



Administration

ADOPTED BUDGET
Fiscal Year 2003 - 2004

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004**

DIVISION	DIVISION NO.
Legislative	101

NARRATIVE

The San Fernando City Council serves as the legislative body of the municipal government. In that capacity, it establishes policy and provides direction for the administration of the City. Its members are elected at large on a nonpartisan basis to four-year overlapping terms. The Mayor, who is elected by the City Council, presides at Council meetings and is the ceremonial head of the City. The Council has the authority to create advisory boards and commissions who advise them on matters of policy and they regularly appoint residents to serve on the standing commissions of the City. Regular City Council meetings are held on the first and third Monday of every month and special and adjourned meetings are conducted on an as-needed basis.

The City Council also sits as the Board of Directors of the Redevelopment Agency, San Fernando Parking Authority and the San Fernando Public Financing Authority and serves on various regional government organizations and committees, such as the Economic Alliance of the San Fernando Valley, the Southern California Association of Governments, the Independent Cities Association and the Metropolitan Water District. The City Council also appoints the City Administrator and City Attorney and confirms the appointment of all department heads. The Mayor is a member of the Council selected by his or her peers and normally the position is rotated annually among the members of the Council.

PERSONNEL	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
City Councilmember	5	5	5	5
Total	5	5	5	5
APPROPRIATIONS				
Personnel Services	\$ 71,331	\$ 72,079	\$ 62,000	\$ 53,110
Operating Expenses	26,955	23,690	22,850	42,590
Capital Outlay	0	0	0	0
Total	\$ 98,286	\$ 95,769	\$ 84,850	\$ 95,700
SOURCE OF FUNDS				
General Fund	\$ 98,286	\$ 95,769	\$ 84,850	\$ 95,700
Total	\$ 98,286	\$ 95,769	\$ 84,850	\$ 95,700

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004**

DIVISION		DIVISION NO.	
Legislative		101	
Supporting Information			
4100		PERSONNEL SERVICES	\$53,110
Reflects monthly stipend of \$579 per Councilmember. This also includes other retirement and medical benefits.			
4200		OPERATING EXPENSES	\$42,590
4220	Telephone and pager expenses (\$2,200 per Councilmember).	\$11,000	
4300	Various department supplies including, \$2,200 for miscellaneous supplies, \$2,000 for awards and \$300 for recognition cakes and flowers.	\$4,500	
4370	Meeting and travel expenses for each Councilmember plus carryover of a previous year, for attendance at ICA, League of California Cities conferences and other various meetings.	\$20,690	
4380	Membership dues to organizations such as League of California Cities.	\$400	
4390	Vehicle allowance of \$100 a month for Councilmembers.	\$6,000	
4500		CAPITAL EXPENSES	\$0
TOTAL		\$95,700	

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004**

DIVISION	DIVISION NO.
Treasurer	102

NARRATIVE

The City Treasurer is elected by the citizens of San Fernando, every four years. The principal duties and responsibilities of the Treasurer are as follows: (a) receipt and custody of all funds, (b) the deposit of funds, (c) the disbursement of funds upon the approval of the City Council, (d) the investment of funds. The City Treasurer also acts as the Treasurer for the Redevelopment Agency. The Treasurer has complied with all laws governing the depositing and securing of public funds. Criteria for selecting investments and the order of priority are: (1) Safety (2) Liquidity (3) Yield. It is the City Treasurer's responsibility to accurately monitor and forecast expenditures and revenues, thus enabling her to invest funds to the fullest extent possible.

During Fiscal Year 2003-2004 this office will continue to comply with all laws, especially when it pertains to the deposit, investment and reporting of public funds.

PERSONNEL	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
Treasurer	1.0	1.0	1.0	1.0
Deputy Treasurer	1.0	1.0	1.0	1.0
Part time Clerk	0.5	0.5	0.5	0.5
Total	2.5	2.5	2.5	2.5

APPROPRIATIONS

Personnel Services	\$ 74,978	\$ 77,631	\$ 79,500	\$ 84,130
Operating Expenses	12,162	13,680	12,080	12,580
Capital Outlay	5,915	0	0	0
Total	\$ 93,055	\$ 91,311	\$ 91,580	\$ 96,710

SOURCE OF FUNDS

General Fund	\$ 93,055	\$ 91,311	\$ 91,580	\$ 96,710
Total	\$ 93,055	\$ 91,311	\$ 91,580	\$ 96,710

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004**

DIVISION			DIVISION NO.
Treasurer			102
Supporting Information			
4100	PERSONNEL SERVICES		\$84,130
	Reflects the same staffing level as last year.	\$84,130	
4200	OPERATING EXPENSES		\$12,580
4220	Cellular Phone & Pager	\$800	
4240	Reflects Treasurer's bond as required by law	\$250	
4260	Contractual services for investments.	\$3,500	
4270	Professional services for broker fees and Safekeeping Trust Account at the Bank of California (\$3,500).	\$2,500	
4300	Various department supplies (including new adding machines & treasurer's receipts)	\$1,500	
4320	Department Equipment Maintenance-Reflects maintenance of the coin counting machine.	\$500	
4370	Monthly meetings & travel for California Municipal Treasurer's Association (CMTA). Meetings and Travel is equal to Council.	\$2,000	
4380	Dues & memberships for CMTA.	\$330	
4390	Mileage reimbursement for Treasurer, who travel to local banks daily for reinvestment, return checks, special deposits, etc. Equal to Council (\$100/ month).	\$1,200	
4500	CAPITAL EXPENSES		
TOTAL			\$96,710

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004**

DIVISION	DIVISION NO.
Administration	105

NARRATIVE

The Administration Office consists of the administrative officer and staff responsible for managing the overall city affairs for the City Council. The Administrative Officer supervises and controls the administrative affairs of the city as directed by the Council. The officer ensures various departments, divisions and services of the city government are properly coordinated and consistent with established city policies, rules and regulations and ordinances adopted by the Council. The office provides direction in the preparation of the annual city budget.

Emphasis on economic development and redevelopment activities is the major focus of the administrator's office for the 2003-2004 fiscal year. The administrative officer actively participates in the marketing campaign to enhance the City's image and to meet with prospective business interested in locating within the City.

PERSONNEL	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
City Administrator	1	1	1	1
Assistant to the City Administrator	0	0	1	1
Administrative Secretary	0	0	1	1
Grant Administrator	1	1	0	0
Executive Assistant	1	1	0	0
Total	3	3	3	3

APPROPRIATIONS

Personnel Services	\$ 270,692	\$ 268,303	\$ 269,310	\$ 285,850
Operating Expenses	40,758	72,900	35,100	75,400
Capital Outlay	1,029	0	5,800	0
Transfers	3,712	3,712	3,710	3,710
Total	\$ 316,191	\$ 344,915	\$ 313,920	\$ 364,960

SOURCE OF FUNDS

General Fund	\$ 316,191	\$ 344,915	\$ 313,920	\$ 364,960
Total	\$ 316,191	\$ 344,915	\$ 313,920	\$ 364,960

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004**

DIVISION Administration	DIVISION NO. 105
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Supporting Information

4100	PERSONNEL SERVICES	\$285,850
4100	Reflects the position of the City Administrator, Assistant to the City Administrator and Administrative Secretary. Personnel costs for 50% of City Administrator's salary is paid directly by the Redevelopment Agency (91-190-0000-4100).	
4200	OPERATING EXPENSES	\$75,400
4220	Telephone expenses.	\$1,300
4260	Contractual Services/City promotional materials to be reimbursed by Redevelopment Agency.	\$25,000
4270	Professional Services (e.g., Public Relations and Marketing).	\$30,000
4300	Various department supplies including business cards, postage, paper, toner, administrative reading resources and economic development marketing pamphlets.	\$7,900
4360	Personnel training.	\$2,000
4370	Reflects participation in various meetings, conferences and seminars in and outside the City for the City Administrator and Assistant to the City Administrator. Meetings include League of Calif. Cities, VICA, NALEO, ICSC and SGVCM Assoc.	\$6,000
4380	Subscription dues for various reading material (e.g. LA Times) and various memberships such as International City Manager's Association (ICMA).	\$2,000
4390	Mileage reimbursement for the Assistant to the City Administrator and other department personnel.	\$1,200
4500	CAPITAL EXPENSES	\$0
4941	TRANSFERS	\$3,710
4941	Equipment replacement charge.	\$3,710
TOTAL		\$364,960

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004**

DIVISION	DIVISION NO.
Legal Services (City Attorney)	110

NARRATIVE

The City Attorney serves as the chief legal officer for the City of San Fernando, San Fernando Redevelopment Agency, Public Financing Authority and the Parking Authority. The City Attorney renders professional legal advice to the City Council, boards and commissions and all City Departments. The City Attorney also represents the City in court proceedings and prepares all legal documents necessary to support the ongoing operations of the City.

The City currently contracts with the firm of Richards, Watson & Gershon. General liability defense work is usually provided by other outside law firms specializing in this type of work and is budgeted in the special fund for insurance.

	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
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None

APPROPRIATIONS

Operating Expenses	\$ 215,887	\$ 176,210	\$ 200,000	\$ 200,000
Total	\$ 215,887	\$ 176,210	\$ 200,000	\$ 200,000

SOURCE OF FUNDS

General Fund	\$ 215,887	\$ 176,210	\$ 200,000	\$ 200,000
Total	\$ 215,887	\$ 176,210	\$ 200,000	\$ 200,000

**CITY OF SAN FERNANDO
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DIVISION	DIVISION NO.
City Clerk	115

NARRATIVE

The City Clerk is responsible for coordinating the preparation of agendas and taking minutes at City Council, Redevelopment Agency, Parking Authority and Finance Authority meetings and maintaining all official City records including codification of most ordinances into the City Code. The City Clerk's Office is also responsible for the administration of all municipal elections along with monitoring the State requirements for campaign and financial disclosure provisions for elected and appointed officials.

Goals and objectives for fiscal year 2003-2004 are to continue the digitization of the municipal code book and zoning ordinance, clean up the voter roster and increase voter turn-out for the next election. Awards and presentations will continue to be issued under this Office as determined by the Council.

PERSONNEL	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
City Clerk	1	1	1	1
Total	1	1	1	1

APPROPRIATIONS

Personnel Services	\$ 60,190	\$ 62,940	\$ 74,000	\$ 76,520
Operating Expenses	13,722	18,150	12,990	17,200
Capital Outlay	0	0	510	0
Total	\$ 73,912	\$ 81,090	\$ 87,500	\$ 93,720

SOURCE OF FUNDS

General Fund	\$ 73,912	\$ 81,090	\$ 87,500	\$ 93,720
Total	\$ 73,912	\$ 81,090	\$ 87,500	\$ 93,720

**CITY OF SAN FERNANDO
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DIVISION		DIVISION NO.	
City Clerk		115	
Supporting Information			
4100		PERSONNEL SERVICES	
		\$76,520	
	Reflects funding for one full-time staff person.		
4200		OPERATING EXPENSES	
		\$17,200	
4230	Advertising for legal notices of public meetings.	\$4,000	
4260	Contract for maintaining Deerings California Codes (\$3,500), Digitization of Municipal Code (\$5,500)	\$9,000	
4300	Various department supplies.	\$600	
4320	Minor office equipment maintenance.	\$100	
4360	Personnel training.	\$800	
4370	Attendance at CEPO Training.	\$1,700	
4380	Membership dues for International Institute of Municipal Clerks (IIMC), City Clerks Association of California and other miscellaneous memberships.	\$750	
4390	Reimbursement of mileage for local travel.	\$250	
4500		CAPITAL EXPENSES	
		\$0	
TOTAL		\$93,720	

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004**

DIVISION	DIVISION NO.
Elections	116

NARRATIVE

Several years ago, the City's election date was changed to March of odd years (pursuant to the State Elections Code). The election is conducted with the assistance of a specialty contractor and the LA County Registrar-Recorder/County Clerk's Office. The last election held by the City was on March 4, 2003.

	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
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None - All temporary

APPROPRIATIONS

Personnel Services	\$ 0	\$ 3,744	\$ 3,880	\$ 0
Operating Expenses	153	22,000	10,000	0
Capital Outlay	0	3,500	0	0
Total	\$ 153	\$ 29,244	\$ 13,880	\$ 0

SOURCE OF FUNDS

General Fund	\$ 153	\$ 29,244	\$ 13,880	\$ 0
Total	\$ 153	\$ 29,244	\$ 13,880	\$ 0