



City of South Pasadena, CA



Fiscal Year 2016/17 Adopted Budget

City of South Pasadena California



Adopted Budget For the 2016/17 Fiscal Year

Mayor
Diana Mahmud

Mayor Pro Tempore
Michael A. Cacciotti

Councilmember
Robert S. Joe

Councilmember
Marina Khubesrian, M.D.

Councilmember
Richard D. Schneider, M.D.

City Clerk
Evelyn G. Zneimer

City Treasurer
Gary Pia

City Manager
Sergio Gonzalez

Population 26,028



MISSION STATEMENT

The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our quality of life and small-town character in a 21st Century environment.

CORE VALUES

not in priority order

The City of South Pasadena values. . .

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

THREE-YEAR GOALS

not in priority order

- *Eliminate the 710 freeway tunnel and improve local and regional mobility*
- *Continue to improve City infrastructure and facilities*
- *Continue to strengthen the City's financial position, organizational effectiveness, and service levels*
- *Promote appropriate local economic growth*
- *Enhance the City's healthy natural, cultural, and built environment*

Table of Contents

City Manager’s Budget Message	9
Financial Policies Review	17
Estimated Changes in Fund Balance	21
Fund Summaries	
Revenue Detail By Fund and Account	23
Expenditure Summary By Fund and Category	32
General Fund Expenditure Summary	36
Capital Improvement Projects.....	37
<u>Departments</u>	
City Council.....	41
[101-1011] City Council.....	43
Management Services	45
[101-2011] Management Services	48
[101-1021] City Clerk.....	51
[101-1022] Elections	54
[101-2013] Human Resources	56
[101-2021] Transportation Planning.....	59
[101-2501] Legal Services.....	61
[101-3032] Information Services.....	63
[103-2501] Insurance Fund.....	65
[105-3032] Facilities & Equipment Replacement	67
[218-2270] Clean Air Act.....	69
[220-2301] Community Promotion	71
[226-2029] Mission Meridian Public Garage	73
[248-2011] BTA Grant	75
[249-2011] Golden Streets Grant	77
Finance Department	79
[101-3011] Finance.....	81
[500-3012] Utility Billing.....	84
[101-3041] Non-Departmental/Overhead.....	86
[550-6712] Public Financing Authority Bond Debt Service	88

Table of Contents

City Treasurer	89
[101-3021] City Treasurer	91
 Police Department	 93
[101-4011] Police	95
[105-4011] Facilities & Equipment Replacement	99
[270-4015] Asset Forfeiture	101
[272-4018] State COPS	102
[273-4019] CLEEP	104
[274-4019] Homeland Security	105
 Fire Department	 107
[101-5011] Fire	109
[101-5012] Emergency Preparedness	113
[105-5011] Facilities & Equipment Replacement	115
[274-5019] Homeland Security	117
 Public Works	 119
[101-2015] Environmental Services	121
[101-6011] PW Admin & Engineering.....	124
[101-6410] Park Maintenance	127
[101-6601] Facilities Maintenance	130
[210-6501] Sewer	133
[215-6115] Traffic Signals	136
[215-6118] Sidewalk Maintenance.....	138
[215-6201] Street Lighting	140
[215-6310] Street Tree Maintenance	142
[215-6416] Median Strips.....	145
[230-6116] Street Maintenance	147
[232-6310] Street Trees	150
[232-6417] Prop A Park Maintenance.....	151
[310-6501] Sewer Capital Project	153
[500-6710] Water Distribution	154
[500-6711] Water Production	158
 Planning & Building	 163
[101-7101] Planning & Building	165
[105-7011] Facilities & Equipment Replacement	168
[260-2120] Residential Rehabilitation	170
[276-7011] Historic Preservation Grant	171

Library	173
[101-8011] Library	175
[280-8016] Public Library Funds Grant	179
Community Services	181
[101-8021] Senior Services	183
[101-8031] Community Services.....	186
[101-8032] Recreation and Youth Services.....	189
[105-8031] Facilities & Equipment Replacement	192
[205-2210] Prop "A" Administration	194
[205-8022] Gold Link Grant	196
[205-8024] Prop "A" Transit Planning	197
[205-8025] Prop "A" Dial-A-Ride	199
[207-2260] Prop "C" Administration.....	202
[207-8025] Prop "C" Dial-A-Ride.....	204
[260-8023] CDBG Senior Nutrition Program	206
[275-6410] Park Maintenance	208
[295-8041] Arroyo Seco Golf Course - Administration.....	210
[295-8042] Arroyo Seco Golf Course – Course Maintenance	212
[295-8043] Arroyo Seco Golf Course – Driving Range.....	214
[295-8044] Arroyo Seco Golf Course – Golf Shop.....	216
[295-8045] Arroyo Seco Golf Course – Food and Beverage	218
Community Redevelopment Agency	221
[227-7210] CRA Administration	222
[227-7211] & [229-7221] CRA Debt Service	223
[927-9811] Redevelopment Obligations Trust	224
Appendix	225
Organizational Chart.....	225
Full-Time Authorized Positions	226
Part-Time Authorized Positions	229
Position Distribution.....	230
Glossary of Budget Terms	232
Description of Funds.....	235
Basis of Accounting.....	239
South Pasadena Profile	240
Resolution Adopting Budget	241
Resolution Establishing Appropriations Limit	243

City Manager's FY 2016/17 Budget Message

October 1, 2016

Honorable Mayor and City Council Members:

I am pleased to present the Adopted Budget for Fiscal Year (FY) 2016/17 for all operations of the City. The budget as presented is balanced and consistent with the policy direction reflected in the City Council Goals. The comprehensive budget for all funds illustrates the City Council's commitment to long-term financial planning, cost-effective municipal services, and financial policies that recognize the need to fund future obligations. The budget document supports an aggressive infrastructure improvement program.

An underlying principle in preparing the document is to establish service-level efforts and funding in accordance with the priorities set by the City Council in a prudent fiscal manner. The ongoing challenge we face as a City is operating with constrained fiscal resources. The budget process requires operating departments to prioritize needs based on limited resources while maintaining high service levels.

Budget Process

The FY 2016/17 Budget is based upon an in-depth analysis of actual and projected fund balances, revenues, and expenditures. Each city department prepared line item details for the department's activities and recommended certain service levels and activity goals for the 2016/17 budget year. The Finance Department prepared revenue projections with input from other departments. The City Manager then reviewed individual departmental requests, prioritized activities based upon City Council policy, and made certain adjustments. At the conclusion of this process, the Proposed Budget was prepared and submitted to the City Council for review.

A Community Forum on Budget and Priorities was held on March 12, 2016, which included an overview of the City budget and offered residents with an opportunity to participate in the process by providing input and asking questions. Following this, the City Council held a Budget Study Session on April 27, 2016, which included current year accomplishments, fiscal revenue projections, departmental expenditure challenges, and major issues affecting the City in upcoming years. The Draft Budget was presented to the City Council on May 18, 2016 and included presentations on department supplemental requests, the Capital Improvement Program (CIP), and reserve levels. The City Council directed staff to prepare a proposed Budget based on these discussions. The Proposed Budget was presented to the City Council and adopted on June 1, 2016.

General Fund Highlights

Among cities with populations under 27,000, South Pasadena is unique for directly providing the full services of public safety, public works, library, recreation, community services, and general administration. Although staffing these services costs more than contracting out, doing so reaffirms South Pasadena's preference for local control and personal treatment.

The following is a summary of revenue and expenditure items that have a particular significance in the Adopted FY 2016/17 Budget. General Fund revenues are projected to be \$25.62 million, and expenses, including operational transfers out are \$25.23 million, resulting in a \$392,329 surplus. Transfers were also made from the reserves in the amount of \$180,000 from the General Fund Sidewalk Improvements Designated Reserve to the Street Improvements Program Fund (SIPF), and \$1,536,001 from the General Fund Undesignated Reserve to the Facilities & Equipment Replacement Fund.

Revenues

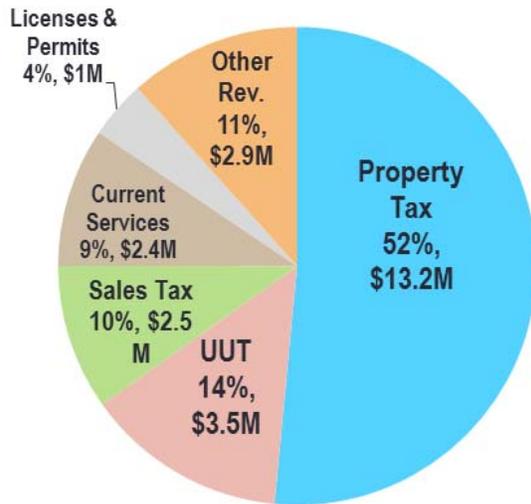
The five largest sources of revenue to the City's General Fund are property taxes, utility taxes, sales taxes, charges for services, and licenses and permits. Property taxes make up 51.5% of all General Fund revenues. Utility users taxes (UUT) make up 13.7% of total General Fund revenues. Despite increases in water rates, FY 2016/17 UUT revenues are projected to decrease from the prior year due to conservation efforts and decreased demand for address-based telephone services. Sales taxes make up 9.9% of total General Fund revenues. For FY 2016/17, sales taxes are projected to decrease slightly due to a one-time adjustment in the prior year due to the State of California winding down the "triple flip."

The top five revenue sources represent approximately 88.4% of the General Fund revenues. Historical data indicates that the City's General Fund is becoming more reliant on these five revenue sources.

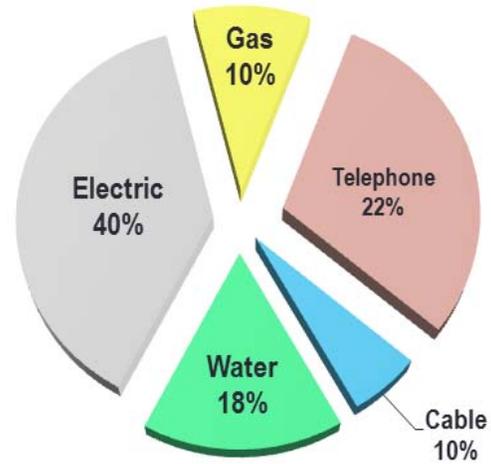
General Fund Revenues

	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Adopted 2016/17
Property Taxes	11,074,604	11,462,586	11,990,074	12,425,748	13,196,987
UUT	3,562,216	3,486,776	3,423,217	3,660,000	3,500,000
Sales Taxes	2,207,696	2,350,781	2,414,498	2,531,000	2,525,667
Current Services	2,208,447	2,629,229	2,974,124	2,398,810	2,413,500
License & Permits	950,256	933,816	1,010,779	985,820	1,004,900
Top 5 Subtotal	20,003,219	20,863,188	21,812,692	21,001,378	22,641,054
<i>% of Total Revenue</i>	<i>86.7%</i>	<i>85.7%</i>	<i>85.2%</i>	<i>89.0%</i>	<i>88.4%</i>
All Other Revenue	<u>3,074,896</u>	<u>3,482,578</u>	<u>3,375,838</u>	<u>2,728,539</u>	<u>2,980,967</u>
Revenue Total	23,078,115	24,345,766	25,188,530	24,729,917	25,622,021

Revenues



Your 7.5% UUT



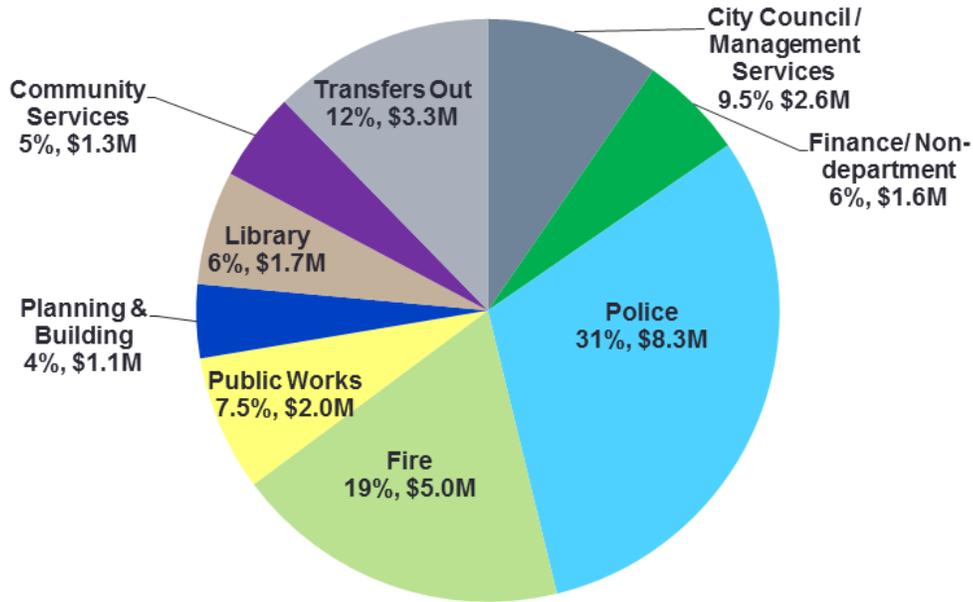
Expenditures

Adopted FY 2016/17 expenditures in the General Fund of \$25.2 million (not including transfers out) represent a decrease of 1.4% from estimated FY 2015/16 expenditures.

General Fund Expenditures

	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Adopted 2016/17
Wages & Benefits	13,992,816	14,176,094	15,193,994	16,053,582	17,543,465
Operation & Maintenance	6,502,646	5,155,137	5,632,485	5,668,220	5,924,567
Capital Outlay	143,112	188,551	50,422	112,293	166,600
Misc. Transfer Out	984,062	406,598	596,137	640,539	36,060
Street Projects (Transfer Out 16/17 to SIPF)	736,679	2,361,248	2,000,000	2,000,000	1,559,000
Supp. Capital	205,512	480,299	473,270	189,500	0
Total Operations	22,564,827	22,767,927	23,946,308	24,664,134	25,229,692
Sidewalk Improvement Transfer Out (SIPF)	0	0	0	0	180,000
Facilities & Equipment Transfer Out	672,000 (Incl. Above)	32,000 (Incl. Above)	146,000 (Incl. Above)	500,000 (Incl. Above)	1,536,001
Total Expenditures					26,945,693

General Fund by Department = \$26,945,693



General Fund Reserves

The Adopted FY 2016/17 Budget will present the General Fund with an undesignated reserve of \$6.8 million on June 30, 2017 representing 26.7% of General Fund revenues. Total designated reserves for FY 2016/17 are projected to be \$5.8 million.

\$1,559,000 for street improvements, including \$500,000 for Monterey Road improvements that in prior years would have been paid from General Fund operations was transferred to the new SIPF. \$180,000 reserved for sidewalk improvements was also transferred to the SIPF.

An additional \$100,000 was reserved for the Emergency Operations Center, \$50,000 was added to the Renewable Energy Sources Reserve and an additional \$50,000 was added to Library Expansion. Designations of \$300,000 and \$500,000 were reserved for Storm Water and the Library Park Drainage project respectively. \$150,000 that had been reserved for Tree Replacement and Management was budgeted for expenditure during the fiscal year.

General Fund Balance Projection

	FY 15/16	FY 16/17
General Fund Balance	\$13,862,059	\$12,638,387
Reserved		
Arroyo Golf Course / Bike Trail	1,100,000	1,100,000
CalTrans Vacant Lot Purchases	750,000	750,000
Emergency Operations Center	200,000	300,000
Legal Reserve	500,000	500,000
Library Expansion	150,000	200,000
Maint. Yard / Community Center	600,000	600,000
Monterey Rd. Improvements	500,000	0
Renewable Energy Sources Reserve	300,000	350,000
Retiree Medical Reserve	500,000	500,000
Retiree Benefit Reserve	500,000	500,000
Sidewalk Improvements	180,000	0
Tree Replacement / Management	150,000	50,000
General Plan / MSSP Reserve	205,000	205,000
Storm Water	0	300,000
Library Park Drainage	0	500,000
Total Reserved	5,735,000	5,855,000
Undesignated/Unreserved	8,227,059	6,833,387
<i>% of GF Revenues</i>	<i>31.7%</i>	<i>26.7%</i>

Highlights of Other Funds

Prop A & C funds [205 & 207] – Administrative costs have decreased due to changes to salary and benefit allocations in accordance with new directives from the L.A. County Metropolitan Transportation Authority.

Sewer Fund [210] – Sewer rates were increased by 9% in January 2016 to cover much needed repairs to the infrastructure.

Street Light & Landscape Fund [215] – Revenues come from assessments placed on South Pasadena Property tax bills. The assessment amounts have not changed since 1997 when Proposition 218 passed.

Business Improvement Tax Fund [220] – Revenues are generated from a tax on businesses operating within the City.

Measure R [233] – Measure R funds are dedicated to street projects.

Water Fund [500] – The City approved a 18% rate increase spread over three years, effective January 15, 2014, in order to satisfy debt coverage requirements.

Public Financing Authority Fund [550] – The City will drawdown \$8.6 million of bonds for capital spending on water improvement projects.

Various Grant Funds – The City receives numerous grant funds from the County, State and federal government. Most of these grants are reimbursed once the City completes the project, which is why some of these funds show a negative fund balance.

Fund Balance Summary – All Fund Types

Fund Group	07/01/16 Fund Balance	Projected Revenues FY 2016-17	Projected Expenses FY 2016-17	Revenues Minus Expenses	06/30/17 Fund Balance
General Fund	13,962,059	25,622,021	26,945,693	(1,323,672)	12,638,387
Special Revenue Funds	4,043,327	3,461,112	5,504,171	(2,043,059)	2,000,268
Capital Projects Funds	434,257	3,275,061	3,326,000	(50,939)	383,318
Enterprise Funds	22,998,018	28,136,543	31,931,306	(3,794,763)	19,203,255
Internal Service Funds	290,000	60,000	60,000	0	290,000
Fiduciary Funds	0	234,702	234,702	0	0
Successor Agency	1,163,814	234,702	234,702	0	1,163,814
Grand Total	42,891,475	61,024,141	68,236,574	(7,212,433)	35,679,042

Personnel Highlights

The Adopted Budget authorizes 146 full-time employees.

City retirement expenses will continue to rise in FY 2016/17 with CalPERS retirement rates increasing from 29.88% to 32.96% for safety employees, and from 17.72% to 18.91% for miscellaneous employees. The total increase in personnel costs over the prior year is approximately \$480,000.

There is currently an outstanding \$16.8 million unfunded liability for retiree medical costs, which a recent actuarial study translates to an Annual Required Contribution (ARC) of \$1.5 million. The City is currently paying \$600,000 a year, on a pay-as-you-go strategy.

Capital Improvement Program (CIP) Highlights

Along with an aggressive water and sewer capital improvement program, the City also continues to be aggressive in repairing our aging streets, with \$2.75 million for street improvements appropriated for FY 2016/17. Projects not completed in FY 2015/16 will be carried over to the next fiscal year.

Fiscal Responsibility

The FY 2016/17 Adopted Budget is the culmination of months of effort by City staff to balance available resources with the services desired by South Pasadena residents, visitors, and businesses. It represents staff's best recommendations for meeting fund balance requirements and service delivery objectives, while providing tangible outcomes for programs and projects rooted in the City Council's strategic plan.

As is the case for all budgets, the document before you is a fluid one. Developing and monitoring city budgets is an ongoing process, with modifications and adjustments made

throughout the year to respond to unanticipated events. There are finite numbers in this budget proposal, but there are also some unknowns, for which the City must be financially prepared.

The City of South Pasadena, the greater Los Angeles region and the State of California, have begun to show increasing revenues compared to the last several years as the region recovers from the 2008 recession. South Pasadena continues to remain in satisfactory financial condition thanks to a relatively diverse and stable revenue base. Our core services, in spite of steady and progressive revenue losses to the State of California, have remained consistent. However, the City is facing rising costs in key areas, such as increased employee retirement costs, increasing employee costs and the ongoing demands of the community. While South Pasadena has substantial reserves and resources on-hand, the City maintains a conservative approach when budgeting revenues and expenses to ensure that the City's ability to meet its obligations is not impaired.

The FY 2016/17 Budget appropriately considers these economic realities and positions the City to act as needed in the coming years. Understanding that costs are rising faster than revenues, the City Council has exhibited prudent fiscal foresight and continues to face head-on the very real possibility of reducing service levels in the wake of financial constraints. The major components of costs in our budget are those with the greatest inflationary pressures. Thus, to ensure that revenues keep pace with expenditures, the City must look toward economic growth through either cutbacks in municipal services, expansion of the economic base via economic development, or maintaining voter-approved tax support.

The City's Community Forum on Budget and Priorities provided guidance for the preparation of the City budget by identifying and prioritizing the projects that the City will be focusing on during the next year. These goals provide the basis for improving services and preserving a high quality of life in the City. While the foundation of the FY 2016/17 budget rests upon the City Council's vision for the community, this document also relies on the expertise of City's department staff. As is always the case, preparing a budget requires teamwork, creativity and a wealth of ideas. When the final document is presented to the City Council, it has been shaped by many hands into a fiscally responsible budget that meets the needs and expectations of the community.

With that, I commend City staff throughout the organization for the collaborative and disciplined efforts that went into developing and producing this budget. I would also like to thank the South Pasadena City Council for its leadership in facing the fiscal challenges before us, crafting the goals that will help us meet those challenges, and moving our City forward in a positive direction. On behalf of the entire staff, I pledge our commitment to continue to give you the best we have so that we may provide the highest standard of service to the residents of South Pasadena.

Respectfully submitted,



Sergio Gonzalez
City Manager

FY 2016/17 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 2016/17 Budget includes a balanced operating budget for some of the funds.

Exceptions to this policy include:

- Fund 105 – Facilities & Equipment Replacement Fund
- Fund 205 – Prop A Fund
- Fund 207 – Prop C Fund
- Fund 208 – TEA/Metro Fund
- Fund 215 – Street Light & Landscape District Fund
- Fund 218 – Clear Air Act Fund
- Fund 223 – Gold Line Mitigation Fund
- Fund 226 – Mission Meridian Garage Fund
- Fund 230 – State Gas Tax Fund
- Fund 232 – County Park Bond Fund
- Fund 233 – Measure R Fund
- Fund 275 – Park Impact Fees Fund

The Facilities & Equipment Replacement Fund operational deficit is a result of capital equipment purchases and vehicle replacements, but will still have a positive total balance at the end of FY 16/17. The Street Light & Landscape District Fund deficit is a result of assessments remaining constant while costs continue to increase. The Clean Air Act Fund operational deficit is due to anticipated vehicle purchases, but will still have a positive total balance at the end of FY 16/17. The Mission Meridian Garage Fund does not have a significant revenue source at present so it will continue to operate at a deficit. The County Park Bond Fund has an operational deficit as a result of park maintenance expenses that will be reimbursed by grants. The operational deficits in the Prop A Fund, Prop C fund, TEA/Metro Fund, Gold Line Mitigation Fund, State Gas Tax Fund, Measure R Fund, and Park Impact Fees Fund result from drawdowns for capital projects; all these funds will still have positive total balances at the end of FY 16/17.

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 \$43.4 million 2009 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.

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.

General Fund undesignated fund balance, based upon the Adopted FY 2016/17 Budget, is projected to be 26.7% at June 30, 2017.

5. GENERAL FUND DESIGNATED RESERVE

The total designated reserves have been established for FY 2016/17 is as follows:

	FY 15/16	FY 16/17
General Fund Balance	\$13,862,059	\$12,538,387
Reserved		
Arroyo Golf Course / Bike Trail	1,100,000	1,100,000
CalTrans Vacant Lot Purchases	750,000	750,000
Emergency Operations Center	200,000	300,000
Legal Reserve	500,000	500,000
Library Expansion	150,000	200,000
Maint. Yard / Community Center	600,000	600,000
Monterey Rd. Improvements	500,000	0
Renewable Energy Sources Reserve	300,000	350,000
Retiree Medical Reserve	500,000	500,000
Retiree Benefit Reserve	500,000	500,000
Sidewalk Improvements	180,000	0
Tree Replacement / Management	150,000	50,000
General Plan / MSSP Reserve	205,000	205,000
Storm Water	0	300,000
Library Park Drainage	0	500,000
Total Reserved	5,635,000	5,855,000
Undesignated/Unreserved	8,227,059	6,683,387
<i>% of GF Revenues</i>	<i>35.7%</i>	<i>26.7%</i>

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.

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.

This policy has been met.

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. 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 2016/17 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 2015/16 Fund Balance

Fund	Description	07/01/15 Fund Balance	Year End Revenues	Year End Expenditures	Revenues Minus Expenses	06/30/16 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		25,951,945	21,454,665	4,497,280	
	Capital			2,518,968	(2,518,968)	
	Transfers/Interfund Loans		-	684,000	(684,000)	
	Reserves					
	Undesignated	7,137,747				8,227,059
	Arroyo Golf Course / Bike Trail	1,100,000				1,100,000
	Legal Reserve	500,000				500,000
	Maint. Yard / Comm. Ctr	600,000				600,000
	Renewable Energy Sources Reserve	300,000				300,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Emergency Operations Center	100,000				200,000
	Library Expansion	150,000				150,000
	Tree Replacement / Management	150,000				150,000
	Sidewalk Improvements	280,000				180,000
	CalTrans Vacant Lot Purchases	750,000				750,000
	Monterey Rd. Improvements	500,000				500,000
	General Plan / MSSP Reserve					205,000
		-				
101	General Fund Total	12,567,747	25,951,945	24,657,633	1,294,312	13,862,059
103	Insurance Fund	289,433	35,567	35,000	567	290,000
104	Street Improvements Program	-	-	-	-	-
105	Facilities & Equip. Replacement	461,472	500,000	527,215	(27,215)	434,257
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	564,092	496,488	376,419	120,069	684,161
207	Prop "C"	341,329	431,422	321,918	109,504	450,833
208	TEA/Metro	374,155	3,900	-	3,900	378,055
210	Sewer	452,054	1,425,948	808,370	617,578	1,069,632
211	CTC Traffic Improvement	(89)	89	-	89	-
215	Street Light & Landscape	181,383	892,025	963,790	(71,765)	109,618
217	Public, Educ. & Gov't. Fund	80,301	24,000	-	24,000	104,301
218	Clean Air Act	114,252	33,430	-	33,430	147,682
220	Business Improvement Tax	115,981	155,000	138,000	17,000	132,981
223	Gold Line Mitigation Fund	60,381	-	-	-	60,381
226	Mission Meridian Public Garage	(287,111)	1,155	17,875	(16,720)	(303,831)
228	Housing Authority	18,299	8,948	-	8,948	27,247
230	State Gas Tax	914,239	654,508	548,990	105,518	1,019,757
232	County Park Bond	(149,009)	111,898	14,190	97,708	(51,301)
233	Measure R	694,209	298,535	550,064	(251,529)	442,680
238	MSRC Grant	(90,539)	90,539	-	90,539	-
245	Bike & Pedestrian Paths	-	-	-	-	-
248	BTA Grants	-	10,000	10,000	-	-
249	Golden Streets Grant	-	393,600	393,600	-	-
255	Capital Growth	202,758	53,900	23,911	29,989	232,747
260	CDBG	362	107,388	103,750	3,638	4,000
270	Asset Forfeiture	16,772	150	16,922	(16,772)	-
272	Police Grants - State (COPS)	95,879	115,818	45,000	70,818	166,697
273	Police Subventions - CLEEP	5,181	45	5,226	(5,181)	-
274	Homeland Security Grant	(15,923)	15,923	-	15,923	-
275	Park Impact Fees	393,276	90,000	16,005	73,995	467,271
280	Public Library Funds Grant	6,445	-	6,445	(6,445)	-
295	Arroyo Seco Golf Course	882,229	1,126,326	1,415,985	(289,659)	592,570
310	Sewer Capital Projects	54,755	662,798	717,553	(54,755)	-
500	Water	6,939,242	17,969,709	17,978,358	(8,649)	6,930,593
550	Public Financing Authority	23,335,223	3,381,313	12,311,313	(8,930,000)	14,405,223
927	Redev. Obligations Trust Fund	36,272	368,657	404,929	(36,272)	-
	City Total	48,625,099	55,411,024	62,408,461	(6,997,437)	41,627,662
227	Successor Agency to CRA	1,127,412	417,735	381,333	36,402	1,163,814
	Successor Agency Total	1,127,412	417,735	381,333	36,402	1,163,814
	TOTAL CITY & CRA	49,752,510	55,828,759	62,789,794	(6,961,035)	42,791,475

FY 2016/17 Fund Balance

Fund	Description	06/30/16	Year End	Year End	Revenues Min	06/30/17
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		25,622,021	23,634,632	1,987,389	
	Capital			-	-	
	Transfers/Interfund Loans		-	3,311,061	(3,311,061)	
	Reserves					
	Undesignated	8,227,059			-	6,683,387
	Arroyo Golf Course / Bike Trail	1,100,000				1,100,000
	Legal Reserve	500,000				500,000
	Maint. Yard / Comm. Ctr	600,000				600,000
	Renewable Energy Sources Reserve	300,000				350,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Emergency Operations Center	200,000				300,000
	Library Expansion	150,000				200,000
	Tree Replacement / Management	150,000				50,000
	Sidewalk Improvements	180,000				-
	CalTrans Vacant Lot Purchases	750,000				750,000
	Monterey Rd. Improvements	500,000				-
	General Plan / MSSP Reserve	205,000				205,000
	Storm Water					300,000
	Library Park Drainage					500,000
101	General Fund Total	13,862,059	25,622,021	26,945,693	(1,323,672)	12,538,387
103	Insurance Fund	290,000	60,000	60,000	-	290,000
104	Street Improvements Program	-	1,739,000	1,739,000	-	-
105	Facilities & Equip. Replacement	434,257	1,536,061	1,587,000	(50,939)	383,318
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	684,161	506,568	666,745	(160,177)	523,984
207	Prop "C"	450,833	436,789	749,770	(312,981)	137,852
208	TEA/Metro	378,055	2,000	380,000	(378,000)	55
210	Sewer	1,069,632	1,423,000	1,142,236	280,764	1,350,396
215	Street Light & Landscape	109,618	895,000	1,163,685	(268,685)	(159,067)
217	Public, Educ. & Gov't. Fund	104,301	24,000	-	24,000	128,301
218	Clean Air Act	147,682	33,200	40,000	(6,800)	140,882
220	Business Improvement Tax	132,981	155,000	138,000	17,000	149,981
223	Gold Line Mitigation Fund	60,381	-	60,381	(60,381)	-
226	Mission Meridian Public Garage	(303,831)	3,960	26,000	(22,040)	(325,871)
228	Housing Authority	27,247	8,998	-	8,998	36,245
230	State Gas Tax	1,019,757	550,811	808,225	(257,414)	762,343
232	County Park Bond	(51,301)	-	3,900	(3,900)	(55,201)
233	Measure R	442,680	303,320	746,000	(442,680)	-
245	Bike & Pedestrian Paths	-	17,053	17,053	-	-
248	BTA Grants	-	224,000	224,000	-	-
255	Capital Growth	232,747	33,500	-	33,500	266,247
260	CDBG	4,000	135,413	135,413	-	4,000
272	Police Grants - State (COPS)	166,697	101,500	75,000	26,500	193,197
275	Park Impact Fees	467,271	30,000	220,000	(190,000)	277,271
295	Arroyo Seco Golf Course	592,570	1,235,943	1,006,578	229,365	821,935
310	Sewer Capital Projects	-	4,003,000	3,000	4,000,000	4,000,000
500	Water	6,930,593	18,116,000	17,865,891	250,109	7,180,702
550	Public Financing Authority	14,405,223	3,358,600	11,913,600	(8,555,000)	5,850,223
927	Redev. Obligations Trust Fund	-	234,702	234,702	-	-
	City Total	41,627,662	60,789,439	67,951,872	(7,162,433)	34,465,229
227	Successor Agency to CRA	1,163,814	234,702	234,702	-	1,163,814
	Successor Agency Total	1,163,814	234,702	234,702	-	1,163,814
	TOTAL CITY & CRA	42,791,475	61,024,141	68,186,574	(7,162,433)	35,629,043

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
4000-000	Property Tax - Current Secured	8,211,281	8,389,757	8,791,225	9,234,000	9,391,601	9,817,264
4010-000	Property Tax - Unsecured	334,355	347,536	360,840	343,000	360,000	345,000
4020-000	Property Tax - Prior Years	(12,718)	(16,427)	(16,958)	-	(10,000)	-
4030-000	Property Tax - Int & Pen	58,365	57,410	44,325	45,500	40,000	40,000
4040-000	Highway Rental	113,393	126,027	129,862	126,150	131,986	132,000
4050-000	Homeowners Exemption	68,328	63,955	65,423	68,000	66,000	66,000
4060-000	Supplemental - Sec/Unsec	137,666	229,649	246,382	121,200	195,000	185,000
5002-000	Motor Vehicle In Lieu Adj.	2,163,934	2,264,678	2,368,975	2,487,898	2,498,600	2,611,723
Property Tax		11,074,604	11,462,586	11,990,074	12,425,748	12,673,187	13,196,987
4150-000	Library Special Tax	231,880	231,667	232,388	230,000	230,000	306,000
Assessments & Special Taxes		231,880	231,667	232,388	230,000	230,000	306,000
4200-000	Sales & Use Tax	1,458,805	1,578,206	1,597,717	2,005,995	1,899,476	2,276,667
4200-001	Sales Tax "In Lieu"	497,619	510,445	541,455	276,005	436,739	-
4201-000	PSAF - Prop 172 Sales Tax	251,273	262,130	275,325	249,000	249,000	249,000
Sales Tax		2,207,696	2,350,781	2,414,498	2,531,000	2,585,215	2,525,667
4230-001	Utility Tax - Water	552,167	626,249	615,133	590,000	608,000	620,000
4230-002	Utility Tax - Electric	1,264,113	1,213,785	1,312,071	1,400,000	1,400,000	1,400,000
4230-003	Utility Tax - Gas	372,752	358,715	347,058	360,000	360,000	360,000
4230-004	Utility Tax - Telephone	1,122,180	1,059,754	744,390	1,100,000	750,000	750,000
4230-006	Utility Tax - Cable	251,003	228,272	404,565	210,000	370,000	370,000
Utility Users Tax		3,562,216	3,486,776	3,423,217	3,660,000	3,488,000	3,500,000
4210-001	Franchise - Refuse	363,964	361,673	415,079	360,000	425,000	420,000
4210-002	Franchise - Cable TV	300,014	282,382	298,666	280,000	300,000	300,000
4210-003	Franchise - Electric	91,419	94,654	98,131	94,000	99,680	98,000
4210-004	Franchise - Gas	55,245	66,286	66,456	65,000	56,316	66,000
4220-000	Real Property Transfer	130,716	127,745	146,567	120,000	120,000	120,000
Other Taxes		941,358	932,740	1,024,898	919,000	1,000,996	1,004,000
4400-000	Business License	351,400	361,074	372,130	400,000	372,000	400,000
4420-000	Bus Lic Penalties & Trans	12,037	12,861	13,561	12,000	12,000	12,000
4430-000	Animal Licenses	4,046	-	-	-	-	-
4440-000	Tobacco Retail Permit	1,476	1,200	1,440	1,500	1,440	1,440
4445-000	Filming Permits	106,285	116,464	116,290	109,500	118,000	116,000
4460-000	Parking Permits	434,781	405,140	464,379	425,000	450,000	440,000
4465-001	Fire Permits	1,840	3,005	3,025	2,100	2,900	2,500
4470-002	Street / Curb Permits	13,146	16,058	25,975	15,000	28,000	20,000
4470-004	Street Closure Permits	6,107	4,753	2,457	4,500	6,050	4,500
4470-005	Newsrack Permits	1,920	220	820	220	680	460
4480-000	FOG Wastewater Permit	17,217	13,043	10,703	16,000	8,500	8,000
Licenses & Permits		950,256	933,816	1,010,779	985,820	999,570	1,004,900
4600-000	Vehicle Code Fines	103,722	90,338	73,383	62,000	68,800	65,000
4610-000	Parking Citations	410,752	312,652	267,840	265,000	310,000	296,000
4620-000	Other Court Fines	9,155	9,758	6,362	5,000	14,800	5,000
Fines & Forfeitures		523,629	412,748	347,585	332,000	393,600	366,000
4800-000	Interest Income	19,494	26,886	48,309	70,000	115,000	125,000
4802-000	Gain / Loss on Investments	-	-	3,360	-	3,000	-
4805-000	Unrealized Gain / Loss	471	(744)	(6,459)	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	(65)	3,246	3,683	3,000	3,500	3,500
4820-000	Rental - Stables	55,711	52,037	52,511	53,000	53,000	55,000
4825-000	Rental - Tennis	35,790	39,000	39,000	39,120	39,120	39,120
4830-001	Rental - Cellular Site	-	-	-	21,564	-	-
4830-002	Rental - Cell Phone Site	39,815	37,891	39,028	42,000	39,702	39,702
4830-003	Rental - Cell Site - AT&T	28,561	29,418	30,301	29,500	30,748	30,748
4830-004	Cell Phone - CW/Bilicke	32,024	32,985	33,974	33,650	34,708	35,277
4830-005	Cell Phone - Verizon - San Pascual	18,064	24,687	25,427	-	25,804	25,804
4830-006	Cell Phone - Cingular OG	27,754	28,591	29,448	29,300	29,300	29,860
4830-009	Cell Phone - Metro PCS	32,402	34,022	35,723	34,000	34,000	37,268
4830-010	Cell Phone - Verizon - MH	-	-	-	-	30,158	21,564

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
4835-000	Rental - TWC	6,000	6,000	1,516	3,000	-	-
4840-000	Rental - War Memorial Building	65,124	72,209	86,882	65,000	65,000	45,992
4850-000	Rental - Eddie Park	6,772	6,375	3,633	3,500	3,500	3,000
4860-000	Rental - Library Comm Room	36,240	24,310	27,290	20,000	20,000	20,000
4885-000	Rental - Sr Citizen Ctr	3,653	3,150	2,648	3,000	3,000	2,000
4890-000	Rental - Farmer's Market	4,523	4,870	5,892	4,000	8,500	8,500
4891-000	Rental - Orange Grove	1,460	1,950	1,400	1,500	1,500	5,000
4892-000	Rental - Misc	32,043	42,150	38,550	20,000	44,000	40,000
4893-000	Rental - Batting Cages	7,502	11,900	16,056	10,000	10,000	10,000
4894-000	Rental - Youth House	3,243	2,908	2,705	3,250	3,250	3,250
Use of Money & Property		456,581	483,839	520,879	488,384	596,790	580,585
5000-000	Motor Vehicle In Lieu	10,980	-	16,845	-	10,561	-
5020-000	State Reimb - Police Training	22,505	9,572	12,471	12,000	1,050	10,000
5030-000	State Mandated Cost	6,734	5,594	356,398	5,000	22,980	5,000
5071-003	Miscellaneous Grants	7,186	117,095	35,153	-	72,310	-
5071-005	Non-Federal Grants - Pub. Works	-	142,040	-	-	29,302	-
5073-001	Grants-Police	13,489	7,869	12,912	-	-	-
5073-002	Grants-Fire	-	8,426	5,954	-	-	-
Revenue From Other Agencies		60,893	290,596	439,733	17,000	136,203	15,000
5150-001	Business License App Fee	16,058	15,032	14,057	12,000	15,000	15,000
4405-000	Business License SB1186 Fee	1,003	1,811	1,845	1,700	2,200	2,000
5150-002	Non Sufficient Fund Chg	1,215	189	243	200	200	200
Current Services-Finance		18,276	17,032	16,145	13,900	17,400	17,200
5200-001	Community Development Misc Fee	2,945	-	870	250	175	250
5200-002	Planning Fees	89,708	115,392	134,395	135,000	109,000	135,000
5200-003	Plan Check	143,847	294,594	234,024	180,000	195,000	180,000
5200-004	Building Permits	299,089	309,544	539,993	320,000	403,000	320,000
5200-007	Administrative Citations	900	300	1,100	1,000	900	1,000
Current Services-Planning & Building		536,488	719,829	910,382	636,250	708,075	636,250
5220-001	Engineering Fees - Misc	39,790	54,877	53,982	30,000	75,000	30,000
5220-002	Engineering Plan Check	9,040	32,623	4,075	9,000	1,600	9,000
5221-000	Public Works Plan Check Fees	-	-	1,200	-	-	-
5223-000	NPDES	96,785	132,570	123,988	130,000	124,000	124,000
Current Services-Public Works		145,615	220,070	183,244	169,000	200,600	163,000
5230-001	Police Special Svcs	4,495	4,755	3,081	5,000	5,000	5,000
5230-004	Vehicle Impound Fees	29,801	26,961	22,725	30,000	20,000	20,000
5230-005	Police Svcs - Filming	198,684	234,990	196,858	200,000	200,000	200,000
5230-006	Patch Sales	5	-	-	-	-	-
5280-001	Animal Control Fees	1,588	1,713	1,253	1,000	1,075	1,000
Current Services-Police		234,574	268,419	223,916	236,000	226,075	226,000
5260-002	Library Fines	62,815	78,264	67,666	70,000	60,000	62,000
5260-003	Library Replacements	4,510	9,194	5,339	5,000	5,500	5,000
Current Services-Library		67,326	87,458	73,004	75,000	65,500	67,000
5265-002	Sr. Citizens Classes	16,184	13,959	14,143	14,000	14,200	17,000
5265-003	Sr. Citizens Membership	9,612	9,907	10,026	11,000	11,000	10,000
5265-004	Sr. Citizens Bus Trips	-	2,700	3,733	7,660	7,660	8,200
5265-005	Snr. Citizens Center Programs	3	1,373	1,860	1,500	1,500	1,800
5265-006	Bingo - Coffee - Med. I.D.	1,648	1,874	1,425	2,000	2,000	1,800
5270-001	Camp Med Fees	288,645	316,524	312,582	300,000	260,000	305,000
5270-002	Recreation Classes	191,042	199,345	204,294	175,000	160,000	185,000
5270-003	Special Events	9,261	4,890	5,082	4,500	8,720	9,250
5270-004	MTA Bus Pass - General	(114)	-	(1,190)	-	-	-
5270-005	Park/Field Reservations	39,909	42,154	38,648	32,000	35,500	38,000
5270-007	Adult Sports	4,200	1,244	855	-	370	-
5270-008	Concerts in the Park	15,599	10,749	12,949	13,000	12,000	13,000
Current Services-Community Services		575,989	604,718	604,407	560,660	512,950	589,050

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
5289-001	Fire Dept - Filming	119,310	148,305	164,863	120,000	130,000	120,000
5289-002	Fire Dept - Plan Check	62,616	44,825	19,491	18,000	15,000	18,000
5290-001	Paramedic Fees	423,411	495,671	525,660	380,000	360,000	380,000
5300-000	Paramedic Subscriptions	22,560	22,905	22,745	22,000	22,000	22,000
5302-000	Tri-City Reimbursements	-	-	230,267	168,000	175,000	175,000
5305-001	Fire Miscellaneous	2,283	(3)	-	-	300	-
Current-Services-Fire		630,180	711,703	963,026	708,000	702,300	715,000
Current-Services-ALL		2,208,447	2,629,229	2,974,124	2,398,810	2,432,900	2,413,500
5400-000	Sale of Property	8,825	7,027	1,177	7,000	7,000	7,000
5420-000	Workers Comp Reimb	66,477	208,049	122,953	20,000	23,490	20,000
5425-000	Gen. Liability Insurance Reimb	1,839	7,070	2,646	20,000	120,741	20,000
5430-000	Damage to City Property	-	-	1,973	-	-	-
5440-000	Candidate Filing Fee	-	1,927	200	-	684	-
5450-000	Commissions	1,989	54	-	-	-	-
5460-000	Recycling Revenue	93,227	118,815	67,252	100,000	75,000	80,000
5460-001	Recycling Container	-	-	7,067	-	14,469	-
5490-000	Cash Over/Short Fin.	19	(25)	(5)	-	-	-
5490-001	Over/Short - Library	(28)	(8)	-	-	-	-
5490-002	Over/Short - Police	(5)	(22)	(10)	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	1	(4)	(2)	-	-	-
5490-004	Over Short - Senior Center	(14)	(98)	7	-	-	-
5490-005	Cash Over/Short - Clerk	(10)	-	-	-	-	-
5501-001	Donations - Misc	86	101	666	-	-	-
5501-003	Donations - Senior Meals	15,413	19,041	10,223	15,000	12,000	25,000
5501-005	Donations - Library	-	-	(44)	-	125	-
5505-000	Miscellaneous	75,499	276,409	135,786	70,000	735,000	70,000
5505-001	Duplication Fees	3,660	4,654	3,877	5,000	3,500	4,000
5550-000	Prior Year Adjustment	(2,600)	2,132	(1,792)	-	(81,680)	-
Other Revenue		264,379	645,121	351,974	237,000	910,329	226,000
5610-000	Reimbursement-Sewer Fund	69,022	69,022	69,022	69,022	69,022	69,022
5620-000	Reimbursement-LLD Fund	83,596	-	-	-	-	-
5630-000	Reimbursement-CRA Fund	27,484	27,484	-	21,773	21,773	-
5640-000	Reimbursement-Water Fund	414,362	389,361	389,361	414,360	414,360	414,360
Reimbursements From Other Funds		594,463	485,867	458,383	505,155	505,155	483,382
9911-000	Transfers from Other Fund	1,712	-	-	-	-	-
Transfers In		1,712	-	-	-	-	-
101 - GENERAL FUND TOTAL		23,078,115	24,345,766	25,188,530	24,729,917	25,951,945	25,622,021
9911-000	Transfers from Other Fund	-	-	303,640	50,900	30,000	60,000
Transfers In		-	-	303,640	50,900	30,000	60,000
103 - INSURANCE FUND TOTAL		-	-	303,640	50,900	30,000	60,000
9911-000	Transfers from Other Fund	-	-	-	-	-	1,739,000
Transfers In		-	-	-	-	-	1,739,000
104 - STREET IMPROVEMENTS PROGRAM		-	-	-	-	-	1,739,000
9911-000	Transfers from Other Fund	672,000	32,000	146,000	500,000	500,000	1,536,061
Transfers In		672,000	32,000	146,000	500,000	500,000	1,536,061
105 - FACILITIES & EQUIP REPLACEMENT		672,000	32,000	146,000	500,000	500,000	1,536,061
5077-004	MTA Grant - Pedestrian Imp	195,500	30,000	-	-	-	-
9911-000	Transfers from Other Fund	46,346	168,371	172,497	-	-	-
Revenue From Other Agencies		241,846	198,371	172,497	-	-	-
201 - MTA PEDESTRIAN IMPROVEMENT		241,846	198,371	172,497	-	-	-
5036-002	State Grant - Traffic Improve	1,454,479	-	-	-	-	-
9911-000	Transfers from Other Fund	420,146	-	-	-	-	-
Revenue From Other Agencies		1,874,625	-	-	-	-	-
204 - TRAFFIC IMPROVEMENT TOTAL		1,874,625	-	-	-	-	-

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
4200-000	Sales & Use Tax	399,925	438,840	457,288	469,698	469,698	479,568
Sales Tax		399,925	438,840	457,288	469,698	469,698	479,568
4800-000	Interest Income	268	883	1,913	1,200	5,600	6,000
4802-000	Gain / Loss on Investments	-	-	139	-	190	-
4805-000	Unrealized Gain / Loss	83	(61)	(257)	-	-	-
Use of Money & Property		351	822	1,794	1,200	5,790	6,000
5266-000	Dial - A - Ride Charges	5,099	3,722	4,922	5,000	5,000	5,000
Charges for Current Services		5,099	3,722	4,922	5,000	5,000	5,000
5500-000	MTA Bus Pass - Senior	(430)	(49)	852	1,000	1,000	1,000
5504-000	Prop A - NTD Disc. Incentive	16,845	18,092	16,967	15,000	15,000	15,000
5505-000	Miscellaneous	-	-	3,720	-	-	-
5550-000	Prior Year Adjustment	400	-	48	-	-	-
Other Revenue		16,815	18,043	21,586	16,000	16,000	16,000
205 - LOCAL TRANSIT RETURN "A" TOTAL		422,190	461,426	485,591	491,898	496,488	506,568
4200-000	Sales & Use Tax	332,283	363,409	378,782	389,602	389,602	397,789
Sales Tax		332,283	363,409	378,782	389,602	389,602	397,789
4800-000	Interest Income	604	537	1,226	800	3,700	4,000
4802-000	Gain / Loss on Investments	-	-	87	-	120	-
4805-000	Unrealized Gain / Loss	29	(45)	(61)	-	-	-
Use of Money & Property		633	492	1,253	800	3,820	4,000
4460-001	Parking Revenue	-	-	34,915	20,000	38,000	35,000
Charges for Current Services		-	-	34,915	20,000	38,000	35,000
5550-000	Prior Year Adjustment	200	-	-	-	-	-
Other Revenue		200	-	-	-	-	-
207 - LOCAL TRANSIT RETURN "C" TOTAL		333,116	363,901	414,949	410,402	431,422	436,789
4800-000	Interest Income	-	-	1,198	1,000	3,800	2,000
4802-000	Gain / Loss on Investments	-	-	84	-	100	-
4805-000	Unrealized Gain / Loss	-	-	(430)	-	-	-
Use of Money & Property		-	-	853	1,000	3,900	2,000
5077-041	MTA Grant - Ped. Improv. - LTF	-	-	373,302	-	-	-
Revenue From Other Agencies		-	-	373,302	-	-	-
208 - TEA/METRO TOTAL		-	-	374,155	1,000	3,900	2,000
4800-000	Interest Income	1,339	2,754	5,541	3,500	16,000	18,000
4802-000	Gain / Loss on Investments	-	-	422	-	560	-
4805-000	Unrealized Gain / Loss	233	(177)	(124)	-	-	-
Use of Money & Property		1,572	2,576	5,839	3,500	16,560	18,000
5310-000	Sewer Service Charges	1,123,853	1,250,871	1,347,965	1,300,000	1,400,000	1,400,000
5315-000	Penalty - Sewer	3,990	5,811	5,267	4,000	5,200	5,000
5335-000	Capacity Charges	-	-	-	-	4,188	-
Charges for Current Services		1,127,842	1,256,682	1,353,231	1,304,000	1,409,388	1,405,000
5550-000	Prior Year Adjustment	-	-	60	-	-	-
Other Revenue		-	-	60	-	-	-
210 - SEWER TOTAL		1,129,415	1,259,258	1,359,131	1,307,500	1,425,948	1,423,000
5071-006	Federal Grant - Rogan HR 5394	116	103	61	-	89	-
Revenue From Other Agencies		116	103	61	-	89	-
5550-000	Prior Year Adjustment	93,947	-	-	-	-	-
Other Revenue		93,947	103	61	-	89	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		94,063	103	61	-	89	-

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
4100-000	Street Light Assessments	905,459	896,465	895,798	885,000	888,000	890,000
Assessments & Special Taxes		905,459	896,465	895,798	885,000	888,000	890,000
5425-000	Gen. Liability Insurance Reimb	-	-	1,495	-	-	-
5430-000	Damage to City Property	15,883	8,575	10,870	10,000	2,940	5,000
5501-012	Donations - Tree Dedications	17,970	12,455	1,735	-	1,085	-
5550-000	Prior Year Adjustment	-	-	208	-	-	-
Other Revenue		33,853	21,030	14,308	10,000	4,025	5,000
215 - STREET LIGHT & LANDSCAPE TOTAL		939,312	917,496	910,105	895,000	892,025	895,000
5071-012	CA Safe Routes Grant	174,152	-	-	-	-	-
Revenue From Other Agencies		174,152	-	-	-	-	-
216 - SAFE ROUTES TO SCHOOL TOTAL		174,152	-	-	-	-	-
5250-000	PEG Fees	20,321	20,991	25,173	20,000	24,000	24,000
Revenue From Other Agencies		20,321	20,991	25,173	20,000	24,000	24,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		20,321	20,991	25,173	20,000	24,000	24,000
4800-000	Interest Income	462	455	362	600	1,050	1,200
4802-000	Gain / Loss on Investments	-	-	27	-	380	-
4805-000	Unrealized Gain / Loss	69	(27)	(27)	-	-	-
Use of Money & Property		531	428	363	600	1,430	1,200
5082-000	AB 2766 (SCAQMD) Fees	31,033	31,929	32,272	30,000	32,000	32,000
Revenue From Other Agencies		31,033	31,929	32,272	30,000	32,000	32,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
218 - CLEAN AIR ACT TOTAL		31,563	32,357	32,635	30,600	33,430	33,200
5412-000	Business Improvment Tax	111,976	114,870	119,454	105,000	115,000	115,000
5412-001	BIT - Filming Permits	39,834	43,689	43,591	35,000	40,000	40,000
Other Revenue		151,810	158,559	163,045	140,000	155,000	155,000
220 - BUSINESS IMPROVEMENT TAX TOTAL		151,810	158,559	163,045	140,000	155,000	155,000
9911-000	Transfers from Other Fund	27,237	120,749	-	-	-	-
Transfers In		27,237	120,749	-	-	-	-
223 - GOLD LINE MITIGATION FUND TOTAL		27,237	120,749	-	-	-	-
9911-000	Transfers from Other Fund	3,259	-	-	-	-	-
Transfers In		3,259	-	-	-	-	-
225 - MISSION OAKS PARKING TOTAL		3,259	-	-	-	-	-
4875-000	Rental - MMV Parking	-	-	-	-	1,155	3,960
Use of Money & Property		-	-	-	-	1,155	3,960
226 - MISSION MERIDIAN PUBLIC GARAGE TOTAL		-	-	-	-	1,155	3,960
4000-000	Property Tax - Current Secured	(955,824)	-	-	-	-	-
Property Tax		(955,824)	-	-	-	-	-
4800-000	Interest Income	2,636	2,211	2,399	1,400	3,200	1,600
4880-000	Rental - Nursery Property	18,000	18,300	12,075	12,000	12,000	12,000
Use of Money & Property		20,636	20,511	14,474	13,400	15,200	13,600
5550-000	Prior Year Adjustment	-	-	-	-	10,239	-
Other Revenue		-	-	-	-	10,239	-
9911-000	Transfers from Other Fund	982,026	254,227	642,838	368,657	392,296	221,102
Transfers In		982,026	254,227	642,838	368,657	392,296	221,102
227 - SA-CRA TOTAL		46,838	274,739	657,312	382,057	417,735	234,702

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
4800-000	Interest Income	0	15	64	80	200	250
4802-000	Gain / Loss on Investments	-	-	5	-	-	-
4805-000	Unrealized Gain / Loss	(0)	(1)	(10)	-	-	-
4810-000	Rental - Arroyo House	729	8,019	9,477	8,748	8,748	8,748
Use of Money & Property		729	8,033	9,536	8,828	8,948	8,998
228 - HOUSING AUTHORITY TOTAL		729	8,033	9,536	8,828	8,948	8,998
4800-000	Interest Income	2,574	2,388	3,240	3,000	7,500	8,000
4802-000	Gain / Loss on Investments	-	-	240	-	260	-
4805-000	Unrealized Gain / Loss	378	(142)	260	-	-	-
Use of Money & Property		2,951	2,246	3,740	3,000	7,760	8,000
5038-000	State Gas Tax - 2103	203,328	357,482	275,225	117,819	122,059	61,734
5039-000	State Gas Tax - 2105	111,980	174,496	154,187	148,607	158,564	163,474
5040-000	State Gas Tax - 2106	82,553	84,565	95,698	81,416	82,103	84,593
5050-000	State Gas Tax - 2107	183,495	186,685	198,554	203,173	219,939	227,010
5060-000	State Gas Tax - 2107.5	6,000	6,000	12,000	6,000	6,000	6,000
Revenue From Other Agencies		587,356	809,228	735,663	557,015	588,665	542,811
5550-000	Prior Year Adjustment	-	-	(79,956)	-	-	-
Other Revenue		-	-	(79,956)	-	-	-
9911-000	Transfers from Other Fund	-	-	-	-	58,083	-
Transfers In		-	-	-	-	58,083	-
230 - STATE GAS TAX TOTAL		590,307	811,474	659,447	560,015	654,508	550,811
5084-008	County Park Bond - Maint	-	-	-	-	111,898	-
Revenue From Other Agencies		-	-	-	-	111,898	-
232 - COUNTY PARK BOND TOTAL		-	-	-	-	111,898	-
4200-000	Sales & Use Tax	248,497	271,655	284,546	292,205	292,205	298,320
Sales Tax		248,497	271,655	284,546	292,205	292,205	298,320
4800-000	Interest Income	1,546	1,825	2,639	2,500	6,100	5,000
4802-000	Gain / Loss on Investments	-	-	174	-	230	-
4805-000	Unrealized Gain / Loss	123	(122)	(272)	-	-	-
Use of Money & Property		1,669	1,703	2,541	2,500	6,330	5,000
233 - MEASURE R TOTAL		250,166	273,358	287,087	294,705	298,535	303,320
5071-014	MSRC Grant	-	125,930	-	-	-	-
Revenue From Other Agencies		-	125,930	-	-	-	-
9911-000	Transfers from Other Fund	-	100,000	90,000	90,539	90,539	-
Transfers In		-	100,000	90,000	90,539	90,539	-
238 - MSRC GRANT TOTAL		-	225,930	90,000	90,539	90,539	-
4800-000	Interest Income	16	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(7)	-	-	-	-	-
Use of Money & Property		9	-	-	-	-	-
5035-000	SB 821 State Grants	14,897	14,818	89,519	16,586	-	17,053
Revenue From Other Agencies		-	14,818	89,519	16,586	-	17,053
5550-000	Prior Year Adjustment	(1,039)	-	-	-	-	-
Other Revenue		(1,039)	-	-	-	-	-
245 - BIKE & PEDESTRIAN PATHS TOTAL		13,867	14,818	89,519	16,586	-	17,053
9911-000	Transfers from Other Fund	-	391	-	-	-	-
Transfers In		-	391	-	-	-	-
247 - SGVCOG GRANT TOTAL		-	391	-	-	-	-

Revenue Detail

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
5071-017	Mission St. Bikeway-BTA Grant	-	-	-	-	10,000	224,000
5071-018	Bicycle Parking-BTA Grant	-	-	-	-	-	-
Revenue From Other Agencies		-	-	-	-	10,000	224,000
248 - BTA GRANTS TOTAL		-	-	-	-	10,000	224,000
5071-045	MSRC Grant - Golden Streets	-	-	-	-	-	-
5077-045	Metro Grant - Golden Streets	-	-	-	-	393,600	-
Revenue From Other Agencies		-	-	-	-	393,600	-
249 - GOLDEN STREETS GRANT TOTAL		-	-	-	-	393,600	-
5070-002	ARRA Infrastructure Grant	466,398	-	-	-	-	-
Revenue From Other Agencies		466,398	-	-	-	-	-
9911-000	Transfers from Other Fund	5,676	-	-	-	-	-
Transfers In		5,676	-	-	-	-	-
250 - ARRA INFRASTRUCTURE GRANT TOTAL		472,074	-	-	-	-	-
4800-000	Interest Income	195	250	667	300	1,850	1,500
4802-000	Gain / Loss on Investments	-	-	55	-	50	-
4805-000	Unrealized Gain / Loss	42	(17)	(39)	-	-	-
Use of Money & Property		237	233	684	300	1,900	1,500
5215-000	Growth Requirement - Residen	33,106	27,353	39,856	30,000	50,000	30,000
5216-000	Growth Requiremnt - Comm/Indus	2,267	2,588	97,127	2,000	2,000	2,000
Charges for Current Services		35,373	29,941	136,983	32,000	52,000	32,000
255 - CAPITAL GROWTH TOTAL		35,610	30,174	137,667	32,300	53,900	33,500
5075-032	Sr. Program - D99575	15,890	18,446	18,503	-	18,222	10,500
5075-049	ADA Sidewalk Repairs	110,248	116,431	106,324	-	64,166	103,913
5075-050	ADA Access Ramps	43,345	-	-	-	-	-
5075-054	Energy Efficiency Program	4,905	-	-	-	-	-
Revenue From Other Agencies		174,388	134,877	124,827	-	82,388	114,413
5501-003	Donations - Senior Meals	13,884	12,421	21,613	-	25,000	21,000
Other Revenue		13,884	12,421	21,613	-	25,000	21,000
260 - CDBG TOTAL		188,272	147,298	146,440	-	107,388	135,413
4800-000	Interest Income	80	68	73	40	150	-
4802-000	Gain / Loss on Investments	-	-	5	-	-	-
4805-000	Unrealized Gain / Loss	11	(4)	7	-	-	-
Use of Money & Property		92	64	85	40	150	-
270 - ASSET FORFEITURE TOTAL		92	64	85	40	150	-
4800-000	Interest Income	434	370	408	500	1,200	1,500
4802-000	Gain / Loss on Investments	-	-	29	-	-	-
4805-000	Unrealized Gain / Loss	(19)	(24)	12	-	-	-
Use of Money & Property		415	347	448	500	1,200	1,500
5005-000	State Grant - COPS (AB3229)	100,000	100,000	106,230	100,000	114,618	100,000
Revenue From Other Agencies		100,000	100,000	106,230	100,000	114,618	100,000
272 - POLICE GRANTS - STATE TOTAL		100,415	100,347	106,678	100,500	115,818	101,500
4800-000	Interest Income	19	16	20	15	45	-
4802-000	Gain / Loss on Investments	-	-	1	-	-	-
4805-000	Unrealized Gain / Loss	3	(1)	(1)	-	-	-
Use of Money & Property		22	15	20	15	45	-
273 - POLICE SUBVENTIONS - CLEP TOTAL		22	15	20	15	45	-
5036-000	Homeland Security Grant	173,218	189,747	47,500	-	15,923	-
Revenue From Other Agencies		173,218	189,747	47,500	-	15,923	-
274 - HOMELAND SECURITY GRANT TOTAL		173,218	189,747	47,500	-	15,923	-

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
5200-008	Park Impact Fees	63,995	49,557	307,786	30,000	90,000	30,000
Charges for Current Services		63,995	49,557	307,786	30,000	90,000	30,000
275 - PARK IMPACT FEE		63,995	49,557	307,786	30,000	90,000	30,000
5071-015	Historic Preservation Grant	-	-	15,000	-	-	-
Revenue From Other Agencies		-	-	15,000	-	-	-
276 - HISTORIC PRESERVATION GRANT TOTAL		-	-	15,000	-	-	-
4800-000	Interest Income	-	-	711	250	4,000	4,000
4802-000	Gain / Loss on Investments	-	-	95	-	100	-
4805-000	Unrealized Gain / Loss	-	-	(876)	-	-	-
Use of Money & Property		-	-	(69)	250	4,100	4,000
5275-001	Green Fees / Mini Golf	607,464	685,346	597,539	630,000	615,000	619,970
5275-002	Range	338,005	357,635	335,826	344,675	276,772	333,125
5275-003	Golf Shop	47,654	48,273	51,143	47,693	55,454	58,990
5275-004	Food	61,103	59,587	88,711	90,957	101,000	166,858
5275-005	Filming	28,600	46,206	60,343	52,000	74,000	53,000
Charges for Current Services		1,082,825	1,197,047	1,133,562	1,165,325	1,122,226	1,231,943
295-ARROYO SECO GOLF COURSE		1,082,825	1,197,047	1,133,493	1,165,575	1,126,326	1,235,943
4800-000	Interest Income	1,056	83	103	250	100	-
4802-000	Gain / Loss on Investments	-	-	2	-	-	-
4805-000	Unrealized Gain / Loss	(239)	1	307	-	-	-
Use of Money & Property		817	83	413	250	100	-
5586-000	Loan Proceeds	-	527,283	-	6,000,000	482,698	4,000,000
Revenue From Other Agencies		-	527,283	-	6,000,000	482,698	4,000,000
9911-000	Transfers from Other Fund	94,245	250,000	250,000	180,000	180,000	3,000
Transfers In		94,245	250,000	250,000	180,000	180,000	3,000
310 - SEWER CAPITAL PROJECTS TOTAL		95,062	777,366	250,413	6,180,250	662,798	4,003,000
4800-000	Interest Income	30,462	27,054	34,880	40,000	73,000	80,000
4802-000	Gain / Loss on Investments	-	-	2,269	-	2,000	-
4805-000	Unrealized Gain / Loss	5,155	(1,337)	849	-	-	-
Use of Money & Property		35,618	25,718	37,999	40,000	75,000	80,000
5320-000	Water Sales	4,549,289	8,582,618	8,437,693	8,780,000	8,350,000	8,925,000
5325-000	Standby Service Charge	3,069,713	-	-	-	14,000	14,000
5327-000	Efficiency Fee	243,990	248,596	221,584	240,000	200,000	220,000
5330-000	Private Fire Service	29,547	32,027	35,598	35,000	35,000	35,000
5335-000	Capacity Charges	-	-	-	-	43,537	-
Charges for Current Services		7,892,539	8,863,241	8,694,876	9,055,000	8,642,537	9,194,000
5360-000	Rubbish Clearing	(72,406)	-	(11,430)	-	-	-
5370-000	Penalty - Water/Rubbish	52,471	79,857	62,000	55,000	60,000	60,000
5430-000	Damage to City Property	-	7,029	4,695	-	10,172	-
5505-000	Miscellaneous	657	150	30	-	-	-
5510-000	Misc Service Revenue	5,315	2,964	3,375	3,000	3,000	3,000
5518-000	Energy Rebates	20,574	-	-	-	-	-
5525-000	Yard Waste	(41,065)	-	-	-	-	-
5530-000	Rubbish Billing Fees	124,319	162,274	105,867	120,000	112,000	112,000
5540-000	Service Fees	12,436	66,923	25,693	20,000	20,000	20,000
5550-000	Prior Year Adjustment	(72,246)	(66,363)	(47,194)	-	-	-
5560-000	Sewer Billing Fees	33,837	38,687	41,690	41,000	47,000	47,000
Other Revenue		63,891	291,520	184,725	239,000	252,172	242,000
9911-000	Transfers from Other Fund	5,029,153	7,312,524	6,360,379	10,600,000	9,000,000	8,600,000
Transfers In		5,029,153	7,312,524	6,360,379	10,600,000	9,000,000	8,600,000
500 - WATER TOTAL		13,021,201	16,493,002	15,277,978	19,934,000	17,969,709	18,116,000

Revenue Detail

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
4800-000	Interest Income	-	-	-	40,000	70,000	45,000
4802-000	Gain / Loss on Investments	-	-	(11,974)	-	-	-
Use of Money & Property		-	-	(11,974)	40,000	70,000	45,000
9911-000	Transfers from Other Fund	2,149,800	2,870,788	2,832,561	2,758,025	2,759,325	2,760,013
9912-000	Transfers from Other Fund	179,176	518,558	536,819	556,588	551,988	553,587
Transfers In		2,328,976	3,389,346	3,369,381	3,314,613	3,311,313	3,313,600
550 - PUBLIC FINANCING TOTAL		2,328,976	3,389,346	3,357,407	3,354,613	3,381,313	3,358,600
4000-000	Property Tax - Current Secured	428,406	425,493	350,398	368,657	368,657	234,702
Property Tax		428,406	425,493	350,398	368,657	368,657	234,702
927 - REDEV. OBLIGATIONS TOTAL		428,406	425,493	350,398	368,657	368,657	234,702
CITYWIDE TOTAL		48,085,100	52,319,176	52,499,276	61,095,897	55,823,192	61,024,141

Expenditure Summary by Fund

Category/Fund	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Wages & Benefits	13,992,815	14,176,094	15,193,994	16,053,582	15,888,538	17,543,465
Operations & Maintenance	6,502,646	5,155,136	5,632,485	5,668,220	5,456,376	5,924,567
Capital Outlay	143,112	188,551	50,422	112,293	109,751	166,600
Transfer Out	984,062	406,598	596,137	640,539	684,000	3,311,061
Capital Projects	942,191	2,841,547	2,473,270	2,189,500	2,518,968	-
101 - General Fund Total	22,564,826	22,767,927	23,946,308	24,664,133	24,657,633	26,945,693
Operations & Maintenance	-	-	14,207	50,900	35,000	60,000
103 - Insurance Fund Total	-	-	14,207	50,900	35,000	60,000
Capital Projects	-	-	-	-	-	1,739,000
104 - Street Improvements Program Total	-	-	-	-	-	1,739,000
Operations & Maintenance	-	-	-	-	-	210,000
Capital Outlay	-	-	158,022	545,729	523,115	795,000
Capital Projects	92,552	-	137,954	-	4,100	582,000
105 - Facilities & Equip. Replacement Total	92,552	-	295,976	545,729	527,215	1,587,000
Wages & Benefits	185,980	190,905	150,442	234,428	156,039	271,020
Operations & Maintenance	10,034	78,964	78,181	101,950	90,380	215,725
Capital Outlay	-	9,158	59,100	130,000	130,000	90,000
Capital Projects	-	-	-	-	-	90,000
205 - Prop "A" Total	196,014	279,027	287,723	466,378	376,419	666,745
Wages & Benefits	234,828	139,193	185,652	269,984	224,692	249,770
Operations & Maintenance	94,742	31,701	27,287	46,469	33,241	-
Capital Outlay	51,721	-	-	60,000	33,985	-
Capital Projects	160,000	95,356	81,089	30,000	30,000	500,000
207 - Prop "C" Total	541,291	266,250	294,028	406,453	321,918	749,770
Transfer Out	8,692	-	-	-	-	-
Capital Projects	-	-	-	-	-	380,000
208 - TEA/Metro Total	8,692	-	-	-	-	380,000
Transfer Out	-	14,913	-	-	-	-
209 - MTA Gold Line Betterments Grant	-	14,913	-	-	-	-
Wages & Benefits	323,009	333,046	312,642	351,380	422,259	453,414
Operations & Maintenance	297,527	201,080	148,805	269,055	204,611	265,822
Capital Outlay	-	3,563	128	200,000	-	420,000
Other Expenses	77,161	89,036	103,420	-	-	-
Transfer Out	94,245	250,000	264,500	194,500	181,500	3,000
Capital Projects	21,685	8,345	2,107	-	-	-
210 - Sewer Total	813,627	885,070	831,602	1,014,935	808,370	1,142,236

Expenditure Summary by Fund

Category/Fund	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Wages & Benefits	188	103	266	-	-	-
Transfer Out	181,910	-	-	-	-	-
211 - CTC Traffic Improvement Total	182,098	103	266	-	-	-
Wages & Benefits	149,061	150,254	275,926	273,191	285,313	176,135
Operations & Maintenance	822,692	621,925	601,732	754,415	655,477	811,550
Capital Outlay	18,345	18,329	18,490	50,000	20,000	170,000
Transfer Out	-	-	29,000	-	3,000	6,000
215 - Street Light & Landscape Total	990,097	790,508	925,148	1,077,606	963,790	1,163,685
Wages & Benefits	-	300	510	-	-	-
Operations & Maintenance	-	-	-	2,000	-	-
Capital Outlay	-	96,598	(81)	40,000	-	40,000
218 - Clean Air Act Total	-	96,899	429	42,000	-	40,000
Operations & Maintenance	153,211	131,842	163,500	137,500	138,000	138,000
220 - Business Improvement Tax Total	153,211	131,842	163,500	137,500	138,000	138,000
Capital Projects	52,499	244,791	-	-	-	60,381
223 - Gold Line Mitigation Fund Total	52,499	244,791	-	-	-	60,381
Operations & Maintenance	30,985	28,668	30,382	26,000	17,875	26,000
226 - Mission Meridian Public Garage	30,985	28,668	30,382	26,000	17,875	26,000
Wages & Benefits	194,027	164,873	212,470	152,802	154,970	-
Operations & Maintenance	261,031	188,268	104,510	224,855	226,363	234,702
227 - Successor Agency to CRA Total	455,058	353,141	316,980	377,657	381,333	234,702
Transfer Out	-	-	27,381	-	-	-
228 - Housing Authority Total	-	-	27,381	-	-	-
Transfer Out	484,567	-	-	-	-	-
229 - Successor Agency to CRA Hsng	484,567	-	-	-	-	-
Wages & Benefits	307,307	378,804	445,441	387,762	355,530	450,375
Operations & Maintenance	258,896	147,657	172,267	197,850	193,460	197,850
Capital Outlay	23,962	29,661	95,741	160,000	-	160,000
230 - State Gas Tax Total	590,165	556,122	713,449	745,612	548,990	808,225
Operations & Maintenance	23,949	19,090	23,977	-	14,190	3,900
232 - County Park Bond Total	23,949	19,090	23,977	-	14,190	3,900
Capital Projects	390,322	27,318	295,968	788,000	550,064	746,000
233 - Measure R Total	390,322	27,318	295,968	788,000	550,064	746,000

Expenditure Summary by Fund

Category/Fund	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Capital Projects	-	125,930	-	-	-	-
238 - MSRC Grant Total	-	125,930	-	-	-	-
Capital Projects	14,906	14,818	89,519	-	-	17,053
245 - Bike & Pedestrian Paths Total	14,906	14,818	89,519	-	-	17,053
Operations & Maintenance	-	-	-	-	10,000	44,000
Capital Projects	-	-	-	-	-	180,000
248 - BTA Grants Total	-	-	-	-	10,000	224,000
Operations & Maintenance	-	-	-	-	393,600	-
249 - Golden Streets Grant Total	-	-	-	-	393,600	-
Capital Projects	-	-	31,931	-	23,911	-
255 - Capital Growth Total	-	-	31,931	-	23,911	-
Operations & Maintenance	34,679	30,866	39,314	-	39,222	31,500
Capital Projects	150,811	116,432	106,764	-	64,528	103,913
260 - CDBG Total	185,490	147,298	146,078	-	103,750	135,413
Capital Outlay	-	-	4,639	-	16,922	-
270 - Asset Forfeiture Total	-	-	4,639	-	16,922	-
Operations & Maintenance	4,500	22,896	19,045	-	-	-
Capital Outlay	161,445	75,653	89,333	-	45,000	75,000
272 - Police Grants - State (COPS)	165,945	98,549	108,378	-	45,000	75,000
Wages & Benefits	-	-	4,202	-	-	-
Operations & Maintenance	-	957	-	-	-	-
Capital Outlay	131,487	166,328	47,500	-	-	-
274 - Homeland Security Grant	131,487	167,285	51,702	-	-	-
Operations & Maintenance	11,500	13,007	67,178	-	10,000	20,000
Capital Outlay	130,323	-	-	-	-	-
Capital Projects	-	-	-	200,000	6,005	200,000
275 - Park Impact Fees Total	141,823	13,007	67,178	200,000	16,005	220,000
Operations & Maintenance	-	15,000	-	-	-	-
276 - Historic Preservation Grant	-	15,000	-	-	-	-
Operations & Maintenance	-	-	-	-	16,556	-
277 - HSIP Grant Total	-	-	-	-	16,556	-

Expenditure Summary by Fund

Category/Fund	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Operations & Maintenance	-	-	-	6,445	6,445	-
280 - Public Library Funds Grant Total	-	-	-	6,445	6,445	-
Wages & Benefits	521,316	524,297	549,605	-	-	-
Operations & Maintenance	367,614	405,958	369,156	983,353	965,985	1,006,578
Other Expenses	-	-	4,896	-	-	-
Transfer Out	-	-	-	-	50,000	-
Capital Projects	-	-	-	-	400,000	-
295 - Arroyo Seco Golf Course Total	888,930	930,255	923,657	983,353	1,415,985	1,006,578
Wages & Benefits	-	-	6,061	-	10,353	-
Operations & Maintenance	84,760	305,982	386,833	2,000	257,200	3,000
Capital Projects	34,657	57,550	-	6,000,000	450,000	-
310 - Sewer Capital Projects Total	119,417	363,532	392,894	6,002,000	717,553	3,000
Wages & Benefits	1,456,474	1,348,284	1,365,980	1,545,147	1,563,092	1,605,931
Operations & Maintenance	3,763,002	4,072,147	2,973,237	3,807,770	2,887,683	3,634,360
Capital Outlay	32,114	1,275	21,381	160,000	120,505	197,000
Other Expenses	125,171	129,420	336,785	-	-	-
Transfer Out	2,328,976	3,389,346	3,441,881	3,314,613	3,322,113	3,328,600
Capital Projects	426,141	178,974	5,296	12,925,000	10,084,965	9,100,000
500 - Water Total	8,131,878	9,119,446	8,144,560	21,752,530	17,978,358	17,865,891
Operations & Maintenance	260,654	8,050	(8,317)	3,311,313	3,311,313	3,313,600
Transfer Out	5,029,153	7,312,524	6,360,379	10,600,000	9,000,000	8,600,000
550 - Public Financing Authority Total	5,289,807	7,320,574	6,352,062	13,911,313	12,311,313	11,913,600
Transfer Out	497,459	254,227	615,456	368,657	368,657	234,702
927 - Redev. Oblig. Retirement Total	497,459	254,227	615,456	368,657	368,657	234,702
Wages & Benefits	17,365,005	17,406,152	18,703,191	19,268,277	19,060,786	20,750,110
Operations & Maintenance	12,982,421	11,479,194	10,843,779	15,590,095	14,962,977	16,141,154
Capital Outlay	692,510	589,117	544,675	1,458,022	1,004,504	2,113,600
Other Expenses	202,332	218,455	445,101	-	-	-
Transfer Out	9,610,776	11,627,609	11,334,734	15,118,309	13,609,270	15,483,363
Capital Projects	2,285,763	3,711,061	3,223,898	22,132,500	14,132,541	13,698,347
CITYWIDE TOTAL	43,138,807	45,031,588	45,095,378	73,567,201	62,770,078	68,186,574

General Fund Expenditures

General Fund Analysis

Revenue Category	Actual	Actual	Actual	Budget	Estimated	Adopted
	2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
Property Taxes	11,074,604	11,462,586	11,990,074	12,425,748	12,673,187	13,196,987
Sales Taxes	2,207,696	2,350,781	2,414,498	2,531,000	2,585,215	2,525,667
Utility Users Taxes	3,562,216	3,486,776	3,423,217	3,660,000	3,488,000	3,500,000
Franchise Fees	810,642	804,995	878,331	799,000	880,996	884,000
License & Permits	950,256	933,816	1,010,779	985,820	999,570	1,004,900
Fines & Forfeitures	523,629	412,748	347,585	332,000	393,600	366,000
Use of Money & Property	456,581	483,839	520,879	488,384	596,790	580,585
Other Agencies	60,893	290,596	439,733	17,000	136,203	15,000
Current Services	2,208,447	2,629,229	2,974,124	2,398,810	2,432,900	2,413,500
All Other Revenues	1,223,150	1,490,400	1,189,312	1,092,155	1,765,484	1,135,382
Total GF Revenues	23,078,115	24,345,766	25,188,530	24,729,917	25,951,945	25,622,021

Department/Program Exp	Actual	Actual	Actual	Budget	Estimated	Adopted
	2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
City Council	43,375	48,059	51,726	63,143	54,591	65,775
Management Services						
City Manager	878,794	851,169	830,416	809,637	733,130	955,009
City Clerk	283,674	337,626	366,552	428,550	406,111	443,824
Elections	311	49,214	1,287	124,550	68,810	3,600
Human Resources	287,113	289,468	247,364	171,275	103,300	171,300
Transportation Planning	110,201	71,322	222,373	187,300	164,945	187,000
Legal Services	314,304	421,647	255,007	255,000	255,000	265,000
Information Systems	-	215,122	302,807	410,597	377,200	490,990
Finance						
Finance	384,312	519,086	653,960	653,370	601,498	724,891
Information System	262,354	-	-	-	-	-
City Treasurer	9,201	9,229	9,291	9,290	9,300	9,452
Non-Dept./Overhead	2,765,420	1,214,766	852,559	823,956	878,115	833,460
Police	6,963,840	6,891,989	7,198,511	7,774,979	7,777,160	8,295,100
Fire						
Fire	3,894,732	3,694,504	4,467,061	4,538,570	4,623,023	4,996,470
Emergency Services	-	-	-	25,000	25,000	25,000
Public Works						
Environmental Services	75,613	121,010	148,512	279,853	232,343	307,658
Administration & Engineering	260,747	275,720	423,981	482,680	459,927	515,878
Park Maintenance	390,490	416,123	367,340	462,654	464,022	513,704
Facilities Maintenance	426,937	675,147	660,346	639,495	642,565	695,155
Planning & Building	898,710	911,870	1,093,878	956,927	982,925	1,101,334
Library	1,436,922	1,498,617	1,533,840	1,574,832	1,457,917	1,706,156
Community Services						
Senior Services	249,370	282,651	297,272	254,357	246,849	346,296
Community Services	195,175	213,437	279,225	290,177	278,392	301,925
Recreation and Youth Services	506,976	512,005	613,593	617,903	612,542	679,655
Capital Projects	942,192	2,841,547	2,473,270	2,189,500	2,518,968	-
Misc/Transfers Out	984,062	406,598	596,137	640,539	684,000	1,595,060
Total GF Expenses	22,564,826	22,767,927	23,946,308	24,664,133	24,657,633	25,229,692

Transfer out from Designated Reserve to SIPF for sidewalk improvements	180,000
Transfer out from Undesignated Reserve to Facilities and Equipment Replacement Fund	1,536,001
Total General Fund Expenses	26,945,693

Capital Improvement Projects

CIP	CIP Description	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
9000	CIP for Budgeting	-	179,237	68,703	-	10,000	-
9158	Arroyo Pedestrian Paths	142,040	75	-	-	-	-
9181	Removal/Replacement Tree Program	-	-	191,011	-	-	-
9185	Community Garden	-	-	35,443	-	14,000	-
9203	Street Repairs	-	6,195	150,087	2,000,000	2,000,000	-
9226	FD Locker Room Improvements	-	-	6,148	-	-	-
9227	FD Restroom Improvements	-	-	15,136	-	-	-
9229	PD Locker/Restroom Improvements	-	-	2,276	-	31,858	-
9238	City Hall HVAC	3,990	-	11,363	-	-	-
9258	War Memorial Waterproofing/Rehab	-	-	37,429	-	35,870	-
9264	Sidewalk Repairs	11,341	-	-	-	-	-
9269	War Memorial Bldg. HVAC	-	-	-	36,000	15,810	-
9270	OG Park Bleachers	-	-	-	7,500	7,484	-
9272	OG Rec Center Capital Improv.	-	-	14,482	-	-	-
9284	Traffic Signal Battery Backups	-	-	18,328	-	-	-
9287	Sidewalk, Curb & Gutter Imprvm	41,222	127,864	153,643	-	5,270	-
9304	Library Repair Storm Drain	-	-	-	10,000	-	-
9307	CNG Fueling Station (MSRC)	-	126,749	-	-	-	-
9312	Library Park Re-grading	-	-	-	8,000	-	-
9313	Library Comm. Room A V System	-	-	-	50,000	50,000	-
9314	Library Electrical Repairs	-	-	10,142	-	-	-
9316	Library Stair Carpeting	-	-	368	-	44,650	-
9319	Library Maintenance - Painting	-	-	96	-	34,035	-
9320	Library ADA Ramp Comm. Room	-	-	-	6,000	-	-
9323	Library Elevator Replacement	-	39,414	-	-	-	-
9324	Library Flood Repairs	-	-	-	-	188,400	-
9325	Merrell Gage Art Restoration	6,920	764	-	-	-	-
9326	Iron Works Museum Ext. Painting	-	-	-	72,000	72,000	-
9333	Senior Center Kitchen Fixtures	-	-	10,608	-	-	-
9335	Garfield Park Tennis Lights	-	-	23,966	-	-	-
9337	Garfield Park Electrical Panel	-	-	6,000	-	-	-
9340	Foothill St. Improvements	-	5,129	313,318	-	-	-
9341	San Pasqual Ave. Improvements	-	4,055	324,022	-	-	-
9354	Monterey Road Improvements	7,781	1,253	-	-	-	-
9358	Hawthorne St. Improvements	-	43,805	405,059	-	-	-
9365	Gino's Abatement/Demolition	-	-	156	-	-	-
9374	Park Ave Improvements	15,026	222,717	1,497	-	-	-
9376	Indiana Ave Improvements	(140)	-	-	-	-	-
9377	Pasadena Ave Improvements	89,317	-	-	-	-	-
9381	Raymond Lane Street Improvement	115,751	-	-	-	-	-
9382	Marmion Way Street Improvement	248,316	-	-	-	-	-
9383	Orange Grove Street Improvement	-	5,654	347,293	-	1,690	-
9384	Mountain View Street Improvement	133,268	-	-	-	-	-
9386	Hanscom Dr Street Improvement	18,582	1,191,858	-	-	-	-
9390	Mission St. Improvements	2,279	41,856	320,004	-	-	-
9391	Moffat St Improvements	14,876	144,140	2,724	-	-	-
9392	Mound Ave Improvements	12,278	183,876	-	-	-	-
9393	Oxley St Improvements	15,530	219,860	1,641	-	-	-
9394	Rollin St Improvements	40,059	297,046	2,327	-	-	-
9401	2011 Windstorm	23,758	-	-	-	-	-
	<CAPITAL PROJECTS>	942,192	2,841,547	2,473,270	2,189,500	2,511,067	-
101 - GENERAL FUND TOTAL		942,192	2,841,547	2,473,270	2,189,500	2,511,067	-

Capital Improvement Projects

CIP	CIP Description	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
9203	Street Repairs	-	-	-	-	-	1,559,000
9287	Sidewalk, Curb & Gutter Imprvm	-	-	-	-	-	180,000
	<CAPITAL PROJECTS>	-	-	-	-	-	1,739,000
104 - STREET IMPROVEMENTS PROGRAM TOTAL		-	-	-	-	-	1,739,000
9034	Eddie Park House	-	-	-	-	-	75,000
9041	Skate Park Fence & Painting	-	-	-	-	-	10,000
9223	Civic Center Roof Project	-	-	-	-	-	92,000
9224	City Hall Elevator Upgrade	-	-	-	-	-	55,000
9229	PD Locker/Restroom Improvements	-	-	-	-	-	60,000
9230	FD Improvements	-	-	-	-	-	35,000
9257	War Mem. Bldg. Capital Replace	56,181	-	-	-	-	-
9258	War Memorial Waterproofing/Rehab	-	-	-	-	-	200,000
9262	Arroyo Park Imprv. - Const.	-	-	123,271	-	-	15,000
9321	Library Comm. Room Repainting	-	-	-	-	-	20,000
9327	Iron Works Museum Roof	-	-	-	-	-	20,000
9331	War Memorial Furniture	9,520	-	-	-	-	-
9332	War Memorial Doors	10,537	-	-	-	-	-
9333	Senior Center Kitchen Fixtures	7,490	-	-	-	-	-
9334	Senior Center Doors	4,685	-	-	-	-	-
9336	Orange Grove Security System	4,140	-	-	-	-	-
9383	Orange Grove Street Improvement	-	-	14,683	-	4,100	-
	<CAPITAL PROJECTS>	92,552	-	137,954	-	4,100	582,000
105 - FACILITIES & EQUIP. REPLACEMENT		92,552	-	137,954	-	4,100	582,000
9220	Bus Stop Improvement Program	-	-	-	-	-	90,000
	<CAPITAL PROJECTS>	-	-	-	-	-	90,000
205 - PROP "A" TOTAL		-	-	-	-	-	90,000
9160	Arroyo Seco Bike & Pedestrian Trail	-	-	-	-	-	500,000
9220	Bus Stop Improvement Program	-	-	-	30,000	30,000	-
9377	Pasadena Ave Improvements	160,000	-	-	-	-	-
9390	Mission St. Improvements	-	95,356	81,089	-	-	-
	<CAPITAL PROJECTS>	160,000	95,356	81,089	30,000	30,000	500,000
207 - PROP "C" TOTAL		160,000	95,356	81,089	30,000	30,000	500,000
9000	CIP for Budgeting	-	-	-	-	-	380,000
	<CAPITAL PROJECTS>	-	-	-	-	-	380,000
208 - TEA/METRO TOTAL		-	-	-	-	-	380,000
9254	Asset Management Software	1,699	8,945	2,107	-	-	-
9375	Citywide Sewer Video Phase III	19,986	-	-	-	-	-
9392	Mound Ave Improvements	-	(600)	-	-	-	-
	<CAPITAL PROJECTS>	21,685	8,345	2,107	-	-	-
210 - SEWER TOTAL		21,685	8,345	2,107	-	-	-
9288	Gold Line Mitigations	52,499	244,791	-	-	-	60,381
	<CAPITAL PROJECTS>	52,499	244,791	-	-	-	60,381
223 - GOLD LINE MITIGATION FUND		52,499	244,791	-	-	-	60,381
9000	CIP for Budgeting	-	-	-	292,000	-	-
9354	Monterey Road Improvements	-	-	-	496,000	550,064	746,000
9358	Hawthorne St. Improvements	-	-	295,968	-	-	-
9377	Pasadena Ave Improvements	133,402	-	-	-	-	-
9385	Via Del Rey Street Improvement	253,672	-	-	-	-	-
9390	Mission St. Improvements	3,247	27,318	-	-	-	-
	<CAPITAL PROJECTS>	390,322	27,318	295,968	788,000	550,064	746,000
233 - MEASURE R TOTAL		390,322	27,318	295,968	788,000	550,064	746,000

Capital Improvement Projects

CIP	CIP Description	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
9307	CNG Fueling Station (MSRC)	-	125,930	-	-	-	-
	<CAPITAL PROJECTS>	-	125,930	-	-	-	-
238	- MSRC GRANT TOTAL	-	125,930	-	-	-	-
9220	Bus Stop Improvement Program	14,906	-	-	-	-	-
9264	Sidewalk Repairs	-	14,818	89,519	-	-	-
9387	Bikeway Improvement	-	-	-	-	-	17,053
	<CAPITAL PROJECTS>	14,906	14,818	89,519	-	-	17,053
245	- BIKE & PEDESTRIAN PATHS	14,906	14,818	89,519	-	-	17,053
9387	Bikeway Improvement	-	-	-	-	-	180,000
248	- BTA GRANTS TOTAL	-	-	-	-	-	180,000
9222	City Council Chambers Design	-	-	31,931	-	23,911	-
	<CAPITAL PROJECTS>	-	-	31,931	-	23,911	-
255	- CAPITAL GROWTH TOTAL	-	-	31,931	-	23,911	-
9253	ADA Sidewalk Access Ramps	40,563	-	-	-	-	-
9264	Sidewalk Repairs	110,248	116,431	106,764	-	64,528	103,913
	<TRANSFER OUT>	150,811	116,431	106,764	-	64,528	103,913
260	- CDBG TOTAL	150,811	116,431	106,764	-	64,528	103,913
9190	Dog Park	-	-	-	200,000	6,005	200,000
	<CAPITAL PROJECTS>	-	-	-	200,000	6,005	200,000
275	- PARK IMPACT FEES TOTAL	-	-	-	200,000	6,005	200,000
9395	Arroyo Seco Sewer Lift Station	-	-	-	-	400,000	-
	<CAPITAL PROJECTS>	-	-	-	-	400,000	-
295	- ARROYO SECO GOLF COURSE	-	-	-	-	400,000	-
9379	Citywide Sewer Video	-	57,550	-	-	-	-
9390	Mission St. Improvements	34,657	-	-	-	-	-
9399	Citywide Sewer Rehab	-	-	-	6,000,000	450,000	-
	<CAPITAL PROJECTS>	34,657	57,550	-	6,000,000	450,000	-
310	- SEWER CAPITAL PROJECTS	34,657	57,550	-	6,000,000	450,000	-
9071	Water Telemetry System	-	-	-	150,000	-	-
9155	Raymond Tank/Bilicke Tank	-	-	-	50,000	-	-
9241	Wilson Well #2 / #4 Rehab	-	-	-	750,000	1,965	-
9252	Design of Garfield Reservoir	-	-	-	-	-	-
9255	Design of Wilson Reservoir	-	-	-	-	-	-
9265	Wilson Reservoir Construction	95,688	178,974	-	100,000	-	-
9266	Garfield Reservoir	-	-	-	10,000,000	9,000,000	8,600,000
9268	Westside Reservoir Roof	-	-	-	-	-	-
9289	Graves Well Rehabilitation	-	-	-	500,000	133,000	-
9295	Water Services	-	-	-	50,000	-	-
9296	Meter Replacement Program	-	-	-	50,000	-	-
9297	Automated Meter Reading	-	-	-	500,000	-	-
9298	Water System Hydraulic Model	8,494	-	-	25,000	-	-
9300	Annual Water Main Repairs	280,762	-	-	750,000	950,000	500,000
9390	Mission St. Improvements	-	-	-	-	-	-
9396	Emergency Water Line Repairs	41,197	-	5,296	-	-	-
	<CAPITAL PROJECTS>	426,141	178,974	5,296	12,925,000	10,084,965	9,100,000
500	- WATER TOTAL	426,141	178,974	5,296	12,925,000	10,084,965	9,100,000
GRAND TOTAL		2,285,763	3,711,061	3,223,898	22,132,500	14,124,640	13,698,347

CITY COUNCIL
Department Summary

EXPENDITURE SUMMARY	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Wages & Benefits	23,212	22,908	23,336	24,043	24,342	24,025
Operations & Maintenance	20,163	25,152	28,390	39,100	30,249	41,750
Total Expenses by Category	43,375	48,059	51,726	63,143	54,591	65,775
[101-1011] City Council	43,375	48,059	51,726	63,143	54,591	65,775
Total Expenses by Program	43,375	48,059	51,726	63,143	54,591	65,775

CITY COUNCIL
Department Description and Authorized Positions

Diana Mahmud, Mayor
Michael A. Cacciotti, Mayor Pro Tem
Robert S. Joe, 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, and directs the administration of the City government through the City Manager.

CITY COUNCIL

Budget Detail

101-1011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7010	Salaries - Temp / Part	22,320	21,840	21,949	22,800	22,800	22,800
7110	Workers Compensation	568	751	1,092	912	1,211	894
7170	FICA - Medicare	324	317	295	331	331	331
	<WAGES & BENEFITS>	23,212	22,908	23,336	24,043	24,342	24,025
8000	Office Supplies	-	-	-	-	49	-
8010	Postage	27	42	84	100	200	250
8020	Special Department Expense	1,099	2,234	3,251	4,000	3,000	4,000
8021	Discretionary Fund Program	4,017	5,171	7,599	20,000	10,000	20,000
8040	Advertising	-	-	1,075	-	-	-
8060	Dues & Memberships	-	1,795	16,381	2,000	4,000	4,500
8090	Conference & Meeting Expense	13,015	14,158	-	13,000	13,000	13,000
8150	Telephone	2,005	1,751	-	-	-	-
	<OPERATIONS & MAINTENANCE>	20,163	25,152	28,390	39,100	30,249	41,750
[101-1011] City Council Total		43,375	48,059	51,726	63,143	54,591	65,775

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 (\$250).

8020 Special Department Expense

Provides funds (\$500) for annual Image Awards and associated costs. Provides funds for City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography (\$2,000). 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 (\$1,000).

8021 Discretionary Fund Program

Provides \$4,000 in discretionary funds for each Councilmember per City Council action (\$20,000 total).

8060 Dues/Memberships/Subscriptions

Provides funds for memberships in organizations (\$500), includes membership dues for the Independent Cities Association (\$1,500) and San Gabriel Valley Economic Partnership (\$2,500).

8090 Conference and Meeting Expense

Provides funds for City Council to attend conferences and meetings, including parking and mileage (\$2,500). Provides funds for meals for regular and special City Council meetings, receptions, and budget sessions (\$3,200). Provides funds for strategic planning sessions: logistics, refreshments, supplies, recording and all other expenses except cost of professional consultant (\$5,000). Provides funds for travel and business meals for meetings with key officials, strategists, special counsel, and others (\$2,000). Provides funds for purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (\$300).

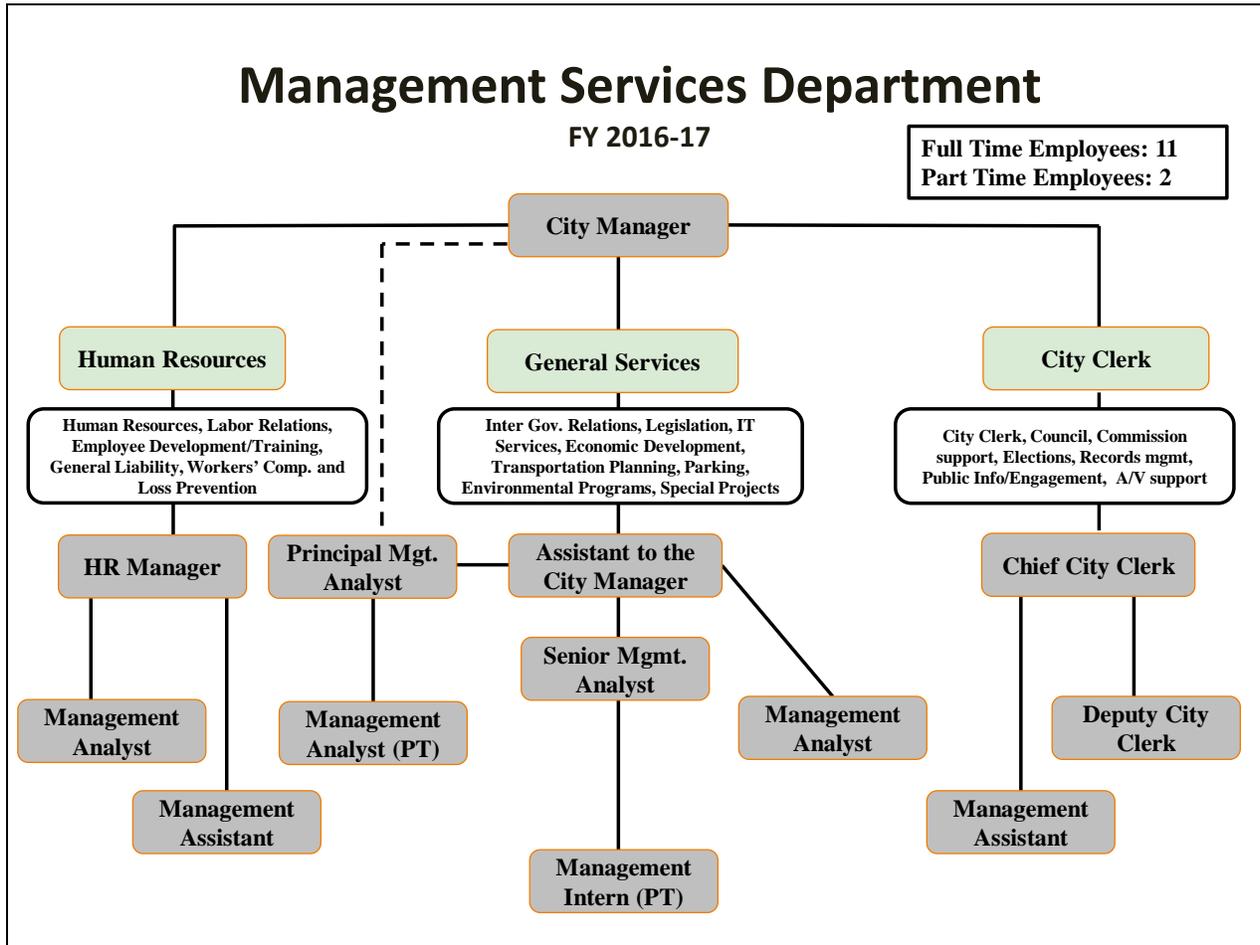
MANAGEMENT SERVICES

Department Summary

EXPENDITURES SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
Wages & Benefits	1,029,694	1,048,371	1,071,503	1,038,437	1,392,191	1,256,483
Operations & Maintenance	1,025,760	1,340,795	1,362,579	1,561,272	1,308,680	1,470,640
Capital Outlay	3,326	103,914	52,713	259,329	217,829	97,600
Total Expenses by Category	2,058,780	2,493,080	2,486,795	2,859,038	2,918,700	2,824,723
[101-2011] Management Services	878,794	851,169	830,416	809,637	733,130	955,009
[101-1021] City Clerk	283,674	337,626	366,552	428,550	406,111	443,824
[101-1022] Elections	311	49,214	1,287	124,550	68,810	3,600
[101-2013] Human Resources	287,113	289,468	247,364	171,275	103,300	171,300
[101-2021] Transportation Planning	110,201	71,322	222,373	187,300	164,945	187,000
[101-2501] Legal Services	314,304	421,647	255,007	255,000	255,000	265,000
[101-3032] Information Services	-	215,122	302,807	410,597	377,200	490,990
[103-2501] Insurance Fund	-	-	14,207	50,900	35,000	60,000
[105-3032] Facilities & Equipment Replacement	-	-	52,205	215,729	215,729	-
[211-2011] CTC Traffic Improvement	188	103	266	-	-	-
[218-2270] Clean Air Act	-	96,899	429	42,000	-	40,000
[220-2301] Community Promotion	153,211	131,842	163,500	137,500	138,000	138,000
[226-2029] Mission Meridian Public Garage	30,985	28,669	30,382	26,000	17,875	26,000
[248-2011] BTA	-	-	-	-	10,000	44,000
[249-2011] Golden Street	-	-	-	-	393,600	-
Total Expenses by Program	2,058,780	2,493,080	2,486,795	2,859,038	2,918,700	2,824,723

City Manager	1
Assistant to the City Manager	1
Chief City Clerk	1
Human Resources Manager	1
Principal Management Analyst	1
Senior Management Analyst	1
Management Analyst	2
Deputy City Clerk	1
Management Assistant	2
Total	11

MANAGEMENT SERVICES
Department Description and Authorized Positions



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:	Transportation, Parking, Legislative Affairs, Environmental Services, Economic Development, Information Technology and Special Projects
Human Resources:	Human Resources Management, Recruitment, Employee Training, Risk Management and Labor Relations
City Clerk:	Records Management, Elections, Public Information/Engagement, Boards, Commissions, and City Council Support, Audio Visual Support

The General Services Division coordinates intergovernmental relations with local, regional, State, and Federal public agencies on issues facing the City. This Office also serves as the prime liaison between City administration, community groups, and citizens. Other duties include researching policy options and making recommendations to the City Council regarding proposed policy and operational matters, including legislation, information technology, transportation planning, and economic development. The Senior Management Analyst implements water conservation and environmental programs throughout the community.

The Human Resources Division is responsible for employee recruitment and retention programs, including policies and procedures, hiring, training, employee help desk and compliance issues. In addition, this Division is responsible for labor relations and coordination of the City's risk management program, including overseeing general liabilities claims and monitoring claims for settlement.

The City Clerk's Division performs duties of the City Clerk's Office as stipulated in the California Government Code and the South Pasadena Municipal Code (SPMC), and focuses primarily on the proceedings and activities of the City Council. This includes production and retention of City Council Meeting minutes, ordinances, resolutions. The Division coordinates the Mayor's schedule, organizes special meetings and events, and provides administrative support to the City Council. The Division oversees records management and document imaging, codification, and commission functions, and ensures the continuity of such audiovisual operations as broadcasting and web streaming of public meetings. The Division oversees City elections and serves as the Filing Official for political campaign, Statements of Economic Interest, and other legally required filings. The Division is responsible for public engagement and the distribution of public documents under the California Public Records Act.

MANAGEMENT SERVICES

Budget Detail

101-2011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	541,394	539,385	577,304	501,924	477,600	587,564
7010	Salaries - Temp / Part	82,095	36,022	25,685	40,000	41,800	60,000
7020	Overtime	2,296	1,696	4,613	2,500	3,400	2,500
7070	Leave Buyback	10,219	23,883	6,207	6,000	6,000	6,000
7100	Retirement	108,900	82,370	88,354	88,917	90,000	115,568
7108	Deferred Compensation	4,291	3,597	4,094	6,406	4,600	8,592
7110	Workers Compensation	7,510	12,109	17,876	10,348	1,500	24,114
7120	Disability Insurance	-	4,688	-	-	-	-
7122	Unemployment Insurance	-	11,929	-	-	-	-
7130	Group Health Insurance	39,713	41,769	42,789	37,820	40,480	41,594
7140	Vision Insurance	1,259	1,237	1,320	1,272	1,230	1,385
7150	Dental Insurance	4,001	3,624	3,862	4,770	4,350	5,193
7160	Life Insurance	550	541	606	986	570	1,073
7170	FICA - Medicare	8,857	8,658	8,702	7,894	7,850	9,426
7180	Car/Uniform Allowance	-	4,800	4,400	4,800	6,000	6,000
	<WAGES & BENEFITS>	811,087	776,308	785,812	713,637	685,380	869,009
8000	Office Supplies	4,894	6,213	2,875	5,000	4,000	5,000
8010	Postage	641	1,489	291	1,500	500	1,500
8020	Special Department Expense	7,276	2,315	2,422	4,500	2,000	4,500
8050	Printing/Duplicating	180	208	1,170	1,000	1,000	1,000
8060	Dues & Memberships	3,937	4,297	7,508	1,500	1,750	2,000
8090	Conference & Meeting Expense	9,083	10,539	7,242	12,000	9,000	12,000
8100	Vehicle Maintenance	4,710	1,828	1,693	3,500	2,000	3,000
8110	Equipment Maintenance	2,116	1,415	375	1,000	500	1,000
8150	Telephone	654	812	76	-	-	-
8170	Professional Services	26,217	34,123	15,465	50,000	15,000	40,000
8180	Contract Services	902	1,237	546	4,000	4,000	4,000
8200	Training Expense	5	49	245	2,000	2,000	2,000
8272	CM Emergency	3,769	5,825	1,461	10,000	3,000	10,000
8300	Lease Payment	1,994	2,753	3,235	-	3,000	-
	<OPERATIONS & MAINTENANCE>	66,378	73,102	44,604	96,000	47,750	86,000
8530	Computer Equipment	1,329	1,759	-	-	-	-
	<CAPITAL OUTLAY>	1,329	1,759	-	-	-	-
[101-2011]	Management Services Total	878,794	851,169	830,416	809,637	733,130	955,009

MANAGEMENT SERVICES

Budget Detail

101-2011

HUMAN RESOURCES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the City Manager, Assistant to the City Manager, Human Resources Manager, Principal Management Analyst, Management Analysts, Management Assistant and a portion of the Senior Management Analyst. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for non-salaried part-time employees.
- 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 copy paper (\$1,000) and ordinary office supplies for the Management Services and Public Works (admin) Departments (\$4,000).
- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices (\$1,500).
- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies (\$2,500), including beverage and kitchen equipment and supplies (\$2,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$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 (\$2,000).
- 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, Municipal Management Association of Southern California Annual Conference (\$12,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$3,000).

- 8110 Equipment Maintenance
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (\$1,000). (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 (\$40,000).
- 8180 Contract Services
Provides funds for contract services related to City Manager's Office operations, Constant Contact citywide email marketing tool (\$1,000), maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).
- 8200 Training
Provides funds for employee training program (\$2,000).
- 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	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	160,621	195,557	196,644	241,049	197,000	249,218
7010	Salaries - Temp / Part	7,168	5,102	21,316	5,000	36,000	5,000
7020	Overtime	638	2,899	3,775	2,000	3,000	2,000
7070	Leave Buyback	938	14,430	6,797	3,000	3,000	3,000
7100	Retirement	29,861	26,463	26,190	37,348	34,500	41,490
7108	Deferred Compensation	808	1,138	842	1,160	775	1,172
7110	Workers Compensation	1,610	2,775	4,503	3,756	5,400	9,936
7130	Group Health Insurance	12,925	18,451	18,822	23,580	17,800	23,580
7140	Vision Insurance	291	389	417	720	480	720
7150	Dental Insurance	923	1,041	1,793	2,700	1,220	2,700
7160	Life Insurance	135	169	314	558	216	558
7170	FICA - Medicare	2,445	3,245	3,502	3,929	3,820	4,100
	<WAGES & BENEFITS>	218,362	271,660	284,915	324,800	303,211	343,474
8000	Office Supplies	490	386	1,057	1,000	1,050	1,750
8010	Postage	148	296	306	200	350	500
8020	Special Department Expense	3,789	2,574	1,685	3,500	3,500	3,500
8040	Advertising	1,053	2,985	3,374	2,200	2,500	4,000
8050	Printing/Duplicating	-	-	-	200	100	200
8060	Dues & Memberships	2,786	7,717	390	1,500	1,500	1,500
8070	Mileage/Auto Allowance	195	178	208	150	400	300
8090	Conference & Meeting Expense	794	2,100	3,695	3,000	3,000	4,000
8110	Equipment Maintenance	4,489	3,402	233	2,000	2,000	2,000
8150	Telephone	1,940	1,143	-	-	-	-
8170	Professional Services	43,525	35,503	66,643	78,000	78,000	-
8180	Contract Services	-	-	-	-	-	74,000
8200	Training Expense	2,112	1,961	595	5,000	5,000	5,000
8300	Lease Payment	1,994	2,753	3,234	3,400	3,400	-
	<OPERATIONS & MAINTENANCE>	63,315	60,996	81,420	100,150	100,800	96,750
8520	Machinery & Equipment	1,997	209	217	3,600	2,100	3,600
8530	Computer Equipment	-	4,761	-	-	-	-
	<CAPITAL OUTLAY>	1,997	4,970	217	3,600	2,100	3,600
[101-1021] City Clerk Total		283,674	337,626	366,552	428,550	406,111	443,824

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for full-time Chief City Clerk, Deputy City Clerk, and Management Assistant.
- 7010 Temp/Part Time Salaries
Provides funding for stipend for elected City Clerk (\$3,600) and compensation for part-time staff to perform required duties (\$1,400).
- 7020 Overtime
Provides compensation for staff when required to work overtime, primarily to provide City Council packet and meeting support (\$2,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of City Clerk's Office specific office supplies (\$1,750).
- 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 (\$3,500).
- 8040 Advertising
Provides funds for advisory body recruitment (\$1,800), publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$2,200).
- 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 (\$200).
- 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 (\$1,500).

- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$300).
- 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 (\$4,000).
- 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 (\$36,000); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,000). Provides funds for document scanning services (\$15,000) and 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); additional funding for out-of-the-ordinary changes to municipal code such as adopting new building and related codes (\$1,000). Provides funds for professional minute preparation as needed during the election (\$3,000). Provides funds for automated Form 700 filing software system (\$3,500).
- 8200 Training Expense
Provides funds for training and workshops, including mandatory training for commissioners (\$500) and City Clerk's division staff, including City Clerk training, Notary Public, Brown Act, or related seminars (\$4,500).

CAPITAL OUTLAY

- 8520 Machinery and Equipment
Includes funds for replacement and/or purchase of audiovisual and computer equipment in the event of unanticipated failure, including audio recording device and software, pc tablets, overhead projection equipment, and broadcasting equipment (\$3,600).

ELECTIONS

Budget Detail

101-1022

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8010	Postage	-	-	-	50	10	-
8020	Special Department Expense	68	152	470	1,000	1,000	1,000
8040	Advertising	315	1,213	865	3,200	2,800	1,600
8070	Mileage/Auto Allowance	-	-	-	100	-	-
8090	Conference & Meeting Expense	-	-	-	200	-	-
8170	Professional Services	(72)	47,849	(48)	120,000	65,000	1,000
	<OPERATIONS & MAINTENANCE>	311	49,214	1,287	124,550	68,810	3,600
[101-1022]	Elections Total	311	49,214	1,287	124,550	68,810	3,600

ELECTIONS

Budget Detail

101-1022

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for special department supplies and materials related to the election and voter outreach program (\$1,000).

8040 Advertising

Provides for funding for the voter outreach program (\$1,600).

8170 Professional Services

Provides funding for translation of election notices and election consulting services from the firm Martin & Chapman (\$1,000).

HUMAN RESOURCES

Budget Detail

101-2013

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8010	Postage	879	167	323	300	400	300
8020	Special Department Expense	10,501	10,069	10,638	12,500	10,500	12,000
8040	Advertising	5,275	5,761	6,226	6,000	5,000	6,000
8050	Printing/Duplicating	606	821	275	1,000	800	1,100
8060	Dues & Memberships	3,580	2,957	3,557	3,950	3,500	3,900
8090	Conference & Meeting Expense	3,756	3,714	10,918	12,325	6,000	11,300
8110	Equipment Maintenance	173	233	304	200	100	200
8160	Legal Service	224,589	215,591	185,136	100,000	50,000	100,000
8170	Professional Services	34,038	49,541	28,197	29,000	25,000	30,500
8200	Training Expense	3,716	614	1,790	6,000	2,000	6,000
	<OPERATIONS & MAINTENANCE>	287,113	289,468	247,364	171,275	103,300	171,300
[101-2013] Human Resources Total		287,113	289,468	247,364	171,275	103,300	171,300

HUMAN RESOURCES

Budget Detail

101-2013

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$300).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration (\$6,000) and employee appreciation luncheon (\$1,500), city employee identification cards, recruitment expenses, flu shots and employee wellness program (\$4,500).
- 8040 Advertising
Provides funds for employment advertisement in the San Gabriel Valley Newspaper Group (\$4,500), other advertisement outlets and other recruitments (\$1,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$1,100).
- 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 (\$3,900).
- 8090 Conference and Meeting Expense
Provides funds for Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium training meetings and Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$11,300).
- 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 and other legal requirements governing employee relations, and updating and revision of the Personnel Rules and Regulations and administrative policies (\$100,000).

- 8170 Professional Services
Provides funds for pre-employment physicals, medical and psychological examinations (\$5,650), background checks/investigations (\$1,800), Department of Justice and Personnel investigations (\$10,000), Employee Assistance Program services (\$4,200), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$7,000), Supplemental Insurance Plan (TASC) administration fee (\$350); and testing materials for recruitments (\$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 (\$6,000).

TRANSPORTATION PLANNING

Budget Detail

101-2021

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7010	Salaries - Temp / Part	49	-	-	-	-	-
7100	Retirement	7	-	-	-	-	-
7170	FICA - Medicare	1	-	-	-	-	-
	<WAGES & BENEFITS>	57	-	-	-	-	-
8010	Postage	178	178	2,162	1,800	350	1,500
8020	Special Department Expense	654	-	-	-	30	-
8050	Printing/Duplicating	2,968	241	4,437	2,000	65	2,000
8060	Dues & Memberships	2,077	200	-	1,000	-	1,000
8090	Conference & Meeting Expense	3,423	146	1,835	2,500	2,500	2,500
8150	Telephone	366	209	-	-	-	-
8160	Legal Service	44,076	34,348	81,946	80,000	82,000	80,000
8170	Professional Services	55,386	36,000	131,993	100,000	80,000	100,000
8180	Contract Services	1,017	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	110,144	71,322	222,373	187,300	164,945	187,000
[101-2021] Transportation Planning Total		110,201	71,322	222,373	187,300	164,945	187,000

TRANSPORTATION PLANNING

Budget Detail

101-2021

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to transportation projects and public noticing of transportation projects (\$1,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials related to transportation planning (\$2,000).
- 8060 Dues and Membership
Provides funds for membership in professional transportation and land use organizations, such as American Planning Association, Urban Land Institute, Urban Forum and others. (\$1,000).
- 8090 Conference and Meeting Expense
Provides funds for staff and City Council to attend meetings to advocate the City's anti-710 Freeway extension position, as well as other transportation related conferences and meetings (\$2,500).
- 8160 Legal Services
Provides for special legal counsel related to the 710 Freeway (\$60,000). Also provides for other transportation-related legal services (\$20,000).
- 8170 Professional Services
Provides funds for consultant services and other services related to transportation on behalf of the City, 5-Cities Alliance, Connected Communities Coalition, and other partners (\$100,000).

LEGAL SERVICES

Budget Detail

101-2501

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8160	Legal Service	312,804	421,647	255,007	255,000	255,000	265,000
8161	Settlements	1,500	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	314,304	421,647	255,007	255,000	255,000	265,000
[101-2501]	Legal Services Total	314,304	421,647	255,007	255,000	255,000	265,000

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 (\$255,000). City mediation services (\$10,000).

INFORMATION SERVICES

Budget Detail

101-3032

Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Special Department Expense	767	4,079	747	1,000	1,000	1,000
Dues & Memberships	-	-	130	500	-	200
Equipment Maintenance	56,575	45,450	2,636	10,000	200	2,000
Telephone	7,021	5,477	89,306	90,000	90,000	114,000
Professional Services	163,926	144,275	144,081	171,000	171,000	178,790
Contract Services	34,065	15,254	65,535	112,697	112,000	107,500
Lease Payment	-	-	-	25,400	3,000	33,500
<OPERATIONS & MAINTENANCE>	262,354	214,535	302,435	410,597	377,200	436,990
Computer Equipment	-	587	372	-	-	54,000
<CAPITAL OUTLAY>	-	587	372	-	-	54,000
1032] Information Services Total	262,354	215,122	302,807	410,597	377,200	490,990

INFORMATION SERVICES

Budget Detail

101-3032

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 (\$2,000).
- 8150 Telephone
Consolidates City-wide land lines, iPad cellular accounts, internet service at City Hall, and cable television service at City Hall (\$114,000). Staff will research options and costs for updating City's telephone system, with options to be presented in FY16-17.
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Annual cost is based on hourly requirements for service (\$178,790). In FY 16-17, Management Services Department staff will develop administrative policies and procedures for IT governance throughout the City.
- 8180 Contract Services
Implements a long-term approach to ensure reliable network connections throughout all City facilities through Time Warner Cable (\$44,000), Citywide notification system Blackboard Connect (\$15,000), Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800) Springbrook (\$27,000), Vision Internet website hosting services (\$2,900) and miscellaneous contract services (\$2,600).
- 8300 Lease Payment
Consolidates copier leases from across the organization to increase efficiency and locate cost-savings throughout the organization. Monthly lease payments, maintenance and related costs for citywide copier fleet (\$33,500).

CAPITAL OUTLAY

- 8530 Computer Equipment
Citywide personal computer/work station replacements (\$45,000) and mobile device replacements (\$9,000).

INSURANCE FUND

Budget Detail

103-2501

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8020	Special Department Expense	-	-	1,291	900	10,000	10,000
8161	Settlements	-	-	12,916	50,000	25,000	50,000
	<OPERATIONS & MAINTENANCE>	-	-	14,207	50,900	35,000	60,000
103 - INSURANCE FUND TOTAL		-	-	14,207	50,900	35,000	60,000

INSURANCE FUND

Budget Detail

103-2501

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for special department expenses (\$10,000).

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) (\$50,000).

FACILITIES & EQUIPMENT REPLACEMENT FUND
Budget Detail 105-3032

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8530	Computer Equipment	-	-	52,205	215,729	215,729	-
105 - FACILITIES & EQUIP. REPLACEMENT TOTAL		-	-	52,205	215,729	215,729	-

CTC TRAFFIC IMPROVEMENT

Budget Detail

211-2270

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	131	103	237	-	-	-
7100	Retirement	22	-	11	-	-	-
7110	Workers Compensation	1	-	1	-	-	-
7130	Group Health Insurance	29	-	15	-	-	-
7140	Vision Insurance	1	-	-	-	-	-
7150	Dental Insurance	3	-	1	-	-	-
7170	FICA - Medicare	2	-	1	-	-	-
	<WAGES & BENEFITS>	188	103	266	-	-	-
[211-2011] City Manager Total		188	103	266	-	-	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		188	103	266	-	-	-

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7080	Rideshare	-	289	466	-	-	-
7108	Deferred Compensation	-	-	1	-	-	-
7110	Workers Compensation	-	7	24	-	-	-
7130	Group Health Insurance	-	-	7	-	-	-
7140	Vision Insurance	-	-	-	-	-	-
7150	Dental Insurance	-	-	1	-	-	-
7160	Life Insurance	-	1	1	-	-	-
7170	FICA - Medicare	-	4	10	-	-	-
	<WAGES & BENEFITS>	-	300	510	-	-	-
8261	Rideshare	-	-	-	2,000	-	-
	<OPERATIONS & MAINTENANCE>	-	-	-	2,000	-	-
8540	Automotive Equipment	-	96,598	(81)	40,000	-	40,000
	<CAPITAL OUTLAY>	-	96,598	(81)	40,000	-	40,000
[218-2270] Clean Air Act Total		-	96,899	429	42,000	-	40,000
218 - CLEAN AIR ACT TOTAL		-	96,899	429	42,000	-	40,000

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

CAPITAL OUTLAY

8540 Automotive Equipment

Provides funds to purchase a hybrid vehicle for the Public Works Department (\$40,000).

COMMUNITY PROMOTION

Budget Detail

220-2301

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8020	Special Department Expense	30,211	1,673	-	-	-	-
8185	Chamber of Commerce	120,500	120,500	148,500	135,000	135,500	135,500
8254	Rose Parade Float	2,500	2,500	-	-	-	-
8255	Public Events Promotion	-	7,169	15,000	2,500	2,500	2,500
	<OPERATIONS & MAINTENANCE>	153,211	131,842	163,500	137,500	138,000	138,000
[220-2301] Community Promotion Total		153,211	131,842	163,500	137,500	138,000	138,000
220 - BUSINESS IMPROVEMENT TAX TOTAL		153,211	131,842	163,500	137,500	138,000	138,000

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

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 (\$135,500).

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	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8020	Special Department Expense	3,687	1,371	643	500	2,500	500
8060	Dues & Memberships	27,298	27,298	25,023	10,000	15,000	10,000
8120	Building Maintenance	-	-	4,716	-	-	-
8140	Utilities	-	-	-	5,500	-	5,500
8170	Professional Services	-	-	-	10,000	375	10,000
	<OPERATIONS & MAINTENANCE>	30,985	28,669	30,382	26,000	17,875	26,000
[226-2029] Mission Meridian Public Garage Total		30,985	28,669	30,382	26,000	17,875	26,000
226 - MISSION MERIDIAN PUBLIC GARAGE TOTAL		30,985	28,669	30,382	26,000	17,875	26,000

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides additional funds for supplies and maintenance of the Mission Meridian Parking Garage (\$500).
- 8060 Property Owners' Association (POA) Dues
Provides funds for a portion of the Mission Meridian Parking Garage's POA dues (\$10,000).
- 8140 Utilities
Provides funds for a portion of the Mission Meridian Parking Garage's payment of Utilities (\$5,500).
- 8170 Professional Services
Provides funds for consultant services and other services related to parking (\$10,000).

BTA GRANT

Budget Detail

248-2011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8170	Professional Services	-	-	-	-	10,000	44,000
	<OPERATIONS & MAINTENANCE>	-	-	-	-	10,000	44,000
248 - BTA GRANTS TOTAL		-	-	-	-	10,000	44,000

BTA GRANT

Budget Detail

248-2011

OPERATIONS & MAINTENANCE

8170 Professional Services

Provides funds from Caltrans' Bicycle Transportation Account program for additional bicycle parking throughout the City and a sharrow on Mission Street (\$44,000).

GOLDEN STREETS GRANT

Budget Detail

249-2011

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8170	Professional Services	-	-	-	-	393,600	-
	<OPERATIONS & MAINTENANCE>	-	-	-	-	393,600	-
[249-2011] City Manager Total		-	-	-	-	393,600	-
249 - GOLDEN STREETS GRANT TOTAL		-	-	-	-	393,600	-

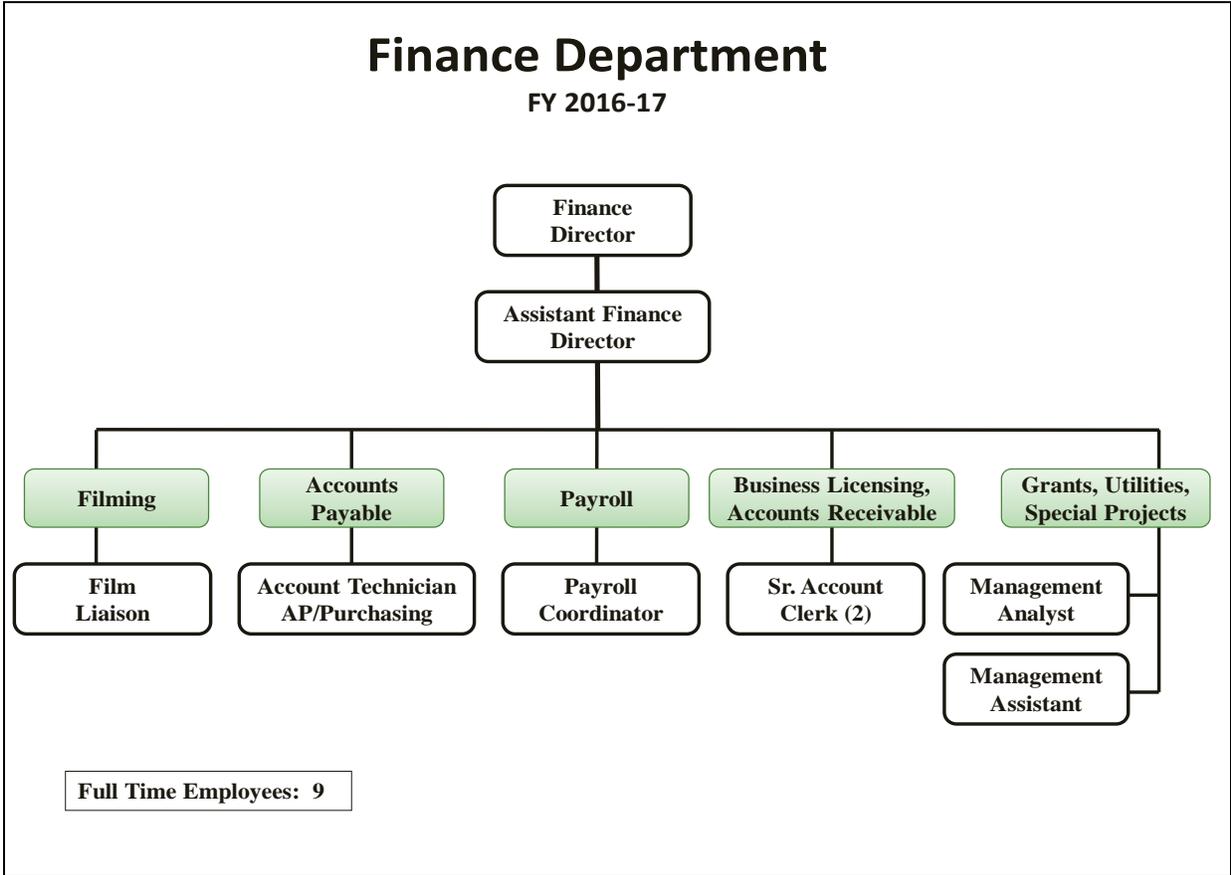
FINANCE

Department Summary

EXPENDITURE SUMMARY	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Wages & Benefits	1,022,125	890,274	1,255,938	1,390,364	1,320,226	1,479,984
Operations & Maintenance	3,160,166	1,568,028	1,154,337	1,157,868	1,057,167	1,101,395
Capital Outlay	-	1,673	-	-	-	-
Total Expenses by Category	4,182,291	2,459,975	2,410,275	2,548,232	2,377,393	2,581,379
[101-3011] Finance	384,312	519,086	653,960	653,370	601,498	724,891
[101-3032] Information Services	262,354	-	-	-	-	-
[500-3012] Utility Billing	770,206	726,122	903,756	1,070,906	897,780	1,023,028
[101-3041] Non-Dept/Overhead	2,765,420	1,214,766	852,559	823,956	878,115	833,460
Total Expenses by Program	4,182,291	2,459,975	2,410,275	2,548,232	2,377,393	2,581,379

Finance Director	1
Assistant Finance Director	1
Management Analyst	1
Payroll Coordinator	1
Filing Liaison	1
Accounting Technician	1
Management Assistant	1
Senior Account Clerk	2
Total	9

FINANCE
Department Description and Authorized Positions



The Finance Department accounts for all City and Agency expenditures, administers business licensing, manages several competitive grants in collaboration with other departments, prepares the biweekly payroll, prepares payment of all obligations for review and approval by the City Council, and sends out approved check warrants. In conjunction with, and subject to the independent certification of the City/Agency independent audit firm, the Department prepares the City’s Comprehensive Annual Financial Report (CAFR). The Department also prepares annual reports for the State Controller and other State and Federal agencies. Under the direction of the City Manager, the Department prepares the City’s annual budget.

The Finance Department oversees the utility billing function for the City’s approximately 7,000 accounts for all water, refuse and sewer fees. The Department works with the City Treasurer and the Finance Committee with respect to the various financial issues the City needs to consider. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments. The Department also manages the film permitting process.

FINANCE

Budget Detail

101-3011

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7000	Salaries - Permanent	192,098	269,232	418,413	449,001	379,200	486,233
7010	Salaries - Temp / Part	14,950	-	-	-	-	-
7020	Overtime	1,505	942	6,889	1,000	1,200	1,000
7040	Holiday	-	-	43	-	-	-
7070	Leave Buyback	8,384	4,664	13,967	3,200	5,316	5,500
7100	Retirement	37,389	39,079	56,853	72,415	67,360	82,841
7108	Deferred Compensation	378	194	667	710	740	1,216
7110	Workers Compensation	2,093	3,464	8,648	6,739	8,930	19,069
7120	Disability Insurance	852	-	1,685	-	-	-
7130	Group Health Insurance	24,599	35,877	43,657	37,120	41,660	40,123
7140	Vision Insurance	803	1,061	1,163	1,546	1,340	1,630
7150	Dental Insurance	2,921	3,927	4,394	5,796	4,600	6,111
7160	Life Insurance	334	485	633	1,198	600	1,263
7170	FICA - Medicare	2,753	3,373	5,797	6,510	5,330	7,050
	<WAGES & BENEFITS>	289,058	362,297	562,809	585,235	516,276	652,036
8000	Office Supplies	4,733	4,977	5,781	2,500	3,400	3,000
8010	Postage	4,488	5,527	5,759	5,500	5,500	5,500
8020	Special Department Expense	16,127	17,968	41,895	20,000	35,000	22,730
8050	Printing/Duplicating	2,235	1,797	3,761	2,300	2,300	2,300
8060	Dues & Memberships	1,389	745	1,055	745	1,045	745
8070	Mileage/Auto Allowance	57	111	104	100	59	100
8090	Conference & Meeting Expense	2,661	2,764	3,387	1,800	1,600	2,480
8110	Equipment Maintenance	5,128	4,148	3,872	1,600	3,300	1,600
8150	Telephone	1,191	228	38	-	-	-
8170	Professional Services	57,206	116,796	24,909	33,000	33,000	27,400
8180	Contract Services	-	-	-	-	-	6,500
8200	Training Expense	39	55	590	590	18	500
	<OPERATIONS & MAINTENANCE>	95,253	155,116	91,151	68,135	85,222	72,855
8530	Computer Equipment	-	1,673	-	-	-	-
	<CAPITAL OUTLAY>	-	1,673	-	-	-	-
[101-3011] Finance Total		384,312	519,086	653,960	653,370	601,498	724,891

FINANCE

Budget Detail

101-3011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Assistant Finance Director, Management Analyst, Payroll Coordinator, Film Liaison, Management Assistant, Accounting Technician, and Senior Account Clerks. Refer to the Appendix for a detailed allocation list.
- 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 (\$3,000).
- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$5,500).
- 8020 Special Department Expense
The procurement of computer, printer, and copier supplies (\$3,000). Departmental forms including W-2s and 1099s, business license reminder notices, 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 (\$1,130). Annual PERS accounting actuarials (\$2,600).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget (\$1,800) and other miscellaneous information intended for public distribution from the Finance Department (\$500).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$220), the Government Finance Officers Association (GFOA, \$225), and Film Liaisons in California (FLICS, \$300).
- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement for Film Liaison's use of private vehicle to conduct City business. Reimbursement is at current IRS reimbursement rate (\$100).

- 8090 Conference and Meeting Expense
Provides funds for attendance at luncheon meetings of the San Gabriel Valley Chapter of the California Society of Municipal Finance Officers (CSMFO) for Director and Assistant Director (\$480), 50% share of the annual CSMFO conference for the Finance Director (\$1,000), and annual Diehl Evans tax seminar for the Director, Assistant Director and Payroll Coordinator (\$1,000). Actual attendance costs will be determined by location and date.
- 8110 Equipment Maintenance
Provides funds for postage machine lease/maintenance allocation (\$550), credit card processor (\$200), postage meter (\$200), typewriters, currency counter, and calculators (\$650).
- 8170 Professional Services
Provides funds for share of annual GASB 34 infrastructure asset valuation (\$2,800). Sales tax and property tax audits (\$14,600), and other financial services (\$10,000).
- 8180 Contract Services
Provides funds for OpenGov contract (\$6,500).
- 8200 Employee Training
Provides funds for department training opportunities (\$500).

UTILITY BILLING

Budget Detail

500-3012

Acct	Tsk	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
			2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	000	Salaries - Permanent	167,989	53,266	197,289	273,475	219,800	250,236
7010	000	Salaries - Temp / Part	14,771	-	5,458	-	21,000	21,000
7020	000	Overtime	1,354	97	195	-	2,800	195
7070	000	Leave Buyback	22,730	1,651	325	-	8,700	-
7100	000	Retirement	36,270	8,657	23,839	39,081	36,900	37,705
7108	000	Deferred Compensation	548	177	774	1,621	1,250	1,716
7110	000	Workers Compensation	2,318	800	3,881	6,534	6,140	10,435
7120	000	Disability Insurance	284	-	198	-	-	-
7130	000	Group Health Insurance	20,339	5,534	15,748	21,462	19,300	19,133
7140	000	Vision Insurance	479	175	436	722	590	650
7150	000	Dental Insurance	1,932	461	1,201	2,709	2,050	2,439
7160	000	Life Insurance	300	79	202	560	280	504
7170	000	FICA - Medicare	2,399	825	3,090	3,965	5,140	3,935
<WAGES & BENEFITS>			271,714	71,723	252,636	350,129	323,950	347,948
8010	000	Postage	21,221	6	110	100	300	300
8020	000	Special Department Expense	116,050	143,266	147,334	75,000	106,000	120,500
8032	000	Water Efficiency Fee Projects	-	4,392	94,219	207,897	40,000	100,000
8060	000	Dues & Memberships	515	-	55	-	-	-
8090	000	Conference & Meeting Expense	1,882	-	2,222	1,500	500	1,500
8110	000	Equipment Maintenance	17,835	15,510	15,341	24,000	15,000	13,900
8170	000	Professional Services	235,048	424,245	324,149	319,800	320,000	337,400
8180	000	Contract Services	-	-	-	-	-	9,000
8200	000	Training Expense	-	-	710	500	-	500
8350	000	Bad Debt Expense	13,961	-	-	-	-	-
8400	000	Overhead Allocation	91,981	66,980	66,980	91,980	91,980	91,980
<OPERATIONS & MAINTENANCE>			498,492	654,400	651,120	720,777	573,830	675,080
[500-3012] Utility Billing Total			770,206	726,122	903,756	1,070,906	897,780	1,023,028

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Assistant Finance Director, Payroll Coordinator, Management Assistant, Accounting Technician, Senior Account Clerk, and Senior Management Analyst. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Temp/Part-time
Provides for compensation for the Water Conservation Management Intern.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts (\$300).
- 8020 Special Department Expense
Provides funds for payment of allocation of credit card charges and bank analysis fees (\$120,000), and for miscellaneous department supplies and services (\$500).
- 8032 Water Efficiency Fee Projects
Provides funds for water conservation and efficiency programs (\$100,000).
- 8090 Conference and Meeting Expense
Share of annual CSMFO conference for the Finance Director (\$1,000) and meeting expenses for the Water Conservation Specialist (\$500).
- 8110 Equipment Maintenance
Provides funds for postage machine and copier lease/maintenance allocation (\$2,000), the RemitPlus remote deposit hardware and software (\$1,300) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$10,600).
- 8170 Professional Services
Provides (\$312,000) toward contractual support service with Global Water, the company that provides the Finance Department's utility billing processing. Also provides forty-percent share of annual city audit services, (\$14,200), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200), and a share of Morgan Stanley/Western Asset investment management services (\$10,000).
- 8180 Contract Services
Provides funds for share of bank armored courier services (\$9,000).
- 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	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7131	Retiree Health Insurance	461,353	456,254	440,493	455,000	480,000	480,000
	<WAGES & BENEFITS>	461,353	456,254	440,493	455,000	480,000	480,000
8020	Special Department Expense	437	7,897	208	-	-	-
8060	Dues & Memberships	21,396	23,868	22,738	22,740	22,602	23,080
8150	Telephone	25,751	24,851	14,921	12,000	9,240	-
8170	Professional Services	25,138	23,900	37,315	30,000	42,200	53,380
8180	Contract Services	-	-	-	-	-	11,000
8191	Liability & Surety Bonds	2,047,015	491,428	151,805	117,908	134,700	136,000
8300	Lease Payment	61,308	61,308	61,308	61,308	61,309	-
8335	Property Tax Admin. Fee	122,515	125,260	123,771	125,000	128,064	130,000
8350	Bad Debt Expense	506	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	2,304,066	758,512	412,066	368,956	398,115	353,460
[101-3041] Non-Dept/Overhead Total		2,765,420	1,214,766	852,559	823,956	878,115	833,460

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 (\$480,000).

OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in League of California Cities (\$10,120), League of California Cities-LA County (\$1,150), LAFCO (\$1,260), the San Gabriel Valley Council of Governments (\$9,240), and the Southern CA Association of Governments (\$1,310).

8170 Professional Services

Provides funds for independent accounting services, including interim audits and preparation of annual Financial Report (CAFR) (\$21,380), a share of Morgan Stanley/Western Asset investment management services (\$20,000), and deferred compensation consulting/compliance services (\$12,000).

8180 Contract Services

Provides funds for share of bank armored courier services (\$11,000).

8191 Liability & Surety Bonds

General fund share 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 \$226,900. (Portions are allocated 25% to the Water Fund, 5% to the Sewer Fund, and 10% to the Lighting and Landscaping Maintenance District Fund).

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$130,000).

PUBLIC FINANCING AUTHORITY BOND DEBT SERVICE
Budget Detail
550-6712

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8232	Debt Service - Fees	2,500	5,000	5,000	2,500	2,500	2,500
8320	Issuance Cost Expense	253,762	-	(18,617)	-	-	-
8330	Debt Service - Principal - 2009	-	-	-	765,000	765,000	790,000
8331	Debt Service - Interest - 2009	-	-	-	1,990,575	1,990,575	1,966,263
8333	Debt Service-Professional Svc	4,392	3,050	5,300	3,050	3,050	3,050
8340	Debt Service - Principal - 2013	-	-	-	330,000	330,000	340,000
8341	Debt Service - Interest - 2013	-	-	-	220,188	220,188	211,787
	<OPERATIONS & MAINTENANCE>	260,654	8,050	(8,317)	3,311,313	3,311,313	3,313,600
	[550-6712] Bond Debt Service Total	260,654	8,050	(8,317)	3,311,313	3,311,313	3,313,600
	550 - PUBLIC FINANCING AUTHORITY TOTA	260,654	8,050	(8,317)	3,311,313	3,311,313	3,313,600

CITY TREASURER

Department Summary

EXPENDITURE SUMMARY	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Wages & Benefits	9,201	9,229	9,291	9,290	9,300	9,452
Operations & Maintenance	-	-	-	-	-	-
Total Expenses by Category	9,201	9,229	9,291	9,290	9,300	9,452
[101-3021] City Treasurer	9,201	9,229	9,291	9,290	9,300	9,452
Total Expenses by Program	9,201	9,229	9,291	9,290	9,300	9,452

CITY TREASURER

Department Description and Authorized Positions

City Treasurer	1
Total	1

The City Treasurer is an elected position and is responsible for the management and oversight of the City's idle cash and its investments upon order of the City Council. The Treasurer receives and safely keeps City funds, provides overall investment management and strategy, administers the City's banking relationships, reports periodically to the City Council and the City's Finance Committee, and submits an annual investment policy to the City Council.

CITY TREASURER

Budget Detail

101-3021

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7010	Salaries - Temp / Part	8,472	8,472	8,541	8,472	8,472	8,472
7110	Workers Compensation	81	109	156	170	180	332
7170	FICA - Medicare	648	648	594	648	648	648
	<WAGES & BENEFITS>	9,201	9,229	9,291	9,290	9,300	9,452
[101-3021]	City Treasurer Total	9,201	9,229	9,291	9,290	9,300	9,452

CITY TREASURER

Budget Detail

101-3021

PERSONNEL SERVICES

7010 Salaries – Temp/Part Time

Provides funds for monthly stipend of elected City Treasurer. The Treasurer's stipend is authorized by Government Code and City Resolution.

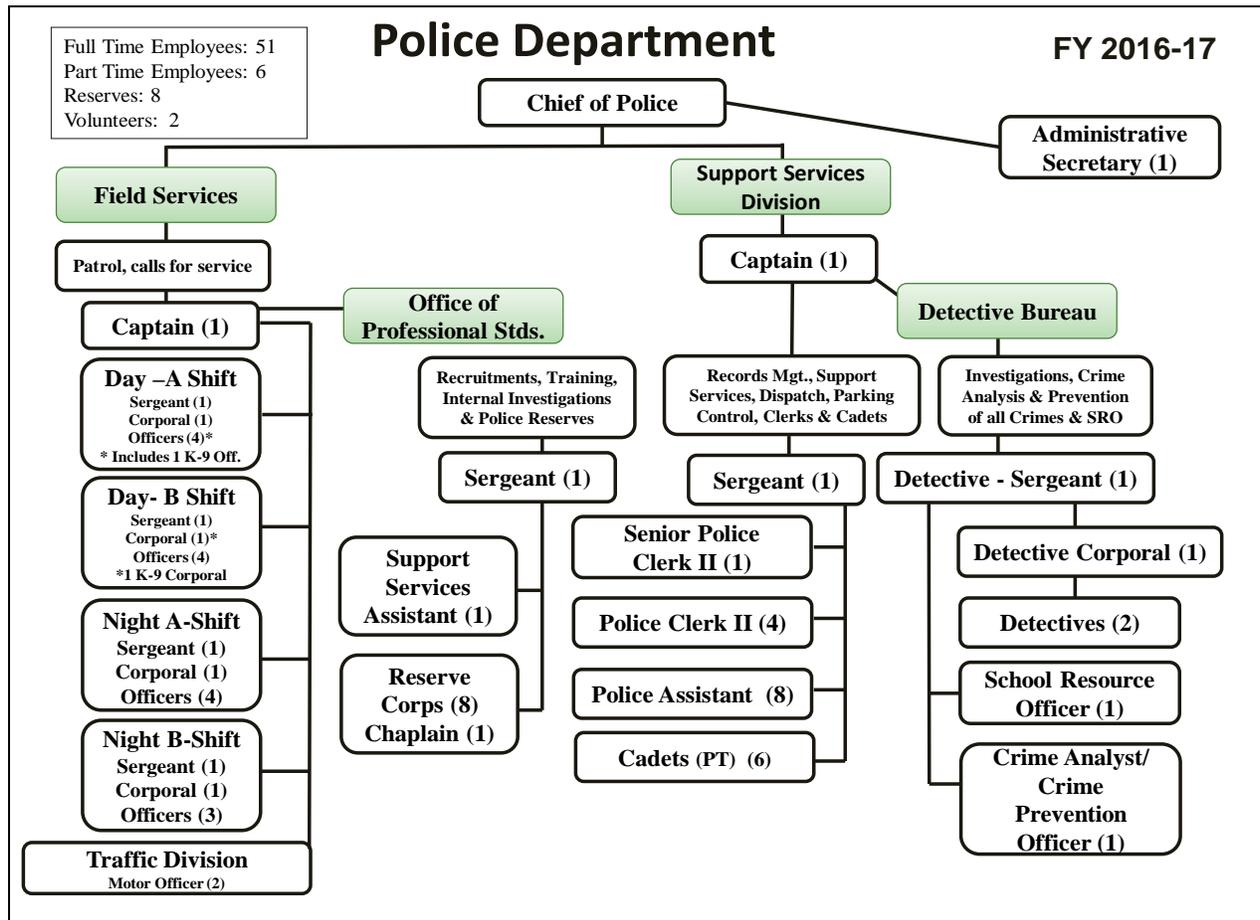
POLICE Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
Wages & Benefits	6,024,915	5,948,160	6,358,858	6,981,286	6,886,964	7,299,159
Operations & Maintenance	848,171	873,562	857,981	792,000	880,576	995,941
Capital Outlay	370,821	336,101	248,006	81,693	134,154	170,000
Total Expenses by Category	7,243,907	7,157,823	7,464,845	7,854,979	7,901,694	8,465,100
[101-4011] Police	6,963,840	6,891,989	7,198,511	7,774,979	7,777,160	8,295,100
[105-4011] Facilities & Equipment Replacement	-	-	105,817	80,000	57,386	95,000
[270-4015] Police Asset Forfeiture	-	-	4,639	-	16,922	-
[272-4018] Police State Grant - Cops	165,945	98,549	108,378	-	45,000	75,000
[273-4019] Police Grant - CLEEP	-	-	-	-	5,226	-
[274-4019] Police Grant - Homeland Security	114,122	167,285	47,500	-	-	-
Total Expenses by Program	7,243,907	7,157,823	7,464,845	7,854,979	7,901,694	8,465,100

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
Total	51

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, 15 full-time non-sworn personnel and additional part-time non-sworn personnel including police cadets and crossing guards. The department is augmented with an additional 8 reserve officers and a volunteer chaplain.

The Police Department provides a full range of law enforcement and crime deterrence services. Services include street patrol, traffic patrol, crime investigation and analysis, parking enforcement, and a community crime prevention program. Support services for sworn officers include training, records, property evidence, dispatch center, and administrative support.

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	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	3,427,824	3,456,965	3,668,850	4,210,487	3,920,000	4,247,815
7010	Salaries - Temp / Part	199,286	128,224	117,399	180,000	145,448	112,200
7020	Overtime	366,880	444,519	608,357	400,000	606,353	400,000
7040	Holiday	117,611	124,641	136,015	105,000	157,022	120,000
7045	Overtime - Special Detail	206,637	226,463	206,028	210,000	210,000	210,000
7050	Overtime - DUI Checkpoint	9,563	15,400	8,761	-	-	-
7060	IOD - Safety	86,779	163,075	118,621	-	-	-
7070	Leave Buyback	98,030	57,987	80,405	60,000	60,822	61,000
7100	Retirement	968,648	748,777	773,185	1,111,905	1,030,000	1,251,636
7108	Deferred Compensation	4,657	2,899	3,279	4,100	4,600	4,485
7110	Workers Compensation	88,702	120,480	200,874	156,996	226,400	360,168
7120	Disability Insurance	3,454	-	6,220	-	73,550	-
7122	Unemployment Insurance	3,247	13,778	4,308	-	3,000	-
7130	Group Health Insurance	286,779	289,333	268,804	354,240	288,800	345,760
7140	Vision Insurance	9,660	9,743	8,925	12,480	9,800	12,240
7150	Dental Insurance	33,384	32,622	29,458	46,800	30,200	45,000
7160	Life Insurance	4,878	4,887	4,977	10,248	4,580	10,050
7170	FICA - Medicare	65,255	64,744	70,334	74,030	62,000	73,805
7180	Car/Uniform Allowance	43,642	43,621	44,058	45,000	54,389	45,000
<WAGES & BENEFITS>		6,024,915	5,948,160	6,358,858	6,981,286	6,886,964	7,299,159
8000	Office Supplies	23,887	29,267	33,687	22,000	35,070	25,000
8010	Postage	5,674	4,759	6,148	4,000	4,121	4,000
8020	Special Department Expense	88,114	82,871	117,570	72,000	90,173	72,500
8034	K9 Expenses	-	73	5,922	6,500	2,657	6,500
8035	Narco K9 Expenses	-	3,829	4,731	12,000	-	12,000
8040	Advertising	-	-	96	-	-	-
8050	Printing/Duplicating	2,505	2,861	4,831	3,000	6,271	6,000
8060	Dues & Memberships	3,307	3,442	3,931	2,000	3,366	2,000
8090	Conference & Meeting Expense	3,563	12,443	5,762	7,000	7,000	9,000
8100	Vehicle Maintenance	208,388	157,335	83,918	95,000	95,000	95,000
8105	Fuel	-	-	66,499	55,000	55,000	55,000
8110	Equipment Maintenance	25,128	20,689	49,613	18,000	23,929	18,000
8120	Building Maintenance	9,309	8,893	14,065	10,000	22,144	-
8134	Safety Clothing/Equipment	13,734	24,498	20,268	21,500	26,798	33,500
8150	Telephone	20,870	34,448	5,892	-	-	-
8155	Rental/Lease	690	-	-	-	-	-
8170	Professional Services	98,408	128,853	105,140	94,000	139,047	94,000
8180	Contract Services	297,769	292,425	255,961	330,000	330,000	523,441
8200	Training Expense	17,543	26,190	38,654	20,000	20,000	20,000
8210	Training Expense	24,781	17,792	16,248	20,000	20,000	20,000
<OPERATIONS & MAINTENANCE>		843,671	850,667	838,936	792,000	880,576	995,941
8520	Machinery & Equipment	6,803	-	717	1,693	200	-
8522	DUI Checkpoint Equipment	2,480	-	-	-	-	-
8530	Computer Equipment	14,493	9,744	-	-	-	-
8540	Automotive Equipment	71,479	83,418	-	-	9,420	-
<CAPITAL OUTLAY>		95,254	93,163	717	1,693	9,620	-
[101-4011] Police Total		6,963,840	6,891,989	7,198,511	7,774,979	7,777,160	8,295,100

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.
- 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.
- 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 Police report forms; Detective and Records case file folders; office stationery; miscellaneous office supplies (\$25,000).
- 8010 Postage
Provides funds for Police Department postal expenses (\$4,000).
- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); expenses for Police Reserve Officers such as uniform maintenance and reimbursement, court reimbursement, and training for Reserves (\$7,500); Festival of Balloons expenses including radio, repeater, and message board rentals (\$1,000); lethal and less lethal weapons, training supplies including ammunition and range maintenance and repairs (\$25,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); community education programs (Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, Crime

- Prevention Materials and miscellaneous supplies, equipment, and reimbursements (\$26,500).
- 8034 K-9
Provides for training, equipment, maintenance and veterinarian costs (\$6,500).
- 8035 Narco K9 Expenses
Provides for training, equipment, maintenance and veterinarian costs (\$12,000). This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses.
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$3,000); and parking and traffic citations, and parking permits (\$3,000).
- 8060 Dues, Memberships, Subscriptions and Books
Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association (\$350); the California Police Chiefs Association (\$600); the San Gabriel Valley Police Chiefs Association (\$180); the International Association of Chiefs of Police (\$120); California Association of Property and Evidence (\$45); International Association for Property and Evidence Investigators (\$50); California Background Investigators Association (\$45); and the California Public Parking Association (\$250); subscription to the Pasadena Star News (\$240); and subscription service for various legal codes including Penal Code and Vehicle Code (\$120).
- 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 (\$4,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (\$60,000); collision repairs (\$5,000); tires (\$6,000); vehicle washes (\$4,000); and maintenance and repairs of emergency equipment and vehicle computers (\$20,000).
- 8105 Fuel
Provides funds for fueling of patrol vehicles (\$55,000).
- 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 (\$18,000).

- 8134 Safety Equipment and Supplies
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,800); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$8,200).
- 8170 Professional Services
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$1,500); sexual assault and victim exams (\$1,500); arrestee medical treatment (\$13,500); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$10,000); Pasadena Police Department crime scene evidence technician (\$14,500); fingerprint tracing service (\$8,000).
- 8180 Contract Services
Funds contracts that are provided for services such as: Pasadena Humane Society (\$122,686); Inter-Con Security parking enforcement (\$138,564); All City Management Crossing Guards (\$138,726); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,000); ICS Glendale (\$27,940); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$27,889); predictive policing (\$29,851).
- 8200 Training Expense
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. (\$20,000).
- 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 (\$20,000)

FACILITIES & EQUIPMENT REPLACEMENT

Budget Detail

105-4011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8540	Automotive Equipment	-	-	105,817	80,000	57,386	95,000
	<CAPITAL OUTLAY>	-	-	105,817	80,000	57,326	95,000
105 - FACILITIES & EQUIP. REPLACEMENT TOTAL		-	-	105,817	80,000	57,386	95,000

FACILITIES & EQUIPMENT REPLACEMENT

Budget Detail

105-4011

OPERATIONS & MAINTENANCE

8540 Automotive Equipment

Provide funds for the purchase of two police vehicles (\$95,000).

ASSET FORFEITURE

Budget Detail

270-4015

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8520	Machinery & Equipment		-	4,639	-	16,922	-
	<CAPITAL OUTLAY>	-	-	4,639	-	16,922	-
270 - ASSET FORFEITURE TOTAL		-	-	4,639	-	16,922	-

POLICE GRANTS – STATE COPS

Budget Detail

272-4018

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8180	Contract Services	-	12,496	14,560	-	-	-
8200	Training Expense	4,500	10,400	4,485	-	-	-
	<OPERATIONS & MAINTENANCE>	4,500	22,896	19,045	-	-	-
8520	Machinery & Equipment	161,445	75,653	81,632	-	45,000	75,000
8540	Automotive Equipment		-	7,701	-		
	<CAPITAL OUTLAY>	161,445	75,653	89,333	-	45,000	75,000
[272-4018] Police State Grant - AB 3229 Total		165,945	98,549	108,378	-	45,000	75,000
272 - POLICE GRANTS - STATE(COPS) TOTAL		165,945	98,549	108,378	-	45,000	75,000

POLICE GRANTS – STATE COPS

Budget Detail

272-4018

OPERATIONS & MAINTENANCE

8520 Machinery & Equipment

Provides funds for police equipment. This includes safety/tactical/medical equipment for frontline police officers, and technology solutions which includes, but not limited to, related software and hardware (\$75,000).

POLICE SUBVENTIONS - CLEEP

Budget Detail

273-4019

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8520	Machinery & Equipment	-	-	-	-	5,226	-
	<CAPITAL OUTLAY>	-	-	-	-	5,226	-
[273-4019] Police Grant Total		-	-	-	-	5,226	-
273 - POLICE SUBVENTIONS - CLEEP TOTAL		-	-	-	-	5,226	-

HOMELAND SECURITY GRANT

Budget Detail

274-4019

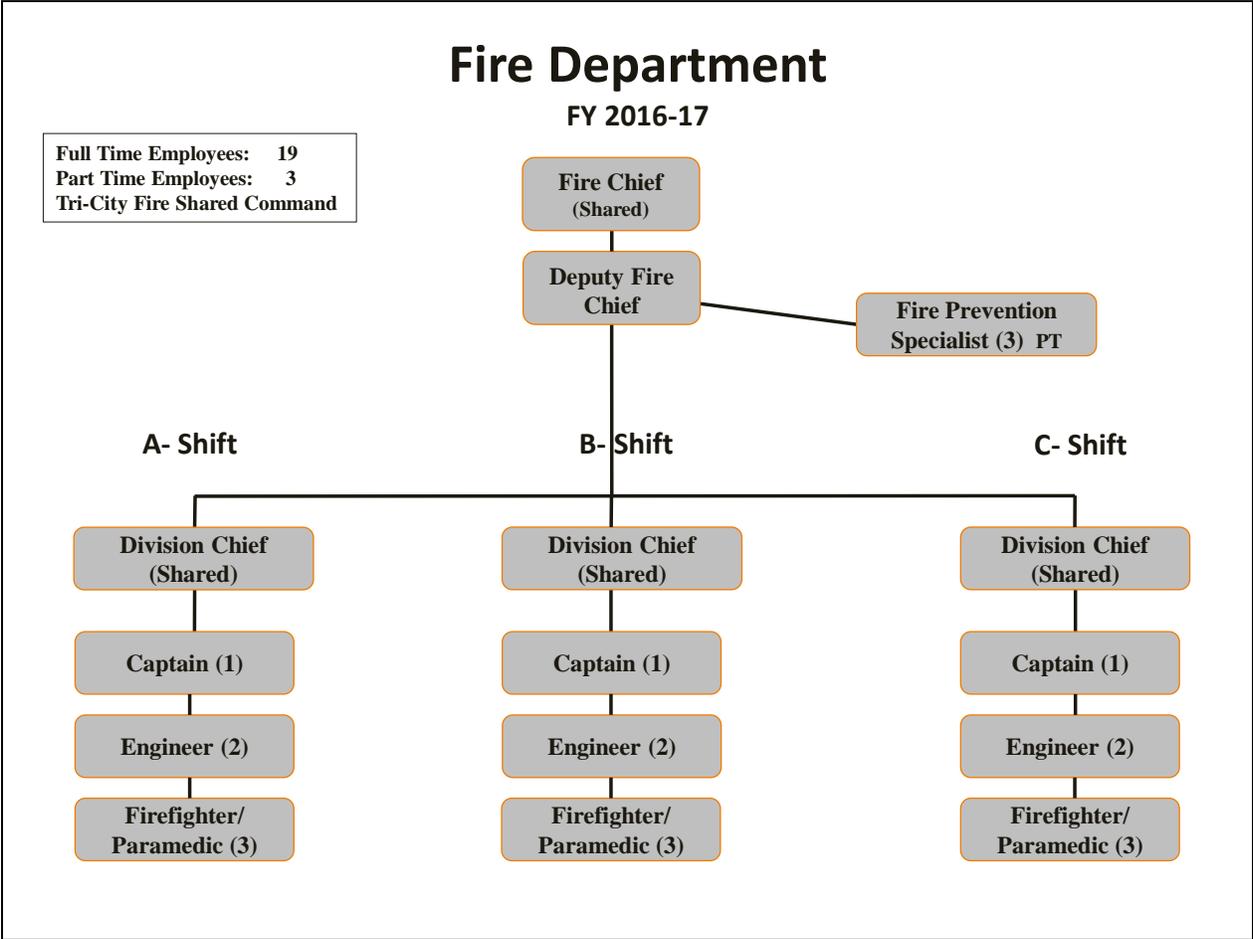
Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8090	Conference & Meeting Expense	-	957	-	-	-	-
	<OPERATIONS & MAINTENANCE>	-	957	-	-	-	-
8520	Machinery & Equipment	114,122	166,328	47,500	-	-	-
	<CAPITAL OUTLAY>	114,122	166,328	47,500	-	-	-
[274-4019] Police Grant Total		114,122	167,285	47,500	-	-	-
274 - HOMELAND SECURITY GRANT TOTAL		114,122	167,285	47,500	-	-	-

FIRE
Department Summary

EXPENDITURE SUMMARY	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Wages & Benefits	3,618,260	3,356,308	3,455,487	3,551,370	3,705,945	4,051,970
Operations & Maintenance	274,400	325,160	979,294	915,200	854,047	930,500
Capital Outlay	19,437	13,036	36,482	347,000	338,031	739,000
Total Expenses by Category	3,912,096	3,694,504	4,471,263	4,813,570	4,898,023	5,721,470
[101-5011] Fire	3,894,732	3,694,504	4,467,061	4,538,570	4,623,023	4,996,470
[101-5012] Emergency Preparedness	-	-	-	25,000	25,000	25,000
[105-5011] Facilities & Equipment Replacement	-	-	-	250,000	250,000	700,000
[274-5019] Fire Grant - Homeland Security	17,365	-	4,202	-	-	-
Total Expenses by Program	3,912,096	3,694,504	4,471,263	4,813,570	4,898,023	5,721,470

Deputy Fire Chief	1
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic	9
Total	19

FIRE
Department Description and Authorized Positions



The Fire Department provides for the protection of life, property, and the environment from the adverse effects of fires, medical emergencies, and hazardous conditions through progressive resource deployment. The Department offers Fire prevention programs and community education activities. The Fire Department provides emergency fire and life safety response services around the clock every day of the year.

FIRE

Budget Detail

101-5011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	1,687,631	1,502,919	1,485,211	1,802,296	1,690,000	1,859,847
7010	Salaries - Temp / Part	52,788	41,729	48,858	60,000	55,000	60,000
7020	Overtime	533,324	547,203	570,949	360,000	450,000	490,000
7030	Overtime - FLSA	104,494	97,926	91,996	105,000	108,000	110,000
7040	Holiday	69,794	62,528	58,494	64,000	64,000	64,000
7045	Overtime - Special Detail	122,040	140,685	171,703	120,000	160,000	140,000
7060	IOD - Safety	47,231	100,354	109,616	-	40,000	-
7065	Fitness	8,600	6,000	6,200	9,000	9,000	9,000
7070	Leave Buyback	120,465	106,016	77,507	65,000	75,000	75,000
7100	Retirement	526,883	381,879	376,647	546,643	542,000	607,432
7108	Deferred Compensation	-	356	1,443	1,420	1,500	1,570
7110	Workers Compensation	140,730	178,300	274,358	200,903	313,400	414,931
7122	Unemployment Insurance	-	(137)	-	-	-	-
7130	Group Health Insurance	141,667	129,276	114,925	142,500	130,600	142,500
7140	Vision Insurance	4,229	3,767	3,463	4,560	4,100	4,560
7150	Dental Insurance	14,882	13,131	12,410	17,100	13,500	17,100
7160	Life Insurance	2,016	1,800	1,872	3,534	1,830	3,534
7170	FICA - Medicare	28,398	29,568	32,989	36,414	35,740	39,496
7180	Car/Uniform Allowance	13,088	13,008	12,644	13,000	12,275	13,000
<WAGES & BENEFITS>		3,618,260	3,356,308	3,451,285	3,551,370	3,705,945	4,051,970
8000	Office Supplies	3,469	3,846	4,153	3,700	4,250	3,700
8010	Postage	649	708	820	1,000	850	1,000
8020	Special Department Expense	27,203	42,029	44,022	42,200	42,000	43,000
8025	Medical Supplies	26,639	21,863	25,464	24,000	22,500	24,000
8026	Hazardous Materials	-	-	1,973	2,000	2,018	2,000
8040	Advertising	-	40	-	-	-	-
8050	Printing/Duplicating	536	909	1,119	1,000	900	1,000
8060	Dues & Memberships	680	65	665	800	423	800
8080	Books & Periodicals	499	1,886	1,996	2,000	1,500	2,000
8090	Conference & Meeting Expense	46	277	527	500	500	500
8100	Vehicle Maintenance	56,309	48,329	45,820	43,000	44,700	50,000
8110	Equipment Maintenance	11,287	7,440	12,313	11,000	10,800	11,000
8120	Building Maintenance	5,015	3,797	11,844	10,000	10,140	10,000
8132	Uniform Expense/Cleaning	-	-	500	500	490	500
8134	Safety Clothing/Equipment	14,538	14,967	15,653	27,000	27,000	27,000
8150	Telephone	6,955	8,025	329	-	450	-
8170	Professional Services	23,177	61,006	24,584	30,000	28,200	32,000
8180	Contract Services	94,145	107,066	106,143	117,500	121,322	123,000
8183	Contract Services - Tri-City	-	-	671,695	580,000	515,000	580,000
8200	Training Expense	3,255	2,905	9,674	9,000	11,004	9,000
<OPERATIONS & MAINTENANCE>		274,400	325,160	979,294	905,200	844,047	920,500
8520	Machinery & Equipment	-	9,552	36,232	82,000	73,031	24,000
8530	Computer Equipment	2,072	3,484	250	-	-	-
<CAPITAL OUTLAY>		2,072	13,036	36,482	82,000	73,031	24,000
[101-5011] Fire Total		3,894,732	3,694,504	4,467,061	4,538,570	4,623,023	4,996,470

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, and miscellaneous equipment (\$2,300); toner (\$800) and copy paper (\$600).
- 8010 Postage
Provides funds for department and Public Safety Commission bulk mailing and postal expense (\$1,000).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including damaged or unanticipated operating supplies, materials (\$11,000); or non-safety orientated equipment (\$3,200); cleaning supplies (\$4,000); linen services (\$7,000); department identification cards (\$300); Emergency Preparedness (\$4,000); expenses for the Public Safety Fair (\$1,000); and miscellaneous supplies, equipment, and reimbursement that does not fall within one of the other accounts (\$8,500). Replacement and upgrades to department PCs, printers, and computer software; Firehouse Software (\$4,000).

- 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 (\$14,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$8,000); and other medical supplies (\$2,000).
- 8026 Hazardous Materials
Provides funding for the purchase of hazardous materials inspection and compliance materials (\$1,700) to maintain the department's Participating Agency inspections status. Notices (\$300).
- 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 (\$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 (\$500).
- 8100 Vehicle Maintenance
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles (\$31,000). Includes funds to purchase fuels, oil, tires, and make unanticipated repairs to damaged vehicles and firefighting apparatus (\$19,000).
- 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 and repair to apparatus doors (\$5,000). Includes routine repair and maintenance costs related to the HVAC (\$4,000), and gasoline and diesel fuel distribution system (\$1,000).

- 8132 Uniform Expense and Cleaning
Provides funds for the cleaning, maintenance, and repairs of mandated firefighter safety clothing (\$500).
- 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 (\$15,000). 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, employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training, Cal OSHA mandated respiratory protection annual testing and photocopy machine service (\$32,000).
- 8180 Contract Services
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$123,000).
- 8183 Contract Services – Tri-City
Provides funds for comprehensive shared Fire Command Staff with the cities of San Marino and San Gabriel (\$580,000).
- 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. (\$4,000). Includes use of multi-agency Training Tower (\$5,000).

OPERATIONS & MAINTENANCE

- 8520 Machinery & Equipment
Provides funds to purchase new Self Contained Breathing Apparatus (SCBA) to replace current models (\$24,000).

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8020	Special Department Expense	-	-	-	10,000	10,000	10,000
	<OPERATIONS & MAINTENANCE>	-	-	-	10,000	10,000	10,000
8520	Machinery & Equipment	-	-	-	15,000	15,000	15,000
	<CAPITAL OUTLAY>	-	-	-	15,000	15,000	15,000
[101-5012]	Emergency Preparedness Total	-	-	-	25,000	25,000	25,000

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for operational items such as the EOP, Disaster Mitigation Plan, EOC supplies and operations and disaster preparedness supplies (\$10,000).

8520 Machinery and Equipment

Provide funds for CERT training, operations and equipment (\$15,000).

FACILITIES & EQUIPMENT REPLACEMENT

Budget Detail

105-5011

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8540	Automotive Equipment	-	-	-	250,000	250,000	700,000
105 - FACILITIES & EQUIP. REPLACEMENT TOTAL		-	-	-	250,000	250,000	700,000

FACILITIES & EQUIPMENT REPLACEMENT

Budget Detail

105-5011

CAPITAL OUTLAY

8540 Automotive Equipment
Provides funds for the purchase of a fire engine (\$700,000).

HOMELAND SECURITY GRANT

Budget Detail

274-5019

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7050	Overtime - DUI Checkpoint	-	-	3,563	-	-	-
7110	Workers Compensation	-	-	383	-	-	-
7130	Group Health Insurance	-	-	175	-	-	-
7140	Vision Insurance	-	-	5	-	-	-
7150	Dental Insurance	-	-	25	-	-	-
7170	FICA - Medicare	-	-	51	-	-	-
	<WAGES & BENEFITS>	-	-	4,202	-	-	-
8520	Machinery & Equipment	17,365	-	-	-	-	-
	<CAPITAL OUTLAY>	17,365	-	-	-	-	-
[274-5019] Fire Grant Total		17,365	-	4,202	-	-	-

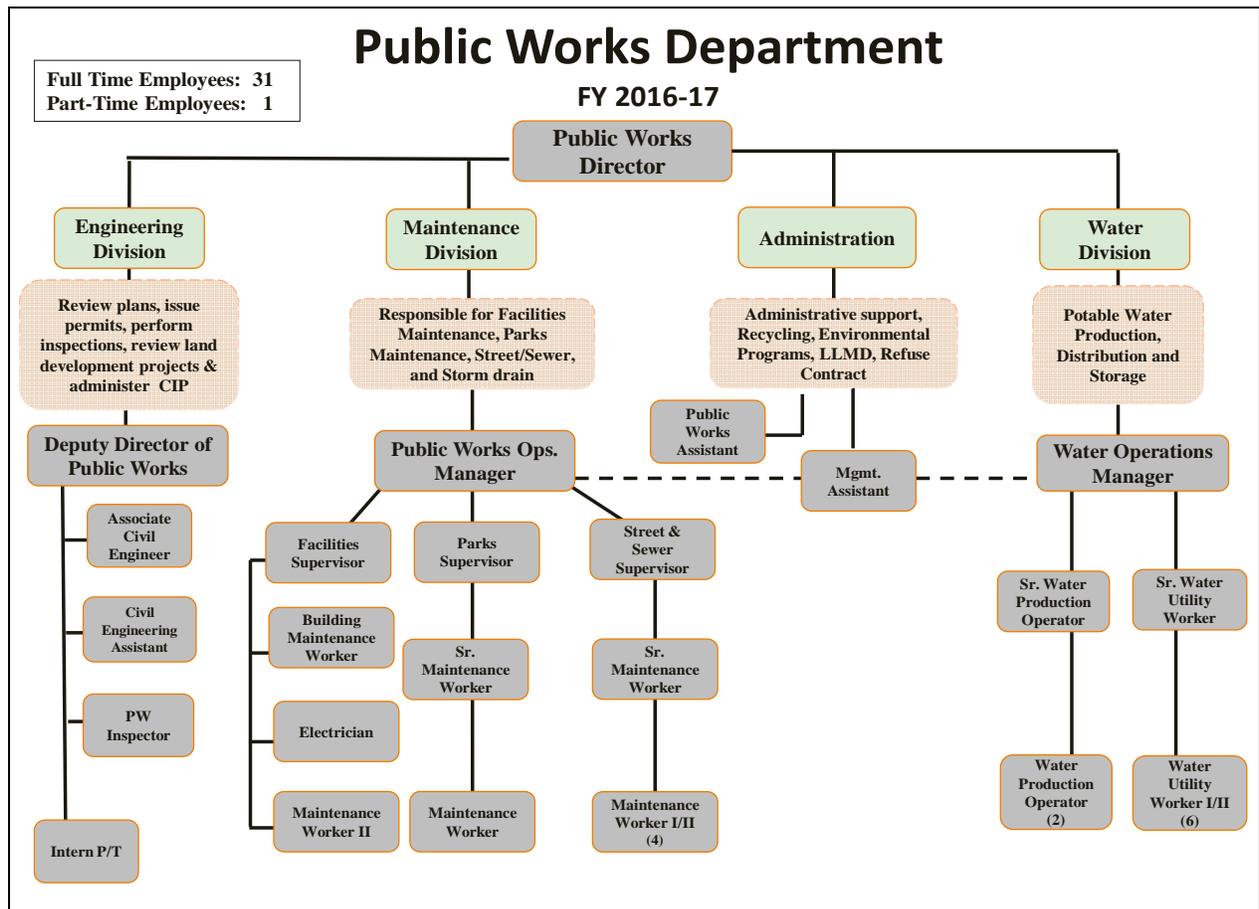
PUBLIC WORKS Department Summary

EXPENDITURE SUMMARY	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Wages & Benefits	2,356,651	2,813,637	2,949,227	3,052,914	3,148,496	3,331,670
Operations & Maintenance	5,152,778	5,154,864	4,442,393	5,317,433	4,607,145	5,247,032
Capital Outlay	103,296	117,593	148,213	580,000	150,505	977,000
Other Expenses	-	-	15,395	-	-	-
Total Expenses by Category	7,612,726	8,086,094	7,555,228	8,950,347	7,906,146	9,555,702
[101-6015] Environmental Services	75,613	121,010	148,512	279,853	232,343	307,658
[101-6011] PW Admin & Engineering	260,748	275,720	423,981	482,680	459,927	515,878
[101-6410] Park Maintenance	390,490	416,123	367,340	462,654	464,022	513,703
[101-6601] Facilities Maintenance	426,937	675,147	660,346	639,495	642,565	695,155
[207-6011] PW Admin & Engineering	-	-	-	-	1,840	-
[210-6501] Sewer Operations	620,537	537,690	476,970	820,435	626,870	1,139,236
[215-6115] Traffic Signals	142,569	107,855	119,406	182,100	140,900	180,900
[215-6118] Sidewalk Maintenance	10,002	-	-	10,000	10,000	10,000
[215-6201] Street Lighting	313,883	280,868	204,541	281,465	248,577	309,800
[215-6310] Street Trees	458,072	338,137	508,678	540,041	517,813	592,985
[215-6416] Median Strips	65,571	63,647	63,523	64,000	43,500	64,000
[230-6116] Street Maintenance	590,165	556,122	713,449	745,612	548,990	808,225
[232-6310] Street Trees	-	-	8,390	-	-	-
[232-6417] Prop "A" Park Maintenance	23,949	19,090	15,587	-	14,190	3,900
[310-6501] Sewer Operations	-	-	387,663	-	264,553	-
[500-6710] Water Distribution	1,155,818	1,277,956	975,179	1,314,078	1,015,410	1,295,272
[500-6711] Water Production	3,078,371	3,416,728	2,481,663	3,127,933	2,658,090	3,118,991
Total Expenses by Program	7,612,726	8,086,094	7,570,623	8,950,347	7,906,146	9,555,702

Public Works Director	1
Deputy Public Works Director	1
PW 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	1
Parks Supervisor	1
Streets/Sewers Supervisor	1
Water Operations Manager	1
Senior Maintenance Worker	3
Water Production Operator	2
Maintenance Worker I/II	5
Senior Water Utility Worker	1
Senior Water Production Operator	1
Water Utility Worker I/II	5
Total	31

PUBLIC WORKS

Department Description and Authorized Positions



Public Works Administration coordinates all activities of the Public Works Department. The Division also administers the citywide Lighting and Landscape Maintenance District, solid waste and street sweeping contract and the graffiti abatement contract. The Engineering Division reviews plans, issues permits, and provides inspections for private construction projects involving grading or public right-of-way work. In addition, it is responsible for development and implementation of the City’s Capital Improvement Projects.

The Parks Maintenance Division of the Public Works Department maintains the City’s parks, playgrounds and medians in a safe and aesthetically pleasing manner. It also maintains the urban forestry in the public right-of-way.

The Facilities Maintenance Division is responsible for providing routine maintenance, repairs, and minor modifications of all City buildings. Facilities Maintenance Division also maintains City owned street lights and traffic signals.

The Streets and Sewers Division is responsible for overseeing, maintaining and repairing streets, storm drains, sidewalks and sewers.

The Water Division is responsible for the production, treatment and distribution of potable water to the residents and businesses of the City. In addition, the Water Division also plans for long term water resources and implements Water Conservation programs.

ENVIRONMENTAL SERVICES

Budget Detail

101-6015

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	14,124	49,660	53,786	60,801	58,500	79,495
7020	Overtime	758	-	-	-	9	-
7070	Leave Buyback	2,439	196	89	-	84	-
7100	Retirement	3,017	7,065	7,994	10,773	10,300	15,515
7108	Deferred Compensation	82	288	305	380	320	334
7110	Workers Compensation	223	1,269	2,146	1,862	2,740	3,589
7130	Group Health Insurance	1,366	4,077	3,898	5,253	4,830	6,645
7140	Vision Insurance	42	104	97	156	130	204
7150	Dental Insurance	23	423	379	585	470	765
7160	Life Insurance	5	55	58	121	55	158
7170	FICA - Medicare	218	674	746	882	870	1,153
<WAGES & BENEFITS>		22,297	63,812	69,498	80,813	78,308	107,858
8010	Postage	-	-	-	1,000	-	1,000
8020	Special Department Expense	12,379	16,732	35,509	120,040	70,000	120,800
8040	Advertising	-	-	192	2,500	1,500	2,500
8050	Printing/Duplicating	52	-	-	1,000	500	1,000
8090	Conference & Meeting Expense	597	1,192	7	500	500	500
8140	Utilities	77	499	488	-	500	-
8170	Professional Services	33,892	35,711	38,716	45,000	45,000	45,000
8172	Professional Svcs. - Oil Recycling	-	840	2,770	2,000	1,500	2,000
8173	Professional Svcs. - Bottles & Cans	-	1,248	1,112	2,000	9,535	2,000
8180	Contract Services	6,319	977	220	25,000	25,000	25,000
<OPERATIONS & MAINTENANCE>		53,316	57,198	79,014	199,040	154,035	199,800
[101-6015] Environmental Services Total		75,613	121,010	148,512	279,853	232,343	307,658

ENVIRONMENTAL SERVICES

Budget Detail

101-2015

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides partial compensation for Deputy Public Works Director, Public Works Inspector and Public Works Assistant. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff attending evening meetings and weekend events related to City sponsored events and community outreach and participation in support of environmental projects and programs.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for citywide mass mailings concerning environmental programs (\$1,000).
- 8020 Special Department Expense
Provides funds for annual NPDES storm drain permit (\$9,000); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300). Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL). Annual AQMD Generator permit fee (\$600). Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300). 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. Arroyo Seco Army Corps Study, Year 2 (\$30,500 carryover).
- 8040 Advertising
Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper. Five events are anticipated including the annual dumpster day, annual household hazardous waste disposal day, low-flow toilet exchange, lamp exchange, and lawnmower exchange (\$2,500).
- 8050 Printing and Duplication
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 (\$1,000).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$500).

- 8170 Professional Services
Provides for the cost of professional services to achieve full compliance with the NPDES permit and other environmental programs. NPDES consultant services (\$45,000).
- 8172 Professional Services – Oil Recycling
Provides funds to help promote oil recycling (\$2,000).
- 8173 Professional Services – Bottles & Cans
Provides funds to help promote bottle and can recycling (\$2,000).
- 8180 Contract Services
Annual underground service tank (UST) inspections and cleaning (\$15,000). Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance.

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	119,006	150,503	239,918	252,636	245,900	268,872
7010	Salaries - Temp / Part	-	-	2,197	5,000	-	7,500
7020	Overtime	2,042	20	160	-	206	-
7040	Holiday	23	-	-	-	-	-
7070	Leave Buyback	5,897	3,439	1,584	3,500	1,453	3,500
7100	Retirement	22,211	21,771	35,127	45,362	43,700	53,376
7108	Deferred Compensation	850	885	1,083	1,345	1,100	1,017
7110	Workers Compensation	3,711	5,609	12,521	10,217	15,330	18,129
7130	Group Health Insurance	8,761	11,155	17,876	22,725	21,500	22,935
7140	Vision Insurance	267	335	450	684	600	708
7150	Dental Insurance	656	1,100	1,748	2,565	2,100	2,655
7160	Life Insurance	126	177	266	530	300	549
7170	FICA - Medicare	1,779	2,153	3,445	3,736	3,640	4,007
	<WAGES & BENEFITS>	165,330	197,147	316,375	348,300	335,829	383,248
8000	Office Supplies	118	-	27	1,000	800	1,000
8010	Postage	1,689	1,591	1,810	1,500	1,500	1,500
8020	Special Department Expense	8,711	6,850	9,215	9,940	8,200	9,940
8040	Advertising	1,873	1,508	4,539	1,800	1,980	1,800
8050	Printing/Duplicating	5,269	5,508	13,908	8,000	1,800	8,000
8060	Dues & Memberships	2,001	1,182	1,182	2,500	418	1,900
8090	Conference & Meeting Expense	-	-	-	-	-	1,700
8100	Vehicle Maintenance	3,539	2,082	2,653	1,500	1,400	1,500
8110	Equipment Maintenance	192	233	383	640	500	290
8150	Telephone	1,745	1,441	-	-	-	-
8170	Professional Services	65,742	51,479	70,058	105,000	105,000	105,000
8180	Contract Services	1,994	1,835	595	-	-	-
8300	Lease Payment	2,544	3,604	3,236	2,500	2,500	-
	<OPERATIONS & MAINTENANCE>	95,418	77,312	107,606	134,380	124,098	132,630
8530	Computer Equipment	-	1,261	-	-	-	-
	<CAPITAL OUTLAY>	-	1,261	-	-	-	-
[101-6011] PW Admin & Engineering Total		260,748	275,720	423,981	482,680	459,927	515,878

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Public Works Director, Deputy PW Director, Public Works Operations Mgr., Public Works Assistant, Associate Engineer, PW Inspector, Civil Engineering Assistant and Management Assistant. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, Engineering 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).
- 8020 Department Expense
Provides funds for department supplies and services including computer supplies, county assessor maps, and data updates. Annual Realquest Assessor Parcel Map software subscription (\$3,000). Annual Autocad Map software subscription renewal (\$650). ESRI ArcMap GIS software subscription renewal (\$2,000). County Recorder recording fees (\$750). Comcate software subscription (\$2,100). Cell phone service (\$1,440).
- 8040 Advertising
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,800).
- 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 (\$6,100). 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.

- 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. Similar membership fees for the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); National Arbor Foundation Membership (\$25). Books (\$485) and seminars (\$500). Professional Engineer's license renewals (\$230).
- 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).
- 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 (\$67,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts.

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7000	Salaries - Permanent	74,263	84,560	88,740	85,052	90,580	100,199
7010	Salaries - Temp / Part	-	-	-	-	-	-
7020	Overtime	3,292	2,765	1,895	1,000	3,000	2,000
7040	Holiday	116	344	-	-	132	-
7070	Leave Buyback	778	2,041	291	1,500	1,500	1,500
7100	Retirement	13,485	12,336	13,268	15,070	15,010	19,556
7108	Deferred Compensation	381	307	308	313	230	269
7110	Workers Compensation	2,754	4,330	6,871	4,256	8,660	9,713
7130	Group Health Insurance	6,929	8,062	6,818	9,324	8,650	10,395
7140	Vision Insurance	241	288	260	288	330	324
7150	Dental Insurance	825	1,010	775	1,080	930	1,215
7160	Life Insurance	116	130	131	223	100	251
7170	FICA - Medicare	1,100	1,257	1,277	1,248	1,450	1,481
	<WAGES & BENEFITS>	104,281	117,430	120,634	119,354	130,572	146,903
8000	Office Supplies	1,283	919	523	800	500	800
8020	Special Department Expense	25,735	19,306	23,637	18,000	18,450	25,500
8100	Vehicle Maintenance	954	687	1,762	1,000	2,000	1,500
8110	Equipment Maintenance	955	375	772	2,500	1,500	2,500
8140	Utilities	40,997	39,072	38,927	40,000	40,000	40,000
8170	Professional Services	2,800	18,212	19,874	15,000	10,000	15,000
8180	Contract Services	207,841	207,866	148,351	254,500	250,000	250,000
8200	Training Expense	-	98	120	1,500	1,000	1,500
8262	Graffiti Removal	5,645	11,172	12,740	10,000	10,000	10,000
	<OPERATIONS & MAINTENANCE>	286,210	297,707	246,706	343,300	333,450	346,800
8520	Machinery & Equipment	-	-	-	-	-	20,000
8530	Computer Equipment	-	986	-	-	-	-
	<CAPITAL OUTLAY>	-	986	-	-	-	20,000
[101-6410] Park Maintenance Total		390,490	416,123	367,340	462,654	464,022	513,703

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 PW Director. 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 (\$3,000), park reseeding materials (\$2,000), freeway sign reseeding (\$800), fertilizer (\$4,000), miscellaneous garden supplies (\$2,500), pest control products (\$2,400), park dog waste bags (\$4,000), replacing six dog waste stations (\$2,000), miscellaneous park supplies (\$1,500), and bee control products (\$500). Weather station irrigation controllers at Pasadena Ave., Via Del Rey, Huntington Dr., and Camden Parkway (\$2,800).
- 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 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 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 (\$148,000). The remainder of this contract is charged to LLD Street Medians (account 215-6416-8180). Also provides funds for gopher abatement (\$4,000), the rental of an extended boom truck to access field lighting (\$1,000), and trash removal services at Orange Grove Park (\$5,500). Landscape irrigation of the new medians created under the Fair Oaks Project performed by WCA (\$6,000). Arborist services (\$35,500), and supplemental tree trimming and replacement (\$50,000).
- 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 (\$10,000).

CAPITAL OUTLAY

- 8520 Machinery & Equipment
Provides funds to upgrade park lighting to energy efficient LED (\$20,000).

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Account Title	Act 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7000	Salaries - Permanent	17,321	216,066	212,735	213,961	205,130	244,331
7010	Salaries - Temp / Part	-	-	-	-	-	-
7020	Overtime	5,139	2,167	2,566	2,500	2,500	2,500
7040	Holiday	6	170	-	-	-	-
7070	Leave Buyback	721	6,096	190	1,000	-	1,500
7100	Retirement	38,744	30,319	28,227	32,633	33,180	41,149
7108	Deferred Compensation	381	306	211	213	150	269
7110	Workers Compensation	9,047	12,065	18,191	13,424	20,490	29,501
7130	Group Health Insurance	22,206	22,690	20,922	25,716	23,200	28,020
7140	Vision Insurance	774	704	621	816	700	888
7150	Dental Insurance	2,876	2,521	2,316	3,060	2,560	3,330
7160	Life Insurance	378	344	354	633	360	688
7170	FICA - Medicare	3,012	3,135	2,973	3,139	2,920	3,579
<WAGES & BENEFITS>		100,606	296,584	289,306	297,095	291,190	355,755
8000	Office Supplies	1,630	1,676	20	1,200	1,300	1,200
8020	Special Department Expense	43,131	51,360	45,059	40,000	50,000	45,000
8060	Dues & Memberships	-	-	-	700	500	700
8100	Vehicle Maintenance	969	2,542	1,767	1,500	1,000	1,500
8110	Equipment Maintenance	2,160	1,056	1,492	1,500	2,180	1,500
8120	Building Maintenance	74,743	70,362	73,444	70,000	70,000	70,000
8130	Small Tools	4,353	3,440	1,263	3,000	3,000	3,000
8132	Uniform Expense/Cleaning	1,571	1,571	1,503	2,000	1,350	2,000
8134	Safety Clothing/Equipment	206	747	1,027	1,000	1,000	1,000
8140	Utilities	76,190	82,855	88,991	90,000	90,000	90,000
8150	Telephone	311	258	-	-	-	-
8180	Contract Services	91,416	100,179	144,001	120,000	120,000	112,000
8200	Training Expense	775	-	-	1,500	1,045	1,500
<OPERATIONS & MAINTENANCE>		297,456	316,047	358,567	332,400	341,375	329,400
8520	Machinery & Equipment	2,595	21,255	12,473	10,000	10,000	10,000
8530	Computer Equipment	-	986	-	-	-	-
8540	Automotive Equipment	26,280	40,275	-	-	-	-
<CAPITAL OUTLAY>		28,875	62,516	12,473	10,000	10,000	10,000
[101-6601] Facilities Maintenance Total		426,937	675,147	660,346	639,495	642,565	695,155

FACILITIES MAINTENANCE

Budget Detail

101-6601

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for a full time Maintenance Worker II and a Building Maintenance Worker and partial compensation for the Electrician, Facility Maintenance Supervisor, Public Works Operations Manager, Deputy PW Director. 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 (\$13,000), elevators (\$9,400), pest control services (\$7,000), locksmith service (\$2,000), carpet cleaning service (\$3,000), and generator (\$5,000). Additional repairs costs for elevators (\$5,000) and HVAC systems (\$2,600). Also includes funds for electrical (\$5,000), painting (\$3,500) and plumbing supplies (\$7,000). Fire Department garage door repairs and motor replacements (\$7,500).

- 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 (\$1,000).
- 8140 Utilities
Provides funds for electrical service by Southern California Edison to City facilities (\$90,000).
- 8180 Contract Services
Janitorial services for City buildings including twice a week day porter service (\$95,000). The remainder of this contract is charged to 232-6471-8180. City Hall exterior maintenance (\$4,000). CNG annual maintenance contract (\$8,000) and CNG station repairs (\$5,000).
- 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).

CAPITAL OUTLAY

- 8520 Machinery & Equipment
Replace the HVAC unit at the Senior Center (\$10,000).

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Tsk	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
			2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	000	Salaries - Permanent	222,922	237,910	222,047	257,966	300,180	320,764
7010	000	Salaries - Temp / Part	-	-	116	-	-	-
7020	000	Overtime	3,223	1,254	4,228	1,500	-	2,500
7040	000	Holiday	573	603	-	-	-	-
7070	000	Leave Buyback	5,405	2,491	2,495	2,000	2,059	2,500
7100	000	Retirement	40,270	34,061	32,572	43,894	47,500	54,319
7108	000	Deferred Compensation	677	683	818	1,593	1,050	1,549
7110	000	Workers Compensation	7,933	11,254	14,707	11,217	22,700	27,659
7120	000	Disability Insurance	-	1,660	99	-	-	-
7130	000	Group Health Insurance	24,254	25,056	18,772	25,126	30,500	33,589
7131	000	Retiree Health Insurance	10,925	10,987	10,943	-	11,600	-
7140	000	Vision Insurance	715	736	498	782	940	1,058
7150	000	Dental Insurance	2,661	2,703	1,861	2,934	950	3,969
7160	000	Life Insurance	390	385	304	606	390	820
7170	000	FICA - Medicare	3,061	3,264	3,182	3,762	4,390	4,687
9997	000	OPEB Expense	-	-	15,196	-	-	-
9990	000	Pension Expense	-	-	199	-	-	-
<WAGES & BENEFITS>			323,009	333,047	328,037	351,380	422,259	453,414
8000	000	Office Supplies	1,278	3,663	378	600	600	600
8010	000	Postage	122	-	545	650	300	600
8020	000	Special Department Expense	27,992	29,285	20,633	27,000	20,000	27,000
8050	000	Printing/Duplicating	-	-	-	200	200	200
8060	000	Dues & Memberships	-	-	500	500	500	500
8090	000	Conference & Meeting Expense	24	175	-	500	500	500
8100	000	Vehicle Maintenance	22,554	9,330	14,262	15,000	16,000	15,000
8110	000	Equipment Maintenance	1,037	1,166	-	5,000	7,500	5,000
8120	000	Building Maintenance	3,549	-	500	1,200	1,200	1,200
8130	000	Small Tools	454	633	-	1,500	500	1,500
8132	000	Uniform Expense/Cleaning	1,481	1,171	1,665	1,200	1,200	1,200
8134	000	Safety Clothing/Equipment	707	691	213	1,000	800	1,000
8160	000	Legal Service	-	-	-	5,000	-	-
8170	000	Professional Services	21,773	33,416	12,432	30,000	15,000	30,000
8180	000	Contract Services	94,942	10,541	16,167	100,000	60,000	100,000
8191	000	Liability & Surety Bonds	51,962	40,790	12,488	9,683	10,789	11,500
8200	000	Training Expense	-	1,196	-	1,000	500	1,000
8350	000	Bad Debt Expense	631	-	-	-	-	-
8400	000	Overhead Allocation	69,022	69,022	69,022	69,022	69,022	69,022
<OPERATIONS & MAINTENANCE>			297,527	201,080	148,805	269,055	204,611	265,822
8540	000	Automotive Equipment	-	3,563	128	200,000	-	420,000
<CAPITAL OUTLAY>			-	3,563	128	200,000	-	420,000
[210-6501] Sewer Operations Total			620,537	537,690	476,970	820,435	626,870	1,139,236

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, 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 (\$5,378).
- 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 Cartegraph software annual subscription (\$2,100). Cellular phone monthly service charge (\$2,200) and this account also pays a 25% share of 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 (\$500).
- 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).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 5% (\$11,500) share of the City's liability insurance costs. 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.

CAPITAL OUTLAY

- 8540 Automotive Equipment
Provide funds for the purchase of CNG sewer vacuum truck (\$420,000).

TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8020	Special Department Expense	34,852	5,686	9,486	30,900	30,900	30,900
8140	Utilities	35,935	42,059	42,278	60,000	40,000	60,000
8150	Telephone	1,812	2,453	-	1,200	-	-
8180	Contract Services	51,625	39,328	49,152	70,000	50,000	70,000
	<OPERATIONS & MAINTENANCE>	124,224	89,526	100,916	162,100	120,900	160,900
8520	Machinery & Equipment	18,345	18,329	18,490	20,000	20,000	20,000
	<CAPITAL OUTLAY>	18,345	18,329	18,490	20,000	20,000	20,000
[215-6115] Traffic Signals Total		142,569	107,855	119,406	182,100	140,900	180,900

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 (\$60,000).

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).

SIDEWALK & CURB MAINTENANCE

Budget Detail

215-6118

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8020	Special Department Expense	10,002	-	-	10,000	10,000	10,000
	<OPERATIONS & MAINTENANCE>	10,002	-	-	10,000	10,000	10,000
[215-6118]	Sidewalk Maintenance Total	10,002	-	-	10,000	10,000	10,000

SIDEWALK & CURB MAINTENANCE

Budget Detail

215-6118

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides for special and miscellaneous department supplies and materials for the repair and replacement of sidewalks and curbs (\$10,000).

STREET LIGHTING

Budget Detail

215-6201

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8000	Office Supplies	719	838	500	600	400	600
8020	Special Department Expense	26,013	39,345	29,007	45,500	45,500	45,500
8100	Vehicle Maintenance	8,059	8,465	5,431	7,500	5,000	7,500
8110	Equipment Maintenance	4,920	548	454	3,000	1,000	3,000
8130	Small Tools	1,904	1,364	1,124	1,000	1,000	1,000
8132	Uniform Expense/Cleaning	1,410	1,578	1,290	1,500	1,500	1,500
8134	Safety Clothing/Equipment	980	-	206	800	800	800
8140	Utilities	157,782	144,109	138,353	165,000	165,000	165,000
8170	Professional Services	8,173	3,040	3,200	6,400	6,400	31,400
8191	Liability & Surety Bonds	103,923	81,580	24,976	19,365	21,577	22,700
8200	Training Expense	-	-	-	800	400	800
	<OPERATIONS & MAINTENANCE>	313,883	280,868	204,541	251,465	248,577	279,800
8520	Machinery & Equipment	-	-	-	30,000	-	30,000
	<CAPITAL OUTLAY>	-	-	-	30,000	-	30,000
[215-6201] Street Lighting Total		313,883	280,868	204,541	281,465	248,577	309,800

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 (\$165,000).
- 8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District (\$6,400) and consulting services to perform a Lighting and Landscape Assessment District rate study including a 218 hearing (\$25,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 10% share of the City's liability insurance costs. The remaining portions are paid out of General Fund (60%), Water Fund (25%) and Sewer Fund (5%).
- 8200 Training Expense
Provides for training seminars and workshops related to street lighting systems (\$800).

CAPITAL OUTLAY

- 8520 Machinery & Equipment
Provides funds for boom truck upgrades (\$30,000).

STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	95,810	94,350	190,029	196,498	184,300	118,738
7020	Overtime	767	3,790	2,487	1,500	5,550	3,000
7040	Holiday	441	-	-	-	132	-
7070	Leave Buyback	743	4,000	2,353	1,500	3,099	3,000
7100	Retirement	17,103	13,339	26,729	32,554	31,900	20,372
7108	Deferred Compensation	-	-	194	200	92	101
7110	Workers Compensation	3,987	5,670	15,317	11,374	17,850	13,164
7130	Group Health Insurance	11,927	10,856	18,302	22,716	20,050	13,608
7131	Retiree Health Insurance	14,933	15,017	14,958	-	16,200	-
7140	Vision Insurance	397	360	577	720	680	432
7150	Dental Insurance	1,489	1,294	2,053	2,700	2,350	1,620
7160	Life Insurance	180	161	304	558	310	335
7170	FICA - Medicare	1,285	1,417	2,623	2,871	2,800	1,765
<WAGES & BENEFITS>		149,061	150,254	275,926	273,191	285,313	176,135
8000	Office Supplies	101	-	-	500	250	500
8010	Postage	-	-	-	50	50	50
8020	Special Department Expense	5,640	8,634	8,116	15,000	5,000	15,000
8040	Advertising	200	-	-	200	200	200
8060	Dues & Memberships	170	170	-	400	400	400
8090	Conference & Meeting Expense	-	-	-	200	200	200
8100	Vehicle Maintenance	16,923	5,019	6,864	15,000	5,500	15,000
8110	Equipment Maintenance	-	1,741	3,842	3,000	1,000	3,000
8130	Small Tools	3,552	2,766	2,257	3,000	1,500	3,000
8132	Uniform Expense/Cleaning	2,098	1,369	2,749	2,100	2,100	2,100
8134	Safety Clothing/Equipment	1,660	1,800	374	1,600	500	1,600
8170	Professional Services	28,558	6,439	9,101	15,000	5,000	15,000
8180	Contract Services	156,515	159,672	192,021	200,000	200,000	230,000
8181	Contracted Tree Planting	10,000	273	7,118	10,000	10,000	10,000
8200	Training Expense	-	-	310	800	800	800
8400	Overhead Allocation	83,596	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		309,011	187,883	232,752	266,850	232,500	296,850
9181	Removal/Replacement Tree Program	-	-	-	-	-	120,000
<CAPITAL OUTLAY>		-	-	-	-	-	120,000
[215-6310] Street Trees Total		458,072	338,137	508,678	540,041	517,813	592,985

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).
- 8010 Postage
Provide funds for postage (\$50).
- 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).
- 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 (\$15,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$3,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).

- 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 Contracted Tree Planting
Miscellaneous tree planting (\$10,000). The charges to this account are partially offset by residents paying for the cost of the trees into a revenue account.
- 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 100 aged/distressed trees (\$80,000), plant 200 trees (100 replacement trees and 100 new trees in empty wells) (\$70,000).

MEDIAN STRIPS

Budget Detail

215-6416

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8020	Special Department Expense	4,156	3,499	3,375	3,500	3,500	3,500
8180	Contract Services	61,415	60,148	60,148	60,500	40,000	60,500
	<OPERATIONS & MAINTENANCE>	65,571	63,647	63,523	64,000	43,500	64,000
[215-6416]	Median Strips Total	65,571	63,647	63,523	64,000	43,500	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	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	207,485	264,465	310,836	279,595	228,940	306,462
7020	Overtime	2,049	1,993	4,748	2,500	4,800	3,000
7040	Holiday	580	544	224	-	-	-
7070	Leave Buyback	2,325	3,679	2,998	2,000	3,000	3,000
7100	Retirement	37,342	34,077	39,660	39,651	37,700	54,271
7108	Deferred Compensation	381	306	432	539	340	371
7110	Workers Compensation	7,888	13,490	25,558	15,987	22,060	32,952
7120	Disability Insurance		1,660	-	-	-	-
7122	Unemployment Insurance	1,056	-	-	-	-	-
7130	Group Health Insurance	25,128	34,269	34,757	36,969	32,400	39,003
7131	Retiree Health Insurance	16,360	16,453	16,388	-	17,800	-
7140	Vision Insurance	726	1,054	1,127	1,164	1,020	1,236
7150	Dental Insurance	2,763	2,799	3,817	4,365	3,540	4,635
7160	Life Insurance	387	382	597	902	430	958
7170	FICA - Medicare	2,838	3,630	4,299	4,090	3,500	4,487
	<WAGES & BENEFITS>	307,307	378,803	445,441	387,762	355,530	450,375
8000	Office Supplies	1,321	1,973	324	1,000	710	1,000
8020	Special Department Expense	80,756	105,233	101,354	80,000	80,000	80,000
8060	Dues & Memberships	-	-	500	300	300	300
8100	Vehicle Maintenance	26,173	21,476	34,189	20,000	20,000	20,000
8110	Equipment Maintenance	7,533	8,432	9,245	6,400	5,000	6,400
8130	Small Tools	1,420	886	-	3,000	1,000	3,000
8132	Uniform Expense/Cleaning	1,177	1,986	2,361	3,000	3,000	3,000
8134	Safety Clothing/Equipment	2,199	1,112	1,976	1,750	1,050	1,750
8170	Professional Services	-	1,792	-	2,000	2,000	2,000
8180	Contract Services	138,318	4,759	22,318	80,000	80,000	80,000
8200	Training Expense	-	8	-	400	400	400
	<OPERATIONS & MAINTENANCE>	258,896	147,657	172,267	197,850	193,460	197,850
8520	Machinery & Equipment	16,445	-	-	-	-	-
8540	Automotive Equipment	7,517	29,661	95,741	160,000	-	160,000
	<CAPITAL OUTLAY>	23,962	29,661	95,741	160,000	-	160,000
[230-6116] Street Maintenance Total		590,165	556,122	713,449	745,612	548,990	808,225
230 - STATE GAS TAX TOTAL		590,165	556,122	713,449	745,612	548,990	808,225

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 after hours 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) and weed abatement (\$9,000). Citywide traffic striping maintenance (\$15,000). Outsourcing of larger sidewalk, curb & gutter projects (\$10,000). Supplement contract services (\$36,000).
- 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
Provide funds for the purchase a loader (\$160,000).

STREET TREES

Budget Detail

232-6310

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8180	Contract Services	-	-	8,390	-	-	-
	<OPERATIONS & MAINTENANCE>	-	-	8,390	-	-	-
[232-6310] Street Trees Total		-	-	8,390	-	-	-

PROP A PARK MAINTENANCE

Budget Detail

232-6417

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8020	Special Department Expense	13,116	7,907	8,809	-	4,000	-
8110	Equipment Maintenance	967	-	139	-	-	-
8140	Utilities	1,758	1,906	1,717	-	1,200	1,200
8170	Professional Services	-	-	-	-	6,640	-
8180	Contract Services	8,108	9,277	4,922	-	2,350	2,700
	<OPERATIONS & MAINTENANCE>	23,949	19,090	15,587	-	14,190	3,900
	[232-6417] Prop "A" Park Maintenance Total	23,949	19,090	15,587	-	14,190	3,900

PROP A PARK MAINTENANCE

Budget Detail

232-6417

OPERATIONS & MAINTENANCE

8140 Utilities

Provides funds for utilities for the Arroyo Park, Orange Grove, and Garfield park restrooms (\$1,200).

8180 Contract Services

Provides funds for janitorial services and unlock restrooms for the Arroyo Park, Orange Grove, and Garfield parks (\$2,700).

SEWER CAPITAL PROJECT

Budget Detail

310-6501

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	-	-	4,713	-	8,200	-
7100	Retirement	-	-	658	-	850	-
7108	Deferred Compensation	-	-	36	-	75	-
7110	Workers Compensation	-	-	206	-	530	-
7130	Group Health Insurance	-	-	346	-	490	-
7140	Vision Insurance	-	-	7	-	12	-
7150	Dental Insurance	-	-	31	-	36	-
7160	Life Insurance	-	-	4	-	10	-
7170	FICA - Medicare	-	-	60	-	150	-
	<WAGES & BENEFITS>	-	-	6,061	-	10,353	-
8020	Special Department Expense	-	-	100	-	-	-
8050	Printing/Duplicating	-	-	3,173	-	4,200	-
8170	Professional Services	-	-	378,329	-	250,000	-
	<OPERATIONS & MAINTENANCE>	-	-	381,602	-	254,200	-
[310-6501] Sewer Capital Project Total		-	-	387,663	-	264,553	-

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Tsk	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
			2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	000	Salaries - Permanent	407,755	553,697	434,558	561,037	482,600	510,551
7020	000	Overtime	12,122	23,977	39,295	-	23,000	-
7040	000	Holiday	1,122	894	356	-	-	-
7070	000	Leave Buyback	11,434	11,103	5,932	-	5,643	-
7100	000	Retirement	72,526	78,998	66,111	98,201	89,000	98,068
7108	000	Deferred Compensation	1,460	1,493	1,431	3,048	1,840	3,155
7110	000	Workers Compensation	14,454	26,133	35,833	30,419	42,940	49,628
7120	000	Disability Insurance	-	827	-	-	-	-
7130	000	Group Health Insurance	41,168	51,845	35,699	67,811	52,440	55,007
7131	000	Retiree Health Insurance	26,516	26,666	26,561	-	28,500	-
7140	000	Vision Insurance	1,247	1,670	1,221	2,172	1,780	1,764
7150	000	Dental Insurance	3,282	5,194	3,939	8,145	4,860	6,615
7160	000	Life Insurance	525	918	717	1,683	700	1,367
7170	000	FICA - Medicare	6,187	8,401	6,940	8,135	7,840	7,403
<WAGES & BENEFITS>			610,593	791,815	658,593	780,651	741,143	733,558
8000	000	Office Supplies	415	1,327	625	1,500	1,000	1,500
8010	000	Postage	9	-	-	200	50	200
8020	000	Special Department Expense	97,522	107,476	54,174	120,000	28,000	120,000
8050	000	Printing/Duplicating	439	1,403	572	2,000	500	2,000
8060	000	Dues & Memberships	110	103	55	700	500	700
8070	000	Mileage/Auto Allowance	265	573	634	-	660	-
8100	000	Vehicle Maintenance	15,233	18,843	25,702	15,000	11,000	15,000
8110	000	Equipment Maintenance	4,352	3,659	3,388	10,000	5,000	10,000
8120	000	Building Maintenance	1,404	497	500	500	500	500
8130	000	Small Tools	6,869	3,878	3,872	10,000	5,000	10,000
8132	000	Uniform Expense/Cleaning	1,713	3,573	2,735	3,500	3,500	3,500
8134	000	Safety Clothing/Equipment	1,759	2,479	967	2,500	2,500	2,500
8140	000	Utilities	8,186	7,782	7,407	10,000	10,000	10,000
8150	000	Telephone	8,714	7,872	10,661	3,000	6,000	5,000
8170	000	Professional Services	4	-	-	-	-	20,000
8180	000	Contract Services	5,335	515	-	20,000	20,000	20,000
8191	000	Liability & Surety Bonds	259,808	203,949	62,440	48,413	53,943	56,700
8200	000	Training Expense	1,150	539	1,001	4,000	4,000	2,000
8229	000	Taxes	3,219	3,281	3,358	5,000	5,000	5,000
8400	000	Overhead Allocation	117,114	117,114	117,114	117,114	117,114	117,114
<OPERATIONS & MAINTENANCE>			533,665	484,865	295,205	373,427	274,267	401,714
8530	000	Computer Equipment	-	258	-	-	-	-
8540	000	Automotive Equipment	-	-	(29)	160,000	-	160,000
8570	000	Water Sales	11	-	-	-	-	-
8572	000	Meters	4,656	742	5,074	-	-	-
8573	000	Fire Hydrants	5,477	-	12,856	-	-	-
<CAPITAL OUTLAY>			11,560	1,275	21,381	160,000	-	160,000
[500-6710] Water Distribution Total			1,155,818	1,277,956	975,179	1,314,078	1,015,410	1,295,271

WATER DISTRIBUTION

Budget Detail

500-6710

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for 5 full-time employees and partial salary of Public Works Director, 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 (\$700).
- 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.
- 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 (\$12,750) 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 (\$500).
- 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 (\$2,000) and steel toed work boots (\$1,500).
- 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 City Service Facility at 825 Mission by Southern California Edison (\$10,000).
- 8150 Telephone
Provides funds for telephone service to City Service Facility at 825 Mission and all water sites (\$5,000).
- 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 (\$20,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% (\$56,700) share of the City's liability insurance costs. The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLD (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.

CAPITAL OUTLAY

8540 Vehicles & Equipment
Clean Fuel Utility truck to replace unit #12 (1996) (\$160,000)

WATER PRODUCTION

Budget Detail

500-6711

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	386,661	322,211	291,730	300,133	312,700	360,544
7020	Overtime	20,828	21,416	24,025	-	24,000	-
7040	Holiday	4,360	3,557	3,786	-	3,500	-
7070	Leave Buyback	4,667	4,586	3,790	-	3,569	-
7100	Retirement	70,082	47,750	44,967	53,178	54,300	70,367
7108	Deferred Compensation	616	555	798	389	990	495
7110	Workers Compensation	16,661	19,027	27,019	18,535	33,100	42,014
7130	Group Health Insurance	31,345	28,640	23,253	32,145	27,040	38,949
7131	Retiree Health Insurance	26,516	26,666	26,561	-	28,600	-
7140	Vision Insurance	1,300	1,085	843	1,020	970	1,236
7150	Dental Insurance	4,523	3,690	2,954	3,825	3,560	4,635
7160	Life Insurance	624	523	442	790	470	958
7170	FICA - Medicare	5,983	5,040	4,583	4,352	5,200	5,227
<WAGES & BENEFITS>		574,168	484,746	454,751	414,367	497,999	524,425
8000	Office Supplies	1,331	1,052	549	1,500	1,500	1,500
8010	Postage	-	-	50	200	100	200
8020	Special Department Expense	56,333	41,032	27,441	250,000	25,000	14,000
8050	Printing/Duplicating	-	-	70	2,000	500	2,000
8060	Dues & Memberships	2,348	2,071	2,166	2,600	2,600	2,600
8070	Mileage/Auto Allowance	127	199	256	200	200	200
8080	Books & Periodicals	226	236	(78)	500	700	500
8100	Vehicle Maintenance	7,032	6,358	7,245	6,000	6,000	6,000
8110	Equipment Maintenance	36,360	7,045	9,753	10,500	18,000	10,500
8120	Building Maintenance	7,200	-	3,925	12,000	5,000	12,000
8130	Small Tools	118	206	-	1,000	900	1,000
8132	Uniform Expense/Cleaning	2,012	2,153	1,802	2,000	2,000	2,000
8134	Safety Clothing/Equipment	567	651	1,020	800	400	800
8140	Utilities	5,884	5,311	13,447	500	7,000	7,000
8150	Telephone	209	164	565	7,000	500	500
8152	Pumping Power	620,613	690,341	685,402	850,000	650,000	850,000
8170	Professional Services	214,174	238,805	252,474	260,000	260,000	260,000
8180	Contract Services	20,809	-	-	-	1,410	80,000
8200	Training Expense	1,505	1,163	1,030	1,500	2,510	1,500
8231	Water Purchases - Resale	44,850	139,559	35,149	100,000	50,000	100,000
8233	Watermaster Charges	1,256,684	1,590,310	779,379	1,000,000	800,000	1,000,000
8400	Overhead Allocation	205,267	205,267	205,267	205,266	205,266	205,266
<OPERATIONS & MAINTENANCE>		2,483,649	2,931,982	2,026,912	2,713,566	2,039,586	2,557,566
8520	Machinery & Equipment	18,136	-	-	-	119,800	-
8530	Computer Equipment	2,418	-	-	-	705	3,000
8540	Automotive Equipment	-	-	-	-	-	34,000
<CAPITAL OUTLAY>		20,554	-	-	-	120,505	37,000
[500-6711] Water Production Total		3,078,371	3,416,728	2,481,663	3,127,933	2,658,090	3,118,991

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for 4 full time employees and partial salary for Public Works Director, 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 Reservoir (\$3,000), chlorine analyzer solution (\$4,500), turbine oil (\$1,100), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson Reservoir (\$1,500); 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 (\$10,500).
- 8120 Building Maintenance
Install sliding gate at Westside Reservoir (\$8,000) and replace cracked & falling block wall and gate at Kolle pump house (\$4,000).
- 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 (\$500).
- 8152 Pumping Power
This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$850,000).
- 8170 Professional Services
Provides for professional services such as water quality testing (\$23,000), security services at elevated tanks and reservoirs (\$2,000), State Water Resources Control Board administration fees (\$10,000), San Gabriel Basin Water Quality Authority administrative fee (\$35,700), consultant services for preparation of the annual Consumer Confidence Report (\$4,500), Consulting Water Project Manager (\$150,800) and a Rate Study (\$20,000). SCADA system maintenance (\$14,000) has been moved to this account from 500-6711-8180.
- 8180 Contract Services
Provides for the rehabilitation of well# 2 and well#4 (\$80,000).
- 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.

CAPITAL OUTLAY

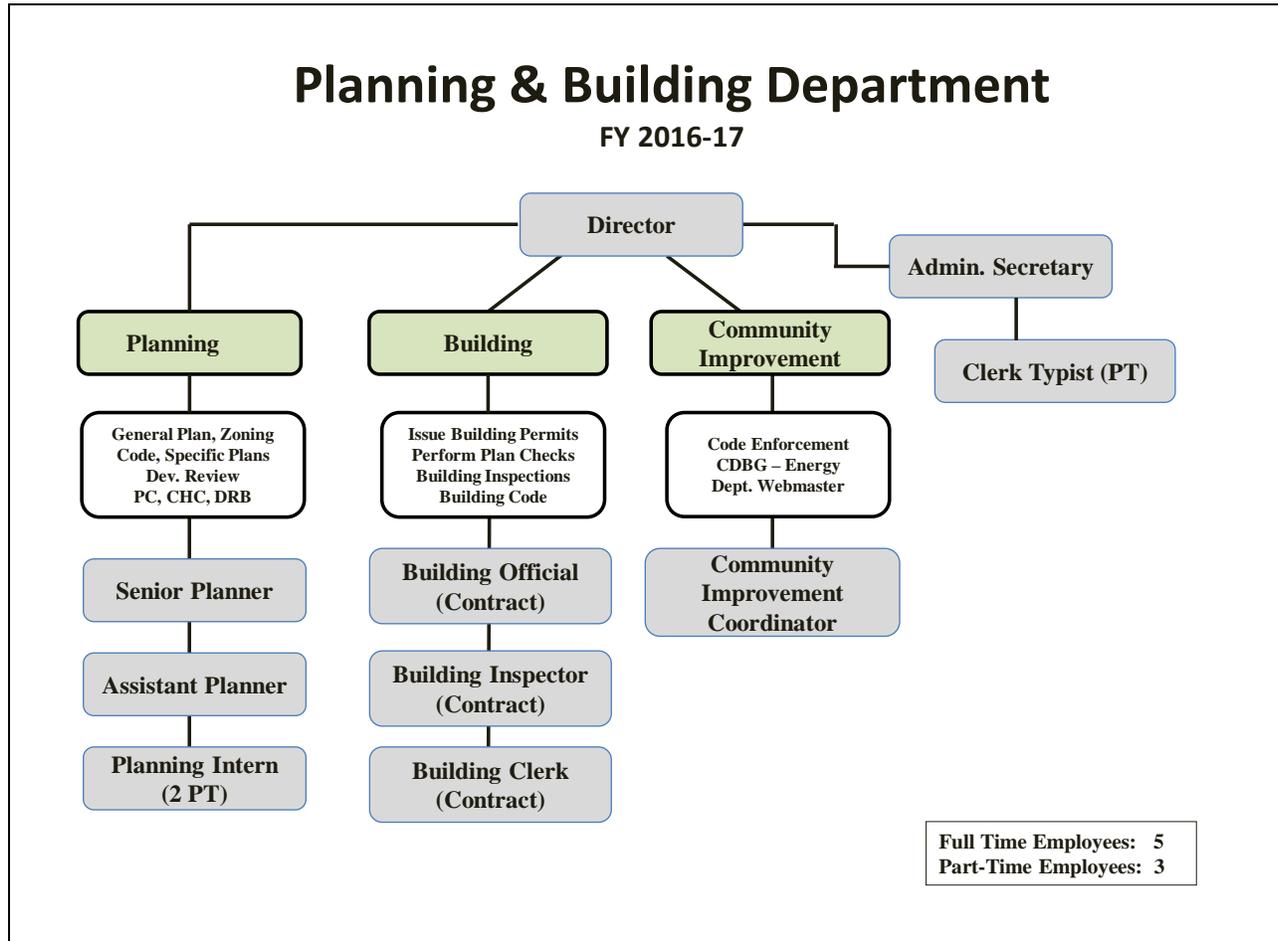
- 8530 Computer Equipment
Provide computer equipment for water division (\$3,000).
- 8540 Vehicles & Equipment
Clean Fuel Utility truck to replace unit #7 (1992) (\$34,000).

PLANNING & BUILDING Department Summary

EXPENDITURE SUMMARY	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Wages & Benefits	514,038	529,496	531,136	572,677	568,980	652,734
Operations & Maintenance	384,109	394,836	562,581	384,250	413,945	548,600
Capital Outlay	5,468	2,538	161	-	-	-
Total Expenses by Category	903,615	926,870	1,093,878	956,927	982,925	1,201,334
[101-7011] Planning & Building	898,710	911,870	1,093,878	956,927	982,925	1,101,334
[105-7011] Facilities & Equipment Replacement	-	-	-	-	-	100,000
[260-2120] Residential Rehabilitation	4,905	-	-	-	-	-
[276-7101] Historic Preservation Grant	-	15,000	-	-	-	-
Total Expenses by Program	903,615	926,870	1,093,878	956,927	982,925	1,201,334

Planning & Building Director	1
Senior Planner	1
Assistant Planner	1
Community Improvement Coordinator	1
Administrative Secretary	1
Total	5

PLANNING & BUILDING
Department Description and Authorized Positions



The Planning & Building Department provides staff services to the Planning, Cultural Heritage Commissions, and the Design Review Board. The planning staff administers land use and development regulations, processes land use permits, and undertakes long range land use planning. In addition, the Department is responsible for the planning and development review of the built environment in South Pasadena. The building staff enforces construction standards to safeguard life, health, and property by issuing permits, reviewing building plans for code compliance, and performing construction inspections. The code enforcement staff works with property owners to develop and secure compliance with the municipal codes regarding property maintenance and operations.

PLANNING & BUILDING

Budget Detail

101-7011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	358,480	375,583	365,982	389,964	382,800	425,990
7010	Salaries - Temp / Part	34,989	37,129	42,172	40,000	49,000	60,000
7020	Overtime	1,198	1,756	1,997	1,500	1,900	1,500
7070	Leave Buyback	2,994	2,560	331	1,500	-	1,500
7100	Retirement	69,222	59,411	61,837	73,894	74,840	90,341
7108	Deferred Compensation	1,082	1,175	1,213	1,206	1,290	1,347
7110	Workers Compensation	8,141	12,475	19,043	14,966	23,200	19,777
7120	Disability Insurance		-	4,455	-	-	-
7130	Group Health Insurance	27,967	28,616	23,738	37,026	24,500	38,580
7140	Vision Insurance	973	1,041	934	1,152	1,050	1,200
7150	Dental Insurance	2,528	3,265	2,918	4,320	3,200	4,500
7160	Life Insurance	466	519	509	893	520	930
7170	FICA - Medicare	5,996	5,967	6,007	6,256	6,680	7,069
	<WAGES & BENEFITS>	514,038	529,496	531,136	572,677	568,980	652,734
8000	Office Supplies	2,050	2,997	2,783	3,000	3,100	2,750
8010	Postage	5,698	5,951	9,062	8,000	5,250	8,000
8020	Special Department Expense	31,187	17,156	32,883	11,000	6,500	8,000
8040	Advertising	2,629	2,481	4,127	3,000	5,000	4,000
8050	Printing/Duplicating	3,807	2,492	2,863	2,000	3,400	4,000
8060	Dues & Memberships	1,450	2,032	1,466	1,700	1,700	1,850
8090	Conference & Meeting Expense	163	24	450	750	495	1,500
8100	Vehicle Maintenance	2,723	1,696	1,734	2,000	1,000	1,200
8110	Equipment Maintenance	5,166	7,162	6,510	1,300	4,500	1,500
8150	Telephone	665	671	-	-	-	-
8170	Professional Services	31,427	42,658	29,779	50,000	63,000	54,300
8180	Contract Services	291,591	294,190	470,924	300,000	320,000	360,000
8200	Training Expense	149	326	-	1,000	-	1,000
8257	Boards & Commissions	500	-	-	500	-	500
	<OPERATIONS & MAINTENANCE>	379,204	379,836	562,581	384,250	413,945	448,600
8530	Computer Equipment	5,468	2,538	161	-	-	-
	<CAPITAL OUTLAY>	5,468	2,538	161	-	-	-
[101-7011] Planning & Building Total		898,710	911,870	1,093,878	956,927	982,925	1,101,334

PLANNING & BUILDING

Budget Detail

101-7011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for partial compensation for the Planning & Building Director, one Senior Planner, one Assistant Planner, 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 (\$2,750).
- 8010 Postage
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees (\$8,000).
- 8020 Special Department Expense
Provides for special department supplies and services. Includes funding to pursue proactive code enforcement on substandard properties (\$1,000), production of public information materials relating to the update of the General Plan and the Mission Street Specific Plan (\$7,000).
- 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).
- 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, Zoning Code, specific plans, and other planning reports and materials (\$4,000).

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including the California Planning & Development Report (\$300). Also memberships in the American Planning Association (\$750), the California Association of Code Enforcement (\$100), International Council of Building Officials (\$500) and the California Preservation Foundation (\$200).
- 8090 Conference and Meeting Expense
Provides funds for conference registration, and meeting expenses. One-time increase to allow staff to attend the annual conference of the California Chapter of the American Planning Association, which is in Pasadena in October, 2016 (\$1,500).
- 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 court reporter services for ADA accommodations (\$20,000), a contingency for professional planning services (\$10,000); and GIS systems maintenance (\$16,500); addition of Community View GIS module, which will allow the public to access GIS data from the website (\$6,000); and update of the historic preservation GIS data layer to reflect the update of the cultural heritage inventory currently underway (\$1,800).
- 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 (\$355,000). Increase due to higher plan check fees, and a one-time \$5,000 increase for triennial update of the building codes late 2016.
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions taken by employees on city time (\$1,000).
- 8257 Board & Commissions
Provides funds for training and support of the activities of the Planning Commission, Design Review Board, and Cultural Heritage Commission (\$500).

FACILITIES & EQUIPMENT REPLACEMENT

Budget Detail

105-7011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8170	Professional Services	-	-	-	-	-	100,000
105 - FACILITIES & EQUIP. REPLACEMENT TOTAL		92,552	-	-	-	-	100,000

FACILITIES & EQUIPMENT REPLACEMENT

Budget Detail

105-7011

OPERATIONS & MAINTENANCE

8170 Professional Services
Provides funds for the General Plan Update (\$100,000).

RESIDENTIAL REHABILITATION

Budget Detail

260-2120

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8180	Contract Services	4,905	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	4,905	-	-	-	-	-
[260-2120]	Residential Rehabilitation Total	4,905	-	-	-	-	-

HISTORIC PRESERVATION GRANT

Budget Detail

276-7011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8170	Professional Services	-	15,000	-	-	-	-
	<OPERATIONS & MAINTENANCE>	-	15,000	-	-	-	-
[276-7011] Planning & Building Total		-	15,000	-	-	-	-
276 - HISTORIC PRESERVATION GRANT TOTAL		-	15,000	-	-	-	-

LIBRARY

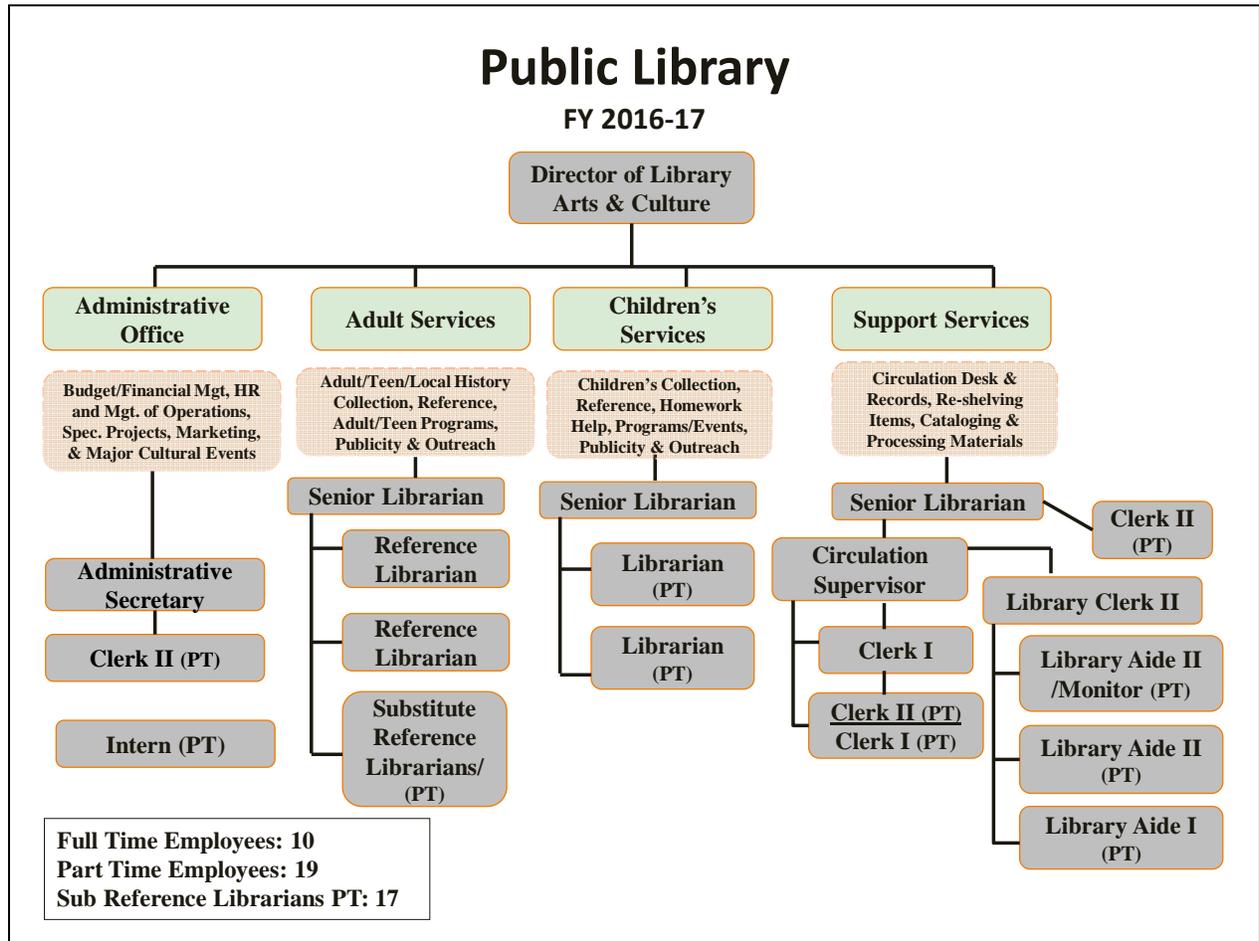
Department Summary

EXPENDITURE SUMMARY	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
Wages & Benefits	1,067,194	1,128,827	1,152,599	1,223,185	1,112,697	1,253,010
Operations & Maintenance	363,188	369,790	381,241	358,092	351,665	413,146
Capital Outlay	6,541	-	-	-	-	40,000
Total Expenses by Category	1,436,922	1,498,617	1,533,840	1,581,277	1,464,362	1,706,156
[101-8011] Library	1,436,922	1,498,617	1,533,840	1,574,832	1,457,917	1,706,156
[280-8016] Public Library Fund Grant	-	-	-	6,445	6,445	-
Total Expenses by Program	1,436,922	1,498,617	1,533,840	1,581,277	1,464,362	1,706,156

Director of Library, Arts, and Culture	1
Senior Librarian	3
Administrative Secretary	1
Librarian	2
Library Technical Assistant	1
Library Clerk II	1
Library Clerk I	1
Total	10

LIBRARY

Department Description and Authorized Positions



The South Pasadena Public Library exists for the educational, cultural, informational, and recreational benefit of its users of all ages. It is a service organization with a welcoming facility providing a balanced, important, attractive, and organized selection of books, e-books, DVDs, CDs, audio-books, magazines, newspapers, and other resources. It is also a community hub that conducts both wide-reaching and targeted outreach activities. The Library presents literary, historical, cinematic, theatrical, arts, musical, dramatic, and other cultural programs, events, and projects. Its public personal computers and its wireless network provide Internet access and a variety of databases, many of which are offered through the Library website, which also contains original content. The Library provides space for studying and reading, as well as venues for meetings and events, many of which are co-sponsored by the Library's array of community partners. Reference services and archives related to South Pasadena are collected, stored, maintained, and availed to the community.

Mission Statement

The South Pasadena Public Library will provide high quality, professional, and friendly services in a welcoming and accommodating environment. The Library will strive to inform, enrich, and empower every person in the community by fostering the pursuit of knowledge, the love of reading, and the greater appreciation, and support of local culture.

LIBRARY

Budget Detail

101-8011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	629,717	661,704	681,547	716,323	575,000	717,826
7010	Salaries - Temp / Part	198,215	226,587	234,436	228,000	270,000	230,000
7020	Overtime	1,912	771	1,543	1,500	2,000	1,500
7040	Holiday	323	334	355	500	250	500
7055	IOD - Non Safety	1,348	9,726	-	-	-	-
7070	Leave Buyback	5,386	6,818	2,808	8,000	19,297	10,000
7100	Retirement	135,590	115,553	118,588	148,253	132,500	160,588
7108	Deferred Compensation	1,137	1,174	1,208	2,202	1,310	1,273
7110	Workers Compensation	7,999	11,710	18,567	15,345	20,500	28,211
7120	Disability Insurance	-	-	4,927	-	-	-
7122	Unemployment Insurance	-	209	72	-	2,250	-
7130	Group Health Insurance	61,915	67,122	60,500	76,080	58,040	76,080
7140	Vision Insurance	1,770	1,956	1,761	2,400	1,800	2,400
7150	Dental Insurance	6,904	6,955	6,401	9,000	6,140	9,000
7160	Life Insurance	1,026	1,017	1,026	1,860	860	1,860
7170	FICA - Medicare	13,951	17,193	18,860	13,722	22,750	13,772
<WAGES & BENEFITS>		1,067,194	1,128,827	1,152,599	1,223,185	1,112,697	1,253,010
8000	Office Supplies	11,476	13,231	10,532	10,000	10,000	10,000
8010	Postage	6,305	1,863	3,725	3,000	4,000	5,000
8020	Special Department Expense	27,507	26,770	27,839	27,000	19,200	30,000
8030	Library Periodicals	14,286	15,262	15,650	15,000	13,500	15,000
8031	Electronic Reference	29,411	29,293	35,714	20,000	30,560	40,000
8040	Advertising	-	-	1,114	2,500	3,000	3,500
8050	Printing/Duplicating	1,297	4,748	5,205	5,000	5,000	6,000
8060	Dues & Memberships	1,823	613	840	1,500	1,720	3,000
8070	Mileage/Auto Allowance	83	169	81	1,000	400	1,000
8080	Books & Periodicals	123,287	141,394	145,411	122,047	100,000	125,000
8085	City-wide Reading Program	-	-	1,325	2,000	-	3,000
8090	Conference & Meeting Expense	1,394	424	1,475	1,500	1,220	2,000
8110	Equipment Maintenance	54,043	51,159	50,564	55,000	60,000	10,000
8120	Building Maintenance	22,236	14,716	17,902	28,000	9,520	15,500
8140	Utilities	32,420	42,331	36,905	33,000	35,000	45,000
8150	Telephone	4,425	3,993	-	-	-	-
8155	Rental/Lease	1,617	647	1,262	1,600	1,600	-
8170	Professional Services	7,315	5,695	5,724	13,000	12,000	13,146
8180	Contract Services	22,404	12,476	16,698	3,500	35,000	80,000
8200	Training Expense	-	2,000	2,131	4,000	500	3,000
8257	Boards & Commissions	1,862	3,006	1,144	3,000	3,000	3,000
<OPERATIONS & MAINTENANCE>		363,188	369,790	381,241	351,647	345,220	413,146
8530	Computer Equipment	6,541	-	-	-	-	40,000
<CAPITAL OUTLAY>		6,541	-	-	-	-	40,000
[101-8011] Library Total		1,436,922	1,498,617	1,533,840	1,574,832	1,457,917	1,706,156

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten persons. These include 1 Director of Library, Arts, and Culture, 3 Senior Librarians, 1 Administrative Secretary, 2 Librarians, 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 staff to work beyond their 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.
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue materials notifications, and inter-library loan books lent and returned to borrowing institutions. Mailing costs may be increasing but the Library will be doing more electronic distribution of messages.
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, barcode readers, promo magnets, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, book trucks, mending tape, display racks, and other miscellaneous provisions.
- 8030 Periodicals
Provides funds for the renewal of approximately 150 hard copy magazine and newspaper subscriptions (including the *Star-News*, *Los Angeles Times*, and many others), as well as for updates of reference materials, such as motor vehicle price guides and investment newsletters.
- 8031 Electronic Reference Subscriptions
Provides funds for the purchase of electronic information databases used inside and also outside the Library. Many of them are also available to the public via our website which means these can be accessed to users via their home, office, and personal computers, tablets, and smartphones. The Library subscribes to electronic databases offering a range of magazine & newspaper articles, interactive children's books to stimulate beginning readers, a national business directory, a materials ordering database, encyclopedias, an

authoritative dictionary, and others.

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print or online ads in newspapers, radio stations, and/or websites for major projects, programs, or events. Would also cover artwork, design, and printing for special project materials.
- 8050 Printing and Duplication
Provides funds for the printing and duplication of brochures, program and event calendars, newsletters, flyers, posters, archival reproductions, library card applications (in English/Chinese/Spanish), and a host of other printed materials for the public.
- 8060 Dues and Memberships
Supports membership(s) to the California Library Association, Califa, American Library Association, California Public Library Advocates, Book Club of California, and other professional organizations for the professional growth of staff and the Board of Trustees. These provide continuing education and networking opportunities, as well as support for the state and national organizations advocating and lobbying for libraries.
- 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.
- 8080 Books, Videos, and Recordings
Provides funds for the purchase of circulating books e-books, musical and book CDs, and how-to, documentary and theatrical DVDs. Annual circulation of materials exceeds 420,000. Also, includes subscription to *Freegal* for downloadable audio and video, *Freeding* for e-books, and enhanced and augmented Overdrive e-book availability. The Library will also be subscribing to an independent publisher e-book service.
- 8085 City-wide Reading Program
The library will coordinate a project to engage the community with a series of events to read and discuss an appealing literary book. Funding will also be sought from other organizations including the Friends of the South Pasadena Public Library.
- 8090 Conference and Meeting Expense
Provides funds for conference and meeting travel expenses and attendance fees for staff.
- 8110 Equipment Maintenance
For technical support, repair and maintenance of the computer system hardware and software, bibliographic database, public computers and copier, theft detection system, and support for public workstations. Includes Library's portion for digital postage meter and postal scale.
- 8120 Building Maintenance
Provides for emergency janitorial service, miscellaneous plumbing, electrical, and other repairs and supplies for the Library building. Includes \$3,000 for exterior steam cleaning and carpet cleaning, \$2,000 for elevator repairs, \$2,000 for HVAC repairs, \$2,500 for automatic door repairs, \$2,600 for miscellaneous repairs, \$3,400 for Community Room repairs.

- 8140 Electricity, Gas and Water Service
Payment of utilities for the Library. (Recent reduction due to less consumption of energy brought about by updated lighting and HVAC system upgrades.)
- 8170 Professional Services
Provides funds for institutional membership in the Southern California Library Cooperative at \$2,146, employee physicals and fingerprints of new hires, and the \$4,000 fee for Community Economic Solutions, Inc., the agency processing the tax roll for the Library Parcel Tax.
- 8180 Contract Services
Provides a portion for janitorial services contract and supplies. Provides funds for security alarm and fire alarm services. Includes approx. \$1,000 for online system maintenance and cataloging service, \$16,800 for cataloging records subscription, and \$2,532 for the theft detection system. Includes \$1,000 for the rebinding of important, out-of-print books and other materials.
- 8200 Employee Training
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted locally by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day.
- 8257 Boards/Commissions
Funds for Library Board of Trustees' attendance at annual California Public Library Advocates workshops and the California Library Association Annual Conference in Northern California, as well as printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event.

CAPITAL OUTLAY

- 8530 Computer Equipment
Includes funds estimated for first-year CENIC cost for 1 gigabit of broadband connectivity for staff and public computers and estimated costs for hardware improvements for Wi-Fi.

PUBLIC LIBRARY FUNDS GRANT

Budget Detail

280-8016

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8110	Equipment Maintenance	-	-	-	6,445	6,445	-
	<OPERATIONS & MAINTENANCE>	-	-	-	6,445	6,445	-
[280-8016] Public Library Fund Grant Total		-	-	-	6,445	6,445	-
280 - PUBLIC LIBRARY FUNDS GRANT TOTAL		-	-	-	6,445	6,445	-

COMMUNITY SERVICES

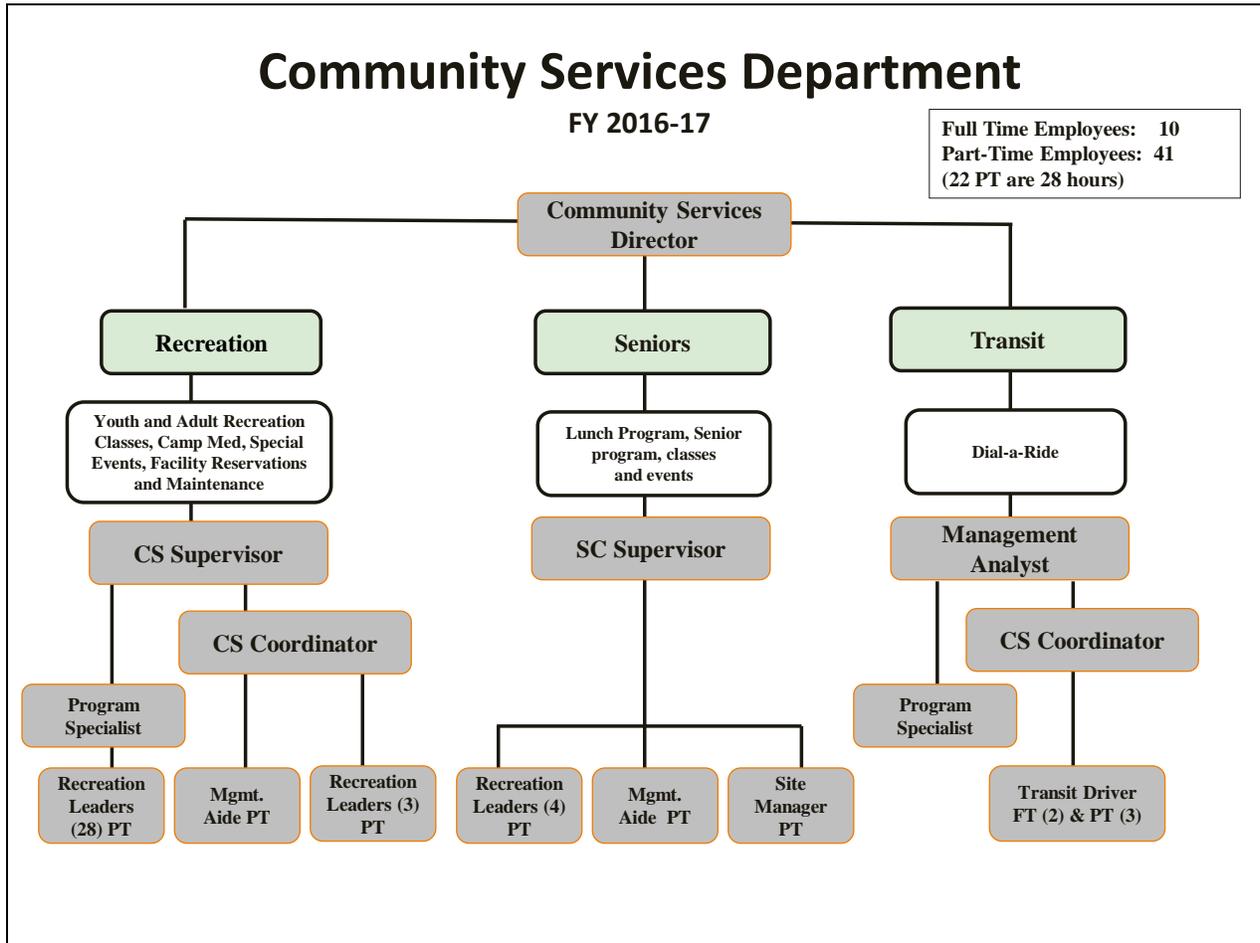
Department Summary

EXPENDITURES SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
Wages & Benefits	1,505,687	1,494,068	1,683,346	1,271,909	1,140,275	1,435,621
Operations & Maintenance	900,046	922,855	973,559	1,526,712	1,515,227	1,796,848
Capital Outlay	183,621	15,220	59,100	190,000	163,985	90,000
Total Expenses by Category	2,589,354	2,432,143	2,716,005	2,988,621	2,819,487	3,322,469
[101-8021] Senior Services	249,370	282,651	297,272	254,357	246,849	346,296
[101-8031] Community Services	195,175	213,437	279,225	290,177	278,392	301,925
[101-8032] Recreation and Youth Services	506,976	512,005	613,593	617,903	612,542	679,655
[105-8031] Facilities & Equipment Replace	-	-	-	-	-	110,000
[205-2210] Prop "A" Administration	45,616	51,694	27,719	25,543	33,580	14,997
[205-8022] Gold Link	13,832	-	-	-	-	-
[205-8024] Transit Planning	-	-	-	-	-	246,849
[205-8025] Dial-A-Ride	136,567	227,333	260,004	440,835	342,839	314,900
[207-2260] Prop "C" Administration	142,828	67,768	35,160	52,326	78,814	6,988
[207-8025] Dial-A-Ride	238,462	103,126	177,779	324,127	211,264	242,782
[260-8023] CDBG Senior Nutrition Prog	29,774	30,867	39,314	-	39,222	31,500
[275-6410] Park Maintenance	141,823	13,007	67,178	-	10,000	20,000
[295-8041] General Administration	283,879	303,293	248,251	311,798	300,574	316,000
[295-8042] Golf Course Maintenance	342,192	358,284	371,583	369,346	383,566	397,435
[295-8043] Range	48,381	54,131	67,208	68,273	64,000	43,753
[295-8044] Golf Shop	74,839	88,732	101,001	87,145	84,095	96,389
[295-8045] Food Service	139,639	125,815	130,718	146,791	133,750	153,001
Total Expenses by Program	2,589,354	2,432,143	2,716,005	2,988,621	2,819,487	3,322,469

Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Management Analyst	1
Community Services Coordinator	2
Program Specialist	2
Transit Driver	2
Total	10

COMMUNITY SERVICES

Department Description and Authorized Positions



The Community Services Department provides services within four divisions: Senior Division, Recreation and Youth Division, Community Transit and Community Services Division. The Senior Citizens Center, which is a multi-purpose facility, provides older adults educational, social, physical, nutritional and emotional services as well as city special events such as the Memorial Day Celebration. The Recreation and Youth Division operates out of the Orange Grove Recreation Center and coordinates recreational classes for children and adults, after-school and summer child care, building and park reservation, and city events such as Concerts in the Park and Doggie Day. The Community Transit operates the Dial a Ride Program. The Community Services Division provides general department oversight plus budget and grant administration, park improvements, community liaison activities and contract management of the Arroyo Seco Golf Course, Arroyo Seco Racquet Club, San Pascual Stable, All Star Batting Cages, Ironworks Museum and cell sites. The staff also provides support for the Parks and Recreation Commission, Youth Commission, and Senior Commission as well as the South Pasadena Community Fund, Community Center Ad Hoc Committee, San Pascual Stables Subcommittee and Arroyo Seco Golf Course and Racquet Center Lease Subcommittee.

SENIOR SERVICES

Budget Detail

101-8021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	67,688	74,848	75,807	35,964	31,850	76,334
7010	Salaries - Temp / Part	39,752	63,983	86,470	94,788	94,788	132,764
7020	Overtime	1,222	-	-	-	-	-
7070	Leave Buyback	1,549	1,611	30	1,000	-	2,100
7100	Retirement	17,737	15,974	18,632	17,746	15,970	21,398
7108	Deferred Compensation	680	701	722	360	400	763
7110	Workers Compensation	1,652	2,544	4,839	2,435	4,820	2,999
7122	Unemployment Insurance	-	-	294	-	-	-
7130	Group Health Insurance	8,580	8,580	7,865	4,290	4,650	8,580
7140	Vision Insurance	240	240	220	120	130	240
7150	Dental Insurance	900	900	825	450	490	900
7160	Life Insurance	108	108	108	93	55	186
7170	FICA - Medicare	1,623	3,570	4,695	1,896	4,400	3,032
<WAGES & BENEFITS>		141,729	173,060	200,507	159,142	157,553	249,296
8000	Office Supplies	2,161	4,307	3,972	3,200	3,200	3,200
8010	Postage	2,612	1,961	2,741	2,000	3,900	2,000
8020	Special Department Expense	16,319	16,713	15,857	13,200	13,100	13,200
8040	Advertising	192	820	218	200	620	400
8050	Printing/Duplicating	3,305	4,537	4,265	4,200	4,100	4,200
8060	Dues & Memberships	150	190	165	400	180	500
8090	Conference & Meeting Expense	1,341	1,224	1,179	900	875	1,000
8110	Equipment Maintenance	2,489	3,015	4,228	3,500	3,200	3,500
8120	Building Maintenance	4,177	7,001	3,394	3,600	3,251	3,600
8140	Utilities	13,368	14,399	12,686	12,500	13,575	12,500
8150	Telephone	836	865	-	-	-	-
8170	Professional Services	3,000	1,750	3,500	3,000	1,750	3,000
8180	Contract Services	40,065	36,386	25,669	29,515	24,510	29,000
8200	Training Expense	1,184	-	591	500	300	500
8264	Special Events	100	1,066	3,247	5,500	4,215	3,000
8267	Classes	13,955	12,758	13,627	12,000	11,520	15,500
8300	Lease Payment	2,388	(448)	1,426	1,000	1,000	1,900
<OPERATIONS & MAINTENANCE>		107,641	106,546	96,765	95,215	89,296	97,000
8530	Computer Equipment	-	3,045	-	-	-	-
<CAPITAL OUTLAY>		-	3,045	-	-	-	-
[101-8021] Senior Services Total		249,370	282,651	297,272	254,357	246,849	346,296

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).
- 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 office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,200).
- 8010 Postage
Provides funds for the monthly senior newsletter (\$700) and general Senior Center postal expenses (\$1,100), and membership renewals (\$200).
- 8020 Special Department Expense
Provides for department supplies, services and activities for the Senior Center including funding for the volunteer recognition program (\$1,500), event entertainment (\$4,300), event supplies (\$2,500), coffee service (\$2,400), cleaning supplies (\$1,000) and health fair (\$1,500).
- 8040 Advertising
Provide advertisement in local paper regarding events and programs (\$400).
- 8050 Printing and Duplicating
Provides funds for printing of the monthly senior newsletter (\$2,000), envelopes (\$600), printing for special events and programs (\$1,200), printing marketing post cards (\$400).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS) Senior Services Supervisor (\$300), Health Care Advocates (\$200).
- 8090 Conference and Meeting Expense
Provides funds for staff members to attend the annual California Park and Recreation Society (CPRS) conference in Northern California, March 2017, conference registration, flight and room (\$1,000).

- 8110 Equipment Maintenance
Provides funds for office equipment, fire extinguishers (\$500), kitchen fire suppression system (\$200) and WIFI service for computer lab and facility (\$2,800).
- 8120 Building Maintenance
Paper products for restrooms (\$2,300), pest control (\$300) and HVAC maintenance (\$1,000).
- 8140 Electricity, Gas & Water Utilities
Provides funds for utility services to Senior Citizens Center (\$12,500).
- 8170 Professional Services
Agreement with licensed social worker to serve as field supervisor for the mental health program (\$3,000).
- 8180 Contract Services
Provide funds for fire (\$300) and security system maintenance (\$1,200), senior meals not covered by Community Block Grant (CDBG) contract (\$27,500).
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions (\$500).
- 8264 Excursions/ Special Events
Provides funds for senior excursions entrance and/or tour fee and box lunch for twelve trips (\$3,000).
- 8267 Classes
Provides for payment to contract instructors for senior classes with a fee, this in addition to free classes offered to members (\$15,500).
- 8300 Lease Payment
Provides for a portion of the postage meter lease (\$1,900).

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	115,314	128,152	172,464	170,116	166,950	175,255
7010	Salaries - Temp / Part	8,128	7,624	7,601	10,500	8,235	10,500
7020	Overtime	(290)	(2,228)	(3,054)	2,000	(1,165)	2,000
7070	Leave Buyback	3,086	3,098	178	3,000	783	3,000
7100	Retirement	21,738	19,984	27,012	31,401	31,500	34,204
7108	Deferred Compensation	699	828	1,153	1,140	1,230	1,126
7110	Workers Compensation	2,357	3,686	7,765	5,651	9,030	7,822
7122	Unemployment Insurance	-	4,116	-	-	-	-
7130	Group Health Insurance	7,890	11,123	12,363	15,222	14,500	13,935
7140	Vision Insurance	305	225	228	456	320	420
7150	Dental Insurance	1,205	758	1,076	1,710	1,190	1,575
7160	Life Insurance	162	133	206	353	210	326
7170	FICA - Medicare	2,141	2,304	2,840	2,648	3,100	2,722
	<WAGES & BENEFITS>	162,734	179,804	229,832	244,197	235,883	252,885
8000	Office Supplies	1,345	1,235	1,385	1,500	1,200	1,500
8010	Postage	1,032	779	1,150	1,000	1,000	1,000
8020	Special Department Expense	7,259	5,290	15,449	10,500	10,100	10,500
8040	Advertising	317	456	312	150	124	150
8050	Printing/Duplicating	497	157	336	400	400	400
8060	Dues & Memberships	615	1,010	770	920	940	920
8090	Conference & Meeting Expense	1,666	1,892	2,386	2,200	1,000	3,900
8110	Equipment Maintenance	463	98	632	6,960	5,755	6,960
8120	Building Maintenance	9,028	11,730	9,958	14,750	12,000	14,750
8140	Utilities	1,264	1,299	1,016	1,100	1,050	1,100
8150	Telephone	2,617	2,304	-	-	-	-
8180	Contract Services	3,220	3,224	4,213	5,450	5,550	7,110
8200	Training Expense	115	995	488	250	100	250
8264	Special Events	9	-	10,000	-	1,990	-
8300	Lease Payment	2,994	1,616	1,298	800	1,300	500
	<OPERATIONS & MAINTENANCE>	32,442	32,085	49,393	45,980	42,509	49,040
8530	Computer Equipment	-	1,548	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-8031] Community Services Total		195,175	213,437	279,225	290,177	278,392	301,925

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director and Community Services Coordinator
- 7010 Wages - Seasonal/Part-Time Employees
Provides funds for Recreation Leader for reservations
- 7020 Overtime
Provides for overtime pay for special events for staff to work beyond the regular work day
- 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 office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,500).
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$1,000).
- 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), War Memorial Building rolling mirror (\$1,600), Concert street banner & park banner (\$2,000), department staff shirts (\$400), expense for key duplication (\$200), and shelving units for Orange Grove Lower Level (\$1,000).
- 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) (\$400).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$475), NRPA (\$165), CPRS (\$170), SCMAF (\$110).

- 8090 Conference & Meetings Expenses
Provides funds for Community Services Director and Coordinator to attend the annual California Park and Recreation Society (CPRS) conference in March 2017 (Nor Cal) (\$2,500), CPRS monthly meetings, CPSI Playground Safety Certification for Coordinator (\$1,200), and other relevant meetings (\$200).
- 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), repair/replace facility tables & chairs (\$2,000), refrigerator and microwave for Orange Grove lower level (\$1,000), replace event storage containers for Orange Grove lower level (\$1,000), War Memorial Building semi-annual range hood cleaning (\$735), replace concert stage banner (\$1,000), and Piano tuning and maintenance (\$375).
- 8120 Building Maintenance
Provides for quarterly War Memorial Building wood floor resurfacing (\$7,000), heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), general repairs (\$800), clean drapes for WMB (\$1,750), and contract maintenance at Youth House (\$1,000).
- 8140 Electricity & Gas Utilities
Provides funds for utility services at Garfield Youth House (\$1,100).
- 8180 Contract Services
Provides funds for the security & fire alarm for Youth House (\$1,450), pest control (\$800), temporary staff assistance as needed (\$550), fire alarm at War Memorial Building (\$750), security Alarm at War Memorial Building (\$1,200), servicing of facility kitchen appliances (\$1,250), and Sportsman Recreation Software annual licensing (\$1,110)
- 8200 Training Expense
Provides funds for job related training seminars and materials (\$250).
- 8300 Lease Payment
Provides partial funds for annual postage meter (\$500).

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	47,269	79,265	116,992	116,705	90,560	124,774
7010	Salaries - Temp / Part	164,431	166,020	187,394	177,060	201,550	224,222
7020	Overtime	1,510	-	-	1,200	550	1,500
7070	Leave Buyback	5,248	-	28	1,000	-	2,100
7100	Retirement	21,005	17,898	20,470	36,856	30,500	26,072
7108	Deferred Compensation	489	635	730	706	800	749
7110	Workers Compensation	3,985	6,547	12,877	7,622	14,700	9,419
7120	Disability Insurance	-	-	-	-	2,028	-
7122	Unemployment Insurance	1,571	(935)	4,306	-	-	-
7130	Group Health Insurance	5,625	5,767	9,136	16,080	9,980	16,080
7140	Vision Insurance	161	320	440	480	480	480
7150	Dental Insurance	-	900	1,500	1,800	1,800	1,800
7160	Life Insurance	83	99	189	372	220	372
7170	FICA - Medicare	7,721	10,293	13,246	4,277	12,940	5,082
	<WAGES & BENEFITS>	259,101	286,810	367,308	364,158	366,108	412,650
8000	Office Supplies	1,929	2,364	2,218	2,500	2,100	2,500
8010	Postage	1,228	778	628	500	510	500
8020	Special Department Expense	34,643	28,796	7,428	10,500	10,100	10,500
8040	Advertising	802	336	777	800	775	1,150
8050	Printing/Duplicating	1,903	439	-	250	250	250
8060	Dues & Memberships	220	331	315	315	315	315
8090	Conference & Meeting Expense	-	2,016	3,794	3,150	2,245	3,650
8110	Equipment Maintenance	1,282	1,337	2,136	850	750	850
8120	Building Maintenance	8,885	8,663	11,547	9,300	8,100	9,300
8180	Contract Services	18,617	15,923	13,712	20,155	15,500	20,355
8200	Training Expense	203	270	325	200	324	300
8264	Special Events	27,904	26,723	26,809	44,050	44,000	49,700
8267	Classes	147,089	133,750	139,390	113,750	113,390	120,250
8268	Camp Services	-	385	35,952	46,925	46,925	47,125
8300	Lease Payment	1,594	1,616	1,254	500	1,150	260
	<OPERATIONS & MAINTENANCE>	246,299	223,727	246,285	253,745	246,434	267,005
8530	Computer Equipment	1,577	1,469	-	-	-	-
	<CAPITAL OUTLAY>	1,577	1,469	-	-	-	-
[101-8032] Recreation and Youth Services Total		506,976	512,005	613,593	617,903	612,542	679,655

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Youth Services Supervisor, and Program Specialist.
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Recreation Division Recreation Leaders and Management Aide.
- 7020 Overtime
Provides overtime pay for after-hour /weekend related events to recreation.
- 7070 Leave Buyback
Provides funds for staff that opt to sell back hours of their leave balance.

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).
- 8020 Special Department Expense
Cleaning supplies (\$300), replacement of canopies (\$2,500), new and replacement of banners (\$3,000), Youth Commission event (\$1,500), mileage reimbursement (\$500), replacement of basketball court nets (\$100), staff shirts (\$500), replenishment of first aid kits for special events (\$100), and special event equipment (\$2,000).
- 8040 Advertising
Provides funds to promote recreation programs and events, staff recruitments (\$150), and special events promotion: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, Doggy Day, and Concerts in the Park (\$1,000).
- 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 (\$315).
- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference in Northern California, and to attend relevant professional organization meeting. Includes annual conference registration for Community Services Supervisor and Program Specialist including lodging and travel (\$2,000), local and regional professional development meetings/trainings (\$150), and annual Maintenance School (\$1,500).

- 8110 Equipment Maintenance
Provides funds for office equipment maintenance including credit card (\$250), copy (\$350) and fax machine (\$250).
- 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), and replacement of dugout benches (\$6,000).
- 8180 Contract Services
Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$4,900), fire alarm service for Recreation Center (\$520), security system for Recreation Center (\$900), temporary vacation staff assistance (\$800), Skate Park repairs (\$12,125), and annual maintenance of Sportsman (\$1,110).
- 8200 Training Expense
Provides funds for staff training (\$300).
- 8264 Special Events
Provides funds for South Pasadena Doggy Day (\$750), Spring Eggstravaganza (\$5,000), Community Baseball Night (\$2,500), Movies in the Park (\$4,000), Shakespeare in the Park (\$1,000), Walk/Bike to School (\$1,350), Halloween (\$3,500), Breakfast with Santa (\$3,000), Recreation Division special events supplies (\$2,100), Snow Day (\$12,000), and National Night Out (\$1,500). Revenue received for some events. Provides funds for the annual summer concerts in the Park series, this program is funded with community donations. Summer 2016 concerts (\$6,500) and summer 2017 concerts (\$6,500).
- 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 \$185,000 next year. 65% of which is paid to the contracted instructors (\$120,250).
- 8268 Camp Med
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$10,500). Summer pool usage (\$2,100), water service (\$150), snacks (\$4,000), program supplies (\$2,500), Camp Med t-shirts (\$1,850), middle school camp program (\$4,000). Provides funds to promote after school care and summer programs (\$300), printing for day care program (\$600), carpet cleaning (\$600), camp med supplies and activities (\$5,000). Provides funds for required First Aid/CPR training for staff (\$1,200), California Park & Recreation trainings for part-time staff (\$1,900), purchase tables and chairs (\$1,500), purchase new cubbies (\$600), purchase GYM mats (\$3,000), Parent Night (\$1,000), annual licensing for MPLC & BMI (\$910), Internet (\$1,000), mileage reimbursement (\$350), first aid supplies (\$1,900), monthly special events (\$1,000), Volunteen Shirts (\$350), staff sweatshirts (\$500), purchase of new movies/DVD's (\$315).
- 8300 Lease Payment
Provides for a portion of postage machine (\$260).

FACILITIES EQUIPMENT & REPLACEMENT

Budget Detail

105-8031

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8170	Professional Services	-	-	-	-	-	110,000
	<OPERATIONS & MAINTENANCE>	-	-	-	-	-	110,000
105 - FACILITIES & EQUIP. REPLACEMENT TOTAL			-	-	-	-	110,000

FACILITIES EQUIPMENT & REPLACEMENT

Budget Detail

105-8031

OPERATIONS & MAINTENANCE

8170 Professional Services

To provide funds to conduct a city facility assessment of nine City facilities to determine the capital needs to maintain and preserve the infrastructure (\$110,000).

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

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	26,299	24,489	5,532	9,527	9,600	11,264
7020	Overtime	35	35	-	-	2	-
7070	Leave Buyback	571	464	-	-	-	-
7100	Retirement	4,758	3,606	1,185	1,688	1,620	2,198
7108	Deferred Compensation	229	193	71	89	91	105
7110	Workers Compensation	655	759	378	364	540	530
7130	Group Health Insurance	2,047	1,871	368	631	572	631
7131	Retiree Health Insurance	2,324	9,441	9,404	-	10,000	-
7140	Vision Insurance	32	31	6	19	13	19
7150	Dental Insurance	152	146	30	72	44	72
7160	Life Insurance	27	24	8	15	8	15
7170	FICA - Medicare	597	363	110	138	140	163
	<WAGES & BENEFITS>	37,726	41,421	18,279	12,543	22,630	14,997
8060	Dues & Memberships	1,550	3,000	1,550	3,000	3,000	-
8250	Bus Pass Subsidy	6,340	7,273	7,890	10,000	7,950	-
	<OPERATIONS & MAINTENANCE>	7,890	10,273	9,440	13,000	10,950	-
[205-2210] Prop "A" Administration Total		45,616	51,694	27,719	25,543	33,580	14,997

<p style="text-align: center;">PROP “A” – LOCAL TRANSIT ADMINISTRATION</p> <p>Budget Detail 205-2210</p>
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PERSONNEL SERVICES

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

Gold Link Grant

Budget Detail

205-8022

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7122	Unemployment Insurance	12,778	-	-	-	-	-
	<WAGES & BENEFITS>	12,778	-	-	-	-	-
8150	Telephone	1,054	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	1,054	-	-	-	-	-
[205-8022]	Gold Link Total	13,832	-	-	-	-	-

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7000	Salaries - Permanent	-	-	-	-	-	22,525
7100	Retirement	-	-	-	-	-	4,396
7108	Deferred Compensation	-	-	-	-	-	225
7110	Workers Compensation	-	-	-	-	-	1,072
7130	Group Health Insurance	-	-	-	-	-	1,287
7140	Vision Insurance	-	-	-	-	-	36
7150	Dental Insurance	-	-	-	-	-	135
7160	Life Insurance	-	-	-	-	-	28
7170	FICA - Medicare	-	-	-	-	-	327
	<WAGES & BENEFITS>	-	-	-	-	-	30,031
8020	Misc. Supplies - Parking	-	-	-	-	-	3,000
8060	Dues & Memberships	-	-	-	-	-	6,000
8061	HOA Dues	-	-	-	-	-	32,041
8180	Contract Services	-	-	-	-	-	75,776
8250	Bus Pass Subsidy	-	-	-	-	-	10,000
	<OPERATIONS & MAINTENANCE>	-	-	-	-	-	126,817
8540	Automotive Equipment	-	-	-	-	-	90,000
	<CAPITAL OUTLAY>	-	-	-	-	-	90,000
[205-8024] Transit Planning Total		-	-	-	-	-	246,848

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000), additional funding is in the Mission Meridian Public Garage account.
- 8060 Dues & Memberships
Provides funds for a portion of membership to the San Gabriel Valley Council of Government (SGVCOG) (\$3,000). Provides funds for a portion of membership dues for the San Gabriel Valley Council of Government (SGVCOG) (\$1,550) and the Southern California Association of Governments (SCAG) (\$1,450).
- 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).
- 8180 Contract Services
Buses for City excursions. Increase in funds due to additional excursions (\$32,475). Janitorial services for the Mission Meridian Village Parking Garage by Avalon Property Services (\$8,301). Provide funds for bus stops maintenance costs (\$35,000).
- 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 a CNG paratransit passenger van for Dial-A-Ride (\$90,000).

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7000	Salaries - Permanent	61,046	4,483	(914)	35,964	32,600	90,398
7010	Salaries - Temp / Part	11,622	115,870	116,808	150,000	69,400	90,000
7020	Overtime	16,542	989	-	-	-	1,500
7055	IOD - Non Safety	1,730	-	-	-	-	-
7100	Retirement	12,312	7,395	4,701	24,372	19,500	12,092
7108	Deferred Compensation	-	-	-	360	375	-
7110	Workers Compensation	1,726	4,529	5,228	3,540	5,390	11,734
7120	Disability Insurance	9,111	-	-	-	-	-
7122	Unemployment Insurance	-	10,294	-	-	-	-
7130	Group Health Insurance	10,786	-	-	4,290	4,000	15,000
7131	Retiree Health Insurance	7,064	-	-	-	-	-
7140	Vision Insurance	400	-	-	120	120	480
7150	Dental Insurance	1,307	-	-	450	450	1,800
7160	Life Insurance	189	-	-	93	54	372
7170	FICA - Medicare	1,643	5,924	6,340	2,696	1,520	2,616
	<WAGES & BENEFITS>	135,477	149,484	132,163	221,885	133,409	225,992
8000	Office Supplies	-	2,770	960	2,000	2,000	2,000
8010	Postage	-	509	728	650	1,000	1,000
8020	Special Department Expense	85	7,038	7,184	6,000	5,100	12,500
8040	Advertising	-	144	324	500	200	500
8050	Printing/Duplicating	-	801	2,030	2,000	1,230	4,000
8060	Dues & Memberships	-	-	-	-	-	700
8090	Conference & Meeting Expense	-	-	-	-	-	1,000
8100	Vehicle Maintenance	1,005	40,125	20,788	33,000	31,000	38,400
8105	Fuel	-	3,982	4,360	8,000	3,000	6,000
8132	Uniform Expense/Cleaning	-	1,475	64	2,000	1,500	2,000
8180	Contract Services	-	8,682	28,950	31,750	31,750	17,110
8200	Training Expense	-	529	2,054	1,800	1,400	1,800
8300	Lease Payment	-	1,616	1,299	1,250	1,250	1,898
	<OPERATIONS & MAINTENANCE>	1,090	68,691	68,741	88,950	79,430	88,908
8530	Computer Equipment	-	9,158	-	45,000	45,000	-
8540	Automotive Equipment	-	-	59,100	85,000	85,000	-
	<CAPITAL OUTLAY>	-	9,158	59,100	130,000	130,000	-
[205-8025] Dial-A-Ride Total		136,567	227,333	260,004	440,835	342,839	314,900

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides funds for two full-time Transit Drivers
- 7010 Regular Salaries
Provides funds for part time Transit Drivers
- 7020 Overtime
Provides overtime pay for after-hours relating to transit.

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. Increase due to promotional mailers (\$1,000).
- 8020 Special Department Expense
Provides for vehicle cleaning supplies, minor equipment for vans, DMV pull notice program, and DMV physicals for drivers, fire extinguisher maintenance, and random drug testing. Increase in funds due to the purchase of required equipment for two new vehicles (\$12,500).
- 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. Increase due to additional promotional materials (\$4,000).
- 8060 Dues & Memberships
Provides funds for the purchase of three memberships to The Community Transportation Association of America (CTAA) (\$700).
- 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 two 2006 and three 2012 MV-1 utility vehicle (\$27,000), CNG Station repairs and monthly maintenance (\$5,400) and van and vehicle cleaning (\$6,000).

- 8105 Fuel
Fuel to operate Community Transit vehicles 5 CNG vehicles (\$6,000).
- 8132 Uniform Maintenance
Provides for the purchase and replacement of uniforms and jackets (\$2,000).
- 8180 Contract Services
Annual Maintenance for data management system (\$10,000) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,110) Mobile data plan for five tablets (\$3,000).
- 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).

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

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7000	Salaries - Permanent	43,283	27,432	3,621	4,461	5,230	5,257
7010	Salaries - Temp / Part		-	244	-	-	-
7020	Overtime	35	-	-	-	2	-
7070	Leave Buyback	925	846	-	-	-	-
7100	Retirement	7,803	4,165	813	791	740	1,026
7108	Deferred Compensation	397	238	49	38	49	45
7110	Workers Compensation	1,052	903	253	162	240	244
7130	Group Health Insurance	3,130	1,866	215	287	255	287
7131	Retiree Health Insurance	1,862	-	2,576	-	6,820	-
7140	Vision Insurance	54	30	4	10	6	10
7150	Dental Insurance	231	142	17	36	18	36
7160	Life Insurance	41	29	5	7	4	7
7170	FICA - Medicare	840	415	76	65	64	76
	<WAGES & BENEFITS>	59,653	36,066	7,873	5,857	13,428	6,988
8020	Misc. Supplies - Parking	-	-	-	3,000	1,500	-
8060	Dues & Memberships	3,000	3,000	3,000	3,000	3,000	-
8061	HOA Dues	20,400	20,400	18,700	32,168	18,600	-
8180	Contract Services	8,054	8,301	5,587	8,301	8,301	-
	<OPERATIONS & MAINTENANCE>	31,454	31,701	27,287	46,469	31,401	-
8540	Automotive Equipment	51,721	-	-	-	33,985	-
	<CAPITAL OUTLAY>	51,721	-	-	-	33,985	-
[207-2260] Prop "C" Administration Total		142,828	67,768	35,160	52,326	78,814	6,988

PROP “C” – LOCAL TRANSIT ADMINISTRATION
Budget Detail 207-2260

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the Management Analyst and CS 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	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	(5,135)	64,292	96,934	190,038	150,120	174,379
7010	Salaries - Temp / Part	148,109	5,566	2,713	-	181	-
7020	Overtime	3,153	4,883	777	2,500	2,700	2,500
7040	Holiday	-	84	105	-	-	-
7055	IOD - Non Safety	-	411	-	-	-	-
7070	Leave Buyback	-	-	1,515	-	583	-
7100	Retirement	13,286	9,523	10,723	23,897	22,900	19,579
7110	Workers Compensation	5,528	1,854	7,573	9,596	8,440	17,246
7120	Disability Insurance	-	2,740	32,515	-	-	-
7130	Group Health Insurance	-	11,142	20,537	30,000	22,100	22,500
7131	Retiree Health Insurance	5,659	-	-	-	-	-
7140	Vision Insurance	-	383	638	960	710	720
7150	Dental Insurance	-	900	1,587	3,600	990	2,700
7160	Life Insurance	-	108	234	744	160	558
7170	FICA - Medicare	4,574	1,241	1,928	2,792	2,380	2,600
<WAGES & BENEFITS>		175,174	103,126	177,779	264,127	211,264	242,782
8000	Office Supplies	2,134	-	-	-	-	-
8010	Postage	507	-	-	-	-	-
8020	Special Department Expense	5,770	-	-	-	-	-
8050	Printing/Duplicating	327	-	-	-	-	-
8100	Vehicle Maintenance	39,534	-	-	-	-	-
8105	Fuel	9,197	-	-	-	-	-
8132	Uniform Expense/Cleaning	1,436	-	-	-	-	-
8150	Telephone	-	-	-	-	-	-
8180	Contract Services	1,003	-	-	-	-	-
8200	Training Expense	1,170	-	-	-	-	-
8300	Lease Payment	2,209	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		63,287	-	-	-	-	-
8520	Machinery & Equipment	-	-	-	60,000	-	-
<CAPITAL OUTLAY>		-	-	-	60,000	-	-
[207-8025] Dial-A-Ride Total		238,462	103,126	177,779	324,127	211,264	242,782

PROP “C” – DIAL A RIDE

Budget Detail

207-8025

PERSONNEL SERVICES

7000 Full time Salaries

Provides funds for Community Services Coordinator, Management Analyst, and Program Specialist.

7020 Overtime

Provides overtime pay for after-hours relating to transit.

CDBG Senior Nutrition Program

Budget Detail

260-8023

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
8180	Contract Services	29,774	30,867	39,314	-	39,222	31,500
	<OPERATIONS & MAINTENANCE>	29,774	30,867	39,314	-	39,222	31,500
[260-8023] CDBG Senior Nutrition Prog Total		29,774	30,867	39,314	-	39,222	31,500

CDBG Senior Nutrition Program

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides about 30% of the funds for contract catering of hot lunch/nutrition program. This number varies year-to-year dependent on the actual Block Grant allocation, and number of meals served (\$31,500).

Park Maintenance

Budget Detail

275-6410

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8170	Professional Services	11,500	13,007	67,178	-	10,000	20,000
	<OPERATIONS & MAINTENANCE>	11,500	13,007	67,178	-	10,000	20,000
8520	Machinery & Equipment	130,323	-	-	-	-	-
	<CAPITAL OUTLAY>	130,323	-	-	-	-	-
[275-6410] Park Maintenance Total		141,823	13,007	67,178	-	16,005	20,000
275 - PARK IMPACT FEES TOTAL		141,823	13,007	67,178	-	16,005	20,000

Budget Detail	Park Maintenance	275-6410
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OPERATIONS & MAINTENANCE

8170 Professional Services
Construction of Demonstration Garden at 1028 Magnolia Street (\$20,000).

Arroyo Seco Golf Course – Administration

Budget Detail

295-8041

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	79,000	67,942	46,000	-	-	-
7110	Workers Compensation	2,894	2,962	4,040	-	-	-
7130	Group Health Insurance	966	-	-	-	-	-
7170	FICA - Medicare	11,682	13,712	12,494	-	-	-
	<WAGES & BENEFITS>	94,541	84,617	62,534	-	-	-
8000	Office Supplies	4,768	4,218	2,019	8,100	4,200	4,200
8020	Special Department Expense	32,618	38,265	40,373	32,160	35,000	33,602
8040	Advertising	388	1,065	700	6,000	2,000	3,000
8120	Building Maintenance	9,440	18,696	14,683	24,204	19,000	24,204
8140	Utilities	7,435	8,460	9,769	8,700	8,700	9,000
8150	Telephone	4,965	5,383	8,274	8,100	8,100	9,900
8160	Legal Service	15,136	33,610	-	-	-	-
8170	Professional Services	-	3,999	96,000	101,996	101,996	101,996
8180	Contract Services	103,940	96,000	4,000	111,378	111,378	118,938
8191	Liability & Surety Bonds	5,271	3,480	4,273	5,400	4,500	5,400
8229	Taxes	589	540	552	600	600	600
8300	Lease Payment	4,787	4,959	5,074	5,160	5,100	5,160
	<OPERATIONS & MAINTENANCE>	189,338	218,675	185,717	311,798	300,574	316,000
[295-8041] General Administration Total		283,879	303,293	248,251	311,798	300,574	316,000

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 (\$4,200).
- 8020 Special Department Expense
Credit card and bank fees & charges (\$20,327), computer services (\$9,600), membership dues (\$500) and licensing fee (\$675), donations (\$2,500).
- 8040 Advertising
Promotions and ads for Golf Course (\$3,000).
- 8120 Building Maintenance
Maintenance (\$18,000) and Janitorial Supplies (\$5,700) Burglar alarm (\$504).
- 8140 Utilities
Funds for Water (\$3,000), Gas and Electricity (\$6,000).
- 8150 Telephone
Telephone and Internet services (\$9,900).
- 8170 Professional Services
Administrative fee (\$98,000 a year) and consultant fees (\$3,996 a year).
- 8180 Contract Services
Compensation for Manager and Starter (\$118,938).
- 8191 Liabilities and Surety Bonds
Liability Insurances (\$5,400).
- 8229 Taxes
Property taxes (\$600).
- 8300 Lease Payment
Equipment and Lease payments (\$5,160).

Arroyo Seco Golf Course – Course Maintenance
Budget Detail
295-8042

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	186,804	192,776	207,978	-	-	-
7110	Workers Compensation	10,610	10,862	9,651	-	-	-
7170	FICA - Medicare	17,617	17,777	19,215	-	-	-
	<WAGES & BENEFITS>	215,031	221,415	236,844	-	-	-
8020	Special Department Expense	14,897	21,962	29,765	6,450	18,600	6,100
8100	Vehicle Maintenance	11,526	10,293	10,982	18,600	15,000	18,000
8120	Building Maintenance	26,097	29,945	24,736	31,500	40,000	41,000
8130	Small Tools	-	-	450	2,400	1,000	2,400
8132	Uniform Expense/Cleaning	5,527	5,901	4,469	6,000	4,700	5,400
8140	Utilities	67,629	67,486	62,878	65,250	65,000	59,600
8150	Telephone	1,485	1,281	1,459	1,680	1,800	1,680
8180	Contract Services	-	-	-	237,466	237,466	263,255
	<OPERATIONS & MAINTENANCE>	127,161	136,869	134,739	369,346	383,566	397,435
[295-8042] Golf Course Maintenance Total		342,192	358,284	371,583	369,346	383,566	397,435

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Trees, shrubs, flowers (\$600), supplies (\$4,200), and license and permits (\$1,300).
- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$6,000), oil and gas (\$12,000).
- 8120 Building Maintenance
Maintenance (\$16,000), fertilizer seed and chemicals (\$17,500), sand, gravel and top soil (\$3,900) and course irrigation repairs (\$3,600).
- 8130 Small Tools
Purchase for tools for repairs (\$2,400).
- 8132 Uniform Maintenance
Uniform cleaning (\$5,400).
- 8140 Utilities
Funds for electricity (\$59,600).
- 8150 Telephone
Funds for telephone (\$1,680).
- 8180 Contract Services
Compensation for maintenance staff (\$263,255).

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
7000	Salaries - Permanent	26,423	26,814	38,636	-	-	-
7110	Workers Compensation	1,447	1,481	1,571	-	-	-
7170	FICA - Medicare	2,808	2,739	4,696	-	-	-
	<WAGES & BENEFITS>	30,678	31,034	44,903	-	-	-
8020	Special Department Expense	12,753	11,509	13,509	18,900	15,000	14,400
8120	Building Maintenance	4,950	11,588	8,796	9,000	9,000	6,000
8180	Contract Services	-	-	-	40,373	40,000	23,353
	<OPERATIONS & MAINTENANCE>	17,703	23,097	22,305	68,273	64,000	43,753
[295-8043] Range Total		48,381	54,131	67,208	68,273	64,000	43,753

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$12,000) and supplies (\$2,400).
- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$6,000).
- 8180 Contract Services
Compensation for maintenance staff and starter (\$23,353).

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	61,214	74,919	83,700	-	-	-
7110	Workers Compensation	2,894	2,962	3,591	-	-	-
7170	FICA - Medicare	6,683	7,436	8,572	-	-	-
	<WAGES & BENEFITS>	70,791	85,317	95,863	-	-	-
8020	Special Department Expense	4,048	3,415	5,138	7,850	5,500	7,200
8120	Building Maintenance	-	-	-	1,200	500	1,200
8180	Contract Services	-	-	-	78,095	78,095	87,989
	<OPERATIONS & MAINTENANCE>	4,048	3,415	5,138	87,145	84,095	96,389
[295-8044] Golf Shop Total		74,839	88,732	101,001	87,145	84,095	96,389

Golf Shop

Budget Detail

295-8044

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Clothing, gloves, and other supplies (\$7,200).
- 8120 Building Maintenance
Cleaning (\$1,200).
- 8180 Contract Services
Compensation for Starter (\$87,989).

Arroyo Seco Golf Course – Food and Beverage

Budget Detail

295-8045

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	93,174	85,431	94,901	-	-	-
7110	Workers Compensation	6,270	6,419	3,591	-	-	-
7170	FICA - Medicare	10,832	10,065	10,969	-	-	-
	<WAGES & BENEFITS>	110,275	101,914	109,461	-	-	-
8020	Special Department Expense	20,461	15,498	13,313	9,848	15,500	19,774
8120	Building Maintenance	7,879	6,436	7,838	12,000	6,500	9,000
8130	Small Tools	1,024	1,967	106	3,200	750	1,200
8132	Uniform Expense/Cleaning	-	-	-	-	-	-
8180	Contract Services	-	-	-	121,743	111,000	123,027
	<OPERATIONS & MAINTENANCE>	29,364	23,901	21,257	146,791	133,750	153,001
[295-8045] Food Service Total		139,639	125,815	130,718	146,791	133,750	153,001

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$1,200), paper products (\$1,001), linens (\$5,006), rental equipment for events (\$677), license and permits (\$1,250), and supplies (\$5,840) and Music and Entertainment (\$4,800).

8120 Building Maintenance

Maintenance (\$9,000).

8130 Small Tools

Purchase of tools for repairs (\$1,200).

8180 Contract Services

Compensation for restaurant staff (\$123,027).

SUCCESSOR AGENCY - CRA ADMINISTRATION

Budget Detail

227-7210

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
7000	Salaries - Permanent	143,093	126,568	165,282	118,875	115,900	-
7020	Overtime	-	294	352	-	214	-
7070	Leave Buyback	5,989	2,225	1,249	-	66	-
7100	Retirement	25,957	18,259	22,107	18,042	18,800	-
7108	Deferred Compensation	1,469	1,122	1,494	2,384	1,080	-
7110	Workers Compensation	2,149	3,816	6,537	3,110	4,760	-
7130	Group Health Insurance	8,210	6,035	8,139	7,447	7,200	-
7131	Retiree Health Insurance	3,898	3,920	3,904	-	4,180	-
7140	Vision Insurance	241	246	261	221	230	-
7150	Dental Insurance	808	448	643	828	690	-
7160	Life Insurance	110	97	128	171	100	-
7170	FICA - Medicare	2,104	1,845	2,374	1,724	1,750	-
<WAGES & BENEFITS>		194,027	164,873	212,470	152,802	154,970	-
8020	Special Department Expense	210	-	-	-	-	-
8090	Conference & Meeting Expense	551	-	-	-	-	-
8140	Utilities	209	-	-	-	-	-
8160	Legal Service	78,929	10,098	2,231	5,000	5,000	25,000
8170	Professional Services	49,036	50,069	7,000	-	1,600	13,000
8180	Contract Services	138	-	-	-	-	-
8400	Overhead Allocation	27,484	27,484	-	21,773	21,773	-
<OPERATIONS & MAINTENANCE>		156,558	87,650	9,231	26,773	28,373	38,000
[227-7210] CRA Downtown Revitalization Total		350,585	252,523	221,701	179,575	183,343	38,000

SUCCESSOR AGENCY - CRA ADMINISTRATION

Budget Detail

227-7210

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the City Manager, Assistant to the City Manager, Human Resources Manager, Director of Finance, and Assistant Finance Director. Refer to the Appendix for a detailed allocation list.

7070 Leave Buyback

Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract Redevelopment Agency attorney (\$25,000).

8170 Professional Services

Provide funds for professional services for Redevelopment Agency (\$13,000).

SUCCESSOR AGENCY – CRA DEBT SERVICE

Budget Detail

227-7211

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2012/13	2013/14	2014/15	2015/16	2015/16	2016/17
8170	Professional Services	2,203	3,728	3,833	2,000	1,908	2,000
8330	Debt Service - Principal	-	-	-	110,000	110,000	115,000
8331	Debt Service - Interest	102,271	96,890	91,446	86,082	86,082	79,702
	<OPERATIONS & MAINTENANCE>	104,474	100,618	95,279	198,082	197,990	196,702
[227-7211]	CRA Debt Service Total	104,474	100,618	95,279	198,082	197,990	196,702

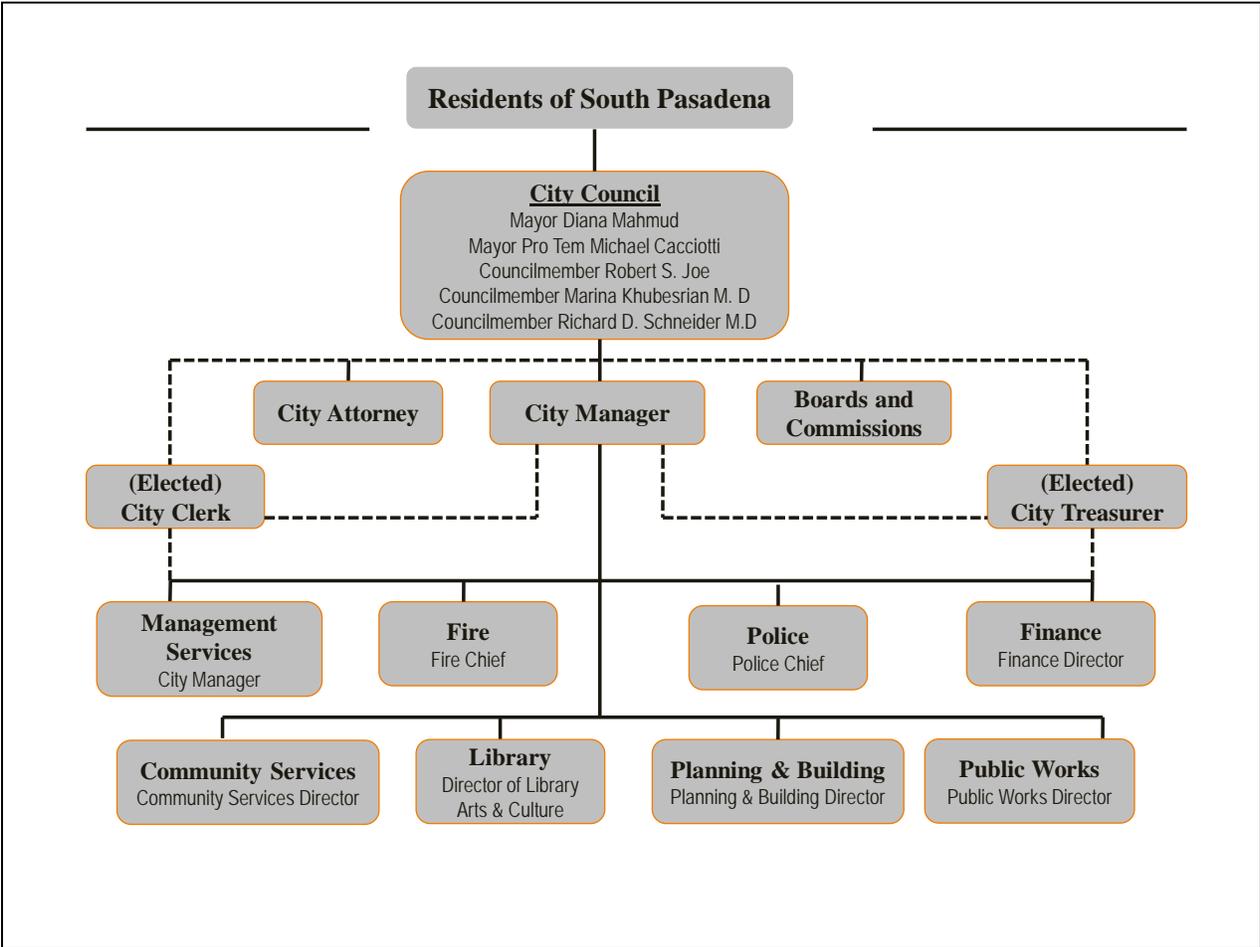
REDEVELOPMENT OBLIGATIONS TRUST

Budget Detail

927-9811

Acct	Account Title	Actual 2012/13	Actual 2013/14	Actual 2014/15	Budget 2015/16	Estimated 2015/16	Adopted 2016/17
9811	Transfers Out	497,459	254,227	615,456	368,657	368,657	234,702
	<TRANSFER OUT>	497,459	254,227	615,456	368,657	368,657	234,702
927 - REDEV. OBLIGATIONS TRUST		497,459	254,227	615,456	368,657	368,657	234,702

Organization Chart



Full-Time Authorized Positions

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	230 Gas Tax	500 Water	Total
Management Services									
City Manager	0.64	-	-	0.06	-	-	-	0.30	1.00
Assistant to the City Manager	0.68	-	-	0.07	-	-	-	0.25	1.00
Chief City Clerk	1.00	-	-	-	-	-	-	-	1.00
Human Resources Manager	0.80	-	-	-	-	-	-	0.20	1.00
Principal Management Analyst	1.00	-	-	-	-	-	-	-	1.00
Sr. Management Analyst	0.30	-	-	-	-	-	-	0.70	1.00
Management Analyst	0.85	-	-	-	-	-	-	0.15	1.00
Management Analyst	0.90	-	-	-	-	-	-	0.10	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	1.00
Management Assistant	0.80	-	-	-	-	-	-	0.20	1.00
Management Assistant	1.00	-	-	-	-	-	-	-	1.00
City Manager Total	8.97	-	-	0.13	-	-	-	1.90	11.00
Finance Department									
Finance Director	0.48	-	-	0.12	-	-	-	0.40	1.00
Assistant Finance Director	0.43	-	-	0.16	-	-	-	0.41	1.00
Management Analyst	0.98	0.01	0.01	-	-	-	-	-	1.00
Payroll Coordinator	0.80	-	-	0.05	-	-	-	0.15	1.00
Filing Liaison	1.00	-	-	-	-	-	-	-	1.00
Management Assistant	0.45	-	-	-	-	-	-	0.55	1.00
Accounting Technician	0.80	-	-	0.05	-	-	-	0.15	1.00
Senior Account Clerk	1.85	-	-	0.05	-	-	-	0.10	2.00
Finance Total	6.79	0.01	0.01	0.43	-	-	-	1.76	9.00
Police Department									
Police Chief	1.00	-	-	-	-	-	-	-	1.00
Police Captain	2.00	-	-	-	-	-	-	-	2.00
Police Sergeant	7.00	-	-	-	-	-	-	-	7.00
Corporal	5.00	-	-	-	-	-	-	-	5.00
Police Officer	21.00	-	-	-	-	-	-	-	21.00
Senior Clerk	1.00	-	-	-	-	-	-	-	1.00
Support Services Assistant	1.00	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	4.00
Police Assistant	8.00	-	-	-	-	-	-	-	8.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Police Total	51.00	-	-	-	-	-	-	-	51.00
Fire Department									
Deputy Fire Chief	1.00	-	-	-	-	-	-	-	1.00
Fire Captain	3.00	-	-	-	-	-	-	-	3.00
Fire Engineer	6.00	-	-	-	-	-	-	-	6.00
Firefighter/Paramedic	9.00	-	-	-	-	-	-	-	9.00
Fire Total	19.00	-	-	-	-	-	-	-	19.00

Full-Time Authorized Positions

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
Fire Department						
Deputy Fire Chief	-	-	-	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	-	-	-
Fire Captain	3.00	3.00	3.00	3.00	3.00	3.00
Fire Engineer	6.00	6.00	6.00	6.00	6.00	6.00
Firefighter/Paramedic	12.00	12.00	12.00	9.00	9.00	9.00
	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>
Public Works Department						
<u>Administration/Engineering Division</u>						
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Operation Manager	1.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineering Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	-	-	-	1.00	1.00	1.00
<u>Maintenance Division</u>						
Public Works Superintendent	0.50	0.50	0.50	-	-	-
Parks Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	3.00	3.00	2.00	3.00	2.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I/II	4.00	5.00	5.00	5.00	5.00	7.00
Management Assistant	1.00	1.00	1.00	1.00	1.00	1.00
<u>Water Enterprise Division</u>						
Public Works Superintendent	0.50	0.50	0.50	-	-	-
Water Operations Manager	2.00	1.00	1.00	1.00	1.00	1.00
Water Conservation Analyst	-	1.00	1.00	-	-	-
Senior Maintenance Worker	1.00	-	-	-	1.00	-
Senior Water Production Operator	-	-	-	-	1.00	1.00
Water Production/Treatment Operator	3.00	3.00	3.00	3.00	2.00	2.00
Maintenance Worker I/II	4.00	5.00	5.00	7.00	5.00	5.00
	<u>30.00</u>	<u>31.00</u>	<u>31.00</u>	<u>31.00</u>	<u>31.00</u>	<u>31.00</u>
Planning & Building Department						
Planning & Building Director	1.00	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00	1.00
Community Improvement Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

Full-Time Authorized Positions

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>
Library						
Director of Library Arts & Culture	1.00	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00	3.00
Librarian	3.00	2.00	2.00	2.00	2.00	2.00
Library Technical Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Library Clerk II	1.00	1.00	1.00	1.00	1.00	1.00
Library Clerk I	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00
	<u>11.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
Community Services Department						
Community Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Youth Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst	-	-	-	-	-	1.00
Community Services Coordinator	2.00	2.00	2.00	2.00	2.00	2.00
Management Aide	-	-	-	-	-	1.00
Program Specialist	-	-	-	1.00	2.00	1.00
Transportation Driver	1.00	1.00	1.00	2.00	2.00	2.00
	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>8.00</u>	<u>9.00</u>	<u>10.00</u>
Grand Total Full-Time	<u>145.00</u>	<u>145.00</u>	<u>144.00</u>	<u>146.00</u>	<u>146.00</u>	<u>146.00</u>

Part-Time Positions

	2016/17	
	Max 18 Hours	Max 28 Hours
Management Services		
Management Analyst	-	1.00
Management Intern	1.00	-
Police Department		
Crossing Guards	11.00	-
Police Cadets	8.00	-
Fire Department		
Fire Prevention Specialist	2.00	1.00
Public Works Department		
Professional Intern	1.00	-
Planning & Building Department		
Management Intern	-	2.00
Library		
Library Aide I	7.00	1.00
Library Aide II	-	2.00
Clerk I	1.00	2.00
Clerk II	1.00	2.00
Library Intern	1.00	-
Librarian Substitute	10.00	-
Children's Librarian	1.00	1.00
Community Services Department		
Camp Director	-	1.00
Management Aide		3.00
Management Intern	1.00	1.00
Program Specialist	-	1.00
Recreation Leader I	10.00	16.00
Recreation Leader II	3.00	1.00
Recreation Leader III	3.00	4.00
Site Manager	1.00	-
Transit Driver	-	3.00
Grand Total Part-Time	62.00	42.00
Full-Time Equivalent	27.90	29.40

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	230 Gas Tax	500 Water	Total
Management Services									
City Manager	0.64	-	-	0.06	-	-	-	0.30	1.00
Assistant to the City Manager	0.68	-	-	0.07	-	-	-	0.25	1.00
Chief City Clerk	1.00	-	-	-	-	-	-	-	1.00
Human Resources Manager	0.80	-	-	-	-	-	-	0.20	1.00
Principal Management Analyst	1.00	-	-	-	-	-	-	-	1.00
Sr. Management Analyst	0.30	-	-	-	-	-	-	0.70	1.00
Management Analyst	0.85	-	-	-	-	-	-	0.15	1.00
Management Analyst	0.90	-	-	-	-	-	-	0.10	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	1.00
Management Assistant	0.80	-	-	-	-	-	-	0.20	1.00
Management Assistant	1.00	-	-	-	-	-	-	-	1.00
City Manager Total	8.97	-	-	0.13	-	-	-	1.90	11.00
Finance Department									
Finance Director	0.48	-	-	0.12	-	-	-	0.40	1.00
Assistant Finance Director	0.43	-	-	0.16	-	-	-	0.41	1.00
Management Analyst	0.98	0.01	0.01	-	-	-	-	-	1.00
Payroll Coordinator	0.80	-	-	0.05	-	-	-	0.15	1.00
Filing Liaison	1.00	-	-	-	-	-	-	-	1.00
Management Assistant	0.45	-	-	-	-	-	-	0.55	1.00
Accounting Technician	0.80	-	-	0.05	-	-	-	0.15	1.00
Senior Account Clerk	1.85	-	-	0.05	-	-	-	0.10	2.00
Finance Total	6.79	0.01	0.01	0.43	-	-	-	1.76	9.00
Police Department									
Police Chief	1.00	-	-	-	-	-	-	-	1.00
Police Captain	2.00	-	-	-	-	-	-	-	2.00
Police Sergeant	7.00	-	-	-	-	-	-	-	7.00
Corporal	5.00	-	-	-	-	-	-	-	5.00
Police Officer	21.00	-	-	-	-	-	-	-	21.00
Senior Clerk	1.00	-	-	-	-	-	-	-	1.00
Support Services Assistant	1.00	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	4.00
Police Assistant	8.00	-	-	-	-	-	-	-	8.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Police Total	51.00	-	-	-	-	-	-	-	51.00
Fire Department									
Deputy Fire Chief	1.00	-	-	-	-	-	-	-	1.00
Fire Captain	3.00	-	-	-	-	-	-	-	3.00
Fire Engineer	6.00	-	-	-	-	-	-	-	6.00
Firefighter/Paramedic	9.00	-	-	-	-	-	-	-	9.00
Fire Total	19.00	-	-	-	-	-	-	-	19.00

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	230 Gas Tax	500 Water	Total
Public Works									
Public Works Director	0.15	-	-	0.20	-	-	-	0.65	1.00
Deputy Public Works Director	0.85	-	-	0.10	-	-	0.05	-	1.00
Public Works Operation Manager	0.50	-	-	0.10	0.10	-	0.30	-	1.00
Associate Civil Engineer	0.80	-	-	0.10	-	-	-	0.10	1.00
Engineering Assistant	0.50	-	-	0.20	-	-	0.30	-	1.00
Public Works Assistant	0.50	-	-	0.10	0.20	-	-	0.20	1.00
Public Works Inspector	0.60	-	-	0.15	-	-	0.15	0.10	1.00
Parks Supervisor	0.60	-	-	-	0.40	-	-	-	1.00
Facilities Maintenance Supervisor	0.70	-	-	-	0.30	-	-	-	1.00
Street Supervisor	-	-	-	0.50	-	-	0.50	-	1.00
Electrician	0.75	-	-	-	-	-	-	0.25	1.00
Senior Maintenance Worker	0.30	-	-	0.10	0.50	-	1.10	-	2.00
Building Maintenance Worker	1.00	-	-	-	-	-	-	-	1.00
Maintenance Worker I/II	1.00	-	-	2.15	0.30	-	2.55	6.00	12.00
Management Assistant	0.40	-	-	0.15	-	-	0.20	0.25	1.00
Water Operations Manager	-	-	-	-	-	-	-	1.00	1.00
Senior Water Production Operator	-	-	-	-	-	-	-	1.00	1.00
Water Production/Treatment Operator	-	-	-	-	-	-	-	2.00	2.00
Public Works Total	8.65	-	-	3.85	1.80	-	5.15	11.55	31.00
Planning & Building									
Planning & Building Director	1.00	-	-	-	-	-	-	-	1.00
Senior Planner	1.00	-	-	-	-	-	-	-	1.00
Associate Planner	1.00	-	-	-	-	-	-	-	1.00
Community Improvement Coordinator	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Planning & Building Total	5.00	-	-	-	-	-	-	-	5.00
Library									
Director of Library Arts & Culture	1.00	-	-	-	-	-	-	-	1.00
Senior Librarian	3.00	-	-	-	-	-	-	-	3.00
Librarian	2.00	-	-	-	-	-	-	-	2.00
Library Technical Assistant	1.00	-	-	-	-	-	-	-	1.00
Library Clerk I	1.00	-	-	-	-	-	-	-	1.00
Library Clerk II	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Library Total	10.00	-	-	-	-	-	-	-	10.00
Community Services									
Community Services Director	0.75	0.22	0.03	-	-	-	-	-	1.00
Community Services Supervisor	2.00	-	-	-	-	-	-	-	2.00
Management Analyst	-	-	1.00	-	-	-	-	-	1.00
Community Services Coordinator	1.00	-	1.00	-	-	-	-	-	2.00
Management Aide	1.00	-	-	-	-	-	-	-	1.00
Program Specialist	-	-	1.00	-	-	-	-	-	1.00
Transportation Driver	-	2.00	-	-	-	-	-	-	2.00
Community Services Total	4.75	2.22	3.03	-	-	-	-	-	10.00
Total	114.16	2.23	3.04	4.41	1.80	-	5.15	15.21	146.00

Glossary of Budget Terms

APPROPRIATION

An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

ASSESSED VALUATION

A dollar value placed on real estate or other property by the County of Los Angeles as a basis for levying property taxes.

AUDIT

A view of the City's accounts by internal audit staff or an independent auditing firm to substantiate fiscal year-end funds, salaries, reserves, and cash on hand.

BEGINNING/ ENDING**(UNAPPROPRIATED) FUND BALANCE**

Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

BOND

Capital raised by a City by issuing a written promise to pay a specific sum of money (called the face value or principal amount) at a specific date or dates in the future, together with periodic interest at a special rate. The most common types of bonds are General Obligation, Revenue and Special Tax bonds.

BUDGET

A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is "Proposed" until it has been approved by the City Council. South Pasadena's budget covers one fiscal year, from July 1 through June 30.

CAPITAL IMPROVEMENT

A permanent addition to the City's assets, including the design, construction or purchase of land, buildings or facilities, or major renovations.

CAPITAL IMPROVEMENT PROGRAM

A financial plan of proposed capital improvement projects with single- and multiple-year capital expenditures/expenses.

CAPITAL OUTLAY

A budget appropriation category which budgets all equipment having a unit cost of more than \$1,000 and which has an estimated useful life of over one year.

CAPITAL PROJECTS

Physical structural improvements with a cost of \$5,000 or more and which have an estimated useful life of one year or more. Examples include a new park, building modifications or water system construction and improvements.

CITY MANAGER'S BUDGET MESSAGE

A general discussion of the budget and related financial issues.

DEBT SERVICE

Payment of the principal and interest on an obligation resulting from the issuance of bonds and notes.

DEBT SERVICE REQUIREMENTS

The amount of money required for paying principal and interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

DEFICIT

An excess of expenditures or expenses over revenues (resources).

DEPARTMENT

An organizational unit comprised of divisions and programs. It is the basic unit of service responsibility that encompasses a broad mandate of related activities.

DIVISION

A sub-section within a department which furthers the objectives of the City Council by providing specific services or a product. Divisions are comprised of one or more programs.

Glossary of Budget Terms

ENCUMBRANCE

A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. An encumbrance ceases when the obligation is paid or is otherwise terminated. Technically, encumbrances lapse at year's end and require Council action to re-appropriate funds to cover any remaining encumbrances.

ENTERPRISE FUND

A type of fund established for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprises. Enterprise fund activities are entirely or predominately self-supporting. The City has three enterprise funds.

EXPENDITURE

The actual spending of governmental funds set aside by an appropriation.

EXPENSE

The actual spending of proprietary funds (Enterprise and Internal Service Fund types) set aside by an appropriation.

FISCAL YEAR

A twelve-month period of time to which a budget applies. South Pasadena's fiscal year is July 1 through June 30.

FUND

An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the Fund was created.

FUND BALANCE

The amount of financial resources available for use. Similar to retained earnings, this represents the excess of all prior year's operating surpluses and deficits. This includes cash on hand, and current assets less current liabilities.

GENERAL FUND

The primary fund of the City, it is used to account for all revenues and expenditures of the City not legally restricted as to use. The fund is used to account for the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police, Fire, and general government activities.

GOVERNMENTAL FUND

A type of fund that records revenues and expenditures of typical government activities. This fund type includes General, Special Revenue, Debt Service and Capital Project funds.

GRANT

Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility. An example is the Community Development Block Grant (CDBG) provided by the Federal Government.

INTERFUND TRANSFERS

Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

MATERIALS, SUPPLIES AND SERVICES

Expenditures/expenses for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

MUNICIPAL CODE

A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

OBJECTIVES

The expected results or achievements of a budgeted activity.

Glossary of Budget Terms

OPERATING BUDGET

The annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay, and capital improvements.

ORDINANCE

A formal legislative enactment by the City Council that has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal standing than a resolution.

PROGRAM

A sub-section of a division which provides specific services or a product; a program is the smallest unit of service. There may be one or more programs within a division.

RESERVE

An account used to record a portion of the fund balance as legally segregated for a specific use.

RESOLUTION

A special order of the City Council. A resolution has a lower legal standing than an ordinance.

RETAINED EARNINGS

The amount of financial resources available for use in an Enterprise fund. Similar to "Fund Balance", it represents the excess of all prior years' surpluses and deficits.

REVENUES

An amount received by the City from taxes, fees, permits, licenses, interest, intergovernmental sources and other sources during the fiscal year.

SALARIES, WAGES and EMPLOYEE BENEFITS

Budgeted expenditure categories that generally account for full time and part time employees, overtime expenses, and all employee benefits, such as medical and dental insurance and retirement benefits.

SPECIAL REVENUE FUNDS

This fund type collects revenues that are restricted by the City, County, State or Federal Government as to how the City might spend them.

Description Of Funds

General Fund

101-General Fund – The General Fund is the primary operating fund of the City. The General Fund accounts for all financial resources except those required to be accounted for in another fund. That is, it is assumed that all of the City’s activities are reported in the General Fund unless there is a compelling reason to report an activity in some other fund type. GAAP (Generally Accepted Accounting Principles) prescribe that a government report only one general fund.

There are at least three compelling reasons to account for a particular activity in some type of fund other than the General Fund:

- **GAAP Requirements.** In certain instances, GAAP require the use of another fund type. Examples of such requirements are found in reporting for resources that are required to be held in trust for employee pension plans, other postemployment benefit plans, or other employee benefit plans. The City does not have such plans.
- **Legal Requirements.** There may be legal requirements that a certain fund type be used to account for a given activity. Most special revenue sources that are legally restricted to expenditure for specified purposes (Capital Growth Fund, grants, local return of Proposition A and C, CDBG, Gas Taxes, etc.) fall into this accounting category.
- **Financial Administration.** The demands of sound financial administration may require the use of a fund other than the General Fund. For example, the City has found it appropriate to account for the Parking and Business Improvement Tax, and Mission Meridian Public Garage in this manner.

Internal Service Funds

Internal service funds account for activities that provide goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. Funds included are:

103-Insurance Fund – To provide resources for general liability and workers compensation insurance claims.

Special Revenue Funds

Special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Funds included are:

201-MTA Pedestrian Improvement Fund – To account for MTA grants used for the Fair Oaks/Mission pedestrian improvement projects which include pedestrian accessibility, widened bikeways, landscaping, lighting modification and aesthetics.

205-Proposition “A” Local Return Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Proposition A in 1980. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

Description Of Funds

207-Proposition “C” Local Return Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Proposition C in 1990. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

208-TEA/Metro Fund – To account for all revenues and expenditures associated with the TEA/Metro Fund. All revenues of this fund must be expended for transportation-related items.

211-CTC Traffic Improvement Grant Fund – To account for state and federal funding of street and intersection improvements relieving congestion at our busiest intersections.

215-Street Lighting And Landscaping Fund – To account for the costs associated with the City’s street lighting and median landscaping programs. These costs are deemed to benefit all property owners who are assessed their proportionate share of the costs. These assessments are placed on the property tax bill and collected and remitted to the City by the County of Los Angeles.

217-Public, Education & Government Fund – To account for revenues and expenses used for public education and government access charges that the City’s cable franchise collects. Monies in this fund must be used to purchased equipment related to the production of public education and government access television.

218-Clean Air Act Fund – To account for revenues and expenditures expended for air quality improvement projects as established by the South Coast Air Quality Management District.

220-Business Improvement Tax (BIT) Fund – To account for business improvement tax returns collected by the City for specified purposes within the Parking and Business Improvement Area: (1) decoration of any public place, (2) promotion of public events; (3) furnishing of music; (4) general promotion of retail trade activities.

223-Gold Line Mitigation Fund – To account for the MTA funding for the improvements of the Gold Line Mission Street Station.

226-Mission Meridian Public Garage Fund – To account for the revenues and operation expenses of the Mission Meridian Public Garage.

228-Housing Authority Fund – To account for the revenues and operation expenses for the City of South Pasadena Housing Authority.

230-State Gas Tax Fund – To account for all state gas tax related revenues and expenditures, including street repair, reconstruction and maintenance. State law requires these gasoline taxes to be used to maintain the City’s street and highway system.

232-County Park Bond – To account for the revenues and operation expenses for the County Park Bond.

233-Measure R Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Measure R in 2009. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

Description Of Funds

238-MSRC Grant Fund – To account for the revenues and operation expenses for the Mobile Source Air Pollution Reduction Review Committee.

245-Bike and Pedestrian Paths Fund– To account for the revenues and expenses for bike and pedestrian facilities improvements funded by the State of California Transportation Development Act.

248-BTA Grant Fund– To account for the revenues and expenses for the Bicycle Transportation Account (BTA) grant funded by the Los Angeles County Metropolitan Transportation Authority. This grant was awarded to fund two projects from the City’s Bicycle Master Plan: the Mission Street Green Sharrow Lane Project and the South Pasadena Bicycle Parking Project.

249-Golden Streets Grant Fund– To account for the revenues and expenses for the open streets grant funded by the Los Angeles County Metropolitan Transportation Authority. The goals of the Open Streets Grant Program is to provide opportunities for 1) riding transit, walking and riding a bike, possibly for the first time, 2) to encourage future mode shift to more sustainable transportation modes, and for 3) civic engagement to foster the development of multi-modal policies and infrastructure at the city/community level.

255-Capital Growth Requirement Fund – To account for fees paid to the City for building development to be applied towards the costs of public facilities improvements.

260-Community Development Block Grant (CDBG) Fund – To account for the operations of Community Development Block grant (CDBG) funds.

270-Asset Forfeiture Fund – To account for proceeds received from forfeiture in narcotics investigations allocated for law enforcement activities.

272, 273 & 274-Federal and State Grant Funds – To account for the operations of various federal and state grants, COPS grants, Homeland Security grants, and the California Law Enforcement Equipment Purchase (CLEEP) grants.

275- Park Impact Fees Fund – To account for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures.

276- Historic Preservation Grant – To account for the operations of the Historic Preservation Grant.

280- Public Library Fund – To account for grants received from the State of California for library improvements and programs.

Description Of Funds

Enterprise Funds

An enterprise fund may be used to report any activity for which a fee is charged to external users for goods or services. GAAP also require the use of an enterprise fund for any activity whose principal external revenue sources are used as the sole leverage for issuance of debt; if the cost of providing services must legally be recovered through fees or charges; or if the government's policy is to establish activity fees or charges designed to recover the cost of providing service.

210 & 310-Sewer Fund – To account for the provision of sewer construction, maintenance and operation services to residents of the City.

295-Arroyo Seco Golf Course Fund – To account for revenues and expenditures relating to the Golf Course.

500-Water Utility Enterprise Fund – To account for all the activities and operations of the Utility. The Utility has several functioning wells (in neighboring San Gabriel and San Marino), two functioning reservoirs, and maintains miles of water lines and transmission lines.

550-Public Financing Authority Fund – To account for proceeds from the 2009 and 2013 Water Bond issuances. Proceeds from the bonds are to be used solely for water capital projects, and funds will be transferred over to the Water Fund as project expenses are drawn down.

Capital Projects Funds

Governments often find it useful to report major capital acquisition and construction separately from their ongoing activities. Separate reporting enhances an understanding of the government's capital activities, and it helps to avoid the distortions in financial resources trend information that can arise when capital and operating activities are mixed.

104-Street Improvements Program Fund – To account for capital expenditures related to street improvements projects.

105-Facilities and Equipment Replacement Fund - To account the replacement costs of City vehicles and equipment.

Basis Of Budget Accounting

The City of South Pasadena's accounting records are maintained in full accordance with Generally Accepted Accounting Principles (GAAP), as established by the Governmental Accounting Standards Board (GASB).

The budget basis refers to when revenues and expenditures are recognized in the City's accounts. Our annual budget is prepared on the same basis as the City's Comprehensive Annual Financial Report (CAFR).

The modified accrual basis is followed in all governmental funds (General, Special Revenue, Debt Service and Capital). Under the modified accrual basis of accounting – wherein the measurement focus is placed on current financial resources rather than a determination of net income – revenues are recognized when they become measurable and available. The reported fund balance provides an indication of available, spendable resources. Expenditures are recognized generally when the related liability is incurred.

Enterprise Funds are accounted for using the accrual basis of accounting. This is an economic resources measurement focus. Revenues are recognized when they are earned, and expenses are recognized when incurred. The accrual basis focuses on net income, and the operating statements provide an indication of the economic net worth of the fund. For budgetary purposes, however, the reported fund balance is a calculation of liquid or near-liquid cash assets (current assets minus current liabilities)

City Profile

General Information Of The City

The City of South Pasadena is located approximately six miles northeast of downtown Los Angeles, between the cities of Pasadena, San Marino, Los Angeles and Alhambra. It has a population of 26,174. Founded in 1874 by the Indiana Colony, the City was incorporated as a General Law city of the State of California on March 2, 1888. South Pasadena is known for its tree-lined streets, historic California Craftsman-style homes, unique small businesses and its outstanding public schools. This small town atmosphere makes South Pasadena one of California's most desirable locations. South Pasadena has quality education, a strong religious community, an extensive network of parks and a rich architectural heritage. Dynamic civic organizations, a population of ethnic and cultural diversity, and a vital seniors' group further enrich our small-town quality of life. Small, proud and independent, the City of South Pasadena has battled for a hundred years to preserve its status as a distinct—and distinctive—community. South Pasadena possesses a full-service City government that provides high-quality services in general administration, police, fire, library, public works, community development, and redevelopment projects.

History Of The City

In early 1874, the area that is now South Pasadena was a part of the San Gabriel-Orange Grove Association. In 1875, the stockholders of the association voted to name their town Pasadena and just three years later, residents living in the southern portion of Pasadena considered themselves South Pasadenans.

In February of 1888, in order to control their own territory, South Pasadenans voted eighty-five to twenty-five for incorporation. A board of trustees was elected and Ammon B. Cobb was appointed as the first marshal, with Marshal B. Selmen as his deputy.

On March 2, 1888, South Pasadena officially incorporated with a population of slightly over 500. The City's boundaries established in 1889 are essentially the same today. South Pasadena consists of 3.44 square miles of prime residential property. In 1876, unimproved land with water was selling from \$75 to \$150 an acre. Today a vacant lot in South Pasadena can be sold for more than \$200,000.

Few cities in California are better recognized for the quality of its small-town atmosphere and rich legacy of intact late 19th and early 20th century neighborhoods and residences. South Pasadena also has a strong claim to having the oldest and most historic sites in the San Gabriel Valley. For many centuries, its adjacency to a natural fording place along the Arroyo Seco had served as a gateway to travel and commerce for aboriginal peoples here and along the coast. It was here that Hahamognas greeted Portola and the missionaries who later established the San Gabriel Mission a few miles to the west.

The initial buildings on the Rancho San Pascual, which subsequently gave birth to the Cities of Pasadena, South Pasadena and Altadena, were built here. The first of these adobe structures became headquarters for General Flores and his staff in 1847 where they agreed to surrender to American forces, ending Mexican Colonial rule in California.

In 1888, South Pasadena incorporated the southern portion of the Indiana Colony and land south and eastward to the Los Angeles border, becoming the sixth municipality in Los Angeles County. With establishment of the Raymond Hotel and the Cawston Ostrich Farm, the small community was able to attract tourists and increasingly large waves of new residents to the Pasadena area in the late 19th and early 20th Centuries. With completion of the Pacific Electric Short Line, putting the entire city within easy walking distance of the "red car" stations, South Pasadena also became a one of the first suburbs of Los Angeles. It is now certainly one of the best-preserved cities, maintaining a small-town quality and humanity in the scale of its buildings, its residential streetscapes and historic commercial core.

Budget Resolutions

RES. VOL. 51

PAGE 99

06/01/2016

RESOLUTION NO. 7463

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2016-17 BUDGET

WHEREAS, the City Manager has submitted to the City Council a proposed Budget for the Fiscal Year 2016-17 and said Budget has been considered in public sessions on April 27, 2016, May 18, 2016, and June 1, 2016.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That the Budget proposed by the City Manager, by reference, for the Fiscal Year commencing on July 1, 2016, with proposed revenues and transfers in from other funds totaling \$61,024,141, and expenditures and transfers out to other funds totaling \$68,186,574, is hereby approved, adopted and appropriated.

SECTION 2. The fund appropriations set forth shall be the maximum expenditures authorized for those funds.

SECTION 3. The City Council does hereby authorize and approve the commitment of General Fund Balance for the following specific purposes: Arroyo Golf Course/Bike Trail, Legal Services, Maintenance Yard/Community Center, Renewable Energy Sources, Retiree Pension Benefits, Retiree Health Benefits, Emergency Operations Center, Library Expansion, Tree Replacement/Management, CalTrans Vacant Lot Purchases, General Plan/Mission St. Specific Plan, Storm Water, and Library Park Drainage, and that committed amounts cannot be used for any other purpose unless the City Council removes or changes the specific use through the same formal action taken to establish the commitment.

SECTION 4. The City Council does hereby authorize and approve the number and classification of employees in the respective functions, departments and/or activities as set forth in the Fiscal Year 2016-17 Budget.

SECTION 5. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

Budget Resolutions

RES. VOL. 51

PAGE 100

06/01/2016

RESOLUTION NO. 7463

Page 2

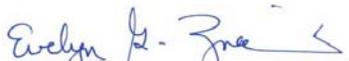
PASSED, APPROVED AND ADOPTED ON this 1st day of June, 2016.



Diana Mahmud, Mayor

ATTEST:

APPROVED AS TO FORM:



Evelyn G. Zneimer, City Clerk
(seal)



Teresa L. Highsmith, City Attorney

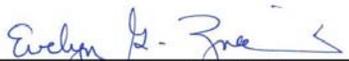
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 1st day of June, 2016, by the following vote:

AYES: Cacciotti, Joe, Khubesrian, Schneider, and Mayor Mahmud

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

GANN Limit

RES. VOL. 51

PAGE 97

06/01/2016

RESOLUTION NO. 7462

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DETERMINING AND ESTABLISHING AN APPROPRIATIONS
LIMIT FOR FISCAL YEAR 2016-17 IN ACCORDANCE WITH
ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION AND
GOVERNMENT CODE SECTION 7910**

WHEREAS, Article XIII B was added to the Constitution of the State of California at the Special Statewide election held November 6, 1979 (commonly known as Proposition 4); and

WHEREAS, Government Code Section 7910 was added to Chapter 12.05 by Statute at the Regular Session of the California Legislature; and

WHEREAS, Proposition 111, which, among other things, provides new annual adjustment formulas for the Appropriations Limit, was approved by the voters in June, 1990; and

WHEREAS, The League of California Cities and the State of California Department of Finance have published population and per capita income growth indexes, as well as guidelines for the uniform application of Proposition 111; and

WHEREAS, Government Code Section 7910 requires the governing body of each local jurisdiction to adopt, by resolution, its Appropriation Limit; and

WHEREAS, said Appropriations Limit must be adhered to in preparing and adopting the City of South Pasadena's (City) annual Budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. In compliance with Article XIII B of the Constitution of the State of California, and Government Code Section 7910, the City hereby establishes the City's Appropriation Limit for the Fiscal Year (FY) 2016-17 to be \$24,088,864.

SECTION 2. In the computation of such limits, the City selected population factors for Los Angeles County, rather than those for South Pasadena, for use in FY 2016-17.

GANN Limit

RES. VOL. 51

PAGE 98

06/01/2016

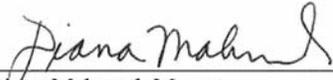
RESOLUTION NO. 7462
Page 2

SECTION 3. In regard to the cost-of-living factors used in the computation of the Appropriations Limit, the City used the change in California per capita income, rather than the change in assessed valuation due to new nonresidential construction.

SECTION 4. Said Appropriation Limit shall be adhered to in the City's FY 2016-17 Budget.

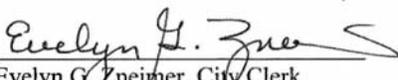
SECTION 5. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 1st day of June, 2016.



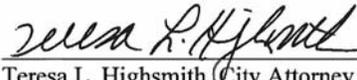
Diana Mahmud, Mayor

ATTEST:



Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:



Teresa L. Highsmith, City Attorney

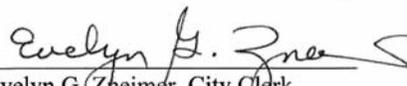
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 1st day of June, 2016, by the following vote:

AYES: Cacciotti, Joe, Khubesrian, Schneider, and Mayor Mahmud

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

GANN Limit

Exhibit A
South Pasadena
Appropriations (Gann) Limit Calculation
 Fiscal Year 2016-17

I Appropriation Limit

Prior Year, 2015-16 Adopted Limit		\$22,668,534
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0537	
Change in L.A. County Population (Note 2)	1.0085	1.06265645
Current Year, 2016-17 Appropriation Limit		\$24,088,864

II Appropriations Subject to Limit

Projected 2016-17 Revenues, All City Funds		\$41,483,780
Less: Non-Proceeds of Taxes (See Exhibit B)		(20,224,097)
Less: Exclusions (See Exhibit C)		(315,040)
Total City Appropriations Subject to Limit		\$20,944,643

III Amount Over/(Under) Limit (I - II) (\$3,144,221)

IV Total City Appropriations as a % of Limit 86.95%

Note 1: Change in California per capita income, 5.37%, exceeds the change in assessed valuation due to nonresidential new construction, 0.53% (provided by HdL).

Note 2: County of Los Angeles population growth, 0.85%, exceeds South Pasadena population growth, 0.38%. Total City population as of January 1, 2016 is 26,028.

GANN Limit

Exhibit B

Non-Proceeds of Taxes

Fiscal Year 2016-17

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	10,585,264		10,585,264
Library Special Tax	306,000		306,000
Sales Tax	2,276,667		2,276,667
PSAF Sales Tax (Exempted by Statute)		249,000	249,000
Business License Tax	400,000		400,000
Utility Users Tax	3,500,000		3,500,000
Property Tax - VLF/Swap	2,611,723		2,611,723
Franchise Fees		884,000	884,000
Real Property Transfer Tax	120,000		120,000
Licenses/Permits		604,900	604,900
Fines/Penalties		366,000	366,000
Rentals		455,585	455,585
State, Federal & Local Reimb/Grants		15,000	15,000
Fees & Charges		2,413,500	2,413,500
Workers' Comp. Reimbursement		20,000	20,000
Liability Reimbursement		20,000	20,000
Reimbursement - Sewer/Water		483,382	483,382
Recycling		80,000	80,000
Other Revenues		106,000	106,000
Total General Fund	19,799,654	5,697,367	25,497,021
Other Funds			
205 Local Transit (Prop A)	479,568	21,000	500,568
207 Local Transit (Prop C)	397,789	35,000	432,789
210 Sewer (Enterprise Fund)		1,405,000	1,405,000
215 Lighting and Landscape Maintenance		895,000	895,000
217 PEG Fees		24,000	24,000
218 Clean Air (AB2766)		32,000	32,000
220 Parking and Business Improve. Tax	155,000		155,000
226 Mission Meridian Parking Garage		3,960	3,960
230 State Gas Tax (Applied to State's Limit)		542,811	542,811
232 County Park Bond		0	0
233 Measure R	298,320		298,320
238 MSRC Grant Fund		0	0
245 Bike & Pedestrian (SB821)		17,053	17,053
248 BTA Grants		224,000	224,000
255 Capital Growth		32,000	32,000
260 CDBG		135,413	135,413
272 State COPS Grants		100,000	100,000
274 Homeland Security Grant		0	0
275 Park Impact Fees		30,000	30,000
295 Arroyo Seco Golf Course (Enterprise)		1,231,943	1,231,943
310 Sewer Capital Projects (Enterprise)		0	0
500 Water (Enterprise Fund)		9,436,000	9,436,000
927 Redevelopment Obligations Trust Fund		234,702	234,702
Total Other Funds	1,330,677	14,399,882	15,730,559
Subtotal All Funds	21,130,331	20,097,249	41,227,580
Interest Earnings	129,352	126,848	256,200
Total All Funds	21,259,683	20,224,097	41,483,780

GANN Limit

Exhibit C

Excluded Costs

Fiscal Year 2016-17

Category	Amount
Federal Mandates	
Social Security/Medicare	210,040
Non-Incidental Overtime - FLSA	105,000
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	315,040
Qualified Debt Service	
Debt Service - Fire Truck	0
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	0
Total Excluded Costs	315,040

GANN Limit

Exhibit D

Interest Earnings

Fiscal Year 2016-17

Category	Amount
Non-Interest Tax Proceeds	21,130,331
Exclusions	(315,040)
	<hr/>
	20,815,291
Total Non-Interest Budget	41,227,580
Tax Proceeds as Percent of Budget	50.49%
Interest Earnings	256,200
Amount of Interest Earned from Taxes	129,352
Amount of Interest Earned from Non-Taxes	126,848