



# Enterprise Funds

**ADOPTED BUDGET**

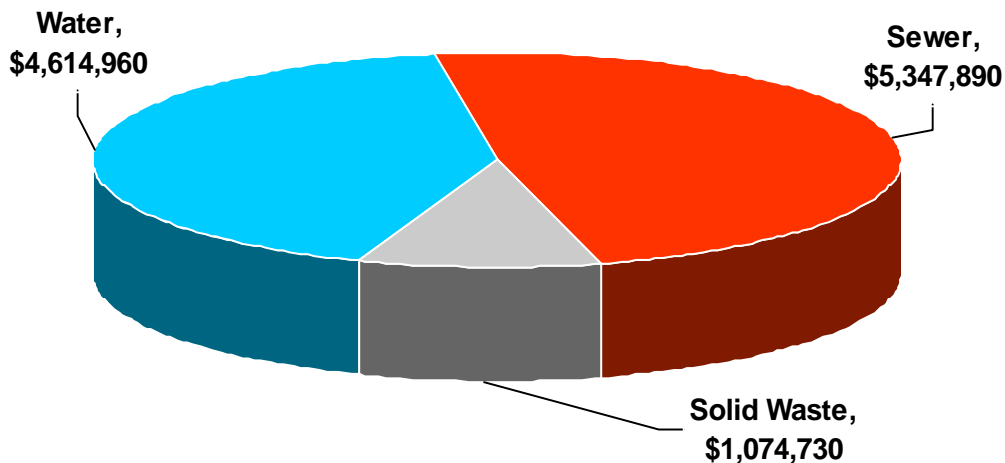
**Fiscal Year 2003 - 2004**

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

**ENTERPRISE FUND  
EXECUTIVE SUMMARY**

**Enterprise Operations:**

The City of San Fernando has three enterprise utility funds including Water, Sewer and Refuse. These are used to account for services provided to the general public on a user charge basis. The Public Works Department is responsible for managing the administration and operations of these three Enterprise Funds. Administrative Services oversees the Utility Billing Division and provides for customer service needs and utility billing for water, sewer, refuse, recycling, fire service, and hydrants on private property.



**Total \$11,037,580**

**SERVICES YOU CAN TAKE FOR GRANTED....."WE DON'T"**

**NARRATIVE**

**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.

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

**ENTERPRISE FUND**  
**EXECUTIVE SUMMARY**

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, 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 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.

**Fund 73 - Refuse**

The Solid Waste Management (SWM) 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 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. There is one staff position primarily responsible for implementing SWM Division programs. Residential sector SRRE programs, (residential refuse, yard clippings and recyclables collection, and public education and source reduction programs), are provided through a new seven year contract with Crown Disposal. San Fernando residents continued to participate in recycling and Household Hazardous Waste programs, and the curbside Used Oil Recycling Program.

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

**ENTERPRISE FUND  
EXECUTIVE SUMMARY**

<b>APPROPRIATIONS</b>	<b>ACTUAL 2001-2002</b>	<b>BUDGETED 2002-2003</b>	<b>ESTIMATED 2002-2003</b>	<b>ADOPTED 2003-2004</b>
<b>Enterprise Funds:</b>				
<b>Fund 70 - Water</b>				
Water Administration - 381	\$ 609,729	\$ 2,660,382	\$ 714,860	\$ 2,737,770
Water Utility Billing - 382	198,184	179,377	212,890	195,210
Water Distribution - 383	590,889	932,364	935,170	930,090
Water Production - 384	618,160	735,844	835,960	751,890
<b>Water Fund Total</b>	<b>\$ 2,016,962</b>	<b>\$ 4,507,967</b>	<b>\$ 2,698,880</b>	<b>\$ 4,614,960</b>
<b>Fund 72 - Sewer</b>				
Sewer Maintenance - 360	\$ 2,432,634	\$ 6,523,335	\$ 4,042,330	\$ 5,347,890
<b>Fund 73 - Refuse</b>				
Refuse Disp-Solid Waste - 350	\$ 984,118	\$ 1,053,920	\$ 950,120	\$ 1,074,730
<b>Enterprise Funds Total</b>	<b>\$ 5,433,714</b>	<b>\$ 12,085,222</b>	<b>\$ 7,691,330</b>	<b>\$ 11,037,580</b>

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

**DIVISION**

**DIVISION NO.**

**Water Administration**

**70-381**

**NARRATIVE**

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. In FY 2003-2004, the Division will continue to fund legal services for water-related matters and technical water consultant services for capital projects. This year's budget request includes four flammable liquid safety storage cabinets (\$3,300), three new ergonomic office chairs (\$1,400), a new computer station and monitor (\$1,300) and backup handheld radios (\$2,000). Includes \$60,000 for the fourth of four interest only payments on a \$1.5 million loan from the Sewer Fund.

The FY 2003-2004 budget also includes the following mandated programs:

1. State Department of Health Services, Health and Safety Code Section 116470, Part B, CCR (Consumer Confidence Report), EPA (Environmental Protection Agency) CFR (Code of Federal Regulations) 141.153 Section D, Domestic water quality and monitoring regulations, Consumer Confidence Report to Consumers (\$7,500).
2. Assembly Bill 2995, State Department of Health Services Regulatory Fees (\$9,000).

Staff has conducted an extensive water rate analysis and determined that based on the existing rates with only future annual automatic Consumer Price Index (CPI) adjustments that the existing rate structure would be adequate to cover all costs including:

1. \$2,000,000 expense for the Water Funds share of the cost of the new City Yard.
2. \$100,000 annual pavement impact cost
3. \$1,500,000 loan repayment to the Sewer Fund

In order to cover all of these costs and obligations, and in order to maintain an adequate fund balance to cover operating expenses, the Water Fund is proposing to make a long term (20 year) borrowing of approximately \$3 million.

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

<b>DIVISION</b>					<b>DIVISION NO.</b>
<b>Water Administration</b>					<b>70-381</b>
<b>PERSONNEL</b>	<b>ACTUAL 2001-2002</b>	<b>BUDGETED 2002-2003</b>	<b>ESTIMATED 2002-2003</b>	<b>ADOPTED 2003-2004</b>	
Public Works Director	0.30	0.30	0.30	0.30	
City Engineer	0.20	0.20	0.20	0.20	
Civil Engineering Assistant II	0.15	0.00	0.00	0.00	
Civil Engineering Assistant II	0.50	0.00	0.00	0.00	
Civil. Eng. Technician	0.15	0.00	0.00	0.00	
Civil Engineering Assistant I	0.00	0.15	0.15	0.15	
Ass't City Engineer	0.00	0.15	0.15	0.15	
PW Op & Maint Mgr	0.40	0.40	0.40	0.40	
PW Field Supervisor	0.10	0.10	0.10	0.10	
Secretary	0.00	0.50	0.50	0.50	
Office Specialist	0.50	0.00	0.00	0.00	
Mechanical Helper	0.00	0.05	0.05	0.05	
Total	2.30	1.85	1.85	1.85	
<b>APPROPRIATIONS</b>					
Personnel Services	\$ 174,665	\$ 155,822	\$ 156,540	\$ 173,210	
Operating Expenses	435,064	396,560	445,840	456,560	
Capital Outlay	0	2,108,000	112,480	2,108,000	
Total	\$ 609,729	\$ 2,660,382	\$ 714,860	\$ 2,737,770	
<b>SOURCE OF FUNDS</b>					
Water Fund	\$ 609,729	\$ 2,660,382	\$ 714,860	\$ 2,737,770	
Total	\$ 609,729	\$ 2,660,382	\$ 714,860	\$ 2,737,770	
<b>Supporting Information</b>					
<b>4100</b>	<b>PERSONNEL SERVICES</b>			<b>\$173,210</b>	
	Reflects same staffing level as pervious fiscal year		\$162,210		
	Intern		\$11,000		

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

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Water Administration</b>		<b>70-381</b>	
<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$456,560</b>	
4210	Utilities		\$6,500
	Edison (City Yard)	\$4,500	
	Gas Company	\$2,000	
4220	Telephone		\$0
4260	Contractual Services		\$10,500
	Legal water consultant	\$5,000	
	Water quality consultant	\$5,000	
	Underground Service Alert membership	\$500	
4280	Office Supplies		\$150
4290	Office Equipment Maintenance		\$1,000
	Annual maintenance contract for Toshiba Copier (City Yard)	\$500	
	Misc. repair of computer printer, typewriter & related eqpmt.	\$500	
4300	Department Supplies		\$1,000
4320	Department Equipment Maintenance		\$120
4360	Personnel Training		\$2,000
4370	Meetings, membership & travel AWWA conference meeting & travel 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		\$1,300
	AWWA memberships	\$360	
	Division of utilities	\$90	
	Cross connection control certification (2 @ \$150)	\$300	
	Water treatment and distribution certification	\$550	
4405	4th of 4 Interest only payments to Sewer Fund		\$60,000
4430	Activities & Programs	\$1,000	\$8,500
	Office supplies, equipment & postage		
	Annual Consumer Confidence Report for all water customers	\$7,500	

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

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Water Administration</b>		<b>70-381</b>	
4450	Other Expenses Property taxes for well and reservoir sites Payment to DHS (AB 2995) regulatory fees	\$8,000 \$9,000	\$17,000
4480	Cost Allocation		\$339,490
4900/ 4901	<b>TRANSFER TO GENERAL FUND 01-3995</b> Transfer Accounts (01-3995): For 01-390-0381-4260 Contract Services Fire extinguisher maint (city yard): \$300 Rug mat & rags service (city yard): \$1,500 Janitorial service @ \$250 month (city yard): \$1,200 Carpet Cleaning: \$1,000	\$4,000	\$8,000
	01-390-0381-4300 Department Supplies Miscellaneous repairs (city yard): \$1,000	\$1,000	
	01-390-0381-4330 Building Maint. & Repair Alarm maint. Valley Alarm Co (city yard): \$200 Miscellaneous repairs: \$800	\$1,000	
	01-320-0381-4400 Equipment Maintenance Repair of vehicles & equipment: \$2,000	\$2,000	
<b>4500</b>	<b>CAPITAL EXPENSES</b>		<b>\$108,000</b>
4500	Capital Equipment Flammable liquid safety storage cabinets (4) New ergonomic office chairs (3) New computer station with monitor Backup handheld radios Pavement Impact Cost	\$3,300 \$1,400 \$1,300 \$2,000 \$100,000	\$108,000
<b>4600</b>	<b>CAPITAL PROJECTS</b>		<b>\$2,000,000</b>
	Water Enterprise share of new City Yard		\$2,000,000
<b>TOTAL</b>			<b>\$2,737,770</b>

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

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

**NARRATIVE**

The Utility Billing Division provides for customer service needs and utility billing for water, sewer, refuse, recycling, fire service, and hydrants on private property. Meters are read and billed every two months. Accounts not paid in the month in which the bills are issued become delinquent. A second bill is mailed to overdue accounts with information regarding procedures if charges are not paid by the third week of the month in which they became delinquent. Approximately three working days before the scheduled turn-off date, a final notice is delivered by messenger to every unit on the premises. If an account is disconnected for delinquency, the bill, an administrative/turn-on fee and a deposit equivalent to the delinquent bill must be paid in cash or with a money order before service is resumed. Water meters are read using an automated water billing system including a hand-held meter reader, computer and software interfaced with our mainframe computer system.

The direction of this Division is to continue maintaining an effective and efficient customer service and billing operation and to continue to minimize bad debts. This year's budget request includes a Solid State Interrogator Touch Read Hand Held Meter Reading System (\$4,000).

<b>PERSONNEL</b>	<b>ACTUAL 2001-2002</b>	<b>BUDGETED 2002-2003</b>	<b>ESTIMATED 2002-2003</b>	<b>ADOPTED 2003-2004</b>
PW Field Supervisor	0.40	0.40	0.40	0.40
Senior Account Clerk	1.00	1.00	1.00	1.00
Maintenance Worker II	0.00	0.00	0.00	0.00
Maintenance Worker I	0.50	0.50	0.50	0.50
Public Works Director	0.20	0.20	0.20	0.20
Meter Technician	0.20	0.20	0.20	0.20
Total	2.30	2.30	2.30	2.30

**APPROPRIATIONS**

Personnel Services	\$ 154,370	\$ 135,377	\$ 166,390	\$ 151,210
Operating Expenses	43,814	40,000	42,500	40,000
Capital Outlay	0	4,000	4,000	4,000
Total	\$ 198,184	\$ 179,377	\$ 212,890	\$ 195,210

**SOURCE OF FUNDS**

70	Water Fund	\$ 198,184	\$ 179,377	\$ 212,890	\$ 195,210
	Total	\$ 198,184	\$ 179,377	\$ 212,890	\$ 195,210

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

<b>DIVISION</b>		<b>DIVISION NO.</b>	
Utility Billing		70-382	
<b>Supporting Information</b>			
<b>4100</b>	<b>PERSONNEL SERVICES</b>		<b>\$151,210</b>
	Reflects same staffing level as previous fiscal year	\$151,210	
<b>4200</b>	<b>OPERATING EXPENSES</b>		<b>\$40,000</b>
4260	Contractual Services Delivery of turn-off notices	\$5,000	
4280	Office Supplies Postage for mailing bills, envelopes & office supplies	\$5,500	
4300	Department Supplies Special forms, utility bills & computer supplies	\$7,500	
4471	Computer Service Charges Transfer to General Fund for computer operations	\$20,000	
4901	Transfer Accounts: Transfer to: 01-320-0382-4400 Vehicle Maintenance Repair of vehicles & equipment	\$2,000	
<b>4500</b>	<b>CAPITAL EXPENSES</b>		<b>\$4,000</b>
4500	Capital Equipment Solid State Interrogator Touch Read hand meter Reading System Upgrade of outdated Equipment and software for Eden	\$4,000	
<b>TOTAL</b>			<b>\$195,210</b>

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

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

**NARRATIVE**

The Water Distribution Division is responsible for providing water to all City water customers in sufficient quantities to meet domestic and fire service demands; maintenance of approximately 66.5 miles of water mains, 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.

In FY 2002-2003, the Division replaced approximately 310 dead and/or defective water meters; performed approximately 180 repairs of service laterals; repaired five main leaks; and upgraded or repaired 16 fire hydrants. The Division installed 10 new domestic services and replaced 32 existing galvanized services with new copper.

The primary goals during FY 2003-2004 are to continue the water main replacement and upgrading program, and also the water meter replacement and fire hydrant upgrade program. This year's budget also includes maintenance of the mandated program Senate Bill 198, Chapter 1369, safety equipment (\$3,040). Capital equipment requests include a 3/4-ton truck with utility bed (\$24,000), pneumatic tools (\$2,000) and fire hoses, assorted sizes, (\$2,000). This year's budget requests the following water projects in accordance with the City Council approved Urban Water Management Plan:

Water Distribution Projects

First Street to Fourth Street Loop - 12" DIP	\$168,500
DeGarmo Street, Maclay to Griswold - 8" DIP	\$104,000
Fire Hydrant Upgrades	\$16,500
Water Meter Replacement Program	\$20,000
<b>TOTAL</b>	<b>\$309,000</b>

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

<b>DIVISION</b>					<b>DIVISION NO.</b>
<b>Water Distribution</b>					<b>70-383</b>
<b>PERSONNEL</b>	<b>ACTUAL 2001-2002</b>	<b>BUDGETED 2002-2003</b>	<b>ESTIMATED 2002-2003</b>	<b>ADOPTED 2003-2004</b>	
Meter Technician	0.30	0.30	0.30	0.30	
PW Op. & Maintenance Mgr.	0.20	0.20	0.20	0.20	
Water Operation Supervisor	0.30	0.30	0.30	0.30	
PW Field Supervisor	1.40	1.45	1.45	1.45	
Maintenance Worker I	1.35	1.35	1.35	1.35	
Maintenance Worker II	1.05	0.80	0.80	0.80	
Senior Maintenance Worker	0.00	0.05	0.05	0.05	
Backflow/Pump Op	0.40	0.40	0.40	0.40	
Civil Engineering Assistant I	0.00	0.15	0.15	0.15	
Total	5.00	5.00	5.00	5.00	
<b>APPROPRIATIONS</b>					
Personnel Services	\$ 284,297	\$ 308,364	\$ 308,360	\$ 306,090	
Operating Expenses	269,989	287,000	289,810	287,000	
Capital Outlay	36,603	337,000	337,000	337,000	
Total	\$ 590,889	\$ 932,364	\$ 935,170	\$ 930,090	
<b>SOURCE OF FUNDS</b>					
70 Water Fund	\$ 590,889	\$ 932,364	\$ 935,170	\$ 930,090	
Total	\$ 590,889	\$ 932,364	\$ 935,170	\$ 930,090	

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

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

<b>4100</b>	<b>PERSONNEL SERVICES</b>		<b>\$306,090</b>
4100	Reflects the same staffing level as previous fiscal year	\$286,090	
4105	Overtime	\$20,000	
<b>4200</b>	<b>OPERATING EXPENSES</b>		<b>\$287,000</b>
4250	Rents & Leases Forklift, barricades, steel plates, pumps, comp.	\$1,000	
4260	Contractual Services Hot taps for new connections \$1,000 Sidewalk repair for service and fire hydrants \$2,000 Utility trech repair (slurry & Pvmnt.) \$12,000 Construction Mngmt. Services \$10,000	\$25,000	
4280	Office Supplies	\$1,000	
4300	Department Supplies Type K copper tubing, 3/4" - 2" dia., \$26,000 Ductile iron pipe, 6" - 12" gate valves, r/w epoxy coated, 4" -12", cast iron & ductile iron fittings, tees, crosses, ells, & reducers, repair clamps, couplings, vaults, brass appurtenances Backflow supplies and devices \$4,000	\$30,000	
4320	Equipment Maintenance Uniforms (5 sets ea. for 4 empl. @ \$40) \$800 Jackets (4 ea. @ \$80) \$320 Safety Shoes (4 @ \$135) \$540 Safety Equip & 25% cost of City emblems (\$300) \$3,340	\$5,000	

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

<b>DIVISION</b>			<b>DIVISION NO.</b>
<b>Water Distribution</b>			<b>70-383</b>
4340	Small Tools Variety of tools necessary for the wide array of projects the Water Distribution crew encounters		\$1,000
4360	Personnel Training		\$1,000
4820	Depreciation Expenses		\$215,000
4901	Transfer Accounts: Transfer to: 01-320-0382-4400 Vehicle Maintenance Repair of vehicles & equipment	\$8,000	
<b>4500</b>	<b>CAPITAL EXPENSES</b>		<b>\$28,000</b>
4500	Capital Equipment 3/4 ton pickup truck with utility bed replaces 1992 utility truck Pneumatic tools Fire hoses, assorted sizes	\$24,000 \$2,000 \$2,000	\$28,000
<b>4600</b>	<b>CAPITAL PROJECTS</b>		<b>\$309,000</b>
4600	Water Distribution Projects First Street to Fourth Street Loop - 12" DIP DeGarmo Street, Hagar to Griswold - 8" DIP 0700-4600 Water Meter Replacement Program 0701-4600 Fire Hydrant Upgrade Program	\$168,500 \$104,000 \$20,000 \$16,500	\$309,000
	<b>TOTAL</b>		<b>\$930,090</b>

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

**DIVISION**

**DIVISION NO.**

**Water Production**

**70-384**

**NARRATIVE**

The 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.

During FY 2002-2003, the Production Division installed two alternate disinfection systems (on-site chlorine generation) at Wells 3 and 4A. This completes the retrofitting of all four wells with an alternate disinfection system. The program helps to comply with local, state and federal regulations under the CALARP (California Accidental Release Program). This system has met or exceeded all of its designed expectations.

The rehabilitation of Well 3, which was originally built in 1929 and repaired in 1971 following the earthquake, and construction of a new building was completed. The rehabilitation of Well 4A has also been completed. During FY 2002-2003, the Division purchased 382.38 acre feet of imported water to supplement our ground water while well sites were under rehabilitation.

FY 2003-2004's budget again accommodates the purchase of 500 acre feet of MWD water to meet our Tier 1 Contract Obligation, as well as to supplement our ground water supply. MWD rates for FY 2003-2004 remain the same as FY 2002-2003, \$431 per acre-foot of water. MWD has also imposed a \$50 per cubic feet per second connection capacity per month (\$6,000 per year). This connection charge is based on the average flow of the previous five years.

This year's budget also includes:

**Capital Equipment**

Well 3 Security Fence \$16,000

Reservoir 2 Outside Scale \$1,500

Construction Meter with built-in Backflow Device \$1,500

Hydrant relief valve \$1,000

300kw Emergency Generator (movie-quiet w/trailer) (\$105,000 over 3-yr period) \$35,000  
(FY's 03-04, 04-05, 05-06)

**Capital Projects**

Reservoir 5 Inspection and Repair \$3,200

Well 7A Motor Control Cabinet (MCC) and Transfer Switch \$0

Reservoir 3A Inspection \$1,500

Two Security Cameras (PTZ) at Foothill Reservoirs \$6,000

Gate and Keypad Entry at Foothill Reservoirs \$6,000

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

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

Capital Projects  
Video log Well 7A transmission line \$0  
Electrical transfer switch panels for emergencies for Well 7A and Well 2A \$0  
(as mandated by the State Department of Health Services)  
In addition, this year's budget also includes the following mandated water sampling programs (\$27,000):

1. EPA, 53 (FR 3156) & 56 (FR 26460), Lead & Copper Rule, State DOHS adopted December 11, 1995.
2. EPA Phase II & Phase V (40 CFR parts 141, 142 & 143), monitoring for organic and inorganic constituents.
3. Title 22, water sample requirements.

<b>PERSONNEL</b>	<b>ACTUAL 2001-2002</b>	<b>BUDGETED 2002-2003</b>	<b>ESTIMATED 2002-2003</b>	<b>ADOPTED 2003-2004</b>
Water Operation Supervisor	0.70	0.70	0.70	0.70
Water Pump Operator	0.00	0.00	0.00	0.00
PW Field Supervisor	0.10	0.10	0.10	0.10
Maintenance Worker I	0.05	0.05	0.05	0.05
Maintenance Worker II	0.00	0.00	0.00	0.00
Meter Technician	0.10	0.10	0.10	0.10
Backflow Tech/Pump Operator	0.50	0.50	0.50	0.50
PW Op & Maintenance Mgr.	0.05	0.05	0.05	0.05
Total	1.50	1.50	1.50	1.50

<b>APPROPRIATIONS</b>								
Personnel Services	\$	176,435	\$	127,694	\$	130,290	\$	143,740
Operating Expenses		303,476		536,450		433,650		536,450
Capital Outlay		138,248		71,700		272,020		71,700
Total	\$	618,160	\$	735,844	\$	835,960	\$	751,890

<b>SOURCE OF FUNDS</b>									
70	Water Fund	\$	618,160	\$	735,844	\$	835,960	\$	751,890
	Total	\$	618,160	\$	735,844	\$	835,960	\$	751,890

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

<b>DIVISION</b>		<b>DIVISION NO.</b>	
Water Production		70-384	
<b>Supporting Information</b>			
<b>4100</b>	<b>PERSONNEL SERVICES</b>		<b>\$143,740</b>
4100	Reflects same staffing level as previous fiscal year	\$119,740	
4105	Overtime	\$24,000	
<b>4200</b>	<b>OPERATING EXPENSES</b>		<b>\$536,450</b>
4210	Utilities	\$187,300	
	Well pumps & irrigation system-DWP	\$144,800	
	Edison (MWD booster pumps 3&4)	\$11,500	
	Edison (Arroyo booster pumps 1,2,&3)	\$31,000	
4220	Telephone	\$8,500	
	General telephone bills		
4260	Contractual Services	\$48,000	
	Water sampling analysis	\$27,000	
	Inspection of reservoirs	\$5,000	
	Flow meter maintenance	\$6,000	
	SCADA retrofit, expansion & maint.	\$10,000	
4280	Office Supplies	\$500	
4290	Office Equipment Maintenance	\$150	
4300	Department Supplies	\$11,000	
	Chlorine for water disinfection	\$600	
	Salt for on-site chlorine generation	\$6,400	
	Chlorine assembly & generation parts and supplies	\$4,000	



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

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Water Production</b>		<b>70-384</b>	
4901	Transfer Accounts	\$32,500	
	Transfer to:		
	01-320-0384-4400 Vehicle Maint.	\$3,500	
	01-390-0384-4260 Contract Services	\$28,000	
	Landscape Maint. (Well Sites)		
	01-390-0384-4300 Dept. supplies	\$1,000	
	Upgrade of irrigation system (Well Sites), plumbing, electrical, landscape repairs		
<b>4500</b>	<b>CAPITAL EXPENSES</b>		<b>\$55,000</b>
4500	Capital Equipment	\$55,000	
	Well 3 Security Fence	\$16,000	
	Reservoir 2 Outside Scale	\$1,500	
	Construction Water Meter with Backflow	\$1,500	
	Hydrant Relief Valve	\$1,000	
	300kw Emergency Generator (movie-quiet with trailer) \$105,000 over 3-year period (FYs '03-'04, '04-'05, '05-'06)	\$35,000	
<b>4600</b>	<b>CAPITAL PROJECTS</b>		<b>\$16,700</b>
4600	Capital Projects	\$16,700	
	Reservoir 4 inspection and repair	\$3,200	
	Well 7A Motor Control Cabinet (MCC) and transfer switch	\$0	
	Reservoir 3A inspection	\$1,500	
	Two security cameras (PTZ) at Foothill Reservoirs	\$6,000	
	Gate and keypad entry - Foothill Reservoirs	\$6,000	
	<b>TOTAL</b>		<b>\$751,890</b>

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

**DIVISION**

**DIVISION NO.**

**Sewer Maintenance**

**72-360**

**NARRATIVE**

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

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

In FY 1998-99, the City finalized 30 years of negotiations with the City of Los Angeles to enter into a new Wastewater Treatment and Disposal Contract. The contract will replace two agreements, 1950 and 1959, in which San Fernando exceeded the capacity rights since 1960. During the final years of negotiations, staff was able to save the City over \$10 million in the cost to purchase additional capacity, over charges back to 1984 and current charges for capital improvements cost in the Hyperion Treatment Plant. The new contract will also have annual cost savings as compared to the old contract. The reserves in this fund are to be used to pay the Sewer Enterprise share of the cost of the new City Yard. It is estimated that the Sewer's share of the cost is \$2.5 million of the \$7 million City Yard project.

In FY 2002-0203, City crews cleaned 46,500 linear feet of various size sewer mains and 91,000 linear feet of sewer main trouble spots. Herbicide foaming of all City sewer easements (approx. 10,200 linear ft.) was also completed. A consultant was brought on board to assist in creating a master plan for sewer renovation.

Following the 1994 Earthquake, staff and a contractor inspected over 60,000 feet of sewer main via closed circuit television monitor and cleaned 116,000 feet of sewer main. The City's contractor lined over 23,000 feet of earthquake damaged sewer pipe; completed spot repairs at 105 locations; and installed new manholes at Fox Street and O'Melveny Street, and Celis Street and Meyer Street. As a result of the T.V. inspections, other areas were identified as needing repairs. Therefore, in FY 01-02 the following funds were appropriated for a major sewer renovation program: \$200,000 from FY 99-00, \$200,000 from FY 00-01 and \$200,000 from FY 01-02 for a total of \$600,000.

In FY 2003-2004, City crews will continue with their cleaning efforts and their weekly cleaning of known trouble spots. Requested is \$100,000 for video inspections, lining, spot and point repairs to continue with the sewer renovation program.

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

<b>DIVISION</b>					<b>DIVISION NO.</b>
<b>Sewer Maintenance</b>					<b>72-360</b>
<b>PERSONNEL</b>	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>ESTIMATED</b>	<b>ADOPTED</b>	
	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>2003-2004</b>	
Maintenance Worker I	0.00	0.00	0.00	0.00	
Maintenance Worker II	1.80	1.25	1.25	1.25	
Senior Maintenance Worker	0.00	0.55	0.55	0.55	
Public Works Field Supervisor	0.60	0.60	0.60	0.60	
Public Works Director	0.20	0.20	0.20	0.20	
City Engineer	0.20	0.20	0.20	0.20	
Assistant City Engineer	0.00	0.10	0.10	0.10	
Senior Civil Engineer	0.00	0.00	0.00	0.00	
Civil Engineering Assistant II	0.20	0.00	0.00	0.00	
Civil Engineering Assistant II	0.10	0.00	0.00	0.00	
Civil Engineering Assistant I	0.10	0.30	0.30	0.30	
P.W. Operations & Maintenance Mgr.	0.05	0.05	0.05	0.05	
Office Specialist	0.10	0.10	0.10	0.10	
Total	3.35	3.35	3.35	3.35	
<b>APPROPRIATIONS</b>					
Personnel Services	\$ 205,468	\$ 217,745	\$ 220,640	\$ 248,300	
Operating Expenses	1,003,040	1,829,590	1,826,690	1,199,590	
Capital Outlay	1,224,126	4,476,000	1,995,000	3,900,000	
Total	\$ 2,432,634	\$ 6,523,335	\$ 4,042,330	\$ 5,347,890	
<b>SOURCE OF FUNDS</b>					
Sewer Fund	\$ 2,432,634	\$ 6,523,335	\$ 4,042,330	\$ 5,347,890	
Total	\$ 2,432,634	\$ 6,523,335	\$ 4,042,330	\$ 5,347,890	

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

<b>DIVISION</b>		<b>DIVISION NO.</b>
<b>Sewer Maintenance</b>		<b>72-360</b>
<b>Supporting Information</b>		
<b>4100</b>	<b>PERSONNEL SERVICES</b>	<b>\$248,300</b>
4101	Same staffing as last year	\$241,800
4105	Overtime	\$6,500
<b>4200</b>	<b>OPERATING EXPENSES</b>	<b>\$1,199,590</b>
4220	Telephone	\$550
4260	Contractual Services	\$860,000
	Composite samp & flow measuring	\$15,500
	Trmnt & Disposal charges for 03-04	\$800,000
	Capital Connection Fees	\$25,000
	T.V. Inspection of sewer lines	\$10,000
	Cockroach spray for manholes	\$9,500
4270	Professional Services	\$35,000
	Engineering consultant services	\$30,000
	City Attorney services	\$5,000
4280	Office Supplies	\$5,500
	Utility billing forms and misc. supp	\$5,500
4300	Department Supplies	\$3,500
	Cockroach killer, sewer lid silencers access lids, frames & covers	\$2,500
	Handi-clams	\$1,000
4320	Department Equipment Maintenance	\$4,800
	Service repair, calibration of gas indicators	\$2,000
	Rain gear, rain boots, etc.	\$800
	1" high pressure hose for sewer jet	\$2,000
4340	Small Tools	\$200
4360	Personnel Training	\$1,500
	Class B licenses with Hazmat endorsement training (BIT) required by DMV maintenance program	\$1,000
	Ongoing confined space training	\$250
	Annual pesticide training DOA	\$250

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

<b>DIVISION</b>		<b>DIVISION NO.</b>	
<b>Sewer Maintenance</b>		<b>72-360</b>	
4430	Activities & Programs		\$59,000
	Industrial Waste Program	\$40,000	
	Utility trench repair	\$9,000	
	TMDL	\$5,000	
	Service & disposal of material @ City Yard from Clarifier Tank	\$5,000	
4480	Cost Allocation		\$208,040
4820	Depreciation expense		\$15,000
4901	Transfer Accounts to: 01-320-0360-4400 vehicle operations & maint Equipment, sewer jet, guzzler vacuum truck, pick up: \$6,500		\$6,500
<b>4600</b>	<b>CAPITAL PROJECTS</b>		<b>\$3,900,000</b>
4600	Payment to L.A. City for Capital Construction and imprvmt of Sewer Trmt & Conveyance facilities Capital payments for FY 02-03		\$1,200,000
	Sewer renovation & repair project (T.V. inspection, lining, spot repairs, manhole rehab) \$100,000 from FY 03-04		\$100,000
	Pavement impact fee \$100,000		\$100,000
	Sewer Enterprise share of cost of New City Yard		\$2,500,000
	<b>TOTAL</b>		<b>\$5,347,890</b>

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

**DIVISION**

**DIVISION NO.**

**Refuse Disposal Fund**

**73-350**

**NARRATIVE**

The Solid Waste Management (SWM) 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 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. There is one staff position primarily responsible for implementing SWM Division programs. Residential sector SRRE programs, (residential refuse, yard clippings and recyclables collection, and public education and source reduction programs), are provided through a new seven year contract with Crown Disposal. San Fernando residents continued to participate in recycling and Household Hazardous Waste programs, and the curbside Used Oil Recycling Program.

In FY 2002-2003, the City signed an exclusive agreement with Crown Disposal for the collection of solid waste and recyclables from residential and commercial premises. The residential portion of this agreement began November 1, 2003 and consists of a semi-automated curbside collection system utilizing three 64 gallon carts. This program has been a huge success and recycling rates have doubled since the programs implementation. The commercial portion of this agreement will commence on July 1, 2003, and will enable the entire commercial/industrial/multi-family sector to have their refuse processed at a material recovery facility.

The City received approval from CIWMB for a Base Year change to 1998 for the City's SRRE, which will allow for a more accurate calculation of the City's diversion rate. The CIWMB also conducted their 1997/1998 and 1999/2000 Biennial Review, which consisted of site visits and staff testimony at a CIWMB hearing. Based on their findings, the City complied with AB939 and all of the requirements and successfully implemented the programs outlined in the City's SRRE. The City received approval from the CIWMB for a "good faith effort" with a diversion rate of 46% for the year 2000. The City also completed its 2001 Annual Report to the California Integrated Waste Management Board (CIWMB) with a submitted diversion rate of 56% based on the newly approved base year.

In FY 2002-2003 the City also worked with the City of Los Angeles and other jurisdictions on a proposed Regional Agency, which would allow for jurisdictions to submit their annual reports together and combine their diversion rates. However, since the City received a "good faith effort", and submitted a 56% diversion rate for 2001, staff recommended against this Regional Agency so the City could receive better recognition and manage our programs specifically targeted for San Fernando residents.

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

<b>DIVISION</b>		<b>DIVISION NO.</b>			
<b>Refuse Disposal Fund</b>		<b>73-350</b>			
<b>PERSONNEL</b>	<b>ACTUAL 2001-2002</b>	<b>BUDGETED 2002-2003</b>	<b>ESTIMATED 2002-2003</b>	<b>ADOPTED 2003-2004</b>	
City Engineer	0.2	0.2	0.2	0.2	
Administrative Assistant	1	1	1	1	
Maintenance Worker II	0	0	0	0	
Total	1.2	1.2	1.2	1.2	
<b>APPROPRIATIONS</b>					
Personnel Services	\$ 66,200	\$ 75,030	\$ 75,030	\$ 99,390	
Operating Expenses	917,917	978,890	875,090	\$975,340	
Capital Outlay	0	0	0	0	
Total	\$ 984,118	\$ 1,053,920	\$ 950,120	\$ 1,074,730	
<b>SOURCE OF FUNDS</b>					
73	Refuse Disposal Fund	\$ 984,118	\$ 1,053,920	\$ 950,120	\$ 1,074,730
	Total	\$ 984,118	\$ 1,053,920	\$ 950,120	\$ 1,074,730

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

<b>DIVISION</b>		<b>DIVISION NO.</b>	
Refuse Disposal Fund		73-350	
<b>Supporting Information</b>			
<b>4100</b>		<b>PERSONNEL SERVICES</b>	
		<b>\$99,390</b>	
4100	Same staffing level as previous fiscal year	\$99,390	
<b>4200</b>		<b>OPERATING EXPENSES</b>	
		<b>\$975,340</b>	
4230	Advertising - Miscellaneous program ads	\$1,000	
4260	Contractual Services New semi-automated residential contract	\$800,000	
4270	Professional Services	\$25,000	
4280	Office Supplies - Paper for flyers, notebooks, etc. \$500 Utility billing forms & misc. supplies \$5,500	\$6,000	
4300	Department Supplies - Recycling Stickers	\$750	
4360	Personnel Training (Education Reimbursement) SWM workshops, seminars & training courses	\$3,000	
4370	Meetings & Memberships MMASC meetings	\$1,500	
4380	Subscriptions / Dues & Memberships -American Communities for Clean-Up Equity.....\$200 -MMASC membership dues and periodicals.....\$300	\$1,000	
4390	Vehicle Allowance & Mileage for seminar	\$500	
4455	Bad Debts Expense	\$500	
4470	Special Expense -Portion of total cost allocation for utility billing	\$30,000	
4480	Cost Allocation	\$103,090	
4901	Transfer Accounts (73-350-0000-4400) 73-350-0000-4400 Vehicle Maintenance	\$3,000	
<b>TOTAL</b>		<b>\$1,074,730</b>	