



MAYOR/CHAIR SYLVIA BALLIN
VICE MAYOR/VICE CHAIR MARY MENDOZA
COUNCILMEMBER/BOARDMEMBER CINDY MONTAÑEZ
COUNCILMEMBER/BOARDMEMBER HECTOR A. PACHECO
COUNCILMEMBER/BOARDMEMBER CELESTE T. RODRIGUEZ

CITY OF SAN FERNANDO

CITY COUNCIL AND SUCCESSOR AGENCY TO THE SAN FERNANDO REDEVELOPMENT AGENCY REGULAR MEETING AGENDA SUMMARY FEBRUARY 1, 2021 – 6:00 PM

TELECONFERENCE – PER GOVERNOR’S EXECUTIVE ORDER

SPECIAL NOTICE REGARDING COVID-19

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that the San Fernando City Council will participate in meetings telephonically.

PUBLIC PARTICIPATION: Pursuant to the Executive Order and given the current health concerns, members of the public can access meetings live on-line, with audio and video, via YouTube Live, at <https://www.youtube.com/c/CityOfSanFernando>. Comments submitted via YouTube will not be read into the record. Members of the public may submit comments by email to cityclerk@sfcity.org no later than 5:00 p.m. the day of the meeting, to ensure distribution to the City Council prior to consideration of the agenda. Those comments will be distributed to the City Council will be limited to three minutes, and made part of the official public record of the meeting. Callers interested in providing a live public comment, may call **Telephone Number: (669) 900-6833; Meeting ID: 833 6022 0211; and Passcode: 92496, between 6:00 p.m. and 6:15 p.m.** in the order received, and limited to three minutes. The call-in period may be extended by the Mayor.

THE REGULAR MEETINGS OF THE CITY OF SAN FERNANDO CITY COUNCIL ALSO SERVES AS CONCURRENT REGULAR MEETINGS OF THE SUCCESSOR AGENCY TO THE SAN FERNANDO REDEVELOPMENT AGENCY, AND, FROM TIME TO TIME, SUCH OTHER BODIES OF THE CITY WHOSE MEMBERS ARE COMPOSED EXCLUSIVE OF THE MEMBERS OF THE CITY COUNCIL.

Staff Contact Nick Kimball, City Manager

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

Regular Meeting Notice and Agenda – February 1, 2021

Page 2 of 7

PUBLIC PARTICIPATION OPTIONS TO HELP REDUCE THE SPREAD OF COVID-19

WATCH THE MEETING:

Live stream with audio and video, via YouTube Live, at:

<https://www.youtube.com/c/CityOfSanFernando>

Note: Comments submitted via YouTube will not be read into the record.

SUBMIT PUBLIC COMMENT VIA EMAIL:

Members of the public may submit comments **by email** to cityclerk@sfcity.org no later than **5:00 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, read into the record, limited to three minutes, and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT 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.

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.
Note: This is audio only and no video.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

Regular Meeting Notice and Agenda – February 1, 2021

Page 3 of 7

CALL TO ORDER/ROLL CALL

Mayor Sylvia Ballin
Vice Mayor Mary Mendoza
Councilmember Cindy Montañez
Councilmember Hector A. Pacheco
Councilmember Celeste T. Rodriguez

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF 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.

DECORUM AND ORDER

The City Council, elected by the public, must be free to discuss issues confronting the city in an orderly environment. Public members 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 submit comments by email to cityclerk@sfcity.org no later than 5:00 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, read into the record, limited to three minutes, and made part of the official public record of the meeting. Callers interested in providing a [live public comment](#) may [call-in between 6:00 p.m. and 6:15 p.m.](#) and will be limited to three minutes. The call-in period may be extended by the Mayor.

Call-in Telephone Number: (669) 900-6833;
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SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

Regular Meeting Notice and Agenda – February 1, 2021

Page 4 of 7

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 AND APPROVAL OF THE MEETING MINUTES FOR THE JANUARY 4 AND JANUARY 19, 2021 SPECIAL MEETINGS

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 21-021.

3) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER FOR THE SUCCESSOR AGENCY

Recommend that the Successor Agency Board of Directors adopt Resolution No. 165 approving the Warrant Register.

4) CONSIDERATION TO AUTHORIZE SUBMITTAL OF GRANT APPLICATIONS TO THE NATIONAL ENDOWMENT FOR THE ARTS AND THE CALIFORNIA ARTS COUNCIL FOR FUNDING SUPPORT OF THE MARIACHI MASTER APPRENTICE PROGRAM

Recommend that the City Council:

- a. Authorize the preparation and submittal of a grant application to the National Endowment for the Arts in the amount of \$57,000 to support the Mariachi Master Apprentice Program;
- b. Authorize the preparation and submittal of a grant application to the California Arts Council in the amount of \$18,000 to support the City of San Fernando Mariachi Master Apprentice Program;
- c. Authorize the City Manager to accept the grants, if awarded;
- d. Authorize the City Manager to execute all related grant documents required for receiving such grant funds pursuant to the terms and conditions of the grant; and
- e. Upon full execution of all grant related documents, authorize the City Manager to amend the Fiscal Year 2021-2022 Adopted Budget to appropriate the appropriate grant revenue and expenditure.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

Regular Meeting Notice and Agenda – February 1, 2021

Page 5 of 7

ADMINISTRATIVE REPORTS

5) PRESENTATION AND UPDATE REGARDING COVID-19 RESPONSE EFFORTS

Recommend that the City Council receive a presentation from staff related to the City's COVID-19 efforts, including, but not limited to:

- a. Review of the City's COVID-19 planning, response, enforcement, and education efforts, and related policy initiatives; and
- b. Review of financial assistance programs and the pursuit of funding opportunities, and related recommendations, as appropriate.

6) PRESENTATION AND DISCUSSION OF THE DRAFT COMMUNITY OUTREACH PLAN BY AZURE DEVELOPMENT, INC., FOR THE OPPORTUNITY SITE AT PARKING LOT NO. 3

Recommend that the City Council:

- a. Receive and file a presentation regarding a draft community outreach plan (Community Outreach Plan Presentation) with Azure Development, Inc. in accordance with an Exclusive Negotiation Agreement (Contract No. 1959); and
- b. Provide staff with direction regarding the draft community outreach plan, as appropriate.

7) PRESENTATION AND DISCUSSION REGARDING AN UPDATE ON THE RESULTS OF THE ENERGY EFFICIENCY RESOURCES AUDIT OF CITY-OWNED FACILITIES AND ADOPTION OF A RESOLUTION APPROPRIATING FUNDS TO APPLY FOR THE SELF-GENERATION INCENTIVE PROGRAM

Recommend that the City Council:

- a. Receive and file a presentation from staff and Engie Services providing an update on the results of the Energy Efficiency Audit on City facilities and related energy upgrades;
- b. Adopt Resolution No. 8052 appropriating \$30,000 in the Capital Grants Fund (010) to pay the application fees for rebate incentives on the Self-Generation Program for the Police Facility and Compressed Natural Gas station;
- c. Discuss options related to installing Wi-Fi equipment on City-owned streetlight poles as part of a proposed energy efficiency upgrade; and
- d. Provide direction to staff, as appropriate.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

Regular Meeting Notice and Agenda – February 1, 2021

Page 6 of 7

8) DISCUSSION AND CONSIDERATION OF THE PROGRAMS FUNDED THROUGH THE FISCAL YEAR 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS PROVIDED THROUGH THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT AND THE FISCAL YEAR 2021-2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR FUNDING ALLOCATION

Recommend that the City Council:

- a. Discuss the use of the additional Community Development Block Grant (CDBG) funding provided through the Coronavirus Aid, Relief, and Economic Security Act (CDBG-CV) and related CDBG Ad Hoc Committee recommendation;
- b. Discuss potential programs and projects to fund for the Fiscal Year 2021-2022 CDBG program, and related CDBG Ad Hoc Committee recommendation; and
- c. Provide staff direction, as appropriate.

9) DISCUSSION AND CONSIDERATION OF POTENTIAL PROGRAMS FOR A LOCAL COVID-19 STIMULUS PACKAGE FOR SAN FERNANDO RESIDENTS AND BUSINESSES

Recommend that the City Council:

- a. Discuss potential programs for a Local COVID-19 Stimulus Package for San Fernando residents and businesses;
- b. Provide staff direction, as appropriate.

10) DISCUSSION AND PRESENTATION OF EACH DEPARTMENT'S RECOMMENDED CITY COUNCIL PRIORITIES FOR THE FISCAL YEAR 2021-2022 PROPOSED BUDGET PROCESS

Recommend that the City Council:

- a. Review and discuss each Department's recommendations for City Council Priorities for the Proposed FY 2021-2022 Budget; and
- b. Provide staff with direction for FY 2021-2022 City Council Priorities.

11) DISCUSSION AND CONSIDERATION REGARDING THE USE OF VIRTUAL BACKGROUNDS DURING CITY-RELATED MEETINGS

This item was placed on the agenda by Vice Mayor Mary Mendoza for discussion and to provide direction to staff, as appropriate.

SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY

Regular Meeting Notice and Agenda – February 1, 2021

Page 7 of 7

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT

The meeting will adjourn to its next regular meeting on February 16, 2021.

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.

Julia Fritz, CMC

City Clerk

Signed and Posted: January 28, 2021 (5:00 p.m.)

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 at least 48 hours prior to the meeting.

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**Regular Meeting
San Fernando City Council
and Successor Agency to the
San Fernando Redevelopment Agency**

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**JANUARY 4, 2021 – 5:00 P.M.
SPECIAL MEETING**

Teleconference Per Governor Executive Order N-29-20

CALL TO ORDER/ROLL CALL

Mayor Sylvia Ballin called the meeting to order at 5:00 p.m.

Present:

Council: Mayor Sylvia Ballin, Vice Mayor Mary Mendoza, and Councilmembers Cindy Montañez, and Celeste T. Rodriguez

Staff: City Manager Nick Kimball and Assistant City Attorney Richard Padilla

Absent: Councilmember Hector A. Pacheco

APPROVAL OF AGENDA

Motion by Mayor Ballin, seconded by Councilmember Ballin, to approve the agenda. The motion carried with the following vote:

AYES: Ballin, Mendoza, Montañez, Pacheco, Rodriguez – 5
NOES: None
ABSTAIN: None
ABSENT: None

PUBLIC STATEMENTS – WRITTEN/ORAL - None

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

By consensus, Councilmembers recessed to Closed Session.

A) **CONFERENCE WITH LABOR NEGOTIATOR**
G.C. §54957.6

Designated City Negotiators:

City Manager Nick Kimball

City Attorney Rick Olivarez

Assistant City Attorney Richard Padilla

Employees and Employee Bargaining Units that are the Subject of Negotiation:

San Fernando Management Group (SEIU, Local 721)

San Fernando Public Employees' Association (SEIU, Local 721)

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – January 4, 2021
Page 2**

San Fernando Police Civilian Association
San Fernando Part-time Employees' Bargaining Unit (SEIU, Local 721)
All Unrepresented Employees

**B) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
PURSUANT TO G.C. §54956.9(D)(1):**

Name of Case: CITIZENS OF SAN FERNANDO COMM. FOR ENVIRO. JUSTICE,
UNINCORPORATED V. CITY OF SAN FERNANDO, LACSC
Case No.: 20STCP04258

**C) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
PURSUANT TO G.C. §54956.9:**

One (1) Matter

**D) PUBLIC EMPLOYEE EMPLOYMENT/PERFORMANCE EVALUATION
PURSUANT TO G.C. §54957:**

Title of Employee: City Manager

REPORT OUT FROM CLOSED SESSION (6:24 P.M.)

Assistant City Attorney Padilla stated there was no reportable action as a result of Closed Session.

ADJOURNMENT (6:25 P.M.)

The City Council adjourned the special meeting at 6:00 p.m. to the regular meeting of January 4, 2021 at 6:00 p.m. By consensus, the motion carried.

I do hereby certify that the foregoing is a true and correct copy of the minutes of January 4, 2021, meeting as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**JANUARY 19, 2021 – 5:00 P.M.
SPECIAL MEETING**

Teleconference Per Governor Executive Order N-29-20

CALL TO ORDER/ROLL CALL

Mayor Ballin called the special meeting to order at 5:00 p.m.

Present:

Council: Mayor Sylvia Ballin, Vice Mayor Mary Mendoza, and Councilmembers Cindy Montañez, Hector A. Pacheco, and Celeste T. Rodriguez

Staff: City Manager Nick Kimball and Assistant City Attorney Richard Padilla

APPROVAL OF AGENDA

By consensus, the agenda was approved.

PUBLIC STATEMENTS - WRITTEN/ORAL None

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

By consensus, Councilmembers recessed to Closed Session.

A) **CONFERENCE WITH LABOR NEGOTIATOR
PURSUANT TO G.C. §54957.6:**

Designated City Negotiators:

City Manager Nick Kimball

City Attorney Rick Olivarez

Assistant City Attorney Richard Padilla

Employees and Employee Bargaining Units:

San Fernando Management Group (SEIU, Local 721)

San Fernando Public Employees' Association (SEIU, Local 721)

San Fernando Police Officers Association

San Fernando Police Officers Association Police Management Unit

San Fernando Police Civilian Association

San Fernando Part-Time Employees' Bargaining Unit (SEIU, Local 721)

All Unrepresented Employees

**SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – January 19, 2021
Page 2**

**B) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
PURSUANT TO G.C. §54956.9(D)(1):**

Name of Case: Citizens of San Fernando Comm. For Enviro. Justice, Unincorporated
v. City of San Fernando, LACSC
Case No.: 20STCP04258

**C) PUBLIC EMPLOYEE EMPLOYMENT/PERFORMANCE EVALUATION
PURSUANT TO G.C. §54957:**

Title of Employee: City Manager

RECONVENE/REPORT OUT FROM CLOSED SESSION

Assistant City Attorney Padilla stated there was no reportable action as a result of Closed Session.

ADJOURNMENT The City Council adjourned the special meeting at 6:25 p.m. to the regular meeting of January 19, 2021 at 6:00 p.m. By consensus, the motion carried.

I do hereby certify that the foregoing is a true and correct copy of the minutes of January 19, 2021, meeting as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager
By: J. Diego Ibañez, Director of Finance

Date: February 1, 2021

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 21-021 (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 Finance 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 Finance 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. 21-021

RESOLUTION NO. 21-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO ALLOWING AND APPROVING FOR PAYMENT DEMANDS PRESENTED ON DEMAND/ WARRANT REGISTER NO. 21-021

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

1. That the demands (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 1st day of February, 2021.

Sylvia Ballin, Mayor

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. 21-021 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 1st day of February, 2021, 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 1st day of February, 2021.

Julia Fritz, City Clerk

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221530	2/1/2021	888356 ADVANCED AUTO REPAIR	1472	12284	VEHICLE MAINT., REPAIRS AND MINOR 029-335-0000-4400	247.49
					Total :	247.49
221531	2/1/2021	891969 ADVANCED PURE WATER SOLUTIONS	1037390		DRINKING WATER 001-222-0000-4300	98.55
					Total :	98.55
221532	2/1/2021	893744 AGUILAR, CARMEN	821367		REFUND-VIRTUAL FOLKLORICO CLAS 017-3770-1362	30.00
					Total :	30.00
221533	2/1/2021	893100 ALBA, CYNTHIA	REIMB.		MILEAGE REIMB. 001-116-0000-4390	36.65
					Total :	36.65
221534	2/1/2021	100164 AMERICAN PLANNING ASSOCIATION	272650-2113		ANNUAL MEMBERSHIP DUES-T HOU 001-150-0000-4380	752.00
					Total :	752.00
221535	2/1/2021	100188 ANDY GUMP INC.	INV779709	12271	PORTABLE RESTROOM SERVICE FOR 043-390-0000-4260	100.00
			INV782637	12271	PORTABLE RESTROOM SERVICE FOR 043-390-0000-4260	330.44
			INV782638	12271	PORTABLE RESTROOM SERVICE FOR 043-390-0000-4260	211.24
			INV782639	12271	PORTABLE RESTROOM SERVICE FOR 043-390-0000-4260	330.34
					Total :	972.02
221536	2/1/2021	890608 ASCENCIO JR, GERARDO	091520		MMAP-VIDEO DOC & PREP 109-424-3693-4260 004-2359	615.50 384.50
					Total :	1,000.00
221537	2/1/2021	889037 AT&T MOBILITY	287277903027X0108202		MODEM FOR ELECTRONIC MESSAGE	

Page: 1

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CITY OF SAN FERNANDO

Page: 2

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221537	2/1/2021	889037 AT&T MOBILITY	(Continued)		001-310-0000-4220	101.99
					Total :	101.99
221538	2/1/2021	889942 ATHENS SERVICES	9743262	12248	CONTRACTUAL SERVICES FOR STREE 011-311-0000-4260	14,542.40
				12248	001-343-0000-4260	2,891.00
					Total :	17,433.40
221539	2/1/2021	892426 BEARCOM	5133156	12235	JAN-RADIO COMM SYST & WIRELESS I 001-135-0000-4260	7,610.41
					Total :	7,610.41
221540	2/1/2021	892824 BLACK & WHITE	3707		VEHICLE MAINT-PD0701 041-320-0225-4400	252.95
					Total :	252.95
221541	2/1/2021	888800 BUSINESS CARD	010621		OFFICE & EMPLOYEE BREAK ROOM S 001-222-0000-4300	622.09
			011921		INK CARTRIDGES 001-222-0000-4300	19.98
					Total :	642.07
221542	2/1/2021	100466 CACEO	300013824		ANNUAL DUES - 2021 ROSALES 001-152-0000-4380	95.00
					Total :	95.00
221543	2/1/2021	887810 CALGROVE RENTALS, INC.	128581-1		CORE DRILL FOR WELL 7A REPAIR 070-384-0000-4250	149.17
					Total :	149.17
221544	2/1/2021	891964 CALIFORNIA CONSULTING, LLC	4441	12373	CONSULTING SERVICES FOR LEAP GF 001-190-0000-4270	6,000.00
					Total :	6,000.00
221545	2/1/2021	891860 CARL WARREN & COMPANY	20050-20059		REIMB. TO ITF ACCT (LIABILITY CLAIM 006-1037	5,381.70

Page: 2

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221545	2/1/2021	891860 891860 CARL WARREN & COMPANY	(Continued)		Total :	5,381.70
221546	2/1/2021	893467 CASAS, GUADALUPE	REPL CK217864		REPL STL DTD CK-FACILITY DEP REF 001-2140	150.00
					Total :	150.00
221547	2/1/2021	100472 CCAC	8587AD		AD-DEPUTY CITY CLERK/MANAGEMENT 001-106-0000-4270	200.00
					Total :	200.00
221548	2/1/2021	100731 CITY OF LOS ANGELES	74WP110000059	12374	FY 2020-21 O&M PORTION OF ASSSC 072-360-0629-4260	159,997.00
			74WP110000059	12374	FY 2020-21 O&M PORTION OF ASSSC 072-360-0629-4260	159,995.00
			74WP110000059	12374	FY 2020-21 O&M PORTION OF ASSSC 072-360-0629-4260	159,995.00
			74WP110000059	12374	FY 2020-21 O&M PORTION OF ASSSC 072-360-0629-4260	159,995.00
			74WP210000060	12371	FY 2020-2021 CAPITAL PORTION OF AS 072-365-0629-4600	109,612.00
			74WP210000060	12371	FY 2020-2021 CAPITAL PORTION OF AS 072-365-0629-4600	109,612.00
			74WP210000060	12371	FY 2020-2021 CAPITAL PORTION OF AS 072-365-0629-4600	109,612.00
			74WP210000060	12371	FY 2020-2021 CAPITAL PORTION OF AS 072-365-0629-4600	109,612.00
					Total :	1,078,430.00
221549	2/1/2021	890893 CITY OF SAN FERNANDO	DEC 2020		COMMISSIONER'S STIPEND DONATION 001-115-0000-4111	75.00
					Total :	75.00
221550	2/1/2021	892480 CLEAN ENERGY	CEW12355035		CNG STATION MAINT 074-320-0000-4400	297.00
					Total :	297.00
221551	2/1/2021	100805 COOPER HARDWARE INC.	124048	12277	MISC SUPPLIES FOR PUBLIC WORKS (C 070-383-0301-4300	92.34

Page: 3

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CITY OF SAN FERNANDO

Page: 4

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221551	2/1/2021	100805 COOPER HARDWARE INC.	(Continued)			
			124185	12277	MISC SUPPLIES FOR PUBLIC WORKS (C 070-384-0000-4310	212.21
			124186	12277	MISC SUPPLIES FOR PUBLIC WORKS (C 070-384-0000-4310	31.84
			124191	12277	MISC SUPPLIES FOR PUBLIC WORKS (C 070-383-0301-4300	95.05
			124192	12277	MISC SUPPLIES FOR PUBLIC WORKS (C 070-383-0301-4300	-43.14
			124216	12277	MISC SUPPLIES FOR PUBLIC WORKS (C 070-383-0301-4300	71.28
			124281	12277	MISC SUPPLIES FOR PUBLIC WORKS (C 070-383-0301-4300	45.86
					Total :	505.44
221552	2/1/2021	892306 CRUZ, GILDA	REPL CK218961		REPL STL DTD CK-SENIOR TRIP REFUND 004-2140	20.00
					Total :	20.00
221553	2/1/2021	887475 DATA BUSINESS SYSTEMS, INC	3437		2020-W2'S, 1099'S & 1098'S FORMS 001-130-0000-4300	235.99
					Total :	235.99
221554	2/1/2021	889121 EDGESOFT, INC.	3199	12236	JAN-ANNUAL MAINT. CONTRACT FOR J 055-135-0000-4260	2,080.00
					Total :	2,080.00
221555	2/1/2021	890879 EUROFINS EATON ANALYTICAL, INC	L0546669	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	144.00
			L0546914	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	152.00
			L0546915	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00
			L0547643	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00
			L0547660	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00

Page: 4

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221555	2/1/2021	890879 EUROFINS EATON ANALYTICAL, INC	(Continued) L0547661		FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	1,200.00
			L0547903	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	144.00
			L0548204	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	152.00
			L0548205	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00
			L0548206	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	150.00
			L0548437	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	144.00
			L0549054	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	3,955.00
			L0549365	12245	FULL-SERVICE ENVIRONMENTAL DRIN 070-384-0000-4260	152.00
					Total :	6,793.00
221556	2/1/2021	887441 EWING IRRIGATION	13325451		REPL DIAPHRAM FOR MACLAY IRRIG 001-311-0301-4300	172.33
					Total :	172.33
221557	2/1/2021	892198 FRONTIER COMMUNICATIONS	209-150-5145-010598		PAC 50 TO SHERIFFS 001-222-0000-4220	564.42
			209-150-5250-081292		RADIO REPEATER-POLICE 001-222-0000-4220	46.25
			209-151-4941-102990		POLICE PAGING 001-222-0000-4220	42.08
			209-151-4942-041191		CITY YARD AUTO DIALER 070-384-0000-4220	46.25
			209-151-4943-081292		RADIO REPEATER (POLICE) 001-222-0000-4220	46.25
			818-361-0901-051499		SEWER FLOW MONITORING 072-360-0000-4220	56.59
			818-361-2385-012309		MTA PHONE LINE 007-440-0441-4220	113.09

Page: 5

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Page: 6

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221557	2/1/2021	892198 FRONTIER COMMUNICATIONS	(Continued)		001-190-0000-4220	56.54
			818-361-2472-031415		PW PHONE LINE 070-384-0000-4220	514.81
			818-361-3958-091407		CNG STATION 074-320-0000-4220	52.79
			818-361-7825-120512		HERITAGE PARK IRRIG SYSTEM 001-420-0000-4220	57.63
			818-831-5002-052096		POLICE SPECIAL ACTIVITIES PHONE L 001-222-0000-4220	45.64
			818-837-7174-052096		POLICE SPECIAL ACTIVITIES PHONE L 001-222-0000-4220	29.84
			818-838-1841-112596		ENGINEERING FAX MODEM 001-310-0000-4220	30.97
			818-898-7385-033105		LP FAX LINE 001-420-0000-4220	34.06
					Total :	1,737.21
221558	2/1/2021	101279 GOMEZ-GARCIA, SONIA	REINB.		MEDICAL SERVICES-COVID TESTNG 001-130-3689-4300	150.00
					Total :	150.00
221559	2/1/2021	892550 GOVEA, DAVID	DEC 2020		COMMISSIONER'S STIPEND 001-115-0000-4111	75.00
					Total :	75.00
221560	2/1/2021	101376 GRAINGER, INC.	9759508808	12261	MISC. BUILDING AND ELECTRICAL SUF 043-390-0000-4300	17.20
			9760060922	12261	MISC. BUILDING AND ELECTRICAL SUF 043-390-0000-4300	44.55
			9765989588	12261	MISC. BUILDING AND ELECTRICAL SUF 043-390-0000-4300	117.92
					Total :	179.67
221561	2/1/2021	888647 HDL SOFTWARE, LLC	SIN005529	12269	BUSINESS LICENSE ADMIN SERVICES- 001-130-0000-4270	2,482.68

Page: 6

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221561	2/1/2021	888647 888647 HDL SOFTWARE, LLC	(Continued)			Total : 2,482.68
221562	2/1/2021	890594 HEALTH AND HUMAN RESOURCE	E0239159		EAP-FEB 2021 001-106-0000-4260	243.10 Total : 243.10
221563	2/1/2021	101511 HINDERLITER DE LLAMAS & ASSOC.	SIN005601 SIN005934		AUDIT SERVICES-SALES TAX 001-130-0000-4270 CONTRACT SERVICES-TRANS TAX 2N 001-130-0000-4270	2,314.39 300.00 Total : 2,614.39
221564	2/1/2021	101593 I.M.S.A.	118236		2021 MEMBERSHIP 043-390-0000-4360	100.00 Total : 100.00
221565	2/1/2021	101632 IACP - MEMBERSHIP	0148046		MEMBERSHIP DUES 001-222-0000-4380	190.00 Total : 190.00
221566	2/1/2021	893456 IBANEZ, J. DIEGO	REIMB.		WELLNESS BENEFIT REIMB. FY20-21 001-130-0000-4140	600.00 Total : 600.00
221567	2/1/2021	101599 IMAGE 2000 CORPORATION	396403 396982		VARIOUS COPIER MAINT CONTRACT-0 001-135-0000-4260 072-360-0000-4450 001-135-0000-4260 FREIGHT CHARGE FOR COPIER TONE 070-381-0000-4300	546.91 45.40 161.20 10.50 Total : 764.01
221568	2/1/2021	892682 IPS GROUP, INC.	INV55884	12312	DEC-SMART METER CC TRANSACTION 001-190-0000-4300	693.97 Total : 693.97
221569	2/1/2021	891777 IRRIGATION EXPRESS	15206499-00	12274	IRRIGATION SUPPLIES FOR ALL CITY F 043-390-0000-4300	263.78

Page: 7

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Page: 8

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221569	2/1/2021	891777 IRRIGATION EXPRESS	(Continued) 15208619-00	12274	IRRIGATION SUPPLIES FOR ALL CITY F 043-390-0000-4300	295.86 Total : 559.64
221570	2/1/2021	887952 J. Z. LAWNMOWER SHOP	26313 26314	12281 12281	SMALL EQUIP. REPAIR (LAWNMOWERS) 043-390-0000-4300 SMALL EQUIP. REPAIR (LAWNMOWERS) 001-311-0000-4300	34.93 27.00 Total : 61.93
221571	2/1/2021	101713 JOBS AVAILABLE INC.	2101008		AD-DEPUTY CITY CLERK/MANAGEMENT 001-106-0000-4230	390.00 Total : 390.00
221572	2/1/2021	892118 JOHN ROBINSON CONSULTING, INC.	SF202001-11	12145	RESERVOIR RECONSTRUCTION 010-385-0716-4600	41,741.25 Total : 41,741.25
221573	2/1/2021	888138 KOPPL PIPELINE SERVICES, INC.	22184		CARBIDE TIPPED HOLE SAW 070-383-0000-4310	265.36 Total : 265.36
221574	2/1/2021	101795 KOSMONT & ASSOCIATES	18-0099-027	12287	REAL ESTATE ADVISORY SERVICES 001-151-0000-4270	2,995.20 Total : 2,995.20
221575	2/1/2021	889332 LA DAILY NEWS	900233735		(26) WEEK SUBSCRIPTION 001-225-0000-4350	94.17 Total : 94.17
221576	2/1/2021	101848 LANGUAGE LINE SERVICES	4925434		INTERPRETATION SERVICES 001-222-0000-4270	4.57 Total : 4.57
221577	2/1/2021	893403 LLAMAS, SUZANNE	DEC 2020		COMMISSIONER'S STIPEND 001-115-0000-4111	75.00

Page: 8

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221577	2/1/2021	893403 893403 LLAMAS, SUZANNE	(Continued)		Total :	75.00
221578	2/1/2021	101974 LOS ANGELES COUNTY	DEC 2020	12278	ANIMAL CARE & CONTROL SERVICES 001-190-0000-4260	6,267.37
					Total :	6,267.37
221579	2/1/2021	892477 LOWES	2721		ITEMS FOR SUPERINTENDENT OFFICE 043-390-0000-4300	289.13
					Total :	289.13
221580	2/1/2021	888468 MAJOR METROPOLITAN SECURITY	1100822		ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1100823	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1100824	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1100825	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1100826	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1100827	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1100828	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1100829	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1100830	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1100831	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	15.00
			1100832	12251	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260	25.00
			1100833	12251	ALARM MONITORING AT ALL CITY FACI 070-384-0000-4260	23.00
			1100834	12251	ALARM MONITORING AT ALL CITY FACI 070-384-0000-4260	23.00
			1100835		ALARM MONITORING AT ALL CITY FACI	

Page: 9

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Page: 10

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221580	2/1/2021	888468 MAJOR METROPOLITAN SECURITY	(Continued)			
			1100836	12251	070-384-0000-4260	23.00
				12251	ALARM MONITORING AT ALL CITY FACI 070-384-0000-4260	23.00
					Total :	297.00
221581	2/1/2021	893743 MAY, JONATHAN	821365		REFUND-VIRTUAL FOLKLORICO CLAS 017-3770-1362	30.00
					Total :	30.00
221582	2/1/2021	888242 MCI COMM SERVICE	7DL39365		ALARM LINE-1100 PICO 001-420-0000-4220	36.51
					Total :	36.51
221583	2/1/2021	102226 MISSION LINEN SUPPLY	513985089		LAUNDRY SERVICE FOR PD 001-225-0000-4350	102.46
			514005382	12324	LAUNDRY SERVICE FOR PD 001-225-0000-4350	74.94
			514022543	12324	LAUNDRY SERVICE FOR PD 001-225-0000-4350	126.94
			514046379	12324	LAUNDRY SERVICE FOR PD 001-225-0000-4350	94.88
					Total :	399.22
221584	2/1/2021	893343 MOHR, NICOLE	DEC 2020		COMMISSONER'S STIPEND 001-115-0000-4111	75.00
					Total :	75.00
221585	2/1/2021	891542 MR "B" PRINTING INC.	1032		PRINTING MATERIALS: RCS DEPARTM 001-420-3689-4300	475.04
				12348		475.04
					Total :	475.04
221586	2/1/2021	102325 NAPA AUTO PARTS	5478-047398		BATTERY-WA0172 070-383-0000-4400	137.39
					Total :	137.39
221587	2/1/2021	102403 NOW IMAGE PRINTING	2020126		PREPRINTED FORMS AND ENVELOPE 070-382-0000-4300	384.45
				12354		384.45

Page: 10

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221587	2/1/2021	102403 NOW IMAGE PRINTING	(Continued)	12354	072-360-0000-4300	384.45
					Total :	768.90
221588	2/1/2021	102432 OFFICE DEPOT	145043636001		OFFICE SUPPLIES	16.98
			145908078001		001-310-0000-4300	187.66
			2462113203		OFFICE SUPPLIES	16.41
			2462118139		001-422-0000-4300	64.44
			2462118140		OFFICE SUPPLIES	50.46
					Total :	335.95
221589	2/1/2021	890095 O'REILLY AUTOMOTIVE STORES INC	4605-400017	12252	VEHICLE SERVICE, MAINTENANCE & F	21.99
					041-320-0225-4400	Total :
						21.99
221590	2/1/2021	892360 PARKING COMPANY OF AMERICA	INVM0015582	12291	PUBLIC TRANSPORTATION SERVICES	24,719.67
				12291	007-313-0000-4260	24,719.67
					008-313-0000-4260	Total :
						49,439.34
221591	2/1/2021	893742 PRADO, ANDREA	821366		REFUND-VIRTUAL FOLKLORICO CLAS	30.00
					017-3770-1362	Total :
						30.00
221592	2/1/2021	890004 PTS	2059901		PD PAY PHONE-FEB 2021	65.64
					001-190-0000-4220	Total :
						65.64
221593	2/1/2021	893553 QUADIENT LEASING USA, INC	N8653320		QRTLY LEASE PYMNT & RENTAL	1,446.85
					001-190-0000-4280	Total :
						1,446.85
221594	2/1/2021	887603 R. F. ERECTION COMPANY	20-412		BI-ANNUAL WHEELCHAIR MAINT-LP PA	

Page: 11

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Page: 12

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221594	2/1/2021	887603 R. F. ERECTION COMPANY	(Continued)		043-390-0000-4260	500.00
			21-112		BI-ANNUAL WHEELCHAIR MAINT-LP PA	500.00
					043-390-0000-4260	Total :
						1,000.00
221595	2/1/2021	893741 RANGEL, SUSANA	PW1608433		REFUND-PERMIT NO. 4068-DRIVEWAY	468.00
					001-3730-0000	Total :
						468.00
221596	2/1/2021	887296 ROBLED0, OLIVIA	DEC 2020		COMMISSONER'S STIPEND	75.00
					001-115-0000-4111	Total :
						75.00
221597	2/1/2021	892856 SALAS, JUAN	REIMB.		ITEMS FOR LP LOBBY AND BANQUET F	158.09
					001-422-0000-4300	Total :
						158.09
221598	2/1/2021	102967 SCOTT FAZEKAS & ASSOCIATES INC	21320		PLAN CHECK CONSULTANT SERVICES	1,495.33
					001-2698	Total :
						1,495.33
221599	2/1/2021	893745 SOBRINO, CRYSTAL	821364		REFUND-VIRTUAL FOLKLORICO CLAS	30.00
					017-3770-1362	Total :
						30.00
221600	2/1/2021	100532 STATE OF CALIFORNIA, DEPARTMENT OF JU	486737	12315	DOJ LIVESCAN FINGERPRINTING	1,755.00
				12315	004-2386	130.00
					001-222-0000-4270	Total :
						1,885.00
221601	2/1/2021	893463 STEP SAVER	CT367763	12294	NSF CERTIFIED SALT FOR IX NITRATE	3,785.04
					070-384-0000-4300	Total :
						3,785.04
221602	2/1/2021	888621 SWRCB	LW-1028969		WATER SYSTEM ANNUAL FEE	22,402.60
					070-381-0000-4450	

Page: 12

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221602	2/1/2021	888621 888621 SWRCB	(Continued)			Total : 22,402.60
221603	2/1/2021	888821 THE GOODYEAR TIRE & RUBBER CO	121661	12255	TIRES FOR CITY FLEET 041-1215	2,254.02 Total : 2,254.02
221604	2/1/2021	101528 THE HOME DEPOT CRC, ACCT#603532202490	2392377		PAINT FOR GRAFITTI ABATEMENT 001-152-0000-4300	639.73
			3341633		MISC SUPPLIES 070-383-0301-4300	271.68
			8101116		LOCK REPLACEMENT 043-390-0000-4300	107.04
			8380055		SALT & SUPPLIES-WELL 2A & 4A 070-384-0301-4300	2,043.84 Total : 3,062.29
221605	2/1/2021	103903 TIME WARNER CABLE	10328010521		CABLE - 01/05-02/04 001-190-0000-4220	139.70
			283057010521		CABLE-LP PARK (01/05-02/04) 001-420-0000-4260	217.67 Total : 357.37
221606	2/1/2021	893504 TOWN HALL STREAMS, LLC	12279	12295	CITY COUNCIL/COMMISSION VIDEO-JA 001-101-3689-4300	175.00 Total : 175.00
221607	2/1/2021	103449 USA BLUE BOOK	446407	12345	MISC. WATER SUPPLIES 070-384-0000-4320	503.23 Total : 503.23
221608	2/1/2021	893647 VALEO NETWORKS	14124	12327	FY21-INFORMATION TECHNOLOGY MA 001-135-0000-4270	9,840.00
				12327	001-135-0000-4260	330.60 Total : 10,170.60
221609	2/1/2021	889644 VERIZON BUSINESS	07085207		CITY HALL LONG DISTANCE 001-190-0000-4220	55.06
			07085208		CITY YARD LONG DISTANCE	

Page: 13

vchlist
01/27/2021 10:15:07AMVoucher List
CITY OF SAN FERNANDO

Page: 14

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
221609	2/1/2021	889644 VERIZON BUSINESS	(Continued)			
			07085210		070-384-0000-4220 POLICE LONG DISTANCE	16.52
			07085211		001-222-0000-4220 CITY YARD LONG DISTANCE	126.81
			07085212		070-384-0000-4220 PARK LONG DISTANCE	11.02
			07085748		001-420-0000-4220 ENGINEERING LONG DISTANCE	16.83
			07085759		001-310-0000-4220 CITY HALL LINES	5.51
			0785209		001-190-0000-4220 CITY HALL LONG DISTANCE & INTRAL	60.61
					001-190-0000-4220	27.58 Total : 319.94
221610	2/1/2021	889627 VERIZON CONFERENCING	Z7248382		CONFEENC CALLS-DEC 2020 001-190-0000-4220	34.97 Total : 34.97
221611	2/1/2021	100101 VERIZON WIRELESS-LA	9870906869		VARIOUS CELL PHONE PLANS 072-360-0000-4220	51.02
					001-101-0102-4220	51.02
					001-105-0000-4220	97.77 Total : 199.81
221612	2/1/2021	888390 WEST COAST ARBORISTS, INC.	167935	12246	EMERGENCY PARK TREE SERVICE (F 043-390-0000-4260	1,552.00 Total : 1,552.00
221613	2/1/2021	891531 WILLDAN ENGINEERING	00333857	12346	NPDES CONSULTANT SERVICES 023-311-0000-4270	756.75 Total : 756.75
221614	2/1/2021	893501 WIL-POWER BATTERY &	175507		SCADA-ACP#2 BACK-UP BATTERIES 070-384-0000-4320	67.87 Total : 67.87

Page: 14

Voucher List
CITY OF SAN FERNANDO

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
221615	2/1/2021	889467 YOUNGBLOOD & ASSOCIATES	1343A	12303	POLYGRAPH EXAMS 001-222-0000-4260	700.00	
Total :						700.00	
86	Vouchers for bank code : bank3					Bank total :	1,297,347.55
86	Vouchers in this report					Total vouchers :	1,297,347.55

Page: 15

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AGENDA REPORT

To: Chair Sylvia Ballin and Board Members

From: Nick Kimball, Executive Director
By: J. Diego Ibañez, Director of Finance

Date: February 1, 2021

Subject: Consideration to Adopt a Resolution Approving the Warrant Register for the Successor Agency

RECOMMENDATION:

It is recommended that the Successor Agency's Board of Directors adopt Resolution No. 165 (Attachment "A") approving the Warrant Register.

BACKGROUND:

1. On December 29, 2011, the California Supreme Court issued an opinion in California Redevelopment Association v. Matosantos, upholding Assembly Bill x126 (legislation dissolving redevelopment agencies) and invalidating Assembly Bill x127 (legislation permitting redevelopment agencies to continue operation if they made certain payments to the State).
2. On August 15, 2011, the City of San Fernando City Council adopted Resolution No. 7452 electing for the City to serve as the Successor Agency for the City's Redevelopment Agency upon the Agency's dissolution.
3. On February 1, 2012, as a result of the Supreme Court's decision, all redevelopment agencies in the State, including the San Fernando Redevelopment Agency, were dissolved. In addition, successor agencies were designated as successor entities to the former redevelopment agencies.
4. On February 6, 2012, the City Council, acting as the governing body of the Successor Agency to the San Fernando Redevelopment Agency, adopted Resolution No. 1 establishing rules and regulations for the operations of the Successor Agency as a new legal entity separate from the City, pursuant to Part 1.85 of Division 24 of the Health and Safety Code.

Consideration to Adopt a Resolution Approving the Warrant Register for the Successor Agency

Page 2 of 2

5. As the Successor Agency, the City is responsible for making payments to holders of enforceable obligation per the approved Recognized Obligation Payment Schedule (ROPS) for current period.
6. The current period is ROPS 20-21B, which covers payments for enforceable obligations from January 1, 2021 through June 30, 2021. All payments included on the attached warrant register are being made in accordance with the approved ROPS 20-21B.

ATTACHMENT:

- A. Resolution No. 165

RESOLUTION NO. 165

**A RESOLUTION OF THE SUCCESSOR AGENCY OF THE
SAN FERNANDO REDEVELOPMENT AGENCY
ALLOWING AND APPROVING FOR PAYMENT
DEMANDS PRESENTED ON DEMAND/ WARRANT
REGISTER NO. 165**

**THE SUCCESSOR AGENCY OF THE SAN FERNANDO REDEVELOPMENT AGENCY
DOES HEREBY RESOLVE, FIND, DETERMINE AND ORDER AS FOLLOWS:**

1. That the demands (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 Secretary shall certify to the adoption of this Resolution and deliver it to the City Treasurer.

PASSED, APPROVED, AND ADOPTED this 1st day of February, 2021.

Joel Fajardo, Chair

ATTEST:

Julia Fritz, Secretary

CERTIFICATION

I, Secretary of the Successor Agency to the San Fernando Redevelopment Agency, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 165 which was regularly introduced and adopted by the Successor Agency to the San Fernando Redevelopment Agency, at a regular meeting thereof held on the 1st day of February 2021, by the following vote of the Successor Agency to the San Fernando Redevelopment Agency:

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 1st day of February, 2021.

Julia Fritz, Secretary

Voucher List
CITY OF SAN FERNANDO

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
10184	2/1/2021	890893 CITY OF SAN FERNANDO	ROPS 20-21B		ADMIN COST APPROVED IN ROPS20-2 098-190-0000-4674	
					Total :	125,000.00
1	Vouchers for bank code :	bank2			Bank total :	125,000.00
1	Vouchers in this report				Total vouchers :	125,000.00

Page: 1

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager
By: Julian J. Venegas, Director of Recreation and Community Services
Maria Calleros, Executive Assistant

Date: February 1, 2021

Subject: Consideration to Authorize Submittal of Grant Applications to the National Endowment for the Arts and the California Arts Council for Funding Support of the Mariachi Master Apprenticeship Program

RECOMMENDATION:

It is recommended that the City Council:

- a. Authorize the preparation and submittal of a grant application to the National Endowment for the Arts (NEA) in the amount of \$57,000 to support the Mariachi Master Apprenticeship Program (MMAP);
- b. Authorize the preparation and submittal of a grant application to the California Arts Council (CAC) in the amount of \$18,000 to support the City of San Fernando Mariachi Master Apprenticeship Program (MMAP);
- c. Authorize the City Manager to accept the grants, if awarded;
- d. Authorize the City Manager to execute all related grant documents required for receiving such grant funds pursuant to the terms and conditions of the grant; and
- e. Upon full execution of all grant related documents, authorize the City Manager to amend the Fiscal Year (FY) 2021-2022 Adopted Budget to appropriate the appropriate grant revenue and expenditure.

BACKGROUND:

Since FY 2001, the City has received grant funds annually from both the NEA and the CAC to support the City of San Fernando MMAP. As a recipient of several awards at both the state and national level, MMAP continues to reflect a positive image on the City of San Fernando.

Consideration to Authorize Submittal of Grant Applications to the National Endowment for the Arts and the California Arts Council for Funding Support of the Mariachi Master Apprentice Program

Page 2 of 4

ANALYSIS:

Mariachi Master Apprentice Program (MMAP).

MMAP connects Grammy award winning mariachi masters with young music students to preserve the mariachi music genre. Mariachi Los Camperos provides instruction on traditional mariachi instruments: violins, guitars, *guitarrones*, *vihuelas*, trumpets, and folk harp. The students and instructors experience exemplary art works at international mariachi conferences and workshops throughout California and the southwest. This experience allows students to observe, study, and perform with the most prestigious mariachi ensembles and represent the City of San Fernando as cultural arts ambassadors.

The curriculum ingrains an empowering sense of self-confidence, pride, and identity, while providing an outlet for cultural expression in celebration of Mexican heritage. MMAP specific arts/music education outcomes include: 1) development, reinforcement, and application of student instrumental technique; 2) development, strengthening and application of student musicianship skills; 3) enhancement of student solo and chorus singing skills; 4) performance of traditional and popular mariachi music before the public and with other professional ensembles; and 5) development and fostering of student professionalism and performance etiquette. These outcomes are in accordance with the California Department of Education Music Standards.

National Endowment for the Arts (NEA).

Established by Congress in 1965, the National Endowment for the Arts (NEA) is the independent federal agency providing funding support that gives Americans the opportunity to participate in the arts, exercise their imaginations, and develop their creative capacities. Through partnerships with state arts agencies, local leaders, other federal agencies, and the philanthropic sector, the National Arts Endowment supports arts learning, affirms and celebrates America's rich and diverse cultural heritage, and extends its work to promote equal access to the arts in every community across America.

The NEA "*Art Works*" program is a federally funded grant application recognizing art that enhances the value of individuals and community by connecting individuals to a greater community and empowering creativity and innovation in our society and economy. The "*Folk and Traditional Arts*" sub program is rooted in and reflective of the cultural life of a community. Community members may share a common ethnic heritage, cultural mores, language, religion, occupation, or geographic region. These vital and constantly reinvigorated artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice.

NEA's Art Works grants generally range from \$10,000 to \$100,000 and support the creation of art that meets the highest standards of excellence, public engagement with diverse and excellent art, lifelong learning in the arts, and the strengthening of communities through the arts. The San Fernando MMAP project generally receives an average of \$50,000 per year in NEA funding and

Consideration to Authorize Submittal of Grant Applications to the National Endowment for the Arts and the California Arts Council for Funding Support of the Mariachi Master Apprentice Program

Page 3 of 4

has received \$891,000 since the program's inception. Grant funds pay for artist instructor fees, travel to conferences, and project support. The deadline to submit for the NEA grant funding cycle for FY 2022-2023 is February 11, 2021.

California Arts Council (CAC).

The CAC *"Impact Project Grant" (IPG)* is a new program that will support collaborative projects that center artists and artistic practice in responding to issues facing California at this time, including the pervasive social, political, and economic inequalities experienced by those communities most vulnerable to, and adversely affected by, the COVID-19 pandemic. This program prioritizes local artists and forms of arts and cultural expression that are unique to, and/or historically rooted in, the specific communities to be served.

The City was first awarded the CAC's Youth Arts Action grant in FY 2018-2019. The grant program's aim was to support and encourage relevant, dynamic, and innovative community building and learning through youth focused arts and culture projects. The Impact Projects Grants support arts organizations for collaborations between local artists (Mariachi Los Camperos) and community members (MMAP) to develop and express their own creative and artistic goals and address a community-defined need.

The Impact Project Grant Program awards up to an \$18,000 grant. The City's MMAP has received approximately \$11,000 annually from the CAC grant programs since the program's inception. Usually, the CAC grant program requires a dollar-for-dollar match with non-state funds. Historically, the City has matched the CAC awards with General Funds and federal NEA funds. The City continues to support MMAP with a \$12,000 annual allocation. The deadline to submit for the CAC Impact Project Grant is February 2, 2021 for the funding cycle for FY 2021-2022.

BUDGET IMPACT:

Sources of MMAP Funding.

The proposed FY 2021-2022 Budget for MMAP is approximately \$127,950. The NEA grant provides funding to support 45% of all program costs, while the CAC supports 14% of the cost. The Source of MMAP Funding table lists all funding sources for the program.

Source of MMAP Funding		
NEA Grant	\$57,000	45%
CAC- State	\$18,000	14%
Donations/Honorariums	\$6,000	5%
City of San Fernando	\$12,000	9%

Consideration to Authorize Submittal of Grant Applications to the National Endowment for the Arts and the California Arts Council for Funding Support of the Mariachi Master Apprentice ProgramPage 4 of 4

In Kind	\$34,950	27%
Total Project Budget	\$127,950	

The grant disbursement timeline for the California Arts Council will be for FY 2021-2022 (Grant Activity Period October 1, 2021 – September 30, 2022). The City funding support for the MMAP will continue to be \$12,000 in FY 2021-2022. The grant disbursement timeline for the National Endowment for the Arts grant will be for FY 2022-2023.

CONCLUSION:

It is recommended that the City Council authorize staff to prepare and submit grant applications to the National Endowment for the Arts and the California Arts Council for funding support of the Mariachi Master Apprentice Program. This will allow continued support for the nationally award winning arts instruction program in the City of San Fernando.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager

Date: February 1, 2021

Subject: Presentation and Update Regarding COVID-19 Response Efforts

RECOMMENDATION:

Receive a presentation from staff related to the City's COVID-19 efforts, including, but not limited to:

- a. Review of the City's COVID-19 planning, response, enforcement, and education efforts, and related policy initiatives; and
- b. Review of financial assistance programs and the pursuit of funding opportunities, and related recommendations, as appropriate.

ANALYSIS:

This discussion is meant to provide City Council and staff the opportunity to discuss all items related to the City's response efforts and policy initiatives related to the COVID-19 pandemic, including, but not limited to, discussion of financial hardship programs and CARES Act and other potential stimulus funding.

Staff Updates.

State of California COVID-19 Updates.

Staff will provide an update on the State of California's Blueprint for a Safer Economy plan (Attachment "A").

Los Angeles County Department of Public Health (LACDPH) Safer At Home Health Order.

Staff will provide an update on current Health Orders issued by the LACDPH and key COVID-19 related metrics (Attachment "B").

Health Order Enforcement.

Staff will provide an update on current enforcement efforts and request direction related to future enforcement, as appropriate.

Presentation and Update Regarding COVID-19 Response Efforts

Page 2 of 6

City Facility Closures.

In an effort to limit the potential exposure and spread of COVID-19 and to safeguard the City of San Fernando's ability to continue providing essential services, including public safety, water service, and community support, City Hall will be closed to the public until the State of California lifts the current "Safer at Home" restrictions.

City staff will continue to be available to answer calls and respond to emails Monday through Thursday, 7:30 a.m. through 5:30 p.m., and Friday, 8:00 a.m. through 5:00 p.m. For additional convenience, the public can use the Online Permit Counter, www.sfcity.org/Community-Development, to submit building permit applications, track progress, and schedule inspections online. Below is contact information for each City Department:

Planning & Zoning Permits; Building Permits & Inspections; Graffiti Removal; Yard Sale Permits	CommunityDevelopment@sfcity.org (818) 898-1227
Water & Sewer Utilities; Water Bills (use night Dropbox if paying by check)	Finance@sfcity.org (818) 898-1212
Tree & Street Services	PublicWorks@sfcity.org (818) 898-1222
Police (non-emergency)	Police@sfcity.org (818) 898-1267
Adult, Senior & Youth Programs	Recreation@sfcity.org (818) 898-1290
City Manager	CityManager@sfcity.org (818) 898-1202
City Clerk	CityClerk@sfcity.org (818) 898-1204
General Information	Info@sfcity.org (818) 898-1200

Indoor recreational facilities remain closed to the public except when a heat advisory is issued or a Public Safety Power Shutoff (PSPS) notice is provided by Southern California Edison and the Las Palmas Park facility is open as a cooling center or emergency shelter. Staff is following the County protocol for physical distancing and cleaning while the cooling centers are open.

San Fernando Residential Food Program.

The City Council allocated \$100,000 in CDBG/CARES Act (CDBG-CV) funding to create the San Fernando Residential Food Distribution Program to assist families impacted by COVID-19. The food distribution program provides a box of non-perishable food items and personal protective equipment (with a value up to \$250) to each qualifying household. These items may include canned meat and vegetables, pasta, sugar and spices, sauces, canned soups and stews, coffee

Presentation and Update Regarding COVID-19 Response Efforts

Page 3 of 6

and tea, rice, baby food, and other non-perishable food items. Personal protective equipment (PPE) including masks, hand sanitizer, and disinfectant solution may also be provided.

Three San Fernando Residential Food Distribution events have been held on October 17, 2020, November 21, 2020 and December 19, 2020. A total of 237 applicants have been invited to pick-up their box of non-perishable food and PPE items with more than 200 families being served. This program is temporarily on hold pending further direction from City Council regarding the use of remaining CDBG-CV funds.

San Fernando Personal Protective Equipment (PPE) for Businesses Program.

The City Council allocated \$25,000 in CDBG/CARES Act funding to create the San Fernando Personal Protective Equipment (PPE) for Businesses Program to assist businesses impacted by COVID-19. The program will provide a box of essential items (with a value up to \$125) to each qualifying business. These items may include disposable (KN95 and/or blue surgical-type) masks, disinfectant wipes, face shields, non-contact thermometers, disposable gloves, and contactless hand sanitizer system.

The first San Fernando Personal Protective Equipment (PPE) for Businesses Program distribution was held on Monday, December 14, 2020. A total of 66 applicants were invited to pick-up their box of PPE items with approximately 55 of those businesses being served. This program is temporarily on hold pending further direction from City Council regarding the use of remaining CDBG-CV funds.

COVID-19 Testing.

On Tuesday, November 24, 2020, the City of San Fernando, in partnership with the City of Los Angeles, Los Angeles Fire Department (LAFD), the non-profit organization Community Organized Relief Effort (CORE), and Curative Lab, established a walk-up COVID-19 Testing site at Recreation Park. The walk-up super site offers up to 3,000 COVID-19 tests each day and operates Monday through Saturday from 8:00 am - 4:00 pm. The site is also be able to deliver flu vaccines and COVID-19 vaccines for eligible persons. Reservations are required and may be made through a link on the City's website: www.sfcity.org/coronavirus.

If San Fernando residents are not able to get an appointment online, they may walk-up at San Fernando Park without an appointment and show their identification with a San Fernando address. They will be registered and given an appointment on-site by the worker.

Public Medical Point of Dispensing (MPOD) Location.

Staff has executed a Memorandum of Understanding (MOU) with the County of Los Angeles Department of Public Health (DPH) designating the Recreation Park and Las Palmas Park facilities as eligible MPOD locations. Through the MOU, the City is eligible to partner with DPH to dispense life-saving Medical Counter Measures (MCM) to the public during a public health emergency. To qualify locations in the City as MPODs, facilities must meet certain County MPOD requirements,

Presentation and Update Regarding COVID-19 Response Efforts

Page 4 of 6

City staff must complete training exercises and the City must execute an MOU. The MPOD structure may be used to distribute a COVID-19 vaccination when it becomes widely available and would open to everyone with no restrictions.

COVID-19 Vaccine.

Phase 1A of the Distribution Phase began in mid-December 2020 and include staff who work in acute care hospitals, residents and staff at Skilled Nursing Facilities, and emergency medical technicians and paramedics. On January 19, 2021, LACDPH announced that individuals in Phase 1B (ages 65 and older) were eligible to receive the vaccination.

Los Angeles County residents in this high-priority age group have three options to register for an appointment to receive the COVID-19 vaccine:

- LACDPH Online portal: [VaccinateLACounty.com](https://vaccinate.lacounty.gov)
- Los Angeles Fire Department Online portal: [CarbonHealth.com/COVID-19-Vaccines](https://carbonhealth.com/covid-19-vaccines)
- LACDPH Call Center (between 8 am and 8:30 pm): (833) 540-0473

This information is also available on the City's website: [SFCITY.ORG/Coronavirus](https://sfcity.org/coronavirus)

Both the Pfizer and Moderna vaccines have been shown to be safe and very effective in large studies that involved a diverse mix of people. These vaccines prevented 95% of cases of COVID-19 disease. While the vaccine stops people from getting sick, however, it is not yet clear if it stops them from spreading COVID-19 to other people. It is also not yet known how long they will be immune. So, everyone must still wear a face covering, physically distance, and not gather.

The COVID-19 vaccine will be free for everyone and will be offered to different groups in phases (Attachment "C") and is likely to be available to the general public in Spring/Summer 2021.

As usually happens during a crises, misinformation is circulating about vaccines and scammers are at work trying to cheat people out of their money. The DPH has developed COVID-19 Vaccine Frequently Asked Questions (Attachment "D"), Myths about COVID-19 Vaccines (Attachment "E"), and COVID-19 Vaccine Scams (Attachment "F") informational brochures. Additional information relating to the COVID-19 vaccine may be found on the DPH website:

<http://publichealth.lacounty.gov/media/Coronavirus/vaccine/>.

Mental Health Resources.

The Los Angeles County Department of Mental Health (DMH) supports the wellbeing of County residents and communities as news and updates about COVID-19 may trigger anxiety, panic, frustration and depression—even when your risk of getting sick is low. During an infectious disease outbreak, DMH urges residents to take the time to care for your own physical and mental health, and to reach out to others in kindness and compassion.

Presentation and Update Regarding COVID-19 Response Efforts

Page 5 of 6

DMH has published a variety of resources that may be accessed via their website: <https://dmh.lacounty.gov/covid-19-information/>

The webpage includes:

- The phone number to LACDMH's 24/7 Help Line;
- Published materials on coping with stress, staying connected, coping with loss, and other COVID-19 topics;
- Free Headspace Plus subscription; and
- Additional resources, including for community and peer support; for families, parents and children; for healthcare providers, and more.

BUDGET IMPACT:Coronavirus Relief Funds.

The overall total that the City of San Fernando received from the Coronavirus Relief Funds (CRF) from the Department of Finance of the State of California through the first CARES Act was \$311,234. Given how much staff time was needed to provide continuity of service to the residents, including increased public safety, Health Officer Order enforcement, cleaning and maintenance at City parks and facilities, and creation/distribution of information, as well as the need for PPE at the inception of the pandemic, City Council approved using the funds to reimburse the City of the following COVID response related expenses:

City COVID-19 Response Expenses	
Personnel Costs	\$250,000
Department Supplies	\$61,234
Total Costs	\$311,234

The City's Finance Department has tracked and continues to monitor these expenses. The total year to day (March – January 2021) expenses for labor are \$313,147 (inclusive of the most recent payroll) and \$158,775 for supplies (as of the most recent accounts payable run) totaling \$471,922.

The City also received additional one-time federal Community Development Block Grant – Coronavirus (CDBG-V) funding in the amount of \$136,373. Per Council direction, \$100,000 was allocated for the Residential Food Distribution program; \$25,000 was allocated for Small Business PPE; \$11,373 was allocated for administrative services through our consultant, Michael Baker International. Approximately 50% of the funds for each program have been spent to date. Staff anticipates holding a few more distribution events to spend the remainder of the funds.

Presentation and Update Regarding COVID-19 Response Efforts

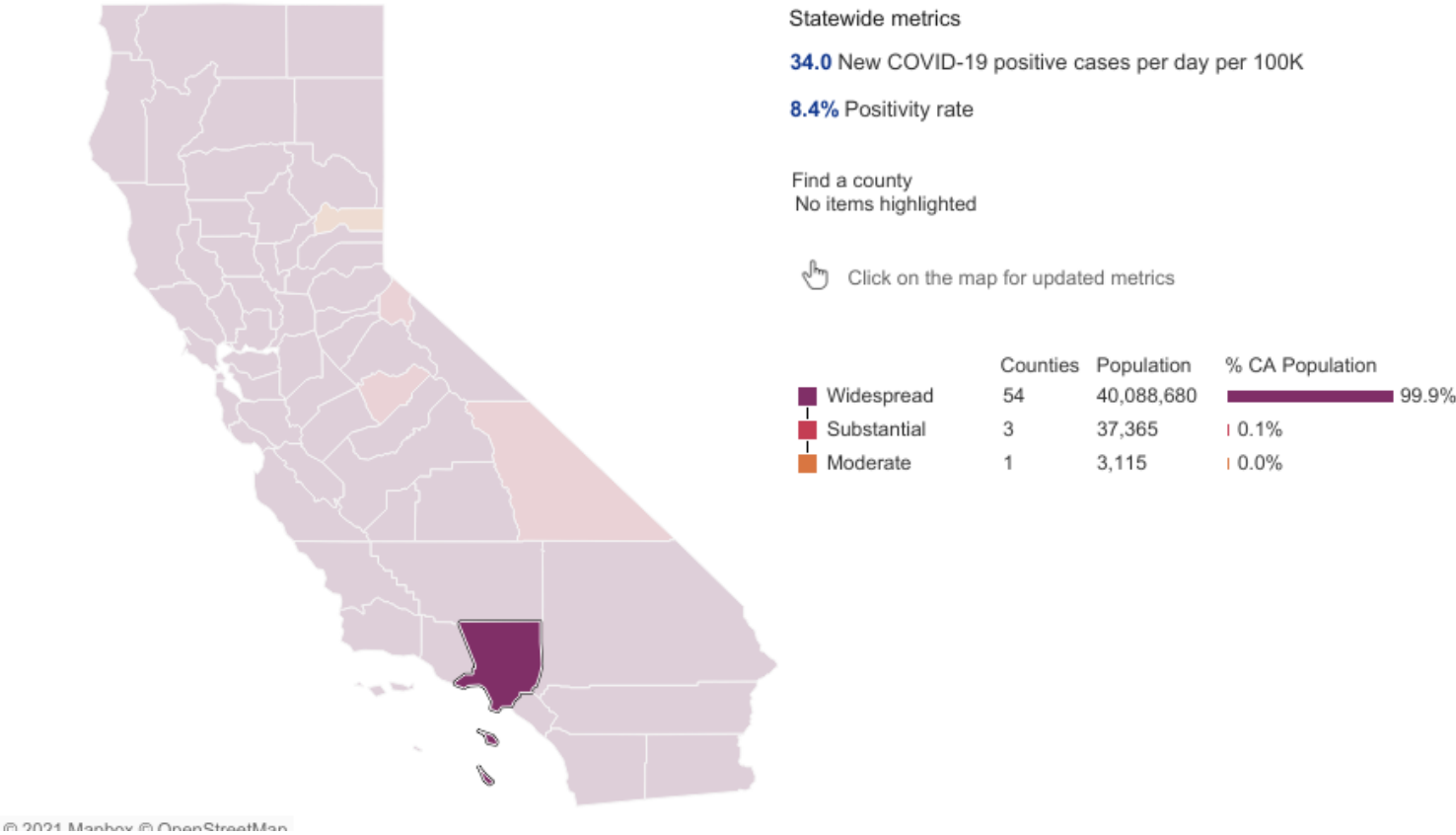
Page 6 of 6

ATTACHMENTS:

- A. California Blueprint for a Safer Economy
- B. City of San Fernando and LA County Daily COVID-19 Data – as of January 27, 2021
- C. COVID-19 Vaccine Distribution Phases
- D. COVID-19 Vaccine Frequently Asked Questions
- E. Myths about COVID-19 Vaccines
- F. COVID-19 Vaccine Scams

As of 1/27/21

CALIFORNIA BLUEPRINT FOR A SAFER ECONOMY



County risk level	Adjusted case rate* 7-day average of daily COVID-19 cases per 100K with 7-day lag, adjusted for number of tests performed	Positivity rate** 7-day average of all COVID-19 tests performed that are positive	
		Entire county	Healthy equity quartile
WIDESPREAD Many non-essential indoor business operations are closed	More than 7.0 Daily new cases (per 100k)	More than 8.0% Positive tests	
SUBSTANTIAL Some non-essential indoor business operations are closed	4.0 – 7.0 Daily new cases (per 100k)	5.0 – 8.0% Positive tests	5.3 – 8.0% Positive tests
MODERATE Some indoor business operations are open with modifications	1.0 – 3.9 Daily new cases (per 100k)	2.0 – 4.9% Positive tests	2.2 – 5.2% Positive tests
MINIMAL Most indoor business operations are open with modifications	Less than 1.0 Daily new cases (per 100k)	Less than 2.0% Positive tests	Less than 2.2% Positive tests

*Small counties (those with a population less than 106,000) may be subject to alternate case assessment measures for purposes of tier assignment.

**Health equity metric is not applied for small counties. The health equity metric is used to move to a less restrictive tier.

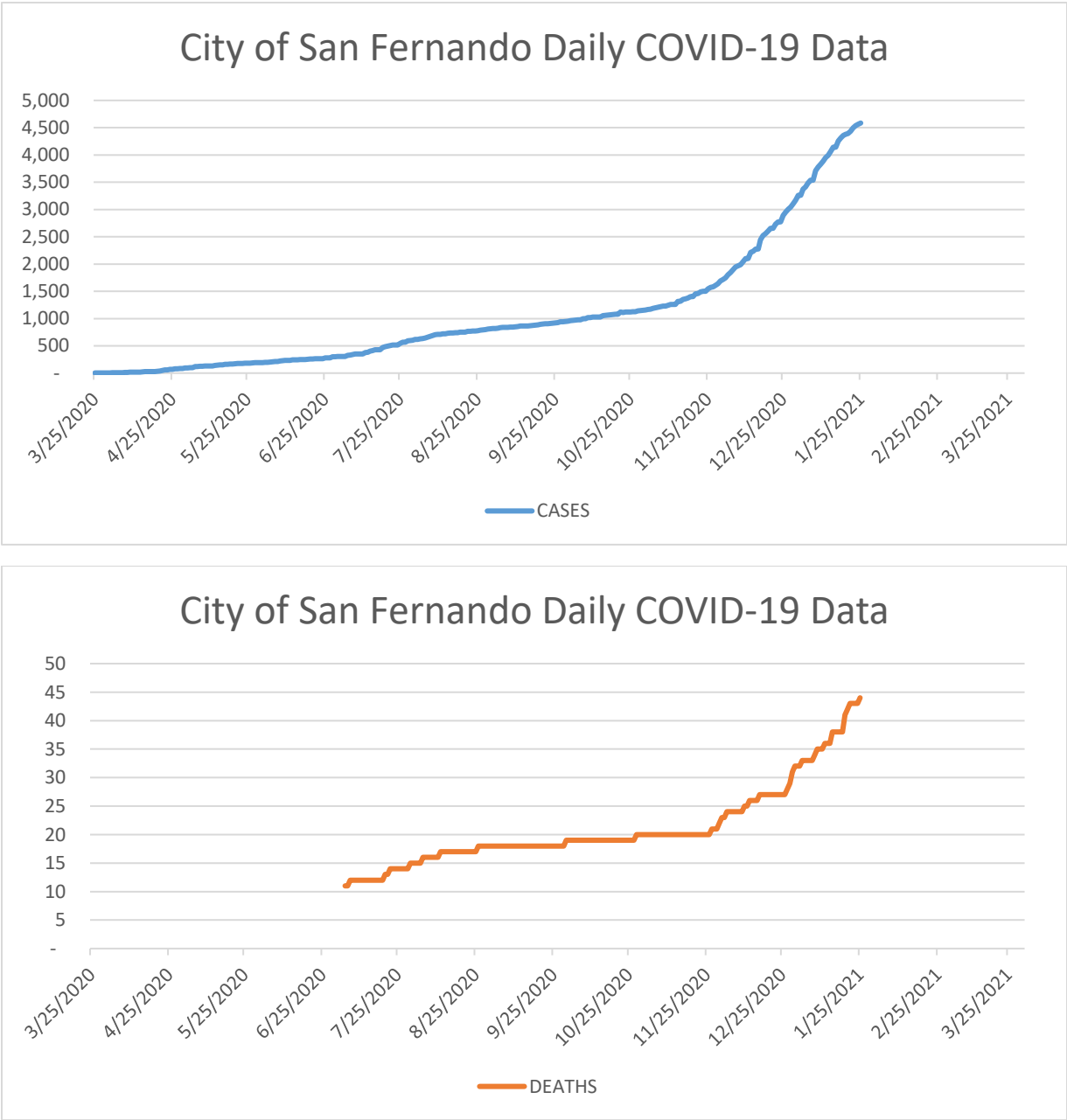
City of San Fernando Daily COVID-19 Data

SOURCE:
<http://publichealth.lacounty.gov/media/Coronavirus/data/index.htm>; statistics captured daily.

Graph 1: Daily COVID-19 Cases and Deaths in the City of San Fernando

Total Cases (as of January 27, 2021): 4,585

Total Deaths (as of January 27, 2021): 44



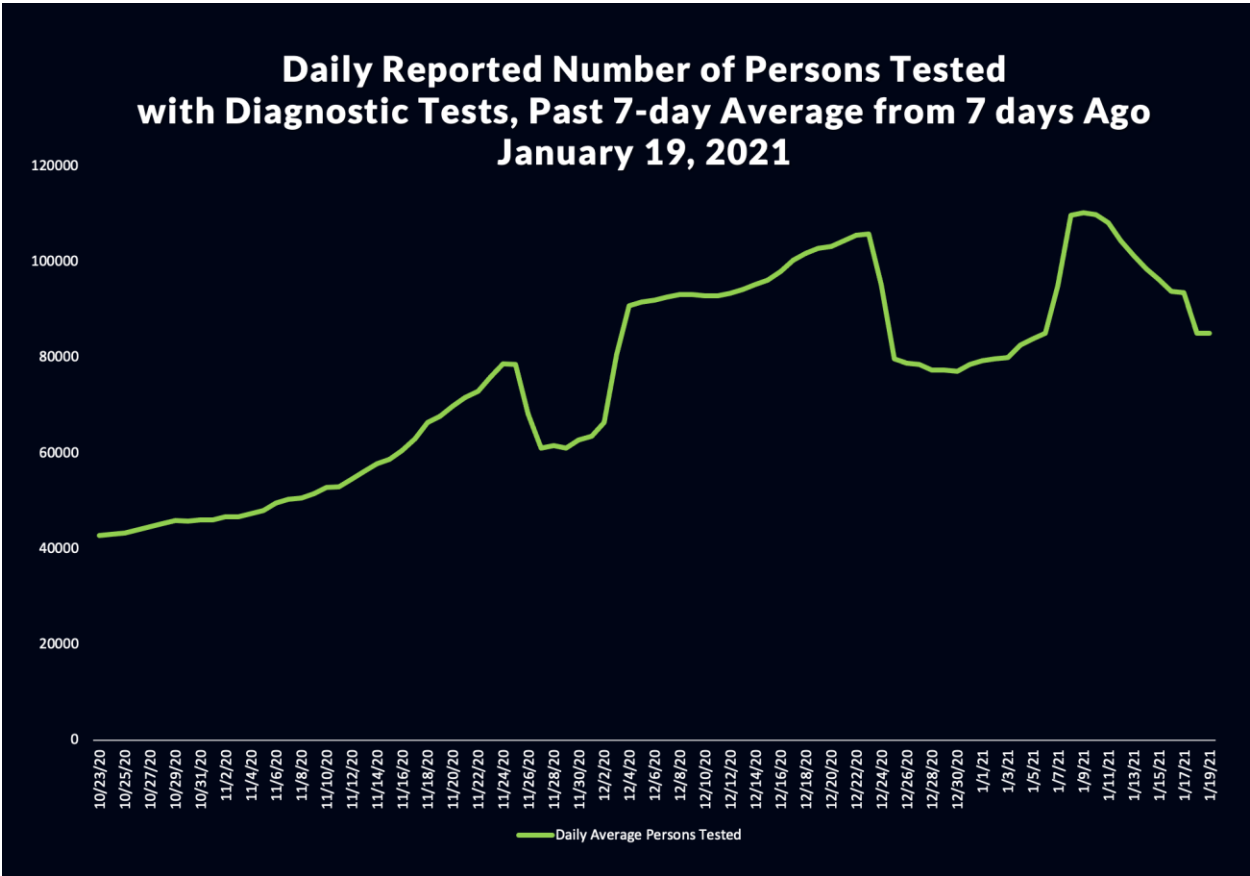
Los Angeles County Daily COVID-19 Data

SOURCE:

<http://publichealth.lacounty.gov/media/Coronavirus/data/index.htm>; visited on 1/27/20 @ 11am.

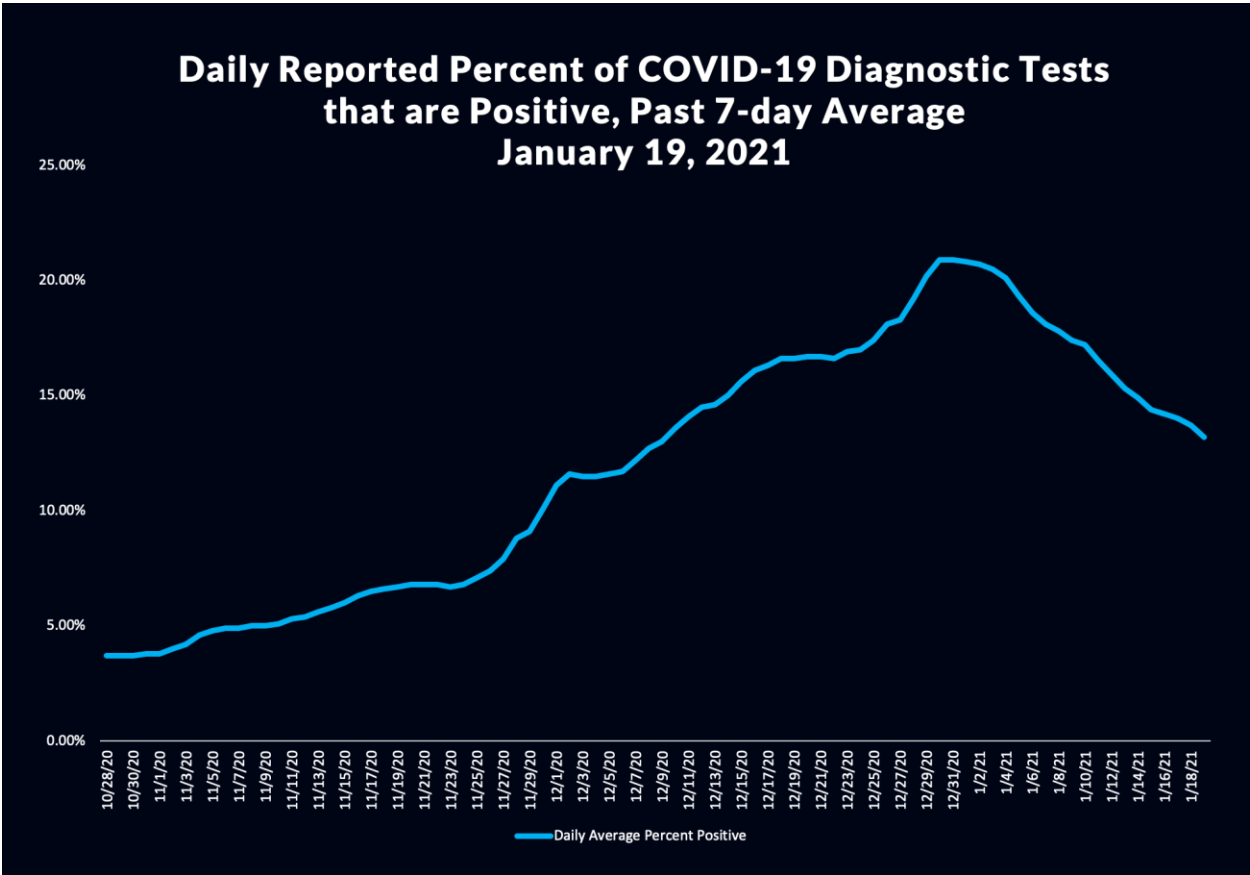
Graph 1: Daily Reported Persons Tested for COVID-19

7-Day Daily Average: 85,051
Total Number of People Tested: 5,410,106



Graph 2: Daily Reported Percent Positive for COVID-19

7-Day Daily Average: 13.2%



Graph 3: Daily Number of COVID-19 Hospitalizeds

Current Hospitalizations (1/26/21): 6,307

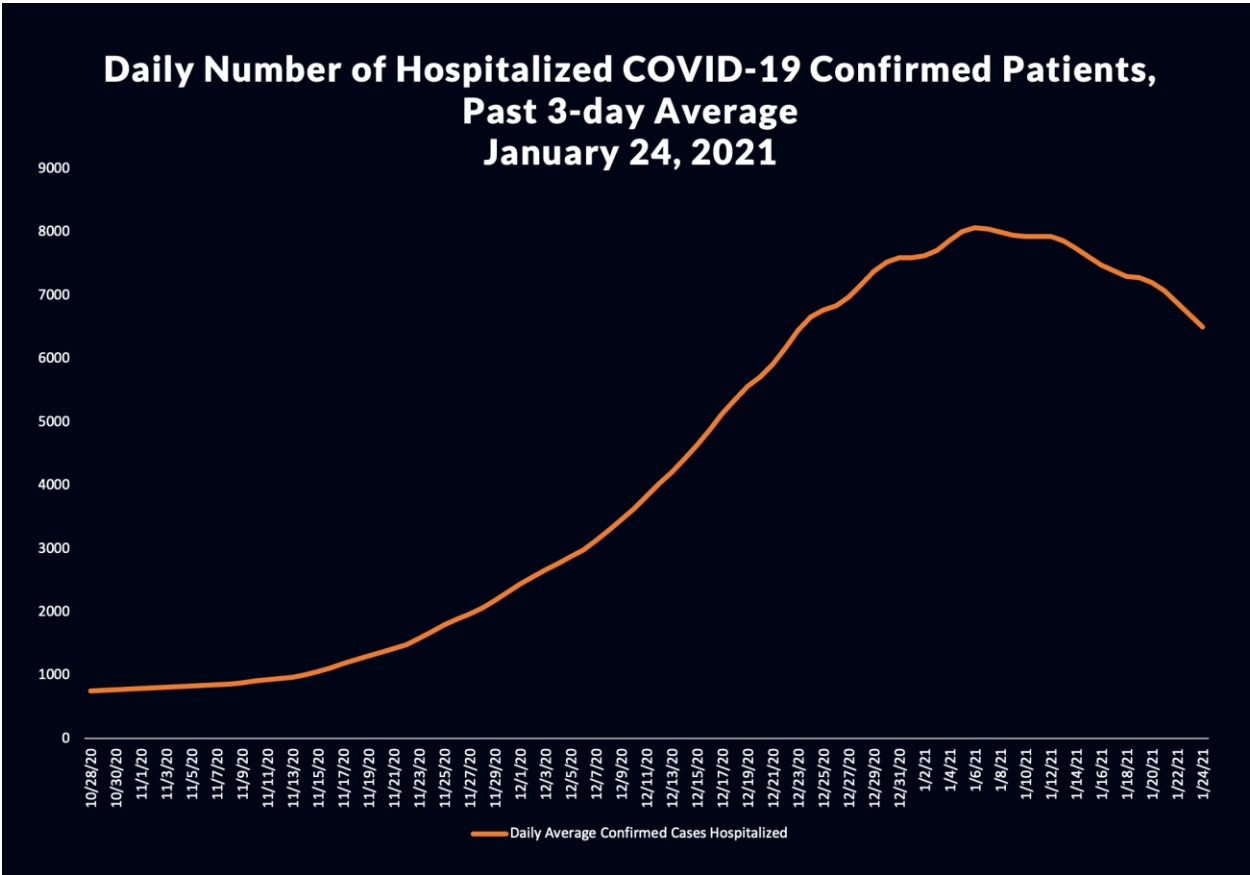


Table 1: COVID-19 Vaccinations Administered in Los Angeles County**COVID-19 VACCINATIONS IN LA COUNTY**

AS OF JANUARY 22, 2021 (UPDATED WEEKLY)

**DOSES REPORTED THROUGH SURVEYS OF INVENTORY AT FACILITIES**

As of	Cumulative Doses Allocated to the County*	Number of Doses Administered Based on Surveys of Facilities**	% of Doses Administered Based on Surveys
1/12/21	685,075	525,747	76.7%

*Cumulative doses allocated assumes 5 doses per Pfizer vial.

**Doses are calculated as administered based on subtracting remaining inventory of doses reported by facilities from the doses they were allocated.

DOSES REPORTED BY STATE SYSTEMS AND HOSPITAL LISTS, BY WEEK OF VACCINE SHIPMENT ARRIVAL

The reporting of vaccine administration data into the state systems is consistently an under-count of actual number of doses administered locally, due to incomplete and delayed reporting into these systems. In order to have a more reliable estimate of vaccine administration by facilities in LA County, we have instituted a weekly survey of administering facilities, through which we are able to obtain self-reported data for number of vaccines administered by each facility. We have presented the cumulative number of doses administered using both sources of data.

Year	Arrival week	Weekly Doses Arriving	Cumulative Doses in County	Cumulative # of Doses Administered	% of Doses Administered
2020	14-Dec	82,875	82,875	63,566 (as of 12/24)	76.7
2020	21-Dec	165,350	248,225	114,522 (as of 12/31)	46.1
2020	28-Dec	109,325	357,550	217,831 (as of 1/7)	60.9
2021	4-Jan	133,575	491,125	344,563 (as of 1/14)	70.2
2021	11-Jan	193,950	685,075	441,430 (as of 1/21)	64.4
2021	18-Jan	168,575	853,650	Pending	Pending

*Weekly and cumulative doses assumes 5 doses per Pfizer vial.

**Cumulative number of doses administered is underreported due to reporting delay and challenges using State systems. Cumulative doses administered 10 days after the week of arrival accounts for reporting delay and the time needed for distribution, appointment scheduling, and vaccine administration.

COVID-19 VACCINE DISTRIBUTION PHASES ATTACHMENT "C"

Phase 1A (Tier 1)

- Health Care Workers at Acute Care Hospitals, Psychiatric and Correctional Facility Hospitals
- Skilled Nursing Facility Health Care Workers and Residents
- EMTs and Paramedics
- Other Long-Term Care Facility Health Care Workers and Residents
- Special Needs Group Living Health Care Staff
- Dialysis and Infusion Centers

Phase 1A (Tier 2)

- Health Care Workers in:
 - Residential Substance Abuse Disorder Facilities
 - Immediate Care Facilities
 - Home Health Care Service
 - Primary Care Clinics
 - Urgent Care Clinics
- Public Health Field Staff
- Field-Based Community Health Workers Doing Work with High Risk of Exposure
- Regional Centers

Phase 1A (Tier 3)

- Health Care Personnel in Specialty Clinics
- Laboratory Workers
- Dental and Other Oral Health Clinic Health Care Workers
- Pharmacy Staff Not Working in Settings at Higher Tiers
- COVID-19 Testing Staff

COVID-19 VACCINE DISTRIBUTION PHASES

Phase 1B*

- Persons 75 years and older
- Frontline Essential Workers:
 - First Responders (Firefighters, Police)
 - Education (Teachers, Support Staff, Daycare)
 - Food & Agriculture
 - Manufacturing
 - Corrections Workers
 - U.S. Postal Service Workers
 - Public Transit Workers
 - Grocery Store Workers

Phase 1C*

- Persons 65-74 years old
- Persons 16-64 years old with High-Risk medical conditions
- Other Essential Workers:
 - Transportation and logistics
 - Food Service
 - Shelter & Housing (construction)
 - Finance (e.g., bank tellers)
 - IT & Communication
 - Energy
 - Media
 - Legal
 - Public Safety (Engineers)
 - Water & Wastewater

Phase 2**

- Persons 16-64 Years Old without High-Risk Medical Conditions

*These are based on preliminary guidance from the CDC ACIP Interim Recommendations for Allocation of COVID-19 Vaccine and may be modified by the State.

**Proposed population to be decided later by the ACIP.

COVID-19 Vaccines

There are many vaccines in development to protect us against COVID -19. Below are some common questions about vaccination and COVID-19 vaccines.

1. Why is vaccination important?

Vaccination is a safe and effective way to prevent disease. Vaccines save millions of lives each year. When we get vaccinated, we aren't just protecting ourselves, but also those around us.

2. How do vaccines protect communities?

When a person gets vaccinated, they are less likely to get a disease or pass the germ on to other people. When more people get vaccinated there are fewer people left for a germ to infect so it is harder for the germ to spread. This is called community immunity or "herd immunity." Herd immunity is important because it protects people who can't get the vaccine, for example, because they are too young or are very sick.

3. How does a vaccine work?

Vaccines work by preparing the body's immune system to recognize and fight off germs. They reduce your risk of getting a disease by working with your body's natural defenses to build protection.

When you get a vaccine, your immune system responds. It:

- Detects the invading germ, such as a virus or bacteria.
- Makes antibodies. Antibodies are proteins produced naturally by the immune system to fight disease.
- Remembers the disease and how to fight it. If you are exposed to the germ after getting the vaccine, your immune system can quickly destroy it before you become sick.

Our immune systems are designed to remember. After we get one or more doses of a vaccine, we are protected against the disease for a period of time. This is what makes vaccines so effective. Instead of treating a disease after it happens, vaccines can prevent us from getting sick in the first place.

4. Can you get COVID-19 from a vaccine?

No. None of the COVID-19 vaccines being developed in the United States have the virus that causes COVID-19 in them. Sometimes people get a fever or feel tired for a day or so after getting a vaccine. These symptoms are normal and are a sign that the body is building immunity. You can learn more about how COVID-19 vaccines work at this [CDC website](https://www.cdc.gov/covid19/vaccines/index.html).

It usually takes a few weeks for the body to build immunity after vaccination. If a person got infected with the virus that causes COVID-19 just before or just after they got a shot they could still get COVID-19. This is because the vaccine has not had enough time to provide protection.

5. Will getting the vaccine cause me to test positive on a COVID-19 test?

No. Vaccines won't cause you to test positive on a viral test (like the swab test) that looks for current COVID-19 infection. You may test positive on some antibody tests. This is because one of the ways that vaccines work is to teach your body to make antibodies.

Frequently Asked Questions (FAQs)

COVID-19 Vaccines

See the public health [testing webpage](#) to learn more about COVID-19 tests.

6. How many COVID-19 vaccines are there?

Around the world over 50 COVID-19 vaccines are being tested in humans. Only a few vaccines are being studied in volunteers in large-scale (phase 3) clinical trials in the United States to see how well they work. See the guidance on [clinical and vaccine trials](#) to learn more about phase 3 studies.

7. How many shots of COVID-19 vaccine will I need?

Most of the COVID-19 vaccines that are being tested are given in two doses a few weeks apart. It is important to get the same kind of vaccine for both shots.

8. Will I have to pay to get a COVID-19 vaccine?

No. Your doctor or pharmacy may charge a fee for giving the vaccine, but it should be covered by public and private insurance companies. People without health insurance can get COVID-19 vaccines at no cost. There are no out-of-pocket payments.

9. Will there be enough vaccine for everyone?

There won't be enough for everyone right away. Plans have been made to spread these limited vaccines in a fair, ethical, and transparent way. Healthcare workers and people living in long-term care facilities (such as nursing homes) will be offered the vaccine first. The goal is for everyone to be able to easily get a COVID-19 vaccination as soon as large quantities are available; this may take a few months.

10. Why do we need a vaccine if we can do other things, like social distance and wear masks?

We need to do as much as we can to stop the pandemic. Vaccines boost your immune system so it will be ready to fight the virus if you are exposed. Other steps, like masks and social distancing, help lower your chance of being exposed to or spreading the virus. Together, these tools offer the best protection from COVID-19.

11. If I have already had COVID-19, do I still need to get vaccinated?

Yes, you do need the vaccine even if you have had COVID-19. We don't yet know how long you are protected after you have had COVID-19, so it is important to have the vaccine to strengthen your immunity.

12. Should I get a flu shot?

Yes! It is likely that the viruses that cause influenza (flu) and COVID-19 will both be spreading this winter. A flu shot only protects you from the flu, but at least it means you won't run the risk of getting flu and COVID-19 at the same time. This can keep you from having a more severe illness. Getting a flu vaccine now is more important than ever. If you are likely to get the COVID-19 vaccine soon, ask your doctor about the best time to get the flu shot. This is because the two vaccines may have to be given several weeks apart.

Frequently Asked Questions (FAQs)

COVID-19 Vaccines

13. What can I do now to help protect myself from getting COVID-19 since a vaccine is not yet available?

You should cover your mouth and nose with a face covering when around others, avoid close contact with people who are sick, practice physical distancing, and wash your hands often. See guidance for [reducing your risk](#). You should continue to do this even after you get a vaccine.

Myths about COVID-19 Vaccines

Los Angeles County Department of Public Health

Myth 1: The vaccine was developed too fast – I don't think they know enough about it.

The Facts: These vaccines could be made fast and still be safe for three simple reasons.

- There was a lot of research done on the kind of virus that causes COVID-19 before this virus showed up. So scientists had a big head start about the kind of vaccine that would work best to fight this virus.
- A lot of government money was spent to get many companies to work on this vaccine and to put all of their scientists to work on it around the clock. That helped speed everything up.
- While every step that has to be followed to make a new vaccine and be sure it is safe was followed, some of the steps were done at the same time instead of one after another. It is like cooking several parts of a meal at once instead of cooking one course at a time. You get done sooner but it's just as good.

In fact, the two vaccines that have been approved to protect against COVID-19 were studied on more than 70,000 volunteers, including adults of all ages and different racial and ethnic groups, and were found to work very well and be equally safe for all.

Myth 2: Only 1% of people who get COVID-19 die of it. Won't the vaccine kill more people than that?

The Facts: COVID-19 is a lethal disease. Seasonal flu can be very dangerous but it kills about one person in every thousand infected, while COVID-19 kills one out of a hundred people who are infected. No one has died from the two approved vaccines.

- Some people wonder if that could be just because volunteers who took part in vaccine trials were not tracked for long enough for us to know if there will be deaths. It's true that we only have 3 months of experience watching people who got these vaccines, but we do have experience with other vaccines and the vast majority of ill effects show up within hours or days. There is no basis for believing we will see something different here.

Myth 3: The vaccines can make you sick with COVID 19

The Facts: The current vaccines don't include the virus in any form – no live virus, no weakened virus, no dead virus. You just cannot get the disease from the vaccine.

- Some other vaccines use the virus they are fighting in some form to charge up an immune response. The current COVID-19 vaccines do not work that way so there is no way that they could give you COVID-19.
- It is possible to catch the disease in the first few days after your vaccination before the vaccine has a chance to work, but that would not mean you got sick from the vaccine. For most people, the vaccine needs 7 days before it starts to work. And both these vaccines require a second dose before a person is fully protected from getting sick from the virus.

It is easy to be confused about this, because you might feel some side effects for a while after getting the vaccine. In fact, about half of the volunteers who tested these vaccines experienced some side effects: most of these effects were mild and did not require any treatment or change in daily activity and lasted for 1-2 days. What they were feeling was not COVID-19, however, not even a mild case of COVID-19. They were feeling the symptoms of an

Myths about COVID-19 Vaccines

Los Angeles County Department of Public Health

immune response, which means that the vaccine was at work developing antibodies to protect them from COVID-19.

Myth 4: These vaccines use genetic material to fight the virus. That means they can affect our genes.

The Facts: These vaccines do use genetic material, called mRNA (that stands for “messenger” RNA) to fight the virus but it doesn’t do anything to your genes.

- Just as its name says, mRNA works like a messenger. In this case, the mRNA used in the vaccine tells your body to make a protein that kicks your immune system into action. The mRNA lets your body get a message from the virus without having to run into the virus directly.
- But it doesn’t affect your genes. Keep in mind that you encounter genetic material from other plants and animals all the time, when you eat them. Your body breaks them down into their basic chemicals, using the proteins and fats and carbohydrates they contain to give you energy and make your cells work.

Like the food you eat, the mRNA you get in a vaccine does have an affect on your health, but it doesn’t change your genes or your DNA.

Myth 5: They say that childhood vaccines can cause autism – don’t these vaccines contain dangerous chemicals that can have serious health effects?

The Facts: Not true on either count. Childhood vaccines are one of the best and safest protections against dangerous diseases that have been developed and these vaccines have been carefully tested for safety as well.

- First about the autism scare – it was started by an English doctor who was later shown to be a fraud. The lie lived on because some celebrities bought in and ran with it. The result? Millions of dollars wasted on proving the truth over and over (for example, one study looked at every single baby born in Denmark for 8 years and showed there was absolutely no link). Even so, some scared parents still avoid vaccines and we see deadly outbreaks of diseases we could totally prevent.
- The list of ingredients in the COVID vaccines is pretty simple – mRNA, plus some fats (called “lipids,” which is another word for fats) plus some salt and sugar to stabilize the mix. You can actually find the ingredients on the Food and Drug Administration’s COVID-19 vaccine [website](#). Nothing you’ll see is out of the ordinary.

Myth 6: The vaccine contains a micro chip that can be used to track my movements.

The Facts: The vaccine does not contain any kind of tracking device whatsoever.

- This story seems to have spread on the Internet based on a Facebook post that said Bill Gates was planning to use a microchip to identify people who have been tested for COVID-19. In fact, Mr. Gates had commented on a research study that had nothing to do with COVID-19 and nothing to do with anything being implanted. The study was about a method

Myths about COVID-19 Vaccines

Los Angeles County Department of Public Health

to be sure who has gotten vaccinated in countries that have high death rates from vaccine preventable diseases and poor health data systems. Like the story about autism, this is a story that is hard to stop even after it has been debunked over and over.

Myth 7: The vaccine is being pushed on people against their will.

The Facts: Getting the vaccine is totally voluntary. Doctors and public health officials are trying to provide people with good information on the safety and effectiveness of these vaccines so that they can make an informed decision when it is their turn to be offered the vaccine. No one is required to get vaccinated.

Myth 8: You can't trust the people who made these vaccines. Big Pharma –the people who developed these vaccines, are just out to make money, and they pay doctors to say their products are safe.

The Facts: While there are terrible examples of drug companies putting profit before safety (for example, by aggressively promoting highly addictive opioid painkillers), the process for developing these vaccines and the make-up of the products themselves has been transparent, with more information available to independent scientists than ever before.

- The development of these vaccines has been carried out in the public eye. In fact, reviews of vaccine safety and efficacy (a term used to mean that the vaccines work) have been published for anyone to read. That means you or your doctor can read the reviews and decide whether the research seems solid and the findings are believable.
- The people reviewing the research include medical leaders from diverse settings all over the country and observers (non-voting members) representing a wide range of medical groups, including some that have fought hard against medical racism. They have not been paid for this work – they have been involved to verify the quality of the research and to assure that equity is protected throughout the process. For a list of names of the reviewers and the places they work, visit the Advisory Committee on Immunization Practices (ACIP) [website](#). You can learn more about these people by looking them up online.
- Doctors do not make extra money for giving vaccines. They are paid for a medical visit, same as any other primary care visit.

Myth 9: Black and Latinx communities are being singled out to get the vaccine because it hasn't really been proven to be safe.

The facts: There are certainly historical reasons for Black and Latinx communities to fear being singled out. The concern is justified because people of color and marginalized groups have, in the past, been coerced and subjugated to participating in drug trials and medical procedures without informed consent, patient protections, or ethical practices. That is not the case here, however. Black and Latinx communities have not been singled out to get the vaccine. But groups are being offered the vaccine based on the risks faced by the people in the group. So, the answer is NO to singling anyone out but YES, Black and Latinx communities could be

Myths about COVID-19 Vaccines

Los Angeles County Department of Public Health

offered the vaccines earlier than other communities where infection, hospitalization and death rates have not been as high.

Consider the following:

- The two vaccines now available were tested on diverse populations. In fact, efforts were made to assure inclusion of Black and Latinx volunteers in proportions equal to their proportion in the population just to make sure there weren't factors that would make a vaccine less effective or less safe in either of those groups. A big effort was made to include members of those groups, to assure that they would not be victims of medical neglect, which is the other side of the coin in regard to medical racism.
- The very top priority for getting vaccinated now that the vaccines are available are frontline workers in healthcare. This includes clinical staff such as doctors, nurses, and therapists as well as people who work in other areas like laboratories and hospital environmental services. They are prioritized because they are at higher risk of being exposed to the virus and they are critical to keeping other people alive. These same criteria are being used to decide who is next in line, as we need to prioritize vaccinating some people before others while there is limited supply of the vaccine. Once there is plenty of vaccine available, everyone who wants to get vaccinated should have easy access to the vaccine.
- There is good reason for Black and Latinx communities to demand equal and early access to vaccination. Black and Latinx residents, along with Native Americans and Native Hawaiians, have been most likely to be infected (often as a result of poor working or living conditions), most likely to require hospitalization if infected, and most likely to die from COVID-19. They're also the communities that suffer most severe consequences if illness excludes them from the workforce. If you see billboards or hear advertising encouraging Black and Latinx residents of LA to opt for vaccination, it reflects these concerns. LA wants those who have been hardest hit to have the opportunity to be vaccinated as soon as possible.

The stakes for Black and Latinx residents of LA are high. Please read what you can about the vaccines from reliable sources and talk to well-informed people you trust – your doctor, a science teacher you know, a pharmacist – and ask them to respond to your questions and concerns. Your questions are important and deserve to be answered by knowledgeable and trusted individuals.

Myth 10: **I don't need the vaccine if I already had COVID-19.**

The Facts: **We don't know how long natural immunity – the immunity you get from having been sick – lasts. We also don't know if it is complete. There have been a few well-documented cases of people being infected twice. So even if you have had COVID-19 and recovered, you will benefit from the vaccine.**

COVID-19 Vaccine Scams

Whenever there is a health crisis, scammers will find ways to cheat people out of their money. During the coronavirus pandemic, scammers are using robocalls, social media posts, and emails to take advantage of fear, anxiety, and confusion about COVID-19. They sell things that don't work, charge money for things that are free, and steal personal information. Now that the [COVID-19 vaccine](#) is in Los Angeles County, scammers are targeting local residents with new, vaccine-related schemes. Beware!



COVID-19 vaccine is being distributed in Los Angeles County in a fair and transparent way. If someone offers to sell you a chance to get vaccinated before it is your turn, it's a scam.

- Vaccine is only being offered to healthcare workers and people who live in long-term care facilities (for example nursing homes) right now.
- Essential workers who cannot work from home are likely to be offered the vaccine next because they are at high risk of being exposed to the COVID-19 virus. Older adults, and adults with medical conditions might also be next because they are more likely to become very sick if they get COVID-19.
- Children under 16 years of age will not be offered vaccine in the near future. The vaccines are not allowed to be given to this age group.
- As more vaccine is available it will be offered to everyone. **This will likely take months. Vaccine may not be offered to the general public until Spring/Summer 2021.**
- Information about how to get the vaccine will be posted on the Public Health's [COVID-19 webpage \(ph.lacounty.gov/Coronavirus/vaccine/\)](https://ph.lacounty.gov/Coronavirus/vaccine/) when vaccine is available for different groups.
- If you have questions, talk to your doctor. Call 2-1-1 or visit the [211LA website](#) if you need help finding a doctor.

COVID-19 vaccine will be given to Los Angeles County residents at no cost and *regardless of immigration status*. If someone says they can get you a special, low cost deal, or get you the vaccine under the table, it's a scam.

- You will not be charged a fee or co-pay to receive a COVID-19 vaccine. The doctor or pharmacy may charge a fee for giving the vaccine, but it should be covered by public and private insurance companies. People without health insurance can get COVID-19 vaccines for free.
- You will NOT be asked about your immigration status when you get a COVID vaccine. Your medical information is private. Your doctor is not allowed to share it with immigration officials.
- Visit the Los Angeles County [Office of Immigrant Affairs COVID-19 page](#) for updates on COVID-19 for immigrant residents.

A RED FLAG is a warning sign or signal that something might be a scam. Look out for these COVID-19 vaccine red flags:

- Someone offers to move you into an earlier group to get the vaccine for a fee.
- Someone tries to sell you a place on a COVID vaccine waiting list. **There is no "vaccine waiting list".**
- Someone on the street, online, on social media, or knocking on your door tries to sell you a shot of vaccine.

In one local COVID vaccine scam, a man reported that he was offered vaccines for his entire family at \$49 per person. Luckily, the man's credit card company declined the payment. Vaccines can only be given by licensed medical providers.

Be a smart health care consumer

COVID-19 Vaccine Scams

- You get calls, texts, or emails about the vaccine. The caller asks for your personal or financial information. It can be your Social Security, bank account or credit card number. NEVER share these numbers or other personal information with an unknown caller or in a text or email.
- You see ads for fake vaccines or “miracle cures” using vitamins or other dietary supplements. Scammers promote these even though they have not been proven to work. The FDA has issued warning letters to many companies for selling products that claim to prevent, treat, or cure COVID-19.
- If anyone that isn’t well known in your community (like a doctor, a health care clinic, a pharmacy, a County health program) offers you a vaccine – think twice and check with your doctor. Don’t let the scammers win!

In fact, always talk to a doctor or other healthcare provider before taking any vaccine, medicine or health product.

Get Help

- **Find a doctor:** call 2-1-1 the LA County information line or visit the [211LA website](#).
- **Find resources like food, medicines, and other essential supplies:** call 2-1-1 or visit the [211LA website](#), or the Public Health [resource webpage](#).
- **Report a possible COVID-19 scam and get help trying to get your money back:** contact the LA County Department of Consumer and Business Affairs (DCBA): [dcba.lacounty.gov](#) or 800-593-8222.
- **Report suspicious claims being made about vaccines, testing or treatment products:** report to the FTC at [ftc.gov/complaint](#)

Stay up to date – with trusted information

Beware of fake news and hoaxes as well as COVID-19 scams

Coronavirus Updates

- Visit [ph.lacounty.gov/media/Coronavirus](#), sign up for press releases, or follow us @lapublichealth
- Visit the County’s COVID-19 webpage [covid19.lacounty.gov](#)
- Check the CDC’s website [www.cdc.gov/coronavirus](#)

Scam Alerts

Stay up to date on the latest scams and precautions you and your family should take.

- Learn about recent scams from the Los Angeles County Consumer and Business Affairs' [consumer alerts](#)
- Visit the Los Angeles County [Office of Immigrant Affairs COVID-19](#) webpage
- Sign up for the American Association of Retired Persons (AARP) [Fraud Alerts Watch](#)
- Sign up to receive the Federal Trade Commission’s [consumer alerts](#)

Learn about other common COVID-19 Scams and Fraud by visiting [ph.lacounty.gov/hccp/covidscams](#).

Sign up for the COVID-19 Vaccine Email Newsletter

To sign up for regular updates on the COVID-19 vaccine, please visit the [COVID-19 Vaccine](#) web page.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager
By: Timothy T. Hou, Director of Community Development

Date: February 1, 2021

Subject: Presentation and Discussion of the Draft Community Outreach Plan by Azure Development, Inc., for the Opportunity Site at Parking Lot No. 3

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file a presentation regarding a draft community outreach plan (Attachment "A" – Community Outreach Plan Presentation) with Azure Development, Inc. ("Azure") in accordance with an Exclusive Negotiation Agreement (Contract No. 1959); and
- b. Provide staff with direction regarding the draft community outreach plan, as appropriate.

BACKGROUND:

1. On March 4, 2019, Kosmont Companies, the City's economic development consultant, presented its Downtown San Fernando Economic Development and Asset Analysis in an informational City Council study session. Subsequently, the City Council directed staff to designate the City-owned Parking Lot No. 3 site as a potential development opportunity site.
2. On September 24, 2019, the City hosted a Downtown Opportunity Site Community Meeting. Feedback from the Community Meeting and related online survey are summarized in a Memorandum that is available on the City of San Fernando website at SFCITY.ORG/Economic-Development.
3. On December 19, 2019, the City issued a Request for Developer Qualifications ("RFQ") for Parking Lot No. 3 Mixed/Blended-Use Development Opportunity – 1.44 Acres on San Fernando Mission Blvd. and Celis St. to over 200 entertainment and mixed/blended-use developers (available on the City of San Fernando website at SFCITY.ORG/Economic-Development).

Presentation and Discussion of the Draft Community Outreach Plan by Azure Development, Inc., for the Opportunity Site at Parking Lot No. 3

Page 2 of 4

4. On January 31, 2020, the City received a response to the RFQ from a development team led by Azure, a real estate development corporation, based in Commerce, CA, which was vetted and determined to be a responsible developer that met the qualifications in the RFQ.
5. On July 20, 2020, the City Council approved an Exclusive Negotiation Agreement (ENA) (Contract No. 1959) with Azure Development, Inc., for a one-year term, with two 6-month options to extend, to conduct project feasibility study, and, if feasible, to negotiate a development agreement for the Parking Lot No. 3 opportunity site.

ANALYSIS:

Overview of the Development Opportunity Site.

Parking Lot No. 3 is an approximately 1.44-acre site owned by the City that is bounded by San Fernando Mission Boulevard to the northwest, Celis St. to the northeast, Pico St. to the southwest, and a set of commercial buildings fronting Maclay Ave. to the southeast. The site lies within the Downtown Residential overlay of the Downtown District of the Corridors Specific Plan ("SP-5") area zone.

While the site is currently being used as a 144-space public parking lot, the City has been interested in redeveloping the surface parking lot through a public-private partnership. As noted in SP-5, "The Downtown District is established for the purpose of creating a lively, mixed-use, transit-oriented 'center of the city' where the community of San Fernando comes together." Accordingly, the City pursued a catalytic blended-use project that develops connections with the main-street shops of the San Fernando Mall along with existing and future transit lines. Through the RFQ process, the City sought a blended-use developer to evaluate development of the site to achieve goals of the Downtown District.

Terms of Exclusive Negotiation Agreement (ENA).

The City and Azure entered into an ENA to establish a specific limited period of time to negotiate regarding the terms of the development of the project on the site. The ENA period requires time to perform project shaping and due diligence work, study feasibility of the project, conduct community outreach and collect community input, and, if feasible, negotiate terms for a binding development agreement for a project to move forward.

The following is a summary of the salient terms of the ENA:

- Non-binding agreement that outlines the City's and Azure's obligations and timeline to negotiate exclusively and in good faith;
- 12-month ENA period and, if Azure has performed and progress milestones achieved, then the City could extend for up to two 6-month periods;

Presentation and Discussion of the Draft Community Outreach Plan by Azure Development, Inc., for the Opportunity Site at Parking Lot No. 3

Page 3 of 4

- Azure to reimburse City for expenses incurred, including \$10,000 payment following ENA approval, an additional \$15,000 progress payment following City's approval of a pro forma and funding structure;
- Milestone schedule:
 - Within 90 days, Azure will submit community outreach plan, pro forma, financing plan, schedule, due diligence, project / plan submittal;
 - Within 120 days, City staff to complete plan review and provide feedback to Azure, followed by updates / revisions within 210 days;
 - Within 240 days, craft a draft development agreement and finalize project development proposal; and
 - Within 365 days, present project development proposal and development agreement to City for review / approval.
- Azure to advise City staff on progress via bi-weekly meetings/conference calls, and City Council upon request; and
- Default triggered termination of agreement provisions, which allow parties to walk away.

First Milestones and Draft Community Outreach Plan.

Staff and the project team from Azure hold bi-weekly virtual meetings to discuss project progress. In accordance with the first major task milestone in the ENA schedule of performance, on November 9, 2020, Azure submitted initial pro forma, financing plan, project development schedule, community outreach plan, determination of suitability, site plans and a project description. Staff subsequently completed a submission review and returned staff comments to Azure on December 17, 2020.

Of particular importance, the community outreach plan is the draft plan documenting how Azure will involve the community and stakeholders in the site planning process and update them on the progress of the proposed project. At this time, staff and Azure desire to present the draft community outreach plan to City Council for direction prior to implementation. Although not a requirement under the ENA, all parties believe that it will potentially benefit the project in light of the ongoing COVID-19 pandemic and the fluid social (physical) distancing restrictions.

Azure proposes utilizing the following community input and outreach tools:

- Stakeholder meetings
- Phone Outreach
- Town hall meetings on Zoom
- Digital engagement
- Project hotline
- Small and local business engagement
- Door-to-door outreach

Presentation and Discussion of the Draft Community Outreach Plan by Azure Development, Inc., for the Opportunity Site at Parking Lot No. 3

Page 4 of 4

Azure proposes beginning community outreach within the next few weeks and continuing with the ongoing effort throughout the remainder of the ENA due diligence period.

BUDGET IMPACT:

There is no budget impact for discussing this item. Note that Azure is responsible for all costs related to implementation of the draft community outreach plan, and is responsible for reimbursing City for staff and consultant costs related to the ENA. The terms of the ENA included Azure providing a \$10,000 payment following ENA approval, an additional \$15,000 progress payment, and with any additional reimbursement costs to be defined.

CONCLUSION:

Staff recommends that the City Council receive and file the presentation on progress and provide direction, as appropriate, for the next steps of the community outreach plan due diligence for the development opportunity site at Parking Lot No. 3.

ATTACHMENT:

A. Community Outreach Plan Presentation

ATTACHMENT "A"

PARKING LOT NO. 3: DOWNTOWN SAN FERNANDO

Draft Community Outreach Plan



Prepared by: Azure Development on January 26, 2021

THE IMPORTANCE OF COMMUNITY OUTREACH

Respectful and quality Community outreach is the cornerstone of every Azure Development project. Azure takes a non-traditional approach to outreach opting for **direct contact** versus the customary townhall model. In our experience, only a small segment of the Community participates in the townhall meetings. We believe that it is important to engage those active members of the Community and also the families and residents that are less aware of City-related activities but care deeply about the growth of their City.

The following **Community Outreach Plan** has been customized specifically for **Parking No. 3: Downtown San Fernando** and the proposed mixed-use project. Our approach is based on years of experience successfully implementing development throughout the Southwest in Communities like the City of San Fernando.

This Plan, though, is a framework created during the current pandemic and is subject to change as conditions improve. We have adjusted our Plan for the limitations imposed on Los Angeles County and in order **to keep the public safe and healthy** while still engaging residents through all components of the project development.

Azure Development does not engage a third-party public relations firm to lead its Community engagement. We believe it is imperative that **we hear directly from residents** about what they want for their project. Azure employees lead Community outreach and are accountable for its successful implementation. We take the approach that the Community should decide what they would like to see on every site we develop. We base our projects on what is needed in the Community, is financially feasible and is achievable. We engage the Community from the start of a project, through construction, tenant selection, local hiring and post opening. We know we are guests of the City and hope to gain the trust and respect of residents, stakeholders and local businesses through our actions.



ATTACHMENT "A"

GOALS AND OBJECTIVES

In addition to introducing the proposed project and the development team to the Community, this Community Plan will specifically **gather input on the following questions and issues:**

1. Naming and logo for the Project,
2. Architecture and design for the Project,
3. Feedback on the proposed land-use components,
4. What is the ideal retail tenant make-up,
5. What are current shopping patterns in Downtown San Fernando,
6. Ideal design features to include in the housing units,
7. Ideal sale price and affordability pricing,
8. Feedback on selection of homeowners by City,
9. Feedback on community amenities,
10. Feedback on green space and public spaces,
11. Use of public parking lot,
12. Understanding of current transportation patterns and modes of transportation,
13. Local hiring approach, and
14. Small Business inclusion and opportunities.



Beginning on March 1, 2021, Azure implement this Community Outreach Plan that will inform the site plan creation and development of the mixed-use project.



COMMUNITY PLAN COMPONENTS

This Community Plan is **divided into the following seven (7) components** intended to reach every sector of the City of San Fernando from **March to June 2021:**

1. STAKEHOLDER MEETINGS
2. PHONE OUTREACH
3. TOWN HALL MEETINGS ON ZOOM
4. DIGITAL ENGAGEMENT
5. PROJECT HOTLINE
6. SMALL AND LOCAL BUSINESS ENGAGEMENT
7. DOOR TO DOOR OUTREACH



ATTACHMENT "A"

COMMUNITY PLAN COMPONENTS: STAKEHOLDER MEETINGS

STAKEHOLDER MEETINGS are an important tool used to engage various members of the Community. A STAKEHOLDER can be a Neighborhood Watch Block Captain, a Women's Club, a local Native Tribe, or a member of a City Commission.

All meetings will be conducted virtually or in small social-distanced outdoor settings. All meetings will include the same materials to ensure that we obtain conclusive results from the various groups.

STAKEHOLDER MEETINGS will be conducted from March through June 2021.



COMMUNITY PLAN COMPONENTS: PHONE OUTREACH

PHONE BANKING OR OUTREACH is currently the most effective tool to reach residents during the pandemic. The PHONE OUTREACH will follow the same format used during the stakeholder meetings and digital survey process to make sure data is statistically comparable.

Azure employees participate in the PHONE OUTREACH to hear directly from residents and to better understand the needs of the Community.

PHONE OUTREACH will be conducted from **March through April 2021** and will be conducted in English and Spanish.



ATTACHMENT "A"

COMMUNITY PLAN COMPONENTS: TOWN HALL MEETINGS

TOWN HALL MEETINGS, albeit currently through a virtual setting, are a traditional Community outreach strategy. Our Community Outreach Plan includes two (2) Zoom Town Hall Meetings for the Community.

The TOWN HALL MEETINGS are an opportunity for residents to meet the development and design team. All meetings will be conducted in **English and Spanish**, as needed, and coordinated with the City team. The TOWN HALL MEETINGS will be focused on engaging with local residents on design components of the project. In addition, we will be seeking feedback on the sale price of the homes and the types of tenants the Community wants to see in Downtown San Fernando.

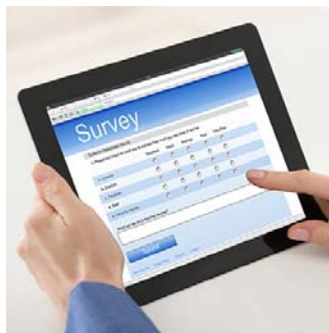
The TOWN HALL MEETINGS will be conducted in **April 2021** and will include one option on a **week-night and one option on a week-end**. In our current experience, we believe it may be challenging to attract attendance in this virtual setting. We have seen Communities experience fatigue with virtual meetings but we will offer this forum for those that wish to participate.



COMMUNITY PLAN COMPONENTS: DIGITAL ENGAGEMENT

DIGITAL ENGAGEMENT is an integral tool to any successful Community Outreach Plan, especially during the current pandemic.

Azure uses digital engagement to keep residents updated and answer questions throughout the development of the project. The following tools will be employed through digital engagement:



1. **SOCIAL MEDIA:** Azure will create a SOCIAL MEDIA footprint for the project on Facebook and Instagram. An Azure employee will monitor engagement on social media and reply to any questions or concerns.
2. **WEBSITE:** Azure will make available project information on our existing website. Our website is updated on a regular basis as the development project evolves.
3. **DIGITAL SURVEY:** Although Azure takes a direct approach to obtain feedback from residents, we do not always get to all residents at home or through Stakeholders meetings. We have discovered that younger residents are receptive to completing a survey on-line. We often have found that when we asked residents to complete a survey and offer a gift card drawing, we collect hundreds of responses. The goal is to collect survey responses to supplement the data we gather from meetings and town halls. This digital outreach also helps capture a diverse segment of the Community that will not respond through other channels.



ATTACHMENT "A"

COMMUNITY PLAN COMPONENTS: PROJECT HOTLINE

The creation of a **PROJECT HOTLINE** is another method to provide ongoing information to the Community **all day, every day**.

Beginning **March 1, 2021**, Azure will create a PROJECT HOTLINE OR PHONE NUMBER that can be accessed for questions, concerns or to get updates on the project. The information will be provided in English and Spanish.

We believe it is important to provide **multiple sources of information** as some members of the Community may not have ready access to wifi technology and may prefer to call on the phone.



COMMUNITY PLAN COMPONENTS: SMALL BUSINESS ENGAGEMENT

SMALL AND LOCAL BUSINESS ENGAGEMENT includes outreach to area businesses and their active participation in all parts of the development process. Specifically, the strategies include:

1. **DIRECT TENANT OUTREACH:** Meetings will be held with existing local businesses in Downtown San Fernando. The goal of the meetings is to obtain input about the project, understand what works in the area and how the project can help address any existing issues in the Downtown. These meetings will include the Downtown Mall Association.
2. **THE CITY OF SAN FERNANDO CHAMBER OF COMMERCE:** The business community is a source of knowledge about what factors impact successful development. We will join and engage with the local business community to involve them in all components of the project development.
3. **PROPERTY OWNER OUTREACH:** A property owner can sometimes be a separate entity than a local tenant and can have a dramatically different perspective. We will engage property owners directly through meetings, direct mail and digital surveys to understand their perspective on local development.
4. **LOCAL REALTOR COMMUNITY:** The proposed project includes a for-sale housing component. We will meet with local realtors and brokers to understand the market, the needs of the Community and obtain their suggestions for the development. We believe local realtors can be active allies in helping prepare local residents for homeownership.
5. **LOCAL MORTGAGE BROKER COMMUNITY AND BANKS:** Like realtors and brokers, we will meet with local banks and mortgage lenders to understand the market, the needs of the Community and obtain their suggestions for the development. We believe lenders can also be active allies in helping prepare local residents for homeownership.



ATTACHMENT "A"

COMMUNITY PLAN COMPONENTS: DOOR TO DOOR OUTREACH

Azure has successfully implemented its Community Outreach Plans through direct contact in a **DOOR TO DOOR OUTREACH**. Our experience is that working families have limited availability to attend meetings but want to express their concerns and feedback for projects in development. By going DOOR TO DOOR we are able to meet those needs to achieve a successful development project.

Los Angeles County has issued a **new policy and protocol for keeping employees and residents safe** when conducting DOOR TO DOOR OUTREACH. We will be employing those tools that include:

- Staying six (6) feet away from the individual at the door
- Wearing a face covering at all times
- Remaining outside the home at all times
- No shaking of hands
- All employees must carry hand sanitizer and use it often



DOOR TO DOOR OUTREACH will begin **when conditions are deemed safe by LA County, currently projected for May to June 2021**. Azure employees participate in the outreach to hear directly from residents and to better understand the needs of the Community. All homes in the City of San Fernando will be contacted in person, twice, to obtain as much feedback as is possible.



ABOUT THE DEVELOPER: AZURE COMMUNITY DEVELOPMENT

ABOUT AZURE

Azure Community Development is a 501(c)(3) non-profit organization focused on creating exceptional projects throughout the Southwest. Azure, founded in 2016, is positioned for continued growth with over \$200 million in current projects.

Azure is focused on creating **housing development using** financial assistance from state, local and federal housing programs that benefit the future owners and renters of our projects.

Azure was created to develop **transformational projects** in collaboration with and in harmony with the **Communities they serve**. Each development gives back to the Community with local hiring, architectural excellence, affordability or a carefully selected tenant mix.

Azure empowers its employees to create **innovative buildings** in a team-based environment. All projects feature an attention to detail, design and respect for area residents. Our core values of integrity, creativity and self-responsibility drives our mission and each task that we commit to.

The firm is a **certified Small Business, Minority Business and processing a Women Owned Business certification**. www.azuredevelopmentco.com



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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager
By: Matt Baumgardner, Director of Public Works

Date: February 1, 2021

Subject: Presentation and Discussion Regarding an Update on the Results of the Energy Efficiency Resources Audit of City-Owned Facilities and Adoption of a Resolution Appropriating Funds to Apply for the Self-Generation Incentive Program

RECOMMENDATION:

It is recommended that the City Council:

- a. Receive and file a presentation from staff and Engie Services providing an update on the results of the Energy Efficiency Audit on City facilities and related energy upgrades;
- b. Adopt Resolution No. 8052 (Attachment "A") appropriating \$30,000 in the Capital Grants Fund (010) to pay the application fees for rebate incentives under the Self-Generation Incentive Program for the Police Facility and Compressed Natural Gas (CNG) station;
- c. Discuss options related to installing Wi-Fi equipment on City-owned streetlight poles as part of a proposed energy efficiency upgrade; and
- d. Provide direction to staff, as appropriate.

BACKGROUND:

1. On December 20, 2018, a Request for Proposals (RFP) for an Energy Efficiency Resources Audit was published on the City's website and sent to energy efficiency consulting firms that had expressed interest in submitting a proposal for the requested service.
2. The City subsequently received five proposals to conduct an energy efficiency resources audit.
3. On July 1, 2019, City Council approved Contract No. 1913 with Engie Services U.S., Inc. (Engie) to conduct an Energy Efficiency Resources Audit.

Presentation and Discussion Regarding an Update on the Results of the Energy Efficiency Resources Audit of City-Owned Facilities and Adoption of a Resolution Appropriating Funds to Apply for the Self-Generation Incentive Program

Page 2 of 6

ANALYSIS:

Engie Services U.S., Inc. (Engie) conducted an audit in FY 2019-2020 of all City-owned facilities to identify energy and water saving opportunities. The audit identified a comprehensive list of potential energy efficient upgrades with the goal of identifying projects that can be constructed through a “paid-from-savings” program that finances the upgrade using reduced utility and maintenance costs. The upgrades that have been initially identified for a paid-from-savings program are indicated by a checkmark in the table below. A checked box indicates that the cost to finance the facility improvement will, at a minimum, be covered by the energy savings that are realized each year.

Viable Energy and Water Savings Solutions at City Facilities.

<u>City Facility</u>	<u>LED Lighting & Controls</u>	<u>Centralized Irrigation Controls</u>	<u>HVAC Replacement</u>	<u>HVAC Smart Thermostats</u>	<u>Well Pump VFDs</u>	<u>Solar (PV)</u>	<u>Battery Energy Storage</u>	<u>EV Chargers</u>
City Hall	✓	✓		✓			✓	
PW Ops Center	✓	✓		✓		✓	✓	
Police Facility	✓	✓	✓	✓		✓	✓	✓
City Yard	✓							
Las Palmas Park	✓	✓		✓				
Recreation Park	✓	✓		✓				
Pioneer Park	✓	✓						
Rudy Ortega Sr. Park	✓	✓						
Layne Park		✓						
Pacoima Wash Park		✓						
Well 2A	✓				✓			
Well 3	✓							
Well 4A	✓				✓			
Well 7A	✓							
Lower Reservoir pumps	✓							
Arroyo Avenue pumps	✓					✓		
Parking Lots 1-12	✓							
City-Owned Streetlights	✓							

Presentation and Discussion Regarding an Update on the Results of the Energy Efficiency Resources Audit of City-Owned Facilities and Adoption of a Resolution Appropriating Funds to Apply for the Self-Generation Incentive Program

Page 3 of 6

Benefits of energy and water saving upgrades.

- LED Conversion benefits for facilities, sports fields, parks and City owned streetlights include high-efficiency, uniform lighting; long life with very low to no maintenance; and improved outdoor lighting for safety.
- Centralized irrigation controls allow the Operations Division to instantly update watering schedules, adjust for changing weather, or diagnose leaks.
- Replacing aging HVAC units at the Police Station will ensure that a cost-efficient system will provide reliable comfort for staff and the community. This measure will replace all of the old units, tune-up the newer units and upgrade all with updated controls for a complete building system upgrade.
- Upgrading thermostats will reduce excessive operation while providing comfort to the occupants, and trouble-shooting capability for the maintenance & operations staff.
- Upgrading water well pumps to variable speed control can improve operability, extend the life of the well pumps while improving the overall reliability and efficiency of the water system.
- Solar Photovoltaic (PV) panels at the Police Department and CNG Station can offset up to 43 percent of the annual electricity consumption through on-site, clean energy generation.
- Battery Energy Storage Systems (BESS) coupled with the PV panels at City facilities can store solar energy through battery technology to be used at a later time. Battery energy storage generally serves to supplement peak loads and provide grid stabilization.

Solutions Identified, but not recommended at this time.

The Engie audit identified more than 80 potential improvements throughout all City facilities. In addition to the preliminary list of viable paid-from-savings measures above, the following list describes the solutions that provide a benefit to the City, but did not generate sufficient energy savings to be included in the preliminary scope. These may be included into the final scope as funding sources, such as grants or other financial incentives become available.

- Expand the scope for solar PV, HVAC replacements, and EV Chargers to additional City buildings and parks.
- New LED light fixtures for the reservoirs will improve the safety and visibility of the site.

Presentation and Discussion Regarding an Update on the Results of the Energy Efficiency Resources Audit of City-Owned Facilities and Adoption of a Resolution Appropriating Funds to Apply for the Self-Generation Incentive Program

Page 4 of 6

- New Sports Lighting will provide uniform lighting for safety and community benefit.
- Motor & Pump Replacements and Electrical Switchgear Upgrades will increase the reliability of systems which provide important City services.
- New HVAC systems in City Hall, Operations Center, Recreation Center and La Palmas Park will provide improved comfort to address specific rooms, isolating from the rest of the buildings.
- Smart Nodes for the City-owned Streetlights will allow the City to monitor all the City owned streetlights in an online dashboard, increasing awareness of any outages and the ability to address any outages.
- Power resiliency systems will utilize the solar PV and battery energy storage systems to provide emergency power when the utility power is off. This would be particularly helpful to provide power at the cooling centers during the SCE Public Safety Power Shut-off events and brown outs during high temperature days at the Las Palmas Park and Recreation Park facilities.

Financing of Energy and Water Saving Improvements.

The approximate cost for the more than 80 improvements identified in the audit and analysis is \$11.5 million. An approximate cost of \$4.5 million is estimated to complete the improvements outlined in the preliminary scope of viable projects listed in the table above. Engie is currently assisting the City in developing financing for these improvements through a combination of options, including Proposition 68 grants, the Self-Generation Incentive Program (SGIP) rebates, an irrigation system grant, and private placement or other debt financing for the balance. The group of improvements being considered should result in annual net positive revenues from energy savings after all financing payments are made. When complete financing options are available, staff will return to City Council at a future date for further discussion and direction.

Self-Generation Incentive Program (SGIP).

The SGIP aims to support the advancement and deployment of distributed energy storage systems (BESS). Rebates through this program of up to 35 percent of the cost of these systems are available from the California Public Utility Commission (CPUC) through Southern California Edison (SCE). Application fees of five percent are required to reserve the rebate incentive when a project application is approved. Engie submitted applications for five locations – the Police Facility, City Hall, the CNG Station, Las Palmas Park and Recreation Park. At this time, three of the five BESS projects in the City received preliminary funding through a lottery selection – the Police Department, CNG Station, and City Hall. Upon further review, Engie recommends removing the City Hall application since the cost of the project not able to be covered by the annual energy savings. The SGIP applications for the Police Department and CNG station total

Presentation and Discussion Regarding an Update on the Results of the Energy Efficiency Resources Audit of City-Owned Facilities and Adoption of a Resolution Appropriating Funds to Apply for the Self-Generation Incentive Program

Page 5 of 6

\$583,950 and require a five percent application fee of up to \$30,000 to proceed, if the applications are approved. The options available to the City include the following:

- 1) Cancel the application(s) – there is no fee or penalty, if this option is selected.
- 2) Authorize staff to remit the application fees directly to the CPUC SGIP program.
(RECOMMENDED)

Public Wi-Fi Access.

Measure SF was approved by voters in the November 2020 election and included increasing funding for public Wi-Fi among its uses. While there are several ways to accomplish this, two options are presented for Council feedback. The first is a broad city-wide system through street pole mounted routers. A system like this could provide coverage to most of the community, but has the potential for gaps in the signal and at a high installation cost. The second is to provide service in designated areas accessible to the community. Potential areas are the downtown business zone and the community centers at Las Palmas Park and Recreation Park. The first option's cost of installation would be lower than the second option's cost, and the City could use these locations as pilot installations to gauge community benefit. It should be noted that these are hardware installation costs only and that consideration will need to be given to ongoing service costs for providing the public Wi-Fi access. Staff requests discussion, feedback, and direction from the City Council on which option to investigate further.

BUDGET IMPACT:

The City is working with Engie to identify financing sources and grants to move forward with the "paid-from-savings" projects. Final financing plans will be presented to City Council for review and approval prior to moving forward with the projects.

Funding to cover the SGIP application fees are not currently included in the FY 2020-2021 budget. If City Council directs staff to move forward with the SGIP applications, City Council should adopt proposed Budget Resolution No. 8052 appropriating \$30,000 in the Capital Grants Fund to pay the application fees. If the City receives the grants and moves forward with the project, the application fees, according to grant guidelines, will be reimbursed by the granting agency.

CONCLUSION:

It is recommended that the City Council receive and file the presentation on the results of the Energy Efficiency Audit; approve the applications for rebate incentives under the Self-Generation Incentive Program for the Police Facility and CNG station and rescind the application for City Hall;

Presentation and Discussion Regarding an Update on the Results of the Energy Efficiency Resources Audit of City-Owned Facilities and Adoption of a Resolution Appropriating Funds to Apply for the Self-Generation Incentive Program

Page 6 of 6

approve a budget adjustment and authorize staff to pay application fees up to \$30,000; and provide direction on next steps in exploring public Wi-Fi access options.

ATTACHMENTS:

A. Proposed Budget Resolution No. 8052

RESOLUTION NO. 8052

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN FERNANDO, CALIFORNIA, AMENDING THE BUDGET
FOR THE FISCAL YEAR 2020-21 ADOPTED ON JUNE 15, 2020**

WHEREAS, the City of Council has received and considered the proposed adjustment to the budget for Fiscal Year 2020-21, commencing July 1, 2020, and ending June 30, 2021; and

WHEREAS, the City Council has determined that it is necessary to amend the revenues and expenditures of the current City budget; and

WHEREAS, an annual budget for the City of San Fernando for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, a copy of which is on file in the City Clerk’s Office, was adopted on June 15, 2020.

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

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

SGIP: Self-Generation Incentive Program

Increase in Revenues	\$30,000
010-3686-XXXX	

Increase in Expenditures	
010-370-XXXX-4600	\$30,000

PASSED, APPROVED, AND ADOPTED this 1st day of February, 2021.

Sylvia Ballin, Mayor

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. 8052, 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 1st day of February 2021, 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 _____ 2021.

Julia Fritz, City Clerk

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager

Date: February 1, 2021

Subject: Discussion and Consideration of the Programs Funded Through the Fiscal Year 2020-2021 Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act and the Fiscal Year 2021-2022 Community Development Block Grant Program Year Funding Allocation

RECOMMENDATION:

It is recommended that the City Council:

- a. Discuss the use of the additional Community Development Block Grant (CDBG) funding provided through the Coronavirus Aid, Relief, and Economic Security Act (CDBG-CV) and related CDBG Ad Hoc Committee recommendation;
- b. Discuss potential programs and projects to fund for the Fiscal Year (FY) 2021-2022 CDBG program, and related CDBG Ad Hoc Committee recommendation; and
- c. Provide staff direction, as appropriate.

BACKGROUND:

1. On January 19, 2021, the City Council discussed the programs funded through the FY 2020-2021 CDBG-CV funds and potential projects/programs to fund through the FY 2021-2022 CDBG funding allocation (Attachment "A").
2. On January 19, 2021, the City Council appointed an Ad Hoc Committee (Pacheco, Rodriguez) to work with staff and the City's CDBG consultant to discuss the CDBG-CV and FY 2021-2022 CDBG funded projects/programs and develop related recommendations to City Council.
3. The CDBG Ad Hoc met on January 22, 2021 and January 25, 2021 to discuss these projects/programs and develop recommendations to City Council, which are included in the Analysis section of this report.

Discussion and Consideration of the Programs Funded Through the Fiscal Year 2020-2021 Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act and the Fiscal Year 2021-2022 Community Development Block Grant Program Year Funding Allocation

Page 2 of 5

ANALYSIS:

Subsequent to the January 19, 2021 City Council discussion regarding the CDBG-CV and FY 2021-2022 CDBG Program, the Ad Hoc Committee met to develop a recommendation related to using the unspent CDBG-CV funds (approximately \$40,000) and a recommendation related to programs to allocate the FY 2021-2022 CDBG Program funds (approximately \$229,000). The Ad Hoc Committee agreed on a guiding principle for both programs, which serves as the foundation for the programs that are being recommended. The guiding principle is to provide temporary relief to the City's most vulnerable residents and businesses and use that opportunity to give applicants access to tools and other available resources through financial and technical counseling services.

With that guiding principle in mind, the Ad Hoc Committee has developed recommendations that have two components: 1) temporary relief to the most vulnerable populations; and 2) information related to other available resources and tools.

CDBG-CV (Special Allocation).

The current CDBG-CV programs provide temporary relief to vulnerable residents through the Residential Food Distribution Program and vulnerable small businesses through provision of critical Personal Protective Equipment (PPE), disinfectant, and signage to assist with complying with the Los Angeles County Health Order.

The Ad Hoc Committee recommendations are as follows:

- Continue the Residential Food Distribution Program and Business PPE Program until the currently allocated CDBG-CV funds are fully expended;
- Direct staff to develop informational material on additional assistance and resources available to residents and businesses; and
- Direct staff to distribute that informational material to each beneficiary of the CDBG-CV programs going forward.

CDBG (Regular Allocation).

In order to receive FY 2021-2022 CDBG funding in July/August 2021, the City must identify and submit an overview of those projects/programs by the end of February 2021. The City does not need to develop specifics for each program at this time, but does need to submit a summary of the objectives for the proposed programs.

Discussion and Consideration of the Programs Funded Through the Fiscal Year 2020-2021 Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act and the Fiscal Year 2021-2022 Community Development Block Grant Program Year Funding Allocation

Page 3 of 5

For the regular FY 2021-2022 CDBG allocation, the Ad Hoc Committee recommends the following programs:

Water/Sewer Utility Assistance Program – Water/Sewer Utility Bill credit for residents impacted by COVID-19.

- Budget: \$45,980 (This is considered a Public Service project and is, therefore, capped at 20% of the total allocation).
- Program:
 - a. Provide a utility bill credit of up to \$500 per recipient. The actual credit amount may be less to maximize the number of recipients.
 - b. Provide financial counseling services from a third party firm (preferably a non-profit organization) to connect applicants with other available resources and programs (e.g., rent/mortgage assistance, credit card debt assistance, unemployment assistance, student loan debt assistance, food insecurity, etc.).
- Process: San Fernando residents would need to complete and submit an application with some socio-economic information (required by CDBG) as well as optional questions regarding other financial assistance needs and authorization allowing the City (through a third party servicer) to contact the applicant to provide financial counseling services and connect them with additional resources.
- Marketing: The application will be included in water/sewer utility bills and advertised through City email, City social media, City website, local newspaper, etc.
- Awards: If the City receives more applications than available credits, a lottery system would be implemented to award credits. All applicants would receive financial counseling services regardless of whether they are awarded a utility bill credit.

Business Grant Program – Grants to businesses impacted by COVID19.

- Budget: \$183,925
- Program:
 - a. Provide a business grant of up to \$5,000 per recipient. The actual grant amount may be less to maximize the number of recipients.

Discussion and Consideration of the Programs Funded Through the Fiscal Year 2020-2021 Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act and the Fiscal Year 2021-2022 Community Development Block Grant Program Year Funding Allocation

Page 4 of 5

- b. Provide financial counseling and/or technical assistance services from a third party firm (preferably a non-profit organization) to connect applicants with other available resources and programs (e.g., lease assistance, technical assistance for loan applications, technical assistance for shifting business model to online and accept credit cards, etc.).
- Process: San Fernando based businesses would need to complete and submit an application with some socio-economic information (required by CDBG) as well as optional questions regarding other financial assistance needed with authorization allowing the City (through a third party servicer) to contact them to provide counseling/technical assistance and connect them with additional resources.
- Marketing: The program would be advertised through the San Fernando Chamber of Commerce, San Fernando Mall Association, City emails, City website, City social media, San Fernando Restaurant Association, local newspaper, etc.
- Awards: If the City receives more applications than available grants, a lottery system would be implemented to award available grants. All applicants would receive financial counseling/technical assistance services.

To establish new programs for funding using the City's FY 2021-2022 CDBG allocation, the City Council will need to conduct a public hearing and provide a general description of the program. The details of the program, including utility credit/grant amounts, application process, and award of a contract with a firm that can provide counseling/technical assistance services, can be finalized after the program is established with the Los Angeles Community Development Authority. If the proposed programs are approved, staff recommends that the Ad Hoc Committee continue to work with staff to continue to refine the program requirements.

BUDGET IMPACT:

CDBG-CV (Special Allocation).

The City's allocation of CDBG-CV funds is \$136,373, which was allocated to the programs discussed in prior sections of this report. To date, a little more than \$90,000 has been spent, which leaves approximately \$40,000 remaining to continue to implement the existing programs or re-allocate to new programs.

CDBG (Regular Allocation).

The City's allocation of annual CDBG funds is \$229,905, which needs to be appropriated for the FY 2021-2022 program year. Based on City Council direction, staff will return at a future City Council meeting to present projects/programs for review and approval.

Discussion and Consideration of the Programs Funded Through the Fiscal Year 2020-2021 Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act and the Fiscal Year 2021-2022 Community Development Block Grant Program Year Funding Allocation

Page 5 of 5

CONCLUSION:

It is recommended that the City Council discuss and provide direction to City staff regarding the FY 2020-2021 CDBG-CV programs and FY 2021-2022 regular CDBG projects/programs.

ATTACHMENT:

- A. City Council Agenda Item No. 10 with Attachments (1/19/21)

ATTACHMENT "A"



AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager

Date: January 19, 2021

Subject: Discussion and Consideration of the Current Allocation of the Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act and Discussion of the Fiscal Year 2021-2022 Community Development Block Grant Program Year Funding Allocation

RECOMMENDATION:

It is recommended that the City Council:

- a. Discuss the use of the additional Community Development Block Grant funding provided through the Coronavirus Aid, Relief, and Economic Security Act, currently appropriated toward the Residential Food Distribution and Personal Protective Equipment for Businesses Programs, and provide related direction;
- b. Discuss potential programs and projects to fund for the Fiscal Year (FY) 2021-2022 Community Development Block Grant program year; and
- c. Provide staff direction, as appropriate.

BACKGROUND:CDBG-CV (Special Allocation)

1. On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which includes \$5 billion in additional CDBG funding to prevent, prepare for, and respond to the Coronavirus (COVID-19) pandemic.
2. On April 7, 2020, LACDA notified the City that an additional amount of \$136,373 in federal CDBG-CARES Act (CDBG-CV) grant funds are now available to the City in response to COVID-19 (Attachment "A").
3. On May 4, 2020, the City Council discussed a number of recommended uses for CDBG-CV funds proposed by staff. City Council directed staff to return at a future City Council meeting with additional options for use of CDBG-CV funds.

Discussion and Consideration of the Current Allocation of the Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act and Discussion of the Fiscal Year 2021-2022 Community Development Block Grant Program Year Funding Allocation

Page 2 of 5

4. On May 18, 2020, the City Council further discussed recommended uses for CDBG-CV funds, directed staff to focus on using the funds to provide Personal Protective Equipment (PPE) to residents and businesses and food assistance for residents in need, and formed an Ad Hoc Committee (Fajardo, Mendoza) to work with staff to develop the recommended programs and allocations to each program.
5. On July 6, 2020, City Council appropriated the CDBG-CV funds to the following programs:
 - a. Residential Food Distribution (\$100,000)
 - b. Small Business PPE (\$25,000)
 - c. Administration (\$11,373)

CDBG (Regular Allocation)

1. The City of San Fernando receives an annual allocation of federal Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) through its participation in the Los Angeles Urban County CDBG Program administered by the LA CDC. CDBG funds can only be used for eligible Community Development projects meeting national program goals, which include assisting the low and moderate income residents of the community.
2. This will be the 47th year that the federal government has made CDBG funds available to counties and cities across the nation, hence CDBG funding for the upcoming fiscal year (FY 2021-2022) is referred to as “47th year” CDBG grant funds.
3. The projected CDBG funds available in FY 2021-2022, is \$229,905.

ANALYSIS:

CDBG-CV Funds (Special Allocation).

The CARES Act provides CDBG grantees with the flexibility to make it easier to use CDBG-CV funds for coronavirus response. The CARES Act also requires CDBG-CV grantees to prevent the duplication of benefits, which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost.

CDBG-CV funds must be used to cover or reimburse costs to prevent, prepare for, and respond to coronavirus when those costs comply with the CDBG requirements. A summary of appropriate uses is included in the *Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response* (Attachment “B”).

Discussion and Consideration of the Current Allocation of the Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act and Discussion of the Fiscal Year 2021-2022 Community Development Block Grant Program Year Funding Allocation

Page 3 of 5

As previously noted, the City Council approved allocating funds for the following programs:

Residential Food Distribution Program: The City Council allocated \$100,000 in CDBG-CV to assist families impacted by COVID-19. The food distribution program provides a box of non-perishable food items and personal protective equipment (with a value up to \$250) to each qualifying household. These items may include canned meat and vegetables, pasta, sugar and spices, sauces, canned soups and stews, coffee and tea, rice, baby food, and other non-perishable food items. Personal protective equipment (PPE) including masks, hand sanitizer, and disinfectant solution are also provided.

San Fernando Residential Food Distribution events have been held on October 17, 2020, November 21, 2020 and December 19, 2020. A total of 237 applicants have been invited to pick-up their box of non-perishable food and PPE items with more than 200 families being served. To date, \$65,584 of the \$100,000 has been spent. Approximately \$30,000 would be available to re-allocate.

San Fernando Personal Protective Equipment (PPE) for Businesses Program: The City Council allocated \$25,000 in CDBG-CV funding to assist businesses impacted by COVID-19. The program provides a box of essential items (with a value up to \$125) to each qualifying business. These items may include disposable masks (KN95 and/or blue surgical-type), disinfectant wipes, face shields, non-contact thermometers, disposable gloves, and contactless hand sanitizer system.

A San Fernando Personal Protective Equipment (PPE) for Businesses Program distribution was held on Monday, December 14, 2020. A total of 66 applicants were invited to pick-up their box of PPE items with approximately 55 of those businesses being served. To date, \$13,386 of the \$25,000 has been spent. Approximately \$10,000 would be available to re-allocate.

Administrative Expense: In addition to the funding allocation for each program above, City Council allocated \$11,373 for administrative expenses necessary to manage each program. Administrative expenses include reviewing and submitting the self-certification forms to LACDA, preparing and submitting reimbursement requests to items purchased through this program, staff time related to procuring and distributing goods, and costs related to closeout and audit of the programs once completed.

FY 2021-2022 CDBG Funds (Regular Allocation).

Between fiscal years 2006-2007 and 2014-2015, the City's annual CDBG revenue was allocated to repay a Section 108 Loan used to fund construction of the San Fernando Regional Pool facility. Since FY 2015-2016, the City has allocated the annual CDBG revenue of approximately \$230,000 per year to supplement the Residential Street Repaving Program. However, there are other eligible uses for CDBG revenues that the City Council may want to consider.

Discussion and Consideration of the Current Allocation of the Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act and Discussion of the Fiscal Year 2021-2022 Community Development Block Grant Program Year Funding Allocation

Page 4 of 5

To be eligible for CDBG funding consideration, the City's proposed project(s) must meet one of the following two national program general objectives:

- ✓ To benefit low and moderate income persons; and/or
- ✓ To aid in the prevention neighborhood deterioration.

A maximum of 20% of the current year allocation may be devoted to public service projects or programs. CDBG funding is no longer available to pay for the planning and administration as a separately funded program/activity. However, the City can recover planning and administration costs incurred within the administration and implementation of an approved CDBG funded program/project.

Projects submitted under the low and moderate income objective can be qualified by one of two methods. It can be located and primarily serve residents within the "eligible area-benefit zones" (Attachment "C"), or it can be approved as a "direct benefit" project. A direct benefit project is one directly serving only low and moderate income individuals, whose eligibility is determined by obtaining individual/household income and residency verification.

If the project is being submitted under the objective of aiding in the prevention of neighborhood deterioration, the LA CDC requires documentation substantiating deteriorated conditions in the proposed project area. In prior years, a location within an approved redevelopment project area qualified as a project under a presumed slum and blight determination. However, due to the age of many redevelopment plans, this presumed declaration is no longer employed by the CDC.

Some examples of potential projects and/or programs include:

Programs/Projects Subject to Public Service Cap (Subject to 20% cap).

- Senior assistance
- Rental assistance
- Food/supply assistance
- Utility bill assistance
- Homeless assistance

Other Programs/Projects not subject to Public Service Cap.

- Business assistance programs, including grants
- Residential street resurfacing project
- ADA Improvements at City facilities, including sidewalks

Proposed CDBG Funds Allocations.

If the City Council would like to continue to use the FY 2021-2022 CDBG funding to supplement the Residential Street Resurfacing Project, staff will prepare the proper notices and return to City Council for approval in late February 2021. If the City Council would like to explore a different

Discussion and Consideration of the Current Allocation of the Community Development Block Grant Funds Provided Through the Coronavirus Aid, Relief, and Economic Security Act and Discussion of the Fiscal Year 2021-2022 Community Development Block Grant Program Year Funding Allocation

Page 5 of 5

use for the FY 2021-2022 CDBG funding, staff will need to prepare a cost and feasibility analysis of different projects/programs and return to City Council for additional direction.

BUDGET IMPACT:

CDBG-CV (Special Allocation).

The City's allocation of CDBG-CV funds is \$136,373, which was allocated to the programs discussed in prior sections of this report. To date, a little more than \$90,000 has been spent, which leaves approximately \$40,000 remaining to continue to implement the existing programs or re-allocate to new programs.

CDBG (Regular Allocation).

The City's allocation of annual CDBG funds is \$229,905, which needs to be appropriated for the FY 2021-2022 program year. Based on City Council direction, staff will return at a future City Council meeting to present projects/programs for review and approval.

CONCLUSION:

It is recommended that the City Council discuss and provide direction to City staff regarding the allocation of remaining CDBG-CV funding and FY 2021-2022 regular CDBG funding.

ATTACHMENTS:

- A. LACDA Notice of Available Funding
- B. CDBG-CV Quick Reference Guide
- C. CDBG Eligible Area Benefit Zones



GMU BULLETIN

700 West Main Street, Alhambra, CA 91801

NUMBER: 20-0006	SUBJECT: USING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) TO RESPOND TO THE COVID-19 PANDEMIC
DATE: April 7, 2020	EFFECTIVE DATE: IMMEDIATELY
	PAGE 1 OF 3

TO: PARTICIPATING CITIES

This bulletin provides information to Los Angeles Urban County CDBG participating cities on additional funding, revisions to various program provisions, and shares ideas on adjustments cities and service providers are making to provide a rapid response to the critical needs of residents and businesses impacted by COVID-19.

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which includes \$5 billion in additional CDBG funding to prevent, prepare for, and respond to the COVID-19 pandemic. The following is a breakdown of the funding and how HUD plans to allocate it nationwide:

- \$2 billion as a direct allocation to state and local governments through the **existing formula** for all grantees that received a Fiscal Year (FY) 2020-2021 CDBG allocation. The Los Angeles Urban County has been allocated \$13,668,315.
 - The Los Angeles Urban County Participating City CDBG-CARES Act supplemental allocations are included on page 4 of this bulletin. They are based on the current CDBG allocation methodology and are expected to be available by late April.
- \$2 billion allocated directly to state and local governments, at the discretion of the Secretary of the U.S. Department of Housing and Urban Development (HUD), using a **new formula** to be developed by HUD including prioritizing risk of transmission of coronavirus, number of coronavirus cases compared to the national average, and economic and housing market disruptions. HUD has not yet determined the amount the Los Angeles Urban County will receive under this allocation method.
- \$1 billion to States based on a **new formula** developed by HUD including taking into account public health needs, risk of transmission of coronavirus, number of coronavirus cases compared to the national average, and economic and housing market interruptions. States may implement activities within both entitlement areas and in non-entitlement areas that do not receive a direct allocation from HUD or participate in an Urban County program. It is currently unknown how much the Los Angeles Urban County may receive directly or indirectly from the State of California.

Participating Cities

April 7, 2020

Page 2

Revisions to Program Provisions

The CARES Act identifies program provisions that allow revisions to the following CDBG administrative requirements. These provisions apply to current and new FY 2019-2020 and FY 2020-2021 CDBG-funded activities and new CDBG-CARES Act-funded activities to prevent, prepare for, and respond to the COVID-19 pandemic:

- Suspends the 15% cap on public services;
- Allows virtual hearings as long as national or local health authorities recommend social distancing and limit public gatherings for public health reasons; and
- Allows the public comment period for substantial amendments and for the FY 2020-2021 Action Plan to be reduced from 30 days to five (5) days.

Responding to Community Needs

As our cities and other partner agencies have taken precautionary measures to keep their employees and clients safe, many programs are adapting operations to remain focused on the continuity of essential services. The majority of our cities and agencies are complying with the "safer at home" directive by allowing personnel to work remotely and begin to implement alternative methods of service delivery. With your input, an assessment of the operational status of your agencies has identified what programs have proceeded, been modified, or suspended. It has revealed many examples of how agencies have remained proactive in assessing community needs and remaining operational through virtual services and other modifications that adapt congregate activities to virtual services and other changes to program delivery.

On March 18, 2020, through CDBG-EDL message "**HUD Publishes CDBG Quick Guide to Support Infectious Disease Response - COVID19**", we provided information on COVID19-CDBG eligible activities. The following shares ideas on what has been learned about some preliminary local efforts and adjustments you might consider to continue providing valuable services in your community:

ORIGINAL ACTIVITY	MODIFIED OR ENHANCED ACTIVITY
Senior Activities include onsite senior club activities, meals, home visits, case management, information services and referrals.	Virtual case management, referrals, and information services via electronic devices. Meal programs modified to include additional deliveries and "grab & go", group online activities via Zoom or other social platforms, virtual home visits, book clubs, games, links to adventure, hobby, and educational websites.
Handyworker Program activities including minor home repairs and correction of minor code violations.	Staff can conduct program outreach distributing marketing materials while assisting another existing program in the delivery of senior meals or other community efforts.
Home Rehabilitation Program activities include providing grants/loans for eligible home repairs for single-family residences.	Offer broadband infrastructure wiring or broadband (internet) service subsidy to income-eligible households.
Youth Enrichment Program provides onsite activities such as homework assistance, youth development, and recreation programs.	Programs modified to offer teleservices, including online tutoring and virtual classes. "Grab & Go" activity packets may be provided as a service. Re-program funds to purchase equipment and supplies.

Participating Cities

April 7, 2020

Page 3

Other eligible activities jurisdictions may consider are short-term subsistence payments for up to three (3) months of assistance on behalf of an individual or family for rent or utilities and assisting small and micro businesses through loans and grants.

Repurposing and Adding CDBG-Funded Programs

If your agency anticipates having unspent funds due to the suspension of currently funded activities or has available unprogrammed funds, you may amend projects to increase the budgets of other current CDBG-funded programs that are in greater need. As authorized in the CARES Act, participating cities may exceed the 15% public service cap by allocating additional funds to COVID-19-related public service programs. Unless it is a local requirement, no public notice or Council approval is required.

To allocate additional funds to existing CDBG-funded activities that can respond to COVID-19, please send an email request with amendment details to your Contract Manager and they will process the amendment for you. Approved modifications to existing activities may begin immediately and do not have to wait for the amendment to be executed. **The deadline for amendments to existing CDBG-funded activities is May 1, 2020.**

To add a new project or cancel an existing CDBG-funded activity, the CARES Act has reduced the public notice period from 30 days to 5 days. The Los Angeles Urban County Consolidated Plan Citizen Participation Plan is being revised to not require City Council approval for new projects. Unless it is a local requirement, this will not be required for new CDBG-funded activities implemented under the CARES Act.

Further guidance on the process to add new activities utilizing CDBG-CARES Act Supplemental Funding is forthcoming. We will also provide any additional information regarding additional funds and other program requirements and opportunities as soon as it is received.

Thank you for your ongoing partnership. We look forward to working with you in putting CDBG dollars into action to help our residents and communities affected by the COVID-19 pandemic.

Should you have any questions, please contact your Contract Manager.

Sincerely,



DAVON BARBOUR, Director
Community & Economic Development Division

DB:DV:RW:ob

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Enclosure

CDBG-CARES ACT SUPPLEMENTAL FUNDING

CITY	\$ ALLOCATION
AGOURA HILLS	44,646
ARCADIA	180,088
AVALON	24,702
AZUSA	241,825
BELL	290,958
BELL GARDENS	374,513
BEVERLY HILLS	100,414
CALABASAS	59,634
CERRITOS	116,563
CLAREMONT	92,759
COMMERCE	74,890
COVINA	177,848
CUDAHY	220,908
CULVER CITY	130,389
DIAMOND BAR	137,962
DUARTE	97,824
EL SEGUNDO	46,359
HAWAIIAN GARDENS	117,977
HIDDEN HILLS	3,026
HERMOSA BEACH	37,479
IRWINDALE	5,625
LA CANADA-FLINTRIDGE	35,942
LA HABRA HEIGHTS	10,478
LA MIRADA	157,648
LA PUENTE	211,520
LA VERNE	90,230
LAWNDALE	194,224
LOMITA	89,527
MALIBU	39,450
MANHATTAN BEACH	65,663
MAYWOOD	255,354
MONROVIA	127,380
RANCHO PALOS VERDES	86,499
ROLLING HILLS ESTS	17,856
SAN DIMAS	83,006
SAN FERNANDO	136,373
SAN GABRIEL	186,148
SAN MARINO	30,806
SANTA FE SPRINGS	78,692
SIERRA MADRE	24,880
SIGNAL HILL	64,962
SOUTH EL MONTE	128,099
SOUTH PASADENA	73,528
TEMPLE CITY	123,206
TORRANCE	444,081
WALNUT	73,877
WEST HOLLYWOOD	138,241
WESTLAKE VILLAGE	18,250

ATTACHMENT "B"**Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response****REVISED April 6, 2020**

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
Buildings and Improvements, Including Public Facilities	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
Assistance to Businesses, including Special Economic Development Assistance	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Provision of New or Quantifiably Increased Public Services	
<p>Following enactment of the CARES Act¹, the public services cap² has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.</p> <p><i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i></p>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
Planning, Capacity Building, and Technical Assistance	
<p>States only: planning grants and planning only grants.</p> <p><i>See section 105(a)(12).</i></p>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
<p>States only: use a part of to support TA and capacity building.</p> <p><i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i></p>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
<p>Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i></p>	Gather data and develop non-project specific emergency infectious disease response plans.

Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a "substantial amendment" in the grantee's citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

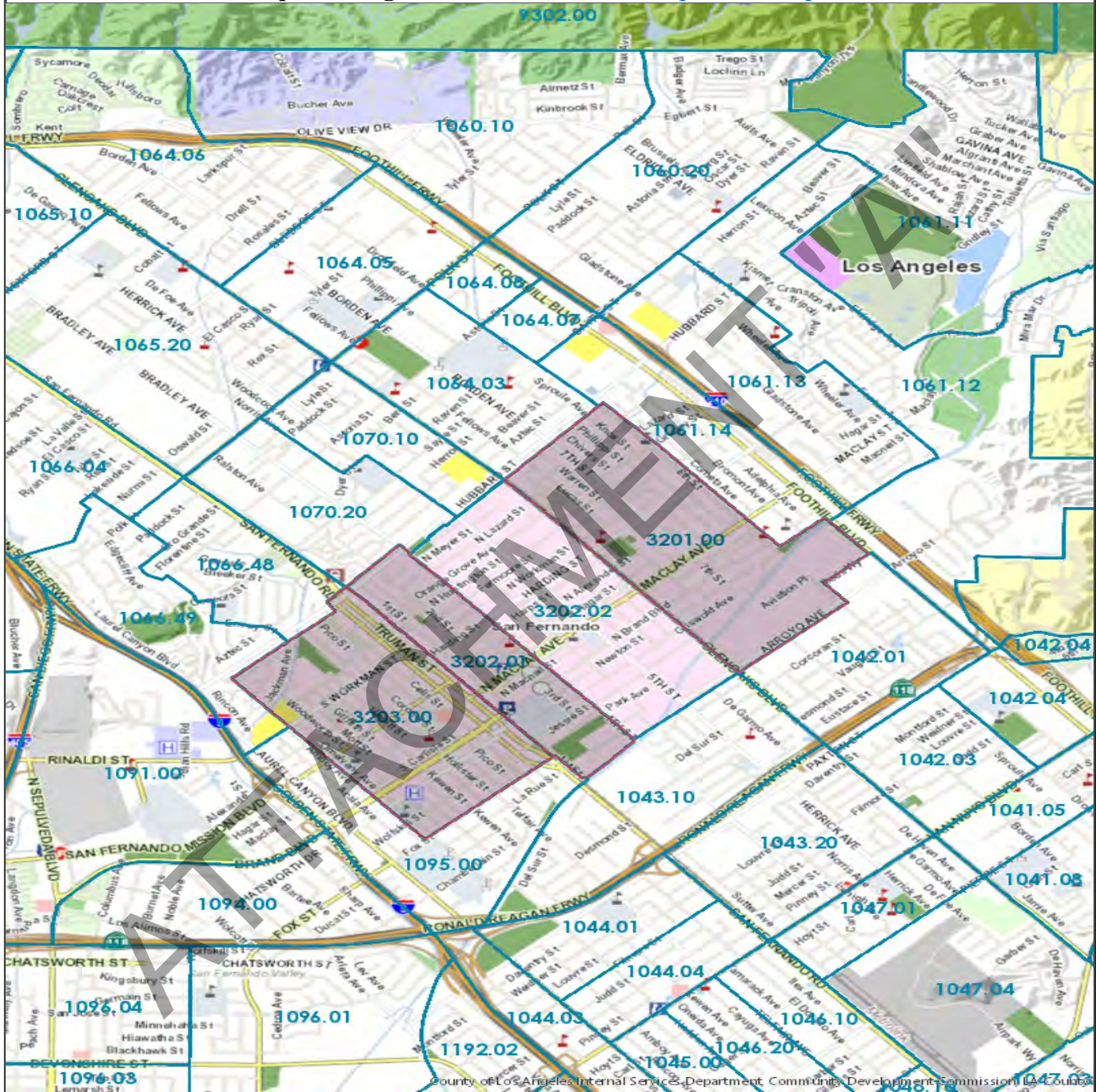
- Submit your questions to: CPDQuestionsAnswered@hud.gov
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

¹ On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

² Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.



Map showing Selected Area [How do I print this report?](#)



2010 Census			City/Community		Low/Mod Data		Population	Political District
Remove	Tract	BG	Name	P	%	Persons	Universe	Total
Remove	3201.00		San Fernando	P	58.81	4605	7830	7828
Remove	3202.01		San Fernando	P	71.83	2665	3710	3712
Remove	3203.00		San Fernando	P	71.57	4795	6700	6739
TOTAL					66.15	12065	18240	18279

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager

Date: February 1, 2021

Subject: Discussion and Consideration of Potential Programs for a Local COVID-19 Stimulus Package for San Fernando Residents and Businesses

RECOMMENDATION:

It is recommended that the City Council:

- a. Discuss potential programs for a Local COVID-19 Stimulus Package for San Fernando residents and businesses;
- b. Provide staff direction, as appropriate.

BACKGROUND:

1. On January 19, 2021, staff provided a presentation updating the City Council on the City's COVID-19 response efforts, which included information on the State and County Health Officer Order, local enforcement, City facility closures, Residential Food Distribution Program, Business Personal Protective Equipment (PPE) Program, COVID-19 testing and vaccinations, and use of local CARES Act and CDBG-Coronavirus (CV) funding.
2. During the COVID-19 response effort discussion on January 19, 2021, Councilmember Hector Pacheco identified a number of programs that he would like City Council to consider as part of a local stimulus package. Councilmember Pacheco requested, and City Council concurred, to place consideration of potential City funded local stimulus programs on the next City Council Agenda.
3. On January 21, 2021, staff met with the Executive Board of the San Fernando Chamber of Commerce to discuss potential support programs for local businesses. The Chamber of Commerce expressed support for fee waivers, Delinquent Business License Penalty Amnesty Program, and a waiver of the mall maintenance and parking maintenance assessment fees as long as it did not result in reduced maintenance of the pedestrian mall or parking lots.

Discussion and Consideration of Potential Programs for a Local COVID-19 Stimulus Package for San Fernando Residents and Businesses

Page 2 of 4

4. On January 22, 2021, staff discussed potential local business and residential stimulus programs with Councilmember Pacheco, which are provided below for City Council consideration.

ANALYSIS:

The COVID-19 pandemic has had a significant financial impact on local businesses and residents since the first “Safer at Home” Order was issued on March 16, 2020. Although cities are responsible for continuing to provide essential services, such as public safety, critical infrastructure maintenance, enforcing the County Health Order, and disseminating COVID-19 related information to residents and businesses, limited funds have been provided by federal and state governments to do this work. Most of the funding for the COVID-19 response, and related financial assistance programs for residents and businesses, has been provided to state and county agencies.

The City Council has worked hard over the last few years to return San Fernando to financial stability and establish a modest “rainy day” fund. Additional steps were taken earlier this fiscal year to reduce personnel costs by implementing a Retirement Incentive Program. Lastly, San Fernando voters approved Measure SF, which is a ¼ cent sales tax that will go into effect in April 2021 and is projected to raise approximately \$750,000 in fiscal year 2021-2022 and more than \$1,000,000 per year thereafter.

Due to these steps, San Fernando is in a better financial position to offer some local financial assistance through temporary fee waivers and interest-free payment plans.

Proposed Local Business Stimulus Programs.

1. **Waive Business License processing fees:** The City charges a \$22 per application fee to process new and renewal business license applications. This processing fee may be waived for 2021 to reduce the cost for a Business License.
2. **Interest Free Payment Plans – Business License:** The City may offer an interest free payment plan (not to exceed 10 months) to allow businesses to pay their Business License over a 10 month period, with full payment due by December 31, 2021. This will impact the timing of when revenues are recorded as a portion of the Business License revenue budgeted in FY 2020-2021 will be deferred to FY 2021-2022.
3. **Business License Delinquent Fee Amnesty Program:** Businesses that do not pay their Business License by February 28th of each year are levied a 10% per month delinquent fee, up to a maximum 100% delinquent penalty. In March 2020, the City Council approved waiving delinquent penalties for FY 2020. However, there are a number of businesses that are

Discussion and Consideration of Potential Programs for a Local COVID-19 Stimulus Package for San Fernando Residents and Businesses

Page 3 of 4

delinquent for prior years and have incurred a significant amount of delinquent penalties. The City may offer a Business License Delinquent Fee Amnesty Program, similar to the program offered in 2015, to waive all delinquent fees if the business becomes current on their business license prior to December 31, 2021.

4. Mall Maintenance and Parking Maintenance Assessment Waiver: Businesses located in the Downtown Area pay a Parking Maintenance and Mall Maintenance assessment that is used to fund maintain the pedestrian mall and downtown parking lots. The City may continue to provide Parking and Mall Maintenance services and temporarily waive this assessment amount, which can be relatively significant based on the businesses' square footage and use, through December 31, 2021.
5. Non-construction Permit Fee Waiver Program: Many activities in the City require an application and approval of a permit from the City, especially when the activities impact the cities right-of-way. Permit fees proposed to be waived through this program would include the following:
 - a. Non-construction Encroachment permits (primarily for property maintenance activity);
 - b. Outdoor Service Permits, including Outdoor Dining Permits;
 - c. Facility rental fees for services provided pursuant to an Outdoor Service Permit;
 - d. Non-construction Planning fees, such as sign and banner permits, mural permits, etc.

Local Resident Stimulus Program.

Similar to the proposed Local Business Stimulus Programs, City Council may extend certain fee waivers and payment plans to residential customers to support residents that have been financially impacted by COVID-19.

1. Interest Free Payment Plan - Water/sewer Utility Bills: The City may offer an interest free payment plan to allow residents to pay their outstanding water/sewer utility bills over a defined repayment period. This will impact the timing of when revenues are recorded as a portion of the water/sewer revenue budgeted in FY 2020-2021 will be deferred to FY 2021-2022.
2. Parking Ticket Reduction Program: During the strict "Safer at Home" Orders, City Council approved a Parking Ticket Reduction Program for residents who were impacted by COVID-19 and received a parking ticket during that time period. City Council may re-institute that program to reduce parking tickets to the minimum \$25 fine to assist residents that are impacted by COVID-19.
3. Local Transportation Support: Many City residents rely on local public transit, including the Mission City Transit Line (San Fernando Trolley) to get to and from their place or work or

Discussion and Consideration of Potential Programs for a Local COVID-19 Stimulus Package for San Fernando Residents and Businesses

Page 4 of 4

other essential businesses (such as grocery stores or medical appointments) in the City. To support residents that use the Mission City Transit line, the City may temporarily waive ridership fares for the remainder of 2021. Additionally, the City may appropriate funds to rehabilitate six (6) of the highest need bus stops to increase safety and cleanliness..

BUDGET IMPACT:

Each program has an estimated cost, which is identified below. In most cases, the estimated “cost” is a loss in revenue generated from each respective program. If City Council directs staff to move forward with any of the programs below, staff will return with an adjustment to the FY 2020-2021 budget.

Stimulus Program	Est. Cost to General Fund	Est. Cost to Other Funds
Waive Business License Processing Fees	\$68,000	-
Interest Free Payment Plan for Business License	-	-
Business License Delinquent Fee Amnesty Program	-	-
Mall Maintenance Assessment Waiver	\$85,000	-
Parking Maintenance Assessment Waiver	\$50,000	-
Non-Construction Permit Fee Waiver	\$4,500	-
Interest Free Payment Plan for Water/Sewer Utility Bills	-	-
Parking Ticket Reduction Program	\$150,000	-
Local Transit Support: Waive Mission City Transit Fares	-	\$15,000
Local Transit Support: Rehab six (6) Bus stops	-	\$78,000
Total	\$357,500	\$93,000

CONCLUSION:

It is recommended that City Council discuss the potential programs for a Local COVID-19 Stimulus Package for San Fernando residents and businesses and provide staff direction, as appropriate.

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Nick Kimball, City Manager
By: J. Diego Ibañez, Director of Finance

Date: February 1, 2021

Subject: Discussion and Presentation of Each Department's Recommended City Council Priorities for the Fiscal Year 2021-2022 Proposed Budget Process

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and discuss each Department's recommendations for City Council Priorities for the Proposed FY 2021-2022 Budget (Attachment "A"); and
- b. Provide staff with direction for FY 2021-2022 City Council Priorities.

BACKGROUND:

1. As part of the budget development process, the City Council is asked to update the City Council Priorities for the upcoming fiscal year. The purpose of setting priorities is to provide the City Manager with guidance for allocating funds in the City Manager's Proposed Budget.
2. On April 20, 2020, City Council reviewed and approved City Council Priorities for FY 2020-2021 (Attachment "B"). Due to the COVID-19 pandemic, most of the City Council Priorities were placed on hold to focus on the City's COVID-19 response effort.
3. In January 2021, the City Manager asked each Department Head to develop a list of recommended priorities for City Council discussion. This request was made for two reasons:
 - a. Update the priority list based on current needs rather than continue to carry over older priorities; and
 - b. Provide each department with the opportunity to identify a vital need in their department to continue to offer the same level of service to City residents.

Discussion and Presentation of Each Department's Recommended City Council Priorities for the Fiscal Year 2021-2022 Proposed Budget Process

Page 2 of 6

ANALYSIS:

City Council Priorities are specific short-term items that are reasonably achievable in the upcoming fiscal year. During a typical budget process, the City Council would be asked to update the City Council Priorities in April. This year, however, staff has changed the process to allow for more discussion of City Council Priorities, which is particularly important with two newly elected City Councilmembers, and to provide each department with the opportunity to present the top needs in each respective department prior to development of the Proposed Budget.

The City has already taken steps to reduce expenditures in the current fiscal year, including reducing staff costs through a Retirement Incentive Program, limiting overtime to critical functions and COVID-19 related activities, delaying General Fund funded capital projects, and restricting non-COVID-19 related purchases. Additionally, many local retailers, restaurants, manufacturers and service providers have experienced a significant loss of revenue, which in turn, affects the City's tax base.

As the country and City continue to struggle with the COVID-19 pandemic, Department Heads looked at projects, programs, and equipment that may be considered by City Council to maintain San Fernando's financial stability, re-build the City's economy after the pandemic, maintain a high quality service delivery for residents, and protect the quality of life by ensuring a safe and clean community.

Due to the ongoing COVID-19 response and election of two new City Councilmembers, it is recommended that the existing FY 2020-2021 City Council Priorities are replaced with new City Council Priorities for each department. A summary of recommended priorities, by department, is provided below. These recommendations are meant to provide guidance and are subject to change based on City Council direction.

Administration Department

1. Coordinate the City's emergency response to the COVID-19 pandemic. (Use existing staff resources)
 - a. Protect continuity of service to the community by prioritizing the health and well-being of City staff; and
 - b. Pursue efforts and programs that benefit San Fernando, including, but not limited to, vaccination and testing opportunities, financial support for residents and businesses, and community engagement to distribute information in an effective manner.
 - c. Provide guidance and support to City Council to protect the City's finances from the impact of COVID-19.

Discussion and Presentation of Each Department's Recommended City Council Priorities for the Fiscal Year 2021-2022 Proposed Budget Process

Page 3 of 6

2. Address Citywide staffing resource challenges:

- a. FY 2021-2022: Fund paid internship position for each Department (total cost approx. \$100,000) and consider additional Police Officer Positions (approx. \$125,000 per position)
 - b. FY 2022-2023: Evaluate additional field maintenance positions (approx. \$60,000 - \$100,000 per position)
3. Develop a process for ongoing legislative monitoring to increase San Fernando's input on legislation impacting local policy. (Use paid intern)
 4. Engage a Community Engagement/Outreach Consultant to evaluate the City's outreach and community information efforts and prepare procedures/guidelines to follow for City programs/projects (approx. \$50,000)
 5. Adopt and implement updated personnel rules and general policies. (Use existing staff resources)

City Clerk's Office

1. Perform an audit of the internal procedure of the existing records retention structure and file management of the City's records. (Use existing staff resources)
2. Ensures that all City Council actions are in compliance with federal, state, and local statutes and regulations and that all actions are properly executed, recorded, and archived.
3. Update digital files to support optical character recognition and implement a file naming convention. (Use existing staff resources and/or Use of paid intern)

Finance Department

1. Upgrade phone system to a hosted VOIP solution. (Needs-Assessment Being Conducted by Valeo Networks)
2. Upgrade the City's aging IT infrastructure. (Needs-Assessment Being Conducted by Valeo Networks).
3. Develop a utility billing system and online permitting/planning. (Needs-Assessment Being Conducted)

Discussion and Presentation of Each Department's Recommended City Council Priorities for the Fiscal Year 2021-2022 Proposed Budget Process

Page 4 of 6

4. Develop multiple online forms for services, requests, and renewals. (Needs Assessment being Conducted Internally)
5. Apply for the Government Finance Officers Association *Distinguished Budget Presentation Award* for the Fiscal Year 2020-2021 Adopted Budget and the *Certificate of Achievement for Excellence in Financial Reporting* for the Fiscal Year 2020-2021.

Police Department

1. Address staffing resource challenges:
 - a. Fund one additional Police Officer Position (approximately \$121,000 with benefits).
 - b. Fund one additional Police Records Specialist (approximately \$74,947 with benefits).
 - c. Convert one Part-Time Community Service Officer (CSO) to Full-time CSO. This employee is already receiving health benefits and is in PERS Retirement system. Only cost would be increase of hours, vacation and holiday time (approximately \$2,863.20).
 - d. Fund one additional Police Sergeant. With the added position, a Sergeant would be assigned as the Detective Commander, therefore, moving one Lieutenant to the Administration Office, which will create even and efficient responsibilities across three Divisions, instead of only two (approximately 184,388 with benefits).
2. Complete and implement the Police Department's Training and Succession plan.
3. Fund Body and In-Vehicle cameras for transparency (Unknown at this).

Community Development Department

1. Certify the City's General Plan 6th Cycle Housing Element Update for 2021-2029 and submit Update to the State of California Department of Housing and Community Development. (Fully funded via SB2 Planning and LEAP Grants)
2. Complete citywide parking management master plan and initiate implementation of parking solution recommendations, as determined by City Council. (Fully funded via SCAG grant)
3. Work with Visioning and Revitalization Ad Hoc Committee to develop economic development and visioning and outreach plan for downtown revitalization.

Discussion and Presentation of Each Department's Recommended City Council Priorities for the Fiscal Year 2021-2022 Proposed Budget Process

Page 5 of 6

4. Collaborate with San Fernando Mall Association to secure resources to develop a downtown marketing plan. (Cost and funding source TBD)
5. Secure funds to establish an urban design and architectural design consultant to assist with project design review. (Est. \$25,000 annual cost, funding source TBD)
6. Secure resources to provide audio recorders for use by field staff. (Est. \$5,000 cost, funding source TBD)
7. Complete computer equipment replacements for remaining department staff to upgrade to Windows 10 operating system. (Est. \$3,000 cost, funding source TBD)

Public Works Department

1. Focus resources on staff efficiency improvements:
 - a. Increased safety/professional development training (\$15,000).
 - b. Increase time and cost efficiency of maintenance activities through one-time equipment purchases: Hot asphalt pothole patching trailer (\$25,000 - \$50,000), Sewer Vacuum Trailer (\$25,000 - \$50,000), and Brush and Weed Removal Equipment (\$25,000).
 - c. New personnel breakroom trailer at City Yard (\$60,000 - \$80,000).
2. Complete the installation of phase 2 of nitrate treatment (Well 3A - \$1,000,000) for the City's water system. Begin design (\$100,000) and identify funding sources for phase 3 installation (Well 2A).
3. Develop master paving and sidewalk repair plans and work with City Council to prioritize the approach to implementation.
4. Examine design elements to incorporate into future infrastructure projects that could leverage new types of funding, such as recycled plastic asphalt pavement, porous asphalt parking lots, and cool pavement surfaces to reduce heat island effect in the City.

Recreation and Community Services Department

1. Complete the Layne Park Revitalization Project design phase and begin the construction phase of the project by requesting RFP's from qualified contractors. (Funded in current year budget)

Discussion and Presentation of Each Department's Recommended City Council Priorities for the Fiscal Year 2021-2022 Proposed Budget Process

Page 6 of 6

2. Establish a youth baseball league for the Las Palmas Park community. (\$25,000)
3. Establish a City of San Fernando reach library to preserve the history and rich cultural identity of the City. (\$15,000)
4. Implement a Focal Point for social services that will assist seniors to stay independent as long as safely possible. (\$10,400)

As staff begins the budget process for FY 2021-2022, updated City Council Priorities will inform development of the Proposed Budget as staff reviews forecasted revenue and service levels for the upcoming fiscal year.

BUDGET IMPACT:

Discussion of City Council priorities and the fiscal year budget process is included in the City Manager and Finance Department annual work programs. Should the City Council propose additional priorities, staff will determine the financial impact and provide that information to City Council at a Budget Study session for final direction prior to budget adoption.

CONCLUSION:

Staff recommends that City Council review and discuss each department's recommended priorities and offer direction for the FY 2021-2022 City Council Priorities to replace the existing FY 2020-2021 City Council Priorities.

ATTACHMENTS:

- A. Recommended Priorities, by Department
- B. City Council Priorities FY 2020-2021



MISSION STATEMENT

The mission of the Administration Department is to sustain and enhance the quality of life in the San Fernando community by implementing City Council policies, developing and maintaining responsive City programs and services within approved budgetary guidelines, providing leadership and motivation to City staff, maintaining and planning for fiscal integrity, and initiating and continuing strong relationships with local and regional businesses and governmental agencies.

DEPARTMENT OVERVIEW

The Administration Department includes the City Manager's Office, Personnel, and management of the City Attorney, Labor Attorney and Fire Services contracts. The Administration Department is responsible for managing day-to-day operations of the City, including, but not limited to, facilitating quality City service delivery to internal and external customers, coordinating inter-departmental cooperation, recruiting and retaining talented staff, and setting overall fiscal policy.

RECOMMENDED PRIORITIES FOR FY 2021-2022

1. Coordinate the City's emergency response to the COVID-19 pandemic. (Use existing staff resources)
 - a. Protect continuity of service to the community by prioritizing the health and well-being of City staff; and
 - b. Pursue efforts and programs that benefit San Fernando, including, but not limited to, vaccination and testing opportunities, financial support for residents and businesses, and community engagement to distribute information in an effective manner.
 - c. Provide guidance and support to City Council to protect the City's finances from the impact of COVID-19.
2. Address Citywide staffing resource challenges:
 - a. FY 2021-2022: Fund paid internship position for each Department (total cost approx. \$100,000) and consider additional Police Officer Positions (approx. \$125,000 per position)
 - b. FY 2022-2023: Evaluate additional field maintenance positions (approx. \$60,000 - \$100,000 per position)
3. Develop a process for ongoing legislative monitoring to increase San Fernando's input on legislation impacting local policy. (Use paid intern)
4. Engage a Community Engagement/Outreach Consultant to evaluate the City's outreach and community information efforts and prepare procedures/guidelines to follow for City programs/projects (approx. \$50,000)
5. Adopt and implement updated personnel rules and general policies. (Use existing staff resources)



MISSION STATEMENT

The City Clerk Department is dedicated to providing courteous, professional, and efficient service to the City Council, City staff, and the community in an ethical and neutral manner while ensuring the governmental process is transparent and open. The City Clerk Department is committed to conducting fair and impartial elections, preserving the City's legislative history, and providing timely access to public records.

DEPARTMENT OVERVIEW

The City Clerk Department is responsible for administering federal, state and local laws pertaining to elections, the Brown Act, the Public Records Act, the Political Reform Act, and AB1234 Ethics Training compliance; oversees City records management; provides legislative support functions including the preparation of agendas and minutes; prepares records and maintains all City Council legislative actions; safeguards the City seal; and performs a variety of other administrative duties in support of the City Council as assigned.

RECOMMENDED PRIORITIES FOR FY 2021-2022

1. Perform an audit of the internal procedure of the existing records retention structure and file management of the City's records. (Use existing staff resources)
2. Ensures that all City Council actions are in compliance with federal, state, and local statutes and regulations and that all actions are properly executed, recorded, and archived.
3. Update digital files to support optical character recognition and implement a file naming convention. (Use existing staff resources and/or Use of paid intern)



MISSION STATEMENT

The mission of the Finance Department is to provide accurate, timely, clear and complete financial information to City Council, City departments, citizens, and the community at large while acting as the chief financial consultant to the City Manager and City Council. The Finance Department is committed to maintaining the financial stability and integrity of the City through sound fiscal policies and procedures that safeguard the City's assets.

DEPARTMENT OVERVIEW

The Finance Department is responsible for providing fiscal oversight and control to all City operating departments. As a central support function, the Finance Department administers and oversees all financial operations, including, but not limited to, working in partnership with other City departments to adhere to the adopted budget, implementing financial control measures, developing financial policies, and maximizing the value of the City's assets. As such, the Department provides quality services in conformance with the highest professional standards.

The Finance Department's primary functions include: accounting, budgeting, business licensing, cashiering, short/long-term financial planning and reporting, technology networking services, payroll services, purchasing, risk management, vendor payments, utility billing, and providing support to internal departments.

RECOMMENDED PRIORITIES FOR FY 2021-2022

- 1) Upgrade phone system to a hosted VOIP solution. (Needs-Assessment Being Conducted by Valeo Networks)
- 2) Upgrade the City's aging IT infrastructure. (Needs-Assessment Being Conducted by Valeo Networks).
- 3) Develop a utility billing system and online permitting/ planning. (Needs-Assessment Being Conducted)
- 4) Develop multiple online forms for services, requests, and renewals. (Needs Assessment being Conducted Internally)
- 5) Apply for the Government Finance Officers Association *Distinguished Budget Presentation Award* for the Fiscal Year 2020-2021 Adopted Budget and the *Certificate of Achievement for Excellence in Financial Reporting* for the Fiscal Year 2020-2021.



MISSION STATEMENT

In partnership with the community, the Police Department is committed to achieving excellence in public safety by providing the highest quality leadership and police services. The Department's purpose is to ensure a safe environment for residents and visitors of San Fernando by providing proactive law enforcement to our diverse community and business members.

DEPARTMENT OVERVIEW

The Police Department is a dedicated group of law enforcement professionals vested in the highest quality of life for the community. Through investigations, patrols, crime prevention, and other specialized services, the Department protects life, property, and the rights of all persons. The Department continues to enjoy strong community support based upon efficient and effective law enforcement operations.

RECOMMENDED PRIORITIES FOR FY 2021-2022

1. Staffing Challenges:
 - Fund one additional Police Officer Position (approximately \$121,000 with benefits).
 - Fund one additional Police Records Specialist (approximately \$74,947 with benefits).
 - Convert one Part-Time Community Service Officer (CSO) to Full-time CSO. This employee is already receiving health benefits and is in PERS Retirement system. Only cost would be increase of hours, vacation and holiday time (approximately \$2,863.20).
 - Fund one additional Police Sergeant. With the added position, a Sergeant would be assigned as the Detective Commander, therefore, moving one Lieutenant to the Administration Office, which will create even and efficient responsibilities across three Divisions, instead of only two (approximately 184,388 with benefits).
2. Complete and implement the Police Department's Training and Succession plan.
3. Fund Body and In-Vehicle cameras for transparency (Unknown at this).



COMMUNITY DEVELOPMENT DEPARTMENT

MISSION STATEMENT

The Community Development Department is committed to serving customers with courtesy and professionalism to support community preservation and economic development, and to protecting public health, safety and general welfare in the built environment.

DEPARTMENT OVERVIEW

The Department staff assists legislative bodies, including the City Council, the Successor Agency, the Planning and Preservation Commission, as well as residents, businesses and property owners within the community to address urban planning, environmental, housing, historic and neighborhood preservation, and other City building and zoning code related matters.

Staff oversees the following activities:

- Ensuring that new building construction adheres to municipal building codes;
- Providing planning and development review to safeguard compliance with the City's general plan and zoning regulations;
- Enforcing municipal building and property maintenance regulations on existing buildings; and
- Facilitating planning, review, and approval of new development, neighborhood preservation, and environmental impact assessment through technical support to the City Council, the Successor Agency, and the Planning and Preservation Commission.

RECOMMENDED PRIORITIES FOR FY 2021-2022

1. Certify the City's General Plan 6th Cycle Housing Element Update for 2021-2029 and submit Update to the State of California Department of Housing and Community Development. (Fully funded via SB2 Planning and LEAP Grants)
2. Complete citywide parking management master plan and initiate implementation of parking solution recommendations, as determined by City Council. (Fully funded via SCAG grant)
3. Continue to develop economic development and visioning and outreach plan for downtown revitalization.
4. Collaborate with San Fernando Mall Association to secure resources to develop a downtown marketing plan. (Cost and funding source TBD)
5. Secure funds to establish an urban design and architectural design consultant to assist with project design review. (Est. \$25,000 annual cost, funding source TBD)
6. Secure resources to provide audio recorders for use by field staff. (Est. \$5,000 cost, funding source TBD)
7. Complete computer equipment replacements for remaining department staff to upgrade to Windows 10 operating system. (Est. \$3,000 cost, funding source TBD)



MISSION STATEMENT

The Public Works Department is committed to providing the highest quality services in the most cost effective manner, while ensuring that the maintenance, construction, and operations of the public facilities and programs under its care are adequate, safe and serviceable to the satisfaction of its customers.

DEPARTMENT OVERVIEW

The Public Works Department provides engineering services and capital improvement planning to ensure a high quality of public infrastructure. The Public Works Department is responsible for rehabilitating and restoring the City's infrastructure (i.e. facilities, streets, water pipelines, sewer system), providing safe and reliable water delivery, improving the flow of traffic, maintaining parkway streets and landscape, cleaning of City streets, overseeing transportation programs, managing the City's sanitary sewer system, and coordinating refuse and recycling programs.

RECOMMENDED PRIORITIES FOR FY 2021-2022

1. Focus resources on staff, including increased safety/professional training (\$15,000), and new personnel breakroom trailer (\$60,000 - \$80,000).
2. Complete the installation of phase 2 of nitrate treatment (Well 3A - \$1,000,000) for the City's water system. Begin design (\$100,000) and identify funding sources for phase 3 installation (Well 2A).
3. Increase time and cost efficiency of maintenance activities through one-time equipment purchases: Hot asphalt pothole patching trailer (\$25,000 - \$50,000), Sewer Vacuum Trailer (\$25,000 - \$50,000), and Brush and Weed Removal Equipment (\$25,000).
4. Develop master paving and sidewalk repair plans and work with City Council to prioritize the approach to implementation.
5. Examine design elements to incorporate into future infrastructure projects that could leverage new types of funding, such as recycled plastic asphalt pavement, porous asphalt parking lots, and cool pavement surfaces to reduce heat island effect in the City.



RECREATION AND COMMUNITY DEPARTMENT

MISSION STATEMENT

The mission of the Recreation and Community Services Department is to develop and implement enriching community, cultural and recreational opportunities that foster the overall well-being and personal development of our community.

DEPARTMENT OVERVIEW

The Recreation and Community Services Department is comprised of four (4) divisions, which include Administration, Community Services, Recreation, and Cultural Arts/Special Events. Together, the divisions provide programming and resources to the community that includes youth/adult sports, day camps, cultural arts, wellness/fitness, senior services, teen programming, volunteer opportunities, and city-wide special events. Each year, an estimated 250,000 individuals are serviced by the Department through organized programming and an additional 200,000 for non-organized activities at park facilities. Combined park visits total approximately 450,000 per year.

PRIORITIES FOR FY 2021-2022

1. Complete the Layne Park Revitalization Project design phase and begin the construction phase of the project by requesting RFP's from qualified contractors. (\$189,804)
2. Establish a youth baseball league for the Las Palmas Park community. (\$25,000)
3. Establish a City of San Fernando reach library to preserve the history and rich cultural identity of the City. (\$15,000)
4. Implement a Focal Point for social services that will assist seniors to stay independent as long as safely possible. (\$10,400)

FISCAL YEAR 2021 – 2022



CITY COUNCIL PRIORITIES

Status Review of Prior and Current Year City Council Priorities Fiscal Year 2020-2021

Description of Goal/Priority	Status	Timeline
1. Work to establish a Property-based Business Improvement District (PBID) .	Included in FY 2020-2021 Department Work Program (City Manager/ Community Development). Staff has met with Downtown Mall Association on a number of occasions to move forward the PBID process.	Work toward implementation by June 2021.
2. Develop a Traffic Calming Policy , including review of existing speed hump procedures.	Included in FY 2020-2021 Department Work Program (Police/Public Works). The City currently has a speed hump policy. Addressing traffic speeds citywide will require a multi-prong approach, including speed humps, bulb outs, and speed enforcement.	Fiscal Year 2020-2021
3. Explore creation of a Rent Stabilization Program.	Included in FY 2020-2021 Department Work Program (Community Development). On April 2, 2019, staff presented City Council with a number rent stabilization regulatory options. Council provided direction to develop additional options, including a possible landlord/tenant mediation structure and renters bill of rights.	Fiscal Year 2020-2021
4. Develop comprehensive list of all deferred maintenance and needed infrastructure improvements.	Included in FY 2020-2021 Department Work Program (Public Works). The City has information on vehicle replacements, tree trimming maintenance, street light replacements, sewer/water main replacement and street pavement. A consultant will be needed to complete the facility study and consolidate the all information into one report.	Fiscal Year 2020-2021

Status of City Council Priorities

Page 2 of 3

Description of Goal/Priority	Status	Timeline
5. Explore possibility of building a pedestrian bridge over the existing rail right-of-way connecting residents and businesses on 1st Street to the Downtown Area.	Staff will discuss this with Metro as part of the East San Fernando Valley Transit Corridor light rail construction project.	To be discussed with Metro.
6. Implement LGBT initiatives from 2013/2014.		
7. Event to teach seniors to use Social Media and ride sharing/transit apps.	Included in FY 2020-2021 Department Work Program (Recreation and Community Services).	Fiscal Year 2020-2021
8. Listing of number of liquor licenses in the City with chart plotting changes over time.	To be provided under separate cover by Community Development.	Fiscal Year 2020-2021
9. Video recording of City Council meetings.	Included in FY 2020-2021 Department Work Program (Administration). Staff will work to implement live audio streaming of Council meetings through a podcast channel and drastically reduce the lag time for audio recordings to be available on the City's website. This may require updating some audio equipment in the City Council Chambers.	Fiscal Year 2020-2021
10. Hold City Hall "Open House" for students.		
11. Study feasibility of a parking permit system.	Included in FY 2020-2021 Department Work Program (Community Development). Will be studied through SCAG grant award to be managed by Community Development.	Fiscal Year 2020-2021
12. Clergy Council/Community event on National Day of Prayer.	Included in FY 2020-2021 Department Work Program (Police). Establishment of a Clergy Council is in the Police Departments ongoing work plan.	Fiscal Year 2020-2021
13. Listing of current contracts with contract expiration dates.	Included in FY 2020-2021 Department Work Program (Administration).	Fiscal Year 2020-2021
14. Social media policy/policy for passwords.	Included in FY 2020-2021 Department Work Program (Administration).	Fiscal Year 2020-2021

Status of City Council Priorities

Page 3 of 3

Description of Goal/Priority	Status	Timeline
15. Down payment assistance for home buyers (similar to City of LA LIPA/MIPA)	Staff is exploring the possibility of partnering with the City of LA to offer a similar program.	
16. Review/update pothole policy and program.	Included in FY 2020-2021 Department Work Program (Public Works). City Council included funding for a “Pothole Buster” Unit in the FY 2019-2020 budget to address potholes quickly.	Fiscal Year 2020-2021
17. Explore Smart City projects that use connected devices (wired, wireless, etc.) to provide efficient services.	Ongoing.	
18. Pursue financing opportunities to leverage local funds to maximize infrastructure, facility, and efficiency improvements.	Ongoing.	

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AGENDA REPORT

To: Mayor Sylvia Ballin and Councilmembers

From: Vice Mayor Mary Mendoza

Date: February 1, 2021

Subject: Discussion and Consideration Regarding the Use of Virtual Backgrounds During City-Related Meetings

RECOMMENDATION:

I have placed this on the agenda for City Council discussion and to provide direction to staff, as appropriate.

BUDGET IMPACT:

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

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