



THE CITY OF  
**SAN FERNANDO**

# BUDGET STUDY SESSION NO. 1

## BUDGET OVERVIEW

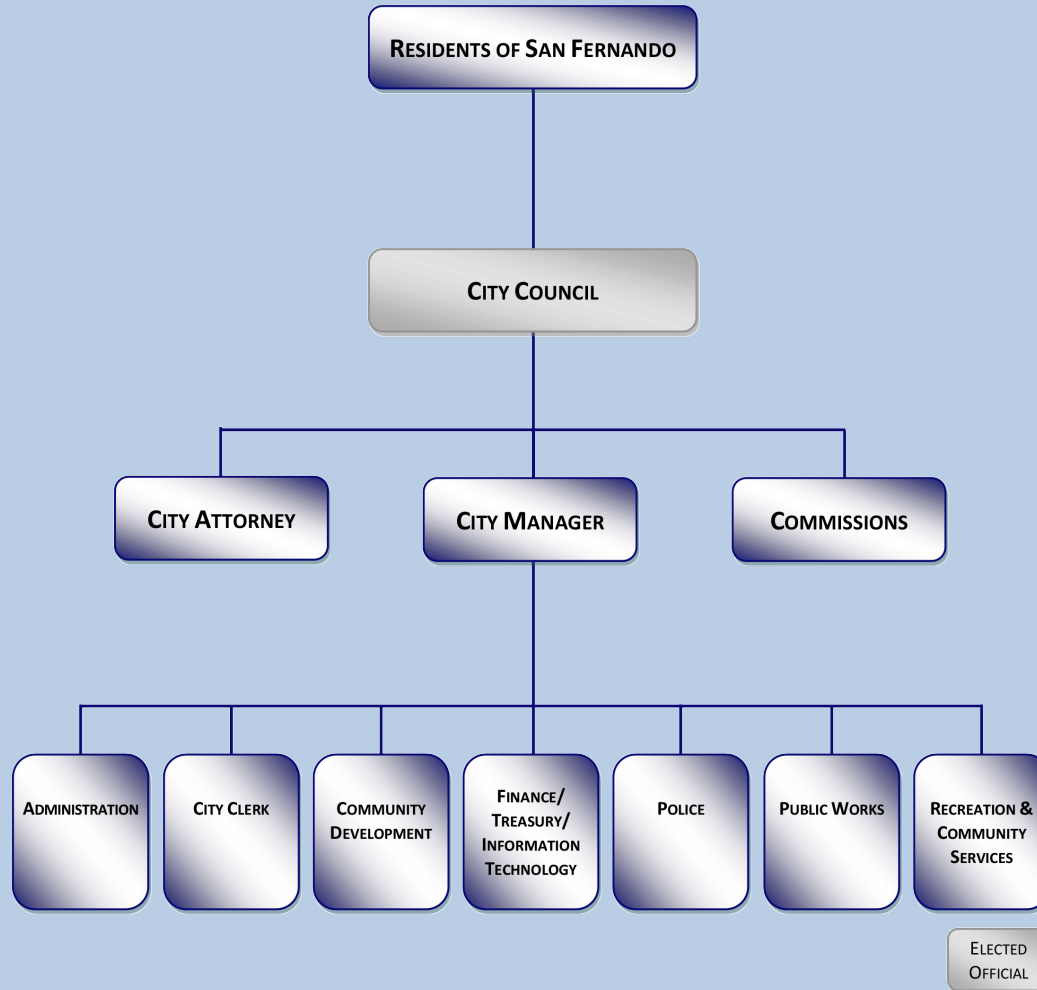
MAY 17, 2021

PRESENTED BY:  
**NICK KIMBALL**  
**CITY MANAGER**



THE CITY OF  
**SAN FERNANDO**

# CITYWIDE ORGANIZATIONAL STRUCTURE





## NATIONAL ECONOMIC OUTLOOK

- Economy had been on long, slow recovery since end of Great Recession (2009).
- Unexpected shock of COVID-19 pandemic rapidly reversed financial strength of last decade.
- Post-COVID... looking to 2021-2022:
  - Gross Domestic Product is rebounding (3.0% in 2021; 3.3% in 2022)
  - Unemployment is rebounding (down to 6.0% from record high of 14.7% in April 2020)
  - Stock Market remained strong through 2020 and first quarter of 2021.
- Threats: Inflationary pressure from large federal spending bills.

## LOCAL ECONOMIC OUTLOOK

San Fernando's local economy has been resilient relative to other Southern California cities.

- Many large employers considered “essential” businesses.
- No significant leisure and tourism industry, which was hardest hit by pandemic related economic restrictions.

Small businesses, which are lifeblood of City's unique character and charm, hit hardest by economic restrictions.

- Local restaurants, bars, breweries, hair/nail salons, laundry services, fitness establishments, etc. significantly impacted. Many will never reopen.

Threats: Many small businesses have had to rely on personal savings, loans, and deferred rent payments to stay open. The true extent of long-term impact of high unemployment, economic displacement, mounting debt, and business failures will not be known for many months.



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## FY 2021-2022 BUDGET OBJECTIVES

- 1) Recover from COVID-19 and invest in the future of City services.
- 2) Restored 10% operating cuts and deferred debt payments from 2020.
- 3) Strategic Goals 2022-2027 served as roadmap for work plans and enhancement requests.
- 4) Enhancements focused on increasing City services to the community, particularly public safety and infrastructure maintenance.
- 5) All Department Accomplishments, Work Plan/Objectives, and requested Enhancements expected to address at least one Strategic Goal.



## FY 2021-2022 PROPOSED BUDGET

Fund	FY 2020-2021 Adjusted Budget	FY 2021-2022 Proposed Budget	% Change
General Fund	\$20,985,461	\$22,180,410	5.7%
Internal Service Funds	\$3,822,489	\$3,912,951	2.4%
Enterprise Funds	\$12,904,179	\$11,249,402	-2.0%
Special Revenue Funds	\$3,096,801	\$3,529,549	14.0%
<b>Total Citywide Budget</b>	<b>\$42,310,887</b>	<b>\$38,645,555</b>	<b>-8.7%</b>

Notes:

**General Fund** – Increase due to restoration of operational cuts and recommended enhancements.

**Internal Service Funds** – Increase due to restoration of Self Insurance Fund Charges and recommended Facility enhancements.

**Enterprise Funds** – Reduction due to unfinished Water/Sewer CIPs that are budgeted in prior years. Remaining budget will be carried forward to FY 21-22.

**Special Revenue Funds** – Additional new funding included in FY 21-22; Primarily for Grant Funded projects and residential street resurfacing projects (excludes Retirement Fund).



## GENERAL FUND HIGHLIGHTS

- 1) Projected Revenues: \$22.351 million
- 2) Proposed Expenditures: \$22.180 million
- 3) Projected Budget Surplus of \$171,000 to General Fund balance and cover unexpected items during the fiscal year.
- 4) Total Enhancement Requests: \$2.75 million
- 5) Recommended enhancements: \$1,448,726
  - a) Ongoing: \$488,601
  - b) One-time: \$905,417

## FOCUS ON COMMUNITY FIRST

- 1) Add four (4) Police Officer positions (3 General Fund and 1 Grant Fund) to increase the total number of sworn Police Officer positions from 31 to 35. (On-going: \$263,830)(includes additional background investigation services for new hires)
- 2) Purchase additional Tasers to equip all Patrol Officers with an additional non-lethal option to improve public safety. (One-time: \$15,000)
- 3) Replace two (2) aging police patrol vehicles and related safety equipment. (One-time: \$120,000)
- 4) Additional POST certified training for Patrol Officers, Police Supervisors, and Detectives for the Supervisor Leadership Institute, Community Policing Training, and other professional development training certified by POST. (One-time: \$21,000)
- 5) Upgrade the part-time Police Records Clerk to full-time, upgrade the Police Department Administrative Assistant to Executive Assistant, and add one (1) part-time Junior Cadet. (Ongoing: \$57,720)



## FOCUS ON COMMUNITY FIRST (CONT.)

- 6) Institute a paid internship program to provide the Administration (shared with City Clerk), Finance, Community Development and Public Works Departments with additional college-level resources to research, update, and develop critical City policies, programs and studies. (Ongoing: \$60,000)
- 7) Upgrade part-time Personnel Assistant to full-time Personnel Assistant. (Ongoing: \$30,000)
- 8) Improve the City's technological efficiency by upgrading the telephone system (to VOIP), upgrade IT infrastructure, and increase network cybersecurity. (One-time: \$126,500)
- 9) Establish a new City managed youth baseball program for the Las Palmas Park community. (On-time \$25,000)
- 10) Upgrade part-time Recreation Program Specialist to full-time Recreation Program Specialist. (On-going \$28,558)
- 11) Increase part-time Recreation Cashier hours to provide clerical assistance in all aspects of the department programs and activities. (On-going \$7,576)



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## SUPPORT ECONOMIC RECOVERY: STRONGER THAN EVER

- 1) Continue funding for Economic Development Consultant. (Ongoing: \$50,000)
- 2) Beautify the Civic Center through investment in public buildings and infrastructure, including modernizing the City's Police Station, City Hall and Public Works support facilities...
  - a) Replace damaged flooring within the Police Facility common areas. (One-time: \$85,000 – Facility Maintenance Fund)
  - b) Replace aging/dilapidated personnel trailer at City Yard. (One-time: \$85,000 – Facility Maintenance Fund)



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## PRESERVE BEAUTIFUL HOMES AND NEIGHBORHOODS

- Engage professional planning and community development firm(s), including, but not limited to, architectural and design review, planning and development review, and historic preservation services, to supplement staff resources and provide additional expertise. (Ongoing: \$30,000)





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## STRENGTHEN CLIMATE RESILIENCE AND ENVIRONMENTAL JUSTICE

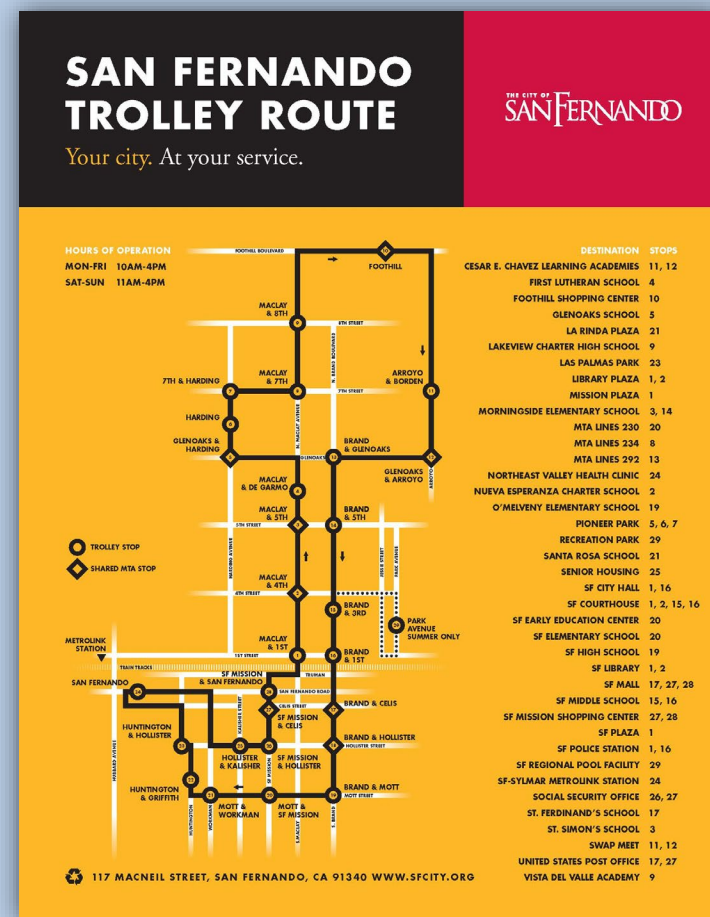
- 1) Construct Phase II of the nitrate treatment system for Well 3A and make all four of the City's groundwater wells fully operational. (One-time: \$1,400,000 – Water Enterprise Fund)
- 2) Begin design phase of third phase of nitrate treatment for the City's highest yield extraction well (Well 2A) and bring full resiliency to the City's water supply. (One-time: \$200,000 – Water Enterprise Fund)
- 3) Add one (1) Pump Operator/Backflow Technician (Water System Operator) to take on increased workload from expanding water treatment system. This position enhancement will ensure compliance with all water system permits as the system continues to grow and expand. (Ongoing: \$105,068 – Water Enterprise Fund)



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# ENHANCE PUBLIC TRANSPORTATION TO MOVE SAN FERNANDO

- Approximately fifteen (15) bus shelters will be addressed using Federal Transportation Administration (FTA) discretionary grant program funds (5309 funds) that are appropriated in the City's Special Capital Funds. (One-time: \$250,816)



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## BUILD RESILIENT AND RELIABLE INFRASTRUCTURE

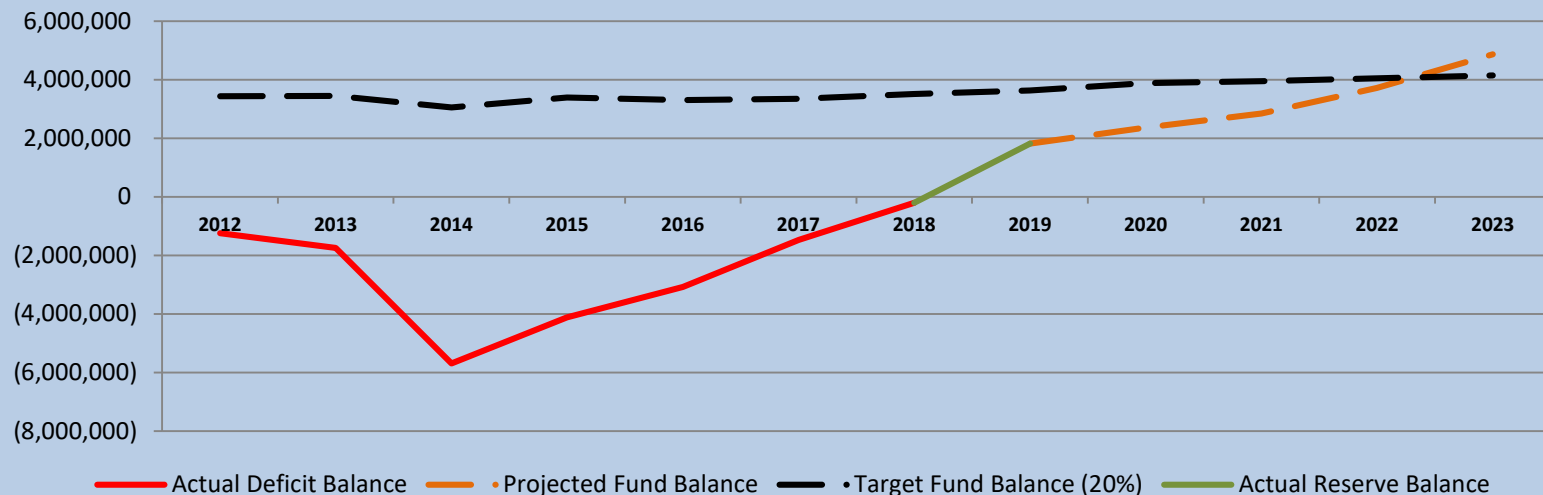
- 1) Hire two new part-time maintenance workers to address maintenance efforts in the downtown mall area and City-owned parking lots; to significantly increase pothole repair program; to assist with sidewalk repairs, weeding, landscape irrigation repairs, and tree planting/watering efforts. (Ongoing: \$35,000)
- 2) Purchase new pothole patching trailer/vehicle to increase the rate at which street maintenance staff are able to repair potholes. (One-time: \$125,000)
- 3) Replace 1978 dump truck used to carry material to repair potholes and is a critical piece of equipment on many small construction projects built by City crews. (One-time: \$100,000)
- 4) Transfer funds to the Capital Improvement Fund to supplement Special Revenue and Grant Funding for residential street resurfacing, slurry seal and sidewalk repair. (One-time: \$500,000)



## FORGE FINANCIAL STRENGTH AND STABILITY

- 1) Repay internal debt deferred in 2020 due to the COVID-19 pandemic. (One-time: \$350,000)
- 2) Engage an experienced public fund investment manager to assist with managing the City's funds and maximize investment income. (Ongoing: \$25,000)

**General Fund: Projected Fund Balance**







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# COVID-19: RESPONDING TO A PANDEMIC

- Additional COVID-19 related cleaning and sanitizing of City facilities for a 3-month period. (Internal Service Fund One-time: \$28,260)

**COVID-19 (Coronavirus)**  
The City of San Fernando Responds.

COVID-19 VACCINE	COVID-19 TESTING	HEALTH OFFICER ORDER	ESSENTIAL SERVICES	RESIDENT RESOURCES	SENIOR CITIZEN RESOURCES
BUSINESS RESOURCES	WORKER RESOURCES	FOOD BANKS & OTHER RESOURCES	COVID-19 (NOVEL CORONAVIRUS)	CONTACT US	

## COVID-19 VACCINE

### UPCOMING COVID-19 VACCINE POP-UP CLINICS IN THE CITY OF SAN FERNANDO

- IBEW Local 11 District 4 Office (400 Chatsworth Dr, San Fernando):** On May 15, 2021, there will be a mobile vaccination clinic offering the Pfizer vaccine. Residents may register online at [Curative.com/sites/26203](https://www.curative.com/sites/26203).
- Kidneys Quest Foundation (1058 N. Maclay Ave, San Fernando):** On May 22, 2021, and May 23, 2021 there will be a mobile vaccination clinic offering the Pfizer vaccine. Residents may register online at [RemediaCare.md-hq.com/schedule\\_unregistered](https://remediarecare.md-hq.com/schedule_unregistered) (select "Mobile Vaccination Site 1", then select the date, then select the "1058 N. Maclay

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## MEASURES A & SF EXPENDITURE PLAN

Expenditure Category	Amount
Repay Internal Debt	\$740,000
Establish Reserves	\$896,308
One-time Enhancements	\$750,510
Transfer to Capital Fund for Streets/Sidewalks	\$500,000
Ongoing Enhancements	\$521,434
Prior Ongoing Enhancements	\$491,748
<b>Total Measure A &amp; SF Uses</b>	<b>\$3,900,000</b>

Additional detail in City Manager's Budget Message in the Proposed Budget



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# STRUCTURE OF BUDGET DOCUMENT

City Manager's  
Budget Message

Proposed Revenue  
and Expenditure

Goals for the  
Upcoming Fiscal Year

Summary of Revenue  
and Expenditures – All  
Funds

Summary of Revenues  
and Expenditures –  
General Fund

Expenditure Detail by  
Department & Special  
Fund

**SUMMARY**

**DETAIL**



# THE CITY OF SAN FERNANDO

## BUDGET SCHEDULE

### Monday, May 17<sup>th</sup>:

#### *Study Session #1*

- Budget Overview
- Administration
- City Clerk
- Finance & IT
- Police Department

### Monday, May 24<sup>th</sup>:

#### *Study Session #2*

- Community Development
- Recreation and Community Services
- Public Works
- Capital Improvement Projects

### Tuesday, June 1<sup>st</sup>:

#### *Study Session #3 (if necessary)*

- Follow-up and additional questions from City Council.

### Monday, June 7<sup>th</sup>:

#### *Study Session #4 (if necessary)*

- Follow-up and additional questions from City Council.

### Monday, June 21<sup>st</sup>:

- Follow-up and additional questions from City Council.
- Adoption of Budget.



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## BUDGET STUDY SESSION

# Administration Department



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# DEPARTMENT ORGANIZATION





# FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

## COVID-19: Responding to a Pandemic

- Enhanced communications and outreach efforts (added 5,700+ emails; added 10,000+ contacts to Alert San Fernando; Total followers on IG [5,500] and FB [10,250])
- Implemented City Council approved COVID-19 Relief Programs (PPE for Business, Residential Food Distribution, Fee Waivers, Parking Ticket Reduction, Outdoor Services Program, temporary Fareless Trolley, etc.)
- Facilitated City Council's legislative advocacy of vaccine resources for local residents.
- Ensured continuity of public safety services and maintenance of publicly owned facilities and right-of-way throughout the pandemic.

## Support Economic Recover: Stronger than Ever

- Moved forward with the City Council approved Exclusive Negotiation Agreement (ENA) with Azure Development at the City-owned Parking Lot No. 3 through the due diligence, project shaping and community input phases of the Agreement.
- Completed Tesla Supercharging Station at City-owned Parking Lot No. 8.
- Worked with Chamber of Commerce and Downtown Mall to promote shopping local, supported monthly "Street Fair" event, and created outdoor dining regulations.



# FISCAL YEAR 2020-2021 ACCOMPLISHMENTS (CONT.)

## Enhance Public Transportation to Move San Fernando

- Worked closely with Metro, Metrolink, and the California Public Utility Commission (CPUC) to ensure that approval of the EIR for the San Fernando segment of the ESFVTC Light rail Project included additional traffic and safety studies to protect San Fernando residents.

## Forge Financial Strength and Stability

- Reduced FY 2020-2021 expenditures to align with projected COVID-19 related revenue loss through 10% operational budget reductions, deferral of internal debt repayment, and implementation of a Retirement Incentive Program.
- Provided information related to the voter-approved increase of local sales tax from 0.50% to 0.75% to keep sales taxes local (Measure SF).
- Submitted federal funding requests and grant applications for a number of critical efforts, including, but not limited to:
  - i) San Fernando Public Wifi and Smart Cities Project.
  - ii) Parking Management Study Phase 2 focusing on commercial corridors.
  - iii) Bridge, street and sidewalk reconstruction.
  - iv) Electric bus/trolley replacement.
  - v) Purchase/installation of large generators to at Recreation Park and Las Palmas Park buildings.
  - vi) Self-Generation Incentive Program (SGIP) rebates for photovoltaic energy battery storage.
  - vii) Improvements at Recreation Park, Las Palmas Park, and Pioneer Park.



# FISCAL YEAR 2021-2022 OBJECTIVES AND WORK PLAN

## COVID-19: Responding to a Pandemic

- Guide the City's recovery from the COVID-19 pandemic, including, but not limited to:
  - i) Continue efforts to attract vaccination clinics and provide vaccine education resources to residents.
  - ii) Work with City Council to appropriate American Rescue Plan funding to implement COVID-19 Recovery Programs and reimburse the City for certain COVID-19 related response.
  - iii) Partner with local organizations to continue COVID-19 related education and outreach efforts.

## Focus on Community First

- Enhance the level of service and taxpayer value provided to the San Fernando community by adding public safety, water utility, infrastructure/facility maintenance, regulatory compliance, internal support, and customer support staff positions with the goal of returning to pre-Great Recession level of service.





# FISCAL YEAR 2021-2022 OBJECTIVES AND WORK PLAN (CONT.)

## Support Economic Recover: Stronger than Ever

- Collaborate with San Fernando Mall Association to finalize a modernized Agreement to define Downtown maintenance standards and secure resources to develop a marketing and management plan.
- Continue progress on the Exclusive Negotiation Agreement with Azure Development to explore the potential of a catalytic redevelopment project on the City-owned Parking Lot No. 3.

## Enhance Public Transportation to Move San Fernando

- Work closely with Metro, Metrolink, and CPUC to ensure that the additional traffic and safety studies for the San Fernando segment of the ESFVTC Light Rail Project are comprehensive and include adequate mitigation measures prior to moving forward with construction of Phase 2 (i.e. Van Nuys Station to San Fernando/Sylmar Station).

## Forge Financial Strength and Stability

- Complete labor negotiations with the San Fernando Police Civilian Association (SFPCA) and San Fernando Management Group (SFMG) in a manner that supports the City Council's Strategic Goals and protects the City's long-term financial viability.



# FISCAL YEAR 2021-2022 ENHANCEMENTS

## Focus on Community First

- Institute a paid internship program to provide the Administration, Finance, Community Development, and Public Works Departments with additional college-level resources to research, update, and develop critical City policies, programs and studies, including, but not limited to: a) Public Engagement Policy and Procedures, b) Personnel Rules and Policies, c) Social Media Policy, d) Comprehensive Financial Policies, e) Records Retention Policy, f) Legislative Advocacy Policy, g) Capital Improvement Program, h) Grant Management Program, i) Urban Forest Management Plan, and many other policies, programs, and studies critical to moving San Fernando forward. (Ongoing: \$60,000)
- Upgrade part-time Personnel Assistant to Full-time Personnel Assistant to enhance the City's capacity to recruit new employees, manage employee benefits, and conduct special personnel related studies. (Ongoing: \$15,000)



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# FISCAL YEAR 2021-2022 CITY COUNCIL

## FY 2020-2021

City Council cut the following from their budget as follows:

- Reduced Meetings, Membership and Travel budget by \$2,500 per Councilmember.
- Reduced Subscriptions, Memberships and Dues budget by \$50 per Councilmember.

**Total FY 2020-2021 City Council Budget Reduction: \$12,750**

## FY 2021-2022

City Council budgets restored to pre-COVID funding level:

- Meetings, Membership and Travel: \$4,000 per Councilmember.
- Subscriptions, Memberships and Dues: \$200 per Councilmember.
- Prop. A Bus Allocation: \$2,500 per Councilmember.
- Community Investment Funds: \$2,000 per Councilmember.
- Fee Waiver Allocation: \$2,500 per Councilmember.



## BUDGET SUMMARIES

### Proposed Expenditures:

Administration	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	PERCENT CHANGE
01-101 City Council	\$190,124	\$200,705	\$196,739	\$198,621	\$214,153	7.8%
01-105 Administration	\$447,982	\$527,768	\$400,580	\$428,842	\$468,753	9.3%
01-106 Personnel	\$381,319	\$168,732	\$348,805	\$386,368	\$444,289	15.0%
01-110 City Attorney	\$225,342	\$282,012	\$219,343	\$237,500	\$262,500	10.5%
01-112 Labor Attorney	\$147,723	\$161,248	\$91,999	\$75,000	\$75,000	0.0%
01-500 Fire Services - Contract	\$2,723,821	\$2,663,244	\$2,750,000	\$2,900,000	\$2,850,000	-1.7%
Total Administration Dept.	\$4,116,311	\$4,003,710	\$4,007,466	\$4,226,331	\$4,314,695	2.1%



## BUDGET SUMMARIES

### Proposed Personnel:

Administration	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	CHANGE PROPOSED
City Manager	1.00	1.00	1.00	1.00	1.00	0.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00	1.00	0.00
Personnel Manager	1.00	0.00	1.00	1.00	1.00	0.00
Personnel Technician	1.00	0.00	1.00	1.00	1.00	0.00
Personnel Assistant	0.75	0.00	0.70	0.70	1.00	0.30
Administration Intern	0.00	0.00	0.00	0.00	0.46	0.46
Total Administration Dept.	4.75	2.00	4.70	4.70	5.46	0.76



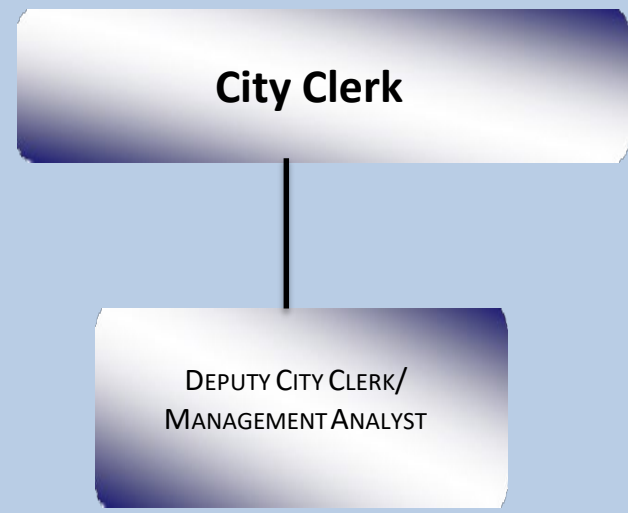
THE CITY OF  
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## BUDGET STUDY SESSION

# City Clerk Department



# DEPARTMENT ORGANIZATION





# FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

## Focus on Community First

- Managed the City's November 3, 2020 General Municipal Election where six candidates sought election for three Councilmember seats and a transactions and use sales tax ballot measure.
- Delivered efficient and excellent customer service and provided access to local government transparency and community engagement, during a record high voter participation with 73% of 12,119 registered voters. Ensured continuity of government services and the democratic process during an unprecedented COVID-19 Pandemic, which presented additional restrictions during the campaigning period.
- Facilitated the installation of two permanent 24 hour Vote By Mail (VBM) Ballot drop off boxes located at City Hall and Pioneer Park and resulted in 76% of 8,865 ballots cast were received through the VBM Ballot boxes.
- Coordinated four 5 day early voting polling centers and a check-in center at Parking Lot 4N for County Election staff. Worked with City Community Preservation staff for electioneering and campaign sign enforcement activities.
- Facilitated and managed the San Fernando Education Commissions 6th Annual Scholarship Essay Program totaling eight student scholarship opportunities that resulted in twelve student scholarship recipients.





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# FISCAL YEAR 2020-2021 ACCOMPLISHMENTS (CONT.)

## Strengthen Climate Resilience and Environmental Justice

- Implemented an electronic digital signature policy through DocuSign for processing documents for signature routed and maintained in a digital file format.
- Combined two separate meeting agendas into one meeting agenda.

## COVID-19: Responding to a Pandemic

- Implemented virtual meetings and streaming live directly to YouTube and Facebook and enhanced the Council Chamber to include audio and video recordings of meetings.
- Collaborated with Los Angeles School District school officials and communicated critical informational updates regarding City resources pertaining to the COVID-19 Pandemic.



# FISCAL YEAR 2021-2022 OBJECTIVES AND WORK PLAN

## Focus on Community First

- Research alternative Meeting Management Software programs to improve and streamline workflows, including, but not limited to:
  - i) Creating templates to automate production of the agenda process and packet preparation, including completion of meeting minutes for approval, increase staff productivity and eliminate human errors.
  - ii) City legislative history is automatically saved in a central location, indexed and through a searchable portal on the City's website to access meeting agendas, staff reports, minutes, live webcasting, and video recording's.
- Enhance community outreach efforts through the San Fernando Education Commission and their commitment to local students K-12 who are seeking higher education to include, but no limited to seeking grants, and securing additional funding sources with the goal of providing a broadened student scholarship program.

## Strengthen Climate Resilience and Environmental Justice

- Implement a digital file storage management structure to support scanned documents of all vital permanent City legislative historical records, including, but not limited to ordinances, resolutions and contracts.
- Continue scanning project, to included updating digital files to support Optical Character Recognition (OCR).



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# FISCAL YEAR 2021-2022 ENHANCEMENTS

## Focus on Community First

- No Enhancements for Fiscal Year 2021-2022.

## Focus on Community First- Future Enhancement for Fiscal Year 2022-2023

- Research options with various companies offering a Meeting Management Program and compare its implementation cost (one-time), annual maintenance and technical support cost, implementation and training process. (Estimate Range of One-time : \$5,000 - \$7,000) (Annual Ongoing : \$5,000 - \$10,000)



## BUDGET SUMMARIES

Proposed Expenditures:

CITY CLERK	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	PERCENT CHANGE
01-115 City Clerk	\$246,746	\$259,418	\$301,847	\$314,286	\$359,596	14.4%
01-116 Elections	\$7,790	\$39,394	\$54,090	\$62,500	\$0.00	-100.0%
Total City Clerk	\$254,536	\$298,812	\$355,937	\$376,786	\$359,596	-4.6%



## BUDGET SUMMARIES

### Proposed Personnel

CITY CLERK	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	CHANGE PROPOSED
City Clerk	1.00	1.00	1.00	1.00	1.00	0.00
Deputy City Clerk/Mgmt. Analyst	0.00	0.00	1.00	1.00	1.00	0.00
Deputy City Clerk	0.69	0.70	0.00	0.00	0.00	0.00
Total City Clerk	1.69	1.70	2.00	2.00	2.00	0.00



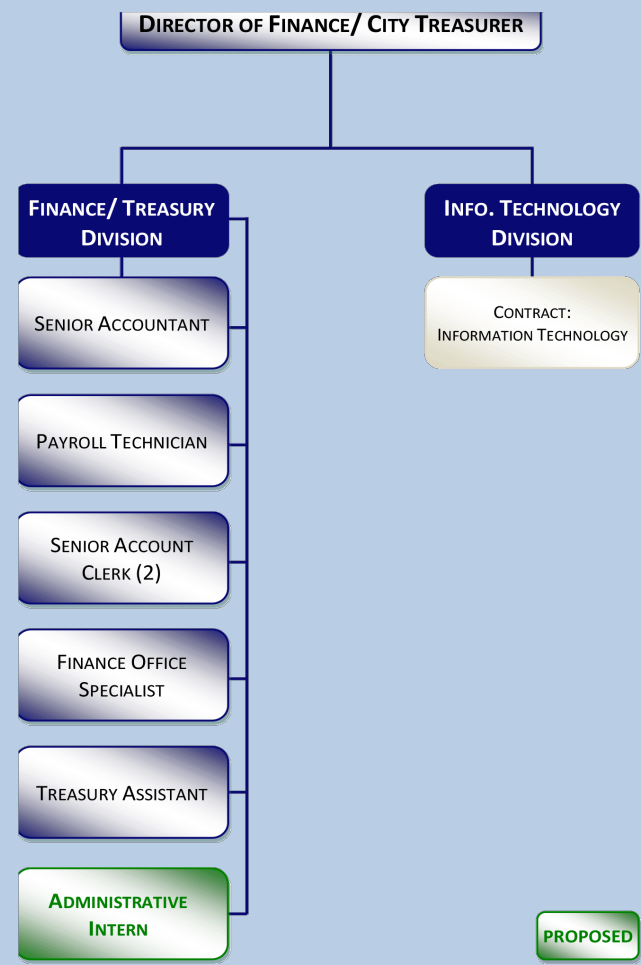
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## BUDGET STUDY SESSION

# Finance Department



# DEPARTMENT ORGANIZATION





# FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

## COVID-19: Responding to a Pandemic

- Assisted residents and small businesses with financial programs, fee waivers and utility bill assistance to help lessen the burden and stress of the COVID-19 Pandemic.
- Provided On-Site Support for resident and small business assistance during the COVID-19 Pandemic for assistance with Personal Protective Equipment and Los Angeles County Resources.
- Monitored City wide expenses related to personnel and equipment charges related to the pandemic; worked closely with FEMA representative for reimbursement.
- Monitored the City's revenue sources for possible impact on the City's FY 2020-2021 adopted budget and City's financial reserve.





# FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

## Support Economic Recover: Stronger than Ever

- Worked with Pension Fiscal advisor to implement recommended strategies to reduce the City's long-term pension obligation and issuance of Pension Obligation Bonds
- Selected a new City auditor after a formal RFP and evaluation process for FY 2021-2022 in accordance with the City's policy.
- Monitored the City's revenue sources for possible impact on the City's FY 2020-2021 adopted budget and City's financial reserve.
- Received the Government Finance Officers Association Distinguished Budget Presentation Award for the Fiscal Year 2019-2020 Adopted Budget and the Certificate of Achievement for Excellence in Financial Reporting for the Fiscal Year 2018-2019.



# FISCAL YEAR 2021-2022 OBJECTIVES AND WORK PLAN

## COVID-19: Responding to a Pandemic

- Work with department heads to finalize all expenses related to COVID-19 Pandemic and the pandemic's impact on future forecasts of City revenues and expenses.

## Focus on Community First

- Evaluate and implement the Grant/Contract Management module in the City's current accounting system, Tyler Eden, or research a product that complements current system evaluate the City's current accounting system to determine a possible update/upgrade to meet future tech and department goals. Evaluate utility payment software to incorporate into current IT infrastructure or as a standalone product to better assist residents with payment options.

## Forge Financial Strength and Stability

- Apply and receive 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 2019-2020.



# FISCAL YEAR 2021-2022 ENHANCEMENTS

## Focus on Community First

- Seek technological improvements in the City's telephone system, IT infrastructure, and increase the capabilities of the networks cybersecurity.

## Forge Financial Strength and Stability

- Review and update the City's Purchasing Policy and Procedures Manual to develop and implement strategies that will create efficiencies where possible.
- Recruit a Finance intern to assist with grant application, budget administration, and additional financial tasks to allow for financial transparency and reporting.
- Consider a contract via RFP process for an experienced public fund investment manager to assist with managing the City's funds.



## BUDGET SUMMARIES

### Proposed Expenditures:

FINANCE	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	PERCENT CHANGE
01-130 Finance Admin	\$682,878	\$699,465	\$650,922	\$712,352	\$891,214	25.1%
01-131 Treasury	\$181,925	\$125,831	\$128,848	\$94,202	\$0.00	-100.0%
01-133 Personnel	\$0.00	\$393,062	\$0.00	\$0.00	\$0.00	0.0%
01-135 Information Tech	\$438,597	\$419,504	\$402,620	\$425,000	\$518,856	22.1%
01-180 Retirement Health Premiums	\$880,165	\$867,854	\$908,004	\$950,000	\$1,000,000	5.3%
01-190 Non- Departmental	\$556,595	\$477,325	\$743,295	\$605,623	\$1,699,422	180.6%
Total Finance Dept.	\$2,740,160	\$2,983,041	\$2,833,688	\$2,787,177	\$4,109,491	47.4%



## BUDGET SUMMARIES

### Proposed Personnel

FINANCE DEPARTMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	CHANGE PROPOSED
Director of Finance	1.00	1.00	1.00	1.00	1.00	0.00
Treasury Manager	1.00	1.00	1.00	1.00	0.00	-1.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00	0.00
Junior Accountant	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Technician	0.00	1.00	1.00	1.00	1.00	0.00
Senior Account Clerk II	1.00	0.00	0.00	0.00	0.00	0.00
Senior Account Clerk	2.00	2.00	2.00	2.00	2.00	0.00
Finance Office Specialist	1.00	1.00	1.00	1.00	1.00	0.00
Finance Department Proposed Personnel Continued on Next Slide						



## BUDGET SUMMARIES

### Proposed Personnel

FINANCE DEPARTMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	CHANGE PROPOSED
Finance Clerk/Cashier	0.00	0.00	0.00	0.00	0.00	0.00
Office Clerk	1.00	1.00	1.00	1.00	0.00	-1.00
Treasurer Assistant	0.00	0.00	0.00	0.00	0.00	1.00
Personnel Manager	0.00	1.00	0.00	0.00	0.00	0.00
Personnel Technician	0.00	1.00	0.00	0.00	0.00	0.00
Personnel Assistant	0.00	0.70	0.00	0.00	0.00	0.00
Finance Intern	0.00	0.00	0.00	0.00	0.46	0.46
Finance Dept. Total	8.00	10.70	8.00	8.00	8.00	7.46



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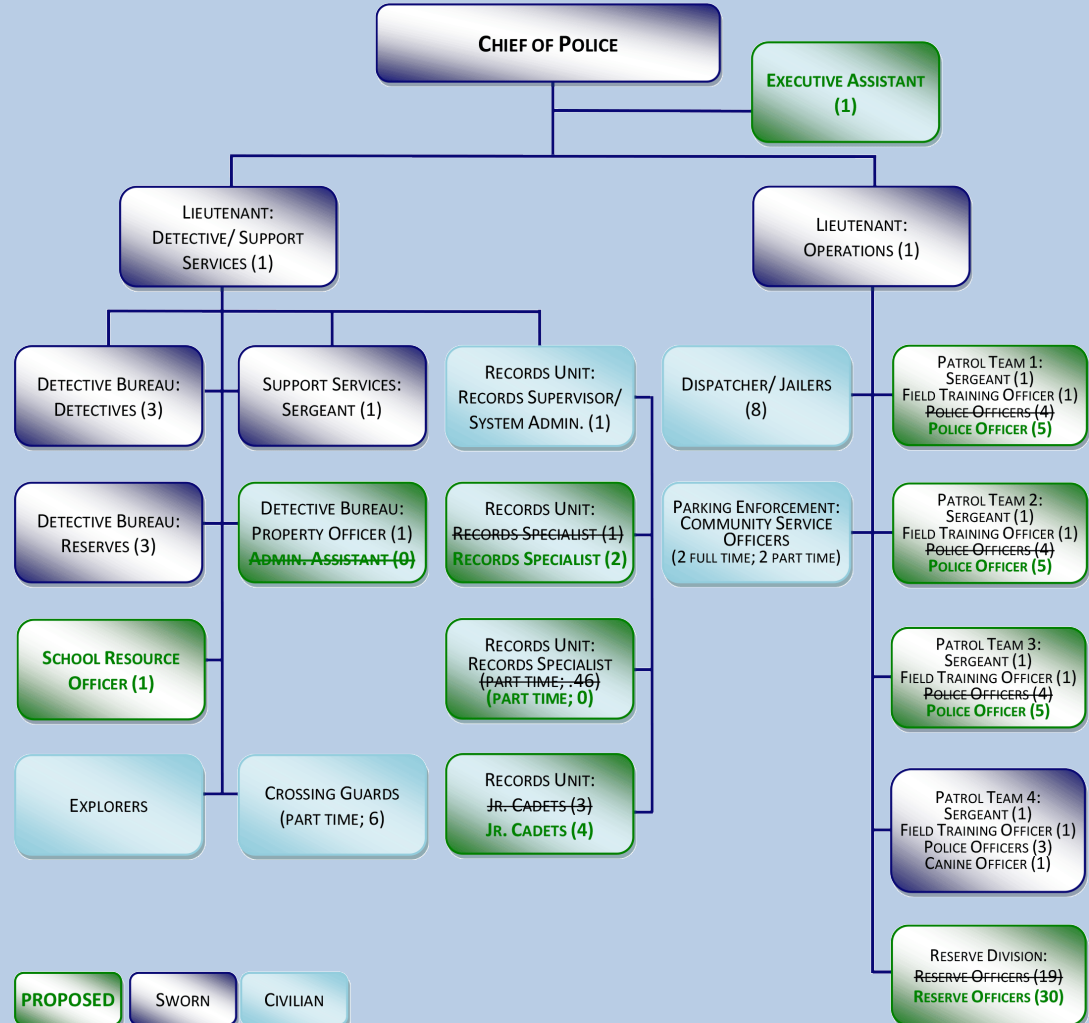
## BUDGET STUDY SESSION

# Police Department



# THE CITY OF SAN FERNANDO

## DEPARTMENT ORGANIZATION







# FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

## Focus on Community First

- Successfully filled positions to enhance the level of service and safety to the San Fernando Community; two (2) Police Officers, one (1) Property Officer, one (1) Desk Officer/Jailer, one (1) Junior Police Cadet, one (1) School Crossing Guard and two (2) Community Volunteers.
- Maintained a high level of ongoing training through Peace Officer Standard and Training (POST) and Standard and Training for Corrections (STC); Assembly Bill 392 - Mental Health Training, Senate Bill 11 - Crisis Intervention Training, Suicide Detection in Institutions, De-escalation and Tactical Communications and Internet Crimes Against Children (ICAC) Regional Law Enforcement Task Force.
- Funded and purchased new City-Wide Radio System, New Police Canine, Load bearing vests, replaced two (2) police vehicles, and implemented a Bar Coding System in Property/Evidence Room.



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# FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

## Forge Financial Strength and Stability

- Received grant funds to ensure financial stability to continue safety programs from the Office of Traffic Safety (OTS), Alcohol Beverage Control (ABC), and Measure H funding Homeless Outreach Service Team (HOST).
- Received a donation of \$15,000 from a local community member to be used specifically for the Police Department.

## Covid-19: Responding to a Pandemic

- Implemented enhanced community communications through Everbridge Alert System, and Integrated Public Alert and Warning System (IPAWS).
- Maintaining continuity of public safety and communication through Neighborhood and Business Watch meetings utilizing Zoom and police facility accessible to the public.
- Received four (4) quarantine trailers through Cal OES for City Employees.



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# FISCAL YEAR 2021-2022 OBJECTIVES AND WORK PLAN

## Focus on Community First

- Implement School Resource Officer Program to enhance student attendance and increase the rate of graduation.
- Enhance the level of community trust and transparency by pursuing grant funding for the purchase of body cameras and in-car cameras as well as the implementation of mandatory statutes Assembly Bill 953 (Racial and Identity Profiling) and Senate Bill 384 (Tiered Sex Offender Registry).
- Continuous grant funding from Office of Traffic and Safety (OTS), and Alcohol Beverage Control (ABC) for a safer community.
- Continue and re-establish in person Community Policing events such as Neighborhood and Business Watch Meetings, National Night Out and Annual Christmas Basket Program.

# FISCAL YEAR 2021-2022 ENHANCEMENTS

## Focus on Community First

- Add four (4) Police Officer positions (3 General Fund and 1 Grant Fund) to increase the total number of sworn Police Officer positions from 31 to 35. This will increase the City's ability to provide adequate public safety resources to the community. (Ongoing: \$263,830) (includes additional background investigation services for new hires)
- Upgrade the part-time Police Records Specialist to full-time and Administrative Assistant to Executive Assistant, and add one part-time Junior Police Cadet. These positions will increase the number of labor hours and resources available to stay up to date with records filing, report writing, customer service support at the police counter, and other critical public safety reporting and information resources. (Ongoing: \$57,720)
- Replace two (2) police patrol vehicles and related equipment (One-time \$120,000)
- Additional license and equipment for transcription (Ongoing \$1500)
- Purchase additional Tasers and accessories to equip all Police Officers with additional non-lethal option to improve public safety. (One-time \$15,000)



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## FISCAL YEAR 2021-2022 ENHANCEMENTS (CONT.)

### Focus on Community First (cont)

- Additional POST and STC certified training for Patrol Officers, Professional Staff and Supervisors which include Supervisor Leadership Institute (SLI), Community Policing Training, and other professional development training. (One-time \$21,000)

### Support Economic Recovery: Stronger Than Ever

- Replace damaged flooring, paint interior, replace and repair ceiling panels at the Police Facility. (One-time: \$85,000 – Facility Maintenance Fund)



## BUDGET SUMMARIES

Proposed Expenditures:

POLICE DEPARTMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	PERCENT CHANGE
01-222 Police Admin	\$1,108,156	\$1,091,108	\$1,072,173	\$1,172,093	\$1,338,590	14.2%
01-224 Detectives	\$1,147,014	\$1,132,722	\$1,209,375	\$1,102,108	\$1,144,708	3.9%
01-225 Patrol	\$5,633,891	\$5,579,415	\$6,061,670	\$6,923,005	\$6,696,838	-3.3%
01-226 Reserves	\$84,180	\$73,872	\$50,456	\$66,276	\$81,843	23.5%
01-230 Community Service	\$178,804	\$260,630	\$270,867	\$286,512	\$221,147	-22.8%
01-250 Emergency Services	\$5,196	\$422	\$0.00	\$5,000	\$5,000	0.0%
Total Police Department	\$8,157,241	\$8,138,168	\$8,664,541	\$9,554,993	\$9,488,127	-0.70%



## BUDGET SUMMARIES

### Proposed Personnel

POLICE DEPARTMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	CHANGE PROPOSED
Chief of Police	1.00	1.00	1.00	1.00	1.00	0.00
Police Lieutenant	2.00	2.00	2.00	2.00	2.00	0.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00	0.00
Police Officer	23.00	23.00	23.00	23.00	27.00	4.00
Administrative Assistant	1.00	1.00	1.00	1.00	0.00	-1.00
Police Desk Officer	8.00	8.00	8.00	8.00	8.00	0.00
Records Administrator	1.00	1.00	1.00	1.00	1.00	0.00
Police Records Specialist	1.00	1.00	1.00	1.46	2.00	0.54
Police Department Proposed Personnel Continued on Next Slide						



Proposed Personnel

## BUDGET SUMMARIES

POLICE DEPARTMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	CHANGE PROPOSED
Property Control Officer	1.00	1.00	1.00	1.00	1.00	0.00
Executive Assistant	0.00	0.00	0.00	0.00	1.00	1.00
Community Service Officers	2.00	3.00	3.00	3.00	3.00	0.00
Crossing Guard	1.00	1.00	1.00	1.00	1.00	0.00
Junior Cadet	1.50	1.50	1.50	1.50	1.96	0.46
Police Department Total	47.50	48.50	48.96	48.96	53.96	5.00





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## BUDGET STUDY SESSION

# **Community Development Department**



# DEPARTMENT ORGANIZATION





# FISCAL YEAR 2020-2021 ACCOMPLISHMENTS

## COVID-19: Responding to a Pandemic

- Established the Outdoor Dining and Banner Permit application waiving the fees and streamlining the permitting process to provide support for businesses during COVID-19 Health Officers Order restrictions.
- Provided education and monitoring of businesses in the downtown area to assure compliance with Health Officer Orders to avoid citations and or closures during COVID-19.

## Focus on Community First

- Launched implementation of Phase II of the Online Permit Counter to allow customers to submit Planning applications for items include but not limited to Condition Use Permit, Variances, Site Plan Reviews, and Planning Review for any new development.



# FISCAL YEAR 2020-2021 ACCOMPLISHMENTS (CONTINUED)

## Support Economic Recovery: Stronger than Ever

- Worked with the City Council Mural Ad Hoc to adopt an Ordinance allowing murals on private property and developed the related permitting process.

## Preserve Beautiful Homes and Neighborhoods

- Secured the services of housing and development planning firm, Houseal Lavigne, to prepare the sixth cycle of the Housing Element Update with input from City Council, City Staff, key stakeholders and technical advisor, and City residents. Funding is provided through a grant awarded from California Department of Housing and Community Development SB2 Planning Grant and Local Early Action Planning (LEAP).

## Strengthen Climate Resilience and Environmental Justice

- Executed a Supercharger Agreement and completed construction of fourteen (14) Tesla supercharger Stations in Parking Lot No. 8 to increase the visibility of, and attract Tesla customers to , the City of San Fernando.



# FISCAL YEAR 2021-2022 OBJECTIVES

## Focus on Community First

- Provide high standard of service by completing Phase II of the Online Permit Counter, which will allow applicant to submit development plans online and provide a more efficient streamlined process.

## Preserve Beautiful Homes and Neighborhoods

- Continue to utilize technology through hardware, software and voice recorders to be used in the field to enhance code Enforcement compliance in both commercial and residential areas in order to preserve the City's neighborhoods and areas.
- Adopt and updated accessory dwelling unit ordinance that is compliant with the latest state mandates and aligns with the housing element update to ensure that the City meets affordable housing needs.
- Develop objectives and policies addressing Environmental Justice and update the Safety Element along with the Housing Element.
- Enhance the City's graffiti abatement program by hiring and fully utilizing all allocated staff hours.
- Work with Grant-funded consultant to develop a Los Angeles County approved Homeless Plan that incorporated feedback from City Council, City Staff, key local stakeholders and technical advisors, and City residents that provides a roadmap for addressing many of the City's homeless challenges.



# FISCAL YEAR 2021-2022 BUDGET HIGHLIGHTS

## Support Economic Recovery: Stronger Than Ever

- \$50,000 to continue funding for Economic Development Consultant. (Ongoing: \$50,000)

## Preserve Beautiful Homes and Neighborhoods

- \$30,000 to contract with professional Planning and Community Development firm(s), including, but not limited to , architectural and design review, planning and development review and historic preservation services, to supplement staff resources and provide additional expertise.



## BUDGET SUMMARIES

### Proposed Expenditures:

COMMUNITY DEVELOPMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	PERCENT CHANGE
01-140 Building and Safety	\$221,297	\$196,832	\$195,958	\$180,509	\$177,058	-1.90%
01-150 Planning/Administration	\$364,185	\$493,849	\$419,351	\$463,996	\$508,055	9.50%
01-151 Economic Development	\$0.00	\$0.00	\$50,000	\$54,665	\$50,000	-8.50%
01-152 Community Preservation	\$399,457	\$384,289	\$408,391	\$631,070	\$388,674	-38.40%
Total Community Development Dept.	\$984,939	\$1,074,969	\$1,073,700	\$1,330,240	\$1,123,787	-15.50%



## BUDGET SUMMARIES

### Proposed Personnel

COMMUNITY DEVELOPMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	CHANGE PROPOSED
Director of Community Development	1.00	1.00	1.00	1.00	1.00	0.00
Building and Safety Supervisor	1.00	1.00	1.00	1.00	1.00	-1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00	0.00
Community Development Secretary	1.00	1.00	1.00	1.00	0.00	-1.0
Community Development Technician	0.00	0.00	0.00	0.00	1.00	1.0

Community Development Proposed Personnel Continued on Next Slide





## BUDGET SUMMARIES

### Proposed Personnel

COMMUNITY DEVELOPMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	CHANGE PROPOSED
Community Preservation Officer	2.00	2.00	2.00	2.00	2.00	0.00
Community Preservation Officer (FTE) (3)	0.75	0.75	0.95	0.95	0.95	0.00
Maintenance Helper – Graffiti (FTE) (3)	0.95	0.95	0.75	0.75	0.75	0.00
Community Development Intern	0.00	0.00	0.00	0.00	0.46	0.46
Community Development Total	7.70	7.70	7.70	7.70	7.46	-0.54



## BUDGET SUMMARIES

### Proposed Personnel

COMMUNITY DEVELOPMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	CHANGE PROPOSED
Community Preservation Officer	2.00	2.00	2.00	2.00	3.00	1.00
Community Preservation Officer (FTE) (3)	0.75	0.75	0.95	0.95	0.00	-0.95
Maintenance Helper – Graffiti (FTE) (3)	0.95	0.95	0.75	0.75	1.00	0.25
Community Development Intern	0.00	0.00	0.00	0.00	0.46	0.46
Community Development Total	7.70	7.70	7.70	7.70	7.46	0.24



## BUDGET SUMMARIES

### Proposed Expenditures:

COMMUNITY DEVELOPMENT	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ADJUSTED	2022 PROPOSED	PERCENT CHANGE
01-140 Building and Safety	\$221,297	\$196,832	\$195,958	\$180,509	\$177,058	-1.90%
01-150 Planning/Administration	\$364,185	\$493,849	\$419,351	\$463,996	\$508,055	9.50%
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Total Community Development Dept.	\$984,939	\$1,074,969	\$1,073,700	\$1,330,240	\$1,123,787	-15.50%