



# ADOPTED BUDGET

## Fiscal Year

## 2012 - 2013



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# **CITY OF SAN FERNANDO**

## **DIRECTORY OF OFFICIALS**

**Fiscal Year 2012-2013**

### **CITY COUNCIL**

#### **MAYOR**

BRENDA ESQUEDA

#### **MAYOR PRO TEM**

ANTONIO LOPEZ

#### **COUNCILMEMBERS**

MARIBEL DE LA TORRE

SYLVIA BALLIN

MARIO HERNANDEZ

#### **CITY TREASURER**

MARGARITA SOLIS

### **ADMINISTRATION AND DEPARTMENT HEADS**

CITY ADMINISTRATOR	AL HERNÁNDEZ
COMMUNITY DEVELOPMENT DIRECTOR	VACANT
FINANCE MANAGER	VACANT
POLICE CHIEF	VACANT
PUBLIC WORKS DIRECTOR	RON RUIZ
RECREATION & COMMUNITY SERVICES MANAGER	ISMAEL AGUILA

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**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FISCAL YEAR 2012 - 2013**

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ADOPTED BUDGET  
FISCAL YEAR 2012 - 2013**

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City of San Fernando  
FY 2012-2013

General Fund Projected Actual by Source Comparison to Adopted Budget

General Fund	FY 2010-2011 Actuals	Projected Actual FYE 2012	Current 2011/2012 Budget	Year End Adjustments Actual FYE 2012 to Budget FYE 2012 Better/(Worse)	Adopted 2012-2013 Budget	Actual FYE 2012 to Adopted Budget FYE 2013 Better/(Worse)	Adopted Budget FYE 2013 to Actuals FYE 2011 Better/(Worse)
<b>SOURCE OF REVENUE</b>							
Property Taxes	1,232,072	1,395,520	1,395,520	0	1,335,993	(59,527)	103,921
Property Taxes In-Lieu of VLF	1,853,313	1,874,672	1,874,672	-	1,877,109	2,437	23,796
Sub-total Property Taxes*	3,085,385	3,270,192	3,270,192	0	3,213,102	(57,090)	127,717
Sales Taxes	2,448,757	2,475,000	2,475,000	-	2,520,000	45,000	71,243
Triple Flip Payment (Sales Taxes)	890,790	603,373	603,373	-	840,000	236,627	(50,790)
Sub-total Sales Taxes*	3,339,547	3,078,373	3,078,373	-	3,360,000	281,627	20,453
Business License Taxes	1,010,824	1,060,000	1,085,000	(25,000)	1,060,000	-	49,176
Franchise Fees	333,522	301,000	304,000	(3,000)	301,000	-	(32,522)
Admissions Taxes	815,164	840,000	840,000	-	840,000	-	24,836
Construction Permits	249,762	270,000	213,500	56,500	225,000	(45,000)	(24,762)
Parking Citations	833,613	715,000	715,000	-	715,000	-	(118,613)
Interest & Rental Income	337,442	211,000	230,000	(19,000)	216,000	5,000	(121,442)
RDA & Misc. Reimbursements	439,036	283,803	286,951	(3,148)	630,803	347,000	191,767
Motor Vehicle In-Lieu (VLF)	115,898	12,549	12,549	-	-	(12,549)	(115,898)
Charges for Current Services	442,262	450,300	459,000	(8,700)	478,000	27,700	35,738
Sales of Property & Other Revenues	1,982,427	1,613,761	1,753,600	(139,839)	1,508,100	(105,661)	(474,327)
Fees, Permits and Other Revenues	5,549,126	4,697,413	4,814,600	(117,187)	4,913,903	216,490	(635,223)
Transfers from Other Funds	4,688,360	4,502,135	4,551,635	(49,500)	4,465,863	(36,272)	(222,497)
<b>Total General Fund</b>	<b>17,673,241</b>	<b>16,608,113</b>	<b>16,799,800</b>	<b>(191,687)</b>	<b>17,012,868</b>	<b>404,755</b>	<b>(660,373)</b>
<b>EXPENDITURES</b>							
City Council	109,331	114,949	116,770	1,821	118,730	(3,781)	(9,399)
City Treasurer	145,760	141,931	141,931	-	105,048	36,883	40,712
City Administration	141,989	225,292	229,257	3,965	306,582	(81,290)	(164,593)
Personnel Division	289,015	258,598	299,699	41,101	222,837	35,761	66,178
City Attorney	272,543	336,000	336,000	-	250,000	86,000	22,543
City Clerk	119,715	122,794	125,144	2,350	130,918	(8,124)	(11,203)
Elections	45,753	10,000	10,000	-	103,000	(93,000)	(57,247)
<i>City Officials and Administrative Offices</i>	<i>1,124,107</i>	<i>1,209,564</i>	<i>1,258,801</i>	<i>49,237</i>	<i>1,237,115</i>	<i>(27,551)</i>	<i>(113,008)</i>
Finance	591,493	555,613	555,613	-	540,804	14,809	50,689
Community Development	423,282	359,101	359,101	-	869,839	(510,738)	(446,557)
Retirement - Pers	1,914,172	1,960,000	1,960,000	-	1,972,496	(12,496)	(58,324)
Non-Departmental	640,881	535,416	535,416	-	780,795	(245,379)	(139,914)
Fire Services (LAFD)	3,473,668	3,159,360	3,159,360	-	2,900,000	259,360	573,668
Police Services (SFPD)	6,858,674	5,800,446	5,731,087	(69,359)	5,675,079	125,367	1,183,595
Public Works	1,879,349	1,777,177	1,859,867	82,690	1,765,396	11,781	113,953
Recreation & Comm Services	1,117,332	1,264,853	1,264,853	-	1,253,309	11,544	(135,977)
<i>Departmental</i>	<i>16,898,851</i>	<i>15,411,966</i>	<i>15,425,297</i>	<i>13,331</i>	<i>15,757,717</i>	<i>(345,751)</i>	<i>1,141,134</i>
<b>Total General Fund</b>	<b>18,022,958</b>	<b>16,621,530</b>	<b>16,684,098</b>	<b>62,568</b>	<b>16,994,832</b>	<b>(373,302)</b>	<b>1,028,126</b>
<b>Operating Surplus/(Deficit)</b>	<b>(349,717)</b>	<b>(13,417)</b>	<b>115,702</b>	<b>(129,119)</b>	<b>18,036</b>	<b>31,453</b>	<b>367,753</b>
Reserve Carry-Over YE 2011		166,230					
Reserve Carry-Over YE 2012		152,813					
<b>Adjusted Reserve Fund</b>							

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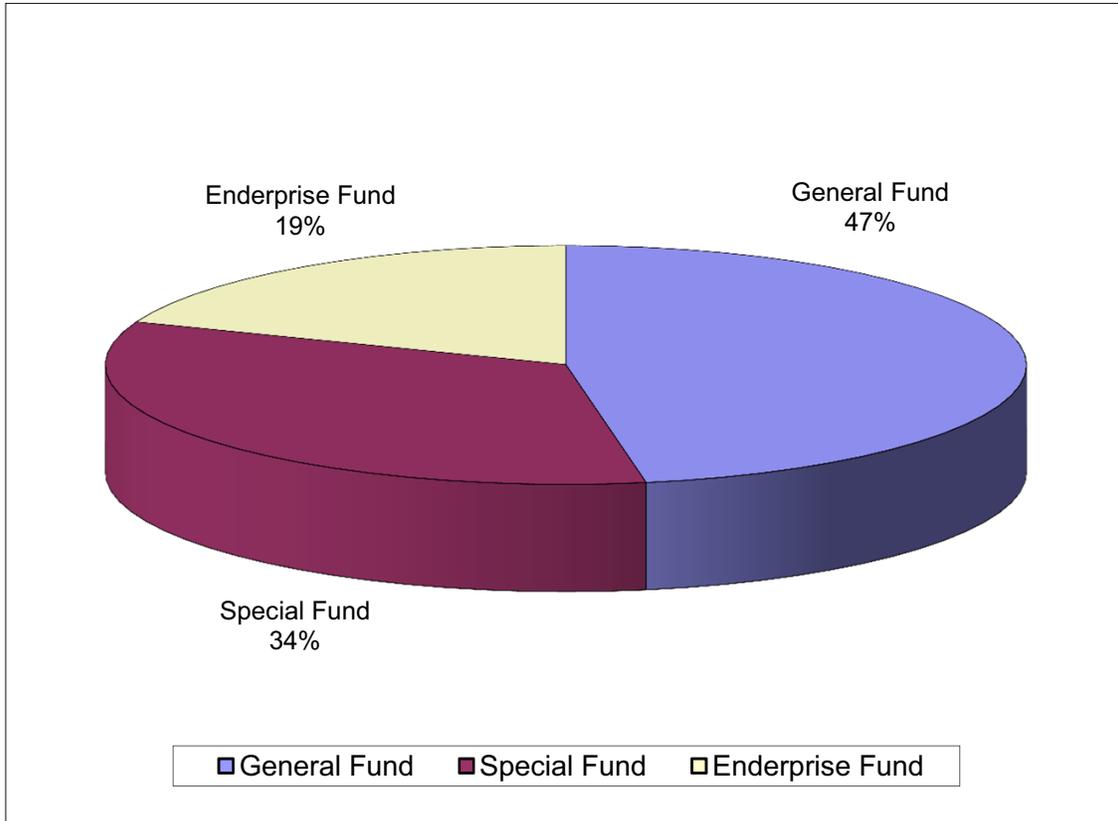
**ADOPTED**

**FY 2012-2013 CITY BUDGET**

**(Including General, Special & Enterprise  
Funds, and Department Detail)**

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***City of San Fernando  
Fiscal Year 2012-2013  
Adopted Budget  
Total City Budget \$ 36,052,658***



***General Fund \$16,994,832  
Special Funds \$12,100,602  
Enterprise Funds \$6,897,224***

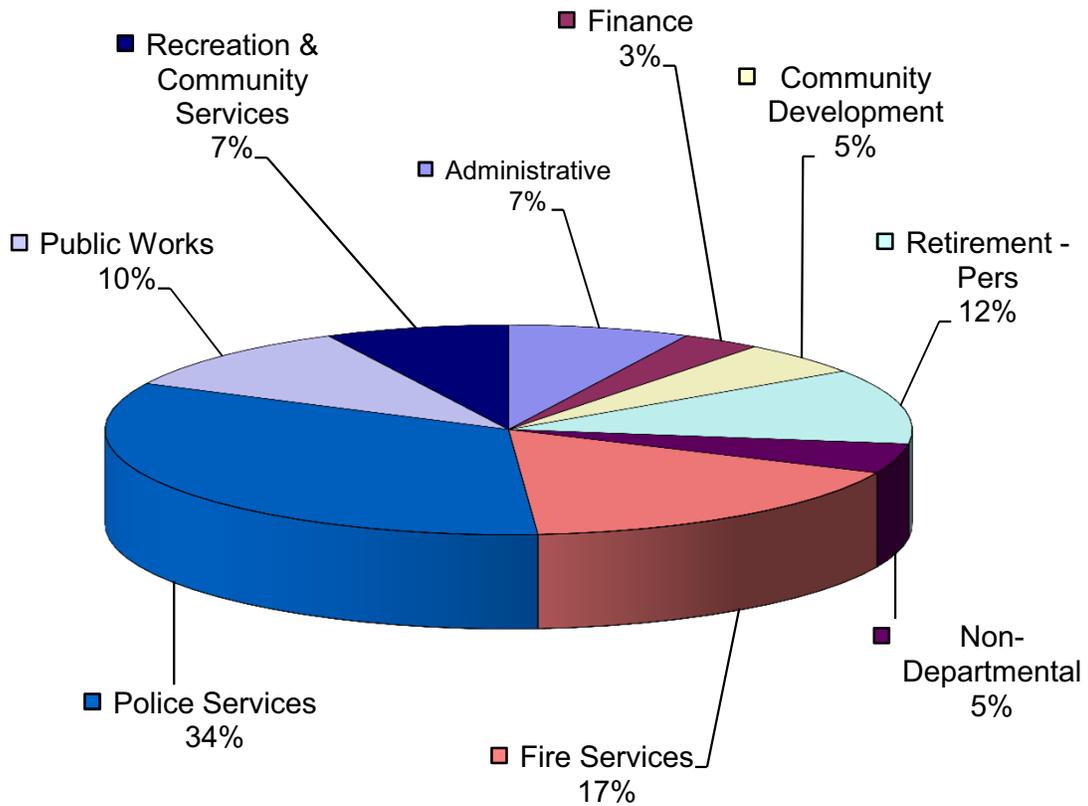
**CITY OF SAN FERNANDO  
SUMMARY OF ALL FUNDS  
FISCAL YEAR 2012-2013**

FUND NO #	FUND NAME	Estimated Beginning Balance July 1, 2012	Adopted Revenues FY 2012-2013	Adopted Budget FY 2012-2013	Estimated Ending Balance June 30, 2013
1	General Fund	\$ 152,813	\$ 17,012,868	\$ 16,994,832	\$ 170,849
2	SLESF (Supplemental Law Enforcement Services Fund)	11,678	100,000	100,000	11,678
6	Self Insurance Trust Fund	(830,664)	1,240,000	1,090,000	(680,664)
7	Proposition "A" - Transit Development Fund	146,620	391,943	538,563	-
8	Proposition "C" - Transit Development Fund	539,531	302,000	743,059	98,472
9	Proposition "C" - Discretionary	20,403	25	-	20,428
10	Grant Fund	(2,656,224)	2,710,134	2,610,134	(2,556,224)
11	State Gas Tax Fund	555,326	674,416	1,189,987	39,755
12	Measure R Fund	126,729	218,000	280,208	64,521
13	Traffic Safety Fund	113,662	50,000	163,662	-
14	Cash In-Lieu of Parking	71,369	-	-	71,369
15	Local Transportation Fund (SB 325)	6,662	16,200	16,200	6,662
16	Air Quality Management District Fund (AQMD)	71,113	29,000	-	100,113
17	Recreation Self Sustaining Fund	(29,528)	188,962	165,882	(6,448)
18	Retirement Fund	(13,911)	4,132,217	3,893,339	224,967
19	Quimby Act Fees	311,091	-	-	311,091
20	State Asset Seizure	2,493	-	-	2,493
21	Federal Asset Seizure	462	-	-	462
26	Community Development Block Grant (CDBG)	(5,834)	353,149	347,315	-
27	Street Lighting	17,547	426,798	411,860	32,485
29	Parking Maintenance Operations (M & O)	49,839	218,000	181,912	85,927
40	State of Emergency	-	-	-	-
41	Equipment Replacement	135,259	-	-	135,259
50	Pavement Fund	138,155	230,326	368,481	-
70	Water Division	2,012,694	3,126,708	3,339,066	1,800,336
72	Sewer Division	1,445,279	2,434,569	2,508,416	1,371,432
73	Refuse/Environmental	274,823	1,109,954	1,049,742	335,035
<b>TOTAL</b>		<b>\$ 2,667,387</b>	<b>\$ 34,965,269</b>	<b>\$ 35,992,658</b>	<b>\$ 1,639,998</b>

(1) Water Fund has \$1,273,138 of capital outlay that is not calculated in expenditures due to being recorded as an asset.

(2) Sewer Fund has \$133,000 of capital outlay that is not calculated in expenditures due to being recorded as an asset

# CITY OF SAN FERNANDO ADOPTED BUDGET GENERAL FUND SUMMARY FISCAL YEAR 2012-2013

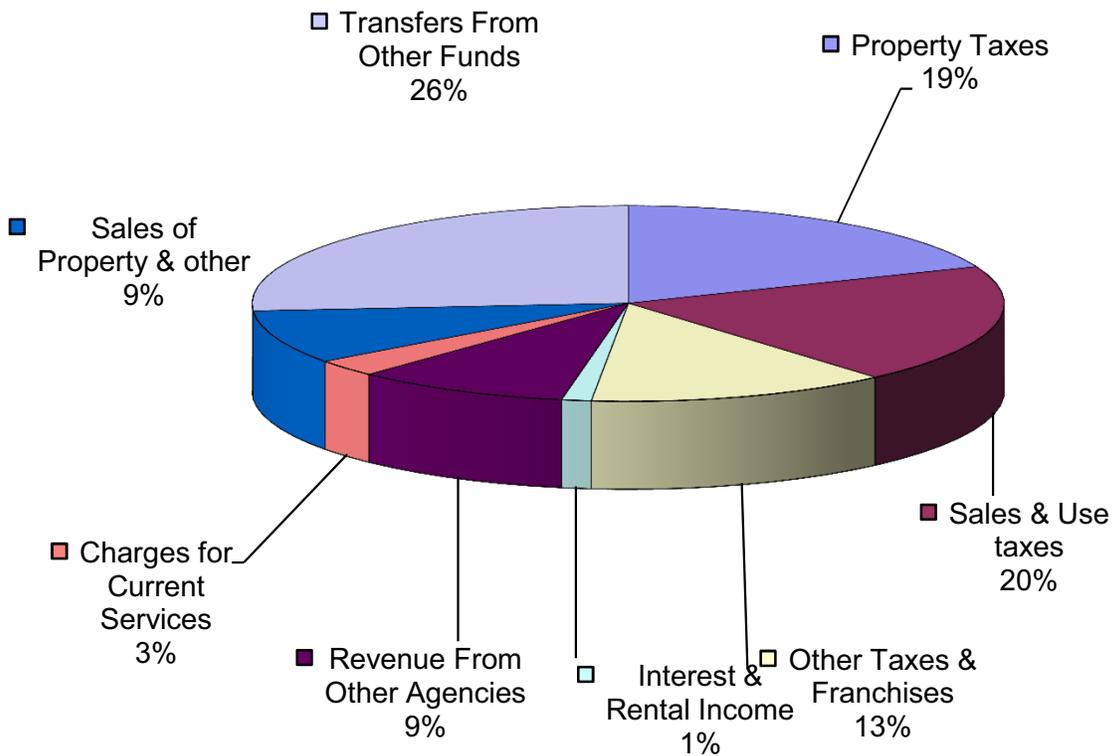


\* Administrative includes: Administration, City Attorney, City Clerk, City Treasurer, City Council, Elections, and Personnel

Total Budget: \$16,994,832



# CITY OF SAN FERNANDO ADOPTED BUDGET GENERAL FUND REVENUES SUMMARY FISCAL YEAR 2012-2013



Total Budget \$17,012,868

■ Property Taxes	■ Sales & Use taxes
□ Other Taxes & Franchises	□ Interest & Rental Income
■ Revenue From Other Agencies	■ Charges for Current Services
■ Sales of Property & other	□ Transfers From Other Funds

**CITY OF SAN FERNANDO**

Fiscal Year 2012-2013

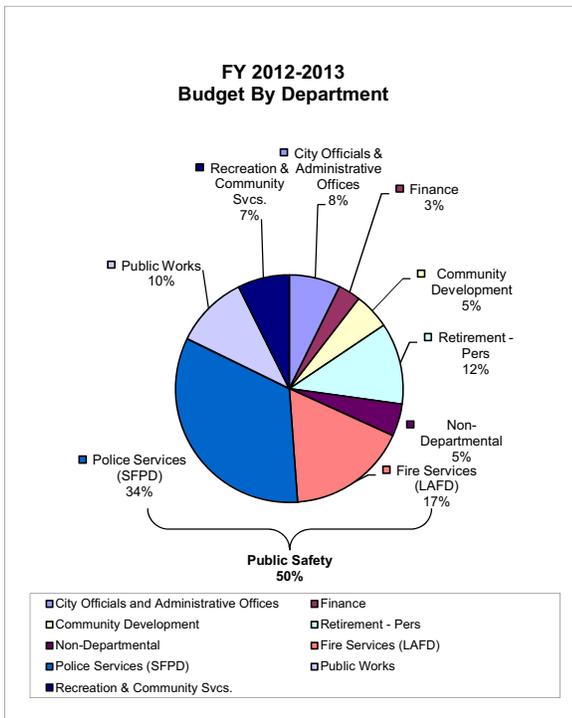
General Fund Expenditures by Department/Office and Expenditure by Category

<b>Expenditures</b>		
<b>Department/Office</b>	<b>Requested Budget</b>	<b>% of General Fund</b>
City Council's Office	118,730	1%
City Treasurer's Office	105,048	1%
City Administration	306,582	2%
Personnel Division*	222,837	1%
City/Labor Attorney's Office	250,000	1%
City Clerk Division*	130,918	1%
Elections	103,000	1%
<i>City Officials and Administrative Offices</i>	<u>1,237,115</u>	<u>7%</u>
Finance	540,804	3%
Community Development	869,839	5%
Retirement - Pers	1,972,496	12%
Non-Departmental	780,795	5%
Fire Services (LAFD)	2,900,000	17%
Police Services (SFPD)	5,675,079	33%
Public Works	1,765,396	10%
Recreation & Community Svcs.	1,253,309	7%
<b>Total General Fund</b>	<b>16,994,832</b>	<b>100%</b>

*Expenditure By Function:*

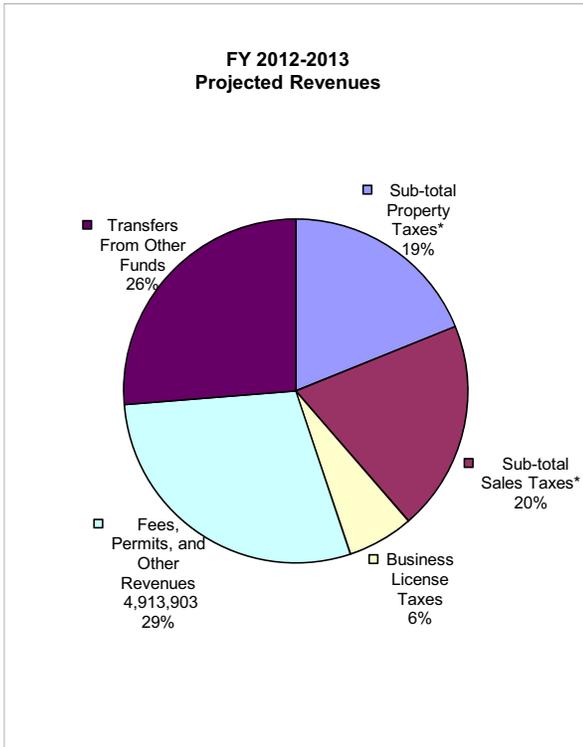
Personnel	10,605,040	62%
Operating	6,011,437	35%
Capital	378,355	2%
	<u>16,994,832</u>	<u>100%</u>

\* These Divisions are part of City Administration



**CITY OF SAN FERNANDO**  
 Fiscal Year 2012-2013  
 General Fund Projected Revenue by Source

<b>Revenues</b>		
<b>General Fund</b>	<b>Projected</b>	<b>% of General Fund</b>
Property Taxes	1,335,993	8%
<i>Property Taxes In-Lieu of VLF</i>	<u>1,877,109</u>	<u>11%</u>
Sub-total Property Taxes*	<u>3,213,102</u>	<u>19%</u>
Sales Taxes	2,520,000	15%
<i>Triple Flip Payment (Sales Taxes)</i>	<u>840,000</u>	<u>5%</u>
Sub-total Sales Taxes*	<u>3,360,000</u>	<u>20%</u>
Business License Taxes	1,060,000	6%
Franchise Fees	301,000	2%
Admissions Taxes	840,000	5%
Construction Permits	225,000	1%
Parking Citations	715,000	4%
Interest & Rental Income	216,000	1%
RDA & Misc. Reimbursements	630,803	4%
Charges for Current Services	478,000	3%
Sale of Property & Other Revenues	<u>1,508,100</u>	<u>9%</u>
<i>Fees, Permits, and Other Revenues</i>	<u>4,913,903</u>	<u>29%</u>
Transfers From Other Funds	4,465,863	26%
<b>Total General Fund</b>	<b>17,012,868</b>	<b>100%</b>



**CITY OF SAN FERNANDO  
ADOPTED BUDGET - GENERAL FUND DIVISIONS  
FISCAL YEAR 2012-2013**

The total budget for specific divisions within each department of the General Fund are included below. This summary provides an overview of each division's budget in each of the three main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital, and Transfers.

Departments / Divisions	Personnel Bdgt-2013	M & O Bdgt-2013	Capital Bdgt-2013	Transfers Bdgt-2013	Total Bdgt-2013	Total YEE-2012
<b>Administration and Other Departments</b>						
01 - 101 City Council	\$ 103,555	\$ 15,175	-	-	\$ 118,730	\$ 114,949
01 - 102 City Treasurer	101,348	3,700	-	-	105,048	141,931
01 - 105 City Administrator	281,782	24,800	-	-	306,582	225,292
01 - 106 Personnel	134,143	88,694	-	-	222,837	258,598
01 - 110 City Attorney	-	200,000	-	-	200,000	200,000
01 - 112 Labor Attorney	-	50,000	-	-	50,000	136,000
01 - 115 City Clerk	122,368	8,550	-	-	130,918	122,794
01 - 116 Elections	11,000	92,000	-	-	103,000	10,000
01 - 500 Fire Services	-	2,900,000	-	-	2,900,000	3,159,360
<b>Total All Other Departments</b>	<b>\$ 754,196</b>	<b>\$ 3,382,919</b>	<b>-</b>	<b>-</b>	<b>\$ 4,137,115</b>	<b>\$ 4,368,924</b>
<b>Finance Department</b>						
01 - 130 Finance	\$ 430,251	\$ 110,553	-	-	\$ 540,804	\$ 555,613
01 - 180 Retirement - PERS	1,972,496	-	-	-	1,972,496	1,960,000
01 - 190 Non-Departmental	160,000	326,515	94,280	200,000	780,795	535,416
<b>Total Finance Department</b>	<b>\$ 2,562,747</b>	<b>\$ 437,068</b>	<b>\$ 94,280</b>	<b>\$ 200,000</b>	<b>\$ 3,294,095</b>	<b>\$ 3,051,029</b>
<b>Community Development</b>						
01 - 140 Building and Safety	\$ 186,800	\$ 26,630	\$6,000	-	\$ 219,430	\$ 217,750
01 - 150 Planning	192,372	84,380	5,000	-	281,752	141,351
01 - 152 Community Preservation	322,662	38,780	7,215	-	368,657	
<b>Total Community Development</b>	<b>\$ 701,834</b>	<b>\$ 149,790</b>	<b>\$ 18,215</b>	<b>\$ -</b>	<b>\$ 869,839</b>	<b>\$ 359,101</b>
<b>Police Department</b>						
01 - 222 Police-Admin	\$ 618,891	\$ 381,650	-	-	\$ 1,000,541	\$ 1,022,223
01 - 224 Police-Detectives	524,870	20,035	-	-	544,905	755,923
01 - 225 Police-Patrol	3,754,282	60,803	-	-	3,815,085	3,354,124
01 - 226 Police-Reserves	24,000	4,000	-	-	28,000	28,803
01 - 230 Police-Parking	286,548	-	-	-	286,548	299,688
01 - 250 Emergency Services	-	-	-	-	-	10,000
01 - 152 Community Preservation						329,685
<b>Total Police Department</b>	<b>\$ 5,208,591</b>	<b>\$ 466,488</b>	<b>-</b>	<b>-</b>	<b>\$ 5,675,079</b>	<b>\$ 5,800,446</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET - GENERAL FUND DIVISIONS  
FISCAL YEAR 2012-2013**

Departments / Divisions	Personnel Bdgt-2013	M & O Bdgt-2013	Capital Bdgt-2013	Transfers Bdgt-2013	Total Bdgt-2013	Total YEE-2012
<b>Public Works - General Fund</b>						
01 - 310 Engineering	\$ 54,761	\$ 54,614	\$5,500	-	\$ 114,875	\$ 117,929
01 - 311 Streets	42,065	1,245	-	-	43,310	51,271
01 - 312 Graffiti Removal (Moved to 152 - F	-	-	-	-	-	13,097
01 - 313 Bus Stop/Shelters	-	-	-	-	-	-
01 - 320 Vehicle Maint.	80,830	306,144	32,600	-	419,574	401,425
01 - 341 Mall Maintenance	76,263	4,250	12,480	-	92,993	73,430
01 - 343 Street Sweeping	-	123,988	-	-	123,988	121,200
01 - 346 St. Trees & Prkwy	18,238	65,558	1,500	-	85,296	82,892
01 - 347 Weed Abatement	-	-	-	-	-	-
01 - 370 Traffic Safety	12,348	1,708	-	-	14,056	22,833
01 - 371 Traffic Signals	77,469	25,416	-	-	102,885	103,320
01 - 390 Facilities Mgmt.	411,924	348,716	7,780	-	768,420	789,780
<b>Total Public Works - General Fund</b>	<b>\$ 773,897</b>	<b>\$ 931,639</b>	<b>\$ 59,860</b>	<b>\$ -</b>	<b>\$ 1,765,396</b>	<b>\$ 1,777,177</b>
<b>Recreation &amp; Community Services</b>						
01 - 420 Administration	\$ 243,233	\$ 133,658	-	-	\$ 376,891	\$ 366,748
01 - 422 Community Services	126,605	22,500	-	-	149,105	129,944
01 - 423 Facilities Operations	103,813	6,000	-	-	109,813	171,859
01 - 424 Cultural Arts & Special Events	14,518	14,875	-	-	29,393	105,247
01 - 430 Aquatics	115,608	466,500	6,000	-	588,108	491,055
<b>Total Recreation &amp; Community Services</b>	<b>\$ 603,776</b>	<b>\$ 643,533</b>	<b>\$ 6,000</b>	<b>-</b>	<b>\$ 1,253,309</b>	<b>\$ 1,264,853</b>
<b>Total City - General Fund</b>	<b>\$ 10,605,041</b>	<b>\$ 6,011,436</b>	<b>\$ 178,355</b>	<b>\$ 200,000</b>	<b>\$ 16,994,832</b>	<b>\$ 16,621,530</b>

# **ADMINISTRATION**

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**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
City Council	101

**NARRATIVE**

Serving as the City's legislative body, the City Council establishes policy for the City's ongoing administration. Its members are elected at large on a nonpartisan basis to four-year overlapping terms. The Mayor is a member of the Council that is selected annually by his or her peers, and acts as the ceremonial head of the City.

The Council also sits as the Board of Directors for the Successor Agency to the San Fernando Redevelopment Agency, and the Public Financing and Parking Authorities. Councilmembers serve on various regional and local organizations to collaborate or to voice concerns on issues that may affect San Fernando's quality of life.

The Council has the authority to create advisory bodies on matters of policy and to regularly appoint residents to serve on City's boards and commissions. Regular City Council meetings are held on the first and third Monday of every month. Special and adjourned meetings are conducted on an as-needed basis.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Councilmember's	5.00	5.00	5.00	5.00	5.00
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 93,100	\$ 99,386	\$ 102,020	\$ 101,549	\$ 103,555
Operating Expenses	10,411	9,945	14,750	13,400	15,175
<b>Total</b>	<b>\$ 103,511</b>	<b>\$ 109,331</b>	<b>\$ 116,770</b>	<b>\$ 114,949</b>	<b>\$ 118,730</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Fund	103,511	109,331	116,770	114,949	118,730
<b>Total</b>	<b>\$ 103,511</b>	<b>\$ 109,331</b>	<b>\$ 116,770</b>	<b>\$ 114,949</b>	<b>\$ 118,730</b>

**Supporting Information**

<b>4100 PERSONNEL SERVICES</b>		<b>\$ 103,555</b>
4101	Salaries and Benefits - Permanent Employees	\$103,555
<b>4200 OPERATING EXPENSES</b>		<b>\$15,175</b>
4220	Cellular phone expenses (\$800 per Councilmember). One member has opted to not receive this allowance	\$3,200
4300	Various department supplies (inc. \$1,000 for awards, and \$150 for recognition cakes and flowers).	\$2,250
4370	Meeting and travel expenses (\$500 per Councilmember). Two members have opted not to receive this allowance.	\$1,500
4380	Membership and subscription dues, and parking reimbursements (\$600 per Councilmember and \$425 VICA). Two members have opted not to receive this allowance.	\$2,225
4390	Vehicle allowance (\$1200 per Councilmember).	\$6,000
<b>TOTAL</b>		<b>\$118,730</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b> Treasurer	<b>DIVISION NO.</b> 102
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**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 Treasurer complies 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.

In F/Y 2012-2013, staff is not requesting additional funding and is continuing to share the office clerk position with the Finance Department. The office clerk will be paid 25% of her salary from the water fund and assist in the Finance office for 10 hours per week. In addition to these cuts in personnel, there were other reductions in operating costs. In Fiscal Year 2009-2010, the department implemented Positive Pay, a feature to help prevent fraud in the city's accounts. In fiscal year 2010-2011, an Identity Theft Prevention Program was implemented. In 2011-2012 we were able to implement debit card payment acceptance at all City locations. We are now in the final stages of implementing the acceptance of credit cards. This office will continue to comply with all laws, especially when it pertains to the deposit, investment and reporting of public funds.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Treasurer	1.00	1.00	1.00	1.00	1.00
Treasurer Assistant	1.00	1.00	1.00	1.00	1.00
Part Time Clerk/Deputy Treasurer	0.00	0.00	0.00	0.00	0.00
Full Time Clerk/Deputy Treasurer	0.75	0.75	0.75	0.75	0.75
<b>Total</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 140,047	\$ 139,592	\$ 136,531	\$ 136,531	\$ 101,348
Operating Expenses	7,267	6,168	5,400	5,400	3,700
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 147,314</b>	<b>\$ 145,760</b>	<b>\$ 141,931</b>	<b>\$ 141,931</b>	<b>\$ 105,048</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Fund	147,314	145,760	141,931	141,931	105,048
<b>Total</b>	<b>\$ 147,314</b>	<b>\$ 145,760</b>	<b>\$ 141,931</b>	<b>\$ 141,931</b>	<b>\$ 105,048</b>

<b>Supporting Information</b>					
<b>4100</b>		<b>PERSONNEL SERVICES</b>			<b>\$101,348</b>
4101	Salaries and Benefits - Permanent Employees			\$101,348	
<b>4200</b>		<b>OPERATING EXPENSES</b>			<b>\$3,700</b>
4240	Reflects Treasurer's bond as required by law.			\$250	
4260	Safekeeping of investments at Union Bank.			\$0	
4270	Professional services for broker fees.			\$250	
4300	Various department supplies (including treasurer's receipts).			\$250	

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Treasurer</b>		<b>102</b>	
4320	Department Equipment Maintenance-Reflects maintenance of the coin counting machine.	\$1,500	
4370	Monthly meetings & travel for California Municipal Treasurer's Association (CMTA).	\$100	
4380	Dues & memberships for CMTA.	\$150	
4390	Mileage reimbursement for Treasurer equal to Council (\$100/ month).	\$1,200	
<b>4500</b>	<b>CAPITAL EXPENSES</b>		<b>\$0</b>
<b>TOTAL</b>			<b>\$105,048</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012 - 2013**

<b>DIVISION</b> Administration	<b>DIVISION NO.</b> 105
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**NARRATIVE**

The Administration Division manages the City's day-to-day operations and special projects as assigned by the Council. The following provides our work program for this fiscal year.

**Maintain the City's financial stability.** Given the economic downturn and unknown factors that could affect City revenues which includes the governors plan to eliminate the RDA, we will continue to work with the Council to assure a balanced budget. A set of budgetary polices will be presented for their consideration, which could set budget policies ranging from minimum reserve amounts to a Citywide work program that ties together defined goals, service standards and available funding.

**Attract new investment.** We will continue to lead efforts that streamline new development entitlements, and capture funding for public improvement projects. We will also work with local stakeholders to undertake the retail development strategy, and to identify new development opportunities that can accomodate the community's desire for national retailers and restaurants.

**Grow operational revenue sources.** In light of increased service costs and decreased General Fund revenues, we will focus on growing non-traditional revenue sources. This will be done by: Extanding the limits of the Redevelopment Agency's four project areas; working on the establishment of a downtown business improvement district; and exploring assessment models that fund public safety services. These initiatives could provide a long-term fiscal strategy that funds critical programs and services, thereby lessening financial dependence on the General Fund.

**Complete technological advances.** We will complete multi-year projects that streamline internal operations, improve public outreach, and increase capacity for data collection and analysis. Among the projects: the City's enterprise land management and geographic information systems, continued work on the City website and expanded use of the Aims program, and internal IT system improvements that work with the City's network connection upgrade.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
<i>General Fund</i>					
City Administrator	0.50	0.70	0.70	0.70	1.00
Asst. to the City Administrator	0.35	0.10	0.00	0.00	0.00
Exec. Assistant to the City Admin.	1.00	0.80	0.80	0.80	1.00
Office Clerk (P/T)	0.10	0.00	0.00	0.00	0.00
<i>Redevelopment Agency Closed 2-1-12</i>					
City Administrator	0.50	0.30	0.30	0.30	0.00
Asst. to the City Administrator	0.65	0.90	0.00	0.00	0.00
Exec. Assistant to the City Admin.	0.00	0.20	0.20	0.20	0.00
<b>Total FTE Positions</b>	<b>3.10</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 112,833	\$ 139,682	\$ 210,603	\$ 208,232	\$ 281,782
Operating Expenses	44,712	2,308	18,654	17,060	24,800
<b>Total</b>	<b>\$ 157,545</b>	<b>\$ 141,989</b>	<b>\$ 229,257</b>	<b>\$ 225,292</b>	<b>\$ 306,582</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Fund	157,545	141,989	229,257	225,292	306,582
<b>Total</b>	<b>\$ 157,545</b>	<b>\$ 141,989</b>	<b>\$ 229,257</b>	<b>\$ 225,292</b>	<b>\$ 306,582</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012 - 2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
Administration		105	
<b>Supporting Information</b>			
<b>4100</b>		<b>PERSONNEL SERVICES</b>	
		<b>\$281,782</b>	
4101	Salaries and Benefits - Permanent Employees	\$279,632	
4105	Overtime.	\$2,150	
<b>4200</b>		<b>OPERATING EXPENSES</b>	
		<b>\$24,800</b>	
4220	Cellular phone expenses.	\$1,080	
4270	Professional services.	\$14,040	
4300	Various department supplies.	\$3,500	
4360	Personnel training.	\$0	
4365	Tuition reimbursement. (CRA Professional training)	\$3,000	
4370	Participation in various meetings, conferences and seminars.	\$800	
4380	Subscription dues for various publications.	\$2,280	
4390	Auto allowances/mileage reimbursement.	\$100	
<b>4500</b>		<b>CAPITAL EXPENSES</b>	
		<b>\$0</b>	
<b>4941</b>		<b>TRANSFERS</b>	
		<b>\$0</b>	
4941	Equipment replacement charge.	\$0	
<b>TOTAL</b>		<b>\$306,582</b>	

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

**DIVISION**  
**Personnel**

**DIVISION NO.**  
**106**

**NARRATIVE**

The Personnel Division is responsible for providing highly dedicated human resource services in support of City departments and the community we proudly serve.

The services include: effective administration of the recruitment and selection process to provide the community with the most qualified employees that will in turn provide the best quality services; administration of the bi-weekly employee payroll process; administration of compensation plans, including salaries, benefits, and retirement plans for employees and elected officials; coordination of various training programs for employees, as well as coordination and promotion of employee safety programs and practices; coordination of the employee performance evaluation process and Workers' Compensation claims administration to effectively manage all employee industrial injuries; coordination of liability claims against the City; taking a lead role in employee relations and labor negotiations, as well as implementing MOUs; maintaining all personnel records; updating and interpreting management policies and procedures, as well as monitoring compliance with mandated State and Federal requirements.

The City maintains memberships in the Independent Cities Risk Management Association (ICRMA), Southern California Public Labor Relations Council (SCPLRC), Municipal Management Association of Southern California (MMASC), Southern California Personnel Management Association (SCPMA), and the Professionals in Human Resources Association (PIHRA).

Fiscal Year 2011-12 accomplishments include: the successful implementation of contracts with the general employees' bargaining unit, the police officers' association, and the new Part-time bargaining unit, as well as amendment and implementation of contract with the Management Group; successful recruitment and selection for key positions in various City departments including the Senior Accountant, Recreation and Community Services Manager, as well as City Administrator positions; processed various employee retirements and separations including the Community Development Director, Police Lieutenant, Public Works Maintenance Worker, two Police Sergeants, two Police Officers, Public Works Operations and Maintenance Manager, Senior Accountant and Administrative Analyst; performed day-to-day benefits, payroll changes, administration, and coordinated the employee performance evaluation system including the evaluation of over seventy employees at the peak of their salary range.

Other accomplishments include: processing new hires including benefit and payroll set-up, and general orientation; processing of all liability claims against the City; coordination of monthly safety committee meetings; coordination of deferred compensation, retirement and financial planning workshops; coordination of the Employee Assistance Program; coordination of open enrollment for health, dental and disability insurance plans; the provision of training to employees in various employment and labor relations areas, including: "Preventing Workplace Harassment, Discrimination, and Retaliation," "Performance Management, Evaluation, Documentation, and Discipline," "Supervisory Skills for the First Line Supervisor/Manager," "Labor Code 101 for Public Agencies," "Difficult Conversations," "Terminating the Employment Relationship," and "Managing the Marginal Employee." Training on other topics include: "Bloodborne Pathogens," "Defensive Driving," "Heat and Illness Prevention," "Confined Space Entry," "Risk Management 101 for Supervisors," and "Cal-OSHA Update, Mandates and Hot Topics."

Fiscal Year 2012-13 will see the completion and implementation of new MOUs with the Police Officers' Association and the Police Management Unit; as well as continued implementation of MOUs with the general employees' bargaining unit, part-time bargaining unit. The Management Group, which consists of: management of budget reduction issues, maximization of cost efficiencies; continued enhancement of the employee record and time keeping system; continued updating and development of relevant management policies as needed; updating of the safety manual, and coordination of more training in the relevant areas of employment and labor relations.

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Personnel</b>	<b>106</b>

Proposed training topics include: "Performance Management: Evaluation, Documentation and Discipline," "Prevention and Control of Absenteeism and Abuse of Leave," "Finding the Facts: Disciplinary and Harassment Investigations," "Personnel Issues: Hiring, Reference Checks and Personnel Records and Files," "Public Meeting Law (the Brown Act) and the Public Records Act," "Employees and Driving," "Heat and Illness Prevention," "Bloodborne Pathogen," and "Confined Space Entry;" continued coordination and enhancement of the performance management system; continued coordination of the Workers' Compensation and general liability administration; coordination of the deferred compensation, retirement and financial planning workshops; and administration of employee benefits and the payroll process, as well as retirements and recruitments as needed.

PERSONNEL	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Personnel Manager	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00
Personnel Clerk	0.00	0.00	0.00	0.00	0.00
Personnel Office Assistant	0.00	0.00	0.00	0.00	0.00
Personnel Office Clerk	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>

APPROPRIATIONS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Personnel Services	\$ 217,263	\$ 228,026	\$ 211,255	\$ 220,255	\$ 134,143
Operating Expenses	35,501	60,989	88,444	38,343	88,694
Capital Outlay	1,656	-	-	-	-
<b>Total</b>	<b>\$ 254,419</b>	<b>\$ 289,015</b>	<b>\$ 299,699</b>	<b>\$ 258,598</b>	<b>\$ 222,837</b>

SOURCE OF FUNDS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
General Fund	254,419	289,015	299,699	258,598	222,837
<b>Total</b>	<b>\$ 254,419</b>	<b>\$ 289,015</b>	<b>\$ 299,699</b>	<b>\$ 258,598</b>	<b>\$ 222,837</b>

**Supporting Information**

<b>4100</b>	<b>PERSONNEL SERVICES</b>	<b>\$134,143</b>
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4101	Salaries and Benefits - Permanent Employees	\$134,143
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<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$88,694</b>
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4220	Telephone Expenses.	\$980
4230	Recruitment Advertisements in:	\$1,479
	Jobs Available	\$900
	Newspapers, Professional Journals/Websites	\$579
4260	<b><u>Contractual Services for:</u></b>	\$4,400
	Employee Assistance Programs - HORIZON	\$4,400
	<b><u>Contractual Fees for:</u></b>	
	Workers' Compensation Claims Administration (ICA)	\$6,000
	Employee Relations Consortium (ERC)	\$2,410
	Recruiter Fee	\$25,000
	HR Timekeeper System	\$25,000

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>
<b>Personnel</b>		<b>106</b>
4270	Professional Services: Random Drug Testing \$700 Pre-employment/Fitness for Duty Physicals \$10,000 Bilingual Testing \$900 Fingerprinting Fees \$700 Recruitment/Oral Board expenses \$900 Testing Materials and Services \$1,500	\$14,700
4300	Department Supplies: Ink Cartridges \$1,500 Recruitment Supplies \$500 Other Office Stationaries and Supplies \$500	\$2,500
4320	Department Equipment Maintenance: EDEN Software Licensing/Technical Support \$3,625 Equipment Maintenance Supplies \$500	\$4,125
4360	Personnel Training	\$250
4370	Registration Fees for Professional Meetings, Conferences and Seminars outside the City. Includes Employment Relations Consortium (ERC) Workshops, and Southern California Public Labor Relations Association-SCPLRA.	\$550
4380	Membership Dues and Subscriptions: Professionals in Human Resources Assoc. (PIHRA) and So. Calif. Public Labor Relations Assoc. (SCPLRA).	\$400
4390	Mileage reimbursements for staff members	\$500
4430	Activities and Programs: Flowers for Serious Illness or Death in Employee Families (\$400).	\$400
<b>4500</b>	<b>CAPITAL EXPENSES</b>	<b>\$0</b>
<b>TOTAL</b>		<b>\$222,837</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
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.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
None					
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Operating Expenses	134,555	215,445	200,000	200,000	200,000
<b>Total</b>	<b>\$ 134,555</b>	<b>\$ 215,445</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Fund	134,555	215,445	200,000	200,000	200,000
<b>Total</b>	<b>\$ 134,555</b>	<b>\$ 215,445</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Legal Services (Labor Attorney)	112

**NARRATIVE**

The Labor Division was created in FY 2008-2009 in order to account for special legal services, including consultation with expert legal professionals and subject matter experts to assist the City with its employment or labor-related issues, labor contract negotiations with its employment organizations, investigation of complaints and/or grievances, as well as consultation on day to day disciplinary issues, and conducting of appeals hearings.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
None	-	-	-	-	-
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Operating Expenses	8,258	57,098	136,000	136,000	50,000
<b>Total</b>	<b>\$ 8,258</b>	<b>\$ 57,098</b>	<b>\$ 136,000</b>	<b>\$ 136,000</b>	<b>\$ 50,000</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Fund	8,258	57,098	136,000	136,000	50,000
<b>Total</b>	<b>\$ 8,258</b>	<b>\$ 57,098</b>	<b>\$ 136,000</b>	<b>\$ 136,000</b>	<b>\$ 50,000</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2011-2012**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>CITY CLERK</b>	<b>115</b>

**NARRATIVE**

The City Clerk is responsible for a variety of functions including: 1) administration of regular and special municipal elections; 2) preparation and distribution of agendas and posts meeting notices for the City Council, Redevelopment Agency, Parking Authority and Public Finance Authority meetings; 3) record and maintain proceedings of the meetings; 4) process documents resulting from actions taken at the meetings (i.e., resolutions, ordinances, and contracts); 5) publish ordinances and other notices as required by law; 6) receive and open bids; 7) compose and prepare proclamations and commendations as requested by Councilmembers; 8) serve as Notary Public; 9) certify copies of official City documents; 10) maintain custody of official City records including codification of ordinances into the City Code; 11) monitor State requirements for campaign and financial disclosure provisions for elected and appointed officials; 12) provide records research upon request of departments, Council, organizations and the public under the Public Records and Freedom of Information Acts; 13) coordinate information requested by Subpoenas for Records; 14) maintain roster of City Council appointments to Commissions and Committees; 15) custodian of the Official City Seal; 16) monitor AB1234 Biennial Ethics Training for Elected Officials, Commissioners and City employees; 17) administer oaths and affirmations, including Oath of Office to new Councilmembers.

The FY 2011-12 budget includes an adjusted salary range for the City Clerk position relating to the results of the 2007 Citywide Salary Study. This budget also includes Education Commission overtime of one hour per month.

The City Clerk will continue to work with Departments in implementing records and retention schedules and ensure the proper destruction of obsolete records and to provide increased government transparency regarding public meetings via the City website.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
City Clerk	1.00	1.00	1.00	1.00	1.00
Office Clerk	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 115,059	\$ 114,961	\$ 113,794	\$ 113,794	\$ 122,368
Operating Expenses	13,562	4,754	11,350	9,000	8,550
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 128,621</b>	<b>\$ 119,715</b>	<b>\$ 125,144</b>	<b>\$ 122,794</b>	<b>\$ 130,918</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Fund	128,621	119,715	125,144	122,794	130,918
<b>Total</b>	<b>\$ 128,621</b>	<b>\$ 119,715</b>	<b>\$ 125,144</b>	<b>\$ 122,794</b>	<b>\$ 130,918</b>

**Supporting Information**

<b>4100 PERSONNEL SERVICES</b>		<b>\$122,368</b>
4101	Funding for full-time City Clerk	\$117,368
4103	Part-time clerical assistance	-
4105	Overtime (City Council & Education Commission)	\$5,000

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2011-2012**

<b>DIVISION</b>		<b>DIVISION NO.</b>
CITY CLERK		115
<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$8,550</b>
4230	Advertising for legal notices	\$600
4260	Contractual Services: Digitization of Municipal Code	\$6,000
4300	Department Supplies (including document shredding/destruction fees)	\$500
4360	Personnel Training: CCAC monthly meetings, FPPC workshops, Notary Commission Membership & Insurance, ERC Workshops	\$400
4370	Meetings: Memberships & Travel	\$500
4380	Subscriptions, Dues & Memberships: International Institute of Municipal Clerks (IIMC), City Clerks Association of California - Southern Division (SCCCA), National Notary Association (NNA) (membership & insurance)	\$350
4390	Vehicle Allowance & Mileage Reimbursement	\$200
<b>4500</b>	<b>CAPITAL EXPENSES</b>	<b>\$0</b>
<b>TOTAL</b>		<b>\$130,918</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>ELECTIONS</b>	<b>116</b>

**NARRATIVE**

The City holds its General Municipal Elections in March of odd-numbered years (the next election is scheduled for March 5, 2013). The City Clerk plans, conducts, and supervises all regular and special elections with the assistance of a specialty contractor (Martin & Chapman Co.) and the Los Angeles County Registrar-Recorder/County Clerk's (RRCC) Office. Biennially, the City assists the RRCC with the statewide Primary and General Elections (held in June and November respectively) by allowing use of City facilities.

The City of San Fernando consolidates its General Municipal Election with the City of Los Angeles (Los Angeles Unified School District and Los Angeles Community College District). The City of L.A. shares the costs with San Fernando (i.e., in 2011 the City of San Fernando was reimbursed approximately \$21,000 which was returned to the General Fund).

FY 2011-12 included a mid-year budget adjustment for potential costs (i.e., RRCC and employees' overtime) related to recall petition.

In 2013, the City Clerk will be hiring less poll workers and will only use City facilities (no polling place rental fees will have to be paid). This FY 2012-13 budget also includes the cost for a possible Special Municipal Election. If Certificates of Sufficiency of Recall Petitions are executed (i.e., confirmation that sufficient valid signatures have been gathered), an election date will need to be determined.

	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
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All temporary	-	-	-	-	-
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	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
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Personnel Services	\$ 505	\$ 11,143	\$ 10,000	\$ 10,000	\$ 11,000
Operating Expenses	-	34,611	-	-	92,000
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 505</b>	<b>\$ 45,753</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 103,000</b>

	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
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General Fund	\$ 505	\$ 27,136	\$ 10,000	\$ 10,000	\$ 82,000
3901 Reimbursement by City of Los Angeles	-	18,617	-	-	21,000
<b>Total</b>	<b>\$ 505</b>	<b>\$ 45,753</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 103,000</b>

**Supporting Information**

	PERSONNEL SERVICES	
<b>4100</b>		<b>\$11,000</b>
4105	Reflects employee time, including City Clerk and Deputy (during election process) and City employees' overtime (on election night)	\$8,000
4112	Pollworkers, Training, Supply Pickup	\$3,000

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>
<b>ELECTIONS</b>		<b>116</b>
<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$92,000</b>
4230	Advertising for legal notices	\$2,000
4260	Contractual Services: Martin & Chapman, LA County Registrar-Recorder, and World Marketing LA (for mailing voter pamphlets)	\$38,500
XXXX-4260	Special Municipal Election	\$50,000
4300	Department Supplies	\$1,100
4360	Personnel Training (Martin & Chapman and City of Los Angeles)	\$300
4390	Reimbursement of mileage for travel	\$100
<b>4500</b>	<b>CAPITAL EXPENSES</b>	<b>\$0</b>
<b>TOTAL</b>		<b>\$103,000</b>

# **FINANCE**

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**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Finance	130

**NARRATIVE**

The Finance Department's primary functions include accounting, budgeting, business licensing, cashiering, short/long-term financial planning and reporting, networking services, payroll services, purchasing, risk management, vendor payments, utility billing, and providing support to internal departments. The Finance Department prepares and monitors the City Budget and the City's award winning Comprehensive Annual Financial Report (CAFR). In addition, the department assists in all financial aspects of the Successor Agency to the San Fernando Redevelopment Agency.

Highlights: During Fiscal Year 2011-2012, the department continued without a Finance Director. Also, the Finance Manager position was vacated. Additionally, the water department position was vacated. At the beginning of the fiscal year project water was launched with a review of procedures in the water department.

FY 2012-13: As part of the Financial Management Strategic Goal, the Finance Department will continue to work closely with all departments to monitor revenues and the budget during the year. This will be especially important given the economic downturn in the housing and State economy.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
<i>General Fund:</i>					
Finance Director	0.00	0.00	0.00	0.00	0.00
Finance Manager	1.00	1.00	0.00	0.00	0.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Junior Accountant	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk II	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk (2 Staff)	2.00	1.50	1.50	1.50	1.25
Finance Office Specialist	0.25	0.25	0.25	0.25	0.25
Account Clerk	0.00	0.00	0.00	0.00	0.00
P/T	0.00	0.75	0.25	0.25	0.25
Subtotal	6.25	6.50	5.00	5.00	4.75
<i>Enterprise Funds:</i>					
Senior Account Clerk	1.00	0.50	0.50	0.50	0.75
Finance Office Specialist	0.75	0.75	0.75	0.75	0.75
P/T	0.00	0.25	0.25	0.25	0.25
Subtotal	1.75	1.50	1.50	1.50	1.75
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 459,675	\$ 497,288	\$ 452,913	\$ 452,913	\$ 430,251
Operating Expenses	94,858	94,204	102,700	102,700	110,553
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 554,534</b>	<b>\$ 591,493</b>	<b>\$ 555,613</b>	<b>\$ 555,613</b>	<b>\$ 540,804</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Fund	554,534	591,493	674,542	555,613	540,804
<b>Total</b>	<b>\$ 554,534</b>	<b>\$ 591,493</b>	<b>\$ 674,542</b>	<b>\$ 555,613</b>	<b>\$ 540,804</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Finance	130

**Supporting Information**

<b>4100</b>	<b>PERSONNEL SERVICES</b>	<b>\$430,251</b>
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4101	Full time salaries and benefits	\$420,015	
4103	Part Time	\$9,986	
4105	Overtime	\$250	

<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$110,553</b>
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4220	Telephone Expenses	\$500	
4240	Insurance and Suerty - Marsh USA      Finance Director Bond	\$200	
4260	Contractual Services Technical assistance on GASB pronouncements	\$6,200	
4270	Professional Services for: Sales Tax audits & analysis                      3,000 Property Tax audits & reviews                      3,000 City Audit Services                                      48,000 LAFCO, GL, Printing                                      3,000 State Mandated Cost Claims (SB-90)                      4,300	\$61,300	
4300	Department Supplies Various department supplies, such as computer paper, toner, business licenses, checks, w-2's, 1099's Misc., computer tapes & disks.	\$5,700	
4320	Department Equipment Maintenance Licenses: EDEN, Business License/Alarms, Cashiering System Renewal of Eden Software Support                      20,313 Business License Software Support                      3,574 Business License Web Module                              2,670 False Alarm Software Support                              1,500 Progressive Software Support                              7,161	\$35,218	
4360	Personnel Training CRA workshops (\$800) Computer Training (\$400) GFOA Training (\$1,800 )	\$250	
4365	Tuition Reimbursement	\$0	
4370	Meetings, Memberships & Travel California Society of Municipal Finance Officers / Conference (\$1,800) CMRTA Annual Conference (Business License) (\$2,300) EDEN Annual Conference (\$2,700) Government Finance Officers Association (\$435)	\$585	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>
<b>Finance</b>		<b>130</b>
4380	Subscriptions, Dues & Memberships CSMFO, GFOA, CMRTA, & Payroll	\$500
4390	Vehicle Allowance & Mileage Reimbursement	\$100
<b>4500</b>	<b>CAPITAL EXPENSES</b>	<b>\$0</b>
<b>TOTAL</b>		<b>\$540,804</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Retirement Costs</b>	<b>180</b>

**NARRATIVE**

This division accounts for payments made for retirement related costs directly by the General Fund. These retirement costs include payment to PERS for current city employees.

Fiscal Year 2010-2011 is the ninth year that this division will be used. In previous years, the payments for the retirement costs were made out of the division where the employee was accounted for and where the retired employee was working at retirement.

Beginning with Fiscal Year 2001-2002 and continuing thru fiscal year 2011-2012, the payment of retired employees health benefits and service charges paid to PERS for administration of the retired employees health insurance was paid directly from the Retirement Fund.

A voter approved special tax levy is used to pay for a portion of the City's membership in the Public Employees Retirement System (PERS). The Retirement Fund pays for the retired employee's health insurance directly.

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services:					
4124 General Fund Retirement	1,970,452	1,914,172	1,960,000	1,960,000	1,972,496
Costs for PERS					
<b>Total</b>	<b>\$ 1,970,452</b>	<b>\$ 1,914,172</b>	<b>\$ 1,960,000</b>	<b>\$ 1,960,000</b>	<b>\$ 1,972,496</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
<i>Retirement Fund</i>					
<i>Total Employee Retirement Expenditures:</i>					
Retirement Fund	\$ 1,596,066	\$ 1,550,480	\$ 1,587,600	\$ 1,587,600	\$ 1,637,172
Special Funds / Enterprise Funds	275,863	267,984	274,400	274,400	335,324
Agency Fund	98,523	95,709	98,000	98,000	-
<b>Total</b>	<b>\$ 1,970,452</b>	<b>\$ 1,914,172</b>	<b>\$ 1,960,000</b>	<b>\$ 1,960,000</b>	<b>\$ 1,972,496</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b> Non-Departmental	<b>DIVISION NO.</b> 190
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**NARRATIVE**  
The Non-Departmental budget provides for those activities that are not easily segregated into individual budgets or would cost more to segregate than economically feasible. Such items include but are not limited to: City Hall telephones, insurance, unemployment charges, computer servicing for non-Police locations, City Hall copy and fax equipment and non-utility mail costs.

PERSONNEL	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
None	-	-	-	-	-

APPROPRIATIONS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Personnel Services	\$ 63,392	\$ 63,581	\$ 45,370	\$ 45,370	\$ 160,000
Operating Expenses	372,251	315,428	280,046	280,046	326,515
Capital Outlay/Transfer	100,067	261,872	210,000	210,000	294,280
<b>Total</b>	<b>\$ 535,710</b>	<b>\$ 640,881</b>	<b>\$ 535,416</b>	<b>\$ 535,416</b>	<b>\$ 780,795</b>

SOURCE OF FUNDS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
General Fund	535,710	640,881	535,416	535,416	780,795
<b>Total</b>	<b>\$ 535,710</b>	<b>\$ 640,881</b>	<b>\$ 535,416</b>	<b>\$ 535,416</b>	<b>\$ 780,795</b>

**Supporting Information**

**4100 PERSONNEL SERVICES \$160,000**

4132	Unemployment Insurance	\$160,000
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**4200 OPERATING EXPENSES \$326,515**

4220	Telephone	\$ 45,000
4260	Contractual Services	\$ 151,300
	1) Computer network and citywide ser	150,000
	2) Annual Renewal Assetworks	1,300
4280	Postage	\$ 35,000
4300	Citywide supplies i.e. computer & fax supplies, copier & maintenance supplies, and postage for newsletters.	\$ 5,300
4320	Department Equipment Maintenance	\$ 39,403
	1) City Hall Copier	24,000
	2) City Hall Phone	15,403
4380	Subscription Dues and Memberships:	\$ 29,512
	1) League of CA Cities	11,000
	2) So. CA Assoc. of Gov. (SCAG)	2,512
	3) Valley Economic Alliance	6,000
	4) S.F. Valley Council of Gov. (SFVCOG)	10,000
4435	Bank Charges	\$ 6,000
4450	Other Expense - Section 108 letter of credit	\$ 15,000

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
Non-Departmental		190	
<b>4500</b>	<b>CAPITAL EXPENSES</b>	<b>\$94,280</b>	
4500	Reflects the purchase of network servers and capital equipment.	\$15,000	
4827	<b>CDBG Exchange of funds:</b>	\$ 79,280	
	City of El Segundo 43,825		
	City of Avalon 35,455		
<b>4900</b>	<b>TRANSFER</b>	<b>\$ 200,000</b>	
4906	Transfer to Self Insurance Fund to subsidize \$500k deductible due to claim in FY 2010-11.	\$ 100,000	
4910	Transfer to Grants Fund to subsidize the Las Palmas loan repayment.	\$ 100,000	
<b>TOTAL</b>			<b>\$780,795</b>

# **COMMUNITY DEVELOPMENT**

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**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**EXECUTIVE SUMMARY**

**NARRATIVE**

The Community Development Department staff assists the community in addressing urban planning, environmental, affordable housing, historic preservation, neighborhood preservation and other related matters. Community Development Department staff also assures that building construction adheres to the city's life/safety codes, provides comprehensive planning and development review services for consistency with the city's general plan and zoning regulations, and provides support services for the enforcement of zoning code, housing code and property maintenance ordinance standards. Staff also assists residents in preserving and improving their residential property and their housing opportunities within the community. Funds to provide these services come from multiple sources including the General Fund, application fees and permit fees, federal Community Development Block Grant funds, and secured state and/or federal grant funds.

**140 Building and Safety Division**

This General Fund account funds building, planning, and administrative staff responsible for the coordination of building plan checking prior to the issuance of building permits, inspection of new construction, multiple family dwelling units, properties prior to resale for compliance with building, health, and safety codes. Operating expenses include contractual services for construction plan checking services provided by a consulting specialist as necessary on major building plans as well as use of city prosecutor services to address non-compliance with building regulations.

**150 Planning/Administration Division**

This General Fund account funds planning and administrative staff that provide support to the City Council, the Successor Agency of the former Redevelopment Agency, and the Planning and Preservation Commission, and to the public, concerning decisions on land use and development, environmental assessments, urban design, historic preservation, and other community planning matters. The planning staff works on comprehensive urban planning and redevelopment projects, zoning code amendments, and the review of proposed development projects with respect to adopted development standards and design guidelines.

**152 Community Preservation Division**

This General Fund account provides staffing responsible for the implementation of the city's community preservation enforcement and graffiti programs, which correct property-based violations of the San Fernando City Code (SFCC). Division staff perform inspections and enforce city code standards to correct illegal/unsafe building conditions and structures, inadequate property maintenance and nuisances, noncompliance with business licensing requirements, and violations of the city's housing code standards and zoning regulations. Division staff work with residents, businesses, neighborhood associations, and public service agencies to formulate community priorities for code enforcement, assist community self-help programs and develop public outreach programs. This division also implements the city's graffiti removal program consistent with the city's adopted graffiti abatement regulations. Long term comprehensive solutions are developed and implemented to correct nuisances or code enforcement problems within the community.

<i>General Fund</i>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
<b>PERSONNEL</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
Community Development Director	0.15	0.36	0.00	0.00	0.00
City Planner	0.00	0.20	0.20	0.20	1.00
Senior Planner	0.15	0.00	0.00	0.00	0.00
Associate Planner	0.60	0.00	0.00	0.00	0.00
Assistant Planner	0.00	0.40	0.50	0.50	1.00
Assistant Planner (Housing)	0.00	0.25	0.25	0.25	1.00
Building and Safety Supervisor	0.80	1.00	1.00	1.00	1.00
Community Pres. Officer (2 FTE)	0.41	0.00	0.00	0.00	2.00
Community Pres. Officer (2 PT= .75FTE)	0.25	0.00	0.00	0.00	0.75
Community Pres. Supervisor	0.13	0.00	0.00	0.00	0.00

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**EXECUTIVE SUMMARY**

Community Development Secretary	0.80	1.00	1.00	1.00	1.00
Maintenance Helper (Graffiti -2 PT - .95 FTE)	0.00	0.00	1.00	1.00	0.95
<b>Subtotal</b>	<b>3.29</b>	<b>3.21</b>	<b>3.95</b>	<b>3.95</b>	<b>8.70</b>
<b>Special Fund Administration (CDBG) PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Community Development Director	0.03	0.03	0.00	0.00	0.00
City Planner	0.00	0.00	0.00	0.00	0.00
Senior Planner	0.02	0.02	0.00	0.00	0.00
Assistant Planner (Housing)	0.12	0.12	0.00	0.00	0.00
<b>Subtotal</b>	<b>0.17</b>	<b>0.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Special Fund Code Enforcement (CDBG) PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Community Pres. Supervisor	0.23	0.23	0.00	0.00	0.00
Community Pres. Officer	0.41	0.41	0.00	0.00	0.00
<b>Subtotal</b>	<b>0.64</b>	<b>0.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Low/Mod Housing Fund PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Community Development Director	0.36	0.64	0.00	0.00	0.00
City Planner	0.00	0.60	0.60	0.60	0.00
Senior Planner	0.40	0.00	0.00	0.00	0.00
Associate Planner	0.15	0.00	0.00	0.00	0.00
Assistant Planner	0.30	0.00	0.25	0.25	0.00
Assistant Planner (Housing)	0.88	0.75	0.75	0.75	0.00
Building and Safety Supervisor	0.10	0.00	0.00	0.00	0.00
Community Pres. Officer	0.94	0.00	0.00	0.00	0.00
Community Pres. Officer (2 PT/.75FTE)	0.50	0.00	0.00	0.00	0.00
Community Pres. Supervisor	0.50	0.00	0.00	0.00	0.00
Community Development Secretary	0.20	0.00	0.00	0.00	0.00
P/T Planning Interns (2 PT/.5FTE)	0.00	0.00	0.00	0.00	0.00
<b>Subtotal</b>	<b>4.33</b>	<b>1.99</b>	<b>1.60</b>	<b>1.60</b>	<b>0.00</b>
<b>Redevelopment Areas PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Community Development Director	0.46	0.00	0.00	0.00	0.00
City Planner	0.00	0.20	0.20	0.20	0.00
Senior Planner	0.43	0.00	0.00	0.00	0.00
Associate Planner	0.25	0.00	0.00	0.00	0.00
Building and Safety Supervisor	0.10	0.00	0.00	0.00	0.00
Community Pres. Officer	0.24	0.00	0.00	0.00	0.00
Community Pres. Supervisor	0.14	0.00	0.00	0.00	0.00
Assistant Planner	0.50	0.50	0.25	0.25	0.00
<b>Subtotal</b>	<b>2.12</b>	<b>0.70</b>	<b>0.45</b>	<b>0.45</b>	<b>0.00</b>

## CITY OF SAN FERNANDO

## ADOPTED BUDGET

FY 2012-2013

## COMMUNITY DEVELOPMENT DEPARTMENT

## EXECUTIVE SUMMARY

<i>Enterprise Funds</i>	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013
Assistant Planner	0.20	0.10	0.00	0.00	0.00
<b>Subtotal</b>	<b>0.20</b>	<b>0.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total</b>	<b>10.75</b>	<b>6.81</b>	<b>6.00</b>	<b>6.00</b>	<b>8.70</b>
APPROPRIATIONS	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013
140-Building Safety	\$ 193,681	\$ 251,440	\$ 217,750	\$ 217,750	\$ 219,430
150-Planning Admin	260,380	171,841	141,351	141,351	281,752
152-Code Enforcement ( <i>Refer to PD Budget for History</i> )	-	-	-	-	368,657
<b>General Fund Total</b>	<b>\$ 454,060</b>	<b>\$ 423,282</b>	<b>\$ 359,101</b>	<b>\$ 359,101</b>	<b>\$ 869,839</b>
26-155 CDBG	390,206	766,769	345,297	345,297	-
94-Housing Fund	1,046,260	1,241,912	1,149,501	120,523	-
XX-XX Redevelopment Project Areas	333,563	292,871	179,916	33,686	-
<b>Special Funds</b>	<b>\$ 1,770,029</b>	<b>\$ 2,301,552</b>	<b>\$ 1,674,714</b>	<b>\$ 499,507</b>	<b>\$ -</b>
SOURCE OF FUNDS	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013
General Funds	\$ 196,438	\$ 136,442	\$ 79,101	\$ 30,601	\$ 371,439
Planning and Zoning Fees	52,265	43,315	54,000	50,000	48,000
Commercial and Home Occupancy	28,090	43,494	22,000	26,000	22,000
Planning Review	12,196	14,130	10,500	16,500	11,000
Banner and Sign Permits	9,648	9,012	10,000	11,000	10,000
Construction Permits	155,424	168,476	152,000	195,000	163,000
Inspection Upon Resale	-	-	5,000	12,500	10,000
Multi-Family Inspection	-	-	11,500	-	5,000
Code Enforcement Citations and Fees ( <i>Refer to PD Budget for History</i> )	-	-	-	-	182,000
Weed Abatement Program ( <i>Refer to PD Budget for History</i> )	-	-	-	-	5,000
AIMS Maintenance/Development Fee	-	8,413	15,000	17,500	42,400
Transfers From Other Funds	-	-	-	-	-
<b>General Fund Total</b>	<b>\$ 454,060</b>	<b>\$ 423,282</b>	<b>\$ 359,101</b>	<b>\$ 359,101</b>	<b>\$ 869,839</b>
CDBG	390,206	766,769	345,297	345,297	-
RDA Housing Fund	1,046,260	1,241,912	1,149,501	120,523	-
Redevelopment Project Areas	333,563	292,871	179,916	33,686	-
<b>Special Funds Total</b>	<b>\$ 1,770,029</b>	<b>\$ 2,301,552</b>	<b>\$ 1,674,714</b>	<b>\$ 499,507</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 2,224,089</b>	<b>\$ 2,724,833</b>	<b>\$ 2,033,815</b>	<b>\$ 858,608</b>	<b>\$ 869,839</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**DIVISION NO.**

**Building and Safety Division**

**140**

**NARRATIVE**

In FY 2011-2012, 730 building permits were issued. Much of this building activity occurred in residential rehabilitation, which included repairs, remodels, and additions to existing dwelling units resulted in a total valuation of \$20,603,926. New residential construction that included the development of affordable housing projects produced 82 dwelling units with a total valuation \$10,100,000. The valuation of interior and exterior improvements to existing commercial and industrial buildings was \$4,119,600.

For the upcoming FY 2012-2013, it is anticipated that building activity will see a slight increase as economic conditions continue to improve in the residential construction sector and rehabilitation of the current housing stock is expected to continue as new market demand and residential opportunities stimulate improvements. Regional demand for alteration of existing commercial and industrial buildings and for affordable housing is expected to continue. Implementation of the city's zoning standards and design guidelines, including the San Fernando Corridors Specific Plan, is expected to further promote and accommodate market demand for development of new high-quality commercial retail and in-fill residential development. Projected total development activity is expected to generate approximately \$194,300 in revenues (including approximately \$163,000 in construction permits, \$5,000 in rental property inspections, \$10,000 in resale inspections, and AIMS-Maintenance fees totaling \$16,300 as noted below.

The building and safety and planning personnel will continue to work together on improving the department's standard operating procedures, including the coordination with other departments and plan checking consultants in an effort to streamline and shorten the time necessary to review development proposals and complete the processing of construction permits.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Community Development Director	0.07	0.18	0.00	0.00	0.00
City Planner	0.00	0.10	0.10	0.10	0.10
Senior Planner	0.07	0.00	0.00	0.00	0.00
Building & Safety Supervisor	0.80	1.00	1.00	1.00	1.00
Associate Planner	0.25	0.00	0.00	0.00	0.00
Assistant Planner (Housing)	0.00	0.10	0.10	0.10	0.10
Assistant Planner	0.00	0.20	0.25	0.25	0.25
Community Development Secretary	0.45	0.50	0.50	0.50	0.40
<b>Total</b>	<b>1.64</b>	<b>2.08</b>	<b>1.95</b>	<b>1.95</b>	<b>1.85</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 170,982	\$ 232,846	\$ 187,486	\$ 187,486	\$ 186,800
Operating Expenses	13,199	9,094	26,696	26,696	26,630
Capital Outlay	-	-	-	-	6,000
Equipment Replacement Charge	9,500	9,500	3,568	3,568	-
<b>Total</b>	<b>\$ 193,681</b>	<b>\$ 251,440</b>	<b>\$ 217,750</b>	<b>\$ 217,750</b>	<b>\$ 219,430</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
0000 General Funds	\$ 38,257	\$ 80,964	\$ 45,500	\$ 6,250	\$ 25,130
3320 Construction Permits	155,424	168,476	152,000	195,000	163,000
3714 Inspection Upon Resale	-	-	5,000	12,500	10,000

<b>CITY OF SAN FERNANDO</b>					
<b>ADOPTED BUDGET</b>					
<b>FY 2012-2013</b>					
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>					<b>DIVISION NO.</b>
<b>Building and Safety Division</b>					<b>140</b>
3716 Multi-Family Inspection	-	-	11,500	-	5,000
3719 AIMS Maintenance	-	2,000	3,750	4,000	16,300
<b>Total</b>	<b>\$</b>	<b>193,681</b>	<b>\$</b>	<b>251,440</b>	<b>\$</b>
<b>217,750</b>	<b>\$</b>	<b>217,750</b>	<b>\$</b>	<b>219,430</b>	
<b>4100 PERSONNEL SERVICES</b>					<b>\$ 186,800</b>
4101	Salaries and benefits			\$ 186,800	
<b>4200 OPERATING EXPENSES</b>					<b>\$26,630</b>
4220	Monthly service for Building and Safety Supervisor cell phone usage.			\$540	
4270	Professional Services to pay for consulting services to address building code and zoning code related issues as well as for city prosecutor services for abatement of life and safety issues associated with building and zoning code violations.			\$15,000	
4300	Department Supplies: Purchase of printing supplies, technical literature including building code updates, tape measures, software, informational brochures, and other supplies for the day-to-day operational requirements.			\$1,300	
4320	AIMS Maintenance Annual Fee for building and safety module and ESRI-GIS Mapping Software (annual fee). Partial cost of new activity information management system-AIMS to integrate planning, code enforcement and building data files as well as purchasing support hardware and software for system implementation.			\$9,000	
4360	Personnel training of building and safety staff regarding training/educational requirements per International Code Council continuing education in order to protect the public health, safety, and general welfare.			\$500	
4370	Meetings and travel limited to building and safety personnel to attend mandatory meetings at local/regional International Code Council (ICC) and at California Building Officials (CALBO) meetings necessary in order to meet continuing education to maintain current building official licenses. At \$15.00 per monthly meeting for 6 months.			\$90	
4380	Annual membership dues to ICC- Los Angeles Basin Chapter @ \$100 and ICC Annual membership @ \$100.			\$200	
4390	Mileage for staff's attendance at required trainings, seminars, and/or workshops to retain current licensing.			\$0	
<b>4500 CAPITAL EXPENSES</b>					<b>\$6,000</b>
4500	GIS Mapping Hardware (geo-coding hardware for the mapping of properties and city infrastructure)			\$6,000	
<b>4941 EQUIPMENT MAINTENANCE/REPLACEMENT CHARGE</b>					<b>\$0</b>
4941				\$0	
<b>TOTAL</b>					<b>\$ 219,430</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**DIVISION NO.**

**Planning/Administration Division**

**150**

**NARRATIVE**

The Community Development Department also provides urban planning staff support to the City Council, the Successor Agency to the Redevelopment Agency and the Planning and Preservation Commission concerning decisions on community planning objectives and land use regulations, proposals for development subject to adopted standards and design guidelines, environmental impact assessments, implementation of housing programs and promotion of historic preservation. The department implements the city's general plan and administers the city's zoning ordinance, assists in implementing the city's redevelopment and economic development programs, and coordinates with other departments and agencies on regional planning, transportation, housing, zoning code violation abatement, and environmental nuisance abatement issues.

During FY 2011-2012, the department's staff processed 18 site plan review applications and prepared 20 staff reports on cases involving discretionary review by the Planning and Preservation Commission, the Redevelopment Agency, the Successor Agency to the former Redevelopment Agency, and the City Council. The department continues to provide staff support for the implementation of the San Fernando Corridors Specific Plan, the 2008-2014 Housing Element Update, the 2010-2015 Redevelopment and Housing Implementation Plan, the 2010 Plan Amendments, the city's historic preservation ordinance consistent with the adopted historic preservation element, and the implementation of the city's adopted design guidelines for residential, commercial and industrial projects.

The department is also responsible for the ongoing implementation of the Lopez Adobe Rehabilitation Project (Phase 2, for implementation of housing element objectives and programs for the preservation of the city's residential neighborhoods, affordable housing stock, and promotion of home-ownership, and for implementation of the city's program to promote the preservation of historical resources in the community. In addition, the department provides staff support for new development in redevelopment project areas including commercial, industrial, mixed-use, and in-fill residential development projects through private initiative and/or public-private partnerships. The planning personnel will continue to work on improving the department's review and processing of project entitlements, including coordination with building and safety personnel, other city departments, and design consultants in order to implement council directives and department priority projects. In addition, planning personnel continue to reevaluate the department's standard operating procedures in order to find ways of streamlining and shorten the time necessary to review development proposals and process construction permits.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Community Development Director	0.08	0.18	0.00	0.00	0.00
City Planner	0.00	0.10	0.10	0.10	0.70
Senior Planner	0.08	0.00	0.00	0.00	0.00
Associate Planner	0.35	0.00	0.00	0.00	0.00
Assistant Planner (Housing)	0.00	0.15	0.15	0.15	0.70
Assistant Planner	0.00	0.20	0.25	0.25	0.55
Community Development Secretary	0.35	0.50	0.50	0.50	0.40
P/T Planning Intern (2 PT/.5FTE)	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.86</b>	<b>1.13</b>	<b>1.00</b>	<b>1.00</b>	<b>2.35</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**COMMUNITY DEVELOPMENT DEPARTMENT** **DIVISION NO.**  
**Planning/Administration Division** **150**

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 78,484	\$ 119,436	\$ 84,799	\$ 84,799	\$ 192,372
Operating Expenses	171,646	42,155	56,552	56,552	84,380
Capital Outlay	-	-	-	-	5,000
Equipment Replacement Charge	10,250	10,250			-
<b>Total</b>	<b>\$ 260,380</b>	<b>\$ 171,841</b>	<b>\$ 141,351</b>	<b>\$ 141,351</b>	<b>\$ 281,752</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
0000 General Funds	\$ 158,181	\$ 61,890	\$ 44,851	\$ 37,851	\$ 190,752
3325 Commercial & Home Occupancy	28,090	43,494	22,000	26,000	22,000
3330 Planning Review	12,196	14,130	10,500	16,500	11,000
3390 Banner and Sign Permits	9,648	9,012	10,000	11,000	10,000
3705 Planning & Zoning Fees	52,265	43,315	54,000	50,000	48,000
3719 AIMS Maintenance	-	6,413	11,250	12,000	7,900
<b>Total</b>	<b>\$ 260,380</b>	<b>\$ 171,841</b>	<b>\$ 141,351</b>	<b>\$ 141,351</b>	<b>\$ 281,752</b>

<b>4100 PERSONNEL SERVICES</b>				<b>\$ 192,372</b>	
4101	Salaries and benefits			\$ 187,372	
4105	Overtime			\$2,000	
4111	Commission Reimbursement: Planning and Preservation (12 mtgs. @ \$50 per commissioner)			\$3,000	

<b>4200 OPERATING EXPENSES</b>				<b>\$84,380</b>	
4220	Cell phone for City Planner @ 75.00 per month.			\$900	
4230	Public hearing legal advertisement, community workshop notices, and community outreach documents.			\$9,000	
4270	Professional Services for design review, development standards modifications @ \$500 per review (4 times per year). Professional services for environmental impact assessment (e.g., mitigated negative declaration, parking analysis, etc.) @ \$2,000 (two projects in FY 2012-13). Payment of consultant to assist planning staff in the preparation of the upcoming housing element update @ \$36,000. Outreach to property owners/landlords of multi-family housing units; flyer development and distribution @ \$500 twice per year. Pet spay and neuter voucher program @ \$1000 (average 5 vouchers per month) and annual Low Cost Vaccination Clinic @ \$1000.			\$45,000	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>		<b>DIVISION NO.</b>	
<b>Planning/Administration Division</b>		<b>150</b>	
4270	Professional Services for labor compliance and equipment purchases for the construction phase of the Lopez Adobe Rehabilitation Project Phase II (ancillary building development).	\$15,000	
4280	Overnight mailing costs to County, State, and Federal Agencies; mailings to project applicants @ \$40.00 per month.	\$480	
4300	Purchase of printing supplies, technical literature including code updates, business cards, informational brochures, and computer hardware and software.	\$5,000	
4320	Equipment Maintenance- AIMS Maintenance, ESRI annual software license, and GIS Mapping hardware. Partial cost of new activity information management system-AIMS to integrate planning, code enforcement and building data files as well as purchasing support hardware and software for system implementation.	\$8,000	
4380	Professional memberships and journal subscriptions for American Planning Association, American Institute of Certified Planners, National Trust for Historic Preservation, California Preservation Foundation, et cetera.	\$1,000	
<b>4500</b>	<b>CAPITAL EXPENSES</b>	<b>\$5,000</b>	
4500	Anticipated computer hardware replacement costs (Monitors, CPU's, and laptops).	\$5,000	
<b>4941</b>	<b>EQUIPMENT REPLACEMENT CHARGE</b>	<b>\$0</b>	
<b>TOTAL</b>		<b>\$</b>	<b>281,752</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

**COMMUNITY DEVELOPMENT DEPARTMENT**

**DIVISION NO.**

**Community Preservation Division**

**152**

The city's community preservation division corrects property-based violations of the San Fernando City Code (SFCC). Division staff perform inspections and enforce city code standards to correct illegal/unsafe building conditions and structures, inadequate property maintenance and nuisances, noncompliance with business licensing requirements, and violations of the city's housing code standards and zoning regulations. During Fiscal Year 2011-2012, the community preservation division issued 304 code enforcement citations for such things as orders to de-convert garages, working without a building permit, operating a business without a city business license, illegal dumping of hazardous waste into the public storm drains, and illegal signs resulting in \$108,000 in administrative fines. Division funding also provides for implementation of the city's graffiti program consistent with the city's graffiti abatement regulations.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Community Preservation Supervisor	1.00	0.85	0.00	0.00	0.00
Community Preservation Officer	0.00	0.00	1.00	0.00	0.00
Community Preservation Officer (2)	1.00	0.82	1.00	1.00	1.00
Community Preservation Officer (3)	1.00	0.82	1.00	1.00	1.00
Community Preservation Officer P/T	2.00	0.75	0.75	0.75	0.75
Maintenance Helper (Graffiti - 2PT = .95 FTE)	0.00	0.00	1.00	0.95	0.95
City Planner	0.00	0.00	0.00	0.00	0.20
Assistant Planner (Housing)	0.00	0.00	0.00	0.00	0.20
Assistant Planner	0.00	0.00	0.00	0.00	0.20
Community Development Secretary	0.00	0.00	0.00	0.00	0.20
<b>Total</b>	<b>5.00</b>	<b>3.24</b>	<b>4.75</b>	<b>3.70</b>	<b>4.50</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 64,961	\$ 241,586	\$ 242,885	\$ 242,885	\$ 322,662
Operating Expenses	9,370	65,096	86,800	86,800	38,780
Capital Expenses	-	-	-	-	7,215
Equipment Replacement Charge	10,250	-	-	-	-
<b>Total</b>	<b>\$ 84,581</b>	<b>\$ 306,683</b>	<b>\$ 329,685</b>	<b>\$ 329,685</b>	<b>\$ 368,657</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
0000 General Funds	\$ (74,035)	\$ 141,616	\$ 169,685	\$ 218,985	\$ 163,457
3425 Code Enforcement Citations and Fees	158,616	163,092	150,000	108,000	182,000
3740 Weed Abatement Program	-	1,975	10,000	1,200	5,000
3719 AIMS Maintenance	-	-	-	1,500	18,200
<b>Total</b>	<b>\$ 84,581</b>	<b>\$ 306,683</b>	<b>\$ 329,685</b>	<b>\$ 329,685</b>	<b>\$ 368,657</b>

<b>4100 PERSONNEL SERVICES</b>		<b>\$ 322,662</b>
4101	Full time salaries and benefits	\$ 231,281
4103	Part time salaries: P/T Community Preservation Officers	\$ 48,874
	Part time Salaries: P/T Graffiti Abatement	\$ 37,507
0347-4105	Weed Abatement: Annual Weed Abatement Program	\$5,000

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Community Preservation Division**

**DIVISION NO.**  
**152**

<b>4200</b>		<b>OPERATING EXPENSES</b>	<b>\$38,780</b>
4220	Data usage for the car equipment that will access the AIMS system using a wireless modem in three (3) vehicles at \$70.00 per line per month.	\$2,520	
4230	Advertising: Public outreach fliers, handouts, and annual weed abatement program notification.	\$3,160	
4260	Contractual Services: City Prosecutor services for office conferences and preparation of letters associated with code enforcement non-compliant residents/businesses. Rate = 7.5 hours of City Prosecutor time at \$250.00/per hour and \$4,125 for outreach and enforcement services.	\$6,000	
4300	Department Supplies: CPO uniforms per MOU @ \$100 per officer (two full-time and two part-time personnel).  Duplication of stop-work orders, and garage sale permits. Business cards @ \$30.00 per person (four officers).  Supplies and equipment for Graffiti Abatement	\$400  \$2,400  \$15,000	
4320	Equipment Maintenance: AIMS charge for annual maintenance (\$8000). Partial cost of new activity information management system-AIMS to integrate planning, code enforcement and building data files as well as purchasing support hardware and software for system implementation.	\$8,000	
4370	Meeting & Travel: Attendance for two full-time officers to the California Association of Code Enforcement (CACEO) continuing education seminars and exams to maintain the certification status.	\$1,000	
4380	Professional Memberships: Annual membership for California Association of Code Enforcement Officers (CACEO) @ \$150.00 for two full-time officers.	\$300	
<b>4500</b>		<b>CAPITAL EXPENSES</b>	<b>\$7,215</b>
4500	Purchase of computer hardware for Intranet connectivity. Anticipated computer hardware purchases and replacement costs (laptops/tablets and wireless devices for access in the field) and three digital cameras with date stamp feature.	\$7,215	\$0
<b>4941</b>		<b>EQUIPMENT REPLACEMENT CHARGE</b>	<b>\$0</b>
4941		\$0	\$0
<b>TOTAL</b>			<b>\$ 368,657</b>

# **PUBLIC SAFETY**

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**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

**POLICE DEPARTMENT**

**EXECUTIVE SUMMARY**

**NARRATIVE**

The members of the San Fernando Police Department are committed to providing quality police services to the local community. The Department's command is vested in a dedicated group of law enforcement professionals committed to providing leadership and a clear vision for Department operations. The primary assets of the Department are the people who serve our community. The Department enjoys strong community support based upon efficient and effective law enforcement operations. This fact was well documented within a customer satisfaction survey conducted in previous years. To ensure continuity of this level of service, the Department will conduct a customer satisfaction survey during this fiscal year and make adjustments accordingly.

The Community Preservation Program continues to provide a more efficient and focused coordination of the City's community preservation efforts on a day-to-day basis, while working directly with the Patrol Division. The joining of these two departments, streamlining both enforcement processes, and eliminating the conditions that promote illegal activity will have a significant positive impact on the quality of life for the residents and businesses within the City. Through generous community sponsorship, the Police Department has been able to create a pilot program (Graffiti Abatement) that will be put into place to combat graffiti citywide.

During FY 2010-2011, the Police Department achieved the highest verifiable reduction in crime in 23 years, with team policing and a Community Action and Preservation Plan. The Department continues to identify problem locations throughout the City in addition to decreasing gang activity within the City and the surrounding area with a strong commitment from community partners and the implementation of a civil gang injunction. This reduction in crime is attributed to the Department's teamwork in achieving frontline accountability.

There was a continued apprehension of DUI drivers during FY 2010-2011. This was partially achieved through additional DUI checkpoints, saturation patrols, court stings, and the Habitual Offender Program, sponsored by the Office of Traffic Safety.

In FY 2011-2012, Valley Regional High School #5 will commence operations and it is anticipated that this will require additional resources in the area of crime suppression, graffiti abatement, traffic and parking enforcement and juvenile delinquency prevention not currently factored into the budget.

Fiscal Year 2011-2012 will see the full implementation of Virtual Patrol that will benefit all community members and will enhance the Department's ability to provide an extra level of safety to Patrol Officers that are responding to emergency calls for service; Communication Center will be upgraded with new 911 technology and equipment through State PSAP 911 funds; and the Department will continue receiving funds from the State of California Office of Traffic Safety for Driving Under the Influence and Pedestrian Safety Programs.

The Department will continue to provide the highest level of service to the community.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	0.00	0.00	0.00	0.00	0.00
Police Lieutenant	3.00	3.00	2.00	1.00	2.00
Police Sergeant	7.00	6.00	5.00	6.00	5.00
Police Detective	4.00	4.00	4.00	4.00	3.00
Field Training Officers	4.00	4.00	4.00	4.00	4.00
Park Safety Coordinator	0.00	0.00	0.00	0.00	0.00
Police Officer	18.00	18.00	18.00	18.00	17.00
Sworn (active)	37.00	36.00	34.00	34.00	32.00

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

**POLICE DEPARTMENT  
EXECUTIVE SUMMARY**

Police Service Representative Supervisor	1.00	1.00	0.00	0.00	0.00
Police Service Representative	6.00	6.00	6.00	6.00	6.00
Community Service Officer	4.00	4.00	4.00	4.00	4.00
Records Supervisor	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	0.00	1.00	2.00	2.00	2.00
Property Control Officer	1.00	1.00	1.00	1.00	1.00
Secretary to the Chief	1.00	1.00	1.00	1.00	1.00
Police Office Specialist	1.00	1.00	1.00	1.00	1.00
Police Junior Cadet (FTE)	1.00	1.00	1.00	1.00	0.00
Crossing Guard (FTE)	2.33	2.33	2.33	2.33	2.33
Community Preservation Supervisor	1.00	0.85	0.00	0.00	0.00
Community Preservation Officer (FTE)	2.75	2.39	4.75	3.70	0.00
Park Patrol/Park Ranger (FTE)	0.00	0.00	0.00	0.00	0.00
Reserve Police Officer	25.00	20.00	20.00	20.00	20.00
Police Explorer	30.00	30.00	30.00	30.00	30.00
Police Volunteers	15.00	10.00	10.00	10.00	10.00
Non-Sworn	92.08	82.57	84.08	83.03	78.33
<b>Total</b>	<b>129.08</b>	<b>118.57</b>	<b>118.08</b>	<b>117.03</b>	<b>110.33</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 6,159,431	\$ 6,337,547	\$ 5,166,975	\$ 5,235,531	\$ 5,208,591
Operating Expenses	553,726	521,127	564,112	564,915	466,488
Capital Outlay	-	-	-	-	-
Transfers	10,250	-	-	-	-
<b>Total General Fund</b>	<b>\$ 6,723,407</b>	<b>\$ 6,858,674</b>	<b>\$ 5,731,087</b>	<b>\$ 5,800,446</b>	<b>\$ 5,675,079</b>
Support Services-222	\$ 1,363,241	\$ 1,303,836	\$ 1,022,223	\$ 1,022,223	\$ 1,000,541
Detective Division-224	831,809	903,400	755,923	755,923	544,905
Patrol Division-225	4,125,582	4,045,270	3,285,568	3,354,124	3,815,085
Reserve Division-226 (0225)	17,744	25,683	28,000	28,803	28,000
Park Ranger-227	-	-	-	-	-
Community Service Program-230	300,450	273,803	299,688	299,688	286,548
Community Preservation-152	84,581	306,683	329,685	329,685	-
Emergency Services-250	-	-	10,000	10,000	-
<b>Subtotal General Fund</b>	<b>\$ 6,723,407</b>	<b>\$ 6,858,674</b>	<b>\$ 5,731,087</b>	<b>\$ 5,800,446</b>	<b>\$ 5,675,079</b>
Fund 02: SLESF	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Fund 10: Grant Fund	455,738	1,440,947	1,022,989	600,000	136,551
Fund 20: State Asset Forfeiture	151,285	18,536	-	-	-
Fund 21: Federal Asset Forfeiture	257,865	16,001	-	-	-
CDBG (26-155-0334)	26,777	44,201	-	-	-
<b>Subtotal Other Funds</b>	<b>\$ 991,665</b>	<b>\$ 1,619,685</b>	<b>\$ 1,122,989</b>	<b>\$ 700,000</b>	<b>\$ 236,551</b>
<b>Total</b>	<b>\$ 7,715,072</b>	<b>\$ 8,478,359</b>	<b>\$ 6,854,076</b>	<b>\$ 6,500,446</b>	<b>\$ 5,911,630</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

**POLICE DEPARTMENT**

**EXECUTIVE SUMMARY**

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
01 General Funds	\$ 7,131,175	\$ 6,892,405	\$ 5,730,309	\$ 5,798,096	\$ 5,673,079
Fund 02: SLESF	100,000	100,000	100,000	100,000	100,000
Fund 10: Grant Fund	455,738	1,440,947	1,022,989	600,000	136,551
Fund 20: State Asset Forfeiture	931	794	778	2,350	2,000
Fund 21: Federal Asset Forfeiture	450	12	-	-	-
CDBG (26-155)	26,777	44,201	-	-	-
<b>Total</b>	<b>\$ 7,715,072</b>	<b>\$ 8,478,359</b>	<b>\$ 6,854,076</b>	<b>\$ 6,500,446</b>	<b>\$ 5,911,630</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Funds	\$ 5,726,000	\$ 6,639,067	\$ 5,193,954	\$ 5,008,558	\$ 4,297,827
3232 Vehicle Tow Franchise Fee	84,825	66,645	41,000	38,000	38,000
3415 Vehicle Repossession	870	935	1,000	1,110	1,000
3420 General Court Fines	72,528	14,926	12,000	12,000	12,000
3425 Code Enforcement Citations	158,616	163,092	150,000	108,000	-
3430 Parking Citations	842,358	833,613	715,000	715,000	715,000
3435 LA County Animal Control Licensing	9,060	1,400	10,000	-	-
3520 LA County Coroner's Contract	54,000	54,000	54,000	54,000	54,000
3655 POST Reimbursements	4,088	4,408	4,500	4,500	4,500
3688 Corrections Training	5,885	5,885	5,885	6,303	6,303
3710 Duplicating Fees	15,706	15,905	14,500	15,000	15,000
3715 Police Contract Services	228,308	208,897	225,000	230,000	250,000
3720 Fingerprint Services	78,849	48,123	45,000	45,000	45,000
3725 Booking and Processing Fee	-	-	-	125	200,000
3726 Vehicle Inspection Fees	50,120	53,750	37,500	25,000	25,000
3740 Weed Abatement	-	1,975	10,000	1,200	-
3780 Court Commitment	85,865	90,690	105,000	105,000	105,000
3781 Impounded Vehicles	92,285	69,031	50,000	55,000	55,000
3783 Vehicle Administrative Fee	14,820	12,000	13,000	8,300	20,000

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

**POLICE DEPARTMENT**

**EXECUTIVE SUMMARY**

3785	Alarm Monitoring	33,549	24,671	30,000	16,000	16,000
3910	Surplus Vehicles	14,000	-	-	-	-
13-3410	Vehicle Code Fines	141,960	168,539	135,959	50,000	50,000
20	State Asset Seizure Transfer	931	794	778	2,350	2,000
21	Federal Asset Seizure Transfer	450	12	-	-	-
<b>TOTAL</b>		<b>\$ 7,715,072</b>	<b>\$ 8,478,359</b>	<b>\$ 6,854,076</b>	<b>\$ 6,500,446</b>	<b>\$ 5,911,630</b>

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2012 - 2013

**DIVISION**

**DIVISION NO.**

**Police Department-Support Services**

**222**

**NARRATIVE**

The Support Services Division is the administrative hub within the Police Department, where overall Department command is vested. The Support Services Division includes the Office of the Chief of Police, the Support Services Commander<sup>1</sup>, Records Unit, a Support Services Sergeant<sup>2</sup> who is also the Traffic/Training Coordinator. The Department's Community Relations programs, including Neighborhood/Business Watch, School Resource Officer Program, and Media Relations, are administered within Support Services Division.

The Support Services Division Commander manages the Division's various units and is charged with budget preparation and administration, procurement management, soliciting/managing grants, is the Emergency Services Coordinator, mandated Jail Administrator and Custodian of Records for the Department.

The Support Services Sergeant is primarily responsible for personnel matters; including recruitment, background investigations, training, meeting legal mandates and supervises the School Resource Officer as well as, conducting internal investigations as assigned by the Chief of Police. The Support Services Sergeant, who also serves as the Traffic/Training Coordinator also manages and implements all traffic flow, pedestrian, parking and safety enforcement operations, serves as the Police Department's liaison to the City's Transportations Safety Commission; and completes other related tasks as required.

The Records Unit processes and maintains Department records, serves the public at the front counter, provides Applicant Fingerprinting (Livescan), vehicle inspections, manages the Court Commitment Program, criminal and sex registrant compliance, mandated State and Federal reporting, as well as Accounts Payable, purchasing and compiling Department statistics.

During Fiscal Year 2011-2012, Administration successfully obtained state and federal grants designed to support strategic goals and improve the overall quality of life within our community. Ensuring compliance with legal mandates and training requirements was also a top priority. A revolving training account will be established for all Peace Officers Standards and Training (POST) and Standards and Training for Corrections (STC). The STC account, which is funded by the state of California, in the amount of \$6,303.00 will be distributed through this new account. POST reimbursement will be based on compliance requirements.

Through City Council direction, the Graffiti Abatement Program was initiated by the Police Department to provide a more efficient and focused coordination of the City's community preservation efforts to combat blight and improve quality of life issues. Due to organizational restructuring, this program will be transitioned to Community Development beginning FY 2012-2013.

In FY 2012-2013, in order to maintain legal compliance with CalOSHA standards, technology industry standards and ensure officer safety, the firing range will need to be updated and repaired. Updates and repairs include lead abatement, ventilation and additional safety components.

In FY 2012-2013, a new technology transfer account will be created to replace aging hardware and software programming to current industry standards.

The Support Services Division staffing for FY 2011-2012 was reduced by one full time Records Specialist position that was left unfilled due to Citywide projected, General Fund revenue shortfalls and will continue to be unfilled for FY 2012-2013.

<sup>1</sup> The Support Services Division Commander position is currently unfunded for FY 2012-2013.

<sup>2</sup> The Support Services Sergeant position is currently unfunded for FY 2012-2013.

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>						<b>DIVISION NO.</b>
<b>Police Department-Support Services</b>						<b>222</b>
<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
Chief of Police	1.00	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	0.00	0.00	1.00	1.00
Police Sergeant	2.00	1.00	1.00	1.00	0.00	0.00
Park Safety Coordinator	0.00	0.00	0.00	0.00	0.00	0.00
Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Secretary to the Chief	1.00	1.00	1.00	1.00	1.00	1.00
Police Records Specialist (active)	3.00	2.00	2.00	2.00	2.00	2.00
<b>Total</b>	<b>9.00</b>	<b>7.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
Personnel Services	\$ 924,589	\$ 927,650	\$ 640,378	\$ 640,378	\$ 618,891	\$ 618,891
Operating Expenses	438,652	376,186	381,845	381,845	381,650	381,650
Capital Outlay	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
<b>Total</b>	<b>\$ 1,363,241</b>	<b>\$ 1,303,836</b>	<b>\$ 1,022,223</b>	<b>\$ 1,022,223</b>	<b>\$ 1,000,541</b>	<b>\$ 1,000,541</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
General Funds	\$ 1,183,697	\$ 1,132,948	\$ 838,338	\$ 837,420	\$ 815,738	\$ 815,738
3655 POST Reimbursements	4,088	4,408	4,500	4,500	4,500	4,500
3688 Corrections Training	5,885	5,885	5,885	6,303	6,303	6,303
3710 Duplicating Fees	15,706	15,905	14,500	15,000	15,000	15,000
3780 Court Commitment	85,865	90,690	105,000	105,000	105,000	105,000
3910 Surplus Vehicles	14,000	-	-	-	-	-
3520 LA County Coroner Contract	54,000	54,000	54,000	54,000	54,000	54,000
<b>Total</b>	<b>\$ 1,363,241</b>	<b>\$ 1,303,836</b>	<b>\$ 1,022,223</b>	<b>\$ 1,022,223</b>	<b>\$ 1,000,541</b>	<b>\$ 1,000,541</b>
<b>Supporting Information</b>						
<b>4100</b>	<b>PERSONNEL SERVICES</b>					<b>\$618,891</b>
4101	Salaries and Benefits for Full-Time Employees.			\$584,072		
4105	Overtime: Regular			\$24,839		
4109	Overtime: Contract Duty			\$9,980		

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>			<b>DIVISION NO.</b>
<b>Police Department-Support Services</b>			<b>222</b>
<b>4200</b>	<b>OPERATING EXPENSES</b>		<b>\$381,650</b>
4210	Utilities.	\$68,900	
4220	Telephone/ MDT wireless.	\$56,000	
4260	Contract Services: Radio Service Agreement, Copier Machine Service Agreement, Computer Maintenance Services, Los Angeles County Booking Fees, Background Checks and Related Fees, Courier Service, Alarm Monitoring, Lexipol Maintenance, and 911 Services Agreement.	\$130,000	
4300	Department Supplies: Office Supplies, Safety Equipment, Ammunition, Copier Supplies, Photographic and Evidence Supplies.	\$110,250	
4320	Equipment Maintenance: Equipment not Covered by Service Agreements.	\$10,000	
4360	Continuing Professional Training.	\$3,000	
4365	Tuition Reimbursement.	-	
4380	Membership Dues: Conference Attendance; CLEARs, NEATO, NAPA, and IALEP.	\$3,500	
4430	Activities and Programs: Neighborhood/Business Watch; Signs, Window Stickers, etc.	-	
4460	Community Relations: Fingerprint Kits; Informational Supplies, Giveaways.	-	
<b>4500</b>	<b>CAPITAL EQUIPMENT</b>		<b>\$0</b>
<b>4941</b>	<b>TRANSFERS</b>		<b>\$0</b>
4941	Vehicle Equipment Replacement Charge-Transfer to Fund 41: \$28,800 for 4 of 5 years for 4 Administrative vehicles FY 07-08. Deferred to FY 2012-2013	-	
XXX	Technology Replacement Charge - Transfer to Fund _ : \$18,000 for 1 of 3 years	-	
<b>TOTAL</b>			<b>\$1,000,541</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Police Department-Detective Division</b>	<b>224</b>

**NARRATIVE**

The primary responsibilities of the Detective Division is to follow-up on reported crimes, arrest criminal offenders, obtain arrest and search warrants, file criminal complaints, and serve as the liaison with the Office of the District Attorney. The Division Commander manages criminal investigations, property and evidence control, subpoena control, warrant services, narcotic and gang enforcement, sex registration and parole compliance, and serves as the liaison to the presiding judge and other management level employees at the courthouse. The Division assists the public through advocacy programs and referrals to counseling centers, as well as, with releases for impounded and recovered vehicles.

Goals and objectives for FY 2012-2013 is to bring the Detective Division to a full complement of four working case load detectives. We diligently strive to bring the highest degree of professional law enforcement services to the citizens and community of San Fernando. Use of Specialist Reserve Officers has been a significant benefit in the area of subpoena service and criminal investigations.

Goals and objectives for Fiscal Year 2012-2013 will be to continue parole, probation and sex registrant compliance efforts in conjunction with parole and probation officials, and strive to return to the lowest crime rate in the history of the Department.

	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
<b>PERSONNEL</b>					
Police Captain	0.00	0.00	0.00	0.00	0.00
Police Lieutenant	1.00	1.00	1.00	0.00	0.00
Police Sergeant	0.00	0.00	0.00	1.00	1.00
Police Detective	4.00	4.00	4.00	4.00	3.00
Property Control Officer	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>6.00</b>

	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
<b>APPROPRIATIONS</b>					
Personnel Services	\$ 815,638	\$ 893,265	\$ 737,573	\$ 737,573	\$ 524,870
Operating Expenses	16,171	10,136	18,350	18,350	20,035
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
<b>Total</b>	<b>\$ 831,809</b>	<b>\$ 903,400</b>	<b>\$ 755,923</b>	<b>\$ 755,923</b>	<b>\$ 544,905</b>

	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
<b>SOURCE OF FUNDS</b>					
General Funds	\$ 830,939	\$ 902,465	\$ 754,923	\$ 754,813	\$ 543,905
3415 Vehicle Repossession Fee	870	935	1,000	1,110	1,000
<b>Total</b>	<b>\$ 831,809</b>	<b>\$ 903,400</b>	<b>\$ 755,923</b>	<b>\$ 755,923</b>	<b>\$ 544,905</b>

**Supporting Information**

<b>4100</b>	<b>PERSONNEL SERVICES</b>	<b>\$524,870</b>
4100	Salary and Benefits for Full-Time Employees. Based upon contractual obligations.	\$484,170
4105	Overtime: Regular	\$5,000
4109	Overtime: Contract Duty	\$35,700

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>
Police Department-Detective Division		224
<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$20,035</b>
4270	Professional Services: Latent Fingerprint Comparisons; Special Evidence Fund; DNA Analysis; Sexual Assault Examinations, Detective Investigative Fund. <b>RTIIS</b>	\$16,500
4360	Mandated POST and Continuing Professional Training.	\$3,000
4365	Tuition Reimbursement.	-
4370	Membership Dues and Meetings: Southern California Robbery Assoc.; California Gang Investigators Assoc., California Narcotics Officers Assoc.	\$535
<b>4500</b>	<b>CAPITAL EQUIPMENT</b>	<b>-</b>
<b>4941</b>	<b>TRANSFERS</b>	<b>-</b>
		-
<b>TOTAL</b>		<b>\$544,905</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Police Department-Patrol</b>	<b>225</b>

**NARRATIVE**

The Operations Division represents the first contact that community members have with the Department; either through the Police Dispatchers manning our Communications Center or uniformed personnel on patrol. The Operations Division is the primary service provider to the citizenry. Operations Division receives initial calls for service, responds and utilizes varied resources, conducts preliminary investigations, apprehends criminal suspects, and documents these activities through professional police reports. The Patrol Commander manages deployment of all field personnel which includes civilian and sworn personnel, mid-line field supervisors, the Communications Division, the Reserve Officer Program, the Community Service Officers, serves as Incident Commander for all critical incidents and scheduling, as well as Jail Operations, Cadet Program, and Crossing Guard programs although some of these units are independently budgeted for accounting purposes.

During Fiscal Year 2011-2012, Operations Division personnel continued to aggressively enforce laws related to unsafe driving, impaired and unlicensed drivers, with a goal of not only enhancing the efficiencies of general law enforcement duties and responsibilities, but greatly adding to the high levels of service that the Department has always offered to the citizens of San Fernando. Patrol Officers continue to have high visibility and focused impact on quality of life issues related to traffic enforcement concerning our residents. Continued utilization of radar trailers and handheld radar/lasers rounded out this effort.

Fiscal Year 2012-2013 will see the continued Departmental effort toward obtaining grant funds from the State of California Office of Traffic Safety, which will continue to enhance traffic safety efforts with regular Driving Under the Influence checkpoints and saturation patrols. The Department will continue to research and obtain funding opportunities that will increase efficiency by continued use of the Virtual Patrol Program which includes multiple vantage camera positions, the ability to electronically issue traffic citations and better increased patrol functions through increased information sharing.

The Patrol Division regular overtime will require \$150,000 partially funded by the SLESF (Fund No.2) for FY 2012-2013. The Cops Hiring and Recovery Program (CHRP) Grant will pay for the salary and benefits for two officers for two months of FY 2012-2013 and the Safe School Initiative (SSI) Grant will pay for the salary and benefits for one officer for the third year of a three year grant.

During Fiscal Year 2012-2013, two vacant police officer positions will be filled.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Police Lieutenant	1.00	1.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	4.00	4.00	4.00
Field Training Officer	4.00	4.00	4.00	4.00	4.00
Police Officers	18.00	18.00	18.00	18.00	17.00
Police Service Rep. Supervisor (active)	1.00	1.00	0.00	0.00	0.00
Police Service Representative	6.00	6.00	6.00	6.00	6.00
Crossing Guard (FTE)	2.33	2.33	2.33	2.33	2.33
<b>Total (active)</b>	<b>37.33</b>	<b>37.33</b>	<b>35.33</b>	<b>35.33</b>	<b>34.33</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>							<b>DIVISION NO.</b>
<b>Police Department-Patrol</b>							<b>225</b>
<b>APPROPRIATIONS</b>		<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
Personnel Services		\$ 4,053,949	\$ 3,979,544	\$ 3,225,513	\$ 3,294,069	\$ 3,754,282	
Operating Expenses		71,633	65,726	60,055	60,055	60,803	
Capital Outlay		-	-	-	-	-	
Transfers		-	-	-	-	-	
<b>Total</b>		<b>\$ 4,125,582</b>	<b>\$ 4,045,270</b>	<b>\$ 3,285,568</b>	<b>\$ 3,354,124</b>	<b>\$ 3,815,085</b>	
<b>SOURCE OF FUNDS</b>		<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
	General Funds	\$ 3,470,299	\$ 3,547,227	\$ 2,832,068	\$ 2,924,699	\$ 3,154,085	
3232	Vehicle Tow Franchise fee	84,825	66,645	41,000	38,000	38,000	
3420	General Court Fines	72,528	14,926	12,000	12,000	12,000	
3715	Police Contract Services	228,308	208,897	225,000	230,000	250,000	
3720	Fingerprint Services	78,849	48,123	45,000	45,000	45,000	
3725	Booking and Processing Fee	-	-	-	125	200,000	
3726	Vehicle Inspection Fee	50,120	53,750	37,500	25,000	25,000	
3781	Impounded Vehicles	92,285	69,031	50,000	55,000	55,000	
3783	Vehicle Administrative Fee	14,820	12,000	13,000	8,300	20,000	
3785	Alarm Monitoring	33,549	24,671	30,000	16,000	16,000	
<b>Total</b>		<b>\$ 4,125,582</b>	<b>\$ 4,045,270</b>	<b>\$ 3,285,568</b>	<b>\$ 3,354,124</b>	<b>\$ 3,815,085</b>	
<b>Supporting Information</b>							
<b>4100</b>	<b>PERSONNEL SERVICES</b>					<b>\$ 3,754,282</b>	
4101	Salaries and Benefits for all Full-time Patrol Personnel. Based upon contractual obligations. (Reduced by \$136,552 for CHRP Grant and SSI Grant)				\$3,426,957		
4103	Salaries and Benefits for all Part-time Patrol Personnel				\$48,025		
4105	Overtime: Regular				\$50,000		
4107	Overtime: Court				\$45,000		
4109	Overtime: Contract Duty				\$184,300		

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>
<b>Police Department-Patrol</b>		<b>225</b>
<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$ 60,803</b>
4270	K-9: Professional Services; Veterinarian, Training Certification. Care and Supplies.	\$5,000
4350	Care of Persons: Prisoner Food, Medical Care, and Supplies.	\$44,900
4360	Mandated POST, STC and-Continuing Professional Training.	\$4,100
3688-4360	STC Training	\$6,303
4370	Attendance at CCUG and Patrol Association Meetings.	\$500
<b>4500</b>	<b>CAPITAL EQUIPMENT</b>	<b>\$ -</b>
<b>4941</b>	<b>TRANSFERS</b>	<b>\$ -</b>
<b>TOTAL</b>		<b>\$3,815,085</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Police Department-Police Reserves/Explorers	226

**NARRATIVE**

The Police Reserves are dedicated community members who donate their free time to serving the citizens of San Fernando. Reserve personnel augment every segment of the Department, providing thousands of hours of coverage during peak periods of activity, emergency response for critical events and special events throughout the year.

The San Fernando Explorers are youths who are interested in law enforcement. The program provides mentorship and development opportunities. The Explorer Post provides numerous community service benefits in the area of Christmas Baskets, pet vaccinations, Relay for Life, 4th of July celebrations and Child ID, just to name a few. Mentoring of Explorers will continue with the goal of developing future law enforcement professionals.

The goals of the Reserve/Explorer Division for Fiscal Year 2012-2013 will be to find possible recruitment options to help maintain the size of the unit. Reserve officers will continue to provide additional resources designed to supplement regular forces.

	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
<b>PERSONNEL</b>					
Reserve Police Officer	25.00	20.00	20.00	20.00	20.00
Police Explorer	30.00	30.00	30.00	30.00	30.00
Police Volunteers	15.00	10.00	10.00	10.00	10.00
<b>Total</b>	<b>70.00</b>	<b>60.00</b>	<b>60.00</b>	<b>60.00</b>	<b>60.00</b>

	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
<b>APPROPRIATIONS</b>					
Personnel Services	\$ 444	\$ 21,700	\$ 24,000	\$ 24,000	\$ 24,000
Operating Expenses	17,300	3,983	4,000	4,803	4,000
<b>Total</b>	<b>\$ 17,744</b>	<b>\$ 25,683</b>	<b>\$ 28,000</b>	<b>\$ 28,803</b>	<b>\$ 28,000</b>

	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
<b>SOURCE OF FUNDS</b>					
General Fund	\$ 17,744	\$ 25,683	\$ 28,000	\$ 28,803	\$ 28,000
<b>Total</b>	<b>\$ 17,744</b>	<b>\$ 25,683</b>	<b>\$ 28,000</b>	<b>\$ 28,803</b>	<b>\$ 28,000</b>

**Supporting Information**

<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$28,000</b>
4103	Uniform Allowance	\$24,000
0230-4430	Explorer/Reserve Activities	\$4,000
<b>TOTAL</b>		<b>\$28,000</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Park Ranger Program	227

**NARRATIVE**

Park Rangers provide added security and peace of mind to residents and visitors to city recreational facilities. Park Rangers form one third of the police services triangle along with police officers and community service officers to ensure protection of public property and an enjoyable recreational environment for all. Park Rangers receive training appropriate to the position and maintaining quarterly firearms proficiency as do all armed personnel.

The Park Ranger Program was unfunded for FY 2012-2013 due to Citywide, projected, General Fund revenue shortfalls.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Park Ranger (FTE)	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Funds	-	-	-	-	-
Police Sergeant (Unfunded)	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Supporting Information</b>					
<b>4100</b>	<b>PERSONNEL SERVICES</b>				<b>-</b>
4100	Part-Time Park Rangers			-	
<b>4200</b>	<b>OPERATING EXPENSES</b>				<b>-</b>
4325	Uniform Purchase for Part-Time Park Rangers			-	
<b>4500</b>	<b>CAPITAL EQUIPMENT</b>				<b>-</b>
<b>4941</b>	<b>TRANSFERS</b>				<b>-</b>
4941	Equipment Replacement Charge-Transfer Fund 41: \$3,090 for 6 of 8 yrs for Ranger Vehicle FY 05-06. Deferred to FY 2012-2013				
<b>TOTAL</b>	<b>-</b>				<b>-</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Police Department-Community Service Program</b>	<b>230</b>

**NARRATIVE**

Community Service Officers have become invaluable to the Department, providing the highest level of professional services to the community. Community Service Officers frequently assist at the scene of traffic collisions, during special city events, grant funded operations, with contract duties, in addition to their parking control activities. Community Service Officers round out the services of the Department helping to keep traffic flowing, streets safe and free from unsightly abandoned or inoperable vehicles.

Community Service Officers will be teamed up with police officers periodically throughout the year to conduct routine checks of persons using handicap spaces in public and private parking facilities to ensure their availability for those properly authorized.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Community Service Officer	4.00	4.00	4.00	4.00	4.00
Community Service Officer (FTE)	0.00	0.00	0.00	0.00	0.00
Records Clerk (FTE)	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 299,850	\$ 273,803	\$ 296,626	\$ 296,626	\$ 286,548
Operating Expenses	600	-	3,062	3,062	-
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
<b>Total</b>	<b>\$ 300,450</b>	<b>\$ 273,803</b>	<b>\$ 299,688</b>	<b>\$ 299,688</b>	<b>\$ 286,548</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
3430 Parking Citations	842,358	833,613	715,000	715,000	715,000
<b>Total</b>	<b>\$ 842,358</b>	<b>\$ 833,613</b>	<b>\$ 715,000</b>	<b>\$ 715,000</b>	<b>\$ 715,000</b>

<b>Supporting Information</b>					
<b>4100</b>	<b>PERSONNEL SERVICES</b>				<b>\$ 286,548</b>
4101	Reflects Full-Time Salaries			\$ 284,548	
4103	Uniform Allowance			\$ 2,000	
<b>4200</b>	<b>OPERATING EXPENSES</b>				<b>\$ -</b>
<b>4500</b>	<b>CAPITAL EQUIPMENT</b>				<b>\$ -</b>
<b>4941</b>	<b>TRANSFERS</b>				<b>\$ -</b>
<b>TOTAL</b>					<b>\$ 286,548</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012 - 2013**

<b>DIVISION</b> Police Department-Emergency Services	<b>DIVISION NO.</b> 250
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**NARRATIVE**

The Office Of Emergency Services (OES) is responsible for developing emergency plans for natural and man-made disasters, hazardous materials incidents, and civil unrest. In addition to developing plans for these incidents, the Office of Emergency Services advises policy makers and key appointed staff on how to respond to these situations.

The Emergency Services Program funding for FY 2012-2013 was left unfunded due to Citywide, projected, General Fund revenue shortfalls.

In Fiscal Year 2011-2012, the required renewal and update of the City's five year Hazard Mitigation / Emergency Operations Plan as required by FEMA and CalEMA was completed.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Emergency Services Coordinator	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	-	-	10,000	10,000	-
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Fund	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>

**Supporting Information**

<b>4200</b>		<b>OPERATING EXPENSES</b>	<b>-</b>
4260	Contractual Services - Hazardous Mitigation		-
4320	Maintenance of RACES Equipment.		-
4360	Emergency Preparedness Training.		-
4370	Mutual Aid Meetings, Membership, and Travel.		-
4380	Subscriptions, Dues and Memberships.		-
4390	Vehicle Mileage Allowance.		-
<b>4500</b>		<b>CAPITAL EQUIPMENT</b>	<b>-</b>
<b>TOTAL</b>			<b>-</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

**POLICE DEPARTMENT**

**DIVISION NO.**

**COMMUNITY PRESERVATION**

**152**

The city's community preservation enforcement program corrects property-based violations of the San Fernando City Code (SFCC). Division staff perform inspections and enforce city code standards to correct illegal/unsafe building conditions and structures, inadequate property maintenance and nuisances, noncompliance with business licensing requirements, and violations of the city's housing code standards and zoning regulations. During Fiscal Year 2011-2012, the community preservation division issued 304 code enforcement citations for such things as orders to de-convert garages, working without a building permit, operating a business without a city business license, illegal dumping of hazardous waste into the public storm drains, and illegal signs resulting in \$131,275 in administrative fines. Division funding also provides for implementation of the city's graffiti program consistent with the city's graffiti abatement regulations.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Community Preservation Supervisor	1.00	0.85	0.00	0.00	0.00
Community Preservation Officer	0.00	0.00	1.00	0.00	0.00
Community Preservation Officer (2)	1.00	0.82	1.00	1.00	0.00
Community Preservation Officer (3)	1.00	0.82	1.00	1.00	0.00
Community Preservation Officer P/T	2.00	0.75	0.75	0.75	0.00
Maintenance Helper (Graffiti - 2PT = .95 FTE)	0.00	0.00	1.00	0.95	0.00
<b>Total</b>	<b>5.00</b>	<b>3.24</b>	<b>4.75</b>	<b>3.70</b>	<b>0.00</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 64,961	\$ 241,586	\$ 242,885	\$ 242,885	\$ -
Operating Expenses	9,370	65,096	86,800	86,800	-
Transfers	10,250	-	-	-	-
<b>Total</b>	<b>\$ 84,581</b>	<b>\$ 306,683</b>	<b>\$ 329,685</b>	<b>\$ 329,685</b>	<b>\$ -</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
General Funds	\$ (74,035)	\$ 141,616	\$ 169,685	\$ 220,485	-
3425 Code Enforcement Citations	158,616	163,092	150,000	108,000	-
3740 Weed Abatement Program	-	1,975	10,000	1,200	-
<b>Total</b>	<b>\$ 84,581</b>	<b>\$ 306,683</b>	<b>\$ 329,685</b>	<b>\$ 329,685</b>	<b>\$ -</b>

<b>4100</b>	<b>PERSONNEL SERVICES</b>	<b>\$</b>	<b>-</b>
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4101	Full time salaries and benefits	-	
4103	Part time salaries: P/T Community Preservation Officers Part time salaries: P/T Graffiti Abatement	-	
4105	Overtime	-	
0347-4105	Weed Abatement: Annual Weed Abatement Program	-	

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

**POLICE DEPARTMENT**

**DIVISION NO.**

**COMMUNITY PRESERVATION**

**152**

<b>4200</b>		<b>OPERATING EXPENSES</b>		<b>-</b>
4220	Cell Phone usage for three full time personnel @ \$75.00 per month for 1 supervisor phone and \$40.00 per month per officer for 2 field personnel phones.	-		
4230	Advertising: Neighborhood Clean-Ups, Topics of the Month, Annual Weed Abatement Program.	-		
4260	Contractual Services: <b>City Prosecutor services</b> for office conferences and preparation of letters	-		
4270	Mailing of Topic of the Month to residents which will be included in the bi-monthly water bill. Cost includes	-		
4300	Department Supplies: CPO uniforms per MOU @ \$100 per officer (three full-time and <b>four</b> part-time	-		
4340	Small Tools: Officer equipment & safety: radios, mace, citation boxes, radio batteries (10) @ \$52.00 each,	-		
4365	Tuition reimbursement for personnel to enhance education in order to enhance service delivery to	-		
4370	Meeting & Travel: Attendance for one officer at the annual California Association of Code Enforcement	-		
4380	Professional Memberships: Annual membership for California Association of Code Enforcement Officers	-		
<b>4500</b>		<b>CAPITAL EXPENSES</b>		<b>-</b>
4500		-		
<b>4941</b>		<b>EQUIPMENT REPLACEMENT CHARGE</b>		<b>-</b>
4941	Annual depreciation (\$5000, fifth of 5 years) of a light utility vehicle for code enforcement. Partial cost of new			
<b>TOTAL</b>				<b>-</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012 - 2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>FIRE SERVICES</b>	<b>500</b>

**NARRATIVE**

Fire services are provided by the Los Angeles City Fire Department on a contractual basis. The fire services budget is included as the last section of the Police Department's budget; however it is budgeted separately and is not included above. The fire services budget is as follows:

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Fire Services	\$ 3,348,981	\$ 3,473,668	\$ 3,159,360	\$ 3,159,360	\$ 2,900,000
<b>Total</b>	<b>\$ 3,348,981</b>	<b>\$ 3,473,668</b>	<b>\$ 3,159,360</b>	<b>\$ 3,159,360</b>	<b>\$ 2,900,000</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
01 General Funds	\$ 3,348,981	\$ 3,473,668	\$ 3,159,360	\$ 3,159,360	\$ 2,900,000
<b>Total</b>	<b>\$ 3,348,981</b>	<b>\$ 3,473,668</b>	<b>\$ 3,159,360</b>	<b>\$ 3,159,360</b>	<b>\$ 2,900,000</b>

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# **PUBLIC WORKS**

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**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**PUBLIC WORKS DEPARTMENT**

**EXECUTIVE SUMMARY**

**Departmental Mission Statement:**

"Working together with pride to provide essential services to our City, with a commitment to excellence and exceeding our customers expectations."

**NARRATIVE - GENERAL FUND**

**310 Administration**

The Public Works Engineering and Administration Division provides engineering and construction management in the following areas: Capital Improvements; Grounds, Facilities and Equipment maintenance and operations; Field Operations; Water Operations; and Traffic Safety. These sections are funded from a total of twenty-eight accounting Divisions: ten General Fund Public Works Divisions; six Enterprise Fund Divisions including Water Divisions, Sewer Division and Refuse Division; and twelve Special Funds Divisions. The Engineering and Administration Division designs, manages, and inspects capital improvement projects; performs engineering studies; administers consultant contracts; and applies for and coordinates grants from numerous sources including MTA, Los Angeles Community Development Commission, State Office of Traffic Safety, Air Quality Management District, California Energy Commission, and Caltrans/FHWA (Federal & State grants).

**311 Street Maintenance**

This division is responsible for the repair and maintenance of over 50 miles of public streets and alleys in the City. The division is also responsible for the repair and maintenance of 80 miles of City sidewalks and 10 miles of storm drains. The duties of this division include administering major projects, such as roadway reconstruction and resurfacing, inspection of utility trenches, and sidewalk replacements. The crews are responsible for filling potholes and making temporary and permanent repairs to sidewalks. Duties performed by this division, from time to time, include emergency clean up from traffic accidents, spilled loads, and other street emergencies. They provide the set-up and removal of traffic control barricades and temporary parking restrictions for parades, festivals, circuses, and movie filming. Direct charge of materials to special funds, and transfers from State Gas Tax Fund 11 makes this division a net zero impact on the General Fund.

**312 Graffiti Removal**

The Graffiti Removal Division is responsible for the removal of graffiti from City facilities, parkways and streetscapes. The Division may also provide limited removal of graffiti on private and commercial businesses upon issuance of court order, warrant, or upon declaration of a nuisance by the Community Development Director. Beginning in Fiscal Year 2011-2012 graffiti removal services was assigned to the Police Department and closely coordinated with Code Enforcement activities. Beginning in Fiscal Year 2012-2013 these activities are being reassigned to Community Development. Removal will be performed using part time staff. Graffiti removal activities will be funded under General Fund account 01-152 at a sufficient amount to ensure removal services of at least 40 hours per week. Public Works continues to perform graffiti removal at water sites and at interior of City facilities.

**320 Equipment / Vehicle Maintenance**

The Equipment Division is responsible for maintenance and repairs of City vehicles and equipment including: 30 police vehicles, 35 mid-duty trucks, 9 heavy-duty pieces of equipment, ten compressed natural gas (CNG) fueled vehicles, six Kawasaki Motorcycles, four electric vehicles, 25 smaller pieces of miscellaneous equipment and two emergency generators (located at City Hall and the Police Department). In addition, the Division performs maintenance and repairs of some water production and distribution equipment.

The primary goal of this Division is the Preventive Maintenance Program (PMP), which lowers maintenance costs by identifying smaller repairs before they become larger and more expensive. The PMP helps eliminate emergency repairs, equipment downtime and increases fuel economy - a key concern due to rising fuel costs. Other responsibilities include: record keeping for the State Biennial Inspection of Terminals (BIT) Program, Air Quality Management District (AQMD) and Annual California Smog Certification.

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**PUBLIC WORKS DEPARTMENT**

**EXECUTIVE SUMMARY**

**341 Mall Maintenance**

This division is responsible for the daily cleaning in the mall and business area including sidewalks, streets, decorative pavers, landscape enclosures, benches, etc. The Division ensures that trash pick-up is done five times a week, cleaning of storm drains, annual trimming of trees, repair of damaged planters or other City facilities, high pressure wash and steam cleaning of sidewalks and streets in order to remove gum, candy, grease, and removal of graffiti from public facilities such as street signs and poles, sidewalks and planters in the mall area. Court referral volunteers are utilized weekly for gum removal and debris pickup throughout the mall.

**343 Street Cleaning**

Street sweeping is conducted to improve the cleanliness, health and safety of the City. Street sweepers remove debris from streets and prevent it from entering storm drains. Storm drains lead straight to the ocean and are meant for rainwater only. Street sweeping also helps the City comply with state and federal stormwater quality requirements. Street Sweeping was previously paid using Enterprise Funds, however, due to recent changes in legislation these services are currently paid from State Gas Tax Fund 11.

**346 Street Trees and Parkways**

The Streets Trees and Parkways Division provides a limited program of tree trimming and general maintenance for 7,138 City trees on parkways and at City facilities. In an effort to preserve the City's aging trees, the Division performs additional services under the guidance of an arborist such as wind trimming, hole fillings and cabling. The City's older trees require an increasing amount of attention; an active tree maintenance program helps to prolong tree life expectancy and the beauty of our trees.

**370 Traffic Safety**

This division performs scheduled routine maintenance to all street signs, off street parking controls, traffic striping and marking, curb delineations, as well as restriping and marking of all streets following large construction projects or slurry/chip sealing operations. The Division performs traffic safety improvements such as marking changes, striping and signing changes. Responsibilities also include taking care of the yearly School Safety program, which is performed in late summer prior to the beginning of the school year. This program encompasses inspection, repainting of all school crosswalks throughout the City, and repair, cleaning or replacement of all school safety signs. Direct charge of materials to special funds, and transfers from State Gas Tax Fund 11 makes this division a net zero impact on the General Fund.

**371 Traffic Signals**

This division is responsible for the operation and maintenance of 50 traffic signal intersections. The maintenance procedures include routine scheduled verification of proper "programmed" operations and timing and sequencing of these intersections. Preventative maintenance ensures that the "conflict monitor units" and "flasher" circuits are working correctly and provide the safety and protection needed. Operational checks are also made on the pedestrian and vehicle detectors, ensuring safe traffic flow in all directions. Cleaning of control cabinets and checking intersection facilities are done biannually. Troubleshooting and repair of malfunctions and emergency repair of damage due to traffic accidents or the "elements" are done as required. Direct charge of materials to special funds, and transfers from State Gas Tax Fund 11 makes this division a net zero impact on the General Fund.

**390 Facilities Management**

The Facilities Maintenance Division provides funds for the maintenance of all City facilities, a total of 110,715 square feet of building space, and over 45 acres. These properties include: City Hall, City Yard, Police facilities, park buildings and grounds, Regional Pool facility, Brand Median, San Fernando History and Cultural Museum, water reservoirs and pump stations, Lopez Adobe Historical House, Bikeway, Gateway, Cesar Chavez Transit Memorial and Civic Center landscape maintenance. The Division also assists to maintain various properties owned by the City Redevelopment Agency including undeveloped lots.

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**PUBLIC WORKS DEPARTMENT**

**EXECUTIVE SUMMARY**

**NARRATIVE - ENTERPRISE FUND**

Public Works operations include six distinct Enterprise Funds. Each of these funds provides service to customers supported by fees for those services. Each Enterprise Fund has an annual budget for personnel services, operating expenses and capital expenses, similar to other City funds. Enterprise Funds also maintain funds in an operating reserve and a capital reserve for timely response to emergency needs, and for implementation of multi-year capital improvement programs. The six Enterprise Funds maintained by Public Works are:

- 70-381 Water Administration
- 70-382 Utility Billing
- 70-383 Water Distribution
- 72-360 Sewer Maintenance Services
- 73-350 Refuse and Environmental Services

**70-381, 382, 383, 384 Water Operations**

Water Operations consists of four distinct divisions: 1) The Administrative Division is responsible for all aspects of the Water Department, overseeing production, procurement, and conservation of safe potable water for the City's residential and business community 2) The Utility Billing Division provides customer service and issues utility billing for water, sewer, refuse, recycling, fire service, and hydrants on private property. Meters are read and customers are billed every two months 3) The Water Distribution Division is responsible for providing water to all City water customers in sufficient quantities to meet domestic and fire service demands. This includes maintenance of approximately 66.5 miles of water mains, 5,049 water services and 547 fire hydrants. The Division is also responsible for installing new services (domestic and fire) ordered by new customers or for new structures or demands by land use changes 4) The Water Production Division is responsible for all operations and maintenance of the City's four wells, three booster pump stations, four reservoirs and two pressure regulation stations.

**72-360 Sewer Maintenance**

The Sewer Maintenance Division performs maintenance of the City's sanitary sewer system by scheduled routine cleaning of sewer main lines and manholes. The sewer system is made up of approximately 40 miles (215,915 linear feet) of mains and over 800 manholes. The City contracts with the City of Los Angeles for sewage treatment and disposal. Since 1985, the City has contracted with the County of Los Angeles for the enforcement of the City's Industrial Waste Program. Industrial waste permit fees cover the cost of this program.

**73-350 Refuse / Environmental**

The Refuse/Environmental Division provides single-family residential solid waste collection services and administration of the City's Source Reduction and Recycling Element (SRRE) and Household Hazardous Waste Element (HHWE) plans.

**NARRATIVE - SPECIAL FUNDS**

Public Works operations are funded from various Special Funds. Each Special Fund provides a budget allocation for specific projects or services. Special Funds have rigid requirements on the manner and timelines for their use, typically established by the agency providing the funds, or the legislation which established the fund.

Since Fiscal Year 2008-2009 Public Works operations have increasingly shifted from General Fund to Special Funds. This shift was necessitated by continued budget constraints on the General Fund. In Fiscal Year 2008-2009 the Public Works General Fund total request was \$3,278,014. In Fiscal Year 2011-2012 the Public Works General Fund total request has been reduced to \$1,937,448, which represents a 41% reduction of General Fund use by Public Works in the past three years. In addition, many Public Works budget allocations in the General Fund are offset by transfers from Special Funds to the General Fund. The end result was a net General Fund cost for Public Works operations of \$1,408,411 in Fiscal Year 2011-2012 which represents a net reduction of general Fund use of almost 60% over three years.

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**PUBLIC WORKS DEPARTMENT**

**EXECUTIVE SUMMARY**

Special Funds used by Public Works in Fiscal Year 2012-2013:

- Fund 7, Proposition A - Transportation Sales Tax
- Fund 8, Proposition C
- Fund 10, Grant Fund
- Fund 11, State Gas Tax Fund
- Fund 12, Measure R Fund
- Fund 13, Traffic Safety
- Fund 15, Local Transportation
- Fund 16, Air Quality Management District
- Fund 27, Street Lighting Fund
- Fund 27, Street Lighting Fund
- Fund 29, Parking M&O - Off Street
- Fund 50, Pavement Management

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Dir.	1.00	1.00	1.00	1.00	1.00
City Engineer	1.00	0.00	0.00	0.00	0.00
Sr. Management Analyst	0.00	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	2.00	2.00	2.00	2.00	2.00
P.W. Administrative Analyst	1.00	1.00	1.00	1.00	1.00
P.W. Operations Manager	1.00	1.00	1.00	1.00	0.00
P.W. Superintendent	2.00	2.00	2.00	2.00	2.00
P.W. Field Supervisor I	2.00	1.00	1.00	1.00	1.00
P.W. Field Supervisor II	3.00	3.00	3.00	3.00	3.00
Senior Maintenance Worker	6.00	6.00	6.00	6.00	6.00
Maintenance Worker	12.00	9.00	9.00	9.00	8.00
Assistant Planner	0.20	0.10	0.10	0.10	0.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
P.W. Office Specialist	1.00	1.00	1.00	1.00	1.00
P.W. Administrative Coord.	1.00	1.00	1.00	1.00	1.00
Electrical Supervisor	1.00	1.00	1.00	1.00	1.00
Bldg. Maint. Electrical Helper	1.00	1.00	1.00	1.00	1.00
Water Pump Op/Backflow Tech	1.00	1.00	1.00	1.00	1.00
Meter Technician	1.00	1.00	1.00	1.00	1.00
Equipment and Materials Sup.	1.00	1.00	1.00	1.00	1.00
Mechanical Helper	1.00	1.00	1.00	1.00	1.00
Part -Time P.W. Maint Helper	3.00	1.70	1.70	1.70	1.70
Finance Office Specialist	0.75	0.75	0.75	0.75	0.75
Clerk/Deputy Treasurer	0.25	0.25	0.25	0.25	0.25
Part-Time Clerk	1.50	1.50	1.00	1.00	1.00
Sr. Account Clerk	1.00	1.00	0.50	0.50	0.50
<b>Total</b>	<b>46.70</b>	<b>40.30</b>	<b>39.30</b>	<b>39.30</b>	<b>37.20</b>

CITY OF SAN FERNANDO					
ADOPTED BUDGET					
FY 2012-2013					
PUBLIC WORKS DEPARTMENT					
EXECUTIVE SUMMARY					
APPROPRIATIONS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
<b>General Funds</b>					
310-Engineering and Admin.	\$ 156,716	\$ 172,418	\$ 115,132	\$ 117,929	\$ 114,875
311-Street Maintenance	41,767	51,626	47,935	51,271	43,310
312-Graffiti Removal	61,118	51,368	7,109	13,097	-
313-Bus Shelter Maint.	30	120	-	-	-
320-Vehicle Maint.	442,565	401,036	418,116	401,425	419,574
341-Mall Maintenance	113,319	53,701	97,504	73,430	92,993
343 - Street Sweeping	123,719	121,200	121,200	121,200	123,988
346-Street Trees & Parkways	103,927	94,914	105,471	82,892	85,296
370-Traffic Safety	76,119	40,071	40,156	22,833	14,056
371-Traffic Signals	143,059	117,504	104,350	103,320	102,885
390-Facilities Management	880,654	775,392	802,894	789,780	768,420
<b>General Fund Total</b>	<b>\$ 2,142,992</b>	<b>\$ 1,879,349</b>	<b>\$ 1,859,867</b>	<b>\$ 1,777,177</b>	<b>\$ 1,765,396</b>
<u>Special Funds-PW portion:</u>					
07-Proposition A	\$ 69,408	\$ 382,971	\$ 404,928	\$ 335,532	\$ 227,408
08-Proposition C	225,543	148,033	378,927	312,011	772,667
09-Proposition C Discretionary	-	-	-	-	-
10-Grant Funds	659,346	25,000	1,143,653	216,967	1,584,781
11-State Gas Tax	716,455	982,822	772,431	710,925	1,229,464
12-Measure R	-	325,375	252,048	138,638	280,208
13-Traffic Safety	103,855	83,264	236,250	111,000	163,662
15-Local Transportation -TDA	11,116	9,333	16,200	16,200	16,200
16-Air Quality Management Dist.	-	-	-	-	-
27-344-Street Lighting Fund	366,141	369,120	420,534	404,000	411,860
29-355-Parking M&O	223,402	108,056	223,572	168,881	181,912
50-Pavement Impact Fund	76,462	521,203	622,379	456,576	368,481
<b>Special Fund Total</b>	<b>\$ 2,451,728</b>	<b>\$ 2,955,177</b>	<b>\$ 4,470,922</b>	<b>\$ 2,870,730</b>	<b>\$ 5,236,643</b>
<u>Enterprise Funds:</u>					
70-381-Water Administration	\$ 985,506	\$ 967,801	\$ 905,686	\$ 808,937	\$ 885,576
70-382-Utility Billing	386,934	330,278	371,285	355,691	345,918
70-383-Water Distribution	1,195,223	993,099	1,124,602	1,092,731	1,663,961
70-384-Water Production	906,219	1,065,043	1,415,009	1,076,436	1,773,969
Subtotal Water Fund	3,473,882	3,356,221	3,816,582	3,333,795	4,669,424
<i>Less: Capital Items</i>	-	-	360,323	360,323	1,273,138
Total Water Fund	3,473,882	3,356,221	3,456,259	2,973,472	3,396,286
72-360-Sewer Maintenance	2,761,700	1,927,042	2,392,482	2,096,237	2,658,544
73-350-Refuse/Environmental	1,101,303	1,077,642	1,026,595	892,092	1,114,197
<b>Enterprise Fund Total</b>	<b>\$ 7,336,885</b>	<b>\$ 6,360,905</b>	<b>\$ 6,875,336</b>	<b>\$ 5,961,801</b>	<b>\$ 7,169,027</b>
<b>Total Department Funds</b>	<b>\$ 11,931,605</b>	<b>\$ 11,195,431</b>	<b>\$ 13,206,125</b>	<b>\$ 10,609,708</b>	<b>\$ 14,171,066</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Public Works Engineering and Administration</b>	<b>310</b>

**NARRATIVE**

The Public Works Engineering and Administration Division provides engineering and construction management in the following areas: Capital Improvements; Grounds, Facilities and Equipment maintenance and operations; Field Operations; Water Operations; and Traffic Safety. These sections are funded from a total of twenty-nine accounting Divisions: ten General Fund Public Works Divisions; seven Enterprise Fund Divisions including Water Divisions and Sewer Division; and twelve Special Funds Divisions. The Engineering and Administration Division designs, manages, and inspects capital improvement projects; performs engineering studies; administers consultant contracts; and applies for and coordinates grants from numerous sources including MTA, Los Angeles Community Development Commission, State Office of Traffic Safety, Air Quality Management District, California Energy Commission, and Caltrans/FHWA (Federal & State grants).

FY 2010-2011: The Public Works Engineering and Administration Division completed CDBG funded phases of the Park Avenue Street Improvement Project, which included undergrounding of utilities, street and sidewalk improvements and installation of pedestrian lights. In addition, design work continue on other capital projects, street and sidewalk improvement programs, and several administrative projects including plans for GIS mapping to start a GIS based asset management database.

FY 2011-2012: The Public Works Engineering and Administration Division will continue work on projects in support of City Council priorities and Department Operation priorities for FY 11/12. Projects will include phase four of the Park Avenue Street Improvement Project, which will provide street paving and additional landscaping. Other planned capital projects include Arroyo Street paving project, a residential street focus area and implementation of GIS mapping to start a GIS based asset management database. The asset management database will be expanded in future years to include critical infrastructure such as sewer, water, street light, storm drain and electrical power vaults.

FY 2012-2013: The Public Works Engineering and Administration Division will continue work on projects in support of City Council priorities and Department Operation priorities for FY 12/13. Projects will include phase four of the Park Avenue Street Improvement Project, which will provide street paving and additional landscaping. Other planned capital projects include Arroyo Street paving project, a residential street focus area and implementation of GIS mapping to start a GIS based asset management database. The asset management database will be expanded in future years to include critical infrastructure such as sewer, water, street light, storm drain and electrical power vaults.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director	0.15	0.00	0.05	0.05	0.05
City Engineer	0.15	0.00	0.00	0.00	0.00
Senior Management Analyst	0.15	0.00	0.00	0.00	0.00
Operations Manager	0.15	0.00	0.05	0.05	0.00
Administrative Analyst	0.00	0.10	0.08	0.08	0.08
Civil Engineering Assistant II	0.20	0.10	0.20	0.20	0.20
P.W. Admin Coordinator	0.15	0.05	0.00	0.00	0.00
P.W. Office Specialist	0.20	0.05	0.00	0.00	0.00
Office Specialist	0.00	0.20	0.20	0.20	0.20
<b>Total</b>	<b>1.15</b>	<b>0.50</b>	<b>0.58</b>	<b>0.58</b>	<b>0.53</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 86,650	\$ 99,519	\$ 61,518	\$ 64,632	\$ 54,761
Operating Expenses	64,066	60,634	53,614	52,372	54,614
Capital Outlay/Transfers	6,000	12,265	-	925	5,500
<b>Total</b>	<b>\$ 156,716</b>	<b>\$ 172,418</b>	<b>\$ 115,132</b>	<b>\$ 117,929</b>	<b>\$ 114,875</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

DIVISION		DIVISION NO.				
Public Works Engineering and Administration		310				
SOURCE OF FUNDS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013	
01-3730 Eng & Insp. Fees	\$ 40,970	\$ 9,262	\$ 15,000	\$ 19,000	\$ 15,000	
Gas Tax (Fund 11) Transfer- HUTA - Sect. 2107.5	8,905	9,095	6,000	6,000	6,000	
General Fund	106,841	154,061	94,132	92,929	93,875	
<b>Total</b>	<b>\$ 156,716</b>	<b>\$ 172,418</b>	<b>\$ 115,132</b>	<b>\$ 117,929</b>	<b>\$ 114,875</b>	
<b>PERSONNEL SERVICES</b>					<b>\$54,761</b>	
4101	Personnel Costs - Labor costs reflect engineering labor costs charged to grant funded projects & engineering labor costs subsidized by gas tax allocation.			\$54,761		
<b>OPERATING EXPENSES</b>					<b>\$54,614</b>	
4220	Cell Phones/ PDA's			\$2,300		
4260	Contractual Services			\$17,500		
	Misc. Contractual Services			\$17,500		
4270	Professional Services			\$23,794		
	Engineering Services; also refer to Funds 10, 11, 12, 70, 72			\$15,000		
	Parking in lieu study, estimated cost \$5,000, see Fund 29					
	LA County MTA Board Annual fee			\$1,394		
	Arborist (\$500 per month avg)			\$6,000		
	AM1690 radio station maintenance - assumes 4 service calls @\$350/ea			\$1,400		
4300	Department Supplies			\$7,000		
	Office Supplies			\$7,000		
4310	Equipment & Supplies			\$250		
	Uniforms/safety gear			\$250		
4320	Department Equipment Maintenance			\$500		
4360	Personnel Training			\$1,500		
4380	Subscriptions / Dues & Memberships			\$270		
4390	Vehicle Allowance & Mileage			\$1,000		
4430	Activities & Programs			\$500		
	Outreach & Community Events			\$500		

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
Public Works Engineering and Administration		310	
<b>CAPITAL EXPENSES</b>		<b>\$5,500</b>	
4500	Capital Equipment	\$5,500	
	Edgesoft Maintenance Total cost of maintenance agreement FY 11/12 to FY 14/15 is \$36,000. Public Works cost allocation = \$12,000 split over 01-310 and Funds 70, 72 and 73		
		\$3,000	
	GIS License	\$2,500	
<b>Total</b>		<b>\$114,875</b>	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Street Maintenance	311

**NARRATIVE**

The Street Maintenance Division is responsible for the maintenance and repair of over 50 miles of public streets and 37 alleys, inspection and maintenance of 80 miles of City sidewalks and 10 miles of storm drains. Division duties include assisting the City Engineer to administer and inspect projects such as roadway reconstruction and resurfacing, utility trench repairs, and sidewalk replacements.

Street Maintenance Division crews provide emergency response traffic control barricades, clean up at traffic accident sites and spilled loads, and other traffic emergencies. Crews fill potholes and make immediate temporary repairs to sidewalks. The Division also provides set-up and removal of traffic control barricades and temporary parking restrictions for events such as parades, festivals and for movie filming.

FY 2009-2010: The Street Maintenance Division performed sidewalk repairs, proactive sidewalk inspections, pothole filling and street trench repairs and installation of curb ramps. They also performed traffic control set up for several movie shoots and events.

FY 2010-2011: The Street Maintenance Division continued sidewalk repairs, proactive sidewalk inspections, pothole filling and street trench repairs, installation of 10 curb ramps and traffic control set up for movie shoots and events. In order to reduce General Fund costs, street and sidewalk materials were charged to Funds 13 and 50 in FY 2010-2011. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 made the Street Maintenance Division a net zero impact on the General Fund.

FY 2011-2012: The Street Maintenance Division will continue proactive sidewalk inspections and repairs, pothole filling, curb ramp installation and traffic control for movie shoots and events. Street and sidewalk materials are charged to Funds 13 and 50, as well as purchase of tools, equipment maintenance and capital equipment purchase.

FY 2012-2013: The Street Maintenance Division will continue proactive sidewalk inspections and repairs, curb ramp installation and traffic control for movie shoots and events. Street and sidewalk materials are charged to Funds 13 and 50, as well as purchase of tools, equipment maintenance and capital equipment purchase. Operation Pothole Repair will implemented again whereby staff makes a focused effort to fill potholes after the rainy season. Last fiscal year there were approximately 1,300 pothole repairs. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 makes the Division a net zero impact on the General Fund.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director	0.05	0.00	0.00	0.00	0.00
City Engineer	0.05	0.00	0.00	0.00	0.00
Operations Manager	0.10	0.00	0.00	0.00	0.00
PW Administrative Analyst	0.00	0.00	0.00	0.00	0.00
PW Office Specialist	0.05	0.00	0.00	0.00	0.00
Civil Engineering Asst. II	0.20	0.10	0.00	0.00	0.00
P.W. Superintendent	0.05	0.00	0.00	0.00	0.00
P.W. Maintenance Worker	0.05	0.00	0.10	0.10	0.10
P.W. Field Supervisor I	0.15	0.00	0.00	0.00	0.00
P.W. Field Supervisor II	0.15	0.05	0.10	0.10	0.10
Meter Technician	0.20	0.00	0.00	0.00	0.00
Senior Maintenance Worker	0.50	0.10	0.30	0.30	0.30
<b>Total</b>	<b>1.55</b>	<b>0.25</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 25,725	\$ 49,708	\$ 46,690	\$ 50,346	\$ 42,065
Operating Expenses	14,025	1,917	1,245	925	1,245
Capital Outlay	2,017	-	-	-	-
<b>Total</b>	<b>\$ 41,767</b>	<b>\$ 51,626</b>	<b>\$ 47,935</b>	<b>\$ 51,271</b>	<b>\$ 43,310</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Street Maintenance	311

SOURCE OF FUNDS	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013
01-3855 Pkg Mtr - Civic Ctr	\$ 114,667	\$ 110,083	\$ 90,000	\$ 90,000	\$ 90,000
Gas Tax (Fund 11)Transfer- <i>HUTA - Sect. 2105</i>	142,036	136,354	142,000	136,354	136,354
<b>Total</b>	<b>\$ 256,703</b>	<b>\$ 246,437</b>	<b>\$ 232,000</b>	<b>\$ 226,354</b>	<b>\$ 226,354</b>

**Supporting Information**

**PERSONNEL SERVICES** **\$42,065**

4101	Personnel Costs - Reflects some labor costs charged to grant funded projects, & some labor charges are subsidized by gas tax allocation.  Special Project Pay - Refer to Fund 50 Inspector Pay - Refer to Fund 50 Stand-by pay (Shared with Fund 72)	\$ 42,065	
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**OPERATING EXPENSES** **\$1,245**

4300	Department Supplies	ACTUAL	\$500
	Office Supplies		\$500
4310	Equipment & Supplies		\$545
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -311 Division; jackets issued in FY 10, next issue FY 12	\$160	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -311 Division	\$225	
	Service Volunteer gear issue, 4@\$40	\$160	
4360	Personnel Training		\$100
4370	Meetings, Membership & Training		\$100

**CAPITAL EXPENSES** **\$0**

**EQUIPMENT REPLACEMENT CHARGE** **\$0**

**TOTAL** **\$43,310**

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Graffiti Removal</b>	<b>312</b>

**NARRATIVE**

The Graffiti Removal Division is responsible for the removal of graffiti from City facilities, parkways and streetscapes. The Division may also provide limited removal of graffiti on private and commercial businesses upon issuance of court order, warrant, or upon declaration of a nuisance by the Community Development Director.

Graffiti removal is performed proactively using regular inspections for graffiti at designated graffiti "hot spots" throughout the City. The Division also responds to reports of graffiti received from other City Departments, residents and local businesses. The Division coordinates closely with the Police Department, and Code Enforcement Officers. In addition, the Graffiti Removal Division participates in City-sponsored events to educate parents as well as teens on graffiti abatement.

FY 2009-2010: The Graffiti Removal Division reorganized and return to using in-house staff for removal services. Removal was shifted to primarily reactive response to public and staff requests, with proactive removal in graffiti "hot spots" such as parks and business districts. The Division worked closely with the Police Department Community Preservation Division to implement provisions of the City anti-graffiti ordinance.

FY 2010-2011: Graffiti removal continued using in-house staff for removal services in response to public and staff requests, and proactive removal in graffiti "hot spots" such as parks and business districts. The Division budget was modestly increased to ensure graffiti removal efforts, combined with graffiti removal performed under the Mall Maintenance Division and Water Divisions, are performed at a minimum of 40 hours per week.

FY 2011-2012: Graffiti removal services is assigned to the Police Department and closely coordinated with Code Enforcement activities. Response to public and staff requests, and proactive removal in graffiti "hot spots" such as parks and business districts will be performed using part time staff. Graffiti removal activities will be funded under General Fund account 01-152 at sufficient amount to ensure removal services of at least 40 hours per week. Public Works continues to perform graffiti removal at water sites, and at interior of City facilities. Responsibility for all other graffiti removal on public right of way and private property is transitioned to the Police Department by September 2011. A small amount of funds will remain in 01-312 for Public Works staffing to assist the Police Department with graffiti removal and training of new part time staff through the transition period.

FY 2012-2013: Graffiti removal services will be newly assigned to the Community Development Department and closely coordinated with Code Enforcement activities. Response to public and staff requests, and proactive removal in graffiti "hot spots" such as parks and business districts will be performed using part time staff. Graffiti removal activities will be funded under General Fund account 01-152 at sufficient amount to ensure removal services of at least 40 hours per week. Public Works continues to perform graffiti removal at water sites, and at interior of City facilities. Responsibility for all other graffiti removal on public right of way and private property is transitioned to the Community Development Department.

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
<b>PERSONNEL</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
Maintenance Worker	0.25	0.70	0.08	0.08	0.08
PW Field Supervisor II	0.10	0.05	0.00	0.00	0.00
Senior Maintenance Worker	0.00	0.05	0.00	0.00	0.00
Maintenance Helper - PT	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.35</b>	<b>0.80</b>	<b>0.08</b>	<b>0.08</b>	<b>0.08</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
Personnel Services	\$ 23,834	\$ 45,168	\$ 7,109	\$ 13,097	\$ -
Operating Expenses	37,284	6,200	-	-	-
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 61,118</b>	<b>\$ 51,368</b>	<b>\$ 7,109</b>	<b>\$ 13,097</b>	<b>\$ -</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

DIVISION		DIVISION NO.				
Graffiti Removal		312				
SOURCE OF FUNDS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013	
Prop C Bikeway (Fund 08) <i>transfer from 08-190-4901 to 01-3968</i>	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	
General Fund	46,118	36,368	(7,891)	(1,903)	-	
<b>Total</b>	<b>\$ 61,118</b>	<b>\$ 51,368</b>	<b>\$ 7,109</b>	<b>\$ 13,097</b>	<b>\$ -</b>	
<b>PERSONNEL SERVICES</b>						<b>-</b>
4101 Personnel Costs						
<b>OPERATING EXPENSES</b>						<b>-</b>
Funding reallocated to 01-152				-		
<b>CAPITAL EQUIPMENT</b>						<b>-</b>
Funding reallocated to 01-152				-		
<b>TOTAL</b>						<b>-</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Bus Shelter/Stop Maintenance</b>	<b>313</b>

**NARRATIVE**

The Bus Shelter / Stop Maintenance Division is responsible to fund the cleaning and maintenance of 79 stops located in the City of San Fernando, including 28 new City Trolley stops. Of these bus stop locations, 18 are currently equipped with bus shelters. These bus shelters are older and require an increasing amount of labor and materials to maintain. Parts are not available for the shelters; repairs require costly fabrication of custom parts. City crews perform maintenance including cleaning, emptying of waste receptacles and removal of graffiti from all of these bus stop locations.

In FY 2007-2008 staff continued the current maintenance program of daily refuse collection at bus stops and shelters, and weekly washing of stops and shelters. Staff continued to perform repair of bus shelters while recommending removal and replacement of the aging shelters.

In FY 2008-2009 all funds were reallocated to Fund 07 Proposition A Local Return MTA. Staff worked with the City Engineer to develop a multi-year phased replacement of bus benches, trash cans and shelters. A new program of bus stop and shelter preventative maintenance will be developed to supplement reactive repairs. Proposals will be developed for future installation of new bus stop shelters to replace existing aging shelters.

In FY 2009-2010 all funds were reallocated to Fund 07 Proposition A Local Return MTA for maintenance of bus stops and shelters. Proposals will be developed for future installation of new bus stop shelters to replace existing aging shelters.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Maintenance Worker	0.00	0.00	0.00	0.00	0.00
Maintenance Helper (PT)	0.00	0.00	0.00	0.00	0.00
PW Field Supervisor I	0.00	0.00	0.00	0.00	0.00
PW Field Supervisor II	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 30	\$ 120	\$ -	\$ -	\$ -
Operating Expenses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 30</b>	<b>\$ 120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Fund 07	30	120	-	-	-
<b>Total</b>	<b>\$ 30</b>	<b>\$ 120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Supporting Information</b>					
<b>PERSONNEL SERVICES</b>					-
<b>OPERATING EXPENSES</b>					-
<b>CAPITAL PROJECTS</b>					-
<b>TOTAL</b>					-

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Equipment / Vehicle Maintenance</b>	<b>320</b>

**NARRATIVE**

The Equipment Division funds maintenance and repair of City vehicles and equipment including: 34 police vehicles, 36 mid-duty trucks, 4 light duty trucks, 9 heavy-duty pieces of equipment, 11 compressed natural gas (CNG) fueled vehicles, six motorcycles, six electric vehicles, 25 smaller pieces of miscellaneous equipment, four portable emergency generators and two fixed site emergency generators at City Hall and the Police Department. In addition, staff funded by the Division assist to coordinate contract maintenance of building equipment systems and oversee operation of a publicly accessible CNG fueling station. The Division also funds staff training to remain current in maintenance technologies.

Equipment Division staff are responsible for inventory of parts and materials required for vehicles and equipment maintenance, such as tires, oils, filters, brakes, hoses, lights, and cleaning supplies. Other responsibilities include update of monthly repair records for each vehicle or piece of equipment by account number and vehicle number.

A primary goal of this Division is the Preventive Maintenance Program (PMP), which lowers costs by identifying smaller repairs before they become larger and more expensive. This reduces emergency repairs, equipment downtime and increases fuel economy. Other responsibilities include compliance with required record keeping: State Biennial Inspection of Terminals (BIT) Program, Air Quality Management District (AQMD), annual California Smog Certification, annual Survey of Fleets-Rule 1190, Occupational Safety & Health Administration (OSHA), California Air Resource Board, Los Angeles County Public Works-Solid Waste Reporting, and maintaining records for hazardous materials disposal such as waste oil, solvents, clarifier waste, used batteries, tires and fluorescent bulbs.

FY 2011-2012: A new object code was created to track unplanned major repairs including traffic accident repairs. A transfer of \$31,163 from Fund 11 offsets costs of vehicle fuel & O&M for street related divisions 01-311, 343, 370 and 371. Additional fuel and maintenance costs are directly charged to Funds 27, 29, 70, 72 and 73 to further reduce General Fund costs.

FY 2012-2013: Development plans for the CNG Station include grant funded expansion of fuel capacity for the station. Additional fuel and maintenance costs are directly charged to Funds 27, 29, 70, 72 and 73 to further reduce General Fund costs.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Equipment Supervisor	0.70	0.15	0.30	0.30	0.30
Mechanic Helper	0.65	0.15	0.30	0.30	0.30
Operations Manager	0.10	0.05	0.05	0.05	0.00
P.W. Superintendent	0.10	0.05	0.10	0.10	0.10
P.W. Office Specialist	0.00	0.15	0.10	0.10	0.10
<b>Total</b>	<b>1.55</b>	<b>0.55</b>	<b>0.85</b>	<b>0.85</b>	<b>0.80</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 169,918	\$ 103,301	\$ 89,025	\$ 82,277	\$ 80,830
Operating Expenses	272,647	293,020	319,491	300,000	306,144
Capital/Transfers	-	4,716	9,600	19,148	32,600
<b>Total</b>	<b>\$ 442,565</b>	<b>\$ 401,036</b>	<b>\$ 418,116</b>	<b>\$ 401,425</b>	<b>\$ 419,574</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Gas Tax (Fund 11)Transfer <i>HUTA - Sect. 2105,2106, &amp; 2107</i>	\$ 10,402	\$ 10,155	\$ 31,163	\$ 32,000	\$ 32,000
01-3735-3661 CNG Fuel	111,347	139,837	150,000	170,000	200,000
General Fund	320,816	251,044	236,953	199,425	187,574
<b>Total</b>	<b>\$ 442,565</b>	<b>\$ 401,036</b>	<b>\$ 418,116</b>	<b>\$ 401,425</b>	<b>\$ 419,574</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

DIVISION		DIVISION NO.	
Equipment / Vehicle Maintenance		320	
<b>PERSONNEL SERVICES</b>		<b>\$80,830</b>	
4101	Salaries	\$80,830	
<b>OPERATING EXPENSES</b>		<b>\$22,553</b>	
3661-4210	Utilities		\$3,103
	CNG Station electricity use based on FY12 use.	\$3,103	
4220	Phones		\$720
	Facilities/Equip. cell & standby phones. Expense shared with 01-390	\$300	
3661-4220	CNG Station phone modem line	\$420	
4260	Contractual Services		\$11,230
	Annual crane inspection, 1 truck (Additional inspections charged to Fund 27 and Fund 70)	\$250	
	DMV diesel smog certs. 5 @ \$540	\$2,700	
	Zee Medical Supplies/First Aid	\$150	
	Fire Code, Calif. Title 19 - Fire Extinguisher Refills for Police Dept. and Public Works vehicles	\$1,600	
4260	SMOG Certificates for all vehicles - average 20 @ \$60	\$1,200	
	CARB small equipment diesel registration, 3 @\$550	\$1,650	
	Welding tank refills avg. 2 @ \$40 each per year	\$80	
	Generator annual preventative maintenance; AQMD permits		
	PD Annual PM \$2,400	\$2,400	
	City Hall annual PM \$1,200	\$1,200	
3661-4260	C.N.G. Station Prev Maintenance	\$7,500	\$7,500
<b>DEPARTMENT SUPPLIES</b>		<b>\$9,058</b>	
4300	Department Supplies		\$4,000
	General Office Supplies	\$500	
301-4300	Diagnostic scanner & tool data updates, Motor Data System annual upgrade; repair supplies.	\$3,000	
	Welding tanks, 2 @ \$250 each	\$500	
4310	Equipment and Supplies		\$758
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -320 Division; jackets issued in FY 10, next issue FY 12	\$375	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -320 Division	\$383	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>			<b>DIVISION NO.</b>
<b>Equipment / Vehicle Maintenance</b>			<b>320</b>
4320	Department Equipment Maintenance		\$1,200
	Repair & maint. of floor jacks, air compressors, & hydraulic hoist.	\$600	
	Diagnostic Engine Analyzer Maint.	\$350	
	Replace wire feed cable (welder)	\$250	
4340	Small Tools		\$2,000
	Snap-On scanner yearly updates:		
	Engine Identification Codes	\$200	
	Emission Standards	\$300	
	Anti Locking Brake Codes	\$200	
	Replacement tools, test lights, metric tools, jacks, ratchets, etc.	\$1,300	
4360	Personnel Training	\$100	\$850
	Liebert Cassidy Training, 1 session per year		
	CNG engine maintenance training	\$750	
4370	Meetings, Memberships and Travel		\$100
	Municipal Equip. Maint Assoc. annual dues	\$100	
4380	APWA Membership		\$150
<b>VEHICLE OPERATING EXPENSES</b>			<b>\$274,533</b>
4400	<b>Vehicle Operation &amp; Maintenance (no. of vehicles)</b>		
	152 Code Enforcement (3 veh)		\$1,188
	Police Department		\$38,500
	221 Chief of Police (1 veh)	\$941	
	222 Police Admin./Supt. Services (2 veh)	\$650	
	223 Police Special Program (1 veh)	\$200	
	224 Detectives (7 veh)	\$8,331	
	225 Patrol (11 veh + 6 motorcycles)	\$26,030	
	226 Narcotics Enforcement (1 veh)	\$600	
	228 K-9 Special Program (1 veh)	\$1,748	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Equipment / Vehicle Maintenance</b>		<b>320</b>	
4400	<b>Public Works</b>		\$20,313
	311 Street Maintenance (3 trk + 1 backhoe). Assume 25% of use is for parking lot maintenance - refer to Fund 29 for \$1,214 additional funding. Balance of cost is offset by Fund 11 transfer	\$3,283	
	312 Graffiti Removal (1 truck)	\$660	
	320 Equip Div & Pool Vehicle (2 trucks)	\$540	
	346 Street Trees and Parkways (1 truck, 1 lift truck)	\$2,000	
	370 Traffic Safety (3 trucks, 1 large truck; refer to Fund 13)	\$4,389	
	371 Traffic Signal (1 truck; refer to Fund 13)	\$2,100	
	Water Divisions Vehicles - refer to Fund 70		
	390 Facilities Maintenance (8 trucks, misc equipment)	\$6,341	
	0420 Maintenance for Cargo Van	\$500	
	0420 Maintenance for 12 Passenger Van	\$500	
	3661-4400 CNG Fueling Station		\$14,500
4402	<b>Vehicle Fuel - based on average of FY 12 costs</b>		
	152 Code Enforcement		\$3,720
	<b>Police Department</b>		\$84,784
	221 Chief of Police	\$3,257	
	222 Police Admin./Supt. Services	\$4,028	
	224 Detectives	\$11,644	
	225 Patrol	\$57,750	
	226 Narcotics Enforcement	\$202	
	228 K-9 Special Program	\$7,903	
	<b>Public Works</b>		\$41,734
	311 Street Maintenance (3 trk + 1 backhoe). Assume 25% of use is for parking lot maintenance - refer to Fund 29 for \$2,824 additional funding. Balance of cost is offset by Fund 11 transfer.	\$8,471	
	312 Graffiti Removal	\$2,065	
	320 Pool Vehicle & Equip Div	\$1,690	
	346 Street Trees and Parkways	\$938	
	370 Traffic Safety (Refer to Fund 13)	\$9,660	
	371 Traffic Signals (Refer to Fund 13)	\$3,260	
	390 Facilities Maintenance	\$15,150	
	0420 Fuel for Cargo and 12 Passenger Vans	\$500	
	CNG Fuel Station		\$32,000
3661-4402	CNG Fueling Station Operation	\$32,000	
440X	<b>Vehicle Unplanned Major Repairs</b>		
	New object code created for unplanned major repair expenses, including traffic accident repairs. Funds will be transferred as needed from object code -4400, with a request at mid year for additional funds as needed		

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Equipment / Vehicle Maintenance</b>		<b>320</b>	
3661-4430	Activities and Programs CNG Station - notices and outreach	\$750	
3661-4450	CNG Fed & State Taxes. Assume average of 7,500 gallons per month. Federal rate = \$0.183 per gallon; State rate = \$0.0887 per gallon. Taxes are paid quarterly. CNG Station - Fed tax paid quarterly \$16,470 CNG Station - State tax paid quarterly \$7,983 CNG Station - State tax additional \$9,391	\$33,844	
3661-4435	Bank charges for CNG Station credit card use	\$3,200	
<b>CAPITAL EQUIPMENT</b>		<b>\$23,000</b>	
4430	Heavy Duty Lift	\$15,000	
4500	Small tire wheel mounter, \$3,000. Deferred.	\$0	
3661-4600	CNG - capital equipment / upgrades	\$8,000	
<b>TRANSFERS</b>		<b>\$9,600</b>	
3661-4941	Transfer to General Fund for rental of 120 Macneil for CNG Station operation. Assume 3000 sq ft at annual rate of 8% for land value \$40/sq ft	\$9,600	
<b>TOTAL</b>		<b>\$419,574</b>	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Mall Maintenance</b>	<b>341</b>

**NARRATIVE**

The Mall Maintenance Division provides funds for maintenance in the mall and the downtown business area at an enhanced level as compared to other commercial areas of the City. The Division funds daily refuse collection from public receptacles, increased frequency of tree trimming, annual cleaning of sidewalks and removal of graffiti from public facilities such as street signs and poles, sidewalks and planters in the mall area. Repairs of masonry, streetscape and lighting are performed as funding allows.

Court referral volunteers are frequently used to perform public service on the Mall, including maintenance and cleaning, weeding, gum removal and debris pickup. The volunteers are monitored and supervised by Public Works staff.

FY 2008-2009: Staff recommended meeting with the Downtown Mall Merchants Association to develop plans and budget for capital upgrades to the Mall area. Items suggested included new landscaping, masonry repairs, lighting, and traffic safety bollards.

FY 2009-2010: Staff continued efforts working with the Downtown Mall Merchants Association to develop plans and budget for capital upgrades to the Mall area. Suggested projects include replacement planters, drought tolerant landscaping, new streetscape furnishings lighting, sound system, and traffic safety bollards.

FY 2010-2011: Maintenance efforts included daily refuse collection, landscape maintenance, irrigation and planter lighting repairs. Maintenance efforts were scaled to match proceeds from the Downtown Mall Merchants Association current assessment fees. Mall Association requests for capital upgrades will require approval of additional funds.

FY 2011-2012: Maintenance will include daily refuse collection for public receptacles on public right of way, landscape maintenance, irrigation and planter lighting repairs, annual sidewalk wash down and weekly wash down of trash enclosures.

FY 2012-2013: Maintenance will include daily refuse collection for public receptacles on public right of way, landscape maintenance, irrigation and planter lighting repairs, annual sidewalk wash down and weekly wash down of trash enclosures. Mall Association requests for capital upgrades include drinking fountain repair or replacement, installation of new uplighting and bollard repair or removal.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Maintenance Worker	1.05	0.70	0.70	0.70	0.70
Senior Maintenance Worker	0.00	0.10	0.10	0.10	0.10
PW Field Supervisor	0.00	0.00	0.00	0.00	0.00
Field Supervisor II	0.35	0.10	0.00	0.00	0.00
Electrical Supervisor	0.05	0.05	0.00	0.00	0.00
Bld Maint / Electrical Helper	0.05	0.05	0.00	0.00	0.00
Maintenance Helper - PT	0.00	0.00	0.35	0.35	0.70
<b>Total</b>	<b>1.50</b>	<b>1.00</b>	<b>1.15</b>	<b>1.15</b>	<b>1.50</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 109,311	\$ 48,354	\$ 79,792	\$ 70,795	\$ 76,263
Operating Expenses	4,008	5,347	5,232	2,635	4,250
Capital Outlay	-	-	12,480	-	12,480
<b>Total</b>	<b>\$ 113,319</b>	<b>\$ 53,701</b>	<b>\$ 97,504</b>	<b>\$ 73,430</b>	<b>\$ 92,993</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

DIVISION							DIVISION NO.
<b>Mall Maintenance</b>							<b>341</b>
SOURCE OF FUNDS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013		
01-3930 Mall Maintenance Levy	\$ 108,903	\$ 95,844	\$ 100,000	\$ 100,000	\$ 100,000		
General Fund <i>(credit indicates GF income)</i>	4,416	(42,143)	(2,496)	(26,570)	(7,007)		
<b>Total</b>	<b>\$ 113,319</b>	<b>\$ 53,701</b>	<b>\$ 97,504</b>	<b>\$ 73,430</b>	<b>\$ 92,993</b>		
<b>PERSONNEL SERVICES</b>						<b>\$76,263</b>	
4101	Full Time Personnel Costs			\$63,119			
	Stand-by pay						
4103	Part Time			\$13,143			
<b>OPERATING EXPENSES</b>						<b>\$4,250</b>	
4210	Utilities; assumes 0% rate increase over FY 2012 costs			\$250			
4250	Rents & Leases (Rental of maint equipment as needed)			\$500			
4260	Contractual Services None planned for FY 12			-			
4300	Department Supplies			\$3,000			
0301-4300	Maintenance supplies including trash bags, repair parts for irrigation and planter lighting, bollard repair						
4340	Small Tools			\$500			
<b>CAPITAL EQUIPMENT</b>						<b>\$12,480</b>	
4500	Fountain repair			\$2,740			
	Fountain replacement			\$2,740			
	Uplighting at Mall entrances			\$3,500			
	Bollard replacement, materials to start replacement of damaged or missing bollards			\$3,500			
<b>TOTAL</b>						<b>\$92,993</b>	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Street Sweeping</b>	<b>343</b>

**NARRATIVE**

Street sweeping is conducted to improve the cleanliness, health and safety of the City. Street sweepers remove debris from streets and prevent it from entering storm drains. Storm drains lead straight to the ocean and are meant for rainwater only. Street sweeping also helps the City comply with state and federal storm water quality requirements. Street Sweeping was previously paid using Enterprise Funds. All services are currently paid using Fund 11 Gas tax.

FY 2008-2009: Commercial street sweeping frequency was expanded to City parking lots, including lots at two city parks - Las Palmas Park and Pioneer Park. Street sweeping was continued in commercial districts three times per week. In the Spring of 2009, staff issued Requests for Proposals (RFP) in anticipation of a new street sweeping contract to be approved early in FY 2009-2010.

FY 2010-2011: Street sweeping continued under the new service contract.

FY 2011-2012: Street sweeping will be continued in residential areas, commercial areas, alleys, Downtown and Mall area, the Maclay streetscape, City parking lots and parks parking lots.

FY 2012-2013: Street sweeping will be continued in residential areas, commercial areas, alleys, Downtown and Mall area, the Maclay streetscape, City parking lots and parks parking lots.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Operating Expenses	\$ 123,719	\$ 121,200	\$ 121,200	\$ 121,200	\$ 123,988
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 123,719</b>	<b>\$ 121,200</b>	<b>\$ 121,200</b>	<b>\$ 121,200</b>	<b>\$ 123,988</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Gas Tax (Fund 11) Transfer- HUTA - Sect. 2105, 2106, & 2107	123,719	121,200	121,200	121,200	123,988
<b>Total</b>	<b>\$ 123,719</b>	<b>\$ 121,200</b>	<b>\$ 121,200</b>	<b>\$ 121,200</b>	<b>\$ 123,988</b>

<b>OPERATING EXPENSES</b>					<b>\$123,988</b>
4260	Contractual Services			\$123,988	
<b>TOTAL</b>					<b>\$123,988</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Streets , Trees &amp; Parkways</b>	<b>346</b>

**NARRATIVE**

The Streets Trees and Parkways Division provides a program of tree general maintenance for 7,138 City trees on parkways and City facilities. In order to preserve aging trees, the Division performs additional services under the guidance of an arborist such as wind trimming, hole fillings and cabling. The City's older trees require an increasing amount of attention; an active tree maintenance program helps to prolong tree life expectancy and the beauty of our trees.

FY 2008-2009: Reduction of General Fund allocation for tree maintenance was offset by RDA funds and Special Funds in order to continue residential zone trimming on a four year cycle, and annual trimming in commercial districts, resulting in over 2,200 trees trimmed. Combined with staff efforts to complete 420 tree work orders and trim approximately 700 trees, a total of 2,900 trees were inspected or trimmed in FY 2009. Staff also continued to provide emergency response to reports of downed trees or tree limbs.

FY 2009-2010: General Fund allocation for tree maintenance was reduced by 62% due to budget constraints. Tree services previously funded using RDA funds and Special Funds were severely reduced or eliminated, resulting in an overall 75% reduction of services. Scheduled tree trimming in commercial areas of the City was reduced from annual to 24 month cycle; scheduled trimming in residential areas was reduced from a four year to eight year cycle; palm tree trimming was reduced from annual to three year cycle. Staff continued to provide emergency response to reports of downed trees or limbs; a 44% reduction in staffing resulted in longer wait for response to trimming. New tree planting was deferred unless paid for by the resident, or through the provision of grant funds.

FY 2010-2011: The General Fund allocation for public tree maintenance remained at FY 2009-2010 levels due to budget constraints. RDA funds for tree services were eliminated, resulting in continued 75% reduction of services compared to FY 2008-2009. Staff continued to provide emergency response to reports of downed trees or limbs, and resident requests for tree inspections or clearance trimming.

FY 2011-2012: The General Fund allocation for public tree maintenance was further reduced due to continued budget constraints, resulting in continued 75% reduction of services compared to FY 2008-2009. Staff will continue to provide priority emergency response to reports of downed trees or limbs, and resident requests for tree inspections or clearance trimming. A Public Works Partner Program will be promoted to encourage residents to plant parkway trees either by applying for a no-fee permit, or a \$210 fee for expedited planting.

FY 2012-2013: The General Fund allocation for public tree maintenance remains reduced due to budget constraints, resulting in a 75% reduction in grid tree trimming frequencies. Staff will continue to provide priority emergency response to reports of downed trees or limbs, and resident requests for tree inspections or clearance trimming. A grant funded tree planting program is planned to begin Spring 2012. A Public Works Partner Program will be promoted to encourage residents to plant parkway trees either by applying for a no-fee permit, or a \$210 fee for expedited planting.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
P.W. Superintendent	0.05	0.00	0.00	0.00	0.00
Sr. Management Analyst	0.05	0.00	0.00	0.00	0.00
Maintenance Worker	0.50	0.25	0.20	0.20	0.20
Field Supervisor II	0.10	0.10	0.10	0.10	0.10
Senior Maintenance Worker	0.10	0.10	0.10	0.10	0.10
P.W. Field Supervisor	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.80</b>	<b>0.45</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

DIVISION		DIVISION NO.				
Streets , Trees & Parkways		346				
APPROPRIATIONS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013	
Personnel Services	\$ 62,878	\$ 32,967	\$ 38,413	\$ 21,691	\$ 18,238	
Operating Expenses	39,952	61,948	65,558	59,847	65,558	
Capital Outlay	1,097	-	1,500	1,354	1,500	
<b>Total</b>	<b>\$ 103,927</b>	<b>\$ 94,914</b>	<b>\$ 105,471</b>	<b>\$ 82,892</b>	<b>\$ 85,296</b>	
SOURCE OF FUNDS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013	
Prop C Bikeway (Fund 08) <i>transfer from 08-190-4901 to 01-3968</i>	\$ -	\$ -	\$ 12,500	\$ 12,500	\$ -	
General Fund	103,927	94,914	92,971	70,392	85,296	
<b>Total</b>	<b>\$ 103,927</b>	<b>\$ 94,914</b>	<b>\$ 105,471</b>	<b>\$ 82,892</b>	<b>\$ 85,296</b>	
<b>PERSONNEL SERVICES</b>					<b>\$18,238</b>	
4101	Full Time Personnel Costs			\$18,238		
<b>OPERATING EXPENSES</b>					<b>\$65,558</b>	
4250	Rents and leases of equipment as needed			\$500		
4260	Contractual Services			\$54,500		
	Tree maintenance - trimming, removals, plantings, stump removals		\$52,500			
	Bee Removal - Emergency Call Outs		\$2,000			
4300	Department Supplies			\$1,750		
	Office Supplies		\$250			
7510-4300	Maclay Ave. streetscape maint. Supplies - refer to Funds 11 and 12		\$0			
0301-4300	Maint. supplies		\$1,500			
4310	Equipment and Supplies			\$308		
	Uniforms and Safety Gear:					
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -346 Division; jackets issued in FY 10, next issue FY 12		\$128			
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -346 Division		\$180			
4320	Equipment Maintenance			\$500		
	Maintenance and repair of power tools, hand tools and related equipment.					
4340	Small Tools			\$500		
	Pole saws, hoppers, shovels, rakes, hoes, brooms					
4430	Activities and Programs			\$7,500		
	Parkway tree replacement plantings					
<b>CAPITAL EXPENSES</b>					<b>\$1,500</b>	
4500	Capital Equipment			\$1,500		
	Replace power equipment - chain saws, blowers					
<b>EQUIPMENT REPLACEMENT CHARGE</b>					<b>-</b>	
<b>TOTAL</b>					<b>\$85,296</b>	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b> Traffic Safety	<b>DIVISION NO.</b> 370
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**NARRATIVE**

The Traffic Safety Division provides funding for routine scheduled maintenance to all street signs, off street parking controls, traffic striping and curb delineations. The Division performs restriping and marking of all streets on a two year maintenance schedule. Restriping is also done following large construction projects or street repairs. The Division performs traffic safety improvements such as marking changes, striping and signing changes.

The Traffic Safety Division performs an annual School Safety Program prior to the beginning of each school year. This program includes inspection and repainting of all school crosswalks and school street legends throughout the City. School safety signs are inspected and repaired or replaced as needed. Street tree limbs blocking signs or pedestrian pathways are reported to the Street Tree Division for trimming.

FY 2009-2010: The Traffic Safety Division continued inspection and repainting of street striping and pavement markings. Replacement of red curb painting in residential zones with pole mounted no parking signs and arrows continued. Staff continued a preventative maintenance program of annual signage inspection for repair or replacement as needed.

FY 2010-2011: Inspection and touch up repainting of street striping and pavement markings continued despite funding reductions. Replacement of red curb painting in residential zones with pole mounted no parking signs and arrows continued. Using CDBG funds, a citywide replacement of traffic stops signs was performed in compliance with Federal reflectivity requirements. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 makes the Traffic Safety Division a net zero impact on the General Fund.

FY 2011-2012: Inspection and touch up repainting of street striping and pavement markings will continue, with use of cost effective thermoplastic markings whenever practical. Street striping in school zones is planned under the Safe Routes to Schools Program. Staff will continue a preventative maintenance program for replacement of traffic signs including stops signs in compliance with Federal reflectivity requirements. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 makes the Traffic Safety Division a net zero impact on the General Fund.

FY 2012-2013: Inspection and touch up repainting of street striping and pavement markings will continue, with use of cost effective thermoplastic markings whenever practical. Street striping in school zones is planned under the Safe Routes to Schools Program. Staff will continue a preventative maintenance program for replacement of traffic signs including stops signs in compliance with Federal reflectivity requirements. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 makes the Traffic Safety Division a net zero impact on the General Fund.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
P.W. Director	0.05	0.00	0.00	0.00	0.00
Maintenance Worker	0.50	0.15	0.00	0.00	0.00
Senior Maintenance Worker	0.20	0.15	0.30	0.30	0.30
City Engineer	0.00	0.00	0.00	0.00	0.00
Electrical Supervisor	0.00	0.00	0.10	0.10	0.10
Field Supervisor II	0.35	0.10	0.00	0.00	0.00
<b>Total</b>	<b>1.10</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 69,452	\$ 39,399	\$ 38,448	\$ 22,216	\$ 12,348
Operating Expenses	6,667	673	1,708	617	1,708
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 76,119</b>	<b>\$ 40,071</b>	<b>\$ 40,156</b>	<b>\$ 22,833</b>	<b>\$ 14,056</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

DIVISION						DIVISION NO.
Traffic Safety						370
SOURCE OF FUNDS	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013	
Gas Tax (Fund 11)Transfer- HUTA - Sect. 2105,2106, & 2107	\$ 69,452	\$ 35,128	\$ 41,651	\$ 41,651	\$ 41,651	
General Fund	6,667	673	(1,495)	(18,818)	(27,595)	
<b>Total</b>	<b>\$ 76,119</b>	<b>\$ 35,801</b>	<b>\$ 40,156</b>	<b>\$ 22,833</b>	<b>\$ 14,056</b>	
<b>PERSONNEL SERVICES</b>						<b>\$12,348</b>
4101	Full Time Personnel costs			\$12,348		
<b>OPERATING EXPENSES</b>						<b>\$1,708</b>
4300	Department Supplies			\$200		
0000-4300	Office supplies			\$200		
4310	Equipment and Supplies			\$308		
	Uniforms and Safety Gear:					
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -370 Division; jackets issued in FY 10, next issue FY 12			\$128		
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -370 Division			\$180		
4320	Equipment Maintenance			\$500		
	Repair & Maint of spray equip.					
4340	Small Tools			\$500		
	Brooms, shovels, post hole diggers, hand tools, misc.					
4360	Personnel Training			\$200		
<b>TOTAL</b>					<b>\$14,056</b>	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Traffic Signals	371

**NARRATIVE**

The Traffic Signal Division funds the operation and maintenance of 44 traffic signal controlled intersections and 6 intersections equipped with flashers on stop signs. Maintenance procedures include routine scheduled verification of proper "programmed" operations, timing, and sequencing at these intersections. Preventative maintenance ensures that "conflict monitor units" and "flasher" circuits are working correctly and provide adequate safety and protection. Operational checks are also made on pedestrian and vehicle detectors to ensure safe traffic flow in all directions. Cleaning of traffic control cabinets and inspection of intersection facilities are also done bi-annually. Troubleshooting, repair of malfunctions and emergency repairs due to damage from traffic accidents or the "elements" are also completed as required.

FY 2009-2010: The Division continued scheduled equipment replacement, including installation of new traffic loops, and installation of LED pedestrian fixtures. Traffic accidents and equipment knockdowns continued as a problem requiring staff time and funds for replacement equipment. Traffic synchronization projects were completed along the Hubbard Street and Brand Boulevard corridors.

FY 2010-2011: The Division continued scheduled equipment replacement, including installation of new traffic loops, and installation of LED style pedestrian fixtures. Traffic accidents and equipment knockdowns were a continuing problem which required use of funds for replacement equipment. Traffic synchronization projects were completed including along the Maclay Avenue corridor. Direct charge of materials to Fund 13, and transfer from Gas Tax Fund 11 makes the Traffic Signal Division a net zero impact on the General Fund.

FY 2011-2012: The Division will continue preventative maintenance routines and scheduled equipment replacement, including installation of new traffic loops, and installation of LED pedestrian fixtures. Traffic accidents and equipment knockdowns and purchase of replacement equipment are expected to be a continued strain on funding. A project to install count down pedestrian modules is planned to begin in the Fall. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 will continue to make the Traffic Signal Division a net zero impact on the General Fund.

FY 2012-2013: The Division will continue preventative maintenance routines and scheduled equipment replacement, including installation of new traffic loops, and installation of LED pedestrian fixtures. Traffic accidents and equipment knockdowns and purchase of replacement equipment are expected to be a continued strain on funding. A project to install count down pedestrian modules is planned to begin in the Fall. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 will continue to make the Traffic Signal Division a net zero impact on the General Fund.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Electrical Supervisor	0.50	0.50	0.40	0.40	0.40
Bldg. Maint. Wkr / Elect. Helper	0.50	0.50	0.40	0.40	0.40
Public Works Director	0.05	0.00	0.00	0.00	0.00
City Engineer	0.05	0.00	0.00	0.00	0.00
Senior Maintenance Worker	0.10	0.00	0.00	0.00	0.00
Maintenance Worker	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>1.20</b>	<b>1.00</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 107,668	\$ 89,414	\$ 78,934	\$ 81,331	\$ 77,469
Operating Expenses	35,390	28,090	25,416	21,989	25,416
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 143,059</b>	<b>\$ 117,504</b>	<b>\$ 104,350</b>	<b>\$ 103,320</b>	<b>\$ 102,885</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>						<b>DIVISION NO.</b>
<b>Traffic Signals</b>						<b>371</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
Gas Tax (Fund 11)Transfer- <i>HUTA - Sect. 2105,2106, &amp; 2107</i>	\$ 107,668	\$ 89,414	\$ 107,462	\$ 107,462	\$ 107,462	
General Fund	35,391	28,090	(3,112)	(4,142)	(4,577)	
<b>Total</b>	<b>\$ 143,059</b>	<b>\$ 117,504</b>	<b>\$ 104,350</b>	<b>\$ 103,320</b>	<b>\$ 102,885</b>	
<b>PERSONNEL SERVICES</b>						<b>\$77,469</b>
4101	Full Time Personnel Costs				\$77,469	
<b>OPERATING EXPENSES</b>						<b>\$25,416</b>
4210	Utilities, based on FY 11 costs				\$22,650	
4250	Rents & Leases -Crane Rental. Refer to Fund 13				\$0	
4260	Contractual Services. Refer to Fund 13 Loop detector repair Controller programmer services Contract repair of damaged signals				\$0	
4300 000-4300 0301-4300	Department Supplies Office Supplies Supplies for LED program. Refer to Fund 13 Fund 13.				\$500	
4310	Equipment and Supplies Uniforms and Safety Gear: Uniform replacements & new issues; \$320 per staff based on FTE assigned to -370 Division; jackets issued in FY 10, next issue FY 12 Rain and safety gear, average of \$450 per staff based on FTE assigned to -370 Division				\$616	
4320	Equipment Maintenance				\$800	
4340	Small Tools Misc. small tools, drills, pole saws, tapes, discs				\$500	
4360	Personnel Training - Seminars, training, school				\$250	
4370	Meetings, Memberships & Travel				\$100	
<b>CAPITAL EXPENSES</b>						<b>-</b>
<b>TOTAL</b>					<b>\$102,885</b>	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Facilities Management</b>	<b>390</b>

**NARRATIVE**

The Facilities Maintenance Division provides maintenance of all City facilities, a total of 110,715 square feet of building space, and over 45 acres. These properties include: City Hall, City Yard, Police facilities, park buildings and grounds, Regional Pool facility, Brand Median, San Fernando History and Cultural Museum, water reservoirs and pump stations, Lopez Adobe Historical House, Bikeway, Gateway, Cesar Chavez Transit Memorial and Civic Center landscape maintenance. The Division also assists to maintain various properties owned by the City Redevelopment Agency including undeveloped lots.

FY 2010-2011: Facilities Management staff continued to review maintenance standards and practices in order to identify additional efficiencies and cost savings. A new phase of water conservation program was implemented for City facilities and grounds, with emphasis on drought tolerant landscaping. Staff continued development of an annual facilities assessment program with updated maintenance, deferred maintenance schedules and a capital improvements list for all facilities and grounds. For FY 2010-11, most deferred maintenance items and capital improvements were unfunded due to budget constraints, and were noted in the 01-390 budget as "Deferred" for future planning.

FY 2011-2012: Facilities Management staff will continue development of maintenance standards and practices while also planning for unique maintenance needs of newer facilities such as the Regional Pool and Ortega Park. The annual facilities assessment program will provide an updated list of deferred maintenance and capital improvements for all facilities and grounds.

FY 2012-2013: Facilities Management staff will continue development of maintenance standards and practices. Drought tolerant landscaping will continue to be introduced to City facilities in FY 2013. The annual facilities assessment program will provide an updated list of deferred maintenance and capital improvements for all facilities and grounds.

Most deferred maintenance items and capital improvements will continue to remain unfunded due to budget constraints. The deferred maintenance list and capital improvement list combined now total over two million dollars of deferred work. The lists will continue to be updated to assist in future planning and to provide work priorities in case of new funding sources. New energy efficient lighting was installed in FY 2011-12 on exteriors of City facilities using State grant funds. Budget reductions are achieved for FY 2012-13 mainly via deferred repairs, staff vacancies and continued transfer of staff from Facilities maintenance to other functions.

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
<b>PERSONNEL</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
P.W. Superintendent	0.65	0.40	0.30	0.30	0.30
P.W. Maintenance Worker	4.00	2.85	2.65	2.65	2.65
Sr. Maintenance Worker	0.75	0.75	0.60	0.60	0.60
P.W. Director	0.10	0.00	0.00	0.00	0.00
Field Supervisor I	0.75	0.75	0.00	0.00	0.00
Field Supervisor II	0.00	0.00	0.65	0.65	0.65
P.W. Office Specialist	0.75	0.45	0.30	0.30	0.30
PT Maintenance Helper	2.50	0.00	0.00	0.00	0.00
P.W. Admin. Coordtr	0.00	0.25	0.30	0.30	0.30
<b>Total</b>	<b>9.50</b>	<b>5.45</b>	<b>4.80</b>	<b>4.80</b>	<b>4.80</b>

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
<b>APPROPRIATIONS</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
Personnel Services	\$ 589,864	\$ 486,991	\$ 444,858	\$ 440,000	\$ 411,924
Operating Expenses	289,529	288,401	338,256	330,000	348,716
Capital Outlay/Equip. Replace.	1,262	-	19,780	19,780	7,780
<b>Total</b>	<b>\$ 880,654</b>	<b>\$ 775,392</b>	<b>\$ 802,894</b>	<b>\$ 789,780</b>	<b>\$ 768,420</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Facilities Management	390

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Prop C Bikeway (Fund 08) <i>transfer from 08-190-4901 to 01-3968</i>	\$ 100,908	\$ 100,908	\$ 100,908	\$ 100,908	\$ 100,908
Gas Tax (Fund 11)Transfer- HUTA - Sect. 2105	-	-	30,000	30,000	30,000
General Fund	779,746	674,484	671,986	658,872	637,512
<b>Total</b>	<b>\$ 880,654</b>	<b>\$ 775,392</b>	<b>\$ 802,894</b>	<b>\$ 789,780</b>	<b>\$ 768,420</b>

**PERSONNEL SERVICES \$411,924**

4101	Personnel Costs	\$411,924
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**OPERATING EXPENSES \$239,902**

4210	Utilities		\$40,804
	0310 City Hall	\$28,570	
	0450 120 Macneil, Public Works Ops (50% of total cost \$19,268; \$4,817 is charged to 70-381 + \$4,817 charged to 72-360)	\$9,634	
	0457 519 S Brand, San Fernando Museum of Art and History	\$1,200	
	0470 Bikeway lighting (funded by Prop C)	\$1,400	
4220	Phone		\$540
	Facilities/Equip. cell phones & standby phone. Expense shared with 01-320	\$540	
4250	Rents and Leases/Facilities		\$2,000
	0410 Parks, lift for lighting maint.	\$750	
	0470 Bikeway, lift for lighting maint.	\$1,250	
4260	Contractual Services		\$60,015
0222-4260	0222 Police Department:		
	HVAC bldg maint, \$1,400/qtr.	5,600	
	Fire extinguisher maint.	300	
	Fire alarm system maint.	300	
	Fire system annual test	275	
	Janitorial, \$4,305 x 12 months	51,660	
	Pest control, \$75/mo	900	
	Automatic gate svc, \$200/qtr	800	
	Alarm system monitor \$15/mo	180	
	Shooting range maint: Unfunded		
0310-4260	0310 City Hall		\$21,258
	Perimeter door maint \$250 x 4	\$1,000	
	Alarm monitor, apprx \$30/mo	\$360	
	Fire extinguisher maint.	\$200	
	Fire system annual test	\$275	
	Halon Fire system test	\$945	
	Fire door system test	\$500	
	Janitorial, \$1,214 x 12: already reduced to three days	14,578	
	Tree Trimming	2,500	
	Pest control, \$75/mo	\$900	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Facilities Management</b>		<b>390</b>	
0410-4260	0410 Parks HVAC maint, \$386/qtr Alarm monitor, \$30x(5 locations) x 12 Fire extinguisher maint. Janitorial, \$2607 x 12 months, reduced to five days/no exterior bathrooms Pest control, \$100/mo Restroom: Pioneer Lopea \$10,016 Unfunded Portable toilet apprx \$284/mo	\$1,544 \$1,800 \$300 \$31,284 \$1,200 \$3,408	\$39,536
0430	0430 Pool Facility Refer to Fund 01-430 for Pool Facility contract services for pool, building and grounds scheduled preventative maintenance and contractor repairs		
0450-4260	0450 120 Macneil & 501 First St. (50% of costs are charged to 70-381 + 72-360) HVAC maint, \$500/qtr Alarm monitor, \$30/mo Fire extinguisher maint. Automatic gate svc maint Janitorial, \$1088 x 12=\$13,056 shared cost with Water 25% & Sewer 25% Pest control, \$75/qtr Ice Machine prev. maint. 125/qtr	\$1,000 \$270 \$150 \$125 \$6,528 \$150 \$250	\$8,473
0456	0456 1211 First Street HVAC prev maint \$100/qtr, minor repairs.	\$400	\$400
0457	0457 519 S Brand - Museum HVAC prev maint \$85/qtr, minor repairs.	\$400	\$400
4260	0460 Las Palmas Park HVAC maint, \$565/qtr Elevator prev. maint. Alarm monitor, apprx \$30/mo Fire extinguisher maint. Fire system test, annual Janitorial, \$3,780 x 12 monthly, no exterior restrooms Pest control, \$45/mo	\$2,260 \$1,000 \$360 \$205 \$575 \$45,360 \$540	\$50,300
0470-4260	0470 Bikeway Maintenance Lighting Repairs Tree Maintenance - trim, removals, replanting for 214 sites; bee control	\$1,000 \$2,500	\$3,500
7500-4260	7500 Ortega Park HVAC maint, \$89/qtr Alarm monitor, \$15/mo Janitorial, \$995 monthly, labor & materials, 7 days per week, 1 person crew + special clean ups + floor annual cleaning + spot cleaning	\$356 \$180 \$12,140	\$12,676

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b> Facilities Management	<b>DIVISION NO.</b> 390
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<b>OPERATING EXPENSE</b>	<b>\$90,664</b>
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4290	Office Equipment Maintenance Annual copier lease & maintenance (Annual total = \$2,880, shared with Funds 70, 72, 73 and 01-390)	\$720	
0000-4300	Department Supplies 0000 Office Supplies - General	\$500	
0222-4300	0222 Police Department Building maint: supplies plumbing electrical and repair \$1,500 Janitorial supplies not included in contract \$1,000 Shooting Range - maint. & bullet trap repair \$200	\$2,700	
0310-4300	0310 City Hall Bldg. maint. supplies plumbing electrical and repair \$2,000 Janitorial supplies not in contract \$1,000	\$3,000	
4300	0381 Water Division (120 Macneil ) moved to Water fund 70-381-0000-4300 \$0	\$0	
0410-4300	0410 Parks (Recreation, Pioneer, Layne, Ortega, Skate, Lopez Adobe) Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, etc. \$6,000 Janitorial supplies not included in contract: paper towels, latex gloves, etc. \$3,500 Grounds maint supplies: trash bags, sign parts, etc. \$3,500 Ballfield maint supplies: fertilizer, compost, infield mix, etc. \$3,000 Supplies for irrigation system maintenance \$5,000	\$21,000	
0415-4300	0415 Cesar Chavez Memorial Transit Plaza Grounds maint supplies: trash bags, sign parts, etc. \$750 Supplies for irrigation system maintenance \$750	\$1,500	
0430	0430 SF Pool Facility Refer to Fund 01-430 for Pool Facility supplies for pool, building and grounds maintenance and repairs		
0450-4300	0450 PW Ops Ctr & Equip Yard Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, etc. \$750 Grounds maint supplies: trash bags, sign parts, etc. \$500 First Aide Kits Refills \$500 Janitorial supplies not included in contract paper towels, latex gloves \$500	\$2,250	
0456-4300	0456 1211 First Street Supplies for bldg/grounds maint \$250 1st & 2nd quarter only	\$250	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Facilities Management</b>		<b>390</b>	
0457-4300	0457 519 S Brand - Museum Supplies for bldg/grounds maint 1st & 2nd quarter only	\$250	\$250
0460-4300	0460 Las Palmas Park Bldg maint supplies: Plumbing electrical repairs Grounds maint supplies: trash bags, sign parts, etc.  Janitorial supplies not included in contract paper towels, latex gloves Supplies for irrigation system maint.	\$4,500 \$2,000  \$2,500 \$2,000	\$11,000
0470-4300	0470 Bikeway Maintenance Grounds maint supplies: trash bags, sign parts, etc.  Supplies for irrigation maint.	\$1,000  \$1,000	\$2,000
0480-4300	0480 Gateway Maintenance Grounds maint supplies: trash bags, sign parts, etc.	\$500	\$500
7500-4300	7500 Ortega Park Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, etc. Janitorial supplies not included in contract: paper towels, latex gloves Grounds and building maint supplies: trash bags, sign parts, compost, plants, etc. Supplies for irrigation system maintenance	\$500  \$1,500 \$1,000 \$1,000	\$4,000
4310	Equipment and Supplies Uniforms and Safety Gear: Uniform replacements & new issues; \$320 per staff based on FTE assigned to -390 Division; jackets issued in FY 10, next issue FY 12 Rain and safety gear, average of \$450 per staff based on FTE assigned to -390 Division New Portable Radio Upgrade (Narrowband) <u>New FCC Narrowband</u> Antena Upgrade New Radios Court Service Volunteer	\$1,824  \$2,160  \$5,000  \$1,000 \$1,000 \$260	\$11,244
4320	Equipment Maintenance 0410 Parks Equipment - lawn mowers, chain saws, blowers, weed trimmers 0450 120 Macneil (PW Ops Ctr), 501 First St. (Equip Yd) Ice machine qtrly prev maint. 0460 Las Palmas Park Equipment such as lawn mowers, chain saws, blowers, weed trimmers	\$3,000  \$500  \$750	\$4,250

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Facilities Management</b>		<b>390</b>	
4330	Building Maint. Repairs - Unexpected repairs performed by contractor or staff as needed		
0222-4330	0222 Police Dept. HVAC repairs; electrical repairs \$2,000 Security & fire system repairs \$2,000 Plumbing \$2,000 Floor repairs - carpet seams and tiles \$2,000		\$8,000
0310-4330	0310 City Hall HVAC repairs; electrical repairs \$1,200 Security system & fire system repairs \$1,000 Plumbing repairs \$1,400 Misc. repairs & services \$1,000		\$4,600
0410-4330	0410 Parks HVAC repairs; electrical repairs \$2,000 Security & fire system repairs \$500 Plumbing repairs and response to sewer stoppage \$500 Floor repairs - carpet seams, tiles \$500 Graffiti film replacement \$1,500		\$5,000
0430	0430 SF Regional Pool Facility Refer to Fund 01-430 for Pool Facility pool, building and grounds repairs		
0450-4330	0450 PW Ops Ctr & Equip Yd HVAC repairs; electrical repairs \$750 Security & fire system repairs \$250 Plumbing repairs and response to sewer stoppage \$500 Floor repairs - carpet seams, tiles \$250		\$1,750
0456-4330	0456 1211 First Street Unexpected bldg repairs, 1st & 2nd quarter only \$200		\$200
0457-4330	0457 519 S Brand - Museum Unexpected bldg repairs \$200		\$200
0460-4330	0460 Las Palmas Park Unexpected bldg repairs: \$2,500 Electronic repairs: security system, fire system, plumbing repairs and response to sewer stoppage, floor repairs, carpet seams and tiles, graffiti film replacement.		\$2,500
7500-4330	7500 Ortega Park <u>Building Maint Repairs/contractor or staff</u> HVAC repairs; electrical repairs \$400 Security & Fire repairs \$0 Plumbing repairs/emergency call-outs \$100 Floor Repair: carpet seams/tiles \$0 Graffiti film replacement \$0		\$500
4340	Small Tools 0410 Small Tools \$2,000		\$2,000

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Facilities Management</b>		<b>390</b>	
4360	Personnel Training		\$750
	0410 Personnel Training	\$750	
<b>OPERATING EXPENSE</b>			<b>\$18,150</b>
4430	Activities & Programs		
	Items in this section include deferred maintenance for City facilities.		
0222-4430	0222 Police Department		\$2,500
	Repaint interior-Unfunded	\$0	
	Plumbing upgrades in jails	\$1,500	
	Men's Locker room - sink, counter & faucet replacement	\$1,000	
	Detectives Storage Container-Unfunded	\$0	
	Replace lobby entry doors - Unfunded	\$0	
	Repaint Exterior - Unfunded	\$0	
	Refinish wood - Unfunded	\$0	
	Exterior parking lot repair - Unfunded	\$0	
	Detective parking lot repair - Unfunded	\$0	
	Exterior lighting upgrades - Unfunded	\$0	
	Carpet replacement - Unfunded	\$0	
0310-4430	0310 City Hall		\$1,150
	Energy saving window film in Council Chambers - Unfunded	\$0	
	Computer/phone cabinet - Unfunded	\$0	
	Front entry wood trellis rehab	\$650	
	Repair & repaint bldg flashings	\$500	
	Replace ADA compliant lobby entry doors - Unfunded	\$0	
	Computer Room ceiling tile replacement - Unfunded	\$0	
	Repaint interior - Unfunded	\$0	
	Plumbing upgrades (basement) - Unfunded	\$0	
	Refinish wood - Unfunded	\$0	
	Exterior parking lot repair - Unfunded	\$0	
	Carpet replacement - Unfunded	\$0	
0381	0381 Water Division (120 Macneil )		\$0
	moved to Water fund 70-381	\$0	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>
<b>Facilities Management</b>		<b>390</b>
0410-4430	0410 Parks (Recreation, Pioneer, Layne, Ortega, Skate, Lopez Adobe) Rec Park Roof repair. Deferred. \$0 Rec Park gym floor refinish. - Unfunded \$0 Rec Park restroom partition replacement. \$2,000 Pioneer Park restroom partition replacement. - Unfunded \$0 Rec Park exterior door rehab. - Unfunded \$0 Repaint interior - Unfunded \$0 Repaint exterior - Unfunded \$0 Exterior signage replacements - Unfunded \$0 Fence panel \$1,000 Carpet replacement - Unfunded \$0 Irrigation Controller Upgrade - Unfunded \$0	\$3,000
0415-4430	0415 Cesar Chavez Memorial Transit Park <b>4430 Activities and Programs:</b> Replacement of mural uplights lamp 10% \$500 Mural touch up-Unfunded \$0 Statues refinish - Unfunded \$0	\$500
0450-4430	0450 PW Ops Ctr & Equip Yd <b>4430 Activities and Programs:</b> Install awning over clarifier wash area. \$0 Equipment Yard staff trailer Upgrade \$800 Equipment Yard staff trailer Repair \$2,500 Equipment Yard trailer repaint - Unfunded \$0 Security Cameras - Unfunded \$0	\$3,300
0460-4430	0460 Las Palmas Park Las Palmas Park Roof repairs - Deferred \$0 Replace bird net over patio. \$3,000 Replace lobby refrigerated drinking fountain - Unfunded \$0 Park lighting upgrade - unfunded \$0 Repaint interior - unfunded \$0 Repaint exterior - unfunded \$0 Exterior signage upgrade - unfunded \$0 Irrigation controllers upgrade - unfunded \$0	\$3,000
0470-4430	0470 Bikeway <b>4430 Activities and Programs:</b> Exterior lighting Upgrades - Unfunded \$0 Drought tolerance landscaping \$1,000 Tree and landscape replacement \$0 Irrigation controllers Upgrade - Unfunded \$0	\$1,000
7500-4430	7500 Ortega Park <b>4300 Activities and Programs:</b> Security Alarm - Unfunded \$0 Tree and landscape replacement - Unfunded \$0 Replenish decomposed granite \$500	\$500
7500-4450	7500 Ortega Park 4450 Property Taxes \$3,200	\$3,200

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Facilities Management</b>		<b>390</b>	
<b>CAPITAL EXPENSES</b>			<b>\$1,300</b>
0222-4500	0222 Police Replace one AC unit at PD	\$0	\$0
0310-4500	0310 City Hall Replace one AC unit at City Hall - Unfunded	\$0	\$0
0410-4500	<b>Equipment Replacement:</b>		\$1,300
	0410 Parks Rec Park lobby, replace HVAC unit out of service since 2009	\$0	
	Replace broken DVR (security) - Unfunded	\$0	
	Replace Ride-on-Mower - Unfunded	\$0	
	Replacement of old bleachers - Unfunded	\$0	
	Replace power equipment - Unfunded	\$0	
	Replace push mower	\$1,300	
	Replace two work trucks - Unfunded	\$0	
	Synthetic grass for fields - Unfunded	\$0	
	Main-Lift (\$15,000) - Unfunded	\$0	
0460-4500	0460 Las Palmas Park		\$0
	<b>4500 Capital Expenses:</b>	\$0	
	Replace out of service AC unit - Unfunded	\$0	
	Replace old bleachers - Unfunded	\$0	
	Replace Ride-On-Mower - Unfunded	\$0	
	Replace one work truck - Unfunded	\$0	
0450-4500	0450 PW Ops Ctr, & Equip Yd Replace 2 computer stations - Unfunded	\$0	\$0
7500-4500	7500 Ortega Park Install Alarm system - Unfunded	\$0	\$0
<b>EQUIPMENT REPLACEMENT CHARGE</b>			<b>\$6,480</b>
0000-4941	2004 utility truck (Original cost = \$25,000, payoff in FY 2010)	\$0	\$0
	NEW Vehicle FY2006-2007 (cost \$24,000 plus 5% of original price over 5 years) total \$30,000 annual cost of \$6,000; payoff in FY 2010	\$0	
0455-4941	519 South Brand Blvd - FY 2005-06 roof repair		\$2,340
0457-4941	519 South Brand Blvd, San Fernando Historical and Cultural Museum		\$4,140
	HVAC repair, FY 2000-01 (Original cost = \$8,000)	\$1,248	
	Roof repair, FY 2000-01 (Original cost = \$7,000)	\$1,092	
	Roof replacement over apparatus room, FY 2005-06	\$1,800	
0456-4941	1211 First Street		\$0
	Furnace repair, FY 2002 (Original cost = \$2,525)	\$0	
	Roof repair, FY 2001-02 (Original cost = \$33,779)	\$0	
0222-4941	910 First Street Boiler replacement FY 2005-06; original cost = \$18k; payoff FY07 to FY11	\$0	\$0
<b>TOTAL</b>			<b>\$768,420</b>

# **RECREATION & COMMUNITY SERVICES**

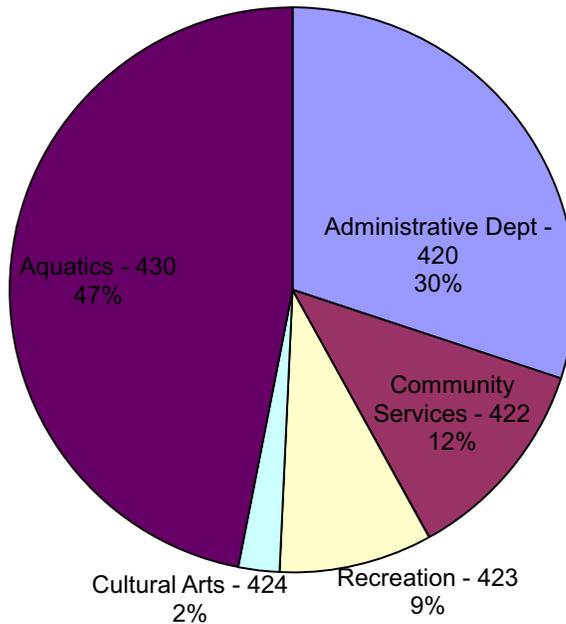
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CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013

RECREATION AND COMMUNITY SERVICES DEPARTMENT  
EXECUTIVE SUMMARY

NARRATIVE

FY 2012-2013 Budget  
Recreation and Parks  
General Fund



**Departmental Mission Statement:**

The mission of the City of San Fernando's Recreation and Community Services Department is to develop and implement programs and activities that provide for the well being and personal development of the City's residents. The staff is dedicated to creating those experiences that provide for good citizenship, a sense of community and for a better quality of life.

**Budget Overview:** The Recreation and Community Services Department's general fund budget request for FY 2012-2013 is **\$1,392,182** which is an increase from the FY 2011-2012 budget due mainly to an increase in expenditures for the San Fernando Regional Pool Facility. The top priorities for the department this year are to reopen San Fernando Regional Pool Facility, to identify funding to help subsidize programming costs, and to develop a marketing tool to better publicize the programs, activities and facilities available to the public.

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

**RECREATION AND COMMUNITY SERVICES DEPARTMENT  
EXECUTIVE SUMMARY**

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Dir. Of Rec. & Comm Sv	1.00	0.00	0.00	0.00	0.00
RCS Operations Manager	0.00	1.00	1.00	1.00	1.00
Office Specialist	1.85	1.85	1.90	1.85	1.95
Comm Svcs Supervisor	0.20	0.20	0.20	0.20	0.42
Cultural Arts Supervisor	1.00	1.00	1.00	1.00	1.00
Rec/Comm Sv. Coord	0.60	0.60	0.60	0.60	0.76
Program Specialist (FTE)	1.72	1.72	1.17	1.72	1.17
Pool Manager (FTE)	0.00	0.00	0.00	0.00	1.00
Senior Lifeguards (FTE)	0.00	0.00	0.00	0.00	0.00
Lifeguards (FTE)	0.00	0.00	0.00	0.00	0.00
Cashier Pool (FTE)	0.00	0.00	0.00	0.00	0.31
Recreation Leaders (FTE)	4.50	4.50	4.39	4.50	4.14
<b>Total</b>	<b>10.87</b>	<b>10.87</b>	<b>10.26</b>	<b>10.87</b>	<b>11.75</b>
<b>PERSONNEL SPECIAL FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Senior Counselor(FTE)	2.23	2.23	2.90	2.90	2.90
Counselor(FTE)	11.05	11.05	11.05	11.05	11.05
Program Specialist (FTE)	0.75	0.75	0.00	0.00	0.00
Recreation Leaders (FTE)	7.00	7.00	7.00	7.00	7.00
<b>Total</b>	<b>21.03</b>	<b>21.03</b>	<b>20.95</b>	<b>20.95</b>	<b>20.95</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Administrative Dept - 420	\$ 394,581	\$ 351,528	\$ 366,748	\$ 366,748	\$ 376,891
Community Services - 422	294,163	105,244	129,944	129,944	149,105
Recreation - 423	128,635	144,850	171,859	171,859	109,813
Cultural Arts - 424	70,568	94,932	105,247	105,247	29,393
Aquatics - 430	648,140	420,778	491,055	491,055	588,108
<b>Subtotal General Fund</b>	<b>\$ 1,536,087</b>	<b>\$ 1,117,332</b>	<b>\$ 1,264,853</b>	<b>\$ 1,264,853</b>	<b>\$ 1,253,309</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
01 General Funds	\$ 1,465,347	\$ 1,064,568	\$ 1,034,853	\$ 1,009,853	\$ 998,309
01-3779 Swimming Pool	-	-	175,000	200,000	200,000
01-3777 Facility Rental	70,740	52,763	55,000	55,000	55,000
<b>Total</b>	<b>\$ 1,536,087</b>	<b>\$ 1,117,332</b>	<b>\$ 1,264,853</b>	<b>\$ 1,264,853</b>	<b>\$ 1,253,309</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Administrative</b>	<b>420</b>

**NARRATIVE**

The Recreation and Community Services Administrative Division includes the cost of the day to day operations of the Department to include full-time salaried personnel costs.

**Objectives for FY 12-13** Include the development of a marketing tool to better publicize the programs/activities/facilities available to the public; update and enhance recreation web pages to include registration forms, facility rental forms and informational packets regarding facilities; development of Fourth of July Celebration and implementation of Healthy Cities Objectives. Staff will continue to seek ways to increase department programming, to deliver efficiency of those programs, and to increase revenue while always focusing on increasing customer retention and satisfaction.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
RCS Director	0.85	0.85	0.00	0.00	0.00
RCS Manager	0.00	0.00	1.00	1.00	1.00
Office Specialist	1.85	1.85	1.90	1.90	1.95
<b>Total</b>	<b>2.70</b>	<b>2.70</b>	<b>2.90</b>	<b>2.90</b>	<b>2.95</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 276,546	\$ 239,418	\$ 251,636	\$ 251,636	\$ 243,233
Operating Expenses	118,035	112,110	115,112	115,112	133,658
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 394,581</b>	<b>\$ 351,528</b>	<b>\$ 366,748</b>	<b>\$ 366,748</b>	<b>\$ 376,891</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
01 General Funds	\$ 338,841	\$ 313,765	\$ 326,748	\$ 326,748	\$ 336,891
01-3777 Facility Rental	55,740	37,763	40,000	40,000	40,000
<b>Total</b>	<b>\$ 394,581</b>	<b>\$ 351,528</b>	<b>\$ 366,748</b>	<b>\$ 366,748</b>	<b>\$ 376,891</b>

**Supporting Information**

<b>4100</b>	<b>PERSONNEL SERVICES</b>			<b>\$243,233</b>	
4101	Full time salaries			\$240,233	
4111	Commission Reimbursement			\$3,000	
<b>4200</b>	<b>OPERATING EXPENSES</b>			<b>\$128,358</b>	
4210	Utilities			\$70,000	
4220	Telephone			\$15,000	
4260	Contractual Service			\$20,679	
	Copier and Riso Contracts	\$19,542		\$13,679	
	Publicity	\$7,000		\$9,000	
<b>4300</b>	<b>OPERATING EXPENSES</b>			<b>\$ 5,300</b>	
4300	Department Supplies			\$5,000	
4380	Memberships - CPRS-Reduced by \$300			\$300	
<b>4900</b>	<b>EQUIPMENT REPLACEMENT CHARGE</b>			<b>-</b>	
<b>TOTAL</b>					<b>\$376,891</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Community Services</b>	<b>422</b>

**NARRATIVE**

The Community Services Division is responsible for the department's human services activities. The division oversees the senior nutrition program, the Mission City Transit, the annual senior exposition, and other senior programs and activities that include clubs, excursions, information workshops and classes. The division is also responsible for the Las Palmas Park facility, the after school program at two public elementary schools, and the adult and senior citizen volunteer and vocational training programs.

**Objectives for FY 12-13** Continued formalization of a volunteer program, to include youth, adults and senior volunteers and to place these volunteers in city-run programs to expand and enhance city services. Increase volunteer opportunities to include city-wide special events, facility operations, senior programs, the after school programs and to provide individual and group volunteer opportunities. Growth in the areas of vocational training to include opportunities for in-service training, technical assistance, and workshops. Develop volunteer incentives to include a recognition award ceremony. Increase awareness and productivity of the Senior Nutrition Program offered by the City.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Comm Svc Supr	0.20	0.20	0.20	0.20	0.42
Recreation Leader I	1.44	0.35	0.42	0.42	0.00
Recreation Leader II	0.64	0.38	0.00	0.00	0.00
Program Specialist	1.10	1.17	1.17	1.17	1.17
<b>Total</b>	<b>3.38</b>	<b>2.10</b>	<b>1.79</b>	<b>1.79</b>	<b>1.59</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 124,084	\$ 102,468	\$ 113,644	\$ 113,644	\$ 126,605
Operating Expenses	170,078	2,776	16,300	16,300	22,500
<b>Total</b>	<b>\$ 294,163</b>	<b>\$ 105,244</b>	<b>\$ 129,944</b>	<b>\$ 129,944</b>	<b>\$ 149,105</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
01 General Funds	\$ 294,163	\$ 105,244	\$ 129,944	\$ 129,944	\$ 149,105
<b>Total</b>	<b>\$ 294,163</b>	<b>\$ 105,244</b>	<b>\$ 129,944</b>	<b>\$ 129,944</b>	<b>\$ 149,105</b>

**Supporting Information**

<b>4100</b>	<b>PERSONNEL SERVICES</b>			<b>\$ 126,604.70</b>	
4101	Fulltime Staff Costs			\$ 120,556.30	
4103	Temp & Part Time Staff			\$ 6,048.40	
<b>4200</b>	<b>OPERATING EXPENSES</b>			<b>\$22,500</b>	
4260	Contractual Service			\$500	
	Senior Nutrition Meal Staff			\$15,000	
	CYF Newsletter (\$7,500)			\$0	
	Expo Entertainment			\$500	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Community Services</b>		<b>422</b>	
4300	Dept Supplies	\$2,500	
	Program Supplies (reduce from \$3,000 to \$2,500)	\$2,500	
	Program Equipment, Table Trucks, EZ-ups Chair Caddies, Senior Activities & Programs Program reproduction supplies, program supplies		
	Senior Expo posters, flyers, banners, decorations, supplies, refreshments, booklets, entertainment honorariums	\$1,500	
	Senior Meals Supplies	\$0	
<b>TOTAL</b>		<b>\$149,105</b>	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Facilities Operations and Playgrounds	423

**NARRATIVE**

The Recreation Division is responsible for the operations of the City's Parks and Community Centers. The scope of responsibility under this division include youth and adult sports leagues, contracted exercise classes, youth and teen activity programming, summer day camp, and general facility operations and supplies.

**Objectives for FY 12-13** Growth in the area of teen programming. Development of co-ed adult sports programs. Expand youth sports programming. Increase facility rentals. Continue the development of a Healthy Cities program. Ensure that all volunteer coaches under-do a Livescan background check. Increase marketing efforts for all programs/activities offered by the Recreation division.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Recreation Coordinator	0.60	0.60	0.60	0.60	0.76
Program Specialist	0.39	0.39	0.00	0.00	0.00
Recreation Leader I	0.84	0.84	3.28	3.28	2.30
Recreation Leader II	0.72	0.72	1.19	1.19	1.30
<b>Total</b>	<b>2.55</b>	<b>2.55</b>	<b>5.07</b>	<b>5.07</b>	<b>4.36</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 126,089	\$ 139,700	\$ 168,859	\$ 168,859	\$ 103,813
Operating Expenses	2,546	5,151	3,000	3,000	6,000
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 128,635</b>	<b>\$ 144,850</b>	<b>\$ 171,859</b>	<b>\$ 171,859</b>	<b>\$ 109,813</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
01 General Funds	\$ 113,635	\$ 129,850	\$ 156,859	\$ 156,859	\$ 94,813
01-3777 Fac. Rental	15,000	15,000	15,000	15,000	15,000
<b>Total</b>	<b>\$ 128,635</b>	<b>\$ 144,850</b>	<b>\$ 171,859</b>	<b>\$ 171,859</b>	<b>\$ 109,813</b>

**Supporting Information**

<b>4100</b>	<b>PERSONNEL SERVICES</b>			<b>\$ 103,812.51</b>	
4101	Salaries			\$ 6,529.95	
4103	Temp & Part-time - Reduce Movies			\$ 97,282.56	
4120	O.A.S.D.I.			\$ 0	
4130	Worker's Compensation			\$ 0	
<b>4200</b>	<b>OPERATING EXPENSES</b>			<b>\$3,000</b>	
4260	Contractual Service			\$ 3,000	
	Master Plan			\$ 0	
<b>4300</b>	<b>OPERATING EXPENSES</b>			<b>\$3,000</b>	
4300	Department Supplies			\$ 3,000	
<b>4430</b>	<b>ACTIVITIES</b>			<b>-</b>	
4430	CBO - YOUTH COUNCIL			\$ 0	
<b>4500</b>	<b>CAPITAL PROJECTS</b>			<b>-</b>	
<b>TOTAL</b>					<b>\$109,813</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Cultural Arts	424

**NARRATIVE**

The Cultural Arts Division is responsible for conducting city-wide special and cultural events for the department. The division oversees the nationally recognized Mariachi Master Apprentice Program, Community Special Events Applications and processing, July 4th Celebration, Summer Concerts, Holiday Tree Lighting and Time Warner Cable Access Calendar Programming. Direction is provided to support staff in the areas of MMAP programming, instructor directed classes and special event assistance. Staff continues to strengthen and foster innovative partnerships between the arts and community agencies and is successful in securing grants to help offset the cost of the Division and City wide events.

**Objectives for FY 12-13** The Division will seek and secure funding to provide talent for the Summer Concerts in the park and secure Los Angeles County Arts funding for one free summer concert. Staff will increase revenue generating opportunities with local vendors at City-wide special events. The Cultural Arts Division will continue to seek grant funding for the Mariachi Master Apprentice Program and assist with the development of the Centennial Recognition Programs and special event volunteer committees.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Cultural Arts Supervisor	0.54	1.00	1.00	1.00	1.00
Recreation Leader I	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.54</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 58,096	\$ 81,302	\$ 90,938	\$ 90,938	\$ 14,518
Operating Expenses	12,473	13,629	14,309	14,309	14,875
<b>Total</b>	<b>\$ 70,568</b>	<b>\$ 94,932</b>	<b>\$ 105,247</b>	<b>\$ 105,247</b>	<b>\$ 29,393</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
01 General Funds	70,568	94,932	105,247	105,247	29,393
<b>Total</b>	<b>\$ 70,568</b>	<b>\$ 94,932</b>	<b>\$ 105,247</b>	<b>\$ 105,247</b>	<b>\$ 29,393</b>

**Supporting Information**

<b>4100</b>	<b>PERSONNEL EXPENSES</b>	<b>\$14,518</b>
4101	Full Time Wages	\$14,518
<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$2,875</b>
4260	Contracted Services - Expenditures	\$375
	ASCAP	\$375
4300	Department Supplies	\$2,500
	Program and Office Supplies	\$2,500
<b>4400</b>	<b>ACTIVITIES AND PROGRAMS</b>	<b>\$12,000</b>
4430	MMAP - Grant Match	\$12,000
<b>TOTAL</b>		<b>\$29,393</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Aquatics	430

**NARRATIVE**

The San Fernando Regional Pool Facility will be entering the fifth year of operation.

**Objectives for FY 12-13** Operate the pool facility as cost neutral as possible and recover facility fixed costs of operation. This will be done by identifying key leadership, streamlining operation procedures and policies, increasing facility rentals, and securing funding opportunities. Staff will work to develop a finalize a business plan which would allow for the pool to roperate year round at a minimal cost to the City.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Pool Manager	0.00	0.00	1.00	1.00	1.00
Cashier/Attendant	0.00	0.00	0.00	0.00	0.31
Recreation Leader	0.65	0.58	0.58	0.58	0.54
<b>Total</b>	<b>0.65</b>	<b>0.58</b>	<b>1.58</b>	<b>1.58</b>	<b>1.85</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel	\$ 19,308	\$ 20,165	\$ 77,478	\$ 77,478	\$ 115,608
Operating Expenses	621,592	400,613	411,577	411,577	466,500
Capital Outlay	7,240	-	2,000	2,000	6,000
<b>Total</b>	<b>\$ 648,140</b>	<b>\$ 420,778</b>	<b>\$ 491,055</b>	<b>\$ 491,055</b>	<b>\$ 588,108</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
01 General Funds	\$ 648,140	\$ 420,778	\$ 316,055	\$ 291,055	\$ 388,108
01-3779 Swimming Pool	-	\$ -	\$ 175,000	\$ 200,000	\$ 200,000
<b>Total</b>	<b>\$ 648,140</b>	<b>\$ 420,778</b>	<b>\$ 491,055</b>	<b>\$ 491,055</b>	<b>\$ 588,108</b>

**Supporting Information**

<b>4100</b>	<b>PERSONNEL SERVICES</b>			<b>\$115,608</b>
4105	Full-Time Salaries - Pool Manager		\$92,966	
4103	Part-Time Salaries		\$22,642	
<b>4200</b>	<b>OPERATING EXPENSES</b>			<b>\$415,000</b>
4210	Utilities		\$124,000	
4220	Telephone		\$1,000	
4260	Contractual Service		\$290,000	
<b>4300</b>	<b>OPERATING EXPENSES</b>			<b>\$51,500</b>
4300	Department Supplies		\$46,500	
4330	Minor Repairs		\$5,000	
<b>4500</b>	<b>EQUIPMENT REPLACEMENT CHARGE</b>			<b>\$6,000</b>
4500	Major Repairs/Parts		\$6,000	
<b>TOTAL</b>				<b>\$588,108</b>

# **SPECIAL FUNDS**

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CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013

Special Funds  
Executive 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 following is a summary of the Special Funds included in this section:

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
12	Measure "R"
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
50	Pavement Fund

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>	<b>FUND NO.</b>
<b>Supplemental Law Enforcement Services SLESF/COPS</b>	<b>2</b>

**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.

In the past, Cities and Counties received 75% of these funds relative to population and exclusively to provide front line law enforcement services including anti-gang and community gang prevention programs. During the current fiscal year, the City will use any remaining funds carried from previous years for community policing activities.

The State originally proposed removing the SLESF for the upcoming year, however, the adopted State budget that was should the State provide additional funding, those will be budgeted once the funds have been received. The current balance of the funds for FY 2012-13 is estimated at \$100,000.

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 34,299	\$ 204,508	\$ 100,000	\$ 100,094	\$ 100,000
Operating Expenses	269	37,930	-	-	-
Capital Outlay	19,533	-	-	-	-
<b>Total</b>	<b>\$ 54,101</b>	<b>\$ 242,438</b>	<b>\$ 100,000</b>	<b>\$ 100,094</b>	<b>\$ 100,000</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
SLESF COPS	\$ 123,960	\$ 100,117	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total</b>	<b>\$ 123,960</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

**Supporting Information**

<b>4100</b>	<b>PERSONNEL SERVICES</b>	<b>\$100,000</b>
4105	Regular Overtime: Detective Division (224)	\$50,000
4105	Regular Overtime: Patrol Division (225)	\$50,000

**4200 OPERATING EXPENSES \$0**

**4500 CAPITAL EXPENSES \$0**

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ 84,234	\$ 154,093	\$ 11,772	\$ 11,772	\$ 11,678
Revenues	123,960	100,117	100,000	100,000	100,000
Expenditures	54,101	242,438	100,000	100,094	100,000
<b>Ending Balance</b>	<b>\$ 154,093</b>	<b>\$ 11,772</b>	<b>\$ 11,772</b>	<b>\$ 11,678</b>	<b>\$ 11,678</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**FUND**

**FUND NO.**

**Self Insurance**

**6**

**NARRATIVE**

The City of San Fernando is a self-insured entity with deductible and aggregate limits. The City is a member of the Independent Cities Risk Management Authority (ICRMA). ICRMA is comprised of Southern California member cities and is organized under a Joint Powers Agreement pursuant to the California Government Code. The purpose of the Authority is to arrange and administer programs of insurance for the pooling of self-insured losses and to purchase excess insurance coverage. Each member city has a representative on the Board of Directors. This fund is established to provide reserves to offset potential losses due to either personal or property damage.

A. Workers' Compensation: The City maintains a program of self-insurance for any liability to City employees pursuant to the Workers' Compensation Laws of the State of California. The City is self-insured for the first \$500,000 on each claim. The City participates in the ICRMA's worker's compensation program, which provides insurance coverage in excess of the self-insured amount. Worker's compensation administration fees and liability and property insurance are paid from this fund.

B. General Liability: The City belongs to the ICRMA's liability program. Specific coverage includes comprehensive and general automotive liability, personal injury, contractual liability, errors and omissions and certain other coverage. Annual premium payments are paid by member cities and are adjusted retrospectively to cover costs. San Fernando, self-insures from the first dollar to a limit of \$250,000 for all cases that fall under the contract with the ICRMA. Participating cities then share above the retention level of \$250,000 to \$20,000,000 per loss occurrence.

C. Revenues and Expenditures: This fund is reimbursed through labor allocations charged from each department. Should the fund not have sufficient monies to offset expenditures, any payments would have to be paid by the individual home department or by the General Fund.

The increase in expenditures for Fiscal Year 2010-2011 resulted from an industrial accident case that the City paid the deductible of \$500,000 prior to ICRMA covering the remaining expenditures above the deductible. As a result the reserves have decreased. For accounting purposes, this fund is combined and tracked with the General Fund.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ (409,231)	\$ (413,564)	\$ (785,548)	\$ (785,548)	\$ (830,664)
Revenues	1,283,476	1,279,898	1,240,000	1,240,000	1,240,000
Expenditures	1,287,809	1,651,882	1,090,000	1,285,116	1,090,000
<b>Ending Balance</b>	<b>\$ (413,564)</b>	<b>\$ (785,548)</b>	<b>\$ (635,548)</b>	<b>\$ (830,664)</b>	<b>\$ (680,664)</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>FUND NO.</b>
<b>Proposition A - Transportation Sales Tax</b>	<b>7</b>

**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 one percent 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 a population-share basis. Projects must be approved by Metropolitan Transit Authority (Metro) in advance of spending Proposition A funds.

**METRO ANNUAL PROJECTS BUDGET**

480-09 - Prop A Admin. - Cost Allocation      \$42,639

Public Works:

110-01 - Trolley Transit- (1st Transit contract)      \$99,121  
 110-01 - Trolley Transit- Professional Svcs      \$8,000  
 110-01 - Trolley Transit- Trolley Repairs      \$6,500  
 110-01 - Trolley Transit- Trolley Fuel      \$16,548  
 110-01 - Marketing, Supplies, Tools, Equip      \$6,600  
 200-02 - Match for Bus Shelters      \$48,000  
 480-09 - Prop A Administration      \$0

Recreation & Community Services:

440-0441/0443 - Contractual Services      \$276,300  
 250-08 - MTA Bus Pass Sale      \$2,700  
 480-09 - Prop A Administration      \$32,155

**TOTAL PUBLIC WORKS      \$227,408      TOTAL RECREATION & COMMUNITY SVI      \$311,155**

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director	0.00	0.05	0.04	0.04	0.00
Administrative Analyst	0.00	0.05	0.05	0.00	0.00
Operations Manager	0.00	0.03	0.05	0.00	0.00
Field Supervisor II	0.05	0.05	0.00	0.00	0.00
Maintenance Worker	0.00	0.30	0.25	0.32	0.00
P.W. Maintenance Helper PT	0.00	0.10	0.20	1.30	0.00
Equipment Supervisor	0.00	0.15	0.05	0.10	0.00
P.W. Sr. Maintenance Worker	0.00	0.00	0.10	0.10	0.00
Mechanical Helper	0.25	0.10	0.05	0.10	0.00
RCS Comm. Svcs Sup	0.00	0.00	0.00	0.30	0.25
RCS Office Specialist	0.00	0.00	0.00	0.00	0.05
<b>Total</b>	<b>0.30</b>	<b>0.83</b>	<b>0.79</b>	<b>2.26</b>	<b>0.30</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services/Cost Alloc	\$ 86,258	\$ 179,044	\$ 149,983	\$ 147,089	\$ 74,794
Operating Expenses	457,137	498,243	518,100	495,356	415,769
Capital Outlay	12,877	-	48,000	-	48,000
<b>Total</b>	<b>\$ 556,272</b>	<b>\$ 677,287</b>	<b>\$ 716,083</b>	<b>\$ 642,445</b>	<b>\$ 538,563</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
07-3210 LACMTA Prop A Allocation	\$ 320,994	\$ 342,068	\$ 349,138	\$ 364,943	\$ 364,943
07-3500 Interest Income	2,177	859	2,000	200	2,000
07-3794/3794-3630/ 3796 Other Income	24,044	23,963	25,000	24,300	25,000
<b>Total</b>	<b>\$ 347,214</b>	<b>\$ 366,890</b>	<b>\$ 376,138</b>	<b>\$ 389,443</b>	<b>\$ 391,943</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>						<b>FUND NO.</b>
<b>Proposition A - Transportation Sales Tax</b>						<b>7</b>
<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
Beginning Balance	\$ 919,078	\$ 710,019	\$ 399,622	\$ 399,622	\$ 146,620	
Revenues	347,214	366,890	376,138	389,443	391,943	
Expenditures	556,273	677,287	716,083	642,445	538,563	
<b>Total</b>	<b>\$ 710,019</b>	<b>\$ 399,622</b>	<b>\$ 59,677</b>	<b>\$ 146,620</b>	<b>\$ (0)</b>	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>PUBLIC WORKS DEPARTMENT</b>					<b>FUND NO.</b>
<b>Proposition A - Transportation Sales Tax</b>					<b>7</b>
<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director	0.00	0.05	0.04	0.04	0.00
Administrative Analyst	0.00	0.05	0.05	0.00	0.00
Operations Manager	0.00	0.03	0.05	0.00	0.00
Field Supervisor II	0.05	0.05	0.00	0.00	0.00
Maintenance Worker	0.00	0.30	0.25	0.32	0.00
P.W. Sr. Maintenance Worker	0.00	0.00	0.10	0.10	0.00
P.W. Maintenance Helper PT	0.00	0.10	0.20	1.30	0.00
Equipment Supervisor	0.00	0.15	0.05	0.10	0.00
Mechanical Helper	0.25	0.10	0.05	0.10	0.00
<b>Total</b>	<b>0.30</b>	<b>0.83</b>	<b>0.79</b>	<b>1.96</b>	<b>0.00</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services/Cost Alloc	\$ 54,296	\$ 149,386	\$ 117,828	\$ 115,487	\$ 42,639
Operating Expenses	2,234	233,586	239,100	220,045	136,769
Capital Outlay	12,877	-	48,000	-	48,000
<b>Total</b>	<b>\$ 69,408</b>	<b>\$ 382,971</b>	<b>\$ 404,928</b>	<b>\$ 335,532</b>	<b>\$ 227,408</b>
<b>COST ALLOCATION</b>					<b>\$42,639</b>
4480	190 Cost Allocation - Central Services			\$42,639	
<b>PERSONNEL SERVICES</b>					<b>\$0</b>
<b>OPERATING EXPENSES</b>					<b>\$136,769</b>
4260	Contractual Services: 313-0000 Trolley -1st Transit contract (addl hrs for trolley drivers-increased 2 mos during the summer during Pool Facility hours)			\$99,121	
4270	313- Trolley - Professional Services (trolley related services like: graphic design, trolley plan consultant)			\$8,000	
4300	313-0301 Department Supplies Solvents, parts, cleaners, and replacement parts			\$1,000	
	313-0301 Bus Shelter Maintenance			\$1,000	
	313-3630 Transit Marketing- Trolley schedule printing and misc supplies			\$4,000	
4320	313 Dept Equip. Maint.			\$300	
4340	313 Small Tools			\$300	
4400	313 -3630-4400 - Trolley Maintenance		\$5,000	\$6,500	
	313 Bus Shelter/Stop Utility truck maintenance		\$1,500		
4402	313 -3630-4402 - Trolley Fuel		\$15,000	\$16,548	
	313 Bus Shelter/Stop Utility truck fuel		\$1,548		
<b>CAPITAL PROJECTS</b>					<b>\$48,000</b>
4500	Capital Improvements 313-0000 Bus Shelter Improvements - Grant portion \$200,000; 20% Federal Match			\$48,000	
<b>TOTAL</b>					<b>\$227,408</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>RECREATION DEPARTMENT</b>					<b>FUND NO.</b>
<b>Proposition A - Transportation Sales Tax</b>					<b>7</b>
<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
RCS Comm. Svcs Sup	0.00	0.00	0.30	0.30	0.25
RCS Office Specialist	0.00	0.00	0.00	0.00	0.05
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 31,962	\$ 29,658	\$ 32,155	\$ 31,602	\$ 32,155
Operating Expenses	454,902	264,657	279,000	275,311	279,000
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 486,864</b>	<b>\$ 294,316</b>	<b>\$ 311,155</b>	<b>\$ 306,913</b>	<b>\$ 311,155</b>
<b>PERSONNEL SERVICES</b>					<b>\$ 32,155</b>
	440 Full Time Personnel Costs			\$31,602	
4103	420 Part Time Wages			\$553	
<b>OPERATING EXPENSES</b>					<b>\$ 279,000</b>
4220	MTA Bus Pass Sales - Phone line			\$2,700	
4260	Contractual Services:				
	440-0442 Dial-A-Ride			\$225,000	
	440-0441 MTA Bus Pass Subsidy			\$16,300	
	440-0443 Recreation Trips			\$35,000	
<b>CAPITAL PROJECTS</b>					<b>\$ -</b>
4500	Capital Improvements - Repl Rec Van reduced by \$36,000			-	
<b>TOTAL</b>					<b>\$311,155</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>FUND</b>	<b>FUND NO.</b>
<b>Proposition C</b>	<b>08</b>

**NARRATIVE**

This fund accounts for receipt of a half-percent sales tax allocated by the Los Angeles County Metropolitan Transit Authority (MTA). These funds can only be used to reduce traffic congestion, improve air quality, improve the condition of streets and highways utilized by public transit, reduce foreign fuel dependence, or reduce the use of fossil fuels.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ 371,143	\$ 412,952	\$ 549,542	\$ 549,542	\$ 539,531
Revenues	267,353	284,623	289,601	302,000	302,000
Expenses	225,543	148,033	378,927	312,011	743,059
<b>Ending Balance</b>	<b>\$ 412,952</b>	<b>\$ 549,542</b>	<b>\$ 460,216</b>	<b>\$ 539,531</b>	<b>\$ 98,473</b>

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director	0.00	0.03	0.20	0.20	0.24
Operations Manager	0.05	0.03	0.00	0.00	0.00
Civil Engineering Assistant II	0.10	0.12	0.21	0.21	0.21
P.W. Superintendent	0.00	0.00	0.10	0.10	0.10
PW Field Supervisor II	0.00	0.00	0.05	0.05	0.16
PW Office Specialist	0.00	0.00	0.10	0.10	0.10
Office Specialist	0.00	0.00	0.10	0.10	0.10
P.W. Administrative Analyst	0.00	0.00	0.02	0.02	0.02
Equip & Material Supervisor	0.00	0.00	0.10	0.10	0.20
Mechanical Helper	0.00	0.00	0.10	0.10	1.50
P.W. Sr. Maintenance Worker	0.00	0.00	0.52	0.52	0.62
PW Maintenance Worker	0.00	0.00	0.27	0.49	0.81
<b>Total</b>	<b>0.15</b>	<b>0.18</b>	<b>1.77</b>	<b>1.99</b>	<b>4.06</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel/Cost Alloc/Transfers	\$ 225,503	\$ 147,649	\$ 320,270	\$ 307,925	\$ 453,749
Operating Expenses	40	-	20,210	3,500	124,089
Capital Expenses	-	384	38,447	586	165,221
<b>Total</b>	<b>\$ 225,543</b>	<b>\$ 148,033</b>	<b>\$ 378,927</b>	<b>\$ 312,011</b>	<b>\$ 743,059</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
08-3210/3500 MTA FY12 Allocation	267,353	284,623	289,601	302,000	302,000
<b>Total</b>	<b>\$ 267,353</b>	<b>\$ 284,623</b>	<b>\$ 289,601</b>	<b>\$ 302,000</b>	<b>\$ 302,000</b>

<b>190</b>		<b>NON-DEPARTMENTAL</b>			<b>\$111,989</b>
0000-4480	Cost Allocation - Administrative Overhead			\$11,081	
0000-4901	Transfer to General Fund:				
	Bikeway Maintenance: 01-390-0470-XXXX			\$100,908	

<b>PERSONNEL SERVICES</b>		<b>\$341,760</b>
311-4101	Personnel Costs	\$238,568
4101	313 Full Time Personnel Costs - Admin. salaries	\$70,973
4103	313 Part Time Personnel Costs - Field Staff	\$32,219

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>FUND</b>		<b>FUND NO.</b>
<b>Proposition C</b>		<b>08</b>
<b>310 - 4200 OPERATING EXPENSES</b>		<b>\$124,089</b>
4260	Contractual Services: 313-0000 Trolley -1st Transit contract <small>(addl hrs for trolley drivers-increased 2 mos during the summer during Pool Facility hours)</small>	\$103,879
0000-4270	Professional Services	\$20,210
<b>311 - 4600 CAPITAL PROJECTS</b>		<b>\$165,221</b>
	BTA Grant Match for Bikeway on Brand	\$18,447
	Bikeway irrigation upgrades and drought tolerant planting project	\$20,000
	Capital Projects - Park Ave. Phase 4, Street Rehab <small>(Splitting cost with Fund 50 - \$128,481 paid out of Fund 50)</small>	\$126,774
<b>TOTAL</b>		<b>\$743,059</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>FUND NO.</b>
<b>Proposition C Discretionary Grant - Metrolink Bikeway</b>	<b>9</b>

**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 unused portion of the grant and accrued interest are being held for future maintenance and/or operation of the bikeway.

	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
<b>PERSONNEL</b>					
None	-	-	-	-	-
<b>BALANCE SHEET</b>					
Beginning Balance	\$20,292	\$20,348	\$20,378	\$20,378	\$20,403
Revenues	56	29	25	25	25
Expenditures	-	-	-	-	-
<b>Ending Balance</b>	<b>\$20,348</b>	<b>\$20,378</b>	<b>\$20,403</b>	<b>\$20,403</b>	<b>\$20,428</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**FUND NO.**

**10**

**GRANT FUND**

This 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.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	(\$3,244,536)	(\$2,678,890)	(\$2,775,055)	(\$2,775,055)	(\$2,656,224)
Revenues	1,810,419	1,894,794	3,339,775	\$1,412,927	\$2,710,134
Expenditures	1,244,773	1,990,960	3,038,369	1,294,096	2,610,134
<b>Ending Balance</b>	<b>(\$2,678,890)</b>	<b>(\$2,775,055)</b>	<b>(\$2,473,649)</b>	<b>(\$2,656,224)</b>	<b>(\$2,556,224)</b>

**PROJECT SUMMARY**

<b>Proj. No.#</b>	<b>GRANT PROJECTS BY DEPARTMENT</b>	<b>Total Project Costs</b>
	<b>Community Development (CD)</b>	
	CA Cultural & Historical Endowment	\$349,955
	<b>Total CD Grants</b>	<b>\$349,955</b>
	<b><u>Police Department:</u></b>	
	COPS CHRP Grant	\$26,981
	COPS - SAFE SCHOOLS	\$236,000
	OTS - Office of Traffic Safety	\$22,106
	<b>Total Police Grants</b>	<b>\$285,087</b>
	<b><u>Public Works Department:</u></b>	
3653	Metro (MTA) Safetea-Lu - Bus Shelters	\$260,000
3655	Bicycle Transportation Account (BTA) - 08/09-07-LA-09 Prop C Matching - Fund 8	\$164,123
3656	Safe Routes to School (SRTS) - ID# SRTSD07-0020 Grant Funds - FY 2011-2012 - \$497,063	\$861,750
3629	MWD Public Sector Grant EDI Grant (Way Findings) TCSP Project on Truman	\$5,500 \$80,000 \$213,408
	<b>Total PW Grants</b>	<b>\$1,584,781</b>
	<b><u>Recreation Department:</u></b>	
3749	NEA Learning Arts- Mariachi Master	\$40,000
3750	Elderly Nutrition	\$84,877
3901-3750	Elderly Nutrition Program Income	\$22,000
1371	Afterschool Program - Gridley/Morningside	\$243,434
	<b>Total Recreation Grants</b>	<b>\$390,311</b>
	<b>Total All Fund 10 Grants</b>	<b>\$2,610,134</b>

<b>SUMMARY OF APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
10-150 CD	\$ -	\$ 235,562	\$ 362,734	\$ 16,432	\$ 349,955
10-220 Police	455,739	1,440,947	1,022,989	615,560	285,087
10-3XX Public Works	659,346	25,000	1,143,653	216,967	1,584,781
10-4XX Recreation and Community Services	340,739	409,528	472,993	445,137	390,311
<b>Total</b>	<b>\$ 1,455,824</b>	<b>\$ 2,111,037</b>	<b>\$ 3,038,369</b>	<b>\$ 1,294,096</b>	<b>\$ 2,610,134</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>	<b>DIVISION NO.</b>
California Cultural and Historical Endowment	10-150

**NARRATIVE**

The California Cultural and Historical Endowment Grant is being used over three fiscal years (FY 2010-11, FY 2011-12 and FY 2012-13) to provide matching grant funds to rehabilitate the Lopez Adobe building and site, a National Register of Historic Places site. During FY 2010-11 and FY 2011-12, these grant funds facilitated the rehabilitation of the adobe building and adjacent grounds. During FY 2012-13, the grant funds are intended to provide a portion of the funding necessary to construct the ancillary facility that will house visitor restrooms and on-site storage and office facilities in support of the Lopez Adobe's future use as a house museum. In addition these funds will be used for professional services to facilitate relocation of the Adobe Artifacts to the Lopez Adobe building.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
None	-	-	-	-	-

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ -	\$ -	\$ 30,000	\$ 11,669	\$ 25,000
Operations	-	-	36,000	1,780	160,000
Capital Expenses	-	235,562	296,734	2,983	164,955
<b>Total</b>	<b>\$ -</b>	<b>\$ 235,562</b>	<b>\$ 362,734</b>	<b>\$ 16,432</b>	<b>\$ 349,955</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
California and Cultural Historical Endowment	\$ -	\$ -	\$ 362,734	\$ 227,502	\$ 349,955
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 362,734</b>	<b>\$ 227,502</b>	<b>\$ 349,955</b>

<b>PERSONNEL SERVICES</b>				<b>\$ 25,000</b>
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<b>4101</b>	Lopez Adobe Landscaping ( <i>Labor - Public Works</i> )	\$ 25,000	
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<b>OPERATIONS</b>				<b>\$160,000</b>
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<b>4270</b>	<b><u>Professional Services:</u></b>		
	Labor Compliance	\$10,000	
	Conservator/Historian/Archivist	\$120,000	
	Lopez Adobe Ancillary Facility (Design)	\$30,000	

<b>CAPITAL EXPENSES</b>				<b>\$ 164,955</b>
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<b>4600</b>	Lopez Adobe Building (Construction-roofing, flooring, UV protection)	\$ 24,000	
	Contingency (Construction)	\$ 2,955	
	Conservator/Historian/Archivist (Equipment)	\$ 5,000	
3609-4600	Lopez Adobe Ancillary Facility (Construction)	\$ 133,000	

<b>TOTAL</b>				<b>\$349,955</b>
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**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Public Safety</b>	<b>10-220</b>

**NARRATIVE**

The purpose of the section is to track grants received by the Public Safety Department that are known at the time of budget finalization. This fund facilitates record keeping of receipts and expenditures of outside grants as generally required by grantors. New grants may be received during the year and will also be included in this fund.

The Virtual Patrol (Cops Tech Program) grant is to create a security network that would give the PD the ability to access business security cameras in the event of an alarm activation among. This in addition to the City in their pilot program creating a safety zone around parks, bike paths, and scools throughout the unit.

COPS CHRP Grant is in year 3 of a 3 year Grant - COPS Hiring Recovery Program which was part of the Federal Economic Recovery to fund two full time officers. The total grant amount is approximately \$624,000.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Police Officers - Patrol	0.00	2.00	2.00	2.00	2.00
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 389,282	\$ 459,590	\$ 816,895	\$ 530,000	\$ 248,602
Operating Expense	2,974	13,424	44,769	11,000	34,509
Capital Outlay	63,483	967,933	161,325	74,560	1,976
<b>Total</b>	<b>\$ 455,739</b>	<b>\$ 1,440,947</b>	<b>\$ 1,022,989</b>	<b>\$ 615,560</b>	<b>\$ 285,087</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
UASI Urban Area	\$ 40,000	\$ 29,883	\$ -	\$ -	\$ -
Click IT Or Ticket	11,724	-	-	-	-
AVOID The 100 DUI	7,840	11,395	-	-	-
Cops CHRP Grant	193,098	212,200	239,508	239,508	26,981
Virtual Patrol (Cops Tech Program)	-	908,387	141,613	141,613	-
Cops Safe Schools	-	73,203	378,471	140,000	236,000
Office of Traffic Safety	127,183	111,967	237,213	81,000	22,106
JAG 09	-	11,998	13,331	-	-
JAG 10	-	-	12,853	-	-
<b>Total</b>	<b>\$ 379,846</b>	<b>\$ 1,359,032</b>	<b>\$ 1,022,989</b>	<b>\$ 602,121</b>	<b>\$ 285,087</b>
<b>Supporting Information</b>					
<b>4100</b>	<b>PERSONNEL EXPENSE</b>				<b>\$248,602</b>
3621-4101	Full Time - Cops CHRP Grant #2009RXWX0121			\$26,981	
3641-4101	Full Time - Cops Safe Schools #2010CKWX0433			\$199,515	
3635-4103	Part - Time - Office of Traffic Safety #AL1135 (Carry over)			-	
3635-4105	Overtime - Office of Traffic Safety #AL1135 (Carry over)			\$22,106	
3644-4105	Overtime - JAG 09 #09-2545			-	
3646-4105	Overtime - JAG 10 #10DJ-BX-1541			-	
<b>4200</b>	<b>OPERATING EXPENSE</b>				<b>\$34,508.64</b>
3641-4220	Telephone			\$3,580.90	
3641-4260	Contractual Services			\$21,565.00	
3641-4300	Supplies			\$9,362.74	
<b>4500</b>	<b>CAPITAL OUTLAY</b>				<b>\$1,976</b>
3641-4500	Cops Safe Schools			\$1,976	
<b>TOTAL</b>					<b>\$285,087</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**FUND 10** **DIVISION NO.**  
**PUBLIC WORKS GRANT FUNDS** **10-3XX**

**NARRATIVE**

This section provides a consolidated look at grants funds received from several different funding sources to fund construction projects as well as capital improvements. The processing of Federal and State level grant applications and reimbursements are done in Public Works.

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 71,315	\$ -	\$ -	\$ -	\$ -
Operating Expenses	3,547	-	-	-	-
Capital Outlay	584,485	25,000	1,143,653	216,967	1,584,781
<b>Total</b>	<b>\$ 659,346</b>	<b>\$ 25,000</b>	<b>\$ 1,143,653</b>	<b>\$ 216,967</b>	<b>\$ 1,584,781</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
3600-XXXX Metro (MTA) Safetea- Lu - Bus Shelters	\$ -	\$ -	\$ 260,000	\$ -	\$ 260,000
3600-3655 Dept. of Trans. - BTA Grant	-	-	164,123	-	164,123
3600-XXXX Metro Safe Routes (SRTS)	-	-	497,063	-	861,750
3600-3657 AQMD Tree Partnership Program	-	-	84,300	-	-
3600-3648 Energy Efficiency Conserv. Block Grant EECBG	-	-	132,667	132,667	-
3600-3629 MWD Public Sector Grant	-	-	5,500	5,500	5,500
3600-3651 MTA Economic Stimulus - Arra Funds - Brand Blvd (Reimbursement for prior Yr expenses)	217,842	98,621	337,406	-	-
3600-XXXX EDI Grant (Way Findings)	-	-	-	-	80,000
3600-XXXX TCSP Project on Truman	-	-	-	-	213,408
<b>Total</b>	<b>\$ 217,842</b>	<b>\$ 98,621</b>	<b>\$ 1,481,059</b>	<b>\$ 138,167</b>	<b>\$ 1,584,781</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**FUND 10**

**DIVISION NO.**

**PUBLIC WORKS GRANT FUNDS**

**10-3XX**

**PERSONNEL**

**CAPITAL PROJECTS**

XXXX-4600	<b>Metro (MTA) Safetea-Lu126, FTIP LAE0127</b> Bus Shelter Improvements (Trolley stops) \$260,000 - 20% match required <i>Prop A (Fund 07) used for Matching funds- \$52,000</i>	\$260,000	
	<b>Dept. of Transportation (DOT) -                  Bicycle Transportation Account (BTA) State Grant - Agreement #                  BTA 08/09-07-LA-09</b> Construct a Class II bikeway on Brand Boulevard <i>City Match expenses paid from fund 8 Prop C- \$18,447</i>	\$164,123	
	<b>Metro (MTA) Safe Routes to School Program Cycle                  7 (FTIP) - FTIP ID# - Determined at Later Date</b> Pedestrian Streetscape Morningside Elementary and O'Melveny Elementary. Total Grant \$861,750  <i>(City Contribution \$95,750)</i>	\$861,750	
	<b>MWD Public Sector Program -                  Agreement # - 66655</b>  Water Conservation Project - TBD	\$5,500	
	<b>CALTRANS TCSP Truman Streetscape Enhancements (City                  Contribution \$53,352) HUD</b>	\$213,408	
	<b>Housing and Urban Development, Economic Development Initiative                  Grant- Wayfinding Signage</b>	\$80,000	
<b>TOTAL</b>		<b>\$ 1,584,781</b>	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Recreation and Community Service Department	10-420

**NARRATIVE**

This section provides a consolidated look at grants funds received from several different funding sources to fund programs as well as capital improvements. The processing of State level grants are done in this Department and the processing of Federal level grants are done in Public Works and Finance.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Cultural Arts Supervisor	1.00	1.00	0.00	0.00	0.00
Recreation Leader I	2.10	2.10	2.10	2.10	2.10
Community Services Supervisor	0.00	0.00	0.58	0.58	0.58
<b>Total</b>	<b>3.10</b>	<b>3.10</b>	<b>2.68</b>	<b>2.68</b>	<b>2.68</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Expenses	\$ 244,219	\$ 190,677	\$ 202,055	\$ 218,384	\$ 185,000
Operating Expenses	96,520	218,851	270,938	226,753	205,311
<b>Total</b>	<b>\$ 340,739</b>	<b>\$ 409,528</b>	<b>\$ 472,993</b>	<b>\$ 445,137</b>	<b>\$ 390,311</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
NEA Learning In The Arts	\$ 38,000	\$ 40,000	\$ 57,000	\$ 55,798	\$ 40,000
NEA Recovery Act #09-5488-7233	41,700	8,300	-	-	-
California Arts Council	9,600	9,720	9,000	9,180	-
Alliance For CA Traditional Artists	7,500	7,500	7,000	7,000	-
Open Space District	330,000	30,000	21,000	-	-
Elderly Nutrition Program	-	94,296	77,397	77,397	84,877
Elderly Nutrition Program Income	-	20,525	15,000	24,000	22,000
Afterschool Program (Gridley/Morningside)	274,243	221,304	243,434	207,600	243,434
2002 Park Bond	-	78,400	-	-	-
RZH Block Grant 2002	-	78,134	-	-	-
Kaiser Foundation Hospitals	-	-	20,000	20,000	-
LP Park Outdoor Fitness Area	-	-	44,162	44,162	-
<b>Total</b>	<b>\$ 701,043</b>	<b>\$ 588,179</b>	<b>\$ 493,993</b>	<b>\$ 445,137</b>	<b>\$ 390,311</b>

**Supporting Information**

<b>4200 OPERATING EXPENSES</b>			
3678	NEA Learning/Arts - Mariachi Master Program	\$40,000	
3750	Elderly Nutrition Program	\$84,877	
3901-3750	Elderly Nutrition Program Income	\$22,000	
1371	Afterschool Program (Gridley/Morningside)	\$243,434	
<b>TOTAL</b>			<b>\$ 390,311</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>	<b>FUND NO.</b>
<b>State Gas Tax Fund</b>	<b>11</b>

**NARRATIVE**

This fund is used to account for maintenance work and capital projects associated with impacts from motor vehicle travel in the City. It is also used for capital improvements requiring matching funds for Federal funding (TEA-3) eligibility. Financing is provided by the City's share of various State gas tax funds under Prop 1B. A transfer of \$29,535 from Fund 11 to 01-320 was added for FY 2011 to cover costs of vehicle fuel & O&M for divisions 01-311, 343, 370 and 371.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ 977,992	\$ 921,071	\$ 591,807	\$ 591,807	\$ 555,326
Revenues	659,534	653,559	584,383	674,444	674,416
Expenses	716,455	982,822	772,431	710,925	1,189,987
<b>Ending Balance</b>	<b>\$ 921,071</b>	<b>\$ 591,807</b>	<b>\$ 403,759</b>	<b>\$ 555,326</b>	<b>\$ 39,755</b>

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director*	0.00	0.00	0.00	0.00	0.09
Operations Manager	0.00	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	0.00	0.00	0.00	0.00	0.23
P.W. Maintenance Worker	0.00	0.00	0.00	0.00	0.00
Bldg Maint Worker/Elec. Helper	0.00	0.00	0.00	0.00	0.00
P.W. Maintenance Helper PT	0.00	0.00	0.00	0.00	0.00
Electrical Supervisor	0.00	0.00	0.00	0.00	0.00
P.W. Office Specialist	0.00	0.00	0.00	0.00	0.15
Office Specialist	0.00	0.00	0.00	0.00	0.10
Administrative Analyst	0.00	0.00	0.00	0.00	0.00
P.W. Field Supervisor II	0.00	0.00	0.00	0.00	0.20
Senior Maintenance Worker	0.00	0.00	0.00	0.00	0.80
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.57</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Expenses	\$ -	\$ -	\$ -	\$ -	\$ 145,333
Transfers/Cost Allocation	639,688	648,051	690,335	682,925	687,244
Operating Expense	789	910	1,910	-	910
Capital Outlay	75,978	333,862	80,186	28,000	356,500
<b>Total</b>	<b>\$ 716,455</b>	<b>\$ 982,822</b>	<b>\$ 772,431</b>	<b>\$ 710,925</b>	<b>\$ 1,189,987</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Interest Income	\$ 2,597	\$ 1,027	\$ -	\$ 28	
Highway User Tax Allocation Sect. 2105,2106,2107, 2103 & 2107.5 (acct# 11-3610, 3611, 3612, 3613, 3615)	428,034	652,531	584,383	674,416	674,416
Deferred Allocation	-	-	-	-	-
Traffic Congestion Relief Funds (acct# 11-3617)	228,903	-	-	-	-
<b>Total</b>	<b>\$ 659,534</b>	<b>\$ 653,559</b>	<b>\$ 584,383</b>	<b>\$ 674,444</b>	<b>\$ 674,416</b>

<b>4100</b>	<b>PERSONNEL EXPENSES</b>				<b>\$ 145,333</b>
4101	Full Time Personnel Costs - Field Staff			\$ 145,333	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>		<b>FUND NO.</b>
<b>State Gas Tax Fund</b>		<b>11</b>
<b>11-190</b>	<b>TRANSFERS</b>	<b>\$687,244</b>
0000-4480	Cost Allocation - Central Services	\$21,070
0000-4901	Transfer HUTA funds to General Fund - to offset street related expenses on accts: 01-310 (\$5,500 for engineering labor), 01-311 (\$50,000 labor + indirect costs), 01-320 (\$32,000 for vehicle fuel & O&M for divisions 01-311, 343, 370 and 371, 343, 370 & 371); 01-343 (\$123,988 labor + indirect costs); 01-370 (\$42,000 labor + indirect costs); 01-371 (\$108,000 labor + indirect costs); 01-390 (\$30,000 labor + indirect costs) and prior period transfer \$274,686	\$666,174
<b>OPERATING EXPENSES</b>		<b>\$910</b>
0000-4270	State Controller's Annual Street Report Audit	\$910
<b>11-311</b>	<b>CAPITAL EXPENSES</b>	<b>\$356,500</b>
7510-4600	Maclay Ave. streetscape maintenance supplies. Expense moved from 01-346	\$6,500
0000-4600	Street Slurry Project (City Wide) <i>(\$62,205 - TCRF allocation, \$15,875 - HUTA allocation)</i>	\$350,000
<b>TOTAL</b>		<b>\$1,189,987</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>	<b>FUND NO.</b>
Measure R Fund	12

**NARRATIVE**

In November 2008, Measure R was approved by the State's voters committing a projected \$40 billion to traffic relief and transportation upgrades throughout the County over the next 30 years. The City receives these funds as an ongoing annual allotment, which is used for city street related maintenance and capital projects.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ -	\$ 160,346	\$ 47,367	\$ 47,367	\$ 126,729
MTA Revenues	160,346	212,397	217,203	218,000	218,000
Expenditures	-	325,375	252,048	138,638	280,208
<b>Ending Balance</b>	<b>\$ 160,346</b>	<b>\$ 47,367</b>	<b>\$ 12,522</b>	<b>\$ 126,729</b>	<b>\$ 64,521</b>

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
None	-	-	-	-	-

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel/Transfers/Cost Alloc	\$ -	\$ 153,375	\$ 110,048	\$ 110,048	\$ 89,798
Operating Expenses	-	-	28,590	23,590	20,000
Capital Outlay	-	172,000	113,410	5,000	170,410
<b>Total</b>	<b>\$ -</b>	<b>\$ 325,375</b>	<b>\$ 252,048</b>	<b>\$ 138,638</b>	<b>\$ 280,208</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
12-3210 MTA Measure R Allocation	160,346	212,397	217,203	218,000	218,000
<b>Total</b>	<b>\$ 160,346</b>	<b>\$ 212,397</b>	<b>\$ 217,203</b>	<b>\$ 218,000</b>	<b>\$ 218,000</b>

<b>PERSONNEL SERVICES</b>					<b>\$0</b>
310-4101	Personnel Costs			\$0	
311-4101	Personnel Costs			\$0	
190-4480	Cost Allocation - Central Services			\$0	
<b>TRANSFERS</b>					<b>\$89,798</b>
190-4491	Transfer to Fund 27: Funds will be used for the city street lighting program.			\$89,798	
<b>OPERATING EXPENSES</b>					<b>\$20,000</b>
310-4270	Professional Services			\$20,000	
<b>CAPITAL PROJECTS</b>					<b>\$170,410</b>
311-4600	Pacoima Wash Bike Path Project (Construction in 2016)			\$57,000	
	Park Avenue Project			\$113,410	
<b>TOTAL</b>					<b>\$280,208</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>		<b>FUND NO.</b>				
<b>Traffic Safety</b>		<b>13</b>				
<b>NARRATIVE</b>						
Fund 13 accounts for receipts from traffic fines as levied by local courts. A portion of the funds are transferred to the General Fund for traffic safety purposes and the remainder are used by Public Works for traffic safety related expenditures including street markings, traffic signal maintenance and repairs, and pothole repairs. The fund is required by Section 1463 (b) of the California Penal Code.						
<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
None	-	-	-	-	-	
<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
Beginning Balance	\$ 43,282	\$ 81,387	\$ 166,662	\$ 166,662	align="right">\$ 113,662	
Revenues	141,960	168,539	135,959	58,000	align="right">50,000	
Expenditures	103,855	83,264	102,650	111,000	align="right">163,662	
<b>Ending Balance</b>	<b>\$ 81,387</b>	<b>\$ 166,662</b>	<b>\$ 199,972</b>	<b>\$ 113,662</b>	align="right"> <b>\$ 0</b>	
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
Transfers	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	align="right">\$ 30,000	
Operating Expenses	-	22,179	51,500	26,000	align="right">64,000	
Capital Outlay	73,855	31,084	154,750	55,000	align="right">69,662	
<b>Total</b>	<b>\$ 103,855</b>	<b>\$ 83,264</b>	<b>\$ 236,250</b>	<b>\$ 111,000</b>	align="right"> <b>\$ 163,662</b>	
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
13-3410 Vehicle Code Fines	141,960	168,539	135,959	58,000	align="right">50,000	
<b>Total</b>	<b>\$ 141,960</b>	<b>\$ 168,539</b>	<b>\$ 135,959</b>	<b>\$ 58,000</b>	align="right"> <b>\$ 50,000</b>	
<b>190</b>	<b>TRANSFERS</b>				<b>\$30,000</b>	
0000-4901	Transfer to General Fund: Acct # 01-3963 to cover traffic safety related costs incurred.			\$30,000		
	<b>OPERATING EXPENSES</b>				<b>\$64,000</b>	
0301-4260	Contract Services 371-4260			\$12,500.00		
0301-4300	Supplies					
	311 Street Repair Materials - base, asphalt, sand			\$12,500		
	370 Traffic Signage Repair Materials - poles, signs, hardware, street signs, etc.			\$8,000		
311-0000-4300	Street Supplies, Concrete, Barricades, Glue down, Delineators, Absorbent, Bag Mix, Absorbent			\$15,000		
	371 LED Repair Materials - supplies for maintenance and repair of LED traffic signals and pedestrian modules.			\$9,000		
4430	Activities and Programs					
	370 Signage - Preventative Maintenance Program.			\$7,000		

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>		<b>FUND NO.</b>	
Traffic Safety		13	
<b>CAPITAL PROJECTS</b>		<b>\$69,662</b>	
0000-4600	311 Street Stripping	\$12,412	
	311 Capital Projects - Street, Sidewalk, Curb Ramps, TBD, truncated domes, sidewalk & Driveway Partner Prog	\$0	
	371 Traffic Signals & Modules - Repairs and Replacement	\$25,000	
	Spare Meyer Cabinet 120/240 V.A.C. service, 1 at \$2,200	\$2,000	
	Maclay Avenue lighted crosswalk repairs/improvements and traffic signage replacements and upgrades	\$22,500	
	Replace traffic loops, 10 at \$425 each	\$4,250	
	Replace conflict monitors, 10 at \$350 each	\$3,500	
<b>TOTAL</b>			<b>\$163,662</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>	<b>FUND NO.</b>
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 1998-1999, this fund was used to purchase the lot at 1422 San Fernando Road to meet future parking needs. Beginning with FY 1999-2000, plans are to accumulate these funds for parking projects.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
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None

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
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Beginning Balance	\$ 71,369	\$ 71,369	\$ 71,673	\$ 71,673	\$ 71,369
Revenues	-	304	-	-	-
Expenditures	-	-	-	-	-
<b>Ending Balance</b>	<b>\$ 71,369</b>	<b>\$ 71,673</b>	<b>\$ 71,369</b>	<b>\$ 71,673</b>	<b>\$ 71,369</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>FUND NO.</b>				
<b>Local Transportation</b>		<b>15</b>				
<b>NARRATIVE</b>						
<p>The Transportation Development Act (TDA) of 1971 provides funding for transit and non-transit related purposes that comply with regional transportation plans. TDA funds consist of the Local Transportation Fund (LTF), which is derived from a 1/4 cent of the general sales tax collected statewide and the State Transit Assistance fund (STA), which is derived from the statewide sales tax on gasoline and diesel fuel. Funds are annually allocated by the Metropolitan Transit Authority (MTA) and will be used for sidewalk improvements during the fiscal year.</p>						
<b>BALANCE SHEET</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
		<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
Beginning Balance	\$	(829)	\$ 0	\$ 6,662	\$ 6,662	\$ 6,662
MTA Revenues		11,945	15,995	12,238	16,200	16,200
Expenditures		11,116	9,333	16,200	16,200	16,200
<b>Ending Balance</b>	<b>\$</b>	<b>0</b>	<b>\$ 6,662</b>	<b>\$ 2,700</b>	<b>\$ 6,662</b>	<b>\$ 6,662</b>
<b>PERSONNEL</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
		<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
None		-	-	-	-	-
<b>APPROPRIATIONS</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
		<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
Operating Expenses	\$	100	\$ 3	\$ 100	\$ 100	\$ 100
Capital Outlay		11,016	9,330	16,100	16,100	16,100
<b>Total</b>	<b>\$</b>	<b>11,116</b>	<b>\$ 9,333</b>	<b>\$ 16,200</b>	<b>\$ 16,200</b>	<b>\$ 16,200</b>
<b>SOURCE OF FUNDS</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
		<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
15-3695-0866 TDA Article 3 Alloc.	\$	11,945	\$ 15,995	\$ 12,238	\$ 16,200	\$ 16,200
<b>Total</b>	<b>\$</b>	<b>11,945</b>	<b>\$ 15,995</b>	<b>\$ 12,238</b>	<b>\$ 16,200</b>	<b>\$ 16,200</b>
<b>OPERATING EXPENSES</b>						<b>\$100</b>
0000-4480	Cost Allocation - Central Services				\$100	
<b>CAPITAL PROJECTS</b>						<b>\$16,100</b>
0866-4600	Capital Projects - Street, Sidewalk, Curb Ramps, TBD				\$16,100	
<b>TOTAL</b>						<b>\$16,200</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>FUND NO.</b>
<b>Air Quality Management District</b>	<b>16</b>

**NARRATIVE**

This fund is used to account for South Coast Air Quality Management District (SCAQMD) revenues received by the City. Per AB 2766 (1990), a portion of the State Department of Motor Vehicle registration fee (\$4 per vehicle) is distributed to 89 cities in Los Angeles County. Thirty percent of fees collected are kept by the SCAQMD while 40% are distributed to cities. These funds may be used for various programs to reduce air pollution.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ (13,719)	\$ 14,921	\$ 42,113	\$ 42,113	\$ 71,113
Revenues	28,640	27,192	29,000	29,000	29,000
Operating Expenditures	-	-	-	-	-
Capital	-	-	-	-	-
<b>Ending Balance</b>	<b>\$ 14,921</b>	<b>\$ 42,113</b>	<b>\$ 71,113</b>	<b>\$ 71,113</b>	<b>\$ 100,113</b>

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
None	-	-	-	-	-

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Operating Expenses	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
16-3605 Motor Vehicle in-Lieu Tax <i>(Qtrly Allocation from AQMD)</i>	\$ 28,640	\$ 27,192	\$ 29,000	\$ 29,000	\$ 29,000
<b>Total</b>	<b>\$ 28,640</b>	<b>\$ 27,192</b>	<b>\$ 29,000</b>	<b>\$ 29,000</b>	<b>\$ 29,000</b>

**4500 CAPITAL EXPENSES**

	CNG Dump Truck - Accumulating annual revenues to purchase \$100k truck. Estimated timeline to purchase in FY13/14.	-
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<b>TOTAL</b>	<b>-</b>
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**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>FUND NO.</b>
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 include: sports leagues, excursions, day camp and classes, the after school program, senior trips, and all other revenue generating ventures. An increase in program registrations and facility usage can be noted for the upcoming fiscal year resulting in a slight increase to revenue projections over the FY 2009-2010 forecast. A portion of staff salaries have been placed in Fund 17 from Fund 01 to relieve the general fund obligation.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Senior Counselors (FTE)	1.90	1.90	1.90	1.90	0.00
RCS Director	0.15	0.15	0.00	0.00	0.00
Office Specialist	0.10	0.10	0.10	0.10	0.10
Community Svcs Supv.	0.55	0.55	0.55	0.55	0.17
Counselor (FTE)	6.55	6.55	6.55	6.55	0.00
Recreation Coordinator	0.40	0.40	0.40	0.40	0.24
Program Specialist (FTE)	0.00	0.78	0.78	0.78	0.00
Recreation Leaders (FTE)	0.80	0.80	0.80	0.80	0.00
<b>Total</b>	<b>10.45</b>	<b>11.23</b>	<b>11.08</b>	<b>11.08</b>	<b>0.51</b>

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ 649,221	\$ 11,603	\$ (59,791)	\$ (40,460)	\$ (29,528)
Revenue	825,920	500,622	173,389	200,000	188,962
Expenditures	1,463,538	572,017	154,058	189,068	165,882
<b>Ending Balance</b>	<b>\$ 11,603</b>	<b>\$ (59,791)</b>	<b>\$ (40,460)</b>	<b>\$ (29,528)</b>	<b>\$ (6,448)</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 335,299	\$ 310,436	\$ 73,903	\$ 98,913	\$ 64,562
Operating Expense	\$ 303,623	96,593	80,155	90,155	101,320
Transfer Out to 01	824,615	164,988	-	-	-
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 1,463,538</b>	<b>\$ 572,017</b>	<b>\$ 154,058</b>	<b>\$ 189,068</b>	<b>\$ 165,882</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
FUND 17	825,920	500,622	173,389	200,000	188,962
<b>TOTAL</b>	<b>\$ 825,920</b>	<b>\$ 500,622</b>	<b>\$ 173,389</b>	<b>200,000</b>	<b>188,962</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>						<b>FUND NO.</b>
<b>Self Sustaining Recreational Activities &amp; Special Events</b>						<b>17</b>
		<b>Revenue</b>	<b>Expenses</b>			<b>Surplus (Deficit)</b>
			<b>Supplies</b>	<b>Contractual</b>	<b>Personnel</b>	
<b>PERSONNEL SERVICES</b>			<b>4300</b>	<b>4260</b>	<b>4200</b>	
4101	Salaries Full-time Staff	\$ -	\$ -	\$ -	\$ 2,062	(\$2,062)
<b>OPERATING EXPENSES</b>						
1397	Facility Attendants (Part-time Salary)	25,000	-	-	17,000	8,000
1321	Senior Yoga	-	-	-	-	-
1322	Senior Aerobics	2,556	-	2,190	-	366
1323	Senior Music	-	-	-	-	-
1326	Karate	11,256	-	8,700	-	2,556
1328	Youth Basketball	20,000	6,500	13,000	-	500
1334	Adult Softball	5,000	3,000	-	-	2,000
1335	Snack Bar	5,000	3,500	-	-	1,500
1337	Aerobics	14,000	2,500	10,000	-	1,500
1339	Senior Line Dance	700	-	600	-	100
1342	Soccer-Tiny Tot <b>Sports</b>	2,000	-	1,500	-	500
1346	Support Group	-	-	-	-	-
1362	Folklorico	5,000	-	3,500	-	1,500
1365	Tiny Tot Tumbling	-	-	-	-	-
1366	Aztec Dance	350	-	230	-	120
1385	Teen Council - Youth Services	100	100	-	-	-
XXXX	City Wellness	3,000	500	1,500	1,000	-
1399	Day Camp	65,000	16,000	1,000	42,000	6,000
<b>SUBTOTAL</b>		\$158,962	\$32,100	\$42,220	\$62,062	\$22,580
<b>SPECIAL EVENTS</b>						
		<b>Revenue</b>	<b>Expenses</b>			<b>Surplus (Deficit)</b>
			<b>Supplies</b>	<b>Contractual</b>	<b>Personnel</b>	
1386	July 4th	\$23,000	\$1,000	\$19,500	\$2,500	\$0
<b>CHILDREN EVENTS</b>						
XXXX	Spring Estravaganza	\$1,000	\$1,000	\$0	\$0	\$0
XXXX	Halloween	\$1,000	\$1,000	\$0	\$0	\$0
XXXX	Tree Lighting	\$5,000	\$2,500	\$2,000	\$0	\$500
<b>SUBTOTAL</b>		<b>\$ 30,000.00</b>	<b>\$ 5,500.00</b>	<b>\$ 21,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 500.00</b>
<b>FUND 17 - TOTAL</b>		<b>\$188,962</b>	<b>\$37,600</b>	<b>\$63,720</b>	<b>\$64,562</b>	<b>\$23,080</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>	<b>FUND NO.</b>
<b>RETIREMENT</b>	<b>18</b>

**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). As of Fiscal Year 2003-2004, the City's costs increased significantly due to rising rates in both health insurance premiums and member contributions to PERS. This has continued in succeeding years.

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. In FY 2009-2010, the miscellaneous group approved payment of 2% of the employee contribution increasing to 4% in FY 2010-2011. In FY 2011-2012, the Sworn Police personnel approved payment of 4.5% of the employee contribution pension cost.

	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Retirement Expenditures	\$ 3,820,673	\$ 3,859,700	\$ 3,943,167	\$ 3,943,167	\$ 3,861,693
Charged costs via other Funds					
<i>Special Funds / Enterprise Funds</i>	516,347	510,519	407,529	407,529	335,324
<i>Agency Fund</i>	150,868	80,448	117,678	117,678	0
<b>Total</b>	<b>\$ 3,153,458</b>	<b>\$ 3,268,732</b>	<b>\$ 3,417,960</b>	<b>\$ 3,417,960</b>	<b>\$ 3,393,339</b>

**SOURCE OF FUNDS**

Property Taxes	2,921,026	2,932,217	4,015,800	4,015,800	4,132,217
<b>Total</b>	<b>\$ 2,921,026</b>	<b>\$ 2,932,217</b>	<b>\$ 4,015,800</b>	<b>\$ 4,015,800</b>	<b>\$ 4,132,217</b>

**BALANCE SHEET**

Beginning Balance	\$ (42,805)	\$ (275,236)	\$ (611,751)	\$ (611,751)	\$ (13,911)
Revenues	2,921,026	2,932,217	4,015,800	4,015,800	4,132,217
Expenditures	3,153,458	3,268,732	3,417,960	3,417,960	3,393,339
Pension	-	-	-	-	500,000
<b>Ending Balance</b>	<b>\$ (275,236)</b>	<b>\$ (611,751)</b>	<b>\$ (13,911)</b>	<b>\$ (13,911)</b>	<b>\$ 224,967</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>FUND</b>	<b>FUND NO.</b>
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 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
None	-	-	-	-	-

	ACTUAL 2009-2010	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
<b>BALANCE SHEET</b>					
Beginning Balance	\$ 368,883	\$ 373,176	\$ 363,459	\$ 363,459	\$ 311,091
Revenues	6,565	530	70	70	-
Expenses	2,271	10,246	52,438	52,438	-
<b>Ending Balance</b>	<b>\$ 373,176</b>	<b>\$ 363,459</b>	<b>\$ 311,091</b>	<b>\$ 311,091</b>	<b>\$ 311,091</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>	<b>FUND NO.</b>
<b>Asset Seizure - State</b>	<b>20</b>

**NARRATIVE**

This fund is to account for receipts and disbursements of state seized and forfeited assets used from the sale of controlled substances. Previously, these funds were used to partially fund a police officer. through monthly salary transfers to the general fund; the cost was reverted back to the General Fund.

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Expenses	\$ 151,285	\$ -	\$ -	\$ -	\$ -
Operating Expenses	-	-	-	-	-
Capital Equipment	-	-	-	-	-
Transfers	-	18,536	-	-	-
<b>Total</b>	<b>\$ 151,285</b>	<b>\$ 18,536</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ 168,239	\$ 17,885	\$ 143	\$ 143	\$ 2,493
Revenues	931	794	778	2,350	0
Expenditures	151,285	18,536	-	-	0
<b>Ending Balance</b>	<b>\$ 17,885</b>	<b>\$ 143</b>	<b>\$ 921</b>	<b>\$ 2,493</b>	<b>\$ 2,493</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>						<b>FUND NO.</b>
<b>Asset Seizure - Federal</b>						<b>21</b>
<b>NARRATIVE</b>						
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.						
<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
None	-	-	-	-	-	
<b>Appropriations</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
Personnel Expense	\$ -	\$ -	\$ -	\$ -	-	
Operations Expense	-	-	-	-	-	
Capital Outlay	242,865		-	-	-	
Transfers	15,000	16,001	-	-	-	
<b>Total</b>	<b>\$ 257,865</b>	<b>\$ 16,001</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
Beginning Balance	\$ 273,865	\$ 16,450	\$ 462	\$ 462	-	
Revenues	450	12	-	-	-	
Expenditures	257,865	16,001	-	-	-	
<b>Ending Balance</b>	<b>\$ 16,450</b>	<b>\$ 462</b>	<b>\$ 462</b>	<b>\$ 462</b>	<b>\$ 462</b>	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

**DIVISION NO.  
26-155**

**NARRATIVE**

In FY 2012-2013, the City's annual allocation of federal Community Development Block Grant (CDBG) funds is set-aside for the payment of a Section 108 Loan as part of the total financing package for construction of the San Fernando Regional Aquatics Facility.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Community Development Director	0.03	0.03	0.00	0.00	0.00
Senior Planner	0.03	0.02	0.00	0.00	0.00
Community Preservation Supervisor	0.16	0.23	0.00	0.00	0.00
Community Preservation Officer	0.00	0.00	0.00	0.00	0.00
Community Preservation Officer -2	0.10	0.24	0.00	0.00	0.00
Community Preservation Officer -3	0.17	0.17	0.00	0.00	0.00
Assistant Planner (Housing)	0.20	0.12	0.00	0.00	0.00
<b>Total</b>	<b>0.69</b>	<b>0.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 97,652	\$ 196,854	\$ -	\$ -	\$ -
Operating Expenses	358,009	425,984	-	-	-
Capital Outlay/Loan Expenses	-	897,811	345,297	331,882	347,315
<b>Total</b>	<b>\$ 455,661</b>	<b>\$ 1,520,648</b>	<b>\$ 345,297</b>	<b>\$ 331,882</b>	<b>\$ 347,315</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
26 CDBG GRANT (37th Year)	\$ 455,661	\$ 1,458,236	\$ 345,297	\$ 331,882	\$ 347,315
26 CDBG Recovery Act Funds	-	62,411	-	-	-
CDBG Loan Repayments				1,200	5,834
<b>Total</b>	<b>\$ 455,661</b>	<b>\$ 1,520,647</b>	<b>\$ 345,297</b>	<b>\$ 333,082</b>	<b>\$ 353,149</b>
<b>4100</b>	<b>PERSONNEL SERVICES</b>				<b>\$0</b>
<b>4200</b>	<b>OPERATING EXPENSES</b>				<b>\$0</b>
<b>4400</b>	<b>LOAN EXPENSES</b>				<b>\$347,315</b>
0000-4424	Section 108 Loan-Swimming Pool Facility			\$347,315	
0352-4600	Street Improvements (Park Avenue) - Carryover			\$0	
0860-4600	Lopez Adobe Preservation Plan			\$0	
<b>TOTAL</b>					<b>\$347,315</b>
<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ 967	\$ 967	\$ (7,034)	\$ (7,034)	(5,834)
Revenues	455,661	1,520,647	345,297	333,082	353,149
Expenditures	455,661	1,528,648	345,297	331,882	347,315
<b>Ending Balance</b>	<b>\$ 967</b>	<b>\$ (7,034)</b>	<b>\$ (7,034)</b>	<b>\$ (5,834)</b>	<b>\$ (0)</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**FUND NO.**

**27**

**Street Lighting Fund**

**NARRATIVE**

The Street Lighting Division maintains and repairs approximately 427 City-owned street lights and circuits and has oversight of the 1,200 street lights within the City of San Fernando that are maintained by Southern California Edison. The City pays Edison for electrical power for all street lighting.

Revenue for this fund is made available through the city's voter approved Landscape and Lighting Act Assessment. With the passage of Proposition 218 in 1996, any increase of the current assessment is subject to approval through a new balloting process. The balloting process will be implemented in the current fiscal year to resolve an ongoing budget shortfall. In the interim, Measure R Funds will be used to meet rising utility costs and ensure that the fund is balanced. In Fiscal Year 2010-2011 a transfer of \$153,375 from Fund 12 (Measure R Funds) will offset the current year budget shortfall as well as the cumulative shortfall from previous years.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ (109,858)	\$ (144,260)	\$ (23,893)	\$ (23,893)	\$ 17,547
Revenues	331,739	489,488	447,048	405,686	426,798
Expenditures	366,141	369,120	420,534	364,247	411,860
<b>Ending Balance</b>	<b>\$ (144,260)</b>	<b>\$ (23,893)</b>	<b>\$ 2,621</b>	<b>\$ 17,547</b>	<b>\$ 32,485</b>

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director	0.05	0.07	0.07	0.07	0.07
Operations Manager	0.10	0.05	0.15	0.00	0.00
City Engineer	0.05	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	0.10	0.20	0.20	0.20	0.20
Civil Engineering Assistant I	0.10	0.00	0.00	0.00	0.00
P.W. Administrative Analyst	0.10	0.00	0.00	0.05	0.05
P.W. Superintendent	0.00	0.00	0.00	0.00	0.00
P.W. Admin. Coordinator	0.10	0.00	0.00	0.00	0.00
Equip & Material Supervisor	0.00	0.00	0.10	0.10	0.10
Mechanical Helper	0.00	0.00	0.10	0.10	0.10
Electrical Supervisor	0.30	0.25	0.30	0.30	0.30
Sr. Maint. Worker	0.00	0.00	0.00	0.00	0.00
P.W. Maint. Worker	0.00	0.00	0.00	0.00	0.00
Bldg. Maint. Worker/Elect. Helper	0.30	0.25	0.35	0.35	0.35
<b>Total</b>	<b>1.20</b>	<b>0.82</b>	<b>1.27</b>	<b>1.17</b>	<b>1.17</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 93,967	\$ 109,121	\$ 169,666	\$ 160,000	\$ 148,244
Operating/Cost Allocation	272,174	260,000	247,868	241,000	258,616
Capital Outlay	-	-	3,000	3,000	5,000
<b>Total</b>	<b>\$ 366,141</b>	<b>\$ 369,120</b>	<b>\$ 420,534</b>	<b>\$ 404,000</b>	<b>\$ 411,860</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
27-3110/3130/3150 Property Tax	\$ 331,739	\$ 336,113	\$ 337,000	\$ 337,000	\$ 337,000
12-190-4901 Measure R Transfer	-	153,375	110,048	110,048	89,798
<b>Total</b>	<b>\$ 331,739</b>	<b>\$ 489,488</b>	<b>\$ 447,048</b>	<b>\$ 447,048</b>	<b>\$ 426,798</b>

**Supporting Information**

<b>4100</b>	<b>PERSONNEL SERVICES</b>	<b>\$148,244</b>
4101	Personnel Costs	\$146,244
4105	Overtime - for street light surveys and	2,000

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**FUND NO.**

**27**

**Street Lighting Fund**

<b>4200</b>		<b>OPERATING EXPENSES</b>	<b>\$258,616</b>
4210	Utilities		\$215,000
4250	Rents and Leases		\$750
	Lifts & power equipment	\$750	
4260	Contractual Services		\$ 18,000
	Engineer's Report	\$ 5,000	
	Street Lighting Dist. proceedings	\$2,500	
	County Assessors Office	\$1,200	
	Light poles and pull boxes	\$800	
	Repair damaged street lights	\$8,500	
4300	Department Supplies		\$9,550
0301-4300	Ballast kit replacement	\$2,000	
0301-4300	Lamps 80 @ \$25.00	\$2,000	
0301-4300	Photo electric cells 10 @ \$25.00	\$250	
0301-4300	Manhole cover plates	\$200	
0301-4300	Misc. lenses, conduit, fuses, wire, paint, hardware, timers, etc.	\$3,500	
0301-4300	Replacement of steel poles	\$1,500	
0301-4300	Slurry seal & cement	\$100	
4320	Department Equipment Maintenance		\$750
4340	Small Tools		\$365
4400	Utility Truck maintenance		\$1,200
4402	Utility Truck fuel		\$1,238
4480	Cost Allocation		\$11,763
<b>4500</b>		<b>CAPITAL EXPENSES/TRANSFERS</b>	<b>\$5,000</b>
4600	Capital Equipment		\$5,000
	Knockdown Replacement		
<b>TOTAL</b>			<b>\$411,860</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**FUND NO.**

**29**

**Parking M&O - Off Street**

**NARRATIVE**

The Off-Street Parking Maintenance and Operations Fund accounts for the scheduled routine maintenance and cleaning of all City parking facilities as well as maintenance and operation of metered parking spaces throughout the City, the collection of meter monies, and repair or replacement of broken and vandalized parking meters.

FY 2010-2011: Estimated revenues exceeded estimated costs for FY 2010-2011, offsetting previous years negative cash flows, and returning trial balance for Fund 29 to a positive in 2011. Preventative maintenance was completed at parking lot 1, including asphalt repairs.

FY 2011-2012: Estimated revenues are again expected to exceed estimated costs for FY 2011-2012, allowing Fund 29 to maintain a positive trial balance. Preventative maintenance asphalt repair and drought tolerant plantings will continue.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ (69,472)	\$ (76,162)	\$ 22,534	\$ 22,534	\$ 49,839
Revenues	216,712	206,752	218,000	196,186	218,000
Expenditures	223,402	108,056	223,572	168,881	181,912
<b>Ending Balance</b>	<b>\$ (76,162)</b>	<b>\$ 22,534</b>	<b>\$ 16,962</b>	<b>\$ 49,839</b>	<b>\$ 85,927</b>

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
PW Maintenance Worker	0.00	0.20	0.26	0.19	0.19
P.W. Sr. Maintenance Worker	0.00	0.00	0.21	0.21	0.21
Electrical Technician	0.05	0.00	0.00	0.00	0.00
PW Field Supervisor	0.25	0.00	0.00	0.00	0.00
PW Field Supervisor II	0.00	0.25	0.10	0.10	0.10
Electrical Supervisor	0.00	0.05	0.10	0.10	0.10
Bldg Maint Worker/Elec. Helper	0.15	0.05	0.15	0.15	0.15
Equip & Material Supervisor	0.00	0.00	0.10	0.10	0.10
Mechanical Helper	0.00	0.00	0.10	0.10	0.10
PW Superintendent	0.10	0.05	0.05	0.05	0.05
Sr. Management Analyst	0.05	0.00	0.00	0.00	0.00
PW Maintenance Helper	0.05	0.00	0.00	0.00	0.00
Public Works Director	0.05	0.00	0.00	0.00	0.00
City Engineer	0.05	0.00	0.00	0.00	0.00
PW Office Specialist	0.00	0.00	0.00	0.00	0.00
Meter Technician	0.40	0.10	0.15	0.15	0.15
PW Operations Manager	0.05	0.00	0.10	0.00	0.00
<b>Total</b>	<b>1.20</b>	<b>0.70</b>	<b>1.32</b>	<b>1.15</b>	<b>1.15</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 142,032	\$ 51,584	\$ 150,546	\$ 128,000	\$ 123,306
Operating Expenses	72,237	42,670	47,526	33,000	43,106
Capital/Transfers	9,133	13,802	25,500	7,881	15,500
<b>Total</b>	<b>\$ 223,402</b>	<b>\$ 108,056</b>	<b>\$ 223,572</b>	<b>\$ 168,881</b>	<b>\$ 181,912</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
29-3520/3850/3870 Pkg Meter Revenue	\$ 216,712	\$ 206,752	\$ 218,000	\$ 196,186	\$ 218,000
General Fund <i>(credit indicates GF income)</i>	6,690	(98,696)	5,572	(27,305)	(36,088)
<b>Total</b>	<b>\$ 223,402</b>	<b>\$ 108,056</b>	<b>\$ 173,408</b>	<b>\$ 168,881</b>	<b>\$ 181,912</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

			<b>FUND NO.</b>
<b>Parking M&amp;O - Off Street</b>			<b>29</b>
<b>4100</b>	<b>PERSONNEL SERVICES</b>		<b>\$123,306</b>
4100	Personnel Costs		\$123,306
4105	Overtime		-
	Parking meter repairs		-
	Lighting Maintenance		-
<b>4200</b>	<b>OPERATING EXPENSES</b>		<b>\$43,106</b>
4210	Utilities		\$17,200
4250	Rents & Leases		\$500
4270	Parking in lieu study		\$3,000
4300	Department Supplies		\$9,500
0301-4300	Parking Meter maintenance parts and batteries	\$4,000	
0301-4300	Parking meter repair parts	\$3,500	
0301-4300	Parking lot lighting repair parts	\$1,000	
0301-4300	Landscape maintenance supplies, irrigation parts and plants. Replacement plants will be drought tolerant perennials to reduce water use and future replacement costs	\$1,000	
4300	Permit Parking Expenses		\$500
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.		\$250
4400	Utility Truck maintenance		\$1,200
4402	Utility Truck fuel		\$2,580
4430	Activities and Programs Re-striping of parking stalls - on going annual program - Unfunded  Planter landscaping - on going annually - Unfunded Trip hazard abatement - asphalt and concrete annual repairs - Unfunded		-
4480	Cost Allocation - Revised in FY 2011		\$7,376

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

**FUND NO.  
29**

**Parking M&O - Off Street**

<b>4500</b>	<b>CAPITAL EXPENSES</b>	<b>\$15,500</b>
4500	<p>Capital Equipment</p> <p>Replacement power equipment (Street Division) <span style="float: right;">\$1,500</span></p>	\$1,500
4600	<p>Capital Projects</p> <p>Parking meter replacement to increase stable revenues. A typical meter is warranted for 6 months, with life expectancy of 3 years. There are approx. 425 meters city wide, with majority over 7 years old. FY 2012 goal is replacement of 75 meters <span style="float: right;">\$12,000</span></p> <p>Parking lot asphalt repair and resurfacing for hazard mitigation - Unfunded</p> <p>Replace existing landscaping with drought tolerant planting &amp; irrigation - goal is at least 20% reduction of water use <span style="float: right;">\$2,000</span></p>	\$14,000
	Parking Lot 10 to be done FY 2014-15 - Unfunded	-
<b>TOTAL</b>		<b>\$181,912</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>	<b>FUND NO.</b>
<b>State of Emergency</b>	<b>40</b>

**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.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
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None	-	-	-	-	-
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<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
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Beginning Balance	\$ (136,663)	\$ (136,663)	-	-	-
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Revenues	-	136,663	-	-	-
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Expenditures	-	-	-	-	-
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<b>Ending Balance</b>	<b>\$ (136,663)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>FUND</b>	<b>FUND NO.</b>
<b>Equipment Replacement Fund</b>	<b>41</b>

**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 the FY 10-11 Budget process, we are reversing the IC JEs to GF, likewise for FY 10-11 we will not reimburse this fund from GF.

	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
<b>PERSONNEL</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
None	-	-	-	-	-
<b>BALANCE SHEET</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>
	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>
Beginning Balance	\$ 70,666	\$ 88,256	\$ 135,259	\$ 135,259	\$ 135,259
Revenues	91,000	80,750	-	-	-
Expenditures	73,411	33,746	-	-	-
<b>Ending Balance</b>	<b>\$ 88,256</b>	<b>\$ 135,259</b>	<b>\$ 135,259</b>	<b>\$ 135,259</b>	<b>\$ 135,259</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>FUND</b>	<b>FUND NO.</b>
<b>Pavement Management</b>	<b>50</b>

**NARRATIVE**

The pavement management fund is a direct transfer from the sewer and water fund and proceeds from refuse towards street improvements.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ 285,355	\$ 654,757	\$ 364,405	\$ 364,405	\$ 138,155
Revenues	445,864	230,851	243,667	230,326	230,326
Expenditures	76,462	521,203	622,379	456,576	368,481
<b>Ending Balance</b>	<b>\$ 654,757</b>	<b>\$ 364,405</b>	<b>\$ (14,307)</b>	<b>\$ 138,155</b>	<b>\$ (0)</b>

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director*	0.00	0.05	0.09	0.09	0.00
Operations Manager	0.00	0.11	0.00	0.00	0.00
Civil Engineering Assistant II	0.00	0.14	0.34	0.34	0.00
P.W. Maintenance Worker	0.00	0.10	0.10	0.00	0.00
Bldg Maint Worker/Elec. Helper	0.00	0.05	0.00	0.00	0.00
P.W. Maintenance Helper PT	0.00	0.25	0.00	0.00	0.00
Electrical Supervisor	0.00	0.05	0.00	0.00	0.00
P.W. Office Specialist	0.00	0.00	0.10	0.15	0.00
Office Specialist	0.00	0.00	0.05	0.10	0.00
Administrative Analyst	0.00	0.00	0.10	0.00	0.00
P.W. Field Supervisor II	0.00	0.10	0.20	0.20	0.00
Senior Maintenance Worker	0.00	0.25	0.80	0.80	0.00
<b>Total</b>	<b>0.00</b>	<b>1.10</b>	<b>1.78</b>	<b>1.68</b>	<b>0.00</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel	\$ 62,462	\$ 95,753	\$ 212,379	\$ 212,576	\$ -
Transfers	14,000	241,730	240,000	240,000	240,000
Capital	-	183,720	170,000	4,000	128,481
<b>Total</b>	<b>\$ 76,462</b>	<b>\$ 521,203</b>	<b>\$ 622,379</b>	<b>\$ 456,576</b>	<b>\$ 368,481</b>

<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
50-3500/3800 Impact Fees	445,864	230,851	243,667	230,326	230,326
<b>Total</b>	<b>\$ 445,864</b>	<b>\$ 230,851</b>	<b>\$ 243,667</b>	<b>\$ 230,326</b>	<b>\$ 230,326</b>

**PERSONNEL**

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**TRANSFERS**

**\$240,000**

310-4901	Transfer to Fund 01: Funds will be treated as franchise funds and utilized in the General Fund.	\$240,000	
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**Capital Projects**

**\$128,481**

4600	Capital Projects - Park Ave. Phase 4, Street Rehab <i>(Splitting cost with Fund 11 - \$126,774 paid from Fund 11)</i>	\$128,481	
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<b>TOTAL</b>			<b>\$368,481</b>
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# **ENTERPRISE FUNDS**

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**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

**FUND ENTERPRISE** **FUND NO 70-72-73**

**Fund 70 - Water**

The Administrative Division is responsible for all aspects of the Water Department, overseeing production, procurement, and conservation of safe potable water for the City's residential and business community. The Water Production Division is responsible for all operations and maintenance of the City's four wells, three booster pump stations, four reservoirs and two pressure regulation stations. All the wells are in the Sylmar area with power being supplied by the Los Angeles Department of Water and Power (LADWP). Imported water is purchased from Metropolitan Water District (MWD) of Southern California to supplement the local ground water supplies. There is also one six-inch emergency connection to the City from LADWP water systems. The Water Distribution Division is responsible for providing water to all City water customers in sufficient quantities to meet domestic and fire service demands; maintenance of approximately 66.5 miles of water mains, and 5,049 water services and 547 fire hydrants. The Division also installs new services (domestic and fire) that are ordered for new structures or demands by land use changes.

**Fund 72 - Sewer**

The Sewer Maintenance Division funds maintenance of the City's sanitary sewer system by scheduled routine cleaning of sewer main lines and manholes. The sewer system is made up of approximately 40 miles (215,915 linear feet) of mains and over 800 manholes. The City contracts with the City of Los Angeles for sewage treatment and disposal. Since 1985, the City has contracted with the County of Los Angeles for the enforcement of the City's Industrial Waste Program. Industrial waste permit fees cover the cost of this program.

**Fund 73 - Refuse**

The Solid Waste Management Division funds single-family residential solid waste collection services and administration of the City's Source Reduction and Recycling Element (SRRE) and Household Hazardous Waste Element (HHWE) plans. The SRRE, mandated by State Assembly Bill 939, describes how the City planned to reduce the amount of solid waste land filled 25 percent by 1995, and 50 percent by the year 2000. Additionally, State Senate Bill 1066 also mandates that jurisdictions maintain a 50% diversion rate after the year 2000 and continue to implement SRRE programs. The goal of the HHWE is to reduce the amount and toxicity of solid waste land filled.

		ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
SUMMARY OF SOURCE OF FUNDS		2009-2010	2010-2011	2011-2012	2011-2012	2012-2013
<b>70-3810</b>	<b>Water</b>	\$2,744,808	\$3,068,049	\$2,645,000	\$2,493,039	\$3,126,708
(381,382,383,3 Revenue accts:3500/3820/ 3830/3835/3840/3901/3950						
<b>72-3745</b>	<b>Sewer</b>	2,404,888	2,403,635	2,363,500	2,194,353	2,434,569
Revenue accts: 3500/3820 3821/3840/3997						
<b>73-3755</b>	<b>Refuse</b>	1,110,869	1,125,037	1,109,954	1,109,954	1,109,954
Revenue accts:3760/3820						
<b>Total Revenue</b>		<b>\$6,260,564</b>	<b>\$6,596,721</b>	<b>\$6,118,454</b>	<b>\$5,797,346</b>	<b>\$6,671,231</b>
SUMMARY OF APPROPRIATIONS		ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
		2009-2010	2010-2011	2011-2012	2011-2012	2012-2013
70	Water	\$3,473,882	\$3,356,221	\$3,816,582	\$3,333,795	\$4,612,204
72	Sewer	2,761,700	1,927,042	2,392,482	2,096,237	2,641,416
73	Refuse	1,101,303	1,077,642	1,026,595	892,092	1,049,742
<b>Total Appropriations</b>		<b>\$7,336,884</b>	<b>\$6,360,905</b>	<b>\$7,235,659</b>	<b>\$6,322,124</b>	<b>\$8,303,361</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Water Administration	70-381

**NARRATIVE**

The Water Administration Division is responsible for all aspects of the Water Department overseeing production, procurement, distribution, and conservation of safe portable water for the City's residential and business community.

FY 2010-2011: The Division continued to fund mandatory programs and maintenance equipment, including meter reading equipment. Staff continued planning and implementation of a new phase of water conservation as well as updating of a twenty year capital improvement plan (CIP).

FY 2011-2012: The Division will continue to fund all mandatory programs and maintenance of essential equipment. Capital purchases will be deferred when possible including computer replacements. Staff will continue planning and implementation of a new phase of water conservation. Rates adjustments will be proposed for implementation at mid year in compliance with Prop 218 requirements

FY 2012-2013: The Division will continue to fund all mandatory programs and maintenance of essential equipment. Capital purchases will be deferred when possible including computer replacements. Staff will continue planning and implementation of a new phase of water conservation.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$3,358,412	\$2,629,338	\$2,341,166	\$2,341,166	\$2,012,694
Total Revenue	2,744,808	3,068,049	2,645,000	2,645,000	3,126,708
70-381	985,506	967,801	905,686	808,937	863,303
70-382	386,934	330,278	371,285	355,691	310,972
70-383	1,195,223	993,099	1,124,602	1,092,731	1,663,961
70-384	906,219	1,065,043	1,415,009	1,076,436	1,773,969
Total Expenditures	3,473,882	3,356,221	3,816,582	3,333,795	4,612,204
Capital Items	-	-	360,323	360,323	1,273,138
Net Total Exp	3,473,882	3,356,221	3,456,259	2,973,472	3,339,066
<b>Ending Balance</b>	<b>\$2,629,338</b>	<b>\$2,341,166</b>	<b>\$1,529,907</b>	<b>\$2,012,694</b>	<b>\$1,800,336</b>
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Total Water Fund (381,382,383,384)	\$2,744,808	\$3,068,049	\$2,645,000	\$2,645,000	\$3,126,708
<b>Total</b>	<b>\$2,744,808</b>	<b>\$3,068,049</b>	<b>\$2,645,000</b>	<b>\$2,645,000</b>	<b>\$3,126,708</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>					<b>DIVISION NO.</b>
<b>Water Administration</b>					<b>70-381</b>
<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director	0.20	0.25	0.25	0.25	0.25
City Engineer	0.05	0.00	0.00	0.00	0.00
Operations Manager	0.10	0.25	0.25	0.00	0.00
Sr. Management Analyst	0.05	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	0.10	0.32	0.00	0.00	0.00
Civil Engineering Assistant I	0.30	0.00	0.00	0.00	0.00
Administrative Assistant	0.10	0.00	0.00	0.00	0.00
Administrative Analyst	0.25	0.20	0.20	0.20	0.20
Office Specialist	0.00	0.30	0.30	0.30	0.30
PW Office Specialist	0.00	0.25	0.25	0.25	0.25
Finance Office Specialist	0.15	0.15	0.00	0.00	0.00
Clerk, Part Time	0.00	0.75	0.00	0.00	0.00
Clerk/Deputy Treasurer	0.25	0.25	0.00	0.00	0.00
P.W. Superintendent	0.15	0.35	0.40	0.40	0.40
P.W. Field Supervisor I	0.00	0.10	0.10	0.10	0.10
P.W. Field Supervisor II	0.35	0.15	0.15	0.15	0.15
P.W. Admin. Coordinator	0.25	0.30	0.25	0.25	0.25
Maintenance Worker	0.25	0.00	0.00	0.00	0.00
Asst. Planner	0.10	0.05	0.00	0.00	0.00
Sr. Account Clerk	0.10	0.05	0.00	0.00	0.00
<b>Total</b>	<b>2.75</b>	<b>3.72</b>	<b>2.15</b>	<b>1.90</b>	<b>1.90</b>
<b>WATER ADMIN. APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$341,256	\$399,775	\$294,781	\$276,892	\$221,461
Operating Expenses	464,386	504,007	542,155	470,845	573,092
Capital Outlay	1,263	4,019	8,750	1,200	8,750
Transfers	178,601	60,000	60,000	60,000	60,000
<b>Total</b>	<b>\$985,506</b>	<b>\$967,801</b>	<b>\$905,686</b>	<b>\$808,937</b>	<b>\$863,303</b>
<b>4100</b>	<b>PERSONNEL SERVICES</b>				<b>\$221,461</b>
4101	Personnel Costs - Includes direct staff and indirect staff assigned			\$221,461	
<b>4200</b>	<b>OPERATING EXPENSES</b>				<b>\$573,092</b>
4210	Utilities - 25% of 120 Macneil Street			\$4,817	
	Edison		\$3,372		
	Gas Company		\$1,445		
4220	Telephone - Water facilities			\$1,520	
4260	Contractual Services			\$6,900	
	Vector Control Gophers		\$500		
	Water Conservation - Consulting Services (In-house design work for FY 2011; defer \$10,000 expense to FY 2012)		\$0		
	SWRCB Fees		\$5,400		
	Underground Service Alert		\$1,000		

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Water Administration</b>		<b>70-381</b>	
0450-4260	Contractual Services - 120 Macneil & 501 First St  Water Fund 70 pays for 25% of utilities and maintenance costs Sewer Fund 72 pays for 25% of utilities and maintenance costs Remaining 50% of costs is paid in General Fund account 01-390  HVAC maint, \$500/qtr <span style="float: right;">\$500</span> Alarm monitor, \$30/mo <span style="float: right;">\$90</span> Fire extinguisher maint. <span style="float: right;">\$75</span> Automatic gate svc maint <span style="float: right;">\$63</span>  Janitorial, \$1325 monthly, labor & materials, 3 days per week service, 1 person crew + special clean ups + carpet & floor annual cleaning & spot cleaning <span style="float: right;">\$4,025</span> (50% of total cost \$16,100; \$4,025 is charged to 70-381 + \$4,025 charged to 72-360) Pest control, \$75/qtr <span style="float: right;">\$75</span> Ice Machine prev. maint. 125/qtr <span style="float: right;">\$125</span>	\$4,953	
4270	Professional Services Ulara Services <span style="float: right;">\$30,400</span> Legal water consultant <span style="float: right;">\$3,000</span> Water quality consultant <span style="float: right;">\$3,000</span>	\$36,400	
4290	Office Equipment Maintenance Annual copier lease & maintenance (Annual total = \$2880, shared with Funds 70, 72, 73 and 01-390) <span style="float: right;">\$720</span>  Misc. repair of computer & office equipment. <span style="float: right;">\$500</span>	\$1,220	
4300	Department Supplies Office Supplies <span style="float: right;">\$500</span>	\$500	
0450-4300	Supplies First Aid Kit and Supplies <span style="float: right;">\$500</span> PW Ops building maintenance <span style="float: right;">\$1,000</span>	\$1,500	
4320	Department Equipment Maintenance Repair and Maintenance of handheld meters <span style="float: right;">\$1,500</span> Maintenance of electronic equipment <span style="float: right;">\$1,500</span>	\$3,000	
4360	Personnel Training Employee Training <span style="float: right;">\$1,000</span>	\$1,000	
4365	Tuition Reimbursement	\$0	
4370	Meetings, Membership & Travel AWWA conference meeting and travel to Water utilities meetings; Joint venture fund (MWD) Memberships, personnel training & Meetings Foundation for Cross Connection Control and Hydraulic Research	\$1,000	

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Water Administration</b>		<b>70-381</b>	
4380	Subscriptions / Dues & Memberships		\$2,950
	American Water Works Association	\$350	
	Annual WCC & professional dues	\$750	
	Division of Utilities	\$750	
	Cross connection control certification (3 @ \$250)	\$750	
	Water treatment and distribution certification (7 @ \$50)	\$350	
4390	Vehicle Allowance and Mileage		\$250
4400	Vehicle Maintenance		\$750
4402	Fuel		\$1,197
4405	Loan repayment to Sewer Fund; \$1,500,000 total loan, 15 year amortization		\$75,000
4430	Activities & Programs	\$1,000	\$9,000
	Equipment, postage, outreach		
	Annual Consumer Confidence Report for all water customers	\$8,000	
4450	Other Expenses		\$22,400
	Property taxes for wells 7 reservoirs	\$14,000	
	L.A. Fire Dept. Haz Mat permit	\$400	
	Payment to DHS (AB 2995) regulatory fees	\$8,000	
4480	Cost Allocation - Central Services includes admin salaries and overhead; does not include utilities		\$398,735
<b>4500</b>	<b>CAPITAL EXPENSES</b>		<b>\$8,750</b>
4500	Capital Equipment		\$8,750
	Replacement office chairs	\$750	
	Replacement computers & monitors	\$1,500	
	Computer software updates; estimated \$20,000 expense will be split over 3 years, FY 2011, FY 2012 and FY 2013	\$5,000	
	Replacement handheld radios	\$1,500	
<b>4900</b>	<b>TRANSFERS</b>		<b>\$60,000</b>
0154-4941	Edgesoft System Allocation (FY07/08 to FY10/11) Total Allocation \$30,000 (FY09/10 alloc. was charged all to Water 70-381 instead of split with Sewer 72-360; FY10/11 alloc. will all be charged to Sewer 72-360 and removed from 70-381 Water to offset)		\$0
	Transfer to General Fund: Sewer portion of rental of city land at 120 Macneil.		\$60,000
4950	Transfer to Pavement Management Fund; \$100,000 payment in FY 2011 is deferred		\$0
<b>TOTAL</b>			<b>\$863,303</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
Utility Billing	70-382

**NARRATIVE**

The Utility Billing Division provides customer service and utility billing for water, sewer, refuse, recycling, fire service, and hydrants on private property. Meters are read and customers are billed every two months. Water meters are read using an automated system including a hand-held meter reader, computer, and software interfaced with our computer system.

The Division also prepares notices for delinquent accounts. Accounts not paid in the month in which the bills are issued become delinquent. Staff prepare and mail a second bill to overdue accounts with notification of turn-off policies if charges are not paid in full by the third week of the month in which they became delinquent. Approximately three working days before a scheduled turn-off date, a final notice is delivered by messenger to every unit on the premises.

FY 2008-2009: The Water Utility Billing Division expanded use of the Eden computer system to track water usage and identify aging meters for replacement. Timely scheduled replacement of water meters was implemented, allowing for more accurate billing and preventing loss of revenues.

FY 2009-2010: The Water Utility Billing Division continued to expand use of the Eden computer system to track water usage and identify aging meters for replacement. Increasing scheduled replacement of aging water meters will continue to improve billing accuracy and prevent loss of revenues. Use of an asset collection agency will be introduced to proactively collect unpaid billings.

FY 2010-2011: The Water Utility Billing Division coordinated with field staff to audit and update water meter and account information, and use new audit procedures to improve billing accuracy and prevent loss of revenues. An RFP was prepared for selection of an asset collection agency to proactively collect unpaid billings. Scheduled replacement of aging water meters was expanded.

FY 2011-2012: The Water Utility Billing Division will continue to expand use of the Eden computer system to track water usage, identify aging meters for replacement and continue to introduce new audit procedures to improve billing accuracy and prevent loss of revenues. Use of an asset collection agency will be implemented to proactively collect unpaid billings. Scheduled replacement of aging water meters will be expanded, with a goal of reducing the average age of meters in use and increase billing accuracy.

FY 2012-2013: Scheduled replacement of aging water meters will continue to be expanded, with a goal of reducing the average age of meters in use and increase billing accuracy.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director	0.00	0.20	0.20	0.20	0.20
Operations Manager	0.00	0.25	0.25	0.00	0.00
PW Field Supervisor I	0.00	0.35	0.30	0.30	0.30
PW Field Supervisor II	0.30	0.15	0.15	0.15	0.15
Sr. Account Clerk	0.90	0.40	0.20	0.00	0.00
Administrative Assistant	0.10	0.00	0.00	0.00	0.00
Administrative Analyst	0.10	0.35	0.35	0.35	0.35
Office Specialist	0.00	0.20	0.20	0.20	0.20
P.W. Office Specialist	0.00	0.00	0.00	0.00	0.00
Finance Office Specialist	0.00	0.60	0.20	0.00	0.00
Clerk, Part Time	0.00	0.00	0.10	0.00	0.00
Clerk/Deputy Treasurer	0.00	0.00	0.20	0.13	0.13
P.W. Admin. Coordinator	0.25	0.30	0.30	0.30	0.30
Maintenance Worker	0.25	0.00	0.00	0.00	0.00
Management Analyst	0.10	0.00	0.00	0.00	0.00
Civil Engineering Asst II	0.00	0.00	0.00	0.00	0.00
Sr. Maintenance Worker	0.00	0.05	0.05	0.00	0.00

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>						<b>DIVISION NO.</b>
<b>Utility Billing</b>						<b>70-382</b>
P.W. Superintendent	0.10	0.15	0.10	0.10	0.10	
Meter Technician	0.10	0.05	0.45	0.45	0.45	
Water/Backflow Tech	0.05	0.00	0.00	0.00	0.00	
Sr. Account Clerk	0.00	0.00	0.00	0.38	0.38	
Finance Office Specialist	0.00	0.00	0.00	0.38	0.38	
PT Finance Clerk	0.00	0.00	0.00	0.25	0.25	
<b>Total</b>	<b>2.25</b>	<b>3.05</b>	<b>3.05</b>	<b>3.19</b>	<b>3.19</b>	
<b>APPROPRIATIONS</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	
	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	
Personnel Services	\$ 318,616	\$ 303,325	\$ 327,410	\$ 302,526	\$ 280,405	
Operating Expenses	64,718	26,221	43,875	53,165	27,567	
Capital Outlay	3,600	732	-	-	3,000	
Transfers	-	-	-	-	-	
<b>Total</b>	<b>\$ 386,934</b>	<b>\$ 330,278</b>	<b>\$ 371,285</b>	<b>\$ 355,691</b>	<b>\$ 310,972</b>	
<b>4100</b>	<b>PERSONNEL SERVICES</b>					<b>\$280,405</b>
4101	Full time Salaries (Public Works)			\$202,460		
4103	Part time wages for Clerk Part Time			\$4,993		
4105	Full time Salaries (Finance)			\$72,952		
<b>4200</b>	<b>OPERATING EXPENSES</b>					<b>\$27,567</b>
4260	Contractual Services			\$1,500		
	System support contract services			\$1,500		
	Asset collection-charged to account holder					
4300	Department Supplies			\$3,750	\$7,500	
	Special forms, utility bills & computer supplies					
	Office Supplies			\$3,750		
	Postage for mailing bills, envelopes & office supplies					
4320	Equipment Maintenance				\$11,500	
	Hand Held Technical Support (monthly invoice)			\$4,000		
	Eden Utility Billing Technical Support			\$7,500		
4400	Vehicle Maintenance				\$875	
4402	Fuel				\$6,192	
4471	Cost Allocation- \$20,000 Central Services includes salaries and overhead. Consolidated charges and moved to 70-381-4480				\$0	
<b>4500</b>	<b>CAPITAL EXPENSES</b>					<b>\$3,000</b>
4500	Capital Equipment				\$3,000	
	Computer station replacement; system upgrades to work with utility billing systems			\$2,000		
	Computer software updates			\$1,000		
<b>TOTAL</b>						<b>\$310,972</b>

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Water Distribution</b>	<b>70-383</b>

**NARRATIVE**

The Water Distribution Division is responsible for providing water to all City water customers in sufficient quantities to meet domestic and fire service demands. This includes maintenance of approximately 66.5 miles of water mains, 5,264 water services and 548 fire hydrants. The Division is also responsible for installing new domestic services and new fire protection services ordered by customers.

FY 2010-2011: The Water Distribution Division expanded a proactive water meter replacement and fire hydrant upgrade program. Water meter replacement continued monthly by staff for broken or "dead" meters; scheduled replacement of meters continued for meters older than 15 years, resulting in more accurate readings and reduced revenue loss. The Division planned to implement the first phases for installation of a nitrate filtration system.

FY 2011-2012: The Water Distribution Division will continue a proactive water meter replacement and fire hydrant upgrade program. Water meter replacement will continue monthly for broken or "dead" meters and meters older than 15 years to provide more accurate readings and reduced revenue loss.

FY 2012-2013: With the new rate increase CIP activities will be expanded. Installation of a nitrate filtration system will be completed by end of calendar year.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Meter Technician	0.05	0.20	0.15	0.15	0.15
Administrative Assistant	0.05	0.00	0.00	0.00	0.00
Administrative Analyst	0.05	0.00	0.00	0.10	0.10
P.W. Director	0.20	0.00	0.00	0.00	0.00
P.W. Superintendent	0.40	0.20	0.20	0.20	0.20
P.W. Field Supervisor II	0.30	0.60	0.50	0.50	0.50
PW Field Supervisor I	0.00	0.10	0.10	0.10	0.10
P.W. Maintenance Worker	1.60	1.05	1.20	1.20	1.20
P.W. Sr. Maintenance Worker	0.30	0.85	0.60	0.60	0.60
City Engineer	0.05	0.00	0.00	0.00	0.00
Operations Manager	0.15	0.00	0.00	0.00	0.00
Water/Backflow Technician	0.40	0.10	0.20	0.20	0.20
P.W. Admin. Coordinator	0.05	0.00	0.00	0.00	0.00
P.W. Office Specialist	0.00	0.00	0.00	0.00	0.00
Office Specialist	0.00	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	0.20	0.35	0.40	0.40	0.40
Equipment/Material Supervisor	0.00	0.05	0.08	0.08	0.08
Mechanical Helper	0.05	0.05	0.08	0.08	0.08
<b>Total</b>	<b>3.85</b>	<b>3.55</b>	<b>3.51</b>	<b>3.61</b>	<b>3.61</b>

<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$459,204	\$382,334	\$404,651	\$401,066	\$397,034
Operating Expenses	657,572	537,770	658,451	638,021	652,737
Capital Outlay	78,447	72,995	61,500	53,644	614,190
Transfers	-	-	-	-	-
<b>Total</b>	<b>\$1,195,223</b>	<b>\$993,099</b>	<b>\$1,124,602</b>	<b>\$1,092,731</b>	<b>\$1,663,961</b>

<b>4100</b>	<b>PERSONNEL SERVICES</b>		<b>\$397,034</b>
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4100	Personnel Costs		\$397,034
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	<b>OPERATING EXPENSES</b>		<b>\$652,737</b>
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4250	Rents & Leases		\$500
	Forklift, barricades, steel plates, pumps, comp.		
4260	Contractual Services		\$5,000
	Bee Extractions	\$500	
	Hot taps for new connections	\$500	
	Miscellaneous street/sidewalk repairs	\$500	
	Utility trench repair (slurry & pavement)	\$1,000	
	Backflow testing and Repair	\$2,500	

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>			<b>DIVISION NO.</b>
<b>Water Distribution</b>			<b>70-383</b>
4270	Professional Services Engineering Consultant	\$2,500	\$2,500
4300	Department Supplies		\$39,000
0000-4300	Office Supplies	\$1,000	
0302-4300	Material for Trench Repairs	\$5,000	
0301-4300	Graffiti removal supplies	\$500	
0301-4300	Repair supplies: Copper tubing, ductile iron pipe, gate valves, cast iron & ductile iron fittings, crosses, reducers, tees, repair clamps, couplings, etc.	\$27,500	
0302-4300	Backflow supplies and devices	\$5,000	
4310	Equipment and Supplies Uniforms and Safety Gear: Uniform replacements & new issues; \$320 per staff based on FTE assigned to -383 Division; jackets issued in FY 10, next issue FY 12  Rain and safety gear, average of \$450 per staff based on FTE assigned to -383 Division  Service Volunteer gear issue, 10 @ \$40  Safety Equipment	   \$1,216  \$1,440  \$400  \$2,500	\$5,556
4320	Equipment Maintenance Maintenance of Electronic Equipment Equipment repair for customer service trucks & distribution truck	 \$1,000 \$2,600	\$3,600
4340	Small Tools Water 4 Truck Small Tools Distribution Truck	 \$1,250 \$1,250	\$2,500
4360	Personnel Training		\$750
4400	Vehicle Maintenance		\$6,120
4402	Fuel		\$9,211
4820	Depreciation Expenses - Water Equipment; expense deposits to trial balance for Fund 70		\$578,000
<b>CAPITAL EXPENSES/PROJECTS</b>			<b>\$614,190</b>
4500	Capital Equipment Traffic Safety Signage Replacement power equipment Emission system upgrade for City veh#WA8997 dump Hydraulic cut saw, \$13,000. Deferred Replacement of Medium Duty Backhoe, D310JS or similar. Purchase delay could incur substantial lease or rental costs in case of equipment breakdown. Replacement of Heavy Duty Dump Truck (Vehicle #PW0873) w/ CNG fueled truck (\$120,000 total cost) Deferred Replacement of F150 utility truck w/ electric vehicle \$20,000 total cost. Deferred Replace F150 utility truck w/ small utility vehicle, \$30,000 total cost. Deferred	 \$0 \$3,500 \$0 \$0 \$100,000  \$0  \$0 \$0 \$0	\$103,500
4600	Water Distribution Projects		\$68,000
0000-4600	Large Service Installments - work for new services is charged directly to the account holder as a deposit	\$5,000	
0700-4600	Water Meter Replacement Program	\$55,000	
0701-4600	Fire Hydrant Upgrade Program - typically \$16,000 per	\$8,000	

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Water Distribution</b>		<b>70-383</b>	
4600	<b><u>Water Main Replacement:</u></b>	\$442,690	
	Macneil: 900 Block	\$100,738	
	Lucas: 900-1000 Block	\$81,862	
	N. Huntington: 400 Block	\$96,294	
	Alexander: 800 Block	\$91,410	
	Knox & Hubbard Tie-ins	\$36,190	
	Chivers & Hubbard Tie-ins	\$36,196	
<b>TOTAL</b>			
			<b>\$1,663,961</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Water Production</b>	<b>70-384</b>

**NARRATIVE**

The Water Production Division is responsible for all operations and maintenance of the City's four wells, three booster pump stations, four reservoirs and two pressure regulation stations. All the wells are in the Sylmar area with power being supplied by the Los Angeles Department of Water and Power (LADWP). Imported water is purchased from Metropolitan Water District (MWD) of Southern California to supplement the local ground water supplies. There are also two emergency connections to the City from LADWP water systems.

FY 2009-2010: The Water Production Division budgeted for purchase of approximately 783 acre feet of MWD water to meet Tier 1 contract obligation, supplement ground water supply and to serve as a contingency if needed for future drought conditions. The Division also continued a multi-year program to rehabilitating booster pumps and motor control systems, continued planning for installation of a nitrate removal system, continued upgrades of the backflow computer program and continued a multi-year program of security fencing improvements at facilities. The Division also implemented a new phase of a water conservation.

FY 2010-2011: The Water Production Division deferred purchase of MWD water supply, due in part to success of conservation efforts. The program of rehabilitating ooster pumps and motor control systems continued. Site improvements began at the lower reservoir site for installation of a nitrate removal system in FY 12. The first phase for installation of a nitrate filtration system was approved by City Council to begin lease of a system.

FY 2011-2012: The Water Production Division has planned for minimal purchase of MWD water as supplement if demand exceeds pumping capacity from City wells. Water conservation efforts will continue with introduction of xeriscape and drought tolerant plants at well and reservoir sites.

FY 2012-2013: The Water Production Division has planned for minimal purchase of MWD water as supplement if demand exceeds pumping capacity from City wells. The first phase for installation of a nitrate filtration system is planned to continue with operation expected to begin by December 2012 with continued Water conservation efforts will continue with introduction of xeriscape and drought tolerant plants at well and reservoir sites.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
P.W. Director	0.10	0.00	0.00	0.00	0.00
City Engineer	0.10	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	0.20	0.00	0.45	0.45	0.45
Sr. Management Analyst	0.05	0.00	0.00	0.00	0.00
PW Field Supervisor I	0.40	0.35	0.40	0.35	0.35
Office Specialist	0.10	0.00	0.00	0.00	0.00
P.W. Superintendent	0.35	0.50	0.55	0.55	0.55
PW Field Supervisor II	0.05	0.40	0.35	0.40	0.40
Maintenance Worker	0.80	1.20	1.24	1.24	1.24
Senior Maintenance Worker	0.50	1.00	0.45	0.45	0.45
Administrative Analyst	0.10	0.00	0.00	0.10	0.10
Meter Technician	0.25	0.25	0.15	0.15	0.15
Backflow Tech/Pump Operator	0.55	0.70	0.70	0.70	0.70
P.W. Admin. Coordinator	0.10	0.00	0.00	0.00	0.00
P.W. Office Specialist	0.10	0.00	0.00	0.00	0.00
Equip & Material Supervisor	0.10	0.20	0.07	0.07	0.07
Mechanical Helper	0.10	0.20	0.07	0.07	0.07
Electrical Supervisor	0.10	0.10	0.10	0.10	0.10
Bldg Maint / Electrical Helper	0.00	0.10	0.10	0.10	0.10
Maintenance Helper	0.10	0.00	0.00	0.00	0.00
<b>Total</b>	<b>4.15</b>	<b>5.00</b>	<b>4.63</b>	<b>4.73</b>	<b>4.73</b>
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Personnel Services	\$ 478,679	\$ 577,574	\$ 554,737	\$ 560,879	\$ 534,536
Operating Expenses	359,505	413,947	569,199	325,005	600,025
Capital Outlay	45,685	72,522	290,073	189,552	638,408
Transfers	22,350	1,000	1,000	1,000	1,000
<b>Total</b>	<b>\$ 906,219</b>	<b>\$ 1,065,043</b>	<b>\$ 1,415,009</b>	<b>\$ 1,076,436</b>	<b>\$ 1,773,969</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

DIVISION		DIVISION NO.	
<b>Water Production</b>		<b>70-384</b>	
<b>4100</b>	<b>PERSONNEL SERVICES</b>	<b>\$534,536</b>	
4100	Personnel Costs	\$534,536	
<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$600,025</b>	
4210	Utilities	\$169,326	
	Well pumps & irrigation system-DWP	\$129,937	
	Edison (MWD booster pumps 3&4)	\$11,826	
	Edison (Arroyo booster pumps)	\$27,563	
4220	Telephone	\$6,820	
4250	Rents & Leases	\$1,500	
	Equipment rental		
4260	Contractual Services	\$302,818	
	Water sampling and analysis	\$59,000	
	Water well 7a coming online	\$5,000	
	Well-Site Acid Washes	\$3,000	
	Landscape maintenance at wells and reservoirs - staff replaced contractor	\$0	
	Inspection of reservoirs	\$3,000	
	SCADA retrofit, expansion	\$7,500	
	Nitrate Removal System, warranty and service agreement	\$176,928	
4260	Computer Software Upgrade	\$48,390	
4300	Department Supplies	\$12,500	
0000-4300	Office Supplies	\$1,000	
0301-4300	Chlorine for water disinfection	\$2,000	
0301-4300	Salt for on-site chlorine generation	\$7,500	
0301-4300	Chlorine assembly & generation parts and supplies	\$2,000	
4310	Equipment and Supplies	\$4,634	
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -384 Division; jackets issued in FY 10, next issue FY 12	\$1,344	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -384 Division	\$1,890	
	Service Volunteer gear issue, 10@\$40	\$400	
	Safety gear	\$1,000	
4320	Equipment Maintenance	\$10,000	
	Equipment Repair	\$4,000	
	On-Site Chlorine Generation System Maint.	\$5,000	
	Maintenance of Electronic Equipment	\$1,000	
	Security camera maintenance and repairs - Deferred	\$0	
4330	Building Maint and Repair	\$2,000	
4340	Small Tools	\$1,000	
4360	Personnel Training	\$1,000	
4370	Meetings, Memberships, Licenses and Training	\$750	
4400	Vehicle Maintenance	\$1,150	
4402	Fuel	\$3,127	
4430	Activities & Programs	\$1,500	
	MWD Solar Cup-canceled by LAUSD	\$0	
	Water conservation outreach	\$1,500	

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Water Production</b>		<b>70-384</b>	
4450	Other Expenses		\$81,900
	Purchase of 50 acre feet of MWD water @ \$702. Actual cost depending on demand.	\$35,100	
	City pumps 3,405 acre feet per year from City owned wells. A credit from MWD to the City for 915 acre feet was redeemed in FY 11. No further credits exist. Purchase of MWD water is required if water demand exceeds City production capacity. Cost to pump MWD maximum allowance of 629 acre feet = \$441,558. Actual cost depends on demand; contingency for purchase of 100 acre feet is budgeted for FY 12.		
	MWD Connection Maintenance Charge	\$46,800	
<b>4500</b>	<b>CAPITAL EXPENSES/PROJECTS</b>		<b>\$4,000</b>
4500	Capital Equipment		\$4,000
	Construction Water Meter with Backflow \$2,500 Defer.	\$2,500	
	Replacement computer work station \$1,500.	\$1,500	
	Replacement Utility Vehicle \$40,000	\$0	
<b>4600</b>	<b>CAPITAL PROJECTS</b>		<b>\$634,408</b>
4600	Capital Projects		\$634,408
	Reservoir inspection and minor repairs	\$10,000	
	Nitrate Removal System, warranty service agreement	\$66,000	
	Nitrate Removal System, system lease, 5 year term beginning 11/2/11 at \$6,676 per month.	\$53,408	
	Site preparation, for installation of new water treatment system; engineering, design, civil and electrical work	\$300,000	
	On Site Chlorine System, for use with new water treatment system	\$150,000	
	Industrial sewer line installation, for use with new water treatment system, assume 200' line at \$175 per foot plus permit expense	\$40,000	
	Arroyo Booster Pump #3 - rebuild pump and motor. Defer.	\$15,000	
	Panel Upgrade at Well 7A, estimated cost up to \$100,000, Defer.	\$0	
	Rehab MWD Booster Site 3, estimated cost of \$30,000, Defer	\$0	
4600	Water sites security program: fencing, lighting, cameras, etc. Multiyear program with estimated total cost over 5 years = \$250,000 Defer.	\$0	
<b>4900</b>	<b>TRANSFERS</b>		<b>\$1,000</b>
4901	Transfer Accounts		\$1,000
	Transfer from General fund:		
	01-390 Dept. supplies	\$1,000	
	Upgrade of irrigation system (Well Sites), plumbing, electrical, landscape repairs		
<b>TOTAL</b>			<b>\$1,773,969</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

**DIVISION**

**DIVISION NO.**

**Sewer Maintenance**

**72-360**

**NARRATIVE**

The Sewer Maintenance Division performs maintenance of the City's sanitary sewer system by scheduled routine cleaning of sewer main lines and manholes. The sewer system is made up of approximately 40 miles (215,915 linear feet) of mains and over 800 manholes. The City contracts with the City of Los Angeles for sewage treatment and disposal. Since 1985, the City has contracted with the County of Los Angeles for the enforcement of the City's Industrial Waste Program. Industrial waste permit fees cover the cost of this program.

In 1995, the City of San Fernando Redevelopment Agency / City Council approved a \$1,000,000 payment to the Sewer Fund for the Agency's share of capacity at the Hyperion Treatment Plant per the City's contract with the City of Los Angeles. This agreement was structured for a 25 year period with annual installments set at \$40,000.

FY 2009-2010: Staff continued a proactive program of annual preventative maintenance of the sewer system city wide, and weekly preventative cleaning of known trouble spots. Video inspection of storm drain lines was done as required by the National Pollutant Discharge Elimination System (NPDES). The City Engineer will continued increased monitoring and mapping of pass through flow from development in Sylmar.

FY 2010-2011: Staff continued proactive maintenance programs. A loan from the Sewer Fund to RDA totaling \$463,000 was made in May 2010 with two notes in the amount \$231,500. Beginning in FY 2010-2011 interest payments will be made semi-annually from RDA areas #2 & #4; the loan notes will mature May 15, 2014.

FY 2011-2012: Staff will continue proactive maintenance programs, monitoring and mapping programs. A loan from the Sewer Fund to RDA totaling \$463,000 was made in May 2010 with two notes in the amount \$231,500. Interest payments will continue to be made semi-annually from RDA areas #2 & #4; the loan notes will mature May 15, 2014. In FY 2011-2012 payment to Sewer Fund for a previous loan of \$1.5 million loan from Sewer Fund to Water Fund will resume with payment of \$75,000 to the Sewer fund from Water fund. Rates adjustments will be proposed for implementation at mid year in compliance with Prop 218 requirements. Meanwhile, all capital equipment purchases such as vehicle and power tool replacement, and all capital projects such as sewer line replacement are deferred until rate increases are implemented to build operating and capital reserve.

FY 2012-2013: Staff will continue proactive maintenance programs, monitoring and mapping programs. With the recent approval of the sewer rate increase CIP activities have been expanded.

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Public Works Director	0.15	0.25	0.10	0.10	0.10
Administrative Analyst	0.20	0.15	0.10	0.10	0.10
City Engineer	0.20	0.00	0.00	0.00	0.00
Operations Manager	0.20	0.15	0.10	0.00	0.00
Civil Engineering Assistant II	0.50	0.50	0.20	0.20	0.20
Office Specialist	0.10	0.20	0.10	0.10	0.10
Clerk PT	0.00	0.00	0.15	0.00	0.00
Clerk/Deputy Treasurer	0.00	0.00	0.00	0.13	0.13
Finance Office Specialist	0.00	0.00	0.25	0.00	0.00
Senior Account Clerk	0.00	0.50	0.20	0.50	0.50
Sr. Management Analyst	0.35	0.00	0.00	0.00	0.00
P.W. Superintendent	0.25	0.25	0.20	0.20	0.20
Maintenance Worker	1.65	0.95	0.85	1.03	1.03
Senior Maintenance Worker	2.40	1.00	1.55	1.62	1.62
P.W. Maintenance Helper - PT	0.00	0.20	0.00	0.00	0.00
P.W. Office Specialist	0.10	0.10	0.10	0.10	0.10
P.W. Admin. Coordinator	0.15	0.10	0.10	0.10	0.00
P.W. Field Supervisor I	0.05	0.30	0.10	0.10	0.10
Equipment & Material Supervisor	0.15	0.10	0.15	0.00	0.00
Meter Technician	0.15	0.10	0.10	0.10	0.10
Mechanical Helper	0.20	0.10	0.15	0.15	0.15
Asst. Planner	0.00	0.05	0.00	0.00	0.00
Backflow Tech/Pump Operator	0.00	0.20	0.10	0.10	0.10
P.W. Field Supervisor II	0.60	0.40	0.65	0.65	0.65

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>						<b>DIVISION NO.</b>
<b>Sewer Maintenance</b>						<b>72-360</b>
Finance Sr. Account Clerk	0.00	0.00	0.00	0.38	0.38	
Finance Office Specialist	0.00	0.00	0.00	0.38	0.38	
PT Finance Clerk	0.00	0.00	0.00	0.25	0.25	
<b>Total</b>	<b>7.40</b>	<b>5.60</b>	<b>5.25</b>	<b>6.29</b>	<b>6.19</b>	
<b>BALANCE SHEET</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	
	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	
Beginning Balance	\$1,227,382	\$870,570	\$1,347,163	\$1,347,163	\$1,445,279	
Revenues	2,404,888	2,403,635	2,363,500	2,194,353	2,434,569	
Expenditures	2,761,700	1,927,042	2,392,482	2,096,237	2,641,416	
Capital Items	-	-	-	-	133,000	
<b>Ending Balance</b>	<b>\$870,570</b>	<b>\$1,347,163</b>	<b>\$1,318,181</b>	<b>\$1,445,279</b>	<b>\$1,371,432</b>	
<b>APPROPRIATIONS</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	
	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	
Personnel Services	\$728,824	\$671,236	\$591,382	\$600,469	\$600,257	
Operating Expenses	1,363,343	867,335	1,238,490	1,065,768	1,345,549	
Capital Outlay	522,582	318,471	502,610	370,000	635,610	
Transfers	146,951	70,000	60,000	60,000	60,000	
<b>Total</b>	<b>\$2,761,700</b>	<b>\$1,927,042</b>	<b>\$2,392,482</b>	<b>\$2,096,237</b>	<b>\$2,641,416</b>	
<b>SOURCE OF FUNDS</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	
	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	
72-3745 Sewer Fund (misc. revenue 72-3820,3821,3840)	\$2,367,242	\$2,383,329	\$2,353,500	\$2,192,000	\$2,359,569	
72-3500 Interest Income: Water Fund Int. Only pmt	37,645	20,306	10,000	2,353	-	
72-3500 Income: Water Fund loan pmnt	-	-	-	-	75,000	
72-3997 Interest Income: RDA Int. Only pmt	-	-	-	-	-	
<b>Total</b>	<b>\$2,404,888</b>	<b>\$2,403,635</b>	<b>\$2,363,500</b>	<b>\$2,194,353</b>	<b>\$2,434,569</b>	
<b>4100</b>	<b>PERSONNEL SERVICES</b>				<b>\$600,257</b>	
4101	Personnel Costs (Public Works) Inspector Duty Pay, \$6 per hour Stand By Pay (Shared with 01-311) Special Project Pay - none planned for FY 12			\$522,853		
4103	Part time wages for Clerk Part Time			\$4,993		
4105	Personnel Costs (Finance)			\$72,411		
<b>4200</b>	<b>OPERATING EXPENSES</b>				<b>\$1,345,549</b>	
4210	Utilities - 25% of 120 Macneil Street Edison Gas Company			\$4,660		
			\$3,260			
			\$1,400			
4220	Telephone Cell phone for Stand By			\$990		
4250	Rents and Leases Equipmental rental in case of sewer vacuum truck breakdown			\$850		
4260	Contractual Services Composite wastewater sample and outflow measure performed as annual contract service; results are used as comparison to L.A. City charges. Current vendor = ADS Environmental.			\$825,472		
			\$11,472			
	L.A. City wastewater treatment & disposal charges due each 2 months. Payments for FY 10-11 assume a 2.5% increase for payments after 9/30/11; actual increase will be announced by City of L.A. in Sept. 2011. July 30 and Sept. 30 payments are estimated at \$104,434; Nov., Jan., March and May payments are estimated at \$107,045			\$637,048		

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Sewer Maintenance</b>		<b>72-360</b>	
	NPDES Program annual contract services: monitor and catalog storm drain materials; perform inspections; prepare reports. Program costs are shared between Funds 72 and 73. Current vendor = Tecs Environmental.	\$17,000	
	Sewer Management Plan with citywide video survey inspection	\$124,439	
	Video inspection of sewer lines as required for repair response to blockages. Typical crew cost is \$175 per hour or \$0.70 per linear foot with 2,000 foot minimum	\$1,500	
4260	Video inspect 25,000 linear ft of sewer line scheduled every five year. Last completed FY05/06 Scheduled for FY 2011 at estimated cost of \$25,000. Defer to FY 2013	-	
	Sewer overflow response and cleanup. Average of 3 incidents per year at \$2,800 each	\$8,400	
	Pesticide spraying at 809 sewer manholes scheduled every 2 years. Service last completed May 2012. Scheduled spraying needed in 2014. In between years, do spot spraying as needed.	-	
	Anti-root foaming at trouble spots, approx. 3,350 linear feet each year.	\$5,360	
	Anti-root foaming preventative maintenance - main street easements and trouble spots, 10,983 linear ft every three years. Last done June 2011 at \$1.59 per linear foot.	\$13,753	
	Service clarifier tank at Equipment Yd, 2 visits at \$1,750 each	\$3,500	
	Disposal of hazardous waste per EPA Title 8, Article 109, sec 5192. Waste is generated by City Yard or collected by Public Works crews during pickup of materials dumped on City properties and on public right of ways. Annual estimated FY 12 cost of \$6,000 is shared between Sewer Maintenance Division (72-360) and Refuse / Environmental Division (73-350).	\$3,000	
4260	0450 120 Macneil & 501 First St. (50% of costs are charged to 70-381 + 72-360) HVAC maint, \$525/qtr Alarm monitor, \$45/mo Fire extinguisher maint. Automatic gate svc maint Janitorial, \$1325 monthly, labor & materials, 3 days per (50% of total cost \$16,100; \$4,025 is charged to 70-381 + \$4,025 charged to 72-360) Pest control, \$75/qtr Ice Machine prev. maint. 125/qtr	\$1,050 \$270 \$75 \$63 \$4,025 \$75 \$125	\$5,683
4270	Professional Services NPDES Program annual contract services: report preparation, engineering consultation and outreach Sewer Model Data - Pipe Data & Flow Data; work deferred to FY 2013 except for private developments which will be direct charged for services	\$7,500 -	\$7,500
4290	Office Equipment Maintenance Annual copier lease & maintenance (Annual total = \$2880, shared with Funds 70, 72, 73 and 01-390) Misc. repair of computer & office equipment.	\$720 \$230	\$950

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>			<b>DIVISION NO.</b>
<b>Sewer Maintenance</b>			<b>72-360</b>
4300	Department Supplies		\$9,500
0000-4300	Office Supplies; utility billing forms and misc. supplies	\$7,000	
0301-4300	Safety Barricades	\$1,000	
0301-4300	Cockroach killer, sewer lid silencers access lids, frames & covers	\$500	
0301-4300	Environmental cleaning supplies: degreasers, concrete cleaner, wash detergent, etc.	\$500	
0301-4300	Supplies for overflow response	\$500	
4320	Department Equipment Maintenance		\$3,500
	Service, repair & calibrate gas indicators	\$1,500	
	Eden Utility Billing Technical Support	\$2,000	
4310	Equipment and Supplies		\$5,630
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to 72-360 Division; jackets issued in FY 10, next issue FY 12	\$1,580	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to 72-360 Division	\$1,800	
	Service Volunteer gear issue, 5 @ \$40	\$200	
	Safety boots/shoes, 5 pairs @ \$150 average	\$750	
	Coveralls, 5 @ \$60	\$300	
	Safety equipment	\$1,000	
4340	Small Tools		\$500
4360	Personnel Training		\$2,250
	Annual personnel training, sewer model training	\$750	
	Class B licenses with Hazmat endorsement training (BIT) (11 staff). Renewal Deferred	-	
	Ongoing confined space training	\$500	
	Haz mat transportation- driver training	\$500	
	Annual pesticide training DOA	\$500	
4400	Vehicle Maintenance		\$5,370
	Purchase of safety tightings for vehicles	\$1,500	
4402	Fuel	\$3,870	
4430	Activities & Programs		\$43,500
	Industrial Waste Program; bi-monthly payments to L.A. County Dept. of Public Works to administer wastewater contract with L.A. City for treatment and disposal and perform inspections.	\$40,000	
	Utility trench repair	\$2,500	
	TMDL / NPDES Program - outreach	\$1,000	
	Disposal of hazardous waste collected during Neighborhood Cleanup events. Deferred.	\$0	
4450	EPA permit to operate clarifier tank at Equipment Yard, \$1,200 annual fee	\$1,200	\$1,200
4480	Cost Allocation- Central Services includes salaries and overhead.		\$286,742
4820	Depreciation expense - Sewer Equipment		\$141,252

**CITY OF SAN FERNANDO  
ADOPTED BUDGET  
FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Sewer Maintenance</b>		<b>72-360</b>	
<b>CAPITAL EXPENSES</b>		<b>\$133,000</b>	
4500	Capital Equipment Edgesoft Maintenance - Service agreement cost FY 11/12 to FY 14/15 is \$36,000. Public Works cost allocation = \$12,000 split over 01-310 and Funds 70, 72 and 73 Purchase of new backhoe, estimated \$90,000 Deferred. Replacement of 1976 Heavy Duty Dump Truck (Veh #PW0873) w/ CNG fueled truck (\$120,000 total cost) Deferred Replacement of 1976 sewer jet trailer (\$130,000 total cost). Replacement of two F150 utility trucks w/ utility vehicle (\$30,000 total cost). Deferred Utility vehicle accessories: trailer, hitches, etc. Deferred	\$3,000 - - \$130,000 - -	
<b>4600 CAPITAL PROJECTS</b>		<b>\$502,610</b>	
4600	Payment to L.A. City for capital costs of wastewater treatment & conveyance facilities. Payments for FY 10-11 assume a 2.5% increase for payments after 9/30/11; actual increase will be announced by City of L.A. in Sept. 2011. July 30 and Sept. 30 payments are estimated at \$82,395; Nov., Jan., March and May payments are estimated at \$84,455 Sewer renovation & repair project (video inspection, lining, spot repairs, manhole rehab) - Deferred Permanent Sewer inflow monitoring - Deferred Flow Meter Replacements, typically \$2,000 per year. Deferred Manhole replacement, typically 2 per year at \$10,000 each. Deferred New Sewer Lines and Replacements as per Capital Improvement Plan (CIP) Deferred	\$502,610 - - - - -	
<b>4900 TRANSFERS</b>		<b>\$60,000</b>	
4941	Edgesoft System Allocation Refer to object code 4500		
4901	Transfer to General Fund: Sewer portion of rental of city land at 120 Macneil.	\$60,000	
4950	Transfer to Pavement Management Fund. Deferred	-	
<b>TOTAL</b>			<b>\$2,641,416</b>

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>	<b>DIVISION NO.</b>
<b>Refuse/Environmental</b>	<b>73-350</b>

**NARRATIVE**

The Refuse/Environmental Division provides single-family residential solid waste collection services and administration of the City's Source Reduction and Recycling Element (SRRE) and Household Hazardous Waste Element (HHWE) plans.

The SRRE, mandated by State Assembly Bill 939, describes how the City planned to reduce the amount of solid waste land fill 25 percent by 1995, and 50 percent by the year 2000. Additionally, State Senate Bill 1066 mandated that jurisdictions maintain a 50% diversion rate after the year 2000 and continue to implement SRRE programs. The goal of the HHWE is to reduce the amount and toxicity of solid waste land fill. Residential sector SRRE programs, which coordinate residential refuse, yard clippings and recyclables collection, source reduction programs and public education, are provided through a seven year contract with Crown Disposal. San Fernando residents are also encouraged to participate in recycling and Household Hazardous Waste programs, the curbside Used Oil Recycling Program and annual Cleanup Events.

In order to allow for a more accurate calculation of the City's solid waste diversion rate, the City ADOPTED and received approval from the California Integrated Waste Management Board (now known as CalRecycle) for a Base Year change to 1998 for the City's SRRE. The Board determined that the City had complied with AB939 requirements and successfully implemented programs outlined in the City's SRRE. The City received approval from the Board for a "good faith effort" with a diversion rate of 46% for the year 2000. The City completed its 2001 Annual Report to the California Integrated Waste Management Board (CIWMB) with a submitted diversion rate of 56% based on the newly approved base year.

FY 2010-2011: Diversion rates exceeded 58%. Rates adjustments proposed at mid year were deferred. Staff continued audits of commercial and residential refuse accounts to improve billing accuracy. Part Time Maintenance Helper staff continued to be utilized to perform dumped item collection and weekly reports to the refuse collector for the Bulky Item Pickup Program.

FY 2011-2012: Staff will continue to implement SRRE and HHWE programs. Rates adjustments will be proposed for implementation at mid year in compliance with Prop 218 requirements. Staff will continue on-going audits of commercial and residential refuse accounts for billing accuracy. Part Time Maintenance Helper staff will continue to be utilized to perform dumped item collection and weekly reports to the refuse collector for the Bulky Item Pickup Program.

FY 2012-2013: Staff will continue to implement SRRE and HHWE programs. The recent sewer rate increases will allow for improve monitoring of State mandated diversion goals.

<b>BALANCE SHEET</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Beginning Balance	\$ -	\$ 9,566	\$ 56,961	\$ 56,961	\$ 274,823
Revenues	1,110,869	1,125,037	1,109,954	1,109,954	1,109,954
Expenditures	1,101,303	1,077,642	1,026,595	892,092	1,049,742
<b>Ending Balance</b>	<b>\$ 9,566</b>	<b>\$ 56,961</b>	<b>\$ 140,320</b>	<b>\$ 274,823</b>	<b>\$ 335,035</b>

<b>PERSONNEL</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>
Civil Engineering Assistant II	0.10	0.00	0.00	0.00	0.00
P.W. Director	0.00	0.00	0.00	0.00	0.00
City Engineer	0.10	0.00	0.00	0.00	0.00
Operations Manager	0.05	0.00	0.00	0.00	0.00
Office Specialist	0.15	0.10	0.05	0.00	0.00
Sr. Account Clerk	0.00	0.00	0.10	0.00	0.00
P.W. Office Specialist	0.05	0.00	0.05	0.00	0.00
Administrative Analyst	0.00	0.05	0.00	0.00	0.00
Clerk PT	0.00	0.00	0.15	0.00	0.00
Clerk/Deputy Treasurer	0.00	0.00	0.05	0.00	0.00
Finance Office Specialist	0.00	0.00	0.25	0.00	0.00

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>						<b>DIVISION NO.</b>
<b>Refuse/Environmental</b>						<b>73-350</b>
P.W. Admin Coordinator	0.00	0.00	0.05	0.05	0.05	
P.W. Maintenance Helper PT	0.00	1.20	0.72	0.00	0.00	
P.W. Superintendent	0.50	0.05	0.00	0.00	0.00	
Equipment Supervisor	0.00	0.00	0.05	0.00	0.00	
Mechanical Helper	0.10	0.00	0.05	0.00	0.00	
Sr. Maintenance Worker	0.35	0.25	0.07	0.00	0.00	
P.W. Field Supervisor II	0.00	0.10	0.00	0.00	0.00	
P.W. Field Supervisor I	0.05	0.00	0.00	0.00	0.00	
Maintenance Worker	0.20	0.25	0.35	0.00	0.00	
Finance Office Specialist	0.00	0.00	0.00	0.25	0.25	
<b>Total</b>	<b>1.65</b>	<b>2.00</b>	<b>1.94</b>	<b>0.30</b>	<b>0.30</b>	
<b>APPROPRIATIONS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
Personnel Services	\$ 126,221	\$ 110,319	\$ 73,618	\$ 74,943	\$ 16,087	
Operating Expenses	972,082	967,324	952,977	817,149	1,030,655	
Capital Outlay	-	-	-	-	-	
Transfers	3,000	-	-	-	3,000	
<b>Total</b>	<b>\$ 1,101,303</b>	<b>\$ 1,077,642</b>	<b>\$ 1,026,595</b>	<b>\$ 892,092</b>	<b>\$ 1,049,742</b>	
<b>SOURCE OF FUNDS</b>	<b>ACTUAL 2009-2010</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>ADOPTED 2012-2013</b>	
73 Refuse Disposal Fund	1,110,869	1,125,037	1,109,954	1,109,954	1,109,954	
<b>Total</b>	<b>\$ 1,110,869</b>	<b>\$ 1,125,037</b>	<b>\$ 1,109,954</b>	<b>\$ 1,109,954</b>	<b>\$ 1,109,954</b>	
<b>4100</b>	<b>PERSONNEL SERVICES</b>				<b>\$16,087</b>	
4101	Personnel costs (Public Works)			\$259		
	Personnel costs (Finance)			\$15,828		
<b>4200</b>	<b>OPERATING EXPENSES</b>				<b>\$1,030,655</b>	
4260	Contractual Services			\$876,355		
	Automated residential contract with Crown Disposal.		\$856,355			
	Base service cost per month is \$65,959.60 plus additional fees for added collections. Fy 2010-11 monthly average cost was \$66,506. The contract allows for a CPI increase each Jan 1 based on previous December to December CPI increase. Estimated increased rate per month beginning Jan. 1 2013 is \$67,280 plus additional fees for added collections requested by Public works.					
4260	Disposal of hazardous waste per EPA Title 8, Article 109, sec 5192.		\$3,000			
	The waste is generated by City Yard or collected by Public Works crews during routine pickup of materials dumped on City properties and on public right of ways. Annual estimated FY 12 cost of \$6,000 is shared between Sewer Maintenance Division (72-360) and Refuse / Environmental Division (73-350).					
	NPDES Program annual contract services: monitor and catalog storm drain materials; perform inspections; report preparation. Program costs are shared between Funds 72 and 73		\$17,000			

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>			<b>DIVISION NO.</b>
<b>Refuse/Environmental</b>			<b>73-350</b>
4270	Professional Services NPDES Program annual contract services: report preparation, engineering consultation and outreach	\$3,500	\$3,500
4290	Office Equipment Maintenance Annual copier lease & maintenance (Annual total = \$2880, shared with Funds 70, 72, 73 and 01-390)  Misc. repair of computer & office equipment.	\$720  \$400	\$1,120
4300	Department Supplies Office Supplies for Public Works Utility billing forms & misc. supplies	\$500 \$6,000	\$6,500
4310	Equipment and Supplies Uniforms and Safety Gear: Uniform replacements & new issues; \$320 per staff based on FTE assigned to 73-350 Division; jackets issued in FY 10, next issue FY 12  Rain and safety gear, average of \$450 per staff based on FTE assigned to 73-350 Division  Service Volunteer gear issue, 4 @ \$40  Safety shoes, 3 pairs @ \$150  Coveralls, 3 @ \$60	\$384  \$540  \$160 \$450 \$180	\$1,714
4320	Department Equipment Maintenance Safety Equipment		\$400
4360	Personnel Training (Education Reimbursement) SWM workshops, seminars & training courses		-
4370	Meetings & Memberships MMASC meetings		\$400
4380	Subscriptions / Dues & Memberships		-
4390	Vehicle Allowance & Mileage for seminar		\$200
4400	Vehicle Maintenance		\$1,325
4402	Fuel		\$1,259
4430	Activities & Programs Outreach and public education		-
4455	Bad Debts Expense		\$500
4470	Special Expense- \$30,000 Portion of total cost allocation for utility billing. Consolidated into Cost Allocation moved to acct 4480.		-
4480	Cost Allocation - Administrative Overhead		\$133,350
4820	Depreciation Expense - Machinery & Equipment		\$4,032

**CITY OF SAN FERNANDO**

**ADOPTED BUDGET**

**FY 2012-2013**

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Refuse/Environmental</b>		<b>73-350</b>	
<b>4500</b>	<b>CAPITAL EQUIPMENT</b>	<b>\$3,000</b>	
4500	Storm Drain Blockers - Refer to Fund 13 and 50	-	
	Edgesoft Maintenance	\$3,000	
	Total cost of maintenance agreement FY 11/12 to FY 14/15 is \$36,000. Public Works cost allocation = \$12,000 split over 01-310 and Funds 70, 72 and 73		
	Replacement of Heavy Duty Dump Truck (City Vehicle #PW0873 w/ CNG fueled truck (20% of \$120,000 total cost) - Deferred	-	
	Replacement of two F150 utility trucks w/ electric vehicle (20% of \$30,000 total cost) - Deferred	-	
	Replacement of two F150 utility trucks w/ small utility vehicle (20% of \$34,000 total cost) - Deferred	-	
	Utility vehicle accessories: trailer, hitches, etc. - Deferred	-	
<b>TOTAL</b>			<b>\$1,049,742</b>