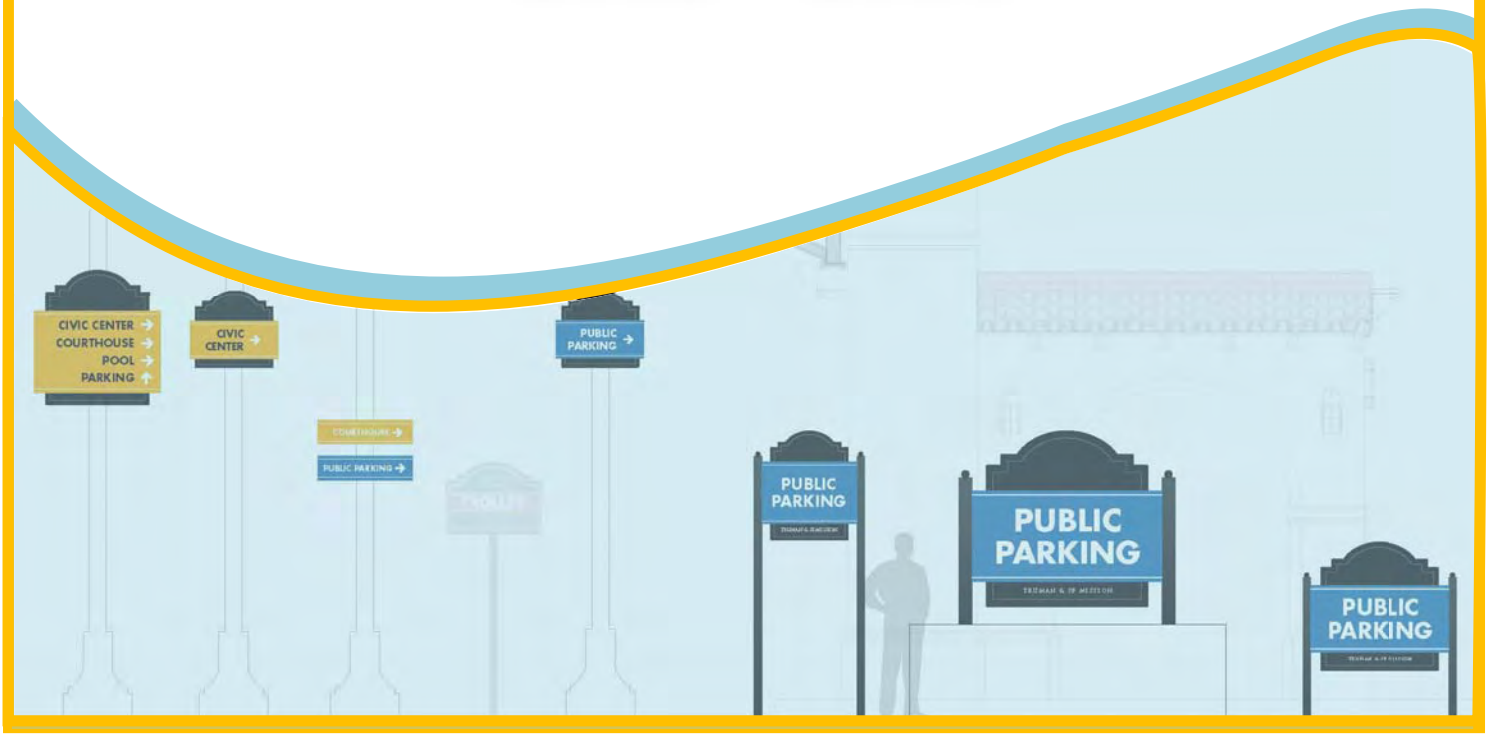
ADOPTED BUDGET

Fiscal Year

2013 - 2014



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ELECTED OFFICIALS

City Council

MAYOR	MAYOR PRO TEM
Antonio Lopez	Sylvia Ballin

COUNCILMEMBERS

Jesse H. Avila
Joel Fajardo
Robert C. Gonzales

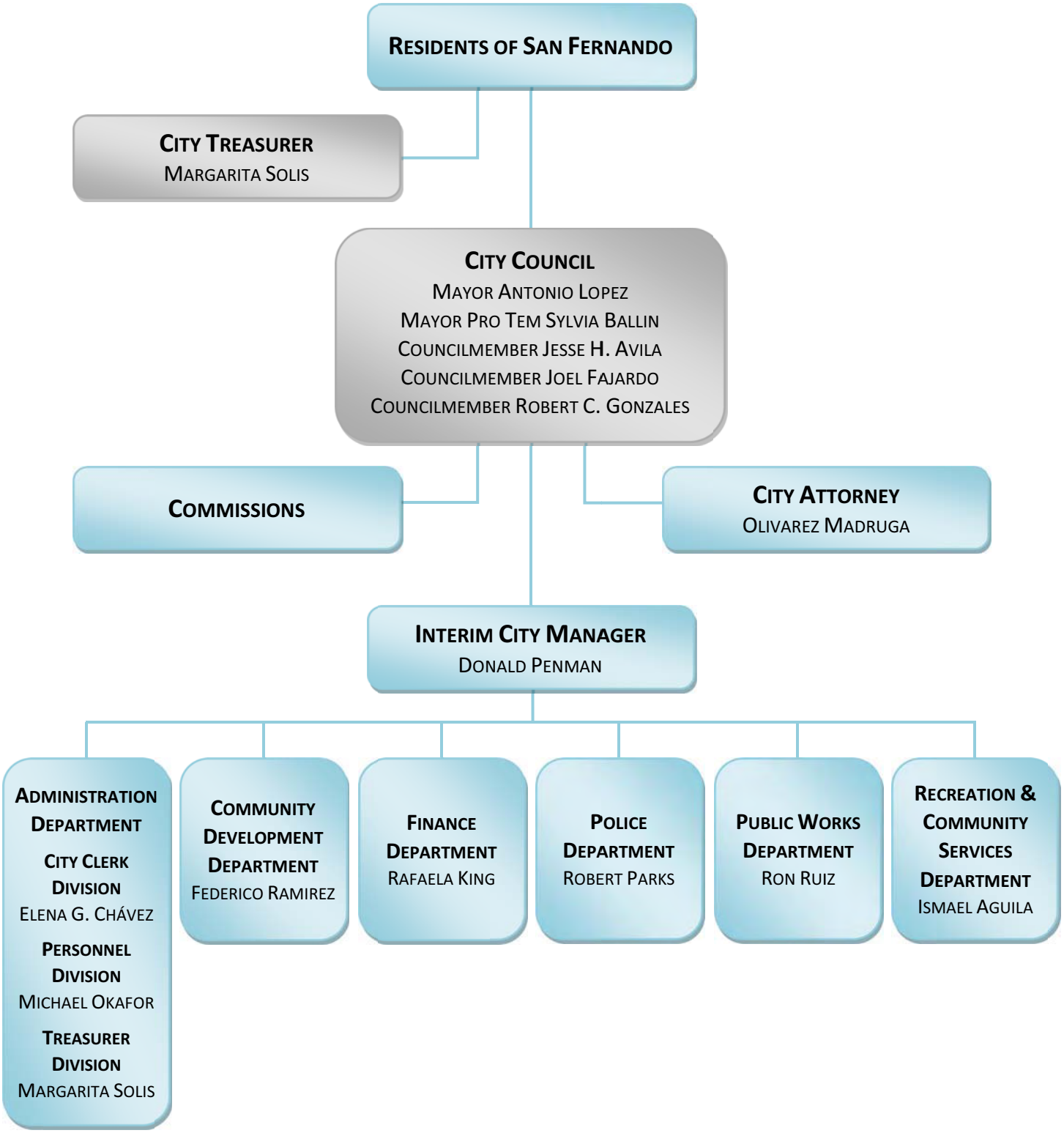
City Treasurer

Margarita Solis

ADMINISTRATION AND DEPARTMENT HEADS

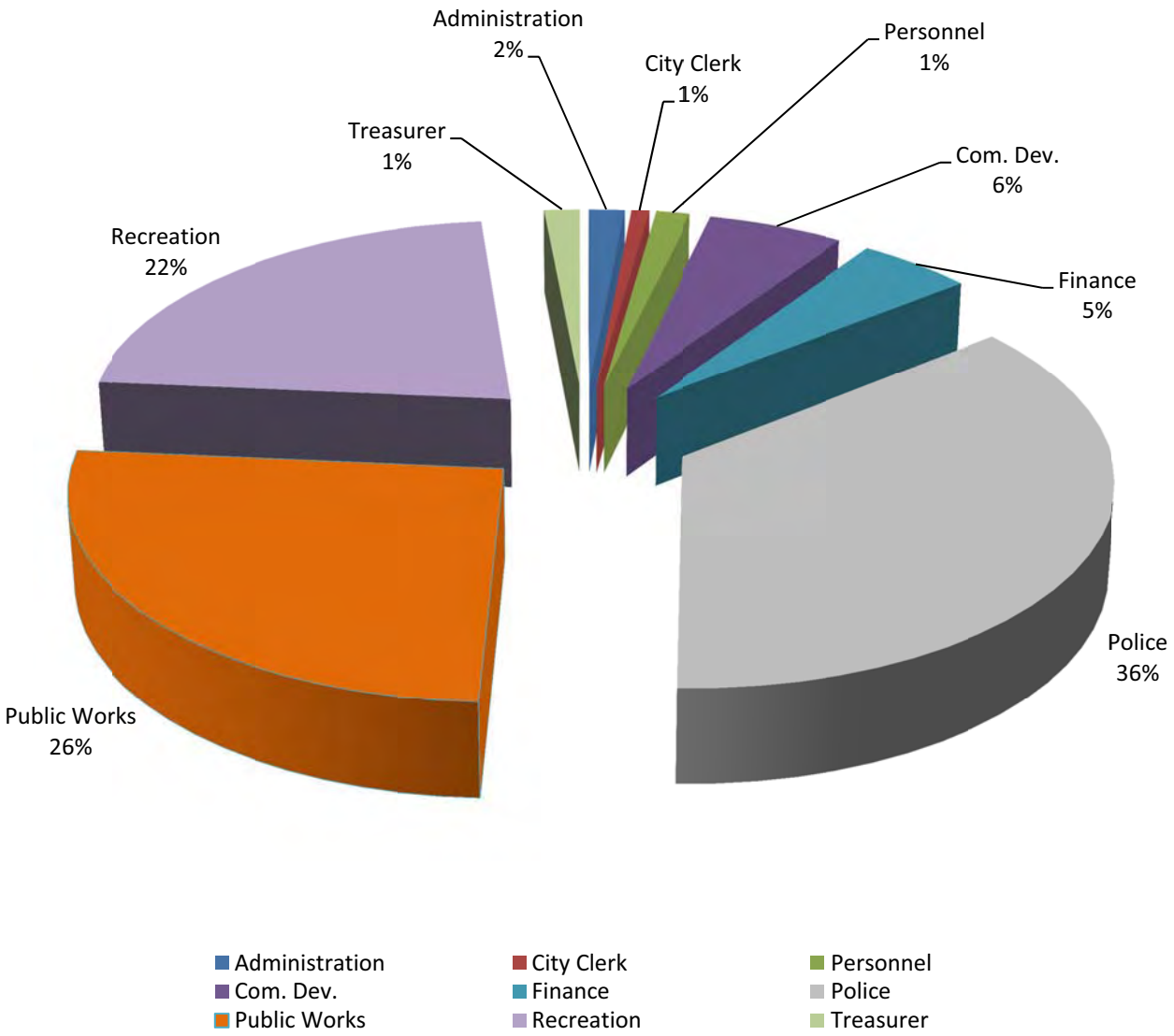
Interim City Manager	Don Penman
Community Development Director	Fred Ramirez
Interim Finance Director	Rafaela King
Personnel Manager	Michael Okafor
Interim Police Chief	Robert Parks
Public Works Director	Ron Ruiz
Recreation & Community Services Operations Manager	Ismael Aguila

Organizational Chart



Elected Official

Adopted Positions by Department



CITY OF SAN FERNANDO
FY 2013-2014 - TABLE OF ORGANIZATION

DEPARTMENT/TITLE	BUDGETED HOURS (PER WEEK)	FULL TIME EQUIVALENT (FTE) STATUS	AVG NUMBER OF PERSONNEL IN POSITION
ADMINISTRATION			
Administrative Officer	40	1	1
Executive Assistant to the City Administrator	40	1	1
*Assistant to the City Administrator	0	0	0
TOTAL	**80**	**2**	**2**
City Clerk	40	1	1
*Office Clerk (Admin/City Clerk) P/T	0	0	0
TOTAL	**40**	**1**	**1**
Personnel Division			
Personnel Manager	40	1	1
*Personnel Office Assistant	0	0	0
Personnel Technician	40	1	1
*Personnel Office Clerk (P/T)	0	0	0
TOTAL	**80**	**2**	**2**
COMMUNITY DEVELOPMENT			
*Community Development Director	0	0	0
Community Preservation Officer	80	2	2
*Community Preservation Officer	0	0	0
City Planner	40	1	1
Building & Safety Supervisor	40	1	1
*Associate Planner	0	0	0
Assistant Planner	40	1	1
Community Development Secretary	40	1	1
Community Preservation Officer (P/T)	30	0.75	2
City Maintenance Helper (P/T) - Grafitti	38	0.95	2
TOTAL	**308**	**7.7**	**10**
FINANCE			
Finance Director	40	1	1
*Senior Accountant	0	0	0
Junior Accountant	40	1	1
Senior Account Clerk II	40	1	1
Senior Account Clerk	80	2	2
*Senior Account Clerk	0	0	0
Finance Office Specialist	40	1	1
Cashier (P/T)	20	0.5	1
TOTAL	**260**	**6.5**	**7**

CITY OF SAN FERNANDO
FY 2013-2014 - TABLE OF ORGANIZATION

DEPARTMENT/TITLE	BUDGETED HOURS (PER WEEK)	FULL TIME EQUIVALENT (FTE) STATUS	AVG NUMBER OF PERSONNEL IN POSITION
POLICE			
Police Chief	40	1	1
Police Lieutenant	80	2	2
*Police Lieutenant	0	0	0
Police Sergeant	200	5	5
*Police Sergeant	0	0	0
Police Officer	920	23	23
*Police Officer	0	0	0
Community Service Officer	160	4	4
Police Desk Officer	240	6	6
*Police Desk Officer Supervisor	0	0	0
Police Office Specialist	40	1	1
Police Records/Systems Administrator	40	1	1
Police Records Specialist	40	1	1
*Police Records Specialist	0	0	0
Property Control Officer	40	1	1
Crossing Guard (P/T)	100	2.5	6
Junior Cadet (P/T)	40	1	2
TOTAL	**1940**	**48.5**	**53**
PUBLIC WORKS			
Public Works Director	40	1	1
Administrative Analyst	40	1	1
*Management Analyst	0	0	0
Office Specialist	40	1	1
Public Works Administrative Coordinator	40	1	1
Public Works Office Specialist	40	1	1
Electrical Division			
Electrical Supervisor	40	1	1
Building Maint. Worker/Electrical Helper	40	1	1
Engineering Division			
*City Engineer	0	0	0
Civil Engineering Assistant II	80	2	2
Facility Maintenance Division			
Public Works Superintendent	40	1	1
Public Woks Field Supervisor II	40	1	1

CITY OF SAN FERNANDO
FY 2013-2014 - TABLE OF ORGANIZATION

DEPARTMENT/TITLE	BUDGETED HOURS (PER WEEK)	FULL TIME EQUIVALENT (FTE) STATUS	AVG NUMBER OF PERSONNEL IN POSITION
Facility Maintenance Division Cont'd.			
Senior Maintenance Worker	40	1	1
Public Works Maintenance Worker	120	3	3
Public Works Maintenance Helper (P/T)	17	0.4	1
Equipment & Materials Division			
Equipment & Materials Supervisor	40	1	1
Mechanical Helper	40	1	1
Street Services Division			
Public Works Supervisor II	40	1	1
Senior Maintenance Worker	160	4	4
Public Works Maintenance Worker	80	2	2
*Public Works Maintenance Worker	0	0	0
*Public Works Maintenance Worker	0	0	0
Public Works Maintenance Helper (P/T)	51	1.3	3
Water Services Division			
Public Works Superintendent	40	1	1
Public Works Field Supervisor II	40	1	1
Public Works Field Supervisor I	40	1	1
Senior Maintenance Worker	40	1	1
Public Works Maintenance Worker	120	3	3
Meter Technician	40	1	1
Water Pumping Operator/Backflow Techn.	40	1	1
TOTAL	**1388**	**34.7**	**37**
RECREATION & COMMUNITY SERVICES			
*Director of Rec. & Community Services	0	0	0
Aquatics Supervisor	40	1	1
Office Specialist	80	2	2
Community Services Supervisor	40	1	1
Cultural Arts Supervisor	40	1	1
Recreation/Community Svcs. Operations Mgr.	40	1	1
Program Specialist	40	1	1
Counselor (P/T)	262	7	14
Lifeguard (P/T)	160	4	15
Pool Attendant/Cashier (P/T)	20	0.5	2
Program Specialist (P/T)	40	1	1
Recreation Leader I & II (P/T)	255	6.38	20
Senior Counselor (P/T)	101	2.53	7
Senior Lifeguard (P/T)	58	1.2	2
TOTAL	**1176**	**29.61**	**68**
TREASURER			
Treasurer Assistant	40	1	1
Office Clerk	40	1	1
TOTAL	**80**	**2**	**2**
GRAND TOTAL FULL TIME	**5352**	**134.01**	**182**

* Currently unbudgeted frozen position

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SECTION I.

BUDGET OVERVIEW

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TO: **Mayor Antonio Lopez and City Councilmembers**

FROM: **Donald Penman, Interim City Manager**

SUBJECT: **Adopted Fiscal Year (FY) 2013-2014 Budget**

Presented for the City Council's information and use is the Adopted FY 2013-2014 Budget. This document encompasses the General, Enterprise, and Special Funds under the jurisdiction of the City. In total, this represents $37,743,928 in expenditures. It includes all changes directed by the City Council at the Budget Workshops and the June 17, 2013 Public Hearing, as well as, final changes when the budget was adopted on July 1, 2013. This includes the estimated savings from the implementation of employee furloughs and other cost saving strategies and final adjustments approved by the City Council.

Overall, I am pleased that the process, while arduous, enabled the City Council to make decisions with the most complete and accurate information available which also allowed the public to better understand the City's fiscal position. This "full disclosure", contrary to prior year budgets, caused some difficult decisions to be made, balancing the needs of the community with the fiscal realities confronting the City. For example beginning in FY 2013-2014, the Budget will reflect that all retiree health costs will be allocated to the appropriate Funds, most of which would fall on the General Fund rather than the Retirement Fund which had been the practice of the City for over ten years. This change was mandated by judicial rulings many years ago involving another city, yet applicable to San Fernando.

For staff, the preparation and presentation of the Budget was a difficult task, sorting through prior spending plans that did not fully unveil the City's true financial problems. In the longer term, the Budget format needs to be altered so that expenses are more clearly identified and transparent so that decisions can be made based on reliable projections. This will build in greater accountability both in the budget process as well and the implementation and monitoring of expenses throughout the year.

Budget Highlights

General Fund

The General Fund represents the single largest fund within the City. I am pleased to report that the General Fund budget is balanced, with an anticipated surplus of $299,095. If the revenue and expenditure estimates are achieved, the General Fund negative balance will be reduced from $391,471 to $92,376. The expenditure estimates include the furlough days and other cost saving strategies

negotiated with our employee groups for the fiscal year and these will need to be monitored to ensure the projected savings are realized; if not, further expenditure adjustments will need to be considered at mid-year. No new programs are incorporated within the General Fund; it is essentially a status quo budget. However, the implementation of furloughs will result in fewer staff hours on a weekly basis so this will cause a further reduction in services throughout the City departments.

The City's revenue picture is improving, with the addition of a new automobile dealership and other new uses in the planning phase. The Budget also projects the new revenue from the Transactions and Use Tax, approved by voters in June 2013. The implementation date of this new tax will be October 1, 2013, so nine months of revenue is projected from this source. There are also additional revenues anticipated from user fees, which the City collects from a number of sources. Implicit in these estimates is that staff must do a more thorough job of ensuring that these fees are collected.

Special Funds

The Special Funds of the City involve an array of services provided to the community; examples include dial-a-ride, traffic safety, street lighting, parking maintenance, law enforcement services, and park improvements. A number of these Funds also serve as a conduit for the receipt and transfer of funds. One unique Special Fund is the Grant Fund, which staff will be phasing out over this fiscal year. The Grant Fund, which has a deficit of $2,093,720, was established many years ago to account for all grants from both a revenue and expenditure side. However, there has been a lack of staff accountability in managing the Fund, and in a number of instances expenditures have exceeded grant revenue forcing the General Fund to cover the shortfall. The Grant Fund has also been the conduit for borrowing from other funds to finance certain projects, such as the Las Palmas Park Improvement Project, initiated in 2002 with loans from the Sewer and Retirement Funds totaling $1.5 million. Unfortunately, the City in the past has not been diligent in retiring this and other debt resulting in an outstanding balance on a number of these loans.

Another program funded by our Transportation Funds that staff has recommended in the budget process was to study the sustainability of the Trolley program. Budgeted at almost $225,000, this program provides a fixed route transportation program to the community. However, the ridership is marginal to justify the expense and the program needs to be evaluated as to its long term viability. There should be consideration of ending this program and reallocating these funds for certain badly needed eligible street projects.

Enterprise Funds

These funds are legally restricted monies that include Water, Sewer and Refuse. During this year, the City will be working on a number of very important projects, including the completion of the Nitrate Removal Project and conducting a Request for Proposal (RFP) process for the award of a new franchise

agreement for refuse collection. The Water and Sewer Funds will also realize increased revenues for the rate increases that were approved in May 2012, which will allow the City to proceed with important capital improvement projects.

Conclusion

Over the past few years the City has been impacted by a number of problems that has resulted in severe financial consequences. Some of these have been beyond the City's control, such as the recession and the dissolution of redevelopment by the State. However, there are other problems that have been self-inflicted, such as not having a proper loan agreement between the City and the Redevelopment Agency for the August 2002 California Housing Finance Agency (CHFA) loan for affordable housing projects, resulting in a $1 million obligation imposed on the General Fund. Additionally, the funding of retiree health insurance by the Retirement Tax has caused the City to implement a multi-year repayment plan to the Retirement Fund.

Despite these problems, the City Council has addressed the issues and challenges head-on and adopted a responsible budget that addresses our obligations and "lives within our means". Of equal importance, the City Council did this with a commitment to transparency that encouraged community involvement throughout the process. Over time the decisions made as part of this budget will lead the City down a more stable, sustainable financial path. Yet there are still many challenges ahead, such as addressing the City unfunded liabilities in our pension plan and retiree health plan. If this City Council, and future City Councils, apply the same resolve to these issues as was demonstrated in this budget process, the City will be more than able to meet these challenges.

I would like to acknowledge the hard work of all the staff for their efforts in the budget process as well in the production of this document. It was a difficult process for a number of reasons, but as the Interim City Manager, I was truly appreciative and impressed with their responsiveness and commitment under very trying times.

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ADOPTED

FY 2013-2014 CITY BUDGET

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

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CITY OF SAN FERNANDO
SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND
FISCAL YEAR 2012-2013

CITY OF SAN FERNANDO
SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND
FISCAL YEAR 2013-2014

FUND NO #	FUND NAME	Actual Beginning Balance July 1, 2012	Adopted Revenues FY 2012-2013	Adopted Budget FY 2012-2013	Adjustments	Estimated Beginning Balance July 1, 2013	Estimated Revenues FY 2013-2014	Transfers In	Total Resources	Proposed Operating Expenditures FY 2013-2014	Capital Projects / Expenses	Transfers Out	Total Requirements	Estimated Ending Balance June 30, 2014
General Fund: *														
1	General Fund	$ (253,119)	$ 17,012,868	$ 16,994,832	$ (156,388)	$ (391,471)	$ 14,437,983	$ 4,048,476	$ 18,486,459	$ 17,837,436	$ 134,730	$ 215,198	$ 18,187,364	$ (92,376)
6	Self Insurance Trust Fund	(983,665)	1,240,000	1,090,000	(436,269)	(1,269,934)	1,053,787	100,000	1,153,787	1,350,000	0	16,852	1,366,852	(1,482,999)
	Total General Fund:	(1,236,784)	18,252,868	18,084,832	(592,657)	(1,661,405)	15,491,770	4,148,476	19,640,246	19,187,436	134,730	232,050	19,554,216	(1,575,375)
Special Revenue Funds:														
2	SLESF (Supplemental Law Enforcement Services Fund)	4,906	100,000	100,000	(4,906)	0	100,000		100,000	0		100,000	100,000	0
7	Proposition "A" - Transit Development Fund	153,251	391,943	538,563	73,635	80,266	433,822	9,199	443,021	427,731		42,639	470,370	52,917
8	Proposition "C" - Transit Development Fund	545,935	302,000	743,059	210,432	315,308	337,448	22,884	360,332	377,749	68,544	130,763	577,056	98,584
9	Proposition "C" - Discretionary	20,388	25	0	(25)	20,388			0				0	20,388
10	Grant Fund	(2,656,224)	2,710,134	2,610,134	435,411	(2,120,813)	2,912,151	27,093	2,939,244	710,954	2,201,197		2,912,151	(2,093,720)
11	State Gas Tax Fund	562,920	674,416	1,189,987	(34,646)	12,703	674,416	14,401	688,817	93,727	0	384,922	478,649	222,871
12	Measure R Fund	140,247	218,000	280,208	153,908	231,947	253,086	1,126	254,212	38,057	419,000		457,057	29,102
13	Traffic Safety Fund	76,537	50,000	163,662	35,427	(1,698)	37,917		37,917			31,825	31,825	4,394
14	Cash In-Lieu of Parking	71,672	0	0		71,672	0		0	0			0	71,672
15	Local Transportation Fund (SB 325)	3,117	16,200	16,200	(947)	2,170	19,521		19,521	0	16,100	100	16,200	5,491
16	Air Quality Management District Fund (AQMD)	71,885	29,000	0		100,885	29,000		29,000		127,000		127,000	2,885
17	Recreation Self Sustaining Fund	(36,220)	188,962	165,882	20,784	7,644	109,150		109,150	105,230			105,230	11,564
18	Retirement Fund	32,808	4,132,217	3,893,339	330,029	601,715	3,801,600		3,801,600	194,523		2,538,441	2,732,964	1,670,351
19	Quimby Act Fees	353,120	0	0	(17,537)	335,583	100		100		240,000		240,000	95,683
20	State Asset Seizure	2,493	0	0	18,462	20,955	2,000		2,000				0	22,955
21	Federal Asset Seizure	463	0	0	35,561	36,024	0		0				0	36,024
26	Community Development Block Grant (CDBG)	(3,083)	353,149	347,315	(2,751)	0	245,290	102,785	348,075	348,075			348,075	0
27	Street Lighting	(3,402)	426,798	411,860	36,337	47,873	333,571	32,144	365,715	377,094	5,000	11,763	393,857	19,731
29	Parking Maintenance Operations (M & O)	58,199	218,000	181,912	25,506	119,793	207,756	14,835	222,591	148,377	55,500	43,464	247,341	95,043
40	State of Emergency	0	0	0		0			0				0	0
41	Equipment Replacement	135,259	0	0		135,259	0		0		135,000		135,000	259
50	Pavement Fund	139,389	230,326	368,481	131,905	133,139	327,206	2,798	330,004	16,129	200,000	230,326	446,455	16,688
	Total Special Revenue Funds:	(326,340)	10,041,170	11,010,602	1,446,585	150,813	9,824,034	227,265	10,051,299	2,837,646	3,467,341	3,514,243	9,819,230	382,882

CITY OF SAN FERNANDO
SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND
FISCAL YEAR 2012-2013 / FISCAL YEAR 2013-2014

FUND NO #	FUND NAME	Actual Beginning Balance July 1, 2012	Adopted Revenues FY 2012-2013	Adopted Budget FY 2012-2013	Adjustments	Estimated Beginning Balance July 1, 2013	Estimated Revenues FY 2013-2014	Transfers In	Total Resources	Proposed Operating Expenditures FY 2013-2014	Capital Projects / Expenses	Transfers Out	Total Requirements	Estimated Ending Balance June 30, 2014
Enterprise Funds:														
70	Water Division	1,800,699	3,126,708	3,339,066	(589,546)	998,795	3,514,744	217,027	3,731,771	2,927,843	894,822	459,735	4,282,400	448,166
72	Sewer Division	4,428,546	2,434,569	2,641,416	149,989	4,371,688	3,106,637	84,898	3,191,535	1,921,072	1,695,589	346,742	3,963,403	3,599,820
73	Refuse/Environmental	(29,567)	1,109,954	1,049,742	93,759	124,404	1,120,623	8,454	1,129,077	1,017,653	3,000	133,350	1,154,003	99,478
	Total Enterprise Funds:	**6,199,678**	**6,671,231**	**7,030,224**	**(345,798)**	**5,494,887**	**7,742,004**	**310,379**	**8,052,383**	**5,866,568**	**2,593,411**	**939,827**	**9,399,806**	**4,147,464**
	TOTAL ALL CITY FUNDS:	4,636,554	34,965,269	36,125,658	508,130	3,984,295	33,057,808	4,686,120	37,743,928	27,891,650	6,195,482	4,686,120	38,773,252	2,954,971

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

* For Financial Statement purposes, the total General Fund includes the Self Insurance Trust Fund.

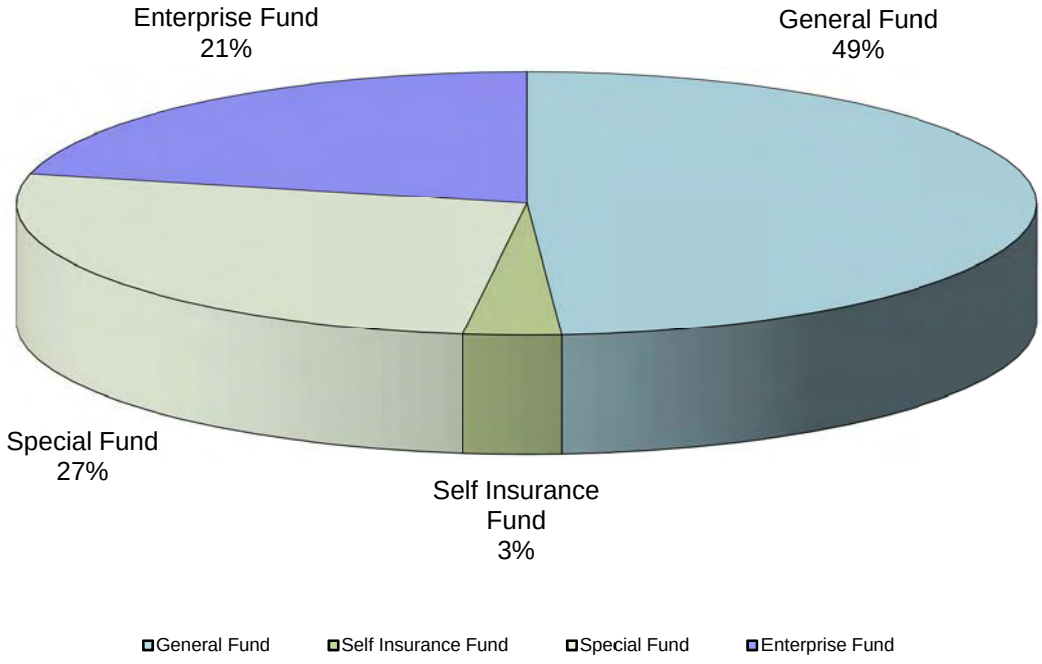
CITY OF SAN FERNANDO

SUMMARY OF FUND TRANSFERS

FISCAL YEAR 2013-2014

	FUND	DIVISION	DESCRIPTION	AMOUNT FROM	AMOUNT TO
FROM:	01		General Fund	215,198	
TO:	6		Self Insurance Fund		100,000
	10		Grant Fund		-
	26		CDBG - Section 108 Loan supplement		102,785
	27		Street Lighting		12,413
FROM:	18		Retirement Fund	1,974,472	
TO:	01	180	General Fund		1,974,472
FROM:	02		Supplemental Law Enforcement Services (SLESF)	100,000	
	08	190	PROPOSTION C (001-390-0470-xxxx)	56,897	
	08	190	PROPOSTION C (001-313-0000-xxxx)	62,785	
	11		State Gas Tax Fund	363,852	
	13		Traffic Safety	31,825	
	29		Parking M & O	36,088	
	50		Pavement Management	230,326	
	70	381	Water	60,000	
	70	384	Water	1,000	
	72	360	Sewer	60,000	
TO:	01		General Fund		1,002,773
			Cost Allocations		
FROM:	6		Self Insurance Fund	16,852	
	7		PROPOSTION A - TRANSPORTATION SALES TAX	42,639	
	8		PROPOSTION C	11,081	
	11		STATE GAS TAX FUND	21,070	
	15		LOCAL TRANSPORTATION	100	
	18		RETIREMENT FUND	141,523	
	29		Parking M & O	7,376	
	27		Street Lighting	11,763	
	70	381	Water	398,735	
	72	360	Sewer	286,742	
	73		Refuse	133,350	
TO:	01	3795	GENERAL FUND		1,071,231
			Retirement Costs from Special Funds		
FROM:	18		RETIREMENT FUND	112,067	
TO:	7		PROPOSTION A - TRANSPORTATION SALES TAX		9,199
	8		PROPOSTION C		22,884
	10		Grant Fund		27,093
	11		STATE GAS TAX FUND		14,401
	12		MEASURE R		1,126
	27		Street Lighting		19,731
	29		Parking M & O		14,835
	50		Pavement Management		2,798
			Retirement Costs from Enterprise Funds		
FROM:	18		RETIREMENT FUND	310,379	
TO:	70	381	Water		217,027
	72	360	Sewer		84,898
	73	350	Refuse		8,454
				$ 4,686,120	**$ 4,686,120**

Total City Budget $37,743,928



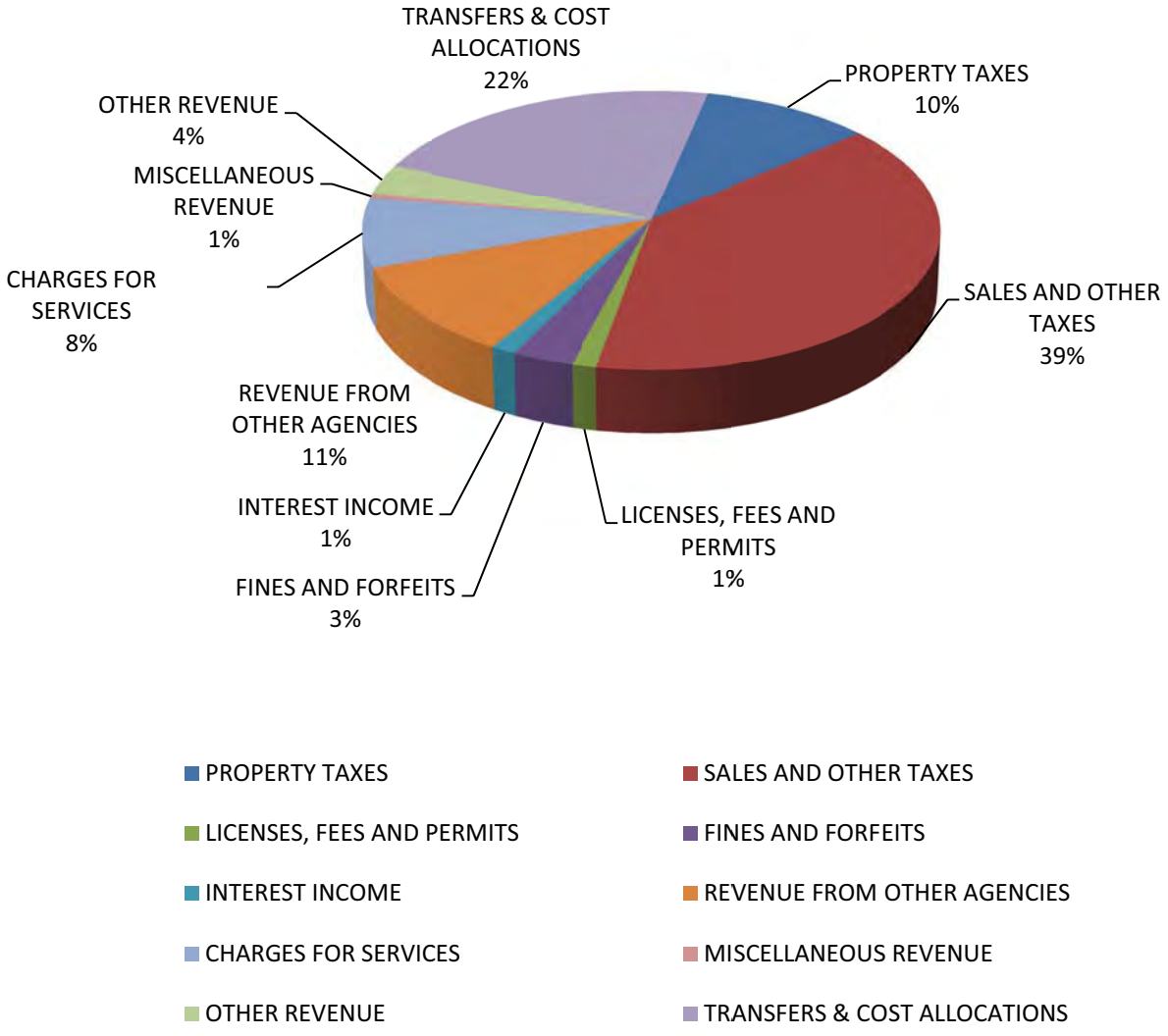
***General Fund $19,604,246**

(includes Self Insurance Fund)

Special Funds $10,051,299

Enterprise Funds $8,052,383

Total General Fund Budget $18,486,459



CITY OF SAN FERNANDO
ADOPTED BUDGET
ESTIMATED REVENUES
FISCAL YEAR 2013-2014

The total Citywide budget for estimated revenues including transfers.

Total General Fund	Estimated Revenue	Transfers In	Total Budget
PROPERTY TAXES	$ 1,906,725		$ 1,906,725
SALES AND OTHER TAXES	7,244,369		7,244,369
LICENSES, FEES AND PERMITS	239,916		239,916
FINES AND FORFEITS	587,500		587,500
INTEREST INCOME	238,298		238,298
REVENUE FROM OTHER AGENCIES	1,995,145		1,995,145
CHARGES FOR SERVICES	1,483,260	1,071,231	2,554,491
MISCELLANEOUS REVENUE	91,500		91,500
OTHER REVENUE	651,270		651,270
TRANSFERS & COST ALLOCATIONS		2,977,245	2,977,245
Total General Fund	**$ 14,437,983**	**$ 4,048,476**	**$ 18,486,459**
Self Insurance Fund			
06 *Self Insurance*	$ 1,053,787	$ 100,000	1,153,787
Total General & Self Insurance Funds	**$ 15,491,770**	**$ 4,148,476**	**$ 19,640,246**

CITY OF SAN FERNANDO
ADOPTED BUDGET
ESTIMATED REVENUES
FISCAL YEAR 2013-2014

The total Citywide budget for estimated revenues including transfers.

Special Funds	Estimated Revenue	Transfers In	Total Budget
02 SLESF	$ 100,000	$ -	$ 100,000
07 Propostion A	433,822	9,199	443,021
08 Propostion C	337,448	22,884	360,332
10 Grants	2,912,151	27,093	2,939,244
11 State Gas Tax	674,416	14,401	688,817
12 Measure R	253,086	1,126	254,212
13 Traffic Safety	37,917	-	37,917
14 Cash In-Lieu of Parking	-	-	-
15 Local Transporation	19,521	-	19,521
16 AQMD	29,000	-	29,000
17 Recreation Self Sustaining	109,150	-	109,150
18 Retirement	3,801,600	-	3,801,600
19 Quimby Act	100	-	100
20 State Asset Seizure	2,000	-	2,000
21 Federal Asset Seizure	-	-	-
26 CDBG	245,290	102,785	348,075
27 Street Lighting	333,571	32,144	365,715
29 Parking and Maintenance Operati	207,756	14,835	222,591
40 State of Emergency	-	-	-
41 Equipment Replacement	-	-	-
50 Pavement Fund	327,206	2,798	330,004
Total Special Funds	**$ 9,824,034**	**$ 227,265**	**$ 10,051,299**
Enterprise Funds	**Estimated Revenue**	**Transfers In**	**Total Budget**
70 Water	$ 3,514,744	$ 217,027	$ 3,731,771
72 Sewer	3,106,637	84,898	3,191,535
73 Refuse	1,120,623	8,454	1,129,077
Total Enterprise Funds	**$ 7,742,004**	**$ 310,379**	**$ 8,052,383**
Total Citywide Revenues	**$ 33,057,808**	**$ 4,686,120**	**$ 37,743,928**

CITY OF SAN FERNANDO
GENERAL FUND REVENUE

Account Number		2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 ADOPTED	2012-2013 Yr. End Est	2013-2014 Adopted
01	GENERAL FUND							
3100	PROPERTY TAXES							
3110-0000	SECURED PROPERTY TAXES-CY	1,394,022.93	1,262,141.88	1,192,172.49	1,314,656	1,239,648	1,239,648	1,284,440
3120-0000	UNSECURED PROPERTY TAXES C/Y	17,005.40	49,111.42	21,800.67	25,855	60,600	60,600	52,285
3130-0000	PRIOR YEARS PROPERTY TAXES	3,915.75	(2,123)	(23,364)	18,147	7,575	(30,000)	-
3142-0000	RESIDUAL TAX REVENUE	0.00	0.00	0.00	50,504	0	140,250	125,000
3146-0000	CITY PASS THROUGH - TAXING ENTITY	0.00	0.00	0.00	0	0	300,000	430,000
3150-0000	PROPERTY TAX PENALTIES & INT	24,980.54	63,914.06	30,597.67	3,700	17,170	17,170	15,000
Tot	**PROPERTY TAXES**	**1,439,925**	**1,373,044**	**1,221,207**	**1,412,861**	**1,324,993**	**1,727,668**	**1,906,725**
3200	SALES AND OTHER TAXES							
3210-0000	SALES AND USE TAXES	2,599,450.04	2,478,956.62	2,263,468.21	2,380,675	2,370,000	2,556,419	2,733,865
3210-3110	PROP TAX IN LIEU OF SALES & USE TAX	955,587.17	700,107.58	890,789.84	603,373	840,000	867,581	911,500
3210-XXXX	1/2 Cent Transaction Sales Tax	0	0	0	0	0	-	1,200,000
3211-0000	P.S.A.F.	161,779.39	149,988.35	156,805.75	169,106	150,000	150,000	150,000
3230-0000	FRANCHISES	172,366.72	138,502.51	142,953.65	142,912	143,000	143,000	143,000
3231-0000	CABLE TV FRANCHISE	150,385.37	118,314.00	123,923.00	126,182	120,000	120,000	120,000
3232-0000	VEHICLE TOW FRANCHISE FEE	96,222.00	84,825.00	66,645.00	38,025	38,000	32,000	32,000
3240-0000	BUSINESS LICENSE TAXES	1,197,441.09	1,289,530.66	951,438.92	958,399	1,000,000	963,000	970,000
3240-3243	SWAPMEET BUSINESS LICENSE	49,058.85	57,472.20	59,384.80	53,000	60,000	53,000	55,000
3240-3245	BUSINESS LICENSE PROCESSING FEE	66,242.00	67,826.00	73,478.00	71,184	73,000	70,000	72,000
3240-9800	BUS LIC-TOBACCO VIOLATION FEES	0.00	150.00	0.00	0	0	-	-
3250-0000	DOCUMENTARY TAXES	77,086.58	37,301.48	28,146.91	39,225	35,000	35,000	37,000
3260-0000	ADMISSION TAXES	684,768.73	767,941.92	815,164.48	833,710	840,000	814,204	820,004
Tot	**SALES AND OTHER TAXES**	**6,210,387.94**	**5,890,916.32**	**5,572,198.56**	**5,415,792**	**5,669,000**	**5,804,204**	**7,244,369**
3300	LICENSES, FEES AND PERMITS							
3320-0000	CONSTRUCTION PERMITS	175,210.54	155,423.84	168,476.05	202,570	163,000	155,000	173,000
3325-0000	COMMERCIAL AND HOME OCCUPANCY PERM	41,625.00	28,090.00	43,494.10	26,948	22,000	22,800	22,000
3330-0000	PLANNING REVIEW	11,711.00	12,195.74	14,130.00	16,798	11,000	8,000	10,000
3335-0000	GARAGE SALE PERMITS	3,760.00	3,805.00	3,595.00	3,810	4,000	3,600	4,000
3345-0000	ATM TRANSACTION FEE	0.00	0.00	-8.04	888	1,200	3,214	2,000
3350-0000	BUSINESS LICENSE PERMITS	16,974.00	14,585.00	11,055.00	17,759	15,000	16,070	15,000

CITY OF SAN FERNANDO
GENERAL FUND REVENUE

Account Number		2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 ADOPTED	2012-2013 Yr. End Est	2013-2014 Adopted
01	GENERAL FUND							
3351-0000	SB1186 STATE FEE	0	0	0	0	-	1,916	1,916
3390-0000	BANNER AND SIGN PERMITS	10,791.00	9,648.00	9,012.20	11,052	10,000	13,000	12,000
Tot	**LICENSES, FEES AND PERMITS**	**260,071.54**	**223,747.58**	**249,754.31**	**279,825**	**226,200**	**223,600**	**239,916**
3400	FINES AND FORFEITS							
3415-0000	VEHICLE REPOSSESSION FEES	590.00	870.00	935.00	1,110	1,000	1,090	1,000
3420-0000	GENERAL COURT FINES	41,183.96	72,527.53	14,925.75	10,471	12,000	8,000	9,000
3425-0000	CODE ENFORCEMENT CITATIONS	56,233.84	158,615.77	163,091.90	106,932	182,000	13,000	12,000
3430-0000	PARKING CITATIONS	1,039,385.72	842,357.79	833,613.40	713,471	715,000	564,957	565,500
3435-0000	ANIMAL CONTROL VIOLATIONS	0.00	9,060.00	1,400.00	0	0	-	-
Tot	**FINES AND FORFEITS**	**1,137,393.52**	**1,083,431.09**	**1,013,966.05**	**831,983**	**910,000**	**587,047**	**587,500**
3500	INTEREST INCOME							
3500-0000	INTEREST INCOME	75,578.99	233,990.29	132,293.42	918	1,000	1,000	1,000
3510-0000	FILMING REVENUE	9,806.09	21,133.26	14,417.70	19,641	30,000	34,000	22,298
3520-0000	RENTAL INCOME	112,502.96	158,663.66	205,148.96	199,447	215,000	215,000	215,000
Tot	**INTEREST INCOME**	**197,888.04**	**413,787.21**	**351,860.08**	**220,005**	**246,000**	**250,000**	**238,298**
3600	REVENUE FROM OTHER AGENCIES							
3605-0000	MOTOR VEHICLE IN-LIEU TAX	85,782.54	74,235.94	115,897.55	12,549	0	13,003	-
3605-3110	PROP TAX IN LIEU OF MOTR VHCL LIC FEES	1,931,421.00	1,905,051.00	1,853,313.00	1,874,672	1,877,109	1,940,682	1,958,342
3625-0000	HOMEOWNERS PROPERTY TAX RELIEF	12,844.34	11,311.60	10,865.26	10,897	11,000	11,000	11,000
3655-0000	P.O.S.T. REIMBURSEMENT	5,014.34	4,087.70	4,408.34	7,319	4,500	16,378	8,000
3685-0000	CALIF REIMB FOR MANDATED COSTS	8,137.00	12,925.00	25,447.00	13,080	25,000	11,000	11,000
3688-0000	CORRECTIONS TRAINING	5,885.00	5,885.00	5,885.00	6,303	6,303	6,303	6,303
3690-0000	REDEVELOPMENT AGENCY REIMB.	723,019.92	773,780.00	388,398.96	226,566	375,000	-	-
3697-3750	SENIOR NUTRITION MEALS-COUNTY ASSISTA	99,198.26	126,560.27	0.00	0	-	-	-
3699-0000	MISCELLANEOUS REIMBURSEMENTS	0.00	80.00	0.00	1,351	-	852	500
Tot	**REVENUE FROM OTHER AGENCIES**	**2,871,302.40**	**2,913,916.51**	**2,404,215.11**	**2,152,736**	**2,298,912**	**1,999,218**	**1,995,145**
3700	CHARGES FOR SERVICES							

CITY OF SAN FERNANDO
GENERAL FUND REVENUE

Account Number		2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 ADOPTED	2012-2013 Yr. End Est	2013-2014 Adopted
01	GENERAL FUND							
3703-0000	SPECIAL CPO SERVICES	325.00	980.00	490.00	0			-
3705-0000	ZONING & PLANNING FEES	39,094.19	52,265.00	43,315.20	49,145	48,000	50,000	45,000
3706-0000	PUBLIC NOTIFICATION FEES	680.60	0.00	2,583.10	1,449	3,000	3,000	2,000
3708-0000	ENVIRONMENTAL ASSESSMENT FEES	204.00	816.00	687.00	1,224	500	816	810
3710-0000	DUPLICATING FEES	19,195.35	15,706.25	15,904.54	15,086	15,000	14,269	17,500
3714-0000	INSPECTION UPON RESALE PROGRAM	0.00	0.00	0.00	14,093	10,000	14,500	12,500
3715-0000	SPECIAL POLICE SERVICES	218,595.00	228,308.25	208,897.03	235,691	250,000	212,758	210,000
3716-0000	MULTI-FAMILY RENTAL INSPECTION PROG.	0.00	0.00	0.00	0	5,000	-	-
3719-0154	AIMS MAINT & DEVELOP SURCHARGE EDGES	0.00	0.00	8,412.90	17,106	42,400	16,000	27,400
3720-0000	FINGERPRINT SERVICES	39,302.00	42,835.00	48,123.00	44,455	45,000	45,000	45,000
3720-3721	FINGERPRINT - LIVESCAN SERVICES	39,961.00	36,014.00	36,262.00	45,910	50,000	38,222	42,050
3723-0000	DUI RECOVERY COST PROGRAM	0.00	876.17	909.16	7,489	10,000	1,852	3,500
3725-0000	BOOKING & PROCESSING FEE REIMB	44.00	0.00	0.00	125	200,000	27,708	130,000
3726-0000	VEHICLE INSPECTION FEES	30,260.00	50,120.00	53,750.00	23,650	25,000	16,016	20,000
3728-0000	VENDOR INSPECTION FEES	0.00	0.00	21,140.15	14,390	19,000	15,000	-
3730-0000	ENGINEERING & INSPECTION FEES	21,484.00	40,969.50	9,261.50	20,750	15,000	52,665	15,000
3731-0000	SWIMMING POOL AREA RENTAL FEES	0	0.00	0.00	0	6,157	8,288	45,000
3732-0000	UPSTAIRS BANQUET RENTAL AT REC PARK	0	0.00	0.00	0	4,205	7,988	8,000
3733-0000	SWIM TEAM FEES	0	0.00	0.00	0	86,863	116,920	100,000
3734-0000	CLASSES/AEROBICS	0	0.00	0.00	0	9,447	12,715	15,000
3735-3661	CNG FUELING STATION	69,481.72	111,346.67	139,836.87	183,551	200,000	347,472	300,000
3740-0000	WEED ABATEMENT PROGRAM	0.00	0.00	1,975.00	613	5,000	-	500
3770-0000	PARK & RECREATION PROGRAM	0.00	0.00	-5.00	0	-	-	-
3770-1338	SWIM LESSONS	0.00	0.00	0.00	0	24,656	33,188	35,000
3777-0000	FACILITY RENTAL	53,030.12	70,739.99	52,763.44	45,122	55,000	55,000	55,000
3778-0000	DAY CAMP	0	0.00	0.00	45	-	-	-
3779-0000	SWIMMING POOL	0	0.00	0.00	211,716	68,672	100,000	107,000
3780-0000	COURT COMMITMENT PROGRAM	60,715.00	85,865.00	90,690.00	89,935	105,000	105,000	150,000
3781-0000	IMPOUNDED VEHICLES	66,335.80	92,284.65	69,031.45	41,996	55,000	28,675	55,000
3783-0000	VEHICLE ADMIN. PROCESSING FEE	4,020.00	14,820.00	12,000.00	7,905	20,000	12,773	15,000
3785-0000	ALARM FEES	42,455.75	33,549.00	24,671.00	16,250	16,000	22,607	27,000
3795-0000	ADMINISTRATIVE OVERHEAD	881,669.76	890,069.76	1,138,366.00	1,086,272	1,050,000	1,072,882	1,071,231

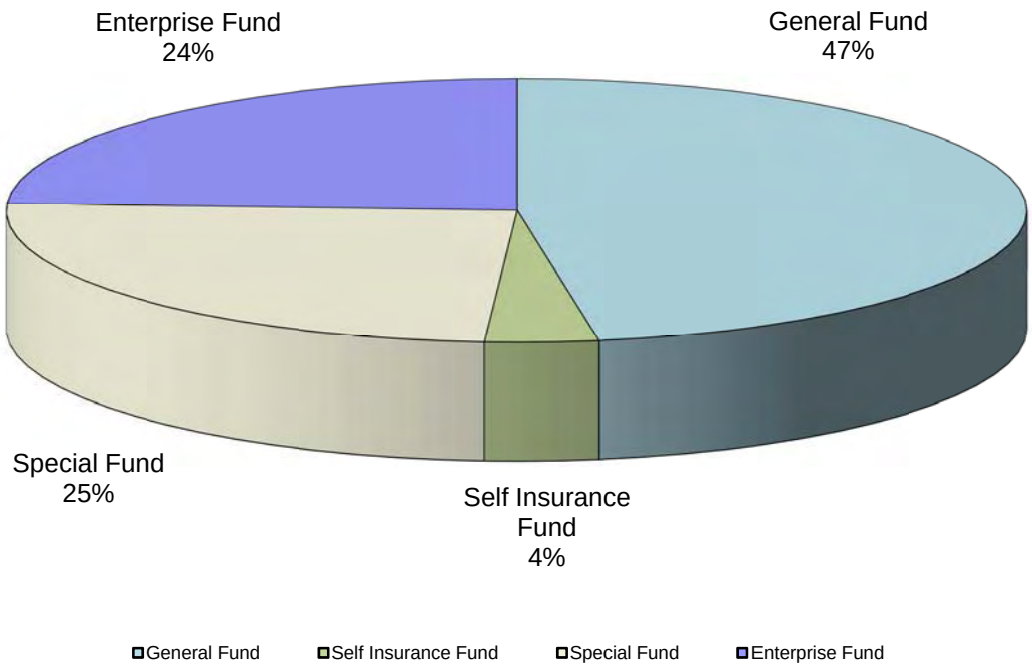
CITY OF SAN FERNANDO
GENERAL FUND REVENUE

Account Number		2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 ADOPTED	2012-2013 Yr. End Est	2013-2014 Adopted
01	GENERAL FUND							
3797-0000	ADMIN. REFUSE REVENUE	30,000.00	30,000.00	0.00	0	-	-	-
3798-0000	WATER SERVICE BILLING	20,000.04	20,000.04	0.00	0	-	-	-
Tot	**CHARGES FOR SERVICES**	**1,736,086.79**	**1,817,565.28**	**1,979,064.34**	**2,173,966**	**2,443,900**	**2,431,314**	**2,554,491**
3800	MISCELLANEOUS REVENUE							
3801-0000	MISCELLANEOUS INCOME	0.00	0.00	0.00	50	0	-	-
3855-0000	PARKING METER REV-CIVIC CENTER	110,698.51	114,667.89	110,085.41	78,130	90,000	90,000	90,000
3890-0187	MENUDO FESTIVAL	700.00	2,316.59	0.00	0			-
3890-0195	RELAY FOR LIFE	0.00	1,958.00	1,618.50	1,550	1,500	1,500	1,500
3890-1386	JULY 4TH	0.00	0.00	0.00	0	-	-	-
3890-1387	CONCERTS-SPECIAL EVENTS	650.00	0.00	0.00	0	-	-	-
Tot	**MISCELLANEOUS REVENUE**	**112,048.51**	**118,942.48**	**111,703.91**	**79,730**	**91,500**	**91,500**	**91,500**
3900	OTHER REVENUE							
3901-0000	MISCELLANEOUS REVENUE	201,620.30	215,051.59	214,317.55	296,842	215,000	80,000	80,000
3901-3750	SENIOR NUTRITION MEALS-CONTRIBUTIONS	21,771.01	27,711.18	0.00	0	-	-	-
3907-0000	REFUND OF EXCISE TAXES	0.00	0.00	47,376.00	81,234	50,000	50,000	50,000
3910-0000	SALE OF PROPERTY & EQUIPMENT	0.00	24,886.67	678,410.50	120,000	-	-	200,000
3920-0000	GENERAL CITY ELECTION	21,771.01	-	0.00	0	-	124	-
3930-0000	MALL MAINTENANCE LEVY	98,297.00	108,902.50	95,844.00	101,322	100,000	100,000	101,520
3947-0000	SA ADMINISTRATIVE COST ALLOWANCE	98,297.00	-	-	0	-	1,551	194,250
3950-0000	PROPERTY DAMAGE REIMBURSEMENT	26,611.14	240.00	14,901.39	48,716	20,000	30,000	24,000
3960-0000	AREA B ASSESSMENT ADMIN LEVY	1,695.88	1,599.84	1,541.91	1,653	1,500	1,589	1,500
3961-0000	TRANSFER FROM GAS TAX FUND	399,999.96	638,398.14	597,678.67	661,855	631,855	484,410	363,852
3963-0000	TRANSFER FROM TRAFFIC SAFETY	30,000.00	30,000.00	30,000.00	30,000	30,000	30,000	31,825
3968-0000	TRANSFER FROM PROP C FUND	115,908.00	115,908.00	115,908.00	100,908	115,908	115,908	119,682
3973-0000	TRANSFER FROM RECREATION FUND	0.00	723,299.00	164,992.02	0	-	-	-
3976-0000	TRANSFER-FIRE RETIREMENT TRNSF	314,100.00	314,100.00	314,100.00	684,745	314,100	314,100	-
3978-0000	TRANS FROM RETIREMENT TAX FUND	2,025,193.11	1,971,226.10	1,914,172.28	1,833,446	1,963,000	1,963,000	1,974,472
3979-0000	TRANSFER FROM PAVEMENT MANAGEMENT	700,047.50	14,000.00	240,000.00	240,000	240,000	240,000	230,326
3980-0000	TRANSFER FROM ASSET SEIZURE	0.00	0.00	19,537.00	0	-	-	-
3982-0000	TRANSFER FROM STREET LIGHTING	999.96	0.00	0.00	0	-	-	-

CITY OF SAN FERNANDO
GENERAL FUND REVENUE

Account Number		2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 ADOPTED	2012-2013 Yr. End Est	2013-2014 Adopted
01	GENERAL FUND							
3986-0000	TRANSFER FROM PARKING M & O	4,500.00	0.00	0.00	0	-	-	-
3990-0000	TRANSFER FROM REFUSE FUND	3,000.00	3,000.00	0.00	0	-	-	-
3992-0000	TRANSFER FROM SEWER	6,500.04	46,951.00	60,000.00	60,000	60,000	60,000	60,000
3995-0000	TRANSFER FROM THE WATER FUND	50,499.96	90,951.00	60,999.96	61,000	61,000	61,000	61,000
3997-0000	TRANSFER FROM REDEVELOPMENT	145,107.97	0.00	32,606.32	0	-	-	-
3902-0000	TRANSFER FROM SLESF							100,000
3950-0000	TRANSFER FROM PARKING M&O							36,088
Tot	**OTHER REVENUE**	**4,145,852**	**4,326,225**	**4,602,386**	**4,321,721**	**3,802,363**	**3,531,682**	**3,628,515**
Tot	**GENERAL FUND**	**18,110,955**	**18,161,576**	**17,644,758**	**16,888,621**	**17,012,868**	**16,646,233**	**18,486,459**
	Grand	**18,110,955**	**18,161,576**	**17,644,758**	**16,888,621**	**17,012,868**	**16,646,233**	**18,486,459**

Total City Budget $38,773,252



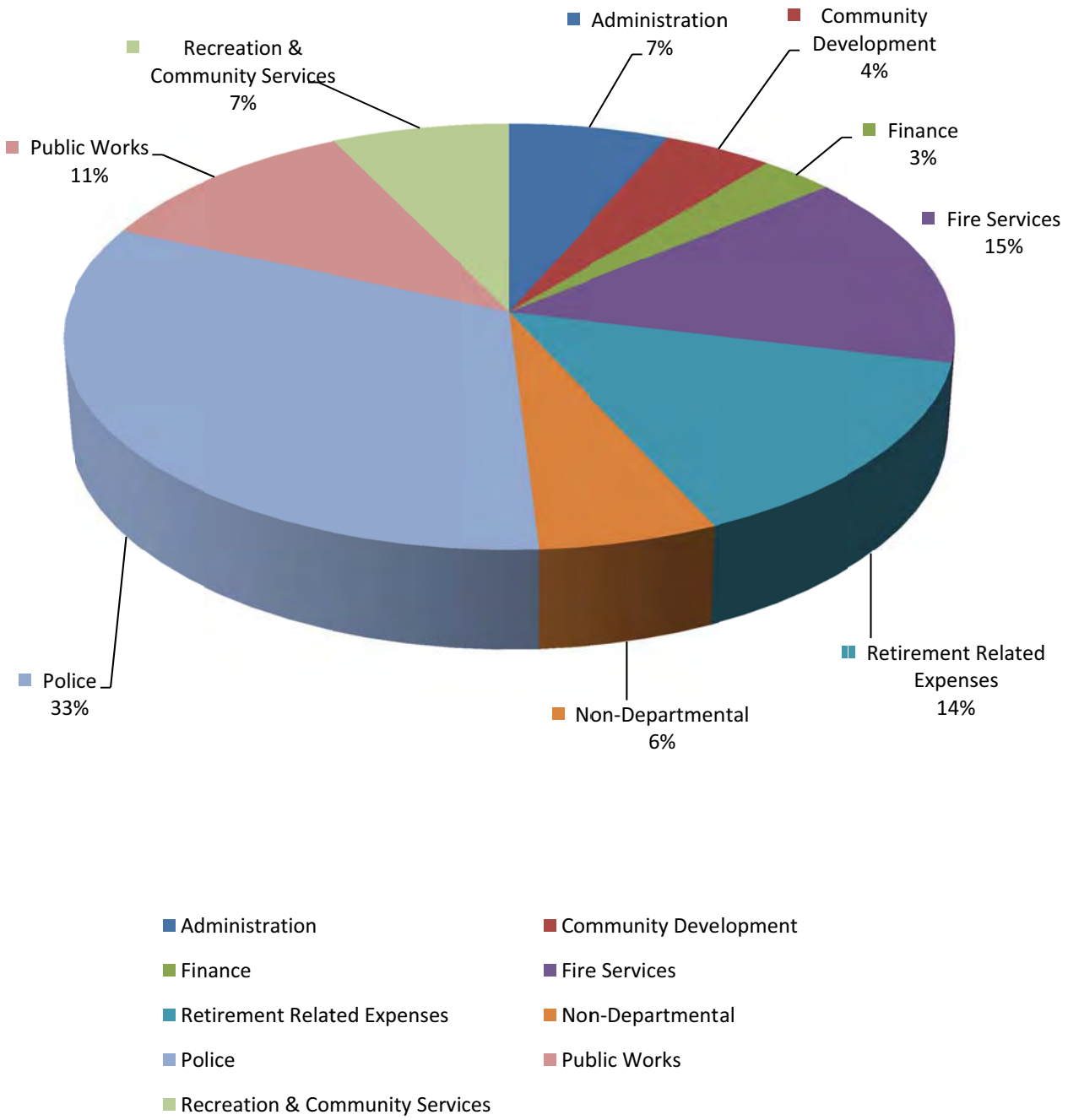
***General Fund $19,554,216**

(includes Self Insurance Fund)

Special Funds $9,819,230

Enterprise Funds $9,399,806

Total Budget $18,295,364



CITY OF SAN FERNANDO
ADOPTED BUDGET - GENERAL FUND DIVISIONS
FISCAL YEAR 2013-2014

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 four main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital, and Transfers.

Department/Division		Personnel	Operating	Capital Expenses	Transfers Out	Total Budget
Administration and Other Departments						
01-101	City Council	$ 66,188	$ 23,850	$ -	$ -	$ 90,038
01-102	Treasurer	136,343	3,500	-	-	139,843
01-105	Administration	269,141	25,800	-	-	294,941
01-106	Personnel	212,167	83,484	-	-	295,651
01-110	City Attorney	-	200,000	-	-	200,000
01-112	Labor Attorney	-	50,000	-	-	50,000
01-115	City Clerk	114,198	8,550	-	-	122,748
01-116	Elections	-	-	-	-	-
01-500	Fires Services - Contract	-	2,720,052	-	-	2,720,052
Total Admin & Other Departments		***$ 798,037***	***$ 3,115,236***	***$ -***	***$ -***	***$ 3,913,273***
Community Development						
01-140	Building and Safety	$ 183,308	$ 21,490	$ 3,000	$ -	$ 207,798
01-150	Planning/Administration	153,376	91,700	3,000		248,076
01-152	Community Preservation	321,163	36,740	2,000		359,903
Total Community Development		***$ 657,847***	***$ 149,930***	***$ 8,000***		***$ 815,777***
Finance Department						
01-130	Finance	$ 437,270	$ 104,285	$ 11,500	$ -	$ 553,055
01-180	Retirement Related Expenses	-	2,657,021	-	-	2,657,021
01-190	Miscellaneous (Inc CalHFALoan)\	60,000	787,454	15,000	215,198	1,077,652
Total Finance Department		***$ 497,270***	***$ 3,548,760***	***$ 26,500***	***$ 215,198***	***$ 4,287,728***
Police Department						
01-222	P.D. Admin	$ 741,067	$ 475,167	$ -	$ -	$ 1,216,234
01-224	Detectives	488,612	18,535	-	-	507,147
01-225	Patrol	3,844,457	61,303	288	-	3,906,048
01-226	Police Reserves/Explorers	24,000	4,000	-	-	28,000
01-230	Community Service	269,416	-	-	-	269,416
01-250	Emergency Services	-	5,000	-	-	5,000
Total Police Department		***$ 5,367,552***	***$ 564,005***	***$ 288***	***$ -***	***$ 5,931,845***
Public Works - General Fund						
01-310	PW Administration	$ 20,741	$ 54,614	$ 5,500	$ -	$ 80,855
01-311	Street Maintenance	58,102	1,245	-	-	59,347
01-313	Bus Shelters/Stops Maintenance	78,114	7,048	-	-	85,162
01-320	PW Vehicle Maint.	153,242	358,991	8,000	-	520,233
01-341	Mall Maintenance	75,046	4,250	12,480	-	91,776
01-343	Street Sweeping	-	123,988	-	-	123,988
01-346	Streets, Trees, & Parkways	52,178	58,558	1,500	-	112,236
01-370	Traffic Safety	14,841	65,038	47,162	-	127,041
01-371	Traffic Signals	70,437	24,299	-	-	94,736
01-390	PW Facilities Mgt	399,327	312,874	19,300	-	731,501
Total Public Works - General Fund		***$ 922,028***	***$ 1,010,905***	***$ 93,942***	***$ -***	***$ 2,026,875***

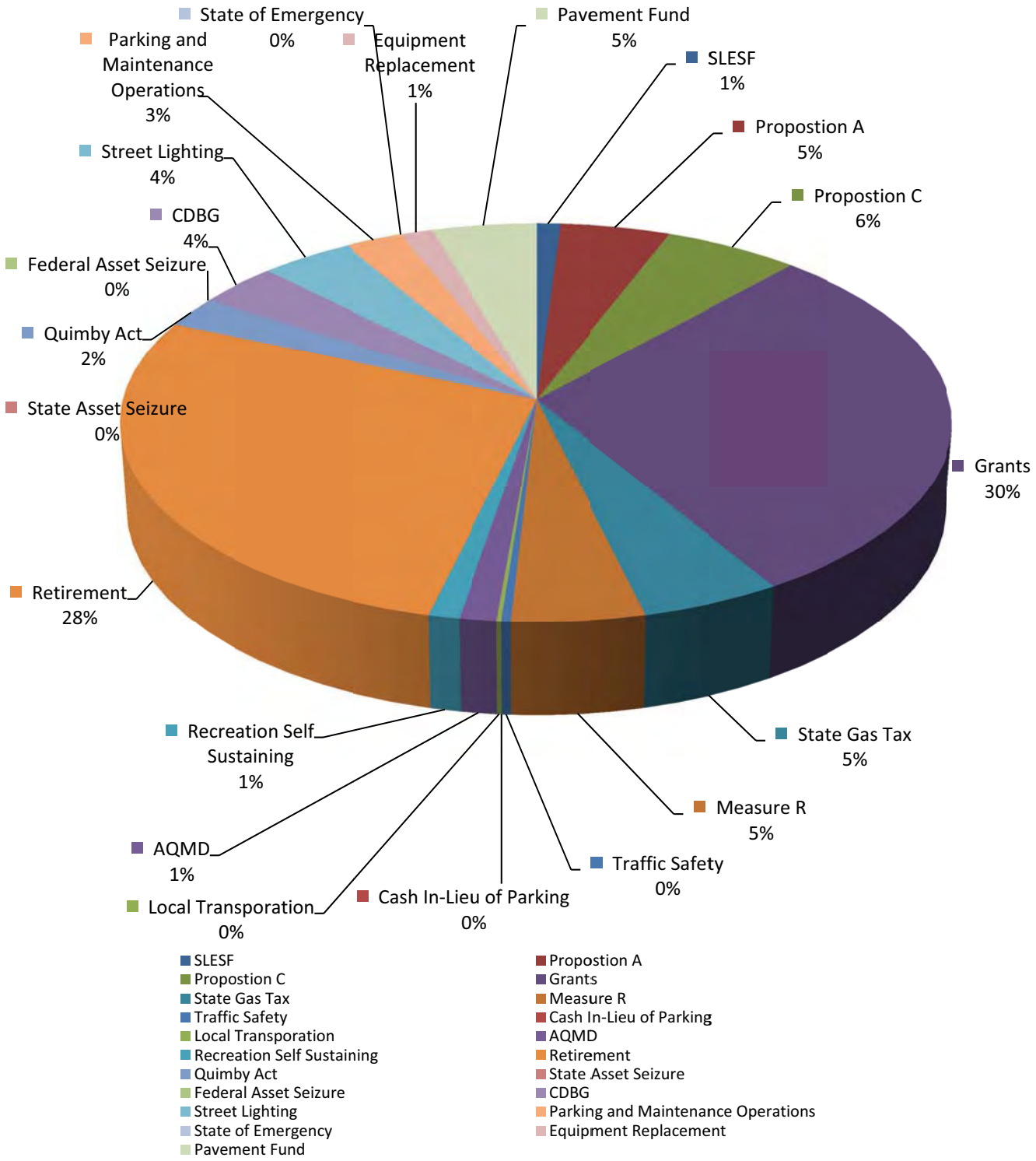
CITY OF SAN FERNANDO
ADOPTED BUDGET - GENERAL FUND DIVISIONS
FISCAL YEAR 2013-2014

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 four main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital, and Transfers.

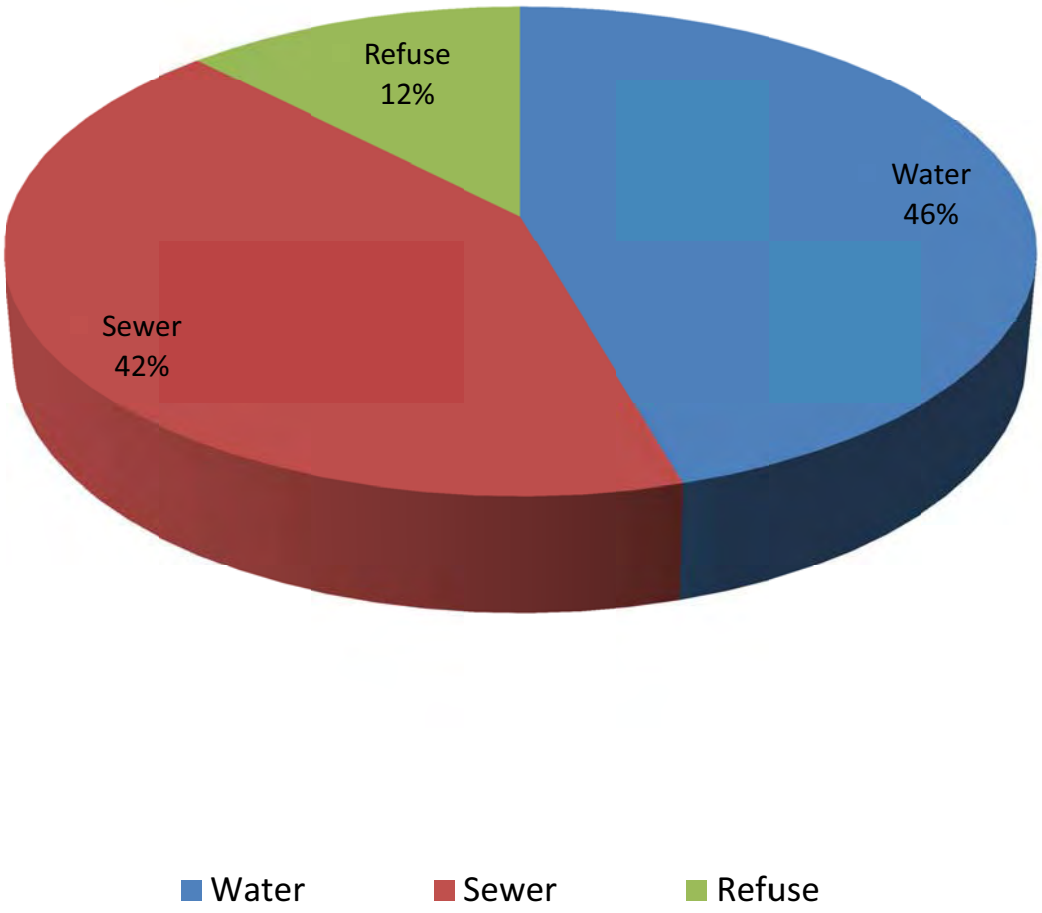
Department/Division		Personnel	Operating	Capital Expenses	Transfers Out	Total Budget
Recreation & Community Services						
01-420	*Recreation*	$ 232,857	$ 129,950	$ -	$ -	$ 362,807
01-422	*Community Services*	136,080	22,500	-	-	158,580
01-423	*Rec Facilities*	78,706	6,000	-	-	84,706
01-424	*Special Events*	153,831	20,875	-	-	174,706
01-430	*Aquatics*	309,797	223,270	6,000	-	539,067
Total Recreation & Community Services		***$ 911,271***	***$ 402,595***	***$ 6,000***	***$ -***	***$ 1,319,866***
Total General Fund		**$ 9,154,005**	**$ 8,791,431**	**$ 134,730**	**$ 215,198**	**$ 18,295,364**

Self Insurance Fund						
06	*Self Insurance*	$ -	$ 1,350,000	$ -	$ 16,852	1,366,852
Total General & Self Insurance Funds		**$ 9,154,005**	**$ 10,141,431**	**$ 134,730**	**$ 232,050**	**$ 19,662,216**

Total Special Funds Budget $9,819,230



Total Enterprise Funds Budget $9,399,806



CITY OF SAN FERNANDO
ADOPTED BUDGET - SPECIAL AND ENTERPRISE FUNDS
FISCAL YEAR 2013-2014

The total budget for the Special Funds and the Enterprise Funds. This summary provides an overview of each fund's budget in each of the four main categories: Personnel, Maintenance and Operating Expenses (M & O), Capital, and Transfers.

The total Citywide budget is summed as well.

Special Funds	Personnel	Operating	Capital Expenses	Transfers Out	Total Budget
02 SLESF	$ -	$ -	$ -	$ 100,000	$ 100,000
07 Propostion A	53,937	373,794	-	42,639	470,370
08 Propostion C	168,791	208,958	68,544	130,763	577,056
10 Grants	418,153	292,801	2,201,197	-	2,912,151
11 State Gas Tax	86,317	7,410	-	384,922	478,649
12 Measure R	13,057	25,000	419,000	-	457,057
13 Traffic Safety	-	-	-	31,825	31,825
14 Cash In-Lieu of Parking	-	-	-	-	-
15 Local Transporation	-	-	16,100	100	16,200
16 AQMD	-	-	127,000	-	127,000
17 Recreation Self Sustaining	51,400	53,830	-	-	105,230
18 Retirement	46,000	148,523	-	2,538,441	2,732,964
19 Quimby Act	-	-	240,000	-	240,000
20 State Asset Seizure	-	-	-	-	-
21 Federal Asset Seizure	-	-	-	-	-
26 CDBG	-	348,075	-	-	348,075
27 Street Lighting	118,991	258,103	5,000	11,763	393,857
29 Parking and Maintenance Operat	112,085	36,292	55,500	43,464	247,341
40 State of Emergency	-	-	-	-	-
41 Equipment Replacement	-	-	135,000	-	135,000
50 Pavement Fund	16,129	-	200,000	230,326	446,455
Total Special Funds	**$ 1,084,860**	**$ 1,752,786**	**$ 3,467,341**	**$ 3,514,243**	**$ 9,819,230**

Enterprise Funds	Personnel	Operating	Capital Expenses	Transfers Out	Total Budget
70 Water	$ 1,392,891	$ 1,534,952	$ 894,822	$ 459,735	$ 4,282,400
72 Sewer	521,936	1,399,136	1,695,589	346,742	3,963,403
73 Refuse	59,723	957,930	3,000	133,350	1,154,003
Total Enterprise Funds	**$ 1,974,550**	**$ 3,892,018**	**$ 2,593,411**	**$ 939,827**	**$ 9,399,806**

Total Citywide Expenditures	**$ 12,213,415**	**$ 15,786,235**	**$ 6,195,482**	**$ 4,686,120**	**$ 38,881,252**

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SECTION II.

GENERAL FUND

DEPARTMENTAL BUDGETS

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ADMINISTRATION DEPARTMENT

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
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 Public Financing and Parking Authorities; however, with the dissolution of Redevelopment Agencies by the State, the responsiblity for overseeing Agency activities has been eliminated, though the phase-out of Redevelopment will involve serving as the Board for the Successor Agency. 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. The Council has also created a number of Standing Committees of which members serve and meet on a periodic basis.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Councilmembers	5.00	5.00	5.00	5.00	5.00
Total	5.00	5.00	5.00	5.00	5.00

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 99,386	$ 104,714	$ 103,555	$ 88,000	$ 66,188
Operating Expenses	$ 9,945	$ 12,014	$ 15,175	$ 15,175	$ 23,850
Total	$ 109,331	$ 116,728	$ 118,730	$ 103,175	$ 90,038

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund	$ 109,331	$ 116,728	$ 118,730	$ 103,175	$ 90,038
Total	$ 109,331	$ 116,728	$ 118,730	$ 103,175	$ 90,038

Supporting Information

4100	**PERSONNEL SERVICES**		**$ 66,188**
4200	**OPERATING EXPENSES**		**$ 23,850**
4220	Cellular phone expenses ($800 per Councilmember).	$ 4,000	
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), and League of California Cities Annual Conference ($1,220 per Councilmember).	$ 8,600	
4380	Membership and subscription dues, and parking reimbursements ($600 per Councilmember).	$ 3,000	
4390	Vehicle allowance ($1200 per Councilmember).	$ 6,000	
	TOTAL		**$ 90,038**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Treasurer	**102**

NARRATIVE

The City Treasurer is elected by the citizens of San Fernando every four years. The principal duties and responsibilities of the Treasurer are as follows: (a) receipt and custody of all funds including those funds initially received by other departments, (b) the deposit of funds, (c) custody of the warrants until the approval of the City Council, (d) the investment of funds. The 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 2013-2014, 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. This office will continue to comply with all laws, especially when it pertains to the deposit, investment and reporting of public funds.

PERSONNEL	**ACTUAL 2011-2012**	**ACTUAL 2012-2013**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Treasurer	*	*	*	*	*
Treasurer Assistant	1.00	1.00	1.00	1	1.00
Part Time Clerk/Deputy Treasurer	0	0.00	0.00	0.00	0.00
Full Time Clerk/Deputy Treasurer	0.75	0.75	0.75	0.75	0.75
Total	1.75	1.75	1.75	1.75	1.75

APPROPRIATIONS	**ACTUAL 2011-2012**	**ACTUAL 2012-2013**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 142,688	$ 139,112	$ 101,348	$ 144,015	$ 136,343
Operating Expenses	$ 8,900	$ 8,150	$ 3,700	$ 6,400	$ 3,500
Capital Outlay					
Total	$ 151,588	$ 147,262	$ 105,048	$ 150,415	$ 139,843

SOURCE OF FUNDS	**ACTUAL 2011-2012**	**ACTUAL 2012-2013**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund	$ 151,588	$ 147,262	$ 105,048	$ 150,415	$ 139,843
Total	$ 151,588	$ 147,262	$ 105,048	$ 150,415	$ 139,843

* Elected Official - Treasurer

Supporting Information

4100	**PERSONNEL SERVICES**		**$ 136,343**
4100	Personnel costs.	$ 145,057	
4105	Overtime	$ -	
Various	Employee Concessions	$ (8,714)	
4200	**OPERATING EXPENSES**		**$ 3,500**
4220	Cellular Phone & Pager.	$ -	
4240	Reflects Treasurer's bond as required by law.	$ -	
4260	Safekeeping of investments at Union Bank.	$ -	
4270	Professional services for broker fees.	$ -	
4300	Various department supplies (including treasurer's receipts).	$ 250	
4320	Cashiering System Maintenance.	$ 1,800	
4365	Tuition Reimbursement	$ -	

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

DIVISION				**DIVISION NO.**
Treasurer				**102**
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	
4500	**CAPITAL EXPENSES**			
	TOTAL			**$ 139,843**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Administration	**105**

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 continued economic downturn and the Governor's elimination of the RDA, staff will need to work with the Council to develop a balanced budget. A set of budgetary policies will be presented for their consideration, which will include 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. Staff will continue to lead efforts to streamline the development process, and seek funding for public improvement projects and will also continue to identify new development opportunities that can accommodate the community's desire for national retailers and restaurants.

Improve Operational Efficiencies. Staff will continue to analyze current operations and work with departments to provide the most efficient and effective service delivery systems. Current contracts with outside vendors and consultants will be reviewed to ensure the City is receiving the best services for the cost. Staff will also be rebidding long term contracts to ensure the City is getting the best value for the cost.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund					
City Administrator	0.50	0.50	0.70	0.70	1.00
Asst. to the City Administrator	0.35	0.35	0.00	0.00	0.00
Exec. Assistant to the City Admin.	1.00	1.00	0.80	0.80	1.00
Office Clerk (P/T)	0.10	0.10	0.00	0.00	0.00
Redevelopment Agency Closed 2-1-12					
City Administrator	0.50	0.50	0.00	0.00	0.00
Asst. to the City Administrator	0.65	0.65	0.00	0.00	0.00
Exec. Assistant to the City Admin.	0.00	0.00	0.00	0.00	0.00
Total FTE Positions	3.10	3.10	1.50	1.50	2.00

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 139,682	$ 206,467	$ 281,782	$ 317,700	$ 269,141
Operating Expenses	$ 2,307	$ 5,943	$ 24,800	$ 14,300	$ 25,800
Total	$ 141,989	$ 212,410	$ 306,582	$ 332,000	$ 294,941

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**2013-2014 2013-2014**
General Fund	$ 141,989	$ 212,410	$ 306,582	$ 332,000	$ 294,941
Total	$ 141,989	$ 212,410	$ 306,582	$ 332,000	$ 294,941

Note : All budgetary figures represent the General Fund contribution. The Redevelopment Agency was eliminated on 2-1-12 and staff does not expect to receive the $250K Admin Fee

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Administration				**105**
Supporting Information				
4100	**PERSONNEL SERVICES**		**$**	**269,141**
4100	Personnel costs.	$ 282,822		
4105	Overtime.	$ 2,150		
4111	Commissioners' Reimbursement	$ 3,600		
Various	Employee Concessions	$ (19,431)		
4200	**OPERATING EXPENSES**		**$**	**25,800**
4220	Cellular phone expenses.	$ 800		
4270	Professional services (team building).	$ 5,000		
4300	Various department supplies.	$ 11,000		
4360	Personnel training.	$ -		
4370	Participation in various meetings, conferences and seminars (SGVCMA, League of California Cities Annual Conference, etc.).	$ 3,000		
4380	Subscription/Dues for various publications.	$ 1,500		
4390	Auto allowances/mileage reimbursement for City Administrator ($375 per month).	$ 4,500		
	TOTAL		**$**	**294,941**

Note : All budgetary figures represent the General Fund contribution. The Redevelopment Agency was eliminated on 2-1-12 and staff does not expect to received the $250K Admin Fee for 2013-14

Expenditures in the Personnel category exceeded budget due to the compensation paid to the former City Administrator while on leave and having Interim City Administrator on payroll.

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

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

NARRATIVE

The Personnel Division is responsible for providing human resource services in support of City departments and the community. Those 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 2012-13 accomplishments include the successful re-negotiation and implementation of contracts with the San Fernando Police Officers' Association, the San Fernando Public Employees' Association, the San Fernando Police Civilians' Association, the San Fernando Management Group, and the San Fernando Part-time bargaining unit; Successfully amended contracts with CalPERS to implement to implement a new retirement tier for sworn personnel with a cap in the City's contributions towards retirement; Implemented a new cap in health premium contributions for City officials, active employees, and retirees; Implemented a new Crime Insurance Program that covered all City officials and employees under one master bond at a cost-efficient rate; Implemented an ICRMA sponsored Master Insurance Program coverage for all City-owned automobiles at a cost-efficient rate; Installed and implemented a more user-friendly electronic system for the DMV Pull Notice Program; Processed various employee retirements and separations; Performed day-to-day benefits and payroll changes and administration, and coordinated the employee performance evaluation system.

Other accomplishments include the processing of 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; Completion of new and updated Safety Handbooks; 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; and the provision of training to employees in various employment, labor relations and risk management area.

Fiscal Year 2013-14 will see continued implementation of the stipulations in the current bargaining unit MOUs; Negotiation of new MOUs; Management of budget reduction issues, as well as maximization of cost efficiencies; Completion of re-issuance and renewal of employee ID cards; Continued enhancement of the employee record and time keeping system; Continued update and development of relevant management policies as needed; Distribution of newly updated Employee Safety Handbooks, and Coordination of more training in the relevant areas of risk management, employment and labor relations; Coordination of mandatory harassment training for all employees; 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.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION					**DIVISION NO.**
Personnel					**106**
PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
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
Total	2.00	2.00	2.00	2.00	2.00
APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 228,026	$ 221,365	$ 134,143	$ 226,326	$ 212,167
Operating Expenses	$ 60,989	$ 46,496	$ 88,694	$ 38,675	$ 83,484
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total	$ 289,015	$ 267,861	$ 222,837	$ 265,001	$ 295,651
SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund	$ 289,015	$ 267,861	$ 222,837	$ 265,001	$ 295,651
Total	$ 289,015	$ 267,861	$ 222,837	$ 265,001	$ 295,651

Supporting Information

4100	**PERSONNEL SERVICES**		**$ 212,167**
4100	Personnel costs.	$ 227,948	
Various	Less Employee Concessions	$ (15,781)	
4200	**OPERATING EXPENSES**		**$ 83,484**
4220	Telephone Expenses.	$ 980	
4230	Recruitment Advertisements in: Jobs Available ($900), Newspapers, Professional Journals/Websites ($579).	$ 1,479	
4260	Contractual Services: Employee Assistance Programs-AETNA ($4,000), Contractual Fees for: Workers' Compensation Claims Administration (CCMS) ($6,000),and Employee Relations Consortium (ERC) ($2,600). Recruiter Fee $25,000, HR Timekeeper system $20,250 (81% of $25,000)	$ 57,850	
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 Stationeries and Supplies ($500).	$ 2,500	
4320	Department Equipment Maintenance: EDEN Software Licensing/Technical Support ($3,875); Equipment Maintenance Supplies ($250).	$ 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.	$ 400	

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

DIVISION				**DIVISION NO.**
Personnel				**106**
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	$ 400		
4430	Activities and Programs: Flowers for Serious Illness or Death in Employee Families ($400).	$ 400		
4500	**CAPITAL EXPENSES**		**$**	**-**
	TOTAL		**$**	**295,651**

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

DIVISION	**DIVISION NO.**
Legal Services (City Attorney)	**110**

NARRATIVE

The City Attorney serves as the Chief Legal Officer for the City of San Fernando, the Successor Agency of the 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 certain court proceedings and prepares all legal documents necessary to support the ongoing operations of the City. The City contracts with an outside law firm to provide City Attorney services. the City Council selected a new City Attorney midway through the fiscal year and now contracts with the firm of Olivarez Madruga.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	$ -	$ -	$ -	$ -	$ -

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Operating Expenses	$ 215,444	$ 294,185	$ 200,000	$ 340,287	$ 200,000
Total	$ 215,444	$ 294,185	$ 200,000	$ 340,287	$ 200,000

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund	$ 215,444	$ 294,185	$ 200,000	$ 340,287	$ 200,000
Total	$ 215,444	$ 294,185	$ 200,000	$ 340,287	$ 200,000

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

DIVISION	**DIVISION NO.**
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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	-	-	-	-	-

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Operating Expenses	57,098	111,845	50,000	60,000	50,000
Total	**$ 57,098**	**$ 111,845**	**$ 50,000**	**$ 60,000**	**$ 50,000**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund	57,098	111,845	50,000	60,000	50,000
Total	**$ 57,098**	**$ 111,845**	**$ 50,000**	**$ 60,000**	**$ 50,000**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	DIVISION NO.
CITY CLERK	115

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, Successor Agency, Parking Authority, Public Finance Authority, and Education Commission 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) main-
by Subpoena 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.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-12	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
City Clerk	1.00	1.00	1.00	1.00	1.00
Office Clerk	0.00	0.00	0.00	0.00	0.00
Total	1.00	1.00	1.00	1.00	1.00

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-12	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services	$ 115,059	$ 113,794	$ 122,368	$ 122,368	$ 114,198
Operating Expenses	$ 13,563	$ 9,000	$ 8,550	$ 7,050	$ 8,550
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total	$ 128,622	$ 122,794	$ 130,918	$ 129,418	$ 122,748

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-12	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
General Fund	$ 128,622	$ 122,794	$ 130,918	$ 129,418	$ 122,748
Total	$ 128,622	$ 122,794	$ 130,918	$ 129,418	$ 122,748

Supporting Information

4100	**PERSONNEL SERVICES**		**$ 114,198**
4101	Funding for full-time City Clerk	$ 117,368	
4103	Part-time clerical assistance	$ -	
4105	Overtime for meetings (i.e., City Council & Education Commission)	$ 5,000	
Various	Less Employee Concessions	$ (8,170)	
4200	**OPERATING EXPENSES**		**$ 8,550**
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 meetings, FPPC workshops, Notary Commission Membership & Insurance, ERC Workshops	$ 400	

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

DIVISION				**DIVISION NO.**
CITY CLERK				**115**
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		
4500	**CAPITAL EXPENSES**		**$**	**-**
4500		$ -		
	TOTAL		**$**	**122,748**

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

DIVISION	**DIVISION NO.**
ELECTIONS	**116**

NARRATIVE

The City holds its General Municipal Elections in March of odd-numbered years; the next election is scheduled for March 3, 2015.

It should be noted that although the General Election scheduled for March 5, 2013, was cancelled due to insufficient candidates, on July 16, 2012, the City Council called for a Special Recall Election for November 6, 2012, which was consolidated with the Statewide General Election.

On March 4, 2013, the City Council again called for a Special Municipal Election for June 4, 2013, to place a ballot measure before the voters to consider a one-half of one percent (1/2%) Transactions and Use Tax.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
All temporary	0	0	0	0	0

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 11,143	$ 58	$ 11,000	$ 6,800	$ -
Operating Expenses	$ 34,611	$ -	$ 92,000	$ 75,400	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total	$ 45,754	$ 58	$ 103,000	$ 82,200	$ -

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund	$ 27,137	$ 58	$ 82,000	$ 82,200	$ -
Reimbursement by City of L.A.	$ 18,617	$ -	$ 21,000	$ -	$ -
Total	$ 45,754	$ 58	$ 103,000	$ 82,200	$ -

Supporting Information

4100	**PERSONNEL SERVICES**		**$ -**
4105	Employee time	$ -	
4112	Pollworkers	$ -	
4200	**OPERATING EXPENSES**		**$ -**
4230	Advertising for legal notices	$ -	
4260	Contractual Services	$ -	
4300	Department Supplies	$ -	
4360	Personnel Training	$ -	
4390	Reimbursement of mileage for travel	$ -	
4500	**CAPITAL EXPENSES**		**$ -**
		$ -	
	TOTAL		**$ -**

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COMMUNITY DEVELOPMENT DEPARTMENT

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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 ensures 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 regulations. Staff also assists residents in preserving and improving their residential property and facilitates new housing opportunities within the community. Funds to provide these services come from multiple sources including the General Fund, application fees and permit fees, and secured state and/or federal grant funds.

140 Building and Safety

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, and properties prior to resale for compliance with building, health, and safety codes. Operating expenses include professional services for construction engineering plan checking services as well as use of city prosecutor services to address non-compliance with building and zoning regulations.

150 Planning

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 and general plan amendments, and the review of proposed development projects with respect to adopted development standards and design guidelines.

152 Community Preservation

This General Fund account provides staffing responsible for the implementation of the city's community preservation and graffiti removal 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. Division personnel work toward the development and implementation of long term and comprehensive solutions to correct nuisances or code enforcement problems within the community.

General Fund **PERSONNEL**	**ACTUAL** **2010-2011**	**ACTUAL** **2011-2012**	**BUDGETED** **2012-2013**	**ESTIMATED** **2012-2013**	**ADOPTED** **2013-2014**
Community Development Director	0.36	0.00	0.00	0.00	0.00
City Planner	0.20	0.20	1.00	1.00	1.00
Assistant Planner	0.00	0.50	1.00	1.00	1.00
Assistant Planner (Housing)	0.25	0.25	1.00	1.00	0.00
Building and Safety Supervisor	1.00	1.00	1.00	1.00	1.00
Community Pres. Officer (2 FTE)	0.00	0.00	2.00	2.00	2.00
Community Pres. Officer (2 PT= .75FTE)	0.00	0.00	0.75	0.75	0.75
Community Development Secretary	1.00	1.00	1.00	1.00	1.00
Maintenance Helper (Graffiti-2 PT= .95 FTE)	0.00	1.00	0.95	0.95	0.95
Subtotal	**2.81**	**3.95**	**8.70**	**8.70**	**7.70**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

Low/Mod Housing Fund **PERSONNEL**	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Community Development Director	0.64	0.00	0.00	0.00	0.00
City Planner	0.60	0.60	0.00	0.00	0.00
Senior Planner	0.00	0.00	0.00	0.00	0.00
Associate Planner	0.00	0.00	0.00	0.00	0.00
Assistant Planner	0.00	0.25	0.00	0.00	0.00
Assistant Planner (Housing)	0.75	0.75	0.00	0.00	0.00
Building and Safety Supervisor	0.00	0.00	0.00	0.00	0.00
Community Pres. Officer	0.00	0.00	0.00	0.00	0.00
Community Pres. Officer (2 PT/.75FTE)	0.00	0.00	0.00	0.00	0.00
Community Pres. Supervisor	0.00	0.00	0.00	0.00	0.00
Community Development Secretary	0.00	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
Subtotal	**1.99**	**1.60**	**0.00**	**0.00**	**0.00**

Redevelopment Areas **PERSONNEL**	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Community Development Director	0.00	0.00	0.00	0.00	0.00
City Planner	0.20	0.20	0.00	0.00	0.00
Senior Planner	0.00	0.00	0.00	0.00	0.00
Associate Planner	0.00	0.00	0.00	0.00	0.00
Building and Safety Supervisor	0.00	0.00	0.00	0.00	0.00
Community Pres. Officer	0.00	0.00	0.00	0.00	0.00
Community Pres. Supervisor	0.00	0.00	0.00	0.00	0.00
Assistant Planner	0.50	0.25	0.00	0.00	0.00
Subtotal	**0.70**	**0.45**	**0.00**	**0.00**	**0.00**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
140-Building Safety	$ 251,440	$ 220,023	$ 219,430	$ 208,573	$ 207,798
150-Planning Admin	$ 171,841	$ 130,009	$ 281,752	$ 283,896	$ 248,076
152-Code Enforcement (Refer to PD Budget for History)	$ -	$ -	$ 368,657	$ 368,657	$ 359,903
General Fund Total	**$ 423,281**	**$ 350,032**	**$ 869,839**	**$ 861,126**	**$ 815,777**
26-155 CDBG		$ 313,681	$ -	$ -	$ -
94-Housing Fund		$ 192,514	$ -	$ -	$ -
XX-XX Redevelopment Project Areas		$ 55,524	$ -	$ -	$ -
Total	**$ 423,281**	**$ 911,751**	**$ 869,839**	**$ 861,126**	**$ 815,777**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
General Funds	$ 136,442	$ 448,294	$ 371,439	$ 568,826	$ 501,377
Planning and Zoning Fees	$ 43,315	$ 49,145	$ 48,000	$ 50,000	$ 45,000
Commercial and Home Occupancy	$ 43,494	$ 26,948	$ 22,000	$ 22,800	$ 22,000
Planning Review	$ 14,130	$ 16,798	$ 11,000	$ 8,000	$ 10,000
Banner and Sign Permits	$ 9,012	$ 11,052	$ 10,000	$ 13,000	$ 12,000
Plan Check and Construction Permits	$ 168,476	$ 202,570	$ 163,000	$ 155,000	$ 173,000
Inspection Upon Resale	$ -	$ 14,093	$ 10,000	$ 14,500	$ 12,500
Multi-Family Inspection	$ -	$ -	$ 5,000	$ -	$ -
Code Enforcement Citations and Fees	$ -	$ 125,132	$ 182,000	$ 13,000	$ 12,000
Weed Abatement Program	$ -	$ 613	$ 5,000	$ -	$ 500
AIMS Maintenance/Development Fee	$ 8,413	$ 17,106	$ 42,400	$ 16,000	$ 27,400
Transfers From Other Funds	$ -	$ -	$ -	$ -	$ -
General Fund Total	$ 423,282	$ 911,751	$ 869,839	$ 861,126	$ 815,777
CDBG	$ 766,769	$ 1,549,553	$ -	$ -	$ -
RDA Housing Fund	$ 1,241,912	$ 340,346	$ -	$ -	$ -
Redevelopment Project Areas	$ 292,871	$ 66,812	$ -	$ -	$ -
Enterprise Fund Total	$ -	$ 8,010	$ -	$ -	$ -
Total	**$ 2,724,834**	**$ 2,876,472**	**$ 869,839**	**$ 861,126**	**$ 815,777**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT **DIVISION NO.**
Building and Safety **140**

NARRATIVE

In FY 2012-2013, 694 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 $4,282,735. New residential construction produced 2 dwelling units with a total valuation $190,000. The valuation of interior and exterior improvements to existing commercial and industrial buildings was $2,000,000.

For the upcoming FY 2013-2014, it is anticipated that building activity will continue to see an 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. Ongoing 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 $202,800 in revenues (including approximately $173,000 in structural plan check and construction permits, $12,500 in resale inspections, and AIMS-Maintenance fees totaling $17,300 as noted below.

The building and safety, planning and administrative 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.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Community Development Director	0.18	0.00	0.00	0.00	0.00
City Planner	0.10	0.10	0.10	0.10	0.25
Building & Safety Supervisor	1.00	1.00	1.00	1.00	1.00
Assistant Planner (Housing)	0.10	0.10	0.10	0.10	0.00
Assistant Planner	0.20	0.25	0.25	0.25	0.25
Community Development Secretary	0.50	0.50	0.40	0.40	0.25
Total	2.08	1.95	1.85	1.85	1.75

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services	$ 232,846	$ 204,772	$ 186,800	$ 188,038	$ 183,308
Operating Expenses	$ 9,094	$ 14,633	$ 26,630	$ 17,535	$ 21,490
Capital Outlay	$ -	$ 618	$ 6,000	$ 3,000	$ 3,000
Equipment Replacement Charge	$ 9,500	$ -	$ -	$ -	$ -
Total	$ 251,440	$ 220,023	$ 219,430	$ 208,573	$ 207,798

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
0000 General Funds	$ 80,964	$ (5,193)	$ 25,130	$ 32,673	$ 4,998
3320 Construction Permits	$ 168,476	$ 202,570	$ 163,000	$ 155,000	$ 173,000
3714 Inspection Upon Resale	$ -	$ 14,093	$ 10,000	$ 14,500	$ 12,500
3716 Multi-Family Inspection	$ -	$ -	$ 5,000	$ -	$ -
3719 AIMS Maintenance	$ 2,000	$ 8,553	$ 16,300	$ 6,400	$ 17,300
Total	$ 251,440	$ 220,023	$ 219,430	$ 208,573	$ 207,798

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT			**DIVISION NO.**
Building and Safety			**140**
4100	**PERSONNEL SERVICES**		**$ 183,308**
4101	Salaries and benefits	$ 198,230	
Various	Employee Concessions	$ (14,922)	
4200	**OPERATING EXPENSES**		**$ 21,490**
4220	Monthly service for Building and Safety Supervisor cell phone usage.	$ 400	
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.	$ 10,000	
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.	$ -	
4500	**CAPITAL EXPENSES**		**$ 3,000**
4500	Anticipated computer hardware replacement costs (Monitors, CPU's, and laptops).	$ 3,000	
4941	**EQUIPMENT MAINTENANCE/REPLACEMENT CHARGE**		**$ -**
4941		$ -	
	TOTAL		**$ 207,798**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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

NARRATIVE

The Community Development Department also provides urban planning staff support to the City Council, the Successor Agency of the former 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 2012-2013, the department's staff processed 11 site plan review applications and prepared 24 staff reports on cases involving discretionary review by the Planning and Preservation Commission, 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 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 the commercial corridors including commercial, industrial, mixed-use, and in-fill residential development projects through private initiative and/or public-private partnerships. The planning personnel 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.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Community Development Director	0.18	0.00	0.00	0.00	0.00
City Planner	0.10	0.10	0.70	0.70	0.50
Senior Planner	0.00	0.00	0.00	0.00	0.00
Associate Planner	0.00	0.00	0.00	0.00	0.00
Assistant Planner (Housing)	0.15	0.15	0.70	0.70	0.00
Assistant Planner	0.20	0.25	0.55	0.55	0.50
Community Development Secretary	0.50	0.50	0.40	0.40	0.50
P/T Planning Intern (2 PT/.5FTE)	0.00	0.00	0.00	0.00	0.00
Total	**1.13**	**1.00**	**2.35**	**2.35**	**1.50**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services	$ 119,436	$ 90,636	$ 192,372	$ 200,826	$ 153,376
Operating Expenses	$ 42,155	$ 38,755	$ 84,380	$ 81,070	$ 91,700
Capital Outlay	$ -	$ 618	$ 5,000	$ 2,000	$ 3,000
Equipment Replacement Charge	$ 10,250	$ -	$ -	$ -	$ -
Total	$ 171,841	$ 130,009	$ 281,752	$ 283,896	$ 248,076

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	0.5 2013-2014
0000 General Funds	$ 61,890	$ 17,513	$ 182,852	$ 182,196	$ 150,176
3325 Commercial & Home Occupancy	$ 43,494	$ 26,948	$ 22,000	$ 22,800	$ 22,000
3330 Planning Review	$ 14,130	$ 16,798	$ 11,000	$ 8,000	$ 10,000
3390 Banner and Sign Permits	$ 9,012	$ 11,052	$ 10,000	$ 13,000	$ 12,000
3705 Planning & Zoning Fees	$ 43,315	$ 49,145	$ 48,000	$ 50,000	$ 45,000
3719 AIMS Maintenance	$ 6,413	$ 8,553	$ 7,900	$ 7,900	$ 8,900
Transfers from other Funds	$ -	$ -	$ -	$ -	$ -
Total	$ 178,254	$ 130,009	$ 281,752	$ 283,896	$ 248,076

4100	**PERSONNEL SERVICES**		**$ 153,376**
4101	Salaries and benefits	$ 158,569	
4105	Overtime	$ 2,000	
4111	Commission Reimbursement: Planning and Preservation (12 mtgs. @ $50 per commissioner)	$ 3,000	
Various	Employee Concessions	$ (10,193)	
4200	**OPERATING EXPENSES**		**$ 91,700**
4220	Cell phone for City Planner @ 60.00 per month.	$ 720	
4230	Public hearing legal advertisement, community workshop notices, and community outreach documents @ $9,000.	$ 9,000	
4270	Professional Services for design review, development standards modifications @ $1000 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. 2013 TOD Overlay Zone matching funds @ $7,000. 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.	$ 53,000	
3609-4270	Professional Services for architectural design, engineering, and labor compliance of contracted consultant to provide required oversight regarding federal labor compliance law requirements as part of the construction phase of the Lopez Adobe Rehabilitation Project Phase II (ancillary building development).	$ 13,000	
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	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT			**DIVISION NO.**
Planning/Administration			**150**
4320	Equipment Maintenance- AIMS Maintenance and Hosting Fees, 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	
4370	Meetings and Travel- Professional training and certification fees for planning personnel	$ 1,500	
4380	Professional memberships for City Planner, Assistant Planner and journal subscriptions for American Planning Association, American Institute of Certified Planners, National Trust for Historic Preservation, California Preservation Foundation, et cetera.	$ 1,000	
4500	**CAPITAL EXPENSES**		**$ 3,000**
4500	Anticipated computer hardware replacement costs (Monitors, CPU's, and laptops).	$ 3,000	
4941	**EQUIPMENT REPLACEMENT CHARGE**		**$ -**
4941		$ -	
	TOTAL		**$ 248,076**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT **DIVISION NO.**
Community Preservation **152**

The city's community preservation 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 (FY) 2012-2013, the community preservation division issued 548 code enforcement compliance notices 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 in to the public storm drains, and illegal signs resulting in $20,934.50 in administrative fines. Division funding also provides for implementation of the city's graffiti removal program consistent with the city's graffiti abatement regulations. During FY 2012-13, approximately 90,000 square feet of graffiti was removed from public right-of-ways.

PERSONNEL	ACTUAL 2010-11	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Community Preservation Supervisor	0.85	0.00	0.00	0.00	0.00
Community Preservation Officer	1.64	2.00	2.00	2.00	2.00
Community Preservation Officer P/T	0.75	0.75	0.75	0.75	0.75
Maintenance Helper (Graffiti - 2PT = .95 FTE)	0	0.95	0.95	0.95	0.95
City Planner	0	0.00	0.20	0.20	0.25
Assistant Planner (Housing	0	0.00	0.20	0.20	0.00
Assistant Planner	0	0.00	0.20	0.20	0.25
Community Development Secretary	0	0.00	0.20	0.20	0.25
Total	3.24	3.70	4.50	4.50	4.45

APPROPRIATIONS	ACTUAL 2010-11	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services	$ 241,586	$ 247,416	$ 322,662	$ 320,162	$ 321,163
Operating Expenses	$ 65,096	$ 62,890	$ 38,780	$ 36,355	$ 36,740
Capital Expenses	$ -	$ -	$ 7,215	$ 7,215	$ 2,000
Equipment Replacement Charge	$ -	$ -	$ -	$ -	$ -
Total	$ 306,682	$ 310,306	$ 368,657	$ 363,732	$ 359,903

SOURCE OF FUNDS	ACTUAL 2010-11	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	0 2013-2014
3425 Code Enforcement Citations & Fees	$ 163,072	$ 125,132	$ 182,000	$ 13,000	$ 12,000
3740 Weed Abatement Program	$ 1,976	$ 613	$ 5,000	$ -	$ 500
3719 AIMS Maintenance	$ -	$ -	$ 18,200	$ 1,700	$ 1,200
0000 General Funds	$ 141,634	$ 184,561	$ 163,457	$ 349,032	$ 346,203
Total	$ 306,682	$ 310,306	$ 368,657	$ 363,732	$ 359,903

4100	PERSONNEL SERVICES		$ 321,163
4101	Full time salaries and benefits	$ 251,369	
4103	Part time salaries: P/T Community Preservation Officers	$ 47,213	
	Part Time Salaries: P/T Graffiti Abatement	$ 39,569	
4105	Overtime	$ -	
0347-4105	Weed Abatement: Annual Weed Abatement Program	$ -	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT			**DIVISION NO.**
Community Preservation			**152**
Various	Employee Concessions	$ (16,988)	
4200	**OPERATING EXPENSES**		**$ 36,740**
4220	Data usage for the car equipment that will access the AIMS system using a wireless modem in three vehicles at $40.00 per line.	$ 1,440	
4230	Advertising: Public outreach fliers, handouts, and annual weed abatement program notification.	$ 3,000	
4260	Contractual Services: City Prosecutor services for office conferences and preparation of letters associated with code enforcement non-compliant residents/businesses. Rate = 20 hours of City Prosecutor time at $200.00/per hour. $1,000 for associated city-generated enforcement services/documents.	$ 5,000	
4300	Department Supplies: CPO uniforms per MOU @ $100 per officer (four full-time and two part-time personnel).	$ 600	
	Duplication of stop-work orders, and garage sale permits. Business cards @ $30.00 per person (four officers).	$ 2,200	
	Supplies and equipment for Graffiti Abatement	$ 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	
4340	Small Tools: Officer equipment & safety: First Aid Kits and First Responder Kits	$ 200	
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	
4500	**CAPITAL EXPENSES**		**$ 2,000**
4500	Anticipated computer hardware replacement costs (Monitors, CPU's, and laptops).	$ 2,000	
4941	**EQUIPMENT REPLACEMENT CHARGE**		**$ -**
4941		$ -	
	TOTAL		**$ 359,903**

FINANCE DEPARTMENT

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
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.

During FY 2012-13: The Finance department in conjunction with other departments determined the City's actual General Fund Balance and set plans in motion to close the deficit balance. These plans included but were not limited to reducing expenditures citywide, identifying additional revenue sources and debt reduction.

FY 2013-14: The Finance department aims to provide solutions to aide in closing the fund deficits in the General Fund and the Self Insurance Fund while finding and implementing viable long term solutions to paying off the City's debt and building a reserve.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund:					
Finance Director	0.00	0.00	0.00	0.00	1.00
Finance Manager	1.00	1.00	0.00	0.00	0.00
Senior Accountant	1.00	1.00	1.00	1.00	0.00
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)	1.50	1.50	1.50	1.25	1.25
Finance Office Specialist	0.25	0.25	0.25	0.25	0.25
P/T	0.75	0.75	0.25	0.25	0.25
Subtotal	6.50	6.50	5.00	4.75	4.75
Enterprise Funds:					
Senior Account Clerk	0.50	0.50	0.50	0.75	0.75
Finance Office Specialist	0.75	0.75	0.75	0.75	0.75
P/T	0.25	0.25	0.25	0.25	0.25
Subtotal	1.50	1.50	1.50	1.75	1.75
Total	**8.00**	**8.00**	**6.50**	**6.50**	**6.50**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 497,288	$ 444,235	$ 430,251	$ 410,000	$ 437,270
Operating Expenses	$ 94,204	$ 107,374	$ 110,553	$ 102,000	$ 104,285
Capital Outlay	$ -	$ 610	$ -	$ -	$ 11,500
Total	**$ 591,493**	**$ 552,219**	**$ 540,804**	**$ 512,000**	**$ 553,055**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				DIVISION NO.
Finance				**130**
Supporting Information				
4100	**PERSONNEL SERVICES**			**$ 437,270**
4101	Full time salaries and benefits		$ 457,030	
4103	Part Time		$ 11,380	
4105	Overtime		$ 500	
Various	Employee Concessions		$ (31,640)	
4200	**OPERATING EXPENSES**			**$ 104,285**
4220	Telephone Expenses		$ 500	
4260	Contractual Services		$ 6,200	
	Technical assistance on GASB pronouncements			
4270	Professional Services for:		$ 55,400	
	Sales Tax audits & analysis	3,600		
	Property Tax audits & reviews	2,500		
	City Audit Services	42,000		
	LAFCO, GL, Printing	3,000		
	State Mandated Cost Claims (SB-90)	4,300		
4300	Department Supplies		$ 5,700	
	Various department supplies, such as computer paper, toner, business licenses, checks, w-2's, 1099's Misc., computer tapes & disks.			
4320	Department Equipment Maintenance		$ 35,385	
	Eden, Business, and Cashiering system licenses			
	Renewal of Eden Software Support	$24,805		
	Business License Software Support	$4,860		
	Business License Web Module Mainte	$2,742		
	False Alarm Software Support	$1,173		
	Progressive Software Support	$1,805		
4360	Personnel Training		$ 250	
4370	Meetings, Memberships & Travel		$ 250	
4380	Subscriptions, Dues & Memberships		$ 500	
	CSMFO, GFOA, CMRTA, & Payroll			
4390	Vehicle Allowance & Mileage Reimbursement		$ 100	
4500	**CAPITAL EXPENSES**			**$ 11,500**
4500	Computer Upgrades for EDEN		$ 11,500	
	TOTAL			**$ 553,055**

Note:
Expenditures in the Personnel category increased from prior year due to the addition of a Finance Director.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Retirement Costs	**180**

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 2013-2014 is the twelth 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 2012-2013, 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.

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services: 4124 General Fund Retirement Costs for PERS	$ 1,914,186	$ 1,901,679	$ 1,972,496	$ 1,737,006	$ 1,974,472
Personnel Services: 4127 General Fund Retirement Costs for Healthcare					$ 682,549
Total	**$ 1,914,186**	**$ 1,901,679**	**$ 1,972,496**	**$ 1,737,006**	**$ 2,657,021**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund					$ 682,549
Transfers from Retirement Fund (Fund 18) 01-3978-0000	$ 1,914,186	$ 1,901,679	$ 1,972,496	$ 1,737,006	$ 1,974,472
	$ 1,914,186	$ 1,901,679	$ 1,972,496	$ 1,737,006	$ 2,657,021

CITY WIDE RETIREMENT EXPENDITURES	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Total Employee Retirement Expenditures:					
General Fund Retirement Div	$ 1,914,186	$ 1,901,679	$ 1,637,172	$ 1,737,006	$ 1,974,472
Retirement Fund	$ 1,040,460	$ 1,733,760	$ 1,422,623	$ 1,131,464	$ 194,523
Special Funds / Enterprise Funds	$ 510,519	$ 534,918	$ 335,324	$ 483,174	$ 422,445
General Fund Retired Employess Health Care	$ -	$ -	$ -	$ -	$ 682,549
Enterprise Funds Retired Employess Health Care	$ -	$ -	$ -	$ -	$ 252,451
Agency Fund	$ 80,448	$ 54,307	$ -	$ -	$ -
Total	**$ 3,545,613**	**$ 4,224,665**	**$ 3,395,119**	**$ 3,351,644**	**$ 3,526,440**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Non-Departmental	**190**

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. Also included in this division are the CHFA loan payments and any residual payments for the Sec 108 loan not covered by the current year's CDBG allocation.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	-	-	-	-	-

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 63,581	$ 38,547	$ 160,000	$ 8,100	$ 60,000
Operating Expenses	$ 315,428	$ 317,166	$ 326,515	$ 489,245	$ 787,454
Capital Outlay/Transfer	$ 261,872	$ 213,931	$ 294,280	$ 284,717	$ 230,198
Total	**$ 640,881**	**$ 569,643**	**$ 780,795**	**$ 782,062**	**$ 1,077,652**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund	$ 640,881	$ 569,643	$ 780,795	$ 782,062	$ 1,077,652
Total	**$ 640,881**	**$ 569,643**	**$ 780,795**	**$ 782,062**	**$ 1,077,652**

Supporting Information

4100	**PERSONNEL SERVICES**			**$ 60,000**
4132	Unemployment Insurance		$ 60,000	
4200	**OPERATING EXPENSES**			**$ 787,454**
4220	Telephone		$ 45,000	
4260	Contractual Services		$ 173,860	
	1) Computer network and citywide services	127,560		
	2) Annual Renewal Assetworks	1,300		
	3) LA County Animal Control	45,000		
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		$ 28,431	
	1) City Hall Copier - Lease	5,324		
	2) City Hall Copier - Maintenance	7,704		
	3) City Hall Phone	15,403		
4380	Subscription Dues and Memberships:		$ 28,863	
	1) League of CA Cities	9,816		
	2) So. CA Assoc. of Gov. (SCAG)	2,557		
	3) Valley Economic Alliance	5,000		
	4) S.F. Valley Council of Gov. (SFVCOG)	10,000		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Non-Departmental				**190**
	5) Indepent Cities Association (ICA) 1,065 6) VICA 425			
4435	Bank Charges	$ 6,000		
4450	Other Expense - Section 108 letter of credit	$ 15,000		
0094-4450	CHFA loan payment	$ 450,000		
4500	**CAPITAL EXPENSES**		**$**	**15,000**
4500	Reflects the purchase of network servers and capital equipment.	$ 15,000		
4900	**TRANSFER**		**$**	**215,198**
4906	Transfer to Self Insurance Fund	$ 100,000		
4927	Transfer to Street Lighting Fund	$ 12,413		
4926	Transfer to CDBG Fund 26 to cover Sec 108 Loan	$ 102,785		
4910	Transfer to Grants Fund to subsidize the Las Palmas loan repayment. ($100,000 suspended)	$ -		
	TOTAL		**$**	**1,077,652**

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FIRE SERVICES

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CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

DIVISION	**DIVISION NO.**
FIRE SERVICES	**500**

NARRATIVE

Fire services are provided by the Los Angeles City Fire Department on a contractual basis. The contract for FY 13-14 is projected to be $2,518,204. The City negotiated an agreement to with Los Angeles City Fire Department to pay an outstanding balance in three equal payments over the next three fiscal years. This amount and an imputed 3% interest rate on the outstanding balance is added to the current year contract. 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:

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Fire Services	$ 3,473,668	$ 3,159,360	$ 2,900,000	$ 2,465,827	$ 2,720,052
Total	**$ 3,473,668**	**$ 3,159,360**	**$ 2,900,000**	**$ 2,465,827**	**$ 2,720,052**

SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
01	General Funds	$ 3,159,568	$ 2,474,615	$ 2,585,900	$ 2,151,727	$ 2,720,052
18	Retirement Fund	$ 314,100	$ 684,745	$ 314,100	$ 314,100	$ -
	Total	**$ 3,473,668**	**$ 3,159,360**	**$ 2,900,000**	**$ 2,465,827**	**$ 2,720,052**

* FY 2013-2014 includes $201,848 for FY11/12 outstanding balance owed to the Fire Department, to be paid over next three fiscal years

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POLICE DEPARTMENT

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CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

POLICE DEPARTMENT

EXECUTIVE SUMMARY

NARRATIVE

The members of the San Fernando Police Department are committed to providing quality and professional police services to the local community. The primary assets of the Department are the people who serve our community. The Department continues to enjoy strong community support based upon efficient and effective law enforcement operations.

During FY 2012-2013, the Police Department achieved a 10% reduction in crime compared to the previous FY, as it relates to the reportable Part 1 crimes. This reduction is attributed to the team policing concept and with identifying problem locations throughout the City. Additionally, the continued decrease in gang activity within the City and the surrounding area is fostered through a strong commitment from community partners and with the implementation of a successful civil gang injunction.

There was a continued apprehension of DUI drivers during FY 2012-2013. This was partially achieved through additiona DUI checkpoints, saturation patrols, court stings and the Habitual Offender Program, sponsored by the Office of Traffic Safety.

In FY 2013-2014, Cesar Chavez Learning Academies (CCLA) is projecting an increase in the student population from approximately 1600 students to 2000 students. As a consequence, it is anticipated that this will require additional resources in the area of crime suppression, graffiti abatement, traffic and parking enforcement and juvenile deliquency prevention not currently factored into the budget.

Fiscal Year 2013-2014 will see a near 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 by Spring 2014; 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.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	3.00	3.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	4.00	5.00	5.00
Police Detective	4.00	4.00	3.00	3.00	3.00
Field Training Officers	4.00	4.00	4.00	4.00	4.00
Police Officer	18.00	18.00	17.00	17.00	16.00
Sworn (active)	36.00	36.00	31.00	32.00	31.00
Dispatcher/Jailer	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	1.00	1.00
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	0.00
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	1.00
Crossing Guard (FTE)	2.33	2.33	2.33	2.33	2.50
Reserve Police Officer	20.00	20.00	20.00	20.00	25.00
Police Explorer	30.00	30.00	30.00	30.00	30.00
Police Volunteers	10.00	10.00	10.00	10.00	10.00

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

POLICE DEPARTMENT
EXECUTIVE SUMMARY

	Non-Sworn	77.33	78.33	79.33	78.33	82.50
	Total	**113.33**	**114.33**	**110.33**	**110.33**	**113.50**
APPROPRIATIONS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services		$ 5,660,584	$ 5,581,869	$ 5,208,591	$ 5,330,446	$ 5,367,552
Operating Expenses		524,404	448,131	466,488	460,805	564,005
Capital Outlay		-	-	-	-	288
Transfers		-	-	-	-	-
Total General Fund		**$ 6,184,987**	**$ 6,029,999**	**$ 5,675,079**	**$ 5,791,251**	**$ 5,931,845**
Support Services-222		$ 1,363,241	$ 1,229,964	$ 1,000,541	$ 919,484	$ 1,216,234
Detective Division-224		903,400	695,823	544,905	599,313	507,147
Patrol Division-225		3,618,860	3,772,502	3,815,085	3,960,685	3,906,048
Reserve Division-226 (0225)		25,683	26,503	28,000	28,803	28,000
Community Service Program-230		273,803	295,209	286,548	282,965	269,416
Emergency Services-250		-	10,000	-	-	5,000
Subtotal General Fund		**$ 6,184,987**	**$ 6,029,999**	**$ 5,675,079**	**$ 5,791,251**	**$ 5,931,845**
S0URCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
	General Funds	4,491,957	4,669,410	4,043,276	4,630,600	4,440,992
3232	Vehicle Tow Franchise Fee	84,825	38,025	38,000	32,000	32,000
3415	Vehicle Repossession	935	1,110	1,000	1,090	1,000
3420	General Court Fines	72,528	10,471	12,000	8,000	9,000
3430	Parking Citations	842,358	713,471	715,000	518,000	565,500
3435	LA County Animal Control Licensing Credits	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	7,319	4,500	16,378	8,000
3688	Corrections Training	5,885	6,303	6,303	6,303	6,303
3710	Duplicating Fees	15,706	15,086	15,000	14,269	17,500
3715	Police Contract Services	228,308	235,691	250,000	212,758	210,000
3720	Fingerprint Services	78,849	44,455	45,000	45,000	45,000
3720-3721	Fingerprint - Livescan Services	36,262	45,910	50,000	38,222	42,050

CITY OF SAN FERNANDO
ADOPTED BUDGET
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POLICE DEPARTMENT
EXECUTIVE SUMMARY

3723	DUI Recovery Cost Program	909	7,489	10,000	1,852	3,500
3725	Booking and Processing Fee	-	125	200,000	27,708	130,000
3726	Vehicle Inspection Fees	53,750	23,650	25,000	16,016	20,000
3780	Court Commitment	85,865	89,935	105,000	105,000	150,000
3781	Impounded Vehicles	69,031	41,996	55,000	28,675	55,000
3783	Vehicle Administrative Fee	12,000	7,905	20,000	12,773	15,000
3785	Alarm Monitoring	24,671	16,250	16,000	22,607	27,000
3910	Surplus Vehicles	14,000	-	-	-	-
02	Transfer from SLESF	-	-	-	-	100,000
	TOTAL	**$ 6,184,987**	**$ 6,029,999**	**$ 5,675,079**	**$ 5,791,251**	**$ 5,931,845**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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, Records Bureau and the Training Coordinator. The Department's Community Relations programs, including School Resource Officer (SRO) Program, D.A.R.E Program and Media Relations are also 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[1] 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 Records Bureau 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.

In FY 2013-2014, 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.

[1] The Support Services Sergeant's position is currently vacant based on shortage of personnel.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Chief of Police	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	0.00	0.00	0.00
Records Supervisor	1.00	1.00	1.00	1.00	1.00
Secretary to the Chief	1.00	1.00	1.00	0.00	0.00
Police Records Specialist	2.00	2.00	2.00	1.00	1.00
Total	**7.00**	**7.00**	**6.00**	**4.00**	**4.00**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2012-2013
Personnel Services	$ 924,589	$ 846,357	$ 618,891	$ 510,158	$ 741,067
Operating Expenses	$ 438,652	$ 383,606	$ 381,650	$ 409,327	$ 475,167
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Transfers	$ -	$ -	$ -	$ -	$ -
Total	**$ 1,363,241**	**$ 1,229,964**	**$ 1,000,541**	**$ 919,484**	**$ 1,216,234**

	SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
	General Funds	$ 1,183,697	$ 1,057,321	$ 815,738	$ 730,319	$ 980,431
3655	POST Reimbursements	$ 4,088	$ 7,319	$ 4,500	$ 9,594	$ 8,000
3688	Corrections Training	$ 5,885	$ 6,303	$ 6,303	$ 6,303	$ 6,303
3710	Duplicating Fees	$ 15,706	$ 15,086	$ 15,000	$ 14,269	$ 17,500
3780	Court Commitment	$ 85,865	$ 89,935	$ 105,000	$ 105,000	$ 150,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION										DIVISION NO.
Police Department-Support Services										**222**
3910	Surplus Vehicles	$	14,000	$	-	$	-	$	-	$ -
3520	LA County Coroner Contract	$	54,000	$	54,000	$	54,000	$	54,000	$ 54,000
	Total	**$**	**1,363,241**	**$**	**1,229,964**	**$**	**1,000,541**	**$**	**919,484**	**$ 1,216,234**

Supporting Information

4100	**PERSONNEL SERVICES**			**$ 741,067**
4101	Salaries and Benefits for Full-Time Employees.		$ 551,246	
4103	Salary Part - Time Employees***	58,698	$ -	
4105	Overtime: Regular		$ 8,000	
4109	Overtime: Contract Duty		$ 210,000	
Various	Employee Concessions		$ (28,179)	
4200	**OPERATING EXPENSES**			**$ 475,167**
4210	Utilities.		$ 72,729	
4220	Telephone/ MDT wireless.		$ 64,659	
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.		$ 142,220	
4300	Department Supplies: Office Supplies, Safety Equipment, Ammunition, Copier Supplies, Photographic and Evidence Supplies.		$ 128,059	
4320	Equipment Maintenance: Equipment not Covered by Service Agreements.		$ 60,000	
4360	Continuing Professional Training.		$ 3,000	
4365	Tuition Reimbursement.		$ -	
4380	Membership Dues: Conference Attendance; CLEARS, NEATO, NAPA, and IALEP.		$ 4,500	
4500	**CAPITAL EQUIPMENT**			**$ -**
4941	**TRANSFERS**			**$ -**
	TOTAL			**$ 1,216,234**

*** Salary for Part-Time Employees was not included in adopted budget due to formula error, will be adjusted at mid-year.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Police Department-Detective Division	**224**

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 Supervisor 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 2013-2014 is to maintain the Detective Division to a complement of three working case load detectives. The use of two Detective Reserve Officers has been a significant benefit in the area of subpoena service and criminal investigations.

Goals and objectives for Fiscal Year 2013-2014 will be to continue parole, probation[1] and sex registrant compliance efforts in conjunction with parole and probation officials, and strive to reduce the crime rate. The department currently houses two LA Co Probation Officers whose primary caseload is exclusive to those individuals on probation within our juristiction. (In accordance with AB 109).

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Police Lieutenant	1.00	1.00	0.00	0.00	0.00
Police Sergeant	0.00	0.00	0.00	1.00	1.00
Police Detective	4.00	4.00	3.00	3.00	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
Total	**7.00**	**7.00**	**5.00**	**6.00**	**6.00**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 893,265	$ 684,367	$ 524,870	$ 589,204	$ 488,612
Operating Expenses	$ 10,136	$ 11,456	$ 20,035	$ 10,109	$ 18,535
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Transfers	$ -	$ -	$ -	$ -	$ -
Total	**$ 903,400**	**$ 695,823**	**$ 544,905**	**$ 599,313**	**$ 507,147**

SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
	General Funds	$ 902,465	$ 694,713	$ 543,905	$ 598,020	$ 505,692
3415	Vehicle Repossession Fee	$ 935	$ 1,110	$ 1,000	$ 1,293	$ 1,455
	Total	**$ 903,400**	**$ 695,823**	**$ 544,905**	**$ 599,313**	**$ 507,147**

Supporting Information

4100	**PERSONNEL SERVICES**		**$ 488,612**
4100	Salary and Benefits for Full-Time Employees. Based upon contractual obligations.	$ 484,170	
4105	Overtime: Regular	$ 20,000	
Various	Employee Concessions	$ (15,558)	

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

DIVISION				**DIVISION NO.**
Police Department-Detective Division				**224**
4200	**OPERATING EXPENSES**		**$**	**18,535**
4270	Professional Services: Latent Fingerprint Comparisons; Special Evidence Fund; DNA Analysis; Sexual Assault Examinations, Detective Investigative Fund. **RTIIS**	$ 15,000		
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		
4500	**CAPITAL EQUIPMENT**		**$**	**-**
4941	**TRANSFERS**		**$**	**-**
		-		
	TOTAL		**$**	**507,147**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	DIVISION NO.
Police Department-Patrol	**225**

NARRATIVE

The Operations Division represents the first contact that community members have with the Department; either through the Police Dispatchers manning our 24-hour 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.

Fiscal Year 2013-2014 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.

During Fiscal Year 2013-2014, the goal is to fill vacant police officer positions to the authorized staffing of 31. Additionally, funding for an additional 2 Desk Officers will be evaluated.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
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	17.00	17.00	16.00
Police Dispatcher/Jailer	6.00	6.00	6.00	6.00	6.00
Police Jr. Cadet (FTE)	1.00	1.00	1.00	1.00	1.00
Crossing Guard (FTE)	2.33	2.33	2.33	2.33	2.50
Total (active)	**37.33**	**37.33**	**35.33**	**35.33**	**34.50**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2012-2013
Personnel Services	$ 3,547,227	$ 3,734,236	$ 3,754,282	$ 3,924,119	$ 3,844,457
Operating Expenses	$ 71,633	$ 38,266	$ 60,803	$ 36,566	$ 61,303
Capital Outlay	$ -	$ -	$ -	$ -	$ 288
Transfers	$ -	$ -	$ -	$ -	$ -
Total	**$ 3,618,860**	**$ 3,772,502**	**$ 3,815,085**	**$ 3,960,685**	**$ 3,906,048**

SOURCE OF FUNDS		ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
	General Funds	$ 2,963,576	$ 3,363,195	$ 3,154,085	$ 3,605,890	$ 3,327,048
3232	Vehicle Tow Franchise fee	$ 84,825	$ 38,025	$ 38,000	$ 19,500	$ 20,000
3420	General Court Fines	$ 72,528	$ 10,471	$ 12,000	$ 5,460	$ 7,000
3715	Police Contract Services	$ 228,308	$ 235,691	$ 250,000	$ 177,056	$ 210,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION											**DIVISION NO.**
Police Department-Patrol											**225**
3720	Fingerprint Services	$	78,849	$	44,455	$	45,000	$	45,000	$	95,000
3725	Booking and Processing Fee	$	-	$	125	$	200,000	$	27,708	$	130,000
3726	Vehicle Inspection Fee	$	50,120	$	14,390	$	25,000	$	16,016	$	20,000
3781	Impounded Vehicles	$	92,285	$	41,996	$	55,000	$	28,675	$	55,000
3783	Vehicle Administrative Fee	$	14,820	$	7,905	$	20,000	$	12,773	$	15,000
3785	Alarm Monitoring	$	33,549	$	16,250	$	16,000	$	22,607	$	27,000
	Total	**$**	**3,618,860**	**$**	**3,772,502**	**$**	**3,815,085**	**$**	**3,960,685**	**$**	**3,906,048**

Supporting Information

4100	**PERSONNEL SERVICES**			**$ 3,844,457**
4101	Salaries and Benefits for all Full-time Patrol Personnel. Based upon contractual obligations. (Reduced by $106,424 for SSI Grant)	$	3,653,321	
4103	Salaries and Benefits for all Part-time Patrol Personnel	$	55,068	
4105	Overtime: Regular	$	125,000	
4107	Overtime: Court	$	35,000	
Various	Employee Concessions	$	(23,932)	
4200	**OPERATING EXPENSES**			**$ 61,303**
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 and-Continuing Professional Training.	$	4,100	
3688-4360	STC Training	$	6,303	
4370	Attendance at CCUG and Patrol Association Meetings.	$	1,000	
4500	**CAPITAL EQUIPMENT**			**$ 288**
4500	To Grants Fund to cover additional cost for dispatcher chairs from St CA Emergency Communications grant.	$	288	
4941	**TRANSFERS**			**$ -**
	TOTAL			**$ 3,906,048**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
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 2013-2014 will be to find possible recruitment options to help maintain the size of the unit. The Reserve Officer staffing is 22 Officers, with an authorized strength of 25. The Explorer post will continue to seek recruitment for both the Junior Explorer Program, as well as, the Explorer Cadet Program. Both Reserve Officers and Explorers continue to provide additional resources designed to supplement regular forces.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Reserve Police Officer	20.00	20.00	20.00	20.00	25.00
Police Explorer	30.00	30.00	30.00	30.00	30.00
Police Volunteers	10.00	10.00	10.00	10.00	10.00
Total	**60.00**	**60.00**	**60.00**	**60.00**	**65.00**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 21,700	$ 21,700	$ 24,000	$ 24,000	$ 24,000
Operating Expenses	$ 3,983	$ 4,803	$ 4,000	$ 4,803	$ 4,000
Total	**$ 25,683**	**$ 26,503**	**$ 28,000**	**$ 28,803**	**$ 28,000**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund	$ 25,683	$ 26,503	$ 28,000	$ 28,803	$ 28,000
Total	**$ 25,683**	**$ 26,503**	**$ 28,000**	**$ 28,803**	**$ 28,000**

Supporting Information

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Police Department-Community Service Program	**230**

NARRATIVE

Community Service Officers provide a high 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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Community Service Officer	4.00	4.00	4.00	4.00	4.00
Total	**4.00**	**4.00**	**4.00**	**4.00**	**4.00**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 273,803	$ 295,209	$ 286,548	$ 282,965	$ 269,416
Operating Expenses	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Transfers	$ -	$ -	$ -	$ -	$ -
Total	**$ 273,803**	**$ 295,209**	**$ 286,548**	**$ 282,965**	**$ 269,416**

	SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
3430	Parking Citations	$ 842,358	$ 713,471	$ 715,000	$ 394,164	$ 565,500
	Total	**$ 842,358**	**$ 713,471**	**$ 715,000**	**$ 394,164**	**$ 565,500**

Supporting Information

4100	**PERSONNEL SERVICES**		**$ 269,416**
4101	Full-Time Salaries	$ 287,425	
4103	Uniform Allowance	$ 3,062	
Various	Employee Concessions	$ (21,071)	
4200	**OPERATING EXPENSES**		**$ -**
4500	**CAPITAL EQUIPMENT**		**$ -**
4941	**TRANSFERS**		**$ -**
	TOTAL		**$ 269,416**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	DIVISION NO.
Police Department-Emergency Services	**250**

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 2013-2014 is projected for $5,000 to cover the cost of a tabletop exercise.

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.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Emergency Services Coordinator	0.00	0.00	0.00	0.00	0.00
Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ -	$ 10,000	$ -	$ -	$ 5,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total	**$ -**	**$ 10,000**	**$ -**	**$ -**	**$ 5,000**

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
General Fund	$ -	$ 10,000	$ -	$ -	$ 5,000
Total	**$ -**	**$ 10,000**	**$ -**	**$ -**	**$ 5,000**

Supporting Information

4200	**OPERATING EXPENSES**			**$ 5,000**
4260	Contractual Services - Hazardous Mitigation		$ -	
4320	Maintenance of RACES Equipment.		$ -	
4360	Emergency Preparedness Training.		$ 5,000	
4370	Mutual Aid Meetings, Membership, and Travel.		$ -	
4380	Subscriptions, Dues and Memberships.		$ -	
4390	Vehicle Mileage Allowance.		$ -	
4500	**CAPITAL EQUIPMENT**			**$ -**
	TOTAL			**$ 5,000**

PUBLIC WORKS DEPARTMENT

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CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

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, 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.

313 Bus Shelter/Stop Maintenance

he Bus Shelter / Stop Maintenance Division is responsible for all maintenance and repair of the 79 transit related stops located in the City of San Fernando; including 28 City Trolley stops. Of these bus stop locations, 18 are currently equipped with bus shelters. One City Maintenance Worker is responsible for all the maintenance and repair at each location. For FY 13-14, new trolley and bus shelters installed in the prior fiscal year will be maintained by this division.

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, 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.

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 debris pickup throughout the mall.

PUBLIC WORKS DEPARTMENT
EXECUTIVE SUMMARY

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.

346 Street Trees and Parkways
The Streets Trees and Parkways Division provides a limited program of tree trimming and general maintenance for approximately 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 for such work 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 maintenance of all City facilities, a total of 110,715 square feet of building space, and over 45 acres of parks and city owned public right of way. Facilities include: City Hall, City Yard, Police facilities, park buildings and grounds, Regional Pool facility, Brand Median, Bikeway, Gateway, Cesar Chavez Transit Memorial and The Civic Center maintenance. This division also maintains certain parking lots and other property that were previous owned by the Redevelopment Agency (RDA), now the Sucessor Agency Most deferred maintenance items and capital improvements have remained unfunded for the last three budget years and will continue unfunded in this fiscal year due to budget constraints. The deferred maintenance list and capital improvement list are valued at over two million dollars. The deferred maintenance list will continue to be updated to assist in future planning and to provide work priorities in case of new funding sources.

NARRATIVE - ENTERPRISE FUND

Public Works operations include three 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 three Enterprise Funds maintained by Public Works are:

70 Water
72 Sewer Maintenance Services
73 Refuse and Environmental Services

PUBLIC WORKS DEPARTMENT
EXECUTIVE SUMMARY

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 $3,278014. 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.

Special Funds used by Public Works in Fiscal Year 2013-2014:

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

PUBLIC WORKS DEPARTMENT
EXECUTIVE SUMMARY

Fund 29, Parking M&O - Off Street
Fund 50, Pavement Management

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Public Works Dir.	1.00	1.00	1.00	1.00	1.00
City Engineer	0.00	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	0.00	0.00	0.00
P.W. Superintendent	2.00	2.00	2.00	2.00	2.00
P.W. Field Supervisor I	1.00	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	9.00	9.00	8.00	8.00	8.00
Assistant Planner	0.10	0.10	0.00	0.00	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 Supervisor	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	1.70	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	1.00	1.00	1.00	1.00
Sr. Account Clerk	1.00	0.50	0.50	0.50	0.50
Total	**40.30**	**39.30**	**37.20**	**37.20**	**37.20**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
General Funds					
310-Engineering and Admin.	$ 172,418	$ 111,581	$ 114,875	$ 107,943	$ 80,856
311-Street Maintenance	$ 51,626	$ 54,109	$ 43,310	$ 51,005	$ 59,347
312-Graffiti Removal	$ 51,368	$ 12,035	$ -	$ -	$ -
313-Bus Shelter Maintenance	$ 120	$ -	$ -	$ -	$ 85,162
320-Vehicle Maintenance	$ 401,036	$ 426,166	$ 419,574	$ 405,149	$ 520,233
341-Mall Maintenance	$ 53,701	$ 72,485	$ 92,993	$ 86,408	$ 91,776

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

PUBLIC WORKS DEPARTMENT
EXECUTIVE SUMMARY

343 - Street Sweeping	$ 123,719	$ 121,200	$ 123,988	$ 121,273	$ 123,988
346-Street Trees & Parkways	$ 94,914	$ 91,594	$ 85,296	$ 84,661	$ 112,236
370-Traffic Safety	$ 40,071	$ 20,919	$ 14,056	$ 18,190	$ 127,040
371-Traffic Signals	$ 117,504	$ 102,921	$ 102,885	$ 100,333	$ 94,736
390-Facilities Management	$ 775,392	$ 712,906	$ 760,640	$ 732,738	$ 731,501
General Fund Total	**$ 1,881,868**	**$ 1,725,918**	**$ 1,757,617**	**$ 1,707,699**	**$ 2,026,874**
Special Funds-PW portion:					
07-Proposition A (all)	$ 677,287	$ 598,594	$ 538,563	$ 462,428	$ 467,553
08-Proposition C	$ 148,033	$ 311,603	$ 743,059	$ 652,643	$ 568,967
09-Proposition C Discretionary	$ -		$ -	$ -	$ -
10-Grant Funds	$ 25,000	$ 106,464	$ 1,584,781	$ 73,976	$ 1,836,782
11-State Gas Tax	$ 982,823	$ 736,632	$ 1,189,987	$ 1,228,831	$ 474,063
12-Measure R	$ 325,375	$ 136,293	$ 280,208	$ 151,705	$ 456,435
13-Traffic Safety	$ 83,264	$ 143,927	$ 163,662	$ 113,750	$ 31,825
15-Local Transportation -TDA	$ 9,333	$ 15,784	$ 16,200	$ 11,471	$ 16,200
16-Air Quality Management District	$ -	$ -	$ -	$ -	$ 127,000
27-344-Street Lighting Fund	$ 369,120	$ 422,420	$ 411,860	$ 372,094	$ 386,761
29-355-Parking M&O	$ 108,056	$ 173,094	$ 181,912	$ 150,354	$ 36,088
50-Pavement Impact Fund	$ 521,203	$ 451,663	$ 368,481	$ 240,000	$ 445,605
Special Fund Total	**$ 3,249,494**	**$ 3,096,475**	**$ 5,478,713**	**$ 3,457,252**	**$ 4,847,279**
Enterprise Funds:					
70-381-Water Administration	$ 967,801	$ 822,596	$ 863,303	$ 789,948	$ 883,163
70-382-Utility Billing	$ 330,278	$ 371,668	$ 310,972	$ 319,833	$ 311,257
70-383-Water Distribution	$ 1,035,159	$ 1,046,507	$ 1,663,961	$ 1,627,516	$ 1,338,984
70-384-Water Production	$ 1,022,078	$ 982,336	$ 1,773,969	$ 1,162,859	$ 1,728,872
Subtotal Water Fund	$ 3,355,315	$ 3,223,107	$ 4,612,205	$ 3,900,156	$ 4,262,275
Less: Capital Items	*$ -*	*$ -*	*$ 0*	*$ 0*	*$ 0*
Total Water Fund	$ 3,355,315	$ 3,223,107	$ 4,612,205	$ 3,900,156	$ 4,262,275
72-360-Sewer Maintenance	$ 1,927,042	$ 2,505,675	$ 2,641,416	$ 2,648,231	$ 3,955,916
73-350-Refuse/Environmental	$ 1,077,642	$ 1,027,810	$ 1,049,742	$ 964,183	$ 1,153,306
Enterprise Fund Total	**$ 6,359,999**	**$ 6,756,592**	**$ 8,303,363**	**$ 7,512,570**	**$ 9,371,497**
Total Department Funds	**$ 11,491,362**	**$ 11,578,985**	**$ 15,539,693**	**$ 12,677,520**	**$ 16,245,651**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Public Works Engineering and Administration	**310**

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 the MTA, State Office of Traffic Safety, Air Quality Management District, California Energy Commission, and Caltrans/FHWA (Federal & State grants).

FY 2013-2014: The Public Works Engineering and Administration Division will continue work on projects in support of City Council priorities and Department Operation priorities for FY 13/14. Projects will include street paving, curb and gutter repair, sidewalk replacements, streetscape enhancements, and an updated assessment of street conditions with the use of a Pavement Condition Index (PCI).

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Public Works Director	0.00	0.05	0.05	0.05	0.05
City Engineer	0.00	0.00	0.00	0.00	0.00
Senior Management Analyst	0.00	0.00	0.00	0.00	0.00
Operations Manager	0.00	0.05	0.05	0.05	0.00
Administrative Analyst	0.10	0.08	0.08	0.08	0.10
Civil Engineering Assistant II	0.10	0.20	0.20	0.20	0.05
P.W. Superintendent	0.05	0.00	0.00	0.00	0.00
P.W. Office Specialist	0.05	0.00	0.00	0.00	0.00
Office Specialist	0.20	0.20	0.20	0.20	0.20
Total	**0.50**	**0.58**	**0.58**	**0.58**	**0.40**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 99,519	$ 63,580	$ 54,761	$ 54,542	$ 20,742
Operating Expenses	$ 60,634	$ 48,001	$ 54,614	$ 53,401	$ 54,614
Capital Outlay/Transfers	$ 12,265	$ -	$ 5,500	$ -	$ 5,500
Total	**$ 172,418**	**$ 111,581**	**$ 114,875**	**$ 107,943**	**$ 80,856**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
01-3730 Eng & Insp. Fees	$ 9,262	$ 20,750	$ 19,000	$ 52,665	$ 15,000
Gas Tax (Fund 11)Transfer- *HUTA - Sect. 2107.5*	$ 9,095	$ 6,000	$ 6,000	$ 6,000	$ 6,000
General Fund	$ 154,061	$ 84,832	$ 89,875	$ 49,278	$ 59,856
Total	**$ 172,418**	**$ 111,581**	**$ 114,875**	**$ 107,943**	**$ 80,856**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				DIVISION NO.
Public Works Engineering and Administration				**310**
	PERSONNEL SERVICES			**$ 20,742**
4101	**Personnel Costs:** Labor costs reflect engineering labor costs charged to grant funded projects & engineering labor costs subsidized by gas tax allocation.		$ 23,839	
Various	Employee Concessions		$ (3,097)	
	OPERATING EXPENSES			**$ 54,614**
4220	**Telephone:** Cell Phones/ PDA's		$ 2,300	
4260	**Contractual Services :**		$ 17,500	
	Miscellaneous Contractual Services	$17,500		
4270	**Professional Services:**		$ 23,794	
	Engineering Services contract ($65,000): also refer to Funds 11-4901, 12-4270, 70-4270, 72-4270	$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 average)	$6,000		
	AM1690 radio station maintenance - assumes 4 service calls @$350/each	$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	$500		
	CAPITAL EXPENSES			**$ 5,500**
4500	**Capital Equipment:**		$ 5,500	
	Edgesoft Maintenance - Service agreement cost FY 13/14 is $30,000. Public Works cost allocation = $10,000 split over 01-310 and Funds 70, 72 & 73.	$3,000		
	GIS License	$2,500		
	Total			**$ 80,856**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
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.

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.

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 2,300 pothole repairs. Direct charge of materials to special funds, a transfer from Gas Tax Fund 11 and parking meter revenue, makes the Division a net zero impact on the General Fund.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Civil Engineering Asst. II	0.10	0.00	0.00	0.00	0.05
P.W. Superintendent	0.00	0.00	0.00	0.00	0.10
P.W. Maintenance Worker	0.00	0.10	0.10	0.10	0.10
P.W. Field Supervisor I	0.00	0.00	0.00	0.00	0.00
P.W. Field Supervisor II	0.05	0.10	0.10	0.10	0.10
PW Administrative Coordinator	0.00	0.00	0.00	0.00	0.05
Senior Maintenance Worker	0.10	0.30	0.30	0.30	0.30
Total	**0.25**	**0.50**	**0.50**	**0.50**	**0.70**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 49,708	$ 53,067	$ 42,065	$ 49,845	$ 58,102
Operating Expenses	$ 1,917	$ 1,042	$ 1,245	$ 1,160	$ 1,245
Capital Outlay		$ -	**$ -**	**$ -**	$ -
Total	**$ 51,626**	**$ 54,109**	**$ 43,310**	**$ 51,005**	**$ 59,347**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
01-3855 Pkg Mtr - Civic Ctr	$ 110,083	$ 78,130	$ 90,000	$ 63,697	$ 63,000
Gas Tax (Fund 11) Transfer- *HUTA - Sect. 2105*	$ 136,354	$ 106,321	$ 142,000	$ 130,482	$ 21,099
Prop C (Fund 8) Transfer	$ -	$ -	$ -	$ -	$ -
Total	**$ 246,437**	**$ 184,451**	**$ 232,000**	**$ 194,179**	**$ 84,099**

Supporting Information

	PERSONNEL SERVICES		**$ 58,102**
4101	**Personnel Costs:** Includes: Special Project Pay - Shared with Fund 50/72 Inspector Pay - Shared with Fund 50/72 Stand-by-pay - Shared with Fund 50/72	$ 63,302	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION					**DIVISION NO.**
Street Maintenance					**311**
4105	**Overtime** Additional $1,000 from Fund 50 for a total of $2,500	$1,500	$ 1,500		
Various	Employee Concessions		$ (6,700)		
	OPERATING EXPENSES			**$**	**1,245**
4300	**Department Supplies:** Office Supplies	 $500	$ 500		
4310	**Equipment & Supplies:** Uniform replacements & new issues; $320 per staff based on FTE assigned to -311 Division; jackets issued in FY 12, next issue FY 14 Rain and safety gear, average of $450 per staff based on FTE assigned to -311 Division Service Volunteer gear issue, 4@$40	 $160 $225 $160	$ 545		
4360	**Personnel Training**		$ 100		
4370	**Meetings, Membership & Training**		$ 100		
	CAPITAL EXPENSES			**$**	**-**
	EQUIPMENT REPLACEMENT CHARGE			**$**	**-**
	TOTAL			**$**	**59,347**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Graffiti Removal	**312**

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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Maintenance Worker	0.70	0.08	0.00	0.00	0.00
PW Field Supervisor II	0.05	0.00	0.00	0.00	0.00
Senior Maintenance Worker	0.05	0.00	0.00	0.00	0.00
Total	**0.80**	**0.08**	**0.00**	**0.00**	**0.00**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 45,168	$ 12,035	$ -	$ -	$ -
Operating Expenses	$ 6,200	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total	**$ 51,368**	**$ 12,035**	**$ -**	**$ -**	**$ -**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Prop C Bikeway (Fund 08) *transfer from 08-190-4901 to 01-3968*	$ 15,000	$ 15,000	$ -	$ -	$ -
General Fund	$ 36,368				$ -
Total	**$ 51,368**	**$ 15,000**	**$ -**	**$ -**	**$ -**

	PERSONNEL SERVICES		**$ -**
4101	**Personnel Costs**	$ -	
	OPERATING EXPENSES		**$ -**
	Funding reallocated to 01-152	$ -	
	CAPITAL EQUIPMENT		**$ -**
	Funding reallocated to 01-152	$ -	
	TOTAL		**$ -**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Bus Shelter/Stop Maintenance	**313**

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 City Trolley stops. Of these bus stop locations, 18 are currently equipped with bus shelters. City crews perform maintenance including cleaning, emptying of waste receptacles at all of the bus stop locations. For FY 13-14, new trolley and bus shelters, installed in the prior fiscal year, will be maintained by this division.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Maintenance Worker	0.00	0.00	0.00	0.00	1.00
Total	**0.00**	**0.00**	**0.00**	**0.00**	**1.00**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**2012-2013 2011-2012**	**ADOPTED 2013-2014**
Personnel Services	$ 120	$ -	$ -	$ -	$ 78,114
Operating Expenses	$ -	$ -	$ -	$ -	$ 7,048
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total	**$ 120**	**$ -**	**$ -**	**$ -**	**$ 85,162**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Funds	$ 120	$ -	$ -	$ -	$ 22,237
Prop C (Fund 8) Transfer	$ -	$ -	$ -	$ -	$ 62,785
Total	**$ 120**	**$ -**	**$ -**	**$ -**	**$ 85,022**

Supporting Information

	PERSONNEL SERVICES		**$ 78,114**
4101	**Salaries**		$ 78,114
Various	Employee Concessions		
	OPERATING EXPENSES		**$ 7,048**
4300	**Department Supplies:** Soap, trash bags, gloves, lobby sweepers, masks	$ 3,000	
4320	**Department Equipment Maint.** Repair of power tools & associated equipment	$ 1,000	
4400	**Vehicle Oper. & Maintenance:** Truck used for maintenace of shelters	$ 1,500	
4402	**Fuel:**	$ 1,548	
	TOTAL		**$ 85,162**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Equipment / Vehicle Maintenance	**320**

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 for: 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 2013-2014: Development plans for the CNG Station include grant funded expansion of fuel capacity for the station. Additional fuel and maintenance costs are direcly charged to Funds 27, 29, 70, 72 and 73 to further reduce General Fund costs.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Equipment Supervisor	0.15	0.30	0.30	0.30	0.75
Mechanic Helper	0.15	0.30	0.30	0.30	0.75
Operations Manager	0.05	0.05	0.00	0.00	0.00
P.W. Superintendent	0.05	0.10	0.10	0.10	0.10
Senior Maintenance Worker	0.00	0.00	0.00	0.00	0.00
P.W. Office Specialist	0.15	0.10	0.10	0.10	0.10
Total	**0.55**	**0.85**	**0.80**	**0.80**	**1.70**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 103,301	$ 83,589	$ 80,830	$ 81,004	$ 153,242
Operating Expenses	$ 293,020	$ 334,620	$ 306,144	$ 306,545	$ 358,991
Capital					$ 8,000
Transfers	$ 4,716	$ 7,957	$ 32,600	$ 17,600	$ -
Total	**$ 401,036**	**$ 426,166**	**$ 419,574**	**$ 405,149**	**$ 520,233**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Gas Tax (Fund 11)Transfer *HUTA - Sect. 2105,2106, & 2107*	$ 10,155	$ 31,163	$ 32,000	$ 32,000	$ 32,765
01-3735-3661 CNG Fuel	$ 139,837	$ 183,551	$ 200,000	$ 347,472	$ 300,000
General Fund	$ 251,044	$ 211,452	$ 187,574	$ 25,677	$ 187,468
Total	**$ 401,036**	**$ 426,166**	**$ 419,574**	**$ 405,149**	**$ 520,233**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Equipment / Vehicle Maintenance				**320**
	PERSONNEL SERVICES			**$ 153,242**
4101	**Salaries**		$ 169,246	
4105	Overtime			
3661-4105	Overtime for CNG Station emergency repairs			
Various	Employee Concessions		$ (16,004)	
	OPERATING EXPENSES			**$ 47,670**
3661-4210	**Utilities:**		$ 31,000	
	CNG Station electricity use based on FY12 use.	$31,000		
4220	**Telephone:**		$ 720	
	Facilities/Equip. cell & standby phones. Expense shared with 01-390	$300		
3661-4220	CNG Station phone modem line	$420		
4260	**Contractual Services:**		$ 8,450	
	Annual crane inspection, 1 truck (Additional inspections charged to Fund 27 and Fund 70)	$250		
	Zee Medical Supplies/First Aid	$150		
	Fire Code, Calif. Title 19 - Fire Extinguisher Refills for Police Dept. and Public Works vehicles	$1,600		
	SMOG Certificates for all vehicles - average 20 @ $60	$1,200		
	CARB small equipment diesel registration, 3 @$550	$1,650		
	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	
	DEPARTMENT SUPPLIES			**$ 7,588**
4300	**Department Supplies:**		$ 3,600	
	General Office Supplies	$500		
301-4300	Diagnostic scanner & tool data updates, Motor Data System annual upgrade; repair supplies.	$2,600		
	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 12, next issue FY 14	$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 2013-2014

DIVISION				DIVISION NO.
Equipment / Vehicle Maintenance				**320**
4320	**Department Equipment Maintenance:**		$ 1,080	
	Repair & maint. of floor jacks, air compressors, & hydraulic hoist.	$560		
	Diagnostic Engine Analyzer Maintenance	$310		
	Replace wire feed cable (welder)	$210		
4340	**Small Tools:**		$ 1,800	
	Snap-On scanner yearly updates:			
	Engine Identification Codes	$150		
	Emission Standards	$250		
	Anti Locking Brake Codes	$150		
	Replacement tools, test lights, metric tools, jacks, ratchets, etc.	$1,250		
4360	**Personnel Training :**	$100	$ 100	
	Liebert Cassidy Training, 1 session per year			
4370	**Meetings, Memberships and Travel:**		$ 100	
	Municipal Equip. Maint Assoc. annual dues	$100		
4380	**Subscriptions, Dues and Memberships:** APWA Membership		$ 150	
	VEHICLE OPERATING EXPENSES			**$ 303,733**
4400	**Vehicle Operation & Maintenance (no. of vehicles):**			
	152-Code Enforcement (4 vehicles)		$ 1,188	
	Police		$ 34,400	
	221-Chief of Police (1 vehicle)	$941		
	222-Police Admin./Supt. Services (2 vehicles)	$650		
	223-Police Special Program (1 vehicle)	$200		
	224-Detectives (7 vehicles)	$6,831		
	225-Patrol (11 vehicles)	$23,430		
	226-Narcotics Enforcement (1 vehicles)	$600		
	228-K-9 Special Program (1 vehicle)	$1,748		
4400	**Public Works**		$ 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		
	390-Facilities Maintenance (8 trucks, misc equipment)	$6,341		

DIVISION				DIVISION NO.
Equipment / Vehicle Maintenance				320
	0420-Maintenance for Cargo Van	$500		
	0420-Maintenance for 12 Passenger Van	$500		
3661-4400	CNG Fueling Station		$ 22,000	
4402	**Vehicle Fuel:** **based on** average of FY 12 costs			
	152-Code Enforcement		$ 3,720	
	Police		$ 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		
	Public Works :		$ 41,734	
	311-Street Maintenance (3 tracktor + 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 & Equipment Division	$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		$ 55,000	
3661-4402	CNG Fueling Station Operation	$55,000		
440X	**Vehicle Unplanned Major Repairs:** 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			
4430	**Activities and Programs:**		$ 750	
3661-4430	CNG Station - notices and outreach	$750		
3661-4450	**Other Expenses:** CNG Fed & State Taxe**s -** Assume average of 7,500 gallons per month. Federal rate = $0.183 per gallon; State rate = $0.0887 per gallon. Taxes are paid quarterly.		$ 33,844	
	CNG Station - Fed tax paid quarterly	$16,470		
	CNG Station - State tax paid quarterly	$7,983		
	CNG Station - State tax additional	$9,391		

CITY OF SAN FERNANDO
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DIVISION				**DIVISION NO.**
Equipment / Vehicle Maintenance				**320**
3661-4435	**Bank Charges:** CNG Station credit card use		$ 6,000	
	CAPITAL EQUIPMENT			**$ 8,000**
3661-4600	**Capital Projects:** CNG - capital equipment / upgrades	$8,000	$ 8,000	
	TRANSFERS			**$ -**
	TOTAL			**$ 520,233**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Mall Maintenance	**341**

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 a seven-days per week refuse collection from public receptacles, landscape maintenance, 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.

An assessment collected from mechants is the only funding source for this division. Since the assessment amount has not increased for many years and the cost for maintenance has increased, service levels provided by staff are constrained. In addition, the assement is not sufficient to also fund needed capital projects for the Mall.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Maintenance Worker	0.70	0.70	0.70	0.70	0.70
Senior Maintenance Worker	0.10	0.10	0.10	0.10	0.10
PW Field Supervisor	0.00	0.00	0.00	0.00	0.00
Field Supervisor II	0.10	0.00	0.00	0.00	0.05
PW Administrative Coordinator	0.00	0.00	0.00	0.00	0.05
PW Office Specialist	0.00	0.00	0.00	0.00	0.01
Maintenance Helper - PT	0.00	0.35	0.70	0.70	0.70
Total	**0.90**	**1.15**	**1.50**	**1.50**	**1.61**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 48,354	$ 70,520	$ 76,263	$ 71,828	$ 75,046
Operating Expenses	$ 5,347	$ 1,965	$ 4,250	$ 2,100	$ 4,250
Capital Outlay	$ -	$ -	$ 12,480	**$ 12,480**	$ 12,480
Total	**$ 53,701**	**$ 72,485**	**$ 92,993**	**$ 86,408**	**$ 91,776**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
01-3930 Mall Maintenance Levy General Fund	$ 95,844	$ 101,322	$ 100,000	$ 100,000	$ 100,000
Total	**$ 95,844**	**$ 101,322**	**$ 100,000**	**$ 100,000**	**$ 100,000**

	PERSONNEL SERVICES		**$ 75,046**
4101	**Personnel Costs:** Stand-by pay	$ 70,250	
4103	**Part Time**	$ 10,346	
4105	**Overtime**	$ 1,000	
Various	Employee Concessions	$ (6,550)	
	OPERATING EXPENSES		**$ 4,250**
4210	**Utilities:** Assumes 5% rate increase over FY 12-13 costs	$ 250	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Mall Maintenance				**341**
4250	**Rents & Leases:** (Rental of maint equipment as needed)	$ 500		
4260	**Contractual Services:** None planned for FY 13-14	$ -		
4300 0301-4300	**Department Supplies:** Maintenance supplies including trash bags, repair parts for irrigation and planter lighting, bollard repair	$ 3,000		
4340	**Small Tools**	$ 500		
	CAPITAL EQUIPMENT		**$**	**12,480**
4500	**Captial Expenses:**			
4500	Landscape/Irrigation	$ 2,740		
	Miscellaneous repairs	$ 2,740		
	Uplighting at Mall entrances	$ 3,500		
	Bollard replacement, materials to start replacement of damaged or missing bollards	$ 3,500		
	TOTAL		**$**	**91,776**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Street Sweeping	**343**

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 increasingly strigent state and federal storm water quality requirements under the new storm water permit issued in 2013. All services are currently paid using Fund 11 Gas tax.

FY 2013-2014: 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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Operating Expenses	$ 123,719	$ 121,200	$ 123,988	$ 121,273	$ 123,988
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total	**$ 123,719**	**$ 121,200**	**$ 123,988**	**$ 121,273**	**$ 123,988**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Gas Tax (Fund 11)Transfer- *HUTA - Sect. 2105,2106, & 2107*	$ 123,719	$ 121,200	$ 123,988	$ 121,273	$ 123,988
Total	**$ 123,719**	**$ 121,200**	**$ 123,988**	**$ 121,273**	**$ 123,988**

	OPERATING EXPENSES		**$ 123,988**
4260	**Contractual Services**	$ 123,988	
	TOTAL		**$ 123,988**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Streets , Trees & Parkways	**346**

NARRATIVE

The Streets Trees and Parkways Division provides a program of tree general maintenance for approximately 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 for things 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 2013-2014: 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. The Public Works Tree Partner Program has seen increased interest by the public, which encourages residents to plant parkway trees either by applying for a no-fee permit, or a $210 fee for expedited planting.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Public Works Director	0.00	0.00	0.00	0.00	0.02
P.W. Superintendent	0.00	0.00	0.00	0.00	0.10
Civil Engineering Assistant II	0.00	0.00	0.00	0.00	0.04
Maintenance Worker	0.25	0.20	0.20	0.20	0.10
Field Supervisor II	0.10	0.10	0.10	0.10	0.10
Senior Maintenance Worker	0.10	0.10	0.10	0.10	0.16
Total	**0.45**	**0.40**	**0.40**	**0.40**	**0.52**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 32,967	$ 24,060	$ 18,238	$ 21,061	$ 52,178
Operating Expenses	$ 61,948	$ 66,292	$ 65,558	$ 62,100	$ 58,558
Capital Outlay	$ -	$ 1,242	$ 1,500	$ 1,500	$ 1,500
Total	**$ 94,914**	**$ 91,594**	**$ 85,296**	**$ 84,661**	**$ 112,236**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
General Fund	$ 94,914	$ 91,594	$ 85,296	$ 84,661	$ 112,236
Total	**$ 94,914**	**$ 91,594**	**$ 85,296**	**$ 84,661**	**$ 112,236**

	PERSONNEL SERVICES			**$ 52,178**
4101	**Personnel Costs**		$ 55,883	
4105	**Overtime**		$ 1,500	
Various	Employee Concessions		$ (5,205)	
	OPERATING EXPENSES			**$ 58,558**
4250	**Rents and Leases:** Rent and lease of equipment as needed		$ 500	
4260	**Contractual Services:**		$ 47,500	
	Tree maintenance - trimming, removals, plantings, stump removals (West Coast Arborist)	$45,500		
	Bee Removal - Emergency Call Outs	$2,000		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Streets , Trees & Parkways				**346**
4300	**Department Supplies:**		$ 1,750	
	Office Supplies	$250		
0301-4300	Maintenance supplies: Asphalt, Bag Mix, Emulsion	$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 12, next issue FY 14	$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:** (Tree Partner Program)		$ 7,500	
	Parkway tree replacement plantings			
	CAPITAL EXPENSES			**$ 1,500**
4500	**Capital Equipment:**		$ 1,500	
	Replace power equipment - chain saws, blowers			
	EQUIPMENT REPLACEMENT CHARGE			**-**
	TOTAL			**$ 112,236**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Traffic Safety	**370**

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 2013-2014: 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. 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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Civil Egineering Assistant II	0.00	0.00	0.00	0.00	0.04
Senior Maintenance Worker	0.15	0.30	0.30	0.30	0.00
City Engineer	0.00	0.00	0.00	0.00	0.00
Electrical Supervisor	0.00	0.10	0.10	0.10	0.10
Field Supervisor II	0.10	0.00	0.00	0.00	0.00
Total	**0.25**	**0.40**	**0.40**	**0.40**	**0.14**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 39,399	$ 20,532	$ 12,348	$ 17,190	$ 14,840
Operating Expenses	$ 673	$ 387	$ 1,708	$ 1,000	$ 65,038
Capital Outlay	$ -	$ -	$ -	$ -	$ 47,162
Total	**$ 40,071**	**$ 20,919**	**$ 14,056**	**$ 18,190**	**$ 127,040**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Gas Tax (Fund 11)Transfer- *HUTA - Sect. 2105,2106, & 2107*	$ 35,128	$ 41,651	$ 41,651	$ 41,651	$ 42,000
Transfer (Fund 13)					$ 31,825
General Fund					$ 54,718
Total	**$ 35,128**	**$ 41,651**	**$ 41,651**	**$ 41,651**	**$ 128,543**

	PERSONNEL SERVICES			**$ 14,840**
4101	**Personnel Costs**		$ 16,343	
Various	Employee Concessions		$ (1,503)	
	OPERATING EXPENSES			**$ 65,038**
0301-4260	**Contractual Services**		$ 12,500	
4300	**Department Supplies:**		$ 44,700	
0000-4300	Office supplies	$200		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Traffic Safety				**370**
0301-4300	311 Street Repair Materials - base, asphalt, sand	$12,500		
	370 Traffic Signage Repair Materials - Poles, Signs, Hardware, Street Signs, etc.	$8,000		
	311 Street Supplies, Concrete, Barrricades, Glue down, Delineators, Absorbent, Bag Mix, Absorbent	$11,500		
	371 LED Repair Materials - supplies for maintenance and repair of LED traffic signals and pedestrian modules.	$9,000		
	311 Street Supplies, Concrete, Barrricades, Glue down, Delineators, Absorbent, Bag Mix, Absorbent	$3,500		
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 12, next issue FY 14	$128		
	Rain and safety gear, average of $450 per staff based on FTE assigned to -370 Division	$180		
4340	**Small Tools**		$ 330	
	Brooms, shovels, post hole diggers, hand tools, misc.			
4360	**Personnel Training**		$ 200	
4430	**Activities and Programs**			
	370 Signage- Preventitive Maintenance Program		$ 7,000	
	CAPITAL PROJECTS			**$ 47,162**
4600	311 Street Striping		$ 12,412	
	371 Traffic Signals & Modules - Repairs and Replacement		$ 25,000	
	Spare Meyer Cabinet 120/240 V.A.C. service, 1 at $2,200		$ 2,000	
	Replace traffic loops, 10 at $425 each		$ 4,250	
	Replace conflict monitors, 10 at $350 each		$ 3,500	
	TOTAL			**$ 127,040**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
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 2013-2014: 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. 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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Electrical Supervisor	0.50	0.40	0.40	0.40	0.40
Bldg. Maint. Wkr / Elect. Helper	0.50	0.40	0.40	0.40	0.40
Total	**1.00**	**0.80**	**0.80**	**0.80**	**0.80**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 89,414	$ 79,328	$ 77,469	$ 77,374	$ 70,437
Operating Expenses	$ 28,090	$ 23,593	$ 25,416	$ 22,959	$ 24,299
Capital Outlay	$ -		$ -	$ -	$ -
Total	**$ 117,504**	**$ 102,921**	**$ 102,885**	**$ 100,333**	**$ 94,736**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Gas Tax (Fund 11)Transfer- *HUTA - Sect. 2105,2106, & 2107*	$ 99,101	$ 107,462	$ 107,462	$ 107,462	$ 108,000
General Fund	$ 18,403				
Total	**$ 117,504**	**$ 107,462**	**$ 107,462**	**$ 107,462**	**$ 108,000**

	PERSONNEL SERVICES		**$ 70,437**
4101	**Personnel Costs**	$ 77,567	
Various	Employee Concessions	$ (7,130)	
	OPERATING EXPENSES		**$ 24,299**
4210	**Utilities:** Based on FY 11 costs	$ 22,650	
4300	**Department Supplies:**	$ 250	
000-4300	Office Supplies $250		
0301-4300	Supplies for LED program. Refer to Fund 13 Fund 13.		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Traffic Signals				**371**
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 12, next issue FY 14 Rain and safety gear, average of $450 per staff based on FTE assigned to -370 Division	$256 $360	$ 616	
4320	**Equipment Maintenance**		$ 533	
4360	**Personnel Training:** Seminars, training, school		$ 150	
4370	**Meetings, Memberships & Travel**		$ 100	
	CAPITAL EXPENSES			**$ -**
	TOTAL			**$ 94,736**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	DIVISION NO.
Facilities Management	**390**

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 of parks and city owned public right of way. Facilities include: City Hall, City Yard, Police facilities, park buildings and grounds, Regional Pool facility, Brand Median, San Fernando History and Cultural Museum, Lopez Adobe Historical House, Bikeway, Gateway, Cesar Chavez Transit Memorial and Civic Center landscape maintenance. With the disolution of the redevelopment agency (RDA), this division also maintains certain parking lots and other property under the RDA Sucessor Agency

Most deferred maintenance items and capital improvements have remained unfunded for the last three budget years and will continue unfunded in this fiscal year due to budget constraints. The deferred maintenance list and capital improvement list combined totals 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.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
P.W. Superintendent	0.40	0.30	0.30	0.30	0.30
P.W. Maintenance Worker	2.85	2.65	2.65	2.65	2.95
Sr. Maintenance Worker	0.75	0.60	0.60	0.60	0.60
P.W. Director	0.00	0.00	0.00	0.00	0.01
Field Supervisor I	0.75	0.00	0.00	0.00	0.00
Field Supervisor II	0.00	0.65	0.65	0.65	0.60
P.W. Office Specialist	0.45	0.30	0.30	0.30	0.30
P.W. Admin. Coordinator	0.25	0.30	0.30	0.30	0.30
Total	**5.45**	**4.80**	**4.80**	**4.80**	**5.06**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services	$ 486,991	$ 421,976	$ 411,924	$ 434,447	$ 399,327
Operating Expenses	$ 288,401	$ 290,930	$ 348,716	$ 298,292	$ 312,874
Capital Outlay	$ -				$ 19,300
Equipment Replacement	$ -				$ -
Total	**$ 775,392**	**$ 712,906**	**$ 760,640**	**$ 732,738**	**$ 731,501**

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Prop C Bikeway (Fund 08) *transfer from 08-190-4901 to 01-3968*	$ 100,908	$ 100,908	$ 100,908	$ 100,908	$ 56,897
Gas Tax (Fund 11)Transfer- *HUTA - Sect. 2105*	$ -	$ -	$ 30,000	$ 30,000	$ 30,000
General Fund	$ 674,484	$ 611,998	$ 629,732	$ 601,830	$ 644,604
Total	**$ 775,392**	**$ 712,906**	**$ 760,640**	**$ 732,738**	**$ 731,501**

	PERSONNEL SERVICES		**$ 399,327**
4101	**Personnel Costs**	$ 438,238	
4105	**Overtime**	$ 5,000	

DIVISION				DIVISION NO.
Facilities Management				390
Various	Employee Concessions		$ (43,911)	
	0000 Public Works	($1,858)		
	0410 Parks	($18,959)		
	0460 Las Palmas Park	($13,946)		
	0470 Bikeway	($9,148)		
	OPERATING EXPENSES			**$ 312,874**
4210	**Utilities:**		$ 41,504	
	310-City Hall	$28,570		
	0450-Public Works Operations Center (50% of total cost $19,268; $4,817 is charged to 70-381 + $4,817 charged to 72-360)	$9,634		
	0457-San Fernando Museum of Art and History	$1,900		
	0470-Bikeway lighting (funded by Prop C)	$1,400		
4220	**Telephone:**		$ 550	
	Facilities/Equipment cell phones & standby phone. Expense shared with 01-320	$540		
	Phone for Rudy Ortega Park	$550		
4250	**Rents and Leases/Facilities:**		$ 2,000	
	0410 -Parks, lift for lighting maintenance	$750		
	0470-Bikeway, lift for lighting maintenance (Funded by Prop c)	$1,250		
4260	**Contractual Services:**			
0222-4260	Police Department:		$ 46,015	
	HVAC bldg maint, $1,400 quarterly	$5,600		
	Fire extinguisher maintenance	$300		
	Fire alarm system maint.	$300		
	Fire system annual test	$275		
	Janitorial, $4,305 monthly	$37,660		
	Pest control, $75 monthly	$900		
	Automatic gate svc, $200 quaterly	$800		
	Alarm system monitor $15 monthly	$180		
0310-4260	City Hall:		$ 20,518	
	Perimeter door maintenance $250 quarterly	$1,000		
	HVAC $440.00 quarterly	$1,760		
	Alarm monitor, approximately $30 monthly	$360		
	Fire extinguisher maintenance	$200		
	Fire system annual test	$275		
	Halon Fire system test	$945		
	Fire door system test	$500		
	Janitorial, $1,214 monthly: already reduced to three days	14,578		

DIVISION				DIVISION NO.
Facilities Management				390
	Pest control, $75 monthly	$900		
0410-4260	Parks (Recreation, Pioneer, Layne, Old Skate Park, Lopez Adobe, Park Ave. Streetscape)		$ 40,028	
	HVAC maint, $386 quaterly	$1,544		
	Alarm monitor, $30x(5 locations)monthly	$1,800		
	Fire extinguisher maintenance	$300		
	Janitorial, $2,607 monthly, reducted to five days/no exterior bathrooms	$31,284		
	Pest control, $100 monthly	$1,200		
	Portable toilet @ Lane Park $323 monthly	$3,900		
0450-4260	Public Works Operations Center & City Yard		$ 11,603	
	(50% of costs are charged to 70-381 + 72-360)			
	HVAC maint, $565 quaterly	$1,130		
	Alarm monitor, $30 monthly	$270		
	Fire extinguisher maintenance	$150		
	Automatic gate service maintenance	$125		
	Janitorial, $1088 monthly=$13,056 shared cost with Water 25% & Sewer 25%	$6,528		
	Pest control, $75/qtr	$150		
	Ice Machine preventive maintenance $ 125 quaterly	$250		
	Portable Toilet Renal (Share cost w/fund70/72)	$3,000		
0456-4260	1211 First Street		$ 400	
	HVAC preventive maintenance $100 quaterly, minor repairs.	$400		
0457-4260	San Fernando Museum	$400	$ 400	
	HVAC preventive maintenance $100 quarterly, minor repairs.	$400		
0460-4260	Las Palmas Park		$ 50,500	
	HVAC maintenance, $565 quaterly	$2,260		
	Elevator preventive maintenance	$1,200		
	Alarm monitor, approximately $30 monthly	$360		
	Fire extinguisher maintenance	$205		
	Fire system test, annual	$575		
	Janitorial, $3,780 monthly, no exterior restrooms	$45,360		
	Pest control, $45 monthly	$540		
0470-4260	Bikeway Maintenance		$ 3,500	
	Lighting Repairs	$1,000		
	Tree Maintenance - trim, removals, replanting for 214 sites; bee control	$2,500		

DIVISION				DIVISION NO.
Facilities Management				390
7500-4260	Rudy Ortega Park		$ 566	
	HVAC maintenance, $89 quaterly	$356		
	Alarm monitor, $15 monthly	$180		
	Fire Extinguisher	$30		
4290	**Office Equipment Maintenance:**			
	Annual copier lease & maintenance (Annual total = $2,880, shared with Funds 70, 72, 73 and 01-390)		$ 720	
4300	**Department Supplies:**			
	Office Supplies - General		$ 500	
0222-4300	Police		$ 2,700	
	Building maint: supplies plumbing electrical and repair	$1,500		
	Janitorial supplies not included in contract	$1,000		
	Shooting Range - maint. & bullet trap repair	$200		
0310-4300	City Hall		$ 3,000	
	Bluiding maintenance supplies plumbing electrical and repair	$2,000		
	Janitorial supplies not in contract	$1,000		
0410-4300	Parks (Recreation, Pioneer, Layne, Old Skate Park, Lopez Adobe, Park Ave. Streetscape)		$ 21,000	
	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		
0415-4300	Cesar Chavez Memorial Transit Plaza		$ 1,500	
	Grounds maint supplies: trash bags, sign parts, etc.	$750		
	Supplies for irrigation system maintenance	$750		
0450-4300	Public Works Operations Center & City Yard		$ 2,250	
	Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, etc.	$750		
	Grounds maint supplies: trash bags, sign parts, etc.	$500		
	First Aide Kits Reffills	$500		
	Janitorial supplies not included in contract paper towels, latex gloves	$500		

DIVISION				DIVISION NO.
Facilities Management				390
0456-4300	1211 First Street		$ 250	
	Small repairs	$250		
0457-4300	San Fernando Museum		$ 250	
	Supplies for bldg/grounds maint	$250		
0460-4300	Las Palmas Park		$ 11,000	
	Building Maintenance Supplies: Plumbing electrical repairs	$4,500		
	Grounds maint supplies: trash bags, sign parts, etc.	$2,000		
	Janitorial supplies not included in contract paper towels, latex gloves	$2,500		
	Supplies for irrigation system maintenance	$2,000		
0470-4300	Bikeway Maintenance (Funded by Prop C)		$ 2,000	
	Grounds maint supplies: trash bags, sign parts, etc.	$1,000		
	Supplies for irrigation maintenance	$1,000		
0480-4300	Gateway Maintenance		$ 500	
	Grounds maintenance supplies: trash bags, sign parts, etc.	$500		
7500-4300	Rudy Ortega Park		$ 4,500	
	Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, etc.	$500		
	Janitorial supplies not included in contract: paper towels, latex gloves	$2,000		
	Grounds and building maint supplies: trash bags, sign parts, compost, plants, etc.	$1,000		
	Supplies for irrigation system maintenance	$1,000		
4310	**Equipment and Supplies:**		$ 6,520	
	Uniforms and Safety Gear:			
	Uniform replacements & new issues; $320 per staff based on FTE assigned to -390 Division; jackets issued in FY 12, next issue FY 14	$2,100		
	Rain and safety gear, average of $450 per staff based on FTE assigned to -390 Division	$2,160		
	Court Service Volunteer	$260		
0450-4310	Public Works Operations Center & City Yard			
	Antena Upgrade	$1,000		
	New Radios	$1,000		
4320	**Equipment Maintenance:**		$ 5,250	
0410-4320	Parks			
	Equipment - lawn mowers, chain saws, blowers, weed trimmers	$4,000		
0450-4320	Public Works Operations Center & City Yard			
	Ice machine qtrly prev maint.	$500		

DIVISION				DIVISION NO.
Facilities Management				390
0460-4320	Las Palmas Park			
	Equipment such as lawn mowers, chain saws, blowers, weed trimmers	$750		
4330	**Building Maintenance and Repairs:**			
	Unexpected repairs performed by contractor or staff as needed			
0222-4330	Police		$ 8,000	
	HVAC repairs; electrical repairs	$2,000		
	Security & fire system repairs	$2,000		
	Plumbing	$2,000		
	Floor repairs - carpet seams and tiles	$2,000		
0310-4330	0310 City Hall		$ 4,600	
	HVAC repairs; electrical repairs	$1,200		
	Security system & fire system repairs	$1,000		
	Plumbing repairs	$1,400		
	Misc. repairs & services	$1,000		
0410-4330	Parks (Recreation, Poineer, Lane, Lopez)		$ 5,000	
	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		
0450-4330	Public Works Operations Center & City Yard		$ 2,000	
	HVAC repairs; electrical repairs	$1,000		
	Security & fire system repairs	$250		
	Plumbing repairs and response to sewer stoppage	$500		
	Floor repairs - carpet seams, tiles	$250		
0456-4330	1211 First Street		$ 300	
	Unexpected bldg repairs	$300		
0457-4330	San Fernando Museum		$ 200	
	Unexpected building repairs	$200		
0460-4330	Las Palmas Park		$ 2,500	
	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.			
7500-4330	Rudy Ortega Park		$ 500	
	Building Maintenance Repairs/contractor or staff			
	HVAC repairs; electrical repairs	$400		
	Plumbing repairs/emergency call-outs	$100		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION					**DIVISION NO.**
Facilities Management					**390**
4340	**Small Tools:**		$ 2,000		
0410-4340	Parks Small Tools	$2,000			
4360	**Personnel Training:**		$ 750		
0410-4360	Parks Personnel Training	$750			
4430	**Activities & Programs:**				
0410-4430	0410 Parks (Recreation, Pioneer, Layne, Lopez)		$ 1,000		
0450-4430	Public Works Operations Center & City Yard		$ 3,300		
	Install awning over clarifier wash area.	$0			
	Equipment Yard staff trailer Upgrade	$800			
	Equipment Yard staff trailer Repair	$2,500			
4450	**Propety Taxes:**		$ 3,200		
7500-4450	Rudy Ortega Park	$3,200			
	CAPITAL EXPENSES			**$**	**19,300**
4500	**Capital Expenses:**				
0410-4500	**Equipment Replacement:**		$ 19,300		
	Replace Ride-on Mower	$18,000			
	Replace push mower	$1,300			
	EQUIPMENT REPLACEMENT CHARGE			**$**	**-**
	TOTAL			**$**	**731,501**

RECREATION & COMMUNITY SERVICES DEPARTMENT

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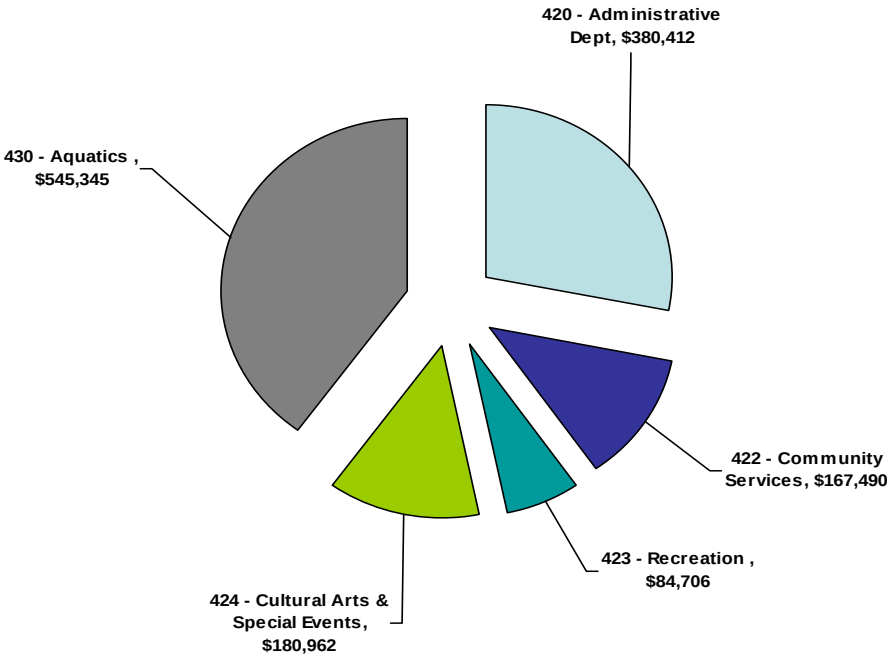
CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

RECREATION AND COMMUNITY SERVICES DEPARTMENT
EXECUTIVE SUMMARY

NARRATIVE

RECREATION AND COMMUNITY SERVICES GENERAL FUND BUDGET



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 2013-2014 is $1,358,916 which is an increase from the FY 2012-2013 adopted budget. This is due mainly to not budgeting for two staff positions in FY2012-13 and due to moving facility events from Fund 17 into the Cultural Arts & Special Events Division. In addition, there will be an estimated revenue of $365,659 to help offset costs. This is an increase of $110,000 from FY 12-13. This is mainly due to pool and facility rental revenues. The top priorities for the department this year are to enhance park marketing, streamline operations of the San Fernando Regional Pool Facility, to identify funding to help subsidize programming costs, improve internal departmental proceducres/policies, and to develop programs for individuals with disabilities.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	ADOPTED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Dir. Of Rec. & Comm Sv	0.0	0.0	0.0	0.0	0.0
RCS Operations Manager	1.0	1.0	1.0	1.0	1.0
Office Specialist	1.9	1.9	2.0	1.9	2.0
Comm Svcs Supervisor	0.2	0.2	0.4	0.2	0.5
Cultural Arts Supervisor	1.0	1.0	1.0	1.0	1.0
Rec/Comm Sv. Coord	0.6	0.6	0.8	0.4	0.0

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

RECREATION AND COMMUNITY SERVICES DEPARTMENT
EXECUTIVE SUMMARY

Program Specialist (FTE)	1.7	1.2	1.2	1.2	1.5
Aquatic Supervisor (FTE)	0.0	0.0	1.0	1.0	1.0
Senior Lifeguards (FTE)	0.0	0.0	0.0	0.0	1.5
Lifeguards (FTE)	0.0	0.0	0.0	0.0	4.0
Cashier Pool (FTE)	0.0	0.0	0.3	0.0	0.5
Recreation Leaders (FTE)	4.5	4.4	4.1	4.0	5.5
Total	**10.9**	**10.3**	**11.8**	**10.6**	**18.5**
PERSONNEL SPECIAL FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Senior Counselor(FTE)	2.2	2.9	2.9	2.3	4.5
Counselor(FTE)	11.1	11.1	11.1	11.0	10.0
Program Specialist (FTE)	0.8	0.0	0.0	0.8	0.5
Recreation Leaders (FTE)	7.0	7.0	7.0	7.0	1.5
Total	**21.0**	**21.0**	**21.0**	**21.0**	**16.5**
APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Administrative Dept - 420	$ 351,528	$ 366,748	$ 376,891	$ 377,187	$ 362,807
Community Services - 422	$ 105,244	$ 129,944	$ 149,105	$ 155,388	$ 158,580
Recreation - 423	$ 144,850	$ 171,859	$ 109,813	$ 138,324	$ 84,706
Cultural Arts - 424	$ 94,932	$ 105,247	$ 29,393	$ 105,719	$ 174,706
Aquatics - 430	$ 420,778	$ 491,055	$ 588,108	$ 585,077	$ 539,067
Subtotal General Fund	**$ 1,117,332**	**$ 1,264,853**	**$ 1,253,310**	**$ 1,361,695**	**$ 1,319,866**
SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
01 General Funds	$ 1,246,216	$ 984,081	$ 998,309	$ 988,695	$ 930,866
01-3779 Swimming Pool	$ 99,198	$ 145,000	$ 200,000	$ 271,000	$ 287,000
01-3777 Facility Rental/Attendent	$ 53,030	$ 85,000	$ 55,000	$ 102,000	$ 102,000
Total	**$ 1,398,444**	**$ 1,214,081**	**$ 1,253,309**	**$ 1,361,695**	**$ 1,319,866**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	DIVISION NO.
Administrative	420

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 13-14 To provide access to recreation and community programs to residents of the City of San Fernando. This will be done by publicizing 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. In addition, 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.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	ADOPTED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
RCS Director	0.9	0.0	0.0	0.0	0.0
RCS Manager	0.0	1.0	1.0	1.0	1.0
Office Specialist	1.9	1.9	2.0	1.9	2.0
Total	2.7	2.9	3.0	2.9	3.0

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	ADOPTED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services	$ 239,418	$ 251,636	$ 243,233	$ 313,358	$ 232,857
Operating Expenses	$ 112,110	$ 115,112	$ 133,658	$ 76,510	$ 129,950
Capital Outlay (Expenses and Equipment Charges)	$ -	$ -	$ -	$ 9,700	$ -
Total	$ 351,528	$ 366,748	$ 376,891	$ 399,568	$ 362,807

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	ADOPTED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
01 General Funds	$ 313,765	$ 326,748	$ 336,891	$ 349,568	$ 351,466
01-3777 Facility Rental	$ 37,763	$ 40,000	$ 40,000	$ 50,000	$ 11,341
Total	$ 351,528	$ 366,748	$ 376,891	$ 399,568	$ 362,807

Supporting Information

4100	**PERSONNEL SERVICES**			**$ 232,857**
4101	Full time salaries		$ 247,462	
4111	Commission Reimbursement		$ 3,000	
Various	Employee Concessions		$ (17,605)	
4200	**OPERATING EXPENSES**			**$ 121,500**
4210	Utilities		$ 80,000	
4220	Telephone		$ 15,000	
4260	Contractual Service		$ 6,500	
	Copier and Riso Contracts		$ 15,000	
	Publicity		$ 5,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION					**DIVISION NO.**
Administrative					**420**
4300	**OPERATING EXPENSES**			**$**	**8,450**
4300	Department Supplies		$ 6,000		
4360	Personnel Training		$ 2,000	$	-
4380	Memberships		$ 450		
4390	Car Allowance		$ -	$	-
4900	**EQUIPMENT REPLACEMENT CHARGE**			**$**	**-**
4941	Equipment Replacement		$ -	$	-
TOTAL - Administrative				**$**	**362,807**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Community Services	**422**

NARRATIVE

The Community Services Division oversees the department's human services activities and programs and provides key administrative functions, supervision and analysis for this section. The Division is responsible for identifying potential grant fund sources and maintaining existing grant agreements and contracts for the Elderly Nutrition Congregate and Home-delivered Meal Program and the After School Program at two public elementary school sites. Staff ensures that these programs meet state and federal guidelines and are in compliance with all grant regulations. The Division provides for the administration and supervision of youth programs that include the summer and winter day camp, the youth volunteer program and the Counselor- In-Training (CIT) program that offer youth ages 14 to 19 with vocational and skills training opportunities and mentorship. In addition, the Division is responsible for facility operations and staffing at Las Palmas Park, the Mission City Transit operations, and senior programming that includes volunteer and vocational training programs, clubs, excursions, information workshops, classes and the annual senior exposition

Objectives for FY 13-14 The Community Services Division will expand youth volunteer training opportunities to include career professionals to speak at youth training workshop sessions; operate the After School Program at full capacity by increasing participation numbers from 96% to 100% at Gridley Elementary and maintaining the current high participation numbers of 101% at Morningside Elementary; and seek and secure sponsorships for the annual senior citizen exposition.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Comm Svc Supr	0.2	0.2	0.4	0.2	0.5
Recreation Leader I	0.4	0.4	0.0	0.4	0.5
Recreation Leader II	0.4	0.0	0.0	0.4	0.0
Program Specialist	1.2	1.2	1.2	1.2	1.5
Total	2.1	1.8	1.6	2.1	2.5

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 102,468	$ 113,644	$ 126,605	$ 105,343	$ 136,080
Operating Expenses	$ 2,776	$ 16,300	$ 22,500	$ 6,750	$ 22,500
Total	$ 105,244	$ 129,944	$ 149,105	$ 112,093	$ 158,580

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
01 General Funds	$ 102,468	$ 183,758	$ 131,043	$ 112,093	$ 158,580
Total	$ 102,468	$ 183,758	$ 301,043	$ 112,093	$ 158,580

Supporting Information

4100	**PERSONNEL SERVICES**		**$ 136,080**
4101	Fulltime Staff Costs	$ 123,145	
4103	Temp & Part Time Staff	$ 21,846	
Various	Employee Concessions	$ (8,911)	
4200	**OPERATING EXPENSES**		**$ 22,500**
4260	Contractual Service	$ 500	
	Senior Nutrition Meal Staff	$ 15,000	
	CYF Newsletter ($7,500)	$ -	
	Expo Entertainment	$ 500	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Community Services				**422**
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	$	1,500	
	posters, flyers, banners, decorations, supplies,			
	refreshments, booklets, entertainment honorariums			
	Senior Meals Supplies	$	-	
TOTAL - COMMUNITY SERVICES				**$ 158,580**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Recreation	**423**

NARRATIVE

The Recreation Division is responsible for the operations of the City's Parks and Recreation 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 13-14 Growth in the area of teen programming. 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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Recreation Coordinator	0.6	0.6	0.8	0.4	0.0
Program Specialist	0.4	0.0	0.0	0.0	0.0
Recreation Leader I	0.8	3.3	2.3	2.3	2.0
Recreation Leader II	0.7	1.2	1.3	1.3	1.0
Total	2.6	5.1	4.4	3.9	3.0

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 126,089	$ 139,700	$ 103,813	$ 130,233	$ 78,706
Operating Expenses	$ 2,546	$ 5,151	$ 6,000	$ 6,000	$ 6,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Total	$ 128,635	$ 144,851	$ 109,813	$ 136,233	$ 84,706

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
01 General Funds	$ 129,850	$ 156,859	$ 94,813	$ 121,233	$ 84,706
01-3777 Fac. Rental	$ 15,000	$ 5,122	$ 15,000	$ -	$ -
Total	$ 144,850	$ 161,981	$ 109,813	$ 121,233	$ 84,706

Supporting Information

4100	**PERSONNEL SERVICES**			**$ 78,706**
4101	Salaries			
4103	Temp & Part-time		$ 78,706	
4200	**OPERATING EXPENSES**			**$ 3,000**
4260	Contractual Service		$ 3,000	
4300	**SUPPLIES**			**$ 3,000**
4300	Department Supplies		$ 3,000	
4500	**CAPITAL PROJECTS**			**$ -**
TOTAL - RECREATION				**$ 84,706**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Cultural Arts and Special Events	**424**

NARRATIVE

The Cultural Arts and Special Events Division is responsible for conducting city-wide special and cultural events for the department. Included on this list of events is July 4th, Relay for Life, Summer Concerts, Halloween, Dia De Los Muertos, Holiday Tree Lighting, and Egg-extravaganza. The division oversees the nationally recognized Mariachi Master Apprentice Program, cultural arts class programming, Community Special Events Applications and processing with special attention to complying with the LA Fire Department and County Health Department regulations. 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. In addition, the Division is now overseeing the Facility Rental Program. This includes public/private party rentals of park facilities such as multipurpose rooms, gyms, fields, and picnic pavilions.

Objectives for FY 13-14: The Division will seek and secure funding to provide talent and sound 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 special event volunteer committees

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Cultural Arts Supervisor	1.0	1.0	1.0	1.0	1.0
Recreation Leader I	0.0	0.0	0.0	0.0	1.5
Total	1.0	1.0	1.0	1.0	2.5

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 81,302	$ 90,938	$ 14,518	$ 94,367	$ 153,831
Operating Expenses	$ 13,629	$ 14,309	$ 14,875	$ 16,350	$ 20,875
Total	$ 94,931	$ 105,247	$ 29,393	$ 110,717	$ 174,706

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
01 General Funds	$ 144,606	$ 105,247	$ 110,717	$ 110,717	$ 174,706
01-3777 Facility Rental/Attendent*	$ -	$ -	$ -	$ -	$ 90,659
Total	$ 144,606	$ 105,247	$ 110,717	$ 110,717	$ 265,365

Supporting Information

4100	**PERSONNEL SERVICES**			**$ 153,831**
4101	Full Time Wages		$ 97,389	
4103	Part Time Salaries (Staffing for Facility Attendent)*		$ 62,698	
Various	Employee Concessions		$ (6,256)	
4200	**OPERATING EXPENSES**			**$ 20,875**
4260	Contracted Services - Expenditures		$ 375	
	ASCAP	$375		
4300	Department Supplies		$ 2,500	
	Program and Office Supplies	$2,500		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Cultural Arts and Special Events				**424**
4300	Facility Rental Supplies & Maintenance*		$ 3,000	
	Children Events		$ 3,000	
XXXX		Eggestravagan		
1369		Halloween		
1367		Holiday Tree Lighting		
1386-4260	July 4th			
4430	MMAP - Grant Match		$ 12,000	
TOTAL - Cultural Arts and Special Events				**$ 174,706**

***** Items was moved from Fund 17 to Division 424.

* Personnel and Operations Expenditures were moved to Division 424 from previously budgeted in Fund 17

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Aquatics	**430**

NARRATIVE

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

Objectives for FY 13-14 Operate the pool facility as cost nuetral 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 revise the business plan to allow for the pool to operate year round at a minimal cost to the City.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Aquatic Supervisor	0.0	0.0	1.0	1.0	1.0
Pool/Attendant	0.0	0.0	0.0	0.0	0.5
Recreation Leader	0.6	0.6	0.6	0.6	0.5
Lifeguards	0.0	0.0	0.0	0.0	4.0
Senior Lifeguards	0.0	0.0	0.0	0.0	1.5
Total	0.6	0.6	1.6	1.6	7.5

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel	$ 20,165	$ 77,478	$ 115,608	$ 107,860	$ 309,797
Operating Expenses	$ 400,613	$ 411,577	$ 466,500	$ 477,218	$ 223,270
Capital Outlay	$ -	$ 2,000	$ 6,000	$ 5,000	$ 6,000
Total	$ 420,778	$ 489,055	$ 588,108	$ 590,078	$ 539,067

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
01 General Funds	$ 420,778	$ 316,055	$ 388,108	$ 319,078	$ 252,067
01-3779-Swimming Pool	$ -	$ 175,000	$ 200,000	$ 271,000	$ 287,000
Total	$ 420,778	$ 491,055	$ 588,108	$ 590,078	$ 539,067

Supporting Information

4100	**PERSONNEL SERVICES**		**$ 309,797**
4101	Full-time salary - Aquatic Supervisor	$ 97,735	
4103	Part-time salaries	$ 218,340	
Various	Employee Concessions	$ (6,278)	
4200	**OPERATING EXPENSES**		**$ 150,500**
4210	Utilities	$ 90,000	
4220	Telephone	$ 2,500	
4260	Contractual Service (Tecogen, Elevator, Janitor Services, etc)	$ 58,000	
4300	**OPERATING EXPENSES**		**$ 72,770**
4300	Department Supplies (Chemical supplies, Equipment)	$ 69,770	
4330	Minor Repairs	$ 3,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				DIVISION NO.
Aquatics				**430**
4500	**EQUIPMENT REPLACEMENT CHARGE**		**$**	**6,000**
4500	Major Repairs/Parts	$ 6,000		
	TOTAL		**$**	**539,067**

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SECTION III.

SPECIAL AND ENTERPRISE FUNDS

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SPECIAL FUNDS

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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 2013-2014

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

NARRATIVE

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

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 and to supplement Police overtime.

The State originally proposed removing the SLESF for the 2012-2013 year, however, the adopted State budget provide additional funding, and the funds were received. During FY 2013-2014 the expenditures are being budgeted in the General Fund under the corresponding division to track total overtime in one fund. The funds will be transferred to the General Fund to cover cost.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 154,093	$ 11,772	$ 11,678	$ 11,681	$ (0)
Revenues	$ 100,117	$ 100,003	$ 100,000	$ 100,000	$ 100,000
Expenditures	$ 242,438	$ 100,094	$ 100,000	$ 111,682	$ 100,000
Ending Balance	**$ 11,772**	**$ 11,681**	**$ 11,678**	**$ (0)**	**$ (0)**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 204,508	$ 100,094	$ 100,000	$ 100,000	$ -
Operating Expenses	$ 37,930		$ -	$ -	$ -
Capital Outlay					
Transfer to General Fund	$ -	$ -	$ -	$ -	$ 100,000
Total	**$ 242,438**	**$ 100,094**	**$ 100,000**	**$ 100,000**	**$ 100,000**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
SLESF COPS	$ 100,117	$ 100,003	$ 100,000	$ 100,000	$ 100,000
Total	**$ 100,117**	**$ 100,003**	**$ 100,000**	**$ 100,000**	**$ 100,000**

Supporting Information

4100	**PERSONNEL SERVICES**	**$ -**
4200	**OPERATING EXPENSES**	**$ -**
4500	**CAPITAL EXPENSES**	**$ -**
4900	**TRANSFERS**	**$ -**

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

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.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ (413,564)	$ (785,548)	$ (830,664)	$ (983,665)	$ (1,269,934)
Revenues	$ 1,279,898	$ 1,159,593	$ 1,240,000	$ 926,627	$ 1,153,787
Expenditures	$ 1,651,882	$ 1,357,711	$ 1,090,000	$ 1,212,896	$ 1,366,852
Ending Balance	**$ (785,548)**	**$ (983,665)**	**$ (680,664)**	**$ (1,269,934)**	**$ (1,482,999)**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Reimbursed thru labor allocations	$ 1,179,898	$ 1,059,893	$ 1,240,000	$ 826,637	$ 1,053,787
Transfer from General Fund	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000

4200	**OPERATING EXPENSES**		**$ 1,366,852**
0000-42xx	Operating Expenses (Including Insurance Premium)	$ 1,350,000	
4480	Cost Allocation	$ 16,852	
TOTAL			**$ 1,366,852**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	FUND NO.
Proposition A - Transportation Sales Tax	**7**

NARRATIVE

This fund is to account for receipts and approved Local Transit Fund projects from a voter approved sales tax override for public transportation purposes. The 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

Public Works:			*Recreation & Community Services:*		
110-01 - Trolley Transit- (1st Transit contract)	$	56,751	440-0441/0443 - Contractual Services	$	276,300
110-01 - Trolley Transit- Professional Svcs	$	8,000	250-08 - MTA Bus Pass Sale	$	2,700
110-01 - Trolley Transit- Trolley Repairs	$	5,500	480-09 - Prop A Administration	$	33,150
110-01 - Trolley Transit- Trolley Fuel	$	16,943	Less Employee Concessions	$	-
110-01 - Marketing, Supplies, Tools, Equip Maint	$	7,600			
480-09 - Prop A Administration	$	20,787			
Less Employee Concessions	$	-			
480-09 - Prop A Admin. - Cost Allocation	$	42,639			
TOTAL PUBLIC WORKS	**$**	**158,220**	**TOTAL REC. COM. SERVICES**	**$**	**312,150**

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 710,019	$ 399,622	$ 146,620	$ 153,251	$ 80,266
Revenues	$ 366,890	$ 394,925	$ 391,943	$ 389,443	$ 443,021
Expenditures	$ 677,287	$ 641,296	$ 538,563	$ 462,428	$ 470,370
Total	**$ 399,622**	**$ 153,251**	**$ -**	**$ 80,266**	**$ 52,917**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Public Works Director	0.05	0.04	0.00	0.04	0.04
Administrative Analyst	0.05	0.05	0.00	0.00	0.00
Operations Manager	0.03	0.05	0.00	0.00	0.00
Field Supervisor II	0.05	0.00	0.00	0.00	0.01
Maintenance Worker	0.30	0.25	0.00	0.32	0.00
P.W. Maintenance Helper PT	0.10	0.20	0.00	1.30	0.00
Equipment Supervisor	0.15	0.05	0.00	0.10	0.00
P.W. Sr. Maintenance Worker	0.00	0.10	0.00	0.10	0.00
Mechanical Helper	0.10	0.05	0.00	0.10	0.00
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
Total	0.83	0.79	0.30	2.26	0.35

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND						**FUND NO.**
Proposition A - Transportation Sales Tax						**7**
APPROPRIATIONS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services/Cost Alloc		$ 179,044	$ 123,884	$ 74,794	$ 42,759	$ 53,937
Operating Expenses		$ 498,243	$ 474,710	$ 415,769	$ 371,669	$ 373,794
Capital Outlay		$ -	$ -	$ 48,000	$ 48,000	$ 42,639
Total		**$ 677,287**	**$ 598,594**	**$ 538,563**	**$ 462,428**	**$ 470,370**
SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
07-3210	LACMTA Prop A Allocation	$ 320,994	$ 342,068	$ 349,138	$ 364,943	$ 406,822
07-3500	Interest Income	$ 2,177	$ 859	$ 2,000	$ 200	$ 2,000
07-3794/ 3794-3630 / 3796	Fare	$ 24,044	$ 23,963	$ 25,000	$ 24,300	$ 25,000
Transfers from Retirement Fund (Fund 18)						$ 9,199
Total		**$ 347,214**	**$ 366,890**	**$ 376,138**	**$ 389,443**	**$ 443,021**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

PUBLIC WORKS DEPARTMENT — **FUND NO.**
Proposition A - Transportation Sales Tax — **7**

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Public Works Director	0.05	0.04	0.00	0.00	0.04
Civil Engineering Assistant II	0.00	0.00	0.00	0.00	0.04
Office Specialist	0.00	0.00	0.00	0.00	0.06
Administrative Analyst	0.00	0.00	0.00	0.00	0.01
Maintenance Worker	0.30	0.25	0.00	0.00	0.00
P.W. Sr. Maintenance Worker	0.00	0.10	0.00	0.00	0.00
P.W. Maintenance Helper PT	0.10	0.20	0.00	0.00	0.00
Equipment Supervisor	0.15	0.05	0.00	0.00	0.00
Mechanical Helper	0.10	0.05	0.00	0.00	0.00
Total	**0.70**	**0.69**	**0.00**	**0.00**	**0.15**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services/Cost Alloc	$ 149,386	$ 115,514	$ 42,639	$ 42,639	$ 20,787
Operating Expenses	$ 233,586	$ 55,847	$ 136,769	$ 126,669	$ 94,794
Capital Outlay	$ -		$ 48,000	$ 48,000	$ -
Cost Allocation	$ -	$ -	$ -	$ -	$ 42,639
Total	**$ 382,971**	**$ 171,361**	**$ 227,408**	**$ 217,308**	**$ 158,220**

	PERSONNEL SERVICES			**$ 20,787**
4101	FT Personnel		$ 20,787	
Various	Employee Concessions		$ -	
	OPERATING EXPENSES			**$ 94,794**
4260	**Contractual Services:**			
	313-0000 Trolley -1st Transit contract (addl hrs for trolley drivers-increased 2 mos during the summer during Pool Facility hours)		$ 56,751	
4270	**Professional Services:** 313-Trolley (trolley related services: graphic design, trolley plan consultant)		$ 8,000	
4300	**Department Supplies:**			
	Solvents, parts, cleaners, and replacement parts		$ 1,000	
	313-0301 Bus Shelter Maintenance		$ 2,000	
	313-3630 Transit Marketing (Trolley schedule printing and misc supplies)		$ 4,000	
4320	313 **Department Equipment Maintenance:**		$ 300	
4340	313 **Small Tools:**		$ 300	
4400	313 -3630-4400 - **Trolley Maintenance**	$4,000	$ 5,500	
	313 Bus Shelter/Stop Utility truck maintenance	$1,500		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

PUBLIC WORKS DEPARTMENT				**FUND NO.**
Proposition A - Transportation Sales Tax				**7**
4402	**Fuel:**		$ 16,943	
	313-3630-4402 - Trolley Fuel	$15,358		
	313 Bus Shelter/Stop Utility truck fuel	$1,585		
	COST ALLOCATION			**$ 42,639**
4480	190 Cost Allocation - Central Services		$ 42,639	
	CAPITAL PROJECTS			**$ -**
4500	**Capital Improvements**			
TOTAL				**$ 158,220**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

RECREATION DEPARTMENT					**FUND NO.**
Proposition A - Transportation Sales Tax					**7**
PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
RCS Comm. Svcs Sup	0.00	0.30	0.30	0.30	0.25
RCS Office Specialist	0.00	0.00	0.00	0.00	0.05
Total	**0.00**	**0.30**	**0.30**	**0.30**	**0.30**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-13**	**ADOPTED 2013-2014**
Personnel Services	$ 29,658	$ 8,370	$ 32,155	$ 120	$ 33,150
Operating Expenses	$ 264,657	$ 418,864	$ 279,000	$ 245,000	$ 279,000
Capital Outlay	$ -		$ -		$ -
Total	**$ 294,316**	**$ 427,234**	**$ 311,155**	**$ 245,120**	**$ 312,150**

	PERSONNEL SERVICES		**$ 33,150**
4101	440 Full Time Personnel Costs	$ 32,598	
4103	420 Part Time Wages	$ 552	
Various	Employee Concessions	$ -	
	OPERATING EXPENSES		**$ 279,000**
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	
	CAPITAL PROJECTS		**$ -**
4500	Capital Improvements - Repl Rec Van reduced by $36,000	$ -	
TOTAL			**$ 312,150**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**FUND NO.**
Proposition C	**08**

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.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 412,952	$ 549,542	$ 539,531	$ 545,935	$ 315,308
Revenues	$ 284,623	$ 307,995	$ 302,000	$ 325,276	$ 360,332
Expenses	$ 148,033	$ 311,603	$ 743,059	$ 555,903	$ 577,056
Ending Balance	**$ 549,542**	**$ 545,935**	**$ 98,472**	**$ 315,308**	**$ 98,584**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Public Works Director	0.03	0.20	0.24	0.24	0.05
Operations Manager	0.03	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	0.12	0.21	0.21	0.21	0.04
P.W. Superintendent	0.00	0.10	0.10	0.10	0.10
PW Field Supervisor II	0.00	0.05	0.16	0.16	0.10
PW Office Specialist	0.00	0.10	0.10	0.10	0.02
Office Specialist	0.00	0.10	0.10	0.10	0.05
P.W. Administrative Analyst	0.00	0.02	0.02	0.02	0.05
Equip & Material Supervisor	0.00	0.10	0.20	0.20	0.03
Mechanical Helper	0.00	0.10	1.50	1.50	0.03
P.W. Sr. Maintenance Worker	0.00	0.52	0.62	0.62	0.29
PW Maintenance Worker	0.00	0.49	0.81	0.81	0.71
Total	**0.18**	**1.99**	**4.06**	**4.06**	**1.47**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2011-2012**	**ADOPTED 2013-2014**
Personnel Services	$ 147,649	$ 307,578	$ 453,749	$ 415,739	$ 168,791
Operating Expenses	$ -	$ 3,439	$ 124,089	$ 108,471	$ 208,958
Capital Expenses	$ 384	$ 586	$ 165,221	$ 128,433	$ 68,544
Cost Allocation	$ -	$ -	$ -	$ -	$ 11,081
Transfer to Fund 1-390	$ -	$ -	$ -	$ -	$ 56,897
Transfer to Fund 1-313	$ -	$ -	$ -	$ -	$ 62,785
Total	**$ 148,033**	**$ 311,603**	**$ 743,059**	**$ 652,643**	**$ 577,056**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2011-2012**	**ADOPTED 2013-2014**
08-3210/3500 MTA Allocation	$ 284,623	$ 307,995	$ 302,000	$ 325,276	$ 337,448
Transfers from Retirement Fund (Fund 18)					$ 22,884
Total	**$ 284,623**	**$ 307,995**	**$ 302,000**	**$ 325,276**	**$ 360,332**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND				**FUND NO.**
Proposition C				**08**
190	**NON-DEPARTMENTAL**		**$**	**130,763**
0000-4480	**Cost Allocation:**	$ 11,081		
0000-4901	**Transfer to General Fund:**			
	Bikeway Maintenance: 01-390-0470-XXXX	$ 56,897		
	Bus Shelters: 01-313-0000-XXXX	$ 62,785		
	PERSONNEL SERVICES		**$**	**168,791**
311-4101	**Personnel Costs**			
4101	**313 Personnel:** Admin. salaries	$ 158,445		
4103	**313 Part Time Personnel Costs:** Field Staff	$ 10,346		
Various	Employee Concessions	$ -		
310 - 4200	**OPERATING EXPENSES**		**$**	**208,958**
4260	**Contractual Services:**			
	313-0000 Trolley -1st Transit contract (addl hrs for trolley drivers-increased 2 mos during the summer during Pool Facility hours)	$ 166,729		
0000-4270	**Operating Expenses**	$ 42,229		
311 - 4600	**CAPITAL PROJECTS**		**$**	**68,544**
	Capital Projects:			
	BTA Grant Match for Bikeway on Brand	$ 18,447		
	Bikeway irrigation upgrades and drought tolerant planting project	$ 20,000		
	Caltrans (TCSP) Grant Match	$ 30,097		
TOTAL			**$**	**577,056**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

GRANT FUND	**FUND NO. 10**

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.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ (2,678,890)	$ (2,775,056)	$ 555,326	$ (2,019,481)	$ (2,120,813)
Revenues	$ 1,894,794	$ 1,975,319	$ 2,710,134	$ 1,192,764	$ 2,939,244
Expenses	$ 1,990,960	$ 1,219,744	$ 2,610,134	$ 1,294,096	$ 2,912,151
Ending Balance	**$ (2,775,056)**	**$ (2,019,481)**	**$ 655,326**	**$ (2,120,813)**	**$ (2,093,720)**

PROJECT SUMMARY

Project No.#	GRANT PROJECTS BY DEPARTMENT	Total Project Costs
	Community Development (CD)	
3609-4600	CA Cultural & Historical Endowment	$ 156,755
	MTA TOD Plannning Grant	$ 282,392
	Total CD Grants	**$ 439,147**
	Police Department:	
3641	COPS - Safe Schools	$ 65,699
3713	Alcoholic Beverage Control (ABC)	$ 38,905
3XXX	ST of CA Emergency Communications	$ 3,807
3XXX	AB109 Public Safety Relignment	$ 90,000
	Total Police Grants	**$ 198,411**
	Public Works Department:	
3600-3624	Federal Transportation Authority Grant #CA-04-0088: CNG Station Upgrades (New Compressor and New Tank)	$ 200,000
	Metro (MTA) Saftea-Lu: Bus Shelters	$ 260,000
3655	Dept. of Transportation (DOT) - Bicycle Transportation Account (BTA) State Grant - Agreement # BTA 08/09-07-LA-09	$ 164,123
	Housing and Urban Development, Economic Development Initive Grant- Wayfinding Signage	$ 99,000
	CALTRANS Transit Community System Preservation Program: Trum	$ 236,154
	State Funds Cycle 7	$ 595,674
	Surface Transportation Program Local Funds (STP-L): Match for Safe Routes to School	$ 66,186
	Surface Transportation Program Local Funds (STP-L): Pavement Management Project	$ 115,645
	Surface Transportation Program Local Funds (STP-L): Curb & Gutter	$ 100,000
	Total PW Grants	**$ 1,836,782**
	Recreation Department:	
3749	NEA Learning Arts- Mariachi Master	$ 57,000
3750	Elderly Nutrition	$ 84,877

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

GRANT FUND			**FUND NO. 10**
3901-3750	Elderly Nutrition Program Income	$	16,000
1371	Afterschool Program - Gridley/Morningside	$	243,434
	Kaiser Grant	$	20,000
	California Arts Council	$	9,000
	Alliance for CA Traditional Artists	$	7,500
	Total Recreation Grants	**$**	**437,811**
	Total All Fund 10 Grants	**$**	**2,912,151**

SUMMARY OF APPROPRIATIONS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
10-150	CD	$ 235,562	$ 16,432	$ 349,955	$ 193,200	$ 439,147
10-220	Police	$ 1,440,947	$ 636,024	$ 285,087	$ 335,087	$ 198,411
10-3XX	Public Works	$ 24,395	$ 106,464	$ 1,584,781	$ 217,534	$ 1,836,782
10-4XX	Recreation and Community Services	$ 284,332	$ 456,767	$ 390,311	$ 434,725	$ 437,811
	Interest Expense	$ 5,724	$ 4,057	$ -	$ -	$ -
	Total	$ 1,990,960	$ 1,219,744	$ 3,038,369	$ 1,294,096	$ 2,912,151
11-190			**TRANSFERS**			**$ 27,093**
	Transfer from General Fund	$ -	$ -	$ 100,000	$ 100,000	$ -
	Transfers from Retirement Fund (Fund 18)	$ -	$ -	$ -	$ -	$ 27,093

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**DIVISION NO.**
California Cultural and Historical Endowment	**10-150**

NARRATIVE

The California Cultural and Historical Endowment Grant is being used over four fiscal years (FY 2010-11, FY 2011-12, FY 2012-2013 and FY 2013-14) to provide matching grant funds to rehabilitate the Lopez Adobe building and site, a National Register of Historic Places site. From FY 2010-11 through FY 2012-13, these grant funds facilitated the rehabilitation of the adobe building and adjacent grounds. During FY 2013-14, the grant funds are intended to provide a large 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 use as a house museum. There is a match of 13,000 in general fund monies for labor compliance and design work to complete the project in FY 2013-14 noted in fund 01-150-0000-4270.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	$ -	$ -	$ -	$ -	$ -

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ -	$ 30,000	$ 25,000	$ 5,000	$ 6,000
Operations	$ -	$ 36,000	$ 160,000	$ 135,200	$ 5,000
Capital Expenses	$ 235,562	$ 296,734	$ 164,955	$ 53,000	$ 145,755
Total	**$ 235,562**	**$ 362,734**	**$ 349,955**	**$ 193,200**	**$ 156,755**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
California and Cultural Historical Endowment	$ -	$ 362,734	$ 349,955	$ 193,200	$ 156,755
Transfer from General Fund			$ -	$ -	$ -
Total	**$ -**	**$ 362,734**	**$ 349,955**	**$ 193,200**	**$ 156,755**

	PERSONNEL SERVICES		**$ 6,000**
4101	Lopez Adobe (Labor - Public Works)	$ 6,000	
	OPERATIONS		**$ 5,000**
4270	**Professional Services:**		
	Labor Compliance	$ -	
	Conservator/Historian/Archivist	$ -	
	Lopez Adobe Ancillary Facility (Design-Construction Observation)	$ 5,000	
	CAPITAL EXPENSES		**$ 145,755**
4600	Contingency (Construction)	$ 13,000	
3609-4600	Lopez Adobe Ancillary Facility (Construction)	$ 132,755	
TOTAL			**$ 156,755**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**DIVISION NO.**
MTA TOD Planning Grant	**10-150**

NARRATIVE

The MTA TOD Planning Grant will be used over the next three fiscal years (FY 2013-14, FY 2014-15, and FY 2015-16) to prepare the City of San Fernando Transit Oriented Development Overlay Zone. As part of the planning process these grant funds will pay for city staff and urban planning professional services used to prepare the associated general plan element and map amendments, zone code and map amendment, and environmental assessment. The City's match to the grant for FY 2013-2014 is $13,306 in general fund monies that have been identified in fund 01-150-0000-4101 ($6,306 in kind fund based on staff time) and fund 01-150-0000-4270 ($7,000 professional services monies).

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	$ -	$ -	$ -	$ -	$ -

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ -	$ -	$ -	$ -	$ 8,000
Operations	$ -	$ -	$ -	$ -	$ 274,392
Capital Expenses	$ -	$ -	$ -	$ -	$ -
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ 282,392**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
MTA TOD Planning Grant	$ -	$ -	$ -	$ -	$ 282,392
Transfer from General Fund	$ -	$ -	$ -	$ -	$ -
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ 282,392**

	PERSONNEL SERVICES		**$ 8,000**
4101	City Planning Staff	$ 8,000	
	OPERATIONS		**$ 274,392**
4270	**Professional Services:**		
	Contract Administration	$ 26,456	
	Planning Consultants (general plan/code amendments, CEQA prep)	$ 247,936	
	CAPITAL EXPENSES		**$ -**
4600		$ -	
TOTAL			**$ 282,392**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Public Safety	**10-220**

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.

School Resource Officer (SRO) Grant is currently in its third and final year of authorized funding. The mission of the SRO Program is the reduction and prevention of City school-related violence and crime commited by juveniles and young adults by creating and maintaining safe, secure and orderly learning environment for all students, teachers and staff. The SRO Officer will serve as a positive role model to instill in students good moral standards, good judgement and discreation, respect for other students and a sincere concern for the school community. The SRO will also serve as an informal counselor for students and parents concerning problems they face and will provide information for community resources avaialble to them. As a result of the SRO Program, the San Fernando Middle School attendance record is at 97.1 percent, rated the highest wihin the School District.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Police Officers - Patrol	2.00	2.00	2.00	2.00	1.00

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 459,590	$ 545,252	$ 248,602	$ 316,667	$ 176,719
Operating Expense	$ 13,424	$ 11,005	$ 34,509	$ 18,420	$ 13,409
Capital Outlay	$ 967,933	$ 79,768	$ 1,976	$ -	$ 8,283
Total	**$ 1,440,947**	**$ 636,024**	**$ 285,087**	**$ 335,087**	**$ 198,411**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
UASI Urban Area	$ 29,883	$ -	$ -	$ -	$ -
Bulletproof Vest	$ -	$ 2,025	$ -	$ -	$ -
AVOID The 100 DUI	$ 11,395	$ 6,184	$ -	$ 2,504	$ -
Cops CHRP Grant	$ 212,200	$ 252,236	$ 26,981	$ 17,444	$ -
Virtual Patrol (Cops Tech Program)	$ 908,387	$ 141,613	$ -	$ -	$ -
Cops Safe Schools	$ 73,203	$ 147,671	$ 236,000	$ 163,427	$ 65,699
Office of Traffic Safety	$ 111,967	$ 126,160	$ 22,106	$ 103,136	$ -
JAG 09	$ 11,998	$ -	$ -	$ 1,333	$ -
ARRA JAG	$ -	$ -	$ -	$ (5,811)	$ -
Alcoholic Beverage Control (ABC)	$ -	$ -	$ -	$ -	$ 38,905
AB109 Public Safety Realignment	$ -	$ -	$ -	$ -	$ 90,000
St of CA Emergency Communications	$ -	$ -	$ -	$ -	$ 3,807
Total	**$ 1,359,032**	**$ 675,889**	**$ 285,087**	**$ 282,033**	**$ 198,411**

Supporting Information

4100	**PERSONNEL EXPENSE**		**$ 176,719**
3621-4101	Full Time - Cops CHRP Grant #2009RXWX0121	$ -	
3641-4101	Full Time - Cops Safe Schools #2010CKWX0433	$ 53,814	
3635-4103	Part - Time - Office of Traffic Safety #AL1135 (Carry over)	$ -	
3635-4105	Overtime - Office of Traffic Safety #AL1135 (Carry over)	$ -	
3644-4105	Overtime - JAG 09 #09-2545	$ -	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Public Safety				**10-220**
3646-4105	Overtime - JAG 10 #10DJ-BX-1541	$	-	
3713-4105	Overtime - ABC Grant #13G-LA42	$	28,448	
3713-4120	Medicare - ABC Grant #13G-LA42	$	412	
3713-4130	Workers Comp - ABC Grant #13G-LA42	$	4,045	
3XXX-4101/4105	Full Time & Overtime - AB109 Public Safety Realignment	$	90,000	
4200	**OPERATING EXPENSE**			**$ 13,409**
3641-4220	Telephone	$	3,173	
3641-4260	Contractual Services	$	-	
3641-4300	Supplies	$	6,736	
3713-4300	Supplies	$	1,500	
3713-4360	Training	$	2,000	
4500	**CAPITAL OUTLAY**			**$ 8,283**
3641-4500	Cops Safe Schools	$	1,976	
3713-4500	Alcoholic Beverage Control Grant (ABC)	$	2,500	
3449-4500	State of CA Emergency Communications	$	3,807	
TOTAL				**$ 198,411**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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.

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services	$ -		$ -	$ -	$ -
Operating Expenses	$ -		$ -	$ -	$ -
Capital Outlay	$ 25,000	$ 106,464	$ 1,584,781	$ 73,976	$ 1,836,782
Total	**$ 25,000**	**$ 106,464**	**$ 1,584,781**	**$ 73,976**	**$ 1,836,782**

SOURCE OF FUNDS		ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
3600-3651	MTA Economic Stimulus - ARRA Funds - Brand Blvd	$ 98,621	$ 343,713	$ -	$ -	$ -
3600-3648	Energy Efficiency Conserv. Block Grant EECBG		$ 132,667	$ -	$ -	$ -
3600-3629	MWD Public Sector Grant			$ 5,500	$ -	$ -
3600-3624	TIP LAE)127-SEC 5309FTF CA040088 (CNG Station Project)	$ -			$ 73,976	$ 200,000
3600-XXXX	Metro (MTA) Saftea-Lu: Bus Shelters	$ -		$ 260,000	$ -	$ 260,000
3600-3655	Dept. of Trans. - BTA Grant	$ -		$ 164,123	$ -	$ 164,123
3600-XXXX	Metro Safe Routes (SRTS)	$ -		$ 861,750	$ -	$ -
3600-XXXX	EDI Grant (Way Findings)	$ -		$ 80,000	$ -	$ 99,000
3600-XXXX	TCSP Project on Truman	$ -		$ 213,408	$ -	$ 236,154
3600-XXXX	State Funds Cycle 7					$ 595,674
3600-XXXX	STP-L Transportation Funds (Safe Routes to School)			$ -	$ -	$ 66,186
3600-XXXX	STP-L Transportation Funds (Pavement Mgmt)			$ -	$ -	$ 115,645
3600-XXXX	STP-L Transportation Funds (Curb & Gutter)			$ -	$ -	$ 100,000
Transfers from Retirement Fund (Fund 18)		$ -	$ -	$ -	$ -	$ 27,093
	Total	**$ 98,621**	**$ 476,380**	**$ 1,584,781**	**$ 73,976**	**$ 1,863,875**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND 10				**DIVISION NO.**
PUBLIC WORKS GRANT FUNDS				**10-3XX**
	PERSONNEL			**$ -**
4101	**FT Personnel**			
	(Administrative Expenses Per Program Maximum Allowed)			
	CALTRANS Transit Community System Preservation F	$23,616		
	Housing and Urban Development, Economic Developr	$8,000		
	STP-L Safe Routes to School Cycle 7 match	$34,347		
	Bus Shelters	$26,000		
	CNG Station Project	$20,000		
	STPL Pavement Management Program	$11,564		
	STPL Curb and Gutter Project	$10,000		
	Other			
Various	Employee Concessions			
	CAPITAL PROJECTS			**$ 1,836,782**
		Personnel	**Project**	
XXXX-4600	**Federal Transportation Authority Grant #CA-04-0088:** CNG Station Upgrades (New Compressor and New Tank)	$ 17,498	$ 182,502	
	Metro (MTA) Saftea-Lu: Bus Shelters	$ 26,000	$ 234,000	
	Dept. of Transportation (DOT) - Bicycle Transportation Account (BTA) State Grant - Agreement # BTA 08/09-07-LA-09	$ -	$ 164,123	
	Construct a Class II Bikeway on Brand Boulevard *City Match expenses paid from fund 8 Prop C- $18,447*			
	Housing and Urban Development, Economic Development Initive Grant- Wayfinding Signage	$ 8,000	$ 91,000	
	CALTRANS Transit Community System Preservation Program: Truman *Streetscape Enhancements (City Contribution $30,097) HUD*	$ 23,616	$ 212,538	
	State Funds Cycle 7	$ 34,347	$ 561,327	
	Surface Transportation Program Local Funds (STP-L): Match for Safe Routes to School	$ -	$ 66,186	
	Surface Transportation Program Local Funds (STP-L): Pavement Management Project	$ 11,564	$ 104,081	
	Surface Transportation Program Local Funds (STP-L): Curb & Gutter	$ 10,000	$ 90,000	
TOTAL				**$ 1,836,782**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Senior Counselors (FTE)	0.0	0.0	0.0	2.3	2.5
Counselors (FTE)	0.0	0.0	0.0	6.0	6.0
Community Services Supervisor	0.0	0.6	0.6	0.6	0.5
Recreation Leader I (FTE)	2.1	2.1	2.1	2.1	0.0
Total	2.1	2.7	2.7	11.0	9.0

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Expenses	$ -	$ 190,677	$ 185,000	$ 10,454	$ 227,434
Operating Expenses	$ 472,023	$ 218,851	$ 205,311	$ 424,271	$ 210,377
Total	$ 472,023	$ 409,528	$ 390,311	$ 434,725	$ 437,811

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
NEA Learn- Mariachi Master Prog	$ 40,000	$ 79,700	$ 38,000	$ 40,000	$ 57,000
Elderly Nutrition Program	$ 99,198	$ 126,560	$ 84,877	$ 89,792	$ 84,877
Elderly Nutrition Program Income	$ -	$ -	$ 22,000	$ 15,000	$ 16,000
Afterschool Program (Gridley/Morningside)	$ 248,485	$ 240,263	$ 243,434	$ 243,434	$ 243,434
Kaiser Grant	$ -	$ -	$ -	$ 13,000	$ 20,000
California Arts Council	$ 10,800	$ 9,600	$ 10,800	$ 10,800	$ 9,000
Alliance For CA Traditional Artists	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
Total	$ 405,983	$ 463,623	$ 406,611	$ 419,526	$ 437,811

Supporting Information

4100	**PERSONNEL**		**$ 227,434**
4101	Personnel	$ 227,434	
4200	**OPERATING EXPENSES**		**$ 210,377**
3678	NEA Learning/Arts - Mariachi Master Program	$ 57,000	
XXXX	Kaiser Grant	$ 20,000	
3750	Elderly Nutrition Program	$ 84,877	
3901-3750	Elderly Nutrition Program Income	$ 16,000	
1371	Afterschool Program (Gridley/Morningside)	$ 16,000	
XXXX	Arts Council	$ 9,000	
XXXX	Alliance for CA Traditional Artists	$ 7,500	
TOTAL			**$ 437,811**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	FUND NO.
State Gas Tax Fund	**11**

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. The use of these funds is restricted by Article XIX of the California State Constitution and by Streets and Highways Code Section 2101. All Motor Vehicle Fuel Tax funds allocated from the Highway Users Tax Account must be expended for the following: (a) The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.

BALANCE SHEET	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Beginning Balance	$ 921,071	$ 591,808	$ 555,326	$ 562,920	$ 12,703
Revenues	$ 653,559	$ 707,744	$ 674,416	$ 678,614	$ 688,817
Expenses	$ 982,822	$ 736,632	$ 1,189,987	$ 1,228,831	$ 478,649
Ending Balance	**$ 591,808**	**$ 562,920**	**$ 39,755**	**$ 12,703**	**$ 222,871**

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Public Works Director	0.00	0.00	0.09	0.09	0.05
Operations Manager	0.00	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	0.00	0.00	0.34	0.34	0.05
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	0.15	0.15	0.15
Office Specialist	0.00	0.00	0.10	0.10	0.05
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	0.09
Senior Maintenance Worker	0.00	0.00	0.80	0.80	0.40
Total	**0.00**	**0.00**	**1.48**	**1.48**	**0.79**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Expenses	$ -	$ -	$ 145,333	$ 180,552	$ 86,317
Transfers	$ 626,981	$ 661,855	$ 666,174	$ 666,174	$ 363,852
Cost Allocation	$ 21,070	$ 21,070	$ 21,070	$ 21,070	$ 21,070
Operating Expense	$ 910	$ 1,039	$ 910	$ 910	$ 7,410
Capital Outlay	$ 333,862	$ 52,668	$ 356,500	$ 360,125	$ -
Total	**$ 982,823**	**$ 736,632**	**$ 1,189,987**	**$ 1,228,831**	**$ 478,649**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND						**FUND NO.**
State Gas Tax Fund						**11**
SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Interest Income		$ 1,027	$ 28	$ -	$ 28	**$ -**
Highway User Tax Allocation Sect. 2105,2106,2107, 2103 & 2107.5 (acct# 11-3610, 3611, 3612, 3613, 3615)		$ 652,531	$ 707,717	$ 674,416	$ 678,614	$ 674,416
Transfers from Retirement Fund (Fund 18)						$ 14,401
	Total	**$ 653,559**	**$ 707,744**	**$ 674,416**	**$ 678,642**	**$ 688,817**
4100			**PERSONNEL EXPENSES**			**$ 86,317**
4101	**Personnel Costs:** Field Staff				$ 86,317	
Various	Employee Concessions				$ -	
11-190			**COST ALLOCATION**			**$ 21,070**
0000-4480	**Cost Allocation**				$ 21,070	
11-190			**TRANSFERS**			**$ 363,852**
0000-4901	Transfer HUTA funds to General Fund - to offset street related expenses:				$ 363,852	
	01-310 Engineering/Admin.: $5,500 for Consultant			$6,000		
	01-311 Street Maint.: $50,000 for Operation Pothole			$21,099		
	01-320 Equip/Vehicle Maint.: $32,000 for Vehicle Fuel			$32,765		
	01-343 Street Sweeping: $123,988 for St. Sweeping Contract			$123,988		
	01-370 Traffic Safety: $42,000 for Labor/Indirect Costs			$42,000		
	01-371 Traffic Signals: $108,000 for Labor/Indirects Costs			$108,000		
	01-390 Facilities: $30,000 for Labor/Indirect Costs			$30,000		
			OPERATING EXPENSES			**$ 7,410**
0000-4270	State Controller's Annual Street Report Audit				$ 910	
7510-4300	Maclay Ave. streetscape maintenance supplies. Expense moved from 01-346				$ 6,500	
11-311			**CAPITAL EXPENSES**			**$ -**
TOTAL						**$ 478,649**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**FUND NO.**
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.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 160,346	$ 47,368	$ 126,729	$ 140,247	$ 231,947
MTA Revenue	$ 212,397	$ 229,172	$ 218,000	$ 243,405	$ 254,212
Expenditures	$ 325,375	$ 136,294	$ 280,208	$ 151,705	$ 457,057
Ending Balance	**$ 47,368**	**$ 140,247**	**$ 64,521**	**$ 231,947**	**$ 29,102**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
12-3210 MTA Measure R Allocation	$ 212,397	$ 229,172	$ 218,000	$ 243,405	$ 253,086
Transfers from Retirement Fund (Fund 18)					$ 1,126
Total	**$ 212,397**	**$ 229,172**	**$ 218,000**	**$ 243,405**	**$ 254,212**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
P.W. Admin. Coordinator	0.00	0.00	0.00	0.00	0.01
Administrative Analyst	0.00	0.00	0.00	0.00	0.05
P.W. Office Specialist	0.00	0.00	0.00	0.00	0.00
Office Specialist	0.00	0.00	0.00	0.00	0.05
P.W. Director	0.00	0.00	0.00	0.00	0.01

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel	$ 153,375	$ 110,048	$ 89,798	$ 89,798	$ 13,057
Operating Expenses	$ -	$ 26,245	$ 20,000	$ 23,955	$ 25,000
Capital Outlay	$ 172,000	$ -	$ 170,410	$ 37,953	$ 419,000
Total	**$ 325,375**	**$ 136,293**	**$ 280,208**	**$ 151,705**	**$ 457,057**

	PERSONNEL SERVICES		**$ 13,057**
310-4101	**Personnel Costs**	$ 13,057	
Various	Employee Concessions	$ -	
	OPERATING EXPENSES		**$ 25,000**
310-4270	**Professional Services**	$ 25,000	
	CAPITAL PROJECTS		**$ 419,000**
311-4600	Pacoima Wash Bike Path Project (Funds are being accumulated for construction in 2016)	$ 57,000	
	Phillippi Street Improvement Project (1100 Block)	$ 362,000	
TOTAL			**$ 457,057**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**FUND NO.**
Traffic Safety	**13**

NARRATIVE

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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	-	-	-	-	-

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 81,387	$ 166,662	$ 113,662	$ 76,537	$ (6,092)
Revenues	$ 168,539	$ 53,803	$ 50,000	$ 31,121	$ 37,917
Expenditures	$ 83,264	$ 143,927	$ 163,662	$ 113,750	$ 31,825
Ending Balance	**$ 166,662**	**$ 76,537**	**$ -**	**$ (6,092)**	**$ 0**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Transfers	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 31,825
Operating Expenses	$ 22,179	$ 36,732	$ 64,000	$ 49,562	$ -
Capital Outlay	$ 31,084	$ 77,195	$ 69,662	$ 34,188	$ -
Total	**$ 83,264**	**$ 143,927**	**$ 163,662**	**$ 113,750**	**$ 31,825**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
13-3410 Vehicle Code Fines	$ 168,539	$ 53,803	$ 50,000	$ 31,121	$ 37,917
Total	**$ 168,539**	**$ 53,803**	**$ 50,000**	**$ 31,121**	**$ 37,917**

190	**TRANSFERS**		**$ 31,825**
0000-4901	Transfer to General Fund: Acct # 01-370 to cover traffic safety related costs incurred.	$ 31,825	
	OPERATING EXPENSES		**$ -**
0301-4260			
0301-4300			
4430			
	CAPITAL PROJECTS		**$ -**
0000-4600			
TOTAL			**$ 31,825**

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

FUND	**FUND NO.**
Cash In-lieu of Parking Fund	**14**

NARRATIVE

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

During FY 1998-1999, 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.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 71,369	$ 71,673	$ 71,673	$ 71,673	$ 71,673
Revenues	$ 304		$ -	$ -	$ -
Expenditures	$ -	$ -	$ -	$ -	$ -
Ending Balance	$ 71,673	$ 71,673	$ 71,369	$ 71,673	$ 71,673

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	$ -	$ -	$ -	$ -	$ -

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**FUND NO.**
Local Transportation	**15**

NARRATIVE

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.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ -	$ 6,662	$ 6,662	$ 3,117	$ 2,170
MTA Revenues	$ 15,995	$ 12,239	$ 16,200	$ 12,238	$ 19,521
Expenditures	$ 9,333	$ 15,784	$ 16,200	$ 13,185	$ 16,200
Ending Balance	**$ 6,662**	**$ 3,117**	**$ 6,662**	**$ 2,170**	**$ 5,491**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
15-3695-0866 TDA Article 3 Alloc.	$ 15,995	$ 12,238	$ 12,238	$ 11,471	$ 19,521
Total	**$ 15,995**	**$ 12,238**	**$ 12,238**	**$ 11,471**	**$ 19,521**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	$ -	$ -	$ -	$ -	$ -

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Operating Expenses	$ 3	$ 100	$ 100	$ 100	$ 100
Capital Outlay	$ 9,330	$ 15,684	$ 16,100	$ 11,371	$ 16,100
Total	**$ 9,333**	**$ 15,784**	**$ 16,200**	**$ 11,471**	**$ 16,200**

	OPERATING EXPENSES		**$ 100**
0000-4480	Cost Allocation	$ 100	
	CAPITAL PROJECTS		**$ 16,100**
0866-4600	Capital Projects - Street, Sidewalk, Curb Ramps (see CIP)	$ 16,100	
TOTAL			**$ 16,200**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**FUND NO.**
Air Quality Management District	**16**

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.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 14,921	$ 42,113	$ 71,113	$ 71,885	$ 100,885
Revenues	$ 27,192	$ 29,772	$ 29,000	$ 29,000	$ 29,000
Expenditures	$ -	$ -	$ -	$ -	$ 127,000
Ending Balance	**$ 42,113**	**$ 71,885**	**$ 100,113**	**$ 100,885**	**$ 2,885**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	-	-	-	-	-

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Capital Expenses	$ -	$ -	$ -	$ -	$ 127,000
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ 127,000**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
16-3605 Motor Vehicle in-Lieu Tax *(Qtrly Allocation from AQMD)*	$ 27,192	$ 29,772	$ 29,000	$ 29,000	$ 29,000
Total	**$ 27,192**	**$ 29,772**	**$ 29,000**	**$ 29,000**	**$ 29,000**

4500	**CAPITAL EXPENSES**	
	CNG Dump Truck - Purchase FY 13-14	$ 127,000
TOTAL		**$ 127,000**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**FUND NO.**
Self Sustaining Recreational Activities	**17**

NARRATIVE

Fund 17 is a self-sustaining fund which pays salaries, purchases equipment and supplies, and pays instructors on a percentage basis. The activities which generate income and make expenditures through this account include: sports leagues, day camp, exercise & dance classes, karate, and all other revenue generating ventures.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 11,603	$ (59,792)	$ (29,528)	$ (36,220)	$ 7,644
Revenue	$ 500,622	$ 211,260	$ 188,962	$ 179,255	$ 109,150
Expenditures	$ 572,017	$ 187,688	$ 165,882	$ 135,391	$ 105,230
Ending Balance	$ (59,792)	$ (36,220)	$ (6,448)	$ 7,644	$ 11,564

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
FUND 17					$ 109,150
TOTAL					**$ 109,150**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Senior Counselors (FTE)	1.9	1.9	0.0	1.9	2.0
Rec Coordinator	0.2	0.2	0.0	0.2	0.0
Office Specialist	0.1	0.1	0.1	0.1	0.0
Community Svcs Supv.	0.6	0.6	0.2	0.6	0.0
Counselor (FTE)	6.6	6.6	0.0	6.6	4.0
RCS Coord.	0.4	0.4	0.2	0.4	0.0
Program Specialist (FTE)	0.8	0.0	0.0	0.0	0.5
Recreation Leaders (FTE)	0.8	0.8	0.8	0.8	1.5
Total	11.2	10.5	1.3	10.5	8.0

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services				$ 51,400	
Operating Expenses (Dept. Supplies, Contract Services)				$ 50,330	
4500		**CAPITAL EXPENSES**			**$ 3,500**
4500	Three Computer hardware replacements			$ 3,500	
TOTAL					**$ 105,230**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION **FUND NO.**
Self Sustaining Recreational Activities **17**

Full-Time & Part-time Salaries		Revenue	Expenses			Surplus (Deficit)
			Supplies 4300	Contractual 4260	Personnel	
1321	Senior Yoga	$ -	$ -	$ -	$ -	$ -
1322	Senior Aerobics	$ 5,000	$ -	$ 3,000	$ 1,500	$ 500
1323	Senior Music	$ -	$ -	$ -	$ -	$ -
1326	Karate	$ 9,000	$ -	$ 7,000	$ -	$ 2,000
1328	Youth Basketball	$ 20,000	$ 7,000	$ 7,000	$ 4,400	$ 1,600
1334	Adult Softball	$ -	$ -	$ -	$ -	$ -
1335	Snack Bar	$ -	$ -	$ -	$ -	$ -
1337	Aerobics	$ 20,000	$ 2,500	$ 13,000	$ 3,500	$ 1,000
1339	Senior Line Dance	$ 800	$ -	$ 600	$ -	$ 200
1342	Tiny Tot Sports	$ -	$ -	$ -	$ -	$ -
1346	Support Group	$ -	$ -	$ -	$ -	$ -
1362	Folklorico	$ 4,000	$ -	$ 3,500	$ -	$ 500
1365	Tiny Tot Tumbling	$ -	$ -	$ -	$ -	$ -
1366	Aztec Dance	$ 350	$ -	$ 230	$ -	$ 120
1385	Teen Council - Youth Services	$ -	$ -	$ -	$ -	$ -
XXXX	City Wellness	$ -	$ -	$ -	$ -	$ -
1399	Day Camp	$ 50,000	$ 3,000	$ 3,500	$ 42,000	$ 1,500
TOTAL PROJECTED		**$ 109,150**	**$ 12,500**	**$ 37,830**	**$ 51,400**	**$ 7,420**

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2013-2014

FUND	**FUND NO.**
RETIREMENT	**18**

NARRATIVE

This fund is to account for receipts from a voter-approved special tax levy that is used to pay for all costs of the City's membership in the Public Employees Retirement System (PERS). 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 appproved payment of 4.5% of the employee contribution pension cost.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ (275,236)	$ (611,751)	$ (13,911)	$ 32,808	$ 601,715
Revenues	$ 2,932,217	$ 4,283,023	$ 4,132,217	$ 3,778,477	$ 3,801,600
Expenditures	$ 3,268,732	$ 3,638,464	$ 3,393,339	$ 3,209,570	$ 2,591,440
Unfunded Pension Obligation	$ -	$ -	$ 500,000	$ -	$ -
Ending Balance	**$ (611,751)**	**$ 32,808**	**$ 224,967**	**$ 601,715**	**$ 1,811,875**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Property Taxes	$ 2,932,217	$ 4,283,023	$ 4,132,217	$ 3,778,477	$ 3,801,600
Total	**$ 2,932,217**	**$ 4,283,023**	**$ 4,132,217**	**$ 3,778,477**	**$ 3,801,600**

4100	**PERSONNEL SERVICES**		**$ 46,000**
4127	Retired Emp. Health Insurance	$ -	
4124	Retired Emp. Retro Cost	$ 46,000	
4200	**OPERATING EXPENSES**		**$ 148,523**
4480	Cost Allocation - Central Services	$ 141,523	
4260	OPEB eval/study contractual services	$ 7,000	
4450	Pension Reduction -	$ -	
4900	**TRANSFER**		**$ 2,396,917**
4901	Transfer to General Fund - Divison 180	$ 1,974,472	
4900	Transfer to General Fund - Divison 500	$ -	
4900	Transfer to Enterprise Funds - Divison 180	$ 310,379	
4900	Transfer to Special Funds - Divison 180	$ 112,066	
	TOTAL		**$ 2,591,440**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**FUND NO.**
Quimby Act Fees	**19**

NARRATIVE

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

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 373,176	$ 363,459	$ 311,091	$ 352,705	$ 335,583
Revenues	$ 530	$ 178	$ -	$ -	$ 100
Expenses	$ 10,246	$ 10,932	$ -	$ 17,122	$ 240,000
Ending Balance	**$ 363,459**	**$ 352,705**	**$ 311,091**	**$ 335,583**	**$ 95,683**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	-	-	-	-	-

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ -	$ -	$ -	$ -	$ -
Operating Expenses	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 10,246	$ 10,932	$ -	$ 17,122	$ 240,000
Total	**$ 10,246**	**$ 10,932**	**$ -**	**$ 17,122**	**$ 240,000**

4500	**CAPITAL EXPENSES**		**$ 240,000**
4500	Parking lot adjacent to Swimming pool at Rec Park	$ 120,000	
4500	Air Conditioning upgrades at Rec Park	$ 120,000	
	TOTAL		**$ 240,000**

****Total amount to be split between both projects (preliminary set at 50-50 split). Actual amounts to be determined.**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**FUND NO.**
Asset Seizure - State	**20**

NARRATIVE

This fund is to account for receipts and disbursements of state seized and forfeited assets used from the sale of controlled substances.

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Expenses	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Operating Expenses	$ -	$ -	$ -	$ -	$ -
Capital Equipment	$ -	$ -	$ -	$ 3,907	$ -
Transfers	$ 18,536	$ -	$ -	$ -	$ -
Total	**$ 18,536**	**$ -**	**$ -**	**$ 3,907**	**$ -**

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 17,885	$ 143	$ 2,493	$ 2,493	$ 20,954
Revenues	$ 794	$ 2,350	$ -	$ 22,369	$ 2,000
Expenditures	$ 18,536	$ -	$ -	$ 3,907	$ -
Ending Balance	**$ 143**	**$ 2,493**	**$ 2,493**	**$ 20,954**	**$ 22,954**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**FUND NO.**
Asset Seizure - Federal	**21**

NARRATIVE

This fund is to account for receipts and disbursements of federal seized and forfeited assets used from the sale of controlled substances. There has been little federal seizure activity in recent years.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
None	-	-	-	-	-

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Expense	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Operations Expense	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -
Transfers	$ 16,001	$ -	$ -	$ -	$ -
Total	**$ 16,001**	**$ -**	**$ -**	**$ -**	**$ -**

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 16,450	$ 462	$ 462	$ 462	$ 36,023
Revenues	$ 13	$ -	$ -	$ 35,561	$ -
Expenditures	$ 16,001	$ -	$ -	$ -	$ -
Ending Balance	**$ 462**	**$ 462**	**$ 462**	**$ 36,023**	**$ 36,023**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	FUND NO.
COMMUNITY DEVELOPMENT BLOCK GRANT	26-155

NARRATIVE

In FY 2013-2014, 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. The City's annual allocation has been decreasing in recent years and starting with the 2013-14 fiscal year, the CDBG exchange program has been eliminated, causing a shortfall in amount of debt service, thus requiring a transfer from the General Fund to cover the deficit.

BALANCE SHEET	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Beginning Balance	$ 967	$ (7,034)	$ (3,083)	$ (3,083)	$ (0)
Revenues	$ 1,520,647	$ 336,116	$ 353,149	$ 333,082	$ 348,075
Expenditures	$ 1,528,648	$ 332,165	$ 347,315	$ 329,999	$ 348,075
Ending Balance	**$ (7,034)**	**$ (3,083)**	**$ 2,751**	**$ (0)**	**$ (0)**

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
26 CDBG GRANT (37th Year)	$ 1,458,236	$ 331,882	$ 347,315	$ 331,882	$ 245,290
26 CDBG Recovery Act Funds	$ 62,411	$ -	$ -	$ -	$ -
CDBG Loan Repayments		$ -	$ 5,834	$ -	$ -
Transfer from General Fund				$ -	$ 102,785
Total	**$ 1,520,647**	**$ 331,882**	**$ 353,149**	**$ 331,882**	**$ 348,075**

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Community Development Director	0.03	0.00	0.00	0.00	0.00
Senior Planner	0.02	0.00	0.00	0.00	0.00
Community Preservation Supervisor	0.23	0.00	0.00	0.00	0.00
Community Preservation Officer	0.00	0.00	0.00	0.00	0.00
Community Preservation Officer -2	0.24	0.00	0.00	0.00	0.00
Community Preservation Officer -3	0.17	0.00	0.00	0.00	0.00
Assistant Planner (Housing)	0.12	0.00	0.00	0.00	0.00
Total	**0.81**	**0.00**	**0.00**	**0.00**	**0.00**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services	$ 196,854	$ -	$ -	$ -	$ -
Operating Expenses	$ 425,984	$ -	$ -	$ -	$ -
Capital Outlay/Loan Expenses	$ 897,811	$ 331,882	$ 347,315	$ 347,315	$ 348,075
Total	**$ 1,520,648**	**$ 331,882**	**$ 347,315**	**$ 347,315**	**$ 348,075**

4100	**PERSONNEL SERVICES**		**$ -**
4200	**OPERATING EXPENSES**		**$ -**
4400	**LOAN EXPENSES**		**$ 348,075**
0000-4424	Section 108 Loan-Swimming Pool Facility - Interest	$ 64,075	
0000-4426	Section 108 Loan-Swimming Pool Facility - Principle	$ 284,000	
TOTAL			**$ 348,075**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	FUND NO.
Street Lighting Fund	**27**

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. Since the assesments have not had an increase to meet rising costs, this fund has a deficit.

BALANCE SHEET	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Beginning Balance	$ (144,260)	$ (23,893)	$ (23,893)	$ (3,402)	$ 47,873
Revenues	$ 489,488	$ 442,911	$ 426,798	$ 423,369	$ 365,715
Expenditures	$ 369,120	$ 422,420	$ 411,860	$ 372,094	$ 393,857
Ending Balance	**$ (23,892)**	**$ (3,402)**	**$ (8,955)**	**$ 47,873**	**$ 19,731**

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Public Works Director	0.07	0.07	0.07	0.07	0.06
Administrative Analyst	0.05	0.15	0.00	0.00	0.05
City Engineer	0.00	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	0.20	0.20	0.20	0.20	0.10
Civil Engineering Assistant I	0.00	0.00	0.00	0.00	0.00
P.W. Administrative Analyst	0.00	0.00	0.05	0.05	0.05
P.W. Superintendent	0.00	0.00	0.00	0.00	0.00
P.W. Admin. Coordinator	0.00	0.00	0.00	0.00	0.00
Equip & Material Supervisor	0.00	0.10	0.10	0.10	0.05
Mechanical Helper	0.00	0.10	0.10	0.10	0.05
Electrical Supervisor	0.25	0.30	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	0.25	0.35	0.35	0.35	0.35
Total	**0.82**	**1.27**	**1.17**	**1.17**	**1.01**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
Personnel Services	$ 109,121	$ 161,461	$ 148,244	$ 143,094	$ 118,991
Operating Cost	$ 248,237	$ 246,196	$ 246,853	$ 212,237	$ 258,103
Cost Allocation	$ 11,763	$ 11,763	$ 11,763	$ 11,763	$ 11,763
Capital Outlay	$ -	$ 3,000	$ 5,000	$ 5,000	$ 5,000
Total	**$ 369,120**	**$ 422,420**	**$ 411,860**	**$ 372,094**	**$ 393,857**

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
27-3110/3130/3150 Property Tax	$ 336,113	$ 332,863	$ 337,000	$ 333,571	$ 333,571
Transferred from Measure R	$ 153,375	$ 110,048	$ 89,798	$ 89,798	$ -

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND											**FUND NO.**
Street Lighting Fund											**27**
Transfers from Retirement Fund (Fund 18)			$ -		$ -		$ -		$ -		$ 19,731
Transfer from General Fund			$ -		$ -		$ -		$ -		$ 12,413
	Total		**$ 489,488**		**$ 442,911**		**$ 426,798**		**$ 423,369**		**$ 365,715**
4480					**Cost Allocation**						**$ 11,763**
4480	Cost Allocation								$ 11,763		
4100					**PERSONNEL SERVICES**						**$ 118,991**
4101	**Personnel Costs**								$ 116,991		
4105	**Overtime:** Street light surveys and knockdowns								$ 2,000		
Various	Employee Concessions								$ -		
4200					**OPERATING EXPENSES**						**$ 258,103**
4210	**Utilities**								$ 225,750		
4250	**Rents and Lease:**								$ 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:**								$ 10,050		
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	Miscellaneous lenses, conduit, fuses, wire, paint, hardware, timers, etc.						$3,500				
0301-4300	Replacement of steel poles						$2,000				
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		
4500					**CAPITAL EXPENSES/TRANSFERS**						**$ 5,000**
4600	**Capital Equipment:** Knockdown Replacement								$ 5,000		
TOTAL											**$ 393,857**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**FUND NO.**
Parking M&O - Off Street	**29**

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. Revenue sources consist of parking meter revenues and the parking improvement assessment which includes areas of the civic center and the San Fernando Road commercial corridor.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ (76,162)	$ 22,534	$ 49,839	$ 58,199	$ 119,793
Revenues	$ 206,752	$ 208,760	$ 218,000	$ 211,948	$ 222,591
Expenditures	$ 108,056	$ 173,094	$ 181,912	$ 150,354	$ 247,341
Ending Balance	**$ 22,534**	**$ 58,199**	**$ 85,927**	**$ 119,793**	**$ 95,043**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
PW Maintenance Worker	0.20	0.26	0.19	0.19	0.19
P.W. Sr. Maintenance Worker	0.00	0.21	0.21	0.21	0.14
Electrical Technician	0.00	0.00	0.00	0.00	0.00
PW Field Supervisor	0.00	0.00	0.00	0.00	0.00
PW Field Supervisor II	0.25	0.10	0.10	0.10	0.10
Electrical Supervisor	0.05	0.10	0.10	0.10	0.10
Bldg Maint Worker/Elec. Helper	0.05	0.15	0.15	0.15	0.15
Equip & Material Supervisor	0.00	0.10	0.10	0.10	0.10
Mechanical Helper	0.00	0.10	0.10	0.10	0.07
PW Superintendent	0.05	0.05	0.05	0.05	0.05
Sr. Management Analyst	0.00	0.00	0.00	0.00	0.00
PW Maintenance Helper	0.00	0.00	0.00	0.00	0.00
Public Works Director	0.00	0.00	0.00	0.00	0.05
City Engineer	0.00	0.00	0.00	0.00	0.00
Office Specialist	0.00	0.00	0.00	0.00	0.01
Meter Technician	0.10	0.15	0.15	0.15	0.15
PW Operations Manager	0.00	0.10	0.00	0.00	0.00
Total	**0.70**	**1.32**	**1.15**	**1.15**	**1.11**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2011-2012**	**ADOPTED 2013-2014**
Personnel Services	$ 51,584	$ 128,077	$ 123,306	$ 121,409	$ 112,085
Operating Expenses	$ 42,670	$ 37,642	$ 43,106	$ 21,569	$ 43,668
Capital	$ 13,802	$ 7,376	$ 15,500	$ 7,376	$ 55,500
Total	**$ 108,056**	**$ 173,094**	**$ 181,912**	**$ 150,354**	**$ 211,253**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND						**FUND NO.**
Parking M&O - Off Street						**29**
SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**	
Parking Meter Revenue						
29-3520 Rental Income	$ 12,800	$ 12,800	$ 12,800	$ 12,800	$ 12,800	
29-3850 Prkg Meter Revenue	$ 145,626	$ 146,027	$ 145,827	$ 142,777	$ 145,827	
29-3870 Bus. License Tax Area A	$ 48,325	$ 49,933	$ 49,129	$ 56,372	$ 49,129	
Transfers from Retirement Fund (Fund 18)	$ -	$ -	$ -	$ -	$ 14,835	
Total	**$ 206,751**	**$ 208,759**	**$ 207,756**	**$ 211,948**	**$ 222,591**	

4100	**PERSONNEL SERVICES**				**$ 112,085**
4100	**Personnel Costs**			$ 111,885	
4105	**Overtime:**				
	Parking meter repairs			$ 100	
	Lighting Maintenance			$ 100	
Various	Employee Concessions			$ -	
4200	**OPERATING EXPENSES**				**$ 43,668**
4210	**Utilities**			$ 17,200	
4250	**Rents & Leases**			$ 500	
4270	**Professional Services:** Parking in lieu study			$ 3,000	
4300	**Department Supplies :**			$ 10,500	
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	$1,500			
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**			$ 2,642	
4430	**Activities and Programs:**			$ -	
4480				$ 7,376	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND					FUND NO.
Parking M&O - Off Street					**29**
4500	**CAPITAL EXPENSES**			**$**	**55,500**
4500	**Capital Equipment:** Replacement power equipment (Street Division)	$1,500		$ 1,500	
4600	**Capital Projects:** 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	$12,000		$ 54,000	
	Replace existing landscaping with drought tolerant planting & irrigation - goal is at least 20% reduction of water use	$2,000			
	Parking Lot Repavement	$40,000			
4900	**TRANSFERS**			**$**	**36,088**
4901	**Transfer to General Fund:** Transfer to Fund 01			$ 36,088	
TOTAL				**$**	**247,341**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

FUND	**FUND NO.**
Equipment Replacement Fund	**41**

NARRATIVE

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

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
None	$ -	$ -	$ -	$ -	$ -

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance	$ 88,256	$ 135,259	$ 135,259	$ 135,259	$ 135,259
Revenues	$ 80,750		$ -	$ -	$ -
Expenditures	$ 33,746		$ -	$ -	$ -
Ending Balance	**$ 135,259**	**$ 135,259**	**$ 135,259**	**$ 135,259**	**$ 135,259**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**FUND NO.**
Pavement Management	**50**

NARRATIVE

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

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 654,757	$ 364,405	$ 138,155	$ 139,389	$ 133,139
Revenue	$ 230,851	$ 226,647	$ 230,326	$ 233,750	$ 330,004
Expenditures	$ 521,203	$ 451,663	$ 368,481	$ 240,000	$ 446,455
Ending Balance	**$ 364,405**	**$ 139,389**	**$ -**	**$ 133,139**	**$ 16,688**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Public Works Director*	0.05	0.09	0.00	0.00	0.00
Operations Manager	0.11	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	0.14	0.34	0.00	0.00	0.07
P.W. Maintenance Worker	0.10	0.10	0.00	0.00	0.00
Bldg Maint Worker/Elec. Helper	0.05	0.00	0.00	0.00	0.00
P.W. Maintenance Helper PT	0.25	0.00	0.00	0.00	0.00
Electrical Supervisor	0.05	0.00	0.00	0.00	0.00
P.W. Office Specialist	0.00	0.10	0.00	0.00	0.00
Office Specialist	0.00	0.05	0.00	0.00	0.05
Administrative Analyst	0.00	0.00	0.00	0.00	0.00
P.W. Field Supervisor II	0.10	0.20	0.00	0.00	0.00
Senior Maintenance Worker	0.25	0.80	0.00	0.00	0.00
Total	**1.10**	**1.68**	**0.00**	**0.00**	**0.12**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel	$ 95,753	$ 203,127	$ -	$ -	$ 16,129
Transfers	$ 241,730	$ 240,000	$ 240,000	$ 240,000	$ 230,326
Capital	$ 183,720	$ 8,536	$ 128,481	$ -	$ 200,000
Total	**$ 521,203**	**$ 451,663**	**$ 368,481**	**$ 240,000**	**$ 446,455**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
50-3500/3800 Impact Fees	$ 230,926	$ 226,647	$ 230,326	$ 233,750	$ 327,206
Transfers from Retirement Fund (Fund 18)	$ -	$ -	$ -	$ -	$ 2,798
Total	**$ 230,926**	**$ 226,647**	**$ 230,326**	**$ 233,750**	**$ 330,004**

	PERSONNEL		**$ 16,129**
4100	Full Time Personnel Costs - Field Staff	$ -	
4103	Part Time Personnel Costs - Field Staff	$ -	
4101	FT Personnel	$ 16,129	
Various	Employee Concessions	$ -	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND			**FUND NO.**
Pavement Management			**50**
	TRANSFERS		**$ 230,326**
310-4901	**Transfer to General Fund:** Transfer to Fund 01: Funds will be treated as franchise funds and utilized in the General Fund.	$ 230,326	
	Capital Projects		**$ 200,000**
4600	**Capital Projects:** Alexander Street Improvement Project (400-500 Block)	$ 200,000	
TOTAL			**$ 446,455**

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

ALL FUNDS **FUND NO**
ENTERPRISE **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.

FUNDS		ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
70-3810 (381,382,383,384) Revenue accts:3500/3820/ 3830/3835/3840/3901/3950	**Water**	$ 3,068,049	$ 2,770,589	$ 3,126,708	$ 3,098,252	$ 3,731,771
72-3745 Revenue accts: 3500/3820 3821/3840/3997	**Sewer**	$ 2,403,635	$ 2,590,598	$ 2,434,569	$ 2,466,373	$ 3,191,535
73-3755 Revenue accts:3760/3820	**Refuse**	$ 1,125,037	$ 1,122,709	$ 1,109,954	$ 1,114,122	$ 1,129,077
	Total Revenue	**$ 6,596,721**	**$ 6,483,896**	**$ 6,671,231**	**$ 6,678,747**	**$ 8,052,383**

SUMMARY OF APPROPRIATIONS		ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	ADOPTED 2013-2014
70	Water	$ 3,355,315	$ 3,242,380	$ 4,612,205	$ 3,900,156	$ 4,282,399
72	Sewer	$ 1,927,042	$ 2,505,675	$ 2,641,416	$ 2,648,231	$ 3,963,403
73	Refuse	$ 1,077,642	$ 1,027,810	$ 1,049,742	$ 964,183	$ 1,154,003
	Total Appropriations	**$ 6,359,999**	**$ 6,775,865**	**$ 8,303,363**	**$ 7,512,570**	**$ 9,399,804**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND					**DIVISION NO.**
WATER					**70-381, 70-382, 70-383, 70-384**
BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
*Beginning Balance	$ 2,559,756	$ 2,272,490	$ 2,012,694	$ 1,800,699	$ 998,795
Total Revenue	$ 3,068,049	$ 2,770,589	$ 3,126,708	$ 3,098,252	$ 3,731,771
70-110	$ -	$ 18,604	$ -	$ -	$ -
70-190	$ -	$ 669	$ -	$ -	$ -
70-381	$ 967,801	$ 822,596	$ 863,303	$ 789,948	$ 886,247
70-382	$ 330,278	$ 371,668	$ 310,972	$ 319,833	$ 315,442
70-383	$ 1,035,159	$ 1,046,507	$ 1,663,961	$ 1,627,516	$ 1,345,581
70-384	$ 1,022,078	$ 982,336	$ 1,773,969	$ 1,162,859	$ 1,735,129
Total Expenditures	$ 3,355,315	$ 3,242,380	$ 4,612,205	$ 3,900,156	$ 4,282,399
Ending Balance	**$ 2,272,490**	**$ 1,800,699**	**$ 1,800,335**	**$ 998,795**	**$ 448,167**
Reserve Replacement	**$ -**	**$ -**	**$ -**	**$ -**	**$ 578,000**
Available Balance	**$ 2,272,490**	**$ 1,800,699**	**$ 1,800,335**	**$ 998,795**	**$ (129,833)**
SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Total Water Fund (381,382,383,384)	$ 3,068,049	$ 2,770,589	$ 3,126,708	$ 3,098,252	$ 3,514,744
Transfers from Retirement Fund (Fund 18)	$ -	$ -	$ -	$ -	$ 217,027
Total	**$ 3,068,049**	**$ 2,770,589**	**$ 3,126,708**	**$ 3,098,252**	**$ 3,731,771**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND	**DIVISION NO.**
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 2013-2014: 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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Public Works Director	0.25	0.25	0.25	0.25	0.25
Civil Engineering Assistant II	0.32	0.00	0.00	0.00	0.00
Administrative Analyst	0.20	0.20	0.20	0.20	0.20
Office Specialist	0.30	0.30	0.30	0.30	0.25
PW Office Specialist	0.25	0.25	0.25	0.25	0.25
P.W. Superintendent	0.35	0.40	0.40	0.40	0.35
P.W. Field Supervisor I	0.10	0.10	0.10	0.10	0.10
P.W. Field Supervisor II	0.15	0.15	0.15	0.15	0.15
P.W. Admin. Coordinator	0.30	0.25	0.25	0.25	0.30
Total	**3.72**	**2.15**	**1.90**	**1.90**	**1.85**

WATER ADMIN. APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 399,775	$ 272,192	$ 221,461	$ 234,806	$ 227,636
Operating Expenses	$ 504,007	$ 489,334	$ 573,092	$ 493,406	$ 588,611
Capital Outlay	$ 4,019	$ 1,070	$ 8,750	$ 1,736	$ 10,000
Transfers	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000
Total	**$ 967,801**	**$ 822,596**	**$ 863,303**	**$ 789,948**	**$ 886,247**

4100	**PERSONNEL SERVICES**			**$ 227,636**
4101	**Personnel Costs:** Includes direct staff and indirect staff assigned		$ 234,921	
4105	Overtime		$ 1,500	
Various	Employee Concessions			
	Public Works		$ (8,785)	
	Finance		$ -	
4200	**OPERATING EXPENSES**			**$ 588,611**
4210	**Utilities:** (25% for 120 Macneil Street)		$ 4,939	
	Edison	$3,453		
	Gas Company	$1,487		
4220	**Telephone: Water Facilities**		$ 1,520	
	New Phone Line for Nitrate System			

FUND				DIVISION NO.
Water Administration				70-381
4260	**Contractual Services:**		$ 18,400	
	Vector Control Gophers	$500		
	Water Conservation - Consulting Services (In-house design work)	$15,000		
	Automated TimeKeeper system	$1,900		
	Underground Service Alert	$1,000		
0450-4260	**Contractual Services: For Maintenance at 120 Macneil & 501 First Street**		$ 6,453	
	Heating Ventilation Air Conditioning (HVAC) maintenance $500 quarterly	$500		
	Alarm monitor, $30 monthly	$90		
	Fire extinguisher maintenance	$75		
	Automatic gate service maintenance	$63		
	Janitorial, $1325 monthly, labor & materials, 3 days per week service, 1 person crew + special clean ups + carpet & floor annual cleaning & spot cleaning	$4,025		
	(50% of total cost $16,100; $4,025 is charged to 70-381 + $4,025 charged to 72-360)			
	Pest control, $75 quarterly	$75		
	Ice Machine preventive maintenance $125 quarterly	$125		
	Portable Toilet rental (cost shared w/ fund 390 & 72-360 (25%)	$1,500		
4270	**Professional Services:**		$ 13,500	
	Upper Los Angeles River Area (ULARA) Services	$8,000		
	Legal water consultant	$3,000		
	Water quality consultant	$2,500		
4290	**Office Equipment Maintenance:**		$ 1,220	
	Annual copier lease & maintenance (Annual total = $2880, shared with Funds 70, 72, 73 and 01-390: 25%)	$720		
	Miscellaneous repair of computer & office equipment.	$500		
4300	**Department Supplies:**		$ 500	
	Office Supplies	$500		
0450-4300	**Public Works Operations Center**		$ 2,000	
	First Aid Kit and Supplies	$500		
	Building maintenance	$1,000		
4330	Building Maintenance & Repair	$500		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND Water Administration				DIVISION NO. 70-381
4320	**Department Equipment Maintenance:** Repair and Maintenance of handheld water meter readers Maintenance of electronic equipment	 $4,000 $1,750	$ 5,750	
4360	**Personnel Training :** Employee Training	 $1,000	$ 1,000	
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	
4380	**Subscriptions / Dues & Memberships:** American Water Works Association Annual WCC & professional dues Division of Utilities Cross connection control certification (1 staff @ $250) Water treatment and distribution certification (7 staff @ $50)	 $350 $750 $768 $250 $350	$ 2,468	
4390	**Vehicle Allowance and Mileage**		$ 250	
4400	**Vehicle Maintenance**		$ 750	
4402	**Fuel**		$ 1,226	
4405	**Interest Expense and Principal Payment:** Loan repayment to Sewer Fund; $1,500,000 total loan, 15 year amortization		$ 75,000	
4430	**Activities & Programs:** Equipment, postage, outreach Annual Consumer Confidence Report for all water customers	 $1,000 $10,000	$ 11,000	
4450	**Other Expenses:** Property taxes for Well 7 reservoirs L.A. Fire Dept. Hazardous Materials permit Payment to State Department of Public Health (AB 2995) regulatory fees	 $14,000 $400 $28,500	$ 42,900	
4480	**Cost Allocation:** Central Services includes admin salaries and overhead; does not include utilities		$ 398,735	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

FUND				**DIVISION NO.**
Water Administration				**70-381**
4500	**CAPITAL EXPENSES**			**$ 10,000**
4500	**Capital Equipment:**		$ 10,000	
	Replacement office chairs	$750		
	Purchase new computer and Software	$6,500		
	Replacement handheld radios	$2,750		
4900	**TRANSFERS**			**$ 60,000**
0154-4941	**Transfer to General Fund:**		$ 60,000	
	Water portion of rental of city land at Public Works Operations Center			
TOTAL				**$ 886,247**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
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 2013-2014: 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.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Public Works Director	0.20	0.20	0.20	0.20	0.19
PW Field Supervisor I	0.35	0.30	0.30	0.30	0.30
PW Field Supervisor II	0.15	0.15	0.15	0.15	0.15
Administrative Analyst	0.35	0.35	0.35	0.35	0.30
Office Specialist	0.20	0.20	0.20	0.20	0.20
P.W. Office Specialist	0.00	0.00	0.00	0.00	0.05
Finance Office Specialist	0.60	0.00	0.00	0.00	0.35
PW Maintenance Worker	0.00	0.00	0.00	0.00	0.10
Clerk/Deputy Treasurer	0.00	0.13	0.13	0.13	0.10
P.W. Admin. Coordinator	0.30	0.30	0.30	0.30	0.10
P.W. Superintendent	0.15	0.10	0.10	0.10	0.10
Meter Technician	0.05	0.45	0.45	0.45	0.45
Sr. Account Clerk	0.00	0.38	0.38	0.38	0.35
PT Finance Clerk	0.00	0.25	0.25	0.25	0.26
Total	**3.05**	**3.19**	**3.19**	**3.19**	**3.00**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 303,325	$ 314,785	$ 280,405	$ 290,779	$ 287,477
Operating Expenses	$ 26,221	$ 56,883	$ 27,567	$ 29,055	$ 24,965
Capital Outlay	$ 732	$ -	$ 3,000	$ -	$ 3,000
Transfers	$ -		$ -		$ -
Total	**$ 330,278**	**$ 371,668**	**$ 310,972**	**$ 319,833**	**$ 315,442**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION					**DIVISION NO.**
Utility Billing					**70-382**
4100	**PERSONNEL SERVICES**			**$**	**287,477**
4101	**Salaries:**		$ 228,590		
	Full time Salaries (Public Works)				
	Full time Salaries (Finance)		$ 64,892		
4103	**Wages-Temporary & Part-Time:**		$ 5,916		
	Part time wages for Clerk Part Time				
Various	Employee Concessions				
	Public Works		$ (9,243)		
	Finance		$ (2,678)		
4200	**OPERATING EXPENSES**			**$**	**24,965**
4260	**Contractual Services:**		$ 1,500		
	System support contract services	$1,500			
4300	**Department Supplies:**		$ 4,250		
	Office Supplies	$4,250			
4320	**Equipment Maintenance:**		$ 12,000		
	Maintenance costs	$500			
	Hand Held Technical Support (monthly invoice)	$4,000			
	Eden Utility Billing Technical Support	$7,500			
4400	**Vehicle Maintenance**		$ 875		
4402	**Fuel**		$ 6,340		
4500	**CAPITAL EXPENSES**			**$**	**3,000**
4500	**Capital Equipment:**		$ 3,000		
	Computer station replacement; system upgrades to work with utility billing systems	$2,000			
	Computer software updates	$1,000			
TOTAL				**$**	**315,442**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Water Distribution	**70-383**

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 2013-2014: With the new rate increase in effect CIP activities will continue to be expanded. Installation of a nitrate removal system is expected to be operational during the fiscal year.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Meter Technician	0.20	0.15	0.15	0.15	0.15
Administrative Analyst	0.00	0.00	0.10	0.10	0.10
P.W. Superintendent	0.20	0.20	0.20	0.20	0.15
P.W. Field Supervisor II	0.60	0.50	0.50	0.50	0.50
PW Field Supervisor I	0.10	0.10	0.10	0.10	0.20
P.W. Maintenance Worker	1.05	1.20	1.20	1.20	1.20
P.W. Sr. Maintenance Worker	0.85	0.60	0.60	0.60	0.68
Civil Engineering Assistant II	0.35	0.40	0.40	0.40	0.50
Equipment/Material Supervisor	0.05	0.08	0.08	0.08	0.05
Mechanical Helper	0.05	0.08	0.08	0.08	0.05
Total	**3.55**	**3.51**	**3.61**	**3.61**	**3.88**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 382,334	$ 402,106	$ 397,034	$ 390,219	$ 410,375
Operating Expenses	$ 647,425	$ 577,562	$ 652,737	$ 644,594	$ 659,706
Capital Outlay	$ 5,399	$ 66,839	$ 614,190	$ 592,703	$ 275,500
Total	**$ 1,035,159**	**$ 1,046,507**	**$ 1,663,961**	**$ 1,627,516**	**$ 1,345,581**

4100	**PERSONNEL SERVICES**			**$ 410,375**
4101	**Personnel Costs**		$ 429,162	
Various	Employee Concessions			
	Public Works		$ (18,787)	
	Finance		$ -	
	OPERATING EXPENSES			**$ 659,706**
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 2013-2014

DIVISION Water Distribution				DIVISION NO. 70-383
4270	**Professional Services:**		$ 2,500	
	Engineering Consultant	$2,500		
4300	**Department Supplies:**		$ 39,500	
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		
0304-4300	Backflow supplies and devices	$5,500		
4310	**Equipment and Supplies:**		$ 5,556	
	Uniform replacements & new issues; $320 per staff based on FTE assigned to -383 Division; jackets issued in FY 12, next issue FY 14	$1,216		
	Rain and safety gear, average of $450 per staff based on FTE assigned to -383 Division	$1,440		
	Service Volunteer gear issue, 10 @ $40	$400		
	Safety Equipment	$2,500		
4320	**Equipment Maintenance:**		$ 3,600	
	Maintenance of Electronic Equipment	$1,000		
	Equipment repair for customer service trucks & distribution truck	$2,600		
4340	**Small Tools:**		$ 2,500	
	Water Truck Small Tools	$1,000		
	Distribution Truck	$1,500		
4360	**Personnel Training**		$ 750	
4400	**Vehicle Maintenance**		$ 8,000	
4402	**Fuel**		$ 13,800	
4820	**Depreciation Expenses:** Water Equipment; expense deposits to trial balance for Fund 70		$ 578,000	
	CAPITAL EXPENSES/PROJECTS			**$ 275,500**
4500	**Capital Equipment:**		$203,500	
	Traffic Safety Signage	$0		
	Replacement power equipment	$3,500		
	Purchase New Medium duty backhoe	$100,000		
	Replace City Vehicle #WA8997 (Gas fueled Dump Truck)	$100,000		
4600	**Water Distribution Projects:**		$ 72,000	
0000-4600	Large Service Installments - work for new services is charged directly to the account holder as a deposit	$9,000		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Water Distribution				**70-383**
0700-4600	Water Meter Replacement Program	$55,000		
0701-4600	Fire Hydrant Upgrade Program - typically $16,000 per year, 50% deferred to FY 2014	$8,000		
4600	**Water Main Replacement:**		$ -	
	200 N. Workman	$105,000		
	800 N. Workman	$195,000		
	800 S. Workman	$30,000		
	800 Celis	$45,000		
	1300 Hollister	$75,000		
	1600 Lucas	$156,400		
TOTAL				**$ 1,345,581**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Water Production	**70-384**

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 2013-2014: The Water Production Division has planned for minimal purchase of MWD water as supplement if demand exceeds pumping capacity from City wells. This division is greatly impacted by the current shut down of two wells due to high nitrate levels. The new nitrate removal system, which is expected to be operational this fiscal year, will enhance production capabilities by bringing back one of the wells into service again.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Civil Engineering Assistant II	0.00	0.45	0.45	0.45	0.30
PW Field Supervisor I	0.35	0.40	0.35	0.35	0.40
P.W. Superintendent	0.50	0.55	0.55	0.55	0.50
PW Field Supervisor II	0.40	0.35	0.40	0.40	0.35
Maintenance Worker	1.20	1.24	1.24	1.24	1.09
Senior Maintenance Worker	1.00	0.45	0.45	0.45	0.52
Administrative Analyst	0.00	0.00	0.10	0.10	0.04
Meter Technician	0.25	0.15	0.15	0.15	0.15
Backflow Tech/Pump Operator	0.70	0.70	0.70	0.70	0.70
Equip & Material Supervisor	0.20	0.07	0.07	0.07	0.07
Mechanical Helper	0.20	0.07	0.07	0.07	0.05
Electrical Supervisor	0.10	0.10	0.10	0.10	0.10
Bldg Maint / Electrical Helper	0.10	0.10	0.10	0.10	0.10
Total	**5.00**	**4.63**	**4.73**	**4.73**	**4.37**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 577,574	$ 562,106	$ 534,536	$ 534,098	$ 467,402
Operating Expenses	$ 443,504	$ 371,860	$ 600,025	$ 381,018	$ 660,405
Capital Outlay	$ -	$ 47,370	$ 638,408	$ 246,743	$ 606,322
Transfers	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Total	**$ 1,022,078**	**$ 982,336**	**$ 1,773,969**	**$ 1,162,859**	**$ 1,735,129**

4100	**PERSONNEL SERVICES**		**$ 467,402**
4100	**Personnel Costs**	$ 467,423	
4105	**Overtime**	$ 17,800	
Various	Employee Concessions	$ (17,821)	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				DIVISION NO.
Water Production				**70-384**
4200	**OPERATING EXPENSES**			**$ 660,405**
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**		$ 8,000	
4250	**Rents & Leases:**		$ 1,500	
	Equipment rental			
4260	**Contractual Services:**		$ 362,818	
	Water sampling and analysis	$59,000		
	Water Well 7A coming online	$5,000		
	Well-Site Acid Washes	$3,000		
	Inspection of reservoirs	$3,000		
	Supervisory Control and Data Acquisition (SCADA) retrofit, expansion	$7,500		
	Well Maintenance Contract (General Pump; 2013-2015	$60,000		
	Nitrate Removal System, warranty and service agreement	$176,928		
	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	
	Uniform replacements & new issues; $320 per staff based on FTE assigned to -384 Division; jackets issued in FY 12, next issue FY 14	$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:**		$ 6,000	
	Equipment Repair/Maintenance	$4,000		
	Ex: Water level indicators; chlorine blowers; injection pumps			
	On-Site Chlorine Generation System Maintenance	$5,000		
	Maintenance of Electronic Equipment	$1,000		
4330	**Building Maintenance and Repair**		$ 2,000	
4340	**Small Tools**		$ 1,000	
4360	**Personnel Training**		$ 1,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				DIVISION NO.
Water Production				**70-384**
4370	**Meetings, Memberships, Licenses and Training**		$ 750	
4400	**Vehicle Maintenance**		$ 1,150	
4402	**Fuel**		$ 3,127	
4430	**Activities & Programs:**		$ 1,500	
	Water conservation outreach	$1,500		
4450	**Other Expenses:**		$ 85,100	
	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. Purchase of MWD water is required if water demand exceeds City production capacity. Actual cost depends on demand.)			
	MWD Connection Maintenance Charge	$50,000		
4500	**CAPITAL EXPENSES/PROJECTS**			**$ 4,000**
4500	**Capital Equipment:**		$ 4,000	
	Construction Water Meter with Backflow $2,500	$2,500		
	Replacement computer work station $1,500.	$1,500		
4600	**CAPITAL PROJECTS**			**$ 602,322**
4600	**Capital Projects:**		$ 602,322	
	Reservoir inspection and minor repairs	$10,000		
	Nitrate Removal System, system lease, 5 year term beginning 11/2/11 at $7,276.84 per month.	$87,322		
	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, assmue 200' line at $175 per foot plus permit expense	$40,000		
	Arroyo Booster Pump #3 - rebuild pump and motor.	$15,000		
4900	**TRANSFERS**			**$ 1,000**
4901	**Transfer Accounts:**		$ 1,000	
	Transfer to General fund:			
	01-390 Department Supplies	$1,000		
	Upgrade of irrigation system (Well Sites), plumbing, electrical, landscape repairs			
TOTAL				**$ 1,735,129**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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.

FY 2013-2014: Staff will continue proactive maintenance programs, monitoring and mapping programs. With the recent approval of the sewer rate increase CIP activities have been expanded.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Public Works Director	0.25	0.10	0.10	0.10	0.10
Administrative Analyst	0.15	0.10	0.10	0.10	0.10
Civil Engineering Assistant II	0.50	0.20	0.20	0.20	0.29
Office Specialist	0.20	0.10	0.10	0.10	0.10
Clerk/Deputy Treasurer	0.00	0.00	0.13	0.13	0.10
Finance Office Specialist	0.00	0.25	0.00	0.00	0.35
Senior Account Clerk	0.50	0.20	0.50	0.50	0.35
P.W. Superintendent	0.25	0.20	0.20	0.20	0.25
Maintenance Worker	0.95	0.85	1.03	1.03	0.88
Senior Maintenance Worker	1.00	1.55	1.62	1.62	1.42
P.W. Office Specialist	0.10	0.10	0.10	0.10	0.10
P.W. Admin. Coordinator	0.10	0.10	0.10	0.10	0.10
Equipment & Material Supervisor	0.10	0.15	0.00	0.00	0.05
Meter Technician	0.10	0.10	0.10	0.10	0.10
Mechanical Helper	0.10	0.15	0.15	0.15	0.05
P.W. Field Supervisor II	0.40	0.65	0.65	0.65	0.20
Finance Sr. Account Clerk	0.00	0.00	0.38	0.38	0.35
Finance Office Specialist	0.00	0.00	0.38	0.38	0.35
PT Finance Clerk	0.00	0.00	0.25	0.25	0.24
Total	**5.60**	**5.25**	**6.29**	**6.29**	**5.48**

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance*	$ 3,749,788	$ 4,343,623	$ 4,428,546	$ 4,428,546	$ 4,371,688
Revenues	$ 2,403,635	$ 2,590,598	$ 2,434,569	$ 2,466,373	$ 3,191,535
Capital Items	$ -	$ -	$ -	$ -	$ -
Expenditures	$ 1,927,042	$ 2,505,675	$ 2,641,416	$ 2,648,231	$ 3,963,403
Available Balance	**$ 4,226,381**	**$ 4,428,546**	**$ 4,221,699**	**$ 4,246,688**	**$ 3,599,820**
Accumulated Reserved Replacement	$ 135,308	$ 269,886	$ 411,138	$ 411,138	$ 552,390
Ending Balance	**$ 4,361,689**	**$ 4,698,432**	**$ 4,632,837**	**$ 4,657,826**	**$ 4,152,210**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION						**DIVISION NO.**
Sewer Maintenance						**72-360**
APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**	
Personnel Services	$ 671,236	$ 586,989	$ 600,257	$ 650,093	$ 521,936	
Operating Expenses	$ 867,335	$ 1,344,689	$ 1,345,549	$ 1,248,621	$ 1,685,878	
Capital Outlay	$ 318,471	$ 513,997	$ 635,610	$ 689,517	$ 1,695,589	
Transfers	$ 70,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	
Total	**$ 1,927,042**	**$ 2,505,675**	**$ 2,641,416**	**$ 2,648,231**	**$ 3,963,403**	
SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**	
72-3745 Sewer Fund (*misc. revenue 72-3820,3821,3840*)	$ 2,383,329	$ 2,580,623	$ 2,359,569	$ 2,391,373	$ 2,621,443	
Interest Income:	$ 20,306	$ 9,975	$ -	$ -	$ -	
Transfers from Retirement Fund (Fund 1	$ -	$ -	$ -	$ -	$ 84,898	
72-3500 Water Fund & Grant Fund loan	$ -	$ -	$ 75,000	$ 75,000	$ 485,194	
Total	**$ 2,403,635**	**$ 2,590,598**	**$ 2,434,569**	**$ 2,466,373**	**$ 3,191,535**	

4100	**PERSONNEL SERVICES**		**$ 521,936**
4101	**Personnel Costs:**		
	Public Works	$ 457,915	
	Inspector Duty Pay, $6 per hour		
	Stand By Pay (Shared with 01-311)		
	Special Project Pay - none planned for FY 13-14		
	Finance	$ 64,892	
4103	**Part time wages:** Clerk Part Time	$ 5,461	
4105	**Overtime**	$ 15,000	
Various	Employee Concessions		
	Public Works	$ (18,654)	
	Finance	$ (2,678)	
4200	**OPERATING EXPENSES**		**$ 1,685,878**
4210	**Utilities:**	$ 4,660	
	(25% for Public Works Operation Center)		
	Edison $3,260		
	Gas Company $1,400		
4220	**Telephone:**	$ 990	
	Cellphone for Stand By		
4250	**Rents and Leases:**		
	Equipmental rental in case of sewer vacuum truck breakdown	$ 850	

DIVISION				DIVISION NO.
Sewer Maintenance				72-360
4260	**Contractual Services**		$ 1,133,701	
	Composite wastewater sample and outflow measure performed as annual contract service; results are used as comparison to L.A. City charges. Current vendor is ADS Environmental.	$11,472		
	L.A. City Amalgmated System Sewage System Charge (ASSSC): Operation/Maintenance (O/M) portion. Paid bimonthly. Includes prior payments due for FY 12-13.	$923,877		
	National Pollution Discharge Ellimination System (NPDES) Program annual contract services: monitor and catalog storm drain materials; perform inspections; prepare reports. Program costs are shared between Funds 72 and 73.	$17,000		
	State Water Resources Control Board (SWRCB) Fees	$5,400		
	Sewer Management Plan (Phase 2) 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		
	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.	$16,000		
	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 city yard, 2 visits at $1,750 each	$3,500		
	Disposal of hazardous waste per Environmental Protection Agency (EPA) Title 8, Article 109, sec 5192.	$3,000		
	(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 14 cost of $6,000 is shared between Sewer Maintenance Division (72-360) and Refuse / Environmental Division (73-350).			

DIVISION				DIVISION NO.
Sewer Maintenance				72-360
	0450-Public Works Operations Center & City Yard:		$ 31,883	
	(50% of costs are charged to 70-381 + 72-360)			
	HVAC maint, $525 quarterly	$1,050		
	Alarm monitor, $45 monthly	$270		
	Fire extinguisher maintenance	$75		
	Automatic gate service maintenance	$63		
	Janitorial, $1325 monthly, labor & materials, 3 days per week service, 1 person crew + special clean ups + carpet & floor annual cleaning & spot cleaning (50% of total cost $16,100; $4,025 is charged to 70-381 + $4,025 charged to 72-360)Sewer Maintenance - Contractual Services. Implementation of CCTV Sewer Inspections per Sewer Management Plan	$4,025		
	Pest control, $75 quarterly	$75		
	Ice Machine preventive maintenance $125 quarterly	$125		
	Portable Toilet Rental (Cost shared w/funds 390 & 70)	$1,500		
	Automated TimeKeeper System	$1,900		
	CCTV Sewer Inspections per Sewer Management Plar	$17,100		
	State Water Resources Control Board (SWRCB)	$5,700		
4270	**Professional Services:**		$ 7,500	
	National Pollution Discharge Ellimination System (NPDES) Program annual contract services: report preparation, engineering consultation and outreach	$7,500		
4290	**Office Equipment Maintenance:**		$ 950	
	Annual copier lease & maintenance (Annual total = $2880, shared with Funds 70, 72, 73 and 01-390)	$720		
	Miscellaneous repair of computer & office equipment.	$230		
4300	**Department Supplies:**		$ 11,700	
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	Replacement of 4 manhole lids and frames	$2,200		
0301-4300	Supplies for overflow response	$500		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Sewer Maintenance				**72-360**
4320	**Department Equipment Maintenance:**		$ 5,200	
	Service, repair & calibrate gas indicators	$3,200		
	Eden Utility Billing Technical Support	$2,000		
4310	**Equipment and Supplies:**		$ 5,630	
	Uniform replacements & new issues; $320 per staff based on FTE assigned to 72-360 Division; jackets issued in FY 12, next issue FY 14	$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		
0450-4300	**First Aid Supplies:**	$250	$ 500	
	Extra Maintenance Repairs:	$250		
4340	**Small Tools:**		$ 500	
4360	**Personnel Training:**		$ 2,250	
	Annual personnel training, sewer model training	$750		
	Ongoing confined space training	$500		
	Hazmat transportation- driver training	$500		
	Annual pesticide training Department of Agriculture (DOA)	$500		
4400	**Vehicle Maintenance:**		$ 5,370	
	Purchase of safety tightings for vehicles	$1,500		
4402	**Fuel**	$3,870		
4430	**Activities & Programs:**		$ 45,000	
	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		
	Ashphalt repair of utility trenches after sewer and wate	$1,500		
	Total Maximum Daily Load (TMDL) / National Pollution Discharge Ellimination System (NPDES) Program - outreach	$1,000		
4450	**Other Expense:**		$ 1,200	
	Environmental Protection Agency (EPA) permit to operate clarifier tank at Equipment Yard, $1,200 annual fee			
4480	**Cost Allocation**		$ 286,742	
4820	**Depreciation Expense:**		$ 141,252	
	Sewer Equipment			

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Sewer Maintenance				**72-360**
	CAPITAL EXPENSES		**$**	**143,000**
4500	**Capital Equipment:**			
	Edgesoft Maintenance - Service agreement cost FY 13/14 is $30,000. Public Works cost allocation= $10,000 split between 01-310 and Funds 72/73.	$ 3,000		
	Purchase new sewer jet trailer	$ 130,000		
	Storm Drain Blockers	$ 10,000		
4600	**CAPITAL PROJECTS**		**$**	**1,552,589**
4600	**Capital Projecs:**			
	1000-1100 Hollister: Sewer Line Replacement	$ 154,000		
	120 Macneil: Sewer Line Replacement	$ 62,500		
	Main Replacement (TBD)	$ 132,000		
	Main Replacement (TBD)	$ 132,000		
	L.A. City Amalgmated System Sewage System Charge (ASSSC): Capital Portion. Payed every two months: Includes prior payments due for FY 12-13	$ 842,089		
	Sewer Jet Replacement	$ 130,000		
	Sanitary Sewer Management Plan (SSMP) Implementation	$ 100,000		
4900	**TRANSFERS**		**$**	**60,000**
4901	**Transfer to General Fund:**	$ 60,000		
	Sewer portion of rental of city land at Public Works Operation Center			
TOTAL			**$**	**3,963,403**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Refuse/Environmental	**73-350**

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 the Cal Recycle AB 939 compliance review for 2007-2011 has recently been finalized and has found that the city has met all its requirement towards helping to conserve natural resources, strengthen the State's economy and reduce greenhouse emissions as required per the Public Resources Code (PRC) Section 41825.

FY 2013-2014: Staff will continue to implement SRRE and HHWE programs. The recent sewer rate increases will allow for improve monitoring of State mandated diversion goals.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ (171,861)	$ (124,466)	$ (29,567)	$ (29,567)	$ 124,404
Revenue	$ 1,125,037	$ 1,122,709	$ 1,109,954	$ 1,114,122	$ 1,129,077
Expenditures	$ 1,077,642	$ 1,027,810	$ 1,049,742	$ 960,151	$ 1,154,003
Available Balance	**$ (124,466)**	**$ (29,567)**	**$ 30,645**	**$ 124,404**	**$ 99,477**
Accumulated Reserved Replacement	$ 4,032	$ 8,064	$ 12,096	$ 12,096	$ 16,128
Ending Balance	**$ (120,434)**	**$ (21,503)**	**$ 42,741**	**$ 136,500**	**$ 115,605**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
P.W. Director	0.00	0.00	0.00	0.00	0.05
Office Specialist	0.10	0.05	0.00	0.00	0.02
P.W. Office Specialist	0.00	0.05	0.00	0.00	0.05
Administrative Analyst	0.05	0.00	0.00	0.00	0.02
Clerk/Deputy Treasurer	0.00	0.05	0.00	0.00	0.05
Finance Office Specialist	0.00	0.25	0.00	0.00	0.00
P.W. Admin Coordinator	0.00	0.05	0.05	0.05	0.05
Equipment Supervisor	0.00	0.05	0.00	0.00	0.05
Mechanical Helper	0.00	0.05	0.00	0.00	0.05
Sr. Maintenance Worker	0.25	0.07	0.00	0.00	0.05
Finance Office Specialist	0.00	0.00	0.25	0.25	0.25
Total	**0.80**	**1.22**	**0.30**	**0.30**	**0.64**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Personnel Services	$ 110,319	$ 74,891	$ 16,087	$ 16,087	$ 59,723
Operating Expenses	$ 967,324	$ 952,919	$ 1,030,655	$ 945,096	$ 1,091,280
Capital Outlay	$ -		$ -	$ -	$ -

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION						**DIVISION NO.**
Refuse/Environmental						**73-350**
Transfers		$ -	$ -	$ 3,000	$ 3,000	$ 3,000
	Total	**$ 1,077,642**	**$ 1,027,810**	**$ 1,049,742**	**$ 964,183**	**$ 1,154,003**
SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
73	Refuse Disposal Fund	$ 1,125,037	$ 1,122,709	$ 1,109,954	$ 1,114,122	$ 1,120,623
Transfers from Retirement Fund (Fund 18)		$ -	$ -	$ -	$ -	$ 8,454
	Total	**$ 1,125,037**	**$ 1,122,709**	**$ 1,109,954**	**$ 1,114,122**	**$ 1,129,077**

4100	**PERSONNEL SERVICES**			**$ 59,723**
4101	**Personel Costs:**		$ 38,479	
	Finance		$ 23,229	
Various	Employee Concessions			
	Public Works		$ (1,492)	
	Finance		$ (493)	
4200	**OPERATING EXPENSES**			**$ 1,091,280**
4260	**Contractual Services:**		$ 933,305	
	Automated residential contract with Crown Disposal. Base service cost per month is $65,959 plus additional fees for added collections. Fy 2012-13 monthly average cost was $66,959.	$856,355		
	Disposal of hazardous waste per Environmental Protection Agency (EPA)Title 8, Article 109, sec 5192. (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 13 cost of $6,000 is shared between Sewer Maintenance Division (72-360) and Refuse / Environmental Division (73-350).)	$3,000		
	Automated TimeKeeper System	$950		
	CARRYOVER FR FY12-13 FOR R3 CONSULTANTS	$56,000		
	National Pollution Discharge Ellimination System (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		
4270	**Professional Services:**		$ 3,500	
	NPDES Program annual contract services: report preparation, engineering consultation and outreach	$3,500		
4290	**Office Equipment Maintenance**		$ 1,120	
	Annual copier lease & maintenance (Annual total = $2880, shared with Funds 70, 72, 73 and 01-390)	$720		
	Miscellaneous repair of computer & office equipment.	$400		
4300	**Department Supplies:**		$ 6,500	
	Office Supplies for Public Works	$500		
	Utility billing forms & misc. supplies	$6,000		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Refuse/Environmental				**73-350**
4310	**Equipment and Supplies:**		$ 1,714	
	Uniform replacements & new issues; $320 per staff based on FTE assigned to 73-350 Division; jackets issued in FY 10, next issue FY 12	$384		
	Rain and safety gear, average of $450 per staff based on FTE assigned to 73-350 Division	$540		
	Service volunteer gear issue, 4 @ $40	$160		
	Safety shoes, 3 pairs @ $150	$450		
	Coveralls, 3 @ $60	$180		
4320	**Department Equipment Maintenance:**		$ 400	
	Safety Equipment			
4370	**Meetings & Memberships:**		$ 400	
	Municipal Management Association of Southern California (MMASC) meetings			
4390	**Vehicle Allowance & Mileage for seminar**		$ 200	
4400	**Vehicle Maintenance: Guzzler and Backhoe Repairs**		$ 5,000	
4402	**Fuel**		$ 1,259	
4455	**Bad Debts Expense**		$ 500	
4480	**Cost Allocation:**		$ 133,350	
4820	**Depreciation Expense:** Machinery & Equipment		$ 4,032	
4500	**CAPITAL EQUIPMENT**			**$ 3,000**
4500	**Capital Equipment:**			
	Edgesoft Maintenance Total cost of maintenance agreement FY 13/14 is $30,000. Public Works cost allocation = $10,000 split over 01-310 and funds 72/73.		$ 3,000	
TOTAL				**$ 1,154,003**

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SECTION IV.

CAPITAL IMPROVEMENT PROJECTS

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CITY OF SAN FERNANDO
Public Works Department
CIP FY 2009-14

	Total Estimate	Amount Funded	Not Funded
Streets	$ -	$ -	$ -
Water	$ 18,625,974.00	$ 9,714,997.00	$ 8,910,977.00
Sewer	$ 1,419,774.00	$ 1,297,028.00	$ 122,746.00
Storm	$ 900,000.00	$ -	$ 900,000.00
Facilities	$ 1,046,500.00	$ -	$ 1,046,500.00
Total	**$ 21,992,248.00**	**$ 11,012,025.00**	**$ 10,980,223.00**

STREET & ROADWAYS

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project			Total Estimate	Amount Funded	Source of Funds	Not Funded	Work	Scheduled
Slurry Seal Project 2012-2013	1	L.S.					Slurry	2012-2013
Park Avenue Street Improvements - Phase 4	1300	L.F.	$165,000	$225,000	Prop 1b, Meas R, Fund 11	$0	Overlay	2012-2013
Truman Streetscape Design	1	L.S.	$250,000	$250,000	MTA	$0		2012-2013
Safe Routes to Schools Cycle VII	1	L.S.	$994,126	$994,126	SRTS	$0		2012-2013
Bus Shelters	1	L.S.	$371,000	$371,000	Safetea-lu126	$0		2012-2013
Bicycle Master Plan Bike Lane Implementation	1	L.S.	$182,570	$164,123	BTA, Meas R	$18,447		2012-2013
EDI-Wayfinding Signage	1	L.S.	$120,000	$99,000	EDI	$21,000		2012-2013

STREET & ROADWAYS (continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project			Total Estimate	Amount Funded	Source of Funds	Not Funded	Work	Scheduled
Focus Area 2B Street Improvements			**$562,000**	**$500,000**	**Fund 50**	**$62,000**		
Alexander Street: 400-500 Block	2600	L.F.	$200,000	$200,000	Fund 50	$0	Reconstruction	2013-2014
Phillippi Street: 100 Block	1300	L.F.	$362,000	$362,000	Fund 12	$0	overlay	2013-2014
Annual Sidewalk Repair Project 2013-2014	1	L.S.	$250,000	$0	Fund 12	$250,000		2013-2014
	1	L.S.	$250,000	$0	Fund 12	$250,000		2013-2014

THE CITY OF SAN FERNANDO

STREET & ROADWAYS (continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project			Total Estimate	Amount Funded	Source of Funds	Not Funded	Work	Scheduled
Pacoima Wash Bikeway	1	L.S.	$2,495,000	$1,513,000	MTA	$982,000		2014-2015
Focus Area 3A Street Improvements			**$676,000**	**$500,000**	**Fund 50**	**$176,000**		2014-2015
800-900 Newton Street	1300	L.F.	$195,000				Reconstruction	
800-900 N Brand Boulevard	1300	L.F.	$169,000				Reconstruction	
800 Lucas Street	300	L.F.	$39,000				Overlay	
900-1000 Lucas Street	600	L.F.	$90,000				Reconstruction	
1000 Macneil Street	500	L.F.	$75,000				Reconstruction	
800 East of N Maclay Avevue	720	L.F.	$108,000				Reconstruction	
Annual Sidewalk Repair Project 2014-2015	1	L.S.	$250,000	$0	Fund 12	$250,000		2014-2015
Annual Curb and Gutter Repair Project 2014-2015	1	L.S.	$250,000	$0	Fund 12	$250,000		2014-2015
San Fernando Road Downtown Project	1	L.S.	$4,389,061	$3,394,500	MTA	$994,561		2014-2015

STREET & ROADWAYS (continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project			Total Estimate	Amount Funded	Source of Funds	Not Funded	Work	Scheduled
Truman Streetscape Construction	1	L.S.	$3,782,000	$1,641,000	MTA	$2,141,000		2015-2016
700 S. Workman	400	L.F.	$60,000	$0	Fund 50	$60,000	Reconstruction	2015-2016
Glenoaks Boulevard - Phase 1 (Harding Ave - Hubbard	2500	L.F.	$450,000	$0	Fund 50	$450,000	Overlay	2015-2016
Annual Sidewalk Repair Project 2015-2016	1	L.S.	$250,000	$0	Fund 12	$250,000		2015-2016
Annual Curb and Gutter Repair Project 2015-2016	1	L.S.	$250,000	$0	Fund 12	$250,000		2015-2016

THE CITY OF SAN FERNANDO

STREET & ROADWAYS (continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project			Total Estimate	Amount Funded	Source of Funds	Not Funded	Work	Scheduled
Focus Area 3B Street Improvements			**$709,800**	**$500,000**	**Fund 50**	**$209,800**		2016-2017
1100-1400 Warren Street	1260	L.F.	$163,800				Reconstruction	
800-900 Harding Avenue	1300	L.F.	$195,000				Reconstruction	
800-900 N Workman Street	1300	L.F.	$195,000				Reconstruction	
800 Hagar Street	600	L.F.	$78,000				Overlay	
800 Alexander Street	600	L.F.	$78,000				Overlay	
Annual Sidewalk Repair Project 2016-2017	1	L.S.	$250,000	$0	Fund 12	$250,000		2016-2017
Annual Curb and Gutter Repair Project 2016-2017	1	L.S.	$250,000	$0	Fund 12	$250,000		2016-2017
Mission City Bike Trail Bridge	1	L.S.	$1,591,987	$1,273,590	MTA	$318,397		2016-2017
Transit Wayfinding - Artwalk	1	L.S.	$788,250	$630,600	MTA	$157,650		2016-2017
TOTAL			**$19,586,794**	**$12,055,939**		**$7,590,855**		

WATER PRODUCTION & DISTRIBUTION

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity		Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Ion Exchange Nitrate Treatment Unit Equipment Lease Agreement	1	L.S.	$400,000	$400,000	Waterfund	$0	2012-2013
Ion Exchange Nitrate Treatment Unit Construction, Phase 2	1	L.S.	$500,000	$395,223	Waterfund	$104,777	2012-2013
Capital Equipment Purchase - Computer Software Upgrades	1	L.S.	$32,260	$32,260	Waterfund	$0	2012-2013
Handheld Meter Reader and Software	1	L.S.	$16,130	$16,130	Waterfund	$0	2012-2013
Water Main Projects 2012-2013 and 2013-2014			**$472,500**	**$442,000**	**Waterfund**	**$30,500**	2012-2013 and 2013-2014
800 Alexander Street - Main Replacement	600	L.F.	$84,000	$83,000	Waterfund	$1,000	
900-1000 Lucas Street - Main Replacement	600	L.F.	$84,000	$111,418	Waterfund	$0	
900 Macneil Street - Main Replacement	500	L.F.	$70,000	$110,801	Waterfund	$0	
400-500 N. Huntington Street- Main Replacement	1300	L.F.	$182,000	$110,801	Waterfund	$71,199	
2058 Knox Street to Hubbard Tie-In	200	L.F.	$28,000	$45,000	Waterfund	$0	
2048 Chivers Street to Hubbard Tie-In	175	L.F.	$24,500	$0	Waterfund	$24,500	
	Total		**$1,420,890**	**$1,285,613**		**$135,277**	

 # = Work to be perfomed before Street Improvement

Updated March 2013

WATER PRODUCTION & DISTRIBUTION (continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity		Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Capital Equipment Purchase - Backhoe	1	L.S.	$105,937	$105,937	Waterfund	$0	2013-2014
Water Main Projects 2013-2014			**$606,400**	**$442,000**	**Waterfund**	**$164,400**	2013-2014
1300-1400 Hollister Street - Main Replacement	500	L.F.	$75,000	$146,000	Waterfund	$0	
200-300 N Workman Street - Main Replacement	700	L.F.	$105,000	$94,000	Waterfund	$11,000	
800 Celis Street -Main Replacement	300	L.F.	$45,000	$46,000	Waterfund	$0	
800-900 N. Workman Street - Main Replacement	1300	L.F.	$195,000	$0	Waterfund	$195,000	
1600-1800 Lucas Street - Main Relocation/Upgrade#	920	L.F.	$156,400	$0	Waterfund	$156,400	
800 S. Workman Street#	200	L.F.	$30,000	$0	Waterfund	$30,000	
	Total		**$712,337**	**$547,937**		**$164,400**	

WATER PRODUCTION & DISTRIBUTION (continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity		Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Water Main Projects 2014-2015			**$621,000**	$442,000	Waterfund	$179,000	2014-2015
Hubbard - Dronfield to Glenoaks - Main Replacement	2700	L.F.	$567,000	$0	Waterfund	$567,000	
800 Hollister Street - Main Replacement	300	L.F.	$54,000	$90,000	Waterfund	$0	
	Total		$621,000	$442,000		$179,000	

WATER PRODUCTION & DISTRIBUTION (continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity		Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Arroyo Booster Pump # 2	1	L.S.	$23,983	$23,983	Waterfund	$0	2015-2016
MWD Booster Pump # 4	1	L.S.	$23,983	$23,983	Waterfund	$0	2015-2016
Water Main Projects 2015-2016			**$263,500**	**$442,000**	**Waterfund**	**$0**	2015-2016
Fox Street - Pico to Hewitt - Loop	750	L.F.	$127,500	$0	Waterfund	$127,500	
300 Griswold Ave - Main Replacement	400	L.F.	$68,000	$0	Waterfund	$68,000	
300 Newton Avenue - Main Replacement	400	L.F.	$68,000	$0	Waterfund	$68,000	
	Total		**$311,466**	**$489,966**		**$0**	

WATER PRODUCTION & DISTRIBUTION (continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity		Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Capital Equipment Replacement - Distribution Truck	1	L.S.	$186,526	$186,526	Waterfund	$0	2016-2017
Water Main Projects 2016-2017			**$624,000**	**$86,000**	**Waterfund**	**$538,000**	2016-2017
Fourth Street - Park Avenue to Harding Avenue - Main Replacement	3300	L.F.	$528,000	$0	Waterfund	$528,000	
400 East of N Maclay Ave (Alley) - Main Replacement	600	L.F.	$96,000	$86,000	Waterfund	$10,000	
	Total		**$810,526**	**$272,526**		**$538,000**	
TOTAL 5-YR CIP			**$3,564,753**	**$2,548,076**		**$1,016,677**	

WATER PRODUCTION & DISTRIBUTION (continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity	Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Hubbard St, Dronfield-Glenoaks - Hewitt - WQ LOOP		$685,000	$685,000	Waterfund	$0	2014-2015
Hagar Street, 5th-Glenoaks - Hewitt - WQ LOOP		$165,000	$165,000	Waterfund	$0	2014-2015
DeHaven Street, Brand to Griswold - Hewitt - WQ LOOP		$90,000	$90,000	Waterfund	$0	2014-2015
Fox Street, Pico - Hewitt - WQ LOOP		$78,000	$78,000	Waterfund	$0	2014-2015
Coronel Street & 600 tie-ins - Hewitt - WQ LOOP		$45,000	$45,000	Waterfund	$0	2014-2015
Glenoaks Blvd, Hubbard-Harding - Hewitt - WQ LOOP		$710,000	$710,000	Waterfund	$0	2015-2016
Alexander St 8" DIP, 5th-Glenoaks - Main Replacement		$259,000	$259,000	Waterfund	$0	2015-2016
DeGarmo Street, Brand to Griswold - Hewitt - WQ LOOP		$90,000	$90,000	Waterfund	$0	2015-2016
Hollister St, Brand - Hewitt - WQ LOOP		$46,000	$46,000	Waterfund	$0	2015-2016
Reservoir 4 Reconstruction including land costs		$5,000,000	$0	?	$5,000,000	2016-2017
Brand Blvd, San Fernando Rd-South City Limit - Hewitt - WQ LOOP		$340,000	$340,000	Waterfund	$0	2016-2017
N. Workman St 8" DIP, 2nd - 4th - Main Replacement		$94,000	$94,000	Waterfund	$0	2016-2017
Celis St, Brand-Chatsworth - Hewitt - WQ LOOP		$46,000	$46,000	Waterfund	$0	2016-2017
Wolfskill St, Pico -Kewen - Hewitt - WQ LOOP		$135,000	$135,000	Waterfund	$0	

Updated March 2013

WATER PRODUCTION & DISTRIBUTION (continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity	Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Fourth Street 12" DIP, Harding -Park - Main Replacement		$399,000	$399,000	Waterfund	$0	
Alley e/o Maclay Ave, 4th-Library - Hewitt - WQ LOOP		$86,000	$86,000	Waterfund	$0	
Chatsworth Dr, San Fernando Rd-South City Limit - Hewitt - WQ LOOP		$340,000	$340,000	Waterfund	$0	
Harps Street, 5th-DeGarmo - Hewitt - WQ LOOP		$85,000	$85,000	Waterfund	$0	
Griswold St, 3rd-4th - Hewitt - WQ LOOP		$55,000	$55,000	Waterfund	$0	
TOTAL		**$18,625,974**	**$9,714,997**		**$9,375,977**	

SANITARY SEWER SYSTEM

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity		Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Sewer Management Plan - Citywide Video Survey Inspection Phase 1	1	L.S.	$124,439	$124,439	Sewer Fund	$0	2012-2013
1000 blk of Hollister from Brand to Maclay - Main Replacement	700	L.F.	$154,000	$135,870	Sewer Fund	$18,130	2013-2014
120 Macneil, east side to Court Parking Lot - Main Replacement	250	L.F.	$62,500	$39,895	Sewer Fund	$22,605	2013-2014
Main replacement - location TBD	600	L.F.	$132,000	$150,000	Sewer Fund	$0	2013-2014
Main replacement - location TBD	600	L.F.	$132,000	$150,000	Sewer Fund	$0	2013-2014
Capital Equipment Replacement - Sewer Jet	1	L.S	$130,000	$0	Sewer Fund	$130,000	2013-2014
Capital Equipment Replacement - Root Clearing Equipment	1	L.S	$15,000	$0	Sewer Fund	$15,000	2013-2014
First Street - Alley e/o Maclay to Brand - New Main	520	L.F.	$156,000	$147,091	Sewer Fund	$8,909	2014-2015
Sewer Management Plan - Citywide Video Survey Inspection Phase 2	1	L.S.	$180,000	$180,000	Sewer Fund	$0	2014-2015
117 Macneil Alley to First Street - New Main	200	L.F.	$60,000	$53,526	Sewer Fund	$6,474	2015-2016
Capital Equipment Replacement - Backhoe & Attachments	1	L.S.	$100,361	$100,361	Sewer Fund	$0	2015-2016
Capital Equipment Replacement - Utility Truck	1	L.S.	$35,974	$35,974	Sewer Fund	$0	2016-2017
1000 Blk of Coronel from Carisle to Maclay	500	L.F.	$137,500	$179,872	Sewer Fund	$0	2016-2017
TOTAL			**$1,419,774**	**$1,297,028**		**$201,118**	

STORM DRAIN SYSTEM

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity		Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
837 Griswold - SD Relocate - pick up flow at low point	1	L.S.	$150,000	$0	?	$150,000	
S. Workman	3000	L.F.	$750,000	$0	?	$25,000	
TOTAL			**$900,000**	**$0**	**$0**	**$175,000**	

FACILITES

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity	Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Recreation Park - A/C replacement and upgrade		$125,000	$0	Quimby ?	$125,000	2013-2014
Layne Park - Playground upgrade and resurface		$25,000	$0	Quimby ?	$25,000	2013-2014
Las Palmas Park - Fencing and Backstop upgrades		$45,000	$0	Quimby ?	$45,000	2013-2014
Pioneer Park - Playground upgrade and resurface		$25,000	$0	Quimby ?	$25,000	2013-2014
Rudy Ortega Sr. Park - Alarm System		$5,000	$0	Quimby ?	$5,000	2013-2014
Lot 6N - New Irrigation or synthetic grass		$3,500	$0		$3,500	2013-2014
Brand Median - New ground cover for landscape		$3,500	$0		$3,500	2013-2014
PW Operations Center - Auto Lift Installation		$15,000	$0		$15,000	2013-2014
Equipment - Man Lift		$22,000	$0		$22,000	2013-2014
City Hall - AC		$30,000	$0		$30,000	2013-2014
Police - A/C's		$200,000	$0		$200,000	2013-2014
Bikeway - Security Cameras		$0	$0		$0	2013-2014
Gateway - Upgrade Lighting		$2,500	$0		$2,500	2013-2014
Pool - Central Irrigation		$10,000	$0		$10,000	2013-2014
Cesar Chavez Memorial - Central Irrigation		$10,000	$0			2013-2014
TOTAL		$521,500	$0	$0	$511,500	

FACILITES (Continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity	Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Las Palmas Park - New Gymnasium lights or cages to protect existing lights		$6,500	$0	Quimby ?	$6,500	2014-2015
Pioneer Park - New backstop fence		$10,000	$0	Quimby ?	$10,000	2014-2015
Lot 6N - Central Irrigation		$8,500	$0		$8,500	2014-2015
Brand Median - New planting		$12,000	$0		$12,000	2014-2015
PW Operations Center - CNG - Upgrades, camera		$0	$0		$0	2014-2015
City Hall - Lobby Doors		$30,000	$0		$30,000	2014-2015
Police - Carpet - Phase 1		$40,000	$0		$40,000	2014-2015
Bikeway - Security Cameras		$0	$0		$0	2014-2015
Gateway - Central Irrigation		$10,000	$0		$10,000	2014-2015
TOTAL		$117,000	$0		$117,000	

FACILITES (Continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity	Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Layne Park- Lights.		$75,000	$0	Quimby ?	$75,000	2015-2016
Las Palmas Park - New Backdrop Fence		$35,000	$0	Quimby ?	$35,000	2015-2016
Pioneer Park - Walkway		$10,000	$0	Quimby ?	$10,000	2015-2016
Brand Median - Central Irrigation		$10,000	$0		$10,000	2015-2016
PW Operations Center - Equipment Yard - Security camera		$0	$0		$0	2015-2016
PW Operations Center - Security camera		$15,000	$0		$15,000	2015-2016
City Hall - Carpet Phase 1		$20,000	$0		$20,000	2015-2016
Police - Ceiling Tiles		$20,000	$0		$20,000	2015-2016
	TOTAL	$185,000	$0		$185,000	

FACILITES (Continued)

CAPITAL IMPROVEMENT PLAN (CIP) 2012-2016

Project	Quantity	Total Estimate	Amount Funded	Source of Funds	Not Funded	Year Scheduled
Layne Park- Central Irrigation		$10,000	$0	Quimby ?	$10,000	
Las Palmas Park - Paint (Interior/exterior)		$50,000	$0	Quimby ?	$50,000	2014-2015
Las Palmas Park - Central Irrigation		$10,000	$0	Quimby ?	$10,000	2014-2016
Pioneer Park - Cameras		$25,000	$0	Quimby ?	$25,000	2014-2015
Pioneer Park - Astro turf for tennis courts		$18,000	$0	Quimby ?	$18,000	2014-2016
Pioneer Park - Central Irrigation		$10,000	$0	Quimby ?	$10,000	2014-2017
City Hall - Paint (Interior/Exterior)		$40,000	$0		$40,000	2014-2015
City Hall - Central Irrigation		$10,000	$0		$10,000	2014-2016
Police - Paint (Interior/Exterior)		$40,000	$0		$40,000	2014-2015
Police - Central Irrigation		$10,000	$0		$10,000	2014-2016
	TOTAL	$223,000	$0		$223,000	

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SECTION V.

CITY COUNCIL AND OPERATING DEPARTMENT PRIORITIES

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City Council Priorities

CITY COUNCIL	
Project	**Assigned Department**
ANTONIO LOPEZ, MAYOR	
Secure Grant Funding for the San Fernando Mission Street Improvement Project	City Administration Public Works
Propose a Plan to Accommodate Future Metro Light Rail Through Our City	Community Development Public Works
Work to Establish a PBID	City Administration
SYLVIA BALLIN, MAYOR PRO TEM	
Timekeeping System	Finance Personnel In Budget 2013/14
Contract Management Training	City Administration
Hire full-time regular City Manager (not City Administrator), Finance Director, Police Chief and reorganize city structure	City Council City Administration
Lighting at Las Palmas Park	Public Works Recreation and Community Services
JESSE AVILA, COUNCILMEMBER	
Economic Development: Maintain, promote and assist existing businesses to stay and "grow" in San Fernando; outreach to bring in businesses that offer goods and services relevant to the present and next generation (i.e., access to technological communications systems, Wi-Fi via Mall Association)	City Administration Community Development
Infrastructure: Address the needs to repair and/or replace the sewer system, water system; evaluate the current design and use of the Maclay Corridor (from First Street, North, to Glenoaks Boulevard)	Public Works
Public Safety: Address and correct public safety personnel matters; unify all Departments	City Administration Police Department
Commissions and Commissioners: Active participation in Council/Community outreach to solicit input and feedback to address their view of "What our City needs…"; encourage communication between all City Departments.	City Council City Administration All Departments

CITY COUNCIL (continued)	
Project	**Assigned Department**
JOEL FAJARDO, COUNCILMEMBER	
(1) Study and understand all aspects of the City's pension system, including, but not limited to: (a) benefits and disadvantages of the current system; (b) historic shortfalls and projected shortfalls; and (c) the special property tax used to balance such shortfalls. (2) Work with labor to make the pension system more sustainable, and consider the option of gradually eliminating or reducing the use of said property tax over a reasonable and realistic period of time.	Personnel Prepare report
Study the City's strengths and weaknesses in terms of attracting new businesses, determine which businesses or industries the City could most successfully recruit, and develop a business plan to attract said businesses. This analysis should incorporate a "cost of doing business" review.	City Administration Community Development
Revisit the 2012 water rate increases to: (a) Implement a voucher or cost-assistance program for low-income families, and establish outreach measures so the public is aware of said program; (b) Determine the level of public knowledge with respect to upcoming water rate increases; (c) Determine the feasibility of eliminating or mitigating some of the scheduled water rate increases if Measure A passes. Research assistance programs for low-income residents.	Public Works Finance
ROBERT GONZALES, COUNCILMEMBER	
Aquatic Center Parking Lot	Public Works Recreation and Community Services Quimby funds – In Budget
Upgrade City Website to Make More Business Friendly	City Administration On-going
Triathlon or 5k Run and Car Show to Celebrate San Fernando Birthday (2014)	Recreation and Community Services

ADMINISTRATION DEPARTMENT

ORGANIZATIONAL ANALYSIS	Study organizational structure and staffing to determine most effective and efficient structures for providing cost effective services.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$17,000 – Staff Cost	.10	Staff Recommendation	3/2014
PROPERTY BASED BUSINESS IMPROVEMENT DISTRICT (PBID)	Coordination with Downtown Merchants and Property Owners regarding possible formation of a PBID.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$3,600 – Staff Cost	.02	Business and Property Owner Initiated – Staff Support Role	6/2014
ECONOMIC DEVELOPMENT – BUSINESS ATTRACTION AND RETENTION	Work with City Council and staff to market and attract business to San Fernando; work with existing businesses on expansion plans; address issues and impediments to bringing new business and retaining existing business to the community.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$27,000 – Staff Costs	.15	City Council Directive; Staff Recommendation	Ongoing
CONTRACT MANAGEMENT	Review all existing contracts; determine process of monitoring contracts; review procurement process including bidding, purchasing, and Request For Proposal (RFP); make recommendations for change as needed.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$9,000 – Staff Costs for Administration and Finance	.05	City Council Direction; Staff Recommendation	10/2013
REVENUE COLLECTION ANALYSIS	Work with Finance and Operating Departments to ensure implementation of effective revenue collection programs and ensure coordination of efforts between Departments.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$9,000 – Staff Cost	.05	Staff Recommendation	10/2013

ADMINISTRATION DEPARTMENT – PERSONNEL DIVISION

FURLOUGHS AND EMPLOYEE CONCESSIONS	Implementation of Furloughs and Employee Concessions.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	To Be Determined	.10	Budgeted Staff time – No Additional Budget Allocation Anticipated	6/30/14
NEGOTIATIONS	Negotiation of Bargaining Unit MOUs.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	To Be Determined	.2	Budgeted Staff time – No Additional Budget Allocation Anticipated	6/30/14
AUTOMATED TIMEKEEPER SYSTEM	Implementation of Automated TimeKeeper System; coordinate with Finance.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$20,000 - $25,000	.05	Budgeted Staff time – No Additional Budget Allocation Anticipated	6/30/14
TRAINING	Re-Training of All Employees on Anti-Harassment, Discrimination and Retaliation.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$3,358	.10	$0 Cost to the City Budget (Funding secured from ICRMA)	6/30/14

COMMUNITY DEVELOPMENT DEPARTMENT

2014-2021 GENERAL PLAN HOUSING ELEMENT UPDATE; *2013 MTA FUNDED-TOD OVERLAY ZONE *(requires Update of General Plan Elements and Zone Map and Code Amendments, and EIR)*	Update City's General Plan Housing Element as required by State Law, Implementation of current housing programs; *Planning staff to develop Transit Oriented Development (TOD) Overlay Zone based on Metro Transit Authority's (MTA) award of a 2013 TOD Planning Grant apply for 2012 Sustainable Communities Planning Grant Round 3 to obtain state grant to undertake comprehensive general plan & zoning code updates. Required Environmental Impact Report (EIR).			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$36,000 - General Fund for Housing Element Update (100% General Fund); *$295,698 - Comprehensive Update of General Plan and Zoning Code (5% General Fund/ 95% Grant Funds)	Housing Element: .40 *TOD Overlay Zone-zone code amendment: .20	Update of General Plan Housing Element is Time Sensitive--State Mandated Requirement to complete Update and submit to State HCD by 10/15/13; *Per Grant Agreement Project to Commence starting in FY 2013-14 and finish by end of FY 2015-16; Time Sensitive-General Plan/Zoning Code Update to Comply with State General Plan Law	10/31/13; * TOD Overlay Zone adoption by 6/30/16
LOPEZ ADOBE PRESERVATION PROJECT: PHASE II	Per current agreement with state, city to select contractors and undertake construction of new ancillary facility with restrooms, office & storage facilities to support use of the Adobe as a house museum.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$132,800 - Ancillary Building Construction; $5,000 - Design/Engineering; $8,000 - Labor Compliance (9% General Fund/ 91 % CCHE Funds)	$13,000 - General Fund; $130,000 - CCHE Grant Funds: .45	Time Sensitive Under Contract extended by CCHE to 12/2013	12/31/13
SAN FERNANDO CORRIDORS SPECIFIC PLAN/BUSINESS RETENTION & OUTREACH PROGRAM IMPLEMENTATION	Facilitate redevelopment of underutilized parcels and opportunity sites within the SP-4 (Corridors Specific Plan) zone; Establish the City of San Fernando Business Retention and Outreach Program to promote economic development and business retention initiatives. The program would establish a task force made up of key city personnel responsible for meeting with top 10 sales tax and property tax producers to evaluate current/future needs priorities in order to maintain them within the city. In addition, the task force would work with these businesses to access potential incentives and prospective business identification tools (i.e., Buxton Report) to help reduce commercial and industrial vacancies within the city.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$5,000 - General Fund	SF Corridors Specific Plan Implementation: .60; Business Retention/ Outreach: .25	Carry over project based on Council Directive	6/30/14

COMMUNITY DEVELOPMENT DEPARTMENT (continued)

BUILDING CODE UPDATES	Update of hazardous building code regulations, code update providing appeal board for building codes; State green building codes update.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$3,500 - General Fund	.45	Carry over project based on City Council Directive	6/30/14
NEIGHBORHOOD PRESERVATION	Code Enforcement and Graffiti Abatement efforts throughout the city to preserve residential neighborhoods, revitalize commercial corridors, and improve industrial areas.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$376,891 - General Fund	4.10	Carry over project based on City Council Directive	6/30/14
SMOKING BAN ORDINANCES IMPLEMENTATION	City smoking ban ordinances precluding smoking in public places. During beginning of FY 2013-2014, obtain LA County public health funds to install signs in public right of ways and public facilities as part of ordinance implementation. Conduction public outreach via newspaper and distribution of flyer and business signs regarding Outdoor smoking ban ordinance adopted in 2012.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$2,000 - City Public Notification and Distribution Costs	.35	To be determined by City Council	12/2013
DEVELOPMENT AGREEMENT ORDINANCE/ DEVELOPMENT AGREEMENT WITH SWAP MEET	Establish Development Agreement Ordinance facilitating negotiation with Swap Meet on time extension to for redevelopment of subject site.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$7,500 - City Attorney Fees	.15	To be determined by City Council	12/2013
PROJECT MANAGEMENT OF SALE OF SURPLUS PROPERTIES	Work with Administration on coordination of project review by the Council to consider future proposal for the sale of surplus properties			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$7,000 - City Attorney Fees; $10,000 - Appraisal Costs	.15	To be determined by City Council	6/30/14

FINANCE DEPARTMENT

AUTOMATED TIMESHEETS	Implement automated timesheets. This will reduce the amount of staff time spent on manual entries, calculations, and corrections. The effects of instituting this program will be increased efficiency, increased accuracy, and will help to bring the City up to date with the technology in this sector.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$25,000 - Combination of General Fund & Enterprise Funds	.2	City Service Standard	10/2013
CLEAN-UP OF GRANTS FUND, CREATE NEW TRACKING OF GRANT FUNDS IN EDEN AND CREATE PLAN TO PAY OFF DEFICIT	The City currently houses all grants of the City in one "Grant" fund. This fund has a deficit of just over $2 million. Finance will research the source of the deficit projects to see what can be recouped from original funding sources, and identify amounts that need to be allocated to other funds. Develop a reimbursement payment plan to cover any amounts that necessarily have to be allocated to the General Fund. Implementing a new tracking system in EDEN whereby all grants will receive its own respective fund number allowing tracking of revenues and expenditures to more accurate.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$0 - EDEN change paid during FY 12-13	.3	City Service Standard	10/2013
COMPLETE BUSINESS LICENSE TAX REVIEW AND OFFER ONLINE RENEWALS	Develop a process to analyze the gross income reported by businesses on their business licenses. Work with our current business license consultant to confirm the business license application matches with tax records from the Franchise Tax Board. Work with departments and collection agencies to ensure the City is collecting monies owed.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$0	.15	City Service Standard	01/2014
REVAMP OF BUDGET BOOK	Re-tool the City's Annual Budget Book to be more user friendly and to provide comparative numbers for easier analysis of the changes from year to year in our revenue and expenditure habits.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$0	.1	City Service Standard	01/2014

FINANCE DEPARTMENT (continued)

CREATE STANDARD REPORTING TOOLS TO BE DISTRIBUTED AND DISCUSSED AT QUARTERLY BUDGET STUDY SESSIONS	Develop and implement standard reporting tools for distribution and discussion at the Quarterly Budget Study Sessions. Reports will show on a quarterly basis the Budget vs. Actuals, and the revenues collected in order to give the Council a regular overview of the financial health of the City. The reports will be presented on the 4th Thursdays in October, January, April and July.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$0	.1	City Service Standard	10/2013
RFP FOR IT SERVICES	Prepare a Request for Proposals for IT Services for the City which would include basic IT services for City Hall, Police Department, Parks and other city facilities as needed. It will also include a needs assessment of necessary upgrades to the City's IT structure and hardware.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$0 - The RFP is not expected to have a cost; however, the amount of the contract awarded may bring a savings to the City for IT services $TBD - The cost of necessary upgrades will be determined after an assessment is performed and is expected to be spread over several fiscal years	.25	City Service Standard	11/2013
UPDATE OF RETENTION AND DESTRUCTION SCHEDULE	Update the City's Retention and Destruction Schedule which has not been updated since 2001. The update will allow for the orderly destruction of records still stored within the City that no longer has to kept and will provide room in storage areas.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$0	.1	City Service Standard	9/2013

POLICE DEPARTMENT

AB 109	Operate with Tri-City Task Force (Burbank, Glendale, and San Fernando Police Departments). Monitor and conduct compliance checks on all local Postreleased Supervised Persons (PSB's).			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$90,000 - State Grant Award		Responding to Realignment impacts to the community	On-going FY 2013-14
Necessary Personnel	Two Dispatchers based need.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$180,718 - Fund 01 (With PERS) $162,558 (Without PERS)		Compliance with daily operations	1st Quarter 2014
Virtual Patrol	Integrate virtual patrol system at Pioneer Park.* Initiate virtual patrol system citywide, including monitoring businesses and residences charging a nominal fee to offset maintenance cost for the program.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	TBD		Public Safety through advanced technology	July 2013*
911 System	Implement Next Generation 911 System – State 911 funded project with eight other LA County agencies to install next generation 911 VOIP system.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$150,000 - State Grant		To maintain public safety	1st or 2nd Quarter 2014
Emergency Management Training	Conduct Emergency Management and Disaster (Tabletop) Exercise Training for all City Councilmembers and Department Heads.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$5,000 - (Budgeted)		Readiness Exercise	1st Quarter 2014

POLICE DEPARTMENT (continued)				
Look for grants to replace CHRP	On-going to help offset Officer expense to General Fund; CHRP grant expires two months into the new fiscal year.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
				On-going

PUBLIC WORKS DEPARTMENT

COMPRESSED NATURAL GAS (CNG) STATION	Expansion of CNG facility which will include the installation of additional tanks and compressors to increase capacity. Will require the retaining a consultant and National Environmental Policy Act (NEPA) approval.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	Estimated at $200,000 (Fund 10)	.5	Staff recommended	4/2014
NITRATE REMOVAL SYSTEM	Commence operation of Nitrate Removal System with completion of Phase 2, and approval of permit from the Department of Public Health (DPH) and the City of Los Angeles.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	Estimated at 400,000 for FY 2013-14 (Fund 70)	1	Federal and State mandated	6/2014
PAVEMENT MANAGEMENT PROGRAM	Major projects include street pavement, and curb and gutter projects. Also will include an update of the Pavement Condition Index (PCI) for all city streets.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	Estimated at $600,000 for street construction related work (Fund 8, Fund 10, Fund 11)	1.5	City Pavement Management Program, Capital Improvement Program	6/2014
REFUSE SERVICES CONTRACT	Procurement of new refuse services contract. Procurement process includes assistance by consultant.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	Estimated at $5,000,000 over 5 years (Fund 73)	.5	City Council Direction	2/2014
SANITARY SEWER MANAGEMENT PLAN (SSMP)	Implementation of Sanitary Management Plan (SSMP), which includes City Council approval of the plan, creation of ordinances, review of management procedures, and use of new software.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	Estimated at $190,000 (Fund 72)	1	Federal and State mandated	1/2014
STORM WATER PERMIT	Develop storm water plan for compliance with storm water permit. Develop budget and implementation plan.			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	Estimated at $100,000 for fiscal year (Fund 72)	1	Federal and State mandate	4/2014

PUBLIC WORKS DEPARTMENT (continued)				
TROLLEY SUSTAINABILITY STUDY	Analysis of viability of continuing Trolley Transportation Program; Written plan for approval by City Council.			
	ESTIMATED RESOURCE ALLOCATION		OBLIGATION	ANTICIPATED COMPLETION
	FINANCIAL	FTEs		
	Expected to result in cost savings ranging from $131,524 to $209,406 (Fund 7,8).	1	City Council Direction	10/2014

RECREATION & COMMUNITY SERVICES DEPARTMENT

PARK MARKETING/ COMMUNICATION PROGRAM	Enhance current marketing & branding of all programs by including outreach via social marketing, website, email, and traditional methods			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$4,000 General (budgeted staff, supplies, contract services costs)	.05	Department Directive	6/2014
FINANCIAL STABILITY OF THE AQUATIC FACILITY	Year 3 of operations will focus on: • Partnership development • Marketing for increase revenue • Minimizing capital repair costs			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$9,700 General (budgeted staff cost)	.15	Department Directive	6/2014
INTERNAL DEPARTMENT OPERATIONS	Evaluate, streamline, improve on current department operations, including: • Front desk operations • Program sign ups • Financial procedures			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$5,000 General (budgeted staff costs)	.25	Department Directive	12/2013
FACILITY RENTAL/ SPECIAL EVENTS PROGRAM	Evaluate, streamline, and improve program procedures/guidelines			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$5,000 General (budgeted staff costs)	.25	Department Directive	12/2013
RCS DEPARTMENT EMPLOYEE MANUAL	Update employee department manual to include all policies, guidelines, and safety guidelines			
	Estimated Resource Allocation		**Obligation**	**Anticipated Completion**
	Financial	**FTEs**		
	$5,000 (budgeted staff costs)	.25	Department Directive	12/2013

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SECTION VI.

COMMUNITY PROFILE

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DEMOGRAPHICS

CITY ORGANIZATION:

The City of San Fernando is located in the northeast section of the San Fernando Valley at the southern foot of the San Gabriel Mountains. This compact community of 2.4 square miles is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima. Major physiographic features located near the city include the San Gabriel Mountains (located approximately 3 miles to the north), the Pacoima Wash (located along the eastern side of the city), Hansen Lake (located 3 miles to the southeast of the city), and the Los Angeles Reservoir (located approximately 4 miles to the northwest). Regional access to the City of San Fernando is possible from three freeways located in the area: the Interstate 5 Freeway (I-5), the State Route 118 (SR-118), and the Interstate 210 Freeway (I-210).

San Fernando has a rich history, which can still be observed in the built environment. The City's roots go back to 1874 when Charles Maclay laid out a speculative township map for "the first city of the valley," leading to the City's incorporation in 1911. The City's early development is closely related with ranching, the citrus industry, and the nearby San Fernando Mission. The City has since developed as a predominately single-family community, with approximately 80 percent of the City's 6,500 housing units consisting of single-family homes, and 55 percent of the City's households owning their homes.

FORM OF GOVERNMENT:

Council – City Manager

GOVERNING BODY:

Five City Council members elected to overlapping four-year terms. The City Council selects the Mayor from its membership.

ADMINISTRATION:

City Manager appointed by City Council (simple majority vote required to hire and dismiss.)

CONTRACT SERVICES:

Fire and Health Services, Storm Drain, Solid Waste Disposal, Cable Television, Animal Control, Street Sweeping and City Attorney.

AREA:

2.3 square miles

DATE OF INCORPORATION:

August 31, 1911

POPULATION:

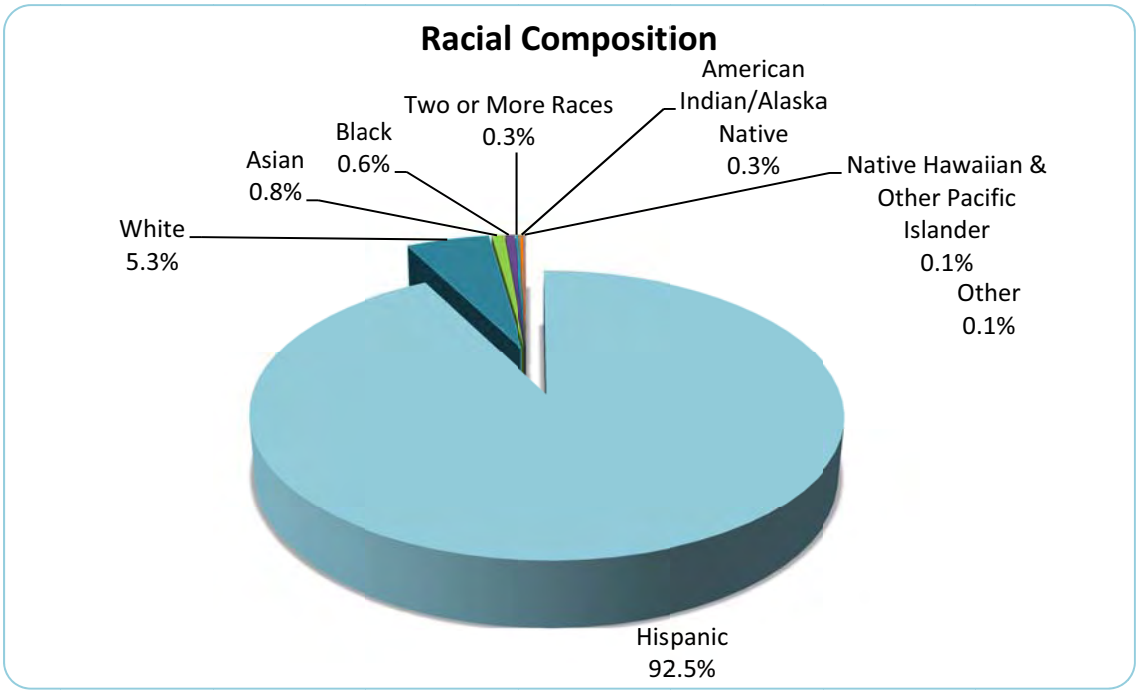
23,645

MEDIAN AGE:

28.2 years

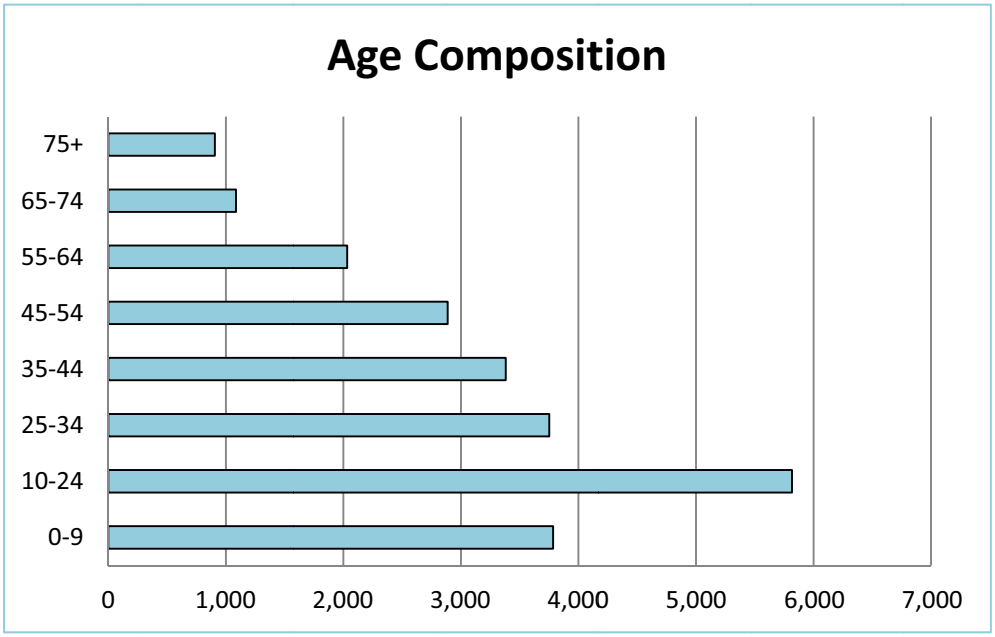
RACIAL COMPOSITION:

• Hispanic	21,867
• White	1,259
• Asian	192
• Black	146
• Two or More Races	82
• American Indian/ Alaska Native	66
• Native Hawaiian and Other Pacific Islander	19
• Other	14



AGE COMPOSITION:

- 0 - 9 3,784
- 10 - 24 5,816
- 25 - 34 3,751
- 35 - 44 3,381
- 45 - 54 2,887
- 55 - 64 2,033
- 65 - 74 1,087
- 75 + 906



HOUSEHOLDS/INCOME:

- Number of Households 5,967
- Median Family Income 48,336
- Median Housing Value 286,210
- Median Gross Rent 1,120

SCHOOLS:

- Elementary 4
- Intermediate 1
- High School 1
- Adult 1

LAND USE:

• Residential	43.2 %
• Commercial	10.2 %
• Industrial	9.7 %
• Public/Institutional	7.4 %
• Open Space	1.7 %
• Highway and Streets, rights-of-way	26.3 %
• Undeveloped Land	1.6 %

REGISTERED VOTERS:

9,129

NUMBER OF VOTES CAST IN LAST ELECTION:

939

NUMBER OF PARKS:

6

NUMBER OF MILES OF STREETS:

50.0

SECTION VII.

GUIDE TO THE BUDGET

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WHAT IS THE BUDGET?

The Annual Budget sets forth a strategic resource allocation plan that addresses the City Council's Strategic Goals. The Budget can be thought of as a policy document, financial plan, operations guide, and communication device all in one.

The Budget also:

- determines the quality and quantity of City programs and services;
- details expenditure requirements and the estimated revenue available to meet these requirements;
- connects the activities of individual City Departments to the City Council's Goals and Priorities;
- sets targets and provides a means of measuring actual accomplishments against goals; and
- serves as a communication device that promotes the City's vision and direction, fiscal health and vitality, and what the public is getting for its tax dollars.

Through the Annual Budget document, the City demonstrates its accountability to its residents, customers, and the community-at-large. Additionally, the Annual Budget provides the legal authority for expenditures and a means for control of municipal operations throughout the fiscal year. Accordingly, the City Code mandates that a budget be adopted by July 20th of the fiscal year.

The budget process furnishes department heads with an opportunity to justify departmental work programs, to propose changes in services, and to recommend revisions in organizational structure and work methods. It also enables the City Manager to review these aspects and make appropriate recommendations to the City Council.

Presentation of the budget to the City Council provides an opportunity to explain municipal programs and organizational structures. It also allows the Council to judge the adequacy of the proposed operating programs, to determine basic organizational and personnel staffing patterns, and to establish the level of municipal services to be rendered with the available resources.

In order to accomplish these objectives, the annual budget must combine a detailed explanation of anticipated financial resources for the ensuing fiscal year with proposed expenditures, supported by sufficient information on the proposed programs and activities to assess the appropriateness of the recommended levels of services.

THE OPERATING BUDGET, CAPITAL BUDGET, AND CAPITAL IMPROVEMENT PROGRAM

The Annual Budget document contains information about both the City's operating and capital budgets for a particular fiscal year. Typically, when one refers to the City's Annual Budget, the meaning is the combination of the operating and capital budgets. The operating budget details the funding for the day-to-day operations and obligations of the City for a particular fiscal year such as personnel costs, employee benefits, telephone expense, and building maintenance. The capital budget details planned expenditures for the same fiscal year to construct, maintain, or improve City facilities such as City Hall, the police station, parks, recreation centers, sewers, and electric and water infrastructure.

The Capital Improvement Plan (CIP) is a separate five-year planning document that details planned capital expenditures. Capital projects range from road maintenance or construction to the renovation of municipal buildings, recreation centers and tot lots, to water main and sewerage system replacement. The CIP relates these capital projects' needs to the financial sources that will support their realization and the timeframe in which both the financing and work will take place. Capital improvement projects typically carry considerable future impact, meaning, they have a life span of at least five years or more. They are often financed over a longer period of time, in effect spreading the cost of the project across generations of users. Because of the more long-term nature of the CIP and the sometimes complex nature of capital project financing, the CIP is presented in a separate document.

Most expenditures found in the current year of the CIP are included in the Annual Budget's capital expenses or capital outlays component. However, certain projects for which funding is not yet secure or planning is not complete are budgeted through supplemental appropriations later during the fiscal year. Additionally, debt-financed projects are typically reflected twice in the Annual Budget as an original capital expenditure from the proceeds of the debt and as payments of principal and interest over a number of years.

HOW IS THE BUDGET DEVELOPED?

The City of San Fernando's fiscal year begins each July 1st and concludes on June 30. In accordance with fundamental democratic principles, the City embraces the notion and practice of citizen participation, especially in key planning and resource allocation activities. Therefore, the development of the budget process begins early in the prior fiscal year to ensure adequate planning and community input into that planning. Departments obtain citizen input through Boards and Commission meetings, public hearings, study sessions and other forms of written and oral communication.

The development of the Annual Budget is comprised of three distinct phases:

- Phase One: Strategic Planning and Program Assessment
- Phase Two: Budget Directive and Departmental Submittal
- Phase Three: Budget Preparation and Adoption

Phase One represents the planning and assessment phase. Departments focus on the what, why, how, and how well they deliver individual services. This phase includes both strategic plan development and data gathering, such as performance information. This phase can begin as early as the start of the calendar year. Phase Two consists of the City Manager's Budget Policy Directive and Departmental Budget Submittal, and runs from March through May. Phase Three covers the period when the Preliminary Budget is prepared and presented to the City Council through Budget Adoption.

STRATEGIC PLANNING AND PROGRAM ASSESSMENT

The City Council Strategic Plan is a process that brings into alignment the community's priorities and needs, City Council Strategic Goals and Priorities, and City operations. The City Council's Strategic Goals and Priorities then are used as a roadmap to realize the community vision through building a budget that effectively utilizes City resources.

Program Assessment is a crucial component of the Budget Development process. It engages City staff in linking past assumptions and decisions with current issues before focusing on dollars. Program Assessment is also designed to elicit evaluation of current service delivery efforts, as well as to provide baseline and performance information on the services (activities) that a Department currently provides. Program Assessment is conducted around five main themes: the What, Why, How, How Well, and Impact of the program in question.

BUDGET DIRECTIVE AND DEPARTMENTAL SUBMITTAL

The City Manager establishes a Budget Directive based on short and long-term financial and organizational goals. Budget kickoff begins in March at a meeting attended by the City Manager, Finance Director, other Department Heads, and key staff from the Finance Department. Policy directives, general budgeting guidelines, and the technical and procedural aspects of preparing the budget are discussed. The Budget Preparation Schedule and, distributed to each departmental representative in electronic format, provides the information necessary to prepare the Budget Submittal in an accurate and timely manner. Departments have approximately two months to prepare their budgets based on the City Manager's Budget Directive.

A City Manager Review is then conducted for each Department including the City Manager or applicable Assistant City Manager, key staff from the Finance Department and Administration Division of the Office of the City Manager, Department Heads, and Departmental Budget Coordinators. Staff presents an overview of the department's proposed budget, including increases, reductions, and/or other significant budgetary changes. The aim of the City Manager Review is to finalize decisions regarding departmental budget submittals and to discuss other outstanding issues.

BUDGET PREPARATION AND ADOPTION

This phase consists of the preparation of the Preliminary Budget through Budget Adoption.

Once the City Manager Reviews have taken place and all departmental budget issues are resolved, the Finance Department prepares the Preliminary Budget. The Preliminary Budget takes into account any changes agreed upon at the City Manager Reviews and any other City Manager-directed changes.

The City Manager presents the Preliminary Budget to the City Council in one or more workshop study sessions typically held in May. Although public comment is welcome throughout the workshop study sessions, a specially designated Public Hearing is expressly held for public participation. Subsequent to the Public Hearing, the City Manager will ask the City Council to adopt the Annual Budget with any necessary revisions made between the time of the publication of the Preliminary Budget and the date of adoption. The Annual Budget is effective July first, and the printed document is available as soon as possible after the year-end accounting and final cost allocation plan are completed.

BUDGET DEVELOPMENT PROCESS TIMELINE

HOW TO READ THE BUDGET

Budgets play a crucial role in communicating to elected officials, city employees, and the public the City's plans for the use of its resources. Yet budgets are complex documents that can be difficult to grasp at first glance. Although the City has made every effort to make the document as easy to navigate as possible, this section provides the reader with some basic understanding of the fundamental components of the Annual Budget document. Additional sections to which the reader should refer are the Budget Summary Tab and the Glossary of Terms Tab.

The Budget Document is comprised of the following 11 main sections:

- City Manager's Budget Message
- Guide to the Budget

- Strategic Budget Goals and Priorities
- Table of Organization
- Budget Summary
- Fund Balance Summary
- Transfers Summary
- Revenue Summary
- Expenditure Summary
- Departmental Summaries
- Capital Improvement Plan Summary

City Manager's Budget Message

The City Manager's Budget Message is a transmittal letter addressed to the Mayor and City Council that introduces the Annual Budget. The Budget Message outlines the organizing principles of the budget and the assumptions on which the budget was developed (e.g., economy, strategic plan requirements, revenues, and expenditure needs) to accomplish the City's objectives for the year.

The City Manager's Budget Message aims to provide the reader with highlights of the operating and capital budgets and a sufficient context to understand how and why budgetary changes occurred between fiscal years.

Guide to the Budget

The Guide to the Budget allows the reader to understand the purpose of the budget, how the budget is developed, how to read the budget, and the financial and operational polices that guide the budget development and planning processes as a whole.

Strategic Budget Goals and Priorities

The City's Annual Budget is expressly shaped by the City Council's Strategic Goals and Priorities. In this way, City leadership can be assured that resources are allocated wisely and effectively toward meeting the Strategic Goals and Priorities. The guiding principles of the City's budget development process are financial and operational polices. These policies promote and ensure organizational continuity, consistency, transparency, and responsibility from year to year. This section lists the respective priorities of the City and the expected completion dates.

Table of Organization

The Table of Organization section includes the titles and budgeted hours of the full-time and part-time positions authorized for each Department. A comparative table that provides four years of historical data is included in each department's individual budget section.

Budget Summary

The Budget Summary provides a concise and informative narrative summary of the Annual Budget including fund descriptions, planned expenditures, and estimated revenues. The following sections then expand upon this summary to provide additional summarized detail.

Fund Balance Summary

The Fund Balance Summary provides a Citywide summary of beginning and projected year-end balances for each of the City's funds.

Revenue Summary

The Revenue Summary provides a Citywide summary of projected and historical revenues.

Expenditure Summary

The Expenditure Summary provides a Citywide summary of projected expenditures.

Departmental Summaries

The Departmental Summaries contain detailed budget information for the basic organizational units of the City, its Departments. The Departments are presented in alphabetical order. Each departmental summary presents the following information:

Organizational Chart – The Organizational Chart diagrams the relationships of the Divisions comprising a department. The total number of Full Time Equivalents (FTEs) in each Division is also shown. The purpose of this chart is to highlight programmatic activities rather than to portray reporting relationships among staff.

Department Narrative – Each department has provided a narrative that presents "the what, for whom, and why" the department exists. Also included are the breadth and scope of the services provided by the department along with its current goals, challenges and objectives. These objectives are also linked to the City Council's Strategic Goals.

Personnel Summary by Division – This table provides comparative information on budgeted personnel for four fiscal years for each of the Divisions presented in the Organizational Chart. Percentage change data between the prior and current fiscal years is also provided.

Budget Summary by Division and Category – This table provides comparative information on budgeted expenditures for four fiscal years for each of the Divisions presented in the Organizational Chart, as well as Divisions without personnel. This information is presented by budget category. Budget categories combine expenditures within broad categories together to illustrate the cost of personnel, operating expenses, capital outlay and capital projects as well as transfers between fund in aggregate for the entire Department.

Departmental Budget Detail – This section provides line item detail for each Division and Section with the Department.

Capital Improvement Plan Summary

This section looks at the City's five-year Capital Improvement Program including funding sources, project highlights, and the specific projects for which funds are allocated for the fiscal year detailed in the Annual Budget.

Deferred Maintenance Listing

This section provides a listing of the deferred maintenance projects and their projected costs throughout the City.

Glossary of Terms

Budget documents may be difficult to read and may contain terms unfamiliar to the reader. This section attempts to cover the key terms used throughout the Annual Budget document and in the budgeting process, in general.

ACCOUNTING AND BUDGETARY BASIS

The modified accrual basis of accounting is used by all General, Special Revenue, Debt Service, and Capital Projects Funds. This means that revenues are recognized when they become both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when liabilities are incurred, except that principal and interest payments on long-term debt are recognized as expenditures when due. The accrual basis of accounting is utilized by all Enterprise Funds. This means that revenues are recorded when earned and that expenses are recorded at the time liabilities are incurred.

The City's basis for budgeting is consistent with accounting principles generally accepted in the United States of America and with the City's financial statements as presented in the Comprehensive Annual Financial Report (CAFR). Exceptions are as follows:

- Capital expenditures within the Enterprise Funds are recorded as assets on an accounting basis but are shown as expenditures on a budgetary basis.
- Depreciation of capital assets and amortization of various deferred charges are recorded on an accounting basis only.
- Principal payments on long-term debt within the Enterprise Funds are applied to the outstanding liability on an accounting basis but are shown as expenditures on a budgetary basis.
- Funds are appropriated for all of the City's funds (General, Special Revenue, Enterprise, etc.).

ACCOUNTING STRUCTURE AND TERMINOLOGY

The complexities of the account structure utilized by the City do not lend themselves to a narrative and straight-forward description. However, some brief discussion is warranted to assist citizens with reviewing the City's budget. In the Departmental Budget Detail sections of the Annual Budget, expenditures are shown by an abbreviated General Ledger (GL) account. In certain other sections of the Annual Budget, such as the Revenue Summary, GL accounts may also be shown. These GL accounts are the fundamental building blocks through which the budget is constructed. The City's GL structure includes four components: fund, division, project and object.

The City's GL structure keys are fourteen digit numbers representing the location of the expenditure (such as the Police Department). For expenditures, the first three digits are the General Fund number. The next three digits are the Division (an organizational unit within a Department). Digits seven thru ten is the Project number. GL objects are the last four digit numbers indicating the type of expenditure or revenue (such as telephone expense). Each of these objects has a text description. For expenditures, this description can be found next to the individual line item in the Departmental Budget Detail. For revenues, the object description is the category of revenue.

COST ALLOCATION PLAN AND DIRECT CHARGES

The City employs a complex multi-step plan for distributing the costs of internal services to various Departments and funds. Through these allocations, a more realistic picture of the cost of doing business for the City's various organizational units and services is obtained.

Allocated costs are primarily determined through the City's Cost Allocation Plan (CAP). The CAP uses various statistical data to distribute the identified service costs to the appropriate Departments and

funds. Additionally, in certain circumstances direct charges from one organizational unit to another are included in the budget outside of the CAP. Direct charges are typically utilized when the origin and destination of a specific cost are readily apparent and fixed.

ADJUSTMENTS TO THE ADOPTED BUDGET

Per the City Municipal Code, the City Manager shall be responsible for the administration of the budget after its final adoption and shall keep the City Council at all times fully advised of the financial condition and needs of the City and make such recommendations as he deems necessary. In order to accomplish this mandate, the City Manager annually presents a mid-year fiscal review to the City Council, typically held between January and March. This review includes needed adjustments to personnel and non-personnel budgets that have been identified by staff since the adoption of the Annual Budget. Additionally, at any meeting after the adoption of the budget, whether before or after the Mid-Year Review, the City Council may amend or supplement the budget by motion adopted by the affirmative votes of at least three members so as to authorize the transfer of unused balances appropriated for one purpose to another purpose or to appropriate available funds not included in the budget.

The Annual Budget, as adopted by the City Council, establishes the total appropriation provided for each City Department's operations. Expenditures may not legally exceed budgeted appropriations at the Department level within a fund. To ensure that the expenditures of each Department do not exceed the departmental appropriation, expenditures for each Department are legally limited to the amounts authorized by the City Council in the budget document, plus supplemental or increased appropriations individually approved by the City Council.

The Finance Director is authorized to transfer budget amounts within salary accounts and within Maintenance and Operations accounts at his discretion. Budget transfers between funds, departments or divisions, transfers affecting assets and transfers between capital outlay accounts shall first be approved by the city council. Transfers requiring city council approval shall be submitted as agenda items and approved in accordance with the City Municipal Code section 2-650. City Council approval is also required for all transfers from un-appropriated fund balances or contingency reserves.

CONTINUED/CARRYOVER APPROPRIATIONS

The City Municipal Code states that all appropriations unexpended or unencumbered at the end of each fiscal year shall expire and revert to the un-appropriated fund balance or the fund from which it was appropriated. Any encumbering funds from the next preceding fiscal year shall likewise expire and revert to the respective fund balances. This is inclusive of appropriations for capital projects that are required for the completion of the approved project. The City has not established a carryover review process. As such, each department will need to re-appropriate any unspent funds needed to complete approved capital projects into the next year’s budget.

Proposition 4 (Gann) Appropriation Limit

Article 13-B of the California Constitution was added by the November 1979 passage of the Gann Initiative. This legislation mandated that California Cities must compute an appropriation limit, which places a ceiling on the total amount of tax revenues that the City can appropriate annually. The legislation also provides that the governing body shall annually establish its appropriations limit by resolution.

The appropriations limit is calculated by determining appropriations financed by proceeds of taxes in the 1978/79 base year and adjusting the limit each subsequent year for changes in the cost of living and population. This Appropriation Limit is the maximum limit of proceeds from taxes the City may collect or spend each year. Budgeted appropriations are limited to actual revenues if they are lower than the limit. The Appropriations Limit may be amended at any time during the fiscal year to reflect new data.

One Time Revenues

The City's policy is to avoid the use of one time revenues to fund ongoing operations. Usage of one time revenue may be appropriate to bridge short-term gaps in available resources and pay off loan balances.

Cash/Investment Management

One of the City's highest fiscal management priorities is maintaining the value of its cash and investment assets. The City values its cash and investments in accordance with the provisions of Government and Accounting Standards Board (GASB) Statement No. 31, "Accounting and Financial Reporting for Certain Investments and External Investment Pools (GASB 31)," which requires governmental entities, including governmental external investment pools, to report certain investments at fair value in the statement of net assets/balance sheet and recognize the corresponding change in the fair value of investments in the year in which the change occurred. Fair value is determined using published market prices.

Cash accounts for all funds are pooled for investment purposes to enhance safety and liquidity while maximizing interest earnings. Investments are stated at fair value. All highly liquid investments (including restricted assets) with a maturity of three months or less when purchased are considered cash equivalents. Cash and investments held on behalf of proprietary funds by the City Treasurer are considered highly liquid and are classified as cash equivalents for the purpose of presentations in the Statement of Cash Flows.

Debt Management

The California Constitution requires that long-term debt pledged by the full faith and credit of the City can only be approved by voter referendum. Per State of California statute, the City's debt limit is set at 15 percent of total adjusted assessed valuation of all the real and personal property within the City. Currently, the City's total General Obligation Debt is significantly below its debt limit.

Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. A Self Insurance Fund has been established to account for and finance the uninsured risks of loss. Various insurance policies are carried by the City to cover risks of loss beyond the self-insured amounts covered by the Self Insurance Fund. Using an internally developed allocation model, the cost of the various insurance coverage, whether self-insured or externally insured, are allocated to City Departments.

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SECTION VIII.

GLOSSARY OF TERMS

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Glossary of Terms

Activity - The smallest unity of budgetary accountability and control which covers a specific unit of work or service.

Accrual Basis of Accounting – The basis of accounting by which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received.

Adoption – Formal action of the City Council, which sets the spending limits for the fiscal year.

Allocate – To divide a lump-sum appropriation, this is designated for expenditure by specific organization units and/or for specific purposes, activities, or objects.

Annual Budget – A budget applicable to a single fiscal year.

Appropriation – A specific amount of money authorized by the City Council for an approved work program or individual project.

Assessed Valuation – A dollar value placed on real estate or other property by Los Angeles County as a basis for levying property taxes.

Audit – Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial positions and results of operations in conformity with generally accepted accounting principles.

Balanced Budget – A budget in which planned expenditures do not exceed planned funds available.

Basis of Budgeting – Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted for all departments and divisions within the general, special revenue and capital projects funds.

Beginning/Ending Fund Balance – Unencumbered resources available in a fund from the prior/current year after payment of the prior/current year expenses.

Bond – A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.

Budget – A financial plan that identifies revenues, types and levels of services to be provided, and the amount of funds that can be spent.

Budget Calendar – The schedule of key dates or milestones, which the city follows in the preparation, adoption and administration of the budget.

Budget Message - A general discussion of the preliminary/adopted budget presented in writing as part of, or supplement to, the budget document. Explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

CJPIA – California Joint Powers Insurance Authority.

CalPERS - The California Public Employees Retirement System, which is the agency providing pension benefits to all City employees.

Capital Expenditures - Typically are expenditures related to major construction projects such as roads, buildings, and parks. These expenditures are typically capitalized and depreciated over time.

Capital Improvement Program (CIP) - This program is to provide for the maintenance or replacement of existing public facilities and assets and for the construction or acquisition of new ones. It is a multi-year financial plan containing proposed construction of physical assets, such as park, street, sewerage, cultural, and recreation facilities. This program has identified all projects, which are the responsibility of the City between the present to build out.

Capital Projects - Projects that purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

Capital Outlay - Equipment (fixed assets) with a value of $5,000 or more (or $1,000 for electronic equipment) and an estimated useful life of more than one year, such as automobiles and office furniture, which appear in the Operating Budget.

Community Development Block Grants (CDBG) - Funds established to account for revenues from the federal government and expenditures as prescribed under the Community Development Block Grant program.

Comprehensive Annual Financial Report (CAFR) - Financial report organized by fund, which provides a balance sheet that compares assets with liabilities and fund balance. The CAFR is also an operating statement that compares revenues with expenditures.

Contingency - An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as federal mandates, shortfalls in revenue, and similar eventualities.

Council-Manager Form of Government - An organizational structure in which the Mayor and City Council appoint an independent City Manager to be the chief operating officer of a local government. In practice, a City Council sets policies and the city manager is responsible for implementing those policies effectively and efficiently.

Continuing Appropriations, or Carryovers - Funding approved in the current budget but not expended during a particular fiscal year. These appropriations are carried forward into the next fiscal year for their original intended purpose.

Cost Allocation - A method used to charge General Fund overhead costs to other funds, such as enterprise funds and special revenue funds.

Debt Service - The payment of principal and interest on borrowed funds, such as bonds.

Department - A major organizational unit comprised of programs or divisions which has been assigned overall management responsibility for an operation, or a group of related operations within a functional area.

Designated Fund Balance – A portion of unreserved fund balance designated by City policy for a specific future use.

Encumbrance - A legal obligation to expend funds for an expenditure that has not yet occurred. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund - A fund type established to account for the total costs of selected governmental facilities and services that are operated similar to private enterprises.

Equipment Outlay - A category of expenditures that captures purchases of capital equipment, such as furniture, vehicles, large machinery, and other items.

Estimate - Represents the most recent estimate for current year revenue and expenditures. Estimates are based upon several months of actual expenditure and revenue experience and consider the impact of unanticipated price or other economic factors.

Expenditure - The actual spending of funds set aside by appropriation for identified goods and services.

Fee - A general term used for any charge levied by government for providing a service or performing an activity.

Fines, Forfeitures, and Penalties - Revenue category that contains monies resulting from violations of various City and state laws, and from damage to City property.

Fiscal Year - A twelve-month period of time designated as the budget year. The City of San Fernando's fiscal year is July 1 to June 30.

Fixed Assets - Assets of long-term nature such as land, building, machinery, furniture and other equipment. The City has identified such assets as those with expected life in excess of one year and an acquisition cost in excess of $1,000.

Full-Time Equivalent (FTE) - A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time Typist Clerk working 20 hours per week would be equivalent to one-half of a full-time position, or 0.50 FTE.

Fund - A set of inter-related accounts to record revenues and expenditures associated with a specific purpose. The generic fund types used are: General, Grant, Special Revenue, Capital Project, Enterprise, Debt Service, and Trust.

Fund Balance - The amount of financial resources in a given fund that are not restricted to fund existing commitments and are therefore available for any use permitted for the fund. The excess of current assets over current liabilities, representing the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

GANN Limit (Proposition 4) - Under this article of the California Constitution, the City must compute an annual appropriation limit that states a ceiling on the total amount of tax revenues the City can appropriate annually.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards used by state and local governments for financial recording and reporting that have been established by the accounting profession through the Governmental Accounting Standards Board (GASB).

General Fund - The primary operating fund used by the City. Accounts for all revenues and expenditures not legally restricted for use. Examples of departments operating within the General Fund include Police, Finance and City Manager.

Goal - A statement of broad direction, purpose or intent.

Governmental Accounting Standards Board (GASB) - The Governmental Accounting Standards Board (GASB) was organized in 1984 by the Financial Accounting Foundation (FAF) to establish standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities.

Grant - Contributions of cash or other assets from another governmental agency or other organization to be used or expended for a specific purpose, activity or facility.

HUD - The United States Department of Housing and Urban Development.

Infrastructure- The physical assets of the City, i.e. Facilities that support the daily life and growth of the City, for example, roads, water lines, and sewers.

Interfund Transfers - A transfer of funds between departments/ funds for specific purposes as approved by the appropriate authority.

Investment Revenue – Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

Key Objective – A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.

Levy - To impose taxes, special assessments, or charges for the support of city activities.

Licenses and Permits - Revenue category that accounts for recovering costs associated with regulating business activity.

Line-Item Budget – A budget that list detailed expenditure categories, (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category.

Mission Statement - A broad statement that describes the reason for existence of an organization or organizational unit, such as a department.

Municipal - In its broadest sense, an adjective which denotes the state and all subordinate units of government. In a more restricted sense, an adjective which denotes a city or village, as opposed to other local government.

Non-Personnel Expenses - Expenditures related to professional services and supplies.

Objective - Describes an outcome to be accomplished in specific well defined and measurable terms and is achievable within a specific timeframe. Generally, departmental programs have objectives.

Objective of Expenditure - The individual expenditure accounts used to record each type of expenditure City operations incur. For budgeting purposes, objects of expenditure are categorized into groups of similar expenditures called major objects of expenditure. The principle objects of expenditure used in the budget are:

Personnel Services: Salaries and benefits paid to City employees. Including items such as special duty salaries, retirement and temporary non-employee wages.

Operating Expenses: Amounts paid for items that are consumed, deteriorated through use, or that lose their identity through fabrication or incorporation into different or more complex units or substance.

Office supplies, material and other items used in the normal operations of City Departments. Including items such as books, maintenance materials and contractual services.

Services supporting the government. These professionals include lawyers, architects, auditors, systems analyst, planners, etc.

Capital Outlay: Expenditures which qualify as capital costs according to accounting standards. This includes furniture, fixtures, machinery, equipment and other fixed assets.

Ordinance - A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, an Ordinance has the full force and effect of law within the boundaries of the municipality to which it applies.

Operating Budget - The annual appropriation of funds for on-going program costs, which include salaries, benefits, maintenance, operation, and capital outlay items.

Performance Measures - Statistical measures, which are collected to show the impact of dollars, spent on city services.

PERS - The California Public Employees Retirement System, which is the agency providing pension benefits to all City employees.

Personnel Expenses - An expenditure category that captures expenses related to employee compensation, such as salaries and fringe benefits. Personnel expenses include salaries, pensions, retirement, special pay, and insurance for full-time and part-time employees of the City.

Policy - A direction set by the City Council that must be followed to advance a goal. The direction can be a course of action or a guiding principle.

Preliminary Budget - A balanced budget presented to the City Council by the City Manager. Any City Council changes to the preliminary Budget are incorporated into the final adopted budget.

Program - Represents major areas or support functions; defined as a service provided to citizens, other departments, or other agencies.

Program Budget - A budget that focuses upon the goals and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditure.

Request for Proposals - A written solicitation issued by a Using Agency which generally describes the Goods or Services sought to be Procured by the City, sets forth minimum standards and criteria for evaluating proposals submitted in response to it, generally describes the format and content of proposals to be submitted, provides for negotiation of terms and conditions of the Procurement Contract and may place emphasis on described factors other than price to be used in evaluating proposals.

Reserve - An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore no available for general appropriation.

Resolution - A special order of the City Council which requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

Revenues - Funds received from the collection of taxes, fees, fines, forfeitures, permits, licenses, interest, and grants during the fiscal year.

Risk Management - An organized attempt to protect an organization's assets against accidental loss in the most cost-effective manner.

RORF - A Redevelopment Obligation Retirement Fund, which is a requirement of the legislation dissolving California Redevelopment Agencies. The assets and liabilities of each former Redevelopment Project Area are now housed in individual RORFs.

Routine Fund Balance Change - A routine fund balance change is one that occurs year-to-year due to the nature of the fund.

Sales Tax – A tax on the purchase of goods and services.

Schedule - A summary of expenditures, revenues, positions, or other data that reflects funding sources and spending plans of the budget and capital improvement programs.

SEIU - The Service Employees International Union, which is the union representing the majority of the City's employees.

SERAF - References the Supplemental Education Revenue Augmentation Fund, to which the City was required by the State to contribute various funds to assist in balancing the State budget. Certain Low and Moderate Income Housing Funds were loaned to make the payment, which will be repaid over several years.

Special Project - An account created for operating expenditures that relate to a specific project or program and should therefore be segregated from general expenditures in the Section housing the Special Project.

Special Revenue Funds - Revenues received that have specific purposes for which they are earmarked.

Subventions - Revenues collected by the State (or other level of government) which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu and gasoline taxes.

Transfers - Authorized exchanges of money, positions, or other resources between organizational units or funds.

Transient Occupancy Tax (TOT) - A tax that is levied on occupants of hotel and motel rooms in a City.

Trust and Agency Funds – Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations or other governmental agencies.

VLF - Vehicle license fees, which are collected by the State of California when vehicles are registered with the California Department of Motor Vehicles and distributed to various public agencies, including the City.

Work Plan – A schedule which identifies major action steps, time frames and person responsible for accomplishment of a department or division objective.

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