



MAYOR/CHAIR SYLVIA BALLIN  
VICE MAYOR/VICE CHAIR MARY MENDOZA  
COUNCILMEMBER/BOARDMEMBER CINDY MONTAÑEZ  
COUNCILMEMBER/BOARDMEMBER HECTOR A. PACHECO  
COUNCILMEMBER/BOARDMEMBER CELESTE T. RODRIGUEZ

CITY OF SAN FERNANDO  
CITY COUNCIL  
AND SUCCESSOR AGENCY TO THE  
SAN FERNANDO REDEVELOPMENT AGENCY  
SPECIAL MEETING AGENDA SUMMARY  
MONDAY, MAY 24, 2021 – 5:30 PM

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

**SPECIAL NOTICE REGARDING COVID-19**

*On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that the San Fernando City Council will participate in meetings telephonically.*

**PUBLIC PARTICIPATION:** Pursuant to the Executive Order and given the current health concerns, members of the public can access meetings live on-line, with audio and video, via YouTube Live, at <https://www.youtube.com/c/CityOfSanFernando>. Comments submitted via YouTube will not be read into the record. Members of the public may submit comments by email to [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org) no later than **4:30 p.m. the day of the meeting**, to ensure distribution to the City Council prior to consideration of the agenda. Those comments will be distributed to the City Council will be limited to three minutes, and made part of the official public record of the meeting. Callers interested in providing a live public comment, may call **Telephone Number: (669) 900-6833; Meeting ID: 837 7527 4909; and Passcode: 741428, between 5:30 p.m. and 5:45 p.m.** in the order received, and limited to three minutes. The call-in period may be extended by the Mayor.

THE REGULAR MEETINGS OF THE CITY OF SAN FERNANDO CITY COUNCIL ALSO SERVES AS CONCURRENT REGULAR MEETINGS OF THE SUCCESSOR AGENCY TO THE SAN FERNANDO REDEVELOPMENT AGENCY, AND, FROM TIME TO TIME, SUCH OTHER BODIES OF THE CITY WHOSE MEMBERS ARE COMPOSED EXCLUSIVE OF THE MEMBERS OF THE CITY COUNCIL.

**PUBLIC PARTICIPATION OPTIONS TO HELP REDUCE  
THE SPREAD OF COVID-19**

**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 VIA EMAIL:**

Members of the public may submit comments **by email** to [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org) no later than **4:30 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 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.

**Call-in Telephone Number: (669) 900-6833**  
**Meeting ID: 837 7527 4909**  
**Passcode: 741428**

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. Note: This is audio only and no video.

**CALL TO ORDER/ROLL CALL**

Mayor Sylvia Ballin  
Vice Mayor Mary Mendoza  
Councilmember Cindy Montañez  
Councilmember Hector A. Pacheco  
Councilmember Celeste T. Rodriguez

**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.

**PRESENTATIONS**      None

**DECORUM AND ORDER**

The City Council, elected by the public, must be free to discuss issues confronting the city in an orderly environment. Public members 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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**SAN FERNANDO CITY COUNCIL/SUCCESSOR AGENCY**

Special Meeting Notice and Agenda – May 24, 2021

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**CALL-IN INFORMATION:** Telephone Number: (669) 900-6833  
Meeting ID: 837 7527 4909  
Passcode: 741428

**CONSENT CALENDAR** None

**ADMINISTRATIVE REPORTS**

**1) FISCAL YEAR 2021-2022 BUDGET STUDY SESSION NO. 2**

Recommend that the City Council review and discuss the Fiscal Year 2021-2022 Proposed Budget.

**STAFF COMMUNICATION INCLUDING COMMISSION UPDATES**

**GENERAL CITY COUNCIL/BOARD MEMBER COMMENTS AND LIAISON UPDATES**

**ADJOURNMENT**

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 21, 2021 (12:00 p.m.)

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*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](http://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](http://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 at least 48 hours prior to the meeting.*

**Special Meeting  
San Fernando City Council  
And Successor Agency to the  
San Fernando Redevelopment Agency**

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## AGENDA REPORT

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**To:** Mayor Sylvia Ballin and Councilmembers

**From:** Nick Kimball, City Manager  
By: J. Diego Ibañez, Director of Finance

**Date:** May 24, 2021

**Subject:** Fiscal Year 2021-2022 Budget Study Session No. 2

### RECOMMENDATION:

It is recommended that the City Council review and discuss the Fiscal Year (FY) 2021-2022 Proposed Budget.

### BACKGROUND:

1. On March 3, 2021, the City Council received a presentation of the FY 2019-2020 final audited financials, FY 2020-2021 Mid-year Budget update, and FY 2021-2022 Budget Outlook. This marked the kick-off of the FY 2021-2022 Budget season.
2. During April 2021, the City Manager and Director of Finance met with each Department to develop the FY 2021-2022 Proposed Budget, which includes revenues and expenditures for the General Fund, Enterprise Funds, and all Special Revenue Funds.
3. On May 17, 2021, City Council held Budget Study Session No. 1 and discussed the Budget Overview, Administration Department and Police Department budgets.
4. The next Budget Study Sessions are scheduled for Wednesday, June 3, 2021 and Monday, June 7, 2021 (if necessary) to discuss the proposed budget for each department in detail.

### ANALYSIS:

#### Follow-up Items

The following items have been identified as follow-up items to be considered when all Department budget presentations have been concluded.

1. Addition of a Grant Writer/Analyst position in the City Manager's Office.

2. Measure SF funds (\$1.5 million) should only be for one-time enhancements for FY 2021-2022 to give the City Council the opportunity to receive input from the community on how those funds should be allocated in the future.
3. Increase hourly rate for paid Intern Program from \$15/hour to \$20/hour.
4. Increase the age limit from 23 to 25 for the Police Cadet Program.
5. Review a Motor Officer Unit for the Police Department and/or reinstitute the bicycle patrol program for increased patrol and community policing.
6. Additional security cameras at west side of City Hall to enforce the one-way street direction.

Budget Overview.

The theme of the FY 2021-2022 Proposed Budget is to recover from the COVID-19 pandemic and invest in City services. In FY 2020-2021, each Department was asked to reduce their operating budget by 10%. That reduction has been restored to each Department's base budget for FY 2021-2022. City staff used the City Council adopted *Strategic Goals 2022-2027* as guiding principles for developing the FY 2021-2022 Proposed Budget. All FY 2020-2021 Accomplishments, FY 2021-2022 Objectives (i.e., Work Plan) and Enhancements were reviewed and approved through the lens of the adopted Strategic Goals.

More than \$2.75 million in enhancement requests were submitted by City Departments. After initial review of the budget, the City Manager is recommending \$488,601 in ongoing enhancements and \$905,417 in one-time enhancements for the General Fund.

Overall, the General Fund has a budget surplus (i.e., total revenue less total expenditures) of approximately \$171,000. Although the Proposed Budget presents a budget surplus, there are a number of critical outstanding variables that could quickly erode the surplus, primarily unknown costs related to a potential resurgence of COVID-19 cases. More information regarding the FY 2021-2022 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 foreseeable future. In FY 2021-2022, Measure A is projected to raise approximately \$2.4 million.

In November 2020, San Fernando voters approved an additional 0.25% local transaction use tax (Measure SF) 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. More than 56% of voters supported Measure SF, which will make approximately \$1.5 million available for street and sidewalk improvements; public infrastructure; local business reinvestment; public Wi-Fi; long-term debt reduction; wage and other general municipal purposes.

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*.

#### Capital Improvements.

More information regarding the FY 2021-2022 Proposed Capital Improvement Budget will be provided under separate cover and will be discussed in detail during the scheduled Budget Study Sessions.

An analysis of the FY 2021-2022 Proposed Budget may be found in the City Manager's Budget Message included in the Proposed Budget document.

#### **BUDGET IMPACT:**

In accordance with the City's Budget Policy, the FY 2021-2022 Proposed General Fund Budget represents a balanced budget, with General Fund revenues of \$22.35 million and expenditures of \$22.18 million, estimating a surplus of approximately \$170,000.

#### **CONCLUSION:**

The objective of the FY 2021-2022 Proposed Budget is four-fold: 1) begin to finalize the impact of the COVID-19 pandemic, including, but not limited to, finalize any labor costs and equipment expenses incurred during this time and seek proper state and federal program reimbursements for pandemic costs, 2) enhance City services to meet the City Council's adopted Strategic Goals 3) appropriate capital funds to meet the City Council's adopted Strategic Goals and reduce deferred maintenance of the City's infrastructure, and 4) continue to rebuild the General Fund reserve balance to meet the City' Financial Reserve Policy.

#### **ATTACHMENT:**

- A. FY 2021-2022 Proposed Budget - provided under separate cover and is available on the City's website at the following link: [WWW.SFCITY.ORG/Financial-Documents](http://WWW.SFCITY.ORG/Financial-Documents)