

Administration



**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005**

DIVISION

DIVISION NO.

City Council (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, 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.

The increase in the legislative budget for fiscal year 2004-2005 is due to the reallocation of the budget for the Community Based Organizations (CBO's) assistance, which has been transferred to this division. In previous years, that budget was funded under the Non-departmental division. In fiscal year 2004-2005, the Council will be assisting the following CBO's: Catholic Charities, Comission Femenil, East L.A. Classic Theatre, Friends of the Library, Hazzle Hip Hop Culture Dream Center, Institute for Leadership Development and Education, Mariachi Master Apprentice, Muniz Family Foundation, Pacoima Beautiful Youth Environmentalists, Pueblo y Salud, San Fernando Civic Association, San Fernando Police Explorers, San Fernando Sharks Swim Team, San Fernando Youth Council, Valley Family Center, and Women Advancing the Valley Through Education (W.A.V.E.).

The following is a listing of CBO's which have been assisted with an allocation in the previous years:

Fiscal year 2001-2002: San Fernando High School, Pueblo y Salud, San Fernando Police Explorers Program, San Fernando Police Reserves Program, Santa Rosa Church Baseball, Valley Family Center, Catholic Charities, Build Rehabilitation, and Morningside School.

Fiscal year 2002-2003: East L.A. Classic Theatre, Catholic Charities, Valley Family Center, Friends of the Library, Ms. San Fernando Pageant, Mariachi Master Apprentice, Pueblo y Salud, San Fernando Swim Team, Young Life, Cesar Chavez Activity Book, and the San Fernando Police Explorers Program.

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Fiscal year 2003-2004: Comission Femenil - Career Conference and Celebration of Books, El Centro de Amistad, Friends of the Library, Immigration Services of Santa Rosa, Institute for Leadership Development and Education, Mariachi Master Apprentice, Muniz Family Foundation, Northeast Valley Health Corporation, Parents of Murdered Children, Project Teaching Resources and Community Knowledge, Pueblo y Salud, San Fernando Braves Football, San Fernando Civic Association, San Fernando Little League, San Fernando Police Explorers, San Fernando Sharks Swim Team, Santa Rosa Community Center, The Young Senators Program, Valley Family Center, and Women Advancing the Valley Through Education (W.A.V.E.).

PERSONNEL	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
City Councilmember	5.00	5.00	5.00	5.00
Total	5.00	5.00	5.00	5.00
APPROPRIATIONS				
Personnel Services	\$ 71,331	\$ 72,079	\$ 62,000	\$ 55,000
Operating Expenses	26,955	23,690	22,850	103,400
Capital Outlay	0	0	0	0
Total	\$ 98,286	\$ 95,769	\$ 84,850	\$ 158,400
SOURCE OF FUNDS				
General Fund	\$ 98,286	\$ 95,769	\$ 84,850	\$ 158,400
Total	\$ 98,286	\$ 95,769	\$ 84,850	\$ 158,400

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DIVISION		DIVISION NO.	
City Council (Legislative)		101	
Supporting Information			
4100		PERSONNEL SERVICES	
		\$55,000	
Reflects monthly stipend of \$579 per Councilmember. This also includes other retirement and medical benefits.			
4200		OPERATING EXPENSES	
		\$103,400	
4220	Telephone and pager expenses (\$1,500 per Councilmember).	\$7,500	
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 for attendance at ICA, League of California Cities conferences and other various meetings.	\$15,000	
4380	Membership dues to organizations such as League of California Cities.	\$400	
4390	Vehicle allowance of \$100 a month for Councilmembers.	\$6,000	
4430	Activities & Programs: Includes assistance to Community Based Organizations (CBO's).	\$70,000	
4500		CAPITAL EXPENSES	
		\$0	
TOTAL		\$158,400	

**CITY OF SAN FERNANDO
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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 including those funds initially received by other departments, (b) the deposit of funds, (c) custody of the warrants until 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 2004-2005 this office will continue to comply with all laws, especially when it pertains to the deposit, investment and reporting of public funds.

	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
PERSONNEL				
Treasurer	1.00	1.00	1.00	1.00
Deputy Treasurer/Treasurer Assistant	1.00	1.00	1.00	1.00
Part time Clerk	0.50	0.50	0.50	0.50
Total	2.50	2.50	2.50	2.50

APPROPRIATIONS

Personnel Services	\$ 74,978	\$ 77,631	\$ 79,500	\$ 92,318
Operating Expenses	12,162	13,680	12,080	6,600
Capital Outlay	5,915	0	0	0
Total	\$ 93,055	\$ 91,311	\$ 91,580	\$ 98,918

SOURCE OF FUNDS

General Fund	\$ 93,055	\$ 91,311	\$ 91,580	\$ 98,918
Total	\$ 93,055	\$ 91,311	\$ 91,580	\$ 98,918

**CITY OF SAN FERNANDO
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DIVISION		DIVISION NO.	
Treasurer		102	
Supporting Information			
4100	PERSONNEL SERVICES		\$92,318
	Reflects the same staffing level as last year.	\$92,318	
4200	OPERATING EXPENSES		\$6,600
4220	Cellular Phone & Pager.	\$0	
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.	\$0	
4300	Various department supplies (including new adding machines & treasurer's receipts).	\$500	
4320	Department Equipment Maintenance-Reflects maintenance of the coin counting machine.	\$500	
4370	Monthly meetings & travel for California Municipal Treasurer's Association (CMTA).	\$500	
4380	Dues & memberships for CMTA.	\$150	
4390	Mileage reimbursement for Treasurer, who travels to local banks daily for reinvestment, return checks, special deposits, etc. Equal to Council (\$100/ month).	\$1,200	
4500	CAPITAL EXPENSES		\$0
TOTAL			\$98,918

**CITY OF SAN FERNANDO
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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 that 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 2004-2005 fiscal year. The administrative officer actively participates in the marketing campaign to enhance the City's image and to meet with prospective businesses interested in locating within the City.

PERSONNEL	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
City Administrator	1.00	1.00	1.00	1.00
Assistant to the City Administrator	0.00	0.00	1.00	1.00
Administrative Secretary	0.00	0.00	1.00	1.00
Grant Administrator	1.00	1.00	0.00	0.00
Executive Assistant	1.00	1.00	0.00	0.00
Total	3.00	3.00	3.00	3.00

APPROPRIATIONS

Personnel Services	\$ 270,692	\$ 268,303	\$ 269,310	\$ 255,000
Operating Expenses	40,758	72,900	35,100	68,800
Capital Outlay	1,029	0	5,800	0
Transfers	3,712	3,712	3,710	3,710
Total	\$ 316,191	\$ 344,915	\$ 313,920	\$ 327,510

SOURCE OF FUNDS

General Fund	\$ 316,191	\$ 344,915	\$ 313,920	\$ 327,510
Total	\$ 316,191	\$ 344,915	\$ 313,920	\$ 327,510

**CITY OF SAN FERNANDO
ADOPTED BUDGET
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DIVISION Administration	DIVISION NO. 105
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Supporting Information

4100	PERSONNEL SERVICES	255,000
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4100	<p>Reflects the position of the City Administrator, Assistant to the City Administrator and Administrative Secretary.</p> <p>Personnel costs for 50% of City Administrator's salary will be paid directly by the Redevelopment Agency due to the high volume of projects which are currently in progress within the Agency.</p>	
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4200	OPERATING EXPENSES	\$68,800
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4220	Telephone expenses.	\$1,300	
4260	Contractual Services/City promotional materials to be reimbursed by Redevelopment Agency.	\$12,500	
4270	Professional Services (e.g., continuation of MAP program and Request Partner).	\$36,000	
4300	Various department supplies including business cards, postage, paper, toner, administrative reading resources and economic development marketing pamphlets.	\$8,200	
4360	Personnel training.	\$0	
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.	\$8,000	
4380	Subscription dues for various reading material and various memberships such as International City Manager's Association (ICMA).	\$2,200	
4390	Mileage reimbursement for the Assistant to the City Administrator and other department personnel.	\$600	

4500	CAPITAL EXPENSES	\$0
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4941	TRANSFERS	\$3,710
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4941	Equipment replacement charge.	\$3,710	
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TOTAL			\$327,510
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**CITY OF SAN FERNANDO
ADOPTED BUDGET
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DIVISION

DIVISION NO.

Personnel

106

NARRATIVE

During Fiscal Year 2003-2004, a major reorganization occurred after the retirement of the Administrative Director. The reorganization included the creation of the Finance Department, headed by the newly created position of Finance Director, and the elimination of the Administrative Services Department. In addition, the Personnel Division, with the existing Personnel Manager continuing to be in charge of that Division was moved under Administration.

The primary function of the Personnel Division is to provide quality human resource and administrative services to all employees, City departments and the general public. Responsibilities include administering the recruitment and selection of City personnel as approved by Council; administering employee benefits and retirement programs; overseeing the Employment Outreach Plans and the Youth Employment Programs; managing the self-insured Workers Compensation Program; coordinating the City-wide safety programs, as well as risk management claims; taking the lead role in employee organization negotiations; administering the classification and salary plans; coordinating training programs; monitoring compliance with mandated State and Federal requirements; interpreting personnel policies, procedures, rules and regulations, as well as MOUs; administering the evaluation of employee job performances, reclassifications, promotions, as well as merit pay increases and payroll; investigating complaints and grievances, as well as coordinating the Employee Assistance Programs.

The Personnel Division receives and processes liability claims against the City and coordinates the payment or denial of these claims with the third party administrator. The City maintains memberships in the Independent Cities Risk Management Association (ICRMA), International Personnel Management Association (IPMA), and Southern California Public Labor Relations Council (SCPLRC).

Fiscal Year 2003-04 accomplishments include successful recruitment and selection for key positions in various City departments, processing of new hires, orientations, benefits & payroll administration, as well as coordination of the employee performance evaluation system. Others include coordination of deferred compensation, retirement and financial planning workshops; successful blood drive, as well as the "Take Our Kids to Work" Program; enhancement of the Employee Assistance Program through negotiating better and cost-saving services with a new provider; coordination of harassment training for all employees through a grant secured from ICRMA; coordination of a job analysis study of all benchmark positions with Occu-Med to create the relevant medical components for pre-employment physical exams; recruitment of a new occupational health provider to enhance work-related medical exams; coordination of five days of quality training programs for managers and supervisors on employment relations issues to help minimize potential legal liabilities, as well as monthly safety committee meetings.

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DIVISION	DIVISION NO.
Personnel	106

Other accomplishments include participation in the annual Employment Development Department Youth Job Fair; administration of City's tuition reimbursement program; amendment of relevant standard management policies; amendment and implementation of City's Resolution to aid activated military reservists; implementation of new PERS contracts including the 3% @ 60 and other benefits for local miscellaneous members ; coordination of the summer youth employment program and coordinated the United Way contributions.

Fiscal Year 2004-05 will see an implementation of the provisions of the Police Officers' Association MOU; renegotiation of the General Employees' Unit MOU; Enhancement of the employee recordkeeping system through the new Human Resource (Eden) Software; upgrading of customer service through a comprehensive training program for all employees; continued monitoring of the rising health insurance premium in order to explore any alternative cost-saving program; continued enhancement of the Employee Assistance Program (EAP) and promotion of quarterly onsite time by EAP provider for brown bag seminars, as well as onsite counseling and program review; continued update and development of relevant management policies as needed; continued coordination and enhancement of the "Take Our Kids to Work" and "Blood Drive" Programs, as well as Deferred Compensation, Retirement and Financial Planning seminars. Personnel will also work with the City webmaster to provide employees and the general public better internet and intranet access to relevant human resource programs and information.

PERSONNEL	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
Administrative Services Director	0.50	0.50	0.00	0.00
Personnel Manager	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00
Personnel Clerk	0.00	0.00	0.00	1.00
Office Clerk	0.75	0.75	0.75	0.00
Computer Intern	0.75	0.75	0.75	0.00
Total	4.00	4.00	3.50	3.00

APPROPRIATIONS				
Personnel Services	\$ 252,278	\$ 262,550	\$ 225,506	\$ 213,583
Operating Expenses	66,053	72,950	92,784	57,600
Capital Outlay	1,768	0	1,445	0
Total	\$ 320,099	\$ 335,500	\$ 319,735	\$ 271,183

SOURCE OF FUNDS				
General Fund	\$ 320,099	\$ 335,500	\$ 319,735	\$ 271,183
Total	\$ 320,099	\$ 335,500	\$ 319,735	\$ 271,183

**CITY OF SAN FERNANDO
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FY 2004-2005**

DIVISION	DIVISION NO.
Personnel	106
Supporting Information	
4100	PERSONNEL SERVICES \$213,583
Reflects costs for personnel shown above	
4200	OPERATING EXPENSES \$57,600
4220	Telephone expenses. \$800
4230	Advertising for recruitments in publications such as Jobs Available, LA Times, Hispanic Hotline and Western City. \$2,600
4260	Contractual Services: Contracts for Occumed (4,200), Valley Occ-Medical Center, Employment Consortium & Employee Assistance Programs. \$9,800
4270	Professional Services: Includes services for special projects, job bulletin / brochures / recruitment / job application printing services, payment for training programs and related services. \$31,000
4300	Various department supplies such as panel packets, computer material, new letterhead for job brochures. \$1,450
4360	Training for personnel staff, tuition reimbursement program \$3,500
4370	Meetings, memberships & travel for Employee Relations Institute, League of Cities, SCPMA Conferences, CALPELRA \$1,000
4380	Subscriptions dues & memberships for Personnel Journal, Labor Law Update, Worker's Comp., SCPMA, PIHRA, COSIPA, IPMA, Data Research. \$1,000
4390	Reflects vehicle allowance for division head & mileage reimbursement for local travel to meetings by staff. \$1,000
4430	Activities and programs for recruitments, flowers for employees sickness or death in family, awards, plaques, service pins, and retirement gifts. \$5,450
4500	CAPITAL EXPENSES \$0
TOTAL \$271,183	

**CITY OF SAN FERNANDO
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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 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
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None

APPROPRIATIONS

Operating Expenses	\$ 208,000	\$ 200,000	\$ 250,000	\$ 200,000
Total	\$ 208,000	\$ 200,000	\$ 250,000	\$ 200,000

SOURCE OF FUNDS

General Fund	\$ 208,000	\$ 200,000	\$ 250,000	\$ 200,000
Total	\$ 208,000	\$ 200,000	\$ 250,000	\$ 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 2004-2005 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.

	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
City Clerk	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

APPROPRIATIONS

Personnel Services	\$ 60,190	\$ 62,940	\$ 74,000	\$ 79,800
Operating Expenses	13,722	18,150	12,990	12,550
Capital Outlay	0	0	510	0
Total	\$ 73,912	\$ 81,090	\$ 87,500	\$ 92,350

SOURCE OF FUNDS

General Fund	\$ 73,912	\$ 81,090	\$ 87,500	\$ 92,350
Total	\$ 73,912	\$ 81,090	\$ 87,500	\$ 92,350

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005**

DIVISION		DIVISION NO.	
City Clerk		115	
Supporting Information			
4100		PERSONNEL SERVICES	\$79,800
	Reflects funding for one full-time staff person.		
4200		OPERATING EXPENSES	\$12,550
4230	Advertising for legal notices of public meetings.	\$2,000	
4260	Contract for maintaining Deerings California Codes (\$3,500), Digitization of Municipal Code (\$5,500)	\$9,000	
4300	Various department supplies.	\$400	
4320	Minor office equipment maintenance.	\$100	
4360	Personnel Training.	\$400	
4370	CEPO Training.	\$0	
4380	Membership dues for International Institute of Municipal Clerks (IIMC), City Clerks Association of California and other miscellaneous memberships.	\$500	
4390	Reimbursement of mileage for local travel.	\$150	
4500		CAPITAL EXPENSES	\$0
TOTAL		\$92,350	

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005**

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 Los Angeles County Registrar-Recorder/County Clerk's Office. The last election held by the City was on March 4, 2003 and the next election will be on March 8, 2005.

	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
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None - All temporary

APPROPRIATIONS

Personnel Services	\$ 3,875	\$ 0	\$ 0	\$ 3,744
Operating Expenses	8,515	0	0	22,000
Capital Outlay	0	0	0	3,500
Total	\$ 12,390	\$ 0	\$ 0	\$ 29,244

SOURCE OF FUNDS

General Fund	\$ 12,390	\$ 0	\$ 0	\$ 29,244
Total	\$ 12,390	\$ 0	\$ 0	\$ 29,244