



THE CITY OF
SAN FERNANDO

BUDGET STUDY SESSION NO. 2

BUDGET OVERVIEW

MAY 28, 2019

PRESENTED BY:
NICK KIMBALL
CITY MANAGER



THE CITY OF
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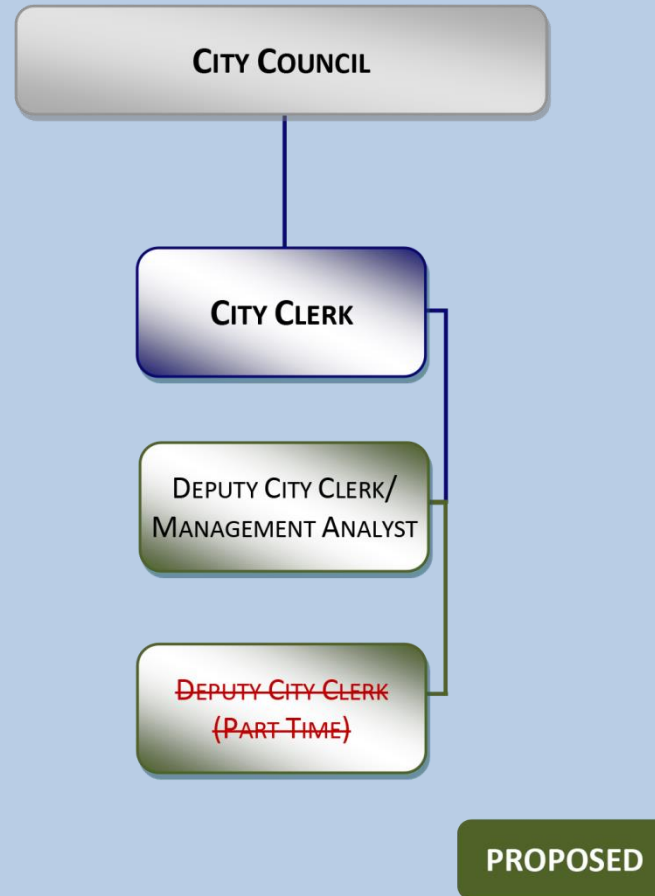
BUDGET STUDY SESSION

City Clerk Department



THE CITY OF
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DEPARTMENT ORGANIZATION





THE CITY OF
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FISCAL YEAR 2018-2019 ACCOMPLISHMENTS

- 1) Processed, distributed, and posted 128 agendas and/or packets for the City Council, Successor Agency, and Education Commission meetings.
- 2) Processed approximately 230 documents - contracts, resolutions, ordinances, leases, minutes, notices of completion – including distributing, logging and filing final documents for quick accessibility by staff.
- 3) Processed over 200 requests for public records in accordance with the California Public Records Act.
- 4) Monitored 40+ employees, candidates and committees regarding FPPC campaign forms and annual, Leaving/Assuming Office Statements of Economic Interests as required by State law and the City's Conflict of Interest Code.



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FISCAL YEAR 2018-2019 ACCOMPLISHMENTS

- 5) Monitored 60+ employees, elected officials, and City commissioners regarding mandatory biannual AB1234 Ethics Training compliance.
- 6) Provided staff support to the Education Commission, including organizing 4th Annual Scholarship Awards Ceremony (\$5,500 awarded to local students to honor the memory of both Elias Rodriguez and Gabriel Fernandez) and “Student of the Month” recognition program.
- 7) Facilitated a records destruction event that included destruction of 120 boxes of certain records and documents pursuant to Gov. Code §34090.



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FISCAL YEAR 2018-2019 ACCOMPLISHMENTS

- 8) Published/posted election-related notices; Prepared and distributed candidate information binders to prospective candidates; Assisted the LA County Registrar-Recorder/County Clerk to secure local polling places, respond to election inquiries, and ensure City staff assistance for both elections.
- 9) Updated the records retention policy to conform with Gov. Code §34090 and provided guidance on managing and maintaining records, including a disposition and destruction authority process.



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FISCAL YEAR 2019-2020 OBJECTIVES

- 1) Update the latest administrative policy (dated 1996) to establish a standard procedure regarding the execution of City contracts. (Strategic Goal # 8)
- 2) Conduct an annual City-wide records destruction event.
- 3) Establish an administrative policy for handling requests to inspect and/or copy public records in compliance with the California Public Records Act. (Strategic Goal # 8)
- 4) Streamline the agenda preparation process. (Strategic Goal # 8)
- 5) Work with the County of Los Angeles Registrar-Recorder to implement the Voting Solutions for All People Initiative during the March 3, 2020 Presidential Primary Election.



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FISCAL YEAR 2019-2020 BUDGET HIGHLIGHTS

- \$49,630 to upgrade part-time Deputy City Clerk position to a full-time Deputy City Clerk/Management Analyst:
 - Provide additional staff resources to address a backlog of meeting minutes, increasing public records requests, and legal mandates.
 - Provide additional support to City Council.
 - Assist the Administration Department with staffing the public counter and special projects.
- \$10,000 one-time to engage a firm to assist with getting up to date with City Council meeting minutes.
- Overall budget increase of 24.3% from FY 2018-19 primarily for ongoing staffing enhancements (excludes one-time enhancements).



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BUDGET STUDY SESSION

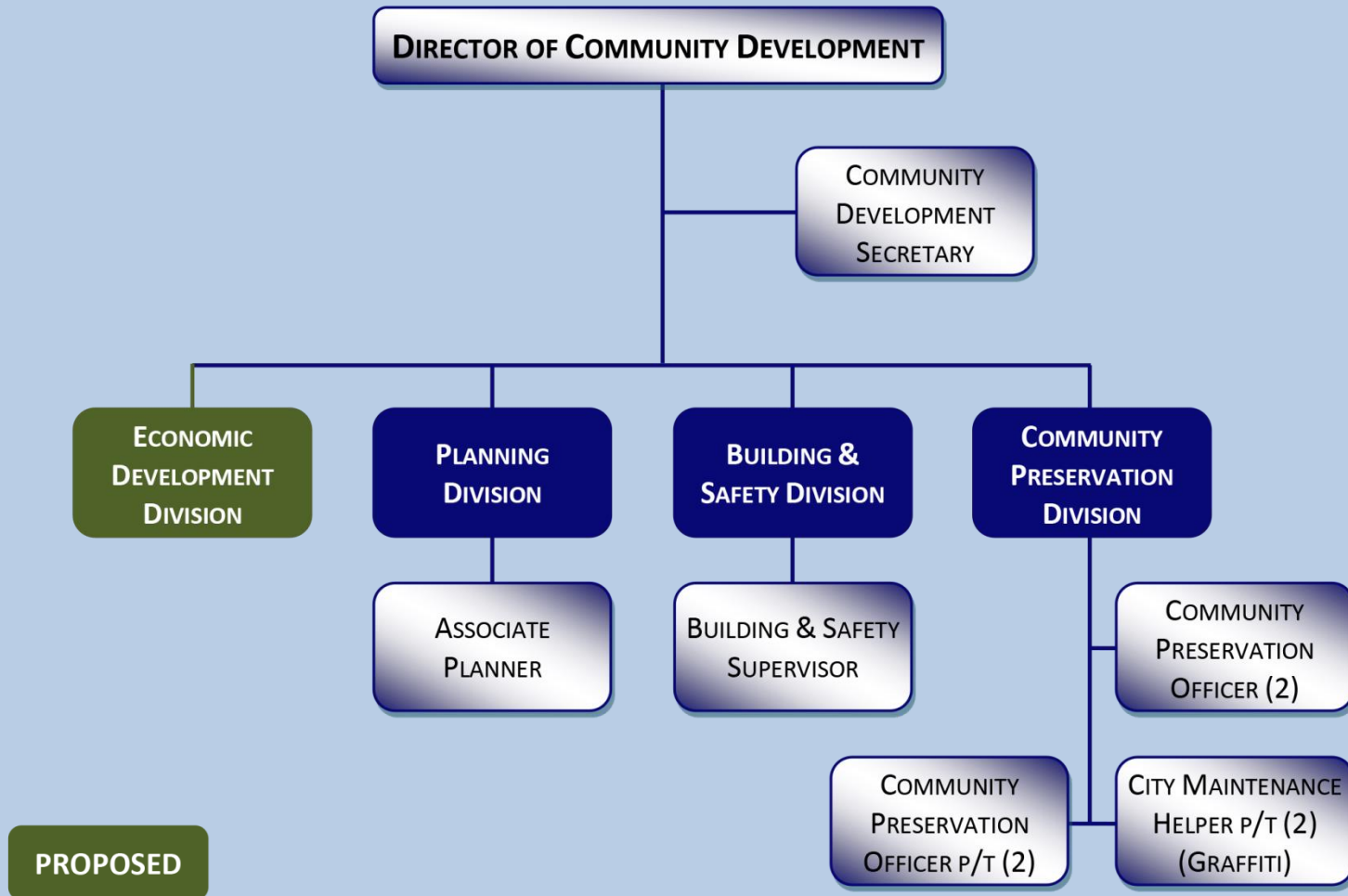
Community Development Department

MAY 28, 2019



THE CITY OF
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DEPARTMENT ORGANIZATION





THE CITY OF
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FISCAL YEAR 2018-2019 ACCOMPLISHMENTS

- 1) Adopted latest building standards codes and fire code; updated zoning code regulations for wireless telecommunications and small wireless facilities.
- 2) Negotiated and executed multi-year property Lease agreements with San Fernando Community Health Center, Tesla, and Wild Horse Foundation.
- 3) Commenced activity on a citywide economic development analysis and implementation plan with Kosmont Companies.
- 4) Established code enforcement administrative support service for greater citation enforcement.
- 5) Updated permit processing software and launched first generation online customer portal.



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FISCAL YEAR 2019-2020 OBJECTIVES

- 1) Commence activity on a SCAG-assisted citywide parking management master plan. (City Council Priority #13)
- 2) Continue to facilitate the business community in their effort to establish a PBID. (Strategic Goal #3)
- 3) Develop implementation plan for rent stabilization and dispute resolution program, as determined by City Council policy. (City Council Priority #3)
- 4) Develop implementation plan for additional code enforcement activities as needed, as determined by City Council policy. (Strategic Goal #8)
- 5) Develop implementation plan for cannabis related business community development activities, as determined by City Council policy. (Strategic Goal #8)



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FISCAL YEAR 2019-2020 BUDGET HIGHLIGHTS

- \$50,000 to establish ongoing Economic Development program. Initial funds primarily used to analyze and market opportunities.
- Overall budget increase of 1.7% from FY 2018-19 for negotiated staff increases (excludes one-time enhancements).



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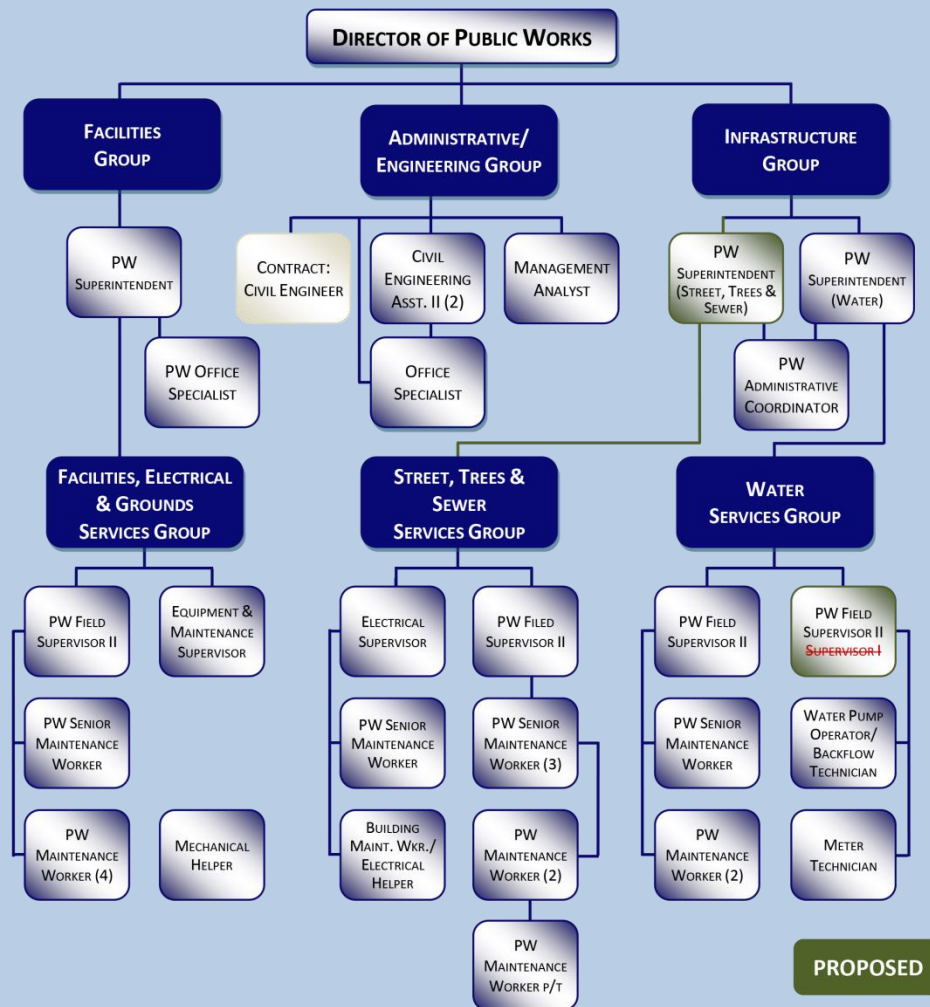
BUDGET STUDY SESSION

Public Works Department



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DEPARTMENT ORGANIZATION





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FISCAL YEAR 2018-2019 ACCOMPLISHMENTS

- 1) Completed CNG Fueling Station Improvement Project: Provides 3x more fuel storage capacity; all vehicle sizes can fill tank to capacity; reduced time to fill tank to capacity by approximately 12 minutes.
- 2) Completed Installation of Nitrate Removal System: Brought Well 7A back online, increasing water production capability by more than 20%; Three of four wells now operational.
- 3) Obtained Caltrans Approval to proceed with Construction Phase of Glenoaks Boulevard Reconstruction Project: Construction scheduled to commence in Fall 2019 with approximately 6 month construction timeline.



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FISCAL YEAR 2018-2019 ACCOMPLISHMENTS

- 4) Completed CDBG Street Resurfacing Project: Repaved San Fernando Road between S. Huntington Street and San Fernando Mission Boulevard, included sidewalk repair, striping and access ramp installation.
- 5) Received \$5 million grant from the State for the design and construction of a new water reservoir.
- 6) Calles Verdes Project: Continued partnerships with Tree People to plant 750 trees within 3 years; 114 trees planted to date.
- 7) Filled more than 2,000 Potholes.



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FISCAL YEAR 2019-2020 OBJECTIVES

- 1) Continue to rehabilitate City streets and utility infrastructure using the City's Pavement Management System. (Strategic Goal #4)
- 2) Continue to renovate public landscaped areas, including City Parking lots, to reduce water usage and minimize maintenance costs. (Strategic Goal #4)
- 3) Complete analysis of water and sewer utility rates and present rate adjustments to adequately fund critical main line and infrastructure replacements. (Strategic Goal #4)
- 4) Continue water and sewer main line replacements. (Strategic Goal #4)
- 5) Where feasible, convert fleet to low-emission alternative fuel vehicles. (Strategic Goal #4)
- 6) Modernize City facilities with new paint, flooring, lighting, and furnishings. (Strategic Goal #4)



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FISCAL YEAR 2019-2020 OBJECTIVES

- 7) Install traffic and pedestrian safety improvements adjacent to local schools and in residential neighborhoods through the Safe Routes to School Grant. (Strategic Goal #4)
- 8) Continue street restriping and marking. (Strategic Goal #4)
- 9) Complete energy efficiency assessment and improvements. (Strategic Goal #4)
- 10) Apply for grant funding to help leverage local funding for infrastructure improvements. (Strategic Goal #7)



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FISCAL YEAR 2019-2020 BUDGET HIGHLIGHTS

General Fund:

- \$63,500 for new Superintendent - Streets/Trees/Sewer.
 - Increase staff resources to manage Streets/Trees/Sewer activities.
 - Increase effectiveness of deployment of field staff resources to address customer work order requests.
 - Address administrative backlog, including modernizing sewer plans, implement work order tracking system, and increase use of data to support daily work tasks.
- \$25,000 for additional street striping/pavement marking and striping around schools citywide.
- \$6,000 for training new electrical personnel.
- Overall budget increase of 10.0% from FY 2018-19 primarily for ongoing staffing enhancements (excludes one-time enhancements).



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FISCAL YEAR 2019-2020 BUDGET HIGHLIGHTS

Internal Service Funds (Facilities and Equipment Replacement):

- \$20,000 to replace City's only riding lawnmower.
- \$10,000 to replace furniture and make other minor repairs at City Yard trailer.
- \$5,800 for replacing aging 250V Mig Welder.



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FISCAL YEAR 2019-2020 BUDGET HIGHLIGHTS

Enterprise Funds (Water, Sewer, CNG):

- \$385,000 to replace Sewer Vacuum & Jetter (Sewer Fund).
- \$24,000 to purchase Miltiquip 6-inch trash pump necessary to increase compliance with NPDES Permit (Sewer Fund).
- \$63,500 for dedicated Water Superintendent (Water Fund).
 - Increase staff resources to manage water system.
 - Ensure compliance with increasing state mandates related to water quality testing, security, and reporting.
- \$50,000 for concrete resurfacing of mechanical/CNG area.



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STUDY SESSION NO. 1 FOLLOW-UP ITEMS

- Justification for proposed equipment replacements
- Feasibility of creating a Pothole Buster Unit
- Additional Senior Club funding request
- List of improvements included in the Prop 68 Grant application request
- Update on Trolley service

Additional Services to Consider:

- Grant writing
- Contract Lobbyist
- RFP for Deferred Maintenance Report & Energy Audit



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2002 DETECTIVE VEHICLE REPLACEMENT



- 2002 Police Ford Crown Victoria with 120,325 miles and is in overall poor condition.
- To meet emergency vehicle standards and keep the vehicle in service, it will require approximately \$15,000 worth of repairs:
 - Rebuilding the motor, transmission and the rear-end (along with other related parts)
 - Repaint the vehicle.

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2009 PARKING ENFORCEMENT VEHICLE



- 2009 Ford Escape with 79,675 miles and is currently being replaced out this current budget.
- Constantly down for repairs (fuel leaks and constant shaking of the vehicle) and overall in poor shape. Recent major repairs include:
 - Replaced steering column, fuse box, and motor mounts
 - Replaced rack & pinion and struts
 - Replaced a/c condenser, radiator, and fuel pump
 - Replaced axle bushing and motor mounts (again)
 - Repaired steering column (again)

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FIELD MOWER REPLACEMENT



- Current mower is the City's only mower for Parks and large fields.
- 20+ years old and is constantly down for repairs.
- Excess vibration has required constantly welding stress breaks.
- Have spent over \$4,200 in parts and outside services for major repairs.
- Has caused staff to finding alternative methods of mowing during down-time.



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SEWER JETTER TRUCK REPLACEMENT



- 27+ years old and replacement parts are no longer available to repair it.
- Truck is critical piece of equipment for ongoing maintenance to clean sewer pipes regularly.
- Also critical during an emergency response to vacuum sewage from streets during an overflow event.



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THE CITY OF
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FURNITURE/REPAIRS IN PUBLIC WORKS YARD FACILITY



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THE CITY OF
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FURNITURE/REPAIRS IN PUBLIC WORKS YARD FACILITY



The Yard Facility located at 501 First Street serves as the primary gathering facility for field operations. It is used to punch in/out, break room, locker room and field office.

- Most of the existing furniture was collected during bulky item pickups
- Minor paint and repairs are needed to walls and window sills



SENIOR CLUB FUNDING REQUEST

- City values the benefit of having an active senior population and takes pride in facilitating high quality/low cost senior programming.
- The City receives many funding requests from community based organizations that provide high value social programs to the community.
- Requests tend to benefit as specific population rather than being open/accessible to all community members.
- Consequently, these requests have historically been facilitated through fee waivers or through Community Investment Funds rather than an allocation from the General Fund.



THE CITY OF SAN FERNANDO

SENIOR CLUB FUNDING REQUEST

In-kind Support for the Senior Club:

- The City waives all facility use fees for the Senior Club events and dances.
- Since taking over management of the Senior Club, the City has provided a significant amount of staff resources (>\$20,000 per year) without charging the staff cost to the Club.
- City Council Members have allocated Community Investment Funds to assist with annual Mothers' and Fathers' Day events.



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PROP 68 PARK IMPROVEMENTS & TROLLEY SERVICE

Prop 68 Park Improvements: Staff is applying for grant funding through Prop 68 to fund a number of park improvements identified in the Park Master Plan. A list of improvements will be provided under separate cover.

Trolley Service: The City receives Prop A funding to operate a small fixed route transit system. This service is currently contracted out to Parking Company of America and most of our annual allocation is used toward operations. The Trolleys are very old and unreliable. Last year, Trolley 1 was only in service 16% of the time and Trolley 2 was in service 51% of the time. The remaining routes were services by the backup vehicle.



ADDITIONAL SERVICES TO CONSIDER

Grant Writing Services: The City has on-call contracts with a few grant writing services and has allocated approximately \$25,000 to be used toward these services as the need arises.

Contract Lobbyist: Long-term, this may be a good policy option. Typically there is a monthly “retainer” rate that can be costly. Considering existing financial resources, the recommendation is to create a legislative monitoring policy, which is included in the Administration Department’s FY 2019-20 work program, to increase the City’s ability to submit letters of support or opposition.

Comprehensive Deferred Maintenance Report: A complete report to provide annual replacement costs for streetlights, signage, street resurfacing, striping, sidewalks, sewer and water mains, vehicles and equipment, facilities, etc. Depending on scope, estimated cost \$15,000 - \$30,000. Staff was attempting to put this together using in-house resources. However, it has proven difficult to accommodate in the work program. The Public Works Department can include preparation of a RFP for this service in the FY 2019-20 work program and return to City Council at mid-year with a more accurate cost.

Energy Audit: RFP and interviews with firms have been completed. Contract award scheduled for June 17th.



CITY COUNCIL CONSIDERATIONS

- Some priorities/direction require creating a regulatory framework:
 - Creating a Rent Control program will require additional staff resources to implement regulations and enforce violations.
 - Creating a minimum wage in excess of the state minimum wage will require staff resources to implement regulations and enforce violations.
 - Creating a Cannabis program will require additional staff resources to implement regulations and enforce violations.
 - Moving away from a LA City Office of Public Safety (OPS) certified tow and impound vendor will require staff resources to implement regulations and enforce violations.
- These efforts are in addition to current programs/services, which means it will take away from the City's ability to replace public safety and public works equipment, add resources, such as a Pothole Buster unit, increase to level of maintenance services at parks and medians, and increase special events in the community.
- These efforts are significant and, even with an offsetting revenue source, will be subsidized from the General Fund. These are ongoing costs that, in the long run, may jeopardize the city's financial stability.

The seal of the City of San Fernando, California, is a circular emblem. It features a central illustration of a mission-style building with a tiled roof, set against a background of a rising sun with rays. The words "CITY OF SAN FERNANDO" are arched across the top, and "CALIFORNIA" is arched across the bottom. Two stars flank the central image, and the text "INCORPORATED AUG. 31 1911" is written below the building.

Questions?

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