

FISCAL YEAR 2020-2021

DRAFT BUDGET



City of South Pasadena



City of South Pasadena
California



Proposed Budget
For the 2020-2021 Fiscal Year

Mayor
Robert Joe

Mayor Pro Tempore
Diana Mahmud

Councilmember
Michael A. Cacciotti

Councilmember
Richard D.
Schneider, M.D.

Councilmember
Marina Khubesrian, M.D.

City Clerk
Evelyn G. Zneimer

City Treasurer
Gary Pia

City Manager
Stephanie DeWolfe



MISSION STATEMENT

The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our small-town character.

CORE VALUES

not in priority order

The City of South Pasadena values. . .

- ♦ *Honesty and Integrity*
 - ♦ *Teamwork*
- ♦ *Outstanding customer service*
 - ♦ *Responsiveness*
- ♦ *Open and accessible government*
 - ♦ *Community participation*
 - ♦ *Fiscal responsibility*

THREE-YEAR GOALS

not in priority order

- 1. Develop and Implement strong fiscal policies to ensure a resilient financial future.***
- 2. Create and Implement a Strong Economic Development Strategy to Strengthen the Local Business Districts.***
- 3. Develop a Comprehensive Emergency Preparedness Plan to Ensure Public Safety through Active Response and Recovery Efforts.***
- 4. Enhance Community Stability through Investment in Infrastructure and Environmental Management Programs.***
- 5. Plan for Affordable Housing to Comply with State Mandates and Respond to Community Needs.***
- 6. Enhance Customer Service through Innovation to More Effectively Respond to Community Priorities.***

FY 2020/2021 Financial Policies

1. BALANCED BUDGET

We will strive to maintain a balanced operating budget for all governmental funds (all funds except the enterprise funds), with total on-going revenues equal to or greater than total on-going expenditure, so that at year end all these funds have a positive fund balance and the General Fund balance is maintained.

The Adopted FY 2020/2021 Budget includes a balanced operating budget for some of the funds.

Exceptions to this policy include:

- Fund 104 – Street Improvements Program Fund
- Fund 201 – MTA Pedestrian Improvements Fund
- Fund 215 – Street Light & Landscape District Fund
- Fund 226 – Mission Meridian Garage Fund
- Fund 232 – County Park Bond Fund
- Fund 248 – BTA Grants Fund
- Fund 249 – Golden Streets Grant Fund
- Fund 274 – Homeland Security Grant Fund

The Street Improvements Program Fund operational deficit is a result of transferring certain prior year capital projects originally budgeted in the General Fund. The MTA Pedestrian Improvements Fund deficit is due to expenses that remain unreimbursed pending the resolution of funding for the Hook Ramp Rogan project. The Street Light & Landscape District Fund deficit is a result of assessments remaining constant while costs continue to increase. The Mission Meridian Garage Fund does not have a significant revenue source at present, so it will continue to operate at a deficit. The operational deficits in the County Park Bond Fund, BTA Grants Fund, Golden Streets Grant Fund, and the Homeland Security Grant Fund result from expenses that will be reimbursed by grants.

2. APPROPRIATIONS AND BUDGETARY CONTROL

The City Council holds public hearings and adopts the City’s annual budget and may modify appropriations with majority approval. Increases in appropriations at the fund level during the year must be submitted by the City’s departments for City Council review and approval. The legal level of expenditures is controlled at the fund level, and appropriations lapse at the end of each fiscal year unless encumbered for re-appropriation by the City Council in the following fiscal year. Department heads may, without Council approval, amend individual line items within any fund in the maintenance and operations portions of the budget without increasing total appropriations for that division. The City Manager may, without Council approval, amend individual line items within any fund, and between divisions and programs, in the personnel costs, maintenance and operations, capital outlay and capital projects portions of the budget without increasing total appropriations for that fund.

This policy has been met.

3. ENTERPRISE FUND

We will require that our water, sewer, and golf course funds be self-supporting.

The sewer fund was recognized as an enterprise fund starting in FY 2009/10, with the requirement of self-supporting funding. Water and sewer rate increases will assure that revenues exceed operating expenditures, including debt service. Budgeted water capital projects will be paid from a \$37.8 million 2016 Water Bond issuance. Bond debt service will be paid out of water revenues. Sewer revenues along with a revolving loan from the State will pay for sewer capital improvements. In FY 2012/13, the General Fund advanced the Sewer Fund \$750,000 in order to fund the construction of the Arroyo Drive, Marengo Ave, Meridian Ave, and Huntington Drive Sewer Improvement Project.

The Water Fund will maintain a reserve equal to 30% of revenues.

4. GENERAL FUND RESERVE

We will strive to attain a General Fund undesignated fund balance equal to 30% of General Fund revenues at year end.

5. GENERAL FUND DESIGNATED RESERVE

The total designated reserves have been established for FY 2020/2021 is as follows:

- Arroyo Golf Course; \$600,000
- Legal Reserve; \$500,000
- Maint. Yard/ Community Center; \$317, 130
- Library Expansion; \$200,000
- Renewable Energy Source Reserve; \$700,000
- Retiree Pension Reserve; \$500,000
- Retiree Medical Reserve; \$500,000
- Community Garden/ Open Space Purchases; \$392,000
- Stormwater; \$600,000
- Financial Sustainability Reserve; \$900,000
- Slater Reimbursement Reserve; \$345,876

6. INFRASTRUCTURE

We will maintain a long-range fiscal perspective through the use of a Capital Improvement Program to maintain the quality of City infrastructure, including streets, sidewalks, sewers, drains, lighting, buildings, parks, and trees.

Beginning FY 2013/14, the City has been committing a minimum of \$2,000,000 per year towards street improvements. This year the City is considering reducing that amount to have the most flexibility in maintaining a balanced budget throughout the year.

7. ACCOUNTING AND REPORTING STANDARDS

We will comply with all requirements of generally accepted accounting principles. We will prepare a Comprehensive Annual Financial Report (CAFR) to demonstrate that compliance.

The City is finalizing the FY 2018/2019 CAFR and will present at the July 1, 2020 City Council meeting.

8. RISK MANAGEMENT

We will identify and quantify all areas of financial and operating risk, and prepare contingencies for those risks, including legal liabilities, infrastructure maintenance, emergency response, and contract and employee obligations. We will work with our Retirement system and Insurance Pool to seek full coverage of actuarially projected needs.

Current insurance costs are fully funded with a retention of \$100,000 for general liability, and \$125,000 for workers' compensation. Funding on a pay-as-you-go basis for leave liabilities, claims and judgments, and retiree health insurance costs remains the City's practice. In accordance with GASB 45, a third-party actuarial valuation of the City's liability for annual retiree medical costs has been completed every two years since FY 2008/09. The City's benefit structure was modified, reducing the unfunded retiree medical liability from \$22 million as of the 1/1/11 valuation to \$12 million as of the 1/1/13 valuation. However, due to the now required inclusion of the cost of the implied subsidy that results from retirees participating at the same rates as active employees, the liability increased to \$16.7 million as of 1/1/15.

9. DEBT AND INVESTMENTS

We will consider the use of debt when the cost of debt is lower than the City's investment return, and when operating revenues are available to pay the debt. We will maximize the investment return on City Cash balances within the higher concerns of safety and liquidity.

In FY 2020/2021 staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams.

10. CONTROL OF FINANCIAL ASSETS

All financial assets will be under the direct authority of the City Treasurer and Finance Director.

This policy has been met.

11. FINANCIAL MANAGEMENT

We will seek to realize the maximum use of all tax dollars to public benefit.

This policy has been met.

FY 2020/21 Fund Balance

| Fund | Description | 06/30/20 Fund Balance | Year-End Revenues | Year-End Expenditures | Revenues Minus Expenses | 06/30/21 Year End Fund Balance |
|------|---------------------------------------|-----------------------------|----------------------|--------------------------|----------------------------|--------------------------------------|
| 101 | General Fund | | | | | |
| | Revenues & Expenditures | | | | | |
| | Operating | | 27,750,141 | 25,665,551 | 2,084,589 | |
| | Capital | | | - | - | |
| | Transfers/Interfund Loans | | - | 1,114,015 | (1,114,015) | |
| | Reserves | | | | | |
| | Undesignated | 6,673,794 | | | - | 7,644,368 |
| | Arroyo Golf Course / Bike Trail | 600,000 | | | - | 600,000 |
| | Legal Reserve | 500,000 | | | - | 500,000 |
| | Maint. Yard / Comm. Ctr | 317,130 | | | - | 317,130 |
| | Library Expansion | 200,000 | | | - | 200,000 |
| | Renewable Energy Sources Reserve | 700,000 | | | - | 700,000 |
| | Retiree Pension Reserve | 500,000 | | | - | 500,000 |
| | Retiree Medical Reserve | 500,000 | | | - | 500,000 |
| | Community Garden/Open Space Purchases | 392,000 | | | - | 392,000 |
| | Storm Water | 600,000 | | 600,000 | (600,000) | - |
| | Financial Sustainability Reserve | 900,000 | | | - | 900,000 |
| | Slater Reimbursement Reserve | 568,850 | | 222,974 | (222,974) | 345,876 |
| | Vehicle Replacement Reserve | 100,000 | | - | - | 100,000 |
| 101 | General Fund Total | \$ 12,551,774 | \$ 27,750,141 | \$ 27,602,540 | \$ 147,600 | \$ 12,699,374 |
| 103 | Insurance Fund | 605,000 | 300,000 | 95,000 | 205,000 | 810,000 |
| 104 | Street Improvements Program | (341,000) | - | - | - | (341,000) |
| 105 | Facilities & Equip. Replacement | 1,693 | 1,000 | - | 1,000 | 2,693 |
| 201 | MTA Pedestrian Improvement | (29,951) | - | - | - | (29,951) |
| 205 | Prop "A" | 462,664 | 566,185 | 372,966 | 193,219 | 655,883 |
| 207 | Prop "C" | 577,879 | 507,748 | 190,463 | 317,285 | 895,164 |
| 208 | TEA/Metro | 12,517 | 6,412 | - | 6,412 | 18,929 |
| 210 | Sewer | 4,632,411 | 1,865,000 | 724,359 | 1,140,641 | 5,773,052 |
| 211 | CTC Traffic Improvement | 91 | - | - | - | 91 |
| 215 | Street Light & Landscape | (346,307) | 889,837 | 1,039,541 | (149,704) | (496,011) |
| 217 | Public, Educ. & Gov't. Fund | 178,273 | 19,825 | - | 19,825 | 198,098 |
| 218 | Clean Air Act | 161,522 | 34,939 | 15,000 | 19,939 | 181,461 |
| 220 | Business Improvement Tax | 186,130 | 72,500 | 109,000 | (36,500) | 149,630 |
| 226 | Mission Meridian Public Garage | (429,913) | - | 15,000 | (15,000) | (444,913) |
| 228 | Housing Authority | 84,847 | 22,676 | - | 22,676 | 107,523 |
| 230 | State Gas Tax | 139,637 | 669,062 | 635,122 | 33,940 | 173,577 |
| 232 | County Park Bond | 421,069 | 2,500 | 63,500 | (61,000) | 360,069 |
| 233 | Measure R | 35,460 | 354,175 | - | 354,175 | 389,635 |
| 236 | Measure M | 34,442 | 397,024 | - | 397,024 | 431,466 |
| 237 | Road Maint. & Rehab. Acct. | (36,256) | 502,685 | - | 502,685 | 466,429 |
| 239 | Measure W | 5,770 | - | 153,576 | (153,576) | (147,806) |
| 240 | Measure M MSP | - | - | - | - | - |
| 245 | Bike & Pedestrian Paths | 18,126 | - | - | - | 18,126 |
| 248 | BTA Grants | (44,207) | - | - | - | (44,207) |
| 249 | Golden Streets Grant | (351,065) | - | - | - | (351,065) |
| 255 | Capital Growth | 431,060 | 55,000 | - | 55,000 | 486,060 |
| 260 | CDBG | 121,246 | 261,565 | 41,315 | 220,250 | 341,496 |
| 272 | Police Grants - State (COPS) | 160,599 | 102,500 | - | 102,500 | 263,099 |
| 274 | Homeland Security Grant | (9,167) | - | - | - | (9,167) |
| 275 | Park Impact Fees | 435,586 | 166,000 | 100,000 | 66,000 | 501,586 |
| 277 | HSIP Grant | (927) | - | - | - | (927) |
| 295 | Arroyo Seco Golf Course | 1,017,872 | 1,355,410 | 1,139,824 | 215,586 | 1,233,458 |
| 310 | Sewer Capital Projects | 154,500 | 2,500 | - | 2,500 | 157,000 |
| 327 | 2000 Tax Allocation Bonds | (769,103) | - | - | - | (769,103) |
| 500 | Water | 1,381,725 | 9,526,000 | 5,257,836 | 4,268,164 | 5,649,889 |
| 503 | Water Efficiency Fund | (239,935) | 200,000 | 276,096 | (76,096) | (316,031) |
| 505 | 2016 Water Revenue Bonds | (2,500) | - | - | - | (2,500) |
| 510 | Water & Sewer Impact Fees | 270,000 | 253,000 | - | 253,000 | 523,000 |
| 550 | Public Financing Authority | 3,653 | - | - | - | 3,653 |
| 927 | Redev. Obligations Trust Fund | - | 194,500 | 194,500 | - | - |
| | | 21,485,215 | 46,078,933 | 38,025,639 | 8,053,295 | 29,538,509 |
| 227 | Successor Agency to CRA | 262,378 | 194,500 | 194,500 | - | 262,378 |
| | Successor Agency Total | 262,378 | 194,500 | 194,500 | - | 262,378 |
| | TOTAL CITY & CRA | 21,747,593 | 46,273,433 | 38,220,139 | 8,053,295 | 29,800,887 |

Revenue Detail

| Acct | Account Title | Actual | Actual | Actual | Adopted | Estimated | Proposed |
|--|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 4000-000 | Property Tax - Current Secured | 9,757,452 | 10,441,153 | 10,934,441 | 11,352,300 | 11,300,000 | 11,125,254 |
| 4010-000 | Property Tax - Unsecured | 375,920 | 391,659 | 409,408 | 426,891 | 400,000 | 320,000 |
| 4020-000 | Property Tax - Prior Years | (14,953) | (18,677) | (43,733) | (34,265) | (25,395) | 26,349 |
| 4030-000 | Property Tax - Int & Pen | 34,608 | 32,396 | 28,955 | 35,222 | 36,507 | 22,737 |
| 4040-000 | Highway Rental | 126,236 | 123,316 | 114,707 | 127,179 | 117,783 | 117,783 |
| 4050-000 | Homeowners Exemption | 63,495 | 63,087 | 62,175 | 63,628 | 60,796 | 60,000 |
| 4060-000 | Supplemental - Sec/Unsec | 269,974 | 308,827 | 282,904 | 335,776 | 335,776 | 153,430 |
| 5002-000 | Motor Vehicle In Lieu Adj. | 2,624,200 | 2,794,082 | 2,981,222 | 3,107,304 | 3,145,590 | 3,000,000 |
| Property Tax | | 13,236,932 | 14,135,844 | 14,770,080 | 15,414,035 | 15,371,057 | 14,825,553 |
| 4150-000 | Library Special Tax | 309,886 | 317,141 | 326,038 | 326,729 | 337,490 | 300,000 |
| Assessments & Special Taxes | | 309,886 | 317,141 | 326,038 | 326,729 | 337,490 | 300,000 |
| 4200-000 | Sales & Use Tax | 2,173,347 | 2,175,728 | 1,868,563 | 2,130,802 | 1,830,802 | 2,829,600 |
| 4200-001 | Sales Tax "In Lieu" | - | - | - | - | - | - |
| 4201-000 | PSAF - Prop 172 Sales Tax | 283,319 | 325,535 | 287,758 | 300,000 | 160,128 | 275,000 |
| Sales Tax | | 2,456,666 | 2,501,264 | 2,156,321 | 2,430,802 | 1,990,930 | 3,104,600 |
| 4230-001 | Utility Tax - Water | 609,009 | 669,561 | 663,349 | 650,000 | 687,254 | 650,000 |
| 4230-002 | Utility Tax - Electric | 1,244,417 | 1,283,120 | 1,179,074 | 1,315,000 | 1,381,772 | 1,315,000 |
| 4230-003 | Utility Tax - Gas | 401,278 | 351,564 | 496,814 | 385,000 | 428,562 | 452,105 |
| 4230-004 | Utility Tax - Telephone | 776,352 | 781,524 | 649,905 | 785,000 | 644,824 | 650,000 |
| 4230-006 | Utility Tax - Cable | 350,892 | 259,813 | 230,504 | 350,000 | 165,915 | 150,000 |
| 4230-008 | Add'l 1% UUT - Salaries | - | - | - | - | - | - |
| 4230-009 | Add'l 2% UUT - Infrastructure | - | - | - | - | - | - |
| Utility Users Tax | | 3,381,948 | 3,345,582 | 3,219,645 | 3,485,000 | 3,308,327 | 3,217,105 |
| 4210-001 | Franchise - Refuse | 420,498 | 443,975 | 514,724 | 450,000 | 532,228 | 450,000 |
| 4210-002 | Franchise - Cable TV | 259,910 | 194,311 | 290,940 | 250,000 | 249,445 | 250,000 |
| 4210-003 | Franchise - Electric | 90,840 | 97,964 | 150,085 | 100,000 | 80,734 | 100,000 |
| 4210-004 | Franchise - Gas | 47,476 | 48,486 | 46,659 | 50,000 | 53,149 | 52,000 |
| 4220-000 | Real Property Transfer | 200,483 | 166,460 | 171,797 | 198,900 | 148,958 | 150,000 |
| Other Taxes | | 1,019,207 | 951,196 | 1,174,205 | 1,048,900 | 1,064,514 | 1,002,000 |
| 4400-000 | Business License | 393,578 | 379,911 | 391,461 | 400,000 | 300,000 | 300,000 |
| 4405-000 | Business License SB1186 Fee | 1,894 | 6,262 | 10,112 | 8,000 | 9,820 | 7,500 |
| 4420-000 | Bus Lic Penalties & Trans | 19,016 | 9,816 | 8,192 | 15,000 | 19,291 | 15,000 |
| 4430-000 | Animal Licenses | - | - | - | - | - | - |
| 4440-000 | Tobacco Retail Permit | 1,080 | 840 | 600 | 900 | 480 | 480 |
| 4460-000 | Parking Permits | 441,935 | 7 | 352,207 | 440,000 | 334,531 | 350,000 |
| 4445-000 | Filming Permits | 96,840 | 83,211 | 75,300 | 100,000 | 67,487 | 60,000 |
| 4465-001 | Fire Permits | 4,845 | 5,301 | 4,941 | 4,000 | 2,905 | 3,000 |
| 4470-001 | Grading Permits | - | - | - | - | 362 | 300 |
| 4470-002 | Street / Curb Permits | 87,160 | 45,560 | 33,190 | 45,000 | 30,360 | 35,000 |
| 4470-004 | Street Closure Permits | 2,164 | 5,226 | 4,271 | 3,000 | 5,476 | 3,000 |
| 4470-005 | Newsrack Permits | - | 125 | 836 | - | 573 | 500 |
| 4480-000 | FOG Wastewater Permit | 7,845 | 5,445 | 11,450 | 8,000 | 6,758 | 7,000 |
| Licenses & Permits | | 1,056,357 | 541,704 | 892,560 | 1,023,900 | 778,043 | 781,780 |
| 4600-000 | Vehicle Code Fines | 70,174 | 80,785 | 66,759 | 70,000 | 59,829 | 55,000 |
| 4610-000 | Parking Citations | 309,492 | 291,191 | 262,525 | 300,000 | 194,600 | 200,000 |
| 4620-000 | Other Court Fines | 18,072 | 16,085 | 10,353 | 12,700 | 9,547 | 10,000 |
| Fines & Forfeitures | | 397,738 | 388,061 | 339,636 | 382,700 | 263,976 | 265,000 |

| | | | | | | | |
|---|------------------------------------|----------------|----------------|------------------|----------------|------------------|----------------|
| 4800-000 | Interest Income | 162,400 | 89,594 | 284,778 | 130,000 | 106,333 | 125,000 |
| 4802-000 | Gain / Loss on Investments | 3,216 | (445) | 10,702 | - | - | - |
| 4805-000 | Unrealized Gain / Loss | (120,484) | (8,111) | 202,872 | - | - | - |
| 4815-000 | Chamber Farmers Mkt Cap Impr | 4,184 | - | 3,646 | 3,800 | 2,250 | 3,000 |
| 4820-000 | Rental - Stables | 54,217 | 53,278 | 81,907 | 53,000 | 87,778 | 85,000 |
| 4825-000 | Rental - Tennis | 68,560 | 77,913 | 81,900 | 84,000 | 56,700 | 75,600 |
| 4830-000 | Rental - Golf Course | - | - | - | - | - | - |
| 4830-001 | Rental - Cellular Site | - | - | - | - | - | - |
| 4830-002 | Rental - Cell Phone Site | 41,404 | 53,658 | 34,665 | 44,000 | 44,536 | 37,400 |
| 4830-003 | Rental - Cell Site - AT&T | 30,830 | 30,240 | 23,038 | 36,000 | 35,405 | 30,600 |
| 4830-004 | Cell Phone - CW/Bilicke | 36,043 | 37,124 | 38,474 | 42,000 | 39,813 | 35,700 |
| 4830-005 | Cell Phone - Verizon - San Pascual | 26,976 | 27,785 | 28,619 | 29,000 | 29,042 | 24,650 |
| 4830-006 | Cell Phone - Cingular OG | 30,085 | 33,029 | 44,560 | 35,000 | 36,538 | 29,750 |
| 4830-009 | Cell Phone - Cingular ASP | 38,107 | 35,187 | 38,386 | 39,000 | 38,386 | 33,150 |
| 4830-010 | Cell Phone - Verizon - MH | 22,322 | 22,992 | 21,718 | 24,000 | 24,392 | 20,400 |
| 4835-000 | Rental - TWC | - | - | - | - | - | - |
| 4840-000 | Rental - War Memorial Building | 55,270 | 46,527 | 50,765 | 45,000 | 23,446 | 10,000 |
| 4850-000 | Rental - Eddie Park | 4,347 | 2,811 | 4,676 | 3,600 | 1,751 | 1,500 |
| 4860-000 | Rental - Library Comm Room | 14,055 | 16,330 | 14,863 | 15,000 | 10,643 | 5,000 |
| 4870-000 | Rental - Racquet Ball Ctr | - | 585 | - | - | - | - |
| 4885-000 | Rental - Sr Citizen Ctr | 1,635 | 2,665 | 1,900 | 4,000 | 2,616 | 2,000 |
| 4890-000 | Rental - Farmer's Market | 10,801 | 10,564 | 16,456 | 10,000 | 5,625 | 5,000 |
| 4891-000 | Rental - Orange Grove | 4,985 | 10,312 | 4,644 | 3,000 | 2,861 | 1,000 |
| 4892-000 | Rental - Misc | 31,290 | 23,765 | 30,516 | 30,000 | 36,454 | 10,000 |
| 4893-000 | Rental - Batting Cages | 15,488 | 8,382 | 13,061 | 12,000 | 7,326 | 5,000 |
| 4894-000 | Rental - Youth House | 6,018 | 4,823 | 4,190 | 5,350 | 1,580 | 1,500 |
| Use of Money & Property | | 541,749 | 579,006 | 1,036,335 | 647,750 | 593,475 | 541,250 |
| 5000-000 | Motor Vehicle In Lieu | 11,660 | 13,682 | - | 12,000 | - | - |
| 5400-000 | Sale of Property | 16,745 | 5,481 | 856 | 6,000 | - | - |
| 5020-000 | State Reimb - Police Training | 4,631 | 12,673 | 8,570 | 8,000 | 15,882 | 13,000 |
| 5030-000 | State Mandated Cost | 80 | 115 | 62 | 100 | - | - |
| 5035-001 | State Grant - Direct Loan | - | - | - | - | - | - |
| 5071-003 | Miscellaneous Grants | 60,014 | - | 263,258 | - | 500 | 500 |
| 5071-005 | Non-Federal Grants - Pub. Works | - | (39,951) | 548,876 | - | - | - |
| 5073-001 | Grants-Police | - | 11,982 | 23,739 | 32,000 | 19,829 | 20,000 |
| 5073-002 | Grants-Fire | - | - | - | - | - | - |
| 5073-003 | Grants-Planning | - | - | - | - | - | - |
| 5077-003 | Metro Gold Line Authority | - | 3,011 | - | - | - | - |
| Revenue From Other Agencies | | 93,130 | 6,993 | 845,361 | 58,100 | 36,211 | 33,500 |
| 5150-001 | Business License App Fee | 18,393 | 28,015 | 17,783 | 15,000 | 28,577 | 15,000 |
| 5150-002 | Non Sufficient Fund Chg | 297 | 378 | 340 | 300 | 300 | 300 |
| Current Services-Finance | | 18,690 | 28,393 | 18,123 | 15,300 | 28,877 | 15,300 |
| 5200-001 | Community Development Misc Fee | 305 | 3,160 | 7,647 | 5,000 | 21,082 | 20,000 |
| 5200-002 | Planning Fees | 93,555 | 165,516 | 126,542 | 150,000 | 212,993 | 150,000 |
| 5200-003 | Plan Check | 261,258 | 252,652 | 300,717 | 265,000 | 378,576 | 265,000 |
| 5200-004 | Building Permits | 407,549 | 461,992 | 420,639 | 420,000 | 494,940 | 425,000 |
| 5200-006 | Code Reinspection Fee | - | - | - | - | - | - |
| 5200-007 | Administrative Citations | 400 | 1,300 | 700 | 1,200 | 1,200 | 1,200 |
| Current Services-Planning & Building | | 763,067 | 884,620 | 856,245 | 841,200 | 1,108,791 | 861,200 |

| | | | | | | | |
|--|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 5220-001 | Engineering Fees - Misc | 101,789 | 107,456 | 81,445 | 90,000 | 123,368 | 120,000 |
| 5220-002 | Engineering Plan Check | 2,320 | 1,120 | 700 | 1,000 | 2,786 | 2,500 |
| 5221-000 | Public Works Plan Check Fees | - | - | - | - | - | - |
| 5222-000 | AB939 Surcharge | - | - | - | - | - | - |
| 5223-000 | NPDES | 134,313 | 108,229 | 136,577 | 100,000 | 141,336 | 140,000 |
| 5224-000 | Public Works - Filming | - | - | - | - | 1,593 | - |
| Current Services-Public Works | | 238,422 | 216,805 | 218,723 | 191,000 | 269,084 | 262,500 |
| 5230-001 | Police Special Svcs | 8,656 | 2,270 | 4,036 | 4,500 | 9,343 | 5,000 |
| 5230-004 | Vehicle Impound Fees | 23,210 | 25,055 | 34,428 | 25,000 | 26,747 | 25,000 |
| 5230-005 | Police Svcs - Filming | 229,127 | 242,810 | 190,960 | 210,000 | 141,820 | 150,000 |
| 5230-006 | Patch Sales | - | - | - | - | - | - |
| 5280-001 | Animal Control Fees | 1,043 | 749 | 893 | 800 | 907 | - |
| Current Services-Police | | 262,036 | 270,883 | 230,317 | 240,300 | 178,816 | 180,000 |
| 5255-000 | Passport Services | 9,059 | 19,175 | 15,387 | 20,000 | 13,625 | 10,000 |
| Current Services-Clerk | | 9,059 | 19,175 | 15,387 | 20,000 | 13,625 | 10,000 |
| 5260-002 | Library Fines | 58,700 | 54,258 | 48,868 | 45,000 | 26,137 | 25,000 |
| 5260-003 | Library Replacements | 4,046 | 4,321 | 3,609 | 4,000 | 2,667 | 2,000 |
| Current Services-Library | | 62,746 | 58,579 | 52,477 | 49,000 | 28,804 | 27,000 |
| 5265-002 | Sr. Citizens Classes | 23,964 | 21,392 | 20,483 | 28,000 | 16,655 | 15,000 |
| 5265-003 | Sr. Citizens Membership | 9,456 | 8,658 | 10,430 | 10,000 | 8,225 | 7,000 |
| 5265-004 | Sr. Citizens Bus Trips | 6,849 | 5,660 | 3,694 | 5,750 | 2,225 | 1,000 |
| 5265-005 | Snr. Citizens Center Programs | 2,438 | 3,680 | 2,150 | 3,700 | 1,104 | 1,000 |
| 5265-006 | Bingo - Coffee - Med. I.D. | 1,258 | 1,285 | 1,163 | 1,500 | 859 | 750 |
| 5270-001 | Camp Med Fees | 363,806 | 409,932 | 392,712 | 461,600 | 202,945 | 200,000 |
| 5270-002 | Recreation Classes | 165,901 | 197,722 | 168,097 | 200,000 | 93,183 | 90,000 |
| 5270-003 | Special Events | 11,067 | 12,417 | 10,435 | 13,900 | 10,312 | 10,000 |
| 5270-004 | MTA Bus Pass - General | - | 2,279 | - | - | - | - |
| 5270-005 | Park/Field Reservations | 63,128 | 64,778 | 60,680 | 65,000 | 19,087 | 20,000 |
| 5270-007 | Adult Sports | 150 | - | - | - | - | - |
| 5270-008 | Concerts in the Park | 10,301 | 14,550 | 8,000 | 14,000 | - | - |
| 5270-009 | War Memorial Kitchen | 2,400 | 3,300 | 3,075 | 3,500 | 2,200 | 2,000 |
| Current Services-Community Services | | 660,718 | 745,653 | 680,920 | 806,950 | 356,796 | 346,750 |
| 5289-001 | Fire Dept - Filming | 154,683 | 160,645 | 111,685 | 140,000 | 81,200 | 80,000 |
| 5289-002 | Fire Dept - Plan Check | 14,898 | 18,192 | 55,018 | 35,000 | 41,765 | 40,000 |
| 5289-003 | Hazmat Fees | - | - | - | - | - | - |
| 5289-004 | Fire Alarm Fees | - | - | - | - | - | - |
| 5289-006 | Fire Dept - Fire Suppression | - | - | - | - | - | - |
| 5289-007 | Fire Dept - Inspection | - | - | - | - | 35,112 | 35,000 |
| 5290-001 | Paramedic Fees | 535,971 | 560,570 | 609,334 | 525,000 | 525,000 | 525,000 |
| 5290-002 | Dispatch Recovery Fee | - | - | - | - | - | - |
| 5295-000 | Paramedic Medical Supplies | - | - | - | - | - | - |
| 5300-000 | Paramedic Subscriptions | 19,100 | 19,595 | 18,770 | 20,000 | 27,400 | 27,500 |
| 5302-000 | Fire Command Reimbursements | 174,591 | 14,246 | 142,129 | 130,000 | 98,017 | 100,000 |
| 5305-001 | Fire Miscellaneous | - | 118,203 | 73,214 | - | - | - |
| Current-Services-Fire | | 899,243 | 891,451 | 1,010,150 | 850,000 | 808,494 | 807,500 |
| Current-Services-ALL | | 2,913,981 | 3,115,558 | 3,082,342 | 3,013,750 | 2,793,287 | 2,510,250 |
| 5420-000 | Workers Comp Reimb | 34,996 | 35,297 | 37,479 | 35,000 | 31,633 | 31,633 |
| 5425-000 | Gen. Liability Insurance Reimb | 278,824 | 12,892 | 40,695 | 20,000 | 20,000 | - |
| 5430-000 | Damage to City Property | 6,817 | 92,634 | (18,123) | 90,000 | 2,047 | 2,047 |
| 5440-000 | Candidate Filing Fee | - | - | 100 | - | - | - |
| 5450-000 | Commissions | - | - | - | - | - | - |
| 5460-000 | Recycling Revenue | 119,810 | 74,083 | 39,234 | 70,000 | 11,443 | 11,443 |
| 5460-001 | Recycling Container | 2,626 | 7,155 | 19,309 | 7,000 | - | - |
| 5490-000 | Cash Over/Short Fin. | 0 | (1) | 54 | - | 50 | 50 |
| 5490-001 | Over/Short - Library | (0) | 4 | (2) | - | 1 | 1 |
| 5490-002 | Over/Short - Police | 96 | 101 | 28 | - | - | - |
| 5490-003 | Over/Short - Sr. Ctr & Rec | 1 | - | - | - | 41 | 41 |
| 5490-004 | Over Short - Senior Center | 4 | (8) | 1 | - | - | - |
| 5490-005 | Cash Over/Short - Clerk | - | - | - | - | - | - |
| 5490-006 | Cash Over/Short - Pub. Works | - | - | - | - | - | - |
| 5490-007 | Cash Over/Short - Fire | 1 | - | - | - | - | - |
| 5501-001 | Donations - Misc | 51 | 76 | 66 | - | - | - |
| 5501-003 | Donations - Senior Meals | 2,962 | 14,368 | 20,895 | 10,000 | 2,173 | 2,173 |
| 5501-005 | Donations - Library | - | 7,746 | - | - | - | - |
| 5505-000 | Miscellaneous | 41,357 | 32,407 | 103,442 | 50,000 | 22,810 | 22,810 |
| 5505-001 | Duplication Fees | 4,182 | 3,825 | 4,979 | 4,000 | 6,728 | 6,728 |
| 5510-000 | Credit Card Transaction Fee | - | - | - | - | 1,410 | 1,500 |
| 5530-000 | Rubbish Billing Fees | - | - | - | - | - | - |
| 5550-000 | Prior Year Adjustment | (26,522) | (307) | (80,798) | - | 7,292 | 7,292 |
| Other Revenue | | 465,205 | 280,271 | 167,360 | 286,000 | 105,628 | 85,719 |

| | | | | | | | | |
|--|---------------------------|-------------------|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| 5610-000 | Reimbursement-Sewer Fund | 69,022 | ▼ | - | 69,022 | 69,022 | 69,022 | 69,022 |
| 5620-000 | Reimbursement-LLD Fund | - | ▼ | - | - | - | - | - |
| 5630-000 | Reimbursement-CRA Fund | - | ▼ | - | - | - | - | - |
| 5640-000 | Reimbursement-Water Fund | 414,362 | ▼ | - | 414,362 | 414,362 | 414,362 | 414,362 |
| Reimbursements From Other Funds | | 483,384 | | - | 483,384 | 483,384 | 483,384 | 483,384 |
| 9911-000 | Transfers from Other Fund | - | ▼ | - | - | - | - | 600,000 |
| Transfers In | | - | | - | - | - | - | 600,000 |
| 101 - GENERAL FUND TOTAL | | 26,356,183 | | 26,162,620 | 28,493,267 | 28,601,050 | 27,126,323 | 27,750,141 |

General Fund Analysis

General Fund Analysis

| Revenue Category | Actual 2016/17 | Actual 2017/18 | Actual 2018/19 | Adopted 2019/20 | Estimated 2019/20 | Pre Covid -19 | Proposed 2020/21 |
|--------------------------------|-------------------|-------------------|-------------------|--------------------|----------------------|-------------------|---------------------|
| Property Taxes | 13,236,932 | 14,135,844 | 14,770,080 | 15,414,035 | 15,371,057 | 15,722,316 | 14,825,553 |
| Assessments & Special Taxes | 309,886 | 317,141 | 326,038 | 326,729 | 337,490 | 333,264 | 300,000 |
| Sales Taxes | 2,456,666 | 2,501,264 | 2,156,321 | 2,430,802 | 1,990,930 | 4,230,802 | 3,104,600 |
| Utility Users Taxes | 3,381,948 | 3,345,582 | 3,219,645 | 3,485,000 | 3,308,327 | 3,308,327 | 3,217,105 |
| Franchise Fees | 1,019,207 | 951,196 | 1,174,205 | 1,048,900 | 1,064,514 | 1,064,514 | 1,002,000 |
| License & Permits | 1,056,357 | 541,704 | 892,560 | 1,023,900 | 778,043 | 1,023,900 | 781,780 |
| Fines & Forfeitures | 397,738 | 388,061 | 339,636 | 382,700 | 263,976 | 382,700 | 265,000 |
| Use of Money & Property | 541,749 | 579,006 | 1,036,335 | 647,750 | 593,475 | 880,000 | 541,250 |
| Other Agencies | 93,130 | 6,993 | 845,361 | 58,100 | 36,211 | 58,100 | 33,500 |
| Current Services | 2,913,981 | 3,115,558 | 3,082,342 | 3,013,750 | 2,793,287 | 3,120,000 | 2,510,250 |
| All Other Revenues | 465,205 | 280,271 | 167,360 | 286,000 | 105,628 | 286,000 | 85,719 |
| Reimbursement From Other Funds | 483,384 | - | 483,384 | 483,384 | 483,384 | 483,384 | 800,000 |
| Total GF Revenues | 26,356,183 | 26,162,620 | 28,493,267 | 28,601,050 | 27,126,323 | 30,893,306 | 27,466,757 |

| Department/Program Exp | Actual 2016/17 | Actual 2017/18 | Estimated 2018/19 | Adopted 2019/20 | Estimated 2019/20 | Proposed 2020/21 |
|-------------------------------|-------------------|-------------------|----------------------|--------------------|----------------------|---------------------|
| City Council | 42,195 | 42,850 | 45,685 | 57,269 | 33,792 | 27,119 |
| Management Services | | | | | | |
| City Manager | 918,114 | 845,476 | 1,026,042 | 1,677,069 | 1,453,257 | 1,274,702 |
| City Clerk | 444,655 | 431,612 | 343,530 | 110,800 | 85,323 | 103,503 |
| Elections | 19,457 | 63,733 | 58,280 | 65,500 | 209,082 | 65,500 |
| Human Resources | 247,127 | 408,161 | 360,950 | 343,600 | 289,176 | 254,850 |
| Transportation Planning | 54,926 | 70,535 | 106,635 | - | - | - |
| Legal Services | 257,586 | 292,772 | 290,000 | 280,000 | 280,000 | 280,000 |
| Information Systems | 487,296 | 458,391 | 511,178 | 514,900 | 482,321 | 517,200 |
| Finance | | | | | | |
| Finance | 643,953 | 795,481 | 828,989 | 709,727 | 689,217 | 742,444 |
| City Treasurer | 9,380 | 9,250 | 9,250 | 9,250 | 9,250 | 9,250 |
| Non-Dept./Overhead | 947,865 | 961,054 | 912,727 | 944,111 | 1,122,072 | 1,178,861 |
| Police | 8,419,495 | 8,408,728 | 8,316,642 | 9,327,012 | 9,328,208 | 9,729,305 |
| Fire | | | | | | |
| Fire | 5,031,694 | 4,720,830 | 4,756,672 | 5,139,650 | 4,807,956 | 5,261,347 |
| Emergency Services | 23,505 | 104,400 | 171,398 | 35,000 | 41,520 | 40,000 |
| Public Works | | | | | | |
| Administration & Engineering | 372,784 | 419,153 | 676,789 | 613,565 | 584,807 | 602,550 |
| Environmental Services | 210,595 | 207,645 | 44,976 | - | - | - |
| Park Maintenance | 414,864 | 493,446 | 553,669 | 631,921 | 559,083 | 628,572 |
| Facilities Maintenance | 683,017 | 705,483 | 747,702 | 895,092 | 774,719 | 891,189 |
| Planning & Building | 1,158,096 | 1,033,506 | 958,291 | 2,195,278 | 2,113,034 | 1,801,069 |
| Library | 1,525,469 | 1,736,821 | 1,486,426 | 1,874,490 | 1,488,625 | 1,661,706 |
| Community Services | | | | | | |
| Senior Services | 291,590 | 309,118 | 294,356 | 353,509 | 317,344 | 362,395 |
| Community Services | 285,448 | 192,458 | 181,852 | 220,112 | 174,503 | 217,125 |
| Recreation and Youth Services | 679,960 | 827,801 | 734,993 | 858,399 | 768,300 | 601,864 |
| Capital Projects | 483,614 | 1,307,345 | 542,631 | - | - | - |
| Misc/Transfers Out | 5,473,409 | - | - | 1,910,597 | 1,148,717 | 1,114,015 |
| Total GF Expenditures | 29,126,094 | 24,846,047 | 23,959,663 | 28,766,851 | 26,760,306 | 27,364,566 |

CITY COUNCIL Department Summary

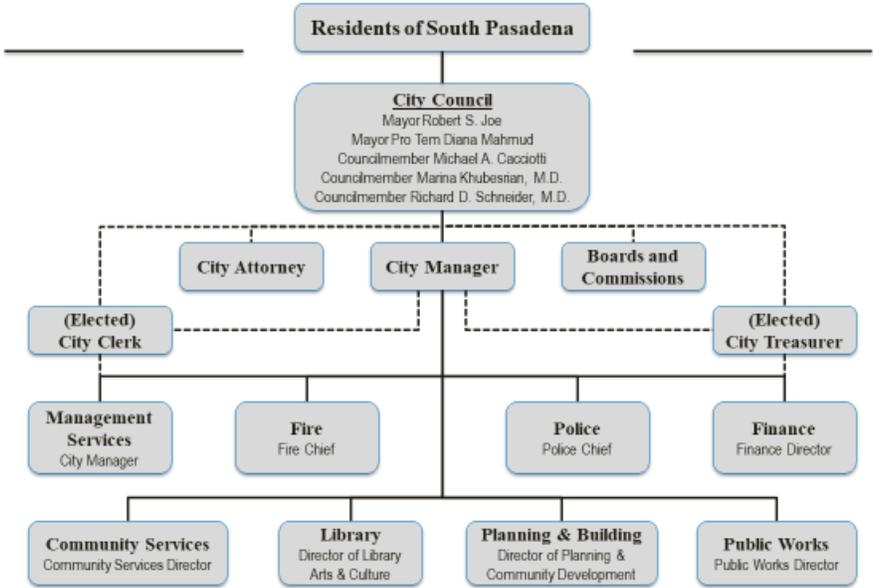
| EXPENDITURE SUMMARY | Actual | Actual | Actual | Adopted | Estimated | Proposed |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| Wages & Benefits | 22,969 | 22,486 | 22,352 | 22,519 | 18,641 | 22,519 |
| Operations & Maintenance | 19,226 | 20,363 | 19,760 | 34,750 | 15,151 | 24,600 |
| Capital Outlay | - | - | - | - | - | - |
| Total Expenses by Category | 42,195 | 42,850 | 42,112 | 57,269 | 33,792 | 47,119 |
| [101-1011] City Council | 42,195 | 42,850 | 42,112 | 57,269 | 33,792 | 47,119 |
| Total Expenses by Program | 42,195 | 42,850 | 42,112 | 57,269 | 33,792 | 47,119 |

CITY COUNCIL

Department Description and Authorized Positions

Robert S. Joe, Mayor
 Diana Mahmud, Mayor Pro Tem
 Michael A. Cacciotti, Councilmember
 Marina Khubesrian, M.D., Councilmember
 Richard D. Schneider M.D., Councilmember

The City Council is the elected legislative body of the City. The City Council consists of a Mayor and four Councilmembers, each elected at large for four overlapping terms. The City Council represents the City’s citizens, analyzes and approves all laws and policies, authorizes all expenditures through the budget.



CITY COUNCIL

Budget Detail

101-1011

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--------------------------------------|------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 21,840 | 21,840 | 20,340 | 21,840 | 18,200 | 21,840 |
| 7010 | Salaries - Temp / Part | - | - | 1,500 | - | - | - |
| 7110 | Workers Compensation | 812 | 330 | 196 | 349 | 177 | 349 |
| 7170 | FICA - Medicare | 317 | 317 | 317 | 330 | 264 | 330 |
| | <WAGES & BENEFITS> | 22,969 | 22,486 | 22,352 | 22,519 | 18,641 | 22,519 |
| 8000 | Office Supplies | (48) | 70 | - | - | - | - |
| 8010 | Postage | 5 | 20 | 199 | 250 | 98 | 100 |
| 8020 | Special Department Expense | 2,831 | 1,036 | 9,003 | 4,000 | 300 | 2,000 |
| 8021 | Discretionary Fund Program | 7,699 | 4,416 | 5,231 | 20,000 | 9,354 | 20,000 |
| 8040 | Advertising | - | - | - | - | - | - |
| 8060 | Dues & Memberships | 2,231 | 7,784 | - | 500 | - | 500 |
| 8090 | Conference & Meeting Expense | 6,508 | 7,037 | 5,326 | 10,000 | 5,399 | 2,000 |
| 8150 | Telephone | - | - | - | - | - | - |
| | <OPERATIONS & MAINTENANCE> | 19,226 | 20,363 | 19,760 | 34,750 | 15,151 | 24,600 |
| 8530 | Computer Equipment | - | - | - | - | - | - |
| | <CAPITAL OUTLAY> | - | - | - | - | - | - |
| [101-1011] City Council Total | | 42,195 | 42,850 | 42,112 | 57,269 | 33,792 | 47,119 |

CITY COUNCIL

Budget Detail

101-1011

PERSONNEL SERVICES

7000 Regular Salaries

Provides funds for monthly stipend for members of the City Council. Elected South Pasadena officials are paid a \$300 monthly stipend. Includes cell phone allowance. City Council members are subject to Medicare withholding and Workers Compensation coverage provided by the City.

OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for postage meter charges and postage for mailing City Council mail (\$100).

8020 Special Department Expense

Provides funds for City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography (\$1,000). Provides funds for proclamation and certificate supplies (\$500). Provides funds for special requests for City Council meetings and unanticipated department expenses incurred to fulfill requests by City Councilmembers (\$500).

8021 Discretionary Fund Program

No new allocations are proposed (20,000)

8060 Dues/Memberships/Subscriptions

Provides funds for individual councilmember memberships in organizations (\$500)

8090 Conference and Meeting Expense

Provides funds for City Council to attend conferences and meetings, including parking and mileage Provides funds for meals for regular and special City Council meetings, receptions, and budget sessions Provides funds for strategic planning sessions: logistics, refreshments, supplies, recording Provides funds for purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (\$2,000)

MANAGEMENT SERVICES

Department Summary

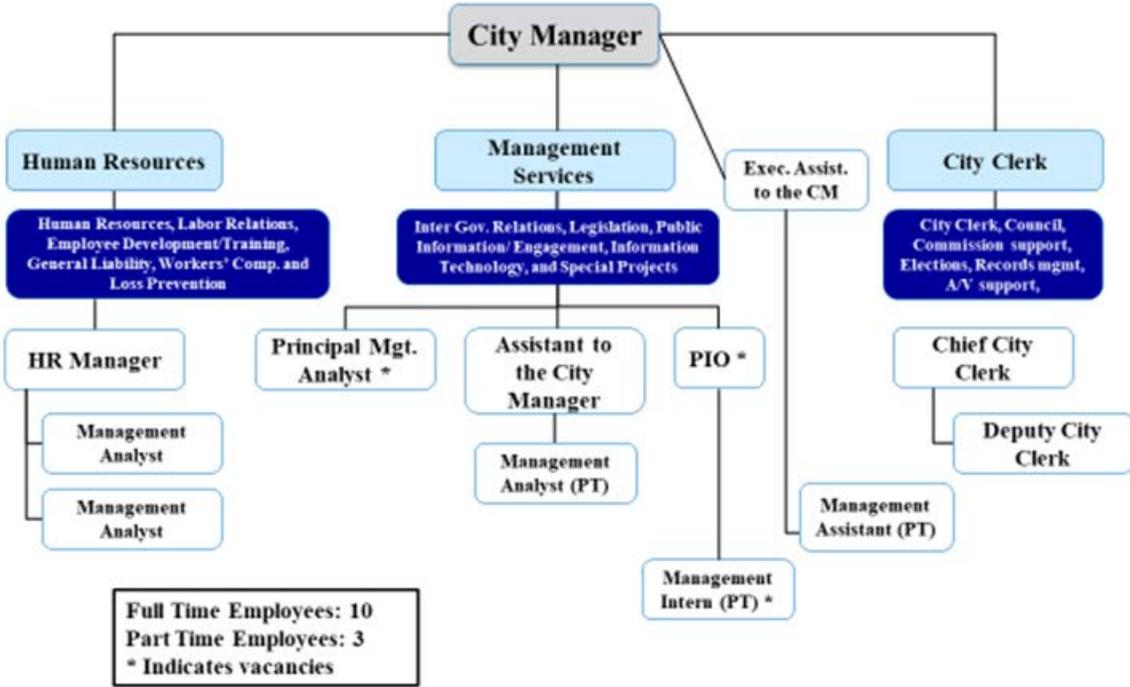
| EXPENDITURE SUMMARY | Actual | Actual | Actual | Adopted | Estimated | Proposed |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| Wages & Benefits | 1,692,257 | 1,158,812 | 1,542,634 | 1,529,819 | 1,259,938 | 1,195,305 |
| Operations & Maintenance | 1,427,379 | 1,833,077 | 2,078,030 | 1,612,950 | 1,750,505 | 1,470,850 |
| Capital Outlay | 131,195 | 74,875 | 192,141 | 283,600 | 213,506 | 63,600 |
| Total Expenses by Category | 3,250,831 | 3,066,764 | 3,812,806 | 3,426,369 | 3,223,949 | 2,729,755 |
| [101-2011] City Manager | 918,114 | 845,476 | 1,149,308 | 1,677,069 | 1,453,257 | 1,274,702 |
| [101-1021] City Clerk | 444,655 | 431,612 | 283,155 | 110,800 | 85,323 | 103,503 |
| [101-1022] Elections | 19,457 | 63,733 | 58,244 | 65,500 | 209,082 | 65,500 |
| [101-2013] Human Resources | 247,127 | 408,161 | 453,421 | 343,600 | 289,176 | 254,850 |
| [101-2021] Transportation Planning | 54,926 | 70,535 | 86,257 | - | - | - |
| [101-2032] Information Services | - | 458,391 | 547,079 | 514,900 | 482,321 | 517,200 |
| [101-3032] Information Services | 487,296 | - | - | - | - | - |
| [101-2501] Legal Services | 257,586 | 292,772 | 331,356 | 280,000 | 280,000 | 280,000 |
| [103-2501] Insurance Fund | 82,305 | 229,942 | 306,906 | 95,000 | 108,009 | 95,000 |
| [105-3032] Facilities & Equipment Replacement | - | - | 102,265 | 200,000 | 200,000 | - |
| [211-2011] CTC Traffic Improvement | 270 | 164 | - | - | - | - |
| [218-2270] Clean Air Act | 41,982 | 48,977 | 22,856 | 15,000 | 17,279 | 15,000 |
| [220-2301] Community Promotion | 185,000 | 164,550 | 161,500 | 109,500 | 109,500 | 109,000 |
| [226-2029] Mission Meridian Public Garage | 15,432 | 11,321 | 13,053 | 15,000 | 7,281 | 15,000 |
| [248-2011] BTA | 55,639 | - | - | - | - | - |
| [249-2011] Golden Street | 441,042 | 41,131 | 299,800 | - | - | - |
| Total Expenses by Program | 3,250,831 | 3,066,764 | 3,815,201 | 3,426,369 | 3,241,228 | 2,729,755 |

| | | |
|---|--------------|------------------|
| City Manager | 1 | |
| Assistant to the City Manager | 1 | |
| Chief City Clerk | 1 | |
| Human Resources Manager | 1 | |
| Principal Management Analyst | 2 | Positions frozen |
| Executive Assistant to the City Manager | 1 | |
| Management Analyst | 2 | |
| Deputy City Clerk | 1 | |
| Total | 10 | |

MANAGEMENT SERVICES
Department Description and Authorized Positions

Management Services Department

Fiscal Year 2020-21



The City Manager is appointed by the City Council and serves as the Chief Administrative Officer, ensuring that the policies of the Mayor and City Council are executed effectively and efficiently. Specific areas of responsibility include oversight of seven operating departments, public information and public engagement, following up on citizen concerns, providing recommendations to promote organizational efficiency and overseeing the development and presentation of the annual budget. Functional areas within the Management Services Department are:

| | |
|-------------------|--|
| General Services: | Legislative Affairs, Public Information and Engagement, Information Technology, Marketing/Branding, and Special Projects |
| Human Resources: | Human Resources Management, Recruitment, Employee Training, Risk Management and Labor Relations |
| City Clerk: | Legislative Affairs, Public Information and Engagement, Information Technology, Marketing/Branding, and Special Projects |

MANAGEMENT SERVICES

Budget Detail

101-2011

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|-----------------------------------|----------------|----------------|------------------|------------------|------------------|------------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 568,768 | 548,342 | 615,878 | 1,029,138 | 823,015 | 761,039 |
| 7010 | Salaries - Temp / Part | 40,549 | 45,976 | 154,249 | 115,000 | 128,947 | 115,000 |
| 7011 | Salaries - PT Stipend | - | - | - | 3,600 | - | 3,600 |
| 7015 | Salaries - Golden Streets | - | - | - | - | - | - |
| 7020 | Overtime | 3,644 | 121 | - | - | - | - |
| 7040 | Holiday | - | - | - | - | 5,827 | - |
| 7055 | IOD - Non Safety | - | 271 | - | - | - | - |
| 7070 | Leave Buyback | 22,701 | 1,859 | 4,029 | - | 5,973 | - |
| 7100 | Retirement | 111,169 | 114,421 | 137,974 | 259,905 | 173,427 | 199,979 |
| 7108 | Deferred Compensation | 3,944 | 2,262 | 4,687 | 6,150 | 8,851 | 4,660 |
| 7110 | Workers Compensation | 20,780 | 9,173 | 10,326 | 19,371 | 12,380 | 14,557 |
| 7120 | Disability Insurance | 8,792 | 329 | 4,335 | - | - | - |
| 7130 | Group Health Insurance | 41,983 | 40,847 | 63,835 | 70,618 | 66,183 | 70,618 |
| 7140 | Vision Insurance | 1,284 | 1,091 | 1,461 | 2,153 | 1,636 | 2,153 |
| 7150 | Dental Insurance | 4,739 | 3,851 | 4,441 | 8,073 | 5,215 | 8,073 |
| 7160 | Life Insurance | 566 | 456 | 542 | 888 | 757 | 888 |
| 7170 | FICA - Medicare | 9,035 | 10,913 | 12,876 | 14,923 | 15,033 | 11,035 |
| 7180 | Car/Uniform Allowance | 5,081 | 4,020 | 5,300 | - | 4,950 | - |
| <WAGES & BENEFIT S> | | 843,035 | 783,932 | 1,019,935 | 1,529,819 | 1,252,195 | 1,191,602 |
| 8000 | Office Supplies | 4,603 | 5,231 | 9,093 | 10,000 | 5,516 | 6,000 |
| 8010 | Postage | 555 | 245 | 417 | 300 | 300 | 300 |
| 8020 | Special Department Expense | 6,062 | 3,374 | 5,003 | 6,000 | 4,358 | 6,000 |
| 8050 | Printing/Duplicating | 60 | 693 | 4,739 | 2,000 | - | 2,000 |
| 8060 | Dues & Memberships | 1,414 | 1,539 | 1,330 | 2,000 | 1,930 | 1,000 |
| 8090 | Conference & Meeting Expense | 7,824 | 1,869 | 5,582 | 8,000 | 4,175 | 3,200 |
| 8100 | Vehicle Maintenance | 1,639 | 1,742 | 2,094 | 2,000 | 720 | 1,500 |
| 8110 | Equipment Maintenance | 196 | 698 | 2,085 | 700 | - | 700 |
| 8170 | Professional Services | 16,160 | 42,059 | 78,970 | 70,000 | 70,000 | 40,000 |
| 8180 | Contract Services | 10,946 | 3,793 | 20,017 | 3,000 | 50,179 | 3,000 |
| 8200 | Training Expense | 2,184 | 300 | - | - | - | - |
| 8220 | Communications Spec. Dept Expense | - | - | - | 4,850 | 251 | 1,000 |
| 8230 | Communications Prof Services | - | - | - | 28,400 | 63,634 | 8,400 |
| 8272 | CM Emergency | 23,436 | - | - | 10,000 | - | 10,000 |
| <OPERATIONS & MAINTENANCE> | | 75,079 | 61,544 | 129,373 | 147,250 | 201,062 | 83,100 |
| [101-2011] City Manager Total | | 918,114 | 845,476 | 1,149,308 | 1,677,069 | 1,453,257 | 1,274,702 |

MANAGEMENT SERVICES

Budget Detail

101-2011

PERSONNEL

- 7000 Salaries – Regular Employees
Provides the partial compensation for the City Manager, Assistant to the City Manager, Human Resources Manager, Chief City Clerk, Executive Assistant to the City Manager, Deputy City Clerk, and 2 Human Resources Analysts.
- 7010 Salaries – Part-Time
Provides compensation for non-salaried part-time employees (Management Analyst, Management Assistant, and Management Intern).
- 7011 Salaries – Part Time/Stipend
Provides compensation for elected City Clerk.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Ordinary office supplies for the Management Services (City Clerk, City Manager, Human Resources, Public Information Office), and Public Works (admin) Departments. (\$6,000)
- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices. (\$300)
- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies, including beverage and kitchen equipment and supplies and copier paper (for City Hall second floor). (\$6,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$1,500), stationery and business cards (\$500).
- 8060 Dues, Memberships, and Subscriptions
Provides funds for San Gabriel Valley City Manager's Association dues, International City Manager's Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$1,000).
- 8090 Conference and Meeting Expense
Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager's Department Meeting, and Municipal Management Association of Southern California Annual Conference (\$3,200).

- 8100 Vehicle Maintenance and Operations
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$1,500).
- 8110 Equipment Maintenance
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (-). (\$700)
(Workstation hardware/software upgrades now in IS budget).
- 8170 Professional Services
Provides funds for consultant services, such as Strategic Planning Consultant for team building, operational studies and other professional services (\$20,000), Funds for professional services related to City Manager's Office and citywide operations (\$20,000).
- 8180 Contract Services
Provides funds for maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).
- 8220 Communications Special Department Expense
Provides funds for contract services including Constant Contact citywide email marketing tool (\$1,000),
- 8230 Communications Professional Services
Provides funds for professional services Graphic design services (\$6,000), and Social Media Archive Service (\$2,400) to comply with Brown Act requirements.
- 8272 City Manager Emergency Fund
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).

CITY CLERK

Budget Detail

101-1021

| Acct | Account Title | Actual | Actual | Actual | Adopted | Mid-Year | Estimated | Proposed |
|------------------------------------|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2018/19 | 2018/19 | 2019/20 |
| 7000 | Salaries - Permanent | 201,440 | 259,306 | 231,233 | 252,781 | 94,367 | 163,572 | - |
| 7010 | Salaries - Temp / Part | 35,553 | 4,560 | 4,757 | 18,600 | 2,280 | 4,560 | - |
| 7020 | Overtime | 2,914 | 4,056 | 6,082 | - | 3,348 | 5,348 | - |
| 7070 | Leave Buyback | 702 | 1,156 | 15,755 | 3,000 | 14,539 | 14,539 | - |
| 7100 | Retirement | 34,575 | 42,895 | 44,151 | 56,861 | 9,173 | 31,232 | - |
| 7108 | Deferred Compensation | 787 | 1,192 | 532 | 1,230 | 578 | 1,230 | - |
| 7110 | Workers Compensation | 5,187 | 8,234 | 3,886 | 4,157 | 1,317 | 4,157 | - |
| 7130 | Group Health Insurance | 19,588 | 22,053 | 20,879 | 23,580 | 5,550 | 24,000 | - |
| 7140 | Vision Insurance | 537 | 569 | 496 | 720 | 162 | 700 | - |
| 7150 | Dental Insurance | 1,546 | 2,120 | 1,544 | 2,700 | 404 | 2,700 | - |
| 7160 | Life Insurance | 234 | 299 | 248 | 297 | 50 | 297 | - |
| 7170 | FICA - Medicare | 3,865 | 4,080 | 3,956 | 4,158 | 1,820 | 4,158 | - |
| | <WAGES & BENEFITS> | 306,928 | 350,520 | 333,517 | 368,084 | 133,588 | 256,493 | - |
| 8000 | Office Supplies | 792 | 981 | 251 | - | - | - | - |
| 8010 | Postage | 508 | 472 | 204 | 1,000 | 111 | 172 | 1,000 |
| 8020 | Special Department Expense | 2,469 | 1,393 | 2,377 | 1,500 | 572 | 1,450 | 1,500 |
| 8040 | Advertising | 2,396 | 3,176 | 2,472 | 4,000 | 1,203 | 2,500 | 4,000 |
| 8050 | Printing/Duplicating | 44 | 370 | 26 | 1,000 | - | - | 1,000 |
| 8060 | Dues & Memberships | 735 | 2,464 | 1,079 | 1,500 | 548 | 1,000 | 1,000 |
| 8070 | Mileage/Auto Allowance | 877 | 817 | 316 | 500 | - | - | 500 |
| 8090 | Conference & Meeting Expense | 3,601 | 6,131 | 4,527 | 3,000 | 893 | 3,256 | 3,000 |
| 8095 | Commissioners Congress | - | - | - | - | - | - | 5,000 |
| 8110 | Equipment Maintenance | 1,932 | 609 | 595 | 3,000 | - | 500 | 2,000 |
| 8170 | Professional Services | 62,259 | 17,691 | 6,400 | - | - | - | - |
| 8180 | Contract Services | - | 53,579 | 71,236 | 90,000 | 32,577 | 83,000 | 85,000 |
| 8200 | Training Expense | 5,167 | 5,625 | 6,971 | 1,000 | - | 1,000 | 3,200 |
| 8300 | Lease Payment | 3,104 | 397 | - | - | - | - | - |
| | <OPERATIONS & MAINTENANCE> | 83,884 | 93,705 | 96,454 | 106,500 | 35,904 | 92,878 | 107,200 |
| 8520 | Machinery & Equipment | 2,410 | 430 | 1,641 | 3,600 | - | - | 3,600 |
| | <CAPITAL OUTLAY> | 2,410 | 430 | 1,641 | 3,600 | - | - | 3,600 |
| [101-1021] City Clerk Total | | 393,222 | 444,655 | 431,612 | 478,184 | 169,492 | 349,371 | 110,800 |

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

Moved under Management Services Account

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence (\$500).
- 8020 Special Department Expense
Provides funds for special department supplies and services to include special office supplies, printer cartridges and supplies, City pins, training materials, stationery, business cards, special events and receptions, City Council reorganization, advisory body training materials, and unanticipated department expenses incurred to fulfill requests by management/elected officials (\$1,500).
- 8040 Advertising
Provides funds for advisory body recruitment (\$800), publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$1,200).
- 8050 Printing and Duplication
Provides funds for printing and duplication of documents by a duplication service company for offsite agenda packet printing or for special projects (\$500)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees in city clerk organizations, subscriptions, books and publications, and funds for notary public-related membership, insurance, and expenses, (\$1,000).

- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000). To include costs for virtual meeting subscription and e-signature licensing
- 8110 Equipment Maintenance
Provides funds for repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, and teleconference equipment. Includes funds for audiovisual supplies and equipment for maintenance, refurbishing, and repair (\$2,000).
- 8180 Contract Service
Provides funds for audiovisual technical services for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming (\$52,000); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,000). Provides funds for City-wide records management services (\$7,500). Provides funds for municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000); Includes costs for web streaming of additional commission meetings in response to health crisis (\$17,500)
- 8200 Training Expense
Notary Public, Brown Act, or related seminars (\$200).

ELECTIONS

Budget Detail

101-1022

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|-----------------------------------|------------------------------|---------------|---------------|---------------|---------------|----------------|---------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8010 | Postage | - | - | - | 500 | - | 500 |
| 8020 | Special Department Expense | 675 | 322 | - | 5,000 | - | 5,000 |
| 8040 | Advertising | 756 | 11,335 | 4,543 | 5,000 | 5,000 | 5,000 |
| 8070 | Mileage/Auto Allowance | | - | - | - | - | - |
| 8090 | Conference & Meeting Expense | | - | - | - | - | - |
| 8170 | Professional Services | 18,026 | 52,076 | 53,702 | 55,000 | 204,082 | 55,000 |
| | <OPERATIONS & MAINTENANCE> | 19,457 | 63,733 | 58,244 | 65,500 | 209,082 | 65,500 |
| [101-1022] Elections Total | | 19,457 | 63,733 | 58,244 | 65,500 | 209,082 | 65,500 |

ELECTIONS

Budget Detail

101-1022

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges and mailings related to Elections (\$500).

- 8020 Special Department Expense
Provides funds for special department supplies and materials related to the election and voter outreach program, including translation services (\$5,000).

- 8040 Advertising
Provides for funding for the voter outreach program (\$5,000).

- 8170 Professional Services
Provides funding for translation of election notices and election consulting services from the firm MCA Direct (formerly Martin & Chapman) and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's Office (\$55,000).

HUMAN RESOURCES

Budget Detail

101-2013

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8000 | Office Supplies | (48) | 56 | 7 | - | | |
| 8010 | Postage | 843 | 554 | 796 | 500 | 153 | 350 |
| 8020 | Special Department Expense | 12,827 | 8,144 | 12,510 | 12,000 | 11,339 | 6,000 |
| 8040 | Advertising | 6,789 | 4,321 | 4,609 | 7,000 | 3,080 | 7,000 |
| 8050 | Printing/Duplicating | 227 | 241 | 245 | 1,100 | - | 350 |
| 8060 | Dues & Memberships | 2,875 | 3,050 | 3,050 | 3,600 | 3,600 | 3,250 |
| 8090 | Conference & Meeting Expense | 6,530 | 4,569 | 2,905 | 8,000 | 92 | 4,000 |
| 8110 | Equipment Maintenance | 174 | 409 | - | 200 | - | 200 |
| 8160 | Legal Service | 157,892 | 246,635 | 244,953 | 200,000 | 200,000 | 180,000 |
| 8170 | Professional Services | 52,175 | 133,756 | 181,022 | 105,200 | 68,272 | 49,700 |
| 8200 | Training Expense | 6,843 | 6,425 | 3,324 | 6,000 | 2,640 | 4,000 |
| 8332 | ERAF Payment | | - | - | - | - | |
| <OPERATIONS & MAINTENANCE> | | 247,127 | 408,161 | 453,421 | 343,600 | 289,176 | 254,850 |
| [101-2013] Human Resources Total | | 247,127 | 408,161 | 453,421 | 343,600 | 289,176 | 254,850 |

HUMAN RESOURCES

Budget Detail

101-2013

PERSONNEL

Moved under Management Services Account

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$350).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration (\$3,250) and employee appreciation luncheon (\$1,000), city employee identification cards, recruitment expenses, and employee wellness program (\$1,750).
- 8040 Advertising
Provides funds for employment advertisement in various print and online resources other advertisement outlets (\$7,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$350).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium, Southern California Public Management Association – Human Resources (SCPMA-HR), California Public Employers Labor Relations Association (CALPELRA), Public Agency Risk Managers Association (PARMA), Municipal Management Association of Southern California (MMASC) and subscriptions, books and publications of professional organizations (\$3,250).
- 8090 Conference and Meeting Expense
Provides funds for Liebert, Cassidy & Whitmore Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$4,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of postage machine (\$200).
- 8160 Legal Services
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (\$180,000).
- 8170 Professional Services
Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$3,500), Fitness for Duty medical examinations

(\$2,000), Personnel investigations (\$10,000), Employee Assistance Program services (\$6,300), 457 Plan Consulting contract (\$11,000), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$14,000), Supplemental Insurance Plan (TASC) administration fee (\$400), testing materials for recruitments (\$1,000), ADA Sign Language & other ADA accommodation services (\$1,500)

8200 Employee Training

Provides funds for skills enhancement and safety and educational workshops as well as mandatory training for all City staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$4,000).

LEGAL SERVICES

Budget Detail

101-2501

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8160 | Legal Service | 257,586 | 292,772 | 331,356 | 280,000 | 280,000 | 280,000 |
| 8161 | Settlements | | - | - | - | - | |
| | <OPERATIONS & MAINTENANCE> | 257,586 | 292,772 | 331,356 | 280,000 | 280,000 | 280,000 |
| [101-2501] Legal Services Total | | 257,586 | 292,772 | 331,356 | 280,000 | 280,000 | 280,000 |

LEGAL SERVICES

Budget Detail

101-2501

OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (\$270,000). City mediation services (\$10,000).

INFORMATION SERVICES

Budget Detail

101-2032

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|----------------------------|----------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8020 | Special Department Expense | - | 58 | - | 1,000 | - | 1,000 |
| 8060 | Dues & Memberships | - | - | - | 200 | - | 200 |
| 8110 | Equipment Maintenance | - | 211 | 7,206 | 2,000 | - | 1,500 |
| 8150 | Telephone | - | 136,086 | 194,507 | 185,000 | 180,287 | 185,000 |
| 8170 | Professional Services | - | 144,325 | 164,074 | 150,000 | 186,407 | 157,500 |
| 8180 | Contract Services | - | 99,290 | 52,742 | 61,400 | 61,400 | 73,000 |
| 8300 | Lease Payment | - | 42,913 | 24,606 | 22,600 | 22,600 | 24,000 |
| 8301 | Copier Usage Charges | - | - | 14,068 | 12,700 | 18,122 | 15,000 |
| | <OPERATIONS & MAINTENANCE> | - | 422,884 | 457,203 | 434,900 | 468,816 | 457,200 |
| 8530 | Computer Equipment | - | 35,507 | 89,876 | 80,000 | 13,506 | 60,000 |
| | <CAPITAL OUTLAY> | - | 35,507 | 89,876 | 80,000 | 13,506 | 60,000 |
| [101-2032] Information Services Total | | - | 458,391 | 547,079 | 514,900 | 482,321 | 517,200 |

| | | | | | | | |
|--|-------------------------------|----------------|----------|----------|----------|----------|----------|
| 8020 | Special Department Expense | 1,850 | - | - | - | - | - |
| 8060 | Dues & Memberships | 160 | - | - | - | - | - |
| 8110 | Equipment Maintenance | 83 | - | - | - | - | - |
| 8150 | Telephone | 143,601 | - | - | - | - | - |
| 8170 | Professional Services | 103,407 | - | - | - | - | - |
| 8180 | Contract Services | 108,159 | - | - | - | - | - |
| 8300 | Lease Payment | 39,502 | - | - | - | - | - |
| | <OPERATIONS & MAINTENANCE> | 396,762 | - | - | - | - | - |
| 8530 | Computer Equipment | 61,290 | - | - | - | - | - |
| 8531 | Computer Equip.-Cy Pres Grant | 29,244 | - | - | - | - | - |
| | <CAPITAL OUTLAY> | 90,534 | - | - | - | - | - |
| [101-3032] Information Services Total | | 487,296 | - | - | - | - | - |

INFORMATION SERVICES

Budget Detail

101-2032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance
Provides funds for printer repair and replacement (\$1,500).
- 8150 Telephone
Provides funds for City-wide land lines, Point-to-Point network services with Spectrum throughout City facilities, conference calling system, mobile device/cellular accounts, and cable television service at City Hall (\$185,000). Includes funds for upgrade to FirstNet for first responders, Mobile Device Management.
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Assumes renewed contract with Acorn for a flat monthly rate for helpdesk services. Includes funds for special projects outside the scope of the service contract (\$157,500).
- 8180 Contract Services
Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800), SecureWorks (\$12,000), Dropbox (\$1,200) - partially funded by Library and Community Services, Springbrook (\$27,000), Domain.GOV annual fee (\$500), Vision Internet hosting/support services (\$8,300), Granicus video streaming (\$6,000) and miscellaneous contract services (\$2,000).
- 8300 Lease Payment
Monthly lease payments, maintenance and related costs for citywide copier fleet (\$24,000).
- 8301 Copier Usage Charges
Provides fund for copies per lease agreement for citywide copiers, except those paid from special funds (\$15,000).

CAPITAL OUTLAY

- 8530 Computer Equipment
Citywide personal computer/work station replacements (\$17,000), mobile device replacements (\$5,000), and Network equipment upgrades (\$38,000).

INSURANCE FUND

Budget Detail

103-2501

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|-----------------------------------|----------------------------|---------------|----------------|----------------|---------------|----------------|---------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8020 | Special Department Expense | 19,237 | 34,094 | 73,847 | 20,000 | 33,009 | 20,000 |
| 8161 | Settlements | 63,068 | 195,848 | 233,059 | 75,000 | 75,000 | 75,000 |
| | <OPERATIONS & MAINTENANCE> | 82,305 | 229,942 | 306,906 | 95,000 | 108,009 | 95,000 |
| 103 - INSURANCE FUND TOTAL | | 82,305 | 229,942 | 306,906 | 95,000 | 108,009 | 95,000 |

INSURANCE FUND

Budget Detail

103-2501

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for special department expenses (\$20,000).

8161 Settlements

General liability settlements based upon actuarial data as part of the City's insurance coverage through the California State Association of Counties Excess Insurance Authority (CSAC-EIA) (\$75,000).

| |
|--|
| FACILITIES & EQUIPMENT REPLACEMENT FUND |
| Budget Detail |
| 105-3032 |

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|-------------------------|----------------|----------------|----------------|----------------|------------------|-----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8530 | Computer Equipment | - | - | 2,265 | - | - | |
| 8500 | Building & Improvements | | - | 100,000 | 200,000 | 200,000 | - |
| 105 - FACILITIES & EQUIP. REPLACEMENT | | - | - | 102,265 | 200,000 | 200,000 | - |

| |
|--|
| <p style="text-align: center;">FACILITIES & EQUIPMENT REPLACEMENT FUND</p> <p>Budget Detail 105-3032</p> |
|--|

CAPITAL OUTLAY

8500 Building & Improvements

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---------------------------------------|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7080 | Rideshare | 1,751 | 65 | - | - | - | |
| 7110 | Workers Compensation | - | 1 | - | - | - | |
| 7150 | Dental Insurance | - | 1 | - | - | - | |
| 7170 | FICA - Medicare | - | 1 | - | - | - | |
| | <WAGES & BENEFITS> | 1,751 | 68 | - | - | - | - |
| 8261 | Rideshare | - | 11,182 | 10,469 | 15,000 | - | 15,000 |
| | <OPERATIONS & MAINTENANCE> | - | 11,182 | 20,461 | 15,000 | - | 15,000 |
| 8540 | Automotive Equipment | 40,231 | 37,727 | - | - | - | - |
| 8530 | Computer Equipment | - | - | 2,395 | - | 17,279 | |
| | <CAPITAL OUTLAY> | 40,231 | 37,727 | 2,395 | - | 17,279 | - |
| [218-2270] Clean Air Act Total | | 41,982 | 48,977 | 22,856 | 15,000 | 17,279 | 15,000 |

CLEAN AIR ACT – AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

8540 Rideshare
Provides funds for Metro TAP card program for employees (\$15,000).

COMMUNITY PROMOTION

Budget Detail

220-2301

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8060 | Dues & Memberships | - | - | 1,500 | 1,500 | 1,500 | 1,500 |
| 8185 | Chamber of Commerce | 135,500 | 162,050 | 157,500 | 105,500 | 105,500 | 105,000 |
| 8255 | Public Events Promotion | 49,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| | <OPERATIONS & MAINTENANCE> | 185,000 | 164,550 | 161,500 | 109,500 | 109,500 | 109,000 |
| [220-2301] Community Promotion Total | | 185,000 | 164,550 | 161,500 | 109,500 | 109,500 | 109,000 |
| 220 - BUSINESS IMPROVEMENT TAX TOT. | | 185,000 | 164,550 | 161,500 | 109,500 | 109,500 | 109,000 |

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

8060 Dues and Memberships

Provides funds for part of membership dues for San Gabriel Valley Economic Partnership (\$1,500- 50% of membership dues).

8185 Chamber of Commerce

Funds are allocated by contract with the South Pasadena Chamber of Commerce. These funds include an allocation to the South Pasadena Tournament of Roses (\$105,500).

8255 Public Events Promotion

Provides funds to support the Public Safety Open House in conjunction with South Pasadena Tournament of Roses' Cruz'n for Roses Classic Car Show (\$2,500).

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|------------|----------------------------------|---------|---------|---------|---------|-----------|----------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8020 | Special Department Expense | 4,432 | 875 | 2,599 | 5,000 | 848 | 5,000 |
| 8060 | Dues & Memberships | 9,650 | 8,845 | 10,454 | 10,000 | 6,433 | 10,000 |
| 8170 | Professional Services | 1,350 | 1,600 | - | | - | |
| | <OPERATIONS & MAINTENANCE> | 15,432 | 11,321 | 13,053 | 15,000 | 7,281 | 15,000 |
| [226-2029] | Mission Meridian Public Garage 1 | 15,432 | 11,321 | 13,053 | 15,000 | 7,281 | 15,000 |

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Funds for supplies and maintenance of the Mission Meridian Parking Garage (\$5,000).

8060 Property Owners' Association (POA) Dues

Provides funds for a portion of the Mission Meridian Parking Garage's POA dues (\$10,000).

BTA GRANT

Budget Detail

248-2011

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|-------------------------------|----------------------------|---------------|----------------|----------------|----------|-----------|----------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8020 | Special Department Expense | 60 | - | - | - | - | - |
| 8170 | Professional Services | 55,579 | - | - | - | - | - |
| | <OPERATIONS & MAINTENANCE> | 55,639 | - | - | - | - | - |
| 248 - BTA GRANTS TOTAL | | 55,639 | 106,590 | 111,666 | - | - | - |

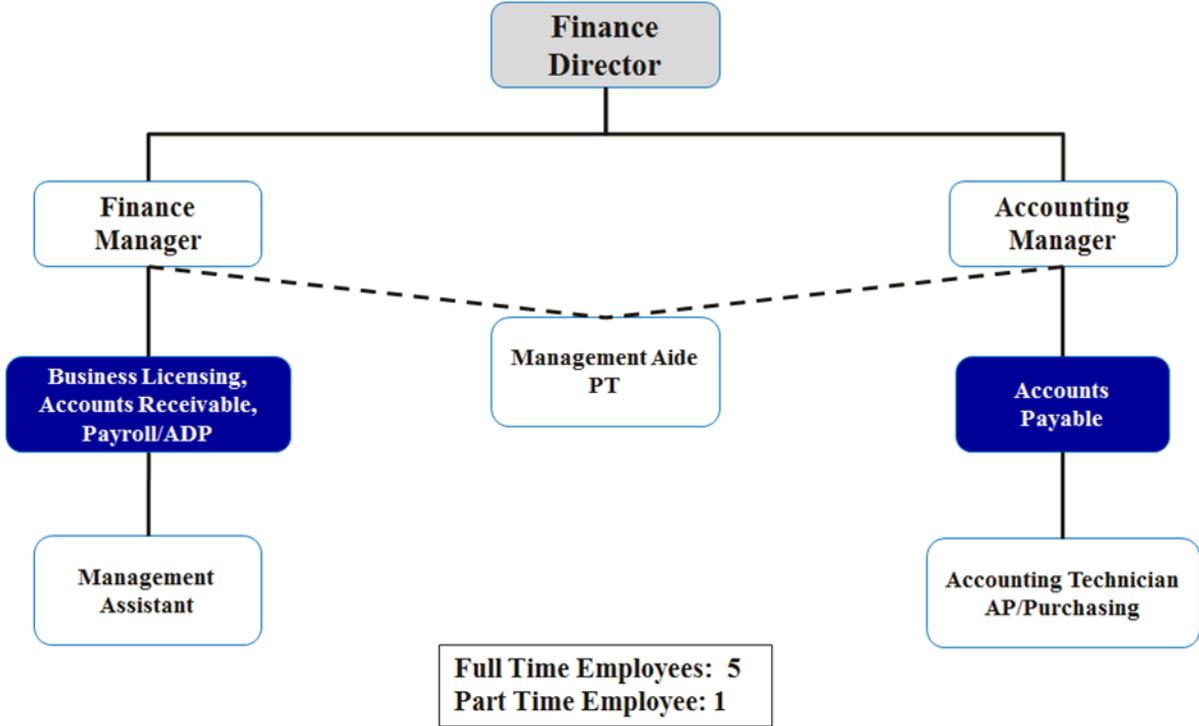
FINANCE

Department Summary

| EXPENDITURE SUMMARY | Actual | Actual | Actual | Adopted | Estimated | Proposed |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| Wages & Benefits | 1,472,113 | 1,517,371 | 1,472,844 | 1,168,534 | 1,103,302 | 1,306,681 |
| Operations & Maintenance | 1,165,461 | 1,078,176 | 1,575,855 | 1,330,259 | 1,549,101 | 1,435,579 |
| Capital Outlay | - | - | - | - | - | - |
| Total Expenses by Category | 2,637,574 | 2,595,547 | 3,048,699 | 2,498,793 | 2,652,404 | 2,742,260 |
| [101-3011] Finance | 643,953 | 795,481 | 1,085,796 | 709,727 | 689,217 | 742,444 |
| [101-3041] Non-Dept/Overhead | 947,865 | 961,054 | 1,044,550 | 944,111 | 1,122,072 | 1,178,861 |
| [500-3012] Utility Billing | 1,045,756 | 839,013 | 918,353 | 844,955 | 841,115 | 820,955 |
| Total Expenses by Program | 2,637,574 | 2,595,547 | 3,048,699 | 2,498,793 | 2,652,404 | 2,742,260 |

| | |
|-----------------------|----------|
| Finance Director | 1 |
| Accounting Manager | 1 |
| Finance Manager | 1 |
| Accounting Technician | 1 |
| Management Assistant | 1 |
| Total | 5 |

FINANCE
Department Description and Authorized Positions



FINANCE

Budget Detail

101-3011

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---------------------------------|------------------------------|----------------|----------------|------------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 418,181 | 468,771 | 430,173 | 335,459 | 245,397 | 321,397 |
| 7010 | Salaries - Temp / Part | - | 2,658 | 11,228 | 11,856 | 11,856 | 40,000 |
| 7020 | Overtime | 2,516 | 6,387 | 2,397 | 1,200 | 681 | 340 |
| 7040 | Holiday | - | 45 | - | - | 3,625 | 1,812 |
| 7070 | Leave Buyback | 10,760 | 6,936 | 39,048 | 4,193 | 14,872 | 7,436 |
| 7100 | Retirement | 76,976 | 80,834 | 94,252 | 23,724 | 26,426 | 22,729 |
| 7108 | Deferred Compensation | 1,078 | 783 | 2,158 | 2,808 | 1,919 | 2,619 |
| 7110 | Workers Compensation | 13,276 | 7,459 | 5,974 | 6,024 | 3,413 | 5,771 |
| 7120 | Disability Insurance | - | - | 4,390 | - | - | - |
| 7130 | Group Health Insurance | 42,827 | 53,293 | 41,865 | 33,743 | 28,761 | 33,743 |
| 7140 | Vision Insurance | 1,345 | 1,472 | 1,170 | 842 | 599 | 842 |
| 7150 | Dental Insurance | 4,384 | 4,487 | 2,490 | 3,159 | 2,077 | 3,159 |
| 7160 | Life Insurance | 537 | 640 | 462 | 347 | 241 | 347 |
| 7170 | FICA - Medicare | 5,710 | 6,905 | 7,661 | 4,864 | 4,223 | 4,660 |
| <WAGES & BENEFIT S> | | 577,590 | 640,670 | 643,269 | 428,219 | 344,089 | 490,316 |
| 8000 | Office Supplies | 5,132 | 5,052 | 5,635 | 4,500 | 3,400 | 1,000 |
| 8010 | Postage | 4,213 | 9,311 | 3,272 | 3,000 | 1,423 | 3,000 |
| 8020 | Special Department Expense | 14,660 | 14,800 | 14,651 | 20,260 | 20,260 | 20,260 |
| 8050 | Printing/Duplicating | 3,805 | 2,961 | 2,113 | 2,500 | 1,255 | 1,700 |
| 8060 | Dues & Memberships | 1,045 | 855 | 1,160 | 2,500 | 100 | 2,500 |
| 8070 | Mileage/Auto Allowance | 139 | 78 | - | 100 | - | - |
| 8090 | Conference & Meeting Expense | 2,264 | 555 | 311 | 2,480 | - | 1,000 |
| 8110 | Equipment Maintenance | 1,019 | 841 | 181 | 950 | 950 | 950 |
| 8170 | Professional Services | 22,451 | 87,597 | 150,718 | 174,218 | 199,031 | 174,218 |
| 8180 | Contract Services | 11,635 | 32,759 | 263,652 | 67,000 | 116,209 | 47,000 |
| 8200 | Training Expense | - | - | 835 | 4,000 | 2,500 | 500 |
| <OPERATIONS & MAINTENANCE> | | 66,363 | 154,810 | 442,527 | 281,508 | 345,128 | 252,128 |
| [101-3011] Finance Total | | 643,953 | 795,481 | 1,085,796 | 709,727 | 689,217 | 742,444 |

FINANCE

Budget Detail

101-3011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Accounting Manager, Finance Manager, Accounting Technician, Management Assistant, and Accounting Technician. Refer to the Appendix for a detailed allocation list.

- 7010 Salaries – Temp/Part-time
Provides partial compensation for a part-time Management Aide (\$11,856).

- 7020 Overtime
Covers the cost of overtime for non-management staff.

- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of miscellaneous supplies (\$1000).

- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$ 3,000).

- 8020 Special Department Expense
Departmental forms including 1099s, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$6,000). Allocation of credit card charges and bank analysis fees (\$10,000), funding for compilation of the CAFR statistical section, and application costs for the GFOA CAFR award program (\$1,010). Annual PERS accounting actuarial (\$3,250).

- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget (\$1000) and other miscellaneous information intended for public distribution from the Finance Department (\$700).

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$660), the Government Finance Officers Association (GFOA, \$675), and other financial associations (\$1,165).

- 8070 Mileage Reimbursement

- 8090 Conference and Meeting Expense

Provides funds for attendance to GFOA/CSMFO conferences (\$1,000).

- 8110 Equipment Maintenance
Provides funds for postage machine lease/maintenance allocation (\$550), credit card

processor (\$200), postage meter (\$200).

8170 Professional Services

Provides funds for share of annual GASB 34 infrastructure asset valuation (\$3,000). HdL sales tax, business license tax, and property tax audits (\$39,000), Morgan Stanley/Western Asset Investment and property [formerly allocated to Utility Billing] (\$13,800), ADP payroll (\$117,418), and other financial services (\$ 1,000).

8180 Contract Services

Provides funds for OpenGov contract (\$7,000), temp services for payroll transition to ADP and other contracted services (\$15,000).

8200 Employee Training

Provides funds for department training opportunities (\$500).

UTILITY BILLING

Budget Detail

500-3012

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|------|---|------------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 220,115 | 203,127 | 163,182 | 181,011 | 141,929 | 166,509 |
| 7010 | Salaries - Temp / Part | 22,132 | 1,111 | - | 11,856 | - | |
| 7020 | Overtime | 226 | 1,136 | 688 | 200 | - | |
| 7040 | Holiday | - | - | 498 | - | 479 | |
| 7070 | Leave Buyback | 5,297 | 3,531 | 12,483 | 3,000 | 5,464 | |
| 7100 | Retirement | 38,637 | 74,733 | 52,429 | 27,993 | 21,328 | 24,758 |
| 7108 | Deferred Compensation | 1,223 | 578 | 1,052 | 1,530 | 1,016 | 1,390 |
| 7110 | Workers Compensation | 7,832 | 3,233 | 2,195 | 3,376 | 1,846 | 3,060 |
| 7120 | Disability Insurance | 567 | 2,301 | 638 | - | - | |
| 7130 | Group Health Insurance | 14,858 | 17,803 | 17,066 | 16,494 | 13,583 | 16,065 |
| 7140 | Vision Insurance | 516 | 480 | 354 | 432 | 300 | 420 |
| 7150 | Dental Insurance | 1,489 | 1,654 | 1,075 | 1,620 | 966 | 1,575 |
| 7160 | Life Insurance | 182 | 218 | 140 | 178 | 122 | 173 |
| 7170 | FICA - Medicare | 3,560 | 3,046 | 2,504 | 2,625 | 2,179 | 2,414 |
| | <WAGES & BENEFITS> | 316,634 | 312,950 | 254,301 | 250,315 | 189,213 | 216,365 |
| 8000 | Office Supplies | (48) | - | - | - | - | |
| 8010 | Postage | 312 | 149 | 26 | 750 | - | 750 |
| 8020 | Special Department Expense | 158,776 | 166,483 | 136,544 | 160,000 | 160,000 | 160,000 |
| 8032 | Water Efficiency Fee Projects | 104,247 | 42,017 | 40,631 | - | 10,008 | - |
| 8060 | Dues & Memberships | 262 | - | - | - | - | - |
| 8070 | Mileage/Auto Allowance | 222 | 19 | 48 | - | - | - |
| 8090 | Conference & Meeting Expense | 2,753 | 1,425 | 20 | 1,000 | (200) | 100 |
| 8110 | Equipment Maintenance | 16,777 | 14,838 | 15,225 | 3,300 | 1,204 | 18,150 |
| 8170 | Professional Services | 337,899 | 291,276 | 368,707 | 328,610 | 379,910 | 328,610 |
| 8180 | Contract Services | 10,058 | 9,857 | 10,870 | 9,000 | 9,000 | 4,500 |
| 8200 | Training Expense | - | - | - | - | - | 500 |
| 8350 | Bad Debt Expense | 5,883 | - | - | - | - | |
| 8400 | Overhead Allocation | 91,981 | - | 91,981 | 91,980 | 91,980 | 91,980 |
| | <OPERATIONS & MAINTENANCE> | 729,122 | 526,063 | 664,052 | 594,640 | 651,902 | 604,590 |
| | [500-3012] Utility Billing Total | 1,045,756 | 839,013 | 918,353 | 844,955 | 841,115 | 820,955 |

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Accounting Manager, Finance Manager, Management Assistant, Accounting Technician, and Management Assistant. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Temp/Part-time
Provide partial compensation for a part-time Management Aide (\$11,856).

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts (\$750).
- 8020 Special Department Expense
Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000). (offset by credit card fees)
- 8090 Conference and Meeting Expense
Share of annual CSMFO conference for the Finance Director (\$1,000).
- 8110 Equipment Maintenance
Provides funds for postage machine and copier lease/maintenance allocation (\$2,000), the Remit Plus remote deposit hardware and software (\$1,300) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$14,850).
- 8170 Professional Services
Provides (\$312,000) toward contractual support service with Munibilling, the company that provides the Finance Department's utility billing processing. Also provides forty-percent share of annual city audit services, (\$15,410), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200).
- 8180 Contract Services
Provides funds for share of bank armored courier services (\$4500)
- 8200 Training
Provides funds for training seminars for Finance Department staff (\$500).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$91,980).

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|----------------------------|----------------|----------------|------------------|----------------|------------------|------------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7131 | Retiree Health Insurance | 577,889 | 563,751 | 575,274 | 490,000 | 570,000 | 600,000 |
| | <WAGES & BENEFITS> | 577,889 | 563,751 | 575,274 | 490,000 | 570,000 | 600,000 |
| 8020 | Special Department Expense | - | - | 37 | | | |
| 8060 | Dues & Memberships | 24,311 | 24,787 | 41,683 | 27,821 | 39,563 | 27,821 |
| 8150 | Telephone | - | - | - | - | - | |
| 8170 | Professional Services | 56,401 | 56,436 | 73,362 | 84,040 | - | 84,040 |
| 8180 | Contract Services | 11,306 | 12,680 | 15,496 | 12,250 | 11,147 | 6,000 |
| 8191 | Liability & Surety Bonds | 144,772 | 157,811 | 179,308 | 180,000 | 180,000 | 300,000 |
| 8300 | Lease Payment | - | - | - | - | - | |
| 8335 | Property Tax Admin. Fee | 133,186 | 145,589 | 159,390 | 150,000 | 321,362 | 161,000 |
| | <OPERATIONS & MAINTENANCE> | 369,976 | 397,303 | 469,276 | 454,111 | 552,072 | 578,861 |
| [101-3041] Non-Dept/Overhead Total | | 947,865 | 961,054 | 1,044,550 | 944,111 | 1,122,072 | 1,178,861 |

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

PERSONNEL SERVICES

7131 Retirees Health Insurance

It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding (\$490,000).

OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in League of California Cities (\$10,390), League of California Cities-LA County (\$1,181), LAFCO (\$1,200), the San Gabriel Valley Council of Governments* (\$9,240), Contract Cities* (\$3,000) and the Southern CA Association of Governments* (\$2,810) **partially paid by other funds.*

8170 Professional Services

Provides funds for independent accounting services, including interim audits and preparation of annual Financial Report (CAFR) (\$23,040), retiree health actuarial (\$23,000), a share of Morgan Stanley/Western Asset investment management services (\$28,000), and deferred compensation consulting/compliance services (\$10,000).

8180 Contract Services

Provides funds for share of bank armored courier services (\$6000).

8191 Liability & Surety Bonds

General fund shares of commercial liability insurance, automobile liability insurance for City vehicles, environmental liability insurance, and property insurance on City-owned facilities and buildings/contents, and surety and commercial crime bonds provide for City insurance protection for employees and officials. Total is \$300,000. (Portions are allocated 30% to the Water Fund, and 10% to the Sewer Fund).

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$161,000).

POLICE Department Summary

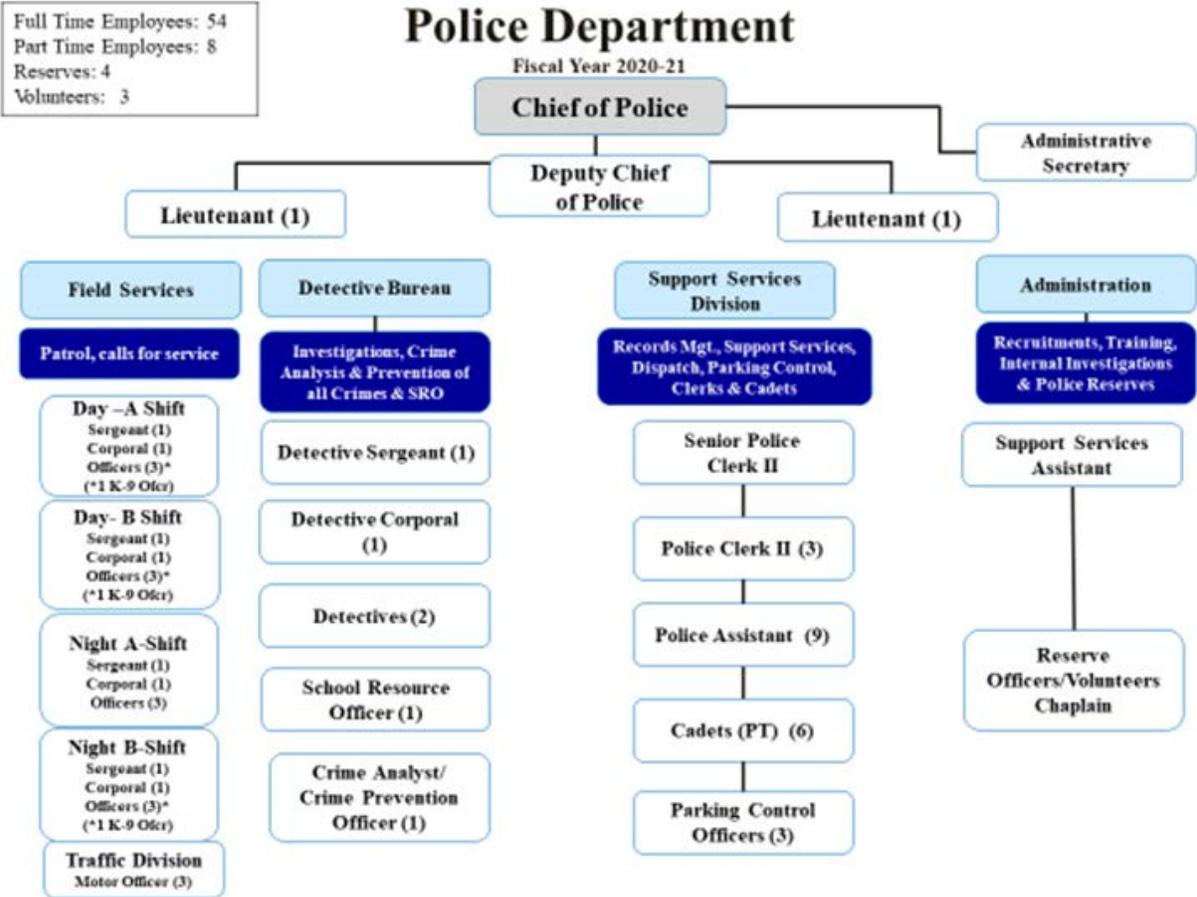
| EXPENDITURE SUMMARY | Actual | Actual | Actual | Proposed | Estimated | Proposed |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| Wages & Benefits | 7,425,871 | 7,381,070 | 7,500,612 | 8,401,378 | 8,491,804 | 8,747,944 |
| Operations & Maintenance | 1,011,418 | 1,027,347 | 1,007,223 | 1,030,428 | 836,404 | 981,361 |
| Capital Outlay | 280,190 | 195,161 | 242,518 | 50,630 | 42,614 | - |
| Total Expenses by Category | 8,717,479 | 8,603,578 | 8,750,353 | 9,482,436 | 9,370,822 | 9,729,305 |
| [101-4011] Police | 8,419,495 | 8,408,728 | 8,507,835 | 9,327,012 | 9,328,208 | 9,729,305 |
| [105-4011] Facilities & Equipment Replacement | 100,079 | 110,973 | 179,392 | - | (5,586) | - |
| [270-4015] Police Asset Forfeiture | 13,407 | - | - | - | - | - |
| [272-4018] Police State Grant - AB 3229 | 170,090 | 83,877 | 63,126 | 155,424 | 48,200 | - |
| [273-4019] Police Grant | 5,241 | - | - | - | - | - |
| [274-4019] Police Grant | 9,167 | - | - | - | - | - |
| Total Expenses by Program | 8,717,479 | 8,603,578 | 8,750,353 | 9,482,436 | 9,370,822 | 9,729,305 |

| | |
|----------------------------|-----------|
| Police Chief | 1 |
| Police Captain | 2 |
| Police Sergeant | 7 |
| Corporal | 5 |
| Police Officer | 21 |
| Support Services Assistant | 1 |
| Senior Police Clerk | 1 |
| Police Clerk II | 4 |
| Police Assistant | 8 |
| Administrative Secretary | 1 |
| Parking Control Officer | 3 |
| Total | 54 |

POLICE

Department Description and Authorized Positions

The South Pasadena Police Department is comprised of 36 sworn officers, including captains, sergeants, corporals and chief of police, 18 full-time non-sworn personnel and additional part-time non-sworn personnel including police cadets. The department is augmented with an additional 4 reserve officers and a volunteer chaplain.



| Field Services | Detective Bureau | Administrative Support Unit |
|--|---|--|
| Internal Affairs Reserve Program Recruitment Backgrounds Projects Emergency Operations Area C Mutual Aid | Investigations Case filings with District Attorney Warrant Service Crime Analysis Crime Prevention School Programs Parolee/Probation Compliance Checks Sex/Arson/Narcotic/Gang Registrations Arson Investigations | Dispatch Center Records Parking Enforcement Contract Crossing Guard Contract Fleet Management Facilities Management Information Technology Projects Property/Evidence Court Liaison |

POLICE

Budget Detail

101-4011

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--------------------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 4,015,167 | 3,917,833 | 3,908,896 | 4,581,992 | 4,581,992 | 4,787,818 |
| 7010 | Salaries - Temp / Part | 165,996 | 163,791 | 124,865 | 140,000 | 145,706 | 140,000 |
| 7020 | Overtime | 695,077 | 634,930 | 646,515 | 549,839 | 717,936 | 449,839 |
| 7040 | Holiday | 157,030 | 171,694 | 189,384 | 126,005 | 239,711 | 250,000 |
| 7045 | Overtime - Special Detail | 222,618 | 272,195 | 190,960 | 210,000 | 283,640 | 210,000 |
| 7050 | Overtime - DUI Checkpoint | - | 23,490 | 16,564 | 20,000 | - | 20,000 |
| 7055 | IOD - Non Safety | - | - | - | - | - | - |
| 7060 | IOD - Safety | 26,012 | 15,840 | 1,702 | 10,000 | 11,914 | 10,000 |
| 7070 | Leave Buyback | 65,597 | 66,213 | 96,236 | 57,275 | 93,148 | 100,000 |
| 7100 | Retirement | 1,214,600 | 1,333,426 | 1,499,691 | 1,808,878 | 1,487,817 | 1,870,919 |
| 7108 | Deferred Compensation | 4,603 | 2,492 | 2,871 | 4,575 | 3,464 | 5,013 |
| 7110 | Workers Compensation | 359,614 | 190,851 | 189,333 | 199,909 | 217,269 | 208,466 |
| 7120 | Disability Insurance | 7,305 | 17,759 | 1,904 | - | 43,370 | - |
| 7122 | Unemployment Insurance | 5,066 | 18,409 | 8,938 | - | - | - |
| 7130 | Group Health Insurance | 320,796 | 382,396 | 457,601 | 514,560 | 444,688 | 514,560 |
| 7140 | Vision Insurance | 10,446 | 10,175 | 10,473 | 12,960 | 10,200 | 12,960 |
| 7150 | Dental Insurance | 33,423 | 31,639 | 31,089 | 48,600 | 33,386 | 48,600 |
| 7160 | Life Insurance | 4,569 | 4,331 | 4,394 | 5,346 | 4,679 | 5,346 |
| 7170 | FICA - Medicare | 74,250 | 69,596 | 73,181 | 66,439 | 85,485 | 69,423 |
| 7180 | Car/Uniform Allowance | 43,702 | 54,008 | 46,017 | 45,000 | 87,400 | 45,000 |
| | <WAGES & BENEFITS> | 7,425,871 | 7,381,070 | 7,500,612 | 8,401,378 | 8,491,804 | 8,747,944 |
| 8000 | Office Supplies | 46,283 | 18,985 | 29,012 | 26,000 | 26,000 | 26,000 |
| 8010 | Postage | 4,064 | 4,408 | 5,878 | 5,000 | 2,568 | 5,000 |
| 8020 | Special Department Expense | 89,511 | 86,077 | 62,849 | 77,000 | 73,647 | 20,000 |
| 8022 | Community Programming | - | - | - | - | - | - |
| 8034 | K9 Expenses | 6,927 | 3,050 | 5,116 | 8,500 | 6,000 | 8,500 |
| 8035 | Narco K9 Expenses | 8,843 | 3,329 | 5,303 | 8,000 | 7,000 | 8,000 |
| 8040 | Advertising | - | - | - | - | - | - |
| 8050 | Printing/Duplicating | 6,416 | 8,918 | 12,373 | 16,500 | 13,469 | 20,000 |
| 8060 | Dues & Memberships | 2,685 | 5,092 | 4,918 | 3,700 | 500 | 3,700 |
| 8090 | Conference & Meeting Expense | 6,247 | 2,373 | 3,801 | 8,000 | 2,655 | 8,000 |
| 8100 | Vehicle Maintenance | 107,803 | 102,367 | 85,169 | 100,000 | 100,000 | 100,000 |
| 8105 | Fuel | 52,512 | 59,003 | 91,158 | 65,000 | 65,000 | 65,000 |
| 8109 | Equipment | - | - | - | - | - | 25,000 |
| 8110 | Equipment Maintenance | 15,368 | 28,310 | 13,830 | 20,000 | 20,000 | 20,000 |
| 8120 | Building Maintenance | 7,996 | 15 | 480 | - | - | - |
| 8134 | Safety Clothing/Equipment | 34,371 | 38,270 | 37,147 | 30,000 | 30,000 | 30,000 |
| 8150 | Telephone | 207 | 299 | 855 | - | 1,904 | - |
| 8155 | Rental/Lease | - | - | - | - | - | - |
| 8170 | Professional Services | 145,392 | 142,588 | 49,302 | 131,816 | 110,204 | 131,816 |
| 8180 | Contract Services | 418,050 | 477,660 | 544,007 | 366,118 | 322,620 | 442,845 |
| 8200 | Training Expense | 15,695 | 24,271 | 30,725 | 30,000 | 30,000 | 30,000 |
| 8210 | Training Expense - POST Reimb. | 25,226 | 22,333 | 25,302 | 30,000 | 24,839 | 30,000 |
| | Reserves and Volunteers | | | | | | 7,500 |
| | <OPERATIONS & MAINTENANCE> | 993,596 | 1,027,347 | 1,007,223 | 925,634 | 836,404 | 981,361 |
| 8510 | Buildings & Structures | - | - | - | - | - | - |
| 8520 | Machinery & Equipment | - | 311 | - | - | - | - |
| 8522 | DUI Checkpoint Equipment | - | - | - | - | - | - |
| 8530 | Computer Equipment | - | - | - | - | - | - |
| 8540 | Automotive Equipment | 28 | - | - | - | - | - |
| | <CAPITAL OUTLAY> | 28 | 311 | - | - | - | - |
| [101-4011] Police Total | | 8,419,495 | 8,408,728 | 8,507,835 | 9,327,012 | 9,328,208 | 9,729,305 |

POLICE

Budget Detail

101-4011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides salaries for all full-time, permanent sworn, and civilian employees.
- 7010 Salaries – Temporary/Seasonal/Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets (\$120,000).
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Efforts will be made through negotiated agreements with the police officers' association to reduce nonessential overtime costs, however, overtime due to burglary suppression efforts will continue. The use of reserve officers whenever possible has kept these costs down. ~~(\$449,839).~~ ~~(\$549,839)~~
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7050 Overtime – DUI Checkpoint
Covers overtime compensation for providing staffing for DUI checkpoints. (\$10,000). ~~(\$20,000).~~
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of Police report forms; Detective and Records case file folders; office stationery; miscellaneous office and kitchen supplies (\$26,000).
- 8010 Postage
Provides funds for Police Department postal expenses (\$5,000).
- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); and other miscellaneous expenditures (\$7,500). Total (\$20,000). ~~Total (\$77,000).~~

XXXX Volunteer and Police Reserve Officer Program

Expenses for Volunteer Program and Police Reserve Officers to include: uniforms maintenance, and training (\$7,500).

8022 Community Programming

~~Community education programs to include: Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, Crime Prevention Materials and miscellaneous supplies, equipment, and reimbursements (\$26,500); include Festival of Balloons expenses including radio, repeater, and message board rentals (\$1,000.). Total (\$27,500).~~

8034 K-9

Provides for training, equipment, maintenance and veterinarian costs (\$8,500).

8035 Narcotics K9 Expenses

Provides for training, equipment, maintenance and veterinarian costs. This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses (\$8,000).

8050 Printing and Duplication

Provides funds for the printing and duplication of materials such as crime prevention brochures (\$3,500); parking, traffic citations, and parking permits (\$16,500). Total (\$20,000).

8060 Dues, Memberships, Subscriptions and Books

Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code (\$3,700).

8090 Conference and Meeting Expenses

Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000). Total (\$8,000).

8100 Vehicle Maintenance and Operations

Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (\$65,000); collision repairs (\$8,000); tires (\$6,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000). Total (\$100,000).

8105 Fuel

Provides funds for fueling of patrol vehicles (\$65,000).

8109 Equipment

Lethal and less lethal weapons, accessories training supplies including ammunition, range maintenance, and repairs (\$25,000).

8110 Equipment Maintenance

Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$20,000).

8134 Safety Clothing/Equipment

Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500). Total (\$30,000).

8170 Professional Services

Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); SecureWorks annual subscription and other software/license fees (\$28,816). Total (\$131,816).

8180 Contract Services

Funds contracts that are provided for services such as: Pasadena Humane Society (\$170,893); All City Management Crossing Guards (\$165,245); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$19,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$29,842). ** Increase expected to PHS contract by \$48,000, and All City Management by (\$4,573); Lexipol moved from #8200 (\$8,000). Total (\$422,845).

8200 Training Expense

Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual (\$30,000).

8210 P.O.S.T. Training Expense

Provides for training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund (\$30,000).

FIRE Department Summary

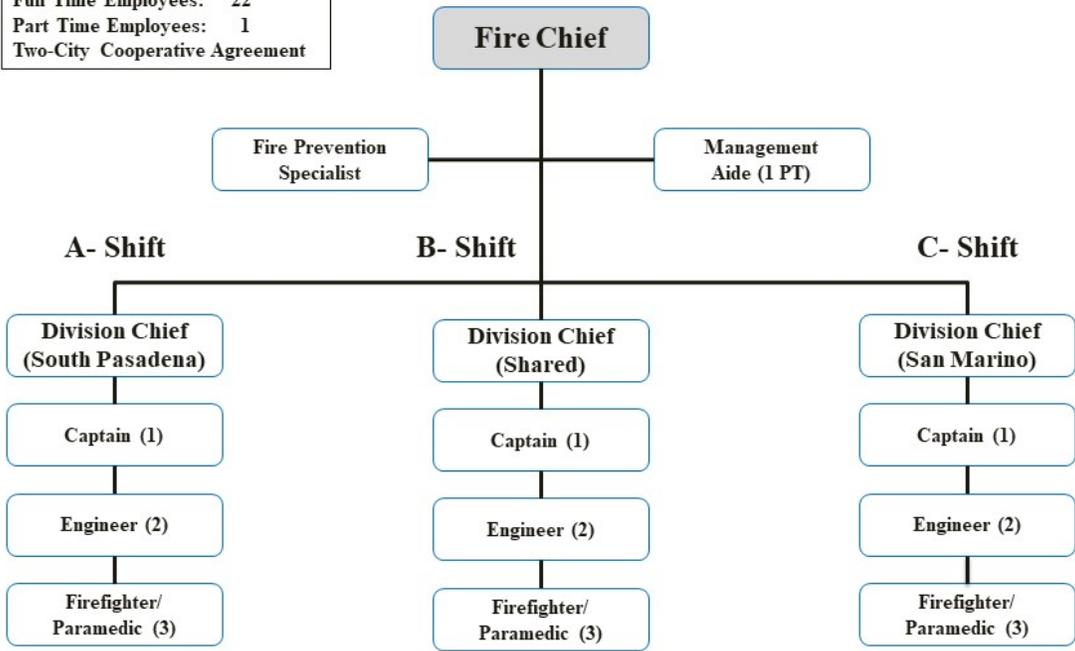
| EXPENDITURE SUMMARY | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
| Wages & Benefits | 4,153,646 | 4,329,665 | 4,406,273 | 4,620,466 | 4,291,603 | 4,806,847 |
| Operations & Maintenance | 863,595 | 485,294 | 593,964 | 539,184 | 531,722 | 489,500 |
| Capital Outlay | 981,038 | 10,271 | 263,113 | 15,000 | 26,152 | 5,000 |
| Total Expenses by Category | 5,998,279 | 4,825,230 | 5,263,349 | 5,174,650 | 4,849,476 | 5,301,347 |
| [101-5011] Fire | 5,031,694 | 4,720,830 | 4,841,282 | 5,139,650 | 4,807,956 | 5,261,347 |
| [101-5012] Emergency Preparedness | 23,505 | 104,400 | 386,516 | 35,000 | 41,520 | 55,000 |
| [105-5011] Facilities & Equipment Replacement | 943,080 | - | 35,551 | - | - | - |
| [274-5019] Fire Grant | - | - | - | - | - | - |
| Total Expenses by Program | 5,998,279 | 4,825,230 | 5,263,349 | 5,174,650 | 4,849,476 | 5,316,347 |

| | |
|----------------------------|-----------|
| Fire Chief | 1 |
| Fire Division Chief | 2 |
| Fire Captain | 3 |
| Fire Engineer | 6 |
| Firefighter/Paramedic | 9 |
| Fire Prevention Specialist | 1 |
| Total | 22 |

FIRE
Department Description and Authorized Positions

Fire Department
Fiscal Year 2020-21

| | |
|--------------------------------|----|
| Full Time Employees: | 22 |
| Part Time Employees: | 1 |
| Two-City Cooperative Agreement | |



FIRE

Budget Detail

101-5011

| Acct | Tsk | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|------------------------------|-----|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | 000 | Salaries - Permanent | 1,658,037 | 1,699,779 | 1,766,150 | 2,162,091 | 2,040,270 | 2,282,636 |
| 7010 | 000 | Salaries - Temp / Part | 42,559 | 47,596 | 40,813 | 60,000 | 31,082 | 60,000 |
| 7020 | 000 | Overtime | 763,523 | 995,727 | 950,379 | 432,418 | 950,000 | 420,000 |
| 7030 | 000 | Overtime - FLSA | 90,241 | 39,333 | 30,903 | 82,159 | 30,745 | 80,000 |
| 7040 | 000 | Holiday | 63,900 | 63,151 | 72,945 | 59,458 | 80,864 | 80,000 |
| 7045 | 000 | Overtime - Special Detail | 150,412 | 189,871 | 116,549 | 140,000 | 164,428 | 100,000 |
| 7060 | 000 | IOD - Safety | 22,880 | 46,421 | 34,812 | - | - | - |
| 7065 | 000 | Fitness | 5,700 | 3,100 | 5,700 | 9,000 | 10,400 | 9,000 |
| 7070 | 000 | Leave Buyback | 86,089 | 82,949 | 37,408 | 27,026 | 46,776 | 50,000 |
| 7100 | 000 | Retirement | 580,976 | 666,259 | 828,132 | 1,032,418 | 380,102 | 1,090,633 |
| 7108 | 000 | Deferred Compensation | 1,660 | 2,046 | 5,243 | 4,173 | 6,099 | 4,684 |
| 7110 | 000 | Workers Compensation | 498,017 | 253,118 | 234,309 | 294,564 | 260,653 | 310,987 |
| 7122 | 000 | Unemployment Insurance | 32 | 75 | - | - | - | - |
| 7130 | 000 | Group Health Insurance | 120,171 | 166,325 | 204,450 | 244,440 | 195,045 | 244,440 |
| 7140 | 000 | Vision Insurance | 3,685 | 3,941 | 4,041 | 5,040 | 3,826 | 5,040 |
| 7150 | 000 | Dental Insurance | 12,432 | 11,449 | 12,952 | 18,900 | 12,978 | 18,900 |
| 7160 | 000 | Life Insurance | 1,614 | 1,427 | 1,739 | 2,079 | 1,568 | 2,079 |
| 7170 | 000 | FICA - Medicare | 39,018 | 44,872 | 45,786 | 31,350 | 51,766 | 33,098 |
| 7180 | 000 | Car/Uniform Allowance | 12,700 | 12,226 | 13,962 | 15,350 | 25,000 | 15,350 |
| <WAGES & BENEFITS> | | | 4,153,646 | 4,329,665 | 4,406,273 | 4,620,466 | 4,291,603 | 4,806,847 |
| 8000 | 000 | Office Supplies | 3,725 | 3,695 | 3,708 | 3,700 | 2,785 | 3,700 |
| 8010 | 000 | Postage | 965 | 911 | 975 | 1,000 | 160 | 1,000 |
| 8020 | 000 | Special Department Expense | 45,757 | 43,157 | 43,978 | 44,000 | 35,927 | 44,000 |
| 8025 | 000 | Medical Supplies | 27,304 | 25,784 | 47,350 | 33,000 | 27,416 | 34,000 |
| 8026 | 000 | Hazardous Materials | 1,327 | - | 695 | 500 | - | - |
| 8050 | 000 | Printing/Duplicating | 1,685 | 1,753 | 982 | 1,000 | 1,031 | 1,000 |
| 8060 | 000 | Dues & Memberships | 75 | 985 | 1,890 | 800 | 2,568 | 1,800 |
| 8080 | 000 | Books & Periodicals | 1,305 | 802 | 1,876 | 2,000 | 924 | 2,000 |
| 8090 | 000 | Conference & Meeting Expense | 79 | 1,500 | 482 | 1,500 | 1,500 | 2,000 |
| 8100 | 000 | Vehicle Maintenance | 52,789 | 39,019 | 44,694 | 37,500 | 31,943 | 37,500 |
| 8105 | 000 | Fuel | - | 18,302 | 20,898 | 16,000 | 11,040 | 17,000 |
| 8110 | 000 | Equipment Maintenance | 12,745 | 11,108 | 9,824 | 11,000 | 6,278 | 11,000 |
| 8120 | 000 | Building Maintenance | 10,523 | 10,000 | 17,131 | 70,684 | 85,302 | 10,000 |
| 8132 | 000 | Uniform Expense/ Cleaning | 307 | - | - | - | - | - |
| 8134 | 000 | Safety Clothing/Equipment | 26,820 | 49,237 | 28,075 | 28,000 | 26,653 | 29,000 |
| 8170 | 000 | Professional Services | 33,546 | 36,505 | 25,667 | 38,500 | 28,019 | 38,500 |
| 8180 | 000 | Contract Services | 127,116 | 134,008 | 149,708 | 155,000 | 179,807 | 147,000 |
| 8183 | 000 | Contract Services - Command Sharing | 499,062 | 4,725 | 27,347 | 65,000 | 65,000 | 65,000 |
| 8200 | 000 | Training Expense | 9,195 | 9,249 | 9,727 | 10,000 | 10,000 | 10,000 |
| <OPERATIONS & MAINTENANCE> | | | 854,325 | 390,739 | 435,009 | 519,184 | 516,354 | 454,500 |
| 8520 | 000 | Machinery & Equipment | 23,723 | 426 | - | - | - | - |
| <CAPITAL OUTLAY> | | | 23,723 | 426 | - | - | - | - |
| [101-5011] Fire Total | | | 5,031,694 | 4,720,830 | 4,841,282 | 5,139,650 | 4,807,956 | 5,261,347 |

FIRE

Budget Detail

101-5011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides funds for fire administration, command/suppression personnel, and support staff.
- 7010 Part-Time Salaries
Provides funds for three part-time employees to perform fire prevention services and secretarial duties.
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, and overtime required to fill minimal staffing requirements.
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of departmental office supplies; stationary, file dividers, boxes, clipboards, filing cabinets, workstation supplies, (\$2,300); toner, printer supplies, (\$800) and copy paper, letter head, envelopes, (\$600).
- 8010 Postage
Provides funds for department Fire and Life Safety bulk mailings; inspection forms, paramedic subscription program correspondences, Federal and State Government mailings and postal expenses (\$1,000).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including unanticipated damaged of firefighting equipment, EMS Personal Protective Equipment, uniforms not identified in Safety Clothing and Equipment (\$13,000); non-firefighting orientated equipment and station supplies, (\$3,200); station and apparatus cleaning supplies (\$4,500); linen services (\$6,800); department identification cards (\$500); expenses for the Public Safety Fair (\$1,000); unanticipated repairs to front-line and reserve firefighting apparatus (\$10,500). Replacement and upgrades to department PCs, printers, and computer software; Firehouse Software (\$4,500).
- 8025 Paramedic and Emergency Medical Services and Supplies
Provides funds for purchasing expendable medical supplies and equipment utilized

during the delivery of paramedic and emergency medical services (\$19,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$10,000); and other medical supplies (\$5,000).

- 8050 Printing and Duplicating
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600), and business cards (\$400).
- 8060 Dues and Membership
Provides funds for membership in the California and International Fire Chiefs Associations, Foothill Fire Chiefs and Training Officers Association, Regional Arson Strike Team, L.A. Area Fire Marshalls Association, National Fire Protection Association (\$1,800).
- 8080 Books and Training Materials
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$2,000).
- 8090 Meeting and Conference Expense
Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$2,000).
- 8100 Vehicle Maintenance
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles. Repairs include emergency/unscheduled repairs to front line apparatus (\$37,500).
- 8105 Fuel
Provides fuel for fire apparatus (\$10,000 Diesel fuel) and (\$7,000 unleaded gasoline).
- 8110 Equipment Maintenance
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400).
- 8120 Building Maintenance
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (\$9,000). Includes routine repair and maintenance costs related to gasoline and diesel fuel distribution system (\$1,000).
- 8134 Safety Clothing and Equipment
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus, and chemical protective suits (17,000). Provides funds to purchase safety turn out gear (\$12,000).
- 8170 Professional Services
Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance

(\$31,350), employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (\$3,150), Cal OSHA mandated respiratory protection annual testing (\$4,000).

8180 Contract Services

Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$147,000).

8183 Contract Services – San Marino

Provides funds for comprehensive shared Fire Command Staff of one (1) shared Division Chief with the City of San Marino (\$65,000).

8200 Training Expense

Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$5,000). Includes use of multi-agency Training Tower (\$5,000).

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

| Acct | Tsk | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|-----|----------------------------|---------------|----------------|----------------|---------------|---------------|---------------|
| | | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8020 | 000 | Special Department Expense | 9,270 | 94,555 | 158,955 | 20,000 | 15,369 | 35,000 |
| | | <OPERATIONS & MAINTENANCE> | 9,270 | 94,555 | 158,955 | 20,000 | 15,369 | 35,000 |
| 8520 | 000 | Machinery & Equipment | 14,235 | 9,845 | 14,459 | 15,000 | 1,280 | 5,000 |
| 8523 | 000 | EOCEquipment | - | - | 213,102 | - | 24,871 | - |
| 8180 | | Contract Services | - | - | - | - | - | 15,000 |
| | | <CAPITAL OUTLAY> | 14,235 | 9,845 | 227,561 | 15,000 | 26,152 | 5,000 |
| [101-5012] Emergency Preparedness Total | | | 23,505 | 104,400 | 386,516 | 35,000 | 41,520 | 40,000 |

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for operational items such as the Emergency Operations Plan (EOP), Disaster Mitigation Plan (DMP), EOC supplies and operations and disaster preparedness supplies (\$15,000), EOC training for Department Directors (5,000); Black Board Connect Mass Communication System (15,000).

8520 Machinery and Equipment

Provide funds for CERT training, operations and equipment including training materials for three CERT Basic Trainings annually. (\$5,000).

8180 Contract Services

Provides funds for managing hazardous vegetation on City owned vacant properties (\$15,000).

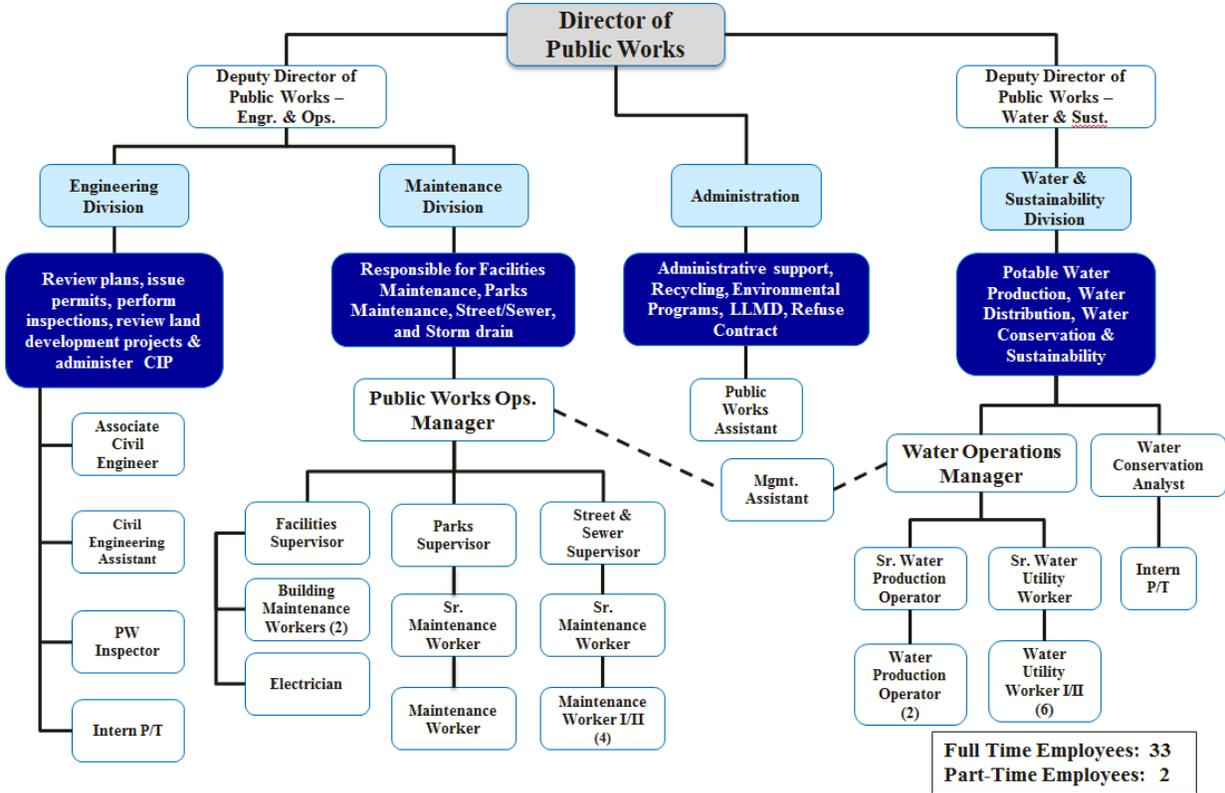
PUBLIC WORKS Department Summary

| EXPENDITURE SUMMARY | Actual 2016/17 | Actual 2017/18 | Actual 2018/19 | Adopted 2019/20 | Estimated 2019/20 | Proposed 2020/21 |
|--------------------------------------|-------------------|-------------------|-------------------|--------------------|----------------------|---------------------|
| Wages & Benefits | 3,173,443 | 3,403,252 | 2,948,316 | 3,798,149 | 3,270,070 | 3,561,482 |
| Operations & Maintenance | 5,249,453 | 4,115,196 | 5,163,545 | 5,902,178 | 3,414,540 | 5,641,328 |
| Capital Outlay | 175,400 | 250,314 | 128,814 | 216,500 | 303,819 | 213,500 |
| Other Expenses | - | - | - | - | - | - |
| Total Expenses by Category | 8,598,296 | 7,768,762 | 8,240,675 | 9,916,827 | 6,988,429 | 9,416,310 |
| [101-6015] Environmental Services | 210,595 | 207,645 | 44,065 | - | - | - |
| [101-6011] PW Admin & Engineering | 372,784 | 419,153 | 617,664 | 613,565 | 584,807 | 602,550 |
| [101-6410] Park Maintenance | 414,864 | 493,446 | 470,343 | 631,921 | 559,083 | 628,572 |
| [101-6601] Facilities Maintenance | 683,017 | 705,483 | 647,267 | 895,092 | 774,719 | 891,189 |
| [105-6116] Street Maintenance | - | - | - | - | - | - |
| [207-6011] PW Admin & Engineering | 103 | 3,246 | - | - | - | - |
| [210-6501] Sewer Operations | 524,547 | 463,217 | 510,417 | 753,275 | 786,871 | 724,359 |
| [215-6115] Traffic Signals | 152,864 | 128,544 | 157,247 | 186,900 | 166,900 | 169,900 |
| [215-6118] Sidewalk Maintenance | 3,909 | 2,717 | - | - | - | - |
| [215-6201] Street Lighting | 210,086 | 196,338 | 194,637 | 250,100 | 285,790 | 250,100 |
| [215-6310] Street Trees | 483,591 | 516,446 | 523,933 | 561,598 | 500,937 | 555,541 |
| [215-6416] Median Strips | 42,922 | 53,668 | 47,174 | 89,000 | 86,486 | 64,000 |
| [230-6116] Street Maintenance | 516,301 | 706,375 | 595,382 | 638,506 | 541,039 | 635,122 |
| [232-6301] Street Trees | - | - | - | - | - | - |
| [232-6417] Prop "A" Park Maintenance | 120,562 | 47,096 | 44,401 | 63,500 | 34,338 | 63,500 |
| [238-6501] Sewer Operations | 30,000 | - | - | - | - | - |
| [277-6011] PW Admin & Engineering | 5,045 | 19,520 | 5,528 | - | - | - |
| [310-6501] Sewer Operations | 335,655 | 87,580 | 26,556 | - | - | - |
| [500-6710] Water Distribution | 1,073,479 | 1,162,253 | 1,157,799 | 1,299,813 | 1,350,593 | 1,208,541 |
| [500-6711] Water Production | 3,417,972 | 2,556,035 | 3,197,273 | 3,502,967 | 1,179,385 | 3,228,340 |
| [500-9990] Unfunded Liabilities | - | - | - | - | - | - |
| Total Expenses by Program | 8,598,296 | 7,768,762 | 8,239,686 | 9,486,237 | 6,850,946 | 9,021,715 |

| | |
|---|-----------|
| Public Works Director | 1 |
| Deputy Public Works Director – Engineering & Operations | 1 |
| Deputy Public Works Director – Water & Sustainability | 1 |
| Public Works Operations Manager | 1 |
| Associate Civil Engineer | 1 |
| Civil Engineering Assistant | 1 |
| Public Works Assistant | 1 |
| Management Assistant | 1 |
| Public Works Inspector | 1 |
| Facilities Supervisor | 1 |
| Electrician | 1 |
| Building Maintenance Worker | 2 |
| Parks Supervisor | 1 |
| Streets/Sewers Supervisor | 1 |
| Water Operations Manager | 1 |
| Senior Maintenance Worker | 2 |
| Water Production Operator | 2 |
| Maintenance Worker I/II | 5 |
| Senior Water Utility Worker | 1 |
| Senior Water Production Operator | 1 |
| Water Conservation & Sustainability Analyst | 1 |
| Water Utility Worker I/II | 5 |
| Total | 33 |

PUBLIC WORKS

Department Description and Authorized Positions



PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 246,619 | 277,776 | 235,619 | 285,609 | 285,609 | 280,009 |
| 7010 | Salaries - Temp / Part | 9,919 | 17,847 | 6,788 | 20,000 | 20,000 | 20,000 |
| 7020 | Overtime | 195 | 623 | (701) | - | 408 | - |
| 7070 | Leave Buyback | 2,787 | 10,505 | 9,105 | - | 2,774 | - |
| 7100 | Retirement | 45,404 | 52,355 | 63,709 | 74,579 | 46,422 | 73,116 |
| 7108 | Deferred Compensation | 488 | 419 | 477 | 825 | 636 | 809 |
| 7110 | Workers Compensation | 14,576 | 7,542 | 5,718 | 7,890 | 4,768 | 7,735 |
| 7130 | Group Health Insurance | 18,847 | 24,107 | 26,643 | 26,373 | 28,309 | 26,373 |
| 7140 | Vision Insurance | 580 | 627 | 628 | 756 | 608 | 756 |
| 7150 | Dental Insurance | 1,969 | 2,208 | 2,153 | 2,835 | 2,183 | 2,835 |
| 7160 | Life Insurance | 243 | 261 | 258 | 312 | 268 | 312 |
| 7170 | FICA - Medicare | 4,178 | 5,465 | 3,727 | 4,141 | 3,877 | 4,060 |
| | <WAGES & BENEFITS> | 345,805 | 399,736 | 356,138 | 423,320 | 398,717 | 416,005 |
| 8000 | Office Supplies | 905 | 1,553 | 1,960 | 1,000 | 1,353 | 1,000 |
| 8010 | Postage | 1,223 | 1,265 | 1,016 | 2,000 | 591 | 2,000 |
| 8020 | Special Department Expense | 8,524 | 11,102 | 25,551 | 60,040 | 60,000 | 60,040 |
| 8040 | Advertising | 812 | 1,915 | 2,286 | 4,300 | 4,300 | 4,300 |
| 8050 | Printing/Duplicating | 5,090 | 1,182 | 2,356 | 7,500 | 7,500 | 7,500 |
| 8060 | Dues & Memberships | 408 | 463 | 483 | 1,915 | 3,521 | 1,915 |
| 8090 | Conference & Meeting Expense | 1,224 | 1,073 | 62 | 3,700 | 60 | - |
| 8100 | Vehicle Maintenance | 1,519 | 2,536 | 2,281 | 1,500 | 764 | 1,500 |
| 8110 | Equipment Maintenance | 261 | 409 | - | 290 | - | 290 |
| 8170 | Professional Services | 6,616 | (2,357) | 225,531 | 108,000 | 108,000 | 108,000 |
| 8180 | Contract Services | - | 276 | - | - | - | - |
| 8300 | Lease Payment | 397 | - | - | - | - | - |
| | <OPERATIONS & MAINTENANCE> | 26,979 | 19,417 | 261,526 | 190,245 | 186,090 | 186,545 |
| [101-6011] PW Admin & Engineering Total | | 372,784 | 419,153 | 617,664 | 613,565 | 584,807 | 602,550 |

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Public Works Director, Deputy Public Works Director – Engineering & Operations, Public Works Operations Mgr., Public Works Assistant, Associate Engineer, Public Works Inspector, Civil Engineering Assistant, Management Assistant, and Water Conservation & Sustainability Analyst. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Covers the cost of overtime for non-management staff attending commission meetings and, as authorized, official City events outside of regular office hours.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$1,000).
- 8010 Postage
Provides funds for City mailings and overnight deliveries (\$1,500). Provides funds for citywide mass mailings concerning environmental programs (\$500).
- 8020 Department Expense
Provides funds for Public Works Engineering supplies and services including computer supplies, county assessor maps, and data updates. In addition, includes Environmental Programs supplies and services. Annual Real quest Assessor Parcel Map software subscription (\$3,600); Annual AutoCAD Map software subscription renewal (\$1,090); ESRI ArcMap GIS software subscription renewal (\$2,000); County Recorder recording fees (\$750); Comcate software subscription (\$2,300); Cell phone service (\$1,000); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300); Annual AQMD Generator permit fee (\$600); Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL); Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300); Arroyo Seco Army Corps Study, Year 2 (\$30,500); Promotional items related to environmental programs (\$2,500).
- 8040 Advertising
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,800). Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper (\$2,500).

- 8050 Printing and Duplication
 Provides funds for the printing and duplication of materials. Utility bill insert (\$600). Business cards (\$150). Reprographic costs for oversized maps and plans (\$1,150). Costs for duplications of plans and specifications for bidding purposes (\$4,100). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents. Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
 Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director – Engineering & Operations. Similar membership fees for the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); National Arbor Foundation Membership (\$25). Books (\$400) and seminars (\$400). Professional Engineer’s license renewals (\$230). Provides funds for membership fees, dues, subscriptions, and publications of professional organizations related to advancing environmental protection and concerns (\$200).
- 8090 Conference and Meeting Expense
 Provides funds for conference registration and meeting expenses for APWA meeting (\$600); San Gabriel Valley Council of Governments Technical Advisory Committee meetings (\$300); City & County Engineers Association (\$300) and other seminars (\$500). Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$2,000).
- 8100 Vehicle Maintenance and Operations
 Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$1,500).
- 8110 Equipment Maintenance
 Public Works share of postage machine rental (\$290).
- 8170 Professional Services
 Professional on-call traffic engineering services and studies (\$30,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Also, funds plan checking and general on-call engineering services (\$25,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts. Update the Pavement Management Program (PMP) which is valid through 2020 (\$45,000).

PARK MAINTENANCE

Budget Detail

101-6410

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 71,521 | 94,330 | 81,902 | 138,739 | 138,739 | 136,018 |
| 7020 | Overtime | 1,218 | 430 | 1,938 | 2,000 | 833 | 2,000 |
| 7040 | Holiday | 108 | - | 785 | - | 1,353 | - |
| 7055 | IOD - Non Safety | 194 | - | - | - | - | - |
| 7070 | Leave Buyback | 4,618 | 588 | 2,324 | - | 75 | - |
| 7100 | Retirement | 15,520 | 18,121 | 16,168 | 25,141 | 15,132 | 24,648 |
| 7108 | Deferred Compensation | 213 | 142 | 233 | 519 | 238 | 509 |
| 7110 | Workers Compensation | 6,773 | 3,902 | 2,970 | 4,399 | 2,403 | 4,313 |
| 7120 | Disability Insurance | - | - | 1,029 | - | - | - |
| 7130 | Group Health Insurance | 6,834 | 12,230 | 11,434 | 19,767 | 10,636 | 19,767 |
| 7140 | Vision Insurance | 232 | 311 | 244 | 396 | 238 | 396 |
| 7150 | Dental Insurance | 800 | 829 | 885 | 1,485 | 891 | 1,485 |
| 7160 | Life Insurance | 93 | 92 | 108 | 163 | 98 | 163 |
| 7170 | FICA - Medicare | 1,096 | 1,322 | 1,110 | 2,012 | 1,101 | 1,972 |
| <WAGES & BENEFITS> | | 109,220 | 132,299 | 121,131 | 194,621 | 171,737 | 191,272 |
| 8000 | Office Supplies | 641 | 706 | 689 | 800 | 800 | 800 |
| 8020 | Special Department Expense | 29,050 | 26,590 | 15,852 | 25,500 | 25,500 | 25,500 |
| 8100 | Vehicle Maintenance | 1,032 | 919 | 56 | 1,500 | 688 | 1,500 |
| 8110 | Equipment Maintenance | 1,027 | 1,626 | 737 | 2,500 | 1,046 | 2,500 |
| 8140 | Utilities | 38,043 | 36,684 | 38,234 | 40,000 | 40,000 | 40,000 |
| 8170 | Professional Services | 9,115 | 7,777 | 3,740 | 15,000 | 15,000 | 15,000 |
| 8180 | Contract Services | 216,093 | 275,521 | 277,199 | 335,500 | 300,000 | 335,500 |
| 8200 | Training Expense | - | 456 | 345 | 1,500 | 196 | 1,500 |
| 8262 | Graffiti Removal | 10,643 | 10,868 | 12,359 | 15,000 | 4,116 | 15,000 |
| <OPERATIONS & MAINTENANCE> | | 305,644 | 361,148 | 349,212 | 437,300 | 387,346 | 437,300 |
| [101-6410] Park Maintenance Total | | 414,864 | 493,446 | 470,343 | 631,921 | 559,083 | 628,572 |

PARK MAINTENANCE

Budget Detail

101-6410

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for a Sr. Maintenance Worker, Parks Supervisor, Management Assistant, Public Works Operations Manager and Deputy Public Works Director – Engineering & Operations. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff performing emergency call outs and attending commission meetings.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$400) and miscellaneous expenses (\$400).
- 8020 Special Department Expense
Provides for special and miscellaneous division supplies and materials including irrigation controllers and sprinklers (\$10,500), fertilizer (\$2,000), miscellaneous garden supplies (\$3,000), pest control products (\$2,500), miscellaneous park supplies (\$5,500), and humane bee control service (\$2,000).
- 8100 Vehicle Maintenance
Provides funds for operational costs for parks vehicles including smog certifications (\$500) and routine maintenance services (\$1,000).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment (\$2,500).
- 8140 Electricity
Provides funds for electrical service by Southern California Edison to City park facilities (\$40,000).
- 8170 Professional Services
Provides funds for the use of professionals such as landscape architects, arborists, and other professional services related to the maintenance of the City parks and the equipment located at the parks (\$15,000), such as soil and tissue sampling services, arborists reports, and sports field consulting.

8180 Contract Services

Provides funds for partial cost of contracted services by LandCare to maintain the parks and playing fields, including irrigation system repairs (\$225,000). The remainder of this contract is charged to LLD Street Medians (account 215-6416-8180). Also provides funds for gopher abatement (\$6,000), the rental of an extended boom truck to access field lighting (\$1,000). Landscape services (\$28,500), and supplemental tree trimming and replacement (\$50,000). Temporary labor for emergency services (\$25,000).

8200 Training Expense

Provides funds for training seminars, materials, and job-related training sessions for employees (\$1,000). The seminars and training are necessary to keep certifications for required job related functions. Also includes costs for books and manuals (\$500).

8262 Graffiti Removal

Provides funds for graffiti removal contract services. Graffiti Control Systems, North Hollywood, is providing services for the graffiti eradication services (\$15,000).

FACILITIES MAINTENANCE

Budget Detail

101-6601

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 243,886 | 237,790 | 211,233 | 284,183 | 247,790 | 278,611 |
| 7020 | Overtime | 2,912 | 2,254 | 3,683 | 2,500 | 8,573 | 2,500 |
| 7040 | Holiday | | - | 780 | - | 4,503 | - |
| 7070 | Leave Buyback | 3,555 | 8,897 | 3,781 | 1,500 | 7,254 | 1,500 |
| 7100 | Retirement | 40,753 | 43,707 | 46,919 | 72,886 | 45,979 | 71,457 |
| 7108 | Deferred Compensation | 213 | 141 | 233 | 519 | 238 | 509 |
| 7110 | Workers Compensation | 25,076 | 11,641 | 9,527 | 10,715 | 11,384 | 10,505 |
| 7130 | Group Health Insurance | 26,449 | 30,727 | 32,574 | 38,712 | 40,870 | 38,712 |
| 7140 | Vision Insurance | 769 | 698 | 650 | 960 | 801 | 960 |
| 7150 | Dental Insurance | 3,805 | 2,539 | 2,022 | 3,600 | 2,993 | 3,600 |
| 7160 | Life Insurance | 362 | 348 | 280 | 396 | 376 | 396 |
| 7170 | FICA - Medicare | 3,412 | 3,469 | 3,095 | 4,121 | 3,894 | 4,040 |
| <WAGES & BENEFITS> | | 351,192 | 342,212 | 315,807 | 420,092 | 374,654 | 412,789 |
| 8000 | Office Supplies | 820 | 841 | 893 | 1,200 | 825 | 1,200 |
| 8020 | Special Department Expense | 17,693 | 48,242 | 37,823 | 45,000 | 31,995 | 45,000 |
| 8060 | Dues & Memberships | - | - | - | 700 | - | 700 |
| 8100 | Vehicle Maintenance | 1,491 | 734 | 613 | 1,500 | 1,045 | 1,500 |
| 8110 | Equipment Maintenance | 810 | 248 | 34 | 1,500 | 859 | 1,500 |
| 8120 | Building Maintenance | 79,708 | 53,875 | 34,740 | 80,000 | 80,000 | 80,000 |
| 8130 | Small Tools | 370 | 1,239 | 285 | 3,000 | 1,013 | 3,000 |
| 8132 | Uniform Expense/Cleaning | 1,171 | 2,031 | 1,123 | 2,000 | 637 | 2,000 |
| 8134 | Safety Clothing/Equipment | 1,211 | 397 | 1,200 | 1,200 | 1,314 | 1,200 |
| 8140 | Utilities | 83,705 | 107,435 | 100,555 | 160,000 | 104,978 | 160,000 |
| 8180 | Contract Services | 141,363 | 148,229 | 154,193 | 177,400 | 177,400 | 180,800 |
| 8200 | Training Expense | - | - | - | 1,500 | - | 1,500 |
| <OPERATIONS & MAINTENANCE> | | 328,342 | 363,271 | 331,460 | 475,000 | 400,065 | 478,400 |
| 8520 | Machinery & Equipment | 3,483 | - | - | - | - | - |
| <CAPITAL OUTLAY> | | 3,483 | - | - | - | - | - |
| [101-6601] Facilities Maintenance Total | | 683,017 | 705,483 | 647,267 | 895,092 | 774,719 | 891,189 |

FACILITIES MAINTENANCE

Budget Detail

101-6601

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for two full time Building Maintenance Workers and partial compensation for the Electrician, Facility Maintenance Supervisor, Public Works Operations Manager, and Deputy Public Works Director – Engineering & Operations. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff performing emergency call outs after hours.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600) and miscellaneous expenses (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including construction supplies (\$10,000), playground hardware (\$2,000), paint and painting supplies (\$2,000), electrical supplies and parts including light bulbs (\$5,000), paper goods (\$15,000), first aid kits (\$300), cell phone monthly service charge (\$2,200), garage door maintenance (\$3,000), fire extinguisher maintenance (\$1,200), elevator certification (\$2,000), and miscellaneous expenses for City facilities (\$2,300).
- 8060 Dues/Memberships/Subscriptions
Provides funds for membership fees, dues, subscriptions and publications to professional organizations (\$700).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance for the building maintenance worker’s vehicles (\$1,250) and smog certifications (\$250).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment (\$1,500).
- 8120 Building Maintenance
Provides for building maintenance services and supplies. Contract maintenance of air conditioning system (\$25,000), elevators (\$9,000), pest control services (\$4,800), locksmith service (\$2,000), and generator maintenance (\$10,000). Additional repairs costs for HVAC system repairs (\$5,000), electrical repairs (\$5,000), painting (\$3,500), plumbing services (\$7,000), garage door and motorized gate maintenance and part replacements (\$5,000), and emergency service response (\$3,700).
- 8130 Small Tools

Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).

8132 Uniform Expenses

Provides for the purchase and service of City supplied uniforms (\$2,000).

8134 Safety Equipment & Supplies

Provides for the purchase of safety equipment and supplies (\$1,200).

8140 Utilities

Provides funds for electrical service by Southern California Edison to City facilities (\$160,000).

8180 Contract Services

Janitorial services for City buildings including twice a week day porter service (\$150,000). Annual fees for the Civic Center Facility access system (\$4,400). The remainder of this contract is charged to 232-6471-8180. CNG annual maintenance contract (\$3,000) and CNG station repairs (\$5,000). Annual underground service tank (UST) inspections and cleaning (\$15,000).

8200 Training Expenses

Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). CNG station, safety and HVAC trainings (\$1,000).

SEWER MAINTENANCE

Budget Detail

210-6501

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 280,881 | 255,030 | 240,936 | 330,842 | 290,589 | 320,651 |
| 7010 | Salaries - Temp / Part | - | 333 | 12,380 | - | 3,148 | |
| 7020 | Overtime | 3,762 | 2,948 | 2,011 | 3,000 | 2,579 | |
| 7040 | Holiday | 662 | 652 | 1,375 | - | 3,923 | |
| 7070 | Leave Buyback | 10,267 | 8,323 | 7,208 | - | 8,259 | |
| 7100 | Retirement | 50,199 | 97,938 | 62,570 | 75,477 | 51,027 | 73,285 |
| 7108 | Deferred Compensation | 962 | 421 | 540 | 1,167 | 904 | 1,104 |
| 7110 | Workers Compensation | 21,293 | 8,842 | 7,715 | 10,542 | 9,719 | 10,270 |
| 7120 | Disability Insurance | 397 | - | 961 | - | - | |
| 7130 | Group Health Insurance | 26,010 | 24,140 | 24,191 | 37,475 | 38,389 | 37,475 |
| 7131 | Retiree Health Insurance | - | - | - | - | - | |
| 7140 | Vision Insurance | 734 | 645 | 620 | 1,037 | 785 | 1,037 |
| 7150 | Dental Insurance | 2,592 | 2,270 | 2,077 | 3,888 | 2,924 | 3,888 |
| 7160 | Life Insurance | 370 | 305 | 277 | 428 | 397 | 428 |
| 7170 | FICA - Medicare | 4,234 | 3,819 | 3,798 | 4,797 | 4,615 | 4,649 |
| 9990 | Pension Expense | - | - | - | - | - | |
| | <WAGES & BENEFITS> | 402,363 | 405,667 | 366,659 | 468,653 | 417,257 | 452,787 |
| 8000 | Office Supplies | 338 | 564 | 249 | 600 | 374 | 600 |
| 8010 | Postage | - | - | - | 600 | - | 600 |
| 8020 | Special Department Expense | 12,541 | 10,021 | 20,604 | 27,000 | 27,000 | 15,800 |
| 8050 | Printing/Duplicating | - | - | - | 200 | 200 | 200 |
| 8060 | Dues & Memberships | 255 | - | - | 500 | - | 500 |
| 8090 | Conference & Meeting Expense | 220 | - | - | 800 | - | 800 |
| 8100 | Vehicle Maintenance | 6,090 | 1,304 | 8,538 | 15,000 | 15,000 | 15,000 |
| 8110 | Equipment Maintenance | 1,795 | - | - | 5,000 | 203 | 5,000 |
| 8120 | Building Maintenance | - | - | - | 1,200 | - | 1,200 |
| 8130 | Small Tools | - | - | - | 1,500 | - | 1,500 |
| 8132 | Uniform Expense/Cleaning | 570 | 909 | 890 | 1,200 | 495 | 1,200 |
| 8134 | Safety Clothing/Equipment | 644 | 448 | 1,063 | 1,000 | 466 | 1,000 |
| 8170 | Professional Services | - | 1,740 | 10,493 | 30,000 | 30,000 | 30,000 |
| 8180 | Contract Services | 18,112 | 16,302 | 15,958 | 100,000 | 100,000 | 102,200 |
| 8191 | Liability & Surety Bonds | 11,947 | 25,950 | 16,622 | 30,000 | 30,000 | 25,950 |
| 8200 | Training Expense | - | 312 | 320 | 1,000 | 656 | 1,000 |
| 8400 | Overhead Allocation | 69,022 | - | 69,022 | 69,022 | - | 69,022 |
| | <OPERATIONS & MAINTENANCE> | 121,534 | 57,549 | 143,758 | 284,622 | 204,394 | 271,572 |
| 8540 | Automotive Equipment | 650 | - | - | - | 165,221 | |
| | <CAPITAL OUTLAY> | 650 | - | - | - | 165,221 | - |
| [210-6501] Sewer Operations Total | | 524,547 | 463,217 | 510,417 | 753,275 | 786,871 | 724,359 |

SEWER MAINTENANCE

Budget Detail

210-6501

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for Maintenance Worker II (2), Maintenance Worker I (3), Sr. Maintenance Worker, Management Assistant, Streets Supervisor, Deputy Public Works Director – Engineering & Operations, Assistant Finance Director, City Manager, Asst. to the City Manager, Public Works Operations Manager, Civil Engineering Assistant, Public Works Director, Public Works Inspector, Public Works Assistant, Director of Finance, Associate Engineer and partial compensation for Account Clerk, Accounting Technician. Refer to the Appendix for a detailed allocation list. Additional 2% incentive for obtaining California Water Environment Association certification.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to sewer main stoppages and repairs.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).
- 8010 Postage
Provide funds for City mailings concerning sewer preventive maintenance (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies: fittings, jetting nozzles, sewer reel hoses (\$9,700) and new manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300) and Cartograph software annual subscription (\$2,100). and this City personnel cell phones (\$1,200). Division share of natural gas costs for CNG vehicles (\$500).
- 8050 Printing/Duplicating
To provide funds for the printing and duplication of sewer related materials (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides for membership to the California Water Environmental Association for division staff members (\$500).
- 8090 Conference & Meeting Expense
Provides funds for conference registration and meeting expenses related to sewer related matters (\$800).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles and for painting of aging vehicles (\$15,000).
- 8110 Equipment Maintenance

- Provides for repairs to the sewer main cleaning equipment (\$5,000).
- 8120 Building Maintenance
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools
Provides for replacement of worn or damaged hand and power tools (\$1,500).
- 8132 Uniform Expenses
Provides for the purchase and uniform service of City supplied uniforms (\$1,200).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel toed boots, and other miscellaneous items (\$1,000).
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000).
- 8180 Contract Services
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$60,000). Cellular phone monthly service charge (\$2,200)
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 5% share of the City's liability insurance costs (\$25,950). The remaining portions are paid out of General Fund (60%), Water Fund (25%), and LLD (10%).
- 8200 Employee Training
Provides for training seminars and workshops related to sewer maintenance (\$1,000).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$69,022).

TRAFFIC SIGNALS

Budget Detail

215-6115

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8020 | Special Department Expense | 9,040 | 1,884 | 375 | 30,900 | 30,900 | 30,900 |
| 8140 | Utilities | 43,963 | 36,327 | 60,417 | 66,000 | 66,000 | 66,000 |
| 8180 | Contract Services | 87,966 | 58,151 | 96,455 | 70,000 | 70,000 | 53,000 |
| | <OPERATIONS & MAINTENANCE> | 140,969 | 96,362 | 157,247 | 166,900 | 166,900 | 149,900 |
| 8520 | Machinery & Equipment | 11,895 | 32,183 | - | 20,000 | - | 20,000 |
| | <CAPITAL OUTLAY> | 11,895 | 32,183 | - | 20,000 | - | 20,000 |
| [215-6115] Traffic Signals Total | | 152,864 | 128,544 | 157,247 | 186,900 | 166,900 | 169,900 |

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$5,000). In-pavement crosswalk maintenance (\$5,500). Traffic signal systems upgrades (\$20,400).

8140 Electricity

Provides funds for electrical service by Southern California Edison for traffic signal operations (\$66,000).

8180 Contract Services

Provides funds for the contract services related to monthly inspection, cleaning and testing of the traffic signal system (\$28,000), non-routine signal maintenance (\$25,000) and signal knockdown repairs (\$13,400). Cost sharing for traffic signal at Orange Grove and SR110 (\$2,300) and Orange Grove and Columbia (\$1,300).

CAPITAL OUTLAY

8520 Machinery & Equipment

Provides funds for traffic cabinet replacements or upgrades (\$20,000).

STREET LIGHTING

Budget Detail

215-6201

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8000 | Office Supplies | 380 | 403 | 275 | 600 | 243 | 600 |
| 8020 | Special Department Expense | 14,325 | 23,401 | 25,557 | 45,500 | 45,500 | 45,500 |
| 8100 | Vehicle Maintenance | 4,397 | 3,478 | 5,881 | 7,500 | 7,500 | 7,500 |
| 8110 | Equipment Maintenance | 1,050 | - | 910 | 3,000 | 859 | 3,000 |
| 8130 | Small Tools | 1,268 | 77 | 434 | 1,000 | 536 | 1,000 |
| 8132 | Uniform Expense/Cleaning | 921 | 1,384 | 1,003 | 1,500 | 501 | 1,500 |
| 8134 | Safety Clothing/Equipment | 336 | 224 | 635 | 800 | - | 800 |
| 8140 | Utilities | 140,334 | 154,366 | 128,450 | 182,000 | 182,000 | 182,000 |
| 8170 | Professional Services | 23,181 | 13,006 | 5,670 | 7,400 | 5,920 | 7,400 |
| 8191 | Liability & Surety Bonds | 23,894 | - | 25,823 | - | 42,731 | - |
| 8200 | Training Expense | - | - | - | 800 | - | 800 |
| <OPERATIONS & MAINTENANCE> | | 210,086 | 196,338 | 194,637 | 250,100 | 285,790 | 250,100 |
| [215-6201] Street Lighting Total | | 210,086 | 196,338 | 194,637 | 250,100 | 285,790 | 250,100 |

STREET LIGHTING

Budget Detail

215-6201

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).

- 8020 Special Department Expense
Provides for special department supplies and services (\$4,000), materials for an estimated 6 knockdowns (\$24,000), based on historical activity, street light replacements (\$16,000) and expenses to assist Chamber of Commerce Holiday lighting program (\$1,500).

- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas (\$5,900), oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks (\$1,600).

- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment (\$1,500), hydraulic repairs for boom truck (\$1,000), and maintenance costs for Code Blue emergency system (\$500).

- 8130 Small Tools
Replacement or purchase of worn or damaged hand and power tools (\$1,000).

- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$1,500).

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$800).

- 8140 Electricity
Provides funds for the energy costs by Southern California Edison for the City streetlights (\$182,000).

- 8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District (\$7,400).

- 8200 Training Expense
Provides for training seminars and workshops related to street lighting systems (\$800).

STREET TREE MAINTENANCE

Budget Detail

215-6310

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--------------------------------------|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 116,227 | 125,909 | 109,136 | 125,772 | 90,668 | 123,306 |
| 7020 | Overtime | 2,355 | 1,640 | 917 | 3,000 | 965 | |
| 7040 | Holiday | 260 | 86 | 531 | - | 2,192 | |
| 7055 | IOD - Non Safety | 324 | - | - | - | - | |
| 7070 | Leave Buyback | 3,569 | 3,038 | 2,509 | - | 2,418 | |
| 7100 | Retirement | 19,762 | 21,563 | 18,116 | 24,742 | 16,649 | 24,257 |
| 7108 | Deferred Compensation | 100 | 54 | 105 | 106 | - | 127 |
| 7110 | Workers Compensation | 10,517 | 5,487 | 4,427 | 4,616 | 3,917 | 4,526 |
| 7130 | Group Health Insurance | 11,218 | 14,326 | 14,398 | 17,508 | 10,081 | 17,508 |
| 7131 | Retiree Health Insurance | - | - | - | - | - | |
| 7140 | Vision Insurance | 377 | 413 | 351 | 432 | 291 | 432 |
| 7150 | Dental Insurance | 1,321 | 1,336 | 1,262 | 1,620 | 1,088 | 1,620 |
| 7160 | Life Insurance | 176 | 168 | 162 | 178 | 137 | 178 |
| 7170 | FICA - Medicare | 1,710 | 1,865 | 1,644 | 1,824 | 1,423 | 1,788 |
| | <WAGES & BENEFIT S> | 167,916 | 175,886 | 154,073 | 179,798 | 129,829 | 173,741 |
| 8000 | Office Supplies | 115 | 240 | 63 | 500 | 247 | 500 |
| 8020 | Special Department Expense | 938 | 2,722 | 3,937 | 25,000 | 25,000 | 25,000 |
| 8040 | Advertising | - | 200 | - | 200 | - | 200 |
| 8060 | Dues & Memberships | - | 135 | 135 | 400 | - | 400 |
| 8090 | Conference & Meeting Expense | - | - | 200 | 200 | - | 200 |
| 8100 | Vehicle Maintenance | 1,458 | 3,409 | 965 | 11,000 | 11,000 | 11,000 |
| 8110 | Equipment Maintenance | 164 | 100 | 2,744 | 5,000 | 2,103 | 5,000 |
| 8130 | Small Tools | 591 | 1,785 | 1,158 | 5,000 | 274 | 5,000 |
| 8132 | Uniform Expense/Cleaning | 1,614 | 1,692 | 1,000 | 2,100 | 884 | 2,100 |
| 8134 | Safety Clothing/Equipment | 352 | 454 | 1,385 | 1,600 | 1,600 | 1,600 |
| 8170 | Professional Services | 4,365 | 220 | 14,500 | 15,000 | 15,000 | 15,000 |
| 8180 | Contract Services | 215,473 | 239,099 | 237,625 | 230,000 | 230,000 | 230,000 |
| 8181 | In-Lieu Tree Planting | 475 | 20,428 | - | 10,000 | 10,000 | 10,000 |
| 8184 | Annual Tree Planting | - | - | 59,572 | 25,000 | 25,000 | 25,000 |
| 8200 | Training Expense | 75 | 94 | - | 800 | - | 800 |
| | <OPERATIONS & MAINTENANCE> | 225,620 | 270,578 | 323,284 | 331,800 | 321,108 | 331,800 |
| 9181 | Removal/Replacement Tree Program | 90,055 | 69,982 | 46,576 | 50,000 | 50,000 | 50,000 |
| | <CAPITAL OUTLAY> | 90,055 | 69,982 | 46,576 | 50,000 | 50,000 | 50,000 |
| [215-6310] Street Trees Total | | 483,591 | 516,446 | 523,933 | 561,598 | 500,937 | 555,541 |

STREET TREE MAINTENANCE

Budget Detail

215-6310

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Sr. Maintenance Worker, Parks Supervisor, Maintenance Worker I, Public Works Operations Manager, Public Works Assistant, and Facilities Maintenance Supervisor. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to fallen trees, broken limbs, and attendance at commission meetings.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies including chain saw blades, blade sharpening, gloves, chipper blades (\$7,000), ropes, sling, and pulleys (\$3,000), work zone signs and cones (\$1,000), 25% of department cell phones (\$1,000), and pesticides and fungicides (\$3,000). Provides for replacement of sidewalks and curbs damaged by City trees (\$10,000).
- 8040 Advertisements
Provides funds to publish ads for the tree regulations (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides dues for Parks Supervisor to be a Western International Society of Arboriculture (ISA) member (\$400).
- 8090 Conference & Meeting Expense
Provides funds for tree related conference registration and meeting expenses (\$200).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (\$11,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$5,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$5,000).
- 8132 Uniforms and Equipment

Provides for the purchase and service of City supplied uniforms (\$2,100).

8134 Safety Equipment & Supplies

Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, and gloves (\$1,600).

8170 Professional Services

Provides the cost of a miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$3,700). Certified Arborist as needed (\$10,800).

8180 Contract Services

Routine tree maintenance services rendered under contract for tree trimming and annual grid pruning, and removal of trees (\$230,000).

8181 In-Lieu Tree Planting

Miscellaneous tree planting (\$10,000). The charges to this account are offset by residents paying for the cost of the trees into a revenue account.

8184 Annual Tree Planting

Annual Citywide tree planting (\$25,000).

8200 Training

Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

CAPITAL OUTLAY

9181 Capital Outlay

Remove aged/distressed trees and plant replacement trees (\$50,000).

MEDIAN STRIPS

Budget Detail

215-6416

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---------------------------------------|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8020 | Special Department Expense | 542 | 204 | 2,203 | 3,500 | 986 | 3,500 |
| 8180 | Contract Services | 42,380 | 53,464 | 44,971 | 85,500 | 85,500 | 60,500 |
| | <OPERATIONS & MAINTENANCE> | 42,922 | 53,668 | 47,174 | 89,000 | 86,486 | 64,000 |
| [215-6416] Median Strips Total | | 42,922 | 53,668 | 47,174 | 89,000 | 86,486 | 64,000 |

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides for department supplies including sprinklers, valves, fittings and plumbing (\$3,500).

8180 Contract Services

Provides partial cost of services rendered by contract with LandCare for landscape maintenance of street medians (\$60,500). The remainder of this contract is charged to General Fund Park Maintenance (account 101-6410-8180).

STREET MAINTENANCE

Budget Detail

230-6116

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 276,843 | 296,963 | 316,013 | 317,921 | 267,286 | 319,557 |
| 7010 | Salaries - Temp / Part | | | | - | 787 | |
| 7020 | Overtime | 4,428 | 5,399 | 4,675 | 5,000 | 12,308 | |
| 7040 | Holiday | 831 | 1,042 | 2,624 | 2,000 | 4,881 | |
| 7055 | IOD - Non Safety | 129 | - | - | - | - | |
| 7070 | Leave Buyback | 3,005 | 7,682 | 4,650 | - | 5,733 | |
| 7100 | Retirement | 48,731 | 53,529 | 57,277 | 65,071 | 45,554 | 66,496 |
| 7108 | Deferred Compensation | 312 | 196 | 338 | 454 | 132 | 524 |
| 7110 | Workers Compensation | 26,008 | 13,738 | 13,609 | 11,556 | 11,699 | 11,526 |
| 7130 | Group Health Insurance | 29,878 | 31,975 | 44,058 | 36,663 | 33,935 | 37,092 |
| 7131 | Retiree Health Insurance | - | - | - | - | - | |
| 7140 | Vision Insurance | 1,030 | 1,059 | 1,244 | 1,236 | 1,000 | 1,248 |
| 7150 | Dental Insurance | 3,254 | 3,736 | 3,724 | 4,635 | 3,733 | 4,680 |
| 7160 | Life Insurance | 421 | 493 | 475 | 510 | 473 | 515 |
| 7170 | FICA - Medicare | 4,078 | 4,519 | 4,774 | 4,610 | 4,330 | 4,634 |
| | <WAGES & BENEFIT S> | 398,948 | 420,331 | 455,004 | 449,656 | 391,851 | 446,272 |
| 8000 | Office Supplies | 610 | 565 | 568 | 1,000 | 842 | 1,000 |
| 8020 | Special Department Expense | 66,004 | 66,329 | 106,827 | 72,000 | 67,838 | 80,000 |
| 8060 | Dues & Memberships | 419 | - | - | 300 | - | 300 |
| 8100 | Vehicle Maintenance | 13,157 | 9,237 | 15,585 | 20,000 | 20,000 | - |
| 8110 | Equipment Maintenance | 442 | 3,202 | 34 | 6,400 | 2,106 | 6,400 |
| 8130 | Small Tools | 260 | 3,000 | - | 3,000 | - | 3,000 |
| 8132 | Uniform Expense/Cleaning | 3,665 | 3,192 | 2,493 | 3,000 | 1,155 | 3,000 |
| 8134 | Safety Clothing/Equipment | 866 | 828 | 2,189 | 1,750 | 1,247 | 1,750 |
| 8170 | Professional Services | 2,100 | - | 500 | 10,000 | 10,000 | 2,000 |
| 8180 | Contract Services | 29,830 | 52,881 | 12,183 | 46,000 | 46,000 | 46,000 |
| 8200 | Training Expense | | 172 | - | 400 | - | 400 |
| | <OPERATIONS & MAINTENANCE> | 117,353 | 139,405 | 140,378 | 163,850 | 149,188 | 163,850 |
| 8540 | Automotive Equipment | | 146,640 | - | 25,000 | - | 25,000 |
| | <CAPITAL OUTLAY> | - | 146,640 | - | 25,000 | - | 25,000 |
| [230-6116] Street Maintenance Total | | 516,301 | 706,375 | 595,382 | 638,506 | 541,039 | 635,122 |

STREET MAINTENANCE

Budget Detail

230-6116

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for three full-time Maintenance Workers and the partial compensation for the Management Assistant, Street Supervisor, Senior Maintenance Worker (2), Public Works Operations Manager, Public Works Inspector, Engineering Assistant, and a Deputy Public Works Director. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500) and miscellaneous expense (\$500).
- 8020 Special Department Expense
This account provides for special and miscellaneous department supplies & services including street signage (\$10,000), asphalt (\$10,000), and concrete, base sand and backfill soil (\$40,000). Catch basin repairs (\$10,000) and miscellaneous expenses (\$10,000).
- 8060 Dues, Memberships, Subscriptions, and Books
This account provides funding for construction handbooks, standard specifications for Public Works Construction (“Greenbook”), APWA Standard Drawings, WATCH manuals (\$300).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas (\$13,000), tires, tune-ups, and miscellaneous repairs and parts for Street Maintenance Division vehicles (\$7,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment used by the Streets Division (\$6,400).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools including weed whackers, chain saws, gas powered trawler and demo hammer (\$3,000).
- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$3,000).

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety boots (\$1,750).
- 8170 Professional Services
Provides for professional services for street and roadway related topics (\$2,000).
- 8180 Contract Services
Provides for services rendered for street maintenance activities such as miscellaneous traffic striping and markings (\$10,000). Citywide traffic striping maintenance (\$15,000). Outsourcing of larger sidewalk, curb & gutter projects (\$10,000). Supplement contract services (\$11,000).
- 8200 Training
Provides for seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$400).

CAPITAL OUTLAY

- 8540 Vehicles and Equipment
Replace the compressor used for concrete repairs within the City (\$25,000).

PROP A PARK MAINTENANCE

Budget Detail

232-6417

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|----------------------------|----------------|---------------|---------------|---------------|---------------|---------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8020 | Special Department Expense | 94,042 | 10,537 | 11,875 | 25,000 | 15,530 | 25,000 |
| 8110 | Equipment Maintenance | 5,541 | 8,279 | - | 5,000 | 7,009 | - |
| 8140 | Utilities | 1,119 | 1,202 | 1,119 | 3,500 | 714 | 5,000 |
| 8170 | Professional Services | - | - | - | - | - | 3,500 |
| 8180 | Contract Services | 19,860 | 27,079 | 31,407 | 30,000 | 11,085 | 30,000 |
| <OPERATIONS & MAINTENANCE> | | 120,562 | 47,096 | 44,401 | 63,500 | 34,338 | 63,500 |
| [232-6417] Prop "A" Park Maintenance Total | | 120,562 | 47,096 | 44,401 | 63,500 | 34,338 | 63,500 |

PROP A PARK MAINTENANCE

Budget Detail

232-6417

OPERATIONS & MAINTENANCE

8020 Special Department Expenses

Janitorial supplies for the Arroyo and Garfield Park restrooms (\$2,000), adding engineered wood fibers or sand to Garfield, Orange Grove or Eddie Park playgrounds (\$13,000), and miscellaneous parts needed for playgrounds, light fixture, and restroom fixture replacements (\$10,000).

8140 Equipment Maintenance

Garfield, Orange Grove and Eddie Park playground equipment maintenance (\$5,000).

8140 Utilities

Provides funds for utilities for the Arroyo Park restrooms, Garfield Park Restrooms and the Dog Park (\$3,500).

8180 Contract Services

Provides funds for janitorial services and to unlock restrooms at Arroyo Park and Garfield parks (\$20,000) and regular maintenance of the Dog Park, Garfield Park playground, Orange Grove Park playground and Eddie Park playground (\$10,000).

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|-----------------------------------|----------------------------|---------|---------|------------|----------------|---------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | - | - | 514 | 29,787 | 26,018 | 29,203 |
| 7100 | Retirement | - | - | - | 2,107 | 2,657 | 2,065 |
| 7108 | Deferred Compensation | - | - | - | 260 | 238 | 254 |
| 7110 | Workers Compensation | - | - | - | 743 | 667 | 729 |
| 7130 | Group Health Insurance | - | - | - | 2,091 | 3,442 | 2,091 |
| 7140 | Vision Insurance | - | - | - | 60 | 56 | 60 |
| 7150 | Dental Insurance | - | - | - | 225 | 209 | 225 |
| 7160 | Life Insurance | - | - | - | 25 | 25 | 25 |
| 7170 | FICA - Medicare | - | - | - | 432 | 381 | 423 |
| | <WAGES & BENEFITS> | - | - | 514 | 35,730 | 33,779 | 35,076 |
| 8020 | Special Department Expense | - | - | - | 73,500 | 13,066 | 73,500 |
| 8170 | Professional Services | - | - | - | 35,000 | 19,233 | 35,000 |
| 8180 | Contract Services | - | - | - | 10,000 | 3,259 | 10,000 |
| | <CAPITAL OUTLAY> | - | - | - | 118,500 | 35,558 | 118,500 |
| [239-6011] Measure W Total | | - | - | 514 | 154,230 | 69,337 | 153,576 |

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial salary of Deputy Public Works Director – Engineering & Operations and Civil Engineering Assistant.

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for annual NPDES storm drain permit (\$8,500); LA River Bacteria TMDL Coordinated Integrated Monitoring Plan implementation (\$15,000); Upper LA River Enhanced Watershed Management Program Development (\$50,000) for MS4 Permit compliance.
- 8170 Professional Services
Provides for the cost of professional services to achieve full compliance with the NPDES permit including NPDES consultant services (\$35,000).
- 8180 Contract Services
Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance.

WATER DISTRIBUTION

Budget Detail

500-6710

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 519,985 | 530,157 | 492,902 | 503,764 | 533,208 | 494,886 |
| 7020 | Overtime | 24,624 | 31,544 | 15,624 | 30,000 | 22,505 | |
| 7040 | Holiday | 592 | 665 | 2,102 | - | 7,317 | |
| 7055 | IOD - Non Safety | - | 747 | 909 | - | - | |
| 7070 | Leave Buyback | 12,183 | 11,815 | 6,415 | - | 12,082 | |
| 7100 | Retirement | 94,024 | 197,835 | 101,764 | 143,689 | 97,188 | 141,215 |
| 7108 | Deferred Compensation | 1,911 | 865 | 1,218 | 2,014 | 1,978 | 1,985 |
| 7110 | Workers Compensation | 43,391 | 22,222 | 19,261 | 16,857 | 19,460 | 16,551 |
| 7120 | Disability Insurance | 851 | - | 956 | - | - | |
| 7130 | Group Health Insurance | 45,227 | 53,517 | 53,832 | 55,016 | 60,802 | 55,016 |
| 7131 | Retiree Health Insurance | - | - | - | 30,956 | - | |
| 7140 | Vision Insurance | 1,580 | 1,652 | 1,531 | 1,675 | 1,599 | 1,675 |
| 7150 | Dental Insurance | 4,971 | 4,429 | 5,195 | 6,282 | 4,884 | 6,282 |
| 7160 | Life Insurance | 725 | 651 | 735 | 691 | 692 | 691 |
| 7170 | FICA - Medicare | 7,986 | 8,278 | 8,074 | 7,305 | 8,638 | 7,176 |
| <WAGES & BENEFIT S> | | 758,050 | 864,377 | 750,756 | 798,249 | 775,075 | 725,477 |
| 8000 | Office Supplies | 590 | 1,676 | 4,497 | 3,700 | 3,548 | 3,700 |
| 8010 | Postage | - | 88 | 115 | 200 | - | 200 |
| 8020 | Special Department Expense | 43,075 | 116,041 | 100,284 | 120,000 | 120,000 | 130,000 |
| 8050 | Printing/Duplicating | 540 | 1,103 | 670 | 2,500 | 585 | 2,000 |
| 8060 | Dues & Memberships | - | - | - | 700 | 476 | 700 |
| 8070 | Mileage/Auto Allowance | 1,446 | 1,321 | 815 | 1,500 | 1,255 | - |
| 8090 | Conference & Meeting Expense | 75 | - | - | 200 | - | - |
| 8100 | Vehicle Maintenance | 14,130 | 9,115 | 8,734 | 12,250 | 12,250 | 12,250 |
| 8110 | Equipment Maintenance | 4,166 | 5,966 | 9,770 | 10,000 | 10,854 | 10,000 |
| 8120 | Building Maintenance | - | - | (15,614) | 20,400 | 5,679 | 20,400 |
| 8130 | Small Tools | 4,128 | 956 | 1,316 | 10,000 | 10,000 | 10,000 |
| 8132 | Uniform Expense/Cleaning | 4,751 | 4,629 | 2,704 | 4,500 | 2,915 | 4,500 |
| 8134 | Safety Clothing/Equipment | 763 | 1,997 | 2,497 | 2,500 | 1,655 | 2,500 |
| 8140 | Utilities | 7,598 | 24,559 | 26,571 | 11,000 | 43,453 | 11,000 |
| 8150 | Telephone | 16,039 | 4,254 | 8,310 | 20,200 | 20,200 | 20,200 |
| 8170 | Professional Services | - | 22,562 | 10,656 | 20,000 | 20,000 | 20,000 |
| 8180 | Contract Services | 14,693 | 22,246 | 9,655 | 34,000 | 34,000 | 34,000 |
| 8191 | Liability & Surety Bonds | 59,735 | 77,851 | 75,688 | 103,800 | 121,244 | 78,000 |
| 8200 | Training Expense | 788 | - | 1,085 | 2,000 | 290 | 1,500 |
| 8229 | Taxes | 3,481 | 3,512 | 3,155 | 5,000 | - | 5,000 |
| 8400 | Overhead Allocation | 117,114 | - | 117,114 | 117,114 | 117,114 | 117,114 |
| <OPERATIONS & MAINTENANCE> | | 293,112 | 297,876 | 368,021 | 501,564 | 525,518 | 483,064 |
| 8530 | Computer Equipment | 8,164 | - | - | - | - | - |
| 8572 | Meters | 11,524 | - | 37,919 | - | - | - |
| 8573 | Fire Hydrants | - | - | - | - | - | - |
| 8574 | Valves | 2,629 | - | 1,104 | - | - | - |
| <CAPITAL OUTLAY> | | 22,317 | - | 39,022 | - | 50,000 | - |
| [500-6710] Water Distribution Total | | 1,073,479 | 1,162,253 | 1,157,799 | 1,299,813 | 1,350,593 | 1,208,541 |

WATER DISTRIBUTION

Budget Detail

500-6710

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for five full-time employees and partial salary of Public Works Director, Deputy Public Works Director – Water & Sustainability, Water Operations Manager, Public Works Inspector, Civil Engineering Associate, Public Works Assistant and Management Assistant.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to water main and service connection leaks.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$800) and Division share of copier lease cost (\$2,900).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for underground service alert fees (\$1,500), staff physical exams and Class B driver license renewals (\$500), miscellaneous parts and supplies (\$3,000), purchase of materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,400), sand, base and asphalt (\$10,000), backflow device testing and repair (\$4,000), gate valves to replace broken valves (12 valves are estimated) that are found during the routine valve maintenance program (\$15,000), replacement fire hydrants and installation of new fire hydrants where required to improve fire protection (12 hydrants are estimated), including all material such as sleeves, valves, and pipe (\$22,000), cellular phone monthly service charge (\$1,200) and Division share of natural gas costs for CNG vehicles (\$2,400). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Inventory Management System for Water Inventory (\$10,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials (\$500) and printing costs of utility billing inserts (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Purchase of new Water Distribution reference books (\$500) and membership in SCWUA (\$200).

- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs, and routine maintenance of division vehicles (\$10,000) and smog certifications (\$2,250).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including generator, ditch pumps, tapping machine, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) and upgrade meter reading device and program (\$5,000).
- 8120 Building Maintenance
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies (\$5,000) including elevator maintenance at Garfield Reservoir (\$4,400) and Garfield Reservoir janitorial services (\$11,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw and pneumatic pumps (\$10,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,500) and steel toed work boots (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, including, safety vests, work zone signs, cones, and delineators (\$2,500).
- 8140 Electricity
Provides funds for electrical service to Garfield Water Distribution Facility and all water sites by Southern California Edison (\$11,000).
- 8150 Telephone
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites (\$20,200).
- 8170 Professional Services
Provides for professional services to update the water GIS to include water services and meters (\$20,000).
- 8180 Contract Services
Provides for emergency contract work to repair and replace water mains, valves, fire hydrants, and water services that cannot be handled in-house (\$10,000), and landscaping contract services for water facilities (\$24,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% share of the City's liability insurance costs (\$78,000). The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLMD (10%).
- 8200 Training Expense
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$1,500) and State Water Resources Control Board operator certifications (\$500).

8229 Taxes
Property taxes paid to Los Angeles County for Water facilities located outside of South Pasadena City boundaries (\$5,000).

8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$117,114).

CAPITAL OUTLAY

8540 Vehicles and Equipment
Purchase a Forklift for shipments of water supplies received at Garfield Reservoir (\$50,000)

WATER PRODUCTION

Budget Detail

500-6711

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 360,519 | 313,593 | 257,396 | 426,072 | 340,129 | 417,718 |
| 7010 | Salaries - Temp / Part | | | | - | 4,722 | |
| 7020 | Overtime | 31,602 | 31,227 | 30,943 | 25,000 | 19,976 | |
| 7040 | Holiday | 4,269 | 4,503 | 4,227 | - | 5,536 | |
| 7070 | Leave Buyback | 7,475 | 10,679 | 12,493 | 15,000 | 5,046 | |
| 7100 | Retirement | 67,512 | 135,954 | 70,595 | 132,694 | 76,375 | 130,092 |
| 7108 | Deferred Compensation | 1,049 | 373 | 550 | 1,504 | 1,417 | 1,475 |
| 7110 | Workers Compensation | 37,564 | 16,082 | 11,507 | 14,969 | 12,791 | 14,676 |
| 7130 | Group Health Insurance | 29,531 | 28,189 | 27,053 | 45,337 | 39,791 | 45,337 |
| 7131 | Retiree Health Insurance | - | - | - | 33,227 | - | |
| 7140 | Vision Insurance | 943 | 790 | 648 | 1,325 | 967 | 1,325 |
| 7150 | Dental Insurance | 3,777 | 3,238 | 2,704 | 4,968 | 3,906 | 4,968 |
| 7160 | Life Insurance | 485 | 395 | 318 | 546 | 430 | 546 |
| 7170 | FICA - Medicare | 5,767 | 5,055 | 4,301 | 6,178 | 5,491 | 6,057 |
| | <WAGES & BENEFITS> | 550,493 | 550,078 | 422,736 | 706,820 | 516,578 | 622,193 |
| 8000 | Office Supplies | 1,108 | 3,967 | 1,434 | 1,500 | 1,056 | 1,500 |
| 8010 | Postage | - | 126 | - | 200 | - | 200 |
| 8020 | Special Department Expense | 26,723 | 29,013 | 28,017 | 27,500 | 27,500 | 27,500 |
| 8050 | Printing/Duplicating | 1,182 | 517 | 1,458 | 2,000 | 898 | 2,000 |
| 8060 | Dues & Memberships | 2,118 | 2,108 | 2,213 | 2,600 | - | 2,600 |
| 8070 | Mileage/Auto Allowance | 116 | 176 | 217 | 200 | 217 | 200 |
| 8080 | Books & Periodicals | 234 | 448 | - | 500 | - | 500 |
| 8100 | Vehicle Maintenance | 7,323 | 4,870 | 1,136 | 6,000 | 2,274 | 6,000 |
| 8110 | Equipment Maintenance | 13,343 | 23,618 | 14,686 | 32,000 | 18,856 | 32,000 |
| 8120 | Building Maintenance | - | 12,848 | 15,463 | 9,000 | 9,000 | 9,000 |
| 8130 | Small Tools | 786 | - | - | 1,000 | 742 | 1,000 |
| 8132 | Uniform Expense/Cleaning | 2,194 | 2,061 | 1,866 | 2,000 | 1,200 | 2,000 |
| 8134 | Safety Clothing/Equipment | 450 | 423 | 1,233 | 800 | - | 800 |
| 8140 | Utilities | 2,985 | 5,643 | 8,065 | 7,000 | 3,036 | 7,000 |
| 8150 | Telephone | 2,416 | 826 | 2,123 | 1,200 | - | 1,200 |
| 8152 | Pumping Power | 544,220 | 449,722 | 409,495 | 935,000 | 489,020 | 935,000 |
| 8170 | Professional Services | 230,556 | 153,917 | 234,371 | 197,880 | 197,880 | 160,880 |
| 8180 | Contract Services | 154,460 | 9,403 | 7,886 | 110,000 | 44,129 | 110,000 |
| 8200 | Training Expense | 60 | 505 | 1,275 | 1,500 | - | 1,500 |
| 8231 | Water Purchases - Resale | 43,134 | 1,304,254 | 462,906 | 250,000 | 250,000 | 100,000 |
| 8233 | Watermaster Charges | 1,628,804 | - | 1,332,212 | 1,000,000 | (591,308) | 1,000,000 |
| 8400 | Overhead Allocation | 205,267 | - | 205,267 | 205,267 | 205,267 | 205,267 |
| | <OPERATIONS & MAINTENANCE> | 2,867,479 | 2,004,446 | 2,731,322 | 2,793,147 | 659,767 | 2,606,147 |
| 8520 | Machinery & Equipment | - | 1,510 | - | - | - | |
| 8530 | Computer Equipment | - | - | 3,897 | 3,000 | 3,040 | |
| | <CAPITAL OUTLAY> | - | 1,510 | 43,216 | 3,000 | 3,040 | - |
| [500-6711] Water Production Total | | 3,417,972 | 2,556,035 | 3,197,273 | 3,502,967 | 1,179,385 | 3,228,340 |

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for four full time employees and partial salary for Public Works Director, Deputy Public Works Director – Water & Sustainability, Water Operations Manager, Public Works Assistant and Electrician.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to water production problems and for coverage during vacations, sick leave and other extended employee absences.
- 7040 Holiday
Provides funds to employees whose work rotation falls on holidays.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$1,000) and miscellaneous expenses (\$500).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including: sodium hypochlorite for Graves and Garfield Reservoir (\$15,000), chlorine analyzer solution (\$5,000), turbine oil (\$600), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000); staff physical exams and Class B driver license renewals (\$200), and cellular phone monthly service charge (\$1,200).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$2,000).
- 8060 Dues, Memberships, Subscriptions
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).
- 8070 Mileage/Auto Allowance
To provide reimbursement for water related call outs (\$200).
- 8080 Books, Videos, Magazines, and Recordings
Provides funds for the purchase of reference books and manuals (\$500).
- 8100 Vehicle Maintenance and Operations

Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000) and smog certifications (\$2,000).

8110 Equipment Maintenance

Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Replace water level transmitters and radios at elevated tanks (\$32,000).

8120 Building Maintenance

Replace cracked & falling block wall and gate at Kollie pump house (\$4,000) and Miscellaneous HVAC, paint or electrical maintenance required at water facilities (\$5,000).

8130 Small Tools

Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).

8132 Uniforms and Equipment

Provides for the purchase and service of City supplied uniforms (\$2,000).

8134 Safety Equipment & Supplies

Provides for the purchase of personal protective equipment, safety equipment and supplies (\$800).

8140 Utilities

Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).

8150 Telephone

Provides telephone service to water system facilities (\$1,200).

8152 Pumping Power

This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$935,000).

8170 Professional Services

Provides for professional services such as water quality testing including water quality monitoring of the Wilson Wellhead treatment system (\$33,000), security services at elevated tanks and reservoirs (\$3,000), State Water Resources Control Board administration fees (\$10,000), San Gabriel Basin Water Quality Authority administrative fee (\$46,380), consultant services for preparation of the annual Consumer Confidence Report (\$5,500), Consulting Water Project Manager (\$30,000), Rate analysis (\$10,000), SCADA system maintenance (\$10,000), 2020 Urban Water Management Plan (\$30,000), and as needed Water consulting services (\$20,000)

8180 Contract Services

Granular activated carbon media replacement for Wilson Wellhead Treatment system (\$110,000).

8200 Training Expense

Provides for training seminars and workshops related to water supply and production to maintain required state certification of operators (\$1,500).

- 8231 Water Purchases – Resale
This account provides funds to purchase water from the City of Pasadena and from MWD to supplement the City’s well production (\$100,000).
- 8233 Watermaster Charges
This account provides the funds to purchase water from the Upper San Gabriel Valley through the Watermaster for extraction of groundwater within our water rights, for excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin (\$1,000,000). The purchase of additional water may be offset by leasing the temporary water from other stakeholders in the Main San Gabriel Basin.
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$205,267).

CAPITAL OUTLAY

- 8530 Computer Equipment
Provide computer equipment for the water division (\$3,000)

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|-------------------------------|---------|---------|------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | - | - | 989 | 90,835 | 64,383 | 82,899 |
| 7010 | Salaries - Temp / Part | - | - | - | 25,000 | - | - |
| 7100 | Retirement | - | - | - | 31,172 | 15,824 | 28,449 |
| 7108 | Deferred Compensation | - | - | - | 257 | 274 | 191 |
| 7110 | Workers Compensation | - | - | - | 2,222 | 884 | 2,068 |
| 7130 | Group Health Insurance | - | - | - | 5,022 | 10,616 | 5,022 |
| 7140 | Vision Insurance | - | - | - | 216 | 152 | 216 |
| 7150 | Dental Insurance | - | - | - | 810 | 350 | 810 |
| 7160 | Life Insurance | - | - | - | 89 | 55 | 89 |
| 7170 | FICA - Medicare | - | - | - | 1,317 | 940 | 1,202 |
| | <WAGES & BENEFIT S> | - | - | 989 | 156,940 | 94,373 | 120,946 |
| 8000 | Office Supplies | - | - | - | 500 | - | 500 |
| 8010 | Postage | - | - | - | 1,750 | - | 1,750 |
| 8020 | Special Department Expense | - | - | - | 25,000 | 791 | 25,000 |
| 8032 | Water Efficiency Fee Projects | - | - | - | 125,000 | 6,661 | 125,000 |
| 8060 | Dues & Memberships | - | - | - | 700 | - | 700 |
| 8070 | Mileage/Auto Allowance | - | - | - | 200 | - | 200 |
| 8090 | Conference & Meeting Expense | - | - | - | 2,000 | 100 | 2,000 |
| | <OPERATIONS & MAINTENANCE> | - | - | - | 155,150 | 7,552 | 155,150 |
| [503-6713] Water Efficiency Total | | - | - | 989 | 312,090 | 101,925 | 276,096 |
| 9000 | CIP for Budgeting | - | - | - | - | - | - |
| 9010 | CIP Expenses | - | - | - | 135,000 | - | - |
| | <CAPITAL PROJECTS> | - | - | - | - | - | - |
| 503 - WATER EFFICIENCY FUND TOTAL | | - | - | 989 | 363,052 | 101,925 | 276,096 |

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial salary of Deputy Public Works Director – Sustainability & Water, Water Conservation & Sustainability Analyst, and Public Information Officer.
- 7010 Salaries – Part-Time
Provides compensation for a part time intern to assist in processing water conservation program permits.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$500).
- 8010 Postage
Provides funds for postal related expenses for environmental newsletters and documents (\$1,750).
- 8020 Special Department Expense
Provides funds for promoting water conservation and sustainability initiatives such as buckets, low flow nozzles, tree watering aids, water conservation brochures/pamphlets, newsletters, and other printed media (\$25,000). In addition, funds can also be used for events, programs, outreach, and community classes related to water conservation education.
- 8032 Water Efficiency Fee Projects
Provides funds for water conservation and efficiency programs such as residential and commercial water audits, contributing matching funds towards Metropolitan Water District rebate programs and establishing City water rebate programs (\$125,000).
- 8060 Dues, Memberships, Subscriptions, and Books
Provide funds for memberships in American Water Works Association, as well as other various water related associations (\$700).
- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement to water conservation, environmental and sustainability events (\$200).
- 8090 Conference and Meeting Expense
Provides funds for attending conferences and meetings related to water conservation, environmental and sustainability (\$2,000).

PLANNING & BUILDING

Department Summary

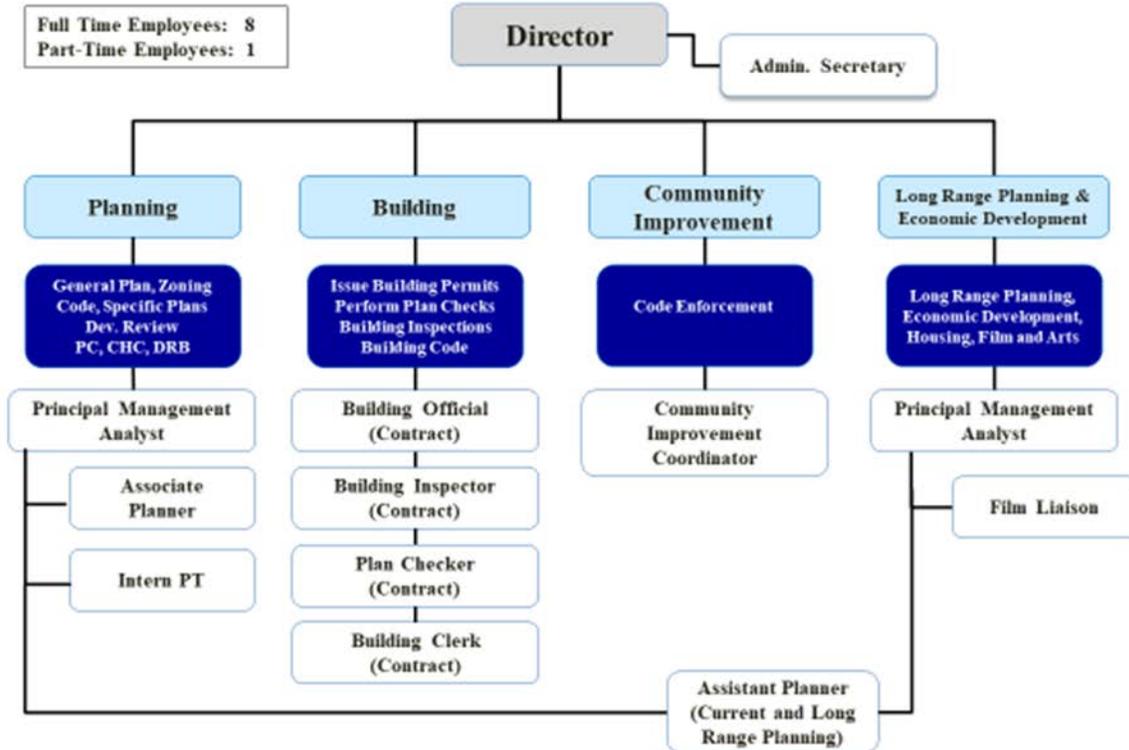
| EXPENDITURE SUMMARY | Actual | Actual | Actual | Adopted | Mid-Year | Estimated | Proposed |
|---|------------------|------------------|------------------|------------------|----------------|----------------|------------------|
| | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2018/19 | 2018/19 | 2019/20 |
| Wages & Benefits | 579,934 | 612,523 | 587,716 | 680,773 | 288,758 | 558,296 | 1,003,115 |
| Operations & Maintenance | 422,606 | 545,573 | 567,751 | 645,180 | 144,022 | 409,309 | 744,950 |
| Capital Outlay | - | - | - | - | - | - | - |
| Total Expenses by Category | 1,002,540 | 1,158,096 | 1,155,467 | 1,325,953 | 432,780 | 967,605 | 1,748,065 |
| [101-7011] Planning & Building | 1,002,540 | 1,158,096 | 1,033,506 | 1,225,953 | 432,780 | 958,291 | 1,748,065 |
| [105-7011] Facilities & Equipment Replacement | - | - | 121,961 | 100,000 | - | 9,314 | - |
| [260-2120] Residential Rehabilitation | - | - | - | - | - | - | - |
| [276-7101] Historic Preservation Grant | - | - | - | - | - | - | - |
| Total Expenses by Program | 1,002,540 | 1,158,096 | 1,155,467 | 1,325,953 | 432,780 | 967,605 | 1,748,065 |

| | |
|-----------------------------------|----------|
| Planning & Community Development | 1 |
| Director | |
| Principal Management Analyst | 2 |
| Associate Planner | 1 |
| Assistant Planner | 1 |
| Film Liaison | 1 |
| Community Improvement Coordinator | 1 |
| Administrative Secretary | 1 |
| Total | 8 |

PLANNING & BUILDING
 Department Description and Authorized Positions

Planning & Community Development

Fiscal Year 2020-21



PLANNING & BUILDING

Budget Detail

101-7011

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 417,552 | 353,018 | 329,386 | 631,644 | 631,644 | 673,867 |
| 7010 | Salaries - Temp / Part | 46,353 | 84,748 | 109,152 | 90,000 | 115,072 | 90,000 |
| 7020 | Overtime | 3,386 | 12,689 | 8,502 | 7,500 | 4,817 | 7,500 |
| 7070 | Leave Buyback | 1,579 | 6,855 | 3,127 | 7,000 | 15,977 | 7,000 |
| 7100 | Retirement | 85,666 | 82,277 | 86,883 | 167,968 | 115,000 | 176,797 |
| 7108 | Deferred Compensation | 1,355 | 730 | 477 | 2,626 | 1,211 | 2,878 |
| 7110 | Workers Compensation | 16,855 | 7,155 | 5,812 | 13,985 | 6,895 | 15,073 |
| 7130 | Group Health Insurance | 27,766 | 28,516 | 37,979 | 64,560 | 34,956 | 64,560 |
| 7140 | Vision Insurance | 1,066 | 838 | 757 | 1,680 | 807 | 1,680 |
| 7150 | Dental Insurance | 2,781 | 2,898 | 1,927 | 6,300 | 2,715 | 6,300 |
| 7160 | Life Insurance | 449 | 412 | 317 | 693 | 372 | 693 |
| 7170 | FICA - Medicare | 7,715 | 7,581 | 6,639 | 9,159 | 12,301 | 9,771 |
| <WAGES & BENEFITS> | | 612,523 | 587,716 | 591,175 | 1,003,115 | 944,126 | 1,056,119 |
| 8000 | Office Supplies | 3,702 | 3,764 | 2,821 | 2,750 | 3,067 | 2,750 |
| 8010 | Postage | 5,519 | 7,265 | 6,313 | 6,000 | 3,088 | 6,000 |
| 8020 | Special Department Expense | 8,016 | 307 | 3,201 | 8,500 | 2,445 | 8,500 |
| 8040 | Advertising | 4,844 | 9,987 | 9,779 | 6,500 | 4,398 | 6,500 |
| 8050 | Printing/Duplicating | 4,415 | 3,080 | 7,338 | 3,000 | 4,180 | 3,000 |
| 8060 | Dues & Memberships | 1,593 | 373 | 425 | 5,000 | 600 | 5,000 |
| 8090 | Conference & Meeting Expense | 1,673 | 38 | 795 | 5,000 | 600 | 5,000 |
| 8100 | Vehicle Maintenance | 1,211 | 1,659 | 2,094 | 1,200 | 720 | 1,200 |
| 8110 | Equipment Maintenance | 2,015 | 753 | 183 | 1,500 | 2,598 | 1,500 |
| 8170 | Professional Services | 54,990 | 42,870 | 117,665 | 697,213 | 697,213 | 250,000 |
| 8180 | Contract Services | 456,595 | 375,119 | 377,467 | 425,000 | 425,000 | 425,000 |
| 8200 | Training Expense | 1,000 | - | 280 | 5,000 | - | 5,000 |
| 8257 | Boards & Commissions | - | 575 | 500 | 500 | - | 500 |
| 8260 | Public Art | - | - | - | 25,000 | 25,000 | 25,000 |
| <OPERATIONS & MAINTENANCE> | | 545,573 | 445,790 | 528,859 | 1,192,163 | 1,143,909 | 744,950 |
| [101-7011] Planning & Building Total | | 1,158,096 | 1,033,506 | 1,120,034 | 2,195,278 | 2,113,034 | 1,801,069 |

PLANNING & BUILDING

Budget Detail

101-7011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for partial compensation for the Planning & Community Development Director, one Long Range Planning & Economic Development Manager, one Current Planning Manager, one Associate Planner, one Assistant Planner, one Film Liaison, one Community Improvement Coordinator and Administrative Secretary. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.
- 7020 Overtime
Provides compensation for overtime duty for department staff.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for regular office supplies (\$3,250).
- 8010 Postage
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees (\$6,000).
- 8020 Special Department Expense
Provides for special department supplies, subscriptions and services. Includes additional staff laptops and technology for teleworking (\$4,500); and online community outreach (\$4,500).
- 8040 Advertising
Provides funds for advertising of legal notices for public hearings and other land use matters. These expenses are recovered as part of application fees (\$4,000). This category also provides funding for publicity for the General Plan/Downtown Specific Plan and Housing Element updates, and facilitating and encouraging public engagement in other planning projects and programs (\$4,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Housing Element, Zoning Code, specific plans, and other planning reports and materials (\$4,000).

- 8060 Dues, Memberships, Subscriptions, and Books
Reduced from \$5,000 to \$500 in FY20/21, provides limited funds for some but not all of the following membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including the California Title 24 and Building Codes (every 3 years), California Planning & Development Report, American Planning Association, California Association of Code Enforcement, International Council of Building Officials and California Preservation Foundation, California Economic Development Partnerships, and Film Liaisons in California Statewide (\$500).
- 8090 Conference and Meeting Expense
Reduced from \$5,000 to \$0 in FY20/21, provides funds for conference registration, and meeting expenses, including the annual conference of the California Chapter of the American Planning Association (\$0).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$1,200).
- 8110 Equipment Maintenance
Provides funds for Planning & Building's share of the postage meter lease (\$1,500).
- 8170 Professional Services
Provides funding for consultant services and other services related to planning and building (including Strategic Plan priorities) such as: (SP1a) City Hall Opportunity Site Study; (SP2d) Parking Inventory for General Plan/DTSP Parking Policies; (SP5a-b) Inclusionary Housing, Occupancy Inspection, and other Housing Initiatives, including a potential Voter Initiative regarding height limits to address RHNA; Retail Market Study; and potential Zoning Code Amendments (unfunded) regarding ADUs, Sign Program, Climate Action Plan, etc. (\$180,000).
- 8180 Contract Services
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech. Contract costs are fully recovered by plan checking and building permit fees; and GIS vendor (\$475,000).
- 8200 Employee Training
Reduced from \$5,000 to \$1,500 in FY20/21, provides limited funds for required CEQA and historic preservation training seminars, materials, and other job-related training sessions taken by employees on city time (\$1,500).
- 8257 Board & Commissions
Provides funds for required training in historic preservation for the Cultural Heritage Commission (\$3,000).
- 8260 Public Art
Provides funds for professional services related to public art and curation services for the Civic Center Art Gallery (\$25,000).

LIBRARY

Department Summary

| EXPENDITURE SUMMARY | Actual | Actual | Actual | Proposed | Estimated | Proposed |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| Wages & Benefits | 1,129,928 | 1,276,561 | 1,214,864 | 1,459,640 | 1,083,977 | 1,338,056 |
| Operations & Maintenance | 381,375 | 381,796 | 379,377 | 379,850 | 396,648 | 304,150 |
| Capital Outlay | 14,166 | 78,463 | 85,969 | 35,000 | 8,000 | 19,500 |
| Total Expenses by Category | 1,525,469 | 1,736,821 | 1,680,209 | 1,874,490 | 1,488,625 | 1,661,706 |
| [101-8011] Library | 1,525,469 | 1,736,821 | 1,680,209 | 1,874,490 | 1,488,625 | 1,661,706 |
| [280-8016] Public Library Fund Grant | - | - | - | - | - | - |
| Total Expenses by Program | 1,525,469 | 1,736,821 | 1,680,209 | 1,874,490 | 1,488,625 | 1,661,706 |

| | |
|--|-----------|
| Director of Library, Arts, and Culture | 1 |
| Assistant Library Director | 1 |
| Library Public Services Manager | 1 |
| Library Support Services Manager | 1 |
| Administrative Secretary | 1 |
| Librarian | 3 |
| Library Technical Assistant | 1 |
| Library Clerk I | 1 |
| Total | 10 |

LIBRARY

Department Description and Authorized Positions

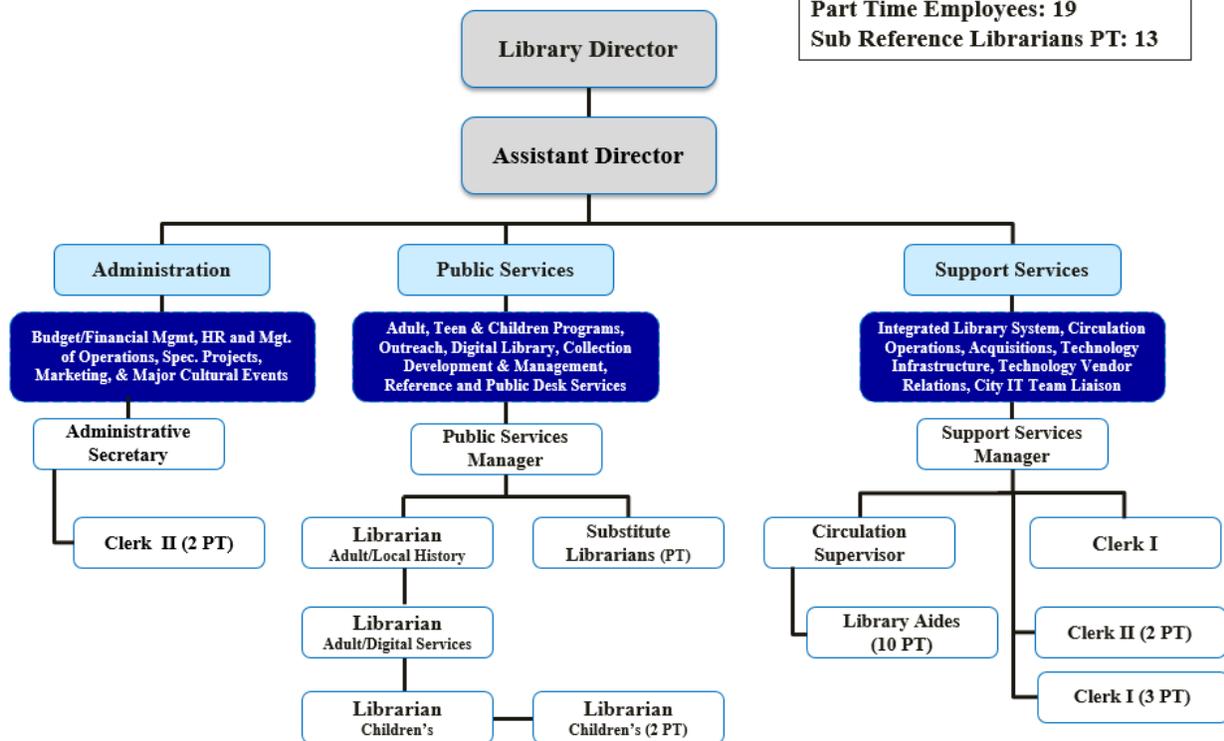
Our Purpose

To remember the past, equip the present, and envision the future.

Our Vision

A welcoming gathering place in our community to build connections,
support creativity, and encourage learning.

Full Time Employees: 10
Part Time Employees: 19
Sub Reference Librarians PT: 13



LIBRARY

Budget Detail

101-8011

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|----------------------------|----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 585,331 | 662,096 | 610,377 | 787,939 | 518,717 | 700,138 |
| 7010 | Salaries - Temp / Part | 284,022 | 308,437 | 290,259 | 260,000 | 266,974 | 260,000 |
| 7020 | Overtime | 571 | 1,261 | 76 | 1,500 | 140 | 1,500 |
| 7040 | Holiday | 421 | 507 | - | 500 | 6,709 | 500 |
| 7055 | IOD - Non Safety | - | - | - | - | - | - |
| 7070 | Leave Buyback | 3,350 | 8,581 | 7,491 | 10,000 | 34,031 | 10,000 |
| 7100 | Retirement | 139,245 | 154,902 | 179,768 | 253,918 | 138,457 | 224,111 |
| 7108 | Deferred Compensation | 1,282 | 1,199 | 2,401 | 2,459 | 1,578 | 1,333 |
| 7110 | Workers Compensation | 26,950 | 15,103 | 12,570 | 14,149 | 10,444 | 12,572 |
| 7120 | Disability Insurance | - | 11,242 | - | - | - | - |
| 7122 | Unemployment Insurance | 495 | 7 | - | - | - | - |
| 7130 | Group Health Insurance | 55,894 | 77,862 | 79,325 | 105,360 | 76,170 | 105,360 |
| 7140 | Vision Insurance | 1,769 | 1,854 | 1,619 | 2,400 | 1,454 | 2,400 |
| 7150 | Dental Insurance | 6,040 | 6,045 | 5,290 | 9,000 | 5,430 | 9,000 |
| 7160 | Life Insurance | 798 | 800 | 702 | 990 | 702 | 990 |
| 7170 | FICA - Medicare | 23,760 | 26,665 | 24,985 | 11,425 | 23,171 | 10,152 |
| <WAGES & BENEFITS> | | 1,129,928 | 1,276,561 | 1,214,864 | 1,459,640 | 1,083,977 | 1,338,056 |
| 8000 | Office Supplies | 12,064 | 11,029 | 9,193 | 10,000 | 10,000 | 7,500 |
| 8010 | Postage | 4,905 | 3,544 | 2,446 | 3,000 | 2,304 | 2,000 |
| 8020 | Special Department Expense | 30,630 | 25,670 | 31,417 | 28,000 | 28,000 | 21,000 |
| 8030 | Library Periodicals | 14,449 | 14,874 | 12,318 | 12,500 | 12,500 | 6,000 |
| 8031 | Digital Resources | 32,796 | 39,852 | 30,993 | 30,000 | 31,000 | 22,000 |
| 8040 | Advertising | 3,556 | 2,981 | 3,380 | 4,000 | 3,278 | 1,200 |
| 8050 | Printing/Duplicating | 4,765 | 4,139 | 4,418 | 3,150 | 929 | 3,000 |
| 8060 | Dues & Memberships | 1,357 | 1,990 | 2,002 | 5,000 | 5,000 | 5,000 |
| 8070 | Mileage/Auto Allowance | 126 | 131 | 56 | 200 | 75 | 200 |
| 8080 | Books/DVDs/CDs | 133,429 | 133,491 | 110,564 | 105,000 | 105,000 | 82,000 |
| 8081 | Books - Donations and Gifts | - | - | - | - | - | - |
| 8083 | E-Books | - | - | 9,988 | 41,000 | 41,000 | 30,000 |
| 8085 | City-wide Reading Program | 2,217 | - | - | 5,000 | - | - |
| 8090 | Conference & Meeting Expense | 398 | 913 | 1,911 | 2,000 | - | - |
| 8110 | Equipment Maintenance | 37,278 | 4,763 | 4,192 | 5,000 | 4,481 | 4,000 |
| 8120 | Building Maintenance | 21,536 | 15,669 | 12,979 | 15,000 | 15,000 | 11,500 |
| 8140 | Utilities | 34,755 | 34,479 | 33,541 | - | 29,953 | - |
| 8150 | Telephone | - | - | - | - | - | - |
| 8151 | CENIC WiFi Expenses | - | 16,333 | 11,258 | 16,500 | 16,500 | 18,000 |
| 8155 | Rental/Lease | 303 | 305 | - | - | - | - |
| 8170 | Professional Services | 11,718 | 7,640 | 10,622 | 8,000 | 7,000 | 6,500 |
| 8171 | Prof. Svcs. - Library Ops. Study | - | - | - | - | - | - |
| 8180 | Contract Services | 30,880 | 59,238 | 85,600 | 82,000 | 84,629 | 82,000 |
| 8200 | Training Expense | 2,125 | 1,825 | - | 2,000 | - | 1,500 |
| 8257 | Boards & Commissions | 2,088 | 2,933 | 2,500 | 2,500 | - | 750 |
| <OPERATIONS & MAINTENANCE> | | 381,375 | 381,796 | 379,377 | 379,850 | 396,648 | 304,150 |

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten positions. These include 1 Director of Library, Arts, and Culture; 1 Assistant Library Director, 1 Public Services Manager, 1 Support Services Manager, 1 Digital Services Manager, 1 Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 2 Library Clerks.
- 7010 Wages - Seasonal and Part-Time Employees
Covers the compensation of part-time library staff members who are paid hourly rates.
- 7020 Overtime
Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (\$7,500)
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue materials notifications, and inter-library loan books lent or returned to their owning institutions. (\$2,000)
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, mending tape, display racks, and other miscellaneous provisions. Also provides funds for collection development resources for staff, special event insurance for Library programs, and software that supports the provision to services and resources to the public. (\$21,000)
- 8030 Periodicals
Provides funds for hard copy magazine and English and foreign language newspaper subscriptions, including the *South Pasadena Review*, *South Pasadenan*, *Pasadena Star-News*, *Los Angeles Times*, and many others. (\$6,000)
- 8031 Digital Resources
Provides funds for the purchase of or subscription to digital resources, the majority of which are remotely available 24/7. Resources include a language learning app, historical newspapers, indexes to newspapers and magazines, encyclopedias, homework assistance, test preparation and job skills training, streaming films, advice for readers, digital magazines, comics and manga, and more. (\$22,000)

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. (\$1,200)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a host of other printed materials for the public. (\$3,000)
- 8060 Dues and Memberships
Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, California Library Association, and other professional organizations. Membership provides discounted pricing on selected resources, continuing education, professional development, and networking opportunities, as well as support for state and national organizations and associations advocating and lobbying for libraries. (\$5,000)
- 8070 Mileage Reimbursement
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (\$200)
- 8080 Books/DVDs/CDs
Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (\$82,000)
- 8083 E-Books
Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Annual circulation of digital books and audiobooks exceeds 28,000 with demand steadily increasing. (\$30,000)
- 8110 Equipment Maintenance
Covers technical support, repair and maintenance of computer system hardware and software, public computers and copiers, and assistance with special library technology projects. Also includes funds for telephone repair and maintenance and postage meter leasing. (\$4,000)
- 8120 Building Maintenance
Provides fire extinguisher maintenance, elevator permit, \$4,000 for miscellaneous emergency janitorial plumbing, electrical service, and other repairs and \$2,000 for supplies for the Library building. Includes \$5,000 for exterior steam cleaning and interior furniture and carpet cleaning. (\$11,500)
- 8151 CENIC Wi-Fi Expenses
Provides funding for the out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. Also includes \$700 for SonicWall security for Wi-Fi router. (\$18,000)
- 8170 Professional Services
Includes \$4,500 for auditors to prepare and process the tax roll for the Library Parcel

Tax, \$1,000 for graphic design services, and \$1,000 for livestreaming library programs. (\$6,500)

8180 Contract Services

Provides \$450 for security alarm maintenance, \$990 for fire alarm system maintenance, \$1,323 for emergency lighting system maintenance, and \$6,000 for theft detection system and self-check kiosk maintenance, Includes \$21,650 for cataloging records subscription, \$2,200 for library asset recovery service, \$1,995 for a book/CD/DVD ordering platform, \$1,000 for a public computer reservation system, and \$46,000 for Integrated Library System product licensing, off-site hosting, and services. (\$82,000)

8200 Training Expense

Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (\$1,500)

8257 Boards/Commissions

Funds for Library Board of Trustees' attendance at the annual California Public Library Advocates workshop and the California Library Association Annual Conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event. (\$750.00)

CAPITAL OUTLAY

8500 Building Improvements

\$10,000 for HVAC for library administration, as documented in the Capital Improvement Plan. (\$10,000)

8520 Machinery & Equipment

Includes \$3,000 for security alarm control system upgrade and \$3,500 for new shelving in the Children's Room. (\$6,500)

8530 Computer Equipment

Includes funds for equipment needed for creating digital content, and for replacements, upgrades or repairs for equipment used to provide services, training and programs for the public. (\$3,000)

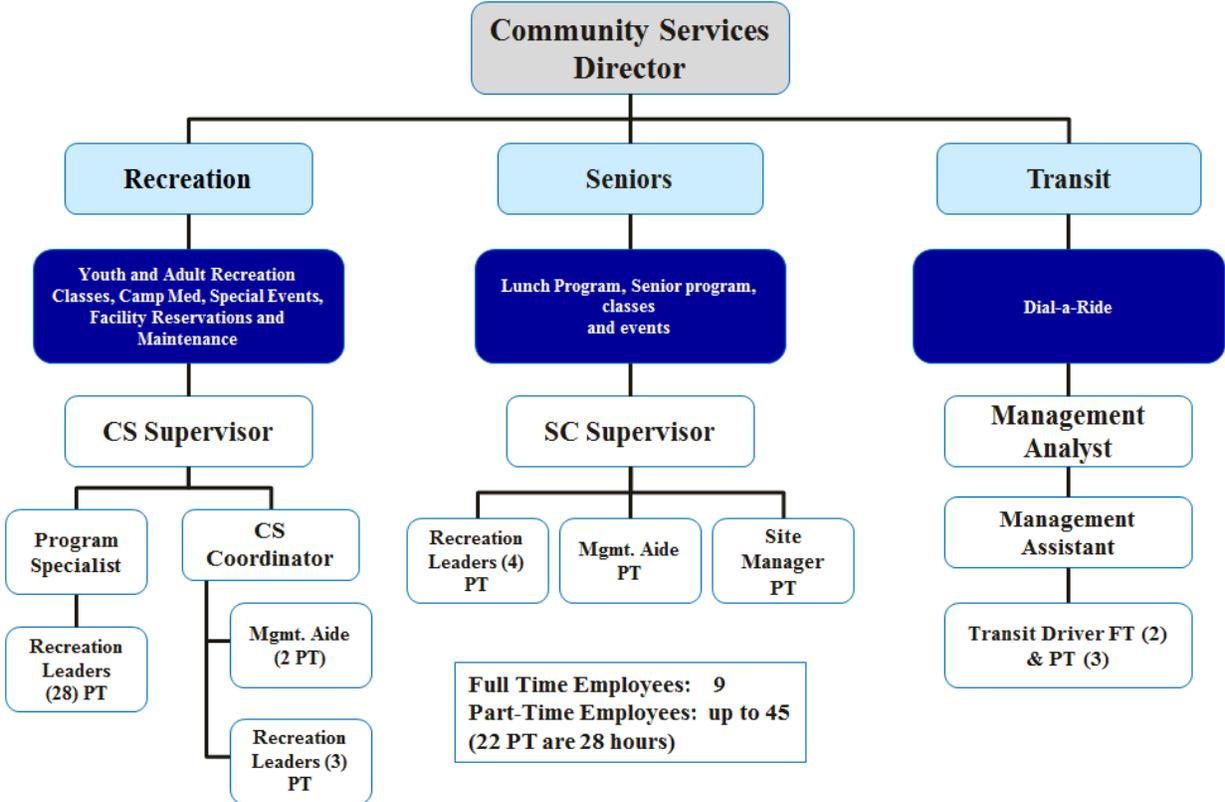
COMMUNITY SERVICES

Department Summary

| EXPENDITURE SUMMARY | Actual | Actual | Actual | Proposed | Estimated | Proposed |
|---|------------------|------------------|------------------|------------------|------------------|------------------|
| | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| Wages & Benefits | 1,258,294 | 1,342,599 | 1,317,716 | 1,473,582 | 1,301,637 | 1,229,730 |
| Operations & Maintenance | 1,658,367 | 1,723,620 | 1,659,879 | 1,958,663 | 1,704,236 | 1,746,222 |
| Capital Outlay | 175,067 | 12,997 | 61,535 | 100,000 | 78,416 | - |
| Total Expenses by Category | 3,091,728 | 3,079,215 | 3,039,130 | 3,532,245 | 3,084,289 | 2,975,952 |
| [101-8021] Senior Services | 291,590 | 309,118 | 306,568 | 353,509 | 317,344 | 362,395 |
| [101-8031] Community Services | 285,448 | 192,458 | 172,368 | 220,112 | 174,503 | 217,125 |
| [101-8032] Recreation and Youth Services | 679,960 | 827,801 | 799,343 | 858,399 | 768,300 | 551,864 |
| [105-8031] Facilities & Equipment Replacement | 26,018 | 72,710 | - | - | - | - |
| [205-2210] Prop "A" Administration | 16,224 | 14,492 | 6,059 | 14,909 | 3,533 | 14,630 |
| [205-8022] Gold Link | - | - | - | - | - | - |
| [205-8024] Transit Planning | 255,121 | 127,763 | 93,467 | 290,787 | 255,127 | 31,349 |
| [205-8025] Dial-A-Ride | 256,245 | 193,567 | 212,765 | 231,774 | 228,781 | 326,988 |
| [207-2260] Prop "C" Administration | 6,818 | 4,529 | 5,017 | 6,388 | 1,514 | 6,270 |
| [207-8025] Dial-A-Ride | 160,780 | 209,982 | 287,791 | 275,228 | 219,943 | 184,193 |
| [260-8023] CDBG Senior Nutrition Prog | 47,486 | 45,654 | 60,000 | 41,315 | 50,588 | 41,315 |
| [275-6410] Park Maintenance | 72,116 | 19,200 | - | 100,000 | - | 100,000 |
| [295-8041] General Administration | 309,244 | 369,851 | 395,733 | 382,652 | 355,098 | 382,652 |
| [295-8042] Golf Course Maintenance | 383,431 | 395,987 | 375,459 | 421,203 | 399,313 | 421,203 |
| [295-8043] Range | 57,188 | 40,636 | 30,085 | 37,783 | 71,238 | 37,783 |
| [295-8044] Golf Shop | 89,265 | 111,531 | 127,414 | 125,948 | 75,875 | 125,948 |
| [295-8045] Food Service | 154,794 | 143,937 | 167,060 | 172,238 | 163,131 | 172,238 |
| Total Expenses by Program | 3,091,728 | 3,079,215 | 3,039,130 | 3,532,245 | 3,084,289 | 2,975,952 |

| | |
|--------------------------------|----------|
| Community Services Director | 1 |
| Supervisor-Senior Services | 1 |
| Supervisor-Youth Services | 1 |
| Management Analyst | 1 |
| Community Services Coordinator | 1 |
| Program Specialist | 1 |
| Management Assistant | 1 |
| Transit Driver | 2 |
| Total | 9 |

COMMUNITY SERVICES
Department Description and Authorized Positions



SENIOR SERVICES

Budget Detail

101-8021

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|------|---|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 79,199 | 79,593 | 77,670 | 77,842 | 81,059 | 76,316 |
| 7010 | Salaries - Temp / Part | 79,836 | 97,645 | 88,159 | 132,000 | 97,807 | 132,000 |
| 7070 | Leave Buyback | - | - | - | 2,100 | - | 2,100 |
| 7100 | Retirement | 18,997 | 25,644 | 28,831 | 26,713 | 19,380 | 26,190 |
| 7108 | Deferred Compensation | 766 | 413 | 767 | 778 | 816 | 763 |
| 7110 | Workers Compensation | 5,156 | 2,725 | 2,109 | 1,398 | 2,147 | 1,370 |
| 7122 | Unemployment Insurance | 2,223 | - | - | - | - | - |
| 7130 | Group Health Insurance | 8,580 | 11,180 | 13,380 | 13,380 | 13,380 | 13,380 |
| 7140 | Vision Insurance | 240 | 240 | 240 | 240 | 240 | 240 |
| 7150 | Dental Insurance | 900 | 900 | 900 | 900 | 900 | 900 |
| 7160 | Life Insurance | 100 | 99 | 99 | 99 | 99 | 99 |
| 7170 | FICA - Medicare | 6,095 | 4,023 | 3,746 | 1,129 | 4,357 | 1,107 |
| | <WAGES & BENEFITS> | 202,092 | 222,463 | 215,901 | 256,579 | 220,186 | 254,465 |
| 8000 | Office Supplies | 3,584 | 2,388 | 2,637 | 3,000 | 3,000 | 3,000 |
| 8010 | Postage | 1,466 | 925 | 2,318 | 2,000 | 934 | 2,000 |
| 8020 | Special Department Expense | 14,978 | 13,861 | 12,019 | 15,000 | 15,000 | 14,750 |
| 8040 | Advertising | - | 252 | - | 400 | - | 400 |
| 8050 | Printing/Duplicating | 3,637 | 3,359 | 3,496 | 4,450 | 1,073 | 4,450 |
| 8060 | Dues & Memberships | 180 | 180 | 180 | 200 | - | 200 |
| 8090 | Conference & Meeting Expense | 38 | 455 | - | - | - | - |
| 8110 | Equipment Maintenance | 2,474 | 2,590 | 2,131 | 3,500 | 431 | 3,500 |
| 8120 | Building Maintenance | 1,682 | 2,270 | 3,134 | 3,200 | 1,359 | 3,200 |
| 8140 | Utilities | 13,778 | 0 | - | - | - | - |
| 8170 | Professional Services | 3,500 | 1,755 | 25 | - | - | - |
| 8180 | Contract Services | 18,977 | 36,280 | 45,040 | 39,650 | 53,345 | 53,650 |
| 8200 | Training Expense | 239 | 199 | - | 250 | - | - |
| 8264 | Special Events | 2,971 | 2,756 | 2,453 | 5,000 | 2,264 | 2,500 |
| 8267 | Classes | 21,802 | 19,193 | 16,363 | 19,500 | 19,500 | 19,500 |
| 8300 | Lease Payment | 192 | 192 | 321 | 780 | 253 | 780 |
| | <OPERATIONS & MAINTENANCE> | 89,498 | 86,656 | 90,667 | 96,930 | 97,159 | 107,930 |
| | [101-8021] Senior Services Total | 291,590 | 309,118 | 306,568 | 353,509 | 317,344 | 362,395 |

SENIOR SERVICES

Budget Detail

101-8021

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Senior Services Supervisor
- 7010 Part-Time Salaries
Provides funds for Senior Division Staff; Management Aide, Site Manager, and Recreation Leaders (4) (\$132,000).
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances (\$2,100).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer supplies, and miscellaneous supplies (\$3,000).
- 8010 Postage
Provides funds for the monthly senior newsletter (\$800) and general Senior Center postal expenses (\$500), outreach mailers (\$500), and special events advertising (\$200). (\$2,000)
- 8020 Special Department Expense
Provides funds for supplies for activities and services offered by the Senior Center, such as, volunteer recognition program (\$1,800), event entertainment (\$2,000), event supplies (table covers, napkins, birthday cake, cups, etc. \$2,700), Home Delivery meal program supplies (\$2,550) mileage reimbursement for volunteers (\$1,000) coffee service (\$2,700), and cleaning supplies (\$2,000). (\$14,750)
- 8040 Advertising
Provide funds to promote senior services and events (\$400).
- 8050 Printing and Duplicating
Provides funds to print monthly senior newsletter six times a year (\$3,000), business envelopes (\$850), printing events flyers (\$600). (\$4,450)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS) Senior and Services Supervisor (\$200).
- 8110 Equipment Maintenance
Provides funds for office equipment, fire extinguishers (\$600), kitchen fire suppression system (\$500) and WIFI service for computer lab and facility (\$2,400). (\$3,500)
- 8120 Building Maintenance
Provides funds for quarterly upholstery cleaning of furnishings, carpet, (\$1,000) pressure

washing of center entry (\$500), cleaning of stainless-steel surfaces in kitchen 3 times a year (\$1,000) cleaning of drapes (\$500) and Fire Extinguishers (\$200). (\$3,200)

8180 Contract Services

Provide funds for fire and security system (\$1,150), Annual licensing for Sportsman Software (1,100) Computer lab increase bandwidth (\$1,400) senior meals not covered by Community Block Grant (CDBG) contract (\$50,000). (\$53,650) (due to increase rate for meal program contract)

8264 Excursions/ Special Events

Provides funds for senior excursions entrance and/or tour fee and box lunch for twelve trips (\$2,500).

8267 Classes

Provides for payment to contract instructors for senior classes. Instructors are generally reimbursed 80% of their total class revenue. The City retains 20%. (\$19,500).

8300 Lease Payment

Provides for a portion of the postage meter lease (\$780).

COMMUNITY SERVICES

Budget Detail

101-8031

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 171,747 | 121,349 | 119,595 | 109,411 | 131,300 | 107,266 |
| 7010 | Salaries - Temp / Part | 1,439 | (177) | (1,695) | 10,500 | - | 10,500 |
| 7020 | Overtime | (1,013) | (2,322) | (2,012) | 1,500 | (1,607) | 1,500 |
| 7040 | Holiday | 154 | - | - | - | - | - |
| 7070 | Leave Buyback | 847 | - | - | 2,000 | - | 2,000 |
| 7100 | Retirement | 32,868 | 23,745 | 27,849 | 37,547 | 26,485 | 36,811 |
| 7108 | Deferred Compensation | 1,086 | 648 | 1,158 | 1,094 | 1,350 | 1,073 |
| 7110 | Workers Compensation | 6,445 | 2,010 | 1,312 | 2,730 | 1,592 | 2,676 |
| 7130 | Group Health Insurance | 13,778 | 6,616 | 8,423 | 6,435 | 8,223 | 6,435 |
| 7140 | Vision Insurance | 288 | 131 | 166 | 180 | 158 | 180 |
| 7150 | Dental Insurance | 1,069 | 487 | 616 | 675 | 585 | 675 |
| 7160 | Life Insurance | 175 | 80 | 75 | 74 | 91 | 74 |
| 7170 | FICA - Medicare | 3,134 | 2,149 | 1,999 | 1,586 | 2,367 | 1,555 |
| | <WAGES & BENEFITS> | 232,017 | 154,717 | 157,485 | 173,732 | 170,544 | 170,745 |
| 8000 | Office Supplies | 1,433 | 494 | 915 | 1,000 | 497 | 1,000 |
| 8010 | Postage | 394 | 1,034 | 650 | 650 | - | 650 |
| 8020 | Special Department Expense | 8,127 | 12,655 | 9,874 | 13,830 | 2,743 | 13,830 |
| 8040 | Advertising | 500 | 96 | 100 | 150 | - | 150 |
| 8050 | Printing/Duplicating | - | 202 | - | 200 | - | 200 |
| 8060 | Dues & Memberships | 875 | 650 | 655 | 650 | - | 650 |
| 8090 | Conference & Meeting Expense | 2,726 | 373 | 1,223 | 800 | - | 800 |
| 8110 | Equipment Maintenance | 6,205 | 6,006 | 5,154 | 7,035 | 7,035 | 7,035 |
| 8120 | Building Maintenance | 11,608 | 11,269 | 7,968 | 14,450 | 14,450 | 14,450 |
| 8140 | Utilities | 1,238 | (70) | - | - | - | - |
| 8180 | Contract Services | 19,817 | 4,760 | 6,453 | 7,065 | 4,756 | 7,065 |
| 8200 | Training Expense | 261 | 79 | 165 | 250 | - | 250 |
| 8300 | Lease Payment | 247 | 192 | 190 | 300 | 253 | 300 |
| | <OPERATIONS & MAINTENANCE> | 53,431 | 37,741 | 33,348 | 46,380 | 25,543 | 46,380 |
| [101-8031] Community Services Total | | 285,448 | 192,458 | 172,368 | 220,112 | 174,503 | 217,125 |

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director
- 7010 Wages - Seasonal/Part-Time Employees
Provides funds for Recreation Leader for reservations (\$10,500)
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances (\$2,000)

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,000).
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$650).
- 8020 Special Department Expense
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Includes special meetings/community outreach/meeting supplies (\$1,800) and park development project costs (reports and studies (\$1,000). Includes promotional materials (\$500), Community Garden Caltrans lease payment (\$100), Tables, Chairs and Caddies (\$3,000), department staff shirts (\$400), expense for key duplication (\$200), Utility Carts (\$500), Youth House Refrigerator and Microwave (\$1,000), Trash Receptacle (\$1,500), portion of City's Constant Contact (\$250), licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355). (\$13,830)
- 8040 Advertising
Advertise and promote facility rentals, special events, and staff recruitments (\$150).
- 8050 Printing and Duplication
Provides funds for costs to print flyers/posters for promotion of rental facilities (War Memorial, Youth House, Mid-level at Orange Grove, Eddie House) (\$200).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$480) and NRPA (\$175) (\$650).
- 8090 Conference & Meetings Expenses
Provides funds for Community Services Director to attend the annual California Park and Recreation Society (CPRS) conference in March 2021 (Northern California) (\$800)
- 8110 Equipment Maintenance

Provides for annual maintenance of kitchen, and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), furniture and table games for Recreation (\$2,000), War Memorial Building semi-annual range hood cleaning (\$735) and Windscreens for Orange Grove Park (\$3,450). (\$7,035)

8120 Building Maintenance

Provides for quarterly War Memorial Building wood floor resurfacing (\$8,500), heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), and clean drapes for War Memorial Building (\$1,750). (\$14,450)

8180 Contract Services

Provides funds for the security & fire alarm for Youth House (\$850), fire alarm at War Memorial Building (\$915), security Alarm at War Memorial Building (\$1,200), Fire and security at Eddie Park (\$1,680) servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,170). (\$7,065)

8200 Training Expense

Provides funds for job related training seminars and materials (\$250).

8300 Lease Payment

Provides partial funds for annual postage meter (\$300).

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 134,906 | 200,654 | 161,865 | 196,334 | 110,784 | 141,108 |
| 7010 | Salaries - Temp / Part | 225,294 | 272,369 | 262,762 | 280,000 | 289,215 | 100,000 |
| 7020 | Overtime | 252 | 3,983 | 3,373 | 4,500 | 9,224 | 4,500 |
| 7040 | Holiday | | | | - | 1,218 | |
| 7055 | IOD - Non Safety | - | - | - | - | - | - |
| 7070 | Leave Buyback | - | 964 | 18,282 | 1,500 | 3,008 | 1,500 |
| 7100 | Retirement | 28,099 | 49,676 | 54,896 | 53,099 | 29,850 | 48,424 |
| 7108 | Deferred Compensation | 822 | 442 | 888 | 800 | 333 | 785 |
| 7110 | Workers Compensation | 12,823 | 7,459 | 5,258 | 4,752 | 5,724 | 2,534 |
| 7120 | Disability Insurance | - | - | - | - | - | - |
| 7122 | Unemployment Insurance | 2,383 | (258) | - | - | - | - |
| 7130 | Group Health Insurance | 10,336 | 18,362 | 16,594 | 18,600 | 12,528 | 18,600 |
| 7140 | Vision Insurance | 480 | 645 | 538 | 720 | 312 | 720 |
| 7150 | Dental Insurance | 1,800 | 2,410 | 1,960 | 2,700 | 1,017 | 2,700 |
| 7160 | Life Insurance | 200 | 297 | 257 | 297 | 138 | 297 |
| 7170 | FICA - Medicare | 16,079 | 18,696 | 19,112 | 2,847 | 26,884 | 2,046 |
| | <WAGES & BENEFITS> | 433,474 | 575,699 | 545,786 | 566,149 | 490,235 | 323,214 |
| 8000 | Office Supplies | 3,090 | 2,955 | 2,596 | 2,500 | 1,724 | 2,500 |
| 8010 | Postage | - | 500 | 500 | 500 | - | 500 |
| 8020 | Special Department Expense | 9,587 | 7,884 | 2,491 | 5,050 | 1,666 | 5,200 |
| 8040 | Advertising | 561 | 725 | 492 | 1,150 | - | 1,150 |
| 8050 | Printing/Duplicating | 57 | - | - | 250 | - | 250 |
| 8060 | Dues & Memberships | 315 | 480 | 480 | 555 | 500 | 555 |
| 8090 | Conference & Meeting Expense | 4,002 | 2,867 | 3,278 | 1,800 | 1,800 | 3,000 |
| 8110 | Equipment Maintenance | 248 | - | 362 | 850 | - | 850 |
| 8120 | Building Maintenance | 6,458 | 17,575 | 17,278 | 20,550 | 20,550 | 20,550 |
| 8180 | Contract Services | 19,983 | 13,037 | 18,595 | 20,180 | 20,180 | 20,180 |
| 8200 | Training Expense | 299 | 113 | 173 | 300 | 60 | 300 |
| 8264 | Special Events | 44,621 | 50,765 | 47,177 | 55,950 | 55,950 | 41,000 |
| 8267 | Classes | 112,905 | 114,658 | 111,506 | 130,000 | 126,381 | 80,000 |
| 8268 | Camp Services | 44,167 | 40,349 | 44,044 | 47,355 | 47,355 | 47,355 |
| 8269 | Teen Center | - | - | 4,395 | 5,000 | 1,645 | 5,000 |
| 8300 | Lease Payment | 193 | 192 | 190 | 260 | 253 | 260 |
| | <OPERATIONS & MAINTENANCE> | 246,486 | 252,102 | 253,557 | 292,250 | 278,065 | 228,650 |
| 8500 | Building & Improvements | | - | - | - | - | |
| 8520 | Machinery & Equipment | | - | - | - | - | |
| 8530 | Computer Equipment | | - | - | - | - | |
| | <CAPITAL OUTLAY> | | - | - | - | - | |
| [101-8032] Recreation and Youth Services Tot | | 679,960 | 827,801 | 799,343 | 858,399 | 768,300 | 551,864 |

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Youth Services Supervisor, Community Services Coordinator and Program Specialist.
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Year-Round Camp Med and Special Events and Contract Classes (\$48,169) Management Aide (2) (\$85,380).
- 7020 Overtime
Provides overtime pay for after-hour /weekend related events to recreation (\$4,500).
- 7070 Leave Buyback
Provides funds for staff that opt to sell back hours of their leave balance (\$1,500).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (\$2,500).
- 8010 Postage
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250). (\$500)
- 8020 Special Department Expense
Cleaning supplies (\$400), Youth Commission activities (\$500), mileage reimbursement (\$500), and replacement of basketball court nets (\$100), staff shirts (\$600), and replenishment of first aid kits for special events (\$100), special event equipment (\$3,000). (\$5,200)
- 8040 Advertising
Provides funds to promote special events such as: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, and Concerts in the Park; as well as staff recruitment (\$1,150).
- 8050 Printing and Duplication
Provides funds to print Class & Program Guide limited copies (\$250).
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society annual membership for Supervisor, Coordinator, and Program Specialist (\$555).
- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference registration in Northern California for Community Services Supervisor, Community Services Coordinator, and Program Specialist (\$3,000)

- 8110 Equipment Maintenance
Provides funds for office equipment maintenance including copy / fax machine and printer (\$850).
- 8120 Building Maintenance
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication (\$100), Orange Grove Park bathroom maintenance (\$1,000), Redo Epoxy floors at Arroyo Park and Garfield Park Restrooms (\$7,650), Replacement of player benches and bleachers at Arroyo Park (\$4,600), and maintenance of tennis courts (\$5,000). (20,550)
- 8180 Contract Service
Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$5,200), fire alarm service for Recreation Center (\$755), security system for Recreation Center (\$900), Skate Park repairs (\$12,125), annual maintenance of Sportsman (\$1,200). (\$20,180)
- 8200 Training Expense
Provides funds for staff training (\$300).
- 8264 Special Events
~~Provides funds for Spring Eggstravaganza (\$5,000), two Movies in the Park (\$4,500), two Shakespeare in the Park (\$3,000), Walk/Bike to School (\$2,000), Halloween (\$3,500), Breakfast with Santa (\$3,000), and National Night Out (\$2,000). Revenue received for some events. Provides funds for the annual summer concerts in the Park series, this program is funded with community donations. Five Summer Concerts in the Park Series (\$18,000).~~ (\$41,000)
- 8267 Classes
Provides for payments to instructors for quarterly, tot, teen, adult leisure classes. Instructors are generally reimbursed 65% of their total class revenue. The City generally retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$200,000 next year. 65% of which is paid to the contracted instructors (\$80,000).
- 8268 Camp Med
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$11,500). Camp med supplies and activities (\$5,000), Middle School camp program (\$4,000), Snacks (\$5,000), Summer pool usage (\$2,550), Program supplies (\$2,500), Purchase Outdoor Recreation Games (\$2,000), Camp Med t-shirts (\$1,900), First aid supplies (\$1,900), California Park and Recreation trainings for part-time staff (\$1,900), Provides funds for required First Aid/CPR training for staff (\$1,800), Internet (\$1,000), Monthly special events (\$1,000), Parent Night (\$1,500), Annual licensing for MPLC & BMI (\$910), Carpet cleaning (\$1,200), Printing for Camp Med program (\$600), Staff shirts for After-School (\$500), Volunteer Shirts (\$350), Annual When2Work staff scheduling system(\$330) Purchase of Computer Lab educational software (\$315), Mileage reimbursement (\$300), provides funds to promote Camp Med after school care and summer programs (\$300). Summer Mini Camp Supplies (\$1,750).
- 8269 Teen Center
Provides funds for the operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), Internet (\$550), carpet cleaning (\$300), purchase of advertisements (\$250), first aid supplies (\$100), board games (\$250), guest

speakers (\$1,000), mileage reimbursement (\$150), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150). (\$5,000)

8300 Lease Payment

Provides for a portion of postage machine (\$260).

PROP "A" – LOCAL TRANSIT ADMINISTRATION
Budget Detail **205-2210**

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|------------------------|---------------|---------------|--------------|---------------|--------------|---------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 12,626 | 8,295 | 3,430 | 10,212 | 1,942 | 10,011 |
| 7070 | Leave Buyback | 18 | - | - | - | - | - |
| 7100 | Retirement | 2,180 | 1,939 | 2,186 | 3,504 | 1,397 | 3,436 |
| 7108 | Deferred Compensation | 99 | 37 | 72 | 102 | 23 | 100 |
| 7110 | Workers Compensation | 454 | 130 | 77 | 255 | 25 | 250 |
| 7130 | Group Health Insurance | 597 | 478 | 168 | 601 | 100 | 601 |
| 7140 | Vision Insurance | 16 | 9 | 3 | 17 | 2 | 17 |
| 7150 | Dental Insurance | 44 | 35 | 12 | 63 | 7 | 63 |
| 7160 | Life Insurance | 7 | 7 | 8 | 7 | 2 | 7 |
| 7170 | FICA - Medicare | 183 | 120 | 102 | 148 | 35 | 145 |
| <WAGES & BENEFITS> | | 16,224 | 11,051 | 6,059 | 14,909 | 3,533 | 14,630 |
| 8060 | Dues & Memberships | - | 1,550 | - | - | - | - |
| 8250 | Bus Pass Subsidy | - | 1,891 | - | - | - | - |
| <OPERATIONS & MAINTENANCE> | | - | 3,441 | - | - | - | - |
| [205-2210] Prop "A" Administration Total | | 16,224 | 14,492 | 6,059 | 14,909 | 3,533 | 14,630 |

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

| Acct | Account Title | Actual | Actual | Actual | Adopted | Mid-Year | Estimated | Proposed |
|--|----------------------------|----------|----------------|----------------|----------------|---------------|---------------|----------------|
| | | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2018/19 | 2018/19 | 2019/20 |
| 7000 | Salaries -Permanent | - | 22,090 | 16,966 | 21,453 | 1,306 | 7,000 | 21,882 |
| 7100 | Retirement | - | 4,153 | 4,051 | 5,531 | 133 | 1,671 | 7,509 |
| 7108 | Deferred Compensation | - | 211 | 74 | 214 | 13 | 69.92 | 219 |
| 7110 | Workers Compensation | - | 808 | 267 | 338 | 14 | 75.71 | 546 |
| 7130 | Group Health Insurance | - | 1,222 | 1,018 | 1,287 | 25 | 131.60 | 1,287 |
| 7140 | Vision Insurance | - | 24 | 20 | 36 | 1 | 2.68 | 36 |
| 7150 | Dental Insurance | - | 90 | 75 | 135 | 2 | 9.91 | 135 |
| 7160 | Life Insurance | - | 15 | 12 | 14 | 2 | 8.84 | 15 |
| 7170 | FICA - Medicare | - | 315 | 246 | 311 | 19 | 101.48 | 317 |
| | <WAGES & BENEFITS> | - | 28,928 | 22,728 | 29,319 | 1,514 | 9,071 | 31,947 |
| 8020 | Mis.c. Supplies - Parking | - | 3,377 | 1,089 | 7,100 | 1,650 | 2,500 | 11,200 |
| 8060 | Dues & Memberships | - | 4,550 | 3,000 | - | - | - | 8,500 |
| 8061 | HOA Dues | - | 20,762 | 19,032 | 32,041 | 10,381 | 32,000 | 32,041 |
| 8132 | Uniform Expense/Cleaning | - | - | - | - | - | - | 3,000 |
| 8140 | Utilities | - | - | - | - | - | - | 5,500 |
| 8170 | Professional Services | - | - | - | - | - | - | 10,000 |
| 8180 | Contract Services | - | 56,670 | 65,835 | 79,871 | 27,004 | 45,000 | 78,600 |
| 8250 | Bus Pass Subsidy | - | 6,910 | 3,081 | 10,000 | 1,030 | 2,550 | 10,000 |
| | <OPERATIONS & MAINTENANCE> | - | 92,269 | 92,037 | 129,012 | 40,065 | 82,050 | 158,841 |
| 8520 | Machinery & Equipment | - | - | 12,997 | 137,000 | - | - | - |
| 8540 | Automotive Equipment | - | 133,924 | - | 40,000 | - | - | 100,000 |
| | <CAPITAL OUTLAY> | - | 133,924 | 12,997 | 177,000 | - | - | 100,000 |
| [205-8024] Transit Planning Total | | - | 255,121 | 127,763 | 335,331 | 41,579 | 91,121 | 290,788 |

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

- 8020 Misc. Supplies - Parking
Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000), Signage (\$3,000), internet connection for parking meters (\$1,100).and maintenance of parking permit machine (\$4,100) (\$11,200)
- 8060 Dues & Memberships
Provides funds for a portion of membership to the Southern California Association of Governments (SCAG) (\$3,000), Arroyo Verdugo JPA (\$2,000) San Gabriel Valley COG (\$3,500) (\$8,500)
- 8061 Property Owners' Association Dues
Provides funds for the transit portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues (\$32,041).
- 8120 Building Maintenance
Safety improvements, fencing around stairwells, graffiti removal (\$3,000).
- 8140 Utilities
Electricity (\$5,500).
- 8170 Professional Services
Consultant Fees (\$10,000).
- 8180 Contract Services
Buses for City excursions. Increase in funds due to additional excursions (\$34,600).
Janitorial services for the Mission Meridian Village Parking Garage by Athens (\$9,000).
Provide funds for bus stops maintenance costs (\$35,000). (\$78,600)
- 8250 Bus Pass Subsidy
Provides a portion of LTR "A" – Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents (\$10,000).

CAPITAL OUTLAY

- 8540 Automotive Equipment
Provides funds for the purchase of a Plug-in Electric Vehicle (\$100,000).

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|-------------------------------------|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 90,371 | 88,090 | 91,197 | 94,468 | 87,629 | 92,616 |
| 7010 | Salaries - Temp / Part | 45,924 | 56,194 | 69,560 | 90,000 | 95,771 | 102,430 |
| 7020 | Overtime | 187 | 367 | - | 2,000 | 234 | 5,000 |
| 7040 | Holiday | 117 | 100 | 356 | - | 1,425 | |
| 7055 | IOD - Non Safety | 179 | - | - | - | - | |
| 7070 | Leave Buyback | 267 | - | - | - | - | |
| 7100 | Retirement | 17,140 | 22,973 | 23,973 | 19,550 | 16,369 | 19,167 |
| 7110 | Workers Compensation | 9,584 | 4,607 | 4,140 | 3,908 | 3,248 | 3,831 |
| 7120 | Disability Insurance | - | 3,562 | - | - | - | |
| 7130 | Group Health Insurance | 11,086 | 14,075 | 18,000 | 18,000 | 18,000 | 18,000 |
| 7140 | Vision Insurance | 405 | 442 | 480 | 480 | 480 | 480 |
| 7150 | Dental Insurance | 610 | 755 | 900 | 1,800 | 900 | 1,800 |
| 7160 | Life Insurance | 199 | 198 | 198 | 198 | 198 | 198 |
| 7170 | FICA - Medicare | 2,016 | 2,740 | 3,489 | 1,370 | 4,529 | 1,343 |
| | <WAGES & BENEFITS> | 178,085 | 194,103 | 212,293 | 231,774 | 228,781 | 244,865 |
| 8000 | Office Supplies | 1,998 | - | - | - | - | 2,000 |
| 8010 | Postage | 110 | - | - | - | - | 650 |
| 8020 | Special Department Expense | 4,643 | - | - | - | - | 7,000 |
| 8040 | Advertising | 150 | - | - | - | - | 500 |
| 8050 | Printing/Duplicating | 582 | - | - | - | - | 1,000 |
| 8060 | Dues & Memberships | 625 | - | - | - | - | 1,000 |
| 8090 | Conference & Meeting Expense | - | - | - | - | - | 1,000 |
| 8100 | Vehicle Maintenance | 23,670 | (0) | - | - | - | 41,000 |
| 8105 | Fuel | 2,198 | - | - | - | - | 3,000 |
| 8132 | Uniform Expense/Cleaning | 750 | 0 | - | - | - | 2,000 |
| 8140 | Utilities | - | - | - | - | - | 3,000 |
| 8180 | Contract Services | 7,030 | (472) | 472 | - | - | 16,275 |
| 8200 | Training Expense | 1,004 | - | - | - | - | 1,800 |
| 8300 | Lease Payment | 366 | (64) | - | - | - | 1,898 |
| 8301 | Copier Usage Charges | - | - | - | - | - | - |
| | <OPERATIONS & MAINTENANCE> | 43,126 | (536) | 472 | - | - | 82,123 |
| 8530 | Computer Equipment | 35,034 | - | - | - | - | - |
| 8540 | Automotive Equipment | - | - | - | - | - | - |
| | <CAPITAL OUTLAY> | 35,034 | - | - | - | - | - |
| [205-8025] Dial-A-Ride Total | | 256,245 | 193,567 | 212,765 | 231,774 | 228,781 | 326,988 |

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

- 7000 Full Time Salaries
Provide funds for two (2) full time Transit Drivers, one (1) Management Assistant, and one (1) Management Analyst.
- 7010 Part Time
Provides funds for four (4) part time Transit Drivers and Management Intern (\$185,000).
- 7020 Overtime
Provides overtime pay for after-hours relating to transit (\$5,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies (\$2,000).
- 8010 Postage
Provides funds for postal expenses for Dial-a-Ride related services. (\$650).
- 8020 Special Department Expense
Provides funds for minor equipment for vans (\$5,300), and DMV physicals- for drivers, and random drug testing (\$1,500) fire extinguisher maintenance (\$200). (\$7,000)
- 8040 Advertising
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$500).
- 8050 Printing & Duplication
Provides funds for printing promotional materials to promote Dial-a-Ride service and Dial-a-Ride brochures. (\$1,000).
- 8060 Dues & Memberships
Provides funds for the purchase of three memberships to The Community Transportation Association of America (CTAA) (\$700) and California Park and Recreation Society (\$300). (\$1,000)
- 8090 Conference & Meeting Expenses
Provides funds for The Federal Transit Administration Annual Drug & Alcohol Program National Conference (\$1,000).
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of one 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$27,000), CNG Station repairs and monthly maintenance (\$10,000) and van and vehicle cleaning (\$4,000). (\$41,000)
- 8105 Fuel

Fuel to operate Community Transit vehicles 5 CNG vehicles (\$3,000).

8132 Uniform Maintenance

Provides for the purchase and replacement of uniforms and jackets (\$2,000).

8140 Utilities

Provides funds for electricity required to charge Plug-in Electric Vehicle (E450 passenger bus) (\$3,000).

8180 Contract Services

Annual Maintenance for data management system (\$11,105) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,170) Verizon Wi-Fi Jetpack data plan (\$1,000). (\$16,275)

8200 Employee Training

Provides funds for training seminars, materials, and job-related training sessions (\$1,800).

8300 Lease Payment

Provides funds for postage machine lease (\$648) and Copier (\$1,250). (\$1,898)

| |
|--|
| PROP "C" – LOCAL TRANSIT ADMINISTRATION |
| Budget Detail |
| 207-2260 |

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 5,147 | 3,393 | 2,235 | 4,376 | 832 | 4,291 |
| 7070 | Leave Buyback | 18 | - | - | - | - | - |
| 7100 | Retirement | 951 | 821 | 865 | 1,502 | 599 | 1,472 |
| 7108 | Deferred Compensation | 40 | 15 | 24 | 44 | 10 | 43 |
| 7110 | Workers Compensation | 185 | 52 | 26 | 109 | 11 | 107 |
| 7130 | Group Health Insurance | 248 | 179 | 92 | 257 | 43 | 257 |
| 7140 | Vision Insurance | 8 | 6 | 2 | 7 | 1 | 7 |
| 7150 | Dental Insurance | 19 | 13 | 7 | 27 | 3 | 27 |
| 7160 | Life Insurance | 3 | 2 | 2 | 3 | 1 | 3 |
| 7170 | FICA - Medicare | 75 | 48 | 34 | 63 | 15 | 62 |
| <WAGES & BENEFITS> | | 6,694 | 4,529 | 3,287 | 6,388 | 1,514 | 6,270 |
| 8020 | Misc. Supplies - Parking | 124 | - | - | - | - | - |
| 8061 | HOA Dues | - | - | 1,730 | - | - | - |
| <OPERATIONS & MAINTENANCE> | | 124 | - | 1,730 | - | - | - |
| [207-2260] Prop "C" Administration Total | | 6,818 | 4,529 | 5,017 | 6,388 | 1,514 | 6,270 |

| |
|--|
| <p style="text-align: center;">PROP “C” – LOCAL TRANSIT ADMINISTRATION</p> <p>Budget Detail 207-2260</p> |
|--|

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|-------------------------------------|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | 118,439 | 123,557 | 129,986 | 139,322 | 128,175 | 136,590 |
| 7020 | Overtime | 3,756 | 2,360 | 1,443 | 3,000 | 10,180 | |
| 7040 | Holiday | - | 74 | 497 | - | 2,040 | |
| 7070 | Leave Buyback | - | 205 | 205 | 1,500 | 1,022 | |
| 7100 | Retirement | 19,052 | 14,248 | 16,356 | 26,922 | 20,420 | 26,394 |
| 7110 | Workers Compensation | 3,777 | 1,982 | 1,879 | 5,763 | 2,062 | 5,650 |
| 7130 | Group Health Insurance | 12,165 | 11,018 | 11,041 | 11,100 | 11,100 | 11,100 |
| 7140 | Vision Insurance | 405 | 405 | 405 | 480 | 405 | 480 |
| 7150 | Dental Insurance | 1,220 | 1,389 | 1,510 | 1,800 | 1,510 | 1,800 |
| 7160 | Life Insurance | 190 | 198 | 198 | 198 | 198 | 198 |
| 7170 | FICA - Medicare | 1,776 | 1,874 | 1,951 | 2,020 | 2,161 | 1,981 |
| | <WAGES & BENEFIT S> | 160,780 | 157,309 | 165,472 | 192,105 | 179,273 | 184,193 |
| 8000 | Office Supplies | - | 1,848 | 1,236 | 2,000 | 103 | |
| 8010 | Postage | - | 323 | - | 650 | - | |
| 8020 | Special Department Expense | - | 2,871 | 1,351 | 7,000 | 7,000 | |
| 8040 | Advertising | - | 360 | - | 500 | - | |
| 8050 | Printing/Duplicating | - | 650 | 904 | 2,000 | 367 | |
| 8060 | Dues & Memberships | - | 625 | 625 | 1,000 | - | |
| 8090 | Conference & Meeting Expense | - | - | 200 | 1,000 | - | |
| 8100 | Vehicle Maintenance | - | 29,504 | 25,528 | 41,000 | 12,680 | |
| 8105 | Fuel | - | 1,327 | 2,078 | 3,000 | 1,105 | |
| 8132 | Uniform Expense/Cleaning | - | 1,374 | 825 | 2,000 | - | |
| 8140 | Utilities | - | - | - | 3,000 | - | |
| 8180 | Contract Services | - | 11,686 | 9,159 | 16,275 | 19,163 | |
| 8200 | Training Expense | - | 1,800 | 224 | 1,800 | - | |
| 8300 | Lease Payment | - | 306 | 190 | 1,898 | 253 | |
| 8301 | Copier Usage Charges | - | - | - | - | - | |
| | <OPERATIONS & MAINTENANCE> | - | 52,673 | 42,320 | 83,123 | 40,670 | - |
| 8520 | Machinery & Equipment | - | - | 80,000 | - | - | |
| | <CAPITAL OUTLAY> | - | - | 80,000 | - | - | - |
| [207-8025] Dial-A-Ride Total | | 160,780 | 209,982 | 287,791 | 275,228 | 219,943 | 184,193 |

PERSONNEL SERVICES

7000 Full time Salaries

7020 Overtime

CDBG Senior Nutrition Program

Budget Detail

260-8023

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8180 | Contract Services | 47,486 | 45,654 | 60,000 | 41,315 | 50,588 | 41,315 |
| | <OPERATIONS & MAINTENANCE> | 47,486 | 45,654 | 60,000 | 41,315 | 50,588 | 41,315 |
| [260-8023] CDBG Senior Nutrition Prog Tot: | | 47,486 | 45,654 | 60,000 | 41,315 | 50,588 | 41,315 |

CDBG Senior Nutrition Program

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides funds for contract catering of senior nutrition program (\$41,315)
Community Development Block Grant provides \$19,561.00 in grant funds while the General Fund provides \$36,500 through the Senior Center budget. Revenue estimate is just over \$40,000 from serving approximately 18,500 meals. Overall, City subsidizes \$36,500 for the nutrition program.

Park Impact Fees

Budget Detail

275-6410

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|-------------------------------------|----------------|---------------|---------------|----------------|-----------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 8170 | Professional Services | 66,007 | 19,200 | - | 100,000 | - | 100,000 |
| 8180 | Contract Services | - | - | - | - | - | - |
| | <OPERATIONS & MAINTENANCE> | 66,007 | 19,200 | - | 100,000 | - | 100,000 |
| 8500 | Building & Improvements | 6,109 | - | - | - | - | - |
| | <CAPITAL OUTLAY> | 6,109 | - | - | - | - | - |
| 9160 | Arroyo Seco Bike & Pedestrian Trail | | 21,465 | 70,500 | - | - | - |
| 9190 | Dog Park | 125,060 | - | 12,874 | - | - | - |
| | <CAPITAL PROJECTS> | 125,060 | 21,465 | 83,374 | - | - | - |
| [275-6410] Park Impact Fees Total | | 197,176 | 40,665 | 83,374 | 100,000 | - | 100,000 |
| 275 - PARK IMPACT FEES TOTAL | | 197,176 | 40,665 | 83,374 | 100,000 | - | 100,000 |

| | | |
|----------------------|-------------------------|-----------------|
| Budget Detail | Park Impact Fees | 275-6410 |
|----------------------|-------------------------|-----------------|

OPERATIONS & MAINTENANCE

8170 Professional Services
 Provide funds for design and construction document for the Berkshire and Grevelia
 Pocket Parks (\$100,000)

Arroyo Seco Golf Course – Administration

Budget Detail

295-8041

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|--|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | - | - | - | - | - | |
| 7110 | Workers Compensation | - | - | - | - | - | |
| 7130 | Group Health Insurance | - | - | - | - | - | |
| 7170 | FICA - Medicare | - | - | - | - | - | |
| <WAGES & BENEFIT S> | | - | - | - | - | - | - |
| 8000 | Office Supplies | 3,268 | 3,711 | 5,546 | 3,800 | 6,139 | 3,800 |
| 8010 | Postage | 33 | - | 88 | - | 264 | |
| 8020 | Special Department Expense | 43,850 | 77,898 | 61,753 | 49,427 | 67,941 | 49,427 |
| 8040 | Advertising | 1,854 | 1,956 | 355 | 3,420 | 1,739 | 3,420 |
| 8120 | Building Maintenance | 4,690 | 8,808 | 16,678 | 27,304 | 11,507 | 27,304 |
| 8140 | Utilities | 9,856 | 8,002 | 8,845 | 9,150 | 9,477 | 9,150 |
| 8150 | Telephone | 9,752 | 10,702 | 12,225 | 11,700 | 9,420 | 11,700 |
| 8160 | Legal Service | 550 | - | 38,300 | - | - | |
| 8170 | Professional Services | 102,500 | 105,900 | 93,100 | 101,996 | 72,400 | 101,996 |
| 8180 | Contract Services | 119,761 | 116,870 | 115,692 | 127,842 | 120,970 | 127,842 |
| 8191 | Liability & Surety Bonds | 7,352 | 30,116 | 36,960 | 41,808 | 48,547 | 41,808 |
| 8229 | Taxes | 861 | 750 | 745 | 925 | 1,666 | 925 |
| 8300 | Lease Payment | 4,917 | 5,138 | 5,447 | 5,280 | 5,028 | 5,280 |
| <OPERATIONS & MAINTENANCE> | | 309,244 | 369,851 | 395,733 | 382,652 | 355,098 | 382,652 |
| [295-8041] General Administration Total | | 309,244 | 369,851 | 395,733 | 382,652 | 355,098 | 382,652 |

Administration

Budget Detail

295-8041

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,800).
- 8020 Special Department Expense
Credit card and bank fees & charges (\$31,200), computer services (\$14,412) membership dues (\$565) and licensing fee (\$750), donations (\$2,500). (\$49,427)
- 8040 Advertising
Promotions and ads for Golf Course (\$3,420).
- 8120 Building Maintenance
Maintenance (\$18,000) and Janitorial Supplies (\$8,800) Burglar alarm (\$504). (\$27,304)
- 8140 Utilities
Funds for Water (\$3,150), Gas and Electricity (\$6,000). (\$9,150)
- 8150 Telephone
Telephone and Internet services (\$11,700)
- 8170 Professional Services
Administrative fee (\$98,000 a year) and consultant fees (\$3,996 a year). (\$101,996)
- 8180 Contract Services
Compensation for Manager and Starter (\$127,842)
- 8191 Liabilities and Surety Bonds
Liability Insurances (\$ 41,808)
- 8229 Taxes
Property taxes (\$925).
- 8300 Lease Payment
Equipment and Lease payments (\$5,280).

Arroyo Seco Golf Course – Course Maintenance

Budget Detail

295-8042

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|---|----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | - | - | - | - | - | - |
| 7110 | Workers Compensation | - | - | - | - | - | - |
| 7130 | Group Health Insurance | - | - | - | - | - | - |
| 7170 | FICA - Medicare | - | - | - | - | - | - |
| <WAGES & BENEFITS> | | - | - | - | - | - | - |
| 8020 | Special Department Expense | 21,762 | 31,478 | 47,356 | 6,300 | 36,101 | 6,300 |
| 8100 | Vehicle Maintenance | 8,293 | 5,916 | 7,311 | 15,600 | 8,882 | 15,600 |
| 8120 | Building Maintenance | 38,300 | 27,026 | 25,570 | 44,900 | 4,501 | 44,900 |
| 8130 | Small Tools | 5,634 | 2,441 | 169 | 2,400 | - | 2,400 |
| 8132 | Uniform Expense/Cleaning | 5,619 | 6,434 | 6,915 | 6,000 | 6,212 | 6,000 |
| 8140 | Utilities | 56,159 | 56,718 | 47,591 | 59,900 | 80,916 | 59,900 |
| 8150 | Telephone | 1,198 | 1,033 | 995 | 1,200 | 1,026 | 1,200 |
| 8180 | Contract Services | 246,466 | 264,940 | 239,552 | 284,903 | 261,676 | 284,903 |
| <OPERATIONS & MAINTENANCE> | | 383,431 | 395,987 | 375,459 | 421,203 | 399,313 | 421,203 |
| 8520 | Machinery & Equipment | - | - | - | - | - | - |
| <CAPITAL OUTLAY> | | - | - | - | - | - | - |
| [295-8042] Golf Course Maintenance Total | | 383,431 | 395,987 | 375,459 | 421,203 | 399,313 | 421,203 |

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies (\$4,800), and license and permits (\$1,500). (\$6,300)

- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$4,800), oil and gas (\$10,800). (\$15,600)

- 8120 Building Maintenance
Maintenance (\$15,700), fertilizer seed and chemicals (\$20,000), sand, gravel and top soil (\$6,800) and course irrigation repairs (\$2,400). (\$44,900)

- 8130 Small Tools
Purchase for tools for repairs (\$2,400).

- 8132 Uniform Maintenance
Uniform cleaning (\$6,000).

- 8140 Utilities
Funds for electricity (\$54,900) and water (\$5,000). (\$59,900)

- 8150 Telephone
Funds for telephone (\$1,200).

- 8180 Contract Services
Compensation for maintenance staff (\$284,903).

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|-------------------------------|----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | - | - | - | - | - | - |
| 7110 | Workers Compensation | - | - | - | - | - | - |
| 7170 | FICA - Medicare | - | - | - | - | - | - |
| | <WAGES & BENEFITS> | - | - | - | - | - | - |
| 8020 | Special Department Expense | 6,448 | 14,546 | 16,524 | 16,200 | 23,682 | 16,200 |
| 8120 | Building Maintenance | 9,841 | 6,768 | 2,645 | 6,000 | 2,694 | 6,000 |
| 8180 | Contract Services | 40,899 | 19,322 | 10,916 | 15,583 | 44,862 | 15,583 |
| | <OPERATIONS & MAINTENANCE> | 57,188 | 40,636 | 30,085 | 37,783 | 71,238 | 37,783 |
| [295-8043] Range Total | | 57,188 | 40,636 | 30,085 | 37,783 | 71,238 | 37,783 |

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$15,000) and supplies (\$1,200). (\$16,200)

- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$6,000).

- 8180 Contract Services
Compensation for maintenance staff and starter (\$15,583).

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

| Acct | Account Title | Actual | Actual | Actual | Budget | Estimated | Proposed |
|-----------------------------------|----------------------------|---------------|----------------|----------------|----------------|---------------|----------------|
| | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 | 2020/21 |
| 7000 | Salaries - Permanent | - | - | - | - | - | - |
| 7110 | Workers Compensation | - | - | - | - | - | - |
| 7170 | FICA - Medicare | - | - | - | - | - | - |
| <WAGES & BENEFIT S> | | - | - | - | - | - | - |
| 8020 | Special Department Expense | 2,141 | 2,662 | 4,857 | 6,000 | 3,148 | 6,000 |
| 8120 | Building Maintenance | - | - | - | - | - | - |
| 8132 | Uniform Expense/Cleaning | - | 75 | 272 | - | 1,030 | - |
| 8180 | Contract Services | 87,124 | 108,794 | 122,285 | 119,948 | 71,697 | 119,948 |
| <OPERATIONS & MAINTENANCE> | | 89,265 | 111,531 | 127,414 | 125,948 | 75,875 | 125,948 |
| [295-8044] Golf Shop Total | | 89,265 | 111,531 | 127,414 | 125,948 | 75,875 | 125,948 |

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Clothing, gloves, and other supplies (\$6,000).

- 8180 Contract Services
Compensation for Starter (\$119,948).

| | |
|--|-----------------|
| Arroyo Seco Golf Course – Food and Beverage | 295-8045 |
| Budget Detail | |

| Acct | Account Title | Actual 2016/17 | Actual 2017/18 | Actual 2018/19 | Budget 2019/20 | Estimated 2019/20 | Proposed 2020/21 |
|--------------------------------------|----------------------------|-------------------|-------------------|-------------------|-------------------|----------------------|---------------------|
| 7000 | Salaries - Permanent | - | - | - | - | - | |
| 7110 | Workers Compensation | - | - | - | - | - | |
| 7170 | FICA - Medicare | - | - | - | - | - | |
| <WAGES & BENEFITS> | | - | - | - | - | - | - |
| 8020 | Special Department Expense | 24,006 | 17,340 | 25,887 | 25,091 | 25,524 | 25,091 |
| 8120 | Building Maintenance | 4,660 | 5,670 | 7,602 | 9,600 | 6,293 | 9,600 |
| 8130 | Small Tools | 398 | 4,265 | 600 | 2,100 | 625 | 2,100 |
| 8132 | Uniform Expense/Cleaning | - | 1 | - | - | - | - |
| 8180 | Contract Services | 125,730 | 116,661 | 132,971 | 135,447 | 130,688 | 135,447 |
| <OPERATIONS & MAINTENANCE> | | 154,794 | 143,937 | 167,060 | 172,238 | 163,131 | 172,238 |
| [295-8045] Food Service Total | | 154,794 | 143,937 | 167,060 | 172,238 | 163,131 | 172,238 |

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$600), paper products (\$1,870), linens (\$4,336), rental equipment for events (\$1,800), license and permits (\$1,625), and supplies (\$7,660) and Music and Entertainment (\$7,200). (\$25,091)

8120 Building Maintenance

Maintenance (\$9,600).

8130 Small Tools

Purchase of tools for repairs (\$2,100).

8180 Contract Services

Compensation for restaurant staff (\$135,447).

Organization Chart

