

THE CITY OF SAN FERNANDO



Adopted Budget
Fiscal Year
2010-2011

CITY OF SAN FERNANDO

DIRECTORY OF OFFICIALS

Fiscal Year 2010-2011

CITY COUNCIL

MAYOR

MARIO HERNÁNDEZ

MAYOR PRO TEM

BRENDA ESQUEDA

COUNCILMEMBERS

ERNESTO HERNÁNDEZ

MARIBEL DE LA TORRE

STEVEN VERES

CITY TREASURER

MARGARITA SOLIS

ADMINISTRATION AND DEPARTMENT HEADS

CITY ADMINISTRATOR	ROBERT ORDELHEIDE
COMMUNITY DEVELOPMENT DIRECTOR	PAUL DEIBEL
FINANCE MANAGER	AL HERNÁNDEZ
POLICE CHIEF	ROBERT ORDELHEIDE
PUBLIC WORKS DIRECTOR	RON RUIZ
RECREATION & COMMUNITY SERVICES DIRECTOR	TOM RISTAU

CITY OF SAN FERNANDO

FYE 2010 - 2011

General Fund Projected Actual by Source Comparison to Adopted Budget

General Fund	Projected Actual FYE 2010	Revised Adopted 2009/2010 Budget	Actual FYE 2010 to Budget FYE 2010		Adopted 2010- 2011 Budget	Actual FYE 2010 to Budget FYE 2011 Increase/(Decrease)		Adopted Budget FYE 2010 to Proposed Budget FYE 2011 Increase/(Decrease)	
				Increase / (Decrease)					
SOURCE OF REVENUE									
Property Taxes	1,291,922	1,233,140	58,782	4.8%	1,267,100	(24,822)	-1.9%	33,960	2.8%
Property Taxes In-Lieu of VLF	1,905,052	1,776,908	128,144	6.7%	1,865,235	(39,817)	-2.1%	88,327	5.0%
Sub-total Property Taxes*	3,196,974	3,010,048	186,926	5.8%	3,132,335	(64,639)	-2.0%	122,287	4.1%
Sales Taxes	2,474,892	2,444,000	30,892	1.3%	2,264,000	(210,892)	-8.5%	(180,000)	-7.4%
Triple Flip Payment (Sales Taxes)	700,108	835,200	(135,092)	-16.2%	847,000	146,892	21.0%	11,800	1.4%
Sub-total Sales Taxes*	3,175,000	3,279,200	(104,200)	-3.3%	3,111,000	(64,000)	-2.0%	(168,200)	-5.1%
Business License Taxes	1,422,150	1,374,400	47,750	3.5%	1,217,100	(205,050)	-14.4%	(157,300)	-11.4%
Franchise Fees	365,000	394,000	(29,000)	-7.4%	367,000	2,000	0.5%	(27,000)	-6.9%
Admission Taxes	674,000	674,000	-	0.0%	750,000	76,000	11.3%	76,000	11.3%
Licenses, Fees, & Permits	173,715	264,155	(90,440)	-34.2%	248,500	74,785	43.1%	(15,655)	-5.9%
Parking Citations	1,475,815	1,378,500	97,315	7.1%	1,350,600	(125,215)	-8.5%	(27,900)	-2.0%
Interest & Rental Income	384,714	377,625	7,089	1.9%	317,579	(67,135)	-17.5%	(60,046)	-15.9%
RDA & Misc. Reimbursements	894,952	925,520	(30,568)	-3.3%	579,284	(315,668)	-35.3%	(346,236)	-37.4%
Motor Vehicle In-Lieu (VLF)	80,000	80,000	-	0.0%	80,000	-	0.0%	-	0.0%
Charges for Current Services	958,153	890,000	68,153	7.7%	1,060,407	102,254	10.7%	170,407	19.1%
Sales of Property & Other Revenues	469,519	193,705	275,814	142.4%	1,083,500	613,981	130.8%	889,795	459.4%
Fees, Permits and Other Revenues	5,475,868	5,177,505	298,363	5.8%	5,836,870	361,002	6.6%	659,365	12.7%
Transfers from Other Funds	4,919,288	4,809,076	110,212	2.3%	4,848,659	(70,629)	-1.4%	39,583	0.8%
Total General Fund	18,189,280	17,650,229	539,051	3.0%	18,145,964	(43,316)	-0.2%	495,735	2.8%
EXPENDITURES									
City Council	106,003	68,298	37,705	55.2%	116,232	10,229	9.6%	47,934	70.2%
City Treasurer	145,388	147,262	(1,874)	-1.3%	145,000	(388)	-0.3%	(2,262)	-1.5%
City Administration	167,479	167,479	-	0.0%	209,145	41,666	24.9%	41,666	24.9%
Personnel Division	267,628	273,583	(5,955)	-2.2%	267,861	233	0.1%	(5,722)	-2.1%
City Attorney	200,000	200,000	-	0.0%	200,000	-	0.0%	-	0.0%
City Clerk	131,533	138,400	(6,867)	-5.0%	124,570	(6,963)	-5.3%	(13,830)	-10.0%
Elections	625	625	-	0.0%	53,000	52,375	8380.0%	52,375	8380.0%
City Officials and Administrative Offices	1,018,656	995,647	23,009	2.3%	1,115,808	97,152	9.5%	120,161	12.1%
Finance	605,961	620,822	(14,861)	-2.4%	675,260	69,299	11.4%	54,438	8.8%
Community Development	501,012	383,015	117,997	30.8%	431,139	(69,873)	-13.9%	48,124	12.6%
Retirement - Pers	1,913,327	2,289,694	(376,367)	-16.4%	1,957,593	44,266	2.3%	(332,101)	-14.5%
Non-Departmental	480,000	409,500	70,500	17.2%	439,600	(40,400)	-8.4%	30,100	7.4%
Fire Services (LAFD)	3,347,697	3,347,697	-	0.0%	3,258,270	(89,427)	-2.7%	(89,427)	-2.7%
Police Services (SFPD)	6,557,003	6,679,463	(122,460)	-1.8%	6,865,089	308,086	4.7%	185,626	2.8%
Public Works	2,136,997	2,279,118	(142,121)	-6.2%	2,129,909	(7,088)	-0.3%	(149,209)	-6.5%
Recreation & Comm Services	1,619,670	1,709,365	(89,695)	-5.2%	1,245,487	(374,183)	-23.1%	(463,878)	-27.1%
Departmental	17,161,667	17,718,674	(557,007)	-3.1%	17,002,347	(159,320)	-0.9%	(716,327)	-4.0%
Total General Fund	18,180,323	18,714,321	(533,998)	-2.9%	18,118,155	(62,168)	-0.3%	(596,166)	-3.2%
Reserve Fund	8,957	(1,064,092)	1,073,049	-100.8%	27,809	18,852	210.5%	1,091,901	-102.6%
Reserve Carry-Over YE 2009	146,000				154,957				
Reserve Carry-Over YE 2010	154,957				182,766				
Adjusted Reserve Fund									

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FISCAL YEAR 2010 - 2011**

TABLE OF CONTENTS

Directory of Officials, Administration and Department Heads

Table of Contents

General Fund Project Actual by Source Comparison to Adopted Budget

I. BUDGET OVERVIEW

Budget Message	i
Adopted Budget	iv
Summary of All Funds	v
Adopted Budget - General Fund Summary	vi
General Fund Adopted Revenues	vii
General Fund Adopted Expenditures	viii
Adopted Budget – General Fund Divisions	ix

II. GENERAL FUND DEPARTMENTAL BUDGETS

ADMINISTRATION

City Council (Legislative)	I – 1
Treasurer	I – 3
Administration	I – 5
Personnel	I – 8
Legal Services (City Attorney)	I – 11
City Clerk	I – 12
Elections	I – 14

FINANCE

Executive Summary	II – 1
Retirement Costs	II – 4
Non-Departmental	II – 5

COMMUNITY DEVELOPMENT

Executive Summary	III – 1
Building and Safety	III – 6

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FISCAL YEAR 2010 - 2011**

TABLE OF CONTENTS

Planning/Administration	III – 9
Planning/CDBG	III – 13

PUBLIC SAFETY

Executive Summary	IV – 1
Police Support Services	IV – 8
Police Detectives	IV – 11
Police Patrol	IV – 13
Police Reserves/Explores	IV – 16
Park Rangers	IV – 17
Community Services Program	IV – 19
Community Preservation	IV – 20
Emergency Services	IV – 23

PUBLIC WORKS

Executive Summary	V – 1
Engineering & Administration	V – 9
Street Maintenance	V – 13
Graffiti Removal	V – 17
Equipment/Vehicle Maintenance	V – 20
Mall Maintenance	V – 27
Street Sweeping	V – 30
Street, Trees & Parkways	V – 31
Weed Abatement	V – 33
Traffic Safety	V – 36
Traffic Signals	V – 39
Facilities Management	V – 42

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FISCAL YEAR 2010 - 2011**

TABLE OF CONTENTS

RECREATION & COMMUNITY SERVICES

Executive Summary	VI – 1
Recreation Administration	VI – 4
Community Services	VI – 6
Facility Operations and Playground	VI – 8
Cultural Arts and Special Events	VI – 10
Aquatics	VI – 12

III. SPECIAL AND ENTERPRISE FUNDS

SPECIAL FUNDS

Executive Summary	VII – 1
Fund 02 – SLESF – Supplemental Law Enforcement	VII – 2
Fund 06 – Self Insurance	VII – 4
Fund 07 – Prop “A” Transit Development	VII – 5
Fund 08 – Prop “C” Transit Development	VII – 10
Fund 09 – Prop “C” Discretionary Grant	VII – 12
Fund 10 – Grant Fund	VII – 13
Fund 11 – State Gas Tax	VII – 19
Fund 12 – Measure R	VII – 21
Fund 13 – Traffic Safety	VII – 22
Fund 14 – Cash-in-lieu of Parking	VII – 24
Fund 15 – Local Transportation	VII – 25
Fund 16 – Air Quality Management District	VII – 26
Fund 17 – Self Sustaining Recreational Activities	VII – 27
Fund 18 – Retirement	VII – 36
Fund 19 – Quimby Act Fees	VII – 37
Fund 20 – Asset Seizure – State	VII – 38
Fund 21 – Asset Seizure – Federal	VII – 39
Fund 26 – Community Development Block Grant	VII – 40
Fund 27 – Street Lighting	VII – 43
Fund 29 – Parking M & O – Off Street	VII – 46
Fund 40 – State of Emergency	VII – 49
Fund 41 – Equipment Replacement	VII – 50
Fund 50 – Pavement Management	VII – 51

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FISCAL YEAR 2010 - 2011**

TABLE OF CONTENTS

ENTERPRISE FUNDS

Executive Summary	VIII – 1
Fund 70 – 381 Water Administration	VIII – 3
Fund 70 – 382 Utility Billing	VIII – 9
Fund 70 – 383 Water Distribution	VIII – 12
Fund 70 – 384 Water Production	VIII – 17
Fund 72 – Sewer Maintenance	VIII – 23
Fund 73 – Refuse Disposal/Street Cleaning	VIII – 33

Budget Overview



CITY OF *San Fernando* Historic & Visionary

To: Mayor Hernández and Councilmembers

From: Robert Ordelleide, City Administrator

Re: Fiscal Year 2010-2011 Budget

I am pleased to present the Annual Budget for the fiscal year 2010-2011. This document outlines specific programs, together with a financial plan, to meet the City's service goals for the community over the next twelve months. To meet the needs for services with reduced resources will require considerable effort and very close monitoring of on-going expenditures. The next twelve months will be challenging but I am convinced that with collaboration between City Council, City Staff, and the citizens of San Fernando, together we will make this a successful year.

Budget Highlights

The FY 2010-11 Budget presents a prudent financial plan, with total budgeted revenues of \$38.1 million and budgeted expenditures of \$38.5 million. The goal was to present a relatively balanced budget for the current year, implement City Council's goals, and maintain a high level of service to the community. The gap between the revenues and expenditures relate to prior year's reserves in Special Funds which are earmarked to be spent during the current fiscal year. The General Fund is a Balanced Budget.

The General Fund

The General Fund is the chief operating fund of the City. The majority of undesignated revenues and overall expenditures flow through this fund. The General Fund is therefore the focus of the City's budget.

Revenues: General Fund revenues of \$18.1 million represent a slight decrease over anticipated collections in FY 2009-10. Property and Sales Taxes are projected to decline about 2% each. The property tax decline is due to projections of a 2% decline in property tax rates due to low assessed values. The sales tax decline is projected due to the closure of Rydell Motors and a general decline in overall sales. Included in projected revenues are proceeds from the sale of several City properties. Charges for current service are projected to increase approximately 11% due to projection of new fees in the current fiscal year.

Expenditures: General Fund expenditures of \$18.1 million are in line with FY 2009-10. This is due to postponement of cost of living increases, contributions to Public Employees Retirement System (PERS), and other concessions negotiated with various unions.

Special Funds

The City's budget includes 22 Special Funds which are created for specific purposes and may have restrictions in uses. Total revenues for the Special Funds are \$12.4 million and total expenditures are \$12.8 million. Major funds include Self Insurance Fund (\$1 million), Grant Fund (\$2.6 million), Retirement Fund (\$3.2 million), and Community Development Block Grant Fund (\$1.6 million).

Enterprise Funds

The City has 3 proprietary funds: Water, Sewer and Refuse. The total expenses for these funds equals \$7.6 million. These funds are under review to evaluate the billing procedures, adequateness of fees, the quality of the water, and in general an overall review.



Major Projects

Virtual Patrol: A Virtual Patrol system will be fully implemented and financed with the use of grant funds. Cameras and supporting equipment will be installed in all the City parks. The equipment will provide police dispatch with live streaming videos for proactive enforcement and deployment. It 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.

Project Water and Nitrate System: The water project is an all encompassing overview of the Enterprise Funds and includes audits of existing organizational functions and implementing recommendations for sustained water delivery services. Items to be addressed include the organization of the billing desk, staffing in the field, reviewing adequacy of water rates, and a review of the infrastructure which may include replacement. The budget includes the leasing of a nitrate treatment system to insure the quality of City's water.

Lopez Adobe Preservation: This budget provides for the completion of the rehabilitation of the Lopez Adobe building and site. Improvements include a seismic retrofit, foundation and architectural feature repairs, site drainage mitigation and new landscaping.

Aquatics Funding: Maximize the usage of the City's San Fernando Regional Pool Facility and reduce the General Fund expenditures. New revenues will also be pursued through corporate sponsorships and enhanced snack bar operations.

Monthly Financial Reporting: Provide monthly financial reporting to the City Council and staff to better plan and manage the day to day activities of the City.

Park Avenue Undergrounding: A project that was carried over from prior year, this is the undergrounding of Utilities, Street Rehabilitation and Landscaping.

Safe Routes to School: Making cross walks and sidewalks safer to and around all schools in San Fernando.

Economic Condition and Outlook

The City of San Fernando is uniquely situated as a small municipality offering a full range of high quality municipal services in the northeast portion of the San Fernando Valley. The community has retained its historical function as a regional center of retail trade, services and employment, and it has in the recent past continued to capture a significantly higher ratio of sales taxes per capita as compared to other cities in the region. The business climate in San Fernando is favorably impacted by the following factors: excellent regional access and sizable regional labor force; general infrastructure/public sector investment; comparatively low crime rate; comparatively low business taxes; and responsive government and staff.

Although San Fernando is an economically well-balanced community, it is of course affected by economic trends in the region, state, nation and world. Moreover, the City of San Fernando receives a significant portion of its revenues from the State of California, as do all local governments in the state, and is directly affected by budget decisions at the state level over which the City has no direct control.

Due to the recent downturn in the economy, sales tax revenues have declined. The currently adverse business climate for the auto industry in particular has adversely affected sales tax revenue to the City from local auto dealerships. Due to the recent decline in housing market values, the City is no longer benefitting fiscally from the previous dramatic increases in property values and homes purchased in the community. The City has nonetheless continued to promote local economic activity and investment of private capital and public resources through the development of new retail/commercial projects, street enhancements, recreational amenities, and educational facilities. However, the City has taken a fiscally conservative approach in budgeting expenditures subject to the constraints of estimated lower property tax revenues, and it will continue to do so as necessary in the future to meet the community's demand for high quality municipal services.

Various initiatives are being pursued to maintain San Fernando's position as a center of economic and other activity in the region. Examples of such initiatives include consideration of the potential for future redevelopment of private and public property in the downtown area, implementation of a revitalization strategy for the community's downtown and commercial corridors, the recent completion of the San Fernando Regional Pool Facility, and the current development of a new regional public high school with four academies. The Los Angeles County courthouse, one of the City's top employers, continues to operate as a major force in providing customers to small businesses.

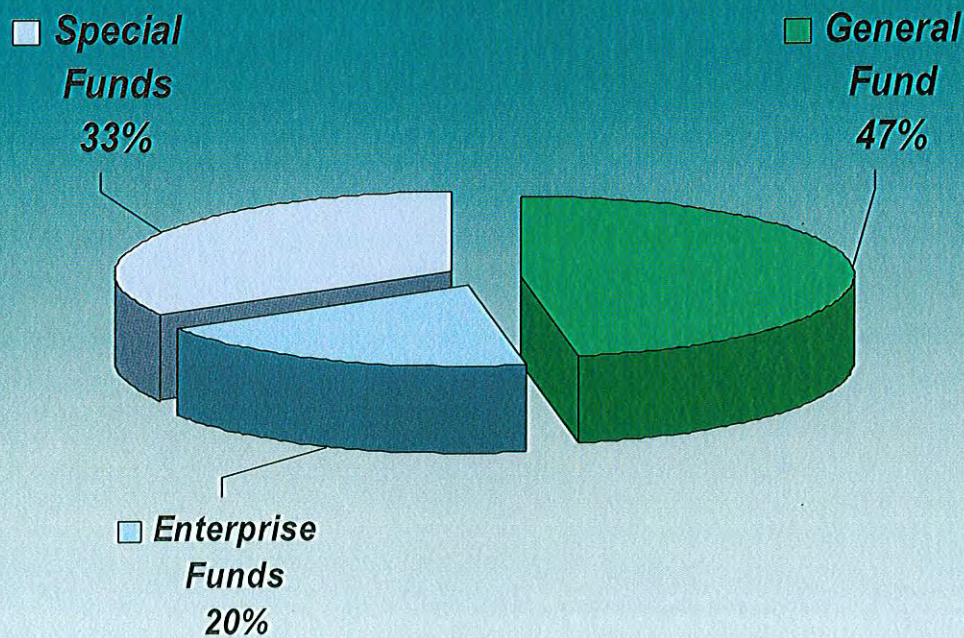
The City, in conjunction with its redevelopment agency, has initiated several economic development initiatives including the formulation of a community-based economic development strategy based on a realistic analysis of regional market demand and investment opportunities. Actions to implement such a strategy would enable the City to more effectively recruit investment in general, and promote the development of underutilized properties in particular, so as to expand local economic activity and augment property tax, sales tax, and various other revenues to the City.

Conclusion

This budget was prepared beginning with a maintenance of effort from the FY 2009-2010 Budget and incorporating cost savings that were negotiated with the unions after budget finalization. Additional cost savings include the nine month pool closure, reduced janitorial services, deferred maintenance, and other cost saving methods. Revenues incorporate the sale of some surplus City owned properties and new revenue programs. In the past, the City has been operating with a structural deficit where expenditures exceeded revenues; this was corrected in the current fiscal year and a reserve will be established by reducing spending on salaries through attrition and other cost cutting methods where necessary.

Finally, I would like to acknowledge and thank the Department Heads, the Finance Department and other City Staff for their efforts including the many extra hours worked in producing this document. The result is a comprehensive financial plan that will guide us through the next fiscal year as we implement the City Council's goals.

*City of San Fernando
Fiscal Year 2010-2011
Adopted Budget
Total City Budget \$ 38,455,119*

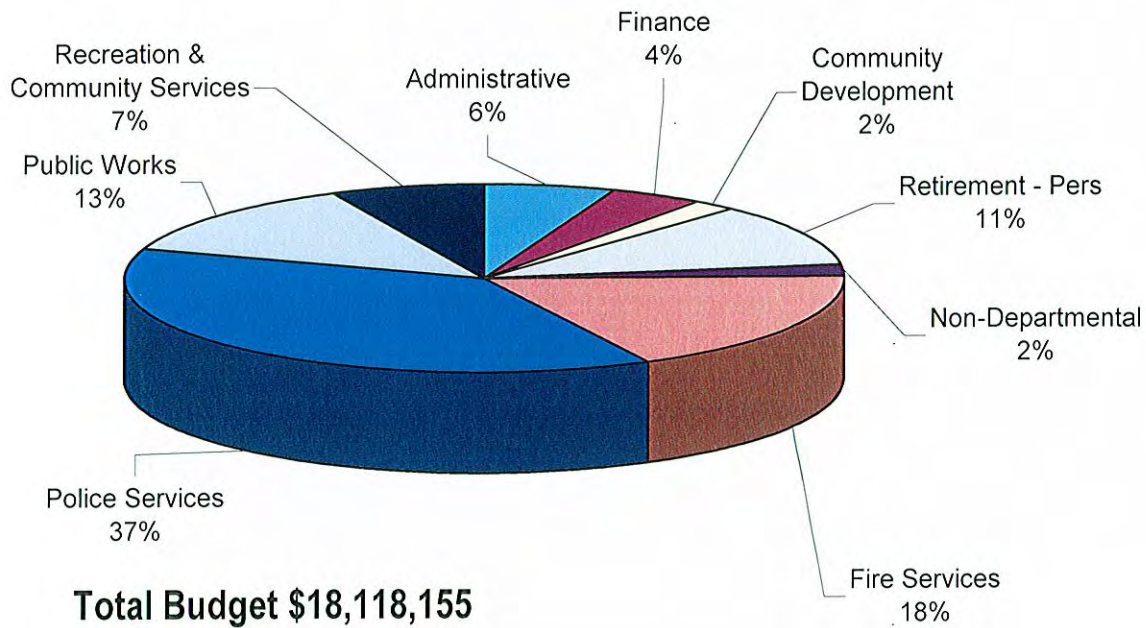


*General Fund \$18,118,155
Special Funds \$12,768,857
Enterprise Funds \$7,568,107*

**CITY OF SAN FERNANDO
SUMMARY OF ALL FUNDS
FISCAL YEAR 2010-2011**

FUND NO #	FUND NAME	Beginning Balance July 1, 2010	Adopted Revenues FY 2010-2011	Adopted Budget FY 2010-2011	Estimated Ending Balance June 30, 2011
1	General Fund	564,846	18,145,964	18,118,155	592,655
2	SLESF (Supplemental Law Enforcement Services Fund)	128,769	100,000	210,000	18,769
6	Self Insurance Trust Fund	(461,276)	1,090,962	1,050,000	(420,314)
7	Proposition "A" - Transit Development Fund	768,626	375,883	764,756	379,753
8	Proposition "C" - Transit Development Fund	407,946	282,753	204,894	485,805
9	Proposition "C" - Discretionary	20,492	200	0	20,692
10	Grant Fund	(2,966,160)	3,223,961	2,570,112	(2,312,311)
11	State Gas Tax Fund	873,624	574,383	1,085,218	362,789
12	Measure R Fund	129,936	212,065	153,375	188,626
13	Traffic Safety Fund	66,941	135,959	123,500	79,400
14	Cash In-Lieu of Parking	71,369	0	0	71,369
15	Local Transportation Fund (SB 325)	17	10,900	10,803	114
16	Air Quality Management District Fund (AQMD)	15,245	29,000	-	44,245
17	Recreation Self Sustaining Fund	296,153	765,083	855,988	205,248
18	Retirement Fund	(178,655)	2,882,110	3,183,693	(480,238)
19	Quimby Act Fees	348,240	3,000	209,000	142,240
20	State Asset Seizure	19,463	-	19,463	-
21	Federal Asset Seizure	16,001	-	16,001	-
26	Community Development Block Grant (CDBG)	0	1,549,553	1,549,553	0
27	Street Lighting	(116,816)	490,927	374,095	16
29	Parking Maintenance Operations (M & O)	(60,070)	233,488	173,408	10
40	State of Emergency	(136,663)	0	0	(136,663)
41	Equipment Replacement	88,256	91,000	2,000	177,256
50	Pavement Fund	666,560	243,667	212,998	697,229
70	Water Division	2,567,652	3,307,500	3,332,167	2,542,985
72	Sewer Division	579,477	3,033,697	3,079,751	533,423
73	Refuse/Environmental	51,087	1,182,500	1,156,189	77,398
TOTAL		\$ 3,761,060	\$ 37,964,555	\$ 38,455,119	\$ 3,270,496

CITY OF SAN FERNANDO ADOPTED BUDGET GENERAL FUND SUMMARY FISCAL YEAR 2010-2011



- Administrative
- Finance
- Community Development
- Retirement - Pers
- Non-Departmental
- Fire Services
- Police Services
- Public Works
- Recreation & Community Services

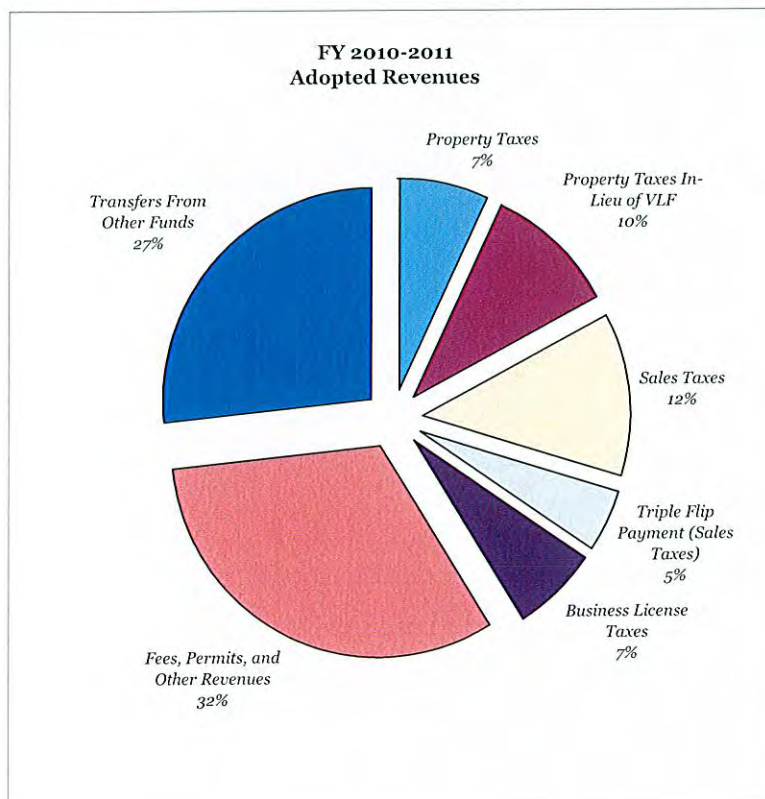
* Administrative includes:
Administration, City Attorney,
City Clerk, City Treasurer, and
Personnel

CITY OF SAN FERNANDO

Fiscal Year 2010-2011

General Fund Adopted Revenue by Source

Revenues		
General Fund	Adopted	% of General Fund
Property Taxes	1,267,100	7%
<i>Property Taxes In-Lieu of VLF</i>	1,865,235	10%
Sub-total Property Taxes*	3,132,335	17%
Sales Taxes	2,264,000	12%
<i>Triple Flip Payment (Sales Taxes)</i>	847,000	5%
Sub-total Sales Taxes*	3,111,000	17%
Business License Taxes	1,217,100	7%
Franchise Fees	367,000	2%
Admissions Taxes	750,000	4%
Construction Permits	248,500	1%
Parking Citations	1,350,600	7%
Interest & Rental Income	317,579	2%
RDA & Misc. Reimbursements	579,284	3%
Motor Vehicle In-Lieu (VLF)	80,000	0%
Charges for Current Services	1,060,407	6%
Sale of Property & Other Revenues	1,083,500	6%
<i>Fees, Permits, and Other Revenues</i>	5,836,870	32%
Transfers From Other Funds	4,848,659	27%
Total General Fund	18,145,964	100%



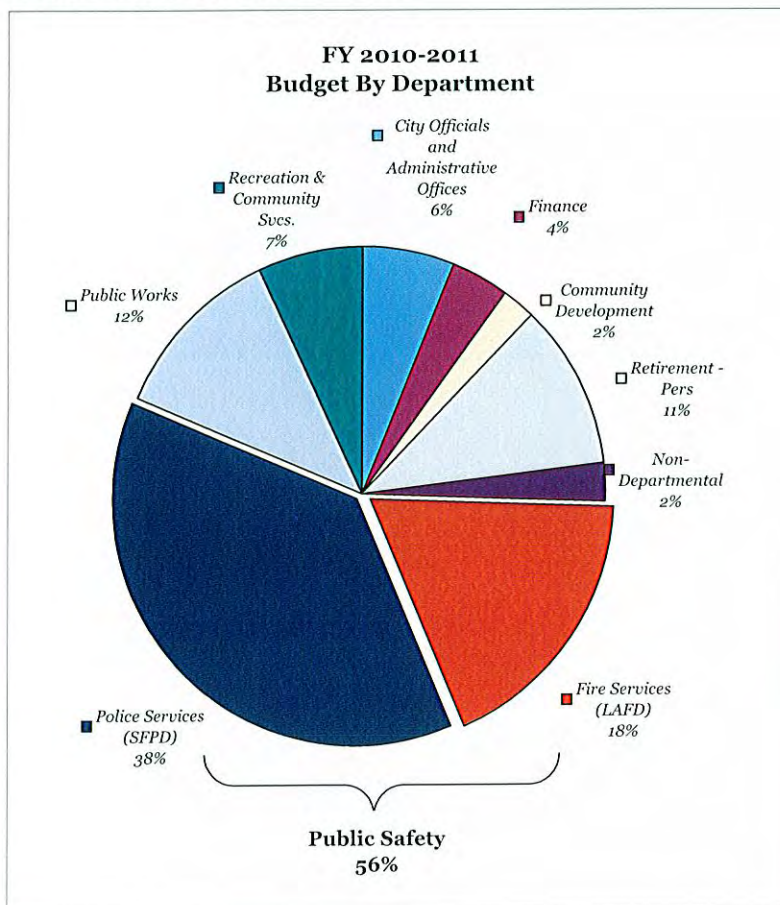
CITY OF SAN FERNANDO

Fiscal Year 2010-2011

General Fund Expenditures by Department/Office and Expenditure by Category

Expenditures		
Department/Office	Adopted Budget	% of General Fund
City Council's Office	116,232	1%
City Treasurer's Office	145,000	1%
City Administration	209,145	1%
Personnel Division*	267,861	1%
City/Labor Attorney's Office	200,000	1%
City Clerk Division*	177,570	1%
<i>City Officials and Administrative Offices</i>	<u>1,115,808</u>	<u>6%</u>
Finance	675,260	4%
Community Development	431,139	2%
Retirement - Pers	1,957,593	11%
Non-Departmental	439,600	2%
Fire Services (LAFD)	3,258,270	18%
Police Services (SFPD)	6,865,089	38%
Public Works	2,129,909	12%
Recreation & Community Svcs.	1,245,487	7%
Total General Fund	18,118,155	100%

* These Divisions are part of City Administration



CITY OF SAN FERNANDO
ADOPTED BUDGET - GENERAL FUND DIVISIONS
FISCAL YEAR 2010-2011

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

Departments / Divisions	Personnel Bdgt-2011	M & O Bdgt-2011	Capital Bdgt-2011	Total Bdgt-2011
Administration and Other Departments				
01 - 101 City Council	\$ 98,482	\$ 17,750	\$ 0	\$ 116,232
01 - 102 City Treasurer	137,500	7,500		145,000
01 - 105 City Administrator	189,585	19,560	0	209,145
01 - 106 Personnel	221,365	46,496	0	267,861
01 - 110 City Attorney	0	200,000	0	200,000
01 - 115 City Clerk	112,720	11,850	0	124,570
01 - 116 Elections	11,000	42,000	0	53,000
01 - 500 Fire Services	0	3,258,270	0	3,258,270
Total All Other Departments	\$ 770,652	\$ 3,603,426	\$ -	\$ 4,374,078
Finance Department				
01 - 130 Finance	\$ 559,377	\$ 115,883	\$ 0	\$ 675,260
01 - 180 Retirement - PERS	1,957,593	0	0	1,957,593
01 - 190 Non-Departmental	50,000	369,600	20,000	439,600
Total Finance Department	\$ 2,566,970	\$ 485,483	\$ 20,000	\$ 3,072,453
Community Development				
01 - 140 Building and Safety	\$ 219,749	\$ 21,174	\$ 14,500	\$ 255,423
01 - 150 Planning	112,686	52,780	10,250	175,716
Total Community Development	\$ 332,435	\$ 73,954	\$ 24,750	\$ 431,139
Police Department				
01 - 222 Police-Admin	\$ 958,401	\$ 414,453	\$ 0	\$ 1,372,854
01 - 224 Police-Detectives	818,667	17,200	0	835,867
01 - 225 Police-Patrol	3,840,930	81,550	0	3,922,480
01 - 226 Police-Reserves	0	28,000	0	28,000
01 - 227 Police-Park Rangers	0	0	0	0
01 - 230 Police-Parking	294,113	3,062	0	297,175
01 - 250 Emergency Services	0	0	0	0
01 - 152 Community Preservation	316,535	92,178	0	408,713
Total Police Department	\$ 6,228,646	\$ 636,443	\$ -	\$ 6,865,089

CITY OF SAN FERNANDO
ADOPTED BUDGET - GENERAL FUND DIVISIONS
FISCAL YEAR 2010-2011

Departments / Divisions	Personnel Bdgt-2011	M & O Bdgt-2011	Capital Bdgt-2011	Total Bdgt-2011
Public Works - General Fund				
01 - 310 Engineering	\$ 73,410	\$ 92,915	\$ 9,000	\$ 175,325
01 - 311 Streets	42,410	2,980	5,000	50,390
01 - 312 Graffiti Removal	68,735	7,316	0	76,051
01 - 313 Bus Stop/Shelters	0	0	0	0
01 - 320 Vehicle Maint.	132,587	291,345	9,600	433,532
01 - 341 Mall Maintenance	88,661	5,260	11,079	105,000
01 - 343 Street Sweeping	0	121,200	0	121,200
01 - 346 St. Trees & Prkwy	45,182	62,097	1,500	108,779
01 - 347 Weed Abatement	0	0	0	0
01 - 370 Traffic Safety	45,624	1,785	0	47,409
01 - 371 Traffic Signals	99,101	32,679	0	131,780
01 - 390 Facilities Mgmt.	507,132	327,932	45,380	880,444
Total Public Works - General Fund	\$ 1,102,842	\$ 945,508	\$ 81,559	\$ 2,129,909
Recreation & Community Services				
01 - 420 Administration	\$ 285,803	\$ 114,800	\$ 9,700	\$ 410,303
01 - 422 Community Services	110,543	190,500	0	301,043
01 - 423 Facilities Operations	130,233	6,000	0	136,233
01 - 424 Cultural Arts & Special Events	94,367	16,350	0	110,717
01 - 430 Aquatics	137,144	145,047	5,000	287,191
Total Recreation & Community Services	\$ 758,090	\$ 472,697	\$ 14,700	\$ 1,245,487
Total City - General Fund	\$ 11,759,635	\$ 6,217,511	\$ 141,009	\$ 18,118,155

Administration

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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 City's Redevelopment Agency, and the Public Financing and Parking Authorities. Councilmembers serve on various regional and local organizations to collaborate or to voice concerns on issues that may affect San Fernando's quality of life.

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

PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2009-2010
Councilmembers	5.00	5.00	5.00	5.00
Total	5.00	5.00	5.00	5.00
APPROPRIATIONS				
Personnel Services	\$ 64,130	\$ 50,548	\$ 93,259	\$ 98,482
Operating Expenses	10,549	17,750	11,706	17,750
Total	\$ 74,679	\$ 68,298	\$ 104,965	\$ 116,232
SOURCE OF FUNDS				
General Fund	\$ 74,679	\$ 68,298	\$ 104,965	\$ 116,232
Total	\$ 74,679	\$ 68,298	\$ 104,965	\$ 116,232

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION

DIVISION NO.

City Council

101

Supporting Information

4100	PERSONNEL SERVICES	\$	98,482
-------------	---------------------------	-----------	---------------

4200	OPERATING EXPENSES		\$17,750
-------------	---------------------------	--	-----------------

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).	\$2,500	
4380	Membership and subscription dues, and parking reimbursements (\$600 per Councilmember).	\$3,000	
4390	Vehicle allowance (\$1200 per Councilmember).	\$6,000	

TOTAL			\$116,232
--------------	--	--	------------------

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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 City Treasurer also acts as the Treasurer for the Redevelopment Agency. 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 2010-2011, staff is not requesting additional funding, but rather reducing the personnel costs by 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 minor reductions in operating costs. In Fiscal Year 2009-2010, the department implemented Positive Pay, a feature to help prevent fraud in the city's accounts. Also in this past fiscal year, an Identity Theft Prevention Program was implemented and we are currently in the final stages of implementing the acceptance of credit cards. During Fiscal Year 2010-2011 all City services will have the ability to be paid by credit card. This office will continue to comply with all laws, especially when it pertains to the deposit, investment and reporting of public funds.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Treasurer	1.00	1.00	1.00	1.00
Treasurer Assistant	1.00	1.00	1.00	1.00
Part Time Clerk/Deputy Treasurer	0	0.00	0.00	0.00
Full Time Clerk/Deputy Treasurer	1.00	1.00	1.00	1.00
Total	3	3.00	3.00	3.00

APPROPRIATIONS

Personnel Services	\$ 142,688	\$ 139,112	\$ 139,112	\$137,500
Operating Expenses	8,900	8,150	8,150	7,500
Capital Outlay				0
Total	\$ 151,588	\$ 147,262	\$ 147,262	\$ 145,000

SOURCE OF FUNDS

General Fund	\$ 151,588	\$ 147,262	\$ 147,262	\$ 145,000
Total	\$ 151,588	\$ 147,262	\$ 147,262	\$ 145,000

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION			DIVISION NO.
Treasurer			102
Supporting Information			
4100	PERSONNEL SERVICES		\$137,500
4200	OPERATING EXPENSES		\$7,500
4220	Cellular Phone & Pager.	\$0	
4240	Reflects Treasurer's bond as required by law.	\$250	
4260	Safekeeping of investments at Union Bank.	\$3,500	
4270	Professional services for broker fees.	\$250	
4300	Various department supplies (including treasurer's receipts).	\$250	
4320	Department Equipment Maintenance-Reflects maintenance of the coin counting machine.	\$1,800	
4365	Tuition Reimbursement	\$0	
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			\$145,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

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 economic downturn and unknown factors that could affect City revenues, we will continue to work with the Council to assure a balanced budget. A set of budgetary policies will be presented for their consideration, which could set budget policies ranging from minimum reserve amounts to a Citywide work program that ties together defined goals, service standards and available funding.

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

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

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

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
<i>General Fund</i>				
City Administrator	0.50	0.35	0.35	0.70
Asst. to the City Administrator	0.35	0.00	0.00	0.10
Exec. Assistant to the City Admin.	1.00	0.80	0.80	0.80
Office Clerk (P/T)	0.10	0.00	0.00	0.00
<i>Redevelopment Agency</i>				
City Administrator	0.50	0.65	0.65	0.30
Asst. to the City Administrator	0.65	1.00	1.00	0.90
Exec. Assistant to the City Admin.	0.00	0.20	0.20	0.20
Total FTE Positions	3.10	3.00	3.00	3.00

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

DIVISION						DIVISION NO.
Administration						105
APPROPRIATIONS						
Personnel Services	\$	289,800	\$	147,496	\$	147,496 \$ 189,585
Operating Expenses		43,780		19,983		19,983 19,560
Total	\$	333,580	\$	167,479	\$	167,479 \$ 209,145
SOURCE OF FUNDS						
General Fund	\$	333,580	\$	167,479	\$	167,479 \$ 209,145
Total	\$	333,580	\$	167,479	\$	167,479 \$ 209,145

Note : All budgetary figures represent the General Fund contribution. The Redevelopment Agency covers a portion of personnel costs, which are included in that budget.

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011**

DIVISION			DIVISION NO.
Administration			105
Supporting Information			
4100	PERSONNEL SERVICES		\$189,585
4100	Personnel costs.	\$189,585	
4105	Overtime.	\$0	
4200	OPERATING EXPENSES		\$19,560
4220	Cellular phone expenses.	\$1,080	
4270	Professional services.	\$14,040	
4300	Various department supplies.	\$3,440	
4360	Personnel training.	\$0	
4365	Tuition reimbursement.	\$0	
4370	Participation in various meetings, conferences and seminars.	\$800	
4380	Subscription dues for various publications.	\$200	
4390	Auto allowances/mileage reimbursement.	\$0	
TOTAL			\$209,145

Note: All budgetary figures represent the General Fund contribution. The Redevelopment Agency covers a portion of personnel costs, which are reflected in that budget.

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION

DIVISION NO.

Personnel

106

NARRATIVE

The Personnel Division is responsible for providing highly dedicated human resource services in support of City departments and the community we proudly serve. 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; coordination of the summer youth employment programs to provide needed opportunities for youths in the City; administration of the bi-weekly employee payroll process; as well as 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; administration of the employee performance evaluation and coordination of 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 2009-10 accomplishments include the successful negotiation and implementation of new contracts with the general employees' bargaining unit, as well as the Management Group and new Part-time bargaining unit, successful recruitment and selection for key positions in various City departments including the new Finance Manager position, benefits and payroll administration, as well as coordination of the employee performance evaluation system. Other accomplishments include the processing of employee separations, including retirements, resignations and layoffs due to budget constraints, processing of all liability claims against the City; coordination of the deferred compensation, retirement and financial planning workshops; coordination of the Employee Tuition Reimbursement Program, as well as the Employee Assistance Program; coordination of open enrollment for health, dental and disability insurance plans; and the provision of training to employees in the following employment and labor relations area: "how to tackle public agency issues during lean economic times," "how to manage the marginal employees," "how to manage performance through evaluation, documentation, and training on bloodborne pathogens, defensive driving, and heat illness program.

Fiscal Year 2010-11 will see continued implementation of the MOUs with the Police Officers' Association and the Police Management Unit; as well as implementation of the new contracts with the general employees' bargaining unit, the Management Group, and the part-time employees' bargaining unit; management of budget reduction issues, as well as maximization of cost efficiencies; continued enhancement of the employee recordkeeping system through the Human Resource (Eden) Software; continued update and development of relevant management policies as needed; and continued coordination of the deferred compensation, retirement and financial planning workshops; coordination of more training in the relevant areas of employment and labor relations; and completion of recruitments for the following key positions: City Administrator, Executive Assistant, Police Chief, Police Lieutenant, Police Records/Systems Administrator, Assistant Planner, and Public Works Field Supervisor II.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.
Personnel	106

PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Manager	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00
Personnel Clerk	0.00	0.00	0.00	0.00
Personnel Office Assistant	0.00	0.00	0.00	0.00
Personnel Office Clerk	0.25	0.00	0.00	0.00
Total	2.25	2.00	2.00	2.00

APPROPRIATIONS

Personnel Services	\$ 233,957	\$ 224,887	\$ 218,000	\$ 221,365
Operating Expenses	32,794	48,696	48,696	46,496
Capital Outlay	0	0	0	0
Total	\$ 266,751	\$ 273,583	\$ 266,696	\$ 267,861

SOURCE OF FUNDS

General Fund	\$ 266,751	\$ 273,583	\$ 266,696	\$ 267,861
Total	\$ 266,751	\$ 273,583	\$ 266,696	\$ 267,861

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION

Personnel

DIVISION NO.

106

Supporting Information

4100 PERSONNEL SERVICES \$221,365

4200 OPERATING EXPENSES \$46,496

4220	Telephone Expenses.	\$1,086
4230	Recruitment Advertisements in: Jobs Available (\$900), San Fernando Sun (\$300), Professional Journals/Websites (\$1,400).	\$2,600
4260	Contractual Services: Employee Assistance Programs-ESSCO (\$4,400), Random Drug Testing (\$700), Pre-employment Physicals (\$10,000), Contractual Fees for: Workers' Compensation Claims Administration (ICA) (\$6,000), and Employee Relations Consortium (ERC) (\$2,410).	\$23,510
4270	Professional Services: Bilingual Testing (\$900), Fingerprinting Fees (\$700), Recruitment/Oral Board expenses (\$1,500), Testing Materials and Services (\$3,300).	\$6,400
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 (\$3,000); Equipment Maintenance Supplies (\$500).	\$3,500
4360	Personnel Training	\$250
4365	Tuition Reimbursements	\$3,000
4370	Registration Fees for Professional Meetings, Conferences and Seminars outside the City. Includes Employment Relations Consortium (ERC) Workshops, and Southern California Public Labor Relations Association-SCPLRA.	\$550
4380	Membership Dues and Subscriptions: Professionals in Human Resources Assoc. (PIHRA) and So. Calif. Public Labor Relations Assoc. (SCPLRA), and Top Health Newsletter.	\$400
4390	Mileage reimbursements for staff members	\$500
4430	Activities and Programs: Employee Service Pins (\$1,800), Flowers for Serious Illness or Death in Employee Families (\$400).	\$2,200

4500 CAPITAL EXPENSES \$0

TOTAL \$267,861

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION	DIVISION NO.
Legal Services (City Attorney)	110

NARRATIVE

The City Attorney serves as the Chief Legal Officer for the City of San Fernando, San Fernando Redevelopment Agency, Public Financing Authority and the Parking Authority. The City Attorney renders professional legal advice to the City Council, boards and commissions and all City Departments. The City Attorney also represents the City in court proceedings and prepares all legal documents necessary to support the ongoing operations of the City.

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
--	---------------------	-----------------------	------------------------	----------------------

None

APPROPRIATIONS

Operating Expenses	\$ 254,445	\$ 200,000	\$ 200,000	\$ 200,000
Total	\$ 254,445	\$ 200,000	\$ 200,000	\$ 200,000

SOURCE OF FUNDS

General Fund	\$ 254,445	\$ 200,000	\$ 200,000	\$ 200,000
Total	\$ 254,445	\$ 200,000	\$ 200,000	\$ 200,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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

The FY 2010-11 budget includes an adjusted salary range for the City Clerk position relating to the results of the 2007 Citywide Salary Study.

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

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
City Clerk	1.00	1.00	1.00	1.00
Office Clerk	0.75	0.00	0.00	0.00
Total	1.75	1.00	1.00	1.00
APPROPRIATIONS				
Personnel Services	\$ 123,500	\$ 103,200	\$ 103,200	\$ 112,720
Operating Expenses	35,600	35,200	35,200	11,850
Capital Outlay	0	0	0	0
Total	\$ 159,100	\$ 138,400	\$ 138,400	\$ 124,570
SOURCE OF FUNDS				
General Fund	\$ 159,100	\$ 138,400	\$ 138,400	\$ 124,570
Total	\$ 159,100	\$ 138,400	\$ 138,400	\$ 124,570

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION			DIVISION NO.
CITY CLERK			115
Supporting Information			
4100	PERSONNEL SERVICES		\$112,720
4101	Funding for full-time City Clerk	\$108,720	
4103	Part-time clerical assistance	\$0	
4105	Overtime	\$4,000	
4200	OPERATING EXPENSES		\$11,850
4230	Advertising for legal notices	\$600	
4260	Contractual Services: Deerings California Codes (\$3,000), Digitization of Municipal Code (\$5,500)	\$8,500	
4300	Department Supplies (including document shredding/destruction fees)	\$800	
4360	Personnel Training: CCAC monthly meetings, FPPC workshops, Notary Commission Membership & Insurance, ERC Workshops	\$400	
4370	Meetings: Memberships & Travel: League of California Cities New Law and Election Seminar and City Clerk's Association of California Nuts & Bolts Seminar	\$1,000	
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		\$0
4500		\$0	
TOTAL			\$124,570

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.
ELECTIONS	116

NARRATIVE

The City Clerk plans, conducts, and supervises all regular and special General Municipal Elections with the assistance of a specialty contractor (Martin & Chapman Co.) and the Los Angeles County Registrar-Recorder/County Clerk's Office. The last election was held on March 3, 2009, and the next election is scheduled for March 8, 2011.

Since 2003, the City of San Fernando has consolidated its General Municipal Election with the City of Los Angeles (Los Angeles Unified School District and Los Angeles Community College District) and it is anticipated that the City of L.A. will once again request to consolidate elections. It should be noted that the City of L.A. shares the costs of the election (i.e., in 2009 the City of San Fernando was reimbursed approximately \$30,000 which was returned to the General Fund).

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
All temporary	0		0	0
APPROPRIATIONS				
Personnel Services	\$ 13,869	500	500	\$ 11,000
Operating Expenses	98,676	125	125	42,000
Capital Outlay	0	0	0	0
Total	\$ 112,545	\$ 625	\$ 625	\$ 53,000
SOURCE OF FUNDS				
General Fund	\$ 112,545	\$ 625	\$ 625	\$ 53,000
Total	\$ 112,545	\$ 625	\$ 625	\$ 53,000

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION			DIVISION NO.
ELECTIONS			116
Supporting Information			
4100	PERSONNEL SERVICES		\$11,000
4105	Reflects employee time, including City Clerk and City employees' overtime on Election Night	\$5,000	
4112	Pay for 36 Pollworkers (\$125 for Inspectors and \$100 for Clerks), Supply Pickup (\$25), Training (\$25) and polling place rental (\$100)	\$6,000	
4200	OPERATING EXPENSES		\$42,000
4230	Advertising for legal notices	\$1,600	
4260	Contractual Services: Martin & Chapman (\$35,000), LA County Registrar-Recorder (\$1,500), and Diversified Direct postage for mailing voter pamphlets (\$2,000)	\$38,500	
4300	Various department supplies including coffee mugs and snacks for poll workers	\$1,500	
4360	Personnel Training (Martin & Chapman and Dept. of Justice)	\$300	
4390	Reimbursement of mileage for travel	\$100	
4500	CAPITAL EXPENSES		\$0
4500			\$0
TOTAL			\$53,000

Finance

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

FINANCE DEPARTMENT
EXECUTIVE SUMMARY

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 City's Redevelopment Agency.

Highlights: During Fiscal Year 2009-2010, the department continued without a Finance Director for almost 10 months. The interim City Administrator assumed the position until a replacement could be found. Additionally, the water department position was vacated. At the end of the fiscal year project water was launched with a review of procedures in the water department. A new Finance Manager was recruited and started in Mid April, in time for budget reviews.

The department met all reporting requirements and was again the proud recipient of the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the United States and Canada.

Goals and objectives for FY 2010-2011 include the following: The top priority for the upcoming fiscal year will be to Produce a monthly Financial report for City Council so we can better manage the financial health of the City. Work with Public Works to gain a better control of the grant reimbursement process and collect cash on a more timely basis. We will be working with Treasury to bring an electronic payment method (Debt or Credit Card) to the City We will be reviewing the water department process to improve collections, reporting, analysis and cross training staff to be able to cover at times of increased volume. Continue to provide excellent customer service to our residents and internal customers.

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.
Finance	130

PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
<i>General Fund:</i>				
Finance Director	1.00	0.00	0.00	0.00
Budget Manager	0.00	1.00	0.00	0.00
Finance Manager	0.00	0.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00
Junior Accountant	1.00	1.00	1.00	1.00
Senior Account Clerk II	1.00	1.00	1.00	1.00
Senior Account Clerk (2 Staff)	2.00	2.00	1.50	1.50
Finance Office Specialist	1.00	0.25	0.25	0.25
Account Clerk	0.25	0.00	0.00	0.00
P/T		0.00	0.75	0.75
Subtotal	7.25	6.25	6.50	6.50
<i>Enterprise Funds:</i>				
Senior Account Clerk (Water Dept.)	1.00	1.00	0.50	0.50
Account Clerk	0.75	0.00	0.00	0.00
Finance Office Specialist	0.00	0.75	0.75	0.75
Subtotal	1.75	1.75	1.25	1.25
Total	9.00	8.00	7.75	7.75

APPROPRIATIONS

Personnel Services	\$ 687,155	\$ 509,635	\$ 498,563	\$ 559,377
Operating Expenses	115,022	111,187	107,398	115,883
Capital Outlay	0	0	0	0
Total	\$ 802,177	\$ 620,822	\$ 605,961	\$ 675,260

SOURCE OF FUNDS

General Fund	\$ 802,177	\$ 620,822	\$ 605,961	\$ 675,260
Total	\$ 802,177	\$ 620,822	\$ 605,961	\$ 675,260

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

Supporting Information

4100 PERSONNEL SERVICES \$559,377

4101	Full time salaries	\$549,739	
4103	Part Time	\$7,638	
4105	Overtime	\$2,000	

4200 OPERATING EXPENSES \$115,883

4220	Telephone Expenses	\$1,068	
4260	Contractual Services	\$6,200	
	Technical assistance on GASB pronouncements		
4270	Professional Services for:	\$64,000	
	Sales Tax audits & analysis	\$3,000	
	Property Tax audits & reviews	\$3,000	
	City Audit Services	\$47,000	
	LAFCO, GL, Printing	\$3,000	
	State Mandated Cost Claims (SB-90)	\$8,000	
4300	Department Supplies	\$7,000	
	Various department supplies, such as computer paper, toner, business licenses, checks, w-2's, 1099's Misc., computer tapes & disks.		
4320	Department Equipment Maintenance	\$31,915	
	Licenses: EDEN, Business License/Alarms, Cashiering		
4360	Personnel Training.	\$1,000	
	Teambuilding workshops (\$6,500)		
	Computer Training (\$1,000)		
	GFOA Certification Training (\$800)		
4365	Tuition Reimbursement	\$2,000	
4370	Meetings, Memberships & Travel	\$1,200	
	California Society of Municipal Finance Officers / Conference (\$1,800)		
	CMRTA Annual Conference (Business License) (\$2,300)		
	EDEN Annual Conference (\$2,700)		
	Government Finance Officers Conference (\$1,500)		
	League of California Cities (\$1,500)		
4380	Subscriptions, Dues & Memberships	\$1,000	
	CSMFO, GFOA, CMRTA, & Payroll	\$1,000	
4390	Vehicle Allowance & Mileage Reimbursement	\$500	

4500 CAPITAL EXPENSES \$0

TOTAL \$675,260

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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

Beginning with Fiscal Year 2001-2002 and continuing thru fiscal year 2010-2011, 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.

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
APPROPRIATIONS				
Personnel Services:				
4124 General Fund Retirement				
Costs for PERS	\$ 2,025,193	\$ 2,289,694	\$ 1,913,327	\$ 1,957,593
Total	\$ 2,025,193	\$ 2,289,694	\$ 1,913,327	\$ 1,957,593

SOURCE OF FUNDS

Retirement Fund

Total Employee Retirement Expenditures:

Retirement Fund	\$ 2,025,193	\$ 2,289,694	\$ 1,913,327	\$ 1,957,593
Special Funds / Enterprise Funds	336,543	498,896	317,965	338,349
Agency Fund	124,029	136,448	117,183	120,839
Total	\$ 2,485,765	\$ 2,925,038	\$ 2,348,475	\$ 2,416,781

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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.

The special events budget would also be included in the non-departmental budget which allows these funds to be centralized. Due to economic conditions no such activities are planned for FY10/11.

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
--	---------------------	-----------------------	------------------------	----------------------

None

APPROPRIATIONS

Personnel Services	\$ -	\$ 20,000	\$ 46,000	\$ 50,000
Operating Expenses	418,014	369,500	430,594	369,600
Capital Outlay	16,106	20,000	12,000	20,000
Total	\$ 434,120	\$ 409,500	\$ 488,594	\$ 439,600

SOURCE OF FUNDS

General Fund	\$ 434,120	\$ 409,500	\$ 488,594	\$ 439,600
Total	\$ 434,120	\$ 409,500	\$ 488,594	\$ 439,600

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION			DIVISION NO.
Non-Departmental			190
Supporting Information			
4100	PERSONNEL SERVICES		\$50,000
4132	Unemployment Insurance	\$50,000	
4200	OPERATING EXPENSES		\$369,600
4220	Telephone	\$49,000	
4240	Insurance & Surety Bonds-Reflects costs for Property & Earthquake insurance, Employee blanket surety bonds.	\$0	
4260	Contractual Services- 1) Computer network and city wide services; \$136,000 2) Annual Renewal Assetworks \$1,300	\$137,300	
4280	Postage	\$36,000	
4300	Citywide supplies i.e. computer & fax supplies, copier & maintenance supplies, and postage for newsletters.	\$5,300	
4320	Department Equipment Maintenance	\$24,000	
4380	Subscription Dues and Memberships to League of CA Cities & Southern CA Assoc. of Governments.	\$15,000	
4430	Activities Programs	\$0	
4435	Bank Charges	\$3,000	
4450	Special Events Budget	\$0	
4827	Purchase of CDBG Funds	\$0	
4910	Transfer to Grants Fund to subsidize the Las Palmas loan repayment.	\$100,000	
4500	CAPITAL EXPENSES		\$20,000
4500	Reflects the purchase of network servers and capital equipment.	\$20,000	
TOTAL			\$439,600

Community Development

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

NARRATIVE

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

140 Building and Safety

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

150 Planning

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

26-155 Planning/CDBG Projects

This federally funded account provides for projects and programs through the Community Development Block Grant (CDBG) program. These federal funds are used exclusively to implement community development projects and programs that prevent urban blight, preserve nationally recognized historic places, and improve the quality of life of residents within eligible low- and moderate-income neighborhoods within the community.

94-155 Redevelopment Housing Programs

This Redevelopment Agency account provides staff funding to implement programs and policies that preserve and improve the existing housing stock occupied by low and moderate income residents as well as for the creation of new affordable housing opportunities for all economic segments of the community. It is funded with revenues from redevelopment project areas through the Low/Mod Housing Fund ("20% set-aside funds"). These programs include the development of affordable housing, the implementation of housing element goals and objectives through the adoption of zone code amendments that facilitate new affordable housing opportunities, and the update of the redevelopment and housing implementation plan for the 2010-2015 reporting period.

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT

EXECUTIVE SUMMARY

94-191 Redevelopment Housing Projects

This Redevelopment Agency account provides staff funding to retain and augment the supply of affordable housing of all types in the community, such as providing assistance for the development of new affordable housing in the community. This account is funded with revenues from redevelopment project areas through the Low/Mod Housing Fund ("20% set-aside funds").

XX-XX Redevelopment Project Areas

This Redevelopment Agency account provides funding for staff assistance to the Redevelopment Agency in implementing the adopted redevelopment plans for the community's designated redevelopment project areas. Such assistance includes working with potential and current developers as well as property owners seeking to develop property in the project areas and reviewing and coordinating private and public development proposals. Furthermore, these funds support the city's redevelopment planning efforts that seek to facilitate public and private investment within the project areas in order to eliminate blight. This account is funded with tax increment revenues from specific redevelopment project areas within the community.

70-381 Enterprise Water

This Enterprise Water account provides funding for staff to undertake field surveys, and computer entry into a Geographic Information System of existing water infrastructure in order to facilitate future assessment of capital improvement projects and prioritization.

72-360 Enterprise Sewer

This Enterprise Sewer account provides funding for staff to undertake field surveys, and computer entry into a Geographic Information System of existing sewer infrastructure in order to facilitate future assessment of capital improvement projects and prioritization.

<i>General Fund</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Community Dev't. Director	0.50	0.15	0.15	0.36
City Planner	0.00	0.00	0.00	0.20
Senior Planner	0.40	0.15	0.15	0.00
Associate Planner	0.60	0.60	0.60	0.00
Assistant Planner	0.00	0.00	0.00	0.40
Assistant Planner (Housing)	0.00	0.00	0.00	0.25
Building and Safety Supervisor	0.80	0.80	0.80	1.00
Community Pres. Officer	0.50	0.41	0.41	0.00
Community Pres. Officer (2 PT/.75FTE)	0.45	0.25	0.25	0.00
Community Pres. Supervisor	0.10	0.13	0.13	0.00
Community Dev't. Secretary	0.80	0.80	0.80	1.00
P/T Planning Interns (2 PT/.5FTE)	0.25	0.00	0.00	0.00
Subtotal	4.40	3.29	3.29	3.21

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

<i>Special Fund Administration (CDBG)</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Community Dev't. Director	0.03	0.03	0.03	0.03
City Planner	0.00	0.00	0.00	0.02
Senior Planner	0.03	0.02	0.02	0.00
Assistant Planner (Housing)	0.20	0.12	0.12	0.12
Subtotal	0.26	0.17	0.17	0.17
<i>Special Fund Code Enforcement (CDBG)</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Community Pres. Supervisor	0.16	0.23	0.23	0.23
Community Pres. Officer	0.27	0.41	0.41	0.41
Subtotal	0.43	0.64	0.64	0.64
<i>Low/Mod Housing Fund</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Community Dev't. Director	0.35	0.36	0.36	0.64
City Planner	0.00	0.00	0.00	0.60
Senior Planner	0.32	0.40	0.40	0.00
Associate Planner	0.15	0.15	0.15	0.00
Assistant Planner	0.00	0.30	0.30	0.00
Assistant Planner (Housing)	0.80	0.88	0.88	0.75
Building and Safety Supervisor	0.10	0.10	0.10	0.00
Community Pres. Officer	0.99	0.94	0.94	0.00
Community Pres. Officer (2 PT/.75FTE)	0.30	0.50	0.50	0.00
Community Pres. Supervisor	0.60	0.50	0.50	0.00
Community Dev't. Secretary	0.20	0.20	0.20	0.00
P/T Planning Interns (2 PT/.5FTE)	0.25	0.00	0.00	0.00
Subtotal	4.06	4.33	4.33	1.99

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

<i>Redevelopment Areas</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Community Dev't. Director	0.12	0.46	0.46	0.00
City Planner	0.00	0.00	0.00	0.20
Senior Planner	0.25	0.43	0.43	0.00
Associate Planner	0.25	0.25	0.25	0.00
Building and Safety Supervisor	0.10	0.10	0.10	0.00
Community Pres. Officer	0.24	0.24	0.24	0.00
Community Pres. Supervisor	0.14	0.14	0.14	0.00
Assistant Planner	0.00	0.50	0.50	0.50
Subtotal	1.10	2.12	2.12	0.70
<i>Enterprise Funds</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Assistant Planner	0.00	0.20	0.20	0.10
Subtotal	0.00	0.20	0.20	0.10
Total	10.25	10.75	10.75	6.81
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2009-2010	2010-2011
140-Building Safety	\$ 263,799	\$ 211,537	\$ 208,288	\$ 255,423
150-Planning Admin	687,176	171,478	282,057	175,716
General Fund Total	950,975	383,015	490,345	431,139
26-155 CDBG	1,595,617	1,555,863	1,555,863	1,549,553
94-155 Redv. Hsg. Program	1,400,495	1,137,949	1,137,949	170,173
94-191 Redv. Hsg. Project	814,250	824,488	824,488	170,173
Housing Fund Total	2,214,745	1,962,437	1,962,437	340,346
XX-XX Redv. Project Areas	158,745	292,459	292,459	66,812
70-381 Enterprise Water	0	7,560	7,560	4,005
72-360 Enterprise Sewer	0	7,560	7,560	4,005
Enterprise Fund Total	0	15,120	15,120	8,010
Total	\$ 4,920,082	\$ 4,208,894	\$ 4,316,224	\$ 2,395,860

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

SOURCE OF FUNDS

General Funds	\$ 510,975	\$ 113,015	\$ 283,345	\$ 137,139
Planning and Zoning Fees	80,000	80,000	80,000	64,000
Commercial and Home Occupancy	0	0	0	22,000
Planning Review	0	0	0	6,000
Banner and Sign Permits	0	0	0	10,000
Construction Permits	200,000	190,000	127,000	152,000
Inspection Upon Resale	0	0	0	5,000
Multi-Family Inspection	0	0	0	35,000
Code Enforcement Citations	160,000	0	0	0
Weed Abatement Program	0	0	0	0
Transfers From Other Funds	0	0	0	0
General Fund Total	950,975	383,015	490,345	431,139
CDBG	1,595,617	1,555,863	1,555,863	1,549,553
CRA Low-Mod Hsg. Fund	2,214,745	1,962,437	1,962,437	340,346
Redv. Proj. Areas	158,745	292,459	292,459	66,812
Enterprise Fund Total	0	15,120	15,120	8,010
Total	\$ 4,920,082	\$ 4,208,894	\$ 4,316,224	\$ 2,395,860

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT

DIVISION NO.

Building and Safety

140

NARRATIVE

In FY 2009-2010, 790 building permits were issued. Much of this building activity occurred in residential rehabilitation which included repairs, remodels, and additions to existing dwelling units with a total valuation of \$2,043,370. New residential construction included 3 dwelling units with a total valuation \$275,000. The valuation of interior and exterior improvements to existing commercial and industrial buildings was \$2,682,000.

For the upcoming FY 2010-2011, it is anticipated that building activity will continue at a marginally reduced level due to current general economic conditions. However, 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. Using the city's zoning regulations, including continued implementation of the City's San Fernando Corridors Specific Plan, is expected to continue to 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 \$192,000 in revenues (including approximately \$152,000 in construction permits, \$35,000 in rental property inspections, and \$5,000 in resale inspections as noted below; an additional \$102,000 in development fees would be attributed to associated requests for development review as indicated in Account 01-150, Planning Divisions).

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

PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Community Development Director	0.10	0.07	0.07	0.18
City Planner	0.00	0.00	0.00	0.10
Senior Planner	0.20	0.07	0.07	0.00
Building & Safety Supervisor	0.75	0.80	0.80	1.00
Associate Planner	0.25	0.25	0.25	0.00
Assistant Planner (Housing)	0.00	0.00	0.00	0.10
Assistant Planner	0.00	0.00	0.00	0.20
Community Development Secretary	0.25	0.45	0.45	0.50
Total	1.55	1.64	1.64	2.08

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT				DIVISION NO.
Building and Safety				140
APPROPRIATIONS				
Personnel Services	\$ 205,970	\$ 174,437	\$ 174,704	\$219,749
Operating Expenses	16,913	22,600	18,604	21,174
Capital Outlay	693	0	0	0
Equipment Replacement Charge	13,808	14,500	14,500	14,500
Total	\$ 237,384	\$ 211,537	\$ 207,808	\$ 255,423
SOURCE OF FUNDS				
0000 General Funds	\$ 70,160	\$ 21,537	\$ 92,808	\$ 63,423
3320 Construction Permits	\$ 185,617	\$ 190,000	\$ 115,000	\$ 152,000
XXXX Inspection Upon Resale	\$ -	\$ -	\$ -	\$ 5,000
XXXX Multi-Family Inspection	\$ -	\$ -	\$ -	\$ 35,000
Total	\$ 255,777	\$ 211,537	\$ 207,808	\$ 255,423
4100	PERSONNEL SERVICES			\$219,749
4101	Salaries and benefits	\$ 219,749		
4200	OPERATING EXPENSES			\$21,174
4220	Monthly service for Building and Safety Supervisor cell phone usage.	\$480		
4260	Contractual Services to pay for monthly building plan check consulting fees including anticipated fees for large project construction activity. City Prosecutor services for office conferences and preparation of letters associated with code enforcement violations and non-compliant residents/businesses. Rate = 2.65 hours of City Prosecutor time at \$250.00/per hour.	\$17,984		
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		
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		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT

DIVISION NO.

Building and Safety

140

4365	Tuition reimbursement for Senior Planner to increase education in order to enhance service delivery to residents.	\$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.	\$120	

4500 CAPITAL EXPENSES

4500			\$0
------	--	--	------------

4941 EQUIPMENT REPLACEMENT CHARGE \$14,500

4941	Annual Depreciation of light utility vehicle used for building and zoning inspections (final repayment year five of five) @ \$5,000 and partial cost of new activity information management system-AIMS (final repayment year 3 of 3) to integrate code enforcement data files with building permit files as well as purchasing support hardware and software for system implementation @ \$9,500.	\$14,500	
------	--	----------	--

TOTAL

\$255,423

CITY OF SAN FERNANDO**ADOPTED BUDGET****FY 2010-2011****COMMUNITY DEVELOPMENT DEPARTMENT****DIVISION NO.****Planning/Administration****150****NARRATIVE**

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

During FY 2009-2010, the department's staff processed 23 site plan review applications and prepared 43 staff reports on cases involving discretionary review by the Planning and Preservation Commission, the 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 2005-2010 Redevelopment and Housing Implementation Plan, 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 Preservation Plan, for implementation of housing element objectives and programs for the preservation of the city's residential neighborhoods, affordable housing stock, and promotion of home-ownership, and for implementation of the city's program to promote the preservation of historical resources in the community. In addition, the department provides staff support for new development in redevelopment project areas including commercial, industrial, mixed-use, and in-fill residential development projects through private initiative and/or public-private partnerships. The planning personnel will continue to work on improving the department's review and processing of project entitlements, including coordination with building and safety personnel, other city departments, and design consultants in order to implement council directives and department priority projects. In addition, planning personnel will reevaluate the department's standard operating procedures in order to streamline and shorten the time necessary to review development proposals and process construction permits.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT
Planning/Administration

DIVISION NO.
150

PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Community Development Director	0.35	0.08	0.08	0.18
City Planner	0.00	0.00	0.00	0.10
Senior Planner	0.20	0.08	0.08	0.00
Community Preservation Supervisor	0.10	0.00	0.00	0.00
Associate Planner	0.35	0.35	0.35	0.00
Assistant Planner (Housing)	0.00	0.00	0.00	0.15
Assistant Planner	0.00	0.00	0.00	0.20
Community Preservation Officer	0.25	0.00	0.00	0.00
Community Preservation Officer	0.15	0.00	0.00	0.00
Community Preservation Officer P/T	0.05	0.00	0.00	0.00
Community Development Secretary	0.35	0.35	0.35	0.50
P/T Planning Intern (2 PT/.5FTE)	0.25	0.00	0.00	0.00
Total	2.05	0.86	0.86	1.13

APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$ 192,719	\$ 89,153	\$ 82,207	\$ 112,686
Operating Expenses	153,427	72,075	189,600	52,780
Capital Outlay	22,853	10,250	10,250	0
Equipment Replacement Charge	8,600	0	0	10,250
Total	\$ 377,600	\$ 171,478	\$ 282,057	\$ 175,716

SOURCE OF FUNDS

0000 General Funds	\$ 228,551	\$ 91,478	\$ 91,478	73,716
3325 Commercial and Home Occupancy	0	0	0	22,000
3330 Planning Review	0	0	0	6,000
3390 Banner and Sign Permits	0	0	0	10,000
3425 Code Enforcement Citations	56,234	160,000	160,000	0
3705 Planning & Zoning Fees	92,815	80,000	80,000	64,000
Transfers from other Funds	0	0	0	0
Total	\$ 377,600	\$ 331,478	\$ 331,478	\$ 175,716

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT
Planning/Administration

DIVISION NO.
150

4100	PERSONNEL SERVICES	\$	112,686
4101	Salaries and benefits	\$ 107,786	
4105	Overtime	\$1,500	
4111	Commission Reimbursement: Planning and Preservation (12 mtgs. @ \$50 per commissioner)	\$3,400	
4200	OPERATING EXPENSES	\$	52,780
4220	Cell phones for Community Development Director and Senior Planner @ 75.00 per month per phone.	\$1,800	
4230	Public hearing legal advertisement, community workshop notices, and community outreach documents.	\$10,000	
4270	Professional Services for design review, development standards modifications @ \$500 per review (6 times per year). Professional services for environmental impact assessment (e.g., mitigated negative declaration, parking analysis, etc.) @ \$1500 (two projects in FY 10/11). 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.	\$9,000	
4270	Professional Services for 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 Preservation Plan.	\$22,000	
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.	\$7,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT			DIVISION NO.
Planning/Administration			150
4365	Tuition reimbursement for Senior Planner to increase education in order to enhance service delivery to residents.	\$1,500	
4380	Professional memberships for Community Development Director, Senior Planner, Assistant Planners 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		
4500			\$0
4941	EQUIPMENT REPLACEMENT CHARGE		\$10,250
4941	Partial cost of new activity information management system-AIMS (final repayment year 3 of 3) to integrate code enforcement and zoning data files with building permit files as well as purchasing support hardware and software for system implementation @ \$10,250.	\$10,250	
TOTAL			\$ 175,716

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT

DIVISION NO.

Planning/CDBG

26-155

NARRATIVE

In FY 2009-2010, a substantial portion of the City's annual allocation of federal Community Development Block Grant (CDBG) funds was 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. This allocation will continue in FY 2010-2011.

In FY 2009-2010, CDBG funds were also spent to improve streets, to support the code enforcement program and for CDBG program administration. In FY 2009-2010, the City also received CDBG-Recovery Act Funds that will be used to make needed public transportation infrastructure improvements through the Sidewalk-Street Improvement Project and the Street Sign Replacement Project. These projects were initiated in FY 2009-2010 but will be fully implemented during FY 2010-2011.

In FY 2010-2011, funds will be spent to improve additional streets including continued implementation of the Park Avenue Street and Sidewalk Improvement Project, to support the code enforcement program, for preservation of the Lopez Adobe, and for CDBG program administration. Additional, but separate federal funding, was obtained by the city as part of the American Recovery and Reinvestment Act of 2009 to administer and implement street improvements and street sign replacement projects within the city's eligible low and moderate income areas.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Community Development Director	0.03	0.03	0.03	0.03
City Planner	0.00	0.00	0.00	0.02
Senior Planner	0.03	0.02	0.02	0.00
Community Preservation Supervisor	0.16	0.23	0.23	0.23
Community Preservation Officer	0.00	0.00	0.00	0.00
Community Preservation Officer -2	0.10	0.24	0.24	0.24
Community Preservation Officer -3	0.17	0.17	0.17	0.17
Assistant Planner (Housing)	0.20	0.12	0.12	0.12
Community Development Secretary	0.00	0.00	0.00	0.00
Total	0.69	0.81	0.81	0.81
Personnel Services	\$ 69,550	\$ 59,436	\$ 59,436	\$ 59,436
Operating Expenses	0	0	0	0
Capital Outlay/Loan Expenses	1,526,067	1,490,117	1,490,117	1,490,117
Total	\$ 1,595,617	\$ 1,549,553	\$ 1,549,553	\$ 1,549,553

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT				DIVISION NO.
Planning/CDBG				26-155
SOURCE OF FUNDS				
26 CDBG GRANT (36th Year)	\$	1,595,617	\$	1,549,553
26 CDBG Recovery Act Funds	\$	-	\$	-
Total	\$	1,595,617	\$	1,549,553
4100 PERSONNEL SERVICES				\$59,436
0334-4101	Salary and benefits: Code Enforcement Project	\$	44,201	
0339-4100	Salary and benefits: CDBG Administration	\$	15,235	
4200 OPERATING EXPENSES				\$0
4400 LOAN EXPENSES				\$343,995
0000-4424	Section 108 Loan-Swimming Pool Facility		\$343,995	
4600 CAPITAL OUTLAY				\$1,146,122
0352-4600	Street Improvements (Park Avenue) - Carryover		\$837,122	
0860-4600	Lopez Adobe Preservation Plan		\$309,000	
TOTAL				\$1,549,553
xxxx 2009 CDBG RECOVERY ACT FUNDS				\$107,137
xxxxx	Salary and benefits: CDBG Administration		\$5,356	
xxxxx	Sidewalk - Street Improvement Project		\$35,000	
xxxxx	Street Sign Replacement Project		\$66,781	
TOTAL				\$107,137
Total				\$1,656,690

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT

DIVISION NO.

Planning/CDBG

26-155

Supporting Information

The following is a summary of approved CDBG expenditures for specific projects and programs in FY 10-11.

Project Number	Description	Amount:
26-155-0000	Section 108 Loan Payback	\$343,995
26-155-0334	Code Enforcement	44,201
26-155-0339	Administration	15,235
	Total (CDBG 36th Year)	<u>\$ 403,431</u>
26-155-XXXX	Street Improvements	<u>\$837,122</u>
26-155-XXXX	Lopez Adobe Preservation Plan - Carryover from FY 08-09	155,000
26-155-XXXX	Lopez Adobe Preservation Plan - Allocation for FY 09-10	154,000
	Subtotal (CDBG Funds)	<u>\$1,146,122</u>
	Total	<u>\$ 1,549,553</u>

Public Safety

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2010 - 2011

POLICE DEPARTMENT

EXECUTIVE SUMMARY

NARRATIVE

The members of the San Fernando Police Department are committed to providing quality police services to the local community. The Department's command is vested in a dedicated group of law enforcement professionals committed to providing leadership and a clear vision for Department operations. The primary assets of the Department are the people who serve our community. The Department enjoys strong community support based upon efficient and effective law enforcement operations. This fact was well documented within a customer satisfaction survey conducted during fiscal year 2009-2010. To ensure continuity of this level of service, the Department will conduct a customer satisfaction survey during this fiscal year and make adjustments accordingly.

Through City Council direction, the Community Preservation Program was fully integrated into the Police Department to provide a more efficient and focused coordination of the City's community preservation efforts on a day-to-day basis, while working directly with the Patrol Division. The joining of these two departments, streamlining both enforcement processes, and eliminating the conditions that promote illegal activity will have a significant positive impact on the quality of life for the residents and businesses within the City. In the reorganization, a Community Resource Supervisor position was established to coordinate all Police Department efforts in assisting the Community Preservation Officers in their daily activities.

During FY 2009-2010, the Police Department achieved the lowest verifiable reduction in crime in 22 years. With team policing and a strong Community Action and Preservation Plan (CAPP), the Department was able to identify problem locations throughout the City in addition to decreasing gang activity within the City and the surrounding area with the implementation of a civil gang injunction. This reduction in crime is attributed to the Department's teamwork in achieving frontline accountability.

There was an increase in the apprehension of DUI suspects during FY 2009-2010 which represents the highest in 22 years. This benchmark was partially achieved through additional DUI checkpoints, saturation patrols, court stings, and the Habitual Offender Program.

Fiscal Year 2010-2011 will see the full implementation of Virtual Patrol that will benefit all community members and will enhance the Department's ability to provide an extra level of safety to Patrol Officers that are responding to emergency calls for service; Communication Center will be upgraded with new 911 technology and equipment through State PSAP 911 funds; and the Department will continue receiving funds from the State of California Office of Traffic Safety for Driving Under the Influence, Seatbelt and Pedestrian Safety Programs.

With the retirement of Chief Robert Ordelleide the Police Department will transition leadership with and create a new succession plan that will allow the Department to continue providing the highest level of service to the community.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

POLICE DEPARTMENT
EXECUTIVE SUMMARY

PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Police Chief	1.00	1.00	1.00	1.00
Police Captain	0.00	0.00	0.00	0.00
Police Lieutenant	3.00	3.00	3.00	3.00
Police Sergeant	6.00	7.00	7.00	7.00
Police Detective	5.00	4.00	4.00	4.00
Field Training Officers	4.00	4.00	4.00	4.00
Park Safety Coordinator	0.00	0.00	0.00	0.00
Police Officer	18.00	18.00	18.00	18.00
Sworn	37.00	37.00	37.00	37.00
Police Service Representative Supervisor	1.00	1.00	1.00	1.00
Police Service Representative	6.00	6.00	6.00	6.00
Community Service Officer (FTE)	5.50	4.00	4.00	4.00
Records Supervisor	1.00	1.00	1.00	1.00
Police Records Specialist	3.50	3.00	3.00	3.00
Property Control Officer	1.00	1.00	1.00	1.00
Secretary to the Chief / Police Office Specialist	2.00	2.00	2.00	2.00
Police Junior Cadet (FTE)	1.00	1.00	1.00	1.00
Crossing Guard (FTE)	2.33	2.33	2.33	2.33
Community Preservation Supervisor	0.00	1.00	1.00	1.00
Community Preservation Officer (FTE)	0.00	2.75	2.75	2.75
Park Patrol/Park Ranger (FTE)	2.00	0.00	0.00	0.00
Non-Sworn	25.33	25.08	25.08	25.08
Total	62.33	62.08	62.08	62.08

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

POLICE DEPARTMENT
EXECUTIVE SUMMARY

APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$ 6,374,392	\$ 5,923,210	\$ 5,923,210	\$6,320,824
Operating Expenses	619,977	603,411	603,411	544,265
Capital Outlay	0	0	0	0
Transfers	134,942	152,842	152,842	0
Total General Fund	\$ 7,129,311	\$ 6,679,463	\$ 6,679,463	\$ 6,865,089
Support Services-222	\$ 1,397,802	\$ 1,529,143	\$ 1,529,143	\$1,372,854
Detective Division-224	960,676	690,401	690,401	835,867
Patrol Division-225	4,275,904	4,001,307	4,001,307	3,922,480
Reserve Division-226 (0225)	33,666	30,000	30,000	28,000
Park Ranger-227	70,394	3,090	3,090	0
Community Service Program-230	390,548	309,763	309,763	297,175
Community Preservation-152	0	115,759	115,759	408,713
Emergency Services-250	321	0	0	0
Subtotal General Fund	\$ 7,129,311	\$ 6,679,463	\$ 6,679,463	\$ 6,865,089
Fund 02: SLESF	20,819	100,000	100,000	100,000
Fund 10: Grants	224,814	0	0	210,644
Fund 20: State Asset Forfeiture	0	0	0	0
Fund 21: Federal Asset Forfeiture	0	0	0	0
Subtotal Other Funds	\$ 245,633	\$ 100,000	\$ 100,000	\$ 310,644
Total	\$ 7,374,944	\$ 6,779,463	\$ 6,779,463	\$ 7,175,733
SOURCE OF FUNDS				
01 General Funds	\$ 7,129,311	\$ 6,679,463	\$ 6,679,463	\$ 6,865,089
Fund 02: SLESF	20,819	100,000	100,000	100,000
Fund 10: Grants	224,814	0	0	210,644
Fund 20: State Asset Forfeiture	0	0	0	0
Fund 21: Federal Asset Forfeiture	0	0	0	0
CDBG (26-155)	0	0	0	44,201
Water Administration - 70-381	0	0	0	15,000

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011**

**POLICE DEPARTMENT
EXECUTIVE SUMMARY**

Utility Billing - 70-382	0	0	0	15,000
Sewer Maintenance - 73-350	0	0	0	15,000
Total	\$ 7,374,944	\$ 6,779,463	\$ 6,779,463	\$ 7,264,934

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

POLICE DEPARTMENT
EXECUTIVE SUMMARY

SOURCE OF FUNDS		ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
	General Funds	\$ 5,649,549	\$ 4,867,963	\$ 4,867,963	\$ 4,962,334
20	State Asset	0	0	0	0
	Seizure Transfer				
20-3875	PropertyRoom.Com	500	500	500	500
21	Federal Asset	0	0	0	0
	Seizure Transfer				
3232	Vehicle Tow	76,000	95,000	95,000	95,000
	Franchise Fee				
3415	Vehicle	500	500	500	600
	Repossession				
3420	General Court Fines	38,000	38,000	38,000	60,000
3425	Code Enforcement	0	0	0	350,000
	Citations				
3430	Parking Citations	1,093,000	1,100,000	1,100,000	1,000,000
3436	Weed Abatement	0	0	0	10,000
3655	POST.	7,500	4,500	4,500	4,500
	Reimbursements				
3688	Corrections Training	5,000	5,000	5,000	5,000
3710	Duplicating Fees	5,880	16,000	16,000	16,000
3715	Police Contract	190,000	190,000	190,000	225,000
	Services				
3720	Fingerprint Services	69,000	69,000	69,000	69,000
3725	Booking and	0	0	0	0
	Processing Fee				
3726	Vehicle Inspection	0	28,000	28,000	50,000
	Fees				
3780	Court Commitment	37,015	45,000	45,000	80,000
3781	Impounded Vehicles	35,000	60,000	60,000	80,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

POLICE DEPARTMENT
EXECUTIVE SUMMARY

3783	Vehicle	0	24,000	24,000	15,000
	Administrative Fee				
3785	Alarm Monitoring	23,000	37,000	37,000	35,000
3910	Surplus Vehicles	0	14,000	14,000	0
13-3410	Vehicle Code Fines	145,000	130,000	130,000	130,000
0	LA County Animal Control Licensing	0	0	0	23,000
0	LA County Coroner's Contract	0	55,000	55,000	54,000
TOTAL		\$ 7,374,944	\$ 6,779,463	\$ 6,779,463	\$ 7,264,934

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011**

**POLICE DEPARTMENT
EXECUTIVE SUMMARY**

FIRE SERVICES (DIVISION 500)

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

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2009-2010	2010-2011
Fire Services	\$ 3,256,062	\$ 3,347,697	\$ 3,347,697	\$ 3,258,270
SOURCE OF FUNDS				
01 General Funds	\$ 3,256,062	\$ 3,347,697	\$ 3,347,697	\$ 3,258,270

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

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 Administrative Commander, Records Unit, Traffic Division Coordinator, and the Support Services Sergeant.

The Support Services Division Commander oversees the Division's various units and is charged with budget preparation and administration; procurement management; and soliciting/managing grants. The Support Services Sergeant is primarily responsible for personnel matters; including recruitment, background investigations, training, and meeting legal mandates, as well as, conducting internal investigations as assigned by the Chief of Police. The Department's Community Relations programs, including Neighborhood/Business Watch, School Visitations, and Media Relations, are administered within Support Services Division. The Traffic Division Coordinator manages and implements all traffic flow, pedestrian, parking, and safety enforcement operations; and completes other related tasks as required. The Records Unit processes and maintains Department records and serves the public at the front counter of the police station.

During Fiscal Year 2009-2010, administration made efforts to obtain state and federal grants designed to support strategic goals and improve the overall quality of life within our community. Ensuring compliance with legal mandates and training requirements was also a top priority.

Through City Council direction, the Community Preservation Program was reassigned to the Police Department to provide a more efficient and focused coordination of the City's community preservation efforts on a day-to-day basis, while working directly with the Patrol Division. The joining of these two departments, streamlining both enforcement processes, and eliminating the conditions that promote illegal activity will have a significant positive impact on the quality of life for the residents and businesses within the City. In the reorganization, a Community Resource Supervisor position was established to coordinate all Police Department efforts in assisting the Community Preservation Officers in their daily activities.

Goals for Fiscal year 2010-2011 will be to continue enhancing the City Council's direction of coordinating the community preservation and community policing effort throughout the City, while maintaining all existing programs and projects.

The Support Services Division staffing for FY 2009-2010 was reduced by one full time Records Specialist position that was left unfilled due to Citywide projected, General Fund revenue shortfalls.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

DIVISION				DIVISION NO.	
Police Department-Support Services				222	
		ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL		2008-2009	2009-2010	2009-2010	2010-2011
Chief of Police		1.00	1.00	1.00	1.00
Police Lieutenant		1.00	1.00	1.00	1.00
Police Sergeant		1.00	2.00	2.00	2.00
Park Safety Coordinator		0.00	0.00	0.00	0.00
Records Supervisor		1.00	1.00	1.00	1.00
Secretary to the Chief		1.00	1.00	1.00	1.00
Police Records Specialist		3.00	3.00	3.00	3.00
Total		8.00	9.00	9.00	9.00
		ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS		2008-2009	2009-2010	2009-2010	2010-2011
Personnel Services		\$ 928,816	\$ 1,045,990	\$ 1,045,990	\$ 958,401
Operating Expenses		440,186	454,353	454,353	414,453
Capital Outlay		0	0	0	0
Transfers		28,800	28,800	28,800	0
Total		\$ 1,397,802	\$ 1,529,143	\$ 1,529,143	\$ 1,372,854
SOURCE OF FUNDS					
	General Funds	\$ 1,342,407	\$ 1,444,643	\$ 1,444,643	\$ 1,267,354
3655	POST Reimbursements	7,500	4,500	4,500	4,500
3688	Corrections Training	5,000	5,000	5,000	5,000
3710	Duplicating Fees	5,880	16,000	16,000	16,000
3780	Court Commitment	37,015	45,000	45,000	80,000
3910	Surplus Vehicles	0	14,000	14,000	0
0	LA County Coroner Contract	0	55,000	55,000	54,000
Total		\$ 1,397,802	\$ 1,584,143	\$ 1,584,143	\$ 1,426,854

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

DIVISION			DIVISION NO.
Police Department-Support Services			222
Supporting Information			
4100	PERSONNEL SERVICES		\$958,401
4101	Salaries and Benefits for Full-Time Employees.	\$923,582	
4105	Overtime: Regular	\$24,839	
4109	Overtime: Contract Duty	\$9,980	
4200	OPERATING EXPENSES		\$414,453
4210	Utilities.	\$63,000	
4220	Telephone/ MDT wireless.	\$71,285	
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.	\$158,398	
4300	Department Supplies: Office Supplies, Safety Equipment, Ammunition, Copier Supplies, Photographic and Evidence Supplies.	\$101,500	
4320	Equipment Maintenance: Equipment not Covered by Service Agreements.	\$11,000	
4325	Uniform Allowance for Full-Time Employees.	\$5,520	
4360	POST Mandated and Continuing Professional Training.	\$1,350	
4365	Tuition Reimbursement.	\$0	
4380	Membership Dues: Conference Attendance; CLEARS, NEATO, NAPA, and IALEP.	\$2,400	
4430	Activities and Programs: Neighborhood/Business Watch; Signs, Window Stickers, etc.	\$0	
4460	Community Relations: Fingerprint Kits; Informational Supplies, Giveaways.	\$0	
4500	CAPITAL EQUIPMENT		\$0
4941	TRANSFERS		\$0
4941	Equipment Replacement Charge-Transfer to Fund 41: \$28,800 for 4 of 5 years for 4 Administrative vehicles FY 07-08. Deferred to FY 2011-2012		
TOTAL			\$1,372,854

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2010 - 2011

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 assists the public through advocacy programs and referrals to counseling centers, as well as, with releases for impounded and recovered vehicles. The Division Commander also oversees Property and Evidence Control.

Goals and objectives for FY 2009-2010 were to bring the Detective Division to a full complement of four working case load detectives, continue with the successful enforcement of CAPP, and diligently strive to bring the highest degree of professional law enforcement services to the citizens and community of San Fernando. Due to the support of our elected officials, full staffing levels were obtained and all important and essential responsibilities managed by the Detective Division were successfully rendered. Use of Specialist Reserve Officers which have been a significant benefit continued, as appropriate.

Goals and objectives for Fiscal Year 2010-2011 will be to continue parole and probation compliance efforts in conjunction with parole and probation officials, and strive to maintain the current lowest crime rate in the history of the Department.

The Detective Division regular overtime budget funding for FY 2010-2011 was funded by SLESF (Fund No. 2) in the amount of \$30,000.

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
PERSONNEL				
Police Captain	0.00	0.00	0.00	0.00
Police Lieutenant	1.00	1.00	1.00	1.00
Police Detective	5.00	4.00	4.00	4.00
Property Control Officer	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00
Total	8.00	7.00	7.00	7.00
APPROPRIATIONS				
Personnel Services	\$ 913,996	\$ 671,601	\$ 671,601	\$ 818,667
Operating Expenses	36,930	18,800	18,800	18,300
Capital Outlay	0	0	0	0
Transfers	9,750	0	0	0
Total	\$ 960,676	\$ 690,401	\$ 690,401	\$ 836,967

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2010 - 2011

DIVISION						DIVISION NO.			
Police Department-Detective Division						224			
SOURCE OF FUNDS									
	General Funds	\$	959,676	\$	689,401	\$	689,401	\$	835,867
3415	Vehicle		500		500		500		600
	Repossession Fee								
20-3875	PropertyRoom.Com		500		500		500		500
Total		\$	960,676	\$	690,401	\$	690,401	\$	836,967
Supporting Information									
4100		PERSONNEL SERVICES						\$818,667	
4100	Salary and Benefits for Full-Time Employees. Based upon contractual obligations.					\$783,029			
4105	Overtime: Regular					\$0			
4109	Overtime: Contract Duty					\$35,638			
4200		OPERATING EXPENSES						\$18,300	
4270	Professional Services: Latent Fingerprint Comparisons; Special Evidence Fund; DNA Analysis; Sexual Assault Examinations, Detective Investigative Fund.					\$12,000			
4325	Uniform Allowance for Full-time Employees.					\$4,450			
4360	Mandated POST and Continuing Professional Training.					\$1,350			
4365	Tuition Reimbursement.					\$0			
4370	Membership Dues and Meetings: Southern California Robbery Assoc.; California Gang Investigators					\$500			
4500		CAPITAL EQUIPMENT						\$0	
4941		TRANSFERS						\$0	
						\$0			
TOTAL								\$836,967	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

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 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 oversees the Division which also includes Jail Operations, Cadet Program, and Crossing Guard programs although some of these units are independently budgeted for accounting purposes.

During Fiscal Year 2009-2010, Operations Division personnel continued to aggressively enforce laws related to unsafe driving, impaired and unlicensed drivers, with a goal of not only enhancing the efficiencies of general law enforcement duties and responsibilities, but greatly adding to the high levels of service that the Department has always offered to the citizens of San Fernando. The Motor Unit continued to have a high visibility and focused on quality of life issues related to traffic enforcement concerning our residents. Continued utilization of radar trailers and handheld radar/lasers rounded out this effort.

Fiscal Year 2010-2011 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 Influence checkpoints and saturation patrols. The Department will continue to research and obtain funding opportunities that will increase efficiency by electronically issuing traffic citations.

The Patrol Division regular overtime was partially funded by the SLESF (Fund No.2) in the amount of \$160,000 for FY 2010-2011, one vacant police officer position was left unfilled and the Cops Hiring and Recovery Program (CHRP) paid for the salary and benefits for two officers for the second year of a three year grant.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Police Lieutenant	1.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	5.00	5.00
Field Training Officer	4.00	4.00	4.00	4.00
Police Officers	18.00	18.00	18.00	18.00
Police Service Rep. Supervisor	1.00	1.00	1.00	1.00
Police Service Representative	6.00	6.00	6.00	6.00
Junior Police Cadet (FTE)	1.00	1.00	1.00	1.00
Crossing Guard (FTE)	2.33	2.33	2.33	2.33
Total	38.33	38.33	38.33	38.33

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

DIVISION		DIVISION NO.			
Police Department-Patrol		225			
APPROPRIATIONS		ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services		\$ 4,093,619	\$ 3,827,584	\$ 3,827,584	\$ 3,840,930
Operating Expenses		103,912	86,550	86,550	81,550
Capital Outlay		0	0	0	0
Transfers		78,373	87,173	87,173	0
Total		\$ 4,275,904	\$ 4,001,307	\$ 4,001,307	\$ 3,922,480
SOURCE OF FUNDS					
	General Funds	\$ 3,699,904	\$ 3,330,307	\$ 3,330,307	\$ 3,163,480
20	State Asset Seizure Transfer	0	0	0	0
21	Federal Asset Seizure Transfer	0	0	0	0
3232	Vehicle Tow	76,000	95,000	95,000	95,000
3420	Franchise fee				
3420	General Court Fines	38,000	38,000	38,000	60,000
3715	Police Contract Services	190,000	190,000	190,000	225,000
3720	Fingerprint Services	69,000	69,000	69,000	69,000
3725	Booking and Processing Fee	0	0	0	0
3726	Vehicle Inspection Fee	0	28,000	28,000	50,000
3781	Impounded Vehicles	35,000	60,000	60,000	80,000
3783	Vehicle Administrative Fee	0	24,000	24,000	15,000
3785	Alarm Monitoring	23,000	37,000	37,000	35,000
13-3410	Vehicle Code Fines	145,000	130,000	130,000	130,000
Total		\$ 4,275,904	\$ 4,001,307	\$ 4,001,307	\$ 3,922,480
Supporting Information					

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

DIVISION			DIVISION NO.
Police Department-Patrol			225
4100	PERSONNEL SERVICES		\$3,840,930
4101	Salaries and Benefits for all Full-time Patrol Personnel. Based upon contractual obligations. (Reduced by \$210,644 for CHRP Grant)	\$3,509,969	
4103	Salaries and Benefits for all Part-time Patrol Personnel	\$48,746	
4105	Overtime: Regular	\$62,629	
4107	Overtime: Court	\$74,917	
4109	Overtime: Contract Duty	\$144,669	
4200	OPERATING EXPENSES		\$81,550
4270	K-9: Professional Services; Veterinarian, Training Certification.	\$5,000	
4325	Uniform Allowance for Patrol Employees.	\$26,800	
4350	Care of Persons: Prisoner Food, Medical Care, and Supplies.	\$44,150	
4360	Mandated POST, STC and Continuing Professional Training.	\$5,100	
4365	Tuition Reimbursement	\$0	
4370	Attendance at CCUG and Patrol Association Meetings.	\$500	
4500	CAPITAL EQUIPMENT		\$0
4941	TRANSFERS		\$0
4941	Equipment Replacement Charge-Transfer Fund 41: \$6,333 for 5 of 6 yrs for K-9 Vehicle FY 06-07; \$39,800 for 3 of 4 yrs for Patrol Vehicles FY 08-09. Deferred to FY 2011-2012		
TOTAL			\$3,922,480

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

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 and special events.

The goals of the Reserve/Explorer Division for Fiscal Year 2010-2011 will be to find possible recruitment options to help maintain the size of the unit. Reserve officers will continue to provide additional resources designed to supplement regular forces and will be assigned to patrol the parks. Mentoring of Explorers will continue with the goal of developing future law enforcement professionals.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Reserve Police Officer	25.00	25.00	25.00	20
Police Explorer	30.00	30.00	30.00	30.00
Police Volunteers	15.00	15.00	15.00	10
Total	70.00	70.00	70.00	60.00

APPROPRIATIONS

Operating Expenses	\$	33,666	\$	30,000	\$	30,000	\$	28,000
Total	\$	33,666	\$	30,000	\$	30,000	\$	28,000

SOURCE OF FUNDS

General Funds	\$	33,666	\$	30,000	\$	30,000	\$	28,000
Total	\$	33,666	\$	30,000	\$	30,000	\$	28,000

Supporting Information

4200	OPERATING EXPENSES	\$28,000
4300	Reserve Supplies	\$0
4325	Uniform Allowance	\$24,000
4360	POST Mandated Training	\$0
0230-4430	Explorer/Reserve Activities	\$4,000
TOTAL		\$28,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

DIVISION	DIVISION NO.
Park Ranger Program	227

NARRATIVE

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

The Park Ranger Program was unfunded for FY 2010-2011 due to Citywide, projected, General Fund revenue shortfalls.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Park Ranger (FTE)	2.00	0.00	0.00	0.00
Total	2.00	0.00	0.00	0.00

APPROPRIATIONS

Personnel Services	\$ 66,504	\$ -	\$ -	\$0
Operating Expenses	800	0	0	0
Capital Outlay	0	0	0	0
Transfers	3,090	3,090	3,090	0
Total	\$ 70,394	\$ 3,090	\$ 3,090	\$ -

SOURCE OF FUNDS

General Funds	\$ 70,394	\$ 3,090	\$ 3,090	\$ -
Total	\$ 70,394	\$ 3,090	\$ 3,090	\$ -

Supporting Information

4100	PERSONNEL SERVICES	\$0
4100	Part-Time Park Rangers	\$0
4200	OPERATING EXPENSES	\$0
4325	Uniform Purchase for Part-Time Park Rangers	\$0
4500	CAPITAL EQUIPMENT	\$0
4941	TRANSFERS	\$0
4941	Equipment Replacement Charge-Transfer Fund 41: \$3,090 for 6 of 8 yrs for Ranger Vehicle FY 05-06. Deferred to FY 2011-2012	
TOTAL		\$0

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

DIVISION	DIVISION NO.
Police Department-Community Service Program	230

NARRATIVE

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

Community Service Officers will be teamed up with police officers periodically throughout the year to conduct routine checks of persons using handicap spaces in public and private parking facilities to ensure their availability for those properly authorized. Slight changes in procedure will be implemented to improve support for Community Service Officers while still allowing for a proactive approach to parking enforcement.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Community Service Officer	4.00	4.00	4.00	4.00
Community Service Officer (FTE)	1.50	0.00	0.00	0.00
Records Clerk (FTE)	0.50	0.00	0.00	0.00
Total	6.00	4.00	4.00	4.00

APPROPRIATIONS

Personnel Services	\$ 371,457	\$ 291,772	\$ 291,772	\$294,113
Operating Expenses	4,162	3,062	3,062	3,062
Capital Outlay	0	0	0	0
Transfers	14,929	14,929	14,929	0
Total	\$ 390,548	\$ 309,763	\$ 309,763	\$ 297,175

SOURCE OF FUNDS

3430	Parking Citations	\$ 1,093,000	\$ 1,100,000	\$ 1,100,000	\$ 1,000,000
	Total	\$ 1,093,000	\$ 1,100,000	\$ 1,100,000	\$ 1,000,000

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011**

DIVISION			DIVISION NO.
Police Department-Community Service Program			230
Supporting Information			
4100	PERSONNEL SERVICES		\$294,113
4100	Reflects Full-Time Salaries	\$291,113	
4103	Reflects Part-Time Salaries	\$0	
4111	Hearing Officer Reimbursement	\$3,000	
4200	OPERATING EXPENSES		\$3,062
4325	Uniform Allowance	\$3,062	
4360	Continuing Professional Training.	\$0	
4500	CAPITAL EQUIPMENT		\$0
4941	TRANSFERS		\$0
4941	Equipment Replacement Charge-Transfer Fund 41: \$3,334 for 6 of 6 yrs for CSO Vehicle FY 05-06; \$11,595 for 3 of 6 yrs for CSO Vehicles FY 08-09. Deferred to FY 2011-2012		
TOTAL			\$297,175

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2009-2010**

POLICE DEPARTMENT

DIVISION NO.

COMMUNITY PRESERVATION

152

The city's community preservation enforcement program corrects property-based violations of the San Fernando Municipal Code (SFMC). Division staff perform inspections and enforce municipal 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. Community Preservation Officers work with residents, businesses, neighborhood associations, and public service agencies to establish community priorities for code enforcement, assist community self-help programs and develop public outreach programs. The department also establishes priorities for a proactive approach to code enforcement. Long term comprehensive solutions are developed and implemented to correct nuisances or code enforcement problems within the community.

PERSONNEL	ACTUAL 2007-2008	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Community Preservation Supervisor	0.00	1.00	1.00	0.85
Community Preservation Officer	1.00	0.00	0.00	0.00
Community Preservation Officer (2)	1.00	1.00	1.00	0.82
Community Preservation Officer (3)	1.00	1.00	1.00	0.82
Community Preservation Officer P/T	1.00	2.00	2.00	0.75
Total	4.00	5.00	5.00	3.24

APPROPRIATIONS	ACTUAL 2007-2008	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$ -	\$ 300,122	\$ 300,122	\$ 316,535
Operating Expenses	0	10,646	10,646	92,178
Equipment Replacement Charge	0	18,850	18,850	0
Total	\$ -	\$ 329,618	\$ 329,618	\$ 408,713

SOURCE OF FUNDS

Code Enforcement Citations	\$ 14,327	\$ 240,000	\$ 140,000	\$ 350,000
Weed Abatement Program	\$ -	\$ 40,000	\$ 10,000	\$ 10,000
General Fund Total	\$ 14,327	\$ 280,000	\$ 150,000	\$ 48,713
Total	\$ 28,654	\$ 560,000	\$ 300,000	\$ 408,713

4100	PERSONNEL SERVICES	\$ 316,535
4101	Full time salaries and benefits	\$ 260,546
4103	Part time salaries: P/T Community Preservation	\$ 45,989
4105	Overtime	\$0
0347-4105	Weed Abatement: Annual Weed Abatement Program	\$10,000

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2009-2010**

POLICE DEPARTMENT

DIVISION NO.

COMMUNITY PRESERVATION

152

4200 OPERATING EXPENSES \$92,178

4220	Cell Phone usage for three full time personnel @ \$75.00 per month for 1 supervisor phone and \$40.00 per month per officer for 2 field personnel phones.	\$1,860
4230	Advertising: Neighborhood Clean-Ups, Topics of the Month, Annual Weed Abatement Program. Discounted rate is dependant on commitment from staff to have Now Image Printing (San Fernando), print all materials.	\$0
4260	Contractual Services: City Prosecutor services for office conferences and preparation of letters associated with code enforcement non-compliant residents/businesses. Rate = 5.3 hours of City Prosecutor time at \$250.00/per hour (grand total of \$2,640). Los Angeles County Animal Care and Control field, shelter, outreach and enforcement services. \$36,245 for the standard service plan of field services, \$46,000 for full service of shelter services, \$4,133 for outreach and enforcemnt services (grand total of \$86,378).	\$89,018
4270	Mailing of Topic of the Month to residents which will be included in the bi-monthly water bill. Cost includes \$600.00 for additional mailing costs as part of Topic of the Month distribution in the water bill mailer.	\$0
4300	Department Supplies: CPO uniforms per MOU @ \$100 per officer (three full-time and two part-time personnel). Business cards @ \$30.00 per person (five officers).	\$1,000
4340	Small Tools: Officer equipment & safety: radios, mace, citation boxes, radio batteries (10) @ \$52.00 each, five mace dispensers for vehicles @ \$ 60.00 each, 8 personal mace dispensers @ \$15.00 each, five citation boxes @ \$15.00 each.	\$0
4365	Tuition reimbursement for personnel to enhance education in order to enhance service delivery to residents.	\$0
4370	Meeting & Travel: Attendance for one officer at the annual California Association of Code Enforcement (CACEO) seminar in October to keep current in training and education. Annual CACEO conference to be held in San Diego, CA; Registration for one officer @ \$410.00 each. Hotel accommodations for one officer @ \$400.00 each. Certification Exam costs @ \$100.00 each for one officer	\$0

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2009-2010**

POLICE DEPARTMENT

DIVISION NO.

COMMUNITY PRESERVATION

152

4380	Professional Memberships: Annual membership for California Association of Code Enforcement Officers (CACEO) for three full-time officers. Annual membership @ \$100.00 for each full-time officer.	\$300	
4500	CAPITAL EXPENSES		\$0
4500		\$0	
4941	EQUIPMENT REPLACEMENT CHARGE		\$0
4941	Annual depreciation (\$5000, fifth of 5 years) of a light utility vehicle for code enforcement. Partial cost of new activity information management system-AIMS (payment year 3 of 3) to integrate code enforcement data files with building permit files as well as purchasing support hardware and software for system implementation @ \$10,250. Deferred to FY 2011-2012		
TOTAL			\$408,713

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010 - 2011

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 2010-2011 was left unfunded due to Citywide, projected, General Fund revenue shortfalls.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Emergency Services Coordinator	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00

APPROPRIATIONS

Personnel Services	\$	0	\$	0	\$	0	\$	0
Operating Expenses		321		-		0		-
Capital Outlay		0		0		0		0
Total		321	\$	-	\$	-	\$	-

SOURCE OF FUNDS

General Funds	\$	321	\$	-	\$	-	\$	-
Total	\$	321	\$	-	\$	-	\$	-

Supporting Information

4200		OPERATING EXPENSES		\$0
4320	Maintenance of RACES Equipment.	\$0		
4360	Emergency Preparedness Training.	\$0		
4370	Mutual Aid Meetings, Membership, and Travel.	\$0		
4380	Subscriptions, Dues and Memberships.	\$0		
4390	Vehicle Mileage Allowance.			
4500		CAPITAL EQUIPMENT		\$0
TOTAL				\$0

Public Works

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

**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-nine accounting Divisions: ten General Fund Public Works Divisions; seven Enterprise Fund Divisions including Water Divisions and Sewer Division; and twelve Special Funds Divisions. The Engineering and Administration Division designs, manages, and inspects capital improvement projects; performs engineering studies; administers consultant contracts; and applies for and coordinates grants from numerous sources including MTA, Los Angeles Community Development Commission, State Office of Traffic Safety, Air Quality Management District, California Energy Commission, and Caltrans/FHWA (Federal & State grants).

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.

312 Graffiti Removal

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

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2010-2011

PUBLIC WORKS DEPARTMENT

EXECUTIVE SUMMARY

320 Equipment / Vehicle Maintenance

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

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

341 Mall Maintenance

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

343 Street Cleaning

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

346 Street Trees and Parkways

The Streets Trees and Parkways Division provides a limited program of tree trimming and general maintenance for 7,169 City trees on parkways and at City facilities. In an effort to preserve the City's aging trees, the Division performs additional services under the guidance of an arborist such as wind trimming, hole fillings and cabling. The City's older trees require an increasing amount of attention; an active tree maintenance program helps to prolong tree life expectancy and the beauty of our trees.

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2010-2011

PUBLIC WORKS DEPARTMENT

EXECUTIVE SUMMARY

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.

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.

390 Facilities Management

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

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

**PUBLIC WORKS DEPARTMENT
EXECUTIVE SUMMARY**

NARRATIVE - ENTERPRISE FUND

27-344 Street Lighting

The Street Lighting Division maintains and repairs approximately 427 City-owned street lights and circuits, and has oversight of the 1,200 street lights maintained by Edison. The City pays Edison for power to all street lighting.

29-335 Parking Maintenance and Operations

The Off-Street Parking Maintenance and Operations Division is responsible for the planting of annuals and perennials, landscaping, irrigation, signing, parking stall striping, trash bin enclosure cleaning, high pressure steam for grease, gum and other oily residues. In addition, scheduled routine maintenance and cleanup of all City parking facilities and maintenance and operation of metered parking spaces throughout the City. It provides for collection of meter monies, repair or replacement of broken or vandalized parking meters, maintenance of all landscaping, signing, striping, trash bin enclosure cleaning, including high pressure steam for grease and other oily residues. The Electrical Division maintains parking lot lighting. Edison metered services, lighting panel timers and photo cells.

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.

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

PUBLIC WORKS DEPARTMENT

EXECUTIVE SUMMARY

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.

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2010-2011

PUBLIC WORKS DEPARTMENT

EXECUTIVE SUMMARY

PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Public Works Dir.	1.00	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00	0.00
Sr. Management Analyst	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	2.00	2.00	2.00	2.00
P.W. Administrative Analyst	1.00	1.00	1.00	1.00
P.W. Operations Manager	1.00	1.00	1.00	1.00
P.W. Superintendent	2.00	2.00	2.00	2.00
P.W. Field Supervisor I	2.00	2.00	2.00	2.00
P.W. Field Supervisor II	3.00	3.00	3.00	3.00
Senior Maintenance Worker	6.00	6.00	6.00	6.00
Maintenance Worker	12.00	10.00	10.00	9.00
Assistant Planner	0.20	0.20	0.20	0.10
Office Specialist	1.00	1.00	1.00	1.00
P.W. Office Specialist	1.00	1.00	1.00	1.00
P.W. Administrative Coord.	1.00	1.00	1.00	1.00
Electrical Supervisor	1.00	1.00	1.00	1.00
Bldg. Maint. Electrical Helper	1.00	1.00	1.00	1.00
Water Pump Op/Backflow Tech	1.00	1.00	1.00	1.00
Meter Technician	1.00	1.00	1.00	1.00
Equipment and Materials Sup.	1.00	1.00	1.00	1.00
Mechanical Helper	1.00	1.00	1.00	1.00
Part -Time P.W. Maint Helper	3.00	1.70	1.70	1.70
Finance Office Specialist	0.75	0.75	0.75	0.75
Clerk / Deputy Treasurer	0.25	0.25	0.25	0.25
Part - Time Clerk	1.50	1.50	1.50	1.50
Sr. Account Clerk	1.00	1.00	1.00	1.00
Total	46.70	43.40	43.40	41.30

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

PUBLIC WORKS DEPARTMENT

EXECUTIVE SUMMARY

APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
General Funds				
310-Engineering and Admin.	\$ 241,322	\$ 153,744	\$ 159,302	\$ 175,325
311-Street Maintenance	185,726	64,831	46,573	50,390
312-Graffiti Removal	190,212	60,464	61,234	76,051
320-Vehicle Maintenance	502,853	429,165	427,652	433,532
341-Mall Maintenance	144,724	82,576	114,505	105,000
343 - Street Sweeping	134,155	140,000	123,719	121,200
346-Street Trees & Parkways	234,078	105,898	139,272	108,779
370-Traffic Safety	104,646	57,984	78,118	47,409
371-Traffic Signals	145,414	141,325	151,070	131,780
390-Facilities Management	1,036,234	1,043,131	977,674	880,444
General Fund Total	\$ 2,919,364	\$ 2,279,118	\$ 2,279,119	\$ 2,129,909
<u>Special Funds-PW portion:</u>				
07-Proposition A	\$ 518,766	\$ 912,083	\$ 479,298	\$ 764,821
08-Proposition C	240,951	330,237	223,613	204,894
09-Proposition C Discretionary	0	0	0	0
10-Grant Funds	0	745,000	653,869	1,205,486
11-State Gas Tax	403,348	401,290	601,290	1,085,218
12-Measure R	0	129,936	0	153,375
13-Traffic Safety	86,488	112,300	91,296	123,500
15-Local Transportation -TDA	20,100	20,100	11,199	10,803
16-Air Quality Management Dist.	0	0	0	0
27-344-Street Lighting Fund	388,805	398,183	344,510	374,095
29-355-Parking M&O	327,835	226,652	223,863	173,408
50-Pavement Impact Fund	780,471	0	62,462	212,998
Special Fund Total	\$ 2,766,764	\$ 3,275,781	\$ 2,691,400	\$ 4,308,598

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

PUBLIC WORKS DEPARTMENT

EXECUTIVE SUMMARY

Enterprise Funds:

70-381-Water Administration	\$ 944,439	\$ 1,033,129	\$ 904,958	\$ 923,787
70-382-Utility Billing	370,341.80	412,198.00	364,271.00	379,719.44
70-383-Water Distribution	1,198,037.37	925,155.00	1,191,961.00	1,225,435.50
70-384-Water Production	821,456.35	2,160,210.00	1,033,447.00	1,229,475.50
Subtotal Water Fund	\$ 3,334,275	\$ 4,530,692	\$ 3,494,637	\$ 3,758,417
Less: Capital Items				\$ 426,250
Total Water Fund	\$ 3,334,275	\$ 4,530,692	\$ 3,494,637	\$ 3,332,167
72-360-Sewer Maintenance	2,996,155	3,557,738	3,416,030	3,079,751
73-350-Refuse/Environmental	1,128,433	1,185,087	1,048,914	1,156,189
Enterprise Fund Total	\$ 7,458,862	\$ 9,273,517	\$ 7,959,581	\$ 7,568,107
Total Department Funds	\$ 13,144,990	\$ 14,828,416	\$ 12,930,100	\$ 14,006,613

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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

FY 2009-2010: The Public Works Engineering and Administration Division completed the North Brand Blvd Street Project. In addition, work continued on the Park Avenue Street Improvement Project. The Five Year Capital Improvement Project (CIP) list was updated, and a Twenty Year CIP was prepared for water projects.

FY 2010-2011: The Public Works Engineering and Administration Division will continue work on the Park Avenue Street Improvement Project, which will include undergrounding of utilities, street and sidewalk improvements and installation of pedestrian lights. In addition, design work will continue on capital projects including Truman Streetscape Improvement projects, other street and sidewalk improvement programs, and several administrative projects including GIS mapping to start a GIS based asset management database. The asset management database will be expanded in future years to include critical infrastructure such as sewer, water, street light, storm drain and electrical power vaults.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Public Works Engineering and Administration				310
PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Public Works Director*	0.15	0.15	0.15	0.10
City Engineer	0.15	0.15	0.15	0.00
Senior Management Analyst	0.05	0.15	0.15	0.00
Operations Manager*	0.15	0.15	0.15	0.08
Administrative Analyst	0.00	0.00	0.00	0.10
Civil Engineering Assistant II*	0.20	0.20	0.20	0.10
P.W. Admin Coordinator	0.15	0.15	0.15	0.05
P.W. Office Specialist	0.20	0.20	0.20	0.20
Office Specialist	0.00	0.00	0.00	0.05
P.W. Superintendents	0.00	0.00	0.00	0.00
P.W. Maintenance Worker	0.00	0.00	0.00	0.00
Public Works Coordinator	0.00	0.00	0.00	0.00
Total	1.05	1.15	1.15	0.68
APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$143,278	\$49,001	\$86,734	\$73,410
Operating Expenses	\$85,107	\$95,743	\$66,068	\$92,915
Capital Outlay	\$12,937	\$9,000	\$6,500	\$9,000
Total	\$241,322	\$153,744	\$159,302	\$175,325
SOURCE OF FUNDS				
01-3730 Eng & Insp. Fees	\$21,484	\$24,000	\$30,664	\$31,000
Gas Tax (Fund 11) Transfer- HUTA - Sect. 2107.5	\$6,000	\$6,000	\$6,000	\$6,000
General Fund	\$213,838	\$123,744	\$122,638	\$138,325
Total	\$241,322	\$153,744	\$159,302	\$175,325

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Public Works Engineering and Administration			310
PERSONNEL SERVICES			\$73,410
4101	Personnel Costs - Labor costs reflect City Engineer vacancy, some engineering labor costs charged to grant funded projects, & some engineering labor costs are subsidized by gas tax allocation.	\$69,810	
4105	Overtime - \$2,000 eliminated for FY 2011	\$0	
4111	Commission Reimbursement Traffic & Safety (12 mtgs @ \$50 X 5) \$3,000 Tree (12 meetings @ \$50 x 1) \$600	\$3,600	
OPERATING EXPENSES			\$92,915
4210	Utilities for City Hall; assumes 6% rate increase over FY 2010 costs	\$28,240	
4220	Cell Phones/ PDA's	\$3,600	
4260	Contractual Services Misc. Contractual Services \$20,000	\$20,000	
4270	Professional Services Engineering Services; also refer to \$15,000 Funds 10, 11, 12, 70, 72 Parking in lieu study, continue from FY \$5,000 2010 Preparation of Pedestrian and bike grant \$0 application \$6,000, moved to Fund 7 Arborist (\$500 per month) \$6,000 AM1690 Maint - assumes 4 service calls \$1,400 @\$350/ea	\$27,400	
4300	Department Supplies Office Supplies \$8,000	\$8,000	
4310	Equipment & Supplies Uniforms/safety gear \$40	\$40	
4320	Department Equipment Maintenance	\$500	
4360	Personnel Training	\$1,600	
4365	Tuition Reimbursements	\$0	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Public Works Engineering and Administration

310

4370	Meetings Memberships & Travel		\$1,015	
	APWA dues/ mtg travel:			
	Streets workshop 3@145/ea.	\$435		
	PW management, 4@\$145/ea.	\$580		
4380	Subscriptions / Dues & Memberships		\$270	
4390	Vehicle Allowance & Mileage	\$2,000	\$2,000	
4430	Activities & Programs		\$250	
	Outreach & Community Events	\$250		
CAPITAL EXPENSES			\$9,000	
4500	Capital Equipment		\$9,000	
	Edgesoft Alloc. (FY07/08 - FY10/11)	\$6,000		
	Total Cost \$24,000			
	GIS License	\$3,000		
TOTAL			\$175,325	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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 in the City. The Division provides funding for maintenance of 80 miles of City sidewalks and 10 miles of storm drains. The duties of this Division include assisting the City Engineer to administer and inspect major projects such as roadway reconstruction and resurfacing, utility trench repairs, and sidewalk replacements.

Street Maintenance Division crews provide emergency response such as set-up and removal of 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 city events such as parades, festivals, circuses, and for movie filming.

FY 2007-2008: The Street Maintenance Division replaced over 20,000 square feet of sidewalk, a 5% increase from the previous fiscal year. Over 160 sidewalk repairs were performed at the request of residents; additional repairs were performed by staff as a result of proactive inspections. Ten new curb ramps were installed improving pedestrian and handicapped access. Over 2,900 potholes were filled during the Fiscal Year. The Division also assisted the Street Tree Division to perform over 30 emergency tree removals from City parkways.

FY 2008-2009: The Street Maintenance Division continued to focus maintenance efforts on sidewalk repairs, proactive pothole filling, trench repairs and curb ramp installations. Use of sidewalk grinding and planning techniques were expanded to provide repairs at as many sidewalk locations as possible, while reducing costs for cement purchase. The Division also implemented a proactive sidewalk inspection program, with the goal of inspecting all sidewalks citywide on a four year cycle. The Division closely coordinated maintenance efforts to complement capital project work directed by the City Engineer.

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

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Street Maintenance				311
PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Public Works Director*	0.05	0.05	0.05	0.00
City Engineer*	0.05	0.05	0.05	0.00
Operations Manager	0.10	0.10	0.10	0.00
Senior Management Analyst	0.00	0.10	0.10	0.00
PW Administrative Analyst	0.00	0.05	0.05	0.00
PW Office Specialist	0.05	0.00	0.00	0.00
Civil Engineering Asst. II*	0.20	0.20	0.20	0.10
P.W. Superintendent	0.05	0.00	0.00	0.00
P.W. Maintenance Worker	0.05	0.00	0.00	0.10
P.W. Field Supervisor I	0.15	0.00	0.00	0.00
P.W. Field Supervisor II	0.15	0.00	0.00	0.05
Meter Technician	0.20	0.00	0.00	0.00
Senior Maintenance Worker	0.50	0.10	0.10	0.10
Total	1.55	0.65	0.65	0.35
APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$132,674	\$41,689	\$27,267	\$42,410
Operating Expenses	\$42,756	\$15,055	\$14,719	\$2,980
Capital Outlay	\$10,296	\$8,087	\$4,587	\$5,000
Total	\$185,726	\$64,831	\$46,573	\$50,390
SOURCE OF FUNDS				
01-3855 Pkg Mtr - Civic Ctr	\$110,699	\$100,000	\$100,659	\$0
Gas Tax (Fund 11)Transfer- HUTA - Sect. 2105	\$75,027	\$0	\$100,000	\$50,390
Total	\$185,726	\$100,000	\$200,659	\$50,390

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION	DIVISION NO.
Street Maintenance	311

Supporting Information

PERSONNEL SERVICES	\$42,410
---------------------------	-----------------

4101	Personnel Costs - Reflects some labor costs charged to grant funded projects, & some labor charges are subsidized by gas tax allocation.	\$33,146	\$38,410	
	Special Project Pay	\$2,400		
	Inspector Pay	\$1,200		
	Stand-by pay	\$1,664		
4105	Overtime		\$4,000	
	Street Maintenance emergency	\$4,000		

OPERATING EXPENSES	\$2,980
---------------------------	----------------

4300	Department Supplies		\$1,000	
	Office Supplies	\$1,000		
0301-4300	Supplies for street & sidewalk maintenance. Refer to Funds 13 and 50.	\$0		
4310	Equipment & Supplies		\$430	
	Uniforms and Safety Gear:			
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -311 Division; jackets issued in FY 10, next issue FY 12	\$112		
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -311 Division	\$158		
	Service Volunteer gear issue, 4@\$40	\$160		
4320	Department Equipment Maintenance		\$500	
4340	Small Tools		\$850	
4360	Personnel Training		\$100	
4370	Meetings, Membership & Training		\$100	
4430	Activities & Programs		\$0	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Street Maintenance			311
	Sidewalk repair program - deferred	\$0	
	Permanent street repairs - deferred	\$0	
CAPITAL EXPENSES			\$5,000
4500	Capital Equipment		\$5,000
	Power sewer clean out snake	\$3,500	
	Power equipment replacement	\$1,500	
EQUIPMENT REPLACEMENT CHARGE			\$0
4941	Transfers:		\$0
	None	\$0	
TOTAL			\$50,390

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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. In addition, the Graffiti Removal Division participates in City-sponsored events to educate parents as well as teens on graffiti abatement.

FY 2007-2008: Graffiti removal was performed using a combination of contractor and staff. Removal operations were significantly expanded as compared to previous years. Removals were performed 7 days per week. At peak seasonal periods, a second contract removal crew was utilized each day to perform proactive graffiti removal. Graffiti "hot zones" were patrolled daily for proactive graffiti removal. The Division continued to work closely with Community Development and Police Department to develop strategies for combating graffiti, resulting in passage of a new anti-graffiti ordinance.

FY 2008-2009: The Graffiti Removal Division continued a proactive approach to remove graffiti in key graffiti "hot spots". The Division also worked closely with Community Development and Police Department to implement provisions of the new anti-graffiti City ordinance approved by City Council the previous fiscal year. Budget reductions to the Division, including loss of \$25,000 in annual CDBG funding previously used to fund weekend graffiti removal, required the Division to focus even greater proactive efforts on key locations to ensure the greatest impact of graffiti abatement for each dollar spent.

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

FY 2010-2011: The Graffiti Removal Division will continue using in-house staff for removal services in response to public and staff requests, and proactive removal in graffiti "hot spots" such as parks and business districts. The Division will continue to work closely with the Police Department Community Preservation Division to implement provisions of the City anti-graffiti ordinance. The Division budget was modestly increased to ensure graffiti removal efforts, combined with graffiti removal performed under the Mall Maintenance Division and Water Divisions, are performed at a minimum of 40 hours per week.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Graffiti Removal				312
PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Maintenance Worker	0.85	0.25	0.25	0.70
PW Field Supervisor II	0.10	0.10	0.10	0.05
PW Field Supervisor I	0.15	0.00	0.00	0.00
PW Superintendent	0.15	0.00	0.00	0.00
Senior Maintenance Worker	0.15	0.00	0.00	0.05
Maintenance Helper - PT	1.20	0.00	0.00	0.00
Total	2.60	0.35	0.35	0.80
APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$89,490	\$22,855	\$24,516	\$68,735
Operating Expenses	\$100,722	\$37,609	\$36,718	\$7,316
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$190,212	\$60,464	\$61,234	\$76,051
SOURCE OF FUNDS				
Prop C Bikeway (Fund 08)	\$15,000	\$15,000	\$15,000	\$15,000
<i>transfer from 08-190-4901 to 01-3968</i>				
General Fund	\$175,212	\$45,464	\$46,234	\$61,051
Total	\$190,212	\$60,464	\$61,234	\$76,051
PERSONNEL SERVICES				\$68,735
4101	Personnel Costs		\$67,735	
	01-312-0000 Graffiti removal from public right of way	\$37,672		
	01-312-0410 Graffiti removal from parks	\$16,847		
	01-312-0470 Graffiti removal from Bikeway - included in parks removal	\$13,216		
4103	Part Time	\$0	\$0	
4105	Overtime - Emergency removals		\$1,000	
	0410 Emergency removal from parks	\$500		
	0470 Emergency removal from Bikeway	500		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION		DIVISION NO.	
Graffiti Removal		312	
OPERATING EXPENSES		\$7,316	
4260	Graffiti Abatement Services Contract - eliminated Feb 2010	\$0	
4300	Department Supplies	\$4,500	
	Supplies for graffiti removal - silica sand, solvents, paint, sealers,		
0301-4300	Supplies for graffiti removal at parks \$3,216		
0470-4300	Supplies for graffiti removal at Bikeway \$1,284		
4310	Equipment & Supplies	\$616	
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -312 Division; jackets issued in FY 10, next issue FY 12 \$256		
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -312 Division \$360		
4320	Equipment Maintenance	\$700	
	Steam cleaner repair, misc, repair parts, hoses, nozzles, etc.		
4340	Small Tools	\$500	
4430	Activities & Programs	\$1,000	
	Outreach and public education efforts: bilingual flyers, door hangers, utility bill inserts etc. \$1,000		
TOTAL		\$76,051	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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 Police Department. In addition, staff funded by the Division assist to coordinate contract maintenance of building equipment systems and oversee operation of a publicly accessible CNG fueling station. The Division also funds staff training to remain current in maintenance technologies.

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

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

FY 2009-2010: The Equipment Division continued work on cost savings, and began development of a new Fleet Management Program, with a focus on down-sizing of vehicles, alternative fuel use and consideration of vehicle and equipment leases in lieu of purchase. Implementation of the program was deferred due to budget constraints. The Division continued use of natural gas fueled vehicles and electric vehicles. Monthly analysis of fuel purchases and fuel use per vehicle was performed to identify possible efficiencies. Operation of the CNG Station at 120 Macneil reached and exceeded a goal of selling 4,000 gallons of natural gas per month.

FY 2010-2011: The Equipment Division will continue planning a new Fleet Management Program, and continue focus on achieving increased cost efficiencies for operations and maintenance in part by future down-sizing of vehicle sizes. The Division will continue to evaluate a vehicle leasing and maintenance program for consideration by Council in Fiscal Year 2011-2012. Development plans for the CNG Station include grant funded expansion of capacity and site improvements such as upgrade pump dispensers, and introduction of video monitor screens at the pumps. A transfer of \$29,535 from Fund 11 was added for FY 2011 to cover costs of vehicle fuel & O&M for divisions 01-311, 343, 370 and 371. A new object code was created to track unplanned major repairs including traffic accident repairs.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.
Equipment / Vehicle Maintenance	320

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
PERSONNEL				
Equipment Supervisor	0.00	0.70	0.70	0.50
Mechanic Helper	0.65	0.65	0.65	0.55
Operations Manager	0.10	0.10	0.10	0.05
P.W. Superintendent	0.10	0.10	0.10	0.05
P.W. Office Specialist	0.00	0.00	0.00	0.15
Total	0.85	1.55	1.55	1.30

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
APPROPRIATIONS				
Personnel Services	\$171,481	\$166,284	\$172,352	\$132,587
Operating Expenses	\$325,274	\$260,381	\$252,800	\$291,345
Capital/Transfers	\$6,098	\$2,500	\$2,500	\$9,600
Total	\$502,853	\$429,165	\$427,652	\$433,532

SOURCE OF FUNDS				
Gas Tax (Fund 11)Transfer- HUTA - Sect. 2105,2106, & 2107	\$10,402	\$10,750	\$10,155	\$29,535
01-3735-3661 CNG Fuel	\$69,482	\$55,000	\$110,000	\$120,000
General Fund	\$422,969	\$363,415	\$307,497	\$313,532
Total	\$502,853	\$429,165	\$427,652	\$433,532

PERSONNEL SERVICES			\$132,587
4101	Salaries	\$130,587	
4105	Overtime	\$2,000	

OPERATING EXPENSES			\$42,715
3661-4210	Utilities		\$20,350
	CNG Station electricity use, based on FY10 use. Cost will increase in FY11 after grant funded capacity upgrades. Increased costs will be offset by increased revenues.	\$20,350	
4220	Phones		\$960
	Facilities/Equip. cell & standby phones. Expense shared with 01-390	\$540	
3661-4220	CNG Station phone modem line	\$420	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Equipment / Vehicle Maintenance			320
4260	Contractual Services		\$11,405
	Annual crane inspections	\$825	
	DMV diesel smog certs. 5 @ \$540	\$2,700	
	Zee Medical Supplies/First Aid	\$150	
	Fire Code, Calif. Title 19 - Fire Extinguisher Refills for Police Dept. and Public Works vehicles	\$1,200	
4260	SMOG Certificates for all vehicles- 20 @ \$60	\$1,200	
	CARB small equipment diesel registration 3@\$550	\$1,650	
	Welding tank refills avg. 2 @ \$40 each per year	\$80	
	Generator annual preventative maintenance	\$3,600	
	PD Annual PM \$3,000		
	City Hall annual PM \$600		
3661-4600	C.N.G. Station Maintenance	\$10,000	\$10,000
DEPARTMENT SUPPLIES			\$9,347
4300	Department Supplies		\$4,000
	General Office Supplies	\$500	
301-4300	Diagnostic scanner & tool data updates, Motor Data System annual upgrade; repair supplies: paint, degreaser, welding, etc.	\$3,000	
	Welding tanks, 2 @ \$250 each	\$500	
4310	Equipment and Supplies		\$1,001
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -320 Division; jackets issued in FY 10, next issue FY 12	\$416	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to - 320 Division	\$585	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.
Equipment / Vehicle Maintenance	320

4320	Department Equipment Maintenance	\$1,096	
	Repair & maint. of floor jacks, air compressors, & hydraulic hoist.	\$600	
	Diagnostic Engine Analyzer Maint.	\$350	
	Replace wire feed cable (welder)	\$250	
4340	Small Tools	\$2,800	
	Snap-On scanner yearly updates:		
	Engine Identification Codes	\$200	
	Emission Standards	\$400	
	Anti Locking Brake Codes	\$200	
	Replacement tools, test lights, metric tools, jacks, ratchets, etc.	\$2,000	
4360	Personnel Training	\$200	
	Liebert Cassidy Training, 1 session per year	\$100	
	CNG engine maintenance training	\$100	
4370	Meetings, Memberships & Travel	\$100	
	Municipal Equip. Maint. Assoc. annual dues	\$100	
4380	Subscription & Dues	\$150	
	APWA Membership	\$150	

VEHICLE OPERATING EXPENSES

\$239,283

4400	Vehicle Operation & Maintenance (no. of vehicles)		
	152 Code Enforcement (3 veh)	\$1,800	
	Police Department	\$36,800	
	221 Chief of Police (1 veh)	\$600	
	222 Police Admin./Supt. Services (2 veh)	\$1,200	
	223 Police Special Program (1 veh)	\$200	
	224 Detectives (7 veh)	\$6,300	
	225 Patrol (11 veh + 6 motorcycles)	\$25,600	
	226 Narcotics Enforcement (1 veh)	\$600	
	228 K-9 Special Program (1 veh)	\$2,300	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Equipment / Vehicle Maintenance			320
Public Works		\$16,800	
311 Street Maintenance (3 truck + 1 backhoe)	\$2,400		
312 Graffiti Removal (2 trucks + 2 trailers)	\$2,400		
313 Bus Shelter/Stop Maint (1 truck + 1 trailer, refer to Prop A 3966 Fund 7)	\$0		
320 Equip Div & Pool Vehicle (2 trucks)	\$1,200		
335 Off Street Parking M&O (2 trucks, refer to acct 3986, Fund 29)	\$0		
341 Mall Maintenance (2 trucks, refer to acct 3930 and 01-320-346)	\$0		
343 Street Cleaning	\$0		
344 Street Lighting (2 trucks, refer to acct 3982 and Fund 27)	\$0		
346 Street Trees and Parkways (1 truck, 1 lift truck)	\$1,200		
350 Refuse: (1 truck, refer to acct 3930, Fund 73)	\$0		
360 Sewer Maint. (1 truck, 3 large trucks, refer to Fund 72)	\$0		
370 Traffic Safety (3 trucks, 1 large truck)	\$2,400		
371 Traffic Signals (1 truck, 18yr old)	\$1,200		
Water			
381 Water Administration (1 truck)	\$0		
382 Utility Billing (3995) (1 truck)	\$0		
383 Water Distribution (3995) (3 trucks, 2 trailers, 1 backhoe)	\$0		
384 Water Production (3995) (1 van)	\$0		
390 Facilities Maintenance (8 trucks, misc equipment)	\$6,000		
CNG Fuel Station		\$5,000	
3661-4400 CNG Fueling Station	\$5,000		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Equipment / Vehicle Maintenance

320

4402	Vehicle Fuel - assumes 6% increase over FY 10 costs		
	152 Code Enforcement	\$3,103	\$3,103
	Police Department		\$86,719
	221 Chief of Police	\$3,024	
	222 Police Admin./Supt. Services	\$3,726	
	223 Police Special Program	\$0	
	224 Detectives	\$9,510	
	225 Patrol	\$63,222	
	226 Narcotics Enforcement	\$167	
	228 K-9 Special Program	\$7,070	
	Public Works		\$43,061
	311 Street Maintenance	\$8,862	
	312 Graffiti Removal	\$1,738	
	313 Bus Shelter/Stop Maint. - (Refer to Prop A 3966 Fund 7)	\$0	
	320 Pool Vehicle & Equip Div	\$2,450	
	335 Off Street Parking M&O (Refer to acct 3986 and Fund 29)	\$0	
	341 Mall Maintenance (Refer to acct 3930 and 01-320-346)	\$0	
	343 Street Cleaning	\$0	
	344 Street Lighting (Refer to acct 3982 and Fund 27)	\$0	
	346 Street Trees and Parkways	\$932	
	350 Refuse: (Refer to acct 3930 and Fund 73)	\$0	
	360 Sewer Maint. (Refer to Fund 72)	\$0	
	370 Traffic Safety	\$11,020	
	371 Traffic Signals	\$3,653	
	Water (Refer to Fund 70)		
	381 Water Administration	\$0	
	382 Utility Billing (3995)	\$0	
	383 Water Distribution (3995)	\$0	
	384 Water Production (3995)	\$0	
	390 Facilities Maintenance	\$14,406	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Equipment / Vehicle Maintenance			320
3661-4402	CNG Fuel Station CNG Fueling Station Operation	\$40,000 \$40,000	
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		
3661-4430	Activities and Programs CNG Station - promotional materials	\$1,000	
3661-4435	Bank charges for CNG Station credit card use	\$5,000	
CAPITAL EQUIPMENT			\$0
4500	Small tire wheel mounted, \$3,000. Deferred.	\$0	
TRANSFERS			\$9,600
3661-4941	Transfer to General Fund for rental of 120 Macneil for CNG Station operation. Assume 3000 sq ft at annual rate of 8% for land value \$40/sq ft	\$9,600	
4941	None	\$0	
TOTAL			\$433,532

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.			
Mall Maintenance	341			
NARRATIVE				
<p>The Mall Maintenance Division provides funds for maintenance in the mall and the downtown business area at an enhanced level as compared to other commercial areas of the city. The Division funds daily refuse collection from public receptacles, increased frequency of tree trimming, annual cleaning of sidewalks and removal of graffiti from public facilities such as street signs and poles, sidewalks and planters in the mall area. Repairs of masonry, streetscape and lighting are performed as funding allows.</p> <p>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.</p> <p>FY 2007-2008: Staff continued routine maintenance and cleaning of the mall. The previous practice of water wash downs of sidewalks and trash enclosures was replaced with low water volume pressure washing in order to conserve water use and reduce water runoff. A number of planter flood lamps were replaced at mid year. Sadly, the lamp replacements were required due to an ongoing vandalism problem with fixtures on the Mall.</p> <p>FY 2008-2009: Staff recommended meeting with the Downtown Mall Merchants Association to develop plans and budget for capital upgrades to the Mall area. Items suggested included new landscaping, masonry repairs, lighting, and traffic safety bollards.</p> <p>FY 2009-2010: Staff continued efforts working with the Downtown Mall Merchants Association to develop plans and budget for capital upgrades to the Mall area. Suggested projects include replacement planters, drought tolerant landscaping, new streetscape furnishings lighting, sound system, and traffic safety bollards.</p> <p>FY 2010-2011: Staff will continue maintenance efforts including refuse collection, landscape maintenance, irrigation and planter lighting repairs. Maintenance efforts will be scaled to match estimated proceeds from the Downtown Mall Merchants Association current assessment fees. Mall Association requests for capital upgrades will require approval of additional funds.</p>				
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2007-2008	2008-2009	2008-2009	2009-2010
Maintenance Worker	1.05	0.95	0.95	0.70
Senior Maintenance Worker	0.00	0.00	0.00	0.10

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Mall Maintenance				341
PW Field Supervisor	0.00	0.00	0.00	0.00
Field Supervisor II	0.35	0.35	0.35	0.10
Electrical Technician	0.00	0.00	0.00	0.00
Electrical Supervisor	0.05	0.05	0.05	0.05
Bld Maint / Electrical Helper	0.05	0.05	0.05	0.05
Total	1.50	1.40	1.40	1.00
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2009-2010	2010-2011
Personnel Services	\$140,412	\$76,276	\$108,759	\$88,661
Operating Expenses	\$4,312	\$6,300	\$5,746	\$5,260
Capital Outlay	\$0	\$0	\$0	\$11,079
Total	\$144,724	\$82,576	\$114,505	\$105,000
SOURCE OF FUNDS				
01-3930 Mall Maintenance Levy	\$98,297	\$120,000	\$105,000	\$105,000
General Fund <i>(credit indicates GF income)</i>	\$46,427	(\$37,424)	\$9,505	\$0
Total	\$144,724	\$82,576	\$114,505	\$105,000
PERSONNEL SERVICES				\$88,661
4101	Full Time Personnel Costs		\$85,661	
	Stand-by pay		\$0	
4105	Overtime - emergency repairs; sidewalk pressure		\$3,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Mall Maintenance			341
OPERATING EXPENSES			\$5,260
4210	Utilities; assumes 6% rate increase over FY 2010 costs	\$260	
4250	Rents & Leases (Rental of maint equipment as needed)	\$500	
4260	Contractual Services Repair of damaged planters & bollards. Steam clean Mall, sidewalks, curbs & gutters. In FY 2011 work to be done in-house. \$1,000 FY 10 funding moved to -4101 for Public Works labor costs	\$0	
4300	Department Supplies	\$4,000	
0301-4300	Maintenance supplies including trash bags, repair parts for irrigation and planter lighting, bollard repair	\$4,000	
4340	Small Tools	\$500	
CAPITAL EQUIPMENT			\$11,079
4500	Fountain repair	\$2,500	
	Fountain replacement	\$5,000	
	Bollard replacement, materials to start replacement of damaged or missing bollards using staff labor	\$3,579	
TOTAL			\$105,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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 state and federal storm water quality requirements. Street Sweeping was previously paid using Enterprise Funds, however, due to recent changes in legislation these services are again paid from the General Fund.

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

FY 2009-2010: A new street sweeping contract is expected to be approved and implemented. Street sweeping will continue in residential areas, commercial areas, alleys, Downtown and Mall area, the Maclay streetscape, City parking lots and parks parking lots.

FY 2010-2011: Street sweeping will continue in residential areas, commercial areas, alleys, Downtown and Mall area, the Maclay streetscape, City parking lots and parks parking lots.

		ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL		2008-2009	2009-2010	2009-2010	2010-2011
Operating Expenses		\$134,155	\$140,000	\$123,719	\$121,200
Capital Outlay		\$0	\$0	\$0	\$0
Total		\$134,155	\$140,000	\$123,719	\$121,200
SOURCE OF FUNDS					
Gas Tax (Fund 11)Transfer- HUTA - Sect. 2105,2106, & 2107		\$134,155	\$140,000	\$123,719	\$121,200
Total		\$134,155	\$140,000	\$123,719	\$121,200
OPERATING EXPENSES					\$121,200
4260	Contractual Services			\$121,200	
TOTAL					\$121,200

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Streets , Trees & Parkways

346

NARRATIVE

The Streets Trees and Parkways Division provides a limited program of tree trimming and general maintenance for 7,169 City trees on parkways and at City facilities. In an effort to preserve the City's aging trees, the Division performs additional services under the guidance of an arborist such as wind trimming, hole fillings and cabling. The City's older trees require an increasing amount of attention; an active tree maintenance program helps to prolong tree life expectancy and the beauty of our trees.

FY 2007-2008: A multi-year contract was awarded to West Coast Arborist to perform regularly scheduled tree trimming in residential zones each four years and commercial zones annually. In addition, all City palm trees and Ficus trees are trimmed each eighteen months. The Streets, Trees and Parkways Division staff continued to also perform tree trimming on approximately 700 younger trees and smaller palm trees, and respond to individual tree work orders. The staff also provided emergency response to reports of downed trees and broken limbs. Between the combined efforts of staff and our contractor, an unprecedented total of 3,000 parkway trees were trimmed in FY 2008.

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

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Streets , Trees & Parkways

346

FY 2010-2011: The General Fund allocation for public tree maintenance remains at FY 2009-2010 levels due to budget constraints. RDA funds for tree services are eliminated and Special Funds remain reduced, resulting in continued 75% reduction of services compared to FY 2008-2009. Scheduled tree trimming service cycles will remain at 2009-2010 levels. Staff will continue to provide emergency response to reports of downed trees or tree limbs, and resident requests for tree inspections or clearance trimming. A grant funded tree planting program is planned to begin Spring 2011.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Streets , Trees & Parkways				346
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
P.W. Superintendent	0.05	0.05	0.05	0.00
Sr. Management Analyst	0.05	0.05	0.05	0.00
Maintenance Worker	0.55	0.50	0.50	0.25
Field Supervisor II	0.10	0.10	0.10	0.10
Senior Maintenance Worker	0.10	0.10	0.10	0.10
P.W. Field Supervisor	0.00	0.00	0.00	0.00
Total	0.85	0.80	0.80	0.45

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Streets , Trees & Parkways				346
APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$76,289	\$29,348	\$63,522	\$45,182
Operating Expenses	\$134,409	\$61,750	\$61,750	\$62,097
Capital Outlay	\$23,380	\$14,800	\$14,000	\$1,500
Total	\$234,078	\$105,898	\$139,272	\$108,779
SOURCE OF FUNDS				
General Fund	\$234,078	\$105,898	\$139,272	\$108,779
Total	\$234,078	\$105,898	\$139,272	\$108,779
PERSONNEL SERVICES				\$45,182
4101	Full Time Personnel Costs	\$40,582	\$41,182	
	Inspector Pay	\$600		
4105	Overtime, based on emergency call outs FY 2010		\$4,000	
OPERATING EXPENSES				\$62,097
4250	Rents and leases of equipment as needed		\$500	
4260	Contractual Services		\$48,000	
	Tree maintenance - trimming, removals, plantings, stump removals	\$48,000		
4300	Department Supplies		\$4,250	
	Office Supplies	\$250		
7510-4300	Maclay Ave. streetscape maint. supplies	\$3,000		
	Street trees maint. supplies	\$1,000		
4310	Equipment and Supplies		\$347	
	Uniforms and Safety Gear:			
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -346 Division; jackets issued in FY 10, next issue FY 12	\$144		
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -346 Division	\$203		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Streets , Trees & Parkways			346
4320	Equipment Maintenance Maintenance and repair of power tools, hand tools and related equipment.	\$500	
4340	Small Tools Pole saws, hoppers, shovels, rakes, hoes, brooms	\$500	
4430	Activities and Programs Parkway tree replacement plantings \$8,000	\$8,000	
CAPITAL EXPENSES			\$1,500
4500	Capital Equipment Replace power equipment - chain saws, blowers	\$1,500	
EQUIPMENT REPLACEMENT CHARGE			\$0
4941	Equipment Replacement Charges None \$0	\$0	
TOTAL			\$108,779

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Traffic Safety

DIVISION NO.
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 slurry sealing operations. 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, cleaned and repaired or replaced as needed. Street tree limbs blocking signs or pedestrian pathways are reported to the Street Tree Division for trimming.

FY 2008-2009: The Traffic Safety Division continued inspection and touch up repainting of street striping and pavement markings, while beginning to introduce increased use of thermoplastic striping. Thermoplastic striping, while more costly than water based paint, has an expected life of over ten years, resulting in longer term maintenance savings. Staff continued a preventative maintenance program of annual signage inspection for repair or replacement as needed. Replacement of red curb painting in residential zones with pole mounted no parking signs and arrows was continued in order to lower future costs of curb painting.

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

FY 2010-2011: The Traffic Safety Division will continue inspection and touch up repainting of street striping and pavement markings. Thermoplastic markings will be used on better condition streets, providing a life cycle of over ten years, compared to two years for water based paints. Street striping in school zones is planned under the Safe Routes to Schools Program. Replacement of red curb painting in residential zones with pole mounted no parking signs and arrows will continue. Staff will continue a preventative maintenance program of annual signage inspection for repair or replacement as needed. Using CDBG funds, staff will implement a citywide replacement of traffic stops signs; the signs will be replaced with new stop signs in compliance with Federal reflectivity requirements. Direct charge of materials to special funds, and transfer from Gas tax Fund 11 makes the Traffic Safety Division a net zero impact on the General Fund.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Traffic Safety				370
PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
P.W. Director	0.05	0.05	0.05	0.00
Maintenance Worker	0.45	0.50	0.50	0.25
Senior Maintenance Worker	0.15	0.20	0.20	0.15
City Engineer	0.00	0.00	0.00	0.00
PW Field Supervisor I	0.25	0.00	0.00	0.00
Field Supervisor II	0.35	0.35	0.35	0.10
Total	1.25	1.10	1.10	0.50
APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$86,916	\$44,104	\$70,245	\$45,624
Operating Expenses	\$17,730	\$13,880	\$7,873	\$1,785
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$104,646	\$57,984	\$78,118	\$47,409
SOURCE OF FUNDS				
Gas Tax (Fund 11)Transfer- <i>HUTA - Sect. 2105,2106, & 2107</i>	\$86,916	\$44,104	\$70,245	\$47,409
General Fund	\$17,730	\$13,880	\$7,873	\$0
Total	\$104,646	\$57,984	\$78,118	\$47,409
PERSONNEL SERVICES				\$45,624
4101	Full Time Personnel costs		\$44,624	
4105	Overtime		\$1,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION		DIVISION NO.	
Traffic Safety		370	
OPERATING EXPENSES			\$1,785
4300	Department Supplies	\$200	
	Office supplies	\$200	
0301-4300	Materials for repairs: Poles, signs, hardware, street signs. Refer to Fund 13.	\$0	
4310	Equipment and Supplies	\$385	
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -370 Division; jackets issued in FY 10, next issue FY 12	\$160	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to - 370 Division	\$225	
4320	Equipment Maintenance	\$500	
	Repair & Maint of spray equip.		
4340	Small Tools	\$500	
	Brooms, shovels, post hole diggers, hand tools, misc.		
4360	Personnel Training	\$200	
4430	Signage - Preventative Maintenance Program. Refer to Fund 13.	\$0	
TOTAL			\$47,409

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

Traffic Signals

DIVISION NO.

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 2008-2009: The Division continued to fund scheduled equipment replacement, including installation of new traffic loops, and installation of LED style pedestrian fixtures. Traffic accidents and equipment knockdowns were lighter than in FY 2008, but still required funding for replacement equipment. Traffic synchronization projects were completed along the Maclay Avenue and Glenoaks Boulevard corridors.

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

FY 2010-2011: The Division will continue scheduled equipment replacement, including installation of new traffic loops, and installation of LED style pedestrian fixtures. Traffic accidents and equipment knockdowns are expected to be a continuing problem which may require additional funding for replacement equipment. Traffic synchronization projects are planned including along the Maclay Avenue corridor. Direct charge of materials to special funds, and transfer from Gas tax Fund 11 makes the Traffic Signal Division a net zero impact on the General Fund.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

Traffic Signals

DIVISION NO.

371

		ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL		2008-2009	2009-2010	2009-2010	2010-2011
Electrical Supervisor		0.50	0.50	0.50	0.50
Bldg. Maint. Wkr / Elect. Helper		0.50	0.50	0.50	0.50
Public Works Director		0.05	0.05	0.05	0.00
City Engineer		0.05	0.05	0.05	0.00
Senior Maintenance Worker		0.05	0.10	0.10	0.00
Maintenance Worker		0.10	0.00	0.00	0.00
Total		1.25	1.20	1.20	1.00

		ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS		2008-2009	2009-2010	2009-2010	2010-2011
Personnel Services		\$112,186	\$101,271	\$111,316	\$99,101
Operating Expenses		\$33,228	\$40,054	\$39,754	\$32,679
Capital Outlay		\$0	\$0	\$0	\$0
Total		\$145,414	\$141,325	\$151,070	\$131,780

SOURCE OF FUNDS					
Gas Tax (Fund 11)Transfer-		\$112,186	\$101,271	\$111,316	\$131,780
HUTA - Sect. 2105,2106, & 2107					
General Fund		\$33,228	\$40,054	\$39,754	\$0
Total		\$145,414	\$141,325	\$151,070	\$131,780

PERSONNEL SERVICES				\$99,101
4101	Full Time Personnel Costs			\$96,101
4105	Overtime - for emergency response			\$3,000

OPERATING EXPENSES				\$32,679
4210	Utilities; assumes 6% increase over FY 2010 actual costs			\$22,259
4250	Rents & Leases -Crane Rental (2 @ \$500)			\$1,000
4260	Contractual Services			\$6,500
	Rags cleaning service - eliminated			\$0
	Loop detector repair			\$2,200
	Controller programmer services			\$300
	Contract repair of damaged signals			\$4,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Traffic Signals			371
4300	Department Supplies		\$500
	Office Supplies	\$500	
0301-4300	Supplies for LED program. Expense was moved for FY 2011 to Fund 13.	\$0	
4310	Equipment and Supplies		\$770
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -370 Division; jackets issued in FY 10, next issue FY 12	\$320	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to - 370 Division	\$450	
4320	Equipment Maintenance	\$800	\$800
4340	Small Tools		\$500
	Misc. small tools, drills, pole saws, tapes, discs		
4360	Personnel Training - Seminars, training, school		\$250
4370	Meetings, Memberships & Travel		\$100
CAPITAL EXPENSES			\$0
TOTAL			\$131,780

CITY OF SAN FERNANDO**ADOPTED BUDGET****FY 2010-2011****DIVISION****Facilities Management****DIVISION NO.****390****NARRATIVE**

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

FY 2009-2010: Facilities Management staff reviewed maintenance standards and practices with a goal of identifying efficiencies and cost savings. A water conservation program was implemented for City facilities and grounds resulting in 6% decrease in annual water use. Staff began development of an annual facilities assessment program with updated maintenance and deferred maintenance schedules for all facilities and grounds.

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

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
P.W. Superintendent	0.65	0.65	0.65	0.40
P.W. Maintenance Worker	5.25	4.00	4.00	2.85
Sr. Maintenance Worker	0.00	0.75	0.75	0.75
P.W. Director	0.05	0.10	0.10	0.00
Field Supervisor I	0.75	0.75	0.75	0.75
Field Supervisor II	0.00	0.00	0.00	0.00
P.W. Office Specialist	0.30	0.75	0.75	0.45
PT Maintenance Helper	2.40	2.50	2.50	0.00
P.W. Admin. Coordtr	0.00	0.00	0.00	0.25
Total	9.40	9.50	9.50	5.45

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.
Facilities Management	390

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2009-2010	2010-2011
Personnel Services	\$602,982	\$547,418	\$592,283	\$507,132
Operating Expenses	\$396,974	\$437,654	\$354,570	\$327,932
Capital Outlay	\$36,278	\$58,059	\$30,821	\$45,380
Total	\$1,036,234	\$1,043,131	\$977,674	\$880,444
SOURCE OF FUNDS				
Prop C Bikeway (Fund 08)	\$100,908	\$100,908	\$100,908	\$100,908
<i>transfer from 08-190-4901 to 01-3968</i>				
General Fund	\$935,326	\$942,223	\$876,766	\$779,536
Total	\$1,036,234	\$1,043,131	\$977,674	\$880,444

PERSONNEL SERVICES

\$507,132

4101	Personnel Costs 0410 - Parks (Recreation, Pioneer, Layne, Heritage, Skate, Lopez Adobe) 0410 - Weekend Differential Pay 0410 - Special Project Pay, will be charged to Fund 19 Quimby Funds for 0410 - Inspector Pay 0410 - Stand-By Pay 0460 - Las Palmas Park 0470 - Bikeway	\$229,417 \$2,340 \$0 \$600 \$3,328 \$173,684 \$92,763	\$502,132	
4103	Part time wages for Maintenance Helper Beginning in FY 2010, Maint Helpers are charged to Funds 72 and 73 and used exclusively for parks refuse pickup and sewer	\$0	\$0	
4105	Overtime Coverage for emergency response, holidays, priority projects, events approved by Council, and coverage in case of full time staff leaves or absences 0410 Parks - Overtime 0460 Las Palmas Park - Overtime 0470 Bikeway - Overtime	\$3,000 \$1,000 \$1,000	\$5,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Facilities Management

DIVISION NO.
390

OPERATING EXPENSES

\$204,355

4210	Utilities; assumes 6% rate increase over FY 2010 cost 0450 120 Macneil, Public Works Ops \$9,634 (50% of total cost \$19,268; \$4,817 is charged to 70-381 + \$4,817 charged to 72-360) 0457 519 S Brand, San Fernando \$531 Museum of Art and History, funded for 1st & 2nd quarter only 0470 Bikeway lighting (funded by Prop C) \$1,345	\$11,510	
4220	Phone Facilities/Equip. cell phones & standby \$540 phone. Expense shared with 01-320	\$540	
4250	Rents and Leases/Facilities 0410 Parks, lift for lighting maint. \$1,000 0470 Bikeway, lift for lighting maint. \$1,000	\$2,000	
4260	Contractual Services 0222 Police Department HVAC maint, \$1,400/qtr. Includes prev 5,600 maint at Shooting Range Fire extinguisher maint. 300 Fire alarm system maint. 300 Fire system annual test 275 Janitorial, \$2,616 monthly, labor & 32,392 materials, 7 days per week service, 2 person crew + special clean ups + carpet & floor annual cleaning & spot cleaning Pest control, \$75/mo 900 Automatic gate svc, \$200/qtr 800 Alarm system monitor \$15/mo 180 Shooting range maint 4,000 AQMD permit for generator 3,245	\$47,992	
	0310 City Hall Perimeter door maint \$250/qtr \$1,000 HVAC maint, \$440/qtr \$1,760 Alarm monitor, appr \$30/mo \$360 Fire extinguisher maint. \$200 Fire system annual test \$275 Halon Fire system test \$945 Fire door system test \$500	\$37,532	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Facilities Management

DIVISION NO.
390

4260	Janitorial, \$2,616 monthly, labor & materials, 5 days per week service, 2 person crew + special clean ups + carpet & floor annual cleaning & spot cleaning	31,592		
	Pest control, \$75/mo	\$900		
	0381 Water Division - 120 Macneil Expenses moved to 70-381		\$0	
	0384 Reservoirs Expenses moved to fund 70-384-0000-4260 for landscape maint. at well sites		\$0	
	0410 Parks HVAC maint, \$386/qtr	\$1,544	\$42,232	
	Alarm monitor, \$75/mo	\$900		
	Fire extinguisher maint.	\$300		
	Janitorial, \$2,894 monthly, labor & materials, 7 days per week service, 2 person crew + special clean ups + carpet & floor annual cleaning & spot cleaning	\$34,928		
	Pest control, \$100/mo	\$1,200		
	Portable toilet apprx \$280/mo	\$3,360		
	0430 Pool Facility Refer to Fund 01-430 for Pool Facility contract services for pool, building and grounds scheduled preventative maintenance and contractor repairs			

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2010-2011

DIVISION

Facilities Management

DIVISION NO.

390

4260	0450 120 Macneil & 501 First St. (50% of costs are charged to 70-381 + 72-360) HVAC maint, \$500/qtr \$1,000 Alarm monitor, \$30/mo \$180 Fire extinguisher maint. \$150 Automatic gate svc maint \$125 Janitorial, \$1,325 monthly, labor & materials, 3 days per week service, 1 person crew + special clean ups + carpet & floor annual cleaning & spot cleaning \$8,050 (50% of total cost \$16,100; \$4,025 is charged to 70-381 + \$4,025 charged to 72-360) Pest control, \$75/qtr \$150 Ice Machine prev. maint. 125/qtr \$250	\$9,905	
	0456 1211 First Street HVAC prev maint \$89/qtr, minor repairs, 1st & 2nd quarter only \$200	\$200	
	0457 519 S Brand - Museum HVAC prev maint \$85/qtr, minor repairs, 1st & 2nd quarter only \$200	\$200	
	0460 Las Palmas Park HVAC maint, \$565/qtr \$2,260 Elevator prev. maint. \$1,000 Alarm monitor, apprx \$30/mo \$360 Fire extinguisher maint. \$205 Fire system test, annual \$275 Janitorial, \$2,894 monthly, labor & materials, 7 days per week service, 2 person crew + special clean ups + carpet & Pest control, \$45/mo \$540 \$34,928	\$39,568	
	7500 Heritage Park HVAC maint, \$89/qtr \$356 Alarm monitor, \$15/mo \$180 Janitorial, \$995 monthly, labor & materials, 7 days per week service, 1 person crew + special clean ups + floor annual cleaning & spot cleaning \$12,140	\$12,676	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Facilities Management

DIVISION NO.
390

OPERATING EXPENSES

\$105,077

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		
	0000 Office Supplies - General	\$1,000	
	0222 Police Department	\$4,200	
	Building maint: supplies plumbing electrical and repair \$2,500		
	Janitorial supplies not included in contract \$1,500		
	Shooting Range - maint. & bullet trap repair \$200		
	0310 City Hall	\$4,500	
	Bldg. maint. supplies plumbing electrical and repair \$3,000		
	Janitorial supplies not in contract \$1,500		
	0381 Water Division (120 Macneil) moved to Water fund 70-381-0000-4300 \$0	\$0	
	0410 Parks (Recreation, Pioneer, Layne, Heritage, Skate, Lopez Adobe)	\$30,500	
	Bldg maint supplies:light bulbs, paint, door parts, plumbing parts, etc. \$10,000		
	Janitorial supplies not included in contract: paper towels, latex gloves, etc. \$4,500		
	Grounds maint supplies: trash bags, sign parts, etc. \$5,000		
	Ballfield maint supplies: fertilizer, compost, infield mix, etc. \$3,500		
	Supplies for irrigation system maintenance \$7,500		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Facilities Management

DIVISION NO.
390

	0415 Cesar Chavez Memorial Transit Plaza		\$2,500	
	Grounds maint supplies:	\$1,500		
	trash bags, sign parts, etc.			
	Supplies for irrigation system	\$1,000		
	maintenance			
	0430 SF Pool Facility			
	Refer to Fund 01-430 for Pool Facility supplies for pool, building and grounds maintenance and repairs			
	0450 PW Ops Ctr & Equip Yard		\$2,750	
	Bldg maint supplies: light bulbs,	\$1,750		
	paint, door parts, plumbing parts, etc.			
	Grounds maint supplies:	\$500		
	trash bags, sign parts, etc.			
	Janitorial supplies not included in contract paper towels, latex gloves	\$500		
	0456 1211 First Street		\$250	
	Supplies for bldg/grounds maint	\$250		
	1st & 2nd quarter only			
	0457 519 S Brand - Museum		\$250	
	Supplies for bldg/grounds maint	\$250		
	1st & 2nd quarter only			
	0460 Las Palmas Park		\$10,250	
	Bldg maint supplies: light bulbs,	\$2,500		
	paint, door parts, plumbing parts			
	Grounds maint supplies: trash bags,	\$1,500		
	sign parts, etc.			
	Janitorial supplies not included in contract paper towels, latex gloves	\$3,000		
		\$3,250		
	Supplies for irrigation system maint.			
	0470 Bikeway Maintenance		\$2,800	
	Grounds maint supplies: trash bags,	\$1,500		
	sign parts, etc.			
	Supplies for irrigation maint.	\$1,300		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Facilities Management			390
	0480 Gateway Maintenance Grounds maint supplies: trash bags, sign parts, etc.	\$950	\$950
	7500 Heritage Park Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, etc. Janitorial supplies not included in contract: paper towels, latex gloves Grounds and building maint supplies: trash bags, sign parts, Supplies for irrigation system maintenance	\$500 \$500 \$2,000 \$750	\$3,750
4310	Equipment and Supplies Uniforms and Safety Gear: Uniform replacements & new issues; \$320 per staff based on FTE assigned to -390 Division; jackets issued in FY 10, next issue FY 12 Rain and safety gear, average of \$450 per staff based on FTE assigned to - 390 Division Service Volunteer gear issue, 4@\$40	\$1,744 \$2,453 \$160	\$4,357
4320	Equipment Maintenance 0410 Parks Equipment - lawn mowers, chain saws, blowers, weed trimmers 0450 120 Macneil (PW Ops Ctr), 501 First St. (Eq Yd) Ice machine qtrly prev maint. 0460 Las Palmas Park Equipment such as lawn mowers, chain saws, blowers, weed trimmers	\$5,500 750 \$500	\$6,750

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Facilities Management

DIVISION NO.
390

4330	Building Maint. Repairs- Unexpected repairs performed by contractor or staff as needed		
	0222 Police Dept.		\$8,000
	HVAC repairs; electrical repairs	\$2,000	
	Electronic repairs: security system, fire system	\$2,000	
	Plumbing	\$2,000	
	Floor repairs - carpet seams and	\$2,000	
	0310 City Hall		\$5,600
	HVAC repairs; electrical repairs	\$1,400	
	Electronic repairs: security system, fire system	\$1,400	
	Plumbing repairs	\$1,400	
	Misc. repairs & services	\$1,400	
	0381 Water Division (120 Macneil)		\$0
	moved to Water fund 70-381-0000-4330	\$0	
	0410 Parks		\$5,000
	HVAC repairs; electrical repairs	\$2,000	
	Electronic repairs: security system, fire system	\$500	
	Plumbing repairs and response to sewer stoppage	\$500	
	Floor repairs - carpet seams and	\$500	
	Graffiti film replacement	\$1,500	
	0430 SF Regional Pool Facility		
	Refer to Fund 01-430 for Pool Facility pool, building and grounds repairs		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Facilities Management

DIVISION NO.
390

4330	0450 PW Ops Ctr & Equip Yd		\$1,750
	HVAC repairs; electrical repairs	\$750	
	Electronic repairs: security system, fire system	\$250	
	Plumbing repairs and response to sewer stoppage	\$500	
	Floor repairs - carpet seams, tiles	\$250	
	0456 1211 First Street		\$200
	Unexpected bldg repairs, 1st & 2nd quarter only	\$200	
	0457 519 S Brand - Museum		\$200
	Unexpected bldg repairs, 1st & 2nd quarter only	\$200	
	0460 Las Palmas Park		\$5,000
	Unexpected bldg repairs:	\$5,000	
	Electronic repairs: security system, fire system, plumbing repairs and response to sewer stoppage, floor repairs, carpet seams and tiles, graffiti film replacement.		
	7500 Heritage Park		\$500
	Unexpected bldg repairs:	\$500	
	HVAC & electrical repairs, electronic repairs, espc, calsensor, plumbing repairs and response to sewer stoppage, floor repairs, carpet seams and tiles.		
4340	Small Tools		\$2,500
	0410 Small Tools	\$2,500	
4360	Personnel Training		\$800
	0410 Personnel Training	\$800	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Facilities Management

DIVISION NO.
390

OPERATING EXPENSES

\$18,500

4430	<p>Activities & Programs</p> <p>Items listed in this section includes deferred maintenance for city facilities. Total deferred maintenance for all facilities exceeds \$2,182,000 which includes \$964,086 for parks needs. Typical categories of deferred maintenance include HVAC, roofing, lighting, flooring, paint interior and exterior, electrical, plumbing and finishes. Some of the more critical items are listed below, most of which are deferred for FY 2010-2011 due to shortage of funds.</p>		
	<p>0222 Police Department</p> <p>Repaint 10% of interior; ten year cycle for all interior painting at total cost of \$30,000. \$2,500</p> <p>Plumbing upgrades in jails, valve replacements, deferred from FY 09 and FY 10. \$1,000</p> <p>Repaint 10% of exterior, ten year cycle for all exterior painting at total cost of \$40,000 for painting and wood repairs. Defer unfunded. \$0</p> <p>Refinish wood on exterior, 10 year cycle. Defer. \$1,500 unfunded. \$0</p> <p>Exterior parking lot repair, crack fill & reseal main lot. Defer. \$10,000 unfunded. \$0</p> <p>Exterior parking lot repair, crack fill & reseal, Detective lot. Defer. \$8,000 unfunded. \$0</p> <p>Exterior lighting upgrades. Defer. \$2,500 unfunded. \$0</p> <p>Carpet replacement, 10% of interior, ten year cycle \$3,000</p>	<p style="text-align: right;">\$6,500</p>	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Facilities Management

DIVISION NO.
390

0310 City Hall		\$2,500
Energy saving UV window film in Council Chambers. Defer \$2,000 unfunded.	\$0	
Computer & phone line cabinet upgrade. Defer to FY 11. \$8,000 unfunded.	\$0	
Computer Room ceiling tile replacement. Defer to FY 11. \$1,000 unfunded.	\$0	
Repaint 10% of interior, ten year cycle. Defer. \$3,000 unfunded	\$0	
Plumbing upgrades, basement pump. Defer. \$1,000 unfunded.	\$0	
Repaint 10% of exterior, ten year cycle. Defer. \$2,000 unfunded.	\$0	
Refinish wood on exterior, 10 year cycle. Defer. \$2,000 unfunded.	\$0	
Exterior parking lot repair, crack fill & reseal, main lot. Defer to FY 11. \$8,000 unfunded.	\$0	
Exterior lighting upgrades; will be funded with grant	\$0	
Carpet replacement, 10% of interior, ten year cycle. Deferred in FY 10. Priority repair for FY 11.	\$2,500	
0381 Water Division (120 Macneil)		\$0
moved to Water fund 70-381-0000-4430	\$0	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Facilities Management

DIVISION NO.
390

0410 Parks (Recreation, Pioneer, Layne, Heritage, Skate, Lopez Adobe)		\$4,500
Rec Park Roof repair. Deferred.	\$0	
Rec Park gym floor refinish.	\$3,000	
Repaint 10% of interior, ten year cycle. Defer to next FY. \$2,000 unfunded	\$0	
Repaint 10% of exterior, ten year cycle. Defer to next FY. \$2,000 unfunded	\$0	
Exterior signage replacements & upgrade. Defer \$2,500 unfunded	\$0	
Fence panel	\$1,500	
Carpet replacement, 10% of interior, ten year cycle. Defer \$1,250 unfunded	\$0	
0415 Cesar Chavez Memorial Transit Park		\$1,000
Replacement of mural uprights, estimated cost of \$5000 deferred to FY 2011-12. \$1,000 is budgeted for temporary repairs - reseal existing fixtures and change lamp bulbs	\$1,000	
0450 PW Ops Ctr & Equip Yd		\$0
Install awning over clarifier wash area. Defer. \$5,000 unfunded	\$0	
Repaint 10% of interior, ten year cycle. Defer \$1,500 unfunded	\$0	
Repaint 10% of exterior, ten year cycle. Defer \$1,500 unfunded	\$0	
0460 Las Palmas Park		\$2,000
Las Palmas Park Roof urgent repairs.	\$2,000	
Repaint 10% of interior, ten year cycle. Defer \$8,000 unfunded	\$0	
Repaint 10% of exterior, ten year cycle. Defer \$8,000 unfunded	\$0	
Exterior signage replacements & upgrade. Defer \$500 unfunded	\$0	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Facilities Management			390
	0470 Bikeway	\$2,000	
	Exterior lighting upgrades. Defer \$2,000 unfunded	\$0	
	Upgrade landscaping for drought tolerance & water savings, \$9,000. Fund \$1,500 in FY 11; Defer \$7,500 to FY 12	\$2,000	
	Tree and landscape replacement. Defer \$2,000 unfunded	\$0	
	7500 Heritage Park	\$0	
	Replenish decomposed granite walkways, \$1,000 Deferred		
CAPITAL EXPENSES			\$33,900
4500	Capital Expenses	\$10,000	
	0222 Police		
	Replace one AC unit at PD servicing the Communications & Computer Room	\$10,000	
	0310 City Hall	\$10,000	
	Replace one AC unit at City Hall, date to be determined	\$10,000	
	Equipment Replacement		
	0410 Parks	\$13,900	
	Rec Park lobby unit, replace out of service HVAC	\$9,000	
	Replace broken security camera DVR	\$3,650	
	Replacement portable generator; Defer \$2,000 unfunded	\$0	
	Replacement of old bleachers, \$3,500. Defer to FY 12	\$0	
	Replace push mower, 1 @ \$1,250	\$1,250	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Facilities Management			390
	0460 Las Palmas Park Replace out of service HVAC. Defer. \$7,500 unfunded.	\$0	\$0
	0450 PW Ops Ctr, & Equip Yd Replace 2 computer stations. Defer to FY12	\$0	\$0
	7500 Heritage Park Install Alarm system \$5,000 unfunded	\$0	\$0
EQUIPMENT REPLACEMENT CHARGE			\$11,480
0000-4941	2004 utility truck (Original cost = \$25,000, payoff in FY 2010) NEW Vehicle FY2006-2007 (cost \$24,000 plus 5% of original price over 5 years) total \$30,000 annual cost of \$6,000; payoff in FY 2010	\$0 \$0	\$0
0455-4941	519 South Brand Blvd - Preventive Maintenance		\$2,340
0457-4941	519 South Brand Blvd, San Fernando Historical and Cultural Museum HVAC repair, FY 2000-01 (Original cost = \$8,000) Roof repair, FY 2000-01 (Original cost = \$7,000) Roof replacement over apparatus room, FY 2005-06	\$1,248 \$1,092 \$1,800	\$4,140
0456-4941	1211 First Street Furnace repair, FY 2002 (Original cost = \$2,525) Roof repair, FY 2001-02 (Original cost = \$33,779)	\$0 \$0	\$0
0222-4941	910 First Street Boiler replacement FY 2005-06; original cost = \$18k; payoff FY07 to FY11?	\$5,000	\$5,000
TOTAL			\$880,444

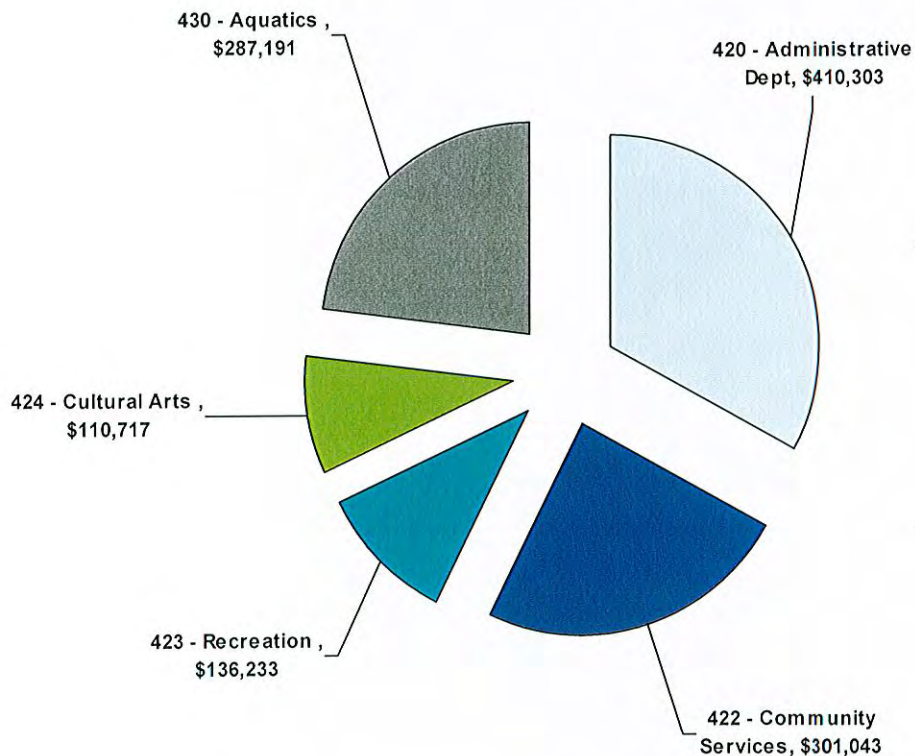
Recreation & Community Services

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

**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 2010-2011 is \$1,245,487 which is a decrease from the FY 2009-2010 budget due mainly to a decrease in expenditures for the San Fernando Regional Aquatics Facility. One of the main goals for the department this year is to develop a marketing tool to better publicize the programs/activities/facilities available to the public.

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

**RECREATION AND COMMUNITY SERVICES DEPARTMENT
EXECUTIVE SUMMARY**

RECREATION AND COMMUNITY SERVICES DEPARTMENT EXECUTIVE SUMMARY

Major Changes and Specific/Decrease to Budget: The budget for the Aquatics Facility incorporates the period July 1 - September 12, 2010 (close pool September 13) and June 18-30 (assume pool reopens June 18). Therefore, the overall general fund request for the Department is significantly less than FY 2009-2010. A portion of staff salaries continues to be charged to Fund 17 Self-Sustaining Fund. Additional minor decreases have been made to division supplies as the Department continues to strive toward a paperless Department.

PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Dir. Of Rec. & Comm Sv	1.00	1.00	1.00	1.00
Office Specialist	2.00	2.00	2.00	2.00
Comm Svcs Supervisor	1.00	1.00	1.00	1.00
Cultural Arts Supervisor	1.00	1.00	1.00	1.00
Rec/Comm Sv. Coord	1.00	1.00	1.00	1.00
RCS Operations Manager	0.00	0.00	0.00	0.00
Program Specialist (FTE)	2.75	1.72	1.72	1.17
Pool Manager (FTE)	0.03	0.00	0.00	0.00
Senior Lifeguards (FTE)	0.05	0.00	0.00	0.00
Lifeguards (FTE)	0.03	0.00	0.00	0.00
Cashier Pool (FTE)	0.00	0.00	0.00	0.00
Recreation Leaders (FTE)	11.42	4.50	4.50	4.39
Total	20.28	12.22	12.22	11.56

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

**RECREATION AND COMMUNITY SERVICES DEPARTMENT
EXECUTIVE SUMMARY**

PERSONNEL SPECIAL FUNDS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Senior Counselor(FTE)	2.23	2.23	2.23	2.90
Counselor(FTE)	11.05	11.05	11.05	6.81
Program Specialist (FTE)	0.75	0.75	0.75	0.00
Recreation Leaders (FTE)	7.00	7.00	7.00	0.37
Total	21.03	21.03	21.03	10.08
APPROPRIATIONS				
Administrative Dept - 420	\$ 349,286	\$ 439,258	\$ 399,568	\$ 410,303
Community Services - 422	304,076	351,758	301,758	301,043
Recreation - 423	215,507	132,017	132,017	136,233
Cultural Arts - 424	144,606	85,048	85,028	110,717
Aquatics - 430	384,969	701,299	701,299	287,191
Subtotal General Fund	\$ 1,398,444	\$ 1,709,380	\$ 1,619,670	\$ 1,245,487
SOURCE OF FUNDS				
01 General Funds	\$ 1,246,216	\$ 984,081	\$ 984,081	\$ 805,095
01-3697-3750 County Grant - Sr Meals	99,198	145,000	145,000	145,000
01-3777 Facility Rental	53,030	85,000	85,000	85,000
01-3901 Senior Meals Donations	21,771	23,000	23,000	25,000
01-XXXX Transfer from Fund 17	0	451,299	451,299	164,392
01-XXXX Transfer from Fund 10	57,540	21,000	21,000	21,000
Total	\$ 1,398,444	\$ 1,709,380	\$ 1,709,380	\$ 1,245,487

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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 10-11 Include the development of a marketing tool to better publicize the programs/activities/facilities available to the public; Updated and enhanced recreation web pages to includes registration forms, facility rental forms and informational packets regarding facilities; Development of Fourth of July Celebration as a revenue generator; and implementation of Healthy Cities Objectives. Staff will continue to seek ways to increase programs, to deliver efficiency of those programs, and to increase revenue while always focusing on increasing customer retention and satisfaction.					
PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011	
RCS Director	0.85	0.85	0.85	0.85	
Office Specialist	1.85	1.85	1.85	1.85	
Total	2.70	2.70	2.70	2.70	
APPROPRIATIONS					
Personnel Services	\$ 207,018	\$ 313,358	\$ 313,358	\$ 285,803	
Operating Expenses	132,568	116,200	76,510	114,800	
Capital Outlay (Expenses and Equipment	9,700	9,700	9,700	9,700	
Total	\$ 349,286	\$ 439,258	\$ 399,568	\$ 410,303	
SOURCE OF FUNDS					
01 General Funds	\$ 349,286	\$ 414,258	\$ 374,568	\$ 340,303	
01-3777 Facility Rental	0	25,000	25,000	70,000	
Total	\$ 349,286	\$ 439,258	\$ 399,568	\$ 410,303	
Supporting Information					
4100 PERSONNEL SERVICES				\$285,803	
4101	Full time salaries		\$282,803		
4111	Commission Reimbursement		\$3,000		

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION			DIVISION NO.
Administrative			420
4200	OPERATING EXPENSES		\$107,500
4210	Utilities	\$70,000	
4220	Telephone	\$18,000	
4260	Contractual Service	\$19,500	
	Copier and Riso Contracts \$18,000 Publicity \$1,500		
4300	OPERATING EXPENSES		\$7,300
4300	Department Supplies	\$6,500	
4360	Personnel Training-Reduced by \$1,250	\$500	
4380	Memberships - CPRS-Reduced by \$300	\$300	
4390	Car Allowance	\$0	
4900	EQUIPMENT REPLACEMENT CHARGE		\$9,700
4941	Equipment Replacement Pool	\$9,700	
TOTAL			\$410,303

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.
Community Services	422

NARRATIVE

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

Objectives for FY 10-11 Continued formalization of a volunteer program, to include youth, adults and senior volunteers and to place these volunteers in city-run programs to expand and enhance city services. Increase volunteer opportunities to include city-wide special events, facility operations, senior programs, sports programs, day camp, the after school programs and to provide individual and group volunteer opportunities. Growth in the areas of vocational training to include opportunities for in-service training, technical assistance, and workshops. Develop volunteer incentives to include a recognition award ceremony. Increase awareness and productivity of the Senior Nutrition Program offered by the City.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Comm Svc Supr	0.20	0.20	0.20	0.20
Recreation Leader I	1.44	1.44	1.44	0.35
Recreation Leader II	0.64	0.64	0.64	0.38
Program Specialist	1.10	1.10	1.10	1.17
Total	3.38	3.38	3.38	2.10

APPROPRIATIONS

Personnel Services	\$	119,381	\$	149,758	\$	149,758	\$	110,543
Operating Expenses		184,695		202,000		152,000		190,500
Total	\$	304,076	\$	351,758	\$	301,758	\$	301,043

SOURCE OF FUNDS

01 General Funds	\$	183,107	\$	183,758	\$	183,758	\$	131,043
01-3697 County Grant Sr. Meals		99,198		145,000		145,000		145,000
01-3901 Donations - Senior Meals		21,771		23,000		23,000		25,000
Total	\$	304,076	\$	351,758	\$	351,758	\$	301,043

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Community Services			422
Supporting Information			
4100	PERSONNEL SERVICES		\$110,543
4101	Fulltime Staff Costs	\$80,680	
4103	Temp & Part Time Staff	\$29,863	
4120	O.A.S.D.I	\$0	
4130	Worker's Comp Insurance	\$0	
4200	OPERATING EXPENSES		\$190,500
4260	Contractual Service	\$175,500	
	Senior Nutrition Meals	\$175,000	
	CYF Newsletter (\$7,500)	\$0	
	Expo Entertainment	\$500	
4300	Dept Supplies	\$15,000	
	Program Supplies (reduce from \$5,733 to \$3,000)	\$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	\$11,000	
TOTAL			\$301,043

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.
Facilities Operations and Playgrounds	423

NARRATIVE

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

Objectives for FY 10-11 Growth in the area of teen programming. Development of co-ed adult sports programs. Expand youth sports programming. Increase facility rentals. Continue the development of a Healthy Cities program. Continue coaches training and certification program. Ensure that all volunteer coaches under-do a Livescan background check. Increase marketing efforts for all programs/activities offered by the Recreation division.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Recreation Coordinator	0.60	0.60	0.60	0.60
Program Specialist	0.39	0.39	0.39	0.00
Recreation Leader I	0.84	0.84	0.84	1.99
Recreation Leader II	0.72	0.72	0.72	1.09
Total	2.55	2.55	2.55	3.68

APPROPRIATIONS

Personnel Services	\$	201,396	\$	125,017	\$	125,017	\$	130,233
Operating Expenses		14,111		7,000		7,000		6,000
Capital Outlay				0		0		0
Total	\$	215,507	\$	132,017	\$	132,017	\$	136,233

SOURCE OF FUNDS

01 General Funds	\$	215,507	\$	117,017	\$	117,017	\$	121,233
01-3777 Fac. Rental		0		15,000		15,000		15,000
Total	\$	215,507	\$	132,017	\$	132,017	\$	136,233

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Facilities Operations and Playgrounds			423
Supporting Information			
4100	PERSONNEL SERVICES		\$130,233
4101	Salaries	\$48,709	
4103	Temp & Part-time - Reduce Movies	\$81,524	
4120	O.A.S.D.I.	\$0	
4130	Worker's Compensation	\$0	
4200	OPERATING EXPENSES		\$0
4260	Contractual Service	\$0	
	Master Plan	\$0	
4300	SUPPLIES		\$6,000
4300	Department Supplies	\$6,000	
4430	ACTIVITIES		\$0
4430	CBO - YOUTH COUNCIL	\$0	
4500	CAPITAL PROJECTS		\$0
TOTAL			\$136,233

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.
Cultural Arts	424

NARRATIVE

The Cultural Arts Division is responsible for conducting city-wide special and cultural events for the department. Per Council direction, staff will intensify their efforts toward a select few programs during FY 2010-2011. The division is also responsible for the oversight of the award winning Mariachi Master Apprentice Program, special events applications and Time Warner Cable Access Programming and Production. Staff continues to be extremely successful in securing grants to help offset the cost of the division.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Cultural Arts Supervisor	1.00	0.54	0.54	1.00
Recreation Leader I	0.00	0.00	0.00	0.00
Total	1.00	0.54	0.54	1.00

APPROPRIATIONS

Personnel Services	\$ 121,630	\$ 66,698	\$ 66,698	\$ 94,367
Operating Expenses	22,976	18,350	18,330	16,350
Total	\$ 144,606	\$ 85,048	\$ 85,028	\$ 110,717

SOURCE OF FUNDS

01 General Funds	\$ 144,606	\$ 85,048	\$ 85,028	\$ 110,717
Total	\$ 144,606	\$ 85,048	\$ 85,028	\$ 110,717

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Cultural Arts			424
Supporting Information			
4100			\$94,367
4101	Full Time Wages	\$94,367	
4103	Part Time Salaries	\$0	
4200 OPERATING EXPENSES			\$4,350
4260	Contracted Services - Expenditures ASCAP	\$350	
4300	Department Supplies Program and Office Supplies, Time Warner Supplies El Grito Supplies Holiday Parade Pool Grand Opening Supplies Cesar Chavez Award Purchase - 3	\$4,000	
4400 ACTIVITIES AND PROGRAMS			\$12,000
4430	MMAP - Grant Match	\$12,000	
TOTAL			\$110,717

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	DIVISION NO.
Aquatics	430

NARRATIVE

The San Fernando Regional Swimming Pool will be entering the third year of operations. Staff has been successful in decreasing the overall operating deficit in each of the first two years of operation and will continue to strive toward the City Council goal of having the Aquatics Facility be self-sustaining. The Aquatics budget is currently for the period July 1 - September 12. Staff is working with a non-profit to develop a business plan which would allow for the pool to remain open year round at a minimal cost to the City.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Pool Manager	0	0	0	0
Sr. Lifeguard	0	0	0	0
Lifeguards	0	0	0	0
Cashier/Attendant	0	0	0	0
Recreation Leader	0.75	0.65	0.65	0.58
Total	0.75	0.65	0.65	0.58

APPROPRIATIONS

Personnel	0	\$ 34,881	\$ 34,881	\$ 15,555
Operating Expenses	0	666,418	666,418	\$ 266,636
Capital Outlay	0	0	0	\$ 5,000
Total	0	\$ 701,299	\$ 701,299	\$ 287,191

SOURCE OF FUNDS

01 General Funds	0	\$ 229,000	\$ 229,000	\$ 101,399
01-XXXX Transfer	0	451,299	451,299	164,792
10-XXXX Transfer	0	21,000	21,000	21,000
Total	0	\$ 701,299	\$ 701,299	\$ 287,191
Total	0	\$ 1,173,598	\$ 701,299	\$ 287,191

Supporting Information

4100	PERSONNEL SERVICES	\$15,555
4105	Part-time salaries	\$15,555

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION			DIVISION NO.
Aquatics			430
4200	OPERATING EXPENSES		\$241,836
4210	Utilities	\$55,035	
4220	Telephone	\$1,102	
4260	Contractual Service	\$185,699	
4300	OPERATING EXPENSES		\$24,800
4300	Department Supplies	\$23,800	
4330	Minor Repairs	\$1,000	
4500	EQUIPMENT REPLACEMENT CHARGE		\$5,000
4500	Major Repairs/Parts	\$5,000	
TOTAL			\$287,191

Special Funds

**CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2010-2011**

**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	<i>SLESF (Supplemental Law Enforcement Services Fund)</i>
6	<i>Self Insurance Trust Fund</i>
7	<i>Proposition "A" - Transit Development Fund</i>
8	<i>Proposition "C" - Transit Development Fund</i>
9	<i>Proposition "C" - Discretionary</i>
10	<i>Grant Fund</i>
11	<i>State Gas Tax Fund</i>
13	<i>Traffic Safety Fund</i>
14	<i>Cash In-Lieu of Parking</i>
15	<i>Local Transportation Fund (SB 325)</i>
16	<i>Air Quality Management District Fund (AQMD)</i>
17	<i>Recreation Self Sustaining Fund</i>
18	<i>Retirement Fund</i>
19	<i>Quimby Act Fees</i>
20	<i>State Asset Seizure</i>
21	<i>Federal Asset Seizure</i>
26	<i>Community Development Block Grant (CDBG)</i>
27	<i>Street Lighting</i>
29	<i>Parking and Maintenance Operations (M & O)</i>
40	<i>State of Emergency</i>
41	<i>Equipment Replacement</i>
50	<i>Pavement Fund</i>

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2010-2011

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.

The State has proposed removing the SLESF for the upcoming year, however, should the State provide additional funding, those will be budgeted once the funds have been received. The current balance of the funds have been allocated for Detective Division overtime costs and the reorganization and housing of the Community Preservation Division in the Police Department and the related salary adjustment for the Community Resource Supervisor assigned to the newly formed Community Resource Division.

	ACTUAL	BUDGETED	ESTIMATED	REQUESTED
APPROPRIATIONS	2008-2009	2009-2010	2009-2010	2010-2011
Personnel Services	\$ 103,352	\$ 68,031	\$ 38,505	\$190,000
Operating Expenses	0	0	268	0
Capital Outlay	0	44,000	14,529	20,000
Total	\$ 103,352	\$ 112,031	\$ 53,302	\$ 210,000

SOURCE OF FUNDS

COPS			\$ 100,000	\$ -
SLESF Grant	\$ 100,000	\$ -	\$ 91,315	\$ 100,000
Interest			\$ 153	
Total	\$ 100,000	\$ 0	\$ 191,468	\$ 100,000

Supporting Information

4100	PERSONNEL SERVICES	\$190,000
4105	Regular Overtime: Detective Division (224)	\$30,000
4105	Regular Overtime: Patrol Division (225)	\$160,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

FUND				FUND NO.
Supplemental Law Enforcement Services SLESF/COPS				2
4200	OPERATING EXPENSES			\$0
4500	CAPITAL EXPENSES			\$20,000
BALANCE SHEET	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Beginning Balance	\$ 28,091	\$ 84,235	\$ 84,235	\$ 128,769
Revenues	76,763	0	100,153	100,000
Expenditures	20,619	112,031	55,619	210,000
Ending Balance	\$ 84,235	\$ (27,796)	\$ 128,769	\$ 18,769

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2010-2011

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 2009-2010 resulted from a case that was recently settled which was not covered under the ICRMA. This was the last installment payment of this case. As a result the reserves have decreased. For accounting purposes, this fund is combined and tracked with the General Fund. Since this fund will have minimal reserves at the start of the upcoming fiscal year, the General Fund will pay for the annual premiums due to ICRMA until this fund is replenished.

	ACTUAL	BUDGETED	ESTIMATED	REQUESTED
BALANCE SHEET	2008-2009	2009-2010	2009-2010	2010-2011
Beginning Balance	\$ (194,815)	\$ (409,231)	\$ (409,231)	\$ (461,276)
Revenues	1,130,411	1,225,870	1,184,905	1,090,962
Expenditures	1,344,827	1,300,000	1,236,950	1,050,000
Ending Balance	\$ (409,231)	\$ (483,361)	\$ (461,276)	\$ (420,314)

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2010-2011

DIVISION	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

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

Public Works:

110-01 - Trolley Transit- (1st Transit contract) \$200,000

110-01 - Trolley Transit- Trolley Repairs \$6,500

110-01 - Trolley Transit- Trolley Fuel \$18,500

170-01 - Bus Bench Maint.& Field Staff \$78,355

200-02 - Match for CNG Infrastructure \$34,000

200-02 - Match for Bus Shelters \$52,000

280-01 - Transit Marketing \$1,000

480-09 - Prop A Administration \$20,672

TOTAL PUBLIC WORKS \$453,666

Recreation & Community Services:

120-03 - Mission City Transit (1st Transit contract) \$225,000

140-03 Recreational Transit - vehicle repl \$0

200-01 - Recreational Trips \$35,000

250-08 - MTA Bus Pass Subsidy/Phone \$19,000

480-09 - Prop A Administration \$32,155

TOTAL RECREATION & COMMUNITY SVC \$311,155

	ACTUAL	BUDGETED	ESTIMATED	REQUESTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Public Works Director	0.00	0.00	0.00	0.05
Administrative Analyst	0.00	0.00	0.00	0.05
Operations Manager	0.00	0.00	0.00	0.03
Field Supervisor II	0.05	0.05	0.05	0.05
Maintenance Worker	0.00	0.20	0.20	0.30
P.W. Maintenance Helper PT	0.00	0.00	0.00	0.10
Equipment Supervisor	0.00	0.00	0.00	0.15
Mechanical Helper	0.25	0.25	0.25	0.10
RCS Comm. Svcs Sup	0.00	0.30	0.30	0.25
RCS Office Specialist	0.00	0.00	0.00	0.05
Total	0.30	0.80	0.80	1.13

APPROPRIATIONS

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2010-2011

DIVISION				FUND NO.
Proposition A - Transportation Sales Tax				7
Personnel Services/Cost Alloc	\$101,140	\$111,863	\$85,137	\$164,156
Operating Expenses	\$393,403	\$604,720	\$384,162	\$514,600
Capital Outlay	\$24,223	\$195,500	\$10,000	\$86,000
Total	\$518,766	\$912,083	\$479,298	\$764,756
SOURCE OF FUNDS				
07-3210 LACMTA Prop A Alloc	\$362,697	\$366,000	\$314,107	\$340,883
07-3500 Interest Income	\$9,309	\$5,000	\$2,000	\$5,000
07-3794/3794-3630/ 3796 Other Income	\$22,812	\$29,000	\$29,000	\$30,000
Total	\$394,818	\$400,000	\$345,107	\$375,883
BALANCE SHEET	ACTUAL	BUDGETED	ESTIMATED	REQUESTED
	2008-2009	2009-2010	2009-2010	2010-2011
Beginning Balance	\$1,043,025	\$902,818	\$902,818	\$768,626
Revenues	\$394,819	\$400,000	\$345,107	\$375,883
Expenditures	\$535,026	\$912,083	\$479,298	\$764,756
	\$902,818	\$390,735	\$768,626	\$379,753

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2010-2011

PUBLIC WORKS DEPARTMENT				FUND NO.	
Proposition A - Transportation Sales Tax				7	
		ACTUAL	BUDGETED	ESTIMATED	REQUESTED
PERSONNEL		2008-2009	2009-2010	2009-2010	2010-2011
Public Works Director		0.00	0.00	0.00	0.05
Administrative Analyst		0.00	0.00	0.00	0.05
Operations Manager		0.00	0.00	0.00	0.03
Field Supervisor II		0.05	0.05	0.05	0.05
Maintenance Worker		0.00	0.20	0.20	0.30
P.W. Maintenance Helper PT		0.00	0.00	0.00	0.10
Equipment Supervisor		0.00	0.00	0.00	0.15
Mechanical Helper		0.25	0.25	0.25	0.10
Total		0.30	0.50	0.50	0.83
APPROPRIATIONS					
Personnel Services/Cost Alloc		\$65,850	\$79,708	\$53,709	\$132,001
Operating Expenses		\$1,101	\$379,570	\$165,528	\$235,600
Capital Outlay		\$10,756	\$159,500	\$10,000	\$86,000
Total		\$77,707	\$618,778	\$229,237	\$453,601
COST ALLOCATION					\$42,639
4480	190 Cost Allocation - Central Services			\$42,639	
PERSONNEL SERVICES					\$89,362
4101	313 Full Time Personnel Costs - Engineer salaries			\$20,672	
4102	313 Full Time Personnel Costs - Field Staff			\$64,751	
4103	313 Part Time Personnel Costs - Field Staff			\$3,939	

**CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2010-2011**

PUBLIC WORKS DEPARTMENT

FUND NO.

Proposition A - Transportation Sales Tax

7

OPERATING EXPENSES

\$235,600

4260	Contractual Services: 313-0442 Trolley -1st Transit contract (reduced from \$351,470)	\$200,000	
	313 Steam Cleaning and Graffiti Removal - reduced from \$9,500	\$3,000	
4300	313-0301 Department Supplies Solvents, parts, cleaners, and replacement parts- reduced from \$6,000	\$3,000	
	313-0301 Bus Shelter Maintenance - reduced from \$9,000 maint. supplies	\$3,000	
	313-0442 Transit Marketing- Trolley schedule printing and misc supplies	\$1,000	
4320	313 Dept Equip. Maint.	\$300	
4340	313 Small Tools	\$300	
4400	313 -0442-4400 - Trolleys Repairs & Equipmt reduced from \$15,000	\$6,500	
	313 -0442-4402 - Trolley Fuel, increased from \$15,000	\$18,500	

CAPITAL PROJECTS

\$86,000

4500	Capital Improvements 313-0000 Replacement of bus benches, shelters and trash receptacles as needed. Purchased \$10,000 in FY10.	\$0	
	313-3630 Bus Shelter Improvements - Grant portion \$260,000; 20% Federal Match	\$52,000	
	313-0000 CNG Infrastructure Upgrades- Grant portion \$200,000; 17% Federal Match	\$34,000	

TOTAL PUBLIC WORKS DEPARTMENT

\$453,601

**CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2010-2011**

RECREATION DEPARTMENT				FUND NO.
Proposition A - Transportation Sales Tax				7
PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	REQUESTED 2010-2011
RCS Comm. Svcs Sup	0.00	0.30	0.30	0.25
RCS Office Specialist	0.00	0.00	0.00	0.05
Total	0.00	0.30	0.30	0.30
APPROPRIATIONS				
Personnel Services	\$35,290	\$32,155	\$31,428	\$32,155
Operating Expenses	\$392,303	\$225,150	\$218,634	\$279,000
Capital Outlay	\$13,467	\$36,000	\$0	\$0
Total	\$441,059	\$293,305	\$250,061	\$311,155
PERSONNEL SERVICES				\$32,155
	440 Full Time Personnel Costs		\$31,602	
4103	420 Part Time Wages		\$553	
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				\$0
4500	Capital Improvements - Repl Rec Van reduced by \$36,000		\$0	
TOTAL				\$311,155

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2009-2010	2010-2011
Beginning Balance	\$ 140,190	\$ 371,142	\$ 371,142	\$ 407,946
Revenues	383,918	288,400	260,465	282,753
Expenses	152,966	330,237	223,661	204,894
Ending Balance	\$ 371,142	\$ 329,305	\$ 407,946	\$ 485,805

PERSONNEL

Public Works Director	0.10	0.00	0.00	0.03
Operations Manager	0.00	0.05	0.05	0.03
Civil Engineering Assistant II	0.20	0.05	0.05	0.06
Total	0.30	0.10	0.10	0.12

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2009-2010	2010-2011
Personnel/Cost Alloc/Transfers	\$80,153	\$265,080	\$223,613	\$146,237
Operating Expenses	\$139,035	\$0	\$0	\$20,210
Capital Expenses	\$21,763	\$65,157	\$0	\$38,447
Total	\$240,951	\$330,237	\$223,613	\$204,894

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

FUND					FUND NO.
Proposition C					08
SOURCE OF FUNDS					
08-3210/3500	MTA FY11 Allocation	\$383,918	\$288,400	\$260,465	\$282,753
Total		\$383,918	\$288,400	\$260,465	\$282,753
190	NON-DEPARTMENTAL				\$126,989
0000-4480	Cost Allocation - Administrative Overhead		\$11,081		
0000-4901	Transfer to General Fund:				
	Bikeway Graffiti Removal/Pressure Wash: 01-312-0470-XXXX		\$15,000		
	Bikeway Maintenance: 01-390-0470-XXXX		\$100,908		
PERSONNEL SERVICES					\$19,248
311-4101	Personnel Costs		\$19,248		
310 - 4200	OPERATING EXPENSES				\$20,210
0000-4270	Professional Services		\$20,210		
311 - 4600	CAPITAL PROJECTS				\$38,447
	BTA Grant Match for Bikeway on Brand		\$18,447		
	Bikeway irrigation upgrades and drought tolerant planting project		\$20,000		
TOTAL					\$204,894

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION	FUND NO.
Proposition C Discretionary Grant - Metrolink Bikeway	9

NARRATIVE

In July 1993, the Metropolitan Transit Authority approved the City's application for a Proposition C Discretionary Grant in the amount of \$990,900. Beginning in late fiscal year 1996-97, this grant was used to design and construct a mile-long bike path along the Metrolink Corridor in San Fernando. The bikeway project extends between Wolfskill Street and Hubbard Streets. The unused portion of the grant and accrued interest are being held for future maintenance and/or operation of the bikeway.

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
--	---------------------	-----------------------	------------------------	----------------------

None

BALANCE SHEET

Beginning Balance	\$20,116	\$20,292	\$20,292	\$20,492
Revenues	\$176	\$200	\$200	\$200
Expenditures	\$0	\$0	\$0	\$0
Ending Balance	\$20,292	\$20,492	\$20,492	\$20,692

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

FUND				FUND NO.
GRANT FUND				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.				
PROJECT SUMMARY				
Proj. No.#	GRANT PROJECTS BY DEPARTMENT	Total Grant (Fund 10)	Other Funds	Total Project Costs
	<u>Police</u>			
	COPS CHRP Grant	\$224,826	\$0	\$224,826
	Virtual Patrol (COPS Tech Program)	\$1,050,000	\$0	\$1,050,000
	Total Police Grants	\$1,274,826	\$0	\$1,274,826
	<u>Public Works Department:</u>			
3651	Brand Blvd Project - prior year reimb.	\$653,869	\$0	\$653,869
3655	Bicycle Transportation Account (BTA) - 08/09-07-LA-09 Prop C Matching - Fund 8	\$164,123	\$18,447	\$182,570
3656	Safe Routes to School (SRTS) - ID# SRTSD07-0020 Grant Funds - FY 2011-2012 - \$497,063	\$497,063	\$0	\$994,126
3657	AQMD Tree Planting Program - Agreement # - 10561 In-Kind Support - PW Staff Labor used	\$84,300	\$68,365	\$152,665
XXXX	FTA Federal Earmark FY 2006 - \$578,686 MOU# CA-04-0088/Contract #1563			
	A. Bus Shelter Improvements - Prop A Matching - Fund 7	\$260,000	\$52,000	\$312,000
	B. CNG Transit and Infrastructure - Prop A Matching - Fund 8	\$200,000	\$34,000	\$234,000
	C. Bus Shelter Improvements - Grant Funds used in FY 2011/12 - \$118,686 Prop A Matching - Fund 7 FY 2011/12 - \$23,737	\$0	\$0	\$0
	Total Grant \$578,686 Total Match \$109,737 Total Project \$688,423			
	Total PW Grants	\$1,859,355	\$172,812	\$2,529,230
	<u>Recreation Department:</u>			
	NEA ARRA Grant - prior year reimb.	\$12,500	\$0	\$12,500
3749	NEA Learning Arts- Mariachi Master	\$38,000	\$0	\$38,000
XXXX	Open Space District - Prop A Funds	\$21,000	\$0	\$21,000
3658	CAC - Artists in Schools	\$10,800	\$0	\$10,800
3626	Alliance for Calif. Traditional Artists	\$7,500	\$0	\$7,500
	Total Recreation Grants	\$89,800	\$0	\$89,800

SUMMARY OF APPROPRIATIONS		ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
10-220	Police	\$87,168	\$0	\$210,644	\$1,274,826
10-3XX	Public Works	\$0	\$745,000	\$653,869	\$1,205,486
10-420	Recreation and Community Services	\$59,453	\$460,831	\$236,958	\$89,800
Total		\$146,621	\$1,205,831	\$1,101,471	\$2,570,112

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Public Safety

DIVISION NO.
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.

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

COPS CHRP Grant is in year 2 of a 3 year Grant - COPS Hiring Recovery Program which was part of the Federal Economic Recovery to fund two full time officers. The total grant amount is approximately \$624,000.

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
PERSONNEL				
Police Officers - Patrol	0	0	2	2
APPROPRIATIONS				
Personnel Expenses	\$0	\$210,644	\$21,644	\$224,826
Capital Expenses	\$0	\$0	\$0	\$1,050,000
Total	\$0	\$0	\$0	\$1,274,826
SOURCE OF FUNDS				
COPS CHRP Grant	\$0	\$210,644	\$110,000	\$224,826
Virtual Patrol (COPS Tech Program)	\$0	\$0	\$0	\$1,050,000
Total	\$0	\$210,644	\$110,000	\$1,274,826

DIVISION
Public Safety

DIVISION NO.
10-220

Supporting Information

PERSONNEL EXPENSES			\$224,826
3608-4* COPS CHRP Grant		\$224,826	
CAPITAL EXPENSES			\$1,050,000
XXXX-4500 Virtual Patrol (COPS Tech Program)		\$1,050,000	
TOTAL			\$1,274,826

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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.

BALANCE SHEET	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Beginning Balance	\$0	\$0	\$0	(\$653,869)
Revenues	\$0	\$745,000	\$0	\$1,859,355
Expenditures	\$0	\$745,000	\$653,869	\$1,205,486
Ending Balance	\$0	\$0	(\$653,869)	\$0
APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$0	\$65,838	\$65,838	\$0
Operating Expenses	\$0	\$6,777	\$3,546	\$0
Capital Outlay	\$0	\$672,385	\$584,485	\$1,205,486
Total	\$0	\$745,000	\$653,869	\$1,205,486
SOURCE OF FUNDS				
3600-3653/3654	Metro (MTA) Safetee-Lu - Bus Shelters & CNG transit upgrades	\$460,000	\$460,000	\$460,000
3600-3655	Dept. of Trans. - BTA Grant	\$164,123	\$164,123	\$164,123
3600-3656	Metro Safe Routes (SRTS)	\$497,063	\$497,063	\$497,063
3600-3657	AQMD Tree Partnership Program	\$84,300	\$84,300	\$84,300
3600-3651	MTA Economic Stimulus - Arra Funds - Brand Blvd (Reimbursement for prior Yr expenses)			\$653,869
Total		\$1,205,486	\$1,205,486	\$1,859,355

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2010-2011

CAPITAL PROJECTS

XXXX-4600	Metro (MTA) Safetea-Lu126, FTIP LAE0127 Bus Shelter Improvements (Trolley stops) \$260,000 - 20% match required <i>Prop A (Fund 07) used for Matching funds- \$52,000</i> CNG Transit Vehicles & Infrastructure (CNG station upgrades) - \$200,000 - 17% match required <i>Prop A (Fund 07) used for Matching funds - \$34,000</i>	\$460,000	
	Dept. of Transportation (DOT) - Bicycle Transportation Account (BTA) State Grant - Agreement # BTA 08/09-07-LA-09 Construct a Class II bikeway on Brand Boulevard <i>City Match expenses paid from fund 8 Prop C- \$18,447</i>	\$164,123	
	Metro (MTA) Safe Routes to School Program Cycle 1 (FTIP) - FTIP ID# - SRTSD07-0020 Pedestrian Streetscape Morningside Elementary and O'Melveny Elementary. Multi-yr project. Total Grant \$994,000 - \$497,000 FY10/11 & \$497,000 FY11/12 <i>(No match required)</i>	\$497,063	
	AQMD TREE PARTNERSHIP PROGRAM - Agreement # - 10561 Plant 200 trees in underserved neighborhoods. <i>In-Kind Support Required - \$68,365</i>	\$84,300	
			\$1,205,486

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION
Recreation and Community Service Department

DIVISION NO.
10-420

NARRATIVE

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

BALANCE SHEET

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
	2008-2009	2009-2010	2009-2010	2010-2011
Beginning Balance	\$0	\$0	\$0	\$29,878
Revenues	\$0	\$128,100	\$91,640	\$89,800
Expenditures	\$0	\$128,100	\$61,762	\$89,800
Ending Balance	\$0	\$0	\$29,878	\$29,878

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
	2008-2009	2009-2010	2009-2010	2010-2011

PERSONNEL	2.1	2.1	2.1	2.1
-----------	-----	-----	-----	-----

APPROPRIATIONS

Personnel Expenses	\$0	\$0	\$0	\$0
Operating Expenses	\$303,160	\$128,100	\$61,762	\$89,800
Total	\$303,160	\$128,100	\$61,762	\$89,800

SOURCE OF FUNDS

3606-3638	NEA Learn- Mariachi Master Prog	\$40,000	\$40,000	\$38,000	\$38,000
3101-3709	Open Space District - Prop A	\$330,000	\$21,000	\$0	\$21,000
3697-3639	CAC - Artists in Schools-09-0227	\$10,800	\$9,600	\$8,640	\$10,800
3690-3643	Alliance For CA Traditional Artists	\$7,500	\$7,500	\$7,500	\$7,500
3606-3637	NEA Recovery Act #09-5488-7233	\$0	\$50,000	\$37,500	\$12,500
	Total	\$388,300	\$128,100	\$91,640	\$89,800

DIVISION
Recreation and Community Service Department

DIVISION NO.
10-420

Supporting Information

4200 OPERATING EXPENSES				\$89,800
3749	NEA Learning/Arts - Mariachi Master Program		\$38,000	
XXXX	Open Space District - Prop A Funds - FY11		\$21,000	
3658-4260	CAC - Artists in Schools		\$10,800	
3626-4260	Alliance For California Traditional Artists		\$7,500	
3637-4101/4138	NEA ARRA Grant		\$12,500	
	TOTAL			\$89,800

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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. Financing is provided by the City's share of various State gas tax funds under Prop 1B. A transfer of \$29,535 from Fund 11 to 01-320 was added for FY 2011 to cover costs of vehicle fuel & O&M for divisions 01-311, 343, 370 and 371.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2009-2010	2010-2011
Beginning Balance	\$348,132	\$977,297	\$977,297	\$873,624
Revenues	\$1,032,513	\$540,000	\$574,383	\$574,383
Expenses	\$403,348	\$601,290	\$678,056	\$1,085,218
Ending Balance	\$977,297	\$916,007	\$873,624	\$362,788
PERSONNEL				
None				
APPROPRIATIONS				
Transfers/Cost Allocation	\$401,290	\$401,290	\$602,078	\$682,070
Capital Outlay	\$2,058	\$200,000	\$75,978	\$403,148
Total	\$403,348	\$601,290	\$678,056	\$1,085,218
SOURCE OF FUNDS				
Highway User Tax Allocation Sect. 2105, 2106, 2107, & 2107.5 (acct# 11-3610, 3611, 3612, 3615)	\$414,471	\$409,000	\$403,500	\$449,383
Traffic Congestion Relief Funds (acct# 11-3617)	\$213,601	\$131,000	\$170,883	\$125,000
MTA Prop 1B FY2006 Allocation	\$404,440	\$0	\$0	\$0
Total	\$1,032,513	\$540,000	\$574,383	\$574,383

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

FUND			FUND NO.
State Gas Tax Fund			11
11-190	TRANSFERS		\$682,070
0000-4480	Cost Allocation - Central Services	\$21,070	
0000-4901	Transfer HUTA funds to General Fund - to offset street related expenses on accts: 01-310 (\$6,000 for engineering labor), 01-311 (\$50,390 labor + indirect costs), 01-320 (\$29,535 for vehicle fuel & O&M for divisions 01-311, 343, 370 and 371, 343, 370 & 371); 01-343 (\$121,200 labor + indirect costs); 01-370 (\$47,409 labor + indirect costs); 01-371 (\$131,780 labor + indirect costs) and prior period transfer \$274,686	\$661,000	
11-311	CAPITAL EXPENSES		\$403,148
0172-4600	Park Avenue Improvements: Total Prop 1b Alloc. \$404,440 (rec'd FY2006). Expenses prior FY10 \$75,978 (Balance available in Prop 1b funds for FY11 \$404,440 - \$75,978)	\$328,462	
0000-4600	Street Improvements per PCI - TBD (\$62,205 - TCRF allocation; \$15,875 - HUTA allocation)	\$74,686	
TOTAL			\$1,085,218

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				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 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Beginning Balance	\$0	\$0	\$0	\$129,936
MTA Revenues	\$0	\$129,936	\$129,936	\$212,065
Expenditures	\$0	\$0	\$0	\$153,375
Ending Balance	\$0	\$129,936	\$129,936	\$188,626
PERSONNEL				
None				
APPROPRIATIONS				
Personnel/Transfers/Cost Alloc	\$0	\$129,936	\$0	\$153,375
Operating Expenses	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$0	\$129,936	\$0	\$153,375
SOURCE OF FUNDS				
12-3210 MTA Measure R Allocation	\$0	\$129,936	\$129,936	\$153,375
Total	\$0	\$129,936	\$129,936	\$153,375
PERSONNEL SERVICES				\$0
310-4101	Personnel Costs		\$0	
311-4101	Personnel Costs		\$0	
190-4480	Cost Allocation - Central Services		\$0	
TRANSFERS				\$153,375
190-4491	Transfer to Fund 27: Funds will be used for the city street lighting program.		\$153,375	
OPERATING EXPENSES				\$0
310-4270	Professional Services		\$0	
CAPITAL PROJECTS				\$0
311-4600	Capital Project		\$0	\$0
TOTAL				\$153,375

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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.

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
--	---------------------	-----------------------	------------------------	----------------------

None

BALANCE SHEET

Beginning Balance	\$5,029	\$43,282	\$43,282	\$66,941
Revenues	\$124,740	\$125,000	\$135,959	\$135,959
Expenditures	\$86,488	\$112,300	\$112,300	\$123,500
Ending Balance	\$43,282	\$55,982	\$66,941	\$79,400

APPROPRIATIONS

Transfers	\$0	\$0	\$0	\$0
Operating Expenses	\$30,000	\$30,000	\$30,000	\$31,500
Capital Outlay	\$56,488	\$82,300	\$61,296	\$92,000
Total	\$86,488	\$112,300	\$91,296	\$123,500

SOURCE OF FUNDS

13-3410 Vehicle Code Fines	\$124,740	\$125,000	\$135,959	\$135,959
Total	\$124,740	\$125,000	\$135,959	\$135,959

190	TRANSFERS	\$0
------------	------------------	------------

0000-4901	Transfer to General Fund: Acct # 01-3963 to cover traffic safety related costs incurred. For FY 2010-2011, adequate transfers are available from Fund 11 to cover General Fund costs	\$0	
-----------	--	-----	--

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

FUND		FUND NO.	
Traffic Safety		13	
OPERATING EXPENSES		\$31,500	
0301-4300	Supplies 311 Street Repair Materials - base, asphalt, etc. Expense was moved for FY 2011 from 01-311 370 Traffic Signage Repair Materials - poles, signs, hardware, street signs, etc. Expense was moved for FY 2011 from 01-370 371 LED Repair Materials - supplies for maintenance and repair of LED traffic signals and pedestrian modules. Expense was moved for FY 2011 from 01- 371	\$8,500 \$8,000 \$9,000	
4430	Activities and Programs 370 Signage - Preventative Maintenance Program. Expense was moved for FY 2011 from 01-370.	\$6,000	
CAPITAL PROJECTS		\$92,000	
0000-4600	311 Street Stripping 371 Traffic Signals & Modules - Repairs and Replacement Spare Meyer Cabinet 120/240 V.A.C. service, 1 at \$2,200 Maclay Avenue lighted crosswalk repairs and improvements Maclay Avenue traffic signage replacements and upgrades Replace traffic loops, 18 at \$425 each Replace conflict monitors, 10 at \$350 each	\$25,000 \$35,000 \$2,000 \$15,000 \$3,000 \$8,500 \$3,500	
TOTAL		\$123,500	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
None				
BALANCE SHEET				
Beginning Balance	\$ 71,369	\$ 71,369	\$ 71,369	\$ 71,369
Revenues	0	0	0	0
Expenditures	0	0	0	0
Ending Balance	\$ 71,369	\$ 71,369	\$ 71,369	\$ 71,369

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	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.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2009-2010	2010-2011
Beginning Balance	(\$829)	(\$829)	(\$829)	\$17
MTA Revenues	\$27,390	\$14,505	\$11,945	\$10,900
Expenditures	\$27,390	\$20,100	\$11,099	\$10,803
Ending Balance	(\$829)	(\$6,424)	\$17	\$114

PERSONNEL

None

APPROPRIATIONS

Operating Expenses	\$100	\$100	\$100	\$3
Capital Outlay	\$20,000	\$20,000	\$11,099	\$10,800
Total	\$20,100	\$20,100	\$11,199	\$10,803

SOURCE OF FUNDS

15-3695-0866 TDA Article 3 Alloc.	\$20,100	\$20,100	\$11,199	\$10,803
Total	\$20,100	\$20,100	\$11,199	\$10,803

15-190 OPERATING EXPENSES \$3

0000-4480	Cost Allocation - Central Services	\$3	
-----------	------------------------------------	-----	--

15-310 CAPITAL PROJECTS \$10,800

0866-4600	Sidewalk Improvements	\$10,800	
-----------	-----------------------	----------	--

TOTAL \$10,803

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	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.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2009-2010	2010-2011
Beginning Balance	(\$43,102)	(\$13,718)	(\$13,718)	\$15,245
Revenues	\$29,384	\$30,000	\$28,963	\$29,000
Operating Expenditures	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0
Ending Balance	(\$13,718)	\$16,282	\$15,245	\$44,245

PERSONNEL

None

APPROPRIATIONS

Operating Expenses	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

SOURCE OF FUNDS

16-3605 Motor Vehicle in-Lieu Tax (Qtrly Allocation from AQMD)	\$29,384	\$30,000	\$28,963	\$29,000
---	----------	----------	----------	----------

4500 CAPITAL EXPENSES

	CNG Dump Truck - Accumulating annual revenues to purchase \$100k truck. Estimated timeline to purchase in FY13/14.	
		\$0
TOTAL		\$0

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION
Self Sustaining Recreational Activities

FUND NO.
17

		Revenue	Expense	Surplus(Deficit)
4101	Full-time Salary		\$92,490	-\$92,490
1326	Karate	\$7,000	\$5,530	\$1,470
1328	Youth Basketball	\$23,500	\$15,500	\$8,000
1333	Adult Basketball	\$6,600	\$5,000	\$1,600
1334	Adult Softball	\$7,000	\$3,800	\$3,200
1335	Swim Team	\$7,506	\$0	\$7,506
1337	Cardio Kickboxing	\$2,000	\$1,350	\$650
1338	Swim Lessons/Rec Swim	\$157,486	\$0	\$157,486
1339	Senior Line Dance	\$750	\$575	\$175
1342	Soccer-Tiny Tots	\$1,000	\$1,315	(\$315)
1346	Support Group	\$800	\$800	\$0
1360	MMA/Grant Match	\$4,000	\$11,500	(\$7,500)
1361	Guitar	\$2,500	\$2,400	\$100
1362	Folklorico	\$4,000	\$3,000	\$1,000
1365	Tiny Tot Tumbling	\$1,500	\$1,185	\$315
1366	Aztec Dance	\$600	\$440	\$160
1371	Gridly/Morningside	\$277,241	\$277,241	\$0
1378	O'Melveny/SF	\$0	\$0	\$0
1380	LP SR Checkbook	\$80,000	\$80,000	\$0
1382	Park Avenue Club	\$5,000	\$5,000	\$0
1383	Seniors Fall	\$35,000	\$35,000	\$0
1384	LP Seniors Spring	\$25,000	\$25,000	\$0
1385	Teen Council - Youth Services	\$100	\$100	\$0
1386	4th of July Fireworks Show	\$15,000	\$31,920	(\$16,920)
1391	TBC	\$500	\$500	\$0
1397	Facility Attendants - Facility Payment Fund	\$22,000	\$16,000	\$6,000
1398	LP Senior City Trips	\$7,000	\$7,000	\$0
1399	Day Camp	\$72,000	\$66,850	\$5,150
4500	Capital Expense	\$0	\$1,500	(\$1,500)
4901	Transfer	\$0	\$164,992	(\$164,992)
TOTAL PROJECTED		\$765,083	\$855,988	(\$90,905)

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	FUND NO.
Self Sustaining Recreational Activities	17

		Revenue	Expense	Surplus(Deficit)
			92,490	-92,490
1326	Karate	7,000	5,530	1,470
1328	Youth Basketball	23,500	15,500	8,000
1333	Adult Basketball	6,600	5,000	2,600
1334	Adult Softball	7,000	3,800	3,200
1335	Swim Team	7,506	0	7,506
1337	Cardio Kickboxing	2,000	1,350	650
1338	Swim Lessons/Rec Swim	157,486	0	157,486
1339	Senior Line Dance	750	575	175
1342	Soccer-Tiny Tots	1,000	1,315	-315
1360	MMA/Grant Match	4,000	11,500	-7,500
1361	Guitar	2,500	2,400	100
1362	Folklorico	4,000	3,000	1,000
1365	Tiny Tot Tumbling	1,500	1,185	315
1366	Aztec Dance	600	440	160
1371	Gridly/Morningside	277,241	277,241	0
1385	Teen Council - Youth Services	100	100	0
1386	4th of July Fireworks Show	15,000	31,920	-16,920
1397	Facility Attendants - Facility Payment Fund	22,000	16,000	6,000
1399	Day Camp	72,000	66,850	5,150
4500	Capital Expense		1,500	-1,500
4901	Transfer		164,992	-164,992
TOTAL WITHOUT FIDUCIARY FUNDS		611,783	702,688	-89,905
FIDUCIARY FUNDS				
1346	Support Group	800	800	0
1380	LP SR Checkbook	80,000	80,000	0
1382	Park Avenue Club	5,000	5,000	0
1383	Seniors Fall	35,000	35,000	0
1384	LP Seniors Spring	25,000	25,000	0
1391	TBC	500	500	0
1398	LP Senior City Trips	7,000	7,000	0
TOTAL FIDUCIARY FUNDS		153,300	153,300	0
TOTAL		765,083	855,988	-89,905

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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, excursions, day camp and classes, the after school program, senior trips, and all other revenue generating ventures. An increase in program registrations and facility usage can be noted for the upcoming fiscal year resulting in a slight increase to revenue projections over the FY 2009-2010 forecast. A portion of staff salaries have been placed in Fund 17 from Fund 01 to relieve the general fund obligation.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2009-2010	2009-2010	2010-2011
Senior Counselors (FTE)	1.90	1.90	1.90	1.90
RCS Director	0.15	0.15	0.15	0.15
Office Specialist	0.10	0.10	0.10	0.10
Community Svcs Supv.	0.55	0.55	0.55	0.55
Counselor (FTE)	6.55	6.55	6.55	6.55
RCS Coord.	0.40	0.40	0.40	0.40
Program Specialist (FTE)	0.00	0.00	0.00	0.78
Recreation Leaders (FTE)	0.80	0.80	0.80	0.80
Total	10.45	10.45	10.45	11.23

BALANCE SHEET

Beginning Balance	\$ 619,945	\$ 296,153
Revenue	865,535	765,083
Expenditures	1,189,327	855,988
Ending Balance	\$ 296,153	\$ 205,248

APPROPRIATIONS

Personnel Services	\$ 414,998	\$ 389,525
Operating Expenses	321,530	299,971
Transfer Out to 01	451,299	164,992
Capital Outlay	1,500	1,500
Total	\$ 1,189,327	\$ 855,988

SOURCE OF FUNDS

FUND 17	\$ 1,189,327	\$ 855,988
TOTAL	\$ 1,189,327	\$ 855,988

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION			FUND NO.
Self Sustaining Recreational Activities			17
4100	PERSONNEL SERVICES		\$389,525
	4101 Fulltime Salary	\$92,490	\$92,490
1333	Adult Basketball		\$1,000
4103	Part-Time Wages - Recreation Leader	\$1,000	
1334	Adult Softball		\$1,000
4103	Part-Time Wages - Recreation Leader	\$1,000	
1342	Tiny Tot Soccer		\$685
4103	Part-Time Wages	\$685	
1365	Tiny Tot Tumbling		\$685
4103	Part-Time Wages	\$685	
1371	Gridly/Morningside		
	Fulltime Salary	\$42,210	\$228,745
	Part-Time Wages	\$186,135	
4105	Overtime	\$400	
1378	O'Melveny/SF		
	Fulltime Salary	\$0	\$0
	Part-time Wages	\$0	
4105	Overtime	\$0	
1386	4th of July Fireworks Show		\$1,320
4103	Part-time Wages	\$1,320	
1397	Facility Attendants		\$14,000
4103	Part-time Staff	\$14,000	
1398	LP Senior Trips		\$0
4103	Part-Time Wages	\$0	
1399	Day Camp		
4103	Part-time Wages	\$49,000	\$49,600
4105	Overtime	\$600	

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION			FUND NO.
Self Sustaining Recreational Activities			17
OPERATING EXPENSES			\$197,675
1321	Senior Yoga		\$0
4260	Contracted Services	\$0	
1322	Senior Aerobics		\$0
4260	Contracted Services	\$0	
1323	Senior Music		\$0
4260	Contracted Services	\$0	
1326	Karate		\$5,530
4260	Contracted Services	\$5,530	
1328	Youth Basketball		\$7,500
4260	Contracted Services	\$7,500	
1337	Cardio Kickboxing		\$1,300
4260	Contracted Services	\$1,300	
1339	Senior Line Dance		\$525
4260	Contracted Services	\$525	
1360	MMA/Grant Match		\$5,000
4370	Contracted Services	\$5,000	
1361	Guitar		\$2,000
4260	Contract Services	\$2,000	
1362	Folklorico		\$2,800
4260	Contract Services	\$2,800	
1366	Aztec Dance		\$390
4260	Contract Services	\$390	
1371	Gridly/Morningside		\$24,280
4260	Contract Services	\$24,280	
1378	O'Melveny/SF		\$0
4260	Contract Services	\$0	
1380	LP SR Checkbook		\$55,000
4260	Contract Services	\$55,000	
1382	Park Avenue Club		\$0
4260	Contract Services	\$0	

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION			FUND NO.
Self Sustaining Recreational Activities			17
1383	Seniors Fall		\$35,000
4260	Contract Services	\$35,000	
1384	LP Seniors Spring		\$25,000
4260	Contract Services	\$25,000	
1386	4th of July Fireworks Show		\$29,100
	Contracted Services	\$29,100	
1398	LP Senior City Trips		\$3,000
4260	Contract Services	\$3,000	
1399	Day Camp		\$1,250
4260	Contracted Services	\$1,250	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			FUND NO.
Self Sustaining Recreational Activities			17
4300	SUPPLIES EXPENSES		\$102,296
1328	Youth Basketball		\$8,000
4300	Department Supplies	\$8,000	
1333	Adult Basketball		\$4,000
4300	Department Supplies	\$4,000	
1334	Adult Softball		\$2,800
4300	Department Supplies	\$2,800	
1335	Swim Team		\$0
4300	Department Supplies	\$0	
1337	Cardio Kickboxing		\$50
4300	Department Supplies	\$50	
1339	Senior Line Dance		\$50
4300	Department Supplies	\$50	
1342	Tiny Tot Soccer		\$630
4300	Department Supplies	\$630	
1346	Support Group		\$800
4300	Department Supplies	\$800	
1360	MMA/Grant Match		\$6,500
4370	Meetings, Memberships and Travel	\$5,000	
4300	Department Supplies	\$1,500	
1361	Guitar		\$400
4300	Department Supplies	\$400	
1362	Folklorico		\$200
4300	Department Supplies	\$200	
1365	Tiny Tot Tumbling		\$500
4300	Department Supplies	\$500	
1366	Aztec Dance		\$50
4300	Department Supplies	\$50	
1371	Gridly/Morningside		\$24,216
4300	Department Supplies	\$24,216	
1378	O'Melveny/SF		\$0
4300	Department Supplies	\$0	
1380	LP SR Checkbook		\$25,000
4300	Department Supplies	\$25,000	
1382	Park Avenue Club		\$5,000
4300	Department Supplies	\$5,000	

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION			FUND NO.
Self Sustaining Recreational Activities			17
1383	Seniors Fall		\$0
4300	Department Supplies	\$0	
1384	LP Seniors Spring		\$0
4300	Department Supplies	\$0	
1385	Teen Council - Youth Services		\$100
4300	Department Supplies	\$100	
1386	4th of July Fireworks Show		\$1,500
4300	Department Supplies	\$1,500	
1391	TBC		\$500
4300	Department Supplies	\$500	
1397	Facility Attendant		\$2,000
4300	Department Supplies	\$2,000	
1398	LP Senior City Trips		\$4,000
4300	Department Supplies	\$4,000	
1399	Day Camp		\$16,000
4300	Department Supplies	\$16,000	
4500	CAPITAL EXPENSES		\$1,500
4500	Afterschool	\$1,500	\$1,500
4901	TRANSFER		\$164,992
4901	Transfer from Fund 17 to Fund 01 - Swim Program	\$164,992	\$164,992
TOTAL			\$855,988

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

DIVISION
Self Sustaining Recreational Activities

FUND NO.
17

17- 3770 PROJECTED REVENUE		\$765,083
1320	CYF Committee Newsletter	\$0
1321	Senior Yoga	\$0
1322	Senior Aerobics	\$0
1323	Senior Music	\$0
1326	Karate	\$7,000
1328	Youth Basketball	\$23,500
1333	Adult Basketball	\$6,600
1334	Adult Softball	\$7,000
1335	Swim Team	\$7,506
1337	Cardio Kickboxing	\$2,000
1338	Swim Lessons/Rec Swim	\$157,486
1339	Senior Line Dance	\$750
1342	Soccer-Tiny Tots	\$1,000
1346	Support Group	\$800
1360	MMA/Grant Match	\$4,000
1361	Guitar	\$2,500
1362	Folklorico	\$4,000
1365	Tiny Tot Tumbling	\$1,500
1366	Aztec Dance	\$600
1371	Gridly/Morningside	\$277,241
1378	O'Melveny/SF	\$0
1380	LP SR Checkbook	\$80,000
1382	Park Avenue Club	\$5,000
1383	Seniors Fall	\$35,000
1384	LP Seniors Spring	\$25,000
1385	Teen Council - Youth Services	\$100
1386	4th of July Fireworks Show	\$15,000
1391	TBC	\$500
1397	Facility Attendants - Facility Payment Fund	\$22,000
1398	LP Senior City Trips	\$7,000
1399	Day Camp	\$72,000
TOTAL PROJECTED REVENUE		\$765,083

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

FUND				FUND NO.
RETIREMENT				18
NARRATIVE				
<p>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.</p> <p>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.</p>				
	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Retirement Expenditures	\$ 3,607,187	\$ 3,756,624	\$ 3,696,553	\$ 3,861,693
Charged costs via other Funds				
<i>Special Funds / Enterprise Funds</i>	244,899	510,701	517,485	517,000
<i>Agency Fund</i>	124,028	133,604	161,108	161,000
Total	\$ 3,238,260	\$ 3,112,319	\$ 3,017,960	\$ 3,183,693
SOURCE OF FUNDS				
Property Taxes	\$ 3,144,980	\$ 2,956,657	\$ 2,882,110	\$ 2,882,110
Total	\$ 3,144,980	\$ 2,956,657	\$ 2,882,110	\$ 2,882,110
BALANCE SHEET				
Beginning Balance	\$ 50,475	\$ (42,805)	\$ (42,805)	\$ (178,655)
Revenues	3,144,980	2,956,657	2,882,110	2,882,110
Expenditures	3,238,260	3,112,319	3,017,960	3,183,693
Ending Balance	\$ (42,805)	\$ (198,467)	\$ (178,655)	\$ (480,238)

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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.

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
--	---------------------	-----------------------	------------------------	----------------------

None

BALANCE SHEET

Beginning Balance	\$ 397,270	\$ 368,883	\$ 368,883	\$ 348,240
Revenues	222,040	300	5,717	3,000
Expenses	250,427	0	26,360	209,000
Ending Balance	\$ 368,883	\$ 369,183	\$ 348,240	\$ 142,240

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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. Previously, these funds were used to partially fund a police officer through monthly salary transfers to the general fund; the cost was reverted back to the General Fund.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2009-2010	2010-2011
4200	OPERATING EXPENSES			
4500	CAPITAL EQUIPMENT			\$0

BALANCE SHEET

Beginning Balance	\$ 147,333	\$ 168,238	\$ 168,238	\$ 19,463
Revenues	20,905	0	0	0
Expenditures	0	0	148,775	19,463
Ending Balance	\$ 168,238	\$ 168,238	\$ 19,463	\$ -

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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. In past years, this fund contributed to the funding of police officers and the building of the police facility addition. There has been little federal seizure activity in recent years.

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
--	---------------------	-----------------------	------------------------	----------------------

None

4500	CAPITAL EQUIPMENT	\$0
-------------	--------------------------	------------

4500	Equipment		
------	-----------	--	--

BALANCE SHEET

Beginning Balance	\$ 366,069	\$ 273,865	\$ 273,865	\$ 16,001
Revenues	7,774	-	-	
Expenditures	99,978	256,000	257,864	16,001
Ending Balance	\$ 273,865	\$ 17,865	\$ 16,001	\$ -

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT
Planning/CDBG

DIVISION NO.
26-155

NARRATIVE

In FY 2009-2010, a substantial portion of the City's annual allocation of federal Community Development Block Grant (CDBG) funds was 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. This allocation will continue in FY 2010-2011.

In FY 2009-2010, CDBG funds were also spent to improve streets, to support the code enforcement program and for CDBG program administration. In FY 2009-2010, the City also received CDBG-Recovery Act Funds that will be used to make needed public transportation infrastructure improvements through the Sidewalk-Street Improvement Project and the Street Sign Replacement Project. These projects were initiated in FY 2009-2010 but will be fully implemented during FY 2010-2011.

In FY 2010-2011, funds will be spent to improve additional streets including continued implementation of the Park Avenue Street and Sidewalk Improvement Project, to support the code enforcement program, for preservation of the Lopez Adobe, and for CDBG program administration.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Community Development Director	0.03	0.03	0.03	0.03
Senior Planner	0.03	0.02	0.02	0.02
Community Preservation Supervisor	0.16	0.23	0.23	0.23
Community Preservation Officer	0.00	0.00	0.00	0.00
Community Preservation Officer -2	0.10	0.24	0.24	0.24
Community Preservation Officer -3	0.17	0.17	0.17	0.17
Assistant Planner (Housing)	0.20	0.12	0.12	0.12
Community Development Secretary	0.00	0.00	0.00	0.00
Total	0.69	0.81	0.81	0.81

Personnel Services	\$ 69,550	\$ 59,436	\$ 59,436	\$ 59,436
Operating Expenses	0	0	-	0
Capital Outlay/Loan Expenses	1,526,067	1,490,117	1,490,117	1,490,117
Total	\$ 1,595,617	\$ 1,549,553	\$ 1,549,553	\$ 1,549,553

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT
Planning/CDBG

DIVISION NO.
26-155

SOURCE OF FUNDS

26 CDBG GRANT (36th Year)	\$	1,595,617	\$	1,549,553	\$	1,549,553	\$	1,549,553
26 CDBG Recovery Act Funds	\$	-	\$	-	\$	-	\$	\$107,137
Total	\$	1,595,617	\$	1,549,553	\$	1,549,553	\$	1,656,690

4100 PERSONNEL SERVICES \$59,436

0334-4101	Salary and benefits: Code Enforcement Project	\$	44,201	
0339-4100	Salary and benefits: CDBG Administration	\$	15,235	

4200 OPERATING EXPENSES \$0

4400 LOAN EXPENSES \$343,995

0000-4424	Section 108 Loan-Swimming Pool Facility	\$343,995	
-----------	---	-----------	--

4600 CAPITAL OUTLAY \$1,146,122

0352-4600	Street Improvements (Park Avenue) - Carryover	\$837,122	
0860-4600	Lopez Adobe Preservation Plan	\$309,000	

TOTAL \$1,549,553

xxxx 2009 CDBG RECOVERY ACT FUNDS \$107,137

xxxxx	Salary and benefits: CDBG Administration	\$5,356	
xxxxx	Sidewalk - Street Improvement Project	\$35,000	
xxxxx	Street Sign Replacement Project	\$66,781	

TOTAL \$107,137

Total \$1,656,690

Supporting Information

The following is a summary of approved CDBG expenditures for specific projects and programs in FY '10-11'

Project Number	Description	Amount:
26-155-0000	Section 108 Loan Payback	\$343,995
26-155-0334	Code Enforcement	\$44,201
26-155-0339	Administration	\$15,235
	Total (CDBG 36th Year)	\$ 403,431
26-155-XXXX	Street Improvements	\$837,122

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

COMMUNITY DEVELOPMENT DEPARTMENT

DIVISION NO.

Planning/CDBG

26-155

26-155-XXXX	Lopez Adobe Preservation Plan - Carryover from FY 08-09	\$155,000			
26-155-XXXX	Lopez Adobe Preservation Plan - Allocation for FY 09-10	\$154,000			
	Subtotal (CDBG Funds)	\$1,146,122			
	Total	\$ 1,549,553			
xxxxx	Salary and benefits: CDBG-R Administration	\$5,356			
xxxxx	Sidewalk - Street Improvement Project (CDBG-R)	\$35,000			
xxxxx	Street Sign Replacement Project (CDBG-R)	\$66,781			
	Subtotal (CDBG Recovery Funds)	\$107,137			
	Total	\$107,137			
BALANCE SHEET		ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Beginning Balance		\$ 79,858	\$ (39,252)	\$ 114,170	\$ 0
Revenues		658,315	459,490	345,320	1,549,553
Personnel Services		146,436	128,360	128,360	59,436
Operating Expenses		53,613	21,030	21,030	0
Capital Expenses		423,954	310,100	310,100	1,490,117
Ending Balance		\$ 114,170	\$ (39,252)	\$ -	\$ -

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

FUND NO.

Street Lighting Fund

27-344

NARRATIVE

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

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

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2009-2010	2010-2011
Beginning Balance	(\$58,606)	(\$109,858)	(\$109,858)	(\$116,816)
Revenues	\$337,552	\$325,000	\$337,552	\$490,927
Expenditures	\$388,804	\$398,183	\$344,510	\$374,095
Ending Balance	(\$109,858)	(\$183,041)	(\$116,816)	\$16
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Public Works Director	0.00	0.05	0.05	0.07
Operations Manager	0.00	0.10	0.10	0.05
City Engineer	0.15	0.05	0.05	0.00
Civil Engineering Assistant II	0.10	0.10	0.10	0.20
Civil Engineering Assistant I	0.05	0.10	0.10	0.00
P.W. Administrative Analyst	0.10	0.10	0.10	0.00
P.W. Superintendent	0.05	0.00	0.00	0.00
P.W. Admin. Coordinator	0.10	0.10	0.10	0.00
Electrical Supervisor	0.30	0.30	0.30	0.25
Sr. Maint. Worker	0.00	0.00	0.00	0.00
P.W. Maint. Worker	0.00	0.10	0.10	0.00
Bldg. Maint. Worker/Elect. Helper	0.30	0.30	0.30	0.25
Total	1.15	1.30	1.30	0.82

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

				FUND NO.
Street Lighting Fund				27-344
APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$119,749	\$107,141	\$95,872	\$108,257
Operating Expenses	\$267,556	\$287,042	\$248,638	\$261,838
Capital Outlay	\$1,500	\$4,000	\$0	\$4,000
Total	\$388,805	\$398,183	\$344,510	\$374,095
SOURCE OF FUNDS				
27-3110/3130/3150 Property Tax	\$337,552	\$325,000	\$337,552	\$337,552
12-190-4901 Measure R Transfer	\$0	\$0	\$0	\$153,375
Total	\$337,552	\$325,000	\$337,552	\$490,927
Supporting Information				
4100	PERSONNEL SERVICES			\$108,257
4100	Personnel Costs		\$106,257	
4105	Overtime - for street light surveys and knockdowns		\$2,000	
4200	OPERATING EXPENSES			\$261,838
4210	Utilities - assumes 6% increase in 2011		\$215,635	
4250	Rents and Leases		\$750	
	Lifts & power equipment		\$750	
4260	Contractual Services		\$21,500	
	Street Lighting Dist. proceedings		\$7,500	
	County Assessors Office		\$1,200	
	Light poles and pull boxes		\$800	
	Repairs to damaged street lights		\$12,000	
4300	Department Supplies		\$10,440	
0301-4300	Ballast kit replacement		\$2,500	
0301-4300	Lamps 80 @ \$18.00		\$1,440	
0301-4300	Photo electric cells 10 @ \$10.00		\$100	
0301-4300	Manhole cover plates		\$200	
0301-4300	Misc. lenses, conduit, fuses, wire, paint, hardware, timers, etc.		\$3,500	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

FUND NO.

27-344

Street Lighting Fund

0301-4300	Replacement of steel poles	\$2,100		
0301-4300	Fuel	\$500		
0301-4300	Slurry seal & cement	\$100		
4320	Department Equipment Maintenance		\$1,000	
4340	Small Tools		\$750	
4480	Cost Allocation		\$11,763	
4500	CAPITAL EXPENSES/TRANSFERS			\$4,000
4600	Capital Equipment Knockdown Replacement		\$4,000	
TOTAL				\$374,095

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

FUND NO.

Parking M&O - Off Street

29-335

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. Estimated revenues will exceed estimated costs for FY 2010-2011, offsetting previous years negative cash flows, and returning trial balance for Fund 29 to a positive in 2011.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2009-2010	2010-2011
Beginning Balance	(\$35,696)	(\$69,472)	(\$69,472)	(\$60,070)
Revenues	\$233,488	\$250,000	\$233,488	\$233,488
Expenditures	\$267,264	\$226,652	\$224,086	\$173,408
Ending Balance	(\$69,472)	(\$46,124)	(\$60,070)	\$10
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Sr. Maintenance Worker	0.00	0.00	0.00	0.00
PW Maintenance Worker	0.00	0.00	0.00	0.20
Electrical Technician	0.10	0.05	0.05	0.00
PW Field Supervisor	0.20	0.25	0.25	0.00
PW Field Supervisor II	0.00	0.00	0.00	0.25
Electrical Supervisor	0.00	0.00	0.00	0.05
Bldg Maint Worker/Elec. Helper	0.00	0.15	0.15	0.05
PW Superintendent	0.00	0.10	0.10	0.05
Sr. Management Analyst	0.00	0.05	0.05	0.00
PW Maintenance Helper	0.10	0.05	0.05	0.00
Public Works Director	0.05	0.05	0.05	0.00
City Engineer	0.00	0.05	0.05	0.00
PW Office Specialist	0.00	0.00	0.00	0.00
Meter Technician	0.30	0.40	0.40	0.10
PW Operations Manager	0.05	0.05	0.05	0.00
Total	0.80	1.20	1.20	0.70

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

FUND NO.

Parking M&O - Off Street

29-335

APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$178,663	\$144,782	\$141,939	\$81,707
Operating Expenses	\$74,586	\$71,870	\$72,424	\$0
Capital/Transfers	\$74,586	\$10,000	\$9,500	\$91,701
Total	\$327,835	\$226,652	\$223,863	\$173,408

SOURCE OF FUNDS

29-3520/3850/3870 Pkg Meter Revenue	\$233,488	\$250,000	\$233,488	\$233,488
General Fund <i>(credit indicates GF income)</i>	\$94,347	(\$23,348)	(\$9,625)	(\$60,080)
Total	\$327,835	\$226,652	\$223,863	\$173,408

4100 PERSONNEL SERVICES \$81,707

4100	Personnel Costs		\$79,707	
4105	Overtime		\$2,000	
	Maintenance of Parking meters	\$1,000		
	Lighting Maintenance	\$1,000		

4200 OPERATING EXPENSES \$52,726

4210	Utilities - assumes 6% increase in 2011		\$19,200	
4250	Rents & Leases		\$500	
4300	Department Supplies		\$12,500	
0301-4300	Parking Meter maintenance parts and batteries	\$4,000		
0301-4300	Parking meter repair parts	\$5,000		
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	\$2,000		
4300	Permit Parking Expenses		\$500	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

			FUND NO.
Parking M&O - Off Street			29-335
4320	Equipment Maintenance Parking meter repair, replacement of damaged poles, battery replacement and related equipment repairs to backpack blowers and paint striping machine.	\$500	
4340	Small Tools Replacement of worn out tools & new equipment.	\$250	
4430	Activities and Programs Re-striping of parking stalls - on going annual program \$7,500 Planter landscaping - on going annually \$2,000 Trip hazard abatement - asphalt and concrete repairs - on going annually \$2,400	\$11,900	
4480	Cost Allocation - Revised for FY 2011	\$7,376	
4500	CAPITAL EXPENSES	\$38,975	
4500	Capital Equipment Replacement power equipment \$750	\$750	
4600	Capital Projects Parking meter replacement project - preventative maintenance replacement of parking meters to increase revenues and provide more stable revenues. A typical parking 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 2011 goal is replacement of 100 meters \$17,500 Parking lot asphalt repair and resurfacing project for hazard mitigation \$18,000 Replacement of existing landscaping with drought tolerant planting & irrigation - goal is at least 20% reduction of water use \$2,725	\$38,225	
TOTAL			\$173,408

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

FUND	FUND NO.
State of Emergency	40

NARRATIVE

This fund is to account for the receipts and disbursements of disaster fund assistance as a result of the January 1994 earthquake.

Reimbursement for all earthquake related projects has been vigorously sought. In Fiscal Year 2002-2003, the City was able to recover over \$200,000 from the Federal Emergency Management Agency (FEMA), however, it is anticipated that the general fund will eventually transfer an amount which will offset the remaining expenditures.

	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
PERSONNEL				

None

BALANCE SHEET

Beginning Balance	\$ (136,663)	\$ (136,663)	\$ (136,663)	\$ (136,663)
Revenues	0	0	0	0
Expenditures	0	0	0	0
Ending Balance	\$ (136,663)	\$ (136,663)	\$ (136,663)	\$ (136,663)

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
None				
BALANCE SHEET				
Beginning Balance	\$ 244,772	\$ 70,667	\$ 70,667	\$ 88,256
Revenues	210,715	200,000	91,000	91,000
Expenditures	384,820	200,000	73,411	2,000
Ending Balance	\$ 70,667	\$ 70,667	\$ 88,256	\$ 177,256

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Beginning Balance	\$557,500	\$285,355	\$285,355	\$666,560
Revenues	508,326	440,000	443,667	243,667
Expenditures	780,471	0	62,462	212,998
Ending Balance	\$285,355	\$725,355	\$666,560	\$697,229

PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Public Works Director*	0.00	0.00	0.00	0.05
Operations Manager	0.00	0.00	0.00	0.11
Civil Engineering Assistant II	0.00	0.00	0.00	0.14
P.W. Maintenance Worker	0.00	0.00	0.00	0.10
Bldg Maint Worker/Elec. Helper	0.00	0.00	0.00	0.05
P.W. Maintenance Helper PT	0.00	0.00	0.00	0.25
Electrical Supervisor	0.00	0.00	0.00	0.05
P.W. Field Supervisor I	0.00	0.00	0.00	0.00
P.W. Field Supervisor II	0.00	0.00	0.00	0.10
Senior Maintenance Worker	0.00	0.00	0.00	0.25
Total	0.00	0.00	0.00	1.10

APPROPRIATIONS

Personnel	\$0	\$0	\$0	\$112,998
Capital	\$780,471	\$0	\$62,462	\$100,000
Total	\$780,471	\$0	\$62,462	\$212,998

SOURCE OF FUNDS

50-3500/3800 Impact Fees	\$508,326	\$440,000	\$443,667	\$243,667
Total	\$508,326	\$440,000	\$443,667	\$243,667

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

FUND			FUND NO.
Pavement Management			50
4100	Personnel		\$112,998
4100	Full Time Personnel Costs - Field Staff	\$102,988	
4103	Part Time Personnel Costs - Field Staff	\$10,010	
311 - 4900	Capital Projects		\$100,000
4600	Street Projects - TBD	\$100,000	
TOTAL			\$212,998

Enterprise Funds

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

FUND	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.

		ACTUAL	BUDGETED	ESTIMATED	ADOPTED
SUMMARY OF SOURCE OF FUNDS		2008-2009	2009-2010	2009-2010	2010-2011
70-3810	Water	\$2,822,202	\$3,200,000	\$2,748,743	\$3,307,500
(381,382,383,384) Revenue accts:3500/3820/ 3830/3835/3840/3901/3950					
72-3745	Sewer	\$2,771,233	\$3,500,000	\$2,771,223	\$3,033,697
Revenue accts: 3500/3820 3821/3840/3997					
73-3755	Refuse	\$1,097,873	\$1,231,570	\$1,100,000	\$1,182,500
Revenue accts:3760/3820					
Total Revenue		\$6,691,308	\$7,931,570	\$6,619,966	\$7,523,697

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

FUND					FUND NO
ENTERPRISE					70-72-73
SUMMARY OF APPROPRIATIONS		ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
70	Water	\$3,334,275	\$4,530,692	\$3,494,638	\$3,332,167
72	Sewer	\$2,996,155	\$3,557,738	\$3,416,030	\$3,079,751
73	Refuse	\$1,128,433	\$1,185,087	\$1,048,914	\$1,156,189
Total Appropriations		\$7,458,862	\$9,273,517	\$7,959,582	\$7,568,106

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION	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 2008-2009: The Division continued to fund all mandatory programs. Line items were added to ensure maintenance of hand held meter reading equipment. Staff continued implementation of a water conservation plan.

FY 2009-2010: The Division will continue to fund all mandatory programs. Line items will be continued to ensure maintenance of hand held meter reading equipment. Staff will continue planning and implementation of a new phase of water conservation.

FY 2010-2011: The Division will continue to fund all mandatory programs. Line items will be continued to ensure maintenance of hand held meter reading equipment. Staff will continue planning and implementation of a new phase of water conservation as well as upgrade of the multi-year capital improvement plan.

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2009-2010	2010-2011
Beginning Balance	\$3,825,618	\$3,313,546	\$3,313,546	\$2,567,652
Total Revenue	\$2,822,202	\$3,200,000	\$2,748,743	\$3,307,500
70-381	\$944,439	\$1,033,129	\$904,958	\$923,787
70-382	\$370,342	\$412,198	\$364,271	\$379,719
70-383	\$1,198,037	\$925,155	\$1,191,961	\$1,225,436
70-384	\$821,456	\$2,160,210	\$1,033,447	\$1,229,476
Total Expenditures	\$3,334,274	\$4,530,692	\$3,494,637	\$3,758,417
Capital Items				\$426,250
Net Total Exp	\$3,334,274	\$4,530,692	\$3,494,637	\$3,332,167
Ending Balance	\$3,313,546	\$1,982,854	\$2,567,652	\$2,542,985

Notes: 70-384 Expenditure total does not include MWD purchase; revenue assumes rate increase Oct. 1, 2010 plus increased collection efforts. Payroll cost includes equivalent of 16.4 Full Time Equivalent (FTE). Expenditures include depreciation costs.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Water Administration				70-381
SOURCE OF FUNDS				
Total Water Fund (381,382,383,384)	\$2,822,202	\$3,200,000	\$2,748,743	\$3,307,500
Total	\$2,822,202	\$3,200,000	\$2,748,743	\$3,307,500
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2009-2010	2010-2011
Public Works Director	0.20	0.05	0.05	0.25
City Engineer	0.05	0.25	0.25	0.00
Operations Manager	0.10	0.10	0.10	0.25
Sr. Management Analyst	0.05	0.10	0.10	0.00
Civil Engineering Assistant II	0.10	0.20	0.20	0.32
Civil Engineering Assistant I	0.30	0.25	0.25	0.00
Administrative Assistant	0.10	0.00	0.00	0.00
Administrative Analyst	0.25	0.25	0.25	0.20
Office Specialist	0.00	0.25	0.25	0.30
PW Office Specialist	0.00	0.00	0.00	0.25
Finance Office Specialist	0.15	0.15	0.15	0.15
Clerk, Part Time	0.00	0.00	0.00	1.50
Clerk/Deputy Treasurer	0.25	0.25	0.25	0.25
P.W. Superintendent	0.15	0.15	0.15	0.35
P.W. Field Supervisor I	0.00	0.00	0.00	0.10
P.W. Field Supervisor II	0.35	0.35	0.35	0.15
P.W. Admin. Coordinator	0.25	0.25	0.25	0.30
Maintenance Worker	0.25	0.80	0.80	0.00
Asst. Planner	0.10	0.10	0.10	0.05
Sr. Account Clerk	0.10	0.10	0.10	0.05
Total	2.75	3.60	3.60	4.47
WATER ADMIN.	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2009-2010	2010-2011
Personnel Services	\$358,286	\$371,589	\$308,235	\$383,087
Operating Expenses	\$477,572	\$510,540	\$478,660	\$471,450
Capital Outlay	\$581	\$34,200	\$1,263	\$9,250
Transfers	\$108,000	\$116,800	\$116,800	\$60,000
Total	\$944,439	\$1,033,129	\$904,958	\$923,787

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Water Administration			70-381
4100	PERSONNEL SERVICES		\$383,087
4101	Personnel Costs - Includes direct staff and indirect staff assigned	\$378,087	
4105	Overtime	\$5,000	
4200	OPERATING EXPENSES		\$471,450
4210	Utilities - 25% of 120 Macneil Street; assumes 6% increase in 2011 over 2010 actual costs Edison \$3,372 Gas Company \$1,445	\$4,817	
4220	Telephone - Water facilities	\$1,520	
4260	Contractual Services Vector Control Gophers \$500 Water Conservation - Consulting Services (In-house design work for FY 2011; defer \$10,000 expense to FY 2012) \$0 SWRCB Fees \$5,400 Underground Service Alert \$1,000	\$6,900	
0450-4260	Contractual Services - 120 Macneil & 501 First St Water Fund 70 pays for 25% of utilities and maintenance costs Sewer Fund 72 pays for 25% of utilities and maintenance costs Remaining 50% of costs is paid in General Fund account 01-390 HVAC maint, \$500/qtr \$500 Alarm monitor, \$30/mo \$90 Fire extinguisher maint. \$75 Automatic gate svc maint \$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	\$4,953	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Water Administration			70-381
	(50% of total cost \$16,100; \$4,025 is charged to 70-381 + \$4,025 charged to 72-360)		
	Pest control, \$75/qtr \$75		
	Ice Machine prev. maint. 125/qtr \$125		
4270	Professional Services	\$6,000	
	Legal water consultant \$3,000		
	Water quality consultant \$3,000		
4290	Office Equipment Maintenance	\$1,470	
	Annual copier lease & maintenance \$720 (Annual total = \$2880, shared with Funds 70, 72, 73 and 01-390)		
	Misc. repair of computer & office equipment. \$750		
4300	Department Supplies	\$1,500	
	Office Supplies \$1,500		
0450-4300	Supplies	\$1,000	
	PW Ops building maintenance \$1,000		
4320	Department Equipment Maintenance	\$3,750	
	Maintenance of handheld meters \$1,750		
	Maintenance of electronic equipment \$2,000		
4360	Personnel Training	\$1,500	
	Employee Training \$1,500		
4365	Tuition Reimbursement	\$0	
4370	Meetings, Membership & Travel	\$1,000	
	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		
4380	Subscriptions / Dues & Memberships	\$3,850	
	American Water Works Association \$500		
	Annual WCC & professional dues \$1,000		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Water Administration			70-381
	Division of Utilities	\$1,250	
	Cross connection control certification (3 @ \$250)	\$750	
	Water treatment and distribution certification (7 @ \$50)	\$350	
4390	Vehicle Allowance and Mileage		\$750
4400	Vehicle Maintenance		\$1,030
4402	Fuel, assumes 6% increase in 2011		\$1,275
4405	Interest only payments to Sewer Fund; \$20,000 annual interest payment will be made for FY 2011 by trading existing Water backhoe equipment to Sewer Fund		\$0
4430	Activities & Programs	\$1,000	\$9,000
	Equipment, postage, outreach		
	Annual Consumer Confidence Report	\$8,000	
	for all water customers		
4450	Other Expenses		\$22,400
	Property taxes for wells 7 reservoirs	\$14,000	
	L.A. Fire Dept. Haz Mat permit	\$400	
	Payment to DHS (AB 2995)	\$8,000	
	regulatory fees		
4480	Cost Allocation - Central Services includes admin salaries and overhead; does not include utilities		\$398,735

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION		DIVISION NO.	
Water Administration		70-381	
4500	CAPITAL EXPENSES	\$9,250	
4500	Capital Equipment	\$9,250	
	Replacement office chairs \$750		
	Replacement computers & monitors \$1,500		
	Computer software updates; \$5,000		
	estimated \$20,000 expense will be split over 3 years, FY 2011, FY 2012 and FY 2013		
	Replacement handheld radios \$2,000		
4900	TRANSFERS	\$60,000	
0154-4941	Edgesoft System Allocation (FY07/08 to FY10/11) Total Allocation \$30,000 (FY09/10 alloc. was charged all to Water 70-381 instead of split with Sewer 72-360; FY10/11 alloc. will all be charged to Sewer 72-360 and removed from 70-381 Water to offset)	\$0	
	Transfer to General Fund: Sewer portion of rental of city land at 120	\$60,000	
4950	Transfer to Pavement Management Fund; \$100,000 payment in FY 2011 is deferred	\$0	
TOTAL		\$923,787	

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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

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

FY 2010-2011: The Water Utility Billing Division will continue to expand use of the Eden computer system to track water usage, identify aging meters for replacement and introduce new audit procedures to improve billing accuracy and prevent loss of revenues. Use of an asset collection agency will be expanded to proactively collect unpaid billings. Scheduled replacement of aging water meters will be expanded, with a goal of reducing the average age of meters in use.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Utility Billing				70-382
PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Public Works Director	0.00	0.00	0.00	0.20
Operations Manager	0.00	0.00	0.00	0.25
PW Field Supervisor I	0.00	0.25	0.25	0.35
PW Field Supervisor II	0.30	0.30	0.30	0.15
Account Clerk	0.00	0.60	0.60	0.00
Sr. Account Clerk	0.90	0.90	0.90	0.40
Administrative Assistant	0.10	0.00	0.00	0.00
Administrative Analyst	0.10	0.10	0.10	0.35
Office Specialist	0.00	0.00	0.00	0.20
P.W. Office Specialist	0.00	0.15	0.15	0.00
Finance Office Specialist	0.00	0.00	0.00	0.60
P.W. Admin. Coordinator	0.25	0.20	0.20	0.30
Maintenance Worker	0.25	0.60	0.60	0.00
Management Analyst	0.10	0.10	0.10	0.00
Civil Engineering Assistant II	0.00	0.10	0.10	0.00
Sr. Maintenance Worker	0.00	0.05	0.05	0.05
P.W. Superintendent	0.10	0.10	0.10	0.15
Meter Technician	0.10	0.35	0.35	0.35
Water/Backflow Tech	0.05	0.05	0.05	0.00
Total	2.25	3.85	3.85	3.35
APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$308,007	\$357,598	\$308,511	\$355,455
Operating Expenses	\$60,335	\$51,000	\$52,160	\$21,264
Capital Outlay	\$0	\$3,600	\$3,600	\$3,000
Transfers	\$2,000	\$0	\$0	\$0
Total	\$370,342	\$412,198	\$364,271	\$379,719
SOURCE OF FUNDS				
Water Fund - see summary	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Utility Billing			70-382
4100	PERSONNEL SERVICES		\$355,455
4100	Full time Salaries - less eliminated position	\$353,455	
4105	Overtime, includes OT for update of meter reports	\$2,000	
4200	OPERATING EXPENSES		\$21,264
4260	Contractual Services	\$1,500	
	System support contract services \$1,500		
	Asset collection-charged to account holder		
4300	Department Supplies \$3,000	\$6,000	
	Special forms, utility bills & computer supplies		
	Office Supplies \$3,000		
	Postage for mailing bills, envelopes & office supplies		
4320	Equipment Maintenance	\$7,250	
	Hand Held Technical Support \$1,500		
	Eden Utility Billing Technical Support \$5,750		
4400	Vehicle Maintenance	\$500	
4402	Fuel	\$6,014	
4471	Cost Allocation- \$20,000 Central Services includes salaries and overhead. Consolidated charges and moved to 70-381-4480	\$0	
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			\$379,719

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011**

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 2008-2009: The Water Distribution Division continued a water meter replacement and fire hydrant upgrade program. Water meter replacement was performed monthly by staff for broken or "dead" meters; a contractor was used quarterly for scheduled replacement of meters older than 10 to 15 years, resulting in more accurate readings and reduction of revenue loss. The Division also continued planning for installation of a nitrate filtration system.

FY 2009-2010: The Water Distribution Division continued a water meter replacement and fire hydrant upgrade program. Water meter replacement was performed monthly by staff for broken or "dead" meters; a contractor was used quarterly for scheduled replacement of meters older than 10 to 15 years, resulting in more accurate readings and reduced revenue loss. The Division continued planning for installation of a nitrate filtration system.

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Water Distribution				70-383
PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Meter Technician	0.05	0.25	0.25	0.20
Administrative Assistant	0.05	0.00	0.00	0.00
Administrative Analyst	0.05	0.05	0.05	0.00
P.W. Director	0.20	0.20	0.25	0.00
P.W. Superintendent	0.40	0.30	0.30	0.20
P.W. Field Supervisor II	0.30	0.35	0.35	0.60
PW Field Supervisor I	0.00	0.25	0.25	0.10
P.W. Maintenance Worker	1.60	1.00	1.00	1.05
P.W. Sr. Maintenance Worker	0.30	0.60	0.60	0.85
City Engineer	0.05	0.05	0.05	0.00
Operations Manager	0.15	0.15	0.15	0.00
Water/Backflow Technician	0.40	0.40	0.40	0.10
P.W. Admin. Coordinator	0.05	0.10	0.05	0.00
P.W. Office Specialist	0.00	0.05	0.05	0.00
Civil Engineering Assistant II	0.20	0.05	0.05	0.35
Civil Engineering Assistant I	0.00	0.20	0.20	0.00
Equipment/Material Supervisor	0.00	0.00	0.00	0.05
Mechanical Helper	0.05	0.05	0.05	0.05
Total	3.85	4.05	4.05	3.55
APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$441,421	\$510,395	\$422,328	\$410,152
Operating Expenses	\$672,969	\$319,760	\$675,652	\$653,784
Capital Outlay	\$75,648	\$95,000	\$93,981	\$161,500
Transfers	\$8,000	\$0	\$0	\$0
Total	\$1,198,037	\$925,155	\$1,191,961	\$1,225,436
SOURCE OF FUNDS				
Water Fund- see summary	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Water Distribution

70-383

4100	PERSONNEL SERVICES	\$410,152
4100	Personnel Costs - includes staff moved from General Fund to Water for FY 2011	\$388,352
4101	Special Project Pay	\$3,000
4101	Inspector Pay	\$1,300
4103	PT Salaries	\$0
4105	Overtime	\$17,500
4200	OPERATING EXPENSES	\$653,784
4250	Rents & Leases Forklift, barricades, steel plates, pumps, comp.	\$1,500
4260	Contractual Services Hot taps for new connections \$1,500 Sidewalk repairs for service & fire hydrants. Sidewalk work for new services is charged to the account holder \$5,000 Utility trench repair (slurry & pavement) - Deferred to FY 2012 \$0 Backflow testing and Repair \$5,000	\$11,500
4270	Professional Services Engineering Consultant \$2,500	\$2,500
4300	Department Supplies	\$39,000
0000-4300	Office Supplies \$1,000	
0300-4300	Material for Trench Repairs \$5,000 (Create new Project Code 0300 for FY 2011)	
0301-4300	Graffiti removal supplies \$500	
0301-4300	Repair supplies: Copper tubing, ductile iron pipe, gate valves, cast iron & ductile iron fittings, crosses, reducers, tees, repair clamps, couplings, etc. \$27,500	
0302-4300	Backflow supplies and devices \$5,000 (Create new Project Code 0302 for FY 2011)	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION		DIVISION NO.	
Water Distribution		70-383	
4310	Equipment and Supplies	\$5,634	
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -383 Division; jackets issued in FY 10, next issue FY 12	\$1,136	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -383 Division	\$1,598	
	Service Volunteer gear issue, 10@\$40	\$400	
	Safety Equipment	\$2,500	
4320	Equipment Maintenance	\$3,600	
	Equipment repair for customer service trucks & distribution truck	\$3,600	
4340	Small Tools	\$2,500	
	Water 4 Truck Small Tools	\$1,000	
	Distribution Truck	\$1,500	
4360	Personnel Training	\$750	
4400	Vehicle Maintenance	\$4,000	
4402	Fuel - Assume 6% increase in 2011	\$4,800	
4820	Depreciation Expenses - Water Equipment; expense deposits to trial balance for Fund 70	\$578,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Water Distribution			70-383
CAPITAL EXPENSES/PROJECTS			\$161,500
4500	Capital Equipment	\$93,500	
	Traffic Safety Trench Plate	\$1,000	
	Traffic Safety Signage	\$1,000	
	Replacement power equipment	\$1,500	
	Concrete saw trailer, \$5,000; utility truck accessories. Deferred	\$0	
	Hydraulic cut saw, \$13,000. Deferred	\$0	
	Replacement of Medium Duty Backhoe, D310JS or similar - Deferred until after Oct. 1, 2010. Purchase delay could incur substantial lease or rental costs in case of equipment breakdown	\$90,000	
	Replacement of Heavy Duty Dump Truck (Vehicle #PW0873) w/ CNG fueled truck (\$120,000 total cost) Deferred	\$0	
	Replacement of F150 utility truck w/ electric vehicle \$20,000 total cost. Deferred	\$0	
	Replace F150 utility truck w/ small utility vehicle, \$30,000 total cost. Deferred	\$0	
4600	Water Distribution Projects	\$68,000	
0000-4600	Large Service Installments - work for new services is charged directly to the account holder as a deposit	\$0	
0700-4600	Water Meter Replacement Program	\$60,000	
0701-4600	Fire Hydrant Upgrade Program - typically \$16,000 per year, 50% deferred to FY 2012	\$8,000	
TOTAL			\$1,225,436

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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 2008-2009: The Water Production Division planned to purchase approximately 783 acre feet of MWD water to meet Tier 1 contract obligation as well as to supplement our ground water supply. This additional purchase from MWD will serve as a contingency for any future drought that may occur. MWD rates are estimated to be \$579 per acre foot of water in FY 2008-2009. The Division also completed rehabilitating booster pump and motor #4, began upgrade of the backflow computer program and continued security fencing improvements at facilities. The Division also continued implementation of a water conservation program.

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

FY 2010-2011: The Water Production Division has deferred purchase of MWD water to meet Tier 1 contract obligation, supplement ground water supply and as a contingency if needed for future drought conditions, due in part to success of conservation efforts. The Division will continue a program of rehabilitating booster pumps and motor control systems, upgrades of the backflow computer program and continue security fencing improvements at facilities. The Division will continue to implement a water conservation program. The Division also plans to implement the first phases for installation of a nitrate filtration system.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Water Production				70-384
PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
P.W. Director	0.10	0.10	0.10	0.00
P.W. Superintendent	0.45	0.35	0.35	0.00
City Engineer	0.10	0.10	0.10	0.00
Civil Engineering Assistant II	0.10	0.20	0.20	0.00
Sr. Management Analyst	0.00	0.05	0.05	0.00
PW Field Supervisor I	0.00	0.40	0.40	0.35
Office Specialist	0.05	0.10	0.10	0.00
P.W. Superintendent	0.00	0.00	0.00	0.50
PW Field Supervisor II	0.05	0.05	0.05	0.30
Maintenance Worker	1.00	0.80	0.80	1.30
Senior Maintenance Worker	0.30	0.50	0.50	1.00
Administrative Analyst	0.10	0.10	0.10	0.00
Meter Technician	0.15	0.25	0.25	0.25
Backflow Tech/Pump Operator	0.55	0.55	0.55	0.70
P.W. Admin. Coordinator	0.10	0.10	0.10	0.00
P.W. Office Specialist	0.10	0.10	0.10	0.00
Equip & Material Supervisor	0.10	0.10	0.10	0.20
Mechanical Helper	0.10	0.10	0.10	0.20
Electrical Supervisor	0.05	0.10	0.10	0.10
Bld Maint / Electrical Helper	0.00	0.00	0.00	0.10
Maintenance Helper	0.05	0.10	0.10	0.00
Total	3.45	4.15	4.15	5.00
APPROPRIATIONS	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Personnel Services	\$411,986	\$583,723	\$480,930	\$566,172
Operating Expenses	\$354,064	\$878,087	\$352,732	\$388,304
Capital Outlay	\$22,906	\$697,400	\$198,785	\$274,000
Transfers	\$32,500	\$1,000	\$1,000	\$1,000
Total	\$821,456	\$2,160,210	\$1,033,447	\$1,229,476

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Water Production				70-384
SOURCE OF FUNDS				
Water Fund- see summary	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0
4100	PERSONNEL SERVICES			\$566,172
4100	Personnel Costs - includes staff moved from General Fund to Water for FY 2011		\$537,880	
4101	Inspector Pay		\$1,300	
4101	Special Project Pay		\$2,500	
4101	Stand-by Pay		\$4,492	
4103	PT Salaries		\$0	
4105	Overtime		\$20,000	
4200	OPERATING EXPENSES			\$388,304
4210	Utilities - assumes 6% increase in 2011 over 2010 actual costs		\$188,140	
	Well pumps & irrigation system- DWP	\$144,375		
	Edison (MWD booster pumps 3&4)	\$13,140		
	Edison (Arroyo booster pumps)	\$30,625		
4220	Telephone		\$2,820	
4250	Rents & Leases Equipment rental		\$1,500	
4260	Contractual Services		\$100,100	
	Water sampling analysis, includes additional sampling for nitrates	\$45,500		
	Water softener services	\$4,000		
	Well-Site Acid Washes	\$3,000		
	Landscape Mt. Reservoirs	\$10,000		
	Inspection of reservoirs	\$3,000		
	SCADA retrofit, expansion	\$10,000		
	Water treatment plant operation, approx. \$8,200 per month, beginning Mar 2011	\$24,600		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Water Production			70-384
4300	Department Supplies		\$17,000
0000-4300	Office Supplies	\$1,000	
0301-4300	Chlorine for water disinfection	\$2,100	
0301-4300	Salt for on-site chlorine generation	\$8,900	
0301-4300	Chlorine assembly & generation parts and supplies	\$5,000	
4310	Equipment and Supplies		\$4,134
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -384 Division; jackets issued in FY 10, next issue FY 12	\$1,136	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -384 Division	\$1,598	
	Service Volunteer gear issue, 10@\$40	\$400	
	Safety gear	\$1,000	
4320	Equipment Maintenance		\$17,000
	Equipment Repair	\$10,000	
	On-Site Generation System Maint.	\$7,000	
	Security camera maintenance and repairs - Deferred	\$0	
4330	Building Maint and Repair		\$3,010
4340	Small Tools		\$1,000
4360	Personnel Training		\$1,000
4370	Meetings, Memberships, Licenses and Training		\$2,000
4400	Vehicle Maintenance		\$1,500
4402	Fuel - assumes 6% increase for 2011		\$2,700

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Water Production			70-384
4430	Activities & Programs	\$2,000	
	MWD Solar Cup-canceled by LAUSD \$0 Water conservation outreach \$2,000		
4450	Other Expenses	\$44,400	
	Purchase of 629 acre feet of MWD water @ \$702. Deferred City pumps 3,405 acre feet per year from City owned wells. City currently has a MWD water use credit of 915 acre feet. Purchase of MWD water is deferred if water demand drops below historic average and totals less than 3,405 acre feet per year. Cost to pump MWD allowance of 629 acre feet = \$441,558 Emission system upgrade for City veh #WA8997 dump truck. \$0 Alternative is to reallocate expense to -4500 for purchase of replacement truck. Deferred to FY 2012 MWD Connection Maintenance Charge Increased in 2010 from \$6,000 to \$44,400 \$3,700 per month		
CAPITAL EXPENSES/PROJECTS			\$274,000
4500	Capital Equipment	\$2,500	
	Construction Water Meter with Backflow \$2,500 Replacement Utility Vehicle - Defer to FY 2012 \$0		
4600	Capital Projects	\$271,500	
	Reservoir 2, 4, 5 inspection/repair \$8,000 Arroyo Booster Pump #2 - rebuild pump and motor \$12,000 Panel Upgrade at Well 7A, estimated cost of \$100,000, defer to FY 2012 \$0		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION		DIVISION NO.	
Water Production		70-384	
4600	Rehab MWD Booster Site 3, estimated cost of \$30,000, defer to FY 2012 \$0 Reservoir 3A inspection/minor repairs \$1,500 Water Treatment - multi-year project, with estimated installation cost of \$450,000 spread over FY 2011 and FY 2012. On-going operations expense in -4260 beginning March 2011 \$250,000 Water sites security program: fencing, lighting, cameras, etc. Multiyear program with estimated total cost over 5 years = \$250,000 Defer to start in FY 2012 \$0		
4900	TRANSFERS		\$1,000
4901	Transfer Accounts Transfer from General fund: 01-390 Dept. supplies \$1,000 Upgrade of irrigation system (Well Sites), plumbing, electrical, landscape repairs	\$1,000	
	TOTAL		\$1,229,476

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

Sewer Maintenance

DIVISION NO.

72-360

NARRATIVE

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

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

FY 2008-2009: Staff continued annual preventative maintenance of the sewer system city wide and weekly preventative cleaning of known trouble spots. Video inspection of storm drain lines continued as required by the National Pollutant Discharge Elimination System (NPDES). The City Engineer increased monitoring and mapping of pass through flow from development in Sylmar, to justify increased cost to the City of Los Angeles for the use of City infrastructure.

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

FY 2010-2011: Staff will continue proactive maintenance programs, monitoring and mapping programs. A loan from the Sewer Fund to RDA totaling \$463,000 was made in May 2010 with two notes in the amount \$231,500. Beginning in FY 2010-2011 interest payments will be made semi-annually from RDA areas #2 & #4; the loan notes will mature May 15, 2014. In FY 2010-2011 an interest only payment of \$32,775 to Sewer Fund for a previous loan of \$1.5 million loan from Sewer Fund to Water Fund is deferred to FY12, due to off-set credit for Sewer fund purchase of used backhoe from Water fund.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Sewer Maintenance				72-360
PERSONNEL	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Public Works Director	0.10	0.15	0.15	0.25
Administrative Analyst	0.10	0.20	0.20	0.15
City Engineer	0.20	0.20	0.20	0.00
Operations Manager	0.15	0.20	0.20	0.15
Civil Engineering Assistant II	0.50	0.50	0.50	0.50
Office Specialist	0.00	0.10	0.10	0.20
Senior Account Clerk	0.00	0.00	0.00	0.50
Sr. Management Analyst	0.45	0.35	0.35	0.00
P.W. Superintendent	0.65	0.25	0.25	0.25
Maintenance Worker	1.45	1.65	1.65	0.95
Senior Maintenance Worker	1.80	2.40	2.40	1.90
P.W. Maintenance Helper - PT	1.00	0.00	0.00	0.20
P.W. Office Specialist	0.10	0.10	0.10	0.10
P.W. Admin. Coordinator	0.05	0.15	0.15	0.10
P.W. Field Supervisor I	0.45	0.05	0.05	0.30
Equipment & Material Supervisor	0.10	0.15	0.15	0.10
Meter Technician	0.30	0.15	0.15	0.10
Mechanical Helper	0.10	0.20	0.20	0.10
Asst. Planner	0.00	0.00	0.00	0.05
Backflow Tech/Pump Operator	0.00	0.00	0.00	0.20
P.W. Field Supervisor II	0.50	0.60	0.60	0.90
Total	8.00	7.40	7.40	7.00

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Sewer Maintenance

72-360

BALANCE SHEET		ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
Beginning Balance		\$1,290,875	\$1,224,284	\$1,224,284	\$579,477
Revenues		\$2,771,233	\$3,500,000	\$2,771,223	\$3,033,697
Expenditures		\$2,837,824	\$3,557,738	\$3,416,030	\$3,079,751
Ending Balance		\$1,224,284	\$1,166,546	\$579,477	\$533,423
APPROPRIATIONS					
Personnel Services		\$626,295	\$865,403	\$784,574	\$772,443
Operating Expenses		\$1,161,779	\$1,222,335	\$1,240,582	\$1,313,912
Capital Outlay		\$1,103,081	\$1,370,000	\$827,874	\$923,396
Transfers		\$105,000	\$100,000	\$100,000	\$70,000
Loan to RDA made in FY9/10		\$0	\$0	\$463,000	\$0
Total		\$2,996,155	\$3,557,738	\$3,416,030	\$3,079,751
SOURCE OF FUNDS					
72-3745	Sewer Fund	\$2,738,458	\$3,480,000	\$2,738,458	\$3,029,065
72-3500	Interest Income: Water Fund Int. Only pymt	\$32,775	\$20,000	\$32,775	\$0
	Interest Income: RDA Int. Only pymt	\$0	\$0	\$0	\$4,632
Total		\$2,771,233	\$3,480,000	\$2,771,233	\$3,033,697
4100	PERSONNEL SERVICES				\$772,443
4101	Personnel Costs			\$754,336	
	Inspector Pay			\$2,000	
	Stand By Pay			\$1,664	
	Special Project Pay			\$3,000	
4103	Part time wages for Maintenance Helper			\$7,943	
4105	Overtime - for emergency call outs			\$3,500	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Sewer Maintenance

72-360

4200 OPERATING EXPENSES

\$1,313,912

4210	Utilities - 25% of 120 Macneil Street; assumes 6% increase in 2011 over 2010 Edison Gas Company	\$3,372 \$1,445	\$4,817
4220	Telephone Cell phone for Stand By		\$540
4250	Rents and Leases Equipmental rental in case of sewer vacuum truck breakdown		\$1,000
4260	Contractual Services Composite wastewater sample and outflow measure performed as annual contract service; results are used as comparison to L.A. City charges. Current vendor = ADS Environmental. Cost assumes 2% increase in 2011 L.A. City wastewater treatment & disposal charges. Payments for FY 10-11 assume a 3% increase 9/1/10 and are estimated at \$119,963 every 2 months NPDES Program annual contract services: monitor and catalog storm drain materials; perform inspections; prepare reports. Program costs are shared between Funds 72 and 73. Current vendor = Tecs Environmental. Video inspection of storm drain lines as required for NPDES compliance; 2,100 linear is estimated for completion in FY 11 Video inspection of sewer lines as required for repair response to blockages	\$15,438 \$716,284 \$17,500 \$2,000 \$1,500	\$793,811

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Sewer Maintenance

72-360

	Video inspect 25,000 linear ft of sewer line - last completed FY05/06 scheduled every 5 years. Scheduled for FY 2011 at estimated cost of \$25,000. Defer to FY 2012	\$0		
	Sewer overflow response and cleanup. Average of 3 incidents per year at \$3,500 each	\$10,500		
	Pesticide spraying at 809 sewer manholes scheduled every 2 years at \$13,000 per year. Service last completed May 2006, May 2008, May 2010. Scheduled spraying needed again in 2012. In between years, do spot spraying as needed.	\$1,000		
	Anti-root foaming preventative maintenance on City wide easements, 10,983 linear ft per year at approx. \$1.59 per linear ft.	\$17,463		
4260	Anti-root foaming at trouble spots, approx. 3,350 l.f. per year.	\$5,327		
	Anti-root foaming preventative maintenance on main street easements and trouble spots, 5,863 linear ft every other year at approx. \$1.59 per linear ft. Scheduled next for May 2012	\$0		
	Service clarifier tank at Equipment Yard, 2 visits at \$300 each	\$600		
	EPA permit to operate clarifier tank at Equipment Yard, \$1,200 annual fee	\$1,200		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Sewer Maintenance

72-360

	Disposal of hazardous waste is performed as per EPA Title 8, Article 109, section 5192. The hazardous waste is generated by the City Public Works operations, or is collected by Public Works crews during pickup of illegally materials dumped on City properties and on public right of ways. Hazardous waste disposal cost of \$10,000 is shared between the Sewer Maintenance Division (72-360) and the Refuse / Environmental Division (73-350)	\$5,000		
4260	0450 120 Macneil & 501 First St. (50% of costs are charged to 70-381 + 72-360) HVAC maint, \$500/qtr Alarm monitor, \$30/mo Fire extinguisher maint. Automatic gate svc maint Janitorial, \$1325 monthly, labor & materials, (50% of total cost \$16,100; \$4,025 is charged to 70-381 + \$4,025 charged to 72-360) Pest control, \$75/qtr Ice Machine prev. maint. 125/qtr	\$500 \$90 \$75 \$63 \$4,025 \$75 \$125	\$4,953	
4270	Professional Services NPDES Program annual contract services: report preparation, engineering consultation and outreach Sewer Model Data - Pipe Data & Flow Data; work deferred to FY 2012 except for private developments which will be direct charged for services Legal services	\$5,000 \$0 \$2,500	\$7,500	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Sewer Maintenance

72-360

4290	Office Equipment Maintenance		\$970
	Annual copier lease & maintenance (Annual total = \$2880, shared with Funds 70, 72, 73 and 01-390)	\$720	
	Misc. repair of computer & office equipment.	\$250	
4300	Department Supplies		\$8,250
0000-4300	Office Supplies; utility billing forms and misc. supplies	\$4,000	
0301-4300	Safety Barricades	\$1,000	
0301-4300	Cockroach killer, sewer lid silencers access lids, frames & covers	\$1,000	
0301-4300	Environmental cleaning supplies: degreasers, concrete cleaner, wash detergent, etc.	\$1,000	
0301-4300	Supplies for overflow response	\$750	
0301-4300	Supplies for graffiti removal	\$500	
4320	Department Equipment Maintenance		\$6,500
	Service, repair & calibrate gas indicators	\$1,500	
	Eden Utility Billing Technical Support	\$5,000	
4310	Equipment and Supplies		\$6,350
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to 72-360 Division; jackets issued in FY 10, next issue FY 12	\$1,600	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to 72-360 Division	\$2,250	
	Service Volunteer gear issue, 5 @ \$40	\$200	
	Safety boots/shoes, 5 pairs @ \$150	\$750	
	Coveralls, 5 @ \$60	\$300	
	Safety equipment	\$1,250	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Sewer Maintenance

72-360

4340	Small Tools		\$500
4360	Personnel Training		\$2,500
	Annual personnel training	\$500	
	Sewer Model Training	\$500	
	Class B licenses with Hazmat endorsement training (BIT) required by DMV maintenance program (11 staff). Renewal in FY 2012 at estimated cost of \$2,500	\$0	
	Ongoing confined space training	\$500	
	Haz mat transportation- driver training	\$500	
	Annual pesticide training DOA	\$500	
4400	Vehicle Maintenance	\$2,000	\$5,726
4402	Fuel - assumes 6% increase for 2011	\$3,726	
4430	Activities & Programs		\$42,500
	Industrial Waste Program; bi-monthly payments to L.A. County Dept. of Public Works to administer wastewater contract with L.A. City for treatment and disposal. FY 10 total estimated expense of \$36,000 is expected again for FY 11	\$36,000	
	Utility trench repair	\$5,000	
	TMDL / NPDES Program - community outreach	\$1,500	
	Disposal of hazardous waste collected during Neighborhood Cleanups and from collection of items dumped on public property. Deferred for FY 2011	\$0	
4480	Cost Allocation- Central Services includes salaries and overhead.		\$286,742
4820	Depreciation expense - Sewer Equipment		\$141,252

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Sewer Maintenance

72-360

CAPITAL EXPENSES

\$0

4500	Capital Equipment -		
	Purchase of used backhoe from Water Fund. Payment may be offset by credit to Water Fund 70 in lieu of interest payment for previous loan from Sewer Fund 72 to Water Fund 70 Defer to FY 2012	\$0	
	Replacement of 1976 Heavy Duty Dump Truck (Vehicle #PW0873 w/ CNG fueled truck (\$120,000 total cost) Deferred	\$0	
	Replacement of 1976 sewer jet trailer (\$130,000 total cost). Deferred	\$0	
	Replacement of two F150 utility trucks w/ utility vehicle (\$30,000 total cost). Deferred	\$0	
	Utility vehicle accessories: trailer, hitches, etc. Deferred	\$0	

4600

CAPITAL PROJECTS

\$923,396

4600	Payment to L.A. City for capital construction and improvement of wastewater treatment & conveyance facilities. Capital payments for FY 10-11 assume a 3% increase 9/1/10 and are estimated at \$154,650 every 2 months	\$923,396	
	Sewer renovation & repair project (video inspection, lining, spot repairs, manhole rehab) - Deferred to FY 2012	\$0	
	Permanent Sewer inflow monitoring - Deferred	\$0	
	Flow Meter Replacements, typically \$2,000 per year. Deferred	\$0	
	Manhole replacement, typically 2 per year at \$10,000 each. Deferred	\$0	
	New Sewer Lines and Replacements as per Capital Improvement Plan (CIP) Deferred to FY 2011-12	\$0	

4900

TRANSFERS

\$70,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION

DIVISION NO.

Sewer Maintenance

72-360

4900 TRANSFERS		\$70,000	
4941	Edgesoft System Allocation (FY07/08 to FY10/11) Total Allocation \$30,000 (FY09/10 alloc. was charged all to water instead of split with sewer; FY10/11 alloc. will all be charged to sewer and removed from water to offset)	\$10,000	
4901	Transfer to General Fund: Sewer portion of rental of city land at 120 Macneil.	\$60,000	
4950	Transfer to Pavement Management Fund. Deferred	\$0	
	TOTAL		\$3,079,751

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

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.

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. There is one Public Works staff assigned primarily responsibility for implementing Refuse/Environmental Division programs. Residential sector SRRE programs, which coordinate residential refuse, yard clippings and recyclables collection, source reduction programs and public education, are provided through a seven year contract with Crown Disposal. San Fernando residents are also encouraged to participate in recycling and Household Hazardous Waste programs, the curbside Used Oil Recycling Program and annual Cleanup Events.

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

FY 2008-2009: Staff continued to implement SRRE and HHWE programs. Rates charged to customers reflected CPI adjustments. Staff continued an audit of all commercial refuse accounts to ensure that all costs are accurately covered.

FY 2009-2010: Staff continued to implement SRRE and HHWE programs. Rates adjustment to reflect CPI adjustments were planned but not implemented. Staff will perform another audit of commercial refuse accounts to improve billing accuracy. Part Time Maintenance Helpers were utilized to perform dumped item collection and supply weekly reports to the refuse collector for the Bulky Item Pickup Program.

FY 2010-2011: Staff will continue to implement SRRE and HHWE programs. Rates adjustments will be proposed at mid year. Staff will continue audits of commercial and residential refuse accounts to improve billing accuracy. Part Time Maintenance Helper staff will continue to be utilized to perform dumped item collection and weekly reports to the refuse collector for the Bulky Item Pickup Program.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION				DIVISION NO.
Refuse/Environmental				73-350
	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
BALANCE SHEET				
Beginning Balance	(\$30,560)	\$0	\$0	\$51,087
Revenues	\$1,097,873	\$1,231,570	\$1,100,000	\$1,182,500
Expenditures	\$1,128,433	\$1,182,087	\$1,048,913	\$1,156,189
Ending Balance	\$0	\$49,483	\$51,087	\$77,398
	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
PERSONNEL				
Civil Engineering Assistant II	0.20	0.10	0.10	0.00
P.W. Director	0.10	0.00	0.00	0.00
City Engineer	0.10	0.10	0.10	0.00
Operations Manager	0.05	0.05	0.05	0.00
Office Specialist	0.00	0.15	0.15	0.10
Sr. Account Clerk	0.00	0.00	0.00	0.05
P.W. Office Specialist	0.05	0.05	0.05	0.00
Administrative Analyst	0.00	0.00	0.00	0.05
P.W. Maintenance Helper PT	0.25	0.00	0.00	1.15
P.W. Superintendent	0.10	0.05	0.05	0.05
Equipment Supervisor	0.05	0.00	0.00	0.00
Mechanical Helper	0.10	0.10	0.10	0.00
Sr. Maintenance Worker	0.50	0.35	0.35	0.25
P.W. Field Supervisor II	0.10	0.00	0.00	0.05
P.W. Field Supervisor I	0.10	0.05	0.05	0.05
Maintenance Worker	0.25	0.20	0.20	0.25
Total	1.95	1.20	1.20	2.00
	ACTUAL 2008-2009	BUDGETED 2009-2010	ESTIMATED 2009-2010	ADOPTED 2010-2011
APPROPRIATIONS				
Personnel Services	\$147,510	\$142,245	\$128,193	\$132,418
Operating Expenses	\$977,678	\$1,028,842	\$920,721	\$1,023,771
Capital Outlay	\$244	\$14,000	\$0	\$0
Transfers	\$3,000	\$0	\$0	\$0
Total	\$1,128,433	\$1,185,087	\$1,048,914	\$1,156,189

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION					DIVISION NO.
Refuse/Environmental					73-350
SOURCE OF FUNDS					
73	Refuse Disposal Fund	\$1,128,433	\$1,185,087	\$1,048,914	\$1,156,189
	Total	\$1,128,433	\$1,185,087	\$1,048,914	\$1,156,189
4100	PERSONNEL SERVICES				\$132,418
4101	Personnel costs			\$86,496	
	Stand By Pay			\$300	
4103	Part time wages for Maintenance Helper as needed for cleanup and maintenance of public right of ways and alley ways. Cost is shared with Funds 73-350, 72-360, 11 and 50			\$45,622	
4200	OPERATING EXPENSES				\$1,023,771
4260	Contractual Services			\$869,772	
	Automated residential contract - Crown Disposal. Cost will be approximately 6 months @ \$69,976 (subtotal = \$419,856) and 6 months @ \$71,236 (subtotal = \$427,416) for a total of \$847,272. Amounts include estimated CPI increase of 1.8% beginning Jan 1, 2011.	\$847,272			
	Disposal of hazardous waste per EPA Title 8, Article 109, section 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 10 cost of \$10,000 is shared between Sewer Maintenance Division (72-360) and Refuse / Environmental Division (73-350).	\$5,000			
	NPDES Program annual contract services: monitor and catalog storm drain materials; perform inspections; report preparation. Program costs are shared between Funds 72 and 73	\$17,500			

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Refuse/Environmental			73-350
4270	Professional Services NPDES Program annual contract services: report preparation, engineering consultation and outreach	\$3,500	\$3,500
4290	Office Equipment Maintenance Annual copier lease & maintenance (Annual total = \$2880, shared with Funds 70, 72, 73 and 01-390) Misc. repair of computer & office equipment.	\$720 \$500	\$1,220
4300	Department Supplies Office Supplies Paper for flyers, notebooks, etc. Utility billing forms & misc. supplies	\$2,000 \$500 \$3,000	\$5,500
4310	Equipment and Supplies Uniforms and Safety Gear: Uniform replacements & new issues; \$320 per staff based on FTE assigned to 73-350 Division; jackets issued in FY 10, next issue FY 12 Rain and safety gear, average of \$450 per staff based on FTE assigned to 73-350 Division Service Volunteer gear issue, 4 @ \$40 Safety shoes, 3 pairs @ \$150 Coveralls, 4 @ \$60	\$800 \$1,125 \$160 \$450 \$240	\$2,775
4320	Department Equipment Maintenance Safety Equipment		\$500
4360	Personnel Training (Education Reimbursement) SWM workshops, seminars & training courses		\$0
4370	Meetings & Memberships MMASC meetings		\$500

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2010-2011

DIVISION			DIVISION NO.
Refuse/Environmental			73-350
4380	Subscriptions / Dues & Memberships	\$0	
4390	Vehicle Allowance & Mileage for seminar	\$250	
4400	Vehicle Maintenance	\$1,100	
4402	Fuel - assumes 6% increase in 2011	\$772	
4430	Activities & Programs Outreach and public education	\$0	
4455	Bad Debts Expense	\$500	
4470	Special Expense- \$30,000 Portion of total cost allocation for utility billing. Consolidated into Cost Allocation moved to acct 4480.	\$0	
4480	Cost Allocation - Administrative Overhead	\$133,350	
4820	Depreciation Expense - Machinery & Equipment	\$4,032	
4500	CAPITAL EQUIPMENT		\$0
4500	Storm Drain Trash Blockers - Deferred	\$0	
	Replacement of Heavy Duty Dump Truck (City Vehicle #PW0873 w/ CNG fueled truck (20% of \$120,000 total cost) - Deferred	\$0	
	Replacement of two F150 utility trucks w/ electric vehicle (20% of \$30,000 total cost) - Deferred	\$0	
	Replacement of two F150 utility trucks w/ small utility vehicle (20% of \$34,000 total cost) - Deferred	\$0	
	Utility vehicle accessories: trailer, hitches, etc. - Deferred	\$0	
TOTAL			\$1,156,189