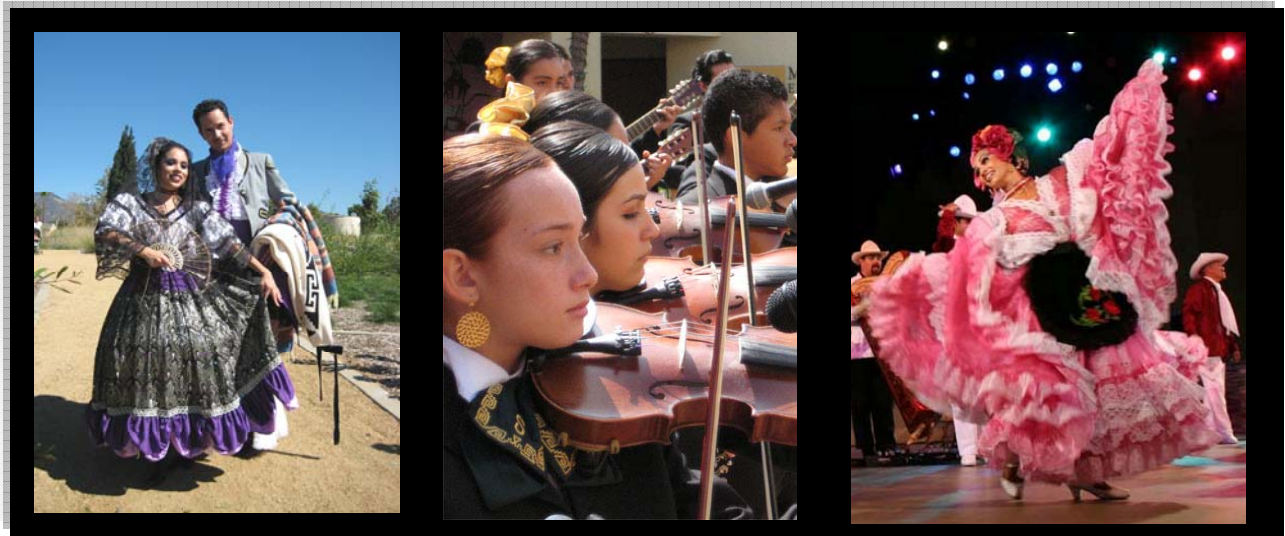




Adopted Budget



**Fiscal Year
2011-2012**

CITY OF SAN FERNANDO

DIRECTORY OF OFFICIALS

Fiscal Year 2011-2012

CITY COUNCIL

MAYOR

MARIO HERNÁNDEZ

MAYOR PRO TEM

BRENDA ESQUEDA

COUNCILMEMBERS

MARIBEL DE LA TORRE

SYLVIA BALLIN

ANTONIO LOPEZ

CITY TREASURER

MARGARITA SOLIS

ADMINISTRATION AND DEPARTMENT HEADS

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

**CITY OF SAN FERNANDO
ADOPTED BUDGET
FISCAL YEAR 2011 - 2012**

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Directory of Officials, Administration and Department Heads

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ADOPTED BUDGET
FISCAL YEAR 2011 - 2012**

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ADOPTED BUDGET
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General Fund	2010-2011 Actuals through 05/31/11	Projected Actuals for June 2011	Projected Actual FYE 2011	Current 2010/2011 Budget	Year End Adjustments Actual FYE 2011 to Budget FYE 2011 Increase / (Decrease)		Proposed 2011- 2012 Budget	Actual FYE 2011 to Proposed Budget FYE 2012 Increase/(Decrease)		Adopted Budget FYE 2011 to Proposed Budget FYE 2012 Increase/(Decrease)	
SOURCE OF REVENUE											
Property Taxes	1,259,626	104,894	1,364,520	1,364,520	-	0.0%	1,334,220	(30,300)	-2.2%	(30,300)	-2.2%
Property Taxes In-Lieu of VLF	1,853,313	-	1,853,313	1,853,313	-	0.0%	1,844,602	(8,711)	-0.5%	(8,711)	-0.5%
Sub-total Property Taxes*	3,112,939	104,894	3,217,833	3,217,833	-	0.0%	3,178,822	(39,011)	-1.2%	(39,011)	-1.2%
Sales Taxes	1,716,075	533,925	2,250,000	2,250,000	-	0.0%	2,297,000	47,000	2.1%	47,000	2.1%
Triple Flip Payment (Sales Taxes)	890,790	-	890,790	890,440	350	0.0%	646,000	(244,790)	-27.5%	(244,440)	-27.5%
Sub-total Sales Taxes*	2,606,865	533,925	3,140,790	3,140,440	350	0.0%	2,943,000	(197,790)	-6.3%	(197,440)	-6.3%
Business License Taxes	995,857	63,643	1,059,500	1,107,000	(47,500)	-4.3%	1,110,000	50,500	4.8%	3,000	0.3%
Franchise Fees	286,262	43,238	329,500	319,000	10,500	3.3%	329,000	(500)	-0.2%	10,000	3.1%
Admissions Taxes	675,322	144,678	820,000	765,000	55,000	7.2%	828,200	8,200	1.0%	63,200	8.3%
Construction Permits	205,702	11,298	217,000	207,000	10,000	4.8%	180,000	(37,000)	-17.1%	(27,000)	-13.0%
Parking Citations	721,942	108,058	830,000	840,000	(10,000)	-1.2%	850,000	20,000	2.4%	10,000	1.2%
Interest & Rental Income	336,534	20,466	357,000	322,579	34,421	10.7%	255,000	(102,000)	-28.6%	(67,579)	-20.9%
RDA & Misc. Reimbursements	810,627	151,954	962,581	992,149	(29,568)	-3.0%	948,885	(13,696)	-1.4%	(43,264)	-4.4%
Motor Vehicle In-Lieu (VLF)	55,767	22,233	78,000	75,000	3,000	4.0%	-	(78,000)	-100.0%	(75,000)	-100.0%
Charges for Current Services	1,874,689	108,810	1,983,499	2,060,036	(76,537)	-3.7%	2,241,564	258,065	13.0%	181,528	8.8%
Sales of Property & Other Revenues	647,880	497,431	1,145,311	937,985	207,326	22.1%	566,500	(578,811)	-50.5%	(371,485)	-39.6%
Fees, Permits and Other Revenues	5,614,725	1,108,166	6,722,891	6,518,749	204,142	3.1%	6,199,149	(523,742)	-7.8%	(319,600)	-4.9%
Transfers from Other Funds	3,273,236	342,370	3,615,606	3,587,201	28,405	0.8%	3,513,528	(102,078)	-2.8%	(73,673)	-2.1%
Total General Fund	15,603,622	2,152,998	17,756,620	17,571,223	185,397	1.0%	16,944,499	(812,121)	-4.6%	(626,724)	-3.6%
EXPENDITURES											
City Council	97,703	13,279	110,982	111,882	(900)	-0.8%	116,770	(5,788)	5.2%	4,888	4.4%
City Treasurer	129,681	15,319	145,000	145,000	-	0.0%	141,931	3,069	-2.1%	(3,069)	-2.1%
City Administration	127,065	27,335	154,400	155,650	(1,250)	-0.8%	230,323	(75,923)	49.2%	74,673	48.0%
Personnel Division	252,894	27,567	280,461	280,461	-	0.0%	306,299	(25,838)	9.2%	25,838	9.2%
City Attorney	157,695	42,305	200,000	155,000	45,000	29.0%	200,000	-	0.0%	45,000	29.0%
City Clerk	106,370	15,650	122,020	123,270	(1,250)	-1.0%	125,144	(3,124)	2.6%	1,874	1.5%
Elections	18,294	26,501	44,795	51,375	(6,580)	-12.8%	-	44,795	-100.0%	(51,375)	-100.0%
City Officials and Administrative Offices	889,702	167,956	1,057,658	1,022,638	35,020	3.4%	1,120,467	(62,809)	-5.9%	97,829	9.6%
Finance	534,768	48,000	600,242	636,442	(36,200)	-5.7%	567,019	33,223	-5.5%	(69,423)	-10.9%
Community Development	349,596	106,476	410,929	414,129	(3,200)	-0.8%	368,495	42,434	-10.3%	(45,634)	-11.0%
Retirement - Pers	1,693,351	883,889	1,845,000	1,938,593	(93,593)	-4.8%	1,993,799	(148,799)	8.1%	55,206	2.8%
Non-Departmental	310,057	41,729	492,600	435,200	57,400	13.2%	744,600	(252,000)	51.2%	309,400	71.1%
Fire Services (LAFD)	2,581,950	117,388	3,473,668	3,258,270	215,398	6.6%	2,967,131	506,537	-14.6%	(291,139)	-8.9%
Police Services (SFPD)	6,003,013	600,759	6,840,075	6,840,075	-	0.0%	5,894,846	945,229	-13.8%	(945,229)	-13.8%
Public Works	1,547,447	425,564	1,858,774	1,975,865	(117,091)	-5.9%	1,894,843	(36,069)	1.9%	(81,022)	-4.1%
Recreation & Comm Services	923,639	84,263	1,176,357	1,162,515	13,842	1.2%	1,211,035	(34,678)	2.9%	48,520	4.2%
Departmental	13,943,821	2,308,068	16,697,645	16,661,089	36,556	0.2%	15,641,768	1,055,877	-6.3%	(1,019,321)	-6.1%
Total General Fund	14,833,523	2,476,024	17,755,303	17,683,727	71,576	0.4%	16,762,235	993,068	-5.6%	(921,492)	-5.2%
Operating Surplus/(Deficit)	770,099	(323,026)	1,317	(112,504)	113,821	101.2%	182,264	180,947	-13739.3%	294,768	-262.0%
Reserve Carry-Over YE 2010			515,949								
Reserve Carry-Over YE 2011			517,266				517,266				
Adjusted Reserve Fund							699,530				
Fund 6							(484,586)				
Ending FY 2011-12							214,944				

*Operating surplus of \$182,264 assumes proposed budget reductions of: \$648,000 to Police Contract, \$600,000 to Fire Services, \$282,000 to Miscellaneous Management employees' Contract.

ADOPTED FY 2011-2012 CITY BUDGET
(Including General, Special & Enterprise Funds,
and Departmental Detail)

To: Mayor Hernández and Councilmembers

From: Al Hernández, City Administrator

Re: Fiscal Year 2011-2012 Budget

I am pleased to present the Annual Budget for the fiscal year 2011-2012. 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 ongoing 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 2011-12 Budget presents a financial plan, with total budgeted revenues of \$33.7 million and budgeted expenditures of \$34.6 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

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 \$16.94 million represent a 4.6% decrease over anticipated collections in FY 2010-11 of \$17.7 million. Property and Sales Taxes are projected to decline about 1% and 6% respectively. The property tax decline is due to the decline in assessed values of commercial and residential properties within the City. The sales tax decline is projected due to the closure of Rydell Motors and a general decline in overall sales due to the continue sluggish economy. Charges for current service are projected to increase approximately 13% due to projection of new fees in the current fiscal year.

Expenditures: General Fund expenditures of \$16.76 million represent a decrease over anticipated expenditures in FY 2010-11 of \$17.76 million. This is due to projected concessions negotiated with various unions and savings in the fire services contract.

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 \$10.5 million and total expenditures are \$11.5 million. Major funds include Self Insurance Fund (\$1 million), Grant Fund (\$2.8 million), Retirement Fund (\$3.4 million), and the Gas Tax Fund (\$772k).

Enterprise Funds

The City has 3 proprietary funds: Water, Sewer and Refuse. The total expenses for these funds equals \$6.3 million. FY 2011-12 brings a change to the deposit fee structure for setting up new accounts, a review of all customer accounts to ensure accuracy, and a proposed rate increase that is anticipated in early 2012.

Major Projects

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.

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, 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

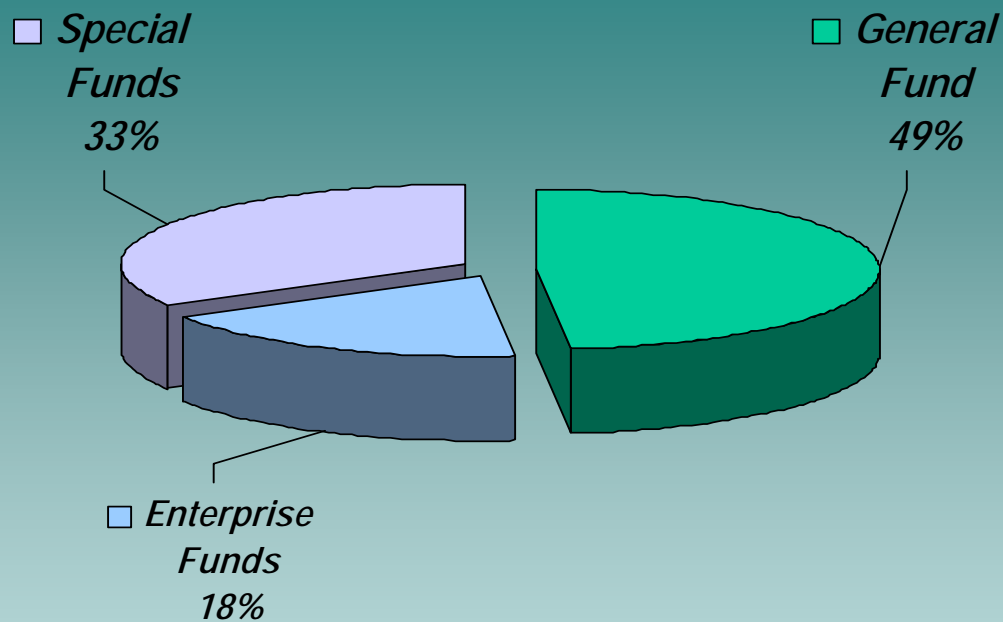
particular, so as to expand local economic activity and augment property tax, sales tax, and various other revenues to the City.

Conclusion

This budget was prepared beginning with a maintenance of effort from the FY 2010-2011 Budget and incorporating cost savings that are being negotiated with the unions after budget finalization. Additional cost savings include 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, benefits, contracted services, 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 2011-2012
Adopted Budget
Total City Budget \$ 34,641,037***



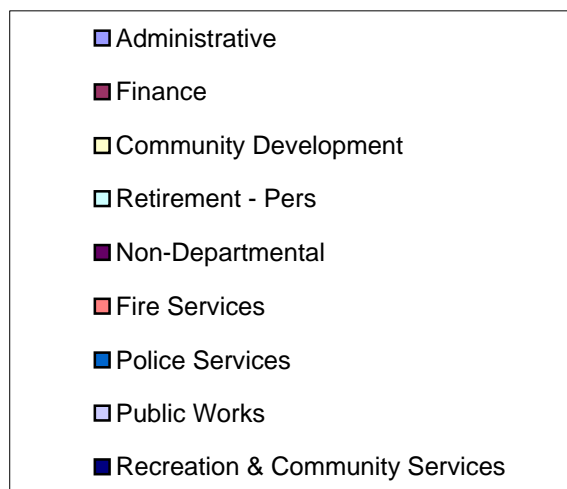
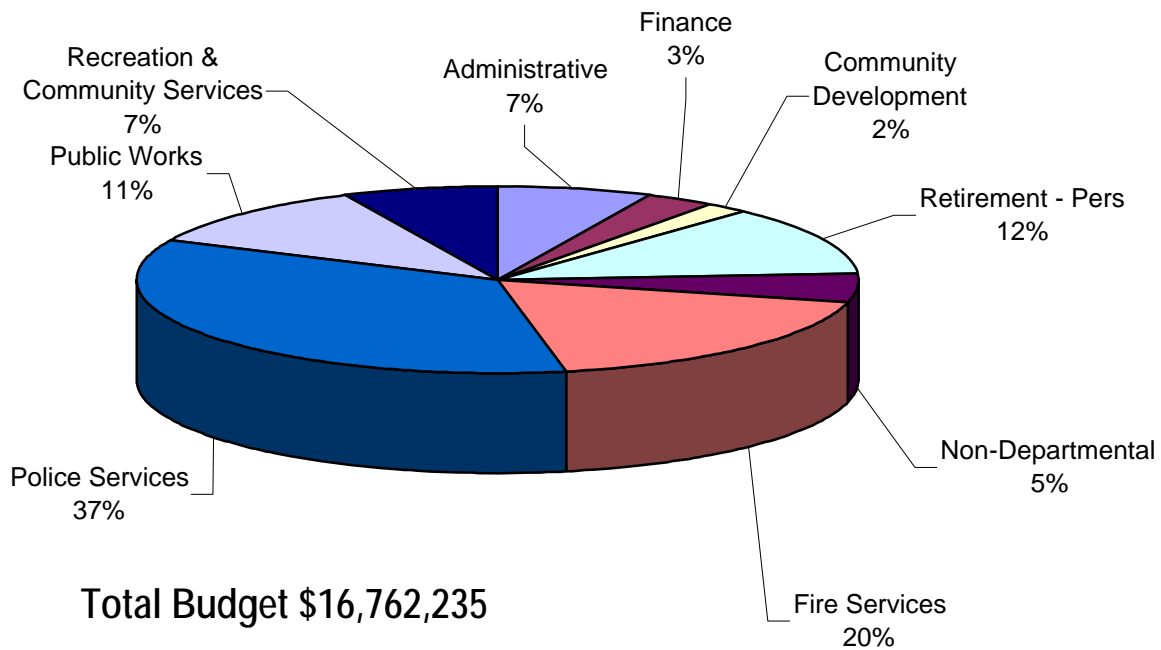
***General Fund \$16,762,235
Special Funds \$11,541,734
Enterprise Funds \$6,337,068***

**CITY OF SAN FERNANDO
SUMMARY OF ALL FUNDS
FISCAL YEAR 2011-2012**

FUND NO #	FUND NAME	Beginning Balance July 1, 2011	Proposed Revenues FY 2011-2012	Proposed Budget FY 2011-2012	Estimated Ending Balance June 30, 2012
1	General Fund	\$ 517,266	\$ 16,944,499	\$ 16,762,235	\$ 699,530
2	SLESF (Supplemental Law Enforcement Services Fund)	0	100,000	100,000	0
6	Self Insurance Trust Fund	(785,548)	1,390,962	1,090,000	(484,586)
7	Proposition "A" - Transit Development Fund	448,885	376,138	716,083	108,940
8	Proposition "C" - Transit Development Fund	515,092	289,601	378,927	425,766
9	Proposition "C" - Discretionary	20,361	25	0	20,386
10	Grant Fund	(2,678,890)	3,134,613	2,797,207	(2,341,484)
11	State Gas Tax Fund	667,138	574,383	772,431	469,090
12	Measure R Fund	219,259	217,203	252,048	184,414
13	Traffic Safety Fund	158,050	135,959	236,250	57,759
14	Cash In-Lieu of Parking	71,369	0	0	71,369
15	Local Transportation Fund (SB 325)	3,994	12,238	16,200	32
16	Air Quality Management District Fund (AQMD)	43,922	29,000	0	72,922
17	Recreation Self Sustaining Fund	0	147,569	138,618	8,951
18	Retirement Fund	(611,751)	2,821,500	3,391,688	(1,181,939)
19	Quimby Act Fees	363,209	300	40,500	323,009
20	State Asset Seizure	0	0	0	0
21	Federal Asset Seizure	460	0	0	460
26	Community Development Block Grant (CDBG)	0	345,297	345,297	0
27	Street Lighting	3,486	417,048	420,534	(0)
29	Parking Maintenance Operations (M & O)	22,179	218,000	223,572	16,607
40	State of Emergency	(136,663)	0	0	(136,663)
41	Equipment Replacement	145,510	0	0	145,510
50	Pavement Fund	380,262	243,667	622,379	1,550
70	Water Division	1,909,762	2,903,460	3,340,750	1,472,472
72	Sewer Division	1,479,651	2,267,000	1,866,373	1,880,278
73	Refuse/Environmental	27,815	1,109,954	1,129,945	7,824
TOTAL		\$ 2,784,818	\$ 33,678,416	\$ 34,641,037	\$ 1,822,197

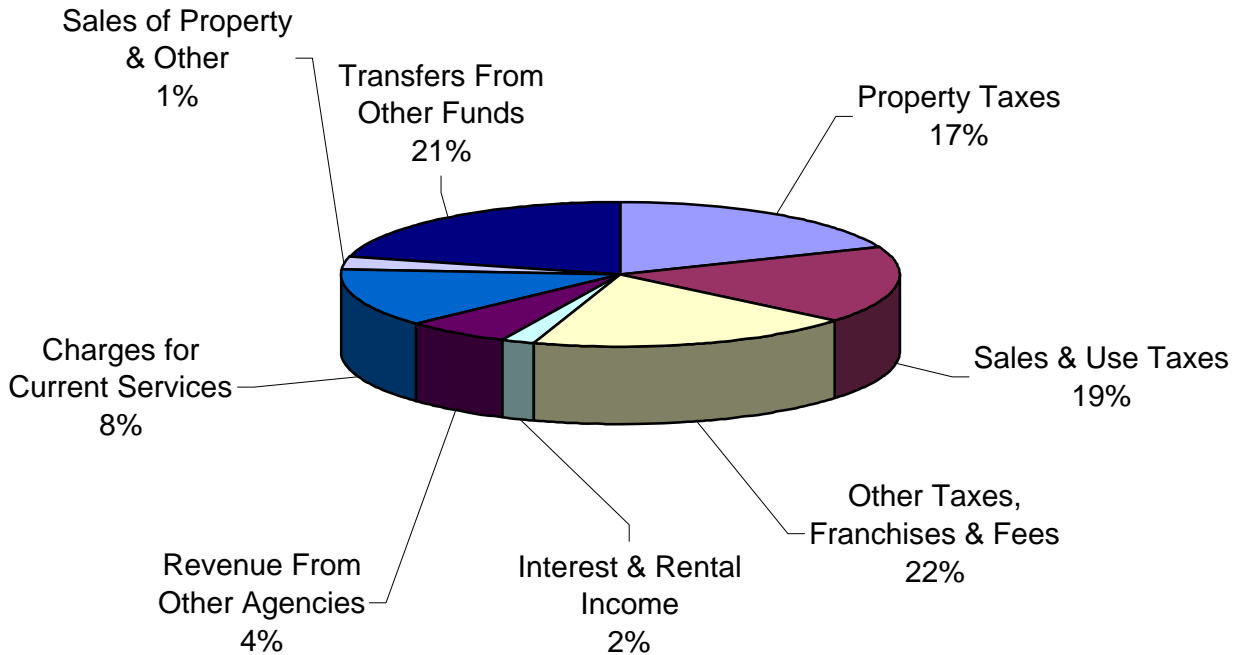
- (1) Water Fund has \$436,448 of capital outlay that is not calculated in expenditures due to being recorded as an asset
(2) Sewer Fund has \$505,610 of capital outlay that is not calculated in expenditures due to being recorded as an asset

CITY OF SAN FERNANDO ADOPTED BUDGET GENERAL FUND SUMMARY FISCAL YEAR 2011-2012

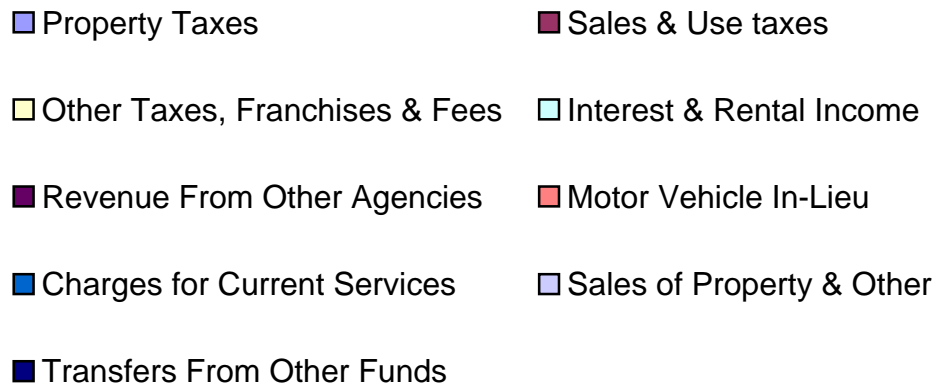


* Administrative includes:
Administration, City Attorney,
City Clerk, City Treasurer, and
Personnel

CITY OF SAN FERNANDO GENERAL FUND SUMMARY ADOPTED REVENUES FISCAL YEAR 2011-2012



Total Budget \$16,944,499



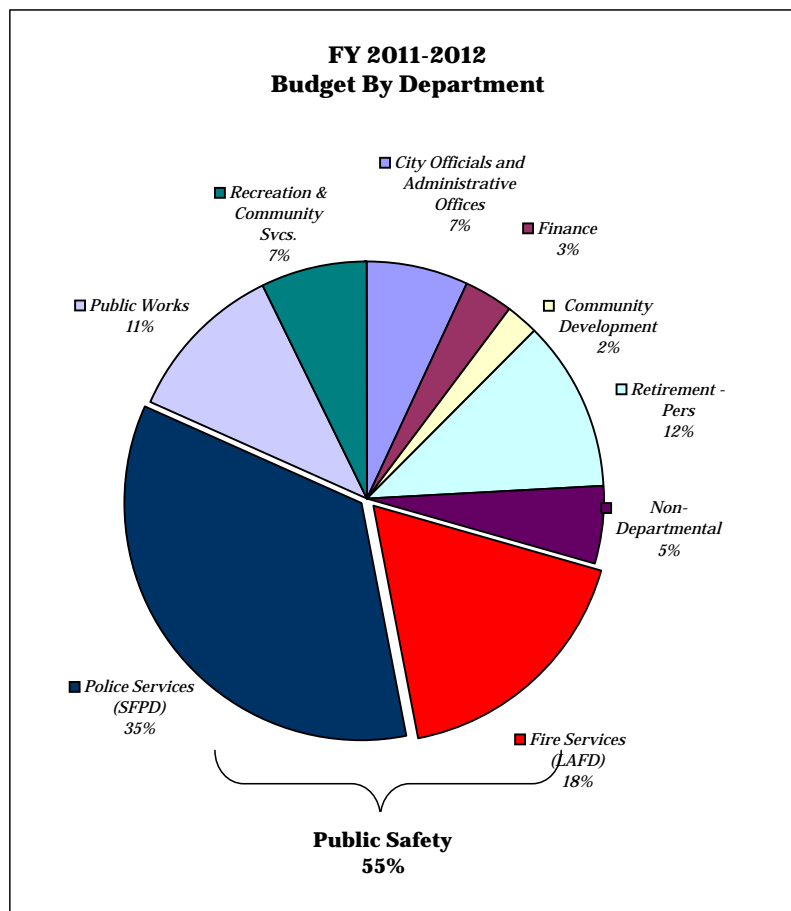
CITY OF SAN FERNANDO

Fiscal Year 2011-2012

General Fund Expenditures by Department/Office and Expenditure by Category

Expenditures		
Department/Office	Proposed Budget	% of General Fund
City Council's Office	116,770	1%
City Treasurer's Office	141,931	1%
City Administration	230,323	1%
Personnel Division*	306,299	2%
City/Labor Attorney's Office	200,000	1%
City Clerk Division*	125,144	1%
<i>City Officials and Administrative Offices</i>	<i>1,120,467</i>	<i>7%</i>
Finance	567,019	3%
Community Development	368,495	2%
Retirement - Pers	1,993,799	12%
Non-Departmental	744,600	5%
Fire Services (LAFD)	2,967,131	18%
Police Services (SFPD)	5,894,846	35%
Public Works	1,894,843	11%
Recreation & Community Svcs.	1,211,035	7%
Total General Fund	16,762,235	100%

* These Divisions are part of City Administration



CITY OF SAN FERNANDO
ADOPTED BUDGET - GENERAL FUND DIVISIONS
FISCAL YEAR 2011-2012

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-2012	M & O Bdgt-2012	Capital Bdgt-2012	Total Bdgt-2012
Administration and Other Departments				
01 - 101 City Council	\$ 102,020	\$ 14,750	\$ -	\$ 116,770
01 - 102 City Treasurer	136,531	5,400	-	141,931
01 - 105 City Administrator	210,603	19,720	-	230,323
01 - 106 Personnel	217,855	88,444	-	306,299
01 - 110 City Attorney	-	200,000	-	200,000
01 - 115 City Clerk	113,794	11,350	-	125,144
01 - 116 Elections	-	-	-	0
01 - 500 Fire Services	-	2,967,131	-	2,967,131
Total All Other Departments	\$ 780,803	\$ 3,306,795	\$ -	\$ 4,087,598
Finance Department				
01 - 130 Finance	\$ 457,819	\$ 109,200	\$ -	\$ 567,019
01 - 180 Retirement - PERS	1,993,799	-	-	1,993,799
01 - 190 Non-Departmental	60,000	664,600	20,000	744,600
Total Finance Department	\$ 2,511,618	\$ 773,800	\$ 20,000	\$ 3,305,418
Community Development				
01 - 140 Building and Safety	\$ 186,986	\$ 17,630	\$ 15,200	\$ 219,816
01 - 150 Planning	84,299	55,380	9,000	148,679
Total Community Development	\$ 271,285	\$ 73,010	\$ 24,200	\$ 368,495
Police Department				
01 - 222 Police-Admin	\$ 585,378	\$ 385,845	\$ -	\$ 971,223
01 - 224 Police-Detectives	773,421	18,350	-	791,771
01 - 225 Police-Patrol	3,300,513	55,500	-	3,356,013
01 - 226 Police-Reserves	-	28,000	-	28,000
01 - 230 Police-Parking	296,256	3,062	-	299,318
01 - 250 Emergency Services	-	10,000	-	10,000
01 - 152 Community Preservation	341,721	96,800	-	438,521
Total Police Department	\$ 5,297,289	\$ 597,557	\$ -	\$ 5,894,846

CITY OF SAN FERNANDO
ADOPTED BUDGET - GENERAL FUND DIVISIONS
FISCAL YEAR 2011-2012

Departments / Divisions	Personnel Bdgt-2012	M & O Bdgt-2012	Capital Bdgt-2012	Total Bdgt-2012
Public Works - General Fund				
01 - 310 Engineering	\$ 61,518	\$ 54,614	\$5,500	\$ 121,632
01 - 311 Streets	46,690	1,245	-	47,935
01 - 312 Graffiti Removal (Moved to 152 - P.D.)	\$7,109	-	-	7,109
01 - 313 Bus Stop/Shelters	-	-	-	0
01 - 320 Vehicle Maint.	89,025	319,491	17,600	426,116
01 - 341 Mall Maintenance	79,792	5,232	12,480	97,504
01 - 343 Street Sweeping	-	121,200	-	121,200
01 - 346 St. Trees & Prkwy	38,413	65,558	1,500	105,471
01 - 347 Weed Abatement	0	0	0	0
01 - 370 Traffic Safety	38,448	1,708	0	40,156
01 - 371 Traffic Signals	78,934	25,416	0	104,350
01 - 390 Facilities Mgmt.	441,834	351,756	29,780	823,370
Total Public Works - General Fund	\$ 881,763	\$ 946,220	\$ 66,860	\$ 1,894,843
Recreation & Community Services				
01 - 420 Administration	\$ 234,451	\$ 119,342	\$ -	\$ 353,793
01 - 422 Community Services	104,404	10,500	-	114,904
01 - 423 Facilities Operations	164,215	3,000	-	167,215
01 - 424 Cultural Arts & Special Events	90,938	14,875	-	105,813
01 - 430 Aquatics	85,258	382,052	2,000	469,310
Total Recreation & Community Services	\$ 679,266	\$ 382,052	\$ 2,000	\$ 1,211,035
Total City - General Fund	\$ 10,422,024	\$ 6,079,434	\$ 113,060	\$ 16,762,235

ADMINISTRATION

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

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	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Councilmembers	5.00	5.00	5.00	5.00	5.00
Total	5.00	5.00	5.00	5.00	5.00
APPROPRIATIONS					
Personnel Services	\$ 64,130	\$ 93,100	\$ 98,482	\$ 97,582	\$ 102,020
Operating Expenses	10,549	10,411	17,750	13,400	14,750
Total	\$ 74,679	\$ 103,511	\$ 116,232	\$ 110,982	\$ 116,770
SOURCE OF FUNDS					
General Fund	\$ 74,679	\$ 103,511	\$ 116,232	\$ 110,982	\$ 116,770
Total	\$ 74,679	\$ 103,511	\$ 116,232	\$ 110,982	\$ 116,770

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

DIVISION			DIVISION NO.
City Council			101
Supporting Information			
4100	PERSONNEL SERVICES	\$	102,020
4200	OPERATING EXPENSES		\$14,750
4220	Cellular phone expenses (\$800 per Councilmember). One member has opted to not receive this allowance	\$3,200	
4300	Various department supplies (inc. \$1,000 for awards, and \$150 for recognition cakes and flowers).	\$2,250	
4370	Meeting and travel expenses (\$500 per Councilmember). Two members have opted not to receive this allowance	\$1,500	
4380	Membership and subscription dues, and parking reimbursements (\$600 per Councilmember). Two members have opted not to receive this allowance.	\$1,800	
4390	Vehicle allowance (\$1200 per Councilmember).	\$6,000	
TOTAL			\$116,770

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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 2011-2012, staff is not requesting additional funding, and will reduce 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 2010-2011, the department implemented the use of Debit Cards in the Finance Department. This office will continue to comply with all laws, especially when it pertains to the deposit, investment and reporting of public funds.

	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
PERSONNEL					
Treasurer	1.00	1.00	1.00	1.00	1.00
Treasurer Assistant	1.00	1.00	1.00	1.00	1.00
Part Time Clerk/Deputy Treasur	0	0.00	0.00	0.00	0.00
Full Time Clerk/Deputy Treasur	1.00	0.75	0.75	0.75	0.75
Total	3.00	2.75	2.75	2.75	2.75
<i>Enterprise Funds</i>					
Full Time Clerk/Deputy Treasur	0.00	0.25	0.25	0.25	0.25
Total FTE's all Funding Sources	3.00	3.00	3.00	3.00	3.00

APPROPRIATIONS

Personnel Services	\$ 142,688	\$ 139,112	\$ 137,500	\$ 138,035	\$136,531
Operating Expenses	8,900	8,150	7,500	6,965	5,400
Capital Outlay					0
Total	\$ 151,588	\$ 147,262	\$ 145,000	\$ 145,000	\$ 141,931

SOURCE OF FUNDS

General Fund	\$ 151,588	\$ 147,262	\$ 145,000	\$ 145,000	\$ 141,931
Total	\$ 151,588	\$ 147,262	\$ 145,000	\$ 145,000	\$ 141,931

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

DIVISION			DIVISION NO.
Treasurer			102
Supporting Information			
4100	PERSONNEL SERVICES		\$136,531
4200	OPERATING EXPENSES		\$5,400
4220	Cellular Phone & Pager.	\$0	
4240	Reflects Treasurer's bond as required by law.	\$0	
4260	Safekeeping of investments at Union Bank.	\$3,500	
4270	Professional services for broker fees.	\$0	
4300	Various department supplies (including treasurer's receipts).	\$250	
4320	Department Equipment Maintenance-Reflects maintenance of the coin counting machine.	\$1,500	
4365	Tuition Reimbursement	\$0	
4370	Monthly meetings & travel for California Municipal Treasurer's Association (CMTA).	\$0	
4380	Dues & memberships for CMTA.	\$150	
4390	Mileage reimbursement for Treasurer equal to Council (\$100/ month).	\$0	
4500	CAPITAL EXPENSES		
TOTAL			\$141,931

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

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 which includes the governors plan to eliminate the RDA, we will continue to work with the Council to assure a balanced budget. A set of budgetary 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: Expanding the limits of the Redevelopment Agency's four project areas; working on the establishment of a downtown business improvement district; and exploring assessment models that fund public safety services. These initiatives could provide a long-term fiscal strategy that funds critical programs and services, thereby lessening financial dependence on the General Fund.

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

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
<i>General Fund</i>					
City Administrator	0.50	0.50	0.70	0.70	0.70
Asst. to the City Administrator	0.35	0.35	0.10	0.10	0.00
Exec. Assistant to the City Adm	1.00	1.00	0.80	0.80	0.80
Office Clerk (P/T)	0.10	0.10	0.00	0.00	0.00
<i>Redevelopment Agency</i>					
City Administrator	0.50	0.50	0.30	0.30	0.30
Asst. to the City Administrator	0.65	0.65	0.90	0.90	0.00
Exec. Assistant to the City Admin.	0.00	0.00	0.20	0.20	0.20
Total FTE Positions	3.10	3.10	3.00	3.00	2.00

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

DIVISION	DIVISION NO.
Administration	105

APPROPRIATIONS

Personnel Services	\$	289,800	\$	112,833	\$	189,585	\$	138,590	\$	210,603
Operating Expenses		43,780		44,712		19,560		15,810		19,720
Total	\$	333,580	\$	157,545	\$	209,145	\$	154,400	\$	230,323

SOURCE OF FUNDS

General Fund	\$	333,580	\$	157,545	\$	209,145	\$	154,400	\$	230,323
Total	\$	333,580	\$	157,545	\$	209,145	\$	154,400	\$	230,323

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

Supporting Information

4100	PERSONNEL SERVICES	\$210,603
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4100	Personnel costs.	\$223,428	
4105	Overtime.	\$2,150	

4200	OPERATING EXPENSES	\$19,720
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4220	Cellular phone expenses.	\$1,080	
4270	Professional services.	\$14,040	
4300	Various department supplies.	\$3,500	
4360	Personnel training.	\$0	
4365	Tuition reimbursement. (CRA Professional training)	\$0	
4370	Participation in various meetings, conferences and seminars.	\$800	
4380	Subscription dues for various publications.	\$300	
4390	Auto allowances/mileage reimbursement.	\$0	

TOTAL	\$230,323
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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 2011-2012

DIVISION
Personnel

DIVISION NO.
106

NARRATIVE

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

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 2010-11 accomplishments include the successful implementation of new contracts with the general employees' bargaining unit, the Management Group, the police officers' association, and the new Part-time bargaining unit; successful recruitment and selection for key positions in various City departments including the new Finance Manager, Senior Accountant, Recreation and Community Services Manager, Assistant Planner, Community Preservation Officer, Secretary to the Chief, as well as City Administrator positions; administered promotional exams for Executive Assistant to the City Administrator, Public Works Field Supervisor II, Police Lieutenant, Police Sergeant, and Police Records/Systems Administrator; performed benefits and payroll administration, and coordinated the employee performance evaluation system, including the evaluation of over seventy employees at the stop step of their salary range. Other accomplishments include the processing of new hires, employee separations, and retirements; processing of all liability claims against the City; coordination of monthly safety committee meetings; coordination of deferred compensation plans.

Fiscal Year 2011-12 will see the completion and implementation of new MOUs with the Police Officers' Association and the Police Management Unit; as well as continued implementation of MOUs with the general employees' bargaining unit, part-time bargaining unit, and the Management Group; 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; update of the safety manual, and coordination of more training in the relevant areas of employment and labor relations; continued coordination and enhancement of the performance management system; continued coordination of the Workers' Compensation and general liability administration; coordination of the deferred compensation, retirement and financial planning workshops; and administration of employee benefits and the payroll process, as well as retirements and recruitments as needed.

CITY OF SAN FERNANDO					
ADOPTED BUDGET					
FY 2011-2012					
DIVISION				DIVISION NO.	
Personnel				106	
PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Manager	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00
Personnel Clerk	0.00	0.00	0.00	0.00	0.00
Personnel Office Assistant	0.00	0.00	0.00	0.00	0.00
Personnel Office Clerk	0.25	0.00	0.00	0.00	0.00
Total	2.25	2.00	2.00	2.00	2.00
APPROPRIATIONS					
Personnel Services	\$ 233,957	\$ 217,263	\$ 221,365	\$ 223,727	\$ 217,855
Operating Expenses	32,794	37,156	46,496	56,734	88,444
Capital Outlay	0	0	0	0	0
Total	266,751	\$ 254,419	\$ 267,861	\$ 280,461	\$ 306,299
SOURCE OF FUNDS					
General Fund	266,751	\$ 254,419	\$ 267,861	\$ 280,461	\$ 306,299
Total	266,751	\$ 254,419	\$ 267,861	\$ 280,461	\$ 306,299
Supporting Information					

CITY OF SAN FERNANDO				
ADOPTED BUDGET				
FY 2011-2012				
DIVISION			DIVISION NO.	
Personnel			106	
4100		PERSONNEL SERVICES	\$217,855	
4200		OPERATING EXPENSES	\$88,444	
4220	Telephone Expenses.	\$980		
4230	Recruitment Advertisements in: Jobs Available (\$900), Newspapers, Professional Journals/Websites (\$579).	\$1,479		
4260	Contractual Services: Employee Assistance Programs-HORIZON (\$4,400), Contractual Fees for: Workers' Compensation Claims Administration (ICA) (\$6,000),and Employee Relations Consortium (ERC) (\$2,410). Recruiter Fee \$25,000, HR Timekeeper system \$25,000	\$62,810		
4270	Professional Services: Random Drug Testing (\$700), Pre-employment/Fitness for Duty Physicals (\$10,000), Bilingual Testing (\$900), Fingerprinting Fees (\$700), Recruitment/Oral Board expenses (\$900), Testing Materials and Services (\$1,500).	\$14,700		
4300	Department Supplies: Ink Cartridges (\$1,500), Recruitment Supplies (\$500), Other Office Stationeries and Supplies (\$500).	\$2,500		
4320	Department Equipment Maintenance: EDEN Software Licensing/Technical Support (\$3,625); Equipment Maintenance Supplies (\$500).	\$4,125		
4360	Personnel Training	\$0		
4365	Tuition Reimbursements	\$0		
4370	Registration Fees for Professional Meetings, Conferences and Seminars outside the City. Includes Employment Relations Consortium (ERC) Workshops, and Southern California Public Labor Relations Association-SCPLRA.	\$550		
4380	Membership Dues and Subscriptions: Professionals in Human Resources Assoc. (PIHRA) and So. Calif. Public Labor Relations Assoc. (SCPLRA).	\$400		
4390	Mileage reimbursements for staff members	\$500		
4430	Activities and Programs: Flowers for Serious Illness or Death in Employee Families (\$400).	\$400		
4500		CAPITAL EXPENSES		\$0
TOTAL		\$306,299		

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

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	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
PERSONNEL					

None

APPROPRIATIONS

Operating Expenses	\$ 254,445	\$ 142,813	\$ 200,000	\$ 200,000	\$ 200,000
Total	\$ 254,445	\$ 142,813	\$ 200,000	\$ 200,000	\$ 200,000

SOURCE OF FUNDS

General Fund	\$ 254,445	\$ 142,813	\$ 200,000	\$ 200,000	\$ 200,000
Total	\$ 254,445	\$ 142,813	\$ 200,000	\$ 200,000	\$ 200,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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 City Code; 11) monitor State requirements for campaign and financial disclosure provisions for elected and appointed officials; 12) provide records research upon request of departments, Council, organizations and the public under the Public Records and Freedom of Information Acts; 13) coordinate information requested by Subpoenas for Records; 14) maintain roster of City Co

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

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

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
City Clerk	1.00	1.00	1.00	1.00	1.00
Office Clerk	0.75	0.00	0.00	0.00	0.00
Total	1.75	1.00	1.00	1.00	1.00
APPROPRIATIONS					
Personnel Services	\$ 123,500	\$ 115,059	\$ 112,720	\$ 111,720	\$ 113,794
Operating Expenses	35,600	13,563	11,850	10,300	11,350
Capital Outlay	0	0	0	0	0
Total	\$ 159,100	\$ 128,622	\$ 124,570	\$ 122,020	\$ 125,144
SOURCE OF FUNDS					
General Fund	\$ 159,100	\$ 128,622	\$ 124,570	\$ 122,020	\$ 125,144
Total	\$ 159,100	\$ 128,622	\$ 124,570	\$ 122,020	\$ 125,144

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

DIVISION			DIVISION NO.
CITY CLERK			115
Supporting Information			
4100	PERSONNEL SERVICES		\$113,794
4101	Funding for full-time City Clerk	\$108,594	
4103	Part-time clerical assistance	\$0	
4105	Overtime	\$5,200	
4200	OPERATING EXPENSES		\$11,350
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	\$500	
4380	Subscriptions, Dues & Memberships: International Institute of Municipal Clerks (IIMC), City Clerks Association of California - Southern Division (SCCCA), National Notary Association (NNA) (membership & insurance)	\$350	
4390	Vehicle Allowance & Mileage Reimbursement	\$200	
4500	CAPITAL EXPENSES		\$0
4500		\$0	
TOTAL			\$125,144

FINANCE

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

**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 2010-2011, the department continued without a Finance Director. Also, the Finance Manager position was vacated. Additionally, the water department position was vacated. At the beginning of the fiscal year project water was launched with a review of procedures in the water department.

FY 2011-12: 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 2011-2012

DIVISION

DIVISION NO.

Finance

130

PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
<i>General Fund:</i>					
Finance Director	1.00	0.00	0.00	0.00	0.00
Finance Manager	0.00	1.00	1.00	1.00	0.00
Senior Accountant	1.00	1.00	1.00	1.00	1.00
Junior Accountant	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk II	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk (2 Staff)	2.00	2.00	1.50	1.50	1.50
Finance Office Specialist	1.00	0.25	0.25	0.25	0.25
Account Clerk	0.25	0.00	0.00	0.00	0.00
P/T	0.00	0.00	0.75	0.50	0.50
Subtotal	7.25	6.25	6.50	6.25	5.25
<i>Enterprise Funds:</i>					
Senior Account Clerk	1.00	1.00	0.50	0.50	0.50
P/T	0.75	0.00	0.25	0.50	0.50
Finance Office Specialist	0.00	0.75	0.75	0.75	0.75
Subtotal	1.75	1.75	1.50	1.75	1.75
Total	9.00	8.00	8.00	8.00	7.00
APPROPRIATIONS					
Personnel Services	\$ 687,155	\$ 459,675	\$ 559,377	\$ 491,077	\$ 457,819
Operating Expenses	115,022	95,187	115,165	109,165	109,200
Capital Outlay	0	0	0	0	0
Total	\$ 802,177	\$ 554,862	\$ 674,542	\$ 600,242	\$ 567,019
SOURCE OF FUNDS					
General Fund	\$ 802,177	\$ 554,862	\$ 674,542	\$ 600,242	\$ 567,019
Total	\$ 802,177	\$ 554,862	\$ 674,542	\$ 600,242	\$ 567,019

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

Supporting Information

4100 PERSONNEL SERVICES \$457,819

4101	Full time salaries	\$439,341
4103	Part Time	\$17,978
4105	Overtime	\$500

4200 OPERATING EXPENSES \$109,200

4220	Telephone Expenses	\$1,000
4260	Contractual Services	\$6,200
	Technical assistance on GASB pronouncements	
4270	Professional Services for:	\$61,300
	Sales Tax audits & analysis \$3,000	
	Property Tax audits & reviews \$3,000	
	City Audit Services \$48,000	
	LAFCO, GL, Printing \$3,000	
	State Mandated Cost Claims (SB-90) \$4,300	
4300	Department Supplies	\$6,250
	Various department supplies, such as computer paper, toner, business licenses, checks, w-2's, 1099's Misc., computer tapes & disks.	
4320	Department Equipment Maintenance	\$31,950
	Licenses: EDEN, Business License/Alarms, Cashiering	
4360	Personnel Training.	\$1,250
	CRA workshops (\$800)	
	Computer Training (\$400)	
	GFOA Training (\$1,800)	
4365	Tuition Reimbursement	\$0
4370	Meetings, Memberships & Travel	\$300
	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	\$800
	CSMFO, GFOA, CMRTA, & Payroll	
4390	Vehicle Allowance & Mileage Reimbursement	\$150

4500 CAPITAL EXPENSES \$0

TOTAL \$567,019

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

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 2011-2012, the payment of retired employees health benefits and service charges paid to PERS for administration of the retired employees health insurance was paid directly from the Retirement Fund.

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

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services:					
4124 General Fund Retirement					
Costs for PERS	\$ 2,025,193	\$ 2,289,694	\$ 2,416,781	\$ 2,299,826	\$ 2,519,006
Total	\$ 2,025,193	\$ 2,289,694	\$ 2,416,781	\$ 2,299,826	\$ 2,519,006

SOURCE OF FUNDS

Retirement Fund

Total Employee Retirement Expenditures:

Retirement Fund	\$ 1,640,406	\$ 1,854,652	\$ 1,957,592	\$ 1,845,000	\$ 1,993,799
Special Funds / Enterprise Funds	283,527	320,557	338,349	335,135	407,529
Agency Fund	101,260	114,485	120,839	119,691	117,678
Total	\$ 2,025,193	\$ 2,289,694	\$ 2,416,781	\$ 2,299,826	\$ 2,519,006

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

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

APPROPRIATIONS

Personnel Services	\$ -	\$ 20,000	\$ 50,000	\$ 46,000	\$ 60,000
Operating Expenses	418,014	369,500	354,600	434,600	664,600
Capital Outlay	16,106	20,000	20,000	12,000	20,000
Total	\$ 434,120	\$ 409,500	\$ 424,600	\$ 492,600	\$ 744,600

SOURCE OF FUNDS

General Fund	\$ 434,120	\$ 409,500	\$ 424,600	\$ 492,600	\$ 744,600
Total	\$ 434,120	\$ 409,500	\$ 424,600	\$ 492,600	\$ 744,600

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

DIVISION			DIVISION NO.
Non-Departmental			190
Supporting Information			
4100	PERSONNEL SERVICES		\$60,000
4132	Unemployment Insurance	\$60,000	
4200	OPERATING EXPENSES		\$664,600
4220	Telephone	\$45,000	
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; \$150,000 2) Annual Renewal Assetworks \$1,300	\$151,300	
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.	\$0	
4430	Activities Programs	\$0	
4435	Bank Charges	\$3,000	
4450	Special Events Budget	\$0	
4827	Purchase of CDBG Funds	\$0	
4906	Transfer to Self Insurance Fund to subsidize \$500k deductible due to claim in FY 2010-11.	\$300,000	
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			\$744,600

COMMUNITY DEVELOPMENT

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

NARRATIVE

The Community Development Department staff assists the community in addressing urban planning, environmental, affordable housing, historic preservation, neighborhood preservation and other related matters. Community Development Department staff also assures that building construction adheres to the city's life/safety codes, provides comprehensive planning and development review services for consistency with the city's general plan and zoning regulations, and provides support services for the enforcement of zoning code, housing code and property maintenance ordinance standards. Staff also assists residents in preserving and improving their residential property and their housing opportunities within the community. Funds to provide these services come from multiple sources including the General Fund, application fees and permit fees, the Redevelopment Agency Low/Mod Housing Fund, and federal Community Development Block Grant 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 2011-2012

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

These Redevelopment Agency accounts provide 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. These accounts are funded with tax increment revenues from specific redevelopment project areas within the community.

<i>General Fund</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012
Community Dev't. Director	0.15	0.36	0.36	0.00
City Planner	0.00	0.20	0.20	0.20
Senior Planner	0.15	0.00	0.00	0.00
Associate Planner	0.60	0.00	0.00	0.00
Assistant Planner	0.00	0.40	0.40	0.50
Assistant Planner (Housing)	0.00	0.25	0.25	0.25
Building and Safety Supervisor	0.80	1.00	1.00	1.00
Community Pres. Officer	0.41	0.00	0.00	0.00
Community Pres. Officer (2 PT/.75FTE)	0.25	0.00	0.00	0.00
Community Pres. Supervisor	0.13	0.00	0.00	0.00
Community Dev't. Secretary	0.80	1.00	1.00	1.00
P/T Planning Interns (2 PT/.5FTE)	0.00	0.00	0.00	0.00
Subtotal	3.29	3.21	3.21	2.95

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

<i>Special Fund Administration (CDBG)</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012
Community Dev't. Director	0.03	0.03	0.03	0.00
City Planner	0.00	0.00	0.00	0.00
Senior Planner	0.02	0.02	0.02	0.00
Assistant Planner (Housing)	0.12	0.12	0.12	0.00
Subtotal	0.17	0.17	0.17	0.00
<i>Special Fund Code Enforcement (CDBG)</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012
Community Pres. Supervisor	0.23	0.23	0.23	0.00
Community Pres. Officer	0.41	0.41	0.41	0.00
Subtotal	0.64	0.64	0.64	0.00
<i>Low/Mod Housing Fund</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012
Community Dev't. Director	0.36	0.64	0.64	0.00
City Planner	0.00	0.60	0.60	0.60
Senior Planner	0.40	0.00	0.00	0.00
Associate Planner	0.15	0.00	0.00	0.00
Assistant Planner	0.30	0.00	0.00	0.25
Assistant Planner (Housing)	0.88	0.75	0.75	0.75
Building and Safety Supervisor	0.10	0.00	0.00	0.00
Community Pres. Officer	0.94	0.00	0.00	0.00
Community Pres. Officer (2 PT/.75FTE)	0.50	0.00	0.00	0.00
Community Pres. Supervisor	0.50	0.00	0.00	0.00
Community Dev't. Secretary	0.20	0.00	0.00	0.00
P/T Planning Interns (2 PT/.5FTE)	0.00	0.00	0.00	0.00
Subtotal	4.33	1.99	1.99	1.60

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

<i>Redevelopment Areas</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012
Community Dev't. Director	0.46	0.00	0.00	0.00
City Planner	0.00	0.20	0.20	0.20
Senior Planner	0.43	0.00	0.00	0.00
Associate Planner	0.25	0.00	0.00	0.00
Building and Safety Supervisor	0.10	0.00	0.00	0.00
Community Pres. Officer	0.24	0.00	0.00	0.00
Community Pres. Supervisor	0.14	0.00	0.00	0.00
Assistant Planner	0.50	0.50	0.50	0.25
Subtotal	2.12	0.70	0.70	0.45
<i>Enterprise Funds</i>	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012
Assistant Planner	0.20	0.10	0.10	0.00
Subtotal	0.20	0.10	0.10	0.00
Total	10.75	6.81	6.81	5.00
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2009-2010	2010-2011	2010-2011	2011-2012
140-Building Safety	\$ 211,537	\$ 255,423	\$ 208,288	\$ 219,816
150-Planning Admin	687,176	175,716	202,641	148,679
General Fund Total	898,713	431,139	410,929	368,495
26-155 CDBG	1,549,553	1,656,690	1,555,863	313,681
94-Housing Fund	2,214,745	300,298	300,298	192,514
XX-XX Redv. Project Areas	158,745	66,764	66,764	55,524
70-381 Enterprise Water	0	7,560	7,560	0
72-360 Enterprise Sewer	0	7,560	7,560	0
Enterprise Fund Total	0	15,120	15,120	0
Total	\$ 4,821,756	\$ 2,454,891	\$ 2,333,854	\$ 930,214

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

SOURCE OF FUNDS	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
General Funds	\$ 510,975	\$ 113,015	\$ 203,929	\$ 77,295
Planning and Zoning Fees	80,000	64,000	80,000	48,000
Commercial and Home Occupancy	0	0	-	22,000
Planning Review	0	0	-	10,000
Banner and Sign Permits	0	0	-	10,000
Construction Permits	200,000	152,000	127,000	152,000
Inspection Upon Resale	0	0	-	5,000
Multi-Family Inspection	0	0	-	20,000
AIMS Maintenance/Development Fee	0	0	0	24,200
Transfers From Other Funds	0	0	0	0
General Fund Total	790,975	329,015	410,929	368,495
CDBG	1,549,553	1,656,690	1,555,863	313,681
RDA Housing Fund	2,214,745	300,298	300,298	192,514
Redv. Proj. Areas	158,745	66,764	292,459	55,524
Enterprise Fund Total	0	15,120	15,120	0
Total	\$ 4,714,018	\$ 2,367,887	\$ 2,574,669	\$ 930,214

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011-2012

COMMUNITY DEVELOPMENT DEPARTMENT

DIVISION NO.

Building and Safety

140

NARRATIVE

In FY 2010-2011, 745 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 \$1,995,450. New residential construction included 4 dwelling units with a total valuation \$400,000. The valuation of interior and exterior improvements to existing commercial and industrial buildings was \$4,107,400.

For the upcoming FY 2011-2012, 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. Implementation of the city's zoning standards and design guidelines, including the San Fernando Corridors Specific Plan, is expected to further promote and accommodate market demand for development of new high-quality commercial retail and in-fill residential development. Projected total development activity is expected to generate approximately \$192,200 in revenues (including approximately \$152,000 in construction permits, \$20,000 in rental property inspections, \$5,000 in resale inspections, and AIMS-Maintenance fees totaling \$15,200 as noted below.

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

PERSONNEL	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Community Development Director	0.07	0.18	0.18	0.00
City Planner	0.00	0.10	0.10	0.10
Senior Planner	0.07	0.00	0.00	0.00
Building & Safety Supervisor	0.80	1.00	1.00	1.00
Associate Planner	0.25	0.00	0.00	0.00
Assistant Planner (Housing)	0.00	0.10	0.10	0.10
Assistant Planner	0.00	0.20	0.20	0.25
Community Development Secretary	0.45	0.50	0.50	0.50
Total	1.64	2.08	2.08	1.95
APPROPRIATIONS				
Personnel Services	\$ 174,437	\$ 219,749	\$ 219,749	\$186,986
Operating Expenses	22,600	21,174	21,174	17,630
Capital Outlay	0	0	0	0
Equipment Replacement Charge	14,500	14,500	14,500	15,200
Total	\$ 211,537	\$ 255,423	\$ 255,423	\$ 219,816

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011-2012

COMMUNITY DEVELOPMENT DEPARTMENT						DIVISION NO.		
Building and Safety						140		
SOURCE OF FUNDS								
0000 General Funds	\$	21,537	\$	63,423	\$	63,423	\$	42,816
3320 Construction Permits	\$	190,000	\$	152,000	\$	152,000	\$	152,000
XXXX Inspection Upon Resale	\$	-	\$	5,000	\$	5,000	\$	5,000
XXXX Multi-Family Inspection	\$	-	\$	35,000	\$	35,000	\$	20,000
XXXX AIMS Maintenance	\$	-	\$	-	\$	-	\$	15,200
Total	\$	211,537	\$	215,423	\$	215,423	\$	235,016
4100		PERSONNEL SERVICES					\$186,986	
4101	Salaries and benefits				\$	186,986		
4200		OPERATING EXPENSES					\$17,630	
4220	Monthly service for Building and Safety Supervisor cell phone usage.				\$540			
4270	Professional Services to pay for consulting services to address building code and zoning code related issues as well as for city prosecutor services for abatement of life and safety issues associated with building and zoning code violations.				\$15,000			
4300	Department Supplies: Purchase of printing supplies, technical literature including building code updates, tape measures, software, informational brochures, and other supplies for the day-to-day operational requirements.				\$1,300			
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			
4365	Tuition reimbursement for City Planner to increase education in order to enhance service delivery to residents.				\$0			
4370	Meetings and travel limited to building and safety personnel to attend mandatory meetings at local/regional International Code Council (ICC) and at California Building Officials (CALBO) meetings necessary in order to meet continuing education to maintain current building official licenses. At \$15.00 per monthly meeting for 6 months.				\$90			
4380	Annual membership dues to ICC- Los Angeles Basin Chapter @ \$100 and ICC Annual membership @ \$100.				\$200			
4390	Mileage for staff's attendance at required trainings, seminars, and/or workshops to retain current licensing.				\$0			

<p align="center">CITY OF SAN FERNANDO ADOPTED BUDGET FY 2011-2012</p>

COMMUNITY DEVELOPMENT DEPARTMENT	DIVISION NO.
Building and Safety	140

4500	CAPITAL EXPENSES		
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4500			\$0
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4941	EQUIPMENT MAINTENANCE/REPLACEMENT CHARGE		\$15,200
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4941	Partial cost of new activity information management system-AIMS to integrate planning, code enforcement and building data files as well as purchasing support hardware and software for system implementation @ 14,500: 1. AIMS Maintenance \$7,500; 2. ESRI-GIS Mapping Software \$1,500; 3. GIS Mapping Hardware/Terminal \$5,000; 4. Adobe CS Suite Software \$500.	\$15,200	
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TOTAL			\$219,816
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CITY OF SAN FERNANDO**ADOPTED BUDGET****FY 2011-2012****COMMUNITY DEVELOPMENT DEPARTMENT
Planning/Administration****DIVISION NO.
150****NARRATIVE**

The Community Development Department also 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 2010-2011, the department's staff processed 20 site plan review applications and prepared 49 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 2010-2015 Redevelopment and Housing Implementation Plan, the 2010 Plan Amendments, the proposed 2011 Plan Amendments, the city's historic preservation ordinance consistent with the adopted historic preservation element, and the implementation of the city's adopted design guidelines for residential, commercial and industrial projects.

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

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

CITY OF SAN FERNANDO ADOPTED BUDGET FY 2011-2012				
COMMUNITY DEVELOPMENT DEPARTMENT Planning/Administration				DIVISION NO. 150
APPROPRIATIONS	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$ 89,153	\$ 112,686	\$ 112,686	\$ 84,299
Operating Expenses	72,075	52,780	52,780	55,380
Capital Outlay	10,250	0	0	0
Equipment Replacement Charge	0	10,250	10,250	9,000
Total	\$ 171,478	\$ 175,716	\$ 175,716	\$ 148,679
SOURCE OF FUNDS				
0000 General Funds	\$ 91,478	\$ 73,716	\$ 73,716	58,679
3325 Commercial and Home Occupancy	0	22000		22,000
3330 Planning Review	0	6000		10,000
3390 Banner and Sign Permits	0	10000		10,000
3425 Code Enforcement Citations	56,234	0	-	0
3705 Planning & Zoning Fees	92,815	64,000	64,000	48,000
XXXX AIMS Maintenance	0	0	-	9,000
Transfers from other Funds	0	0	0	0
Total	\$ 240,527	\$ 175,716	\$ 137,716	\$ 157,679
4100	PERSONNEL SERVICES			\$ 84,299
4101	Salaries and benefits		\$ 79,799	
4105	Overtime		\$1,500	
4111	Commission Reimbursement: Planning and Preservation (12 mtgs. @ \$50 per commissioner)		\$3,000	
4200	OPERATING EXPENSES			\$55,380
4220	Cell phone for City Planner @ 75.00 per month.		\$900	
4230	Public hearing legal advertisement, community workshop notices, and community outreach documents.		\$9,000	
4270	Professional Services for design review, development standards modifications @ \$500 per review (4 times per year). Professional services for environmental impact assessment (e.g., mitigated negative declaration, parking analysis, etc.) @ \$2,000 (two projects in FY 11/12). Partial payment of consultant to assist planning staff in the preparation of the upcoming general plan update @ \$15,000. Outreach to property owners/landlords of multi-family housing units; flyer development and distribution @ \$500 twice per year. Pet spay and neuter voucher program @ \$1000 (average 5 vouchers per month) and annual Low Cost Vaccination Clinic @ \$1000.		\$24,000	
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 Rehabilitation Project Phase II (ancillary building development).		\$15,000	

CITY OF SAN FERNANDO ADOPTED BUDGET FY 2011-2012			
COMMUNITY DEVELOPMENT DEPARTMENT Planning/Administration			DIVISION NO. 150
4280	Overnight mailing costs to County, State, and Federal Agencies; mailings to project applicants @ \$40.00 per month.	\$480	
4300	Purchase of printing supplies, technical literature including code updates, business cards, informational brochures, and computer hardware and software.	\$5,000	
4365	Tuition reimbursement for City Planner to increase education in order to enhance service delivery to residents.	\$0	
4380	Professional memberships for City 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		\$9,000
4941	Partial cost of new activity information management system-AIMS to integrate planning, code enforcement and building data files as well as purchasing support hardware and software for system implementation @ \$9,000: 1. AIMS Maintenance \$3,000; 2. ESRI-GIS Mapping Software \$1,500; 3. GIS Mapping Hardware \$4,000; 4. Adobe CS Suite Software \$500.	\$9,000	
TOTAL		\$	148,679

PUBLIC SAFETY

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

POLICE DEPARTMENT
EXECUTIVE SUMMARY

NARRATIVE

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

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

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

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

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

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

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

POLICE DEPARTMENT
EXECUTIVE SUMMARY

PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	0.00	0.00	0.00	0.00	0.00
Police Lieutenant (active)	3.00	3.00	3.00	3.00	2.00
Police Lieutenant (unfunded)	0.00	0.00	0.00	0.00	1.00
Police Sergeant (active)	6.00	7.00	6.00	6.00	5.00
Police Sergeant (unfunded)	0.00	0.00	0.00	0.00	1.00
Police Detective	5.00	4.00	4.00	4.00	4.00
Field Training Officers	4.00	4.00	4.00	4.00	4.00
Park Safety Coordinator	0.00	0.00	0.00	0.00	0.00
Police Officer	18.00	18.00	18.00	18.00	18.00
Sworn (active)	37.00	37.00	36.00	36.00	34.00
Police Service Representative Supervisor	1.00	1.00	1.00	1.00	0.00
Police Service Representative	6.00	6.00	6.00	6.00	6.00
Community Service Officer (FTE)	5.50	4.00	4.00	4.00	4.00
Records Supervisor	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	0.50	0.00	1.00	1.00	2.00
Property Control Officer	1.00	1.00	1.00	1.00	1.00
Secretary to the Chief / Police Office Specialist	2.00	2.00	2.00	2.00	2.00
Police Junior Cadet (FTE)	1.00	1.00	1.00	1.00	1.00
Crossing Guard (FTE)	2.33	2.33	2.33	2.33	2.33
Community Preservation Supervisor	0.00	1.00	1.00	1.00	1.00
Community Preservation Officer (FTE)	0.00	2.75	2.75	2.75	2.75
Park Patrol/Park Ranger (FTE)	2.00	0.00	0.00	0.00	0.00
Non-Sworn	22.33	22.08	23.08	23.08	23.08
Total	59.33	59.08	59.08	59.08	57.08

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

POLICE DEPARTMENT
EXECUTIVE SUMMARY

APPROPRIATIONS	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$ 6,374,392	\$ 5,923,210	\$ 6,320,824	\$ 5,923,210	\$5,297,289
Operating Expenses	619,977	603,411	544,265	603,411	597,557
Capital Outlay	0	0	0	0	0
Transfers	134,942	152,842	0	152,842	0
Total General Fund	\$ 7,129,311	\$ 6,679,463	\$ 6,865,089	\$ 6,679,463	\$ 5,894,846
Support Services-222	\$ 1,397,802	\$ 1,363,742	\$ 1,372,854	\$ 1,297,354	\$971,223
Detective Division-224	960,676	831,898	835,867	908,017	791,771
Patrol Division-225	4,275,904	4,125,538	3,922,480	4,008,316	3,356,013
Reserve Division-226 (0225)	33,666	17,744	28,000	28,000	28,000
Park Ranger-227	70,394	0	0	0	0
Community Service Program-230	390,548	309,763	297,175	277,175	299,318
Community Preservation-152	0	115,759	408,713	115,759	438,521
Emergency Services-250	321	0	0	0	10,000
Subtotal General Fund	\$ 7,129,311	\$ 6,764,444	\$ 6,865,089	\$ 6,634,621	\$ 5,894,846
Fund 02: SLESF	20,819	100,000	100,000	100,000	100,000
Fund 10: Grants	224,814	0	210,644	210,644	0
Fund 20: State Asset Forfeiture	0	0	0	0	0
Fund 21: Federal Asset Forfeiture	0	0	0	0	0
Subtotal Other Funds	\$ 245,633	\$ 100,000	\$ 310,644	\$ 310,644	\$ 100,000
Total	\$ 7,374,944	\$ 6,864,444	\$ 7,175,733	\$ 6,945,265	\$ 5,994,846
SOURCE OF FUNDS					
01 General Funds	\$ 7,129,311	\$ 6,764,444	\$ 6,865,089	\$ 6,634,621	\$ 5,894,846
Fund 02: SLESF	20,819	100,000	100,000	100,000	100,000
Fund 10: Grants	224,814	0	210,644	210,644	0
Fund 20: State Asset Forfeiture	0	0	0	0	0
Fund 21: Federal Asset Forfeiture	0	0	0	0	0
CDBG (26-155)	0	0	44,201	44,201	0
Water Administration - 70-381	0	0	15,000	15,000	15,000
Utility Billing - 70-382	0	0	15,000	15,000	15,000
Sewer Maintenance - 73-350	0	0	15,000	15,000	15,000
Total	\$ 7,374,944	\$ 6,864,444	\$ 7,264,934	\$ 7,034,466	\$ 6,039,846

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

POLICE DEPARTMENT
EXECUTIVE SUMMARY

SOURCE OF FUNDS		ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
	General Funds	\$ 5,569,442	\$ 4,955,380	\$ 5,090,985	\$ 5,155,681	\$ 4,024,461
20	State Asset	0	0	0	0	0
	Seizure Transfer					
20-3875	PropertyRoom.Com	500	500	500	500	500
21	Federal Asset	0	0	0	0	0
	Seizure Transfer					
3232	Vehicle Tow	76,000	95,000	95,000	66,500	66,000
	Franchise Fee					
3415	Vehicle	500	500	500	900	1,000
	Repossession					
3420	General Court Fines	38,000	38,000	38,000	18,000	12,000
3425	Code Enforcement	56,234	158,616	300,000	185,000	250,000
	Citations					
3430	Parking Citations	1,039,386	842,358	950,000	830,000	850,000
3436	Weed Abatement	0	0	10,000	3,000	10,000
3655	POST.	5,014	4,088	4,500	4,500	4,500
	Reimbursements					
3688	Corrections Training	5,885	5,885	5,885	5,885	5,885
3710	Duplicating Fees	19,195	15,706	16,000	14,500	16,000
3715	Police Contract	218,595	228,308	225,000	225,000	225,000
	Services					
3720	Fingerprint Services	79,263	78,849	69,000	82,000	86,000
3725	Booking and	0	0	0	0	0
	Processing Fee					
3726	Vehicle Inspection	0	28,000	28,000	28,000	57,500
	Fees					
3780	Court Commitment	60,715	85,865	88,132	100,000	102,000
3781	Impounded Vehicles	35,000	60,000	60,000	60,000	60,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

POLICE DEPARTMENT
EXECUTIVE SUMMARY

3783	Vehicle Administrative Fee	4,020	14,820	15,000	13,000	15,000
3785	Alarm Monitoring	42,455	33,549	38,472	26,000	30,000
3910	Surplus Vehicles	0	14,000	0	0	0
13-3410	Vehicle Code Fines	124,740	141,960	135,960	160,000	160,000
3435	LA County Animal Control Licensing	0	9,060	40,000	2,000	10,000
0	LA County Coroner's Contract	0	54,000	54,000	54,000	54,000
TOTAL		\$ 7,374,944	\$ 6,864,444	\$ 7,264,934	\$ 7,034,466	\$ 6,039,846

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Fire Services	\$ 3,256,062	\$ 3,347,697	\$ 3,258,270	\$ 3,473,668	\$ 2,967,131
SOURCE OF FUNDS					
01 General Funds	\$ 3,256,062	\$ 3,347,697	\$ 3,258,270	\$ 3,473,668	\$ 2,967,131

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

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, a Support Services Sergeant who is also the Traffic/Training Coordinator, and the Office of Community Preservation which is supervised by the Community Preservation Sergeant. The Department's Community Relations programs, including Neighborhood/Business Watch, School Resource Officer Program, and Media Relations, are administered within Support Services Division.

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

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

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

The Community Preservation Sergeant coordinates all department efforts in the areas of Code Enforcement, Community Resource Management, Community Action Preservation Plan, all community policing activities through education, training and enforcement, monitors the activity and revenue generated through proactive Code Enforcement programs and develops public outreach programs to educate citizens on the various community programs available to them.

During Fiscal Year 2010-2011, administration successfully obtained state and federal grants designed to support strategic goals and improve the overall quality of life within our community. Ensuring compliance with legal mandates and training requirements was also a top priority. A revolving training account will be established for all Peace Officers Standards and Training (POST) and Standards and Training for Corrections (STC). The STC account, which is funded by the state of California, in the amount of \$5,885.00 will be distributed through this new account. POST reimbursement will be based on compliance requirements.

Through City Council direction, the Graffiti Abatement Program was initiated by the Police Department to provide a more efficient and focused coordination of the City's community preservation efforts to combat blight and improve quality of life issues.

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

DIVISION

DIVISION NO.

Police Department-Support Services

222

In FY 2011-2012, in order to maintain legal compliance with CalOSHA standards, technology industry standards and ensure officer safety, the firing range will need to be updated and repaired. Updates and repairs include lead abatement, ventilation and additional safety components.

In FY 2011-2012, the Police Department will need to re-equip all sworn public safety personnel with ballistic vests due to warranty expirations. The total cost of the ballistic vests will be \$26,500, fifty percent of which will be reimbursed by the Department of Justice Ballistic Vest Grant Program.

In FY 2011-2012, Information Technology requirements due to aging hardware and need for software programming will increase budget by \$15,000.00.

In FY 2011-2012, in order to maintain storage requirements and proper coordination of records, additional shelving will need to be purchased in the amount of \$4,200.00

Goals for Fiscal year 2011-2012 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 2010-2011 was reduced by one full time Records Specialist position that was left unfilled due to Citywide projected, General Fund revenue shortfalls and will remain unfilled for FY 2011-2012.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

DIVISION						DIVISION NO.
Police Department-Support Services						222
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED	
	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012	
Police Sergeant (unfunded)						
Chief of Police	1.00	1.00	1.00	1.00	1.00	
Police Lieutenant (active)	1.00	1.00	1.00	1.00	0.00	
Police Lieutenant (unfunded)	0.00	0.00	0.00	0.00	1.00	
Police Sergeant	1.00	2.00	1.00	1.00	1.00	
Park Safety Coordinator	0.00	0.00	0.00	0.00	0.00	
Records Supervisor	1.00	1.00	1.00	1.00	1.00	
Secretary to the Chief	1.00	1.00	1.00	1.00	1.00	
Police Records Specialist (active)	3.00	3.00	2.00	2.00	2.00	
Police Records Specialist (unfunded)	0.00	0.00	1.00	1.00	1.00	
Total	8.00	9.00	8.00	8.00	6.00	
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED	
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012	
Personnel Services	\$ 928,816	\$ 924,589	\$ 958,401	\$ 936,401	\$ 978,259	
Operating Expenses	440,186	439,153	414,453	360,953	385,845	
Capital Outlay	0	0	0	0	0	
Transfers	28,800	0	0	0	0	
Total	\$ 1,397,802	\$ 1,363,742	\$ 1,372,854	\$ 1,297,354	\$ 1,364,104	
SOURCE OF FUNDS						
	General Funds	\$ 1,306,993	\$ 1,238,198	\$ 1,258,337	\$ 1,172,469	\$ 1,235,719
3655	POST					
	Reimbursements	5,014	4,088	4,500	4,500	4,500
3688	Corrections Training	5,885	5,885	5,885	5,885	5,885
3710	Duplicating Fees	19,195	15,706	16,000	14,500	16,000
3780	Court Commitment	60,715	85,865	88,132	100,000	102,000
3910	Surplus Vehicles	0	14,000	0	0	0
0	LA County Coroner Contract	0	54,000	54,000	54,000	54,000
Total		\$ 1,397,802	\$ 1,417,742	\$ 1,426,854	\$ 1,351,354	\$ 1,418,104

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

DIVISION				DIVISION NO.
Police Department-Support Services				222
Supporting Information				
4100	PERSONNEL SERVICES			\$585,378
4101	Salaries and Benefits for Full-Time Employees.		\$550,559	
4105	Overtime: Regular		\$24,839	
4109	Overtime: Contract Duty		\$9,980	
4200	OPERATING EXPENSES			\$385,845
4210	Utilities.		\$65,000	
4220	Telephone/ MDT wireless.		\$60,000	
4260	Contract Services: Radio Service Agreement, Copier Machine Service Agreement, Computer Maintenance Services, Los Angeles County Booking Fees, Background Checks and Related Fees, Courier Service, Alarm Monitoring, Lexipol Maintenance, and 911 Services Agreement.		\$130,000	
4300	Department Supplies: Office Supplies, Safety Equipment, Ammunition, Copier Supplies, Photographic and Evidence Supplies. Vests, IT Computers and Shelving		\$100,450	
4320	Equipment Maintenance: Equipment not Covered by Service Agreements. Range repair		\$27,000	
4360	Continuing Professional Training.		\$2,000	
4365	Tuition Reimbursement.		\$0	
4380	Membership Dues: Conference Attendance; CLEARS, NEATO, NAPA, and IALEP.		\$1,395	
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 2012-2013			
TOTAL				\$971,223

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

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 Commander manages criminal investigations, property and evidence control, the Bureau of Enforcement and Resources (BEAR) Unit operations, subpoena control, warrant services, narcotic and gang enforcement, sex registration and parole compliance, and serves as the liaison to the presiding judge and other management level employees at the courthouse. The Division assists the public through advocacy programs and referrals to counseling centers, as well as, with releases for impounded and recovered vehicles.

Goals and objectives for FY 2010-2011 were to bring the Detective Division to a full complement of four working case load detectives, continue with the successful implementation of the BEAR Unit, which has resulted in significant impact of crime reduction in the area of gangs and narcotics, as well as the recovery of illegal weapons and reduction in graffiti. We diligently strive to bring the highest degree of professional law enforcement services to the citizens and community of San Fernando. Use of Specialist Reserve Officers have been a significant benefit in the area of subpoena service and criminal investigations.

Goals and objectives for Fiscal Year 2011-2012 will be to continue parole, probation and sex registrant 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 2011-2012 will require \$30,000 that was funded by SLESF (Fund No. 2).

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Police Captain	0.00	0.00	0.00	0.00	0.00
Police Lieutenant	1.00	1.00	1.00	1.00	1.00
Police Detective	5.00	4.00	4.00	4.00	4.00
Property Control Officer	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
Total	8.00	7.00	7.00	7.00	7.00
APPROPRIATIONS					
Personnel Services	\$ 913,996	\$ 815,638	\$ 818,667	\$ 891,717	\$ 773,421
Operating Expenses	36,930	16,260	18,300	16,300	18,350
Capital Outlay	0	0	0	0	0
Transfers	9,750	0	0	0	0
Total	\$ 960,676	\$ 831,898	\$ 836,967	\$ 908,017	\$ 791,771

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

DIVISION										DIVISION NO.	
Police Department-Detective Division										224	
SOURCE OF FUNDS											
	General Funds	\$	959,676	\$	830,898	\$	835,467	\$	906,617	\$	790,271
3415	Vehicle		500		500		1,000		900		1,000
20-3875	Repossession Fee PropertyRoom.Com		500		500		500		500		500
	Total	\$	960,676	\$	831,898	\$	836,967	\$	908,017	\$	791,771
Supporting Information											
4100		PERSONNEL SERVICES								\$773,421	
4100	Salary and Benefits for Full-Time Employees. Based upon contractual obligations.						\$732,783				
4105	Overtime: Regular						\$5,000				
4109	Overtime: Contract Duty						\$35,638				
4200		OPERATING EXPENSES								\$18,350	
4270	Professional Services: Latent Fingerprint Comparisons; Special Evidence Fund; DNA Analysis; Sexual Assault Examinations, Detective Investigative Fund. RTIIS						\$16,500				
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 Assoc., California Narcotics Officers Assoc.						\$500				
4500		CAPITAL EQUIPMENT								\$0	
4941		TRANSFERS								\$0	
							\$0				
TOTAL										\$791,771	

CITY OF SAN FERNANDO**ADOPTED BUDGET****FY 2011 - 2012****DIVISION****Police Department-Patrol****DIVISION NO.****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 manages deployment of all field personnel which includes civilian and sworn personnel, mid-line field supervisors, the Communications Division, the Reserve Officer Program, the Community Service Officers, serves as Incident Commander for all critical incidents and scheduling, as well as Jail Operations, Cadet Program, and Crossing Guard programs although some of these units are independently budgeted for accounting purposes.

During Fiscal Year 2010-2011, 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 Units continue to have high visibility and focused impact on quality of life issues related to traffic enforcement concerning our residents. Continued utilization of radar trailers and handheld radar/lasers rounded out this effort.

Fiscal Year 2011-2012 will see the continued Departmental effort toward obtaining grant funds from the State of California Office of Traffic Safety, which will continue to enhance traffic safety efforts with regular Driving Under the Influence checkpoints and saturation patrols. The Department will continue to research and obtain funding opportunities that will increase efficiency by implementing the Virtual Patrol Program which includes multiple vantage camera positions, the ability to electronically issue traffic citations and better increased patrol functions through increased information sharing.

The Patrol Division regular overtime will require \$160,000 that was previously funded by the SLESF (Fund No.2) for FY 2011-2012. One vacant police officer position will continue to be unfilled, the Cops Hiring and Recovery Program (CHRP) Grant will pay for the salary and benefits for two officers for the third year of a three year grant and the Safe School Initiative (SSI) Grant will pay for the salary and benefits for one officer for the second year and a portion of the third year of a three year grant.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

DIVISION					DIVISION NO.
Police Department-Patrol					225
PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Police Lieutenant	1.00	1.00	1.00	1.00	1.00
Police Sergeant (active)	5.00	5.00	5.00	5.00	4.00
Police Sergeant (unfunded)	0.00	0.00	0.00	0.00	1.00
Field Training Officer	4.00	4.00	4.00	4.00	4.00
Police Officers	18.00	18.00	18.00	18.00	18.00
Police Service Rep. Supervisor (active)	1.00	1.00	1.00	1.00	0.00
Police Service Rep. Supervisor (unfunded)	0.00	0.00	0.00	0.00	1.00
Police Service Representative	6.00	6.00	6.00	6.00	6.00
Police Sergeant (unfunded)	1.00	1.00	1.00	1.00	1.00
Crossing Guard (FTE)	2.33	2.33	2.33	2.33	2.33
Total (active)	38.33	38.33	38.33	38.33	36.33

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011 - 2012

DIVISION	DIVISION NO.
Police Department-Patrol	225

APPROPRIATIONS	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$ 4,093,619	\$ 4,053,949	\$ 3,840,930	\$ 3,945,530	\$ 3,300,513
Operating Expenses	103,912	71,589	81,550	62,786	55,500
Capital Outlay	0	0	0	0	0
Transfers	78,373	0	0	0	0
Total	\$ 4,275,904	\$ 4,125,538	\$ 3,922,480	\$ 4,008,316	\$ 3,356,013

SOURCE OF FUNDS						
	General Funds	\$ 3,657,831	\$ 3,407,052	\$ 3,205,814	\$ 3,329,816	\$ 3,356,444
20	State Asset Seizure Transfer	0	0	0	0	0
21	Federal Asset Seizure Transfer	0	0	0	0	0
3232	Vehicle Tow	76,000	95,000	95,000	66,500	66,000
	Franchise fee					
3420	General Court Fines	38,000	38,000	38,000	18,000	12,000
3715	Police Contract Services	218,595	228,308	228,308	225,000	225,000
3720	Fingerprint Services	79,263	78,849	78,849	82,000	86,000
3725	Booking and Processing Fee	0	0	0	0	0
3726	Vehicle Inspection Fee	0	28,000	28,000	28,000	57,500
3781	Impounded Vehicles	35,000	60,000	60,000	60,000	60,000
3783	Vehicle Administrative Fee	4,020	14,820	13,000	13,000	15,000
3785	Alarm Monitoring	42,455	33,549	33,549	26,000	30,000
13-3410	Vehicle Code Fines	124,740	141,960	141,960	160,000	160,000
	Total	\$ 4,275,904	\$ 4,125,538	\$ 3,922,480	\$ 4,008,316	\$ 4,067,944

Supporting Information

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

DIVISION		DIVISION NO.	
Police Department-Patrol		225	
4100	PERSONNEL SERVICES	\$3,300,513	
4101	Salaries and Benefits for all Full-time Patrol Personnel. Based upon contractual obligations. (Reduced by \$210,644 for CHRP Grant)	\$3,005,690	
4103	Salaries and Benefits for all Part-time Patrol Personnel	\$55,154	
4105	Overtime: Regular	\$50,000	
4107	Overtime: Court	\$45,000	
4109	Overtime: Contract Duty	\$144,669	
4200	OPERATING EXPENSES	\$55,500	
4270	K-9: Professional Services; Veterinarian, Training Certification.	\$5,000	
4350	Care of Persons: Prisoner Food, Medical Care, and Supplies.	\$44,900	
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 2012-2013		
TOTAL		\$3,356,013	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

DIVISION	DIVISION NO.
Police Department-Police Reserves/Explorers	226

NARRATIVE

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

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

The goals of the Reserve/Explorer Division for Fiscal Year 2011-2012 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.

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Reserve Police Officer	25.00	25.00	20	20	20
Police Explorer	30.00	30.00	30.00	30.00	30.00
Police Volunteers	15.00	15.00	10	10	10
Total	70.00	70.00	60.00	60.00	60.00

APPROPRIATIONS

Operating Expenses	\$	33,666	\$	17,744	\$	28,000	\$	28,000	\$	28,000
Total	\$	33,666	\$	17,744	\$	28,000	\$	28,000	\$	28,000

SOURCE OF FUNDS

Police Sergeant (unfunded)	\$	33,666	\$	17,744	\$	28,000	\$	28,000	\$	28,000
Total	\$	33,666	\$	17,744	\$	28,000	\$	28,000	\$	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 2011 - 2012

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 2011-2012 due to Citywide, projected, General Fund revenue shortfalls.

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Park Ranger (FTE)	2.00	0.00	0.00	0.00	0.00
Total	2.00	0.00	0.00	0.00	0.00

APPROPRIATIONS

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

SOURCE OF FUNDS

General Funds	\$ 70,394	\$ -	\$ -	\$ -	\$ -
Police Sergeant					
Total	\$ 70,394	\$ -	\$ -	\$ -	\$ -

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 2012-2013	
TOTAL		\$0

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

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, grant funded operations, with contract duties, in addition to their parking control activities. Community Service Officers round out the services of the Department helping to keep traffic flowing, streets safe and free from unsightly abandoned or inoperable vehicles.

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

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Community Service Officer	4.00	4.00	4.00	4.00	4.00
Community Service Officer (FTE)	1.50	0.00	0.00	0.00	0.00
Records Clerk (FTE)	0.50	0.00	0.00	0.00	0.00
Total	6.00	4.00	4.00	4.00	4.00

APPROPRIATIONS

Personnel Services	\$ 371,457	\$ 299,850	\$ 294,113	\$ 274,113	\$296,256
Operating Expenses	4,162	600	3,062	3,062	3,062
Capital Outlay	0	0	0	0	0
Transfers	14,929	0	0	0	0
Police Sergeant Total	\$ 390,548	\$ 300,450	\$ 297,175	\$ 277,175	\$ 299,318

SOURCE OF FUNDS

3430	Parking Citations	\$ 1,093,000	\$ 1,100,000	\$ 1,000,000	\$ 840,000	\$ 840,000
	Total	\$ 1,093,000	\$ 1,100,000	\$ 1,000,000	\$ 840,000	\$ 840,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

DIVISION			DIVISION NO.
Police Department-Community Service Program			230
Supporting Information			
4100	PERSONNEL SERVICES	\$296,256	
4100	Reflects Full-Time Salaries	\$296,256	0
4103	Reflects Part-Time Salaries	\$0	
4111	Hearing Officer Reimbursement	\$0	
4200	OPERATING EXPENSES	\$3,062	\$3,062
4325	Uniform Allowance	\$3,062	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 2012-2013.	\$0	
TOTAL			\$299,318

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011 - 2012

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 2011-2012 was left unfunded due to Citywide, projected, General Fund revenue shortfalls.

In Fiscal Year 2011-2012, there will be a required renewal and update of the City's five year Hazard Mitigation/Emergency Operations Plan as required by FEMA and CalEMA. The current plan is due to expire in 2012. Completion of this project will be done through a consultant.

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Emergency Services Coordinator	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00

APPROPRIATIONS

Personnel Services	\$	-	\$	-	\$	-	\$	-
Operating Expenses		321		-		-		\$10,000
Capital Outlay		0		-		-		-
Total		321	\$	-	\$	-	\$	10,000

SOURCE OF FUNDS

Police Sergeant (unfunded)	\$	321	\$	-	\$	-	\$	10,000
Total	\$	321	\$	-	\$	-	\$	10,000

Supporting Information

4200	OPERATING EXPENSES	\$10,000
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4260	Contractual Services - Hazardous Mitigation		\$10,000	
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
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TOTAL	\$10,000
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**CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012**

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. This division is supervised by a Police Sergeant, who is currently funded through Patrol funds for accounting purposes.

In Fiscal Year 2011-2012, the Graffiti Abatement Program will be fully implemented. For long term sustainability, despite generous community sponsorship, general funds will be required to maintain this program.

PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Community Preservation Supervisor	0.00	1.00	0.85	0.85	0.00
Community Preservation Officer	1.00	0.00	0.00	0.00	1.00
Community Preservation Officer (2)	1.00	1.00	0.82	0.82	1.00
Community Preservation Officer (3)	1.00	1.00	0.82	0.82	1.00
Community Preservation Officer P/T	1.00	2.00	0.75	0.75	0.75
Graffiti P/T (2 FTE)			0.00	0.00	1.00
Total	4.00	5.00	3.24	3.24	4.75

APPROPRIATIONS	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$ -	\$ 55,180	\$ 316,535	\$ 235,035	\$ 341,721
Operating Expenses	0	5,046	92,178	86,178	96,800
Police Sergeant (unfunded)	0	10,250	-	-	0
Total	\$ -	\$ 70,476	\$ 408,713	\$ 321,213	\$ 438,521

SOURCE OF FUNDS

Code Enforcement Citations	\$ 56,234	\$ 158,616	\$ 300,000	\$ 185,000	\$ 250,000
Weed Abatement Program	\$ -	\$ -	\$ 10,000	\$ 3,000	\$ 10,000
General Fund Total	\$ (56,234)	\$ (88,140)	\$ 98,713	\$ 133,213	\$ 178,521
Total	\$ -	\$ 70,476	\$ 408,713	\$ 321,213	\$ 438,521

4100	PERSONNEL SERVICES	\$ 341,721
4101	Full time salaries and benefits	\$ 246,275
4103	Part time salaries: P/T Community Preservation	\$ 47,633
	Part time salaries: P/T Graffiti Abatement	\$ 37,813
4105	Overtime	\$0
0347-4105	Weed Abatement: Annual Weed Abatement Program	\$10,000
4200	OPERATING EXPENSES	\$0 \$96,800

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

POLICE DEPARTMENT

DIVISION NO.

COMMUNITY PRESERVATION

152

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.	\$0	
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 enforcement services (grand total of \$86,378).	\$60,000	
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 four part-time personnel). Business cards @ \$30.00 per person (five officers). Supplies and Equipment for Graffiti Abatement \$35,000	\$36,500	
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	
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	

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

**POLICE DEPARTMENT
COMMUNITY PRESERVATION**

**DIVISION NO.
152**

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 2012-2013	
TOTAL		\$438,521

PUBLIC WORKS

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

PUBLIC WORKS DEPARTMENT

EXECUTIVE SUMMARY

Departmental Mission Statement:

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

NARRATIVE - GENERAL FUND

310 Administration

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

311 Street Maintenance

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

312 Graffiti Removal

The Graffiti Removal Division is responsible for the removal of graffiti from City facilities, parkways and streetscapes. The Division may also provide limited removal of graffiti on private and commercial businesses upon issuance of court order, warrant, or upon declaration of a nuisance by the Community Development Director. Beginning in Fiscal Year 2011-2012 graffiti removal services is assigned to the Police Department and closely coordinated with Code Enforcement activities. Removal will be performed using part time staff. Graffiti removal activities will be funded under General Fund account 01-152 at a sufficient amount to ensure removal services of at least 40 hours per week. Public Works continues to perform graffiti removal at water sites, and at interior of City facilities. Responsibility for all other graffiti removal on public right of way and private property is transitioned to the Police Department by September 2011. A small amount of funds will remain in account 01-312 in Fiscal Year 2011-2012 for Public Works staffing to assist the Police Department with graffiti removal and training of new part time staff.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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 currently paid from State Gas Tax Fund 11.

346 Street Trees and Parkways

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

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

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. Direct charge of materials to special funds, and transfers from State Gas Tax Fund 11 makes this division a net zero impact on the General Fund.

371 Traffic Signals

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

390 Facilities Management

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

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

**PUBLIC WORKS DEPARTMENT
EXECUTIVE SUMMARY**

NARRATIVE - ENTERPRISE FUND

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

70-381 Water Administration

70-382 Utility Billing

70-383 Water Distribution

72-360 Sewer Maintenance Services

73-350 Refuse and Environmental Services

70-381, 382, 383, 384 Water Operations

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

72-360 Sewer Maintenance

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

73-350 Refuse / Environmental

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

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

**PUBLIC WORKS DEPARTMENT
EXECUTIVE SUMMARY**

NARRATIVE - SPECIAL FUNDS

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

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

Special Funds used by Public Works in Fiscal Year 2011-2012:

Fund 7, Proposition A - Transportation Sales Tax

Fund 8, Proposition C

Fund 10, Grant Fund

Fund 11, State Gas Tax Fund

Fund 12, Measure R Fund

Fund 13, Traffic Safety

Fund 15, Local Transportation

Fund 16, Air Quality Management District

Fund 27, Street Lighting Fund

Fund 27, Street Lighting Fund

Fund 29, Parking M&O - Off Street

Fund 50, Pavement Management

CITY OF SAN FERNANDO				
ADOPTED BUDGET				
FY 2011-2012				
PUBLIC WORKS DEPARTMENT				
EXECUTIVE SUMMARY				
PERSONNEL	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Public Works Dir.	1.00	1.00	1.00	1.00
City Engineer	1.00	1.00	0.00	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	1.00	1.00
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	9.00	9.00	9.00
Assistant Planner	0.20	0.20	0.10	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	1.00
Sr. Account Clerk	1.00	1.00	1.00	0.50
Total	46.70	42.40	40.30	39.30

CITY OF SAN FERNANDO								
ADOPTED BUDGET								
FY 2011-2012								
PUBLIC WORKS DEPARTMENT								
EXECUTIVE SUMMARY								
	ACTUAL		BUDGETED		ESTIMATED		ADOPTED	
APPROPRIATIONS	2009-2010		2010-2011		2010-2011		2011-2012	
General Funds								
310-Engineering and Admin.	\$	156,716	\$	175,325	\$	176,860	\$	121,632
311-Street Maintenance		41,767		50,390		50,858		47,935
312-Graffiti Removal		61,118		76,051		53,733		7,109
320-Vehicle Maintenance		502,853		433,532		376,472		426,116
341-Mall Maintenance		113,318		105,000		60,532		97,504
343 - Street Sweeping		123,719		121,200		121,200		121,200
346-Street Trees & Parkways		103,927		108,779		95,577		105,471
370-Traffic Safety		76,119		47,409		39,645		40,156
371-Traffic Signals		143,058		131,780		111,394		104,350
390-Facilities Management		1,036,234		880,444		772,503		823,370
General Fund Total	\$	2,358,829	\$	2,129,910	\$	1,858,774	\$	1,894,843

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Public Works Engineering and Administration	310

PERSONNEL	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Public Works Director	0.15	0.10	0.00	0.05
City Engineer	0.15	0.00	0.00	0.00
Senior Management Analyst	0.15	0.00	0.00	0.00
Operations Manager	0.15	0.08	0.00	0.05
Administrative Analyst	0.00	0.10	0.10	0.08
Civil Engineering Assistant II	0.20	0.10	0.10	0.20
P.W. Admin Coordinator	0.15	0.05	0.05	0.00
P.W. Office Specialist	0.20	0.20	0.05	0.00
Office Specialist	0.00	0.05	0.20	0.20
Total	1.15	0.68	0.50	0.58

APPROPRIATIONS	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$86,650	\$73,410	\$86,904	\$61,518
Operating Expenses	\$64,066	\$92,915	\$36,611	\$54,614
Capital Outlay	\$6,000	\$9,000	\$6,000	\$5,500
Total	\$156,716	\$175,325	\$129,515	\$121,632

SOURCE OF FUNDS				
01-3730 Eng & Insp. Fees	\$40,970	\$31,000	\$9,800	\$12,000
Gas Tax (Fund 11)Transfer- <i>HUTA - Sect. 2107.5</i>	\$6,000	\$6,000	\$6,000	\$6,000
General Fund	\$109,747	\$138,325	\$113,715	\$103,632
Total	\$156,716	\$175,325	\$129,515	\$121,632

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Public Works Engineering and Administration	310

PERSONNEL SERVICES	\$61,518
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4101	Personnel Costs - Labor costs reflect engineering labor costs charged to grant funded projects & engineering labor costs subsidized by gas tax allocation.	\$57,918	
4105	Overtime - charged directly to projects	\$0	
4111	Commission Reimbursement Traffic & Safety (12 mtgs @ \$50 X 5) \$3,000 Tree (12 meetings @ \$50 x 1) \$600	\$3,600	

OPERATING EXPENSES	\$54,614
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4210	Utilities for City Hall; expense moved to 01-390 Facilities for FY 12		
4220	Cell Phones/ PDA's	\$2,300	
4260	Contractual Services Misc. Contractual Services \$17,500	\$17,500	
4270	Professional Services Engineering Services; also refer to \$15,000 Funds 10, 11, 12, 70, 72 Parking in lieu study, estimated cost \$0 \$5,000, see Fund 29 LA County MTA Board Annual fee \$1,394 Arborist (\$500 per month avg) \$6,000 AM1690 radio station maintenance - \$1,400 assumes 4 service calls @\$350/ea	\$23,794	
4300	Department Supplies Office Supplies \$7,000	\$7,000	
4310	Equipment & Supplies Uniforms/safety gear \$250	\$250	
4320	Department Equipment Maintenance	\$500	
4360	Personnel Training	\$1,500	
4365	Tuition Reimbursements	\$0	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Public Works Engineering and Administration			310
4370	Meetings Memberships & Travel APWA dues/ mtg travel for: Streets workshop 3@145/ea. \$435 PW management, 4@\$145/ea. \$580	\$0	
4380	Subscriptions / Dues & Memberships	\$270	
4390	Vehicle Allowance & Mileage \$1,000	\$1,000	
4430	Activities & Programs Outreach & Community Events \$500	\$500	
CAPITAL EXPENSES			\$5,500
4500	Capital Equipment Edgesoft Maintenance \$3,000 Total cost of maintenance agreement FY 11/12 to FY 14/15 is \$36,000. Public Works cost allocation = \$12,000 split over 01-310 and Funds 70, 72 and 73 GIS License \$2,500	\$5,500	
TOTAL			\$121,632

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Street Maintenance	311

NARRATIVE

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

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

FY 2007-2008: The 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 filled and 30 emergency tree removals completed.

FY 2008-2009: The Street Maintenance Division continued to focus efforts on sidewalk repairs, proactive pothole filling, trench repairs and curb ramp installations. Sidewalk grinding was expanded to provide sidewalk repairs while reducing costs. The Division 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 continued sidewalk repairs, proactive sidewalk inspections, pothole filling and street trench repairs, installation of 10 curb ramps and traffic control set up for movie shoots and events. In order to reduce General Fund costs, street and sidewalk materials were charged to Funds 13 and 50 in FY 2010-2011. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 made the Street Maintenance Division a net zero impact on the General Fund.

FY 2011-2012: The Street Maintenance Division will continue proactive sidewalk inspections and repairs, pothole filling, curb ramp installation and traffic control for movie shoots and events. Street and sidewalk materials are charged to Funds 13 and 50, as well as purchase of tools, equipment maintenance and capital equipment purchase. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 makes the Division a net zero impact on the General Fund.

CITY OF SAN FERNANDO ADOPTED BUDGET FY 2011-2012				
DIVISION			DIVISION NO.	
Street Maintenance			311	
PERSONNEL	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Public Works Director	0.05	0.00	0.00	0.00
City Engineer	0.05	0.00	0.00	0.00
Operations Manager	0.10	0.00	0.00	0.00
PW Administrative Analyst	0.00	0.00	0.00	0.00
PW Office Specialist	0.05	0.00	0.00	0.00
Civil Engineering Asst. II	0.20	0.10	0.10	0.00
P.W. Superintendent	0.05	0.00	0.00	0.00
P.W. Maintenance Worker	0.05	0.10	0.00	0.10
P.W. Field Supervisor I	0.15	0.00	0.00	0.00
P.W. Field Supervisor II	0.15	0.05	0.05	0.10
Meter Technician	0.20	0.00	0.00	0.00
Senior Maintenance Worker	0.50	0.10	0.10	0.30
Total	1.55	0.35	0.25	0.50
APPROPRIATIONS	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$25,724	\$42,410	\$42,263	\$46,690
Operating Expenses	\$14,026	\$2,980	\$1,827	\$1,245
Capital Outlay	\$2,017	\$5,000	\$0	\$0
Total	\$41,767	\$50,390	\$44,090	\$47,935
SOURCE OF FUNDS				
01-3855 Pkg Mtr - Civic Ctr	\$114,667	\$0	\$94,685	\$0
Gas Tax (Fund 11)Transfer- HUTA - Sect. 2105	\$142,036	\$50,390	\$67,329	\$49,693
Total	\$256,703	\$50,390	\$162,014	\$49,693

CITY OF SAN FERNANDO ADOPTED BUDGET FY 2011-2012

DIVISION	DIVISION NO.
Street Maintenance	311

Supporting Information

PERSONNEL SERVICES			\$46,690
4101	Personnel Costs - Reflects some labor costs charged to grant funded projects, & some labor charges are subsidized by gas tax allocation. Special Project Pay - Refer to Fund 50 Inspector Pay - Refer to Fund 50 Stand-by pay (Shared with Fund 72)	\$44,026 \$0 \$0 \$1,664	\$45,690
4105	Overtime Street Maintenance emergency response only; additional OT repair costs charged to Fund 50	\$1,000	\$1,000
OPERATING EXPENSES			\$1,245
4300	Department Supplies		\$500
	Office Supplies	\$500	
0301-4300	Supplies for street & sidewalk maintenance. Refer to Funds 13, 15 and 50.	\$0	
4310	Equipment & Supplies 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 Rain and safety gear, average of \$450 per staff based on FTE assigned to -311 Division Service Volunteer gear issue, 4@\$40	 \$160 \$225 \$160	\$545
4320	Equipment Maintenance - Refer to Fund 13		\$0
4340	Small Tools - Refer to Fund 13		\$0

CITY OF SAN FERNANDO ADOPTED BUDGET FY 2011-2012

DIVISION			DIVISION NO.
Street Maintenance			311
4360	Personnel Training	\$100	
4370	Meetings, Membership & Training	\$100	
4430	Activities & Programs	\$0	
	Sidewalk repair program - Refer to Fund 15	\$0	
	Permanent street repairs - Refer to Fund 50	\$0	
CAPITAL EXPENSES			\$0
4500	Capital Equipment	\$0	
	None. Refer to Funds 13, 15 and 72.	\$0	
EQUIPMENT REPLACEMENT CHARGE			\$0
4941	Transfers:	\$0	
TOTAL			\$47,935

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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 2008-2009: The Graffiti Removal Division continued a proactive approach to remove graffiti in key graffiti "hot spots". The Division worked closely with Community Development and Police Department to implement the new anti-graffiti City ordinance approved by City Council. Budget reductions, including loss of \$25,000 in annual CDBG funding 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: Graffiti removal continued using in-house staff for removal services in response to public and staff requests, and proactive removal in graffiti "hot spots" such as parks and business districts. The Division budget was modestly increased to ensure graffiti removal efforts, combined with graffiti removal performed under the Mall Maintenance Division and Water Divisions, are performed at a minimum of 40 hours per week.

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.	
Graffiti Removal			312	
			ACTUAL	BUDGETED
PERSONNEL			2009-2010	2010-2011
			ESTIMATED	ADOPTED
			2010-2011	2011-2012
Maintenance Worker			0.25	0.70
PW Field Supervisor II			0.10	0.05
Senior Maintenance Worker			0.00	0.05
Maintenance Helper - PT			0.00	0.00
Total			0.35	0.80
			0.80	0.08
			ACTUAL	BUDGETED
APPROPRIATIONS			2009-2010	2010-2011
			ESTIMATED	ADOPTED
			2010-2011	2011-2012
Personnel Services			\$23,834	\$68,735
Operating Expenses			\$37,284	\$7,316
Capital Outlay			\$0	\$0
Total			\$61,118	\$76,051
			\$43,435	\$7,109
SOURCE OF FUNDS				
Prop C Bikeway (Fund 08)			\$15,000	\$15,000
transfer from 08-190-4901 to 01-3968			\$15,000	\$0
General Fund			\$46,118	\$61,051
Total			\$61,118	\$76,051
			\$43,435	\$7,109
PERSONNEL SERVICES				\$7,109
4101	Personnel Costs			
	Use of full time Public Works staff for graffiti removal will transition to Part Time P.D. staff by Sept. 30, 2011		\$6,109	\$6,109
4103	Graffiti removal, Part Time staff refer to account 01-152			\$0
4105	Overtime - Emergency removals			\$1,000
OPERATING EXPENSES				\$0
	Funding reallocated to 01-152		\$0	
CAPITAL EQUIPMENT				\$0
	Funding reallocated to 01-152		\$0	
TOTAL				\$7,109

CITY OF SAN FERNANDO**ADOPTED BUDGET****FY 2011-2012****DIVISION****DIVISION NO.****Equipment / Vehicle Maintenance****320****NARRATIVE**

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

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

A primary goal of this Division is the Preventive Maintenance Program (PMP), which lowers costs by identifying smaller repairs before they become larger and more expensive. This reduces emergency repairs, equipment downtime and increases fuel economy. Other responsibilities include compliance with required record keeping: 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 2010-2011: The Equipment Division continued planning a new Fleet Management Program with focus on increased cost efficiencies for operations and maintenance. The Division evaluated a vehicle leasing and maintenance program for consideration by Council in Fiscal Year 2011-2012. Plans for the CNG Station included seeking grant funding for expansion of capacity and site improvements. CNG sales increased to over 8,000 gallons per month. A transfer from Fund 11 was added for FY 2011 to cover costs of vehicle fuel & O&M for divisions 01-311, 343, 370 and 371.

FY 2011-2012: The Equipment Division will complete planning a new Fleet Management Program to achieve increased cost efficiencies by down-sizing of some vehicle sizes, and a vehicle leasing and maintenance program for consideration by Council. Development plans for the CNG Station include grant funded expansion of capacity and site improvements such as upgraded pump dispensers, and introduction of video monitor screens at the pumps. A new object code was created to track unplanned major repairs including traffic accident repairs. A transfer of \$31,163 from Fund 11 offsets costs of vehicle fuel & O&M for street related divisions 01-311, 343, 370 and 371. Additional fuel and maintenance costs are directly charged to Funds 27, 29, 70, 72 and 73 to further reduce General Fund costs.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Equipment / Vehicle Maintenance	320

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012
Equipment Supervisor	0.70	0.50	0.15	0.30
Mechanic Helper	0.65	0.55	0.15	0.30
Operations Manager	0.10	0.05	0.05	0.05
P.W. Superintendent	0.10	0.05	0.05	0.10
P.W. Office Specialist	0.00	0.15	0.15	0.10
Total	1.55	1.30	0.55	0.85

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services	\$171,481	\$132,587	\$172,352	\$89,025
Operating Expenses	\$325,274	\$291,345	\$252,800	\$319,491
Capital/Transfers	\$6,098	\$9,600	\$2,500	\$17,600
Total	\$502,853	\$433,532	\$427,652	\$426,116

SOURCE OF FUNDS

Gas Tax (Fund 11)Transfer- HUTA - Sect. 2105,2106, & 2107	\$10,402	\$10,750	\$10,155	\$31,163
01-3735-3661 CNG Fuel	\$69,482	\$55,000	\$130,000	\$132,000
General Fund	\$422,969	\$363,415	\$307,497	\$294,116
Total	\$502,853	\$429,165	\$447,652	\$426,116

PERSONNEL SERVICES	\$89,025
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4101	Salaries	\$87,275	
4105	Overtime	\$1,000	
3661-4105	Overtime for CNG Station emergency repairs	\$750	

OPERATING EXPENSES	\$35,650
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3661-4210	Utilities	\$16,200	
	CNG Station electricity use based on FY11 use.	\$16,200	
4220	Phones	\$720	
	Facilities/Equip. cell & standby phones.	\$300	
	Expense shared with 01-390		
3661-4220	CNG Station phone modem line	\$420	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Equipment / Vehicle Maintenance			320
4260	Contractual Services	\$11,230	
	Annual crane inspection, 1 truck \$250 (Additional inspections charged to Fund 27 and Fund 70)		
	DMV diesel smog certs. 5 @ \$540 \$2,700		
	Zee Medical Supplies/First Aid \$150		
	Fire Code, Calif. Title 19 - Fire Extinguisher Refills for Police Dept. and Public Works vehicles \$1,600		
4260	SMOG Certificates for all vehicles - average 20 @ \$60 \$1,200		
	CARB small equipment diesel registration, 3 @\$550 \$1,650		
	Welding tank refills avg. 2 @ \$40 each per year \$80		
	Generator annual preventative maintenance; AQMD permits \$3,600		
	PD Annual PM \$2,400		
	City Hall annual PM \$1,200		
3661-4260	C.N.G. Station Prev Maintenance \$7,500	\$7,500	
DEPARTMENT SUPPLIES			\$8,308
4300	Department Supplies	\$4,000	
	General Office Supplies \$500		
301-4300	Diagnostic scanner & tool data updates, Motor Data System annual upgrade; repair supplies. \$3,000		
	Welding tanks, 2 @ \$250 each \$500		
4310	Equipment and Supplies	\$758	
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to 320 Division; jackets issued in FY 10, next issue FY 12 \$375		
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -320 Division \$383		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Equipment / Vehicle Maintenance	320

4320	Department Equipment Maintenance	\$1,200	
	Repair & maint. of floor jacks, air compressors, & hydraulic hoist.	\$600	
	Diagnostic Engine Analyzer Maint.	\$350	
	Replace wire feed cable (welder)	\$250	
4340	Small Tools	\$2,000	
	Snap-On scanner yearly updates:		
	Engine Identification Codes	\$200	
	Emission Standards	\$300	
	Anti Locking Brake Codes	\$200	
	Replacement tools, test lights, metric tools, jacks, ratchets, etc.	\$1,300	
4360	Personnel Training	\$100	
	Liebert Cassidy Training, 1 session per year	\$100	
	CNG engine maintenance training (odd years \$750, last done FY 11)	\$100	
4370	Meetings, Memberships & Travel	\$100	
	Municipal Equip. Maint. Assoc. annual dues	\$100	
4380	Subscription & Dues	\$150	
	APWA Membership	\$150	

VEHICLE OPERATING EXPENSES

\$275,533

4400	Vehicle Operation & Maintenance (no. of vehicles)		
	152 Code Enforcement (3 veh)	\$1,188	
	Police Department	\$38,500	
	221 Chief of Police (1 veh)	\$941	
	222 Police Admin./Supt. Services (2 veh)	\$650	
	223 Police Special Program (1 veh)	\$200	
	224 Detectives (7 veh)	\$8,331	
	225 Patrol (11 veh + 6 motorcycles)	\$26,030	
	226 Narcotics Enforcement (1 veh)	\$600	
	228 K-9 Special Program (1 veh)	\$1,748	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Equipment / Vehicle Maintenance	320

4400	Public Works		\$19,313
	311 Street Maintenance (3 trk + 1 backhoe). Assume 25% of use is for parking lot maintenance - refer to Fund 29 for \$1,214 additional funding. Balance of cost is offset by	\$3,283	
	312 Graffiti Removal (1 truck)	\$660	
	313 Bus Shelter/Stop Maint (1 truck + 1 trailer, refer to Prop A 3966 Fund 7)	\$0	
	320 Equip Div & Pool Vehicle (2 trucks)	\$540	
	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)	\$2,000	
	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; refer to Fund 13)	\$4,389	
	371 Traffic Signal (1 truck; refer to Water Divisions Vehicles - refer to Fund 70)	\$2,100	
	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)	\$6,341	
	CNG Fuel Station		\$17,000
	3661-4400 CNG Fueling Station	\$17,000	

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011-2012

DIVISION

DIVISION NO.

Equipment / Vehicle Maintenance

320

4402	Vehicle Fuel - based on average of FY 11 costs		
	152 Code Enforcement	\$3,720	\$3,720
	Police Department		\$84,784
	221 Chief of Police	\$3,257	
	222 Police Admin./Supt. Services	\$4,028	
	223 Police Special Program	\$0	
	224 Detectives	\$11,644	
	225 Patrol	\$57,750	
	226 Narcotics Enforcement	\$202	
	228 K-9 Special Program	\$7,903	
	Public Works		\$41,234
	311 Street Maintenance (3 trk + 1 backhoe). Assume 25% of use is for parking lot maintenance - refer to Fund 29 for \$2,824 additional funding. Balance of cost is offset by	\$8,471	
	312 Graffiti Removal	\$2,065	
	313 Bus Shelter/Stop Maint. - (Refer to Prop A 3966 Fund 7)	\$0	
	320 Pool Vehicle & Equip Div	\$1,690	
	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	\$938	
	350 Refuse: (Refer to acct 3930 and Fund 73)	\$0	
	360 Sewer Maint. (Refer to Fund 72)	\$0	
	370 Traffic Safety (Refer to Fund 13)	\$9,660	
	371 Traffic Signals (Refer to Fund 13)	\$3,260	
	Water Divisions Vehicles - 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	\$15,150	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Equipment / Vehicle Maintenance			320
3661-4402	CNG Fuel Station CNG Fueling Station Operation	\$32,000	
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 - notices and outreach	\$750	
3661-4450	CNG Fed & State Taxes. Assume average of 7,500 gallons per month. Federal rate = \$0.183 per gallon; State rate = \$0.0887 per gallon. Taxes are paid quarterly. CNG Station - Fed tax paid quarterly \$16,470 CNG Station - State tax paid quarterly \$7,983 CNG Station - State tax additional \$9,391	\$33,844	
3661-4435	Bank charges for CNG Station credit card use	\$3,200	
CAPITAL EQUIPMENT			\$8,000
4500	Small tire wheel mounter, \$3,000. Deferred.	\$0	
3661-4600	CNG - capital equipment / upgrades	\$8,000	
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			\$426,116

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Mall Maintenance	341

NARRATIVE

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

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

FY 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. The lamp replacements were required due to an ongoing vandalism problem with fixtures on the Mall.

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

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

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

FY 2011-2012: Maintenance will include daily refuse collection for public receptacles on public right of way, landscape maintenance, irrigation and planter lighting repairs, annual sidewalk wash down and weekly wash down of trash enclosures. Mall Association requests for capital upgrades include drinking fountain repair or replacement, installation of new uplighting and bollard repair or removal.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Mall Maintenance	341

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012
Maintenance Worker	1.05	0.95	0.70	0.70
Senior Maintenance Worker	0.00	0.00	0.10	0.10
PW Field Supervisor	0.00	0.00	0.00	0.00
Field Supervisor II	0.35	0.35	0.10	0.00
Electrical Supervisor	0.05	0.05	0.05	0.00
Bld Maint / Electrical Helper	0.05	0.05	0.05	0.00
Maintenance Helper - PT	0.00	0.00	0.00	0.35
Total	1.50	1.40	1.00	1.15

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services	\$109,311	\$88,661	\$51,520	\$79,792
Operating Expenses	\$4,007	\$5,260	\$5,400	\$5,232
Capital Outlay	\$0	\$11,079	\$0	\$12,480
Total	\$113,318	\$105,000	\$56,920	\$97,504

SOURCE OF FUNDS				
01-3930 Mall Maintenance Levy	\$108,902	\$105,000	\$93,232	\$100,000
General Fund				
(credit indicates GF income)	\$4,416	\$0	(\$36,312)	(\$2,496)
Total	\$113,318	\$105,000	\$56,920	\$97,504

PERSONNEL SERVICES			\$79,792
4101	Full Time Personnel Costs	\$62,510	
	Stand-by pay	\$0	
4103	Part Time	\$14,282	
4105	Overtime - emergency repairs; annual sidewalk pressure washing	\$3,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Mall Maintenance			341
OPERATING EXPENSES			\$5,232
4210	Utilities; assumes 0% rate increase over FY 2011 costs	\$232	
4250	Rents & Leases (Rental of maint equipment as needed)	\$500	
4260	Contractual Services None planned for FY 12	\$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			\$12,480
4500	Fountain repair	\$2,740	
	Fountain replacement	\$2,740	
	Uplighting at Mall entrances	\$3,500	
	Bollard replacement, materials to start replacement of damaged or missing bollards	\$3,500	
TOTAL			\$97,504

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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. All services are currently paid using Fund 11 Gas tax.

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

FY 2009-2010: A new street sweeping contract was approved by City Council and implemented September 1, 2009.

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

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

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012
Operating Expenses	\$123,719	\$121,200	\$121,200	\$121,200
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$123,719	\$121,200	\$121,200	\$121,200
SOURCE OF FUNDS				
Gas Tax (Fund 11)Transfer-HUTA - Sect. 2105,2106, & 2107	\$123,719	\$121,200	\$121,200	\$121,200
Total	\$123,719	\$121,200	\$121,200	\$121,200
OPERATING EXPENSES				\$121,200
4260 Contractual Services			\$121,200	
TOTAL				\$121,200

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION

DIVISION NO.

Streets , Trees & Parkways

346

NARRATIVE

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

FY 2007-2008: A multi-year contract was awarded to West Coast Arborist to perform regularly scheduled tree trimming. Division staff performed tree trimming on over 700 younger trees and smaller palm trees, and responded to individual 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: Reduction of General Fund allocation for tree maintenance was offset by RDA funds and Special Funds in order to continue residential zone trimming on a four year cycle, and annual trimming in commercial districts, resulting in over 2,200 trees trimmed. Combined with staff efforts to complete 420 tree work orders and trim approximately 700 trees, a total of 2,900 trees were inspected or trimmed in FY 2009. Staff also continued to provide emergency response to reports of downed trees or tree limbs.

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION

DIVISION NO.

Streets , Trees & Parkways

346

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

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Streets , Trees & Parkways	346

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012
P.W. Superintendent	0.05	0.00	0.00	0.00
Sr. Management Analyst	0.05	0.00	0.00	0.00
Maintenance Worker	0.50	0.25	0.25	0.20
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	0.80	0.45	0.45	0.40

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services	\$62,829	\$45,182	\$27,432	\$38,413
Operating Expenses	\$40,001	\$62,097	\$61,353	\$65,558
Capital Outlay	\$1,097	\$1,500	\$0	\$1,500
Total	\$103,927	\$108,779	\$88,785	\$105,471

SOURCE OF FUNDS

Prop C Bikeway (Fund 08) <i>transfer from 08-190-4901 to 01-3968</i>	\$0	\$0	\$0	\$12,500
General Fund	\$103,927	\$108,779	\$88,785	\$92,971
Total	\$103,927	\$108,779	\$88,785	\$105,471

PERSONNEL SERVICES \$38,413

4101	Full Time Personnel Costs	\$33,813	\$34,413	
	Inspector Pay	\$600		
4105	Overtime, emergency call outs		\$4,000	

OPERATING EXPENSES \$65,558

4250	Rents and leases of equipment as needed	\$500		
4260	Contractual Services		\$54,500	
	Tree maintenance - trimming, removals, plantings, stump removals	\$52,500		
	Bee Removal - Emergency Call Outs	\$2,000		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION

DIVISION NO.

Streets , Trees & Parkways

346

4300	Department Supplies		\$1,250	
	Office Supplies	\$250		
7510-4300	Maclay Ave. streetscape maint.	\$0		
	Supplies - refer to Funds 11 and 12			
0301-4300	Maint. supplies	\$1,000		
4310	Equipment and Supplies		\$308	
	Uniforms and Safety Gear:			
	Uniform replacements & new issues;	\$128		
	\$320 per staff based on FTE assigned to -346 Division; jackets issued in FY 10, next issue FY 12			
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -346 Division	\$180		
4320	Equipment Maintenance		\$500	
	Maintenance and repair of power tools, hand tools and related equipment.			
4340	Small Tools		\$500	
	Pole saws, hoppers, shovels, rakes, hoes, brooms			
4430	Activities and Programs		\$8,000	
	Parkway tree replacement plantings	\$8,000		
CAPITAL EXPENSES			\$1,500	
4500	Capital Equipment		\$1,500	
	Replace power equipment - chain saws, blowers			
EQUIPMENT REPLACEMENT CHARGE			\$0	
4941	Equipment Replacement Charges		\$0	
	None	\$0		
TOTAL			\$105,471	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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 repairs. The Division performs traffic safety improvements such as marking changes, striping and signing changes.

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

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

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

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

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.			
Traffic Safety			370			
			ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL			2009-2010	2010-2011	2010-2011	2011-2012
P.W. Director			0.05	0.00	0.00	0.00
Maintenance Worker			0.50	0.25	0.15	0.00
Senior Maintenance Worker			0.20	0.15	0.15	0.30
City Engineer			0.00	0.00	0.00	0.00
Electrical Supervisor			0.00	0.00	0.00	0.10
Field Supervisor II			0.35	0.10	0.10	0.00
Total			1.10	0.50	0.40	0.40
			ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS			2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services			\$69,452	\$45,624	\$35,128	\$38,448
Operating Expenses			\$6,667	\$1,785	\$673	\$1,708
Capital Outlay			\$0	\$0	\$0	\$0
Total			\$76,119	\$47,409	\$35,801	\$40,156
SOURCE OF FUNDS						
Gas Tax (Fund 11)Transfer- <i>HUTA - Sect. 2105,2106, & 2107</i>			\$69,452	\$47,409	\$35,128	\$41,651
General Fund			\$6,667	\$0	\$673	-\$1,495
Total			\$76,119	\$47,409	\$35,801	\$40,156
PERSONNEL SERVICES						\$38,448
4101	Full Time Personnel costs				\$37,448	
4105	Overtime - emergency call outs				\$1,000	
OPERATING EXPENSES						\$1,708
4300	Department Supplies				\$200	
0000-4300	Office supplies				\$200	
0301-4300	Materials for repairs: Poles, signs, hardware, street signs. Refer to Fund 13.				\$0	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Traffic Safety			370
4310	Equipment and Supplies	\$308	
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -370 Division; jackets issued in FY 10, next issue FY 11	\$128	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -370 Division	\$180	
4320	Equipment Maintenance	\$500	
	Repair & Maint of spray equip.		
4340	Small Tools	\$500	
	Brooms, shovels, post hole diggers, hand tools, misc.		
4360	Personnel Training	\$200	
4430	Signage - Preventative Maintenance Program. Refer to Fund 13.	\$0	
TOTAL			\$40,156

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Traffic Signals	371

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

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services	\$107,668	\$99,101	\$73,623	\$78,934
Operating Expenses	\$35,390	\$32,679	\$21,215	\$25,416
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$143,058	\$131,780	\$94,838	\$104,350

SOURCE OF FUNDS				
Gas Tax (Fund 11)Transfer- <i>HUTA - Sect. 2105,2106, & 2107</i>	\$107,668	\$99,101	\$73,623	\$107,462
General Fund	\$35,390	\$32,679	\$21,215	-\$3,112
Total	\$143,058	\$131,780	\$94,838	\$104,350

PERSONNEL SERVICES			\$78,934
4101	Full Time Personnel Costs	\$77,934	
4105	Overtime - for emergency response	\$1,000	

OPERATING EXPENSES			\$25,416
4210	Utilities, based on FY 11 costs	\$22,650	
4250	Rents & Leases -Crane Rental. Refer to Fund 13	\$0	
4260	Contractual Services. Refer to Fund Loop detector repair Controller programmer services Contract repair of damaged signals	\$0	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Traffic Signals		371	
4300	Department Supplies	\$500	
000-4300	Office Supplies \$500		
0301-4300	Supplies for LED program. Refer to Fund 13 Fund 13.		
4310	Equipment and Supplies	\$616	
	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 \$256		
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -370 Division \$360		
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		\$104,350	

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

DIVISION

Facilities Management

DIVISION NO.

390

NARRATIVE

The Facilities Maintenance Division provides maintenance of all City facilities, a total of 110,715 square feet of building space, and over 45 acres. 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 continued to review maintenance standards and practices in order to identify additional efficiencies and cost savings. A new phase of water conservation program was implemented for City facilities and grounds, with emphasis on drought tolerant landscaping. Staff continued development of an annual facilities assessment program with updated maintenance, deferred maintenance schedules and a capital improvements list for all facilities and grounds. For FY 2010-11, most deferred maintenance items and capital improvements were unfunded due to budget constraints, and were noted in the 01-390 budget as "Deferred" for future planning.

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

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION				DIVISION NO.
Facilities Management				390
PERSONNEL	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
P.W. Superintendent	0.65	0.40	0.40	0.30
P.W. Maintenance Worker	4.00	2.85	2.85	2.65
Sr. Maintenance Worker	0.75	0.75	0.75	0.60
P.W. Director	0.10	0.00	0.00	0.00
Field Supervisor I	0.75	0.75	0.75	0.00
Field Supervisor II	0.00	0.00	0.00	0.65
P.W. Office Specialist	0.75	0.45	0.45	0.30
PT Maintenance Helper	2.50	0.00	0.00	0.00
P.W. Admin. Coordtr	0.00	0.25	0.25	0.30
Total	9.50	5.45	5.45	4.80
APPROPRIATIONS	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$602,982	\$507,132	\$492,283	\$441,834
Operating Expenses	\$396,974	\$327,932	\$249,400	\$351,756
Capital Outlay	\$36,278	\$45,380	\$30,820	\$29,780
Total	\$1,036,234	\$880,444	\$772,503	\$823,370
SOURCE OF FUNDS				
Prop C Bikeway (Fund 08) <i>transfer from 08-190-4901 to 01-3968</i>	\$100,908	\$100,908	\$100,908	\$129,368
Gas Tax (Fund 11)Transfer- <i>HUTA - Sect. 2105</i>	\$0.00	\$0.00	\$0.00	\$30,000
General Fund	\$935,326	\$779,536	\$671,595	\$664,002
Total	\$1,036,234	\$880,444	\$772,503	\$823,370

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
PERSONNEL SERVICES		\$441,834	
4101	Personnel Costs 0410 - Parks (Recreation, Pioneer, Layne, Skate, Lopez Adobe) \$172,725 0410 - Weekend Differential Pay \$2,340 0410 - Special Project Pay, will be charged to Fund 19 Quimby Funds \$0 0410 - Inspector Pay \$500 0410 - Stand-By Pay \$3,328 0460 - Las Palmas Park \$144,205 0470 - Bikeway \$114,736	\$437,834	
4103	Part time wages for Maintenance Helper Beginning in FY 2010, Maint Helpers were charged to Funds 72 and 73 and used exclusively for parks refuse pickup and \$0	\$0	
4105	Overtime Coverage for emergency response, holidays, priority projects, events approved by Council, and coverage in case of full time staff leaves. 0410 Parks - Overtime \$2,000 0460 Las Palmas Park - Overtime \$1,000 0470 Bikeway - Overtime \$1,000	\$4,000	
OPERATING EXPENSES		\$233,742	
4210	Utilities 0310 City Hall \$28,570 0450 120 Macneil, Public Works \$9,634 Ops (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 Museum of Art and History \$890 0470 Bikeway lighting (funded by Prop C) \$1,300	\$40,394	
4220	Phone Facilities/Equip. cell phones & standby phone. Expense shared with 01-320 \$540	\$540	
4250	Rents and Leases/Facilities 0410 Parks, lift for lighting maint. \$750 0470 Bikeway, lift for lighting maint. \$1,250	\$2,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
4260	Contractual Services		
0222-4260	0222 Police Department	\$44,747	
	HVAC bldg maint, \$1,400/qtr. 5,600		
	Fire extinguisher maint. 300		
	Fire alarm system maint. 300		
	Fire system annual test 275		
	Janitorial, \$2,616 monthly, labor & materials, 7 days per week service, 2 person crew + special clean ups + carpet & floor annual cleaning & spot	32,392	
	Pest control, \$75/mo 900		
	Automatic gate svc, \$200/qtr 800		
	Alarm system monitor \$15/mo 180		
	Shooting range maint 4,000		
0310-4260	0310 City Hall	\$37,532	
	Perimeter door maint \$250/qtr \$1,000		
	HVAC maint, \$440/qtr \$1,760		
	Alarm monitor, apprx \$30/mo \$360		
	Fire extinguisher maint. \$200		
	Fire system annual test \$275		
	Halon Fire system test \$945		
	Fire door system test \$500		
	Janitorial, \$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	\$0	
	Expenses moved to 70-381		
	0384 Reservoirs	\$0	
	Expenses moved to fund 70-384-0000-4260 for landscape maint. at well sites		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
0410-4260	0410 Parks		\$42,280
	HVAC maint, \$386/qtr	\$1,544	
	Alarm monitor, \$75/mo (5 locations)	\$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 \$284/mo	\$3,408	
0450-4260	0430 Pool Facility		
	Refer to Fund 01-430 for Pool Facility contract services for pool, building and grounds scheduled preventative maintenance and contractor repairs		
	0450 120 Macneil & 501 First St. (50% of costs are charged to 70-381 + 72-360)		\$9,905
	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 (50% of total cost \$16,100; \$4,025 is charged to 70-381 + \$4,025 charged to 72-360)	\$8,050	
	Pest control, \$75/qtr	\$150	
	Ice Machine prev. maint. 125/qtr	\$250	
	0456 1211 First Street		\$200
	HVAC prev maint \$89/qtr, minor repairs.	\$200	
	0457 519 S Brand - Museum		\$400
	HVAC prev maint \$85/qtr, minor repairs.	\$400	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
4260	0460 Las Palmas Park	\$39,568	
	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 +	\$34,928	
	Pest control, \$45/mo	\$540	
0470-4260	0470 Bikeway Maintenance	\$3,500	
	Lighting Repairs	\$1,000	
	Tree Maintenance - trim, removals, replanting for 214	\$2,500	
7500-4260	7500 Ortega Park	\$12,676	
	HVAC maint, \$89/qtr	\$356	
	Alarm monitor, \$15/mo	\$180	
	Janitorial, \$995 monthly, labor & materials, 7 days per week, 1 person crew + special clean ups + floor annual cleaning + spot cleaning	\$12,140	
OPERATING EXPENSES		\$76,564	
4290	Office Equipment Maintenance		
	Annual copier lease & maintenance (Annual total = \$2,880, shared with Funds 70, 72, 73 and 01-390)	\$720	
0000-4300	Department Supplies		
	0000 Office Supplies - General	\$500	
0222-4300	0222 Police Department	\$2,700	
	Building maint: supplies plumbing electrical and repair	\$1,500	
	Janitorial supplies not included in contract	\$1,000	
	Shooting Range - maint. & bullet trap repair	\$200	
0310-4300	0310 City Hall	\$3,000	
	Bldg. maint. supplies plumbing electrical and repair	\$2,000	
	Janitorial supplies not in contract	\$1,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
4300	0381 Water Division (120 Macneil) moved to Water fund 70-381-0000-4300	\$0	
0410-4300	0410 Parks (Recreation, Pioneer, Layne, Ortega, Skate, Lopez Adobe) Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, Janitorial supplies not included in contract: paper towels, latex gloves, etc. Grounds maint supplies: trash bags, sign parts, etc. Ballfield maint supplies: fertilizer, compost, infield mix, Supplies for irrigation system maintenance	\$21,000	
0415-4300	0415 Cesar Chavez Memorial Transit Plaza Grounds maint supplies: trash bags, sign parts, etc. Supplies for irrigation system maintenance	\$1,500	
	0430 SF Pool Facility Refer to Fund 01-430 for Pool Facility supplies for pool, building and grounds maintenance and repairs		
0450-4300	0450 PW Ops Ctr & Equip Yard Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, Grounds maint supplies: trash bags, sign parts, etc. Janitorial supplies not included in contract paper towels, latex gloves	\$1,750	
0456-4300	0456 1211 First Street Supplies for bldg/grounds maint 1st & 2nd quarter only	\$250	
0457-4300	0457 519 S Brand - Museum Supplies for bldg/grounds maint 1st & 2nd quarter only	\$250	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
0460-4300	0460 Las Palmas Park	\$6,000	
	Bldg maint supplies: light bulbs, paint, door parts, plumbing parts	\$2,000	
	Grounds maint supplies: trash bags, sign parts, etc.	\$1,000	
	Janitorial supplies not included in contract paper towels, latex gloves	\$2,000	
	Supplies for irrigation system	\$1,000	
0470-4300	0470 Bikeway Maintenance	\$2,000	
	Grounds maint supplies: trash bags, sign parts, etc.	\$1,000	
	Supplies for irrigation maint.	\$1,000	
0480-4300	0480 Gateway Maintenance	\$500	
	Grounds maint supplies: trash bags, sign parts, etc.	\$500	
7500-4300	7500 Ortega Park	\$2,500	
	Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, etc.	\$500	
	Janitorial supplies not included in contract: paper towels, latex	\$500	
	Grounds and building maint supplies: trash bags, sign parts,	\$1,000	
	Supplies for irrigation system maintenance	\$500	
4310	Equipment and Supplies	\$4,144	
	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	\$1,824	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -390 Division	\$2,160	
	Service Volunteer gear issue, 4@\$40	\$160	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
4320	Equipment Maintenance	\$4,250	
	0410 Parks		
	Equipment - lawn mowers, chain saws, blowers, weed trimmers	\$3,000	
	0450 120 Macneil (PW Ops Ctr), 501 First St. (Equip		
	Ice machine qtrly prev maint.	500	
	0460 Las Palmas Park		
	Equipment such as lawn mowers, chain saws, blowers, weed trimmers	\$750	
4330	Building Maint. Repairs- Unexpected repairs by contractor or staff as needed		
0222-4330	0222 Police Dept.	\$8,000	
	HVAC repairs; electrical repairs	\$2,000	
	Security & fire system repairs	\$2,000	
	Plumbing	\$2,000	
	Floor repairs - carpet seams and	\$2,000	
0310-4330	0310 City Hall	\$4,600	
	HVAC repairs; electrical repairs	\$1,200	
	Security system & fire system	\$1,000	
	Plumbing repairs	\$1,400	
	Misc. repairs & services	\$1,000	
	0381 Water Division (120 Macneil)	\$0	
	Moved to Water fund 70-381	\$0	
0410-4330	0410 Parks	\$5,000	
	HVAC repairs; electrical repairs	\$2,000	
	Security & fire system repairs	\$500	
	Plumbing repairs and response to sewer stoppage	\$500	
	Floor repairs - carpet seams, tiles	\$500	
	Graffiti film replacement	\$1,500	
	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 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
0450-4330	0450 PW Ops Ctr & Equip Yd		\$1,750
	HVAC repairs; electrical repairs	\$750	
	Security & fire system repairs	\$250	
	Plumbing repairs and response to sewer stoppage	\$500	
	Floor repairs - carpet seams, tiles	\$250	
0456-4330	0456 1211 First Street		\$200
	Unexpected bldg repairs, 1st & 2nd quarter only	\$200	
0457-4330	0457 519 S Brand - Museum		\$200
	Unexpected bldg repairs	\$200	
0460-4330	0460 Las Palmas Park		\$2,500
	Unexpected bldg repairs:	\$2,500	
	Electronic repairs: security system, fire system, plumbing repairs and response to sewer stoppage, floor repairs, carpet seams and tiles, graffiti film replacement.		
7500-4330	7500 Ortega Park		\$500
	Unexpected bldg repairs:	\$500	
	HVAC & electrical repairs, electronic repairs, calsensor, plumbing repairs and response to sewer stoppage, floor repairs, carpet seams and tiles.		
4340	Small Tools		\$2,000
	0410 Small Tools	\$2,000	
4360	Personnel Training		\$750
	0410 Personnel Training	\$750	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Facilities Management	390

OPERATING EXPENSES	\$41,450
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4430	<p>Activities & Programs</p> <p>Items in this section include deferred maintenance for City facilities. Total deferred maintenance for all facilities exceeds \$2,000,000. Typical categories 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 remain deferred due to shortage of funds.</p>																																		
0222-4430	<p>0222 Police Department \$9,000</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Repaint 10% of interior; ten year cycle for all interior painting at total cost of \$30,000.</td><td style="width: 10%; text-align: right;">\$2,500</td><td style="width: 30%;"></td></tr> <tr> <td>Plumbing upgrades in jails, valve replacements, deferred from FY 09, FY 10 and FY 11.</td><td style="text-align: right;">\$1,000</td><td></td></tr> <tr> <td>Men's Locker room - sink, counter & faucet replacement</td><td style="text-align: right;">\$1,000</td><td></td></tr> <tr> <td>Detectives Storage Container - rehab or replace wood doors & metal mesh</td><td style="text-align: right;">\$1,500</td><td></td></tr> <tr> <td>Replace lobby entry doors with ADA compliant powered doors, \$30,000 estimated cost. Defer.</td><td style="text-align: right;">\$0</td><td></td></tr> <tr> <td>Repaint 10% of exterior, ten year cycle for all exterior painting at total cost of \$40,000 for painting and wood repairs. Defer</td><td style="text-align: right;">\$0</td><td></td></tr> <tr> <td>Refinish wood on exterior, 10 year cycle. Defer. \$1,500 unfunded.</td><td style="text-align: right;">\$0</td><td></td></tr> <tr> <td>Exterior parking lot repair, crack fill & reseal main lot. Defer. \$10,000 unfunded.</td><td style="text-align: right;">\$0</td><td></td></tr> <tr> <td>Exterior parking lot repair, crack fill & reseal, Detective lot. Defer. \$8,000 unfunded.</td><td style="text-align: right;">\$0</td><td></td></tr> <tr> <td>Exterior lighting upgrades. Defer. \$2,500 unfunded.</td><td style="text-align: right;">\$0</td><td></td></tr> <tr> <td>Carpet replacement, 10% of interior, ten year cycle</td><td style="text-align: right;">\$3,000</td><td></td></tr> </table>	Repaint 10% of interior; ten year cycle for all interior painting at total cost of \$30,000.	\$2,500		Plumbing upgrades in jails, valve replacements, deferred from FY 09, FY 10 and FY 11.	\$1,000		Men's Locker room - sink, counter & faucet replacement	\$1,000		Detectives Storage Container - rehab or replace wood doors & metal mesh	\$1,500		Replace lobby entry doors with ADA compliant powered doors, \$30,000 estimated cost. Defer.	\$0		Repaint 10% of exterior, ten year cycle for all exterior painting at total cost of \$40,000 for painting and wood repairs. Defer	\$0		Refinish wood on exterior, 10 year cycle. Defer. \$1,500 unfunded.	\$0		Exterior parking lot repair, crack fill & reseal main lot. Defer. \$10,000 unfunded.	\$0		Exterior parking lot repair, crack fill & reseal, Detective lot. Defer. \$8,000 unfunded.	\$0		Exterior lighting upgrades. Defer. \$2,500 unfunded.	\$0		Carpet replacement, 10% of interior, ten year cycle	\$3,000		
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Carpet replacement, 10% of interior, ten year cycle	\$3,000																																		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
0310-4430	0310 City Hall	\$3,650	
	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	
	Front entry wood trellis rehab	\$650	
	Repair & repaint bldg flashings	\$500	
	Replace lobby entry doors with ADA compliant powered doors, \$30,000 estimated cost. Defer.		
	Computer Room ceiling tile replacement. Defer. \$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) moved to Water fund 70-381	\$0	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
0410-4430	0410 Parks (Recreation, Pioneer, Layne, Ortega, Skate, Lopez Adobe) Rec Park Roof repair. Deferred. \$0 Rec Park gym floor refinish. \$3,000 Rec Park restroom partition replacement. \$2,000 Pioneer Park restroom partition replacement. \$2,000 Rec Park exterior door rehab. \$2,000 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 \$1,000 Carpet replacement, 10% of interior, ten year cycle. Defer \$1,250 unfunded \$0	\$10,000	
0415-4430	0415 Cesar Chavez Memorial Transit Park Replacement of mural uplights, \$500 estimated cost of \$5000 deferred to FY 2011-12. \$500 is budgeted for temporary repairs - reseal existing fixtures and change lamp bulbs	\$500	
0450-4430	0450 PW Ops Ctr & Equip Yd Install awning over clarifier wash \$0 Equipment Yard staff trailer - replace ceiling tiles \$800 Equipment Yard staff trailer - repair & repaint \$2,500 Repaint 10% of interior, ten year cycle. Defer \$1,500 unfunded \$0 Repaint 10% of exterior, ten year cycle. Defer \$1,500 unfunded \$0	\$3,300	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
0460-4430	0460 Las Palmas Park Las Palmas Park Roof urgent repairs. \$2,000 Replace bird net over patio. \$3,000 Replace lobby refrigerated drinking fountain. \$2,500 Park lighting repair & replacement. \$2,000 Repaint 10% of interior, ten year \$0 Repaint 10% of exterior, ten year cycle. Defer \$8,000 unfunded \$0 Exterior signage replacements & \$0	\$9,500	
0470-4430	0470 Bikeway Exterior lighting upgrades. Defer \$2,000 unfunded \$0 Upgrade landscaping for drought tolerance & water savings, \$1,000 \$9,000 total cost. Tree and landscape replacement. Defer \$2,000 unfunded \$0	\$1,000	
7500-4430	7500 Ortega Park Replace vandalized HVAC unit for Tea House. Install on new concrete pad with security cage. \$4,000 Replenish decomposed granite walkways, \$2,000 total cost \$500	\$4,500	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
CAPITAL EXPENSES		\$23,300	
4500	Capital Expenses	\$10,000	
0222-4500	0222 Police		
	Replace one AC unit at PD \$10,000		
0310-4500	0310 City Hall	\$10,000	
	Replace one AC unit at City Hall, \$10,000 date to be determined		
0410-4500	Equipment Replacement		
	0410 Parks	\$3,300	
	Rec Park lobby, replace HVAC unit out of service since 2009 \$0		
	Replace broken security camera DVR, Defer \$0		
	Replacement portable generator, \$2,000 Defer \$0		
	Replacement of old bleachers, \$3,500. Defer to FY 12 \$0		
	Replace power equipment - \$2,000		
	Replace push mower, 1 @ \$1,300		
0460-4500	0460 Las Palmas Park	\$0	
	Replace out of service HVAC. \$0 Defer. \$7,500 unfunded.		
0450-4500	0450 PW Ops Ctr, & Equip Yd	\$0	
	Replace 2 computer stations. \$0 Defer to FY12		
7500-4500	7500 Ortega Park	\$0	
	Install Alarm system \$5,000 unfunded \$0		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Facilities Management		390	
EQUIPMENT REPLACEMENT CHARGE			\$6,480
0000-4941	2004 utility truck (Original cost = \$25,000, payoff in FY 2010)	\$0	\$0
	NEW Vehicle FY2006-2007 (cost \$24,000 plus 5% of original price over 5 years) total \$30,000 annual cost of \$6,000; payoff in FY 2010	\$0	
0455-4941	519 South Brand Blvd - FY 2005-06 roof repair		\$2,340
0457-4941	519 South Brand Blvd, San Fernando Historical and Cultural HVAC repair, FY 2000-01 (Original cost = \$8,000)	\$1,248	\$4,140
	Roof repair, FY 2000-01 (Original cost = \$7,000)	\$1,092	
	Roof replacement over apparatus room, FY 2005-06	\$1,800	
0456-4941	1211 First Street		\$0
	Furnace repair, FY 2002 (Original cost = \$2,525)	\$0	
	Roof repair, FY 2001-02 (Original cost = \$33,779)	\$0	
0222-4941	910 First Street		\$0
	Boiler replacement FY 2005-06; original cost = \$18k; payoff FY07 to FY11	\$0	
TOTAL			\$823,370

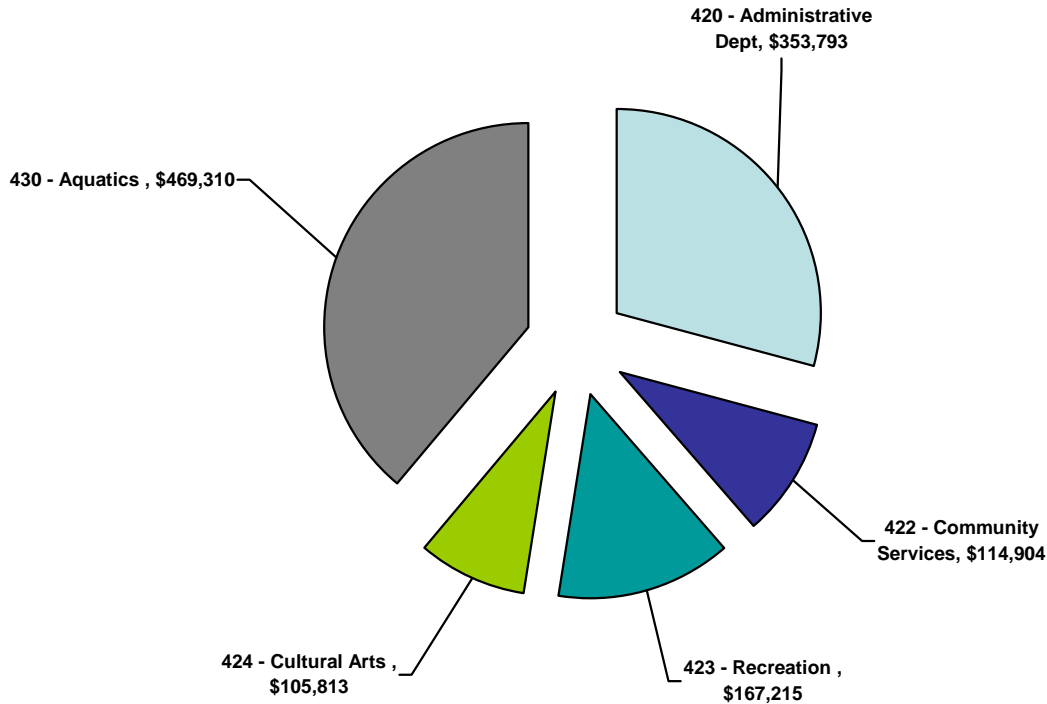
PARKS/RECREATION & COMMUNITY SERVICES

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

**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 2011-2012 is **\$1,211,035** which is an increase from the FY 2010-2011 budget due mainly to an increase in expenditures for the San Fernando Regional Pool Facility. The top priorities for the department this year are to reopen San Fernando Regional Pool Facility, to identify funding to help subsidize programming costs, and to develop a marketing tool to better publicize the programs, activities and facilities available to the public.

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

**RECREATION AND COMMUNITY SERVICES DEPARTMENT
EXECUTIVE SUMMARY**

PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Dir. Of Rec. & Comm Sv	1.00	1.00	1.00	0.00	0.00
RCS Operations Manager	0.00	0.00	0.00	1.00	1.00
Office Specialist	2.00	1.85	1.85	1.85	1.90
Comm Svcs Supervisor	0.20	0.20	0.20	0.20	0.20
Cultural Arts Supervisor	1.00	1.00	1.00	1.00	1.00
Rec/Comm Sv. Coord	0.60	0.60	0.60	0.60	0.60
Program Specialist (FTE)	2.75	1.72	1.17	1.72	1.17
Pool Manager (FTE)	0.03	0.00	0.00	0.00	0.00
Senior Lifeguards (FTE)	0.05	0.00	0.00	0.00	0.00
Lifeguards (FTE)	0.03	0.00	0.00	0.00	0.00
Cashier Pool (FTE)	0.00	0.00	0.00	0.00	0.00
Recreation Leaders (FTE)	11.42	4.50	4.39	4.50	4.39
Total	19.08	10.87	10.21	10.87	10.26

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

**RECREATION AND COMMUNITY SERVICES DEPARTMENT
EXECUTIVE SUMMARY**

PERSONNEL SPECIAL FUNDS	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Senior Counselor(FTE)	2.23	2.23	2.90	2.23	2.90
Counselor(FTE)	11.05	11.05	11.05	11.05	11.05
Program Specialist (FTE)	0.75	0.75	0.00	0.75	0.00
Recreation Leaders (FTE)	7.00	7.00	7.00	7.00	7.00
Total	21.03	21.03	20.95	21.03	20.95
APPROPRIATIONS					
Administrative Dept - 420	\$ 349,286	\$ 439,258	\$ 410,303	\$ 341,533	\$ 353,793
Community Services - 422	304,076	351,758	301,043	230,593	114,904
Recreation - 423	215,507	132,017	136,233	144,350	167,215
Cultural Arts - 424	144,606	85,048	110,717	96,307	105,813
Aquatics - 430	384,969	701,299	287,191	363,574	469,310
Subtotal General Fund	\$ 1,398,444	\$ 1,709,380	\$ 1,245,487	\$ 1,176,357	\$ 1,211,035
SOURCE OF FUNDS					
01 General Funds	\$ 1,246,216	\$ 984,081	\$ 805,095	\$ 738,357	\$ 1,003,035
01-3697-3750 County Grant - Sr Meals	99,198	145,000	145,000	145,000	87,000
01-3777 Facility Rental	53,030	85,000	85,000	85,000	85,000
01-3901 Senior Meals Donations	21,771	23,000	25,000	23,000	15,000
01-XXXX Transfer from Fund 17	0	451,299	164,392	164,000	0
01-XXXX Transfer from Fund 10	57,540	21,000	21,000	21,000	21,000
Total	\$ 1,398,444	\$ 1,709,380	\$ 1,245,487	\$ 1,176,357	\$ 1,211,035

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

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 11-12 Include the development of a marketing tool to better publicize the programs/activities/facilities available to the public; update and enhance recreation web pages to include registration forms, facility rental forms and informational packets regarding facilities; development of Fourth of July Celebration, Holiday Parade; and implementation of Healthy Cities Objectives. Staff will continue to seek ways to increase department programming, to deliver efficiency of those programs, and to increase revenue while always focusing on increasing customer retention and satisfaction.

	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
PERSONNEL					
RCS Director	0.85	0.85	0.85	0.85	0.00
RCS Manager	0.00	0.00	0.00	0.00	1.00
Office Specialist	1.85	1.85	1.85	1.85	1.90
Total	2.70	2.70	2.70	2.70	2.90

APPROPRIATIONS

Personnel Services	\$ 207,018	\$ 313,358	\$ 285,803	\$ 313,358	\$ 234,451
Operating Expenses	132,568	116,200	114,800	76,510	119,342
Capital Outlay (Expenses and Equipment)	9,700	9,700	9,700	9,700	\$0
Total	\$ 349,286	\$ 439,258	\$ 410,303	\$ 399,568	\$ 353,793

SOURCE OF FUNDS

01 General Funds	\$ 349,286	\$ 414,258	\$ 340,303	\$ 374,568	\$ 283,793
01-3777 Facility Rental	0	25,000	70,000	25,000	70,000
Total	\$ 349,286	\$ 439,258	\$ 410,303	\$ 399,568	\$ 353,793

Supporting Information

4100	PERSONNEL SERVICES	\$234,451
4101	Full time salaries	\$231,451
4111	Commission Reimbursement	\$3,000

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

DIVISION				DIVISION NO.
Administrative				420
4200	OPERATING EXPENSES			\$114,542
4210	Utilities		\$70,000	
4220	Telephone		\$18,000	
4260	Contractual Service		\$26,542	
	Copier and Riso Contracts	\$19,542		
	Publicity	\$7,000		
4300	OPERATING EXPENSES			\$4,800
4300	Department Supplies		\$4,000	
4360	Personnel Training-Reduced by \$1,250		\$500	
4380	Memberships - CPRS-Reduced by \$300		\$300	
4390	Car Allowance		\$0	
4900	EQUIPMENT REPLACEMENT CHARGE			\$0
4941	Equipment Replacement Pool		\$0	
TOTAL				\$353,793

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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 adult and senior citizen volunteer and vocational training programs.

Objectives for FY 11-12 Continued formalization of a volunteer program, to include youth, adults and senior volunteers and to place these volunteers in city-run programs to expand and enhance city services. Increase volunteer opportunities to include city-wide special events, facility operations, senior programs, the after school programs and to provide individual and group volunteer opportunities. Growth in the areas of vocational training to include opportunities for in-service training, technical assistance, and workshops. Develop volunteer incentives to include a recognition award ceremony. Increase awareness and productivity of the Senior Nutrition Program offered by the City.

	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
PERSONNEL					
Comm Svc Supr	0.20	0.20	0.20	0.20	0.20
Recreation Leader I	1.44	1.44	0.35	0.35	0.42
Recreation Leader II	0.64	0.64	0.38	0.38	0.00
Program Specialist	1.10	1.10	1.17	1.17	1.17
Total	3.38	3.38	2.10	2.10	1.79

APPROPRIATIONS

Personnel Services	\$ 119,381	\$ 149,758	\$ 110,543	\$ 105,343	\$ 104,404
Operating Expenses	184,695	202,000	190,500	6,750	10,500
Total	\$ 304,076	\$ 351,758	\$ 301,043	\$ 112,093	\$ 114,904

SOURCE OF FUNDS

01 General Funds	\$ 183,107	\$ 183,758	\$ 131,043	\$ 112,093	\$ 114,904
01-3697 County Grant Sr. Meals	99,198	145,000	145,000	-	-
10-3901 Donations - Senior Meals	21,771	23,000	25,000	0	0
Total	\$ 304,076	\$ 351,758	\$ 301,043	\$ 112,093	\$ 114,904

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION

DIVISION NO.

Community Services

422

Supporting Information

4100PERSONNEL SERVICES\$104,404

4101Fulltime Staff Costs\$80,824

4103Temp & Part Time Staff\$23,580

4120O.A.S.D.I\$0

4130Worker's Comp Insurance\$0

4200OPERATING EXPENSES\$10,500

4260Contractual Service\$500

Senior Nutrition Meals\$0

CYF Newsletter (\$7,500)\$0

Expo Entertainment\$500

4300Dept Supplies\$10,000

Program Supplies (reduce from \$2,500 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\$6,000

TOTAL\$114,904

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011-2012

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, and general facility operations and supplies.

Objectives for FY 11-12 Growth in the area of teen programming. Development of co-ed adult sports programs. Expand youth sports programming. Increase facility rentals. Continue the development of a Healthy Cities program. Ensure that all volunteer coaches under-do a Livescan background check. Increase marketing efforts for all programs/activities offered by the Recreation division.

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Recreation Coordinator	0.60	0.60	0.60	0.60	0.60
Program Specialist	0.39	0.39	0.00	0.00	0.00
Recreation Leader I	0.84	0.84	1.99	1.99	3.28
Recreation Leader II	0.72	0.72	1.09	1.09	1.19
Total	2.55	2.55	3.68	3.68	5.07
APPROPRIATIONS					
Personnel Services	\$ 201,396	\$ 125,017	\$ 130,233	\$ 130,233	\$ 164,215
Operating Expenses	14,111	7,000	6,000	6,000	3,000
Capital Outlay		0	0	0	0
Total	\$ 215,507	\$ 132,017	\$ 136,233	\$ 136,233	\$ 167,215
SOURCE OF FUNDS					
01 General Funds	\$ 215,507	\$ 117,017	\$ 121,233	\$ 121,233	\$ 152,215
01-3777 Fac. Rental	0	15,000	15,000	15,000	15,000
Total	\$ 215,507	\$ 132,017	\$ 136,233	\$ 136,233	\$ 167,215

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Facilities Operations and Playgrounds			423
Supporting Information			
4100	PERSONNEL SERVICES		\$164,215
4101	Salaries	\$48,138	
4103	Temp & Part-time - Reduce Movies	\$116,077	
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		\$3,000
4300	Department Supplies	\$3,000	
4430	ACTIVITIES		\$0
4430	CBO - YOUTH COUNCIL	\$0	
4500	CAPITAL PROJECTS		\$0
TOTAL			\$167,215

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Cultural Arts	424

NARRATIVE

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

Objectives for FY 11-12 The Division will seek and secure funding to provide talent for the Summer Concerts in the park and secure Los Angeles County Arts funding for one free summer concert. Staff will increase revenue generating opportunities with local vendors at City-wide special events. The Cultural Arts Division will continue to seek grant funding for the Mariachi Master Apprentice Program and assist with the development of the Centennial

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Cultural Arts Supervisor	1.00	0.54	1.00	1.00	1.00
Recreation Leader I	0.00	0.00	0.00	0.00	0.00
Total	1.00	0.54	1.00	1.00	1.00
APPROPRIATIONS					
Personnel Services	\$ 121,630	\$ 66,698	\$ 94,367	\$ 94,367	\$90,938
Operating Expenses	22,976	18,350	16,350	16,350	\$14,875
Total	\$ 144,606	\$ 85,048	\$ 110,717	\$ 110,717	\$ 105,813
SOURCE OF FUNDS					
01 General Funds	\$ 144,606	\$ 85,048	\$ 110,717	\$ 110,717	\$ 109,444
Total	\$ 144,606	\$ 85,048	\$ 110,717	\$ 110,717	\$ 109,444

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Cultural Arts			424
Supporting Information			
4100			\$90,938
4101	Full Time Wages	\$90,938	
4103	Part Time Salaries	\$0	
4200 OPERATING EXPENSES			\$2,875
4260	Contracted Services - Expenditures ASCAP \$375	\$375	
4300	Department Supplies Program and Office Supplies \$2,500 El Grito Supplies \$0 Holiday Parade \$0 Pool Grand Opening Supplies \$0 Cesar Chavez Award Purchase - 3 \$0	\$2,500	
4400 ACTIVITIES AND PROGRAMS			\$12,000
4430	MMAP - Grant Match	\$12,000	
TOTAL			\$105,813

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION

DIVISION NO.

Aquatics

430

NARRATIVE

The San Fernando Regional Pool Facility will be entering the fourth year of operation. This year is unique in that that pool will be reopened to the public for the first time after 8 months. The expected date to open is scheduled for June 11, 2011.

Objectives for FY 11-12 Reopen the pool and recover facility fixed costs of operation. This will be done by identifying key leadership, streamlining operation procedures and policies, increasing facility rentals, and securing funding opportunities. Staff will work to develop a business plan which would allow for the pool to remain open year round at a minimal cost to the City.

	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
PERSONNEL					
Pool Manager	0	0	0	0	1.00
Cashier/Attendant	0	0	0	0	0.16
Recreation Leader	0.75	0.65	0.58	0.58	0.58
Total	0.75	0.65	0.58	0.58	1.74

APPROPRIATIONS

Personnel	0	\$ 34,881	\$ 15,555	\$ 15,555	\$ 85,258
Operating Expenses	0	666,418	266,636	266,636	\$382,052
Capital Outlay	0	0	5,000	5,000	\$2,000
Total	0	\$ 701,299	\$ 287,191	\$ 287,191	\$ 469,310

SOURCE OF FUNDS

01 General Funds	0	\$ 229,000	\$ 101,399	\$ 101,399	\$ 283,518
01-XXXX Transfer	0	451,299	164,792	164,792	164,792
10-XXXX Transfer	0	21,000	21,000	21,000	21,000
Total	0	\$ 1,173,598	\$ 287,191	\$ 287,191	\$ 469,310

Supporting Information

4100	PERSONNEL SERVICES	\$85,258
4105	Full-time salary - pool manager	\$70,678
	Part-time salaries	\$14,580

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Aquatics			430
4200	OPERATING EXPENSES		\$347,256
4210	Utilities	\$128,772	
4220	Telephone	\$1,000	
4260	Contractual Service	\$217,484	
4300	OPERATING EXPENSES		\$34,796
4300	Department Supplies	\$32,796	
4330	Minor Repairs	\$2,000	
4500	EQUIPMENT REPLACEMENT CHARGE		\$2,000
4500	Major Repairs/Parts	\$2,000	
TOTAL			\$469,310

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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>
12	<i>Measure "R"</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

ADOPTED BUDGET

FY 2011-2012

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 originally proposed removing the SLESF for the upcoming year, however, the adopted State budget that was should the State provide additional funding, those will be budgeted once the funds have been received. The current balance of the funds for FY 2011-12 is estimated at \$100,000.

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services	\$ 103,352	\$ 68,031	\$ 190,000	\$ 38,505	\$100,000
Operating Expenses	0	0	0	268	0
Capital Outlay	0	44,000	20,000	14,529	0
Total	\$ 103,352	\$ 112,031	\$ 210,000	\$ 53,302	\$ 100,000

SOURCE OF FUNDS

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

Supporting Information

4100 PERSONNEL SERVICES \$100,000

4105	Regular Overtime: Detective Division (224)	\$100,000
4105	Regular Overtime: Patrol Division (225)	\$0

4200 OPERATING EXPENSES \$0

4500 CAPITAL EXPENSES \$0

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	\$ 28,091	\$ 84,235	\$ (27,796)	\$ (27,796)	\$ -
Revenues	76,763	0	100,000	100,153	100,000
Expenditures	20,619	112,031	210,000	72,357	100,000
Ending Balance	\$ 84,235	\$ (27,796)	\$ (137,796)	\$ -	\$ -

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

FUND

FUND NO.

Self Insurance

6

NARRATIVE

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

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

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

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

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

BALANCE SHEET	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Beginning Balance	\$ (194,815)	\$ (409,231)	\$ (413,564)	\$ (413,564)	\$ (785,548)
Revenues	1,130,411	1,283,476	1,090,962	1,279,898	1,390,962
Expenditures	1,344,827	1,287,809	1,050,000	1,651,882	1,090,000
Ending Balance	\$ (409,231)	\$ (413,564)	\$ (420,314)	\$ (785,548)	\$ (484,586)

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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- Professional Svcs \$8,000
 110-01 - Trolley Transit- Trolley Repairs \$6,500
 110-01 - Trolley Transit- Trolley Fuel \$18,000
 170-01 - Bus Stop Maint.& Field Staff \$55,508
 200-02 - Match for Bus Shelters \$48,000
 280-01 - Transit Marketing \$4,000
 480-09 - Prop A Administration \$22,281

Recreation & Community Services:

120-03 - Mission City Transit (1st \$225,000
 140-03 Recreational Transit - vehicle \$0
 200-01 - Recreational Trips \$35,000
 250-08 - MTA Bus Pass Subsidy/Ph \$19,000
 480-09 - Prop A Administration \$32,155

TOTAL PUBLIC WORKS \$404,928

TOTAL RECREATION & COMMUNITY \$311,155

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Public Works Director	0.00	0.00	0.00	0.00	0.04
Administrative Analyst	0.00	0.00	0.00	0.00	0.05
Operations Manager	0.00	0.00	0.00	0.00	0.05
Field Supervisor II	0.05	0.05	0.05	0.05	0.00
Maintenance Worker	0.00	0.00	0.20	0.20	0.25
P.W. Maintenance Helper PT	0.00	0.00	0.00	0.00	0.20
Equipment Supervisor	0.00	0.00	0.00	0.00	0.05
P.W. Sr. Maintenance Worker	0.00	0.00	0.00	0.00	0.10
Mechanical Helper	0.25	0.25	0.25	0.25	0.05
RCS Comm. Svcs Sup	0.00	0.00	0.30	0.30	0.25
RCS Office Specialist	0.00	0.00	0.00	0.00	0.05
Total	0.30	0.30	0.80	0.80	1.09

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION					FUND NO.
Proposition A - Transportation Sales Tax					7
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services/Cost Alloc	\$101,140	\$86,258	\$164,156	\$193,603	\$107,344
Operating Expenses	\$393,403	\$457,137	\$514,600	\$413,350	\$560,739
Capital Outlay	\$24,223	\$12,877	\$86,000	\$0	\$48,000
Total	\$518,766	\$556,272	\$764,756	\$606,953	\$716,083
SOURCE OF FUNDS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
07-3210 LACMTA Prop A Alloc	\$362,697	\$320,993	\$340,883	\$331,284	\$349,138
07-3500 Interest Income	\$9,309	\$2,177	\$5,000	\$438	\$2,000
07-3794/3794-3630/ 3796 Other Income	\$22,812	\$24,044	\$30,000	\$22,226	\$25,000
Total	\$394,818	\$347,214	\$375,883	\$353,948	\$376,138
BALANCE SHEET	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	\$1,043,026	\$919,078	\$710,020	\$710,020	\$448,885
Revenues	\$394,819	\$347,214	\$375,883	\$354,839	\$376,138
Expenditures	\$518,767	\$556,272	\$764,756	\$615,974	\$716,083
	\$919,078	\$710,020	\$321,147	\$448,885	\$108,940

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

PUBLIC WORKS DEPARTMENT					FUND NO.	
Proposition A - Transportation Sales Tax					7	
		ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL		2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Public Works Director		0.00	0.00	0.05	0.15	0.04
Administrative Analyst		0.00	0.00	0.05	0.05	0.05
Operations Manager		0.00	0.00	0.03	0.11	0.05
Field Supervisor II		0.05	0.05	0.05	0.05	0.00
Maintenance Worker		0.00	0.00	0.30	0.50	0.25
P.W. Sr. Maintenance Worker		0.00	0.00	0.00	0.00	0.10
P.W. Maintenance Helper PT		0.00	0.00	0.10	0.10	0.20
Equipment Supervisor		0.00	0.00	0.15	0.50	0.05
Mechanical Helper		0.25	0.25	0.10	0.50	0.05
Total		0.30	0.30	0.83	1.96	0.79
		ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS		2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services/Cost Alloc		\$65,850	\$54,296	\$132,001	\$142,718	\$117,828
Operating Expenses		\$1,101	\$2,234	\$235,600	\$138,039	\$239,100
Capital Outlay		\$10,756	\$12,877	\$86,000	\$0	\$48,000
Total		\$77,707	\$69,407	\$453,601	\$280,757	\$404,928
COST ALLOCATION						\$42,639
4480	190 Cost Allocation - Central Services				\$42,639	
PERSONNEL SERVICES						\$75,189
4101	313 Full Time Personnel Costs - Admin. salaries				\$22,281	
4102	313 Full Time Personnel Costs - Field Staff				\$45,358	
4103	313 Part Time Personnel Costs - Field Staff				\$7,550	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

PUBLIC WORKS DEPARTMENT			FUND NO.
Proposition A - Transportation Sales Tax			7
OPERATING EXPENSES			\$239,100
4260	Contractual Services: 313-0000 Pressure Washing - contractor expense eliminated; moved to staff duty 313-0000 Trolley -1st Transit contract (addl hrs for trolley drivers-increased 2 mos during the summer during Pool Facility hours)	\$0 \$200,000	
4270	313- Trolley - Professional Services (trolley related services like: graphic design, trolley plan consultant)	\$8,000	
4300	313-0301 Department Supplies Solvents, parts, cleaners, and replacement parts 313-0301 Bus Shelter Maintenance 313-3630 Transit Marketing- Trolley schedule printing and misc supplies	\$1,000 \$1,000 \$4,000	
4320	313 Dept Equip. Maint.	\$300	
4340	313 Small Tools	\$300	
4400	313 -3630-4400 - Trolley Maintenance 313 Bus Shelter/Stop Utility truck maintenance	\$5,000 \$1,500	
4402	313 -3630-4402 - Trolley Fuel 313 Bus Shelter/Stop Utility truck fuel	\$16,500 \$1,500	
CAPITAL PROJECTS			\$48,000
4500	Capital Improvements 313-0000 Bus Shelter Improvements - Grant portion \$200,000; 20% Federal Match	\$48,000	
TOTAL PUBLIC WORKS DEPARTMENT			\$404,928

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

RECREATION DEPARTMENT					FUND NO.
Proposition A - Transportation Sales Tax					7
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
RCS Comm. Svcs Sup	0.00	0.00	0.30	0.30	0.25
RCS Office Specialist	0.00	0.00	0.00	0.00	0.05
Total	0.00	0.00	0.30	0.30	0.30
APPROPRIATIONS					
Personnel Services	\$31,962	\$31,962	\$32,155	\$31,602	\$32,155
Operating Expenses	\$454,903	\$454,903	\$279,000	\$275,311	\$279,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0
Total	\$486,865	\$486,865	\$311,155	\$306,913	\$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 2011-2012**

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	\$ 140,190	\$ 371,143	\$ 412,952	\$ 412,952	\$ 515,092
Revenues	383,919	267,352	282,753	258,232	289,601
Expenses	152,966	225,543	204,894	156,092	378,927
Ending Balance	\$ 371,143	\$ 412,952	\$ 490,811	\$ 515,092	\$ 425,766
PERSONNEL					
Public Works Director	0.10	0.00	0.03	0.03	0.20
Operations Manager	0.00	0.05	0.03	0.03	0.00
Civil Engineering Assistant II	0.40	0.10	0.12	0.06	0.21
P.W. Superintendent	0.00	0.00	0.00	0.00	0.10
PW Field Supervisor II	0.00	0.00	0.00	0.00	0.05
PW Office Specialist	0.00	0.00	0.00	0.00	0.10
Office Specialist	0.00	0.00	0.00	0.00	0.10
P.W. Administrative Analyst	0.00	0.00	0.00	0.00	0.02
Equip & Material Supervisor	0.00	0.00	0.00	0.00	0.10
Mechanical Helper	0.00	0.00	0.00	0.00	0.10
P.W. Sr. Maintenance Worker	0.00	0.00	0.00	0.00	0.52
PW Maintenance Worker	0.00	0.00	0.00	0.00	0.27
Total	0.50	0.15	0.12	0.12	1.77
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Personnel/Cost Alloc/Transfers	\$225,503	\$146,237	\$150,821	\$145,708	\$320,270
Operating Expenses	\$40	\$20,210	\$20,210	\$384	\$20,210
Capital Expenses	\$0	\$38,447	\$38,447	\$0	\$38,447
Total	\$225,543	\$204,894	\$209,478	\$146,092	\$378,927

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

FUND						FUND NO.
Proposition C						08
SOURCE OF FUNDS						
08-3210/3500	MTA FY11 Allocation	\$267,352	\$282,753	\$289,601	\$210,647	\$289,601
Total		\$267,352	\$282,753	\$289,601	\$210,647	\$289,601
190	NON-DEPARTMENTAL					\$111,989
0000-4480	Cost Allocation - Administrative Overhead			\$11,081		
0000-4901	Transfer to General Fund:					
	Bikeway Maintenance: 01-390-0470-XXXX			\$100,908		
PERSONNEL SERVICES						\$208,281
311-4101	Personnel Costs			\$208,281		
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						\$378,927

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012

None

BALANCE SHEET

Beginning Balance	\$20,116	\$20,292	\$20,348	\$20,348	\$20,361
Revenues	\$176	\$56	\$200	\$13	\$25
Expenditures	\$0	\$0	\$0	\$0	\$0
Ending Balance	\$20,292	\$20,348	\$20,548	\$20,361	\$20,386

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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
	Community Development (CD)			
	CA Cultural & Historical Endowment	\$362,734	\$0	\$362,734
	Total CD Grants	\$362,734	\$0	\$362,734
	<u>Police Department:</u>			
	COPS CHRP Grant	\$239,508	\$0	\$239,508
	COPS - SAFE SCHOOLS	\$342,665	\$0	\$342,665
	OTS - Office of Traffic Safety	\$87,213	\$0	\$87,213
	JAG	\$61,990	\$0	\$61,990
	Virtual Patrol (COPS Tech Program)	\$141,613	\$0	\$141,613
	Total Police Grants	\$872,989	\$0	\$872,989
	<u>Public Works Department:</u>			
3653	Metro (MTA) Safetea-Lu - Bus Shelters	\$260,000	\$0	\$260,000
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	\$497,063
3657	AQMD Tree Planting Program - Agreement # - 10561 In-Kind Support - PW Staff Labor used	\$84,300	\$68,365	\$152,665
3648	Energy Efficiency Conserv. Block Grant	\$132,667	\$56,111	\$188,778
3629	MWD Public Sector Grant	\$5,500	\$0	\$5,500
XXXX	MTA Economic Stimulus - Arra Funds - Brand Blvd (Reimbursement for prior Yr expenses)	\$337,406	\$0	\$337,406
	Total PW Grants	\$1,481,059	\$142,923	\$1,623,982
	<u>Recreation Department:</u>			
	NEA ARRA Grant - prior year reimb.	\$0	\$0	\$0
3749	NEA Learning Arts- Mariachi Master Afterschool Program - Gridley/Morningside	\$57,000 \$243,434	\$0 \$0	\$57,000 \$243,434
	Elderly Nutrition	\$77,397	\$0	\$77,397
3901- 3750	Elderly Nutrition Program Income	\$15,000	\$0	\$15,000
XXXX	Open Space District - Prop A Funds	\$25,000	\$0	\$25,000
3658	CAC - Artists in Schools	\$0	\$0	\$0
3626	Alliance for Calif. Traditional Artists	\$0	\$0	\$0
	Total Recreation Grants	\$417,831	\$0	\$417,831
	Total All Fund 10 Grants & Other Sources	\$3,134,613	\$142,923	\$3,277,536

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

FUND		FUND NO.				
GRANT FUND		10				
SUMMARY OF APPROPRIATIONS		ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
10-150	CD	\$ -	\$ -	\$ 240,000	\$ 240,000	\$ 362,734
10-220	Police	\$87,168	\$158,322	\$1,274,826	\$210,644	\$872,989
10-3XX	Public Works	\$0	\$679,162	\$1,205,486	\$605	\$1,143,653
10-420	Recreation and Community	\$59,453	\$62,553	\$89,800	\$236,958	\$417,831
Total		\$146,621	\$900,037	\$2,810,112	\$688,207	\$2,797,207

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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

NARRATIVE

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

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	\$602,734	\$602,734	\$602,734	\$602,734	\$362,734
Revenues	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$0	\$240,000	\$240,000	\$362,734
Ending Balance	\$602,734	\$602,734	\$362,734	\$362,734	\$0

PERSONNEL

None

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Operations	\$0	\$0	\$0	\$0	\$30,000
Capital Expenses	\$0	\$0	\$602,734	\$248,000	\$332,734
Total	\$0	\$0	\$602,734	\$248,000	\$362,734

SOURCE OF FUNDS

California and Cultural Historical Endowment	\$602,734	\$602,734	\$602,734	\$602,734	\$354,734
Total	\$602,734	\$602,734	\$602,734	\$602,734	\$354,734

OPERATIONS			\$30,000
3609-4270	Lopez Adobe Rehab Project--Phase II	\$20,000	
3609-4300	Lopez Adobe Project--Phase II Supplies	\$10,000	
CAPITAL EXPENSES			\$332,734
3609-4600	Lopez Adobe Project--Phase II (Ancillary Facility)	\$332,734	
TOTAL			\$362,734

CITY OF SAN FERNANDO					
ADOPTED BUDGET					
FY 2011-2012					
DIVISION				DIVISION NO.	
Public Safety				10-220	
NARRATIVE					
The purpose of the section is to track grants received by the Public Safety Department that are known at the time of budget finalization. This fund facilitates record keeping of receipts and expenditures of outside grants as generally required by grantors. New grants may be received during the year and will also be included in this fund.					
The Virtual Patrol (Cops Tech Program) grant is to create a security network that would give the PD the ability to access business security cameras in the event of an alarm activation among. This in addition to the City in their pilot program creating a safety zone around parks, bike paths, and scools throughout the unit.					
COPS CHRP Grant is in year 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.					
PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Police Officers - Patrol	0	2	2	2	2
APPROPRIATIONS					
Personnel Services	\$184,914	\$389,282	\$224,826	\$441,868	\$678,258
Capital Outlay	\$40,000	\$66,457	\$1,050,000	\$928,016	\$194,731
Total	\$224,914	\$455,739	\$1,274,826	\$1,369,884	\$872,989
SOURCE OF FUNDS					
UASI Urban Area	\$6,000	\$40,000	\$0	\$29,883	\$0
Click IT Or Ticket	\$4,790	\$11,724	\$0	\$0	\$0
Homeland Security	\$162,011	\$0	\$0	\$0	\$0
Bureau Of Justice	\$16,575	\$0	\$0	\$0	\$0
AVOID The 100 DUI	\$2,295	\$7,840	\$0	\$11,395	\$0
Cops CHRP Grant	\$0	\$193,098	\$224,826	\$224,826	\$239,508
Virtual Patrol (Cops Tech Program)	\$0	\$0	\$1,050,000	\$908,387	\$141,613
Cops Safe Schools	\$0	\$0	\$0	\$48,550	\$378,471
Office of Traffic Safety	\$169,896	\$178,042	\$0	\$111,967	\$87,213
JAG 09	\$0	\$52,474	\$0	\$11,998	\$13,331
JAG 10	\$0	\$0	\$0	\$0	\$12,853
Total	\$169,896	\$483,178	\$1,274,826	\$1,347,006	\$872,989
Supporting Information					
4100				\$678,258	
3621-4101	Full Time - Cops CHRP Grant #2009RXWX0121			\$239,508	
3641-4101	Full Time - Cops Safe Schools #2010CKWX0433			\$276,006	
3641-4105	Overtime - Cops Safe Schools #2010CKWX0433			\$49,347	
3635-4103	Part - Time - Office of Traffic Safety #AL1135 (Carry over)			\$2,213	
3635-4105	Overtime - Office of Traffic Safety #AL1135 (Carry over)			\$85,000	
3644-4105	Overtime - JAG 09 #09-2545			\$13,331	
3646-4105	Overtime - JAG 10 #10DJ-BX-1541			\$12,853	

CITY OF SAN FERNANDO			
ADOPTED BUDGET			
FY 2011-2012			
DIVISION			DIVISION NO.
Public Safety			10-220
4200			\$35,806.00
3641-4220	Telephone	\$4,004.00	
3641-4260	Contractual Services	\$21,565.00	
3641-4300	Supplies	\$10,237.00	
4500			\$158,925
3602-4500	Virtual Patrol (COPS Tech Program)	\$141,613	
3641-4500	Cops Safe Schools	\$17,312	
TOTAL			\$872,989.00

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	\$0	\$0	\$0	\$0	\$39,568
Revenues	\$0	\$745,000	\$1,859,355	\$98,621	\$1,481,059
Expenditures	\$0	\$745,000	\$1,205,486	\$59,053	\$1,143,653
Ending Balance	\$0	\$0	\$653,869	\$39,568	\$376,974

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services	\$0	\$65,383	\$65,838	\$605	\$0
Operating Expenses	\$0	\$6,777	\$6,777	\$0	\$0
Capital Outlay	\$0	\$672,385	\$672,385	\$0	\$1,143,653
Total	\$0	\$679,162	\$745,000	\$605	\$1,143,653

SOURCE OF FUNDS

3600-3653/3654	Metro (MTA) Safetee-Lu - Bus Shelters	\$260,000	\$260,000	\$260,000
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
3600-3648	Energy Efficiency Conserv. Block Grant EECBG	\$132,667	\$132,667	\$132,667
3600-3629	MWD Public Sector Grant	\$5,500	\$5,500	\$5,500
3600-3651	MTA Economic Stimulus - Arra Funds - Brand Blvd (Reimbursement for prior Yr expenses)	\$653,869	\$653,869	\$337,406
Total		\$1,797,522	\$1,797,522	\$1,481,059

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

CAPITAL PROJECTS

XXXX-4600	Metro (MTA) Safetee-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>	\$260,000	
	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	
	Energy Efficiency Conserv. Block Grant - Agreement # - CBG-09-139 Purchase and replacement of existing City owned street lighting fixtures, parking lot fixtures, building exterior fixtures and amber traffic signal lamps. <i>In-Kind Support Required - \$56,111</i>	\$132,667	
	MWD Public Sector Program - Agreement # - 66655 Water Conservation Project - TBD	\$5,500	
			\$1,143,653

CITY OF SAN FERNANDO					
ADOPTED BUDGET					
FY 2011-2012					
DIVISION			DIVISION NO.		
Recreation and Community Service Department			10-420		
NARRATIVE					
This section provides a consolidated look at grants funds received from several different funding sources to fund programs as well as capital improvements. 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 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Ending Balance	\$0	\$0	\$29,878	\$119,371	\$134,371
PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Recreation Leader I	2.1	2.1	2.1	2.1	2.1
APPROPRIATIONS					
Personnel Expenses	\$0	\$39,546	\$12,500	\$10,454	\$0
Operating Expenses	\$472,023	\$427,753	\$77,300	\$424,271	\$402,831
Total	\$472,023	\$467,299	\$89,800	\$434,725	\$402,831
SOURCE OF FUNDS					
NEA Learn- Mariachi Master Prog	\$40,000	\$79,700	\$38,000	\$40,000	\$57,000
Open Space District	\$330,000	\$30,000	\$21,000	\$0	\$25,000
Elderly Nutrition Program	\$99,198	\$126,560	\$0	\$89,792	\$77,397
Elderly Nutrition Program Income	\$0	\$0	\$0	\$15,000	\$15,000
Afterschool Program (Gridley/Morning	\$248,485	\$240,263	\$0	\$196,292	\$243,434
2002 Park Bond	\$0	\$0	\$0	\$78,400	\$0
RZH Block Grant 2002	\$0	\$0	\$0	\$78,134	\$0
California Arts Council	\$10,800	\$9,600	\$10,800	\$10,800	\$0
Alliance For CA Traditional Artists	\$7,500	\$7,500	\$7,500	\$7,500	\$0
NEA Recovery Act #09-5488-7233	\$0	\$41,700	\$12,500	\$8,300	\$0
Total	\$735,983	\$535,323	\$89,800	\$524,218	\$417,831
Supporting Information					
4200		OPERATING EXPENSES			
3678	NEA Learning/Arts - Mariachi Master Program			\$57,000	
XXXX	Open Space District - Maintenance & Servicing Program			\$25,000	
3750	Elderly Nutrition Program			\$77,397	
3901-3750	Elderly Nutrition Program Income			\$15,000	
1371	Afterschool Program (Gridley/Morningside)			\$243,434	
TOTAL					\$417,831

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	\$348,132	\$977,991	\$921,071	\$921,071	\$667,138
Revenues	\$1,032,565	\$659,534	\$574,383	\$518,244	\$574,383
Expenses	\$402,706	\$716,454	\$1,085,218	\$772,177	\$772,431
Ending Balance	\$977,991	\$921,071	\$410,236	\$667,138	\$469,090

PERSONNEL

None

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2009-2010	2009-2010	2010-2011	2010-2011	2011-2012
Transfers/Cost Allocation	\$639,688	\$639,688	\$682,070	\$682,070	\$697,745
Capital Outlay	\$76,766	\$76,766	\$403,148	\$90,107	\$74,686
Total	\$716,454	\$716,454	\$1,085,218	\$772,177	\$772,431

SOURCE OF FUNDS

Highway User Tax Allocation Sect. 2105, 2106, 2107, & 2107.5 (acct# 11-3610, 3611, 3612, 3615)	\$430,630	\$430,630	\$449,383	\$437,950	\$449,383
Deferred Allocation	\$0	\$0	\$0	\$80,294	\$0
Traffic Congestion Relief Funds (acct# 11-3617)	\$228,903	\$228,903	\$125,000	\$0	\$125,000
Total	\$659,533	\$659,533	\$574,383	\$518,244	\$574,383

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

FUND			FUND NO.
State Gas Tax Fund			11
11-190	TRANSFERS		\$690,335
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 (\$49,693 labor + indirect costs), 01-320 (\$31,163 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 (\$41,651 labor + indirect costs); 01-371 (\$107,462 labor + indirect costs); 01-390 (\$30,000 labor + indirect costs) and prior period transfer \$274,686	\$661,855	
OPERATING EXPENSES			\$7,410
0000-4270	State Controller's Annual Street Report Audit	\$910	
7510-4300	Maclay Ave. streetscape maintenance supplies. Expense moved from 01-346	\$6,500	
11-311	CAPITAL EXPENSES		\$74,686
0000-4600	Street Improvements per PCI - TBD (<i>\$62,205 - TCRF allocation; \$15,875 - HUTA allocation</i>)	\$74,686	
TOTAL			\$772,431

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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.

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	\$0	\$0	\$160,346	\$160,346	\$219,259
MTA Revenues	\$0	\$160,346	\$212,065	\$212,288	\$217,203
Expenditures	\$0	\$0	\$153,375	\$153,375	\$252,048
Ending Balance	\$0	\$160,346	\$188,626	\$219,259	\$184,414

PERSONNEL

None

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Personnel/Transfers/Cost Alloc	\$0	\$0	\$153,375	\$153,375	\$80,048
Operating Expenses	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$172,000	\$172,000
Total	\$0	\$0	\$153,375	\$325,375	\$252,048

SOURCE OF FUNDS

12-3210 MTA Measure R Allocation	\$0	\$160,346	\$153,375	\$212,065	\$217,203
Total	\$0	\$160,346	\$153,375	\$212,065	\$217,203

PERSONNEL SERVICES \$0

310-4101	Personnel Costs	\$0
311-4101	Personnel Costs	\$0
190-4480	Cost Allocation - Central Services	\$0

TRANSFERS \$80,048

190-4491	Transfer to Fund 27: Funds will be used for the city street lighting program.	\$80,048
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OPERATING EXPENSES \$0

310-4270	Professional Services	\$0
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CAPITAL PROJECTS \$172,000

311-4600	Capital Projects - Street, Sidewalk, Curb Rams, TBD	\$0
	Capital Project - (Balance on prior year Park Ave. Project)	\$172,000

TOTAL \$252,048

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
None	\$0	\$0	\$0	\$0	\$0
BALANCE SHEET					
Beginning Balance	\$5,029	\$43,282	\$81,387	\$81,387	\$158,050
Revenues	\$124,740	\$141,960	\$135,959	\$156,323	\$135,959
Expenditures	\$86,488	\$103,855	\$123,500	\$79,659	\$236,250
Ending Balance	\$43,282	\$81,387	\$93,846	\$158,050	\$57,759
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Transfers	\$0	\$0	\$0	\$30,000	\$30,000
Operating Expenses	\$30,000	\$30,000	\$31,500	\$17,575	\$36,500
Capital Outlay	\$56,488	\$82,300	\$92,000	\$31,084	\$169,750
Total	\$86,488	\$112,300	\$123,500	\$78,659	\$236,250
SOURCE OF FUNDS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
13-3410 Vehicle Code Fines	\$124,740	\$141,960	\$135,959	\$156,323	\$135,959
Total	\$124,740	\$141,960	\$135,959	\$156,323	\$135,959
190	TRANSFERS				\$30,000
0000-4901	Transfer to General Fund: Acct # 01-3963 to cover traffic safety related costs incurred.			\$30,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

FUND			FUND NO.
Traffic Safety			13
OPERATING EXPENSES			\$36,500
0301-4300	Supplies		
	311 Street Repair Materials - base, asphalt, etc.	\$12,500	
	370 Traffic Signage Repair Materials - poles, signs, hardware, street signs, etc.	\$8,000	
	371 LED Repair Materials - supplies for maintenance and repair of LED traffic signals and pedestrian modules.	\$9,000	
4430	Activities and Programs		
	370 Signage - Preventative Maintenance Program.	\$7,000	
CAPITAL PROJECTS			\$169,750
0000-4600	311 Street Stripping	\$25,000	
	311 Capital Projects - Street, Sidewalk, Curb Rams, TBD	\$75,000	
	371 Traffic Signals & Modules - Repairs and Replacement	\$25,000	
	Spare Meyer Cabinet 120/240 V.A.C. service, 1 at \$2,200	\$2,000	
	Maclay Avenue lighted crosswalk repairs and improvements	\$15,000	
	Maclay Avenue traffic signage replacements and upgrades	\$20,000	
	Replace traffic loops, 10 at \$425 each	\$4,250	
	Replace conflict monitors, 10 at \$350 each	\$3,500	
TOTAL			\$236,250

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012

None

BALANCE SHEET

Beginning Balance	\$	71,369	\$	71,369	\$	71,369	\$	71,369	\$	71,369
Revenues		0		0		0		0		0
Expenditures		0		0		0		0		0
Ending Balance	\$	71,369	\$	71,369	\$	71,369	\$	71,369	\$	71,369

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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.						
BALANCE SHEET		ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Beginning Balance		(\$829)	(\$829)	\$0	\$0	\$3,994
MTA Revenues		\$27,390	\$11,945	\$14,505	\$15,093	\$12,238
Expenditures		\$27,390	\$11,116	\$20,100	\$11,099	\$16,200
Ending Balance		(\$829)	\$0	(\$5,595)	\$3,994	\$32
PERSONNEL		2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
None						
APPROPRIATIONS		2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Operating Expenses		\$100	\$100	\$3	\$3	\$100
Capital Outlay		\$20,000	\$11,016	\$10,800	\$10,800	\$16,100
Total		\$20,100	\$11,116	\$10,803	\$10,803	\$16,200
SOURCE OF FUNDS		ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
15-3695-0866 TDA Article 3 Alloc.		\$20,100	\$11,116	\$10,803	\$10,803	\$12,238
Total		\$20,100	\$11,116	\$10,803	\$10,803	\$12,238
15-190 OPERATING EXPENSES						\$100
0000-4480	Cost Allocation - Central Services				\$100	
15-310 CAPITAL PROJECTS						\$16,100
0866-4600	Capital Projects - Street, Sidewalk, Curb Rams, TBD				\$16,100	
TOTAL						\$16,200

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	(\$43,102)	(\$13,718)	\$14,922	\$14,922	\$43,922
Revenues	\$29,384	\$28,640	\$29,000	\$29,000	\$29,000
Operating Expenditures	\$0	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0	\$0
Ending Balance	(\$13,718)	\$14,922	\$43,922	\$43,922	\$72,922

PERSONNEL

None

APPROPRIATIONS

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

SOURCE OF FUNDS

16-3605 Motor Vehicle in-Lieu Tax	\$29,384	\$30,000	\$29,000	\$29,000	\$29,000
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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 2011-2012**

DIVISION
Self Sustaining Recreational Activities

FUND NO.
17

		Revenue	Expense	Surplus(Deficit)
1326	Karate	\$ 5,530	\$ 5,530	\$ -
1328	Youth Sports	\$ 18,000	\$ 15,500	\$ 2,500
1334	Adult Sports	\$ 10,300	\$ 5,400	\$ 4,900
1335	Snack Bar	\$ 7,000	\$ 600	\$ 6,400
1337	Cardio Kickboxing	\$ 700	\$ 550	\$ 150
1339	Senior Line Dance	\$ 500	\$ 500	\$ -
1342	Soccer-Tiny Tots	\$ 300	\$ 538	\$ (238)
1362	Folklorico	\$ 5,000	\$ 2,700	\$ 2,300
1365	Tiny Tot Tumbling	\$ 1,500	\$ 1,200	\$ 300
1366	Aztec Dance	\$ 200	\$ 200	\$ -
1385	Teen Council - Youth Services	\$ 100	\$ 100	\$ -
1386	4th of July Fireworks Show	\$ 20,000	\$ 30,000	\$ (10,000)
1397	Facility Attendants - Facility Payment Fund	\$ 17,939	\$ 14,800	\$ 3,139
1398	LP Senior City Trips	\$ 1,500	\$ 1,500	\$ -
1399	Day Camp	\$ 59,000	\$ 58,000	\$ 1,000
4500	Capital Expense	\$ -	\$ 1,500	\$ (1,500)
4901	Transfer	\$ -	\$ -	\$ -
TOTAL PROJECTED		\$ 147,569	\$ 138,618	\$ 8,951

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

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.

PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Senior Counselors (FTE)	4.30	1.90	1.90	1.90	1.90
RCS Director	0.00	0.15	0.15	0.15	0.00
Office Specialist	0.00	0.10	0.10	0.10	0.10
Community Svcs Supv.	0.35	0.55	0.55	0.55	0.55
Counselor (FTE)	11.54	6.55	6.55	6.55	6.55
RCS Coord.	0.60	0.40	0.40	0.40	0.40
Program Specialist (FTE)	0.75	0.00	0.78	0.78	0.78
Recreation Leaders (FTE)	7.00	0.80	0.80	0.80	0.80
Total	24.54	10.45	11.23	11.23	11.08

BALANCE SHEET

Beginning Balance	\$ 522,697	\$ 649,221	\$ 6,260	\$ 6,260	\$ -
Revenue	982,011	835,986	148,600	765,535	147,569
Expenditures	846,531	1,478,947	232,308	771,795	138,618
Ending Balance	\$ 658,177	\$ 6,260	\$ (77,448)	\$ -	\$ 8,951

APPROPRIATIONS

Personnel Services	\$ 517,243	\$ 414,998	\$ 389,525	\$ 378,876	\$ 65,613
Operating Expenses	360,830	321,530	299,971	223,030	71,505
Transfer Out to 01	0	129,784	164,992	169,889	0
Capital Outlay	1,500	1,500	1,500	0	1,500
Total	\$ 879,573	\$ 867,812	\$ 855,988	\$ 771,795	\$ 138,618

SOURCE OF FUNDS

FUND 17	\$ 879,573	\$ 867,812	\$ 855,988	\$ 771,795	\$ 147,569
TOTAL	\$ 879,573	\$ 867,812	\$ 855,988	\$ 771,795	\$ 147,569

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

DIVISION			FUND NO.
Self Sustaining Recreational Activities			17
4100	PERSONNEL SERVICES		\$65,613
1334	Adult Sports		\$1,575
4103	Part-Time Wages - Recreation Leader	\$1,575	
1342	Tiny Tot Soccer		\$338
4103	Part-Time Wages	\$338	
1365	Tiny Tot Tumbling		\$900
4103	Part-Time Wages	\$900	
1386	4th of July Fireworks Show		\$8,000
4103	Part-time Wages	\$8,000	
1397	Facility Attendants		\$12,800
4103	Part-time Staff	\$12,800	
1399	Day Camp		
4103	Part-time Wages	\$42,000	\$42,000
4105	Overtime	\$0	
OPERATING EXPENSES			\$36,630
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 Sports		\$7,500
4260	Contracted Services	\$7,500	
1337	Cardio Kickboxing		\$500
4260	Contracted Services	\$500	
1339	Senior Line Dance		\$450
4260	Contracted Services	\$450	
1362	Folklorico		\$2,500
4260	Contract Services	\$2,500	
1366	Aztec Dance		\$150
4260	Contract Services	\$150	
1386	4th of July Fireworks Show		\$20,000
	Contracted Services	\$20,000	

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

DIVISION			FUND NO.
Self Sustaining Recreational Activities			17
4300	SUPPLIES EXPENSES		\$34,875
1328	Youth Sports		\$8,000
4300	Department Supplies	\$8,000	
1334	Adult Sports		\$3,825
4300	Department Supplies	\$3,825	
1335	Snack Bar		\$600
4300	Department Supplies	\$600	
1337	Cardio Kickboxing		\$50
4300	Department Supplies	\$50	
1339	Senior Line Dance		\$50
4300	Department Supplies	\$50	
1342	Tiny Tot Soccer		\$200
4300	Department Supplies	\$200	
1362	Folklorico		\$200
4300	Department Supplies	\$200	
1365	Tiny Tot Tumbling		\$300
4300	Department Supplies	\$300	
1366	Aztec Dance		\$50
4300	Department Supplies	\$50	
1385	Teen Council - Youth Services		\$100
4300	Department Supplies	\$100	
1386	4th of July Fireworks Show		\$2,000
4300	Department Supplies	\$2,000	
1397	Facility Attendant		\$2,000
4300	Department Supplies	\$2,000	
1398	LP Senior City Trips		\$1,500
4300	Department Supplies	\$1,500	
1399	Day Camp		\$16,000
4300	Department Supplies	\$16,000	
4500	CAPITAL EXPENSES		\$1,500
4500	Afterschool	\$1,500	\$1,500
4901	TRANSFER		\$0
4901	Transfer from Fund 17 to Fund 01 - Swim Program	\$0	\$0
TOTAL			\$138,618

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

DIVISION

Self Sustaining Recreational Activities

FUND NO.

17

17- 3770 PROJECTED REVENUE		\$147,569
1320	CYF Committee Newsletter	\$0
1321	Senior Yoga	\$0
1322	Senior Aerobics	\$0
1323	Senior Music	\$0
1326	Karate	\$5,530
1328	Youth Sports	\$18,000
1334	Adult Sports	\$10,300
1335	Snack Bar	\$7,000
1337	Cardio Kickboxing	\$700
1339	Senior Line Dance	\$500
1342	Soccer-Tiny Tots	\$300
1362	Folklorico	\$5,000
1365	Tiny Tot Tumbling	\$1,500
1366	Aztec Dance	\$200
1385	Teen Council - Youth Services	\$100
1386	4th of July Fireworks Show	\$20,000
1397	Facility Attendants - Facility Payment Fund	\$17,939
1398	LP Senior City Trips	\$1,500
1399	Day Camp	\$59,000
TOTAL PROJECTED REVENUE		\$147,569

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

FUND	FUND NO.
RETIREMENT	18

NARRATIVE

This fund is to account for receipts from a voter-approved special tax levy that is used to pay for all costs of the City's membership in the Public Employees Retirement System (PERS). As of Fiscal Year 2003-2004, the City's costs increased significantly due to rising rates in both health insurance premiums and member contributions to PERS. This has continued in succeeding years.

Payment of retired employees health benefits and service charges paid to PERS for administration of the retired employees health insurance is paid directly from the Retirement Fund. In FY 2009-2010, the miscellaneous group approved payment of 2% of the employee contribution increasing to 4% in FY 2010-2011.

	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Retirement Expenditures	\$ 3,607,187	\$ 3,797,763	\$ 3,861,693	\$ 3,947,325	\$ 3,916,895
<u>Charged costs via other Funds</u>					
<i>Special Funds / Enterprise Funds</i>	244,899	510,701	517,000	517,485	407,529
<i>Agency Fund</i>	124,028	133,604	161,000	161,108	117,678
Total	\$ 3,238,260	\$ 3,153,458	\$ 3,183,693	\$ 3,268,732	\$ 3,391,688

SOURCE OF FUNDS

Property Taxes	\$ 3,144,980	\$ 2,921,027	\$ 2,882,110	\$ 2,932,217	\$ 2,821,500
Total	\$ 3,144,980	\$ 2,921,027	\$ 2,882,110	\$ 2,932,217	\$ 2,821,500

BALANCE SHEET

Beginning Balance	\$ 50,475	\$ (42,805)	\$ (275,236)	\$ (275,236)	\$ (611,751)
Revenues	3,144,980	2,921,027	2,882,110	2,932,217	2,821,500
Expenditures	3,238,260	3,153,458	3,183,693	3,268,732	3,391,688
Ending Balance	\$ (42,805)	\$ (275,236)	\$ (576,819)	\$ (611,751)	\$ (1,181,939)

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012

None

BALANCE SHEET										
Beginning Balance	\$	397,270	\$	368,882	\$	373,176	\$	373,176	\$	363,209
Revenues		3,375		6,565		3,000		242		300
Expenses		31,763		2,271		209,000		10,209		40,500
Ending Balance	\$	368,882	\$	373,176	\$	142,240	\$	363,209	\$	323,009

Skate Park design								8,000		40,500
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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
4200 OPERATING EXPENSES					
4500 CAPITAL EQUIPME	0	0	0	\$0	\$0

BALANCE SHEET

Beginning Balance	\$	147,333	\$	168,238	\$	17,884	\$	17,884	\$	-
Revenues		20,905		931		0		651		0
Expenditures		0		151,285		19,463		18,535		0
Ending Balance	\$	168,238	\$	17,884	\$	(1,579)	\$	-	\$	-

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012

None

4500	CAPITAL EQUIPMENT	0	\$0
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4500	Equipment
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BALANCE SHEET

Beginning Balance	\$	366,069	\$	273,865	\$	16,450	\$	16,450	\$	460
Revenues		7,774		450				11		
Expenditures		99,978		257,865		16,001		16,001		-
Ending Balance	\$	273,865	\$	16,450	\$	449	\$	460	\$	460

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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.

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Community Development Director	0.03	0.03	0.03	0.03	0.00
Senior Planner	0.03	0.02	0.02	0.02	0.00
Community Preservation Supervisor	0.16	0.23	0.23	0.23	0.00
Community Preservation Officer -2	0.10	0.24	0.24	0.24	0.00
Community Preservation Officer -3	0.17	0.17	0.17	0.17	0.00
Assistant Planner (Housing)	0.20	0.12	0.12	0.12	0.00
Community Development Secretary	0.00	0.00	0.00	0.00	0.00
Total	0.69	0.81	0.81	0.81	0.00

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	345,297
Total	\$ 1,595,617	\$ 1,549,553	\$ 1,549,553	\$ 1,549,553	\$ 345,297

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

COMMUNITY DEVELOPMENT DEPARTMENT

DIVISION NO.

Planning/CDBG

26-155

SOURCE OF FUNDS

26 CDBG GRANT (36th Year)	\$ 1,595,617	\$ 1,549,553	\$ 1,549,553	\$ 1,549,553	\$ 320,297
26 CDBG Recovery Act Funds	\$ -	\$ -	\$ 107,137	\$ 140,137	\$0
General Fund	\$ -	\$ -	\$ -	\$ -	\$25,000
Total	\$ 1,595,617	\$ 1,549,553	\$ 1,656,690	\$ 1,689,690	\$ 345,297

4100 PERSONNEL SERVICES \$0

0334-4101	Salary and benefits: Code Enforcement Project	\$ -	
0339-4100	Salary and benefits: CDBG Administration	\$ -	

4200 OPERATING EXPENSES \$0

4400 LOAN EXPENSES \$345,297

0000-4424	Section 108 Loan-Swimming Pool Facility	\$345,297	
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4600 CAPITAL OUTLAY \$0

Total \$345,297

Supporting Information

The following is a summary of approved CDBG expenditures for specific projects and programs in FY '11-12'

Project Number	Description	Amount:
26-155-0000	Section 108 Loan Payback	\$345,297
26-155-0334	Code Enforcement	\$0
26-155-0339	Administration	\$0
Total (CDBG 36th Year)		<u><u>\$ 345,297</u></u>

BALANCE SHEET	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Beginning Balance	\$ 328,998	\$ 966	\$ 966	\$ 966	0
Revenues	1,445,568	455,661	1,656,690	1,689,690	345,297
Personnel Services	69,416	67,875	59,436	59,436	0
Operating Expenses	326,915	330,857	0	344,580	0
Capital Expenses	1,377,269	56,929	1,490,117	1,286,640	345,297
Ending Balance	\$ 966	\$ 966	\$ 108,103	0	0

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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.

BALANCE SHEET	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Beginning Balance	(\$58,606)	(\$109,858)	(\$116,816)	(\$144,260)	\$3,486
Revenues	\$337,552	\$331,739	\$490,927	\$490,375	\$417,048
Expenditures	\$388,804	\$366,141	\$374,095	\$342,629	\$420,534
Ending Balance	(\$109,858)	(\$144,260)	\$16	\$3,486	(\$0)
PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Public Works Director	0.00	0.05	0.07	0.07	0.07
Operations Manager	0.00	0.10	0.05	0.05	0.15
City Engineer	0.15	0.05	0.00	0.00	0.00
Civil Engineering Assistant II	0.10	0.10	0.20	0.20	0.20
Civil Engineering Assistant I	0.05	0.10	0.00	0.00	0.00
P.W. Administrative Analyst	0.10	0.10	0.00	0.00	0.00
P.W. Superintendent	0.05	0.00	0.00	0.00	0.00
P.W. Admin. Coordinator	0.10	0.10	0.00	0.00	0.00
Equip & Material Supervisor	0.00	0.00	0.00	0.00	0.10
Mechanical Helper	0.00	0.00	0.00	0.00	0.10
Electrical Supervisor	0.30	0.30	0.25	0.25	0.30
Bldg. Maint. Worker/Elect. Helper	0.30	0.30	0.25	0.25	0.35
Total	1.15	1.30	0.82	0.82	1.27

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

					FUND NO.
Street Lighting Fund					27-344
APPROPRIATIONS	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$119,749	\$93,967	\$108,257	\$108,257	\$169,666
Operating/Cost Allocation	\$267,556	\$272,174	\$261,838	\$234,372	\$247,868
Capital Outlay	\$1,500	\$0	\$4,000	\$0	\$3,000
Total	\$388,805	\$366,141	\$374,095	\$342,629	\$420,534
SOURCE OF FUNDS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
27-3110/3130/3150 Property Tax	\$337,552	\$331,739	\$337,552	\$337,000	\$337,000
12-190-4901 Measure R Transfer	\$0	\$0	\$153,375	\$153,375	\$80,048
Total	\$337,552	\$331,739	\$490,927	\$490,375	\$417,048
Supporting Information					
4100	PERSONNEL SERVICES				\$169,666
4101	Personnel Costs			\$167,416	
4105	Overtime - for street light surveys and knockdowns			\$2,250	
4200	OPERATING EXPENSES				\$247,868
4210	Utilities			\$215,000	
4250	Rents and Leases			\$750	
	Lifts & power equipment			\$750	
4260	Contractual Services			\$8,000	
	Street Lighting Dist. proceedings			\$2,500	
	County Assessors Office			\$1,200	
	Light poles and pull boxes			\$800	
	Repair damaged street lights			\$3,500	
4300	Department Supplies			\$8,840	
0301-4300	Ballast kit replacement			\$2,000	
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 2011-2012

			FUND NO.
Street Lighting Fund			27-344
0301-4300	Replacement of steel poles	\$1,500	
0301-4300	Slurry seal & cement	\$100	
4320	Department Equipment Maintenance	\$750	
4340	Small Tools	\$365	
4400	Utility Truck maintenance	\$1,200	
4402	Utility Truck fuel	\$1,200	
4480	Cost Allocation	\$11,763	
4500	CAPITAL EXPENSES/TRANSFERS		\$3,000
4600	Capital Equipment Knockdown Replacement	\$3,000	
TOTAL			\$420,534

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

Parking M&O - Off Street	FUND NO. 29-335
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NARRATIVE

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

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

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

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	(\$35,696)	(\$69,472)	(\$60,070)	(\$76,162)	\$22,179
Revenues	\$233,488	\$216,712	\$233,488	\$204,316	\$218,000
Expenditures	\$267,264	\$223,402	\$173,408	\$105,975	\$223,572
Ending Balance	(\$69,472)	(\$76,162)	\$10	\$22,179	\$16,607

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
PW Maintenance Worker	0.00	0.00	0.20	0.20	0.26
P.W. Sr. Maintenance Worker	0.00	0.00	0.00	0.00	0.21
Electrical Technician	0.10	0.05	0.00	0.00	0.00
PW Field Supervisor	0.20	0.25	0.00	0.00	0.00
PW Field Supervisor II	0.00	0.00	0.25	0.25	0.10
Electrical Supervisor	0.00	0.00	0.05	0.05	0.10
Bldg Maint Worker/Elec. Helper	0.00	0.15	0.05	0.05	0.15
Equip & Material Supervisor	0.00	0.00	0.00	0.00	0.10
Mechanical Helper	0.00	0.00	0.00	0.00	0.10
PW Superintendent	0.00	0.10	0.05	0.05	0.05
Sr. Management Analyst	0.00	0.05	0.00	0.00	0.00
PW Maintenance Helper	0.10	0.05	0.00	0.00	0.00
Public Works Director	0.05	0.05	0.00	0.00	0.00
City Engineer	0.00	0.05	0.00	0.00	0.00
Meter Technician	0.30	0.40	0.10	0.10	0.15
PW Operations Manager	0.05	0.05	0.00	0.00	0.10
Total	0.80	1.20	0.70	0.70	1.32

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

					FUND NO.
Parking M&O - Off Street					29-335
APPROPRIATIONS	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$178,663	\$144,782	\$81,707	\$49,893	\$150,546
Operating Expenses	\$74,586	\$71,870	\$0	\$42,280	\$0
Capital/Transfers	\$74,586	\$10,000	\$91,701	\$13,802	\$73,026
Total	\$327,835	\$226,652	\$173,408	\$105,975	\$223,572
SOURCE OF FUNDS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
29-3520/3850/3870 Pkg Meter Revenue	\$233,488	\$216,712	\$233,488	\$204,316	\$218,000
General Fund (credit indicates GF income)	\$94,347	\$9,940	(\$60,080)	(\$98,341)	\$5,572
Total	\$327,835	\$226,652	\$173,408	\$105,975	\$223,572
4100	PERSONNEL SERVICES				\$150,546
4100	Personnel Costs			\$149,546	
4105	Overtime			\$1,000	
	Parking meter repairs		\$500		
	Lighting Maintenance		\$500		
4200	OPERATING EXPENSES				\$47,526
4210	Utilities			\$17,200	
4250	Rents & Leases			\$500	
4270	Parking in lieu study			\$3,000	
4300	Department Supplies			\$9,500	
0301-4300	Parking Meter maintenance parts and batteries		\$4,000		
0301-4300	Parking meter repair parts		\$3,500		
0301-4300	Parking lot lighting repair parts		\$1,000		
0301-4300	Landscape maintenance supplies, irrigation parts and plants. Replacement plants will be drought tolerant perennials to reduce water use and future replacement costs		\$1,000		
4300	Permit Parking Expenses			\$500	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

				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		\$500	
4340	Small Tools Replacement of worn out tools & new equipment.		\$250	
4400	Utility Truck maintenance		\$1,200	
4402	Utility Truck fuel		\$2,500	
4430	Activities and Programs Re-striping of parking stalls - on going annual program \$1,000 Planter landscaping - on going annually \$2,000 Trip hazard abatement - asphalt and concrete annual repairs \$2,000		\$5,000	
4480	Cost Allocation - Revised in FY 2011		\$7,376	
4500	CAPITAL EXPENSES			\$25,500
4500	Capital Equipment Replacement power equipment \$1,500		\$1,500	
4600	Capital Projects Parking meter replacement to increase stable revenues. A typical meter is warranted for 6 months, with life expectancy of 3 years. There are approx. 425 meters city wide, with majority over 7 years old. FY 2012 goal is replacement of 75 meters \$12,000 Parking lot asphalt repair and resurfacing for hazard mitigation \$10,000 Replace existing landscaping with drought tolerant planting & irrigation - goal is at least 20% reduction of water use \$2,000		\$24,000	
TOTAL				\$223,572

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012

None

BALANCE SHEET

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
PERSONNEL	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012

None

BALANCE SHEET

Beginning Balance	\$	244,772	\$	70,667	\$	88,256	\$	88,256	\$	145,510
Revenues		210,715		91,000		91,000		91,000		-
Expenditures		384,820		73,411		2,000		33,746		0
Ending Balance	\$	70,667	\$	88,256	\$	177,256	\$	145,510	\$	145,510

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

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	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Beginning Balance	\$557,500	\$285,355	\$654,757	\$654,757	\$380,262
Revenues	508,326	445,864	243,667	243,667	243,667
Expenditures	780,471	76,462	212,998	518,162	622,379
Ending Balance	\$285,355	\$654,757	\$685,426	\$380,262	\$1,550
PERSONNEL	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Public Works Director*	0.00	0.00	0.05	0.05	0.09
Operations Manager	0.00	0.00	0.11	0.11	0.00
Civil Engineering Assistant II	0.00	0.00	0.14	0.14	0.34
P.W. Maintenance Worker	0.00	0.00	0.10	0.10	0.10
Bldg Maint Worker/Elec. Helper	0.00	0.00	0.05	0.05	0.00
P.W. Maintenance Helper PT	0.00	0.00	0.25	0.25	0.00
Electrical Supervisor	0.00	0.00	0.05	0.05	0.00
P.W. Office Specialist	0.00	0.00	0.00	0.00	0.10
Office Specialist	0.00	0.00	0.00	0.00	0.05
Administrative Analyst	0.00	0.00	0.00	0.00	0.10
P.W. Field Supervisor II	0.00	0.00	0.10	0.10	0.20
Senior Maintenance Worker	0.00	0.00	0.25	0.25	0.80
Total	0.00	0.00	1.10	1.10	1.78

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

FUND					FUND NO.
Pavement Management					50
APPROPRIATIONS	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012
Personnel	\$0	\$76,462	\$112,998	\$90,250	\$212,379
Transfers	\$0	\$0	\$0	\$240,000	\$240,000
Capital	\$780,471	\$76,462	\$100,000	\$187,912	\$170,000
Total	\$780,471	\$152,924	\$212,998	\$518,162	\$622,379
SOURCE OF FUNDS	ACTUAL 2008-2009	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
50-3500/3800 Impact Fees	\$508,326	\$445,864	\$243,667	\$243,667	\$243,667
Total	\$508,326	\$445,864	\$243,667	\$243,667	\$243,667
4100 Personnel					\$212,379
4100 Full Time Personnel Costs - Field Staff				\$212,379	
4103 Part Time Personnel Costs - Field Staff				\$0	
TRANSFERS					\$240,000
190-4491 Transfer to Fund 01: Funds will be treated as franchise funds and utilized in the General Fund.				\$240,000	
311 - 4900 Capital Projects					\$170,000
4600 Capital Projects - Park Ave. Phase 4, Street Rehab				\$70,000	
Capital Projects - Arroyo Street project				\$100,000	
TOTAL					\$622,379

ENTERPRISE FUNDS

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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		2009-2010	2010-2011	2010-2011	2011-2012
70-3810	Water	\$2,744,808	\$3,307,500	\$2,821,206	\$2,903,460
(381,382,383,384) Revenue accts:3500/3820/ 3830/3835/3840/3901/3950					
72-3745	Sewer	\$2,404,887	\$3,033,697	\$2,194,353	\$2,267,000
Revenue accts: 3500/3820 3821/3840/3997					
73-3755	Refuse	\$1,110,868	\$1,182,500	\$1,082,882	\$1,109,954
Revenue accts:3760/3820					
Total Revenue		\$6,260,563	\$7,523,697	\$6,098,441	\$6,280,414

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

FUND ENTERPRISE		FUND NO 70-72-73			
SUMMARY OF APPROPRIATIONS		ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
70	Water	\$3,473,882	\$3,758,418	\$3,791,034	\$3,251,634
72	Sewer	\$2,761,700	\$3,079,751	\$1,695,169	\$2,349,982
73	Refuse	\$1,101,302	\$1,156,189	\$1,064,633	\$1,126,095
Total Appropriations		\$7,336,884	\$7,994,358	\$6,550,836	\$6,727,710

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011-2012

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, 2009-2010: 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 2010-2011: The Division continued to fund mandatory programs and maintenance equipment, including meter reading equipment. Staff continued planning and implementation of a new phase of water conservation as well as updating of a twenty year capital improvement plan (CIP).

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

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	\$3,358,412	\$2,567,652	\$2,629,338	\$1,909,762
Total Revenue	\$2,744,808	\$3,307,500	\$2,821,206	\$2,903,460
70-381	\$985,506	\$923,787	\$938,802	\$890,686
70-382	\$386,935	\$379,719	\$397,319	\$317,785
70-383	\$1,195,223	\$1,225,436	\$1,135,436	\$1,117,602
70-384	\$906,218	\$1,229,476	\$1,319,476	\$1,362,009
Total Expenditures	\$3,473,882	\$3,758,418	\$3,791,033	\$3,688,082
Capital Items		\$426,250	\$250,250	\$436,448
Net Total Exp	\$3,473,882	\$3,332,168	\$3,540,783	\$3,251,634
Ending Balance	\$2,629,338	\$2,542,984	\$1,909,762	\$1,561,588

Notes: 70-384 Expenditure total include minimal estimate 50 AF MWD purchase; revenue does not include rate increase proposed mid year. Payroll cost includes equivalent of 13.34 Full Time Equivalent (FTE). Expenditures include depreciation costs.

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011-2012

DIVISION					DIVISION NO.
Water Administration					70-381
SOURCE OF FUNDS					
Total Water Fund (381,382,383,384)	\$2,744,808	\$3,307,500	\$2,704,406	\$2,903,460	
Total	\$2,744,808	\$3,307,500	\$2,704,406	\$2,903,460	
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED	
PERSONNEL	2009-2010	2010-2011	2010-2011	2011-2012	
Public Works Director	0.20	0.25	0.25	0.25	
City Engineer	0.05	0.00	0.00	0.00	
Operations Manager	0.10	0.25	0.25	0.25	
Sr. Management Analyst	0.05	0.00	0.00	0.00	
Civil Engineering Assistant II	0.10	0.32	0.32	0.00	
Civil Engineering Assistant I	0.30	0.00	0.00	0.00	
Administrative Assistant	0.10	0.00	0.00	0.00	
Administrative Analyst	0.25	0.20	0.20	0.20	
Office Specialist	0.00	0.30	0.30	0.30	
PW Office Specialist	0.00	0.25	0.25	0.25	
Finance Office Specialist	0.15	0.15	0.15	0.00	
Clerk, Part Time	0.00	1.50	0.75	0.00	
Clerk/Deputy Treasurer	0.25	0.25	0.25	0.00	
P.W. Superintendent	0.15	0.35	0.35	0.40	
P.W. Field Supervisor I	0.00	0.10	0.10	0.10	
P.W. Field Supervisor II	0.35	0.15	0.15	0.15	
P.W. Admin. Coordinator	0.25	0.30	0.30	0.25	
Maintenance Worker	0.25	0.00	0.00	0.00	
Asst. Planner	0.10	0.05	0.05	0.00	
Sr. Account Clerk	0.10	0.05	0.05	0.00	
Total	2.75	4.47	3.72	2.15	
WATER ADMIN. APPROPRIATIONS	ACTUAL	BUDGETED	ESTIMATED	ADOPTED	
	2009-2010	2010-2011	2010-2011	2011-2012	
Personnel Services	\$341,256	\$383,087	\$398,500	\$279,781	
Operating Expenses	\$464,386	\$471,450	\$476,283	\$542,155	
Capital Outlay	\$11,263	\$9,250	\$4,019	\$8,750	
Transfers	\$168,601	\$60,000	\$60,000	\$60,000	
Total	\$985,506	\$923,787	\$938,802	\$890,686	

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011-2012

DIVISION			DIVISION NO.
Water Administration			70-381
4100	PERSONNEL SERVICES		\$279,781
4101	Personnel Costs - Includes direct staff and indirect staff assigned	\$274,781	
4105	Overtime	\$5,000	
4200	OPERATING EXPENSES		\$542,155
4210	Utilities - 25% of 120 Macneil Street 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 \$0 Services (In-house design work for FY 2011; defer \$10,000 expense to FY 2012) 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 (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	\$4,953	

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011-2012

DIVISION			DIVISION NO.
Water Administration			70-381
4270	Professional Services		\$6,000
	Legal water consultant	\$3,000	
	Water quality consultant	\$3,000	
4290	Office Equipment Maintenance		\$1,220
	Annual copier lease & maintenance	\$720	
	(Annual total = \$2880, shared with Funds 70, 72, 73 and 01-390)		
	Misc. repair of computer & office equipment.	\$500	
4300	Department Supplies		\$500
	Office Supplies	\$500	
0450-4300	Supplies		\$1,000
	PW Ops building maintenance	\$1,000	
4320	Department Equipment Maintenance		\$3,000
	Maintenance of handheld meters	\$1,500	
	Maintenance of electronic equipment	\$1,500	
4360	Personnel Training		\$1,000
	Employee Training	\$1,000	
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		\$2,950
	American Water Works Association	\$350	
	Annual WCC & professional dues	\$750	
	Division of Utilities	\$750	
	Cross connection control certification (3 @ \$250)	\$750	
	Water treatment and distribution certification (7 @ \$50)	\$350	

CITY OF SAN FERNANDO

ADOPTED BUDGET

FY 2011-2012

DIVISION			DIVISION NO.
Water Administration			70-381
4390	Vehicle Allowance and Mileage	\$250	
4400	Vehicle Maintenance	\$750	
4402	Fuel	\$1,160	
4405	Loan repayment to Sewer Fund; \$1,500,000 total loan, 15 year amortization	\$75,000	
4430	Activities & Programs \$1,000 Equipment, postage, outreach Annual Consumer Confidence Report for all water customers \$8,000	\$9,000	
4450	Other Expenses 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	\$22,400	
4480	Cost Allocation - Central Services includes admin salaries and overhead; does not include utilities	\$398,735	
4500	CAPITAL EXPENSES	\$8,750	
4500	Capital Equipment Replacement office chairs \$750 Replacement computers & monitors \$1,500 Computer software updates; estimated \$5,000 \$20,000 expense will be split over 3 years, FY 2011, FY 2012 and FY 2013 Replacement handheld radios \$1,500	\$8,750	
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) Transfer to General Fund: Sewer portion of rental of city land at 120 Macneil.	\$0 \$60,000	
4950	Transfer to Pavement Management Fund; \$100,000 payment in FY 2011 is deferred	\$0	
TOTAL			\$890,686

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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.

In FY 2007-2008, the Water Division purchased and implemented use of a new handheld computer system.

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

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

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

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Utility Billing	70-382

PERSONNEL	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Public Works Director	0.00	0.20	0.20	0.20
Operations Manager	0.00	0.25	0.25	0.25
PW Field Supervisor I	0.00	0.35	0.35	0.30
PW Field Supervisor II	0.30	0.15	0.15	0.15
Sr. Account Clerk	0.90	0.40	0.40	0.20
Administrative Assistant	0.10	0.00	0.00	0.00
Administrative Analyst	0.10	0.35	0.35	0.35
Office Specialist	0.00	0.20	0.20	0.20
P.W. Office Specialist	0.00	0.00	0.00	0.00
Finance Office Specialist	0.00	0.60	0.60	0.20
Clerk, Part Time	0.00	0.00	0.00	0.10
Clerk/Deputy Treasurer	0.00	0.00	0.00	0.20
P.W. Admin. Coordinator	0.25	0.30	0.30	0.30
Maintenance Worker	0.25	0.00	0.00	0.00
Management Analyst	0.10	0.00	0.00	0.00
Civil Engineering Asst II	0.00	0.00	0.00	0.00
Sr. Maintenance Worker	0.00	0.05	0.05	0.05
P.W. Superintendent	0.10	0.15	0.15	0.10
Meter Technician	0.10	0.00	0.05	0.45
Water/Backflow Tech	0.05	0.05	0.00	0.00
Total	2.25	3.05	3.05	3.05

APPROPRIATIONS	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$318,616	\$355,455	\$351,955	\$287,410
Operating Expenses	\$64,718	\$21,264	\$45,364	\$27,375
Capital Outlay	\$3,600	\$3,000	\$0	\$3,000
Transfers	\$0	\$0	\$0	\$0
Total	\$386,935	\$379,719	\$397,319	\$317,785

SOURCE OF FUNDS				
Water Fund - see summary	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Utility Billing			70-382
4100	PERSONNEL SERVICES		\$287,410
4100	Full time Salaries - less eliminated position	\$277,190	
4103	Part time wages for Clerk Part Time	\$8,220	
4105	Overtime, includes OT for update of meter reports	\$2,000	
4200	OPERATING EXPENSES		\$27,375
4260	Contractual Services	\$1,500	
	System support contract services \$1,500		
	Asset collection-charged to account holder		
4300	Department Supplies \$3,750	\$7,500	
	Special forms, utility bills & computer supplies		
	Office Supplies \$3,750		
	Postage for mailing bills, envelopes & office supplies		
4320	Equipment Maintenance	\$11,500	
	Hand Held Technical Support \$4,000		
	Eden Utility Billing Technical Support \$7,500		
4400	Vehicle Maintenance	\$875	
4402	Fuel	\$6,000	
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; \$2,000		
	system upgrades to work with utility billing systems		
	Computer software updates \$1,000		
TOTAL			\$317,785

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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, 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 reduction of revenue loss. The Division also continued planning for installation of a nitrate filtration system.

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

FY 2011-2012: The Water Distribution Division will continue a proactive water meter replacement and fire hydrant upgrade program. Water meter replacement will continue monthly for broken or "dead" meters and meters older than 15 years to provide more accurate readings and reduced revenue loss. Installation of a nitrate filtration system will be completed by end of calendar year.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Water Distribution	70-383

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

	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services	\$459,204	\$410,152	\$410,152	\$394,651
Operating Expenses	\$714,594	\$653,784	\$655,996	\$651,451
Capital Outlay	\$21,426	\$161,500	\$69,288	\$71,500
Transfers	\$0	\$0	\$0	\$0
Total	\$1,195,224	\$1,225,436	\$1,135,436	\$1,117,602

SOURCE OF FUNDS				
Water Fund- see summary	\$0	\$0	\$0	\$0

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION	DIVISION NO.
Water Distribution	70-383

4100	PERSONNEL SERVICES	\$394,651
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4100	Personnel Costs	\$380,971	
4101	Special Project Pay	\$1,200	
4101	Inspector Pay	\$480	
4105	Overtime	\$12,000	

	OPERATING EXPENSES	\$651,451
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4250	Rents & Leases	\$500	
	Forklift, barricades, steel plates, pumps, comp.		
4260	Contractual Services	\$5,000	
	Hot taps for new connections	\$1,500	
	Sidewalk repairs for service & fire hydrants - done by staff. Work for new services is charged to the account holder	\$0	
	Utility trench repair (slurry & pavement) - Deferred to FY 2013	\$0	
	Backflow testing and Repair	\$3,500	
4270	Professional Services	\$2,500	
	Engineering Consultant	\$2,500	
4300	Department Supplies	\$39,000	
0000-4300	Office Supplies	\$1,000	
0301-4300	Material for Trench Repairs	\$5,000	
0301-4300	Graffiti removal supplies	\$500	
0301-4300	Repair supplies: Copper tubing, ductile iron pipe, gate valves, cast iron & ductile iron fittings, crosses, reducers, tees, repair clamps, couplings, etc.	\$27,500	
0301-4300	Backflow supplies and devices	\$5,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Water Distribution			70-383
4310	Equipment and Supplies		\$5,556
	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	\$1,216	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -383 Division	\$1,440	
	Service Volunteer gear issue, 10 @ \$40	\$400	
	Safety Equipment	\$2,500	
4320	Equipment Maintenance		\$2,600
	Equipment repair for customer service trucks & distribution truck	\$2,600	
4340	Small Tools		\$2,500
	Water 4 Truck Small Tools	\$1,250	
	Distribution Truck	\$1,250	
4360	Personnel Training		\$750
4400	Vehicle Maintenance		\$6,120
4402	Fuel		\$8,925
4820	Depreciation Expenses - Water Equipment; expense deposits to trial balance for Fund 70		\$578,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Water Distribution			70-383
CAPITAL EXPENSES/PROJECTS			\$71,500
4500	Capital Equipment	\$3,500	
	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. Purchase delay could incur substantial lease or rental costs in case of equipment breakdown. Deferred to FY 13	\$0	
	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			\$1,117,602

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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 purchased 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, continued security fencing improvements at facilities and 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 also implemented a new phase of a water conservation.

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

FY 2011-2012: The Water Production Division has planned for minimal purchase of MWD water as supplement if demand exceeds pumping capacity from City wells. The first phase for installation of a nitrate filtration system is planned to continue with operation expected to begin by December 2011. Water conservation efforts will continue with introduction of xeriscape and drought tolerant plants at well and reservoir sites.

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION				DIVISION NO.
Water Production				70-384
PERSONNEL	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
P.W. Director	0.10	0.00	0.00	0.00
City Engineer	0.10	0.00	0.00	0.00
Civil Engineering Assistant II	0.20	0.00	0.00	0.45
Sr. Management Analyst	0.05	0.00	0.00	0.00
PW Field Supervisor I	0.40	0.35	0.35	0.40
Office Specialist	0.10	0.00	0.00	0.00
P.W. Superintendent	0.35	0.50	0.50	0.55
PW Field Supervisor II	0.05	0.30	0.40	0.35
Maintenance Worker	0.80	1.30	1.20	1.24
Senior Maintenance Worker	0.50	1.00	1.00	0.45
Administrative Analyst	0.10	0.00	0.00	0.00
Meter Technician	0.25	0.25	0.25	0.15
Backflow Tech/Pump Operator	0.55	0.70	0.70	0.70
P.W. Admin. Coordinator	0.10	0.00	0.00	0.00
P.W. Office Specialist	0.10	0.00	0.00	0.00
Equip & Material Supervisor	0.10	0.20	0.20	0.07
Mechanical Helper	0.10	0.20	0.20	0.07
Electrical Supervisor	0.10	0.10	0.10	0.10
Bld Maint / Electrical Helper	0.00	0.10	0.10	0.10
Maintenance Helper	0.10	0.00	0.00	0.00
Total	4.15	5.00	5.00	4.63
APPROPRIATIONS	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Personnel Services	\$478,678	\$566,172	\$566,172	\$544,737
Operating Expenses	\$359,507	\$388,304	\$374,303	\$463,074
Capital Outlay	\$45,684	\$274,000	\$378,001	\$353,198
Transfers	\$22,349	\$1,000	\$1,000	\$1,000
Total	\$906,218	\$1,229,476	\$1,319,476	\$1,362,009

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION				DIVISION NO.
Water Production				70-384
SOURCE OF FUNDS				
Water Fund- see summary		\$0	\$0	\$0
Total		\$0	\$0	\$0
4100		PERSONNEL SERVICES		\$544,737
4100	Personnel Costs		\$517,445	
4101	Inspector Pay		\$1,000	
4101	Special Project Pay		\$1,800	
4101	Stand-by Pay		\$4,492	
4103	PT Salaries		\$0	
4105	Overtime for emergency call outs, plus up to 3 hours each Sat. & Sun. for pump and reservoir inspection rounds		\$20,000	
4200		OPERATING EXPENSES		\$463,074
4210	Utilities		\$169,326	
	Well pumps & irrigation system-DWP	\$129,937		
	Edison (MWD booster pumps 3&4)	\$11,826		
	Edison (Arroyo booster pumps)	\$27,563		
4220	Telephone		\$6,820	
4250	Rents & Leases		\$1,500	
	Equipment rental			
4260	Contractual Services		\$165,964	
	Water sampling and analysis	\$60,000		
	Water softener services	\$4,000		
	Well-Site Acid Washes	\$3,000		
	Landscape maintenance at wells and reservoirs - staff replaced contractor	\$0		
	Inspection of reservoirs	\$3,000		
	SCADA retrofit, expansion	\$7,500		
	Nitrate Removal System, warranty and service agreement beginning 1/2/11 at an estimated cost of \$14,744 per month.	\$88,464		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Water Production			70-384
4300	Department Supplies		\$12,500
0000-4300	Office Supplies	\$1,000	
0301-4300	Chlorine for water disinfection	\$2,000	
0301-4300	Salt for on-site chlorine generation	\$6,500	
0301-4300	Chlorine assembly & generation parts and supplies	\$3,000	
4310	Equipment and Supplies		\$4,634
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to -384 Division; jackets issued in FY 10, next issue FY 12	\$1,344	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to -384 Division	\$1,890	
	Service Volunteer gear issue, 10@\$40	\$400	
	Safety gear	\$1,000	
4320	Equipment Maintenance		\$10,000
	Equipment Repair	\$5,000	
	On-Site Chlorine Generation System Maint.	\$5,000	
	Security camera maintenance and repairs - Deferred	\$0	
4330	Building Maint and Repair		\$2,000
4340	Small Tools		\$1,000
4360	Personnel Training		\$1,000
4370	Meetings, Memberships, Licenses and Training		\$750

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Water Production		70-384	
4400	Vehicle Maintenance	\$1,150	
4402	Fuel	\$3,030	
4430	Activities & Programs	\$1,500	
	MWD Solar Cup-canceled by LAUSD	\$0	
	Water conservation outreach	\$1,500	
4450	Other Expenses	\$81,900	
	Purchase of 50 acre feet of MWD water @ \$702. Actual cost depending on demand.	\$35,100	
	City pumps 3,405 acre feet per year from City owned wells. A credit from MWD to the City for 915 acre feet was redeemed in FY 11. No further credits exist. Purchase of MWD water is required if water demand exceeds City production capacity. Cost to pump MWD maximum allowance of 629 acre feet = \$441,558. Actual cost depends on demand; contingency for purchase of 100 acre feet is budgeted for FY 12.		
	Emission system upgrade for City veh #WA8997 dump truck.	\$0	
	Alternative is to reallocate expense to -4500 for purchase of replacement truck. Deferred		
	MWD Connection Maintenance Charge		
	Increased in 2010 from \$6,000 to \$3,700 per month; increased to \$3,900	\$46,800	
4500	CAPITAL EXPENSES/PROJECTS		\$0
4500	Capital Equipment	\$0	
	Construction Water Meter with Backflow \$2,500, Defer.	\$0	
	Replacement computer work station \$1,500. Defer.	\$0	
	Replacement Utility Vehicle \$40,000, Defer	\$0	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Water Production		70-384	
4600	CAPITAL PROJECTS	\$353,198	
4600	Capital Projects	\$353,198	
	Reservoir inspection and minor repairs	\$10,000	
	Nitrate Removal System, multi-year project, with costs spread over FY 2011 and FY 2012. On-going operations expense in object code -4260 beginning Dec 2011. Payments of \$32,310 due 7/20/11 and 9/21/11; \$10,170 due 11/2/11.	\$74,790	
	Nitrate Removal System, system lease, 5 year term beginning 11/2/11 at \$6,676 per month.	\$53,408	
	Site preparation, for installation of new water treatment system; engineering, design, civil and electrical work	\$75,000	
	On Site Chlorine System, for use with new water treatment system	\$100,000	
	Industrial sewer line installation, for use with new water treatment system, assume 200' line at \$175 per foot plus permit expense	\$40,000	
	Arroyo Booster Pump #2 - rebuild pump and motor. Defer.	\$0	
	Panel Upgrade at Well 7A, estimated cost up to \$100,000, Defer.	\$0	
	Rehab MWD Booster Site 3, estimated cost of \$30,000, Defer	\$0	
4600	Water sites security program: fencing, lighting, cameras, etc. Multiyear program with estimated total cost over 5 years = \$250,000 Defer.	\$0	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Water Production			70-384
4900	TRANSFERS		\$1,000
4901	Transfer Accounts	\$1,000	
	Transfer from General fund:		
	01-390 Dept. supplies	\$1,000	
	Upgrade of irrigation system (Well Sites), plumbing, electrical, landscape repairs		
	TOTAL		\$1,362,009

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

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 was done as required by the National Pollutant Discharge Elimination System (NPDES). The City Engineer will continued increased monitoring and mapping of pass through flow from development in Sylmar.

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

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION				DIVISION NO.
Sewer Maintenance				72-360
PERSONNEL	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Public Works Director	0.15	0.25	0.25	0.10
Administrative Analyst	0.20	0.15	0.15	0.10
City Engineer	0.20	0.00	0.00	0.00
Operations Manager	0.20	0.15	0.15	0.10
Civil Engineering Assistant II	0.50	0.50	0.50	0.20
Office Specialist	0.10	0.20	0.20	0.10
Clerk PT	0.00	0.00	0.00	0.15
Clerk/Deputy Treasurer	0.00	0.00	0.00	0.00
Finance Office Specialist	0.00	0.00	0.00	0.25
Senior Account Clerk	0.00	0.50	0.50	0.20
Sr. Management Analyst	0.35	0.00	0.00	0.00
P.W. Superintendent	0.25	0.25	0.25	0.20
Maintenance Worker	1.65	0.95	0.95	0.85
Senior Maintenance Worker	2.40	1.90	1.00	1.55
P.W. Maintenance Helper - PT	0.00	0.20	0.20	0.00
P.W. Office Specialist	0.10	0.10	0.10	0.10
P.W. Admin. Coordinator	0.15	0.10	0.10	0.10
P.W. Field Supervisor I	0.05	0.30	0.30	0.10
Equipment & Material Supervisor	0.15	0.10	0.10	0.15
Meter Technician	0.15	0.10	0.10	0.10
Mechanical Helper	0.20	0.10	0.10	0.15
Asst. Planner	0.00	0.05	0.05	0.00
Backflow Tech/Pump Operator	0.00	0.20	0.20	0.10
P.W. Field Supervisor II	0.60	0.90	0.40	0.65
Total	7.40	7.00	5.60	5.25

CITY OF SAN FERNANDO				
ADOPTED BUDGET				
FY 2011-2012				
DIVISION			DIVISION NO.	
Sewer Maintenance			72-360	
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
BALANCE SHEET	2009-2010	2010-2011	2010-2011	2011-2012
Beginning Balance	\$1,227,382	\$579,477	\$870,569	\$1,479,651
Revenues	\$2,404,887	\$3,033,697	\$2,194,353	\$2,267,000
Expenditures	\$2,761,700	\$3,079,751	\$1,903,742	\$2,349,982
Capital Items		\$623,396	\$318,471	\$505,610
Ending Balance	\$870,569	\$1,156,819	\$1,479,651	\$1,902,279
	ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS	2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services	\$728,824	\$772,443	\$597,348	\$561,382
Operating Expenses	\$1,363,343	\$1,313,912	\$709,351	\$1,222,990
Capital Outlay	\$522,582	\$923,396	\$318,471	\$505,610
Transfers	\$146,951	\$70,000	\$70,000	\$60,000
Loan to RDA made in FY9/10	\$0	\$0	\$0	\$0
Total	\$2,761,700	\$3,079,751	\$1,695,169	\$2,349,982
SOURCE OF FUNDS				
72-3745 Sewer Fund (misc. revenue 72-3820, 3821, 3840)	\$2,367,242	\$3,029,065	\$2,192,000	\$2,192,000
72-3500 Interest Income: Water Fund Int. Only pmt	\$37,645	\$0	\$2,353	\$0
72-3500 Income: Water Fund loan pmnt	\$0	\$0	\$0	\$75,000
72-3997 Interest Income: RDA Int. Only pmt	\$0	\$4,632	\$0	\$0
Total	\$2,404,887	\$3,033,697	\$2,194,353	\$2,267,000
4100	PERSONNEL SERVICES			\$561,382
4101	Personnel Costs		\$550,936	
	Inspector Duty Pay, \$6 per hour		\$360	
	Stand By Pay (Shared with 01-311)		\$1,664	
	Special Project Pay - none planned for FY 12		\$0	
4103	Part time wages for Clerk Part Time		\$6,422	
4105	Overtime - for emergency call outs only		\$2,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Sewer Maintenance		72-360	
4200	OPERATING EXPENSES	\$1,222,990	
4210	Utilities - 25% of 120 Macneil Street	\$4,660	
	Edison \$3,260		
	Gas Company \$1,400		
4220	Telephone Cell phone for Stand By	\$990	
4250	Rents and Leases		
	Equipmental rental in case of sewer vacuum truck breakdown	\$850	
4260	Contractual Services	\$701,033	
	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. \$11,472		
	L.A. City wastewater treatment & disposal charges due each 2 months. \$637,048 Payments for FY 10-11 assume a 2.5% increase for payments after 9/30/11; actual increase will be announced by City of L.A. in Sept. 2011. July 30 and Sept. 30 payments are estimated at \$104,434; Nov., Jan., March and May payments are estimated at \$107,045		
	NPDES Program annual contract services: monitor and catalog storm drain materials; perform inspections; prepare reports. Program costs are shared between Funds 72 and 73. Current vendor = Tecs Environmental. \$17,000		
	Video inspection of storm drain lines as required for NPDES compliance; 2,100 linear is estimated for completion Deferred to FY 13 \$0		
	Video inspection of sewer lines as required for repair response to blockages. Typical crew cost is \$175 per hour or \$0.70 per linear foot with 2,000 foot minimum \$1,500		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Sewer Maintenance		72-360	
4260	<p>Video inspect 25,000 linear ft of sewer line scheduled every five year. Last completed FY05/06 Scheduled for FY 2011 at estimated cost of \$25,000. Defer to FY 2013</p> <p>Sewer overflow response and cleanup. \$8,400 Average of 3 incidents per year at \$2,800 each</p> <p>Pesticide spraying at 809 sewer manholes scheduled every 3 years. \$13,753 Service last completed May 2006, May 2009. Scheduled spraying needed in 2012. In between years, do spot spraying as needed.</p> <p>Anti-root foaming at trouble spots, approx. \$5,360 3,350 linear feet each year.</p> <p>Anti-root foaming preventative maintenance - main street easements and trouble spots, 10,983 linear ft every three years. Last done June 2011 at \$1.59 per linear foot. \$0</p> <p>Service clarifier tank at Equipment Yd, \$3,500 2 visits at \$1,750 each</p> <p>Disposal of hazardous waste per EPA Title 8, Article 109, sec 5192. \$3,000 Waste is generated by City Yard or collected by Public Works crews during pickup of materials dumped on City properties and on public right of ways. Annual estimated FY 12 cost of \$6,000 is shared between Sewer Maintenance Division (72-360) and Refuse / Environmental Division (73-250)</p>		
4260	<p>0450 120 Macneil & 501 First St.</p> <p>(50% of costs are charged to 70-381 + 72-</p> <p>HVAC maint, \$525/qtr \$1,050</p> <p>Alarm monitor, \$45/mo \$270</p> <p>Fire extinguisher maint. \$75</p> <p>Automatic gate svc maint \$63</p> <p>Janitorial, \$1325 monthly, labor & \$4,025</p> <p>(50% of total cost \$16,100; \$4,025 is charged to 70-381 + \$4,025 charged to 72-360)</p> <p>Pest control, \$75/qtr \$75</p> <p>Ice Machine prev. maint. 125/qtr \$125</p>	\$5,683	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Sewer Maintenance			72-360
4270	Professional Services		\$7,500
	NPDES Program annual contract services: report preparation, engineering consultation and outreach	\$7,500	
	Sewer Model Data - Pipe Data & Flow Data; work deferred to FY 2013 except for private developments which will be direct charged for services	\$0	
4290	Office Equipment Maintenance		\$950
	Annual copier lease & maintenance (Annual total = \$2880, shared with Funds 70, 72, 73 and 01-390)	\$720	
	Misc. repair of computer & office equipment.	\$230	
4300	Department Supplies		\$9,500
0000-4300	Office Supplies; utility billing forms and misc. supplies	\$7,000	
0301-4300	Safety Barricades	\$1,000	
0301-4300	Cockroach killer, sewer lid silencers access lids, frames & covers	\$500	
0301-4300	Environmental cleaning supplies: degreasers, concrete cleaner, wash detergent, etc.	\$500	
0301-4300	Supplies for overflow response	\$500	
4320	Department Equipment Maintenance		\$3,500
	Service, repair & calibrate gas indicators	\$1,500	
	Eden Utility Billing Technical Support	\$2,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Sewer Maintenance			72-360
4310	Equipment and Supplies		\$5,630
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$320 per staff based on FTE assigned to 72-360 Division; jackets issued in FY 10, next issue FY 12	\$1,580	
	Rain and safety gear, average of \$450 per staff based on FTE assigned to 72-360 Division	\$1,800	
	Service Volunteer gear issue, 5 @ \$40	\$200	
	Safety boots/shoes, 5 pairs @ \$150	\$750	
	Coveralls, 5 @ \$60	\$300	
	Safety equipment	\$1,000	
4340	Small Tools		\$500
4360	Personnel Training		\$2,250
	Annual personnel training, sewer model training	\$750	
	Class B licenses with Hazmat endorsement training (BIT) (11 staff). Renewal Deferred	\$0	
	Ongoing confined space training	\$500	
	Haz mat transportation- driver training	\$500	
	Annual pesticide training DOA	\$500	
4400	Vehicle Maintenance	\$3,500	\$7,250
4402	Fuel	\$3,750	
4430	Activities & Programs		\$43,500
	Industrial Waste Program; bi-monthly payments to L.A. County Dept. of Public Works to administer wastewater contract with L.A. City for treatment and disposal and perform inspections.	\$40,000	
	Utility trench repair	\$2,500	
	TMDL / NPDES Program - outreach	\$1,000	
	Disposal of hazardous waste collected during Neighborhood Cleanup events. Deferred.	\$0	

CITY OF SAN FERNANDO ADOPTED BUDGET FY 2011-2012			
DIVISION			DIVISION NO.
Sewer Maintenance			72-360
4450	EPA permit to operate clarifier tank at Equipment Yard, \$1,200 annual fee	\$1,200	\$1,200
4480	Cost Allocation- Central Services includes salaries and overhead.	\$286,742	
4820	Depreciation expense - Sewer Equipment	\$141,252	
CAPITAL EXPENSES			\$3,000
4500	Capital Equipment		
	Edgesoft Maintenance - Service agreement cost FY 11/12 to FY 14/15 is \$36,000. Public Works cost allocation = \$12,000 split over 01-310 and Funds 70, 72 and 73	\$3,000	
	Purchase of used backhoe, estimated \$90,000 Deferred.	\$0	
	Replacement of 1976 Heavy Duty Dump Truck (Veh #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		\$502,610
4600	Payment to L.A. City for capital costs of wastewater treatment & conveyance facilities. Payments for FY 10-11 assume a 2.5% increase for payments after 9/30/11; actual increase will be announced by City of L.A. in Sept. 2011. July 30 and Sept. 30 payments are estimated at \$82,395; Nov., Jan., March and May payments are estimated at \$84,455	\$502,610	
	Sewer renovation & repair project (video inspection, lining, spot repairs, manhole rehab) - Deferred	\$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	\$0	
4900	TRANSFERS		\$60,000

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

DIVISION		DIVISION NO.	
Sewer Maintenance		72-360	
4941	Edgesoft System Allocation Refer to object code 4500		
4901	Transfer to General Fund: Sewer portion of rental of city land at 120 Macneil.	\$60,000	
4950	Transfer to Pavement Management Fund. Deferred	\$0	
	TOTAL		\$2,349,982

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION

DIVISION NO.

Refuse/Environmental

73-350

NARRATIVE

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

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

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

FY 2009-2010: Staff continued to implement SRRE and HHWE programs. Rates adjustment to reflect CPI adjustments were planned but not implemented. Staff performed an 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: Diversion rates exceeded 58%. Rates adjustments proposed at mid year were deferred. Staff continued audits of commercial and residential refuse accounts to improve billing accuracy. Part Time Maintenance Helper staff continued to be utilized to perform dumped item collection and weekly reports to the refuse collector for the Bulky Item Pickup Program.

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.		
Refuse/Environmental		73-350		
BALANCE SHEET	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Beginning Balance	\$0	\$51,087	\$9,566	\$27,815
Revenues	\$1,110,868	\$1,182,500	\$1,082,882	\$1,109,954
Expenditures	\$1,101,302	\$1,156,189	\$1,064,633	\$1,126,095
Ending Balance	\$9,566	\$77,398	\$27,815	\$11,674
PERSONNEL	ACTUAL 2009-2010	BUDGETED 2010-2011	ESTIMATED 2010-2011	ADOPTED 2011-2012
Civil Engineering Assistant II	0.10	0.00	0.00	0.00
P.W. Director	0.00	0.00	0.00	0.00
City Engineer	0.10	0.00	0.00	0.00
Operations Manager	0.05	0.00	0.00	0.00
Office Specialist	0.15	0.10	0.10	0.05
Sr. Account Clerk	0.00	0.05	0.00	0.10
P.W. Office Specialist	0.05	0.00	0.00	0.05
Administrative Analyst	0.00	0.05	0.05	0.00
Clerk PT	0.00	0.00	0.00	0.15
Clerk/Deputy Treasurer	0.00	0.00	0.00	0.05
Finance Office Specialist	0.00	0.00	0.00	0.25
P.W. Admin Coordinator	0.00	0.00	0.00	0.05
P.W. Maintenance Helper PT	0.00	1.15	1.20	0.72
P.W. Superintendent	0.05	0.05	0.05	0.00
Equipment Supervisor	0.00	0.00	0.00	0.05
Mechanical Helper	0.10	0.00	0.00	0.05
Sr. Maintenance Worker	0.35	0.25	0.25	0.07
P.W. Field Supervisor II	0.00	0.05	0.10	0.00
P.W. Field Supervisor I	0.05	0.05	0.00	0.00
Maintenance Worker	0.20	0.25	0.25	0.35
Total	1.20	2.00	2.00	1.94

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.			
Refuse/Environmental		73-350			
		ACTUAL	BUDGETED	ESTIMATED	ADOPTED
APPROPRIATIONS		2009-2010	2010-2011	2010-2011	2011-2012
Personnel Services		\$126,221	\$132,418	\$110,000	\$126,118
Operating Expenses		\$972,081	\$1,023,771	\$954,633	\$996,977
Capital Outlay		\$0	\$0	\$0	\$0
Transfers		\$3,000	\$0	\$0	\$3,000
Total		\$1,101,302	\$1,156,189	\$1,064,633	\$1,126,095
SOURCE OF FUNDS					
73	Refuse Disposal Fund	\$1,101,302	\$1,156,189	\$1,064,633	\$1,126,095
Total		\$1,101,302	\$1,156,189	\$1,064,633	\$1,126,095
4100	PERSONNEL SERVICES				\$126,118
4101	Personnel costs			\$96,397	
	Stand By Pay - In case of Rain Watch			\$540	
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, 7 and 50			\$29,181	
4200	OPERATING EXPENSES				\$996,977
4260	Contractual Services			\$842,716	
	Automated residential contract with Crown Disposal. Base service cost per month is \$65,959.60 plus additional fees for added collections. Fy 2010-11 monthly average cost was \$66,506. The contract allows for a CPI increase each Jan 1 based on previous December to December CPI increase. Estimated increased rate per month beginning Jan. 1 2012 is \$67,280 plus additional fees for added collections requested by Public works. \$20,000 - RFP for trash services/consultant.		\$822,716		

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION			DIVISION NO.
Refuse/Environmental			73-350
4260	<p>Disposal of hazardous waste per EPA Title 8, Article 109, sec 5192.</p> <p>The waste is generated by City Yard or collected by Public Works crews during routine pickup of materials dumped on City properties and on public right of ways. Annual estimated FY 12 cost of \$6,000 is shared between Sewer Maintenance Division (72-360) and Refuse / Environmental Division (73-350).</p> <p>NPDES Program annual contract services: monitor and catalog storm drain materials; perform inspections; report preparation. Program costs are shared between Funds 72 and 73</p>	<p>\$3,000</p> <p>\$17,000</p>	
4270	<p>Professional Services</p> <p>NPDES Program annual contract services: report preparation, engineering consultation and outreach</p>	<p>\$3,500</p>	
4290	<p>Office Equipment Maintenance</p> <p>Annual copier lease & maintenance (Annual total = \$2880, shared with Funds 70, 72, 73 and 01-390)</p> <p>Misc. repair of computer & office equipment.</p>	<p>\$720</p> <p>\$400</p>	
4300	<p>Department Supplies</p> <p>Office Supplies for Public Works</p> <p>Utility billing forms & misc. supplies</p>	<p>\$500</p> <p>\$6,000</p>	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Refuse/Environmental		73-350	
4310	Equipment and Supplies	\$1,714	
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; \$384 \$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 \$540 \$450 per staff based on FTE assigned to 73-350 Division		
	Service Volunteer gear issue, 4 @ \$40 \$160		
	Safety shoes, 3 pairs @ \$150 \$450		
	Coveralls, 3 @ \$60 \$180		
4320	Department Equipment Maintenance	\$400	
	Safety Equipment		
4360	Personnel Training (Education Reimbursement)	\$0	
	SWM workshops, seminars & training courses		
4370	Meetings & Memberships	\$400	
	MMASC meetings		
4380	Subscriptions / Dues & Memberships	\$0	
4390	Vehicle Allowance & Mileage for seminar	\$200	
4400	Vehicle Maintenance	\$1,325	
4402	Fuel	\$1,220	
4430	Activities & Programs	\$0	
	Outreach and public education		
4455	Bad Debts Expense	\$500	
4470	Special Expense- \$30,000 Portion of total cost allocation for utility billing. Consolidated into Cost Allocation moved to acct 4480.	\$0	
4480	Cost Allocation - Administrative Overhead	\$133,350	
4820	Depreciation Expense - Machinery & Equipment	\$4,032	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2011-2012

DIVISION		DIVISION NO.	
Refuse/Environmental		73-350	
4500	CAPITAL EQUIPMENT	\$3,000	
4500	Storm Drain Blockers - Refer to Fund 13 and 50	\$0	
	Edgesoft Maintenance	\$3,000	
	Total cost of maintenance agreement FY 11/12 to FY 14/15 is \$36,000. Public Works cost allocation = \$12,000 split over 01-310 and Funds 70, 72 and 73		
	Replacement of Heavy Duty Dump Truck (City Vehicle #PW0873 w/ CNG fueled truck (20% of \$120,000 total cost) - Deferred	\$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		\$1,126,095	