



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

CITY OF SAN FERNANDO
CITY COUNCIL
SPECIAL MEETING AGENDA SUMMARY
MONDAY, MAY 22, 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.

Staff Contact Nick Kimball, City Manager

SAN FERNANDO CITY COUNCIL

Special Meeting Notice and Agenda – May 22, 2023

Page 2 of 3

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.

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**

SAN FERNANDO CITY COUNCIL

Special Meeting Notice and Agenda – May 22, 2023

Page 3 of 3

ADMINISTRATIVE REPORTS

1) 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 special meeting agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting.

Julia Fritz, CMC

City Clerk

Signed and Posted: May 18, 2023 (5:00 p.m.)

The Special Meetings of the City Council of the City of San Fernando, 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.

*This Page
Intentionally
Left Blank*

Special Meeting

San Fernando City Council

*This Page
Intentionally
Left Blank*

*This Page
Intentionally
Left Blank*



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 22, 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 (Attachment "A"); 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. On May 1, 2023, the Fiscal Year 2023-2024 Proposed Budget in Brief was provided to City Council and posted to the City's website.
5. On May 5, 2023, the complete Fiscal Year 2023-2024 Proposed Budget was posted to the City's website and delivered to City Council (SFCITY.ORG/Finance/#Financial-Documents).
6. On May 15, 2022, the City Council received the Budget Overview and held discussion.

Fiscal Year 2023-2024 Budget Study Session No. 1

Page 2 of 4

7. The next Budget Study Sessions are currently scheduled for Tuesday, May 30, 2023, and Monday, June 5, 2023 (if needed) to complete proposed budget discussions for each department in detail and provide follow up from prior budget study sessions.
8. A Public Hearing to adopt the Fiscal Year 2023-2024 Budget is tentatively scheduled for Tuesday, June 20, 2023.

ANALYSIS:

Budget Overview.

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 efforts 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

Fiscal Year 2023-2024 Budget Study Session No. 1

Page 3 of 4

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 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 \$2.0 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.

The following items have been identified by City Council as follow up items to be considered when all Department budget presentations have been concluded, as potential funding uses for the \$266,835 estimated FY 2023-2024 Proposed General Fund Budget surplus:

- Provide oral language translation services for all City Council Meetings and written translation services for all City Council and Commission Meeting agendas;
- Incorporate child care services for parents participating in community outreach meetings;
- Increase Commission stipends from \$75 per meeting to \$100 per meeting;
- Fund a Class and Compensation Study for Police Department positions; and
- Enhance Sidewalk Cleaning as a component of homeless services outreach for public health purposes.

Fiscal Year 2023-2024 Budget Study Session No. 1

Page 4 of 4

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. Fiscal Year 2023-2024 Proposed Budget [\(provided digitally through web link and hardcopy available at the Finance counter\)](#)
- B. Fiscal Year 2023-2024 Proposed Budget – Enhance Request Summary

ENHANCEMENT REQUEST SUMMARY
FY 2023-2024

Request Description	Dept	Amount	Ongoing Recommend	One-Time Recommend	Not Recommended
Management Intern	ADM	25,000	-	-	25,000
Labor Attorney	ADM	45,625	-	45,625	-
Employee Recognition Program	ADM	1,000	1,000	-	-
Recruitment Management Software	ADM	10,000	-	-	10,000
AutoCad Software License	ADM	1,572	-	-	1,572
Tuition Assistance (Morales)	ADM	1,500	-	1,500	-
Professional Records Scanning Services	CLK	10,000	-	10,000	-
Senior Planner	CD	142,192	-	-	142,192
Building Inspector/Plan Examiner	CD	137,143	-	-	137,143
Contract Building Official & Plan Check	CD	25,000	-	25,000	-
On-Call Environmental/Architectural Design Review Svcs & Planning	CD	50,000	-	75,000	(25,000)
Tutorial Video for Building Permit & Online Portal	CD	6,000	-	6,000	-
Tutorial Video for Homeless Outreach	CD	3,000	-	-	3,000
Outreach Materials for Housing Division	CD	6,000	-	-	6,000
Housing Division Department Supplies	CD	1,000	3,500	-	(2,500)
Membership & Conference for Housing Division	CD	2,000	-	2,000	-
Outreach Materials for Code Enforcement	CD	9,000	-	-	9,000
Training for new Code Enforcement Officer	CD	1,650	-	-	1,650
Tuition for Marina	CD	3,000	-	3,000	-
Tuition for Fernando	CD	1,500	-	1,500	-
Comprehensive Design Standards	CD	150,000	-	-	150,000
Comprehensive User Fee Study	FIN	25,000	-	25,000	-
PC Replacement Project (Year 1)	FIN	35,000	-	35,000	-
Everbridge - Emergency Notification System	FIN	12,600	12,600	-	-
IT Projects	FIN	7,500	-	-	7,500
Police Records Specialist	PD	75,213	-	-	75,213
Detective Security Gate	PD	60,000	-	-	60,000
Wall Off IT Room	PD	20,000	-	5,000	15,000
Desktop Computers (4) for Patrol Report Room	PD	4,800	-	-	4,800
Handheld Ticket Writers for Officers (6)	PD	2,000	2,000	-	-
Flock System (10 devices)	PD	33,500	-	-	33,500
Plan It Software	PD	4,000	-	-	4,000
Callyo Evidence Collection Software	PD	4,920	-	-	4,920
2023 Oxnard Police Explorers Channel Islands Challenge	PD	9,015	-	9,015	-
(4) Bodyworn Cameras for CSOs	PD	7,500	-	3,750	3,750
Police Sergeant	PD	184,355	-	-	184,355
Office Furniture Replacement	PD	59,776	-	-	59,776
CSO Vehicle Replacement	PD	40,000	-	-	40,000
Update (1) Crown Victoria for Detective Division	PD	2,000	-	-	2,000
LEFTA Software Suite	PD	6,000	-	-	6,000
POST-Mandated Training for Detective Lt.	PD	10,000	-	10,000	-
POST-Mandated Training for Patrol	PD	15,000	-	15,000	-
Background Investigations/Polygraphs	PD	21,800	-	21,800	-
Police Officer (1)	PD	121,290	-	-	121,290
Graffiti Removal Supplies	PW	10,000	10,000	-	-
Administrative Analyst	PW	120,000	-	-	120,000
Grapple Truck	PW	200,000	-	-	200,000
Facility Condition Assessment Report	PW	25,000	-	25,000	-
Mini Power Sweeper	PW	150,000	-	-	150,000
Historical Consultant	RCS	3,500	-	-	3,500
Housekeeping Services Lopez Adobe	RCS	1,500	-	-	1,500
Programming Supplies for Lopez Adobe	RCS	2,000	3,500	-	(1,500)
Traffic Control for SF Valley Mile	RCS	20,000	20,000	-	-
Remodel LP Office	RCS	2,376	-	-	2,376
Repair Rec. Park Slide	RCS	13,850	-	-	13,850

ENHANCEMENT REQUEST SUMMARY **FY 2023-2024**

Request Description	Dept	Amount	Ongoing Recommend	One-Time Recommend	Not Recommended
Increase Membership Dues	RCS	330	-	-	330
Increase MMAP Match	RCS	8,000	8,000	-	-
Reclassify Two (2) Part-time Office Clerks to Full-time	RCS	50,000	-	-	50,000
New Position Program Specialist - Senior Programs	RCS	95,710	-	-	95,710
New Position Program Specialist - Social Media	RCS	95,710	-	-	95,710
Reclassify Program Coordinator to RCS Supervisor	RCS	28,350	-	-	28,350
New Computers (5)	RCS	3,314	-	-	3,314
Replace Basketball Retractable Rim System	RCS	7,510	-	-	7,510
Replair Rec. Park Roof	RCS	1,021,080	-	-	1,021,080
Repair Rec. Park HVAC	RCS	350,000	-	-	350,000
Replair Las Palmas Roof	RCS	1,021,080	-	-	1,021,080
Replair Las Palmas HVAC	RCS	350,000	-	-	350,000
GENERAL FUND DEPT REQUESTS		4,972,761			
Total Proposed Budget Enhancement Requests		379,790	60,600	319,190	4,592,971

Additional Enhancement Requests: Not Included in Proposed Budget		Dept	Request	Ongoing Recommend	One-Time Recommend
Language Translation Services		ADM	64,000		64,000
Child Care Services - Community Outreach Meetings		RCS	5,000	-	5,000
Commission Stipend Increase		VAR	6,000	6,000	-
Class and Compensation Study - Police Department		ADM	35,000	-	35,000
Sidewalk Cleaning - Homeless Services		PW	12,500	-	12,500
Furnish Pioneer Park Field House (Refrigerator, Stove & Misc. Furniture)		RCS	4,000		4,000
Total Additional Enhancement Requests			126,500	6,000	120,500

FY 2023-2024 Measure A/SF Funds: Establish Reserves		Dept.	Request	Ongoing Recommend	One-Time Recommend
General Fund Reserve		FIN	140,335		140,335
Self Insurance Fund Reserve		FIN	850,000		850,000
Equipment Replacment Fund Reserve		FIN	103,375		103,375
Pre-Fund OPEB		FIN	500,000		500,000
Appropriated Reserve		FIN	85,000	-	85,000
Total Measure A/SF Uses			1,678,710	-	1,678,710
Total Enhancements Request			2,185,000	-	1,678,710
Total Proposed General Fund Expenditures			26,137,880		
Total Projected General Fund Revenues			26,278,215		
General Fund Annual Surplus/Deficit			140,335		