



MAYOR CELESTE T. RODRIGUEZ
VICE MAYOR MARY MENDOZA
COUNCILMEMBER CINDY MONTAÑEZ
COUNCILMEMBER JOEL FAJARDO
COUNCILMEMBER MARY SOLORIO

CITY OF SAN FERNANDO
CITY COUNCIL
REGULAR MEETING AGENDA SUMMARY
MONDAY, MAY 15, 2023 - 6:00 PM

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

PUBLIC PARTICIPATION OPTIONS

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 IN PERSON

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

SUBMIT PUBLIC COMMENT VIA EMAIL

Members of the public may submit comments **by email** to cityclerk@sfcity.org no later than **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. Note: This is audio only and no video.

Call-in Telephone Number: (669) 900-6833

Meeting ID: 833 6022 0211

Passcode: 924965

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

SAN FERNANDO CITY COUNCIL

Regular Meeting Notice and Agenda – May 15, 2023

Page 2 of 5

CLOSED SESSION REPORT

CALL TO ORDER

ROLL CALL

TELECONFERENCING REQUESTS/DISCLOSURE

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

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF 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.

PRESENTATION

- A. INFORMATIONAL PRESENTATION BY LA FAMILY HOUSING ON COORDINATED ENTRY SYSTEM (CES) AND THE LOS ANGELES HOMELESS OUTREACH PORTAL (LA-HOP) PROCESS
- B. PRESENTATION OF EDUCATION COMMISSION CERTIFICATES OF RECOGNITION FOR APRIL STUDENTS OF THE MONTH
 - Fabian Perez (O' Melveny Elementary School)
 - Fatima Ahmed (Social Justice Humanitas Academy)EDUCATION COMMISSIONER DAVID GOVEA
- C. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 2023 AS OLDER AMERICANS MONTH
- D. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 2023 AS BIKE MONTH
- E. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 23 THROUGH MAY 28, 2023 AS PERIOD POVERTY AWARENESS WEEK

SAN FERNANDO CITY COUNCIL

Regular Meeting Notice and Agenda – May 15, 2023

Page 3 of 5

F. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 21 THROUGH MAY 27 AS NATIONAL PUBLIC WORKS WEEK

G. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 14 THROUGH MAY 20, 2023 AS NATIONAL POLICE WEEK

DECORUM AND ORDER

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

PUBLIC STATEMENTS

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

Members of the public may submit comments by email to cityclerk@sfcity.org no later than **5:00 p.m. the day of the meeting** to ensure distribution to the City Council and read into the record.

Members of the public may provide a **live public comment by calling in between 6:00 p.m. and 6:15 p.m. CALL-IN INFORMATION: Telephone Number: (669) 900-6833; Meeting ID: 833 6022 0211; Passcode: 924965**

CONSENT CALENDAR

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the City Council wishes to discuss any item, it should first be removed from the Consent Calendar.

1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:

- a. May 1, 2023 – Special Meeting
- b. May 1, 2023 – Regular Meeting

SAN FERNANDO CITY COUNCIL

Regular Meeting Notice and Agenda – May 15, 2023

Page 4 of 5

2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER

Recommend that the City Council adopt Resolution No. 23-052 approving the Warrant Register.

3) CONSIDERATION TO APPROVE A BUSINESS LICENSE PERMIT PURSUANT TO SAN FERNANDO CITY CODE SECTION 22-215 FROM APPLICANT RAINBOW SPA TO OPERATE A MASSAGE PARLOR AT 204 S. BRAND BOULEVARD, SUITE 202

Recommend that the City Council approve a new Business License Permit for Rainbow Spa to conduct business as a massage parlor at 204 S Brand Blvd., Suite 202 pursuant to San Fernando City Code Section 22-215.

4) CONSIDERATION TO APPROVE AN INCREASE TO PURCHASE ORDER NO. 12755 WITH CORE & MAIN AND PURCHASE ORDER NO. 12770 WITH FERGUSON WATER WORKS FOR THE PURCHASE OF PARTS AND MATERIALS NECESSARY TO MAINTAIN THE CITY'S WATER SYSTEM

Recommend that the City Council:

- a. Approve an increase to Purchase Order No. 12755 with Core & Main by \$85,000 to an amount not-to-exceed \$200,000 for purchasing parts and materials for the City's water system;
- b. Approve an increase to PO No. 12770 with Ferguson Water Works by \$125,000 to an amount not-to-exceed \$150,000 for purchasing parts and materials for the City's water system; and
- c. Authorize the City Manager to increase the not-to-exceed amounts of both purchase orders.

ADMINISTRATIVE REPORTS

5) CONSIDERATION TO ADOPT A RESOLUTION ESTABLISHING THE CITY'S COMMUNITY ENGAGEMENT FRAMEWORK

Recommend that the City Council:

- a. Review the Community Engagement Framework;
- b. Adopt Resolution No. 8230 establishing the City's Community Engagement Framework; and
- c. Authorize the City Manager to take certain related actions to amend and implement the content of the Community Engagement Framework.

SAN FERNANDO CITY COUNCIL

Regular Meeting Notice and Agenda – May 15, 2023

Page 5 of 5

6) FISCAL YEAR 2023-2024 BUDGET STUDY SESSION NO. 1

Recommend that the City Council:

- a. Review and discuss the Fiscal Year 2023-2024 Proposed Budget; and
- b. Provide direction to staff, as appropriate.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

ADJOURNMENT The meeting will adjourn to its next regular meeting.

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: May 11, 2023 (5:00 p.m.)

The Regular Meetings of the City Council of the City of San Fernando also serves as concurrent Regular Meetings of the Successor Agency to the San Fernando Redevelopment Agency and will be identified as (SA) following the item, and, from time to time, such other bodies of the City composed exclusive of the Members of the City Council.

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



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Regular Meeting San Fernando City Council

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**SAN FERNANDO CITY COUNCIL
MINUTES**

**MAY 1, 2023 – 5:15 P.M.
SPECIAL MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Rodriguez called the special meeting to order at 5:18 p.m.

Present:

Council: Mayor Celeste T. Rodriguez, Vice Mayor Mary Mendoza, and Councilmembers Cindy Montañez, Joel Fajardo, and Mary Solorio

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

APPROVAL OF AGENDA

Motion by Councilmember Fajardo, seconded by Councilmember Montañez to approve the agenda. The motion carried, unanimously.

PUBLIC STATEMENTS - WRITTEN/ORAL None

RECESS TO CLOSED SESSION (5:19 P.M.)

By consensus, Councilmembers recessed to Closed Session.

A) **CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(1)**
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION:

Case Name: Corletto v City of San Fernando
LASC Case No.: 20-STCV02270

B) **CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957**
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: (Completion of Informal Evaluation)

Title of Employee: City Manager

SAN FERNANDO CITY COUNCIL
SPECIAL MEETING MINUTES – MAY 1, 2023
Page 2

RECONVENE/REPORT OUT FROM CLOSED SESSION

Assistant City Attorney Padilla stated there was no reportable action as a result of the Closed Session meeting held on May 1, 2023, at 5:15 p.m.

ADJOURNMENT (5:48 p.m.)

The City Council adjourned the special meeting to the next regular City Council meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of May 1, 2023, Special Meeting, as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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**CITY OF SAN FERNANDO
CITY COUNCIL MINUTES**

**MAY 1, 2023 – 6:00 P.M.
REGULAR MEETING**

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

CALL TO ORDER/ROLL CALL

Mayor Celeste Rodriguez called the meeting to order at 6:02 p.m.

Present: Council: Mayor Celeste Rodriguez, Vice Mayor Mary Mendoza, and Councilmembers Cindy Montañez, Joel Fajardo, and Mary Solorio

Staff: City Manager Nick Kimball, Assistant City Attorney Richard Padilla, Police Chief Fabian Valdez, Director of Finance Erica Melton, Director of Recreation and Community Services Julian Venegas and City Clerk Julia Fritz

Absent: None

TELECONFERENCING REQUESTS/DISCLOSURE

No requests considered.

PLEDGE OF ALLEGIANCE

Led by BSA Troop 10

APPROVAL OF AGENDA

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to approve the agenda. The motion carried, unanimously.

PRESENTATIONS

- A. INFORMATIONAL PRESENTATION FROM UNITED STATES CONGRESSMAN TONY CÁRDENAS, 29TH DISTRICT
- B. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING MAY 2023 AS MENTAL HEALTH AWARENESS MONTH

SAN FERNANDO CITY COUNCIL

MINUTES – Regular Meeting May 1, 2023

Page 2 of 6

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- C. INFORMATIONAL PRESENTATION FROM METROPOLITAN WATER DISTRICT BOARD CHAIR ADAN ORTEGA
- D. PRESENTATION OF CERTIFICATES OF APPRECIATION TO OUTGOING COMMISSIONERS FOR THEIR SERVICE
- Parks, Wellness & Recreation Commission – Jason Hayes
 - Transportation and Public Safety Commission – Francisco Arrizon
 - Planning & Preservation Commission – Marvin R. Perez
- E. PRESENTATION OF A CERTIFICATE OF PROCLAMATION DECLARING THE WEEK OF APRIL 30, 2023 TO MAY 6, 2023 AS PROFESSIONAL MUNICIPAL CLERKS WEEK

The City Council recessed the meeting at 7:07 p.m. and reconvened at 7:18 p.m. with all Councilmembers present.

PUBLIC STATEMENTS

The following commented in support a Christian Flag flown at City Hall.

Victoria Garcia
Yolanda Haro
Martha Monge
Monica Lopez
Ingrid Avila
Richard Avila
Julie Cuellar
Rosanne Sias

Patty Lopez spoke about having translation services for meetings and suggested that the cost be discussed for this upcoming budget study session for FY 23-24.

Raul Barragan of Veterans of Foreign War Post 3834 spoke about veteran support resources.

Marcela Rodriguez spoke about having translation services for meetings.

Julissa Hernandez Senior Field Representative from the Office of Assemblymember Luz Rivas provided legislative updates.

Ricardo Benetez spoke in support of having translation services for meetings, commented on the hazardous road conditions at Arroyo and Fifth Street and about trees taking available spaces for businesses.

Ingrid Sandlow submitted correspondence regarding her concerns associated with future requests to fly an organizations flag at City Hall.

Gustavo Franco expressed his appreciation and thanked Chief Valdez, Deputy City Manager/Economic Development Kith and City Manager Kimball for their work.

SAN FERNANDO CITY COUNCIL

MINUTES – Regular Meeting May 1, 2023

Page 3 of 6

CONSENT CALENDAR

Motion by Councilmember Fajardo, seconded by Councilmember Solorio to approve the Consent Calendar:

- 1) CONSIDERATION TO APPROVE CITY COUNCIL MEETING MINUTES:
 - a. May 16, 2022 – Regular Meeting
 - b. June 13, 2022 – Special Meeting
 - c. March 3, 2023 – Special Meeting
 - d. April 17, 2023 – Special Meeting
- 2) CONSIDERATION TO ADOPT A RESOLUTION APPROVING THE WARRANT REGISTER
- 3) RECEIVE AND FILE THE CITY MANAGER’S PROPOSED FISCAL YEAR 2023-2024 ANNUAL BUDGET
- 4) CONSIDERATION TO ADOPT A RESOLUTION ESTABLISHING A SECTION 115 TRUST FOR OTHER POST EMPLOYMENT BENEFIT (OPEB) LIABILITIES AND AUTHORIZE THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS
- 5) CONSIDERATION TO APPROVE THE UPDATED SANITARY SEWER MANAGEMENT PLAN AND AUTHORIZATION TO SUBMIT THE UPDATED SANITARY SEWER MANAGEMENT PLAN TO THE STATE WATER RESOURCES CONTROL BOARD
- 6) CONSIDERATION TO APPROVE A CONTRACT AMENDMENT WITH NORMAN A. TRAUB & ASSOCIATES, LLC, APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH CHUCK THOMAS INVESTIGATIONS AND JL GROUP, LLC TO CONDUCT WORKPLACE INVESTIGATIONS; AND AUTHORIZE THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS

The motion carried, unanimously.

PUBLIC HEARING

- 7) A PUBLIC HEARING TO CONSIDER ADOPTION OF URGENCY ORDINANCE NO. U-1716, MAKING FINDINGS AND EXTENDING THE RULES AND REGULATIONS IN INTERIM URGENCY ORDINANCE NO. U-1715 ESTABLISHING TEMPORARY MORATORIUM ON THE INSTALLATION OF ARTIFICIAL TURF AND SYNTHETIC GRASS IN THE CITY

Mayor Rodriguez opened the public hearing.

Associate Planner Marina Khrustaleva presented the staff report and responded to Councilmember questions.

Metropolitan Water District (MWD) Board Chair Adan Ortega spoke about available resources, free consultation services and turf removal rebate programs offered through MWD.

Mayor Rodriguez called for public testimony.

SAN FERNANDO CITY COUNCIL

MINUTES – Regular Meeting May 1, 2023

Page 4 of 6

IN SUPPORT

Sara Mgeni, submitted correspondence in support.

There being no further public comments, the public comment period was closed and Mayor Rodriguez closed the public hearing.

Motion by Councilmember Montanez, seconded by Councilmember Solorio to waive full reading, in title only, and adopt by a four-fifths vote Urgency Ordinance No. U-1716, “An Urgency Ordinance of the City Council of the City of San Fernando, California, making findings and extending for a period of 10 months and 15 days, regulations in Interim Urgency Ordinance No. U-1715 establishing temporary moratorium on the installation of artificial turf and synthetic grass in the City of San Fernando.” The motion carried, unanimously.

ADMINISTRATIVE REPORTS

- 8) CONSIDERATION TO AWARD A PROFESSIONAL SERVICE AGREEMENT TO THE VERY CREATIVE FIRM TO MANAGE AND IMPLEMENT THE NORTHEAST VALLEY COMMUNITY STREET FESTIVAL A METRO OPEN STREETS EVENT

Director of Recreation and Community Services Venegas presented the staff report and responded to Councilmember questions.

Motion by Councilmember Solorio, seconded by Councilmember Fajardo to award a Professional Service Agreement (Contract No. 2154) to The Very Creative Firm, not to exceed \$487,563, to manage and implement the Northeast Valley Community Street Festival a Metro Open Street event; and authorize the City Manager to make non-substantive changes and execute all related documents. The motion carried, unanimously.

- 9) CONSIDERATION AND APPROVAL TO ADOPT A RESOLUTION ESTABLISHING A CITY FLAG DISPLAY POLICY

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

Motion by Councilmember Fajardo, seconded by Mayor Rodriguez to adopt Resolution No. 8228 that establishes a City Flag Display Policy, as amended to incorporate previous resolutions regarding a flag display policy. The motion carried by the following vote:

ROLL CALL

AYES:	Solorio, Fajardo, Rodriguez - 3
NAYES:	Montañez - 1
ABSENT:	None
ABSTAIN:	Mendoza - 1

SAN FERNANDO CITY COUNCIL

MINUTES – Regular Meeting May 1, 2023

Page 5 of 6

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Clerk Fritz reported on the destruction of 138 boxes of records; mentioned that Deputy City Clerk Solis has registered to attend her second training session of 4 sessions towards her professional development to obtain the Certified Municipal Clerk (CMC) designation, and thanked City Council for recognition of Municipal Clerks week.

Director of Recreation and Community Services Venegas reported on various upcoming events and activities, including the Parks, Wellness and Recreation Commission will be meeting on Thursday, May 11, 2023 and noted the Commissions regular meeting day has changed from Tuesday to Thursday.

Executive Assistant to the City Manager Hernandez spoke about the range of services that were offered at the Homeless Connect Day event that occurred on April 20 at Las Palmas Park.

Director of Finance Melton reported that the Fiscal Year 2023-2024 Proposed Budget in Brief document has been disseminated to the City Council, is available to view on the City's website, and noted a Virtual Town Hall Meeting regarding the proposed budget has been scheduled for May 10, 2023.

Police Chief Valdez mentioned tomorrow's culmination ceremony for participants of the Community Academy and reported on various upcoming Police Department related events.

City Manager Kimball stated the City's Annual Report was released for public review digitally and is available in both English and Spanish versions.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Fajardo thanked Mayor Rodriguez and Councilmember Solorio on their support for the newly adopted City Flag Policy.

Councilmember Montañez thanked City staff and spoke about the City's Annual Report.

Councilmember Solorio stated she had no comments.

Vice Mayor Mendoza reported she attended the Homeless Connect Day event and talked about the available services and resources that were offered, and expressed thanks to City staff, coordinators and to the Los Angeles Homeless Services Authority (LAHSA) for their partnership and commented on the previous two Community Academy meetings she attended.

Mayor Rodriguez spoke about the City's Annual Report, noted she attended the San Fernando Food and Wine Festival; the Cities for Financial Empowerment Coalition meeting, thanked staff for participating in Denim Day recognizing sexual assault awareness; and commented on attending the Latina Action Day event.

SAN FERNANDO CITY COUNCIL

MINUTES – Regular Meeting May 1, 2023

Page 6 of 6

Additionally, Mayor Rodriguez mentioned she attended a meeting with California State Senator Alex Padilla and Assemblymember Luz Rivas and discussed the City's Strategic Goals and Priorities; attended the San Fernando Outdoor Market; the Homeless Connect Day event; spoke briefly about translation services; noted she will be attending the upcoming Southern California Association of Governments (SCAG) General Assembly meeting, the Metropolitan Water District "San Fernando Room" Dedication Ceremony and commented on the grand opening and ribbon cutting event for Gain Credit Union.

ADJOURNMENT (9:38 p.m.)

Mayor Rodriguez adjourned the meeting to the next regular meeting.

I do hereby certify that the foregoing is a true and correct copy of the minutes of the May 1, 2023, Regular meeting as approved by the San Fernando City Council.

Julia Fritz, CMC
City Clerk

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Erica D. Melton, Director of Finance/City Treasurer

Date: May 15, 2023

Subject: Consideration to Adopt a Resolution Approving the Warrant Register

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 23-052 (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/City Treasurer hereby certifies that all requests for expenditures have been signed by the department head, or designee, receiving the merchandise or services thereby stating that the items or services have been received and that the resulting expenditure is appropriate. The Director of Finance/City Treasurer hereby certifies that each warrant has been reviewed for completeness and that sufficient funds are available for payment of the warrant register.

ATTACHMENT:

- A. Resolution No. 23-052, including:
Exhibit A: Payment Demands/Voucher List

RESOLUTION NO. 23-052

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, ALLOWING AND APPROVING FOR PAYMENT DEMANDS
PRESENTED ON DEMAND / WARRANT REGISTER NO. 23-052**

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

1. That the Payment Demand/Voucher List (EXHIBIT "A") as presented, having been duly audited, for completeness, are hereby allowed and approved for payment in the amounts as shown to designated payees and charged to the appropriate funds as indicated.
2. That the City Clerk shall certify to the adoption of this Resolution and deliver it to the City Treasurer.

PASSED, APPROVED, AND ADOPTED this 15th day of May 2023.

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

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 23-052, 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 15th day of May, 2023, by the following vote of the City Council:

AYES:

NAYS:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have here unto set my hand and affixed the official seal of the City of San Fernando, California, this _____ day of May, 2023.

Julia Fritz, City Clerk

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05/10/2023 2:08:58PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231271	5/15/2023	892287 99 CLEANERS	D53365		DRY CLEANING OF TABLE CLOTHES 004-2380	81.00
					Total :	81.00
231272	5/15/2023	892552 A & M CATERING, INC.	0010	12672	FOOD CATERING SRV FOR (4) SR CLU 004-2380	352.80
					Total :	352.80
231273	5/15/2023	894422 ADAME, EDDIE	835325		FACILITY RENTAL DEP REFUND 001-2220	150.00
					Total :	150.00
231274	5/15/2023	894406 ADVANCE AUTO PARTS	6861308059125 8681308864445 8681310159740		VEHICLE MAINT-PD2874 041-320-0222-4400 VEHICLE MAINT-WA0172 070-383-0000-4400 VEHICLE MAINT-PK4572 041-320-0390-4400	83.44 23.91 88.22
					Total :	195.57
231275	5/15/2023	894315 AG LAWNMOWER SHOP	0106 0107	12872 12872	SMALL EQUIP. REPAIR (LAWNMOWERS 001-346-0000-4300 SMALL EQUIP. REPAIR (LAWNMOWERS 043-390-0000-4300	107.01 136.36
					Total :	243.37
231276	5/15/2023	894432 AGUILAR, MARIAH	ERMS2023		SCHOLARSHIP AWARD PROGRAM 053-2951	250.00
					Total :	250.00
231277	5/15/2023	887462 AIRGAS USA, LLC	9137122750 9137122751		SAFETY PPE 001-311-0000-4300 SAFETY EQUIPMENT 001-311-0000-4300	41.57 249.96
					Total :	291.53

Page: 1

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05/10/2023 2:08:58PMVoucher List
CITY OF SAN FERNANDO

Page: 2

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231278	5/15/2023	100143 ALONSO, SERGIO	APRIL 2023	12730	MARIACHI MASTER APPRENTICE INST 108-424-3658-4260	1,855.00
					Total :	1,855.00
231279	5/15/2023	100191 ANGELES SHOOTING RANGE	11397		TRAINING 001-225-0000-4360	100.00
					Total :	100.00
231280	5/15/2023	894411 ARONOFF, PAUL	43-0570-03		WATER ACCT REFUND-518 N LAZARD 070-2010	122.11
					Total :	122.11
231281	5/15/2023	890546 BARAJAS, CRYSTAL	APRIL 2023	12868	MARIACHI MASTER APPRENTICE PRG 109-424-3637-4260	220.00
					Total :	220.00
231282	5/15/2023	894418 BETHANY, SAM	52-0170-01		WATER ACCT REFUND-2048 EIGHTH 070-2010	160.17
					Total :	160.17
231283	5/15/2023	894434 BLUE LINE ACADEMY LLC	042023 042523		VIRTUAL TRAINING-HUMAN TRAFFICIN 001-225-0000-4360 VIRTUAL TRAINING-HUMAN TRAFFICIN 001-225-0000-4360	100.00 100.00
					Total :	200.00
231284	5/15/2023	893924 BUCKLEY, BRANDON	REIMB.		MILEAGE REIMB-BASIC JAILER & CORI 001-225-3688-4360	105.50
					Total :	105.50
231285	5/15/2023	888800 BUSINESS CARD	041123 041823 041823		ADOBE CREATIVE CLOUD LICENSES (C 001-135-0000-4260 BUSINESS CARDS 001-130-0000-4300 001-150-0000-4300 001-152-0000-4300 DINNER FOR CC & STAFF-CC MTG 04/1 001-101-0000-4300	2,039.76 127.63 121.49 42.56 165.38

Page: 2

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 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231285	5/15/2023	888800 BUSINESS CARD	(Continued) 042123		MEMBERSHIP DUES 001-150-0000-4380	299.00
			042323		LODGING-HOPE LEADERSHIP INSTITU 001-101-0104-4370	266.33
			042423		MDT CHARGERS 001-222-0000-4300	79.35
			042423		VIDEO CONFERENCING SESSIONS 121-135-3689-4260	180.00
			042423		AIRFARE-HOPE LEADERSHIP INSTITU 001-101-0104-4370	281.98
			042423		LODGING-ILLEGAL DUMPING ANNUAL 001-310-0000-4370	709.75
			042423		AD: DIRECTOR OF COMM DEV RECRU 001-106-0000-4230	250.00
			042523		AD: DIRECTOR OF COMM DEV RECRU 001-106-0000-4230	295.00
			042523		AD: DIRECTOR OF PW RECRUITMENT 001-106-0000-4230	375.00
			042523-1		AD: DIRECTOR OF COMM DEV RECRU 001-106-0000-4230	360.00
			042523-2		AD: DIRECTOR OF PW RECRUITMENT 001-106-0000-4230	400.00
			042623		AD: WATER WORKER II RECRUITMENT 001-106-0000-4230	200.00
					Total :	6,193.23
231286	5/15/2023	888800 BUSINESS CARD	042123		LODGING-SLI CLASS 001-225-0000-4360	422.70
			042523		DIRECT ATTACH CABLE 010-225-3698-4500	24.42
			042623		LUNCH-INTERVIEW PANEL 001-222-0000-4270	133.86
			042623		LODGING CREDIT 001-224-0000-4360	-20.00
			042723		LATE FEE 001-190-0000-4435	39.00

Page: 3

 vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Page: 4

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231286	5/15/2023	888800 BUSINESS CARD	(Continued) 042823		FINANCE CHARGE 001-190-0000-4435	52.23
			050323		AWARD CEREMONY 001-226-0000-4380	200.00
					Total :	852.21
231287	5/15/2023	894426 CABALLERO, JOSE ANGEL	FFS2023		SCHOLARSHIP AWARD PROGRAM 053-2951	1,000.00
					Total :	1,000.00
231288	5/15/2023	887810 CALGROVE RENTALS, INC.	165874-1	12708	GENERATOR & LIGHT TOWER RENTAL 043-390-0000-4310	199.08
					Total :	199.08
231289	5/15/2023	894417 CAMPOS, ENRIQUE	43-3700-01		WATER ACCT REFUND-1513 SECOND 070-2010	24.13
					Total :	24.13
231290	5/15/2023	892464 CANON FINANCIAL SERVICES, INC	30130032	12900	COPIER LEASE CONTRACT (NEW FLE 001-135-0000-4260	3,054.56
			30160658	12900	COPIER LEASE CONTRACT (NEW FLE 001-135-0000-4260	1,884.98
			30328939	12900	COPIER LEASE CONTRACT (NEW FLE 001-135-0000-4260	1,884.98
					Total :	6,824.52
231291	5/15/2023	891860 CARL WARREN & COMPANY	20235-20253		REIMB. TO ITF ACCT (LIABILITY CLAIM 006-1037	46,391.34
					Total :	46,391.34
231292	5/15/2023	894415 CASTELLANOS, PEDRO	39-1675-00		WATER ACCT REFUND-1217 KEWEN 070-2010	314.14
					Total :	314.14
231293	5/15/2023	891381 CAVANAUGH, JIM	35-2800-04		WATER ACCT REFUND-1539 CELIS 070-2010	77.58

Page: 4

vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231293	5/15/2023	891381 891381 CAVANAUGH, JIM	(Continued)			Total : 77.58
231294	5/15/2023	889307 CDPH	151687 MW 2023		2023 ANNUAL REG FEE- MEDICAL WAS 001-222-0000-4260	25.00 Total : 25.00
231295	5/15/2023	103814 CERVANTES, JORGE	REIMB.		COMMUNITY ACADEMY REFRESHMEN 001-222-0000-4300	86.86 Total : 86.86
231296	5/15/2023	894010 CHARTER COMMUNICATIONS	0010369041823 196309042323		PD CABLE-04/18-05/17 001-222-0000-4260 INTERNET SERVICES-04/23-05/22 001-190-0000-4220	229.62 1,399.00 Total : 1,628.62
231297	5/15/2023	893645 CHASE	32384		PRINCIPAL & INTEREST PAYMENT-JUN 070-385-0806-4405 070-2045	130,000.00 10,450.00 Total : 140,450.00
231298	5/15/2023	894435 CHAUNCEY, STEVE	050123		RADAR/LASER OPERATOR COURSE & 001-225-0000-4360	170.00 Total : 170.00
231299	5/15/2023	103029 CITY OF SAN FERNANDO	5263-5276		REIMB. TO WORKERS COMP ACCT 006-1038	2,877.83 Total : 2,877.83
231300	5/15/2023	890893 CITY OF SAN FERNANDO	MAY 2023		CITY PROPERTY UTILITY BILLS 043-390-0000-4210	2,826.34 Total : 2,826.34
231301	5/15/2023	894438 CLEVELAND, KYLE	TRAVEL		PER DIEM-POST CERT RADAR & LASEI 001-225-0000-4360	60.00 Total : 60.00
231302	5/15/2023	100747 COASTLINE EQUIPMENT	1007492		VEHICLE MAINT-WA2571	

Page: 5

 vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Page: 6

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231302	5/15/2023	100747 COASTLINE EQUIPMENT	(Continued)			
					070-383-0000-4400	35.06 Total : 35.06
231303	5/15/2023	894429 COLINDRES, ASHLEY	GFMS2023		SCHOLARSHIP AWARD PROGRAM 053-2951	300.00 Total : 300.00
231304	5/15/2023	893824 COMPLETE OFFICE	4032143-0		COPY PAPER 001-222-0000-4300	429.42 Total : 429.42
231305	5/15/2023	894419 CONTRERAS, NANCY	43-0410-01		WATER ACCT REFUND-409 ORANGE G 070-2010	87.54 Total : 87.54
231306	5/15/2023	100805 COOPER HARDWARE INC.	133724 133753	12799 12799	MISC. SUPPLIES FOR P.W. OPERATION 001-311-0000-4300 MISC. SUPPLIES FOR P.W. OPERATION 017-420-1330-4300	31.14 50.86 Total : 82.00
231307	5/15/2023	102003 COUNTY OF LOS ANGELES	RE-PW-23041005148	12747	INDUSTRIAL WASTE CHARGES-MARCH 072-360-0000-4450	6,237.19 Total : 6,237.19
231308	5/15/2023	893618 DANA SAFETY SUPPLY INC	847937		PUSH BUMPER-PARTOL CAR 001-222-0000-4320	640.38 Total : 640.38
231309	5/15/2023	891425 DIAZ, MARISOL	REIMB.		REIMB OF VARIOUS ITEMS 001-422-0000-4370 004-2383 004-2382 001-424-0000-4300 004-2346	883.44 619.83 26.00 21.90 311.54 Total : 1,862.71

Page: 6

vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231310	5/15/2023	892599 DINOSAURS ROCK	13688		DAY CAMP INSECT EXHIBIT 017-1230	895.00 895.00
231311	5/15/2023	894082 ELIAS, LILIA LETICIA	061723		SENIOR DANCE CLEAN UP SERVICE-0 004-2380	208.00 208.00
231312	5/15/2023	890401 ENVIROGEN TECHNOLOGIES INC	0014063-IN	12737	MAR-MAINT., REPAIR, PARTS, LABOR, I 070-384-0857-4260	7,814.52 7,814.52
231313	5/15/2023	890879 EUROFINS EATON ANALYTICAL, INC	3800022366	12731	ENVIRONMENTAL DRINKING WTR LAB 070-384-0000-4260	1,576.00 1,576.00
231314	5/15/2023	893503 EVERBRIDGE	M74968	12886	PUBLIC SAFETY COMMUNICATION SY 001-135-0000-4260	12,532.38 12,532.38
231315	5/15/2023	893800 FAJARDO, JOANNE	MARCH 2023		ZUMBA INSTRUCTOR 017-420-1322-4260	410.00 410.00
231316	5/15/2023	101147 FEDEX	8-115-20908		COURIER SERVICES 001-190-0000-4280	544.48 544.48
231317	5/15/2023	893983 FRITZ, JULIA	REIMB.		SNACKS-CITY COUNCIL MEETING 001-101-0000-4300	69.45 69.45
231318	5/15/2023	892198 FRONTIER COMMUNICATIONS	209-188-4362-031792 209-188-4363-031892		PD PHONE LINES 001-222-0000-4220 VARIOUS PHONE LINES 001-190-0000-4220 070-384-0000-4220 001-420-0000-4220	761.44 101.16 315.03 257.88

Page: 7

 vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Page: 8

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231318	5/15/2023	892198 FRONTIER COMMUNICATIONS	(Continued) 818-361-2385-012309		MTA PHONE LINE & CREDIT CARD LINE 007-440-0441-4220 001-190-0000-4220	59.06 118.11
			818-361-6728-080105		ENGINEERING FAX LINE 001-310-0000-4220	43.94
			818-361-7825-120512		RUDY ORTEGA PARK IRR SYSTEM 001-420-0000-4220	69.47
			818-365-5097-120298		POLICE NARCOTICS VAULT 001-222-0000-4220	43.63
			818-837-1509-032207		PW PHONE LINE 001-190-0000-4220	43.94
			818-837-2296-031315		VARIOUS CITY HALL LINES 001-190-0000-4220	366.22
			818-838-4969-021803		PD ALARM PANEL 001-222-0000-4220	126.99
			818-898-7385-033105		LP PARK FAX LINE 001-420-0000-4220	47.57 2,354.44
231319	5/15/2023	894370 GALLEG0, MARTHA	836008 836009		SENIOR TRIP REFUND 004-2383 SENIOR TRIP REFUND 004-2383	30.00 30.00 60.00
231320	5/15/2023	894409 GLENOAKS ESTATE LLC	54-5010-01 54-5015-01 54-5020-01 54-5025-01 54-5030-01		WATER ACCT REFUND-989 GLENOAKS 070-2010 WATER ACCT REFUND-991 GLENOAKS 070-2010 WATER ACCT REFUND-993 GLENOAKS 070-2010 WATER ACCT REFUND-995 GLENOAKS 070-2010 WATER ACCT REFUND-997 GLENOAKS 070-2010	58.49 58.49 58.49 58.49 58.49

Page: 8

vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231320	5/15/2023	894409 894409 GLENOAKS ESTATE LLC	(Continued)			Total : 292.45
231321	5/15/2023	894414 GODINEZ, CANDELARIA	35-1790-08		WATER ACCT REFUND-1551 PICO 070-2010	38.44
					Total :	38.44
231322	5/15/2023	892918 GOOD TIMEZ PHOTO BOOTHS	050223		PHOTO BOOTH SERVICE-SR EXPO 001-422-0000-4260	375.00
					Total :	375.00
231323	5/15/2023	101376 GRAINGER, INC.	9669288665	12761	MISC. SUPPLIES FOR FACILITIES & TR 043-390-0000-4300	430.94
			9669421894	12761	MISC. SUPPLIES FOR FACILITIES & TR 043-390-0000-4300	101.39
			9675310230	12761	MISC. SUPPLIES FOR FACILITIES & TR 001-222-0000-4300	85.18
			9684623441	12761	MISC. SUPPLIES FOR FACILITIES & TR 027-344-0000-4300	281.14
			9685204340	12761	MISC. SUPPLIES FOR FACILITIES & TR 043-390-0000-4300	272.25
					Total :	1,170.90
231324	5/15/2023	893344 GRAND ELECTRICAL SUPPLY	201145		LIGHT BULBS 043-390-0000-4300	64.50
			201157		LIGHT BULBS 043-390-0000-4300	124.03
					Total :	188.53
231325	5/15/2023	894407 GRAYBAR FINANCIAL SERVICES	14592625		VOIP LEASE PAYMENT-APRIL 2023 001-190-0000-4220	2,709.95
					Total :	2,709.95
231326	5/15/2023	893400 GUERRERO, PERFECTO	061723		MUSIC FOR SR CLUB FATHER'S DAY DA 001-190-0000-4267	1,200.00
					Total :	1,200.00
231327	5/15/2023	101428 H & H WHOLESALE PARTS	1CR0082818		CREDIT-DETECTIVE BATTERIES 041-1215	-284.61

Page: 9

 vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Page: 10

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231327	5/15/2023	101428 H & H WHOLESALE PARTS	(Continued) 1IN0567366	12757	FULL SERVICE BATTERIES FOR CITY F 041-1215	424.20
					Total :	139.59
231328	5/15/2023	101450 HANSEN, SUSIE	681-FINAL		FINAL-ENTERTAINMENT FOR SENIOR I 001-422-0000-4260	535.00
					Total :	535.00
231329	5/15/2023	888647 HDL SOFTWARE, LLC	SIN0276312	12748	BUSINESS LICENSE ADMINISTRATION 001-130-0000-4260	4,191.19
					Total :	4,191.19
231330	5/15/2023	893817 HERNANDEZ MOLINA, MARIO ALBERTO	APRIL 2023	12733	MARIACHI MASTER APPRENTICE INS 109-424-3637-4260	1,350.00
					Total :	1,350.00
231331	5/15/2023	101640 INTERNATIONAL INSTITUTE OF	43902		ANNUAL MEMBERSHIP RENEWAL 001-115-0000-4380	125.00
					Total :	125.00
231332	5/15/2023	892769 IRDOR INC.	050223		SENIOR TRIP-MARIACHI USA TICKETS 004-2383	420.00
					Total :	420.00
231333	5/15/2023	891777 IRRIGATION EXPRESS	15267642-00	12809	IRRIGATION SUPPLIES FOR REPAIRS & 029-335-0000-4300	438.09
			15269322-00	12809	IRRIGATION SUPPLIES FOR REPAIRS & 043-390-0000-4300	71.02
			15270069-00	12809	IRRIGATION SUPPLIES FOR REPAIRS & 043-390-0000-4300	3.93
					Total :	513.04
231334	5/15/2023	894144 JIMENEZ, DAVID	APRIL 2023		MOVEMENT FOR LIFE INSTRUCTOR 017-420-1322-4260	120.00
			MARCH 2023		MOVEMENT FOR LIFE INSTRUCTOR 017-420-1322-4260	150.00

Page: 10

vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231334	5/15/2023	894144 894144 JIMENEZ, DAVID	(Continued)			Total : 270.00
231335	5/15/2023	893885 JOHNNY ALLEN TENNIS ACADEMY	APRIL-MAY 2023	12703	SERVICES FOR TENNIS PROGRAM 017-420-1327-4260	560.00 Total : 560.00
231336	5/15/2023	894007 KARINA SWEEPING COMPANY	0014	12739	MALL SWEEPING SERVICES 029-335-0000-4260	7,200.00 Total : 7,200.00
231337	5/15/2023	102007 L.A. COUNTY SHERIFFS DEPT.	232689BL	12771	INMATE MEALS-MARCH 2023 001-225-0000-4350	448.28 Total : 448.28
231338	5/15/2023	101971 L.A. MUNICIPAL SERVICES	004-750-1000 500-750-1000 594-750-1000 657-750-1000 694-750-1000 993-750-1000		ELECTRIC-13003 BORDEN 070-384-0000-4210 ELECTRIC-13655 FOOTHILL 070-384-0000-4210 ELECTRIC-12900 DRONFIELD 070-384-0000-4210 ELECTRIC-14060 SAYRE 070-384-0000-4210 ELECTRIC & WATER - 13180 DRONFIEL 070-384-0000-4210 WATER-13003 BORDEN 070-384-0000-4210	1,422.88 227.42 2,362.61 1,725.28 1,982.56 15.68 Total : 7,736.43
231339	5/15/2023	101852 LARRY & JOE'S PLUMBING	2257286-0001-02 2257316-0001-02 2258959-0001-02 2259066-0001-02		MATL'S TO REPAIR IRR MAIN 001-311-0000-4300 MATL'S TO REPAIR IRR MAIN 001-311-0000-4300 MATL'S TO REPAIR WASHING MACHINE 043-390-0000-4300 DEPT SUPPLIES 070-384-0000-4300	43.54 36.64 27.40 124.62 Total : 232.20

Page: 11

 vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Page: 12

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231340	5/15/2023	893218 LAZARO, ERNESTO	APRIL 2023	12734	MARIACHI MASTER APPRENTICE INST 109-424-3637-4260	1,650.00 Total : 1,650.00
231341	5/15/2023	892477 LOWES	9747-01278 9747-01829 9754-01619		MAT'L'S FOR SIDEWALK REPAIRS 001-311-0000-4300 MISC SUPPLIES 041-320-0000-4300 HAND TOOLS 001-311-0000-4300	63.18 507.61 88.86 Total : 659.65
231342	5/15/2023	888468 MAJOR METROPOLITAN SECURITY	1110491 1110492 1110493 1110494 1110495 1110496 1110497 1110498 1110499 1110500 1110501 1110502 1110503	12710 12710 12710 12710 12710 12710 12710 12710 12710 12710 12710 12710	ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 043-390-0000-4260 ALARM MONITORING AT ALL CITY FACI 070-384-0000-4260 ALARM MONITORING AT ALL CITY FACI	15.00 15.00 25.00 25.00 25.00 25.00 15.00 25.00 25.00 25.00 15.00 23.00

Page: 12

vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231342	5/15/2023	888468 MAJOR METROPOLITAN SECURITY	(Continued)			
			1110504	12710	070-384-0000-4260	23.00
				12710	ALARM MONITORING AT ALL CITY FACI	
			1110505	12710	070-384-0000-4260	23.00
				12710	ALARM MONITORING AT ALL CITY FACI	
					070-384-0000-4260	23.00
					Total :	327.00
231343	5/15/2023	887918 MARISCAL JR, MARIO	REIMB.		TRAINING REG.-SERVSAFE FOOD HA	
					001-222-0000-4360	15.00
					Total :	15.00
231344	5/15/2023	102125 MARTINEZ, MARLENE	REIMB.		MILEAGE-POST CERT TRAINING	
					001-222-0000-4370	121.00
					Total :	121.00
231345	5/15/2023	894410 MATYE, FRANCES E.	58-1928-01		WATER ACCT REFUND-651 N WORKM#	
					070-2010	150.01
					Total :	150.01
231346	5/15/2023	888242 MCI COMM SERVICE	7DK54968		MTA PHONE LINES	
			7DL39365		007-440-0441-4220	34.53
					ALARM LINE-1100 PICO	
					001-420-0000-4220	33.89
					Total :	68.42
231347	5/15/2023	893200 MCKESSON MEDICAL-SURGICAL	20559786		MEDICAL SUPPLIES	
			20559943		001-225-0000-4350	36.22
					MEDICALSUPPLIES	
					001-225-0000-4350	73.75
					Total :	109.97
231348	5/15/2023	894433 MEDINA, GIA	ERMS2023		SCHOLARSHIP AWARD PROGRAM	
					053-2951	250.00
					Total :	250.00
231349	5/15/2023	894220 MELTON, ERICA D.	169-171		L P SENIOR PETTY CASH REIMB.	
					004-2380	52.36

Page: 13

 vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Page: 14

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231349	5/15/2023	894220 894220 MELTON, ERICA D.	(Continued)			
					Total :	52.36
231350	5/15/2023	894421 MENDOZAALCAZAR, GALINDO	835504		FACILITY RENTAL DEP REFUND	
					001-2220	150.00
					Total :	150.00
231351	5/15/2023	893402 MILITARY TRIBUTE BANNERS	230126750		BANNERS FOR THE VETERAN'S RECO	
					017-420-1355-4300	1,726.00
					Total :	1,726.00
231352	5/15/2023	102226 MISSION LINEN SUPPLY	519147934		LAUNDRY SERVICE FOR PD	
			519190844	12685	001-225-0000-4350	281.12
				12685	LAUNDRY SERVICE FOR PD	
					001-225-0000-4350	246.14
					Total :	527.26
231353	5/15/2023	894424 MOHR, VINCENT	GKS2023		SCHOLARSHIP AWARD PROGRAM	
			UVS2023		053-2951	1,250.00
					SCHOLARSHIP AWARD PROGRAM	
					053-2951	500.00
					Total :	1,750.00
231354	5/15/2023	893050 MORALES-RODRIGUEZ, CRISTAL	APRIL 2023		MARIACHI MASTER APPRENTICE PRG	
				12869	109-424-3637-4260	280.00
					Total :	280.00
231355	5/15/2023	893247 NATIONAL READY MIXED	856719		MISC. CONCRETE WORK	
				12726	015-310-0866-4600	1,285.85
					Total :	1,285.85
231356	5/15/2023	893405 NEW HORIZON	2210108		LP PHONE SERVICE-MAY 2023	
					001-420-0000-4220	324.91
					Total :	324.91
231357	5/15/2023	894100 ODP BUSINESS SOLUTIONS , LLC	304869668001		OFFICE SUPPLIES	
			305172311001		001-310-0000-4300	55.64
					OFFICE SUPPLIES	
					001-222-0000-4300	26.45

Page: 14

vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231357	5/15/2023	894100 ODP BUSINESS SOLUTIONS , LLC	(Continued) 305173126001		OFFICE SUPPLIES 001-222-0000-4300	47.93
			305499471001		OFFICE SUPPLIES 043-390-0000-4500	29.98
			305499531001		OFFICE SUPPLIES 043-390-0000-4500	51.48
			305774670001		TONER & OFFICE SUPPLIES 001-130-0000-4300	296.59
			305822796001		TONER 001-130-0000-4300	512.41
			308457488001		OFFICE SUPPLIES 001-310-0000-4300	58.90
			309685878001		TONER 001-130-0000-4300	164.40
					Total :	1,243.78
231358	5/15/2023	890095 O'REILLY AUTOMOTIVE STORES INC	4605-111035	12754	VEHICLE SERV., MAINT. & REPAIR PAR 041-1215	174.53
			4605-111036	12754	VEHICLE SERV., MAINT. & REPAIR PAR 041-320-0311-4400	51.35
			4605-113046	12754	VEHICLE SERV., MAINT. & REPAIR PAR 041-320-0224-4400	97.12
			4605-113069	12754	VEHICLE SERV., MAINT. & REPAIR PAR 041-320-0320-4400	42.04
			4605-113076	12754	VEHICLE SERV., MAINT. & REPAIR PAR 041-320-0320-4400	79.60
			4605-113993	12754	VEHICLE SERV., MAINT. & REPAIR PAR 041-320-0224-4400	38.52
			4605-114034	12754	VEHICLE SERV., MAINT. & REPAIR PAR 041-320-0370-4400	106.90
			4605-114532	12754	VEHICLE SERV., MAINT. & REPAIR PAR 041-320-0224-4400	245.09
					Total :	835.15
231359	5/15/2023	894431 PADRON, NATALIE	ERMS2023		SCHOLARSHIP AWARD PROGRAM 053-2951	500.00

Page: 15

 vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Page: 16

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231359	5/15/2023	894431 894431 PADRON, NATALIE	(Continued)		Total :	500.00
231360	5/15/2023	894416 PHOENIX REALTY INVESTMENTS LLC	60-3090-09		WATER ACCT REFUND-1003 DE GARM 070-2010	185.35
					Total :	185.35
231361	5/15/2023	893933 PORTA-STOR	393292		MCB STORAGE BIN RENTAL 017-420-1330-4260	82.00
					Total :	82.00
231362	5/15/2023	102688 PROFESSIONAL PRINTING CENTERS	21235	12721	PRINTING SERVICES 001-311-0000-4300	476.83
					Total :	476.83
231363	5/15/2023	890536 PRUDENTIAL OVERALL SUPPLY	11006733	12688	PW UNIFORM PURCHASE 070-383-0000-4300	2,066.50
				12688	070-384-0000-4300	1,985.42
				12688	072-360-0000-4310	3,056.65
					Total :	7,108.57
231364	5/15/2023	894306 QUENCH USA, INC.	INV05687632		DRINKING WATER 001-222-0000-4300	99.24
					Total :	99.24
231365	5/15/2023	894430 RENZO MARTINEZ, RAPHAEL	GFMS2023		SCHOLARSHIP AWARD PROGRAM 053-2951	300.00
					Total :	300.00
231366	5/15/2023	102855 RIO HONDO COLLEGE	S23-177-ZSFN		PHYSICAL FITNESS COURSE 001-222-0000-4360	50.00
					Total :	50.00
231367	5/15/2023	894425 RODRIGUEZ NUNEZ, MAURISIO	RSCCS2023		SCHOLARSHIP AWARD PROGRAM 053-2951	1,000.00
					Total :	1,000.00
231368	5/15/2023	894439 RODRIGUEZ, CHRIS	TRAVEL		PER DIEM-FIREARMS INSTRUCTOR TA 001-224-0000-4360	225.00

Page: 16

vchlist
05/10/2023 2:08:58PMVoucher List
CITY OF SAN FERNANDO

Page: 17

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231368	5/15/2023	894439 894439 RODRIGUEZ, CHRIS	(Continued)			Total : 225.00
231369	5/15/2023	894427 ROGEL, KLARISSA	PMWNYS2023		SCHOLARSHIP AWARD PROGRAM 053-2951	500.00 Total : 500.00
231370	5/15/2023	894413 RUVALCABA, TIFFANY	43-0275-00		WATER ACCT REFUND-525 ORANGE G 070-2010	131.16 Total : 131.16
231371	5/15/2023	102958 S & S WORLDWIDE INC	IN101166757		SUPPLIES-DAY CAMP ACTIVITIES 017-420-1399-4300	1,301.61 Total : 1,301.61
231372	5/15/2023	103057 SAN FERNANDO VALLEY SUN	11903 11904		NIB-STAGE & SOUND SERVICES-CITYV 001-115-0000-4230 PH NOTICE-EXTENDING URG ORD MO 001-115-0000-4230	94.50 155.25 Total : 249.75
231373	5/15/2023	103184 SMART & FINAL	0018 0195 0247 0542		ENP SUPPLIES 001-422-0000-4300 BREAK ROOM SUPPLIES 001-222-0000-4300 ENP SUPPLIES 001-422-0000-4300 SENIOR CLUB DANCE SUPPLIES 004-2380	42.91 151.29 28.98 26.22 Total : 249.40
231374	5/15/2023	894326 SOLIS, CRYSTAL	REIMB.		DINNER FOR CC & STAFF-CC MTG 05/0 001-101-0000-4300	111.51 Total : 111.51
231375	5/15/2023	103202 SOUTHERN CALIFORNIA EDISON CO.	600000512389		ELECTRIC-VARIOUS LOCATIONS 027-344-0000-4210 029-335-0000-4210 070-384-0000-4210	11,618.94 2,331.52 20,488.26

Page: 17

vchlist
05/10/2023 2:08:58PMVoucher List
CITY OF SAN FERNANDO

Page: 18

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231375	5/15/2023	103202 SOUTHERN CALIFORNIA EDISON CO.	(Continued)		074-320-0000-4210 043-390-0000-4210	6,666.74 5,398.08 Total : 46,503.54
231376	5/15/2023	103206 SOUTHERN CALIFORNIA GAS CO.	176-827-9776-0		NATURAL GAS -CNG STATION 074-320-0000-4402	13,407.51 Total : 13,407.51
231377	5/15/2023	894130 SUNBURST UNIFORMS	1842 1844	12698 12698	UNIFORMS FOR PD PERSONNEL 001-225-0000-4325 UNIFORMS FOR PD PERSONNEL 001-222-0000-4300	1,311.83 718.50 Total : 2,030.33
231378	5/15/2023	893955 TALLEY, BRIDGET LAINE	APRIL 2023 MARCH 2023		SENIOR YOGA INSTRUCTOR 017-420-1321-4260 SENIOR YOGA INSTRUCTOR 017-420-1321-4260	199.50 252.00 Total : 451.50
231379	5/15/2023	894287 TEJADA, DAVID	00003	12824	UNIFORM PRINTING AND EMBROIDER' 017-420-1330-4300	290.00 Total : 290.00
231380	5/15/2023	894428 TEMOXTLE, JAVIER	ESS2023		SCHOLARSHIP AWARD PROGRAM 053-2951	500.00 Total : 500.00
231381	5/15/2023	103205 THE GAS COMPANY	084-220-3249-3		GAS-505 S HUNTINGTON 043-390-0000-4210	624.18 Total : 624.18
231382	5/15/2023	888821 THE GOODYEAR TIRE & RUBBER CO	36290	12810	TIRES FOR CITY FLEET 041-1215	2,344.45 Total : 2,344.45
231383	5/15/2023	101528 THE HOME DEPOT CRC, ACCT#603532202490	1545725		MISC TOOLS	

Page: 18

vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231383	5/15/2023	101528 THE HOME DEPOT CRC, ACCT#603532202490 (Continued)				
			5012230		001-311-0000-4300 TOOLS FOR TRUCK	329.24
			6363833		001-311-0000-4300 FILTERS	170.71
			8100033		043-390-0000-4300 MISC ITEMS	333.43
					043-390-0000-4300	91.00
					Total :	924.38
231384	5/15/2023	892525 T-MOBILE	958769818		HOTSPOT & TABLET CONNECTIONS	
					001-420-0000-4220	29.40
					001-152-0000-4220	19.74
					Total :	49.14
231385	5/15/2023	887591 TOM BROHARD & ASSOCIATES	2023-15	12752	TRAFFIC ENGINEERING SERVICES	
					001-310-0000-4270	4,130.00
					Total :	4,130.00
231386	5/15/2023	887458 TORRES, HECTOR	TRAVEL-1		PER DIEM-INSTITUTE OF CRIMINAL	
			TRAVEL-2		001-224-0000-4360	225.00
					PER DIEM-INSTITUTE OF CRIMINAL	
					001-224-0000-4360	225.00
					Total :	450.00
231387	5/15/2023	893504 TOWN HALL STREAMS, LLC	14819		MAY STREAMING SERVICES	
					001-115-0000-4260	175.00
					Total :	175.00
231388	5/15/2023	103503 U.S. POSTAL SERVICE, NEOPOST POSTAGE (15122187			POSTAGE MACHINE REIMBURSEMENT	
					001-190-0000-4280	1,500.00
					Total :	1,500.00
231389	5/15/2023	103445 UNDERGROUND SERVICE ALERT	22-2303960		CA STATE FEE FOR REGULATOT COST	
			420230707		070-381-0000-4260	32.42
					(62) NEW TICKET CHARGES	
					070-381-0000-4260	118.50

Page: 19

 vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Page: 20

Bank code : bank3						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231389	5/15/2023	103445 103445 UNDERGROUND SERVICE ALERT (Continued)				
					Total :	150.92
231390	5/15/2023	893167 UNITED MAINTENANCE SYSTEMS	15483	12794	JANITORIAL SERVICES CONTRACT#19	
					043-390-0000-4260	17,850.00
					Total :	17,850.00
231391	5/15/2023	894423 VALDEZ, JENIFER	835624		FACILITY RENTAL DEP REFUND	
			836093		001-2220	150.00
					FACILITY RENTAL REFUND	
					001-3777-0000	150.00
					Total :	300.00
231392	5/15/2023	893647 VALEO NETWORKS	20803	12741	AXON AUTO TAGGING & CAMERA INFR	
			21072	12741	010-225-3698-4500	243.00
			22457	12741	AXON AUTO TAGGING & CAMERA INFR	
					010-225-3698-4500	324.00
					IT MANAGEMENT & VEEAM CLOUD CO	
			22830	12760	001-135-0000-4260	761.70
			22831	12760	IT MANAGEMENT & VEEAM CLOUD CO	
					001-135-0000-4270	10,330.33
					IT MANAGEMENT & VEEAM CLOUD CO	
					001-135-0000-4260	775.70
					Total :	12,434.73
231393	5/15/2023	103534 VALLEY LOCKSMITH	1505	12787	LOCKSMITH SERVICES FOR ALL FACIL	
			1538	12787	043-390-0000-4330	125.00
					LOCKSMITH SERVICES FOR ALL FACIL	
					043-390-0000-4330	642.50
					Total :	767.50
231394	5/15/2023	894412 VAZQUEZ, MARILOU	50-4300-01		WATER ACCT REFUND-1079 SHADOW	
					070-2010	150.77
					Total :	150.77
231395	5/15/2023	892794 VENEGAS, JULIAN	REIMB.		TRAVEL EXPENSES-CPRS CONFEREN	
					001-422-0000-4370	597.73
					001-420-0000-4370	130.00
					001-420-0000-4300	23.47

Page: 20

vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231395	5/15/2023	892794 892794 VENEGAS, JULIAN	(Continued)			Total : 751.20
231396	5/15/2023	892081 VERIZON BUSINESS SERVICES	72520040		PD MPLS PORT ACCESSPD ROUTER-W 001-222-0000-4220	1,041.17
					Total :	1,041.17
231397	5/15/2023	100101 VERIZON WIRELESS-LA	9930708947		PD CELL PHONE PLANS 001-222-0000-4220	182.98
			9932123647		001-152-0000-4220 PW CELL PHONE PLAN 072-360-0000-4220	152.04
					001-101-0108-4220	51.18
					001-105-0000-4220	51.88
			9932702766		MDT MODEMS-PD UNITS 001-222-0000-4220	55.83
			9933408505		CITY YARD CELL PHONE PLANS 070-384-0000-4220	336.64
					043-390-0000-4220	155.64
					041-320-0000-4220	25.94
					072-360-0000-4220	25.94
			993420045		VARIOUS CELL PHONE PLANS 001-106-0000-4220	36.09
					070-384-0000-4220	42.60
					Total :	1,169.71
231398	5/15/2023	890970 WEX BANK	88883873		FUEL FOR FLEET 041-320-0152-4402	202.65
					041-320-0221-4402	444.04
					041-320-0222-4402	88.67
					041-320-0224-4402	949.14
					041-320-0225-4402	3,573.31
					041-320-0228-4402	622.89
					041-320-0311-4402	1,299.46
					070-381-0000-4402	129.56
					041-320-0320-4402	0.33
					041-320-0370-4402	1,023.04
					041-320-0390-4402	2,036.64

Page: 21

 vchlist
 05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Page: 22

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231398	5/15/2023	890970 WEX BANK	(Continued)			
					029-335-0000-4402	86.01
					070-382-0000-4402	438.16
					070-383-0000-4402	761.21
					070-384-0000-4402	457.62
					072-360-0000-4402	429.90
					Total :	12,542.63
231399	5/15/2023	894009 WILLDAN ENERGY SOLUTIONS	1	12905	HVAC FOR CITY FACILITIES 032-390-0765-4600	761,000.00
					032-2037	-38,050.00
					Total :	722,950.00
231400	5/15/2023	891531 WILLDAN ENGINEERING	337526	12814	ON-CALL ENGINEERING SERVICES 001-310-0000-4270	20,056.75
				12814	024-371-0562-4600	260.00
				12814	025-311-0565-4600	4,290.50
				12814	024-311-0551-4600	585.00
				12814	032-311-0866-4600	65.00
					Total :	25,257.25
231401	5/15/2023	892390 WILMINGTON TRUST	115494-007		COP 2016 INTEREST & PRINCIPAL PYM 012-310-0000-4410	40,618.75
					012-310-0000-4420	95,000.00
					012-1041	-3.87
					Total :	135,614.88
231402	5/15/2023	892023 WINDSTREAM	75614645		LATE FEES 001-190-0000-4220	25.30
					Total :	25.30
231403	5/15/2023	894164 YUNEX LLC	5620042444	12715	ON-CALL TRAFFIC SIGNAL MAINTENAN 001-370-0564-4300	2,480.00
			5620042558	12715	ON-CALL TRAFFIC SIGNAL MAINTENAN 001-370-0564-4300	2,480.00
			5620042676	12715	ON-CALL TRAFFIC SIGNAL MAINTENAN 001-370-0301-4300	617.50

Page: 22

vchlist

05/10/2023 2:08:58PM

Voucher List
CITY OF SAN FERNANDO

Bank code : bank3

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
231403	5/15/2023	894164	894164 YUNEX LLC		(Continued)	Total : 5,577.50
133	Vouchers for bank code :		bank3			Bank total : 1,314,222.87
133	Vouchers in this report					Total vouchers : 1,314,222.87

Voucher Registers are not final until approved by Council.

Page: 23

SPECIAL CHECK**EXHIBIT "A"**
RES. NO. 23-052

vchlist

04/27/2023

9:22:46AM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231159	4/27/2023	103648 CITY OF SAN FERNANDO	PR 4/28/23		REIMB FOR PAYROLL W/E 4/21/23	
					001-1003	580,538.10
					007-1003	2,139.51
					017-1003	478.66
					027-1003	2,271.51
					029-1003	2,500.01
					030-1003	1,679.59
					041-1003	6,962.84
					043-1003	26,289.13
					070-1003	59,529.40
					072-1003	14,137.23
					110-1003	1,174.01
					Total :	697,699.99
		1 Vouchers for bank code :	bank3		Bank total :	697,699.99
		1 Vouchers in this report			Total vouchers :	697,699.99

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECKVoucher List
CITY OF SAN FERNANDO**EXHIBIT "A"**
RES. NO. 23-052

Page: 1

vchlist
04/27/2023 1:51:06PM

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231266	4/27/2023	891825 UNITED STATES TREASURY	JAN-MAR 2023		EXCISE TAX QRTLTY PYMNT-03/31/23 074-320-0000-4457	12,319.79
Total :						12,319.79
1 Vouchers for bank code : bank3						Bank total : 12,319.79
1 Vouchers in this report						Total vouchers : 12,319.79

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 23-052

vchlist

04/27/2023

5:22:40PM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231267	4/10/2023	893115 P.E.R.S. CITY RETIREMENT	100000017079755		EMPL CONTRIB VARIANCE - 02/25/23-3.	
					018-222-0000-4124	357.13
					018-224-0000-4124	267.84
					018-225-0000-4124	3,839.08
					Total :	4,464.05
231268	4/19/2023	893115 P.E.R.S. CITY RETIREMENT	100000017079694		EMPL CONTRIB VARIANCE - 03/11-03/2-	
					018-222-0000-4124	258.50
					018-224-0000-4124	193.89
					018-225-0000-4124	2,778.98
					Total :	3,231.37
2 Vouchers for bank code : bank3					Bank total :	7,695.42
2 Vouchers in this report					Total vouchers :	7,695.42

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 23-052

vchlist

05/01/2023 10:26:48AM

Voucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231269	5/5/2023	102519 P.E.R.S.	MAY 2023		HEALTH INS BENEFITS - MAY 2023 001-1160	164,979.72
Total :						164,979.72
1 Vouchers for bank code : bank3						Bank total : 164,979.72
1 Vouchers in this report						Total vouchers : 164,979.72

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECK

EXHIBIT "A"
RES. NO. 23-052vchlist
05/03/2023 1:13:06PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231270	5/3/2023	103394 TORRES, RACHEL	23-APR		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
Total :						269.02
1 Vouchers for bank code : bank3						Bank total : 269.02
1 Vouchers in this report						Total vouchers : 269.02

Voucher Registers are not final until approved by Council.

Page: 1

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 23-052vchlist
04/27/2023 12:24:36PMVoucher List
CITY OF SAN FERNANDO

Page: 1

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231160	5/1/2023	100286 BAKER, BEVERLY	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	148.68
					Total :	148.68
231161	5/1/2023	100916 DEIBEL, PAUL	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231162	5/1/2023	894378 GARCIA, BERTHA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	603.64
					Total :	603.64
231163	5/1/2023	101781 KISHITA, ROBERT	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	132.25
					Total :	132.25
231164	5/1/2023	101926 LILES, RICHARD	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231165	5/1/2023	102126 MARTINEZ, MIGUEL	23-MAY		CALPERS HEALTH REIMB 070-180-0000-4127	603.64
					Total :	603.64
231166	5/1/2023	891031 ORTEGA, JIMMIE	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231167	5/1/2023	891354 RAMIREZ, ROSALINDA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	132.25
					Total :	132.25
231168	5/1/2023	102940 RUIZ, RONALD	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	587.29
					Total :	587.29
231169	5/1/2023	892782 TIGHE, DONNA	23-MAY		CALPERS HEALTH REIMB	

Page: 1

vchlist
04/27/2023 12:24:36PMVoucher List
CITY OF SAN FERNANDO

Page: 2

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231169	5/1/2023	892782 TIGHE, DONNA	(Continued)		001-180-0000-4127	132.25
					Total :	132.25
10 Vouchers for bank code : bank3						Bank total : 3,147.06
10 Vouchers in this report						Total vouchers : 3,147.06

Voucher Registers are not final until approved by Council.

Page: 2

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 23-052

vchlist
 04/27/2023 12:44:15PM

Voucher List
 CITY OF SAN FERNANDO

Page: 1

Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
231170	5/1/2023	100091 AGORICHAS, JOHN	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02	
							Total : 269.02
231171	5/1/2023	891039 AGUILAR, JESUS	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	415.50	
							Total : 415.50
231172	5/1/2023	100104 ALBA, ANTHONY	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	689.04	
							Total : 689.04
231173	5/1/2023	891011 APODACA-GRASS, ROBERTA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02	
							Total : 269.02
231174	5/1/2023	100260 AVILA, FRANK	23-MAY		CALPERS HEALTH REIMB 041-180-0000-4127	1,358.28	
							Total : 1,358.28
231175	5/1/2023	100306 BARNARD, LARRY	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	879.00	
							Total : 879.00
231176	5/1/2023	100346 BELDEN, KENNETH M.	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,342.00	
							Total : 1,342.00
231177	5/1/2023	892233 BUZZELL, CAROL	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	148.68	
							Total : 148.68
231178	5/1/2023	891350 CALZADA, FRANK	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	448.36	
							Total : 448.36
231179	5/1/2023	100642 CASTRO, RICO	23-MAY		CALPERS HEALTH REIMB		
							Page: 1

vchlist
 04/27/2023 12:44:15PM

Voucher List
 CITY OF SAN FERNANDO

Page: 2

Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
231179	5/1/2023	100642 CASTRO, RICO	(Continued)		001-180-0000-4127	1,834.18	
							Total : 1,834.18
231180	5/1/2023	103816 CHAVEZ, ELENA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	587.29	
							Total : 587.29
231181	5/1/2023	100752 COLELLI, CHRISTIAN	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,811.06	
							Total : 1,811.06
231182	5/1/2023	891014 CREEKMORE, CASIMIRA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02	
							Total : 269.02
231183	5/1/2023	893711 DAVIS, JAMES	23-MAY		CALPERS HEALTH REIMB 072-180-0000-4127	1,534.22	
							Total : 1,534.22
231184	5/1/2023	100913 DECKER, CATHERINE	23-MAY		CALPERS HEALTH REIMB 070-180-0000-4127	269.02	
							Total : 269.02
231185	5/1/2023	100925 DELGADO, RALPH	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	448.36	
							Total : 448.36
231186	5/1/2023	100960 DIEDIKER, VIRGINIA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02	
							Total : 269.02
231187	5/1/2023	100996 DRAKE, JOYCE	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02	
							Total : 269.02
231188	5/1/2023	100995 DRAKE, MICHAEL	23-MAY		CALPERS HEALTH REIMB 070-180-0000-4127	134.51	
							Page: 2

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 23-052
 Page: 3

vchlist
 04/27/2023 12:44:15PM

Voucher List
 CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231188	5/1/2023	100995 DRAKE, MICHAEL	(Continued)		072-180-0000-4127	134.51
					Total :	269.02
231189	5/1/2023	100997 DRAPER, CHRISTOPHER	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,811.06
					Total :	1,811.06
231190	5/1/2023	101044 ELEY, JEFFREY	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,949.00
					Total :	1,949.00
231191	5/1/2023	891040 FISHKIN, RIVIAN	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	132.25
					Total :	132.25
231192	5/1/2023	101178 FLORES, ADRIAN	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,325.58
					Total :	1,325.58
231193	5/1/2023	101182 FLORES, MIGUEL	23-MAY		CALPERS HEALTH REIMB 043-180-0000-4127	1,325.58
					Total :	1,325.58
231194	5/1/2023	892103 GAJDOS, BETTY	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	132.25
					Total :	132.25
231195	5/1/2023	891351 GARCIA, DEBRA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,856.80
					Total :	1,856.80
231196	5/1/2023	101281 GARIBAY, SAUL	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	2,280.31
					Total :	2,280.31
231197	5/1/2023	101318 GLASGOW, KEVIN	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,811.06

Page: 3

vchlist
 04/27/2023 12:44:15PM

Voucher List
 CITY OF SAN FERNANDO

Page: 4

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231197	5/1/2023	101318 101318 GLASGOW, KEVIN	(Continued)			1,811.06
					Total :	1,811.06
231198	5/1/2023	891020 GLASGOW, ROBERT	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	314.00
					Total :	314.00
231199	5/1/2023	101333 GODINEZ, FRAZIER C.	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,768.55
					Total :	1,768.55
231200	5/1/2023	101409 GUERRA, LAUREN E	23-MAY		CALPERS HEALTH REIMB 072-180-0000-4127	587.29
					Total :	587.29
231201	5/1/2023	891021 GUIZA, JENNIE	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231202	5/1/2023	102896 GUZMAN, ROSA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	587.29
					Total :	587.29
231203	5/1/2023	891352 HADEN, SUSANNA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	603.64
					Total :	603.64
231204	5/1/2023	101440 HALCON, ERNEST	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,342.00
					Total :	1,342.00
231205	5/1/2023	891918 HARTWELL, BRUCE	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	689.04
					Total :	689.04
231206	5/1/2023	101465 HARVEY, DAVID	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	132.25
					Total :	132.25

Page: 4

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 23-052
 Page: 5

vchlist
 04/27/2023 12:44:15PM

Voucher List
 CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231207	5/1/2023	101466 HARVEY, DEVERY MICHAEL	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,217.00 1,217.00
231208	5/1/2023	101471 HASBUN, NAZRI A.	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	587.29 587.29
231209	5/1/2023	891023 HATFIELD, JAMES	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	689.04 689.04
231210	5/1/2023	892104 HERNANDEZ, ALFONSO	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,272.92 1,272.92
231211	5/1/2023	891024 HOOKER, RAYMOND	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 269.02
231212	5/1/2023	893616 HOUGH, LOIS	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	148.68 148.68
231213	5/1/2023	101597 IBRAHIM, SAMIR	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	415.50 415.50
231214	5/1/2023	101694 JACOBS, ROBERT	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	879.00 879.00
231215	5/1/2023	892105 KAHMANN, ERIC	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	415.50 415.50
231216	5/1/2023	101786 KLOTZSCHE, STEVEN	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	448.36

Page: 5

vchlist
 04/27/2023 12:44:15PM

Voucher List
 CITY OF SAN FERNANDO

Page: 6

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231216	5/1/2023	101786 101786 KLOTZSCHE, STEVEN	(Continued)			448.36
231217	5/1/2023	891866 KNIGHT, DONNA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	123.03 123.03
231218	5/1/2023	892929 LEWIS, WANDA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 269.02
231219	5/1/2023	891043 LIEBERMAN, LEONARD	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	132.25 132.25
231220	5/1/2023	101933 LITTLEFIELD, LESLEY	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 269.02
231221	5/1/2023	102045 LLAMAS-RIVERA, MARCOS	23-MAY		CALPERS HEALTH REIMB 070-180-0000-4127	1,361.42 1,361.42
231222	5/1/2023	102059 MACK, MARSHALL	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	587.29 587.29
231223	5/1/2023	891010 MAERTZ, ALVIN	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	397.06 397.06
231224	5/1/2023	888037 MARTINEZ, ALVARO	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,676.48 1,676.48
231225	5/1/2023	102206 MILLER, WILMA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02 269.02

Page: 6

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 23-052vchlist
04/27/2023 12:44:15PMVoucher List
CITY OF SAN FERNANDO

Page: 7

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231226	5/1/2023	102212 MIRAMONTES, MONICA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	555.22
					Total :	555.22
231227	5/1/2023	102232 MIURA, HOWARD	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231228	5/1/2023	892106 MONTAN, EDWARD	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	148.68
					Total :	148.68
231229	5/1/2023	102365 NAVARRO, RICARDO A	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	448.36
					Total :	448.36
231230	5/1/2023	102473 ORDELHEIDE, ROBERT	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,878.60
					Total :	1,878.60
231231	5/1/2023	102483 OROZCO, ELVIRA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	148.68
					Total :	148.68
231232	5/1/2023	102486 ORSINI, TODD	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	2,039.79
					Total :	2,039.79
231233	5/1/2023	102569 PARKS, ROBERT	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,949.00
					Total :	1,949.00
231234	5/1/2023	102580 PATINO, ARMANDO	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,949.00
					Total :	1,949.00
231235	5/1/2023	102527 PISCITELLI, ANTHONY	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	448.36
					Total :	448.36

Page: 7

vchlist
04/27/2023 12:44:15PMVoucher List
CITY OF SAN FERNANDO

Page: 8

Bank code :		bank3					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
231235	5/1/2023	102527 PISCITELLI, ANTHONY	(Continued)			Total : 448.36	
231236	5/1/2023	891033 POLLOCK, CHRISTINE	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	314.00 Total : 314.00	
231237	5/1/2023	102735 QUINONEZ, MARIA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,358.28 Total : 1,358.28	
231238	5/1/2023	891034 RAMSEY, JAMES	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	852.90 Total : 852.90	
231239	5/1/2023	102864 RIVETTI, DOMINICK	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	879.00 Total : 879.00	
231240	5/1/2023	102936 RUELAS, MARCO	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,856.80 Total : 1,856.80	
231241	5/1/2023	891044 RUSSUM, LINDA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	132.25 Total : 132.25	
231242	5/1/2023	103005 SALAZAR, TONY	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,325.58 Total : 1,325.58	
231243	5/1/2023	103118 SENDA, OCTAVIO	23-MAY		CALPERS HEALTH REIMB 043-180-0000-4127	1,768.55 Total : 1,768.55	
231244	5/1/2023	892107 SHANAHAN, MARK	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	415.50 Total : 415.50	
Page: 8							

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 23-052
 Page: 9

vchlist
 04/27/2023 12:44:15PM

Voucher List
 CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231245	5/1/2023	891035 SHERWOOD, NINA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231246	5/1/2023	103175 SKOBIN, ROMELIA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,272.92
					Total :	1,272.92
231247	5/1/2023	893677 SOLIS, MARGARITA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	517.13
					Total :	517.13
231248	5/1/2023	103220 SOMERVILLE, MICHAEL	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,449.00
					Total :	1,449.00
231249	5/1/2023	103394 TORRES, RACHEL	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231250	5/1/2023	889588 UFANO, VIRGINIA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	132.25
					Total :	132.25
231251	5/1/2023	103516 VAIRO, ANTHONY	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,449.00
					Total :	1,449.00
231252	5/1/2023	888417 VALDIVIA, LAURA	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231253	5/1/2023	103550 VANICEK, JAMES	23-MAY		CALPERS HEALTH REIMB 070-180-0000-4127	1,358.28
					Total :	1,358.28
231254	5/1/2023	103562 VASQUEZ, JOEL	23-MAY		CALPERS HEALTH REIMB 070-180-0000-4127	1,949.00

Page: 9

vchlist
 04/27/2023 12:44:15PM

Voucher List
 CITY OF SAN FERNANDO

Page: 10

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231254	5/1/2023	103562 103562 VASQUEZ, JOEL	(Continued)			
					Total :	1,949.00
231255	5/1/2023	888562 VILLALPANDO, SEBASTIAN FRANK	23-MAY		CALPERS HEALTH REIMB 070-180-0000-4127	415.50
					Total :	415.50
231256	5/1/2023	103692 VILLALVA, FRANCISCO	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	1,768.55
					Total :	1,768.55
231257	5/1/2023	891038 WAITE, CURTIS	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	689.04
					Total :	689.04
231258	5/1/2023	103612 WALKER, MICHAEL	23-MAY		CALPERS HEALTH REIMB 027-180-0000-4127	210.90
					Total :	210.90
231259	5/1/2023	103620 WARREN, DALE	23-MAY		CALPERS HEALTH REIMB 072-180-0000-4127	132.25
					Total :	132.25
231260	5/1/2023	891036 WATT, DAVID	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	689.04
					Total :	689.04
231261	5/1/2023	893690 WATTS, STEVE M.	23-MAY		CALPERS HEALTH REIMB 072-180-0000-4127	886.89
					Total :	886.89
231262	5/1/2023	891037 WEBB, NANCY	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231263	5/1/2023	103643 WEDDING, JEROME	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	689.04
					Total :	689.04

Page: 10

SPECIAL CHECKS

EXHIBIT "A"
RES. NO. 23-052
Page: 11vchlist
04/27/2023 12:44:15PMVoucher List
CITY OF SAN FERNANDO

Bank code : bank3

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
231264	5/1/2023	103727 WYSBEEK, DOUDE	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	269.02
					Total :	269.02
231265	5/1/2023	103737 YNIGUEZ, LEONARD	23-MAY		CALPERS HEALTH REIMB 001-180-0000-4127	689.04
					Total :	689.04
96 Vouchers for bank code :		bank3			Bank total :	78,103.48
96 Vouchers in this report					Total vouchers :	78,103.48

Voucher Registers are not final until approved by Council.

Page: 11

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Erica D. Melton, Director of Finance

Date: May 15, 2023

Subject: Consideration to Approve a Business License Permit Pursuant to San Fernando City Code Section 22-215 from Applicant Rainbow Spa to Operate a Massage Parlor at 204 S. Brand Boulevard, Suite 202

RECOMMENDATION:

It is recommended that the City Council approve a new Business License Permit for Rainbow Spa (Attachment "A") to conduct business as a massage parlor at 204 S. Brand Blvd., Suite 202 pursuant to San Fernando City Code Section 22-215.

BACKGROUND:

1. On March 28, 2023, Rainbow Spa applied for a Commercial Business Occupancy Permit to operate a massage parlor (Attachment "A" with personal information redacted). The permit was approved by the Community Development Department on April 11, 2023.
2. On April 11, 2023, Rainbow Spa submitted an application for a new Business License Permit to operate a massage parlor at 204 S. Brand Blvd., Suite 202 and completed all requirements for application submittal.
3. On April 17, 2023, the permit application was approved by the Chief of Police and subsequently approved for zoning and building requirements by Community Development on April 18, 2023.

ANALYSIS:

Article III of Chapter 22 of the San Fernando City Code (SFCC) requires certain types of businesses (see section 22-215, which is included as Attachment "B") to obtain a Business Permit as a prerequisite to receiving their regular Business License. Business Permits require the approval of the City Council.

Consideration to Approve a Business License Permit Pursuant to San Fernando City Code Section 22-215 from Applicant Rainbow Spa to Operate a Massage Parlor at 204 S. Brand Boulevard, Suite 202

Page 2 of 2

Each affected business must file an application, in writing, specifying where the business is proposed to operate. Once approved, the permit is valid for the calendar year, or a shorter period of time as may be prescribed by any resolution of the City Council or in the Permit.

Applications are submitted to the Finance Department and reviewed by the Police, Community Development and Public Works departments for compliance with all applicable regulations. Completed applications are on file in the Finance Department.

If the Business Permit is approved, it will expire on December 31, 2023. The applicant will be required to submit a renewal application as part of the 2024 Business License Permit renewal process.

NOTE: Per City Council direction in December 2022, staff is revising the Business License Permit renewal process to include a more comprehensive review of community complaints and code violations. An updated renewal application will be presented to City Council at a later date.

BUDGET IMPACT:

The Business Permit fee previously adopted by the City Council ensure the administrative costs associated with said application are recovered by the City.

CONCLUSION:

It is City staff's assessment that Rainbow Spa meets all the requirements for the Business License Permit, which will allow it to operate a massage Parlor in the City.

ATTACHMENTS:

- A. Business License Permit Application
- B. List of Businesses that Require Permit

OFFICE USE ONLY: PERMIT FEE \$ 25.00**BUSINESS LICENSE PERMIT APPLICATION***Please print or type in black ink.***1. APPLICANT INFORMATION**

NAME OF APPLICANT Silvia Morales			HOME TELEPHONE NO.	
HOME ADDRESS		CITY		STATE, ZIP CODE
DRIVER'S LICENSE NO. & EXPIRATION DATE		SOCIAL SECURITY NO.	BIRTHPLACE	DATE OF BIRTH 1
HEIGHT	WEIGHT	GENDER	HAIR COLOR	EYE COLOR

2. BUSINESS INFORMATION

NAME OF BUSINESS "RAINBOW SPA" BODY SCULPTING		BUSINESS TELEPHONE NO. 818-844-6592	
BUSINESS ADDRESS 204 S. BRAND BLVD		CITY SAN FERNANDO	STATE, ZIP CODE 91340

3. TYPE OF ORGANIZATION
☒ Individual
 ☐ Partnership
 ☐ Corporation
4. IF OTHER THAN INDIVIDUAL, LIST THE NAMES AND ADDRESSES OF ALL OFFICERS AND/OR PARTNERS

NAME	ADDRESS	CITY	STATE, ZIP CODE

5. TYPE OF BUSINESS FOR WHICH BUSINESS IS REQUESTED
BODY SCULPTING
MASSAGE PARLOR
6. ITEMS OF MERCHANDISE TO BE SOLD**SHAPEWEAR GIRDIES AND CREAMS.****7. SOURCE OF MERCHANDISE TO BE SOLD IF OTHER THAN NEW****NEW****8. IS THE BUSINESS FOR WHICH A PERMIT IS REQUESTED THE PRIMARY BUSINESS AT THESE PREMISES?**☒ Yes ☐ No

IF NO, WHAT PERCENTAGE OF THE TOTAL WILL E FROM THE BUSINESS COVERED BY THIS PERMIT?

9. WHAT IS THE PRIMARY BUSINESS AT THIS LOCATION?**N/A****10. IS THIS A NEW BUSINESS AT THIS ADDRESS OR HAVE YOU PURCHASED AN EXISTING BUSINESS?**☒ Yes ☐ No

IF YES, GIVE THE NAME OF THE PREVIOUS OWNER AND THE NAME OF THE BUSINESS.

04/13/2023
 PAID \$25.00
 DEBIT



BUSINESS LICENSE PERMIT APPLICATION

11. HAVE YOU ENGAGED IN THIS TYPE OF BUSINESS IN ANOTHER AREA?

☐ Yes ☒ No

IF YES, LIST THE BUSINESS NAMES, ADDRESSES AND YEARS

12. LIST THE NAMES AND ADDRESSES OF AT LEAST THREE REFERENCES NOT RELATED BY BLOOD OR MARRIAGE

NAME Teresa Sanchez	ADDRESS	CITY	STATE, ZIP CODE Ca 91342
NAME Jose Molina	ADDRESS	CITY	STATE, ZIP CODE CA 91331
NAME Henry Hernandez	ADDRESS	CITY	STATE, ZIP CODE CA 91331

13. HAVE YOU EVER BEEN ARRESTED AND CONVICTED FOR ANY OFFENSE OTHER THAN A TRAFFIC VIOLATION?

☐ Yes ☒ No

IF YES, LIST DATES, OFFENSES AND PLACES

14. PROPERTY OWNER INFORMATION



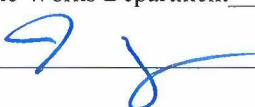
NAME Susana Cornejo Susana Cornejo		TELEPHONE NO. 818-653-1100
ADDRESS San Fernando	CITY San Fernando	STATE, ZIP CODE CA 91340
PROPERTY OWNER SIGNATURE Susana Cornejo	NAME (PRINT) Susana Cornejo	DATE 4-11-23

MANDATORY ATTACHMENTS

- ☒ Copy of applicant's valid driver's license
- ☒ Photograph of the applicant taken within 60 days immediately prior to the date of filing the application. Photograph must be at least 2" x 2" showing the head and shoulders of the applicant in a clear and distinguishing manner.

I DECLARE, UNDER PENALTY OF MAKING A FALSE STATEMENT, THAT THIS APPLICATION IS MADE BY ME, THAT I AM AUTHORIZED TO MAKE THIS APPLICATION AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS A TRUE, CORRECT AND COMPLETE STATEMENT.

SIGNATURE OF PARTNER OR OFFICER <i>Silvia Morales</i>	NAME (PRINT) Silvia Morales	DATE 4-11-2023
--	--------------------------------	-------------------

Approved for zoning by  Date 3/28/23
Approved for occupancy by Fire Department _____ Date _____
Approved for occupancy by Building Department  Date 4-12-23
Approved for AB939 requirements by Public Works Department _____ Date _____
Investigation report from Police Chief  Date 4.17.20

If not approved by any of the above departments use this space to explain.

Date on Council Agenda _____

Approved _____ Disapproved _____

Comments: _____

ATTACHMENT "B"**Sec. 22-215. - Fees.**

(a) Schedule. The city council shall not accept any application for any permit required to be obtained by this article or by any other ordinance or law or for the renewal of such permit, unless the application is accompanied by the fee prescribed in the following schedule:

Business or Activity for Which Permit is Required	Original Fee	Renewal Fee
Antique shop	\$ 50.00	\$ 10.00
Arcade	50.00	25.00
Auction (jewelry)	100.00	
Auctioneer	100.00	15.00
Auto rental	25.00	15.00
Auto reposessor:		
Owner	50.00	25.00
Employee	10.00	10.00
Auto wrecking	300.00	25.00
Bath	10.00	10.00
Bowling alley	25.00	10.00
Boxing (amateur) contest	25.00	25.00
Carnival	25.00	25.00
Closing-out sale	100.00	25.00
Dance, public (only one)	None	
Dancehall:		
Cafe, bar where liquor is sold	100.00	10.00
Public	50.00	10.00
Dancing academy	10.00	10.00
Dancing club	25.00	10.00
Escort bureau	100.00	50.00
Fire sale	100.00	25.00
Fireworks sale	25.00	25.00
Game, skill and chance	25.00	10.00
Handbill (as defined in section 6-31) distribution business	25.00	10.00

Junk and/or refuse collector	25.00	10.00
Junk dealer	50.00	10.00
Massage parlor	25.00	10.00
Merry-go-round	10.00	10.00
Pawnbroker	200.00	25.00
Pool room	25.00	10.00
Pool tables (two only), incidental to main business activity, per table	25.00	10.00
Private patrol	25.00	10.00
Secondhand dealer:		
Auto parts	50.00	10.00
Books	50.00	10.00
General	50.00	10.00
Jewelry	50.00	25.00
Used automobile vehicles	300.00	25.00
Shooting gallery	25.00	10.00
Show (in liquor establishment)	25.00	10.00
Skating rink	50.00	25.00
Street speaking	10.00	10.00
Swap meet operator	100.00	25.00
Tattooing and/or body piercing	50.00	25.00
Trailer camps	25.00	10.00
Applications for changing location of a business for which a permit has been granted	10.00	
Change of ownership to be applicable only when the new owner is already operating under a permit issued pursuant to this article	10.00	

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: David Hillyer, Water Operations Manager

Date: May 15, 2023

Subject: Consideration to Approve an Increase to Purchase Order No. 12755 with Core & Main and Purchase Order No. 12770 with Ferguson Water Works for the Purchase of Parts and Materials Necessary to Maintain the City's Water System

RECOMMENDATION:

It is recommended that the City Council:

- a. Approve an increase to Purchase Order (PO) No. 12755 (Attachment "A") with Core & Main by \$85,000 to an amount not-to-exceed \$200,000 for purchasing parts and materials for the City's water system;
- b. Approve an increase to PO No. 12770 (Attachment "B") with Ferguson Water Works by \$125,000 to an amount not-to-exceed \$150,000 for purchasing parts and materials for the City's water system; and
- c. Authorize the City Manager to increase the not-to-exceed amounts of both purchase orders.

BACKGROUND:

1. In Fiscal Year (FY) 2018-2019, through Resolution No. 7869, the City Council authorized the use of blanket POs to help City departments purchase materials and supplies more efficiently.
2. A blanket PO with Core & Main was established for a not-to-exceed amount of \$100,000 per year from FY 2018-2019 through FY 2021-2022, which was subsequently increased to \$125,000 per year in FY 2022-2023.
3. A blanket PO with Ferguson Water Works' was established in FY 2022-2023 for a not-to-exceed amount of \$25,000 per year.

Consideration to Approve an Increase to Purchase Order No. 12755 with Core & Main and Purchase Order No. 12770 with Ferguson Water Works for the Purchase of Parts and Materials Necessary to Maintain the City's Water System

Page 2 of 3

ANALYSIS:

The City's water system requires ongoing maintenance and repair to ensure the continued delivery of clean and safe drinking water to its residents. Over the last few years, the water system has experienced an increase in the amount of water produced due to population growth and hot summer weather. These factors, along with aging water infrastructure and inflationary price increases of commodity goods, have contributed to an increased need for maintenance and repair; thus necessitating a higher investment in materials and equipment.

The requested increase in PO allocations is a vital to ensure the continuation of effective maintenance and repair of the City's water system. A comprehensive analysis of the current situation, which includes the necessity for increasing both POs, has been conducted revealing several key points:

1. *Infrastructure Challenges:* The City's water system is facing challenges due to its aging distribution infrastructure. In recent years, there has been an increase in pipe leaks, water main breaks, and equipment failures, which require immediate attention to avoid disruptions in water service to residents. The proposed increase to referenced POs will provide the necessary resources to address these issues proactively and reduce the potential for costly emergency repairs.
2. *Growing Water Demand:* The City has experienced significant increase for the request for new water services which potentially can lead to increased water consumption and demand on the water system. This potential increased demand makes regular maintenance and repairs even more critical, as the system must operate efficiently to meet the needs of the growing population. Increasing the POs will help ensure that the Water Operations team has the necessary materials and equipment to respond to this increasing demand.
3. *Supplier Reliability and Expertise:* Core & Main and Ferguson Water Works have consistently demonstrated their ability to provide high-quality products and services that have been instrumental in maintaining the City's water system. Continuing our partnership with these trusted vendors will ensure that the Water Operations team receives the best available materials and equipment to effectively maintain and repair the water system.
4. *Efficient Decision-Making Process:* By authorizing the City Manager to execute the increase to the POs and all related documents, the City Council can facilitate a more streamlined and efficient process for obtaining the required materials and equipment. This authorization will enable the Water Operations team to respond promptly and efficiently to ongoing and emerging issues rather than delaying weeks or months with a traditional purchasing process.

Consideration to Approve an Increase to Purchase Order No. 12755 with Core & Main and Purchase Order No. 12770 with Ferguson Water Works for the Purchase of Parts and Materials Necessary to Maintain the City's Water System

Page 3 of 3

Core & Main and Ferguson Water Works are water supply retailers centrally located nearest to the City to provide pipes, fittings, clamps, fire hydrants, valves, services materials, etc. They have proven to be reliable suppliers, delivering high-quality products and services that have been instrumental in maintaining the City's water system. Increasing the allocations for these POs will allow the City to continue providing residents with safe, clean drinking water.

BUDGET IMPACT:

The \$200,000 in requested PO increases for both POs are appropriated in the FY 2022-2023 Adopted Budget within the Water Production (Fund 070-384) and Water Capital (Fund 070-385). The requested increase will not have an adverse impact on the Water Division Budgets.

CONCLUSION:

Staff recommends that City Council approve a not-to-exceed increase to PO No. 12755 with Core & Main, and PO No. 12770 with Ferguson Water Works, and authorize the City Manager to execute the not-to-exceed increases to both POs.

ATTACHMENTS:

- A. Purchase Order No. 12755
- B. Purchase Order No. 12770



117 Macneil St. San Fernando, California 91340
Telephone: (818) 898-1200

ATTACHMENT "A"

DATE
9/13/2022

PO NUMBER
12755

VENDOR: 892687
CORE & MAIN LP
42839 SIERRA HWY
LANCASTER, CA 93534

SHIP TO: PUBLIC WORKS CITY YARD
CITY OF SAN FERNANDO
120 MACNEIL STREET
SAN FERNANDO, CA 91340

FOB Point:
Terms: AP Net 30 days

Req. Del. Date:

Req. No.: CY-00677
Dept.: PUBLIC WORKS CITY YARD

Contact: OTREMBA, ANGIE
Confirming? No

Special Inst:

[illegible]

SUBTOTAL	115,000.00
TAX	0.00
FREIGHT	0.00
TOTAL	115,000.00

BILL TO: CITY OF SAN FERNANDO
FINANCE DEPARTMENT
117 MACNEIL STREET
SAN FERNANDO, CA 91340

Transportation Charges Must be Prepared on All Purchase Where F.O.B. Point is Other Than San Fernando, CA Unless Specifically Otherwise Authorized.

AUTHORIZED SIGNATURE

PURCHASING AGENT (FINANCE)

IMPORTANT: OUR PURCHASE ORDER NUMBER MUST APPEAR ON EVERY INVOICE AND PACKAGE

This order is given upon the representation and guaranty of the manufacturer or seller that no breach of any State or Federal Law or Regulation has occurred in connection with the manufacturing, processing, branding labeling or transportation of the merchandise herein mentioned. If such breach occurs or is charged by any legally constituted State or Federal authority, the buyer shall be entitled to rescind the order and return the unused merchandise and shall also be held by the manufacturer or seller against any penalty incurred and/or cost of defense of any proceeding designed to penalize the buyer therefore.



CITY OF
San Fernando
Historic & Visionary

117 Macneil St. San Fernando, California 91340
Telephone: (818) 898-1200

ATTACHMENT "B"

DATE
9/26/2022

PO NUMBER
12770

VENDOR: 893029
FERGUSON WATERWORKS #1083
P.O. BOX 740827
LOS ANGELES, CA 90074-0827

**SHIP TO: PUBLIC WORKS CITY YARD
CITY OF SAN FERNANDO
120 MACNEIL STREET
SAN FERNANDO, CA 91340**

FOB Point:
Terms: AP Net 30 days

Req. Del. Date:

Req. No.: CY-00684
Dept.: PUBLIC WORKS CITY YARD

Contact: OTREMBA, ANGIE
Confirming? No

Special Inst:

[illegible]

BILL TO: CITY OF SAN FERNANDO
FINANCE DEPARTMENT
117 MACNEIL STREET
SAN FERNANDO, CA 91340

SUBTOTAL	25,000.00
TAX	0.00
FREIGHT	0.00
TOTAL	25,000.00

Transportation Charges Must be Prepared on All Purchase Where F.O.B. Point is Other Than San Fernando, CA Unless Specifically Otherwise Authorized.

AUTHORIZED SIGNATURE

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Carlos Hernandez, Assistant to the City Manager
Nathan Shapiro, Coro Fellow Intern

Date: May 15, 2023

Subject: Consideration to Adopt a Resolution Establishing the City's Community Engagement Framework

RECOMMENDATION:

It is recommended that the City Council:

- a. Review the Community Engagement Framework;
- b. Adopt Resolution No. 8230 (Attachment "A") establishing the City's Community Engagement Framework (Exhibit "A" of Attachment "A");
- c. Authorize the City Manager to take certain related actions to amend and implement the content of the Community Engagement Framework.

BACKGROUND:

1. The City of San Fernando's adopted Strategic Goal to "Focus on Community First" emphasizes how vital community engagement is to the prosperity of San Fernando. As such, the City makes an effort to engage the community as part of all major projects and many new policies and programs as the community's input plays an important role in making local government both effective and responsive to San Fernando residents and businesses.
2. Currently, engagement is done on a case-by-case basis and, often times, results in City Council requests for more robust community engagement to be included as part of a project. There is no baseline for establishing minimum engagement requirements, costs and level of effort associated with conducting community engagement, costs related to language interpretation and translation services, or guidance for consultants who wish to successfully engage the community. Consequently, the City is sometimes in a position to delay awarding contracts in order to allocate a more robust engagement process.

Consideration to Adopt a Resolution Establishing the City's Community Engagement Framework

Page 2 of 5

3. On August 1, 2022, Councilmember Celeste Rodriguez placed an item for discussion on the Regular City Council agenda titled "Language Access for All Residents" to request staff to develop a language access plan. This item was deliberated by City Council and noted concerns regarding the potential high costs associated with interpretation and translation for City meetings. Staff ultimately received direction to assess how other cities proceed with language access and return to City Council with additional information related to pricing of translation and interpretation services for consideration during budget deliberations.
4. On April 17, 2023, Councilmember Mary Solorio placed an item for discussion on the Regular City Council agenda, requesting an update on the feasibility of providing translation services for all City Council and Commission meetings.
5. Development of a Community Engagement Framework is part of the work plan for the City Manager's Office. Through a partnership with the Coro Fellows program, the City hosted an Intern to investigate and draft a Community Engagement Framework and a pricing model for Language Access at City Council and Commission meetings based on best practices.

ANALYSIS:

A community engagement framework is a structured approach for promoting meaningful participation and collaboration between community members, stakeholders, and organizations. It sets out a plan for community engagement that includes identifying goals, assessing needs and resources, designing engagement strategies and tactics, implementing the engagement plan, and evaluating its effectiveness and impact. The framework aims to build strong partnerships between the various participants, foster mutual respect and understanding, ensure inclusivity and diversity, and create shared ownership and responsibility for the resulting outcomes. An effective community engagement framework relies on a well-coordinated, well-communicated, and well-executed process to ensure that stakeholders' voices are heard, their needs are understood, and their interests and concerns are addressed.

The purpose of the proposed San Fernando Community Engagement Framework (CEF) is to establish a common understanding of, and commitment to, community engagement across all departments and to the constituents the City serves. It sets clear and specific standards for community engagement that all City Departments and hired consultants can follow and contextually apply. Additionally, the framework has been developed with a Diversity, Equity, and Inclusion lens; reinforcing that equitable community engagement can help lead to more inclusive and accessible governance. Through this CEF, the City can work towards ensuring that every resident's voice is heard and valued, especially those that have been historically disenfranchised.

The proposed CEF also includes a section on language access (Appendix "A" of Exhibit "A"), which focuses on the importance of Spanish language translation and interpretation services the City can provide, as well as estimated costs for such services. In San Fernando, approximately 73.1%

Consideration to Adopt a Resolution Establishing the City's Community Engagement Framework

Page 3 of 5

of residents speak a language other than English at home, 71.2% of residents speak Spanish at home, and 28.1% of residents have limited English-speaking abilities¹.

Currently, the City offers Spanish language translation of materials and interpretation for most City projects and programs. For example, all citywide informational mailers (e.g., "Keep San Fernando Safe and Beautiful") are translated into Spanish. Community engagement events as part of major capital improvement projects also develop Spanish language materials and interpretation at community meetings (e.g., the "Las Palmas Revitalization Project" meetings). These services are provided by hired consultants or by staff, depending on the level of complexity, availability, and budget. City Council meetings offer interpretation services for the first hour of every meeting, typically covering decorum and order and public comment. City staff assists with interpretation thereafter. Commission meetings do not currently offer formal translation of materials or interpretation. The City offers a bi-lingual pay benefit to employees who successfully pass a proficiency exam. Of the 164 full-time and part-time employees, there are currently 87 employees (53%) receiving bilingual pay; all who may assist the community in a language other than English in a limited capacity.

The proposed Community Engagement Framework establishes a roadmap for better incorporating the community's voice in major City initiatives and serves as a living document; adaptable to revisions as needed. The major components of the framework include:

- Background - A background section outlining the need and purpose of engagement in San Fernando
- Goals
 1. Create a Culture of Engagement in San Fernando
 2. Foster Collaborative Relationships with Local Partners
 3. Establish Consistent and Transparent Community Engagement Processes.
- Principles
 - Local government develops more effective policies, programs and projects when the community it serves is authentically engaged throughout the process.
 - Community engagement must be appropriately scaled, consistent and inclusive of all participants.
 - The purpose of community engagement initiatives are clearly defined and understood by those leading and participating.
 - All voices are encouraged, included, and valued.
 - Community engagement processes are transparent and help foster trusting relationships between the City, Community Partners, and participants.
- How to Use the Engagement Framework
 - Defining Outcomes and Affected Population
 - Identifying the Engagement Approach
 - Engagement Methods

¹ US Census Data

Consideration to Adopt a Resolution Establishing the City's Community Engagement Framework

Page 4 of 5

- Barriers and Ways to Mitigate Them
- Creating an Engagement Plan
- Implementation and Evaluation
- Conclusion and Priority Actions
- Language Access and Pricing

BUDGET IMPACT:

There is no direct budget impact associated with adopting the Community Engagement Framework. Developing a Community Engagement Framework is included in the FY 2022-2023 City Manager's Office Work Plan. There are costs associated with expanding translation and interpretation services during City Council and Commission meetings which are outlined in Appendix A of the Community Engagement Framework, and summarized below. Interpretation estimates vary depending on the length of meetings as some vendors charge on an hourly basis or have hourly minimums.

Verbal Interpretation Cost Estimates

Service	All 24 Council Meetings	All 52 Commission Meetings	Total Cost Per Year
Spanish Interpretation	\$14,400 – \$26, 400	\$20,800 - \$31,000	\$35,200 - \$57,400
American Sign Language	\$19,200	\$20,800	\$40,000

Material Translation (Spanish)

Service	Cost Per Word	Rate	Council Agenda (5 pages, 1,000 words)
Spanish Translation	\$0.20 to \$0.25	Minimum Fee of \$85	\$200

The City has included a community engagement budget for plans and project that warrant community input. The engagement costs for past projects range from \$15,000 to \$50,000 depending on the level of effort and length of a planning or design process. The Community Engagement Framework includes an estimated level of effort and cost according to the types of engagement efforts (meetings, flyers, surveys, etc.).

Consideration to Adopt a Resolution Establishing the City's Community Engagement Framework

Page 5 of 5

CONCLUSION:

It is recommended that the City Council adopt the proposed Resolution establishing the Community Engagement Framework in order to improve how the City interacts with the community and incorporates their input into key City policies, projects, and programs.

ATTACHMENT:

- A. Resolution No. 8230, including:
 - Exhibit A: Community Engagement Framework

RESOLUTION NO. 8230

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN FERNANDO,
CALIFORNIA, APPROVING CERTAIN FINDINGS, ADOPTING THE
COMMUNITY ENGAGEMENT FRAMEWORK**

WHEREAS, the City of San Fernando ("City") seeks to effectively engage residents, businesses, and stakeholders to improve public participation and establish a common understanding of and commitment to community engagement in all projects, programs, and policies; and

WHEREAS, the San Fernando City Council ("City Council") adopted the 2022-2026 Strategic Goals, including Goal 1 - *Focus On Community First*, and Strategy 1 - *Provide opportunities for community engagement to further develop strategic goals, ensure strategic goals are consistent with community needs, and create a public engagement policy and strategy to proactively seek community feedback on major City decisions*; and

WHEREAS, the City Council wishes to adopt the Community Engagement Framework, to set clear and specific standards for community engagement, applicable to all City Departments and hired consultants to contextually apply; and

WHEREAS, the Community Engagement Framework will include a section on language needs including translation and interpretation costs; and

WHEREAS, the Community Engagement Framework may be updated by City Staff and approved by the City Council on an as-needed basis.

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

SECTION 1. The City Council finds that all of the facts set forth in the Recitals of this Resolution are true and correct.

SECTION 2. Environmental Review. The City Council hereby finds that the adoption of the City of San Fernando Community Engagement Framework is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), "Common Sense Exemption," because it can be seen with certainty that there is no possibility that the adoption of this Plan, in and of itself, may have a significant effect on the environment.

SECTION 3. **Findings.** The City Council, as consideration of the Community Engagement Framework, as recommended by City staff and reports thereof, makes the following findings:

- a. The proposed Community Engagement Framework will help establish a baseline standard for encouraging public participation for plans, projects, and policies, as well as serve as a resource for staff, the broader community, and hired consultants.
- b. The Community Engagement Framework may be updated by City Staff and approved by the City Council on an as-needed basis.

SECTION 4. The City Council hereby approves and adopts the Community Engagement Framework, attached hereto as **(Exhibit "A")**.

SECTION 5. The City Council hereby authorizes the City Manager, or designee, as agent to conduct all potential negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project; and

SECTION 6. **Effective Date.** This Resolution shall take effect Immediately upon Its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 7. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the Office of the City Clerk.

PASSED, APPROVED, AND ADOPTED THIS 15th day of May, 2023.

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

ATTEST:

Julia Fritz, City Clerk

CERTIFICATION

I, City Clerk of the City of San Fernando, California, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 8230 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 15th day of May, 2023, 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 May, 2023.

Julia Fritz, City Clerk

Community Engagement Framework

About the Plan

This Community Engagement Framework has been prepared by the City of San Fernando to establish a common understanding of and commitment to community engagement in all projects, programs, and policies. It also sets clear and specific standards for community engagement, applicable to all City Departments and hired consultants to apply. Lastly, the Framework will identify priority actions that move us towards achieving the goal of creating a more inclusive, transparent, and participatory base of residents, business, and visitors.

Acknowledgements

San Fernando City Council

Celeste Rodriguez, Mayor

Mary Mendoza, Vice Mayor

Cindy Montañez, Councilmember

Joel Fajardo, Councilmember

Mary Solorio, Councilmember

San Fernando City Staff

Nick Kimball, City Manager

Carlos Hernandez, Assistant to the City Manager

Nathan Shapiro, Coro Fellow

Photo Credits – City of San Fernando, Adobe Stock Images.

Plan prepared by City of San Fernando Staff

We would like to acknowledge the following Community Engagement Frameworks, which helped influence the key components of this framework:

City of Boulder, Engagement Strategic Framework

**New York City Department of Health and Mental Hygiene
(NYCDHMH), Community Engagement Framework**

Brighton and Hove (UK), Community Engagement Framework

**Los Angeles Department of Transportation, Los Angeles Vision
Zero Dignity-Infused Community Engagement**

City of Seattle, Inclusive Outreach and Public Engagement Guide

City of Portland, Community Engagement Manual

Contents

Background	4
Goals	5
Create a Culture of Engagement	5
Foster Collaboration with Local Partners	5
Establish Consistency and Transparency.....	5
Principles	5
Using the Framework	5
Framework Diagram.....	6
Defining the Purpose and Outcome.....	6
Who is Impacted?.....	6
The Engagement Approach	7
Engagement Methods	9
Creating an Engagement Plan	12
Implementing the Plan	13
Evaluating the Engagement Effort	15
Priority Actions	16
Appendix.....	17
A. Sample Community Engagement Plan	
B. Language Access and Costs	

Background

The City of San Fernando recognizes that authentic, intentional, and inclusive community engagement plays an important role in making local government both effective and responsive to the community it serves. In previous years, public processes in San Fernando have been designed around specific policy decisions or program development. Without a clear set of best practices for conducting community engagement, City projects and programs have sometimes suffered from a disjointed approach or a lack of innovation when interacting with the community, particularly when collecting impactful feedback.

In April 2021, the San Fernando City Council adopted the Strategic Goals for FY2022-2026. The first strategic goal, "Focus on Community First," emphasizes how vital community engagement is to the prosperity of San Fernando. Resident input on major City decisions supports the City Council and City Staff in ensuring that community needs are prioritized in both the creation and

implementation of its policies.

The purpose of the Community Engagement Framework is to establish a common understanding of and commitment to community engagement across all departments and to the constituents the City serves. It will set clear and specific standards for community engagement that all City Departments and hired consultants can follow and contextually apply.

Additionally, this framework has been developed and will be applied with a Diversity, Equity, and Inclusion lens. Equitable community engagement can help lead to more inclusive and accessible governance. The City of San Fernando and its Community Partners seek to ensure that every resident's voice is heard and valued, especially those that have been historically disenfranchised.

Before outlining the community engagement framework and how it will be applied, it is important to create a shared understanding of three key terms: **Public Participation, Outreach, and Community Engagement.**



- **Public Participation:** A type of engagement that usually occurs in decision-making processes. It can define minimum standards, such as public hearings, comment periods and open records. It also can indicate a range of public involvement approaches from informing to partnering and collaboration.
- **Outreach:** The process by which an entity informs the community about issues, opportunities, or decisions. This is typically one-way dialogue.
- **Community Engagement:** An active, expansive relationship between the city and the community that includes any level of public participation; this typically encourages two-way dialogue.

Establishing shared language creates greater clarity among the City, Community partners, and residents of San Fernando.

Goals

The goals of the Community Engagement Framework are:

1. Create a culture of community engagement in San Fernando

- Establish a culture of equitable, inclusive, and adaptive community engagement across all City departments. In other words, make engagement a common-language for everyone.

2. Foster collaborative relationships with local partners

- Strengthen existing partnerships and develop new partnerships with community-based organizations and local businesses to enhance community engagement efforts.

3. Establish consistent and transparent community engagement processes

- Create a shared understanding as to how community engagement processes will occur for a given project, program, or policy. Consistent processes will help when evaluating the successes or gaps within the framework.

This document is the first of its kind in the City of San Fernando. It will be a living document, as community

engagement must be iterative and adaptive. The City looks forward to implementing the framework and embarking on this journey of strengthening our San Fernando community, **together**.

Principles

The Community Engagement Framework is developed on the following principles:

Local government develops more effective policies, programs and projects when the community it serves is authentically engaged throughout the process.

Community engagement must be appropriately scaled, consistent and inclusive of all participants.

The purpose of community engagement initiatives are clearly defined and understood by those leading and participating.

All voices are encouraged, included, and valued.

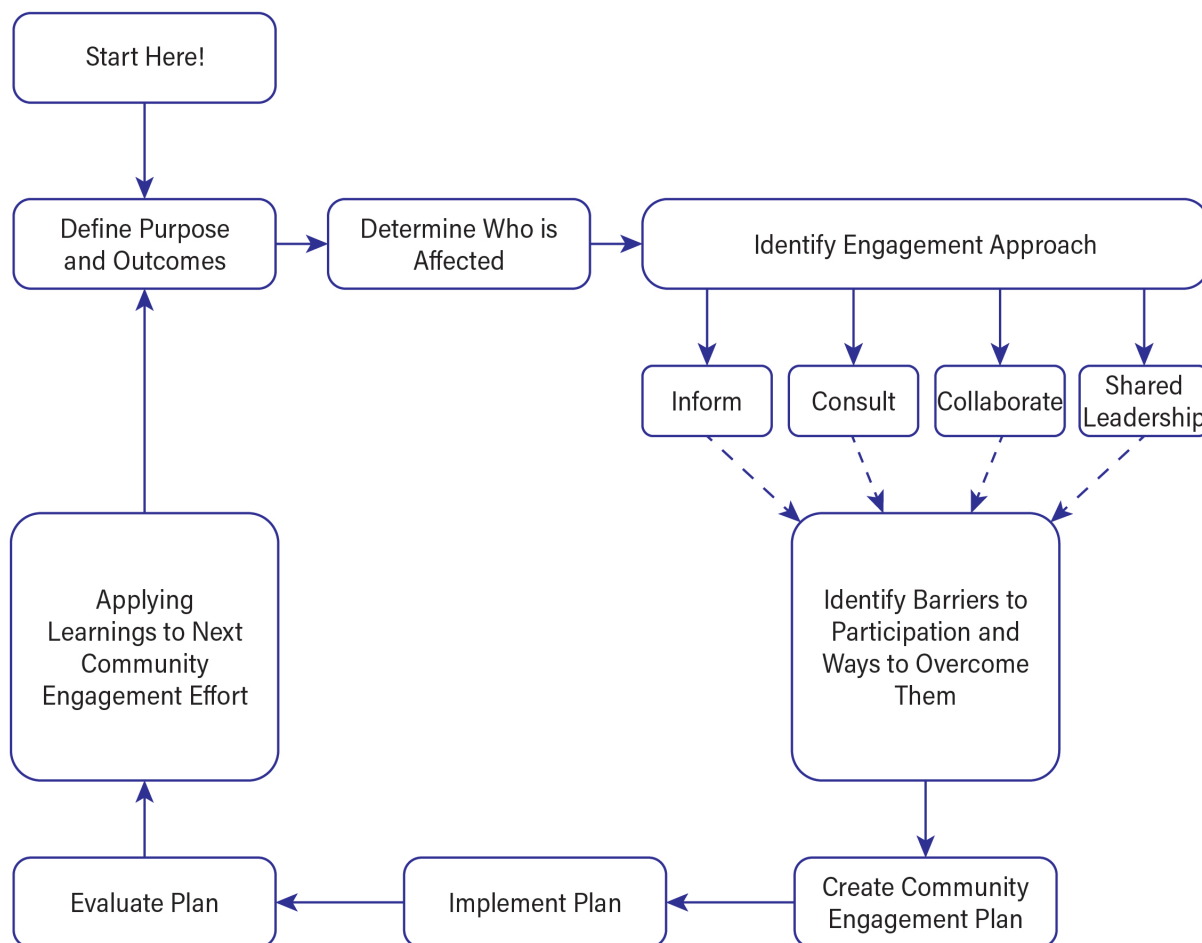
Community engagement processes are transparent and help foster trusting relationships between the City, Community Partners, and participants.

Using the Framework

The framework outlines the process each department will go through when creating a community engagement plan for a project. The specifics of each project are different, and each community engagement plan will reflect those differences. The explanation below provides a broad overview of each step in the framework diagram to support City staff in the construction, implementation, and evaluation of their efforts. The standards outlined are to ensure that the City of San Fernando designs equitable, inclusive, and adaptive community engagement initiatives.

Before using the community engagement framework, determine what the level of internal capacity is like, and what City resources are available. Ensure that internal commitment and staff capacity to the process is present.

Community Engagement Diagram



Defining the Purpose and Desired Outcome

Create purpose and outcome statements with previous community engagement plans in mind. Plans should build off of one another, and incorporate key learnings and feedback from those who led the effort and those who participated.

Infuse the values of Diversity, Equity, and Inclusion (DEI) into the purpose and outcome(s) of every plan. When community members have access to opportunities to voice their opinion, feel valued and listened to while voicing it, and trust that their input will be considered by the final decision-makers, local governments can serve constituents in a more effective way.

Who is Impacted?

When thinking about who will be affected and how, understand the history, values, and structures of power within the community. Think holistically as to the reasons why certain residents or stakeholders will be affected, yet be concrete and specific in the ways those reasons are communicated both internally to the leadership of the plan and externally to residents and stakeholders. Throughout the entire project:

- Identify any disproportionate adverse effects the project may have on low-income populations and communities of color.
- Identify strategies to prioritize the community's

needs throughout the planning, implementation, and evaluation processes.

- Consider who will not be affected by the project and the reasons behind it. Every project is different and comes with its own challenges and opportunities, meaning that the relevance of this consideration is context-dependent. Yet, thinking about impact from multiple perspectives will help strengthen the City's understanding of how San Fernando is structured socially and economically. This knowledge can support other community engagement efforts which may have a broader impact.

Identify the Engagement Approach

Inform

Purpose: To give the public clear and unbiased information to help with understanding a problem, alternatives, opportunities, and/or solutions.

Outcomes: The public is informed, and has clarity on the intent, meaning behind, and impact of the engagement approach.

Process:

- The City and/or Community Partners provide the content for mailers/flyers, give presentations to community members and relevant stakeholders, hosts pop-ups at community events/meetings, social media engagement, newsletters.
- Community Partners may support in canvassing and phone banking efforts. City and/or Community Partners may participate in media interviews.

Key Considerations

Leveraging existing partnerships with local organizations may help increase access to the viewing of information. Identifying intended audience can help determine which partners would be best suited to support the initiative.

Communication is one-way, meaning this is the lowest level of engagement and has less community input in comparison to other engagement methods.

Consult

Purpose: To receive feedback from the public to help inform the City's decisions regarding a policy, project, or program.

Outcomes: The City understands the public's position(s) on a policy, project, or program, and is able to demonstrate how community input impacted the City's decision(s).

Processes:

- The City and/or Community Partner(s) creates and distributes surveys or questionnaires. The City and/or Community Partners facilitates community meetings, open house meetings, focus groups, design charrettes, walk shops and attends/presents at community events.
- The City may partner with community-based organizations to do canvassing or phone banking.
- The City holds individual meetings with community leaders.



Key Considerations

Requires more time and City resources in comparison to "Inform."

Establish what the reporting process will be for the final decision at the beginning of community engagement initiative (how ideas will be considered) and communicate that to the public. Emphasize that input is valued even if not every idea is incorporated into the final project.

Collaborate

Purpose: To work directly with the public in order to identify issues, create solutions, and develop future strategies for success.

Outcomes: The public's input is directly reflected in the solution(s) and the City is able to clearly show how the community influenced the decision(s).

Processes:

- The City can create an Advisory Committee or Implementation Committee. Committees can provide recommendations, but ultimate decision-making authority resides with the City.

Key Considerations

With less control over the process, the City may need to accept unknown outcomes.

Collaborations take significant time and may require more City resources. For example, the City would need to set the parameters for creating a Committee, including who can be on it, how community members can apply or be appointed, and what the purpose and intended outcomes would be.

This approach is well-suited to tackle broader issues where a diversity of skillsets and interests can participate (e.g., environmental, transportation, housing).

Shared Leadership

Purpose: To delegate decision-making authority to the public or give them a formal role in making final recommendations.

Outcomes: The public's recommendation(s) is implemented to the maximum extent possible.

Processes:

- The City can partner with a community-based organization(s) and relevant stakeholders to develop and implement a community engagement plan. The coalition shares ultimate decision-making authority and is collectively responsible for the outcomes of the effort.
- Ballot measures.
- Assigning a Commission to be the final arbiter of a decision.

Key Considerations

Establish clarity on which entities are sharing leadership and how decisions will be made.

Create shared goals, metrics for success, and mechanisms to evaluate effort after it is completed.

Similar to the engagement method "Involve" shared

leadership is well-suited to tackle broader issues where a diversity of skillsets and interests can participate (e.g., environmental, transportation, housing).



Choose Engagement Methods

Below are engagement methods that the City and or Community Partner may use when developing the community engagement plan.

Method	Description	Key Audience	Cost
Advisory Committee	An Advisory Committee would be developed by the City Council to help guide a policy, program, or project. The Council would need to set the parameters for creating the committee and outline its intended purpose, outcomes, and process (how long the committee will last, how often the committee should meet).	Adult, Older Adult	Medium
Ballot Measure	The City may want to introduce a new tax (either general or special) to help either generate revenue or fund a specific service (housing, mental health services, transportation). The tax must be approved by voters through a ballot measure.	Residents of voting age	High
Canvassing (Door to door)	Usually done via Community Partner(s). Purpose is to inform residents and community stakeholders about a policy, program, or project, as well as obtain feedback. Bilingual canvassers are highly recommended. Strong communication between Community Partner and City regarding conversations at the door is important in order to incorporate public input.	Adult, Older Adult	Medium
Commission	The City Council appoints community members to support the City on a specific issue area (planning, education, parks and recreation).	Adult, Older Adult	Low
Community Meeting	City and/or Community Partner(s) may host. Purpose is to facilitate a dialogue and receive public input regarding a specific policy, program, or project. Ex: Las Palmas Park Revitalization Community Meeting with Pacoima Beautiful.	All ages	High
Design Charrette	City and/or Community Partner(s) may host. Purpose is to solicit public input by having community members and stakeholders physically design how they want a space to look. This can be done through an interactive activity (drawing, using physical pieces and moving them on a map, or dictating to a designer, planner, or architect what they envision). They are most effective for transportation projects, housing developments, and downtown master plans.	All ages	High
Focus Group	These can be done with specific stakeholder groups or with a random selection of residents. The goal is to facilitate a conversation, which may or may not include an interactive activity, in order to receive input on a specific issue. The City and/or Community Partner(s) can facilitate.	Adult, Older Adult	Low to Medium

Individual Meetings with Community Leaders	City and/or Community Partner(s) can identify key individuals in the community to meet with in order to receive input on a specific issue.	All ages	Low
Mailer / Flyer	Can be developed by City and/or Community Partner(s). Informs community members, businesses, and relevant stakeholders about engagement opportunities within the City.	Adult, Older Adult	Low
Media Interviews	The purpose of media interviews is to inform community members about policies, programs, and projects as well as opportunities to provide public input. Particularly with projects, interviews should be conducted strategically in order to highlight key milestones.	Adult, Older Adult	Low
Newsletters	Newsletters can be sent out monthly or quarterly and are intended to provide relevant updates that occurred within a specific time period.	All ages	Low
Open House Meeting	City and/or Community Partner(s) may host. Purpose is to facilitate a dialogue regarding an issue or issues within the community. Dialogue aims to solicit feedback and develop solutions.	All ages	High
Participatory Budgeting	A portion of the budget is allocated for the community to decide how it is spent.	Adult, Older Adult	Low
Phone Banking	Typically done via Community Partner(s). Purpose is to inform residents and community stakeholders about a policy, program, or project, as well as obtain feedback. Bilingual phone-bankers are highly recommended. Strong communication between Community Partner and City regarding conversations is important in order to incorporate public input.	Adult, Older Adult	Medium
Presentations	The purpose of presentations are to inform and receive feedback from community members and stakeholders about a policy, program, or project. They can be done at community events in the form of a "pop-up" or for relevant stakeholders such as community-based organizations, businesses, senior clubs, league managers etc.	All ages	Low to Medium
Questionnaires	The purpose of questionnaires is to receive feedback. They are best used following engagement events to analyze what participants' experiences were like. The City and/or Community Partner(s) can create and distribute.	Adult, Older Adult	Low (electronic), High (manual)
Resident Education	Programming focused on educating residents on ways they can participate in local government processes, as well as how local government operates.	All ages	Low

Social Media	City and/or Community Partner(s) may create and disseminate posts on respective social media accounts. Also includes or using paid ads on City's Facebook, Instagram, Twitter, LinkedIn, YouTube, Vimeo, or flickr accounts.	Youth, Adult	Low
Survey	Can be created by City and disseminated by City or Community Partner(s). Helpful when needing to receive public input. Significant outreach needed to have community members complete it. Creating a translated copy is essential.	Adult, Older Adult	Low (electronic), High (manual)
Task Force	Created by the City Council; members are appointed by the Council to develop recommendations addressing a specific program, project, or issue. Typically convenes for a specific amount of time.	Adult, Older Adult	Low
Tours	Introduces community members to key facilities such as City Hall, Police Station, Courthouse. Helps develop greater comfortability when needing to engage in City services.	All ages	Low
Volunteering	Provides opportunities for residents to get involved in their community. Examples: Park clean-ups, emergency response support, helping at special events.	All ages	Low
Walk Shop	City and/or Community Partner(s) may host. This method is highly interactive, and is typically used for very specific policies, programs, or projects. For example: If the city wanted to add a new bike path, a "walk shop" event would consist of residents walking through potential paths and analyzing the benefits and drawbacks of each location. Walk shops typically take place at project-specific locations.	Youth, Adult	Med
Website	Given that the City's website is the primary source for information, ensuring that it is consistently updated, easy to navigate, and has options for translation is essential to keeping the community informed.	All ages	Med
Youth Engagement	Programs to help youth in the community learn about local government, politics, and civic engagement. Youth engagement is also a key consideration to make when creating pop-up events, community meetings, and social media content.	Youth	Low to Medium

Identify barrier(s) to participation for residents and community stakeholders

A successful engagement campaign will identify and work to mitigate barriers to participation. Some barriers may include, but are not limited to:

- **Language:** Community members who are limited English speaking may decide not to participate in engagement opportunities if there are no options for translated materials or interpretation services. This excludes and isolates segments of the community and disempowers residents and community stakeholders from providing their input.
- **Access to transportation to attend event:** Low-income community members may rely on public transportation. Events held at locations far from public transit services may provide a barrier to participating at a community engagement event.
- **Timing of event given work schedule:** Community engagement events during traditional business hours (9am-5pm) are oftentimes inaccessible for working families and residents. Events during the business day prioritize wealthier residents who either do not work or have more flexible work hours. However, midday events during business hours can be beneficial in targeting older, retired adults.
- **Lack of food/refreshments during dinner time:** For community members working typical business hours, events held at night without food/refreshments may be infeasible and disincentivize participation.
- **Child or elder care:** Events without child care require parents to find an alternative child care option while they are attending. For low-income and working-class families, this potential added cost burden may significantly hinder their ability to engage. Events without elder care exclude older adults and deter participation. For older adults who may experience feelings of isolation, opportunities that do not provide elder care may exacerbate this sentiment.
- **Awareness of event (Digital Divide):** Community members without access to technology are disadvantaged when it comes to being informed about opportunities to engage. The digital divide enhances inequitable participation between those who can

afford pieces of technology, and those who cannot.

- **Distrust in government:** Systemic racism in America has caused lack trust in government institutions. San Fernando's population is 93.2% Latino. Even if the City's policies and stances towards Latinos and community members of color is welcoming and inclusive, the symbol of a government institution may be enough to deter participation.

Key Considerations

Who does not have access to participating in this initiative?

What is the reason(s)?

What impact, if any, will this have on the project?

Who has participated in similar community engagement in the past? Who has not?

Where have the gaps been in preparation, implementation, and evaluation of the effort?

Create Community Engagement Plan

Depending on scope of a project, a Community Engagement Plan may be warranted and may be developed by the City, consultant, or a community partner. Steps for developing an engagement plan include:

- Agree on a clear identity and name for the project.
- Determine in Initial Meeting facilitated by leadership of community engagement effort. Depending on scale of project, it may be City or Community Partner.
- Determine what financial resources are available to support the effort from both the City and Community Partners (if applicable).
- Develop a 4WH (Who, What, Where, When, How) Engagement Methods Matrix to determine who is doing what, when, and how the efforts will be evaluated.
- Develop a timeline / Gantt chart for key milestones.

Key Considerations

Review community engagement plans from previous projects to apply key takeaways, and ensure they are

incorporated to new plan.

The plan may change during the project, so always save an original draft to note the adjustments made, if any.

For larger efforts, incorporate evaluation at major milestones to ensure sufficient adjustments are able to be made, if necessary.

Establish a primary method of communication for the public (email, website, social media account) to provide information about initiative, receive feedback, and answer questions. This will help create a transparent process.

Strategically engage the media to highlight key milestones.

Think carefully about the location of the engagement if in-person.

- *Where would be the best location to reach the targeted population(s)?*
- *How can the City partner with community institutions to leverage the visibility of their location to host an event?*

When employing engagement methods of "Collaborate" or "Shared Leadership", ensure one City staff member or staff member from Community Partner organization creates meeting agendas, takes meeting minutes, and keeps track of key documents

Implement plan

Execute the engagement methods and note when adjustments needed to be made, if any, and where the gap(s) was within the plan.

Key Considerations

What adjustments to the timeline need to be made, if any?

What have been the strengths of the initiative so far?

How can we leverage these strengths to fill any gaps that exist?

What are some areas for improvement?

How has the political context changed over the course of the initiative, if at all?

Evaluate the Community Engagement Effort

Evaluation should occur during implementation and at the conclusion of the initiative. There are two categories of evaluation: substantive and process-based. Leaders of the engagement effort should to solicit both types.

Substantive Evaluation

This evaluation focuses on the information gleaned from the community engagement effort. It focuses on key takeaways regarding the substance of the engagement, which can be applied to the policy, program, or project that the engagement effort was intended to support. The leaders of the community engagement effort will perform this analysis.

Key Considerations

Were the desired outcomes achieved?

What were the key takeaways?

What were the surprises, if any?

How will the information gleaned impact the policy, program, project, if at all?

What adjustments need to be made to the policy, program, project, if any?

How well did the effort connect with the intended audience(s), if at all?

How effective was the method(s) of engagement, if at all?

Process-Based Evaluation

This evaluation has two components. The first component focuses on the experience of the participants at the community engagement event. It is important to evaluate the experience of participation because it helps determine what type of community engagement culture is being built. The goal is for residents and community stakeholders to participate consistently because every experience they have is positive and empowering.

There are multiple mechanisms to evaluate the experience of participants. Some examples include: surveys, community meetings, or phone banking to receive feedback from community members on their experience.

For example, surveys can be sent to participants on the

same day or when the community engagement effort is complete. Same day surveys may be helpful for initiatives with a longer time-frame to see whether any adjustments need to be made. Questions to pose in survey include:

- How did you hear about this opportunity?
- What was the reason you decided to participate?
- What was your experience like today?
- What was missing from your experience today?
- How likely would you be to participate in an event like this in the future?
- Conclude survey with social media, newsletter, city council/city commission meeting reminders

The purpose of the second component is for leaders of the community engagement effort to do an internal evaluation regarding the effectiveness of their implementation of the

plan (and specific elements of the plan such as events).

Mechanisms to do internal evaluations may include include:

- Debriefs - Discuss the instances when adjustments were made (if any) and the reasons behind them, as well as perceptions from the facilitators on how the event went.
- Surveys (can be anonymous or not) can be done periodically throughout a longer initiative and/or only at the conclusion

Questions to pose:

- What was the greatest challenge experienced implementing the plan?
- What was the greatest success?
- What would you do differently if you could do it over?

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- What advice would you give to others working on similar community engagement efforts in the future?

Key Considerations

Create digital project folder that holds the documented feedback (both substantive and process-focused) from leadership and participants regarding each community engagement effort. This will aid in applying key learnings to future initiatives and contribute to community engagement being an iterative process in San Fernando.

Both substantive evaluation and process-focused evaluation shall be reported back to the final decision-makers.

Report Results

One of the primary goals of community engagement efforts is to solicit public feedback in order to help the City inform a policy, program, or project. Thus, it is essential that the community is able to understand how their input was incorporated into the final decision/outcome. Clearly communicating the impact of the community engagement process through various mechanisms will demonstrate that participating in these efforts is worth residents and community stakeholder's time. It is important to always report back at the end of the community engagement effort, but depending on the scope and duration, it may be valuable to provide reports at multiple points in the timeline. Mechanisms include, but are not limited to: City Council meeting presentations, presentations at community events, social media posts, newsletters, mailing lists, interviews with media.

In addition to reporting back on the influence of public input on the substantive elements of the project, it is also important to report back the process-focused evaluation.

Tracking both substantive and process-focused feedback throughout the initiative will help with reporting. Depending on the mechanism used to receive the input, tracking can take many forms. For example, an online survey has a built-in system to track the feedback. However, for an in-person event where community members may be providing verbal or visual (interactive activity) input, there must be sufficient staff presence as well as a system in place for documenting the feedback.

Apply Lessons Learned

As the community of San Fernando changes, so should the way residents and community stakeholders should be engaged. Documenting, reflecting on, and then implementing key learnings will be crucial in establishing a culture of equitable, inclusive, and adaptive community engagement in San Fernando.

Evaluation of Community Engagement Framework (Metrics of Success)

The community engagement framework is a tool for the City and Community Partners to use when crafting community engagement plans. In order to ensure that it is working effectively, the City will use the strategies below to evaluate the goals of the framework.

Goal:

Create a culture of community engagement in San Fernando

Success looks like:

All City Departments use the framework, believe it is helpful, and integrate the values of community engagement into every aspect of their work.

Measurement of Success:

After the first year of the framework's adoption, all City departments who use the framework will be asked about the benefits and limitations of the framework.

Goal:

Foster collaborative relationships with Community Partners

Success looks like:

Community Partners use the framework, believe it is helpful, and had a positive experience partnering with the City.

Measurement of Success:

After the first year of the framework's adoption, all Community Partners will be asked about the benefits and limitations of the framework, as well as their experience working with City.

Goal:

Establish consistent and transparent community engagement processes

Success looks like:

Residents and community stakeholders understand what the City's community engagement processes are, how their participation benefits the City, and have consistently positive experiences.

Measurement of Success:

Include evaluation questions in the Annual Community Survey to gauge the community's response to improved engagement approaches by the City.

Conclusion + Priority Actions

Community engagement is an iterative process that will require patience and humility. The creation of this framework marks the beginning of a structured approach in San Fernando, where public input consistently informs City decisions, residents are empowered to actively participate in their community, and staff and Community Partners have an established frame of reference for scoping projects.

Below is a list of priority actions the City will take to implement the framework:

- Share the community engagement framework with residents to gain initial feedback. Mirror the method used for the 2023 Legislative Advocacy Platform (consult, via social media and email). Provide residents two weeks to submit responses.
- Once resident feedback is provided, share the community engagement framework with all City departments and Community partners to implement.
- Evaluate any existing community engagement efforts and make adjustments based on contents of framework.



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Appendix

A - Sample Community Engagement Plan

B - Language Access and Costs



Sample Community Engagement Plan

Project Title: *Park Redesign*

Project Partners: City of San Fernando, Community-based Organization (CBO), Design firm, Sub Consultants (Civil Engineer, Electrical Engineer, Architect, Aquatic Designer, Irrigation Design, Geotechnical), etc.

Purpose and Outcomes of Community Engagement Effort

Purpose

To establish a clear plan, including roles, responsibilities, and timelines, for conducting community engagement on this project.

Outcomes

The community engagement effort is equitable, inclusive, and adaptive with a diverse range of community members and stakeholders participating.

Community members who participate understand how their feedback will be considered in the park's redesign.

Progress on the project is effectively communicated to stakeholders throughout the duration of the project.

Target Audience

Residents who live within X miles of the park, organizations that have programming at the park (senior clubs, sports leagues, child care centers), businesses who are near the park, community members and visitors who use the park, etc.

Engagement Approaches

Consult and Inform

Consult: Hire community-based organization to help execute engagement methods and disseminate information.

Inform: Community members need to understand the purpose of the project, opportunities to participate in community engagement events, and how their input will be used to redesign the park.

Engagement Method(s) (based on the project's need):

- a. Canvassing: This will be done by CBO and be done to inform residents about the park redesign, receive any initial feedback, tell community members about opportunities to provide input, and distribute the flyer.

- b. **Flyers:** Flyers will be distributed while canvassing, at pop-ups, and posted around the community at relevant locations. They will explain the purpose of the project, opportunities to provide input (community meetings) and how it will be used to support the park redesign, and a link to the online project website and survey.
- c. **Website (optional and depending on project scope):** The website or webpage may include critical project information, relevant photos, the project timeline, a survey, and next steps.
- d. **Survey:** The survey may be developed by the City or consultant, and be a substitute and/or addition to participating in community meetings. Even though the timing of the community meetings will be scattered to accommodate as many residents as possible, some residents may still have unavoidable conflicts. The survey is created as an alternative mechanism for residents to provide input.
- e. **Social Media:** Throughout the duration of the project, content will be posted to all City social media accounts sharing opportunities to provide input. Project partners will be encouraged to do the same. The content will be developed jointly by the City, CBO, and design firm. The CBO will also be responsible for releasing paid advertisements on Instagram and Facebook.
- f. **Community Meeting(s):** The CBO will facilitate multiple community meetings throughout the project to receive input from the public. The City can help with facilitation and reserving/selecting meeting locations.
- g. **Questionnaires:** The content will be developed jointly by the City, CBO, and design firm to evaluate residents' experiences at the event.
- h. **Focus Groups:** The CBO will facilitate focus group sessions with key community stakeholders to understand their specific needs, concerns, and suggestions in regards to the project. The City may assist in identifying which groups to connect with.
- i. **Presentations:** The CBO will attend community events and do "pop-ups" to inform residents about the project, opportunities to provide input, and how their input will be used to support the final design.

Identify Ways to Overcome Barriers

Language

- Ensure canvassers and members of CBO leading pop-ups are bilingual.
- Ensure all flyers are translated into Spanish.
- Ensure all community meetings have interpretation services and key documents are translated.
- Ensure survey has an option to be taken in Spanish.
- Ensure project website can be translated into Spanish.
- **Timing of Events:** Scatter events between midday weekday, nighttime weekday, and midday weekend.

Preferred times for key audiences

- Midday weekday: Older adults
- Nighttime weekday: All ages
- Midday weekend: All ages

Child or Elder Care

- Ensure child care is provided at nighttime weekday and midday weekend community meetings.
- Ensure Elder care is provided at all community meetings, and locations are ADA accessible.

Food/Refreshments

- Ensure food/refreshments are available for both adults and children at all events.

Awareness of Event (Digital Divide)

- Post flyers at central locations throughout the City.
- Partner with schools in the City or to schools where residents may attend in neighboring cities.
- Examples of outreach include:
 - Tabling at parent teacher conferences.
 - Sending the survey to families via mailing list.
- Partner with the local library to have flyers posted near the computer section.

Draft Timeline

(Insert Gantt Chart)

Detailed Draft Timeline

Weeks 1-3

CBO will conduct door-to door outreach. Residents who live closest to the park will be prioritized. The purpose of the outreach will be to inform community members about the project, collect initial thoughts from the community on what changes they would like to see and any initial concerns they have about the redesign process. The canvassers will also let individuals and entities know about the upcoming community meetings and to fill out the survey. The canvassers will provide a flyer which includes the dates of community meetings, a link plus QR code to a survey, and a link plus QR code to the project website. The flyer will be created in both English and Spanish, and the canvassers will be bilingual.

CBO will do pop-ups at community events for the same purpose as stated above during this time period.

CBO and design firm will create posts and share with City (and either CBO or design firm) for approval. Once initial content is approved, the CBO will post them as paid ads on Facebook and Instagram focused on engaging with residents who live near the park. Digital outreach will occur throughout the duration of the project timeline to help inform residents of community meetings, survey opportunities, and any project updates.

City engages local media outlets to inform residents about project, opportunities to provide input, and how their input will be used to support the final park redesign.

Week 4

CBO facilitates meeting with City staff and design firm to share feedback from initial outreach in preparation for community meetings.

Facilitation includes the creation of meeting agenda and delegation of one member of team to take meeting minutes. Agenda for meeting will be sent to meeting attendees at least 24 hours in advance. A copy of the minutes will be sent via email to all team members within two days after the meeting.

Weeks 5-7

CBO facilitates first round of community meetings. They will be spread out across three weeks, and each begin at different times to try and accommodate a multitude of residents. Times will include midday weekday, nighttime weekday, midday weekend. They will be performed at central locations throughout the City. Food will be provided at each event, and child care at the nighttime weekday and midday weekend meetings. Elder care will be provided at each event, and all locations will be ADA accessible. There will be an interpreter present at each meeting and all key documents will be translated into Spanish. The CBO will also distribute a brief questionnaire (created by the City) at the conclusion of each event which includes questions about how residents heard about the event and what their experience was like. The purpose of the questionnaire is to help analyze the effectiveness of outreach practices and what type of community engagement culture is being created in San Fernando.

Week 8

CBO facilitates meeting with City staff and design firm to share feedback from first round of community meetings.

Weeks 9-11

CBO hosts focus groups with key stakeholders. The purpose is to understand the organization's specific needs, goals, and concerns as it relates to the project.

CBO communicates with design firm and City to highlight any new feedback that should be incorporated into the Preliminary Conceptual Plan.

Weeks 12-14

Preliminary Conceptual Plan is developed by design firm and completed by Week 14.

City engages local media outlets to inform residents of project progress, and how their input has been applied to the Preliminary Conceptual Plan.

Weeks 15-16

CBO facilitates second round of community meetings. The purpose of the second round is to present the Preliminary Conceptual Plan, show how participants feedback was incorporated, receive any final feedback, and answer any questions from the community. The timing of each meeting will depend on the attendance during the first round of community meetings. The CBO will also distribute a brief questionnaire (created by the City) at the conclusion of each event which includes questions about how residents heard about the event and what their experience was like.

Week 17

CBO facilitates meeting with City and design firm to share feedback from focus groups and second round of community meetings. The overarching substantive evaluation will be completed here, and decisions regarding what recommendations from the public will be included in the final park redesign will occur.

The Metrics for success established at the initial meeting will be evaluated in this meeting to see whether they were achieved.

The City will then share with the CBO and design firm a survey to help with its internal evaluation process. The purpose of this survey is to help the City understand ways they can become a better partner in community engagement efforts.

This concludes the primary elements of the community engagement effort. Paid ads on Facebook and Instagram will continue throughout the duration of the project to help inform the public when major milestones or construction updates occur. The design firm will continue to update the project's website, and the City, through social media and strategic media

engagement, will help notify community residents and stakeholders of project updates.

Metrics for Success

Door-to-Door Outreach

Knock on at least 300 doors over the course of the four-week period

Survey

At least 350 surveys are submitted by community members by week 17

Digital Outreach

10% of attendees at community meetings learned about opportunity via paid ads on social media (will be determined via questionnaire)

Community Meetings

1. For midday weekday meetings: Average number of participants= 10
2. For nighttime weekday meetings: Average number of participants= 25
3. For midday weekend meetings: Average number of participants= 15

Evaluation

Substantive-Feedback

Will be communicated during weeks 5, 9, and 17 with project team and collectively analyzed to determine best ways to apply public input.

Process-Focused Feedback

Post-Event questionnaires will be released at the conclusion of each community meeting to assess resident experiences and community engagement culture in San Fernando.

At the conclusion of the community engagement effort, the City will create a survey for each member of the CBO and design team to complete about their experience partnering with the City. Once all surveys are submitted, the project leaders from the City will conduct an internal evaluation of the community engagement effort, and document what they learned. The goal is to help the City understand how they can be a better partner in future community engagement processes.

Language Access and Costs

The City of San Fernando recognizes the importance of providing interpretation and translation services for residents with limited English proficiency to ensure that everyone can participate in public processes. . In San Fernando, approximately 73.1% of residents speak a language other than English at home, 71.2% of residents speak Spanish at home, and 28.1% of residents have limited English-speaking abilities . Removing barriers to public participation is a major component in creating a culture of equitable, inclusive, and adaptive community engagement in San Fernando.

Below is a pricing model outlining the costs for language access services.

Verbal Interpretation (Spanish)

Estimate	Cost Per Hour	Rate	City Council Meetings	Commission Meetings	Total Cost per Year
1	N/A	\$400 for a minimum of 3hrs	All 24 Meetings per year= \$9,600	Parks, Wellness & Recreation: 12 meetings= \$4,800 Education: 12 meetings=\$4,800 Planning & Preservation: 12 meetings=\$4,800 Disaster Council: 4 meetings=\$1,600 Transportation and Public Safety Commission: 12=\$4,800 All Commission Meetings: \$20,800	\$30,400
2	N/A	½ Day flat rate (0-3 hrs.) of \$600 Full day flat rate (3.1 – 6 hrs.) \$1,100 Over 6 hrs. \$120 per hr.	24 meetings per year: Up to 3 hrs.: \$14,400 -or- Full meeting: \$26,400	Parks, Wellness & Recreation: 12 meetings= \$7,200 Education: 12 meetings= \$7,200 Planning & Preservation: 12 meetings= \$7,200 Disaster Council: 4 meetings=\$2,400 Transportation and Public Safety Commission: 12= \$7,200 All Commission Meetings: \$31,200	Partial City Council and full Commission Meetings: \$45,600 Full City Council and full Commission Meetings: \$57,600

3	\$250 per hour, per interpreter	\$150 per Council meeting to interpret only the decorum and order, public comment, and any public comments in Spanish.	Current: 24 per year= \$3,600 If full council meeting= Ranges from \$18,000-\$24,000 depending on how long meeting goes	Parks, Wellness & Recreation: 12 meetings=\$6,000 (assumes avg. meeting is 2hrs) Education: 12 meetings=\$6,000 (assumes avg. meeting is 2hrs) Planning & Preservation: 12 meetings=\$6,000 (assumes avg. meeting is 2hrs) Disaster Council: 4 meetings=\$2,000 (assumes avg. meeting is 2hrs) Transportation and Public Safety Commission: 12 meetings= \$6,000 All Commission Meetings: \$26,000	Full Council and Commission meetings=Ranges from \$41,000-\$47,000
American Sign Language	n/a	\$400/per one ASL interpreter. After 2 hours, the ASL interpreters require two ASL interpreters per assignment.	24 meetings per year = \$19,200	Parks, Wellness & Recreation: 12 meetings= \$4,800 Education: 12 meetings=\$4,800 Planning & Preservation: 12 meetings=\$4,800 Disaster Council: 4 meetings=\$1,600 Transportation and Public Safety Commission: 12=\$4,800 All Commission Meetings: \$20,800	Full City Council and full Commission Meetings: \$40,000

Material Translation (Spanish)

Estimate	Cost Per Word	Rate	City Council Agenda (5 pages, 1,000 words)
1	\$0.20	Minimum Fee of \$85	\$200
2	\$0.25	Minimum Fee of \$60/page	\$250

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AGENDA REPORT

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager
By: Erica D. Melton, Director of Finance/City Treasurer

Date: May 15, 2023

Subject: Fiscal Year 2023-2024 Budget Study Session No. 1

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and discuss the Fiscal Year (FY) 2023-2024 Proposed Budget; and
- b. Provide direction to staff, as appropriate.

BACKGROUND:

1. On February 21, 2023, the City Council received a presentation of the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2022, FY 2022-2023 Mid-Year Budget update, and FY 2023-2024 Budget Outlook. This marked the kick-off of the Fiscal Year 2023-2024 Budget season.
2. On March 3, 2023, the City Council held a Special Study Session to review the 2022-2026 Strategic Goals and discuss Fiscal Year 2023-2024 City Council Priorities.
3. During April 2023, the City Manager and Director of Finance met with each Department to develop the FY 2023-2024 City Manager's Proposed Budget, which includes revenues and expenditures for the General Fund, Enterprise Funds, and all Special Revenue Funds.
4. The Fiscal Year 2023-2024 Proposed Budget in Brief was provided to City Council on May 1, 2023 and posted to the City's website. The complete Fiscal Year 2023-2024 Proposed Budget was posted to the City's website and delivered to City Council on May 5, 2023 ([SFCITY.ORG/Finance/#Financial-Documents](https://www.sfcity.org/Finance/#Financial-Documents)).
5. Four (4) Budget Study Sessions are currently scheduled for Monday, May 15, 2023, Monday, May 22, 2023, Tuesday, May 30, 2023, and Monday, June 5, 2023 (if needed) to discuss the proposed budget for each department in detail.

Fiscal Year 2023-2024 Budget Study Session No. 1

Page 2 of 3

6. A Public Hearing to adopt the Fiscal Year 2023-2024 Budget is tentatively scheduled for Tuesday, June 20, 2023.

ANALYSIS:

The theme of the FY 2023-2024 City Manager's Proposed Budget is to "*Let the Dust Settle.*" Although this theme seems to indicate a pause in activity, that will certainly not be the case. Utilizing the significant additional resources approved by City Council since 2020, each Department's work plan includes resources to move the Strategic Goals forward.

Due to the economic uncertainty predicted by many economists over the next year, the significant number of service enhancements approved by City Council over the last three budget cycles, and the return to normal operations post-COVID, *Letting the Dust Settle* will allow staff to complete the recruitments for new staff positions approved by City Council, procure the new equipment approved by City Council, implement the new programs approved by City Council, and measure the impact of those new positions, equipment, and programs on services. Additionally, since there is widespread economic uncertainty, the proposed budget focuses on one-time enhancements and includes minimal on-going enhancements (i.e., no new staff positions being proposed).

More than \$5 million in General Fund enhancement requests were submitted by City Departments. After initial review of the proposed budget, the City Manager is recommending \$60,000 in ongoing enhancements and \$319,190 in one-time enhancements in the General Fund. More detailed information on approved enhancements is included in the "Recommended Enhancements" section of proposed budget document.

Overall, the General Fund has a budget surplus (i.e., total revenues exceed total expenditures) of approximately \$266,835. More information regarding the FY 2023-2024 Proposed General Fund Budget will be provided during the scheduled Budget Study Sessions.

Measure A and Measure SF.

In June 2013, San Fernando voters approved a 0.50% local transaction use tax (Measure A) for a period of seven years. In November 2018, voters approved to extend the tax indefinitely, which will provide financial stability to the City in the near future. In November 2020, San Fernando voters approved an additional 0.25% local transaction use tax (Measure SF), for a total local transaction use tax of 0.75%. This effort was critical to keep sales tax local and avoid other taxing entities from passing a transaction tax that would otherwise be imposed on San Fernando customers, but spent regionally rather than locally.

The Local Transaction Use Tax is projected to raise approximately \$5.05 million in FY 2023-2024 and will continue to be used to pay off existing debt, strengthen rainy day fund reserves, enhance services to the community and provide the financial resources necessary to implement the City's

Fiscal Year 2023-2024 Budget Study Session No. 1

Page 3 of 3

Strategic Goals 2022-2026. More detail on City's Local Transaction Use Tax expenditures, can be found in the City Manager's Budget Message in the Proposed Budget document.

Capital Improvements.

The FY 2023-2024 Proposed Budget includes funding for a number of critical capital improvements to address the backlog of deferred maintenance, including \$2 million for Phase 3 of the Citywide slurry seal project, \$6.3 million for water improvements, \$1.1 million for transportation and traffic safety improvements and \$0.3 million for bus shelters. Funding for these capital improvements is provided primarily through Special Revenue Funds, Capital Grant Funds and Enterprise Funds.

More detailed information regarding the FY 2023-2024 Proposed Capital Improvement Program may be found in Section VI. "Capital Improvement Projects" of proposed budget document.

BUDGET IMPACT:

The total Proposed Budget for all funds is approximately \$51.6 million. The Proposed General Fund budget is \$26.0 million (7% decrease from FY 2022-2023). The decrease is primarily the result of approximately \$3.1 million in reserve funds appropriated during FY 2022-2023 for HVAC and Street Projects. Excluding the use of reserve funds, the budget represents a 2.2% increase from the prior fiscal year. In accordance with the City's Budget Policy, the FY 2023-2024 Proposed General Fund Budget represents a balance budget, with General Fund revenues of \$26.3 million and expenditures of \$26.0 million estimating a surplus of \$266,835.

CONCLUSION:

It is recommended that the City Council review the FY 2023-2024 Proposed Budget and allocate the resources required to move the 2022-2026 Strategic Goals and Council Priorities forward in the upcoming fiscal year.

ATTACHMENTS:

- A. FY 2023-2024 City Manager's Proposed Budget Message
- B. Fiscal Year 2023-2024 Proposed Budget [provided digitally through web link and hardcopy available at the Finance counter](#)



MEMORANDUM

To: Mayor Celeste T. Rodriguez and Councilmembers

From: Nick Kimball, City Manager

Date: May 1, 2023

Subject: Fiscal Year 2023-2024 Proposed Budget Message

I am pleased to present the City Manager's Proposed Budget for fiscal year (FY) 2023-2024. The theme of the FY 2023-2024 City Manager's Proposed Budget is "*Let the Dust Settle.*" Due to the economic uncertainty predicted by many economists over the next year, the significant number of service enhancements approved by City Council over the last 3 budget cycles, and the return to normal operations post-COVID, *Letting the Dust Settle* will allow staff to complete the recruitments for new staff positions approved by City Council, procure the new equipment approved by City Council, implement the new programs approved by City Council, and measure the impact of those new positions, equipment, and programs on services. Additionally, since there is widespread economic uncertainty, the proposed budget focuses on one-time enhancements and includes minimal on-going enhancements (i.e. new staff positions).

Although the theme of *Let the Dust Settle* seems to indicate a pause in activity, that will certainly not be the case. Utilizing the significant additional resources approved by City Council since 2020, each Department's work plan include continuing to move the City Council's *Strategic Goals 2022-2027* forward.

Since the 2019-2020 budget cycle, 22 new full-time and part-time positions have been approved by City Council and we have welcomed 38 new full-time employees to the City team. We have purchased 20 new vehicles and equipment to serve as a force multiplier in the field. We have invested more than \$2.7 million in technology and communications to improve efficiency, customer service, and public safety. We have implemented a number of organizational changes to reflect the City Council's policy priorities and Strategic Goals, including, but not limited to, creating a new Economic Development Division in the City Manager's Office, a new Housing Division in the Community Development Department, and reorganizing the reporting structure in the Police Department to enhance patrol services. Lastly, since COVID, we have significantly enhanced our outreach and community engagement efforts to educate more customers about the City's programs, capital projects, and services.

The *Strategic Goals 2022-2027* is a living document and, as such, may be reviewed annually by City Council to confirm it continues to address the needs of the community. In January 2023, City Council approved revisions to the *Strategic Goals* to ensure the goals remain clear and relevant. City Council also approved restructuring Ad Hoc Committees to align with the *Strategic Goals*.

Nick Kimball, CITY MANAGER

Proposed Fiscal Year 2023-2024 Budget Message

On March 3, 2023, City Council participated in a priority setting workshop to identify priorities for the coming fiscal year, amongst other items of discussion. Many of the comments received from Councilmembers during the workshop centered around continuing in the direction the City is headed: completing capital improvements to safeguard the water system, address the condition of streets and sidewalks, and improve parks; maintaining focus on the tree planting program, beautification program, and financial health of the City; and continuing our focus on public safety, technology, and economic development. The goals that received the most support include: 1) ensuring the Police Department has adequate resources to enhance public safety, 2) investing in water and sewer infrastructure, and 3) focusing on grant funding to implement *Strategic Goals* and priority projects. These priorities are reflected in the work plans and enhancement requests included in the Proposed Budget.

With the official end to the COVID-19 declared emergency in February 2023, and the corresponding return of normal operations, the goal of the 2023-2024 Proposed Budget is to take this opportunity to evaluate the effect of the significant number of organizational changes on City services since 2020. By taking an opportunity to *Let the Dust Settle* and evaluating the state of the economy, we will avoid over-extending our financial resources and be well positioned to minimize the impact of an economic recession. We will also be able to focus on moving the *Strategic Goals* forward with our current level of increased resources and gauge the impact of services before making additional investments that may be duplicative or unnecessary.

Budget Outreach:

As part of the City's enhanced outreach efforts since COVID, the public was provided the following opportunities to provide input into the City's budget:

Public Meetings:

- Two (2) Transaction Tax (i.e. Measure A/SF) Town Hall meetings on September 29, 2022 and March 27, 2023.
- Mid-year Budget Item on February 21, 2023.
- City Council priority setting workshop on March 3, 2023.

Request for Feedback:

- Community survey completed by approximately 1,175 users of City services in February 2023, who identify as follows:
 - a) Residents of San Fernando: 40%
 - b) Visitors to San Fernando: 21%
 - c) Work in San Fernando: 20%
 - d) Own property in San Fernando: 10%
 - e) Own a business in San Fernando: 6%

Nick Kimball, CITY MANAGER

Proposed Fiscal Year 2023-2024 Budget Message

Notification of Opportunities to Participate:

- City Manager's Newsletter.
- Social Media posts and email distributions.

Budget Development

The FY 2023-2024 City Manager's Proposed Budget provides financial resources to move the City organization forward and achieve the objectives set out through the *Strategic Goals 2022-2027*. The base operating budget, referred to as the Sustainable and Resilient Effort (SRE) Budget, includes the full salary and benefit cost for all City Council approved positions (including salary adjustments required per the various MOUs) as well as the related operations and maintenance (O&M) resources to provide those personnel with training, professional development, office supplies, office equipment, and contract services necessary to execute their base work plan. For Department planning purposes, the base SRE O&M budget remains constant from year-to-year with slight inflationary adjustments, when appropriate. For FY 2023-2024, all prior year one-time enhancements have been removed from the O&M base budget and no inflation adjustment was applied.

After providing departments with their base SRE budget, internal budget meetings were scheduled with the City Manager, Director of Finance, and each respective Department staff. During the budget meetings, staff reviews FY 2022-2023 Accomplishments, proposed FY 2023-2024 Objectives (i.e., Work Plan), and performance measures. The Department then presents their enhancement request with justification for the request. All Accomplishments, Objectives, and Enhancements are expected to address at least one Strategic Goal and move City services forward.

More than \$5.0 million in enhancement requests were submitted by Departments, with a total of \$379,790 included in the Proposed Budget (\$319,190 in one-time and \$60,000 in on-going enhancements).

More detailed information on approved enhancements is included in the "Recommended Enhancements" section of this Budget Message.

Economic Outlook

To develop the Proposed Budget, it is important to understand the projected direction of the economy. Prior to the onset of the COVID-19 pandemic in March 2020, the national and state economies were in the midst of the longest recorded economic expansion. The economy had been on a long, slow recovery since the end of the Great Recession in 2009 with strong fundamentals, such as low unemployment, increasing household income and personal consumption, and most stock market indices were at record levels.

Nick Kimball, CITY MANAGER

Proposed Fiscal Year 2023-2024 Budget Message

This long economic expansion was brought to an abrupt stop in March 2020 as pandemic-induced restrictions led to soaring unemployment and plummeting consumer spending. Governor Newsom officially ended the COVID-19 declared emergency on February 28, 2023. While there has been an economic recovery over the past two years, COVID-19 dramatically altered lives and significantly impacted regional, state, national, and global economies. The actions taken to stabilize the economy throughout the pandemic were unprecedented and will impact global economies for the foreseeable future.

The following analysis of the federal, state and local economic outlooks provide context for the City's revenue projections.

Federal Economic Outlook¹

Inflation and the Federal Reserve's response to it (i.e. seven interest rate increases in 2022) were the focus of economic policy in 2022 as prices increased at a pace not seen since stagflation in the 1970's and 1980's. Conversely, Gross Domestic Product (GDP), which is a measure of output for the US economy, increased by only 1.1% in 2022. GDP is expected to grow by approximately 0.8% in 2023 and 1.5% in 2024, which represents very slow growth, by historical standards.

The U.S. labor market has rebounded from the pandemic as well. The unemployment rate, which was 5.4% in 2021, improved to 3.7% by the end of 2022. Despite very low unemployment, the labor pool in the United States continues to shrink as the trend of more workers leaving the workforce then entering it continues. This has created a tight labor market, resulting in increased salaries for many workers.

Inflation became the main economic headline in 2022 as the Consumer Price Index (CPI) rose significantly again in 2022. CPI hit 8.0% in 2022, which is the highest rate since 1979. Inflation is, effectively, a tax on the economy as consumers have to spend more of their disposable income to buy the same amount, or fewer, goods than in the past. The Federal Reserve has been consistently increasing baseline interest rates to increase the value of money and offset inflation. It remains to be seen how the policy of raising interest rates to curb inflation will impact the economy.

Contrary to the strong performance of U.S. stocks in 2020 and 2021, stock markets in 2022 experienced sizeable losses and increased volatility. This suggests pessimism, or at least significant uncertainty, by investors in the Federal Reserve's ability to curb inflation without pushing the country into a recession.

In summary, the national economy shows some stability, with the U.S. GDP reporting solid growth going into 2023 and the labor market experiencing robust job production and record

¹ The information in this section has been taken from 2023 LAEDC Economic Forecast, Moving Beyond the Recovery; https://laedc.org/wp-content/uploads/2023/02/LAEDC04_EcoForecast23_Report_R3-1-1.pdf visited 4/25/2023

Nick Kimball, CITY MANAGER

Proposed Fiscal Year 2023-2024 Budget Message

low unemployment. However, continued high inflation, increasing interest rates, continued supply chain disruptions, and a volatile stock market are signaling an economic slowdown over the next year.

California Economic Outlook²

California's economy has significantly recovered from the pandemic-induced downturn as many economic indicators are back to their pre-pandemic levels. The focus of California economic policy makers will be the effects of Federal Reserve policy, inflation, and supply chain instability on the California economy. Throughout the pandemic, California experienced its first recorded decline in population since recording began over 100 years ago. This trend continued in 2022 as an additional 210,000 residents left the state. Continued population declines could have long-term implications for California's economic vitality.

Housing affordability continues to be an ongoing public policy challenge and is the primary issue driving the California population flight. California's housing market remains significantly more expensive compared to housing markets throughout much of the United States. California's continued recovery in the years to come will depend on a variety of factors including national and state economic policy and new developments related to the pandemic. Additionally, the housing market, relocation of businesses to other states, and relatively high degree income inequality, pose continuing challenges for the state.

Although the employment situation in California continued to improve in 2022 (unemployment in December 2022 was 4.1%), a slew of recent layoffs by large technology companies may be cause for concern in 2023. Job growth is expected to slow in 2023, with most of the growth in the Education and Health sectors. Jobs in Manufacturing, Transportation/Trade, Construction, and Financial Activities sectors are expected to contract in 2023 and 2024.

While California significantly recovered from the pandemic-induced downturn in 2021, and experienced a record budget surplus in 2022, economic challenges remain. The high cost of housing, high inflation, Federal Reserve fiscal policy, and population migration out of California, represent continuing threats to the California economy and are expected to hamper growth in 2023.

San Fernando Economic Outlook

The resiliency of San Fernando's local economy was made clear throughout the COVID-19 pandemic. Many of the City's large employers are essential manufacturing and service businesses such as LAUSD, Pharmavite, Pepsi, Home Depot, Puretek Corp, and Vallarta. Conversely, small businesses, which are the lifeblood of the City's unique character and charm, were hit hardest by the economic restrictions imposed by COVID-19. To support small businesses, the City Council

² The information in this section has been taken from 2023 LAEDC Economic Forecast, Moving Beyond the Recovery; https://laedc.org/wp-content/uploads/2023/02/LAEDC04_EcoForecast23_Report_R3-1-1.pdf visited 4/25/2023

Nick Kimball, CITY MANAGER

Proposed Fiscal Year 2023-2024 Budget Message

provided \$10,000 grants to 40 small San Fernando businesses and supported the San Fernando Outdoor Market through fee waivers and City staff to close the streets, manage traffic, and provide safety services.

There are a few large projects currently under construction that are expected to open in 2023 and add to the City's economic base. American Fruits and Flavors, which manufactures Monster Energy Drinks, is expected to complete construction of a 165,000 square foot manufacturing facility in the Fall. When fully operational, the new facility will be home to more than 300 jobs. Additionally, a new Target is under construction and is also expected to be completed in Fall 2023. The new Target is expected to add a significant amount of sales tax to the City's General Fund revenue once it is open and fully operational.

The City recently hired a Deputy City Manager/Economic Development to focus on developing and implementing economic development programs, support local businesses to facilitate a business friendly environment, and lead business recruitment and retention efforts. The City also awarded a contract to a consultant to develop a Downtown Master Plan. Development of this Plan includes a significant amount of public outreach to develop a long-term vision for the City's downtown and Maclay commercial corridors. These efforts are critical to make the local economy even more resilient in the long term.

San Fernando's local economy and customer base proved to be resilient throughout the pandemic. The City has a solid base of retail, manufacturing, personal service, and restaurant businesses that provide sales and business taxes that have consistently grown over the past 10 years. With affordable lease rates, easy access to major transit routes (i.e. Interstate 5, 210 Freeway, and the 118 Freeway) and access to regional transit from the Sylmar Metrolink Station, the local economy is expected to remain stable over the next fiscal year.

General Fund Overview

The City is entering FY 2023-2024 in a strong financial position with the resources to continue implementing the *Strategic Goals 2022-2027*. In accordance with the City's Budget Policy, the Proposed General Fund Budget represents a balanced budget. In fact, with \$26,278,215 in projected revenues and \$26,011,380 in proposed expenditures, there is a budget surplus of approximately \$266,835. This represents a 3% increase in revenues and expenditures from the FY 2022-2023 Adopted Budget.

Recommended Enhancements

Continuing with the theme of *Letting the Dust Settle*, City Departments were asked to submit enhancement requests that increase efficiency, improve customer service, cultivate staff skills and morale, develop deferred maintenance plans and address the updated Strategic Goals. By focusing new resources on maximizing the use of current assets, it will allow staff the opportunity to fill the newly added positions and measure the impact on City services.

Nick Kimball, CITY MANAGER

Proposed Fiscal Year 2023-2024 Budget Message

More than \$5 million in General Fund enhancement requests were submitted by City Departments. A total of \$379,790 in General Fund enhancement requests were approved and included in the Proposed Budget (One-time: \$319,190; Ongoing: \$60,600).³

The following enhancements are being recommended for FY 2022-2023 and have been included in the Proposed Budget:

- I. Focus on Community First – The City of San Fernando is committed to providing a high standard for service, safety, and quality of life for San Fernando taxpayers.
 - a. *Community Events*. Additional funding is included to support Lopez Adobe programming, Mariachi Master Apprentice Program, and the San Fernando Mile Run. (On-going: \$31,500)
 - b. *Increase Efficiency and Customer Service*. Additional funding is included to enhance the use of technology by replacing outdated computers, scanning documents to make them available to the public digitally, maintaining communications equipment, and providing equipment to improve enforcement capabilities. (Ongoing: \$73,403; One-time: \$53,750)
 - c. *Enhance Staff Development and Morale*. Additional funding is included to establish an employee recognition program, provide tuition reimbursement per adopted MOUs, increase training for SFPD staff and provide additional resources to hire new SFPD officers. (Ongoing: \$1,000; One-time: \$107,640)
 - d. *Beautification*. Additional funding is included to increase the City's ability to address graffiti. (Ongoing: \$10,000)
- II. Preserve Beautiful Homes and Neighborhoods – The City of San Fernando is committed to facilitating common-sense housing policy to preserve the charm of San Fernando and provide natural, safe, neighborhood-centered spaces for residents to play and be active.
 - a. *Increase Efficiency and Customer Service*. Additional funding is included for Community Development to supplement staff resources, reduce service times, and provide additional expertise for architectural and design review, planning and development review, building inspection services, and environmental review services. (On-time: \$106,000)

³ A detailed breakdown of enhancement requests is included in the Proposed Budget after the City Manager's Report.

Nick Kimball, CITY MANAGER

Proposed Fiscal Year 2023-2024 Budget Message

- b. *Enhance Staff Development and Morale.* Additional funding is included to establish operating and professional development budgets to support staff in the Housing Division. (Ongoing: \$3,500; One-time: \$2,000)
- III. Build Resilient and Reliable Infrastructure – The City of San Fernando is committed to increasing capital expenditures to address critical infrastructure needs, including, but not limited to, addressing deferred maintenance of City buildings, streets, water and sewer systems, and sidewalks.
 - a. *Deferred Maintenance.* Additional funding is included for Public Works to hire a consultant to prepare a comprehensive Facilities Conditions Assessment Report. (One-time: \$25,000)
- IV. Forge Financial Strength and Stability – The City of San Fernando is committed to managing taxpayer funds responsibly, growing the City’s revenue streams and protecting minimum reserve balances in accordance with adopted Comprehensive Financial Policies.
 - a. *Revenue Enhancement.* Additional funding is included engage professional services to review the City’s fee-based activities (excluding water and sewer rates) and recommend an appropriate cost recovery level. (One-time: \$25,000)
 - b. *Fund Reserve Balance.* The Proposed Budget includes a General Fund budget surplus of \$266,835, which will increase the General Fund reserve to \$7.4 million.
- V. Emergency Preparedness: Supporting the Community – The City of San Fernando is committed to managing taxpayer funds responsibly, growing the City’s revenue streams and protecting minimum reserve balances in accordance with adopted Comprehensive Financial Policies.
 - a. *Emergency Communication.* Additional funding is included for annual maintenance for the City’s emergency notification system – Everbridge. (Ongoing: \$12,600)

Measure A and Measure SF

In June 2013, San Fernando voters approved a 0.50% local transaction use tax (Measure A) for a period of seven years. In November 2018, voters approved to extend the tax indefinitely, which will provide financial stability to the City in the foreseeable future. In November 2020, San Fernando voters approved an additional 0.25% local transaction use tax (Measure SF), for a total local transaction use tax of 0.75%. This effort was critical to keep sales tax local and avoid other

Nick Kimball, CITY MANAGER**Proposed Fiscal Year 2023-2024 Budget Message**

taxing entities from passing a transaction tax that would otherwise be imposed on San Fernando customers, but spent regionally rather than locally.

Funds raised through these transaction taxes (cumulatively 0.75%) are imperative to the City's long-term financial stability and will continue be used to pay off existing debt, strengthen rainy day fund reserves, enhance services to the community and provide the financial resources necessary to implement the City's *Strategic Goals 2022-2027*.

For FY 2023-2024, Measure A/SF funds are proposed to be used for the following:

Repayment of Debt		One-Time Enhancements/Investments	
Repay Retirement Fund	271,327	Labor Attorney	45,625
	271,327	Tuition Assistance	1,500
Establish Reserves		Professional Records Scanning Services	10,000
General Fund Reserve	266,835	Contract Building Official & Plan Check	25,000
Self Insurance Fund Reserve	850,000	On-Call Environmental/Architectural Review & Planning	75,000
Equipment Replace Fund Reserve	103,375	Tutorial Video for Building Permit & Online Portal	6,000
Pre-fund OPEB	500,000	Membership & Conference for Housing Division	2,000
Appropriated Reserve (for unexpected costs)	85,000	Tuition Reimbursement	4,500
	1,805,210	Comprehensive User Fee Study	25,000
Ongoing Enhancements/Investments		PC Replacement (Year 1)	35,000
Employee Recognition Program	1,000	Wall Off IT Room	5,000
Housing Division Department Supplies	3,500	2023 Oxnard Police Explorers Channel Island Challenge	9,015
Everbridge-Emergency Notification System	12,600	Body worn Cameras for CSOs (4)	3,750
Hand Held Ticket Writers for Officers (6)	2,000	Post Mandated Training for Detective Lt.	10,000
Graffiti Removal Supplies	10,000	Post Mandated Training for Patrol	15,000
Program Supplies for Lopez Adobe	3,500	Background Investigations / Polygraphs	21,800
Traffic Control for SF Valley Mile	20,000	Facility Condition Assessment Report	25,000
Increase MMAP Match	8,000		319,190
	60,600		
		Prior-Year Approved Ongoing Enhancements	2,594,673
		Total Measure A/SF Uses	5,051,000

Other Post-Employment Benefits

The City provides other post-employment benefits (OPEB), specifically, lifetime retiree health benefits, to employees that service retire or disability retire directly from the City of San Fernando. In 2015, the City negotiated a reduction in retiree health care benefits for all employees hired after July 1, 2015. Employees hired before July 1, 2015 that retire from the City will continue to receive fully paid retiree medical insurance. Employees hired after July 1, 2015 and retire from the City will receive the state statutory minimum to be paid toward retiree medical insurance, which is currently \$139 per month. Despite this reduction, the long-term liability for the retiree health benefit is significant.

The City currently funds retiree health on a "pay-as-you-go" basis, which means the City only pays the monthly premium for the 97 retired employees and surviving spouses. The City is not currently pre-funding the cost of retiree health benefits for the 108 current active employees that may qualify for retiree health benefits. According to the most recent actuarial valuation, the

Nick Kimball, CITY MANAGER

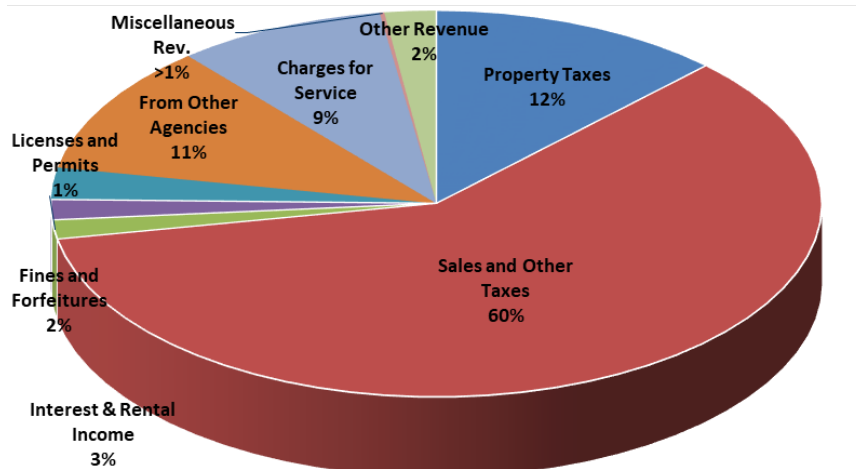
Proposed Fiscal Year 2023-2024 Budget Message

City should be setting aside approximately \$2.5 million per year to fully fund future retiree health benefits.

In FY 2022-2023, City Council appropriated \$500,000 to set up and fund a Retiree Health Trust Fund (Section 115). Staff is recommending setting aside another \$500,000 in FY 2023-2024 to pre-fund this benefit and further reduce the City's long-term liability.

General Fund Revenue

The FY 2023-2024 Proposed Budget projects \$26,011,380 in General Fund revenue. The City's largest revenue sources is Sales and Other Taxes, followed by Property Tax and Charges for Service. These three categories account for approximately 80% of General Fund Revenue.



Based on the projected slowing of economic activity over the next fiscal year, revenues are projected to increase by a modest 3.4% from the FY 2022-2023 Adjusted Revenue projections. General Fund revenue highlights are provided below.

- Sales and Other Tax revenue are projected to increase by 4.3% due to modest economic activity and consumer spending.
- Property Tax related revenues are projected to increase by 7.4% to reflect the strong housing market and home remodels leading to increased assessed values.
- Charges for Services are projected to increase by 6.0% primarily due to an adjustment in cost recovery for fee based activities expected to go into effect in 2023.
- Revenue from Other Agencies are projected to decrease by 6.8% due primarily to projected declines in Property Tax In-lieu of Motor Vehicle License Fee revenue from the state, which follows Property Tax revenue trends.
- Admissions Taxes are projected at \$700,000. Admissions Taxes are generated from the admission fee to the Swap Meet. In 2022, the Swap Meet upgraded their facility to make it more attractive to customers. As a discount retail outlet, the Swap Meet has historically

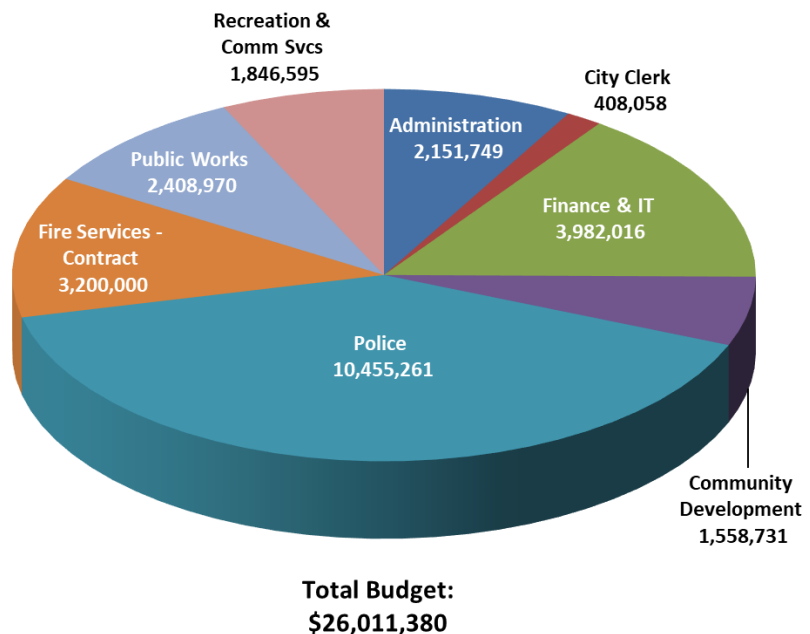
Nick Kimball, CITY MANAGER

Proposed Fiscal Year 2023-2024 Budget Message

increased revenues during a tight economy as high inflation erodes consumers' spending ability.

General Fund Expenditures

The FY 2023-2024 Proposed Budget includes \$26,011,380 in General Fund expenditures. The Proposed Budget includes an overall increase of 8.8% in expenditures from the FY 2022-2023 Adjusted Budget predominantly to account for negotiated salary increases that average approximately 4%, but declines due to one-time enhancement reductions.



A total of \$379,790 in General Fund enhancement requests were approved and included in the Proposed Budget (One-time: \$60,600; Ongoing: \$319,190).

Additional information on the proposed enhancements is included in prior sections of this Budget Message.

Enterprise Funds: Projects and Enhancements

Enterprise funds are used to account for services provided to the public on a fee for service basis, similar to the operation of a private enterprise. San Fernando currently operates three enterprise funds: 1) Water Fund, 2) Sewer Fund, and 3) Compressed Natural Gas Fund.

A water and sewer rate study was completed in 2019 and new rates went into effect on January 1, 2020. The updated rate schedule ensure that fees charged to customers are sufficient to meet the cost to operate the water and sewer systems and replace aging water and sewer main lines.

The total budget for the Water Fund is \$5,720,099, which includes \$2,327,084 for operations and \$ 925,111 for capital projects.

Total projected Water Fund revenues are \$5,750,948, resulting in a budget surplus in the Water Fund of \$1,461,551. Staff is continuing to monitor the fund to ensure that there are sufficient

Nick Kimball, CITY MANAGER

Proposed Fiscal Year 2023-2024 Budget Message

reserve balances in the Water Fund while completing critical upgrades to the water system's treatment and storage facilities to significantly increase water resiliency.

The total budget for the Sewer Fund is \$4,469,223, which includes \$2,049,371 for operations and \$1,250,000 for capital improvement payments to City of Los Angeles for the Hyperion Treatment system.

Total projected Sewer Fund revenues are \$4,200,729, resulting in surplus in the Sewer Fund of approximately \$2,659,889. The Sewer Fund reserve balance will be used future capital improvements to the Sewer System.

Special Revenue, Grant, and Capital Funds

Special Revenue, Grant, and Capital Funds are used to account for financial resources that are restricted by law or contractual agreement for specific purposes. San Fernando has a number of Special Revenue, Grant, and Capital Funds to account for a wide array of services provided to the community, including, but not limited to, dial-a-ride, traffic safety, street lighting, parking maintenance, supplemental law enforcement services, retirement, capital grants, capital projects, and park improvements. A number of these Funds also serve as a conduit for the receipt and transfer of funds.

The total new appropriations in the Special Revenue, Grant, and Capital Funds are \$10,212,608.

Capital Improvements

The FY 2023-2024 budget includes funding for a number of critical capital improvements to address the backlog of deferred maintenance, particularly street resurfacing, sidewalk repair and water system improvements. Funding for capital improvements is provided primarily through Special Revenue, Grant, Capital Funds, and Enterprise Funds.

Capital Improvement Projects will be presented and discussed in more detail during the Budget Study sessions.

Conclusion

The emphasis of the FY 2023-2024 City Manager's Proposed Budget is to *Let the Dust Settle* to allow staff time to fulfill recent City Council approved budget enhancements to move the *Strategic Goals 2022-2027* forward, including, but not limited to, completing the remaining recruitments for new staff positions, procure new equipment, implement new programs, and measure the impact of those new positions, equipment, and programs on services. Additionally, due to the economic uncertainty, recommended enhancements have been limited to minimize the risk of having to make reductions in the future if we do, in fact, experience an economic recession.

Nick Kimball, CITY MANAGER
Proposed Fiscal Year 2023-2024 Budget Message

Acknowledgments

I would like to acknowledge the guidance of the City Council, the dedication of Finance Department staff, the City's management team, and City staff that ensure the community receives the highest level of service each and every day. I would also like to provide special acknowledgement to Director of Finance Erica Melton who has worked tirelessly to put together this Proposed Budget. Without her long and tireless hours, this Proposed Budget would not have been possible.