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BUDGET STUDY SESSION BUDGET OVERVIEW

MAY 15, 2017

Presented by:
NICK KIMBALL
INTERIM CITY MANAGER

SAN FERNANDO

ECONOMIC OUTLOOK

- National and state economies have been steadily growing over the last few years
- Slow growth is expected to continue in the nearterm; however optimism is fading as US is "due" for another recession
 - Recessions over last 25 years: 1981, 1990, 2000, and 2007

<u>Threats</u>: Uncertainty surrounding impact of the Trump Administration Tax and Deregulation Policies

ECONOMIC OUTLOOK

- Locally, sales and property taxes have shown steady growth over the last few years; expected to continue through 2018
- Local economy is expanding in-line with the state and Los Angeles County economies
- Threats: Exposed to risk of a slow down due to the Trump Administration's policies, in particular, San Fernando's workforce may be disproportionately impacted by more restrictive immigration policies.

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FY 2017-2018 BUDGET OBJECTIVES

Considering the current vacancies in key Department Head positions and planning for the sunset of Measure A, the emphasis of this budget is:

- Get back to basics by focusing on maintaining the quality of the services the City currently provides
- Complete capital projects that are currently underway
- Continue to make significant strides toward reducing the operating budget deficit and General Fund deficit fund balance.

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BUDGET DEVELOPMENT GUIDANCE

- 1. Maintenance of Effort Budget
- 2. No Consumer Price Index increases for operations
- 3. Enhancement requests were considered if they are:
 - Required by law or contract.
 - Offset by additional revenue to the City.
 - Result in net long-term benefit to City.

	Proposed Budget	
\$18,199,955	\$18,970,187	4.2%(1)
\$3,844,315	\$4,042,248	5.1%(2)
\$10,854,457	\$11,331,849	4.2%
\$11,215,376	\$3,152,172	-71.9% ⁽³⁾
\$44,114,103	\$37,496,456	-15%
	\$3,844,315 \$10,854,457 \$11,215,376	\$3,844,315 \$4,042,248 \$10,854,457 \$11,331,849 \$11,215,376 \$3,152,172

GENERAL FUND HIGHLIGHTS

1. Projected Revenues: \$19.354 million

2. Projected Expenditures: \$18.970 million

3. Projected Net Revenues of \$384,000 to pay down deficit fund balance

4. Recommended enhancements: \$238,100

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GENERAL FUND HIGHLIGHTS

Expenditure increase of 4.2% due to:

- MOU COLA increases (ave. 2%)
- Health premium increases (ave. 6%)
- Increased on-going NPDES costs (\$115,000/year)
- Increased Internal Service Fund charges to fund roof maintenance at City Facilities and set aside funding for future vehicle replacements

FY 2017-2018 RECOMMENDED ENHANCEMENTS

- Replace two (2) black and white police units. These are the final two outdated patrol units to be replaced (\$80,000)
- 2. Replace one (1) utility truck for Street Maintenance Division (\$50,000)
- 3. Purchase additional equipment and material to improve the City's ability to provide regular on-going street maintenance (\$20,000)
- 4. Facilitate a strategic planning and community visioning survey (\$50,000)

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FY 2017-2018 RECOMMENDED ENHANCEMENTS

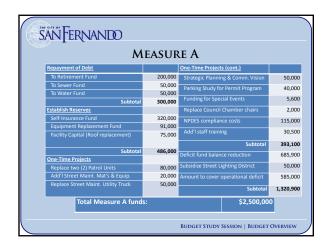
- 5. Parking Study for Parking Permit Program (\$50,000)
- 6. One-time staff training and tuition reimbursement (\$30,500)
- 7. Replace Chairs @ City Council (\$2,000)
- 8. Additional funding for JAM Sessions grant (\$5,600)

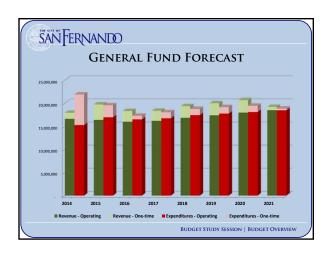
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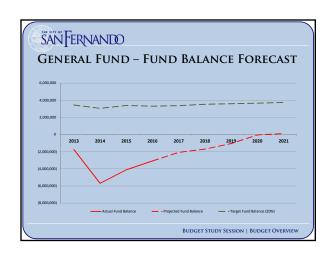
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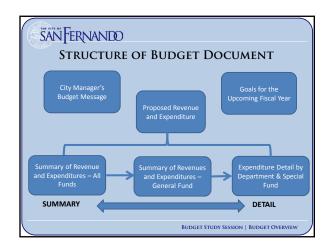
MEASURE A

- Voter approved ½ cent local transaction use tax
- Sunsets in October 2020
- Projected to raise more than \$2 million per year
- Funds used primarily to:
 - 1. Pay off existing debt
 - 2. Establish a General Fund reserve
 - 3. Establish Self Insurance and Facility Maintenance Fund reserves
 - 4. Re-establish the Equipment Replacement Fund
 - 5. One-time investments that provide a long-term net benefit to the City











PRESENTATION SCHEDULE Each Department will give a brief presentation on their proposed operating budget: 1. Administration 2. City Clerk 3. Finance & IT 4. Community Development 5. Police Department 6. Public Works 7. Recreation and Community Services





DEPARTMENT ORGANIZATION City Council – Division 101 Administration – Division 105 Personnel – Division 106 City Attorney – Division 110 Labor Attorney – Division 112 Fire Services Contract – Division 500

FY 2016-2017 ACCOMPLISHMENTS

- Significantly increased the City's social media presence; improving transparency and communication by expanding the City's social media footprint.
- Awarded 2017 Excellence in Communication Award of Distinction for Website Redesign by the California Association of Public Information Officers.
- 3) The City Treasurer function was transferred to the Finance Department during fiscal year 2016-2017 after the electorate approved converting the City Treasurer position from an elective to an appointive position.

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FY 2016-2017 ACCOMPLISHMENTS

- 4) Facilitated multiple study sessions on Proposition 64 and coordinated a RFQ process to award a professional services agreement to develop and implement a local cannabis regulation and permitting program.
- 5) Implemented tracking procedures to enhance the employee performance management system and ensure employee evaluations are up to date.
- Initiated negotiations for a new MOU with SFPEA.
 Negotiations expected to continue into fiscal year 2017-2018.

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SAN FERNANDO FY 2017-2018 PROPOSED BUDGET FY 2017-2018 City Council \$246,723 \$176,108 -28.6%(1) \$423,177 \$451,011 \$318,304 21.2%(3) Personnel \$385,788 City Attorney \$250,000 \$250,000 \$85,000 \$80,000 Labor Attorney Fire Services Contract \$2,900,000 \$3,000,000 3.4% \$4,223,204 \$4,342,907

FY 2017-2018 OBJECTIVES

- 1) Coordinate a community visioning process to develop consensus about what future the community wants and deciding what steps are necessary to achieve that vision.
- 2) Continue to increase transparency and communication by expanding the City's social media footprint.
- 3) Complete negotiating a new Memorandum of Understanding with SFPEA.
- 4) Work with City Council to develop and implement a local cannabis regulation and permitting program that is appropriately scaled for the City of San Fernando.

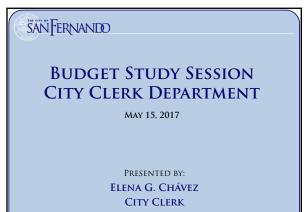
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FY 2017-2018 OBJECTIVES

- 5) Adopt and implement updated personnel rules and general policies.
- 6) Adopt and implement City Council approved changes resulting from the classification and compensation study.
- 7) Facilitate a smooth transition for a permanent City Manager.





DEPARTMENT ORGANIZATION

City Clerk – Division 115 Elections – Division 116

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FY 2016-2017 ACCOMPLISHMENTS

- 1. Public Records Requests. Processed 130+ requests for records within the manner and timeframe prescribed by the California Public Records Act.
- Conformed Meeting Documents. Processed approximately 120 documents (i.e., contracts, resolutions, ordinances) approved at City Council and Successor Agency meetings.
- 3. Filing Officer to Fair Political Practices Commission. Continuous monitoring of 40+ individuals and committees required to file FPPC forms.
- AB1234 Ethics Training. Continuous monitoring of 60+ employees, elected officials, and commissioners regarding mandatory ethics training compliance.
- 5. Education Commission. Facilitated meetings, handled follow-up assignments, and assisted coordinating events such as "Bite of Realty" and the Second Annual Education Commission Scholarship Program .

FY 2016-2017 ACCOMPLISHMENTS

- Conflict of Interest Code Update. Per the Political Reform Act, the biennial review of the Conflict of Interest Code was completed; changes were made and the new Code was adopted by City Council.
- 7. Presidential Primary and General Elections. Assisted the LA County Registrar-Recorder/County Clerk (June 7 and November 8) by securing local polling places, serving as contact for election inquiries, participation in the Vote by Mail Drop-off Program at City Hall, and ensuring City staff assistance on both election nights,
- 8. General Municipal Election. Although consolidated with the Los Angeles County Special Countywide Election, certain actions were completed by this office such as, election-related notices, candidate packets prepared and distributed during the Nomination Period, resolutions for Council for adoption, collaborated with our election consultant in preparing the City's bilingual Voter Information Guide, and participated in the Vote by Mail Drop-off Program at City Hall.

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	FY 2017-2018 OBJECTIVES
1.	Establish a policy for processing Public Records Act requests.
2.	Update the records retention policy.
3.	Update the policy regarding execution of City contracts.
4.	Conduct an annual City-wide records destruction event.
	BUDGET STUDY SESSION BUDGET OVERVIEW





DEPARTMENT ORGANIZATION Finance Admin – Division 130 Treasury – Division 131 Information Technology – Division 135 Retiree Health Premiums – Division 180 Non-Departmental – Division 190

FY 2016-2017 ACCOMPLISHMENTS

- 1) Completed the non-utility user fee study.
- 2) Revised and adopted amendments to the City's General Financial Policy and Budget Policy.
- 3) Successfully transitioned the City Treasurer position from an elected to an appointive position.
- 4) Reorganized Department to include the Treasury Division in Finance to take advantage of staffing efficiencies.

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FY 2016-2017 ACCOMPLISHMENTS

- 5) Implemented a Business License Amnesty Program that has resulted in over \$120,000 in additional Business License revenue to date.
- Received the Distinguished Budget Presentation Award for the FY 2016-2017 Adopted Budget (3rd year in a row).
- 7) Received Certificate of Achievement for Excellence in Financial Reporting for the FY 2014-2015 Comprehensive Annual Financial Report (27th year in a row)

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SAN FERNANDO

FY 2017-2018 PROPOSED BUDGET

Division	FY 2016-2017 Adjusted Budget	FY 2017-2018 Proposed Budget	% Change
Finance Admin	\$647,345	\$670,696	3.6%(1)
Treasury	\$161,833	\$181,495	12.1%(2)
Information Technology	\$396,324	\$412,948	4.2%
Retiree Health Premiums	\$875,000	\$875,000	-
Non-Departmental	\$799,195	\$870,600	8.9%(3)
Total Dept.	\$2,879,697	\$3,010,739	4.6%

Notes:

1) Includes \$30,000 for additional Business License Discovery aud

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FY 2017-2018 OBJECTIVES

- 1) Provide a study session on all aspects of the City's pension system, including but not limited to:
 - a) Benefits and disadvantages of the current system.
 - b) Historic and projected shortfalls.
 - c) Special property tax used to pay the City's obligation.
- 2) Work with City Council to implement the non-utility user fee and development impact fee studies.
- 3) Complete the Cost of Doing Business and minimum wage studies and present the results to City Council.

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FY 2017-2018 OBJECTIVES

- 4) Engage HdL Companies to conduct a Business License Discovery Audit to ensure all businesses in the City have a valid business license.
- 5) Develop Quarterly Budget Reports to distribute to Council, Management, and post on City website.
- 6) Receive the *Distinguished Budget Presentation Award* for the FY 2017-2018 Adopted Budget.
- 7) Receive the *Certificate of Achievement for Excellence in Financial Reporting* for the FY 2015-2016 Comprehensive Annual Financial Report.





DEPARTMENT ORGANIZATION

Building and Safety- Division 140
Planning - Division 150
Community Preservation - Division 152

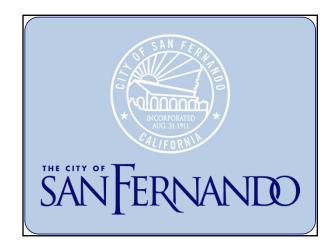
FY 2016-2017 ACCOMPLISHMENTS

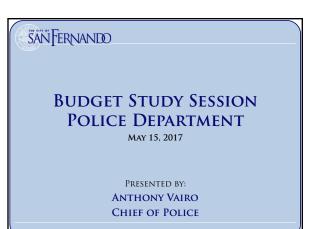
- Undertook the Environmental Impact Report for the TOD Overlay Zone Project to facilitate development and transportation mobility in close proximity to the Sylmar/San Fernando Metrolink Station.
- Facilitated economic development efforts that lead to \$10,670,000 investment in the community including \$7,660,000 in residential rehabilitation work and \$3,010,000 in commercial and industrial building rehabilitation.
- Processed an entitlement to facilitate development of a new 13,275 square foot commercial building with a valuation of \$1,800,000, thus promoting economic viability of commercial areas and attracting new commercial activities into the City.

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SAN FERNANDO FY 2017-2018 PROPOSED BUDGET FY 2016-2017 FY 2017-2018 % Change Proposed Budget **Building and Safety** \$259,593 \$265,870 2.4% \$293,427 \$281,882 -3.9%(1) Planning Community Preservation \$476,994 \$508,786 6.7%(2) \$1,030,014 \$1,056,538 Total Dept. BUDGET STUDY SESSION | BUDGET OVERVIEW

FY 2017-2018 OBJECTIVES 1) Present TOD Overlay Zone Project/Specific Plan Update for City Council for Review. 2) Update and ongoing implementation of General Plan Elements. 3) Update Zoning Code and Building Codes. 4) Work with the City Manager to develop an Economic Development Strategy. 5) Complete a Development Agreement with Swap Meet Owner/Operator.





DEPARTMENT ORGANIZATION

Support Services – Division 222

Detectives – Division 224

Patrol – Division 225

Reserves/Explorers – Division 226

Community Services Program – Division 230

Emergency Services – Division 250

FY 2016-2017 ACCOMPLISHMENTS

- 1. Hired two (2) new police officers.
- Replaced two (2) patrol vehicles with Ford Explorer Police Interceptors.
- 3. Updated/added web based Records Management System (RMS) / Field Base Reporting (FBR).
- Working with State Senator Robert Hertzberg and Assemblyman Raul Bocanegra for additional grants to fund the Department's critical capital needs.
- 5. Applied for Department of Alcoholic Beverage Control (ABC) and Office of Traffic Safety (OTS) Grants.
- 6. Replaced Communications Center furniture funded by State funds.
- 7. Awarded 2016 Urban Area Security Initiative (UASI) Grant.
- 8. Mobile Data Terminal (MDT) RFP process.

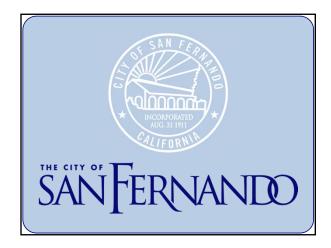
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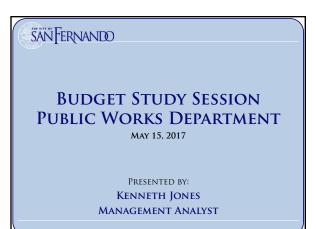
SAN FERNANDO FY 2017-2018 PROPOSED BUDGET FY 2016-2017 | FY 2017-2018 | % Change Support Services \$1,168,065 \$1,052,472 -9.9%(1) Detectives \$1,008,571 \$1,133,913 12.4%(2) Patrol \$5,194,851 \$5,386,753 3.7%⁽³⁾ Reserves/Explorers \$77.804 \$78.819 1.3% Community Services \$167,655 \$185,891 10.9%(4) Emergency Services \$5,000 \$5,000 Special Funds \$131,050 -- -100%⁽⁵⁾ Total Dept. \$7,752,996 \$7,842,848 1.2% Note: 1) F7 2016-17 included additional funding for enhancements 2) Increase due to transfer of funding for one (3) Lieutenant from Support Services to Detectives 3) Increase in Equipment Maintenance and Replacement Charges due to vehicle replacements 4) Is Charges have more impact due to minimal O&M budget 5) F7 2016-17 included funding for vehicle and video server replacement BUDGET STUDY SESSION | BUDGET OVERVIEW

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FY 2017-2018 OBJECTIVES

- 1. Fill five (5) vacant patrol positions
- 2. Replace two (2) eleven year old black and white patrol units.
- 3. Replace one (1) eleven year old Community Service vehicle.
- 4. Replace Ballistic Vests for all Police Officers
- 5. Pursue grant funding

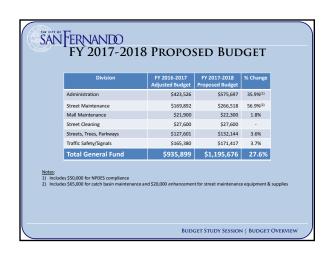




DEPARTMENT ORGANIZATION General Fund Administration – Division 310 Street Maintenance – Division 311 Street Trees & Parkways – Division 346 Traffic Safety/Signals – Division 370 Internal Service/Enterprise Funds Equipment Maintenance – Fund 041 Facilities Management – Fund 043 Water Services – Fund 070 Sewer Services – Fund 071 Special Revenue Funds Capital Projects (Prop C, Gas Tax, Measure R, AQMD, Grants) Transportation Programs







Division	FY 2016-2017 Adjusted Budget	FY 2017-2018 Proposed Budget	% Change
Equipment Maintenance	\$798,201	\$812,085	1.7%
Facility Management	\$1,139,831	\$1,330,163	16.7%(1)
Water Services	\$5,084,366	\$4,472,767	-12%(2)
Sewer Services	\$5,481,374	\$6,715,083	22.5%(3)
CNG Services	\$193,717	\$144,000	-25.7% ⁽⁴⁾
Special Funds	\$10,535,083	\$2,834,227	-73.1%(5)
Total Budget Other Funds	\$23,323,572	\$16,308,325	-29.8%
Total Budget (All Funds)	\$24,259,471	\$17,504,001	-27.8%

SAI	N FERNANDO FY 2017-2018 OBJECTIVES
1.	Continue to rehabilitate City streets and utility infrastructure.
2.	Conduct roof repairs at City Hall, Police Department and Operations Center.
3.	Complete development impact fee study and adopt necessary impact fees.
4.	Complete analysis of City utility rates and consideration of necessary adjustments to improve infrastructure.
6.	Complete Compressed Natural Gas (CNG) fueling station Upgrade Project.
7.	Complete Electric Vehicle Charging Stations Project.
	BUDGET STUDY SESSION BUDGET OVERVIEW

SA	N FERNANDO FY 2017-2018 OBJECTIVES
8.	Activate Nitrate System.
9.	Complete energy efficiency assessment and improvements.
10.	Apply for grant funding to help leverage local funding for infrastructure improvements.
	BUDGET STUDY SESSION BUDGET OVERVIEW





BUDGET STUDY SESSION RECREATION AND COMMUNITY SERVICES DEPARTMENT

MAY 15, 2017

PRESENTED BY:

MARIBEL PEREZ AND VIRGINIA DIEDIKER RECREATION AND COMMUNITY SERVICES

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DEPARTMENT ORGANIZATION

RCS Admin – Division 420
Community Services – Division 422
Recreation & Facilities – Division 423
Cultural Arts & Special Events – Division 424

FY 2016-2017 ACCOMPLISHMENTS

- Implemented a new community-based youth/adult sports and expanding fitness programming.
- 2. Successfully implemented approximately 50 city and noncity community events.
- 3. Expanded summer youth programming by including a free lunch program and integrating academic components to the day camp program.
- 4. Implemented "Teens for a Better Community Leadership Program" to engage youth to achieve their fullest potential.
- Completed multiple capital improvements to Recreation Park.

BUDGET STUDY SESSION | BUDGET OVERVIEW

BUDGET STUDY SESSION | BUDGET OVERVIEW

SAN FERNANDO FY 2017-2018 PROPOSED BUDGET \$489,365 RCS Administration \$458,925 -6.2%(1) **Community Services** \$207,215 \$184,583 -10.9% Recreation & Facilities \$336,754 \$469,063 39.3%(2) Cultural Arts/Special Events \$176,857 \$159,715 -9.7% Aquatics Special Funds \$207.134 \$167,788 -19%(3) Total Dept. \$1,417,325 \$1,440,074 1.6%

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FY 2017-2018 OBJECTIVES

- 1. Complete the Park Master Plan to help guide the future direction of the Department.
- 2. Continue to streamline Recreation Division by enhancing sport programming for youth and adults.
- Continue to expand partnerships to allow for collaborative opportunities to enhance department programs, including sports, arts, museum, and wellness.
- 4. Explore opportunities for recreation, community, and cultural programs.
- 5. Provide employee training opportunities to better improve department operations.

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