



CITY OF SAN FERNANDO CITY COUNCIL

REVISED - MEETING AGENDA
SPECIAL MEETING – 5:30 PM
TUESDAY, MAY 27, 2025

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

Please visit the City's YouTube channel to live stream and watch previously recorded City Council meetings, which is also available with Spanish subtitles at:
<https://www.youtube.com/c/CityOfSanFernando>

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 in-person translation services, or other services please call the City Clerk Department at (818) 898-1204 or email at cityclerk@sfcity.org at least 2 business days prior to the meeting.

REGULAR MEETING - PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING

Live stream with audio and video, via YouTube, at: <https://www.youtube.com/c/CityOfSanFernando>

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 **12:00 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 and made part of the official public record of the meeting.

CALL-IN TO PROVIDE PUBLIC COMMENT LIVE DURING THE MEETING

Members of the public may **call-in between 5:30 p.m. and 5:45 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.

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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.

CALL TO ORDER - REGULAR MEETING

5:30 P.M. (OPEN SESSION)

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 REGULAR MEETING 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

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Members of the public may provide **a live public comment by calling in between 5:30 p.m. and 5:45 p.m. CALL-IN INFORMATION: Telephone Number: (669) 900-6833; Meeting ID: 833 6022 0211; Passcode: 924965**

ADMINISTRATIVE REPORTS

1) DISCUSSION AND CONSIDERATION REGARDING CITY EMPLOYEE AND SMALL BUSINESS CONCERNS TO BE CLARIFIED AND ADDRESSED FOR THE JUNE OUTDOOR MARKET

This item was agendized by Councilmember Victoria Garcia

**2) DISCUSSION OF FISCAL YEAR 2025-2026 BUDGET STUDY SESSION NO. 1
(Continued from the May 19, 2025 Meeting)**

Recommend that the City Council:

- a. Review and discuss the Fiscal Year 2025-2026 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 regular meeting on June 2, 2025.

AFFIDAVIT OF POSTING

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 24 hours prior to the meeting.

Dated: _____ at: _____

Signed By: _____

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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Special Meeting San Fernando City Council

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

From: Councilmember Victoria Garcia

Date: May 27, 2025

Subject: Discussion and Consideration Regarding City Employee and Small Business Concerns to be Clarified and Addressed for the June Outdoor Market

RECOMMENDATION:

I have placed this on the agenda (Attachment "A") for City Council discussion to provide staff with direction.

BACKGROUND/ANALYSIS:

See Attachment "A" that was submitted to request to agendize this item for the May 27, 2025, City Council Meeting.

BUDGET IMPACT:

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

ATTACHMENTS:

A. Request to Agendize an Item for City Council Discussion/Consideration

REQUEST TO AGENDIZE AN ITEM FOR CITY COUNCIL DISCUSSION/CONSIDERATION

CITY COUNCILMEMBER INFORMATION

NAME Victoria Garcia	TITLE Councilmember
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ITEM INFORMATION

SUBJECT *Title of the item you are requesting to be agendized.*
 City Employee and Small Business Concerns to be Clarified and Addressed re June Outdoor Market

PRIORITIES <i>Is this included in the current FY priorities?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BUDGET <i>Is this a budgeted item?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FISCAL IMPACT <i>Is there a fiscal impact? If yes, indicate amount.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No \$
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BACKGROUND/ANALYSIS *Provide the reason you are requesting this item be agendized.*

At the May 19, 2025 City Council meeting, the City Council voted to allow and co-sponsor the June Outdoor Market. It was unclear to me whether the below items were addressed as they were not specified in the Motion:

1. Our public works department employees, through their union, have expressed that they are opposed to contracting out the work of City employees, especially for City-sponsored events. They believe this is a violation of the MOU between their union and the City. If the June Outdoor Market is to be a pilot for what would occur in the future, then we need to be clear as to whether this work could be contracted out and whether that would constitute a violation of any MOU with City employees.
2. Many small downtown mall businesses have complained that their special business district taxes that only apply to them are being used against them as they will have to pay to participate in the Outdoor Market. If the June Outdoor Market is to be a pilot for what would occur in the future, then we need to be clear as to whether these small business will be prohibited from participating in the Outdoor Market which occurs right outside their shop doors unless they pay an additional fee.

ATTACHMENTS *Do you have any attachments to include?*

☐ Yes ☒ No

RECOMMENDATION *Indicate the direction you are recommending.*

City Council to discuss the above issues and provide direction or make appropriate motions to address these issues and concerns as necessary

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AGENDA REPORT

To: Mayor Mary Mendoza and Councilmembers

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

Date: May 27, 2025

Subject: Discussion of Fiscal Year 2025-2026 Budget Study Session No. 1

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and discuss the Fiscal Year (FY) 2025-2026 Proposed Budget (Attachment “A”); and
- b. Provide direction to staff, as appropriate.

BACKGROUND:

1. On February 17, 2025, the City Council received and filed the Annual Comprehensive Financial Report for the fiscal year ending June 30, 2024. Subsequently on March 3, 2025, the City Council received and filed the FY 2024-2025 Mid-Year Budget update and FY 2025-2026 Budget Outlook. This marked the kick-off of the Fiscal Year 2025-2026 Budget Season.
2. On February 24, 2025, the City Council held a Special Study Session to review the 2022-2026 Strategic Goals and discuss Fiscal Year 2025-2026 City Council Priorities.
3. On March 24, 2025, the Director of Administrative Services hosted the biannual Local Transaction Tax Town Hall for the community to receive important information on the City transaction tax proceeds, provide a forum to ask questions to staff and provide feedback and receive information regarding the FY 2025-2026 Budget Calendar.
4. The Director of Administrative Services presented the FY 2025-2026 Budget Calendar to the Education Commission (March 25th), Transportation & Public Safety Commission (April 3rd), Parks, Wellness, and Recreation Commission (April 10th) and Planning and Preservation Commission (April 14th).
5. Throughout April 2025, the City Manager and Director of Administrative Services met with each Department to develop the FY 2025-2026 City Manager’s Proposed Budget, which includes revenues and expenditures for the General Fund, Enterprise Funds, and all Special Revenue Funds.

Discussion of Fiscal Year 2025-2026 Budget Study Session No. 1

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6. On May 5, 2025, the Fiscal Year 2025-2026 Proposed Budget was made available to the City Council, and subsequently posted to the City's website (SFCITY.ORG/Finance/#Financial-Documents).
7. On May 13, 2025, an in-person and virtual (YouTube) Proposed Budget Town Hall Meeting was held.
8. On May 19, 2025, the City Council continued the Budget Study Session to the May 27, 2025 Special City Council Meeting.
9. Budget Study Sessions are scheduled for May 27, 2025, and June 2, 2025 to discuss the proposed budget for each department in detail and provide follow-up from prior budget study sessions.
10. A Public Hearing to adopt the Fiscal Year 2025-2026 Budget is tentatively scheduled for Monday, June 16, 2025, Regular City Council Meeting.

ANALYSIS:

Budget Overview.

The theme of the FY 2025-2026 City Manager's Proposed Budget is "*Prioritizing Financial Stability during Economic Uncertainty.*" Due to the forecasted economic uncertainty over the next 12 to 18 months, the FY 2025-2026 Proposed Budget adopts a conservative approach. It holds revenue expectations steady and focused recommended enhancements on one-time investments or ongoing costs that were offset by increased revenue, decreased expenditures, or are essential for maintaining organizational stability and uninterrupted service delivery.

The recommended resources included in the FY 2025-2026 Budget address one (1) or more of the following parameters:

1. Advance or respond to the City Council priorities identified during the Special Study Session on *City Council Goals and Priorities* in February 2025;
2. Reorganize Department operations to better position each functional area to move City Council Goals and Priorities forward while minimizing the impact on other post-employment benefits;
3. Invest in technology to give staff better tools to work more effectively, streamline workflows, and improve service delivery to move City Council Goals and Priorities forward; and/or
4. Prioritize enhancements that support financial and operational stability during economic uncertainty.

Discussion of Fiscal Year 2025-2026 Budget Study Session No. 1

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City departments submitted enhancement requests totaling \$1,057,115 for the FY 2025–2026 budget. Of these, \$309,670 is recommended in the Proposed Budget, comprising:

- \$88,360 in one-time enhancements
- \$221,310 in on-going enhancements

More detailed information on approved enhancements is included in the “Recommended Enhancements” section of proposed budget document and Attachment “B”.

Overall, the General Fund has a budget surplus of approximately \$149,340, indicating that total revenues exceed total expenditures. More information regarding the FY 2024-2025 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 Measure A, a 0.50% local transaction use tax, initially set for seven (7) years. In November 2018, voters approved to extend the tax indefinitely, ensuring financial stability for the City.

In November 2020, San Fernando voters approved Measure SF, adding an additional 0.25% local transaction use tax. This brought the total local transaction use tax to 0.75%, effective April 1, 2021. This effort was critical to keep sales tax local and avoid other taxing entities from imposing a regional transaction tax that would not directly benefit the local community.

For FY 2025-2026, the combined Local Transaction Use Tax is projected to generate approximately \$4.8 million. These funds will continue to be used to support services to the community, implement the City’s 2022-2026 Strategic Goals, and protect rainy day fund reserves (reserve funds for unforeseen financial challenges). More details on the 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 2025-2026 Proposed Budget includes funding for a number of critical capital improvement projects to address the backlog of deferred maintenance and infrastructure needs, including;

- \$1.2 million for Phase 4 of the Citywide Slurry Seal Project
- \$1.8 million for water system improvements
- \$1.2 million for sewer system improvements

Funding for these capital improvements is provided primarily through Special Revenue Funds, Capital Grant Funds, and Enterprise Funds.

More detailed information regarding the FY 2025-2026 Proposed Capital Improvement Program may be found in Section VI. “Capital Improvement Projects” of proposed budget document.

Discussion of Fiscal Year 2025-2026 Budget Study Session No. 1

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BUDGET IMPACT:

The total Proposed Budget for all funds is approximately \$62.1 million. The Proposed General Fund budget is \$28.6 million (1% decrease from FY 2024-2025). In accordance with the City's Budget Policy, the FY 2025-2026 Proposed General Fund Budget represents a balanced budget, with General Fund revenues of \$28.8 million, expenditures of \$28.6 million and proposed enhancements of \$266,670 resulting in an estimated surplus of \$149,340.

CONCLUSION:

It is recommended that the City Council review the FY 2025-2026 Proposed Budget and allocate the resources required to move the 2022-2026 Strategic Goals and City Council Priorities forward in the upcoming fiscal year.

ATTACHMENTS:

- A. Fiscal Year 2025-2026 Proposed Budget [\(available digitally through web link and hardcopy at the Finance counter\)](#)
- B. Summary of Fiscal Year 2025-2026 Enhancement Requests

**CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2025-2026**

ATTACHMENT "B"

		DEPT REQ	CITY MANAGER RECOMMENDED			
DEPT	DESCRIPTION	AMOUNT	ONE-TIME	ONGOING	NOT RECOMMENDED	NOTES
GENERAL FUND						
City Manager's Office	Homeless Outreach Service Provider <i>(Contract Shortfall for 1 - Year at Existing Service Levels)</i>	43,100			43,100	Not approved at this time. Recommend that City reduces service level to match available funding.
City Clerk	Public Records Request Software <i>(Implementation & Subscription)</i>	20,254			20,254	Software is provided through Granicus, which is the City's new website developer. Website launch expected in FY 2025/2026. Therefore, will consider additional software modules in FY 2026/2027.
Community Development	Special Counsel Services	5,500	5,500			Supports City Council strategic goal of Citywide beautification. - Recommended funding to be used to address and bring existing code enforcement cases to full resolution.
Administrative Services	Microsoft 365 Migration <i>(Implementation & Licenses)</i>	90,494			90,494	Pending general direction from City Council, redirect existing UASI funding for cybersecurity to fund Microsoft 365 migration project, PC replacement and SFPD mobile data consoles.
Administrative Services	PC Replacement Program - Year 2	43,500			43,500	Pending general direction from City Council, redirect existing UASI funding for cybersecurity to fund Microsoft 365 migration project, PC replacement and SFPD mobile data consoles.
Administrative Services	Citywide Employee Training Programs	32,950	25,000		7,950	Provide training and development opportunities for staff in accordance with the City Council strategic goal for citywide employee recruitment, retention and morale
Police Department	Vector Solutions - Guardian Software	6,730		6,730		Provide supervisory tools for staff in accordance with the City Council strategic goal for citywide employee recruitment, retention and morale. - Software will use AI learning capability to recommend personalized training opportunities for each staff member based on contents of evaluations.
Police Department	TimeClocks - Timekeeping/Scheduling Software <i>(Aladtec - Public Safety Module)</i>	9,440	2,360	7,080		- This module offered through the City's existing timekeeping system will allow SFPD staff to better manage staffing and overtime costs.
Police Department	Lexis Nexis Online - Public Reporting	12,240			12,240	Consider public-facing online incident reporting software during evaluation of new CAD system next fiscal year.
Police Department	New Officer Onboarding Costs <i>(e.g. Background investigations, polygraph, psych exams, uniforms, etc.)</i>	20,000	20,000			- Assumes hiring and onboarding of 4 officers at \$5,000/officer
Police Department	MDT/MDC's (12)	30,000			30,000	Pending general direction from City Council, redirect existing UASI funding for cybersecurity to fund Microsoft 365 migration project, PC replacement and SFPD mobile data consoles. Upgrading MDCs and accompanying CradlePoint software will provide the capability to provide location and heat mapping patrol data.
Police Department	Drone	25,000			25,000	Reconsider next fiscal year based on availability funding. Also recommend exploring alternate grant funding.
Police Department	Less Lethal Projectile Service Equipment	10,018	5,000		5,018	To provide 2 additional less lethal options to existing stock. This will allow each patrol vehicle to have a less lethal tool available.
Police Department	Thomson Reuters Database Access Software	7,284			7,284	Explore funding through existing operating funds by retiring unused software.
Police Department	Records Specialist (P/T)	35,000		35,000		- Staff provided additional data regarding increased mandatory reporting with consideration of PT position

CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2025-2026

		DEPT REQ	CITY MANAGER RECOMMENDED			
DEPT	DESCRIPTION	AMOUNT	ONE-TIME	ONGOING	NOT RECOMMENDED	NOTES
Police Department	Upgrade Police Officer to Sergeant	55,000		55,000	-	Staff evaluated OT as offset for potential position upgrade
Police Department	Records Office Furniture	20,071			20,071	Reconsider next fiscal year based on availability funding.
Police Department	Detectives Office Furniture	18,147			18,147	Reconsider next fiscal year based on availability funding.
Police Department	Tasers (45)	68,372			68,372	Reconsider next fiscal year based on availability funding.
Police Department	CradlePoint (AT&T) MDT Software with GPS Upgrade	6,500			6,500	Pending general direction from City Council, redirect existing UASI funding for cybersecurity to fund Microsoft 365 migration project, PC replacement and SFPD mobile data consoles. Upgrading MDCs and accompanying CradlePoint software will provide the capability to provide location and heat mapping patrol data.
Public Works	Convert PW Management Analyst to Sr Management Analyst	20,000		7,500	12,500	Create a more balanced span of control in the PW Department with expounded position to include higher level skills and responsibilities. Position to additionally address City Council's goal of addressing employee retention and morale.
Public Works	Convert PW Senior Maint Worker into PW Supervisor	18,500		18,500	-	Create a more balanced supervisory span of control in the PW Department and offer opportunities for advancement to address City Council's goal of addressing employee retention and morale.
Public Works	Arborist Evaluations for Tree Removal Program	10,000		-	10,000	Fund through special revenue fund (measure M, R, Prop C)
Recreation & Community Services	Reclassify the two existing full time program specialist to RCS Coordinators	17,000		17,000	-	Create a more balanced supervisory span of control in the RCS Department and offer opportunities for advancement to address City Council's goal of addressing employee retention and morale.
Recreation & Community Services	Reclassify part-time hours to establish 1-RCS Coordinator position	90,000		60,000	30,000	Create a more balanced supervisory span of control in the RCS Department and offer opportunities for advancement to address City Council's goal of addressing employee retention and morale. Offset costs for new position by reducing part-time hours by \$30,000
Recreation & Community Services	After School Teen Program - Supplies	8,000		2,000	6,000	Recommended funding at reduced level from starting funds for ongoing Teen Programming
Recreation & Community Services	Computers for 2-New Working Stations at Downstairs Office	8,000	-		8,000	Reviewing opportunities to rebalance existing resources to determine if request can be reduced/eliminated
Recreation & Community Services	Volunteer Recognition Program	5,000	-		5,000	Request City Council Community Investment Funding to support inaugural recognition program
Recreation & Community Services	Summer Camp Staff Office Furniture	5,000	-		5,000	Use existing cubicles surplus furniture
Recreation & Community Services	Gym Sound System Upgrade	2,800			2,800	For consideration in FY2025/26 using existing operational resources balance for purchase
GENERAL FUND ENHANCEMENT TOTAL: \$		743,900	57,860	208,810	477,230	

CITY OF SAN FERNANDO
SUMMARY OF ENHANCEMENT REQUESTS
FISCAL YEAR 2025-2026

		DEPT REQ	CITY MANAGER RECOMMENDED			
DEPT	DESCRIPTION	AMOUNT	ONE-TIME	ONGOING	NOT RECOMMENDED	NOTES
PROPRIETARY FUNDS						
<i>Water Fund</i>						
Public Works	Convert PW Management Analyst to Sr Management Analyst	20,000		6,250	13,750	Create a more balanced span of control in the PW Department with expounded position to include higher level skills and responsibilities. Position
<i>Sewer Fund</i>						
Public Works	Convert PW Management Analyst to Sr Management Analyst	20,000		6,250	13,750	Create a more balanced span of control in the PW Department with expounded position to include higher level skills and responsibilities. Position
<i>Equipment Replacement & Maintenance Fund</i>						
Public Works	Tire Mounting Balancing Machine Replacement	24,500	24,500	-	-	Funding recommended with value through time and cost efficiencies justified for equipment replacement.
Public Works	Park Mower Replacement	30,000	-	-	-	Will re-evaluate once department reorganization in place. Goal will be to enable one mower per crew rather than mower per park.
<i>Facility Maintenance Fund</i>						
Public Works	City Yard Trailer - ADA Ramp	16,500	-	-	16,500	All Facility Enhancement Requests to be evaluated through the Facility Condition Assessment Report in effort to prioritize capital repairs and maintenance and address through annual investment planning.
Public Works	City Yard Trailer - Ice Machine	6,000	-	-	6,000	
Public Works	Citywide Facility Restroom Renovations (<i>Las Palmas, Recreation Park, City Hall, etc.</i>)	125,000	-	-	125,000	
Recreation & Community Services	Recreation Park - HVAC Replacement	50,000	-	-	50,000	
Recreation & Community Services	Rec Park Gym - Retractable Bleacher Seats	5,215	-	-	5,215	
Recreation & Community Services	Stage Doors - Recreation Park	50,000	-	-	50,000	
PROPRIETARY FUNDS ENHANCEMENT TOTAL:		\$ 307,215	\$ 24,500	\$ 12,500	\$ 252,715	
SPECIAL FUNDS ¹						
<i>Recreation Self-Sustaining Fund (Facility Rentals)</i>						
Recreation & Community Services	Folding Tables & Chairs	6,000	6,000		-	Funding recommended through new scope of Fund 017 - Self Sustaining Fund for Facility rentals as an investment with anticipated increased rentals as a result of enhanced customer experience.
SPECIAL FUND ENHANCEMENT TOTAL:		\$ 6,000	\$ 6,000	\$ -	\$ -	
TOTAL ENHANCEMENT REQUESTS:		\$ 1,057,115	\$ 88,360	\$ 221,310	\$ 729,945	