



Special Funds

ADOPTED BUDGET

Fiscal Year 2003 - 2004

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

**Special Funds
Excutive Summary**

NARRATIVE

Special Funds are designated for a specific purpose. Some of these funds have been designated by certain laws and regulations, which require cities to account for expenditures and revenues separately. The City also uses the Grants Fund to account for any remaining grants or projects not accounted for individually. The Enterprise Funds have been reported in a separate section since they are not considered governmental funds. The following is a summary of the Special Funds:

Fund Number	Description
2	SLESF (Supplemental Law Enforcement Services Fund)
6	Self Insurance Trust Fund
7	Proposition "A" - Transit Development Fund
8	Proposition "C" - Transit Development Fund
9	Proposition "C" - Discretionary
10	Grant Fund
11	State Gas Tax Fund
13	Traffic Safety Fund
14	Cash In-Lieu of Parking
15	Local Transportation Fund (SB 325)
16	Air Quality Management District Fund (AQMD)
17	Recreation Self Sustaining Fund
18	Retirement Fund
19	Quimby Act Fees
20	State Asset Seizure
21	Federal Asset Seizure
26	Community Development Block Grant (CDBG)
27	Street Lighting
29	Parking and Maintenance Operations (M & O)
40	State of Emergency
41	Equipment Replacement

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

FUND	FUND NO.
Supplemental Law Enforcement Services SLESF/COPS	2

NARRATIVE

Per the provisions of AB 3229, in 1996, the supplemental law enforcement services fund and the supplemental law enforcement oversight committee was created. The committee was created by the Los Angeles Board of Supervisors and consists of one Municipal Chief, an L.A County Sheriff, a District Attorney, County Officer and a City Manager.

Cities and Counties receive 75% of funds allocated relative to population and are exclusively to provide front line law enforcement services, including anti-gang and community gang prevention programs. During the current fiscal year, the funds will be used for community policing activities and for capital equipment purchases.

The City received \$100, 000 for fiscal year 2002-2003. However, due to the uncertainty of the budget at the State level only \$50,000 is budgeted for fiscal year 2003-2004.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2001-2002	2002-2003	2002-2003	2003-2004
None	0	0.23	0.23	0.37
Total	0	0.23	0.23	0.37

BALANCE SHEET

Beginning Balance	\$ 223,783	\$ 8,407	\$ 82,698	\$ 80,594
Revenues	107,913	50,000	43,000	50,000
Expenditures	248,998	23,233	45,104	170,000
Ending Balance	\$ 82,698	\$ 35,174	\$ 80,594	\$ (39,406)

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

DIVISION	DIVISION NO.
SLESF-COPS in School Grant	02-220-3674

NARRATIVE

The COPS in School program places an officer in the schools for proactive enforcement. Program objectives include identifying children at risk, intervening and handling gang-related problems, and presenting educational programs to faculty, parents and students regarding graffiti, drugs, and gang apparel.

This will be the Department's second year in this program. In addition to the above program objectives, the program will work in partnership with the Office of the District Attorney and the schools to reduce truancy. Only the portion attributed to the City's match for the grant is shown in fund 02, the remaining amount is reflected in the Grants fund, Fund 10. The grant pays for personnel expenditures; therefore, any operating expenditures are covered by fund 02.

	ACTUAL 2000-2001	BUDGETED 2001-2002	ESTIMATED 2001-2002	ADOPTED 2002-2003
Officer	0.00	0.23	0.23	0.37
Total	0.00	0.23	0.23	0.37

APPROPRIATIONS

Personnel Services	\$ 10,191	\$ 18,328	\$ 14,519	\$ 20,158
Operating Expenses	0	1,100	3,050	1,100
Capital Expenses	0	0	0	1,975
Total	\$ 10,191	\$ 19,428	\$ 17,569	\$ 23,233

SOURCE OF FUNDS

SLESF Grant (02-3674-0000)	\$ 10,191	\$ 19,428	\$ 17,569	\$ 23,233
Total	\$ 10,191	\$ 19,428	\$ 17,569	\$ 23,233

Supporting Information

4100	PERSONNEL SERVICES	\$20,158
	Reflects 37% of the funding for one police officer.	\$20,158
4200	OPERATING EXPENSES	\$1,100
4325	Uniform Allowance – Full time Employees	\$600
4360	Training	\$500
4500	CAPITAL EXPENSES	\$1,975
3696-4500	Capital Equipment	\$1,975
TOTAL		\$23,233

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

FUND	FUND NO
Self Insurance	6

NARRATIVE

The City of San Fernando is a self-insured entity with deductible and aggregate limits. This fund is established to provide reserves to offset potential losses due to damage, either personal or property. Worker's compensation administration fees and liability and property insurance are paid from this fund. Worker's compensation is reimbursed by the home department of the employee resulting in a charge to this fund. This year payments made by departments will be increased to offset the increased costs.

Sound business practice requires that reserves are established for all filed loss claims. The limits established for the various reserves are reviewed annually. A reserve is also established for the Independent Cities Risk Management Authority insurance coverage which requires a 75% special reserve for the potential extraordinary loss that may be experienced. As a matter of policy the minimum reserves are established at \$450,000. However, reserves have been decreasing as a result of recent increases in all insurance premiums and payments incurred for worker's compensations related cases.

For accounting purposes, this fund is combined and tracked with the General Fund.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2001-2002	2002-2003	2002-2003	2003-2004

None

BALANCE SHEET

Beginning Balance	\$ 28,070	\$ (116,856)	\$ (340,599)	\$ (344,235)
Revenues	548,884	620,000	620,000	1,000,000
Expenditures	917,553	550,000	623,636	750,000
Ending Balance	\$ (340,599)	\$ (46,856)	\$ (344,235)	\$ (94,235)

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004

DIVISION	DIVISION NO.
Proposition A - Transportation Sales Tax	7

NARRATIVE

This fund is to account for receipts and approved Local Transit Fund projects from a voter approved sales tax override for public transportation purposes. The cent sales tax was approved by the voters in November 1980. Twenty-five percent of total revenues, net administrative costs, are to be returned to local jurisdictions for local transit related projects. Distribution is done on a population-share basis. Projects must be approved by the Metropolitan Transit Authority (MTA) in advance of spending Proposition A funds. Approved projects for FY 2003 -2004 include:

<u>Public Works:</u>		<u>Recreation & Community Services:</u>	
		Dial-A-Ride	\$ 167,150
Transfer to:		Recreation Field Trips	42,000
01-313 Bus Benches	\$ 5,000	MTA Pass Subsidy (net)	12,000
01-313 Bus Stop Maintenance	30,350	Prop A Administration	15,960
01-320 Recreation Vehicle Maint.	2,000	Cost Allocation	36,230
01-320 Public Works Equipment	1,000	Recreation Vehicle Maint.	4,500
Sub-Total	<u>\$ 38,350</u>	Sub-Total	<u>\$ 277,840</u>
<i>Total Public Works and Recreation and Community Services</i>			<u>\$ 316,190</u>

PERSONNEL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
	2001-2002	2002-2003	2002-2003	2003-2004

None

BALANCE SHEET

Beginning Balance	\$ 419,973	\$ 447,173	\$ 503,293	\$ 495,113
Revenues	341,884	323,650	311,920	323,650
Expenditures	(258,564)	(325,020)	(320,100)	(316,190)
Ending Balance	\$ 503,293	\$ 445,803	\$ 495,113	\$ 502,573

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

FUND	FUND NO.
Proposition C	08

NARRATIVE

This fund accounts for receipt of a half-cent sales tax allocated by LACMTA. These funds must be used to reduce traffic congestion, improve air quality, improve conditions of streets/freeways utilized by public transit, reduce foreign fuel dependence, or reduce use of fossil fuels. Prior to FY 1997-98, Prop C funds were primarily used for the repayment of a loan from MTA for the City of San Fernando's share of construction of the Sylmar/San Fernando Metrolink Station.

In FY 1997-98, the city completed construction of a bikeway/pedestrian path within the Metrolink corridor (Metrolink Bikeway) funded with Prop C Discretionary Grant budgeted in Fund 09. Prop C covers the maintenance costs for the Metrolink Bikeway (Budgeted in division 01-390).

In FY 2003-2004, Prop C funds will be utilized to cover the cost to maintain the bikeway (budgeted in Division 01-390) as has been the case every year since its completion.

The City was awarded a \$985,000 grant from the MTA for the N. Maclay Streetscape Project scheduled for FY 03-04. The project is estimated to cost 1.64 million, and the City has committed matching funds totaling \$655,000. To date, Prop C and Federal funds have been the only identified matching sources.

Beginning in FY 2003-2004, at least \$455k of Prop C funds will be used over a three year period on the N. Maclay Streetscape Project. An additional \$200k of Prop C funds will be used if Federal funds are not authorized. In addition, Park Avenue Street Improvements commits \$500k of Prop C funds related to the S.F. Regional Aquatic Center, with a budgeted expenditure of \$100k the first year.

Approved projects for fiscal year 2003-2004 include the following:

Bikeway Maintenance		\$76,570
Cost Allocation/Administration		\$36,900
Capital Projects		\$755,000
N. Maclay Streetscape (\$455k if Federal funds approved)	\$655,000	
Park Avenue Street Improvements (\$400k FY 04-05)	\$100,000	
MTA Board Member Staff Assistant		\$2,260
Bikeway Graffiti Removal		\$17,200
	TOTAL	\$887,930

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

FUND					FUND NO.
Proposition C					08
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED	
	2001-2002	2002-2003	2002-2003	2003-2004	
PERSONNEL					
None					
APPROPRIATIONS					08-190, 310, 311
Operating Expenses	\$ 113,710	\$ 114,850	\$ 114,850	\$132,930	
Capital Outlay	13,550	258,000	258,000	755,000	
Total	\$ 127,260	\$ 372,850	\$ 372,850	\$ 887,930	
SOURCE OF FUNDS					
Fund 08 Prop C	\$ 127,260	\$ 372,850	\$ 372,850	\$ 887,930	
Total	\$ 127,260	\$ 372,850	\$ 372,850	\$ 887,930	
190	OPERATING EXPENSES-NON DEPARTMENTAL				\$130,670
0000-4480	Cost Allocation				\$36,900
0000-4901	Transfer to General Fund for:				\$93,770
	Bikeway Graffiti Removal: 01-312-0470-XXXX				
	4100- Salaries		\$16,700		
	4300- Supplies		\$500		
	Subtotal		\$17,200		
	Bikeway Maintenance: 01-390-0470-XXXX				
	4100- Salaries		\$71,570		
	4200- Utilities		\$2,000		
	4250- Rents & Leases		\$1,000		
	4300- Supplies		\$2,000		
	Subtotal		\$76,570		
310 - 4200	OPERATING EXPENSES-OTHER				\$2,260
0000-4270	MTA Board Member Staff Assistant		\$2,260		
311 - 4600	CAPITAL PROJECTS				\$755,000
XXXX-4600	N. Maclay Streetscape Project		\$655,000		
	Reduce by \$200k if substitute Fed funds approved				
XXXX-4600	Park Avenue Street Improvements		\$100,000		
	\$100k this year, \$400k in subsequent years				
TOTAL					\$887,930

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

FUND					FUND NO.
Proposition C					08
BALANCE SHEET	ACTUAL	BUDGETED	ESTIMATED	ADOPTED	
	2001-2002	2002-2003	2002-2003	2003-2004	
Beginning Balance	\$ 543,500	\$ 708,732	\$ 759,609	\$ 648,059	
Revenues	343,370	266,000	261,300	266,000	
Expenditures	(113,711)	(114,850)	(114,850)	(\$132,930)	
Capital Expenditures	(13,550)	(258,000)	(258,000)	(\$755,000)	
Ending Balance	\$ 759,609	\$ 601,882	\$ 648,059	\$ 26,129	

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

DIVISION	DIVISION NO.
Proposition C Discretionary Grant - Metrolink Bikeway	9

NARRATIVE

In July 1993, the Metropolitan Transit Authority approved the city's application for a Proposition C Discretionary Grant in the amount of \$990,900. Beginning in late fiscal year 1996-97, this grant was used to design and construct a mile-long bike path along the Metrolink Corridor in San Fernando. The bikeway project extends between Wolfskill Street and Hubbard Streets. The project was completed in October 1997.

In fiscal year 1997-98 Prop C funds were transferred to the Facilities Maintenance Division for on-going maintenance of the bikeway. The maintenance was done by in-house personnel. Prop C funds will again be transferred in fiscal year 2002-03 for maintenance, supply, and utility costs.

	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
PERSONNEL				
None				
BALANCE SHEET				
Beginning Balance	\$ 16,673	\$ 17,040	\$ 17,356	\$ 17,540
Revenues	683	500	184	250
Expenditures	0	0	0	0
Ending Balance	\$ 17,356	\$ 17,540	\$ 17,540	\$ 17,790

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

FUND	FUND NO
GRANT FUND	10

This recently created fund is to account for major grants received Citywide. This fund facilitates record keeping of receipts and expenditures of outside grants as generally required by grantors. The department that will use the grant identifies the division and a project number. Project numbers are only assigned when the grants are awarded to the City. The divisions that currently have grants allocated in Fund 10 include:

Community Development, Division 10-150
 Recreation & Community Services, Division 420
 Police Department, Division 220, 220-3674 and 225
 Public Works, Division 310, 370 and 371

Each department's grants, with the respective budgets, are shown separately by division. Any amount received but not spent is budgeted in the following budget year.

BALANCE SHEET	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
Beginning Balance	\$ (36,273)	\$ 103,870	\$ (412,755)	\$ (1,500,000)
Revenues	1,087,585	3,459,522	1,675,695	8,607,525
Expenditures	1,464,067	3,585,396	2,762,940	8,607,525
Ending Balance	\$ (412,755)	\$ (22,004)	\$ (1,500,000)	\$ (1,500,000)

SUMMARY OF APPROPRIATIONS:

10-150	Community Development	\$ 0	\$ 0	\$ 100,000	\$ 139,419
10-220	Police	281,897	149,979	251,660	68,888
10-310/346/370	Public Works	991,730	2,902,000	2,257,960	7,829,840
10-420	Recreation and Community Services	183,746	533,417	185,500	569,378
Total		\$ 1,457,373	\$ 3,585,396	\$ 2,795,120	\$ 8,607,525

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2002-2003**

FUND			FUND NO
GRANT FUND			10
SUMMARY OF APPROPRIATIONS BY CATEGORY			
4100		PERSONNEL SERVICES	\$111,558
10-220	Police	\$68,888	
10-420	Recreation and Community Services	\$42,670	
4200		OPERATING EXPENSES	\$641,127
10-220	Police	\$0	
10-150	Community Development	\$139,419	
10-420	Recreation and Community Services	\$501,708	
4500		CAPITAL EXPENSES	\$7,854,840
10-310	Public Works- Engineering	\$7,773,000	
10-346	Public Works-Trees	\$25,000	
10-370	Public Works-Traffic Safety	\$31,840	
10-420	Recreation and Community Services	\$25,000	
TOTAL			\$8,607,525

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

DIVISION Community Development	DIVISION NO. 10-150
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NARRATIVE

During the year the City received the Downtown Rebound grant and a Federal appropriation to be used for the Specific Plan and EIR. Any matching for these grants has been separately budgeted under the Planning Division of the Community Development budget (01-150). The grants have been accounted as follows:

<u>Project Name</u>	<u>Grant Amount</u>	<u>Grant Description</u>	<u>Comments</u>
Downtown Rebound Grant	\$155,000	To be used for the Specific Plan. (Project # 3448)	10-150 Estimated Balance: \$50,000
Federal Appropriation	\$89,419	To be used for the Specific Plan and EIR costs.	10-150 Estimated Balance: \$89,419
Total Estimated Balance/ Amount Available From All Grants:			\$139,419

APPROPRIATIONS	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0
Operating Expenses	0	0	100,000	139,419
Capital Outlay	0	0	0	0
Transfers	0	0	0	0
Total	\$ 0	\$ 0	\$ 100,000	\$ 139,419

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

DIVISION	DIVISION NO.
Police Department – Support Services	10-220

NARRATIVE

The Police Department received a variety of grants from numerous granting agencies during the past fiscal year. Once "law enforcement" grants are awarded, they are assigned to division 10-220 and are tracked by project numbers. Any unspent amount at the end of the year is budgeted in the following fiscal year.

During fiscal year 2002-2003 and continuing with fiscal year 2003-2004, the Police Department will utilize the following grants or revenues:

<u>Project Name</u>	<u>Grant Amount</u>	<u>Grant Description</u>	<u>Comments</u>
Cops in School CLOSED	\$125,000	Provided for an Officer to be placed in the schools for proactive enforcement.	10-220-3674
2000 LLEBG CLOSED	\$43,742	Block grant to support law enforcement by paying overtime, procuring equipment and technology, enhancing security measures and community crime prevention programs.	10-220-3696
2001 LLEBG CLOSED	\$41,559	Block grant to support law enforcement by paying overtime, procuring equipment and technology, enhancing security measures and community crime prevention programs.	10-220-0232
OTS-Operation Safe Kids CLOSED	\$60,000	Car safety seats and education.	10-220-3676
OTS-Operation Safer Streets CLOSED	\$73,979	DUI checkpoints and traffic safety Newsletter.	10-220-3677
OTS - Operation Safer Streets	\$65,888	DUI overtime patrols and traffic safety	10-220-3670 Estimated Balance: \$65,888
OTS-POLAC Grant	\$3,000	Countywide DUI overtime Reimburshment	10-220-3695 Estimated Balance: \$3,000
Total Estimated Balance/ Amount Available From All Grants:			\$68,888

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

DIVISION					DIVISION NO.
Police Department – Support Services					10-220
APPROPRIATIONS	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004	
Personnel Services	\$ 140,428	\$ 114,179	\$ 163,510	\$68,888	
Operating Expenses	12,367	28,703	26,060	\$0	
Capital Outlay	129,102	7,097	62,090	\$0	
Total	\$ 281,897	\$ 149,979	\$ 251,660	\$ 68,888	
SOURCE OF FUNDS					
3674-0000 Cops In School	\$ 35,036	\$ 43,969	\$ 41,669	\$ 0	
3702-0000 U.S. DOJ OJP BJA Bulletproof Vests 2001	0	2,688	0	0	
3670-0000 OTS-DUI Overtime Traffic Safety	0	0	0	65,888	
3676-0000 OTS-Operation Safe Kids Grant	0	52,278	7,722	0	
3677-0000 OTS-Safer Streets Grant	0	8,170	26,114	0	
3696-3696 2000 Local Law Enforcement Block Grant	0	24,000	24,000	0	
3680-0232 2001 Local Law Enforcement Block Grant	0	0	41,559	0	
3696-3695 OTS POLAC Grant	0	3,000	0	3,000	
Total	\$ 35,036	\$ 134,105	\$ 141,064	\$ 68,888	
Supporting Information					
4100	PERSONNEL SERVICES				\$68,888
0232-4100	LLEBG 2001		\$0		
3670-4105	Overtime...OTS DUI Enforcement		\$65,888		
3676-4105	Overtime...OTS Car Seat Safety		\$0		
3677-4105	Overtime...OTS DUI Checkpoints		\$0		
3695-4105	Overtime-OTS POLAC Grant		\$3,000		
4300	OPERATING EXPENSES				\$0
4500	CAPITAL EXPENSES				\$0
TOTAL					\$68,888

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

FUND	FUND NO.
Grant Fund	10-310, 346, 370

NARRATIVE

This recently created fund is to account for major grants received Citywide, except CDBG funds which are accounted for under Fund 26. This fund will facilitate record keeping of receipts and expenditures of outside grants as generally required by grantors. Other revenues identified specifically for certain improvements or programs are also included.

During FY 2002-2003, the City completed construction of the Traffic Signal at Hubbard & 2nd (10-371) for \$110k, which was paid for by developer fees collected from TM 49184 (Village Green). Construction began on the Underground Utility District No. 7 which is anticipated to be completed in FY 2003-2004, fully funded by SCE (estimated at \$983k). Also during FY 2002-2003, the final design of the Cesar Chavez Transit Plaza was completed, with construction to begin FY 2003-2004.

Beginning in FY 2003-2004, \$300,000 of MTA grant funds will be used on the N. Maclay Streetscape Project. The City has already been awarded a \$985,000 grant from the MTA for this project. However, revenues and expenditures would not be experienced until FY 2003-2004, which is when final design is scheduled to begin. Funds for this project are expected over a three year period until the completion of construction in FY 2005-2006. The total project is estimated to cost 1.64 million, and the City has committed matching funds totaling \$655k, of which at least \$455k will be Prop C funds, pending authorization of \$200k from other Federal sources. Funds will be expended and reimbursed over a three year period.

In FY 2003-2004, the City has set up funding for the S.F. Regional Aquatic Center using a combination of grants and loans. The total funding identified is \$5.7M (\$2.7M from a Murray-Hayden Grant, \$2.5M from a CDBG Section 108 Loan, and a \$500k participation from L.A. County). Also, the City was awarded a \$25k Prop 12 Urban Forestry Tree Grant, with a City match commitment of \$15k (01-346).

For FY 2003-2004, it is anticipated the following grants, revenues, or reimbursements will be received and/or corresponding capital expenditures will be made:

<u>Project Name</u>	<u>Grant Description/Comments</u>	<u>Amount</u>
UUD No. 7	SCE Rule 20A (10-310)	\$983,000
Cesar Chavez Transit Facility	MTA TEA Grant with \$84K matching funds (10-310)	\$239,000
N. Maclay Streetscape Project	MTA \$985k / Prop C \$455k / Other \$200k (10-310)	\$1,640,000
S.F. Regional Aquatic Center	\$2.7M Grant + \$2.5M CDBG 108 Loan + \$500k LAC	\$5,700,000
Tree Focus Area	Prop 12 Urban Forestry Grant (10-346)	\$25,000
HES Signs City Wide	HES Grant (10-370)	\$31,840
		\$8,618,840

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

FUND					FUND NO.
Grant Fund					10-310, 346, 370
APPROPRIATIONS	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004	
Personnel Services	\$ 19,180	\$ 15,500	\$ 17,330	\$ 0	
Operating Expenses	2,310	30,000	45,000	0	
Capital Outlay	970,240	2,856,500	2,195,630	7,829,840	
Total	\$ 991,730	\$ 2,902,000	\$ 2,257,960	\$ 7,829,840	
Supporting Information					
PERSONNEL SERVICES				\$ 0	
2221-4101	Cesar Chavez Transit Facility		\$ 0		
OPERATING EXPENSES				\$ 0	
2221-4270	Cesar Chavez Transit Facility		\$ 0		
CAPITAL EXPENSES				\$ 7,829,840	
10-310	Capital Expenses		\$7,773,000		
2221-4600	Cesar Chavez Transit Facility		\$105,000		
7540-4600	UUD No. 7		\$983,000		
XXXX-4600	N. Maclay Streetscape Project (In addition to \$300K budgeted in Prop C)		\$985,000		
7517-4600	S.F. Regional Aquatic Center \$2.7M Murray-Hayden Grant \$500k LA County Grant		\$3,200,000		
7517-4600	\$2.5M CDBG Sect 108 Loan to be used for the Aquatic Center		\$2,500,000		
10-346	Capital Expenses		\$25,000		
0000-4600	Tree Focus Area \$40k Total - \$15k (01-346)		\$25,000		
10-370	Capital Expenses		\$31,840		
3707-4500	HES Signs Citywide		\$31,840		
TOTAL				\$7,829,840	

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

DIVISION Recreation and Community Service Department	FUND NO. 10-420
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NARRATIVE

The Recreation and Community Services Department anticipates receiving \$220,000 in new revenue from the Per Capita State Bond Grant and an additional \$65,000 from the Roberti Zberg-Harris (RZH) Per Capita Grant. The Bond grant requires no match whereas the RZH requires a 30% match. In addition there will be some carryover grant funds (RZH) in the amount of \$71,920 and \$5,000 from per capita from FY02-03. County grant funded will be used this year to supplement staffing needs at Las Palmas and Recreation Park.

Highlights in FY 02-03 During this FY the following projects were completed through grant funding: Recreation Park Gym Refurbishment, Recreation Park Indoor Restrooms, Outdoor basketball court resurfacing at Recreation Park, and installation of new playground equipment and surfacing at Layne Park, the initiation of security camera's at Recreation Park and establishment of a skatepark. In addition funding was received to support the Mariachi Master Apprentice Program.

Objectives for FY 03-04 continuation of the Mariachi Master Apprentice Program, installation of restrooms at Layne Park, installation of rubberized playground surfacing at Recreation Park, refinishing of the indoor basketball court at Recreation Park, and renovation of Las Palmas Gym, ballfield upgrades at Recreation and Las Palmas Park and installation of swings at Las Palmas Park.

PERSONNEL	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
Recreation Leader I	0	0	0	2.1
APPROPRIATIONS				
Personnel Services	\$ 811	\$ 0	\$ 0	\$ 42,670
Operating Expenses	158,163	508,417	185,500	501,708
Capital Outlay	24,772	25,000	0	25,000
Total	\$ 183,746	\$ 533,417	\$ 185,500	\$ 569,378

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

DIVISION					FUND NO.
Recreation and Community Service Department					10-420
SOURCE OF FUNDS	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004	
3690-3692 Rueff Mariachi	\$ 6,287	\$ 0	\$ 7,650	\$ 5,000	
3690-3693 NEA Mariachi	1,100	0	0	0	
3697-3701 NEA-Education	19,675	0	325	0	
3697-3702 NEA-Education	1,605	0	3,075	0	
3690-3694 CAC Mariachi	0	0	0	0	
3697-3690 Getty Adobe	0	75,000	0	75,000	
3697-1308 Verizon LP Tech	0	0	0	0	
3697-3697 CAC - Mariachi	11,725	0	17,136	4,788	
3690-3708 Layne Playground	22,500	0	0	0	
3697-3699 2000 Park Bond	77,080	36,500	65,628	5,000	
3697-3700 RZH Block Grant 2001	252	71,917	70,205	71,920	
3697-2221 Cesar Chavez Transit Facility	0	35,000	0	35,000	
3697-3704 Rec Park Playground	0	25,000	0	25,000	
3697-3705 2002 Park Bond	0	220,000	0	220,000	
3697-3706 RZH Block Grant 2002	0	70,000	0	65,000	
3697-3712 NEA Heritage and Pres.	0	0	0	20,000	
3709-4103 LA County Prop Wages	0	0	0	37,130	
3709-4120 O.A.S.D.I LA County	0	0	0	2,840	
3709-4130 Worker Comp LA C.	0	0	0	2,700	
3940-3702 Computer Learning Center-State Farm	2,272	0	0	0	
Total	\$ 142,495	\$ 533,417	\$ 164,019	\$ 569,378	

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

DIVISION			FUND NO.
Recreation and Community Service Department			10-420
Supporting Information			
4100	PERSONNEL SERVICES		\$42,670
3709-4103	LA County Prop Wages		\$37,130
3709-4120	O.A.S.D.I LA County		\$2,840
3709-4130	Worker Comp LA C.		\$2,700
4200	OPERATING EXPENSES		\$501,708
3690-4260	Getty Adobe		\$75,000
3700-4260	RZH Block Grant 2001		\$71,920
	Installation of Restroom at Layne	\$50,000	
	Ball field Upgrades Rec and LP	\$21,920	
3712-4260	NEA Heritage & Preservation		\$20,000
3692-4260	Rueff Mariachi		\$5,000
3697-42-60	CAC Multi-Residency 01/02		\$4,788
2221-4270	Cesar Chavez Transit Facility		\$35,000
3699-4300	State Bond Act		\$5,000
	Refinishing of Gym Rec Park	\$5,000	
3705-4300	2002 Park Bond		\$220,000
	Surfacing of Rec Park Playground	\$20,000	
	Installation of Restroom at Layne	\$150,000	
	Las Palmas Gym Renovation	\$45,000	
	Installation of Swings at LP	\$5,000	
3706-4300	RZH Block Grant 2002		\$65,000
	Ball field Upgrades Rec and LP	\$27,000	
	Las Palmas Gym Renovation	\$15,000	
	Installation of Swings at LP	\$8,000	
	Install Picnic Tables at Layne	\$8,000	
	Surfacing of Rec Park Playground	\$7,000	
4500	CAPITAL PROJECTS		\$25,000
3704-4500	Recreation Park Playground Surfacing		\$25,000
TOTAL			\$569,378

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

FUND	FUND NO.
State Gas Tax Fund	11 (11-190, 311)

NARRATIVE

This fund is to account for maintenance and capital projects associated with motor vehicle travel and capital improvements receiving Federal funding (TEA-3). Financing is provided by the City's share of the State gasoline taxes, new legislation under SB2928, and Federal grants and apportionments. Funds for maintenance are transferred to the Public Works department to fund various programs in Street Maintenance (311), Street Cleaning (343), Street Trees and Parkways (346), Traffic Safety (370), and Traffic Signals (371) divisions. Federal grants and apportionments are designated for each proposed capital improvement as indicated herein.

In FY 2001-2002, we completed Mission Boulevard Reconstruction, Truman to South City Limits (SCL), using Federal TEA-21 Funds / Prop C Funds / State Storm Damage Grant, and a Slurry Seal project (various streets - Citywide) using Prop C Fund 08 / AB2928 Fund 11.

In FY 2002-2003, we rehabilitated South Maclay Avenue from Truman Street to the SCL and a small portion of Truman, utilizing a combination of Prop C Fund 08 / Gas Tax-SB2928 Fund 11 / and CDBG Fund 26. In future fiscal years, Federal funds will be used for North Maclay Streetscape resurfacing.

Gas Tax Funds may also be used for street resurfacing and maintenance of local streets, to cover shortfalls, if any, and to supplement street improvements in connection with upcoming projects such as North Maclay Streetscape Improvements (estimated at \$1.64M), and for Park Avenue Improvements, both of which are partially funded with Prop C Fund 08.

For FY 2003-2004, it is anticipated the following revenues / reimbursements will be received and/or corresponding capital expenditures will be made:

STREET IMPROVEMENT PROJECTS

N. Maclay Streetscape, MTA, Prop C, TEA3	\$	1,642,000
Park Avenue Improvements, Prop C, Gas Tax	\$	500,000
Pavement Management - Citywide	\$	55,000
Pedestrian Facilities - SB 821	\$	<u>22,000</u>
TOTAL	\$	<u><u>2,142,000</u></u>

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

FUND		FUND NO.			
State Gas Tax Fund		11 (11-190, 311)			
		ACTUAL	BUDGETED	ESTIMATED	ADOPTED
		2001-2002	2002-2003	2002-2003	2003-2004
PERSONNEL					
None					
APPROPRIATIONS					
Operating Expenses		\$ 402,265	\$ 401,290	\$ 401,290	\$ 401,290
Capital Outlay		218,417	250,000	250,000	277,000
Total		\$ 620,682	\$ 651,290	\$ 651,290	\$ 678,290
SOURCE OF FUNDS					
Fund 11	Federal TEA-21	\$ 620,682	\$ 651,290	\$ 651,290	\$ 678,290
Total		\$ 620,682	\$ 651,290	\$ 651,290	\$ 678,290
Supporting Information					
11-190		NON DEPARTMENT			\$401,290
0000-4480	Cost Allocation			\$1,290	
0000-4901	Transfer to General Fund			\$400,000	
11-311		CAPITAL EXPENSES			\$277,000
XXXX-4600	N. Maclay Streetscape Project (\$1.64M Total) MTA Grant, Prop C, \$200k TEA3 application)			\$200,000	
0000-4600	Pedestrian Facilities, TDA - SB 821			\$22,000	
0000-4600	Pavement Management (\$14M roadway deficit)			\$55,000	
TOTAL					\$678,290
BALANCE SHEET					
Beginning Balance		\$ 298,307	\$ 180,517	\$ 202,559	\$ 48,969
	Revenues	524,934	500,000	497,700	722,000
	Expenses	(402,265)	(401,290)	(401,290)	(401,290)
	Capital Expenses	(218,417)	(250,000)	(250,000)	(277,000)
Ending Balance		\$ 202,559	\$ 29,227	\$ 48,969	\$ 92,679

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

FUND	FUND NO
Traffic Safety	13

NARRATIVE
 This fund is to account for receipts from traffic fines as levied by local courts. All funds are transferred to the General Fund for traffic safety purposes. The fund is required by Section 1463 (b) of the California Penal Code.

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

BALANCE SHEET					
Beginning Balance	\$ 143,207	\$ 199,214	\$ 201,132	\$ 158,964	
Revenues	79,093	79,000	79,000	79,000	
Expenditures	21,168	121,168	121,168	121,168	
Ending Balance	\$ 201,132	\$ 157,046	\$ 158,964	\$ 116,796	

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

FUND	FUND NO
Cash In-lieu of Parking Fund	14

NARRATIVE

This fund is to account for the revenues and related expenditures from developers or builders who decide to pay a specified amount to the City of San Fernando instead of providing required parking.

During FY 1998 - 99 this fund was used to purchase the lot at 1422 San Fernando Road, to meet further parking needs. Beginning with fiscal year ended 1999 – 2000 and continuing with the current and future years, plans are to accumulate these funds for parking projects.

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

BALANCE SHEET

Beginning Balance	\$ 71,369	\$ 71,369	\$ 71,369	\$ 71,369
Revenues	0	0	0	0
Expenditures	0	0	0	0
Ending Balance	\$ 71,369	\$ 71,369	\$ 71,369	\$ 71,369

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

DIVISION	DIVISION NO.
Local Transportation	15

NARRATIVE

This fund accounts for local pedestrian facility development and improvement funds provided by the State through the Transportation Development Act (TDA). These funds are annually allocated by the MTA. The funds are designated for specific use of capital pedestrian facility improvements such as sidewalks and wheelchair ramps.

In FY 2000-2001, staff decided to carry over the grant fund for pedestrian facility improvements to FY 2001-2002 in order to accumulate sufficient funds that would allow us to construct and complete entire specific areas or phases of sidewalk improvements. A smaller scope pedestrian improvement was completed in FY 2000-2001, utilizing other City funds. The improvements included sidewalk and wheelchair ramps along the west side of Workman Street between Seventh Street and Lucas Street. The last TDA funded pedestrian facility improvement was completed in FY 1999-2000 (May 2000), and the facilities constructed included the east side of North Huntington Street between Seventh Street and Phillippi Street.

In FY 2001-2002, staff constructed pedestrian facility improvements on Lucas Street between Orange Grove Avenue and Workman Street. The improvements consisted of the construction of new sidewalks and the installation of new wheelchair ramps. In FY 2002-2003 staff carried over the grant funds for pedestrian facility improvements to FY 2003-2004. This will allow for more improvements to be made at the same time, resulting in more efficient use of these funds.

In FY 2003-2004, staff will make over 5,000 square feet of improvements to pedestrian amenities in the following areas:

- N. Huntington Street from Warren Street to Lucas Street
- Warren Street 140 ft west of Huntington Street
- Lucas Street 140 ft west of Huntington Street
- N. Workman Street from Seventh Street to Warren Street
- Fremont Avenue from Eight Street to North City Boundary

BALANCE SHEET	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
Beginning Balance	\$ (2,383)	\$ (23,483)	\$ (1,525)	\$ 9,975
Revenues	22,098	10,500	11,400	10,500
Expenditures	(240)	(100)	(100)	(100)
Capital Expenses	(21,000)	(10,500)	0	(20,400)
Ending Balance	\$ (1,525)	\$ (23,583)	\$ 9,975	\$ (25)

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

DIVISION					DIVISION NO.
Local Transportation					15
PERSONNEL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED	
	2001-2002	2002-2003	2002-2003	2003-2004	
None					
APPROPRIATIONS					
Operating Expenses	\$ 240	\$ 100	\$ 100	\$ 100	
Capital Outlay	21,000	10,500	0	20,400	
Total	\$ 21,240	\$ 10,600	\$ 100	\$ 20,500	
SOURCE OF FUNDS					
Fund 15	\$ 21,240	\$ 10,600	\$ 21,100	\$ 20,500	
Total	\$ 21,240	\$ 10,600	\$ 21,100	\$ 20,500	
Supporting Information					
15-190		OPERATING EXPENSES			\$100
0000-4480	Cost Allocation		\$100		
15-310		CAPITAL PROJECTS			\$20,400
0866-4600	Pedestrian Facility (excludes \$100 cost allocation 15-190)		\$20,400		
TOTAL					\$20,500

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

DIVISION	DIVISION NO.
Air Quality Management District	16

NARRATIVE

This fund is to account for South Coast Air Quality Management District revenues received by the City. Per AB 2766 (1990), a portion of DMV vehicle registration fee of \$4 per vehicle is distributed to 89 cities in L. A. County through AQMD. 30% of the fees collected are kept by AQMD while 40% is distributed to cities. These funds may be used for various programs to reduce air pollution.

In FY 2000-2001, we performed traffic signal synchronization along the remaining Brand Boulevard corridor, along Truman Street and along San Fernando Road. In addition, we also replaced a 1986 ¾ ton truck that uses gasoline with a clean burning Compressed Natural Gas (CNG) ¾ ton truck.

Additionally, Capital Equipment for the Mechanical Division of the Public Works Department was purchased to ensure the City's compliance of various air quality mandates as related to the maintenance of vehicles.

In FY 2003-2004, we will be replacing a 1980 3/4 ton pick-up truck, in the Traffic Signal Division, that uses gasoline with a 1/2 ton pick-up truck fueled by Compressed Natural Gas (CNG). Also budgeted is an additional CNG vehicle, however placement of this vehicle will be decided later in the year.

In FY 2003-2004, the City will also be purchasing two - 3,600 psi CNG fueling stations. This infrastructure improvement will alleviate some of the time constraints associated with the two slow fill stations the City currently utilizes to refill the City's CNG fleet.

BALANCE SHEET	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
Beginning Balance	\$ 120,501	\$ 96,426	\$ 130,798	\$ 102,225
Revenues	35,574	20,000	21,500	20,000
Expenditures	297	3,000	3,000	7,160
Capital Expenses	24,980	35,000	47,073	82,500
Ending Balance	\$ 130,798	\$ 78,426	\$ 102,225	\$ 32,565

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

DIVISION					DIVISION NO.
Air Quality Management District					16
					16-190, 255, 310, 320, 371, 420
PERSONNEL	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004	
None					
APPROPRIATIONS					
Expenses	\$ 297	\$ 3,000	\$ 3,160	\$ 7,160	
Capital Outlay	24,980	35,000	47,073	82,500	
Total	\$ 25,277	\$ 38,000	\$ 50,233	\$ 89,660	
SOURCE OF FUNDS					
Fund 16	\$ 25,277	\$ 38,000	\$ 50,233	\$ 89,660	
Total	\$ 25,277	\$ 38,000	\$ 50,233	\$ 89,660	
Supporting Information					
OPERATING EXPENSES					\$7,160
16-190-4480	Cost Allocation		\$160		
16-320-4400	Vehicle Operation & Maintenance				
	CNG Fuel Costs		\$3,000		
	Electric Vehicle Maintenance & Batteries (16-420-310-255-4400)		\$4,000		
CAPITAL EXPENSES					\$82,500
16-TBD-4500	CNG Vehicle Purchase TBD		\$32,500		
16-310-4500	2-CNG 3,600 psi refueling stations		\$25,000		
16-371-4500	CNG Vehicle Purchase (repl 1980 Ford)		\$25,000		
TOTAL					\$89,660

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

DIVISION	FUND NO.
Self Sustaining Recreational Activities	17

NARRATIVE

Fund 17 is a self-sustaining fund, which pays salaries, purchases equipment and supplies, and pays instructors on a percentage basis. The activities which generate income and make expenditures through this account includes: sports leagues, excursions, day camp and classes, the after school program, the senior clubs and all other revenue generating ventures. A dramatic increase in revenue was noted in adult and youth basketball and adult basketball due to higher than anticipated enrollments. It is anticipated that both offerings will grow next year as well. This is the first year in many years that revenue is greater than expenditures and is a trend that will carry into future years. Programs are expanding, with great success in adult and youth sports leagues.

	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
PERSONNEL				
Senior Counselors (FTE)	1.0	3.5	3.5	4.3
Counselors (FTE)	3.5	14.0	14.0	14.0
Total	4.5	17.5	17.5	18.3

BALANCE SHEET

Beginning Balance	\$ (50,906)	\$ (96,302)	\$ (70,813)	\$ (40,373)
Revenues	490,689	477,002	491,420	419,850
Expenditures	510,596	431,824	460,980	410,020
Ending Balance	\$ (70,813)	\$ (51,124)	\$ (40,373)	\$ (30,543)

APPROPRIATIONS

Personnel Expenses	\$ 352,967	\$ 287,161	\$ 314,730	\$ 266,870
Operating Expenses	157,629	144,663	146,250	143,150
Capital Outlay	0	0	0	0
Total	\$ 510,596	\$ 431,824	\$ 460,980	\$ 410,020

SOURCE OF FUNDS

Fund 17	\$ 510,596	\$ 431,824	\$ 460,980	\$ 410,020
Total	\$ 510,596	\$ 431,824	\$ 460,980	\$ 410,020

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

FUND	FUND NO.
RETIREMENT	18

NARRATIVE

This fund is to account for receipts from a voter-approved special tax levy that is used to pay for all costs of the City's membership in the Public Employees Retirement System (PERS). For Fiscal Year 2003-2004, the City is expecting an increase in costs due to rising rates in both health insurance premiums and member contributions to PERS. However, since the increase is currently unknown it is not reflected in this budget.

In Fiscal Year 2002-2003 and continuing with 2003-2004, payment of retired employees health benefits and service charges paid to PERS for administration of the retired employees health insurance is paid directly from the Retirement Fund.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2001-2002	2002-2003	2002-2003	2003-2004

None

BALANCE SHEET

Beginning Balance	\$ 2,787,240	\$ 2,703,345	\$ 2,712,649	\$ 2,535,298
Revenues	1,213,670	1,115,000	1,134,757	1,250,000
Expenditures	1,288,261	1,312,108	1,312,108	1,350,000
Ending Balance	\$ 2,712,649	\$ 2,506,237	\$ 2,535,298	\$ 2,435,298

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

FUND	FUND NO.
Quimby Act Fees	19

NARRATIVE

This fund is to account for receipts from developers, who are required under State law to provide and support park facilities.

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

BALANCE SHEET

Beginning Balance	\$ 33,584	\$ 36,623	\$ 35,052	\$ 36,623
Revenues	1,468	0	1,571	0
Expenses	0	0	0	0
Capital Expenditures	0	0	0	0
Ending Balance	\$ 35,052	\$ 36,623	\$ 36,623	\$ 36,623

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

Fund	DIVISION NO.
Asset Seizure - State	20

NARRATIVE

This fund is to account for receipts and disbursements of state seized and forfeited assets used from the sale of controlled substances. In 1997-98, these funds were used to match a federal COPS FAST grant to finance one police officer. In FY 2003 –2004, this fund will continue to partially fund a community-policing officer. The funding of the officer is accomplished through monthly transfers to the general fund.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2001-2002	2002-2003	2002-2003	2003-2004

None

BALANCE SHEET

Beginning Balance	\$ 654,810	\$ 635,951	\$ 646,090	\$ 613,790
Revenues	22,280	38,000	5,700	5,700
Expenditures	31,000	38,000	38,000	38,000
Ending Balance	\$ 646,090	\$ 635,951	\$ 613,790	\$ 581,490

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

FUND	FUND NO.
Asset Seizure - Federal	21

NARRATIVE

This fund is to account for receipts and disbursements of federal seized and forfeited assets used from the sale of controlled substances. In past years, this fund contributed to the funding of police officers and the building of the police facility addition. There has been little federal seizure activity in recent years.

During FY 2003–2004 this fund will continue to partially fund a community-policing officer. The funding of the officer is accomplished through monthly transfers to the general fund.

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

BALANCE SHEET

Beginning Balance	\$ 522,209	\$ 522,507	\$ 532,440	\$ 529,440
Revenues	31,731	41,000	18,500	15,000
Expenditures	21,500	21,500	21,500	21,500
Ending Balance	\$ 532,440	\$ 542,007	\$ 529,440	\$ 522,940

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

DIVISION Planning/CDBG	DIVISION NO. 26-155
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NARRATIVE

The Community Development Department provides coordination and oversight for federal CDBG program funded projects. In FY 2002-2003, the Public Works Department used CDBG funds to complete a major street improvement project on S. Maclay Avenue. The Community Development Dept. used CDBG funds to enhance the Code Enforcement Program, to provide CDBG Program Administration and to encourage economic development through the Commercial Facade Improvement Program.

For FY 2003-2004 most of the yearly allocation will be set-aside for the payment of a Section 108 Loan as part of the total financing package for the San Fernando Regional Swimming Pool Facility. Funds have also been allocated to continue the enhanced Code Enforcement Program and continuation of CDBG Program Administration, the Graffiti Removal Program and the Commercial Facade Improvement Program.

PERSONNEL	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
Community Development Director	0.0	0.05	0.05	0.05
Community Development Secretary	0.0	0.05	0.05	0.05
Community Preservation Officer	0.0	0.60	0.60	0.50
Community Preservation Officer	0.0	0.60	0.60	0.50
Community Preservation Supervisor	0.0	0.50	0.50	0.10
Housing Coordinator	0.0	0.50	0.50	0.50
Total	0.0	2.3	2.3	1.70

APPROPRIATIONS

Personnel Services	\$ 18,762	\$ 172,433	\$ 152,310	\$128,360
Operating Expenses	51,755	30,847	30,850	21,030
Capital Outlay/Loan Expenses	705,596	349,000	489,190	310,100
Total	\$ 776,113	\$ 552,280	\$ 672,350	\$ 459,490

SOURCE OF FUNDS

26 CDBG GRANT	\$ 776,113	\$ 552,280	\$ 672,350	\$ 459,490
XX CDBG Program Income	0	0	0	0
Total	\$ 776,113	\$ 552,280	\$ 672,350	\$ 459,490

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

DIVISION		DIVISION NO.	
Planning/CDBG		26-155	
4100 PERSONNEL SERVICES		\$128,360	
0331-4100	Salaries ... Graffiti Removal	\$7,030	
0331-4105	Overtime...Graffiti Removal	\$12,970	
0334-4101	Salary and benefits: 10% Comm. Pres. Supervisor, 50% Comm. Pres. Officers (2), 5% Comm. Dev. Sec., 5% Comm. Dev. Dir.	\$70,720	
0339-4100	Salary and benefits, CDBG Administration: 50% Housing Coordinator.	\$37,640	
4200 OPERATING EXPENSES		\$21,030	
0331-4300	Department Supplies... Graffiti Removal	\$5,000	
0334-4260	Administration and Professional Services	\$9,280	
0339-4260	Administration and Professional Services	\$6,750	
4400 LOAN EXPENSES		\$261,920	
0000-4424	Section 108 Loan-Swimming Pool Facility	\$261,920	
4600 CAPITAL OUTLAY		\$48,180	
0205-4600	Commercial Facade Improvement Program	\$48,180	
TOTAL		\$459,490	

Supporting Information

The following is a summary of approved CDBG funding for specific projects and programs:

Project Number	Description	Amount:
26-155-0205	Commercial Facade Improvement Program	\$ 48,180
26-155-0000	Section 108 Loan Payback	261,920
26-155-0331	Graffiti Removal	25,000
26-155-0334	Code Enforcement (\$70,720) and City Prosecutor Services (\$9,280)	80,000
26-155-0339	Administration	44,390
	Total	\$ 459,490

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

DIVISION	DIVISION NO.			
Planning/CDBG	26-155			
BALANCE SHEET	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
Beginning Balance	\$ 0	\$ 0	\$ (39,252)	\$ (39,252)
Revenues	736,861	552,280	672,350	459,490
Personnel Services	18,762	172,433	152,310	128,360
Operating Expenses	51,755	30,847	30,850	21,030
Capital Expenses	705,596	349,000	489,190	310,100
Ending Balance	\$ (39,252)	\$ 0	\$ (39,252)	\$ (39,252)

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004

DIVISION

Street Lighting Fund

DIVISION NO.

27-344

NARRATIVE

The Street Lighting Division maintains and repairs approximately 427 City-owned streetlights and circuits, and has oversight of the 1,200 streetlights maintained by Edison. The City pays Edison for power to all street lighting.

Significant savings have resulted from our preventative maintenance procedures and continued efforts to keep improving service of the street lighting system. In FY 03-04, staff will continue its efforts to equitably distribute the costs of maintaining streetlights. Staff will also continue to conduct bi-annual nighttime surveys of all streetlights and City-owned parking lot lights to ensure they are in good working condition.

Last year's budget included the cost of installing intersection lighting as part of the traffic signal improvements constructed with the Underground Utility District. The expenditure was shown in FY 02-03, however, due to Edison's delay in constructing the Underground Utility District, these improvements will materialize in FY 03-04.

All of the street lights in the City comprise the Landscaping and Lighting Assessment District. The district provides the mechanism whereby funds are collected from each assessable parcel to cover the street lighting costs (landscaping component is not collected). Effective FY 96-97, as a result of Prop 218, the City has held assessment rates fixed, exempting the City from having to comply with the balloting requirements of Prop 218. In years prior to Prop 218 (before 1996), staff evaluated lighting costs, and structured assessments accordingly.

During the time our assessment rates have been fixed, cost have continued to increase, especially after the energy crisis of 2000. Now, energy cost projections appear stable (flat) over the next several years. In addition, operational costs have stabilized over the last two years, and we anticipate total costs to remain close to \$340,000 for several years to come. However, our assessments are still at 1996 levels, or about \$280,000 per year. This imbalance of revenues and expenditures has led to the City Council supporting staff's recommendation to proceed with a Prop 218 balloting effort to see if the district will approve an increased assessment that matches the costs.

As directed by the City Council, staff is proceeding with balloting under the requirements of Proposition 218 to decide whether there will be an increase in assessments so that revenues balance with the expenditures. Any increase in revenues will be reflected in next year's budget. This budget includes a substantial reduction in capital expenses from recent trends so that the impact on the Lighting Fund is minimized in case the balloting to increase assessment fails.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2003-2004

DIVISION					DIVISION NO.
Street Lighting Fund					27-344
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED	
BALANCE SHEET	2001-2002	2002-2003	2002-2003	2003-2004	
Beginning Balance	\$ 371,755	\$ 208,492	\$ 334,891	\$ 271,161	
Revenues	289,571	279,800	283,300	283,300	
Expenditures	(326,435)	(334,069)	(347,030)	(339,730)	
Ending Balance	\$ 334,891	\$ 154,223	\$ 271,161	\$ 214,731	
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED	
PERSONNEL	2001-2002	2002-2003	2002-2003	2003-2004	
Electrical Supervisor	0.00	0.00	0.00	0.00	
Electrical Technician	0.30	0.30	0.30	0.30	
Bldg. Maint. Worker/Elect. Helper	0.30	0.30	0.30	0.30	
Senior Civil Engineer	0.00	0.00	0.00	0.00	
Assistant City Engineer	0.00	0.20	0.20	0.20	
Maintenance Worker II	0.00	0.00	0.00	0.00	
P.W. Op. & Maint. Manager	0.05	0.05	0.05	0.05	
City Engineer	0.10	0.10	0.10	0.10	
Civil Engineering Assistant II	0.20	0.00	0.00	0.00	
Civil Engineering Assistant II	0.05	0.00	0.00	0.00	
Civil Engineering Assistant I	0.15	0.20	0.20	0.20	
Total	1.15	1.15	1.15	1.15	
APPROPRIATIONS					
Personnel Services	\$ 70,720	\$ 83,929	\$ 83,930	\$ 89,590	
Operating Expenses	253,817	241,740	254,700	241,740	
Capital Outlay	1,898	8,400	8,400	8,400	
Total	\$ 326,435	\$ 334,069	\$ 347,030	\$ 339,730	
SOURCE OF FUNDS					
27 Street Lighting Fund	\$ 326,435	\$ 334,069	\$ 347,030	\$ 339,730	
Total	\$ 326,435	\$ 334,069	\$ 347,030	\$ 339,730	

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

DIVISION		DIVISION NO.	
Street Lighting Fund		27-344	
Supporting Information			
4100 PERSONNEL SERVICES		\$89,590	
4100	Same staffing level as previous fiscal year	\$84,590	
4105	Overtime	\$5,000	
4200 OPERATING EXPENSES		\$241,740	
4210	Utilities	\$185,400	
4250	Rents & Leases Crane rental for replacing damaged street poles	\$1,000	
4260	Contractual Services Street Lighting district proceedings \$7,500 County Assessors Office \$1,200 Light poles and pull boxes \$800 Contractor damage repairs \$1,500 GIS data collection and input \$1,500	\$12,500	
4300	Department Supplies Ballast kit replacement 25 @ \$120 \$3,000 Lamps 80 @ \$18.00 \$1,440 Photo electric cells 10 @ \$10.00 \$100 Manhole cover plates \$200 Misc. wire, conduit, fuses, lenses, paint, nuts, bolts, timers, etc. \$3,500 Replacement steel pole \$2,100 Slurry seal & cement \$100	\$10,440	
4320	Department Equipment Maintenance	\$1,000	
4340	Small Tools	\$1,200	
4480	Cost Allocation	\$29,200	
4901	Transfer to: 01-320-344-4400 Equipment Maint. Repair of vehicles and equipment \$1,000	\$1,000	

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

DIVISION		DIVISION NO.	
Street Lighting Fund		27-344	
4500	CAPITAL EXPENSES	\$8,400	
4500	Capital Equipment	\$8,400	
	Two 120/240 volt 100-amp street lighting cabinets	\$3,000	
	Two steel CalTran spec street light poles with mast arms	\$5,400	
TOTAL			\$339,730

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

DIVISION	DIVISION NO.
Parking M&O - Off Street	29-335

NARRATIVE

The Off-Street Parking Maintenance and Operations Division is responsible for scheduled routine maintenance and cleanup of all City parking facilities and maintenance and operation of metered parking spaces throughout the City. It provides for collection of meter monies, repair or replacement of broken or vandalized parking meters, maintenance of all landscaping, signing, striping, trash bin enclosure cleaning, including high pressure steam for grease and other oily residues, and maintenance of lighting and timers.

During FY 2002-2003 the Division continued maintenance of the parking lot planters, irrigation systems and painting as needed of the numerous parking stalls. Last FY's budget request included an increase in utilities due to Southern California Edison's rate hike. Since SCE rates have stabilized, this FY's utility request is the same as last year's.

FY 2003-2004 budget request includes the continuation of Phase IV of the Parking Meter Replacement (upgrade) Program in the downtown business district (\$5,000). Also as part of this Fiscal Year, the Finance Department will analyze the various parking districts and their respective assessment rates in an attempt to resolve the deficit that this fund has experienced over the years.

BALANCE SHEET	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004
Beginning Balance	\$ (29,716)	\$ (45,269)	\$ (43,902)	\$ (99,062)
Revenues	157,305	201,220	152,800	152,800
Expenditures	171,491	202,760	207,960	218,370
Ending Balance	\$ (43,902)	\$ (46,809)	\$ (99,062)	\$ (164,632)

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

DIVISION					DIVISION NO.
Parking M&O - Off Street					29-335
PERSONNEL	ACTUAL 2001-2002	BUDGETED 2002-2003	ESTIMATED 2002-2003	ADOPTED 2003-2004	
Maintenance Worker I	0.00	0.00	0.00	0.00	
Maintenance Worker II	1.30	1.30	1.30	1.30	
Electrical Technician	0.10	0.10	0.10	0.10	
PW Field Supervisor	0.20	0.20	0.20	0.20	
Bldg Maint Wkr/Electrical Helper	0.10	0.10	0.10	0.10	
Public Works Director	0.05	0.05	0.05	0.05	
Meter Technician	0.30	0.30	0.30	0.30	
PW Operation & Maint. Manager	0.05	0.05	0.05	0.05	
Total	2.10	2.10	2.10	2.10	
APPROPRIATIONS					
Personnel Services	\$ 107,758	\$ 124,090	\$ 124,090	\$ 139,700	
Operating Expenses	63,197	72,670	73,370	\$72,670	
Capital Outlay	536	6,000	10,500	6,000	
Total	\$ 171,491	\$ 202,760	\$ 207,960	\$ 218,370	
SOURCE OF FUNDS					
Parking M&O Fund	\$ 171,491	\$ 202,760	\$ 207,960	\$ 218,370	
Total	\$ 171,491	\$ 202,760	\$ 207,960	\$ 218,370	

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

DIVISION Parking M&O - Off Street	DIVISION NO. 29-335
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Supporting Information

4100	PERSONNEL SERVICES	\$139,700
4100	Same staffing level as previous fiscal year	\$135,700
4105	Overtime	\$4,000
	Maintenance of Parking meters \$500	
	Lighting Maintenance \$500	
	Parking lot/planter maintenance \$3,000	
4200	OPERATING EXPENSES	\$72,670
4210	Utilities	\$19,500
4250	Rents & Leases	\$100
4300	Department Supplies	\$5,500
	Parking Meter parts \$2,000	
	Miscellaneous electrical parts, supplies, & lamps \$2,000	
	Landscape Maintenance \$1,500	
4302	Permit Parking Expense	\$100
4320	Equipment Maintenance Parking meter repair, replacement of damaged poles, battery replacement and related equipment repairs to backpack blowers and paint striping machine.	\$1,000
4340	Small Tools Replacement of worn out tools & new equipment.	\$600
4430	Activities and Programs Re-striping of parking stalls Seasonal plants for planters Trip hazard abatement	\$3,500
4480	Cost Allocation	\$37,870
4901	Transfer to: 01-320-0335-4400 Equipment Maintenance Repair of vehicles and equipment.	\$4,500

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

DIVISION		DIVISION NO.	
Parking M&O - Off Street		29-335	
4500	CAPITAL EXPENSES	\$6,000	
4500	Capital Equipment Quiet backpack blower Weed Eater	\$1,000	
4600	Capital Projects Phase IV - Continuation of this phase of the Parking Meter Replacement (upgrade) Program downtown business district.	\$5,000	
TOTAL			\$218,370

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

Fund	DIVISION NO.
State of Emergency	40

NARRATIVE

This fund is to account for the receipts and disbursements of disaster fund assistance as a result of the January 1994 earthquake.

Reimbursement for all earthquake related projects has been vigorously sought. In Fiscal Year 2002-2003, the City was able to recover over \$200,000 from the Federal Emergency Management Agency (FEMA), however, it is anticipated that the general fund will eventually transfer an amount which will offset the remaining expenditures.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2001-2002	2002-2003	2002-2003	2003-2004

None

BALANCE SHEET

Beginning Balance	\$ (479,091)	\$ (479,091)	\$ (479,091)	\$ (243,044)
Revenues	0	0	236,047	0
Expenditures	0	0	0	0
Ending Balance	\$ (479,091)	\$ (479,091)	\$ (243,044)	\$ (243,044)

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

FUND 41

DIVISION NO.

Equipment Replacement Fund

41

NARRATIVE

The Equipment Replacement Fund (ERF) is a financial tool to accommodate for the orderly replacement of existing equipment that also includes a payback mechanism to replenish the fund. Payback occurs by charging the department making the purchase an annual amount equal to the replacement value divided by the useful life of the equipment. The replacement value is calculated by using the purchase price plus 5% estimated compounded increase in future cost.

During FY 2000-01 this fund was used to replace the following:

- Four (4) new Patrol Vehicles - \$104,000
- 1-3/4 Ton Cab Truck - Street Maintenance- Public Works - \$20,966
- Portable Air Compressor – Street Maintenance – Public Works - \$13,315
- 1 Furnace – Engineering - \$2,525
- 1 – 4x2 Crew Cab Truck – Facilities Management - \$29,997
- Air Conditioner, Heater, and Roof repair 519 So. Brand – Facilities Management - \$15,000
- Air Conditioner, Heater, and Roof repair, painting – 1211 First - Facilities Management \$17,600 (was not done)

During FY 2001-02 this fund was used to replace the following:

- Three (3) new Detective Vehicles - \$78,000
- City Hall Roof Replacement - \$33,215

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

BALANCE SHEET

Beginning Balance	\$ (42,473)	\$ 37,092	\$ 56,116	\$ 113,495
Revenues	137,500	129,924	129,924	129,920
Expenditures	38,911	0	72,545	0
Ending Balance	\$ 56,116	\$ 167,016	\$ 113,495	\$ 243,415