



FISCAL YEAR 2017/18 ADOPTED BUDGET



City of South Pasadena

City of South Pasadena California



Proposed Budget For the 2017/18 Fiscal Year

Mayor

Michael A. Cacciotti

Mayor Pro Tempore

Richard D. Schneider, M.D.

Councilmember

Robert S. Joe

Councilmember

Marina Khubesrian, M.D.

Councilmember

Diana Mahmud

City Clerk

Evelyn G. Zneimer

City Treasurer

Gary Pia

Interim City Manager

Elaine Aguilar

Population 25,992



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*

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City Manager's FY 2017/18 Budget Message

July 1, 2017

Honorable Mayor and City Council Members:

I am pleased to present the Adopted Budget for Fiscal Year (FY) 2017/18 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 2017/18 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 2017/18 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 11, 2017, 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 March 21, 2017, which included current year accomplishments, fiscal revenue projections, departmental expenditure challenges, and major issues affecting the City in upcoming years. There was further discussion on budget priorities, supplemental requests, the Capital Improvement Program (CIP), and reserve levels at the City Council meeting on May 3, 2017, and the Draft Budget was presented to the City Council on May 17, 2017. 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 7, 2017.

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 2017/18 Budget. General Fund revenues are projected to be \$26.73 million, and expenditures, including operational transfers out are \$26.08 million. Operational transfers include \$1,300,000 to the Street Improvements Program Fund, and \$165,000 to the Insurance Fund. Additional transfers of \$1.33 million from reserves result in a total expenditure budget of \$27.42 million.

Revenues

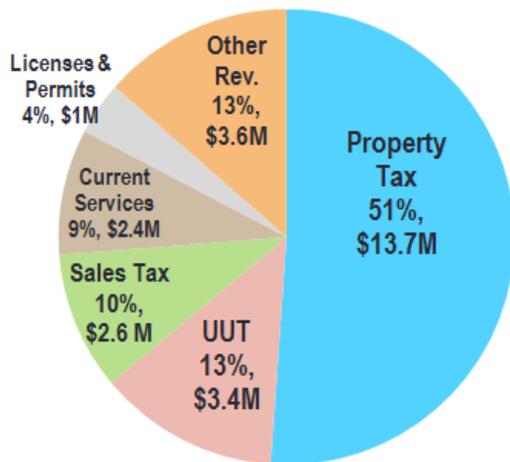
The five largest sources of revenue to the City's General Fund are property taxes, utility taxes, sales taxes, charges for services, and licenses and permits. Property taxes make up 51.5% of all General Fund revenues. Utility users taxes (UUT) make up 12.9% of total General Fund revenues. Despite increases in water rates, FY 2017/18 UUT revenues are expected 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 2017/18, sales taxes are projected to decrease slightly due to adjustments in the prior year resulting from the State of California winding down the "triple flip."

The top five revenue sources represent approximately 86.5% of the General Fund revenues. Historical data indicates that the City's General Fund is becoming more reliant on these five revenue sources.

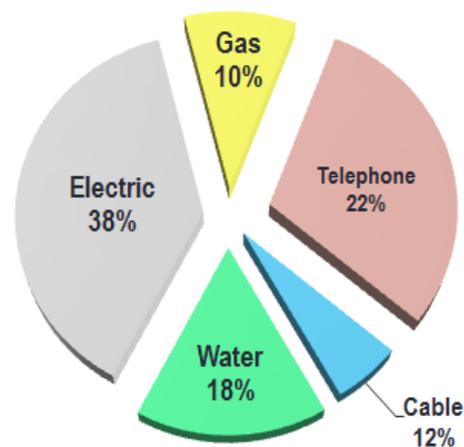
General Fund Revenues

	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Adopted 2017/18
Property Taxes	11,462,586	11,990,074	12,632,984	13,196,987	13,664,979
UUT	3,486,776	3,423,217	3,414,827	3,500,000	3,430,000
Sales Taxes	2,350,781	2,414,498	2,635,968	2,525,667	2,625,000
Current Services	2,629,229	2,974,124	2,805,481	2,413,500	2,386,050
License & Permits	933,816	1,010,779	1,028,583	1,004,900	1,006,440
Top 5 Subtotal	20,863,188	21,812,692	22,517,843	22,641,054	23,112,469
<i>% of Total Revenue</i>	<i>85.7%</i>	<i>85.2%</i>	<i>85.0%</i>	<i>88.4%</i>	<i>86.5%</i>
All Other Revenue	<u>3,482,578</u>	<u>3,375,838</u>	<u>3,972,211</u>	<u>2,980,967</u>	<u>3,622,173</u>
Revenue Total	24,345,766	25,188,530	26,490,054	25,622,021	26,734,632

Revenues



Your 7.5% UUT



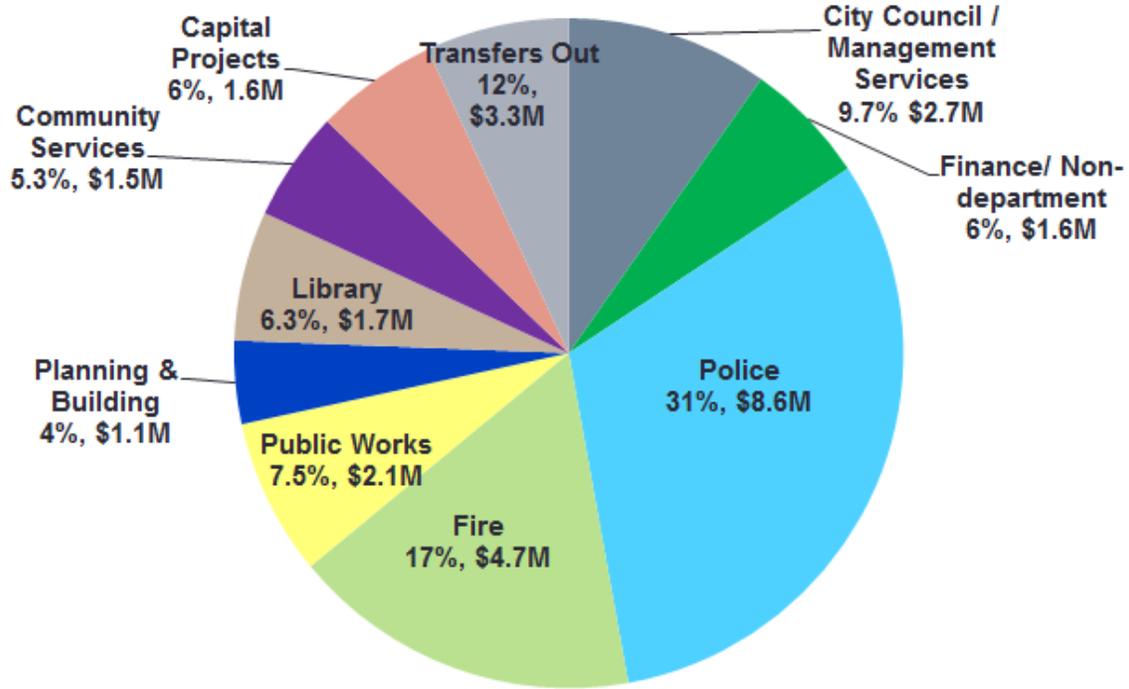
Expenditures

Adopted FY 2017/18 expenditures in the General Fund of \$27.4 million (including transfers out) represent an increase of 2.0% from estimated FY 2016/17 expenditures.

General Fund Expenditures

	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Adopted 2017/18
Wages & Benefits	14,176,094	15,193,994	15,672,149	17,543,465	17,960,310
Operation & Maintenance	5,155,137	5,632,485	5,564,847	5,924,567	5,751,997
Capital Outlay	188,551	50,422	101,252	166,600	188,000
Misc. Transfer Out	406,598	596,137	676,460	36,060	165,000
Street Projects (Transfer Out 16/17 and 17/18 to SIPP)	2,361,248	1,871,528	2,110,204	1,559,000	1,300,000
Supp. Capital	480,299	601,742	617,978	0	720,000
Total Operations	22,767,927	23,946,308	23,946,308	25,229,692	26,085,307
Reserve Transfers for Capital Projects	0	0	0	180,000	950,000
Facilities & Equipment Transfer Out	32,000 (Incl. Above)	146,000 (Incl. Above)	146,000 (Incl. Above)	1,536,001	385,000
Total Expenditures				26,945,693	27,420,307

General Fund by Department = \$27,420,307



General Fund Reserves

The Adopted FY 2017/18 Budget will present the General Fund with an undesignated reserve of \$6.7 million on June 30, 2018 representing 25.0% of General Fund revenues. Total designated reserves for FY 2017/18 are projected to be \$4.35 million.

Transfers out from the Reserves include \$500,000 from the General Fund Arroyo Seco Bike & Pedestrian Trail Designated Reserve, \$400,000 from the CalTrans Vacant Lot Purchases Reserve, \$260,000 from the General Fund Undesignated Reserve to the Facilities & Equipment Replacement Fund, \$125,000 from the Library Drainage Project Designated Reserve to the Facilities & Equipment Replacement Fund, and \$50,000 from the Tree Maintenance Designated Reserve to the Lighting and Landscape Maintenance District Fund.

An additional \$100,000 was added to the Emergency Operations Center Designated Reserve.

General Fund Balance Projection

	FY 16/17	FY 17/18
General Fund Balance	\$11,737,493	\$11,051,828
Reserved		
Arroyo Golf Course / Bike Trail	1,100,000	600,000
CalTrans Vacant Lot Purchases	750,000	350,000
Emergency Operations Center	300,000	400,000
Legal Reserve	500,000	500,000
Library Expansion	200,000	200,000
Maint. Yard / Community Center	442,720	442,720
Renewable Energy Sources Reserve	350,000	350,000
Retiree Medical Reserve	500,000	500,000
Retiree Benefit Reserve	500,000	500,000
Tree Replacement / Management	50,000	0
General Plan / MSSP Reserve	205,000	205,000
Storm Water	300,000	300,000
Library Park Drainage	125,000	0
Total Reserved	5,322,720	4,347,720
Undesignated/Unreserved	6,414,773	6,704,108
<i>% of GF Revenues</i>	<i>26.1%</i>	<i>25.08%</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.

Measure M [236] – Measure M 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. The City is also projecting spending \$6.7 million on water infrastructure 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	07/01/17 Fund Balance	Projected Revenues FY 2017-18	Projected Expenses FY 2017-18	Revenues Minus Expenses	06/30/18 Fund Balance
General Fund	11,737,493	26,734,642	27,420,307	(685,665)	11,051,828
Special Revenue Funds	3,279,983	4,985,732	6,339,142	(1,353,410)	2,575,352
Capital Projects Funds	1,571,306	1,842,000	3,310,716	(1,468,716)	102,590
Enterprise Funds	12,896,278	18,332,074	21,455,551	(3,123,477)	9,772,801
Internal Service Funds	290,000	275,000	65,000	210,000	500,000
Fiduciary Funds	0	197,945	197,945	0	0
Successor Agency	262,378	197,945	197,945	0	262,378
Grand Total	30,037,438	52,565,338	58,986,606	(6,421,268)	23,616,172

Personnel Highlights

The Adopted Budget authorizes 146 full-time employees.

City retirement expenses will continue to rise in FY 2017/18 with CalPERS retirement rates increasing from 32.96% to 38.62% for safety employees, and from 18.91% to 22.02% for miscellaneous employees. The total increase in personnel costs over the prior year is approximately \$423,400.

There is currently an outstanding \$16.7 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 \$2.15 million for street improvements appropriated for FY 2017/18. Projects not completed in FY 2016/17 will be carried over to the next fiscal year.

Fiscal Responsibility

The FY 2017/18 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 n.

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.

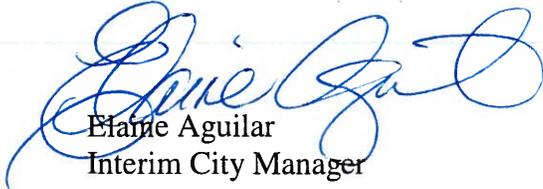
The City of South Pasadena, the greater Los Angeles region and the State of California, have been showing increasing revenues as the region recovers from the 2008 recession. South Pasadena continues to remain in satisfactory financial condition thanks to a relatively diverse and stable revenue base, and our core services 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 2017/18 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 2017/18 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,



Elaine Aguilar
Interim City Manager

FY 2017/18 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 2017/18 Budget includes a balanced operating budget for some of the funds.

Exceptions to this policy include:

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

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

2. APPROPRIATIONS AND BUDGETARY CONTROL

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

This policy has been met.

3. ENTERPRISE FUND

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

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

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

4. GENERAL FUND RESERVE

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

General Fund undesignated fund balance, based upon the Adopted FY 2017/17 Budget, is projected to be 25.1% at June 30, 2018.

5. GENERAL FUND DESIGNATED RESERVE

The total designated reserves have been established for FY 2017/18 is as follows:

	FY 16/17	FY 17/18
General Fund Balance	\$11,737,493	\$11,051,828
Reserved		
Arroyo Golf Course / Bike Trail	1,100,000	600,000
CalTrans Vacant Lot Purchases	750,000	350,000
Emergency Operations Center	300,000	400,000
Legal Reserve	500,000	500,000
Library Expansion	200,000	200,000
Maint. Yard / Community Center	442,720	442,720
Renewable Energy Sources Reserve	350,000	350,000
Retiree Medical Reserve	500,000	500,000
Retiree Benefit Reserve	500,000	500,000
Tree Replacement / Management	50,000	0
General Plan / MSSP Reserve	205,000	205,000
Storm Water	300,000	300,000
Library Park Drainage	125,000	0
Total Reserved	5,322,720	4,347,720
Undesignated/Unreserved	6,414,773	6,704,108
<i>% of GF Revenues</i>	<i>26.1%</i>	<i>25.08%</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, and \$125,000 for workers' compensation. Funding on a pay-as-you-go basis for leave liabilities, claims and judgments, and retiree health insurance costs remains the City's practice. In accordance with GASB 45, a third party actuarial valuation of the City's liability for annual retiree medical costs has been completed every two years since FY 2008/09. The City's benefit structure was modified, reducing the unfunded retiree medical liability from \$22 million as of the 1/1/11 valuation to \$12 million as of the 1/1/13 valuation. However, due to the now required inclusion of the cost of the implied subsidy that results from retirees participating at the same rates as active employees, the liability increased to \$16.7 million as of 1/1/15.

9. DEBT AND INVESTMENTS

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

In FY 2017/18 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 2016/17 Fund Balance

Fund	Description	07/01/16 Fund Balance	Year End Revenues	Year End Expenditures	Revenues Minus Expenses	06/30/17 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		25,812,490	23,462,540	2,349,950	
	Capital			505,395	(505,395)	
	Transfers/Interfund Loans		-	3,436,651	(3,436,651)	
	Reserves					
	Undesignated	7,977,059			-	6,539,963
	Arroyo Golf Course / Bike Trail	1,100,000			-	1,100,000
	Legal Reserve	500,000				500,000
	Maint. Yard / Comm. Ctr	600,000		157,280	(157,280)	442,720
	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					125,000
101	General Fund Total	13,612,059	25,812,490	27,561,866	(1,749,376)	11,862,683
103	Insurance Fund	290,000	60,000	60,000	-	290,000
104	Street Improvements Program	-	1,739,000	1,980,000	(241,000)	(241,000)
105	Facilities & Equip. Replacement	696,953	1,661,591	1,457,571	204,020	900,973
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	698,404	503,613	633,689	(130,076)	568,329
207	Prop "C"	468,471	442,247	188,443	253,804	722,275
208	TEA/Metro	379,391	4,126	-	4,126	383,517
210	Sewer	2,367,792	1,502,641	1,027,227	475,414	2,843,206
211	CTC Traffic Improvement	(35)	200	274	(74)	(109)
215	Street Light & Landscape	100,618	941,695	1,086,210	(144,515)	(43,897)
217	Public, Educ. & Gov't. Fund	103,773	24,000	-	24,000	127,773
218	Clean Air Act	149,022	33,658	41,058	(7,400)	141,622
220	Business Improvement Tax	147,030	155,000	185,000	(30,000)	117,030
223	Gold Line Mitigation Fund	60,381	-	20,000	(20,000)	40,381
226	Mission Meridian Public Garage	(304,893)	990	18,000	(17,010)	(321,903)
228	Housing Authority	26,845	15,058	-	15,058	41,903
230	State Gas Tax	1,004,498	532,360	776,269	(243,909)	760,589
232	County Park Bond	(64,307)	395,866	346,990	48,876	(15,431)
233	Measure R	968,277	309,345	885,244	(575,899)	392,378
236	Measure M	-	-	-	-	-
238	MSRC Grant	-	-	-	-	-
245	Bike & Pedestrian Paths	-	11,205	11,205	-	-
248	BTA Grants	(187)	-	20	(20)	(207)
249	Golden Streets Grant	(351,194)	593,600	593,471	129	(351,065)
255	Capital Growth	226,484	43,576	-	43,576	270,060
260	CDBG	-	135,413	139,013	(3,600)	(3,600)
270	Asset Forfeiture	16,980	50	17,030	(16,980)	-
272	Police Grants - State (COPS)	99,707	130,638	95,822	34,816	134,523
273	Police Subventions - CLEEP	5,246	25	5,271	(5,246)	-
274	Homeland Security Grant	(16,230)	16,230	9,167	7,063	(9,167)
275	Park Impact Fees	439,695	75,000	159,109	(84,109)	355,586
276	Historic Preservation Grant	-	-	-	-	-
277	HSIP Grant	(4,489)	4,489	927	3,562	(927)
280	Public Library Funds Grant	-	-	-	-	-
295	Arroyo Seco Golf Course	514,716	1,082,947	1,111,505	(28,558)	486,158
310	Sewer Capital Projects	-	4,051,412	4,051,412	-	-
327	2000 Tax Allocation Bonds	-	911,333	-	911,333	911,333
500	Water	5,768,193	18,760,983	14,968,415	3,792,568	9,560,761
505	2016 Water Revenue Bonds	-	7,858,379	7,858,379	-	-
550	Public Financing Authority	13,326,858	2,737,291	16,057,996	(13,320,705)	6,153
927	Redev. Obligations Trust Fund	-	199,605	199,605	-	-
	City Total	40,700,107	70,746,056	81,546,188	(10,800,132)	29,899,976
227	Successor Agency to CRA	1,163,814	199,605	1,101,041	(901,436)	262,378
	Successor Agency Total	1,163,814	199,605	1,101,041	(901,436)	262,378
	TOTAL CITY & CRA	41,863,921	70,945,661	82,647,229	(11,701,568)	30,162,355

FY 2017/18 Fund Balance

Fund	Description	06/30/17 Fund Balance	Year End Revenues	Year End Expenditures	Revenues Minus Expenses	06/30/18 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		26,734,642	23,900,307	2,834,335	
	Capital			1,620,000	(1,620,000)	
	Transfers/Interfund Loans		-	1,900,000	(1,900,000)	
	Reserves					
	Undesignated	6,414,773			-	6,704,108
	Arroyo Golf Course / Bike Trail	1,100,000				600,000
	Legal Reserve	500,000				500,000
	Maint. Yard / Comm. Ctr	442,720				442,720
	Renewable Energy Sources Reserve	350,000				350,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Emergency Operations Center	300,000				400,000
	Library Expansion	200,000				200,000
	Tree Replacement / Management	50,000				-
	Sidewalk Improvements	-				-
	CalTrans Vacant Lot Purchases	750,000				350,000
	Monterey Rd. Improvements	-				-
	General Plan / MSSP Reserve	205,000				205,000
	Storm Water	300,000				300,000
	Library Park Drainage	125,000				-
101	General Fund Total	11,737,493	26,734,642	27,420,307	(685,665)	11,051,828
103	Insurance Fund	290,000	275,000	65,000	210,000	500,000
104	Street Improvements Program	(241,000)	1,450,000	1,550,000	(100,000)	(341,000)
105	Facilities & Equip. Replacement	900,973	385,000	859,280	(474,280)	426,693
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	568,329	508,086	469,144	38,942	607,272
207	Prop "C"	722,275	446,036	926,190	(480,154)	242,121
208	TEA/Metro	383,517	2,000	380,000	(378,000)	5,517
210	Sewer	2,843,206	1,498,000	869,599	628,401	3,471,607
211	CTC Traffic Improvement	165	200	-	200	365
215	Street Light & Landscape	(43,897)	940,000	1,105,126	(165,126)	(209,023)
217	Public, Educ. & Gov't. Fund	127,773	24,000	-	24,000	151,773
218	Clean Air Act	141,622	33,700	52,000	(18,300)	123,322
220	Business Improvement Tax	117,030	155,000	138,000	17,000	134,030
223	Gold Line Mitigation Fund	40,381	-	40,381	(40,381)	-
226	Mission Meridian Public Garage	(321,903)	990	26,000	(25,010)	(346,913)
228	Housing Authority	41,903	21,098	-	21,098	63,001
230	State Gas Tax	760,589	716,190	636,608	79,582	840,171
232	County Park Bond	(15,431)	43,500	43,500	-	(15,431)
233	Measure R	392,378	303,158	686,760	(383,602)	8,776
236	Measure M	-	325,741	300,000	25,741	25,741
238	MSRC Grant	-	322,000	322,000	-	-
245	Bike & Pedestrian Paths	-	79,298	79,198	100	100
248	BTA Grants	(207)	418,500	462,500	(44,000)	(44,207)
249	Golden Streets Grant	(351,065)	-	-	-	(351,065)
255	Capital Growth	270,060	33,000	-	33,000	303,060
260	CDBG	(3,600)	140,835	140,835	-	(3,600)
270	Asset Forfeiture	-	-	-	-	-
272	Police Grants - State (COPS)	134,523	116,500	75,000	41,500	176,023
273	Police Subventions - CLEEP	-	-	-	-	-
274	Homeland Security Grant	(9,167)	-	-	-	(9,167)
275	Park Impact Fees	355,586	40,000	-	40,000	395,586
276	Historic Preservation Grant	-	-	-	-	-
277	HSIP Grant	(927)	315,900	455,900	(140,000)	(140,927)
280	Public Library Funds Grant	-	-	-	-	-
295	Arroyo Seco Golf Course	486,158	1,258,114	1,045,495	212,619	698,777
310	Sewer Capital Projects	-	808,884	808,884	-	-
327	2000 Tax Allocation Bonds	911,333	7,000	901,436	(894,436)	16,897
500	Water	9,560,761	11,593,000	15,554,997	(3,961,997)	5,598,764
505	2016 Water Revenue Bonds	-	2,611,838	2,611,838	-	-
550	Public Financing Authority	6,153	562,238	564,738	(2,500)	3,653
927	Redev. Obligations Trust Fund	-	197,945	197,945	-	-
	City Total	29,775,060	52,367,393	58,788,661	(6,421,268)	23,353,793
227	Successor Agency to CRA	262,378	197,945	197,945	-	262,378
	Successor Agency Total	262,378	197,945	197,945	-	262,378
	TOTAL CITY & CRA	30,037,438	52,565,338	58,986,606	(6,421,268)	23,616,172

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
4000-000	Property Tax - Current Secured	8,389,757	8,791,225	9,281,790	9,817,264	9,800,000	10,185,044
4010-000	Property Tax - Unsecured	347,536	360,840	367,703	345,000	360,000	345,000
4020-000	Property Tax - Prior Years	(16,427)	(16,958)	(19,676)	-	(25,000)	-
4030-000	Property Tax - Int & Pen	57,410	44,325	37,557	40,000	33,000	33,000
4040-000	Highway Rental	126,027	129,862	131,986	132,000	126,237	127,000
4050-000	Homeowners Exemption	63,955	65,423	64,301	66,000	66,000	66,000
4060-000	Supplemental - Sec/Unsec	229,649	246,382	270,736	185,000	200,000	200,000
5002-000	Motor Vehicle In Lieu Adj.	2,264,678	2,368,975	2,498,587	2,611,723	2,624,200	2,708,935
Property Tax		11,462,586	11,990,074	12,632,984	13,196,987	13,184,437	13,664,979
4150-000	Library Special Tax	231,667	232,388	231,645	306,000	306,000	312,120
Assessments & Special Taxes		231,667	232,388	231,645	306,000	306,000	312,120
4200-000	Sales & Use Tax	1,578,206	1,597,717	1,916,945	2,276,667	2,277,000	2,350,000
4200-001	Sales Tax "In Lieu"	510,445	541,455	443,497	-	-	-
4201-000	PSAF - Prop 172 Sales Tax	262,130	275,325	275,525	249,000	275,000	275,000
Sales Tax		2,350,781	2,414,498	2,635,968	2,525,667	2,552,000	2,625,000
4230-001	Utility Tax - Water	626,249	615,133	576,531	620,000	620,000	620,000
4230-002	Utility Tax - Electric	1,213,785	1,312,071	1,295,323	1,400,000	1,300,000	1,300,000
4230-003	Utility Tax - Gas	358,715	347,058	370,356	360,000	360,000	360,000
4230-004	Utility Tax - Telephone	1,059,754	744,390	769,388	750,000	750,000	750,000
4230-006	Utility Tax - Cable	228,272	404,565	403,230	370,000	400,000	400,000
Utility Users Tax		3,486,776	3,423,217	3,414,827	3,500,000	3,430,000	3,430,000
4210-001	Franchise - Refuse	361,673	415,079	424,775	420,000	420,000	420,000
4210-002	Franchise - Cable TV	282,382	298,666	294,533	300,000	280,000	280,000
4210-003	Franchise - Electric	94,654	98,131	99,680	98,000	90,840	90,000
4210-004	Franchise - Gas	66,286	66,456	56,316	66,000	47,477	50,000
4220-000	Real Property Transfer	127,745	146,567	125,360	120,000	135,000	120,000
Other Taxes		932,740	1,024,898	1,000,664	1,004,000	973,317	960,000
4400-000	Business License	361,074	372,130	383,950	400,000	400,000	400,000
4420-000	Bus Lic Penalties & Trans	12,861	13,561	13,812	12,000	13,500	12,000
4440-000	Tobacco Retail Permit	1,200	1,440	1,440	1,440	1,440	1,440
4445-000	Filming Permits	116,464	116,290	116,960	116,000	100,000	100,000
4460-000	Parking Permits	405,140	464,379	459,405	440,000	450,000	450,000
4465-001	Fire Permits	3,005	3,025	4,033	2,500	2,500	2,500
4470-002	Street / Curb Permits	16,058	25,975	35,849	20,000	35,000	30,000
4470-004	Street Closure Permits	4,753	2,457	6,197	4,500	2,500	2,500
4470-005	Newsrack Permits	220	820	800	460	-	-
4480-000	FOG Wastewater Permit	13,043	10,703	6,138	8,000	8,000	8,000
Licenses & Permits		933,816	1,010,779	1,028,583	1,004,900	1,012,940	1,006,440
4600-000	Vehicle Code Fines	90,338	73,383	61,912	65,000	57,000	57,000
4610-000	Parking Citations	312,652	267,840	366,096	296,000	300,000	300,000
4620-000	Other Court Fines	9,758	6,362	16,549	5,000	13,000	10,000
Fines & Forfeitures		412,748	347,585	444,556	366,000	370,000	367,000
4800-000	Interest Income	26,886	48,309	136,294	125,000	125,000	125,000
4802-000	Gain / Loss on Investments	-	3,360	9,461	-	3,905	-
4805-000	Unrealized Gain / Loss	(744)	(6,459)	29,897	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	3,246	3,683	3,879	3,500	3,800	3,800
4820-000	Rental - Stables	52,037	52,511	53,214	55,000	54,897	55,650
4825-000	Rental - Tennis	39,000	39,000	39,430	39,120	61,560	84,000
4830-002	Rental - Cell Phone Site	37,891	39,028	40,198	39,702	40,893	42,120
4830-003	Rental - Cell Site - AT&T	29,418	30,301	30,748	30,748	30,748	31,693
4830-004	Cell Phone - CW/Bilicke	32,985	33,974	34,993	35,277	36,338	42,120
4830-005	Cell Phone - Verizon - San Pascual	24,687	25,427	26,190	25,804	27,374	28,195
4830-006	Cell Phone - Cingular OG	28,591	29,448	29,860	29,860	29,856	30,755
4830-009	Cell Phone - Metro PCS	34,022	35,723	36,979	37,268	37,826	38,961
4830-010	Cell Phone - Verizon - MH	-	-	30,266	21,564	22,206	22,877

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
4835-000	Rental - TWC	6,000	1,516	-	-	-	-
4840-000	Rental - War Memorial Building	72,209	86,882	71,328	45,992	49,175	40,000
4850-000	Rental - Eddie Park	6,375	3,633	3,745	3,000	4,647	1,500
4860-000	Rental - Library Comm Room	24,310	27,290	24,430	20,000	13,000	15,000
4885-000	Rental - Sr Citizen Ctr	3,150	2,648	2,160	2,000	1,455	2,000
4890-000	Rental - Farmer's Market	4,870	5,892	9,697	8,500	8,500	8,500
4891-000	Rental - Orange Grove	1,950	1,400	3,266	5,000	5,768	5,500
4892-000	Rental - Misc	42,150	38,550	49,663	40,000	40,000	40,000
4893-000	Rental - Batting Cages	11,900	16,056	12,637	10,000	13,000	10,000
4894-000	Rental - Youth House	2,908	2,705	2,739	3,250	5,069	5,000
Use of Money & Property		483,839	520,879	681,073	580,585	615,017	632,671
5000-000	Motor Vehicle In Lieu	-	16,845	10,561	-	11,660	-
5020-000	State Reimb - Police Training	9,572	12,471	1,104	10,000	5,000	5,000
5030-000	State Mandated Cost	5,594	356,398	24,055	5,000	80	5,000
5071-003	Miscellaneous Grants	117,095	35,153	71,307	-	1,500	-
5071-005	Non-Federal Grants - Pub. Works	142,040	-	29,302	-	-	660,000
5073-001	Grants-Police	7,869	12,912	-	-	-	-
5073-002	Grants-Fire	8,426	5,954	-	-	-	-
Revenue From Other Agencies		290,596	439,733	136,328	15,000	18,240	670,000
5150-001	Business License App Fee	15,032	14,057	15,091	15,000	15,000	15,000
4405-000	Business License SB1186 Fee	1,811	1,845	1,913	2,000	2,000	2,000
5150-002	Non Sufficient Fund Chg	189	243	135	200	300	200
Current Services-Finance		17,032	16,145	17,139	17,200	17,300	17,200
5200-001	Community Development Misc Fee	-	870	175	250	100	150
5200-002	Planning Fees	115,392	134,395	108,808	135,000	105,000	105,000
5200-003	Plan Check	294,594	234,024	234,716	180,000	250,000	225,000
5200-004	Building Permits	309,544	539,993	393,792	320,000	375,000	370,000
5200-007	Administrative Citations	300	1,100	1,300	1,000	500	1,000
Current Services-Planning & Building		719,829	910,382	738,791	636,250	730,600	701,150
5220-001	Engineering Fees - Misc	54,877	53,982	87,444	30,000	65,000	50,000
5220-002	Engineering Plan Check	32,623	4,075	1,600	9,000	3,000	3,000
5221-000	Public Works Plan Check Fees	-	1,200	-	-	-	-
5223-000	NPDES	132,570	123,988	136,354	124,000	128,000	124,000
Current Services-Public Works		220,070	183,244	225,398	163,000	196,000	177,000
5230-001	Police Special Svcs	4,755	3,081	5,070	5,000	1,600	2,000
5230-004	Vehicle Impound Fees	26,961	22,725	19,855	20,000	22,000	20,000
5230-005	Police Svcs - Filming	234,990	196,858	214,645	200,000	200,000	200,000
5280-001	Animal Control Fees	1,713	1,253	1,367	1,000	1,000	1,000
Current Services-Police		268,419	223,916	240,937	226,000	224,600	223,000
5255-000	Passport Services	-	-	-	-	10,000	15,000
Current Services-Clerk		-	-	-	-	10,000	15,000
5260-002	Library Fines	78,264	67,666	63,131	62,000	62,000	62,000
5260-003	Library Replacements	9,194	5,339	5,183	5,000	5,000	5,000
Current Services-Library		87,458	73,004	68,315	67,000	67,000	67,000
5265-002	Sr. Citizens Classes	13,959	14,143	17,816	17,000	20,000	28,000
5265-003	Sr. Citizens Membership	9,907	10,026	9,888	10,000	9,000	9,500
5265-004	Sr. Citizens Bus Trips	2,700	3,733	5,617	8,200	8,200	10,700
5265-005	Snr. Citizens Center Programs	1,373	1,860	910	1,800	1,800	3,300
5265-006	Bingo - Coffee - Med. I.D.	1,874	1,425	1,535	1,800	1,500	1,500
5270-001	Camp Med Fees	316,524	312,582	304,615	305,000	316,000	320,000
5270-002	Recreation Classes	199,345	204,294	196,207	185,000	17,000	190,000
5270-003	Special Events	4,890	5,082	10,181	9,250	9,400	9,500
5270-004	MTA Bus Pass - General	-	(1,190)	-	-	-	-
5270-005	Park/Field Reservations	42,154	38,648	48,374	38,000	40,000	40,000
5270-007	Adult Sports	1,244	855	366	-	-	-
5270-008	Concerts in the Park	10,749	12,949	9,734	13,000	11,000	13,000
5270-009	War Memorial Kitchen	-	-	-	-	1,050	1,200
Current Services-Community Services		604,718	604,407	605,243	589,050	434,950	626,700

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
5289-001	Fire Dept - Filming	148,305	164,863	178,955	120,000	140,000	140,000
5289-002	Fire Dept - Plan Check	44,825	19,491	16,389	18,000	18,000	18,000
5290-001	Paramedic Fees	495,671	525,660	522,738	380,000	380,000	380,000
5300-000	Paramedic Subscriptions	22,905	22,745	16,629	22,000	21,000	21,000
5302-000	Tri-City Reimbursements	-	230,267	174,647	175,000	188,000	-
5305-001	Fire Miscellaneous	(3)	-	300	-	-	-
Current-Services-Fire		711,703	963,026	909,658	715,000	747,000	559,000
Current-Services-ALL		2,629,229	2,974,124	2,805,481	2,413,500	2,427,450	2,386,050
5400-000	Sale of Property	7,027	1,177	6,371	7,000	6,000	6,000
5420-000	Workers Comp Reimb	208,049	122,953	25,638	20,000	20,000	20,000
5425-000	Gen. Liability Insurance Reimb	7,070	2,646	129,199	20,000	280,000	20,000
5430-000	Damage to City Property	-	1,973	-	-	2,280	-
5440-000	Candidate Filing Fee	1,927	200	684	-	-	-
5450-000	Commissions	54	-	-	-	-	-
5460-000	Recycling Revenue	118,815	67,252	63,038	80,000	80,000	80,000
5460-001	Recycling Container	-	7,067	14,469	-	7,000	7,000
5490-000	Cash Over/Short Fin.	(25)	(5)	113	-	-	-
5490-001	Over/Short - Library	(8)	-	(1)	-	-	-
5490-002	Over/Short - Police	(22)	(10)	65	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	(4)	(2)	1	-	-	-
5490-004	Over Short - Senior Center	(98)	7	15	-	-	-
5490-005	Cash Over/Short - Clerk	-	-	-	-	-	-
5490-006	Cash Over/Short - Pub. Works	(0)	-	-	-	-	-
5501-001	Donations - Misc	101	666	21	-	-	-
5501-003	Donations - Senior Meals	19,041	10,223	10,727	25,000	6,000	10,000
5501-005	Donations - Library	-	(44)	125	-	-	-
5505-000	Miscellaneous	276,409	135,786	809,034	70,000	50,000	50,000
5505-001	Duplication Fees	4,654	3,877	4,300	4,000	4,000	4,000
5550-000	Prior Year Adjustment	2,132	(1,792)	(69,238)	-	(15,573)	-
Other Revenue		645,121	351,974	994,561	226,000	439,707	197,000
5610-000	Reimbursement-Sewer Fund	69,022	69,022	69,022	69,022	69,022	69,022
5630-000	Reimbursement-CRA Fund	27,484	-	-	-	-	-
5640-000	Reimbursement-Water Fund	389,361	389,361	414,362	414,360	414,360	414,360
Reimbursements From Other Funds		485,867	458,383	483,384	483,382	483,382	483,382
101 - GENERAL FUND TOTAL		24,345,766	25,188,530	26,490,054	25,622,021	25,812,490	26,734,642
9911-000	Transfers from Other Fund	-	303,640	46,397	60,000	60,000	275,000
Transfers In		-	303,640	46,397	60,000	60,000	275,000
103 - INSURANCE FUND TOTAL		-	303,640	46,397	60,000	60,000	275,000
5071-005	Non-Federal Grants - Pub. Works	-	-	-	-	-	150,000
Revenue From Other Agencies		-	-	-	-	-	150,000
9911-000	Transfers from Other Fund	-	-	-	1,739,000	1,739,000	1,300,000
Transfers In		-	-	-	1,739,000	1,739,000	1,300,000
104 - STREET IMPROVEMENTS PROGRAM I		-	-	-	1,739,000	1,739,000	1,450,000
9911-000	Transfers from Other Fund	32,000	146,000	500,000	1,536,061	1,661,591	385,000
Transfers In		32,000	146,000	500,000	1,536,061	1,661,591	385,000
105 - FACILITIES & EQUIP REPLACEMENT T		32,000	146,000	500,000	1,536,061	1,661,591	385,000
5077-004	MTA Grant - Pedestrian Imp	30,000	-	-	-	-	-
9911-000	Transfers from Other Fund	168,371	172,497	-	-	-	-
Revenue From Other Agencies		198,371	172,497	-	-	-	-
201 - MTA PEDESTRIAN IMPROVEMENT		198,371	172,497	-	-	-	-

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
4200-000	Sales & Use Tax	438,840	457,288	469,505	479,568	479,568	484,086
	Sales Tax	438,840	457,288	469,505	479,568	479,568	484,086
4800-000	Interest Income	883	1,913	6,651	6,000	7,500	7,800
4802-000	Gain / Loss on Investments	-	139	516	-	228	-
4805-000	Unrealized Gain / Loss	(61)	(257)	1,234	-	-	-
	Use of Money & Property	822	1,794	8,401	6,000	7,728	7,800
5266-000	Dial - A - Ride Charges	3,722	4,922	4,984	5,000	4,615	5,000
	Charges for Current Services	3,722	4,922	4,984	5,000	4,615	5,000
5500-000	MTA Bus Pass - Senior	(49)	852	(50)	1,000	1,250	1,200
5504-000	Prop A - NTD Disc. Incentive	18,092	16,967	15,135	15,000	10,452	10,000
5505-000	Miscellaneous	-	3,720	-	-	-	-
5550-000	Prior Year Adjustment	-	48	-	-	-	-
	Other Revenue	18,043	21,586	15,085	16,000	11,702	11,200
	205 - LOCAL TRANSIT RETURN "A" TOTAL	461,426	485,591	497,975	506,568	503,613	508,086
4200-000	Sales & Use Tax	363,409	378,782	388,693	397,789	397,789	401,536
	Sales Tax	363,409	378,782	388,693	397,789	397,789	401,536
4800-000	Interest Income	537	1,226	4,234	4,000	4,300	4,500
4802-000	Gain / Loss on Investments	-	87	335	-	158	-
4805-000	Unrealized Gain / Loss	(45)	(61)	889	-	-	-
	Use of Money & Property	492	1,253	5,458	4,000	4,458	4,500
4460-001	Parking Revenue	-	34,915	38,526	35,000	40,000	40,000
	Charges for Current Services	-	34,915	38,526	35,000	40,000	40,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
	Other Revenue	-	-	-	-	-	-
	207 - LOCAL TRANSIT RETURN "C" TOTAL	363,901	414,949	432,677	436,789	442,247	446,036
4800-000	Interest Income	-	1,198	4,305	2,000	4,000	2,000
4802-000	Gain / Loss on Investments	-	84	275	-	126	-
4805-000	Unrealized Gain / Loss	-	(430)	656	-	-	-
	Use of Money & Property	-	853	5,236	2,000	4,126	2,000
5077-041	MTA Grant - Ped. Improv. - LTF	-	373,302	-	-	-	-
	Revenue From Other Agencies	-	373,302	-	-	-	-
	208 - TEA/METRO TOTAL	-	374,155	5,236	2,000	4,126	2,000
4800-000	Interest Income	2,754	5,541	19,685	18,000	26,000	28,000
4802-000	Gain / Loss on Investments	-	422	1,729	-	675	-
4805-000	Unrealized Gain / Loss	(177)	(124)	5,087	-	-	-
	Use of Money & Property	2,576	5,839	26,501	18,000	26,675	28,000
5310-000	Sewer Service Charges	1,250,871	1,347,965	1,534,401	1,400,000	1,465,000	1,465,000
5315-000	Penalty - Sewer	5,811	5,267	5,335	5,000	4,600	5,000
5335-000	Capacity Charges	-	-	4,188	-	6,366	-
	Charges for Current Services	1,256,682	1,353,231	1,543,924	1,405,000	1,475,966	1,470,000
5550-000	Prior Year Adjustment	-	60	-	-	-	-
	Other Revenue	-	60	-	-	-	-
9911-000	Transfers from Other Fund	-	-	-	-	-	-
	Transfers In	-	-	-	-	-	-
	210 - SEWER TOTAL	1,259,258	1,359,131	1,570,425	1,423,000	1,502,641	1,498,000
5071-006	Federal Grant - Rogan HR 5394	103	61	54	-	200	200
	Revenue From Other Agencies	103	61	54	-	200	200
	211 - CTC TRAFFIC IMPROVEMENT TOTAL	103	61	54	-	200	200

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
4100-000	Street Light Assessments	896,465	895,798	891,305	890,000	890,000	890,000
Assessments & Special Taxes		896,465	895,798	891,305	890,000	890,000	890,000
5425-000	Gen. Liability Insurance Reimb	-	1,495	2,213	-	-	-
5430-000	Damage to City Property	8,575	10,870	7,478	5,000	4,310	-
5501-012	Donations - Tree Dedications	12,455	1,735	1,410	-	47,385	-
5550-000	Prior Year Adjustment	-	208	(15,743)	-	-	-
Other Revenue		21,030	14,308	(4,642)	5,000	51,695	-
9911-000	Transfers from Other Fund	-	-	-	-	-	50,000
Transfers In		-	-	-	-	-	50,000
215 - STREET LIGHT & LANDSCAPE TOTAL		917,496	910,105	886,664	895,000	941,695	940,000
5250-000	PEG Fees	20,991	25,173	23,472	24,000	24,000	24,000
Revenue From Other Agencies		20,991	25,173	23,472	24,000	24,000	24,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		20,991	25,173	23,472	24,000	24,000	24,000
4800-000	Interest Income	455	362	1,189	1,200	1,600	1,700
4802-000	Gain / Loss on Investments	-	27	451	-	58	-
4805-000	Unrealized Gain / Loss	(27)	(27)	(84)	-	-	-
Use of Money & Property		428	363	1,556	1,200	1,658	1,700
5082-000	AB 2766 (SCAQMD) Fees	31,929	32,272	33,213	32,000	32,000	32,000
Revenue From Other Agencies		31,929	32,272	33,213	32,000	32,000	32,000
218 - CLEAN AIR ACT TOTAL		32,357	32,635	34,769	33,200	33,658	33,700
5412-000	Business Improvement Tax	114,870	119,454	125,405	115,000	115,000	115,000
5412-001	BIT - Filming Permits	43,689	43,591	43,645	40,000	40,000	40,000
Other Revenue		158,559	163,045	169,050	155,000	155,000	155,000
220 - BUSINESS IMPROVEMENT TAX TOTAL		158,559	163,045	169,050	155,000	155,000	155,000
9911-000	Transfers from Other Fund	120,749	-	-	-	-	-
Transfers In		120,749	-	-	-	-	-
223 - GOLD LINE MITIGATION FUND TOTAL		120,749	-	-	-	-	-
4875-000	Rental - MMV Parking	-	-	1,155	3,960	990	990
Use of Money & Property		-	-	1,155	3,960	990	990
226 - MISSION MERIDIAN PUBLIC GARAGE TOTAL		-	-	1,155	3,960	990	990
4800-000	Interest Income	2,211	2,399	4,047	1,600	3,368	-
4880-000	Rental - Nursery Property	18,300	12,075	12,000	12,000	6,000	-
Use of Money & Property		20,511	14,474	16,047	13,600	9,368	-
5550-000	Prior Year Adjustment	-	-	10,239	-	-	-
Other Revenue		-	-	10,239	-	-	-
9911-000	Transfers from Other Fund	254,227	642,838	308,736	221,102	190,237	197,945
Transfers In		254,227	642,838	308,736	221,102	190,237	197,945
227 - SA-CRA TOTAL		274,739	657,312	335,022	234,702	199,605	197,945

Revenue Detail

Acct	Account Title	2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
4800-000	Interest Income	15	64	227	250	300	350
4802-000	Gain / Loss on Investments	-	5	19	-	10	-
4805-000	Unrealized Gain / Loss	(1)	(10)	53	-	-	-
4810-000	Rental - Arroyo House	8,019	9,477	8,748	8,748	8,748	8,748
4880-000	Rental - Nursery Property	-	-	-	-	6,000	12,000
Use of Money & Property		8,033	9,536	9,047	8,998	15,058	21,098
228 - HOUSING AUTHORITY TOTAL		8,033	9,536	9,047	8,998	15,058	21,098
4800-000	Interest Income	2,388	3,240	9,491	8,000	12,000	13,000
4802-000	Gain / Loss on Investments	-	240	727	-	338	-
4805-000	Unrealized Gain / Loss	(142)	260	1,943	-	-	-
Use of Money & Property		2,246	3,740	12,161	8,000	12,338	13,000
5038-000	State Gas Tax - 2103	357,482	275,225	134,455	61,734	63,231	104,211
5039-000	State Gas Tax - 2105	174,496	154,187	146,954	163,474	154,021	151,281
5040-000	State Gas Tax - 2106	84,565	95,698	90,981	84,593	97,818	96,169
5050-000	State Gas Tax - 2107	186,685	198,554	191,354	227,010	198,952	195,433
5060-000	State Gas Tax - 2107.5	6,000	12,000	6,000	6,000	6,000	6,000
5070-000	State Gas Tax - RMRA	-	-	-	-	-	150,096
Revenue From Other Agencies		809,228	735,663	569,743	542,811	520,022	703,190
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		811,474	659,447	639,987	550,811	532,360	716,190
5084-006	County Park Bond - (Prop A)	-	-	-	-	309,028	-
5084-008	County Park Bond - Maint	-	-	125,882	-	86,838	43,500
Revenue From Other Agencies		-	-	125,882	-	395,866	43,500
232 - COUNTY PARK BOND TOTAL		-	-	125,882	-	395,866	43,500
4200-000	Sales & Use Tax	271,655	284,546	292,258	298,320	298,320	301,158
Sales Tax		271,655	284,546	292,258	298,320	298,320	301,158
4800-000	Interest Income	1,825	2,639	8,266	5,000	10,700	2,000
4802-000	Gain / Loss on Investments	-	174	665	-	325	-
4805-000	Unrealized Gain / Loss	(122)	(272)	1,868	-	-	-
Use of Money & Property		1,703	2,541	10,799	5,000	11,025	2,000
233 - MEASURE R TOTAL		273,358	287,087	303,057	303,320	309,345	303,158
4200-000	Sales & Use Tax	-	-	-	-	-	324,241
Sales Tax		-	-	-	-	-	324,241
4800-000	Interest Income	-	-	-	-	-	1,500
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	-	1,500
236 - MEASURE M TOTAL		-	-	-	-	-	325,741
5071-014	MSRC Grant	125,930	-	-	-	-	322,000
Revenue From Other Agencies		125,930	-	-	-	-	322,000
9911-000	Transfers from Other Fund	100,000	90,000	90,539	-	-	-
Transfers In		100,000	90,000	90,539	-	-	-
238 - MSRC GRANT TOTAL		225,930	90,000	90,539	-	-	322,000
4800-000	Interest Income	-	-	-	-	-	100
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	-	100
5035-000	SB 821 State Grants	14,818	89,519	-	17,053	11,205	79,198
Revenue From Other Agencies		14,818	89,519	-	17,053	11,205	79,198
245 - BIKE & PEDESTRIAN PATHS TOTAL		14,818	89,519	-	17,053	11,205	79,298

Revenue Detail

Aect	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
9911-000	Transfers from Other Fund	391	-	-	-	-	-
	Transfers In	391	-	-	-	-	-
	247 - SGVCOG GRANT TOTAL	391	-	-	-	-	-
5071-017	Mission St. Bikeway-BTA Grant	-	-	-	224,000	-	234,000
5071-018	Bicycle Parking-BTA Grant	-	-	-	-	-	184,500
	Revenue From Other Agencies	-	-	-	224,000	-	418,500
	248 - BTA GRANTS TOTAL	-	-	-	224,000	-	418,500
5071-045	MSRC Grant - Golden Streets	-	-	-	-	-	-
5077-045	Metro Grant - Golden Streets	-	-	-	-	593,600	-
	Revenue From Other Agencies	-	-	-	-	593,600	-
	249 - GOLDEN STREETS GRANT TOTAL	-	-	-	-	593,600	-
4800-000	Interest Income	250	667	2,122	1,500	2,500	1,000
4802-000	Gain / Loss on Investments	-	55	162	-	76	-
4805-000	Unrealized Gain / Loss	(17)	(39)	408	-	-	-
	Use of Money & Property	233	684	2,692	1,500	2,576	1,000
5215-000	Growth Requirement - Residen	27,353	39,856	49,331	30,000	40,000	30,000
5216-000	Growth Requirement - Comm/Indus	2,588	97,127	-	2,000	1,000	2,000
	Charges for Current Services	29,941	136,983	49,331	32,000	41,000	32,000
	255 - CAPITAL GROWTH TOTAL	30,174	137,667	52,023	33,500	43,576	33,000
5075-032	Sr. Program - D99575	18,446	18,503	18,222	10,500	10,500	18,000
5075-049	ADA Sidewalk Repairs	116,431	106,324	64,528	103,913	103,913	101,835
	Revenue From Other Agencies	134,877	124,827	82,750	114,413	114,413	119,835
5501-003	Donations - Senior Meals	12,421	21,613	19,117	21,000	21,000	21,000
5550-000	Prior Year Adjustment	(0)	-	(362)	-	-	-
	Other Revenue	12,421	21,613	18,755	21,000	21,000	21,000
	260 - CDBG TOTAL	147,298	146,440	101,505	135,413	135,413	140,835
4800-000	Interest Income	68	73	166	-	50	-
4802-000	Gain / Loss on Investments	-	5	12	-	-	-
4805-000	Unrealized Gain / Loss	(4)	7	29	-	-	-
	Use of Money & Property	64	85	207	-	50	-
5075-001	Asset Forfeiture - DOJ	-	-	-	-	-	-
	Revenue From Other Agencies	-	-	-	-	-	-
	270 - ASSET FORFEITURE TOTAL	64	85	207	-	50	-
4800-000	Interest Income	370	408	1,421	1,500	1,300	1,500
4802-000	Gain / Loss on Investments	-	29	120	-	14	-
4805-000	Unrealized Gain / Loss	(24)	12	370	-	-	-
	Use of Money & Property	347	448	1,910	1,500	1,314	1,500
5005-000	State Grant - COPS (AB3229)	100,000	106,230	114,618	100,000	129,324	115,000
	Revenue From Other Agencies	100,000	106,230	114,618	100,000	129,324	115,000
	272 - POLICE GRANTS - STATE TOTAL	100,347	106,678	116,529	101,500	130,638	116,500
4800-000	Interest Income	16	20	51	-	22	-
4802-000	Gain / Loss on Investments	-	1	4	-	3	-
4805-000	Unrealized Gain / Loss	(1)	(1)	9	-	-	-
	Use of Money & Property	15	20	64	-	25	-
	273 - POLICESUBVENTIONS - CLEEP TOTAL	15	20	64	-	25	-
5036-000	Homeland Security Grant	189,747	47,500	-	-	16,230	-
	Revenue From Other Agencies	189,747	47,500	-	-	16,230	-
	274 - HOMELAND SECURITY GRANT TOTAL	189,747	47,500	-	-	16,230	-

Revenue Detail

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
5200-008	Park Impact Fees	49,557	307,786	97,901	30,000	75,000	40,000
Charges for Current Services		49,557	307,786	97,901	30,000	75,000	40,000
275 - PARK IMPACT FEE		49,557	307,786	97,901	30,000	75,000	40,000
5071-015	Historic Preservation Grant	-	15,000	-	-	-	-
Revenue From Other Agencies		-	15,000	-	-	-	-
276 - HISTORIC PRESERVATION GRANT TOTAL		-	15,000	-	-	-	-
5071-016	HSIP Grant	-	-	18,336	-	4,489	315,900
Revenue From Other Agencies		-	-	18,336	-	4,489	315,900
277 - HSIP GRANT TOTAL		-	-	18,336	-	4,489	315,900
4800-000	Interest Income	-	711	3,923	4,000	2,500	2,800
4802-000	Gain / Loss on Investments	-	95	243	-	84	-
4805-000	Unrealized Gain / Loss	-	(876)	590	-	-	-
Use of Money & Property		-	(69)	4,756	4,000	2,584	2,800
5275-001	Green Fees / Mini Golf	685,346	597,539	596,524	619,970	582,864	626,965
5275-002	Range	357,635	335,826	284,421	333,125	275,147	329,365
5275-003	Golf Shop	48,273	51,143	50,097	58,990	53,250	62,709
5275-004	Food	59,587	88,711	107,926	166,858	96,352	170,225
5275-005	Filming	46,206	60,343	90,959	53,000	72,750	66,050
Charges for Current Services		1,197,047	1,133,562	1,129,927	1,231,943	1,080,363	1,255,314
295-ARROYO SECO GOLF COURSE		1,197,047	1,133,493	1,134,683	1,235,943	1,082,947	1,258,114
4800-000	Interest Income	83	103	99	-	-	-
4802-000	Gain / Loss on Investments	-	2	0	-	-	-
4805-000	Unrealized Gain / Loss	1	307	(224)	-	-	-
Use of Money & Property		83	413	(125)	-	-	-
5586-000	Loan Proceeds	527,283	-	-	4,000,000	4,051,412	808,884
Revenue From Other Agencies		527,283	-	-	4,000,000	4,051,412	808,884
9911-000	Transfers from Other Fund	250,000	250,000	180,000	3,000	-	-
Transfers In		250,000	250,000	180,000	3,000	-	-
310 - SEWER CAPITAL PROJECTS TOTAL		777,366	250,413	179,875	4,003,000	4,051,412	808,884
4800-000	Interest Income	-	-	-	-	9,600	7,000
4802-000	Gain / Loss on Investments	-	-	-	-	297	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	9,897	7,000
9911-000	Transfers from Other Fund	-	-	-	-	901,436	-
Transfers In		-	-	-	-	901,436	-
327 - 2000 TAX ALLOCATION BONDS TOTAL		-	-	-	-	911,333	7,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
4800-000	Interest Income	27,054	34,880	86,515	80,000	112,000	115,000
4802-000	Gain / Loss on Investments	-	2,269	5,867	-	4,764	-
4805-000	Unrealized Gain / Loss	(1,337)	849	14,010	-	-	-
Use of Money & Property		25,718	37,999	106,391	80,000	116,764	115,000
5320-000	Water Sales	8,582,618	8,437,693	7,833,943	8,925,000	8,000,000	8,000,000
5325-000	Standby Service Charge	-	-	-	14,000	14,000	14,000
5327-000	Efficiency Fee	248,596	221,584	184,134	220,000	190,000	190,000
5330-000	Private Fire Service	32,027	35,598	32,736	35,000	32,000	32,000
5335-000	Capacity Charges	-	-	43,537	-	244,908	-
Charges for Current Services		8,863,241	8,694,876	8,094,351	9,194,000	8,480,908	8,236,000
5360-000	Rubbish Clearing	-	(11,430)	-	-	-	-
5370-000	Penalty - Water/Rubbish	79,857	62,000	55,266	60,000	60,000	60,000
5430-000	Damage to City Property	7,029	4,695	10,500	-	763	-
5505-000	Miscellaneous	150	30	-	-	210	-
5510-000	Misc Service Revenue	2,964	3,375	3,240	3,000	3,000	3,000
5525-000	Yard Waste	-	-	-	-	-	-
5530-000	Rubbish Billing Fees	162,274	105,867	117,597	112,000	112,000	112,000
5540-000	Service Fees	66,923	25,693	20,451	20,000	20,000	20,000
5550-000	Prior Year Adjustment	(66,363)	(47,194)	4,176,047	-	-	-
5560-000	Sewer Billing Fees	38,687	41,690	47,456	47,000	47,000	47,000
Other Revenue		291,520	184,725	4,430,557	242,000	242,973	242,000
5586-000	Loan Proceeds	-	-	-	-	-	3,000,000
Revenue From Other Agencies		-	-	-	-	-	3,000,000
9911-000	Transfers from Other Fund	7,312,524	6,360,379	10,782,388	8,600,000	9,920,338	-
Transfers In		7,312,524	6,360,379	10,782,388	8,600,000	9,920,338	-
500 - WATER TOTAL		16,493,002	15,277,978	23,413,686	18,116,000	18,760,983	11,593,000
4800-000	Interest Income	-	-	-	-	(69,000)	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	(69,000)	-
9911-000	Transfers from Other Fund	-	-	-	-	10,917,550	2,611,838
Transfers In		-	-	-	-	10,917,550	2,611,838
505 - 2016 WATER REVENUE BONDS TOTAL		-	-	-	-	10,848,550	2,611,838
4800-000	Interest Income	-	-	-	45,000	36,215	-
4802-000	Gain / Loss on Investments	-	(11,974)	-	-	-	-
Use of Money & Property		-	(11,974)	-	45,000	36,215	-
9911-000	Transfers from Other Fund	2,870,788	2,832,561	2,633,392	2,760,013	2,143,739	-
9912-000	Transfers from Other Fund	518,558	536,819	554,531	553,587	557,337	562,238
Transfers In		3,389,346	3,369,381	3,187,923	3,313,600	2,701,076	562,238
550 - PUBLIC FINANCING TOTAL		3,389,346	3,357,407	3,187,923	3,358,600	2,737,291	562,238
4000-000	Property Tax - Current Secured	425,493	350,398	315,886	234,702	199,605	197,945
Property Tax		425,493	350,398	315,886	234,702	199,605	197,945
927 - REDEV. OBLIGATIONS TOTAL		425,493	350,398	315,886	234,702	199,605	197,945
CITYWIDE TOTAL		52,319,176	52,499,276	60,780,079	61,024,141	73,935,832	52,565,338

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
101	Wages & Benefits	14,176,094	15,193,994	15,672,149	17,543,464	17,227,039	17,960,310
101	Operations & Maintenance	5,155,136	5,632,485	5,564,847	5,924,567	5,545,136	5,751,997
101	Capital Outlay	188,551	50,422	101,252	166,600	184,970	188,000
101	Other Expenses	-	-	-	-	-	-
101	Transfer Out	406,598	596,137	676,460	3,311,061	3,436,651	1,900,000
101	Capital Projects	2,841,547	2,473,270	2,728,182	-	505,395	1,620,000
	101 - General Fund Total	22,767,927	23,946,308	24,742,890	26,945,692	26,899,191	27,420,307
103	Operations & Maintenance	-	14,207	45,830	60,000	60,000	65,000
	103 - Insurance Fund Total	-	14,207	45,830	60,000	60,000	65,000
104	Capital Projects	-	-	-	1,739,000	1,980,000	1,550,000
	104 - Street Improvements Program Total	-	-	-	1,739,000	1,980,000	1,550,000
105	Operations & Maintenance	-	-	-	210,000	-	210,000
105	Capital Outlay	-	158,022	260,418	795,000	1,046,391	200,000
105	Capital Projects	-	137,954	4,100	582,000	411,180	449,280
	105 - Facilities & Equip. Replacement Total	-	295,976	264,518	1,587,000	1,457,571	859,280
205	Wages & Benefits	190,905	150,442	157,310	271,020	237,124	341,843
205	Operations & Maintenance	78,964	78,181	89,395	215,725	181,531	127,301
205	Capital Outlay	9,158	59,100	116,957	90,000	125,034	-
205	Capital Projects	-	-	-	90,000	90,000	-
	205 - Prop "A" Total	279,027	287,723	363,662	666,745	633,689	469,144
207	Wages & Benefits	139,193	185,652	227,556	249,770	164,454	162,305
207	Operations & Maintenance	31,701	27,287	35,152	-	23,989	98,885
207	Capital Outlay	-	-	33,985	-	-	-
207	Capital Projects	95,356	81,089	8,842	500,000	-	665,000
	207 - Prop "C" Total	266,250	294,028	305,535	749,770	188,443	926,190
208	Transfer Out	-	-	-	-	-	-
208	Capital Projects	-	-	-	380,000	-	380,000
	208 - TEA/Metro Total	-	-	-	380,000	-	380,000
209	Transfer Out	14,913	-	-	-	-	-
	209 - MTA Gold Line Betterments Grant	14,913	-	-	-	-	-
210	Wages & Benefits	333,046	312,642	402,233	453,415	433,258	455,477
210	Operations & Maintenance	201,080	148,805	133,413	265,822	164,969	266,622
210	Capital Outlay	3,563	128	-	420,000	426,000	120,000
210	Other Expenses	89,036	103,420	107,013	-	-	-
210	Transfer Out	250,000	264,500	182,320	3,000	3,000	27,500
210	Capital Projects	8,345	2,107	-	-	-	-
	210 - Sewer Total	885,070	831,602	824,979	1,142,237	1,027,227	869,599

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
211	Wages & Benefits	103	266	-	-	274	-
211	Transfer Out	-	-	-	-	-	-
	211 - CTC Traffic Improvement Total	103	266	-	-	274	-
215	Wages & Benefits	150,254	275,926	289,278	176,135	179,042	167,676
215	Operations & Maintenance	621,925	601,732	662,203	811,550	787,168	767,450
215	Capital Outlay	18,329	18,490	11,309	170,000	120,000	170,000
215	Transfer Out	-	29,000	4,640	6,000	-	-
	215 - Street Light & Landscape Total	790,508	925,148	967,430	1,163,685	1,086,210	1,105,126
218	Wages & Benefits	300	510	-	-	827	-
218	Operations & Maintenance	-	-	-	-	-	-
218	Capital Outlay	96,598	(81)	-	40,000	40,231	-
218	Capital Projects	-	-	-	-	-	52,000
	218 - Clean Air Act Total	96,899	429	-	40,000	41,058	52,000
220	Operations & Maintenance	131,842	163,500	138,000	138,000	185,000	138,000
	220 - Business Improvement Tax Total	131,842	163,500	138,000	138,000	185,000	138,000
223	Capital Projects	244,791	-	-	60,381	20,000	40,381
	223 - Gold Line Mitigation Fund Total	244,791	-	-	60,381	20,000	40,381
226	Operations & Maintenance	28,668	30,382	18,938	26,000	18,000	26,000
	226 - Mission Meridian Public Garage	28,668	30,382	18,938	26,000	18,000	26,000
227	Wages & Benefits	164,873	212,470	151,487	-	-	-
227	Operations & Maintenance	188,268	104,510	92,408	234,702	199,605	197,945
	227 - Successor Agency to CRA Total	353,141	316,980	243,895	234,702	1,101,041	197,945
228	Operations & Maintenance	-	-	500	-	-	-
228	Transfer Out	-	27,381	-	-	-	-
	228 - Housing Authority Total	-	27,381	500	-	-	-
229	Transfer Out	-	-	-	-	-	-
	229 - Successor Agency to CRA Hsng	-	-	-	-	-	-
230	Wages & Benefits	378,804	445,441	360,367	450,375	420,919	438,758
230	Operations & Maintenance	147,657	172,267	189,362	197,850	195,350	197,850
230	Capital Outlay	29,661	95,741	-	160,000	160,000	-
	230 - State Gas Tax Total	556,122	713,449	549,729	808,225	776,269	636,608
232	Operations & Maintenance	19,090	23,977	39,518	3,900	99,725	43,500
232	Capital Projects	-	-	1,660	-	247,265	-
	232 - County Park Bond Total	19,090	23,977	41,178	3,900	346,990	43,500
233	Capital Projects	27,318	295,968	28,989	746,000	885,244	686,760
	233 - Measure R Total	27,318	295,968	28,989	746,000	885,244	686,760

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
	236 Operations & Maintenance	-	-	-	-	-	-
	236 Capital Outlay	-	-	-	-	-	-
	236 Capital Projects	-	-	-	-	-	300,000
	236 - Measure M Total	-	-	-	-	-	300,000
	238 Capital Projects	125,930	-	-	-	-	322,000
	238 - MSRC Grant Total	125,930	-	-	-	-	322,000
	245 Capital Projects	14,818	89,519	-	17,053	11,205	79,198
	245 - Bike & Pedestrian Paths Total	14,818	89,519	-	17,053	11,205	79,198
	248 Operations & Maintenance	-	-	187	44,000	20	44,000
	248 Capital Projects	-	-	-	180,000	-	418,500
	248 - BTA Grants Total	-	-	187	224,000	20	462,500
	249 Operations & Maintenance	-	-	351,193	-	593,471	-
	249 - Golden Streets Grant Total	-	-	351,193	-	593,471	-
	255 Capital Projects	-	31,931	28,297	-	-	-
	255 - Capital Growth Total	-	31,931	28,297	-	-	-
	260 Operations & Maintenance	30,866	39,314	37,339	31,500	31,500	39,000
	260 Capital Projects	116,432	106,764	64,528	103,913	107,513	101,835
	260 - CDBG Total	147,298	146,078	101,867	135,413	139,013	140,835
	270 Capital Outlay	-	4,639	-	-	16,968	-
	270 - Asset Forfeiture Total	-	4,639	-	-	16,968	-
	272 Operations & Maintenance	22,896	19,045	-	-	17,822	-
	272 Capital Outlay	75,653	89,333	112,700	75,000	78,000	75,000
	272 - Police Grants - State (COPS)	98,549	108,378	112,700	75,000	95,822	75,000
	273 Capital Outlay	-	-	-	-	5,271	-
	273 - Police Subventions - CLEEP	-	-	-	-	5,271	-
	274 Wages & Benefits	-	4,202	-	-	-	-
	274 Operations & Maintenance	957	-	307	-	-	-
	274 Capital Outlay	166,328	47,500	-	-	9,167	-
	274 - Homeland Security Grant	167,285	51,702	307	-	9,167	-
	275 Operations & Maintenance	13,007	67,178	45,478	20,000	8,000	-
	275 Capital Outlay	-	-	-	-	6,109	-
	275 Capital Projects	-	-	6,005	200,000	145,000	-
	275 - Park Impact Fees Total	13,007	67,178	51,483	220,000	159,109	-
	276 Operations & Maintenance	15,000	-	-	-	-	-
	276 - Historic Preservation Grant	15,000	-	-	-	-	-
	277 Operations & Maintenance	-	-	22,824	-	927	-
	277 Capital Outlay	-	-	-	-	-	-
	277 Other Expenses	-	-	-	-	-	-
	277 Transfer Out	-	-	-	-	-	-
	277 Capital Projects	-	-	-	-	-	455,900
	277 - HSIP Grant Total	-	-	22,824	-	927	455,900

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
280	Operations & Maintenance	-	-	6,446	-	-	-
	280 - Public Library Funds Grant Total	-	-	6,446	-	-	-
295	Wages & Benefits	524,297	549,605	-	-	-	-
295	Operations & Maintenance	405,958	369,156	948,824	1,006,578	967,300	1,045,495
295	Other Expenses	-	4,896	6,075	-	-	-
295	Transfer Out	-	-	-	-	-	-
295	Capital Projects	-	-	-	-	25,167	-
	295 - Arroyo Seco Golf Course Total	930,255	923,657	954,899	1,006,578	1,111,505	1,045,495
310	Wages & Benefits	-	6,061	9,836	-	2,642	3,384
310	Operations & Maintenance	305,982	386,833	310,126	3,000	529,870	5,500
310	Capital Projects	57,550	-	-	-	3,518,900	800,000
	310 - Sewer Capital Projects Total	363,532	392,894	319,962	3,000	4,051,412	808,884
327	Capital Projects	-	-	-	-	-	901,436
	327 - 2000 Tax Allocation Bonds Total	-	-	-	-	-	901,436
500	Wages & Benefits	1,348,284	1,365,980	1,543,753	1,605,931	1,680,954	1,643,751
500	Operations & Maintenance	4,072,147	2,973,237	2,874,533	3,634,360	3,300,992	3,791,670
500	Capital Outlay	1,275	21,381	136,480	197,000	34,000	163,000
500	Other Expenses	129,420	336,785	1,076,794	-	-	-
500	Transfer Out	3,389,346	3,441,881	3,199,523	3,328,600	3,332,469	3,256,576
500	Capital Projects	178,974	5,296	-	9,100,000	6,620,000	6,700,000
	500 - Water Total	9,119,446	8,144,560	8,831,083	17,865,891	14,968,415	15,554,997
505	Operations & Maintenance	-	-	-	-	1,019,911	2,611,838
505	Transfer Out	-	-	-	-	6,838,468	-
	505 - 2016 Water Revenue Bonds Total	-	-	-	-	7,858,379	2,611,838
550	Operations & Maintenance	8,050	(8,317)	254,747	3,313,600	2,703,576	564,738
550	Transfer Out	7,312,524	6,360,379	10,782,388	8,600,000	13,354,420	-
	550 - Public Financing Authority Total	7,320,574	6,352,062	11,037,135	11,913,600	16,057,996	564,738
927	Transfer Out	254,227	615,456	308,736	234,702	199,605	197,945
	927 - Redev. Oblig. Retirement Total	254,227	615,456	308,736	234,702	199,605	197,945
	Wages & Benefits	17,406,152	18,703,191	18,813,969	20,750,110	20,346,533	21,173,504
	Operations & Maintenance	11,479,194	10,843,779	11,861,570	16,141,154	16,633,862	15,992,791
	Capital Outlay	589,117	544,675	773,101	2,113,600	2,371,179	916,000
	Other Expenses	218,455	445,101	1,189,882	-	-	-
	Transfer Out	11,627,609	11,334,734	15,154,067	15,483,363	28,066,049	5,382,021
	Capital Projects	3,711,061	3,223,898	2,870,603	13,698,347	14,566,869	15,522,290
	CITYWIDE TOTAL	45,031,588	45,095,378	50,663,192	68,186,574	81,984,492	58,986,606

General Fund Expenditures

Revenue Category	Actual	Actual	Actual	Adopted	Estimated	Adopted
	2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
Property Taxes	11,462,586	11,990,074	12,632,984	13,196,987	13,184,437	13,664,979
Sales Taxes	2,350,781	2,414,498	2,635,968	2,525,667	2,552,000	2,625,000
Utility Users Taxes	3,486,776	3,423,217	3,414,827	3,500,000	3,430,000	3,430,000
Franchise Fees	804,995	878,331	875,303	884,000	838,317	840,000
License & Permits	933,816	1,010,779	1,028,583	1,004,900	1,012,940	1,006,440
Fines & Forfeitures	412,748	347,585	444,556	366,000	370,000	367,000
Use of Money & Property	483,839	520,879	681,073	580,585	615,017	632,671
Other Agencies	290,596	439,733	136,328	15,000	18,240	670,000
Current Services	2,629,229	2,974,124	2,805,481	2,413,500	2,427,450	2,386,050
All Other Revenues	1,490,400	1,189,312	1,834,950	1,135,382	1,364,089	1,112,502
Total GF Revenues	24,345,766	25,188,530	26,490,054	25,622,021	25,812,490	26,734,642

Department/Program Exp	Actual	Actual	Actual	Adopted	Estimated	Adopted
	2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
City Council	48,059	51,726	53,999	65,775	64,796	66,388
Management Services						
City Manager	851,169	830,416	743,916	955,009	902,600	971,844
City Clerk	337,626	366,552	393,222	443,823	466,597	463,822
Elections	49,214	1,287	64,149	3,600	13,600	8,600
Human Resources	289,468	247,364	113,228	171,300	171,750	219,400
Transportation Planning	71,322	222,373	205,599	187,000	120,700	187,000
Legal Services	421,647	255,007	261,455	265,000	265,000	265,000
Information Systems	215,122	302,807	407,339	490,990	441,700	490,045
Finance						
Finance	519,086	653,960	619,109	724,891	615,529	708,802
City Treasurer	9,229	9,291	9,295	9,452	9,452	9,249
Non-Dept./Overhead	1,214,766	852,559	886,536	833,460	890,680	918,378
Police	6,891,989	7,198,511	7,529,818	8,295,100	8,322,603	8,620,012
Fire						
Fire	3,694,504	4,467,061	4,626,740	4,996,470	4,927,558	4,592,889
Emergency Services	-	-	36,516	25,000	22,600	35,000
Public Works						
Administration & Engineering	275,720	423,981	485,049	515,878	409,600	499,453
Environmental Services	121,010	148,512	176,958	307,658	234,330	304,166
Park Maintenance	416,123	367,340	409,997	513,704	456,035	532,230
Facilities Maintenance	675,147	660,346	654,372	695,155	693,485	739,674
Planning & Building	911,870	1,093,878	1,002,540	1,101,334	1,058,490	1,099,492
Library	1,498,617	1,533,840	1,473,447	1,706,156	1,530,166	1,716,477
Community Services						
Senior Services	282,651	297,272	244,462	346,296	343,419	349,487
Community Services	213,437	279,225	280,051	301,925	281,236	246,836
Recreation and Youth Services	512,005	613,593	660,451	679,655	715,219	856,063
Capital Projects	2,841,547	2,473,270	2,728,182	-	505,395	720,000 *
Misc/Transfers Out	406,598	596,137	676,460	3,311,061	3,436,651	1,465,000 **
Total GF Expenditures	22,767,927	23,946,308	24,742,890	26,945,692	26,899,191	26,085,307

* Additional Transfer from Arroyo Seco Golf Course/Bike Trail Reserve to Capital Projects	500,000
* Additional Transfer from CalTrans Vacant Lot Purchases Reserve to Capital Projects	400,000
** Additional Transfer from Tree Maintenance Reserve to LLMD Fund	50,000
** Additional Transfer from Undesignated Reserve to Facilities and Equipment Replacement Fund	260,000
** Additional Transfer from Library Drainage Project Reserve to Facilities and Equipment Replacement Fund	125,000
Total Transfers from Reserves	1,335,000

Capital Improvement Projects

CIP	CIP Description	Actual	Actual	Actual	Adopted	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
9000	CIP for Budgeting	179,237	68,703	-	-	-	-
9039	Heritage Park Drainage/Improve.	-	-	-	-	-	60,000
9158	Arroyo Pedestrian Paths	75	-	-	-	-	-
9160	Arroyo Seco Bike & Pedestrian Trail	-	-	-	-	-	1,160,000
9181	Removal/Replacement Tree Program	-	191,011	-	-	-	-
9185	Community Garden	-	35,443	14,000	-	-	-
9190	Dog Park	-	-	-	100,000	-	-
9203	Street Repairs	6,195	150,087	2,073,816	-	-	-
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	-	11,363	-	-	-	-
9258	War Memorial Waterproofing/Rehab	-	37,429	35,870	-	-	-
9264	Sidewalk Repairs	-	-	-	-	-	-
9269	War Memorial Bldg. HVAC	-	-	15,810	-	20,190	-
9270	OG Park Bleachers	-	-	7,484	-	-	-
9272	OG Rec Center Capital Improv.	-	14,482	-	-	-	-
9284	Traffic Signal Battery Backups	-	18,328	-	-	-	-
9287	Sidewalk, Curb & Gutter Imprvm	127,864	153,643	34,698	-	-	-
9304	Library Repair Storm Drain	-	-	-	-	-	-
9307	CNG Fueling Station (MSRC)	126,749	-	-	-	-	-
9313	Library Comm. Room AV System	-	-	4,400	-	7,650	-
9314	Library Electrical Repairs	-	10,142	-	-	-	-
9316	Library Stair Carpeting	-	368	44,650	-	-	-
9319	Library Maintenance - Painting	-	96	34,035	-	-	-
9323	Library Elevator Replacement	39,414	-	-	-	-	-
9324	Library Flood Repairs	-	-	421,024	-	324,511	-
9325	Merrell Gage Art Restoration	764	-	-	-	-	-
9326	Iron Works Museum Ext. Painting	-	-	8,847	-	91,709	-
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	1,253	-	-	-	-	-
9358	Hawthorne St. Improvements	43,805	405,059	-	-	-	-
9365	Gino's Abatement/Demolition	-	156	-	-	-	-
9374	Park Ave Improvements	222,717	1,497	-	-	-	-
9383	Orange Grove Street Improvement	5,654	347,293	1,690	-	-	-
9386	Hanscom Dr Street Improvement	1,191,858	-	-	-	-	-
9390	Mission St. Improvements	41,856	320,004	-	-	-	-
9391	Moffat St Improvements	144,140	2,724	-	-	-	-
9392	Mound Ave Improvements	183,876	-	-	-	-	-
9393	Oxley St Improvements	219,860	1,641	-	-	-	-
9394	Rollin St Improvements	297,046	2,327	-	-	-	-
9500	Purchase of Land	-	-	-	-	17,920	400,000
<CAPITAL PROJECTS>		2,841,547	2,473,270	2,728,182	100,000	461,980	1,620,000
101 - GENERAL FUND TOTAL		2,841,547	2,473,270	2,728,182	100,000	461,980	1,620,000

Capital Improvement Projects

CIP	CIP Description	Actual 2013/14	Actual 2014/15	Actual 2015/16	Adopted 2016/17	Estimated 2016/17	Adopted 2017/18
9203	Street Repairs	-	-	-	1,559,000	1,800,000	1,450,000
9287	Sidewalk, Curb & Gutter Imprvm	-	-	-	180,000	-	100,000
	<CAPITAL PROJECTS>	-	-	-	1,739,000	1,800,000	1,550,000
104	- STREET IMPROVEMENTS PROGRA	-	-	-	1,739,000	1,800,000	1,550,000
9034	Eddie Park House	-	-	-	75,000	75,000	-
9041	Skate Park Fence & Painting	-	-	-	10,000	9,000	-
9195	Comm. Center Feasibility Study	-	-	-	-	125,590	157,280
9223	Civic Center Roof Project	-	-	-	92,000	-	92,000
9224	City Hall Elevator Upgrade	-	-	-	55,000	20,000	-
9229	PD Locker/Restroom Improvements	-	-	-	60,000	60,000	-
9230	FD Improvements	-	-	-	35,000	35,000	-
9258	War Memorial Waterproofing/Rehab	-	-	-	200,000	40,000	200,000
9262	Arroyo Park Imprv. - Const.	-	123,271	-	15,000	15,005	-
9321	Library Comm. Room Repainting	-	-	-	20,000	20,000	-
9327	Iron Works Museum Roof	-	-	-	20,000	21,585	-
9383	Orange Grove Street Improvement	-	14,683	4,100	-	-	-
	<CAPITAL PROJECTS>	-	137,954	4,100	582,000	421,180	449,280
105	- FACILITIES & EQUIP. REPLACEME	-	137,954	4,100	582,000	421,180	449,280
9220	Bus Stop Improvement Program	-	-	-	90,000	90,000	-
	<CAPITAL PROJECTS>	-	-	-	90,000	90,000	-
205	- PROP "A" TOTAL	-	-	-	90,000	90,000	-
9160	Arroyo Seco Bike & Pedestrian Trail	-	-	-	500,000	-	500,000
9205	Fair Oaks/Huntington Dr. Improv.	-	-	-	-	-	165,000
9220	Bus Stop Improvement Program	-	-	8,842	-	-	-
9377	Pasadena Ave Improvements	-	-	-	-	-	-
9390	Mission St. Improvements	95,356	81,089	-	-	-	-
	<CAPITAL PROJECTS>	95,356	81,089	8,842	500,000	-	665,000
207	- PROP "C" TOTAL	95,356	81,089	8,842	500,000	-	665,000
9000	CIP for Budgeting	-	-	-	380,000	-	-
9191	Orange Grove Signal	-	-	-	-	-	380,000
	<CAPITAL PROJECTS>	-	-	-	380,000	-	380,000
208	- TEA/METRO TOTAL	-	-	-	380,000	-	380,000
9254	Asset Management Software	8,945	2,107	-	-	-	-
9392	Mound Ave Improvements	(600)	-	-	-	-	-
	<CAPITAL PROJECTS>	8,345	2,107	-	-	-	-
210	- SEWER TOTAL	8,345	2,107	-	-	-	-
9160	Arroyo Seco Bike & Pedestrian Trail	-	-	-	-	-	52,000
	<CAPITAL PROJECTS>	-	-	-	-	-	52,000
218	- CLEAN AIR ACT TOTAL	-	-	-	-	-	52,000
9288	Gold Line Mitigations	244,791	-	-	60,381	20,000	40,381
	<CAPITAL PROJECTS>	244,791	-	-	60,381	20,000	40,381
223	- GOLD LINE MITIGATION FUND	244,791	-	-	60,381	20,000	40,381

Capital Improvement Projects

CIP	CIP Description	Actual 2013/14	Actual 2014/15	Actual 2015/16	Adopted 2016/17	Estimated 2016/17	Adopted 2017/18
9190	Dog Park	-	-	1,660	-	247,265	-
	<CAPITAL PROJECTS>	-	-	1,660	-	247,265	-
232	- COUNTY PARK BOND TOTAL	-	-	1,660	-	247,265	-
9000	CIP for Budgeting	-	-	-	-	-	686,760
9354	Monterey Road Improvements	-	-	28,989	746,000	885,244	-
9358	Hawthorne St. Improvements	-	295,968	-	-	-	-
9390	Mission St. Improvements	27,318	-	-	-	-	-
	<CAPITAL PROJECTS>	27,318	295,968	28,989	746,000	885,244	686,760
233	- MEASURE R TOTAL	27,318	295,968	28,989	746,000	885,244	686,760
9000	CIP for Budgeting	-	-	-	-	-	300,000
	<CAPITAL PROJECTS>	-	-	-	-	-	300,000
236	- MEASURE M TOTAL	-	-	-	-	-	300,000
9160	Arroyo Seco Bike & Pedestrian Trail	-	-	-	-	-	142,000
9307	CNG Fueling Station (MSRC)	125,930	-	-	-	-	180,000
	<CAPITAL PROJECTS>	125,930	-	-	-	-	322,000
238	- MSRC GRANT TOTAL	125,930	-	-	-	-	322,000
9220	Bus Stop Improvement Program	-	-	-	-	-	-
9264	Sidewalk Repairs	14,818	89,519	-	-	-	79,198
9387	Bikeway Improvement	-	-	-	17,053	11,205	-
	<CAPITAL PROJECTS>	14,818	89,519	-	17,053	11,205	79,198
245	- BIKE & PEDESTRIAN PATHS	14,818	89,519	-	17,053	11,205	79,198
9387	Bikeway Improvement	-	-	-	180,000	-	234,000
9388	Bicycle Parking	-	-	-	-	-	184,500
	<CAPITAL PROJECTS>	-	-	-	180,000	-	418,500
248	- BTA GRANTS TOTAL	-	-	-	180,000	-	418,500
9222	City Council Chambers Design	-	31,931	28,297	-	-	-
	<CAPITAL PROJECTS>	-	31,931	28,297	-	-	-
255	- CAPITAL GROWTH TOTAL	-	31,931	28,297	-	-	-
9253	ADA Sidewalk Access Ramps	-	-	-	-	-	-
9264	Sidewalk Repairs	116,431	106,764	64,528	103,913	107,513	101,835
	<TRANSFER OUT>	116,431	106,764	64,528	103,913	107,513	101,835
260	- CDBG TOTAL	116,431	106,764	64,528	103,913	107,513	101,835
9190	Dog Park	-	-	6,005	200,000	145,000	-
	<CAPITAL PROJECTS>	-	-	6,005	200,000	145,000	-
275	- PARK IMPACT FEES TOTAL	-	-	6,005	200,000	145,000	-
9192	Signal Software Improvements	-	-	-	-	-	315,900
9351	Flashing Crosswalks	-	-	-	-	-	140,000
	<CAPITAL PROJECTS>	-	-	-	-	-	455,900
277	- HSIP GRANT TOTAL	-	-	-	-	-	455,900
9395	Arroyo Seco Sewer Lift Station	-	-	-	-	25,167	-
	<CAPITAL PROJECTS>	-	-	-	-	25,167	-
295	- ARROYO SECO GOLF COURSE	-	-	-	-	25,167	-

Capital Improvement Projects

CIP	CIP Description	Actual	Actual	Actual	Adopted	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
9379	Citywide Sewer Video	57,550	-	-	-	-	-
9399	Citywide Sewer Rehab	-	-	-	-	3,518,900	800,000
	<CAPITAL PROJECTS>	57,550	-	-	-	3,518,900	800,000
310	- SEWER CAPITAL PROJECTS	57,550	-	-	-	3,518,900	800,000
9410	Downtown Revitalization - Capital	-	-	-	-	-	438,333
9420	Downtown Revitalization - Low-Mi	-	-	-	-	-	463,103
	<CAPITAL PROJECTS>	-	-	-	-	-	901,436
327	- 2000 TAX ALLOCATION BONDS	-	-	-	-	-	901,436
9241	Wilson Well #2 / #4 Rehab	-	-	-	-	20,000	-
9265	Wilson Reservoir Construction	178,974	-	-	-	-	-
9266	Garfield Reservoir	-	-	-	8,600,000	5,750,000	3,200,000
9289	Graves Well Rehabilitation	-	-	-	-	500,000	3,000,000
9298	Water System Hydraulic Model	-	-	-	-	-	-
9300	Annual Water Main Repairs	-	-	-	500,000	350,000	500,000
9396	Emergency Water Line Repairs	-	5,296	-	-	-	-
	<CAPITAL PROJECTS>	178,974	5,296	-	9,100,000	6,620,000	6,700,000
500	- WATER TOTAL	178,974	5,296	-	9,100,000	6,620,000	6,700,000
GRAND TOTAL		3,711,061	3,223,898	2,870,603	13,798,347	14,353,454	15,522,290

CITY COUNCIL Department Summary

EXPENDITURE SUMMARY	Actual 2013/14	Actual 2014/15	Actual 2015/16	Adopted 2016/17	Estimated 2016/17	Adopted 2017/18
Wages & Benefits	22,908	23,336	23,362	24,025	23,196	23,479
Operations & Maintenance	25,152	28,390	30,637	41,750	41,600	42,909
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	48,059	51,726	53,999	65,775	64,796	66,388
[101-1011] City Council	48,059	51,726	53,999	65,775	64,796	66,388
Total Expenses by Program	48,059	51,726	53,999	65,775	64,796	66,388

CITY COUNCIL
Department Description and Authorized Positions

Michael A Cacciotti, Mayor
Richard D. Schneider, M.D., Mayor Pro Tem
Robert S. Joe, Councilmember
Marina Khubesrian, M.D., Councilmember
Diana Mahmud., 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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7010	Salaries - Temp / Part	21,840	21,949	21,731	22,800	21,840	22,800
7110	Workers Compensation	751	1,092	1,292	894	1,040	349
7170	FICA - Medicare	317	295	339	331	316	330
	<WAGES & BENEFITS>	22,908	23,336	23,362	24,025	23,196	23,479
8000	Office Supplies	-	-	49	-	-	-
8010	Postage	42	84	204	250	100	250
8020	Special Department Expense	2,234	3,251	958	4,000	4,000	4,000
8021	Discretionary Fund Program	5,171	7,599	12,233	20,000	20,000	20,000
8040	Advertising	-	1,075	-	-	-	-
8060	Dues & Memberships	1,795	16,381	7,631	4,500	4,500	8,659
8090	Conference & Meeting Expense	14,158	-	9,562	13,000	13,000	10,000
8150	Telephone	1,751	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	25,152	28,390	30,637	41,750	41,600	42,909
[101-1011]	City Council Total	48,059	51,726	53,999	65,775	64,796	66,388

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 individual councilmember memberships in organizations (\$500), includes membership dues for the Arroyo Verdugo Communities Joint Powers Authority (\$3,775), Independent Cities Association (\$1,075) and California Contract Cities Association (\$3,309).

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 (\$2,000). 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

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Adopted
	2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
Wages & Benefits	1,048,371	1,071,503	1,366,435	1,256,482	1,785,492	1,296,816
Operations & Maintenance	1,340,795	1,362,579	1,373,981	1,470,640	1,396,447	1,513,895
Capital Outlay	103,914	52,713	205,672	97,600	97,831	68,000
Total Expenses by Category	2,493,080	2,486,795	2,946,088	2,824,722	3,279,770	2,878,711
[101-2011] City Manager	851,169	830,416	743,916	955,009	902,600	971,844
[101-1021] City Clerk	337,626	366,552	393,222	443,823	466,597	463,822
[101-1022] Elections	49,214	1,287	64,149	3,600	13,600	8,600
[101-2013] Human Resources	289,468	247,364	113,228	171,300	171,750	219,400
[101-2021] Transportation Planning	71,322	222,373	205,599	187,000	120,700	187,000
[101-2032] Information Services	-	-	-	-	-	490,045
[101-3032] Information Services	215,122	302,807	407,339	490,990	441,700	-
[101-2501] Legal Services	421,647	255,007	261,455	265,000	265,000	265,000
[103-2501] Insurance Fund	-	14,207	45,830	60,000	60,000	65,000
[105-3032] Facilities & Equipment Replacement	-	52,205	203,032	-	-	-
[211-2011] CTC Traffic Improvement	103	266	-	-	274	-
[218-2270] Clean Air Act	96,899	429	-	40,000	41,058	-
[220-2301] Community Promotion	131,842	163,500	138,000	138,000	185,000	138,000
[226-2029] Mission Meridian Public Garage	28,669	30,382	18,938	26,000	18,000	26,000
[248-2011] BTA	-	-	187	44,000	20	44,000
[249-2011] Golden Street	-	-	351,193	-	593,471	-
Total Expenses by Program	2,493,080	2,486,795	2,946,088	2,824,722	3,279,770	2,878,711

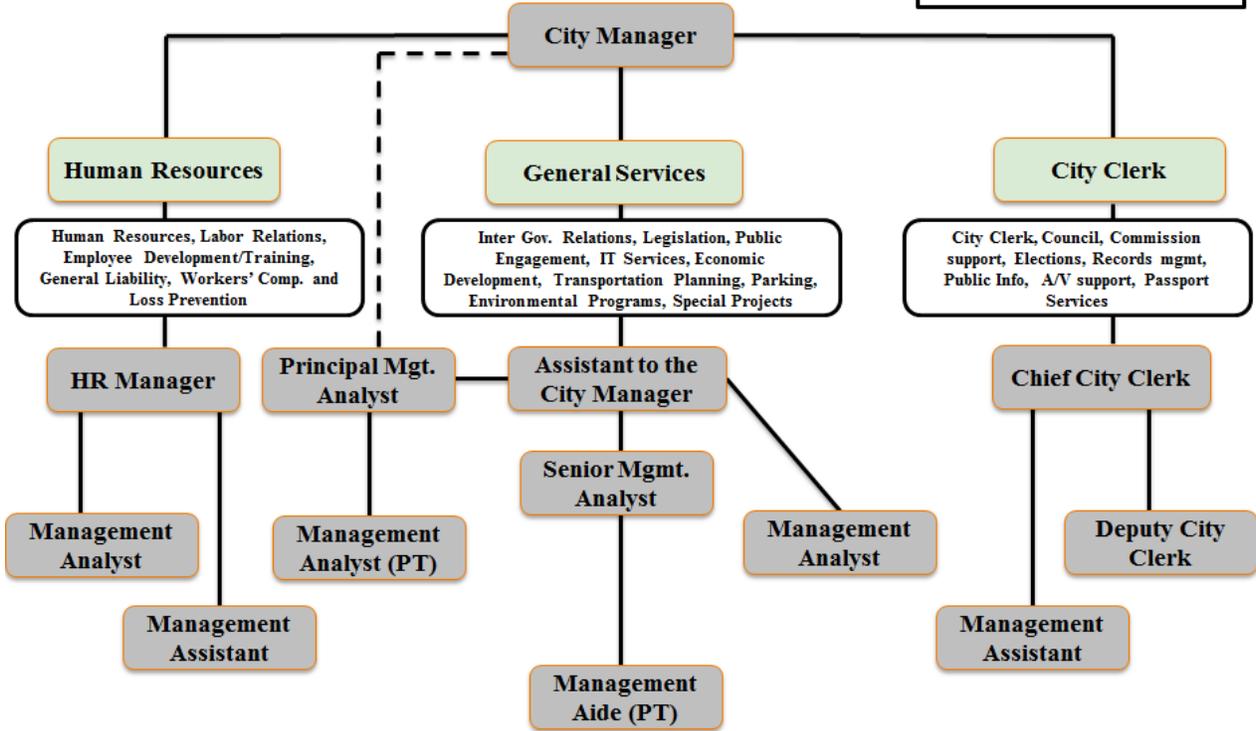
City Manager	1
Assistant to the City Manager	1
Chief City Clerk	1
Human Resources Manager	1
Principal Management Analyst	1
Senior Management Analyst	1
Management Analyst	2
Deputy City Clerk	1
Management Assistant	2
Total	11

MANAGEMENT SERVICES
Department Description and Authorized Positions

Management Services Department

FY 2017-18

Full Time Employees: 11
Part Time Employees: 2



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, Public Engagement, 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, Boards, Commissions, and City Council Support, Audio Visual Support, Passport Services

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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	539,385	577,304	486,533	587,564	575,850	602,886
7010	Salaries - Temp / Part	36,022	25,685	41,844	60,000	60,000	70,000
7015	Salaries - Golden Streets	-	-	31	-	-	-
7020	Overtime	1,696	4,613	3,884	2,500	2,500	2,500
7070	Leave Buyback	23,883	6,207	2,477	6,000	5,000	6,000
7100	Retirement	82,370	88,354	90,114	115,568	104,460	133,524
7108	Deferred Compensation	3,597	4,094	3,407	8,592	4,040	8,830
7110	Workers Compensation	12,109	17,876	14,833	24,114	26,400	9,295
7120	Disability Insurance	4,688	-	-	-	-	-
7122	Unemployment Insurance	11,929	-	-	-	-	-
7130	Group Health Insurance	41,769	42,789	43,915	41,594	42,460	42,868
7140	Vision Insurance	1,237	1,320	1,329	1,385	1,320	1,384
7150	Dental Insurance	3,624	3,862	4,721	5,193	4,880	5,193
7160	Life Insurance	541	606	573	1,073	570	571
7170	FICA - Medicare	8,658	8,702	7,866	9,426	9,120	9,793
7180	Car/Uniform Allowance	4,800	4,400	6,600	6,000	6,000	6,000
	<WAGES & BENEFITS>	776,308	785,812	708,127	869,009	842,600	898,844
8000	Office Supplies	6,213	2,875	5,725	5,000	3,000	4,000
8010	Postage	1,489	291	336	1,500	1,000	1,500
8020	Special Department Expense	2,315	2,422	3,002	4,500	4,500	4,500
8050	Printing/Duplicating	208	1,170	541	1,000	1,000	1,000
8060	Dues & Memberships	4,297	7,508	2,622	2,000	2,000	2,000
8090	Conference & Meeting Expense	10,539	7,242	6,487	12,000	10,500	12,000
8100	Vehicle Maintenance	1,828	1,693	2,199	3,000	2,000	2,000
8110	Equipment Maintenance	1,415	375	1,169	1,000	1,000	1,000
8150	Telephone	812	76	-	-	-	-
8170	Professional Services	34,123	15,465	11,166	40,000	10,000	30,000
8180	Contract Services	1,237	546	906	4,000	14,000	4,000
8200	Training Expense	49	245	-	2,000	1,000	1,000
8272	CM Emergency	5,825	1,461	1,636	10,000	10,000	10,000
8300	Lease Payment	2,753	3,235	-	-	-	-
	<OPERATIONS & MAINTENANCE>	73,102	44,604	35,789	86,000	60,000	73,000
8530	Computer Equipment	1,759	-	-	-	-	-
	<CAPITAL OUTLAY>	1,759	-	-	-	-	-
[101-2011] Management Services Total		851,169	830,416	743,916	955,009	902,600	971,844

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 (\$3,000).
- 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 (\$2,000).

- 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 (\$20,000). Funds for professional services related to City Manager's Office and citywide operations (\$10,000),
- 8180 Contract Services
Provides funds for contract service 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 (\$1,000).
- 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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	195,557	196,644	201,440	249,217	253,500	259,061
7010	Salaries - Temp / Part	5,102	21,316	35,553	5,000	5,000	5,000
7020	Overtime	2,899	3,775	2,914	2,000	3,300	2,000
7070	Leave Buyback	14,430	6,797	702	3,000	3,000	3,000
7100	Retirement	26,463	26,190	34,575	41,490	42,765	48,163
7108	Deferred Compensation	1,138	842	787	1,172	1,180	1,243
7110	Workers Compensation	2,775	4,503	5,187	9,936	10,515	4,024
7130	Group Health Insurance	18,451	18,822	19,588	23,580	22,050	23,580
7140	Vision Insurance	389	417	537	720	570	720
7150	Dental Insurance	1,041	1,793	1,546	2,700	2,120	2,700
7160	Life Insurance	169	314	234	558	300	297
7170	FICA - Medicare	3,245	3,502	3,865	4,100	4,000	4,184
	<WAGES & BENEFITS>	271,660	284,915	306,928	343,473	348,300	353,972
8000	Office Supplies	386	1,057	792	1,750	1,750	1,750
8010	Postage	296	306	508	500	500	3,500
8020	Special Department Expense	2,574	1,685	2,469	3,500	3,500	3,500
8040	Advertising	2,985	3,374	2,396	4,000	4,000	4,000
8050	Printing/Duplicating	-	-	44	200	400	2,000
8060	Dues & Memberships	7,717	390	735	1,500	1,500	1,500
8070	Mileage/Auto Allowance	178	208	877	300	650	500
8090	Conference & Meeting Expense	2,100	3,695	3,601	4,000	4,000	4,000
8110	Equipment Maintenance	3,402	233	1,932	2,000	2,000	2,000
8150	Telephone	1,143	-	-	-	-	-
8170	Professional Services	35,503	66,643	62,259	-	17,000	-
8180	Contract Services	-	-	-	74,000	74,000	78,500
8200	Training Expense	1,961	595	5,167	5,000	5,000	5,000
8300	Lease Payment	2,753	3,234	3,104	-	397	-
	<OPERATIONS & MAINTENANCE>	60,996	81,420	83,884	96,750	114,697	106,250
8520	Machinery & Equipment	209	217	2,410	3,600	3,600	3,600
8530	Computer Equipment	4,761	-	-	-	-	-
	<CAPITAL OUTLAY>	4,970	217	2,410	3,600	3,600	3,600
[101-1021] City Clerk Total		337,626	366,552	393,222	443,823	466,597	463,822

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), and passport services (3,000).
- 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) and purchase of printing supplies for passport photos (\$1,800).
- 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 (\$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$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 (\$40,500); 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 (\$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	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8010	Postage	-	-	7	-		
8020	Special Department Expense	152	470	880	1,000	1,000	5,000
8040	Advertising	1,213	865	3,027	1,600	1,600	1,600
8170	Professional Services	47,849	(48)	60,235	1,000	11,000	2,000
	<OPERATIONS & MAINTENANCE>	49,214	1,287	64,149	3,600	13,600	8,600
[101-1022]	Elections Total	49,214	1,287	64,149	3,600	13,600	8,600

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 (\$5,000).

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 (\$2,000).

HUMAN RESOURCES

Budget Detail

101-2013

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8000	Office Supplies	-	-	70	-	-	-
8010	Postage	167	323	467	300	750	350
8020	Special Department Expense	10,069	10,638	11,857	12,000	12,000	12,000
8040	Advertising	5,761	6,226	4,906	6,000	6,000	4,000
8050	Printing/Duplicating	821	275	227	1,100	1,100	1,100
8060	Dues & Memberships	2,957	3,557	2,940	3,900	3,900	3,550
8090	Conference & Meeting Expense	3,714	10,918	6,100	11,300	11,300	9,125
8110	Equipment Maintenance	233	304	151	200	200	200
8160	Legal Service	215,591	185,136	49,826	100,000	100,000	150,000
8170	Professional Services	49,541	28,197	32,965	30,500	30,500	33,075
8200	Training Expense	614	1,790	3,719	6,000	6,000	6,000
	<OPERATIONS & MAINTENANCE>	289,468	247,364	113,228	171,300	171,750	219,400
[101-2013] Human Resources Total		289,468	247,364	113,228	171,300	171,750	219,400

HUMAN RESOURCES

Budget Detail

101-2013

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$350).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration (\$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 various print and online resources other advertisement outlets (\$4,000).
- 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 (\$3,550).
- 8090 Conference and Meeting Expense
Provides funds for Liebert, Cassidy & Whitmore Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$9,125).
- 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 litigation of personnel claims and cases (\$150,000).
- 8170 Professional Services
Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$7,000), Fitness for Duty medical examinations (\$3,000), 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 (\$375); 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	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8010	Postage	178	2,162	304	1,500	200	1,500
8020	Special Department Expense	-	-	27	-	-	-
8050	Printing/Duplicating	241	4,437	65	2,000	200	2,000
8060	Dues & Memberships	200	-	170	1,000	200	1,000
8090	Conference & Meeting Expense	146	1,835	2,566	2,500	100	2,500
8150	Telephone	209	-	-	-	-	-
8160	Legal Service	34,348	81,946	85,856	80,000	20,000	80,000
8170	Professional Services	36,000	131,993	116,611	100,000	100,000	100,000
<OPERATIONS & MAINTENANCE>		71,322	222,373	205,599	187,000	120,700	187,000
[101-2021] Transportation Planning Total		71,322	222,373	205,599	187,000	120,700	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 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8160	Legal Service	421,647	255,007	261,455	265,000	265,000	265,000
8161	Settlements	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	421,647	255,007	261,455	265,000	265,000	265,000
[101-2501]	Legal Services Total	421,647	255,007	261,455	265,000	265,000	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

101-2032

Acct	Tsk	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
			2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8020	000	Special Department Expense	-	-	-	-	-	1,000
8060	000	Dues & Memberships	-	-	-	-	-	200
8110	000	Equipment Maintenance	-	-	-	-	-	2,000
8150	000	Telephone	-	-	-	-	-	199,400
8170	000	Professional Services	-	-	-	-	-	120,200
8180	000	Contract Services	-	-	-	-	-	67,545
8300	000	Lease Payment	-	-	-	-	-	22,600
8301	000	Copier Usage Charges	-	-	-	-	-	12,700
<OPERATIONS & MAINTENANCE>			-	-	-	-	-	425,645
8530	000	Computer Equipment	-	-	-	-	-	64,400
<CAPITAL OUTLAY>			-	-	-	-	-	64,400
[101-2032] Information Services Total			-	-	-	-	-	490,045
8020	000	Special Department Expense	4,079	747	720	1,000	2,000	-
8060	000	Dues & Memberships	-	130	-	200	200	-
8110	000	Equipment Maintenance	45,450	2,636	195	2,000	2,000	-
8150	000	Telephone	5,477	89,306	107,771	114,000	120,000	-
8170	000	Professional Services	144,275	144,081	190,387	178,790	121,000	-
8180	000	Contract Services	15,254	65,535	92,981	107,500	107,500	-
8300	000	Lease Payment	-	-	15,055	33,500	35,000	-
<OPERATIONS & MAINTENANCE>			214,535	302,435	407,109	436,990	387,700	-
8530	000	Computer Equipment	587	372	230	54,000	54,000	-
8531	000	Computer Equip.-Cy Pres Grant	-	-	-	-	-	-
<CAPITAL OUTLAY>			587	372	230	54,000	54,000	-
[101-3032] Information Services Total			215,122	302,807	407,339	490,990	441,700	-

INFORMATION SERVICES

Budget Detail

101-2032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance
Provides funds for printer repair and replacement (\$2,000).
- 8150 Telephone
Provides funds for City-wide land lines, Point-to-Point network services with Spectrum throughout City facilities, mobile device/cellular accounts, and cable television service at City Hall (\$199,400). Includes funds for upgrade to PD/LASD network connection and upgrade for Senior Center public internet connection.
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Assumes renewed contract with Acorn for a flat monthly rate for helpdesk services. Includes funds for special projects outside the scope of the service contract (\$120,200).
- 8180 Contract Services
Citywide notification system Blackboard Connect (\$15,000), Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800) Springbrook (\$27,000), NearMaps Aerial Photography License (\$5,000), Vision Internet website hosting services (\$3,045) and miscellaneous contract services (\$1,500).
- 8300 Lease Payment
Monthly lease payments, maintenance and related costs for citywide copier fleet (\$22,600).
- 8301 Copier Usage Charges
Provides fund for copies per lease agreement for citywide copiers, except those paid from special funds (\$12,700).

CAPITAL OUTLAY

- 8530 Computer Equipment
Citywide personal computer/work station replacements (\$44,000), mobile device replacements (\$7,200), and Network equipment upgrades (\$13,200).

INSURANCE FUND

Budget Detail

103-2501

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8020	Special Department Expense	-	1,291	15,667	10,000	15,000	15,000
8161	Settlements	-	12,916	30,163	50,000	45,000	50,000
	<OPERATIONS & MAINTENANCE>	-	14,207	45,830	60,000	60,000	65,000
103 - INSURANCE FUND TOTAL		-	14,207	45,830	60,000	60,000	65,000

INSURANCE FUND

Budget Detail

103-2501

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for special department expenses (\$15,000).

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 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8530	Computer Equipment	-	52,205	203,032	-	-	-
105 - FACILITIES & EQUIP. REPLACEMEN		-	52,205	203,032	-	-	-

CTC TRAFFIC IMPROVEMENT

Budget Detail

211-2270

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
7000	Salaries - Permanent	103	237	-	-	233	-
7100	Retirement	-	11	-	-	23	-
7108	Deferred Compensation	-	-	-	-	3	-
7110	Workers Compensation	-	1	-	-	11	-
7130	Group Health Insurance	-	15	-	-	-	-
7140	Vision Insurance	-	-	-	-	-	-
7150	Dental Insurance	-	1	-	-	-	-
7170	FICA - Medicare	-	1	-	-	4	-
	<WAGES & BENEFITS>	103	266	-	-	274	-
[211-2011] City Manager Total		103	266	-	-	274	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		103	266	-	-	274	-

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7080	Rideshare	289	466	-	-	714	-
7108	Deferred Compensation	-	1	-	-	1	-
7110	Workers Compensation	7	24	-	-	38	-
7130	Group Health Insurance	-	7	-	-	49	-
7150	Dental Insurance	-	1	-	-	11	-
7160	Life Insurance	1	1	-	-	1	-
7170	FICA - Medicare	4	10	-	-	10	-
	<WAGES & BENEFITS>	300	510	-	-	827	-
8540	Automotive Equipment	96,598	(81)	-	40,000	40,231	-
	<CAPITAL OUTLAY>	96,598	(81)	-	40,000	40,231	-
[218-2270] Clean Air Act Total		96,899	429	-	40,000	41,058	-
218 - CLEAN AIR ACT TOTAL		96,899	429	-	40,000	41,058	-

COMMUNITY PROMOTION

Budget Detail

220-2301

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8020	Special Department Expense	1,673	-	-	-	-	-
8185	Chamber of Commerce	120,500	148,500	135,500	135,500	135,500	135,500
8254	Rose Parade Float	2,500	-	-	-	-	-
8255	Public Events Promotion	7,169	15,000	2,500	2,500	49,500	2,500
	<OPERATIONS & MAINTENANCE>	131,842	163,500	138,000	138,000	185,000	138,000
[220-2301] Community Promotion Total		131,842	163,500	138,000	138,000	185,000	138,000
220 - BUSINESS IMPROVEMENT TAX TOTAL		131,842	163,500	138,000	138,000	185,000	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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8020	Special Department Expense	1,371	643	1,776	500	500	500
8060	Dues & Memberships	27,298	25,023	15,276	10,000	10,000	10,000
8120	Building Maintenance	-	4,716	-	-	-	-
8140	Utilities	-	-	-	5,500	5,500	5,500
8170	Professional Services	-	-	1,886	10,000	2,000	10,000
<OPERATIONS & MAINTENANCE>		28,669	30,382	18,938	26,000	18,000	26,000
[226-2029] Mission Meridian Public Garage Tot:		28,669	30,382	18,938	26,000	18,000	26,000
226 - MISSION MERIDIAN PUBLIC GARAGE T		28,669	30,382	18,938	26,000	18,000	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 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8170	Professional Services	-	-	-	44,000	-	44,000
	<OPERATIONS & MAINTENANCE>	-	-	187	44,000	20	44,000
248 - BTA GRANTS TOTAL		-	-	187	44,000	20	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 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8020	Special Department Expense	-	-	10,403	-	(129)	-
8170	Professional Services	-	-	340,790	-	593,600	-
	<OPERATIONS & MAINTENANCE>	-	-	351,193	-	593,471	-
	[249-2011] City Manager Total	-	-	351,193	-	593,471	-
	249 - GOLDEN STREETS GRANT TOTAL	-	-	351,193	-	593,471	-

FINANCE

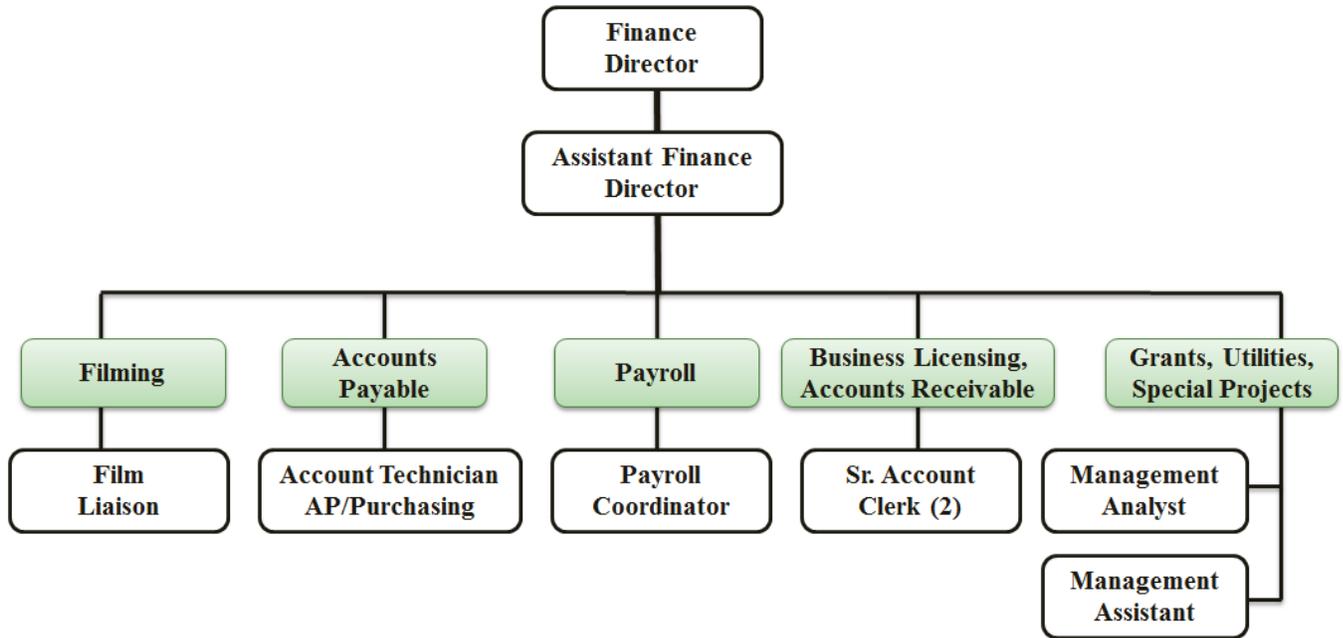
Department Summary

EXPENDITURE SUMMARY	Actual 2013/14	Actual 2014/15	Actual 2015/16	Adopted 2016/17	Estimated 2016/17	Adopted 2017/18
Wages & Benefits	890,274	1,255,938	1,307,829	1,479,985	1,400,301	1,510,265
Operations & Maintenance	1,568,028	1,154,337	1,139,864	1,101,395	1,105,826	1,245,923
Capital Outlay	1,673	-	-	-	-	-
Total Expenses by Category	2,459,975	2,410,275	2,447,693	2,581,380	2,506,127	2,756,188
[101-3011] Finance	519,086	653,960	619,109	724,891	615,529	708,802
[101-3041] Non-Dept/Overhead	1,214,766	852,559	886,536	833,460	890,680	918,378
[500-3012] Utility Billing	726,122	903,756	942,048	1,023,029	999,918	1,129,008
Total Expenses by Program	2,459,975	2,410,275	2,447,693	2,581,380	2,506,127	2,756,188

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

Finance Department
FY 2017-18



Full Time Employees: 9

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	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	269,232	418,413	383,963	486,233	406,000	478,469
7020	Overtime	942	6,889	1,386	1,000	1,300	1,000
7040	Holiday	-	43	176	-	-	-
7070	Leave Buyback	4,664	13,967	6,043	5,500	10,760	7,500
7100	Retirement	39,079	56,853	67,271	82,841	76,700	80,066
7108	Deferred Compensation	194	667	739	1,216	1,030	1,133
7110	Workers Compensation	3,464	8,648	8,520	19,069	16,642	7,330
7120	Disability Insurance	-	1,685	-	-	-	-
7130	Group Health Insurance	35,877	43,657	45,288	40,123	43,060	48,085
7140	Vision Insurance	1,061	1,163	1,446	1,630	1,330	1,629
7150	Dental Insurance	3,927	4,394	4,986	6,111	4,295	6,111
7160	Life Insurance	485	633	590	1,263	524	672
7170	FICA - Medicare	3,373	5,797	5,394	7,050	5,538	6,952
	<WAGES & BENEFITS>	362,297	562,809	525,802	652,036	567,179	638,947
8000	Office Supplies	4,977	5,781	3,890	3,000	4,000	4,000
8010	Postage	5,527	5,759	6,201	5,500	3,500	5,000
8020	Special Department Expense	17,968	41,895	40,965	22,730		20,430
8050	Printing/Duplicating	1,797	3,761	2,849	2,300	2,900	2,300
8060	Dues & Memberships	745	1,055	1,045	745	745	745
8070	Mileage/Auto Allowance	111	104	59	100	70	100
8090	Conference & Meeting Expense	2,764	3,387	1,622	2,480	1,750	2,480
8110	Equipment Maintenance	4,148	3,872	1,798	1,600	900	1,300
8150	Telephone	228	38	-	-	-	-
8170	Professional Services	116,796	24,909	34,860	27,400	27,400	26,000
8180	Contract Services	-	-	-	6,500	7,085	7,000
8200	Training Expense	55	590	18	500	-	500
	<OPERATIONS & MAINTENANCE>	155,116	91,151	93,307	72,855	48,350	69,855
8530	Computer Equipment	1,673	-	-	-	-	-
	<CAPITAL OUTLAY>	1,673	-	-	-	-	-
[101-3011] Finance Total		519,086	653,960	619,109	724,891	615,529	708,802

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 (\$4,000).
- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$5,000).
- 8020 Special Department Expense
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 (\$1,180). Annual PERS accounting actuarials (\$3,250).
- 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 (\$350).

8170 Professional Services

Provides funds for share of annual GASB 34 infrastructure asset valuation (\$3,000). Sales tax and property tax audits (\$15,000), and other financial services (\$8,000).

8180 Contract Services

Provides funds for OpenGov contract (\$7,000).

8200 Employee Training

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

UTILITY BILLING

Budget Detail

500-3012

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	53,266	197,289	232,497	250,236	211,330	244,770
7010	Salaries - Temp / Part	-	5,458	21,667	21,000	27,310	29,640
7020	Overtime	97	195	2,645	195	75	100
7070	Leave Buyback	1,651	325	9,588	-	3,844	3,000
7100	Retirement	8,657	23,839	992	37,705	38,600	42,842
7108	Deferred Compensation	177	774	1,249	1,716	1,190	1,657
7110	Workers Compensation	800	3,881	6,060	10,435	9,920	3,785
7120	Disability Insurance	-	198	-	-	-	-
7130	Group Health Insurance	5,534	15,748	20,737	19,133	15,260	18,187
7140	Vision Insurance	175	436	619	650	500	650
7150	Dental Insurance	461	1,201	2,006	2,439	1,384	2,439
7160	Life Insurance	79	202	275	504	169	268
7170	FICA - Medicare	825	3,090	5,074	3,935	3,540	3,980
	<WAGES & BENEFITS>	71,723	252,636	303,409	347,948	313,122	351,318
8010	Postage	6	110	299	300	27	1,750
8020	Special Department Expense	143,266	147,334	160,912	120,500	160,000	160,000
8032	Water Efficiency Fee Projects	4,392	94,219	43,028	100,000	70,000	150,000
8060	Dues & Memberships	-	55	255	-	-	700
8090	Conference & Meeting Expense	-	2,222	485	1,500	2,200	3,000
8110	Equipment Maintenance	15,510	15,341	12,831	13,900	16,000	18,150
8170	Professional Services	424,245	324,149	328,800	337,400	337,400	342,410
8180	Contract Services	-	-	-	9,000	9,000	9,000
8200	Training Expense	-	710	-	500	-	500
8400	Overhead Allocation	66,980	66,980	91,981	91,980	91,980	91,980
	<OPERATIONS & MAINTENANCE>	654,400	651,120	638,639	675,080	686,796	777,690
[500-3012] Utility Billing Total		726,122	903,756	942,048	1,023,029	999,918	1,129,008

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 Management Intern.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts, as well as bi-annual environmental newsletters (\$1,750).
- 8020 Special Department Expense
Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000).
- 8032 Water Efficiency Fee Projects
Provides funds for water conservation and efficiency programs such as residential water audits, efficiency rebates, etc. (\$150,000).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the American Water Works Association, as well as other various water related associations (\$700).
- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement for Senior Management Analyst's use of private vehicle to conduct City business. Reimbursement is at current IRS reimbursement rate (\$200).
- 8090 Conference and Meeting Expense
Share of annual CSMFO conference for the Finance Director (\$1,000) and meeting expenses for the Senior Management Analyst (\$2,000).
- 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 \$14,850).
- 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, (\$15,410), 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 (\$13,800).

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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7131	Retiree Health Insurance	456,254	440,493	478,618	480,000	520,000	520,000
	<WAGES & BENEFITS>	456,254	440,493	478,618	480,000	520,000	520,000
8020	Special Department Expense	7,897	208	-	-	-	-
8060	Dues & Memberships	23,868	22,738	22,602	23,080	24,311	24,338
8150	Telephone	24,851	14,921	9,512	-	-	-
8170	Professional Services	23,900	37,315	64,005	53,380	56,800	84,040
8180	Contract Services	-	-	-	11,000	11,000	11,000
8191	Liability & Surety Bonds	491,428	151,805	122,426	136,000	145,383	145,000
8300	Lease Payment	61,308	61,308	61,309	-	-	-
8335	Property Tax Admin. Fee	125,260	123,771	128,064	130,000	133,186	134,000
	<OPERATIONS & MAINTENANCE>	758,512	412,066	407,918	353,460	370,680	398,378
[101-3041] Non-Dept/Overhead Total		1,214,766	852,559	886,536	833,460	890,680	918,378

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 (\$520,000).

OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in League of California Cities (\$9,907), League of California Cities-LA County (\$1,181), LAFCO (\$1,200), the San Gabriel Valley Council of Governments (\$9,240/*partially paid by other funds*), and the Southern CA Association of Governments (\$2,810).

8170 Professional Services

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

8180 Contract Services

Provides funds for share of bank armored courier services (\$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 \$217,000. (Portions are allocated 30% to the Water Fund, and 10% to the Sewer Fund).

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$134,000).

WATER REVENUE BONDS

Budget Detail

505-2016

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8232	Debt Service - Fees	-	-	-	-	-	2,500
8320	Issuance Cost Expense	-	-	-	-	382,968	-
8330	Debt Service - Principal	-	-	-	-	-	990,000
8331	Debt Service - Interest	-	-	-	-	636,943	1,616,338
8333	Debt Service-Professional Svc	-	-	-	-	-	3,000
	<OPERATIONS & MAINTENANCE>	-	-	-	-	1,019,911	2,611,838
9811	Transfers Out	-	-	-	-	6,838,468	-
	<TRANSFER OUT>	-	-	-	-	6,838,468	-
	[505-9000s] CIP Total	-	-	-	-	6,838,468	-
	505 - 2016 WATER REVENUE BONDS TOT	-	-	-	-	7,858,379	2,611,838

PUBLIC FINANCING AUTHORITY

Budget Detail

550-6712

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8232	Debt Service - Fees	5,000	5,000	5,000	2,500	5,000	5,000
8320	Issuance Cost Expense	-	(18,617)	-	-	-	-
8330	Debt Service - Principal - 2009	-	-	-	790,000	790,000	-
8331	Debt Service - Interest - 2009	-	-	-	1,966,263	1,353,739	-
8333	Debt Service-Professional Svc	3,050	5,300	3,050	3,050	3,050	3,050
8340	Debt Service - Principal - 2013	-	-	-	340,000	340,000	350,000
8341	Debt Service - Interest - 2013	-	-	246,697	211,787	211,787	206,688
	<OPERATIONS & MAINTENANCE>	8,050	(8,317)	254,747	3,313,600	2,703,576	564,738
	[550-6712] Bond Debt Service Total	8,050	(8,317)	254,747	3,313,600	2,703,576	564,738
9100	Transfers Out	7,312,524	6,360,379	10,782,388	8,600,000	13,354,420	-
	<TRANSFER OUT>	7,312,524	6,360,379	10,782,388	8,600,000	13,354,420	-
	[550-9000s] CIP Total	7,312,524	6,360,379	10,782,388	8,600,000	13,354,420	-
	550 - PUBLIC FINANCING AUTHORITY TOTAL	7,320,574	6,352,062	11,037,135	11,913,600	16,057,996	564,738

CITY TREASURER

Department Summary

EXPENDITURE SUMMARY	Actual 2013/14	Actual 2014/15	Actual 2015/16	Adopted 2016/17	Estimated 2016/17	Adopted 2017/18
Wages & Benefits	9,229	9,291	9,295	9,452	9,452	9,249
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	9,229	9,291	9,295	9,452	9,452	9,249
[101-3021] City Treasurer	9,229	9,291	9,295	9,452	9,452	9,249
Total Expenses by Program	9,229	9,291	9,295	9,452	9,452	9,249

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	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7010	Salaries - Temp / Part	8,472	8,541	8,403	8,472	8,472	8,472
7110	Workers Compensation	109	156	190	332	332	129
7170	FICA - Medicare	648	594	702	648	648	648
	<WAGES & BENEFITS>	9,229	9,291	9,295	9,452	9,452	9,249
[101-3021]	City Treasurer Total	9,229	9,291	9,295	9,452	9,452	9,249

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.

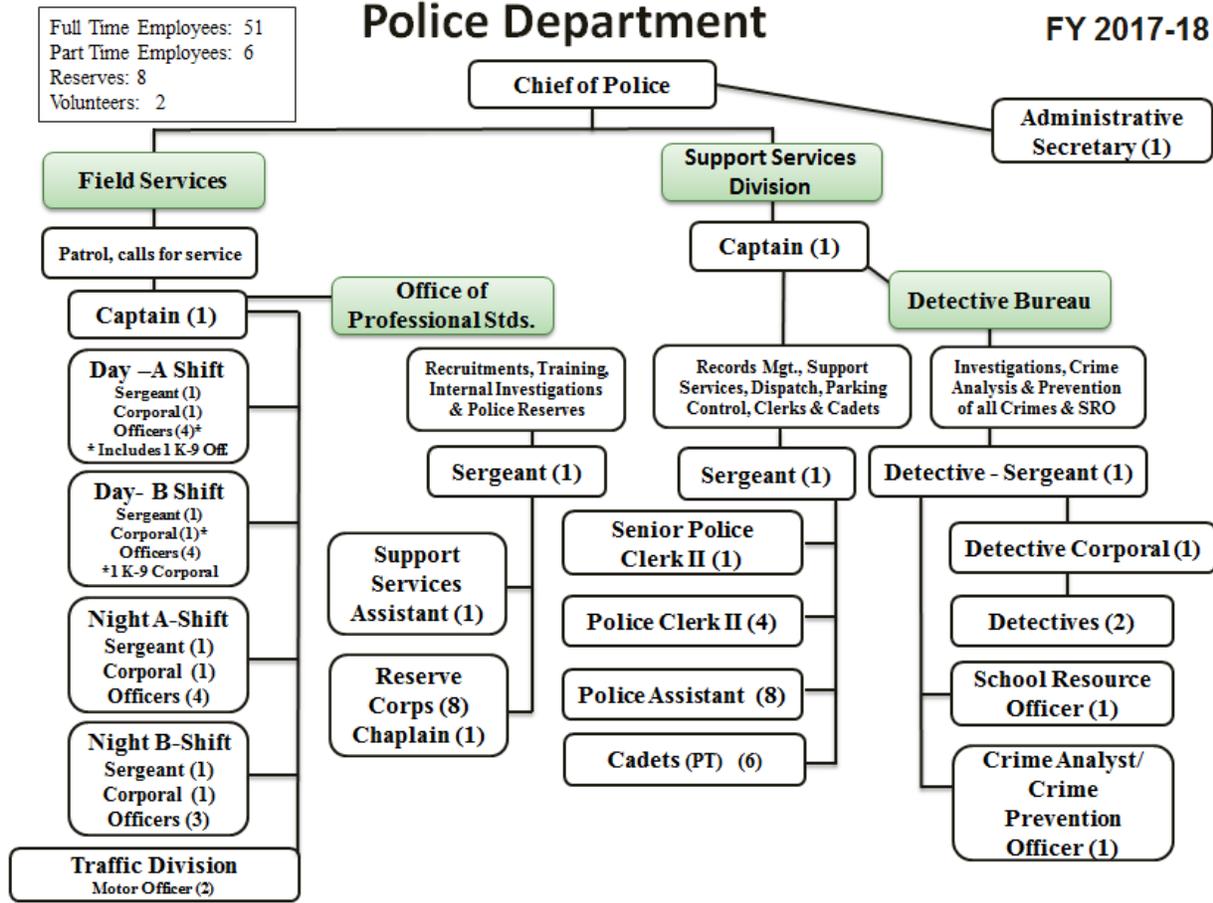
POLICE Department Summary

EXPENDITURE SUMMARY	Actual 2013/14	Actual 2014/15	Actual 2015/16	Adopted 2016/17	Estimated 2016/17	Adopted 2017/18
Wages & Benefits	5,948,160	6,358,858	6,571,263	7,299,161	7,323,913	7,507,792
Operations & Maintenance	873,562	857,981	949,021	995,941	1,016,484	1,112,220
Capital Outlay	336,101	248,006	179,620	170,000	209,514	225,000
Total Expenses by Category	7,157,823	7,464,845	7,699,904	8,465,102	8,549,911	8,845,012
[101-4011] Police	6,891,989	7,198,511	7,529,818	8,295,102	8,322,603	8,620,012
[105-4011] Facilities & Equipment Replacement	-	105,817	57,386	95,000	100,080	150,000
[270-4015] Police Asset Forfeiture	-	4,639	-	-	16,968	-
[272-4018] Police State Grant - AB 3229	98,549	108,378	112,700	75,000	95,822	75,000
[273-4019] Police Grant	-	-	-	-	5,271	-
[274-4019] Police Grant	167,285	47,500	-	-	9,167	-
Total Expenses by Program	7,157,823	7,464,845	7,699,904	8,465,102	8,549,911	8,845,012

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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	3,456,965	3,668,850	3,519,131	4,247,815	3,932,000	4,320,382
7010	Salaries - Temp / Part	128,224	117,399	173,552	112,200	139,000	140,000
7020	Overtime	444,519	608,357	665,799	400,000	615,016	500,000
7040	Holiday	124,641	136,015	133,843	120,000	165,902	145,000
7045	Overtime - Special Detail	226,463	206,028	218,155	210,000	194,320	210,000
7050	Overtime - DUI Checkpoint	15,400	8,761	-	-	-	-
7055	IOD - Non Safety	-	-	128	-	-	-
7060	IOD - Safety	163,075	118,621	1,025	-	16,000	-
7070	Leave Buyback	57,987	80,405	63,530	61,000	61,000	61,000
7100	Retirement	748,777	773,185	1,034,607	1,251,636	1,230,950	1,431,380
7108	Deferred Compensation	2,899	3,279	4,615	4,485	4,600	4,529
7110	Workers Compensation	120,480	200,874	215,699	360,168	467,400	160,679
7120	Disability Insurance	-	6,220	59,386	-	7,305	-
7122	Unemployment Insurance	13,778	4,308	1,978	-	-	-
7130	Group Health Insurance	289,333	268,804	315,198	345,760	318,450	349,560
7140	Vision Insurance	9,743	8,925	10,647	12,240	13,990	12,240
7150	Dental Insurance	32,622	29,458	32,876	45,000	33,800	45,900
7160	Life Insurance	4,887	4,977	4,572	10,050	4,600	5,049
7170	FICA - Medicare	64,744	70,334	75,730	73,805	74,580	77,073
7180	Car/Uniform Allowance	43,621	44,058	40,792	45,000	45,000	45,000
<WAGES & BENEFITS>		5,948,160	6,358,858	6,571,263	7,299,159	7,323,913	7,507,792
8000	Office Supplies	29,267	33,687	41,504	25,000	48,000	35,000
8010	Postage	4,759	6,148	5,601	4,000	2,807	4,000
8020	Special Department Expense	82,871	117,570	90,387	72,500	80,000	72,500
8034	K9 Expenses	73	5,922	2,040	6,500	5,700	6,500
8035	Narco K9 Expenses	3,829	4,731	2,997	12,000	7,566	12,000
8040	Advertising	-	96	-	-	-	-
8050	Printing/Duplicating	2,861	4,831	6,795	6,000	4,019	11,000
8060	Dues & Memberships	3,442	3,931	4,972	2,000	2,000	2,000
8090	Conference & Meeting Expense	12,443	5,762	8,720	9,000	5,142	9,000
8100	Vehicle Maintenance	157,335	83,918	92,373	95,000	98,000	98,662
8105	Fuel	-	66,499	42,296	55,000	55,000	55,000
8110	Equipment Maintenance	20,689	49,613	29,069	18,000	10,593	18,000
8120	Building Maintenance	8,893	14,065	21,554	-	-	-
8134	Safety Clothing/Equipment	24,498	20,268	30,682	33,500	24,024	33,500
8150	Telephone	34,448	5,892	126	-	-	-
8170	Professional Services	128,853	105,140	190,028	94,000	137,499	122,516
8180	Contract Services	292,425	255,961	339,984	523,441	474,441	583,327
8200	Training Expense	26,190	38,654	18,159	20,000	18,871	27,215
8210	Training Expense - POST Reimb.	17,792	16,248	21,734	20,000	25,000	22,000
<OPERATIONS & MAINTENANCE>		850,667	838,936	949,021	995,941	998,662	1,112,220
8520	Machinery & Equipment	-	717	123	-	-	-
8530	Computer Equipment	9,744	-	-	-	-	-
8540	Automotive Equipment	83,418	-	9,411	-	28	-
<CAPITAL OUTLAY>		93,163	717	9,534	-	28	-
[101-4011] Police Total		6,891,989	7,198,511	7,529,818	8,295,100	8,322,603	8,620,012

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 (\$35,000).
- 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 (\$8,000).
- 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 Chiefs (\$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 (\$8,662); 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); computer program yearly maintenance (\$28,516).
- 8180 Contract Services
Funds contracts that are provided for services such as: Pasadena Humane Society (\$125,139); Inter-Con Security parking enforcement (\$186,877); All City Management Crossing Guards (\$144,622); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,000); ICS Glendale (\$31,164); 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. and the duty manual (\$27,215).
- 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 (\$22,000)

FACILITIES & EQUIPMENT REPLACEMENT

Budget Detail

105-4011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8540	Automotive Equipment	-	105,817	57,386	95,000	100,080	150,000
	<CAPITAL OUTLAY>	-	105,817	57,386	95,000	100,080	150,000
105 - FACILITIES & EQUIP. REPLACEMENT TOTAL		-	105,817	57,386	95,000	100,080	150,000

FACILITIES & EQUIPMENT REPLACEMENT

Budget Detail

105-4011

OPERATIONS & MAINTENANCE

8540 Automotive Equipment

Provide funds for the purchase of four police vehicles (\$150,000).

ASSET FORFEITURE

Budget Detail

270-4015

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8520	Machinery & Equipment	-	4,639	-	-	16,968	-
	<CAPITAL OUTLAY>	-	4,639	-	-	16,968	-
[270-4015] Police Asset Forfeiture Total		-	4,639	-	-	16,968	-
270 - ASSET FORFEITURE TOTAL		-	4,639	-	-	16,968	-

POLICE GRANTS – STATE COPS

Budget Detail

272-4018

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8180	Contract Services	12,496	14,560	-	-	-	-
8200	Training Expense	10,400	4,485	-	-	17,822	-
	<OPERATIONS & MAINTENANCE>	22,896	19,045	-	-	17,822	-
8520	Machinery & Equipment	75,653	81,632	112,700	75,000	78,000	75,000
8540	Automotive Equipment	-	7,701	-	-	-	-
	<CAPITAL OUTLAY>	75,653	89,333	112,700	75,000	78,000	75,000
[272-4018] Police State Grant - AB 3229 Total		98,549	108,378	112,700	75,000	95,822	75,000
272 - POLICE GRANTS - STATE(COPS) TOTAL		98,549	108,378	112,700	75,000	95,822	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	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8520	Machinery & Equipment	-	-	-	-	5,271	-
	<CAPITAL OUTLAY>	-	-	-	-	5,271	-
	[273-4019] Police Grant Total	-	-	-	-	5,271	-
	273 - POLICESUBVENTIONS - CLEEP TOTAL	-	-	-	-	5,271	-

HOMELAND SECURITY GRANT

Budget Detail

274-4019

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8090	Conference & Meeting Expense	957	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	957	-	-	-	-	-
8520	Machinery & Equipment	166,328	47,500	-	-	9,167	-
	<CAPITAL OUTLAY>	166,328	47,500	-	-	9,167	-
[274-4019] Police Grant Total		167,285	47,500	-	-	9,167	-
274 - HOMELAND SECURITY GRANT TOTAL		167,285	51,702	-	-	9,167	-

FIRE Department Summary

EXPENDITURE SUMMARY	Actual 2013/14	Actual 2014/15	Actual 2015/16	Adopted 2016/17	Estimated 2016/17	Adopted 2017/18
Wages & Benefits	3,356,308	3,455,487	3,703,997	4,051,970	4,083,055	4,108,289
Operations & Maintenance	325,160	979,294	875,182	930,500	830,533	509,600
Capital Outlay	13,036	36,482	84,384	739,000	1,101,919	10,000
Total Expenses by Category	3,694,504	4,471,263	4,663,563	5,721,470	6,015,507	4,627,889
[101-5011] Fire	3,694,504	4,467,061	4,626,740	4,996,470	4,927,558	4,592,889
[101-5012] Emergency Preparedness	-	-	36,516	25,000	22,600	35,000
[105-5011] Facilities & Equipment Replacement	-	-	-	700,000	946,311	-
[274-5019] Fire Grant	-	4,202	307	-	-	-
Total Expenses by Program	3,694,504	4,471,263	4,663,563	5,721,470	5,896,469	4,627,889

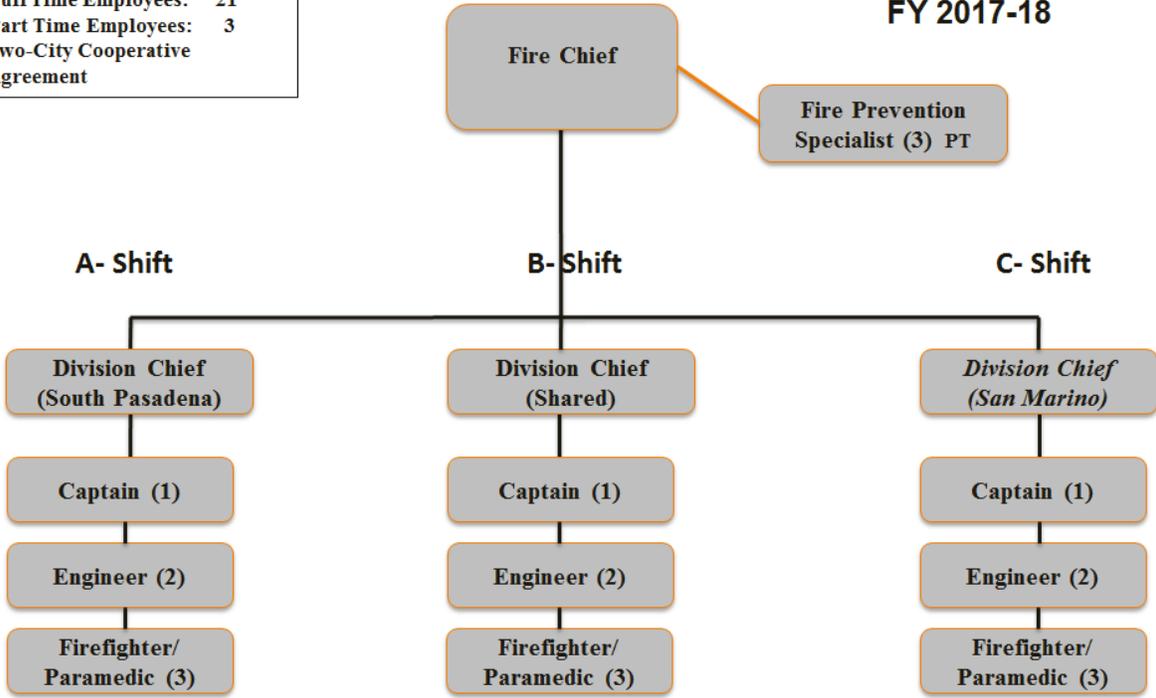
Deputy Fire Chief	1
Fire Captain	2
Fire Engineer	3
Firefighter/Paramedic	6
Total	21

FIRE
Department Description and Authorized Positions

Fire Department
Department Description and Authorized Positions

Full Time Employees: 21
 Part Time Employees: 3
 Two-City Cooperative Agreement

FY 2017-18



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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	1,502,919	1,485,211	1,601,238	1,859,847	1,670,375	1,988,689
7010	Salaries - Temp / Part	41,729	48,858	48,663	60,000	42,697	60,000
7020	Overtime	547,203	570,949	525,404	490,000	580,000	530,000
7030	Overtime - FLSA	97,926	91,996	101,920	110,000	94,899	110,000
7040	Holiday	62,528	58,494	63,820	64,000	62,079	65,000
7045	Overtime - Special Detail	140,685	171,703	179,725	140,000	138,625	140,000
7060	IOD - Safety	100,354	109,616	46,890	-	5,000	-
7065	Fitness	6,000	6,200	7,500	9,000	5,700	9,000
7070	Leave Buyback	106,016	77,507	71,048	75,000	80,398	77,000
7100	Retirement	381,879	376,647	540,400	607,432	594,160	727,624
7108	Deferred Compensation	356	1,443	1,596	1,570	1,615	2,775
7110	Workers Compensation	178,300	274,358	304,017	414,931	617,610	170,203
7122	Unemployment Insurance	(137)	-	-	-	-	-
7130	Group Health Insurance	129,276	114,925	141,838	142,500	121,350	148,260
7140	Vision Insurance	3,767	3,463	4,346	4,560	3,796	4,800
7150	Dental Insurance	13,131	12,410	14,657	17,100	12,635	18,000
7160	Life Insurance	1,800	1,872	1,827	3,534	1,637	1,980
7170	FICA - Medicare	29,568	32,989	36,971	39,496	37,780	41,958
7180	Car/Uniform Allowance	13,008	12,644	12,137	13,000	12,699	13,000
	<WAGES & BENEFITS>	3,356,308	3,451,285	3,703,997	4,051,970	4,083,055	4,108,289
8000	Office Supplies	3,846	4,153	4,074	3,700	3,550	3,700
8010	Postage	708	820	892	1,000	850	1,000
8020	Special Department Expense	42,029	44,022	40,330	43,000	42,500	43,000
8025	Medical Supplies	21,863	25,464	21,801	24,000	23,900	25,000
8026	Hazardous Materials	-	1,973	2,018	2,000	1,327	1,500
8040	Advertising	40	-	-	-	-	-
8050	Printing/Duplicating	909	1,119	952	1,000	1,685	1,000
8060	Dues & Memberships	65	665	818	800	200	800
8080	Books & Periodicals	1,886	1,996	807	2,000	1,900	2,000
8090	Conference & Meeting Expense	277	527	-	500	75	500
8100	Vehicle Maintenance	48,329	45,820	47,867	50,000	49,800	37,500
8105	Fuel	-	-	-	-	-	12,500
8110	Equipment Maintenance	7,440	12,313	7,908	11,000	10,700	11,000
8120	Building Maintenance	3,797	11,844	10,889	10,000	9,800	10,000
8132	Uniform Expense/Cleaning	-	500	-	500	-	-
8134	Safety Clothing/Equipment	14,967	15,653	26,159	27,000	26,480	27,000
8150	Telephone	8,025	329	633	-	-	-
8170	Professional Services	61,006	24,584	22,819	32,000	31,700	33,600
8180	Contract Services	107,066	106,143	121,232	123,000	127,116	128,000
8183	Contract Services - Command Sharin	-	671,695	529,159	580,000	480,000	137,500
8200	Training Expense	2,905	9,674	11,354	9,000	8,950	9,000
	<OPERATIONS & MAINTENANCE>	325,160	979,294	849,712	920,500	820,533	484,600
8520	Machinery & Equipment	9,552	36,232	73,031	24,000	23,970	-
8530	Computer Equipment	3,484	250	-	-	-	-
	<CAPITAL OUTLAY>	13,036	36,482	73,031	24,000	23,970	-
	[101-5011] Fire Total	3,694,504	4,467,061	4,626,740	4,996,470	4,927,558	4,592,889

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 (\$15,000). 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 (\$1,200) 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. Repairs include emergency/unscheduled repairs to front line apparatus (\$37,500).
- 8105 Fuel
Provides fuel for fire apparatus (\$6,250 Diesel fuel) and (\$6,250 unleaded gasoline).
- 8110 Equipment Maintenance
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400).
- 8120 Building Maintenance
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility 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).

- 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. (\$33,600).
- 8180 Contract Services
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$128,000).
- 8183 Contract Services – San Marino
Provides funds for comprehensive shared Fire Command Staff with the cities of San Marino and San Gabriel (\$137,500).
- 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).

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8020	Special Department Expense	-	-	25,470	10,000	10,000	25,000
	<OPERATIONS & MAINTENANCE>	-	-	25,470	10,000	10,000	25,000
8520	Machinery & Equipment	-	-	11,046	15,000	12,600	10,000
	<CAPITAL OUTLAY>	-	-	11,046	15,000	12,600	10,000
[101-5012]	Emergency Preparedness Total	-	-	36,516	25,000	22,600	35,000

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for operational items such as the Emergency Operations Plan (EOP), Disaster Mitigation Plan (DMP), Multi City deployment study, EOC supplies and operations and disaster preparedness supplies (\$25,000).

8520 Machinery and Equipment

Provide funds for CERT training, operations and equipment (\$10,000).

FACILITIES & EQUIPMENT REPLACEMENT

Budget Detail

105-5011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8540	Automotive Equipment	-	-	-	700,000	946,311	-
105 - FACILITIES & EQUIP. REPLACEMENT TOTAL		-	-	-	700,000	946,311	-

HOMELAND SECURITY GRANT

Budget Detail

274-5019

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
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	-	-	-	-
8200	Training Expense	-	-	307	-	-	-
	<OPERATIONS & MAINTENANCE>	-	-	307	-	-	-
8520	Machinery & Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
[274-5019] Fire Grant Total		-	4,202	307	-	-	-

PUBLIC WORKS Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Adopted
	2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
Wages & Benefits	2,813,637	2,949,227	3,162,216	3,331,670	3,287,241	3,333,156
Operations & Maintenance	5,154,864	4,442,393	4,453,849	5,247,032	5,269,890	5,359,497
Capital Outlay	117,593	148,213	152,790	977,000	767,000	533,000
Other Expenses	-	15,395	33,512	-	-	-
Total Expenses by Category	8,086,094	7,555,228	7,802,367	9,555,702	9,324,131	9,225,653
[101-6015] Environmental Services	121,010	148,512	176,958	307,658	234,330	304,166
[101-6011] PW Admin & Engineering	275,720	423,981	485,049	515,878	409,600	499,453
[101-6410] Park Maintenance	416,123	367,340	409,997	513,703	456,035	532,230
[101-6601] Facilities Maintenance	675,147	660,346	654,372	695,155	693,485	739,674
[105-6116] Street Maintenance	-	-	-	-	-	50,000
[207-6011] PW Admin & Engineering	-	-	2,536	-	103	-
[210-6501] Sewer Operations	537,690	461,575	535,646	1,139,237	1,024,227	842,099
[210-9990] Unfunded Liabilities	-	199	29,599	-	-	-
[210-9997] Unfunded Liabilities	-	15,196	-	-	-	-
[215-6115] Traffic Signals	107,855	119,406	123,759	180,900	140,900	180,900
[215-6118] Sidewalk Maintenance	-	-	11,232	10,000	10,000	10,000
[215-6201] Street Lighting	280,868	204,541	260,207	309,800	298,918	235,700
[215-6310] Street Trees	338,137	508,678	535,130	592,985	572,392	614,526
[215-6416] Median Strips	63,647	63,523	32,462	64,000	64,000	64,000
[225-6801] Mission Oaks Parking Distric	-	-	-	-	-	-
[230-6116] Street Maintenance	556,122	713,449	549,729	808,225	776,269	636,608
[232-6301] Street Trees	-	8,390	177	-	-	-
[232-6417] Prop "A" Park Maintenance	19,090	15,587	39,341	3,900	99,725	43,500
[277-6011] PW Admin & Engineering	-	-	22,824	-	927	-
[310-6501] Sewer Operations	-	387,663	316,718	-	527,192	3,384
[500-6710] Water Distribution	1,277,956	975,179	1,018,512	1,295,271	1,083,958	1,325,859
[500-6711] Water Production	3,416,728	2,481,663	2,594,206	3,118,991	2,932,070	3,143,554
[500-9990] Unfunded Liabilities	-	-	3,913	-	-	-
Total Expenses by Program	8,086,094	7,555,228	7,802,367	9,555,702	9,324,131	9,225,653

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	2
Water Production Operator	2
Maintenance Worker I/II	6
Senior Water Utility Worker	1
Senior Water Production Operator	1
Water Utility Worker I/II	5
Total	31

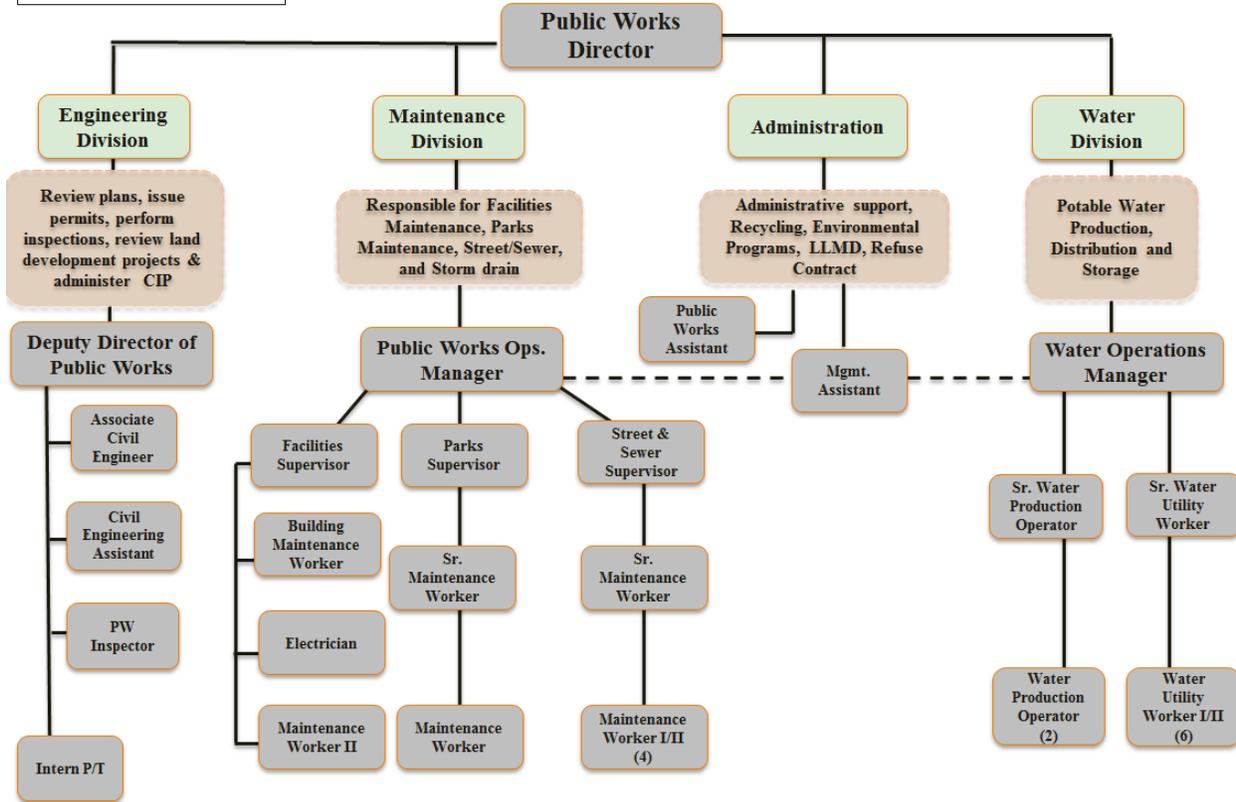
PUBLIC WORKS

Department Description and Authorized Positions

Full Time Employees: 31
Part-Time Employees: 1

Public Works Department

FY 2017-18



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.

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	150,503	239,918	248,637	268,872	238,240	266,396
7010	Salaries - Temp / Part	-	2,197	-	7,500	6,600	20,000
7020	Overtime	20	160	206	-	200	-
7070	Leave Buyback	3,439	1,584	9,382	3,500	2,787	3,500
7100	Retirement	21,771	35,127	43,523	53,376	43,970	58,668
7108	Deferred Compensation	885	1,083	1,099	1,017	348	969
7110	Workers Compensation	5,609	12,521	15,083	18,129	18,515	6,513
7130	Group Health Insurance	11,155	17,876	23,264	22,935	17,777	22,155
7140	Vision Insurance	335	450	626	708	550	708
7150	Dental Insurance	1,100	1,748	2,259	2,655	1,924	2,655
7160	Life Insurance	177	266	290	549	244	292
7170	FICA - Medicare	2,153	3,445	3,785	4,007	4,158	4,152
	<WAGES & BENEFITS>	197,147	316,375	348,154	383,248	335,313	386,008
8000	Office Supplies	-	27	697	1,000	1,000	1,000
8010	Postage	1,591	1,810	2,160	1,500	1,500	1,500
8020	Special Department Expense	6,850	9,215	9,031	9,940	9,900	9,940
8040	Advertising	1,508	4,539	3,092	1,800	1,000	1,800
8050	Printing/Duplicating	5,508	13,908	4,105	8,000	6,000	6,000
8060	Dues & Memberships	1,182	1,182	794	1,900	1,000	1,715
8090	Conference & Meeting Expense	-	-	-	1,700	1,700	1,700
8100	Vehicle Maintenance	2,082	2,653	1,749	1,500	1,500	1,500
8110	Equipment Maintenance	233	383	839	290	290	290
8150	Telephone	1,441	-	-	-	-	-
8170	Professional Services	51,479	70,058	111,384	105,000	50,000	88,000
8180	Contract Services	1,835	595	-	-	-	-
8300	Lease Payment	3,604	3,236	3,044	-	397	-
	<OPERATIONS & MAINTENANCE>	77,312	107,606	136,895	132,630	74,287	113,445
8530	Computer Equipment	1,261	-	-	-	-	-
	<CAPITAL OUTLAY>	1,261	-	-	-	-	-
[101-6011] PW Admin & Engineering Total		275,720	423,981	485,049	515,878	409,600	499,453

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 (\$1,090). ESRI ArcMap GIS software subscription renewal (\$2,000). County Recorder recording fees (\$750). Comcate software subscription (\$2,100). Cell phone service (\$1,000).
- 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 (\$4,100). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents.

- 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 (\$400) and seminars (\$400). 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 (\$50,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts.

ENVIRONMENTAL SERVICES

Budget Detail

101-6015

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	49,660	53,786	58,219	79,495	64,355	77,948
7010	Salaries - Temp / Part	-	-	-	-	-	-
7020	Overtime	-	-	9	-	-	-
7070	Leave Buyback	196	89	4,048	-	115	-
7100	Retirement	7,065	7,994	10,163	15,515	11,670	17,166
7108	Deferred Compensation	288	305	338	334	-	305
7110	Workers Compensation	1,269	2,146	2,815	3,589	2,818	1,219
7130	Group Health Insurance	4,077	3,898	5,249	6,645	2,832	4,695
7140	Vision Insurance	104	97	135	204	136	204
7150	Dental Insurance	423	379	488	765	292	765
7160	Life Insurance	55	58	65	158	51	84
7170	FICA - Medicare	674	746	912	1,153	846	1,130
	<WAGES & BENEFITS>	63,812	69,498	82,441	107,858	83,115	103,516
8010	Postage	-	-	-	1,000	500	500
8020	Special Department Expense	16,732	35,509	46,044	120,800	70,000	123,300
8040	Advertising	-	192	-	2,500	1,000	2,500
8050	Printing/Duplicating	-	-	-	1,000	500	150
8060	Dues & Memberships	-	-	-	-	-	200
8090	Conference & Meeting Expense	1,192	7	5	500	500	2,000
8140	Utilities	499	488	494	-	215	-
8170	Professional Services	35,711	38,716	34,836	45,000	45,000	45,000
8172	Professional Svcs. - Oil Recycling	840	2,770	1,690	2,000	1,500	2,000
8173	Professional Svcs. - Bottles & Cans	1,248	1,112	9,535	2,000	-	-
8180	Contract Services	977	220	1,913	25,000	15,000	25,000
	<OPERATIONS & MAINTENANCE>	57,198	79,014	94,517	199,800	134,215	200,650
8500	Building & Improvements	-	-	-	-	17,000	-
	<CAPITAL OUTLAY>	-	-	-	-	17,000	-
[101-6015] Environmental Services Total		121,010	148,512	176,958	307,658	234,330	304,166

ENVIRONMENTAL SERVICES

Budget Detail

101-6015

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 (\$500).
- 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). As well as for promotional items related to environmental programs (\$2,500).
- 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, mulch and compost giveaway, 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 (\$150).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations related to advancing environmental protection and concerns (\$200).

- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$2,000).
- 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).
- 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.

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	84,560	88,740	92,835	100,199	70,240	98,041
7020	Overtime	2,765	1,895	3,180	2,000	2,000	2,000
7040	Holiday	344	-	132	-	108	-
7070	Leave Buyback	2,041	291	2,098	1,500	4,618	1,500
7100	Retirement	12,336	13,268	15,084	19,556	16,300	21,591
7108	Deferred Compensation	307	308	226	269	200	275
7110	Workers Compensation	4,330	6,871	8,341	9,713	8,620	3,506
7130	Group Health Insurance	8,062	6,818	9,378	10,395	6,730	10,395
7140	Vision Insurance	288	260	350	324	230	324
7150	Dental Insurance	1,010	775	1,006	1,215	800	1,215
7160	Life Insurance	130	131	120	251	92	133
7170	FICA - Medicare	1,257	1,277	1,487	1,482	1,103	1,450
<WAGES & BENEFITS>		117,430	120,634	134,237	146,903	111,235	140,430
8000	Office Supplies	919	523	391	800	800	800
8020	Special Department Expense	19,306	23,637	21,552	25,500	25,500	25,500
8100	Vehicle Maintenance	687	1,762	2,522	1,500	1,500	1,500
8110	Equipment Maintenance	375	772	915	2,500	1,500	2,500
8140	Utilities	39,072	38,927	37,096	40,000	40,000	40,000
8170	Professional Services	18,212	19,874	-	15,000	15,000	15,000
8180	Contract Services	207,866	148,351	202,583	250,000	250,000	275,000
8200	Training Expense	98	120	122	1,500	500	1,500
8262	Graffiti Removal	11,172	12,740	10,579	10,000	10,000	10,000
<OPERATIONS & MAINTENANCE>		297,707	246,706	275,760	346,800	344,800	371,800
8520	Machinery & Equipment	-	-	-	20,000	-	20,000
8530	Computer Equipment	986	-	-	-	-	-
<CAPITAL OUTLAY>		986	-	-	20,000	-	20,000
[101-6410] Park Maintenance Total		416,123	367,340	409,997	513,704	456,035	532,230

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 (\$5,000), park reseeding materials (\$3,000), fertilizer (\$4,000), miscellaneous garden supplies (\$3,000), pest control products (\$2,500), park dog waste bags (\$4,000), miscellaneous park supplies (\$2,500), and humane bee control service (\$1,500).
- 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 (\$173,000). 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	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	216,066	212,735	206,211	244,331	241,034	247,119
7020	Overtime	2,167	2,566	1,874	2,500	2,500	2,500
7040	Holiday	170	-	-	-	-	-
7070	Leave Buyback	6,096	190	2,262	1,500	3,555	1,500
7100	Retirement	30,319	28,227	33,113	41,149	40,630	46,494
7108	Deferred Compensation	306	211	163	269	200	275
7110	Workers Compensation	12,065	18,191	19,615	29,501	32,185	11,363
7130	Group Health Insurance	22,690	20,922	25,173	28,020	26,345	28,020
7140	Vision Insurance	704	621	766	888	766	888
7150	Dental Insurance	2,521	2,316	2,772	3,330	2,806	3,330
7160	Life Insurance	344	354	353	688	364	366
7170	FICA - Medicare	3,135	2,973	3,024	3,579	3,500	3,619
	<WAGES & BENEFITS>	296,584	289,306	295,326	355,755	353,885	345,474
8000	Office Supplies	1,676	20	1,440	1,200	1,200	1,200
8020	Special Department Expense	51,360	45,059	39,411	45,000	45,000	45,000
8060	Dues & Memberships	-	-	138	700	700	700
8100	Vehicle Maintenance	2,542	1,767	1,403	1,500	1,500	1,500
8110	Equipment Maintenance	1,056	1,492	2,400	1,500	1,500	1,500
8120	Building Maintenance	70,362	73,444	75,110	70,000	70,000	70,000
8130	Small Tools	3,440	1,263	2,108	3,000	3,000	3,000
8132	Uniform Expense/Cleaning	1,571	1,503	1,559	2,000	2,000	2,000
8134	Safety Clothing/Equipment	747	1,027	1,279	1,000	1,200	1,200
8140	Utilities	82,855	88,991	83,646	90,000	90,000	144,600
8150	Telephone	258	-	-	-	-	-
8180	Contract Services	100,179	144,001	144,218	112,000	112,000	112,000
8200	Training Expense	-	-	1,333	1,500	1,500	1,500
	<OPERATIONS & MAINTENANCE	316,047	358,567	354,045	329,400	329,600	384,200
8520	Machinery & Equipment	21,255	12,473	5,001	10,000	10,000	10,000
8530	Computer Equipment	986	-	-	-	-	-
8540	Automotive Equipment	40,275	-	-	-	-	-
	<CAPITAL OUTLAY>	62,516	12,473	5,001	10,000	10,000	10,000
[101-6601] Facilities Maintenance Total		675,147	660,346	654,372	695,155	693,485	739,674

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), plumbing supplies (\$7,000) and garage door and motorized gate maintenance and part 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 (\$1,200).
- 8140 Utilities
Provides funds for electrical service by Southern California Edison to City facilities (\$144,600).
- 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	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	237,910	222,047	293,965	320,764	288,530	322,778
7010	Salaries - Temp / Part	-	116	-	-	-	-
7020	Overtime	1,254	4,228	(362)	2,500	5,000	3,000
7040	Holiday	603	-	-	-	662	-
7070	Leave Buyback	2,491	2,495	7,135	2,500	8,947	2,500
7100	Retirement	34,061	32,572	456	54,319	50,800	60,495
7108	Deferred Compensation	683	818	1,068	1,549	990	1,536
7110	Workers Compensation	11,254	14,707	21,059	27,659	29,570	10,551
7120	Disability Insurance	1,660	99	-	-	397	-
7130	Group Health Insurance	25,056	18,772	29,300	33,589	27,950	32,431
7131	Retiree Health Insurance	10,987	10,943	40,885	-	11,590	12,000
7140	Vision Insurance	736	498	888	1,058	772	1,058
7150	Dental Insurance	2,703	1,861	3,083	3,969	2,750	3,969
7160	Life Insurance	385	304	396	820	400	436
7170	FICA - Medicare	3,264	3,182	4,360	4,687	4,900	4,723
9997	OPEB Expense	-	15,196	-	-	-	-
9990	Pension Expense	-	199	29,599	-	-	-
	<WAGES & BENEFITS>	333,047	328,037	431,832	453,414	433,258	455,477
8000	Office Supplies	3,663	378	600	600	600	600
8010	Postage	-	545	-	600	300	600
8020	Special Department Expense	29,285	20,633	18,123	27,000	25,000	27,000
8050	Printing/Duplicating	-	-	-	200	200	200
8060	Dues & Memberships	-	500	-	500	500	500
8090	Conference & Meeting Expense	175	-	-	500	500	800
8100	Vehicle Maintenance	9,330	14,262	17,559	15,000	10,000	15,000
8110	Equipment Maintenance	1,166	-	-	5,000	1,000	5,000
8120	Building Maintenance	-	500	1,200	1,200	1,200	1,200
8130	Small Tools	633	-	-	1,500	1,500	1,500
8132	Uniform Expense/Cleaning	1,171	1,665	539	1,200	1,200	1,200
8134	Safety Clothing/Equipment	691	213	646	1,000	1,000	1,000
8170	Professional Services	33,416	12,432	-	30,000	20,000	30,000
8180	Contract Services	10,541	16,167	15,486	100,000	20,000	100,000
8191	Liability & Surety Bonds	40,790	12,488	9,768	11,500	11,947	12,000
8200	Training Expense	1,196	-	470	1,000	1,000	1,000
8301	Copier Usage Charges	-	-	-	-	-	-
8400	Overhead Allocation	69,022	69,022	69,022	69,022	69,022	69,022
	<OPERATIONS & MAINTENANCE>	201,080	148,805	133,413	265,822	164,969	266,622
8540	Automotive Equipment	3,563	128	-	420,000	426,000	120,000
	<CAPITAL OUTLAY>	3,563	128	-	420,000	426,000	120,000
[210-6501] Sewer Operations Total		537,690	476,970	565,245	1,139,237	1,024,227	842,099

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 (\$800).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles and for painting of aging vehicles (\$15,000).

- 8110 Equipment Maintenance
Provides for repairs to the sewer main cleaning equipment (\$5,000).
- 8120 Building Maintenance
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools
Provides for replacement of worn or damaged hand and power tools (\$1,500).
- 8132 Uniform Expenses
Provides for the purchase and uniform service of City supplied uniforms (\$1,200).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel toed boots, and other miscellaneous items (\$1,000).
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000).
- 8180 Contract Services
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$60,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 5% (\$12,000) 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 sewer camera equipment (\$120,000).

TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8020	Special Department Expense	5,686	9,486	24,538	30,900	30,900	30,900
8140	Utilities	42,059	42,278	37,764	60,000	40,000	60,000
8150	Telephone	2,453	-	-	-	-	-
8180	Contract Services	39,328	49,152	50,148	70,000	70,000	70,000
	<OPERATIONS & MAINTENANCE>	89,526	100,916	112,450	160,900	140,900	160,900
8520	Machinery & Equipment	18,329	18,490	11,309	20,000	-	20,000
	<CAPITAL OUTLAY>	18,329	18,490	11,309	20,000	-	20,000
[215-6115]	Traffic Signals Total	107,855	119,406	123,759	180,900	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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8020	Special Department Expense	-	-	11,232	10,000	10,000	10,000
	<OPERATIONS & MAINTENANCE>	-	-	11,232	10,000	10,000	10,000
[215-6118]	Sidewalk Maintenance Total	-	-	11,232	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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8000	Office Supplies	838	500	1,288	600	600	600
8020	Special Department Expense	39,345	29,007	40,093	45,500	45,500	45,500
8100	Vehicle Maintenance	8,465	5,431	4,843	7,500	7,500	7,500
8110	Equipment Maintenance	548	454	-	3,000	724	3,000
8130	Small Tools	1,364	1,124	904	1,000	1,000	1,000
8132	Uniform Expense/Cleaning	1,578	1,290	1,258	1,500	1,500	1,500
8134	Safety Clothing/Equipment	-	206	1,109	800	800	800
8140	Utilities	144,109	138,353	167,575	165,000	165,000	165,000
8170	Professional Services	3,040	3,200	23,600	31,400	52,400	10,000
8191	Liability & Surety Bonds	81,580	24,976	19,537	22,700	23,894	-
8200	Training Expense	-	-	-	800	-	800
	<OPERATIONS & MAINTENANCE>	280,868	204,541	260,207	279,800	298,918	235,700
8520	Machinery & Equipment	-	-	-	30,000	-	-
	<CAPITAL OUTLAY>	-	-	-	30,000	-	-
[215-6201] Street Lighting Total		280,868	204,541	260,207	309,800	298,918	235,700

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 (\$10,000).
- 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).

STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	94,350	190,029	187,703	118,738	123,800	118,292
7020	Overtime	3,790	2,487	5,900	3,000	3,000	3,000
7040	Holiday	-	-	132	-	260	-
7070	Leave Buyback	4,000	2,353	3,099	3,000	3,569	3,000
7100	Retirement	13,339	26,729	32,107	20,372	19,720	22,653
7108	Deferred Compensation	-	194	127	101	100	107
7110	Workers Compensation	5,670	15,317	17,292	13,164	13,490	4,978
7130	Group Health Insurance	10,856	18,302	21,905	13,608	11,220	11,658
7131	Retiree Health Insurance	15,017	14,958	14,783	-	-	-
7140	Vision Insurance	360	577	673	432	378	432
7150	Dental Insurance	1,294	2,053	2,395	1,620	1,280	1,620
7160	Life Insurance	161	304	305	335	176	178
7170	FICA - Medicare	1,417	2,623	2,857	1,765	1,725	1,758
	<WAGES & BENEFITS>	150,254	275,926	289,278	176,135	179,042	167,676
8000	Office Supplies	-	-	246	500	300	500
8010	Postage	-	-	-	50	50	50
8020	Special Department Expense	8,634	8,116	5,609	15,000	5,000	15,000
8040	Advertising	-	-	-	200	200	200
8060	Dues & Memberships	170	-	-	400	200	400
8090	Conference & Meeting Expense	-	-	-	200	-	200
8100	Vehicle Maintenance	5,019	6,864	7,346	15,000	5,000	15,000
8110	Equipment Maintenance	1,741	3,842	102	3,000	1,500	3,000
8130	Small Tools	2,766	2,257	1,509	3,000	2,000	3,000
8132	Uniform Expense/Cleaning	1,369	2,749	1,783	2,100	2,100	2,100
8134	Safety Clothing/Equipment	1,800	374	219	1,600	1,600	1,600
8170	Professional Services	6,439	9,101	10,000	15,000	15,000	15,000
8180	Contract Services	159,672	192,021	210,703	230,000	230,000	230,000
8181	Contracted Tree Planting	273	7,118	8,235	10,000	10,000	10,000
8200	Training Expense	-	310	100	800	400	800
	<OPERATIONS & MAINTENANCE>	187,883	232,752	245,852	296,850	273,350	296,850
9181	Removal/Replacement Tree Program	-	-	-	120,000	120,000	150,000
	<CAPITAL OUTLAY>	-	-	-	120,000	120,000	150,000
[215-6310] Street Trees Total		338,137	508,678	535,130	592,985	572,392	614,526

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 aged/distressed trees and plant replacement trees (\$150,000).

MEDIAN STRIPS

Budget Detail

215-6416

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8020	Special Department Expense	3,499	3,375	2,388	3,500	3,500	3,500
8180	Contract Services	60,148	60,148	30,074	60,500	60,500	60,500
	<OPERATIONS & MAINTENANCE>	63,647	63,523	32,462	64,000	64,000	64,000
[215-6416]	Median Strips Total	63,647	63,523	32,462	64,000	64,000	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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	264,465	310,836	233,870	306,462	273,220	298,991
7020	Overtime	1,993	4,748	5,183	3,000	5,000	4,000
7040	Holiday	544	224	-	-	-	-
7070	Leave Buyback	3,679	2,998	3,655	3,000	3,005	3,000
7100	Retirement	34,077	39,660	37,729	54,271	48,700	58,770
7108	Deferred Compensation	306	432	341	371	300	383
7110	Workers Compensation	13,490	25,558	21,113	32,952	34,100	12,016
7120	Disability Insurance	1,660	-	-	-	-	-
7130	Group Health Insurance	34,269	34,757	32,533	39,003	30,100	33,153
7131	Retiree Health Insurance	16,453	16,388	17,672	-	17,672	17,672
7140	Vision Insurance	1,054	1,127	1,022	1,236	1,030	1,236
7150	Dental Insurance	2,799	3,817	3,306	4,635	3,175	4,635
7160	Life Insurance	382	597	439	958	417	509
7170	FICA - Medicare	3,630	4,299	3,504	4,487	4,200	4,393
	<WAGES & BENEFITS>	378,803	445,441	360,367	450,375	420,919	438,758
8000	Office Supplies	1,973	324	1,000	1,000	500	1,000
8020	Special Department Expense	105,233	101,354	81,766	80,000	80,000	80,000
8060	Dues & Memberships	-	500	-	300	300	300
8100	Vehicle Maintenance	21,476	34,189	24,984	20,000	20,000	20,000
8110	Equipment Maintenance	8,432	9,245	1,943	6,400	6,400	6,400
8130	Small Tools	886	-	380	3,000	1,000	3,000
8132	Uniform Expense/Cleaning	1,986	2,361	2,400	3,000	3,000	3,000
8134	Safety Clothing/Equipment	1,112	1,976	1,617	1,750	1,750	1,750
8170	Professional Services	1,792	-	-	2,000	2,000	2,000
8180	Contract Services	4,759	22,318	75,095	80,000	80,000	80,000
8200	Training Expense	8	-	177	400	400	400
	<OPERATIONS & MAINTENANCE>	147,657	172,267	189,362	197,850	195,350	197,850
8540	Automotive Equipment	29,661	95,741	-	160,000	160,000	-
	<CAPITAL OUTLAY>	29,661	95,741	-	160,000	160,000	-
[230-6116] Street Maintenance Total		556,122	713,449	549,729	808,225	776,269	636,608
230 - STATE GAS TAX TOTAL		556,122	713,449	549,729	808,225	776,269	636,608

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).

STREET TREES

Budget Detail

232-6301

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8180	Contract Services	-	8,390	177	-	-	-
	<OPERATIONS & MAINTENANCE>	-	8,390	177	-	-	-
[232-6301]	Street Trees Total	-	8,390	177	-	-	-

PROP A PARK MAINTENANCE

Budget Detail

232-6417

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8020	Special Department Expense	7,907	8,809	15,385	-	90,000	25,000
8110	Equipment Maintenance	-	139	-	-	1,325	5,000
8140	Utilities	1,906	1,717	1,101	1,200	1,200	3,500
8170	Professional Services	-	-	7,603	-	-	-
8180	Contract Services	9,277	4,922	15,252	2,700	7,200	10,000
<OPERATIONS & MAINTENANCE>		19,090	15,587	39,341	3,900	99,725	43,500
[232-6417] Prop "A" Park Maintenance Total		19,090	15,587	39,341	3,900	99,725	43,500

PROP A PARK MAINTENANCE

Budget Detail

232-6417

OPERATIONS & MAINTENANCE

- 8020 Special Department Expenses
Janitorial supplies for the Arroyo and Garfield Park restrooms (\$2,000), adding engineered wood fibers or sand to Garfield, Orange Grove or Eddie Park playgrounds (\$13,000), and miscellaneous parts needed for playgrounds, light fixture, and restroom fixture replacements (\$10,000)
- 8140 Equipment Maintenance
Garfield, Orange Grove and Eddie Park playground equipment maintenance (\$5,000).
- 8140 Utilities
Provides funds for utilities for the Arroyo Park restrooms, Garfield Park Restrooms and the Dog Park (\$3,500).
- 8180 Contract Services
Provides funds for janitorial services and to unlock restrooms at Arroyo Park and Garfield parks (\$6,000) and regular maintenance of the Dog Park, Garfield Park playground, Orange Grove Park playground and Eddie Park playground (\$4,000).

SEWER CAPITAL PROJECT

Budget Detail

310-6501

Acct	Account Title	2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	-	4,713	7,913	-	2,100	2,600
7100	Retirement	-	658	807	-	160	182
7108	Deferred Compensation	-	36	76	-	16	26
7110	Workers Compensation	-	206	456	-	220	330
7130	Group Health Insurance	-	346	410	-	100	180
7140	Vision Insurance	-	7	9	-	5	6
7150	Dental Insurance	-	31	34	-	8	15
7160	Life Insurance	-	4	9	-	3	6
7170	FICA - Medicare	-	60	122	-	30	39
	<WAGES & BENEFITS>	-	6,061	9,836	-	2,642	3,384
8010	Postage	-	-	-	-	-	-
8020	Special Department Expense	-	100	950	-	50	-
8050	Printing/Duplicating	-	3,173	4,458	-	-	-
8170	Professional Services	-	378,329	301,474	-	524,500	-
	<OPERATIONS & MAINTENANCE>	-	381,602	306,882	-	524,550	-
[310-6501] Sewer Capital Project Total		-	387,663	316,718	-	527,192	3,384

SEWER CAPITAL PROJECT

Budget Detail

310-6712

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8331	Debt Service - Interest	1,871	2,011	3,244	3,000	5,320	5,500
8333	Debt Service-Professional Svc	304,111	3,220	-	-	-	-
	<OPERATIONS & MAINTENANCE>	305,982	5,231	3,244	3,000	5,320	5,500
[310-6712]	Bond Debt Service Total	305,982	5,231	3,244	3,000	5,320	5,500

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	553,697	434,558	491,433	510,551	509,600	522,946
7020	Overtime	23,977	39,295	28,311	-	23,000	-
7040	Holiday	894	356	-	-	592	-
7070	Leave Buyback	11,103	5,932	5,642	-	6,682	-
7100	Retirement	78,998	66,111	2,691	98,068	94,600	113,256
7108	Deferred Compensation	1,493	1,431	1,836	3,155	1,925	3,239
7110	Workers Compensation	26,133	35,833	41,112	49,628	55,708	19,266
7120	Disability Insurance	827	-	-	-	851	-
7130	Group Health Insurance	51,845	35,699	52,215	55,007	45,380	49,110
7131	Retiree Health Insurance	26,666	26,561	89,914	-	28,640	28,640
7140	Vision Insurance	1,670	1,221	1,785	1,764	1,590	1,764
7150	Dental Insurance	5,194	3,939	5,014	6,615	4,980	6,615
7160	Life Insurance	918	717	723	1,367	730	727
7170	FICA - Medicare	8,401	6,940	7,891	7,403	8,000	7,582
<WAGES & BENEFITS>		791,815	658,593	728,567	733,558	782,278	753,145
8000	Office Supplies	1,327	625	577	1,500	750	1,500
8010	Postage	-	-	-	200	200	200
8020	Special Department Expense	107,476	54,174	37,949	120,000	40,000	120,000
8050	Printing/Duplicating	1,403	572	311	2,000	1,000	2,000
8060	Dues & Memberships	103	55	-	700	700	700
8070	Mileage/Auto Allowance	573	634	1,065	-	1,500	1,500
8100	Vehicle Maintenance	18,843	25,702	17,263	15,000	20,000	15,000
8110	Equipment Maintenance	3,659	3,388	2,620	10,000	4,000	10,000
8120	Building Maintenance	497	500	-	500	500	500
8130	Small Tools	3,878	3,872	2,415	10,000	7,500	10,000
8132	Uniform Expense/Cleaning	3,573	2,735	3,303	3,500	4,000	4,500
8134	Safety Clothing/Equipment	2,479	967	4,964	2,500	1,500	2,500
8140	Utilities	7,782	7,407	8,819	10,000	8,000	10,000
8150	Telephone	7,872	10,661	9,487	5,000	10,000	10,000
8170	Professional Services	-	-	-	20,000	10,000	20,000
8180	Contract Services	515	-	15,594	20,000	10,000	20,000
8191	Liability & Surety Bonds	203,949	62,440	48,842	56,700	59,735	60,000
8200	Training Expense	539	1,001	230	2,000	1,500	2,000
8229	Taxes	3,281	3,358	3,417	5,000	3,481	5,000
8400	Overhead Allocation	117,114	117,114	117,114	117,114	117,114	117,114
<OPERATIONS & MAINTENANCE>		484,865	295,205	273,970	401,714	301,680	412,714
8530	Computer Equipment	258	-	-	-	-	-
8540	Automotive Equipment	-	(29)	-	160,000	-	160,000
8572	Meters	742	5,074	3,903	-	-	-
8573	Fire Hydrants	-	12,856	11,012	-	-	-
<CAPITAL OUTLAY>		1,275	21,381	15,975	160,000	-	160,000
[500-6710] Water Distribution Total		1,277,956	975,179	1,018,512	1,295,272	1,083,958	1,325,859

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 (\$2,500) and steel toed work boots (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, including, safety vests, work zone signs, cones, and delineators (\$2,500).
- 8140 Electricity
Provides funds for electrical service to 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 (\$10,000).
- 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 (\$10,000) and landscaping contract services for water facilities (\$10,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% (\$60,000) 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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	322,211	291,730	316,501	360,544	370,000	368,261
7020	Overtime	21,416	24,025	26,986	-	27,743	-
7040	Holiday	3,557	3,786	3,468	-	3,859	-
7070	Leave Buyback	4,586	3,790	3,569	-	7,122	-
7100	Retirement	47,750	44,967	1,547	70,367	68,500	81,102
7108	Deferred Compensation	555	798	981	495	1,045	500
7110	Workers Compensation	19,027	27,019	31,636	42,014	45,150	16,357
7130	Group Health Insurance	28,640	23,253	27,026	38,949	21,730	32,709
7131	Retiree Health Insurance	26,666	26,561	89,914	-	28,640	28,640
7140	Vision Insurance	1,085	843	952	1,236	1,000	1,236
7150	Dental Insurance	3,690	2,954	3,555	4,635	3,960	4,635
7160	Life Insurance	523	442	464	958	505	509
7170	FICA - Medicare	5,040	4,583	5,178	5,227	6,300	5,339
	<WAGES & BENEFITS>	484,746	454,751	511,777	524,425	585,554	539,288
8000	Office Supplies	1,052	549	1,826	1,500	500	1,500
8010	Postage	-	50	51	200		200
8020	Special Department Expense	41,032	27,441	29,744	14,000	17,000	17,000
8050	Printing/Duplicating	-	70	570	2,000	500	2,000
8060	Dues & Memberships	2,071	2,166	2,565	2,600	1,000	2,600
8070	Mileage/Auto Allowance	199	256	198	200	50	200
8080	Books & Periodicals	236	(78)	700	500	200	500
8100	Vehicle Maintenance	6,358	7,245	5,634	6,000	4,000	6,000
8110	Equipment Maintenance	7,045	9,753	23,777	10,500	10,500	10,500
8120	Building Maintenance	-	3,925	2,108	12,000	10,000	12,000
8130	Small Tools	206	-	2,803	1,000	1,000	1,000
8132	Uniform Expense/Cleaning	2,153	1,802	1,547	2,000	2,000	2,000
8134	Safety Clothing/Equipment	651	1,020	549	800	500	800
8140	Utilities	5,311	13,447	3,039	7,000	3,000	7,000
8150	Telephone	164	565	464	500	1,200	1,200
8152	Pumping Power	690,341	685,402	552,643	850,000	600,000	850,000
8170	Professional Services	238,805	252,474	301,143	260,000	260,000	260,000
8180	Contract Services	-	-	4,765	80,000	155,000	120,000
8200	Training Expense	1,163	1,030	2,926	1,500	800	1,500
8231	Water Purchases - Resale	139,559	35,149	29,745	100,000	40,000	100,000
8233	Watermaster Charges	1,590,310	779,379	789,861	1,000,000	1,000,000	1,000,000
8400	Overhead Allocation	205,267	205,267	205,266	205,266	205,266	205,266
	<OPERATIONS & MAINTENANCE>	2,931,982	2,026,912	1,961,924	2,557,566	2,312,516	2,601,266
8520	Machinery & Equipment	-	-	119,800	-	-	-
8530	Computer Equipment	-	-	705	3,000	-	3,000
8540	Automotive Equipment	-	-	-	34,000	34,000	-
	<CAPITAL OUTLAY>	-	-	120,505	37,000	34,000	3,000
[500-6711] Water Production Total		3,416,728	2,481,663	2,594,206	3,118,991	2,932,070	3,143,554

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 (\$4,000), chlorine analyzer solution (\$5,000), turbine oil (\$1,100), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000); staff physical exams and Class B driver license renewals (\$200), and cellular phone monthly service charge (\$1,200).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$2,000).
- 8060 Dues, Memberships, Subscriptions
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).
- 8070 Mileage/Auto Allowance
To provide reimbursement for water related call outs (\$200).
- 8080 Books, Videos, Magazines, and Recordings
Provides funds for the purchase of reference books and manuals (\$500).

- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000) and smog certifications (\$2,000).
- 8110 Equipment Maintenance
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Replace water level transmitters and radios at elevated tanks (\$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 (\$1,200).
- 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 (\$120,000).
- 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 the water division (\$3,000)

PLANNING & BUILDING

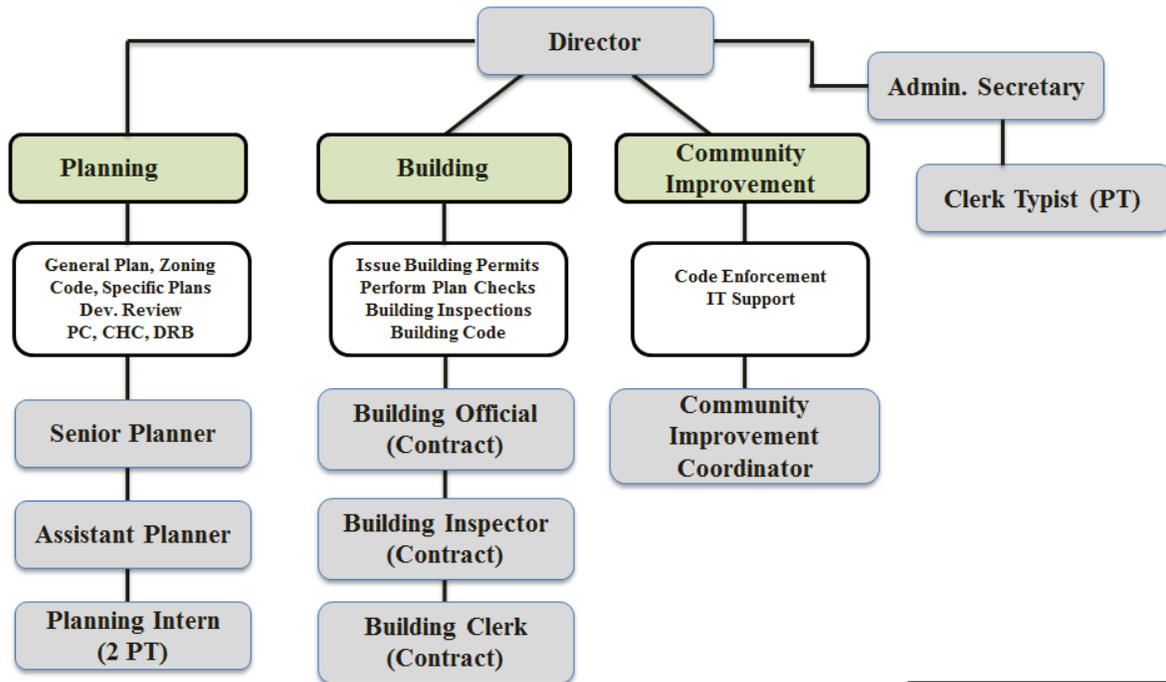
Department Summary

EXPENDITURES SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Adopted
	2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
Wages & Benefits	529,496	531,136	579,934	652,734	616,190	623,067
Operations & Maintenance	394,836	562,581	422,606	548,600	442,300	576,425
Capital Outlay	2,538	161	-	-	-	-
Total Expenses by Category	926,870	1,093,878	1,002,540	1,201,334	1,058,490	1,199,492
[101-7011] Planning & Building	911,870	1,093,878	1,002,540	1,101,334	1,058,490	1,099,492
[105-7011] Facilities & Equipment Replace	-	-	-	100,000	-	100,000
[276-7101] Historic Preservation Grant	15,000	-	-	-	-	-
Total Expenses by Program	926,870	1,093,878	1,002,540	1,201,334	1,058,490	1,199,492

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

Planning & Building Department
FY 2017-18



Full Time Employees: 5
Part-Time Employees: 3

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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	375,583	365,982	392,724	425,990	410,020	419,840
7010	Salaries - Temp / Part	37,129	42,172	48,322	60,000	50,000	60,000
7020	Overtime	1,756	1,997	1,403	1,500	5,000	3,000
7070	Leave Buyback	2,560	331	294	1,500	1,600	1,600
7100	Retirement	59,411	61,837	75,175	90,341	87,000	86,693
7108	Deferred Compensation	1,175	1,213	1,296	1,347	1,350	1,360
7110	Workers Compensation	12,475	19,043	22,244	19,777	21,500	6,598
7120	Disability Insurance	-	4,455	48	-	-	-
7130	Group Health Insurance	28,616	23,738	26,579	38,580	27,760	30,780
7140	Vision Insurance	1,041	934	1,146	1,200	1,070	1,200
7150	Dental Insurance	3,265	2,918	3,462	4,500	2,780	4,500
7160	Life Insurance	519	509	518	930	450	495
7170	FICA - Medicare	5,967	6,007	6,723	7,069	7,660	7,001
	<WAGES & BENEFITS>	529,496	531,136	579,934	652,734	616,190	623,067
8000	Office Supplies	2,997	2,783	3,107	2,750	2,750	2,750
8010	Postage	5,951	9,062	6,206	8,000	6,000	6,000
8020	Special Department Expense	17,156	32,883	15,280	8,000	8,000	9,000
8040	Advertising	2,481	4,127	6,451	4,000	4,000	4,000
8050	Printing/Duplicating	2,492	2,863	3,243	4,000	4,000	4,000
8060	Dues & Memberships	2,032	1,466	2,516	1,850	1,850	1,850
8090	Conference & Meeting Expense	24	450	885	1,500	1,500	500
8100	Vehicle Maintenance	1,696	1,734	1,259	1,200	1,200	1,200
8110	Equipment Maintenance	7,162	6,510	1,783	1,500	2,000	1,500
8150	Telephone	671	-	-	-	-	-
8170	Professional Services	42,658	29,779	62,078	54,300	50,000	54,125
8180	Contract Services	294,190	470,924	319,798	360,000	360,000	390,000
8200	Training Expense	326	-	-	1,000	1,000	1,000
8257	Boards & Commissions	-	-	-	500	-	500
	<OPERATIONS & MAINTENANCE>	379,836	562,581	422,606	448,600	442,300	476,425
8530	Computer Equipment	2,538	161	-	-	-	-
	<CAPITAL OUTLAY>	2,538	161	-	-	-	-
[101-7011] Planning & Building Total		911,870	1,093,878	1,002,540	1,101,334	1,058,490	1,099,492

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 (\$6,000).
- 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 (\$8,000).
- 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, including the annual conference of the California Chapter of the American Planning Association (\$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 (\$24,125).
- 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 (\$390,000). Increase due to higher expected volume of plan check applications and their related fees.
- 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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8170	Professional Services	-	-	-	100,000	-	100,000
105 - FACILITIES & EQUIP. REPLACEMENT TOTAL		-	-	-	100,000	-	100,000

FACILITIES & EQUIPMENT REPLACEMENT

Budget Detail

105-7011

OPERATIONS & MAINTENANCE

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

HISTORIC PRESERVATION GRANT

Budget Detail

276-7011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
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 2013/14	Actual 2014/15	Actual 2015/16	Adopted 2016/17	Estimated 2016/17	Adopted 2017/18
Wages & Benefits	1,128,827	1,152,599	1,125,498	1,253,011	1,074,073	1,271,977
Operations & Maintenance	369,790	381,241	354,395	413,146	392,321	364,500
Capital Outlay	-	-	-	40,000	63,772	80,000
Total Expenses by Category	1,498,617	1,533,840	1,479,893	1,706,157	1,530,166	1,716,477
[101-8011] Library	1,498,617	1,533,840	1,473,447	1,706,157	1,530,166	1,716,477
[280-8016] Public Library Fund Grant	-	-	6,446	-	-	-
Total Expenses by Program	1,498,617	1,533,840	1,479,893	1,706,157	1,530,166	1,716,477

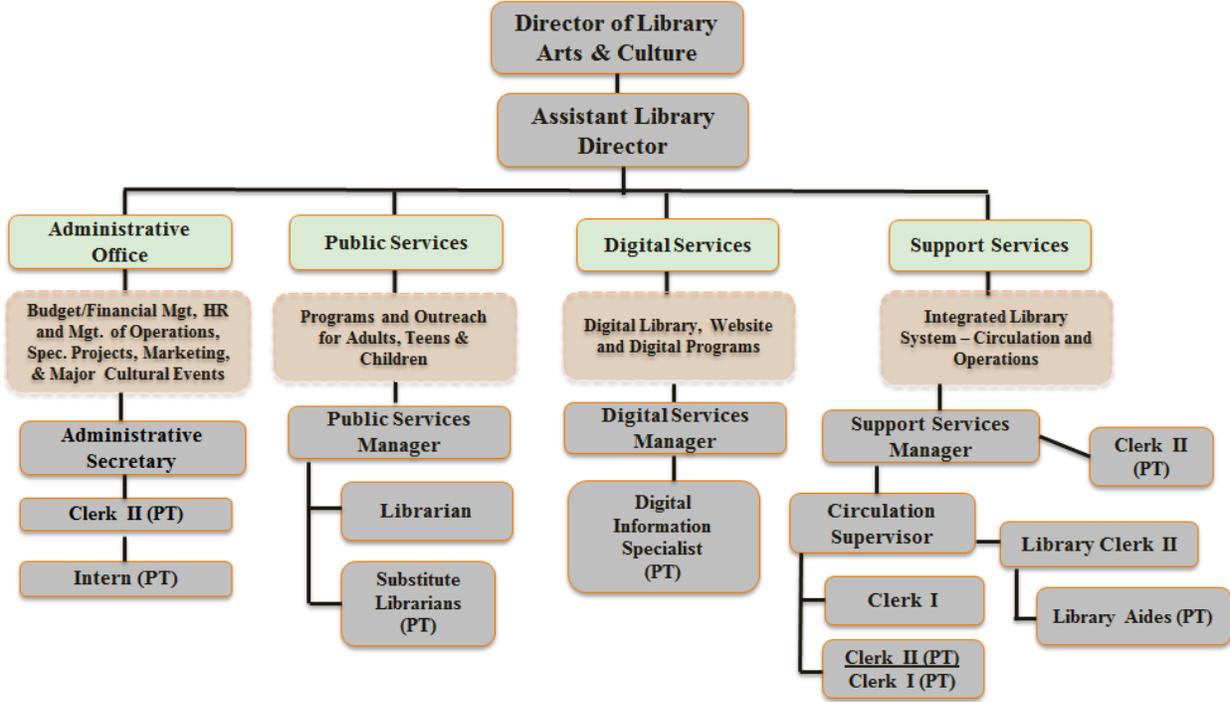
Director of Library, Arts, and Culture	1
Assistant Library Director	1
Senior Librarian	2
Administrative Secretary	1
Librarian	2
Library Technical Assistant	1
Library Clerk II	1
Library Clerk I	1
Total	10

LIBRARY

Department Description and Authorized Positions

Full Time Employees: 10
Part Time Employees: 19
Sub Reference Librarians PT: 17

Public Library FY 2017-18



The South Pasadena Public Library exists for the educational, cultural, informational, and recreational benefit of its users of all ages and backgrounds. The Library is a service organization with a welcoming facility providing a balanced, important, attractive, and organized selection of books, e-books, DVDs, music 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 databases, many of which are offered via 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. Information services, as well as archives related to South Pasadena are collected, stored, maintained, promoted and availed to the community.

Our Purpose

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

Our Vision

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

LIBRARY

Budget Detail

101-8011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	661,704	681,547	578,300	717,826	570,800	745,411
7010	Salaries - Temp / Part	226,587	234,436	273,318	230,000	235,000	230,000
7020	Overtime	771	1,543	1,845	1,500	500	1,500
7040	Holiday	334	355	144	500	320	500
7055	IOD - Non Safety	9,726	-	-	-	-	-
7070	Leave Buyback	6,818	2,808	19,297	10,000	5,000	10,000
7100	Retirement	115,553	118,588	132,119	160,588	138,850	170,996
7108	Deferred Compensation	1,174	1,208	1,309	1,273	1,280	2,328
7110	Workers Compensation	11,710	18,567	19,469	28,211	34,270	11,420
7120	Disability Insurance	-	4,927	-	-	-	-
7122	Unemployment Insurance	209	72	5,043	-	495	-
7130	Group Health Insurance	67,122	60,500	62,517	76,080	55,270	73,260
7140	Vision Insurance	1,956	1,761	1,999	2,400	1,770	2,400
7150	Dental Insurance	6,955	6,401	6,645	9,000	6,040	9,000
7160	Life Insurance	1,017	1,026	882	1,860	798	990
7170	FICA - Medicare	17,193	18,860	22,611	13,772	23,680	14,172
	<WAGES & BENEFITS>	1,128,827	1,152,599	1,125,498	1,253,010	1,074,073	1,271,977
8000	Office Supplies	13,231	10,532	10,659	10,000	10,000	10,000
8010	Postage	1,863	3,725	3,924	5,000	4,000	4,000
8020	Special Department Expense	26,770	27,839	27,029	30,000	30,000	30,000
8030	Library Periodicals	15,262	15,650	14,722	15,000	14,500	13,500
8031	Electronic Reference	29,293	35,714	25,908	40,000	35,000	40,000
8040	Advertising	-	1,114	3,196	3,500	3,000	4,000
8050	Printing/Duplicating	4,748	5,205	6,140	6,000	3,000	6,000
8060	Dues & Memberships	613	840	1,887	3,000	3,000	4,000
8070	Mileage/Auto Allowance	169	81	53	1,000	300	500
8080	Books & Periodicals	141,394	145,411	119,796	125,000	125,000	125,000
8085	City-wide Reading Program	-	1,325	-	3,000	3,000	-
8090	Conference & Meeting Expense	424	1,475	1,213	2,000	500	2,000
8110	Equipment Maintenance	51,159	50,564	52,562	10,000	50,000	10,000
8120	Building Maintenance	14,716	17,902	13,124	15,500	15,500	15,500
8140	Utilities	42,331	36,905	41,331	45,000	40,000	-
8150	Telephone	3,993	-	-	-	650	-
8155	Rental/Lease	647	1,262	1,229	-	800	-
8170	Professional Services	5,695	5,724	5,724	13,146	13,146	14,000
8171	Prof. Svcs. - Library Ops. Study	-	-	-	-	-	20,000
8180	Contract Services	12,476	16,698	18,198	80,000	35,000	60,000
8200	Training Expense	2,000	2,131	450	3,000	2,925	3,000
8257	Boards & Commissions	3,006	1,144	804	3,000	3,000	3,000
	<OPERATIONS & MAINTENANCE>	369,790	381,241	347,949	413,146	392,321	364,500
8520	Machinery & Equipment	-	-	-	-	43,772	-
8521	Mach. & Equip. - Library Ops. Study	-	-	-	-	-	60,000
8530	Computer Equipment	-	-	-	40,000	20,000	20,000
	<CAPITAL OUTLAY>	-	-	-	40,000	63,772	80,000
	[101-8011] Library Total	1,498,617	1,533,840	1,473,447	1,706,156	1,530,166	1,716,477

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten positions. These include 1 Director of Library, Arts, and Culture; 1 Assistant Library Director, 2 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 them to work beyond a regular 8-hour work day.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies.
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue materials notifications, and inter-library loan books lent or returned to their owning institutions. Mailing costs may be increasing but the Library will be starting electronic distribution of notifications.
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, barcode readers, promotional 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 135 hard copy magazine and newspaper subscriptions (including the *South Pasadena Review*, *Pasadena Weekly*, *Star-News*, *Los Angeles Times*, *LA Weekly*, and many others), as well as for updates of annual materials, such as motor vehicle price guides and investment newsletters.
- 8031 Electronic Subscriptions
Provides funds for the purchase of electronic information databases used both inside and outside the Library. Many of them are also available to the public via our website which means these can be accessed to users from home, office, and personal computers, tablets, laptops, and smartphones. The Library subscribes to electronic databases offering a

broad 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 and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. Also covers 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, library card applications (in English, Chinese, and Spanish languages), 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 125,000. Also, includes subscriptions for downloadable audio and video, and other enhanced and augmented e-book availabilities. The Library will also be subscribing to an independent publisher e-book service.
- 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 (Public Works will be paying the Library Utilities this year).

- 8170 Professional Services
Among other costs, 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
Among other costs, provides a portion for janitorial services contract and supplies. Provides funds for security alarm, security camera, and fire alarm services. Includes approx. \$1,000 for online system maintenance and cataloging service, \$19,327 for cataloging records subscription, and \$2,532 for the theft detection system. Also includes, \$3,000 for a website developer. \$5,000 for a Library Interior Design Consultant, and \$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 nearby 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 Riverside, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event.

CAPITAL OUTLAY

- 8521 Machinery & Equip –Library Operations Study (LOS)
Includes funds for furnishings, including desks, chairs, and tables for the addition of new computers and for the redesign of the first floor as described in the LOS.
- 8530 Computer Equipment-- Includes \$15,000 for Self-Check Kiosk, and \$2,000 for Library Announcement Flatscreen Monitor. Also includes funds for hand-held devices.

PUBLIC LIBRARY FUNDS GRANT

Budget Detail

280-8016

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8110	Equipment Maintenance	-	-	6,446	-	-	-
	<OPERATIONS & MAINTENANCE>	-	-	6,446	-	-	-
[280-8016] Public Library Fund Grant Total		-	-	6,446	-	-	-
280 - PUBLIC LIBRARY FUNDS GRANT TOTAL		-	-	6,446	-	-	-

COMMUNITY SERVICES Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Adopted
	2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
Wages & Benefits	1,494,068	1,683,346	1,164,033	1,435,621	1,337,111	1,533,414
Operations & Maintenance	922,855	973,559	1,559,449	1,796,848	1,616,558	1,843,801
Capital Outlay	15,220	59,100	150,942	90,000	250,181	-
Total Expenses by Category	2,432,143	2,716,005	2,874,424	3,322,469	3,203,850	3,377,215
[101-8021] Senior Services	282,651	297,272	244,462	346,297	343,419	349,487
[101-8031] Community Services	213,437	279,225	280,051	301,925	281,236	246,836
[101-8032] Recreation and Youth Services	512,005	613,593	660,451	679,655	715,219	856,063
[105-8031] Facilities & Equipment Replacement	-	-	-	110,000	-	110,000
[205-2210] Prop "A" Administration	51,694	27,719	33,034	14,997	24,023	14,312
[205-8022] Gold Link	-	-	-	-	-	-
[205-8024] Transit Planning	-	-	-	246,849	240,268	156,083
[205-8025] Dial-A-Ride	227,333	260,004	330,628	314,899	279,398	298,749
[207-2260] Prop "C" Administration	67,768	35,160	80,478	6,989	29,538	30,397
[207-8025] Dial-A-Ride	103,126	177,779	213,679	242,782	158,802	230,793
[260-8023] CDBG Senior Nutrition Prog	30,867	39,314	37,339	31,500	31,500	39,000
[275-6410] Park Maintenance	13,007	67,178	45,478	20,000	14,109	-
[295-8041] General Administration	303,293	248,251	307,367	316,000	304,151	328,267
[295-8042] Golf Course Maintenance	358,284	371,583	369,858	397,435	500,160	388,582
[295-8043] Range	54,131	67,208	50,159	43,753	47,500	58,550
[295-8044] Golf Shop	88,732	101,001	78,518	96,389	82,089	101,947
[295-8045] Food Service	125,815	130,718	142,922	153,001	152,438	168,149
Total Expenses by Program	2,432,143	2,716,005	2,874,424	3,322,469	3,203,850	3,377,215

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

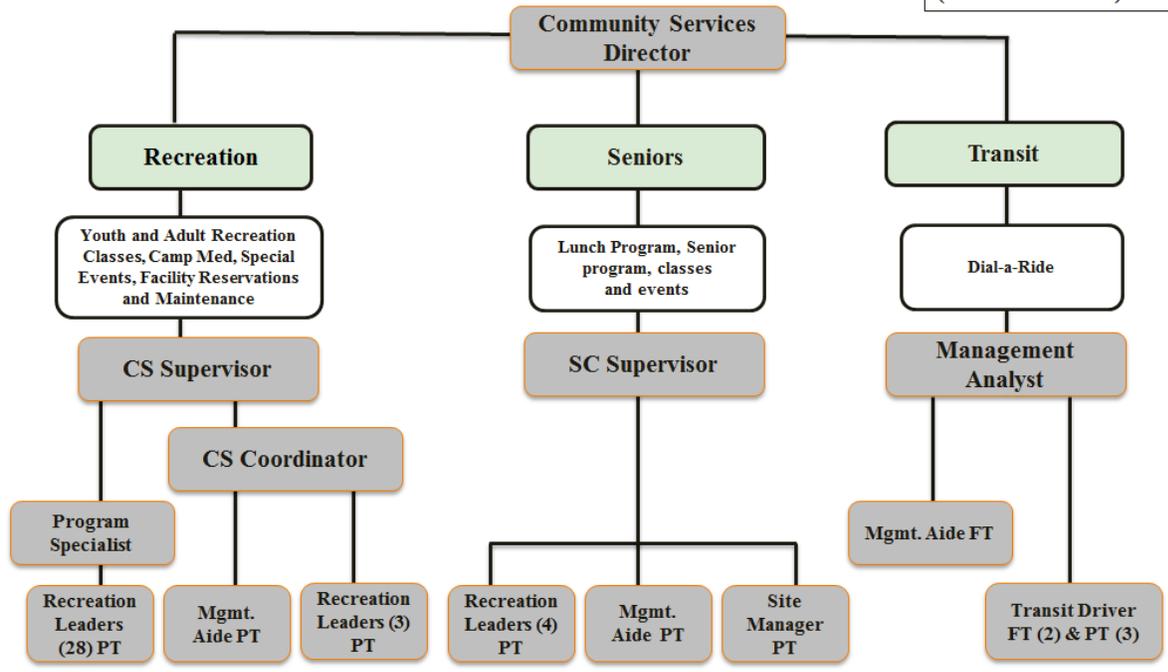
COMMUNITY SERVICES

Department Description and Authorized Positions

Community Services Department

FY 2017-18

Full Time Employees: 9
Part-Time Employees: 41
(22 PT are 28 hours)



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 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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	74,848	75,807	33,849	76,334	73,820	77,079
7010	Salaries - Temp / Part	63,983	86,470	88,784	132,764	132,764	132,764
7070	Leave Buyback	1,611	30	-	2,100	2,100	2,100
7100	Retirement	15,974	18,632	15,963	21,398	18,150	26,146
7108	Deferred Compensation	701	722	400	763	763	770
7110	Workers Compensation	2,544	4,839	4,664	2,999	6,600	1,180
7122	Unemployment Insurance	-	294	-	-	2,223	-
7130	Group Health Insurance	8,580	7,865	5,005	8,580	8,580	8,580
7140	Vision Insurance	240	220	140	240	240	240
7150	Dental Insurance	900	825	525	900	900	900
7160	Life Insurance	108	108	54	186	100	99
7170	FICA - Medicare	3,570	4,695	4,580	3,032	6,900	9,349
<WAGES & BENEFITS>		173,060	200,507	153,964	249,296	253,140	259,207
8000	Office Supplies	4,307	3,972	3,570	3,200	3,200	3,000
8010	Postage	1,961	2,741	3,876	2,000	1,200	2,000
8020	Special Department Expense	16,713	15,857	14,926	13,200	13,200	13,200
8040	Advertising	820	218	620	400	100	400
8050	Printing/Duplicating	4,537	4,265	3,144	4,200	4,200	4,200
8060	Dues & Memberships	190	165	180	500	180	500
8090	Conference & Meeting Expense	1,224	1,179	767	1,000	500	500
8110	Equipment Maintenance	3,015	4,228	2,757	3,500	3,500	3,500
8120	Building Maintenance	7,001	3,394	3,841	3,600	3,600	3,600
8140	Utilities	14,399	12,686	12,404	12,500	12,500	-
8150	Telephone	865	-	-	-	-	-
8170	Professional Services	1,750	3,500	1,750	3,000	3,000	3,000
8180	Contract Services	36,386	25,669	22,987	29,000	24,000	30,900
8200	Training Expense	-	591	298	500	199	500
8264	Special Events	1,066	3,247	3,536	3,000	5,000	5,000
8267	Classes	12,758	13,627	15,189	15,500	15,500	19,200
8300	Lease Payment	(448)	1,426	653	1,900	400	780
<OPERATIONS & MAINTENANCE>		106,546	96,765	90,498	97,000	90,279	90,280
8530	Computer Equipment	3,045	-	-	-	-	-
<CAPITAL OUTLAY>		3,045	-	-	-	-	-
[101-8021] Senior Services Total		282,651	297,272	244,462	346,296	343,419	349,487

SENIOR SERVICES

Budget Detail

101-8021

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Senior Services Supervisor
- 7010 Part-Time Salaries
Provides funds for Senior Division Staff; Management Aide, Site Manager, and Recreation Leaders (4) (\$132,764).
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances (\$2,100).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,000).
- 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 Long Beach, CA, March 2018, conference registration (\$500).

- 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).
- 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 (\$1,625), senior meals not covered by Community Block Grant (CDBG) contract (\$28,675) and Mobile Application (\$300).
- 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 (\$5,000).
- 8267 Classes
Provides for payment to contract instructors for senior classes with a fee, this in addition to free classes offered to members (\$19,200).
- 8300 Lease Payment
Provides for a portion of the postage meter lease (\$780).

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	128,152	172,464	169,296	175,255	162,400	108,338
7010	Salaries - Temp / Part	7,624	7,601	5,052	10,500	10,500	10,500
7020	Overtime	(2,228)	(3,054)	(1,941)	2,000	-	-
7040	Holiday	-	-	-	-	154	-
7070	Leave Buyback	3,098	178	783	3,000	3,000	3,000
7100	Retirement	19,984	27,012	31,384	34,204	32,750	67,415
7108	Deferred Compensation	828	1,153	1,230	1,126	1,072	1,083
7110	Workers Compensation	3,686	7,765	8,589	7,822	7,820	1,710
7122	Unemployment Insurance	4,116	-	-	-	-	-
7130	Group Health Insurance	11,123	12,363	15,728	13,935	13,650	6,435
7140	Vision Insurance	225	228	340	420	288	180
7150	Dental Insurance	758	1,076	1,261	1,575	1,060	675
7160	Life Insurance	133	206	205	326	176	74
7170	FICA - Medicare	2,304	2,840	3,108	2,722	3,135	2,221
	<WAGES & BENEFITS>	179,804	229,832	235,035	252,885	236,005	201,631
8000	Office Supplies	1,235	1,385	1,447	1,500	1,350	1,500
8010	Postage	779	1,150	864	1,000	700	1,000
8020	Special Department Expense	5,290	15,449	10,175	10,500	10,000	10,250
8040	Advertising	456	312	2,125	150	350	150
8050	Printing/Duplicating	157	336	375	400	100	400
8060	Dues & Memberships	1,010	770	1,105	920	920	640
8090	Conference & Meeting Expense	1,892	2,386	839	3,900	3,900	1,500
8110	Equipment Maintenance	98	632	6,509	6,960	6,500	6,335
8120	Building Maintenance	11,730	9,958	10,168	14,750	14,750	15,250
8140	Utilities	1,299	1,016	1,981	1,100	-	-
8150	Telephone	2,304	-	-	-	-	-
8180	Contract Services	3,224	4,213	6,689	7,110	6,000	7,430
8200	Training Expense	995	488	398	250	261	250
8264	Special Events	-	10,000	1,990	-	-	-
8300	Lease Payment	1,616	1,298	257	500	400	500
	<OPERATIONS & MAINTENANCE>	32,085	49,393	45,016	49,040	45,231	45,205
8530	Computer Equipment	1,548	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-8031] Community Services Total		213,437	279,225	280,051	301,925	281,236	246,836

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director
- 7010 Wages - Seasonal/Part-Time Employees
Provides funds for Recreation Leader for reservations
- 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), Community Garden Caltrans lease payment (\$100), Youth House acoustic paneling (\$2,000), War Memorial Building Sports Mats (\$1,000), Floor Plan Design software (\$250), department staff shirts (\$400), expense for key duplication (\$200), and shelving units and storage bin for War Memorial Building (\$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) and NRPA (\$165).
- 8090 Conference & Meetings Expenses
Provides funds for Community Services Director to attend the annual California Park and Recreation Society (CPRS) conference in March 2018 (Southern California) (\$700) and other related conferences and meetings (\$800).

- 8110 Equipment Maintenance
Provides for annual maintenance of kitchen, and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), Replace War Memorial Building waste receptacles (2) & add one in War Memorial Building kitchen (\$1,600), Department Camera Maintenance Service (\$150), Replacement of portable canopies (\$3000), War Memorial Building semi-annual range hood cleaning (\$735)
- 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), and clean drapes for War Memorial Building (\$2,250).
- 8180 Contract Services
Provides funds for the security & fire alarm for Youth House (\$1,550), Youth House security panel upgrade (\$400), pest control (\$800), fire alarm at War Memorial Building (\$750), security Alarm at War Memorial Building (\$1,200), servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,170) and portion of Department App. (\$300)
- 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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	79,265	116,992	98,014	124,774	117,595	192,918
7010	Salaries - Temp / Part	166,020	187,394	202,696	224,222	254,906	267,562
7020	Overtime	-	-	143	1,500	-	5,000
7055	IOD - Non Safety	-	-	42	-	-	-
7070	Leave Buyback	-	28	-	2,100	2,100	2,100
7100	Retirement	17,898	20,470	30,545	26,072	27,630	53,351
7108	Deferred Compensation	635	730	796	749	820	792
7110	Workers Compensation	6,547	12,877	15,244	9,419	15,060	4,692
7120	Disability Insurance	-	-	2,028	-	-	-
7122	Unemployment Insurance	(935)	4,306	12,676	-	988	-
7130	Group Health Insurance	5,767	9,136	10,834	16,080	10,336	18,600
7140	Vision Insurance	320	440	520	480	480	720
7150	Dental Insurance	900	1,500	1,950	1,800	1,800	2,700
7160	Life Insurance	99	189	216	372	200	297
7170	FICA - Medicare	10,293	13,246	14,464	5,082	14,473	19,696
	<WAGES & BENEFITS>	286,810	367,308	390,168	412,650	446,388	568,428
8000	Office Supplies	2,364	2,218	2,500	2,500	2,500	2,500
8010	Postage	778	628	506	500	200	500
8020	Special Department Expense	28,796	7,428	10,523	10,500	10,200	10,800
8040	Advertising	336	777	474	1,150	700	1,150
8050	Printing/Duplicating	439	-	-	250	125	250
8060	Dues & Memberships	331	315	315	315	315	555
8090	Conference & Meeting Expense	2,016	3,794	2,245	3,650	3,650	2,630
8110	Equipment Maintenance	1,337	2,136	1,217	850	600	850
8120	Building Maintenance	8,663	11,547	7,055	9,300	8,530	20,300
8180	Contract Services	15,923	13,712	19,609	20,355	19,890	20,215
8200	Training Expense	270	325	324	300	55	300
8264	Special Events	26,723	26,809	41,343	49,700	49,550	56,700
8267	Classes	133,750	139,390	136,759	120,250	125,256	123,500
8268	Camp Services	385	35,952	47,156	47,125	47,000	47,125
8300	Lease Payment	1,616	1,254	257	260	260	260
	<OPERATIONS & MAINTENANCE>	223,727	246,285	270,283	267,005	268,831	287,635
8530	Computer Equipment	1,469	-	-	-	-	-
	<CAPITAL OUTLAY>	1,469	-	-	-	-	-
[101-8032] Recreation and Youth Services		512,005	613,593	660,451	679,655	715,219	856,063

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), Youth Commission activities (\$1,500), mileage reimbursement (\$500), replacement of basketball court nets (\$100), staff shirts (\$500), replenishment of first aid kits for special events (\$100), special event equipment (\$2,800), Teen Center expenses (\$5,000).
- 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 for Supervisor, Coordinator, and Program Specialist (\$555).
- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference registration in Southern California for Community Services Supervisor, Community Services Coordinator, and Program Specialist (\$1,245), and annual Maintenance Management School (\$1,385)

- 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 picnic benches at Garfield Park (\$17,000).
- 8180 Contract Services
Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$5,200), fire alarm service for Recreation Center (\$520), security system for Recreation Center (\$900), Skate Park repairs (\$12,125), annual maintenance of Sportsman (\$1,170), and portion of Department App (\$300).
- 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 (\$6,000), 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 Concerts in the Park Series (\$18,000).
- 8267 Classes
Provides for payments to instructors for quarterly, tot, teen, adult leisure classes. Instructors are generally reimbursed 65% of their total class revenue. The City generally retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$190,000 next year. 65% of which is paid to the contracted instructors (\$123,500).
- 8268 Camp Med
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$10,900). Camp med supplies and activities (\$5,000), Middle School camp program (\$4,000), Snacks (\$4,000), Summer pool usage (\$2,550), Program supplies (\$2,500), Purchase Outdoor Recreation Games (\$2,000), Camp Med t-shirts (\$1,900), First aid supplies (\$1,900), California Park and Recreation trainings for part-time staff (\$1,900), Purchase new compartment storage units (\$1,500), Provides funds for required First Aid/CPR training for staff (\$1,200), Internet (\$1,000), Monthly special events (\$1,000), Parent Night (\$1,000), Annual licensing for MPLC & BMI (\$910), Purchase new game cubbies (\$600), Carpet cleaning (\$600), Printing for day care program (\$600), Staff shirts for After-School (\$500), Volunteen Shirts (\$350), Water service (\$300), Purchase of Computer Lab educational software (\$315), Mileage reimbursement (\$300), provides funds to promote after school care and summer programs (\$300)
- 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
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8170	Professional Services	-	-	-	110,000	-	110,000
	<OPERATIONS & MAINTENANCE>	-	-	-	110,000	-	110,000
105 - FACILITIES & EQUIP. REPLACEMENT TOTAL		-	-	-	110,000	-	110,000

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

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
7000	Salaries - Permanent	24,489	5,532	9,758	11,264	14,010	10,870
7020	Overtime	35	-	1	-	-	-
7070	Leave Buyback	464	-	-	-	18	-
7100	Retirement	3,606	1,185	1,618	2,198	2,290	2,279
7108	Deferred Compensation	193	71	92	105	100	101
7110	Workers Compensation	759	378	524	530	640	171
7130	Group Health Insurance	1,871	368	571	631	620	636
7131	Retiree Health Insurance	9,441	9,404	10,140	-	-	-
7140	Vision Insurance	31	6	13	19	17	19
7150	Dental Insurance	146	30	43	72	45	72
7160	Life Insurance	24	8	8	15	7	7
7170	FICA - Medicare	363	110	141	163	108	157
	<WAGES & BENEFITS>	41,421	18,279	22,909	14,997	17,855	14,312
8060	Dues & Memberships	3,000	1,550	3,000	-	1,550	-
8250	Bus Pass Subsidy	7,273	7,890	7,125	-	4,618	-
	<OPERATIONS & MAINTENANCE>	10,273	9,440	10,125	-	6,168	-
[205-2210] Prop "A" Administration Total		51,694	27,719	33,034	14,997	24,023	14,312

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

PERSONNEL SERVICES

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

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	-	-	-	22,525	22,190	21,667
7010	Salaries - Temp / Part	-	-	-	-	-	-
7020	Overtime	-	-	-	-	-	-
7070	Leave Buyback	-	-	-	-	-	-
7100	Retirement	-	-	-	4,396	4,190	4,771
7108	Deferred Compensation	-	-	-	225	215	216
7110	Workers Compensation	-	-	-	1,072	1,060	342
7130	Group Health Insurance	-	-	-	1,287	1,240	1,287
7140	Vision Insurance	-	-	-	36	30	36
7150	Dental Insurance	-	-	-	135	97	135
7160	Life Insurance	-	-	-	28	15	14
7170	FICA - Medicare	-	-	-	327	321	314
	<WAGES & BENEFITS>	-	-	-	30,031	29,358	28,782
8020	Misc. Supplies - Parking	-	-	-	3,000	3,500	3,000
8060	Dues & Memberships	-	-	-	6,000	6,000	6,000
8061	HOA Dues	-	-	-	32,041	30,000	32,041
8180	Contract Services	-	-	-	75,776	75,255	76,260
8250	Bus Pass Subsidy	-	-	-	10,000	6,155	10,000
	<OPERATIONS & MAINTENANCE>	-	-	-	126,817	120,910	127,301
8540	Automotive Equipment	-	-	-	90,000	90,000	-
	<CAPITAL OUTLAY>	-	-	-	90,000	90,000	-
[205-8024] Transit Planning Total		-	-	-	246,848	240,268	156,083

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) (\$4,550) 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 (\$32,260). Janitorial services for the Mission Meridian Village Parking Garage by Avalon Property Services (\$9,000). 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).

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	4,483	(914)	34,873	90,398	89,110	93,542
7010	Salaries - Temp / Part	115,870	116,808	68,262	90,000	56,000	150,000
7020	Overtime	989	-	-	1,500	545	2,000
7055	IOD - Non Safety	-	-	-	-	179	-
7100	Retirement	7,395	4,701	19,432	12,092	17,130	23,893
7108	Deferred Compensation	-	-	372	-	-	-
7110	Workers Compensation	4,529	5,228	5,044	11,734	12,275	4,656
7122	Unemployment Insurance	10,294	-	-	-	-	-
7130	Group Health Insurance	-	-	4,290	15,000	11,180	11,100
7140	Vision Insurance	-	-	120	480	405	480
7150	Dental Insurance	-	-	450	1,800	610	1,800
7160	Life Insurance	-	-	54	372	200	198
7170	FICA - Medicare	5,924	6,340	1,504	2,616	2,010	10,780
<WAGES & BENEFITS>		149,484	132,163	134,401	225,992	189,911	298,749
8000	Office Supplies	2,770	960	2,800	2,000	1,750	-
8010	Postage	509	728	371	1,000	750	-
8020	Special Department Expense	7,038	7,184	5,716	12,500	8,562	-
8040	Advertising	144	324	849	500	300	-
8050	Printing/Duplicating	801	2,030	1,841	4,000	1,200	-
8060	Dues & Memberships	-	-	-	700	700	-
8090	Conference & Meeting Expense	-	-	-	1,000	200	-
8100	Vehicle Maintenance	40,125	20,788	33,138	38,400	15,520	-
8105	Fuel	3,982	4,360	3,436	6,000	1,750	-
8132	Uniform Expense/Cleaning	1,475	64	1,269	2,000	650	-
8180	Contract Services	8,682	28,950	26,634	17,110	14,563	-
8200	Training Expense	529	2,054	2,361	1,800	1,758	-
8300	Lease Payment	1,616	1,299	855	1,898	6,750	-
8301	Copier Usage Charges	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		68,691	68,741	79,270	88,908	54,453	-
8530	Computer Equipment	9,158	-	28,194	-	35,034	-
8540	Automotive Equipment	-	59,100	88,763	-	-	-
<CAPITAL OUTLAY>		9,158	59,100	116,957	-	35,034	-
[205-8025] Dial-A-Ride Total		227,333	260,004	330,628	314,900	279,398	298,749

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

- 7000 Full Time Salaries
Provide funds for two (2) full time Transit Drivers

- 7010 Regular Salaries
Provides funds for three (3) part time Transit Drivers and Program Specialist (\$150,000).

- 7020 Overtime
Provides overtime pay for after-hours relating to transit (\$2,000).

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

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	27,432	3,621	4,398	5,257	4,200	5,092
7010	Salaries - Temp / Part	-	244	-	-	-	-
7020	Overtime	-	-	1	-	-	-
7070	Leave Buyback	846	-	-	-	18	-
7100	Retirement	4,165	813	738	1,026	890	1,006
7108	Deferred Compensation	238	49	40	45	35	43
7110	Workers Compensation	903	253	229	244	200	80
7130	Group Health Insurance	1,866	215	255	287	220	293
7131	Retiree Health Insurance	-	2,576	8,124	-	-	-
7140	Vision Insurance	30	4	6	10	5	9
7150	Dental Insurance	142	17	19	36	19	36
7160	Life Insurance	29	5	3	7	3	3
7170	FICA - Medicare	415	76	64	76	62	73
	<WAGES & BENEFITS>	36,066	7,873	13,877	6,988	5,652	6,635
8020	Misc. Supplies - Parking	-	-	981	-	124	-
8060	Dues & Memberships	3,000	3,000	3,000	-	3,000	3,000
8061	HOA Dues	20,400	18,700	20,089	-	20,762	20,762
8180	Contract Services	8,301	5,587	8,546	-	-	-
	<OPERATIONS & MAINTENANCE>	31,701	27,287	32,616	-	23,886	23,762
8540	Automotive Equipment	-	-	33,985	-	-	-
	<CAPITAL OUTLAY>	-	-	33,985	-	-	-
[207-2260] Prop "C" Administration Total		67,768	35,160	80,478	6,988	29,538	30,397

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 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
7000	Salaries - Permanent	64,292	96,934	152,368	174,379	116,156	122,688
7010	Salaries - Temp / Part	5,566	2,713	181	-	-	-
7020	Overtime	4,883	777	3,216	2,500	2,958	3,000
7040	Holiday	84	105	97	-	-	-
7055	IOD - Non Safety	411	-	-	-	-	-
7070	Leave Buyback	-	1,515	583	-	-	-
7100	Retirement	9,523	10,723	22,964	19,579	19,050	8,475
7110	Workers Compensation	1,854	7,573	8,007	17,246	4,880	6,107
7120	Disability Insurance	2,740	32,515	-	-	-	-
7130	Group Health Insurance	11,142	20,537	22,024	22,500	12,160	11,100
7140	Vision Insurance	383	638	709	720	405	480
7150	Dental Insurance	900	1,587	966	2,700	1,218	1,800
7160	Life Insurance	108	234	189	558	190	198
7170	FICA - Medicare	1,241	1,928	2,375	2,600	1,785	1,822
	<WAGES & BENEFITS>	103,126	177,779	213,679	242,782	158,802	155,670
8000	Office Supplies	-	-	-	-	-	2,000
8010	Postage	-	-	-	-	-	650
8020	Special Department Expense	-	-	-	-	-	7,000
8040	Advertising	-	-	-	-	-	500
8050	Printing/Duplicating	-	-	-	-	-	2,000
8060	Dues & Memberships	-	-	-	-	-	700
8090	Conference & Meeting Expense	-	-	-	-	-	1,000
8100	Vehicle Maintenance	-	-	-	-	-	36,000
8105	Fuel	-	-	-	-	-	3,000
8132	Uniform Expense/Cleaning	-	-	-	-	-	2,000
8180	Contract Services	-	-	-	-	-	16,575
8200	Training Expense	-	-	-	-	-	1,800
8300	Lease Payment	-	-	-	-	-	1,898
8301	Copier Usage Charges	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	-	-	-	-	-	75,123
8520	Machinery & Equipment	-	-	-	-	-	-
8530	Computer Equipment	-	-	-	-	-	-
8540	Automotive Equipment	-	-	-	-	-	-
[207-8025] Dial-A-Ride Total		103,126	177,779	213,679	242,782	158,802	230,793

PROP “C” – DIAL A RIDE

Budget Detail

207-8025

PERSONNEL SERVICES

- 7000 Full time Salaries
Provides funds for Management Analyst and Management Aid.
- 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 (\$650).
- 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 (\$7,000).
- 8040 Advertising
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$500).
- 8050 Printing & Duplication
Provides funds for printing promotional materials to promote Dial-a-Ride service and Dial-a-Ride brochures. Increase due to additional promotional materials (\$2,000).
- 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 one 2006 E450, one 2016 (CNG), one 2016 E450 (electric), and three 2012 MV-1 utility vehicle (\$27,000), CNG Station repairs and monthly maintenance (\$5,000) and van and vehicle cleaning (\$4,000).
- 8105 Fuel
Fuel to operate Community Transit vehicles 5 CNG vehicles (\$3,000).

- 8132 Uniform Maintenance
Provides for the purchase and replacement of uniforms and jackets (\$2,000).
- 8180 Contract Services
Annual Maintenance for data management system (\$11,105) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,710) Verizon WiFi JetPack data plan (\$1,000), Community Services Mobile Application (\$300).
- 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).

CDBG Senior Nutrition Program

Budget Detail

260-8023

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8180	Contract Services	30,867	39,314	37,339	31,500	31,500	39,000
	<OPERATIONS & MAINTENANCE>	30,867	39,314	37,339	31,500	31,500	39,000
[260-8023] CDBG Senior Nutrition Prog Total		30,867	39,314	37,339	31,500	31,500	39,000

CDBG Senior Nutrition Program

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides about 15% 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 (\$39,000).

Park Maintenance

Budget Detail

275-6410

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
8170	Professional Services	13,007	67,178	45,478	20,000	8,000	-
	<OPERATIONS & MAINTENANCE>	13,007	67,178	45,478	20,000	8,000	-
8500	Building & Improvements	-	-	-	-	6,109	-
8520	Machinery & Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	6,109	-
9190	Dog Park	-	-	6,005	200,000	145,000	-
	<CAPITAL PROJECTS>	-	-	6,005	200,000	145,000	-
[275-6410] Park Maintenance Total		13,007	67,178	51,483	220,000	159,109	-
275 - PARK IMPACT FEES TOTAL		13,007	67,178	51,483	220,000	159,109	-

Arroyo Seco Golf Course – Administration

Budget Detail

295-8041

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	67,942	46,000	-	-	-	-
7110	Workers Compensation	2,962	4,040	-	-	-	-
7130	Group Health Insurance	-	-	-	-	-	-
7170	FICA - Medicare	13,712	12,494	-	-	-	-
	<WAGES & BENEFITS>	84,617	62,534	-	-	-	-
8000	Office Supplies	4,218	2,019	5,132	4,200	4,150	3,800
8010	Postage	-	-	28	-	23	-
8020	Special Department Expense	38,265	40,373	46,681	33,602	38,500	39,777
8040	Advertising	1,065	700	135	3,000	1,508	1,200
8120	Building Maintenance	18,696	14,683	10,323	24,204	11,562	18,504
8140	Utilities	8,460	9,769	8,032	9,000	9,000	10,950
8150	Telephone	5,383	8,274	9,857	9,900	9,900	9,900
8160	Legal Service	33,610	-	-	-	550	-
8170	Professional Services	3,999	96,000	103,878	101,996	100,965	101,996
8180	Contract Services	96,000	4,000	114,053	118,938	116,572	125,135
8191	Liability & Surety Bonds	3,480	4,273	3,537	5,400	5,400	10,800
8229	Taxes	540	552	505	600	861	925
8300	Lease Payment	4,959	5,074	5,206	5,160	5,160	5,280
	<OPERATIONS & MAINTENANCE>	218,675	185,717	307,367	316,000	304,151	328,267
[295-8041] General Administration Total		303,293	248,251	307,367	316,000	304,151	328,267

Administration

Budget Detail

295-8041

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,800).
- 8020 Special Department Expense
Credit card and bank fees & charges (\$26,362), computer services (\$9,600), membership dues (\$565) and licensing fee (\$750), donations (\$2,500).
- 8040 Advertising
Promotions and ads for Golf Course (\$1,200).
- 8120 Building Maintenance
Maintenance (\$12,000) and Janitorial Supplies (\$6,000) Burglar alarm (\$504).
- 8140 Utilities
Funds for Water (\$3,150), Gas and Electricity (\$7,800).
- 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 (\$125,135).
- 8191 Liabilities and Surety Bonds
Liability Insurances (\$10,800).
- 8229 Taxes
Property taxes (\$925).
- 8300 Lease Payment
Equipment and Lease payments (\$5,280).

Arroyo Seco Golf Course – Course Maintenance

Budget Detail

295-8042

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	192,776	207,978	-	-	-	-
7110	Workers Compensation	10,862	9,651	-	-	-	-
7170	FICA - Medicare	17,777	19,215	-	-	-	-
	<WAGES & BENEFITS>	221,415	236,844	-	-	-	-
8020	Special Department Expense	21,962	29,765	23,423	6,100	6,100	6,300
8100	Vehicle Maintenance	10,293	10,982	10,316	18,000	8,697	15,600
8120	Building Maintenance	29,945	24,736	29,852	41,000	39,580	41,100
8130	Small Tools	-	450	35	2,400	6,035	2,400
8132	Uniform Expense/Cleaning	5,901	4,469	5,459	5,400	5,350	6,000
8140	Utilities	67,486	62,878	53,240	59,600	59,600	60,900
8150	Telephone	1,281	1,459	2,068	1,680	1,200	1,200
8180	Contract Services	-	-	245,465	263,255	254,560	255,082
	<OPERATIONS & MAINTENANCE>	136,869	134,739	369,858	397,435	381,122	388,582
8520	Machinery & Equipment	-	-	-	-	119,038	-
	<CAPITAL OUTLAY>	-	-	-	-	119,038	-
[295-8042] Golf Course Maintenance Total		358,284	371,583	369,858	397,435	500,160	388,582

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies (\$4,800), and license and permits (\$1,500).
- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$4,800), oil and gas (\$10,800).
- 8120 Building Maintenance
Maintenance (\$19,200), fertilizer seed and chemicals (\$17,000), sand, gravel and top soil (\$2,500) and course irrigation repairs (\$2,400).
- 8130 Small Tools
Purchase for tools for repairs (\$2,400).
- 8132 Uniform Maintenance
Uniform cleaning (\$6,000).
- 8140 Utilities
Funds for electricity (\$54,900) and water (\$6,000).
- 8150 Telephone
Funds for telephone (\$1,200).
- 8180 Contract Services
Compensation for maintenance staff (\$255,082).

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	26,814	38,636	-	-	-	-
7110	Workers Compensation	1,481	1,571	-	-	-	-
7170	FICA - Medicare	2,739	4,696	-	-	-	-
	<WAGES & BENEFITS>	31,034	44,903	-	-	-	-
8020	Special Department Expense	11,509	13,509	7,204	14,400	8,250	14,400
8120	Building Maintenance	11,588	8,796	217	6,000	1,250	6,000
8180	Contract Services	-	-	42,738	23,353	38,000	38,150
	<OPERATIONS & MAINTENANCE>	23,097	22,305	50,159	43,753	47,500	58,550
[295-8043] Range Total		54,131	67,208	50,159	43,753	47,500	58,550

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 (\$38,150).

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
7000	Salaries - Permanent	74,919	83,700	-	-	-	-
7110	Workers Compensation	2,962	3,591	-	-	-	-
7170	FICA - Medicare	7,436	8,572	-	-	-	-
	<WAGES & BENEFITS>	85,317	95,863	-	-	-	-
8020	Special Department Expense	3,415	5,138	1,383	7,200	2,500	6,000
8120	Building Maintenance	-	-	-	1,200	-	-
8180	Contract Services	-	-	77,135	87,989	79,589	95,947
	<OPERATIONS & MAINTENANCE>	3,415	5,138	78,518	96,389	82,089	101,947
[295-8044] Golf Shop Total		88,732	101,001	78,518	96,389	82,089	101,947

Golf Shop

Budget Detail

295-8044

OPERATIONS & MAINTENANCE

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

- 8180 Contract Services
Compensation for Starter (\$95,947).

Arroyo Seco Golf Course – Food and Beverage

Budget Detail

295-8045

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	85,431	94,901	-	-	-	-
7110	Workers Compensation	6,419	3,591	-	-	-	-
7170	FICA - Medicare	10,065	10,969	-	-	-	-
	<WAGES & BENEFITS>	101,914	109,461	-	-	-	-
8020	Special Department Expense	15,498	13,313	15,985	19,774	19,774	25,092
8120	Building Maintenance	6,436	7,838	4,479	9,000	8,987	6,000
8130	Small Tools	1,967	106	362	1,200	650	2,100
8132	Uniform Expense/Cleaning	-	-	1,997	-	-	-
8180	Contract Services	-	-	120,099	123,027	123,027	134,957
	<OPERATIONS & MAINTENANCE>	23,901	21,257	142,922	153,001	152,438	168,149
[295-8045] Food Service Total		125,815	130,718	142,922	153,001	152,438	168,149

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$600), paper products (\$2,043), linens (\$4,681), rental equipment for events (\$1,283), license and permits (\$1,625), and supplies (\$7,660) and Music and Entertainment (\$7,200).

8120 Building Maintenance

Maintenance (\$6,000).

8130 Small Tools

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

8180 Contract Services

Compensation for restaurant staff (\$134,957).

SUCCESSOR AGENCY - CRA ADMINISTRATION

Budget Detail

227-7210

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2013/14	2014/15	2015/16	2016/17	2016/17	2017/18
7000	Salaries - Permanent	126,568	165,282	116,780	-	-	-
7020	Overtime	294	352	248	-	-	-
7070	Leave Buyback	2,225	1,249	66	-	-	-
7100	Retirement	18,259	22,107	18,770	-	-	-
7108	Deferred Compensation	1,122	1,494	1,082	-	-	-
7110	Workers Compensation	3,816	6,537	4,570	-	-	-
7130	Group Health Insurance	6,035	8,139	7,205	-	-	-
7131	Retiree Health Insurance	3,920	3,904	-	-	-	-
7140	Vision Insurance	246	261	223	-	-	-
7150	Dental Insurance	448	643	688	-	-	-
7160	Life Insurance	97	128	99	-	-	-
7170	FICA - Medicare	1,845	2,374	1,756	-	-	-
	<WAGES & BENEFITS>	164,873	212,470	151,487	-	-	-
8160	Legal Service	10,098	2,231	2,132	25,000	1,000	-
8170	Professional Services	50,069	7,000	3,350	13,000	1,890	-
8400	Overhead Allocation	27,484	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	87,650	9,231	5,482	38,000	2,890	-
[227-7210] CRA Downtown Revitalization Total		252,523	221,701	156,969	38,000	2,890	-

SUCCESSOR AGENCY – CRA DEBT SERVICE

Budget Detail

227-7211

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
8170	Professional Services	3,728	3,833	1,908	2,000	2,013	-
8330	Debt Service - Principal	-	-	-	115,000	115,000	125,000
8331	Debt Service - Interest	96,890	91,446	85,018	79,702	79,702	72,945
	<OPERATIONS & MAINTENANCE>	100,618	95,279	86,926	196,702	196,715	197,945
[227-7211] SA-CRA Debt Service Total		100,618	95,279	86,926	196,702	196,715	197,945

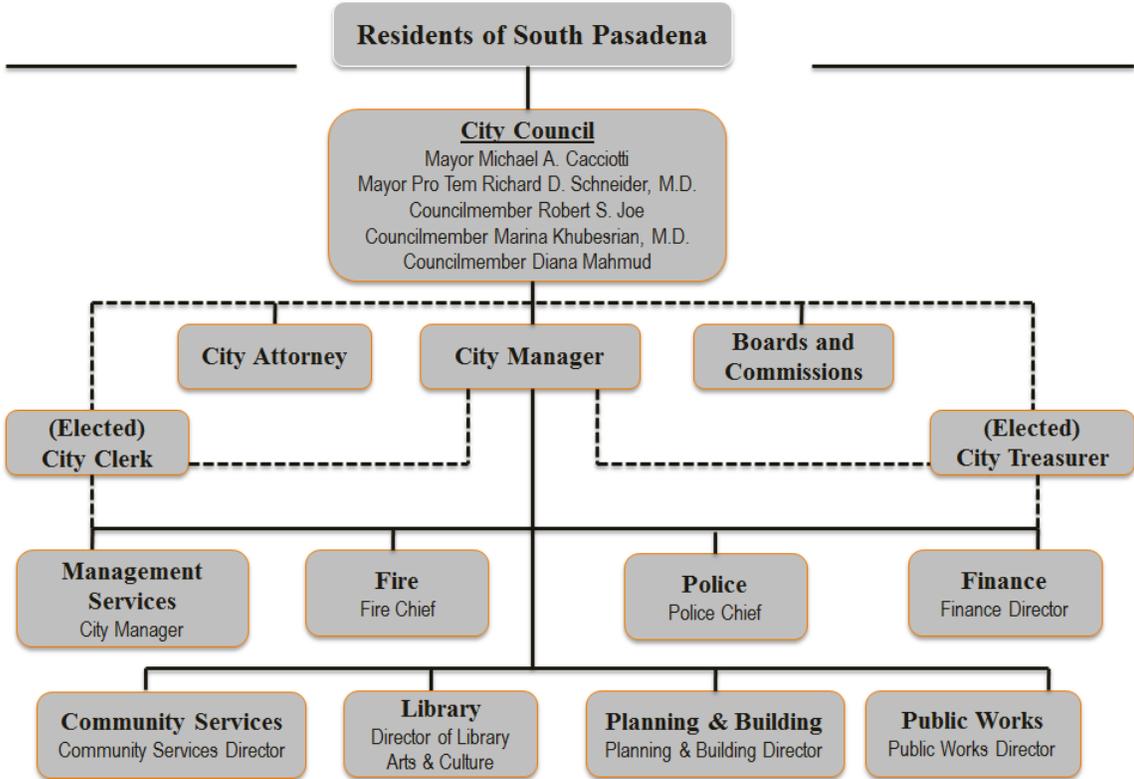
REDEVELOPMENT OBLIGATIONS TRUST

Budget Detail

927-9811

Acct	Account Title	Actual 2013/14	Actual 2014/15	Actual 2015/16	Budget 2016/17	Estimated 2016/17	Adopted 2017/18
9811	Transfers Out	254,227	615,456	308,736	234,702	199,605	197,945
	<TRANSFER OUT>	254,227	615,456	308,736	234,702	199,605	197,945
927 - REDEV. OBLIGATIONS TRUST		254,227	615,456	308,736	234,702	199,605	197,945

Organization Chart



Full-Time Authorized Positions

	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
Management Services					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	-	-	-
Assistant to the City Manager	-	-	1.00	1.00	1.00
Chief City Clerk	-	1.00	1.00	1.00	1.00
City Clerk	1.00	-	-	-	-
Executive Assistant	1.00	1.00	-	-	-
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Principal Management Analyst	-	1.00	1.00	1.00	1.00
Transportation Manager	1.00	-	-	-	-
Sr. Management Analyst	-	1.00	1.00	1.00	1.00
Grants Analyst	1.00	-	-	-	-
Management Analyst	1.00	1.00	2.00	2.00	2.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
HR Technician	-	1.00	1.00	-	-
Management Assistant	-	-	1.00	2.00	2.00
Management Assistant	1.00	2.00	-	-	-
	<u>10.00</u>	<u>12.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
Finance Department					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Management Analyst	-	1.00	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00	1.00	1.00
Filing Liaison	1.00	1.00	1.00	1.00	1.00
Management Assistant	-	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk	-	2.00	2.00	2.00	2.00
Account Clerk	2.00	-	-	-	-
	<u>7.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>
Police Department					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00	2.00
Police Sergeant	7.00	7.00	6.00	7.00	7.00
Corporal	5.00	5.00	5.00	5.00	5.00
Police Officer	21.00	21.00	22.00	21.00	21.00
Senior Clerk	1.00	1.00	1.00	1.00	1.00
Support Services Assistant	1.00	1.00	1.00	1.00	1.00
Police Clerk II	4.00	4.00	4.00	4.00	4.00
Police Assistant	8.00	8.00	8.00	8.00	8.00
Parking Control Officer	-	1.00	1.00	-	-
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>51.00</u>	<u>52.00</u>	<u>52.00</u>	<u>51.00</u>	<u>51.00</u>

Full-Time Authorized Positions

	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
Fire Department					
Deputy Fire Chief	-	1.00	1.00	1.00	1.00
Division Chief	-	-	-	-	1.00
Battalion Chief	3.00	-	-	-	-
Fire Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	6.00	6.00	6.00	6.00	6.00
Firefighter/Paramedic	12.00	9.00	9.00	9.00	9.00
	<u>24.00</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>	<u>20.00</u>
Public Works Department					
<u>Administration/Engineering Division</u>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	1.00
Public Works Operation Manager	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Civil Engineering Assistant	1.00	1.00	1.00	1.00	1.00
Public Works Assistant	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	-	1.00	1.00	1.00	1.00
<u>Maintenance Division</u>					
Public Works Superintendent	0.50	-	-	-	-
Parks Supervisor	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	2.00	3.00	2.00	1.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I/II	5.00	5.00	5.00	7.00	7.00
Management Assistant	1.00	1.00	1.00	1.00	1.00
<u>Water Enterprise Division</u>					
Public Works Superintendent	0.50	-	-	-	-
Water Operations Manager	1.00	1.00	1.00	1.00	1.00
Water Conservation Analyst	1.00	-	-	-	-
Senior Maintenance Worker	-	-	1.00	-	-
Senior Water Production Operator	-	-	1.00	1.00	1.00
Water Production/Treatment Operate	3.00	3.00	2.00	2.00	2.00
Maintenance Worker I/II	5.00	7.00	5.00	5.00	6.00
	<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
Senior Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Community Improvement Coordinatc	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	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>

Full-Time Authorized Positions

	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
Library					
Director of Library Arts & Culture	1.00	1.00	1.00	1.00	1.00
Asst. Dir. of Library Arts & Culture	-	-	-	-	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Librarian	2.00	2.00	2.00	2.00	1.00
Library Technical Assistant	1.00	1.00	1.00	1.00	1.00
Library Clerk II	1.00	1.00	1.00	1.00	1.00
Library Clerk I	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<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
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00
Youth Services Supervisor	1.00	1.00	1.00	1.00	1.00
Management Analyst	-	-	-	1.00	1.00
Community Services Coordinator	2.00	2.00	2.00	2.00	2.00
Management Aide	-	-	-	1.00	-
Program Specialist	-	1.00	2.00	1.00	2.00
Transportation Driver	1.00	2.00	2.00	2.00	2.00
	<u>6.00</u>	<u>8.00</u>	<u>9.00</u>	<u>10.00</u>	<u>10.00</u>
Grand Total Full-Time	<u>144.00</u>	<u>146.00</u>	<u>146.00</u>	<u>146.00</u>	<u>147.00</u>

Part-Time Positions

	2017/18	
	Max 18 Hours	Max 28 Hours
Management Services		
Management Analyst	-	1.00
Management Aide	1.00	-
Police Department		
Police Cadets	-	6.00
Fire Department		
Fire Prevention Specialist	2.00	-
Management Aide	1.00	-
Public Works Department		
Public Works Intern	1.00	-
Planning & Building Department		
Planning Intern	-	2.00
Clerk Typist	1.00	-
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	17.00	-
Librarian	1.00	1.00
Community Services Department		
Management Aide		2.00
Management Intern	-	-
Recreation Leader	18.00	17.00
Site Manager	1.00	-
Transit Driver	-	3.00
Grand Total Part-Time	53.00	39.00
Full-Time Equivalent	23.85	27.30

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
Division 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	20.00	-	-	-	-	-	-	-	20.00

Position Distribution by Funding Source

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	-	-	-	0.50	-	0.20	-	1.00
Building Maintenance Worker	1.00	-	-	-	-	-	-	-	1.00
Maintenance Worker I/II	1.00	-	-	2.25	0.30	-	3.45	6.00	13.00
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
Asst. Dir. of Library Arts & Culture	1.00	-	-	-	-	-	-	-	1.00
Senior Librarian	3.00	-	-	-	-	-	-	-	3.00
Librarian	1.00	-	-	-	-	-	-	-	1.00
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	115.16	2.23	3.04	4.41	1.80	-	5.15	15.21	147.00

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. Generally Accepted Accounting Principles (GAAP) 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, and Government Fund – To account for revenues and expenditures used for public education and government access charges that the City’s cable franchise collects. Monies in this fund must be used to purchase 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’s funding for the improvements to the Gold Line Mission Street Station.

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

228-Housing Authority Fund – To account for the revenues and expenditures 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 expenditures for the County Park Bond related improvements.

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

236-Measure M Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Measure M in 2016. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

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

245-Bike and Pedestrian Paths Fund – To account for the revenues and expenditures 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 expenditures 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 expenditures 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 revenues and expenditures for Community Development Block Grant projects.

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 Public Safety Grant Funds – To account for the operations of various federal and state grants, including COPS grants, and Homeland Security 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.

277- Highway Safety Improvement Program Grant (HSIP) Fund – To account for revenues and expenditures related to street improvements funded by the grant.

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 expenses 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), three functioning reservoirs, and maintains miles of water lines and transmission lines.

505-2016 Water Revenue Bonds Fund – To account for proceeds from the 2016 Water Bond issuance. 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.

550-Public Financing Authority Fund – To account for debt service and related expenses of the 2013 Water Bond issuance.

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.

327-2000 Tax Allocation Bonds Fund – To account for capital expenditures for improvements funded by the bonds formerly held by the Successor Agency to the Community Redevelopment Agency.

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 the 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 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. 52

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06/07/2017

RESOLUTION NO. 7521

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2017-18 BUDGET

WHEREAS, the City Manager has submitted to the City Council a proposed Budget for the Fiscal Year 2017-18 and said Budget has been considered in public sessions on March 21, 2017, May 3, 2017, and May 17, 2017.

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, 2017, with proposed revenues and transfers in from other funds totaling \$52,565,338, and expenditures and transfers out to other funds totaling \$58,986,606, 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 Seco Bicycle and Pedestrian Trail, Legal Services, Maintenance Yard/Community Center, Renewable Energy Sources, Retiree Pension Benefits, Retiree Health Benefits, Emergency Operations Center, Public Library Expansion, CalTrans Vacant Lot Purchases, General Plan/Mission Street Specific Plan, and Storm Water, 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 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 2017-18 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. 52

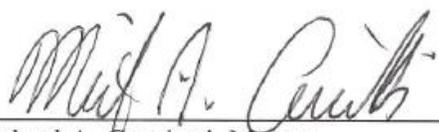
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06/07/2017

RESOLUTION NO. 7521

Page 2

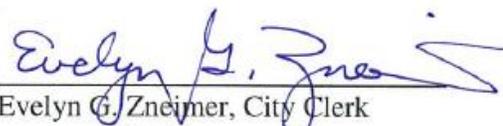
PASSED, APPROVED AND ADOPTED ON this 7th day of June, 2017.



Michael A. Cacciotti, Mayor

ATTEST:

APPROVED AS TO FORM:



Evelyn G. Zneimer, City Clerk
(seal)



Teresa L. Highsmith, City Attorney

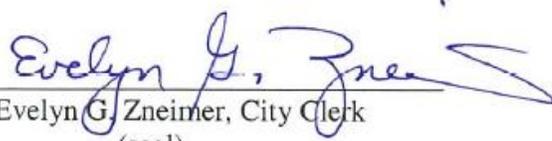
I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 7th day of June, 2017, by the following vote:

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

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

GANN Limit

RES. VOL. 52

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06/07/2017

RESOLUTION NO. 7517

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DETERMINING AND ESTABLISHING AN APPROPRIATIONS
LIMIT FOR FISCAL YEAR 2017-18 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) 2017-18 to be \$25,120,116.

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 2017-18.

GANN Limit

RES. VOL. 52

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06/07/2017

RESOLUTION NO. 7517

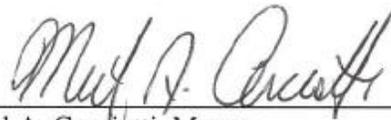
Page 2

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 2017-18 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.

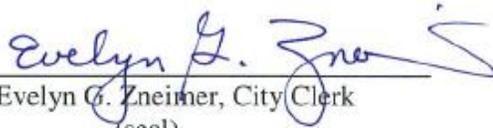
PASSED, APPROVED AND ADOPTED ON this 7th day of June, 2017.



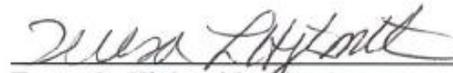
Michael A. Cacciotti, Mayor

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 7th day of June, 2017, by the following vote:

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

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

GANN Limit

Exhibit A
South Pasadena
Appropriations (Gann) Limit Calculation
 Fiscal Year 2017-18

I Appropriation Limit

Prior Year, 2016-17 Adopted Limit		\$24,088,864
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0369	
Change in L.A. County Population (Note 2)	1.0057	1.04281033
Current Year, 2017-18 Appropriation Limit		\$25,120,116

II Appropriations Subject to Limit

Projected 2017-18 Revenues, All City Funds		\$43,353,335
Less: Non-Proceeds of Taxes (See Exhibit B)		(21,253,269)
Less: Exclusions (See Exhibit C)		(354,688)
Total City Appropriations Subject to Limit		\$21,745,378

III Amount Over/(Under) Limit (I - II) (\$3,374,738)

IV Total City Appropriations as a % of Limit 86.57%

Note 1: Change in California per capita income, 3.69%, exceeds the change in assessed valuation due to nonresidential new construction, 0.43% (provided by HdL).

Note 2: County of Los Angeles population growth, 0.57%, exceeds South Pasadena population growth, 0.00%. Total City population as of January 1, 2017 is 25,992.

GANN Limit

Exhibit B
Non-Proceeds of Taxes
 Fiscal Year 2017-18

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	10,956,044		10,956,044
Library Special Tax	312,120		312,120
Sales Tax	2,350,000		2,350,000
PSAF Sales Tax (Exempted by Statute)		275,000	275,000
Business License Tax	400,000		400,000
Utility Users Tax	3,430,000		3,430,000
Property Tax - VLF/Swap	2,708,935		2,708,935
Franchise Fees		840,000	840,000
Real Property Transfer Tax	120,000		120,000
Licenses/Permits		606,440	606,440
Fines/Penalties		367,000	367,000
Rentals		507,671	507,671
State, Federal & Local Reimb/Grants		670,000	670,000
Fees & Charges		2,386,050	2,386,050
Workers' Comp. Reimbursement		20,000	20,000
Liability Reimbursement		20,000	20,000
Reimbursement - Sewer/Water		483,382	483,382
Recycling		87,000	87,000
Other Revenues		70,000	70,000
Total General Fund	20,277,099	6,332,543	26,609,642
Other Funds			
104 Street Improvements Program Fund		150,000	150,000
205 Local Transit (Prop A)	484,086	16,200	500,286
207 Local Transit (Prop C)	401,536	40,000	441,536
210 Sewer (Enterprise Fund)		1,470,000	1,470,000
211 CTC Traffic Improvement		200	200
215 Lighting and Landscape Maintenance		890,000	890,000
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		990	990
230 State Gas Tax (Applied to State's Limit)		703,190	703,190
232 County Park Bond		43,500	43,500
233 Measure R	301,158		301,158
236 Measure M	324,241		324,241
238 MSRC Grant Fund		322,000	322,000
245 Bike & Pedestrian (SB821)		79,198	79,198
248 BTA Grants		418,500	418,500
255 Capital Growth		32,000	32,000
260 CDBG		140,835	140,835
270 Asset Forfeiture		0	0
272 State COPS Grants		115,000	115,000
274 Homeland Security Grant		0	0
275 Park Impact Fees		40,000	40,000
277 HSIP Grant		315,900	315,900
295 Arroyo Seco Golf Course (Enterprise)		1,255,314	1,255,314
310 Sewer Capital Projects (Enterprise)			0
327 2000 Tax Allocation Bonds			0
500 Water (Enterprise Fund)		8,478,000	8,478,000
927 Redevelopment Obligations Trust Fund		197,945	197,945
Total Other Funds	1,666,021	14,764,772	16,430,793
Subtotal All Funds	21,943,120	21,097,315	43,040,435
Interest Earnings	156,946	155,954	312,900
Total All Funds	22,100,066	21,253,269	43,353,335

GANN Limit

Exhibit C
Excluded Costs
Fiscal Year 2017-18

Category	Amount
Federal Mandates	
Social Security/Medicare	244,688
Non-Incidental Overtime - FLSA	110,000
	<hr/>
	354,688
Qualified Debt Service	
	<hr/>
	0
Total Excluded Costs	354,688

GANN Limit

Exhibit D
Interest Earnings
Fiscal Year 2017-18

Category	Amount
Non-Interest Tax Proceeds	21,943,120
Exclusions	<u>(354,688)</u>
	21,588,432
Total Non-Interest Budget	43,040,435
Tax Proceeds as Percent of Budget	50.16%
Interest Earnings	312,900
Amount of Interest Earned from Taxes	156,946
Amount of Interest Earned from Non-Taxes	155,954