

Enterprise Funds

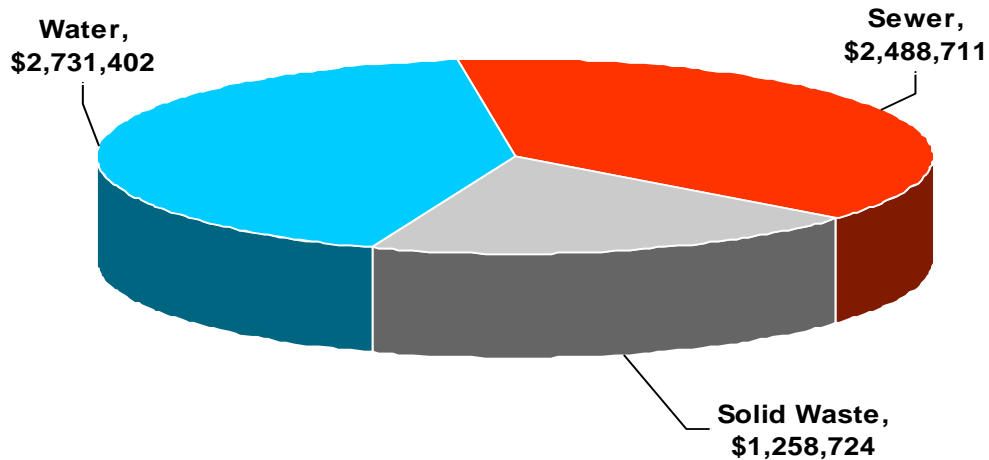


**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005**

**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 \$6,478,837

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 2004-2005

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 2004-2005**

**ENTERPRISE FUND
EXECUTIVE SUMMARY**

APPROPRIATIONS	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
Enterprise Funds:				
Fund 70 - Water				
Water Administration - 381	\$ 577,500	\$ 2,737,770	\$ 2,737,770	\$ 737,217
Water Utility Billing - 382	209,844	195,210	195,210	330,115
Water Distribution - 383	653,381	930,090	930,090	816,245
Water Production - 384	599,585	751,890	751,890	847,825
Water Fund Total	\$ 2,040,310	\$ 4,614,960	\$ 4,614,960	\$ 2,731,402
Fund 72 - Sewer				
Sewer Maintenance - 360	\$ 2,406,898	\$ 5,347,890	\$ 5,347,890	\$ 2,488,711
Fund 73 - Refuse				
Refuse Disp-Solid Waste - 350	\$ 1,018,798	\$ 1,074,730	\$ 1,074,730	\$ 1,258,724
Enterprise Funds Total	\$ 5,466,006	\$ 11,037,580	\$ 11,037,580	\$ 6,478,837

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

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 2004-2005, 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 a crane for a new valve truck (\$3,300), three new ergonomic office chairs (\$1,400), a new computer station and monitor (\$1,300) and backup handheld radios (\$2,000). Also included is an interest only payment of \$20,000 for a \$1.5 million loan from the Sewer Fund.

The FY 2004-2005 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 the proposed rates with only future annual automatic Consumer Price Index (CPI) adjustments the new proposed rate structure would be adequate to cover all costs including:

1. \$300,000 annual expenses for mainline replacements and capital upgrades.
2. \$100,000 annual pavement impact cost

The \$1,500,000 loan repayment to the Sewer Fund could be paid back in annual payment of about \$175,000 for 10 years by foregoing the capital upgrades expenses.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005

DIVISION					DIVISION NO.
Water Administration					70-381
PERSONNEL	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005	
Public Works Director	0.30	0.30	0.30	0.35	
City Engineer	0.20	0.20	0.20	0.15	
Civil Engineering Assistant II	0.15	0.00	0.00	0.20	
Civil Engineering Assistant I	0.50	0.00	0.00	0.20	
GIS Coordinator	0.15	0.00	0.00	0.20	
Administrative Assistant	0.00	0.15	0.15	0.15	
P.W. Superintendent	0.40	0.40	0.40	0.40	
P.W. Field Supervisor	0.10	0.10	0.10	0.35	
P.W. Coordinator	0.00	0.50	0.50	0.35	
P.W. Specialist	0.50	0.00	0.00	0.00	
Maintenance Worker	0.00	0.05	0.05	0.50	
Total	2.30	1.70	1.70	2.85	
APPROPRIATIONS					
Personnel Services	\$ 174,665	\$ 155,822	\$ 156,540	\$ 215,457	
Operating Expenses	435,064	396,560	435,840	413,760	
Capital Outlay	0	2,108,000	122,480	108,000	
Total	\$ 609,729	\$ 2,660,382	\$ 714,860	\$ 737,217	
SOURCE OF FUNDS					
Water Fund	\$ 609,729	\$ 2,660,382	\$ 714,860	\$ 737,217	
Total	\$ 609,729	\$ 2,660,382	\$ 714,860	\$ 737,217	

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

DIVISION		DIVISION NO.	
Water Administration		70-381	
Supporting Information			
4100	PERSONNEL SERVICES		\$215,457
	Reflects same staffing level as pervious fiscal year	\$204,457	
	Intern	\$11,000	
4200	OPERATING EXPENSES		413,760
4210	Utilities		\$6,500
	Edison (City Yard)	\$4,500	
	Gas Company	\$2,000	
4220	Telephone		\$0
4260	Contractual Services		\$10,000
	Legal water consultant	\$4,500	
	Water quality consultant	\$5,000	
	Underground Service Alert membership	\$500	
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	\$1,150
	Office Supplies	\$150	
4320	Department Equipment Maintenance		\$120
4360	Personnel Training		\$1,000
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		\$500

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005

DIVISION		DIVISION NO.
Water Administration		70-381
4380	Subscriptions / Dues & Memberships	\$1,000
	AWWA memberships \$360	
	Division of utilities \$90	
	Cross connection control certification (2 @ \$150) \$200	
	Water treatment and distribution certification \$350	
4405	Interest only payments to Sewer Fund	\$20,000
4430	Activities & Programs \$500	\$8,000
	Office supplies, equipment & postage	
	Annual Consumer Confidence Report for all water customers \$7,500	
4450	Other Expenses Property taxes for well and reservoir sites \$8,000	\$17,000
	Payment to DHS (AB 2995) regulatory fees \$9,000	
4480	Cost Allocation	\$339,490
4900/	Transfer To General Fund01-3995	\$8,000
4901	Transfer Accounts (01-3995): \$4,000	
	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	
	01-390-0381-4300 Department \$1,000	
	Supplies Miscellaneous repairs (city yard): \$1,000	
	01-390-0381-4330 Building \$1,000	
	Maint. & Repair Alarm maint. Valley Alarm Co (city yard): \$200	
	Miscellaneous repairs: \$800	
	01-320-0381-4400 Equipment \$2,000	
	Maintenance Repair of vehicles & equipment: \$2,000	

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

DIVISION		DIVISION NO.	
Water Administration		70-381	
4500	CAPITAL EXPENSES		\$108,000
4500	Capital Equipment	\$108,000	
	Crane for new valve truck	\$3,300	
	New ergonomic office chairs (3)	\$1,400	
	New computer station with monitor	\$1,300	
	Backup handheld radios	\$2,000	
	Pavement Impact Cost	\$100,000	
4600	CAPITAL PROJECTS		\$0
	Water Enterprise share of new City Yard (\$2,000,000)	\$0	
TOTAL			\$737,217

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

DIVISION	DIVISION NO.
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 a 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).

PERSONNEL	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
PW Field Supervisor	0.40	0.40	0.40	0.40
Account Clerk	1.00	1.00	1.00	1.25
Administrative Assistant	0.00	0.00	0.00	0.10
P.W. Coordinator	0.00	0.00	0.00	0.20
Maintenance Worker	0.50	0.50	0.50	0.35
Public Works Director	0.20	0.20	0.20	0.30
Civil Engineering Assistant II	0.00	0.00	0.00	0.15
Civil Engineering Assistant I	0.00	0.00	0.00	0.20
GIS Coordinator	0.00	0.00	0.00	0.20
P.W. Superintendent	0.00	0.00	0.00	0.25
Meter Technician	0.00	0.00	0.00	0.20
Pump Op./Backflow Tech	0.00	0.00	0.00	0.30
City Engineer	0.20	0.20	0.20	0.15
Total	2.30	2.30	2.30	4.05

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

DIVISION					DIVISION NO.
Utility Billing					70-382
APPROPRIATIONS					
Personnel Services	\$ 154,370	\$ 135,377	\$ 166,390	\$ 271,115	
Operating Expenses	43,814	40,000	42,500	55,000	
Capital Outlay	0	4,000	4,000	4,000	
Total	\$ 198,184	\$ 179,377	\$ 212,890	\$ 330,115	
SOURCE OF FUNDS					
70	Water Fund	\$ 198,184	\$ 179,377	\$ 212,890	\$ 330,115
	Total	\$ 198,184	\$ 179,377	\$ 212,890	\$ 330,115
Supporting Information					
4100	PERSONNEL SERVICES				\$271,115
	Reflects same staffing level as previous FY		\$271,115		
4200	OPERATING EXPENSES				\$55,000
4260	Contractual Services		\$5,000		
	Delivery of turn-off notices				
4300	Department Supplies	\$7,500	\$13,000		
	Special forms, utility bills & computer supplies				
	Office Supplies	\$5,500			
	Postage for mailing bills, envelopes & office supplies				
4471	Computer Service Charges		\$20,000		
	Transfer to General Fund for computer operations				
	Eden Financial & Billing System Upgrades		\$15,000		
4901	Transfer Accounts:		\$2,000		
	Transfer to:				
	01-320-0382-4400 Vehicle Maintenance				
	Repair of vehicles & equipment				
4500	CAPITAL EXPENSES				\$4,000
4500	Capital Equipment		\$4,000		
	Solid State Interrogator Touch Read Hand Meter System				
	Upgrade equipment & software - Eden Financial System				
TOTAL					\$330,115

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

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, 5,049 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.

In FY 2003-2004, the Division replaced approximately 434 dead and/or defective water meters; performed approximately 91 repairs of service laterals; repaired five main leaks; and upgraded or repaired 24 fire hydrants. The Division installed 16 new domestic services and replaced 52 existing galvanized services with new copper.

The primary goals during FY 2004-2005 are to continue the water main replacement and upgrading program, and the water meter replacement and fire hydrant upgrade program. The budget for this FY includes maintenance of the mandated program Senate Bill 198, Chapter 1369, safety equipment (\$3,040). In addition, capital equipment requests include a 1-1/4 ton truck with a flat bed (\$28,000). The following water projects are requested in this year's budget in accordance with the City Council approved Urban Water Management Plan and by the recently completed Vulnerability Assessment Study addressing Homeland Security issues:

Water System Projects/Programs

DeHaven, Maclay to Griswold - 8" DIP	\$50,000	
DeGarmo Street, Maclay to Griswold - 8" DIP	\$50,000	
DeFoe, Maclay to Brand - 8" DIP	\$30,000	
Reservoir Leak Repairs	\$9,700	
SCADA	\$5,000	
Vulnerability & Security Upgrades	\$47,800	
Emergency Generator	\$35,000	
Fire Hydrant Upgrades	\$16,000	
Water Meter Replacement Program	\$30,000	
SUBTOTAL	\$273,500	\$273,500

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005

DIVISION		DIVISION NO.			
Water Distribution		70-383			
PERSONNEL	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005	
Meter Technician	0.30	0.30	0.30	0.30	
Administrative Assistant	0.00	0.00	0.00	0.05	
P.W. Superintendent	0.20	0.20	0.20	0.30	
P.W. Field Supervisor II	0.30	0.30	0.30	0.40	
PW Field Supervisor	1.40	1.45	1.45	1.40	
Maintenance Worker I	1.35	1.35	1.35	1.35	
City Engineer	0.00	0.05	0.05	0.05	
Backflow/Pump Op	0.40	0.40	0.40	0.40	
P.W. Coordinator	0.00	0.00	0.00	0.20	
Civil Engineering Assistant I	0.00	0.15	0.15	0.15	
Total	3.95	4.20	4.20	4.60	
APPROPRIATIONS					
Personnel Services	\$ 284,297	\$ 308,364	\$ 308,360	\$ 329,965	
Operating Expenses	269,989	287,000	289,810	282,280	
Capital Outlay	36,603	337,000	337,000	204,000	
Total	\$ 590,889	\$ 932,364	\$ 935,170	\$ 816,245	
SOURCE OF FUNDS					
70	Water Fund	\$ 590,889	\$ 932,364	\$ 935,170	\$ 816,245
	Total	\$ 590,889	\$ 932,364	\$ 935,170	\$ 816,245

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

DIVISION	DIVISION NO.
Water Distribution	70-383

Supporting Information

4100	PERSONNEL SERVICES	\$329,965
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4100	Reflects the same staffing level as previous fiscal	\$309,965	
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4105	Overtime	\$20,000	
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4200	OPERATING EXPENSES	\$282,280
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4250	Rents & Leases Forklift, barricades, steel plates, pumps, comp.	\$1,000	
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4260	Contractual Services	\$25,000	
	Hot taps for new connections	\$1,000	
	Sidewalk repair for service & fire hydrants	\$2,000	
	Utility trech repair (slurry & pavement)	\$12,000	
	Construction Mngmt. Services	\$10,000	

4300	Department Supplies	\$27,000	
	Office Supplies	\$1,000	
	Type K copper tubing, 3/4" - 2" dia.,	\$25,000	
	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	\$1,000	

4320	Equipment Maintenance	\$4,280	
	Uniforms	\$800	
	5 sets each for 4 employees @ \$40		
	Jackets (4 ea. @ \$80)	\$320	
	Safety Shoes (4@ \$135)	\$540	
	Safety Equip & 25% cost of City	\$2,620	

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

DIVISION			DIVISION NO.
Water Distribution			70-383
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	
4500	CAPITAL EXPENSES		\$28,000
4500	Capital Equipment 1 1/4 ton pickup truck with utility bed replaces 1986 utility truck	\$28,000	\$28,000
4600	CAPITAL PROJECTS		\$176,000
4600	Water Distribution Projects		\$176,000
	DeHaven, Maclay-Griswold - 8" DIP	\$50,000	
	DeGarmo, Maclay- Griswold - 8" DIP	\$50,000	
	DeFoe, Maclay-Brand - 8" DIP	\$30,000	
0700-4600	Water Meter Replacement Program	\$30,000	
0701-4600	Fire Hydrant Upgrade Program	\$16,000	
	TOTAL		\$816,245

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

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 2003-2004, an inspection was performed on Reservoir 4 which holds one million gallons. An underwater diver was able to successfully repair a horizontal crack from inside the tank without having to drain the entire reservoir. Also, the Division purchased 500 acre feet of imported water to build up our ground water storage credits with the Upper L.A. River Water Master (ULARA) for any future droughts that may occur. Another ongoing system rehabilitation is in connection with Arroyo Booster #1 which was taken off line and pulled for repairs after losing pumping pressure and volume. Completion of repairs will occur during FY 2004-2005.

In FY 2004-2005 Budget, we are requesting to again accommodate 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 2004-2005 remain the same as FY 2003-2004, \$431 per acre-foot of water, which is about \$0.99 / HCF for undistributed 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	\$8,500	
Construction Meter with built-in Backflow Device	\$1,500	
300kw Emergency Generator (movie-quiet w/trailer)	\$35,000	
\$105,000 over 3-yr period - FY's 02-03, 03-04, 04-05	\$45,000	\$45,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005

DIVISION	DIVISION NO.
Water Production	70-384

Capital Projects		
Reservoir 4 Inspection and Repair	\$8,200	
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	
Video Log Well 7A Transmission Line	\$0	
	\$21,700	\$21,700
This year's budget also includes the State Department of Health Services mandated water sampling program		
1 EPA, 53 (FR 3156) & 56 (FR 26460)	\$27,000	\$27,000
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.		
		\$93,700

PERSONNEL	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
P.W. Superintendent	0.70	0.70	0.70	0.70
PW Field Supervisor I	0.10	0.10	0.10	0.10
Maintenance Worker	0.05	0.05	0.05	0.40
Administrative Assistant	0.00	0.00	0.00	0.10
Meter Technician	0.10	0.10	0.10	0.10
Backflow Tech/Pump Operator	0.50	0.50	0.50	0.50
P.W. Coordinator	0.00	0.00	0.00	0.10
PW Op & Maintenance Mgr.	0.05	0.05	0.05	0.05
Total	1.50	1.50	1.50	2.05

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

DIVISION						DIVISION NO.
Water Production						70-384
APPROPRIATIONS						
Personnel Services	\$	176,435	\$	127,694	\$	133,690
Operating Expenses		303,476		536,450		627,970
Capital Outlay		138,248		71,700		74,300
Total	\$	618,160	\$	735,844	\$	835,960
SOURCE OF FUNDS						
70	Water Fund	\$	618,160	\$	735,844	\$
	Total	\$	618,160	\$	735,844	\$
Supporting Information						
4100		PERSONNEL SERVICES				\$181,865
4100	Reflects same staffing level as previous fiscal year				\$151,865	
4105	Overtime				\$30,000	
4200		OPERATING EXPENSES				\$571,960
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				\$79,000	
	Water sampling analysis		\$27,000			
	Inspection of reservoirs		\$3,000			
	Flow meter maintenance		\$5,000			
	SCADA retrofit, expansion & maint.		\$44,000			
4290	Office Equipment Maintenance				\$150	
4300	Department Supplies				\$13,300	
	Office Supplies		\$800			
	Chlorine for water disinfection		\$1,100			
	Salt for on-site chlorine generation		\$5,400			
	Chlorine assembly & generation parts and supplies		\$6,000			

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

DIVISION		DIVISION NO.	
Water Production		70-384	
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		
4500 CAPITAL EXPENSES		\$94,000	
4500	Capital Equipment	\$75,000	
	Well 3 Security Fence	\$8,500	
	Construction Water Meter with Backflow	\$1,500	
	300kw Emergency Generator (movie-quiet with trailer) \$105,000 over 3-year period (FYs '02-'03, '03-'04, '04-'05)	\$35,000	
	Vulnerability Assessment Retrofits	\$30,000	
4600	Capital Projects	\$19,000	
	Reservoir 4 inspection and repair	\$8,200	
	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	\$3,300	
	TOTAL		\$847,825

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005

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 carries annual cost savings compared to the former contracts. The reserves in this fund may be used to pay the Sewer Enterprise share of the cost of the new City Yard. It is estimated that this share is \$2.5 million of the \$7 million City Yard project.

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 cleaned 54,800 linear feet of various size sewer mains and cleared 114,240 linear feet of partially obstructed and trouble spot sewer mains. About 40% of the City's sewer mains were inspected and videotaped for structural integrity and future rehabilitation. A consultant was brought on board to assist in creating a master plan for sewer renovation. Over 4,400 linear feet of sewer mains were cleaned and lined by a contractor. All sewer manholes were sprayed with a paint insecticide to combat cockroaches, the effect of which lasts for two years.

In FY 2004-2005, City crews will continue with their cleaning efforts and their weekly cleaning of known trouble spots. Requested is \$50,000 for video inspections, lining, spot and point repairs to continue with the sewer rehabilitation program.

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

DIVISION					DIVISION NO.
Sewer Maintenance					72-360
PERSONNEL	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005	
Public Works Director	0.00	0.00	0.00	0.05	
Administrative Assistant	1.80	1.25	1.25	0.15	
City Engineer	0.00	0.55	0.55	0.05	
Civil Engineering Assistant II	0.60	0.60	0.60	0.10	
Civil Engineering Assistant I	0.20	0.20	0.20	0.10	
GIS Coordinator	0.20	0.20	0.20	0.05	
P.W. Superintendent	0.00	0.10	0.10	0.40	
Maintenance Worker	0.00	0.00	0.00	1.55	
P.W. Specialist	0.20	0.00	0.00	0.15	
P.W. Field Supervisor	0.10	0.00	0.00	0.25	
Master Mechanic	0.10	0.30	0.30	0.05	
Mechanical Helper	0.05	0.05	0.05	0.05	
P.W. Field Supervisor II	0.10	0.10	0.10	0.25	
Total	3.35	3.35	3.35	3.20	
APPROPRIATIONS					
Personnel Services	\$ 220,510	\$ 248,300	\$ 230,000	\$ 222,921	
Operating Expenses	822,987	1,199,590	1,023,000	1,231,790	
Capital Outlay	1,350,729	3,900,000	1,400,000	1,034,000	
Total	\$ 2,394,226	\$ 5,347,890	\$ 2,653,000	\$ 2,488,711	
SOURCE OF FUNDS					
Sewer Fund	\$ 2,394,226	\$ 5,347,890	\$ 2,653,000	\$ 2,488,711	
Total	\$ 2,394,226	\$ 5,347,890	\$ 2,653,000	\$ 2,488,711	
Supporting Information					
4100	PERSONNEL SERVICES			\$222,921	
4101	Same staffing as last year		\$212,921		
4105	Overtime		\$10,000		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005

DIVISION		DIVISION NO.	
Sewer Maintenance		72-360	
4200		OPERATING EXPENSES	
		\$1,231,790	
4220	Telephone		\$550
4260	Contractual Services		\$870,500
	Composite samp & flow meas	\$12,500	
	Treatment & Disposal charges FY 03-04	\$845,000	
	Disposal hazardous waste: oil & filters, coolants, brake fluid, solvents	\$2,000	
	T.V. Inspection of sewer lines	\$5,000	
	Cockroach spray for manholes	\$6,000	
4270	Professional Services		\$32,500
	Engineering consultant services	\$27,500	
	City Attorney services	\$5,000	
4300	Department Supplies		\$11,500
	Office Supplies	\$5,000	
	Utility billing forms and misc. supp		
	Cockroach killer, sewer lid silencers access lids, frames & covers	\$2,500	
	Environmental Cleaning Equip: degreasers, concrete cleaner, biodegradable, Aguaus wash detergent, soap	\$3,000	
	Handi-clams	\$1,000	
4320	Department Equipment Maintenance		\$4,500
	Service repair, calibration of gas indicators	\$2,000	
	Rain gear, rain boots, etc.	\$500	
	1" high pressure hose for sewer jet	\$2,000	
4340	Small Tools		\$200
4360	Personnel Training		\$1,250
	Class B licenses with Hazmat endorsement training (BIT) required by DMV maintenance program	\$750	
	Ongoing confined space training	\$250	
	Annual pesticide training DOA	\$250	

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

DIVISION		DIVISION NO.	
Sewer Maintenance		72-360	
4430	Activities & Programs		\$66,250
	Industrial Waste Program	\$35,000	
	Utility trench repair	\$6,000	
	TMDL	\$4,500	
	Disposal of hazardous waste	\$2,750	
	EPA Title 8, Article 109, section 5192		
	Flow Meter Replacements	\$3,000	
	Manhole Replacements	\$10,000	
	Service & disposal of material @ City Yard from Clarifier Tank	\$5,000	
4471	Eden Financial & Billing System Upgrades		\$15,000
	Sewer System share of upgrade cost		
4480	Cost Allocation		\$208,040
4820	Depreciation expense		\$15,000
4901	Transfer Accounts to:		\$6,500
	01-320-0360-4400 vehicle operations & maint		
	Equipment, sewer jet, guzzler vacuum truck, pick up: \$6,500		
4600	CAPITAL PROJECTS		\$1,034,000
4600	Payment to L.A. City for Capital Construction and imprvmnt of Sewer Trmt & Conveyance facilities		\$800,000
	Capital payments for FY 04-05		
	Sewer renovation & repair project (T.V. inspection, lining, spot repairs, manhole rehab)		\$50,000
	New Sewer Lines and Replacements		\$60,000
	Pavement impact fee \$100,000		\$100,000
	2005 Utility truck		\$24,000
	Sewer Fund share of New City Yard \$2,500,000		\$0
	TOTAL		\$2,488,711

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2004-2005

DIVISION

Refuse/Environmental

DIVISION NO.

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. This Division is also responsible for administration of the street sweeping contract with Venco Western, maintenance of the City's street cleaning equipment, and collection of litter and debris from all City streets and alleyways.

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.

Fiscal Year 2003-2004 marks the first complete year where the entire waste stream has been serviced by Crown Disposal as part of the exclusive contract and all material was processed at Crown's MRF. Staff also submitted its 2002 Annual Report to the CIWMB with a submitted diversion rate of 42%. Although this is below the 50% benchmark staff also submitted a "good faith effort" as the new programs have not had time to fully materialize. In addition based on numbers for 2003, staff anticipates a 2003 diversion rate of over 52%, depending on adjustment factors.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2004-2005

DIVISION	DIVISION NO.
Refuse/Environmental	73-350

In Fiscal Year 2004-2005 staff will continue to implement residential and commercial recycling and source reduction programs. This will also mark Crown's first year they are entitled to receive a CPI adjustment in their rate and staff has budgeted this accordingly.

In FY 2004-2005 there is a slight increase in contractual services as called out for in the new agreement with Venco Western. In their first three months of service in the City during FY 2003-2004 Venco Western did an excellent job and managed a smooth transition through the retention of the driver from the previous contractor who has swept the streets in San Fernando for over 10 years.

PERSONNEL	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
Civil Engineering Asst. II	0.20	0.20	0.20	0.20
Administrative Assistant	1.00	0.00	0.00	0.10
Management Analyst	0.00	1.00	1.00	1.00
GIS Coordinator	0.00	0.00	0.00	0.10
P.W. Superintendent	0.00	0.00	0.00	0.10
Mechanical Helper	0.00	0.00	0.00	0.10
Maintenance Worker	0.00	0.00	0.00	0.20
Total	1.20	1.20	1.20	1.80

APPROPRIATIONS				
Personnel Services	\$ 81,029	\$ 99,390	\$ 75,000	\$ 143,384
Operating Expenses	937,769	978,890	900,000	1,115,340
Capital Outlay	0	0	397,830	0
Total	\$ 1,018,798	\$ 1,078,280	\$ 1,372,830	\$ 1,258,724

SOURCE OF FUNDS					
73	Refuse Disposal Fund	\$ 1,018,798	\$ 1,078,280	\$ 1,372,830	\$ 1,258,724
	Total	\$ 1,018,798	\$ 1,078,280	\$ 1,372,830	\$ 1,258,724

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

DIVISION			DIVISION NO.
Refuse/Environmental			73-350
Supporting Information			
4100	PERSONNEL SERVICES		\$143,384
4100	Same staffing level as previous fiscal year		\$143,384
350-4101	Refuse - Operation	\$129,088	
343-4101	Street Sweeping	\$14,296	
4200	OPERATING EXPENSES		\$1,115,340
4230	Advertising - Miscellaneous program ads		\$2,500
4260	Contractual Services		\$931,250
	Automated residential contract - Crown Disposal	\$796,250	
343-4260	Street Sweeping Contract - Venco Western (See attached details)	\$135,000	
4270	Professional Services		\$25,000
4300	Department Supplies		\$14,000
	Office Supplies	\$3,000	
	Paper for flyers, notebooks, etc.	\$500	
	Utility billing forms & misc. supplies	\$5,500	
	Eden System Utility Upgrade	\$5,000	
4360	Personnel Training (Education Reimbursement) SWM workshops, seminars & training courses		\$3,000
4370	Meetings & Memberships		\$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 Account 73-350-0000-4400 Vehicle Maintenance		\$3,000
TOTAL			\$1,258,724

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

DIVISION

DIVISION NO.

Street Cleaning

73-343

NARRATIVE

The Street Cleaning Division budget has been merged with Refuse (Fund 73). The budget was previously under the General Fund. This division is responsible for administration of the street sweeping contract with California Street Maintenance (CSM), maintenance of the City's street cleaning equipment, and collection of litter and debris from all City streets and alleyways. This contract, originally approved in 1990 was recently renewed in 1998 effective for a five-year term. Streets are swept once weekly with the exception of Pico Street between Kalisher and Mission Boulevard, which is swept five times a week. Other provisions of the contract include special sweepings after community events such as the Annual Fiesta and Fourth of July activities.

In FY 2002-2003, California Street Maintenance continued to be recognized by residents for its excellent and courteous service. In addition, Public Works crews replaced No Parking street sweeping signage in areas of the City that conflicted with refuse collection routes. In FY 2003-2004 California Street Maintenance continued their daily sweeping operations, and received an estimated 3% CPI increase according to the contract provisions. However, in anticipation of this contract expiring on October 7, 2003 staff prepared a request for proposals and received bids for sweeping services to include the Department of Industrial Relation prevailing wage determination. The most responsive and appealing bidder was Venco Western and they began servicing the City on March 1, 2004.

In FY 2004-2005 there is a slight increase in contractual services as called out for in the new agreement with Venco Western. In their first three months of service in the City during FY 2003-2004 Venco Western did an excellent job and managed a smooth transition through the retention of the driver from the previous contractor who has swept the streets in San Fernando for over 10 years.

PERSONNEL	ACTUAL 2002-2003	BUDGETED 2003-2004	ESTIMATED 2003-2004	ADOPTED 2004-2005
Maintenance Worker II	0.10	0.10	0.10	0.10
PW Field Supervisor	0.05	0.05	0.05	0.10
Total	0.15	0.15	0.15	0.20
APPROPRIATIONS				
Personnel Services	\$ 12,772	\$ 13,380	\$ 13,380	\$ 14,296
Operating Expenses	112,860	115,200	115,200	135,200
Capital Outlay	0	0	0	0
Total	\$ 125,632	\$ 128,580	\$ 128,580	\$ 149,496

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

DIVISION		DIVISION NO.	
Street Cleaning		73-343	
SOURCE OF FUNDS			
General Fund	\$ 125,632	\$ 128,580	\$ 128,580 \$ 0
Refuse (Fund 73)	0	0	0 149,496
Total	\$ 125,632	\$ 128,580	\$ 128,580 \$ 149,496
Supporting Information			
4100	PERSONNEL SERVICES		\$14,296
	Same staffing level as previous fiscal year		\$14,296
4200	OPERATING EXPENSES		\$135,200
4260	Contractual Services		\$135,000
	Street Sweeping Contract	\$134,000	
	Special Sweeping as needed	\$1,000	
4300	Department Supplies		\$200
	Special event supplies and posting signs		
TOTAL GENERAL FUND (FUND 01)			\$0
TOTAL REFUSE (FUND 73)			\$149,496