



SAN FERNANDO CITY COUNCIL
SPECIAL MEETING NOTICE AND AGENDA
JUNE 13, 2016 – 4:30 PM

CITY HALL – COMMUNITY MEETING ROOM
117 MACNEIL STREET
SAN FERNANDO, CA 91340

NOTICE IS HEREBY GIVEN that the San Fernando City Council will hold a Special Meeting on **Monday, June 13, 2016, at 4:30 p.m.**, in the Community Meeting Room, located at 117 Macneil Street, San Fernando, California.

CALL TO ORDER/ROLL CALL

Mayor Robert C. Gonzales
Vice Mayor Joel Fajardo
Councilmember Antonio Lopez
Councilmember Jaime Soto
Councilmember Sylvia Ballin

PLEDGE OF ALLEGIANCE

Mayor Robert C. Gonzales

APPROVAL OF AGENDA

PUBLIC STATEMENTS – WRITTEN/ORAL

There will be a three (3) minute limitation per each member of the audience who wishes to make comments in order to provide a full opportunity to every person who desires to address the City Council. Only matters contained in this notice may be considered.

STUDY SESSION

1) FISCAL YEAR 2016-2017 BUDGET STUDY SESSION NO. 2

Recommend that the City Council review and discuss the Fiscal Year 2016-2017 Proposed Budget.

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting.

Elena G. Chávez, City Clerk
Signed and Posted: June 9, 2016 (6:00 p.m.)

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting in the City Clerk's Office. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk's Office at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at www.sfcity.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the City Clerk's Office at (818) 898-1204 at least 48 hours prior to the meeting.

Special Meeting
San Fernando City Council

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To: Mayor Robert C. Gonzales and Councilmembers

From: Brian Saeki, City Manager
By: Nick Kimball, Finance Director

Date: June 13, 2016

Subject: Fiscal Year 2016-2017 Budget Study Session No. 2

RECOMMENDATION:

It is recommended that the City Council:

- a. Review and discuss the Fiscal Year (FY) 2016-2017 Proposed Budget, including updated list of changes to the Proposed Budget; and
- b. Provide direction regarding City Council Priorities marked as “Appropriation is not included in Proposed Budget. City Council direction is needed to include additional funds in the Proposed Budget;” and
- c. Provided additional direction, as necessary.

BACKGROUND:

1. On February 16, 2016, the City Council received a presentation of the FY 2014-2015 final audited financials, FY 2015-2016 Mid-Year Budget update, and FY 2016-2017 budget outlook. This marked the kick-off of the FY 2016-2017 budget season.
2. During the months of March 2016 and April 2016, the Finance Department and City Manager met with each Department to develop the FY 2016-2017 Proposed Budget, which includes revenues and expenditures for the General Fund, Enterprise Funds, and all Special Revenue Funds.
3. On May 5, 2016, staff issued the FY 2016-2017 Proposed Budget to City Council and posted it on the City website as part of the agenda packet.
4. On May 9, 2016, the City Council held Budget Study Session No. 1 to present and discuss the Proposed FY 2016-2017 Budget.

ANALYSIS:

The discussion at the May 9, 2016 Budget Study Session focused primarily on each Department's operating budget and capital improvement funding for FY 2016-2017. During the Study Session, a few additional follow-up items (excluding Council Priorities) were identified for possible inclusion in the upcoming budget. Vice Mayor Fajardo requested an estimated cost for the City paying for a recount in the case of extremely close election results. Councilmember Ballin requested consideration to upgrade the Part-time Deputy City Clerk to a full-time position. Councilmember Soto requested consideration for a Webmaster position. The remainder of the items that have a budgetary impact are related to City Council priorities.

Election Recount

Vice Mayor Fajardo requested an estimated cost for the City to pay for a recount in instances of close election results. The estimated cost of a typical recount is approximately \$5,000. If directed, staff can develop a policy for consideration by City Council for City paid election recounts. More information on potential budget impact and funding options will be provided as part of the policy presented to City Council for future consideration.

Staffing Levels

Councilmember Ballin requested the cost to upgrade the part-time Deputy City Clerk to full-time and Councilmember Soto requested the cost to hire a full-time Webmaster. The costs for these two positions are an additional \$48,664 and \$90,000 respectively and include health, fringe, and retirement benefits.

As discussed in the City Manager's Proposed Budget Message, no staffing increases are recommended for FY 2016-2017. The focus of this budget cycle is to reduce the operating budget deficit and General Fund deficit fund balance as expeditiously as possible in anticipation of Measure A expiring. Increasing staff costs will increase the operating budget deficit and extend the timetable for being operationally balanced.

Last year, Department staff were asked to submit staff positions that would enhance the City's operational efficiency. A summary of those requests is provided as Attachment "A." Management evaluated those needs as a whole and prioritized the top five most needed positions. The primary criteria for evaluating each position was the extent to which the position would address City-wide Strategic Goals (Attachment "B") and City Council Priorities (Attachment "C").

The overwhelming majority of Strategic Goals and City Council Priorities require the skills and ability to: a) analyze procedural, operational, financial or budgetary problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations; b) collect,

evaluate and interpret data, either in statistical or narrative form; 3) prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience; 4) communicate effectively, both orally and in writing; 5) understand, interpret, explain and apply applicable laws, codes and ordinances; 6) represent the City effectively in dealings with other municipalities, agencies and the public; and 7) present proposals and recommendations clearly, logically and persuasively.

These skills and abilities are typically characteristic of professional level positions, such as engineers, analysts, managers, and executive management, which work independently with minimal supervision. Consequently, the top five needed positions are professional level positions that would have a direct impact on moving the City Strategic Goals and City Council Priorities forward.

Strategic Goals and Council Priorities

City-wide Strategic Goals should articulate City-wide long-term strategic goals and objectives that the organization strives to achieve over the next three to five years. They provide broad context for budget development to ensure staff is working toward achieving the organization's long-term objectives.

In contrast, City Council Priorities are specific short-term items that are reasonably achievable in the upcoming fiscal year. They provide each Councilmember with the opportunity to introduce a short-term project or program that fits within the long-term objectives.

To facilitate the discussion, staff slightly updated the FY 2015-2016 City-wide Strategic Goals for FY 2016-2017 and has included them as Attachment "B" for City Council's consideration. Staff is requesting direction to edit, delete, or add goals as the City Council sees fit.

Additionally, each City Councilmember has identified his/her priorities for the upcoming year. Staff has assigned: 1) estimated cost; 2) required resources (e.g. specialized equipment, staff time, consultant contract, etc.); and 3) estimated time to complete to each City Council Priority (Attachment "C").

These Priorities were discussed very briefly at the May 19, 2016 Budget Study Session and each Priority has been updated and assigned a Work Plan as follows:

- a) Funding included in Proposed Budget as part of a departmental work plan and will be implemented upon adoption of the budget.
- b) Appropriation is not included in Proposed Budget. City Council direction is needed to include additional funds in the Proposed Budget.

- c) Requires significant research and analysis by staff and separate consideration by City Council. Item will be brought back by staff during the fiscal year for further discussion.

Staff is requesting direction from City Council on all Council Priority items marked “b.”

Other Changes to Proposed Budget

Subsequent to the Budget Study Session on May 9, 2016, there have been a number of recommended adjustments to the Proposed Budget (Attachment “D”). The adjustments are primarily the result of information received by staff after printing the proposed budget and making adjustments to some special revenue funds to ensure positive fund balances.

BUDGET IMPACT:

In accordance with the City’s Budget Policy, the FY 2016-2017 Proposed General Fund Budget represents a balance budget, with General Fund revenues of \$18.217 million and expenditures of \$17.789 million. The estimated cost for the additional items requested by City Council are below. These costs are not currently included in the Proposed Budget and require City Council direction:

Election recount:

- Approximately \$5,000

Staffing levels:

- Deputy City Clerk - \$41,865 to \$48,664/year
- Webmaster – Approximately \$90,000/year

City Council Priorities:

- Refer to Attachment “C”

CONCLUSION:

The objective of the FY 2016-2017 Proposed Budget is three-fold: 1) reduce the operating budget deficit; 2) reduce the General Fund deficit fund balance; and 3) fund critical one-time needs to upgrade the City’s infrastructure. With Measure A expiring in four (4) years, staff’s focus is to reduce the General Fund’s annual operating deficit and deficit fund balance as quickly as possible while balancing the need for critical infrastructure upgrades to the City’s technology, streets, sewer system, and water system.

Staff is seeking City Council direction regarding additional items, if any, to include in the FY 2016-2017 Proposed Budget.

ATTACHMENTS:

- A. Prioritized Departmental staffing needs
- B. Citywide Strategic Goals for FY 2016-2017
- C. City Council Priorities for FY 2016-2017
- D. Changes to Proposed Budget
- E. Capital Improvement Program

ATTACHMENT A

Personnel Enhancement Request Summary Fiscal Year 2016-2017

Priority	Requested Position	Dept	Add'l Fully Burdened Cost	Brief Job Description
1	City Engineer	Public Works	160,000	Necessary to manage the City's Capital Improvement Program, including street, sewer and water improvements. Responsibilities include performing professional and technical engineering duties for the City, including planning and supervising design and construction of Public Works projects, plan checking, system design, and maintaining official maps of the City. May be partially funded by Water/Sewer.
2	Management Analyst	Admin	95,000	Necessary to support the Economic Development program, Grant awards, budget development, and special projects (such as cost of doing business, citywide policy update, user fee and developer impact fee updates, etc.). Responsibilities include identifying, studying, and recommending solutions to policy and/or program issues. Conducting fiscal/economic impact studies, cost/benefit analysis, surveys, trend analysis, etc. Researching and drafting new/revised policies, ordinances, and resolutions. Drafting agenda reports and managing special projects.
3	Police Captain	PD	225,000	Necessary for succession planning to ensure qualified in-house personnel are provided with the opportunity to learn the duties of Police Chief. Under administrative direction from the Police Chief, plans, organizes, directs and evaluates the activities and personnel of the Police Department; assists in the general administration of the department; and performs related duties as assigned.
4	Community Preservation Officer	Comm Dev	95,000	Necessary to increase targeted enforcement in commercial areas, reduced ongoing enforcement cases.
5	Budget Analyst	Finance	95,000	Necessary to support Finance Director in preparation of the annual operating and capital budget, prepare quarterly budget reports to departments and Council, work with departments to develop and implement citywide goals and objectives, keep updated on best practices in budgeting and financial management, analyze budget to actual variances and present information to Management, provide highly responsible and complex administrative support to Finance Director, manage oversight of contracts and grants programs, etc.
	Sr. Accountant	Finance	95,000	Necessary to prepare all high level accounting entries, review, sign and post all journal entries, coordinate all annual audits, perform bank reconciliations, develop and institute internal control policies, procedures and best practices (eg. Cash handling policy), supervise accounting staff, etc.
	Assistant Planner	Comm Dev	80,000	Necessary to work public counter, assist with zoning inquiries, processing entitlements, etc.
	Police Sergeant	PD	155,000	Additional frontline supervisor for relief shift and traffic division.

**Personnel Enhancement Request Summary
Fiscal Year 2016-2017**

Priority	Requested Position	Dept	Add'l Fully Burdened Cost	Brief Job Description
	Police Records Specialist	PD	70,000	Under general supervision, leads and participates in the work of employees engaged in records management support functions in the Police Department; operates computerized records management and ancillary equipment in the processing of confidential and varied reports and data into records management systems; validates information and verifies accuracy of data; performs public counter duties including accepting payments; oversees Live Scan fingerprinting and background checks; and performs related duties as assigned.
	Secretary to the Chief	PD	105,000	Executive and confidential secretary duties for Chief.
	Upgrade P/T Deputy City Clerk to F/T	Admin	50,000	Provide support to the City Clerk and City Council with agenda preparation, public records requests, and records management.
	Public Information Officer	Admin	97,000	Maintain positive relations between the public and City, communicate with the media, maintain the City's website, social media and coordinate City events.
	Recreation Coordinator	RCS	80,000	Assist Recreation Supervisor indevelopment and implementation of recreational programming , including youth sports, adult sports, wellness program (Healthy SF, 100 Citizens). Provide administrative support to division and manage part-time staff.
	Water Conservation Coodinator	Public Works	97,000	Implement, coordinate and monitor water conservation programs. Maintain and analyze water conservation records and researchs and implements best management practices for water conservation.
	Reclass CPO to Sr. CPO	Comm Dev	11,000	Administration and long range planning, reduced ongoing enforcement cases by working with City Attorney to process nuisance abatement hearings
	Reclass Secretary to Admin Coordinator	Comm Dev	7,500	Process bldg permits, process planning fees and payment of code enforcement violations, oversee outstanding Housing and CDBG rehab and FHB loans.
	Police Records Specialist - P/T	PD	35,000	Under general supervision, leads and participates in the work of employees engaged in records management support functions in the Police Department; operates computerized records management and ancillary equipment in the processing of confidential and varied reports and data into records management systems; validates information and verifies accuracy of data; performs public counter duties including accepting payments; and performs related duties as assigned.
Total Ongoing Personnel Cost			1,552,500	



**City-wide Strategic Goals
Fiscal Year 2016-2017**

1. Continue to stabilize the City's finances by maintaining a balanced budget, continuing to reduce the General Fund deficit, and re-establishing reserve balances in a number of critical funds, including, but not limited to, the General Fund, Self-Insurance Fund, and Equipment Replacement Fund.
2. Continue outreach and opposition of the California High Speed Rail route through San Fernando and adjacent communities.
3. Pursue Economic Development opportunities to bolster the City's revenue and enhance the City of San Fernando's profile.
4. Increase capital expenditures to address critical infrastructure needs, including, but not limited to, addressing deferred maintenance of City streets, water and sewer systems, and sidewalks.
5. Increase the City's use of technology to work more efficiently, increase transparency for citizens and stakeholders, and provide enhanced customer service.
6. Offer top notch recreation programs through the Healthy San Fernando initiative and explore opportunities to expand sports programs.
7. Pursue grant funding that addresses a need and provides a net benefit to the City.
8. Continue to review and update the City's policies and procedures.
9. Explore opportunities for community and cultural programs.
10. Increase water conservation efforts, including, but not limited to, community outreach and implementation of water conservation programs.



City Council Budget Priority Items Fiscal Year 2016-2017

Robert C. Gonzales, Mayor:

Priority	Est. Resources	Est. Cost	Work Plan
1. Create and implement Little Free Library Program	Staff time	\$2,500	b)
2. Develop Economic Development Strategy	Staff time; Consultants	\$5,000 min.	a)

Joel Fajardo, Vice Mayor:

Priority	Est. Resources	Est. Cost	Work Plan
1. Create and implement a Rent Control Program (shared goal with Councilmember Ballin)	Staff time; City Attorney time	\$10,000 min.	c)
2. Develop comprehensive list of all deferred maintenance and needed infrastructure improvements.	Staff time	80 – 100 hrs staff time	a)

Sylvia Ballin, Councilmember:

Priority	Est. Resources	Est. Cost	Work Plan
1. Create and implement a Rent Control Program (shared goal with Vice Mayor Fajardo)	See above	See above	c)
2. Evaluation of traffic flow and parking in the Civic Center Area	Staff time; Consultants; Equipment	\$2,500 min.	b)

Antonio Lopez, Councilmember:

Priority	Est. Resources	Est. Cost	Work Plan
1. Explore possibility of building a pedestrian bridge over the existing rail right-of-way connecting residents and businesses on 1 st Street to the Downtown Area	Staff time; Consultants	TBD	c)
2. Implementation of the Neighborhood Preservation and Revitalization Program	Staff time	\$5,000 min.	c)

Jaime Soto, Councilmember:

Priority	Est. Resources	Est. Cost	Work Plan
1. Create and implement a motorcycle officer traffic enforcement program in the Police Department	Staff time; Equipment	\$25,000 equip	c)
2. Purchase additional holiday decorations and perform related electrical upgrades along Maclay Avenue and San Fernando Mission Boulevard	Staff time; Equipment	Up to \$25,000	b)

Work Plan Key:

- a) Funding included in Proposed Budget as part of departmental work plan and will be implemented upon adoption of the budget.
- b) Appropriation not included in Proposed Budget. Council direction is needed to include additional funds in the Proposed Budget.
- c) Requires significant research and analysis by staff and separate consideration by City Council. Item will be brought back by staff during the fiscal year for further discussion.

**City of San Fernando
 Adjustments to Proposed Budget
 Fiscal Year 2016-2017**

ATTACHMENT D

001 - GENERAL FUND				
Beginning Fund Balance:		(4,236,519)		
Proposed Revenue Total		18,216,591		
<i>Account - Description</i>	<i>Proposed Estimate</i>	<i>Revised Estimate</i>	<i>Change</i>	
N/A	-	-	-	
<i>Total Revenue Adjustments</i>		-	-	-
Revised Revenue Total		18,216,591		
<hr/>				
Proposed Expenditure Total		17,768,756		
<i>Account - Description</i>	<i>Proposed Appropriation</i>	<i>Revised Appropriation</i>	<i>Difference</i>	
001-130-0000-4103 Wages, Part Time	21,937	21,937	-	Reclassify Cashier (PT) to Personnel Assistant (PT) and reduce PT hours from 2,000 to 1,560.
001-190-0000-4260 Contractual Services	59,000	91,000	32,000	Increase in Animal Control Costs (\$5k) and Admin cost for BoE Trans. Fee (\$27k)
001-422-0000-4103	150,000	165,000	15,000	One-time increase to due to loss of afterschool program.
<i>Total Expenditure Adjustments</i>		230,937	277,937	47,000
Revised Expenditure Total		17,815,756		
Operating Surplus(Deficit)		400,835		
Ending Fund Balance:		(3,835,684)		
008 - PROPOSITION C - TRANSIT DEVELOPMENT FUND				
Beginning Fund Balance:		10,541		
Proposed Revenue Total		373,229		
<i>Account - Description</i>	<i>Proposed Estimate</i>	<i>Revised Estimate</i>	<i>Change</i>	
008-3210-0000 Sales and Use Tax	373,229	376,500	3,271	Increase proposed revenue
<i>Total Revenue Adjustments</i>		373,229	376,500	3,271
Revised Revenue Total		376,500		
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Proposed Expenditure Total		392,015		
<i>Account - Description</i>	<i>Proposed Appropriation</i>	<i>Revised Appropriation</i>	<i>Difference</i>	
008-311-0000-4500 Capital Projects	100,000	95,000	(5,000)	Reduce exp. to increase fund balance
<i>Total Expenditure Adjustments</i>		100,000	95,000	(5,000)
Revised Expenditure Total		387,015		
Operating Surplus(Deficit)		(10,515)		
Ending Fund Balance:		26		

**City of San Fernando
 Adjustments to Proposed Budget
 Fiscal Year 2016-2017**

ATTACHMENT D

011 - STATE GAS TAX FUND				
Beginning Fund Balance:				(69,672)
Proposed Revenue Total				556,000
<i>Account - Description</i>	<i>Proposed Estimate</i>	<i>Revised Estimate</i>		<i>Change</i>
N/A	-	-		-
<i>Total Revenue Adjustments</i>		-	-	-
Revised Revenue Total				556,000
<hr/>				
Proposed Expenditure Total				533,692
<i>Account - Description</i>	<i>Proposed Appropriation</i>	<i>Revised Appropriation</i>		<i>Difference</i>
011-311-0558-4260 Contractual Services	100,000	50,000		(50,000) Reduce exp. to increase fund balance
<i>Total Expenditure Adjustments</i>		100,000	50,000	(50,000)
Revised Expenditure Total				483,692
Operating Surplus(Deficit)				72,308
Ending Fund Balance:				2,636
053 - COMMUNITY INVESTMENT FUND				
Beginning Fund Balance:				8,237
Proposed Revenue Total				10,000
<i>Account - Description</i>	<i>Proposed Estimate</i>	<i>Revised Estimate</i>		<i>Change</i>
ICFA Comm Investment Funds	-	15,000		15,000 Independent Cities Financing Authority Community Investment Funds
<i>Total Revenue Adjustments</i>		-	15,000	15,000
Revised Revenue Total				25,000
<hr/>				
Proposed Expenditure Total				10,000
<i>Account - Description</i>	<i>Proposed Appropriation</i>	<i>Revised Appropriation</i>		<i>Difference</i>
053-115-0000-4390 Education Comm. Exp	-	7,500		7,500 2015-16 ICFA comm invest funds
053-420-0000-4xxx Special education prg	-	7,500		7,500 2014-2015 ICFA comm invest funds
<i>Total Expenditure Adjustments</i>		-	15,000	15,000
Revised Expenditure Total				25,000
Operating Surplus(Deficit)				-
Ending Fund Balance:				8,237

**City of San Fernando
 Adjustments to Proposed Budget
 Fiscal Year 2016-2017**

ATTACHMENT D

072 - SEWER FUND				
Beginning Fund Balance:				4,243,073
Proposed Revenue Total				2,957,000
<i>Account - Description</i>	<i>Proposed Estimate</i>	<i>Revised Estimate</i>		<i>Change</i>
N/A	-	-		-
<i>Total Revenue Adjustments</i>		-	-	-
Revised Revenue Total				2,957,000
<hr/>				
Proposed Expenditure Total				5,386,497
<i>Account - Description</i>	<i>Proposed Appropriation</i>	<i>Revised Appropriation</i>		<i>Difference</i>
072-360-0000-4105 Overtime	15,000	40,000		25,000
				One-time increase to OT to address sewer jetting needs identified by CCTV.
<i>Total Expenditure Adjustments</i>		15,000	40,000	25,000
Revised Expenditure Total				5,411,497
Operating Surplus(Deficit)				(2,454,497)
Ending Fund Balance:				1,788,576
103 - GRIDLEY ELEMENTARY GRANT FUND				
Beginning Fund Balance:				-
Proposed Revenue Total				121,700
<i>Account - Description</i>	<i>Proposed Estimate</i>	<i>Revised Estimate</i>		<i>Change</i>
103-3697-0103 Grant Funds	121,700	-		(121,700)
				Reflect discontinuance of program
<i>Total Revenue Adjustments</i>		121,700	-	(121,700)
Revised Revenue Total				-
<hr/>				
Proposed Expenditure Total				121,700
<i>Account - Description</i>	<i>Proposed Appropriation</i>	<i>Revised Appropriation</i>		<i>Difference</i>
103-420-0000-4xxx Operating Expenses	121,700	-		(121,700)
				Reflect discontinuance of program
<i>Total Expenditure Adjustments</i>		121,700	-	(121,700)
Revised Expenditure Total				-
Operating Surplus(Deficit)				-
Ending Fund Balance:				-

**City of San Fernando
 Adjustments to Proposed Budget
 Fiscal Year 2016-2017**

ATTACHMENT D

104 - MORNINGSIDE ELEMENTARY GRANT FUND				
Beginning Fund Balance:				-
Proposed Revenue Total				121,700
<i>Account - Description</i>	<i>Proposed Estimate</i>	<i>Revised Estimate</i>	<i>Change</i>	
104-3697-0104 Grant Funds	121,700	-	(121,700)	Reflect discontinuance of program
<i>Total Revenue Adjustments</i>	<u>121,700</u>	<u>-</u>	<u>(121,700)</u>	
Revised Revenue Total				-
<hr/>				
Proposed Expenditure Total				121,700
<i>Account - Description</i>	<i>Proposed Appropriation</i>	<i>Revised Appropriation</i>	<i>Difference</i>	
104-420-0000-4xxx Operating Expenses	121,700	-	(121,700)	Reflect discontinuance of program
<i>Total Expenditure Adjustments</i>	<u>121,700</u>	<u>-</u>	<u>(121,700)</u>	
Revised Expenditure Total				-
Operating Surplus(Deficit)				-
Ending Fund Balance:				-

CAPITAL IMPROVEMENT PROGRAM

Capital Improvement Program – Project Status

Project Number	Category	Project Name	Status
0560	Street and Sidewalk Improvements	Annual Street Resurfacing Project	On Target – Bidding Ongoing
0857	Water Improvements	Water Quality – Nitrate Treatment Project	Completed. Awaiting LA DWP electrical connection
0178	Street and Sidewalk Improvements	Brand Boulevard Landscaping	Completed: March 2016
3636	Street and Sidewalk Improvements	Safe Routes to School, Cycle 7	In Construction Est. Completion: June 2016
3661	Facility Improvements	Compressed Natural Gas Fueling Station	Evaluating Bids Est. Completion: June 2017
0138	Street and Sidewalk Improvements	CDBG Street Resurfacing Project	Awaiting County Approval of Specifications Est. Completion: Aug. 2016
0842	Stormwater Improvements	Stormwater Catch Basin Inserts	Awaiting County Approval of Specifications Est. Completion: Dec. 2016
0881	Facility Improvements	Housing Related Parks Grant - Recreation Park Improvements	Completed: May 2016
3665	Traffic and Pedestrian Safety	Highway Safety Improvement Program – Pedestrian Signals	On Target Est. Completion: Aug. 2017
TBD	Sewer Improvements	Sewer CCTV and Flow Monitoring	CCTV and Flow Monitoring Complete; Awaiting Report from Contractor Est. Completion: Aug. 2016
TBD	Parking Improvements	Modified Plans – Trash Enclosures Only	Est. Completion: Sept. 2016
0558	Street and Sidewalk Maintenance	Street Patching/Striping	Ongoing

Title: Safe Routes to School Project – Cycle 7
Category: Street and Sidewalk Improvements
Project: 3636

SOURCES		
Fund	Account Number	Allocation
Safe Routes to School (Grant)	010-370-3636-4600	\$ 595,674
Measure R (Match)	012-311-3636-4600	\$ 191,581
		\$
Total Sources:		\$ 787,255

USES		
Activity	Account Number	Cost
Preliminary Engineering	010/012-311-3636-4600	\$ 24,080
Inspection	010/012-311-3636-4600	\$ 25,000
Construction	010/012-311-3636-4600	\$ 595,195
Contingency (15%)	010/012-311-3636-4600	\$ 90,000
Expenditures-to-Date (if applicable)		
Planning/Design	019/118-423-0118-4600	\$ 52,980
Total Uses		\$ 787,255

ACTIVITY	START	DURATION	MONTH					
			A	M	J	J	A	S
Project Duration	A	60 DAYS						
Work Period	A	60 DAYS						

Project Description:

Project involves traffic safety and traffic calming enhancements along local school routes. The bulk of this project is funded through the State of California Safe Routes to School Program, with a total approved grant of \$595,674, with \$191,581 in additional funding from Measure R funds. The project includes the installation of new traffic striping, signage, accessible curb ramps, and sidewalk improvements.

Title: Stormwater/NPDES – Catch Basin Inserts

Category: Stormwater Improvements

Project: 0842

SOURCES		
Fund	Account Number	Allocation
Refuse Fund	073-350-0842-4500	\$ 100,000
Capital Outlay	032-311-0842-4500	\$ 95,000
Total Sources:		\$ 195,000

USES		
Activity	Account Number	Cost
Permitting	073-350-0842-4300	\$ 15,000
Inspection	073-350-0842-4260	\$ 15,000
Construction	032/073-0842-4500	\$ 150,000
Contingency (15%)	032/073-0842-4500	\$ 15,000
Expenditures-to-Date (if applicable)		
Planning/Design		\$ 0
Total Uses		\$ 195,000

ACTIVITY	START	DURATION	MONTH					
			A	M	J	J	A	S
Project Duration	A	120 DAYS	█	█	█	█	█	█
County Inspection/Permit	A	60 DAYS	█	█				
Advertisement	J				█			
City Council Award of Contract	7/5					█		
Work Period		60 DAYS				█	█	█

Project Description:

Retrofit all existing City and Los Angeles County Flood Control District (LACFCD) catch basins within the city limits in order to comply with the Trash Total Maximum Daily Load (Trash TMDL) requirements established by the Los Angeles Regional Water Quality Control Board. On July 7, 2009 the Los Angeles Regional Water Quality Board established a Trash TMDL requiring installation of full capture devices to achieve 100% reduction by October 31, 2016.

Title: Street Resurfacing
Category: Street and Sidewalk Improvements
Project: 0560

SOURCES		
Fund	Account Number	Allocation
Proposition C (FY 2016=\$143,500; FY 2017=\$45,000)	008-311-0560-4600	\$ 188,500
Measure R	012-311-0560-4600	\$ 619,000
STP-L	022-311-0560-4600	\$ 281,000
Water Fund	070-385-0560-4600	\$ 420,000
Total Sources:		\$ 1,508,500

USES		
Activity	Account Number	Cost
Inspection	012-311-0560-4600	\$ 60,000
Construction	008/012/022/070-0560-4600	\$ 1,200,000
Contingency (15%)	008/012/022/070-0560-4600	\$ 178,500
Expenditures-to-Date (if applicable)		
Planning/Design	012-311-0560-4600	\$ 70,000
Total Uses		\$ 1,508,500

ACTIVITY	START	DURATION	MONTH						
			A	M	J	J	A	S	
Project Duration	A	90 DAYS							
Advertisement	A								
City Council Award of Contract	5/16								
Work Period		90 DAYS							

Project Description:

Annual Street Resurfacing Program: Overlay, remove and replace sidewalks, curb and gutter work, street repaving on Warren (between N. Maclay and Harding); Brand (between Glenoaks and 8th); Macneil (between Lucas and dead end); Lucas (between Maclay and Brand), 8th street (between Hubbard and Maclay); Phillippi (between Harding and Cul-de-sac).

Title: **CDBG Street Resurfacing**

Category: **Street and Sidewalk Improvements**

Project: **0138**

SOURCES		
Fund	Account Number	Allocation
CDBG	026-3693-138	\$ 245,000
Total Sources:		\$ 245,700

USES		
Activity	Account Number	Cost
Inspection	026-311-0138-4260	\$ 15,000
Construction	026-311-0138-4000	\$ 195,000
Contingency (10%)	026-311-0138-4200	\$ 20,000
Expenditures-to-Date (if applicable)		
CDBG Admin	026-311-0138-4270	\$ 15,000
Total Uses		\$ 245,000

ACTIVITY	START	DURATION	MONTH					
			A	M	J	J	A	S
Project Duration	A	90 DAYS						
Advertisement	M							
City Council Award of Contract	6/6							
Work Period		60 DAYS						

Project Description:

Repaving S. Huntington Street (between San Fernando Road and Hollister Street); includes removing and replacing sidewalk, curb and gutter and trees. Additionally, sidewalk, curb and gutter repairs, and tree replacement will be performed on Celis Street, Pico Street, and Hollister Street

Title: Parking Lot Trash Enclosures

Category: Parking Improvements

Project: TBD

SOURCES		
Fund	Account Number	Allocation
Parking and Maintenance	029-0000-4600	\$ 150,000
Total Sources:		\$ 150,000

USES		
Activity	Account Number	Cost
Inspection	029-335-0000-4600	\$ 15,000
Construction	029-335-0000-4600	\$ 100,000
Contingency (10%)	029-335-0000-4600	\$ 10,000
Expenditures-to-Date (if applicable)		
Planning/Design	029-335-0000-4600	\$ 25,000
Total Uses		\$ 150,000

ACTIVITY	PLAN START	PLAN DURATION	MONTH						
			A	M	J	J	A	S	
Project Duration		75 DAYS							
Project Advertisement	J	30 DAYS							
City Council Award of Contract	7/18								
Construction	A	45 DAYS							

Project Description:

Modifications to Parking Lot 5N, include but are not limited to crack sealing, asphalt overlay, reconfiguration of parking stalls and traffic flow, reconstruction of trash enclosure, parking light upgrades, driveway elimination and relocation, and landscaping amenities.

Title: CNG Station
Category: Facility Improvements
Project: 3661

SOURCES		
Fund	Account Number	Allocation
FTA Grant	010-310-3661-4600	\$ 1,350,000
AQMD/MSRC Grant*	010-310-3661-4600	\$ 387,091
AB 2766	016-310-3661-4600	\$ 30,000
Total Sources:		\$ 1,770,000

USES		
Activity	Account Number	Cost
PM	010/016-310-3661-4600	\$ 25,000
Staff	010/016-310-3661-4600	\$ 55,000
Construction	010/016-310-3661-4600	\$ 1,400,000
Contingency (15%)	010/016-310-3661-4600	\$ 210,000
Expenditures-to-Date (if applicable)		
Planning/Design	010/016-310-3661-4600	\$ 25,000
Total Uses		\$ 1,690,000

ACTIVITY	START	DURATION	MONTH							
			A	M	J	J	A	S	O	
Project Duration	J	180 DAYS								
City Council Award of Contract	6/20									
Design/Construction Period	J	120 DAYS								

Project Description:

CNG fueling station upgrades at our facility located at 120 Macneil Street. Project will include the design, engineering, fabrication, installation, commissioning, testing and training associated with the CNG station equipment upgrades. The project also includes replacement of bus shelters in major commercial corridors (\$250,000). This project is financed in part with Federal funds and requires compliance with applicable laws and regulations.

* Need to accept Grant and appropriate funds.

Title: Highway Safety Improvement Program – Pedestrian Signals

Category: Traffic Signal Improvements

Project: 3665

SOURCES		
Fund	Account Number	Allocation
HSIP Grant*	010-310-3665-4600	\$ 60,000
Administration/Engineering – Gas Tax	011-311-3665-4270	\$ 10,000
Total Sources:		\$ 70,000

USES		
Activity	Account Number	Cost
Inspection		\$ 7,000
Construction		\$ 45,000
Contingency (15%)		\$ 6,000
Expenditures-to-Date (if applicable)		
Design/Labor Compliance		\$ 12,000
Total Uses		\$ 70,000

ACTIVITY	START	DURATION	MONTH						
			A	M	J	J	A	S	
Project Duration	A	90 DAYS							
Advertisement	J								
City Council Award of Contract	7/5								
Work Period		60 DAYS							

Project Description:

The upgrade and installation of countdown pedestrian signal heads on designated streets within the City. This project will mainly be funded by federal funds

* Need to accept grant and appropriate funds.

PROPOSED CAPITAL PROJECTS

Title: Glenoaks Boulevard Resurfacing
Category: Street and Sidewalk Improvements
Project: TBD

SOURCES		
Fund	Account Number	Allocation
Measure R	012-311-xxxx-4600	\$ 1,467,000
Cal Recycle Grant*	010-311-xxxx-4600	\$ 98,000
Total Sources:		\$ 1,565,000

USES		
Activity	Account Number	Cost
Design	012-311-xxxx-4600	\$ 75,000
Staff	012-311-xxxx-4600	\$ 50,000
Construction	010/012-311-xxxx-4600	\$ 1,250,000
Contingency (15%)	010/012-311-xxxx-4600	\$ 190,000
Expenditures-to-Date (if applicable)		
		\$ 0
Total Uses		\$ 1,565,000

Project Description:

Asphalt improvements and re-pavement of Glenoaks Boulevard from East City Limit to West City Limit; may include water and sewer repair, construction of median islands and upgrades.

* Need to accept grant and appropriate funds.



Title: Annual Resurfacing
Category: Street and Sidewalk Improvements
Project: TBD

SOURCES		
Fund	Account Number	Allocation
Measure R	012-311-xxxx-4600	\$ 1,080,000
Total Sources:		\$ 1,080,000

USES		
Activity	Account Number	Cost
Design	012-311-xxxx-4600	\$ 60,000
Staff	012-311-xxxx-4600	\$ 40,000
Construction	012-311-xxxx-4600	\$ 850,000
Contingency (15%)	012-311-xxxx-4600	\$ 130,000
Expenditures-to-Date (if applicable)		\$ 0
Total Uses		\$ 1,080,000

Project Description:

Annual Street Repair Program: May include sidewalk, curb and gutter, driveway approach, trees, plus water and sewer replacement.



Title: **CDBG Street Resurfacing**
Category: **Street and Sidewalk Improvements**
Project: **TBD**

SOURCES		
Fund	Account Number	Allocation
CDBG	026-311-xxxx-4600	\$ 240,000
Total Sources:		\$ 240,000

USES		
Activity	Account Number	Cost
Inspection	026-311-xxxx-4600	\$ 20,000
Construction	026-311-xxxx-4600	\$ 200,000
Contingency (10%)	026-311-xxxx-4600	\$ 20,000
Expenditures-to-Date (if applicable)		\$ 0
Total Uses		\$ 240,000

Project Description:

Street Resurfacing: Includes sidewalk, curb and gutter, driveway approach and trees.
Location: Alexander Street (between 1st and Larson).



Title: Sewer Improvements
Category: Sewer Improvements
Project: TBD

SOURCES		
Fund	Account Number	Allocation
Sewer	072-365-xxxx-4600	\$ 500,000
Total Sources:		\$ 500,000

USES		
Activity	Account Number	Cost
Inspection	072-365-xxxx-4600	\$ 50,000
Construction	072-365-xxxx-4600	\$ 410,000
Contingency (10%)	072-365-xxxx-4600	\$ 40,000
Expenditures-to-Date (if applicable)		
Total Uses		\$ 500,000

Project Description:

This includes Point repair, upgrades and rehabilitation of City Sewer System.



CAPITAL IMPROVEMENT PROGRAM

Title: Urban Water Management Plan

Category: Water Improvements

Project: TBD

SOURCES		
Fund	Account Number	Allocation
Water	070-385-xxxx-4600	\$ 488,600
Total Sources:		\$ 488,600

USES		
Activity	Account Number	Cost
Capital Projects	070-385-xxxx-4600	\$ 488,600
Expenditures-to-Date (if applicable)		
Total Uses		\$ 488,600

Project Description:

The Urban Water Management Act (AB 797) requires all California urban water retailers supplying more than 3,000 acre-feet per year, or providing water to more than 3,000 customers, to develop an Urban Water Management Plan (UWMP) and update it every five years. The report outlines the city's long term water resource planning to ensure it meets its customers' existing and future water demands.



Title: Layne Park Improvements
Category: Facility Improvements
Project: TBD

SOURCES		
Fund	Account Number	Allocation
HRP Grant	TBD	\$ 200,000
Total Sources:		\$ 200,000

USES		
Activity	Account Number	Cost
Inspection	TBD	\$
Construction	TBD	\$
Contingency (10%)	TBD	\$
		\$
Expenditures-to-Date (if applicable)		
Total Uses		\$ 200,000

Project Description:

Submitted Housing Related Parks grant application to make various facility and play equipment improvements at Layne Park. Funds to be allocated by City Council upon grant award and acceptance.

Title: Electric Vehicle Charging Stations

Category: Other Improvements

Project: TBD

SOURCES		
Fund	Account Number	Allocation
AQMD/MSRC Grant	TBD	\$ 100,000
Total Sources:		\$ 100,000

USES		
Activity	Account Number	Cost
Inspection	TBD	\$
Construction	TBD	\$
Contingency (10%)	TBD	\$
		\$
Expenditures-to-Date (if applicable)		
Total Uses		\$ 100,000

Project Description:

Submitted application for grant to install electric vehicle charging stations in City owned parking lots. Funds to be allocated by City Council upon grant award and acceptance.