

**CITY OF SAN FERNANDO
CITY COUNCIL**

**MINUTES
SPECIAL MEETING – 6:00 P.M.
TUESDAY, MAY 28, 2024**

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

CALL TO ORDER/ROLL CALL

Mayor Celeste T. Rodriguez called the Special Meeting to order at 6:01 p.m.

Present:

Council: Mayor Celeste T. Rodriguez, Vice Mayor Mary Mendoza, and Councilmembers Joel Fajardo, and Victoria Garcia (arrived at 6:02 p.m)

Staff: City Manager Nick Kimball, Deputy City Manager/Economic Development Kanika Kith, Police Chief Fabian Valdez, Director of Finance Erica Melton, Director of Community Development Erika Ramirez, Director of Public Works Wendell Johnson, Director of Recreation and Community Services Julio Salcedo and City Clerk Julia Fritz

Absent: Councilmember Mary Solorio

TELECONFERENCING REQUESTS/DISCLOSURE None

PLEDGE OF ALLEGIANCE

Led by City Clerk Julia Fritz

APPROVAL OF AGENDA

Motion by Councilmember Fajardo, seconded by Vice Mayor Mendoza to approve the agenda. The motion carried, with Councilmembers Solorio and Garcia absent.

It was noted that Councilmember Victoria Garcia arrived in the meeting at 6:02 p.m.

PUBLIC STATEMENTS

Miguel Montañez spoke about concerns associated with public safety.

ADMINISTRATIVE REPORTS

1) FISCAL YEAR 2024-2025 BUDGET STUDY SESSION NO. 3

Staff presented the Public Works Department proposed budget.

Councilmembers discussed the proposed department budget, enhancement requests (Attachment “A”), and suggested recommendations to staff to include in Budget Study Session No. 4.

2) DISCUSSION AND CONSIDERATION REGARDING UPDATES ON AMERICAN RESCUE PLAN ACT FUNDING

By consensus, the City Council continued this item to the next regular meeting of June 3, 2024.

STAFF COMMUNICATION INCLUDING COMMISSION UPDATES

City Manager Kimball mentioned the City will be raising the Pride Flag on June 1, 2024, at 10:00 a.m. in honor of Pride Month.

It was noted that Councilmember Fajardo left the meeting at 9:27 p.m.

GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES

Councilmember Garcia expressed thanks to City staff for their work.

Vice Mayor Mendoza commended the Police Department for their work regarding the handling of a situation this past Saturday and expressed thanks to neighboring Police Departments for their assistance.

Mayor Rodriguez echoed Vice Mayor Mendoza’s sentiments.

ADJOURNMENT (9:42 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 28, 2024, Special meeting and approved by the San Fernando City Council on November 18, 2024.

Julia Fritz, CMC
City Clerk

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2024-2025**

ATTACHMENT "A"

DEPT	DESCRIPTION	DEPT REQ	CITY MANAGER RECOMMENDED				NOTES
		AMOUNT	ONGOING	ONE-TIME	TOTAL		
GENERAL FUND							
City Manager's Office	BCRC Self-Help Kiosk	1,000	-	-	-	Included in Marketing Supplies Enhancement	
City Manager's Office	Marketing Materials (e.g. Pop-up banner, Portable Podium & PA System, Branded Giveaways, Table Cloths, etc.)	1,000	-	2,000	2,000	Includes Kiosk - community engagement framework	
City Manager's Office	New Work Stations in CMO	3,500	-	-	-	Future Year Consideration	
City Manager's Office	Upgrade Technology in Community Room and Conference Rooms A and C	3,000	-	-	-	Utilize existing budget (e.g. departmental supplies, etc.)	
City Manager's Office	New Position: Administrative Assistant for Economic Development/BCRC	100,000	-	-	-	Future Year Consideration	
City Clerk	Update the 2001 Records Retention and Management Schedule	8,500	-	8,500	8,500	For legal compliance purposes	
City Clerk	Annual Ongoing Subscription to Maintain Updated Records Retention and Management Schedule	450	-	-	-	Not needed for FY2024/25; to be included in FY 2025/26 Budget	
City Clerk	Elections Expenses - LA County	60,000	-	60,000	60,000	Regular consolidated election	
Community Development	New Position: Deputy CD Director/Planning Manager	211,400	211,400	-	211,400	To assist with department succession planning	
Community Development	Contract Services: Deputy Building Official/Inspector	116,304	-	100,000	100,000	Includes Supplemental Community Development Services (e.g. building, planning, etc.)	
Community Development	Contract Services: Mixed Use Overlay & Objective Design Standards	150,000	-	-	-	Extension being requested due to SCAG and REAP Grant Funds On-hold	
Community Development	Contract Services: ADU Ord Update/Prototypes/Program	80,000	-	-	-	Includes Supplemental Community Development Services Enhancement	
Community Development	Contract Services: Residential Landscape Ordinance	45,000	-	-	-	Includes Supplemental Community Development Services Enhancement	
Community Development	Post Card Mailing Residential Properties- Citywide	3,463	3,500	-	3,500	To support beautification program/community engagement framework	
Community Development	Special Assignment Pay for Lead Community Preservation Officer (5%)	4,000	-	-	-	To be reviewed through SFPCA negotiations	
Community Development	New Vehicle - Hybrid Corolla	25,935	-	-	-	To be reviewed as part of Fleet Analysis	
Administrative Services	IT Managed Services Provider (MSP) Replacement	25,000	25,000	-	25,000	Replacement required due to system retirement	
Administrative Services	Financial System Replacement (Implementation)	150,000	-	100,000	100,000	Replacement required due to system retirement	

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FISCAL YEAR 2024-2025**

DEPT	DESCRIPTION	DEPT REQ	CITY MANAGER RECOMMENDED			
		AMOUNT	ONGOING	ONE-TIME	TOTAL	NOTES
Administrative Services	Financial System Replacement <i>(Annual Subscription)</i>	90,000	40,000	-	40,000	Replacement required due to system retirement
Administrative Services	Citywide PC Replacement Program (Year 2)	35,000	-	25,000	25,000	To complete Citywide hardware replacement for technology updates
Administrative Services	City Applicant Tracking Software (NEO-GOV)	12,100	-	-	-	Continue advertising jobs through current NEO-GOV subscription & create fillable application in new website
Administrative Services	HR Professional Development <i>(e.g. HR Staff Certification, Citywide Harassment Training, Citywide CPR Training, etc.)</i>	9,250	-	-	-	Utilize existing budget <i>(e.g. professional/contractual services)</i>
Administrative Services	Tuition Reimbursement	4,500	-	4,500	4,500	Staffing development pending proper form submittal
Administrative Services	Professional Development - IT Certification	3,750	-	-	-	Utilize existing budget <i>(e.g. professional/contractual services)</i>
Administrative Services	HR Staff to attend continuing professional education and conferences	7,500	5,000	-	5,000	Staffing development pending proper form submittal
Administrative Services	Additional cost for pre-employment medicals and DOJ	2,000	-	-	-	Utilize existing budget <i>(e.g. professional/contractual services)</i>
Administrative Services	Finance Manager Position Reclassification	15,000	-	-	-	Future Year Consideration. Continue succession planning discussion.
Administrative Services	Reclass Personnel Office Clerk to PT Admin Asst.	5,000	5,000	-	5,000	To assist with department succession planning
Administrative Services	Additional office supplies	1,200	-	-	-	Utilize existing budget <i>(e.g. departmental supplies, advertising, etc.)</i>
Administrative Services	M365 Commercial to Government Migration - Licensing	120,968	-	-	-	Future Year Consideration for Phased IT Upgrade approach
Administrative Services	M365 Commercial to Government Migration - Professional Services	56,080	-	-	-	Future Year Consideration for Phased IT Upgrade approach
Administrative Services	M365 Commercial to Government Migration - Backups	3,923	-	-	-	Future Year Consideration for Phased IT Upgrade approach
Administrative Services	Position Reclassification: Personnel Tech to Human Resources Tech II	4,642	-	-	-	Approve Position Title Change Only
Administrative Services	Position Reclassification: Personnel Assistant to Human Resources Assistant	6,714	-	-	-	Approve Position Title Change Only
Administrative Services	New Position: Management Analyst for Risk Management	149,000	-	-	-	Future Year Consideration. Continue succession planning discussion.
Administrative Services	Desktop scanners and printer for staff	1,000	-	-	-	Utilize existing budget <i>(e.g. departmental supplies)</i>

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
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DEPT	DESCRIPTION	DEPT REQ	CITY MANAGER RECOMMENDED				NOTES
		AMOUNT	ONGOING	ONE-TIME	TOTAL		
Police Department	New Position: Police Records Specialist	120,000	-	-	-	Future Year Consideration. Consider leveraging technology solutions initially.	
Police Department	4x Handheld Ticket Writer	30,000	30,000	-	30,000	Leveraging technology to increase efficiency and may generate additional revenue	
Police Department	Position Reclassification: Police Corporal Program (5)	40,000	40,000	-	40,000	To assist with department succession planning	
Police Department	Electric Traffic Enforcement Vehicle & Outfitting	100,000	-	-	-	To be reviewed as part of Fleet Analysis	
Police Department	E-Subpoena (year 1)	11,320	4,000	7,320	11,320	Leverage technology to increase efficiency	
Police Department	Background Investigations (10)	15,000	-	15,000	15,000	One-time for increased recruitment efforts (<i>e.g. investigations, polygraph, psych, uniforms</i>)	
Police Department	Polygraphs (10)	2,500	-	-	-	See increased background appropriation	
Police Department	Psychological Evaluations (10)	4,500	-	-	-	See increased background appropriation	
Police Department	Uniforms of New Officers	7,000	-	-	-	See increased background appropriation	
Police Department	POST Training for New Officers	20,000	-	20,000	20,000	One-time for increased recruitment efforts	
Police Department	POST ICI Training for New Detectives	2,800	-	-	-	See increased training appropriation	
Police Department	Ammunition Cost Increase	15,000	-	10,000	10,000	Includes all ammunition and supplies	
Police Department	40mm Less Lethal Launcher (2)	4,000	-	-	-	See ammunition/supplies enhancement	
Police Department	Promotional Materials	2,000	-	-	-	Utilize existing budget (<i>e.g. departmental supplies</i>)	
Police Department	Office Furniture/Cubicle Replacement	60,000	-	-	-	Review Facility Assessment for Citywide priority ranking and future consideration	
Police Department	Facility Upgrade/Paint Refresh	30,000	-	-	-	Review Facility Assessment for Citywide priority ranking and future consideration	
Police Department	Scheduling Software	5,600	-	-	-	Pending Financial System implementation	
Police Department	Tuition Reimbursement	32,000	-	32,000	32,000	Staffing development pending proper form submittal	

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FISCAL YEAR 2024-2025**

DEPT	DESCRIPTION	DEPT REQ	CITY MANAGER RECOMMENDED			
		AMOUNT	ONGOING	ONE-TIME	TOTAL	NOTES
Police Department	Overtime	57,000	-	-	-	Future consideration after full-staffing is achieved
Recreation & Comm. Svcs.	Position Reclassification: 1-PT Clerk to 1-FT Clerk @ Rec Park	60,000	-	-	-	Use existing staff resources (<i>e.g. Management Intern, etc.</i>)
Recreation & Comm. Svcs.	New Position: Create Afterschool Teen Program @ Rec Park (1 - Recreation Leader II and 2- Recreation Leaders I)	54,750	-	-	-	Discuss with City Council during Budget Study Sessions
Recreation & Comm. Svcs.	Create new Afterschool Teen Program at Recreation Park (materials and supplies)	8,000	-	-	-	Discuss with City Council during Budget Study Sessions
Recreation & Comm. Svcs.	Fully fund All Citywide Special Events	86,320	50,000	-	50,000	Overall event costs currently \$169,782. Review for base costs with fundraising to assist covering additional needs.
Recreation & Comm. Svcs.	Addition of a Workstation at Las Palmas for Part-time use	1,500	-	-	-	Repurpose existing resources and review need through PC Replacement Program
Recreation & Comm. Svcs.	CPRS Membership & Conference (2-RCS Staff Members)	3,210	3,000	-	3,000	To support professional development
Recreation & Comm. Svcs.	BCRC operations and programs supplies	12,500	3,000	-	3,000	Recommended in Economic Development Division - Social Services Project Code (BCRC)
Recreation & Comm. Svcs.	Ice machine for Recreation Park	2,500	-	2,500	2,500	For Community purposes for events and programs use as well as in interim pending HVAC upgrade
Recreation & Comm. Svcs.	Las Palmas Staff Professional Development (<i>e.g. senior forums and wilderness trainings</i>)	1,430	1,000	-	1,000	Staffing development pending proper form submittal
Recreation & Comm. Svcs.	Contract services for senior fest, family hikes, transportation - Ongoing	4,200	-	-	-	Activities should be grant/fee supported; Review Prop A allocation for transportation
Recreation & Comm. Svcs.	Cover event supply expenses that were supported by the event support acct	2,500	-	-	-	Consider as part of overall event funding
Recreation & Comm. Svcs.	Las Palmas and Resource Center Staff Adobe Acrobat Subscription	864	-	-	-	Utilize existing budget (<i>e.g. IT, subscriptions</i>)
Public Works	Citywide Signage Updates (<i>e.g. Parking, Sweeping, Speed Limits, etc.</i>)	50,000	-	37,500	37,500	Commercial Corridor Street Signs with 6 month timeline; additional funding recommended using Traffic Safety Fund
Public Works	Position Reclassification: Convert 2-PT Maintenance Workers to 1-FT (Graffiti)	40,000	40,000	-	40,000	To place emphasis on Graffiti maintenance efforts and will assist with position recruitment and retention
Public Works	Position Reclassification: Convert 2-PT Maintenance Workers to 1-FT (Trees)	40,000	40,000	-	40,000	To place emphasis on Tree maintenance efforts and will assist with position recruitment and retention
Public Works	Pothole Patching Trailer/Vehicle	145,000	-	-	-	Focus on continuing residential paving program. Reconsider after pavement management plan update.
Public Works	Grappler Truck (<i>for bulky item pick up</i>)	145,000	-	-	-	To be reviewed as part of Fleet Analysis

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FISCAL YEAR 2024-2025**

		DEPT REQ	CITY MANAGER RECOMMENDED			
DEPT	DESCRIPTION	AMOUNT	ONGOING	ONE-TIME	TOTAL	NOTES
Public Works	Backhoe Loader	210,000	-	-	-	To be reviewed as part of Fleet Analysis
Public Works	Stump Grinder Heavy Duty	27,000	-	-	-	To be reviewed as part of Fleet Analysis
GENERAL FUND ENHANCEMENT TOTAL: \$		2,969,673	500,900	424,320	925,220	
SPECIAL FUNDS ¹						
Public Works	Citywide Signage Updates (<i>e.g. Parking, Sweeping, Speed Limits, etc.</i>)	50,000	-	12,500	12,500	Fund 013 - Traffic Safety Fund
Community Development	Homeless Outreach Initiatives	54,837		54,837	54,837	Fund 028 -Measure H (<i>Annual County Allocation</i>)
Police Department	Narcotics Incinerator/Drug Disposal Program	11,937	-	11,937	11,937	Fund 110 - Operating Grants (<i>Opioid Settlement Funding</i>)
SPECIAL FUND ENHANCEMENT TOTAL: \$		116,774	-	79,274	1,927,714	
PROPRIETARY FUNDS ¹						
Recreation & Comm. Svcs.	Rec Park Gym Floor Recoating (<i>biannual maintenance</i>)	3,300	-	3,300	3,300	Fund 043 - Facility Management Fund
Public Works	New Position: Water System Operator	115,000	115,000	-	115,000	Fund 070 - Water Fund
Public Works	Purchase 10 Sewer Manholes and Rings	8,500	-	8,500	8,500	Fund 072 - Sewer Fund
PROPRIETARY FUNDS ENHANCEMENT TOTAL: \$		123,500	115,000	8,500	3,982,228	

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		DEPT REQ	CITY MANAGER RECOMMENDED					
DEPT	DESCRIPTION	AMOUNT	ONGOING	ONE-TIME	TOTAL	NOTES		
ADDITIONAL ENHANCEMENT REQUESTS: NOT INCLUDED IN PROPOSED BUDGET								
Recreation & Comm. Svcs.	Position Reclassification: Convert 1-PT Office Clerk to to 1-FT (Rec Park)	60,000	60,000	-	60,000	Requested during Budget Study Session #1		
Recreation & Comm. Svcs.	Christmas and/or Dia de los Muertos Parade	40,000	40,000	-	40,000	Requested during Budget Study Session #1: The cost would range between \$30k - \$40k. A Halloween parade would be a completely new special event while the holiday parade can be an addition to the existing tree lighting special event which may cost less. Some of the costs considered are staff overtime, traffic control, barricades, emergency services, portable restrooms, staging and sound, entertainment, activities, marketing and promotion and other miscellaneous costs.		
Recreation & Comm. Svcs.	New Program & Startup Costs: Create Afterschool Teen Program @ Rec Park. Costs include personnel (1 - Recreation Leader II and 2- Recreation Leaders I) and materials/supplies	54,750	54,750	8,000	62,750	Discussion held During Budget Study Session #1		
Recreation & Comm. Svcs.	Create new Afterschool Teen Program at Recreation Park (materials and supplies)	8,000	8,000	-	8,000	Discussion held During Budget Study Session #1		
City Manager's Office	Contracted Services: To develop Public Arts process and complete existing mural projects	75,000	25,000	50,000	75,000	Additional Staff Request if directed to move forward with Public Arts/Mural Program. Includes cost to develop ongoing public arts program (\$25,000) and manage Women's Suffrage Mural (\$50,000)		
Police Department	Overtime: Additional DUI Checkpoints	8,000		8,000	8,000	Requested during Budget Study Session #2. Cost as presented is per each additional DUI Checkpoint.		
Police Department	Position Reclassification: Convert 1-PT to FT Parking Enforcement Officer	60,000	60,000		60,000	Discussion held During Budget Study Session #2 to increase parking enforcement efforts. Funding alternatives through budgeted personnel costs available.		
Police Department	New Program: Reinstatement of Park Ranger Program. Includes ongoing personnel (2 PT Positions, uniforms, and training) and one-time equipment (new vehicle) costs.	115,000	125,000	35,000	160,000	Requested during Budget Study Session #2. Program previously in place from 2003 - 2009 added security to City recreational facilities to ensure protection of public property with 2 PT Parker Rangers. Additional program costs include uniforms, firearms training, and vehicle.		
ADDITIONAL ENHANCEMENT REQUESTS TOTAL: \$		420,750	\$	372,750	\$	101,000	\$	473,750

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2024-2025**

		OPERATING BUDGET		PROPOSED BUDGET	
FUND	FUND TITLE	REVENUES	EXPENDITURES	RECOMMENDED ENHANCEMENTS	REVISED SURPLUS/DEFICIT
001	General Fund	28,055,808	26,729,059	925,220	\$401,529
013	Traffic Safety Fund ²	17,103	-	12,500	\$4,603
028	Measure H Fund	54,837	-	54,837	\$0
110	Operating Grants ³	11,937	-	11,937	\$0
041	Facility Maintenance Fund	1,756,667	1,721,507	3,300	\$31,860
070	Water Fund	5,785,000	5,417,078	115,000	\$252,922
072	Sewer Fund ²	7,134,401	5,417,078	8,500	\$1,708,823

¹ Does not include Capital Improvement Program Requests, which are contained in Section VI

² Revenues include Fund Balance

³ Includes Fund Balance specific to Opioid Settlement Project Code