Mayor Antonio Lopez • Mayor Pro Tem Sylvia Ballin
Councilmember Jesse H. Avila • Councilmember Joel Fajardo • Councilmember Robert C. Gonzales
Interim City Administrator Don Penman

San Fernando City Council

Special Meeting Notice & Agenda

May 21, 2013 – 6:00 pm

Community Meeting Room

117 Macneil Street
San Fernando, CA 91340

NOTICE IS HEREBY GIVEN that the San Fernando City Council will hold a Special Meeting on **Tuesday, May 21, 2013, at 6:00 p.m.**, in the Community Meeting Room, located at 117 Macneil Street,, San Fernando, California.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

Mayor Antonio Lopez

APPROVAL OF AGENDA

PUBLIC STATEMENTS – WRITTEN/ORAL

There will be a three (3) minute limitation per each member of the audience who wishes to make comments in order to provide a full opportunity to every person who desires to address the City Council. Only matters contained in this notice may be considered.

STUDY SESSION

1) FISCAL YEAR 2013-14 BUDGET STUDY SESSION NO. 1

Recommend that the City Council review, discuss, and provide staff with direction concerning the following Preliminary FY 2013-14 Budgets:

a. General Fund

   i. Administration
   ii. Community Development
   iii. Finance
   iv. Public Safety
   v. Public Works
   vi. Recreation and Community Services

b. Special Funds & Enterprise Funds

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting.

Elena G. Chávez, City Clerk
Signed and Posted: May 16, 2013 (12:00 p.m.)

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting in the City Clerk's Office. Any public writings distributed by the City Council to at least a majority of the Councilmembers regarding any item on this regular meeting agenda will also be made available at the City Clerk's Office at City Hall located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at www.sfcity.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/accommodation to attend or participate in this meeting, including auxiliary aids or services please call the City Clerk's Office at (818) 898-1204 at least 48 hours prior to the meeting.

San Fernando City Council
Special Meeting

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FINANCE DEPARTMENT

M E M O R A N D U M

TO: Mayor Antonio Lopez and Councilmembers

FROM: Don Penman, Interim City Administrator
By: Rafaela King, Interim Finance Director

DATE: May 15, 2013

SUBJECT: Fiscal Year (FY) 2013-2014- Budget Study Session Part 1

Enclosed for your information please find the following:

1. Fund Balance Analysis
2. General Fund Revenues
3. Transfer Schedule
4. Draft General Fund Budget Request for the following Departments:
   - Administration
   - Finance
   - Fire Services
   - Community Development
   - Public Safety
   - Public Works
   - Recreation and Community Services
5. Draft Special Funds Budget Request
6. Draft Enterprise Budget Requests for the following Funds:
   - Water
   - Sewer
   - Refuse

During the Study Session, staff will be available to answer any questions

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MEMORANDUM

To: Mayor Antonio Lopez and Councilmembers

From: Don Penman, Interim City Administrator

Date: May 16, 2013

Subject: PRELIMINARY FISCAL YEAR 2013-14 ANNUAL CITY BUDGET

Presented for the City Council's review and consideration is the Preliminary Fiscal Year (FY) 2013-2014 Budget. This document encompasses all funds under the jurisdiction of the City including the General Fund, Enterprise Funds, and Special Funds. In total the appropriations included in this Preliminary Budget total over $34 million.

General Fund

Many of the core services provided by the City are within the General Fund, which includes Police, Fire, Community Development, Public Works, Recreation and Community Services, Finance and Treasurer, Personnel, Administration, and City Attorney. It is within the General Fund that the City has experienced the most fiscal distress over the past several years due to the impacts of the recession, dissolution of the Redevelopment Agency by the State and internal operational issues and policy decisions made by previous City Councils, resulting in significant operating deficits and increasing debt obligations. Due to these problems, the City in the past has taken an aggressive posture in reducing General Fund costs in part by charging expenses to Enterprise and Special Funds whenever possible; however, in some instances this aggressive budgeting has not always been supported by sound documentation and justification of these charges resulting in the reallocation of some of these charges back to the General Fund, thus increasing the deficit. There is no value in revisiting all these issues in this narrative other than to provide the framework for understanding the City's fiscal condition as it exists today. This budget attempts to address these past internal practices by implementing more sound accounting and budgeting approaches and establishing debt repayment schedules that will lead to a more stable fiscal environment in the future.

The FY 2012-2013 Mid-year report to the City Council, dated February 19, 2013, anticipated that the General and Insurance Funds would end the fiscal year with a deficit of $2,323,265. I am pleased to report that as we near the end of this fiscal year (2012-2013), staff anticipates that this deficit is estimated at $1,901,110, a reduction of about $422,155. This smaller projected deficit is a result of tighter fiscal controls being implemented by departments and administration over the past several months, a larger than anticipated savings in the Fire

contract costs, fewer unemployment expenditures, and the shifting of a portion of the California Housing Finance Agency (CHFA) loan repayment to next fiscal year.

For FY 2013-2014, proposed expenditures are $18,038,405 with revenues projected at $16,581,859 resulting in a negative balance of $1,456,546. This is a daunting number that will have to be addressed through this process. Staff will be prepared to discuss options that will bring this budget into balance. For example we are currently in negotiations with our employee groups to attain some concessions to reduce expenditures and we are optimistic that this process will result in some savings. We are also exploring the possibility of the sale of some City property that is not utilized in the provision of City services. It should be noted that this budget also does not make any assumptions about the passage of the upcoming Transactions and Use Tax Measure on the June 4, 2013 ballot, so no revenue is projected from this source at this time.

Overall expenditures are 4.7% above FY 2012-2013 levels. No new programs are proposed in the General Fund; this is a status quo budget with essentially the same level of staff though staff costs have increased due to programmed merit raises for some employees and the funding of several positions that were unfunded in the FY 2012-2013 Budget, but remained with the City. Also, the staffing levels reflect that the pool lifeguards will become City employees rather than work under a contract with an outside company, though at no additional costs, in fact with some savings. There are some proposed new expenditures that will be presented to City Council separately that are not included within this preliminary document and should be considered depending on the City's ability to balance the budget. Staff was also directed to prepare a list of possible cuts within each budget should there be a need for additional cuts, and those can be presented at the study sessions.

While the projected deficit in the Preliminary Budget is significant, it is important to understand the causes for this shortfall and some of the reasons for the 4.7% increase in expenditures. A very significant reason for the General Fund imbalance for this coming year is the amount of funds earmarked for debt service. For example, $448,000 is budgeted on the CHFA loan; $102,785 to cover the shortfall in the HUD Section 108 loan on the pool; a $201,327 payment to the Los Angeles Fire Department (LAFD) for the nonpayment of two months of services during FY 2011-2012 (the total debt to LAFD is $526,000), and $100,000 to the Sewer Fund towards the loan for the Las Palmas Park project approved in 2001. In total, this adds $852,112 to the shortfall. Additionally during this budget preparation process, staff found that previously the City had been charging a portion of the LAFD contract to the Retirement Fund based on a determination that since a portion of the LAFD budget was for pensions, the City of San Fernando could charge that same percentage to the Retirement Tax; these charges to the Retirement Fund have been made since at least FY 2000-2001. After consultation with the City Attorney's Office, it was determined that because LAFD staff were not City of San Fernando employees and were not in the Public Employees Retirement System (PERS) no portion of the Fire contract could be charged to the Retirement Tax Fund. This has resulted in an added cost to the General Fund of $485,000. In total, if one adds the debt service of $852,112 and the $485,000 Fire costs this contributes $1,337,112 to the General Fund deficit.

Special Funds

The City oversees a number of Special Funds that are restricted in how the money can be expended. Examples of these funds are the transportation monies from Propositions A and C and Measure R; State Gas Tax dollars; the Grants Fund; the Retirement Fund; and the Street Lighting and Parking Maintenance Fund. Overall, the City maintains twenty-three (23) Special Funds. The balances of most of these funds are positive with one major exception, the Grants Fund. This fund has built up a negative balance due to loans from other sources and in some cases expenses charged to the Grant Funds that were not reimbursed from the outside grant sources. Staff devoted additional time to the Special Funds during this budget preparation process to reconcile many of the balances to ensure that there are available funds to finance any proposed expenditures so there would be no negative impact on the General Fund. In the future the City needs to explore other approaches to receiving and expending grants that will create more accountability in managing these grants.

During FY 2013-2014, in addition to the Grant Fund, the City will need to focus on the various transportation related funds (Proposition A and C and Measure R). In total these sources generate about $917,000 annually. These dollars specifically finance the City's dial-a-ride and trolley programs as well as a number of other eligible projects and activities. These programs are becoming increasingly expensive and over time will not be sustainable so staff is recommending that the City Council consider ending the Trolley program which is costing in excess of $250,000 annually. With City Council concurrence, staff would prepare a report for a future meeting outlining the process to terminate this program.

Enterprise Funds

The City operates three Enterprise Funds: Water; Sewer; and Refuse. Total expenditures from these three funds are about $9.2 million. Each fund must be segregated and all revenues and expenditures must be accounted for separately. The revenue for these funds is derived from fees and charges collected for the services provided. The recent water and sewer rate increases have brought some stability to their budgets, though the backlog of needed infrastructure projects is extensive. A number of capital improvement projects are proposed within this budget which will address some of these needs. During this next fiscal year staff will be working with a consultant to prepare a recommendation for City Council on selection of a new refuse hauler or approving a new contract with the current provider.

Summary

The objective of the FY 2013-2014 Preliminary Budget is to continue the provision of existing services in a fiscally responsible manner, with no new cuts or layoffs proposed at this time. Having said that, it must be recognized that as a result of the fiscal problems the City has experienced over the past several years, there are many needs that cannot be met at this time. Consequently, there is a backlog of maintenance and capital projects that will have to be deferred into future years until some of the City's debt is retired. Additionally, since this Preliminary Budget is not balanced options will have to be considered to address this shortfall.

It should come as no surprise that the City has not exercised fiscal discipline in the past. While it has embraced a creative, can do attitude this has in part lead to operating deficits and an increasingly growing debt load. While the City's success in securing funding for new community projects and programs is admirable, ongoing funding must be identified to sustain them and this has not always been the case. Unfortunately, there have been unrealistic expectations and, in my opinion, misplaced priorities resulting in unsustainable budgets.

This Budget attempts to provide clear information to the City Council so you can make informed decisions based on priorities, within the fiscal parameters and constraints of our projected revenues. These will not be easy decisions as there are many worthwhile programs and activities. However, I know I speak for the staff when I say that all of us look forward to working with the City Council to develop a fiscally responsible budget.

Respectively submitted,

Donald Penman

Donald Penman
Interim City Administrator

FUND BALANCE ANALYSIS

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

FUND NO #	FUND NAME	Actual Beginning Balance July 1, 2012	Adopted Revenues FY 2012-2013	Adopted Budget FY 2012-2013	Adjustments	Estimated Beginning Balance July 1, 2013	Estimated Revenues FY 2013-2014	Transfers In	Total Resources	Proposed Operating Expenditures FY 2013-2014	Capital Projects / Expenses	Transfers Out	Total Requirements	Estimated Ending Balance June 30, 2014
General Fund: *														
1	General Fund	$ (253,119)	$ 17,012,868	$ 16,994,832	$ (396,093)	$ (631,176)	$ 12,533,383	$ 4,048,476	$ 16,581,859	$ 17,600,265	$ 122,942	$ 315,198	$ 18,038,405	$ (2,087,722)
6	Self Insurance Trust Fund	(983,665)	1,240,000	1,090,000	(436,269)	(1,269,934)	1,053,787	100,000	1,153,787	1,350,000	0	16,852	1,366,852	(1,482,999)
	Total General Fund:	(1,236,784)	18,252,868	18,084,832	(832,362)	(1,901,110)	13,587,170	4,148,476	17,735,646	18,950,265	122,942	332,050	19,405,257	(3,570,721)
Special Revenue Funds:														
2	SLESF (Supplemental Law Enforcement Services Fund)	4,906	100,000	100,000	(4,906)	0	100,000		100,000	0		100,000	100,000	0
7	Proposition "A" - Transit Development Fund	153,251	391,943	538,563	73,635	80,266	390,104		390,104	427,731		42,639	470,370	0
8	Proposition "C" - Transit Development Fund	545,935	302,000	743,059	210,432	315,308	301,185		301,185	388,830	68,544	130,763	588,137	28,356
9	Proposition "C" - Discretionary	20,388	25	0	(25)	20,388			0				0	20,388
10	Grant Fund	(2,656,224)	2,710,134	2,610,134	435,411	(2,120,813)	2,760,439	100,000	2,860,439	2,760,339			2,760,339	(2,020,713)
11	State Gas Tax Fund	562,920	674,416	1,189,987	(34,646)	12,703	674,416		674,416	87,227	6,500	384,922	478,649	208,470
12	Measure R Fund	140,247	218,000	280,208	153,908	231,947	225,894		225,894	38,057	419,120		457,177	664
13	Traffic Safety Fund	73,538	50,000	163,662	39,912	(212)	32,037		32,037			31,825	31,825	0
14	Cash In-Lieu of Parking	71,672	0	0		71,672	0		0	0			0	71,672
15	Local Transportation Fund (SB 325)	3,117	16,200	16,200	(947)	2,170	18,059		18,059	0	16,100	100	16,200	4,029
16	Air Quality Management District Fund (AQMD)	71,885	29,000	0		100,885	29,000		29,000		127,000		127,000	2,885
17	Recreation Self Sustaining Fund	(36,220)	188,962	165,882	20,784	7,644	109,150		109,150	101,730			101,730	15,064
18	Retirement Fund	32,808	4,132,217	3,893,339	671,129	942,815	3,801,600		3,801,600	942,004		2,115,995	3,057,999	1,686,416
19	Quimby Act Fees	353,120	0	0	(17,537)	335,583	100		100		240,000		240,000	95,683
20	State Asset Seizure	2,493	0	0	18,462	20,955	2,000		2,000				0	22,955
21	Federal Asset Seizure	463	0	0	35,561	36,024	0		0				0	36,024
26	Community Development Block Grant (CDBG)	(3,083)	353,149	347,315	(2,751)	0	245,290	102,785	348,075	348,075			348,075	0
27	Street Lighting	(3,402)	426,798	411,860	36,337	47,873	333,571	12,413	345,984	377,094	5,000	11,763	393,857	0
29	Parking Maintenance Operations (M & O)	58,199	218,000	181,912	25,506	119,793	207,756		207,756	155,753	55,500	43,464	254,717	72,832
40	State of Emergency	0	0	0		0			0				0	0
41	Equipment Replacement	135,259	0	0		135,259	0		0				0	135,259
50	Pavement Fund	139,389	230,326	368,481	131,905	133,139	327,206		327,206	16,129	200,000	230,326	446,455	13,890
	Total Special Revenue Funds:	(329,339)	10,041,170	11,010,602	1,792,170	493,399	9,557,807	215,198	9,773,005	5,642,969	1,137,764	3,091,797	9,872,530	393,874

CITY OF SAN FERNANDO SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND FISCAL YEAR 2012-2013							CITY OF SAN FERNANDO SUMMARY OF RESOURCES AND REQUIREMENTS BY FUND FISCAL YEAR 2013-2014							
FUND NO #	FUND NAME	Actual Beginning Balance July 1, 2012	Adopted Revenues FY 2012-2013	Adopted Budget FY 2012-2013	Adjustments	Estimated Beginning Balance July 1, 2013	Estimated Revenues FY 2013-2014	Transfers In	Total Resources	Proposed Operating Expenditures FY 2013-2014	Capital Projects / Expenses	Transfers Out	Total Requirements	Estimated Ending Balance June 30, 2014
Enterprise Funds:														
70	Water Division	1,800,699	3,126,708	3,339,066	(589,546)	998,795	3,514,744	0	3,514,744	2,975,287	889,572	459,735	4,324,594	188,945
72	Sewer Division	4,428,546	2,434,569	2,641,416	149,989	4,371,688	2,746,443	0	2,746,443	2,061,004	1,419,589	346,742	3,827,335	3,290,796
73	Refuse/Environmental	(29,567)	1,109,954	1,049,742	93,759	124,404	1,120,623	0	1,120,623	952,411	3,000	133,350	1,088,761	156,266
	Total Enterprise Funds:	**6,199,678**	**6,671,231**	**7,030,224**	**(345,798)**	**5,494,887**	**7,381,810**	**0**	**7,381,810**	**5,988,702**	**2,312,161**	**939,827**	**9,240,690**	**3,636,007**
	TOTAL ALL CITY FUNDS:	4,633,555	34,965,269	36,125,658	614,010	4,087,176	30,526,787	4,363,674	34,890,461	30,581,936	3,572,867	4,363,674	38,518,477	459,160

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

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

General Fund

	FY 2011-12 Actuals	FY 2012-13 Budget	FY 2012-13 Estimates	FY 2013-14 Budget
Beginning Fund Balance	166,230	152,813	(253,119)	(631,176)
Estimated Revenue:				
Revenues	13,423,258	12,547,005	12,257,976	12,533,383
Transfers_in form other Funds	3,465,363	4,465,863	4,027,200	4,048,476
Total Revenues	16,888,621	17,012,868	16,285,176	16,581,859
Proposed Expenditures:				
Transfers-Out to other funds	203,034	200,000	217,600	315,198
Expenditures	17,104,935	16,794,832	16,445,633	17,723,207
Total Expenditures	17,307,969	16,994,832	16,663,233	18,038,405
Revenue Over Expenditure	(253,118)	170,849	(631,176)	(2,087,722)

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GENERAL FUND REVENUES

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CITY OF SAN FERNANDO
GENERAL FUND REVENUE

Account Number		2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 ADOPTED	2012-2013 Yr. End Est	2013-2014 Estimate
01	GENERAL FUND							
3100	PROPERTY TAXES							
3110-0000	SECURED PROPERTY TAXES-CY	1,394,022.93	1,262,141.88	1,192,172.49	1,314,656	1,239,648	1,239,648	1,264,440
3120-0000	UNSECURED PROPERTY TAXES C/Y	17,005.40	49,111.42	21,800.67	25,855	60,600	60,600	52,285
3130-0000	PRIOR YEARS PROPERTY TAXES	3,915.75	(2,123)	(23,364)	18,147	7,575	(30,000)	0
3142-0000	RESIDUAL TAX REVENUE	0.00	0.00	0.00	50,504	0	140,250	125,000
3146-0000	CITY PASS THROUGH - TAXING ENTITY	0.00	0.00	0.00	0	0	300,000	300,000
3150-0000	PROPERTY TAX PENALTIES & INT	24,980.54	63,914.06	30,597.67	3,700	17,170	17,170	15,000
Tot	**PROPERTY TAXES**	**1,439,925**	**1,373,044**	**1,221,207**	**1,412,861**	**1,324,993**	**1,727,668**	**1,756,725**
3200	SALES AND OTHER TAXES							
3210-0000	SALES AND USE TAXES	2,599,450.04	2,478,956.62	2,263,468.21	2,380,675	2,370,000	2,556,419	2,733,865
3210-3110	PROP TAX IN LIEU OF SALES & USE TAX	955,587.17	700,107.58	890,789.84	603,373	840,000	867,581	911,500
3211-0000	P.S.A.F.	161,779.39	149,988.35	156,805.75	169,106	150,000	150,000	150,000
3230-0000	FRANCHISES	172,366.72	138,502.51	142,953.65	142,912	143,000	143,000	143,000
3231-0000	CABLE TV FRANCHISE	150,385.37	118,314.00	123,923.00	126,182	120,000	120,000	120,000
3232-0000	VEHICLE TOW FRANCHISE FEE	96,222.00	84,825.00	66,645.00	38,025	38,000	32,000	32,000
3240-0000	BUSINESS LICENSE TAXES	1,197,441.09	1,289,530.66	951,438.92	958,399	1,000,000	963,000	970,000
3240-3243	SWAPMEET BUSINESS LICENSE	49,058.85	57,472.20	59,384.80	53,000	60,000	53,000	55,000
3240-3245	BUSINESS LICENSE PROCESSING FEE	66,242.00	67,826.00	73,478.00	71,184	73,000	70,000	72,000
3240-9800	BUS LIC-TOBACCO VIOLATION FEES	0.00	150.00	0.00	0	0	-	0
3250-0000	DOCUMENTARY TAXES	77,086.58	37,301.48	28,146.91	39,225	35,000	35,000	37,000
3260-0000	ADMISSION TAXES	684,768.73	767,941.92	815,164.48	833,710	840,000	814,204	820,004
Tot	**SALES AND OTHER TAXES**	**6,210,387.94**	**5,890,916.32**	**5,572,198.56**	**5,415,792**	**5,669,000**	**5,804,204**	**6,044,369**
3300	LICENSES, FEES AND PERMITS							
3320-0000	CONSTRUCTION PERMITS	175,210.54	155,423.84	168,476.05	202,570	163,000	155,000	173,000
3325-0000	COMMERCIAL AND HOME OCCUPANCY PERM	41,625.00	28,090.00	43,494.10	26,948	22,000	22,800	22,000
3330-0000	PLANNING REVIEW	11,711.00	12,195.74	14,130.00	16,798	11,000	8,000	10,000

CITY OF SAN FERNANDO
GENERAL FUND REVENUE

Account Number		2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 ADOPTED	2012-2013 Yr. End Est	2013-2014 Estimate
01	GENERAL FUND							
3335-0000	GARAGE SALE PERMITS	3,760.00	3,805.00	3,595.00	3,810	4,000	3,600	4,000
3345-0000	ATM TRANSACTION FEE	0.00	0.00	-8.04	888	1,200	3,214	2,000
3350-0000	BUSINESS LICENSE PERMITS	16,974.00	14,585.00	11,055.00	17,759	15,000	16,070	15,000
3351-0000	SB1186 STATE FEE	0	0	0	0	-	1,916	1,916
3390-0000	BANNER AND SIGN PERMITS	10,791.00	9,648.00	9,012.20	11,052	10,000	13,000	12,000
Tot	**LICENSES, FEES AND PERMITS**	**260,071.54**	**223,747.58**	**249,754.31**	**279,825**	**226,200**	**223,600**	**239,916**
3400	FINES AND FORFEITS							
3415-0000	VEHICLE REPOSSESSION FEES	590.00	870.00	935.00	1,110	1,000	1,090	1,000
3420-0000	GENERAL COURT FINES	41,183.96	72,527.53	14,925.75	10,471	12,000	8,000	9,000
3425-0000	CODE ENFORCEMENT CITATIONS	56,233.84	158,615.77	163,091.90	106,932	182,000	13,000	12,000
3430-0000	PARKING CITATIONS	1,039,385.72	842,357.79	833,613.40	713,471	715,000	518,000	527,500
3435-0000	ANIMAL CONTROL VIOLATIONS	0.00	9,060.00	1,400.00	0	0	-	0
Tot	**FINES AND FORFEITS**	**1,137,393.52**	**1,083,431.09**	**1,013,966.05**	**831,983**	**910,000**	**540,090**	**549,500**
3500	INTEREST INCOME							
3500-0000	INTEREST INCOME	75,578.99	233,990.29	132,293.42	918	1,000	1,000	1,000
3510-0000	FILMING REVENUE	9,806.09	21,133.26	14,417.70	19,641	30,000	34,000	22,298
3520-0000	RENTAL INCOME	112,502.96	158,663.66	205,148.96	199,447	215,000	215,000	215,000
Tot	**INTEREST INCOME**	**197,888.04**	**413,787.21**	**351,860.08**	**220,005**	**246,000**	**250,000**	**238,298**
3600	REVENUE FROM OTHER AGENCIES							
3605-0000	MOTOR VEHICLE IN-LIEU TAX	85,782.54	74,235.94	115,897.55	12,549	0	13,003	0
3605-3110	PROP TAX IN LIEU OF MOTR VHCL LIC FEES	1,931,421.00	1,905,051.00	1,853,313.00	1,874,672	1,877,109	1,940,682	1,958,342
3625-0000	HOMEOWNERS PROPERTY TAX RELIEF	12,844.34	11,311.60	10,865.26	10,897	11,000	11,000	11,000
3655-0000	P.O.S.T. REIMBURSEMENT	5,014.34	4,087.70	4,408.34	7,319	4,500	16,378	8,000
3685-0000	CALIF REIMB FOR MANDATED COSTS	8,137.00	12,925.00	25,447.00	13,080	25,000	11,000	11,000

CITY OF SAN FERNANDO
GENERAL FUND REVENUE

Account Number		2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 ADOPTED	2012-2013 Yr. End Est	2013-2014 Estimate
01	GENERAL FUND							
3688-0000	CORRECTIONS TRAINING	5,885.00	5,885.00	5,885.00	6,303	6,303	6,303	6,303
3690-0000	REDEVELOPMENT AGENCY REIMB.	723,019.92	773,780.00	388,398.96	226,566	375,000	-	0
3697-3750	SENIOR NUTRITION MEALS-COUNTY ASSISTA	99,198.26	126,560.27	0.00	0	-	-	0
3699-0000	MISCELLANEOUS REIMBURSEMENTS	0.00	80.00	0.00	1,351	-	852	500
Tot	**REVENUE FROM OTHER AGENCIES**	**2,871,302.40**	**2,913,916.51**	**2,404,215.11**	**2,152,736**	**2,298,912**	**1,999,218**	**1,995,145**
3700	CHARGES FOR SERVICES							
3703-0000	SPECIAL CPO SERVICES	325.00	980.00	490.00	0			0
3705-0000	ZONING & PLANNING FEES	39,094.19	52,265.00	43,315.20	49,145	48,000	50,000	45,000
3706-0000	PUBLIC NOTIFICATION FEES	680.60	0.00	2,583.10	1,449	3,000	3,000	2,000
3708-0000	ENVIRONMENTAL ASSESSMENT FEES	204.00	816.00	687.00	1,224	500	816	810
3710-0000	DUPLICATING FEES	19,195.35	15,706.25	15,904.54	15,086	15,000	14,269	17,500
3714-0000	INSPECTION UPON RESALE PROGRAM	0.00	0.00	0.00	14,093	10,000	14,500	12,500
3715-0000	SPECIAL POLICE SERVICES	218,595.00	228,308.25	208,897.03	235,691	250,000	212,758	210,000
3716-0000	MULTI-FAMILY RENTAL INSPECTION PROG.	0.00	0.00	0.00	0	5,000	-	0
3719-0154	AIMS MAINT & DEVELOP SURCHARGE EDGES	0.00	0.00	8,412.90	17,106	42,400	16,000	27,400
3720-0000	FINGERPRINT SERVICES	39,302.00	42,835.00	48,123.00	44,455	45,000	45,000	45,000
3720-3721	FINGERPRINT - LIVESCAN SERVICES	39,961.00	36,014.00	36,262.00	45,910	50,000	38,222	42,050
3723-0000	DUI RECOVERY COST PROGRAM	0.00	876.17	909.16	7,489	10,000	1,852	3,500
3725-0000	BOOKING & PROCESSING FEE REIMB	44.00	0.00	0.00	125	200,000	27,708	42,650
3726-0000	VEHICLE INSPECTION FEES	30,260.00	50,120.00	53,750.00	23,650	25,000	16,016	20,000
3728-0000	VENDOR INSPECTION FEES	0.00	0.00	21,140.15	14,390	19,000	15,000	0
3730-0000	ENGINEERING & INSPECTION FEES	21,484.00	40,969.50	9,261.50	20,750	15,000	52,665	15,000
3731-0000	SWIMMING POOL AREA RENTAL FEES	0	0.00	0.00	0	6,157	8,288	10,000
3732-0000	UPSTAIRS BANQUET RENTAL AT REC PARK	0	0.00	0.00	0	4,205	7,988	8,000
3733-0000	SWIM TEAM FEES	0	0.00	0.00	0	86,863	116,920	100,000
3734-0000	CLASSES/AEROBICS	0	0.00	0.00	0	9,447	12,715	15,000
3735-3661	CNG FUELING STATION	69,481.72	111,346.67	139,836.87	183,551	200,000	347,472	300,000
3740-0000	WEED ABATEMENT PROGRAM	0.00	0.00	1,975.00	613	5,000	-	500

CITY OF SAN FERNANDO
GENERAL FUND REVENUE

Account Number		2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 ADOPTED	2012-2013 Yr. End Est	2013-2014 Estimate
01	GENERAL FUND							
3770-0000	PARK & RECREATION PROGRAM	0.00	0.00	-5.00	0	-	-	0
3770-1338	SWIM LESSONS	0.00	0.00	0.00	0	24,656	33,188	35,000
3777-0000	FACILITY RENTAL	53,030.12	70,739.99	52,763.44	45,122	55,000	55,000	55,000
3778-0000	DAY CAMP	0	0.00	0.00	45	-	-	0
3779-0000	SWIMMING POOL	0	0.00	0.00	211,716	68,672	100,000	107,000
3780-0000	COURT COMMITMENT PROGRAM	60,715.00	85,865.00	90,690.00	89,935	105,000	105,000	150,000
3781-0000	IMPOUNDED VEHICLES	66,335.80	92,284.65	69,031.45	41,996	55,000	28,675	55,000
3783-0000	VEHICLE ADMIN. PROCESSING FEE	4,020.00	14,820.00	12,000.00	7,905	20,000	12,773	15,000
3785-0000	ALARM FEES	42,455.75	33,549.00	24,671.00	16,250	16,000	22,607	27,000
3795-0000	ADMINISTRATIVE OVERHEAD	881,669.76	890,069.76	1,138,366.00	1,086,272	1,050,000	1,072,882	1,071,231
3797-0000	ADMIN. REFUSE REVENUE	30,000.00	30,000.00	0.00	0	-	-	0
3798-0000	WATER SERVICE BILLING	20,000.04	20,000.04	0.00	0	-	-	0
Tot	**CHARGES FOR SERVICES**	**1,736,086.79**	**1,817,565.28**	**1,979,064.34**	**2,173,966**	**2,443,900**	**2,431,314**	**2,432,141**
3800	MISCELLANEOUS REVENUE							
3801-0000	MISCELLANEOUS INCOME	0.00	0.00	0.00	50	0	-	0
3855-0000	PARKING METER REV-CIVIC CENTER	110,698.51	114,667.89	110,085.41	78,130	90,000	90,000	90,000
3890-0187	MENUDO FESTIVAL	700.00	2,316.59	0.00	0			0
3890-0195	RELAY FOR LIFE	0.00	1,958.00	1,618.50	1,550	1,500	1,500	1,500
3890-1386	JULY 4TH	0.00	0.00	0.00	0	-	-	0
3890-1387	CONCERTS-SPECIAL EVENTS	650.00	0.00	0.00	0	-	-	0
Tot	**MISCELLANEOUS REVENUE**	**112,048.51**	**118,942.48**	**111,703.91**	**79,730**	**91,500**	**91,500**	**91,500**
3900	OTHER REVENUE							
3901-0000	MISCELLANEOUS REVENUE	201,620.30	215,051.59	214,317.55	296,842	215,000	80,000	80,000
3901-3750	SENIOR NUTRITION MEALS-CONTRIBUTIONS	21,771.01	27,711.18	0.00	0	-	-	0
3907-0000	REFUND OF EXCISE TAXES	0.00	0.00	47,376.00	81,234	50,000	50,000	50,000
3910-0000	SALE OF PROPERTY & EQUIPMENT	0.00	24,886.67	678,410.50	120,000	-	-	0

CITY OF SAN FERNANDO
GENERAL FUND REVENUE

Account Number		2008-2009 Actuals	2009-2010 Actuals	2010-2011 Actuals	2011-2012 Actuals	2012-2013 ADOPTED	2012-2013 Yr. End Est	2013-2014 Estimate
01	GENERAL FUND							
3920-0000	GENERAL CITY ELECTION	21,771.01	-	0.00	0	-	124	0
3930-0000	MALL MAINTENANCE LEVY	98,297.00	108,902.50	95,844.00	101,322	100,000	100,000	101,520
3947-0000	SA ADMINISTRATIVE COST ALLOWANCE	98,297.00	-	-	0	-	1,551	
3950-0000	PROPERTY DAMAGE REIMBURSEMENT	26,611.14	240.00	14,901.39	48,716	20,000	30,000	24,000
3960-0000	AREA B ASSESSMENT ADMIN LEVY	1,695.88	1,599.84	1,541.91	1,653	1,500	1,589	1,500
3961-0000	TRANSFER FROM GAS TAX FUND	399,999.96	638,398.14	597,678.67	661,855	631,855	484,410	363,852
3963-0000	TRANSFER FROM TRAFFIC SAFETY	30,000.00	30,000.00	30,000.00	30,000	30,000	30,000	31,825
3968-0000	TRANSFER FROM PROP C FUND	115,908.00	115,908.00	115,908.00	100,908	115,908	115,908	119,682
3973-0000	TRANSFER FROM RECREATION FUND	0.00	723,299.00	164,992.02	0	-	-	0
3976-0000	TRANSFER-FIRE RETIREMENT TRNSF	314,100.00	314,100.00	314,100.00	684,745	314,100	-	0
3978-0000	TRANS FROM RETIREMENT TAX FUND	2,025,193.11	1,971,226.10	1,914,172.28	1,833,446	1,963,000	1,963,000	1,974,472
3979-0000	TRANSFER FROM PAVEMENT MANAGEMENT I	700,047.50	14,000.00	240,000.00	240,000	240,000	240,000	230,326
3980-0000	TRANSFER FROM ASSET SEIZURE	0.00	0.00	19,537.00	0	-	-	0
3982-0000	TRANSFER FROM STREET LIGHTING	999.96	0.00	0.00	0	-	-	0
3986-0000	TRANSFER FROM PARKING M & O	4,500.00	0.00	0.00	0	-	-	0
3990-0000	TRANSFER FROM REFUSE FUND	3,000.00	3,000.00	0.00	0	-	-	0
3992-0000	TRANSFER FROM SEWER	6,500.04	46,951.00	60,000.00	60,000	60,000	60,000	60,000
3995-0000	TRANSFER FROM THE WATER FUND	50,499.96	90,951.00	60,999.96	61,000	61,000	61,000	61,000
3997-0000	TRANSFER FROM REDEVELOPMENT	145,107.97	0.00	32,606.32	0	-	-	0
3902-0000	TRANSFER FROM SLESF							100,000
3950-0000	TRANSFER FROM PARKING M&O							36,088
Tot	**OTHER REVENUE**	**4,145,852**	**4,326,225**	**4,602,386**	**4,321,721**	**3,802,363**	**3,217,582**	**3,234,265**
Tot	**GENERAL FUND**	**18,110,955**	**18,161,576**	**17,644,758**	**16,888,621**	**17,012,868**	**16,285,176**	**16,581,859**
Grand		**18,110,955**	**18,161,576**	**17,644,758**	**16,888,621**	**17,012,868**	**16,285,176**	**16,581,859**

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TRANSFER SCHEDULE

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CITY OF SAN FERNANDO
SUMMARY OF FUND TRANSFERS
FISCAL YEAR 2013-2014

	FUND	DIVISION	DESCRIPTION	AMOUNT FROM	AMOUNT TO
FROM:	01		General Fund	315,198	
TO:	6		Self Insurance Fund		100,000
	10		Grant Fund		100,000
	26		CDBG - Section 108 Loan supplement		102,785
	27		Street Lighting		12,413
FROM:	18		Retirement Fund	1,974,472	
TO:	01	180	General Fund		1,974,472
FROM:	02		Supplemental Law Enforcement Services (SLESF)	100,000	
	08	190	PROPOSTION C	56,897	
	08	190	PROPOSTION C	62,785	
	11		State Gas Tax Fund	363,852	
	13		Traffic Safety	31,825	
	29		PARKING M&O - OFF STREET	36,088	
	50		Pavement Management	230,326	
	70	381	Water	60,000	
	70	384	Water	1,000	
	72	360	Sewer	60,000	
TO:	01		General Fund		1,002,773
			Cost Allocations		
FROM:	6		Self Insurance Fund	16,852	
	7		PROPOSTION A - TRANSPORTATION SALES TAX	42,639	
	8		PROPOSTION C	11,081	
	11		STATE GAS TAX FUND	21,070	
	15		LOCAL TRANSPORTATION	100	
	18		RETIREMENT FUND	141,523	
	29		Parkig M & O	7,376	
	27		Street Lighting	11,763	
	70	381	Water	398,735	
	72	360	Sewer	286,742	
	73		Refuse	133,350	
TO:	01	3795	GENERAL FUND		1,071,231
				4,363,674	**4,363,674**

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GENERAL FUND DEPARTMENT EXPENDITURES SUMMARY

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CITY OF SAN FERNANDO
GENERAL FUND EXPENDITURES
DEPARTMENT SUMMARY

Expenditure	FY2010-11 Actual	FY2011-12 Budget	FY2011-12 Actual	FY 2012-13 Budget	FY 2012-13 Estimated	FY2013-14 Budget
City Council	109,331	116,770	116,728	118,730	103,175	90,038
City Administrator	141,989	229,257	212,410	306,582	332,000	303,272
City Clerk (includes Election)	165,468	135,144	122,852	233,918	211,618	130,918
City Attorney	215,445	200,000	294,185	200,000	340,287	200,000
Labor Attorney	57,098	136,000	111,845	50,000	60,000	50,000
Treasury	145,760	141,931	147,262	105,048	150,415	148,557
Personnel	289,015	299,699	267,861	222,837	265,100	316,182
Finance	591,493	555,613	552,219	540,804	512,000	573,195
Administrative Services (Non-Dept)**	640,881	535,416	569,643	780,795	782,062	1,177,652
Retirement Related	1,914,172	1,960,000	1,901,679	1,972,496	1,737,006	1,974,472
Fire	3,473,668	3,159,360	3,159,360	2,900,000	2,465,827	2,720,052
Police	6,858,674	5,731,087	6,029,999	5,675,079	5,791,251	6,020,297
Community Development*	423,282	359,101	350,032	869,839	856,201	857,880
Public Works Services	1,879,349	1,859,867	1,725,918	1,765,397	1,707,701	2,116,975
Recreation & Comm Services	1,117,332	1,396,631	1,264,853	1,253,310	1,348,689	1,358,915
	18,022,957	**16,815,876**	**16,826,846**	**16,994,835**	**16,663,332**	**18,038,405**

*Starting in FY2012-13, Community Development includes Code Enforcement previously included in Police Department Budget
** In FY2013-14 includes, CHFA loan, Sec 108 loan and Animal control

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CITY COUNCIL

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION	DIVISION NO.
City Council	101

NARRATIVE

Serving as the City's legislative body, the City Council establishes policy for the City's ongoing administration. Its members are elected at large on a nonpartisan basis to four-year overlapping terms. The Mayor is a member of the Council that is selected annually by his or her peers, and acts as the ceremonial head of the City.

The Council also sits as the Board of Directors for the Public Financing and Parking Authorities; however, with the dissolution of Redevelopment Agencies by the State, the responsiblity for overseeing Agency activities has been eliminated, though the phase-out of Redevelopment will involve serving as the Board for the Successor Agency. Councilmembers serve on various regional and local organizations to collaborate or to voice concerns on issues that may affect San Fernando's quality of life.

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

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Councilmembers	5.00	5.00	5.00	5.00	5.00
Total	5.00	5.00	5.00	5.00	5.00
APPROPRIATIONS					
Personnel Services	$ 99,386	$ 104,714	$ 103,555	$ 88,000	$ 66,188
Operating Expenses	9,945	12,014	15,175	15,175	23,850
Total	$ 109,331	$ 116,728	$ 118,730	$ 103,175	$ 90,038
SOURCE OF FUNDS					
General Fund	$ 109,331	$ 116,728	$ 118,730	$ 103,175	$ 90,038
Total	$ 109,331	$ 116,728	$ 118,730	$ 103,175	$ 90,038

Supporting Information

4100	**PERSONNEL SERVICES**		**$ 66,188**
4200	**OPERATING EXPENSES**		**$23,850**
4220	Cellular phone expenses ($800 per Councilmember).	$4,000	
4300	Various department supplies (inc. $1,000 for awards, and $150 for recognition cakes and flowers).	$2,250	
4370	Meeting and travel expenses ($500 per Councilmember), and League of California Cities Annual Conference ($1,220 per Councilmember).	$8,600	
4380	Membership and subscription dues, and parking reimbursements ($600 per Councilmember).	$3,000	
4390	Vehicle allowance ($1200 per Councilmember).	$6,000	
	TOTAL		**$90,038**

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TREASURER

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	DIVISION NO.
Treasurer	102

NARRATIVE

The City Treasurer is elected by the citizens of San Fernando every four years. The principal duties and responsibilities of the Treasurer are as follows: (a) receipt and custody of all funds including those funds initially received by other departments, (b) the deposit of funds, (c) custody of the warrants until the approval of the City Council, (d) the investment of funds. The Treasurer complies with all laws governing the depositing and securing of public funds. Criteria for selecting investments and the order of priority are: (1) Safety (2) Liquidity (3) Yield. It is the City Treasurer's responsibility to accurately monitor and forecast expenditures and revenues, thus enabling her to invest funds to the fullest extent possible.

In F/Y 2013-2014, staff is not requesting additional funding and is continuing to share the office clerk position with the Finance Department. The office clerk will be paid 25% of her salary from the water fund and assist in the Finance office for 10 hours per week. In addition to these cuts in personnel, there were other reductions in operating costs. This office will continue to comply with all laws, especially when it pertains to the deposit, investment and reporting of public funds.

PERSONNEL	ACTUAL 2011-2012	Actual 2012-2013	Adopted 2012-2013	Estimated 2012-2013	PROPOSED 2013-2014
Treasurer	*	*	*	*	*
Treasurer Assistant	1.00	1.00	1.00	1	1.00
Part Time Clerk/Deputy Treasurer	0	0.00	0.00	0.00	0.00
Full Time Clerk/Deputy Treasurer	0.75	0.75	0.75	0.75	0.75
Total	1.75	1.75	1.75	1.75	1.75
APPROPRIATIONS					
Personnel Services	$ 142,688	$ 139,112	$ 101,348	$ 144,015	$145,057
Operating Expenses	8,900	8,150	3,700	6,400	3,500
Capital Outlay					0
Total	$ 151,588	$ 147,262	$ 105,048	$ 150,415	$ 148,557
SOURCE OF FUNDS					
General Fund	$ 151,588	$ 147,262	$ 105,048	$ 150,415	$ 148,557
Total	$ 151,588	$ 147,262	$ 105,048	$ 150,415	$ 148,557

* Elected Official - Treasurer

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION			**DIVISION NO.**
Treasurer			**102**
Supporting Information			
4100	**PERSONNEL SERVICES**		**$145,057**
4200	**OPERATING EXPENSES**		**$3,500**
4220	Cellular Phone & Pager.	$0	
4240	Reflects Treasurer's bond as required by law.	$0	
4260	Safekeeping of investments at Union Bank.	$0	
4270	Professional services for broker fees.	$0	
4300	Various department supplies (including treasurer's receipts).	$250	
4320	Cashiering System Maintenance.	$1,800	
4365	Tuition Reimbursement	$0	
4370	Monthly meetings & travel for California Municipal Treasurer's Association (CMTA).	$100	
4380	Dues & memberships for CMTA.	$150	
4390	Mileage reimbursement for Treasurer equal to Council ($100/ month).	$1,200	
4500	**CAPITAL EXPENSES**		
	TOTAL		**$148,557**

ADMINISTRATION

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

The Administration Division manages the City's day-to-day operations and special projects as assigned by the Council. The following provides our work program for this fiscal year.

Maintain the City's Financial Stability. Given the continued economic downturn and the Governor's elimination of the RDA, staff will need to work with the Council to develop a balanced budget. A set of budgetary policies will be presented for their consideration, which will include budget policies ranging from minimum reserve amounts to a Citywide work program that ties together defined goals, service standards and available funding.

Attract New Investment. Staff will continue to lead efforts to streamline the development process, and seek funding for public improvement projects and will also continue to identify new development opportunities that can accommodate the community's desire for national retailers and restaurants.

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

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

APPROPRIATIONS					
Personnel Services	$ 139,682	$ 206,467	$ 281,782	$ 317,700	$ 284,972
Operating Expenses	2,307	5,943	24,800	14,300	18,300
Total	$ 141,989	$ 212,410	$ 306,582	$ 332,000	$ 303,272

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
SOURCE OF FUNDS					
General Fund	$ 141,989	$ 212,410	$ 306,582	$ 332,000	$ 303,272
Total	$ 141,989	$ 212,410	$ 306,582	$ 332,000	$ 303,272

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

Supporting Information

4100	**PERSONNEL SERVICES**		**$284,972**
4100	Personnel costs.	$282,822	
4105	Overtime.	$2,150	
4200	**OPERATING EXPENSES**		**$18,300**
4220	Cellular phone expenses.	$800	
4270	Professional services (team building).	$5,000	
4300	Various department supplies.	$3,500	
4360	Personnel training.	$0	
4370	Participation in various meetings, conferences and seminars (SGVCMA, League of California Cities Annual Conference, etc.).	$3,000	
4380	Subscription/Dues for various publications.	$1,500	
4390	Auto allowances/mileage reimbursement for City Administrator ($375 per month).	$4,500	
	TOTAL		**$303,272**

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

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

PERSONNEL

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CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

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

NARRATIVE

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

The City maintains memberships in the Independent Cities Risk Management Association (ICRMA), Southern California Public Labor Relations Council (SCPLRC), Municipal Management Association of Southern California (MMASC), Southern California Personnel Management Association (SCPMA), and the Professionals in Human Resources Association (PIHRA).

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

Other accomplishments include the processing of new hires including benefit and payroll set-up, and general orientation; Processing of all liability claims against the City; Coordination of monthly safety committee meetings; Completion of new and updated Safety Handbooks; Coordination of deferred compensation, retirement and financial planning workshops; Coordination of the Employee Assistance Program; Coordination of open enrollment for health, dental and disability insurance plans; and the provision of training to employees in various employment, labor relations and risk management area.

Fiscal Year 2013-14 will see continued implementation of the stipulations in the current bargaining unit MOUs; Negotiation of new MOUs; Management of budget reduction issues, as well as maximization of cost efficiencies; Completion of re-issuance and renewal of employee ID cards; Continued enhancement of the employee record and time keeping system; Continued update and development of relevant management policies as needed; Distribution of newly updated Employee Safety Handbooks, and Coordination of more training in the relevant areas of risk management, employment and labor relations; Coordination of mandatory harassment training for all employees; Continued coordination and enhancement of the performance management system; Continued coordination of the Workers' Compensation and general liability administration; Coordination of the deferred compensation, retirement and financial planning workshops; and administration of employee benefits and the payroll process, as well as retirements and recruitments as needed.

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

DIVISION					**DIVISION NO.**
Personnel					**106**
PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**REQUESTED 2013-2014**
Personnel Manager	1.00	1.00	1.00	1.00	1.00
Personnel Technician	1.00	1.00	1.00	1.00	1.00
Personnel Clerk	0.00	0.00	0.00	0.00	0.00
Personnel Office Assistant	0.00	0.00	0.00	0.00	0.00
Personnel Office Clerk	0.00	0.00	0.00	0.00	0.00
Total	2.00	2.00	2.00	2.00	2.00
APPROPRIATIONS					
Personnel Services	$ 228,026	$ 221,365	$ 134,143	$ 226,326	$ 227,948
Operating Expenses	60,989	46,496	88,694	38,675	88,234
Capital Outlay	0	0	0	0	0
Total	$ 289,015	$ 267,861	$ 222,837	$ 265,001	$ 316,182
SOURCE OF FUNDS					
General Fund	$ 289,015	$ 267,861	$ 222,837	$ 265,001	$ 316,182
Total	$ 289,015	$ 267,861	$ 222,837	$ 265,001	$ 316,182

Supporting Information

4100		**PERSONNEL SERVICES**	**$227,948**
4200		**OPERATING EXPENSES**	**$88,234**
4220	Telephone Expenses.	$980	
4230	Recruitment Advertisements in: Jobs Available ($900), Newspapers, Professional Journals/Websites ($579).	$1,479	
4260	Contractual Services: Employee Assistance Programs-AETNA ($4,000), Contractual Fees for: Workers' Compensation Claims Administration (CCMS) ($6,000),and Employee Relations Consortium (ERC) ($2,600). Recruiter Fee $25,000, HR Timekeeper system $25,000	$62,600	
4270	Professional Services: Random Drug Testing ($700), Pre-employment/Fitness for Duty Physicals ($10,000), Bilingual Testing ($900), Fingerprinting Fees ($700), Recruitment/Oral Board expenses ($900), Testing Materials and Services ($1,500).	$14,700	
4300	Department Supplies: Ink Cartridges ($1,500), Recruitment Supplies ($500), Other Office Stationeries and Supplies ($500).	$2,500	
4320	Department Equipment Maintenance: EDEN Software Licensing/Technical Support ($3,875); Equipment Maintenance Supplies ($250).	$4,125	
4360	Personnel Training	$250	

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

DIVISION			**DIVISION NO.**
Personnel			**106**
4370	Registration Fees for Professional Meetings, Conferences and Seminars outside the City. Includes Employment Relations Consortium (ERC) Workshops, and Southern California Public Labor Relations Association-SCPLRA.	$400	
4380	Membership Dues and Subscriptions: Professionals in Human Resources Assoc. (PIHRA) and So. Calif. Public Labor Relations Assoc. (SCPLRA).	$400	
4390	Mileage reimbursements for staff members	$400	
4430	Activities and Programs: Flowers for Serious Illness or Death in Employee Families ($400).	$400	
4500	**CAPITAL EXPENSES**		**$0**
	TOTAL		**$316,182**

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LEGAL SERVICES

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

The City Attorney serves as the Chief Legal Officer for the City of San Fernando, the Successor Agency of the San Fernando Redevelopment Agency, Public Financing Authority and the Parking Authority. The City Attorney renders professional legal advice to the City Council, boards and commissions and all City Departments. The City Attorney also represents the City in certain court proceedings and prepares all legal documents necessary to support the ongoing operations of the City. The City contracts with an outside law firm to provide City Attorney services. the City Council selected a new City Attorney midway through the fiscal year and now contracts with the firm of Olivarez Madruga.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
None					
APPROPRIATIONS					
Operating Expenses	$ 215,444	$ 294,185	$ 200,000	$ 340,287	$ 200,000
Total	$ 215,444	$ 294,185	$ 200,000	$ 340,287	$ 200,000
SOURCE OF FUNDS					
General Fund	$ 215,444	$ 294,185	$ 200,000	$ 340,287	$ 200,000
Total	$ 215,444	$ 294,185	$ 200,000	$ 340,287	$ 200,000

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Legal Services (Labor Attorney)	**112**

NARRATIVE

The Labor Division was created in FY 2008-2009 in order to account for special legal services, including consultation with expert legal professionals and subject matter experts to assist the City with its employment or labor-related issues, labor contract negotiations with its employment organizations, investigation of complaints and/or grievances, as well as consultation on day to day disciplinary issues, and conducting of appeals hearings.

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

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

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

CITY CLERK

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION	DIVISION NO.
CITY CLERK	115

NARRATIVE

The City Clerk is responsible for a variety of functions including: 1) administration of regular and special municipal elections; 2) preparation and distribution of agendas and posts meeting notices for the City Council, Successor Agency, Parking Authority, Public Finance Authority, and Education Commission meetings; 3) record and maintain proceedings of the meetings; 4) process documents resulting from actions taken at the meetings (i.e., resolutions, ordinances, and contracts); 5) publish ordinances and other notices as required by law; 6) receive and open bids; 7) compose and prepare proclamations and commendations as requested by Councilmembers; 8) serve as Notary Public; 9) certify copies of official City documents; 10) maintain custody of official City records including codification of ordinances into the City Code; 11) monitor State requirements for campaign and financial disclosure provisions for elected and appointed officials; 12) provide records research upon request of departments, Council, organizations and the public under the Public Records and Freedom of Information Acts; 13) coordinate information requested by Subpoenas for Records; 14) main-
by Subpoena for Records. 14) maintain roster of City Council appointments to Commissions and Committees; 15) custodian of the official City Seal; 16) monitor AB1234 Biennial Ethics Training for Elected Officials, Commissioners and City employees; 17) administer oaths and affirmations, including Oath of Office to new Councilmembers.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-12	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
City Clerk	1.00	1.00	1.00	1.00	1.00
Office Clerk	0.00	0.00	0.00	0.00	0.00
Total	1.00	1.00	1.00	1.00	1.00
APPROPRIATIONS					
Personnel Services	$ 115,059	$ 113,794	$ 122,368	$ 122,368	$ 122,368
Operating Expenses	13,563	9,000	8,550	7,050	8,550
Capital Outlay	0	0	0	0	0
Total	$ 128,622	$ 122,794	$ 130,918	$ 129,418	$ 130,918
SOURCE OF FUNDS					
General Fund	$ 128,622	$ 122,794	$ 130,918	$ 129,418	$ 130,918
Total	$ 128,622	$ 122,794	$ 130,918	$ 129,418	$ 130,918

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION			**DIVISION NO.**
CITY CLERK			**115**
Supporting Information			
4100	**PERSONNEL SERVICES**		**$122,368**
4101	Funding for full-time City Clerk	$117,368	
4103	Part-time clerical assistance	$0	
4105	Overtime for meetings (i.e., City Council & Education Commission)	$5,000	
4200	**OPERATING EXPENSES**		**$8,550**
4230	Advertising for legal notices	$600	
4260	Contractual Services: Digitization of Municipal Code	$6,000	
4300	Department Supplies (including document shredding/destruction fees)	$500	
4360	Personnel Training: CCAC meetings, FPPC workshops, Notary Commission Membership & Insurance, ERC Workshops	$400	
4370	Meetings: Memberships & Travel	$500	
4380	Subscriptions, Dues & Memberships: International Institute of Municipal Clerks (IIMC), City Clerks Association of California - Southern Division (SCCCA), National Notary Association (NNA) (membership & insurance)	$350	
4390	Vehicle Allowance & Mileage Reimbursement	$200	
4500	**CAPITAL EXPENSES**		**$0**
4500		$0	
	TOTAL		**$130,918**

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

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

NARRATIVE

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

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

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

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
All temporary	0	0	0	0	0
APPROPRIATIONS					
Personnel Services	$ 11,143	$ 58	11,000	6,800	$ -
Operating Expenses	34,611		92,000	75,400	0
Capital Outlay	0			0	0
Total	$ 45,754	$ 58	$ 103,000	$ 82,200	$ -
SOURCE OF FUNDS					
General Fund	$ 27,137	$ 58	$ 82,000	$ 82,200	$ -
Reimbursement by City of L.A.	$ 18,617		$ 21,000	$ -	
Total	$ 45,754	$ 58	$ 103,000	$ 82,200	$ -

Supporting Information

4100	**PERSONNEL SERVICES**		**$0**
4105	Employee time	$0	
4112	Pollworkers	$0	
4200	**OPERATING EXPENSES**		**$0**
4230	Advertising for legal notices	$0	
4260	Contractual Services	$0	
4300	Department Supplies	$0	
4360	Personnel Training	$0	
4390	Reimbursement of mileage for travel	$0	
4500	**CAPITAL EXPENSES**		**$0**
		$0	
	TOTAL		**$0**

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FINANCE

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Finance	**130**

NARRATIVE

The Finance Department's primary functions include accounting, budgeting, business licensing, cashiering, short/long-term financial planning and reporting, networking services, payroll services, purchasing, risk management, vendor payments, utility billing, and providing support to internal departments. The Finance Department prepares and monitors the City Budget and the City's award winning Comprehensive Annual Financial Report (CAFR). In addition, the department assists in all financial aspects of the Successor Agency to the San Fernando Redevelopment Agency.

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

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

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
General Fund:					
Finance Director	0.00	0.00	0.00	0.00	1.00
Finance Manager	1.00	1.00	0.00	0.00	0.00
Senior Accountant	1.00	1.00	1.00	1.00	0.00
Junior Accountant	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk II	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk (2 Staff)	1.50	1.50	1.50	1.25	1.25
Finance Office Specialist	0.25	0.25	0.25	0.25	0.25
P/T	0.75	0.75	0.25	0.25	0.25
Subtotal	6.50	6.50	5.00	4.75	4.75
Enterprise Funds:					
Senior Account Clerk	0.50	0.50	0.50	0.75	0.75
Finance Office Specialist	0.75	0.75	0.75	0.75	0.75
P/T	0.25	0.25	0.25	0.25	0.25
Subtotal	1.50	1.50	1.50	1.75	1.75
Total	**8.00**	**8.00**	**6.50**	**6.50**	**6.50**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 497,288	$ 444,235	$ 430,251	$ 410,000	$ 468,910
Operating Expenses	94,204	107,374	110,553	102,000	104,285
Capital Outlay	-	610	-	-	-
Total	**$ 591,493**	**$ 552,219**	**$ 540,804**	**$ 512,000**	**$ 573,195**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION			**DIVISION NO.**
Finance			**130**
Supporting Information			
4100	**PERSONNEL SERVICES**		**$468,910**
4101	Full time salaries and benefits	$457,030	
4103	Part Time	$11,380	
4105	Overtime	$500	
4200	**OPERATING EXPENSES**		**$104,285**
4220	Telephone Expenses	$500	
4260	Contractual Services Technical assistance on GASB pronouncements	$6,200	
4270	Professional Services for: Sales Tax audits & analysis 3,600 Property Tax audits & reviews 2,500 City Audit Services 42,000 LAFCO, GL, Printing 3,000 State Mandated Cost Claims (SB-90) 4,300	$55,400	
4300	Department Supplies Various department supplies, such as computer paper, toner, business licenses, checks, w-2's, 1099's Misc., computer tapes & disks.	$5,700	
4320	Department Equipment Maintenance Eden, Business, and Cashiering system licenses Renewal of Eden Software Support $24,805 Business License Software Support $4,860 Business License Web Module Mainte $2,742 False Alarm Software Support $1,173 Progressive Software Support $1,805	$35,385	
4360	Personnel Training	$250	
4370	Meetings, Memberships & Travel	$250	
4380	Subscriptions, Dues & Memberships CSMFO, GFOA, CMRTA, & Payroll	$500	
4390	Vehicle Allowance & Mileage Reimbursement	$100	
4500	**CAPITAL EXPENSES**		**$0**
	TOTAL		**$573,195**

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

RETIREMENT COST

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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

NARRATIVE

This division accounts for payments made for retirement related costs directly by the General Fund. These retirement costs include payment to PERS for current city employees.

Fiscal Year 2013-2014 is the twelth year that this division will be used. In previous years, the payments for the retirement costs were made out of the division where the employee was accounted for and where the retired employee was working at retirement.

Beginning with Fiscal Year 2001-2002 and continuing thru fiscal year 2012-2013, the payment of retired employees health benefits and service charges paid to PERS for administration of the retired employees health insurance was paid directly from the Retirement Fund.

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services:					
4124 General Fund Retirement Costs for PERS	1,914,186	1,901,679	1,972,496	1,737,006	1,974,472
Total	**$ 1,914,186**	**$ 1,901,679**	**$ 1,972,496**	**$ 1,737,006**	**$ 1,974,472**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Transfers from Retirement Fund (Fund 18)					
	$ 1,914,186	$ 1,901,679	$ 1,972,496	$ 1,737,006	$ 1,974,472

CITY WIDE RETIREMENT EXPENDITURES

Total Employee Retirement Expenditures:					
General Fund Retirement Div	$ 1,914,186	$ 1,901,679	$ 1,637,172	$ 1,737,006	$ 1,974,472
Retirement Fund	1,040,460	1,733,760	1,422,623	1,131,464	1,083,527
Special Funds / Enterprise Funds	510,519	534,918	335,324	483,174	422,445
Agency Fund	80,448	54,307	-	-	-
Total	**$ 3,545,613**	**$ 4,224,665**	**$ 3,395,119**	**$ 3,351,644**	**$ 3,480,444**

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NON-DEPARTMENTAL

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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

NARRATIVE

The Non-Departmental budget provides for those activities that are not easily segregated into individual budgets or would cost more to segregate than economically feasible. Such items include but are not limited to: City Hall telephones, insurance, unemployment charges, computer servicing for non-Police locations, City Hall copy and fax equipment and non-utility mail costs. Also included in this division are the CHFA loan payments and any residual payments for the Sec 108 loan not covered by the current year's CDBG allocation.

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**Proposed 2013-2014**
Personnel Services	$ 63,581	$ 38,547	$ 160,000	$ 8,100	$ 60,000
Operating Expenses	315,428	317,166	326,515	489,245	787,454
Capital Outlay/Transfer	261,872	213,931	294,280	284,717	330,198
Total	**$ 640,881**	**$ 569,643**	**$ 780,795**	**$ 782,062**	**$ 1,177,652**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**Proposed 2013-2014**
General Fund	640,881	569,643	780,795	782,062	1,177,652
Total	**$ 640,881**	**$ 569,643**	**$ 780,795**	**$ 782,062**	**$ 1,177,652**

Supporting Information

4100	**PERSONNEL SERVICES**			**$60,000**
4132	Unemployment Insurance		$60,000	
4200	**OPERATING EXPENSES**			**$787,454**
4220	Telephone		$ 45,000	
4260	Contractual Services		$ 173,860	
	1) Computer network and citywide ser	127,560		
	2) Annual Renewal Assetworks	1,300		
	3) LA County Animal Control	45,000		
4280	Postage		$ 35,000	
4300	Citywide supplies i.e. computer & fax supplies, copier & maintenance supplies, and postage for newsletters.		$ 5,300	
4320	Department Equipment Maintenance		$ 28,431	
	1) City Hall Copier - Lease	5,324		
	2) City Hall Copier - Maintenance	7,704		
	3) City Hall Phone	15,403		
4380	Subscription Dues and Memberships:		$ 28,863	
	1) League of CA Cities	9,816		
	2) So. CA Assoc. of Gov. (SCAG)	2,557		
	3) Valley Economic Alliance	5,000		
	4) S.F. Valley Council of Gov. (SFVCOG)	10,000		
	5) Indepent Cities Association (ICA)	1,065		
	6) VICA	425		
4435	Bank Charges		$ 6,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION			**DIVISION NO.**
Non-Departmental			**190**
4450	Other Expense - Section 108 letter of credit	$ 15,000	
0094-4450	CHFA loan payment	$ 450,000	
4500	**CAPITAL EXPENSES**		**$15,000**
4500	Reflects the purchase of network servers and capital equipment.	$15,000	
4900	**TRANSFER**		**$ 315,198**
4906	Transfer to Self Insurance Fund	$ 100,000	
4927	Transfer to Street Lighting Fund	$ 12,413	
4926	Transfer to CDBG Fund 26 to cover Sec 108 Loan	$ 102,785	
4910	Transfer to Grants Fund to subsidize the Las Palmas loan repayment.	$ 100,000	
	TOTAL		**$1,177,652**

FIRE SERVICES

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

DIVISION	DIVISION NO.
FIRE SERVICES	500

NARRATIVE

Fire services are provided by the Los Angeles City Fire Department on a contractual basis. The contract for FY 13-14 is projected to be $2,518,204. The City negotiated an agreement to with Los Angeles City Fire Department to pay an outstanding balance in three equal payments over the next three fiscal years. This amount and an imputed 3% interest rate on the outstanding balance is added to the current year contract. The fire services budget is included as the last section of the Police Department's budget; however it is budgeted separately and is not included above. The fire services budget is as follows:

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

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

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

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COMMUNITY DEVELOPMENT

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CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

NARRATIVE

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

140 Building and Safety

This General Fund account funds building, planning, and administrative staff responsible for the coordination of building plan checking prior to the issuance of building permits, inspection of new construction, multiple family dwelling units, and properties prior to resale for compliance with building, health, and safety codes. Operating expenses include professional services for construction engineering plan checking services as well as use of city prosecutor services to address non-compliance with building and zoning regulations.

150 Planning

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

152 Community Preservation

This General Fund account provides staffing responsible for the implementation of the city's community preservation and graffiti removal programs, which correct property-based violations of the San Fernando City Code (SFCC). Division staff perform inspections and enforce city code standards to correct illegal/unsafe building conditions and structures, inadequate property maintenance and nuisances, noncompliance with business licensing requirements, and violations of the city's housing code standards and zoning regulations. Division staff work with residents, businesses, neighborhood associations, and public service agencies to formulate community priorities for code enforcement, assist community self-help programs and develop public outreach programs. This division also implements the city's graffiti removal program consistent with the city's adopted graffiti abatement regulations. Division personnel work toward the development and implementation of long term and comprehensive solutions to correct nuisances or code enforcement problems within the community.

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

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

Low/Mod Housing Fund	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	REQUESTED
PERSONNEL	**2010-2011**	**2011-2012**	**2012-2013**	**2012-2013**	**2013-2014**
Community Development Director	0.64	0.00	0.00	0.00	0.00
City Planner	0.60	0.60	0.00	0.00	0.00
Senior Planner	0.00	0.00	0.00	0.00	0.00
Associate Planner	0.00	0.00	0.00	0.00	0.00
Assistant Planner	0.00	0.25	0.00	0.00	0.00
Assistant Planner (Housing)	0.75	0.75	0.00	0.00	0.00
Building and Safety Supervisor	0.00	0.00	0.00	0.00	0.00
Community Pres. Officer	0.00	0.00	0.00	0.00	0.00
Community Pres. Officer (2 PT/.75FTE)	0.00	0.00	0.00	0.00	0.00
Community Pres. Supervisor	0.00	0.00	0.00	0.00	0.00
Community Development Secretary	0.00	0.00	0.00	0.00	0.00
P/T Planning Interns (2 PT/.5FTE)	0.00	0.00	0.00	0.00	0.00
Subtotal	**1.99**	**1.60**	**0.00**	**0.00**	**0.00**

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

	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	REQUESTED
APPROPRIATIONS	**2010-2011**	**2011-2012**	**2012-2013**	**2012-2013**	**2013-2014**
140-Building Safety	$ 251,440	$ 220,023	$ 219,430	$ 208,573	$222,720
150-Planning Admin	171,841	130,009	281,752	283,896	258,269
152-Code Enforcement (Refer to PD Budget for History)	0	0	368,657	368,657	376,891
General Fund Total	**423,281**	**350,032**	**869,839**	**861,126**	**857,880**
26-155 CDBG		313,681	0	-	0
94-Housing Fund		192,514	0	0	0
XX-XX Redevelopment Project Areas		55,524	0	0	0
Total	**$ 423,281**	**$ 911,751**	**$ 869,839**	**$ 861,126**	**$ 857,880**

SOURCE OF FUNDS	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	REQUESTED
	2010-2011	**2011-2012**	**2012-2013**	**2012-2013**	**2013-2014**
General Funds	136,442	$ 448,294	$ 371,439	$ 568,826	$ 543,480
Planning and Zoning Fees	43,315	49,145	48,000	50,000	45,000
Commercial and Home Occupancy	43,494	26,948	22,000	22,800	22,000
Planning Review	14,130	16,798	11,000	8,000	10,000
Banner and Sign Permits	9,012	11,052	10,000	13,000	12,000
Plan Check and Construction Permits	168,476	202,570	163,000	155,000	173,000
Inspection Upon Resale	0	14,093	10,000	14,500	12,500
Multi-Family Inspection	0	0	5,000	-	0
Code Enforcement Citations and Fees	0	125,132	182,000	13,000	12,000
Weed Abatement Program	0	613	5,000	0	500
AIMS Maintenance/Development Fee	8,413	17,106	42,400	16,000	27,400
Transfers From Other Funds	0	0	0	0	0
General Fund Total	423,282	911,751	869,839	861,126	857,880
CDBG	766,769	1,549,553	0	-	0
RDA Housing Fund	1,241,912	340,346	0	-	0
Redevelopment Project Areas	292,871	66,812	0	0	0
Enterprise Fund Total	0	8,010	0	0	0

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT
EXECUTIVE SUMMARY

Total	**$ 2,724,834**	**$ 2,876,472**	**$ 869,839**	**$ 861,126**	**$ 857,880**

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

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

NARRATIVE

In FY 2012-2013, 694 building permits were issued. Much of this building activity occurred in residential rehabilitation, which included repairs, remodels, and additions to existing dwelling units resulted in a total valuation of $4,282,735. New residential construction produced 2 dwelling units with a total valuation $190,000. The valuation of interior and exterior improvements to existing commercial and industrial buildings was $2,000,000.

For the upcoming FY 2013-2014, it is anticipated that building activity will continue to see an increase as economic conditions continue to improve in the residential construction sector and rehabilitation of the current housing stock is expected to continue as new market demand and residential opportunities stimulate improvements. Regional demand for alteration of existing commercial and industrial buildings and for affordable housing is expected to continue. Ongoing implementation of the city's zoning standards and design guidelines, including the San Fernando Corridors Specific Plan, is expected to further promote and accommodate market demand for development of new high-quality commercial retail and in-fill residential development. Projected total development activity is expected to generate approximately $202,800 in revenues (including approximately $173,000 in structural plan check and construction permits, $12,500 in resale inspections, and AIMS-Maintenance fees totaling $17,300 as noted below.

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

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	REQUESTED 2013-2014
Community Development Director	0.18	0.00	0.00	0.00	0.00
City Planner	0.10	0.10	0.10	0.10	0.25
Building & Safety Supervisor	1.00	1.00	1.00	1.00	1.00
Assistant Planner (Housing)	0.10	0.10	0.10	0.10	0.00
Assistant Planner	0.20	0.25	0.25	0.25	0.25
Community Development Secretary	0.50	0.50	0.40	0.40	0.25
Total	2.08	1.95	1.85	1.85	1.75
APPROPRIATIONS					
Personnel Services	$ 232,846	$ 204,772	$ 186,800	$ 188,038	$ 198,230
Operating Expenses	9,094	14,633	26,630	17,535	21,490
Capital Outlay	0	618	6,000	3,000	3,000
Equipment Replacement Charge	9,500	0	0	0	0
Total	$ 251,440	$ 220,023	$ 219,430	$ 208,573	$ 222,720
SOURCE OF FUNDS					
0000 General Funds	$ 80,964	$ (5,193)	$ 25,130	$ 32,673	$ 19,920
3320 Construction Permits	168,476	$ 202,570	$ 163,000	$ 155,000	$ 173,000
3714 Inspection Upon Resale	-	$ 14,093	$ 10,000	$ 14,500	$ 12,500
3716 Multi-Family Inspection	-	$ -	$ 5,000	$ -	$ -
3719 AIMS Maintenance	2,000	$ 8,553	$ 16,300	$ 6,400	$ 17,300
Total	$ 251,440	$ 220,023	$ 219,430	$ 208,573	$ 222,720

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT			**DIVISION NO.**
Building and Safety			**140**
4100	**PERSONNEL SERVICES**		**$198,230**
4101	Salaries and benefits	$ 198,230	
4200	**OPERATING EXPENSES**		**$21,490**
4220	Monthly service for Building and Safety Supervisor cell phone usage.	$400	
4270	Professional Services to pay for consulting services to address building code and zoning code related issues as well as for city prosecutor services for abatement of life and safety issues associated with building and zoning code violations.	$10,000	
4300	Department Supplies: Purchase of printing supplies, technical literature including building code updates, tape measures, software, informational brochures, and other supplies for the day-to-day operational requirements.	$1,300	
4320	AIMS Maintenance Annual Fee for building and safety module and ESRI-GIS Mapping Software (annual fee). Partial cost of new activity information management system-AIMS to integrate planning, code enforcement and building data files as well as purchasing support hardware and software for system implementation.	$9,000	
4360	Personnel training of building and safety staff regarding training/educational requirements per International Code Council continuing education in order to protect the public health, safety, and general welfare.	$500	
4370	Meetings and travel limited to building and safety personnel to attend mandatory meetings at local/regional International Code Council (ICC) and at California Building Officials (CALBO) meetings necessary in order to meet continuing education to maintain current building official licenses. At $15.00 per monthly meeting for 6 months.	$90	
4380	Annual membership dues to ICC- Los Angeles Basin Chapter @ $100 and ICC Annual membership @ $100.	$200	
4390	Mileage for staff's attendance at required trainings, seminars, and/or workshops to retain current licensing.	$0	
4500	**CAPITAL EXPENSES**		**$3,000**
4500	Anticipated computer hardware replacement costs (Monitors, CPU's, and laptops).	$3,000	
4941	**EQUIPMENT MAINTENANCE/REPLACEMENT CHARGE**		**$0**
4941		$0	
	TOTAL		**$222,720**

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

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

NARRATIVE

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

During FY 2012-2013, the department's staff processed 11 site plan review applications and prepared 24 staff reports on cases involving discretionary review by the Planning and Preservation Commission, the Successor Agency to the former Redevelopment Agency, and the City Council. The department continues to provide staff support for the implementation of the San Fernando Corridors Specific Plan, the 2008-2014 Housing Element Update, the city's historic preservation ordinance consistent with the adopted historic preservation element, and the implementation of the city's adopted design guidelines for residential, commercial and industrial projects.

The department is also responsible for the ongoing implementation of the Lopez Adobe Rehabilitation Project (Phase 2), for implementation of housing element objectives and programs for the preservation of the city's residential neighborhoods, affordable housing stock, and promotion of home-ownership, and for implementation of the city's program to promote the preservation of historical resources in the community. In addition, the department provides staff support for new development in the commercial corridors including commercial, industrial, mixed-use, and in-fill residential development projects through private initiative and/or public-private partnerships. The planning personnel continue to work on improving the department's review and processing of project entitlements, including coordination with building and safety personnel, other city departments, and design consultants in order to implement council directives and department priority projects. In addition, planning personnel continue to reevaluate the department's standard operating procedures in order to find ways of streamlining and shorten the time necessary to review development proposals and process construction permits.

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

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	REQUESTED 2013-2014
Personnel Services	$ 119,436	$ 90,636	$ 192,372	$ 200,826	$ 163,569
Operating Expenses	42,155	38,755	84,380	81,070	91,700
Capital Outlay	-	618	5,000	2,000	3,000
Equipment Replacement Charge	10,250	0	0	0	0
Total	$ 171,841	$ 130,009	$ 281,752	$ 283,896	$ 258,269

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

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

SOURCE OF FUNDS					
0000 General Funds	61,890	$ 17,513	$ 182,852	$ 182,196	$ 160,369
3325 Commercial & Home Occupancy	43,494	26,948	22,000	22,800	22,000
3330 Planning Review	14,130	16,798	11,000	8,000	10,000
3390 Banner and Sign Permits	9,012	11,052	10,000	13,000	12,000
3705 Planning & Zoning Fees	43,315	49,145	48,000	50,000	45,000
3719 AIMS Maintenance	6,413	8,553	7,900	7,900	8,900
Transfers from other Funds	-	0	0	0	0
Total	$ 178,254	$ 130,009	$ 281,752	$ 283,896	$ 258,269

4100	**PERSONNEL SERVICES**		**$ 163,569**
4101	Salaries and benefits	$ 158,569	
4105	Overtime	$2,000	
4111	Commission Reimbursement: Planning and Preservation (12 mtgs. @ $50 per commissioner)	$3,000	
4200	**OPERATING EXPENSES**		**$91,700**
4220	Cell phone for City Planner @ 60.00 per month.	$720	
4230	Public hearing legal advertisement, community workshop notices, and community outreach documents @ $9,000.	$9,000	
4270	Professional Services for design review, development standards modifications @ $1000 per review (4 times per year). Professional services for environmental impact assessment (e.g., mitigated negative declaration, parking analysis, etc.) @ $2,000 (two projects in FY 2012-13). Payment of consultant to assist planning staff in the preparation of the upcoming housing element update @ $36,000. 2013 TOD Overlay Zone matching funds @ $7,000. Outreach to property owners/landlords of multi-family housing units; flyer development and distribution @ $500 twice per year. Pet spay and neuter voucher program @ $1000 (average 5 vouchers per month) and annual Low Cost Vaccination Clinic @ $1000.	$53,000	
4270	Professional Services for architectural design, engineering, and labor compliance of contracted consultant to provide required oversight regarding federal labor compliance law requirements as part of the construction phase of the Lopez Adobe Rehabilitation Project Phase II (ancillary building development).	$13,000	

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT **DIVISION NO.**
Planning/Administration **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	
4320	Equipment Maintenance- AIMS Maintenance and Hosting Fees, ESRI annual software license, and GIS Mapping hardware. Partial cost of new activity information management system-AIMS to integrate planning, code enforcement and building data files as well as purchasing support hardware and software for system implementation.	$8,000	
4370	Meetings and Travel- Professional training and certification fees for planning personnel	$1,500	
4380	Professional memberships for City Planner, Assistant Planner and journal subscriptions for American Planning Association, American Institute of Certified Planners, National Trust for Historic Preservation, California Preservation Foundation, et cetera.	$1,000	
4500	**CAPITAL EXPENSES**		**$3,000**
4500	Anticipated computer hardware replacement costs (Monitors, CPU's, and laptops).	$3,000	
4941	**EQUIPMENT REPLACEMENT CHARGE**		**$0**
4941		$0	
	TOTAL		**$ 258,269**

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

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

The city's community preservation program corrects property-based violations of the San Fernando City Code (SFCC). Division staff perform inspections and enforce city code standards to correct illegal/unsafe building conditions and structures, inadequate property maintenance and nuisances, noncompliance with business licensing requirements, and violations of the city's housing code standards and zoning regulations. During Fiscal Year (FY) 2012-2013, the community preservation division issued 548 code enforcement compliance notices for such things as orders to de-convert garages, working without a building permit, operating a business without a city business license, illegal dumping of hazardous waste in to the public storm drains, and illegal signs resulting in $20,934.50 in administrative fines. Division funding also provides for implementation of the city's graffiti removal program consistent with the city's graffiti abatement regulations. During FY 2012-13, approximately 90,000 square feet of graffiti was removed from public right-of-ways.

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

APPROPRIATIONS	ACTUAL 2010-11	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	REQUESTED 2013-2014
Personnel Services	$ 241,586	$ 247,416	$322,662	$ 320,162	$ 338,151
Operating Expenses	65,096	62,890	38,780	36,355	36,740
Capital Expenses	-	0	7,215	7,215	2,000
Equipment Replacement Charge	-	0	0	0	0
Total	$ 306,682	$ 310,306	$ 368,657	$ 363,732	$376,891
SOURCE OF FUNDS					
3425 Code Enforcement Citations & Fees	$ 163,072	$ 125,132	$ 182,000	$ 13,000	$ 12,000
3740 Weed Abatement Program	1,976	613	5,000	-	500
3719 AIMS Maintenance	-	-	18,200	1,700	1,200
0000 General Funds	$ 141,634	$ 184,561	$ 163,457	$ 349,032	$ 363,191
Total	306,682	$ 310,306	$ 368,657	$ 363,732	$ 376,891

4100	**PERSONNEL SERVICES**		**$ 338,151**
4101	Full time salaries and benefits	$ 251,369	
4103	Part time salaries: P/T Community Preservation Officers	$ 47,213	
	Part Time Salaries: P/T Graffiti Abatement	$ 39,569	
4105	Overtime	$0	
0347-4105	Weed Abatement: Annual Weed Abatement Program	$0	

CITY OF SAN FERNANDO
REQUESTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT DEPARTMENT			**DIVISION NO.**
Community Preservation			**152**
4200	**OPERATING EXPENSES**		**$36,740**
4220	Data usage for the car equipment that will access the AIMS system using a wireless modem in three vehicles at $40.00 per line.	$1,440	
4230	Advertising: Public outreach fliers, handouts, and annual weed abatement program notification.	$3,000	
4260	Contractual Services: City Prosecutor services for office conferences and preparation of letters associated with code enforcement non-compliant residents/businesses. Rate = 20 hours of City Prosecutor time at $200.00/per hour. $1,000 for associated city-generated enforcement services/documents.	$5,000	
4300	Department Supplies: CPO uniforms per MOU @ $100 per officer (four full-time and two part-time personnel).	$600	
	Duplication of stop-work orders, and garage sale permits. Business cards @ $30.00 per person (four officers).	$2,200	
	Supplies and equipment for Graffiti Abatement	$15,000	
4320	Equipment Maintenance: AIMS charge for annual maintenance ($8000). Partial cost of new activity information management system-AIMS to integrate planning, code enforcement and building data files as well as purchasing support hardware and software for system implementation.	$8,000	
4340	Small Tools: Officer equipment & safety: First Aid Kits and First Responder Kits	$200	
4370	Meeting & Travel: Attendance for two full-time officers to the California Association of Code Enforcement (CACEO) continuing education seminars and exams to maintain the certification status.	$1,000	
4380	Professional Memberships: Annual membership for California Association of Code Enforcement Officers (CACEO) @ $150.00 for two full-time officers.	$300	
4500	**CAPITAL EXPENSES**		**$2,000**
4500	Anticipated computer hardware replacement costs (Monitors, CPU's, and laptops).	$2,000	
4941	**EQUIPMENT REPLACEMENT CHARGE**		**$0**
4941		$0	
	TOTAL		**$376,891**

PUBLIC SAFETY

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CITY OF SAN FERNANDO

PROPOSED BUDGET

FY 2013 - 2014

POLICE DEPARTMENT

EXECUTIVE SUMMARY

NARRATIVE

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

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

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

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

Fiscal Year 2013-2014 will see a near full implementation of Virtual Patrol that will benefit all community members and will enhance the Department's ability to provide an extra level of safety to Patrol Officers that are responding to emergency calls for service; Communication Center will be upgraded with new 911 technology and equipment through State PSAP 911 funds by Spring 2014; and the Department will continue receiving funds from the State of California Office of Traffic Safety for Driving Under the Influence and Pedestrian Safety Programs.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	3.00	3.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	4.00	5.00	5.00
Police Detective	4.00	4.00	3.00	3.00	3.00
Field Training Officers	4.00	4.00	4.00	4.00	4.00
Police Officer	18.00	18.00	17.00	17.00	16.00
Sworn (active)	36.00	36.00	31.00	32.00	31.00
Dispatcher/Jailer	6.00	6.00	6.00	6.00	6.00
Community Service Officer	4.00	4.00	4.00	4.00	4.00
Records Supervisor	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	0.00	1.00	2.00	1.00	1.00
Property Control Officer	1.00	1.00	1.00	1.00	1.00
Secretary to the Chief	1.00	1.00	1.00	1.00	0.00
Police Office Specialist	1.00	1.00	1.00	1.00	1.00
Police Junior Cadet (FTE)	1.00	1.00	1.00	1.00	1.00
Crossing Guard (FTE)	2.33	2.33	2.33	2.33	2.50
Reserve Police Officer	20.00	20.00	20.00	20.00	25.00
Police Explorer	30.00	30.00	30.00	30.00	30.00
Police Volunteers	10.00	10.00	10.00	10.00	10.00
Non-Sworn	77.33	78.33	79.33	78.33	82.50

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

POLICE DEPARTMENT
EXECUTIVE SUMMARY

Total		**113.33**	**114.33**	**110.33**	**110.33**	**113.50**
APPROPRIATIONS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services		$ 5,660,584	$ 5,581,869	$ 5,208,591	$ 5,330,446	$ 5,456,292
Operating Expenses		524,404	448,131	466,488	460,805	564,005
Capital Outlay		-	-	-	-	-
Transfers		-	-	-	-	-
Total General Fund		**$ 6,184,987**	**$ 6,029,999**	**$ 5,675,079**	**$ 5,791,251**	**$ 6,020,297**
Support Services-222		$ 1,363,241	$ 1,229,964	$ 1,000,541	$ 919,484	$ 1,244,413
Detective Division-224		903,400	695,823	544,905	599,313	522,705
Patrol Division-225		3,618,860	3,772,502	3,815,085	3,960,685	3,929,692
Reserve Division-226 (0225)		25,683	26,503	28,000	28,803	28,000
Community Service Program-230		273,803	295,209	286,548	282,965	290,487
Emergency Services-250		-	10,000	-	-	5,000
Subtotal General Fund		**$ 6,184,987**	**$ 6,029,999**	**$ 5,675,079**	**$ 5,791,251**	**$ 6,020,297**
S0URCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
	General Funds	4,491,957	4,669,410	4,043,276	4,630,600	4,654,797
3232	Vehicle Tow Franchise Fee	84,825	38,025	38,000	32,000	32,000
3415	Vehicle Repossession	935	1,110	1,000	1,090	1,000
3420	General Court Fines	72,528	10,471	12,000	8,000	9,000
3430	Parking Citations	842,358	713,471	715,000	518,000	527,497
3435	LA County Animal Control Licensing	9,060	1,400	10,000	-	-
3520	LA County Coroner's Contract	54,000	54,000	54,000	54,000	54,000
3655	POST. Reimbursements	4,088	7,319	4,500	16,378	8,000
3688	Corrections Training	5,885	6,303	6,303	6,303	6,303
3710	Duplicating Fees	15,706	15,086	15,000	14,269	17,500
3715	Police Contract Services	228,308	235,691	250,000	212,758	210,000
3720	Fingerprint Services	78,849	44,455	45,000	45,000	45,000
3720-3721	Fingerprint - Livescan Services	36,262	45,910	50,000	38,222	42,050
3723	DUI Recovery Cost Program	909	7,489	10,000	1,852	3,500
3725	Booking and Processing Fee	-	125	200,000	27,708	42,650
3726	Vehicle Inspection Fees	53,750	23,650	25,000	16,016	20,000
3780	Court Commitment	85,865	89,935	105,000	105,000	150,000

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

POLICE DEPARTMENT
EXECUTIVE SUMMARY

3781	Impounded Vehicles	69,031	41,996	55,000	28,675	55,000
3783	Vehicle Administrative Fee	12,000	7,905	20,000	12,773	15,000
3785	Alarm Monitoring	24,671	16,250	16,000	22,607	27,000
3910	Surplus Vehicles	14,000	-	-	-	-
02	Transfer from SLESF	-	-	-	-	100,000
	TOTAL	**$ 6,184,987**	**$ 6,029,999**	**$ 5,675,079**	**$ 5,791,251**	**$ 6,020,297**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

DIVISION	**DIVISION NO.**
Police Department-Support Services	**222**

NARRATIVE

The Support Services Division is the administrative hub within the Police Department, where overall Department command is vested. The Support Services Division includes the Office of the Chief of Police, the Support Services Commander, Records Bureau and the Training Coordinator. The Department's Community Relations programs, including School Resource Officer (SRO) Program, D.A.R.E Program and Media Relations are also administered within Support Services Division.

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

The Support Services Sergeant[1] is primarily responsible for personnel matters; including recruitment, background investigations, training, meeting legal mandates and supervises the School Resource Officer as well as, conducting internal investigations as assigned by the Chief of Police.

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

In FY 2013-2014, in order to maintain legal compliance with CalOSHA standards, technology industry standards and ensure officer safety, the firing range will need to be updated and repaired. Updates and repairs include lead abatement, ventilation and additional safety components.

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

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2012-2013**
Personnel Services	$ 924,589	$ 846,357	$ 618,891	$ 510,158	$ 769,246
Operating Expenses	438,652	383,606	381,650	409,327	475,167
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
Total	**$ 1,363,241**	**$ 1,229,964**	**$ 1,000,541**	**$ 919,484**	**$ 1,244,413**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

DIVISION						DIVISION NO.
Police Department-Support Services						**222**
SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
	General Funds	$ 1,183,697	$ 1,057,321	$ 815,738	$ 730,319	$ 1,008,610
3655	POST Reimbursements	4,088	7,319	4,500	9,594	8,000
3688	Corrections Training	5,885	6,303	6,303	6,303	6,303
3710	Duplicating Fees	15,706	15,086	15,000	14,269	17,500
3780	Court Commitment	85,865	89,935	105,000	105,000	150,000
3910	Surplus Vehicles	14,000	-	-	-	-
3520	LA County Coroner Contract	54,000	54,000	54,000	54,000	54,000
	Total	**$ 1,363,241**	**$ 1,229,964**	**$ 1,000,541**	**$ 919,484**	**$ 1,244,413**

Supporting Information

4100	**PERSONNEL SERVICES**		**$769,246**
4101	Salaries and Benefits for Full-Time Employees.	$551,246	
4103	Salary Part - Time Employees	$58,698	
4105	Overtime: Regular	$8,000	
4109	Overtime: Contract Duty	$210,000	
4200	**OPERATING EXPENSES**		**$475,167**
4210	Utilities.	$72,729	
4220	Telephone/ MDT wireless.	$64,659	
4260	Contract Services: Radio Service Agreement, Copier Machine Service Agreement, Computer Maintenance Services, Los Angeles County Booking Fees, Background Checks and Related Fees, Courier Service, Alarm Monitoring, Lexipol Maintenance, and 911 Services Agreement.	$142,220	
4300	Department Supplies: Office Supplies, Safety Equipment, Ammunition, Copier Supplies, Photographic and Evidence Supplies.	$128,059	
4320	Equipment Maintenance: Equipment not Covered by Service Agreements.	$60,000	
4360	Continuing Professional Training.	$3,000	
4365	Tuition Reimbursement.	-	
4380	Membership Dues: Conference Attendance; CLEARS, NEATO, NAPA, and IALEP.	$4,500	
4500	**CAPITAL EQUIPMENT**		**$0**
4941	**TRANSFERS**		**$0**
	TOTAL		**$1,244,413**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

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

NARRATIVE

The primary responsibilities of the Detective Division is to follow-up on reported crimes, arrest criminal offenders, obtain arrest and search warrants, file criminal complaints, and serve as the liaison with the Office of the District Attorney. The Division Supervisor manages criminal investigations, property and evidence control, subpoena control, warrant services, narcotic and gang enforcement, sex registration and parole compliance, and serves as the liaison to the presiding judge and other management level employees at the courthouse. The Division assists the public through advocacy programs and referrals to counseling centers, as well as, with releases for impounded and recovered vehicles.

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

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

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Police Lieutenant	1.00	1.00	0.00	0.00	0.00
Police Sergeant	0.00	0.00	0.00	1.00	1.00
Police Detective	4.00	4.00	3.00	3.00	3.00
Property Control Officer	1.00	1.00	1.00	1.00	1.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
Total	**7.00**	**7.00**	**5.00**	**6.00**	**6.00**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Personnel Services	$ 893,265	$ 684,367	$ 524,870	$ 589,204	$ 504,170
Operating Expenses	10,136	11,456	20,035	10,109	18,535
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
Total	**$ 903,400**	**$ 695,823**	**$ 544,905**	**$ 599,313**	**$ 522,705**

	SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
	General Funds	$ 902,465	$ 694,713	$ 543,905	$ 598,020	$ 521,250
3415	Vehicle Repossession Fee	935	1,110	1,000	1,293	1,455
	Total	**$ 903,400**	**$ 695,823**	**$ 544,905**	**$ 599,313**	**$ 522,705**

Supporting Information

4100	**PERSONNEL SERVICES**		**$504,170**
4100	Salary and Benefits for Full-Time Employees. Based upon contractual obligations.	$484,170	
4105	Overtime: Regular	$20,000	

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

DIVISION			**DIVISION NO.**
Police Department-Detective Division			**224**
4200	**OPERATING EXPENSES**		**$18,535**
4270	Professional Services: Latent Fingerprint Comparisons; Special Evidence Fund; DNA Analysis; Sexual Assault Examinations, Detective Investigative Fund. **RTIIS**	$15,000	
4360	Mandated POST and Continuing Professional Training.	$3,000	
4365	Tuition Reimbursement.	-	
4370	Membership Dues and Meetings: Southern California Robbery Assoc.; California Gang Investigators Assoc., California Narcotics Officers Assoc.	$535	
4500	**CAPITAL EQUIPMENT**		**-**
4941	**TRANSFERS**		**-**
		-	
	TOTAL		**$522,705**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

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

NARRATIVE

The Operations Division represents the first contact that community members have with the Department; either through the Police Dispatchers manning our 24-hour Communications Center or uniformed personnel on patrol. The Operations Division is the primary service provider to the citizenry. Operations Division receives initial calls for service, responds and utilizes varied resources, conducts preliminary investigations, apprehends criminal suspects, and documents these activities through professional police reports. The Patrol Commander manages deployment of all field personnel which includes civilian and sworn personnel, mid-line field supervisors, the Communications Division, the Reserve Officer Program, the Community Service Officers, serves as Incident Commander for all critical incidents and scheduling, as well as Jail Operations, Cadet Program, and Crossing Guard programs although some of these units are independently budgeted for accounting purposes.

Fiscal Year 2013-2014 will see the continued Departmental effort toward obtaining grant funds from the State of California Office of Traffic Safety, which will continue to enhance traffic safety efforts with regular Driving Under the Influence checkpoints and saturation patrols. The Department will continue to research and obtain funding opportunities that will increase efficiency by continued use of the Virtual Patrol Program which includes multiple vantage camera positions, the ability to electronically issue traffic citations and better increased patrol functions through increased information sharing.

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

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Police Lieutenant	1.00	1.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	4.00	4.00	4.00
Field Training Officer	4.00	4.00	4.00	4.00	4.00
Police Officers	18.00	18.00	17.00	17.00	16.00
Police Dispatcher/Jailer	6.00	6.00	6.00	6.00	6.00
Police Jr. Cadet (FTE)	1.00	1.00	1.00	1.00	1.00
Crossing Guard (FTE)	2.33	2.33	2.33	2.33	2.50
Total (active)	**37.33**	**37.33**	**35.33**	**35.33**	**34.50**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2012-2013**
Personnel Services	$ 3,547,227	$ 3,734,236	$ 3,754,282	$ 3,924,119	$ 3,868,389
Operating Expenses	71,633	38,266	60,803	36,566	61,303
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
Total	**$ 3,618,860**	**$ 3,772,502**	**$ 3,815,085**	**$ 3,960,685**	**$ 3,929,692**

	SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
	General Funds	$ 2,963,576	$ 3,363,195	$ 3,154,085	$ 3,605,890	$ 3,438,042
3232	Vehicle Tow Franchise fee	84,825	38,025	38,000	19,500	20,000
3420	General Court Fines	72,528	10,471	12,000	5,460	7,000
3715	Police Contract Services	228,308	235,691	250,000	177,056	210,000
3720	Fingerprint Services	78,849	44,455	45,000	45,000	95,000
3725	Booking and Processing Fee	-	125	200,000	27,708	42,650
3726	Vehicle Inspection Fee	50,120	14,390	25,000	16,016	20,000
3781	Impounded Vehicles	92,285	41,996	55,000	28,675	55,000
3783	Vehicle Administrative Fee	14,820	7,905	20,000	12,773	15,000
3785	Alarm Monitoring	33,549	16,250	16,000	22,607	27,000
	Total	**$ 3,618,860**	**$ 3,772,502**	**$ 3,815,085**	**$ 3,960,685**	**$ 3,929,692**

Supporting Information

4100	**PERSONNEL SERVICES**		**$ 3,868,389**
4101	Salaries and Benefits for all Full-time Patrol Personnel. Based upon contractual obligations. (Reduced by $106,424 for SSI Grant)	$3,653,321	
4103	Salaries and Benefits for all Part-time Patrol Personnel	$55,068	
4105	Overtime: Regular	$125,000	
4107	Overtime: Court	$35,000	
4200	**OPERATING EXPENSES**		**$ 61,303**
4270	K-9: Professional Services; Veterinarian, Training Certification. Care and Supplies.	$5,000	
4350	Care of Persons: Prisoner Food, Medical Care, and Supplies.	$44,900	
4360	Mandated POST and-Continuing Professional Training.	$4,100	
3688-4360	STC Training	$6,303	
4370	Attendance at CCUG and Patrol Association Meetings.	$1,000	
4500	**CAPITAL EQUIPMENT**		**$ -**
4941	**TRANSFERS**		**$ -**
	TOTAL		**$3,929,692**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

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

NARRATIVE

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

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

The goals of the Reserve/Explorer Division for Fiscal Year 2013-2014 will be to find possible recruitment options to help maintain the size of the unit. The Reserve Officer staffing is 22 Officers, with an authorized strength of 25. The Explorer post will continue to seek recruitment for both the Junior Explorer Program, as well as, the Explorer Cadet Program. Both Reserve Officers and Explorers continue to provide additional resources designed to supplement regular forces.

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

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

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

Supporting Information

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

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

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

NARRATIVE

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

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 273,803	$ 295,209	$ 286,548	$ 282,965	$ 290,487
Operating Expenses	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Transfers	-	-	-	-	-
Total	**$ 273,803**	**$ 295,209**	**$ 286,548**	**$ 282,965**	**$ 290,487**

SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
3430	Parking Citations	842,358	713,471	715,000	394,164	527,497
	Total	**$ 842,358**	**$ 713,471**	**$ 715,000**	**$ 394,164**	**$ 527,497**

Supporting Information

4100	**PERSONNEL SERVICES**			**$ 290,487**
4101	Full-Time Salaries	$ 287,425		
4103	Uniform Allowance	$ 3,062		
4200	**OPERATING EXPENSES**			**$ -**
4500	**CAPITAL EQUIPMENT**			**$ -**
4941	**TRANSFERS**			**$ -**
	TOTAL			**$ 290,487**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013 - 2014

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

NARRATIVE

The Office Of Emergency Services (OES) is responsible for developing emergency plans for natural and man-made disasters, hazardous materials incidents, and civil unrest. In addition to developing plans for these incidents, the Office of Emergency Services advises policy makers and key appointed staff on how to respond to these situations.

The Emergency Services Program funding for FY 2013-2014 is projected for $5,000 to cover the cost of a tabletop exercise.

In Fiscal Year 2011-2012, the required renewal and update of the City's five year Hazard Mitigation / Emergency Operations Plan as required by FEMA and CalEMA was completed.

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

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

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

Supporting Information

4200	**OPERATING EXPENSES**			**5,000.00**
4260	Contractual Services - Hazardous Mitigation		-	
4320	Maintenance of RACES Equipment.		-	
4360	Emergency Preparedness Training.		5,000	
4370	Mutual Aid Meetings, Membership, and Travel.		-	
4380	Subscriptions, Dues and Memberships.		-	
4390	Vehicle Mileage Allowance.			
4500	**CAPITAL EQUIPMENT**			**-**
	TOTAL			**5,000.00**

PUBLIC WORKS

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CITY OF SAN FERNANDO

PROPOSED BUDGET

FY 2013-2014

PUBLIC WORKS DEPARTMENT

EXECUTIVE SUMMARY

Departmental Mission Statement:

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

NARRATIVE - GENERAL FUND

310 Administration

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

311 Street Maintenance

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

313 Bus Shelter/Stop Maintenance

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

320 Equipment / Vehicle Maintenance

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

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

341 Mall Maintenance

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

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.

CITY OF SAN FERNANDO

PROPOSED BUDGET

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PUBLIC WORKS DEPARTMENT

EXECUTIVE SUMMARY

346 Street Trees and Parkways

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

370 Traffic Safety

This division performs scheduled routine maintenance to all street signs, off street parking controls, traffic striping and marking, curb delineations, as well as restriping and marking of all streets following large construction projects or slurry/chip sealing operations. The Division performs traffic safety improvements such as marking changes, striping and signing changes. Responsibilities also include taking care of the yearly School Safety program, which is performed in late summer prior to the beginning of the school year. This program encompasses inspection, repainting of all school crosswalks throughout the City, and repair, cleaning or replacement of all school safety signs. Direct charge of materials to special funds, and transfers from State Gas Tax Fund 11 makes this division a net zero impact on the General Fund.

371 Traffic Signals

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

390 Facilities Management

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

NARRATIVE - ENTERPRISE FUND

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

70 Water
72 Sewer Maintenance Services
73 Refuse and Environmental Services

CITY OF SAN FERNANDO

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PUBLIC WORKS DEPARTMENT

EXECUTIVE SUMMARY

70-381, 382, 383, 384 Water Operations

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

72-360 Sewer Maintenance

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

73-350 Refuse / Environmental

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

NARRATIVE - SPECIAL FUNDS

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

Since Fiscal Year 2008-2009 Public Works operations have increasingly shifted from General Fund to Special Funds. This shift was necessitated by continued budget constraints on the General Fund. In Fiscal Year 2008-2009 the Public Works General Fund total request was $3,278014. In Fiscal Year 2011-2012 the Public Works General Fund total request has been reduced to $1,937,448, which represents a 41% reduction of General Fund use by Public Works in the past three years. In addition, many Public Works budget allocations in the General Fund are offset by transfers from Special Funds to the General Fund. The end result was a net General Fund cost for Public Works operations of $1,408,411 in Fiscal Year 2011-2012 which represents a net reduction of general Fund use of almost 60% over three years.

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

- Fund 7, Proposition A - Transportation Sales Tax
- Fund 8, Proposition C
- Fund 10, Grant Fund
- Fund 11, State Gas Tax Fund
- Fund 12, Measure R Fund
- Fund 13, Traffic Safety
- Fund 15, Local Transportation
- Fund 16, Air Quality Management District
- Fund 27, Street Lighting Fund
- Fund 27, Street Lighting Fund
- Fund 29, Parking M&O - Off Street
- Fund 50, Pavement Management

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

PUBLIC WORKS DEPARTMENT
EXECUTIVE SUMMARY

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Public Works Dir.	1.00	1.00	1.00	1.00	1.00
Civil Engineering Assistant II	2.00	2.00	2.00	2.00	2.00
P.W. Administrative Analyst	1.00	1.00	1.00	1.00	1.00
P.W. Operations Manager	1.00	1.00	0.00	0.00	0.00
P.W. Superintendent	2.00	2.00	2.00	2.00	2.00
P.W. Field Supervisor I	1.00	1.00	1.00	1.00	1.00
P.W. Field Supervisor II	3.00	3.00	3.00	3.00	3.00
Senior Maintenance Worker	6.00	6.00	6.00	6.00	6.00
Maintenance Worker	9.00	9.00	8.00	8.00	8.00
Assistant Planner	0.10	0.10	0.00	0.00	0.00
Office Specialist	1.00	1.00	1.00	1.00	1.00
P.W. Office Specialist	1.00	1.00	1.00	1.00	1.00
P.W. Administrative Coord.	1.00	1.00	1.00	1.00	1.00
Electrical Supervisor	1.00	1.00	1.00	1.00	1.00
Bldg. Maint. Electrical Helper	1.00	1.00	1.00	1.00	1.00
Water Pump Op/Backflow Tech	1.00	1.00	1.00	1.00	1.00
Meter Technician	1.00	1.00	1.00	1.00	1.00
Equipment and Materials Sup.	1.00	1.00	1.00	1.00	1.00
Mechanical Helper	1.00	1.00	1.00	1.00	1.00
Part -Time P.W. Maint Helper	1.70	1.70	1.70	1.70	1.70
Finance Office Specialist	0.75	0.75	0.75	0.75	0.75
Clerk/Deputy Treasurer	0.25	0.25	0.25	0.25	0.25
Part-Time Clerk	1.50	1.00	1.00	1.00	1.00
Sr. Account Clerk	1.00	0.50	0.50	0.50	0.50
Total	**40.30**	**39.30**	**37.20**	**37.20**	**37.20**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
General Funds					
310-Engineering and Admin.	$ 172,418	$ 111,581	$ 114,875	$ 107,943	$ 83,953
311-Street Maintenance	51,626	54,109	43,310	51,005	66,047
312-Graffiti Removal	51,368	12,035	-	-	-
313-Bus Shelter Maint.	120	-	-	-	85,162
320-Vehicle Maint.	401,036	426,166	419,574	405,149	536,237
341-Mall Maintenance	53,701	72,485	92,993	86,408	98,326
343 - Street Sweeping	123,719	121,200	123,988	121,273	123,988
346-Street Trees & Parkways	94,914	91,594	85,296	84,661	117,441
370-Traffic Safety	40,071	20,919	14,056	18,190	128,543
371-Traffic Signals	117,504	102,921	102,885	100,333	101,866
390-Facilities Management	775,392	712,906	760,640	732,738	775,412
General Fund Total	**$ 1,881,868**	**$ 1,725,918**	**$ 1,757,617**	**$ 1,707,699**	**$ 2,116,974**

CITY OF SAN FERNANDO
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PUBLIC WORKS DEPARTMENT
EXECUTIVE SUMMARY

Special Funds-PW portion:					
07-Proposition A	$ 677,287	$ 598,594	$ 538,563	$ 462,428	$ 470,370
08-Proposition C	148,033	311,603	743,059	652,643	577,056
10-Grant Funds	25,000	106,464	1,584,781	73,976	1,951,309
11-State Gas Tax	982,823	736,632	1,189,987	1,228,831	478,649
12-Measure R	325,375	136,293	280,208	151,705	457,057
13-Traffic Safety	83,264	143,927	163,662	113,750	25,945
15-Local Transportation -TDA	9,333	15,784	16,200	11,471	16,200
16-Air Quality Management Dist.	-	-	-	-	127,000
27-344-Street Lighting Fund	369,120	422,420	411,860	372,094	393,857
29-355-Parking M&O	108,056	173,094	181,912	150,354	211,253
50-Pavement Impact Fund	521,203	451,663	368,481	240,000	446,455
Special Fund Total	**$ 3,249,494**	**$ 3,096,475**	**$ 5,478,713**	**$ 3,457,252**	**$ 5,155,151**
Enterprise Funds:					
70-381-Water Administration	$ 967,801	$ 822,596	$ 863,303	$ 789,948	$ 887,632
70-382-Utility Billing	330,278	371,668	310,972	319,833	330,113
70-383-Water Distribution	1,035,159	1,046,507	1,663,961	1,627,516	1,353,899
70-384-Water Production	1,022,078	982,336	1,773,969	1,162,859	1,752,950
Subtotal Water Fund	3,355,315	3,223,107	4,612,205	3,900,156	4,324,594
Less: Capital Items	-	-	*0*	*0*	*0*
Total Water Fund	3,355,315	3,223,107	4,612,205	3,900,156	4,324,594
72-360-Sewer Maintenance	1,927,042	2,505,675	2,641,416	2,648,231	3,827,335
73-350-Refuse/Environmental	1,077,642	1,027,810	1,049,742	964,183	1,095,363
Enterprise Fund Total	**$ 6,359,999**	**$ 6,756,592**	**$ 8,303,363**	**$ 7,512,570**	**$ 9,247,292**
Total Department Funds	**$ 11,491,362**	**$ 11,578,985**	**$ 15,539,693**	**$ 12,677,520**	**$ 16,519,416**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

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

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

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 99,519	$ 63,580	$ 54,761	$ 54,542	$ 23,839
Operating Expenses	60,634	48,001	54,614	53,401	54,614
Capital Outlay/Transfers	12,265	-	5,500	-	5,500
Total	**$ 172,418**	**$ 111,581**	**$ 114,875**	**$ 107,943**	**$ 83,953**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
01-3730 Eng & Insp. Fees	$ 9,262	$ 20,750	$ 19,000	$ 52,665	$ 15,000
Gas Tax (Fund 11)Transfer- *HUTA - Sect. 2107.5*	9,095	6,000	6,000	6,000	6,000
General Fund	154,061	84,832	89,875	49,278	62,953
Total	**$ 172,418**	**$ 111,581**	**$ 114,875**	**$ 107,943**	**$ 83,953**

	PERSONNEL SERVICES		**$23,839**
4101	**Personnel Costs:** Labor costs reflect engineering labor costs charged to grant funded projects & engineering labor costs subsidized by gas tax allocation.	$23,839	

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Public Works Engineering and Administration				**310**
	OPERATING EXPENSES			**$54,614**
4220	**Telephone:**		$2,300	
	Cell Phones/ PDA's			
4260	**Contractual Services :**		$17,500	
	Miscellaneous Contractual Services	$17,500		
4270	**Professional Services:**		$23,794	
	Engineering Services contract ($65,000): also refer to Funds 11-4901, 12-4270, 70-4270, 72-4270	$15,000		
	Parking in lieu study, estimated cost $5,000, see Fund 29			
	LA County MTA Board Annual fee	$1,394		
	Arborist ($500 per month average)	$6,000		
	AM1690 radio station maintenance - assumes 4 service calls @$350/each	$1,400		
4300	**Department Supplies:**		$7,000	
	Office Supplies	$7,000		
4310	**Equipment & Supplies:**		$250	
	Uniforms/safety gear	$250		
4320	**Department Equipment Maintenance**		$500	
4360	**Personnel Training**		$1,500	
4380	**Subscriptions / Dues & Memberships**		$270	
4390	**Vehicle Allowance & Mileage**		$1,000	
4430	**Activities & Programs:**		$500	
	Outreach & Community Events	$500		
	CAPITAL EXPENSES			**$5,500**
4500	**Capital Equipment:**		$5,500	
	Edgesoft Maintenance - Service agreement cost FY 13/14 is $30,000. Public Works cost allocation = $10,000 split over 01-310 and Funds 70, 72 & 73.	$3,000		
	GIS License	$2,500		
	Total			**$83,953**

CITY OF SAN FERNANDO
PROPOSED BUDGET
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DIVISION	**DIVISION NO.**
Street Maintenance	**311**

NARRATIVE

The Street Maintenance Division is responsible for the maintenance and repair of over 50 miles of public streets and 37 alleys, inspection and maintenance of 80 miles of City sidewalks and 10 miles of storm drains.

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

The Street Maintenance Division will continue proactive sidewalk inspections and repairs, curb ramp installation and traffic control for movie shoots and events. Street and sidewalk materials are charged to Funds 13 and 50, as well as purchase of tools, equipment maintenance and capital equipment purchase. Operation Pothole Repair will implemented again whereby staff makes a focused effort to fill potholes after the rainy season. Last fiscal year there were approximately 2,300 pothole repairs. Direct charge of materials to special funds, a transfer from Gas Tax Fund 11 and parking meter revenue, makes the Division a net zero impact on the General Fund.

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 49,708	$ 53,067	$ 42,065	$ 49,845	$ 64,802
Operating Expenses	1,917	1,042	1,245	1,160	1,245
Capital Outlay		-	-	-	-
Total	**$ 51,626**	**$ 54,109**	**$ 43,310**	**$ 51,005**	**$ 66,047**

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

Supporting Information

	PERSONNEL SERVICES			**$64,802**
4101	**Personnel Costs:** Includes: Special Project Pay - Shared with Fund 50/72 Inspector Pay - Shared with Fund 50/72 Stand-by-pay - Shared with Fund 50/72		$ 63,302	
4105	**Overtime** Additional $1,000 from Fund 50 for a total of $2,500	$1,500	$ 1,500	

CITY OF SAN FERNANDO
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DIVISION				**DIVISION NO.**
Street Maintenance				**311**
	OPERATING EXPENSES			**$1,245**
4300	**Department Supplies:**		$500	
	Office Supplies	$500		
4310	**Equipment & Supplies:**		$545	
	Uniform replacements & new issues; $320 per staff based on FTE assigned to -311 Division; jackets issued in FY 12, next issue FY 14	$160		
	Rain and safety gear, average of $450 per staff based on FTE assigned to -311 Division	$225		
	Service Volunteer gear issue, 4@$40	$160		
4360	**Personnel Training**		$100	
4370	**Meetings, Membership & Training**		$100	
	CAPITAL EXPENSES			**$0**
	EQUIPMENT REPLACEMENT CHARGE			**$0**
	TOTAL			**$66,047**

CITY OF SAN FERNANDO
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DIVISION	**DIVISION NO.**
Graffiti Removal	**312**

NARRATIVE

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

Graffiti removal is performed proactively using regular inspections for graffiti at designated graffiti "hot spots" throughout the City. The Division also responds to reports of graffiti received from other City Departments, residents and local businesses. The Division coordinates closely with the Police Department, and Code Enforcement Officers.

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

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

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

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

CITY OF SAN FERNANDO
PROPOSED BUDGET
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DIVISION	**DIVISION NO.**
Bus Shelter/Stop Maintenance	**313**

NARRATIVE

The Bus Shelter / Stop Maintenance Division is responsible to fund the cleaning and maintenance of 79 stops located in the City of San Fernando, including 28 City Trolley stops. Of these bus stop locations, 18 are currently equipped with bus shelters. City crews perform maintenance including cleaning, emptying of waste receptacles at all of the bus stop locations. For FY 13-14, new trolley and bus shelters, installed in the prior fiscal year, will be maintained by this division.

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

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

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

Supporting Information

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

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

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

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

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

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

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 103,301	$ 83,589	$ 80,830	$ 81,004	$ 169,246
Operating Expenses	293,020	334,620	306,144	306,545	358,991
Capital					8,000
Transfers	4,716	7,957	32,600	17,600	-
Total	**$ 401,036**	**$ 426,166**	**$ 419,574**	**$ 405,149**	**$ 536,237**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Gas Tax (Fund 11)Transfer *HUTA - Sect. 2105,2106, & 2107*	$ 10,155	$ 31,163	$ 32,000	$ 32,000	$ 32,765
01-3735-3661 CNG Fuel	139,837	183,551	200,000	347,472	300,000
General Fund	251,044	211,452	187,574	25,677	203,472
Total	**$ 401,036**	**$ 426,166**	**$ 419,574**	**$ 405,149**	**$ 536,237**

	PERSONNEL SERVICES		**$169,246**
4101	**Salaries**	$169,246	

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Equipment / Vehicle Maintenance				**320**
	OPERATING EXPENSES			**$47,670**
3661-4210	**Utilities:**		$31,000	
	CNG Station electricity use based on FY12 use.	$31,000		
4220	**Telephone:**		$720	
	Facilities/Equip. cell & standby phones. Expense shared with 01-390	$300		
3661-4220	CNG Station phone modem line	$420		
4260	**Contractual Services:**		$8,450	
	Annual crane inspection, 1 truck (Additional inspections charged to Fund 27 and Fund 70)	$250		
	Zee Medical Supplies/First Aid	$150		
	Fire Code, Calif. Title 19 - Fire Extinguisher Refills for Police Dept. and Public Works vehicles	$1,600		
	SMOG Certificates for all vehicles - average 20 @ $60	$1,200		
	CARB small equipment diesel registration, 3 @$550	$1,650		
	Generator annual preventative maintenance; AQMD permits			
	PD Annual PM $2,400	$2,400		
	City Hall annual PM $1,200	$1,200		
3661-4260	C.N.G. Station Prev Maintenance	$7,500	$7,500	
	DEPARTMENT SUPPLIES			**$7,588**
4300	**Department Supplies:**		$3,600	
	General Office Supplies	$500		
301-4300	Diagnostic scanner & tool data updates, Motor Data System annual upgrade; repair supplies.	$2,600		
	Welding tanks, 2 @ $250 each	$500		
4310	**Equipment and Supplies:**		$758	
	Uniforms and Safety Gear:			
	Uniform replacements & new issues; $320 per staff based on FTE assigned to -320 Division; jackets issued in FY 12, next issue FY 14	$375		
	Rain and safety gear, average of $450 per staff based on FTE assigned to -320 Division	$383		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Equipment / Vehicle Maintenance				**320**
4400	**Public Works**		$20,313	
	311-Street Maintenance (3 trk + 1 backhoe). Assume 25% of use is for parking lot maintenance - refer to Fund 29 for $1,214 additional funding. Balance of cost is offset by Fund 11 transfer	$3,283		
	312-Graffiti Removal (1 truck)	$660		
	320-Equip Div & Pool Vehicle (2 trucks)	$540		
	346-Street Trees and Parkways (1 truck, 1 lift truck)	$2,000		
	370-Traffic Safety (3 trucks, 1 large truck; refer to Fund 13)	$4,389		
	371-Traffic Signal (1 truck; refer to Fund 13)	$2,100		
	390-Facilities Maintenance (8 trucks, misc equipment)	$6,341		
	0420-Maintenance for Cargo Van	$500		
	0420-Maintenance for 12 Passenger Van	$500		
3661-4400	CNG Fueling Station		$22,000	
4402	**Vehicle Fuel:** **based on** average of FY 12 costs			
	152-Code Enforcement		$3,720	
	Police		$84,784	
	221-Chief of Police	$3,257		
	222-Police Admin./Supt. Services	$4,028		
	224-Detectives	$11,644		
	225-Patrol	$57,750		
	226-Narcotics Enforcement	$202		
	228-K-9 Special Program	$7,903		
	Public Works :		$41,734	
	311-Street Maintenance (3 tracktor + 1 backhoe). Assume 25% of use is for parking lot maintenance - refer to Fund 29 for $2,824 additional funding. Balance of cost is offset by Fund 11 transfer.	$8,471		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Equipment / Vehicle Maintenance				**320**
	312-Graffiti Removal	$2,065		
	320-Pool Vehicle & Equipment Division	$1,690		
	346-Street Trees and Parkways	$938		
	370-Traffic Safety (Refer to Fund 13)	$9,660		
	371-Traffic Signals (Refer to Fund 13)	$3,260		
	390-Facilities Maintenance	$15,150		
	0420-Fuel for Cargo and 12 Passenger Vans	$500		
	CNG Fuel Station		$55,000	
3661-4402	CNG Fueling Station Operation	$55,000		
440X	**Vehicle Unplanned Major Repairs:**			
	New object code created for unplanned major repair expenses, including traffic accident repairs. Funds will be transferred as needed from object code -4400, with a request at mid year for additional funds as needed			
4430	**Activities and Programs:**		$750	
3661-4430	CNG Station - notices and outreach	$750		
3661-4450	**Other Expenses:**			
	CNG Fed & State Taxe**s -** Assume average of 7,500 gallons per month. Federal rate = $0.183 per gallon; State rate = $0.0887 per gallon. Taxes are paid quarterly.		$33,844	
	CNG Station - Fed tax paid quarterly	$16,470		
	CNG Station - State tax paid quarterly	$7,983		
	CNG Station - State tax additional	$9,391		
3661-4435	**Bank Charges:**		$ 6,000	
	CNG Station credit card use			

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Equipment / Vehicle Maintenance				**320**
	CAPITAL EQUIPMENT			**$8,000**
3661-4600	**Capital Projects:**		$8,000	
	CNG - capital equipment / upgrades	$8,000		
	TRANSFERS			**$0**
	TOTAL			**$536,237**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

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

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

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

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 48,354	$ 70,520	$ 76,263	$ 71,828	$ 81,596
Operating Expenses	5,347	1,965	4,250	2,100	4,250
Capital Outlay	-	-	12,480	**12,480**	12,480
Total	**$ 53,701**	**$ 72,485**	**$ 92,993**	**$ 86,408**	**$ 98,326**

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

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION			**DIVISION NO.**
Mall Maintenance			**341**
	PERSONNEL SERVICES		**$81,596**
4101	**Personnel Costs:** Stand-by pay	$70,250	
4103	**Part Time**	$10,346	
4105	**Overtime**	$1,000	
	OPERATING EXPENSES		**$4,250**
4210	**Utilities:** Assumes 5% rate increase over FY 12-13 costs	$250	
4250	**Rents & Leases:** (Rental of maint equipment as needed)	$500	
4260	**Contractual Services:** None planned for FY 13-14	-	
4300 0301-4300	**Department Supplies:** Maintenance supplies including trash bags, repair parts for irrigation and planter lighting, bollard repair	$3,000	
4340	**Small Tools**	$500	
	CAPITAL EQUIPMENT		**$12,480**
4500	**Captial Expenses:**		
4500	Landscape/Irrigation	$2,740	
	Miscellaneous repairs	$2,740	
	Uplighting at Mall entrances	$3,500	
	Bollard replacement, materials to start replacement of damaged or missing bollards	$3,500	
	TOTAL		**$98,326**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

Street sweeping is conducted to improve the cleanliness, health and safety of the City. Street sweepers remove debris from streets and prevent it from entering storm drains. Storm drains lead straight to the ocean and are meant for rainwater only. Street sweeping also helps the City comply with increasingly strigent state and federal storm water quality requirements under the new storm water permit issued in 2013. All services are currently paid using Fund 11 Gas tax.

FY 2013-2014: Street sweeping will be continued in residential areas, commercial areas, alleys, Downtown and Mall area, the Maclay streetscape, City parking lots and parks parking lots.

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

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

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

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

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

FY 2013-2014: The General Fund allocation for public tree maintenance remains reduced due to budget constraints, resulting in a 75% reduction in grid tree trimming frequencies. Staff will continue to provide priority emergency response to reports of downed trees or limbs, and resident requests for tree inspections or clearance trimming. The Public Works Tree Partner Program has seen increased interest by the public, which encourages residents to plant parkway trees either by applying for a no-fee permit, or a $210 fee for expedited planting.

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

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Personnel Services	$ 32,967	$ 24,060	$ 18,238	$ 21,061	$ 57,383
Operating Expenses	61,948	66,292	65,558	62,100	58,558
Capital Outlay	-	1,242	1,500	1,500	1,500
Total	**$ 94,914**	**$ 91,594**	**$ 85,296**	**$ 84,661**	**$ 117,441**

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
General Fund	94,914	91,594	85,296	84,661	117,441
Total	**$ 94,914**	**$ 91,594**	**$ 85,296**	**$ 84,661**	**$ 117,441**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION			**DIVISION NO.**
Streets , Trees & Parkways			**346**
	PERSONNEL SERVICES		**$57,383**
4101	**Personnel Costs**	$55,883	
4105	**Overtime**	$1,500	
	OPERATING EXPENSES		**$58,558**
4250	**Rents and Leases:**	$500	
	Rent and lease of equipment as needed		
4260	**Contractual Services:**	$47,500	
	Tree maintenance - trimming, removals, plantings, stump removals (West Coast Arborist) $45,500		
	Bee Removal - Emergency Call Outs $2,000		
4300	**Department Supplies:**	$1,750	
	Office Supplies $250		
0301-4300	Maintenance supplies: Asphalt, Bag Mix, Emulsion $1,500		
4310	**Equipment and Supplies:**	$308	
	Uniforms and Safety Gear:		
	Uniform replacements & new issues; $320 per staff based on FTE assigned to -346 Division; jackets issued in FY 12, next issue FY 14 $128		
	Rain and safety gear, average of $450 per staff based on FTE assigned to -346 Division $180		
4320	**Equipment Maintenance:**	$500	
	Maintenance and repair of power tools, hand tools and related equipment.		
4340	**Small Tools:**	$500	
	Pole saws, hoppers, shovels, rakes, hoes, brooms		
4430	**Activities and Programs:** (Tree Partner Program)	$7,500	
	Parkway tree replacement plantings		
	CAPITAL EXPENSES		**$1,500**
4500	**Capital Equipment:**	$1,500	
	Replace power equipment - chain saws, blowers		
	EQUIPMENT REPLACEMENT CHARGE		**-**
	TOTAL		**$117,441**

CITY OF SAN FERNANDO
PROPSED BUDGET
FY 2013-2014

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

NARRATIVE

The Traffic Safety Division provides funding for routine scheduled maintenance to all street signs, off street parking controls, traffic striping and curb delineations. The Division performs restriping and marking of all streets on a two year maintenance schedule. Restriping is also done following large construction projects or street repairs. The Division performs traffic safety improvements such as marking changes, striping and signing changes.

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

FY 2013-2014: Inspection and touch up repainting of street striping and pavement markings will continue, with use of cost effective thermoplastic markings whenever practical. Street striping in school zones is planned under the Safe Routes to Schools Program. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 makes the Traffic Safety Division a net zero impact on the General Fund.

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 39,399	$ 20,532	$ 12,348	$ 17,190	$ 16,343
Operating Expenses	673	387	1,708	1,000	65,038
Capital Outlay	-	-	-	-	47,162
Total	**$ 40,071**	**$ 20,919**	**$ 14,056**	**$ 18,190**	**$ 128,543**

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

CITY OF SAN FERNANDO
PROPSED BUDGET
FY 2013-2014

DIVISION **Traffic Safety**				**DIVISION NO.** **370**
	PERSONNEL SERVICES			**$16,343**
4101	**Personnel Costs**		$16,343	
	OPERATING EXPENSES			**$65,038**
0301-4260	**Contractual Services**		$12,500	
4300	**Department Supplies:**		$44,700	
0000-4300	Office supplies	$200		
0301-4300	311 Street Repair Materials - base, asphalt, sand	$12,500		
	370 Traffic Signage Repair Materials - Poles, Signs, Hardware, Street Signs, etc.	$8,000		
	311 Street Supplies, Concrete, Barrricades, Glue down, Delineators, Absorbent, Bag Mix, Absorbent	$11,500		
	371 LED Repair Materials - supplies for maintenance and repair of LED traffic signals and pedestrian modules.	$9,000		
	311 Street Supplies, Concrete, Barrricades, Glue down, Delineators, Absorbent, Bag Mix, Absorbent	$3,500		
4310	**Equipment and Supplies:**		$308	
	Uniforms and Safety Gear:			
	Uniform replacements & new issues; $320 per staff based on FTE assigned to -370 Division; jackets issued in FY 12, next issue FY 14	$128		
	Rain and safety gear, average of $450 per staff based on FTE assigned to -370 Division	$180		
4340	**Small Tools**		$330	
	Brooms, shovels, post hole diggers, hand tools, misc.			
4360	**Personnel Training**		$200	
4430	**Activities and Programs**			
	370 Signage- Preventitive Maintenance Program		$7,000	
	CAPITAL PROJECTS			**$47,162**
4600	311 Street Striping		$12,412	
	371 Traffic Signals & Modules - Repairs and Replacement		$25,000	
	Spare Meyer Cabinet 120/240 V.A.C. service, 1 at $2,200		$2,000	
	Replace traffic loops, 10 at $425 each		$4,250	
	Replace conflict monitors, 10 at $350 each		$3,500	
	TOTAL			**$128,543**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Traffic Signals	**371**

NARRATIVE

The Traffic Signal Division funds the operation and maintenance of 44 traffic signal controlled intersections and 6 intersections equipped with flashers on stop signs. Maintenance procedures include routine scheduled verification of proper "programmed" operations, timing, and sequencing at these intersections. Preventative maintenance ensures that "conflict monitor units" and "flasher" circuits are working correctly and provide adequate safety and protection. Operational checks are also made on pedestrian and vehicle detectors to ensure safe traffic flow in all directions. Cleaning of traffic control cabinets and inspection of intersection facilities are also done bi-annually. Troubleshooting, repair of malfunctions and emergency repairs due to damage from traffic accidents or the "elements" are also completed as required.

FY 2013-2014: The Division will continue preventative maintenance routines and scheduled equipment replacement, including installation of new traffic loops, and installation of LED pedestrian fixtures. Traffic accidents and equipment knockdowns and purchase of replacement equipment are expected to be a continued strain on funding. Direct charge of materials to special funds, and transfer from Gas Tax Fund 11 will continue to make the Traffic Signal Division a net zero impact on the General Fund.

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 89,414	$ 79,328	$ 77,469	$ 77,374	$ 77,567
Operating Expenses	28,090	23,593	25,416	22,959	24,299
Capital Outlay	-		-	-	-
Total	**$ 117,504**	**$ 102,921**	**$ 102,885**	**$ 100,333**	**$ 101,866**

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

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

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION **Traffic Signals**				**DIVISION NO.** **371**
4310	**Equipment and Supplies:** Uniforms and Safety Gear: Uniform replacements & new issues; $320 per staff based on FTE assigned to -370 Division; jackets issued in FY 12, next issue FY 14 Rain and safety gear, average of $450 per staff based on FTE assigned to -370 Division	$256 $360	$616	
4320	**Equipment Maintenance**		$533	
4360	**Personnel Training:** Seminars, training, school		$150	
4370	**Meetings, Memberships & Travel**		$100	
		CAPITAL EXPENSES		**-**
	TOTAL			**$101,866**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Facilities Management	**390**

NARRATIVE

The Facilities Maintenance Division provides maintenance of all City facilities, a total of 110,715 square feet of building space, and over 45 acres of parks and city owned public right of way. Facilities include: City Hall, City Yard, Police facilities, park buildings and grounds, Regional Pool facility, Brand Median, San Fernando History and Cultural Museum, Lopez Adobe Historical House, Bikeway, Gateway, Cesar Chavez Transit Memorial and Civic Center landscape maintenance. With the disolution of the redevelopment agency (RDA), this division also maintains certain parking lots and other property under the RDA Sucessor Agency

Most deferred maintenance items and capital improvements have remained unfunded for the last three budget years and will continue unfunded in this fiscal year due to budget constraints. The deferred maintenance list and capital improvement list combined totals over two million dollars of deferred work. The lists will continue to be updated to assist in future planning and to provide work priorities in case of new funding sources. New energy efficient lighting was installed in FY 2011-12 on exteriors of City facilities using State grant funds.

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 486,991	$ 421,976	$ 411,924	$ 434,447	$ 443,238
Operating Expenses	288,401	290,930	348,716	298,292	312,874
Capital Outlay	-				19,300
Eqp. Replace.	-				-
Total	**$ 775,392**	**$ 712,906**	**$ 760,640**	**$ 732,738**	**$ 775,412**

SOURCE OF FUNDS	**ACTUAL 2009-2010**	**ACTUAL 2010-2011**	**BUDGETED 2011-2012**	**ESTIMATED 2011-2012**	**PROPOSED 2012-2013**
Prop C Bikeway (Fund 08) *transfer from 08-190-4901 to 01-3968*	$ 100,908	$ 100,908	$ 100,908	$ 100,908	$ 56,897
Gas Tax (Fund 11)Transfer- *HUTA - Sect. 2105*	-	-	30,000	30,000	30,000
General Fund	674,484	611,998	629,732	601,830	688,515
Total	**$ 775,392**	**$ 712,906**	**$ 760,640**	**$ 732,738**	**$ 775,412**

	PERSONNEL SERVICES		**$443,238**
4101	**Personnel Costs**	$438,238	
4105	**Overtime**	$5,000	

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION **Facilities Management**				**DIVISION NO.** **390**
	OPERATING EXPENSES			**$217,584**
4210	**Utilities:**		$41,504	
	310-City Hall	$28,570		
	0450-Public Works Operations Center (50% of total cost $19,268; $4,817 is charged to 70-381 + $4,817 charged to 72-360)	$9,634		
	0457-San Fernando Museum of Art and History	$1,900		
	0470-Bikeway lighting (funded by Prop C)	$1,400		
4220	**Telephone:**		$550	
	Facilities/Equipment cell phones & standby phone. Expense shared with 01-320	$540		
	Phone for Rudy Ortega Park	$550		
4250	**Rents and Leases/Facilities:**		$2,000	
	0410 -Parks, lift for lighting maintenance	$750		
	0470-Bikeway, lift for lighting maintenance (Funded by Prop c)	$1,250		
4260	**Contractual Services:**			
0222-4260	Police Department:		$46,015	
	HVAC bldg maint, $1,400 quarterly	$5,600		
	Fire extinguisher maintenance	$300		
	Fire alarm system maint.	$300		
	Fire system annual test	$275		
	Janitorial, $4,305 monthly	$37,660		
	Pest control, $75 monthly	$900		
	Automatic gate svc, $200 quaterly	$800		
	Alarm system monitor $15 monthly	$180		
0310-4260	City Hall:		$20,518	
	Perimeter door maintenance $250 quarterly	$1,000		
	HVAC $440.00 quarterly	$1,760		
	Alarm monitor, approximately $30 monthly	$360		
	Fire extinguisher maintenance	$200		
	Fire system annual test	$275		
	Halon Fire system test	$945		
	Fire door system test	$500		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION **DIVISION NO.**
Facilities Management **390**

	Janitorial, $1,214 monthly: already reduced to three days	14,578		
	Pest control, $75 monthly	$900		
0410-4260	Parks (Recreation, Pioneer, Layne, Old Skate Park, Lopez Adobe, Park Ave. Streetscape)		$40,028	
	HVAC maint, $386 quaterly	$1,544		
	Alarm monitor, $30x(5 locations)monthly	$1,800		
	Fire extinguisher maintenance	$300		
	Janitorial, $2,607 monthly, reducted to five days/no exterior bathrooms	$31,284		
	Pest control, $100 monthly	$1,200		
	Portable toilet @ Lane Park $323 monthly	$3,900		
0450-4260	Public Works Operations Center & City Yard (50% of costs are charged to 70-381 + 72-360)		$11,603	
	HVAC maint, $565 quaterly	$1,130		
	Alarm monitor, $30 monthly	$270		
	Fire extinguisher maintenance	$150		
	Automatic gate service maintenance	$125		
	Janitorial, $1088 monthly=$13,056 shared cost with Water 25% & Sewer 25%	$6,528		
	Pest control, $75/qtr	$150		
	Ice Machine preventive maintenance $ 125 quaterly	$250		
	Portable Toilet Renal (Share cost w/fund70/72)	$3,000		
0456-4260	1211 First Street		$400	
	HVAC preventive maintenance $100 quaterly, minor repairs.	$400		
0457-4260	San Fernando Museum	$400	$400	
	HVAC preventive maintenance $100 quarterly, minor repairs.	$400		
0460-4260	Las Palmas Park		$50,500	
	HVAC maintenance, $565 quaterly	$2,260		
	Elevator preventive maintenance	$1,200		
	Alarm monitor, approximately $30 monthly	$360		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION **Facilities Management**				**DIVISION NO.** **390**
	Fire extinguisher maintenance	$205		
	Fire system test, annual	$575		
	Janitorial, $3,780 monthly, no exterior restrooms	$45,360		
	Pest control, $45 monthly	$540		
0470-4260	Bikeway Maintenance		$3,500	
	Lighting Repairs	$1,000		
	Tree Maintenance - trim, removals, replanting for 214 sites; bee control	$2,500		
7500-4260	Rudy Ortega Park		$566	
	HVAC maintenance, $89 quaterly	$356		
	Alarm monitor, $15 monthly	$180		
	Fire Extinguisher	$30		
	OPERATING EXPENSE			**$87,790**
4290	**Office Equipment Maintenance:**			
	Annual copier lease & maintenance (Annual total = $2,880, shared with Funds 70, 72, 73 and 01-390)		$720	
4300	**Department Supplies:**			
	Office Supplies - General		$500	
0222-4300	Police		$2,700	
	Building maint: supplies plumbing electrical and repair	$1,500		
	Janitorial supplies not included in contract	$1,000		
	Shooting Range - maint. & bullet trap repair	$200		
0310-4300	City Hall		$3,000	
	Bluiding maintenance supplies plumbing electrical and repair	$2,000		
	Janitorial supplies not in contract	$1,000		
0410-4300	Parks (Recreation, Pioneer, Layne, Old Skate Park, Lopez Adobe, Park Ave. Streetscape)		$21,000	
	Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, etc.	$6,000		
	Janitorial supplies not included in contract: paper towels, latex gloves, etc.	$3,500		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION **DIVISION NO.**
Facilities Management **390**

	Grounds maint supplies: trash bags, sign parts, etc.	$3,500		
	Ballfield maint supplies: fertilizer, compost, infield mix, etc.	$3,000		
	Supplies for irrigation system maintenance	$5,000		
0415-4300	Cesar Chavez Memorial Transit Plaza		$1,500	
	Grounds maint supplies: trash bags, sign parts, etc.	$750		
	Supplies for irrigation system maintenance	$750		
0450-4300	Public Works Operations Center & City Yard		$2,250	
	Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, etc.	$750		
	Grounds maint supplies: trash bags, sign parts, etc.	$500		
	First Aide Kits Reffills	$500		
	Janitorial supplies not included in contract paper towels, latex gloves	$500		
0456-4300	1211 First Street		$250	
	Small repairs	$250		
0457-4300	San Fernando Museum		$250	
	Supplies for bldg/grounds maint	$250		
0460-4300	Las Palmas Park		$11,000	
	Building Maintenance Supplies: Plumbing electrical repairs	$4,500		
	Grounds maint supplies: trash bags, sign parts, etc.	$2,000		
	Janitorial supplies not included in contract paper towels, latex gloves	$2,500		
	Supplies for irrigation system maintenance	$2,000		
0470-4300	Bikeway Maintenance (Funded by Prop C)		$2,000	
	Grounds maint supplies: trash bags, sign parts, etc.	$1,000		
	Supplies for irrigation maintenance	$1,000		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION **DIVISION NO.**
Facilities Management **390**

0480-4300	Gateway Maintenance		$500	
	Grounds maintenance supplies: trash bags, sign parts, etc.	$500		
7500-4300	Rudy Ortega Park		$4,500	
	Bldg maint supplies: light bulbs, paint, door parts, plumbing parts, etc.	$500		
	Janitorial supplies not included in contract: paper towels, latex gloves	$2,000		
	Grounds and building maint supplies: trash bags, sign parts, compost, plants, etc.	$1,000		
	Supplies for irrigation system maintenance	$1,000		
4310	**Equipment and Supplies:**		$6,520	
	Uniforms and Safety Gear:			
	Uniform replacements & new issues; $320 per staff based on FTE assigned to -390 Division; jackets issued in FY 12, next issue FY 14	$2,100		
	Rain and safety gear, average of $450 per staff based on FTE assigned to -390 Division	$2,160		
	Court Service Volunteer	$260		
0450-4310	Public Works Operations Center & City Yard			
	Antena Upgrade	$1,000		
	New Radios	$1,000		
4320	**Equipment Maintenance:**		$5,250	
0410-4320	Parks			
	Equipment - lawn mowers, chain saws, blowers, weed trimmers	$4,000		
0450-4320	Public Works Operations Center & City Yard			
	Ice machine qtrly prev maint.	$500		
0460-4320	Las Palmas Park			
	Equipment such as lawn mowers, chain saws, blowers, weed trimmers	$750		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION **DIVISION NO.**
Facilities Management **390**

4330	**Building Maintenance and Repairs:**			
	Unexpected repairs performed by contractor or staff as needed			
0222-4330	Police		$8,000	
	HVAC repairs; electrical repairs	$2,000		
	Security & fire system repairs	$2,000		
	Plumbing	$2,000		
	Floor repairs - carpet seams and tiles	$2,000		
0310-4330	0310 City Hall		$4,600	
	HVAC repairs; electrical repairs	$1,200		
	Security system & fire system repairs	$1,000		
	Plumbing repairs	$1,400		
	Misc. repairs & services	$1,000		
0410-4330	Parks (Recreation, Poineer, Lane, Lopez)		$5,000	
	HVAC repairs; electrical repairs	$2,000		
	Security & fire system repairs	$500		
	Plumbing repairs and response to sewer stoppage	$500		
	Floor repairs - carpet seams, tiles	$500		
	Graffiti film replacement	$1,500		
0450-4330	Public Works Operations Center & City Yard		$2,000	
	HVAC repairs; electrical repairs	$1,000		
	Security & fire system repairs	$250		
	Plumbing repairs and response to sewer stoppage	$500		
	Floor repairs - carpet seams, tiles	$250		
0456-4330	1211 First Street		$300	
	Unexpected bldg repairs	$300		
0457-4330	San Fernando Museum		$200	
	Unexpected building repairs	$200		
0460-4330	Las Palmas Park		$2,500	
	Unexpected bldg repairs:	$2,500		
	Electronic repairs: security system, fire system, plumbing repairs and response to sewer stoppage, floor repairs, carpet seams and tiles, graffiti film replacement.			
7500-4330	Rudy Ortega Park		$500	
	Building Maintenance Repairs/contractor or staff			

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION **Facilities Management**				**DIVISION NO.** **390**
	HVAC repairs; electrical repairs	$400		
	Plumbing repairs/emergency call-outs	$100		
4340	**Small Tools:**		$2,000	
0410-4340	Parks Small Tools	$2,000		
4360	**Personnel Training:**		$750	
0410-4360	Parks Personnel Training	$750		
	OPERATING EXPENSE			**$7,500**
4430	**Activities & Programs:**			
0410-4430	0410 Parks (Recreation, Pioneer, Layne, Lopez)		$1,000	
	Fence panel	$1,000		
0450-4430	Public Works Operations Center & City Yard		$3,300	
	Equipment Yard staff trailer Upgrade	$800		
	Equipment Yard staff trailer Repair	$2,500		
4450	**Propety Taxes:**		$3,200	
7500-4450	Rudy Ortega Park	$3,200		
	CAPITAL EXPENSES			**$19,300**
4500	**Capital Expenses:**			
0410-4500	**Equipment Replacement:**		$19,300	
	Replace Ride-on Mower	$18,000		
	Replace push mower	$1,300		
	EQUIPMENT REPLACEMENT CHARGE			**$0**
	TOTAL			**$775,412**

RECREATION & COMMUNITY SERVICES

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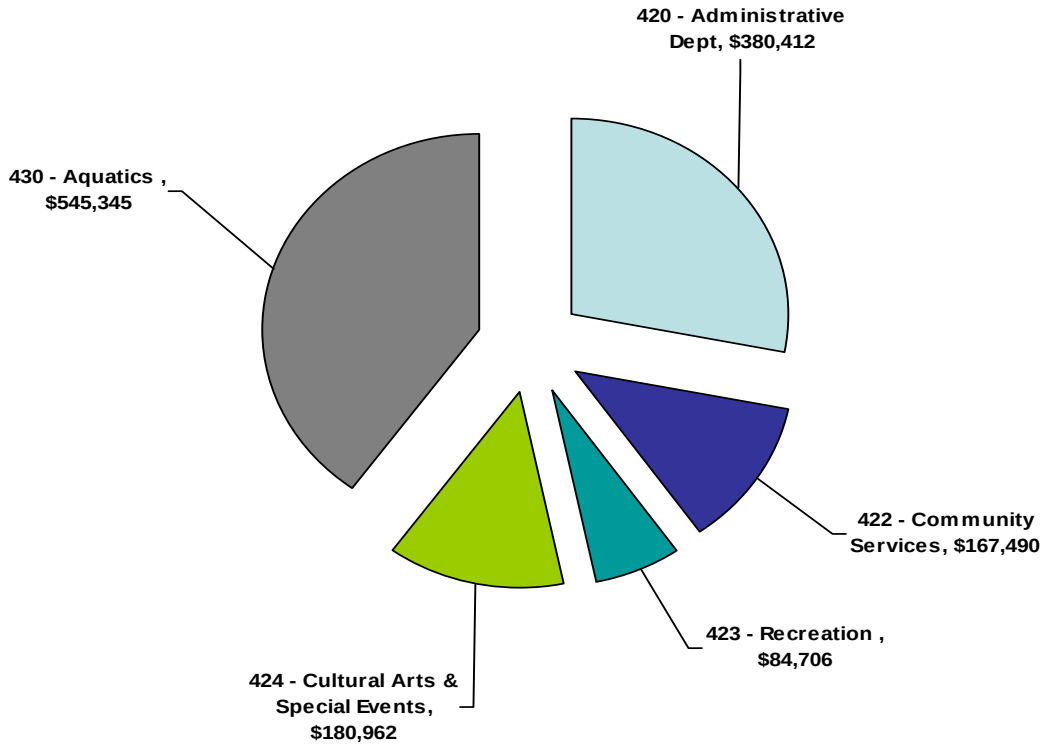
CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

RECREATION AND COMMUNITY SERVICES DEPARTMENT
EXECUTIVE SUMMARY

NARRATIVE

RECREATION AND COMMUNITY SERVICES GENERAL FUND BUDGET



Departmental Mission Statement:
The mission of the City of San Fernando's Recreation and Community Services Department is to develop and implement programs and activities that provide for the well being and personal development of the City's residents. The staff is dedicated to creating those experiences that provide for good citizenship, a sense of community and for a better quality of life.

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

RECREATION AND COMMUNITY SERVICES DEPARTMENT
EXECUTIVE SUMMARY

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	ADOPTED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Dir. Of Rec. & Comm Sv	0.0	0.0	0.0	0.0	0.0
RCS Operations Manager	1.0	1.0	1.0	1.0	1.0
Office Specialist	1.9	1.9	2.0	1.9	2.0
Comm Svcs Supervisor	0.2	0.2	0.4	0.2	0.5
Cultural Arts Supervisor	1.0	1.0	1.0	1.0	1.0
Rec/Comm Sv. Coord	0.6	0.6	0.8	0.4	0.0
Program Specialist (FTE)	1.7	1.2	1.2	1.2	1.5
Aquatic Supervisor (FTE)	0.0	0.0	1.0	1.0	1.0
Senior Lifeguards (FTE)	0.0	0.0	0.0	0.0	1.5
Lifeguards (FTE)	0.0	0.0	0.0	0.0	4.0
Cashier Pool (FTE)	0.0	0.0	0.3	0.0	0.5
Recreation Leaders (FTE)	4.5	4.4	4.1	4.0	5.5
Total	**10.9**	**10.3**	**11.8**	**10.6**	**18.5**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

RECREATION AND COMMUNITY SERVICES DEPARTMENT
EXECUTIVE SUMMARY

PERSONNEL SPECIAL FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	ADOPTED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Senior Counselor(FTE)	2.2	2.9	2.9	2.3	4.5
Counselor(FTE)	11.1	11.1	11.1	11.0	10.0
Program Specialist (FTE)	0.8	0.0	0.0	0.8	0.5
Recreation Leaders (FTE)	7.0	7.0	7.0	7.0	1.5
Total	**21.0**	**21.0**	**21.0**	**21.0**	**16.5**

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	ADOPTED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Administrative Dept - 420	$ 351,528	$ 366,748	$ 376,891	$ 377,187	$ 380,412
Community Services - 422	105,244	129,944	149,105	155,388	167,490
Recreation - 423	144,850	171,859	109,813	138,324	84,706
Cultural Arts - 424	94,932	105,247	29,393	105,719	180,962
Aquatics - 430	420,778	491,055	588,108	585,077	545,345
Subtotal General Fund	**$ 1,117,332**	**$ 1,264,853**	**$ 1,253,310**	**$ 1,361,695**	**$ 1,358,916**
SOURCE OF FUNDS					
01 General Funds	$ 1,246,216	$ 984,081	$ 998,309	$ 988,695	$ 981,916
01-3779 Swimming Pool	99,198	145,000	200,000	271,000	275,000
01-3777 Facility Rental/Attendent	53,030	85,000	55,000	102,000	102,000
Total	**$ 1,398,444**	**$ 1,214,081**	**$ 1,253,309**	**$ 1,361,695**	**$ 1,358,916**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Administrative	**420**

NARRATIVE

The Recreation and Community Services Administrative Division includes the cost of the day to day operations of the Department to include full-time salaried personnel costs.

Objectives for FY 13-14 To provide access to recreation and community programs to residents of the City of San Fernando. This will be done by publicizing the programs/activities/facilities available to the public, update and enhance recreation web pages to include registration forms, facility rental forms, and informational packets regarding facilities. In addition, Staff will continue to seek ways to increase department programming, to deliver efficiency of those programs, and to increase revenue while always focusing on increasing customer retention and satisfaction..

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
RCS Director	0.9	0.0	0.0	0.0	0.0
RCS Manager	0.0	1.0	1.0	1.0	1.0
Office Specialist	1.9	1.9	2.0	1.9	2.0
Total	2.7	2.9	3.0	2.9	3.0
APPROPRIATIONS					
Personnel Services	$ 239,418	$ 251,636	$ 243,233	$ 313,358	$ 250,462
Operating Expenses	112,110	115,112	133,658	76,510	$ 129,950
Capital Outlay (Expenses and Equipment	0	0	0	9,700	$ -
Total	$ 351,528	$ 366,748	$ 376,891	$ 399,568	$ 380,412
SOURCE OF FUNDS					
01 General Funds	$ 313,765	$ 326,748	$ 336,891	$ 349,568	$ 369,071
01-3777 Facility Rental	37,763	40,000	40,000	50,000	$ 11,341
Total	$ 351,528	$ 366,748	$ 376,891	$ 399,568	$ 380,412

Supporting Information

4100	**PERSONNEL SERVICES**			**$250,462**
4101	Full time salaries		$247,462	
4111	Commission Reimbursement		$3,000	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Administrative				**420**
4200	**OPERATING EXPENSES**			**$121,500**
4210	Utilities		$80,000	
4220	Telephone		$15,000	
4260	Contractual Service		$6,500	
	Copier and Riso Contracts		$15,000	
	Publicity		$5,000	
4300	**OPERATING EXPENSES**			**$ 8,450**
4300	Department Supplies		$6,000	
4360	Personnel Training		$2,000	$ -
4380	Memberships		$450	
4390	Car Allowance		$0	$ -
4900	**EQUIPMENT REPLACEMENT CHARGE**			**$0**
4941	Equipment Replacement		$0	$ -
TOTAL - Administrative				**$380,412**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	DIVISION NO.
Community Services	**422**

NARRATIVE

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

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

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	ADOPTED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Comm Svc Supr	0.2	0.2	0.4	0.2	0.5
Recreation Leader I	0.4	0.4	0.0	0.4	0.5
Recreation Leader II	0.4	0.0	0.0	0.4	0.0
Program Specialist	1.2	1.2	1.2	1.2	1.5
Total	2.1	1.8	1.6	2.1	2.5
APPROPRIATIONS					
Personnel Services	$ 102,468	$ 113,644	$ 126,605	$ 105,343	$ 144,990
Operating Expenses	2,776	16,300	22,500	6,750	22,500
Total	$ 105,244	$ 129,944	$ 149,105	$ 112,093	$ 167,490
SOURCE OF FUNDS					
01 General Funds	$ 102,468	$ 183,758	$ 131,043	$ 112,093	$ 167,490
Total	$ 102,468	$ 183,758	$ 301,043	$ 112,093	$ 167,490

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION			**DIVISION NO.**
Community Services			**422**
Supporting Information			
4100	**PERSONNEL SERVICES**		**$ 144,990.38**
4101	Fulltime Staff Costs	$ 123,144.68	
4103	Temp & Part Time Staff	$ 21,845.70	
4200	**OPERATING EXPENSES**		**$22,500**
4260	Contractual Service	$500	
	Senior Nutrition Meal Staff	$15,000	
	CYF Newsletter ($7,500)	$0	
	Expo Entertainment	$500	
4300	Dept Supplies	$2,500	
	Program Supplies (reduce from $3,000 to $2,500)	$2,500	
	Program Equipment, Table Trucks, EZ-ups		
	Chair Caddies, Senior Activities & Programs		
	Program reproduction supplies, program supplies		
	Senior Expo	$1,500	
	posters, flyers, banners, decorations, supplies, refreshments, booklets, entertainment honorariums		
	Senior Meals Supplies	$0	
TOTAL - COMMUNITY SERVICES			**$167,490**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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

NARRATIVE

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

Objectives for FY 13-14 Growth in the area of teen programming. Continue the development of a Healthy Cities program. Ensure that all volunteer coaches under-do a Livescan background check. Increase marketing efforts for all programs/activities offered by the Recreation division.

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Recreation Coordinator	0.6	0.6	0.8	0.4	0.0
Program Specialist	0.4	0.0	0.0	0.0	0.0
Recreation Leader I	0.8	3.3	2.3	2.3	2.0
Recreation Leader II	0.7	1.2	1.3	1.3	1.0
Total	2.6	5.1	4.4	3.9	3.0
APPROPRIATIONS					
Personnel Services	$ 126,089	$ 139,700	$ 103,813	$ 130,233	$ 78,706
Operating Expenses	2,546	5,151	6,000	6,000	6,000
Capital Outlay		0	0	0	0
Total	$ 128,635	$ 144,851	$ 109,813	$ 136,233	$ 84,706
SOURCE OF FUNDS					
01 General Funds	$ 129,850	$ 156,859	$ 94,813	$ 121,233	$ 84,706
01-3777 Fac. Rental	$ 15,000	$ 5,122	$ 15,000	$ -	$ -
Total	$ 144,850	$ 161,981	$ 109,813	$ 121,233	$ 84,706

Supporting Information

4100	**PERSONNEL SERVICES**			**$ 78,706**
4103	Temp & Part-time		$ 78,706	
4200	**OPERATING EXPENSES**			**$3,000**
4260	Contractual Service		$3,000	
4300	**SUPPLIES**			**$3,000**
4300	Department Supplies		$3,000	
4500	**CAPITAL PROJECTS**			**$0**
TOTAL - RECREATION				**$84,706**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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

NARRATIVE

The Cultural Arts and Special Events Division is responsible for conducting city-wide special and cultural events for the department. Included on this list of events is July 4th, Relay for Life, Summer Concerts, Halloween, Dia De Los Muertos, Holiday Tree Lighting, and Egg-extravaganza. The division oversees the nationally recognized Mariachi Master Apprentice Program, cultural arts class programming, Community Special Events Applications and processing with special attention to complying with the LA Fire Department and County Health Department regulations. Direction is provided to support staff in the areas of MMAP programming, instructor directed classes and special event assistance. Staff continues to strengthen and foster innovative partnerships between the arts and community agencies and is successful in securing grants to help offset the cost of the Division and City wide events. In addition, the Division is now overseeing the Facility Rental Program. This includes public/private party rentals of park facilities such as multipurpose rooms, gyms, fields, and picnic pavilions.

Objectives for FY 13-14: The Division will seek and secure funding to provide talent and sound for the Summer Concerts in the park and secure Los Angeles County Arts funding for one free summer concert. Staff will increase revenue generating opportunities with local vendors at City-wide special events. The Cultural Arts Division will continue to seek grant funding for the Mariachi Master Apprentice Program and assist with the development of special event volunteer committees

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Cultural Arts Supervisor	1.0	1.0	1.0	1.0	1.0
Recreation Leader I	0.0	0.0	0.0	0.0	1.5
Total	1.0	1.0	1.0	1.0	2.5
APPROPRIATIONS					
Personnel Services	$ 81,302	$ 90,938	$ 14,518	$ 94,367	$160,087
Operating Expenses	13,629	14,309	14,875	16,350	$20,875
Total	$ 94,931	$ 105,247	$ 29,393	$ 110,717	$ 180,962
SOURCE OF FUNDS					
01 General Funds	$ 144,606	$ 105,247	$ 110,717	$ 110,717	$ 180,962
01-3777 Facility Rental/Attendent*	$ -	$ -	$ -	$ -	$ 90,659
Total	$ 144,606	$ 105,247	$ 110,717	$ 110,717	$ 271,621

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Cultural Arts and Special Events				**424**
Supporting Information				
4100	**PERSONNEL**			**$160,087**
4101	Full Time Wages		$97,389	
4103	Part Time Salaries (Staffing for Facility Attendent)*		$62,698	
4200	**OPERATING EXPENSES**			**$20,875**
4260	Contracted Services - Expenditures		$375	
	ASCAP	$375		
4300	Department Supplies		$2,500	
	Program and Office Supplies	$2,500		
4300	Facility Rental Supplies & Maintenance*		$3,000	
	Children Events		$3,000	
XXXX		Eggestravaga		
1369		Halloween		
1367		Holiday Tree Lighting		
1386-4260	July 4th			
4430	MMAP - Grant Match		$12,000	
TOTAL - Cultural Arts and Special Events				**$180,962**

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

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION	DIVISION NO.
Aquatics	430

NARRATIVE

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

Objectives for FY 13-14 Operate the pool facility as cost nuetral as possible and recover facility fixed costs of operation. This will be done by identifying key leadership, streamlining operation procedures and policies, increasing facility rentals, and securing funding opportunities. Staff will work to revise the business plan to allow for the pool to operate year round at a minimal cost to the City.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	ADOPTED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Aquatic Supervisor	0.0	0.0	1.0	1.0	1.0
Pool/Attendant	0.0	0.0	0.0	0.0	0.5
Recreation Leader	0.6	0.6	0.6	0.6	0.5
Lifeguards	0.0	0.0	0.0	0.0	4.0
Senior Lifeguards	0.0	0.0	0.0	0.0	1.5
Total	0.6	0.6	1.6	1.6	7.5
APPROPRIATIONS					
Personnel	$ 20,165	$ 77,478	$ 115,608	$ 107,860	$ 316,075
Operating Expenses	$ 400,613	411,577	466,500	477,218	$223,270
Capital Outlay	$ -	2,000	6,000	5,000	$6,000
Total	$ 420,778	$ 489,055	$ 588,108	$ 590,078	$ 545,345
SOURCE OF FUNDS					
01 General Funds	$ 420,778	$ 316,055	$ 388,108	$ 319,078	$ 270,345
01-3779-Swimming Pool	$ -	175,000	200,000	$ 271,000	275,000
Total	$ 420,778	$ 491,055	$ 588,108	$ 590,078	$ 545,345

Supporting Information

4100	**PERSONNEL SERVICES**		**$316,075**
4101	Full-time salary - Aqutic Supervisor	$97,735	
4105	Part-time salaries	$218,340	

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

DIVISION			**DIVISION NO.**
Aquatics			**430**
4200	**OPERATING EXPENSES**		**$150,500**
4210	Utilities	$90,000	
4220	Telephone	$2,500	
4260	Contractual Service (Tecogen, Elevator, Janitor Services, etc)	$ 58,000	
4300	**OPERATING EXPENSES**		**$72,770**
4300	Department Supplies (Chemical supplies, Equipment)	$ 69,770	
4330	Minor Repairs	$3,000	
4500	**EQUIPMENT REPLACEMENT CHARGE**		**$6,000**
4500	Major Repairs/Parts	$6,000	
	TOTAL		**$545,345**

SPECIAL FUNDS

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

Special Funds
Executive Summary

NARRATIVE

Special Funds are designated for a specific purpose. Some of these funds have been designated by certain laws and regulations, which require cities to account for expenditures and revenues separately. The City also uses the Grants Fund to account for any remaining grants or projects not accounted for individually. The following is a summary of the Special Funds included in this section:

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

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

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

In the past, Cities and Counties received 75% of these funds relative to population and exclusively to provide front line law enforcement services including anti-gang and community gang prevention programs. During the current fiscal year, the City will use any remaining funds carried from previous years for community policing activities and to supplement Police overtime.

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 204,508	$ 100,094	$ 100,000	$ 100,000	$0
Operating Expenses	37,930		-	-	-
Capital Outlay					
Transfer to General Fund	-	-	-	-	100,000
Total	**$ 242,438**	**$ 100,094**	**$ 100,000**	**$ 100,000**	**$ 100,000**

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

Supporting Information

4100	**PERSONNEL SERVICES**	**$0**
4200	**OPERATING EXPENSES**	**$0**
4500	**CAPITAL EXPENSES**	**$0**
4900	**TRANSFERS**	

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

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2012-2013

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. Annua premium payments are paid by member cities and are adjusted retrospectively to cover costs. San Fernando, self-insures from the first dollar to a limit of $250,000 for all cases that fall under the contract with the ICRMA. Participating cities then share above the retention level of $250,000 to $20,000,000 per loss occurrence.

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

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

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance	$ (413,564)	$ (785,548)	$ (830,664)	$ (983,665)	$ (1,269,934)
Revenues	1,279,898	1,159,593	1,240,000	926,627	1,153,787
Expenditures	1,651,882	1,357,711	1,090,000	1,212,896	1,350,000
Ending Balance	**$ (785,548)**	**$ (983,665)**	**$ (680,664)**	**$ (1,269,934)**	**$ (1,466,147)**

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

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

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services/Cost Alloc	$ 179,044	$ 123,884	$ 74,794	$ 42,759	$ 53,937
Operating Expenses	498,243	474,710	415,769	371,669	373,794
Capital Outlay	-	-	48,000	48,000	42,639
Total	**$ 677,287**	**$ 598,594**	**$ 538,563**	**$ 462,428**	**$ 470,370**

SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
07-3210	LACMTA Prop A Allocation	$ 320,994	$ 342,068	$ 349,138	$ 364,943	$ 363,104
07-3500	Interest Income	2,177	859	2,000	200	2,000
07-3794/3794-3630/3796	Fare	24,044	23,963	25,000	24,300	25,000
	Total	**$ 347,214**	**$ 366,890**	**$ 376,138**	**$ 389,443**	**$ 390,104**

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance	$ 710,019	$ 399,622	$ 146,620	$ 153,251	$ 80,266
Revenues	366,890	394,925	391,943	389,443	390,104
Expenditures	677,287	641,296	538,563	462,428	470,370
Total	**$ 399,622**	**$ 153,251**	**$0.00**	**$ 80,266**	**$ (0)**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Public Works Director	0.05	0.04	0.00	0.00	0.04
Civil Engineering Assistant II	0.00	0.00	0.00	0.00	0.04
Office Specialist	0.00	0.00	0.00	0.00	0.06
Administrative Analyst	0	0.00	0.00	0.00	0.01
Maintenance Worker	0.30	0.25	0.00	0.00	0.00
P.W. Sr. Maintenance Worker	0.00	0.10	0.00	0.00	0.00
P.W. Maintenance Helper PT	0.10	0.20	0.00	0.00	0.00
Equipment Supervisor	0.15	0.05	0.00	0.00	0.00
Mechanical Helper	0.10	0.05	0.00	0.00	0.00
Total	**0.70**	**0.69**	**0.00**	**0.00**	**0.15**

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

	COST ALLOCATION			**$42,639**
4480	190 Cost Allocation - Central Services		$42,639	
	PERSONNEL SERVICES			**$ 20,787**
4101	FT Personnel	**$ 20,787**		
	OPERATING EXPENSES			**$94,794**
4260	**Contractual Services:**			
	313-0000 Trolley -1st Transit contract (addl hrs for trolley drivers-increased 2 mos during the summer during Pool Facility hours)		$56,751	
4270	**Professional Services:**		$8,000	
	313-Trolley (trolley related services: graphic design, trolley plan consultant)			
4300	**Department Supplies:**			
	Solvents, parts, cleaners, and replacement parts		$1,000	
	313-0301 Bus Shelter Maintenance		$2,000	
	313-3630 Transit Marketing (Trolley schedule printing and misc supplies)		$4,000	
4320	313 **Department Equipment Maintenance:**		$300	
4340	313 **Small Tools:**		$300	
4400	313 -3630-4400 - **Trolley Maintenance**	$4,000	$5,500	
	313 Bus Shelter/Stop Utility truck maintenance	$1,500		
4402	**Fuel:**		$16,943	
	313-3630-4402 - Trolley Fuel	$15,358		
	313 Bus Shelter/Stop Utility truck fuel	$1,585		
	CAPITAL PROJECTS			**$0**
4500	**Capital Improvements**			
TOTAL				**$158,220**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	Proposed 2013-2014
RCS Comm. Svcs Sup	0.00	0.30	0.30	0.30	0.25
RCS Office Specialist	0.00	0.00	0.00	0.00	0.05
Total	**0.00**	**0.30**	**0.30**	**0.30**	**0.30**

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

	PERSONNEL SERVICES		**$ 33,150**
	440 Full Time Personnel Costs	$32,598	
4103	420 Part Time Wages	$552	
	OPERATING EXPENSES		**$ 279,000**
4220	MTA Bus Pass Sales - Phone line	$2,700	
4260	Contractual Services:		
	440-0442 Dial-A-Ride	$225,000	
	440-0441 MTA Bus Pass Subsidy	$16,300	
	440-0443 Recreation Trips	$35,000	
	CAPITAL PROJECTS		**$ -**
4500	Capital Improvements - Repl Rec Van reduced by $36,000	-	
TOTAL			**$312,150**

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

This fund accounts for receipt of a half-percent sales tax allocated by the Los Angeles County Metropolitan Transit Authority (MTA). These funds can only be used to reduce traffic congestion, improve air quality, improve the condition of streets and highways utilized by public transit, reduce foreign fuel dependence, or reduce the use of fossil fuels.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginnin Balance	$ 412,952	$ 549,542	$ 539,531	$ 545,935	$ 315,308
Revenues	284,623	307,995	302,000	325,276	301,185
Expenses	148,033	311,603	743,059	555,903	577,056
Ending Balance	**$ 549,542**	**$ 545,935**	**$ 98,472**	**$ 315,308**	**$ 39,437**

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

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

SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2011-2012**	**PROPOSED 2013-2014**
08-3210/3500	MTA Allocation	284,623	307,995	302,000	325,276	301,185
	Total	**$ 284,623**	**$ 307,995**	**$ 302,000**	**$ 325,276**	**$ 301,185**

190	**NON-DEPARTMENTAL**		**$130,763**
0000-4480	**Cost Allocation:**	$11,081	
0000-4901	**Transfer to General Fund:**		
	Bikeway Maintenance: 01-390-0470-XXXX	$56,897	
	Bus Shelters: 01-313-0000-XXXX	$62,785	

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

FUND			**FUND NO.**
Proposition C			**08**
	PERSONNEL SERVICES		**$168,791**
311-4101	**Personnel Costs**		
4101	**313 Personnel:** Admin. salaries	$158,445	
4103	**313 Part Time Personnel Costs:** Field Staff	$10,346	
310 - 4200	**OPERATING EXPENSES**		**$208,958**
4260	**Contractual Services:** 313-0000 Trolley -1st Transit contract (addl hrs for trolley drivers-increased 2 mos during the summer during Pool Facility hours)	$166,729	
0000-4270	**Operating Expenses**	$42,229	
311 - 4600	**CAPITAL PROJECTS**		**$68,544**
	Capital Projects:		
	BTA Grant Match for Bikeway on Brand	$18,447	
	Bikeway irrigation upgrades and drought tolerant planting project	$20,000	
	Caltrans (TCSP) Grant Match	$30,097	
TOTAL			**$577,056**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

	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.

BALANCE SHEET	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	Proposed 2013-2014
Beginning Balance	$ (2,678,890)	$ (2,775,056)	$ 555,326	$ (2,019,481)	$ (2,120,813)
Revenues	1,894,794	1,975,319	2,710,134	1,192,764	2,860,439
Expenses	1,990,960	1,219,744	2,610,134	1,294,096	2,760,339
Ending Balance	**$ (2,775,056)**	**$ (2,019,481)**	**$ 655,326**	**$ (2,120,813)**	**$ (2,020,713)**

PROJECT SUMMARY

Proj. No.#	GRANT PROJECTS BY DEPARTMENT	Total Project Costs
	Community Development (CD)	
3609-4600	CA Cultural & Historical Endowment	$ 156,755
	MTA TOD Plannning Grant	$282,392
	Total CD Grants	**$439,147**
	Police Department:	
3641	COPS - SAFE SCHOOLS	$65,699
	Total Police Grants	**$65,699**
	Public Works Department:	
3600-3624	Federal Transportation Authority Grant #CA-04-0088: CNG Station Upgrades (New Compressor and New Tank)	$ 200,000
	Metro (MTA) Saftea-Lu: Bus Shelters	260,000
3655	Dept. of Transportation (DOT) - Bicycle Transportation Account (BTA) State Grant - Agreement # BTA 08/09-07-LA-09	$164,123
	Housing and Urban Development, Economic Development Initive Grant- Wayfinding Signage	$80,000
	CALTRANS Transit Community System Preservation Program: Trumar	$236,154
	State Funds Cycle 7	$595,674
	Surface Transportation Program Local Funds (STP-L): Match for Safe Routes to School	$66,186
	Surface Transportation Program Local Funds (STP-L): Pavement Management Project	$115,645
	Surface Transportation Program Local Funds (STP-L): Curb & Gutter	$100,000
	Total PW Grants	**$1,817,782**
	Recreation Department:	
3749	NEA Learning Arts- Mariachi Master	$57,000
3750	Elderly Nutrition	$84,777
3901-3750	Elderly Nutrition Program Income	$16,000
1371	Afterschool Program - Gridley/Morningside	$243,434
	Kaiser Grant	$20,000
	California Arts Council	$9,000
	Alliance for CA Traditional Artists	$7,500
	Total Recreation Grants	**$437,711**
	Total All Fund 10 Grants	**$2,760,339**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

GRANT FUND						FUND NO. 10
SUMMARY OF APPROPRIATIONS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**Proposed 2013-2014**
10-150	CD	$ 235,562	$ 16,432	$ 349,955	$ 193,200	$ 439,147
10-220	Police	1,440,947	636,024	285,087	335,087	65,699
10-3XX	Public Works	24,395	106,464	1,584,781	217,534	1,817,782
10-4XX	Recreation and Community Services	284,332	456,767	390,311	434,725	437,711
	Interest Expense	5,724	4,057			
	Total	$ 1,990,960	$ 1,219,744	$ 3,038,369	$ 1,294,096	$ 2,760,339
11-190			**TRANSFERS**			**$ 100,000**
	Transfer from General Fund	-	-	100,000	$100,000	$100,000

CITY OF SAN FERNANDO

PROPOSED BUDGET

FY 2013 - 2014

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

NARRATIVE

The purpose of the section is to track grants received by the Public Safety Department that are known at the time of budget finalization. This fund facilitates record keeping of receipts and expenditures of outside grants as generally required by grantors. New grants may be received during the year and will also be included in this fund.

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

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 459,590	$ 545,252	$ 248,602	$ 316,667	$ 53,814
Operating Expense	13,424	11,005	34,509	18,420	9,909
Capital Outlay	967,933	79,768	1,976	-	1,976
Total	**$ 1,440,947**	**$ 636,024**	**$ 285,087**	**$ 335,087**	**$ 65,699**

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

Supporting Information

4100	**PERSONNEL EXPENSE**		**$53,814**
3621-4101	Full Time - Cops CHRP Grant #2009RXWX0121	$0	
3641-4101	Full Time - Cops Safe Schools #2010CKWX0433	$53,814	
3635-4103	Part - Time - Office of Traffic Safety #AL1135 (Carry over)	-	
3635-4105	Overtime - Office of Traffic Safety #AL1135 (Carry over)	$0	
3644-4105	Overtime - JAG 09 #09-2545	-	
3646-4105	Overtime - JAG 10 #10DJ-BX-1541	-	
4200	**OPERATING EXPENSE**		**$9,909**
3641-4220	Telephone	$3,173	
3641-4260	Contractual Services	$0	
3641-4300	Supplies	$6,736	
4500	**CAPITAL OUTLAY**		**$1,976**
3641-4500	Cops Safe Schools	$1,976	
TOTAL			**$65,699**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

FUND 10 — **DIVISION NO.**
PUBLIC WORKS GRANT FUNDS — **10-3XX**

NARRATIVE

This section provides a consolidated look at grants funds received from several different funding sources to fund construction projects as well as capital improvements. The processing of Federal and State level grant applications and reimbursements are done in Public Works.

APPROPRIATIONS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Personnel Services	$ -		$ -	$ -	$ 133,527
Operating Expenses	-		-	-	-
Capital Outlay	25,000	106,464	1,584,781	73,976	1,817,782
Total	**$ 25,000**	**$ 106,464**	**$ 1,584,781**	**$ 73,976**	**$ 1,951,309**

	SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
3600-3651	MTA Economic Stimulus - ARRA Funds - Brand Blvd	98,621	343,713	-	-	-
3600-3648	Energy Efficiency Conserv. Block Grant EECBG		132,667	-	-	-
3600-3629	MWD Public Sector Grant			5,500	-	-
3600-3624	TIP LAE)127-SEC 5309FTF CA040088 (CNG Station Project)	-			73,976	200,000
3600-XXXX	Metro (MTA) Saftea-Lu: Bus Shelters	-		260,000	-	260,000
3600-3655	Dept. of Trans. - BTA Grant	-		164,123	-	164,123
3600-XXXX	Metro Safe Routes (SRTS)	-		861,750	-	-
3600-XXXX	EDI Grant (Way Findings)	-		80,000	-	80,000
3600-XXXX	TCSP Project on Truman	-		213,408	-	236,154
3600-XXXX	State Funds Cycle 7					595,674
3600-XXXX	STP-L Transportation Funds (Safe Routes to School)			-	-	66,186
3600-XXXX	STP-L Transportation Funds (Pavement Mgmt)			-	-	115,645
3600-XXXX	STP-L Transportation Funds (Curb & Gutter)			-	-	100,000
	Total	**$ 98,621**	**$ 476,380**	**$ 1,584,781**	**$ 73,976**	**$ 1,817,782**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

FUND 10				**DIVISION NO.**
PUBLIC WORKS GRANT FUNDS				**10-3XX**
	PERSONNEL			
4101	**FT Personnel**			**$ 133,527**
	(Administrative Expenses Per Program Maximum Allowed)			
	CALTRANS Transit Community System Preservation F	$23,616	$23,616	
	Housing and Urban Development, Economic Developm	$8,000	$8,000	
	STP-L Safe Routes to School Cycle 7 match	$34,347	$24,575	
	Bus Shelters	$26,000	$26,000	
	CNG Station Project	$20,000	$13,845	
	STPL Pavement Management Program	$11,564	$4,598	
	STPL Curb and Gutter Project	$10,000	$10,000	
	Other		$22,893	
	CAPITAL PROJECTS			**$1,817,782**
XXXX-4600	**Federal Transportation Authority Grant #CA-04-0088:** CNG Station Upgrades (New Compressor and New Tank)		$200,000	
	Metro (MTA) Saftea-Lu: Bus Shelters		$260,000	
	Dept. of Transportation (DOT) - Bicycle Transportation Account (BTA) State Grant - Agreement # BTA 08/09-07-LA-09		$164,123	
	Construct a Class II Bikeway on Brand Boulevard *City Match expenses paid from fund 8 Prop C- $18,447*			
	Housing and Urban Development, Economic Development Initive Grant- Wayfinding Signage		$80,000	
	CALTRANS Transit Community System Preservation Program: Truman *Streetscape Enhancements (City Contribution $30,097) HUD*		$236,154	
	State Funds Cycle 7		$595,674	
	Surface Transportation Program Local Funds (STP-L): Match for Safe Routes to School		$66,186	
	Surface Transportation Program Local Funds (STP-L): Pavement Management Project		$115,645	
	Surface Transportation Program Local Funds (STP-L): Curb & Gutter		$100,000	
TOTAL				**$ 1,951,309**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION **DIVISION NO.**
Recreation and Community Service Department **10-420**

NARRATIVE

This section provides a consolidated look at grants funds received from several different funding sources to fund programs as well as capital improvements.

PERSONNEL	ACTUAL 2010-2011	ACTUAL 2011-2012	ADOPTED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Senior Counselors (FTE)	0	0	0	2.3	2.5
Counselors (FTE)	0	0	0	6	6.0
Community Services Supervisor	0	0.6	0.6	0.6	0.5
Recreation Leader I (FTE)	2.1	2.1	2.1	2.1	0
Total	2.1	2.7	2.7	11.0	9.0
APPROPRIATIONS					
Personnel Expenses	$0	$190,677	$185,000	$10,454	$227,434
Operating Expenses	$472,023	$218,851	$205,311	$424,271	$210,377
Total	$472,023	$409,528	$390,311	$434,725	$437,811
SOURCE OF FUNDS					
NEA Learn- Mariachi Master Prog	$40,000	$79,700	$38,000	$40,000	$57,000
Elderly Nutrition Program	$99,198	$126,560	$84,877	$89,792	$84,877
Elderly Nutrition Program Income	$0	$0	$22,000	$15,000	$16,000
Afterschool Program (Gridley/Morning	$248,485	$240,263	$243,434	$243,434	$243,434
Kaiser Grant	$0	$0	$0	$13,000	$20,000
California Arts Council	$10,800	$9,600	$10,800	$10,800	$9,000
Alliance For CA Traditional Artists	$7,500	$7,500	$7,500	$7,500	$7,500
Total	$405,983	$463,623	$406,611	$419,526	$437,811

Supporting Information

4200	OPERATING EXPENSES	
3678	NEA Learning/Arts - Mariachi Master Program	$ 57,000
XXXX	Kaiser Grant	$ 20,000
3750	Elderly Nutrition Program	$84,877
3901-3750	Elderly Nutrition Program Income	$16,000
1371	Afterschool Program (Gridley/Morningside)	$16,000
	Arts Council	$9,000
	Alliance for CA Traditional Artists	$7,500
	TOTAL	$ 210,377
	TOTAL - 10-420	**$437,811**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

This fund is used to account for maintenance work and capital projects associated with impacts from motor vehicle travel in the City. It is also used for capital improvements requiring matching funds for Federal funding (TEA-3) eligibility. The use of these funds is restricted by Article XIX of the California State Constitution and by Streets and Highways Code Section 2101. All Motor Vehicle Fuel Tax funds allocated from the Highway Users Tax Account must be expended for the following: (a) The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance	$ 921,071	$ 591,808	$ 555,326	$ 562,920	$ 12,703
Revenues	653,559	707,744	674,416	678,614	674,416
Expenses	982,822	736,632	1,189,987	1,228,831	478,649
Ending Balance	**$ 591,808**	**$ 562,920**	**$ 39,755**	**$ 12,703**	**$ 208,470**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Public Works Director	0.00	0.00	0.09	0.09	0.05
Operations Manager	0.00	0.00	0.00	0.00	0.00
Civil Engineering Assistant II	0.00	0.00	0.34	0.34	0.05
P.W. Maintenance Worker	0.00	0.00	0.00	0.00	0.00
Bldg Maint Worker/Elec. Helper	0.00	0.00	0.00	0.00	0.00
P.W. Maintenance Helper PT	0.00	0.00	0.00	0.00	0.00
Electrical Supervisor	0.00	0.00	0.00	0.00	0.00
P.W. Office Specialist	0.00	0.00	0.15	0.15	0.15
Office Specialist	0.00	0.00	0.10	0.10	0.05
Administrative Analyst	0.00	0.00	0.00	0.00	0.00
P.W. Field Supervisor II	0.00	0.00	0.00	0.00	0.09
Senior Maintenance Worker	0.00	0.00	0.80	0.80	0.40
Total	**0.00**	**0.00**	**1.48**	**1.48**	**0.79**

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

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Interest Income	$ 1,027	$ 28	$ -	$ 28	**$ -**
Highway User Tax Allocation Sect. 2105,2106,2107, 2103 & 2107.5 (acct# 11-3610, 3611, 3612, 3613, 3615)	652,531	707,717	674,416	678,614	674,416
Total	**$ 653,559**	**$ 707,744**	**$ 674,416**	**$ 678,642**	**$ 674,416**

4100	**PERSONNEL EXPENSES**			**$ 86,317**
4101	**Personnel Costs:**		$ 86,317	
	Field Staff			

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

FUND				**FUND NO.**
State Gas Tax Fund				**11**
11-190	**COST ALLOCATION**			**$21,070**
0000-4480	**Cost Allocation**		$21,070	
11-190	**TRANSFERS**			**$ 363,852**
0000-4901	Transfer HUTA funds to General Fund - to offset street related expenses:		$363,852	
	01-310 Engineering/Admin.: $5,500 for Consultant	$6,000		
	01-311 Street Maint.: $50,000 for Operation Pothole	$21,099		
	01-320 Equip/Vehicle Maint.: $32,000 for Vehicle Fuel	$32,765		
	01-343 Street Sweeping: $123,988 for St. Sweeping Contract	$123,988		
	01-370 Traffic Safety: $42,000 for Labor/Indirect Costs	$42,000		
	01-371 Traffic Signals: $108,000 for Labor/Indirects Costs	$108,000		
	01-390 Facilities: $30,000 for Labor/Indirect Costs	$30,000		
	OPERATING EXPENSES			**$7,410**
0000-4270	State Controller's Annual Street Report Audit		$910	
7510-4300	Maclay Ave. streetscape maintenance supplies. Expense moved from 01-346		$6,500	
11-311	**CAPITAL EXPENSES**			**$0**
TOTAL				**$478,649**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION	**FUND NO.**
Measure R Fund	**12**

NARRATIVE

In November 2008, Measure R was approved by the State's voters committing a projected $40 billion to traffic relief and transportation upgrades throughout the County over the next 30 years. The City receives these funds as an ongoing annual allotment, which is used for city street related maintenance and capital projects.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance	$ 160,346	$ 47,368	$ 126,729	$ 140,247	$ 231,947
MTA Revenue	212,397	229,172	218,000	243,405	225,894
Expenditures	325,375	136,294	280,208	151,705	457,057
Ending Balance	**$ 47,368**	**$ 140,247**	**$ 64,521**	**$ 231,947**	**$ 784**

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

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

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
12-3210 MTA Measure R Allocation	212,397	229,172	218,000	243,405	225,894
Total	**$ 212,397**	**$ 229,172**	**$ 218,000**	**$ 243,405**	**$ 225,894**

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

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

Fund 13 accounts for receipts from traffic fines as levied by local courts. A portion of the funds are transferred to the General Fund for traffic safety purposes and the remainder are used by Public Works for traffic safety related expenditures including street markings, traffic signal maintenance and repairs, and pothole repairs. The fund is required by Section 1463 (b) of the California Penal Code.

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

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Beginning Balance	$ 81,387	$ 166,662	$ 113,662	$ 76,537	$ (6,092)
Revenues	168,539	53,803	50,000	31,121	32,037
Expenditures	83,264	143,927	163,662	113,750	25,945
Ending Balance	**$ 166,662**	**$ 76,537**	**$ -**	**$ (6,092)**	**$ 0**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
Transfers	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 25,945
Operating Expenses	22,179	36,732	64,000	49,562	-
Capital Outlay	31,084	77,195	69,662	34,188	-
Total	**$ 83,264**	**$ 143,927**	**$ 163,662**	**$ 113,750**	**$ 25,945**

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**ADOPTED 2013-2014**
13-3410 Vehicle Code Fines	168,539	53,803	50,000	31,121	32,037
Total	**$ 168,539**	**$ 53,803**	**$ 50,000**	**$ 31,121**	**$ 32,037**

190	**TRANSFERS**		**$25,945**
0000-4901	Transfer to General Fund: Acct # 01-370 to cover traffic safety related costs incurred.	$25,945	
	OPERATING EXPENSES		**$0**
	CAPITAL PROJECTS		**$0**
TOTAL			**$25,945**

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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

NARRATIVE

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

During FY 1998-1999, this fund was used to purchase the lot at 1422 San Fernando Road to meet future parking needs. Beginning with FY 1999–2000, plans are to accumulate these funds for parking projects.

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

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

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Beginning Balance	$ -	$ 6,662	$ 6,662	$ 3,117	$ 2,170
MTA Revenues	15,995	12,239	16,200	12,238	18,059
Expenditures	9,333	15,784	16,200	13,185	16,200
Ending Balance	**$ 6,662**	**$ 3,117**	**$ 6,662**	**$ 2,170**	**$ 4,029**

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

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

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
15-3695-0866 TDA Article 3 Alloc.	$ 15,995	$ 12,238	$ 12,238	$ 11,471	$ 18,059
Total	**$ 15,995**	**$ 12,238**	**$ 12,238**	**$ 11,471**	**$ 18,059**

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

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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.

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

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

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

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

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

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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

NARRATIVE

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

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**ADOPTED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Senior Counselors (FTE)	1.9	1.9	0.0	1.9	2.0
Rec Coordinator	0.2	0.2	0.0	0.2	0.0
Office Specialist	0.1	0.1	0.1	0.1	0.0
Community Svcs Supv.	0.6	0.6	0.2	0.6	0.0
Counselor (FTE)	6.6	6.6	0.0	6.6	4.0
RCS Coord.	0.4	0.4	0.2	0.4	0.0
Program Specialist (FTE)	0.8	0.0	0.0	0.0	0.5
Recreation Leaders (FTE)	0.8	0.8	0.8	0.8	1.5
Total	11.2	10.5	1.3	10.5	8.0
BALANCE SHEET					
Beginning Balance	$ 11,603	$ (59,792)	$ (29,528)	$ (36,220)	$ 7,644
Revenue	500,622	211,260	188,962	179,255	109,150
Expenditures	572,017	187,688	165,882	135,391	101,730
Ending Balance	$ (59,792)	$ (36,220)	$ (6,448)	$ 7,644	$ 15,064
APPROPRIATIONS					
Personnel Services					$ 51,400
Operating Expenses (Dept. Supplies, Contract Services)					50,330
Total					$ 101,730
SOURCE OF FUNDS					
FUND 17					$ 109,150
TOTAL					$ 109,150

ADOPTED BUDGET
FY 2013-2014

DIVISION	FUND NO.
Self Sustaining Recreational Activities	17

		Revenue	Expenses			Surplus(Deficit)
	Full-Time & Part-time Salaries		Supplies 4300	Contractual 4260	Personnel	
1321	Senior Yoga	$0	$0	$0	$0	$0
1322	Senior Aerobics	$5,000	$0	$3,000	$1,500	$500
1323	Senior Music	$0	$0	$0	$0	$0
1326	Karate	$9,000	$0	$7,000	$0	$2,000
1328	Youth Basketball	$20,000	$7,000	$7,000	$4,400	$1,600
1334	Adult Softball	$0	$0	$0	$0	$0
1335	Snack Bar	$0	$0	$0	$0	$0
1337	Aerobics	$20,000	$2,500	$13,000	$3,500	$1,000
1339	Senior Line Dance	$800	$0	$600	$0	$200
1342	Tiny Tot Sports	$0	$0	$0	$0	$0
1346	Support Group	$0	$0	$0	$0	$0
1362	Folklorico	$4,000	$0	$3,500	$0	$500
1365	Tiny Tot Tumbling	$0	$0	$0	$0	$0
1366	Aztec Dance	$350	$0	$230	$0	$120
1385	Teen Council - Youth Services	$0	$0	$0	$0	$0
XXXX	City Wellness	$0	$0	$0	$0	$0
1399	Day Camp	$50,000	$3,000	$3,500	$42,000	$1,500
TOTAL PROJECTED		**$109,150**	**$12,500**	**$37,830**	**$51,400**	**$7,420**

CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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

NARRATIVE

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

Payment of retired employees health benefits and service charges paid to PERS for administration of the retired employees health insurance is paid directly from the Retirement Fund. In FY 2009-2010, the miscellaneous group approved payment of 2% of the employee contribution increasing to 4% in FY 2010-2011. In FY 2011-2012, the Sworn Police personnel appproved payment of 4.5% of the employee contribution pension cost.

		ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	Proposed 2013-2014
SOURCE OF FUNDS						
Property Taxes		2,932,217	4,283,023	4,132,217	3,778,477	3,801,600
	Total	**$ 2,932,217**	**$ 4,283,023**	**$ 4,132,217**	**$ 3,778,477**	**$ 3,801,600**
4100	**PERSONNEL SERVICES**					**$935,004**
4127	Retired Emp. Health Insurance				$935,004	
4200	**OPERATING EXPENSES**					**$ 148,523**
4480	Cost Allocation - Central Services				$ 141,523	
4260	OPEB eval/study contractual services				$ 7,000	
4450	Pension Reduction -				$ -	
4900	**TRANSFER**					**$ 1,974,472**
4901	Transfer to General Fund - Divison 180				$ 1,974,472	
4900	Transfer to General Fund - Divison 500				$ -	
BALANCE SHEET						
Beginning Balance		$ (275,236)	$ (611,751)	$ (13,911)	$ 32,808	$ 942,815
Revenues		2,932,217	4,283,023	4,132,217	3,778,477	3,801,600
Expenditures		3,268,732	3,638,464	3,393,339	2,868,470	3,057,999
Pension		-	-	500,000	-	
	Ending Balance	**$ (611,751)**	**$ 32,808**	**$ 224,967**	**$ 942,815**	**$ 1,686,416**

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

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

NARRATIVE

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

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

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

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance	$ 373,176	$ 363,459	$ 311,091	$ 352,705	$ 335,583
Revenues	530	178	0	-	100
Expenses	10,246	10,932	0	17,122	240,000
Ending Balance	**$ 363,459**	**$ 352,705**	**$ 311,091**	**$ 335,583**	**$ 95,683**

***New parking lot adjacent to the swimming pool at Rec Park**
***AC Upgrades at park**

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

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

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

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance	$ 17,885	$ 143	$ 2,493	$ 2,493	$ 20,954
Revenues	794	2,350	0	22,369	2,000
Expenditures	18,536	0	-	3,907	0
Ending Balance	**$ 143**	**$ 2,493**	**$ 2,493**	**$ 20,954**	**$ 22,954**

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

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

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

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

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

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CITY OF SAN FERNANDO
ADOPTED BUDGET
FY 2013-2014

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS — **DIVISION NO. 26-155**

NARRATIVE

In FY 2013-2014, the City's annual allocation of federal Community Development Block Grant (CDBG) funds is set-aside for the payment of a Section 108 Loan as part of the total financing package for construction of the San Fernando Regional Aquatics Facility. The City's annual allocation has been decreasing in recent years and starting with the 2013-14 fiscal year, the CDBG exchange program has been eliminated, causing a shortfall in amount of debt service, thus requiring a transfer from the General Fund to cover the deficit.

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

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

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

4100	**PERSONNEL SERVICES**	**$0**
4200	**OPERATING EXPENSES**	**$0**
4400	**LOAN EXPENSES**	**$348,075**
0000-4424	Section 108 Loan-Swimming Pool Facility - Interest $64,075	
0000-4426	Section 108 Loan-Swimming Pool Facility - Principle $284,000	
TOTAL		**$348,075**

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

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

	FUND NO.
Street Lighting Fund	**27**

NARRATIVE

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

Revenue for this fund is made available through the city's voter approved Landscape and Lighting Act Assessment. With the passage of Proposition 218 in 1996, any increase of the current assessment is subject to approval through a new balloting process. Since the assesments have not had an increase to meet rising costs, this fund has a deficit.

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance	$ (144,260)	$ (23,893)	$ (23,893)	$ (3,402)	$ 47,873
Revenues	489,488	442,911	426,798	423,369	345,984
Expenditures	369,120	422,420	411,860	372,094	393,857
Ending Balance	**$ (23,892)**	**$ (3,402)**	**$ (8,955)**	**$ 47,873**	**$ -**

PERSONNEL	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Public Works Director	0.07	0.07	0.07	0.07	0.06
Administrative Analyst	0.05	0.15	0.00	0.00	0.05
Civil Engineering Assistant II	0.20	0.20	0.20	0.20	0.10
Civil Engineering Assistant I	0.00	0.00	0.00	0.00	0.00
P.W. Administrative Analyst	0.00	0.00	0.05	0.05	0.05
Equip & Material Supervisor	0.00	0.10	0.10	0.10	0.05
Mechanical Helper	0.00	0.10	0.10	0.10	0.05
Electrical Supervisor	0.25	0.30	0.30	0.30	0.30
Bldg. Maint. Worker/Elect. Helper	0.25	0.35	0.35	0.35	0.35
Total	**0.82**	**1.27**	**1.17**	**1.17**	**1.01**

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

SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
27-3110/3130/3150 Property Tax	$ 336,113	$ 332,863	$ 337,000	$ 333,571	$ 333,571
Transferred from Measure R	$ 153,375	$ 110,048	$ 89,798	$ 89,798	$ -
Transfer from General Fund	$ -	$ -	$ -	$ -	$ 12,413
Total	**$ 489,488**	**$ 442,911**	**$ 426,798**	**$ 423,369**	**$ 345,984**

4480	**Cost Allocation**		**$ 11,763**
4480	Cost Allocation	$ 11,763	
4100	**PERSONNEL SERVICES**		**$118,991**
4101	**Personnel Costs**	$116,991	
4105	**Overtime:** Street light surveys and knockdowns	2,000	

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

				FUND NO.
Street Lighting Fund				**27**
4200	**OPERATING EXPENSES**			**$258,103**
4210	**Utilities**		$225,750	
4250	**Rents and Lease:**		$750	
	Lifts & power equipment	$750		
4260	**Contractual Services:**		$ 18,000	
	Engineer's Report	$5,000		
	Street Lighting Dist. proceedings	$2,500		
	County Assessors Office	$1,200		
	Light poles and pull boxes	$800		
	Repair damaged street lights	$8,500		
4300	**Department Supplies:**		$10,050	
0301-4300	Ballast kit replacement	$2,000		
0301-4300	Lamps 80 @ $25.00	$2,000		
0301-4300	Photo electric cells 10 @ $25.00	$250		
0301-4300	Manhole cover plates	$200		
0301-4300	Miscellaneous lenses, conduit, fuses, wire, paint, hardware, timers, etc.	$3,500		
0301-4300	Replacement of steel poles	$2,000		
0301-4300	Slurry seal & cement	$100		
4320	**Department Equipment Maintenance**		$750	
4340	**Small Tools**		$365	
4400	**Utility Truck maintenance**		$1,200	
4402	**Utility Truck fuel**		$1,238	
4500	**CAPITAL EXPENSES/TRANSFERS**			**$5,000**
4600	**Capital Equipment:**		$5,000	
	Knockdown Replacement			
TOTAL				**$ 382,094**

CITY OF SAN FERNANDO
PROPOSED BUDGET
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Parking M&O - Off Street — **FUND NO. 29**

NARRATIVE

The Off-Street Parking Maintenance and Operations Fund accounts for the scheduled routine maintenance and cleaning of all City parking facilities as well as maintenance and operation of metered parking spaces throughout the City, the collection of meter monies, and repair or replacement of broken and vandalized parking meters. Revenue sources consist of parking meter revenues and the parking improvement assessment which includes areas of the civic center and the San Fernando Road commercial corridor.

BALANCE SHEET	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Beginning Balance	$ (76,162)	$ 22,534	$ 49,839	$ 58,199	$ 119,793
Revenues	206,752	208,760	218,000	211,948	207,756
Expenditures	108,056	173,094	181,912	150,354	211,253
Ending Balance	**$ 22,534**	**$ 58,199**	**$ 85,927**	**$ 119,793**	**$ 116,296**

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

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

SOURCE OF FUNDS	ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
Parking Meter Revenue					
29-3520 Rental Income	$ 12,800	$ 12,800	$ 12,800	$ 12,800	$ 12,800
29-3500 Prkg Meter Revenue	$ 145,626	$ 146,027	$ 145,827	$ 142,777	$ 145,827
29-3870 Bus. License Tax Area A	$ 48,325	$ 49,933	$ 49,129	$ 56,372	$ 49,129
Total	**$ 206,751**	**$ 208,759**	**$ 207,756**	**$ 211,948**	**$ 207,756**

CITY OF SAN FERNANDO
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FY 2013-2014

Parking M&O - Off Street					**FUND NO. 29**
4100	**PERSONNEL SERVICES**				**$112,085**
4100	**Personnel Costs**			$111,885	
4105	**Overtime:**				
	Parking meter repairs			100.00	
	Lighting Maintenance			100.00	
4200	**OPERATING EXPENSES**				**$43,668**
4210	**Utilities**			$17,200	
4250	**Rents & Leases**			$500	
4270	**Professional Services:**			$3,000	
	Parking in lieu study				
4300	**Department Supplies :**			$10,500	
0301-4300	Parking Meter maintenance parts and batteries	$4,000			
0301-4300	Parking meter repair parts	$3,500			
0301-4300	Parking lot lighting repair parts	$1,500			
0301-4300	Landscape maintenance supplies, irrigation parts and plants. Replacement plants will be drought tolerant perennials to reduce water use and future replacement costs	$1,000			
4300	Permit Parking Expenses	$500			
4320	**Equipment Maintenance:**			$1,000	
	Parking meter repair, replacement of damaged poles, battery replacement and related equipment repairs to backpack blowers and paint striping machine.				
4340	**Small Tools:**			$250	
	Replacement of worn out tools & new equipment.				
4400	**Utility Truck maintenance**			$1,200	
4402	**Utility Truck fuel**			$2,642	
4430	**Activities and Programs:**			-	

CITY OF SAN FERNANDO
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Parking M&O - Off Street					**FUND NO. 29**
4480	**Cost Allocation:**			$7,376	
4500	**CAPITAL EXPENSES**				**$55,500**
4500	**Capital Equipment:**			$1,500	
	Replacement power equipment (Street Division)	$1,500			
4600	**Capital Projects:**			$54,000	
	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			
	Replace existing landscaping with drought tolerant planting & irrigation - goal is at least 20% reduction of water use	$2,000			
	Parking Lot Repavement	$40,000			
TOTAL					**$211,253**

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

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

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

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

*** May use this fund to replace Police Vehicles for FY13-14**

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

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

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance	$ 654,757	$ 364,405	$ 138,155	$ 139,389	$ 133,139
Revenue	230,851	226,647	230,326	233,750	327,206
Expenditures	521,203	451,663	368,481	240,000	446,455
Ending Balance	**$ 364,405**	**$ 139,389**	**$ -**	**$ 133,139**	**$ 13,890**

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

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

SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
50-3500/3800	Impact Fees	230,926	226,647	230,326	233,750	327,206
	Total	**$ 230,926**	**$ 226,647**	**$ 243,667**	**$ 233,750**	**$ 327,206**

	PERSONNEL		**16,129.00**
4101	FT Personnel	$ 16,129	
	TRANSFERS		**$230,326**
310-4901	**Transfer to General Fund:** Transfer to Fund 01: Funds will be treated as franchise funds and utilized in the General Fund.	$230,326	
	Capital Projects		**$200,000**
4600	**Capital Projects:** Alexander Street Improvement Project (400-500 Block)	$200,000	
TOTAL			**$446,455**

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ENTERPRISE FUNDS

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

ALL FUNDS **FUND NO**
ENTERPRISE **70-72-73**

Fund 70 - Water
The Administrative Division is responsible for all aspects of the Water Department, overseeing production, procurement, and conservation of safe potable water for the City's residential and business community. The Water Production Division is responsible for all operations and maintenance of the City's four wells, three booster pump stations, four reservoirs and two pressure regulation stations. All the wells are in the Sylmar area with power being supplied by the Los Angeles Department of Water and Power (LADWP). Imported water is purchased from Metropolitan Water District (MWD) of Southern California to supplement the local ground water supplies. There is also one six-inch emergency connection to the City from LADWP water systems. The Water Distribution Division is responsible for providing water to all City water customers in sufficient quantities to meet domestic and fire service demands; maintenance of approximately 66.5 miles of water mains, and 5,049 water services and 547 fire hydrants. The Division also installs new services (domestic and fire) that are ordered for new structures or demands by land use changes.

Fund 72 - Sewer
The Sewer Maintenance Division funds maintenance of the City's sanitary sewer system by scheduled routine cleaning of sewer main lines and manholes. The sewer system is made up of approximately 40 miles (215,915 linear feet) of mains and over 800 manholes. The City contracts with the City of Los Angeles for sewage treatment and disposal. Since 1985, the City has contracted with the County of Los Angeles for the enforcement of the City's Industrial Waste Program. Industrial waste permit fees cover the cost of this program.

Fund 73 - Refuse
The Solid Waste Management Division funds single-family residential solid waste collection services and administration of the City's Source Reduction and Recycling Element (SRRE) and Household Hazardous Waste Element (HHWE) plans. The SRRE, mandated by State Assembly Bill 939, describes how the City planned to reduce the amount of solid waste land filled 25 percent by 1995, and 50 percent by the year 2000. Additionally, State Senate Bill 1066 also mandates that jurisdictions maintain a 50% diversion rate after the year 2000 and continue to implement SRRE programs. The goal of the HHWE is to reduce the amount and toxicity of solid waste land filled.

SUMMARY OF SOURCE OF FUNDS		ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
70-3810 (381,382,383,3 Revenue accts:3500/3820/ 3830/3835/3840/3901/3950	**Water**	$3,068,049	$2,770,589	$3,126,708	$3,098,252	$3,514,744
72-3745 Revenue accts: 3500/3820 3821/3840/3997	**Sewer**	2,403,635	2,590,598	2,434,569	2,466,373	2,746,443
73-3755 Revenue accts:3760/3820	**Refuse**	1,125,037	1,122,709	1,109,954	1,114,122	1,120,623
	Total Revenue	**$6,596,721**	**$6,483,896**	**$6,671,231**	**$6,678,747**	**$7,381,810**

SUMMARY OF APPROPRIATIONS		ACTUAL 2010-2011	ACTUAL 2011-2012	BUDGETED 2012-2013	ESTIMATED 2012-2013	PROPOSED 2013-2014
70	Water	$3,355,315	$3,242,380	$4,612,205	$3,900,156	$4,324,594
72	Sewer	1,927,042	2,505,675	2,641,416	2,648,231	3,827,335
73	Refuse	1,077,642	1,027,810	1,049,742	964,183	1,095,363
	Total Appropriations	**$6,359,999**	**$6,775,865**	**$8,303,363**	**$7,512,570**	**$9,247,291**

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WATER FUND

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

FUND					**DIVISION NO.**
WATER					**70-381, 70-382, 70-383, 70-384**
BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
*Beginning Balance	$2,559,756	$2,272,490	$2,012,694	$1,800,699	$998,795
Total Revenue	3,068,049	2,770,589	3,126,708	3,098,252	3,514,744
70-110		18,604			0
70-190		669			0
70-381	967,801	822,596	863,303	789,948	887,632
70-382	330,278	371,668	310,972	319,833	330,113
70-383	1,035,159	1,046,507	1,663,961	1,627,516	1,353,899
70-384	1,022,078	982,336	1,773,969	1,162,859	1,752,950
Total Expenditures	3,355,315	3,242,380	4,612,205	3,900,156	4,324,594
Ending Balance	**$2,272,490**	**$1,800,699**	**$1,800,335**	**$998,795**	**$188,945**
Reserve Replacement	**$0**	**$0**	**$0**	**$0**	**$578,000**
Available Balance	**$2,272,490**	**$1,800,699**	**$1,800,335**	**$998,795**	**-$389,055**
SOURCE OF FUNDS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Total Water Fund (381,382,383,384)	$3,068,049	$2,770,589	$3,126,708	$3,098,252	$3,514,744
Total	**$3,068,049**	**$2,770,589**	**$3,126,708**	**$3,098,252**	**$3,514,744**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

FUND	**DIVISION NO.**
Water Administration	**70-381**

NARRATIVE

The Water Administration Division is responsible for all aspects of the Water Department overseeing production, procurement, distribution, and conservation of safe portable water for the City's residential and business community.

FY 2013-2014: The Division will continue to fund all mandatory programs and maintenance of essential equipment. Capital purchases will be deferred when possible including computer replacements. Staff will continue planning and implementation of a new phase of water conservation.

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

WATER ADMIN. APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$399,775	$272,192	$221,461	$234,806	$236,421
Operating Expenses	504,007	489,334	573,092	493,406	582,461
Capital Outlay	4,019	1,070	8,750	1,736	8,750
Transfers	60,000	60,000	60,000	60,000	60,000
Total	**$967,801**	**$822,596**	**$863,303**	**$789,948**	**$887,632**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

FUND				**DIVISION NO.**
Water Administration				**70-381**
4100	**PERSONNEL SERVICES**			**$236,421**
4101	**Personnel Costs:** Includes direct staff and indirect staff assigned		$234,921	
4105	Overtime		$1,500	
4200	**OPERATING EXPENSES**			**$582,461**
4210	**Utilities:** (25% for 120 Macneil Street)		$4,939	
	Edison	$3,453		
	Gas Company	$1,487		
4220	**Telephone: Water Facilities**		$1,520	
	New Phone Line for Nitrate System			
4260	**Contractual Services:**		$16,500	
	Vector Control Gophers	$500		
	Water Conservation - Consulting Services (In-house design work)	$15,000		
	Underground Service Alert	$1,000		
0450-4260	**Contractual Services: For Maintenance at 120 Macneil & 501 First Street**		$6,453	
	Heating Ventilation Air Conditioning (HVAC) maintenance $500 quarterly	$500		
	Alarm monitor, $30 monthly	$90		
	Fire extinguisher maintenance	$75		
	Automatic gate service maintenance	$63		
	Janitorial, $1325 monthly, labor & materials, 3 days per week service, 1 person crew + special clean ups + carpet & floor annual cleaning & spot cleaning (50% of total cost $16,100; $4,025 is charged to 70-381 + $4,025 charged to 72-360)	$4,025		
	Pest control, $75 quarterly	$75		
	Ice Machine preventive maintenance $125 quarterly	$125		
	Portable Toilet rental (cost shared w/ fund 390 & 72-360 (25%)	$1,500		
4270	**Professional Services:**		$13,500	
	Upper Los Angeles River Area (ULARA) Services	$8,000		
	Legal water consultant	$3,000		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

FUND **DIVISION NO.**
Water Administration **70-381**

	Water quality consultant	$2,500		
4290	**Office Equipment Maintenance:**		$1,220	
	Annual copier lease & maintenance (Annual total = $2880, shared with Funds 70, 72, 73 and 01-390: 25%)	$720		
	Miscellaneous repair of computer & office equipment.	$500		
4300	**Department Supplies:**		$500	
	Office Supplies	$500		
0450-4300	**Public Works Operations Center**		$2,000	
	First Aid Kit and Supplies	$500		
	Building maintenance	$1,000		
4330	Building Maintenance & Repair	$500		
4320	**Department Equipment Maintenance:**		$3,500	
	Repair and Maintenance of handheld water meter readers	$1,750		
	Maintenance of electronic equipment	$1,750		
4360	**Personnel Training :**		$1,000	
	Employee Training	$1,000		
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:**		$2,468	
	American Water Works Association	$350		
	Annual WCC & professional dues	$750		
	Division of Utilities	$768		
	Cross connection control certification (1 staff @ $250)	$250		
	Water treatment and distribution certification (7 staff @ $50)	$350		
4390	**Vehicle Allowance and Mileage**		$250	
4400	**Vehicle Maintenance**		$750	

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

FUND			**DIVISION NO.**
Water Administration			**70-381**
4402	**Fuel**	$1,226	
4405	**Interest Expense and Principal Payment:** Loan repayment to Sewer Fund; $1,500,000 total loan, 15 year amortization	$75,000	
4430	**Activities & Programs:** Equipment, postage, outreach $1,000 Annual Consumer Confidence Report for all water customers $8,000	$9,000	
4450	**Other Expenses:** Property taxes for Well 7 reservoirs $14,000 L.A. Fire Dept. Hazardous Materials permit $400 Payment to State Department of Public Health (AB 2995) regulatory fees $28,500	$42,900	
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 Purchase new computer and Software $6,500 Replacement handheld radios $1,500	$8,750	
4900	**TRANSFERS**		**$60,000**
0154-4941	**Transfer to General Fund:** Water portion of rental of city land at Public Works Operations Center	$60,000	
TOTAL			**$887,632**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Utility Billing	**70-382**

NARRATIVE

The Utility Billing Division provides customer service and utility billing for water, sewer, refuse, recycling, fire service, and hydrants on private property. Meters are read and customers are billed every two months. Water meters are read using an automated system including a hand-held meter reader, computer, and software interfaced with our computer system.

The Division also prepares notices for delinquent accounts. Accounts not paid in the month in which the bills are issued become delinquent. Staff prepare and mail a second bill to overdue accounts with notification of turn-off policies if charges are not paid in full by the third week of the month in which they became delinquent. Approximately three working days before a scheduled turn-off date, a final notice is delivered by messenger to every unit on the premises.

FY 2013-2014: Scheduled replacement of aging water meters will continue to be expanded, with a goal of reducing the average age of meters in use and increase billing accuracy.

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

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION						**DIVISION NO.**
Utility Billing						**70-382**
APPROPRIATIONS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services		$ 303,325	$ 314,785	$ 280,405	$ 290,779	$ 299,398
Operating Expenses		26,221	56,883	27,567	29,055	27,715
Capital Outlay		732	-	3,000	-	3,000
Transfers		-		-		-
	Total	**$ 330,278**	**$ 371,668**	**$ 310,972**	**$ 319,833**	**$ 330,113**

4100	**PERSONNEL SERVICES**			**$299,398**
4101	**Salaries:**			
	Full time Salaries (Public Works)		$228,590	
	Full time Salaries (Finance)		$64,892	
4103	**Wages-Temporary & Part-Time:**		$5,916	
	Part time wages for Clerk Part Time			
4200	**OPERATING EXPENSES**			**$27,715**
4260	**Contractual Services:**		$1,500	
	System support contract services	$1,500		
4300	**Department Supplies:**	$3,750	$7,500	
	Office Supplies	$3,750		
4320	**Equipment Maintenance:**		$11,500	
	Hand Held Technical Support (monthly invoice)	$4,000		
	Eden Utility Billing Technical Support	$7,500		
4400	**Vehicle Maintenance**		$875	
4402	**Fuel**		$6,340	
4500	**CAPITAL EXPENSES**			**$3,000**
4500	**Capital Equipment:**		$3,000	
	Computer station replacement; system upgrades to work with utility billing systems	$2,000		
	Computer software updates	$1,000		
TOTAL				**$330,113**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

The Water Distribution Division is responsible for providing water to all City water customers in sufficient quantities to meet domestic and fire service demands. This includes maintenance of approximately 66.5 miles of water mains, 5,264 water services and 548 fire hydrants. The Division is also responsible for installing new domestic services and new fire protection services ordered by customers.

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

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$382,334	$402,106	$397,034	$390,219	$429,162
Operating Expenses	647,425	577,562	652,737	644,594	653,237
Capital Outlay	5,399	66,839	614,190	592,703	271,500
Total	**$1,035,159**	**$1,046,507**	**$1,663,961**	**$1,627,516**	**$1,353,899**

4100	**PERSONNEL SERVICES**			**$429,162**
4101	**Personnel Costs**		$429,162	
	OPERATING EXPENSES			**$653,237**
4250	**Rents & Leases:**		$500	
	Forklift, barricades, steel plates, pumps, comp.			
4260	**Contractual Services:**		$5,000	
	Bee Extractions	$500		
	Hot taps for new connections	$500		
	Miscellaneous street/sidewalk repairs	$500		
	Utility trench repair (slurry & pavement)	$1,000		
	Backflow testing and Repair	$2,500		
4270	**Professional Services:**		$2,500	
	Engineering Consultant	$2,500		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Water Distribution				**70-383**
4300	**Department Supplies:**		$39,500	
0000-4300	Office Supplies	$1,000		
0302-4300	Material for Trench Repairs	$5,000		
0301-4300	Graffiti removal supplies	$500		
0301-4300	Repair supplies: Copper tubing, ductile iron pipe, gate valves, cast iron & ductile iron fittings, crosses, reducers, tees, repair clamps, couplings, etc.	$27,500		
0304-4300	Backflow supplies and devices	$5,500		
4310	**Equipment and Supplies:**		$5,556	
	Uniform replacements & new issues; $320 per staff based on FTE assigned to -383 Division; jackets issued in FY 12, next issue FY 14	$1,216		
	Rain and safety gear, average of $450 per staff based on FTE assigned to -383 Division	$1,440		
	Service Volunteer gear issue, 10 @ $40	$400		
	Safety Equipment	$2,500		
4320	**Equipment Maintenance:**		$3,600	
	Maintenance of Electronic Equipment	$1,000		
	Equipment repair for customer service trucks & distribution truck	$2,600		
4340	**Small Tools:**		$2,500	
	Water Truck Small Tools	$1,000		
	Distribution Truck	$1,500		
4360	**Personnel Training**		$750	
4400	**Vehicle Maintenance**		$6,120	
4402	**Fuel**		$9,211	
4820	**Depreciation Expenses:**		$578,000	
	Water Equipment; expense deposits to trial balance for Fund 70			
	CAPITAL EXPENSES/PROJECTS			**$271,500**
4500	**Capital Equipment:**		$203,500	
	Traffic Safety Signage	$0		
	Replacement power equipment	$3,500		
	Purchase New Medium duty backhoe	$100,000		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Water Distribution				**70-383**
	Replace City Vehicle #WA8997 (Gas fueled Dump Truck)	$100,000		
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	$5,000		
0700-4600	Water Meter Replacement Program	$55,000		
0701-4600	Fire Hydrant Upgrade Program - typically $16,000 per year, 50% deferred to FY 2014	$8,000		
4600	**Water Main Replacement:**		$0	
	200 N. Workman	$105,000		
	800 N. Workman	$195,000		
	800 S. Workman	$30,000		
	800 Celis	$45,000		
	1300 Hollister	$75,000		
TOTAL				**$1,353,899**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

The Water Production Division is responsible for all operations and maintenance of the City's four wells, three booster pump stations, four reservoirs and two pressure regulation stations. All the wells are in the Sylmar area with power being supplied by the Los Angeles Department of Water and Power (LADWP). Imported water is purchased from Metropolitan Water District (MWD) of Southern California to supplement the local ground water supplies. There are also two emergency connections to the City from LADWP water systems.

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

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 577,574	$ 562,106	$ 534,536	$ 534,098	$ 485,223
Operating Expenses	443,504	371,860	600,025	381,018	660,405
Capital Outlay	-	47,370	638,408	246,743	606,322
Transfers	1,000	1,000	1,000	1,000	1,000
Total	**$ 1,022,078**	**$ 982,336**	**$ 1,773,969**	**$ 1,162,859**	**$ 1,752,950**

4100	**PERSONNEL SERVICES**			**$485,223**
4100	**Personnel Costs**		$467,423	
4105	**Overtime**		$17,800	
4200	**OPERATING EXPENSES**			**$660,405**
4210	**Utilities:**		$169,326	
	Well pumps & irrigation system-DWP	$129,937		
	Edison (MWD booster pumps 3&4)	$11,826		
	Edison (Arroyo booster pumps)	$27,563		
4220	**Telephone**		$8,000	
4250	**Rents & Leases:**		$1,500	
	Equipment rental			
4260	**Contractual Services:**		$362,818	
	Water sampling and analysis	$59,000		
	Water Well 7A coming online	$5,000		
	Well-Site Acid Washes	$3,000		
	Inspection of reservoirs	$3,000		
	Supervisory Control and Data Acquisition (SCADA) retrofit, expansion	$7,500		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Water Production				**70-384**
	Well Maintenance Contract (General Pump; 2013-2015)	$60,000		
	Nitrate Removal System, warranty and service agreement	$176,928		
	Computer Software Upgrade	$48,390		
4300	**Department Supplies:**		$12,500	
0000-4300	Office Supplies	$1,000		
0301-4300	Chlorine for water disinfection	$2,000		
0301-4300	Salt for on-site chlorine generation	$7,500		
0301-4300	Chlorine assembly & generation parts and supplies	$2,000		
4310	**Equipment and Supplies:**		$4,634	
	Uniform replacements & new issues; $320 per staff based on FTE assigned to -384 Division; jackets issued in FY 12, next issue FY 14	$1,344		
	Rain and safety gear, average of $450 per staff based on FTE assigned to -384 Division	$1,890		
	Service Volunteer gear issue, 10@$40	$400		
	Safety gear	$1,000		
4320	**Equipment Maintenance:**		$6,000	
	Equipment Repair/Maintenance Ex: Water level indicators; chlorine blowers; injection pumps	$4,000		
	On-Site Chlorine Generation System Maintenance	$5,000		
	Maintenance of Electronic Equipment	$1,000		
4330	**Building Maintenance and Repair**		$2,000	
4340	**Small Tools**		$1,000	
4360	**Personnel Training**		$1,000	
4370	**Meetings, Memberships, Licenses and Training**		$750	
4400	**Vehicle Maintenance**		$1,150	
4402	**Fuel**		$3,127	
4430	**Activities & Programs:**		$1,500	
	Water conservation outreach	$1,500		
4450	**Other Expenses:**		$85,100	
	Purchase of 50 acre feet of MWD water @ $702. Actual cost depending on demand.	$35,100		
	(City pumps 3,405 acre feet per year from City owned wells. Purchase of MWD water is required if water demand exceeds City production capacity. Actual cost depends on demand.)			
	MWD Connection Maintenance Charge	$50,000		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Water Production				**70-384**
4500	**CAPITAL EXPENSES/PROJECTS**			**$4,000**
4500	**Capital Equipment:**		$4,000	
	Construction Water Meter with Backflow $2,500	$2,500		
	Replacement computer work station $1,500.	$1,500		
4600	**CAPITAL PROJECTS**			**$602,322**
4600	**Capital Projects:**		$602,322	
	Reservoir inspection and minor repairs	$10,000		
	Nitrate Removal System, system lease, 5 year term beginning 11/2/11 at $7,276.84 per month.	$87,322		
	Site preparation, for installation of new water treatment system; engineering, design, civil and electrical work	$300,000		
	On Site Chlorine System, for use with new water treatment system	$150,000		
	Industrial sewer line installation, for use with new water treatment system, assmue 200' line at $175 per foot plus permit expense	$40,000		
	Arroyo Booster Pump #3 - rebuild pump and motor. Defer.	$15,000		
4900	**TRANSFERS**			**$1,000**
4901	**Transfer Accounts:**		$1,000	
	Transfer to General fund:			
	01-390 Department Supplies Upgrade of irrigation system (Well Sites), plumbing, electrical, landscape repairs	$1,000		
TOTAL				**$1,752,950**

SEWER FUND

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION	**DIVISION NO.**
Sewer Maintenance	**72-360**

NARRATIVE

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

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

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

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance*	$3,749,788	$4,343,623	$4,428,546	$4,428,546	$4,371,688
Revenues	2,403,635	2,590,598	2,434,569	2,466,373	2,746,443
Capital Items	0	0	0	0	0
Expenditures	1,927,042	2,505,675	2,641,416	2,648,231	3,827,335
Available Balance	**$4,226,381**	**$4,428,546**	**$4,221,699**	**$4,246,688**	**$3,290,796**
Accumulated Reserved Replacement	$135,308	$269,886	$411,138	$411,138	$552,390
Ending Balance	**$4,361,689**	**$4,698,432**	**$4,632,837**	**$4,657,826**	**$3,843,186**

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$671,236	$586,989	$600,257	$650,093	$543,268
Operating Expenses	867,335	1,344,689	1,345,549	1,248,621	1,661,478
Capital Outlay	318,471	513,997	635,610	689,517	1,562,589
Transfers	70,000	60,000	60,000	60,000	60,000
Total	**$1,927,042**	**$2,505,675**	**$2,641,416**	**$2,648,231**	**$3,827,335**

SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
72-3745	Sewer Fund (*misc. revenue72-3820,3821,3840)*	$2,383,329	$2,580,623	$2,359,569	$2,391,373	$2,621,443
	Interest Income:	20,306	9,975	0		
72-3500	Water Fund & Grant Fund loan repayment	-	$0	$75,000	$75,000	$125,000
	Total	**$2,403,635**	**$2,590,598**	**$2,434,569**	**$2,466,373**	**$2,746,443**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Sewer Maintenance				**72-360**
4100	**PERSONNEL SERVICES**			**$543,268**
4101	**Personnel Costs:**			
	Public Works		$457,915	
	Inspector Duty Pay, $6 per hour			
	Stand By Pay (Shared with 01-311)			
	Special Project Pay - none planned for FY 13-14			
	Finance		$64,892	
4103	**Part time wages:**		$5,461	
	Clerk Part Time			
4105	**Overtime**		$15,000	
4200	**OPERATING EXPENSES**			**$1,661,478**
4210	**Utilities:**		$4,660	
	(25% for Public Works Operation Center)			
	Edison	$3,260		
	Gas Company	$1,400		
4220	**Telephone:**		$990	
	Cellphone for Stand By			
4250	**Rents and Leases:**			
	Equipmental rental in case of sewer vacuum truck breakdown		$850	
4260	**Contractual Services**		$1,133,701	
	Composite wastewater sample and outflow measure performed as annual contract service; results are used as comparison to L.A. City charges. Current vendor is ADS Environmental.	$11,472		
	L.A. City Amalgmated System Sewage System Charge (ASSSC): Operation/Maintenance (O/M) portion. Paid bimonthly. Includes prior payments due for FY 12-13.	$923,877		
	National Pollution Discharge Ellimination System (NPDES) Program annual contract services: monitor and catalog storm drain materials; perform inspections; prepare reports. Program costs are shared between Funds 72 and 73.	$17,000		
	State Water Resources Control Board (SWRCB) Fees	$5,400		
	Sewer Management Plan (Phase 2) with citywide video survey inspection.	$124,439		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Sewer Maintenance				**72-360**
	Video inspection of sewer lines as required for repair response to blockages. Typical crew cost is $175 per hour or $0.70 per linear foot with 2,000 foot minimum	$1,500		
	Sewer overflow response and cleanup. Average of 3 incidents per year at $2,800 each	$8,400		
	Pesticide spraying at 809 sewer manholes scheduled every 2 years. Service last completed May 2012. Scheduled spraying needed in 2014.	$16,000		
	Anti-root foaming at trouble spots, approx. 3,350 linear feet each year.	$5,360		
	Anti-root foaming preventative maintenance - main street easements and trouble spots, 10,983 linear ft every three years. Last done June 2011 at $1.59 per linear foot.	$13,753		
	Service clarifier tank at city yard, 2 visits at $1,750 each	$3,500		
	Disposal of hazardous waste per Environmental Protection Agency (EPA) Title 8, Article 109, sec 5192.	$3,000		
	(Waste is generated by City Yard or collected by Public Works crews during pickup of materials dumped on City properties and on public right of ways. Annual estimated FY 14 cost of $6,000 is shared between Sewer Maintenance Division (72-360) and Refuse / Environmental Division (73-350).			
	0450-Public Works Operations Center & City Yard:		$12,883	
	(50% of costs are charged to 70-381 + 72-360)			
	HVAC maint, $525 quarterly	$1,050		
	Alarm monitor, $45 monthly	$270		
	Fire extinguisher maintenance	$75		
	Automatic gate service maintenance	$63		
	Janitorial, $1325 monthly, labor & materials, 3 days per week service, 1 person crew + special clean ups + carpet & floor annual cleaning & spot cleaning (50% of total cost $16,100; $4,025 is charged to 70-381 + $4,025 charged to 72-360)	$4,025		
	Pest control, $75 quarterly	$75		
	Ice Machine preventive maintenance $125 quarterly	$125		
	Portable Toilet Rental (Cost shared w/funds 390 & 70)	$1,500		
	State Water Resources Control Board (SWRCB)	$5,700		
4270	**Professional Services:**		$7,500	

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Sewer Maintenance				**72-360**
	National Pollution Discharge Ellimination System (NPDES) Program annual contract services: report preparation, engineering consultation and outreach	$7,500		
4290	**Office Equipment Maintenance:**		$950	
	Annual copier lease & maintenance (Annual total = $2880, shared with Funds 70, 72, 73 and 01-390)	$720		
	Miscellaneous repair of computer & office equipment.	$230		
4300	**Department Supplies:**		$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		
4310	**Equipment and Supplies:**		$5,630	
	Uniform replacements & new issues; $320 per staff based on FTE assigned to 72-360 Division; jackets issued in FY 12, next issue FY 14	$1,580		
	Rain and safety gear, average of $450 per staff based on FTE assigned to 72-360 Division	$1,800		
	Service Volunteer gear issue, 5 @ $40	$200		
	Safety boots/shoes, 5 pairs @ $150 average	$750		
	Coveralls, 5 @ $60	$300		
	Safety equipment	$1,000		
0450-4300	**First Aid Supplies:**	$250	$500	
	Extra Maintenance Repairs:	$250		
4340	**Small Tools:**		$500	
4360	**Personnel Training:**		$2,250	
	Annual personnel training, sewer model training	$750		
	Ongoing confined space training	$500		
	Hazmat transportation- driver training	$500		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION				**DIVISION NO.**
Sewer Maintenance				**72-360**
	Annual pesticide training Department of Agriculture (DOA)	$500		
4400	**Vehicle Maintenance:**		$5,370	
	Purchase of safety tightings for vehicles	$1,500		
4402	**Fuel**	$3,870		
4430	**Activities & Programs:**		$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		
	Total Maximum Daily Load (TMDL) / National Pollution Discharge Ellimination System (NPDES) Program - outreach	$1,000		
4450	**Other Expense:**		$1,200	
	Environmental Protection Agency (EPA) permit to operate clarifier tank at Equipment Yard, $1,200 annual fee			
4480	**Cost Allocation**		$286,742	
4820	**Depreciation Expense:**		$141,252	
	Sewer Equipment			
	CAPITAL EXPENSES			**$143,000**
4500	**Capital Equipment:**			
	Edgesoft Maintenance - Service agreement cost FY 13/14 is $30,000. Public Works cost allocation= $10,000 split between 01-310 and Funds 72/73.		$3,000	
	Purchase new sewer jet trailer		$130,000	
	Storm Drain Blockers		10,000	
4600	**CAPITAL PROJECTS**			**$1,419,589**
4600	**Capital Projecs:**			
	1000-1100 Hollister: Sewer Line Replacement		$154,000	
	120 Macneil: Sewer Line Replacement		$62,500	
	Main Replacement (TBD)		$132,000	
	Main Replacement (TBD)		$132,000	
	L.A. City Amalgmated System Sewage System Charge (ASSSC): Capital Portion. Payed every two months: Includes prior payments due for FY 12-13		$709,089	
	Sewer Jet Replacement		$130,000	
	Sanitary Sewer Management Plan (SSMP) Implementation		$100,000	
4900	**TRANSFERS**			**$60,000**
4901	**Transfer to General Fund:**		$60,000	
	Sewer portion of rental of city land at Public Works Operation Center			
TOTAL				**$3,827,335**

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REFUSE FUND

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CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

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

NARRATIVE

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

The SRRE, mandated by State Assembly Bill 939, describes how the City planned to reduce the amount of solid waste land fill 25 percent by 1995, and 50 percent by the year 2000. Additionally, State Senate Bill 1066 mandated that jurisdictions maintain a 50% diversion rate after the year 2000 and continue to implement SRRE programs. The goal of the HHWE is to reduce the amount and toxicity of solid waste land fill. Residential sector SRRE programs, which coordinate residential refuse, yard clippings and recyclables collection, source reduction programs and public education, are provided through the Cal Recycle AB 939 compliance review for 2007-2011 has recently been finalized and has found that the city has met all its requirement towards helping to conserve natural resources, strengthen the State's economy and reduce greenhouse emissions as required per the Public Resources Code (PRC) Section 41825.

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

BALANCE SHEET	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Beginning Balance	$ (171,861)	$ (124,466)	$ (29,567)	$ (29,567)	$ 124,404
Revenue	1,125,037	1,122,709	1,109,954	1,114,122	1,120,623
Expenditures	1,077,642	1,027,810	1,049,742	960,151	1,095,363
Available Balance	**$ (124,466)**	**$ (29,567)**	**$ 30,645**	**$ 124,404**	**$ 149,664**
Accumulated Reserved Replacement	$ 4,032	$ 8,064	$ 12,096	$ 12,096	$ 16,128
Ending Balance	**$ (120,434)**	**$ (21,503)**	**$ 42,741**	**$ 136,500**	**$ 165,792**

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

APPROPRIATIONS	**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
Personnel Services	$ 110,319	$ 74,891	$ 16,087	$ 16,087	$ 61,708
Operating Expenses	967,324	952,919	1,030,655	945,096	1,030,655
Capital Outlay	-		-	-	-
Transfers	-	-	3,000	3,000	3,000
Total	**$ 1,077,642**	**$ 1,027,810**	**$ 1,049,742**	**$ 964,183**	**$ 1,095,363**

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION						**DIVISION NO.**
Refuse/Environmental						**73-350**
SOURCE OF FUNDS		**ACTUAL 2010-2011**	**ACTUAL 2011-2012**	**BUDGETED 2012-2013**	**ESTIMATED 2012-2013**	**PROPOSED 2013-2014**
73	Refuse Disposal Fund	1,125,037	1,122,709	1,109,954	1,114,122	1,120,623
	Total	**$ 1,125,037**	**$ 1,122,709**	**$ 1,109,954**	**$ 1,114,122**	**$ 1,120,623**

4100	**PERSONNEL SERVICES**			**$ 61,708**
4101	**Personel Costs:**		$ 38,479	
	Finance		$ 23,229	
4200	**OPERATING EXPENSES**			**$1,030,655**
4260	**Contractual Services:**		$876,355	
	Automated residential contract with Crown Disposal. Base service cost per month is $65,959 plus additional fees for added collections. Fy 2012-13 monthly average cost was $66,959.	$856,355		
	Disposal of hazardous waste per Environmental Protection Agency (EPA)Title 8, Article 109, sec 5192. (The waste is generated by City Yard or collected by Public Works crews during routine pickup of materials dumped on City properties and on public right of ways. Annual estimated FY 13 cost of $6,000 is shared between Sewer Maintenance Division (72-360) and Refuse / Environmental Division (73-350).)	$3,000		
	National Pollution Discharge Ellimination System (NPDES) Program annual contract services: monitor and catalog storm drain materials; perform inspections; report preparation. Program costs are shared between Funds 72 and 73	$17,000		
4270	**Professional Services:**		$3,500	
	NPDES Program annual contract services: report preparation, engineering consultation and outreach	$3,500		
4290	**Office Equipment Maintenance**		$1,120	
	Annual copier lease & maintenance (Annual total = $2880, shared with Funds 70, 72, 73 and 01-390)	$720		
	Miscellaneous repair of computer & office equipment.	$400		
4300	**Department Supplies:**		$6,500	
	Office Supplies for Public Works	$500		
	Utility billing forms & misc. supplies	$6,000		

CITY OF SAN FERNANDO
PROPOSED BUDGET
FY 2013-2014

DIVISION			**DIVISION NO.**
Refuse/Environmental			**73-350**
4310	**Equipment and Supplies:** Uniform replacements & new issues; $320 per staff based on FTE assigned to 73-350 Division; jackets issued in FY 10, next issue FY 12 — $384 Rain and safety gear, average of $450 per staff based on FTE assigned to 73-350 Division — $540 Service volunteer gear issue, 4 @ $40 — $160 Safety shoes, 3 pairs @ $150 — $450 Coveralls, 3 @ $60 — $180	$1,714	
4320	**Department Equipment Maintenance:** Safety Equipment	$400	
4370	**Meetings & Memberships:** Municipal Management Association of Southern California (MMASC) meetings	$400	
4390	**Vehicle Allowance & Mileage for seminar**	$200	
4400	**Vehicle Maintenance: Guzzler and Backhoe Repairs**	$1,325	
4402	**Fuel**	$1,259	
4455	**Bad Debts Expense**	$500	
4480	**Cost Allocation:**	$133,350	
4820	**Depreciation Expense:** Machinery & Equipment	$4,032	
4500	**CAPITAL EQUIPMENT**		**$3,000**
4500	**Capital Equipment:** Edgesoft Maintenance Total cost of maintenance agreement FY 13/14 is $30,000. Public Works cost allocation = $10,000 split over 01-310 and funds 72/73.	$3,000	
TOTAL			**$1,095,363**