-1000-2		ELECTRIC & WATER-13180 DRONFIELI	
					070-384-0000-4210	9,952.13
					Total :	**20,345.83**
241545	8/18/2025	894379 LAPPL/PROFESSIONAL DEVELOPMENT	61854944		RGSTR-NEXT LEVEL LEADERSHIP COU	
					001-225-0000-4360	1,575.00
					Total :	**1,575.00**
241546	8/18/2025	888254 MCCALLA COMPANY	167559		NITRILE GLOVES	
					001-222-0000-4300	790.82

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241546	8/18/2025	888254 888254 MCCALLA COMPANY	(Continued)		**Total :**	**790.82**
241547	8/18/2025	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINE	
					007-440-0441-4220	39.76
					Total :	**39.76**
241548	8/18/2025	893200 MCKESSON MEDICAL-SURGICAL	24033923		MEDICAL SUPPLIES	
					001-225-0000-4350	51.02
			24034228		MEDICAL SUPPLIES	
					001-225-0000-4350	77.84
					Total :	**128.86**
241549	8/18/2025	892140 MICHAEL BAKER	1250223		CDBG ADMINISTRATIVE & COMPLIANC	
				13434	026-107-0185-4260	2,174.00
			1255193		CDBG ADMINISTRATIVE & COMPLIANC	
				13434	026-107-0185-4260	2,863.30
					Total :	**5,037.30**
241550	8/18/2025	893402 MILITARY TRIBUTE BANNERS	250102391		MILITARY TRIBUTE BANNERS	
				13480	017-420-1355-4300	1,263.84
				13480	001-424-0000-4300	314.16
					Total :	**1,578.00**
241551	8/18/2025	102226 MISSION LINEN SUPPLY	524159144		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	334.45
			524197157		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	334.45
			524237590		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	334.45
			524323133		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	334.45
			524521165		LAUNDRY SERVICES FOR PD	
				13499	001-225-0000-4350	334.45
					Total :	**1,672.25**
241552	8/18/2025	893934 MORA, JUAN LUIS	JULY 2025		BASEBALL PROGRAM CONSULTANT	
				13493	001-423-0000-4260	2,306.50

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241552	8/18/2025	893934 893934 MORA, JUAN LUIS	(Continued)		**Total :**	**2,306.50**
241553	8/18/2025	893050 MORALES-RODRIGUEZ, CRISTAL	AUG 2024		MMAP INSTRUCTOR	
				13382	109-424-3614-4260	495.00
			SEPT 2024		MMAP INSTRUCTOR	
				13382	109-424-3614-4260	315.00
				13382	108-424-3694-4260	210.00
					Total :	**1,020.00**
241554	8/18/2025	894004 MURILLO, NICHOLAS	REIMB.		K9 FOOD & SUPPLIES	
					001-225-0000-4270	166.89
					Total :	**166.89**
241555	8/18/2025	102332 NATIONAL ASSOCIATION OF CHIEFS	22-1276 NC22016378-M		ANNULA DUES	
					001-222-0000-4380	60.00
					Total :	**60.00**
241556	8/18/2025	893348 NCSI	60015		BACKGROUND CHECK-CIT CAMP VOLI	
					001-422-0000-4260	55.50
					Total :	**55.50**
241557	8/18/2025	893405 NEW HORIZON	3164780		LP PHONE SERVICES-AUG 2025	
					001-420-0000-4260	308.25
					Total :	**308.25**
241558	8/18/2025	894100 ODP BUSINESS SOLUTIONS , LLC	424522341001		OFFICE SUPPLIES	
					001-222-0000-4300	52.59
			424540486001		OFFICE SUPPLIES	
					001-222-0000-4300	9.71
			424680383001		OFFICE SUPPLIES	
					001-222-0000-4300	169.94
			427779210001		OFFICE SUPPLIES	
					001-222-0000-4300	12.88
			427779252001		OFFICE SUPPLIES	
					001-222-0000-4300	171.72
			428571832001		OFFICE SUPPLIES	
					001-130-0000-4300	26.95
			428616694001		OFFICE SUPPLIES	

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241558	8/18/2025	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued)			
					001-130-0000-4300	71.81
			428811087001		OFFICE SUPPLIES	
					001-222-0000-4300	297.72
			428812144001		OFFICE SUPPLIES	
					001-222-0000-4300	17.75
			430791288001		OFFICE SUPPLIES	
					001-310-0000-4300	307.05
			430791750001		OFFICE SUPPLIES	
					001-310-0000-4300	15.00
			431153352001		OFFICE SUPPLIES	
					001-222-0000-4300	36.81
			431179775001		OFFICE SUPPLIES	
					001-222-0000-4300	70.60
			431933168001		OFFICE SUPPLIES	
					001-222-0000-4300	155.99
			431933232001		OFFICE SUPPLIES	
					001-222-0000-4300	18.66
			432689392001		OFFICE SUPPLIES	
					001-311-0000-4300	76.50
					Total :	**1,511.68**
241559	8/18/2025	890324 PEREZ MONTELONGO, JUAN	072025		YOUTH BASKETBALL REFEREE SERVI	
				13494	001-423-0000-4260	3,229.50
					Total :	**3,229.50**
241560	8/18/2025	895002 PORTA-STOR	457511		MCB STORAGE BIN RENTAL-JULY 2025	
					001-423-0000-4260	82.00
					Total :	**82.00**
241561	8/18/2025	890004 PTS	2144339		PD PAY PHONE - AUG 2025	
					001-190-0000-4220	88.00
					Total :	**88.00**
241562	8/18/2025	894993 PUBLIC AGENCY	4574		ANNUAL MEMBERSHIP	
					001-133-0000-4370	450.00

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241562	8/18/2025	894993 894993 PUBLIC AGENCY	(Continued)		**Total :**	**450.00**
241563	8/18/2025	894306 QUENCH USA, INC.	IMV09173317		DRINKING WATER	
					001-222-0000-4300	114.87
			INV09308560		DRINKING WATER	
					001-222-0000-4300	132.11
					Total :	**246.98**
241564	8/18/2025	894165 RIVERA, BRANDON	REIMB.		SAFETY SHOES	
					043-390-0000-4310	323.73
					Total :	**323.73**
241565	8/18/2025	893774 RJS WORK BOOTS LLC	101-39981		SAFETY BOOTS	
					001-311-0000-4310	279.86
					Total :	**279.86**
241566	8/18/2025	895120 RODRIGUEZ, MARCELA I.	APRIL 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
			JUNE 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
			MARCH 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
			MAY 2025		COMMISSIONER'S STIPEND	
					001-420-0000-4111	100.00
					Total :	**400.00**
241567	8/18/2025	895125 SALAS, RODRIGO	39-0465-06		WATER ACCT REFUND-1322 HEWITT	
					070-2010	49.91
					Total :	**49.91**
241568	8/18/2025	895124 SAN FERNANDO REALTY	52-2240-03		WATER ACCT REFUND-2045 SEVENTH	
					070-2010	29.91
					Total :	**29.91**
241569	8/18/2025	891253 SAN FERNANDO SMOG TEST ONLY	3740		SMOG TEST-ME9503-E1185786	
					041-320-0000-4450	68.00
			3741		SMOG TEST-PD7863-6LHM163	
					041-320-0000-4450	68.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241569	8/18/2025	891253 SAN FERNANDO SMOG TEST ONLY	(Continued)			
			3742		SMOG TEST-PD8955-6KMS286	
					041-320-0000-4450	68.00
					Total :	**204.00**
241570	8/18/2025	894795 SD DATA CENTER	DCINV4011154		VEEAM BACKUP RENEWAL (1-YEAR)	
				13479	001-135-0000-4260	6,905.40
					Total :	**6,905.40**
241571	8/18/2025	103126 SERVPRO	4814		FIRE/SMOKE RESOTATON - DETECTIVI	
					001-222-0000-4270	1,894.83
					Total :	**1,894.83**
241572	8/18/2025	103184 SMART & FINAL	0110		BREAK ROOM SUPPLIES	
					001-222-0000-4300	2.99
			0149		REFRESHMENTS-SR PROGRAM	
					004-2346	37.21
			0213		BREAK ROOM SUPPLIES	
					001-222-0000-4300	76.31
			0400		WATER FOR MOVIE NIGHT ON 08/01/25	
					004-2385	32.38
			0464		REFRESHMENTS-MOVIE NIGHT ON 07/	
					001-424-0000-4300	75.86
					Total :	**224.75**
241573	8/18/2025	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC-VARIOUS LOCATIONS	
					027-344-0000-4210	11,630.71
					029-335-0000-4210	4,015.92
					070-384-0000-4210	18,261.64
					074-320-0000-4210	835.50
					043-390-0000-4210	9,047.88
			700136176526		ELECTRIC-METER FOR MALL-MACLAY/	
					030-341-0000-4210	75.37
			700363532503		ELECTRIC-VARIOUS LOCATIONS	
					043-390-0000-4210	11,367.28
					Total :	**55,234.30**

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241574	8/18/2025	894649 STERLING ADMINISTRATION	880253		FSA FUNDING CONTRIBUTION	
					004-2365	908.75
					Total :	**908.75**
241575	8/18/2025	895128 SYMES, MARTIN	56-0270-04		WATER ACCT REFUND-1175 AVIATION	
					070-2010	1,681.06
					Total :	**1,681.06**
241576	8/18/2025	893955 TALLEY, BRIDGET LAINE	JULY 2025		CHAIR YOGA INSTRUCTOR	
					017-420-1321-4260	231.00
					Total :	**231.00**
241577	8/18/2025	101528 THE HOME DEPOT CRC	2772321		MAT'LS TO INSTALL WATER DISPENSE	
					043-390-0000-4300	6.57
			3243794		MAT'LS TO INSTALL WATER DISPENSE	
					043-390-0000-4300	7.57
			3900882		MAT'LS TO INSTALL WATER DISPENSE	
					043-390-0000-4300	6.93
			8545177		STREET ELECTRICAL BOX	
					001-370-0000-4300	243.77
					Total :	**264.84**
241578	8/18/2025	893504 TOWN HALL STREAMS, LLC	16717		STREAMING SERVICES-AIUG 2025	
					001-115-0000-4260	175.00
					Total :	**175.00**
241579	8/18/2025	892853 TREE PEOPLE	2		PROJ MGMT, GRT ADMIN, COMM ENGA	
				13438	010-310-0847-4260	8,600.37
					Total :	**8,600.37**
241580	8/18/2025	103463 U.S. POSTMASTER	AUG 2025		POSTAGE-AUG UTILITY BILLS	
					070-382-0000-4300	777.79
					072-360-0000-4300	777.79
			JULY 2025		POSTAGE-JULY UTILITY BILLS	
					070-382-0000-4300	845.23
					072-360-0000-4300	845.23
			PERMIT 64		PERMIT NO.64 RENEWAL FEE	

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241580	8/18/2025	103463 U.S. POSTMASTER	(Continued)			
					070-382-0000-4300	185.00
					072-360-0000-4300	185.00
					Total :	**3,616.04**
241581	8/18/2025	887939 ULINE SHIPPING SUPPLIES	195165186		BILL COUNTER	
					001-222-0000-4300	463.33
			195542254		BILL COUNTER RETURNED	
					001-222-0000-4300	-442.00
					Total :	**21.33**
241582	8/18/2025	103445 UNDERGROUND SERVICE ALERT	25-260398		CA STATE FEE-REGULARTORY COSTS	
					070-381-0000-4260	28.61
					072-360-0000-4260	28.61
					001-370-0000-4310	28.60
			720250705		(30) SNF01 NEW TICKET CHARGES	
					070-381-0000-4260	63.34
					072-360-0000-4260	63.33
					001-370-0000-4310	63.33
					Total :	**275.82**
241583	8/18/2025	893746 UNISHIELD	14-005217		FIRST AID KIT REFILL - CH	
					001-310-0000-4300	363.44
					Total :	**363.44**
241584	8/18/2025	103439 UPS	831954315		COURIER SERVICES	
					001-190-0000-4280	25.00
					Total :	**25.00**
241585	8/18/2025	894888 US BANCORP SERVICE CENTER INC	062025		AIRFARE-2025 NALEO ANNUAL CONF (	
					001-101-0107-4370	841.67
			062425		AIRFARE-2025 NALEO ANNUAL CONF (	
					001-101-0112-4370	946.66
			062525		CITY COUNCIL & LEGISLATOR PHOTOS	
					001-101-0000-4300	41.68
					Total :	**1,830.01**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241586	8/18/2025	100101 VERIZON WIRELESS-LA	6119148888		VARIOUS CELL PHONE & HS PLANS-87	
					043-390-0000-4310	254.01
					001-101-0112-4220	38.83
					001-105-0000-4220	49.81
					001-222-0000-4220	80.02
					001-152-0000-4220	180.08
					001-420-0000-4220	40.01
					028-155-0000-4300	40.01
					070-384-0000-4220	473.05
					072-360-0000-4220	102.52
			6119459762		PD CELL PHONE PLANS-460851202	
					001-222-0000-4220	519.57
			6119471549		CITY YARD STANDBY PHONE PLAN-56	
					072-360-0000-4220	36.87
					Total :	**1,814.78**
241587	8/18/2025	894327 VISTA PAINT	2025-018972-00		GRAFFITI SUPPLIES	
					001-312-0000-4300	1,294.55
					Total :	**1,294.55**
241588	8/18/2025	103603 VULCAN MATERIALS COMPANY	539321		FINANCE CHARGES	
					070-385-0700-4600	34.66
					Total :	**34.66**
241589	8/18/2025	894968 WEATHERPROOFING TECHNOLOGIES	98186040		ROOFING REPAIRS AT THE POLICE ST	
				13456	032-390-0765-4600	12,687.85
					Total :	**12,687.85**
241590	8/18/2025	890970 WEX BANK	106340669		FUEL FOR CITY FLEET	
					041-320-0152-4402	116.21
					041-320-0221-4402	664.06
					041-320-0222-4402	773.12
					041-320-0224-4402	741.90
					041-320-0225-4402	4,561.74
					041-320-0228-4402	775.59
					041-320-0312-4402	277.38
					041-320-0320-4402	306.23

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241590	8/18/2025	890970 WEX BANK	(Continued)			
					041-320-0346-4402	173.65
					041-320-0370-4402	1,097.60
					041-320-0390-4402	2,538.71
					070-381-0000-4402	96.97
					070-382-0000-4402	627.63
					070-383-0000-4402	790.29
					070-384-0000-4402	360.94
					072-360-0000-4402	222.43
					041-320-0311-4402	2,163.16
					Total :	**16,287.61**
241591	8/18/2025	891531 WILLDAN ENGINEERING	00340104		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	8,788.00
				13379	024-371-0510-4600	1,370.00
				13379	024-311-0000-4600	1,442.00
			00340396BR		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	10,270.50
				13379	025-311-0565-4600	288.00
				13379	024-311-0000-4600	620.25
				13379	024-371-0510-4600	1,665.00
				13379	024-311-0000-4600	288.75
			00340707B-PO13228		TRAFFIC SIGNAL MODIFICATIONS - 9 L	
				13228	010-311-0562-4600	6,639.00
			00340707B-PO13379		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	11,818.50
				13379	024-311-0000-4600	591.00
				13379	024-371-0510-4600	2,566.00
			00340848B		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	11,599.00
				13379	010-311-0567-4600	1,941.00
				13379	024-371-0510-4600	1,701.00
				13379	012-311-0562-4600	3,750.00
				13379	024-311-0000-4600	591.00
			00340850		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	1,624.50
			00341014B-PO13228		TRAFFIC SIGNAL MODIFICATIONS - 9 L	

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241591	8/18/2025	891531 WILLDAN ENGINEERING	(Continued)			
				13228	010-311-0562-4600	4,908.00
			00341014B-PO13379		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	9,826.00
				13379	010-311-0567-4600	1,574.00
				13379	024-371-0510-4600	1,543.00
				13379	024-311-0000-4600	959.00
			00341015		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	1,556.00
			00341016		ON-CALL ENGINEERING SERVICES	
				13379	001-310-0000-4270	2,136.00
			00421965		ON-CALL ENGINEERING SERVICES	
				13379	010-311-0567-4600	764.50
			00422132		ON-CALL ENGINEERING SERVICES	
				13379	010-311-0567-4600	1,047.50
			00422314		ON-CALL ENGINEERING SERVICES	
				13379	010-311-0567-4600	1,019.50
			00630290		ON-CALL ENGINEERING SERVICES	
				13379	024-371-0510-4600	772.00
					Total :	**93,659.00**

123 Vouchers for bank code : bank3 **Bank total :** **515,513.00**

123 Vouchers in this report **Total vouchers :** **515,513.00**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 25-082

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241354	8/1/2025	100286 BAKER, BEVERLY	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	284.25
					Total :	**284.25**
241355	8/1/2025	100916 DEIBEL, PAUL	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241356	8/1/2025	101926 LILES, RICHARD	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241357	8/1/2025	102126 MARTINEZ, MIGUEL	25-Aug		CALPERS HEALTH REIMB	
					070-180-0000-4127	768.52
					Total :	**768.52**
241358	8/1/2025	894908 NAVARRO, NORMA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	284.25
					Total :	**284.25**
241359	8/1/2025	891354 RAMIREZ, ROSALINDA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	185.08
					Total :	**185.08**
241360	8/1/2025	892782 TIGHE, DONNA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	185.08
					Total :	**185.08**

7 Vouchers for bank code : bank3 **Bank total :** **2,560.58**

7 Vouchers in this report **Total vouchers :** **2,560.58**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount

Voucher Registers are not final until approved by Council.

EXHIBIT "A"
RES. NO. 25-082

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241361	8/1/2025	894452 ABDALLAH, MARIA G.	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,157.72
					Total :	**2,157.72**
241362	8/1/2025	100091 AGORICHAS, JOHN	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,011.40
					Total :	**1,011.40**
241363	8/1/2025	895025 AGUILAR, MARY	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	185.08
					Total :	**185.08**
241364	8/1/2025	100104 ALBA, ANTHONY	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,011.40
					Total :	**1,011.40**
241365	8/1/2025	891011 APODACA-GRASS, ROBERTA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241366	8/1/2025	100260 AVILA, FRANK	25-Aug		CALPERS HEALTH REIMB	
					041-180-0000-4127	1,695.04
					Total :	**1,695.04**
241367	8/1/2025	100306 BARNARD, LARRY	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	965.00
					Total :	**965.00**
241368	8/1/2025	100346 BELDEN, KENNETH M.	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	965.00
					Total :	**965.00**
241369	8/1/2025	892233 BUZZELL, CAROL	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	284.25
					Total :	**284.25**
241370	8/1/2025	102127 CABRERA, KATHY	25-Aug		CALPERS HEALTH REIMB	

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241370	8/1/2025	102127 CABRERA, KATHY	(Continued)			
					001-180-0000-4127	1,498.96
					Total :	**1,498.96**
241371	8/1/2025	891350 CALZADA, FRANK	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	726.50
					Total :	**726.50**
241372	8/1/2025	100642 CASTRO, RICO	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,369.46
					Total :	**2,369.46**
241373	8/1/2025	103816 CHAVEZ, ELENA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	290.28
					Total :	**290.28**
241374	8/1/2025	100752 COLELLI, CHRISTIAN	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,250.95
					Total :	**2,250.95**
241375	8/1/2025	891014 CREEKMORE, CASIMIRA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241376	8/1/2025	893711 DAVIS, JAMES	25-Aug		CALPERS HEALTH REIMB	
					072-180-0000-4127	1,739.06
					Total :	**1,739.06**
241377	8/1/2025	100913 DECKER, CATHERINE	25-Aug		CALPERS HEALTH REIMB	
					070-180-0000-4127	426.70
					Total :	**426.70**
241378	8/1/2025	100925 DELGADO, RALPH	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	726.50
					Total :	**726.50**
241379	8/1/2025	101667 DIAZ, EVELYN	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	948.00

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241379	8/1/2025	101667 101667 DIAZ, EVELYN	(Continued)		**Total :**	**948.00**
241380	8/1/2025	100960 DIEDIKER, VIRGINIA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241381	8/1/2025	100996 DRAKE, JOYCE	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241382	8/1/2025	100995 DRAKE, MICHAEL	25-Aug		CALPERS HEALTH REIMB	
					070-180-0000-4127	213.35
					072-180-0000-4127	213.35
					Total :	**426.70**
241383	8/1/2025	100997 DRAPER, CHRISTOPHER	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,250.95
					Total :	**2,250.95**
241384	8/1/2025	101044 ELEY, JEFFREY	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,326.00
					Total :	**2,326.00**
241385	8/1/2025	891040 FISHKIN, RIVIAN	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	185.08
					Total :	**185.08**
241386	8/1/2025	101178 FLORES, ADRIAN	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,498.96
					Total :	**1,498.96**
241387	8/1/2025	101182 FLORES, MIGUEL	25-Aug		CALPERS HEALTH REIMB	
					043-180-0000-4127	1,498.96
					Total :	**1,498.96**
241388	8/1/2025	894378 GARCIA, BERTHA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	768.52

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241388	8/1/2025	894378 894378 GARCIA, BERTHA	(Continued)		**Total :**	**768.52**
241389	8/1/2025	891351 GARCIA, DEBRA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,331.10
					Total :	**2,331.10**
241390	8/1/2025	101281 GARIBAY, SAUL	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,730.52
					Total :	**2,730.52**
241391	8/1/2025	101318 GLASGOW, KEVIN	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,250.95
					Total :	**2,250.95**
241392	8/1/2025	101333 GODINEZ, FRAZIER C.	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,996.05
					Total :	**1,996.05**
241393	8/1/2025	101409 GUERRA, LAUREN E	25-Aug		CALPERS HEALTH REIMB	
					072-180-0000-4127	670.48
					Total :	**670.48**
241394	8/1/2025	891021 GUIZA, JENNIE	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241395	8/1/2025	102896 GUZMAN, ROSA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	329.56
					Total :	**329.56**
241396	8/1/2025	891352 HADEN, SUSANNA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,086.55
					Total :	**1,086.55**
241397	8/1/2025	101440 HALCON, ERNEST	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,489.00
					Total :	**1,489.00**

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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241398	8/1/2025	101672 HANCHETT, NICHOLE	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,793.00
					Total :	**1,793.00**
241399	8/1/2025	891918 HARTWELL, BRUCE	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,011.40
					Total :	**1,011.40**
241400	8/1/2025	101465 HARVEY, DAVID	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	185.08
					Total :	**185.08**
241401	8/1/2025	101466 HARVEY, DEVERY MICHAEL	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	965.00
					Total :	**965.00**
241402	8/1/2025	101471 HASBUN, NAZRI A.	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	290.28
					Total :	**290.28**
241403	8/1/2025	891023 HATFIELD, JAMES	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,011.40
					Total :	**1,011.40**
241404	8/1/2025	892104 HERNANDEZ, ALFONSO	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,011.40
					Total :	**1,011.40**
241405	8/1/2025	891024 HOOKER, RAYMOND	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241406	8/1/2025	893616 HOUGH, LOIS	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	284.25
					Total :	**284.25**
241407	8/1/2025	101597 IBRAHIM, SAMIR	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	528.16

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

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241407	8/1/2025	101597 101597 IBRAHIM, SAMIR	(Continued)		**Total :**	**528.16**
241408	8/1/2025	101694 JACOBS, ROBERT	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	965.00
					Total :	**965.00**
241409	8/1/2025	892105 KAHMANN, ERIC	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	528.16
					Total :	**528.16**
241410	8/1/2025	101786 KLOTZSCHE, STEVEN	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	738.56
					Total :	**738.56**
241411	8/1/2025	891866 KNIGHT, DONNA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	178.72
					Total :	**178.72**
241412	8/1/2025	891043 LIEBERMAN, LEONARD	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	185.08
					Total :	**185.08**
241413	8/1/2025	101933 LITTLEFIELD, LESLEY	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241414	8/1/2025	102045 LLAMAS-RIVERA, MARCOS	25-Aug		CALPERS HEALTH REIMB	
					070-180-0000-4127	1,730.68
					Total :	**1,730.68**
241415	8/1/2025	102059 MACK, MARSHALL	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	670.48
					Total :	**670.48**
241416	8/1/2025	891010 MAERTZ, ALVIN	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	645.94
					Total :	**645.94**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241417	8/1/2025	888037 MARTINEZ, ALVARO	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,297.98
					Total :	**1,297.98**
241418	8/1/2025	102206 MILLER, WILMA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241419	8/1/2025	102212 MIRAMONTES, MONICA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	738.56
					Total :	**738.56**
241420	8/1/2025	102232 MIURA, HOWARD	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241421	8/1/2025	892106 MONTAN, EDWARD	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	284.25
					Total :	**284.25**
241422	8/1/2025	102443 OKAFOR, MICHAEL	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,099.19
					Total :	**2,099.19**
241423	8/1/2025	102473 ORDELHEIDE, ROBERT	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,359.52
					Total :	**2,359.52**
241424	8/1/2025	102486 ORSINI, TODD	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,308.18
					Total :	**2,308.18**
241425	8/1/2025	102569 PARKS, ROBERT	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,326.00
					Total :	**2,326.00**
241426	8/1/2025	102580 PATINO, ARMANDO	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,326.00

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241426	8/1/2025	102580 102580 PATINO, ARMANDO	(Continued)		**Total :**	**2,326.00**
241427	8/1/2025	102527 PISCITELLI, ANTHONY	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	726.50
					Total :	**726.50**
241428	8/1/2025	891033 POLLOCK, CHRISTINE	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	349.00
					Total :	**349.00**
241429	8/1/2025	102735 QUINONEZ, MARIA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,695.04
					Total :	**1,695.04**
241430	8/1/2025	891034 RAMSEY, JAMES	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241431	8/1/2025	102788 RAYGOZA, JOSE LUIS	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,996.05
					Total :	**1,996.05**
241432	8/1/2025	102864 RIVETTI, DOMINICK	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	965.00
					Total :	**965.00**
241433	8/1/2025	887872 ROSENBERG, IRWIN	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,807.93
					Total :	**1,807.93**
241434	8/1/2025	102936 RUELAS, MARCO	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,086.55
					Total :	**1,086.55**
241435	8/1/2025	102940 RUIZ, RONALD	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	670.48
					Total :	**670.48**

vchlist **Voucher List** Page: 9
07/31/2025 9:36:03AM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241436	8/1/2025	891044 RUSSUM, LINDA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	185.08
					Total :	**185.08**
241437	8/1/2025	103005 SALAZAR, TONY	25-Aug		CALPERS HEALTH REIMB	
					070-180-0000-4127	1,498.96
					Total :	**1,498.96**
241438	8/1/2025	103118 SENDA, OCTAVIO	25-Aug		CALPERS HEALTH REIMB	
					043-180-0000-4127	1,996.05
					Total :	**1,996.05**
241439	8/1/2025	892107 SHANAHAN, MARK	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	528.16
					Total :	**528.16**
241440	8/1/2025	891035 SHERWOOD, NINA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241441	8/1/2025	103175 SKOBIN, ROMELIA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,671.25
					Total :	**1,671.25**
241442	8/1/2025	893677 SOLIS, MARGARITA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	580.11
					Total :	**580.11**
241443	8/1/2025	103220 SOMERVILLE, MICHAEL	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,793.00
					Total :	**1,793.00**
241444	8/1/2025	889588 UFANO, VIRGINIA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	185.08
					Total :	**185.08**
241445	8/1/2025	103516 VAIRO, ANTHONY	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,793.00

vchlist **Voucher List** Page: 10
07/31/2025 9:36:03AM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241445	8/1/2025	103516 103516 VAIRO, ANTHONY	(Continued)		**Total :**	**1,793.00**
241446	8/1/2025	888417 VALDIVIA, LAURA	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241447	8/1/2025	103550 VANICEK, JAMES	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,695.04
					Total :	**1,695.04**
241448	8/1/2025	103562 VASQUEZ, JOEL	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	2,326.00
					Total :	**2,326.00**
241449	8/1/2025	888562 VILLALPANDO, SEBASTIAN FRANK	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	528.16
					Total :	**528.16**
241450	8/1/2025	103692 VILLALVA, FRANCISCO	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,996.05
					Total :	**1,996.05**
241451	8/1/2025	891038 WAITE, CURTIS	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,011.40
					Total :	**1,011.40**
241452	8/1/2025	103612 WALKER, MICHAEL	25-Aug		CALPERS HEALTH REIMB	
					027-180-0000-4127	185.08
					Total :	**185.08**
241453	8/1/2025	103620 WARREN, DALE	25-Aug		CALPERS HEALTH REIMB	
					072-180-0000-4127	185.08
					Total :	**185.08**
241454	8/1/2025	895047 WATT, NANCY	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241455	8/1/2025	893690 WATTS, STEVE M.	25-Aug		CALPERS HEALTH REIMB	
					072-180-0000-4127	528.16
					Total :	**528.16**
241456	8/1/2025	891037 WEBB, NANCY	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241457	8/1/2025	103643 WEDDING, JEROME	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,011.40
					Total :	**1,011.40**
241458	8/1/2025	103727 WYSBEEK, DOUDE	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	426.70
					Total :	**426.70**
241459	8/1/2025	103737 YNIGUEZ, LEONARD	25-Aug		CALPERS HEALTH REIMB	
					001-180-0000-4127	1,011.40
					Total :	**1,011.40**

99 Vouchers for bank code : bank3 **Bank total :** **103,958.46**

99 Vouchers in this report **Total vouchers :** **103,958.46**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-082

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241460	8/1/2025	103648 CITY OF SAN FERNANDO	PR 08/01/25		REIMB FOR PAYROLL W/E 07-25-25	
					001-1003	666,342.65
					007-1003	2,739.84
					010-1003	908.27
					017-1003	2,196.44
					027-1003	6,166.48
					029-1003	3,862.98
					041-1003	8,634.32
					043-1003	32,466.87
					070-1003	67,090.94
					072-1003	25,273.92
					094-1003	1,301.09
					Total :	**816,983.80**

1 Vouchers for bank code : bank3 **Bank total : 816,983.80**

1 Vouchers in this report **Total vouchers : 816,983.80**

Voucher Registers are not final until approved by Council.

EXHIBIT "A"
RES. NO. 25-082

SPECIAL CHECK

vchlist — Voucher List — Page: 1
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Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241461	8/1/2025	103648 CITY OF SAN FERNANDO	PR 08-01-25		REIMB. FOR PAYROLL W/E 07/25/25	
					001-1003	633,356.40
					007-1003	2,438.72
					010-1003	908.27
					017-1003	2,196.44
					027-1003	5,012.89
					029-1003	3,308.52
					041-1003	8,339.88
					043-1003	28,582.16
					070-1003	63,168.80
					072-1003	22,991.51
					094-1003	1,177.05
					Total :	**771,480.64**

1 Vouchers for bank code : bank3 — **Bank total :** **771,480.64**

1 Vouchers in this report — **Total vouchers :** **771,480.64**

Voucher Registers are not final until approved by Council.

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 25-082

vchlist **Voucher List** Page: 1
08/01/2025 3:27:43PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241462	8/1/2025	895069 BOYZ IN THE KITCHEN INC	13856		CATERING SERVICE FOR JULY SENIOF	
				13475	004-2380	10,988.12
					Total :	**10,988.12**
241463	8/1/2025	894976 GUTIERREZ, CARLOS A.	JULY 2025		SEVEN (7) PERFORMANCES FOR SENI	
				13484	004-2380	1,600.00
					Total :	**1,600.00**

2 Vouchers for bank code : bank3 **Bank total :** **12,588.12**

2 Vouchers in this report **Total vouchers :** **12,588.12**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-082

vchlist **Voucher List** Page: 1
08/01/2025 4:51:26PM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241464	8/1/2025	891650 ENTERPRISE FM TRUST	FBN5361099		LEASE OF TEN VEHICLES FOR 3 DIVIS	
				13278	041-420-0000-4500	350.45
				13278	041-311-0000-4500	6,518.14
				13278	041-152-0000-4500	1,053.71
				13278	041-420-0000-4500	464.54
				13278	041-311-0000-4500	2,088.67
				13278	041-152-0000-4500	467.09
					Total :	**10,942.60**

1 Vouchers for bank code : bank3 **Bank total :** **10,942.60**

1 Vouchers in this report **Total vouchers :** **10,942.60**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-082

vchlist — Voucher List — Page: 1
08/01/2025 5:06:13PM — CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241465	8/1/2025	891650 ENTERPRISE FM TRUST	FBN5386540		LEASE OF TEN VEHICLES FOR 3 DIVIS	
				13486	041-311-0000-4500	8,735.90
				13486	041-420-0000-4500	827.21
				13486	041-152-0000-4500	1,543.61
					Total :	**11,106.72**

1 Vouchers for bank code : bank3 — **Bank total :** **11,106.72**

1 Vouchers in this report — **Total vouchers :** **11,106.72**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-082

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241466	8/5/2025	102519 P.E.R.S.	AUG 2025		HEALTH INS BENEFITS-AUG 2025	
					001-1160	212,867.15
					Total :	**212,867.15**

1 Vouchers for bank code : bank3 **Bank total :** **212,867.15**

1 Vouchers in this report **Total vouchers :** **212,867.15**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-082

vchlist **Voucher List** **Page:** 1
08/14/2025 8:13:32AM **CITY OF SAN FERNANDO**

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241467	8/14/2025	894150 MORA-ZAMORA, ERENDIRA	AUG 2025		MUSIC-SR DANCE ON 08/16/25	
					004-2380	1,200.00
					Total :	**1,200.00**

1 Vouchers for bank code : bank3 **Bank total :** **1,200.00**

1 Vouchers in this report **Total vouchers :** **1,200.00**

Voucher Registers are not final until approved by Council.

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 25-082

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
241468	8/14/2025	103648 CITY OF SAN FERNANDO	PR 08/15/2025		REIMB. FOR P/R 08/15/2025	
					001-1003	620,553.75
					007-1003	2,438.72
					017-1003	2,640.45
					027-1003	4,884.29
					029-1003	3,307.06
					030-1003	92.32
					041-1003	8,339.91
					043-1003	27,717.53
					070-1003	63,504.07
					072-1003	22,934.19
					094-1003	1,151.82
					Total :	**757,564.11**

1 Vouchers for bank code : bank3 **Bank total :** **757,564.11**

1 Vouchers in this report **Total vouchers :** **757,564.11**

Voucher Registers are not final until approved by Council.

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager

Date: August 18, 2025

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

RECOMMENDATION:

It is recommended that the City Council receive and file the status report for Fiscal Year (FY) 2024-2025 Enhancements, Capital 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 2024-2025 approved enhancements, capital improvement projects, and City Council priorities. Changes to each project since the last meeting have been tracked and are shown in red. Attachment "C" shows City contracts that are approaching the end of the term. Attachment "E" provides a summary of 2025 Legislative Advocacy & Funding Request Letters.

COMPLETED PROJECTS:

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

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

COMPLETED PROJECTS CONTINUED:

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

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

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

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

ACTIVE PROJECTS:

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

Title: Downtown Master Plan
Description: During the FY 2022-2023 budget process, the City Council approved funding to develop a Downtown Master Plan (DTMP), including a robust community outreach process. The DTMP will serve as a vision to guide future actions to develop, revitalize, and improve Downtown San Fernando. The budget allocation for this project is $297,675.

Status: In 2023, the City awarded a professional services agreement to Dudek as lead consultant to work with the City to develop and implement the community engagement plan and prepare the report. The consultant team also includes Problosky Research (multimodal community survey), Walker Consultants (parking analysis), HR&A (economic analysis) and Place It! (community outreach).

To date, the following actions have been completed:

- Multimodal Statistically Significant Survey (December 2023 through March 2024)
- City Council Ad Hoc Meeting No. 1 (March 11, 2024)
- Community Advisory Committee Meeting No. 1 (April 11, 2024)
- Community Outreach Event No. 1 "Walkshop" (April 27, 2024)
- General Online Survey (April 27, 2024 through May 29, 2024)
- Existing Conditions Analysis (July 2024)
- Presentation of Phase 1 Findings to City Council and Planning Preservation Commission (September 16, 2024)
- Presentation of Phase 1 to the Planning and Preservation Commission on November 12, 2024, was cancelled due to a lack of a quorum.
- Contract extension from December 31, 2024 to December 31, 2025.
- Met with the Ad Hoc on June 11, 2025, to discuss next steps. Presentation of next steps to City Council in August 2025.

Next City Council Action: Presentation to City Council regarding next steps.

Tentative Completion Date: December 2025.

Staff Project Lead: Kanika Kith

Title: East San Fernando Valley Light Rail Transit Project
Description: The East San Fernando Valley Light Rail Transit Project (ESFVLRT) (formerly the East San Fernando Valley Transit Corridor Project) is a transit project constructing a light rail line on the east side of the San Fernando Valley to improve connections and access to crucial destinations in the East and Northeast San Fernando Valley. The project is being considered in two (2) phases. Phase 1 is a 6.7-mile at-grade alignment that includes 11 new transit stations along Van Nuys Boulevard, connecting the Orange Line in Sherman Oaks to San Fernando Boulevard in Pacoima. Phase 2 is a 2.5-mile segment running from the terminus of Phase 1 at San Fernando Road/Van Nuys Boulevard in Pacoima to the Sylmar/San Fernando Metrolink Station. Metro is conducting a supplemental study of the Phase 2 segment throughout 2024 to consider additional design options. Funding for the project is provided through Measure R and Measure M.

Status: Phase 1 engineering design has been completed, a Progressive Design Build (PBD) contract has been awarded, and construction commenced earlier this year on Phase 1 of the project along Van Nuys Boulevard. The tentative completion date for Phase 1 is 2031. Metro is currently completing additional safety and design studies for Phase 2 (the San Fernando segment) of the project.

To date, the following actions have been completed:

- City provided comments on initial draft of ESFVLRT Environmental Impact Report (EIR) (October 25, 2017)
- City provided additional comments on draft of ESFVLRT EIR (February 20, 2018)
- City provided final comments on draft of ESFVLRT EIR (March 31, 2020)
- Status update presentation provided to City Council by Metro staff (October 19, 2020)
- Metro Board certification of the ESFVLRT Final EIR (December 2020). Metro Board requested further studies to address safety and design concerns from the City of San Fernando
- Metro conducted an initial Grade Crossing Analysis for Phase 2 (April 2022 – September 2022)
- Status update presentation provided to City Council by Metro staff on Phase 2 (July 18, 2022)
- Metro Board authorized additional Phase 2 supplemental studies focused on: a) Transit and Multimodal Connectivity, b) Safety, c) Travel Time Savings, Ridership, and Mode Shift, d) Costs, e) Right of Way Impacts, f) Traffic Considerations, and g) Equity Considerations (January 2024 through Summer 2024).
- Status update presentation provided to City Council by Metro staff on Phase 2 (May 20, 2025).

On May 20, 2025, the City Council provided the following feedback to Metro staff:

- Requested Metro present more frequently to provide regular updates to the City.
- Requested additional community outreach meetings prior to Board consideration/approval of alternatives.
- Offered the City Council Chambers, or other City spaces, for Metro's community outreach and offered the City's assistance in hosting and promoting the event.

On June 4, 2025, staff met with Metro to discuss potential safety improvements under the California Public Utilities Commission's (CPUC) Section 130 program. The Section 130 Grade Crossing Hazard Elimination Program provides federal funds to local agencies (cities and counties) and railroads to eliminate hazards at existing at-grade public highway-rail crossings.

On June 25, 2025, staff met with Metro, Metrolink, and representatives from LA County to discuss potential paths to early action safety improvements at the City's four (4) train crossing intersections. Metro is reviewing existing funding and programming options and will provide the City with an update shortly.

On July 7, 2025, Metro presented the results of additional public outreach efforts to the City Council. They have requested that City Council provide an official position on the proposed options as soon as possible.

Next City Council Action: A staff report will be presented to City Council at the August 18th meeting, providing an opportunity to develop a formal position letter on the City's preferred rail option. The report will include a list of any mitigation measures that the City Council would like to add into the letter to request as additional elements of any development. If approved, the

letter will be circulated to Metro's Project Manager's and the San Fernando Valley Council of Government's prior to their next board meetings. Metro staff anticipate receiving Board direction on a selected option at their October or November meeting.

Tentative Completion Date: N/A

Staff Project Lead: Will Pettener

Title: CDBG Small Business Assistance Grant Program
Description: Annually, Community Development Block Grant (CDBG) program guidelines require that the City Council approve the planned programming expenditures for the upcoming fiscal year. In May 2024, the City Council approved the FY 2024-2025 CDBG Programs, which included the Small Business Assistance Program (SBAP). This program provides grants to local business owners and property owners to improve the appearance of their storefronts and buildings. The grant funds can be used for improvements to signage, painting (including anti-graffiti coating), and other storefront enhancements such as installing eye-catching vertical landscape (green wall) to defer graffiti and beautify a building wall with landscape.

Status: On November 18, 2024, the City Council approved the proposed guidelines for the SBAP and allocating $64,506 from the unallocated CDBG funds in FY 2023-2024 to the SBAP, increasing total funding for the SBAP to $210,110. Approximately 35 applications have been received; however, many are incomplete. Staff is actively working with applicants to assist in completing their submissions for consideration.

Next City Council Action: Updates will be provided in September 2025.

Tentative Completion Date: September 2025

Staff Project Lead: Kanika Kith

Title: Virtual San Fernando – City Website Redesign and My San Fernando App
Description: In September 2022, the City Council appropriated American Rescue Plan Act (ARPA) funds to support the creation of Virtual San Fernando. Phase 1 of Virtual San Fernando included developing a My San Fernando mobile application, primarily focused on improving the ability for community members to submit service requests. Phase 1 was completed in March 2024 with the launch of the My San Fernando App (developed by GoGov). To date, more than 4,300 requests have been submitted through the App (See Attachment "A" for activity reports).

In October 2023, after an extensive vetting process by City staff, the City Council awarded a Master Subscription Agreement to Granicus to redesign the City's website. The budget allocation for this program is $200,000. The goal for the development of the new website is to depart from department-specific webpages and create more service-oriented categories that will make the website more user friendly for the public.

Status: Phase 1 – Mobile Application, has been completed. Phase 2 –A Website Development Committee has been established with representatives from each Department to work through migrating old content from the current website and creating new content where applicable. Granicus has completed their initial development phase and content migration phase from the current website.

Due to Granicus staff transition issues, City staff have requested a new Project Manager and filed a formal complaint with the contractor to address concerns with lack of responsiveness on the project. Granicus' website development Director met with City staff and have identified a path forward with expedited training scheduled for August 12 and August 21 to begin building out content on service pages and Department landing pages. Quality control check on initial development and content migration from staff is underway.

Next City Council Action: No additional City Council action required at this time.

Tentative Completion Date: Fall 2025 launch of redesigned website.

Staff Project Lead: Will Pettener

City Clerk Department.

Title: Amend the "City Recognition Requests Policy/Procedure and Amendments to the San Fernando City Council Procedural Manual
Description: Expand on the City's Recognition Requests Policy/Procedure to include definitive descriptions and guidelines for City Council issued recognitions such as Resolutions, Proclamations, and official written acknowledgments for individuals, groups, or organizations in honor of significant contributions, achievements, or service to the community.

In May, 2025, the City Council adopted a revised City Recognition Requests Policy/Procedure, which replaced the previous City Council Awards Program. The updated policy establishes clear guidelines for awarding Certificates of Recognition, Proclamations, and other forms of official written recognition by the City Council to individuals, groups, or organizations for their significant contributions, achievements, or service to the community. It provides direction for both the City Council and staff, outlines eligibility criteria, and details administrative procedures, including the use of a new City Recognition Request Form to be submitted with each request.

On August 4, 2025, the City Council directed staff to return at the first meeting in September 2025, with proposed revisions to the City Recognition Requests Policy/Procedure. These revisions will add clear descriptions and guidelines for City Council issued Resolutions, Proclamations, and other forms of written recognition.

Next City Council Action: September 2, 2025

Tentative Completion Date: October 2025

Staff Project Lead: Julia Fritz

Community Development Department.

Title: Community Preservation Commercial Property Education Program
Description: To address the City Council's interest in Community Preservation efforts in commercial areas of the City, the Community Development Department's FY 2024-2025 Work Plan included an objective to create a commercial education and maintenance program. The goal is for Community Preservation Officers to work with the business community to ensure the beautification of San Fernando's commercial corridors.

Status: On August 19, 2024, the proposed program was presented to the City Council for feedback prior to implementation. A postcard invite has been created and distributed to all businesses by March 26, 2025. The website has been updated with more information. Two (2) workshops were held on Wednesday, March 30, 2025, at 8:00 a.m. and Wednesday, May 7, 2025, at 6:00 p.m. Walking inspections began the week of May 12, 2025. Two (2) blocks have been completed on N. Maclay Avenue. Thus far a total of 22 businesses were recognized at the Quarterly Special Meeting on July 28, 2025, for maintaining code compliance. An additional 19 businesses are tentatively scheduled to be recognized at the next Quarterly Special Meeting.

Next City Council Action: No additional City Council action required at this time.

Tentative Completion Date: FY 2026-2027 (Ongoing).

Staff Project Lead: Andrew Rodriguez

Title: Climate Action Resilience Plan (CARP) & General Plan Updates to Circulation and Open Space/Parks Elements
Description: A Climate Action and Resilience Plan (CARP) serves as a strategic framework designed to mitigate the adverse effects of climate change while fostering resilience within communities and ecosystems. Its primary purpose is to identify and implement measures that reduce greenhouse gas (GHG) emissions, adapt to changing environmental conditions, and enhance preparedness for climate-related challenges. The CARP promotes sustainable practices like renewable energy adoption, green infrastructure development, and carbon footprint reduction initiatives, while fostering collaboration among stakeholders and supporting innovation in green energy. A grant from the California Governor's Office of Planning and Research (now Governor's Office for Land Use and Climate Innovation) was received to complete the CARP and for updating the City's General Plan, specifically the Circulation (transition to Mobility) and Open Space/Conservation/Park-Recreation elements.

Status:

- **CARP Phase 1:** Completed and presented to City Council in February 2024 with data collection, a GHG Emissions Inventory, and a Vulnerability Assessment.
- **CARP Phase 2:** Ongoing, focusing on identifying strategies and actions to mitigate climate change through GHG emission reductions in the most cost-effective manner and include strategies for climate adaptation and resilience. Extensive community engagement, led by

Pacoima Beautiful, Fernandeño Tataviam Band of Mission Indians (FTBMI), and Climate Resolve, is a key component.

- **Grant:** On April 2, 2024, the City Council accepted the California Governor's Office of Planning and Research Grant and appropriated the funds. The City Council also approved a professional services agreement with Rincon Consultants Inc. to complete the CARP and General Plan updates.
- **General Plan Update:** The final CARP will support updating the City's General Plan, specifically the Circulation (transition to Mobility) and Open Space/Conservation/ Park-Recreation elements. All activities are to be completed by January 31, 2026.

Community Engagement: Community engagement activities are planned throughout 2024-2025. The first Planning 101 workshop was held on September 28, 2024, from 10 a.m. to 2 p.m. at Recreation Park. The second activity was a Community Meeting on November 16, 2024, at Las Palmas Park from 9 a.m. to 10:30 a.m. This was supplemented by a Tribal Community Meeting, which was held via invitation only on November 14, 2025. The first Advisory Group Meeting was held on January 7, 2025, virtually and included applicants that were selected to participate through a robust interview process. A second Advisory Group Meeting was held on February 13, 2025 via zoom where the group outlined an equity framework for the plan and helped establish equity guardrails to facilitate collaboration and enable consistent, thoughtful decision making. The Walkshop scheduled for December 7, 2024, was rescheduled to February 22, 2025 , from 10 a.m. – 1 p.m. due to inclement weather and the fires in January. It was a well attended event with 20 residents. Community members took a walk throughout the city using tools that measured heat, noise and air pollution. On April 19th, staff attended the Spring Jamboree in collaboration with Climate Resolve, Pacoima Beautiful, and Fernandeno Tataviam Band of Mission Indians. The community engagement collected over 100 surveys in both English and Spanish. During the third Advisory Group Meeting on May 14, 2025, the revised equity guardrails were reviewed and finalized by the team. Then, on May 28, 2025, a walkshop was hosted with approximately 20 students from San Fernando Middle School. On July 25, 2025, marked the final community engagement activity for staff in collaboration with Climate Resolve, Pacoima Beautiful, and Fernandeno Tataviam Band of Mission Indians. Booklets were handed out to the public to further understand the city's living roadmap for a healthier, safer, and more connected future as it relates to challenges climate change presents to the San Fernando community.

Workshops will occur at:

- Planning and Preservation Commission Meeting on September 9, 2025, at 5:30 p.m.
- City Council Meeting on September 15, 2025, at 6:00 p.m.

Tentative Completion Date: January 31, 2026

Staff Project Lead: Ron Garcia

Title: SCAG REAP 2.0 Grant

Description: The City was awarded $791,818 under the SCAG REAP 2.0 Housing Infill on Public and Private Lands (HIPP) Program and $333,182 under the Subregional Program (SRP) for a total

of $1,125,000. On January 25, 2024, the City was notified of the Governor's 2024-2025 State Budget proposal that included budget cuts including a reversion of the SCAG's REAP 2.0 programs. Fortunately, on July 29, 2024, the City was notified the REAP 2.0 program was able to resume and the City would receive its full award. SCAG immediately began working with the City to refine the scope of work (SOW), budget, and schedule.

The City's final SOW consists of five sub-projects that were identified as programs in the City's 2021-2029 Housing Element. In summary they are:

- Develop strategies for preventing displacement and maintaining affordable housing for disadvantaged community members and establishing supportive programs for tenants and homeowners to prevent displacement and affirmatively further fair housing. This will be in the form a Community Stabilization Manual.
- Update the 2002 Historic Survey to identify eligible historic resources throughout the City to promote conversion or preservation of historic commercial buildings into housing while also promoting improvement or expansion of residential buildings to maintain quality of existing housing, neighborhoods, and health of residents, and to address overcrowding.
- Update the City's density bonus ordinance to comply with state housing law and to establish a local density bonus ordinance with incentives encouraging affordable housing.
- Complete a comprehensive update to the Zoning Code and Corridors Specific Plan 5 (SP-5) to allow residential land use in currently restricted areas, increase development capacity for housing on underutilized or vacant infill sites, streamline the review process and comply with the latest state housing laws.
- Review and update the City's development process for housing developments to ensure potential barriers that may hinder housing construction are removed and a smoother and more efficient approval process for housing projects.

Status: On October 21, 2024, the City Council adopted a resolution accepting the Southern California Associations of Governments' Regional Early Action Program 2.0 Grant and authorizing a Memorandum of Understanding to implement the grant program. SCAG will no longer be able to procure a consultant on behalf of the City. The City will procure the consultant. A Call for Service was issued out on November 7, 2024, to the pre-approved on-call list of consultants. The goal would be to begin work in January, 2025 as the deadline for funds to be expended has been extended to June 30, 2026.

On November 7, 2024, a call for professional service was issued to the planning consultants on the City's on-call as needed. The proposals were due on December 5, 2024. Two (2) proposals were received. Staff reviewed proposals and interviews were conducted on January 16, 2025, with each of the firms. City Council approved a professional services agreement with Rincon Consultants at the March 3, 2025 Regular City Council meeting. A kick off meeting was held on Friday, March 7, 2025.

On March 19, 2025, staff and consultant team conducted a City tour to look at sites of recent development, sites where there are approved developments, and sites of proposed developments. The team also toured sites of potentially historic homes. The purpose of the tour was to familiarize the consulting team with pattern of development, lot configurations, existing neighborhood and historic architectural styles. This will provide background information in developing residential objective design standards and provide some context for the update to the historic survey.

A Community Engagement Plan was approved by the City Council on May 5, 2025. There has been one pop up event at the San Fernando Brewery on June 1st. There was an urban loteria game set up for participants to provided feedback about five topics: (1) the code "El Codigo"; (2) community engagement "La Voz"; (3) history "La Historia"; (4) building facades "La Fachada"; and (5) neighborhoods "El Vecindario". Feedback highlights are below:

- El Codigo
    - "remove single-family zoning in favor of building multi-family structures"
    - "Why are the rules for breweries different based on location?"
        - Conversation about why the SF brewery which is in an industrial zone has different permissions than the other brewery in the Corridor Specific Plan
    - "Promote attention to areas/zones where businesses are currently vacant"
- La Voz
    - "being asked directly in spaces like these"
    - "my family might be more involved if we knew we could be"
    - "via online bulletin"
    - "meeting times taking place not during the week/working hours"
    - "things like this"
- La Historia
    - The Mission +5
    - The Adobe House +2
    - San Fernando Strip Mall
    - Archway on MacClay
- La Fachada
    - "good landscaping"
    - "aesthetically pleasing or same design or color to match"
    - "decent upkeep/condition to make people feel comfortable going in"
    - "greenery, trees, flowers"
    - "older buildings should match newer buildings"
- El Vecindario
    - Low crime
    - "block parties, community events, pop-ups"
    - "low crime, better paved streets, close community events so that everyone know each other"
    - "small festivals"
    - "community spaces and gatherings tailored to all ages/families"

Future Pop Up Events will occur at:

- Las Palmas Senior Citizen Club Dance on Saturday, June 14, 2025, from 5 p.m. to 9 p.m.
- Movies at the Park on Friday, July 18, 2025, from 7 p.m. to 10 p.m. at Recreation Park
- Concert in the Park on August 23, 2025, from 7:00 p.m. to 9:00 p.m. at Recreation Park
- Concert in the Park on August 30, 2025, from 6:00 p.m. to 9:00 p.m. at Casa De Lopez Adobe. Surveys provided at the Pop Up events will be available at the following link:
- English/Spanish https://www.surveymonkey.com/r/sfdesign

Workshops will occur at:

- Planning and Preservation Commission Meeting on August 12, 2025, at 5:30 p.m.
- City Council Meeting on September 2, 2025, at 6:00 p.m.

Next City Council Action: TBD

Tentative Completion Date: June 30, 2026

Staff Project Lead: Ron Garcia

Public Works

Title: Carlisle Green Alley Reconstruction Project

Description: The Carlisle Green Alley Project will revitalize an underutilized alley into a vibrant linear green space. Through a combination of strategic planning and sustainable design, this project seeks to enhance urban landscape, foster environmental sustainability, and promote healthier, more vibrant neighborhoods. The development will include a safer walking and biking route, enhanced with shade trees and lighting to encourage active transportation and community engagement. The landscape will be revitalized with the planting of over 200 trees and native plants, enriching the area's biodiversity. Permeable surfaces will be installed to facilitate groundwater infiltration, improving water quality and reducing runoff. Additionally, the construction of bioswales will naturally filter stormwater, mitigate flooding, and bolster the area's environmental resilience.

Status: On September 3, 2024, the City Council approved a Professional Services Agreement with TreePeople for project management. On January 6, 2025, the City Council approved a Professional Services Agreement with Craftwater for design services.

Carlisle Street Green Alley Project Tentative Timeline

Milestones	Tentative Date
• Design 60%	10/15/2025
• Design 100%	1/5/2026
• Advertise	1/6/2026-3/30/2026
• Recommend Award of Construction Contract	4/20/2026
• Construction	5/18/2026-2/1/2027

- Notice of Completion 2/15/2027
- Project Closeout March 2027

Next City Council Action: No City Council action required at this time.

Tentative Completion Date: March 2027

Staff Project Lead: Patsy Orozco

Title: Calles Verdes Project
Description: The Calles Verdes Project marks a collaborative effort between the City and TreePeople aimed at enhancing the City's infrastructure to effectively manage stormwater and nuisance water. Through the implementation of innovative techniques, the project endeavors to construct bioswales across strategic locations within City streets and parking lot. Specifically, the project entails the installation of bioswales along Maclay Avenue, stretching from San Fernando Road to Kewen Street, alongside the creation of bulbouts at key intersections including Maclay Avenue and Celis Street and Maclay Avenue and Pico Street. Furthermore, the initiative includes the integration of bioswales and cooling pavement within Parking Lot No. 4, as well as promoting sustainable water management practices. These bioswales and bulbouts will feature strategically placed curb cuts to redirect stormwater and nuisance water away from the street's surface, while simultaneously fostering the growth of greenery within the landscaped parkways. Additionally, street trees will be planted to further enhance the aesthetic and environmental benefits of the project. In Parking Lot. No. 4, trees and bioswales will be incorporated within the existing concrete parking lot medians.

Status: Design Team is currently working on finalizing the design. Upon completion of design, the City will advertise the project for construction.

Next City Council Action: Once design is finalized and construction bids are received, a recommendation to award a construction contract will be presented to City Council. Tentatively scheduled for September 2025.

Tentative Completion Date: December 2026

Staff Project Lead: Patsy Orozco

Title: Las Palmas Park Revitalization Project
Description: The Las Palmas Park Revitalization project encompasses a comprehensive array of amenities aimed at enhancing the park's functionality, aesthetics, safety, and sustainability. The project includes new multi-purpose field lighting, renovating three baseball fields with lighting, renovating existing restroom/concession building at Ballfield 1, renovating basketball courts with lighting, renovating existing playground with ADA accessibility, constructing a new splash pad with a new prefabricated restroom building to meet the code requirements of the splash pad,

renovating existing outdoor exercise equipment, renovating picnic shelters with walking path lighting, and striping of basketball/roller derby.

Status: Public Works and Recreation & Community Services met with the design consultant, RJM Design Group on May 14th to discuss the available options to reduce the project scope. RJM Design Group prepared an updated cost estimate to reflect the proposed revised project scope which was reviewed by Public Works and Recreation & Community Services. The proposed revised project scope is being preliminary reviewed by the granting agency. Once completed, Staff will be presenting their recommendation to City Council which is expected in August 2025.

Next City Council Action: Discussion and Consideration to adjust the design based on budget constraints is tentatively scheduled for August 2025.

Tentative Completion Date: June 2027

Staff Project Lead: Patsy Orozco / Willdan

Title: Cindy Montañez Natural Park Improvements & Maintenance
Description: In June 2023, City Council accepted a $7.5 million grant for the Pacoima Wash Connectivity Project, funded through the California Department of Transportation (Caltrans) to complete the Pacoima Wash Bike Path Project and make improvements to the Cindy Montañez Natural Park. Improvements to the Park include extending the bike path to Foothill Boulevard, new lighting, restroom facilities, and restoration of walking paths, bridges, and vegetation throughout the park. A permanent Cindy Montañez memorial sign will also be purchased and installed.

Ongoing maintenance of the Park including watering, mulching, stump removals, tree removals, weeding, brush removals, tree pruning, creek clean-up, and trash disposal, is required.

Status: In June 2024, staff began meeting with community organizations that have the knowledge, expertise, and resources to properly maintain a “natural park” to explore possible partnerships to provide adequate ongoing maintenance. Staff has met with TreePeople as well as Tataviam Conservation Corps to discuss possible partnerships for ongoing maintenance. As part of their tree planting services, TreePeople staff currently visits weekly to hand-water the native plants and trees due to the vandalism of the park’s irrigations system. To support the health of these plants, they also apply mulch to help conserve moisture and prolong water availability. Additionally, the team repairs protective cages around newly planted vegetation and actively removes invasive species. Preparations are underway for the planting of 100 native plants this fall through the Calles Verdes grant.

On August 21, 2024, staff discussed utilizing Tataviam Conservation Corps to assist with the park’s upkeep through funding received by the Fernandeño Tataviam Band of Mission Indians. Their responsibilities would include creek clean-up, weed and brush removal, tree pruning, trail maintenance, tree stump removal, and trash disposal on a bi-weekly basis. A maintenance

agreement with the Fernandeño Tataviam Band of Mission Indians was approved by City Council on October 21, 2024.

On February 24, 2025, City staff met with representatives of the Tataviam Tribe to discuss proposed landscaping improvements for Cindy Montañez Natural Park and the Pacoima Wash Bikeway. City staff currently working on Request for Proposals.

Next City Council Action: No City Council action at this time.

Tentative Completion Date: On-going

Staff Project Lead: Patsy Orozco / Willdan

Title: San Fernando Mission Trail Restoration Project Phase I – III
Description: Project to restore the lighting along the San Fernando Road Bike Path in the City of San Fernando would involve several key steps to ensure safety, efficiency, and sustainability. Project Goals: 1) Enhance Safety – Improve visibility for cyclists and pedestrians, reducing accidents and crime. 2) Improve Energy Efficiency – Utilize LED or solar-powered lights to reduce energy consumption. 3) Ensure Sustainability – Minimize environmental impact by using renewable energy sources and dark-sky-compliant lighting.

Status - Project Scope:
Assessment and Planning:
- Coordinate with the City of San Fernando Public Works Department.
- Conduct an audit of existing lighting infrastructure.
- Identify broken or malfunctioning lights.
- Determine optimal placement and required level of lighting for new or upgraded lights.

Design and Technology Selection:
- Install solar-powered LED lights to enhance sustainability.
- Use motion-sensor lighting in lower-traffic areas to conserve energy.
- Implement anti-glare shields to minimize light pollution.
- Ensure compliance with local regulations and energy efficiency standards.

Implementation:
- Replace damaged poles and fixtures.
- Upgrade electrical systems where needed.
- Integrate smart lighting controls for maintenance monitoring.

Maintenance and Monitoring:
- Develop a long-term maintenance plan.
- Establish a reporting system for outages or damage.

Next City Council Action: No City Council action at this time.

Tentative Completion Date: To be determined

Staff Project Lead: Patsy Orozco / Willdan

Title: HSIP Traffic Signal Modification Project
Description: The Highway Safety Improvement Project (HSIP) Cycle 8 involves upgrading traffic signals at nine (9) locations in the Metrolink Corridor (San Fernando Road and Truman Street). The traffic signal modifications will consist of removal and installation of new signal poles, pedestrian heads, pedestrian push buttons, LED luminaires, street name signs, controllers, wiring, curb ramps, signing, striping, etc. The nine (9) intersections include:

1. Hubbard Avenue at San Fernando Road
2. Hubbard Avenue at Truman Street
3. Hubbard Avenue at First Street
4. Maclay Avenue at San Fernando Road
5. Maclay Avenue at Truman Street
6. Maclay Avenue at First Street
7. Brand Boulevard at San Fernando Road
8. Brand Boulevard at Truman Street
9. Wolfskill Street at Truman Street

Status: The City's contractor has completed the installation of the new reflective and internally illuminated street name signs on the mast arms at the nine project intersections. The installation of striping and signage within the railroad right of way has also been completed.

Next City Council Action: Project Construction Acceptance, tentatively scheduled for October 2025.

Tentative Completion Date: August 2025

Staff Project Lead: Manuel Fabian / Willdan

Title: Citywide Traffic Signal Synchronization Project
Description: The Citywide Traffic Synchronization Project involves upgrades of controller systems at 13 locations throughout the City. The traffic signal modifications will include installation of new Global Positioning System (GPS) units, traffic signal controllers, traffic signal cabinets, conduit, conductors, pull boxes, etc. Following the installation of new equipment, updated traffic signal timing charts will be inputted to synchronize traffic signals.

The locations that form part of the project are the following:
1. Truman Street at South Workman Street
2. San Fernando Mission Boulevard at San Fernando Road
3. San Fernando Mission Boulevard at Pico Street
4. San Fernando Mission Boulevard at Hollister Street
5. San Fernando Mission Boulevard at Kewen Street
6. San Fernando Mission Boulevard at Mott Street
7. San Fernando Mission Boulevard at O'Melveny Street
8. North Maclay Avenue at Library Street
9. North Maclay Avenue at Fifth Street

10. North Maclay Avenue at Seventh Street
11. North Maclay Avenue at Eighth Street
12. South Brand Boulevard at Celis Street
13. South Brand Boulevard at Kewen Street

Status: The traffic signal controllers and cabinets are currently being tested at Los Angeles County Department of Public Works Traffic Signal Lab for quality assurance. The City has secured approval from the California Public Utilities Commission (CPUC) to proceed with implementing the proposed timing at the intersections adjacent to the railroad for the project. The City's consultant has completed inputting the updated timing sheets into the traffic signal controllers for these intersections. Observation and fine tuning of the new timing at the intersections adjacent to the railroad has been completed.

Next City Council Action: Acceptance of the project as completed, tentatively scheduled for December 2025.

Tentative Completion Date: October 2025

Staff Project Lead: Manuel Fabian / Willdan

Title: Citywide Signage Upgrades
Description: Replacement and installation of various signs. The project consist of several types of sign replacements including but not limited to traffic signs, wayfinding signs and trolley signs. The project will replace faded signs citywide including but not limited to: stop signs, speed limit signs, street sweeping, crosswalk signs, street name signs, wayfinding signs, and trolley signs. This project will be performed in phases; Phase I will consist of wayfinding and trolley signs. The City has obtained the services of the Los Angeles County Public Works Department (LACPWD) to manufacture and install the signs. Installation will begin in late February. Phase II will consist of regulatory, warning and guide signs. The City plans to coordinate with Los Angeles County Public Works for Phase II sign replacement. The City has over 3,100 regulatory, warning and guide signs citywide.

Status: Installation of trolley signs and wayfinding signs has been completed by LACPWD. Phase II will commence in FY 2025-2026.

Next City Council Action: No City Council action required at this time.

Tentative Completion Date: Phase I is complete.

Staff Project Lead: Manuel Fabian /Willdan

Title: Bus Shelter Rehabilitation Project
Description: The Bus Shelter Rehabilitation Project involves the installation of new bus shelters and bus benches at eight (8) bus stop locations, removal and reconstruction of damaged and

non-ADA compliant wheelchair ramps, sidewalks and drive approaches, relocation/adjustment traffic signal/street lighting boxes and water meters, etc.

Status: Procurement of bus shelters and benches continues which has an approximate four (4) to six (6) month lead time per the manufacturer. Construction is anticipated to begin in August 2025.

Next City Council Action: No City Council action required at this time.

Tentative Completion Date: October 2025.

Staff Project Lead: Manuel Fabian / Willdan

Title: Pacoima Wash Bikeway Project
Description: The San Fernando Pacoima Wash Bikeway and Pedestrian Path Project Phase I consists of constructing a bikeway and installing a prefabricated pedestrian bridge along the Pacoima Wash Channel from Fourth Street (Bradley Avenue) to Cindy Montañez Natural Park (Eighth Street). The project will connect students and San Fernando residents to a new non-motorized trail, offering opportunities for recreation and increased bike and pedestrian commuting options along local streets as noted in the City's Safe and Active Streets Plan, encouraging connectivity to wider bike and pedestrian network in neighboring communities within the City of Los Angeles. The project entailed construction of a 12 foot wide, 1.34-mile long Class I asphalt concrete bikeway, bioswales, retaining walls, prefabricated pedestrian bridge, installation of rectangular rapid flashing beacons, welded wire fence, solar lights, bollards, signage, striping, and markings, as well as access ramps. The contractor is currently working on final punch list items.

Status: Construction is 95% complete. In order to address current safety concerns and vandalism, additional bollards will be installed at the bikeway entry points, additional striping will be placed, and concrete curbs will be constructed at the base of the solar lights.

Next City Council Action: Notice of Completion, scheduled for fall 2025.

Tentative Completion Date: October 2025

Staff Project Lead: Patsy Orozco

Title: Residential Permit Parking (RPP) Program
Description: Residential – Revitalize the existing residential permit parking program by conducting a thorough review of the municipal code to identify recommended updates that incorporate statewide policies and regulations. Review and update existing operational policies and enforcement guidelines to ensure that the program is fair and equitable throughout the City. Data will also be collected to assist in making data driven decisions as it relates to curb and parking management. At the conclusion of this project, City Council will be presented with a Residential Parking Action Plan that will include a thorough review of existing processes and

procedures along with recommendations for updates and a proposed implementation plan for adoption.

Commercial – As part of the Downtown Master Plan, which encompasses all of the City's major commercial corridors, updated parking data has been collected and recommendations for best practices will be presented by Walker Parking consultants. Additionally, staff is working to upgrade all parking meters in the commercial corridors to smart meters that accept both coins and credit cards.

Status: Following the contract award on July 15, 2024, City staff and Dixon Resources Unlimited have completed extensive data collection and community outreach, structured into two (2) phases.

In August 2024, Dixon began internal needs assessment interviews with key City departments, including Finance, Community Development, and Police. An Enforcement Workshop was also held on January 14, 2025, with Code Enforcement and Parking Enforcement officers to assess implementation needs and challenges.

Parking occupancy data was collected on September 12 and 14, 2024, in the City's two (2) existing Residential Permit Parking (RPP) zones and one (1) non-RPP zone impacted by ADUs.

Two (2) rounds of community engagement meetings were held. The first round included an in-person meeting on November 21, 2024, and a virtual meeting on December 4, 2024. The second round included an in-person meeting on February 19, 2025, and a virtual meeting on February 20, 2025. Combined attendance for the first round totaled 35 participants, while 30 participants attended the second round. A community parking survey, open from October 23, 2024 to January 31, 2025, received over 400 responses in English and Spanish.

Recent outreach efforts have included project updates and presentations to the City Manager (March 26, 2025), Parking Ad Hoc Committee (April 16, 2025), Transportation and Public Safety Commission (April 3, 2025), and the Planning and Preservation Commission (April 14, 2025). On May 19, 2025, the City Council received and filed a presentation on the proposed policies.

On July 7 and August 4, 2025, City Staff presented the first and second reading of amendments to Ch 90 of the SFMC. These amendments included provisions on the RPP program and creating parking restriction for human habitation in campers. Per City Council direction, City Staff will bring the amendments back as two separate amendments. Thus, the RPP section of the Ch 90 Amendments will go before City Council again for a first reading on August 18, 2025.

Additionally, the program will also be dictated by Administrative Guidelines, which will have to come to Council separately to be passed through resolution. Prior to going to City Council, City staff will present the administrative guidelines to the transportation and safety commission at their August 7th meeting.

Next City Council Action: The first reading for the RPP Ch 90 Amendments is scheduled for the August 18th City Council Meeting.

A resolution for the passage of the administrative guidelines is tentatively scheduled for the October 6, 2025 City Council meeting.

Tentative Completion Date: November 2025

Staff Project Lead: Isabella Tapia

Title: City Facility Condition Assessment Report
Description: The Facilities Condition Assessment (FCA) report is a comprehensive evaluation of the current condition of all city owned facilities (buildings).This report is used to assess the physical state of the facilities, identify deficiencies, and estimate the costs associated with repairs, maintenance, and capital improvements. Key Components of a Facilities Condition Assessment Report: Inventory of Assets: A detailed list of all the assets being assessed, including buildings, infrastructure, and equipment. Visual Inspections: On-site inspections of the facilities to assess the condition of structural, mechanical, electrical, plumbing, and other building systems. Condition Ratings: Assigning condition ratings or scores to different components based on their current state, typically ranging from “excellent” to “poor.” Deficiency Identification: Identifying and documenting deficiencies or issues that need to be addressed, such as structural damage, outdated systems, or safety hazards. Cost Estimates: Providing cost estimates for the repairs, replacements, and improvements needed to bring the facilities up to desired standards or maintain their current state. Prioritization: Recommendations for prioritizing repairs and maintenance based on factors like safety, regulatory compliance, and potential impact on operations. Life Cycle Analysis: Analyzing the expected remaining useful life of building systems and components to plan for future replacements or upgrades. Recommendations: Strategic recommendations for maintaining, repairing, or upgrading the facilities, including short-term and long-term plans. Facility Condition Index (FCI): A metric often included in the report that provides a snapshot of the overall condition of the facility. It is usually calculated by dividing the total cost of repairs by the replacement cost of the facility.

The FCA report includes the following elements: Strategic Planning: Helps organizations plan and budget for maintenance, repairs, and capital improvements over time. Resource Allocation: Assists in allocating resources more effectively by identifying priority areas. Risk Management: Identifies potential risks related to the physical condition of the facilities that could affect safety, compliance, or operations. Compliance: Ensures that facilities meet regulatory requirements and industry standards. Improvement Tracking: Provides a baseline to measure the progress of facility improvements over time.

FCA reports are commonly used by property owners, facility managers, government agencies, and educational institutions to manage their physical assets and make informed decisions about maintenance and capital investments.

Status: Project kick-off meeting was held on October 16, 2024.

Next City Council Action: No City Council action required at this time.

Tentative Completion Date: August 2025

Staff Project Lead: Rodrigo Mora

Title: Fixed Route ADA Sidewalk Improvement Project
Description: The Fixed Route ADA Sidewalk Improvement Project consists in upgrading damaged and non-ADA compliant sidewalks, drive approaches, curb and gutters, wheelchair ramps, etc., along transit routes: Truman Street, from Brand Boulevard to Maclay Avenue; Hubbard Avenue from San Fernand Road to First Street; and Seventh Street and Harding Avenue.

Status: Determine detailed scope of work, field-checking sites, preparing cost estimates, preparing project specifications, identifying conflicting utilities, identifying business access that will be impacted by proposed construction. Complete project specifications and construction quantities, and advertise project for construction.

Next City Council Action: Award a construction contract, tentatively scheduled for March 2025.

Tentative Completion Date: To be determined.

Staff Project Lead: Manuel Fabian / Willdan

Title: Las Palmas HVAC Project
Description: Las Palmas Park is one (1) of the City's primary community centers that hosts many in-person programs and activities each week. It also serves as one of the City's two (2) cooling centers during the hot summer months. Consequently, a functioning heating, ventilation and air condition (HVAC) system is imperative at this community center. Using ARPA funding, City Council has approved funding for partial replacement of the HVAC system at Las Palmas Park. Due to funding, the project is limited to upgrading the unit that serves the gym as it is the most used part of the building for events.

On January 30, 2025, staff met with the contractor to determine the logistics of the work that will cause the least interruption to programs scheduled for the next couple of months. The Contractor will be submitting a schedule, with work planning to begin in late April. Replacement of the roof will take place prior to the installation of the AC unit.

Status: The Contractor began re-roofing of the building on May 19, 2025. The work is scheduled to be completed at the beginning of July 2025. The HVAC will be installed immediately following the roof work in the month of July.

Next City Council Action: Acceptance of project, scheduled for October 2025.

Tentative Completion Date: August 2025

Staff Project Lead: Manuel Fabian

Title: Emergency Generator Installation at Las Palmas and Recreation Park Facilities
Description: Having emergency generators at a park cooling centers serves several important purposes, especially during extreme weather events or power outages. A generator ensures that cooling centers remain operational during power outages, which are common during extreme weather, allowing them to provide essential services such as air conditioning, lighting, and power for critical equipment like medical devices and refrigeration units. These centers offer a safe haven for vulnerable populations, including the elderly and those with medical conditions, and serve as a hub for community resilience by providing a dependable place for residents to gather, receive information, and access resources during emergencies. Additionally, they support the coordination of emergency services, distribution of supplies, and help protect public health by reducing heat-related illnesses and fatalities. By ensuring the center's functionality, emergency generators demonstrate preparedness and reliability, reinforcing public trust and establishing the cooling center as a vital part of the local emergency response plan.

Overall, emergency generators at the park cooling centers are a critical investment in community safety and resilience, ensuring that the center can provide essential services and a safe environment regardless of power grid stability.

Status: Two (2) generators have been received and placed on their respective concrete pads. The design for connecting generators to the switching mechanism and to the building is currently in plan check. The project continues to be in the plan check stage. Engineering is working with Community Development to finalize the process.

Next City Council Action: Approve Notice of Completion, tentatively scheduled for August 2025.

Tentative Completion Date: August 29, 2025.

Staff Project Lead: Rodrigo Mora

Title: School Zone Signage Safety Enhancement Initiative
Description: This project focuses on replacing existing regulatory and warning signs in school zones with updated, high-visibility, and standardized signage that prioritizes the safety of children, pedestrians, and motorists. The initiative aims to ensure that all school zone areas comply with current traffic safety standards and effectively communicate reduced speed limits, pedestrian crossings, and other critical warnings.

Project Objectives:
- Enhance Child Safety: Upgrade signage to clearly indicate school zones, emphasizing speed reduction and pedestrian safety to protect children during arrival and dismissal times.
- Improve Visibility and Compliance: Install high-contrast, reflective signs that meet updated MUTCD (Manual on Uniform Traffic Control Devices) standards to ensure clear communication during all weather and lighting conditions.
- Standardize School Zone Messaging: Ensure uniformity in regulatory and warning signs across all school zones to reduce driver confusion and reinforce safety protocols.

- Community Engagement and Education: Work with local schools, parent associations, and community groups to raise awareness about new signage and safe driving practices in school zones.

Status - Project Scope:
Assessment and Inventory:
- Conduct a comprehensive audit of existing regulatory and warning signs in all designated school zones.
- Identify signs that are damaged, outdated, or non-compliant with current safety standards.

Design and Specification:
- Develop updated sign designs that incorporate enhanced visibility features such as LED illumination or reflective materials.
- Ensure that designs clearly display reduced speed limits, crossing alerts, and other school zone-specific warnings.
- Coordinate with state and federal guidelines to ensure all new signage is compliant with regulatory standards.

Permitting and Approvals:
- Obtain feedback and approval from school district officials and community stakeholders.

Procurement and Installation:
- Plan phased installations to minimize traffic disruption, focusing on high-priority zones during peak school hours.
- Implement traffic control measures during installation to ensure safety for students and motorists.

Post-Installation Evaluation:
- Conduct follow-up inspections to ensure all signage meets the intended safety and compliance standards.
- Gather community feedback and adjust any signage elements if necessary.

Next City Council Action: To Be Determined

Tentative Completion Date: To Be Determined

Staff Project Lead: Rodrigo Mora

Title: Recreation Park Bathroom Renovation
Description: This initiative aims to renovate the existing restrooms in the park to create a safe, accessible, and welcoming facility for all park visitors. The project will update outdated infrastructure, improve sanitary conditions, and incorporate sustainable design features to enhance the overall visitor experience while meeting modern standards and regulations.

Project Goals:
- Enhance Visitor Experience: Upgrade the restrooms with modern fixtures and finishes to provide a clean, comfortable, and safe environment.
- Ensure Accessibility: Ensure full compliance with the Americans with Disabilities Act (ADA) by redesigning facilities to be accessible to all individuals.

- Promote Sustainability: Incorporate energy-efficient lighting, water-saving fixtures, and eco-friendly materials to reduce the environmental impact.
- Increase Safety and Hygiene: Improve ventilation, lighting, and cleaning protocols to promote a hygienic and secure space for visitors.

Status - Project Scope:
Assessment and Planning:
- Conduct a thorough condition assessment of existing restroom facilities.
- Gather feedback from park visitors and maintenance staff to identify key issues and improvement opportunities.
- Develop detailed project requirements and design criteria.

Design and Engineering:
- Specify sustainable materials, fixtures, and energy-efficient systems.
- Develop cost estimates, and timelines.

Procurement and Contracting:
- Obtain quotations from contractors experienced in public facility renovations.
- Select vendors based on quality, sustainability practices, and cost-effectiveness.

Construction and Renovation:
- Implement construction in phases to minimize disruptions to park visitors.
- Upgrade plumbing, electrical systems, finishes, fixtures, and ventilation systems.
- Install energy-efficient lighting and water-saving devices.

Post-Construction and Evaluation:
- Conduct a comprehensive inspection to ensure all work meets quality and safety standards.
- Solicit feedback from park users and staff for any adjustments.
- Develop a long-term maintenance plan to preserve the facility's condition.

Next City Council Action: To Be Determined

Tentative Completion Date: September 30, 2025

Staff Project Lead: Rodrigo Mora

Title: Downtown Trash Enclosures
Description: Renovate City owned trash enclosures in the San Fernando Mall area, to include doors, roofs, security and enhance appearance. Trash enclosures located in alleys parallel and north and south of San Fernando Road.

Status: Initial surveys of existing trash enclosure sites at the San Fernando Mall have been completed.

On October 7, 2024, the City Council received and filed a presentation on Downtown Mall area trash enclosures.

On January 21, 2025, City staff presented trash enclosure renovation options to the City Council. The City Council approved retrofitting three (3) enclosures and demolishing two (2) enclosures.

The enclosures to be demolished are Enclosure 1 in Public Parking Lot 5 and Enclosure 3 in Public Parking Lot 4. The enclosures to be retrofitted are Enclosure 2 in Public Parking Lot 5 and Enclosures 1 and 2 in Public Parking Lot 4.

On March 6, 2025, the RFP was published in the San Fernando Valley Sun and on the City's website. The design proposals were due April 8, 2025 at 2:00pm. The City received two proposals for design services. After conducting internal staff review and interviews, a firm was tentatively chosen and will go to City Council for contract award.

On May 15, 2025, City staff presented the proposed contract to the City Council for approval, recommending the award of design services for the project to Plansman Inc.

On August 13, 2025, City staff hosted a kickoff meeting and project site walkthrough with representatives from Republic Services and design consultants from Plansman. The purpose of the meeting was to review the project scope, obtain an updated project schedule, and conduct a site visit. This provided the consultants with the necessary information to begin developing the preliminary design. Once the preliminary design is complete, the next step will be to schedule the first community engagement meeting to gather feedback and recommendations that will help inform the final design.

Next City Council Action: No required City Council action at this time.

Tentative Completion Date: Pending City Council direction, planned construction completion date is Spring 2026.

Staff Project Lead: Isabella Tapia

Title: City Owned Right-of-Way Beautification
Description: Improving city-owned rights-of-way (ROWs) for beautification is a multi-faceted effort that enhances the visual appeal, functionality, and environmental quality of public spaces such as streets, medians, sidewalks, bikeways and easements.

Status: City Own Right of Way Beautification Streetscape (Parkways, Medians and Islands) - Working with the water division, operation staff is reestablishing the necessary infrastructure to support healthy vegetation within the city's public right-of-ways, this work is including the replacement of backwater flow devices, irrigation components and electrical/control wiring which have been stole. Staff is in the process of developing a comprehensive list of work activities for all location including city entrances islands, parkways, bikeway and medians. This includes review of the large planter pots along the Maclay Corridor.

Vacant Tree wells - Staff has request information on available species and estimated cost for replacement trees for the vacant tree wells in the downtown area. Once the trees are procured planting will take place this Fall. Fall is considered the best time for planting trees for several reasons which include, cooler temperatures, adequate soil moisture, root growth focus, less pest

and disease pressures, less competition from weeds, easier soil conditions as well as period for spring growth preparation.

Next City Council Action: No City Council action anticipated.

Tentative Completion Date: Ongoing.

Staff Project Lead: Rodrigo Mora

Title: Sidewalk Condition Assessment
Description: This project aims to identify and mitigate sidewalk trip hazards, ensuring pedestrian safety, American with Disabilities Act (ADA) compliance, and long-term infrastructure sustainability.

Status: City Council awarded a Professional Services Agreement with Precision Concrete Cutting for a citywide sidewalk assessment and mitigation plan, which includes repairs, where appropriate. Precision is actively assessing sidewalks in Tree Trimming Zone F, currently working on Lashburn Street from Pearwood Avenue to Cork Street. Precision will continue in this area through the week, completing data collection for Grid F. Once finished, Precision will provide a comprehensive Sidewalk Assessment Report and Repair Quotation. The City will then determine repair priorities, and upon approval, Precision will proceed with saw-cutting repairs.
Next City Council Action: No City Council action required at this time.

Tentative Completion Date: December 2025

Staff Project Lead: Patsy Orozco

Title: Project Labor Agreement
Description: A Project Labor Agreement (PLA) is a pre-hire collective bargaining agreement establishing the terms and conditions of employment for a specific construction project. In general, PLAs are often used on large-scale construction projects to support labor relations, establish uniform work conditions, and potentially mitigate labor disputes.

To evaluate if a Project Labor Agreement is suitable for an organization, staff is researching the following information to be presented to City Council for consideration:

Understand the Project: Assess the nature, scope, and requirements of the construction project in question. Consider factors like project size, complexity, timeline, and potential labor issues.

Evaluate Pros and Cons: Identify the potential benefits and drawbacks of implementing a PLA.

Conduct Cost-Benefit Analysis: Evaluate the financial implications of entering into a PLA.

Legal Considerations: Assess the legal implications of implementing a PLA in the project jurisdiction. Ensure compliance with local, state, and federal labor laws, as well as any regulatory requirements related to PLAs.

Next City Council Action: Scheduled to be presented to the City Council to be determined.

Tentative Completion Date: To be determined based on City Council direction.
Staff Project Lead: Richard Padilla / Wendell Johnson

Title: City Fleet Replacement and Heavy Equipment Program
Description: The City Fleet Replacement and Heavy Equipment Program is designed to effectively manage, maintain, and optimize the city's fleet of vehicles and heavy equipment. This program ensures that all city-owned assets, including cars, trucks, specialized vehicles, and heavy machinery, are safe, reliable, cost-effective, and ready to support city operations. The program supports various city departments such as public works, public safety, parks and recreation, and transportation, providing essential vehicles and equipment to carry out their missions efficiently. During the FY 2024-2025 Budget process, the City Council approved an enhancement of $210,000 to purchase a new backhoe or front-end loader. Staff is currently work with Government Sales in determining the specifications, for the equipment in the final selection, delivery timeline and accessories.

Status: The Department has initiated the purchase of heavy equipment for maintenance work and is in the process of evaluating its current fleet of vehicles and heavy equipment. Staff is in the process of Identify the need, clearly define the requirements for the heavy equipment based on the specific maintenance tasks, to ensure that the proper piece of equipment is procured that meets the needs of the department. This involves understanding the type, size, and specifications of the equipment required. Staff is currently working with PD to right size the City's fleet of public safety vehicles for short and long term planning.

This identification of the need will be followed by staff conducting a needs assessment which will evaluate the current vehicle and equipment inventory and determine if there are gaps that the new purchase will fill. This assessment will consider the equipment's usage frequency, the scale of maintenance work, and potential future needs among other factors. Once the needs assessment is completed, staff will be conducting research on suppliers and what are the equipment options. Staff will investigate potential suppliers and compare different equipment models. Consider factors such as reliability, warranty, after-sales support, and compatibility with existing equipment will all be considered.

Currently staff is working with the Quinn Company in developing selection and sizing criteria for a new loader or backhoe equipment to replace an existing backhoe in the street services division.

Next City Council Action: Water vehicle replacement recommendations will be included in FY 2025-2026 Budget Development.

Tentative Completion Date: Ongoing program.

Staff Project Lead: Wendell Johnson

Title: Overhead Mass Arm Street Name Sign Replacement Project
Description: This project aims to replace outdated or damaged overhead mass arm street name signs throughout the City of San Fernando to improve visibility, compliance with current regulations, and overall traffic safety.

Project Goals: 1) Enhance Visibility & Legibility – Install high-contrast, retroreflective signs to improve readability, especially at night. 2) Ensure Regulatory Compliance – Update signs to meet California Manual on Uniform Traffic Control Devices (CA MUTCD) standards. 3) Improve Durability – Use weather-resistant materials that can withstand sun exposure, wind, and rain. 4) Increase Traffic Safety – Provide clearer navigation for drivers, cyclists, and pedestrians.

Status - Project Scope:
Assessment & Planning:
- Conduct a citywide survey to identify signs that are damaged, faded, or outdated.
- Prioritize replacements based on traffic volume and visibility concerns.

Design & Specification:
- Install larger, high-contrast, reflective street name signs with easy-to-read fonts.
- Use LED-illuminated signs at major intersections for better nighttime visibility.
- Standardize sign dimensions and font sizes per MUTCD & Caltrans guidelines.

Permitting & Approvals:
- Work with Caltrans & City of San Fernando Public Works for design approvals.
- Ensure compliance with state and federal traffic control regulations.

Installation & Implementation:
- Replace existing mass arm-mounted street name signs at intersections.
- Upgrade mounting brackets and supports to improve stability.
- Use traffic control measures to minimize disruptions during installation.

Maintenance & Monitoring:
- Develop an ongoing inspection and maintenance program.
- Implement a tracking system for sign inventory and future replacements.

Next City Council Action: Staff will prepare an RFP to have various mast arm signs replaced in the downtown district.

Tentative Completion Date: To be Determined

Staff Project Lead: Manuel Fabian

Title: Repair of Public Parking Lots
Description: The Repair of Public Parking Lots Project involves a pavement treatment to create a more acceptable travel surface to the road at a significant reduction in price. A total of seven (7) parking lots will experience some type of asphalt repair. The project also involves crack sealing, asphalt repairs and restriping of parking stalls. Upon further evaluation of the lots, it was determined that four (4) lots will undergo an overlay while other parking lots will have asphalt repairs performed in areas that are experiencing base failures. Parking Lots 8 and 9 will also receive a seal coating.

The lots that form part of the project include:

- Parking Lot 6N
- Parking Lot 7
- Parking Lot 8
- Parking Lot 9
- Parking Lot 10
- City Hall Parking Lot
- San Fernando Police Department Parking Lot

Parking Lots 1, 11, and 12 were completed as part of previous projects. Parking Lot 2 is a concrete parking structure therefore this type of treatment does not apply. Parking Lot 4 and Lot 5 will be part of the upcoming Calles Verdes Project and Trash Enclosure Project, respectively.

Status: Work began in February 2025. Work is scheduled to be completed in July 2025, weather permitting.

Next City Council Action: Acceptance of the project is tentatively scheduled for September 2025.
Tentative Completion Date: July 2025

Staff Project Lead: Manuel Fabian

Title: Residential Water Service Shut Off Policy
Description: On July 15, 2024, the City Council approved the Discontinuation of Residential Water Services for Non-Payment Policy as required by Senate Bill 998 (SB 998) and Senate Bill 3 (SB 3) which will take effect January 1, 2025. On March 11, 2025 staff began to deliver 7-day shut off notices to delinquent accounts exceeding 90 day due dates. In an effort to help the customers get familiar with the new process, staff will not shut off water to impacted consumers until April 7, 2025. This will give customers ample time to come to City hall to sign up for payment arrangements plans and or clear their balances. City Council also moved to direct staff to return at a future meeting with guidance and recommendations regarding the City's ability to collect delinquent sums on the tax roll similar to the manner in which delinquent trash sums are also collected.

Status: Staff has conferred with the City Attorney to research this item to analyze a) if assessments are allowable for residential water services due to non-payment and b) the pros/cons of this process versus a water shut-off process. Preliminarily, we were advised as follows:

1) Charges for water consumption are property related fees and charges within the meaning of Proposition 218 (codified under Article XIIID of the California Constitution);

2) As such, an ordinance or resolution establishing or increasing water rate charges requires the conduct of a so-called "majority protest" public hearing which requires the issuance

of a written notice to water customers no less than 45 days from the date of the hearing; and

3) In order to preserve the ability to collect delinquent water charges on the tax roll, the City, as part of the majority protest approval process, must send notice to the owners of real property parcels that receive water service, even if the property owner is not the water customer (e.g., where the water customer is a tenant and not the owner affect parcel). (See Govt. Code Section 53755(a)(3) and Health & Safety Code Sections 5471, 5473 and 5473a). If the City did not provide such notice when it last conducted a majority protest hearing setting its current water rates, it would require the initiation of a new majority protest process in which such notice was provided to property owners (not just customers) for the City to avail itself of the right to collect delinquent charges on the tax roll.

Staff is continuing to work with the City Attorney and additionally in process of surveying other municipal operations to illustrate use of assessments versus water shut-off process for residential water services due to non-payment.

Next City Council Action: At the January 6, 2024 City Council meeting, the City Council directed staff to move forward as previously directed by City Council regarding the water service shutoff policy and to provide an update on outstanding delinquencies during consideration of the Water and Sewer Fee Study and the Prop 218 process, to occur within approximately one (1) year.

Tentative Completion Date: Follow up to be provided in concert with the Water and Sewer Fee Study and Prop 218 Process, anticipated to occur by January 2026 or sooner. On January 21, 2025, the City Council approved a contract with Robert D Niehaus, Inc. for the Water and Sewer Rate Study.

Staff Project Lead: Victor Meza

Title: Recreation Park Rehabilitation
Description: The sod installed as part of the San Fernando Regional Park Infiltration Project did not establish successfully. Staff will be preparing a Request for Proposal (RFP) to procure a consultant for replacement of the sod at Recreation Park.

Status: In planning stage.

Next City Council Action: Award of Contract for Design in September 2025

Tentative Completion Date: TBD

Staff Project Lead: Manuel Fabian

Title: IPS Smart Meter Installation
Description: Replacement of coin operated meters in the San Fernando Mall and Civic Center with Smart meters that accept both coin and card payment. Phase one will include the replacement of 91 coin meters.

Status: On October 7, 2024, the City Council awarded a contract to IPS Group Inc. to replace coin-operated parking meters in the San Fernando Mall and Civic Center. Installation was confirmed for mid-March 2025, and notices were distributed to local businesses two weeks prior.

From March 17–19, a total of 91 smart meters were installed—72 in the Mall (between Brand Blvd and Kalisher St) and 19 around the Civic Center (Newton and Fourth Streets). The work was completed with assistance from IPS technicians, Public Works staff, and Community Service Officers, marking the end of Phase 2.

Parking meter maintenance duties have since shifted from the Water Department to the Police Department's Parking Enforcement Division. Water personnel trained CSOs in basic troubleshooting, while IPS provided software training. Public Works will oversee contract and financial management; the Police Department will handle supplies, enforcement, collections, and maintenance.

In line with AB 413 (Daylighting Law), 17 noncompliant meters were identified citywide. A joint task force from Public Works and the Police Department is overseeing removal, grinding of stalls, red curb painting, public education, and enforcement.

Phase 3 of the project has begun with the removal of 17 noncompliant meters. Next steps include a financial analysis on program costs and revenue in certain areas of the City. This will help City Staff in determining which areas of the City are in need of parking meters, where meters can be taken out and which areas are in need of more smart meters. From this, an accurate account of program costs is more easily determined.

Next City Council Action: No Council action required at this time.

Tentative Completion Date: Phase 2 was completed on March 19, 2025. Phase 3 will be tentatively completed by Fall 2025.

Staff Project Lead: Isabella Tapia

Title: Outdoor Dining in the Public Right of Way
Description: In coordination with Community Development, proposed ordinances have been developed to allow outdoor dining on private property and within the public right of way. The new outdoor dining program aims to promote pedestrian-friendly, community-focused design while supporting local businesses.

Status: On June 15, 2020, the City Council ratified Executive Order No. 2020-06-12, temporarily allowing outdoor dining permits on public sidewalks in commercial zones during the COVID-19

pandemic. Public Works issued over 30 permits citywide, with the last permit issued on June 3, 2022. The temporary program ended following the termination of Los Angeles County's local public health emergency on March 31, 2023.

The First reading of the ordinance was presented to City Council on May 5, 2025. The City Council directed staff to edit the ordinance to prohibit the service and consumption of alcohol on the Public Right of Way. With that direction to City Staff, the City Council unanimously passed the First Reading. City Staff edited the Ordinance and application per City Council direction. On March 19, 2025, the second reading of the ordinance was approved by City Council.

City Staff have been creating community engagement materials to educate restaurant owners on how to apply for the program. This has included creating a webpage on the City Website, flyers, letters, and sending out mass emails. Due to its mid year adoption, the permit fee will be prorated to $306 for the remainder of the year.

Next City Council Action: No City Council action at this time.

Tentative Completion Date: Ongoing.

Staff Project Lead: Isabella Tapia

Title: Implementation of California Daylighting Law
Description: "Daylighting" refers to the practice of improving visibility at intersections by removing obstructions (like parked vehicles) near crosswalks and corners. In California, daylighting laws (such as those implemented under Assembly Bill (AB) 413, signed in 2023) require that motor vehicles must not park within 20 feet of a crosswalk or intersection to enhance pedestrian safety and visibility. The goal is to prevent cars from blocking the view of pedestrians and oncoming traffic, thereby reducing collisions, especially those involving pedestrians and cyclists.

Project Goals (Daylighting Implementation for Parking Management)
- Improve pedestrian and traffic safety at intersections citywide.
- Ensure compliance with California daylighting requirements (AB 413).
- Reduce pedestrian-related collisions at crosswalks and curb corners.
- Educate the public about the importance of daylighting and new parking regulations.

Project Scope
Assessment & Data Collection
- Conduct a citywide audit of intersections and crosswalks where parked vehicles currently encroach within 20 feet of corners.
- Prioritize high-traffic or high-incident areas.

Design & Planning
- Design daylighting zones using paint, bollards, planters, curb extensions, or signage.
- Identify alternative uses for newly freed curb space (e.g., bike parking, greenery, loading zones).

Policy & Regulatory Alignment
- Update municipal parking regulations, curb painting standards, and enforcement protocols.
- Align with California law and adopt any local ordinances needed.

Implementation
- Remove or restrict parking in daylighting zones.
- Paint curbs red (or other local marking) to indicate no-parking zones near select crosswalks.
- Install signage or physical barriers (like flexible bollards or planters).

Community Outreach
- Educate residents, drivers, and businesses about the purpose and benefits.
- Share enforcement timelines and provide grace periods if needed.

Monitoring & Evaluation
- Measure improvements in visibility, compliance, and collision data post-implementation.
- Adjust plans based on feedback and performance.

Status:
As part of the City's ongoing efforts to ensure compliance with California law under AB 413, City staff recently removed 17 noncompliant parking meters across various locations. Community Service Officers (CSOs) began issuing citations to vehicles in violation starting on May 1, 2025. In response, the City has expedited implementation of the compliance plan.

Upcoming actions include grinding down noncompliant parking stall markings and painting red curbs at key intersections. The locations selected for this first phase were prioritized based on the presence of the removed noncompliant meters.

The second phase will involve the continued, incremental rollout of red curb painting and stall grinding at additional high-priority areas throughout the City.

Next City Council Action: No City Council action anticipated.

Tentative Completion Date: Ongoing.

Staff Project Lead: Rodrigo Mora and Isabella Tapia

Police Department.

Title: Police Station Cameras and Parking Lot Security Improvement Project
Description: The San Fernando Police Department is enhancing its station security through the 2022 Urban Area Security Initiative (UASI) Grant, a federal program under the Department of Homeland Security aimed at strengthening local communities against potential threats. Grant-funded activities are restricted to UASI National Priorities, including the protection of soft targets and crowded places. These improvements include installing additional cameras in critical unmonitored areas and upgrading the resolution of existing cameras for better coverage. Additionally, the outdated access control system will be replaced with a modern key fob system,

enhancing security by tracking and restricting access to designated areas, ensuring only authorized personnel can enter. This upgrade also enables the department to limit or revoke access for separated employees, preventing them from entering restricted areas.

This project also includes improving security for the Police Department parking areas. The Detective Parking Lot is currently ungated and vulnerable to tampering and break-ins, with multiple incidents of unauthorized individuals loitering or entering the lot. Unauthorized vehicles also frequently block the lot's entrance, delaying emergency responses. Installing a controlled access gate will prevent unauthorized individuals from entering and obstructing the lot, thereby improving safety for both sworn officers and civilian personnel. To further secure the area, a guardian-style wrought iron fence will be installed atop the existing five-foot cinderblock wall and a mesh screen will be added to the gate will protect officers and vehicles from being observed, especially when officers are transporting firearms or arrestees

The budget allocation for the Police Station Cameras/Access Control project is $114,408 from grant funds. The budget allocation for the Parking Lot Security Improvement project is $89,982 from grant funds.

Status: The City Council approved a contract amendment with BearCom on November 18, 2024. Work on the project began in late November and is in the final stages of implementation.

Parking Lot Security Improvement Project – Staff has received the UASI 2024 Subaward Agreement from the City of Los Angeles and will request City Council approval of the contract in July 2025. Once the agreement is approved and executed, staff will proceed with a notice inviting bids for the project.

Next City Council Action: No additional City Council action required for the Police Station Cameras/Access Control Project.

Parking Lot Security Improvement Project – Approve the 2024 UASI Subaward.

Tentative Completion Date: Police Station Cameras/Access Control, Completed May 2025; Parking Lot Security Improvement Project, December 2027.

Staff Project Lead: CJ Chiasson

Title: Police Officer Staffing Update
Description: During the FY 2024-2025 Budget Process, the City Council approved a recurring budget enhancement of $40,000 for a Police Corporal Program to support the Department's succession planning. Additionally, the City Council approved a one-time enhancement of $15,000 to boost recruitment efforts (including background investigations, polygraphs, psychological evaluations) aimed at filling personnel vacancies.

Status: Currently 30 sworn police officer positions are filled, with two (2) officers currently in field training. Staff is currently processing several applicants and putting prospective candidates into

the background process. Additionally, 2 Reserve officers were recently hired and on-boarded and are currently going through their training process.

Candidates for the Commander position have completed the recruiting and testing process. One (1) Commander promotion was made and the second promotion will be forthcoming. The application for Sergeant is now closed and testing will be under way very soon in order to establish an eligibility list.

Next City Council Action: No additional City Council action required.

Tentative Completion Date: Ongoing

Staff Project Lead: CJ Chiasson

Title: Mental Health Clinician Program
Description: This program will provide comprehensive mental health services to address crises related to mental health disorders, substance abuse, and homelessness. The initiative includes staffing mental health professionals who will accompany officers to provide specialized assistance in handling mental health crises, and enhancing overall public safety efforts.

The City's partnership with Hope the Mission includes a 10-month contract to provide these services, with a total program budget of $512,165. This funding covers clinician services, homeless outreach, marketing, and transportation costs.

Status: On December 4, 2023, the City Council accepted Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) Grant funds in the amount of $757,583 for a Mental Health Clinician Program. On October 21, 2024, the City Council approved a contract with Hope the Mission (HTM) for de-escalation training for officers, crisis intervention support during calls for service, case follow-up, and community engagement to raise awareness of mental health resources. The Department has worked with Hope the Mission to solidify partnership protocols. Training on protocols will begin the week of February 3, 2025.

A Hope the Mission representative attended the February 3, 2025 City Council meeting and provided an overview of the objectives for the Mental Health Clinician Program. Representatives from the organization will return in March to introduce the Mental Health Clinicians who will be working with the program. Hope the Mission personnel are onsite at the Police Department a minimum of two (2) days per week.

Next City Council Action: No additional City Council action is required.

Tentative Completion Date: September 29, 2025

Staff Project Lead: Jen Spatig

Title: UASI EOC 2023
Description: The San Fernando Police Department is enhancing its Emergency Operations Center through the 2023 Urban Area Security Initiative (UASI) Grant, a federal program under the Department of Homeland Security aimed at strengthening local communities against potential threats. Grant-funded activities are restricted to UASI National Priorities, including the protection of soft targets and crowded places. These improvements include information technology upgrades and equipment procurement to best serve the community during emergencies.

Status: On April 8, 2024, the City was granted a sub-award through the Department of Homeland Security from the City of Los Angeles for information technology upgrades to the Emergency Operations Center. The $23,000 grant will allow for critical upgrades to the EOC. As the EOC is the central hub for operations during all critical incidents, these upgrades will ensure timely responses and coordination during events.

Next City Council Action: No additional City Council action is required.

Tentative Completion Date: October 1, 2025

Staff Project Lead: CJ Chiasson

Recreation & Community Services.

No updates provided.

Administrative Services.

Title: Enterprise Resource Planning Software (Finance System)
Description: The City's current financial system, Tyler Eden, will no longer be supported effective March 2027. In preparation, Staff will focus on awarding a professional services agreement and initiating implementation for replacement of the Project goals for Phase I of this transition will focus primarily on development of General Ledger – Financials and data migration. Through the Adopted Fiscal Year 2024-2025 Budget, the City Council approved funding for system replacement for $100,000 towards implementation expenses and $40,000 in ongoing software subscription costs.

Status: Staff held initial demonstrations with three (3) software vendors specializing in municipal government financial systems in June and July. Based on evaluations, two (2) vendors were invited to present onsite in August and September. The City Council approved a contract for award of software and implementation services with Tyler Technologies ERP at the November 18, 2024 meeting. Staff conducted a project kick off call with Tyler Technologies conducted on March 19, 2025, which identified the project timeline, resources needed on both

the City and vendor's side, as well as review of the multi-phased implementation. The City's test environment deployment has been completed, and regular weekly meetings will be held to provide project status updates, identify tasks, action items, as well as deliverables, and maintain project timelines and schedules.

Next City Council Action: Additional hardware may be required compatible with the new software system (e.g. AP/Payroll check printer, check scanner/receipt printer, cashiering drawers, barcode scanners, etc.). Staff will include resource needs through the Fiscal Year 2025-2026 Budget process.

Tentative Completion Date: The testing environment for the new system has been deployed and initial project implementation meetings scheduled with an official project kickoff scheduled to begin April 2025. Implementation time is anticipated to take up to 24 months across three (3) phases: Phase 1 – Financials; Phase 2 – Utility Billing; and Phase 3 – Human Resources/Payroll. Tyler Technologies will stop supporting the existing financial software on March 1, 2027, so it is critical that City Staff stay ahead of the deadline for full completion of the project.

Staff Project Lead: Art Ziyalov

Title: Update on City's OPEB/Pension Liabilities
Description: The City provides full-time employees with a defined benefit pension through the California Public Employee's Retirement System (CalPERS) and pays other post-employment benefits (OPEB) to certain retirees or a group of retirees for health care costs. City Council has requested an informational presentation on OPEB actuarial report and related investments from the City's financial advisor.

Status: Staff is in coordination with the City's actuarial services consultant, Foster & Foster, in the development of the updated valuation reporting for the fiscal year ending June 30, 2025. Initial data is being provided to the consultant, which is being used to generate reporting and disclosure issues and assists the City with understanding the financial statement impact, the effect of actuarial assumptions and methodology, development of funding policies and recommended contributions, and a review of the plan design.

Next City Council Action: A presentation was provided to the City Council at the meeting on February 21, 2025. An appropriation of $724,340 was approved through the Fiscal Year 2025-2026 Budget to continue to pre-fund Retiree Medical expenses (OPEB) with direction to staff to schedule OPEB presentation to Council in September 2025.

Tentative Completion Date: September 15, 2025

Staff Project Lead: Erica Melton

BUDGET IMPACT:

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

CONCLUSION:

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

ATTACHMENTS:

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

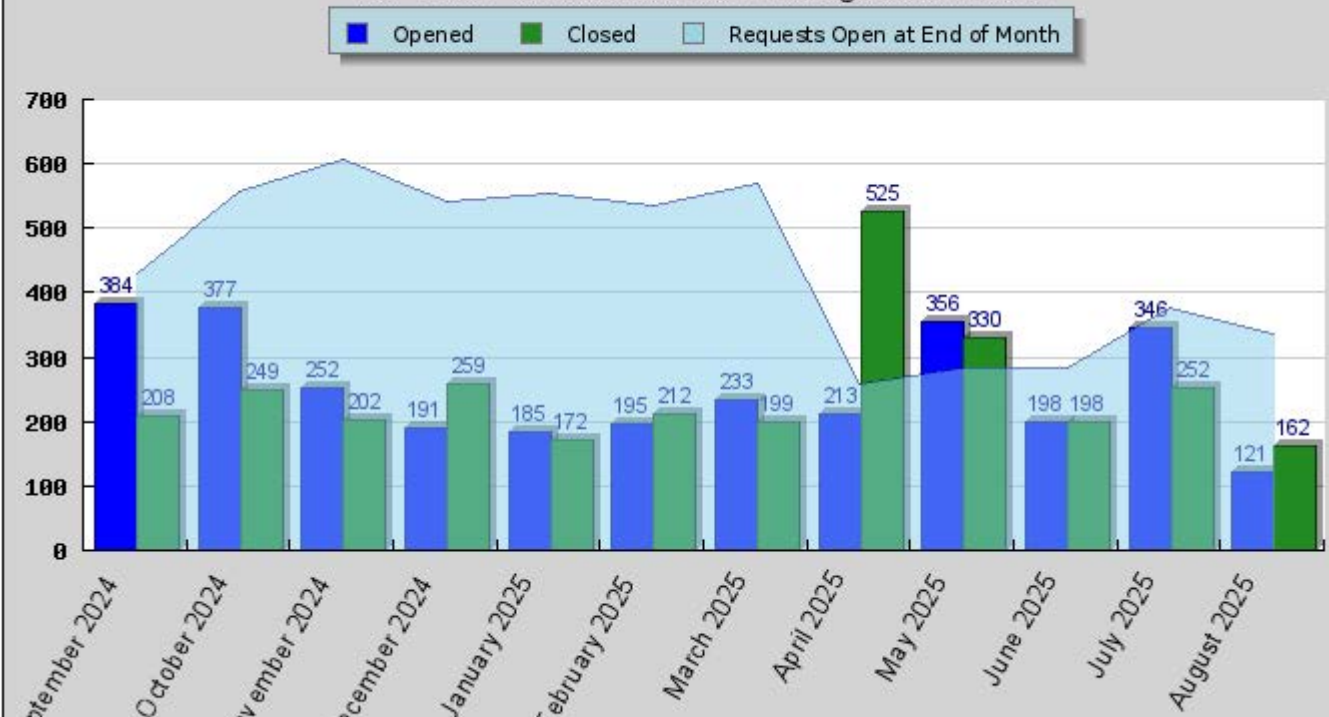
ATTACHMENT "A"

One Year Analysis of Opened Requests
Ending August 2025

	24-Sep	24-Oct	24-Nov	24-Dec	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	Total
Community Development													
Building Code Violation	16	23	25	4	4	3	7	2	10	5	17	3	**119**
Homelessness Outreach	17	37	8	9	13	6	12	15	26	4	18	3	**168**
Property Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	**0**
Total - Community Development	33	60	33	13	17	9	19	17	36	9	35	6	287
Police													
Abandoned Vehicle	10	9	7	3	1	3	2	11	9	4	13	8	**80**
Illegal Fireworks	0	0	0	0	0	0	0	0	0	6	26	0	**32**
Total - Police	10	9	7	3	1	3	2	11	9	10	39	8	112
Public Works													
Bus Stop/Shelter Maintenance	3	0	0	0	2	0	0	0	1	0	2	0	**8**
City Trees	14	12	6	19	9	3	0	3	14	6	7	1	**94**
Graffiti and Sign Posting on P	93	70	39	27	40	33	70	47	95	51	56	19	**640**
Graffiti on Private Property	61	89	55	49	32	43	61	50	62	29	57	10	**598**
Illegal Dumping and Litter	98	86	71	47	54	62	38	51	86	56	94	59	**802**
Park Maintenance	15	3	2	2	0	4	5	3	6	7	3	1	**51**
Sidewalk Repair	18	23	4	4	0	5	4	6	20	9	7	0	**100**
Storm Drain and Flooding	0	3	0	1	2	2	0	0	0	0	1	0	**9**
Street Lighting	18	9	24	12	18	22	10	12	12	8	20	5	**170**
Street Repair	11	5	6	7	1	4	9	6	4	5	15	2	**75**
Street Signage	2	4	3	2	4	0	9	3	3	4	6	4	**44**
Traffic Signal	8	4	2	5	5	5	6	4	8	4	4	6	**61**
Total - Public Works	341	308	212	175	167	183	212	185	311	179	272	107	2652
All Topics													
Total All Topics	384	377	252	191	185	195	233	213	356	198	346	121	**3051**

Open Vs. Closed Requests by Month

For Date Period 09/01/2024 through 08/31/2025



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	757,693	92,308
6	In Progress	Homeless Outreach Services	300,000	218,388	81,612
7	Complete	Pioneer Park Project	255,235	255,235	-
8	In Progress	Downtown Master Plan	250,000	152,391	97,609
9	Complete	Annual Street Repavement - Phase III	250,000	250,000	-
10	In Progress	Technology Improvements	179,845	34,756	145,090
11	In Progress	Las Palmas & Rec Park Generator Project	150,000	110,061	39,939
12	In Progress	City Mobile App - Virtual San Fernando	148,200	72,291	75,909
13	Complete	Feasibility Study - New City Park Space	49,592	49,592	-
14	In Progress	Sidewalk Repairs	1,016,433	91,283	917,648
15	In Progress	First Time Home Buyer & Rehab Loan Program Revolv	50,000	-	50,000
21	In Progress	Bus Shelter Project	114,939	-	114,939
16	In Progress	Las Palmas HVAC Project	399,848	115,568	284,280
17	Complete	Citywide Curb Repainting	200,000	200,000	-
18	Complete	City Hall Beautification	99,770	99,770	-
19	In Progress	Park IT Server Room Transition	46,070	45,611	297
20	Complete	Wifi at LP & Recreation Park w/Computer Rooms	20,254	20,254	-
		Total	**5,818,339**	**$ 3,911,044**	**$ 1,899,631**

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

ADM_City Council Enhancement Project and Priority Updates (8-4-2025) ATT C

ATTACHMENT "C"

Contract No.	Effective Date	Expiration Date	Company name	Description of Services	Contract Amount	Extendable	Approved By CC or Admin	Dept.	Procurement Process
2091	8/1/2022	8/1/2025	Tom Brohard and Associates	Traffic Engineering Services	$295/hr	(2) one-year extensions	CC	PW	
2094	8/1/2022	8/1/2025	Paramount Management Group	ATM Site Service at City Hall	-	1-yr auto renew	Admin	PW	
2397	7/10/2025	8/4/2025	Ignite the Light of Hope	Emergency Food Distribution Services	$5,000.00	No	CC	ADM	NA
2369	6/17/2025	8/23/2025	Rik Cantu - SideTracs Entertainment	Summer Concert 2025	$2,500.00	-	Admin	RCS	Informal
2229	10/1/2023	8/31/2025	State of California Natural Resources Agency	Grant Agreement for the Urban Greening Grant Program for the Carlisle Green Alley Project between Pico St. and O'Melveny Ave.	$3,482,535.00	Yes	Admin	ADM	
2287	9/1/2024	9/1/2025	Habitat for Humanity of Greater Los Angeles (Habitat LA)	Administer a Home Rehabilitation Program	$50,000 per yr	(2) one-yr extensions	CC	CD	
2348	3/25/2025	9/25/2025	Kelly Associates Management Group	City Council Team Building Services	$6,500, plus add'l services approved by City	-	Admin	CMO	
2291	9/16/2024	9/30/2025	State of California - Office of Traffic Safety (OTS)	Selective Traffic Enforcement Program (STEP)	$74,000.00	-	CC	PD	Grant
2321	11/18/2024	9/30/2025	California Arts Council	Standard Agreement for Master Mariachi Apprentice Program (MMAP)	$16,203.00	-	CC	RCS	Not Applicable
2284(a)	8/7/2025	9/30/2025	Carrier Corporation	First Amendment to HVAC Upgrades and Roof Replacement at Las Palmas Park (Sourcewell Contract No. 070121-CAR)	$385,225.00	-	Admin	PW	Extending term

2373	6/25/2025	9/30/2025	Alberto's Hair Salon Attn: Lupita Gonzalez	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: VWHDPCASUUD8) for Pressure wash, plaster, sand and paint; Large planters; Awning installation	$10,000.00	-	Admin	CMO	CDBG
2374	6/23/2025	9/30/2025	Alfonsos Furniture Attn: Esteban Polanco	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: VM8VH4RVLTM8) for Signage, Green Wall, Paint and structural modifications	$10,000.00	-	Admin	CMO	CDBG
2375	6/23/2025	9/30/2025	Dorado Home Furniture Attn: Kevin Paredes	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: LTERTK96T855) for Security cameras, Anti-graffiti film, and Sign	$9,500.00	-	Admin	CMO	CDBG
2376	6/23/2025	9/30/2025	El Rinconcito de los Raspados Naturales Attn: Dinora Mejia	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: INC-GSAFSD10653473) for Signage, Large Planters, Anti-graffiti film	$6,580.00	-	Admin	CMO	CDBG
2377	6/23/2025	9/30/2025	Elite Fitness Club Attn: Mark Musonge	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: INC-GSAFSD10645887) for Sign, Large planters, Anti-graffiti film	$4,900.00	-	Admin	CMO	CDBG
2378	6/23/2025	9/30/2025	Lola's Kitchen Attn: Theresa Granados	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: V1KGP41ZGWP7) to Replace awning, Patch and paint storefront, Anti-graffiti film	$10,000.00	-	Admin	CMO	CDBG
2379	6/23/2025	9/30/2025	Faro Enterprise, Inc. dba Magaly's Tamales Attn: Alfredo Gonzalez	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: U7J6A6H77BFS) for Anti-graffiti film, Security camera system, Planters, and Mural	$10,000.00	-	Admin	CMO	CDBG
2380	6/23/2025	9/30/2025	Mercado Las Palmas and Restaurant Attn: Brianda Lopez	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: INC-GSAFSD11882780) for Paint, Sign, and Awning/wall mount	$10,000.00	-	Admin	CMO	CDBG

2381	6/23/2025	9/30/2025	No Sabo Attn: David Aguirre	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: LECWG7MX35U5) to Replace awning, Paint, Planters, Graffiti removal	$9,990.00	-	Admin	CMO	CDBG
2382	6/23/2025	9/30/2025	The Discovertee Attn: Andrew Mena	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: G195UWPAEPC6) for Sign, Exterior paint, Security Cameras, and Awnings	$9,600.00	-	Admin	CMO	CDBG
2383	6/26/2025	9/30/2025	La Orquidea Flower & Bridal Attn: Ana Cecilia Elias	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: TMPLUCDSYZB5) for Sign, Paint and wall repair, Plants, Security cameras, Window shades	$8,098.00	-	Admin	CMO	CDBG
2384	6/25/2025	9/30/2025	Surge Los Angeles Dance Studio Attn: Lindsay Krull	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: TWSYP4KTGQW1) for Sign, Fix pillars, Anti-graffiti film, and Security cameras	$6,700.00	-	Admin	CMO	CDBG
2385	6/25/2025	9/30/2025	Analia's Boutique Attn: Cesar Rodriguez	Small Business Grant Assistance Program for Sign; Paint; Awning; Plants; Security cameras	$8,518.00	-	Admin	CMO	CDBG
2386	6/25/2025	9/30/2025	Fiesta Furniture Attn: Victor Ceballos	Small Business Grant Assistance Program for Sign; Paint and repair wall; Awning; Plants; and Security cameras	$10,000.00	-	Admin	CMO	CDBG
2387	6/25/2025	9/30/2025	Protein Stop Attn: Ramon Vasquez	Small Business Grant Assistance Program for Sign; Awning; Planters; Security cameras	$8,278.00	-	Admin	CMO	CDBG
2388	6/25/2025	9/30/2025	Fosters Freeze Attn: Nora Osorio	Small Business Grant Assistance Program (Unique Entity Identifier (UEI) Number: CV5WLRYJF8Z9) for Paint, plants, anti-graffiti film and other architectural upgrades; and Sign restoration	$10,000.00	-	Admin	CMO	CDBG

2389	6/26/2025	9/30/2025	Panaderia Attn: Graciela Vega	Small Business Grant Assistance Program for Sign and Awnings	$9,988.10	-	Admin	CMO	CDBG
2390	6/26/2025	9/30/2025	Earl's Automotive Attn: Eugene Demaria	Small Business Grant Assistance Program for Sign and Paint	$10,000.00	-	Admin	CMO	CDBG
2391	6/26/2025	9/30/2025	Lotus Bakery Attn: Pinkas Farid (Alex) Farivar	Small Business Grant Assistance Program for Awning; Paint; and Plants	$9,950.00	-	Admin	CMO	CDBG
2392	6/26/2025	9/30/2025	Maclay Cleaners Attn: Napolean Yohanna	Small Business Grant Assistance Program for Sign; Anti-graffiti film; and Security cameras	$7,500.00	-	Admin	CMO	CDBG
2209	10/4/2023	10/4/2025	Symbium	Master Licensing Agreement for automatic solar processing	$0.00	Auto Renewal annually	Admin	CD	
2302	10/9/2024	10/9/2025	I Ramirez Corp	On-Call Street and Sidewalk Repair Services for Water Division	$4,800 no more than $24,999/yr	(2) 1-yr extensions	Admin	PW	
2307	10/21/2024	10/21/2025	Fernandeño Tataviam Band of Mission Indians	Access and Use of Cindy Montañez Natural Park	$0.00	1-yr per CC Review	CC	RCS	
2298	9/25/2024	10/25/2025	J&B Landscaping	FY 2024-2025 Neighborhood Clean-Up! Program	$25,000.00	(2) one-yr extensions	Admin	CD	
2299	10/21/2024	11/5/2025	North Valley Caring Services	Provide Comprehensive Homeless Services	$175,000.00		CC	CD	
2300(a)	7/15/2025	11/5/2025	Home Again LA	First Amendment to Provide Comprehensive Homesless Services and Financial Assistance Program	$167,200.00	-	Admin	CMO	Increase compensation
2205(a)	12/4/2024	12/5/2025	Initiating Change in Our Neighborhoods Community Development Corporation (ICON CDC)	First Amendment to MOU to Provide Free Services to entrepreneur and Small Business Owner in the City (Extension of term)	$0.00	Extend (1) one yr terms	Admin	ADM	Not Applicable
2046(a)	1/23/2025	12/6/2025	GMU Pavement Engineering Services	First Amendment to Pavement Design Services	$450,000.00	(1) one yr extensions	CC	PW	Extending term
2044(b)	2/20/2025	12/6/2025	CWE	Secoend Amendment to Water and Wastewater Engineering Services	$1,000,000.00	(1) one yr extensions	Admin	PW	Extending Term

2107(a)	10/12/2023	12/31/2025	RJM Design Group	First Amendment for Design of Las Palmas Park Revitalization Project (Extending Term)	$490,121.00	-	Admin	RCS	
2147(c)	12/30/2024	12/31/2025	Dudek	Third Amendment for Downtown Master Plan	$297,675.00	Yes	Admin	ADM	Extending Term
2328	1/1/2025	12/31/2025	The Language Pros	Language Services	$25,000 annually	(4) 1-yr extensions	CC	CLK	RFP
2231	1/25/2024	1/31/2026	Governor's Office of Planning and Research - Adaptation Planning Grant Program	Standard Agreement for funding towards General Plan and Climate Action and Resilience Plan (CARP) Phase 2 (OPR23125)	$599,918.18	add'l 6 months	Admin	CD	
2366	6/2/2025	1/31/2026	Norman A. Traub and Associates	Workplace Investigation Services	$18,820.00	-	Admin	PD	RFQ
2052(a)	4/11/2025	2/7/2026	Karina Sweeping Company	First Amendment for Sweeping Services at City-Owned Parking Lots, Alleys, and Trash Enclosures (Council Opted in for Curbs along both sides of Maclay between 1st Street and 4th Street)	$87,600.00	(1) one-year extensions	Admin	PW	Extending term
2133	2/6/2023	-	San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC)	Letter Agreement to Consent to Alterations of property located at 732 Mott St. for the installation and operation of Solar Energy Generation	-	-	CC	ADM	
2133(a)	2/6/2023	-	**Tenant:** San Fernando Community Hospital dba San Fernando Community Health Center (SFCHC) **Provider:** Collective Energy Development, LLC	Disclaimer Agreement agreeing System (Solar Energy Generation) and all components are the personal property of Provider	$10.00	-	CC	ADM	

ADM_City Council Enhancement Project and Priority Updates (8-4-2025) ATT C

2143	3/22/2023	-	Rina Cano, Owner	**Repealed & replaced with Contract No. 2159** Settlement Agreement and General Release - Rina Cano, 1425 Griffith St. - Sewer Lateral	-	-	Admin	PW	
2159	5/22/2023	-	Rina Cano, Owner	Replacement & Substitution of Settlement Agreement and General Release of Contract No. 2143 - Rina Cano, 1425 Griffith St. - Sewer Lateral	-	-	Admin	PW	
2174	6/20/2023	-	North Valley Caring Services	Transfer Agreement and Waiver and Release - Vehicle Donation	-	-	CC	CD	
2200	9/18/2023	-	.Gov Domain Registration c/o Verisign, Inc.	.GOV Domain Name for City of San Fernando (Mailed letter)	-	-	Admin	FIN/IT	
2282	8/5/2024	-	Kroger OpioIds Implementation Administrator	New National Opioid Settlement	$75,000.00	-	CC	CA	
2316	11/18/2024	30 days from NTP	R.C. Becker Inc.	Bus Shelter Construction Project, Job No. 7609	$382,541.73	-	CC	PW	Notice Inviting Bids
2264	7/1/2024	418 days from NTP	Brightly Software Inc.	Citywide Facility Condition Assessment Consulting Services (Sourcewell Contract Reference No. 090320-SDI)	$27,222.00	-	CC	PW	
2350	4/7/2025	5-yr term Auto-renew indefinitely	County of Los Angeles - Department of Public Health	Public Health Services (Contract No. PH-005655)	$0.00	auto renew indefinitely	CC	CMO	NA
2225	2/20/2024	Commence w/in 10 calendar days of NTP, work shall be completed by	Zetroc Electric, LLC	New Generator Installation at Las Palmas Park and Recreation Park (Sourcewell Number 092222-GNR)	$121,475.00	-	CC	PW	

2252	6/4/2024	Final Approval by City	Ojos Locos Sports Cantina (Applicant) and Impact Sciences Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 104 S. Maclay Ave (Project #SPR2024-007)	$0.00	-	Admin	CD	
2254	6/12/2024	Final Approval by City	Aszkenazy Development Inc. (Applicant) and Kimley-Horn and Associates, Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 208 Jessie Street	$0.00	-	Admin	CD	
2273	7/19/2024	Final Approval by City	Midland Contractors Inc (Applicant) and Chambers Group Inc (Consultant)	Agreement for the Preparation of Environmental Review Documents Project Location: 833 N. Brand Blvd; Project # SPR2024-001	$0.00	-	Admin	CD	
2296	9/18/2024	Final Approval by City	Karnail Chand & Saroj B Trs (Applicant) and Chambers Group Inc. (Consultant)	Preparation of Environmental Review Documents (CEQA) at 228 Jessie St. APN: 2519-020-011 (Project #SPR2023-053)	$0.00	-	Admin	CD	
2313	11/18/2024	Final Approval by City	Midland Contractors Inc (Applicant) and Chambers Group Inc (Consultant)	Preparation of Environmental Review Documents (CEQA) at 319 N. Hagar Street, APN: 2520-022-011	$0.00	-	Admin	CD	Not Applicable
2327	11/22/2024	Final Approval by City	San Fernando Recovery (Applicant) and Chambers Group Inc (Consultant)	Agreement for the Preparation of Environmental Review Documents (CEQA) Project Location: 732-762 Griswold	$0.00	-	Admin	CD	Not Applicable
2351	4/8/2025	Final Approval by City	CFA Corp (Applicant) and Kimley-Horn (Consultant	Preparation of Environmental Review Documents at 603 San Fernando Road	$0.00	-	Admin	CD	NA
2001	10/18/2021	indefinite	California Community Economic Development Association (CCEDA)	Implement local micro and small business grant program, and technical assistance to support the City's economic development	$25,000.00			RCS	
2151	5/1/2023	indefinite	Shuster Advisory Group, LLC	Consultant Services for OPEB Trust	$24,000/FY	-	CC	FIN	

2034	12/25/2008	Month to Month	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Los Angeles County Metropolitan Transportation Authority Metro Pass Seller Agreement - Sell Metro Paper Passes			Admin	ADM	
2182	7/20/2023	N/A	Sandra Finch, an individual, ("Claimant") for and on behalf of herself and the Calderon/Shaug Families	Release Liability Agreement regarding: Grace Shaug Calderon is the original owner/lender of various personal items that were loaned for an indefinite period of time to the Lopez Adobe Historical Site and Preservation Commission (the "Historical Commission") for display at the Lopez Adobe site.	$0.00	N/A	Admin/ Parks Wellness Commission	RCS	
2364	6/2/2025	N/A	Kim Rodgers Westhoff and Jerome Palmer Whitaker	Artifact Donation for Display at Lopez Adobe	$0.00	-	CC	RCS	NA
2353	4/18/2025	NA	Pacific Premier Trust Custodian FBO Barbara J. Wise, IRA ("IRA Lienholder"), Barbara J. Wise, Trustee of the Barbara J. Wise Trust dated April 07, 2016 ("Trust Lienholder"), and Equity Trust Company Custodian FBO Barbara J. Wise, IRA ("Equity Trust Lienholder") (collectively "Lienholders")	Subordination Agreement Re: property 1019 N. Maclay Avenue Assessor's Parcel Number 2516-024-016 - nuisance abatement and receivership action - City v. Monica Hernandez, et al., case number 25CHCV00819	NA	NA	Admin	CD	NA
1991	8/2/2021	Project Completion	Los Angeles County Flood Control District	San Fernando Regional Park Infiltration Project (Grant)	$1,029,764.00	-	CC	PW	
2098	8/10/2022	Project Completion	Department of Transportation (Caltrans)	Program Supplement No. F014 to Administering Agency-State Agreement for Federal-Aid Project no. 07-5202F15 (Project No. ATPL-5202(020) - Pacoima Wash Access Road from Fourth St to Eighth St	$2,486,000.00	-	Admin	PW	
2199	9/22/2023	Project Completion	State of California Department of Transportation	Funds Transfer Agreement - Budget Act of 2022 (the Act) from the State General Fund to Caltrans, to be allocated to San Fernando for the Pacoima Wash Pedestrian Bridge	$7,500,000.00		CC	ADM	

2218	12/5/2023	Project Completion	Climate Resolve, Fernandeño-Tataviam Band of Mission Indians, and Pacoima Beautiful	Partnership Agreement for the Partnership Structure for the SF Climate Action Resilience Plan Project		-	Admin	ADM/CD	
2177	7/17/2023	Through expediture of Grant Funds	Northeast Valley Health Corporation	State of California Department Health Care Services Appropriation	$5,000,000.00	-	CC	ADM	
2177(a)	8/3/2023	Through expediture of Grant Funds	Northeast Valley Health Corporation	Addendum to MOU regarding State of California Department Health Care Services Appropriation	$5,000,000.00	-	CC	ADM	
2317	11/18/2024	Through expediture of Grant Funds	Los Angeles County Flood Control District (LACFCD)	MOU for Well 3 Nitrate Removal Treatment System Grant Funds	$750,000.00	-	CC	PW	Grant
2356	4/29/2025	Through Reimbursement	Pasadena Police Department	Memorandum of Agreement Pertaining to Assistance under the Law Enforcement mutual aid plan for reimbursement through CalOES	NA	-	Admin	PD	NA
2083	7/5/2022	Through Vehicle Lease Term	Enterprise Fleet Management	Purchase of New Vehicles through Open-Ended Equity Lease Program	$100,252.08	-	CC	PW	
2360	5/19/2025	Through Vehicle Lease Term	Enterprise Fleet Management	Purchase of 8 Water Division Vehicles	$200,000.00	NA	CC	PW	NA
2212	11/15/2023	Until Project Completion	4Leaf, Inc.	Development of Standard Operating Procedures (SOPS)	$9,900.00	-	Admin	CD	
2212(a)	8/30/2024	Until Project Completion	4Leaf, Inc.	First Amendment Development of Standard Operating Procedures (SOPS) (Increasing compensation	$17,160.00	-	Admin	CD	
2212(b)	3/5/2025	Until Project Completion	4Leaf, Inc.	Second Amendment Development of Standard Operating Procedures (SOPS)	$17,160.00	-	Admin	CD	Increasing compensation

2314	8/22/2013	Until Terminated	Federico Ramirez	Employment Agreement for Community Development Director	Salary	-		ADM	
2128	8/18/2016	Until Terminated	Urban Futures, Inc. Analystics & Compliance Solutions	On-Going Continuing Disclosure Services for annual reporting	$950.00	-	FIN Director	FIN	
1984	5/3/2021	Until Terminated	1100 Truman Street, LLC	One-Way Access Agreement for Access to City Parking Lot (Drive Aisle to connect APNs 2521-034-007 & 2521-034-009 to City Lot No. 5)	-	-	CC	PW	
1698(a1)	1/1/2023	Until Terminated	Olivarez Madruga Law Organization, LLP (OMLO)	Second Amendment for attorney services (Compensation)	Partners/Associate ($216) & Parelegals ($103)	-	Admin	ADM	
2149	5/1/2023	Until Terminated	Shuster Advisory Group, LLC and ALTA Trust Company	Adoption Agreement for the Multiple Employer OPEB/Pension 115 Trust & Trust Administrative Services Agreement to Provide Post-Employment Health and Welfare Benefits (OPEB)	$5,000/plan max	-	CC	FIN	
1698(b)	11/28/2023	Until Terminated	Olivarez Madruga Law Organization, LLP (OMLO)	Second Amendment for City Attorney Services (Amended Schedule of Rate & Charges)	Per Rate Schedule	-	CC	ADM	
2234	3/20/2024	Until Terminated	The Los Angeles Homeless Services Authority (LAHSA)	Greater Los Angeles Homeless Management Information System (LA HMIS) Continuums of Care (CoC)	$0.00	-	Admin	CD	
2269	7/15/2024	Until Terminated	County of Los Angeles	MOU & Funding Agreement to Participate in Taskforce for Regional Autotheft Prevention (TRAP)	-	-	CC	PD	
2270	7/19/2024	Until Terminated	US Bank	Establish P-Card Program (NASPO Value Point State of California Participating Addendum 7-20-99-42 Local Agency Subsidary Agmt)	$0.00	-	Admin	FIN	

1906(b)	9/16/2024	Until Terminated	Nick Kimball, City Manager	Second Amendment to Employment Agreement - City Manager	$251,767.00	-	CC	ATTY	
2335	1/6/2025	Until Terminated	Los Angeles County Regional Park and Open Space District (RPOSD)	Grant Agreement for Measure A Annual Allocation		-	CC	RCS	Grant
2402	5/21/2025	Until Terminated	MissionSquare Retirement	Administrative Services Agreement for Retirement Health Savings (RHS) Program (Account No. 803632)	Fee Schedule	-	Admin	HR	NA
2403	5/21/2025	Until Terminated	MissionSquare Retirement	Administrative Services Agreement for 457 Retirement Plan Program (Account No. 302881)	Fee Schedule	-	Admin	HR	NA
2404	5/27/2025	Until Terminated	MissionSquare Retirement	Loan Implementation Package for Loans from 457 plans	Fee Schedule	-	Admin	HR	NA
2414	8/4/2025	Upon City Acceptance	Dryworks, LLC	Upper Reservoir 4A Onsite Inspection Services	$24,500.00	-	Admin	PW	
2303	2/26/2021	Upon Completion of Project	Los Angeles County Metropolitan Transportation Authority (LACMTA)	Letter of Agreement for Federal Projects Programmed Through the LACMTA Call for Projects (San Fernando Pacoima Wash Bike Path ID# F1505, LOA.P00F1505)	$1,513,000.00	-	Admin	PW	

THE CITY OF SAN FERNANDO

APRIL 2025

Housing Programs Report

72
Individuals/families engaged

58
Social Service Referrals

10
Shelter referrals made

1
Family received rental arrears assistance

2
Shelter placements

2
Families assisted with housing navigation

27
individuals received a meal

1
Family referred to outside agency for shelter

1
Individuals received hygiene items

3
Families entered motel program

3
Individuals received clothing

3
Individuals received transportation

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

Home Again LOS ANGELES

NVCS

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

					Social Service Referrals												Rental Assistance / Eviction Prevention								Shelter Assistance				Housing Navigation	
	HOH Initials	Family Size	Enrollment/Contact Date	Exit Date	Clothing/Donations	DPSS	CalFresh	Employment	Housing Resources	IHSS	LIFE TAP Card	4 Regional Rides	Legal Resource	BC Waiver	ID Waiver	CBEST	EDD	Utility Asst	HALA Program	SA Problem Solv	LAHSA Amount	SF Security Deposit	Security Deposit Amount	SF Prevention	Prevention Amou	Outcome of Family	Motel	90-day Shelter	Outside Agency	Outcome of Family	HN	Outcome of Family
1	RG	4	03/19/2025	04/14/2025																				1	$5,850.00	Remained in Housing						
2	EO	1	04/03/2025	ongoing								5																				
3	ID	2	04/07/2025	ongoing										1													1					
4	CJ	1	04/07/2025	ongoing								10																				
5	MR	3	04/08/2025	04/08/2025					1																							
6	FL	1	04/09/2025	ongoing								2																				
7	BV	1	04/09/2025	04/28/2025							1	6																				
8	CJ	1	04/10/2025	04/10/2025							1	4																				
9	EO	1	04/14/2025	04/14/2025					1																							
10	KA	1	04/14/2025	04/14/2025					1																							
11	S	1	04/14/2025	04/14/2025					1																							
12	TC	1	04/14/2025	04/14/2025					1																							
13	JM	3	04/14/2025	04/14/2025					1																							
14	AS	1	04/15/2025	04/16/2025														1														
15	HK	2	04/16/2025	04/16/2025																										1	Referred to LAFH	
16	NT	1	04/16/2025	04/16/2025														1														
17	KH	1	04/16/2025	04/16/2025								2																				
18	MC	3	04/18/2025	ongoing																							1				1	Scheduled to move in 05/01-05/02
19	MD	6	04/21/2025	ongoing																							1				1	Still looking for housing
20	EH	1	04/22/2025	04/22/2025			1								1			1														
21	DG	1	04/28/2025	04/28/2025														1														
		37			**0**	**0**	**1**	**0**	**6**	**0**	**2**	**29**	**0**	**1**	**1**	**0**	**0**	**4**	0	$0.00	0	$0.00	$0.00	$0.00	$5,850.00		3	0	1	0	2	0

NVCS By-Name List

April 2025

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

THE CITY OF SAN FERNANDO

MARCH 2025

Housing Programs Report

73
Individuals/families engaged

4
Shelter referrals made

1
Shelter placement

37
individuals received a meal

3
Individuals received hygiene items

6
Individuals received clothing

3
Individuals received transportation

30
Social Service Referrals

1
Family received security deposit assistance

1
Family referred to outside agency for shelter

1
Family entered motel program

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

Home Again LOS ANGELES

NVCS

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

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

NVCS By-Name List

March 2025

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

THE CITY OF SAN FERNANDO

FEBRUARY 2025

Housing Programs Report

64
Individuals/families engaged

25
Social Service Referrals

3
Shelter referrals made

1
Family received security deposit assistance

2
Shelter placements

1
Family entered HALA 90-day shelter program

30
Meals distributed

4
Families assisted with housing navigation

10
Individuals received hygiene items

1
Family referred to outside agency for shelter

18
Individuals received clothing

4
Families entered motel program

5
Individuals received transportation

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

Home Again LOS ANGELES

NVCS

NVCS By-Name List

February 2025

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

Home Again LA
February 2025

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

ATTACHMENT "E"

THE CITY OF SAN FERNANDO

To: Mayor Mary Mendoza and Councilmembers

From: Nick Kimball, City Manager
By: Will Pettener, Assistant to the City Manager

Date: June 16, 2025

Subject: Summary of 2025 Legislative Advocacy & Funding Request Letters

Legislative Activity

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

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

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

1. **Habitat LA** – Commemorative Letter for the Los Angeles Builders Ball (2/5)
2. **Assemblymember Celeste Rodriguez** – 2025 Appropriation Requests (3/17)
3. **Climate Smart Communities Initiative (CSCI)** – Support of Joint Grant Application with Climate Resolve (3/17)
4. **Senator Caroline Menjivar** – 2025 Appropriation Requests (3/28)
5. **Congresswoman Rivas** – Kidneys Quest Foundation Appropriation Request (4/25)
6. **LAUSD Superintendent Carvalho** - Support for Police Presence and Partnerships on School Campuses (5/6)

7. **Congresswoman Rivas** – 2025 Appropriation Requests (5/27)
8. **County Supervisor Horvath** – Support for Home Again LA's County Discretionary Fund Grant Application (7/11)
9. **County Supervisor Horvath** – Support for Ignite the Light of Hope Foundation's County Discretionary Fund Grant Application (7/11)

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: August 18, 2025

Subject: Consideration to Approve Memorandum of Understanding with El Centro de Amistad, Inc. to Provide Mental Health Support Services, Approve Co-Sponsorship of Events and Use of the City Seal, and Request to Waive Facility Permit Fees

RECOMMENDATION:

It is recommended that the City Council:

a. Approve a Memorandum of Understanding (MOU) with El Centro de Amistad, Inc. (ECDA) (Attachment "A" – Contract No. 2416) to provide mental health support services;

b. Approve the use of the City seal on the print material and social media pursuant to City Council Ordinance No. 1724 (Attachment "B");

c. Waive fees for use of City facilities for the co-sponsored event, with City Manager approval; and

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

BACKGROUND:

1. On December 6, 2023, the Business and Community Resource Center (BCRC) was established to function as a hub for local businesses and to support housing, financial, and food resilience opportunities for the community, through a series of community partnerships and events.

2. On June 27, 2025, ECDA and the City met to explore a potential collaboration to increase access to mental health resources for the City's residents.

3. On July 7, 2025, the City Council received a presentation from staff regarding immigration-related assistance and community resources. As part of that discussion, the City Council directed staff to explore available mental health services that could be made accessible to the community.

ANALYSIS:

Local governments provide mental health services to their communities to support overall well-being and public safety. When cities invest in accessible, affordable mental health care, they help individuals lead healthier, more productive lives, while also reducing the burden on emergency services, hospitals, and the criminal justice system. These services are especially crucial for low-income and underserved populations who may not have access to private care. By addressing mental health needs early and effectively, cities can prevent crises, support families, and create safer, more resilient communities.

The City strives to provide its residents with high-quality programs that support mental health, individual stability, and community well-being. As part of the City's Strategic Goal I, *Focus on Community First*, staff has explored partnerships with non-profit organizations that increase access to preventive care and culturally appropriate services.

ECDA is a nonprofit mental health organization that has served children, adults, and families in the San Fernando Valley since 1977. Services are provided by trained staff in English and Spanish. The agency's programs are designed to support children ages 0–17 and adults ages 25–59, with a focus on reducing risk factors and supporting self-sufficiency.

Through the proposed MOU, ECDA will partner with the City to offer a variety of community-based services to promote mental health awareness, access, and well-being. These services include:

- Facilitated support groups for staff and service providers;
- Parenting classes for families;
- Mental health workshops for the general public;
- Medi-Cal registration assistance;
- Mental health referrals for individuals and families;
- Ongoing support services for those referred to continued care.

Services will be provided at various locations throughout the City, as space is available. ECDA will promote the programs through its website, social media, and partner communication channels. The City will support the initiative by providing facility space, along with waiving any applicable facility rental fees, assisting with outreach, and encouraging community participation. ECDA will receive access to using the City Seal, with City Manager approval, for marketing materials.

These efforts align with the City's goal of increasing access to supportive services for all residents. By working collaboratively with ECDA, the City seeks to help address mental health needs through locally accessible, culturally appropriate programming for residents, which will function as a continued expansion of the San Fernando Together initiative.

BUDGET IMPACT:

There is no budget impact incurred by this collaboration as all maintenance costs for the use of City facilities have already been accounted for in the Fiscal Year 2025-2026 Adopted Budget. Additionally, the City will waive any applicable permit fees associated with co-sponsored events, which could range in cost from approximately $150 - $1,000 per event, according to the Fiscal Year 2024-2025 Fee Schedule.

CONCLUSION:

Staff recommends that the City Council approve the Memorandum Of Understanding with El Centro De Amistad, Inc. to provide mental health support services; approve the use of the City seal on the print material and social media pursuant to City Council Ordinance No. 1724; waive fees for use of City facilities for the co-sponsored event, with City Manager approval; and authorize the City Manager, or designee, to make non-substantive changes and execute the agreement.

ATTACHMENTS:

A. Contract No. 2416
B. Ordinance No. 1724

ATTACHMENT "A"
CONTRACT NO. 2416

MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF SAN FERNANDO AND EL CENTRO DE AMISTAD, INC.

This Memorandum of Understanding ("MOU") is entered into this 18th day of August, 2025 ("Effective Date"), by and between the CITY OF SAN FERNANDO ("City") and EL CENTRO DE AMISTAD, INC. ("ECDA"), a Section 501 (c)(3) nonprofit organization. City and ECDA are sometimes individually referred to as "Party" and collectively as "Parties."

WHEREAS, the City is a California municipal corporation organized and existing under the laws of the State of California; and

WHEREAS, the City is committed to expanding access to community-based mental health resources and supportive services to improve the well-being of residents, consistent with the City's Strategic Goal I: Focus on Community First; and

WHEREAS, ECDA is a multilingual, cross-cultural mental health organization that has served children, adults, and families in the San Fernando Valley since 1977; and

WHEREAS, the main goals of ECDA's children's programs are to reduce risk factors that lead to violence, school failure, gang affiliation, and child abuse, and the main goals of its adult programs are to prevent further deterioration, enhance self-sufficiency, and address issues that interfere with employment; and

WHEREAS, ECDA will provide its services at no cost to residents of the City, which services and programming shall include facilitated staff support groups, parenting classes, mental health workshops, Medi-Cal registration assistance, mental health referrals, and ongoing support services (the "Program"); and

WHEREAS, the Parties desire to enter into this MOU to establish a partnership to implement the Program within the City's Business and Community Resource Center ("Resource Center") and other designated locations in San Fernando.

NOW, THEREFORE, it is mutually understood and agreed by the Parties as follows:

1. **RECITALS**. The foregoing recitals are true and correct and incorporated into and made a part of this MOU.

2. **TERM**. This MOU shall commence on the Effective Date and terminate two (2) years thereafter ("Term"), with an option to extend the term for two (2) additional one (1) year periods, unless terminated earlier. The City Manager, in their reasonable discretion, is authorized to exercise the City's extension options administratively, pursuant to Section 2.C.

A. Amendments: This MOU may be amended with the approval of both parties, in writing, provided both parties sign the revised agreement. A modification request must be presented, in writing, thirty (30) days prior to effective date.

B. Termination: Either party may terminate its participation in this MOU without cause by providing a 30-day written notice by a nationally recognized overnight delivery service with delivery to, personal service at, or mail to, the addresses identified herein. The thirty (30) days will begin on the date of personal service, the date placed with the overnight delivery service or the date of mailing as applicable.

C. Extension: This MOU may be extended by written agreement between both parties, provided such agreement is signed by both parties prior to the termination date and contains the following:

i. A statement of intent to continue the provisions of the MOU;
ii. Revised effective and termination dates and
iii. Dated signature of the signatory's designee

3. NO PAYMENT OF OR FUNDING BY CITY FUNDS. ECDA recognizes and agrees that City shall have no obligation to provide City funds in support ECDA's Program or ECDA's use of City facilities or perform any fundraising services or activities on behalf of ECDA.

4. USE OF CITY FACILITIES. City shall permit ECDA's use of the Resource Center and other City parks, rooms and buildings ("City Facilities") upon ECDA's prior written request subject to availability to use any such City Facility to conduct the Program within the City's jurisdiction. City shall waive facility use fees for ECDA's use of City Facilities for activities and services provided by or through the Program. City reserves the right to designate or redesignate which City Facilities may be used by ECDA in the performance of its duties and responsibilities under this MOU. Nothing in this MOU shall be interpreted to grant any license or leasehold interest in the City Facilities to ECDA.

5. ECDA'S SCOPE OF SERVICES. ECDA shall be responsible for Program implementation, administration and oversight, as further described in the Scope of Services as outlined in **Exhibit A** attached to this MOU and incorporated herein by reference.

6. INDEMNIFICATION: To the fullest extent permitted by law, ECDA agrees to indemnify, defend and hold free and harmless the City and City's elected or appointed officials, officers, employees, agents and volunteers from, any and all actions, claims, damages to persons or property, penalties, obligations, costs (including reasonable attorneys' fees) or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization, arising out of, caused by or related to the services provided by ECDA under this MOU, as well as the willful misconduct or negligent acts, errors or omissions of ECDA, its agents, employees, volunteers, or invitees, including each person or entity responsible for the provision of services hereunder. ECDA's duty to indemnify,

defend and hold harmless shall not include any claims or liabilities arising from the sole negligence or willful misconduct of the City, or the City's elected or appointed officials, officers, employees, agents, and volunteers. This provision shall survive the expiration or termination of this MOU.

7. **LIMITATION OF CITY LIABILITY**. In no event shall City be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect, or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this MOU or the services performed in connection with this MOU.

8. **TAXES**. ECDA shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, workers' compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning ECDA or any employee of ECDA and shall further indemnify, pay for the defense of, and hold harmless City of and from any such payment or liability arising out of or in any manner connected with ECDA's performance under this MOU.

9. **INSURANCE**. At its sole expense, ECDA shall procure and keep in force full and adequate insurance coverage of all of its operations pursuant to this MOU as set forth below, and "City of San Fernando" shall be named as an additional insured on policies providing coverage for subsections 9(a) and 9(c) below:

   (a) Commercial General Liability: (1986 ISO form or later) with minimum limits of $1,000,000 per occurrence/$2,000,000 aggregate written on an occurrence basis.

   (b) Auto Liability (including owned, hired and non-owned autos): $1,000,000 combined single limit (each accident).

   (c) Worker's Compensation and Employer's Liability: Statutory California State limits. These coverages and limits are to be considered minimum requirements under this MOU and in no way limit the liability of ECDA.

Prior to start of work under this MOU, ECDA shall file with City evidence of insurance as required above from an insurer or insurers certifying to the required coverage. The coverage shall be evidenced on a certificate of insurance signed by an authorized representative of the insurer(s). Coverage on all required policies may not be canceled, amended, terminated, or otherwise modified without no less than 30-days advance written notice to the City.

10. **NOTICES**. Any notice required or permitted to be given under this MOU shall be in writing and shall be deemed to have been delivered, if hand delivered or deposited with a reputable overnight courier (such as Federal Express, UPS, DHL, or similar courier), postage prepaid, return receipt required, or three (3) business days after deposit into U. S. Mail, certified or registered, postage prepaid and return receipt requested, and shall be addressed as follows, unless otherwise notified in writing of change of address:

IF TO CITY:
City of San Fernando
Attn: City Manager's Office
117 Macneil St.
San Fernando, CA. 91340
Phone: (818) 898-1202
Email: communitydevelopment@sfcity.org

IF TO EL CENTRO DE AMISTAD, INC.:
El Centro De Amistad, Inc.
Attn: Maria Williams
Phone: (818) 898-0223
Email: maria.w@ecda.org

11. MISCELLANEOUS.

A. Assignment Prohibited. ECDA shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this MOU or any rights, duties or obligations of ECDA hereunder without the prior written consent of City. A change of ownership or control of ECDA or a sale or transfer of substantially all of the assets of ECDA shall be deemed an assignment for purposes of this MOU.

B. Cooperation; Further Acts: The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this MOU.

C. Governing Law and Venue. This MOU shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.

D. No Third-Party Benefit. There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this MOU inure exclusively to the Parties.

E. Construction of MOU. This MOU shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this MOU together through a process of negotiation and with the advice of their respective attorneys.

F. Severability. If any portion of this MOU is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

G. Amendment; Modification. No amendment, modification or supplement of this MOU shall be valid or binding unless executed in writing and signed by both Parties, subject to City approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

H. Captions. The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limits, augment, or describe the scope, content, or intent of this MOU.

I. Inconsistencies or Conflicts. In the event of any conflict or inconsistency between the provisions of this MOU and any of the exhibits attached hereto, the provisions of this MOU shall control.

IN WITNESS WHEREOF, the Parties hereto have caused this Memorandum of Understanding to be executed on the day and year first appearing in the paragraph preceding the recitals.

CITY OF SAN FERNANDO

By: _____

Kanika Kith, Interim City Manager

Date: _____

APPROVED AS TO FORM

By: _____

Richard Padilla, City Attorney

Date: _____

EL CENTRO DE AMISTAD, INC.

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A

SCOPE OF SERVICES

Program Background:
El Centro de Amistad, Inc., is a multilingual, cross-cultural organization providing a comprehensive range of mental health services, anticipating the ever-changing needs of families and individuals in the San Fernando Valley. El Centro de Amistad, Inc. is committed to assisting children, adults, and families since its incorporation in 1977. The main goals of ECDA's children's programs are to reduce risk factors that lead to violence, school failure, gang affiliation, and child abuse. With regards to the adult programs, the main goals are to assist with avoiding further deterioration and enhancing self-sufficiency, and to resolve issues that interfere with employment. Services are provided for adults (ages 25-59) and for children (ages 0-17). All services are available in English and Spanish by culturally competent staff.

ECDA will provide the following community-based services to support mental health and overall well-being:

- Staff Support Groups: Facilitated sessions aimed at enhancing the emotional resilience and professional support of organizational staff.
- Parenting Classes: Evidence-based education sessions to equip parents with effective strategies and tools for child development and family engagement.
- Mental Health Workshops: Workshops tailored to the needs of the community, focusing on awareness, coping strategies, and access to resources.
- Medi-Cal Registration Assistance: Support for individuals and families in navigating and completing Medi-Cal enrollment processes.
- Mental Health Referrals: Connecting individuals and families to appropriate mental health providers and services based on specific needs.
- Ongoing Support Services: Continued engagement and service coordination for families referred for ongoing mental health care.

Service Locations: Services will be provided at various sites in the City of San Fernando and in surrounding areas.

Outreach and Promotion: ECDA will actively promote all events and service offerings through multiple channels, including:

- Social media platforms
- The organization's official website
- Email communications to subscribers and partner networks

ORDINANCE NO. 1724

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING ARTICLE 1 (GENERAL PROVISIONS) OF CHAPTER 1 (GENERAL PROVISIONS AND PENALTIES) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH RESTRICTIONS AND PROTECTIONS AGAINST THE UNAUTHORIZED USE OF THE CITY SEAL AND OTHER CITY LOGOS AND INSIGNIAS

WHEREAS, the City of San Fernando has a City Seal and certain other logos and insignia that are not protected from unauthorized use by ordinance or copyright law; and

WHEREAS, California Government Code § 34501.5 and Elections Code § 18304 solely protect city seals by prohibiting the use of a city seal in campaign literature or mass mailing with the intent to deceive voters; and

WHEREAS, the unauthorized use, reproduction or facsimile of a city seal for any purpose may create a misleading, erroneous or false impression that the document, item, statement, event, and/or organization is authorized, supported, and/or sponsored by the City or a public official; and

WHEREAS, the City desires to protect its official seal from all unauthorized uses to prevent fraud, deception, misrepresentation, and/or abuse; and

WHEREAS, the City Council seeks to ensure that the City Seal, the City logo, and other City insignia are used only for purposes directly related to the official business of the City of San Fernando, or as expressly authorized.

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

SECTION 1. The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Section 1-14 (Custodian of city seal) set forth under Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is hereby repealed in its entirety. Section 1-14 shall hereafter appear as follows:

Sec. 1-14. Reserved

SECTION 3. Section 1-13 (Description of the city seal) of Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is repealed in its entirety and replaced and superseded by the following net title and text:

Sec. 1-13. Custody and Use of the City Seal and City Logos and Insignias

(a) Definitions.

"City Seal" means the official seal of the City of San Fernando as adopted by Ordinance No. 2. The common seal of the City of San Fernando described as consisting of a circular disc, 1⅞ inches in diameter, having a design cut thereon showing the San Fernando Mission with a rising sun, surrounded by the words "City of San Fernando, California, Incorporated Aug. 31, 1911." The City Seal is depicted in color and in monochrome as follows:





"City Logo" means an illustrative logo depicting the City Seal in monochrome with the words "The City of San Fernando" overlay on top and with the letters "D" and "O" in the word "Fernando" interlocking.





"City Insignia" means in addition to the City Seal and City Logo as designated by the City Council, any other logos, website banners, letterhead, business cards, or emblems depicting or including the City of San Fernando, as approved by the City Manager.

(b) Use of City Seal, City Logo and City Insignia.

(1) The City Clerk or designee, acting as the custodian of the City Seal, City Logo and any City Insignia, is authorized to use or affix the City Seal, City Logo and any City Insignia to all certificates and documents as may be required by law, by this Municipal Code, or by City ordinance or resolution, to authenticate official City documents or to indicate institutional sanction for official, legal and ceremonial purposes.

(2) The City Seal, City Logo and any City Insignia shall only be used for purposes directly connected with the official business of the City of San Fernando, its City Council, boards and commissions, committees, officers or departments or for such other purposes as the City Council may specify by policy adopted by resolution.

(3) In the manner specified by City Council policy adopted by resolution, City officers, employees, members of the City Council and members of City boards, commissions and committees may use stationery, printed materials and other articles with the City Seal, City Logo or City Insignia while acting within the scope of their office or employment.

(4) The City Council retains the right to create variations of the City Seal and City Logo, and to adopt and establish other official City Seals and City Logos. Such variations may include, but are not limited to, centennial or other seals or logos which mark anniversaries, events, and/or any other City occasion the City Council wishes to commemorate. The City Seal and City Logo may only be altered pursuant to ordinance or resolution of the City Council.

(5) The City Manager or designee is authorized to determine the appropriate use of City Insignia. The City Manager shall not approve any use of the City Insignia in such a manner as to suggest City endorsement of events, political issues, products, and other uses that are prohibited by law, or in a discriminatory manner or manner inconsistent with this chapter.

(c) <u>Prohibited Uses of City Seal, City Logo and City Insignia</u>.

(1) It is unlawful for any person or entity to make use of the City Seal, City Logo, and/or City Insignia or any portion, facsimile, mock-up, or reproduction thereof, or make or use of any design, symbol, emblem, insignia or similar device that is an imitation of said City Seal, City Logo, or City Insignia, or that may be mistaken therefor, that is designed, intended or likely to confuse, deceive or mislead the public, for private or commercial purposes or for any purpose other than the official business of the City without the express written consent of the City Council or as otherwise authorized by any policies and procedures adopted by City Council resolution.

(2) No person, firm, association, or corporation shall use the City Seal, City Logo, and/or City Insignia, or any facsimile thereof for purposes of supporting or opposing the nomination or election to any City or other public office of him or herself or any other person, or for purposes of supporting or opposing any ballot measure, nor include such City Seal, City Logo, and/or City Insignia on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election. This section shall not be applicable to writings issued by the City of San Fernando or the City Council as a whole pursuant to law.

(3) Unauthorized use of the City Seal, City Logo, and/or City Insignia for commercial, malicious, deceptive, fraudulent, or other unauthorized purposes without the express written authorization of the City of San Fernando is declared to be a public nuisance and the City can abate or enjoin such use pursuant to this Municipal Code.

(d) Penalties.

Violation of this section shall be an infraction or misdemeanor and punishable by a fine not exceeding $1,000.00, or imprisonment for a term not exceeding six months, or by both such fine and imprisonment. Nothing herein prevents the City from using any other available civil and/or criminal remedies allowed by law to protect the City Seal, City Logo, and City Insignia from improper or illegal use.

SECTION 4. CEQA. The City Council has determined that the proposed Ordinance is not a "project" as defined by the California Environmental Quality Act (CEQA) Guidelines Section 15378.

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

SECTION 6. Inconsistent Provisions. Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Ordinance.

SECTION 7. Construction. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the San Fernando Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 8. Authority and Publication. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 9. Effective Date. This Ordinance shall go into effect and be in full force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on the 2nd day of April, 2024.

Celeste T. Rodriguez, Mayor of the City of San Fernando, California

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, Assistant City Attorney

ORD. NO. 1724

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1724 which was introduced on March 18, 2024, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the 2nd day of April, 2024 by the following vote of the City Council:

AYES: Solorio, Fajardo, Mendoza, Rodriguez - 4

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 16th day of April, 2024.

Julia Fritz, City Clerk

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Will Pettener, Assistant to the City Manager
Cristina Moreno, Social Services Coordinator

Date: August 18, 2025

Subject: Consideration to Approve Co-Sponsorship and Use of the City Seal for Northeast San Fernando Valley WorkSource Center Job Fair Events, and Request to Waive Facility Permit Fees

RECOMMENDATION:

It is recommended that the City Council:

a. Approve Co-Sponsorship of job fair events to support workforce development with the Northeast San Fernando Valley WorkSource Center (NSFVWC);

b. Approve the use of the City seal on the print material and social media pursuant to City Council Ordinance No. 1724 (Attachment "A"); and

c. Waive fees for use of City facilities for the co-sponsored event, with City Manager approval.

BACKGROUND:

1. On December 6, 2023, the Business and Community Resource Center (BCRC) was established to function as a hub for local businesses and to support housing, financial, and food resilience opportunities for the community, through a series of community partnerships and events.

2. On April 4, 2025, the Northeast San Fernando Valley WorkSource Center (SFVWC) and the City met to explore potential collaboration to increase access to workforce development, and economic opportunity.

ANALYSIS:

A job fair is an organized event where employers and job seekers meet in one location to explore employment opportunities. It serves as a bridge between companies looking to hire and individuals seeking work, often featuring booths, presentations, and sometimes on-the-spot interviews. Job fairs help employers quickly connect with a diverse pool of candidates, while job seekers gain access to multiple organizations, career information, and networking opportunities all in one place. Hosting job fairs benefits the community by reducing unemployment, supporting local economic growth, and providing residents with the tools and connections they need to achieve financial stability. They also strengthen relationships between businesses, community organizations, and job seekers, creating a more informed and empowered workforce.

The NSFVWC, operated by Goodwill Southern California in partnership with Los Angeles Mission College (LAMC) and part of the LA County network of America's Job Centers of California, is located on the LAMC Sylmar campus and offers free employment, training, and recruitment services to connect residents with job opportunities while supporting local businesses in filling vacancies. Its mission is to empower the community through workforce development, helping residents overcome employment barriers and fostering regional economic growth. As part of its outreach, the NSFVWC hosts and participates in job fairs, hiring events, and career resource workshops year-round, held both on campus and at partner locations to make services more accessible to the community.

To further advance the City's ongoing commitment to fostering regional collaboration, workforce development, and economic opportunity, staff recommends co-sponsoring the upcoming Northeast San Fernando Valley WorkSource Center job fair on Wednesday, October 15, 2025, at Las Palmas Park from 1:30 p.m. to 4:00 p.m., as well as future workforce events hosted within the City. Co-sponsorship will include the provision of City-owned space, use of event equipment, and support with event promotion and community outreach.

In return, the NSFVWC will oversee employer engagement, event logistics, and coordination of employment resources to connect residents with job opportunities. This partnership benefits both residents and local businesses by providing job seekers with access to free, local employment services while helping employers fill vacancies at no cost. It also aligns with the City's broader goal of supporting economic vitality through collaborative, community-focused initiatives.

BUDGET IMPACT:

There is no budget impact associated with co-sponsoring NSFVWC job fair events. The sponsorship entails providing in-kind support, such as utilizing social media outlets for marketing and featuring the event on the City's website. Additionally, the City will waive any applicable facility permit fees associated with co-sponsored events, which could range in cost from approximately $150 - $1,000 per event, according to the Fiscal Year 2024-25 Fee Schedule.

CONCLUSION:

Staff recommends that the City Council approve Co-Sponsorship of job fair events to support workforce development with the Northeast San Fernando Valley WorkSource Center (SFVWC); approve the use of the City seal on the print material and social media pursuant to City Council Ordinance No. 1724 (Attachment “A”); and waive fees for use of City facilities for the co-sponsored event, with City Manager approval.

ATTACHMENT:

A. Ordinance No. 1724

ORDINANCE NO. 1724

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO AMENDING ARTICLE 1 (GENERAL PROVISIONS) OF CHAPTER 1 (GENERAL PROVISIONS AND PENALTIES) OF THE SAN FERNANDO MUNICIPAL CODE TO ESTABLISH RESTRICTIONS AND PROTECTIONS AGAINST THE UNAUTHORIZED USE OF THE CITY SEAL AND OTHER CITY LOGOS AND INSIGNIAS

WHEREAS, the City of San Fernando has a City Seal and certain other logos and insignia that are not protected from unauthorized use by ordinance or copyright law; and

WHEREAS, California Government Code § 34501.5 and Elections Code § 18304 solely protect city seals by prohibiting the use of a city seal in campaign literature or mass mailing with the intent to deceive voters; and

WHEREAS, the unauthorized use, reproduction or facsimile of a city seal for any purpose may create a misleading, erroneous or false impression that the document, item, statement, event, and/or organization is authorized, supported, and/or sponsored by the City or a public official; and

WHEREAS, the City desires to protect its official seal from all unauthorized uses to prevent fraud, deception, misrepresentation, and/or abuse; and

WHEREAS, the City Council seeks to ensure that the City Seal, the City logo, and other City insignia are used only for purposes directly related to the official business of the City of San Fernando, or as expressly authorized.

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

SECTION 1. The recitals above are true and correct and incorporated herein by reference.

SECTION 2. Section 1-14 (Custodian of city seal) set forth under Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is hereby repealed in its entirety. Section 1-14 shall hereafter appear as follows:

Sec. 1-14. Reserved

SECTION 3. Section 1-13 (Description of the city seal) of Article I (General Provisions) of Chapter 1 (General Provisions and Penalties) of the San Fernando Municipal Code is repealed in its entirety and replaced and superseded by the following net title and text:

Sec. 1-13. Custody and Use of the City Seal and City Logos and Insignias

(a) Definitions.

"City Seal" means the official seal of the City of San Fernando as adopted by Ordinance No. 2. The common seal of the City of San Fernando described as consisting of a circular disc, 1⅞ inches in diameter, having a design cut thereon showing the San Fernando Mission with a rising sun, surrounded by the words "City of San Fernando, California, Incorporated Aug. 31, 1911." The City Seal is depicted in color and in monochrome as follows:





"City Logo" means an illustrative logo depicting the City Seal in monochrome with the words "The City of San Fernando" overlay on top and with the letters "D" and "O" in the word "Fernando" interlocking.





"City Insignia" means in addition to the City Seal and City Logo as designated by the City Council, any other logos, website banners, letterhead, business cards, or emblems depicting or including the City of San Fernando, as approved by the City Manager.

(b) Use of City Seal, City Logo and City Insignia.

(1) The City Clerk or designee, acting as the custodian of the City Seal, City Logo and any City Insignia, is authorized to use or affix the City Seal, City Logo and any City Insignia to all certificates and documents as may be required by law, by this Municipal Code, or by City ordinance or resolution, to authenticate official City documents or to indicate institutional sanction for official, legal and ceremonial purposes.

(2) The City Seal, City Logo and any City Insignia shall only be used for purposes directly connected with the official business of the City of San Fernando, its City Council, boards and commissions, committees, officers or departments or for such other purposes as the City Council may specify by policy adopted by resolution.

(3) In the manner specified by City Council policy adopted by resolution, City officers, employees, members of the City Council and members of City boards, commissions and committees may use stationery, printed materials and other articles with the City Seal, City Logo or City Insignia while acting within the scope of their office or employment.

(4) The City Council retains the right to create variations of the City Seal and City Logo, and to adopt and establish other official City Seals and City Logos. Such variations may include, but are not limited to, centennial or other seals or logos which mark anniversaries, events, and/or any other City occasion the City Council wishes to commemorate. The City Seal and City Logo may only be altered pursuant to ordinance or resolution of the City Council.

(5) The City Manager or designee is authorized to determine the appropriate use of City Insignia. The City Manager shall not approve any use of the City Insignia in such a manner as to suggest City endorsement of events, political issues, products, and other uses that are prohibited by law, or in a discriminatory manner or manner inconsistent with this chapter.

(c) <u>Prohibited Uses of City Seal, City Logo and City Insignia</u>.

(1) It is unlawful for any person or entity to make use of the City Seal, City Logo, and/or City Insignia or any portion, facsimile, mock-up, or reproduction thereof, or make or use of any design, symbol, emblem, insignia or similar device that is an imitation of said City Seal, City Logo, or City Insignia, or that may be mistaken therefor, that is designed, intended or likely to confuse, deceive or mislead the public, for private or commercial purposes or for any purpose other than the official business of the City without the express written consent of the City Council or as otherwise authorized by any policies and procedures adopted by City Council resolution.

(2) No person, firm, association, or corporation shall use the City Seal, City Logo, and/or City Insignia, or any facsimile thereof for purposes of supporting or opposing the nomination or election to any City or other public office of him or herself or any other person, or for purposes of supporting or opposing any ballot measure, nor include such City Seal, City Logo, and/or City Insignia on any writing distributed for purposes of influencing the action of the electorate, or any part thereof, in any election. This section shall not be applicable to writings issued by the City of San Fernando or the City Council as a whole pursuant to law.

(3) Unauthorized use of the City Seal, City Logo, and/or City Insignia for commercial, malicious, deceptive, fraudulent, or other unauthorized purposes without the express written authorization of the City of San Fernando is declared to be a public nuisance and the City can abate or enjoin such use pursuant to this Municipal Code.

(d) Penalties.

Violation of this section shall be an infraction or misdemeanor and punishable by a fine not exceeding $1,000.00, or imprisonment for a term not exceeding six months, or by both such fine and imprisonment. Nothing herein prevents the City from using any other available civil and/or criminal remedies allowed by law to protect the City Seal, City Logo, and City Insignia from improper or illegal use.

SECTION 4. CEQA. The City Council has determined that the proposed Ordinance is not a "project" as defined by the California Environmental Quality Act (CEQA) Guidelines Section 15378.

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

SECTION 6. Inconsistent Provisions. Any provision of the San Fernando Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to the extent necessary to implement the provisions of this Ordinance.

SECTION 7. Construction. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent. To the extent the provisions of the San Fernando Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as it read prior to the adoption of this Ordinance, those amended provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 8. Authority and Publication. The City Clerk shall cause this ordinance or a summary hereof to be published in a newspaper of general circulation, published in the County of Los Angeles and circulated in the City, and if applicable, to be posted, in accordance with Section 36933 of the California Government Code; shall certify to the adoption of this ordinance and shall cause a certified copy of this ordinance, together with proof of publication, to be filed in the Office of the City Clerk.

SECTION 9. Effective Date. This Ordinance shall go into effect and be in full force effective at 12:01 a.m. on the thirty-first (31st) day after its passage.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of San Fernando at a regular meeting held on the 2nd day of April, 2024.

Celeste T. Rodriguez, Mayor of the City of San Fernando, California

ATTEST:

Julia Fritz, City Clerk

APPROVED AS TO FORM:

Richard Padilla, Assistant City Attorney

ORD. NO. 1724

CERTIFICATION

I, City Clerk of the City of San Fernando, do hereby certify that the above and foregoing is a full, true, and correct copy of Ordinance No. 1724 which was introduced on March 18, 2024, and adopted by the City Council of the City of San Fernando, California at a regular meeting duly held on the 2nd day of April, 2024 by the following vote of the City Council:

AYES: Solorio, Fajardo, Mendoza, Rodriguez - 4

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the official seal of the City of San Fernando, California, this 16th day of April, 2024.

Julia Fritz, City Clerk

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: August 18, 2025

Subject: Consideration to Adopt a Resolution Setting the Property Tax Rate Required to Meet the City's Obligation to the California Public Employees' Retirement System for Fiscal Year 2025-2026

RECOMMENDATION:

It is recommended that the City Council:

a. Adopt Resolution No. 8404 (Attachment "A") establishing the amount necessary to be raised by taxation for the City's annual payment to the California Public Employees' Retirement System;

b. Adjust the property tax rate for Fiscal Year (FY) 2025-2026 to $0.168977 per $100 of assessed valuation; and

c. Levy that tax rate upon all taxable property in the City.

BACKGROUND:

1. On April 9, 1946, the voters of the City of San Fernando (City) approved a ballot measure authorizing an ad valorem property tax rate to raise the funds necessary to pay the City's annual obligation to the California Public Employees' Retirement System (CalPERS) for the retirement benefits of City employees.

2. In 1980, the Legislature adopted California Revenue and Taxation Code Section 93, which authorized local agencies to levy ad valorem property taxes equal to the amount needed to make annual payments for the interest and principal on indebtedness approved by the voters prior to July 1, 1978 (i.e., prior to the effective date of Proposition 13).

3. In FY 1982-1983, the City levied an ad valorem property tax rate of $0.28420 for each $100 of assessed value on all property in the City subject to taxation (Resolution No. 5252, adopted August 18, 1982) to pay the City's annual CalPERS obligation.

4. In FY 1983-1984, the City levied an ad valorem property tax rate of $0.26420 for each $100 of assessed value on all property in the City subject to taxation (Resolution No. 5326, adopted August 15, 1983) to pay the City's annual CalPERS obligation.

5. In 1985, the Legislature adopted Revenue and Taxation Code Section 96.31, which authorized a jurisdiction to continue to impose an ad valorem property tax levy to make payments in support of pension programs, provided: 1) it was approved by voters prior to July 1, 1978, and 2) the jurisdiction imposed the property tax levy in either FY 1982-1983 or FY 1983-1984.

6. Section 96.31 further provided a cap on the tax rate that a jurisdiction may levy; specifically, the tax rate may not exceed the rate imposed by that jurisdiction in the 1982-1983 or 1983-1984 fiscal years, pursuant to a budget resolution adopted on or before July 1, 1983. Therefore, because the City adopted its FY 1983-1984 Resolution on August 15, 1983, the maximum rate it can levy is $0.28420 for each $100 of assessed property value, which rate was established in FY 1982-1983.

7. The ad valorem property tax rate levied on all taxable property to fund the City's CalPERS obligation in FY 2024-2025 was $0.170462 per $100 of assessed valuation.

ANALYSIS:

An ad valorem tax levied on property values serves as a critical source of revenue for funding public employee pensions. This tax provides a stable and equitable revenue stream that support long-term pension obligations and ensure financial security for retired public employees. Reliable pension funding is essential not only for fulfilling legal commitments but also for attracting and retaining skilled workers in the public sector. Without this dedicated tax, pension costs would need to be covered by the General Fund, which would have an impact on the resources available to provide city services.

Unlike most California cities, San Fernando maintains a dedicated revenue stream for pension costs. This approach protects the General Fund and contributes to the City's long-term financial stability. Responsible management of this tax ensures continued funding for pension obligations without compromising other city services.

<u>Actuarial Analysis.</u>
In 2021, the City commissioned an actuarial report to determine the proportion of current pension costs attributable to pre-1978 benefits. The report concluded:

- 80% of current pension costs are tied to pre-1978 benefits and may be funded by the pension tax.
- 20% are tied to post-1978 benefit enhancements and must be funded through other sources (e.g., Enterprise Funds, Special Funds, General Fund, employee contributions).
- Cost Control Measures

In 2018, the City Council appointed an ad hoc committee to evaluate retirement-related liabilities and recommend cost-saving strategies. As a result, the City implemented:

- Increased employee pension contributions
- Refinancing of long-term pension liabilities via a low-interest Pension Obligation Bond
- Establishment of a Section 115 Trust Account to pre-fund retirement benefits

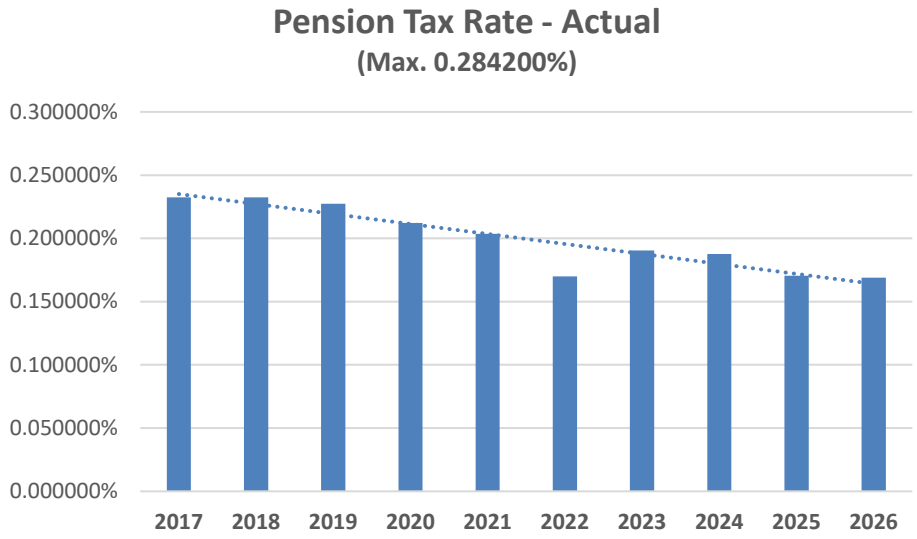
FY 2025–2026 Tax Rate Adjustment.

The Los Angeles County Assessor's Statement of Values for FY 2025–2026 indicates a 4.5% increase in assessed property value for San Fernando, totaling $2,876,499,058. Due to this growth and proactive pension cost management, staff recommends a 4.8% reduction in the pension tax rate, from $0.170462 to $0.168977 per $100 of assessed value. This rate will generate approximately $5.2 million, sufficient to cover 80% of the City's projected CalPERS costs for FY 2025–2026, while remaining 40.5% below the maximum allowable rate.

BUDGET IMPACT:

There are sufficient funds appropriated in the FY 2025-2026 Adopted Budget to fund the City's employee pension obligation with CalPERS. The revenues raised by setting the ad valorem tax rate at $0.168977 per $100 of assessed value will provide sufficient revenue to fully offset the cost of employee pensions and will not require a subsidy from the General Fund.

In FY 2024-2025, a residential property valued at $500,000 would have paid approximately $852 in property taxes. Based on the new fiscal year 2025-2026 preliminary assessed values and proposed rate, a residential property valued at the same rate would pay $845. [1]



[1] *Residents will pay $168.98 per $100,000 of assessed value in FY 2025-2026 compared to $170.46 per $100,000 of assessed value in FY 2024-2025.*

CONCLUSION:

Staff recommends City Council adopt a Resolution to fix the property tax rate at $0.168977 per $100 of assessed value and will be used to fund the appropriate portion of the City's total annual CalPERS obligation, which is estimated at $5.2 million for FY 2025-2026.

ATTACHMENTS:

A. Resolution No. 8404, including:
   Exhibit "1": FY 2025-2026 Calculation of Property Tax for City's Obligation to the CalPERS
B. Fiscal Year 2025-2026 Assessed Valuation and Tax Rate Input Forms (August 4, 2025)

ATTACHMENT "A"

RESOLUTION NO. 8404

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, FIXING A TAX RATE AND LEVYING TAXES FOR FISCAL YEAR 2025-2026 ON PROPERTY WITHIN THE CITY FOR THE OBLIGATION OF THE CITY TO THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM FOR THE RETIREMENT BENEFITS OF CITY EMPLOYEES, AUTHORIZED AT AN ELECTION HELD ON APRIL 9, 1946

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

SECTION 1: On April 9, 1946, the voters of the City of San Fernando ("City") approved a ballot measure authorizing the levying of an additional property tax rate to raise the funds necessary to pay for the annual obligation of the City to the California Public Employees' Retirement System ("PERS") for the retirement benefits of City employees.

SECTION 2: California Revenue and Taxation Code Section 96.31(a) provides that for FY 1985-1986 and each fiscal year thereafter, a jurisdiction may impose a property tax rate to make payments in support of pension programs approved by the voters before July 1, 1978, provided that the jurisdiction imposed the property tax rate in FY 1982-1983 or FY 1983-1984. Revenue and Taxation Code Section 96.31(b) provides that the tax rate imposed by a jurisdiction pursuant to Section 96.31(a) may not exceed the rate imposed by that jurisdiction in FY 1982-1983 or FY 1983-1984.

SECTION 3: For FY 1982-1983, in order to pay for the City's annual PERS obligation, the City imposed the property tax rate of $0.28420 for each one hundred dollars ($100.00) of assessed value of all property in the City subject to taxation (Resolution No. 5252). For FY 1983-1984, in order to pay for the City's annual PERS obligation, the City imposed the property tax rate of $0.26420 for each one hundred dollars ($100.00) of assessed value of all property in the City subject to taxation (Resolution No. 5326). Pursuant to California Revenue and Taxation Code Section 96.31(b), the City is authorized to impose a maximum tax rate of $0.28420 for each $100 of assessed property value, which is the property tax rate imposed by the City in FY 1982-1983.

SECTION 4: As set forth in Exhibit "1" to this Resolution, which is attached hereto and incorporated herein by this reference, the City Council has determined and fixed the sum of $4,860,634 as the amount of revenue from property taxes necessary to pay the City's PERS obligation for FY 2025-2026.

SECTION 5: Pursuant to Exhibit "1" to this Resolution, the City Council hereby fixes the tax rate of the City of San Fernando for FY 2025-2026 at $0.168977 and hereby levies such tax in that amount upon each one hundred dollars ($100.00) of property value of all property in the City subject to taxation, using as a basis the value of such property as assessed and equalized in a manner prescribed by law.

SECTION 6: The City Clerk is directed to transmit immediately to the Los Angeles County Auditor-Controller a certified copy of this Resolution, together with a statement of the tax rate fixed herein.

SECTION 7: The City Clerk shall certify to the adoption to this Resolution, which shall be in full force and effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED THIS 18th day of August 2025.

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

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8404 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 18th day of August 2025, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

Julia Fritz, City Clerk

RES. NO. 8404
EXHIBIT "1"

City of San Fernando

FY 2025-2026 Calculation of Property Tax for City's Obligation to the California Public Employee's Retirement System

The following calculations are based on the assessed valuation figures received from the Los Angeles County Assessor for tax area 240.01.

Assessed Valuation General City Area (240.01)	$2,876,499,058
Total Retirement Assessed Valuation	**$2,876,499,058**
Estimated Retirement Cost (FY 2025-26 Budget)	$6,075,792
Amount Charged to Other Funds	($806,047)
Less Employee Contributions	($150,000)
Funding Required (FY 2025-2026)	**$5,119,745**
Max funding per actuarial determination (80%)**	**$4,860,634**
Funding Rate per $100 of Assessed Value (Funding Required/Total Retirement AV)*100	**$0.168977**
Maximum Funding Rate Allowed*	$0.284200

Notes:

*The Funding Rate required is $0.168977;The City is authorized to impose a maximum amount of $0.284200 per Revenue and Taxation Code Section 96.31.

**In August 2019, the City received an Actuarial Study estimating the current value of pension benefits provided in 1978, prior to voter approval of Proposition 13, which limited the amount the City's Pension Tax can fund to the current value of pension benefits provided in 1978.

COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

PROPERTY TAX APPORTIONMENT DIVISION
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 484
LOS ANGELES, CALIFORNIA 90012-3554

OSCAR VALDEZ
AUDITOR-CONTROLLER

CONNIE YEE
CHIEF DEPUTY AUDITOR-CONTROLLER

ASSISTANT AUDITOR-CONTROLLERS

MAJIDA ADNAN
RACHELLE ANEMA
ROBERT G. CAMPBELL

August 4, 2025

All Taxing Agencies
County of Los Angeles

Attention: Treasurer or Finance Director

FISCAL YEAR (FY) 2025-26 ASSESSED VALUATION AND TAX RATE INPUT FORMS

Enclosed are the FY 2025-26 assessed valuation statements for your taxing agency and our standard CR52 Report A input form for this fiscal year. To assist you in establishing your tax rates, also included is an information sheet indicating the FY 2024-25 unitary and pipeline revenue paid to your agency. This represents your agency's proportionate share of the tax revenue generated from the FY 2024-25 countywide unitary values assessed by the State and pipeline values assessed by the County.

The CR52 Report A input form along with a copy of your resolution must be completed and returned by August 22, 2025. The tax rates must be extended to six decimal places (e.g., 0.123456). Please enter zeros (e.g., 0.000000), if your agency does not levy a tax rate. **If your agency levies a tax rate, it must be in accordance with the provisions of Article XIII A, Section 1(b) of the Constitution of the State of California.** This law requires that a debt service rate only be applied to the voters if it is approved prior to July 1, 1978 and any bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast by the voters voting on the proposition.

Please email the completed electronic form in PDF format and a scanned copy of the signed resolution to ac.ptad.valuation@auditor.lacounty.gov. Then, submit the original signed form and a copy of the signed resolution to:

County of Los Angeles
Department of Auditor-Controller
Property Tax Apportionment Division
500 West Temple Street, Room 484
Los Angeles, CA 90012-3554
Attention: Daniel Rodriguez

Please make sure the input form is completely filled out and signed to ensure inclusion of your tax rate(s) on the tax bills.

If you have any questions or require additional assistance, please contact Daniel Rodriguez at DRodriguez@auditor.lacounty.gov or Ellaine Mallari at EMallari@auditor.lacounty.gov.

Very truly yours,

Linda Santillano
Division Chief

LS:DR:em
H:\Create Tax Roll - Annual\NEW - FY PROCESS\FY 2025-2026\CR Process\Debt Service Rate Letter FY 2025-26.docx

Attachments

CR52RPTA

COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER,
PROPERTY TAX APPORTIONMENT DIVISION

2025 - 26 SECURED TAX RATES

ACCT #	AGENCY NAME	TAX RATE
240.01	CITY-S FERNANDO TD #1	_____

I, _____ , AM A MEMBER OF THE CITY COUNCIL, A MEMBER OF THE GOVERNING BOARD, THE CHIEF EXECUTIVE OR THE CHIEF FINANCIAL OFFICER FOR THIS AGENCY AND I HEREBY CERTIFY THAT THE TAX RATES LEVIED HEREIN ARE IN ACCORDANCE WITH THE PROVISIONS OF THE ARTICLE XIII SECTION 1(b) OF THE CONSTITUTION OF THE STATE OF CALIFORNIA.

AUTHORIZED SIGNATURE	TITLE	DATE

COUNTY OF LOS ANGELES
AUDITOR - CONTROLLER/TAX DIVISION

SV13 7/9/2025 **ASSESSED VALUATIONS** AUGUST 2025 0684

TAXING AGENCY 240.01 CITY-S FERNANDO TD #1

SECURED VALUATIONS

LOCALLY ASSESSED	
LAND	1,541,641,526
IMPROVEMENTS	1,181,170,109
PERSONAL PROPERTY	3,112,435
LESS: EXEMPTIONS[1]	89,931,078
TOTAL - LOCALLY ASSESSED	2,635,992,992
PUBLIC UTILITY (ST. BOARD OF EQUAL.)	
LAND	45,600
IMPROVEMENTS	
PERSONAL PROPERTY	
TOTAL - PUBLIC UTILITY	45,600
TOTAL - SECURED VALUATIONS	2,636,038,592

UNSECURED VALUATIONS[2]

LAND	
IMPROVEMENTS	60,036,066
PERSONAL PROPERTY	193,769,940
LESS: EXEMPTIONS[1]	1,201,940
TOTAL - UNSECURED VALUATIONS	252,604,066

GRAND TOTAL	2,888,642,658
AIRCRAFT[3]	

SECURED HOMEOWNER EXEMPTION[4]	12,143,600
UNSECURED HOMEOWNER EXEMPTION[5]	
TOTAL HOMEOWNER EXEMPTION	12,143,600

1 Exclusive of Homeowner Exemption.

2 Tax levied at last year's secured rate.

3 Taxed at full rate and distributed according to 5451 to 5456 of the Revenue and Taxation Code.

4 Do not add to exemptions for rate setting purposes.

5 Subtract from "Total-Unsecured Valutions" for determination of Unsecured Tax Revenue.

The above information was compiled from the official records of the County of Los Angeles

AUDITOR - CONTROLLER

By Linda Santillano
Chief, Tax Apportionment Division

COUNTY OF LOS ANGELES
AUDITOR - CONTROLLER/TAX DIVISION

SV13 7/9/2025 **ASSESSED VALUATIONS** AUGUST 2025 0685

TAXING AGENCY 240.00 CITY TOTAL - CITY-S FERNANDO TD

SECURED VALUATIONS

LOCALLY ASSESSED	
LAND	1,541,641,526
IMPROVEMENTS	1,181,170,109
PERSONAL PROPERTY	3,112,435
LESS: EXEMPTIONS[1]	89,931,078
TOTAL - LOCALLY ASSESSED	2,635,992,992
PUBLIC UTILITY (ST. BOARD OF EQUAL.)	
LAND	45,600
IMPROVEMENTS	
PERSONAL PROPERTY	
TOTAL - PUBLIC UTILITY	45,600
TOTAL - SECURED VALUATIONS	2,636,038,592

UNSECURED VALUATIONS[2]

LAND	
IMPROVEMENTS	60,036,066
PERSONAL PROPERTY	193,769,940
LESS: EXEMPTIONS[1]	1,201,940
TOTAL - UNSECURED VALUATIONS	252,604,066

GRAND TOTAL	2,888,642,658
AIRCRAFT[3]	

SECURED HOMEOWNER EXEMPTION[4]	12,143,600
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TOTAL HOMEOWNER EXEMPTION	12,143,600

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5 Subtract from "Total-Unsecured Valutions" for determination of Unsecured Tax Revenue.

The above information was compiled from the official records of the County of Los Angeles

AUDITOR - CONTROLLER

By Linda Santillano
Chief, Tax Apportionment Division

COUNTY OF LOS ANGELES
AUDITOR-CONTROLLER
PROPERTY TAX APPORTIONMENT DIVISION

2024-2025 UNITARY REVENUE

LISTED BELOW IS THE AMOUNT OF THE COUNTYWIDE UNITARY REVENUE CREDITED AND PAID TO YOUR AGENCY FOR 2024-2025. THIS REPRESENTS YOUR AGENCY'S SHARE OF THE REVENUE GENERATED FROM THE COUNTYWIDE UNITARY (STATE ASSESSED) AND PIPELINE (COUNTY ASSESSED) VALUE OF $27,518,392,161 REPORTED IN 2024-2025.

FOR YOUR INFORMATION, THE 2025-2026 COMBINED COUNTYWIDE UNITARY AND PIPELINE VALUE IS $29,463,229,884.

ACCOUNT NO	AGENCY NAME	1% REVENUE	D/S REVENUE
240.01	CITY-S FERNANDO TD #1	283,868.96	130,576.49
		283,868.96	**130,576.49**

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Erica D. Melton, Director of Administrative Services
Ronald Garcia, Interim Director of Community Development
Will Pettener, Assistant to the City Manager

Date: August 18, 2025

Subject: Consideration to Establish a Business Tax Delinquent Fee Amnesty Program and Adopt a Resolution Implementing the Program

RECOMMENDATION:

It is recommended that the City Council:

a. Establish a Business Tax Delinquent Fee Amnesty Program to bring San Fernando businesses into compliance without penalty burdens;

b. Adopt Resolution No. 8406 (Attachment "A") implementing the proposed Business Tax Delinquent Fee Amnesty Program; and

c. Authorize the City Manager, or designee, to finalize and execute all documents related to the Business Tax Delinquent Fee Amnesty & Compliance Program.

BACKGROUND:

1. On March 1, 2021, the City Council approved a Business Tax Delinquent Fee Amnesty Program for Fiscal Year 2021-2022 that provided businesses an opportunity to become compliant without enforcing penalty fees as a COVID Relief Program for businesses.

2. At the July 7, 2025 Regular City Council Meeting, the City Council approved several programming items related to immigrant-related assistance and community resources, to establish the San Fernando Together initiative.

ANALYSIS:

The City recognizes the importance of fostering an inclusive, resilient, and equitable community where all community members regardless of immigration status or socioeconomic background have the opportunity to thrive. To support this effort, in July 2025 the City launched San Fernando Together, a citywide emergency relief program designed to assist residents impacted by immigration-related activities, including providing one-time financial grants, food distribution, and connecting households with supportive services. In an effort to assist the business community, staff is proposing the City Council adopt a Resolution that establishes a Business License Delinquent Fee Amnesty & Compliance Program with the following parameters:

- Chapter 22 of San Fernando's City Code authorizes the collection of a Business License tax and fees as a means of raising revenue for municipal purposes (NOTE: Issuance of a Business License is only intended to evidence that a business has paid its required fee in compliance with the City's Business Ordinance. It is not intended to evidence compliance with regulatory requirements). All delinquent penalties mandated by Chapter 22 of the San Fernando City Code shall be waived for any business or individual that voluntarily pays all delinquent business license taxes, or enters into a Payment Plan, between August 19, 2025 and December 31, 2025.

- Any business or individual owing more than $500 in delinquent business taxes may enter into a Payment Plan with the City and make payments over time, for up to 12 months. A one-time Payment Plan set-up fee of $22 is required to process the necessary Agreement.

- In the event that a monthly payment due pursuant to a Payment Plan is missed, any remaining balance, including penalties waived as part of this Program, is immediately due and payable. Interest of one percent (1%) per month will be assessed on the remaining balance from the date that any monthly payment due pursuant to a Payment Plan is missed.

To assist business owners in understanding the business license amnesty program, the Community Development Department – Community Preservation Division will include this information as a component of their Proactive Code Enforcement Program. The Proactive Code Enforcement Program for commercial properties is designed to support property maintenance, ensure compliance with local codes, and enhance the overall appeal of our business corridors. The Community Preservation Division will assist business owners in understanding and meeting these standards by providing informational resources, site visits, and guidance.

Adopting the proposed Resolution is necessary to implement the Business License Delinquent Fee Amnesty Program.

BUDGET IMPACT:

Business License taxes and related fees are the City's fifth largest revenue source as they generate more than $1.5 million per year, which represents approximately six percent (6%) of General Fund revenues. Approving a Business Tax Delinquent Fee Amnesty Program will not affect the budget significantly, as penalties are not a budgeted revenue. This revenue stream is very fluid and at times difficult to forecast for any fiscal year. While the City records this revenue, it does not rely on it for maintaining normal City operations.

CONCLUSION:

It is recommended that the City Council establish a Business Tax Delinquent Fee Amnesty Program to bring San Fernando businesses into compliance without penalty burdens; adopt the attached Resolution to enact the Business Tax Delinquent Fee Amnesty Program; and authorize the City Manager, or designee, to finalize and execute all documents related to the Business Tax Delinquent Fee Amnesty & Compliance Program.

ATTACHMENT:

A. Resolution No. 8406

ATTACHMENT "A"

RESOLUTION NO. 8406

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO, CALIFORNIA, PROVIDING FOR A TEMPORARY AMNESTY PERIOD ON THE ENFORCEMENT OF BUSINESS TAX PENALTIES AND PROCESSING FEES AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO ACCEPT PAYMENTS OVER TIME FROM BUSINESSES OR INDIVIDUALS OWING MORE THAN $500 IN BUSINESS TAXES AND/OR RELATED FEES

WHEREAS, Chapter 22 of the San Fernando City Code requires all businesses transacting business within the City of San Fernando to obtain a business license and pay business tax; and

WHEREAS, revenue generated from business license taxes and fees help pay for a variety of public services provided by the City; and

WHEREAS, fairness toward businesses and individuals who obtain their business licenses and pay their business taxes requires enforcing business license requirements against those who choose not to, or otherwise fail to, obtain a business license and/or pay business taxes; and

WHEREAS, Section 22-47. et. al. of the San Fernando City Code provides penalties to all delinquent business tax obligations; and

WHEREAS, the City of San Fernando recognizes the importance of fostering an inclusive, resilient, and equitable community where all community members—regardless of immigration status or socioeconomic background—have the opportunity to thrive; and

WHEREAS, the City of San Fernando recognizes the importance of fostering an inclusive, resilient, and equitable community where all community members—regardless of immigration status or socioeconomic background—have the opportunity to thrive; and

WHEREAS, to support this effort, in July 2025 the City of San Fernando launched San Fernando Together, a citywide emergency relief program designed to assist residents impacted immigration-related activities, including providing one-time financial grants, food distribution, and connecting households with supportive services.; and

WHEREAS, it is within the authority of the San Fernando City Council to offer an amnesty period on the enforcement of business tax penalties, thereby encouraging increased compliance with San Fernando's business license regulations and creating the potential for increased revenues.

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

Section 1. A Business Tax Delinquent Fee Amnesty Program (Program) is hereby created pursuant to which all penalties mandated by Chapter 22 of the San Fernando City Code shall be waived for any business or individual that voluntarily pays all delinquent business license taxes or enters into a Payment Plan authorized by this Resolution between August 19, 2025 and December 31, 2025, inclusive.

Section 2. Staff is directed to advertise and communicate such a Program using existing channels of communication and any other methods deemed necessary by the City Manager, or designee.

Section 3. The City Manager, or designee, is authorized to accept payments over time, for up to 12 months, from any business or individual owing more than $500 in delinquent business taxes and related penalties/fees. The City Manager, or designee's, authority to accept such payments over time will extend beyond the Program period, until rescinded by a subsequent resolution.

Section 4. The City Manager, or designee, is authorized to create forms required to participate in the Program. These forms will include, but not be limited to, a form to be signed by the taxpayer that will, at a minimum, identify the taxpayer, document the total amount owed by the taxpayer, the monthly payment amount and due dates (Payment Plan), and marketing materials.

Section 5. In the event that a monthly payment due pursuant to a Payment Plan is missed, any remaining balance, including penalties waived as part of this Program, is immediately due and payable. Interest of 1% per month will be assessed on the remaining balance from the date that any monthly payment due pursuant to a Payment Plan is missed.

Section 6. No refund or credit shall be granted for business tax penalties paid prior to the effective date of this Program.

Section 7. The Program shall end on December 31, 2025. Thereafter, San Fernando will recommence full enforcement of the provisions of Chapter 22 of the San Fernando City Code.

PASSED, APPROVED, AND ADOPTED this 18th day of August 2025.

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

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8406 which was regularly introduced and adopted by the City Council of the City of San Fernando, California, at a regular meeting thereof held on the 18th day of August 2025, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

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

Julia Fritz, City Clerk



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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: August 18, 2025

Subject: Consideration to Approve a Memorandum of Understanding with the San Fernando Part-time Employees Bargaining Unit

RECOMMENDATION:

It is recommended that the City Council:

a. Approve a Memorandum of Understanding (MOU) with the San Fernando Part-Time Employees Bargaining Unit (SFPEBU) (Attachment "A" – Contract No. 2417) for a four (4) year term (January 1, 2025 through December 31, 2029); and

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

BACKGROUND:

1. In November 2016, the City and SFPEBU executed a four-year Memorandum of Understanding (MOU) for the term of July 1, 2016 through June 30, 2020 (Contract No. 1838).

2. On March 1, 2021, the City and SFPEBU executed a Side Letter Agreement (Contract No. 1838(a)) extending the terms of the existing MOU through December 31, 2021.

3. On January 1, 2017, November 20, 2017, December 3, 2018, February 3, 2020, January 19, 2021, January 17, 2023, and November 28, 2024 respectively, the City Council approved amendments to the City Salary Plan to implement the following minimum wage increases: $10.50 per hour in 2017, $11.00 per hour in 2018, $12.00 per hour in 2019, $13.00 per hour in 2020, $14.00 per hour in 2021, $15.00 per hour in 2022, $15.50 per hour in 2023, and $16.00 per hour in 2024.

4. In December 2024, the City and SFPEBU agreed to meet and begin negotiations for a successor MOU.

5. On July 29, 2025, the SFPEBU notified the City that the unit members ratified the terms of the new MOU (Attachment "A").

ANALYSIS:

An MOU with a bargaining unit, i.e. SFPEBU, serves to establish and regulate the terms and conditions of employment for part-time employees. It may cover matters such as compensation, job security, grievance procedures, disciplinary processes, working conditions, and training. These agreements provide a structured framework for resolving workplace disputes and ensuring that bargaining unit members are treated fairly and consistently, while also delineating the rights and responsibilities of both the City and SFPEBU.

After meeting on multiple occasions, the City and SFPEBU have tentatively agreed to a new MOU (Attachment "A"). As with other recently approved MOUs, an effort has been made in this MOU to ensure the City's long-term financial health, as well as include provisions that will help to attract and retain talented employees. After several meetings over the past few months, the City and SFPEBU have tentatively agreed to an MOU that achieves the above goals. It includes the implementation of new leave benefits for vacation and sick leave and an update to the health benefits program eligibility for insurance benefits, and provides modest compensation increases.

The proposed four-year MOU between the City and SFPEBU includes the following changes to employee salaries and benefits for FY 2024-2025 through FY 2028-2029. The most significant terms are highlighted below:

1. Term: Four-year MOU covering the period January 1, 2025 through December 31, 2029;

2. Cost of Living Adjustments (COLA):
   - Part-time classifications that are tied to minimum wage:
     - State minimum wage increases and maintains existing separation between classifications impacted by minimum wage.
   - Part-time classifications not tied to minimum wage:
     - Receive COLA increases equal to the average increases granted to San Fernando Police Civilians Association and San Fernando Public Employees' Association.

3. Health Insurance: New eligibility requirements to qualify for health insurance from approximately 1,500 hours per year to 1,250 hours per year and continues the City's cafeteria style flex benefit plan as follows:
   - The City will pay up to $1,101.70/month for qualifying unit employees with no cash back of excess flex funds.

- On January 1, 2026, January 1, 2027, January 1, 2028, and January 1, 2029, respectively, the City will increase the flex dollar amount from the prior year equal to the average increase for all plans, but not to exceed 4%.

4. Life Insurance: Allow interested unit employees to purchase additional life insurance at employees' cost.

5. Vacation Leave: Set minimum number of hours of 1,250 worked prior to unit employees accruing vacation and set a cap for accumulated vacation leave.

6. Sick Leave: Per state law, employes are provided 40 hours of sick leave upon hire prorated based on date of hire and each July 1st 40 hours of sick leave with a cap of 80 hours with no cash value upon separation.

7. Bereavement Leave: Provide up to three (3) days/24 hours of paid bereavement leave for death of an immediate family member paid, and two (2) additional days unpaid, with a maximum of five (5) days.

8. Deferred Compensation: Allow unit members to voluntarily participate in the City's deferred compensation plan.

9. Flexible Spending Account (FSA): Allow unit members to voluntarily participate in the City's Flexible Spending Account for health-related expenses.

10. Bilingual Pay: Update language related to eligibility for bilingual pay.

11. Work Schedules: Requires that employees receive two (2) weeks' notice regarding scheduling changes.

12. Uniform Allowance: City will provide annual Uniform Allowance for Police Department employees for $250. Additionally, Public Works Department employees will receive every other year a boot allowance of $300.

13. Holiday Pay: Updates the number of City Holidays that employees will be paid time and one-half time work during the holiday to include, New Years Day, Presidents Day, Cesar Chavez Day, Memorial Day, Juneteenth, and Thanksgiving Day.

BUDGET IMPACT:

The Fiscal Year 2025-2026 Adopted Budget includes sufficient funding to cover the economic changes to the proposed MOU (e.g. health insurance, holiday pay, uniform allowance, etc.).

CONCLUSION:

It is recommended that the City Council approve the SFPEBU MOU between the City and the SFPEBU for a 4-year term (January 1, 2025 through December 31, 2029) and authorize the City Manager to make non-substantive corrections and execute all related documents.

ATTACHMENTS:

A. Contract No. 2417

THE CITY OF SAN FERNANDO

Memorandum of Understanding

San Fernando
Part-time Employees Bargaining Unit
(SFPEBU)

&

City of San Fernando

SFPEBU REPRESENTATION
Service Employees International Union Local 721

MOU TERM
January 1, 2025 – December 31, 2029

CITY CONTRACT NO.
2417

ADOPTION DATE
August 18, 2025

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Article 1 — Introduction

1.01 Preamble

Management representatives of the City Council of the City of San Fernando (City), staff representatives of the Service Employees International Union SEIU Local 721 (Union, SEIU, or SEIU Local 721), and employee representatives from the San Fernando Part-Time Employees' Bargaining Unit (SFPEBU or Unit) have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment.

1.02 Recognition

Pursuant to applicable sections of the City's Employer-Employee Relations Resolution (EERR) and the Meyers-Milias-Brown Act (MMBA or Government Code §3500), the City recognizes SEIU Local 721, as the exclusive representative of the part time employees in the SFPEBU.

1.03 Implementation of the Memorandum of Understanding (MOU)

This MOU constitutes an agreement and joint recommendation for approval by the City Council of the City of San Fernando and part time general membership of the SFPEBU in SEIU Local 721. This MOU shall be binding upon the parties, whenever the following conditions are met:

A. SEIU Local 721 has notified the City that its members in the SFPEBU have formally approved this contract in its entirety; and

B. The City Council has approved this MOU in its entirety.

Approval of this MOU by the City Council shall constitute a temporary contract bar to implementation of the decertification process outlined in Section 11(B) of the EERR. This contract bar shall not infringe on an employee's right to the decertification process, which is provided by the MMBA, during the window period of ninety (90) to one hundred and twenty (120) days prior to the expiration of this MOU.

Whenever any ordinance, rule, regulation, resolution or other action is required for the implementation of this MOU, such ordinance, rule, regulation, etc. will provide for an effective date the same as provided for in this MOU or make other equivalent provisions.

Except as specifically provided herein, the parties to this MOU 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 the meet and confer process.

1.04 Duration of the MOU

The previous MOU between SFPEBU/SEIU and the City expired on December 31, 2021, and the terms and conditions of that MOU remained in effect to the extent such terms and conditions remained lawful, until this successor agreement was reached between the parties.

All of the current terms and conditions in the MOU, including any side-letter agreements that did not otherwise expire by their own terms, shall remain in effect until a successor agreement is reached between the parties.

Unless otherwise stated herein, this MOU shall be effective for the period from January 1, 2025 through midnight on December 31, 2029, and thereafter shall continue in effect year-by-year unless either party (the Union or the City) notifies the other party in writing, no later than September 30, 2029 (or succeeding year), of the request to modify or amend the MOU.

1.05 Full Understanding

SEIU and the City agree that during the negotiations which resulted in this MOU, each had the unlimited right and opportunity to make proposals with respect to any subject or matter within the scope of bargaining and that this present document represents the full and complete understanding and agreement of the parties on terms and conditions of employment specifically addressed herein.

1.06 Prevailing Rights

To the extent that they are not expressly or by necessary interpretation and application covered by the purpose, intent, and language of this agreement, all rights, privileges, obligations, and working conditions of employment within the scope of representation presently enjoyed by the employees within the unit shall remain in effect and be operative during the term of this agreement, unless eliminated, enlarged or otherwise modified after a meet and confer process to the extent that such procedures are required by the laws of the State of California.

1.07 City Rights

There are no provisions in this agreement that shall be deemed to limit or curtail the City in any way in the exercise of the rights, powers, and authority which the employer had prior to June 30, 2016, unless and only to the extent that the provisions of this agreement specifically curtail or limit such rights, powers, and authority.

1.08 Employee Rights

The parties mutually reaffirm their respective policies of non-discrimination in the treatment of any unit member because of race, religious creed, color, sex, age, disability, sexual orientation, national origin or ancestry.

The City shall ensure a safe and respectful workplace for all workers. The City also affirms its respect for its workers and shall not condone any unfair treatment of any employee.

1.09 Part-Time Definition

A part-time employee works in a specified position in City service and is paid on an hourly basis. A "part-time employee" is defined as an employee who works less than forty (40) hours per week for a majority of the weeks in a year.

1.10 Pre-Emptive Laws

If any article or section of this document or any addition thereto should be held invalid by operation of law, or by any tribunal or office of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal or office, the remainder of this document shall not be affected thereby, and the parties shall upon request, enter into the "meet and confer" process to endeavor to agree to an alternate and economically equitable replacement for such article or section.

Article 2 — Insurance Benefits

2.01 Health Benefits

1. Effective up to and including December 31, 2016 , the City shall continue to pay the full cost (100%), up to the highest single HMO premium for medical insurance of the employee's choice, for each eligible employee based on the following formula:

   A. Employees who have worked two thousand (2,000) hours or more within twenty- four (24) months of continuous employment.

   B. Employees who have worked two thousand-seven hundred (2,700) hours or more within thirty-six (36) months of continuous employment.

2. Effective January 1, 2017, the City established a full flex cafeteria plan in accordance with Internal Revenue Service (IRS) Code Section 125 for all eligible employees.

   Eligible unit employees shall receive a monthly flex dollar allowance to apply toward the payment of medical, dental, and vision benefits offered through the City's insurance plans, as follows:

   For 2025, the monthly flex dollar allowance is as follows:
   Employee only: $1,101.70 per month
   Employee + 1: $1,899.31 per month
   Family: $2,552.47 per month

A. On January 1st of each subsequent year, the monthly dollar allowance, inclusive of the City's statutory Public Employee's Medical and Hospital Care Act (PEMHCA) minimum contribution, will be adjusted based on the average change from the prior year's monthly premiums for all plans offered to CalPERS contracting agencies in the Los Angeles Area Region. This annual adjustment will not be less than zero percent (0%) and will not exceed four percent (4%).

The monthly flex dollar allowance may be used to purchase health benefits, for the employee and his/her eligible dependents, offered under the cafeteria plan.

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.

In the event that premiums and/or costs for the selected benefits are less than the monthly flex dollar allowance, there shall be no payment of the remaining funds to the employee.

3. The medical coverage provided by the City during the term of this MOU shall be the same as currently provided to employees by existing City insurance plans.

4. Any employee who was eligible for insurance benefits under Section 2.01(1) as of July 1, 2016, shall retain a vested right to participate in the cafeteria plan and receive the monthly flex dollar allowance in Section 2.01(2) at any time he/she is employed by the City.

5. Any employee who would have become newly eligible for insurance benefits on January 1, 2017, under Section 2.01(1) shall be allowed to participate in the cafeteria plan and receive the monthly flex dollar allowance in Section 2.01(2) for the duration of 2017. In 2018 and thereafter, such employee shall be required to meet the service hour eligibility requirements as set forth in Section 2.01(6) below.

6. Any employee who was not eligible for insurance benefits prior to December 31, 2016, shall only become eligible to participate in the cafeteria plan , and receive the monthly flex dollar allowance, if he/she works more than one thousand five hundred (1,500) hours in the prior calendar year. This annual hourly requirement is in accordance with the Affordable Care Act (ACA)

7. "Effective January 1, 2025, employees who work more than 1,250 hours during the measurement period of January 1, 2025 through December 31, 2025 shall be eligible to participate in the cafeteria plan effective January 1, 2026. Thereafter, any employee who works more than 1,250 hours in any calendar year, shall be eligible to participate in the cafeteria plan and receive the monthly flex dollar allowance in the upcoming calendar year."

8. Flexible Spending Account:

   Part-time employees may participate in the City's Flexible Spending Account (FSA), which allows employees to pay certain medical expenses pre-tax. The account is funded by employees who voluntarily choose to participate and contribute.

2.02 Life Insurance

The City shall provide all unit members with a twenty-five thousand dollar ($25,000) Basic Life and AD&D insurance policy, at no cost to the employee.

Employees may opt to purchase, at their own expense via payroll deduction, an additional twenty-five thousand dollars ($25,000) in coverage at the City's most current policy rate (approximately $4.00 per month in 2016).

Article 3 — Leave Benefits

3.01 Vacation Leave

1. Rate of Accrual

   A. Effective January 1, 2025, each employee that works at least one thousand two hundred and fifty (1,250) hours shall be credited with a paid time off bank beginning on January 1st of the following calendar year based upon his/her continuous years of employment with the City as follows:

Years of Service and Annual Accrual	Accrual Cap
Twelve Hours (12 hours) for less than 2 years of service	24 hours
Twenty-four Hours (24 hours) for 2 to 5 years of service	48 hours
Forty-Eight Hours (48 hours) for 6 to 8 years of service	96 hours
Sixty Hours (60 hours) for 9 to 11 years of service	120 hours
Seventy-two Hours (72 hours) for 12 years or more of service	144 hours

   B. Effective January 1, 2017, each employee shall accrue vacation leave based upon hours actually worked each pay period and calculated at a rate based upon total hours of City service, as follows:

      1) An employee with less than ten thousand (10,000) total hours of City service shall not accrue any vacation leave.

2) An employee with ten thousand (10,000) and up to twenty thousand (20,000) total hours of City service shall accrue 0.04 hours of vacation leave for each hour actually worked.

3) An employee with twenty thousand (20,000) and up to twenty-five thousand (25,000) total hours of City service shall accrue 0.06 hours of vacation leave for each hour actually worked.

4) An employee with twenty-five thousand (25,000) or more total hours of City service shall accrue 0.07 hours of vacation leave for each hour actually worked.

2. Maximum Accumulation of Vacation

The maximum vacation leave accumulation for each unit employee shall be in accordance with 3.01 (a) above.

A. Except as otherwise provided in Section 3.01(2)(B) below, employees shall cease to accrue any additional hours until the vacation leave bank falls below the maximum accumulation cap.

B. An employee denied vacation leave due to department staffing issues, who exceeds the maximum vacation accumulation cap due to such denial, shall continue to accrue vacation leave in excess of the cap until the department is able to allow sufficient vacation leave to bring the employee under the cap.

This provision shall not apply if an employee does not request vacation leave until twenty-four (24) hours or less of reaching the maximum accumulation cap.

3. Payout of Vacation

Upon death, retirement, or separation from service, an employee or his/her designated beneficiary, shall be paid out for one hundred percent (100%) of his/her accumulated vacation leave. Such vacation hours shall be paid out at the employee's current hourly base salary at the time of the payout.

4. Deposit of Previously Earned Paid Leave

A. An employee with a paid leave balance as of, January 1st 2025, that was earned under the previous MOU provisions of Section 3.01(1)(B) above, shall have such leave hours deposited into their new vacation leave bank no later than the first full pay period after January 1, 2025.

B. Paid leave deposited into the new vacation leave bank shall still be subject to the maximum accumulation cap outlined in Section 3.01(A) above.

3.02 Sick Leave

1. Rate of Accrual

   Each employee shall be credited with forty (40) hours of sick leave upon hire. The exact amount of credited hours may be prorated based upon the date of hire.

   Thereafter, on January 1st of each subsequent year, the employee shall be credited with forty (40) hours of sick leave, provided that the employee's total accumulation does not exceed the maximum eighty (80) hours allowed in Section 3.02(2).

2. Maximum Accumulation of Sick Leave

   The maximum sick leave accumulation for each unit employee shall be eighty (80) hours.

3. Payout of Sick Leave

   There shall be no payout of accumulated sick leave upon death, retirement, or separation from service.

4. Reinstatement of Sick Leave

   An employee who is re-hired within one (1) year from the date of separation shall have any unused accumulated sick leave reinstated.

5. Use of Sick Leave

   An employee may use sick leave for personal illness/injury or preventative care which prevented his/her attendance on the job and performance of duties on the day of the absence, or for any other reason required by law.

   An employee may also use sick leave if he/she is compelled to be absent due to the illness/injury or preventative care of a qualified family member or "designated person."

   For the purpose of sick leave, a "qualified family member" is defined as a child, parent, sibling, spouse, registered domestic partner, or step/in-law/grand relationship of these same familial relationships.

   A. Employees who meet the eligibility requirement to qualify for either paid sick leave or Family leave/Medical leave may "designate a person" as part of a "family member" for the purposes of diagnosis, care or treatment of existing health condition and taking Family leave/Medical Leave. "Designated person" is a person identified by the employee at the time the employee request paid sick days and shall be limited to one designated person in a twelve (12) month period.

B. As of January 1, 2025, victims of crime and family members; of a victim of crime may utilize Paid Sick leave to attend to their personal needs or family members needs and ensure their safety.

C. As of January 1, 2025 employees on Family Leave will not be required to utilize 2 weeks of unused vacation prior to receiving such benefits.

6. Required Notice for Sick Leave Use

An employee using sick leave should attempt to notify his/her supervisor at least one (1) hour prior to his/her scheduled shift. It shall be the responsibility of the supervisor to find coverage for the shift.

7. Medical Certification

Both parties agree that sick leave is a privilege and shall only be allowed in the case of necessity, actual disability, or in accordance with State and Federal law. Further, both parties agree that abuse of this privilege is not only detrimental to the City, but to the unit and its members.

Therefore, the parties agree that the City may require a medical certificate from a verifiable healthcare provider before allowing an employee a paid leave of absence under sick leave if, in the opinion of a supervisor or the Department Head, there is reasonable basis to believe an employee is abusing the sick leave privilege (i.e. discernable pattern of use around holidays, in conjunction with weekends or days off, etc.). Upon such a request, the City will articulate in writing the grounds for its reasonable basis and the employee will receive written notice that further absences will require medical certification prior to approval of paid sick leave.

The presentation of a medical certificate, issued in accordance with the healthcare provider's guidelines, will resolve the question as to whether the use of paid sick leave is appropriate. If a medical certificate is not presented, the use of paid sick leave may be denied and progressive disciplinary action may be warranted.

An employee placed on medical certification shall have his/her sick leave usage reviewed at least once each quarter and shall be removed from this requirement upon evidence of improved attendance. An employee who disputes his/her placement on medical certification may seek to resolve the dispute under the grievance procedures in Article 14.

Use of sick leave and placement on medical certification may only be mentioned on performance evaluations in accordance with applicable State and Federal law.

3.03 Catastrophic Leave Donation Program

The City shall continue the Catastrophic Leave Donation Program for unit employees in conformance with the City's policy.

The parties agree that unit employees may participate in this program as follows:

A. As a donor, by donating accumulated vacation leave to a part-time or full-time employee.

B. As a recipient, by receiving a donation of accumulated vacation leave from another part-time employee; and/or a donation of accumulated vacation, sick, annual or management leave, compensatory time, or holiday from a full-time employee; and/or by requesting to receive unused leave hours from the Catastrophic Leave Reserve Fund.

3.04 Maternity/Paternity Leave

An employee shall be eligible for Maternity/Paternity Leave as per guidelines stipulated in the City's Maternity/Paternity Leave Policy in effect as of July 1, 2016, and as may be required by applicable law.

The City will continue to contribute to the employee's health benefits, if applicable, for twelve (12) weeks in any twelve (12) month period and there shall be no lapse in the employee's health insurance coverage during this time. The twelve (12) month period which determines the duration of leave to which an employee is entitled will be a rolling twelve (12) month period beginning on the date a leave under this policy is first taken.

3.05 Time Off for Promotional Tests or Interviews

1. Employees shall be required to utilize their own accumulated leave time for the purpose of taking tests or participating in interviews for other employment outside of the City.

2. For promotional tests or interviews for the City, the City shall either:

   A. Schedule such tests or interviews for the employee's non-working hours ;or

   B. Allow employees who are scheduled to work during the time of a promotional test or interview for the City, to participate without any loss of compensation or benefits.

3.06 Leave for Child-Related Activities

Upon request, an employee may take off up to forty (40) hours per year, up to eight (8) hours per month, for child-related activities if the employee is a parent with one or more children attending kindergarten, grades 1 to 12, or is at a licensed childcare provider. This includes finding, enrolling, or re-enrolling a child in school or with a licensed childcare provider, addressing a childcare provider, and responding to a school/child care provider emergency including a request for a child

to be picked up from school/child care, behavioral/discipline problems, closure or unexpected unavailability of the school/child care (excluding planned holidays), or a natural disaster. An employee desiring to be paid for such leave must use accrued leave to cover the absence.

For the purpose of this section, a "parent" is defined as a parent, legal guardian, stepparent, foster parent, grandparent, or a person who stands in loco parentis to the child.

3.07 Bereavement Leave

The City shall authorize an employee to utilize up to (3) three working days/(24) twenty four hour of paid bereavement leave per incident of imminent death or following the death of an immediate family member. Employees shall be entitled to an additional two (2) bereavement days off and may choose to use either accrued leave or unpaid leave, or any combination of the two, for up to a maximum of five (5) scheduled days of Bereavement leave. .

For the purpose of this leave, an "immediate family member" shall mean a grandparent, parent, registered domestic partner, spouse, child, sibling, step and in-law relationships of the same categories, or any person living in the same household.

Proof of residence and/or verification of imminent death or death may be requested.

Article 4 — Employee Assistance Program

The City shall continue to maintain the privacy provisions of the insured Employee Assistance Program (EAP) and permit unit employees to visit a City designated EAP Specialist without having to go through Personnel.

Article 5 — Salary

5.01 Salary

The City shall increase the base salaries for classifications represented by SEIU as follows:

A. Classifications with a Full-Time Equivalent (FTE)

Classifications which have an FTE shall receive the same increases in base salary as the FTE positions. Such increases shall be effective on the same date as the FTE positions.

1. list of FTE positions:
    a. Administrative Assistant
    b. Community Preservation Officer
    c. Community Service Officer
    d. Office Clerk
    e. Police Records Specialist

B. Classifications without a Full-Time Equivalent (FTE)

Classifications which do not have a FTE and which have salary ranges above the required minimum wage shall receive an increase in base salary which is equal to the average increase received by classifications in the City's full-time non-sworn and non-management bargaining units (i.e. SFPEA and SFPCA). Such increases shall be effective on the same date as the classifications with an FTE.

Public Works Maintenance Helper

City Maintenance Helper

Management Intern

C. Minimum Wage Standard

As a result of SB 3 which was signed into California law on April 4, 2016, any classification with a salary range that includes an hourly rate less than the required minimum wage on January 1st of each year shall have their salary range increased to the new minimum wage in effect at that time.

D. Salary Compaction

In order to prevent salary compaction, any family of classifications that has a classification in the series receive a salary increase shall also receive an increase to base salary in order to maintain the percentage of pay separation, in existence as of January 1, 2025, between the classifications in the same series The salary compaction differential within each classification shall be a minimum of 5%.

Employees would receive the increases at their current salary step on their respective salary ranges upon the effective date of such increases.

5.02 Definition of Base Salary

"Base salary" shall be defined as the salary classification, range, and step to which an employee is assigned. It excludes any additional allowances, special pay, and non-cash benefits.

5.03 Calculation of Other Compensation

If applicable, other compensation that is calculated as a percentage of salary will be applied to the employee's base salary only. If an employee is entitled to multiple percentage based compensation, each item will be calculated against base salary independently (i.e. compensation will not be compounded).

5.04 Salary Advancement

The City shall maintain a minimum of a five percent (5%) separation between salary steps in each salary range. An employee's advancement within a salary range shall not be automatic, but shall be contingent upon merit.

An employee shall be evaluated for merit salary advancement after six (6) months in service in the classification to which he/she was appointed, promoted, or reemployed. Thereinafter, the employee shall be eligible for merit salary advancement(s) to the next step(s) in the salary range after twelve (12) months of service in the classification.

If the employee's job performance requires improvement and the employee does not receive a salary increase on the scheduled merit date, such employee shall be reevaluated within at least a six (6) month period commencing on the merit date.

An employee promoted to a higher classification shall receive a minimum salary increase of five percent (5%) upon such promotion, provided the salary increase does not exceed the maximum salary step for the salary range of the classification.

Article 6 — Bilingual Pay

The City shall pay a bilingual bonus at the end of each month worked, to those unit employees that qualify in accordance with the following conditions:

A. The employee has demonstrated to the satisfaction of the City his/her fluency in the Spanish language based on a written and/or oral testing procedure selected by the City; and

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

The bonus shall be paid as follows:

A. An employee who works seventy-nine (79) hours or less per month shall be paid fifty dollars ($50.00) per month.

B. An employee who works eighty (80) hours or more per month shall be paid one hundred dollars ($100.00) per month.

C. Written and Verbal Translation of City Materials:

Employees who otherwise qualify for a bilingual bonus under section A and B above, shall receive an additional $25.00 per month translation bonus when asked to translate City materials to a second language for official publication, with supporting documentation and Department Head approval.

Article 7 — Work Schedule

Should an employee's schedule/hours require a change, the City will provide the affected employee with written notice a minimum of two (2) week prior to the required schedule change.

The City will provide a minimum of two (2) week written notice to employees who will be required to work special events, which is any event falling within the fiscal year that is not calendared and requires City resources.

Article 8 — Workers' Compensation

8.01 Worker's Compensation

1. Paid Leave on Disability

   In those instances when an employee experiences an injury that is recognized as job-related by the City or the Worker's Compensation Appeals Board, and the employee is absent from work because of the injury, the employee shall receive full pay for the first ten (10) regularly scheduled working days of disability without charge against accumulated paid leave.

   Thereafter, the injured employee shall have the following options:

   A. Remain on full pay with time charged against accumulated paid leave (sick leave or vacation leave). The injured employee shall remit his/her worker's compensation check to the City, and the City shall then credit back the appropriate leave time in relation to the amount of the check. Upon using all accumulated paid leave time, the injured employee shall retain the disability time off. Employees may choose to only use sick leave and not vacation leave under this provision; or

   B. Accept the worker's compensation check as compensation during the period of disability with no time charged against accumulated paid leave time.

2. Continuation of Insurance Benefits on Disability

   The City agrees to continue to provide insurance benefits in accordance with Article 2 for the duration of any job-related injury or illness regardless of whether or not the employee is on payroll.

3. Disability Retirement

   In accordance with stipulations set forth by the California Public Employees Retirement System (CalPERS), as soon as it is believed that a unit employee is unable to perform his/her job because of an illness or injury that is expected to be permanent or last longer than six (6) months, the City shall have the option to submit an application for disability retirement on the employee's behalf, provided that the employee is vested in CalPERS. However, nothing in this provision, takes away the employee's option to waive the right to retire for disability and/or elect to resign and withdraw his/her share of retirement contributions. If the employee has attained normal service retirement eligibility, he/she shall have the right to elect service retirement as provided in Government Code §20731. The injury or disease causing the incapacity or disability need not be job-related.

8.02 Modified Duty Work

The City shall make every effort to accommodate ill or injured workers consistent with all applicable provisions of the law, including but not limited to light duty assignment.

Article 9 — Uniforms and Equipment

9.01 Uniforms

1. The City shall provide each employee, who is required to wear a uniform, with three (3) complete sets of uniforms upon hire and in July of each fiscal year.

2. The City will replace up to two (2) sets of uniforms per fiscal year due to damage or excessive wear and tear.

3. The uniforms shall follow the classification chart below: .

Classification:	**Uniform:**
City Maintenance Helper	Shirt, hoodie/jacket, Pants, visor/hat
Community Preservation Officer	Polo
Community Service Officer	Pants, shirt, Polo, belt and name tag
Crossing Guard	Traffic vest, shirt and visor/hat
Day Camp Counselor	Shirt, hoodie/jacket and visor/hat
Junior Cadet	Polo
Management Intern	Polo
Office Clerk	Polo
Personnel Office Clerk	Polo
Public Works Maintenance Helper	Shirt, hoodie/jacket, Pants, visor/hat
Recreation Leader I	Shirt, hoodie/jacket, polo and visor/hat
Recreation Leader II	Shirt, hoodie/jacket, polo and visor/hat
Recreation Leader III	Shirt, hoodie/jacket, polo and visor/hat
Senior Day Camp Counselor	Shirt, hoodie/jacket and visor/hat

Or any other item as deemed necessary by the City.

4. All purchases shall be made in accordance with the City's purchasing policy.

5. For the purpose of cleaning and laundering such uniforms, the City will continue to provide non-sworn part-time employees in the Police Department with an annual uniform allowance equal to fifty percent (50%) of the amount received by non-sworn full-time employees in the Police Department. As of July 1, 2025, this amount is currently two hundred and fifty ($250.00) for eligible employees in this unit.

9.02 Inclement Weather Gear

The City shall provide appropriate gear to employees assigned to work in inclement weather, including but not limited to rain gear and jackets.

9.03 Shoe/Boot Allowance

Employees who are required to wear specific shoes/boots for their position (i.e. Community Service Officers, Cadets, Enforcement Officers, and Public Works field employees, etc.) shall receive reimbursement for the purchase of such work shoes/boots of up to three hundred dollars ($300.00) in July of every other fiscal year.

Article 10 — Other Compensation

10.01 Working Out of Class

Any assignment to perform duties of a higher level position, or act in a higher capacity outside the employee's job classification, will be paid at the rate of at least five percent (5%) higher than the employee's current base salary for the duration of such assignment.

The City shall ensure that an employee working in a higher capacity is adequately trained to fulfill the requirements of that higher class.

Assignments to perform higher-level duties must be formally approved, in writing, by the Department Head.

10.02 Overtime

1. Definition of a Work Week
   The City shall comply with the provisions of the Fair Labor Standard Act (FLSA) in defining a work week.

2. Payment of Overtime
   Overtime hours shall be paid as follows:

   A. Time and One-Half
      An employee who actually works forty (40) hours or more in a work week shall be paid at the rate of one and one-half (1½) times his/her regular rate of pay for the overtime hours worked in excess of forty (40) hours in that same work week; or

   B. Straight Time
      An employee who does not actually work forty (40) hours or more in a work week shall be paid at the straight (1) time rate of his/her regular rate of pay for the overtime hours worked in excess of his/her regularly scheduled shift(s), but less than forty (40) hours in that same work week.

10.03 Callback

An employee who performs any work on behalf of the City outside of his/her regularly scheduled hours shall be compensated at the appropriate rate, which may be paid at time and one-half or straight time, in accordance with Section 10.02(2) above. This includes, but is not limited to, making, receiving and/or responding to telephone inquiries to/from other City personnel during off-duty time, reporting to work earlier than scheduled, or reporting to work on a regularly scheduled day off.

The minimum period to be compensated for any such "callback" time shall be two (2) hours.

10.04 Deferred Compensation

Employees may make voluntary contributions, up to the legal limits, in a City sponsored deferred compensation plan.

10.05 Holiday Pay

Employees who are required to work on the below holidays shall receive holiday compensation at the rate of time and one-half (1 1/2) times their base salary rate of pay, for each hour actually worked on:

1. New Years Day
2. Presidents Day
3. Cesar Chavez Day
4. Memorial Day
5. Juneteenth
6. Thanksgiving Day

10.06 Certification Pay

The City will provide Certification/License Pay as follows:

A. CACEO Certification Pay: Community Preservation Officers who hold certification as a Certified Code Enforcement Officer through the California Association of Code Enforcement Officers shall receive an additional 5% above their base salary step.

B. CPR/First Aid/AED Trainer Certification Pay: Employees who are required to have a CPR/First Aid/AED certificate shall receive an additional 5% above their base salary step.

C. Building Inspector Certification Pay: An employee assigned to serve as Community Preservation Officer and Building Inspector shall receive ten percent (10%) above base Community Preservation Officer pay. To serve as Community Preservation Officer and Building Inspector, the employee must hold at least one valid certification as either a Residential Building Inspector or Commercial Building Inspector issued by the International Code Council (ICC) at the time of assignment. Possession of both ICC certificates as a Residential Building Inspector and as a Commercial Building Inspector are a condition of continued assignment within 18 months of the assignment.

D. Child Development Certification Pay: An employee who has obtained their Child Development Associate (CDA) credential.

Article 11 — Reimbursements

11.01 Tuition Reimbursement

The City shall reimburse employees for tuition on approved courses, to a maximum of one thousand-five hundred dollars ($1,500) per fiscal year.

Employees must submit tuition reimbursement requests to their Department Head between March 1st and March 30th of each year. Department Heads should make every effort to submit accurate requests for tuition reimbursement during the annual budget process and in accordance with the City's policy on tuition reimbursement.

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

Employees enrolled in an approved tuition reimbursement program may charge mileage beyond ten (10) miles against tuition reimbursement at the current City rate.

11.02 Mileage Reimbursement

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

Article 12 — Nepotism

The City shall implement and enforce a policy prohibiting nepotism as defined below:

A. No person shall be appointed, promoted or hired into a position in the same department when that person's relative already holds a position in the same department, and such employment would result in a direct supervisor-subordinate relationship.

B. A direct supervisor-subordinate relationship is one in which one person is responsible for the day-to-day supervision and control of the other person, or is in their direct chain of command. Collateral assignments and occasional, overtime or temporary assignments are not considered to violate this policy:

C. For purposes of this section, a "relative" means a spouse, child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, parent-in-law, brother-in-law or sister-n-law.

D. If a supervisor and subordinate in the same department are in an intimate relationship, the department reserves the right to transfer the employee with the least City seniority to another assignment within the department that is consistent with this policy, without loss of pay. If no such assignment exists in the department that will remedy this supervisor-subordinate relationship, the employee with least seniority may be transferred to another department. If no such transfer is possible, that employee may be separated from service.

Article 13 — Joint Labor-Management Committee

The City and the Union agree to establish a Joint Labor-Management Committee (JLMC) to consult on issues of mutual concern. The JLMC shall be limited to a total of four (4) members unless the parties mutually agree otherwise. Two (2) members shall be appointed by the City and two (2) shall be appointed by the Union.

The JLMC shall have authority to develop its own internal procedures, including the scheduling of meetings. The JLMC will make recommendations to the City Council for implementation once the City Council concurs with its recommendation.

This committee will not have the authority to change or amend the MOU or discuss issues of potential discipline.

Article 14 — Grievance Procedure

14.01 Statement of Intent

The City and the Union have a mutual interest in resolving workplace issues appropriately, expeditiously and at the lowest level possible. In recognition of this mutual interest, the parties acknowledge that the grievance process is not a replacement for daily communication between the employee and the supervisor, nor is it inherently an adversarial process. Rather, it is a process to mutually resolve workplace issues to the maximum extent possible within the organization.

14.02 Definitions

A “grievance” is defined as a dispute concerning the interpretation or application of this written MOU, disciplinary action or departmental rules and regulations governing personnel practices or working conditions applicable to employees covered by this MOU including disciplinary actions against employees in this unit.

A “business day” shall be defined as Monday thru Friday, exclusive of City holidays.

14.03 Grievance Process Rights

The parties agree that the following shall not be subject to the grievance procedure:

A. An impasse in meeting and conferring upon the terms of a proposed MOU.

B. Any issue that the parties agree to refer to another administrative resolution process.

No grievant shall lose his/her right to process his/her grievance because of City-imposed limitations in scheduling meetings.

The Union may elect to file a group grievance on behalf of two (2) or more employees. The facts and issues of the grievance must be the same. A group grievance will begin at Step 3 of the grievance procedure.

14.04 Time Limits and Waivers

Time limits between steps of the grievance procedure provided herein may be extended by mutual agreement, not to exceed sixty (60) business days. In addition, the grievant and the City may jointly waive one step of review from this grievance procedure.

14.05 Expedited Issues

To resolve issues at the appropriate level, the following issues will be automatically waived to Step 3 of the grievance procedure:

i. Group Grievances
ii. Allegations regarding violations of Article 15 – Union Rights
iii. Suspensions without pay
iv. Terminations
v. Allegations of failure to accommodate medical restrictions
vi. Allegations of retaliation
vii. Whistleblower complaints

Any additional issues may be waived to Step 3 upon mutual agreement of the Union and the City.

14.06 Step 1 – Initial Filing and First Administrative Response

Within ten (10) business days after the employee knew of, or reasonably should have known of, the occurrence of the facts upon which the grievance is based, the grievance must be presented in writing to the employee's immediate supervisor, signed and dated by the employee. The employee shall have the affirmative responsibility to forward a copy to the Personnel Office. The grievance must state the facts upon which the grievance is based, identifying the specific provisions of the MOU and/or Personnel Rules that are alleged to have been violated, and the specific remedy requested.

The immediate supervisor shall meet with the employee within ten (10) business days of receiving the written grievance to secure clarification of the issue, consider the employee's proposed solution, and discuss possible alternative solutions and/or other administrative remedies. The immediate supervisor shall respond in writing within ten (10) business days following the meeting with the employee. The decision shall be personally served upon the employee or mailed to the employee's last known address or as otherwise specified by the employee. Failure of the supervisor to respond within the time limit shall entitle the employee to advance the issue to the next step.

14.07 Step 2 – Second Administrative Response

If the issue is not resolved at Step 1, or jointly advanced to another administrative procedure for resolution, the employee may, within ten (10) business days of receiving the response from the immediate supervisor, present a signed and dated grievance to the Department Head within the ten (10) day filing period, with a copy forwarded to the Personnel Office. The grievance must state the facts upon which the grievance is based, identifying the specific provisions of the MOU and/or Personnel Rules that have been violated, and specify the remedy requested.

The Department Head, or appropriate designee, shall meet with the employee within ten (10) business days of the date of service of the grievance at this Step to discuss the facts and solicit information on possible solutions or other appropriate administrative procedures. The Department Head or appropriate designee shall investigate as necessary to allow fair consideration of the situation and will provide a written response to the employee within the (10) business days of meeting with the employee. Failure of management to respond within the time limits shall entitle the grievant to advance the grievance to the next step.

14.08 Step 3 – Third Administrative Response

1. Individual Grievance

   If the grievance is not resolved at Step 2, the employee may serve a written appeal to the City Manager, or designee, within ten (10) business days following (a) receipt of the written response at Step 2, or (b) the last day of the response period provided for in Step 2. The City Manager, or designee, shall meet with the employee within ten (10) business days of the date of service of the appeal, discuss the facts, and solicit information on possible alternative solutions. A written response will be provided to the employee within twenty (20) business days from the date of meeting with the employee.

2. Group Grievance

   The Union shall file the grievance in writing with the City Manager, or designee, of the affected department within twenty (20) business days following the day the issue arose. To the extent possible, the filing shall include the issue of the grievance, proposed solution(s), the names of the employees impacted by the issue, and the specific facts pertaining to each grievant. All

employees participating in the grievance must waive their respective rights to file an individual grievance on the same issue by completing an individual grievance waiver form prior to the meeting with the City Manager.

The City Manager, or designee, shall provide written notification to the affected department of the receipt of the grievance. The City Manager, or designee, shall meet with the Union within twenty (20) business days of receipt of the grievance to review the facts, solicit information on the proposed solution(s), or consider other appropriate administrative procedures. The City Manager, or designee, may include department managers who have knowledge of the grievance issues in the meeting with the union. The City Manager, or designee, shall prepare a written response within twenty (20) business days of the meeting.

14.09 Step 4 — Mediation

The Union or the City may request mediation, by letter to the City Council. Within ten (10) business days of receipt of a request for mediation, the receiving party shall request that the Union obtain the services of a mediator from the State Mediation and Conciliation Service (SMCS) at no cost to either party.

The primary goal of the mediator shall be to assist the parties in settling the grievance in a mutually satisfactory fashion. The mediation procedure shall be informal in nature (i.e., court reporters shall not be allowed, the rules of evidence shall not apply, and no formal record shall be made). The mediator shall determine whether witnesses are necessary in the conduct of the proceedings.

If settlement is not possible, the mediator may be requested to provide the parties with an immediate oral opinion as to how the grievance would be decided if it went to arbitration. Such opinion shall be advisory only. Upon mutual agreement of the parties, the mediator may be requested to furnish such opinion in writing, along with a brief statement of the reasons for the opinion. Such opinion shall not be used during any subsequent arbitration.

Notwithstanding the above, the parties may mutually agree to accept the opinion of the mediator as binding.

If mediation does not resolve the issue, the grievant has ten (10) business days to file an appeal to advance to the next level in the procedure.

14.10 Step 5 — Binding Arbitration

If the written response at Step 3 or mediation at Step 4, does not settle the grievance, or management fails to provide a written response within thirty (30) business days of the Step 3 meeting, the Union may elect to serve a written request for arbitration with the City Council. A copy of this notice shall be served upon the Personnel Manager. The request for arbitration must be filed with the City Council within twenty (20) business days following (a) the date of service of

the written response of the City Manager, or the designee, or (b) the last day of the response period provided for in Step 3. Failure of the Union to serve a written request for arbitration with the City Council within said period shall constitute a waiver of the grievance.

If such written notice is served, the parties shall jointly select an arbitrator from a list of seven (7) arbitrators furnished by the SMCS, within ten (10) business days following receipt of said list. Failure of the Union to notify the City Council of the selected arbitrator within sixty (60) business days of receipt of said list shall constitute a waiver of the grievance.

Arbitration of a grievance hereunder shall be limited to the formal grievance as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. The proceedings shall be conducted in accordance with applicable rules and procedures adopted or specified by the SMCS, unless the parties hereto agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator shall be paid by the losing party, it being mutually understood that all other expenses including, but not limited to, fees for witnesses, transcripts, and similar costs incurred by the parties during such arbitration, will be the responsibility of the individual party incurring same.

The decision of an arbitrator resulting from any arbitration of a grievance hereunder shall be binding upon the parties concerned.

The decision of an arbitrator resulting from any arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this MOU.

Article 15 — Union Rights

15.01 Union Stewards

SEIU shall designate a reasonable number of stewards, but not to exceed 3 for the entire unit. . A certified steward may represent a grievant at all steps of the grievance procedure. The Union shall provide to the City Manager a written list of employees who have been so designated. Management will accept on a quarterly basis any changes to the list.

15.02 Protection Against Discrimination and Retaliation

Management recognizes stewards as official representatives of the Union, and such representatives are entitled to all rights and protections as defined by law and this MOU.

No steward shall be discriminated against or retaliated against in any manner because of the exercise of rights and duties as protected by law and this MOU.

The employer shall provide equal rights to stewards with disabilities.

Stewards who are assigned to work an evening shift, night shift, rotating shift, or weekend shift shall be accorded full and equal rights under release time, including paid time status on employer's time, and shall not be discriminated against because of shift assignment.

Grievances filed under this section shall be expedited to Step 3 of the grievance procedure.

15.03 Union Release Time

1. Union Stewards

   Stewards shall be allowed necessary time off without loss of any compensation and benefits to perform the responsibilities of their positions, including but not limited to the investigation and processing of grievances, representation at Skelly hearings, Weingarten meetings, informal meetings with Management, pre-disciplinary interviews where there is a reasonable expectation that disciplinary action will follow, all levels of the grievance procedure, JLMC meetings, new employee orientations, negotiations, steward trainings, steward meetings, paid time off for lost-time status, and to observe working conditions.

   Management is responsible for staffing to accommodate paid release time for union activities upon receipt of two (2) weeks advance written notice for release time.

   An employee and his/her steward may have a reasonable amount of paid time off for the above-listed activities.

   If a steward must leave his/her work location to represent an employee, he/she shall first obtain permission from his/her supervisor. Permission to leave will be granted unless such absence would cause an undue interruption of work. If such permission cannot be granted promptly, the steward will be informed when time can be made available. Such time will not be more than forty-eight (48) hours, excluding scheduled days off and/or legal holidays, after the time of the steward's request unless otherwise mutually agreed to. Denial of permission to leave at the time requested will automatically constitute an extension of time limits provided in the grievance procedure herein, equal to the amount of the delay.

   Before leaving his/her work location, the steward shall call the requesting employee's supervisor to determine when the employee can be made available. Upon arrival, the steward will report to the employee's supervisor who will make arrangements for the meeting requested.

   Time spent on grievances, or the pre-disciplinary representation activities described above, outside of regular working hours of the employee or his/her steward shall not be counted as work time for any purpose. Whenever these activities occur during the working hours of the employee and/or the steward, only that amount of time necessary to bring about a prompt disposition of the matter will be allowed.

2. Membership Meetings

The City agrees to release any employee, who is regularly scheduled to work, for up to one (1) hour per month, to attend a bargaining unit membership meeting without loss of compensation or benefits.

The City agrees to provide the Union with a meeting room for this purpose. The date, time and location of such meetings will be mutually agreed upon by the City and the Union.

15.04 Dues Deductions

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

Each pay period, SEIU shall provide the City with an "authorized deduction report" which includes bargaining unit members who have authorized the deduction of Union dues, COPE amounts 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 SEIU via Electronic Funds Transfer (EFT) within five (5) business days of each payday. The City shall also provide the breakdown of each amount remitted (i.e. Dues, COPE, Supplementary Benefits, etc.) in Excel format to dues@seiu721.org within five (5) business days of each payday.

Employee Salary and total hours worked in the pay period will be provided to SEIU in PDF format to dues@seiu721.org

The parties will Meet and Confer over the generation of the Dues Deduction report and inclusion of the hourly rate for the pay period upon the City's payroll system getting updated.

15.05 Reporting Requirements

Each quarter the City shall send SEIU a list of all employees in the Bargaining Unit including: each employee's first name, last name; Job Title/Classification; department: work address/location; work phone number; home phone number: cell phone number; employee home address; personal email address (as available) Employee ID Employee hire date, hourly rate of pay and salary step;

This information shall be sent in Excel format to dues@seiu721.org each quarter.

15.06 Indemnification

SEIU agrees to indemnify and hold the City harmless from any liabilities of any nature which may arise as a result of the application of provisions of this Article.

15.07 Voluntary Political Contributions

Employees may make voluntary contributions to the SEIU 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 SEIU 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 SEIU and SEIU shall transmit such notice of cancellation to the City by the next full pay period cycle.

15.08 Bulletin Boards

The City shall grant the Union reasonable access to bulletin boards in all work locations to post notices as needed, for the purpose of notifying members of meetings, elections, events, and other relevant union activities. Such access shall not unduly interfere with the normal operations of the City or with established safety or security requirements.

15.09 Visits by Union Representatives

The City agrees that union representatives shall have reasonable access to the premises of the City during working hours for the purpose of assisting in the administration of this MOU. Such access shall not unnecessarily disrupt the work of City employees.

15.10 New Employee Orientation

The City shall provide SEIU written notice to the SEIU Worksite Organizer (WSO) and to membership@seiu721.org of both City-wide and department-level new employee orientations, no matter how few participants, and whether in person or online, at least ten (10) business days prior to the event. However, a shorter notice may be provided in a specific instance where there is an urgent need critical to the City's operations that was not reasonably foreseeable. The City shall provide SEIU with an Alternate time to meet with the employee during working hours if the SEIU Worksite Organizer (WSO) is unable to attend as a result of the short notice.

Representatives of SEIU shall be permitted to make a presentation of thirty (30) minutes, and present written materials, during a portion of the orientation for which attendance by the new hires is mandatory. No representative of management shall be present during SEIU's presentation. Release time shall be granted for one employee steward to participate in the new employee orientations. "New employee" shall be defined to include any employee new to SEIU, including, but not limited to, through accretion or promotion/demotion.

Article 16 — Layoffs

16.01 Layoffs

Whenever the City Council determines that employees are to be laid off due to curtailment of work, reorganization, lack of funds, or because the necessity for a position no longer exists, the City shall meet and confer prior to the layoffs with SEIU Local 721 to take appropriate action to mitigate such negative consequences of the City's action to bargaining unit employees. Such mitigation may include, but not be limited to, job placement assistance, and severance compensation subject to the meet and confer process.

The City Council may authorize the City Manager to layoff or transfer or demote in lieu of layoff. The City Manager shall notify those employees to be laid off at least ten (10) working days prior to the effective date of any such layoff. If less than a ten (10) working day notice is given, the City shall pay commensurate pay up to ten (10) days total.

16.02 Seniority in Layoffs

Layoff shall be by seniority. Seniority for purpose of layoff shall be determined by the date of original appointment to the class. The seniority list shall include all permanent employees. When seniority is equal, the employee with the earliest hire time (original appointment in department for General Employees and original appointment in department to non-sworn position for Police) shall be determined to have the most seniority.

All temporary and probationary employees in the class involved shall be separated prior to provisional or permanent employees.

Permanent employees shall be laid off in the reverse order of seniority.

16.03 Bumping Rights

Any employee scheduled for layoff shall have the right to bump within a classification (should the job classification change, the employee will be able to use the new/current comparable classification to bump) in which he/she formally held. Seniority in this instance would be time served in this class and time in higher classification.

16.04 Re-Employment Lists and Call Back

Upon submission of the approved form to the Personnel Manager, employees laid off or demoted in lieu of layoff or transfer in lieu of layoff shall have their names placed on a re- employment list for their former class. The name of any employee on a re-employment list shall be ranked in order of the effective date of the layoff or demotion in lieu of layoff. A laid-off employee reappointed from a re-employment list shall be considered as having been on leave of absence without pay

during the period of layoff. The names of employees on the re- employment list shall be retained for the term of the MOU. If a vacancy is filled from a re- employment list, the appointee shall be the individual whose name appears in the first position on such list.

16.05 Transfer in Lieu of Layoff

Transfers, including lateral, will be by seniority within a classification. The City shall request volunteers first and if there are no volunteers, the employee with the least seniority will be automatically transferred.

The transfer will be held in abeyance and posted in Personnel and respective department for five (5) work days to allow for volunteers to apply.

Should the position that the employee was transferred from become available, the employee who volunteered or was transferred due to his/her seniority shall be offered the available position or shift and will have the right of first refusal.

Article 17 — Personnel Provisions

17.01 Probationary Periods

Upon initial hire or promotion, each employee shall serve a probationary period of no less than six (6) months and no greater than twelve (12) months.

17.02 Job Classifications and Descriptions

In the event the City desires to establish a new classification, or revise an existing job classification and/or description, during the term of this MOU, the City shall meet and confer in good faith with the Union regarding the proposed change(s). The City agrees to provide the Union with a draft of the change(s) under consideration, prior to making any recommendations to City Council.

17.03 Privatization/Contracting Out

The City agrees to meet and confer on the impacts of any decision to privatize or contract out any bargaining unit work.

The City will make a good faith effort to provide the Union with at least thirty (30) calendar day's written notice of its intention to privatize or contract out work which is currently being performed by bargaining unit members.

Upon request, the City will meet with the Union to explain the rationale for the decision. If there are formal studies, which were used to determine the feasibility, cost benefit, efficiency or other aspects of the proposal, these reports will be shared with the Union.

The City will consider the Union's proposals to accomplish the same work at competitive efficiency and cost levels, provided such proposals are submitted in writing no later than fifteen (15) days following the City's notice.

The City Council shall retain sole authority to decide whether or not to privatize or contract out the work and the provisions of this section shall not limit the City Council's authority to do so.

Article 18 — Retirement

The City provides eligible employees with retirement benefits through the California Public Employees Retirement System (CalPERS). Such benefits are subject to applicable law and regulations, including but not limited to the Public Employees' Retirement Law (PERL), the Public Employees' Pension Reform Act (PEPRA) of 2013, and CalPERS.

18.01 Eligibility for Part-Time Employees

Pursuant to CalPERS regulations, a part-time employee shall become eligible for CalPERS membership on the first day of the pay period in which the employee completes one thousand (1,000) hours of service during any fiscal year (July 1st through June 30th). A "part-time employee" is defined by CalPERS, as an employee who works less than forty (40) hours per week for a majority of the weeks in a year.

18.02 CalPERS Membership

For the purpose of retirement benefits, eligible employees are defined as either a "classic" or "new" member of CalPERS as follows:

A. "Classic" Member

An employee hired by the City prior to January 1, 2013; or an employee previously employed by a CalPERS participating public agency, hired by that agency prior to January 1, 2013, and who becomes employed by the City with less than a six (6) month break in service; or an employee who is eligible for reciprocity with another California public retirement system.

B. "New" Member

An employee hired by the City or any other CalPERS participating agency, on or after January 1, 2013; or an employee previously employed by a CalPERS participating public agency who becomes employed by the City after a break in service of greater than six (6) months; or an employee who is ineligible for reciprocity with another California public retirement system.

18.03 Retirement Plans

Retirement formulas and calculations are based upon a combination of the employee's age, years of service, and annual pensionable compensation.

1. TIER I Miscellaneous Plan

   For eligible employees hired on or before November 12, 2005, the City's contract provides a 3% @ 60 modified retirement formula (Government Code §21354.3) based upon the Single Highest Year (Government Code §20965).

   No cap on annual salary that can be used to calculate final compensation. This Plan provides an Annual Cost-of-Living Allowance of five percent (5%).

2. TIER II Miscellaneous Plan

   For eligible employees hired between November 13, 2005, and December 31, 2012, the City's contract provides a 2% @ 55 modified retirement formula (Government Code §20475) based upon the Single Highest Year (Government Code §20965). No cap on annual salary that can be used to calculate final compensation. This Plan provides an Annual Cost-of-Living Allowance of three percent (3%).

3. TIER III Miscellaneous Plan

   For eligible employees hired on or after January 1, 2013, who are not eligible for reciprocity and are considered "new" members of CalPERS, PEPRA mandates a retirement formula of 2% @ 62 based upon a Three Year Average.

   Pensionable compensation cap on annual salary used to calculate final compensation. This Plan provides an Annual Cost-of-Living Allowance of two percent (2%).

18.04 Rates of Contributions

1. TIER I & TIER II Miscellaneous Plans

   Employee contributions shall be paid by the City as an Employer Paid Member Contribution (EPMC), pursuant to Internal Revenue Code 414(h)(2).

   The City shall continue to report the value of the EPMC to CalPERS as compensation earnable on behalf of each eligible employee pursuant to Government Code §20636(c)(4).

   The City shall pay one hundred percent (100%) of the employee's contribution as the EPMC and one hundred percent (100%) of the employer's obligation.

   The employee shall not be required to pay any (0%) of the costs.

2. TIER III Miscellaneous Plan

   In accordance with PEPRA, the City and employee will participate in equal sharing of normal costs, with both the City and employee paying fifty percent (50%) of the normal costs.

18.05 Optional CalPERS Benefits

1. The City shall continue to provide the 4th Level of 1959 Survivor Benefits (Government Code §21574).

2. The City shall continue to provide credit for unused sick leave as per CalPERS guidelines (Government Code §20965).

3. The City shall continue to provide Military Service Credit as Public Service as per CalPERS guidelines (Government Code §21024).

Signature page to follow

EXECUTION OF THE NEW AGREEMENT

This MOU was ratified on _____, by a simple majority vote of unit employees who are in the classifications represented by SEIU Local 721 as set forth in this agreement.

This MOU was approved by a majority vote of the City Council of the City of San Fernando on August 18, 2025.

Following its execution by the parties hereto, the City shall implement its terms and conditions by appropriate lawful action.

In witness hereto, the parties have cause for this agreement to be executed.

CITY OF SAN FERNANDO

Adrianna E. Guzman, Chief Negotiator

Erica Melton
Director of Administrative Services

Sergio Ibarra
Human Resources and Risk Manager

SAN FERNANDO PART-TIME EMPLOYEES BARGAINING UNIT (SFPEBU), SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 721

Abdiel Coronel , Chief Negotiator

Fernando Miranda, SFPEBU Chapter Representative

Jacquelyn Gomez, SFPEBU Chapter Representative

Melissa Solis, SFPEBU Chapter Representative

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: August 18, 2025

Subject: Consideration to Approve a Lease License Agreement with the County of Los Angeles for Rental of Office Space for the Department of Medical Examiner's Staff

RECOMMENDATION:

It is recommended that the City Council:

a. Approve a Lease License Agreement with the County of Los Angeles (Attachment "A" – Contract No. 2418) for use of office space within the Police Department facilities for the Department of Medical Examiner; and

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

BACKGROUND:

1. In November 2008, the Sayre (Sylmar) Fire destroyed the County of Los Angeles facilities that housed the County's Coroner staff.

2. On November 19, 2009, the City entered into a lease agreement with the County of Los Angeles for office space to house County Coroner personnel (Attachment "B" – Contract No. 1628).

3. On November 11, 2012, the lease (Contract No. 1628(a) was renewed for a three-year term ending November 18, 2015, and has continued on a month-to-month basis since that date.

4. In March 2024, representatives from the Los Angeles County Department of Medical Examiner (formerly the Department of Medical Examiner-Coroner) requested a lease renewal and expressed interest in expanding the office space.

ANALYSIS:

In 2009, following the 2008 Sayre Fire in Sylmar that destroyed Los Angeles County Department of Medical Examiner facilities, the City entered into a lease agreement with Los Angeles County (County) to provide office space within the Police Department for the Department of Medical Examiner-Coroner staff. Since 2015, the County has continued to lease space on a month-to-month basis.

In March 2024, County representatives requested to renew the lease and, if possible, obtain a larger office. City and County staff subsequently negotiated a License Agreement granting the County use of approximately 1,200 rentable square feet within the Police Department to house the Department of Medical Examiner staff.

Under previous lease terms, the Coroner's office was located within the Department's Detective Bureau. Following recent security upgrades and the Department's efforts to protect sensitive case information in that area, the City determined that the Medical Examiner's office should be relocated elsewhere in the station. Under the new License Agreement, Medical Examiner staff will move into the office currently used by the Department's Reserve Officers, who will relocate to share the space traditionally and occasionally used by the Police Explorer program.

This relocation will preserve the advantages of having Medical Examiner staff on site, including improved coordination between investigators and medical examiner personnel, faster response times for death investigations within the City, and reduced transport and processing delays. Continued proximity will also support interagency communication, facilitate evidence handling in sensitive cases, and strengthen the City's ability to provide timely information to families and other agencies.

The lease will begin on the first day of the month following approval by the Los Angeles County Board of Supervisors and full execution of the agreement, with an estimated commencement date of September 1, 2025, and will terminate June 30, 2031, unless terminated earlier as provided in the agreement. The agreement includes a 30-day early entry period during which County personnel may prepare the office space (e.g., install furniture and equipment) for use by Medical Examiner staff. No base rent or other fees will accrue during the early entry period, and early entry does not alter the agreement's termination date.

Key terms of the License Agreement include:

- **Base Rent** is $4.03 per rentable square foot per month ($4,830.20 monthly; $57,962.40 annually). The lease establishes a fixed rental rate for the full term of the agreement, with no escalator clauses or scheduled increases during the contract duration.
- **Parking**: Six (6) exclusive reserved spaces in Lot 6N are included in the lease.

- **Tenant Hours:** Medical Examiner's staff will continue to have 24-hour, seven-day/week access and use of the facility, thus supporting around-the-clock operations and ability to respond to time-sensitive cases.
- **Early Termination:** Either party may terminate with 60 days' written notice on or after September 2029.
- **Use**: County Department of Medical Examiner operations will proceed as usual, with public access to offices restricted to authorized County staff and official visitors. As with the previous leased office space, there will be no disruption to Police Department operations.
- **Maintenance and Utilities:** The City is responsible for maintaining the premises, common areas, building systems, and utilities, including janitorial, pest control, and HVAC.
- **Insurance:** The City and County will maintain specified insurance coverage, with mutual indemnification and waiver of subrogation provisions.

Approval of the License Agreement will allow the County to continue essential Medical Examiner operations within the Police Department while accommodating the City's security needs and optimizing use of available space.

BUDGET IMPACT:

The proposed lease will generate annual income of $57,962, an increase from the current annual lease income of $54,000 per year ($4,500 per month). The City will continue to bear the cost of maintenance, utilities, and services. Staff anticipates that the expenses will be less than revenue collected, and funding is available within the existing Police Department's operating budget.

CONCLUSION:

Staff recommends that the City Council approve a License Agreement with the County of Los Angeles for use of office space within the Police Department facilities for the Department of Medical Examiner's staff; and authorize the City Manager, or designee, to make non-substantive changes and execute all related documents.

ATTACHMENTS:

A. License Agreement No. 2418
B. Contract No. 1628 - County of Los Angeles Chief Executive Office Lease Agreement L-1063

COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE

LICENSE AGREEMENT

COUNTY OF LOS ANGELES - Tenant

CITY OF SAN FERNANDO – Landlord

910 1ST STREET

SAN FERNANDO, CALIFORNIA

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EXHIBITS

Exhibit A – Floor Plan of the Premises
Exhibit B – Intentionally Omitted
Exhibit C – Heating, Ventilation, and Air Conditioning Standards
Exhibit D – Cleaning and Maintenance Schedule
Exhibit E – Subordination, Non-disturbance and Attornment Agreement
Exhibit F – Tenant Estoppel Certificate
Exhibit G – Intentionally Omitted
Exhibit H – Memorandum of License Terms

COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE

LICENSE AGREEMENT

This LICENSE AGREEMENT ("License") is entered into as of the_____ day of _____, 20__ between the CITY OF SAN FERNANDO, a municipal corporation and general law city ("Landlord"), and COUNTY OF LOS ANGELES, a body corporate and politic ("Tenant" or "County").

Landlord and Tenant agree:

1. BASIC LICENSE INFORMATION

1.1 Terms

The following terms as used herein shall have the meanings provided in this Section 1, unless otherwise specifically modified by provisions of this License:

(a) Landlord's Address for Notices:	City of San Fernando City Manager 117 McNeil Street San Fernando, CA 91340 Attn: City Manager
(b) Tenant's Address for Notices:	County of Los Angeles Chief Executive Office - Real Estate Division 320 West Temple Street, 7th Floor Los Angeles, CA 90012 Attention: Director of Real Estate With a copy to: County of Los Angeles Office of the County Counsel 648 Kenneth Hahn Hall of Administration 500 West Temple Street, Suite 648 Los Angeles, CA 90012-2713 Attention: Property Division
(c) Premises:	Approximately 1,200 rentable square feet, in the Building (defined below), as shown on Exhibit A attached hereto.

(d) Building:	The Building located at 910 1st Street, San Fernando, CA 91340, California, which is currently assessed by the County Assessor as APN 2519-001-902 (collectively, the "Property");
(e) Term:	The term of this License shall commence on the first day of the first calendar month following approval of this License by the Board of Supervisors and full execution of the License by both parties, as defined in Section 4.1 (the "Commencement Date"), and shall terminate at midnight on June 30, 2031 (the "Termination Date"), subject to earlier termination by Tenant as provided herein. The phrase "Term of this License" or "the Term hereof" as used in this License, or words of similar import, shall refer to the initial Term of this License together with any additional Extension Term for which an option has been validly exercised.
(f) Estimated Commencement Date:	September 1, 2025
(g) Irrevocable Offer Expiration Date	Not Applicable
(h) Base Rent:	$4.03 per rentable square foot per month (i.e., $4,830.20 per month or $_____ per year)
(i) Early Termination (see Section 4.4)	Sixty (60) days' notice on or after the forty-eighth (48th) month
(j) Rentable Square Feet in the Premises:	1,200 rentable square feet
(k) Initial Departmental Use:	Department of Medical Examiner, subject to Section 6.
(l) Parking Spaces:	6 exclusive reserved spaces
(m) Tenant's Hours of Operation:	24 Hours per day, 7 days per week.
(n) Asbestos Report:	None

(o) Seismic Report	None
(p) Disabled Access Survey	None

1.2 Exhibits to License	Exhibit A - Floor Plan of Premises Exhibit B - Intentionally Omitted Exhibit C - HVAC Standards Exhibit D - Cleaning and Maintenance Schedule Exhibit E - Subordination, Non-Disturbance and Attornment Agreement Exhibit F - Tenant Estoppel Certificate Exhibit G - Intentionally Omitted Exhibit H - Memorandum of License

2. PREMISES

2.1 License of Premises

Landlord does hereby license to Tenant, and Tenant does hereby license from Landlord, upon the terms and conditions herein set forth, the Premises described in Section 1.1 and depicted on Exhibit A attached hereto.

2.2 Measurement of Premises

Tenant shall have the right at any time during the Term of this License to field-measure and verify the exact footage of the Premises and/or the Building. All measurements shall be taken in accordance with the methods of measuring rentable area as described in the Standard Method for Measuring Floor Area in Office Buildings, ANSI/BOMA Z65.1-2010, as promulgated by the Building Owners and Management Association ("BOMA") International, except that no penthouse mechanical room space shall be included in the measurement. Should this measurement be less than the square footage stated above, then Tenant shall have the right to adjust such square footage and reduce the Base Rent in Section 1.1 accomplished by the mutual execution of an amendment to this License. Landlord acknowledges the space has been marketed at the above-indicated rental amount and in the event of subsequent physical measurements, Landlord agrees there will be no increase made to the Base Rent if the measured square footage exceeds the amount represented by Landlord.

3. COMMON AREAS

Tenant may use the following areas ("Common Areas") in common with Landlord and any other tenants of the Building: the entrances, lobbies, corridors and other public areas of the Building, walkways, landscaped areas, driveways necessary for access to the Premises, parking areas and other common facilities designated by Landlord from time to time for common use of all tenants of the Building. Tenant shall comply with all rules and regulations regarding the use of the Common Area established by Landlord.

4. COMMENCEMENT AND EXPIRATION DATES

4.1 Term

The term of this License shall commence on the first day of the first calendar month following approval of this License by the Board of Supervisors and full execution of the License by both parties and shall terminate at midnight on June 30, 2031.

4.2 Intentionally Omitted

4.3 Early Entry

Tenant shall be entitled to enter the Premises not less than thirty (30) days prior to the Commencement Date for the purpose of installing Tenant's furniture, fixtures, and equipment in the Premises. Such early entry shall be subject to all provisions hereof, but shall not advance the Termination Date, and Tenant shall not pay Base Rent nor any other charges for such early entry period.

4.4 Early Termination

Either party shall have the right to terminate this License at any time after the Early Termination date specified in Section 1.1, by giving Landlord not less than sixty (60) days prior written notice, executed by Tenant's Chief Executive Officer or his/her designee.

4.5 License Expiration Notice

No later than twelve (12) months, nor earlier than eighteen (18) months, prior to the expiration of the License Term, Landlord shall provide a written notice to Tenant notifying Tenant of the Termination Date. The failure of Landlord to provide timely notice shall operate to extend the Term of the License.

5. RENT

5.1 Base Rent

Tenant shall pay Landlord the Base Rent stated in Section 1.1 during the Term hereof within fifteen (15) days after (a) the Commencement Date, and (b) the first day of each calendar month thereafter, provided that at least fifteen (15) business days prior to the Commencement Date, Landlord must provide the Auditor-Controller ("A-C") of the County of Los Angeles with the following information: (i) name and address of Landlord or other party to whom Base Rent should be paid, (ii) Landlord's federal tax ID number; (iii) name of contact person and contact information (including phone number) for Landlord; (iv) a completed IRS form W-9, and (v) evidence of insurance in compliance with Section 20.2. If Landlord fails to timely provide the information required pursuant to this Section 5.1, or to provide updates for any changed information, then Tenant shall not be required to pay Base Rent to Landlord until fifteen (15) business days after Landlord provides such information. Base Rent for any partial calendar month during the Term shall be prorated in proportion to the number of days during the Term within such calendar month.

5.2 Method of Payment and Required Information

The Tenant may, at its sole discretion, determine the most appropriate, efficient, secure, and timely form of payment for any amounts due under this License. Landlord further agrees that the default form of payment shall be Electronic Funds Transfer ("EFT") or direct deposit, unless an alternative method of payment is deemed appropriate by the A-C.

Subject to Section 5.1, the Landlord shall provide the A-C with electronic banking and related information for the Landlord and/or any other payee that the Landlord designates to receive payment pursuant to this License. Such electronic banking and related information includes, but is not limited to: bank account number and routing number, legal business name, valid taxpayer identification number or TIN, a working e-mail address capable of receiving remittance advices and other payment related correspondence, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments. Upon the Commencement Date or at any time during the duration of the License, a Landlord may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), shall decide whether to approve exemption requests.

6. USES

Landlord agrees that the demised Premises, together with all appurtenances thereto, shall be used by the Tenant for the government department set forth in Section 1.1, any other County Department the County designates, any other governmental purposes, or other lawful purposes that do not materially adversely interfere with other uses in the Building, during Tenant's Hours of Operation, after Tenant's Hours of Operation, and on weekends and holidays.

7. HOLDOVER

If Tenant remains in possession of the Premises or any part thereof after the expiration of the term of this License, such occupancy shall be a tenancy which is terminable upon sixty (60) days written notice from Landlord or thirty (30) days written notice from Tenant's Chief Executive Officer or his/her designee at the last monthly Base Rent payable under this License, plus any other charges payable under this License, and subject to all of the terms, covenants and conditions of this License.

8. COMPLIANCE WITH LAW

Tenant shall, at Tenant's expense, comply promptly with all applicable statutes, ordinances, rules, regulations, orders and requirements in effect during the Term hereof or any extension term regulating the use, occupancy or improvement of the Premises by Tenant. Landlord, not Tenant, shall, at its sole cost, at all times cause the Premises and the Building to comply with all applicable statutes, ordinances, rules, regulations, orders

and requirements in effect and binding upon Tenant or Landlord during the term hereof, including but not limited to the Americans with Disabilities Act ("ADA"), except if such compliance is made necessary as a result of Tenant's particular use of or alterations or improvements to the Premises.

9. DAMAGE OR DESTRUCTION

9.1 Damage

If any portion of the Premises is damaged by fire or any other cause rendering the Premises totally or partially inaccessible or unusable, and the Premises may be restored to a complete architectural unit of the same value, condition and character that existed immediately prior to such casualty in less than one hundred eighty (180) days, then Landlord shall promptly, at Landlord's expense, repair such damage, and this License shall continue in full force and effect. If all or any portion of the Premises shall be made unusable by fire or other casualty, Landlord shall immediately secure the area to prevent injury to persons and/or vandalism to the improvements. Landlord shall promptly, but in any event within ten (10) days, cause an architect or general contractor selected by Landlord to provide Landlord and Tenant with a written estimate of the amount of time required to substantially complete the repair and restoration of the Premises and make the Premises leasable again using standard working methods. The failure to do so shall be a material default hereunder. Base Rent shall abate to the extent that the Premises are unusable by Tenant.

9.2 Tenant Termination Right

If any portion of the Premises is damaged by fire or any other cause rendering the Premises totally or partially inaccessible or unusable, and the Premises will not be restored to a complete architectural unit of the same value, condition and character that existed immediately prior to such casualty in less than one hundred eighty (180) days for any reason, then Tenant may terminate this License by giving Landlord written notice within ten days after Tenant's receipt of written notice from Landlord or its agents specifying such time period of repair; and this License shall terminate and the Base Rent shall be abated from the date the Premises became unusable. If Tenant does not elect to terminate this License, then Landlord shall promptly commence and diligently prosecute to completion the repairs to the Building or Premises, provided that insurance proceeds are available to repair the damages.

9.3 Damage In Last Year

Notwithstanding the foregoing provisions, if any material destruction to the Premises occurs during the last year of the Term, then either Landlord or Tenant may terminate this License by giving written notice to the other not more than thirty (30) days after such destruction, in which case:

(a) Landlord shall have no obligation to restore the Premises;

(b) Landlord may retain all insurance proceeds relating to such destruction, and

(c) This License shall terminate as of the date which is thirty (30) days after such written notice of termination.

9.4 Default By Landlord

If Landlord is required to repair and restore the Premises as provided for in this Section 9, and Landlord thereafter fails to diligently prosecute said repair and restoration work to completion, as determined by Tenant in its reasonable discretion, then Tenant may, at its sole election:

(a) Declare a default hereunder, or

(b) Perform or cause to be performed the restoration work and deduct the cost thereof, plus interest thereon at ten percent (10%) per annum, from the next installment(s) of Base Rent due as a charge against the Landlord.

10. REPAIRS AND MAINTENANCE

10.1 Landlord Representations

(a) Landlord represents to Tenant that, as of the date hereof and on the Commencement Date:

i. The Premises, the Building, and all Common Areas (including electrical, heating, ventilating, and air conditioning ("HVAC"), mechanical, plumbing, gas and fire/life safety systems in the Building and similar building service systems) comply with all current laws, codes, and ordinances, including but not limited to the Americans With Disabilities Act, and are in good working order and condition;

ii. The Building and the Premises comply with all covenants, conditions, restrictions and insurance underwriter's requirements;

iii. The Premises, the Building and the Common Areas are free of the presence of Hazardous Materials (as hereinafter defined); and

iv. Landlord has not received any notice from any governmental agency that the Building or the Premises are in violation of any law or regulation.

(b) Landlord represents, based upon a professional inspection of the Premises and the Building and the Asbestos Report (as defined in Section 1.1) that the Premises and the Building contain no asbestos containing materials (other than as may be reflected in the Asbestos Report). Landlord shall, prior to Tenant's occupancy, abate, at Landlord's sole cost and expense, all asbestos-containing materials to the extent required by law and provide Tenant with an updated report from a licensed California Asbestos contractor to that effect.

(c) CASp Inspection:

In accordance with California Civil Code Section 1938, Landlord hereby states that the Premises and the Common Areas: *[Check the appropriate box]*

☐ Have undergone inspection by a Certified Access Specialist (a "CASp") and have been determined to meet all applicable construction related accessibility standards pursuant to California Civil Code Section 55.53. Landlord shall provide Tenant with a copy of the CASp inspection report and a current disability access inspection certificate for the Premises within seven (7) days after the execution of this License.

☐ Have undergone inspection by a Certified Access Specialist and have not been determined to meet all applicable construction related accessibility standards pursuant to California Civil Code Section 55.53. Landlord has provided Tenant with a copy of the CASp inspection report at least 48 hours prior to the execution of this License. A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises.

☒ Have not undergone inspection by a Certified Access Specialist. A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises.

The foregoing statement is provided solely for the purpose of complying with California Civil Code Section 1938 and shall not affect the Landlord's and Tenant's respective responsibilities for compliance with any design and construction related accessibility obligations as provided under this License or any Work Letter.

(d) Landlord agrees to indemnify and hold harmless Tenant from all damages, costs, and expenses, which result from a material breach of Landlord's representations contained in this Section 10.1.

10.2 Landlord Obligations

(a) Landlord shall keep and maintain the Property in good condition and repair and promptly make repairs to and perform maintenance upon and replace as needed:

i. the structural elements of the Building, including without limitation, all permanent exterior and interior walls, floors and ceilings, foundations, roof, concealed plumbing, stairways, concealed electrical systems and intra-building telephone network cables;

ii. mechanical (including HVAC), electrical, plumbing and fire/life systems serving the Building;

iii. the Common Areas;

iv. exterior windows of the Building; and

v. elevators serving the Building.

(b) Landlord, at its sole cost and expense, shall also perform all maintenance and repairs to the Premises, and shall keep the Premises in good condition and repair, reasonable wear and tear excepted. For repairs that require the services of an environmental consultant, including but not limited to mold/water intrusion, asbestos, soil gases, etc., landlord shall retain the services of a qualified vendor that possess, at minimum, the professional qualifications required of a Los Angeles County Facilities Ancillary Services Master Agreement (FASMA) vendors. Landlord's repair obligations include, without limitation, repairs to, or replacements of:

i. the floor covering (if such floor covering is carpeting it shall be replaced as needed, but not less often than after five (5) years of use);

ii. interior partitions;

iii. doors, door frames and hardware;

iv. the interior side of demising walls (which shall be repainted as needed but not less often than every five (5) years);

v. signage;

vi. emergency exit signage and battery replacement;

vii. HVAC equipment dedicated to the mechanical rooms housing Tenant's computer servers and related equipment; and

viii. Light fixtures, bulbs, tubes and ballasts.

(c) Landlord shall, to the best of its ability, provide all reports, maintenance records, or other documentation as may be requested from time to time.

10.3 Tenant Obligations

Without limiting Landlord's repair and maintenance obligations, Tenant shall be responsible for (i) the cost of repairing any area of the Property damaged by Tenant or by Tenant's agents, employees, invitees or visitors, and (ii) the repair of low voltage electronic, phone and data cabling and related equipment that is installed by or for the exclusive benefit of Tenant. All repairs and replacements shall:

(a) be made and performed by contractors or mechanics approved by Landlord, which consent shall not be unreasonably withheld, conditioned or delayed;

(b) be at least equal in quality, value and utility to the original work or installation; and

(c) be in accordance with all applicable laws.

10.4 Tenant's Right to Repair

(a) If Tenant provides written notice (or oral notice in the event of an emergency, such as damage or destruction to or of any portion of the Building structure and/or the Building systems, and/or anything that could cause material disruption to Tenant's business) to Landlord of an event or circumstance which requires the action of Landlord with respect to repair and/or maintenance, and if Landlord fails to provide such action within a reasonable period of time given the circumstances after the giving of such notice, but in any event not later than five (5) days after the giving of such notice, then Tenant may proceed to take the required action (provided, however, that no such notice shall be required in the event of an emergency which threatens life or where there is imminent danger to property or a possibility that a failure to take immediate action could cause a material disruption in Tenant's normal and customary business activities). Tenant shall have access to the Building to the extent necessary to perform the work contemplated by this provision. If such action was required under the terms of this License to have been taken by Landlord and was not taken by Landlord within such period (unless such notice was not required as provided above), and Tenant took such required action, then Tenant shall be entitled to prompt reimbursement by Landlord of Tenant's reasonable costs and expenses in having taken such action plus interest thereon at ten percent (10%) per annum. If not reimbursed by Landlord within ten (10) days after written notice, then Tenant shall be entitled to deduct from Base Rent payable by Tenant under this License the amount set forth in its invoice for such work. The remedies provided in this Section are in addition to the remedies provided in Section 15.

(b) Notwithstanding any provisions of this License to the contrary, Tenant, acting through the Chief Executive Office, may request that Landlord perform, supply and administer repairs, maintenance, building services and/or alterations that are the responsibility of the Tenant, not to exceed $5,000, as part of a separate purchase order issued by the County on

Tenant's behalf. Any improvements by Landlord shall be subject to compliance with County Internal Services Department Purchasing Policy and Procedure No. A-0300, effective November 22, 2016, delivered to Landlord and incorporated by reference herein. This Section shall not apply to Tenant Improvements, as defined in Section 24.

11. SERVICES AND UTILITIES

11.1 Services

(a) Heating, Ventilation and Air Conditioning (HVAC)

Landlord shall furnish heating, ventilation and air conditioning ("HVAC"), during Tenant's Hours of Operations in amounts required for the use and occupancy of the Premises for normal office purposes to a standard comparable to other first-class buildings and not less than the standard set forth in Exhibit C attached hereto. In addition, Landlord shall furnish HVAC at all times (i.e., twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year) to the mechanical rooms housing Tenant's computer servers and related equipment.

(b) Electricity

Landlord shall furnish to the Premises the amount of electric current provided for in the Landlord's Work Letter (if applicable) but in any event not less than seven (7) watts of electric current (connected load) per square foot of rentable square feet in the Premises, for power and lighting and electric current for HVAC, and Landlord shall provide the existing or new transformers or sub-panels on each floor of the Premises necessary for Tenant to utilize such capacity in the Premises.

(c) Elevators

Landlord shall furnish freight and passenger elevator services to the Premises during Tenant's Hours of Operations. During all other hours, Landlord shall furnish passenger elevator cab service in the elevator bank serving the Premises on an as needed basis, and, by prior arrangement with Landlord's building manager, freight elevator service.

(d) Water

Landlord shall make available in the Premises warm and cold water for normal lavatory and kitchen purposes and potable water for drinking purposes, all of which shall meet applicable government standards.

(e) Janitorial

Landlord, at its sole cost and expense, shall provide janitorial service five (5) nights per week, generally consistent with that furnished in comparable office buildings in the County of Los Angeles, but not less than the services set forth in the specifications set forth in Exhibit D attached hereto.

(f) Access

Landlord shall furnish to Tenant's employees and agents access to the Building, Premises and Common Areas on a seven day per week, 24 hour per day basis, subject to compliance with such reasonable security measures as shall from time to time be in effect for the Building. If required, Landlord shall provide access cards or fobs to all Tenant employees for Building entry, elevators, and/or floor access, at Landlord's sole cost and expense.

(g) Pest Control

Landlord at its sole cost and expense shall provide any and all pest control services to the Premises per the specifications set forth in Exhibit D attached hereto.

11.2 Utilities

Landlord agrees to pay, at its sole cost, when due, all charges for the use of the sewer, effluent treatment (when and if imposed by any governmental authority), all water, sprinkler standby charges, electricity, gas, heating and common area power and lighting, trash removal service, fire/life safety systems, charges associated with the HVAC, and other utility rents and charges accruing or payable in connection with the Premises and the Common Areas during the Term of this License or any renewal, extension, or holdover thereof, whether the same are pro-rated or measured by separate meters. In the event Landlord fails or refuses to pay any or all of such charges when due, Tenant may give Landlord ten (10) calendar days prior written notice and thereafter pay directly such charges and deduct the payments from the next installments of rent due as a charge against the Landlord.

12. TAXES

Landlord, at its sole cost and expense, shall pay, prior to delinquency, all real property taxes, assessments and special assessments which may be levied or assessed against the Premises or the Building during the term of this License or any renewal or holdover period thereof.

In the event Landlord fails or refuses to pay any or all taxes or assessments when due, Tenant may, at its sole discretion, give Landlord thirty (30) calendar days prior written notice and thereafter pay such taxes and assessments and deduct the payments from the next installments of rent due as a charge against the Landlord.

13. LANDLORD ACCESS

Upon 24 hours prior written notice by Landlord, Tenant shall permit Landlord and its agents to enter the Premises. If Landlord temporarily closes any portion of the Premises, Base Rent shall be prorated based upon the percentage of the Premises rendered unusable and not used by Tenant. Landlord shall have the right at any and all times to enter the Premises in the event of an emergency and notify Tenant immediately thereafter.

14. TENANT DEFAULT

14.1 Default

The occurrence of any one or more of the following events shall constitute a material default and breach of this License by Tenant ("Default"):

(a) the failure by Tenant to make any payment of Base Rent or any other payment required to be made by Tenant hereunder (except to the extent an offset is expressly permitted hereunder) as and when due, and the failure continues for a period of ten (10) days after written notice to Tenant;

(b) the failure by Tenant to observe or perform any of the other covenants, conditions or provisions of this License, where such failure shall continue for a period of thirty (30) days after written notice from Landlord specifying the nature of the default; provided, however, if more than thirty (30) days are reasonably required for its cure then Tenant shall not be deemed to be in default if Tenant commences such cure, within said thirty (30)-day period and thereafter diligently prosecutes such cure to completion.

14.2 Termination

Tenant agrees that if a Default should occur and should not be cured within the time periods set forth above, it shall be lawful for Landlord to terminate this License upon the giving of written notice to Tenant. In addition thereto, Landlord shall have such other rights or remedies as may be provided by law.

14.3 No Effect on Indemnity

Nothing in this Article shall be deemed to affect either Landlord or Tenant's right to indemnification under any indemnification clause or clauses set forth in this License.

15. LANDLORD DEFAULT

15.1 Remedies

In addition to the provisions for Landlord's default provided by Sections 9.4, 10.4, 19, 21.2 and 32.3, Landlord shall be in default ("Landlord Default") in the performance of any obligation required to be performed by Landlord under this License if Landlord has failed to perform such obligation within five (5) days after the giving of written notice with respect thereto by Tenant (which notice shall be, if appropriate, the same notice given under Section 10.4); provided, however, that if the nature of the Landlord Default is such that the same cannot reasonably be cured within such five day period, Landlord shall not be deemed to be in Landlord Default if Landlord shall within such period commence such cure and thereafter diligently prosecute the same to completion. If the Landlord Default is of such a nature that it materially and substantially interferes with Tenant's occupancy and use of the Premises and if such Landlord Default is not cured within the foregoing cure period, then Tenant shall have the right, at its option, with or without further notice or demand of any kind to Landlord or any other person, to any one or more of the following described remedies in addition to all other rights and remedies provided at law or in equity or elsewhere herein:

(a) to remedy such default or breach and deduct the costs thereof (including but not limited to attorney' fees) plus interest at the rate of ten percent (10%) per annum from the installments of Base Rent next falling due;

(b) to pursue the remedy of specific performance;

(c) to seek money damages for loss arising from Landlord's failure to discharge its obligations under this License or offset such damages against Base Rent next coming due; and/or

(d) to terminate this License.

15.2 Waiver

Nothing herein contained shall relieve Landlord from its duty to effect the repair, replacement, correction or maintenance required to restore any affected services, or to perform any other obligations to the standard prescribed in this License, nor shall this Section be construed to obligate Tenant to undertake any such work.

15.3 Emergency

Notwithstanding the foregoing cure period, Tenant may cure any default where the failure promptly to cure such default would, in the reasonable opinion of Tenant, create or allow to persist an emergency condition, or materially and adversely affect the operation of Tenant's business in the Premises. In such cases, Tenant may perform the necessary work through its Internal Services Department and deduct the cost of said work from the Base Rent next due.

16. ASSIGNMENT AND SUBLETTING

16.1 Assignment and Subletting

Tenant may not assign, mortgage, encumber or otherwise transfer this License or sublet the whole or any part of the Premises without first obtaining Landlord's prior consent; and no such assignment, subletting or other transfer shall relieve Tenant of any liability under this License unless Landlord has given its written consent thereto.

16.2 Sale

If Landlord sells or conveys the Property, then all liabilities and obligations of Landlord accruing under this License after the sale or conveyance shall be binding upon the new owner, and the transferor shall be released from all liability under this License accruing subsequent to such sale or conveyance, provided that the transferee assumes Landlord's remaining obligations hereunder in writing. Nothing in this Section 16.2 shall be deemed to release Landlord's successor in interest from responsibility for any condition (including but not limited to deferred maintenance) existing on the date of transfer.

Upon any sale or transfer of the Property by Landlord, Landlord shall provide thirty (30) days prior written notice of said sale of transfer to Tenant. In addition, Landlord shall provide the following information to Tenant, at Tenant's Address for

Notice (set forth in Section 1.1 hereof), as a condition of Tenant's obligation to pay Base Rent to the new owner:

(a) A letter from the Landlord confirming that the Property was transferred to the new owner, along with written evidence of the transfer of the Property (e.g., a recorded deed).

(b) A signed letter from the new owner including the following information:

i. Name and address of new owner or other party to whom Base Rent should be paid

ii. Federal tax ID number for new owner

iii. Name of contact person and contact information (including phone number) for new owner

iv. Proof of insurance

(c) A W-9 form for new owner.

Tenant shall not be obligated to pay any rental amounts to any party other than the Landlord named herein until such time as all the requirements of this Section 16.2 are satisfied.

17. ALTERATIONS AND ADDITIONS

17.1 Landlord Consent

Tenant shall not make any structural alterations, improvements, additions, or utility installations in or about the Premises (collectively, "Alterations") without first obtaining the written consent of Landlord. If Landlord fails to respond in writing within thirty (30) days after Tenant's request, then Landlord shall be deemed to have approved the requested Alterations. However, Landlord's consent shall not be required for any Alteration that satisfies all of the following criteria:

(a) complies with all laws;

(b) is not visible from the exterior of the Premises or Building;

(c) will not materially affect the systems or structure of the Building; and

(d) does not unreasonably interfere with the normal and customary business office operations of other tenants in the Building.

17.2 End of Term

Any Alterations not removed by Tenant shall become the property of Landlord and remain upon and be surrendered with the Premises at the expiration of the Term.

18. CONDEMNATION

18.1 Controlling Terms

If during the Term, or during the period of time between the execution of this License and the Commencement Date, there is any taking of all or any part of the Premises or any interest in this License by Condemnation (as defined below), this Section shall determine the rights and obligations of Tenant and Landlord. "Condemnation" shall mean the exercise of any governmental power to take title to any portion of the Premises, whether by legal proceedings or otherwise, by a Condemnor (as defined below) or a voluntary sale or transfer by Landlord to any Condemnor either under threat of a Condemnor's exercise of such power or while legal proceedings are pending for the exercise of such power. "Condemnor" shall mean any public or quasi-public authority, or private corporation or individual, having the power of Condemnation.

18.2 Total Taking

If the Premises are totally taken by Condemnation, this License shall terminate on the date the Condemnor has a right to possession of the Premises (the "Date of Taking").

18.3 Partial Taking

If any portion, but not all, of the Premises or the Common Areas is taken by Condemnation, this License shall remain in effect, except that Tenant may elect to terminate this License if, in Tenant's reasonable judgment, the remaining portion of the Premises (including the space available for parking) is rendered unsuitable for Tenant's continued use of the Premises. If Tenant elects to so terminate this License, Tenant must exercise its right to terminate by giving notice to Landlord within thirty (30) days after the date that the nature and the extent of the Condemnation have been determined (the "Determination Date"), which notice shall set forth the date of termination. Such termination date shall not be earlier than thirty (30) days nor later than ninety (90) days after Tenant has notified Landlord of its election to terminate; except that this License shall terminate on the Date of Taking if the Date of Taking falls on a date before the termination date designated by Tenant. If Tenant does not so notify Landlord within thirty (30) days after the Determination Date, all obligations of Tenant under this License shall remain in effect, except that Base Rent shall be equitably abated in proportion to the degree to which Tenant's use of the Premises and the Common Areas is impaired by such Condemnation.

18.4 Restoration

Notwithstanding the preceding paragraph, if, within thirty (30) days after the Determination Date, Landlord notifies Tenant that Landlord, at its sole cost, will add to the remaining Premises and/or the Common Areas so that the Premises and the space available for parking, will be substantially the same (as reasonably determined by Tenant) after the Date of Taking as they were before the Date of Taking, and Landlord commences the restoration promptly and, subject to reasonable allowance for delays that are not caused by Landlord, completes it within ninety (90) days after Landlord so notifies Tenant, then this License shall continue in effect. In such event, all obligations of Tenant under this License shall

remain in effect, except that Base Rent shall be equitably abated or reduced during the period from the Date of Taking until the completion of such restoration.

18.5 Award

The Award (as defined below) shall be divided between Landlord and Tenant as their respective interests may appear. "Award" shall mean all compensation, sums or anything of value awarded, paid or received on a total or partial Condemnation of the Premises. Tenant shall be entitled to any awards for relocation benefits or goodwill belonging to Tenant.

18.6 Waiver of Statute

Landlord and Tenant hereby waive the provision of California Code of Civil Procedure Section 1265.130 allowing Landlord or Tenant to petition the Superior Court to terminate this License in the event of a partial taking of the Premises.

19. INDEMNIFICATION

19.1 Landlord's Indemnity

The Landlord shall indemnify, defend and hold harmless the Tenant from and against any and all liability, loss, injury or damage including (but not limited to) demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from or connected with the Landlord's repair, maintenance and other acts and omissions arising from and/or relating to the Landlord's ownership of the Premises.

19.2 Tenant's Indemnity

The Tenant shall indemnify, defend and hold harmless the Landlord, from and against any and all liability, loss, injury or damage, including (but not limited to) demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees) arising from or connected with the Tenant's repair, maintenance and other acts, errors and omissions arising from and/or relating to the Tenant's use of the Premises.

20. INSURANCE

During the term of this License, the following insurance requirements will be in effect:

20.1 Waiver

Both the Tenant and Landlord each agree to release the other and waive their rights of recovery against the other for damage to their respective property arising from perils insured in the Causes-of-Loss Special Form (ISO form CP 10 30).

20.2 General Insurance Provisions – Landlord Requirements

Without limiting the Landlord's indemnification of Tenant and during the term of this License, and until all of its obligations pursuant to this License have been met, Landlord shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this License. These minimum insurance

coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Landlord pursuant to this License. The Tenant in no way warrants that the Required Insurance is sufficient to protect the Landlord for liabilities which may arise from or relate to this License.

(a) Evidence of Coverage and Notice to Tenant

i. Certificate(s) of insurance coverage ("Certificate") satisfactory to Tenant, and a copy of an Additional Insured endorsement confirming that Tenant and its Agents (defined below) has been given insured status under the Landlord's General Liability policy, shall be delivered to Tenant at the address shown below and provided prior to the start day of this License.

ii. Renewal Certificates shall be provided to Tenant not less than 10 days prior to Landlord's policy expiration dates. The Tenant reserves the right to obtain complete, certified copies of any required Landlord insurance policies at any time.

iii. Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this License by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Landlord identified in this License. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding twenty-five thousand ($25,000.00) dollars and list any Tenant-required endorsement forms.

iv. Neither the Tenant's failure to obtain, nor the Tenant's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Landlord, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

v. Certificates and copies of any required endorsements, and/or notices of cancellation shall be delivered to:

County of Los Angeles
Chief Executive Office - Real Estate Division
320 West Temple Street, 7th Floor
Los Angeles, CA 90012
Attention: Director of Real Estate

Landlord also shall promptly notify Tenant of any third-party claim or suit filed against Landlord which arises from or relates to this License and could result in the filing of a claim or lawsuit against Landlord and/or Tenant.

(b) Additional Insured Status and Scope of Coverage

The Tenant, which is the County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively, "Tenant and its Agents"), shall be provided additional insured status under Landlord's General Liability policy with respect to liability arising from or connected with the Landlord's acts, errors, and omissions arising from and/or relating to the Landlord's operations on and/or its ownership of the premises. Tenant's additional insured status shall apply with respect to liability and defense of suits arising out of the Landlord's acts or omissions, whether such liability is attributable to the Landlord or to the Tenant. The full policy limits and scope of protection also shall apply to the Tenant as an additional insured, even if they exceed the Tenant's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

(c) Cancellation of or Changes in Insurance

Landlord shall provide the Tenant with, or Landlord's insurance policies shall contain a provision that the Tenant shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to the Tenant at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the License, in the sole discretion of the Tenant, upon which the Tenant may suspend or terminate this License.

(d) Failure to Maintain Insurance

Landlord's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the License, upon which County immediately may withhold payments due to Landlord, and/or suspend or terminate this License. County, at its sole discretion, may obtain damages from Landlord resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Landlord, deduct the premium cost from sums due to Landlord or pursue Landlord reimbursement.

(e) Insurer Financial Ratings

Insurance is to be provided by an insurance company authorized to do business in California and acceptable to the Tenant, with an A.M. Best rating of not less than A:VII, unless otherwise approved by the Tenant.

(f) Landlord's Insurance Shall Be Primary

Landlord's insurance policies, with respect to any claims related to this License, shall be primary with respect to all other sources of coverage available to Tenant. Any Landlord maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Tenant coverage.

(g) Waiver of Subrogation

To the fullest extent permitted by law, the Landlord hereby waives its and its insurer(s) rights of recovery against Tenant under all required insurance policies for any loss arising from or related to this License. The Landlord shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to affect such waiver.

(h) Deductibles and Self-Insured Retentions ("SIRs")

Landlord's policies shall not obligate the Tenant to pay any portion of any Landlord deductible or SIR. The Tenant retains the right to require Landlord to reduce or eliminate policy deductibles and SIRs as respects the Tenant, or to provide a bond guaranteeing Landlord's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

(i) Claims Made Coverage

If any part of the Required Insurance is written on claims made basis, any policy retroactive date shall precede the start date of this License. Landlord understands and agrees it shall maintain such coverage for a period of not less than three (3) years following License expiration, termination or cancellation.

(j) Application of Excess Liability Coverage

Landlord may use a combination of primary and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

(k) Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

(l) Tenant Review and Approval of Insurance Requirements

The Tenant reserves the right to review and adjust the Required Insurance provisions, conditioned upon Tenant's determination of changes in risk exposures.

20.3 Insurance Coverage Types And Limits

(a) Tenant Requirements: During the term of this License, Tenant shall maintain a program of insurance coverage as described below:

i. Commercial General Liability Insurance, providing scope of coverage equivalent to ISO policy form CG 00 01, naming Landlord and its Agents as an additional insured, with limits of not less than:

General Aggregate:	$ 2 million
Products/Completed Operations Aggregate:	$ 1 million
Personal and Advertising Injury:	$ 1 million
Each Occurrence:	$ 1 million

Tenant, at its sole option, may satisfy all or any part of this insurance requirement through use of a program of self-insurance (self-funding of its liabilities). Certificate evidencing coverage or letter evidencing self-funding will be provided to Landlord after execution of this License at Landlord's request.

20.4 Landlord Requirements

During the term of this License, Landlord shall provide and maintain the following programs of insurance coverage:

(a) Commercial General Liability Insurance, providing scope of coverage equivalent to ISO policy form CG 00 01, naming Tenant and Tenant's Agents as an additional insured, with limits of not less than:

General Aggregate:	$ 10 million
Products/Completed Operations Aggregate:	$ 10 million
Personal and Advertising Injury:	$ 5 million
Each Occurrence:	$ 5 million

Notwithstanding the foregoing or any language to the contrary, Landlord, at its sole option, may satisfy all or any part of this insurance requirement through use of a program of self-insurance (self-funding of its liabilities). Certificate evidencing coverage or letter evidencing self-funding will be provided to Tenant after execution of this Agreement.

(b) Commercial Property Insurance. Such insurance shall:

i. Provide coverage for Tenant's property and any tenant improvements and betterments to the Premises; this coverage shall be at least as broad as that provided by the Causes-of-Loss Special Form (ISO form CP 10 30), excluding earthquake and including flood and ordinance or law coverage.

ii. Be written for the full replacement cost of the Property, with a deductible no greater than $250,000 or 5% of the Property value, whichever is less. Insurance proceeds shall be payable to the Landlord and Tenant, as their interests may appear.

21. PARKING

21.1 Tenant's Rights

Tenant shall have the right to the number of exclusive reserved parking spaces and unreserved parking spaces set forth in Section 1.1, without charge, for the Term of this License. No tandem parking shall be required or allowed, and Tenant shall be entitled to full in/out privileges at all times. Tenant's parking rights shall

be subject to reasonable parking rules and regulations adopted by Landlord from time to time, provided that such procedures shall be uniformly applied to all tenants. Tenant acknowledges that all unreserved parking spaces are not for the exclusive use of Tenant, rather, all such parking spaces are to be used on a non-exclusive, first-come, first-served basis by Tenant and other tenants, occupants, licensees, invitees and permittees of the Building. Landlord, at its sole expense, shall provide Tenant with at least one (1) parking access card or key fob for each reserved or unreserved parking space set forth in Section 1.1, if applicable. Tenant acknowledges, understands and agrees that from time to time reserved and unreserved parking space me be unavailable due to maintenance. Landlord shall provide Tenant will at least thirty (30) days prior written notice before undertaking any such maintenance. Landlord shall be under no obligation to furnish Tenant with interim parking during those periods of time when reserved and/or unreserved parking is unavailable due to maintenance.

21.2 Remedies

Landlord acknowledges that it is a material term of this License that Tenant receives all of the parking spaces to which it is entitled under this License for the entire Term of this License and that it would be impracticable and extremely difficult to fix the actual damages for a breach of such provisions. It is therefore agreed that if, for any reason whatsoever, a material number of the parking spaces required above are not available to Tenant (in addition to the rights given to Tenant under Section 14 and Sections 9 and 17 in the event of casualty or condemnation), then Tenant may:

(a) terminate this License by giving written notice of such termination to Landlord, which notice shall be effective thirty (30) days thereafter, or

(b) deduct from the Base Rent thereafter accruing hereunder an amount each month equal to the Base Rent times the percentage of parking spaces not so provided times the number 1.5, but such deduction from Base Rent shall be not less than ten percent (10%) nor more than one hundred percent (100%) of the Base Rent.

22. ENVIRONMENTAL MATTERS

22.1 Hazardous Materials

Tenant shall not cause nor permit, nor allow any of Tenant's employees agents, customers, visitors, invitees, licensee, contractor, assignees or subtenants to cause or permit, any Hazardous Materials to be brought upon, stored, manufactured, generated, blended, handled, recycled, treated, disposed or used on, under or about the Premises, the Building or the Common Areas, except for routine office and janitorial supplies in usual and customary quantities stored, used and disposed of in accordance with all applicable Environmental Laws. As used herein, "Hazardous Materials" means any chemical, substance, material, controlled substance, object, condition, waste, living organism or combination thereof, whether solid, semi solid, liquid or gaseous, which is or may be hazardous to human health or safety or to the environment due to its radioactivity, ignitability, corrosivity, reactivity, explosivity, toxicity, carcinogenicity, mutagenicity, phytotoxicity, infectiousness or other harmful or potentially harmful properties or effects, including, without limitation, molds, toxic levels of bacteria, tobacco smoke

within the Premises, petroleum and petroleum products, asbestos, radon, polychlorinated biphenyls (PCBs), refrigerants (including those substances defined in the Environmental Protection Agency's "Refrigerant Recycling Rule," as amended from time to time) and all of those chemicals, substances, materials, controlled substances, objects, conditions, wastes, living organisms or combinations thereof which are now or become in the future listed, defined or regulated in any manner by any Environmental Law based upon, directly or indirectly, such properties or effects. As used herein, "Environmental Laws" means any and all federal, state or local environmental, health and/or safety-related laws, regulations, standards, decisions of courts, ordinances, rules, codes, orders, decrees, directives, guidelines, permits or permit conditions, currently existing and as amended, enacted, issued or adopted in the future which are or become applicable to Tenant, the Premises, the Building or the Common Areas.

22.2 Landlord Indemnity

Landlord shall indemnify, protect, defend (by counsel acceptable to Tenant) and hold harmless Tenant from and against any and all claims, judgments, causes of action, damage, penalties, fines, taxes, costs, liabilities, losses and expenses arising at any time during or after the Term as a result (directly or indirectly) of, or in connection with, the presence of Hazardous Materials on, under or about the Premises, Building or Common Areas or other violation of laws relating to Hazardous Materials other than those caused by Tenant. This indemnity shall include, without limitation, the cost of any required or necessary repair, cleanup or detoxification, and the preparation and implementation of any closure, monitoring or other required plans, as such action is required by local or state laws or any governmental agency. Landlord shall promptly deliver to Tenant a copy of any notice received from any governmental agency during the Term of this License concerning the presence of Hazardous Materials in the Building or the Premises. Landlord's obligations pursuant to the foregoing indemnity shall survive the expiration or termination of this License. A default by Landlord under this Section shall constitute a material default under this License.

23. ESTOPPEL CERTIFICATES

Tenant shall, within 30 business days after written request of Landlord, execute, acknowledge and deliver to Landlord or its designee a written statement in the form of Exhibit F attached hereto (properly completed) but shall have no other obligation to deliver any other form of estoppel certificate. It is intended that any such statement delivered pursuant to this Section may be relied upon by a prospective purchaser of Landlord's interest in the Premises or a holder of any mortgage upon Landlord's interest in the Premises.

24. INTENTIONALLY OMITTED

25. LIENS

Tenant shall keep its interest in this License and the Premises free from any liens arising out of any work performed or materials ordered or obligations incurred by Tenant. Landlord shall keep its interest in this License and the Premises free from any liens which would impair the interest of Tenant hereunder and hereby indemnifies and holds Tenant harmless from any liability or loss from any such lien.

26. SUBORDINATION AND MORTGAGES

26.1 Subordination and Non-Disturbance

Tenant agrees, at Landlord's option, to subordinate this License to the lien of any mortgages or deeds of trust now or hereafter in force against the Building.

26.2 Existing Deeds of Trust

The beneficiary under any existing deed of trust affecting the Building shall provide a written agreement to Tenant in the form of Exhibit E attached hereto, within 30 days after the execution of this License.

26.3 Notice of Default

If any mortgagee or beneficiary under a deed of trust affecting the Property gives written notice of its name and address to Tenant by registered mail and requests copies of any notice of default that Tenant serves upon Landlord, Tenant agrees to use its best efforts (but without liability for failure to do so) to give such mortgagee or beneficiary a copy of any notice of default that Tenant serves upon Landlord which could permit Tenant to terminate this License, along with an additional ten days within which to cure such default.

27. SURRENDER OF POSSESSION

At the expiration of the Term of this License, whether by lapse of time or otherwise, Tenant shall promptly and peacefully surrender the Premises to Landlord in a "broom-clean" condition. Tenant may (but shall not be required to) remove, at its own expense, all fixtures, equipment and all other personal property placed or installed in or upon the Premises by Tenant, or under its authority (including any modular furniture).

28. INTENTIONALLY OMITTED

29. QUIET ENJOYMENT

So long as Tenant is not in default hereunder, Tenant shall have the right to the peaceful and quiet enjoyment and possession of the Premises and the Common Areas during the Term of this License, subject to the terms and conditions of this License.

30. GENERAL

30.1 Headings

Titles to Sections of this License are not a part of this License and shall have no effect upon the construction or interpretation of any part hereof.

30.2 Successors and Assigns

All of the covenants, agreements, terms and conditions contained in this License shall inure to and be binding upon the Landlord and Tenant and their respective successors and assigns.

30.3 Intentionally Omitted

30.4 Entire Agreement

This License (including all exhibits hereto and the Landlord's Work Letter) is the final and complete expression of Landlord and Tenant relating in any manner to the leasing, use and occupancy of the Premises, to Tenant's use of the Building and other matters set forth in this License. No prior agreements or understanding pertaining to the same shall be valid or of any force or effect, and the covenants and agreements of this License shall not be altered, modified or added to except in writing signed by both Landlord and Tenant.

30.5 Severability

Any provision of this License which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof, and the remaining provisions hereof shall nevertheless remain in full force and effect.

30.6 Notices

The parties shall give all notices in writing by (i) personal delivery, (ii) national-recognized, next-day courier service, or (iii) first-class registered or certified mail, postage prepaid, to the Landlord's Address for Notice and Tenant's Address for Notice as set forth in Section 1.1. Without limiting the generality of the foregoing, Landlord's notices to Tenant shall not be effective if they are delivered to the Premises or to another address that is not set forth in Section 1.1(b) hereof. Any notice given under this License shall be deemed effective upon the date of delivery (whether accepted or refused), which, for certified mail and courier service, shall be established by U.S. Post Office return receipt or the courier's proof of delivery, respectively.

30.7 Governing Law and Venue

This License shall be governed by and construed in accordance with the internal laws of the State of California. Any litigation with respect to this License shall be conducted in the County of Los Angeles, State of California.

30.8 Waivers

No waiver by Landlord or Tenant of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach by Landlord or Tenant of the same or any other provision. Landlord's or Tenant's consent to or approval of any act shall not be deemed to render unnecessary the obtaining of Landlord's or Tenant's consent to or approval of any subsequent act by Landlord or Tenant.

30.9 Time of Essence

Time is of the essence for the performance of all of the obligations specified hereunder.

30.10 Consent

Whenever any consent is required by Landlord or Tenant hereunder, such consent shall not be unreasonably withheld, conditioned or delayed and, unless otherwise specifically provided herein, shall be deemed granted if not refused within ten (10) business days after written request is made therefore, together with all necessary information.

30.11 Intentionally Omitted

30.12 Intentionally Omitted

30.13 Counterparts; Electronic Signatures

This License and any other documents necessary for the consummation of the transaction contemplated by this License may be executed in counterparts, including both counterparts that are executed on paper and counterparts that are in the form of electronic records and are executed electronically. An electronic signature means any electronic sound, symbol or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or e-mail electronic signatures. All executed counterparts shall constitute one agreement, and each counterpart shall be deemed an original. The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, may be used in connection with the execution of this License and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this License had been delivered had been signed using a handwritten signature. Landlord and Tenant (i) agree that an electronic signature, whether digital or encrypted, of a party to this License is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intended to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic means, (iii) are aware that the other party will reply on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this License based on the foregoing forms of signature. If this License has been executed by electronic signature, all parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 ("E-SIGN") and California Uniform Electronic Transactions Act ("UETA")(Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, email or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

31. AUTHORITY

Only the County's Board of Supervisors ("Board of Supervisors") has the authority, by formally approving and/or executing this License, to bind Tenant to the terms included herein. Landlord understands that no material terms of this License may be altered or deleted, nor may any new material terms be added to this License, without the express written approval of the Board of Supervisors, either through an amendment to the License or by other formal board action. No County officer, employee, agent or independent contractor has any authority to alter, add or delete the material terms of this License, and Landlord may not rely upon any representations to the contrary. This limitation of authority

applies to all material terms of the License including, without limitation, any monetary ceiling established for Tenant Improvements or other project costs of Landlord which are subject to reimbursement by Tenant. Tenant shall not reimburse Landlord for any expenses which exceed this ceiling. Notwithstanding the foregoing, the Chief Executive Office of the County (the "Chief Executive Office") may take any administrative act on behalf of Tenant hereunder which does not have the effect of increasing Base Rent or other financial obligations of Tenant under this License, including without limitation, granting any approvals, terminating this License in the manner provided herein by an early termination notice or otherwise, signing estoppel certificates, signing the Commencement Date Memorandum and Confirmation of License Terms or subordinating this License. Each individual executing this License on behalf of Landlord represents and warrants that he or she is duly authorized to execute and deliver this License on behalf of Landlord, and that this License is binding upon Landlord in accordance with its terms.

32. ACKNOWLEDGEMENT BY LANDLORD

Landlord acknowledges that it is aware of the following provisions:

32.1 Intentionally Omitted

32.2 Solicitation of Consideration

It is improper for any County officer, employee or agent to solicit consideration in any form from a landlord. A landlord shall not offer or give, either directly or through an intermediary, consideration in any form to a County officer, employee or agent who has had any involvement in the procurement, negotiation, consummation, administration or management of a License.

Landlord shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

Landlord hereby represents and warrants that it has not provided, and will not provide, any financial benefits to any County official, employee or agent who has had any involvement in the procurement, negotiation, consummation, administration or management of this License. Landlord hereby agrees that if it violates any of the terms of this Section 32.2, then the County may declare this License null and void, and the County reserves the right to exercise any and all other remedies available under applicable law.

32.3 Landlord Assignment

(a) Landlord may assign, transfer, mortgage, hypothecate or encumber Landlord's right, title and interest in and to this License or any portion thereof (including the right to receive rental payments but excluding its duties and obligations hereunder), and Landlord may execute any and all instruments providing for the payment of Base Rent directly to an assignee or transferee, but only if the conditions set forth in this Section are met.

(b) Any document or agreement purporting to assign, transfer, mortgage, hypothecate or encumber Landlord's right, title and interest in and to this License, or any portion thereof, as security for the Landlord's obligation to repay any monetary obligation, is hereinafter referred to as a "Security

Agreement." Any Security Agreement which is executed without full compliance with the requirements of this Section shall be void.

(c) Each assignee or transferee under the Security Agreement shall certify and agree in writing that such assignee or transferee has read and is familiar with the requirements of Sections 5950-5955 of California Government Code, which prohibits the offer or sale of any security constituting a fractional interest in this License or any portion thereof, without the prior written consent of the Tenant. Notwithstanding the foregoing, the Tenant hereby acknowledges and agrees that Landlord shall have the right to encumber the Property with CMBS (commercial mortgage backed securities) financing or other traditional real estate financing. However, Landlord may not encumber the Property through any type of bond financing vehicle, including but not limited to certificate of participation financing.

(d) Violation by Landlord of the provisions of Section 5951 of the California Government Code will constitute a material breach of this License, upon which the Tenant may impose damages in an amount equal to the greater of $500,000 or 10% of the aggregate principal portion of all rental payments payable by the Tenant during the entire Term of this License, it being expressly agreed that the aforesaid amount shall be imposed as liquidated damages, and not as a forfeiture or penalty. It is further specifically agreed that the aforesaid amount is presumed to be the amount of damages sustained by reason of any such violation, because from the circumstances and nature of the violation it would be impracticable and extremely difficult to fix actual damages. In addition, the Tenant may exercise or pursue any other right or remedy it may have under this License or applicable law.

(e) Landlord shall give Tenant written notice and a copy of each and every assignment, transfer, hypothecation or encumbrance of Landlord's interest in this License and any instrument relating thereto (including, but not limited to, instruments providing for the payment of Base Rent directly to an assignee or transferee) at least thirty (30) days prior to the effective date thereof.

(f) Landlord shall not furnish any information concerning Tenant or the subject matter of this License (including, but not limited to, offering memoranda, financial statements, economic and demographic information, and legal opinions rendered by the office of counsel for the Tenant) to any person or entity, except with Tenant's prior written consent. Landlord shall indemnify, defend and hold Tenant and its officers, agents and employees harmless from and against all claims and liability alleged to arise from the inaccuracy or incompleteness of any information furnished by Landlord in violation of this Section 32.3.

(g) The provisions of this Section 32.3 shall be binding upon and applicable to the parties hereto and their respective successors and assigns. Whenever in this Section Landlord is referred to, such reference shall be deemed to include Landlord's successors or assigns, and all covenants and agreements by or on behalf of Landlord herein shall bind and apply to Landlord's successors and assigns, whether so expressed or not.

33. INTENTIONALLY OMITTED

IN WITNESS WHEREOF this License has been executed the day and year first set forth above.

LANDLORD:

CITY OF SAN FERNANDO,
a municipal corporation

By: _____
Name: Kanika Kith
Its: Interim City Manager

TENANT:

COUNTY OF LOS ANGELES,
a body corporate and politic

FESIA A. DAVENPORT
Chief Executive Officer

By: _____
John T. Cooke
Assistant Chief Executive Officer

ATTEST:

DEAN C. LOGAN
Registrar-Recorder/County Clerk
of the County of Los Angeles

By: _____
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Senior Deputy

EXHIBIT A

DESCRIPTION OF PREMISES AND AMENITIES

Included in this agreement and provide to Medical Examiner staff by the Landlord are the following services and amenities:

1. Access to two private interview rooms and lobby as a meeting place for families and interested parties, two conference rooms for media press conferences or internal meetings, break room/lounge with refrigerator, microwave, coffee machine and vending machines;

2. Access to private locker room(s), and on-site physical fitness room 24 hours a day and access to shower facilities;

3. Five (5) designated parking spaces in the adjoining municipal parking lot;

4. Access to the Property/Evidence Room to securely house property of victim(s) including currency, medication, gems, precious metals, etc.;

5. Access to the Communication Center for JDIC inquires, and to the Records Bureau for photocopying and shredding needs 24 hours a day;

6. Secure police facility with access control and 24 hour security camera monitoring;

7. Back-up generator for power during outages and natural disasters;

8. Access to investigative services through the San Fernando Police Department Detective Bureau, assistance with locating next of kin and making notifications.

Exhibit A
FLOOR PLAN OF PREMISES

EXHIBIT B

INTENTIONALLY OMITTED

EXHIBIT C

HEATING, VENTILATION
AND AIR CONDITIONING

Landlord shall supply cooling, ventilating and heating with capacity to produce the following results effective during Tenant's Hours of Operation established by the License and within tolerances normal in comparable office buildings; maintenance of inside space conditions of not greater than 78 degrees Fahrenheit when the outside air temperature is not more than 93 degrees Fahrenheit dry bulb and 70 degrees Fahrenheit wet bulb, and not less than 70 degrees Fahrenheit when the outside air temperature is not lower than 42 degrees Fahrenheit dry bulb. Interior space is designated at a rate of one zone for approximately each 1,000 square feet and one diffuser for each 200 square feet of usable/net square footage within the Premises. If energy requirements prohibit Landlord from complying with these requirements, Tenant shall not unreasonably withhold its consent to temporary waivers or modifications.

EXHIBIT D

CLEANING AND MAINTENANCE SCHEDULE

A. DAILY (Monday through Friday)

1. Carpets vacuumed.
2. Composition floors dust-mopped.
3. Desks, desk accessories and office furniture dusted. Papers and folders left on desk not to be moved.
4. Waste baskets, other trash receptacles emptied.
5. Chairs and waste baskets returned to proper position.
6. Fingerprints removed from glass doors and partitions.
7. Drinking fountains cleaned, sanitized and polished.
8. Lavatories, toilets and toilet rooms cleaned and mopped. Toilet supplies replenished.
9. Bulb and tube replacements, as required.
10. Emergency exit signage and egress battery replacement (if applicable)
11. Graffiti expunged as needed within two working days after notice by Tenant
12. Floors washed as needed.
13. Standard kitchen/lunchroom/restroom supplies replenished, including, but, not limited to, paper supplies and soap.

B. WEEKLY

14. Low-reach areas, chair rungs, baseboards and insides of door jambs dusted.
15. Window sills, ledges and wood paneling and molding dusted.

C. MONTHLY

16. Floors washed and waxed in uncarpeted office area.
17. High-reach areas, door frames and tops of partitions dusted.
18. Upholstered furniture vacuumed, plastic and leather furniture wiped
19. Picture moldings and frames dusted.
20. Wall vents and ceiling vents vacuumed.

21. Carpet professionally spot cleaned as required to remove stains.

22. HVAC chiller water checked for bacteria, water conditioned as necessary.

D. QUARTERLY

23. Light fixtures cleaned and dusted, but not less frequently than quarterly.

24. Wood furniture polished.

25. Draperies or mini-blinds cleaned as required, but not less frequently than quarterly.

26. HVAC units serviced for preventative maintenance purposes, all filters changed.

E. SEMI-ANNUALLY

27. Windows washed as required inside and outside but not less frequently than twice annually.

28. All painted wall and door surfaces washed and stains removed.

29. All walls treated with vinyl covering washed and stains removed.

F. ANNUALLY

30. Furniture Systems and any other fabric or upholstered surfaces including chairs, couches, walls, etc., spot cleaned, or if determined to be necessary in Tenant's sole discretion, professionally cleaned in their entirety using a water extraction system.

31. Bathroom and any other ceramic tile surfaces professionally cleaned using a hand scrub process. All grout and porous surfaces resealed with a professional grade sealant.

32. Touch-up paint all interior painted surfaces in a color and finish to match existing.

G. AS NEEDED

33. Premises and the sidewalks, driveways, parking areas and all means of access and egress for the Premises should be maintained in good repair, and in clean and safe condition at all times.

34. All lawns, shrubbery and foliage on the grounds of the Premises should be maintained in good condition and neat in appearance. Grass and shrubbery must be replanted as needed to maintain the grounds in good appearance and condition.

35. Interior and exterior pest control inspections and remediation frequency is to be determined by a licensed exterminator.

36. Carpets to be cleaned using a non-detergent, low moisture, soil encapsulation system as recommended by the carpet manufacturer. The following schedule will be maintained for carpet cleaning:

    i. heavy traffic areas cleaned as needed, with a minimum frequency of bi-monthly [six (6) times per year];

    ii. moderate traffic areas cleaned as needed, with a minimum of once every six (6) months [two (2) times per year]; and

    iii. clean light traffic areas a minimum of once per year.

    Landlord agrees that bonnet cleaning is not an acceptable method of cleaning carpets.

38. All walls repainted and wall coverings replaced throughout the Premises. The paint finish should be eggshell or semi-gloss as directed by Tenant and in a color acceptable to Tenant. In no event will Landlord be required to repaint or replace wall coverings more than one (1) time in a five (5) year period (the "Occurrence") except for touch-up paint as provided in Paragraph 6.C. of this Exhibit E. The initial tenant improvements completed prior to Tenant's occupancy or as a condition to the renewal of the License shall not constitute an Occurrence for the purpose of determining the frequency of this work.

39. All HVAC ducts cleaned as needed, but no less than every five (5) years.

H. GENERAL

Landlord shall, upon request of Tenant, produce written service contracts as evidence of compliance with the terms of this Cleaning and Maintenance Schedule.

EXHIBIT E

SUBORDINATION, NON-DISTURBANCE
AND ATTORNMENT AGREEMENT

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:)
)
County of Los Angeles)
Chief Executive Office)
Real Estate Division)
320 W. Temple Street, 7th Floor)
Los Angeles, California 90012) **Space above for Recorder's Use**

SUBORDINATION, NON-DISTURBANCE
AND ATTORNMENT AGREEMENT

NOTICE: THIS SUBORDINATION, NON-DISTURBANCE AND ATTORNMENT AGREEMENT RESULTS IN YOUR LEASEHOLD ESTATE BECOMING SUBJECT TO AND OF LOWER PRIORITY THAN THE LIEN OF SOME OTHER OR LATER SECURITY INSTRUMENT.

This Subordination, Non-disturbance and Attornment Agreement ("Agreement") is entered into as of the ____ day of _____, 20__ by and among COUNTY OF LOS ANGELES, a body corporate and politic ("Tenant"), [*Insert name of Landlord*], ("Borrower") and [*Insert name of Lender*], ("Lender").

Factual Background

A. Borrower owns certain real property more particularly described in the attached Exhibit A. The term "Property" herein means that real property together with all improvements (the "Improvements") located on it.

B. Lender has made or agreed to make a loan to Borrower. The Loan is or will be secured by a deed of trust or mortgage encumbering the Property (the "Deed of Trust").

C. Tenant and Borrower (as "Landlord") entered into a license dated _____ _____ (the "License") under which Borrower licensed to Tenant a portion of the Improvements located within the Property and more particularly described in the License (the "Premises").

D. Tenant is willing to agree to subordinate certain of Tenant's rights under the License to the lien of the Deed of Trust and to attorn to Lender on the terms and conditions of this Agreement. Tenant is willing to agree to such subordination and attornment and other conditions, provided that Lender agrees to a non-disturbance provision, all as set forth more fully below.

Agreement

Therefore, the parties agree as follows:

1. Subordination. The lien of the Deed of Trust and all amendments, modifications and extensions thereto shall be and remain at all times a lien on the Property prior and superior to the License, except that if Tenant is granted any option to extend the Term of the License, right of first offer to license additional premises or option to purchase the Property or right of first offer to purchase the Property in the License, such provisions shall not be affected or diminished by any such subordination.

2. Definitions of "Transfer of the Property" and "Purchaser". As used herein, the term "Transfer of the Property" means any transfer of Borrower's interest in the Property by foreclosure, trustee's sale or other action or proceeding for the enforcement of the Deed of Trust or by deed in lieu thereof. The term "Purchaser", as used herein, means any transferee, including Lender, of the interest of Borrower as a result of any such Transfer of the Property and also includes any and all successors and assigns, including Lender, of such transferee.

3. Non-disturbance. The enforcement of the Deed of Trust shall not terminate the License or disturb Tenant in the possession and use of the leasehold estate created thereby.

4. Attornment. Subject to Section 3 above, if any Transfer of the Property should occur, Tenant shall and hereby does attorn to Purchaser, including Lender if it should be the Purchaser, as the landlord under the License, and Tenant shall be bound to Purchaser under all of the terms, covenants and conditions of the License for the balance of the License term and any extensions or renewals of it which may then or later be in effect under any validly exercised extension or renewal option contained in the License, all with the same force and effect as if Purchaser had been the original landlord under the License. This attornment shall be effective and self-operative without the execution of any further instruments upon Purchaser's succeeding to the interest of the landlord under the License.

5. Lender Not Obligated. Lender, if it becomes the Purchaser or if it takes possession under the Deed of Trust, and any other Purchaser shall not:

(a) be liable for any damages or other relief attributable to any act or omission of any prior Landlord under the License, including Borrower, unless such act or omission continues after the date that Lender or Purchaser succeeds to the interest of such prior landlord; or

(b) be subject to any offset or defense not specifically provided for in the License which Tenant may have against any prior landlord under the License, unless resulting from a default or breach by such prior landlord which continues after Lender or Purchaser succeeds to the interest of such prior landlord; and provided that any offsets deducted by Tenant prior to the date that Lender or Purchaser succeeds to the interest of such prior landlord shall not be subject to challenge; or

(c) be bound by any prepayment by Tenant of more than one (1) month's installment of rent, unless the License expressly requires such prepayment; or

(d) be obligated for any security deposit not actually delivered to Purchaser; or

(e) be bound by any modification or amendment of or to the License which materially increases Landlord's obligations under the License or materially decreases Tenant's

obligation under the License, unless Lender has approved such modification or amendment in writing, which approval shall not be unreasonably withheld, conditioned or delayed.

6. Notices. All notices given under this Agreement shall be in writing and shall be given by personal delivery, overnight receipted courier or by registered or certified United States mail, postage prepaid, sent to the party at its address appearing below. Notices shall be effective upon receipt (or on the date when proper delivery is refused). Addresses for notices may be changed by any party by notice to all other parties in accordance with this Section.

To Lender: _____
_____
_____
_____

To Borrower: _____
_____
_____
_____

To Tenant: County of Los Angeles
Chief Executive Office
Real Estate Division
320 W. Temple Street, 7th Floor
Los Angeles, California 90012
Attention: Director of Real Estate

7. Miscellaneous Provisions. This Agreement shall inure to the benefit of and be binding upon the parties and their respective successors and assigns. This Agreement is governed by the laws of the State of California without regard to the choice of law rules of that State.

TENANT: COUNTY OF LOS ANGELES,
a body corporate and politic

By:_____
Name:_____
Title:_____

BORROWER: [*Insert name of Landlord*]

By:_____
Name:_____
Title:_____

LENDER: [*Insert name of Lender*],

By:_____
Name:_____
Title:_____

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)
) SS.
COUNTY OF _____)

On _____, before me, _____
Date Name And Title Of Officer (e.g. "Jane Doe, Notary Public")

personally appeared _____,
Name of Signer(s)

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)

EXHIBIT F

TENANT ESTOPPEL CERTIFICATE

To: [Insert name of party to rely on document]

_____

_____

_____

Attn: _____

Re: Date of Certificate: _____
License Dated: _____
Current Landlord: _____
Located at: _____
Premises: _____
Commencement Date of Term: _____
Expiration Date: _____
Current Rent: _____

County of Los Angeles ("Tenant") hereby certifies that, to its actual knowledge, as of the date hereof:

1. Tenant is the present holder of the tenant's interest under the license described above, as it may be amended to date (the "License"). The License covers the premises described above (the "Premises") in the building (the "Building") at the address set forth above.

2. (a) A true, correct and complete copy of the License (including all modifications, amendments, supplements, side letters, addenda and riders of and to it) is attached to this Certificate as Exhibit A.

(b) The current Rent is set forth above.

(c) The term of the License commenced on the Commencement Date set forth above and will expire on the Expiration Date set forth above, including any presently exercised option or renewal term. Tenant has no option or right to renew, extend or cancel the License, or to license additional space in the Premises or Building, or to use any parking other than that specified in the License.

(d) Except as specified in the License, Tenant has no option or preferential right to purchase all or any part of the Premises (or the land of which the Premises are a part).

(e) Tenant has made no agreement with Landlord or any agent, representative or employee of Landlord concerning free rent, partial rent, rebate of rental payments or any other similar rent concession except as expressly set forth in the License.

3. (a) The License constitutes the entire agreement between Tenant and Landlord with respect to the Premises, has not been modified changed, altered or amended, except as set forth in Exhibit A, and is in full force and effect. There are no other agreements, written or oral, which affect Tenant's occupancy of the Premises.

[(b) To the knowledge of Tenant, Tenant has not given Landlord written notice of a material default under the License which has not been cured.]

(c) Tenant's interest in the License has not been assigned or encumbered.

(d) Tenant is not entitled to any credit against any rent or other charge or rent concession under the License, except as set forth in the License.

(e) No rental payments have been made more than one (1) month in advance.

4. All contributions required to be paid by Landlord to date for improvements to the Premises have been paid in full, and all of Landlord's obligations with respect to tenant improvements have been fully performed, except: _____.

IN WITNESS WHEREOF, the Tenant has executed this Tenant Estoppel Certificate as of the day set forth above.

COUNTY OF LOS ANGELES,
a body corporate and politic

By: _____
Name: _____
Title: _____

EXHIBIT H

MEMORANDUM OF LICENSE

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

County of Los Angeles
Chief Executive Office
Real Estate Division
320 W. Temple Street, 7th Floor
Los Angeles, California 90012
Attention: Director of Real Estate

This document is recorded for the benefit of the County of Los Angeles and recording is exempt from recording fees pursuant to California Government Code Section 27383. This transaction is exempt from documentary transfer tax pursuant to California Revenue and Taxation Code Section 11922.

MEMORANDUM OF LICENSE

This Memorandum of License ("Memorandum") is made and entered into by and between _____, a _____ (the "Landlord"), and the COUNTY OF LOS ANGELES, a public body corporate and politic, duly organized and existing under the laws of the State of California (the "Tenant"), who agree as follows:

Landlord and Tenant have entered into an unrecorded license dated _____, 20___ (the "License") of certain real property located in the County of Los Angeles, State of California, described in Exhibit A attached hereto and incorporated herein by reference, for a term commencing on _____, 20__, and ending on a date _____ years after the commencement date, unless such term is extended or sooner terminated pursuant to the terms and conditions set forth in the License.

This Memorandum has been prepared for the purpose of giving notice of the License and of its terms, covenants, and conditions, and for no other purposes. The provisions of this Memorandum shall not in any way change or affect the provisions of the License, the terms of which remain in full force and effect.

Exhibit I
LANDLORD'S WORK LETTER

Dated: _____, 20__.

LANDLORD:

By: _____
Its: _____

By: _____
Its: _____

TENANT:

COUNTY OF LOS ANGELES,
a body corporate and politic

FESIA A. DAVENPORT
Chief Executive Officer

By: _____
John T. Cooke
Assistant Chief Executive Officer

ATTEST:

DEAN C. LOGAN
Registrar-Recorder/County Clerk
of the County of Los Angeles

By: _____
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Senior Deputy

Exhibit I
LANDLORD'S WORK LETTER

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)
) SS.
COUNTY OF _____)

On _____, before me,

_____
Date Name And Title Of Officer (e.g. "Jane Doe, Notary Public")

personally appeared _____,
Name of Signer(s)

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)

ATTACHMENT "B"

CONTRACT NO. 1628

L-1063

COUNTY OF LOS ANGELES

CHIEF EXECUTIVE OFFICE

LEASE AGREEMENT

DEPARTMENT: CORONER, as Tenant

LANDLORD: CITY OF SAN FERNANDO

910 1ST STREET, SAN FERNANDO, CALIFORNA 91340

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L-1063

COUNTY OF LOS ANGELES

CHIEF EXECUTIVE OFFICE

LEASE AGREEMENT

THIS LEASE is entered into as of the 19th day of November, 2009 between the CITY OF SAN FERNANDO, a California municipal corporation ("Landlord"), and COUNTY OF LOS ANGELES, a body politic and corporate ("Tenant" or "County").

Landlord and Tenant agree:

1. BASIC LEASE INFORMATION . The following terms as used herein shall have the meanings provided in this Section, unless otherwise specifically modified by provisions of this Lease.

1.1 Defined Terms Relating to the Lease:

(a) Landlord's Address for Notice:	City of San Fernando City Administrator 117 McNeil Street San Fernando, CA 91340
(b) Tenant's Address for Notice:	Board of Supervisors Kenneth Hahn Hall of Administration, Room 383 500 West Temple Street Los Angeles, California 90012 With a copy to: Chief Executive Office Real Estate Division 222 South Hill Street, 3rd Floor Los Angeles, California 90012 Attention: Director of Real Estate Fax Number: (213) 830-0927
(c) Premises:	Approximately 1,135 rentable square feet in the Building (defined below) as shown on Exhibit A attached hereto.
(d) Building:	The building located at 910 1st Street which is located upon the real property described more particularly in Exhibit B attached hereto (the "Property");

(e) Term:	Three years commencing upon execution of this Lease by Tenant (the "Commencement Date"); and terminating at midnight on the day before the third anniversary of the Commencement Date (the "Termination Date"), subject to earlier termination by Tenant as provided herein. The phrase "Term of this Lease" or "the Term hereof" as used in this Lease, or words of similar import, shall refer to the initial Term of this Lease together with any additional Extension Term for which an option has been validly exercised.
(f) Projected Commencement Date:	December 1, 2009
(g) Commencement Date:	Upon execution of this Lease by the County Chief Executive Officer
(h) Irrevocable Offer Expiration Date:	November 30, 2009
(i) Basic Rent:	$4,500 per month (which is based upon a rental rate of $3.96 per rentable square foot (adjustable only as provided in Sections 2(b) and 5 hereof.)
(j) Early Termination Notice Date:	Anytime after the second anniversary date of the Commencement Date.
(k) Rentable Square Feet in the Premises:	1,135
(l) Use:	General office use or for any other lawful purposes not incompatible with other uses in the Building.
(m) Initial Departmental Use:	Coroner
(n) Parking Spaces:	5
(o) Normal Working Hours:	7:00 a.m. to 7:00 p.m., Monday through Friday and 9:00 a.m. to 2:00 p.m. Saturday, except New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day (on the days such holidays are generally observed) and such other holidays as are generally recognized by

the County of Los Angeles, California.

(p) Asbestos Report: A report dated N/A prepared by _____, a licensed California Asbestos contractor.

1.2 INTENTIONALLY OMITTED

1.3 Exhibits to Lease: Exhibit A – Description of Premises and Amenities
Exhibit B- Legal Description of Property
Exhibit C - Commencement Date Memorandum and Confirmation of Lease Terms
Exhibit D - HVAC Standards
Exhibit E - Cleaning and Maintenance Schedule

1.4 Landlord's Work Letter: Not Applicable

1.5 Supplemental Lease Documents: (delivered to Landlord and made a part hereof by this reference): Document I: Subordination, Non-disturbance and Attornment Agreement
Document II: Tenant Estoppel Certificate
Document III: Community Business Enterprises Form
Document IV: Memorandum of Lease
Document V: Request for Notice

2. PREMISES

(a) Landlord does hereby lease to Tenant, and Tenant does hereby lease from Landlord, upon the terms and conditions herein set forth, the Premises described in Section 1 and Exhibit A attached hereto.

(b) Tenant shall have the right within 90 days of approval of this Lease by the Board of Supervisors of the County of Los Angeles ("Board of Supervisors") to field-measure and verify the exact footage of the Premises and/or the Building. All measurements shall be taken in accordance with the methods of measuring rentable/usable area as described in the Standard Method for Measuring Floor Area in Office Buildings, ANSI Z65.1-1996, as promulgated by the Building Owners and Management Association ("BOMA") International except that no penthouse mechanical room space shall be included in the measurement. Should this measurement be less than the square footage stated above, Tenant shall have the right to adjust such square footage and reduce the Basic Rent in Section 1 accomplished by the mutual execution of a memorandum of understanding between the Landlord and the Tenant. Landlord acknowledges the space has been marketed at the above-indicated rental amount and in the event of subsequent physical measurements, Landlord agrees there will be no adjustment made to either the square footage or the Basic Rent in the event the measured

square footage exceeds the amount represented by Landlord. Should Landlord and Tenant not agree with respect to the results of the measurement conducted pursuant to this subsection (b) Landlord shall appoint an independent firm or person who is experienced in making such measurements whose determination with respect to which measurement is correct shall be final and binding upon the parties. Landlord and Tenant shall share equally in the fees of such firm.

3. COMMON AREAS. Tenant may use the following areas ("Common Areas") in common with Landlord and other tenants of the Building: the entrances, lobbies and other public areas of the Building, walkways, landscaped areas, driveways necessary for access to the Premises, parking areas and other common facilities designated by Landlord from time to time for common use of all tenants of the Building. Tenant shall comply with all reasonable, non-discriminatory rules and regulations regarding the use of the Common Areas established by Landlord.

4. COMMENCEMENT AND EXPIRATION DATES

(a) Term. The term of this Lease shall commence upon the Commencement Date and terminate on the Termination Date. Within 30 days of determining the Commencement Date, Landlord and Tenant shall acknowledge in writing the Commencement Date by executing the Commencement Date Memorandum and Confirmation of Lease Terms attached as Exhibit C. The Commencement Date shall be the date of execution of this Lease by Tenant.

(b) Termination Right. If the Commencement Date has not occurred within 60 days from the Projected Commencement Date, subject to Tenant Delays or Force Majeure Delays as provided in Landlord's Work Letter, which has been executed concurrently herewith, Tenant may thereafter, at any time before the Commencement Date occurs, terminate this Lease effective upon the giving of written notice to Landlord and the parties shall have no further obligations to one another hereunder.

(c) Early Possession. Tenant shall be entitled to possession of the Premises not less than 30 days prior to the Commencement Date for the purpose of installing Tenant's furniture, fixtures and equipment in the Premises. Such early occupancy shall be subject to all provisions hereof but shall not advance the Termination Date, and Tenant shall not pay Basic Rent for such early occupancy period.

(d) Early Termination. Tenant shall have the right to terminate this Lease at any time after the Early Termination Notice Date, as defined in Section 1, by giving Landlord not less than 60 days prior written notice executed by the Chief Executive Officer of Tenant.

5. RENT. Tenant shall pay Landlord the Basic Rent stated in Section 1 during the Term hereof within 15 days after a claim therefor for each such month has been filed by Landlord with the Auditor of the County of Los Angeles (the "County") prior to the first day of each month. Basic Rent for any partial month shall be prorated in proportion to the number of days in such month.

6. USES. The Premises are to be used only for the uses set forth in Section 1 and for no other business or purpose; however, Landlord shall not unreasonably withhold its consent to a change of use.

7. HOLDOVER. If Tenant remains in possession of the Premises or any part thereof after the expiration of the Term of this Lease, such occupancy shall be a tenancy which is terminable only upon 90 days written notice from Landlord or 30 days written notice from the Chief Executive Officer of Tenant at the last monthly Basic Rent payable under this Lease (as such Basic Rent may be adjusted from time to time in accordance with this Lease) plus all other charges payable under this Lease, and subject to all of the terms, covenants and conditions of this Lease.

8. COMPLIANCE WITH LAW. Tenant shall, at Tenant's expense, comply promptly with all applicable statutes, ordinances, rules, regulations, orders and requirements in effect during the term hereof, regulating the use, occupancy or improvement of the Premises by Tenant. Landlord, not Tenant, shall, at its sole cost, at all times cause the Premises and the Building to comply with all applicable statutes, ordinances, rules, regulations, orders and requirements in effect and binding upon Tenant or Landlord during the term hereof, including without limitation, the Americans with Disabilities Act, except to the extent such compliance is made necessary as a result of Tenant's particular use of or alterations or improvements to the Premises.

9. DAMAGE OR DESTRUCTION.

(a) Damage. In the event any portion of the Premises is damaged by fire or any other cause rendering the Premises totally or partially inaccessible or unusable and the Premises may be restored to a complete architectural unit of the same value, condition and character that existed immediately prior to such casualty in less than 180 days, then Landlord shall promptly, at Landlord's expense, repair such damage and this Lease shall continue in full force and effect. If all or any portion of the Premises shall be made untenantable by fire or other casualty, Landlord shall immediately secure the area to prevent injury to persons and/or vandalism to the improvements. Landlord shall promptly, but in any event within ten days, cause an architect or general contractor selected by Landlord to provide Landlord and Tenant with a written estimate of the amount of time required to substantially complete the repair and restoration of the Premises and make the Premises tenantable again using standard working methods. The failure to do so shall be a material default hereunder. Basic Rent shall abate to the extent that the Premises are unusable by Tenant. Tenant waives the provisions of California Civil Code Sections 1932(2) and 1933(4) with respect to any partial or total destruction of the Premises.

(b) Tenant Termination Right. In the event any portion of the Premises is damaged by fire or any other cause rendering the Premises totally or partially inaccessible or unusable and the Premises will not be restored to a complete architectural unit of the same value, condition and character that existed immediately prior to such casualty in less than 180 days for any reason, then Tenant may terminate this Lease by giving written notice within ten days after notice from Landlord specifying such time

period of repair; and this Lease shall terminate and the Basic Rent shall be abated from the date the Premises became untenantable. In the event that Tenant does not elect to terminate this Lease, Landlord shall promptly commence and diligently prosecute to completion the repairs to the Building or Premises.

(c) Damage In Last Year. Notwithstanding the foregoing provisions, if any material destruction to the Premises occurs during the last year of the Term, either Landlord or Tenant may terminate this Lease by giving notice to the other not more than 30 days after such destruction, in which case (a) Landlord shall have no obligation to restore the Premises, (b) Landlord may retain all insurance proceeds relating to such destruction, and (c) this Lease shall terminate as of the date which is 30 days after such written notice of termination.

(d) Default By Landlord. If Landlord is required to repair and restore the Premises as provided for in this Section and Landlord should fail to thereafter pursue said repair and restoration work with reasonable diligence to completion, Tenant may (a) declare a default hereunder or (b) perform or cause to be performed the restoration work and deduct the cost thereof plus interest thereon at ten percent (10%) per annum, from the Basic Rent next due as a charge against the Landlord.

10. REPAIRS AND MAINTENANCE.

(a) Landlord Representations. Landlord represents to Tenant that (i) the Premises, the Building and all Common Areas, (including electrical, heating, ventilating and air conditioning ("HVAC"), mechanical, plumbing, gas and fire/life safety systems in the Building and similar building service systems) comply with all current laws, codes, and ordinances, including use the Americans With Disabilities Act; and are in reasonable good working order and condition; (ii) the Building and Premises comply with all covenants, conditions, restrictions and underwriter's requirements; (iii) the Premises, Building and Common Areas are free of the presence of any Hazardous Materials (as hereinafter defined); and (iv) Landlord has not received any notice from any governmental agency that the Building or the Premises are in violation of any law or regulation. Landlord represents, based upon a professional inspection of the Premises and the Building and the Asbestos Report that the Premises and the Building contain no asbestos containing materials (other than as may be reflected in the Asbestos Report). Landlord shall, prior to Tenant's occupancy, abate, at Landlord's sole cost and expense, all asbestos containing materials to the extent required by law and provide Tenant with an updated report from a licensed California Asbestos contractor to that effect.

(b) Landlord Obligations. Landlord shall keep and maintain in good repair and working order and promptly make repairs to and perform maintenance upon and replace as needed: (i) the structural elements of the Building, including without limitation, all permanent exterior and interior walls, floors and ceilings, roof, concealed plumbing, stairways, concealed electrical systems and telephone intrabuilding network cable; (ii) mechanical (including HVAC), electrical, plumbing and fire/life safety systems serving the Building; (iii) the Common Areas; (iv) exterior windows of the Building; and (v) elevators serving the Building. Landlord, at its sole cost and expense, shall also

perform all maintenance and repairs to the Premises, and shall keep the Premises in good condition and repair, reasonable wear and tear excepted. Landlord's repair obligations include, without limitation, repairs to: (1) the floor covering (if such floor covering is carpeting it shall be replaced as needed but not less often than after five years of use); (2) interior partitions; (3) doors; (4) the interior side of demising walls (which shall be repainted as needed but not less often than every five years); and (5) signage.

(c) Tenant Obligations Without limiting Landlord's Obligations, Tenant shall, at Tenant's sole expense, be responsible for the cost of repairing any area damaged by Tenant or Tenant's agents, employees, invitees and visitors and the repair of low voltage electronic, phone and data cabling and related equipment that is installed by or for the exclusive benefit of Tenant. All repairs and replacements shall: (a) be made and performed by contractors or mechanics approved by Tenant, which consent shall not be unreasonably withheld or delayed; (b) be at least equal in quality, value and utility to the original work or installation; and (c) be in accordance with all laws.

(d) Tenant's Right to Repair. If Tenant provides written notice (or oral notice in the event of an emergency such as damage or destruction to or of any portion of the Building structure and/or the Building systems and/or anything that could cause material disruption to Tenant's business) to Landlord of an event or circumstance which requires the action of Landlord with respect to repair and/or maintenance, and Landlord fails to provide such action within a reasonable period of time, given the circumstances, after the giving of such notice, but in any event not later than five days after the giving of such notice, then Tenant may proceed to take the required action (provided, however, that no such notice shall be required in the event of an emergency which threatens life or where there is imminent danger to property or a possibility that a failure to take immediate action could cause a material disruption in Tenant's normal and customary business activities). Tenant shall have access to the Building to the extent necessary to perform the work contemplated by this provision. If such action was required under the terms of this Lease to have been taken by Landlord and was not taken by Landlord within such period (unless such notice was not required as provided above), and Tenant took such required action, then Tenant shall be entitled to prompt reimbursement by Landlord of Tenant's reasonable costs and expenses in having taken such action plus interest thereon at ten percent (10%) per annum. If not reimbursed by Landlord within ten days, Tenant shall be entitled to deduct from Basic Rent payable by Tenant under this Lease the amount set forth in its invoice for such work. The remedies provided in this Section are in addition to the remedies provided in Section 14.

11. SERVICES AND UTILITIES.

Landlord shall furnish the following services and utilities to the Premises:

(a) Heating, Ventilation and Air Conditioning. Landlord shall furnish heating, ventilation and air conditioning ("HVAC"), during Normal Working Hours in amounts required for the use and occupancy of the Premises for normal office purposes to a standard comparable to other first-class buildings and not less than the standard set forth in Exhibit D attached hereto.

(b) Electricity. Landlord shall furnish to the Premises the amount of electric current provided for in the Working Drawings (if applicable) but in any event not less than seven watts of electric current (connected load) per square foot of Rentable Square Feet in the Premises, for power and lighting and electric current for HVAC, and Landlord shall provide the existing or new transformers or subpanels on each floor of the Premises necessary for Tenant to utilize such capacity in the Premises.

(c) Elevators. Landlord shall furnish freight and passenger elevator services to the Premises during Normal Working Hours. During all other hours, Landlord shall furnish passenger elevator cab service in the elevator bank serving the Premises on an as needed basis, and, by prior arrangement with Landlord's building manager, freight elevator service.

(d) Water. Landlord shall make available water for normal lavatory and potable water meeting all applicable governmental standards for drinking purposes in the Premises.

(e) Janitorial. Landlord shall provide janitorial service on five nights per week generally consistent with that furnished in comparable office buildings in the County of Los Angeles, but not less than the services set forth in the specifications set forth in Exhibit E attached hereto.

(f) Access. Landlord shall furnish to Tenant's employees and agents access to the Building, Premises and Common Areas on a seven day per week, 24 hour per day basis, subject to compliance with such reasonable security measures as shall from time to time be in effect for the Building.

12. LANDLORD ACCESS. Tenant shall permit Landlord and its agents to enter the Premises upon prior written notice for the purpose of inspecting the Premises for any reasonable purpose. If Landlord temporarily closes any portion of the Building or Premises, Basic Rent shall be prorated based upon the percentage of the Premises or Building rendered untenantable and not used by Tenant. Landlord shall have the right at any and all times to enter the Premises in the event of an emergency.

13. TENANT DEFAULT.

(a) Default. The occurrence of any one or more of the following events (a "Tenant Default") shall constitute a material default and breach of this Lease by Tenant:

(i) The failure by Tenant to make any payment of Basic Rent or any other payment required to be made by Tenant hereunder (except to the extent an offset is expressly permitted hereunder), as and when due and if the failure continues for a period of ten days after written notice to Tenant;

(ii) The failure by Tenant to observe or perform any of the other covenants, conditions or provisions of this Lease, where such failure shall continue for a period of 30 days after written notice from Landlord specifying in detail the nature of the Tenant Default; provided, however, if more than 30 days are reasonably required

for its cure then Tenant shall not be deemed to be in default if Tenant commences such cure within said 30-day period and thereafter diligently prosecutes such cure to completion.

(b) Termination. Tenant agrees that if a Tenant Default should occur and should not be cured within the time periods set forth above, it shall be lawful for Landlord to terminate this Lease upon the giving of written notice to Tenant. In addition thereto, Landlord shall have such other rights or remedies as may be provided by law.

(c) No Effect on Indemnity. Nothing in this Article shall be deemed to affect either Landlord or Tenant's right to indemnification under any indemnification clause or clauses set forth in this Lease.

14. LANDLORD DEFAULT.

(a) Remedies. In addition to the provisions for Landlord's default provided by Sections 9(d), 10(c) 19 and 20(b), Landlord shall be in default ("Landlord Default") in the performance of any obligation required to be performed by Landlord under this Lease if Landlord has failed to perform such obligation within five days after the giving of written notice with respect thereto by Tenant (which notice shall be, if appropriate, the same notice given under Section 10(c)) ; provided, however, that if the nature of the Landlord Default is such that the same cannot reasonably be cured within such five day period, Landlord shall not be deemed to be in Landlord Default if Landlord shall within such period commence such cure and thereafter diligently prosecute the same to completion. If the Landlord Default is of such a nature that it materially and substantially interferes with Tenant's occupancy and use of the Premises and if such Landlord Default is not cured within the foregoing cure period, then Tenant shall have the right, at its option, with or without further notice or demand of any kind to Landlord or any other person, to any one or more of the following described remedies in addition to all other rights and remedies provided at law or in equity or elsewhere herein: (i) to remedy such default or breach and deduct the costs thereof (including but not limited to attorneys' fees) plus interest at the rate of ten (10%) per annum from the installments of Basic Rent next falling due; (ii) to pursue the remedy of specific performance; (iii) to seek money damages for loss arising from Landlord's failure to discharge its obligations under this Lease or offset such damages against Basic Rent next coming due; and/or (iv) to terminate this Lease.

(b) Waiver Nothing herein contained shall relieve Landlord from its duty to effect the repair, replacement, correction or maintenance required to restore any affected services, or to perform any other obligations to the standard prescribed in this Lease, nor shall this Section be construed to obligate Tenant to undertake any such work.

(c) Emergency Notwithstanding the foregoing cure period, Tenant may cure any default without notice where the failure promptly to cure such default would, in the reasonable opinion of Tenant, create or allow to persist an emergency condition or materially and adversely affect the operation of Tenant's business in the Premises.

15. ASSIGNMENT AND SUBLETTING. Tenant shall have no right to assign its interest in this Lease without Landlord's written approval.

16. ALTERATIONS AND ADDITIONS.

(a) Landlord Consent Tenant shall not make any structural alterations, improvements, additions, or utility installations in or about the Premises (collectively, "Alterations") without first obtaining the written consent of Landlord, which consent shall not be unreasonably withheld, conditioned or delayed. However, Landlord's consent shall not be required for any Alteration that satisfies all of the following criteria: (1) complies with all Laws; (2) is not visible from the exterior of the Premises or Building; (3) will not materially affect the systems or structure of the Building; and (4) does not unreasonably interfere with the normal and customary business office operations of other tenants in the Building. If Landlord fails to respond in writing within 30 days of such request, Landlord shall be deemed to approve the Alterations.

(b) End of Term. Any Alterations not removed by Tenant shall become the property of Landlord and remain upon and be surrendered with the Premises at the expiration of the Term.

17. CONDEMNATION.

(a) Controlling Terms. If during the Term, or during the period of time between the execution of this Lease and the Commencement Date, there is any taking of all or any part of the Premises or any interest in this Lease by Condemnation (as defined below), this Section shall determine the rights and obligations of Tenant and Landlord. "Condemnation" shall mean the exercise of any governmental power to take title to any portion of the Premises, whether by legal proceedings or otherwise, by a Condemnor (as defined below) or a voluntary sale or transfer by Landlord to any Condemnor, either under threat of a Condemnor's exercise of such power or while legal proceedings are pending for the exercise of such power. "Condemnor" shall mean any public or quasi-public authority, or private corporation or individual, having the power of Condemnation.

(b) Total Taking. If the Premises are totally taken by Condemnation, this Lease shall terminate on the date the Condemnor has a right to possession of the Premises (the "Date of Taking").

(c) Partial Taking. If any portion, but not all, of the Premises is taken by Condemnation, this Lease shall remain in effect, except that Tenant may elect to terminate this Lease if, in Tenant's reasonable judgment, the remaining portion of the Premises (including the space available for parking) is rendered unsuitable for Tenant's continued use of the Premises. If Tenant elects to so terminate this Lease, Tenant must exercise its right to terminate by giving notice to Landlord within 30 days after the date that the nature and the extent of the Condemnation have been determined (the "Determination Date"), which notice shall set forth the date of termination. Such termination date shall not be earlier than 30 days nor later than 90 days after Tenant has notified Landlord of its election to terminate; except that this Lease shall terminate on the

Date of Taking if the Date of Taking falls on a date before the date of termination as designated by Tenant. If Tenant does not so notify Landlord within 30 days after the Determination Date, all obligations of Tenant under this Lease shall remain in effect, except that Basic Rent shall be equitably abated.

(d) Restoration. Notwithstanding the preceding paragraph, if, within 30 days after the Determination Date, Landlord notifies Tenant that Landlord at its cost will add to the remaining Premises so that the area of the Premises and the space available for parking, will be substantially the same after the Date of Taking as they were before the Date of Taking, and Landlord commences the restoration promptly and, subject to reasonable allowance for delays that are not caused by Landlord, completes it within 90 days after Landlord so notifies Tenant, this Lease shall continue in effect. All obligations of Tenant under this Lease shall remain in effect, except that Basic Rent shall be equitably abated or reduced during the period from the Date of Taking until the completion of such restoration.

(e) Award. The Award (as defined below) shall be divided between Landlord and Tenant as their respective interests may appear. "Award" shall mean all compensation, sums or anything of value awarded, paid or received on a total or partial Condemnation of the Premises.

(f) Waiver of Statute. Landlord and Tenant hereby waive the provision of California Code of Civil Procedure Section 1265.130 allowing Landlord or Tenant to petition the superior court to terminate this Lease in the event of a partial taking of the Premises.

18. INDEMNIFICATION.

(a) Tenant's Indemnity. Tenant shall indemnify, defend and hold Landlord harmless from and against all loss, cost and expense, including attorneys' fees, arising from any injury or damage to any person or property, occurring in or about the Building or Premises as a result of any negligent act, omission or willful misconduct of Tenant or its employees, or arising from any breach or default under this Lease by Tenant. The foregoing provisions shall not be construed to make Tenant responsible for loss, damage, liability or expense resulting from injuries to third parties caused by the negligence or willful misconduct of Landlord, or its officers, contractors, licensees, agents, employees or invitees.

(b) Landlord's Indemnity. Landlord shall indemnify, defend and hold Tenant harmless from and against all loss, cost and expense, including attorneys' fees, arising from any injury or damage to any person or property, occurring in or about the Building or Premises as a result of any negligent act, omission or willful misconduct of Landlord, or its officers, contractors, licensees, agents, employees, guests, or visitors, or arising from any breach or default under this Lease by Landlord. The foregoing provisions shall not be construed to make Landlord responsible for loss, damage, liability or expense resulting from injuries to third parties caused by the negligence or willful

misconduct of Tenant, or its officers, contractors, licensees, agents, employees or invitees.

19. INSURANCE.

(a) Landlord's Insurance. During the term of this Lease, Landlord shall maintain the following insurance:

(i) Commercial property insurance which shall (1) cover damage to Landlord's property, including improvements and betterments, from perils covered by the causes-of-loss special form (ISO form CP 10 30), and include ordinance or law coverage (and coverage against acts of terrorism to the extent such coverage is reasonably available and priced at commercially reasonable rates); and (2) be written for full replacement cost of the property, with a deductible of no greater than 5% of the property value. Landlord shall carry insurance on any furniture and furnishings which will become the property of Tenant at the expiration of the Term and on all modular furniture installed in the Premises. Insurance proceeds shall be payable to Landlord and Tenant as their interests may appear and be utilized for repair and restoration of the Premises.

(ii) General liability insurance (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following: (1) per occurrence and general aggregate amount of $5,000,000; (2) products/completed operations aggregate of $2,000,000; and (3) personal and advertising injury of $1,000,000.

(iii) Failure by Landlord to maintain the insurance required by this Section and deliver evidence thereof as required by this Lease or to use any insurance proceeds to timely repair and restore the Premises shall constitute a material breach of this Lease.

(b) Insurance Requirements. All insurance policies required to be maintained by Landlord under this Lease shall be issued by insurance companies which have a Best's Rating of "AVII" or better and which are qualified to do business in the State of California. All liability and property damage and other casualty policies of Landlord shall be written as primary policies, not contributing with, and not in excess of coverage which Tenant may carry.

(c) Certificates. Landlord shall deliver to Tenant on the Commencement Date of this Lease and thereafter at least 15 days prior to expiration of any insurance required to be carried hereunder, certificates of insurance evidencing this coverage with limits not less than those specified above. Certificates shall include the address of the leased premises and must document that each party has named the other as an additional insured (or its equivalent) on its general liability and property insurance policy, and that Tenant has been named a loss payee on Landlord's commercial property insurance policy, as required. Further, all certificates shall expressly provide that no less than 30 days' prior written notice shall be given to Tenant in the event of material change to, expiration or cancellation of the coverages or policies evidenced by the certificates. At the sole

option of the Tenant, it may self-insure by self-funding any or all of its insurance obligations required under this Agreement. It is understood that if Tenant elects to self insure as permitted above, Landlord shall have the same benefits and protections as if Tenant carried insurance with a third party insurance company satisfying the requirements of this Lease (including, without limitation, waiver of subrogation provisions).

(d) Waiver of Subrogation. Landlord and Tenant each hereby waive their rights of subrogation against one another to the extent it is covered by the property insurance policies required to be carried hereunder. Landlord shall cause its insurance carriers to consent to the foregoing waiver of rights of subrogation against Tenant.

20. PARKING.

(a) Tenant's Rights. Tenant shall have the right to the number of exclusive reserved parking stalls set forth in Section 1 without charge for the Term of this Lease. No tandem parking shall be permitted and Tenant shall be entitled to full in/out privileges. Tenant's parking rights shall be subject to reasonable parking rules and regulations adopted by Landlord from time to time, provided that such procedures shall be uniformly applied to all tenants. Tenant acknowledges that all other parking spaces are not for the exclusive use of Tenant, rather, all such parking spaces are to be used on a non-exclusive, first-come, first-served basis by Tenant and other tenants, occupants, licensees, invitees and permittees of the Building.

(b) Remedies. Landlord acknowledges that it is a material term of this Lease that Tenant receive all of the Parking Spaces to which it is entitled under this Lease for the entire Term of this Lease and that it would be impracticable and extremely difficult to fix the actual damages for a breach of such provisions. It is therefore agreed that if, for any reason whatsoever, a material number of the Parking Spaces required above are not available to Tenant, (in addition to the rights given to Tenant under Section 14 and Sections 9 and 17 in the event of casualty or condemnation) Tenant may (a) terminate this Lease by giving written notice of such termination to Landlord, which notice shall be effective thirty (30) days thereafter or (b) deduct from the Basic Rent thereafter accruing hereunder an amount each month equal to the Basic Rent times the percentage of Parking Spaces not so provided times 1.5 but such deduction from Basic Rent shall be not less than ten percent (10%) nor more than one hundred percent (100%).

21. ENVIRONMENTAL MATTERS

(a) Hazardous Materials. Tenant shall not cause nor permit, nor allow any of Tenant's employees, agents, customers, visitors, invitees, licensees, contractors, assignees or subtenants to cause or permit, any Hazardous Materials to be brought upon, stored, manufactured, generated, blended, handled, recycled, treated, disposed or used on, under or about the Premises, the Building or the Common Areas, except for routine office and janitorial supplies in usual and customary quantities stored, used and disposed of in accordance with all applicable Environmental Laws. As used herein, "Hazardous Materials" means any chemical, substance, material, controlled substance, object,

condition, waste, living organism or combination thereof, whether solid, semi solid, liquid or gaseous, which is or may be hazardous to human health or safety or to the environment due to its radioactivity, ignitability, corrosivity, reactivity, explosivity, toxicity, carcinogenicity, mutagenicity, phytotoxicity, infectiousness or other harmful or potentially harmful properties or effects, including, without limitation, molds, toxic levels of bacteria, tobacco smoke within the Premises, petroleum and petroleum products, asbestos, radon, polychlorinated biphenyls (PCBs), refrigerants (including those substances defined in the Environmental Protection Agency's "Refrigerant Recycling Rule," as amended from time to time) and all of those chemicals, substances, materials, controlled substances, objects, conditions, wastes, living organisms or combinations thereof which are now or become in the future listed, defined or regulated in any manner by any Environmental Law based upon, directly or indirectly, such properties or effects. As used herein, "Environmental Laws" means any and all federal, state or local environmental, health and/or safety-related laws, regulations, standards, decisions of courts, ordinances, rules, codes, orders, decrees, directives, guidelines, permits or permit conditions, currently existing and as amended, enacted, issued or adopted in the future which are or become applicable to Tenant, the Premises, the Building or the Common Areas.

(b) Landlord Indemnity. Landlord shall indemnify, protect, defend (by counsel acceptable to Tenant) and hold harmless Tenant from and against any and all claims, judgments, causes of action, damage, penalties, fine, taxes, costs, liabilities, losses and expenses arising at any time during or after the Term as a result (directly or indirectly) of or in connection with the presence of Hazardous Materials on, under or about the Premises, Building or Common Areas or other violation of laws relating to Hazardous Materials other than caused by Tenant. This indemnity shall include, without limitation, the cost of any required or necessary repair, cleanup or detoxification, and the preparation and implementation of any closure, monitoring or other required plans, as such action is required by local or state laws or any governmental agency. Landlord shall promptly deliver to Tenant a copy of any notice received from any governmental agency during the Term of this Lease concerning the presence of Hazardous Materials in the Building or the Premises. Landlord's obligations pursuant to the foregoing indemnity shall survive the expiration or termination of this Lease. A default by Landlord under this Section shall constitute a material default under this Lease.

22. ESTOPPEL CERTIFICATES. Tenant shall, within 30 days after written request of Landlord, execute, acknowledge and deliver to Landlord or its designee a written statement in the form of Document II in the Supplemental Lease Documents delivered to Landlord concurrently herewith (properly completed) but shall have no other obligation to deliver any other form of estoppel certificate. It is intended that any such statement delivered pursuant to this Section may be relied upon by a prospective purchaser of Landlord's interest or holder of any mortgage upon Landlord's interest in the Premises.

23. TENANT IMPROVEMENTS. Prior to the Commencement Date, Landlord shall construct the Tenant Improvements in the manner set forth in the Landlord's Work Letter executed by Landlord and Tenant concurrently herewith.

24. LIENS. Tenant shall keep its interest in this Lease and the Premises free from any liens arising out of any work performed or materials ordered or obligations incurred by Tenant. Landlord shall keep its interest in this Lease and the Premises free from any liens which would impair the interest of Tenant hereunder and hereby indemnifies and holds Tenant harmless from any liability or loss from any such lien.

25. SUBORDINATION AND MORTGAGES

(a) Subordination and Non-Disturbance. Tenant agrees, at Landlord's option, to subordinate this Lease to the lien of any mortgages or deeds of trust now or hereafter in force against the Building; provided, however, Tenant's obligation to subordinate this Lease is expressly conditioned upon Tenant receiving a written agreement in the form of Document I in the Supplemental Lease Documents delivered to Landlord concurrently herewith and provided further that no such subordination shall affect any option to extend the Term of this Lease, right of first offer to lease additional premises, option to purchase or right of first offer to purchase the Property which may be included herein.

(b) Existing Deeds of Trust. The beneficiary under any existing deed of trust affecting the Building shall provide a written agreement to Tenant in the form of Document I in the Supplemental Lease Documents delivered to Landlord concurrently herewith within 30 days after the execution of this Lease.

(c) Request for Notice. Landlord acknowledges that Tenant intends to record a Request for Notice with respect to any mortgages or deeds of trust affecting the Property in the form of Document V in the Supplemental Lease Documents delivered to Landlord concurrently herewith.

(d) Notice of Default. If any mortgagee or beneficiary under a deed of trust affecting the Property gives written notice of its name and address to Tenant by registered mail requesting any such notice with reference to this Section, Tenant agrees to use its best efforts (but without liability for failure to do so) to give such mortgagee a copy of any notice of default served upon Landlord hereunder which could permit Tenant to terminate this Lease and an additional ten days within which to cure such default.

26. SURRENDER OF POSSESSION. Subject to casualty, at the expiration of the Term of this Lease, whether by lapse of time or otherwise, Tenant shall promptly and peacefully surrender the Premises to Landlord in a "broom-clean" condition. Tenant may (but shall not be required to) remove, at its own expense, all fixtures, equipment and all other personal property placed or installed in or upon the Premises by Tenant, or under its authority (including any modular furniture).

27. SIGNAGE. Tenant shall be permitted to install at the Premises reasonably appropriate signs that conform with any and all applicable laws and ordinances.

28. QUIET ENJOYMENT. So long as Tenant is not in default hereunder, Tenant shall have the right to the quiet and peaceful enjoyment and possession of the Premises

and the Common Areas during the Term of this Lease, subject to the terms and conditions of this Lease.

29. GENERAL

(a) Headings. Titles to Sections of this Lease are not a part of this Lease and shall have no effect upon the construction or interpretation of any part hereof.

(b) Successors and Assigns. All of the covenants, agreements, terms and conditions contained in this Lease shall inure to and be binding upon the Landlord and Tenant and their respective successors and assigns.

(c) Brokers. Landlord and Tenant each represent and warrant to each other that it has not engaged any broker, finder or other person who would be entitled to any commission or fees in respect of the negotiation, execution or delivery of this Lease other than as disclosed to the other in writing and shall indemnify and hold harmless each other against any loss, cost, liability or expense incurred by the other party as a result of any claim asserted by any such broker, finder or other person on the basis of any arrangements or agreements made or alleged to have been made in variance with this representation. Tenant shall receive from Landlord or Landlord's broker, within ten days after the execution of this Lease, an amount equal to 50% of all commissions due to Landlord's broker as a result of the execution of this Lease.

(d) Entire Agreement. This Lease (and the Landlord's Work Letter and Supplemental Lease Documents) is the final and complete expression of Landlord and Tenant relating in any manner to the leasing, use and occupancy of the Premises, to Tenant's use of the Building and other matters set forth in this Lease. No prior agreements or understanding pertaining to the same shall be valid or of any force or effect and the covenants and agreements of this Lease shall not be altered, modified or added to except in writing signed by both Landlord and Tenant.

(e) Severability. Any provision of this Lease which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof and the remaining provisions hereof shall nevertheless remain in full force and effect.

(f) Notices. All notices and communications to any party hereunder shall be in writing and shall be deemed properly given if delivered personally, sent by registered or certified mail, postage prepaid, or by a recognized overnight commercial messenger providing proof of delivery, facsimile (electronically confirmed) to Landlord's Address for Notice and Tenant's Address for Notice as set forth in Section 1. Any notice so given shall be deemed to have been given as of the date of delivery (whether accepted or refused) established by U.S. Post Office return receipt or the overnight carrier's proof of delivery, as the case may be. Any such notice not so given shall be deemed given upon receipt of the same by the party to whom the same is to be given.

(g) Governing Law and Forum. This Lease shall be governed by and construed in accordance with the internal laws of the State of California. Any litigation

with respect to this Lease shall be conducted in the County of Los Angeles, State of California.

(h) Waivers. No waiver by Landlord or Tenant of any provision hereof shall be deemed a waiver of any other provision hereof or of any subsequent breach by Landlord or Tenant of the same or any other provision. Landlord's or Tenant's consent to or approval of any act shall not be deemed to render unnecessary the obtaining of Landlord's or Tenant's consent to or approval of any subsequent act by Landlord or Tenant.

(i) Time of Essence. Time is of the essence for the performance of all of the obligations specified hereunder.

(j) Consent. Whenever any consent is required by Landlord or Tenant hereunder, such consent shall not be unreasonably withheld, conditioned or delayed and, unless otherwise specifically provided herein, shall be deemed granted if not refused within ten (10) days after written request is made therefore, together with all necessary information.

(k) Community Business Enterprises. Landlord shall complete and deliver to Tenant concurrently with the execution hereof a Community Business Enterprises form set forth as Document III in the Supplemental Lease Documents delivered to Landlord concurrently herewith.

(l) Memorandum of Lease. If requested by Tenant, Landlord and Tenant shall execute and acknowledge a Memorandum of Lease in the form of Document IV in the Supplemental Lease Documents delivered to Landlord concurrently herewith, which Memorandum may be recorded by Tenant in the Official Records of Los Angeles County.

30. AUTHORITY. Only the Board of Supervisors has the authority, by formally approving and/or executing this Lease, to bind the County to the terms included herein. Each individual executing this Lease on behalf of Tenant represents and warrants that he or she is duly authorized to execute and deliver this Lease on behalf of Tenant, and that this Lease is binding upon Tenant in accordance with its terms. Landlord understands that no material terms of this Lease may be altered or deleted, nor may any new material terms be added to this Lease, without the express written approval of the Board of Supervisors, either through an amendment to the Lease or by other formal board action. No County officer, employee, agent or independent contractor has any authority to alter, add or delete the material terms of this Lease and Landlord may not rely upon any representations to the contrary. This limitation of authority applies to all material terms of the Lease including, without limitation, any monetary ceiling established for Tenant Improvements or other project costs of Landlord which are subject to reimbursement by County. County shall not reimburse Landlord for any expenses which exceed this ceiling. Notwithstanding the foregoing, the Chief Executive Officer of the County or its delegee (the "Chief Executive Officer") may take any administrative act on behalf of Tenant hereunder which does not have the effect of increasing Basic Rent or other

financial obligations of Tenant under this Lease, including without limitation, granting any approvals, terminating this Lease in the manner provided herein by an Early Termination Notice or otherwise, signing estoppel certificates, signing the Commencement Date Memorandum and Confirmation of Lease Terms or subordinating this Lease. Each individual executing this Lease on behalf of Landlord represents and warrants that he or she is duly authorized to execute and deliver this Lease on behalf of Landlord, and that this Lease is binding upon Landlord in accordance with its terms.

31. ACKNOWLEDGEMENT BY LANDLORD

Landlord acknowledges that it is aware of the following provisions:

(a) Consideration of GAIN Program Participants. Should Landlord require additional or replacement personnel after the effective date of this Lease, Landlord shall give consideration for any such employment, openings to participants in the County Department of Public Social Services' Greater Avenues for Independence ("GAIN") Program who meet Landlord's minimum qualifications for the open position. The County will refer GAIN participants by job category to Landlord.

(b) Solicitation of Consideration. It is improper for any County officer, employee or agent to solicit consideration in any form from a landlord with the implication, suggestion or statement that the landlord's provision of the consideration may secure more favorable treatment for the landlord in the award of the Lease or that landlord's failure to provide such consideration may negatively affect the County's consideration of the landlord's offer to lease. A landlord shall not offer or give, either directly or through an intermediary, consideration in any form to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Lease.

Landlord shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861. Failure to report such solicitation may result in the landlord's submission being eliminated from consideration.

(c) Landlord Assignment.

(i) Landlord may assign, transfer, mortgage, hypothecate or encumber Landlord's right, title and interest in and to this Lease or any portion thereof (including the right to receive rental payments but excluding its duties and obligations hereunder), and Landlord may execute any and all instruments providing for the payment of Basic Rent directly to an assignee or transferee, but only if the conditions set forth in this Section are met.

(ii) Any document or agreement purporting to assign, transfer, mortgage, hypothecate or encumber Landlord's right, title and interest in and to this Lease or any portion thereof, is hereinafter referred to as a "Security Agreement." Any Security

Agreement which is executed without full compliance with the requirements of this Section shall be void.

(iii) Each assignee or transferee under the Security Agreement shall certify and agree in writing that such assignee or transferee has read and is familiar with the requirements of Sections 5950-5955 of the California Government Code, which prohibits the offer or sale of any security constituting a fractional interest in this Lease or any portion thereof, without the prior written consent of the County. Notwithstanding the foregoing, the County hereby acknowledges and agrees that Landlord shall have the right to encumber the Property with CMBS (collateralized mortgage backed securities) financing or other traditional real estate financing. However, Landlord may not encumber the Property through any type of bond financing vehicle, including, but not limited to certificate of participation financing.

(iv) Violation by Landlord of the provisions of Section 5951 of the California Government Code will constitute a material breach of this Lease, upon which the County may impose damages in an amount equal to the greater of (a) $500,000 or (b) 10% of the aggregate principal portion of all rental payments payable by the County during the entire Term of this Lease, it being expressly agreed that the aforesaid amount shall be imposed as liquidated damages, and not as a forfeiture or penalty. It is further specifically agreed that the aforesaid amount is presumed to be the amount of damages sustained by reason of any such violation, because from the circumstances and nature of the violation it would be impracticable and extremely difficult to fix actual damages. In addition, the County may exercise or pursue any other right or remedy it may have under this Lease or applicable law.

(v) Landlord shall give the County notice and a copy of each Security Agreement and any other instrument relating thereto (including, but not limited to, instruments providing for the payment of Basic Rent directly to an assignee or transferee) at least two weeks prior to the effective date thereof.

(vi) Landlord shall not furnish any information concerning County or the subject matter of this Lease (including, but not limited to, offering memoranda, financial statements, economic and demographic information, and legal opinions rendered by the office of counsel for the County) to any person or entity, except with County's prior written consent. Landlord shall indemnify, defend and hold County and its officers, agents and employees harmless from and against all claims and liability alleged to arise from the inaccuracy or incompleteness of any information furnished by Landlord in violation of this Section.

(vii) The provisions of this Section shall be binding upon and applicable to the parties hereto and their respective successors and assigns. Whenever in this Section Landlord is referred to, such reference shall be deemed to include Landlord's successors or assigns, and all covenants and agreements by or on behalf of Landlord herein shall bind and apply to Landlord's successors and assigns whether so expressed or not.

32. IRREVOCABLE OFFER. In consideration for the time and expense that Tenant will invest, including, but not limited to, preliminary space planning, legal review, and preparation and noticing for presentation to the Tenant Real Estate Management Commission of Los Angeles County (if applicable) in reliance on Landlord's agreement to lease the Premises to Tenant under the terms of this Lease, Landlord irrevocably offers to enter into this Lease and not to revoke this offer until the Irrevocable Offer Expiration Date, as defined in Section 1.

33. OPTION TO EXTEND.

(a) Terms of Option. Provided that no material default has occurred and is continuing under the Lease at the time the option is exercised, Tenant shall have two options to renew this Lease (each, an "Option") for an additional period of three years each (each, an "Extension Term").

(b) Exercise of Option. Tenant must exercise its Option(s) to extend this Lease by giving Landlord written notice of its intent to do so by Chief Executive Office letter no later than 90 days prior to the end of the initial Term or first Extension Term, as applicable. The actual exercise of the Option shall be only by the Board of Supervisors of the County of Los Angeles.

(b) Terms and Conditions of Extension Term. The Extension Terms shall be on all the terms and conditions of this Lease, except that Basic Rent for each Extension Term shall be the rate in effect during the last year of the original Lease term (or first Extension Term) increased to fair market value by negotiation and mutual agreement of the parties.

34. SPECIAL PROVISIONS.

Tenant and Landlord hereby acknowledge and agree that Tenant has occupied the Premises since on or about November 2008 on a temporary gratis basis as a result of the Sayre fire destroying the Tenant's Olive View Medical Center location. Tenant and Landlord further acknowledge and agree that, notwithstanding any other provision of this Lease:

(a) Landlord shall have no obligation to cause to be prepared or delivered to Tenant an asbestos report;

(b)Landlord shall have no obligation to deliver a claim to Tenant pursuant to Section 5, and all rent shall be due and payable the first day of each month, without further notice, and is past due if not paid by the fifteenth (15^{th}) day of each month;

(c) Tenant has satisfied itself that the standards to which HVAC, electricity, water, and janitorial services are currently being provided in the Building and the Premises are acceptable to Tenant and adequate for its needs, and Landlord shall have no obligation to provide HVAC, electricity, water, or janitorial services at a level different than what is currently made available to the Premises as of the date hereof;

(d) Landlord shall have no obligation to provide elevator access to the Premises;

(e) Landlord shall have no obligation to make any modifications to the Building or the Premises; and

(f)Tenant shall have no right to assign its interest in this Lease without Landlord's written approval.

IN WITNESS WHEREOF this Lease has been executed the day and year first above set forth.

LANDLORD:

City of San Fernando

By: _____
Name: Steve Veres
Its: Mayor

TENANT:

COUNTY OF LOS ANGELES

WILLIAM T FUJIOKA
Chief Executive Officer

By: _____

ATTEST:

DEAN C. LOGAN
Acting Registrar-Recorder/County Clerk
Of the County of Los Angeles

By: _____
Deputy

APPROVED AS TO FORM:
Robert E. Kalunian
Acting County Counsel

By: _____
Deputy: Amy M. Caves
Senior Deputy County Counsel

EXHIBIT A

DESCRIPTION OF PREMISES AND AMENITIES

Included in this agreement and provide to Coroner staff by the Landlord are the following services and amenities:

1. Three private workstations for Coroner staff use including janitorial services, desks, telephones, fax machine, high speed internet and phone service;

2. Access to two private interview rooms and lobby as a meeting place for families and interested parties, two conference rooms for media press conferences or internal meetings, break room/lounge with refrigerator, microwave, coffee machine and vending machines;

3. Access to private locker room(s) and on-site physical fitness room 24 hours a day. Investigators have been issued private lockers and access to shower facilities;

4. Access to the Property/Evidence Room to securely house property of victim(s) including currency, medication, gems, precious metals, etc., 24 hours a day;

5. Access to the Communication Center for JDIC inquires, and to the Records Bureau for photocopying and shredding needs 24 hours a day.

6. Access to the Emergency Operations Center (EOC) for assigned investigators.

EXHIBIT B

LEGAL DESCRIPTION OF PROPERTY

A PARCEL OF LAND LOCATED IN THE STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, WITH A SITUS ADDRESS OF 910 1ST ST, SAN FERNANDO CA 91340-2928 CURRENTLY OWNED BY SAN FERNANDO CITY HAVING A TAX ASSESSOR NUMBER OF 2519-001-902 AND BEING THE SAME PROPERTY MORE FULLY DESCRIBED AS MR 2-591-593*FOR DESC SEE ASSESSOR'S .

EXHIBIT C

COMMENCEMENT DATE MEMORANDUM
AND CONFIRMATION OF LEASE TERMS

Reference is made to that certain lease ("Lease") dated November 19, 2009, between County of Los Angeles, a body politic and corporate ("Tenant"), and City of San Fernando ("Landlord"), whereby Landlord leased to Tenant and Tenant leased from Landlord certain premises in the building located at 910 1st Street, San Fernando ("Premises"),

Landlord and Tenant hereby acknowledge as follows:

(1) Landlord delivered possession of the Premises to Tenant in a Substantially Complete condition on November 19, 2009 ("Possession Date");

(2) Tenant has accepted possession of the Premises and now occupies the same;

(3) The Lease commenced on November 19, 2009 ("Commencement Date");

(4) The Premises contain 1,135 rentable square feet of space; and

(5) Basic Rent per Month is $4,500.

IN WITNESS WHEREOF, this Memorandum is executed this 1st day of December, 2009.

"Tenant"

COUNTY OF LOS ANGELES,
a body politic and corporate

By: _____
Name: William L. Dawson
Its: Director of Real Estate Division

"Landlord"

City of San Fernando

By: _____
Name: ROBERT ORDELHEIDE
Its: CITY ADMINISTRATOR

EXHIBIT D

HVAC STANDARDS

Landlord shall supply cooling, ventilating and heating with capacity to produce the following results effective during Normal Working Hours established by the Lease and within tolerances normal in comparable office buildings; maintenance of inside space conditions of not greater than 78 degrees Fahrenheit when the outside air temperature is not more than 93 degrees Fahrenheit dry bulb and 70 degrees Fahrenheit wet bulb, and not less than 70 degrees Fahrenheit when the outside air temperature is not lower than 42 degrees Fahrenheit dry bulb. Interior space is designated at a rate of one zone for approximately each 1,000 square feet and one diffuser for each 200 square feet of usable square footage within the Premises. If energy requirements prohibit Landlord from complying with these requirements, Tenant shall not unreasonably withhold its consent to temporary waivers or modifications.

EXHIBIT E

CLEANING AND MAINTENANCE SCHEDULE

1. DAILY (Monday through Friday)

A. Carpets vacuumed.
B. Composition floors dust-mopped.
C. Desks, desk accessories and office furniture dusted. Papers and folders left on desk not to be moved.
D. Waste baskets, other trash receptacles emptied.
E. Chairs and waste baskets returned to proper position.
F. Fingerprints removed from glass doors and partitions.
G. Drinking fountains cleaned, sanitized and polished.
H. Lavatories, toilets and toilet rooms cleaned and mopped. Toilet supplies replenished.
I. Bulb and tube replacements, as required.
J. Graffiti expunged as needed within two working days after notice by Tenant.
K. Floors washed as needed.
L. Kitchen/Lunchroom supplies replenished including paper supplies and soap.
M. Exclusive day porter service from ____ to ____ **(if provided by contract).**

2. WEEKLY

A. Low-reach areas, chair rungs, baseboards and insides of door jambs dusted.
B. Window sills, ledges and wood paneling and molding dusted.

3. MONTHLY

A. Floors washed and waxed in uncarpeted office area.
B. High-reach areas, door frames and tops of partitions dusted.
C. Upholstered furniture vacuumed, plastic and leather furniture wiped.
D. Picture moldings and frames dusted.
E. Wall vents and ceiling vents vacuumed.
F. Carpet professionally spot cleaned as required to remove stains.
G. HVAC chiller water checked for bacteria, water conditioned as necessary.

4. QUARTERLY

A. Light fixtures cleaned and dusted, but not less frequently than Quarterly.
B. Wood furniture polished.
C. Draperies or mini-blinds cleaned as required, but not less frequently than Quarterly.
D. HVAC units serviced for preventative maintenance purposes, all filters changed.

5. SEMI-ANNUALLY

A. Windows washed as required inside and outside but not less frequently than twice annually.

B. All painted wall and door surfaces washed and stains removed.

C. All walls treated with vinyl covering washed and stains removed.

6. ANNUALLY

A. Furniture Systems and any other fabric or upholstered surfaces including chairs, couches, walls, etc., spot cleaned, or if determined to be necessary in Tenant's sole discretion, professionally cleaned in their entirety using a water extraction system.

B. Bathroom and any other ceramic tile surfaces professionally cleaned using a hand scrub process. All grout and porous surfaces resealed with a professional grade sealant.

C. Touch-up paint all interior painted surfaces in a color and finish to match existing.

7. AS NEEDED

A. Premises and the sidewalks, driveways, parking areas and all means of access and egress for the Premises should be maintained in good repair, and in clean and safe condition at all times.

B. All lawns, shrubbery and foliage on the grounds of the Premises should be maintained in good condition and neat in appearance. Grass and shrubbery must be replanted as needed to maintain the grounds in good appearance and condition.

C. Carpets to be cleaned using a non-detergent, low moisture, soil encapsulation system as recommended by the carpet manufacturer. The following schedule will be maintained for carpet cleaning: (i) heavy traffic areas as needed with a minimum frequency of bi-monthly [six (6) times per year]; (ii) moderate traffic areas cleaned as needed with a minimum of once every six (6) months [two (2) times per year]; and (iii) clean light traffic areas a minimum of once per year. Landlord agrees that bonnet cleaning is not an acceptable method of cleaning carpets.

D. All walls repainted and wall coverings replaced throughout the Premises. The paint finish should be eggshell or semi-gloss as directed by Tenant and in a color acceptable to Tenant. In no event will Landlord be required to repaint or replace wall coverings more than one (1) time in a five (5) year period (the "Occurrence"). The initial tenant improvements completed prior to Tenant's occupancy or as a condition to the renewal of the Lease shall not constitute and Occurrence for the purpose of determining the frequency of this work.

8. GENERAL

Landlord shall, upon request of Tenant, produce written service contracts as evidence of compliance with the terms of this Cleaning and Maintenance Schedule.

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Real Estate Division
222 South Hill Street, 3rd Floor, Los Angeles, California 90012
(213) 974-4300
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

December 1, 2009

City of San Fernando
117 McNeil Street
San Fernando, California 91340

Attention: City Administrator

CORONER DEPARTMENT
910 FIRST STREET, SAN FERNANDO
LEASE NO. L-1063

Attached for your reference is an original of the Lease Agreement for the Coroner Department facility located at 910 First Street, San Fernando.

Thank you for your courtesy and cooperation in this matter. Should you have any questions, please contact Miguel Covarrubias, of my staff at (213) 974-4164.

Sincerely,

WILLIAM T FUJIOKA
Chief Executive Officer

CARLOS E. MARQUEZ
Manager, Lease Acquisitions

WTF:CEM
MC:lg
C: Chron file

(accpt.kw)

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Wendell Johnson, Director of Public Works
Patsy Orozco, Civil Engineering Assistant II

Date: August 18, 2025

Subject: Receive and File Update Report on the City's Sidewalk Maintenance Program

RECOMMENDATION:

It is recommended that the City Council receive and file a report providing an update on the City's Sidewalk Maintenance Program.

BACKGROUND:

On October 21, 2024, the City Council awarded a contract to Precision Concrete Cutting (Attachment "A" - Contract No. 2309) through the Keystone Purchasing Network in the amount of $1,006,900 and authorized a contingency amount $114,939, for a total of not-to-exceed amount of $1,121,839. The contract includes a sidewalk condition assessment and repair and maintenance services.

ANALYSIS:

The City maintains approximately 80 miles of sidewalk and pedestrian curb ramps. Through its Sidewalk Maintenance Program, the City proactively inspects, repairs, and maintains sidewalk infrastructure to enhance pedestrian safety, ensure accessibility, and support mobility for all pedestrians. The program focuses on systematically identifying and eliminating sidewalk trip hazards-such as uplifted or damaged concrete panels-to prevent accidents and improve overall walkability. In addition, these improvements will reduce the City's exposure to trip-and-fall liability claims and extend the life of sidewalk without costly full replacements.

A comprehensive sidewalk condition assessment identifies deficiencies such as cracks, heaving, settling, spalling, and root damage. Many of the City's older sidewalks exhibit such signs of distress due to long-term environmental exposure, use of substandard materials, heavy vehicle loads, inadequate trench compaction, and intrusion from tree roots. These deficiencies can result in uneven walking surfaces commonly referred to as trip hazards.

Sidewalk trip hazards, where one section sticks up or drops down by more than ½ inch, pose a significant safety risk to pedestrians. These mid-sized trip hazards are especially hazardous because they are difficult to detect visually and are more likely to catch the toes of unaware or mobility-impaired pedestrians. To address these conditions efficiently and cost-effectively, the City utilizes sidewalk sawcutting, which removes the trip hazard and feathers it back to meet Americans with Disabilities Act (ADA) standards.

However, when a sidewalk trip hazard exceeds 2 ½ inches higher or lower than the adjacent panel, or the concrete is badly cracked or crumbling, saw-cutting is not effective. In these instances, the damaged segment will require removal and replaced entirely with new concrete to ensure long-term durability and compliance with ADA accessibility standards. Given that most sidewalk slabs are four (4) inches thick, any damage beyond 2 ½ inches necessitates full replacement to restore safety. These replacement will be addressed in future phases of the Sidewalk Maintenance Program.

The proactive implementation of this program is essential, not only for public safety, but also for reducing the City's exposure to liability claims related to trip-and-fall incidents. In the last five (5) years, the City has experienced 37 claims and paid approximately $340,000 in related settlements.

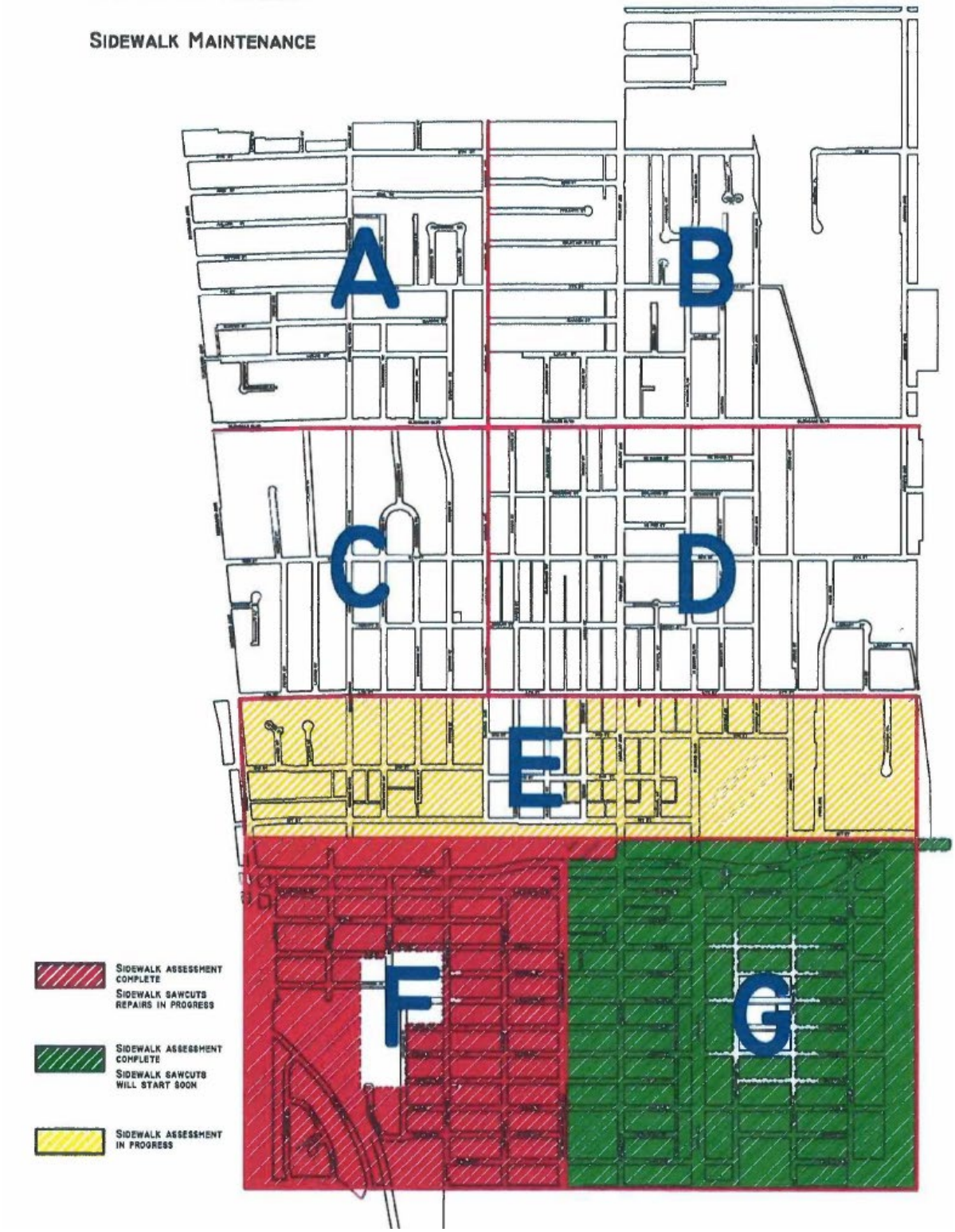
The maintenance program will also help with extending the useful life of existing sidewalk through targeted repairs. These strategic improvements are a more fiscally responsible alternative to frequent full concrete replacements.

To ensure the Sidewalk Maintenance Program remains within budget and is implemented in an organized and efficient manner, the City was divided into seven (7) geographic zones labeled Grids A through G, as shown in Figure 1 below.

Work began in April in the southern portion of the City starting with Grid F. The sidewalk assessment for Grid F has been completed, and sawcut repairs are currently underway (Attachment "B").

Assessment of Grid G has also been completed, with sawcut repairs scheduled to begin shortly. The assessment for Grid E is presently in progress. For the remaining areas, Grids A through D, sidewalk assessments and sawcut repairs are tentatively scheduled for completion in Spring/Summer 2026.

Figure 1: Sidewalk Grid Map



BUDGET IMPACT:

The total cost of sidewalk assessment and maintenance services under Contract No. 2309 is $1,121,839, which includes a base amount of $1,006,900 plus a contingency of up to $114,939 based on funding availability. This work is fully funded through the City's allocation of American Rescue Plan Act (ARPA) funds designated for citywide infrastructure improvements, including sidewalk repairs.

CONCLUSION:

Staff recommends the City Council receive and file the update report on sidewalk repairs. Staff will continue to provide sidewalk maintenance updates through the standing enhancement project and priority agenda report, and as requested by the City Council.

ATTACHMENTS:

A. Contract No. 2309
B. Grid F - Before and After Photos

ATTACHMENT "A"
CONTRACT NO. 2309

2024
CONTRACT SERVICES AGREEMENT
(Contractor: Precision Concrete Cutting)
(Nature of Engagement: Sidewalk Assessment, Repair and Maintenance Services)
(Cooperative Purchase: Keystone Purchasing Network, Contract No. KPN-202201-04)

THIS CONTRACT SERVICES AGREEMENT (hereinafter, "Agreement") is made and entered into as of this 21st day of October, 2024, by and between the CITY OF SAN FERNANDO, a municipal corporation (hereinafter, "CITY") and PRECISION CONCRETE CUTTING, INC. (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, in an effort to maintain sidewalk safety, requires sidewalk assessment, repair and maintenance services which do not constitute a "public project" within the meaning of Public Contract Code Section 20161(c); and

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

WHEREAS, Section 2-802 (Cooperative, piggyback and multiple awarded bid purchasing with other agencies) authorizes the CITY to award contracts without first issuing a request for proposals if the purchasing agent determines it to be in the best interest of the CITY to piggyback onto or join into an existing written purchase contract obtained through a competitive bidding process prepared by and awarded by another local, state or federal government agency and where the services to be provided will be on the same or better pricing; and

WHEREAS, the Keystone Purchasing Network ("KPN") is a cooperative purchasing program of the Central Susquehanna Intermediate Unit, No. 16, a public agency established under the law of the State of Pennsylvania that obtains competitively solicited bids for supplies and services and makes its competitively procured pricing available to other public agencies nationwide; and

WHEREAS, on February 16, 2022, CONTRACTOR was awarded a contract under the KPN program for sidewalk assessment, repair and maintenance services, the pricing for which is extended to CITY pursuant to KPN's cooperative purchasing program; and

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WHEREAS, the execution of this Agreement was approved by the San Fernando City Council in accordance with Section 2-802 of the San Fernando Municipal Code at its Regular Meeting of October 21, 2024 under Agenda Item No. 9.

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

SECTION 1. SCOPE OF SERVICES.

A. Subject to the terms and conditions of this Agreement, CONTRACTOR agrees to provide and perform the various services and tasks described in the following:

1. Those certain bid solicitation documents of KPN entitled "Invitation for Bids, KPN 202201-04 Trip Hazard Removal, Part I: General Terms and Conditions" and "Invitation for Bids, KPN 202201-04 Trip Hazard Removal, Part II: Bid Category Specifications" published December 13, 2021, which are attached and incorporated hereto together as **Exhibit "A"** (hereinafter, the "Baseline Requirements"); and

2. Those bidder's response documents of CONTRACTOR submitted in response to KPN's invitation to bids which are attached hereto collectively as **Exhibit "B",** and which are comprised of the following documents:

    a. KPN Bid Form A: Bid Affidavit as completed and submitted by CONTRACTOR dated January 12, 2022; and
    b. KPN Bid Form B: Acceptance of Bid and Contract Award as completed and submitted by CONTRACTOR dated January 12, 2022; and
    c. KPN Bid Form C.1: Service Questionnaire as completed and submitted by CONTRACTOR dated January 12, 2022; and
    d. KPN Bid Form C.2: Certification of Ability to Serve KPN Members as completed and submitted by CONTRACTOR dated January 12, 2022; and
    e. KPN Bid Form D: Company Information as completed and submitted by CONTRACTOR dated January 12, 2022; and
    f. KPN Bid Form E: Exception to Terms and Conditions as completed and submitted by CONTRACTOR dated January 12, 2022; and
    g. KPN Bid Form F.1: Compliance and Deviations as completed and submitted by CONTRACTOR dated January 12, 2022; and
    h. KPN Bid Form F.2: Deviations as completed and submitted by CONTRACTOR dated January 12, 2022; and
    i. KPN BID Form G.1: Discount and Pricing Schedule as completed and submitted by CONTRACTOR dated January 12, 2022; and
    j. KPN Bid Form G.2: Line Item Pricing as completed and submitted by CONTRACTOR dated January 12, 2022.

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The capitalized term "Contractor's Bid Proposal" shall be a collective reference to all of the above referenced documents which are attached to this Agreement collectively as **Exhibit "B"**.

3. That certain document of KPN entitled "Precision Concrete Cutting, Contract #: KPN-202201-04, Commodity: Trip Hazard Removal, Executive Summary" which is attached and incorporated hereto as **Exhibit "C"** (the "Executive Summary"); and

4. Those certain documents each entitled "Extension of Agreement, KPN BID 2022, Contract EXTENSION AGREEMENT made by and between Precision Concrete Cutting (Vendor), Category: Trip Hazard Removal and The Central Susquehanna Intermediate Unit (CSIU) d/b/a/ Keystone Purchasing Network (KPN)" dated January 6, 2023 and January 25, 2024 which are attached and incorporated hereto collectively as **Exhibit "D"** and any like extensions that may subsequently be approved by KPN (collectively, the "Cooperative Agreement Extension Documents").

B. For purposes of this Agreement, the capitalized term "Scope of Services" shall be a collective reference to the Baseline Requirements, Contractor's Bid Proposal, the Executive Summary and the Cooperative Agreement Extension Documents. For purpose of this Agreement the capitalized term "Services" shall be a collective reference to all of the various services and tasks to be provided and/or performed by CONTRACTOR and all of the various equipment, improvements, materials and supplies to be provided and/or installed by CONTRACTOR as described in the documents that comprise the Scope of Services. All references to the terms "member(s)", "participating member(s), "KPN member(s)" or "registered KPN member(s)", "member agency" as set forth in the documents that comprise the Scope of Services shall mean and include CITY.

C. CONTRACTOR shall provide all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the Services. CONTRACTOR shall perform the Services 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.

D. The provisions of paragraphs (A) through (C), above, notwithstanding:

1. The resolution, reconciliation or harmonization of conflicts or inconsistencies as between the various exhibits to this Agreement or as between the various exhibits to this Agreement and the text of the Agreement document to which the exhibits are attached shall not be resolved, reconciled or harmonized in a manner that conflicts with the requirements of San Fernando Municipal Code Section 2-802 that any Services be provided at the same or better unit pricing as set forth in KPN Bid Form G.2: Line Item Pricing as completed and submitted by CONTRACTOR dated January 12, 2022".

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2. Except as provided under, KPN Bid Form F.1: Compliance and Deviations and KPN Bid Form F.2: Deviations as both were completed and submitted by CONTRACTOR, whenever the provisions of an exhibit to this Agreement conflict with, or are inconsistent with, the provisions of another exhibit to this Agreement or a provision of this Agreement document to which the exhibits are attached: (i) any provision imposing a higher duty or standard of care or performance by CONTRACTOR shall govern and control; (ii) any provision granting the CITY greater discretion, authority or protection shall govern and control; and (iii) to the extent this Agreement requires compliance with prevailing wage and other labor laws of the State of California as well as federal prevailing wage and other labor laws, the more stringent provisions of such laws shall govern and control to the extent of any conflict or inconsistency as between the two.

3. Except as otherwise provided under subparagraphs (D)(1) and (D)(2) of this Section, above, in the event of any conflict or inconsistency between the provisions of this Agreement document and the provisions of any exhibits attached to this Agreement document, the provisions of this Agreement document shall govern and control but only to the extent of the conflict or inconsistency and no further.

E. CONTRACTOR warrants and represents that CONTRACTOR: (i) has thoroughly investigated and considered the nature of the Services to be provided under this Agreement and the location(s) where such Services are to be performed; and (ii) has carefully considered how the Services should be performed. CONTRACTOR acknowledges and agrees that it has inspected, or has had the opportunity to inspect, any location where the Services are to be performed and has or will acquaint itself with the conditions and characteristics of the same before commencing any of the Services. Should the CONTRACTOR discover any latent or unknown condition(s) which will materially affect the performance of the Services, CONTRACTOR shall immediately inform the CITY of such discovery and shall not proceed, except at CONTRACTOR's risk until written instructions are received from the City Representative.

F. In the event CONTRACTOR ceases to perform the Services agreed to under this Agreement or otherwise abandons any undertaking contemplated herein prior to the expiration of the Term, defined below, or any extension term, CONTRACTOR shall deliver to CITY immediately and without delay, all reports and other records and data which CONTRACTOR was required to provide or make available to CITY under 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. PERFORMANCE OF SERVICES.

A. CONTRACTOR shall perform the Services contemplated under this Agreement on an as-needed, as requested basis. Nothing in this Agreement shall be construed to grant

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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 Services in the manner described below and such Services are 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 not perform any Services 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 Services 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 Services to completion in a timely and a diligently manner as possible.

SECTION 3. COMPENSATION.

A. CONTRACTOR shall perform all the Services in accordance with KPN Bid Form G.2: Line Item Pricing as completed and submitted by CONTRACTOR dated January 12, 2022 (hereinafter, the "Compensation Schedule").

B. Paragraph (A) of this Section notwithstanding, CONTRACTOR's total compensation for all Services performed under this Agreement shall not exceed the aggregate sum of **ONE MILLION, SIX THOUSAND, NINE HUNDRED DOLLARS ($1,006,900)** (hereinafter, the "Not-to-Exceed Sum"). CONTRACTOR further agrees that the Not-to-Exceed Sum is inclusive of compensation for all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the Services.

C. Following the completion of each calendar month, CONTRACTOR shall submit to CITY an itemized invoice indicating the services and tasks performed in the recently concluded calendar month. The invoice shall identify all services and tasks performed during the

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recently concluded calendar month and the corresponding subtotal for the same as well as all equipment costs and other charges. 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 Services, 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. CITY shall retain 10% of the Not-to-Exceed Sum which shall be payable within 30 calendar days from the City Council's approval of a Notice of Completion for all Work.

SECTION 4. STANDARD OF CARE.

A. CONTRACTOR agrees as follows:

1. In the performance of all Services under this Agreement, CONTRACTOR shall use the standard of care applicable to its field or profession;

2. CONTRACTOR represents all personnel assigned to perform the Services for CITY under this Agreement shall possess the skill, training and experience necessary to competently perform the Services and shall at all times possess and maintain all licenses, certifications and/or qualifications necessary to perform the Services;

3. CONTRACTOR shall perform and complete all of the Services in a manner that is reasonably satisfactory to CITY;

4. CONTRACTOR shall comply with all applicable federal, State and local laws and regulations, including all applicable Cal/OSHA regulations in the performance of this Agreement;

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

6. In the performance of this Agreement, CONTRACTOR shall supply and deploy personnel, equipment, tools and materials necessary, in the reasonable opinion of CITY, to perform Services in compliance with the standard of care set forth in this Section and to timely complete the Services within the time period specified within each Work Order; and

7. CONTRACTOR shall perform, at CONTRACTOR's sole cost and expense, any tasks necessary to correct any errors or omissions caused by CONTRACTOR's failure to comply with the standard of care set forth in this Section or by any like failure on

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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 in the City Representative's sole and absolute discretion.

B. CONTRACTOR acknowledges and agrees that CITY'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. CONTRACTOR further acknowledges, understands and agrees that CITY has relied upon the representations of CONTRACTOR under paragraph A of this Section, above, and that such representations were a material inducement to CITY entering into this Agreement with CONTRACTOR.

C. The skills, training, knowledge, experience and resources of CONTRACTOR are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the personnel who will perform the Services provided. In recognition of this interest, CONTRACTOR agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONTRACTOR's duties or obligations under this Agreement with the prior written consent of the CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and any such unauthorized transfer or assignment shall constitute a material breach of this Agreement.

SECTION 5. REPRESENTATIVES.

A. City Representative. For the purposes of this Agreement, the contract administrator and CITY's representative shall be the Director of Public Works (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, Gary Beneduci, 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.

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SECTION 6. CONTRACTOR'S PERSONNEL.

A. CONTRACTOR represents that it has, or will secure at its own expense, all personnel required to perform the Services and all other related tasks contemplated under this Agreement.

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 Services.

C. CONTRACTOR shall be solely responsive for the payment of 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 Services.

D. CONTRACTOR shall be solely responsible for the satisfactory performance of all personnel working on CONTRACTOR's behalf in the performance of this Agreement.

E. If at any time during the term of this Agreement, CITY requests the removal of any of CONTRACTOR's employees or subcontractors assigned by CONTRACTOR to perform on CONTRACTOR's behalf under this Agreement, CONTRACTOR shall remove such employees or subcontractors immediately upon receiving notice from CITY.

F. CONTRACTOR shall be solely responsible for the payment of all wages and benefits owed to CONTRACTOR's employees and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security. CONTRACTOR shall also be solely responsive for the payment of all subcontractors acting on its behalf in the performance of this Agreement.

SECTION 7. PREVAILING WAGE AND GENERAL LABOR COMPLIANCE AND REPORTING

A. The requirement of this Section are in addition to, and not in lieu of, those requirements set forth under Sections I.K.23.d and I.K.23e of the Baseline Requirements. Where Sections I.K.23.d and I.K.23e of the Baseline Requirements and the requirements of this Section are on conflict or are otherwise inconsistent: (i) the provisions which are more stringent or afford greater protections for CONTRACTOR' personnel shall govern and control; and (ii) the provision providing a higher hourly wage shall govern and control.

B. CONTRACTOR and any subcontractor performing or contracting any portion of the Services 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 Services 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.

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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.

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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 Services of this Contract. No Work Order shall be issued to CONTRACTOR, and CONTRACTOR shall not perform any Services, 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 Services under this Agreement. 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*

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contract." Subcontractors may not perform any Services under this Agreement until verification of Workers' Compensation Insurance coverage has been obtained and verified by CONTRACTOR and submitted to CITY for its 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 8. [RESERVED – NO TEXT]

SECTION 9. CONFLICTS OF INTEREST.

A. CONTRACTOR may serve other clients, but none whose activities within the corporate limits of CITY or whose business, regardless of location, would place CONTRACTOR in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

B. CONTRACTOR shall not employ any official or employee of the CITY during the Term of this Agreement or any extension term. No officer or employee of CITY shall have any financial interest in this Agreement that would violate Government Code Sections 1090 *et seq.* CONTRACTOR warrants and represents that no owner, principal, partner, officer or employee of CONTRACTOR is or has been an official, officer, employee, agent or appointee of the CITY within the twelve-month period of time immediately preceding the Effective Date. If an owner, principal, partner, officer, employee, agent or appointee of CONTRACTOR was an official, officer, employee, agent or appointee of the CITY within the twelve-month period immediately preceding the Effective Date, CONTRACTOR warrants that any such individuals did not participate in any manner in the forming of this Agreement. CONTRACTOR understands that, if this Agreement is made in violation of Government Code § 1090 *et seq.*, the entire Agreement is void and CONTRACTOR will not be entitled to any compensation for Services performed pursuant to this Agreement, including reimbursement of expenses, and CONTRACTOR will be required to reimburse the CITY for any sums paid to CONTRACTOR. CONTRACTOR understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090.

C. 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

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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.

SECTION 10. 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 duration 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 Services. 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 similar work and 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.

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SECTION 11. [RESERVED – NO TEXT].

SECTION 12. NON-DISCRIMINATION.

A. CONTRACTOR shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any provided by CONTRACTOR under this Agreement. CONTRACTOR shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any that is the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of CONTRACTOR thereby.

B. 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. CONTRACTOR shall include the nondiscrimination and compliance provisions of this Section in all subcontracts to perform any of the Services under this Agreement.

SECTION. 13. INDEMNIFICATION.

A. CONTRACTOR's indemnification obligations as set forth under Section I.K.20 of the Baseline Requirements shall extend to CITY and CITY's officials, officers, employees and agents (collectively, the "City Indemnitees") in the same manner and to the same extent the same is extended to KPN and member agencies.

B. In addition to, and not in lieu of, the indemnification obligations set forth under Section I.K.20 of the Baseline Requirements, CONTRACTOR shall indemnify, hold harmless and defend the CITY and CITY's officials, officers, employees and agents (hereinafter, the "CITY Indemnitees") from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs, and fees of litigation) of every nature arising out of or in connection with all negligent acts, errors or omissions of CONTRACTOR or CONTRACTOR's employees, agents or subcontractors in the performance of the Services or CONTRACTOR's failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole negligence or willful misconduct of the CITY. CONTRACTOR's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the CITY, its officials, officers, employees, agents or volunteers. The provisions of this indemnity

provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONTRACTOR acknowledges that CITY would not enter into this Agreement in the absence of CONTRACTOR's commitment to indemnify, defend and protect CITY as set forth herein. The duty to indemnify, defend and hold harmless as set forth in this Section is in addition to and not in lieu of any other indemnification duties set forth in the Scope of Work.

C. CITY shall have the right to offset against the amount of any compensation due to CONTRACTOR under this Agreement, any amount due to CITY from CONTRACTOR as a result of CONTRACTOR's failure to either pay CITY promptly for any costs associated with CONTRACTOR's obligations to indemnify the CITY Indemnitees under this Article or related to CONTRACTOR's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

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. Any obligations of CONTRACTOR, to indemnify, defend an hold harmless the CITY Indemnitees 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.

E. Any duty to indemnify, defend and hold harmless the City Indemnitees as set forth under this Agreement document or any exhibits attached to this Agreement document or any other documents incorporated by reference shall survive the early termination or normal expiration of this Agreement and shall be in addition to any other rights or remedies which the CITY may have at law or in equity.

SECTION 14. INSURANCE.

A. Except as otherwise provided herein, CONTRACTOR shall at all times procure and maintain those policies of insurance identified under Section I.K.17 of the Baseline Requirements, subject to the same terms, conditions, restrictions and requirements set forth under the same.

B. Paragraph A of this Section notwithstanding, CONTRACTOR shall also comply with the following additional insurance requirements:

1. In addition to those policies of insurance called for under Section I.K.17 of the Baseline Requirements CONTRACTOR shall also procure and maintain the following coverages:

    a. 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.

b. 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.

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

2. Section I.K.17.c. of the Baseline Requirements notwithstanding, the carriers for those insurance coverages called for under paragraph A of this Section, above, and under this Section B, shall be admitted to do business the State of California.

3. 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.

4. Prior to performing any Services 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.

5. 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.

6. 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.

7. 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.

8. 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.

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9. 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.

10. 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.

11. 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.

12. 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.

SECTION 15. 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 Services and enable the CITY to evaluate the performance the Services. CITY 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 16. TERMINATION.

A. 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

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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) any "Event of Default" within the meaning of Section I.K.18 of the Baseline Requirements; (iii) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONTRACTOR, whether voluntary of involuntary; and (iv) CITY's discovery that a statement representation or warranty by CONTRACTOR relating to this Agreement is false or erroneous in any material respect. For purposes of this Agreement and the exhibits any references to "working day(s)" or "business day(s)" shall mean Monday through Friday during CITY's regular business hours, excluding CITY-observed holidays.

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

    i. Within five (5) 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 5-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 5-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 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.

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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, in the Baseline Requirements 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

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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 17. FORCE MAJEURE. The completion date specified in each Work Order 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 seven(7) 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 18. 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: Public Works Director
117 Macneil Street
San Fernando, CA 91340
Phone: (818) 898-1222

If to CONTRACTOR:
Precision Concrete Cutting
Attn: Gary Beneduci
5737 Kanan Road, 718
Agoura Hills, CA 91301
(888) 881-9816

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SECTION 19. 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 20. ENTIRE AGREEMENT. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. This Agreement and its exhibits represent 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 21. 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 22. 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 23. 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 24. COUNTERPARTS. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one agreement. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with the U.S. federal ESIGN Act of 2000, e.g., www.docusign.com) or other transmission method and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes.

[SIGNATURE PAGE TO FOLLOW]

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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: DocuSigned by: Nick Kimball 1041FC9C27C7499...
Nick Kimball, City Manager

Date: 11/07/2024 | 4:08 PM EST

APPROVED AS TO FORM

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

Date: 11/07/2024 | 12:30 PM PST

PRECISION CONCRETE CUTTING, INC.

By: DocuSigned by: Gary Beneduci EEDB90073B4D42F...

Name: Gary Beneudci

Title: CEO and Treasurer

Date: 11/07/2024 | 12:23 PM PST

Invitation for Bid
KPN 202201-04 Trip Hazard Removal

PART I: GENERAL TERMS AND CONDITIONS

On behalf of its membership in the fifty United States and the District of Columbia, the Keystone Purchasing Network (KPN) seeks a discounted source for trip hazard removal and may include installation services and associated expertise, training and other associated products and services. Member agencies are primarily school districts, charter schools, colleges and universities, local government offices and other tax-exempt nonprofit agencies. It is KPN's intent to award one contract, but if it is in the best interest of members, it reserves the right to make multiple awards.

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ADDITIONAL DOCUMENTS TO DOWNLOAD

PART II: Bid Category Specifications

PART III: Bid Forms and Instructions

Keystone Purchasing Network

Invitation for Bid

KPN 202201-04 Trip Hazard Removal

CALENDAR OF BID ACTIVITIES

Transaction	Date
Bid published on https://kpn.ionwave.net	December 13, 2021
Question/Information Period 8 a.m.–4 p.m. ET, weekdays except holidays	December 20, 2021 - January 4, 2022
Proposal Deadline	January 14, 2022, 4:00 p.m. ET
Public Bid Opening CSIU Main Office, 90 Lawton Lane, Milton, PA	January 17, 2022, 9:00 a.m. ET
CSIU Board Meeting for bid approval	February 16, 2022
Notification of awards	February 17, 2022
Term of Contract	Upon award until February 28, 2023
Contract Extensions	Possibility of up to five (5) one-year extensions

I.A. Issuer: The Keystone Purchasing Network (KPN) is a not-for-profit national cooperative purchasing program administered by the Central Susquehanna Intermediate Unit (CSIU), a regional educational service agency created by the Pennsylvania Legislative Act of 1971 and a Political Subdivision of the Commonwealth of Pennsylvania. KPN serves tax-exempt nonprofit educational institutions, political subdivisions and other not-for-profit organizations across the nation that seek quality products and services for the best possible price. KPN relieves its members of the burden of conducting individual, lengthy and costly bid awards.

I.B Membership in KPN: Agencies must register online with KPN at https://www.thekpn.org/. Only registered KPN members are eligible for vendor discounts available under KPN contracts. KPN members are school districts, nonpublic schools, technical high schools, charter schools, colleges and universities, preschool organizations, political subdivisions and other nonprofit agencies and organizations.

I.C. Contact Information:

Keystone Purchasing Network
90 Lawton Lane
Milton, PA 17847
Mark Carollo, Associate Director
(570) 246-5936
Fax: (570) 524-5600
mcarollo@csiu.org

I.D. Time Line: See page 2 of this document.

I.E. Eligibility of Respondents: Bidders must align with the following requirements in order to be eligible in the bid competition.

I.E.1. The bidder must file a complete bid per the instructions in this Invitation for Bid (IFB) by the stated deadline.

I.E.2. The bidder must be a company with an office in North America and have a record of no less than five years doing business in the bid category nationally.

I.E.3. The bidder must have a record of doing business with entities in a minimum of ten states.

I.E.4. The bidder must be able to offer KPN members “most favored agency” prices for quality products and services.

I.E.5. The bidder must have access to a national distribution system. Furthermore, the respondent must be able to provide products and services in this IFB to all KPN members.

I.E.6 A bidder must provide a copy of its Certificate of Authority or licensing to do business in each of the fifty United States and the District of Columbia in response to FORM C.2 (See Part III, Bid Forms and Instructions).

I.E.7. The bidder must be able to fulfill the reporting, invoicing, and general and specific standard terms and conditions required by KPN contract.

I.E.8. The bidder must be able to deliver the products, services, and warranties proposed in the bid within the contractual period stipulated for the bid.

I.F. Glossary of Terms

Term	Definition
Bid	The competitive application for a contract award.
Bid Award	The competitive award of a contract to provide goods and services as per this IFB.
Bid Documents	Bid documents include the Advertisement for Bids, Instructions to Bidders, General Terms and Conditions of the Contract, Bid Specifications, Supplementary Conditions (if any), Plans (if applicable), Bid Response Form, Addenda (if any) and Letter of Award.
Bid Proposal	The document submitted by the respondent in pursuit of the bid award, on which the selection panel, among other things, will base its selection or rejection of the bid.
Bid Price	Monetary sum identified by bidder in bidder's proposal.
Bidder	Person or entity submitting a bid, a respondent to the bid. Once a bid has been awarded, the bidder becomes a supplier, also known by "contractor," "vendor," "provider" and "offeror."
Capitalized Terms	Capitalized terms used in the IFB and Contract and not otherwise defined herein are specific to and have meaning ascribed to them in documents specific to this bid.
Contract	The agreement binding the bid award and conditions flowing from it.
Contractor	(1) The successful bidder or, (2) In clauses in this IFB pertaining to construction and installation services, subsection I.K.22 et seq., "Contractor" is defined as the entity contracted by the member agency to provide such services.
Event of Default	The occurrence of a failure to meet contractual obligations set forth under general and specific terms.
KPN	Keystone Purchasing Network administered by the CSIU.
Member Agency	A school district, vocational technical school, nonpublic school, educational service agency, college or university, municipal division of local, county or state government, or other nonprofit organization registered as a KPN member and eligible for discounts that flow from KPN contracts.
Most Favored Agency Pricing	Lowest possible pricing schedule offered by supplier exclusively to KPN member agencies.
Remedies	Procedures and rights accorded the member pursuant to an event of default by contractor.
Supplier	The successful bidder becomes the supplier, a term that can be used interchangeably with vendor, provider, contractor or offeror.

I.G. Grounds for Disqualification of Bid Proposals: KPN has the authority to reject any and all bid proposals for any of the following reasons:

I.G.1. Ineligibility of bidder (see § I.E. above).

I.G.2. Incompleteness of bid proposal (see Part III for instructions on submitting a complete bid proposal).

I.G.3. Lateness of bid proposal.

I.G.4. Bid proposal not submitted online.

I.G.5. Falsification of information in bid proposal.

I.H. Rejection of Bid Proposals: The KPN selection panel has the authority to preliminarily disqualify Bid Proposals for reasons set forth in § I.G. above, and to reject proposals on the basis of competitive selection as set forth in part I.E. above. All decisions made by the selection panel are final and appeals will not be granted.

I.H.1 **Protests:** Protests shall be filed with KPN, and shall be resolved, in accordance with applicable law. A protest must be in writing and must be filed with KPN. A protest of solicitation must be received at KPN before the solicitation opening date. A protest of a proposed award or of an award must be filed within ten days after the protester knows or should have known the basis of the protest. A protest must include: (1) the name, address and telephone number of the protestor; (2) the original signature of the protester or its representative; (3) identification of the solicitation; and (4) a detailed statement of the legal and factual grounds of protest, including copies of any relevant documents; and the form of relief requested.

I.I. Withdrawal of IFB: KPN has the authority to withdraw the IFB at any time up to the award of a contract. Furthermore, KPN has the authority to reject all bid proposals.

I.J. Bid Evaluation: KPN evaluates bid responses and makes an award based on the lowest, responsive and responsible bidder meeting the specifications which it deems in the best interest of its members.

I.J.1. **Marketing Plan.** Bidders are required to submit a detailed marketing plan that includes information and promotional materials that can be used to market the contract to KPN members. Additionally, bidders are surveyed about past and anticipated exhibiting activities at professional conferences, sales staff and proposed ways in which the company can participate in cooperative marketing activities with KPN. Upon award of a contract KPN staff will meet with contractor(s) staff to develop a 30-90 day national rollout of the contract to their sales staff. KPN staff will work with contractor(s) on various print, electronic and exhibit booth contract advertising.

I.J.2. **Pricing.**

(a) For the term of this bid and any extensions, the supplier must offer the most favored agency pricing to KPN and its members.

(b) The proposed pricing bid must include all costs for implementation of the materials and services provided in this bid.

(c) The proposed pricing must have the KPN administrative fee built into it. The fee may not be charged separately to purchasing members.

I.K. General Terms and Conditions: The following General Terms and Conditions are incorporated in all contracts awarded through Invitations For Bid (IFB) and Requests For Proposal (RFP) conducted by the Central Susquehanna Intermediate Unit (CSIU) as administrator of the Keystone Purchasing Network (KPN) on behalf of its member agencies.

I.K.1. **Issuing Agency:** The KPN is a program initiative of the CSIU, 90 Lawton Lane, Milton, PA 17847. KPN is a cooperative purchasing program of the CSIU operating under Chapter 19, Intergovernmental Relations, of the Pennsylvania Commonwealth Procurement Code, 62 Pa. CS§§1901 et. seq., as the same may be amended from time to time (the "Act"), for those school districts assigned to the CSIU, as well as other organizations eligible to participate under the Act, whether such organizations are located inside or outside of the Commonwealth of Pennsylvania. Eligible member organizations under the Act include state purchasing agencies, agencies of the United States, political subdivisions, public authorities, tax-exempt nonprofit educational

institutions, public libraries, tax-exempt nonprofit public health institutions and organizations, nonprofit fire companies, nonprofit rescue companies, nonprofit ambulance companies, and to the extent provided by law, any other entity that expends public funds for the procurement of supplies, services and construction. The CSIU is a regional service agency by Act of the Pennsylvania Assembly of 1971 and a Political Subdivision of the Commonwealth of Pennsylvania. Membership in KPN is free for all eligible organizations.

I.K.2 **Term of Contract and Extensions.** The term of the agreement shall commence upon award and continue until February 28, 2023 unless terminated, canceled or extended. By mutual written agreement as warranted, the term of contract may be extended for five (5) additional one-year terms.

I.K.3. **Contractor.** The "offeror," "supplier" or "vendor" responding to a KPN issued IFB or RFP, who is awarded a KPN contract for discounted supplies, services and/or construction through the selection process becomes the "contractor" under the terms of the contract.

I.K.4. **Purchasing Member.** KPN has issued the IFB for a program of supplies, services and/or construction on behalf of its membership. Its individual members will be the users of the contract, hereinafter "purchasing members."

I.K.5. **Administrative Fee.** The contractor agrees to pay KPN a 2% administrative fee based on total volume of sales generated by KPN purchasing members, or an alternative administrative fee structure appropriate to the commodity under solicitation as set forth in the IFB.

I.K.6. **Reporting.** The contractor will file quarterly sales reports with KPN accompanied by the abovementioned administrative fee on reported sales, or as otherwise stipulated in the IFB or otherwise agreed upon and set forth in the contract as is appropriate to the commodity solicited in the IFB.

I.K.7. **Audits.** KPN has the right to authorize audits of all reports and purchases made under this bid.

I.K.8. **Debt.** The contractor may not accrue debt against this contract or notice of award without the prior written consent of KPN. No subcontract shall be made with any other party for the furnishing of supplies, services and/or construction in accordance with the contract without the prior written consent of KPN.

I.K.9. **Termination of Contract.** KPN may at any time, upon seven (7) days prior written notice, terminate the contract with just cause. In case of such termination for KPN's convenience, the contractor is entitled to receive payment from the participating members for services performed and goods received prior to the date of termination.

I.K.10. **Interpretation of Contract.** The contract shall be construed and interpreted, and its validity and the rights of the parties are determined in accordance with the laws of the Commonwealth of Pennsylvania, County of Northumberland, in which the CSIU is located.

I.K.11. **Compliance with Laws.** All applicable laws are deemed to be part of the General Terms and Conditions to the contract and specifications, and the contract is read and enforced as though they were included. The contractor must comply with all applicable federal, state, local and industry statutes, regulations, ordinances, codes

and standards in a member's locale. The failure to specifically reference or include said matters in contract documents does not excuse the contractor from compliance with the same. Without limiting the foregoing, the supplier shall comply with the Williams-Steiger Occupational Safety and Health Act (OSHA) of 1970, Public Law 91-596, and Part 1910, Occupational Safety and Health Standards, Chapter XIII of Title 29 Code of Federal Regulations. Section XIII contains additional compliance for construction related services, which are deemed to be part of the General Terms and Conditions to the contract and specifications by reference.

I.K.12. **Independent Contractor.** In performing services and providing products pursuant to the contract, the contractor is acting independently and not as an agent, servant, partner nor employee of KPN or its members. The contractor has control over the services and products it delivers under the contract, and is solely responsible for its own federal, state and local income taxes, salary, social security payments and any and all other payments incurred by the contractor in the performance of the contract, as well as adhere to all necessary legal requirements governing employment. None of the benefits provided by KPN or its members to their own employees, including but not limited to retirement benefits, workers' compensation insurance, disability insurance, medical insurance and unemployment insurance, are available to the contractor and/or any of the contractor's agents, servants, employees or subcontractors. The contractor has no authority under the contract to assume or create any such obligation or responsibility, expressed or implied, on behalf or in the name of KPN or its members, or to bind KPN or its members in any way whatsoever.

I.K.13. **Binding Contract.** The contract shall be binding and inure to the benefit of the parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

I.K.14. **Waivers.** The waiver by a party to the contract of any term, covenant, obligation or condition herein shall be in written notice to the vendor by KPN or its participating members. It may not be deemed to be a waiver of any subsequent breach of the same or waiver of any other term, covenant, obligation or condition of the contract.

I.K.15. **Invalidities.** The invalidity of any words, phrases, sentences, sections or subsections contained in the contract may not affect the enforceability of the remaining portions of the contract, or any part thereof, all of which are inserted conditionally on their validity in law. In the event any one or more of the words, phrases, sentences, sections or subsections are found to be invalid or unenforceable, the contract will be read as if such offending provisions had not been inserted, and if such invalidity is caused by the length of any period of time set forth in any part hereof, such period of time will be considered to be reduced or increased, as necessary, to a period that would cure such invalidity.

I.K.16. **Member-Contractor Transactions**:

I.K.16.a. The contractor must designate by name and contact information a representative who serves as the facilitator and information resource for KPN members.

I.K.16.b. **Use of Contract.** The contract between KPN and the Contractor establishes a discounted program of supplies, services and/or construction and access for its members. Members access the program of supplies, services and/or construction on an as need basis and are under no obligation to use such contract. Eligible purchasing members will be provided with the KPN

contract number to identify themselves as eligible for the discounts and program of supplies, services and/or construction. Contractors are provided with lists of KPN membership to confirm eligibility of users. Membership lists are only available upon the execution of a contract between KPN and the contractor.

I.K.16.c. A KPN member and the contractor may not enter into a separate, outside agreement for products and services provided through the KPN contract during the term of the contract, unless permission has been obtained from KPN in writing.

I.K.16.d. **Child Protection.** Purchasing members that are school districts, nonpublic schools, charter or public technology schools or any member providing direct pupil services or child care, reserve the right to reject any person they deem unfit to be permitted on their grounds in proximity to students. Upon written notice from the participating member or KPN, the contractor will have such persons who are performing services pursuant to the contract removed from the site immediately. The purchasing member's right to declare a person unfit is not limited to the required exclusion of such persons through the provisions of federal and state laws legislated as child protective services.

I.K.16.e. **Purchase Orders, Contracts, Invoices and Payment.** KPN purchasing members will issue purchase orders to or otherwise enter into project contracts directly with the contractor. Invoices will be sent to the business office of the purchasing members, in duplicate. Separate invoices may be rendered for separate tasks, services or deliveries and be accompanied by signed receipts. Invoicing may not commence before the shipment of products. Prepaid shipments required by reason of prior history are disallowed. Purchasing members agree to pay the contractor the amount specified on the purchase order or contract after receipt, approval and acceptance of delivered items and services. Invoices will be paid by members within thirty (30) days after receipt of the invoice.

I.K.16.f. **Delivery.** Delivery of supplies, products and services, including construction, will be made as ordered and at the destination identified by the KPN member, unless otherwise specified or agreed to by both the member and the contractor. Deliveries are to be made during the hours of 8:00 a.m. and 4:00 p.m., weekdays, inclusive, except holidays, unless otherwise specified. Contractors must notify members forty-eight (48) hours prior notice of shipment. Failure to provide notification may result in the refusal of delivery and rejection of future bid consideration. Contractors are responsible for understanding local road and facilities conditions in order to make proper deliveries. Individual packages must be clearly marked with the purchase order number. All deliveries specified as "inside and installation" require the truck driver to unload the truck and carry products inside the building and set them up for use.

I.K.17. **Insurance Requirements.**

I.K.17.a. The contractor is required to purchase and maintain insurance for the protection of claims for damages because of bodily injury, including personal injury, sickness, disease or death of any of the contractor's employees, agents, servants or of any personnel so insurable, for claims of damages due

to injury or destruction of tangible property, including loss of use resulting from there from, and from claims arising out of the performance of the contract or caused by negligent acts for which the supplier is legally liable. The supplier must maintain through the term of the KPN contract a minimum of $1,000,000.00 of occurrence liability insurance (basic and umbrella coverage) covering the services contemplated by the contract.

I.K.17.b. The contractor is required to purchase and maintain until the termination of services purchases pursuant to the contract, automobile and truck liability coverage with a minimum combined single limit liability of $300,000.00.

I.K.17.c. As requested by KPN or its members, the contractor must provide a certificate of insurance evidencing all required coverage with at least a thirty (30) day notification period that must be given to KPN prior to any policy cancellation. All required insurance must be written on an occurrence basis and maintained with a carrier licensed to conduct business in the Commonwealth of Pennsylvania, having a minimum rating of Best A.

I.K.17.d. In compliance with the Act of General Assembly, Commonwealth of Pennsylvania, the contractor further covenants and agrees to accept, insofar as the work covered by this contract in Pennsylvania is concerned, the provisions of the Workmen's Compensation Act of 1951, and any supplements or amendments thereto, which may have been or may hereafter be passed, or will file with the participating members a certificate from the Department of Labor and Industry.

I.K.18. **Event of Default.**

I.K.18.a. The following constitute an "Event of Default" under the contract:

(1) The contractor fails to furnish and deliver products or services or any part thereof, or to replace any products or services which were rejected for inappropriateness and such failure continues for a period of five (5) working days following the date of notice from KPN.

(2) The filing of a petition by or against the contractor for an adjudication as bankrupt or insolvent, or for the contractor's reorganization, or for the appointment of a receiver or trustee of the contractor's property; an assignment by the contractor for the benefit of creditors; taking possession of the property of the contractor by any governmental officer or agency pursuant to statutory authority for the dissolution or liquidation of the contractor; or the commencement of levy, execution or attachment proceedings against the contractor or a substantial portion of the contractor's assets.

(3) The contractor discontinues the conduct of its business or fails to remain open and operating.

(4) The contractor fails to perform any other covenant or condition of the contract within ten (10) working days after written notice from KPN to the contractor, unless such failure is of a nature which reasonably requires more than ten (10) working days to cure, in which event the contractor will have no more than thirty (30) working days to cure

such failure, provided the contractor acts with due diligence to commence and pursue the cure.

I.K.18.b. Notwithstanding the above, KPN is not required to comply with the notice provisions hereof, and may immediately exercise its remedies if the contractor fails within a 24-hour period after receipt of written notice from KPN to commence and continue correction of such deficiencies where further delay would cause substantial disruption to the delivery schedule. KPN has the further right to correct such deficiencies without prior notice to the contractor in an emergency affecting safety of persons or property, and said action is necessary to prevent threatened damage, injury or loss. KPN's right in this regard does not relieve the contractor of its obligations and responsibilities under the contract documents and does not give rise to a duty on the part of KPN to exercise the right for the benefit of the contractor or any other person or entity.

I.K.19. **Remedies.**

I.K.19.a. In the event of default, KPN is authorized and empowered to purchase supplies and services in conformity with this contract from third party(ies), at the expense of the contractor if necessary, or to cancel the contract, reserving to itself all rights for damages which may be incurred by KPN and/or its participating members.

I.K.19.b. The contractor is responsible for any reasonable attorney's fees incurred by KPN and/or member agencies pursuant to collection of any sum due hereunder or to enforce the provisions of the contract for the contractor's failure to keep and perform any term, covenant or condition in the contract. This provision does not extend a similar right to the contractor or to any other person or entity for payment of such costs or expenses.

I.K.19.c. In the event of default, or of a threatened breach by the contractor of any of the agreements, conditions, covenants or terms hereof, KPN has the right of injunction to restrain the same, and the right to invoke any remedy by law or in equity, whether or not other remedies, indemnity or reimbursements are herein provided.

I.K.19.d. The rights and remedies extended to KPN through the contract are distinct, separate and cumulative remedies, and no one of them, whether or not exercised by KPN, is deemed to be the exclusion of any of the others.

I.K.20. **Indemnification.** In addition to the insurance requirements included as part of a contract issued by KPN, the contractor further covenants and agrees to assume all liability for, and agrees to, indemnify, defend and hold the KPN, the CSIU and member agencies, and their directors, officers, agents, workers, servants and employees harmless from and against any and all claims, demands, losses, charges, causes of action, suits, damages, costs and expenses (including, without limitation, reasonable attorneys' fees and court costs) whatsoever, with respect to injury or death of any person or persons (including injury to corporations, partnerships or other business entities) whatsoever, or damage to property of any kind by whosoever owned, arising out of (directly or indirectly) or caused or claimed to have been caused, in whole or in part, but the acts or omissions of the contractor, or the contractor's directors, officers, agents, workers, servants or employees, in the performance of this contract, or with respect to the non-fulfillment or non-performance of any agreement,

covenant or condition on the part of the contractor under the contract, event of default or other breach of the contract by the contractor.

I.K.21. **Claims and Disputes.**

I.K.21.a. Claims, disputes or other matters in question between the parties to the contract arising out of or relating to the contract or breach thereof will be exclusively litigated in the Court of Common Pleas of Northumberland County and may not be subject to arbitration, except for compulsory arbitration as provided by the applicable Rules of Civil Procedure. Pending resolution of any claim, dispute or other matter, if requested by KPN or the participating member(s), the contractor will proceed diligently with the performance of the contract so as to avoid delay in the provision of specified supplies, materials and services.

I.K.21.b. The parties desire and intend that any disputes arising between them with respect to or in connection with the contract be subject to expeditious resolution in a court trial by jury. Therefore the parties each hereby waive the right to a trial by jury of any cause of action, claim, counter claim or cross compliant in any action, proceeding or other hearing brought by either party against the other on any matter whatsoever arising out of, or in any way connected with, the contract.

I.K.21.c. All parties hereto hereby submit themselves to the exclusive jurisdiction of the courts of the Commonwealth of Pennsylvania, in and for the County of Northumberland, specifically waive their right to sue in any other court which might otherwise have jurisdiction and agree to accept service of any court process, order or other document by certified mail in lieu of personal service.

I.K.21.d. The contractor waives claims against KPN, the CSIU and the participating members for consequential damages arising out of or relating to this contract, including, but not limited to, damages incurred by the supplier for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from this contract.

I.K.22. **Construction or Related Services.** The following items pertain to and only to construction, construction related services and athletic surfaces contemplated by a KPN contract. The awarded contractor agrees that in performance of the services required under a KPN contract to abide by all federal, state, local and Commonwealth of Pennsylvania Department of Education laws where this contract is utilized, and regulations that may apply to renovations under this bid, including but not limited to those listed below. It is the responsibility of the contractor to determine the applicability and requirements of any such laws and to abide by them. Additionally, the contractor has the sole responsibility for the compliance with other matters in conjunction with the services to be performed hereunder.

I.K.22.a. **Performance and Labor Material Payment Bonds.** The contractor must provide a performance bond and a labor and material payment bond, each in the amount of 100% of the contract price, before award of the contract (Sections 756 and 757 of the Commonwealth of Pennsylvania Public School Code of 1949, as amended, and the Public Works Contractors Bond Law of 1967.

I.K.22.b. **Discrimination Prohibited.** According to 62 PA CSA 3701, the contractor agrees that:

(1) In the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor or any person acting on behalf of the contractor or subcontractor will by reason of gender, race, creed or color discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

(2) No contractor or subcontractor or any person on their behalf may in any matter discriminate against or intimidate any employee hired for the performance of work under the contract on account of gender, race, creed or color.

(3) The contract may be canceled or terminated by the government agency and all money due or to become due under the contract may be forfeited for a violation of the terms and conditions of that portion of the contracts.

I.K.22.c. **Human Relations Act.** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (PL 744) (43 PS § 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor agrees to comply with the provisions of this Act as amended that are made part of this specification. (CF: 16 PA Code 49 §101).

I.K.22.d. **Competent Workmen Act.** Section 7-752 of the Commonwealth of Pennsylvania Public School Code of 1949 requires that when the total estimated cost of a project is $25,000 or less, no person may be employed to do work under such a contract except competent first class workmen and mechanics. No workmen are regarded as competent first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who are to be paid not less than such rates of wages and for such hours of work as are established and current rates of wages paid for such hours by employers of organized labor in performance of similar work in the district where work is being done.

I.K.22.e. **Pennsylvania "Prevailing Wage" Rates.** For projects for which the total estimated cost is greater than $25,000, paid for in whole or in part out of funds of a public body, except for maintenance work or work performed under a rehabilitation program or manpower training program, "Prevailing Wages" must be specified. Further information on the implementation of the act, definition of maintenance work and prevailing wage rates is available from the Pennsylvania Department of Labor and Industry, (800) 932-0665 or (717) 787-4763. When applicable, the federal Davis-Bacon Wage Rates schedule for federally assisted projects applies. This regulation and the general Pennsylvania prevailing wage rates (Act 442 of 1961, PL 987, as amended) as determined by the Secretary of Labor and Industry, which must be paid for each craft or classification of all workers needed to perform the contract during the anticipated term therefore in the locality in which the public work is performed, are made part of this specification.

(1) The general prevailing minimum wage rates, including contributions for employee benefits, as determined by the Secretary of Labor and Industry (hereinafter "Secretary"), are to be paid to the workmen, employed in the performance of the contract.

(2) The contractor will pay no less than the wage rates as determined by the Secretary and will comply with the conditions of the Pennsylvania Prevailing Wage Act approved August 15, 1961 (Act 442), as amended August 9, 1963 (Act 342), and the regulations issued pursuant thereto, to assure the full and proper payment of said rates.

(3) These contract provisions apply to all work performed on the contract by the contractor and to all work performed on the contract by all subcontractors.

(4) The contractor must insert in each of the subcontracts all of the stipulations contained in these required provisions.

(5) No workmen may be employed on the work except in accordance with the classifications set forth in the decision of the Secretary. In the event that additional or different classifications are necessary, the procedure set forth in the regulations will be followed.

(6) All workmen employed or working on the work are to be paid unconditionally regardless of whether any contractual relationship exists or the contractual relationship which may be alleged to exist between any contractor, subcontractor and workmen, not less than once a week without deductions or rebate, on any account, either directly or indirectly, except authorized deductions, the full amount due at the time of payment, computed at the rates applicable to the time worked in the appropriate classification. Nothing in this contract, the act or the regulations prohibits the payment of more than the general prevailing minimum wage rates as determined by the Secretary to the workmen of the work.

(7) The contractor and each subcontractor must post for the entire period of construction the wage determination decisions of the Secretary, including the effective date of any changes thereof, in a prominent and easily accessible place or places at the site of the work and at such place or places used by them to pay workmen their wages. The posted notice of wage rates must contain the following information:

(a) Name of project.

(b) Name of public body of which it is constructed.

(c) The crafts and classifications of workmen listed in the Secretary's general prevailing minimum wage rate determination for the particular project.

(d) The general prevailing minimum wage rates determined for each craft and classification and the effective date of any changes.

(e) A statement advising workers that if they have been paid less than the general prevailing minimum wage rate for their job classification or that the contractor and/or subcontractor are not complying with the Act or the regulations in any manner whatsoever, they may file a protest with the Secretary within three (3) months of the date of the occurrence, objecting to the payment to the contractor to the extent of the amount or amounts due or to become due to them as wages for work performed on the project. Any workmen paid less than the rate specified in the contract have a civil right of action for the difference between the wage paid and wages stipulated in the contract, which right of action must be exercised within six (6) months from the occurrence of the event creating such right.

(8) The contractor and all subcontractors must keep an accurate record showing the name, craft and/or classification, number of hours worked per day, the actual hourly rate of wage paid (including employee benefits) to each worker employed in connection with the work and such record must include any deductions from each worker. The record must be preserved for two (2) years from the date of payment and is open at all reasonable hours to the inspection of the owner and the Secretary or the Secretary's authorized representative.

(9) Apprentices are limited to such numbers as in accordance with a bona fide apprenticeship program registered with and approved by the Pennsylvania Apprenticeship and Training Council and only apprentices whose training and employment are in full compliance with the provisions of the Apprenticeship and Training Act approved July 14, 1961 (Act No. 304) and the rules and regulations issued pursuant thereto will be employed on the work. Any workers using the tools of a craft who do not qualify as apprentices within the provisions of this submission must be paid the rate predetermined for journeymen in that particular craft and/or classification.

(10) Wages will be paid without deductions except authorized deductions. Employers not party to a contract requiring contributions for employee benefits, which the Secretary has determined to be included in the prevailing minimum wage rate must pay the monetary equivalent thereof to the worker.

(11) Payment of compensation to workers for work performed on public work on a lump sum basis, or a piece work system, or a price certain for the completion of a certain amount of work, or the production of a certain result will be deemed a violation of the Act and the regulations, regardless of the average hourly earnings resulting there from.

(12) Each contract and each subcontractor must file a statement each week and a final statement at the conclusion of the work on the contract with the owner, under oath, and in form satisfactory to the Secretary, prescribed by the regulations, or if any wages remain unpaid, to the amount of wages due and owing to each worker respectively.

(13) The provision of the Act and the regulations are incorporated by reference in the contract.

I.K.22.f. **Standard of Quality.** The various materials and products identified in the specifications by name or description are stated to establish a standard of quality and of cost for bid or proposal purposes.

(1) Named Products: Items identified by the manufacturer's name. The specification may also include make, model number or other designation shown or listed in the manufacturer's product literature current at the time of the bid. KPN reserves the right to require that a single manufacturer or source be provided and that no comparable products (alternates) or substitutions may be accepted.

(2) Comparable (Alternate) Products: Where the specification states a named product followed by "or equal," an alternate or comparable product may be bid; however, the burden is on the bidder to provide evidence that a proposed alternate meets or exceeds the KPN specified named product and its attributes and that it provides an equal or better warranty. If comparable product(s) are proposed in the bid, the bidder must provide a detailed comparison for each to include a list of all the significant qualities of the product named in the Specification and those of the proposed alternate product(s). Significant qualities include attributes such as performance, weight, size, durability, visual effect and specific features and requirements indicated. KPN reserves the right to reject proposed alternate products if it does not consider them equal to or better than the named product in the specification.

(3) Substitutions for Cause: A contractor (awarded bidder) may only propose substitutions pursuant to a purchase order submitted by a purchasing KPN member in the event of unavailability of product, regulatory changes or unavailability of required warranty terms. The contractor must notify both KPN and the purchasing member of all substitutions for cause with full documentation at least thirty (30) working days in advance of the commencement of work. All documentation must demonstrate that the proposed substitution is equal to or better than the specified product on all physical and in-service attributes and warranty provisions and can be implemented by subcontractors as necessary without disruption to the project. The purchasing member must approve all substitutions.

(4) Substitutions for Convenience: Bidders may not propose substitutions for convenience.

I.K.22.g. **Provisions for the Use of Steel and Steel Products Made in the United States.** In accordance with Act 3 of the 1978 General Assembly of e Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of the contract, only those produced in the United States as defined therein will be used or supplied in the performance of the contract or any subcontracts there under in accordance with Act 161 of 1982, and cast iron projects must also be included and produced in the United States. Act 141 of 1984 further defines "steel products" to include machinery and equipment. The act also provides clarifications and penalties.

I.K.22.h. **Prohibition on Cash Allowances.** Cash allowances are prohibited.

I.K.22.i. **Time(s) of Completion of the Project.** Completion dates for projects must be stated in terms of actual date(s) or the number of calendar working days after notice to proceed with the work not to exceed one hundred eighty (180) calendar days unless otherwise agreed upon by member.

I.K.22.j. **Owner's Compliance in Retaining Payments.** Unless a member stipulates otherwise, payment retentions and progress payments are as follows: Ten percent (10%) of all contract payments are retained by the member as insurance of proper performance of the prime contractor. The prime contractor agrees to identify the amount of the invoices sent to the member agencies, then report usage of the contract and sales volume to KPN. When fifty percent (50%) of the work is completed, as determined by the member agency, one–half (1/2) of the amount retained will be paid to the prime contractor, if the prime contractor requests payment, provided that the prime contractor is making satisfactory progress and there is no specific cause for greater withholding. After fifty percent (50%) of the work is completed, not more than five percent (5%) of the amount of any subsequent progressive payments may be retained, unless the governing board of the member agency determines that satisfactory progress is not being made, at which point ten percent (10%) retention may be reinstated. If the member and the prime contractor agree to a substitute security, the agreement must fully comply with Pennsylvania law. If the substitute security is agreed to, the prime contractor must provide KPN and the member with a signed and acknowledged waiver of any right or power of the obligor to set off any claim against KPN, the member, or the prime contractor, in relationship to the security assigned. The prime contractor, as authorized above, will pay any interest due a subcontractor or material supplier. A subcontractor to the prime contractor may request, in writing, that the subcontractor be notified within five (5) days of payment of each progress payment made to the prime contractor. It is the responsibility of the prime contractor to inform all suppliers and subcontractors that this contract is a cooperative purchasing contract. Once all bonds are in place, the prime contractor and the authored agent of purchasing KPN member will agree in writing upon a schedule of payments based on identifiable milestones. Retention of payments must be done in accord with 62 PA CSA 3921.

A contract containing a provision for retainage as provided in 62 PA CSA 3921 must contain a provision requiring the architect, engineer or purchasing member complete the final inspection within thirty (30) days of the receipt of the request of the contractor for final inspection and application for final payment. If the work is substantially completed, the architect, engineer or purchasing member issues a certificate of completion and a final certificate for payment, and the purchasing member agency must make payment within 45 days, except as provided in §3921, less only one and one half (1½) times the amount required to complete any then-remaining uncompleted minor items, which amount must be certified by the architect, engineer or purchasing member and, upon receipt by the purchasing KPN member of any guarantee bonds which may be required, in accordance with the contract, to insure proper workmanship for a designated period of time. The certificate provided by the architect, engineer or purchasing member must list in detail each uncompleted item and a reasonable cost of completion. Final payment of any amount withheld for the completion of the minor items is due upon completion of the items

as listed in the certificate issued by the architect, engineer or purchasing member.

I.K.22.k. **Workers' Compensation Act.** The contractor accepts, insofar as the work covered in the contract is concerned, the provisions of the Workers' Compensation Act 44 of 1993, and any supplements or amendments thereof, including any which may be passed in the future, and insures the contractor's full liability there under for all parts of the contract performed by the contractor or any of the contractor's partners, associates, employees or those the contractor may employ herein, or file with the purchasing KPN member a certificate of exemption from insurance issued by the Bureau of Workers' Compensation of the Department of Labor and Industry.

The contract at all times indemnifies and holds harmless the CSIU, KPN and KPN member agencies of and from all claims for Workers' Compensation which may be made by any of the employees of the contractor, and the contractor must appear for and defend the CSIU, KPN and KPN member agencies against any and all such claims. The contractor must be covered by Employers' Liability Insurance with a minimum limit of $250,000 for each employee, $2,000,000 policy limit and $250,000 for each accident.

I.K.22.l. **Background Checks.** Pursuant to Section 1-111 of the Commonwealth of Pennsylvania Public School Code and Sections 6354 – 6358 of the Public Welfare Code, known as Acts 33, 34, 114 and 151, and any such sections that will be appended to such in the future, all persons hired to work on the premises of public or private schools or agencies serving children, including independent contractors and their employees, are required to obtain background checks prior to entering the premises to perform the work. The background checks consist of the State Police Criminal History Record Information, the Pennsylvania Child Abuse History Clearance Form and the Federal Criminal History Record (FBI electronic fingerprinting). Contractors are required to perform the following measures:

(1) Assume the costs for the background checks.

(2) Identify all employees working on the premises of the project and present the original official documents containing background check information to the superintendent or superintendent's designee prior to the beginning of work. The school must make photocopies of the background checks, notate each with the date on which the original document was inspected and the name of the administrator who viewed the original. Such copies will be retained in the purchasing KPN school member's records, with the originals returned to the contractor.

(3) If new employees are added to the workforce during the course of the work, the contractor must follow the same procedures set forth above, §§ (1) and (2) prior to the new employee(s) working on the premises.

(4) The school entity must notify the contractor in writing if the decision to reject the contractor or any of the contractor's employees is based in whole or part on information revealed in the background checks.

(5) The purchasing KPN school member must follow the regulations promulgated by the State Board of Education concerning the confidentiality of the information contained in the background checks obtained pursuant to these laws and regulations.

(6) Upon written notice from the purchasing KPN school member, contractors must remove all persons declared unfit from the premises and project. The school district's right to declare such persons unfit is not limited to the required exclusion of persons from school property as set forth in Section 1-111 of the Pennsylvania School Code and/or Act 151 of 1994.

(7) The following applies to all prevailing wage projects:

E-Verify. The successful Bidder and its subcontractors (as such term is defined in the act) are required to comply with the Public Works Employment Verification Act, Act No. 127, July 5, 2012 (formerly Senate Bill 637). All Bidders shall submit with their Bid a Public Works Employment Verification Form (the "Verification Form") to CSIU - KPN in the form published by the Commonwealth of Pennsylvania, Department of General Services. Per the act, the Verification Form is to be obtained from the Secretary of the Pennsylvania Department of General Services. The Verification Form is presently available on the Department of General Services website. Per the act, the Verification Form shall include a certification that the information in the statement is true and correct and that the individual signing the statement understands that the submission of false or misleading information in connection with the verification shall subject the individual and the public works contactor or subcontractor, as the case may be, to sanctions provided by law; and the verification form shall be signed by a representative of the public works contractor or subcontractor, as applicable, who has sufficient knowledge and authority to make the representations and certifications contained in the statement. Prior to award of a contract or purchase order by a Member Agency to the successful Bidder for a particular project, the successful Bidder shall submit to the Member Agency a Verification Form. Per the act, the successful Bidder's subcontractors shall provide to the Member Agency, and successful Bidder shall cause its subcontractors to provide to the Member Agency, their Verification Forms prior to commencing work on the Member Agency's project.

Bidders are required to submit the E-Verify form along with any other state required forms to members before commencing work on any project.

I.K.22.m. **Prevention of Environmental Pollution.** Section 3301 of the Commonwealth of Pennsylvania Procurement Code (Chapter 33 enacted May 15, 1998) requires that all IFBs and RFPs for construction projects issued by any governmental agencies require adherence to all applicable provisions of federal and state statutes, rules and regulations addressing prevention of environmental pollution and preservation of public natural resources that affect the project.

I.K.23. **Compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**

When a KPN member seeks to procure goods and services through a KPN contract using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the following procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200 (sometimes referred to as the "Uniform Guidance" or new "EDGAR"):

I.K.23.a. **Contractor Violation or Breach of Contract Terms:**

Contracts for more than the simplified acquisition threshold currently set at $250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 USC 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Provisions regarding Contractor default and legal remedies are included in Sections I.K.18 and I.K.19 above. Any Contract award will be subject to such provisions. The remedies under the Contract are in addition to any other remedies that may be available under law or in equity.

I.K.23.b. **Termination for Cause or Convenience:**

For any purchase or contract in excess of $10,000 made using federal funds, the contractor agrees that the following term and condition shall apply:

The KPN member may terminate or cancel any purchase order under this a contract at any time, with or without cause, by providing seven (7) business days' advance written notice to contractor. If an agreement is terminated in accordance with this Paragraph, the KPN member shall only be required to pay contractor for goods or services delivered to the KPN Member prior to the termination and not otherwise returned in accordance with Contractor's return policy. If the KPN member has paid the contractor for goods or services not yet provided as of the date of termination, the contractor shall immediately refund such payment(s).

I.K.23.c. **Equal Employment Opportunity:**

Except as otherwise provided under 41 CFR Part 60, all KPN member purchases or contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall be deemed to include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause provided under 41 CFR 60-1.4(b) is hereby incorporated by reference. The Contractor agrees that such provision applies to any KPN member purchase or contract that meets the definition of "federally

assisted construction contract" in 41 CFR Part 60-1.3 and the Contractor agrees that it shall comply with such provision.

I.K.23.d. **Davis-Bacon Act:**

When required by Federal program legislation, the Contractor agrees that, for all KPN member prime construction contracts/purchases in excess of $2,000, the Contractor shall comply with the Davis-Bacon Act (40 USC 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, the Contractor is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determinate made by the Secretary of Labor. In addition, the Contractor shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov.

The contractor agrees that, for any purchase to which this requirement applies, the award of the purchase to the contractor is conditioned upon the contractor's acceptance of the wage determination. The contractor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 USC 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

I.K.23.e. **Contract Work Hours and Safety Standards Act:**

Where applicable, for all KPN member contracts or purchases in excess of $100,000 that involve the employment of mechanics or laborers, the contractor agrees to comply with 40 USC 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 USC 3702 of the Act, the Contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 USC 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

I.K.23.f. **Right to Inventions Made Under a Contract or Agreement:**

If the KPN member's Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization

regarding the substitution of parties, assignment or performance or experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. The Contractor agrees to comply with the above requirements when applicable.

I.K.23.g. **Clean Air Act and Federal Water Pollution Control Act:**

Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 USC 1251-1387), as amended – Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 USC 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, the Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

I.K.23.h. **Debarment and Suspension:**

Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Contractor certifies that The Contractor is not currently listed on the government-wide exclusions in SAM, is not debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Contractor further agrees to immediately notify the KPN member with pending purchases or seeking to purchase from the contractor if the contractor is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under statutory or regulatory authority other than Executive Order 12549.

I.K.23.i. **Byrd Anti-Lobbying Amendment:**

Byrd Anti-Lobbying Amendment (31 USC 1352) – Bidders who bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. Each tier must also disclose any

lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. As applicable, Bidders agrees to file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

I.K.23.j. **Procurement of Recovered Materials:**

For KPN member's purchases utilizing Federal funds, the contractor agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as the District may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

I.K.23.k. **Profit as a Separate Element of Price:**

For purchases using federal funds in excess of the simplified acquisition threshold currently set at $250,000, the KPN member may be required to negotiate profit as a separate element of the price. See, 2 CFR 200.324(b). When required by the KPN member, the contractor agrees to provide information and negotiate with the KPN member regarding profit as a separate element of the price for a particular purchase. However, the contractor agrees that the total price, including profit, charged by the contractor to the KPN member shall not exceed the awarded pricing.

I.K.23.l. **Bonding Requirements:**

Pursuant to 2 C.F.R. § 200.326, for construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold currently set at $250,000, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the KPN member, provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(1) A bid guarantee from each Bidder equivalent to five percent (5%) of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the Bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the contractor for one hundred percent (100%) of the contract price. A "performance bond" is one

executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(3) A payment bond on the part of the contractor for one hundred percent (100%) of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

The bonding requirements set forth above are in addition to and not in limitation of any bonding requirements under applicable state law.

I.K.23.m. **Not-To-Exceed Price:**

If requested by the KPN Member, on any contract based on time and materials, the Contractor shall set a ceiling price that Contractor exceeds at its own risk pursuant to 2 C.F.R. § 200.318(j).

I.K.23.n **Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms:**

Contractor shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring any subcontractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

I.K.23.o **Equivalent Products:**

(1) **Comparable (Alternate) Products**: Where the specification states a named product followed by "or equal," an alternate or comparable product may be bid; however, the burden is on the bidder to provide evidence that a proposed alternate meets or exceeds the KPN specified named product and its attributes and that it provides an equal or better warranty. If comparable product(s) are proposed in the bid, the bidder must provide a detailed comparison for each to

include a list of all the significant qualities of the product named in the Specification and those of the proposed alternate product(s). Significant qualities include attributes such as performance, weight, size, durability, visual effect and specific features and requirements indicated. KPN reserves the right to reject proposed alternate products if it does not consider them equal to or better than the named product in the specification.

(2) **Substitutions for Cause**: A contractor (awarded bidder) may only propose substitutions pursuant to a purchase order submitted by a purchasing KPN member in the event of unavailability of product, regulatory changes or unavailability of required warranty terms. The contractor must notify both KPN and the purchasing member of all substitutions for cause with full documentation at least thirty (30) working days in advance of the commencement of work. All documentation must demonstrate that the proposed substitution is equal to or better than the specified product on all physical and in-service attributes and warranty provisions and can be implemented by subcontractors as necessary without disruption to the project. The purchasing member must approve all substitutions. The KPN members reserves the right to reject proposed alternate products if it does not consider them equal to or better than the named product in the specification.

(3) **Substitutions for Convenience**: Bidders may not propose substitutions for convenience.

I.K.23.p. **Preference for American Made Materials:**

Contractor should, as appropriate and to the extent consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, when possible in connection with any services provided to the Eligible Entity.

I.K.23.q. **General Compliance and Cooperation with KPN member:**

In addition to the foregoing specific requirements, the contractor agrees, in accepting any purchase order or contract from the KPN member, it shall make a good faith effort to work with the KPN member to provide such information and to satisfy such requirements as may apply to the KPN member's purchase or purchases including, but not limited to, applicable recordkeeping and record retention requirements, and contract cost and price analyses required under the Uniform Guidance.

I.L. Exceptions. Bidders may propose exceptions to the KPN General Terms and Conditions set forth in this document using FORM E included in Part III of the bid documents. The following Terms and Conditions are required and exceptions or alternatives to them will be rejected: all local, state and federal laws cited or referenced in this IFB; all local, state and federal laws which in the future may apply to procurement practices and construction; the schedule of bid activities; and the procedures and rights reserved by KPN in the selection and awarding processes associated with the bid. The proposal of exceptions does not ensure their adoption in the selection and contracting processes. KPN reserves the right to reject exceptions raised by the bidder.

I.M Use of Contract. The following states are eligible for piggyback purchasing off of a contract awarded in another state:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

END OF PART I

KEYSTONE PURCHASING NETWORK

Invitation For Bid
KPN 202201-04 Trip Hazard Removal

PART II: BID CATEGORY SPECIFICATIONS

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II.A. **Bid Goal and Intent:** On behalf of its membership in the fifty United States and the District of Columbia, KPN seeks a contract source of trip hazard removal and may include installation services and associated expertise, training and other associated products and services. Member agencies are primarily school districts, charter schools, colleges and universities, local government offices and other tax-exempt nonprofit agencies.

II.B. **Type of Bid:** This is an indefinite quantity catalog bid. KPN seeks to establish a discount contract that can be availed by its membership on an as need basis. Inasmuch as this bid contemplates loose products as well as those that may require installation services to be provided by the bidder, the bidder is instructed to use a combined pricing methodology (See Part II, II.F., Pricing Guidelines and Part III, FORM G.1 Pricing). KPN does not guarantee sales which depend on our member's needs and your sales force promoting the resulting contract.

YES	NO	TYPE OF BID
	√	**CATALOG:** A catalog bid shall have established percentage discounts from catalog list or published prices or price list. The discounts may be the same for the entire catalog or for specific product or manufacturer categories. Prices may change based on manufacturer's price changes and new products may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. KPN should be aware of any changes as they are made. Substantial changes to the catalog that reduce the supplier's ability to perform as bid can result in revocation of the contract. Vendor may add associated products or other technology to complement the products in this IFB at any time upon written request to KPN.
√		**LINE ITEM:** A line item bid shall be identified as specific line items that prices are requested for in the bid documents. The supplier may only request adjustments to the prices once a year at the time of renewal and must submit a

		written request to KPN for any changes in pricing. The request must document why the prices changes are warranted, such as changes in raw material costs, etc. Vendor may add associated products or new technology to compliment the products in this IFB at any time upon written request, review and approval of KPN.

II.C. **Glossary of Terms Specific to Bid:** The terms identified in Part I of this IFB pertain to the bidding and contracting processes. The terms identified below are associated with the specifications established for this commodity. The failure to list specific laws, codes, guidelines or authorized standards and institutions or organizations does not constitute a waiver of their requirements under this IFB or the contract awarded through it.

Term	Definition
ADA	Americans with Disabilities Act, which has set guidelines and regulations for building accommodations, including shower and toilet facilities.
ANSI	American National Standards Institute, an organization responsible for standards, regulations, testing, procedures and/or guidelines pertinent to the work of this IFB.
ASTM and ASTMI	American Society for Testing Materials International, an organization that sets standards for manufacturing industries.
NFPA	National Fire Protection Association, an organization that sets codes and standards for the minimization of fire risk.
ICC	International Code Council, an organization that sets codes and standards for safe building materials and practices.

II.D. **Special Terms and Conditions:**

II.D.1. This is a bid for trip hazard removal, installation, training and other services as related to this IFB.

II.D.2 This bid requires that bidders demonstrate a minimum of 5 years in providing the requested services, products and materials to schools, colleges and universities and public agencies.

II.D.3. This bid requires that bidders must be able to demonstrate the completion of a minimum of 100 installations of equipment, training and other services as related to this IFB. in the last 5 years.

II.D.4. KPN membership is open to school districts, colleges and universities, local and regional government and other tax-exempt nonprofit agencies in the fifty United States and the District of Columbia. KPN requires certification to do the work of this bid in each state. A bidder is required to include evidence of certification in response to FORM C.1. (Certification of Ability to Serve Members) included in Part III.

II.D.5. The use of brand or proprietary names of systems and products specified in this bid is to establish minimum standards, or where indicated, required or accepted manufacturers.

II.E. **Bid Specifications:** The bidder is required to indicate its ability to comply or deviate from the specifications identified below through FORM F.1 (Compliance) included in Part III (Bid Forms and Instructions) of this IFB.

II.E.1 **Deviations, Exceptions and Alternates to Specifications:** The issuing agency may specify desired products under this bid by named manufacturer, model number or other designation. Bidders must use FORM F.2 (see Part III, Bid Forms and Instructions) to propose alternatives or substitutions. Comparable products or substitutions must, without exception, meet or exceed all specification requirements, in keeping with the standards of quality established by named manufacturers or models. No substitutions may be made for convenience. Demonstration of how an alternate or substitution product meets or exceeds the standard of quality specified should be provided in the response to FORM F.2. KPN reserves the right to reject any and all proposed alternative products and substitutions.

	Requirement	Specification
E.1	National Service	Supplier is able to serve KPN members in the fifty United States and District of Columbia. Complete FORM C.2 even if you answer "comply."
E.2	Website	Supplier agrees to create a special KPN landing page website for KPN members with product information and if applicable a custom ordering website showing KPN contract pricing.
E.3	Marketing Plan	Supplier can implement a marketing plan to KPN members in all states indicated above and will meet with KPN staff to develop and implement a comprehensive marketing plan within 30 days after contract award.
E.4	Shipping Time	Supplier can guarantee a shipping time after receipt of order 90% of the time. If the product cannot be shipped within the stipulated time period, the KPN member has the opportunity to secure the product elsewhere.
E.5	Discount Pricing	Pricing must be a percentage discount from the manufacturers' suggested list price or percentage up from cost, whichever provides the lowest pricing for the agency.
E.6	Pricing and Discount Status	"Most Favored Agency" pricing based on a national contract.
E.7	Discount Structure and Price Changes	The awarded discount structure must remain firm. Price changes, if required, will be allowed only if the public verified price schedule is superseded, revised or changed after the contract award. The supplier may pass on the applicable price increase or decrease to KPN members provided written notice has been submitted along with the identified price list(s) and priced catalog(s) to KPN for review and written approval prior to the implementation of the price changes.
E.8	Shipping Charges	Shipping charges are clearly identified in the pricing schedule.
E.9	Pricing Errors	If the supplier makes an error in pricing (typographical or photographic error, for example), KPN members reserve the right to return or refuse a product. The supplier agrees to pay for the cost of a returned product due to a pricing error.
E.10	New Products	All products sold under the KPN contract must be new unless members specifically request used, refurbished or retrofitted items.
E.11	Return of Defective Products	The supplier agrees that full refund, credit or exchange will be granted to any defective-on-arrival (DOA) merchandise if reported within thirty (30) days of receipt of the order. If orders are received by school district members when school is not in session, the thirty (30) days will be extended for a mutually agreed reasonable period of time.
E.12	Customer Liaison	The supplier will appoint a single contact for problem solving under the KPN contract. This will be a dedicated senior-level contract manager authorized to make decisions on the member account.
E.13	Compliance	The bidder has included the 2% KPN Administration fee in their discounts and agrees to track and pay KPN on a quarterly basis submit a detailed sales report.
E.14	Trip Hazard Removal	The Contractor must repair all sidewalk trip hazards from ¼" and up to 2" in designated work areas.
E.15	Trip Hazard Removal	The Contractor must be able to initiate work within ten (10) days of contract award from customer, and must provide data from current and previous

		projects (as well as customer contact information for those projects) to demonstrate the Contractor's ability and experience with this type of work.
E.16	Trip Hazard Removal	The Contractor must remove hazards completely, from one end of the raised sidewalk joint to the other if applicable, leaving an absolute zero point of differential between slabs.
E.17	Trip Hazard Removal	The Contractor may not use any type of "fill" material that deteriorates or breaks apart over time.
E.18	Trip Hazard Removal	The Contractor must not cause any damage to landscaping, retaining walls, curbs, sprinkler heads, utility covers or other objects adjacent to sidewalks. If the contractor and/or contractor's equipment does cause damage to above, the contractor must be notified immediately and damages must be repaired at the contractor's expense within 24 hours of the time the damage occurred. The footprint of the equipment must fit a 3 to 4 foot wide sidewalk panel.
E.19	Trip Hazard Removal	The Contractor must completely and immediately clean up all debris after each hazard is repaired. All costs incurred for disposal of waste material shall be included in unit cost and not paid for separately.
E.20	Trip Hazard Removal	The Contractor must provide proof that all concrete and debris is recycled in a proper, environmentally safe manner.
E.21	Trip Hazard Removal	The Contractor must repair each sidewalk trip hazard without damage or visible markings to adjacent slab(s) or curb(s).
E.22	Trip Hazard Removal	The Contractor is not allowed to cut the concrete deeper than the opposing slab. If any cutting goes deeper than the opposing slab, they are required to remove and replace the entire concrete panel.
E.23	Trip Hazard Removal	No water-cooling is allowed which creates slurry and contaminates storm drains or causes excessive environmental impact. The Contractor must use a dust abatement system, which limits the dust emitted from the equipment.
E.24	Trip Hazard Removal	The Contractor must submit an itemized summary of all repaired hazards which includes: • The specific hazard height – both high side and low side measurement – in 8ths of an inch • The calculated unit for measurement shall be the average depth of the trip hazard multiplied by the width resulting in an "inch-foot" total • The total width of actual repair to the nearest ½ foot • The physical location (address) of each repair
E.25	Trip Hazard Removal	The Contractor shall submit monthly a detailed invoice setting forth the services performed in accordance with the formula for saw cutting calculations
E.26	Trip Hazard Removal	Inch-feet shall be calculated by multiplying the average depth of the cut by the width of the cut. • *Example*: If a trip hazard is cut 1" on one side and tapered to 0" on the other side of a full 4- foot width sidewalk, it shall be calculated as follows: o (1" + 0") / 2 x 4' = 2 inch-feet o 2 x price per inch foot = $ total cost of trip hazard
E.27	Trip Hazard Removal	All invoices must show the cut depth, size, length, width, address location and inch-feet calculations.
E.28	Trip Hazard Removal	The Contractor must guarantee specified repair slope (1:8 or 1:12 based upon requirements outlined by the Americans with Disabilities Act) is achieved. If defined slope is not achieved, contractor must repair to specification at no additional charge within 24 hours of discovery.
E.29	Trip Hazard Removal	The Contractor must guarantee that the removed trip hazard will have a uniform appearance and texture. The finished surface shall have a coefficient of friction of at least 0.6.

E.30	Trip Hazard Removal	The hardware must be flush to the ground and capable of working at any angle and perform trip hazard removal in hard-to-reach areas, around obstacles, on narrow walkways, next to fences and retaining walls or buildings.
E.31	Trip Hazard Removal	Grinding or pulverization of the concrete is NOT acceptable or allowed, causing micro-cracks or weakening the concrete panel. Contractor's trip hazard repairs may not leave ridges or grooves that could hold water and prevent draining of rain water or irrigation.
E.32	Trip Hazard Removal	The Contractor must use a data collection device that records the details of the work and transmit the data electronically. The recording device must be able to record sizes of hazards, longitude and latitude coordinates, hazard locations plotted to a map, address, photographs of the original hazards and also provide this data electronically in order to integrate into a GIS system.
E.33	Trip Hazard Removal	The Contractor shall schedule the operations so as to cause a minimum of interruption, interference or disturbance to the operation of stores, businesses, office buildings, hotels, churches, etc., and allow access by pedestrians and emergency, delivery and service vehicles at all times.
E.34	Trip Hazard Removal	The Contractor must be able to respond to any emergency work within 24 hours of notification.
E.35	Trip Hazard Removal	Sidewalk repair equipment and all other items incidental to the work shall not be left or stored on the sidewalk or on private property while not in use.
E.36	Trip Hazard Removal	If the Contractor is approached by a pedestrian with questions about the project, the Contractor shall address their concerns in a professional and polite manner.
E.37	Delivery	All delivery is considered "inside" unless the purchasing member agency specifies "tailgate."
E.38	Customer Service	The supplier agrees to work, as necessary, with local dealers, distributors and contractors who normally provide and/or install the offered products.
E.39	Customer Service	The supplier has sales staff and customer service representatives available to purchasing member agencies in all states.
E.40	Customer Service	The supplier has toll-free service numbers staffed during regular business hours.

II.F. Bid Proposal Pricing Guidelines:

II.F.1. The bidder's response to this IFB must present pricing using FORM G.1 (see Part III, Bid Forms and Instructions) and by using Price FORM G.2. A bid lacking the Excel pricing schedule with the bidder's entries will be rejected as nonresponsive. Bidders may also offer other products that are in addition to or compliment the products that are included in the specifications.

II.F.2. Pricing does not include taxes.

II.F.3. Bidders are reminded to incorporate the 2% KPN administrative fee into the pricing structure. The administrative fee cannot be assessed directly or separately to the purchasing member.

II.F.4. Bidders are instructed to include warranty information and incidental charges and fees on additional sheets in the Excel pricing document.

II.F.5. Bidders are instructed to include PDF documents of the most recent catalogs or price lists of products and services offered under the bid. Submission of outdated catalogs or pricelists may result in the rejection of the bid.

II.F.6. As stated in the General Terms and Conditions (see Part I of this IFB), adjustments or revisions to price lists may be submitted to KPN on an annual basis and are subject to KPN approval. Noncompetitive price changes that are not in the best interest of KPN members may be grounds for termination of the contract.

II.G. Bid Preparation: All instructions and required forms for preparing a competitive bid response are included in Part III of this IFB.

END PART II

KEYSTONE PURCHASING NETWORK

KPN BID FORM A: BID AFFIDAVIT

KPN 202201-04 Trip Hazard Removal

NAME OF BIDDER Precision Concrete Cutting

Instructions: This form must be signed by the Bidder's Authorized Representative and notarized below. Label the scanned PDF version of the signed document with ***Your Company Name –Bid Form A - Affidavit*** and upload to the KPN bidding website labeling the file **KPN Bid Form A – Company Name – Bid Form A - Affidavit.**

AFFIDAVIT

1. The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing bid (such persons, firms and corporations hereinafter being referred to as the bidder), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge, no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other bidders, or with any official of KPN, or any employee thereof, or any person, firm or corporation under contract with KPN whereby the bidder, in order to induce the acceptance of the foregoing bid by KPN, has paid or is to pay to any other bidder or to any of the aforementioned persons anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement or agreement with any other bidder or bidders which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the bidder, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding or award of the referenced contract.
3. This is to certify that neither I, not to the best of my knowledge, information and believe, the bidder, nor any officer, director, partner, member or associate of the bidder, nor any of its employees directly involved in obtaining contracts with the Commonwealth of Pennsylvania, or any subdivision of the Commonwealth has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the bidder or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the bidder will provide the equipment, commodities, and/or services to Members and Affiliate Members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that we have completed, reviewed, approved and have included all information that is required in Sections C, D, E and F of these bid forms and the pricing schedule.

Matthew Haney
Printed name of Authorized Representative

President
Title (Printed)

Signature of Authorized Representative

3191 N Canyon Rd
Mailing Address

Provo, UT 84604
City, State, Zip

1/12/2022 | 801-373-6060 | 801-373-6088
Date | Phone | Fax

KYLE SHANKLIN
NOTARY PUBLIC - STATE OF UTAH
COMM. EXP. 10-24-2022

NOTARY:
Subscribed and sworn to before me this 12th day of January, 2022
Notary Public in and for the County of Utah, State of Utah

My commission expires 10/24/2022

Signed

KEYSTONE PURCHASING NETWORK

KPN BID FORM B: ACCEPTANCE OF BID AND CONTRACT AWARD

KPN 202201-04 Trip Hazard Removal

NAME OF BIDDER Precision Concrete Cutting

INSTRUCTIONS: PART I of this form is to be completed by the Bidder and signed by the Authorized Representative. PART II will be completed by the Bid Issuer, KPN, only upon the occasion of the bid award. Label the scanned PDF version of the signed document with ***Your Company Name*** **- ACCEPTANCE** and upload to the KPN bidding website labeling the file **KPN Bid Form B – Company Name – Acceptance of Bid Contract Award.**

PART I: BIDDER

In compliance with the Invitation For Bid (IFB), the undersigned warrants that I/we have examined the Instructions to Bidders, and, being familiar with all of the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, specifications and amendments in the IFB and any written exceptions to the bid. Signature also certifies understanding and compliance with the certification requirements of the Agency Terms and Conditions and the Special Terms and Conditions. The undersigned understands that his/her competence and responsibility and that of his proposed subcontractors, time of completion, as well as other factors of interest to KPN as stated in the evaluation section, will be a consideration in making the award.

Company Name Precision Concrete Cutting Date 1/12/2022

Company Address 3191 N Canyon Rd City Provo State UT Zip 84604

Contact Person Matthew Haney Title President

Authorized Signature (ink only) Title President

PART II: AWARDING AGENCY

Your bid for contracting services is hereby accepted. As contractor/supplier, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the IFB. As contractor, you are hereby cautioned not to commence any billable work or provide any material or service under this contract until an executed purchase order is received from the agency. The parties intend this contract to constitute the final and complete agreement between the agency and contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the contract shall commence upon award and continue until February 28, 2023 unless terminated, canceled or extended. By mutual written agreement as warranted, the contract may be extended for five (5) additional one-year terms; 2024, 2025, 2026, 2027 and 2028.

Awarding Agency Central Susquehanna Intermediate Unit d/b/a The Keystone Purchasing Network

Agency Executive _____

Awarded this _____ day of _____ Contract Number 202201-04

KEYSTONE PURCHASING NETWORK

KPN BID FORM C.1: SERVICE QUESTIONAIRE

KPN 202201-04 Trip Hazard Removal

Name of Bidder Precision Concrete Cutting

INSTRUCTIONS: FORM C.1 is two (2) pages long and Form C.2 is one (1) page. Both must be signed. Click on the boxes provided for Yes/No questions, and type text responses in spaces provided. If you require more space for responses, say "see attached" and create an attachment in Microsoft Word. Sign below, scan this form, attachments AND FORM C.2 into a single PDF document, title it ***Your Company Name*** **Service Questionnaire C.1 & C.2**, and upload to the KPN bidding website labeling the file **KPN Bid Form C.1 & C.2 – Company Name – Service Questionnaire.**

1. **Range of Service:** Indicate the regions and states to which this company is capable of delivering full service sales representatives, customer support, site analysis, engineering services, earthworks, products, installation and related services such as training and set-up, on FORM C.2. Incorporate PDFs of applicable, current licenses and certifications as required to do business in each state.

   If you checked "no service" for any state(s) on FORM C.2., does your company have a plan for extending representation and services to this territory in the future?

   ☐ **Yes** ☑ **No**

   If "yes," what is the timeline and extent of expansion planned?

3. **Customer Service:**

   Does this company have online customer support? ☑ **Yes** ☐ **No**

   Does this company have a toll-free customer support line? ☑ **Yes** ☐ **No**

   During what hours is live support available? 8 AM - 4 PM

   In what time zones? Please check all that apply: ☐ Eastern ☐ Central ☑ Mountain ☐ Pacific

4. **Pricing:** Is the bid pricing guaranteed for the term of the contract? ☑ **Yes** ☐ **No**

   Is shipping and handling or freight included in the products on the pricelist?

   ☑ **Yes** ☐ **No**

   If no, provide a detailed explanation on how S/H or freight is calculated and applied:

5. **Discounts offered under this bid:** ***A bid will be determined "nonresponsive" and can be disqualified if this question is not answered.*** **Check one:**

	% Discount
A. The same offered on all single school or nonprofit agency bids.	0
B. The same offered to cooperatives and state purchasing offices.	0
C. Better than we offer to cooperatives or state purchasing offices.	10%

If "B" is checked above, indicate the percentage lower (on single items) than the best price offered to single school districts. If "C" is checked above, indicate the percentage lower than the best price offered educational institutions, cooperatives or state purchasing programs:

☐ Two percent (2%) ☐ Three percent (3%) ☐ Four percent (4%)
☐ Five percent (5%) ☐ Six percent (6%)

Other (specifiy):_____

Do you offer a **Quick Pay Discount**? ☐ **Yes** ☑ **No**

If yes, what are the terms? (% Discount/number of days)_____

Are additional quantity or volume discounts identified on the pricing Form G? ☐ **Yes** ☑ **No**

6. **Ordering and Payment:**

Are there minimum order requirements? ☑ **Yes** ☐ **No**

If yes, describe: $2,500

List payment options and exclusions for school districts and other nonprofit KPN members:

7. Cooperatives

List any other cooperatives or state contracts currently held or in the process of securing

Cooperative/State Agency	Discount offered	Expires	Annual Sales Volume(2021)
Purchasing Cooperative of America (PCA)	0%	5/4/25	$5,000
The Local Government Purchasing Cooperative (BuyBoard)	0%	11/30/24	$140,000
The Interlocal Purchasing System (TIPS)	0%	8/31/23	$85,000
Keyston Purchasing Network (KPN)	0%	2/28/22	$140,000

Signature and date _____ 01/12/22

Must be the same signature that appears on the Bid Affiddvit (Form A) and Bid Acceptance of Award (Form B)

KPN BID FORM C.2: CERTIFICATION OF ABILITY TO SERVE KPN MEMBERS

KPN 202201-04 Trip Hazard Removal

Precision Concrete Cutting

Name of Bidder _____

Instructions: Complete this form, sign at the bottom and scan with FORM C.1 into a single PDF document. See instructions at the top of FORM C.1 (page 5). Incorporate scanned copies of state licenses and certifications as attachments to this form.

☐ **Yes** ☑ **No** This company is authorized to sell products and provide other services in all fifty states and the District of Columbia.

If you answered no, please print off this form and indicate below in which states the company is authorized to sell and provide other services:

State	Ability to Serve		State	Ability to Serve	
Alabama	Yes	No	Montana	Yes	No
Alaska	Yes	No	Nebraska	Yes	No
Arizona	Yes	No	Nevada	Yes	No
Arkansas	Yes	No	New Hampshire	Yes	No
California	Yes	No	New Jersey	Yes	No
Colorado	Yes	No	New Mexico	Yes	No
Connecticut	Yes	No	New York	Yes	No
Delaware	Yes	No	North Carolina	Yes	No
Florida	Yes	No	North Dakota	Yes	No
Georgia	Yes	No	Ohio	Yes	No
Hawaii	Yes	No	Oklahoma	Yes	No
Idaho	Yes	No	Oregon	Yes	No
Illinois	Yes	No	Pennsylvania	Yes	No
Indiana	Yes	No	Rhode Island	Yes	No
Iowa	Yes	No	South Carolina	Yes	No
Kansas	Yes	No	South Dakota	Yes	No
Kentucky	Yes	No	Tennessee	Yes	No
Louisiana	Yes	No	Texas	Yes	No
Maine	Yes	No	Utah	Yes	No
Maryland	Yes	No	Vermont	Yes	No
Massachusetts	Yes	No	Virginia	Yes	No
Michigan	Yes	No	Washington State	Yes	No
Minnesota	Yes	No	West Virginia	Yes	No
Mississippi	Yes	No	Wisconsin	Yes	No
Missouri	Yes	No	Wyoming	Yes	No
			District of Columbia	Yes	No

Signature _____

Must be the same signature that appears on the Bid Affidavit (Form A) and Bid Acceptance of Award (Form B)

KPN BID FORM D: COMPANY INFORMATION

KPN 202201-04 Trip Hazard Removal

Name of Bidder Precsion Concrete Cutting

Instructions:

1. This form is two (2) pages long.
2. The responses to the questions below must be presented in a Microsoft Word document. Responses to more than one question can be included on the same page. Title the individual responses with the corresponding question number and theme (i.e., D.1.f. Location). The bidder's company name must appear on all attachment pages.
3. Sign this form at the end and scan it AND its attachments into a single PDF document titled ***Your Company Name*- Company Information** and upload to the KPN bidding website and label it ***Company Name*- Company Information.**

D.1. COMPANY INCORPORATION AND HISTORY

Note: *Generally, KPN does not accept offers from businesses that are less than five (5) years old or those that fail to demonstrate a proven record of business in the commodity category. If the bidder has recently purchased an established business or can show prior success in this type of business or closely related type of business, please provide, in* ***an attachment****, written documentation and verification in response to the questions below. KPN reserves the right to accept or reject newly formed companies based on information provided in this response and through its own investigation of the company.*

D.1.a. Check one: This business is a Public Company Privately Owned Company.

D.1.b. Check one: This business is a Corporation Partnership ☐ Individually Owned

Other _____

D.1.c. Date and state of incorporation: 10/28/2004

D.1.d. Name(s) of President or Principal Partners: Matthew Haney - President

D.1.e. Names and positions of other principal officers.

Aaron Ollivier - CEO

Michael Lamb - VP of Sales

D.1.f. **Location(s):** ***ATTACHMENT REQUIRED.*** Provide the address, city, state and zip code of the business headquarters and how long the headquarters have been located at this address. Provide the same information for branch offices.

D.2. PRIOR EXPERIENCE AND REFERENCES: ***ATTACHMENTS REQUIRED.*** In a concise narrative, describe the offeror's experience in providing the above listed equipment/commodity or service to public school districts, college and universities and other public entities. For each, identify the customer, the authorizing official of the customer who can serve as a reference and that person's contact information. Describe the products or services provided. Please provide both K-12, college and municipal customers.

D.3. WORKFORCE:

D.3.a. Key Contacts: ***ATTACHMENTS REQUIRED.*** Attach a list of the individuals, titles, qualifications and contact information for the individuals who will provide the following services on a national basis: **D.3.a.(1)**, Consulting, **D.3.a.(2)**, Estimating, **D.3.a(3)** Coordinating, **D.3.a.(4)** Supervising and managing before/during/after sales services, **D.3.a.(5)** Warranty, **D.3.a.(6)** Maintenance, and **D.3.a.(7)** Other Support Services.

D.3.b. In-House Resources: ***ATTACHMENT REQUIRED.*** Describe the business's current in-house workforce, equipment and facilities available to perform under this solicitation.

D.4. MARKETING:

D.4.a. Key Marketing Contacts: ***ATTACHMENT REQUIRED.*** List the name(s), title(s) and contact information of the business's key national and regional marketing office(s).

D.4.b. Marketing Activities: ***ATTACHMENT REQUIRED.*** Describe how this business marketed its products and services to schools and other tax-exempt nonprofits in the past year. List all conventions, conferences and other events at which the business exhibited.

D.4.c. Cooperative Marketing: ***ATTACHMENT REQUIRED.*** Describe ways in which this business can collaborate with KPN in marketing the bid.

D.4.d. Environmental Initiatives: ***ATTACHMENT REQUIRED.*** Describe the business's alignment with "green" objectives, standards and statutes, if applicable.

D.5. INDEPENDENT MANUFACTURERS, SUBCONTRACTORS, DISTRIBUTORS, INSTALLERS, ETC.

D.5.a. Manufacturers: ***ATTACHMENT(S) REQUIRED.*** **D.5.a.(1)** Create a list of the names and locations of Manufacturers who provide the products used by this business, organized by the regions described in FORM C.2. State the products each provides. **D.5.b.(2)** Scan and attach applicable Authorizing Letters from manufacturers stating the business's authorization to represent the manufacturer nationally or in the region described above. The letters must be dated within the current fiscal year.

D.5.b. Subcontractors, Distributors, Installers, etc.: ***ATTACHMENTS REQUIRED.*** **D.5.b.(1)** Describe and explain the Selection Process by which the business selects, certifies and approves subcontractors, distributors, installers and other independent services. **D.5.b.(2)** List current subcontractors, distributors, installers and other independent service providers who are contracted to perform the type of work outlined in this bid. Include, if applicable, contractor license information and the state(s) where in they are eligible to provide services on behalf of this business.

D.6. DISCLOSURES

D.6.a. Letter of Credit: ***ATTACHMENT REQUIRED.*** Scan and attach a letter from the business's chief financial institution indicating the current level of credit available to it and evidence of financial stability for the past three (3) years.

D.6.b. Actions Against Business. Does this business currently have actions filed against it?

☑ **No** ☐ **Yes** **If the answer is "yes":** ***ATTACHMENT REQUIRED.*** List and explain current actions such as Federal Debarment or other appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and/or payment bond for projects.

Signature and date _____ 01/12/22

Must be the same signature that appears on the Bid Affidavit (FORM A) and Bid Acceptance of Award (FORM B)

PRECISION CONCRETE CUTTING
Trip Hazard Removal Specialists

D.1.f. Locations

Location	Name	Address	City	State	Zip Code	Phone
Headquarters	**Matt Haney**	**3191 N Canyon Rd**	**Provo**	**UT**	**84604**	**(801) 373-6060**
Alabama	Joseph Norris	10519 Vaughn	Pike Road	AL	36064	(334) 391-0901
Arizona	Jared Taylor	1110 S Horne Unit 113	Mesa	AZ	85204	(480) 588-5351
Arkansas	Austin Horn	1200 Andrews Drive	Conway	AR	72032	(844) 450-5005
California: Long Beach	Ron Durna	13089 #C235 Peyton Dr.	Chino Hills	CA	91709	(909) 539-7740
California: Los Angeles/Riverside	Gary Beneduci	7514 Girard Ave.	La Jolla	CA	92037	(858) 699-1089
California: San Diego	Kevin Yocum	32428 Campo Drive	Temecula,	CA	92592	(619) 206-1870
California: San Francisco/Silicon Valley/Sacramento	Marc Cussenot	335 Beach Rd	Burlingame	CA	94010	(415) 638-7006
Colorado	Mike Lamb	745 Vallejo St	Denver	CO	80204	(720) 508-3963
Connecticut	Sal Ceneri	80 Platt Lane	Medford	CT	6461	(203) 410-3086
Delaware	Gary & Tanya Tucker	213 Maryland Ave	Newport	DE	19804	(302) 543-5833
Florida: North, Central	Wendy & Alan Macmurray	970 SW 104th Street Road	Ocala	FL	34476	(352) 857-9587
Florida: South	Dina And Steve Sdankus	925 SW 42 Terrace	Plantation	FL	33317	(954) 792-0708
Georgia	Todd Fulk	PO BOX 14685	Bradenton	FL	34280	(941) 773-4902
Idaho	Jared Taylor	488 North 1200 West	Lindon	UT	84042	(801) 224-0025
Illinois: Central, Southern	Mark Bonkowski	1896 Goldeneye Drive	Holland	MI	49424	(616) 403-1140
Illinois: North	Chris Ott	N1641 Waterlefe Drive	Greenville	WI	54942	(920) 202-0954
Indiana	Mark Bonkowski	1896 Goldeneye Drive	Holland	MI	49424	(616) 403-1140
Iowa	Mark Quale	936 South Andrew Drive NE	New London	MN	56273	(320) 354-2100
Kansas	Tom Pitney	11922 Stearns	Overland Park	KS	66213	(913) 851-2004
Kentucky	Shayne Lingg	804 Yorkbar Court	Clarksville	TN	37043	(270) 881-2434
Louisiana	Cathy and Ron LeBoeuf	PO Box 1916	Houma	LA	70361	(225) 505-9585
Maine	Sal Ceneri	80 Platt Lane	Medford	CT	6461	(203) 410-3086
Maryland	Gary & Tanya Tucker	213 Maryland Ave	Newport	DE	19804	(302) 543-5833
Massachusetts	Sal Ceneri	80 Platt Lane	Medford	CT	6461	(203) 410-3086
Michigan	Mark Bonkowski	1896 Goldeneye Drive	Holland	MI	49424	(616) 403-1140
Minnesota	Mark Quale	936 South Andrew Drive NE	New London	MN	56273	(320) 354-2100
Minnesota: Twin Cities	Chris Ott	N1641 Waterlefe Drive	Greenville	WI	54942	(920) 202-0954
Mississippi	Cathy and Ron LeBoeuf	PO Box 1916	Houma	LA	70361	(225) 505-9585
Missouri	Tom Pitney	11922 Stearns	Overland Park	KS	66213	(913) 851-2004
Missouri: St. Louis	Mark Bonkowski	1896 Goldeneye Drive	Holland	MI	49424	(616) 403-1140
Montana	Drew Mulvey	488 North 1200 West	Lindon	UT	84042	(801) 224-0025
Nebraska	Mark Quale	936 South Andrew Drive NE	New London	MN	56273	(320) 354-2100
Nevada	Drew Mulvey	4852 Cecile Ave	Las Vegas	NV	89115	(702) 685-4445
New Hampshire	Sal Ceneri	80 Platt Lane	Medford	CT	6461	(203) 410-3086
New Jersey	Tom Sweitzer	459 Lancaster Ave.	Devon	PA	19333	(267) 228-3421
New Mexico	Mike Lamb	745 Vallejo St	Denver	CO	80204	(720) 508-3963
New York	Blue Zone Partners	3806 Courtenay Drive SW	Supply	NC	28462	(800) 734-8891
North Carolina	Blue Zone Partners	3806 Courtenay Drive SW	Supply	NC	28462	(800) 734-8891
North Dakota	Mark Quale	936 South Andrew Drive NE	New London	MN	56273	(320) 354-2100
Ohio	Kevin Fuller/Al Schwecke	11952 North Harvest Moon Lane	Highland	UT	84003	(513) 900-7364
Oklahoma	Larry Dumas	PO Box 3047	Edmond	OK	73083	(214) 945-8769
Oregon	Bryan Dickson	PO BOX 22174	Milwaukie,	OR	97269	(503) 206-2947
Pennsylvania: Central, Eastern	Tom Sweitzer	459 Lancaster Ave.	Devon	PA	19333	(267) 228-3421
Pennsylvania: Western	Blue Zone Partners	3806 Courtenay Drive SW	Supply	NC	28462	(800) 734-8891
Rhode Island	Sal Ceneri	80 Platt Lane	Medford	CT	6461	(203) 410-3086
South Carolina	Wendy & Alan Macmurray	970 SW 104th Street Road	Ocala	FL	34476	(352) 857-9587
South Dakota	Mark Quale	936 South Andrew Drive NE	New London	MN	56273	(320) 354-2100
Tennessee	Joseph Norris	10519 Vaughn	Pike Road	AL	36064	(334) 391-0901
Texas: Austin/Houston	Dave Lardner	1036 Liberty Park Drive 13B	Austin	TX	78746	(512) 369-2558
Texas: North	Larry Dumas	PO Box 3047	Edmond	OK	73083	(214) 945-8769
Utah	Jared Taylor/Drew Mulvey	488 North 1200 West	Lindon	UT	84042	(801) 224-0025
Vermont	Sal Ceneri	80 Platt Lane	Medford	CT	6461	(203) 410-3086
Virgina	Blue Zone Partners	3806 Courtenay Drive SW	Supply	NC	28462	(800) 734-8891
Washington	Mike Lamb	5624 128th Street East	Puyallup	WA	98373	(253) 848-1685
Washington D.C.	Blue Zone Partners	3806 Courtenay Drive SW	Supply	NC	28462	(800) 734-8891
West Virginia	Blue Zone Partners	3806 Courtenay Drive SW	Supply	NC	28462	(800) 734-8891
Wisconsin	Chris Ott	N1641 Waterlefe Drive	Greenville	WI	54942	(920) 202-0954
Wyoming	Mike Lamb	745 Vallejo St	Denver	CO	80204	(720) 508-3963

D.2 Prior Experience and References

Precision Concrete Cutting has significant experience doing work for Public School Districts, Colleges and Universities, as well as other public entities. The service provided was sidewalk trip hazard removal. Here are some references:

- Jordan School District
  - Jeff Beesley
  - jeffrey.beesley@jordandistrict.org
  - 801-567-8876

- University of Utah
  - Tim Clark
  - tim.clark@fm.utah.edu
  - 801-581-8275

- BYU
  - Brandon Bitter
  - brandon.bitter@byu.edu
  - 801-422-5552

- Clark County School District
  - Sean Walsh
  - walshs1@nv.ccsd.net
  - 702-541-2103

- Mohave Community College (Kingman, AZ)
  - Don Montgomery
  - DMontgomery@mohave.edu
  - 928-757-0821

- City of Boulder City
  - Tim Lynch
  - tlynch@bcnv.org
  - 702-293-9212

- City of North Las Vegas
  - Eric Nieves
  - nievese@cityofnorthlasvegas.com
  - 702-633-1328

- City of Henderson Parks
  - Jon Marzolf
  - jon.marzolf@cityofhenderson.com
  - 702-303-3612

- Colorado Springs
  - Cole Platt
  - (719) 385-6822
  - Cole.platt@coloradosprings.gov

- City of Greeley
  - Paige Millen
  - (970) 373-8210
  - paige.millen@greeleygov.com

- City of Thornton
  - Richard Nickson
  - (720) 977-6274
  - Richard.nickson@cityofthornton.net

- UC Anschutz
  - Aaron Boothe
  - (303) 994-9273
  - Aaron.boothe@cuanschutz.edu

- Adams 12 School District
  - Glen Deiker
  - (720) 972-4298
  - glenn.g.deiker@adams12.org
- Colorado University Boulder
  - Kristen Bostelman
  - (303) 735- 1205
  - Kristin.Bostelman@Colorado.edu

- Seattle Department of Transportation
  - Stuart Vitagliano
  - (206) 684-5319
  - Stuart.vitagliano@seattle.gov

- City of Edmonds
  - Chuck Hiatt
  - (425) 771-0235
  - chuck.hiatt@edmondswa.gov

- City of Vancouver
  - Connie Lawson
  - (360) 696- 8199
  - connie.lawson@cityofvancouver.us

- Washington State
  - Eric Slocum
  - (509) 335-9018
  - slocume@wsu.edu

- Edmonds Community College
  - Ethan Huffaker
  - (425) 640-1520
  - ethan.huffaker@edmonds.edu

- Town of Gilbert
  - Arturo Lopez
  - Arturo.lopez@gilbertaz.gov
  - 480-848-8928

- City of Glendale
  - Julian Reyes
  - jreyes@glendaleaz.com
  - 623-930-2674

- Maricopa Unified School District
  - Chad Whittle
  - cwhittle@musd20.org
  - 520-568-5100 ext. 1185

- Bountiful City
  - Lloyd Cheney
  - lcheney@bountifulutah.gov
  - 801-298-6125

- Cedar City
  - Jeff Hunter
  - hjeff@cedarcity.org
  - 435-586-2912

- South Salt Lake
  - Dave Alexander
  - dalexander@southsaltlakecity.com
  - 801-412-3238

D.3.a Key Contacts

- Matt Haney – President
  - matt@safesidewalks.com

- 801-373-6060
- Overseen Co-Op logistics since 2016 including but not limited to:
  - Consulting, Estimating, Coordinating, Supervising and Managing before/during/after sales services, warranty, maintenance, and other support services

- Kyle Shanklin – CFO
  - kyles@safesidewalks.com
  - 801-373-6060
  - Assisted with Co-Op logistics since 2016 including but not limited to:
    - Consulting, Estimating, Coordinating, Supervising and Managing before/during/after sales services, warranty, maintenance, and other support services

D.3.b In-House Resources

Each office has an in-house workforce of technicians & surveyors trained in surveying and removing trip hazards on sidewalks using our uniquely patented process. All offices have trucks and trailers which are fully stocked with the equipment needed in order to perform this service.

D.4.a Key Marketing Contacts

- Marc Cussenot - Marketing Committee Member, West Coast Offices
  - 650-867-8657 / mcussenot@pccnorcal.com
- Sal Ceneri - Marketing Committee Member, North East Offices
  - 978-225-9020 / sal@safesidewalksne.com
- Joseph Norris - Marketing Committee Member, South East Offices
  - 334-391-0901 / joseph@safesidewalks.com
- Kevin Fuller - Marketing Committee Member, Central Offices
  - 513-900-7364 / ohio@safesidwalks.com
- Matthew Haney - Marketing Committee Member, Headquarters
  - 801-830-4060 / matt@safesidewalks.com

D.4.b Marketing Activities

The company markets itself direct to customers via trade shows. We have approximately 10-15 national or large trade shows each year, and multiple regional and state-wide trade shows that we attend. This has been our best means of direct sales due to the relationship and complex sales process for our service. We have no website sales. These trade shows are directed to municipalities, schools, universities, etc. via their representative associations / organizations. The major trade shows and their associations that service schools and other tax-exempt nonprofits are listed below:

- **National Facilities Management and Technology (NFMT) Trade Show**
  - Takes place two times per year in MD and NV or FL, focuses on Schools and Campuses
- **American Public Works Association (APWA) Snow Conference**
  - Takes place in March / April each year and focuses on Municipal Entities
- **American Public Works Association (APWA) Summer Conference**
  - Takes place in August / September each year and focuses on Municipal Entities
- **Rocky Mountain Association of Physical Plant Administrators (RMAPPA) Trade Show**
  - Takes place in the Rocky Mountain Region and focuses on Universities
- **Eastern Region Association of Physical Plant Administrators (ERAPPA) Trade Show**
  - Takes place in the North East Region and focuses on Universities
- **Southern Region Association of Physical Plant Administrators (SRAPPA) Trade Show**
  - Takes place in the South East Region and focuses on Universities
- **Central Association of Physical Plant Administrators (CAPPA) Trade Show**
  - Central USA Region, often combined with MAPPA and focuses on Universities
- **Midwest Association of Physical Plant Administrators (MAPPA) Trade Show**
  - Takes place in the Midwest USA and focuses on Universities
- **Pacific Coast Association of Physical Plant Administrators (PCAPPA)**

- Takes place in the Western USA and focuses on Universities
- **International City Managers Association (ICMA) Trade Show**
  - Focuses on City Government and takes place in October
- **National Affordable Housing and Redevelopment Officials (NAHRO) Trade Show**
  - Focuses on Government Subsidized Housing
- **International Facilities Management Association (IFMA) Trade Show**
  - Focuses on Facility Managers and School Campuses
- **National League of Cities (NLC) Trade Show**
  - Focuses on Elected Government Officials and Risk Management officials
- **Public Works Summit**
  - Focuses on Municipal Public Works Directors and their staff takes place in Texas every November

D.4.c Cooperative Marketing

The first step in promoting this contract will be through an owner / manager conference call, and then we will announce it on our bi-weekly sales trainings. We have these trainings so frequently that within a short period of time every sales rep will know about the program and how to use the contract to do work. We are always looking for ways to shorten the sales cycle, so the use of Co-Operative is a great way to do that.

We also will include logos for the Co-Op on marketing materials so that our potential customers will know how we intend to do business. If they aren't members of the co-op we will show them and encourage them to join.

The bi-weekly sales trainings are done by a 3rd party sales coach which management will educate on the benefits and advantages of the co-op.

a. There is both a home office (corporate) component as well as a local component for the promotion and marketing of the co-op and how to use it. We will announce and promote it to the managers/owners and also have education come from our 3rd party sales coach, but the local managers, who have the most profit incentive, will work with their individual sales team members to actually execute on the co-op use.
b. As mentioned, we will include logos on proposals, brochures and other marketing materials. In addition, we plan to target those members that may already be members of the co-op since the adoption will be easiest using existing members that don't need to sign up for the co-op. We do attend conferences on a regular basis and upon award, can put a logo for the co-op in the trade show booth for notice of potential customers.
c. A sample of our proposals, with a previously awarded co-op logo has been included below:



d. We will train our staff with the bi-weekly coaching sessions and in particular have the emphasis be with our 3rd party coach to train. These training sessions range between 45 minutes to 1 hour every Monday and it is a great forum for additional training items, and to review existing policies, procedures, and programs like KPN.

PRECISION CONCRETE CUTTING
Trip Hazard Removal Specialists

D.4.d Environmental Initiatives

1. Water Conservation / Preservation - PCC does not use water cooling for our blades, nor for dust suppression during concrete cutting. We conserve water by using dry vacuum dust control in which we have several US Patents. Water usage contaminates storm drains with silica and can harm the water supply, pollute streams and rivers, etc.

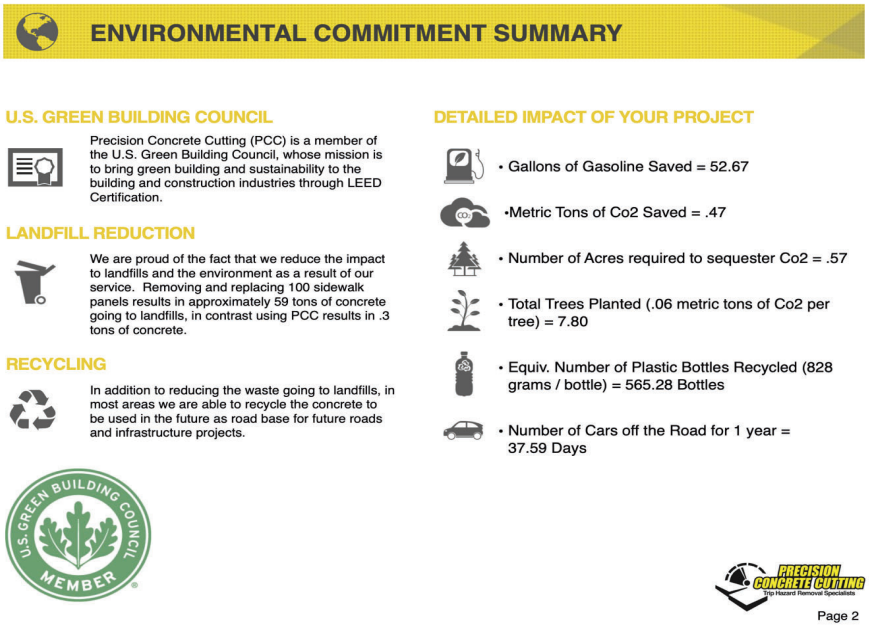
2. OSHA - PCC has invited OSHA to our job site and they have advised us regarding mechanical / engineering dust control mechanisms. As a result, we have developed a 2 vacuum system with an inline dust separator. This technique has a pending patent and significantly reduces or eliminates silica exposure and facilitates clean disposal.

3. Recycling - The majority of our concrete gets recycled by grinding it up and using it in the creation of roads, road base, etc.

4. Our process - The average concrete panel is approximately 1,200 lbs., which is why concrete waste is one of the largest volume waste products in landfills. As opposed to removing the panel, repairing the panel using the PCC technique creates a small amount of debris, which we can then recycle. Not only is there a significant amount saved from landfills, but the PCC process saves a significant amount of Co2 due to reduced hauling, disposal, and production of new concrete.

5. USGBC - We are members of the US Green Building Council. We've been members for over 10 years and have supported that organization with our membership dollars.

Some of our customers have asked for detailed environmental impact data to share with their organizations, an example of that type of data is attached. We highlight the reduction in gasoline, Co2, etc.



ENVIRONMENTAL COMMITMENT SUMMARY

U.S. GREEN BUILDING COUNCIL

Precision Concrete Cutting (PCC) is a member of the U.S. Green Building Council, whose mission is to bring green building and sustainability to the building and construction industries through LEED Certification.

LANDFILL REDUCTION

We are proud of the fact that we reduce the impact to landfills and the environment as a result of our service. Removing and replacing 100 sidewalk panels results in approximately 59 tons of concrete going to landfills, in contrast using PCC results in .3 tons of concrete.

RECYCLING

In addition to reducing the waste going to landfills, in most areas we are able to recycle the concrete to be used in the future as road base for future roads and infrastructure projects.

DETAILED IMPACT OF YOUR PROJECT

- Gallons of Gasoline Saved = 52.67
- Metric Tons of Co2 Saved = .47
- Number of Acres required to sequester Co2 = .57
- Total Trees Planted (.06 metric tons of Co2 per tree) = 7.80
- Equiv. Number of Plastic Bottles Recycled (828 grams / bottle) = 565.28 Bottles
- Number of Cars off the Road for 1 year = 37.59 Days

U.S. GREEN BUILDING COUNCIL MEMBER

PRECISION CONCRETE CUTTING
Trip Hazard Removal Specialists

Page 2

D.5.a Manufacturers

N/A

PRECISION CONCRETE CUTTING
Trip Hazard Removal Specialists

D.5.b Subcontractors, Distributors, Installers, etc.

N/A

D.6.a Letter of Credit

Bonneville Bank
Your Hometown Community Bank

Green Dot Bank
dba Bonneville Bank
1675 N. Freedom Blvd.
Provo, UT 84604-0400

Phone: (801) 344-7020
Fax: (801) 377-1036

December 28, 2021

To Whom It May Concern:

Precision Concrete Cutting, Inc. has been a customer of Bonneville Bank since January of 2002. Precision Concrete Cutting, Inc and its owners are currently, and have been at all times previously, in good standing with the Bank on all of their accounts.

If you have any further questions or concerns, please feel free to contact me at (801) 344-7020.

Sincerely,

Steven Lybbert

Steven Lybbert
Supervisor; Lending

KPN BID FORM E: EXCEPTIONS TO TERMS AND CONDITIONS EXHIBIT "B"

KPN 202201-04 Trip Hazard Removal

Precision Concrete Cutting

NAME OF BIDDER _____

Bidders may raise exceptions to KPN General and Special Terms and Conditions as set forth in Parts I and II, respectively, of this IFB. The following Terms and Conditions are required and exceptions or alternatives to them will be rejected: all local, state and federal laws cited or referenced in this IFB; all local, state and federal laws which in the future may apply to procurement practices and construction; regulated tournament dimensions of sports surfaces; the schedule of bid activities; and the procedures and rights reserved by KPN in the selection and awarding processes associated with the bid. The proposal of exceptions does not ensure their adoption in the selection and contracting processes. KPN reserves the right to reject exceptions raised by the bidder.

INSTRUCTIONS:

1. If "no" is checked below, complete this form by signing it.
2. If "yes" is checked below, complete the form and add attachments as necessary.

Scan the completed form and any attachments to PDF, title it ***Your Company Name* Exceptions**, and upload to the KPN bidding website and label it ***Company Name*-Exceptions.**

3. ☑ No, this bidder does not have exceptions to the Terms, Conditions and Specifications incorporated in Parts I and II of this IFB or the Bid Forms in Part III (this section).

   ☐ Yes, this bidder has the following exceptions to the Terms, Conditions and Specifications incorporated in Parts I and II of this IFB or the Bid Forms in Part III (this section).

IFB Page Number	Outline Number	Terms and Conditions	Exception

Signature and date _____ 01/12/22

Must be same signature as on Bid Affidavit Signature and Acceptance Form

KPN BID FORM F.1: COMPLIANCE AND DEVIATIONS

KPN 202201-04 Trip Hazard Removal

NAME OF BIDDER Precision Concrete Cutting

INSTRUCTIONS: FORM F.1 is seven (7) pages long. The criteria listed below pertain to the products and services related to the category listed above. Please check "Comply" if this aligns with your ability to provide or "Deviate" if not. For all criteria checked "Deviate," explain the exception on FORM F.2. The authorized representative must sign on the signature line below this form and at the bottom of FORM F.2. The bidder must also complete and sign FORM C.2, "Certification of Ability to Service Members," even if checking "Comply" for item E.1 in FORM F.1 below.

Scan the completed, signed document to a PDF format, title it ***Your Company Name - FORM F.1*** **- Compliance**, and upload to the KPN bidding website and label it ***Your Company Name – FORM F.1*** **- Compliance.**

I.F Specification Compliance

Part	Category	Specification	Comply	Deviate
E.1	National Service	Supplier is able to serve KPN members in the fifty United States and District of Columbia. Complete FORM C.2 even if you answer "comply."	☐	☑
E.2	Website	Supplier agrees to create a special KPN landing page website for KPN members with product information and if applicable a custom ordering website showing KPN contract pricing.	☑	☐
E.3	Marketing Plan	Supplier can implement a marketing plan to KPN members in all states indicated above and will meet with KPN staff to develop and implement a comprehensive marketing plan within 30 days after contract award.	☑	☐
E.4	Shipping Time	Supplier can guarantee a shipping time after receipt of order 90% of the time. If the product cannot be shipped within the stipulated time period, the KPN member has the opportunity to secure the product elsewhere.	☐	☑
E.5	Discount Pricing	Pricing must be a percentage discount from the manufacturers' suggested list price or percentage up from cost, whichever provides the lowest pricing for the agency.	☑	☐
E.6	Pricing and Discount Status	"Most Favored Agency" pricing based on a national contract.	☐	☑
E.7	Discount Structure and Price Changes	The awarded discount structure must remain firm. Price changes, if required, will be allowed only if the public verified price schedule is superseded, revised or changed after the contract award. The supplier may pass on the applicable price increase or decrease to KPN members provided written notice has been submitted along with the identified price list(s) and priced catalog(s) to KPN for review and written approval prior to the implementation of the price changes.	☐	☐
E.8	Shipping Charges	Shipping charges are clearly identified in the pricing schedule.	☑	☐
E.9	Pricing Errors	If the supplier makes an error in pricing (typographical or photographic error, for example), KPN members reserve the right to return or refuse a product. The supplier agrees to pay for the cost of a returned product due to a pricing error.	☑	☐
E.10	New Products	All products sold under the KPN contract must be new unless members specifically request used, refurbished or retrofitted items.	☑	☐
E.11	Return of Defective Products	The supplier agrees that full refund, credit or exchange will be granted to any defective-on-arrival (DOA) merchandise if reported within thirty (30) days of receipt of the order. If orders are received by school district members when school is not in session, the thirty (30) days will be extended for a reasonable period of time.	☑	☐
E.12	Customer Liaison	The supplier will appoint a single contact for problem solving under the KPN contract. This will be a dedicated senior-level contract manager authorized to make decisions on the member account.	☑	☐

E.13	Compliance	The bidder has included the 2% KPN Administration fee in their discounts and agrees to track and pay KPN on a quarterly basis submit a detailed sales report.	☑	☐
E.14	Trip Hazard Removal	The Contractor must repair all sidewalk trip hazards from ¼" and up to 2" in designated work areas.	☑	☐
E.15	Trip Hazard Removal	The Contractor must be able to initiate work within ten (10) days of contract award from customer, and must provide data from current and previous projects (as well as customer contact information for those projects) to demonstrate the Contractor's ability and experience with this type of work.	☑	☐
E.16	Trip Hazard Removal	The Contractor must remove hazards completely, from one end of the raised sidewalk joint to the other if applicable, leaving an absolute zero point of differential between slabs.	☑	☐
E.17	Trip Hazard Removal	The Contractor may not use any type of "fill" material that deteriorates or breaks apart over time.	☑	☐
E.18	Trip Hazard Removal	The Contractor must not cause any damage to landscaping, retaining walls, curbs, sprinkler heads, utility covers or other objects adjacent to sidewalks. If the contractor and/or contractor's equipment does cause damage to above, the contractor must be notified immediately and damages must be repaired at the contractor's expense within 24 hours of the time the damage occurred. The footprint of the equipment must fit a 3 to 4 foot wide sidewalk panel.	☑	☐
E.19	Trip Hazard Removal	The Contractor must completely and immediately clean up all debris after each hazard is repaired. All costs incurred for disposal of waste material shall be included in unit cost and not paid for separately.	☑	☐
E.20	Trip Hazard Removal	The Contractor must provide proof that all concrete and debris is recycled in a proper, environmentally safe manner.	☑	☐
E.21	Trip Hazard Removal	The Contractor must repair each sidewalk trip hazard without damage or visible markings to adjacent slab(s) or curb(s).	☑	☐
E.22	Trip Hazard Removal	The Contractor is not allowed to cut the concrete deeper than the opposing slab. If any cutting goes deeper than the opposing slab, they are required to remove and replace the entire concrete panel.	☑	☐
E.23	Trip Hazard Removal	No water-cooling is allowed which creates slurry and contaminates storm drains or causes excessive environmental impact. The Contractor must use a dust abatement system, which limits the dust emitted from the equipment.	☑	☐
E.24	Trip Hazard Removal	The Contractor must submit an itemized summary of all repaired hazards which includes: • The specific hazard height – both high side and low side measurement – in 8ths of an inch • The calculated unit for measurement shall be the average depth of the trip hazard multiplied by the width resulting in an "inch-foot" total • The total width of actual repair to the nearest ½ foot • The physical location (address) of each repair	☑	☐
E.25	Trip Hazard Removal	The Contractor shall submit monthly a detailed invoice setting forth the services performed in accordance with the formula for saw cutting calculations.	☑	☐
E.26	Trip Hazard Removal	Inch-feet shall be calculated by multiplying the average depth of the cut by the width of the cut. • *Example*: If a trip hazard is cut 1" on one side and tapered to 0" on the other side of a full 4- foot width sidewalk, it shall be calculated as follows: ○ (1" + 0") / 2 x 4' = 2 inch-feet ○ 2 x price per inch foot = $ total cost of trip hazard	☑	☐
E.27	Trip Hazard Removal	All invoices must show the cut depth, size, length, width, address location and inch-feet calculations.	☑	☐
E.28	Trip Hazard Removal	The Contractor must guarantee specified repair slope (1:8 or 1:12 based upon requirements outlined by the Americans with Disabilities Act) is achieved. If defined slope is not achieved, contractor must repair to specification at no additional charge within 24 hours of discovery.	☑	☐

E.29	Trip Hazard Removal	The Contractor must guarantee that the removed trip hazard will have a uniform appearance and texture. The finished surface shall have a coefficient of friction of at least 0.6.	☑	☐
E.30	Trip Hazard Removal	The hardware must be flush to the ground and capable of working at any angle and perform trip hazard removal in hard-to-reach areas, around obstacles, on narrow walkways, next to fences and retaining walls or buildings.	☑	☐
E.31	Trip Hazard Removal	Grinding or pulverization of the concrete is NOT acceptable or allowed, causing micro-cracks or weakening the concrete panel. Contractor's trip hazard repairs may not leave ridges or grooves that could hold water and prevent draining of rain water or irrigation.	☑	☐
E.32	Trip Hazard Removal	The Contractor must use a data collection device that records the details of the work and transmit the data electronically. The recording device must be able to record sizes of hazards, longitude and latitude coordinates, hazard locations plotted to a map, address, photographs of the original hazards and also provide this data electronically in order to integrate into a GIS system.	☑	☐
E.33	Trip Hazard Removal	The Contractor shall schedule the operations so as to cause a minimum of interruption, interference or disturbance to the operation of stores, businesses, office buildings, hotels, churches, etc., and allow access by pedestrians and emergency, delivery and service vehicles at all times.	☑	☐
E.34	Trip Hazard Removal	The Contractor must be able to respond to any emergency work within 24 hours of notification.	☑	☐
E.35	Trip Hazard Removal	Sidewalk repair equipment and all other items incidental to the work shall not be left or stored on the sidewalk or on private property while not in use.	☑	☐
E.36	Trip Hazard Removal	If the Contractor is approached by a pedestrian with questions about the project, the Contractor shall address their concerns in a professional and polite manner.	☑	☐
E.37	Delivery	All delivery is considered "inside" unless the purchasing member agency specifies "tailgate."	☑	☐
E.38	Customer Service	The supplier agrees to work, as necessary, with local dealers, distributors and contractors who normally provide and/or install the offered products.	☑	☐
E.39	Customer Service	The supplier has sales staff and customer service representatives available to purchasing member agencies in all states.	☑	☐
E.40	Customer Service	The supplier has toll-free service numbers staffed during regular business hours.	☑	☐

II.F. Bid Proposal Pricing Guidelines:

II.F.1. A bid proposal in response to this IFB must present pricing using FORM G.1 (in Part III, Bid Forms and Instructions) and the FORM G.2. A bid lacking the FORM G.2 pricing schedule with the bidder's entries will be rejected as nonresponsive. Bidders may also offer other products that are in addition to or compliment the products that are included in the specifications.

II.F.2. Pricing does not include taxes.

II.F.3. Bidders are reminded to incorporate the KPN administrative fee into their bid schedules. The administrative fee cannot be assessed directly or separately to the purchasing member. The administrative fee is 2%.

II.F.4. Bidders are instructed to include warranty information and incidental charges and fees on additional sheets in the Excel pricing document.

II.F5. Bidders are instructed to include PDF documents of the most recent catalogs or price lists of products and services offered under the bid. Submission of outdated catalogs or pricelists may result in the rejection of the bid.

II.F.6. As stated in the General Terms and Conditions (see Part I of this IFB), adjustments or revisions to price lists may be submitted to KPN on an annual basis and are subject to KPN approval. Noncompetitive price changes that are not in the best interest of KPN members may be grounds for termination of the contract.

III.F. Bid Preparation. All instructions and required forms for preparing a viable bid response are included in Part III Bid Forms and Instructions of this IFB and Price FORM G.2-4.

Signature and date _____ 01/12/22

Must be same signature as on Bid Affidavit Signature and Acceptance Form

KPN BID FORM F.2: DEVIATIONS

KPN 202201-04 Trip Hazard Removal

BIDDER Precision Concrete Cutting

INSTRUCTIONS: For any items checked "Deviate" on FORM F.1 above, list details below. You may use the Word version of this form to insert your answers or create a facsimile table to write text responses. If creating a facsimile, remember to sign it at the bottom.

Scan the completed document, save it to PDF Format, title it ***Your Company Name – Form F.2 -* Deviations**, and upload to the KPN bidding website and label it ***Your Company Name – Form F.2 -* Deviations**

☐ No deviations were noted on FORM F.1

☑ Yes, deviations were noted on FORM F.1

Outline number	Specification	Details of Exception
E.1	Service Area	No work in AK,HI
E.2	Landing Page	No landing page needed, data will be provided on proposals

Signature _____

Must be same signature as on Bid Affidavit Signature and Acceptance Form

KPN BID FORM G.1: DISCOUNT AND PRICING SCHEDULE

KPN 202201-04 Trip Hazard Removal

Precision Concrete Cutting

NAME OF BIDDER _____

INSTRUCTIONS:

G.1. The bidder must complete this form and sign it at the bottom.

Additional pricing and/or discounts may be listed directly on the form below (part G.3). Scan this document when completed, save it as a PDF document, title it ***Your Company Name - Pricing G.1***, and upload to the KPN bidding website labeling it ***Your Company Name - Pricing FORM G.1***.

G.2. **Pricing FORM G.2:** After downloading the Pricing FORM G.2 provided to this IFB, save it to your hard drive BEFORE entering data, and title it ***Your Company Name – Pricing Form G.2***. Save the completed document, then upload to the KPN bidding website and label it ***Your Company Name – FORM G.2 Pricing***.

Provided to this IFB is one (1) Pricing FORM G.2 document corresponding to Part II. This form contains the following tabs (worksheets) and must be completed, labeled and uploaded to the KPN bidding website:

Instructions Tab
Tab G.2.A – Bid Form for Core Items
Tab G.2.B – Bid Form for Non-Core Items
Tab G.3 – Bid Form for Services
Tab G.4 – Volume Discounts
Tab G.5 – State Multiplier

G.3. **Additional Services** – Warranties, Additional Services (Design, Installation, Training, Support), or Incidental Price Schedule Sheet for other item not included in above listed price forms. Provide a price schedule for any and all extended warranties, additional or incidental services, products, equipment and/or supplies, providing the name and detailed description of each item, the regular, non-discounted (list) price offered by the bidder; the KPN member discount price; and any other associated costs. Please create a list of additional services and pricing.

G.4. **Additional Discounts:** If additional discounts/bonuses are available to KPN members based on a dollar volume, sizes of orders or other criteria, state the formula for arriving at these discounts:

G.5. **State Multiplier:** Since labor rates will vary by state, a vendor may list their base rate on Tab G.3 – Services and list a state multiplier on Tab G.5 for each state.

G.6. **Catalog(s)/Pricelist(s):** Scan the most recent catalog(s) or pricelist(s) displaying the materials and services available under this bid to PDF format, label it/them ***Your Company Name – Type or Name of Catalog*** *and upload to the KPN bidding website and labeling it* ***Your Company Name – Name of Catalog***. Also upload any brochures for the products that you are offering.

Signature _____

Must be same signature as on Bid Affidavit Signature and Acceptance Form

Tabs for Line Item Pricing Bids

G.2	Catalog Discounts	OPTIONAL
G.2A	Core Items Price Schedule	REQUIRED
G.2B	Non-Core Items Price Schedule	REQUIRED
G.3	Services	REQUIRED
G.4	Volume Discounts	OPTIONAL
G.5	State Multiplier	OPTIONAL

KEYSTONE PURCHASING NETWORK

Form G.2 – Catalog Discounts

KPN IFB # 202201-05

Bidding Company Name: *Precision Concrete Cutting*

Name of Catalog:
(This must be the catalog in effect as of the bid date) *Enter catalog name here*

Note: Groupings to be defined by Bidder and can be by sub-category, manufacturer, etc.

Form G.2 is an OPTIONAL FORM

No.	Grouping of Discount	Discount Offered for This Grouping	Comments	No.
1				1
2				2
3				3
4				4
5				5
6				6
7				7
8				8
9				9
10				10
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KEYSTONE PURCHASING NETWORK

Form G.2A – Core Items Price Schedule
KPN IFB # 202201-04

INSTRUCTIONS: Complete the following information for **all core items listed below**. These are higher usage items and it is anticipated that deeper discounts will be bid for these items. In the event a new catalog or manufacturer's price list changes during the contract term, the Bid Discount Percentage would remain the same. ***Please be sure to set the 'Print Area' PRIOR to submitting your bid response.***

NOTE: The Net Effective Price MUST be consistent with the percentage discounts listed on the **G.1** tab. **Failure to have price correspond may be cause for rejection of your offer.**

Form G.2A is a REQUIRED FORM

Bidders shall use an "inch-feet" measurement to determine costs for Trip Hazard Removal Services.

Bidders shall use the following formula when submitting proposals:

Inch-feet shall be calculated by multiplying the average depth of the cut by the width of the cut.

Example: If a trip hazard is cut 1" on one side and tapered to 0" on the other side of a full 4-foot width sidewalk, it shall be calculated as follows:

i. (1" + 0") / 2 x 4' = 2 inch-feet

- 2 x price per inch foot = $ total cost of trip hazard

Bidding Company Name:			*Enter company name here*			Catalog Name:		*Enter catalog name here*			
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
1		Bid Price per inch foot - Year One (see calculation above)				inch-foot	$ 50.00	10%	$ 45.00		1
2		Bid price per inch foot - Year Two (see calculation above)				inch-foot	$ 52.00	10%	$ 46.80		2
3		Optional Cost for Performance Bond (if requested by KPN Member) - rate per $1000				per $1000	$20	0%	$ 20.00		3
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26											26

Docusign Envelope ID: BB19682B-C4DF-47E4-92E5-5760950F99B6

CONTRACT NO. 2309
EXHIBIT "B"

Bidding Company Name:			Enter company name here			Catalog Name:			Enter catalog name here		
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
27											27
28											28
29											29
30											30
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32											32
33											33
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CONTRACT NO. 2309
EXHIBIT "B"

KEYSTONE PURCHASING NETWORK

Form G.2B – Non-Core Item Price Schedule
KPN IFB # 202201-04

INSTRUCTIONS: Download the Net Effective Bid Price and respective information for **all line items except the core items (listed on G.2A)** in the entire catalog. Use a separate spreadsheet for each catalog.
Please be sure to set the 'Print Area' PRIOR to submitting your bid response.

NOTE: The Net Effective Price MUST be consistent with the percentage discounts listed on the **G.2A** tab.
Failure to have price correspond may be cause for rejection of your offer.

Form G.2B is a REQUIRED FORM

Bidding Company Name:	*Precision Concrete Cutting*	Catalog Name:	*Enter catalog name here*

No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
1	To Be Completed by Bidding Contractor	Uneven Sidewalk Repairs Year 1				Inch Foot	$ 50.00	10.0%	$ 45.00		1
2		Uneven Sidewlak Repairs Year 2+				Inch Foot	$ 52.00	10.0%	$ 46.80		2
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CONTRACT NO. 2309
EXHIBIT "B"

Bidding Company Name:			Precision Concrete Cutting			Catalog Name:		Enter catalog name here			
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
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CONTRACT NO. 2309
EXHIBIT "B"

Bidding Company Name:			*Precision Concrete Cutting*			Catalog Name:		*Enter catalog name here*			
No.	Product Category	Product Description	Manufacturer	Manufacturer SKU	Vendor SKU	Unit of Measure	Catalog List Price	Bid Discount Percentage	Net Effective Bid Price	Comments	No.
88											88
89											89

Docusign Envelope ID: BB19682B-C4DF-47E4-92E5-5760950F99B6

KEYSTONE PURCHASING NETWORK

Form G.3 – Services Price Schedule

KPN IFB # 202201-04

Bidding Company Name:

NOTE: If your company provides any of the services listed below, please complete the price schedule.

Form G.3 is a REQUIRED FORM

Design Services	Description	Regular Price or Rates	*Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	**Additional Discount on Large Projects: Y/N

Installation Services	Description	Regular Price or Rates	*Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	**Additional Discount on Large Projects: Y/N

Training Services	Description	Regular Price or Rates	*Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	**Additional Discount on Large Projects: Y/N

Support Services	Description	Regular Price or Rates	*Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	**Additional Discount on Large Projects: Y/N
	Surveying Work	$300.00	$300	N/A	N/A	N/A

****Please detail additional discounts on large projects.**

Docusign Envelope ID: BB19682B-C4DF-47E4-92E5-5760950F99B6

CONTRACT NO. 2309
EXHIBIT "B"

KEYSTONE PURCHASING NETWORK

Form G.4 – Volume Discounts Schedule
KPN IFB # 202201-04

Bidding Company Name:	*Enter company name here*

Form G.4 is an OPTIONAL FORM

Additional Discount for One Time Purchase OR a Group of Local Agencies in a Geographic Area Combining Requirements (Estimate Annual Spend):

Dollar Amount FROM	Dollar Amount TO	Catalog	Additional Discount Offered (%)

AL State Mult	AK State Mult	AZ State Mult	AR State Mult	CA State Mult	CODistrict Mult	CO State Mult	CT State Mult	DE State Mult	FL State Mult	GA State Mult	HI State Mult	ID State Mult	IL State Mult	IN State Mult	IA State Mult	KS State Mult	KY State Mult	LA State Mult	ME State Mult	MD State Mult	MA State Mult	MI State Mult	MN State Mult	MS State Mult	MO State Mult	MT State Mult	NE State Mult	NV State Mult	NH State Mult	NJ State Mult	NM State Mult	NY State Mult	NC State Mult	ND State Mult	OH State Mult	OK State Mult	OR State Mult	PA State Mult	RI State Mult	SC State Mult	SD State Mult	TN State Mult	TX State Mult	UT State Mult	VT State Mult	VA State Mult	WA State Mult	WA DC State Mult	WV State Mult	WI State Mult	WY State Mult
1.00	N/A	1.2	1.2	1.4	1.2	1.18	1	1	1.00	N/A	1.1	1.1	1	1.1	1.1	1	1.2	1.2	1	1.18	1	1.1	1	1.2	1.2	1.3	1.2	1.1	1.1	1	1.0	1.1	1.1	1	1.1	1.1	1.1	1.38	1.1	1.1	1.16	1.25	1.2	1	1.1	1.25	1.1	1	1.1	1.1

Please complete this form for each state that you are bidding to/or able do work in.

Precision Concrete Cutting

CONTRACT #: KPN-202201-04
COMMODITY: Trip Hazard Removal

EXECUTIVE SUMMARY:

KPN Purchasing Program: KPN National Bids

KPN Membership Classification Eligible to Use Contract: All states

Year of Award: 2022

Term of Contract:

- **Initial Contract:** March 1, 2022 – February 28, 2023
- **Extension:** Valid through February 28, 2024 (Approved by CSIU Board on 12/21/2022)
- **Extension:** Valid through February 28, 2025 (Approved by CSIU Board on 01/17/2024)
- **Extension:**
- **Extension:**
- **Extension:**

Type of solicitation: IFB

Bid/RFP#: KPN-202201-04

Bid published/archived at: https://kpn.ionwave.net

Advertising history:

Date	Publication
December 14, 2021	Sunbury Daily Item, Milton Standard, Harrisburg
December 21, 2021	Patriot, Baltimore Sun, Albany Times, Trenton Times,
December 28, 2021	Seattle Times, Arizona Republic and USA Today.

Bid Deadline: January 14, 2022 **Bid Opening:** January 17, 2022

Bid Award Approved: February 16, 2022

This bid was solicited by the Central Susquehanna Intermediate Unit d/b/a the Keystone Purchasing Network (KPN). All contract awards and bid extensions are approved by action of the CSIU Board of Directors at the monthly meeting following the selection process (contract award) or preceding the term of the extension.

Members requiring additional documentation should contact (888) 490-3182, 8 a.m. – 4 p.m. Eastern Time, weekdays except for holidays, or email info@thekpn.org.

EXTENSION OF AGREEMENT
KPN BID 2022

Contract EXTENSION AGREEMENT made by and between

Precision Concrete Cutting (Vendor)
Category: Trip Hazard Removal
and

The Central Susquehanna Intermediate Unit (CSIU) d/b/a Keystone Purchasing Network (KPN)
Agreement being numbered: KPN Contract # **KPN-202201-04**
Contact: Mark Carollo, 90 Lawton Lane, Milton, PA 17847, (570) 246-5936

The existing Agreement in initially commencing upon award terminates on February 28, 2023; however, the Term of Contract and Extensions in the KPN Bid provides the Agreement may be extended for five (5) additional 12-month periods by mutual written agreement through February 28, 2028. KPN has approved this extension and now the **Central Susquehanna Intermediate Unit d/b/a KPN** and **Vendor** desire to extend the Agreement for a term of one (1) year, until February 28, 2024. The contract may be extended upon the approval of the Board of Directors of the Central Susquehanna Intermediate Unit and the Vendor. Upon the signatures of authorized officers of the **Central Susquehanna Intermediate Unit** and **Vendor** the Agreement is hereby extended.

This extension shall be subject to the same Terms and Conditions as contained in the original KPN Bid.

Central Susquehanna Intermediate Unit

Authorized Signature pc _____ Date December 22, 2022
Dr. John Kurelja, Executive Director

Vendor

Authorized Signature _____ Title PRESIDENT

Typed Name MATTHEW HANLEY Date 01/06/23

The Vendor agrees to provide complete information of any deleted and new products or prices as allowed under the headings of "Discontinued Products" and "New Technology and Price Reduction" set forth in the KPN Bid.

NOTE: This agreement must be received at the KPN office at the Central Susquehanna Intermediate Unit on or before January 31, 2023 at 4:00 p.m.

If you as the Vendor do not want to extend the contract, please sign below and return this agreement to the KPN office at the Central Susquehanna Intermediate Unit by January 31, 2023 at 4:00 p.m.

Discontinue: **We desire to discontinue the contract, effective February 28, 2023.**

Authorized Signature _____ Title _____

Typed Name _____ Date _____

EXTENSION OF AGREEMENT
KPN BID 2022

Contract EXTENSION AGREEMENT made by and between

Precision Concrete Cutting (Vendor)
Category: Trip Hazard Removal
and

The Central Susquehanna Intermediate Unit (CSIU) d/b/a Keystone Purchasing Network (KPN)
Agreement being numbered: KPN Contract # **KPN-202201-04**
Contact: Mark Carollo, 90 Lawton Lane, Milton, PA 17847, (570) 246-5936

The existing Agreement in initially commencing upon award terminates on February 28, 2023; however, the Term of Contract and Extensions in the KPN Bid provides the Agreement may be extended for five (5) additional 12-month periods by mutual written agreement through February 28, 2028. KPN has approved this extension and now the **Central Susquehanna Intermediate Unit d/b/a KPN** and Vendor desire to extend the Agreement for a term of one (1) year, until February 28, 2025. The contract may be extended upon the approval of the Board of Directors of the Central Susquehanna Intermediate Unit and the Vendor. Upon the signatures of authorized officers of the **Central Susquehanna Intermediate Unit** and Vendor the Agreement is hereby extended.

This extension shall be subject to the same Terms and Conditions as contained in the original KPN Bid.

Central Susquehanna Intermediate Unit

Authorized Signature _____ Date January 18, 2024
Dr. John Kurelja, Executive Director

Vendor

Authorized Signature _____ Title President

Typed Name Matt Henry Date 1/25/24

The Vendor agrees to provide complete information of any deleted and new products or prices as allowed under the headings of "Discontinued Products" and "New Technology and Price Reduction" set forth in the KPN Bid.

NOTE: This agreement must be received at the KPN office at the Central Susquehanna Intermediate Unit on or before February 15, 2024 at 4:00 p.m.

If you as the Vendor do not want to extend the contract, please sign below and return this agreement to the KPN office at the Central Susquehanna Intermediate Unit by February 15, 2024 at 4:00 p.m.

Discontinue: **We desire to discontinue the contract, effective February 28, 2024.**

Authorized Signature _____ Title _____

Typed Name _____ Date _____

ATTACHMENT "B"



1314 Celis
Before



1314 Celis
After



1320 Celis
Before



1320 Celis
After



1238 Griffith St
Before



1238 Griffith
After



1347 Hollister
Before



1347 Hollister
After



1539 Pico
Before



1539 Pico
After

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Richard Padilla, City Attorney
Julia Fritz, City Clerk

Date: August 18, 2025

Subject: Consideration to Approve Vice Mayor Mary Solorio's Request to Excuse Absences from the City Council Regular Meeting of August 4, 2025 (Retroactive) and the Upcoming Regular Meetings of August 18, 2025, September 2, 2025, and September 15, 2025 due to Family Medical Reasons

RECOMMENDATION:

It is recommended that the City Council approve by simple majority vote, the request of Vice Mayor Mary Solorio to excuse her absence from the City Council Regular Meeting of August 4, 2025, retroactively and the upcoming City Council Regular Meetings of August 18, 2025, September 2, 2025 and September 15, 2025 due to family medical reasons.

BACKGROUND:

On August 4, 2025, City Clerk Julia Fritz received a written request (Attachment "A") from Vice Mayor Mary Solorio to approve excused absences for the City Council Regular Meetings of August 4, 2025 (retroactive) and upcoming City Council Regular meetings of August 18, 2025, September 2, 2025, and September 15, 2025, due to her newborn child being in the Neonatal Intensive Care Unit (NICU).

ANALYSIS:

The City Council Procedural Manual, Section 1.9 (Attachment "B"), references Government Code Section 36513 provides that if a Councilmember is absent *without permission* from all Regular City Council Meetings for 60 days consecutively from the last regular meeting he or she attended, his or her office becomes vacant. Vice Mayor Solorio attended the July 7, 2025 Regular meeting and as of this meeting date, has only been absent for the August 4, 2025 Regular meeting.

In order to toll the time clock established under Government Code Section 36513 regarding Councilmember vacancies, Vice Mayor Solorio requests that the City Council approve her request to excuse her absences, on the record of the proceedings, from the Regular Meeting of August 4, 2025, and the Regular Meetings of September 2, 2025 and September 15, 2025.

BUDGET IMPACT:

There is no budgetary impact to consider Vice Mayor Solorio's request for excused absences.

CONCLUSION:

It is recommended that the City Council approve by simple majority vote, the request from Vice Mayor Mary Solorio to excuse her absences from the City Council Regular Meetings of August 4, 2025 (retroactively), September 2, 2025, and September 15, 2025, due to her newborn child being in the Neonatal Intensive Care Unit (NICU).

ATTACHMENT:

A. Excuse Absence Request
B. Section 1.9 of the City Council Procedural Manuel

ATTACHMENT "A"

Julia Fritz

From: Julia Fritz
Sent: Monday, August 4, 2025 5:11 PM
To: Julia Fritz
Subject: RE: Request for Excused Absences from City Council Meetings

Hello,

I hope this message finds you well. I am writing to formally request excused absences from the upcoming City Council meetings scheduled for the first and third Mondays of August and September 2025. This request is due to having my newborn in the Neonatal Intensive Care Unit (NICU) during this time.

The specific dates for my requested absences are:

- August 4, 2025
- August 18, 2025
- September 2, 2025
- September 15, 2025

I appreciate your understanding and support regarding this matter. I look forward to continuing my duties upon my return.

Thank you for your consideration.

Warm regards,

Maria Elena Solorio
Vice Mayor

117 Macneil St | San Fernando, CA 91340
Tel (818)644-1177 | Fax (818) 361-7631
MSolorio@sfcity.org | www.sfcity.org

STAY CONNECTED SAN FERNANDO!

c. Paragraph (b) of this Section notwithstanding, as required by Government Code Section 36936, resolutions, orders for the payment of money and ordinances shall require no less than three (3) affirmative votes of the total membership of the City Council in order to be approved.

d. Paragraphs (b) and (c) of this Section notwithstanding, as required by State law, urgency ordinances and urgency interim zoning ordinances within the meaning of Government Code Sections 36937 and 65858, respectively shall require a minimum of (4) affirmative votes of the City Council's total membership to be approved. The City Council shall comply with all other applicable supermajority approval requirements prescribed by State or federal law for certain ordinances, resolutions or motions.

1.9 UNEXCUSED ABSENCES

a. If a Councilmember, without the prior permission of the City Council, is absent from all regular meetings of the City Council for 60 days consecutively from the last regular meeting he/she attended, his/her office becomes vacant and shall be filled as any other vacancy, as provided by Government Code Section 36513.

b. If a Councilmember is absent without permission for two (2) consecutive regular meetings, the City Clerk shall use his or her best efforts to send a courtesy e-mail and regular mail notice to the absent Councilmember within fourteen (14) business days of the second missed regular meeting, notifying him or her of the provisions of this policy and Government Code Section 36513. The delivery of such notice is purely a courtesy extended to members of the City Council and failure of the City Clerk to deliver or timely deliver such notice shall not operate to prevent the seat of a Councilmember who has been absent without permission from all regular meetings of the City Council for 60 or more consecutive days from being declared vacant. It is the personal responsibility of each Councilmember to keep track of his or her attendances of all meetings of the City Council so to avoid vacating his or her City Council seat.

c. If a regular meeting of the City Council is cancelled or is otherwise rescheduled for any reason, the 60 consecutive unexcused absence period shall reset for all members of the City Council.

2. AGENDA PROCEDURES AND ORDER OF BUSINESS

2.1 AGENDA

The order of business of each City Council meeting shall be as contained in the Agenda prepared by the City Manager. The City Council shall follow the order of

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Will Pettener, Assistant to the City Manager
Isabella Tapia, Interim Management Analyst

Date: August 18, 2025

Subject: Discussion and Consideration to Submit a Position Letter to Metro on East San Fernando Right of Way Study Options

RECOMMENDATION:

It is recommended that the City Council:

1. Review and approve a position letter to Metro on the East San Fernando Valley Right of Way Study (ESFVROWS) options (Attachment "A"); and

2. Authorize the City Manager to distribute the letter to all contacts listed.

BACKGROUND:

1. In December 2020, the Metro Board certified the Final Environmental Impact Report (EIR) for the ESFVROWS and requested further safety and design studies in response to the City Council's concerns.

2. From January 2024 to Summer 2024, the Metro Board authorized supplemental studies for Phase 2, focusing on safety, connectivity, travel time, costs, right-of-way, traffic, and equity.

3. On May 20, 2025, Metro staff presented a Phase 2 update to the City Council. The City Council requested more frequent updates, more community outreach, and offered City venues and support for public engagement.

4. On May 30, 2025, Metro held a community resource fair called "Conversaciones y Resursos," at San Fernando Recreation Park. A total of 145 community members attended, providing feedback on the ESFVROWS.

5. On July 7, 2025, Metro staff presented the results of the additional public outreach efforts to the City Council and requested that the City provide a formal position on the proposed project options, so that the position may be included in the report to the Metro Board in October or November 2025.

ANALYSIS:

The ESFVROWS (formerly the East San Fernando Valley Transit Corridor Project) is a transit project proposing to construct a light rail line on the east side of the San Fernando Valley to improve connections and access to crucial destinations in the East and Northeast San Fernando Valley. The project is being considered in two (2) phases. Phase 1 is a 6.7-mile at-grade alignment that includes 11 new transit stations along Van Nuys Boulevard, connecting the Orange Line in Sherman Oaks to San Fernando Road in Pacoima. Phase 2 is a 2.5-mile segment running from the terminus of Phase 1 at San Fernando Road/Van Nuys Boulevard in Pacoima to the Sylmar/San Fernando Metrolink Station.

Metro conducted a supplemental study of the Phase 2 segment throughout 2024 and into 2025 to consider additional design options. Funding for the project will be provided through Measure R and Measure M. Phase 1 engineering design has been completed, a Progressive Design Build (PBD) contract has been awarded, and construction commenced earlier this year on Phase 1 of the project along Van Nuys Boulevard. The tentative completion date for Phase 1 is 2031.

Phase 2 Build-Out Options.
Metro has completed additional safety and design studies for Phase 2 (the San Fernando segment) of the project. There were two (2) conceptual builds Metro presented to the City Council and the broader community, known as Scenario 1 and Scenario 2 which are outlined as follows:

- **Scenario 1 – Full Light Rail Transit Build:** Scenario 1 is the full light rail transit build, which would include the construction of four (4) lines that would have the ability to support 20 Light Rail trains, four (4) Antelope Valley Metrolink trains, and one (1) Union Pacific Railroad freight train per hour. Being that the current right of way section is not wide enough to accommodate four (4) tracks, eminent domain of approximately 15 to 18 homes and businesses along the transit line would likely be necessary, creating a significant impact to residents and business owners. These lines would connect the Sylmar/San Fernando station to the proposed Van Nuys Boulevard and San Fernando Road station.

  Scenario 1 would also create significant impacts to both traffic and safety through the City's central corridor, with crossing gates closing intersections approximately every six (6) minutes during peak operational hours. Due to the funding provisions outlined in the project, the City would be obligated to pay a three percent (3%) match on this project build-out, which is anticipated to exceed $1,000,000,000 in total project cost.

- **Scenario 2 – Van Nuys Boulevard Light Rail:** Scenario 2 would see the completion of the Van Nuys Boulevard Light Rail line at the Van Nuys Boulevard and San Fernando Road Station. However, this station would be transformed into a Mobility Hub to allow for connectivity between the station and other transit stops. Scenario 2 also includes the build-out of a second Metrolink track, which would expand service to double the number of trains currently running through San Fernando.

  While Scenario 2 eliminates many of the potential impacts related to Scenario 1, it would not include a new station within the City's boundaries and would still leave a mobility gap between the central areas of the City and the Metrolink stations in Sylmar and Pacoima. This option would also generate less pedestrian traffic in the City, which was a significant anticipated benefit for the potential Light Rail build out.

During discussions on the matter at previous City Council meetings, the City Council has unanimously rejected the idea of Scenario 1 due to safety, traffic, impact to homes and businesses along the right-of-way, and feasibility concerns. While the City Council has not expressed unanimous consent on support for Scenario 2, the City Council have all expressed a willingness to support Scenario 2 if several mitigating improvements are made in addition to the proposed dual track Metrolink build out.

Proposed Position Letter to Metro.

To ensure that an official City position (Attachment "A") is provided to both the San Fernando Valley Council of Governments and the Metro Board in the coming months at each of their respective board meetings, a position letter has been drafted for City Council consideration, outlining conditional support for Scenario 2. The letter outlines mitigation measures that can address the impacts of the Metrolink dual track build-out and ensure that San Fernando receives a fair share of investment and upgrades that would have been provided through the Light Rail build-out.

This request covers each of the following mitigation measures:

- **Pedestrian Safety Improvements**
  - The City is requesting early action upgrades to all four (4) railroad crossings in San Fernando and to the two (2) railroad crossings immediately outside of the City in City of LA Council District 7.
  - These safety improvements would pave the way to a Citywide Quiet Zone Designation. Metro could support the City in creating the necessary safety improvements, preparing the application, and in working with the City of LA as part of a joint application.

- **Bus Shelter Improvements**
    - Upgrades to as many as 75 existing bus shelters are needed and could function as an enhancement to address both climate resiliency and first-last mile considerations within the community.

- **Installation of Wayfinding Signs**
    - To ensure that riders exiting from both Metrolink stops and the Metro Van Nuys Light Rail stop have clear indicators for where to find points of interest in the City, the installation of a map and signage pointing out the path to downtown and historical monuments is requested.

- **Improvements to Mission City Trail Bike Way**
    - As a clean transit connector running directly along the impacted right-of-way area, the City requests general infrastructural improvements and necessary updates along the Mission City Trail pathway, improving accessibility and safety through enhanced lighting.
    - The City also requests funding support to design and construct the build out of a connection point between the Mission City Trail and the future Pacoima Wash Bikeway.

- **Local Transit Improvements**
    - Considering the continued need and potentially increased demand for local transit solutions to bridge the gap between the Metrolink stops surrounding the City or the new, proposed Mobility Hub in Pacoima, the City requests support from Metro to procure grant funding that would enable the electrification of the City's trolley fleet, including charging infrastructure at City facilities.

- **Pedestrian Sidewalk Improvements**
    - City Council requests Metro to oversee the improvement of the sidewalk areas directly impacted by the future construction of the right of way and in the surrounding one block radius of the construction zone.

- **Citywide Tree Planting**
    - To mitigate climate impacts to the community and beautify the project area, City Council requests tree planting efforts along the impacted corridor.

- **Expansion of MetroMicro or Other Connector Transit Services**
    - Due to anticipated increases in public transit demand, the City requests the addition of Metro connector services, through small transportation options or expansion of other existing services offered by Metro.

- **Addition of a Second Mobility Hub at the Sylmar/San Fernando Metrolink Station**
    - Metro has strongly committed to a mobility hub at the east end of the project in Pacoima; however, the addition of another mobility hub installation at the west end of the project, at the border of San Fernando and Sylmar, would further alleviate transit congestion.

BUDGET IMPACT:

There is no budget impact associated with the submittal of the City's positional letter to Metro.

CONCLUSION:

It is recommended that the City Council discuss and consider the City's ESFVROWS Position Letter; and authorize the City Manager to distribute the letter to all contacts listed.

ATTACHMENTS:

A. City's Position Letter for East San Fernando Valley Light Rail Transit Project Options

THE CITY OF
SAN FERNANDO

CITY COUNCIL

MAYOR
MARY MENDOZA

VICE MAYOR
MARY SOLORIO

COUNCILMEMBER
JOEL FAJARDO

COUNCILMEMBER
VICTORIA GARCIA

COUNCILMEMBER
PATTY LÓPEZ

August 19, 2025

Honorable Fernando Dutra, LA County Metro Chair
Metro Board of Directors
1 Gateway Plaza, Mail Stop 99-3-1
Los Angeles, CA 90012

SUBJECT: City of San Fernando Position Letter on East San Fernando Right of Way Study Options

Honorable Chair Dutra & Metro Board of Directors:

We, the members of the San Fernando City Council, have drafted this formal position letter with the purpose of expressing conditional support for Scenario 2 of the East San Fernando Valley Light Right of Way Study's (ESFVROWS) build-out options. While there are benefits associated with the increased mobility options presented in Scenario 2, there are also a number of mitigation measures necessary to adequately address concerns over safety, transit connectivity, environmental impacts, and loss of additional foot traffic to local businesses.

As a small agency with limited ability to invest in large scale capital improvement projects, the transition to Scenario 2 as a future build-out would create the need for several major infrastructural improvements along the right of way. The City would also be left with carrying the burden of developing and maintaining transit infrastructure that would be necessary to connect riders in the community with the proposed mobility hub in Pacoima and the proposed Metro and Metrolink stops surrounding the City's boundaries.

Below are the key mitigation measures the City Council has identified as supplemental project additions for the Board's consideration to accompany the Scenario 2 Metrolink double track project:

- **Pedestrian Safety Improvements**
  - The City is requesting early action upgrades to all four (4) railroad crossings in San Fernando and to the two (2) railroad crossings immediately outside of the City in City of LA Council District 7.
  - These safety improvements would pave the way to a Citywide Quiet Zone Designation. Metro could support the City in creating the necessary safety improvements, preparing the application, and in working with the City of LA as part of a joint application.

CITY MANAGER'S OFFICE

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1202

WWW.SFCITY.ORG

DRAFT

- **Bus Shelter Improvements**
  - Upgrades to as many as 75 existing bus shelters are needed and could function as an enhancement to address both climate resiliency and first-last mile considerations within the community.

- **Installation of Wayfinding Signs**
  - To ensure that riders exiting from both Metrolink stops and the Metro Van Nuys Light Rail stop have clear indicators for where to find points of interest in the City, the installation of signs pointing out the path to downtown and historical monuments is requested.

- **Improvements to Mission City Trail Bike Way**
  - As a clean transit connector running directly along the impacted right-of-way area, the City requests general infrastructural improvements and necessary updates along the Mission City Trail pathway, improving accessibility and safety through enhanced lighting.
  - The City also requests funding support to design and construct the build out of a connection point between the Mission City Trail and the future Pacoima Wash Bikeway.

- **Local Transit Improvements**
  - Considering the continued need and potentially increased demand for local transit solutions to bridge the gap between the Metrolink stops surrounding the City or the new, proposed Mobility Hub in Pacoima, the City requests support from Metro to procure grant funding that would enable the electrification of the City's trolley fleet, including charging infrastructure at City facilities.

- **Pedestrian Sidewalk Improvements**
  - City Council requests Metro to oversee the improvement of the sidewalk areas directly impacted by the future construction of the right of way and in the surrounding one block radius of the construction zone.

- **Citywide Tree Planting**
  - To mitigate climate impacts to the community and beautify the project area, City Council requests tree planting efforts along the impacted corridor.

- **Expansion of MetroMicro or Other Connector Transit Services**

DRAFT

- Due to anticipated increases in public transit demand, the City requests the addition of Metro connector services, through mini bussing options or other the expansion of other existing services offered by Metro.

- **Addition of a Second Mobility Hub at the Sylmar/San Fernando Metrolink Station**
  - Metro has strongly committed to a mobility hub at the east end of the project in Pacoima; however, the addition of another mobility hub installation at the west end of the project, at the border of San Fernando and Sylmar, would further alleviate transit congestion.

The City believes that these mitigation measures align with County priorities and will have lasting positive impacts on our community and the broader region. The City would greatly appreciate your support in advancing these initiatives, along with the proposed Scenario 2 build-out.

The City Council and City staff would welcome the opportunity to discuss these projects further and provide any additional information that the Metro Board or staff may need to advance these critical requests. Thank you for your continued leadership and partnership in supporting the City of San Fernando.

Sincerely,
COUNCILMEMBER ELECTRONIC SIGNATURES

Mary Mendoza
Mayor

Mary Solorio
Vice Mayor

Joel Fajardo
Councilmember

Victoria Garcia
Councilmember

Patty López
Councilmember

cc: Metro Board of Directors
Karen Swift, Deputy Executive Officer, Local Government (SwiftK@metro.net)
John Bwarie, Executive Director, San Fernando Valley Council of Governments (john@stratiscope.com)

DRAFT

A Public Hearing to Consider and Approve Introduction for First Reading of an Ordinance Amending Chapter 90 (Traffic and Vehicles) of the San Fernando Municipal Code to Implement a Residential Parking Permit Program

(Continued to September 2, 2025)

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Fabian Valdez, Police Chief
Wendell E. Johnson, Director of Public Works
Julio Salcedo, Director of Recreation and Community Services
Ron Garcia, Interim Director of Community Development

Date: August 18, 2025

Subject: Discussion and Consideration of the Safe and Beautiful Park Initiative

RECOMMENDATION:

It is recommended that the City Council:

a. Discuss and consider staff recommendations for the Safe and Beautiful Park Initiative; and

b. Provide direction to staff, as appropriate.

BACKGROUND:

1. On February 24, 2025, the City Council established its priorities for the 2025-2026 Budget Year, which included enhancing patrol coverage and effectiveness, public property and right of way beautification, parks seating and gathering spaces, crime prevention and deterrence, and the revitalization of Cindy Montanez Park.
2. On May 5, 2025, the City Council directed staff to continue efforts related to parks maintenance and public safety, and to include discussions during the budget study sessions regarding potential capital improvements to park restrooms and other facilities.
3. On June 30, 2025, the City Council approved a $25,000 enhancement to increase police patrols and visibility in residential areas, local, businesses, and parks.

ANALYSIS:

The City of San Fernando's parks are vital community assets, providing space for recreation, community gatherings, cultural events, and personal enjoyment. Over time, facilities, infrastructure, and amenities require ongoing maintenance and strategic upgrades to meet community expectations, comply with safety and accessibility standards, and support evolving recreational needs.

To address these needs, the Safe and Beautiful Park Initiative is dedicated to ensuring San Fernando's parks remain well maintained and inviting. The Initiative addresses daily maintenance needs and oversees essential capital improvements, while actively discouraging undesirable activities such as graffiti, illegal vending, and gambling. Its mission is to create safe, attractive, and inclusive public spaces where every visitor feels welcome and secure.

The Initiative reflects input from residents who want their parks to remain safe, clean, and vibrant. Through improved lighting, refreshed landscaping, upgraded amenities, and enhanced parking, the Initiative strengthens community connections and supports the continued enjoyment of these vital public spaces. Goals and strategies of the Safe and Beautiful Park Initiative are outlined as follows:

Goals

1. **Enhance safety & accessibility** – Ensure everyone can use park facilities safely and in compliance with current standards.
2. **Preserve and Improve Park Infrastructure** – Maintain and modernize park assets for durability and dependable service.
3. **Support recreation & events** – Provide inviting, well-maintained spaces for a variety of recreational activities and community gatherings.
4. **Promote Environmental Sustainability** – Use water-efficient landscaping, energy-saving lighting, and eco-friendly materials.
5. **Increase Community Satisfaction** – Create noticeable improvements that enhance user experience and boost park usage.

Strategies

The Safe and Beautiful Park Initiative has identified a series of short-term, medium-term, and long-term strategies to address park safety and improve the overall security and functionality of City parks. The purpose of these strategies is to provide immediate enhancements to safety, support infrastructure improvements, and establish sustainable, long-term community engagement in park safety.

- **Short-Term Strategies***.* Immediate actions will focus on increasing visible public safety presence and addressing existing maintenance issues. The Police Department will implement enhanced patrols, including deployment of reserve officers in accordance with an established reserve patrol schedule, and will utilize overtime staffing to provide additional coverage during peak activity times. Police Department staff will work with Recreation and Community Services Department staff to ensure that park patrols occur during the most effective days and times.

  Staff has compiled a concise reference guide of common municipal code and other violations to assist officers in conducting targeted enforcement in parks and throughout the City. Each officer will receive a pocket-sized booklet of these codes for easy reference while in the field.

- **Medium-Term Strategies***.* Over the next several months, staff will conduct a review of the municipal code to confirm clarity on park hours of operation and related enforcement provisions. Staff will analyze patrol and incident data to assess the effectiveness of the initiative and identify areas requiring further attention.

Additionally, a comprehensive park security assessment will be conducted by the City's insurance partners to evaluate vulnerabilities, including potential installation of cameras, addressing physical security gaps, and prioritizing facilities improvements. This service is included with the City's existing membership with the Independent City's Risk Management Authority (ICRMA). The assessment is scheduled to take place on October 1 and 2, 2025, and will include all City parks.

- **Long-Term Strategies.** For long-range planning, staff from the coordinating City departments will conduct a feasibility study to explore the development of a volunteer program dedicated to supporting park safety efforts. This program would aim to foster community involvement, provide additional eyes and ears in City parks, and supplement law enforcement and City staff efforts in maintaining a safe and welcoming park environment.

  The proposed deployment plan aligns with the City Council's direction to enhance public safety through increased police visibility and proactive community engagement. Staff will continue to monitor and report quarterly on park-related activity and enforcement outcomes to ensure transparency, measure effectiveness, and guide future adjustments to the program.

To successfully achieve the above goals and strategies, the Safe and Beautiful Park Initiative will require coordination between the following departments with the roles outlined below:

- The Police Department supports park and community safety by maintaining a visible presence, addressing unlawful activities, and working with other City departments to ensure parks remain safe and welcoming for all users.

- The Public Works Department is responsible for the overall stewardship, functionality, and enhancement of the City's park facilities. This includes day-to-day operations, preventative maintenance and repairs, and capital improvements to ensure that all parks remain safe, accessible, and attractive for public use.

- The Community Development Department is responsible for enforcement on unpermitted stationary vending with support from Public Works and Police as needed.

- The Recreation & Community Services Department supports public safety and park maintenance by reporting any unpermitted activities and maintenance issues with support from Public Works and Police as needed.

BUDGET IMPACT:

The Fiscal Year 2025-2026 Adopted Budget appropriation of $25,000 will cover the cost of additional police patrol activity within the City. Additional activities within the proposed plan will be conducted within the current budget. Staff estimates that the $25,000 appropriation for overtime for increased patrol visibility will provide approximately 220 hours of regular overtime and proposes the following deployment of funds:

- **Fifty Percent (50%) for Park Enforcement:** Approximately 110 hours will be dedicated to undercover operations targeting smoking, gambling, drinking, and vandalism in parks. Additionally, foot patrols and community engagement efforts will help build trust and ensure a visible law enforcement presence to deter illegal activities.

- **Thirty Percent (30%) for Traffic Enforcement:** Approximately 66 hours of overtime will be dedicated to speeding and stop sign enforcement, and pedestrian decoy operations, during which officers will act as pedestrians in crosswalks to identify and cite drivers who fail to yield to pedestrians. These operations will aim to educate drivers about pedestrian right-of-way laws, deter drivers from unsafe driving practices in the future, and raise awareness of pedestrian safety.

- **Twenty Percent (20%) for Encampment Outreach and Enforcement:** Approximately 44 hours will be used to engage with individuals experiencing homelessness, offering resources or referrals to social services, and addressing any public safety or health concerns associated with unauthorized encampments.

CONCLUSION:

The Safe and Beautiful Park Initiative will ensure that San Fernando's parks remain vibrant, functional, and inviting public spaces for current and future generations. Through consistent maintenance, targeted capital investment, and strategic improvements, the Departments will help realize the community's vision for its park system. Staff recommends that the City Council consider the proposed Park Initiatives and provide further direction to staff as applicable.

ATTACHMENTS:

A. San Fernando City Park Trends FY 2024-2025

San Fernando City Parks Crime Trends		July 2024	August 2024	September 2024	Total
Recreation Park	Reports	0	1	3	4
	Citations	0	2	5	7
	Parking Citations	3	0	3	6
	Traffic Collisions	0	0	0	0
	CRMs	32	22	41	95
Layne Park	Reports	0	0	1	1
	Citations	0	0	0	0
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	4	2	5	11
Las Palmas Park	Reports	2	1	1	4
	Citations	0	2	7	9
	Parking Citations	3	0	2	5
	Traffic Collisions	0	0	0	0
	CRMs	32	30	43	105
Pioneer Park	Reports	0	0	0	0
	Citations	0	0	0	0
	Parking Citations	1	0	0	1
	Traffic Collisions	0	0	0	0
	CRMs	10	6	6	22
Ortega Park	Reports	0	1	2	3
	Citations	0	0	0	0
	Parking Citations	2	0	0	2
	Traffic Collisions	0	0	0	0
	CRMs	6	6	7	19
Cindy Montanez Natural Park	Reports	0	0	0	0
	Citations	0	0	0	0
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	2	1	1	4

CRM: Community Resource Management

Recreation Park

Reports:	**Jul:**	**---**
	Aug:	**(1) Warrant Arrest**
	Sep:	**(1) Curfew Violation for Minor, (1) Unlicensed Driver, (1) Assault**
Citations:	**Jul:**	**---**
	Aug:	**(2) Possession of Tobacco in City Park**
	Sep:	**(4) Possession of Open Alcohol Container, (1) Smoking Cannabis in Public**
Parking Citations:	**Jul:**	**(2) Green Zone, (1) Expired Registration**
	Aug:	**---**
	Sep:	**(3) Sweeper Violation**
Traffic Collisions:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**

Layne Park

Reports:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**(1) Located Stolen Vehicle**
Citations:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**
Parking Citations:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**
Traffic Collisions:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**

Las Palmas Park

Reports:	**Jul:**	**(1) Robbery, (1) Vandalism**
	Aug:	**(1) Medical Call for Service**
	Sep:	**(1) Impounded Vehicle**
Citations:	**Jul:**	**---**
	Aug:	**(2) In Park after Hours**
	Sep:	**(4) In Park after Hours, (2) Smoking Cannabis in Public, (1) Possession of Open Alcohol Container, (1) Possession of Tobacco in City Park**
Parking Citations:	**Jul:**	**(2) Handicap Violation, (1) Expired Registration**
	Aug:	**---**
	Sep:	**(2) Expired Registration**
Traffic Collisions:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**

Pioneer Park

Reports:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**
Citations:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**
Parking Citations:	**Jul:**	**(1) Handicap Violation**
	Aug:	**---**
	Sep:	**---**
Traffic Collisions:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**

Ortega Park

Reports:	**Jul:**	**---**
	Aug:	**(1) Grand Theft Auto**
	Sep:	**(2) Narcotic/Warrant Arrests**
Citations:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**
Parking Citations:	**Jul:**	**(2) Parking Prohibited**
	Aug:	**---**
	Sep:	**---**
Traffic Collisions:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**

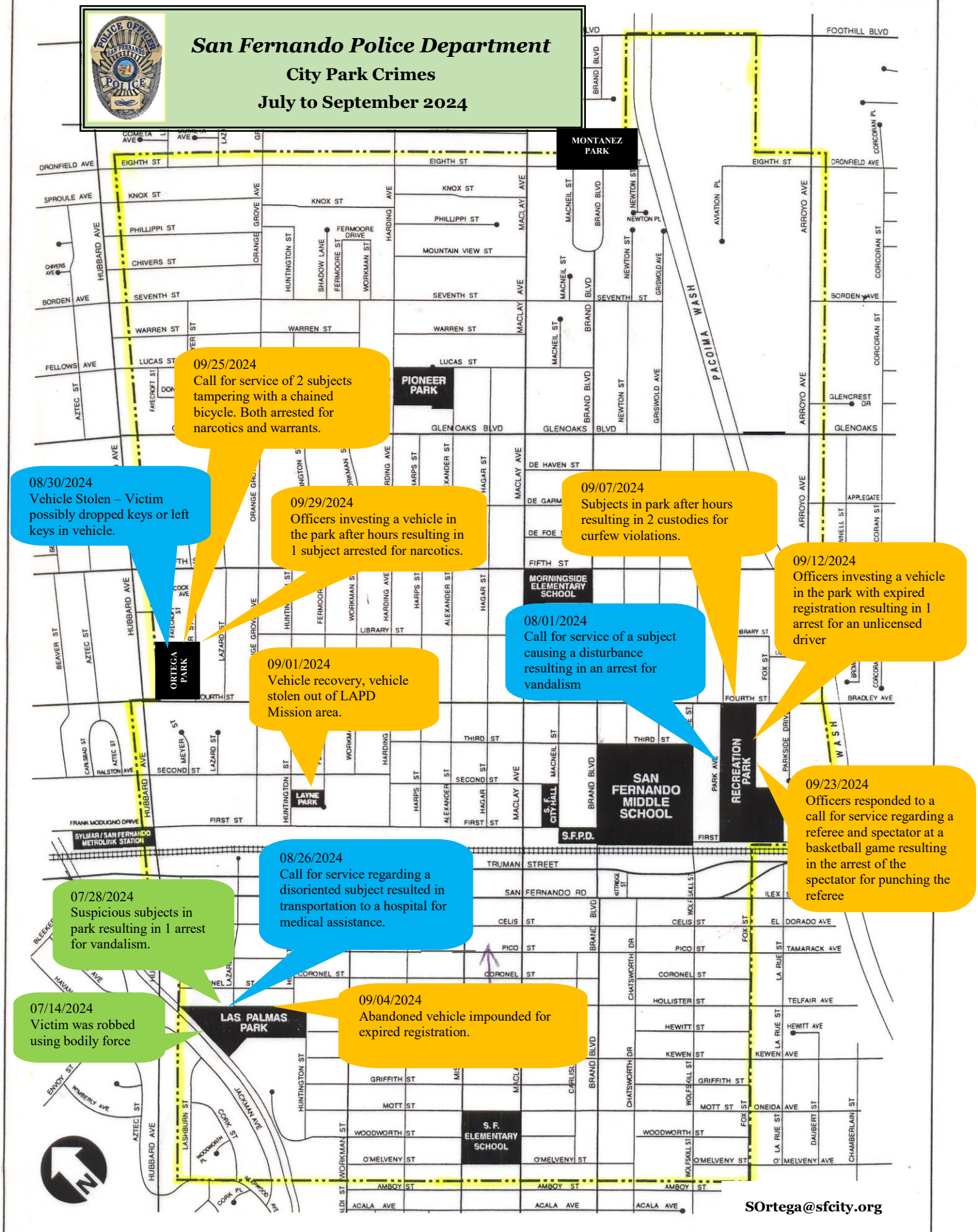
Cindy Montanez Natural Park

Reports:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**
Citations:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**
Parking Citations:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**
Traffic Collisions:	**Jul:**	**---**
	Aug:	**---**
	Sep:	**---**

San Fernando Police Department

City Park Crimes

July to September 2024



SOrtega@sfcity.org

San Fernando City Parks Crime Trends		October 2024	November 2024	December 2024	Total
Recreation Park	Reports	0	2	3	5
	Citations	1	0	0	1
	Parking Citations	8	11	5	24
	Traffic Collisions	0	0	0	0
	CRMs	38	49	42	129
Layne Park	Reports	0	0	0	0
	Citations	0	0	0	0
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	3	7	5	15
Las Palmas Park	Reports	1	0	1	2
	Citations	6	0	1	7
	Parking Citations	0	3	3	6
	Traffic Collisions	0	0	0	0
	CRMs	28	55	44	127
Pioneer Park	Reports	0	0	1	1
	Citations	0	1	0	1
	Parking Citations	0	0	1	1
	Traffic Collisions	0	0	0	0
	CRMs	5	24	19	48
Ortega Park	Reports	0	1	2	3
	Citations	0	0	0	0
	Parking Citations	0	0	1	1
	Traffic Collisions	0	0	0	0
	CRMs	10	22	24	56
Cindy Montanez Natural Park	Reports	0	0	0	0
	Citations	0	0	0	0
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	5	5	1	11

CRM: Community Resource Management

Recreation Park

Reports:	**Oct:**	**---**
	Nov:	**(1) Driving a Stolen Vehicle Arrest, (1) Warrant Arrest**
	Dec:	**(1) Vehicle Repossession, (1) Grand Theft Report, (1) Violation of Restraining Order Arrest**
Citations:	**Oct:**	**(1) Alcohol in the Park Violation**
	Nov:	**---**
	Dec:	**---**
Parking Citations:	**Oct:**	**(1) Sweeper Violation, (1) Handicap Violation, (2) Green Zone Violation, (4) 2 License Plates Required**
	Nov:	**(1) Expired Registration, (2) Sweeper Violation, (1) Disable Crosshatch, (3) Employee Parking Only, (4) Bus Zone Violation**
	Dec:	**(5) Sweeper Violation**
Traffic Collisions:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**

Layne Park

Reports:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**
Citations:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**
Parking Citations:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**
Traffic Collisions:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**

Las Palmas Park

Reports:	**Oct:**	**(1) DUI Arrest**
	Nov:	**---**
	Dec:	**(1) Possession of Drug Paraphernalia**
Citations:	**Oct:**	**(6) In Park After Hours**
	Nov:	**---**
	Dec:	**(1) Stop Sign Violation**
Parking Citations:	**Oct:**	**---**
	Nov:	**(1) Expired Registration, (1) Missing Month Tab, (1) Prohibited Parking During Specific Times**
	Dec:	**(2) Red Zone Violations, (1) Handicap Violation**
Traffic Collisions:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**

Pioneer Park

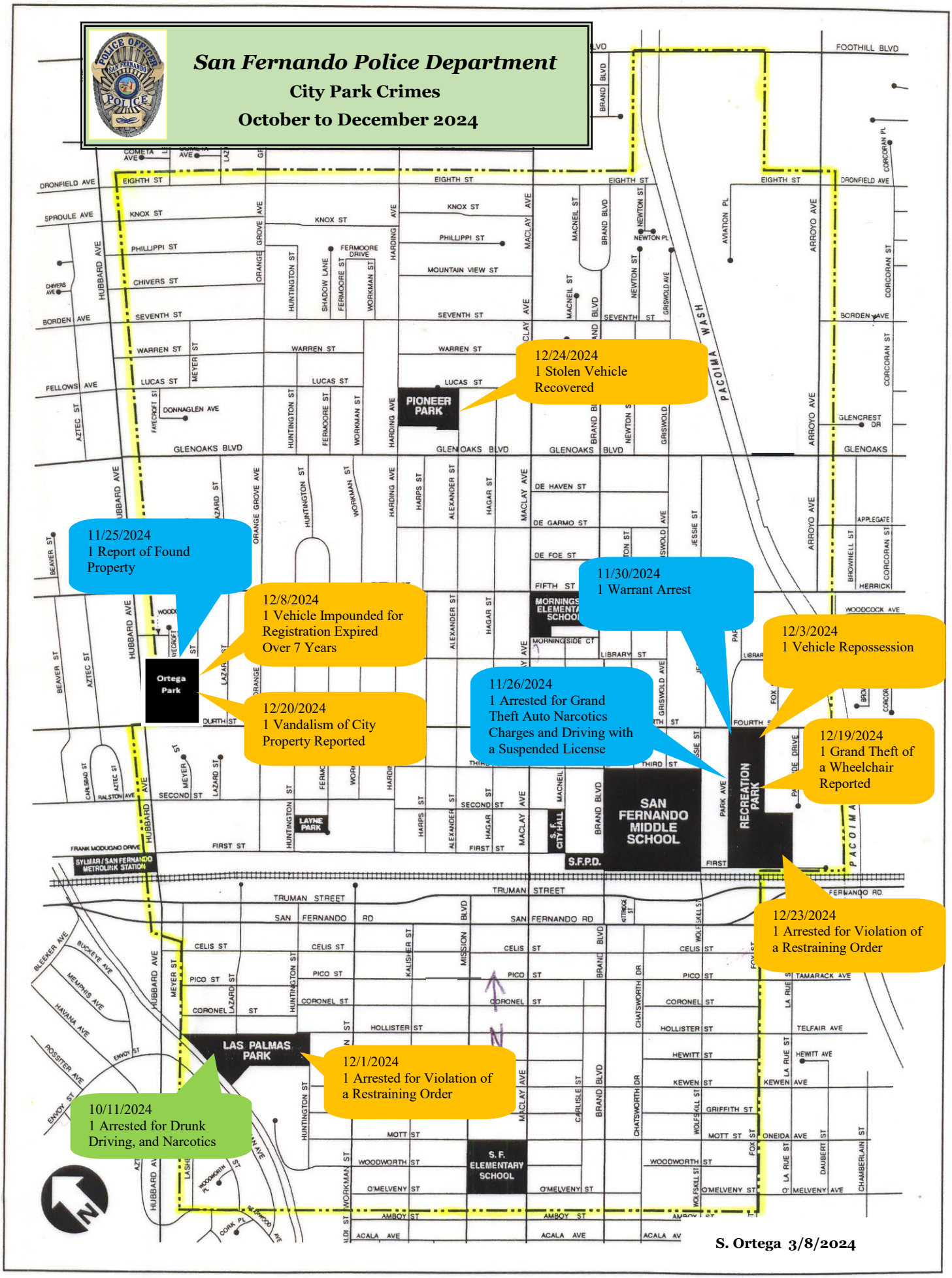
Reports:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**(1) Recovered Stolen Vehicle**
Citations:	**Oct:**	**---**
	Nov:	**(1) Alcohol in Public Park**
	Dec:	**---**
Parking Citations:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**(1) Private Parking Violation**
Traffic Collisions:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**

Ortega Park

Reports:	**Oct:**	**---**
	Nov:	**(1) Found Property Report**
	Dec:	**(1) Impounded Vehicle, (1) Vandalism Report**
Citations:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**
Parking Citations:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**(1) Expired Registration Violation**
Traffic Collisions:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**

Cindy Montanez Natural Park

Reports:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**
Citations:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**
Parking Citations:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**
Traffic Collisions:	**Oct:**	**---**
	Nov:	**---**
	Dec:	**---**


San Fernando Police Department
City Park Crimes
October to December 2024
12/24/2024
1 Stolen Vehicle
Recovered
11/25/2024
1 Report of Found
Property
12/8/2024
1 Vehicle Impounded for
Registration Expired
Over 7 Years
12/20/2024
1 Vandalism of City
Property Reported
11/30/2024
1 Warrant Arrest
12/3/2024
1 Vehicle Repossession
11/26/2024
1 Arrested for Grand
Theft Auto Narcotics
Charges and Driving with
a Suspended License
12/19/2024
1 Grand Theft of
a Wheelchair
Reported
12/23/2024
1 Arrested for Violation of
a Restraining Order
12/1/2024
1 Arrested for Violation of
a Restraining Order
10/11/2024
1 Arrested for Drunk
Driving, and Narcotics
PIONEER PARK
Ortega Park
LAS PALMAS PARK
LAYNE PARK
RECREATION PARK
SAN FERNANDO MIDDLE SCHOOL
S.F.P.D.
S. F. ELEMENTARY SCHOOL
SYLMAR / SAN FERNANDO METROLINK STATION
FOOTHILL BLVD
EIGHTH ST
SEVENTH ST
FIFTH ST
FOURTH ST
THIRD ST
SECOND ST
FIRST ST
GLENOAKS BLVD
TRUMAN STREET
SAN FERNANDO RD
PACOIMA WASH
S. Ortega 3/8/2024

San Fernando City Parks Crime Trends		January 2025	February 2025	March 2025	Total
Recreation Park	Reports	0	0	1	1
	Citations	0	0	0	0
	Parking Citations	2	1	6	9
	Traffic Collisions	0	0	0	0
	CRMs	63	47	64	174
Layne Park	Reports	0	0	0	0
	Citations	0	0	0	0
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	11	8	7	26
Las Palmas Park	Reports	1	0	0	10
	Citations	0	0	0	0
	Parking Citations	1	0	4	5
	Traffic Collisions	0	0	0	0
	CRMs	54	37	51	142
Pioneer Park	Reports	0	0	0	0
	Citations	0	0	0	0
	Parking Citations	4	1	0	1
	Traffic Collisions	0	0	0	0
	CRMs	21	18	20	59
Ortega Park	Reports	0	0	0	0
	Citations	0	1	0	1
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	15	18	28	61
Cindy Montanez Natural Park	Reports	0	0	0	0
	Citations	0	0	0	0
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	6	6	0	12

CRM: Community Resource Management

Recreation Park

Reports:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Citations:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Parking Citations:	**Jan:**	**(2) Handicap Violation**
	Feb:	**(1) Handicap Violation**
	Mar:	**(3) Sweeper Violation, (2) Expired Registration, (1) Parked in Emeployee Designated Space**
Traffic Collisions:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**

Layne Park

Reports:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Citations:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Parking Citations:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Traffic Collisions:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**

Las Palmas Park

Reports:	**Jan:**	**(1) Possession of Unlawful Paraphernalia**
	Feb:	**---**
	Mar:	**---**
Citations:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Parking Citations:	**Jan:**	**(1) No Parking When Posted**
	Feb:	**---**
	Mar:	**(4) Expired Registration**
Traffic Collisions:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**

Pioneer Park

Reports:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Citations:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Parking Citations:	**Jan:**	**(4) Private Property**
	Feb:	**(1) Private Property**
	Mar:	**---**
Traffic Collisions:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**

Ortega Park

Reports:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Citations:	**Jan:**	**---**
	Feb:	**(1) Unlawful Use Of Women's Restroom By a Male**
	Mar:	**---**
Parking Citations:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Traffic Collisions:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**

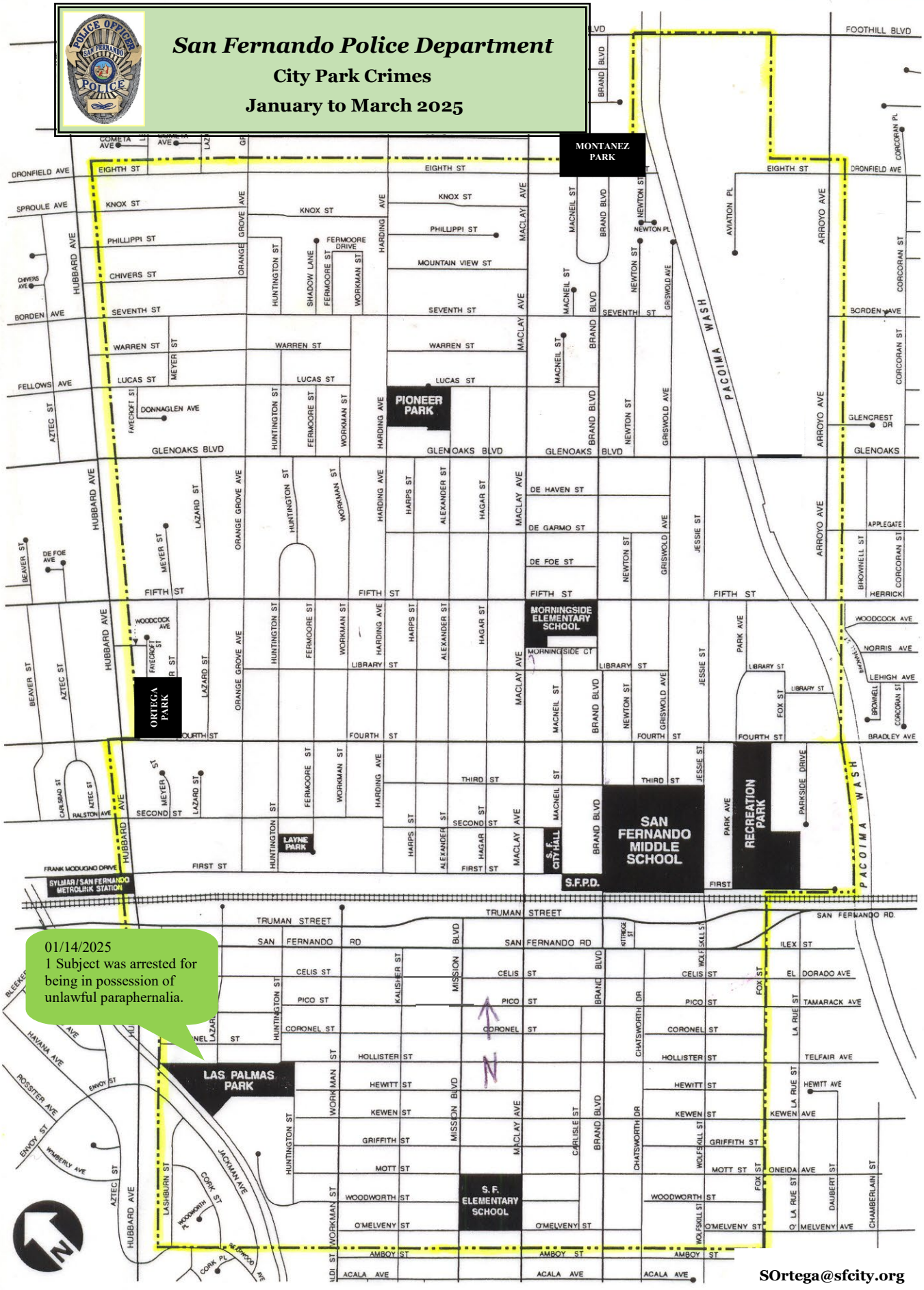
Cindy Montanez Natural Park

Reports:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Citations:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Parking Citations:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**
Traffic Collisions:	**Jan:**	**---**
	Feb:	**---**
	Mar:	**---**

San Fernando Police Department

City Park Crimes

January to March 2025



SOrtega@sfcity.org

San Fernando City Parks Crime Trends		April 2025	May 2025	June 2025	Total
Recreation Park	Reports	0	1	0	1
	Citations	0	0	0	0
	Parking Citations	3	1	3	7
	Traffic Collisions	0	0	0	0
	CRMs	40	35	35	110
Layne Park	Reports	0	0	0	0
	Citations	0	0	0	0
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	6	4	6	16
Las Palmas Park	Reports	2	2	0	4
	Citations	0	0	0	0
	Parking Citations	3	2	2	7
	Traffic Collisions	0	0	0	0
	CRMs	41	45	29	115
Pioneer Park	Reports	0	4	0	4
	Citations	0	0	0	0
	Parking Citations	4	1	0	5
	Traffic Collisions	0	0	0	0
	CRMs	14	6	15	35
Ortega Park	Reports	2	0	1	3
	Citations	0	0	0	0
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	15	14	18	47
Cindy Montanez Natural Park	Reports	0	1	1	2
	Citations	0	0	0	0
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	1	3	1	5

CRM: Community Resource Management

Recreation Park

Reports:	**Apr:**	**---**
	May:	**Found Property Report**
	Jun:	**---**
Citations:	**Apr:**	**---**
	May:	**---**
	Jun:	**---**
Parking Citations:	**Apr:**	**(2) Handicap Violations, (1) Street Sweeper Violation**
	May:	**(1) Street Sweeper Violation**
	Jun:	**(1) Parked on Parkway, (1) Sweeper Violation, (1) Abandoned Vehicle**
Traffic Collisions:	**Apr:**	**---**
	May:	**---**
	Jun:	**---**

Layne Park

Reports:	**Apr:**	**---**
	May:	**---**
	Jun:	**---**
Citations:	**Apr:**	**---**
	May:	**---**
	Jun:	**---**
Parking Citations:	**Apr:**	**---**
	May:	**---**
	Jun:	**---**
Traffic Collisions:	**Apr:**	**---**
	May:	**---**
	Jun:	**---**

Las Palmas Park

Reports:	**Apr:**	**(1) Warrant Arrest, (1) Battery Report**
	May:	**(1) Vandalism Report, (1) Battery Report**
	Jun:	**---**
Citations:	**Apr:**	**---**
	May:	**---**
	Jun:	**---**
Parking Citations:	**Apr:**	**(2) Expired Registration, (1) Out of Zone**
	May:	**(1) Disabled Crosshatch Lines, (1) Sweeper Violation**
	Jun:	**(2) Sweeper Violation**
Traffic Collisions:	**Apr:**	**---**
	May:	**---**
	Jun:	**---**

Pioneer Park

Reports:	**Apr:**	**---**
	May:	**(4) Vehicle Impounds**
	Jun:	**---**
Citations:	**Apr:**	**---**
	May:	**---**
	Jun:	**---**
Parking Citations:	**Apr:**	**(3) Sweeper Violation, (1) Expired Registration**
	May:	**(1) Parked on Private Property**
	Jun:	**---**
Traffic Collisions:	**Apr:**	**---**
	May:	**---**
	Jun:	**---**

Ortega Park

Reports:
Apr: (1) Possession of Drug Paraphernalia Arrest, (1) Possession of a Controlled Substance Arrest
May: ---
Jun: (1) Possession of a Controlled Substance Arrest

Citations:
Apr: ---
May: ---
Jun: ---

Parking Citations:
Apr: ---
May: ---
Jun: ---

Traffic Collisions:
Apr: ---
May: ---
Jun: ---

Cindy Montanez Natural Park

Reports:
Apr: ---
May: (1) Possession of a Controlled Substance & Resisting Arrest
Jun: (1) Assault with a Deadly Weapon Arrest

Citations:
Apr: ---
May: ---
Jun: ---

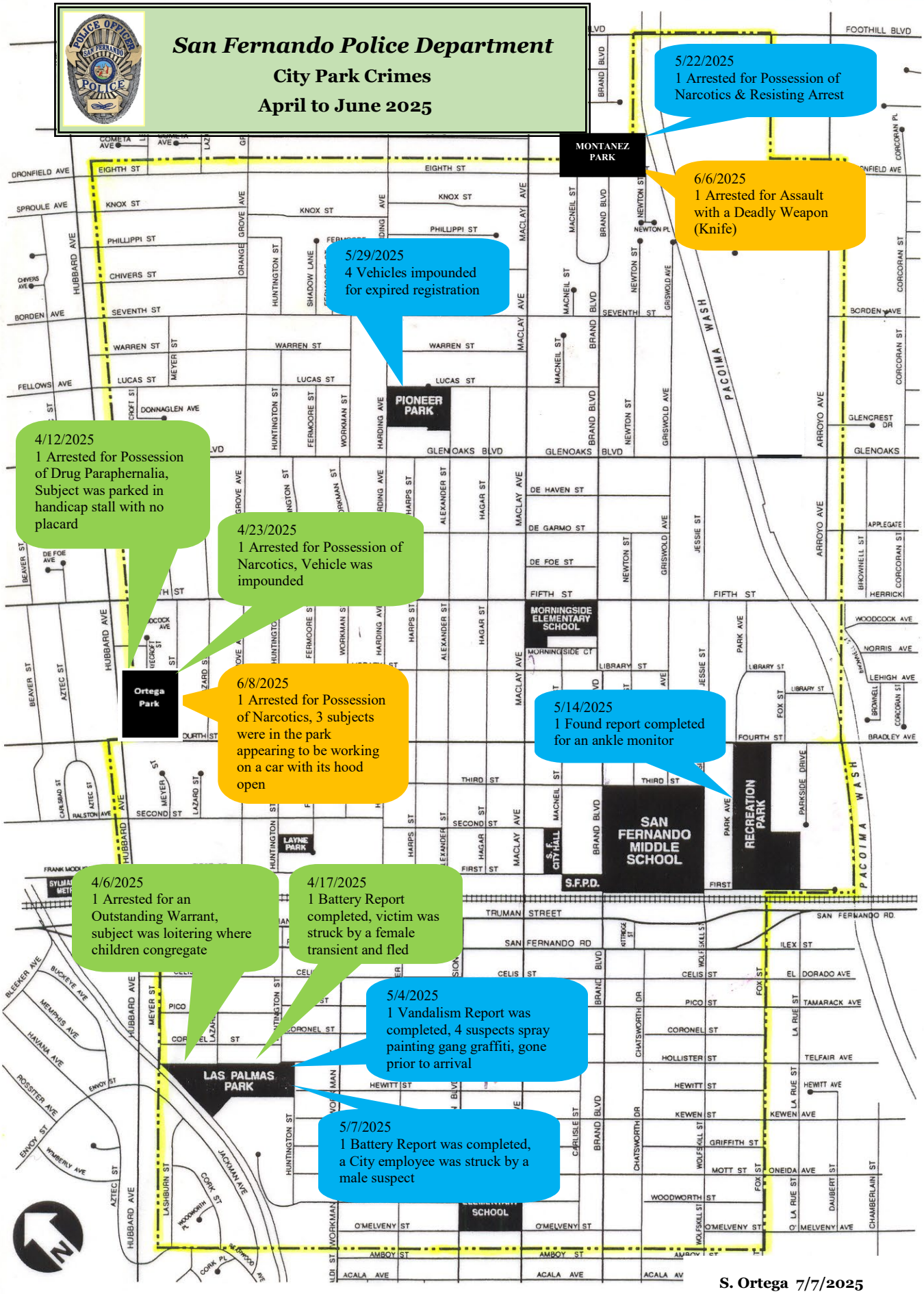
Parking Citations:
Apr: ---
May: ---
Jun: ---

Traffic Collisions:
Apr: ---
May: ---
Jun: ---

San Fernando Police Department

City Park Crimes

April to June 2025



S. Ortega 7/7/2025

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THE CITY OF SAN FERNANDO

AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Kanika Kith, Interim City Manager
By: Julio Salcedo, Director of Recreation & Community Services

Date: August 18, 2025

Subject: Discussion and Consideration on the Response Received from the Mexican Consulate to Establish Communication and Explore Opportunities for Collaboration

RECOMMENDATION:

It is recommended that the City Council:

a. Discuss and consider the response received from the Mexican Consulate to explore opportunities for collaboration and the requirements for use of City facilities; and

b. Provide staff direction, as appropriate.

BACKGROUND:

1. On June 2, 2025, the City Council approved the creation and submission of a letter to the Mexican Consulate to establish communication and explore opportunities for collaboration.

2. On June 30, 2025, a letter (Attachment "A") was sent to Consul General Carlos Gonzalez requesting support in evaluating program requirements on whether consular services can be offered in the City through the Mobile Consulate Program to host an event at a City facility.

3. On July 25, 2025, staff received a response (Attachment "B") from the Mexican Consulate outlining the facility and parking requirements necessary to bring their services to the City.

ANALYSIS:

The Mexican Consulate can serve as a strong partner for the City in delivering services and programs that better serve the City's substantial population of individuals who still hold Mexican citizenship or are descendants of Mexican citizens. Through this partnership, the City can provide targeted support, such as access to legal, health, education, and immigration services through

the Consulate. The Consulate also plays a vital role in promoting Mexican culture, language, and heritage, enhancing community pride and inclusion. By working together, both entities can increase community engagement and ensure that services are accessible, relevant, and respectful of the community's needs. Additionally, the Consulate offers valuable programs like mobile consular services, financial literacy workshops, and other outreach initiatives. This collaboration can also help build trust between immigrant communities and local government, fostering a sense of safety and belonging.

City contacted Consul General Carlos Gonzalez requesting support in evaluating program requirements on whether consular services can be offered in the City through the Mobile Consulate Program to host an event at a City facility. However, due to the high demand for City facilities, which are consistently used to deliver a wide range of educational, cultural, recreational, and social programs for all members of our community, staff has concerns regarding its ability to dedicate a space that meets the specific requirements outlined in the response email for the Mobile Consulate Program. Those requirements are listed below:

- A spacious room with capacity for approximately 100 people
- Free internet access with at least 20 Mbps upload and 20 Mbps download speeds
- 10 tables and 50 chairs
- Air conditioning
- Restrooms available for Consulate staff and attendees
- The space must be available to the Consulate for an entire calendar month

Dedicating a space to one (1) specific program for an entire month would require postponement and cancellation of current ongoing City programming. City Recreation and Community Services facilities operate on a full and rotating schedule to accommodate existing programs, events, and services, and as such, we cannot provide a large-capacity room with month-long exclusive use without affecting these essential community offerings. The options that are available in order to meet the requirements to bring the services are as follows:

- Option 1: Hold the Mobile Consular Services at Recreation Park Gym and postpone youth sports, adult sports, open gym volleyball and afterschool teen programming, for a month that is agreed upon by both organizations.

- Option 2: Hold Mobile Consular Services at Las Palmas Gym and postpone Ballet Folklorico Classes, Aztec Dance Classes, Pickle Ball Open Gym, Mixed Line Dance, Zumba for Seniors, Master Mariachi Apprentice Program (MMAP) practices and classes, Youth Sports practices, Chair Yoga and the Senior Club Meeting, for a month that is agreed upon by both organizations.

- Option 3: Search for a community partner with a third-party agency in the City that meets the space requirements and coordinate the collaboration between all agencies.

BUDGET IMPACT:

There is no budget impact incurred by the discussion and consideration of this item.

CONCLUSION:

Staff recommends that the City Council discuss and consider the response received from the Mexican Consulate regarding facility use requirements necessary to bring their services to the City and provide direction as applicable.

ATTACHMENTS:

A. Letter Submitted to the Mexican Consulate
B. Response Received via email by the Mexican Consulate

ATTACHMENT "A"

THE CITY OF SAN FERNANDO

CITY COUNCIL

MAYOR
MARY MENDOZA

VICE MAYOR
MARY SOLORIO

COUNCILMEMBER
JOEL FAJARDO

COUNCILMEMBER
VICTORIA GARCIA

COUNCILMEMBER
PATTY LÓPEZ

June 10, 2025

Consul General Carlos González
Consulate of Mexico in Los Angeles, California
asistentetitularlan@sre.gob.mx

SUBJECT: Seeking Support in Providing Consular Services to City of San Fernando Residents

Dear Consul General González,

As the City Council of the City of San Fernando, we are writing to respectfully request your support in evaluating whether consular services can be offered in the City of San Fernando through your Mobile Consulate Program. As you are aware, many of our constituents face significant barriers, such as transportation limitations and work obligations, that make it difficult for them to access services at your main offices.

We understand that your office offers Mobile Consulate services in various locations, staffed and equipped to provide essential documentation and assistance. We would be proud to host such an event in our city and would like to evaluate if the City meets the necessary logistical requirements, including access to appropriate facilities, high-speed internet, parking, and other accommodations to ensure a successful visit.

To that end, we would like to extend a warm invitation to you or a member of your team to visit San Fernando and tour our city facilities at your convenience. We would be happy to provide a walkthrough of the any potential location and demonstrate our readiness to support your staff and equipment during a Mobile Consulate event.

This partnership would provide tremendous support to our community, especially to individuals and families in need of timely consular services. We hope you will consider San Fernando as a future site for your Mobile Consulate, and we stand ready to coordinate directly with your team to plan and facilitate the visit.

OFFICE OF THE
CITY COUNCIL

117 MACNEIL STREET
SAN FERNANDO
CALIFORNIA
91340

(818) 898-1201

WWW.SFCITY.ORG

THE CITY OF
SAN FERNANDO

CITY COUNCIL

MAYOR
MARY MENDOZA

VICE MAYOR
MARY SOLORIO

COUNCILMEMBER
JOEL FAJARDO

COUNCILMEMBER
VICTORIA GARCIA

COUNCILMEMBER
PATTY LÓPEZ

Thank you for your attention and your continued commitment to serving the Mexican nationals residing in our city. I look forward to the opportunity to collaborate with you on this important initiative.

Sincerely,

COUNCILMEMBER ELECTRONIC SIGNATURES

Mary Mendoza
Mayor

Mary Solorio
Vice Mayor

Joel Fajardo
Councilmember

Victoria Garcia
Councilmember

Patty López
Councilmember

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COUNCILMEMBER
VICTORIA GARCIA

COUNCILMEMBER
PATTY LÓPEZ

2 de junio de 2025

Consulado de México en Los Ángeles, California
At'n Cónsul Carlos González

ASUNTO: Buscando apoyo en la prestación de servicios consulares a los residentes de la ciudad de San Fernando

Estimado Cónsul General González,

Como Concejo Municipal de la Ciudad de San Fernando, nos dirigimos a usted respetuosamente para solicitar su apoyo en evaluar la posibilidad de ofrecer servicios consulares en la Ciudad de San Fernando a través de su Programa de Consulado Móvil. Como usted bien sabe, muchos de nuestros residentes enfrentan barreras significativas, como limitaciones de transporte y obligaciones laborales, que dificultan su acceso a los servicios en sus oficinas principales.

Entendemos que su oficina ofrece servicios de Consulado Móvil en varias ubicaciones, con personal y equipo capacitado para proporcionar documentación esencial y asistencia. Nos sentiríamos orgullosos de albergar un evento de este tipo en nuestra ciudad y deseamos evaluar si la Ciudad cumple con los requisitos logísticos necesarios, incluyendo el acceso a instalaciones adecuadas, internet de alta velocidad, estacionamiento y otras condiciones que aseguren una visita exitosa.

Con ese fin, nos gustaría extenderle una cordial invitación a usted o a un miembro de su equipo para visitar San Fernando y recorrer nuestras instalaciones municipales cuando le sea conveniente. Estaremos encantados de ofrecer una visita guiada a los posibles lugares y demostrar nuestra disposición para apoyar al personal y equipo del Consulado durante un evento móvil.

Esta colaboración representaría un gran apoyo para nuestra comunidad, especialmente para las personas y familias que necesitan servicios consulares oportunos. Esperamos que considere a San Fernando como una futura sede para su Consulado Móvil, y estamos a su disposición para coordinar directamente con su equipo la planificación y logística de la visita.

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THE CITY OF
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COUNCILMEMBER
VICTORIA GARCIA

COUNCILMEMBER
PATTY LÓPEZ

Le agradecemos su atención y su continuo compromiso con los ciudadanos mexicanos que residen en nuestra ciudad. Espero con entusiasmo la oportunidad de colaborar con usted en esta importante iniciativa.

Atentamente,

COUNCILMEMBER ELECTRONIC SIGNATURES

Mary Mendoza
Mayor

Mary Solorio
Vice Mayor

Joel Fajardo
Councilmember

Victoria Garcia
Councilmember

Patty López
Councilmember

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91340

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ATTACHMENT "B"

From: Oficina del Cónsul Adscrito en Los Angeles
To: Julio Salcedo
Subject: Consulado sobre Ruedas in San Fernando
Date: Friday, July 25, 2025 12:26:28 PM
Attachments: Outlook-fztuxa1i.png

CAUTION: External Sender
This email originated from outside of the organization. Exercise caution when clicking on links or opening attachments unless you recognize the sender and know the content is safe. Please report all suspicious emails to the City's IT Division.

Dear Mr. Salcedo,

My name is Paola Román Valdés, and I am the coordinator in charge of scheduling and operations for the Consulado sobre Ruedas (Mobile Consulate Program) at the Consulate General of Mexico in Los Angeles. In this role, I am responsible for coordinating our Mobile Consulate services. We have had an informational meeting before about this program so I am sure you are familiar with some of the things we require but I will outline them once again.

We would be happy to bring the Consulado sobre Ruedas to San Fernando. To make this possible, the minimum requirements we would need are:

- A spacious room with capacity for approximately 100 people
- Free internet access with at least 20 Mbps upload and 20 Mbps download speeds
- 10 tables and 50 chairs
- Air conditioning
- Restrooms available for staff and attendees
- The space must be available to us for an entire calendar month

Given the significant number of Mexican residents in your area, we believe that holding a Mobile Consulate event in San Fernando would be of great benefit to the community while also strengthening the bond with your local government.

I remain at your disposal to schedule a call or meeting at your convenience to further discuss the possibilities and details of implementing the Consulado sobre Ruedas in San Fernando.

Thank you very much for your kind attention, and we look forward to working together on this important initiative.

My direct line at the consulate is (213) 351 - 6820.

Warm regards,

Paola Román Valdés

