

# SOUTH PASADENA FINANCE COMMISSION

## SPECIAL MEETING AGENDA

May 22, 2018

6:30 pm

Burke Triolo Studio

538 Mission St.

South Pasadena

**1. ROLL CALL**

Commission Chair Catania, Commission Vice-Chair Adrian, Commissioners Burke, Corey, and Wood, City Treasurer Pia, Staff Liaison/Interim Finance Director Ko, and City Council Liaison Schneider

**2. PUBLIC COMMENT**

Time reserved for public input from those who wish to address the Commission. Public input will also be taken on all agenda items. Public input is limited to 5 minutes per speaker.

**3. NEW BUSINESS**

- a. Receive and File Report and Presentation on Proposed Budget for Fiscal Year 2018-19

**4. CONTINUING BUSINESS**

- a. Future meeting dates

**5. COMMISSIONER COMMENTS**

**6. COUNCIL LIAISON COMMENTS**

**7. STAFF LIAISON COMMENTS**

**8. NEXT MEETING – TBD**

5/18/18 \_\_\_\_\_

Date

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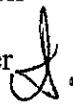
Signature

I declare under penalty of perjury that I am an employee of the City of South Pasadena and that I posted this Agenda on the bulletin board in the courtyard of the City Hall at 1414 Mission Street, South Pasadena, CA 91030, as required by law.

# City of South Pasadena Agenda Report

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

*Evelyn G. Zneimer, City Clerk*  
*Gary E. Pia, City Treasurer*

COUNCIL AGENDA: May 16, 2018  
TO: Honorable Mayor and City Council  
VIA: Stephanie DeWolfe, City Manager   
FROM: Mariam Lee Ko, Interim Finance Director   
Karen Aceves, Principal Management Analyst  
SUBJECT: **Presentation Regarding Proposed Budget for Fiscal Year 2018-19**

## **Recommendation**

It is recommended that the City Council review the proposed Fiscal Year (FY) 2018-19 budget and provide feedback to staff. The final budget will be presented to City Council for adoption on June 6, 2018.

## **Commission Review and Recommendation**

The budget will be presented to the Finance Commission prior to the June 6, 2018 City Council Meeting.

## **Community Outreach**

On April 16, 2018, a randomized Community Survey was sent out via e-mail to residents. The survey included several budget questions which were used to inform the proposed budget. On May 10, 2018, the City received the results of the Community Survey highlighting budget priorities. Nearly all residents surveyed (95%) rated the quality of life in South Pasadena as excellent or good. The highest priority in the community is fixing streets and sidewalks followed by reducing traffic congestion. Residents who responded to the survey expressed they were most satisfied with the City's efforts to provide Fire protection and emergency medical services, Library services, City parks and recreation facilities, senior services, protecting the environment, and Police services.

Residents were asked to select options to reduce the budget deficit if needed. The least popular options were cutting back on street maintenance and infrastructure repairs, reducing the number of firefighters and paramedics, and reducing the number of police officers resulting in an increase in response times. The full results of the survey will be presented under separate cover.

## **Background**

Each year the City is required to adopt a budget for the operation of the City. The budget serves as the City's financial plan for the Fiscal Year beginning July 1<sup>st</sup> through June 30<sup>th</sup> and defines City priorities for the provision of services to the public.

**AGENDA ITEM 24**

General Fund Revenues: \$27,468,618

The General Fund (GF) anticipated revenue includes a three percent increase over last year due to sustained increases in property taxes, the City’s largest revenue source. Over the past five years, total revenue has increased at a rate of one to two percent per year on average.

The City’s top revenue sources include the following:

- Property Tax (51%),
- Utility User Tax (12%)
- Sales Tax (11%)
- User Fees (4%)

While property tax continues to rise steadily, the Utility User Tax (UUT) has declined, and sales tax and user fees have remained steady.

Because overall annual revenue increases are gradual, the City must rely more on enterprise funds, local return funds, and grants to support the increasing cost of service delivery.

General Fund Expenditures: \$27,413,142

The FY 2018-19 proposed annual budget is \$27,413,142 which represents a three percent increase in general fund expenditures. The City’s main expenditures can be attributed to the following:

- Personnel (72%)
- Operations and Maintenance (22%)

There are no proposed increases in regular full time staff (FTE) for FY 18-19. In addition, the City did not increase wages as part of the approved 2017-2019 Memorandums of Understanding with labor groups. The increase in proposed expenditures is largely due to increases in mandated pension liability, workers compensation, and health insurance costs.

Undesignated Reserve

With the adoption of the FY 2017-18 budget, the City Council set the undesignated reserve level at 25%. That standard continues to be met in the proposed FY 2018-19 budget.

Designated Reserve

There are several items proposed in the designated reserve which continue building CIP funding for prioritized projects, including renewable energy sources, stormwater, and mandated costs such as retiree benefits and legal services.

<i>Fund</i>	<i>FY 17-18 Year End Balance</i>	<i>FY 18-19 Proposed Adjustments</i>	<i>FY 18-19 Proposed Fund Balance</i>	<i>Comments</i>
Financial Sustainability	-	\$900,000	\$900,000	
Arroyo Seco Golf Course/ Bicycle and Pedestrian Trail	\$600,000	-	\$600,000	FY 17-18 expenditure - \$500,000 to complete trail project
Renewable Energy Sources	\$350,000	\$350,000	\$700,000	

Presentation Regarding Proposed Budget for Fiscal Year 2018-19

May 16, 2018

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<i>Fund</i>	<i>FY 17-18 Year End Balance</i>	<i>FY 18-19 Proposed Adjustments</i>	<i>FY 18-19 Proposed Fund Balance</i>	<i>Comments</i>
Legal Services	\$500,000	-	\$500,000	
Retiree Benefits (Pension/Health)	\$1,000,000	-	\$1,000,000	
Maintenance Yard/ Community Center	\$317,130	-	\$317,130	FY 17-18 expenditure - Comm Cntr EIR
Library Expansion	\$200,000	-	\$200,000	
Emergency Operations Center	\$195,000	-	\$195,000	FY 17-18 mid-year budget adjustment - \$205,000 for EOC remodel project
CalTrans Vacant Lot Purchases	\$391,600	-	\$391,600	FY 17-18 expenditure - \$358,400 for purchase of two Caltrans vacant properties
Storm Water	\$300,000	\$300,000	\$600,000	
Tree Replacement/Mgmt	\$0	-	-	FY 17-18 expenditure - \$50,000 budget line item in LLMD acct
General Plan/MSSP	\$0	-	-	FY 17-18 expenditures for General Plan Update

**Priorities**

The City has made significant accomplishments toward community goals during the current Fiscal Year:

- Public Works Department completed maintenance and resurfacing of streets totaling \$2.3 million and implemented a Citywide Styrofoam ban ordinance;
- The Community Services Department increased the number of senior meals by 20% and began renovation of the historic Eddie Park House;
- The Finance Department began the process of creating a long range financial plan to navigate future financial challenges;
- The Police Department created a self-defense course and introduced an ordinance banning smoking on City sidewalks;
- The Fire Department graduated three Community Emergency Response Team (CERT) classes and initiated upgrade of the Emergency Operations Center to improve response to catalytic events;
- The Planning and Building Department began the General Plan update and adopted a comprehensive Cultural Heritage Ordinance;
- The Library showcased a five day “sanctuary” art exhibition and conducted a summer reading program with over 2,000 young participants;
- Management Services Department developed the first five year Capital Improvement Plan and initiated the creation of a citywide transparency and communications program.

The City also began the development of a new strategic plan and verified the appropriateness of priority goals through the community survey, including:

- Fiscal resiliency;
- Economic development to strengthen local business districts;
- Emergency preparedness and disaster recovery;
- Infrastructure and environmental programs;
- Planning for affordable housing;
- Enhanced customer service through innovation.

Based on these goals the following priorities have been included in the proposed operating budget:

- Additional General Funds for street repairs. (Additional costs will be offset by new local return revenue i.e. Measure M and SB 1 as noted in the Capital Improvement Plan);
- Completion of financial studies regarding potential revenue sources and fiscal sustainability alternatives;
- Completion of an economic development plan;
- Citywide upgrades to the 30-year old phone system as indicated in the Capital Improvement Plan;
- Study of an ordinance regulating seismic reinforcement of soft story buildings;
- Completion of an inclusionary housing ordinance to create affordable housing in compliance with State mandates;
- Completion and implementation of the Citywide transparency and communications plan;
- Completion of upgrades to the Emergency Operations Center to meet new technology and operations standards;
- Investment in solar technology and upgrades to City facilities.
- Address Municipal Separate Storm Sewer System (MS4) regulatory requirements.

### **Future Challenges**

The City faces several financial challenges in the coming years and must be fiscally conservative with the proposed budget in anticipation of these challenges. In the November 2018 General Municipal Election, the City faces the threat of the repeal of the UUT. The loss of this revenue source, currently 12% of General Fund revenue, would force significant cuts to all City programs and services. A staff report proposing specific service cuts that will be implemented if the ballot measure is successful, will be presented for City Council approval in July.

The City continues to face ongoing challenges from CalPERS and increasing retirement costs. Implications of State actions are projected to result in a deficit to the City beginning in FY 2020-2021. Staff is working with CalPERS and with independent actuarial consultants to refine the impacts in future years and to develop plans to offset the costs. A long range fiscal sustainability plan, consistent with strategic goals, will be presented to City Council later this year.

**Fiscal Impact**

General Fund revenues for FY 2018-19 are estimated at \$27.5 million. General Fund expenditures for City operations in FY 2018-19 are projected to be \$27.4 million. The total operating budget including enterprise funds, local return, special funds and grant funds is approximately \$60 million. On April 26, 2018 the Finance Commission recommended special funds be expended before using General Fund monies whenever appropriate.

**Legal Review**

The City Attorney did not review this report.

**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Expenditure Details by Department

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# **MANAGEMENT SERVICES FISCAL YEAR 2018-19 BUDGET SNAPSHOT**

## **OVERVIEW**

The Management Services department is pleased to submit the Fiscal year 2018-19 budget proposal. Management services provides services and support to all City departments and acts as a liaison to the community through public outreach. The department special projects in FY 18-19 will focus on Legislative affairs, Economic Development, and Public Engagement through information campaigns. The Human Resources branch will continue to promote employee training and streamlined services for applicants and employees. The City Clerk will manage elections and provide support for and manage Information Technology.

### **Notable Changes- Wages and Benefits**

As part of the Employee Memorandum of Understanding (MOU) there were no wage increases for Fiscal Year 2018-19, however, there are Increases due to increased cost for group health insurance approved by the MOU and continued increase in retirement costs. One FTE was moved from Management Services to Public Works (Environmental Services).

### **Notable Changes- Operations and Maintenance**

Increase in Professional Services Budget for negotiation of Personnel Rules & Regulations

Increase in Contract Services due to annual increases for various contracts, including NeoGov, Vision Internet, ADA Services, etc.

Increase in Election budget due to upcoming November General Municipal Election.

### **Capital Outlay**

Citywide VOIP phone system included in the Capital Improvement Plan (\$200,000)

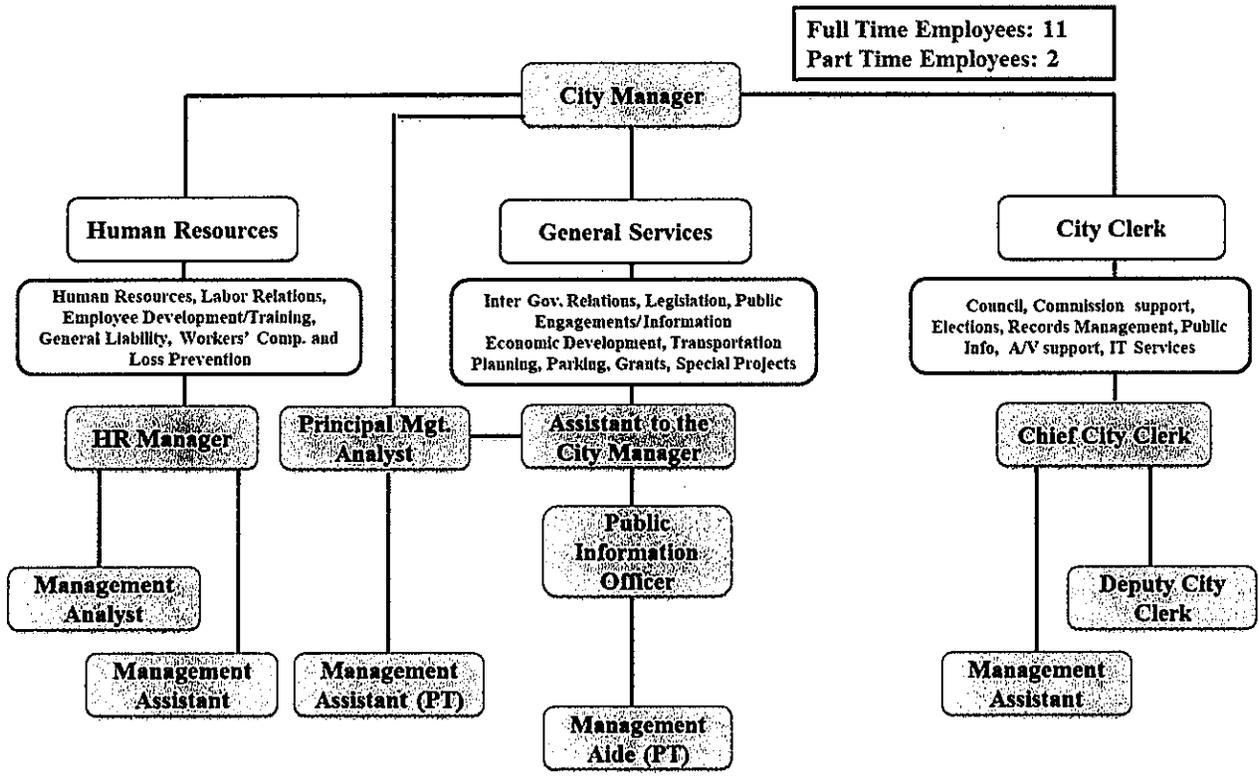
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**MANAGEMENT SERVICES**  
**Department Summary**

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2014/15	2015/16	2016/17	2017/18	2017/18	2018/19
Wages & Benefits	1,071,503	1,366,435	1,256,482	1,296,816	1,058,362	1,077,084
Operations & Maintenance	1,362,579	1,373,981	1,470,640	1,513,895	1,467,732	1,625,500
Capital Outlay	52,713	205,672	97,600	68,000	64,750	87,600
<b>Total Expenses by Category</b>	<b>2,486,795</b>	<b>2,946,088</b>	<b>2,824,722</b>	<b>2,878,711</b>	<b>2,590,844</b>	<b>2,790,184</b>
[101-2011] City Manager	830,416	743,916	955,009	971,844	842,031	792,000
[101-1021] City Clerk	366,552	393,222	443,823	463,822	384,531	478,184
[101-1022] Elections	1,287	64,149	3,600	8,600	-	65,050
[101-2013] Human Resources	247,364	113,228	171,300	219,400	259,650	623,477
[101-2021] Transportation Planning	222,373	205,599	187,000	187,000	69,600	85,000
[101-2032] Information Services	-	-	-	490,045	459,600	477,500
[101-3032] Information Services	302,807	407,339	490,990	-	-	-
[101-2501] Legal Services	255,007	261,455	265,000	265,000	265,000	265,000
[103-2501] Insurance Fund	14,207	45,830	60,000	65,000	124,987	95,000
[105-3032] Facilities & Equipment Replacement	52,205	203,032	-	-	-	200,000
[211-2011] CTC Traffic Improvement	266	-	-	-	-	-
[218-2270] Clean Air Act	429	-	40,000	-	11,246	15,000
[220-2301] Community Promotion	163,500	138,000	138,000	138,000	164,550	139,500
[226-2029] Mission Meridian Public Garage	30,382	18,938	26,000	26,000	9,650	93,000
[248-2011] BTA	-	187	44,000	44,000	-	-
[249-2011] Golden Street	-	351,193	-	-	-	-
<b>Total Expenses by Program</b>	<b>2,486,795</b>	<b>2,946,088</b>	<b>2,824,722</b>	<b>2,878,711</b>	<b>2,590,844</b>	<b>3,328,711</b>

City Manager	1
Assistant to the City Manager	1
Chief City Clerk	1
Human Resources Manager	1
Principal Management Analyst	2
Senior Management Analyst	
Management Analyst	1
Deputy City Clerk	1
Management Assistant	2
<b>Total</b>	<b>10</b>

**MANAGEMENT SERVICES**  
 Department Description and Authorized Positions



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

General Services:	Transportation, Parking, Legislative Affairs, Public Engagement, Economic Development, 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, Information Technology, Audio and Visual Support,

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**MANAGEMENT SERVICES**

**Budget Detail**

**101-2011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	577,304	486,533	568,768	602,886	260,976	538,916	442,740
7010	000	Salaries - Temp / Part	25,685	41,844	40,549	70,000	7,619	55,000	70,000
7015	000	Salaries - Golden Streets	-	31	-	-	-	-	-
7020	000	Overtime	4,613	3,884	3,644	2,500	-	500	-
7055		IOD - Non Safety	-	-	-	-	271	271	-
7070	000	Leave Buyback	6,207	2,477	22,701	6,000	1,557	-	6,000
7100	000	Retirement	88,354	90,114	111,169	133,524	88,266	97,602	122,547
7108	000	Deferred Compensation	4,094	3,407	3,944	8,830	543	2,769	4,427
7110	000	Workers Compensation	17,876	14,833	20,780	9,295	4,293	9,306	16,841
7120	000	Disability Insurance	-	-	8,792	-	-	-	-
7122	000	Unemployment Insurance	-	-	-	-	-	-	-
7130	000	Group Health Insurance	42,789	43,915	41,983	42,868	19,061	40,451	38,899
7140	000	Vision Insurance	1,320	1,329	1,284	1,384	526	1,088	796
7150	000	Dental Insurance	3,862	4,721	4,739	5,193	1,904	3,807	2,988
7160	000	Life Insurance	606	573	566	571	215	615	328
7170	000	FICA - Medicare	8,702	7,866	9,035	9,793	4,409	12,706	7,434
7180	000	Car/Uniform Allowance	4,400	6,600	5,081	6,000	1,010	-	6,000
		<b>&lt;WAGES &amp; BENEFITS&gt;</b>	<b>785,812</b>	<b>708,127</b>	<b>843,035</b>	<b>898,844</b>	<b>390,649</b>	<b>763,031</b>	<b>709,000</b>
8000	000	Office Supplies	2,875	5,725	4,603	4,000	1,079	3,000	4,000
8010	000	Postage	291	336	555	1,500	76	1,500	1,500
8020	000	Special Department Expense	2,422	3,002	6,062	4,500	1,004	2,500	3,500
8050	000	Printing/Duplicating	1,170	541	60	1,000	-	1,000	2,000
8060	000	Dues & Memberships	7,508	2,622	1,414	2,000	255	2,000	2,000
8090	000	Conference & Meeting Expense	7,242	6,487	7,824	12,000	1,053	4,000	10,000
8100	000	Vehicle Maintenance	1,693	2,199	1,639	2,000	990	2,000	2,000
8110	000	Equipment Maintenance	375	1,169	196	1,000	194	1,000	1,000
8150	000	Telephone	76	-	-	-	-	-	-
8170	000	Professional Services	15,465	11,166	16,160	30,000	13,586	57,000	40,000
8180	000	Contract Services	546	906	10,946	4,000	-	4,000	4,000
8200	000	Training Expense	245	-	2,184	1,000	100	1,000	3,000
8272	000	CM Emergency	1,461	1,636	23,436	10,000	-	-	10,000
8300	000	Lease Payment	3,235	-	-	-	-	-	-
		<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>	<b>44,604</b>	<b>35,789</b>	<b>75,079</b>	<b>73,000</b>	<b>18,338</b>	<b>79,000</b>	<b>83,000</b>
<b>101-2011 City Manager Total</b>			<b>830,416</b>	<b>743,916</b>	<b>918,114</b>	<b>971,844</b>	<b>408,987</b>	<b>842,031</b>	<b>792,000</b>

**MANAGEMENT SERVICES**

**Budget Detail**

**101-2011**

**PERSONNEL**

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the City Manager, Assistant to the City Manager, Principal Management Analyst and Public Information Officer. 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 (\$1,500), 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 (\$1,500), stationery and business cards (\$500).
- 8060 Dues, Memberships, and Subscriptions  
Provides funds for San Gabriel Valley City Manager’s Association dues, International City Manager’s Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$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, and Municipal Management Association of Southern California Annual Conference (\$10,000).
- 8100 Vehicle Maintenance and Operations  
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$2,000).

# DRAFT

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 (\$20,000),

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 (\$3,000).

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	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	196,644	201,440	259,306	259,061	124,435	199,559	267,781
7010	000	Salaries - Temp / Part	21,316	35,553	4,560	5,000	2,477	3,329	3,600
7020	000	Overtime	3,775	2,914	4,056	2,000	4,453	4,907	
7070	000	Leave Buyback	6,797	702	1,156	3,000	15,755	15,755	3,000
7100	000	Retirement	26,190	34,575	42,895	48,163	35,534	41,593	56,861
7108	000	Deferred Compensation	842	787	1,192	1,243	239	1,219	1,230
7110	000	Workers Compensation	4,503	5,187	8,234	4,024	2,309	3,478	4,157
7130	000	Group Health Insurance	18,822	19,588	22,053	23,580	12,479	19,979	23,580
7140	000	Vision Insurance	417	537	569	720	265	420	720
7150	000	Dental Insurance	1,793	1,546	2,120	2,700	985	1,589	2,700
7160	000	Life Insurance	314	234	299	297	149	248	297
7170	000	FICA - Medicare	3,502	3,865	4,080	4,184	2,312	3,190	4,158
		<b>&lt;WAGES &amp; BENEFITS&gt;</b>	<b>284,915</b>	<b>306,928</b>	<b>350,520</b>	<b>353,972</b>	<b>201,389</b>	<b>295,266</b>	<b>368,084</b>
8000	000	Office Supplies	1,057	792	981	1,750	67	380	-
8010	000	Postage	306	508	472	3,500	101	153	1,000
8020	000	Special Department Expense	1,685	2,469	1,393	3,500	571	2,815	1,500
8040	000	Advertising	3,374	2,396	3,176	4,000	1,289	1,389	4,000
8050	000	Printing/Duplicating	-	44	370	2,000	26	526	1,000
8060	000	Dues & Memberships	390	735	2,464	1,500	859	1,229	1,500
8070	000	Mileage/Auto Allowance	208	877	817	500	271	416	500
8090	000	Conference & Meeting Expense	3,695	3,601	6,131	4,000	2,682	3,000	3,000
8110	000	Equipment Maintenance	233	1,932	609	2,000	194	-	3,000
8170	000	Professional Services	66,643	62,259	17,691	-	6,400	-	-
8180	000	Contract Services	-	-	53,579	78,500	30,775	74,525	90,000
8200	000	Training Expense	595	5,167	5,625	5,000	6,896	4,483	1,000
8300	000	Lease Payment	3,234	3,104	397	-	-	-	-
		<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>	<b>81,420</b>	<b>83,884</b>	<b>93,705</b>	<b>106,250</b>	<b>50,131</b>	<b>88,915</b>	<b>106,500</b>
8520	000	Machinery & Equipment	217	2,410	430	3,600	880	350	3,600
		<b>&lt;CAPITAL OUTLAY&gt;</b>	<b>217</b>	<b>2,410</b>	<b>430</b>	<b>3,600</b>	<b>880</b>	<b>350</b>	<b>3,600</b>
<b>[101-1021] City Clerk Total</b>			<b>366,552</b>	<b>393,222</b>	<b>444,655</b>	<b>463,822</b>	<b>252,399</b>	<b>384,531</b>	<b>478,184</b>

# DRAFT

## 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)
- 7020 Overtime

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies
- 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 (1,000).
- 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 (\$1,500).
- 8040 Advertising  
Provides funds for advisory body recruitment (\$800), publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$3,200).
- 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 (\$1,000)
- 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).

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- 8070 Mileage Reimbursement  
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense  
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000).
- 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 (\$3,000).
- 8180 Contract Service  
Provides funds for audiovisual technical services for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming (\$52,000); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,000). Provides funds for 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 (\$500).

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<b>Budget Detail</b>	<b>101-1022</b>
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Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8010	000	Postage	-	7	-	-	-	-	50
8020	000	Special Department Expense	470	880	675	5,000	161	-	5,000
8040	000	Advertising	865	3,027	756	1,600	11,335	-	5,000
8170	000	Professional Services	(48)	60,235	18,026	2,000	32,076	-	55,000
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>1,287</b>	<b>64,149</b>	<b>19,457</b>	<b>8,600</b>	<b>43,572</b>	<b>-</b>	<b>65,050</b>
<b>[101-1022] Elections Total</b>			<b>1,287</b>	<b>64,149</b>	<b>19,457</b>	<b>8,600</b>	<b>43,572</b>	<b>-</b>	<b>65,050</b>

**ELECTIONS**

**Budget Detail**

**101-1022**

**OPERATIONS & MAINTENANCE**

- 8010 Postage  
Provides funds for postal expenses for postage meter charges and mailings related to Elections (\$500).
  
- 8020 Special Department Expense  
Provides funds for special department supplies and materials related to the election and voter outreach program (\$5,000).
  
- 8040 Advertising  
Provides for funding for the voter outreach program (\$5,000).
  
- 8170 Professional Services  
Provides funding for translation of election notices and election consulting services from the firm Martin & Chapman and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's Office (\$55,000).

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<b>Budget Detail</b>			<b>HUMAN RESOURCES</b>					<b>101-2013</b>
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Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8000	000	Office Supplies	-	70	(48)	-	-	-	-
8010	000	Postage	323	467	843	350	211	300	350
8020	000	Special Department Expense	10,638	11,857	12,827	12,000	4,379	9,000	12,000
8040	000	Advertising	6,226	4,906	6,789	4,000	300	3,500	7,000
8050	000	Printing/Duplicating	275	227	227	1,100	-	1,100	1,100
8060	000	Dues & Memberships	3,557	2,940	2,875	3,550	3,050	3,550	3,600
8090	000	Conference & Meeting Expense	10,918	6,100	6,530	9,125	1,331	5,000	8,000
8110	000	Equipment Maintenance	304	151	174	200	194	200	200
8160	000	Legal Service	185,136	49,826	157,892	150,000	116,133	150,000	200,000
8170	000	Professional Services	28,197	32,965	52,175	33,075	47,994	85,000	46,700
8200	000	Training Expense	1,790	3,719	6,843	6,000	1,015	2,000	6,000
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>247,364</b>	<b>113,228</b>	<b>247,127</b>	<b>219,400</b>	<b>174,606</b>	<b>259,650</b>	<b>284,950</b>
<b>101-2013 Human Resources Total</b>			<b>247,364</b>	<b>113,228</b>	<b>247,127</b>	<b>219,400</b>	<b>174,606</b>	<b>259,650</b>	<b>284,977</b>

<b>HUMAN RESOURCES</b>
<b>Budget Detail</b> <span style="float: right;"><b>101-2013</b></span>

**PERSONNEL**

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the Human Resources Manager, Management Analyst and Management Assistant. 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**

- 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 (\$7,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$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 (\$3,600).
- 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 (\$8,000).
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of postage machine (\$200).

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8160 Legal Services

Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (\$200,000).

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 (\$6,300), 457 Consulting contract (\$9,500), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$7,000), Supplemental Insurance Plan (TASC) administration fee (\$400), testing materials for recruitments (\$2,000), and ADA Sign Language & other ADA accommodation services (\$1,500).

8200 Employee Training

Provides funds for skills enhancement and safety and educational workshops as well as mandatory training for all City staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$6,000).

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<b>Budget Detail</b>	<b>TRANSPORTATION PLANNING</b>	<b>101-2021</b>
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8010	000	Postage	2,162	304	224	1,500	23	100	500
8020	000	Special Department Expense	-	27	-	-	-	-	-
8050	000	Printing/Duplicating	4,437	65	-	2,000	-	1,000	1,000
8060	000	Dues & Memberships	-	170	-	1,000	-	1,000	1,000
8090	000	Conference & Meeting Expense	1,835	2,566	486	2,500	1,156	2,500	2,500
8160	000	Legal Service	81,946	85,856	14,716	80,000	329	15,000	-
8170	000	Professional Services	131,993	116,611	39,500	100,000	21,049	50,000	80,000
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>222,373</b>	<b>205,599</b>	<b>54,926</b>	<b>187,000</b>	<b>22,558</b>	<b>69,600</b>	<b>85,000</b>
<b>[101-2021] Transportation Planning Total</b>			<b>222,373</b>	<b>205,599</b>	<b>54,926</b>	<b>187,000</b>	<b>22,558</b>	<b>69,600</b>	<b>85,000</b>

<b>TRANSPORTATION PLANNING</b>
<b>Budget Detail</b> <span style="float: right;"><b>101-2021</b></span>

**OPERATIONS & MAINTENANCE**

- 8010 Postage  
Provides funds for postal expenses related to transportation projects and public noticing of transportation projects (\$500).
  
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials related to transportation planning (\$1,000).
  
- 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).
  
- 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 (\$80,000).

*Special legal counsel related to the State Route 710 and other transportation-related legal services will be paid out of the City's Designated Legal Reserve.*

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**Budget Detail** **LEGAL SERVICES** **101-2501**

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8160	000	Legal Service	255,007	261,455	257,586	265,000	113,694	265,000	265,000
8161	000	Settlements							
<OPERATIONS & MAINTENANCE>			255,007	261,455	257,586	265,000	113,694	265,000	265,000
[101-2501] Legal Services Total			255,007	261,455	257,586	265,000	113,694	265,000	265,000

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<b>Budget Detail</b>	<b>LEGAL SERVICES</b>	<b>101-2501</b>
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**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 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8020	000	Special Department Expense	-	-	-	1,000	58	500	1,000
8060	000	Dues & Memberships	-	-	-	200	-	200	200
8110	000	Equipment Maintenance	-	-	-	2,000	(51)	1,500	2,000
8150	000	Telephone	-	-	-	199,400	31,394	160,000	164,000
8170	000	Professional Services	-	-	-	120,200	44,784	120,200	126,000
8180	000	Contract Services	-	-	-	67,545	74,410	77,500	65,000
8300	000	Lease Payment	-	-	-	22,600	15,849	22,600	22,600
8301	000	Copier Usage Charges	-	-	-	12,700	-	12,700	12,700
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			-	-	-	<b>425,645</b>	<b>166,444</b>	<b>395,200</b>	<b>393,500</b>
8530	000	Computer Equipment	-	-	-	64,400	10,207	64,400	84,000
<b>&lt;CAPITAL OUTLAY&gt;</b>			-	-	-	<b>64,400</b>	<b>10,207</b>	<b>64,400</b>	<b>84,000</b>
<b>[101-2032] Information Services Total</b>			-	-	-	<b>490,045</b>	<b>176,651</b>	<b>459,600</b>	<b>477,500</b>
8020	000	Special Department Expense	747	720	1,850	-	-	-	-
8060	000	Dues & Memberships	130	-	160	-	-	-	-
8110	000	Equipment Maintenance	2,636	195	83	-	-	-	-
8150	000	Telephone	89,306	107,771	143,601	-	-	-	-
8170	000	Professional Services	144,081	190,387	103,407	-	-	-	-
8180	000	Contract Services	65,535	92,981	108,159	-	-	-	-
8300	000	Lease Payment	-	15,055	39,502	-	-	-	-
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>302,435</b>	<b>407,109</b>	<b>396,762</b>	-	-	-	-
8530	000	Computer Equipment	372	230	61,290	-	-	-	-
8531	000	Computer Equip.-Cy Pres Grant	-	-	29,244	-	-	-	-
<b>&lt;CAPITAL OUTLAYS&gt;</b>			<b>372</b>	<b>230</b>	<b>90,534</b>	-	-	-	-
<b>[101-3032] Information Services Total</b>			<b>302,807</b>	<b>407,339</b>	<b>487,296</b>	-	-	-	-

**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 (\$164,000). 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 (\$126,000).
- 8180 Contract Services  
Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800), Dropbox (\$1,200) - partially funded by Library and Community Services, Springbrook (\$27,000), Domain.GOV annual fee (\$400), Vision Internet website redesign 2<sup>nd</sup> installment (\$10,000) and Vision hosting/support services (\$7,900) and miscellaneous contract services (\$2,500).
- 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 (\$7,000), City Hall WiFi upgrade project (\$20,000) and Network equipment upgrades (\$13,000).

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<b>INSURANCE FUND</b>	<b>103-2501</b>
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**Budget Detail**

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8020	000	Special Department Expense	1,291	15,667	19,237	15,000	7,632	18,518	20,000
8161	000	Settlements	12,916	30,163	63,068	50,000	75,563	106,469	75,000
<b>&lt;OPERATIONS &amp; MAINTENANCES&gt;</b>			<b>14,207</b>	<b>45,830</b>	<b>82,305</b>	<b>65,000</b>	<b>83,196</b>	<b>124,987</b>	<b>95,000</b>
<b>103 - INSURANCE FUND TOTAL</b>			<b>14,207</b>	<b>45,830</b>	<b>82,305</b>	<b>65,000</b>	<b>83,196</b>	<b>124,987</b>	<b>95,000</b>

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**INSURANCE FUND**

**Budget Detail**

**103-2501**

**OPERATIONS & MAINTENANCE**

8020 Special Department Expense

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

8161 Settlements

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

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

Acct	Task	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8500	000	Building & Improvements							200,000
<b>105 - FACILITIES &amp; EQUIP. REPLACEMENT TOI</b>									<b>200,000</b>

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<p><b>FACILITIES &amp; EQUIPMENT REPLACEMENT FUND</b> <b>Budget Detail</b></p>	<p><b>105-3032</b></p>
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**CAPITAL OUTLAY**

8500 Building & Improvements  
Provides funds commence upgrade to citywide VoIP (Voice over Internet Protocol) system (\$200,000).

<b>Budget Detail</b>	<b>CLEAN AIR ACT - AB 2766</b>	<b>218-2270</b>
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Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7080	000	Rideshare	466	-	1,751	-	65	65	-
7108	000	Deferred Compensation	1	-	-	-	-	-	-
7110	000	Workers Compensation	24	-	-	-	1	-	-
7130	000	Group Health Insurance	7	-	-	-	-	-	-
7140	000	Vision Insurance	-	-	-	-	0	-	-
7150	000	Dental Insurance	1	-	-	-	1	-	-
7160	000	Life Insurance	1	-	-	-	0	-	-
7170	000	FICA - Medicare	10	-	-	-	1	-	-
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>510</b>	<b>-</b>	<b>1,751</b>	<b>-</b>	<b>68</b>	<b>65</b>	<b>-</b>
8261	000	Rideshare	-	-	-	-	7,509	11,181	15,000
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>									
8540	000	Automotive Equipment	(81)	-	40,231	-	37,727		
<b>&lt;CAPITAL OUTLAY&gt;</b>			<b>(81)</b>	<b>-</b>	<b>40,231</b>	<b>-</b>	<b>37,727</b>		
<b>[218-2270] Clean Air Act Total</b>			<b>429</b>	<b>-</b>	<b>41,982</b>	<b>-</b>	<b>45,304</b>	<b>11,246</b>	<b>15,000</b>

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<b>Budget Detail</b>	<b>CLEAN AIR ACT – AB 2766</b>	<b>218-2270</b>
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**OPERATIONS & MAINTENANCE**

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

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<b>Budget Detail</b>	<b>COMMUNITY PROMOTION</b>	<b>220-2301</b>
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Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8060	000	Dues & Memberships	-	-	-	-	-	-	1,500
8185	000	Chamber of Commerce	148,500	135,500	135,500	135,500	132,950	162,050	135,500
8255	000	Public Events Promotion	15,000	2,500	49,500	2,500	2,500	2,500	2,500
<b>OPERATIONS &amp; MAINTENANCE</b>			<b>163,500</b>	<b>138,000</b>	<b>185,000</b>	<b>138,000</b>	<b>135,450</b>	<b>164,550</b>	<b>139,500</b>
<b>220-2301 Community Promotion Total</b>			<b>163,500</b>	<b>138,000</b>	<b>185,000</b>	<b>138,000</b>	<b>135,450</b>	<b>164,550</b>	<b>139,500</b>
<b>220 - BUSINESS IMPROVEMENT TAX TOTAL</b>			<b>163,500</b>	<b>138,000</b>	<b>185,000</b>	<b>138,000</b>	<b>135,450</b>	<b>164,550</b>	<b>139,500</b>

<b>Budget Detail</b>	<b>COMMUNITY PROMOTION</b>	<b>220-2301</b>
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**OPERATIONS & MAINTENANCE**

- 8060 Dues and Memberships  
Provides funds for part of membership dues for San Gabriel Valley Economic Partnership (\$1,500- 50% of membership dues).
  
- 8185 Chamber of Commerce  
Funds are allocated by contract with the South Pasadena Chamber of Commerce. These funds include an allocation to the South Pasadena Tournament of Roses (\$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).

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<b>MISSION MERIDIAN PUBLIC GARAGE</b>						
<b>Budget Detail</b>					<b>226-2029</b>	

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8020	000	Special Department Expense	643	1,776	4,432	500	875		83,000
8060	000	Dues & Memberships	25,023	15,276	9,650	10,000	4,021	9,650	10,000
8120	000	Building Maintenance	4,716	-	-	-	-		
8140	000	Utilities	-	-	-	5,500	-		
8170	000	Professional Services	-	1,886	1,350	10,000	-		
<b>&lt;OPERATIONS &amp; MAINTENANCES&gt;</b>			<b>30,382</b>	<b>18,938</b>	<b>15,432</b>	<b>26,000</b>	<b>4,896</b>	<b>9,650</b>	<b>93,000</b>
8520	000	Machinery & Equipment	-	-	-	-	-		
<b>&lt;CAPITAL OUTLAYS&gt;</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
226-2029 Mission Meridian Public Garage Total			30,382	18,938	15,432	26,000	4,896	9,650	93,000
<b>226 - MISSION MERIDIAN PUBLIC GARAGE TOT</b>			<b>30,382</b>	<b>18,938</b>	<b>15,432</b>	<b>26,000</b>	<b>4,896</b>	<b>9,650</b>	<b>93,000</b>

**MISSION MERIDIAN PUBLIC GARAGE**

**Budget Detail**

**226-2029**

**OPERATIONS & MAINTENANCE**

8020 Special Department Expense

Provides funds for a onetime installation of a replacement electrical generator (\$80,000) and additional funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000).

8060 Property Owners' Association (POA) Dues

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

<b>Budget Detail</b>	<b>BTA GRANT</b>	<b>248-2011</b>
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Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8020	000	Special Department Expense	-	187	60	-	-	-	-
8170	000	Professional Services	-	-	55,579	44,000	-	-	-
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			-	187	55,639	44,000	-	-	-
9387	000	Bikeway Improvement	-	-	-	234,000	-	-	-
9388	000	Bicycle Parking	-	-	-	184,500	-	-	-
<b>&lt;CAPITAL PROJECTS&gt;</b>			-	-	-	418,500	-	-	-
<b>[248-9000] CIP Total</b>			-	-	-	418,500	-	-	-
<b>248 - BTA GRANTS TOTAL</b>			-	187	55,639	462,500	-	-	-

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# **FINANCE**

# **FISCAL YEAR 2018-19 BUDGET SNAPSHOT**

## **OVERVIEW**

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.

## **Notable Changes- Wages and Benefits**

As part of the Employee Memorandum of Understanding (MOU) there were no wage increases for Fiscal Year 2018-19, however, there are increases due to increased cost for group health insurance approved by the MOU and continued increase in retirement costs.

## **Notable Changes- Operations and Maintenance**

The Finance Department proposes an increase in Contract Services for a Citywide Master Fee Study and Revenue Analysis (\$50,000) to realign user charges to fees. As Finance continues to upgrade and update systems and in order to develop staff to deliver excellent service, the budget proposes an increase in employee training (\$4,000).

## **Capital Outlay**

NA.

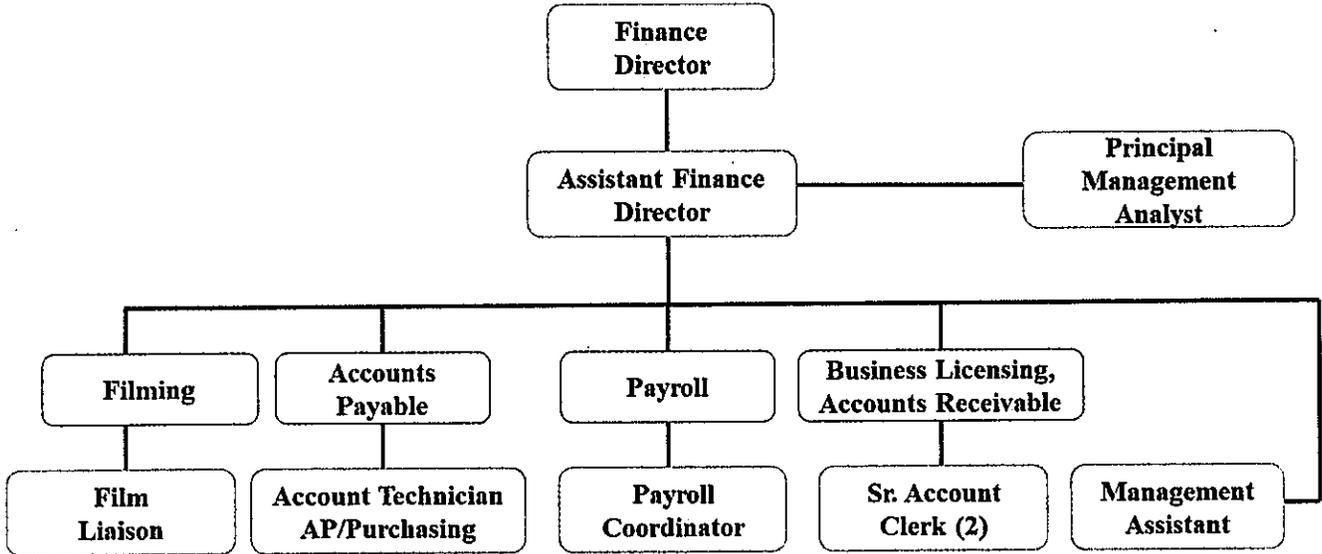
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## FINANCE Department Summary

EXPENDITURE SUMMARY	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimated 2017/18	Proposed 2018/19
Wages & Benefits	1,255,938	1,307,829	1,479,985	1,432,948	1,432,948	1,976,535
Operations & Maintenance	1,154,337	1,139,864	1,101,395	1,245,923	1,150,931	1,325,560
Capital Outlay	-	-	-	-	-	-
<b>Total Expenses by Category</b>	<b>2,410,275</b>	<b>2,447,693</b>	<b>2,581,380</b>	<b>2,678,871</b>	<b>2,583,879</b>	<b>3,302,095</b>
[101-3011] Finance	653,960	619,109	724,891	708,802	713,469	834,879
[101-3041] Non-Dept/Overhead	852,559	886,536	833,460	918,378	897,294	918,290
[500-3012] Utility Billing	903,756	942,048	1,023,029	1,129,008	973,116	1,210,399
<b>Total Expenses by Program</b>	<b>2,410,275</b>	<b>2,447,693</b>	<b>2,581,380</b>	<b>2,756,188</b>	<b>2,583,879</b>	<b>2,963,568</b>

Finance Director	1
Assistant Finance Director	1
Principal Management Analyst	1
Payroll Coordinator	1
Filming Liaison	1
Accounting Technician	1
Management Assistant	1
Senior Account Clerk	2
<b>Total</b>	<b>9</b>

**FINANCE**  
**Department Description and Authorized Positions**



**Full Time Employees: 9**

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## FINANCE

### Budget Detail

101-3011

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	418,413	383,963	418,181	478,469	228,123	473,627	512,473
7010	000	Salaries - Temp / Part	-	-	-	-	98	3,500	-
7020	000	Overtime	6,889	1,386	2,516	1,000	3,569	4,800	1,200
7040	000	Holiday	43	176	-	-	45	45	-
7070	000	Leave Buyback	13,967	6,043	10,760	7,500	4,865	4,865	7,500
7100	000	Retirement	56,853	67,271	76,976	80,066	60,961	81,441	106,572
7108	000	Deferred Compensation	667	739	1,078	1,133	210	1,100	1,121
7110	000	Workers Compensation	8,648	8,520	13,276	7,330	3,777	7,645	7,851
7120	000	Disability Insurance	1,685	-	-	-	-	-	-
7122	000	Unemployment Insurance	-	-	-	-	-	-	-
7130	000	Group Health Insurance	43,657	45,288	42,827	48,085	26,818	49,090	58,981
7140	000	Vision Insurance	1,163	1,446	1,345	1,629	748	1,498	1,394
7150	000	Dental Insurance	4,394	4,986	4,384	6,111	2,227	4,584	5,229
7055	000	IOD - Non Safety	-	-	-	-	-	-	-
7160	000	Life Insurance	633	590	537	672	310	648	575
7170	000	FICA - Medicare	5,797	5,394	5,710	6,952	3,444	7,132	7,448
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>562,809</b>	<b>525,802</b>	<b>577,590</b>	<b>638,947</b>	<b>335,197</b>	<b>639,976</b>	<b>710,344</b>
8000	000	Office Supplies	5,781	3,890	5,132	4,000	2,447	4,500	4,500
8010	000	Postage	5,759	6,201	4,213	5,000	6,676	8,800	6,000
8020	000	Special Department Expense	41,895	40,965	14,660	20,430	8,683	20,260	20,260
8050	000	Printing/Duplicating	3,761	2,849	3,805	2,300	2,961	3,000	2,500
8060	000	Dues & Memberships	1,055	1,045	1,045	745	635	855	745
8070	000	Mileage/Auto Allowance	104	59	139	100	-	50	100
8090	000	Conference & Meeting Expense	3,387	1,622	2,264	2,480	475	815	2,480
8110	000	Equipment Maintenance	3,872	1,798	1,019	1,300	194	700	950
8150	000	Telephone	38	-	-	-	-	-	-
8170	000	Professional Services	24,909	34,860	22,451	26,000	11,807	21,513	26,000
8180	000	Contract Services	-	-	11,635	7,000	1,604	13,000	57,000
8200	000	Training Expense	590	18	-	500	-	-	4,000
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>91,151</b>	<b>93,307</b>	<b>66,363</b>	<b>69,855</b>	<b>35,482</b>	<b>73,493</b>	<b>124,535</b>
<b>[101-3011] Finance Total</b>			<b>653,960</b>	<b>619,109</b>	<b>643,953</b>	<b>708,802</b>	<b>370,679</b>	<b>713,469</b>	<b>834,879</b>

**FINANCE**

**Budget Detail**

**101-3011**

**PERSONNEL SERVICES**

- 7000 Regular Salaries  
Provides the partial compensation for the Finance Director, Assistant Finance Director, Principal 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 (\$4,500).
  
- 8010 Postage  
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$6,000).
  
- 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 (\$1,010). 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 (\$700).
  
- 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

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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.

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). Contract to provide services for a Master Fee Study and revenue enhancement opportunities (\$50,000).

8200 Employee Training

Provides funds for department training opportunities (\$4,000).

**UTILITY BILLING**

**Budget Detail**

**500-3012**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	197,289	232,497	220,115	244,770	113,600	232,234	293,086
7010	000	Salaries - Temp / Part	5,458	21,667	22,132	29,640	-	1,111	29,640
7020	000	Overtime	195	2,645	226	100	547	850	200
7070	000	Leave Buyback	325	9,588	5,297	3,000	515	1,557	3,000
7100	000	Retirement	23,839	992	38,637	42,842	31,446	41,412	69,777
7108	000	Deferred Compensation	774	1,249	1,223	1,657	219	1,115	1,521
7110	000	Workers Compensation	3,881	6,060	7,832	3,785	1,830	3,785	4,526
7120	000	Disability Insurance	198	-	567	-	-	-	-
7130	000	Group Health Insurance	15,748	20,737	14,858	18,187	9,547	19,257	27,256
7140	000	Vision Insurance	436	619	516	650	275	547	770
7150	000	Dental Insurance	1,201	2,006	1,489	2,439	899	1,899	2,889
7160	000	Life Insurance	202	275	182	268	113	244	317
7170	000	FICA - Medicare	3,090	5,074	3,560	3,980	1,706	3,542	4,682
		<WAGES & BENEFITS>	252,636	303,409	316,634	351,318	160,697	307,553	437,664
8000	000	Office Supplies	-	48	(48)	-	-	-	-
8010	000	Postage	110	299	312	1,750	45	-	1,750
8020	000	Special Department Expense	147,334	160,912	158,776	160,000	66,639	160,000	160,000
8032	000	Water Efficiency Fee Projects	94,219	43,028	104,247	150,000	11,948	45,000	150,000
8060	000	Dues & Memberships	55	255	262	700	-	-	700
8070	000	Mileage/Auto Allowance	-	-	222	200	19	50	200
8090	000	Conference & Meeting Expense	2,222	485	2,753	3,000	1,247	1,425	3,000
8110	000	Equipment Maintenance	15,341	12,831	16,777	18,150	14,622	14,840	18,150
8170	000	Professional Services	324,149	328,800	337,899	342,410	125,266	342,410	337,454
8180	000	Contract Services	-	-	10,058	9,000	4,835	9,857	9,000
8200	000	Training Expense	710	-	-	500	-	-	500
8301	000	Copier Usage Charges	-	-	-	-	-	-	-
8350	000	Bad Debt Expense	-	-	5,883	-	-	-	-
8400	000	Overhead Allocation	66,980	91,981	91,981	91,980	-	91,981	91,981
		<OPERATIONS & MAINTENANCE>	651,120	638,639	729,122	777,690	224,621	665,563	772,735
8520	000	Machinery & Equipment	-	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-	-
[500-3012] Utility Billing Total			903,756	942,048	1,045,756	1,129,008	385,318	973,116	1,210,399

**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

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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).

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<b>NON-DEPARTMENTAL/OVERHEAD</b>		<b>101-3041</b>
<b>Budget Detail</b>		

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7131	000	Retiree Health Insurance	440,493	478,618	577,889	520,000	283,530	485,419	490,000
		<b>&lt;WAGES &amp; BENEFITS&gt;</b>	<b>440,493</b>	<b>478,618</b>	<b>577,889</b>	<b>520,000</b>	<b>283,530</b>	<b>485,419</b>	<b>490,000</b>
8020	000	Special Department Expense	208	-	-	-	-	-	-
8060	000	Dues & Memberships	22,738	22,602	24,311	24,338	14,669	24,787	37,000
8150	000	Telephone	14,921	9,512	-	-	-	-	-
8170	000	Professional Services	37,315	64,005	56,401	84,040	40,986	71,440	84,040
8180	000	Contract Services	-	-	11,306	11,000	5,881	12,248	12,250
8191	000	Liability & Surety Bonds	151,805	122,426	144,772	145,000	157,811	157,811	145,000
8300	000	Lease Payment	61,308	61,309	-	-	-	-	-
8335	000	Property Tax Admin. Fee	123,771	128,064	138,186	134,000	145,589	145,589	150,000
		<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>	<b>412,066</b>	<b>407,918</b>	<b>369,976</b>	<b>398,378</b>	<b>364,936</b>	<b>411,875</b>	<b>428,290</b>
<b>[101-3041] Non-Dept/Overhead Total</b>			<b>852,559</b>	<b>886,536</b>	<b>947,865</b>	<b>918,378</b>	<b>648,467</b>	<b>897,294</b>	<b>918,290</b>

**NON-DEPARTMENTAL/OVERHEAD**

**Budget Detail**

**101-3041**

**PERSONNEL SERVICES**

7131 Retirees Health Insurance

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

**OPERATIONS & MAINTENANCE**

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in Arroyo Verdugo Communities JPA (\$3,775), California Contract Cities Association (\$3,309), League of California Cities (\$10,118), League of California Cities-LA County (\$1,181), LAFCO (\$1,200), San Gabriel Valley Economic Partnership (partially paid from BIT), San Gabriel Valley Council of Governments (\$14,030.74), 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 (\$12,250).

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 \$145,000 (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 (\$150,000).

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# **POLICE FISCAL YEAR 2018-19 BUDGET SNAPSHOT**

## **OVERVIEW**

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.

In Fiscal Year 2018-19 the Police Department had an increase in overtime due to an unforeseen investigation and an increase in women's self-defense courses. Throughout the City the department has noted a 22% crime reduction which can be attributed to increased motor patrol (1 officer) and increased community training. The Police Department will look to expand their active shooter training program in FY 18-19, increase the amount of self-defense training courses, and continue to provide a response time of less than five minutes, which is twice as fast as the county rate.

### **Notable Changes- Wages and Benefits**

The increase for wages and benefits is mainly attributed to an increase in retirement and health benefits. There is also a notable increase of three new parking control officers, however this cost will be offset by the termination of the Inter-Con Security Parking Enforcement contract.

### **Notable Changes- Operations and Maintenance**

Termination of Inter-Con Parking Enforcement contract.

### **Capital Outlay**

N/A

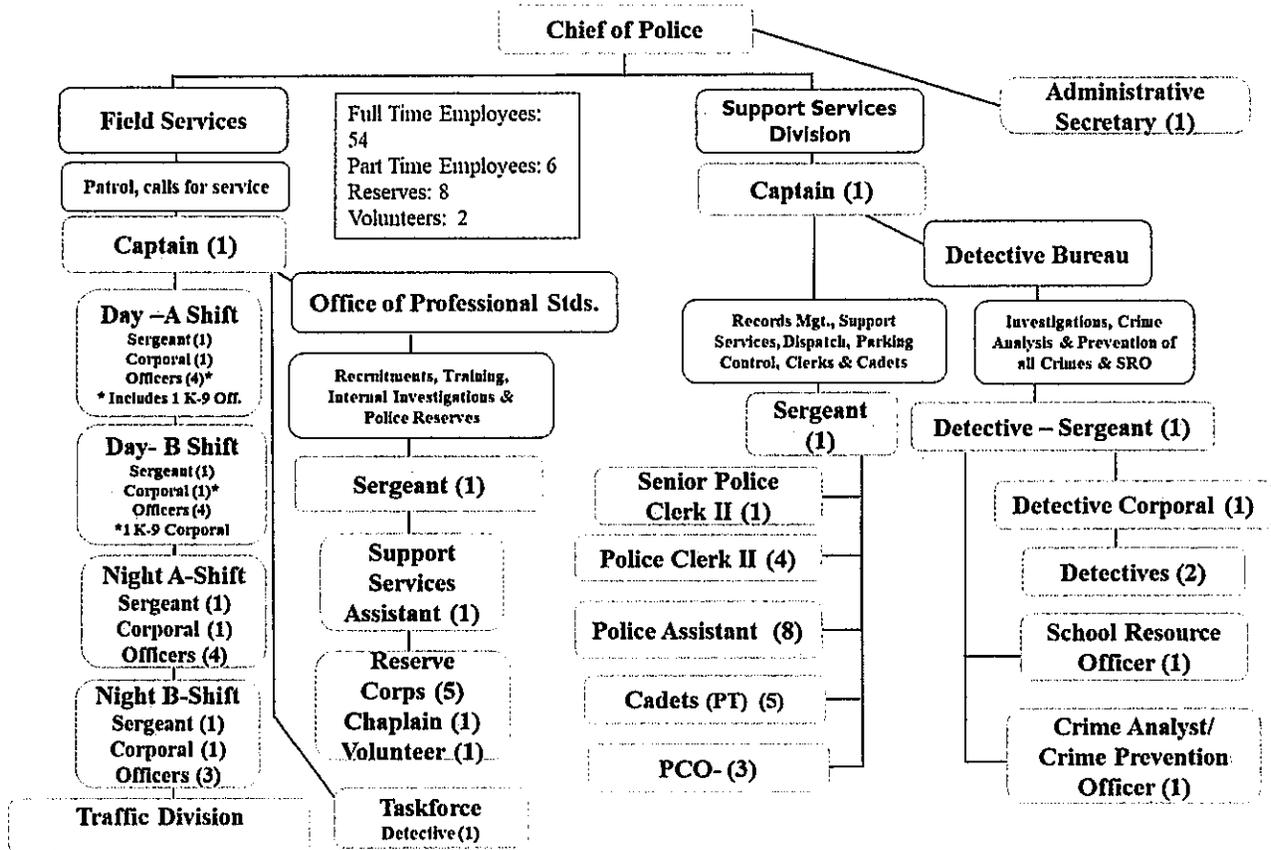
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## POLICE Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual 2014/15</b>	<b>Actual 2015/16</b>	<b>Actual 2016/17</b>	<b>Budget 2017/18</b>	<b>Estimated 2017/18</b>	<b>Proposed 2018/19</b>
Wages & Benefits	6,358,858	6,571,263	7,299,161	7,507,792	7,090,463	7,905,897
Operations & Maintenance	857,981	949,021	995,941	1,112,220	899,539	910,027
Capital Outlay	248,006	179,620	170,000	225,000	-	-
<b>Total Expenses by Category</b>	<b>7,464,845</b>	<b>7,699,904</b>	<b>8,465,102</b>	<b>8,845,012</b>	<b>7,990,002</b>	<b>8,815,924</b>
[101-4011] Police	7,198,511	7,529,818	8,295,102	8,620,012	7,990,002	8,815,924
[105-4011] Facilities & Equipment Replacement	105,817	57,386	95,000	150,000	-	-
[270-4015] Police Asset Forfeiture	4,639	-	-	-	-	-
[272-4018] Police State Grant - AB 3229	108,378	112,700	75,000	75,000	-	-
[273-4019] Police Grant	-	-	-	-	-	-
[274-4019] Police Grant	47,500	-	-	-	-	-
<b>Total Expenses by Program</b>	<b>7,464,845</b>	<b>7,699,904</b>	<b>8,465,102</b>	<b>8,845,012</b>	<b>7,990,002</b>	<b>8,815,924</b>

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

**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.

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

# DRAFT

<b>Budget Detail</b>	<b>POLICE</b>	<b>101-4011</b>
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Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	3,668,850	3,519,131	4,015,167	4,320,382	1,845,376	3,836,022	4,413,859
7010	000	Salaries - Temp / Part	117,399	173,552	165,996	140,000	83,325	157,800	140,000
7020	000	Overtime	608,357	665,799	695,077	500,000	331,025	608,500	500,000
7040	000	Holiday	136,015	133,843	157,030	145,000	93,860	165,654	168,000
7045	000	Overtime - Special Detail	206,028	218,155	222,618	210,000	77,123	164,100	210,000
7050	000	Overtime - DUI Checkpoint	8,761	-	-	-	-	52,488	30,000
7055	000	IOD - Non Safety	-	128	-	-	-	5,000	-
7060	000	IOD - Safety	118,621	1,025	26,012	-	3,966	3,966	-
7070	000	Leave Buyback	80,405	63,530	65,597	61,000	57,322	57,322	65,000
7100	000	Retirement	773,185	1,034,607	1,214,600	1,431,380	1,022,530	1,328,432	1,520,944
7108	000	Deferred Compensation	3,279	4,615	4,603	4,529	887	4,529	4,485
7110	000	Workers Compensation	200,874	215,699	359,614	160,679	97,561	195,928	161,282
7120	000	Disability Insurance	6,220	59,386	7,305	-	-	-	-
7122	000	Unemployment Insurance	4,308	1,978	5,066	-	6,804	6,804	-
7130	000	Group Health Insurance	268,804	315,198	320,796	349,560	185,878	344,744	501,660
7140	000	Vision Insurance	8,925	10,647	10,446	12,240	4,995	10,094	12,960
7150	000	Dental Insurance	29,458	32,876	33,423	45,900	15,841	31,484	48,600
7160	000	Life Insurance	4,977	4,572	4,569	5,049	2,145	4,315	5,346
7170	000	FICA - Medicare	70,334	75,730	74,250	77,073	34,762	71,119	78,761
7180	000	Car/Uniform Allowance	44,058	40,792	43,702	45,000	42,162	42,162	45,000
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>6,358,858</b>	<b>6,571,263</b>	<b>7,425,871</b>	<b>7,507,792</b>	<b>3,905,563</b>	<b>7,090,463</b>	<b>7,905,897</b>
8000	000	Office Supplies	33,687	41,504	46,283	35,000	6,173	30,000	26,000
8010	000	Postage	6,148	5,601	4,064	4,000	2,077	4,000	4,000
8020	000	Special Department Expense	117,570	90,387	89,511	72,500	55,664	76,500	76,500
8034	000	K9 Expenses	5,922	2,040	6,927	6,500	3,050	6,500	6,500
8035	000	Narco K9 Expenses	4,731	2,997	8,843	12,000	3,269	10,000	10,000
8040	000	Advertising	96	-	-	-	-	-	-
8050	000	Printing/Duplicating	4,831	6,795	6,416	11,000	4,857	11,000	12,000
8060	000	Dues & Memberships	3,931	4,972	2,685	2,000	1,887	2,700	3,700
8090	000	Conference & Meeting Expense	5,762	8,720	6,247	9,000	893	9,000	8,000
8100	000	Vehicle Maintenance	83,918	92,373	107,803	98,662	38,571	90,000	95,000
8105	000	Fuel	66,499	42,296	52,512	55,000	28,530	59,823	65,000
8110	000	Equipment Maintenance	49,613	29,069	15,368	18,000	6,143	18,000	20,000
8120	000	Building Maintenance	14,065	21,554	7,996	-	15	-	-
8134	000	Safety Clothing/Equipment	20,268	30,682	34,371	33,500	3,268	33,500	30,000
8150	000	Telephone	5,892	126	207	-	204	-	-
8170	000	Professional Services	105,140	190,028	145,392	122,516	70,018	135,000	131,816
8180	000	Contract Services	255,961	339,984	418,050	583,327	202,367	360,000	361,511
8200	000	Training Expense	38,654	18,159	15,695	27,215	17,798	29,110	30,000
8210	000	Training Expense - POST Reimb.	16,248	21,734	25,226	22,000	17,112	24,406	30,000
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>838,936</b>	<b>949,021</b>	<b>993,596</b>	<b>1,112,220</b>	<b>461,895</b>	<b>899,539</b>	<b>910,027</b>
8520	000	Machinery & Equipment	717	123	-	-	-	-	-
8530	000	Computer Equipment	-	-	-	-	-	-	-
8540	000	Automotive Equipment	-	9,411	28	-	-	-	-
<b>&lt;CAPITAL OUTLAY&gt;</b>			<b>717</b>	<b>9,534</b>	<b>28</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>[101-4011] Police Total</b>			<b>7,198,511</b>	<b>7,529,818</b>	<b>8,419,495</b>	<b>8,620,012</b>	<b>4,367,458</b>	<b>7,998,002</b>	<b>8,815,924</b>

**POLICE**

**Budget Detail**

**101-4011**

**PERSONNEL SERVICES**

- 7000 Salaries – Regular Employees  
Provides salaries for all full-time, permanent sworn, and civilian employees (\$4,413,859).
- 7010 Salaries – Temporary/Seasonal/Part-Time  
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets (\$140,000).
- 7020 Overtime  
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Efforts will be made through negotiated agreements with the police officers' association to reduce nonessential overtime costs, however, overtime due to burglary suppression efforts will continue. The use of reserve officers whenever possible has kept these costs down (\$500,000).
- 7040 Holiday  
Covers overtime compensation for employees required to work on Holidays (\$168,000).
- 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 (\$210,000).
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances (\$65,000).

**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 (\$26,000).
- 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

# DRAFT

Prevention Materials and miscellaneous supplies, equipment, and reimbursements (\$26,500); and other miscellaneous expenditures (\$28,000).

- 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. This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses (\$10,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$3,000); parking, 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; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code (\$3,700).
- 8090 Conference and Meeting Expenses  
Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000).
- 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 (\$8,000); tires (\$6,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000).
- 8105 Fuel  
Provides funds for fueling of patrol vehicles (\$65,000).
- 8110 Equipment Maintenance  
Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$20,000).

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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 (\$4,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500).

8170 Professional Services

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

8180 Contract Services

Funds contracts that are provided for services such as: Pasadena Humane Society (\$125,139); All City Management Crossing Guards (\$120,667); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$19,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$28,989); 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 (\$30,000).

8210 P.O.S.T. Training Expense

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

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# **FIRE DEPARTMENT FISCAL YEAR 2018-19 BUDGET SNAPSHOT**

05.16.2018

## **OVERVIEW**

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.

For Fiscal Years 2018-19 we will be on track to complete the EOC remodel to optimized capability, complete the Local Hazard Mitigation Plan Update, host a total of five CERT courses for the community, and implement a CPR program with the local High School to teach the students the skillset.

During the current Fiscal Year (FY17-18) the Fire department overtime increased by approximately \$450,000 due to decrease in full time staff. This was offset by the unfilled full time positions within the department.

## **Notable Changes- Wages and Benefits**

While there are no significant increases to the salaries and no increases based on the Memorandum of Understanding there are increases associated with increased retirement costs and health benefit costs.

## **Notable Changes- Operations and Maintenance**

Increase in contract services by \$15,000 for blackboard connect, a community alerting system

## **Capital Outlay**

One time increase due to Emergency Operations Center (EOC) approved discretionary funds.

# DRAFT

## FIRE Department Summary

EXPENDITURE SUMMARY	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimated 2017/18	Proposed 2018/19
Wages & Benefits	3,455,487	3,703,997	4,153,646	4,108,289	4,160,119	4,456,550
Operations & Maintenance	979,294	875,182	863,595	509,600	450,943	511,700
Capital Outlay	36,482	84,384	981,038	10,000	100,000	120,000
<b>Total Expenses by Category</b>	<b>4,471,263</b>	<b>4,663,563</b>	<b>5,998,279</b>	<b>4,627,889</b>	<b>4,711,062</b>	<b>5,088,250</b>
[101-5011] Fire	4,467,061	4,626,740	5,031,694	4,592,889	4,611,062	4,948,250
[101-5012] Emergency Preparedness	-	36,516	23,505	35,000	100,000	140,000
[105-5011] Facilities & Equipment Replacement	-	-	943,080	-	-	-
[274-5019] Fire Grant	4,202	307	-	-	-	-
<b>Total Expenses by Program</b>	<b>4,471,263</b>	<b>4,663,563</b>	<b>5,998,279</b>	<b>4,627,889</b>	<b>4,711,062</b>	<b>5,088,250</b>

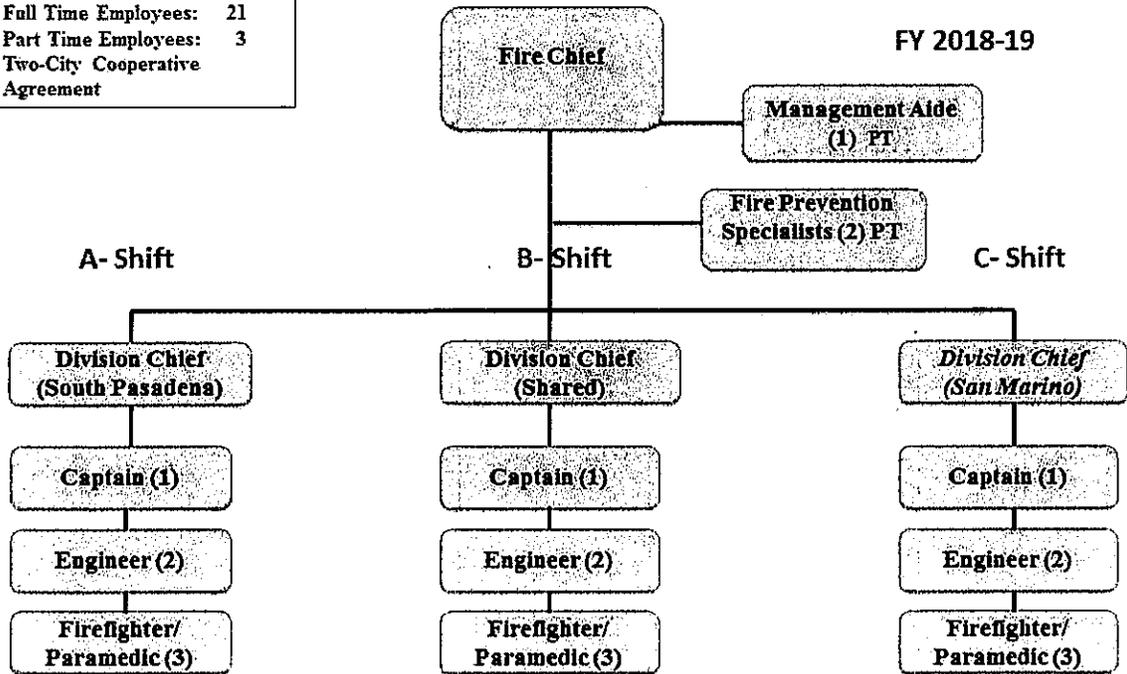
Fire Chief	1
Fire Division Chief	2
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic	9
<b>Total</b>	<b>21</b>

**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 2018-19



**DRAFT**

**Budget Detail**

**101-5011**

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	Salaries - Permanent	1,485,211	1,601,238	1,658,037	1,988,689	770,752	1,648,750	2,065,534
7010	Salaries - Temp / Part	48,858	48,663	42,559	60,000	25,180	47,811	60,000
7020	Overtime	570,949	525,404	763,523	530,000	523,441	957,216	530,000
7030	Overtime - FLSA	91,996	101,920	90,241	110,000	23,098	52,000	125,000
7040	Holiday	58,494	63,820	63,900	65,000	36,063	61,000	65,000
7045	Overtime - Special Detail	171,703	179,725	150,412	140,000	57,274	135,000	140,000
7060	IOD - Safety	109,616	46,890	22,880	-	9,105	25,000	-
7065	Fitness	6,200	7,500	5,700	9,000	3,100	3,100	9,000
7070	Leave Buyback	77,507	71,048	86,089	77,000	57,574	57,573	77,000
7100	Retirement	376,647	540,400	580,976	727,624	509,135	666,612	878,357
7108	Deferred Compensation	1,443	1,596	1,660	2,775	449	2,290	4,030
7110	Workers Compensation	274,358	304,017	498,017	170,203	132,279	266,277	176,780
7122	Unemployment Insurance	-	-	32	-	75	75	-
7130	Group Health Insurance	114,925	141,838	120,171	148,260	75,988	165,613	243,540
7140	Vision Insurance	3,463	4,346	3,685	4,800	1,907	4,034	5,040
7150	Dental Insurance	12,410	14,657	12,432	18,000	5,185	11,749	18,900
7160	Life Insurance	1,872	1,827	1,614	1,980	652	1,345	2,079
7170	FICA - Medicare	32,989	36,971	39,018	41,958	22,557	44,926	43,290
7180	Car/Uniform Allowance	12,644	12,137	12,700	13,000	9,748	9,748	13,000
<b>&lt;WAGES &amp; BENEFITS&gt;</b>		<b>3,451,285</b>	<b>3,703,997</b>	<b>4,153,646</b>	<b>4,108,289</b>	<b>2,263,562</b>	<b>4,160,119</b>	<b>4,456,550</b>
8000	Office Supplies	4,153	4,074	3,725	3,700	2,044	3,650	3,700
8010	Postage	820	892	965	1,000	208	800	1,000
8020	Special Department Expense	44,022	40,330	45,757	43,000	27,531	42,500	44,000
8025	Medical Supplies	25,464	21,801	27,304	25,000	11,563	25,500	31,000
8026	Hazardous Materials	1,973	2,018	1,327	1,500	-	500	700
8040	Advertising	-	-	-	-	-	-	-
8050	Printing/Duplicating	1,119	952	1,685	1,000	504	900	1,000
8060	Dues & Memberships	665	818	75	800	475	635	800
8080	Books & Periodicals	1,996	807	1,305	2,000	147	1,650	2,000
8090	Conference & Meeting Expense	527	-	79	500	750	1,500	1,500
8100	Vehicle Maintenance	45,820	47,867	52,789	37,500	24,207	38,500	37,500
8105	Fuel	-	-	-	12,500	8,930	13,000	13,500
8110	Equipment Maintenance	12,313	7,908	12,745	11,000	7,485	10,800	11,000
8120	Building Maintenance	11,844	10,889	10,523	10,000	876	9,500	10,000
8132	Uniform Expense/Cleaning	500	-	307	-	-	-	-
8134	Safety Clothing/Equipment	15,653	26,159	26,820	27,000	15,894	45,000	28,000
8150	Telephone	329	633	-	-	-	-	-
8170	Professional Services	24,584	22,819	33,546	33,600	7,712	48,600	36,000
8180	Contract Services	106,143	121,232	127,116	128,000	70,894	134,008	150,000
8183	Contract Services - Command Sharing	671,695	529,159	499,062	137,500	-	65,000	110,000
8200	Training Expense	9,674	11,354	9,195	9,000	7,424	8,900	10,000
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>		<b>979,294</b>	<b>849,712</b>	<b>854,325</b>	<b>484,600</b>	<b>186,646</b>	<b>450,943</b>	<b>491,700</b>
8520	Machinery & Equipment	36,232	73,031	23,723	-	337	-	-
8530	Computer Equipment	250	-	-	-	-	-	-
<b>&lt;CAPITAL OUTLAY&gt;</b>		<b>36,482</b>	<b>73,031</b>	<b>23,723</b>	<b>-</b>	<b>337</b>	<b>-</b>	<b>-</b>
<b>101-5011 Fire Total</b>		<b>4,467,061</b>	<b>4,626,740</b>	<b>5,031,694</b>	<b>4,592,889</b>	<b>2,450,545</b>	<b>4,611,062</b>	<b>4,948,250</b>

<b>Budget Detail</b>	<b>FIRE</b>	<b>101-5011</b>
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**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 (\$4,500); 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 (\$4,500).

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- 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 (\$18,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$10,000); and other medical supplies (\$3,000).
- 8026 Hazardous Materials  
Provides funding for the purchase of hazardous materials inspection and compliance materials (\$500) to maintain the department's Participating Agency inspections status Notices (\$200).
- 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 (\$1,500).
- 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 (\$6,750 Diesel fuel) and (\$6,750 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).

# DRAFT

- 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 (\$16,000). 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 (28,850), employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (3,150), Cal OSHA mandated respiratory protection annual testing (\$4,000).
- 8180 Contract Services  
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$135,000); and Black Board Connect Mass Notification System (\$15,000).
- 8183 Contract Services -- San Marino  
Provides funds for comprehensive shared Fire Command Staff with the City of San Marino (\$110,000).
- 8200 Training Expense  
Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$5,000). Includes use of multi-agency Training Tower (\$5,000).

# DRAFT

<b>Budget Detail</b>	<b>EMERGENCY PREPAREDNESS</b>	<b>101-5012</b>
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Acct	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8020	Special Department Expense	-	25,470	9,270	25,000	26	-	20,000
	<b>&lt;OPERATIONS &amp; MAINTENANCES&gt;</b>	-	25,470	9,270	25,000	26	-	20,000
8520	Machinery & Equipment	-	11,046	14,235	10,000	5,109	-	15,000
8523	EOC Equipment	-	-	-	-	-	100,000	105,000
	<b>&lt;CAPITAL OUTLAYS&gt;</b>	-	11,046	14,235	10,000	5,109	100,000	120,000
<b>[101-5012] Emergency Preparedness Total</b>		-	36,516	23,505	35,000	5,135	100,000	140,000

**EMERGENCY PREPAREDNESS**

**Budget Detail**

**101-5012**

**OPERATIONS & MAINTENANCE**

8020 Special Department Expense

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

**CAPITAL OUTLAY**

8520 Machinery and Equipment

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

8523 EOC Supplies

Provides funds for the remodel of the City's Emergency Operations Center. Remodel Includes updated communications, supplies, equipment and furniture (\$105,000).

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# **PUBLIC WORKS**

## **FISCAL YEAR 2018-19 BUDGET SNAPSHOT**

### **OVERVIEW**

The Public Works department is pleased to submit the Fiscal year 2018-19 budget proposal. Public Works Administration coordinates all activities of the Department, including Environmental Programs, 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.

The Parks Maintenance Division 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 provides 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 oversees maintenance and repair of 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.

### **Notable Changes- Wages and Benefits**

Increase in Wages and Benefits due to increase in retirement and health insurance.

1 FTE (Water Conservation/Environmental Analyst) moved to Public Works Department.

### **Notable Changes- Operations and Maintenance**

Increase in Public works administration account due to consolidation of account with environmental.

Increase in Contract Services due to annual increases and minimum wage increase, including landscape maintenance, janitorial and tree maintenance contracts.

Increase in Water division for purchase of MWD water (partially offset by decrease in water production/pumping) through enterprise account.

Increase in service costs at new Garfield Reservoir building, including phones, copier, elevator and landscape maintenance.

Increase for new tree planting program (\$25,000).

### **Capital Outlay**

Citywide Street Improvements- see CIP

War Memorial Building- see CIP

Wellhead Treatment- see CIP

Graves Reservoir- see CIP

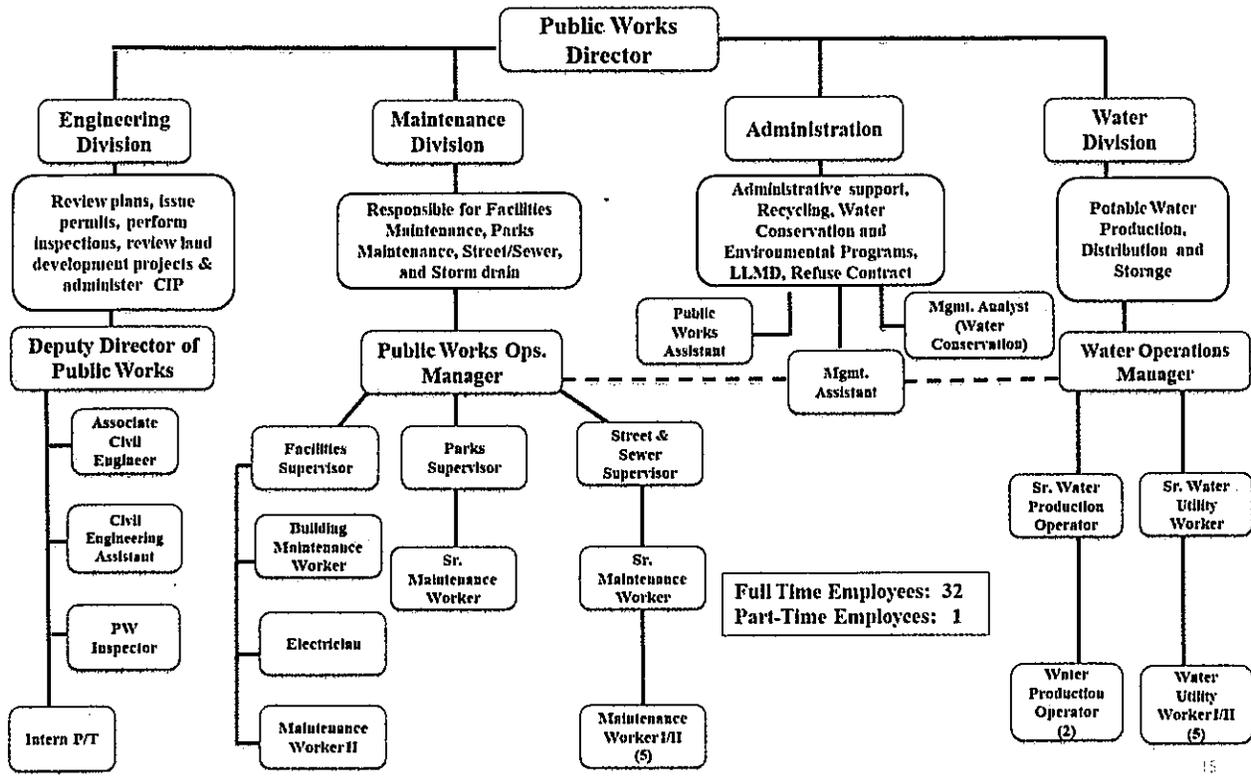
**PUBLIC WORKS**  
**Department Summary**

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2014/15	2015/16	2016/17	2017/18	2017/18	2018/19
Wages & Benefits	2,949,227	3,162,216	3,331,670	3,333,156	3,230,144	3,304,551
Operations & Maintenance	4,442,393	4,453,849	5,247,032	5,359,497	5,650,101	6,854,098
Capital Outlay	148,213	152,790	977,000	533,000	247,194	98,000
Other Expenses	15,395	33,512	-	-	-	-
<b>Total Expenses by Category</b>	<b>7,555,228</b>	<b>7,802,367</b>	<b>9,555,702</b>	<b>9,225,653</b>	<b>9,127,439</b>	<b>10,256,649</b>
[101-6015] Environmental Services	148,512	176,958	307,658	304,166	320,548	-
[101-6011] PW Admin & Engineering	423,981	485,049	515,878	499,453	501,270	781,588
[101-6410] Park Maintenance	367,340	409,997	513,703	532,230	522,081	547,550
[101-6601] Facilities Maintenance	660,346	654,372	695,155	739,674	761,682	818,503
[105-6116] Street Maintenance	-	-	-	50,000	-	-
[207-6011] PW Admin & Engineering	-	2,536	-	-	-	-
[210-6501] Sewer Operations	461,575	535,646	1,139,237	842,099	586,787	748,921
[210-9990] Unfunded Liabilities	199	29,599	-	-	-	-
[210-9997] Unfunded Liabilities	15,196	-	-	-	-	-
[215-6115] Traffic Signals	119,406	123,759	180,900	180,900	180,900	180,900
[215-6118] Sidewalk Maintenance	-	11,232	10,000	10,000	10,000	-
[215-6201] Street Lighting	204,541	260,207	309,800	235,700	240,186	233,100
[215-6310] Street Trees	508,678	535,130	592,985	614,526	549,319	569,283
[215-6416] Median Strips	63,523	32,462	64,000	64,000	64,000	64,000
[225-6801] Mission Oaks Parking District	-	-	-	-	-	-
[230-6116] Street Maintenance	713,449	549,729	808,225	636,608	759,832	617,252
[232-6301] Street Trees	8,390	177	-	-	-	-
[232-6417] Prop "A" Park Maintenance	15,587	39,341	3,900	43,500	45,400	63,500
[277-6011] PW Admin & Engineering	-	22,824	-	-	-	-
[310-6501] Sewer Operations	387,663	316,718	-	3,384	88,182	-
[500-6710] Water Distribution	975,179	1,018,512	1,295,271	1,325,859	1,237,860	1,169,148
[500-6711] Water Production	2,481,663	2,594,206	3,118,991	3,143,554	3,259,393	4,462,904
[500-9990] Unfunded Liabilities	-	3,913	-	-	-	-
<b>Total Expenses by Program</b>	<b>7,555,228</b>	<b>7,802,367</b>	<b>9,555,702</b>	<b>9,225,653</b>	<b>9,127,439</b>	<b>10,256,649</b>

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
<b>Total</b>	<b>32</b>

# PUBLIC WORKS

## Department Description and Authorized Positions



Full Time Employees: 32  
Part-Time Employees: 1

**PUBLIC WORKS ADMINISTRATION**

**Budget Detail**

**101-6011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	239,918	248,637	246,619	266,396	136,620	288,506	353,821
7010	000	Salaries - Temp / Part	2,197	-	9,919	20,000	8,750	15,000	20,000
7020	000	Overtime	160	206	195	-	-	-	-
7070	000	Leave Buyback	1,584	9,382	2,787	3,500	3,968	4,000	3,500
7100	000	Retirement	35,127	43,523	45,404	58,668	41,853	53,744	76,340
7108	000	Deferred Compensation	1,083	1,099	488	969	149	892	1,296
7110	000	Workers Compensation	12,521	15,083	14,576	6,513	3,869	7,731	7,859
7130	000	Group Health Insurance	17,876	23,264	18,847	22,155	12,728	24,121	34,275
7140	000	Vision Insurance	450	626	580	708	340	658	936
7150	000	Dental Insurance	1,748	2,259	1,969	2,655	1,148	2,321	3,510
7160	000	Life Insurance	266	290	243	292	129	275	386
7170	000	FICA - Medicare	3,445	3,785	4,178	4,152	2,747	5,577	5,420
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>316,375</b>	<b>348,154</b>	<b>345,805</b>	<b>386,008</b>	<b>212,301</b>	<b>402,825</b>	<b>507,343</b>
8000	000	Office Supplies	27	697	905	1,000	716	1,000	1,000
8010	000	Postage	1,810	2,160	1,223	1,500	478	1,500	2,000
8020	000	Special Department Expense	9,215	9,031	8,524	9,940	5,865	9,940	134,040
8040	000	Advertising	4,539	3,092	812	1,800	465	1,800	4,300
8050	000	Printing/Duplicating	13,908	4,105	5,090	6,000	290	6,000	7,500
8060	000	Dues & Memberships	1,182	794	408	1,715	20	1,715	1,915
8090	000	Conference & Meeting Expense	-	-	1,224	1,700	963	1,700	3,700
8100	000	Vehicle Maintenance	2,653	1,749	1,519	1,500	1,506	1,500	1,500
8110	000	Equipment Maintenance	383	839	261	290	194	290	290
8170	000	Professional Services	70,058	111,384	6,616	88,000	2,263	88,000	108,000
8180	000	Contract Services	595	-	-	-	276	-	10,000
8300	000	Lease Payment	3,236	3,044	397	-	-	-	-
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>107,606</b>	<b>136,895</b>	<b>26,979</b>	<b>113,445</b>	<b>19,035</b>	<b>113,445</b>	<b>274,245</b>
<b>101-6011 PW Admin &amp; Engineering Total</b>			<b>423,981</b>	<b>485,049</b>	<b>372,784</b>	<b>499,453</b>	<b>225,336</b>	<b>516,270</b>	<b>781,588</b>

<b>PUBLIC WORKS ADMINISTRATION</b>
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<b>Budget Detail</b>	<b>101-6011</b>
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**PERSONNEL SERVICES**

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

**OPERATIONS & MAINTENANCE**

- 8000 Office Supplies  
Provides funds for department office supplies (\$1,000).
- 8010 Postage  
Provides funds for City mailings and overnight deliveries (\$1,500). Provides funds for citywide mass mailings concerning environmental programs (\$500).
- 8020 Department Expense  
Provides funds for Public Works Engineering supplies and services including computer supplies, county assessor maps, and data updates. In addition, includes Environmental Programs supplies and services. Annual Realquest Assessor Parcel Map software subscription (\$3,600); Annual Autocad Map software subscription renewal (\$1,090); ESRI ArcMap GIS software subscription renewal (\$2,000); County Recorder recording fees (\$750); Comcate software subscription (\$2,300); Cell phone service (\$1,000); 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); Promotional items related to environmental programs (\$2,500).

# DRAFT

- 8040 Advertising  
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,800). Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper (\$2,500).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials. Utility bill insert (\$600). Business cards (\$150). Reprographic costs for oversized maps and plans (\$1,150). Costs for duplications of plans and specifications for bidding purposes (\$4,100). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents. Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director. Similar membership fees for the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); National Arbor Foundation Membership (\$25). Books (\$400) and seminars (\$400). Professional Engineer's license renewals (\$230). Provides funds for membership fees, dues, subscriptions, and publications of professional organizations related to advancing environmental protection and concerns (\$200).
- 8090 Conference and Meeting Expense  
Provides funds for conference registration and meeting expenses for APWA meeting (\$600); San Gabriel Valley Council of Governments Technical Advisory Committee meetings (\$300); City & County Engineers Association (\$300) and other seminars (\$500). Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$2,000).
- 8100 Vehicle Maintenance and Operations  
Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$1,500).
- 8110 Equipment Maintenance  
Public Works share of postage machine rental (\$290).
- 8170 Professional Services  
Professional on-call traffic engineering services and studies (\$30,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Also funds plan checking and general on-call engineering services (\$25,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts. Provides for the cost of professional services to achieve full compliance with the NPDES permit and other environmental programs. NPDES consultant services (\$45,000).
- 8180 Contract Services  
Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance.

# PARK MAINTENANCE

Budget Detail

101-6410

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	88,740	92,835	71,521	98,041	41,867	93,884	97,374
7010	000	Salaries - Temp / Part	-	-	-	-	-	-	-
7020	000	Overtime	1,895	3,180	1,218	2,000	331	2,000	2,000
7040	000	Holiday	-	132	108	-	-	-	-
7055	000	IOD - Non Safety	-	-	194	-	-	-	-
7070	000	Leave Buyback	291	2,098	4,618	1,500	588	1,500	-
7100	000	Retirement	13,268	15,084	15,520	21,591	14,324	18,094	17,692
7108	000	Deferred Compensation	308	226	213	275	41	245	276
7110	000	Workers Compensation	6,871	8,341	6,773	3,506	1,809	3,892	3,476
7130	000	Group Health Insurance	6,818	9,378	6,834	10,395	5,448	12,075	16,320
7140	000	Vision Insurance	260	350	232	324	150	311	324
7150	000	Dental Insurance	775	1,006	800	1,215	296	829	1,215
7160	000	Life Insurance	131	120	93	133	35	72	133
7170	000	FICA - Medicare	1,277	1,487	1,096	1,450	614	1,324	1,440
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>120,634</b>	<b>134,237</b>	<b>109,220</b>	<b>140,430</b>	<b>65,503</b>	<b>134,226</b>	<b>140,250</b>
8000	000	Office Supplies	523	391	641	800	229	800	800
8020	000	Special Department Expense	23,637	21,552	29,050	25,500	16,906	31,055	25,500
8100	000	Vehicle Maintenance	1,762	2,522	1,032	1,500	541	1,500	1,500
8110	000	Equipment Maintenance	772	915	1,027	2,500	428	2,500	2,500
8140	000	Utilities	38,927	37,096	38,043	40,000	16,928	40,000	40,000
8170	000	Professional Services	19,874	-	9,115	15,000	5,060	15,000	15,000
8180	000	Contract Services	148,351	202,583	216,093	275,000	71,512	285,500	310,500
8200	000	Training Expense	120	122	-	1,500	116	1,500	1,500
8262	000	Graffiti Removal	12,740	10,579	10,643	10,000	3,714	10,000	10,000
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>246,706</b>	<b>275,760</b>	<b>305,644</b>	<b>371,800</b>	<b>115,434</b>	<b>387,855</b>	<b>407,300</b>
8520	000	Machinery & Equipment	-	-	-	20,000	-	-	-
8530	000	Computer Equipment	-	-	-	-	-	-	-
<b>&lt;CAPITAL OUTLAY&gt;</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>6410 Park Maintenance Total</b>			<b>367,340</b>	<b>409,997</b>	<b>414,864</b>	<b>532,230</b>	<b>180,937</b>	<b>522,081</b>	<b>547,550</b>

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

# DRAFT

8180 Contract Services

Provides funds for partial cost of contracted services by LandCare to maintain the parks and playing fields, including irrigation system repairs (\$220,000). 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). Landscape 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).

# FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	212,735	206,211	243,886	247,119	121,279	253,860	235,382
7020	000	Overtime	2,566	1,874	2,912	2,500	369	2,500	2,500
7040	000	Holiday	-	-	-	-	-	-	-
7070	000	Leave Buyback	190	2,262	3,555	1,500	2,433	2,500	1,500
7100	000	Retirement	28,227	33,113	40,753	46,494	34,336	46,425	51,069
7108	000	Deferred Compensation	211	163	213	275	41	245	276
7110	000	Workers Compensation	18,191	19,615	25,076	11,363	6,234	12,493	10,778
7130	000	Group Health Insurance	20,922	25,173	26,449	28,020	15,773	33,357	35,265
7140	000	Vision Insurance	621	766	769	888	389	778	888
7150	000	Dental Insurance	2,316	2,772	3,805	3,330	1,413	2,839	3,330
7160	000	Life Insurance	354	353	362	366	181	364	366
7170	000	FICA - Medicare	2,973	3,024	3,412	3,619	1,762	3,621	3,449
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>289,306</b>	<b>295,326</b>	<b>351,192</b>	<b>345,474</b>	<b>184,211</b>	<b>358,982</b>	<b>344,803</b>
8000	000	Office Supplies	20	1,440	820	1,200	215	1,200	1,200
8020	000	Special Department Expense	45,059	39,411	17,693	45,000	19,858	45,000	45,000
8060	000	Dues & Memberships	-	138	-	700	-	700	700
8100	000	Vehicle Maintenance	1,767	1,403	1,491	1,500	416	1,500	1,500
8110	000	Equipment Maintenance	1,492	2,400	810	1,500	248	1,500	1,500
8120	000	Building Maintenance	73,444	75,110	79,708	70,000	13,767	70,000	70,000
8130	000	Small Tools	1,263	2,108	370	3,000	-	3,000	3,000
8132	000	Uniform Expense/Cleaning	1,503	1,559	1,171	2,000	984	2,000	2,000
8134	000	Safety Clothing/Equipment	1,027	1,279	1,211	1,200	224	1,200	1,200
8140	000	Utilities	88,991	83,646	83,705	144,600	54,700	144,600	144,600
8180	000	Contract Services	144,001	144,218	141,363	112,000	68,546	133,000	203,000
8200	000	Training Expense	-	1,333	-	1,500	-	1,500	1,500
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>358,567</b>	<b>354,045</b>	<b>328,342</b>	<b>384,200</b>	<b>158,957</b>	<b>405,200</b>	<b>475,200</b>
8520	000	Machinery & Equipment	12,473	5,001	3,483	10,000	-	-	-
<b>&lt;CAPITAL OUTLAYS&gt;</b>			<b>12,473</b>	<b>5,001</b>	<b>3,483</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>[101-6601] Facilities Maintenance Total</b>			<b>660,346</b>	<b>654,372</b>	<b>683,017</b>	<b>739,674</b>	<b>343,167</b>	<b>764,182</b>	<b>820,007</b>

<b>FACILITIES MAINTENANCE</b>
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<b>Budget Detail</b>	<b>101-6601</b>
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**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 (\$15,000), elevators (\$9,000), pest control services (\$4,800), locksmith service (\$2,000), and generator maintenance (\$10,000). Additional repairs costs for HVAC system repairs (\$5,000), electrical repairs (\$5,000), painting (\$3,500), plumbing services (\$7,000), garage door and motorized gate maintenance and part replacements (\$5,000), and emergency service response (\$3,700).

# DRAFT

- 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 (\$180,000). The remainder of this contract is charged to 232-6471-8180. CNG annual maintenance contract (\$3,000) and CNG station repairs (\$5,000). Annual underground service tank (UST) inspections and cleaning (\$15,000).
- 8200 Training Expenses  
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). CNG station, safety and HVAC trainings (\$1,000).

## SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	222,047	293,965	280,881	322,778	129,916	251,143	317,396
7010	000	Salaries - Temp / Part	116	-	-	-	-	-	-
7020	000	Overtime	4,228	(362)	3,762	3,000	1,203	3,000	3,000
7040	000	Holiday	-	-	662	-	450	-	-
7070	000	Leave Buyback	2,495	7,135	10,267	2,500	3,385	-	-
7100	000	Retirement	32,572	456	50,199	60,495	42,162	52,576	75,446
7108	000	Deferred Compensation	818	1,068	962	1,536	163	830	1,077
7110	000	Workers Compensation	14,707	21,059	21,293	10,551	4,553	8,572	10,348
7120	000	Disability Insurance	99	-	397	-	-	-	-
7130	000	Group Health Insurance	18,772	29,300	26,010	32,431	12,297	24,244	34,174
7131	000	Retiree Health Insurance	10,943	40,885	-	12,000	-	16,739	16,800
7140	000	Vision Insurance	498	888	734	1,058	338	655	1,058
7150	000	Dental Insurance	1,861	3,083	2,592	3,969	1,148	2,300	3,969
7160	000	Life Insurance	304	396	370	436	152	314	436
7170	000	FICA - Medicare	3,182	4,360	4,234	4,723	1,999	3,842	4,645
9997	000	OPEB Expense	15,196	-	-	-	-	-	-
9990	000	Pension Expense	199	29,599	-	-	-	-	-
		<WAGES & BENEFITS>	328,037	431,832	402,363	455,477	197,766	364,215	468,349
8000	000	Office Supplies	378	600	338	600	306	600	600
8010	000	Postage	545	-	-	600	-	600	600
8020	000	Special Department Expense	20,633	18,123	12,541	27,000	5,753	27,000	27,000
8050	000	Printing/Duplicating	-	-	-	200	-	200	200
8060	000	Dues & Memberships	500	-	255	500	-	500	500
8090	000	Conference & Meeting Expense	-	-	220	800	-	800	800
8100	000	Vehicle Maintenance	14,262	17,559	6,090	15,000	1,172	7,000	15,000
8110	000	Equipment Maintenance	-	-	1,795	5,000	-	5,000	5,000
8120	000	Building Maintenance	500	1,200	-	1,200	-	1,200	1,200
8130	000	Small Tools	-	-	-	1,500	-	1,500	1,500
8132	000	Uniform Expense/Cleaning	1,665	539	570	1,200	316	1,200	1,200
8134	000	Safety Clothing/Equipment	213	646	644	1,000	-	1,000	1,000
8170	000	Professional Services	12,432	-	-	30,000	-	30,000	30,000
8180	000	Contract Services	16,167	15,486	18,112	100,000	4,380	50,000	100,000
8191	000	Liability & Surety Bonds	12,488	9,768	11,947	12,000	25,950	25,950	25,950
8200	000	Training Expense	-	470	-	1,000	312	1,000	1,000
8301	000	Copier Usage Charges	-	-	-	-	-	-	-
8400	000	Overhead Allocation	69,022	69,022	69,022	69,022	-	69,022	69,022
		<OPERATIONS & MAINTENANCE>	148,805	133,413	121,534	266,622	38,189	222,572	280,572
8540	000	Automotive Equipment	128	-	650	120,000	-	-	-
		<CAPITAL OUTLAY>	128	-	650	120,000	-	-	-
[210-6501] Sewer Operations Total			476,970	565,245	524,547	842,099	235,955	586,787	748,921

## 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.
- 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 &amp; 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).

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- 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% share of the City's liability insurance costs (\$25,950). The remaining portions are paid out of General Fund (60%), Water Fund (25%), and LLD (10%).
- 8200 Employee Training  
Provides for training seminars and workshops related to sewer maintenance (\$1,000).
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund (\$69,022).

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**TRAFFIC SIGNALS**

**Budget Detail**

**215-6115**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8020	000	Special Department Expense	9,486	24,538	9,040	30,900	900	30,900	30,900
8140	000	Utilities	42,278	37,764	43,963	60,000	14,376	60,000	60,000
8180	000	Contract Services	49,152	50,148	87,966	70,000	20,533	70,000	70,000
<b>&lt;OPERATIONS &amp; MAINTENANCES&gt;</b>			<b>100,916</b>	<b>112,450</b>	<b>140,969</b>	<b>160,900</b>	<b>35,808</b>	<b>160,900</b>	<b>160,900</b>
8520	000	Machinery & Equipment	18,490	11,309	11,895	20,000	24,037	20,000	20,000
<b>&lt;CAPITAL OUTLAY&gt;</b>			<b>18,490</b>	<b>11,309</b>	<b>11,895</b>	<b>20,000</b>	<b>24,037</b>	<b>20,000</b>	<b>20,000</b>
<b>[215-6115] Traffic Signals Total</b>			<b>119,406</b>	<b>123,759</b>	<b>152,864</b>	<b>180,900</b>	<b>59,845</b>	<b>180,900</b>	<b>180,900</b>

**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).

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**STREET LIGHTING**

**Budget Detail**

**215-6201**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8000	000	Office Supplies	500	1,288	380	600	170	600	600
8020	000	Special Department Expense	29,007	40,093	14,325	45,500	13,809	45,500	45,500
8100	000	Vehicle Maintenance	5,431	4,843	4,397	7,500	1,149	7,500	7,500
8110	000	Equipment Maintenance	454	-	1,050	3,000	-	3,000	3,000
8130	000	Small Tools	1,124	904	1,268	1,000	-	1,000	1,000
8132	000	Uniform Expense/Cleaning	1,290	1,258	921	1,500	612	1,500	1,500
8134	000	Safety Clothing/Equipment	206	1,109	336	800	224	800	800
8140	000	Utilities	138,353	167,575	140,334	165,000	63,841	165,000	165,000
8170	000	Professional Services	3,200	23,600	23,181	10,000	7,086	14,486	7,400
8191	000	Liability & Surety Bonds	24,976	19,537	23,894	-	-	-	-
8200	000	Training Expense	-	-	-	800	-	800	800
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>204,541</b>	<b>260,207</b>	<b>210,086</b>	<b>235,700</b>	<b>86,889</b>	<b>240,186</b>	<b>233,100</b>
8520	000	Machinery & Equipment	-	-	-	-	-	-	-
<b>&lt;CAPITAL OUTLAY&gt;</b>									
<b>[215-6201] Street Lighting Total</b>			<b>204,541</b>	<b>260,207</b>	<b>210,086</b>	<b>235,700</b>	<b>86,889</b>	<b>240,186</b>	<b>233,100</b>

**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 (\$7,400).
- 8200 Training Expense  
Provides for training seminars and workshops related to street lighting systems (\$800).

## STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	190,029	187,703	116,227	118,292	60,619	128,886	117,784
7020	000	Overtime	2,487	5,900	2,355	3,000	830	3,000	3,000
7040	000	Holiday	-	132	260	-	86	-	-
7055	000	IOD - Non Safety	-	-	324	-	-	-	-
7070	000	Leave Buyback	2,353	3,099	3,569	3,000	1,674	-	-
7100	000	Retirement	26,729	32,107	19,762	22,653	16,550	21,840	15,832
7108	000	Deferred Compensation	194	127	100	107	16	94	106
7110	000	Workers Compensation	15,317	17,292	10,517	4,978	2,722	5,555	4,962
7130	000	Group Health Insurance	18,302	21,905	11,218	11,658	6,831	14,296	16,818
7131	000	Retiree Health Insurance	14,958	14,783	-	-	-	-	-
7140	000	Vision Insurance	577	673	377	432	208	425	432
7150	000	Dental Insurance	2,053	2,395	1,321	1,620	613	1,381	1,620
7160	000	Life Insurance	304	305	176	178	79	159	178
7170	000	FICA - Medicare	2,623	2,857	1,710	1,758	931	1,883	1,751
		<WAGES & BENEFITS>	275,926	289,278	167,916	167,676	91,157	177,519	162,483
8000	000	Office Supplies	-	246	115	500	19	500	500
8010	000	Postage	-	-	-	50	-	-	-
8020	000	Special Department Expense	8,116	5,609	938	15,000	362	15,000	25,000
8040	000	Advertising	-	-	-	200	200	200	200
8060	000	Dues & Memberships	-	-	-	400	135	400	400
8090	000	Conference & Meeting Expense	-	-	-	200	-	200	200
8100	000	Vehicle Maintenance	6,864	7,346	1,458	15,000	1,992	15,000	15,000
8110	000	Equipment Maintenance	3,842	102	164	3,000	100	3,000	3,000
8130	000	Small Tools	2,257	1,509	591	3,000	-	3,000	3,000
8132	000	Uniform Expense/Cleaning	2,749	1,783	1,614	2,100	862	2,100	2,100
8134	000	Safety Clothing/Equipment	374	219	352	1,600	454	1,600	1,600
8170	000	Professional Services	9,101	10,000	4,365	15,000	-	15,000	15,000
8180	000	Contract Services	192,021	210,703	215,473	230,000	17,671	230,000	230,000
8181	000	In-Lieu Tree Planting	7,118	8,235	475	10,000	-	10,000	10,000
8184	000	Annual Tree Planting	-	-	-	-	-	-	25,000
8200	000	Training Expense	310	100	75	800	54	800	800
		<OPERATIONS & MAINTENANCE>	232,752	245,852	225,620	296,850	21,850	296,800	331,800
9181	000	Removal/Replacement Tree Program	-	-	90,055	150,000	-	75,000	75,000
		<CAPITAL OUTLAY>	-	-	90,055	150,000	-	75,000	75,000
[215-6310] Street Trees Total			508,678	535,130	483,591	614,526	113,007	549,319	569,283

<b>STREET TREE MAINTENANCE</b>
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<b>Budget Detail</b>	<b>215-6310</b>
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**PERSONNEL SERVICES**

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

**OPERATIONS & MAINTENANCE**

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

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- 8132 Uniforms and Equipment  
Provides for the purchase and service of City supplied uniforms (\$2,100).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, and gloves (\$1,600).
- 8170 Professional Services  
Provides the cost of a miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$3,700). Certified Arborist as needed (\$10,800).
- 8180 Contract Services  
Routine tree maintenance services rendered under contract for tree trimming and annual grid pruning, and removal of trees (\$230,000).
- 8181 In-Lieu Tree Planting  
Miscellaneous tree planting (\$10,000). The charges to this account are offset by residents paying for the cost of the trees into a revenue account.
- 8184 Annual Tree Planting  
Annual Citywide tree planting (\$25,000).
- 8200 Training  
Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

### CAPITAL OUTLAY

- 9181 Capital Outlay  
Remove aged/distressed trees and plant replacement trees (\$75,000).

**MEDIAN STRIPS**

**Budget Detail**

**215-6416**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8020	000	Special Department Expense	3,375	2,388	542	3,500	189	3,500	3,500
8180	000	Contract Services	60,148	30,074	42,380	60,500	20,633	60,500	60,500
		<OPERATIONS & MAINTENANCE>	63,523	32,462	42,922	64,000	20,821	64,000	64,000
215-6416		Median Strips Total	63,523	32,462	42,922	64,000	20,821	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	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	310,836	233,870	276,843	298,991	143,533	301,644	299,292
7020	000	Overtime	4,748	5,183	4,428	4,000	2,585	4,000	4,000
7040	000	Holiday	224	-	831	-	1,019	1,500	1,500
7055	000	IOD - Non Safety	-	-	129	-	-	-	-
7070	000	Leave Buyback	2,998	3,655	3,005	3,000	5,635	6,000	3,000
7100	000	Retirement	39,660	37,729	48,731	58,770	41,900	53,967	55,092
7108	000	Deferred Compensation	432	341	312	383	57	339	382
7110	000	Workers Compensation	25,558	21,113	26,008	12,016	7,049	14,025	12,049
7130	000	Group Health Insurance	34,757	32,533	29,878	33,153	15,711	31,383	33,288
7131	000	Retiree Health Insurance	16,388	17,672	-	17,672	-	-	-
7140	000	Vision Insurance	1,127	1,022	1,030	1,236	537	1,077	1,236
7150	000	Dental Insurance	3,817	3,306	3,254	4,635	1,829	3,803	4,635
7160	000	Life Insurance	597	439	421	509	248	498	509
7170	000	FICA - Medicare	4,299	3,504	4,078	4,393	2,302	4,582	4,419
		<WAGES & BENEFITS>	445,441	360,367	398,948	438,758	222,404	422,818	419,402
8000	000	Office Supplies	324	1,000	610	1,000	261	1,000	1,000
8020	000	Special Department Expense	101,354	81,766	66,004	80,000	28,300	80,000	80,000
8060	000	Dues & Memberships	500	-	419	300	-	300	300
8100	000	Vehicle Maintenance	34,189	24,984	13,157	20,000	3,700	10,000	20,000
8110	000	Equipment Maintenance	9,245	1,943	442	6,400	3,202	6,400	6,400
8130	000	Small Tools	-	380	260	3,000	3,000	3,000	3,000
8132	000	Uniform Expense/Cleaning	2,361	2,400	3,665	3,000	1,450	3,000	3,000
8134	000	Safety Clothing/Equipment	1,976	1,617	866	1,750	250	1,720	1,750
8170	000	Professional Services	-	-	2,100	2,000	-	2,000	2,000
8180	000	Contract Services	22,318	75,095	29,830	80,000	35,779	80,000	80,000
8200	000	Training Expense	-	177	-	400	172	400	400
		<OPERATIONS & MAINTENANCE>	172,267	189,362	117,353	197,850	76,113	187,820	197,850
8540	000	Automotive Equipment	95,741	-	-	-	-	149,194	-
		<CAPITAL OUTLAY>	95,741	-	-	-	-	149,194	-
[230-6116] Street Maintenance Total			713,449	549,729	516,301	636,608	298,517	759,832	617,252
230 - STATE GAS TAX TOTAL			713,449	549,729	516,301	636,608	298,517	759,832	617,252

**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).

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- 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).

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**PROP A PARK MAINTENANCE**

Budget Detail

232-6417

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8020	000	Special Department Expense	8,809	15,385	94,042	25,000	3,090	25,000	25,000
8110	000	Equipment Maintenance	139	-	5,541	5,000	3,638	5,200	5,000
8140	000	Utilities	1,717	1,101	1,119	3,500	481	1,200	3,500
8170	000	Professional Services	-	7,603	-	-	-	-	-
8180	000	Contract Services	4,922	15,252	19,860	10,000	9,312	14,000	30,000
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>15,587</b>	<b>39,341</b>	<b>120,562</b>	<b>43,500</b>	<b>16,521</b>	<b>45,400</b>	<b>63,500</b>
<b>232-6417 Prop "A" Park Maintenance Total</b>			<b>15,587</b>	<b>39,341</b>	<b>120,562</b>	<b>43,500</b>	<b>16,521</b>	<b>45,400</b>	<b>63,500</b>

**PROP A PARK MAINTENANCE**

**Budget Detail**

**232-6417**

**OPERATIONS & MAINTENANCE**

8020 Special Department Expenses

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

8140 Equipment Maintenance

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

8140 Utilities

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

8180 Contract Services

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

**WATER DISTRIBUTION**

**Budget Detail**

**500-6710**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	434,558	491,433	519,985	522,946	262,030	524,141	455,663
7020	000	Overtime	39,295	28,311	24,624	-	15,410	30,000	30,000
7040	000	Holiday	356	-	592	-	461	500	-
7055	000	IOD - Non Safety	-	-	-	-	747	800	-
7070	000	Leave Buyback	5,932	5,642	12,183	-	5,434	6,000	3,000
7100	000	Retirement	66,111	2,691	94,024	113,256	79,821	101,660	105,591
7108	000	Deferred Compensation	1,431	1,836	1,911	3,239	262	1,339	1,658
7110	000	Workers Compensation	35,833	41,112	43,391	19,266	11,289	22,041	16,593
7120	000	Disability Insurance	-	-	851	-	-	-	-
7130	000	Group Health Insurance	35,699	52,215	45,227	49,110	26,239	53,450	44,874
7131	000	Retiree Health Insurance	26,561	89,914	-	28,640	-	27,900	28,000
7140	000	Vision Insurance	1,221	1,785	1,580	1,764	815	1,648	1,620
7150	000	Dental Insurance	3,939	5,014	4,971	6,615	2,041	4,176	6,075
7160	000	Life Insurance	717	723	725	727	322	631	668
7170	000	FICA - Medicare	6,940	7,891	7,986	7,582	4,228	8,159	7,042
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>658,593</b>	<b>728,567</b>	<b>758,050</b>	<b>753,145</b>	<b>409,100</b>	<b>782,445</b>	<b>700,784</b>
8000	000	Office Supplies	625	577	590	1,500	172	3,400	3,700
8010	000	Postage	-	-	-	200	-	200	200
8020	000	Special Department Expense	54,174	37,949	43,075	120,000	12,455	120,000	120,000
8050	000	Printing/Duplicating	572	311	540	2,000	311	2,000	2,000
8060	000	Dues & Memberships	55	-	-	700	-	700	700
8070	000	Mileage/Auto Allowance	634	1,065	1,446	1,500	655	1,500	1,500
8090	000	Conference & Meeting Expense	-	-	75	200	-	200	200
8100	000	Vehicle Maintenance	25,702	17,263	14,130	15,000	2,813	12,250	12,250
8110	000	Equipment Maintenance	3,388	2,620	4,166	10,000	3,078	10,000	10,000
8120	000	Building Maintenance	500	-	-	500	-	1,000	1,500
8130	000	Small Tools	3,872	2,415	4,128	10,000	33	10,000	10,000
8132	000	Uniform Expense/Cleaning	2,735	3,303	4,751	4,500	1,986	4,500	4,500
8134	000	Safety Clothing/Equipment	967	4,964	763	2,500	1,681	2,500	2,500
8140	000	Utilities	7,407	8,819	7,598	10,000	6,739	11,000	11,000
8150	000	Telephone	10,661	9,487	16,039	10,000	(1,074)	20,200	20,200
8170	000	Professional Services	-	-	-	20,000	-	20,000	20,000
8180	000	Contract Services	-	15,594	14,693	20,000	21,550	34,000	46,000
8191	000	Liability & Surety Bonds	62,440	48,842	59,735	60,000	77,851	77,851	78,000
8200	000	Training Expense	1,001	230	788	2,000	-	2,000	2,000
8229	000	Taxes	3,358	3,417	3,481	5,000	3,512	5,000	5,000
8400	000	Overhead Allocation	117,114	117,114	117,114	117,114	-	117,114	117,114
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>295,205</b>	<b>273,970</b>	<b>293,112</b>	<b>412,714</b>	<b>131,765</b>	<b>455,415</b>	<b>468,364</b>
8530	000	Computer Equipment	-	-	8,164	-	-	-	-
8540	000	Automotive Equipment	(29)	-	-	160,000	-	-	-
8570	000	Water Sales	-	-	-	-	-	-	-
8572	000	Meters	5,074	3,903	11,524	-	-	-	-
8573	000	Fire Hydrants	12,856	11,012	-	-	-	-	-
8574	000	Valves	3,480	1,060	2,629	-	-	-	-
<b>&lt;CAPITAL OUTLAY&gt;</b>			<b>21,381</b>	<b>15,975</b>	<b>22,317</b>	<b>160,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>[500-6710] Water Distribution Total</b>			<b>975,179</b>	<b>1,018,512</b>	<b>1,073,479</b>	<b>1,325,859</b>	<b>540,865</b>	<b>1,237,860</b>	<b>1,169,148</b>

<b>Budget Detail</b>	<b>WATER DISTRIBUTION</b>	<b>500-6710</b>
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**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 (\$2,900).
- 8010 Postage  
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense  
Provides for underground service alert fees (\$1,500), staff physical exams and Class B driver license renewals (\$500), miscellaneous parts and supplies (\$3,000), purchase of materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,400), sand, base and asphalt (\$10,000), backflow device testing and repair (\$4,000), gate valves to replace broken valves (12 valves are estimated) that are found during the routine valve maintenance program (\$15,000), replacement fire hydrants and installation of new fire hydrants where required to improve fire protection (12 hydrants are estimated), including all material such as sleeves, valves, and pipe (\$22,000), cellular phone monthly service charge (\$1,200) and Division share of natural gas costs for CNG vehicles (\$2,400). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540.
- 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,

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and routine maintenance of division vehicles (\$10,000) and smog certifications (\$2,250).

- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City owned equipment including generator, ditch pumps, tapping machine, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) and upgrade meter reading device and program (\$5,000).
- 8120 Building Maintenance  
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies including elevator maintenance at Garfield Reservoir (\$1,500).
- 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 Garfield Water Distribution Facility and all water sites by Southern California Edison (\$11,000).
- 8150 Telephone  
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites (\$20,200).
- 8170 Professional Services  
Provides for professional services to update the water GIS to include water services and meters (\$20,000).
- 8180 Contract Services  
Provides for emergency contract work to repair and replace water mains, valves, fire hydrants, and water services that cannot be handled in-house (\$10,000), and Garfield Water Distribution Facility janitorial services (\$12,000) and landscaping contract services for water facilities (\$24,000).
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 25% share of the City's liability insurance costs (\$78,000). The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLMD (10%).
- 8200 Training Expense  
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$1,500) and State Water Resources Control Board operator certifications (\$500).

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8229 Taxes

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

8400 Overhead Allocation

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

**WATER PRODUCTION**

**Budget Detail**

**500-6711**

Acct	Fsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries -Permanent	291,730	316,501	360,519	368,261	159,811	305,488	359,049
7020	000	Overtime	24,025	26,986	31,602	-	12,239	25,000	25,000
7040	000	Holiday	3,786	3,468	4,269	-	2,382	-	-
7070	000	Leave Buyback	3,790	3,569	7,475	-	4,428	-	-
7100	000	Retirement	44,967	1,547	67,512	81,102	56,761	69,972	83,337
7108	000	Deferred Compensation	798	981	1,049	500	183	932	1,003
7110	000	Workers Compensation	27,019	31,636	37,564	16,357	8,272	16,223	14,691
7130	000	Group Health Insurance	23,253	27,026	29,531	32,709	14,597	27,921	39,609
7131	000	Retiree Health Insurance	26,561	89,914	-	28,640	-	27,900	28,000
7140	000	Vision Insurance	843	952	943	1,236	413	791	1,236
7150	000	Dental Insurance	2,954	3,555	3,777	4,635	1,686	3,238	4,635
7160	000	Life Insurance	442	464	485	509	202	395	509
7170	000	FICA - Medicare	4,583	5,178	8,767	5,339	2,650	4,966	5,568
		<b>&lt;WAGES &amp; BENEFITS&gt;</b>	<b>454,751</b>	<b>511,777</b>	<b>550,493</b>	<b>539,288</b>	<b>263,623</b>	<b>482,826</b>	<b>562,637</b>
8000	000	Office Supplies	549	1,826	1,108	1,500	178	3,000	1,500
8010	000	Postage	50	51	-	200	-	-	200
8020	000	Special Department Expense	27,441	29,744	26,723	17,000	12,116	21,000	22,500
8050	000	Printing/Duplicating	70	570	1,182	2,000	-	100	2,000
8060	000	Dues & Memberships	2,166	2,565	2,118	2,600	-	-	2,600
8070	000	Mileage/Auto Allowance	256	198	116	200	-	200	200
8080	000	Books & Periodicals	(78)	700	234	500	448	500	500
8100	000	Vehicle Maintenance	7,245	5,634	7,323	6,000	2,123	6,000	6,000
8110	000	Equipment Maintenance	9,753	23,777	19,343	10,500	15,652	23,000	32,000
8120	000	Building Maintenance	3,925	2,108	-	12,000	162	9,000	9,000
8130	000	Small Tools	-	2,803	786	1,000	-	1,000	1,000
8132	000	Uniform Expense/Cleaning	1,802	1,547	2,194	2,000	1,068	2,000	2,000
8134	000	Safety Clothing/Equipment	1,020	549	450	800	192	800	800
8140	000	Utilities	13,447	3,039	2,985	7,000	1,258	7,000	7,000
8150	000	Telephone	565	464	2,416	1,200	230	1,200	1,200
8152	000	Pumping Power	685,402	552,643	544,220	850,000	261,744	550,000	650,000
8170	000	Professional Services	252,474	301,143	230,556	260,000	86,618	222,000	247,000
8180	000	Contract Services	-	4,765	154,460	120,000	-	10,000	10,000
8200	000	Training Expense	1,030	2,926	60	1,500	150	1,500	1,500
8231	000	Water Purchases - Resale	35,149	29,745	43,134	100,000	55,139	1,460,000	2,300,000
8233	000	Watermaster Charges	779,379	789,861	1,628,804	1,000,000	-	250,000	400,000
8400	000	Overhead Allocation	205,267	205,266	205,267	205,266	-	205,267	205,267
		<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>	<b>2,026,912</b>	<b>1,961,924</b>	<b>2,867,479</b>	<b>2,601,266</b>	<b>437,078</b>	<b>2,773,567</b>	<b>3,902,267</b>
8520	000	Machinery & Equipment	-	119,800	-	-	-	-	-
8530	000	Computer Equipment	-	705	-	3,000	-	3,000	3,000
8540	000	Automotive Equipment	-	-	-	-	-	-	-
		<b>&lt;CAPITAL OUTLAY&gt;</b>	<b>-</b>	<b>120,505</b>	<b>-</b>	<b>3,000</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>
<b>[500-6711] Water Production Total</b>			<b>2,481,663</b>	<b>2,594,206</b>	<b>3,417,972</b>	<b>3,143,554</b>	<b>700,700</b>	<b>3,259,393</b>	<b>4,467,904</b>

<b>WATER PRODUCTION</b>
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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 (\$10,000), chlorine analyzer solution (\$5,000), turbine oil (\$600), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000); staff physical exams and Class B driver license renewals (\$200), and cellular phone monthly service charge (\$1,200).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$2,000).
- 8060 Dues, Memberships, Subscriptions  
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).
- 8070 Mileage/Auto Allowance  
To provide reimbursement for water related call outs (\$200).
- 8080 Books, Videos, Magazines, and Recordings  
Provides funds for the purchase of reference books and manuals (\$500).

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- 8100 Vehicle Maintenance and Operations  
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000) and smog certifications (\$2,000).
- 8110 Equipment Maintenance  
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Replace water level transmitters and radios at elevated tanks (\$32,000).
- 8120 Building Maintenance  
Replace cracked & falling block wall and gate at Kolle pump house (\$4,000) and Miscellaneous HVAC, paint or electrical maintenance required at water facilities (\$5,000).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment  
Provides for the purchase and service of City supplied uniforms (\$2,000).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of personal protective equipment, safety equipment and supplies (\$800).
- 8140 Utilities  
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).
- 8150 Telephone  
Provides telephone service to water system facilities (\$1,200).
- 8152 Pumping Power  
This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$650,000).
- 8170 Professional Services  
Provides for professional services such as water quality testing (\$23,000), security services at elevated tanks and reservoirs (\$3,000), State Water Resources Control Board administration fees (\$10,000), San Gabriel Basin Water Quality Authority administrative fee (\$35,700), consultant services for preparation of the annual Consumer Confidence Report (\$4,500), Consulting Water Project Manager (\$150,800) and a Rate Study (\$10,000). SCADA system maintenance (\$10,000).
- 8180 Contract Services  
Provides for the rehabilitation of well #2 and well #4 (\$10,000).
- 8200 Training Expense  
Provides for training seminars and workshops related to water supply and production to maintain required state certification of operators (\$1,500).

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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 (\$2,300,000). Additional MWD water purchase required to blend and meet the new State 1,2,3 TCP regulation.

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 (\$400,000). The purchase of additional water may be offset by leasing the temporary water from other stakeholders in the Main San Gabriel Basin.

8400 Overhead Allocation

Charges for administrative services provided by the General Fund (\$205,267).

## CAPITAL OUTLAY

8530 Computer Equipment

Provide computer equipment for the water division (\$3,000)

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# **PLANNING AND BUILDING FISCAL YEAR 2018-19 BUDGET SNAPSHOT**

## **OVERVIEW**

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. The Planning & Building Department takes a lead role in facilitating approximately \$22,000,000 in property investments each year, which contributes to an increase in property tax revenue.

## **Notable Changes- Wages and Benefits**

While there were no salary increases per the approved Memorandum of Understanding (MOU) there is an increase in Wages and Benefits due to increase in retirement and health insurance.

## **Notable Changes- Operations and Maintenance**

There is a slight increase in contract services due to increase in contractor costs and the development of a soft story ordinance.

## **Capital Outlay**

N/A.

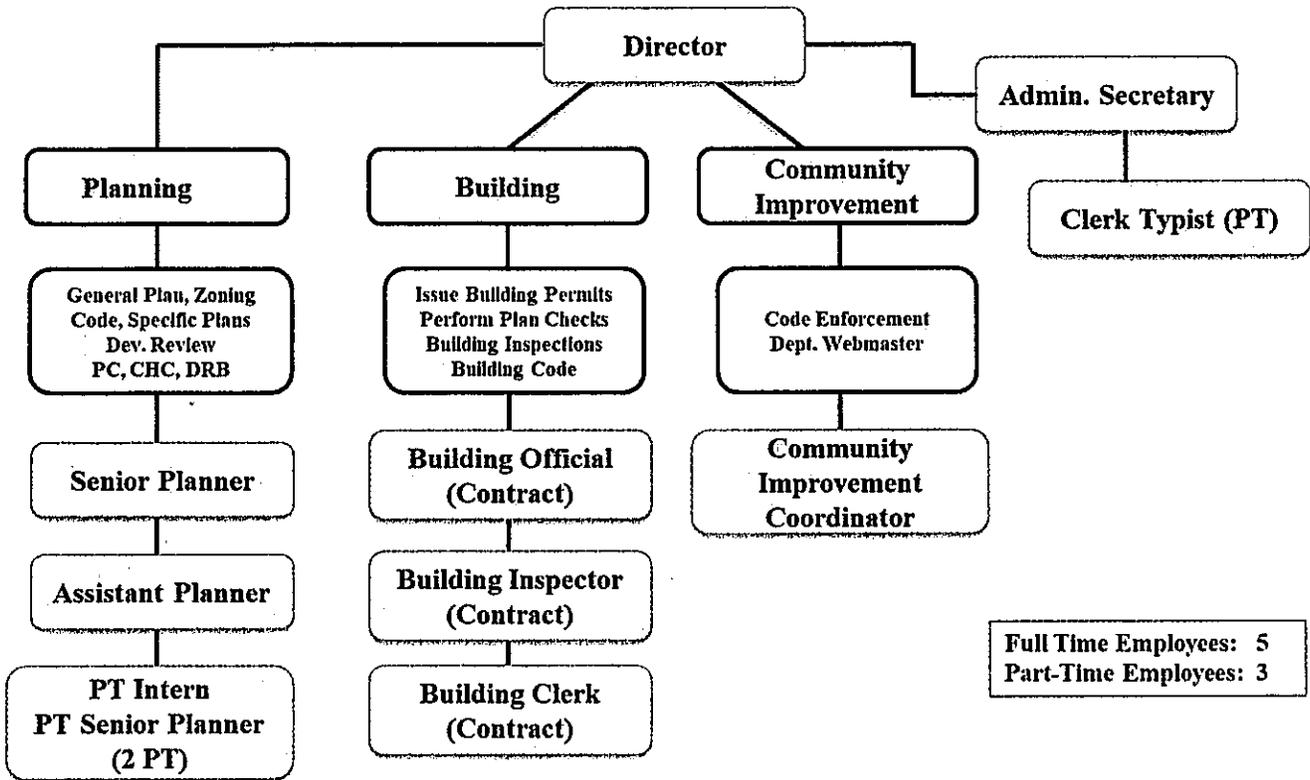
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## PLANNING & BUILDING Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2014/15	2015/16	2016/17	2017/18	2017/18	2018/19
Wages & Benefits	531,136	579,934	652,734	623,067	562,975	680,773
Operations & Maintenance	562,581	422,606	548,600	576,425	644,275	565,180
Capital Outlay	161	-	-	-	-	-
<b>Total Expenses by Category</b>	<b>1,093,878</b>	<b>1,002,540</b>	<b>1,201,334</b>	<b>1,199,492</b>	<b>1,207,250</b>	<b>1,245,953</b>
[101-7011] Planning & Building	1,093,878	1,002,540	1,101,334	1,099,492	1,057,250	1,245,953
[105-7011] Facilities & Equipment Replacement	-	-	100,000	100,000	150,000	-
[260-2120] Residential Rehabilitation	-	-	-	-	-	-
[276-7101] Historic Preservation Grant	-	-	-	-	-	-
<b>Total Expenses by Program</b>	<b>1,093,878</b>	<b>1,002,540</b>	<b>1,201,334</b>	<b>1,199,492</b>	<b>1,207,250</b>	<b>1,245,953</b>

Planning & Building Director	1
Senior Planner	1
Assistant Planner	1
Community Improvement Coordinator	1
Administrative Secretary	1
<b>Total</b>	<b>5</b>

**PLANNING & BUILDING**  
Department Description and Authorized Positions



Full Time Employees: 5  
Part-Time Employees: 3

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**PLANNING & BUILDING**

**Budget Detail**

**101-7011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18 <sup>o</sup>	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	365,982	392,724	417,552	419,840	183,397	351,578	414,526
7010	000	Salaries - Temp / Part	42,172	48,322	46,353	60,000	38,745	60,000	90,000
7020	000	Overtime	1,997	1,403	3,386	3,000	7,320	12,000	7,500
7070	000	Leave Buyback	331	294	1,579	1,600	6,855	6,855	7,000
7100	000	Retirement	61,837	75,175	85,666	86,693	63,563	82,592	100,787
7108	000	Deferred Compensation	1,213	1,296	1,355	1,360	261	1,333	1,346
7110	000	Workers Compensation	19,043	22,244	16,855	6,598	3,837	7,356	6,515
7120	000	Disability Insurance	4,455	48	-	-	-	-	-
7130	000	Group Health Insurance	23,738	26,579	27,766	30,780	15,434	28,782	39,480
7140	000	Vision Insurance	934	1,146	1,066	1,200	464	838	1,200
7150	000	Dental Insurance	2,918	3,462	2,781	4,500	1,509	2,898	4,500
7160	000	Life Insurance	509	518	449	495	214	412	495
7170	000	FICA - Medicare	6,007	6,723	7,715	7,001	4,297	8,331	7,424
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>531,516</b>	<b>579,934</b>	<b>612,523</b>	<b>623,067</b>	<b>325,896</b>	<b>562,975</b>	<b>680,773</b>
8000	000	Office Supplies	2,783	3,107	3,702	2,750	1,103	2,750	2,750
8010	000	Postage	9,062	6,206	5,519	6,000	3,933	6,000	6,000
8020	000	Special Department Expense	32,883	15,280	8,016	9,000	176	4,000	8,500
8040	000	Advertising	4,127	6,451	4,844	4,000	5,227	10,000	6,500
8050	000	Printing/Duplicating	2,863	3,243	4,415	4,000	942	3,000	3,000
8060	000	Dues & Memberships	1,466	2,516	1,593	1,850	135	1,200	1,850
8090	000	Conference & Meeting Expense	450	885	1,673	500	38	500	500
8100	000	Vehicle Maintenance	1,734	1,259	1,211	1,200	959	1,200	1,200
8110	000	Equipment Maintenance	6,510	1,783	2,015	1,500	279	750	1,500
8170	000	Professional Services	29,779	62,078	54,990	54,125	31,176	54,125	91,630
8180	000	Contract Services	470,924	319,798	456,595	390,000	97,434	410,000	425,000
8200	000	Training Expense	-	-	1,000	1,000	-	250	500
8257	000	Boards & Commissions	-	-	-	500	-	500	500
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>562,581</b>	<b>422,606</b>	<b>545,573</b>	<b>476,425</b>	<b>141,402</b>	<b>494,275</b>	<b>549,430</b>
8530	000	Computer Equipment	161	-	-	-	-	-	-
<b>&lt;CAPITAL OUTLAYS&gt;</b>			<b>161</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>[101-7011] Planning &amp; Building Total</b>			<b>1,093,878</b>	<b>1,002,540</b>	<b>1,158,096</b>	<b>1,099,492</b>	<b>467,298</b>	<b>1,057,250</b>	<b>1,230,203</b>

**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 (\$500), materials and supplies relating to the General Plan/Downtown Specific Plan update as well as for public outreach for other planning projects (\$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). This category also provides funding for publicity for the General Plan/Downtown Specific Plan update and facilitating and encouraging public engagement in other planning projects and programs (\$2,500).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Zoning Code, specific plans, and other planning reports and materials (\$3,000).

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- 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 the balance of the General Plan/Downtown Specific Plan contract (\$36,630); court reporter services for ADA accommodations (\$20,000), a contingency for professional planning services (\$10,000); and GIS vendor (\$25,000).
- 8180 Contract Services  
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech. Contract costs are fully recovered by plan checking and building permit fees (\$400,000). Increase due to a slightly higher expected volume of plan check applications and their related fees. Also provides funds for developing an ordinance to remediate the earthquake hazards of "soft story" buildings (\$25,000).
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions taken by employees on city time (\$500).
- 8257 Board & Commissions  
Provides funds for training and support of the activities of the Planning Commission, Design Review Board, and Cultural Heritage Commission (\$500).

# **LIBRARY FISCAL YEAR 2018-19 BUDGET SNAPSHOT**

## **OVERVIEW**

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.

The Library is pleased to submit the Fiscal year 2018-19 budget proposal. The Library provides cultural enrichment through programs and community events. It offers the community a vast collection of reading, listening, and viewing materials. The historic library building also hosts many events for the community.

During Fiscal Year 2017-18 the Library showcased a 5-day "Sanctuary" art exhibition presenting the compelling works of 40+ local artist for more than 500 visitors and conducted the Summer Reading Programs.

## **Notable Changes- Wages and Benefits**

Increase in Wages and Benefits due to increase in retirement and health insurance.

## **Notable Changes- Operations and Maintenance**

Increase in Internet costs per contract for CENIC WiFi

Increase in Contract Services due to pending projects related to the Library Operations Study.

## **Capital Outlay**

Decrease in machinery and equipment budget for projects related to the Library Operations Study.

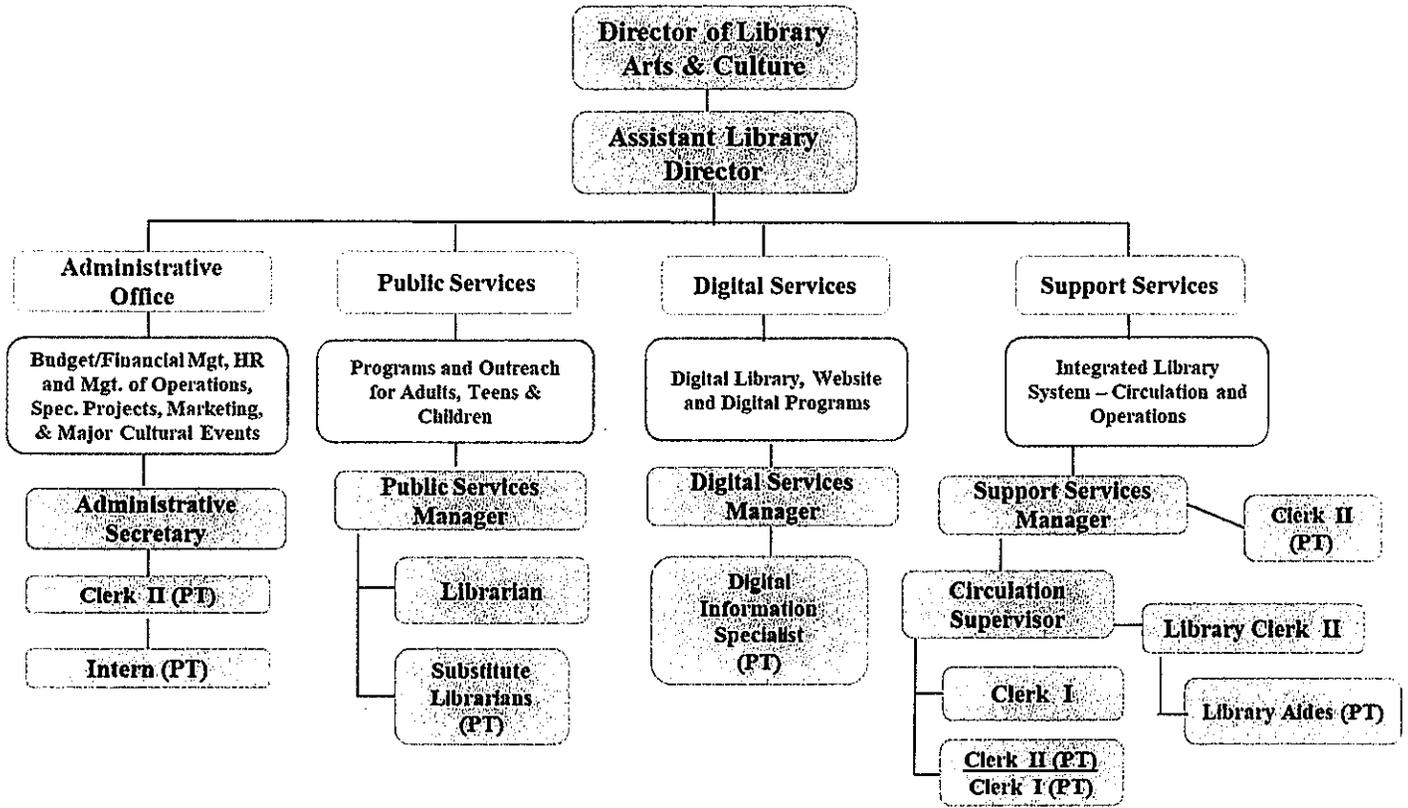
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## LIBRARY Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2014/15	2015/16	2016/17	2017/18	2017/18	2018/19
Wages & Benefits	1,071,503	1,366,435	1,256,482	1,296,816	1,058,362	1,077,084
Operations & Maintenance	1,362,579	1,373,981	1,470,640	1,513,895	1,467,732	1,637,000
Capital Outlay	52,713	205,672	97,600	68,000	64,750	167,100
<b>Total Expenses by Category</b>	<b>2,486,795</b>	<b>2,946,088</b>	<b>2,824,722</b>	<b>2,878,711</b>	<b>2,590,844</b>	<b>2,881,184</b>
[101-2011] City Manager	830,416	743,916	955,009	971,844	842,031	792,000
[101-1021] City Clerk	366,552	393,222	443,823	463,822	384,531	478,184
[101-1022] Elections	1,287	64,149	3,600	8,600	-	65,050
[101-2013] Human Resources	247,364	113,228	171,300	219,400	259,650	623,477
[101-2021] Transportation Planning	222,373	205,599	187,000	187,000	69,600	85,000
[101-2032] Information Services	-	-	-	490,045	459,600	477,500
[101-3032] Information Services	302,807	407,339	490,990	-	-	-
[101-2501] Legal Services	255,007	261,455	265,000	265,000	265,000	265,000
[103-2501] Insurance Fund	14,207	45,830	60,000	65,000	124,987	95,000
[105-3032] Facilities & Equipment Replacement	52,205	203,032	-	-	-	200,000
[211-2011] CTC Traffic Improvement	266	-	-	-	-	-
[218-2270] Clean Air Act	429	-	40,000	-	11,246	15,000
[220-2301] Community Promotion	163,500	138,000	138,000	138,000	164,550	154,000
[226-2029] Mission Meridian Public Garage	30,382	18,938	26,000	26,000	9,650	90,000
[248-2011] BTA	-	187	44,000	44,000	-	-
[249-2011] Golden Street	-	351,193	-	-	-	-
<b>Total Expenses by Program</b>	<b>2,486,795</b>	<b>2,946,088</b>	<b>2,824,722</b>	<b>2,878,711</b>	<b>2,590,844</b>	<b>3,340,211</b>

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
<b>Total</b>	<b>10</b>

**LIBRARY**  
Department Description and Authorized Positions



**Our Purpose**

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

**Our Vision**

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

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## LIBRARY

### Budget Detail

**101-8011**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	681,547	578,300	585,331	745,411	312,000	672,188	761,345
7010	000	Salaries - Temp / Part	234,436	273,318	284,022	230,000	147,035	230,000	230,000
7020	000	Overtime	1,543	1,845	571	1,500	218	1,500	1,500
7040	000	Holiday	355	144	421	500	452	500	500
7070	000	Leave Buyback	2,808	19,297	3,350	10,000	2,619	10,000	10,000
7100	000	Retirement	118,588	132,119	139,245	170,996	119,996	156,305	202,021
7108	000	Deferred Compensation	1,208	1,309	1,282	2,328	372	1,899	2,356
7110	000	Workers Compensation	18,567	19,469	26,950	11,420	7,464	15,385	11,664
7120	000	Disability Insurance	4,927	-	-	-	11,242	11,242	-
7122	000	Unemployment Insurance	72	5,043	495	-	7	7	-
7130	000	Group Health Insurance	60,500	62,517	55,894	73,260	40,270	78,988	95,760
7140	000	Vision Insurance	1,761	1,999	1,769	2,400	967	1,934	2,400
7150	000	Dental Insurance	6,401	6,645	6,040	9,000	3,020	6,345	9,000
7160	000	Life Insurance	1,026	882	798	990	388	825	990
7170	000	FICA - Medicare	18,860	22,611	23,760	14,172	13,066	27,686	14,403
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>1,152,599</b>	<b>1,125,498</b>	<b>1,129,928</b>	<b>1,271,977</b>	<b>659,117</b>	<b>1,213,804</b>	<b>1,341,939</b>
8000	000	Office Supplies	10,532	10,659	12,064	10,000	3,424	10,000	10,000
8010	000	Postage	3,725	3,924	4,905	4,000	1,500	4,000	2,500
8020	000	Special Department Expense	27,839	27,029	30,630	30,000	14,277	30,000	30,000
8030	000	Library Periodicals	15,650	14,722	14,449	13,500	15,031	14,000	12,500
8031	000	Electronic Resources	35,714	25,908	32,796	40,000	21,195	40,000	31,000
8040	000	Advertising	1,114	3,196	3,556	4,000	1,032	4,000	4,000
8050	000	Printing/Duplicating	5,205	6,140	4,765	6,000	393	6,000	5,000
8060	000	Dues & Memberships	840	1,887	1,357	4,000	1,710	2,000	2,000
8070	000	Mileage/Auto Allowance	81	53	126	500	67	150	350
8080	000	Books & Periodicals	145,411	119,796	133,429	125,000	40,424	125,000	125,000
8083	000	E-Books	-	-	-	-	-	-	10,000
8085	000	City-wide Reading Program	1,325	-	2,217	-	-	-	-
8090	000	Conference & Meeting Expense	1,475	1,213	398	2,000	837	1,000	3,000
8110	000	Equipment Maintenance	50,564	52,562	37,278	10,000	5,457	10,000	4,000
8120	000	Building Maintenance	17,902	13,124	21,536	15,500	6,187	15,500	15,000
8140	000	Utilities	36,905	41,331	34,755	-	18,955	-	-
8151	000	CENIC WiFi Expenses	-	-	-	-	-	11,000	16,500
8155	000	Rental/Lease	1,262	1,229	303	-	305	-	-
8170	000	Professional Services	5,724	5,724	11,718	14,000	6,765	6,765	10,000
8171	000	Prof. Svcs. - Library Ops. Study	-	-	-	20,000	-	-	-
8180	000	Contract Services	16,698	18,198	30,880	60,000	31,835	31,835	87,000
8200	000	Training Expense	2,131	450	2,125	3,000	125	3,000	3,000
8257	000	Boards & Commissions	1,144	804	2,088	3,000	300	2,500	2,500
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>381,241</b>	<b>347,949</b>	<b>381,375</b>	<b>364,500</b>	<b>169,818</b>	<b>316,750</b>	<b>373,350</b>
8520	000	Machinery & Equipment	-	-	-	-	46,375	46,375	-
8521	000	Mach. & Equip. - Library Ops. Study	-	-	-	60,000	-	60,000	30,000
8530	000	Computer Equipment	-	-	14,166	20,000	3,481	21,000	9,500
<b>&lt;CAPITAL OUTLAY&gt;</b>			<b>-</b>	<b>-</b>	<b>14,166</b>	<b>80,000</b>	<b>49,856</b>	<b>127,375</b>	<b>39,500</b>
<b>[101-8011] Library Total</b>			<b>1,533,840</b>	<b>1,473,447</b>	<b>1,525,469</b>	<b>1,716,477</b>	<b>878,791</b>	<b>1,658,929</b>	<b>1,754,789</b>

**LIBRARY**

**Budget Detail**

**101-8011**

**PERSONNEL SERVICES**

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

**OPERATIONS & MAINTENANCE**

- 8000 Office Supplies  
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (\$10,000)
- 8010 Postage  
Covers postage fees for correspondence, grant applications, invitations, overdue materials notifications, and inter-library loan books lent or returned to their owning institutions. (\$2,500)
- 8020 Special Department Expense  
\$26,000 funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, book trucks, mending tape, display racks, and other miscellaneous provisions. \$1,000 for the rebinding of important, out-of-print books and other materials, and \$3,000 for storage unit rental for off-site storage. (\$30,000)
- 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. (\$12,500)
- 8031 Digital Resources  
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

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beginning readers, a national business directory, encyclopedias, an authoritative dictionary, and others. (\$31,000)

- 8040 Advertising/Publicity/Outreach/Marketing  
Enables the Library to purchase print and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. Also covers artwork and graphic design for special project materials. (\$4,000)
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of brochures, program and event calendars, newsletters, flyers, promotional magnets, posters, library card applications (in English, Chinese, and Spanish languages), and a host of other printed materials for the public. (\$5,000)
- 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, professional development, and networking opportunities, as well as support for the state and national organizations advocating and lobbying for libraries. (\$2,000)
- 8070 Mileage Reimbursement  
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (\$350)
- 8080 Books/CDs/DVDs  
Provides funds for the purchase and outsourced physical processing of circulating books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (\$125,000)
- 8083 eBooks/eAudiobooks  
Provides funds for the purchase of circulating digital books and digital audiobooks. Annual circulation of digital books and audiobooks exceeds 12,000. (\$10,000)
- 8090 Conference and Meeting Expense  
Provides funds for conference and meeting travel expenses and registration fees for staff. (\$3,000)
- 8110 Equipment Maintenance  
For technical support, repair and maintenance of the computer system hardware and software, public computers and copiers, and support for public workstations. Includes Library's portion for digital postage meter and postal scale. (\$4,000)
- 8120 Building Maintenance  
Provides for janitorial supplies, 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, \$2,500 for miscellaneous repairs, \$3,000 for Community Room repairs. (\$15,000)

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- 8151 CENIC WiFi Expenses  
Provides for out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff WiFi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount the following fiscal year. (\$16,500)
- 8170 Professional Services  
Among other costs, provides funds for institutional membership in the Southern California Library Cooperative at \$2,600; \$2,625 fee for Community Economic Solutions, Inc., the agency processing the tax roll for the Library Parcel Tax, \$1,500 for CSAC Excess Insurance Authority, and \$3,000 for marketing services, and \$275 for other miscellaneous services. (\$10,000)
- 8180 Contract Services  
Among other costs, provides funds for security alarm, security camera, fire alarm, and emergency lighting maintenance services, and EnvisionWare computer reservation and print management services. Includes funds for cataloging records subscription, theft detection system and self-check machine maintenance, debt collection service, as well as a book/CD/DVD ordering platform, and Integrated Library System product licensing and services. (\$87,000)
- 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. (\$3,000)
- 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. (\$2,500)

## CAPITAL OUTLAY

- 8521 Machinery & Equip –Library Operations Study (LOS)  
Includes funds for chairs for public computer workstations, display shelving for new materials and reconfiguration of reference shelving area. (\$30,000)
- 8530 Computer Equipment  
Includes \$3,700 for mobile devices for customer and staff training and demonstration: 2 iPads, 2 Kindle, 2 Android. Also includes \$750 for a laptop and accessories for off-site and Community Room presentations, \$2,500 for a flat screen display for Library announcements, and \$1,800 for Bluetooth mobile scanners and printers for making library cards and checking out materials wirelessly at off-site locations, and \$750 for other miscellaneous computer equipment. (\$9,500)

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# **COMMUNITY SERVICES FISCAL YEAR 2018-19 BUDGET SNAPSHOT**

## **OVERVIEW**

The Community Services Department is pleased to submit the Fiscal year 2018-19 budget proposal. 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.

### **Notable Changes- Wages and Benefits**

Increase in Wages and Benefits due to increase in retirement and health insurance.

### **Notable Changes- Operations and Maintenance**

N/A

### **Capital Outlay**

N/A

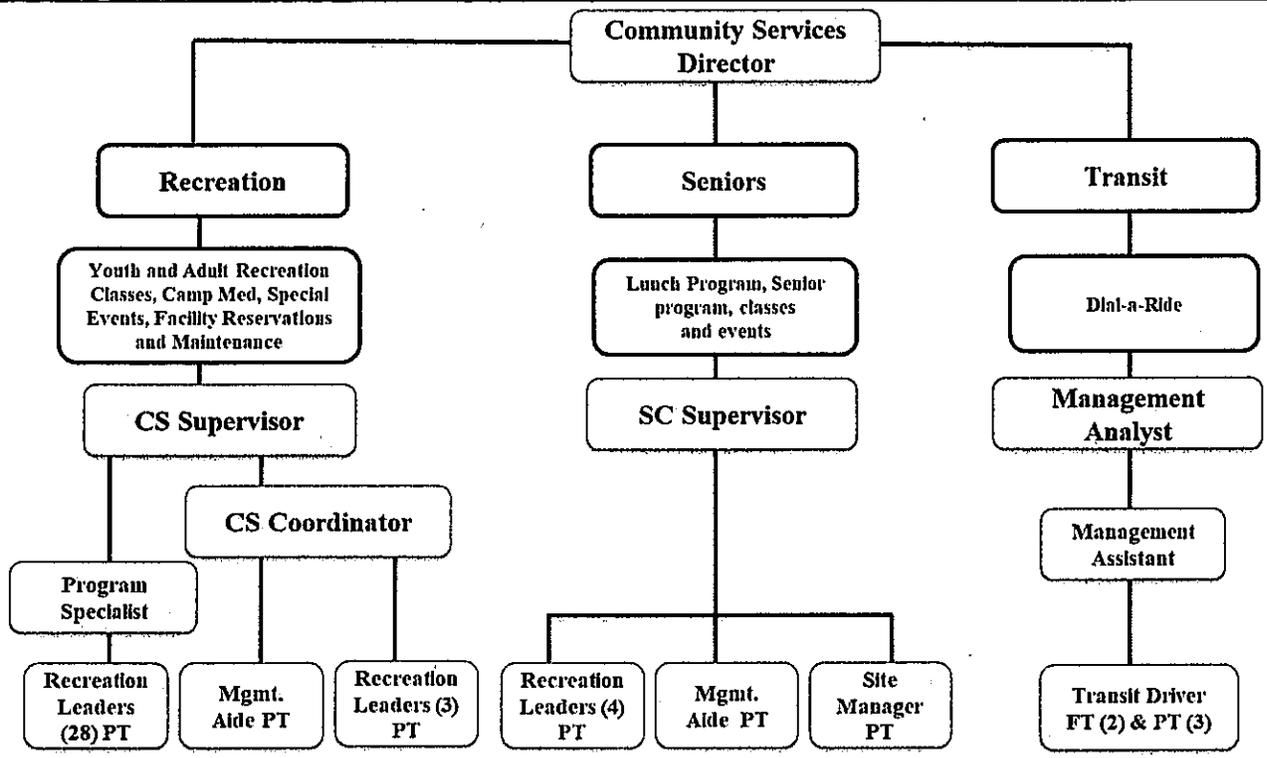
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**COMMUNITY SERVICES**  
**Department Summary**

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Proposed
	2014/15	2015/16	2016/17	2017/18	2017/18	2018/19
Wages & Benefits	1,683,346	1,164,033	1,435,621	1,533,414	1,021,704	1,452,895
Operations & Maintenance	973,559	1,559,449	1,796,848	1,843,801	1,555,088	1,758,077
Capital Outlay	59,100	150,942	180,000	-	-	314,000
<b>Total Expenses by Category</b>	<b>2,716,005</b>	<b>2,874,424</b>	<b>3,412,469</b>	<b>3,377,215</b>	<b>2,576,792</b>	<b>3,524,972</b>
[101-8021] Senior Services	297,272	244,462	346,297	349,487	305,861	354,820
[101-8031] Community Services	279,225	280,051	301,925	246,836	210,747	208,098
[101-8032] Recreation and Youth Services	613,593	660,451	679,655	856,063	835,731	864,109
[105-8031] Facilities & Equipment Replacement	-	-	110,000	110,000	-	-
[205-2210] Prop "A" Administration	27,719	33,034	14,997	14,312	-	13,680
[205-8022] Gold Link	-	-	-	-	-	-
[205-8024] Transit Planning	-	-	336,849	156,083	119,301	335,331
[205-8025] Dial-A-Ride	260,004	330,628	314,899	298,749	75,500	278,271
[207-2260] Prop "C" Administration	35,160	80,478	6,989	30,397	-	5,860
[207-8025] Dial-A-Ride	177,779	213,679	242,782	230,793	50,320	337,426
[260-8023] CDBG Senior Nutrition Prog	39,314	37,339	31,500	39,000	39,000	39,000
[275-6410] Park Maintenance	67,178	45,478	20,000	-	-	-
[295-8041] General Administration	248,251	307,367	316,000	328,267	320,821	357,548
[295-8042] Golf Course Maintenance	371,583	369,858	397,435	388,582	332,273	415,383
[295-8043] Range	67,208	50,159	43,753	58,550	38,125	36,014
[295-8044] Golf Shop	101,001	78,518	96,389	101,947	95,000	112,707
[295-8045] Food Service	130,718	142,922	153,001	168,149	154,113	166,725
<b>Total Expenses by Program</b>	<b>2,716,005</b>	<b>2,874,424</b>	<b>3,412,469</b>	<b>3,377,215</b>	<b>2,576,792</b>	<b>3,524,972</b>

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
<b>Total</b>	<b>9</b>

**COMMUNITY SERVICES**  
Department Description and Authorized Positions



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**SENIOR SERVICES**

**Budget Detail**

**101-8021**

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	Salaries - Permanent	75,807	33,849	79,199	77,079	38,424	78,557	76,316
7010	Salaries - Temp / Part	86,470	88,784	79,836	132,764	50,441	95,000	132,764
7070	Leave Buyback	30	-	-	2,100	-	2,100	2,100
7100	Retirement	18,632	15,963	18,997	26,146	19,578	26,122	29,322
7108	Deferred Compensation	722	400	766	770	148	753	763
7110	Workers Compensation	4,839	4,664	5,156	1,180	1,405	2,887	1,169
7122	Unemployment Insurance	294	-	2,223	-	-	-	-
7130	Group Health Insurance	7,865	5,005	8,580	8,580	5,490	10,980	13,380
7140	Vision Insurance	220	140	240	240	120	240	240
7150	Dental Insurance	825	525	900	900	450	900	900
7160	Life Insurance	108	54	100	99	50	99	99
7170	FICA - Medicare	4,695	4,580	6,095	9,349	2,043	4,363	9,337
<b>&lt;WAGES &amp; BENEFITS&gt;</b>		<b>200,507</b>	<b>153,964</b>	<b>202,092</b>	<b>259,207</b>	<b>118,149</b>	<b>222,001</b>	<b>266,390</b>
8000	Office Supplies	3,972	3,570	3,584	3,000	844	3,000	3,000
8010	Postage	2,741	3,876	1,466	2,000	-	2,000	2,000
8020	Special Department Expense	15,857	14,926	14,978	13,200	8,952	13,200	14,000
8040	Advertising	218	620	-	400	-	400	400
8050	Printing/Duplicating	4,265	3,144	3,637	4,200	1,724	4,200	4,200
8060	Dues & Memberships	165	180	180	500	-	180	200
8090	Conference & Meeting Expense	1,179	767	38	500	425	900	-
8110	Equipment Maintenance	4,228	2,757	2,474	3,500	974	2,700	3,500
8120	Building Maintenance	3,394	3,841	1,682	3,600	1,808	3,600	3,200
8140	Utilities	12,686	12,404	13,778	-	217	-	-
8170	Professional Services	3,500	1,750	3,500	3,000	-	-	3,000
8180	Contract Services	25,669	22,987	18,977	30,900	1,119	29,000	29,150
8200	Training Expense	591	298	239	500	-	-	500
8264	Special Events	3,247	3,536	2,971	5,000	1,587	4,700	5,000
8267	Classes	13,627	15,189	21,802	19,200	10,685	19,200	19,500
8300	Lease Payment	1,426	653	192	780	64	780	780
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>		<b>96,765</b>	<b>90,498</b>	<b>89,498</b>	<b>90,280</b>	<b>28,401</b>	<b>83,860</b>	<b>88,430</b>
<b> 101-8021  Senior Services Total</b>		<b>297,272</b>	<b>244,462</b>	<b>291,590</b>	<b>349,487</b>	<b>146,550</b>	<b>305,861</b>	<b>354,820</b>

**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 (\$800) and general Senior Center postal expenses (\$500), outreach mailers (\$500), and special events advertising (\$200).
- 8020 Special Department Expense  
Provides funds for activities and services offered by the Senior Center, such as, volunteer recognition program (\$1,500), event entertainment (\$2,000), event supplies (table covers, napkins, birthday cake, cups, etc. \$2,400), Home Delivery meal program supplies (\$2,400) mileage reimbursement for volunteers (\$800) coffee service (\$2,400), cleaning supplies (\$1,000) and health fair (\$1,500).
- 8040 Advertising  
Provide funds to promote senior services and events (\$400).
- 8050 Printing and Duplicating  
Provides funds for printing of the monthly senior newsletter (\$3,000), business envelopes (\$600), printing events flyers (\$600).
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS) Senior and Services Supervisor (\$200).
- 8110 Equipment Maintenance  
Provides funds for office equipment, fire extinguishers (\$600), kitchen fire suppression system (\$500) and WIFI service for computer lab and facility (\$2,400).

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- 8120 Building Maintenance  
Provides funds for quarterly upholstery cleaning of furnishings, carpet, (\$1,000) pressure washing of center entry (\$500), HVAC maintenance (\$500) cleaning of stainless steel surfaces in kitchen 3 times a year (\$700) cleaning of drapes (\$500).
- 8170 Professional Services  
Agreement with licensed social worker to serve as field supervisor for the mental health program (\$3,000).
- 8180 Contract Services  
Provide funds for fire and security system (\$1,650), Annual licensing for Sportsman Software (1,100) Computer lab increase bandwidth (\$1,400) senior meals not covered by Community Block Grant (CDBG) contract (\$25,000).
- 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. It is estimated that leisure classes will generate \$28,000 next year. Payments to instructor for classes vary either 65/35 or 80/20 (\$19,500).
- 8300 Lease Payment  
Provides for a portion of the postage meter lease (\$780).

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**COMMUNITY SERVICES**

**Budget Detail**

**101-8031**

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	Salaries - Permanent	172,464	169,296	171,747	108,338	58,464	117,840	107,265
7010	Salaries - Temp / Part	7,601	5,052	1,439	10,500	(215)	10,500	10,500
7020	Overtime	(3,054)	(1,941)	(1,013)	-	(1,119)	-	-
7040	Holiday	-	-	154	-	-	-	-
7070	Leave Buyback	178	783	847	3,000	-	3,000	3,000
7100	Retirement	27,012	31,384	32,868	67,415	17,895	23,220	28,418
7108	Deferred Compensation	1,153	1,230	1,086	1,083	220	1,122	1,072
7110	Workers Compensation	7,765	8,589	6,445	1,710	1,002	1,888	1,693
7122	Unemployment Insurance	-	-	-	-	-	-	-
7130	Group Health Insurance	12,363	15,728	13,778	6,435	3,277	6,784	6,435
7140	Vision Insurance	228	340	288	180	63	127	180
7150	Dental Insurance	1,076	1,261	1,069	675	235	470	675
7160	Life Insurance	206	205	175	74	39	77	74
7170	FICA - Medicare	2,840	3,108	3,134	2,221	1,075	1,984	2,206
	<b>&lt;WAGES &amp; BENEFITS&gt;</b>	<b>229,832</b>	<b>235,035</b>	<b>232,017</b>	<b>201,631</b>	<b>80,936</b>	<b>167,012</b>	<b>161,518</b>
8000	Office Supplies	1,385	1,447	1,433	1,500	33	1,450	1,000
8010	Postage	1,150	864	394	1,000	-	750	650
8020	Special Department Expense	15,449	10,175	8,127	10,250	8,214	10,250	11,830
8040	Advertising	312	2,125	500	150	-	-	150
8050	Printing/Duplicating	336	375	-	400	-	-	200
8060	Dues & Memberships	770	1,105	875	640	-	640	650
8090	Conference & Meeting Expense	2,386	839	2,726	1,500	-	-	1,000
8110	Equipment Maintenance	632	6,509	6,205	6,335	6,006	7,735	7,035
8120	Building Maintenance	9,958	10,168	11,608	15,250	4,623	15,250	14,450
8140	Utilities	1,016	1,981	1,238	-	107	-	-
8180	Contract Services	4,213	6,689	19,817	7,430	3,045	7,430	9,065
8200	Training Expense	488	398	261	250	79	80	250
8264	Special Events	10,000	1,990	-	-	-	-	-
8267	Classes	-	94	-	-	-	-	-
8300	Lease Payment	1,298	257	247	500	64	150	300
	<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>	<b>49,393</b>	<b>45,016</b>	<b>53,431</b>	<b>45,205</b>	<b>22,170</b>	<b>43,735</b>	<b>46,580</b>
<b>[101-8031] Community Services Total</b>		<b>279,225</b>	<b>280,051</b>	<b>285,448</b>	<b>246,836</b>	<b>103,106</b>	<b>210,747</b>	<b>208,098</b>

**COMMUNITY SERVICES**

**Budget Detail**

**101-8031**

**PERSONNEL SERVICES**

- 7000 Regular Salaries  
Compensation for Community Services Director
- 7010 Wages - Seasonal/Part-Time Employees  
Provides funds for Recreation Leader for reservations (\$10,500)
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances (\$3,000)

**OPERATIONS & MAINTENANCE**

- 8000 Office Supplies  
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,000).
- 8010 Postage  
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$650).
- 8020 Special Department Expense  
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Includes special meetings/community outreach/meeting supplies (\$1,800) and park development project costs (reports and studies (\$1,000). Includes promotional materials (\$500), Community Garden Caltrans lease payment (\$100), War Memorial Building Sports Mats (\$2,000), department staff shirts (\$400), expense for key duplication (\$200), and shelving units and storage bin for Orange Grove (\$1,000) electrical cord covers for events (\$250), spider box for events (\$750) portion of City's Constant Contact (\$250), licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355).
- 8040 Advertising  
Advertise and promote facility rentals, special events, and staff recruitments (\$150).
- 8050 Printing and Duplication  
Provides funds for costs to print flyers/posters for promotion of rental facilities (War Memorial, Youth House, Mid-level at Orange Grove, Eddie House) (\$200).
- 8060 Dues, Memberships & Subscriptions  
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$480) and NRPA (\$170).
- 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) (\$1,000).

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- 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), refrigerator and microwave replacement for Teen Center and Orange Grove lower level (\$2,000) War Memorial Building semi-annual range hood cleaning (\$735) Department Camera Maintenance Service (\$150), Utility carts for War Memorial Building (\$500), replacement of picnic benches at Arroyo Park (\$2,800).
- 8120 Building Maintenance  
Provides for quarterly War Memorial Building wood floor resurfacing (\$8,500), heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), and clean drapes for War Memorial Building (\$1,750).
- 8180 Contract Services  
Provides funds for the security & fire alarm for Youth House (\$850), fire alarm at War Memorial Building (\$915), security Alarm at War Memorial Building (\$1,200), fire and security system onetime cost for installation at Eddie Park House (\$2,000) Fire and security at Eddie Park (\$1,680)servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,170).
- 8200 Training Expense  
Provides funds for job related training seminars and materials (\$250).
- 8300 Lease Payment  
Provides partial funds for annual postage meter (\$300).

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**RECREATION AND YOUTH SERVICES**

**Budget Detail**

**101-8032**

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	Salaries - Permanent	116,992	98,014	134,906	192,918	87,258	188,875	194,398
7010	Salaries - Temp / Part	187,394	202,696	225,294	267,562	154,672	267,562	267,562
7020	Overtime	-	143	252	5,000	1,588	4,000	4,500
7055	IOD - Non Safety	-	42	-	-	-	-	-
7070	Leave Buyback	28	-	-	2,100	964	964	1,500
7100	Retirement	20,470	30,545	28,099	53,351	37,854	49,481	59,693
7108	Deferred Compensation	730	796	822	792	158	805	784
7110	Workers Compensation	12,877	15,244	12,823	4,692	4,040	7,046	4,814
7120	Disability Insurance	-	2,028	-	-	-	-	-
7122	Unemployment Insurance	4,306	12,676	2,383	-	(258)	(258)	-
7130	Group Health Insurance	9,136	10,834	10,336	18,600	9,056	18,375	18,600
7140	Vision Insurance	440	520	480	720	322	645	720
7150	Dental Insurance	1,500	1,950	1,800	2,700	1,205	2,410	2,700
7160	Life Insurance	189	216	200	297	149	297	297
7170	FICA - Medicare	13,246	14,464	16,079	19,696	10,573	16,989	19,686
<b>&lt;WAGES &amp; BENEFITS&gt;</b>		<b>367,308</b>	<b>390,168</b>	<b>433,474</b>	<b>568,428</b>	<b>307,581</b>	<b>557,191</b>	<b>575,254</b>
8000	Office Supplies	2,218	2,500	3,090	2,500	696	2,500	2,500
8010	Postage	628	506	-	500	-	500	500
8020	Special Department Expense	7,428	10,523	9,587	10,800	3,271	10,800	5,050
8040	Advertising	777	474	561	1,150	102	785	1,150
8050	Printing/Duplicating	-	-	57	250	-	125	250
8060	Dues & Memberships	315	315	315	555	-	555	555
8090	Conference & Meeting Expense	3,794	2,245	4,002	2,630	2,660	2,660	4,385
8110	Equipment Maintenance	2,136	1,217	248	850	-	850	850
8120	Building Maintenance	11,547	7,055	6,458	20,300	17,507	20,300	20,550
8180	Contract Services	13,712	19,609	19,983	20,215	3,254	20,000	20,150
8200	Training Expense	325	324	299	300	88	125	300
8264	Special Events	26,809	41,343	44,621	56,700	26,772	56,700	56,700
8267	Classes	139,390	136,759	112,905	123,500	52,782	115,255	123,500
8268	Camp Services	35,952	47,156	44,167	47,125	14,149	47,125	47,155
8269	Teen Center	-	-	-	-	-	-	5,000
8300	Lease Payment	1,254	257	193	260	64	260	260
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>		<b>246,285</b>	<b>270,283</b>	<b>246,486</b>	<b>287,635</b>	<b>121,346</b>	<b>278,540</b>	<b>288,855</b>
8530	Computer Equipment	-	-	-	-	-	-	-
<b>&lt;CAPITAL OUTLAY&gt;</b>		<b>-</b>						
<b>101-8032 Recreation and Youth Services Total</b>		<b>613,593</b>	<b>660,451</b>	<b>679,960</b>	<b>856,063</b>	<b>428,927</b>	<b>835,731</b>	<b>864,109</b>

**RECREATION AND YOUTH SERVICES**

**Budget Detail**

**101-8032**

**PERSONNEL SERVICES**

- 7000 Regular Salaries  
Compensation for Youth Services Supervisor, Community Services Coordinator and Program Specialist.
- 7010 Wages – Seasonal/Part-Time Employees  
Provides funds for Recreation Division Recreation Leaders and Management Aide (\$267,562).
- 7020 Overtime  
Provides overtime pay for after-hour /weekend related events to recreation (\$4,500).
- 7070 Leave Buyback  
Provides funds for staff that opt to sell back hours of their leave balance (\$1,500).

**OPERATIONS & MAINTENANCE**

- 8000 Office Supplies  
Office paper, computer, and miscellaneous office supplies (\$2,500).
- 8010 Postage  
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250).
- 8020 Special Department Expense  
Cleaning supplies (\$300), Youth Commission activities (\$1,000), mileage reimbursement (\$250), and replacement of basketball court nets (\$100), staff shirts (\$500), and replenishment of first aid kits for special events (\$100), special event equipment (\$2,800).
- 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 Northern California for Community Services Supervisor, Community Services

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Coordinator, and Program Specialist (\$3,000), 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 four drinking fountains on parks (\$17,250).
- 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 (\$755), security system for Recreation Center (\$900), Skate Park repairs (\$12,125), annual maintenance of Sportsman (\$1,170).
- 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), two Movies in the Park (\$6,000), two Shakespeare in the Park (\$3,000), Walk/Bike to School (\$1,450), Halloween (\$3,500), Breakfast with Santa (\$3,000), 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. Five 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 Camp Med program (\$600), Staff shirts for After-School (\$500), Volunteer Shirts (\$350), Annual When2Work staff scheduling system(\$330) Purchase of Computer Lab educational software (\$315), Mileage reimbursement (\$300), provides funds to promote Camp Med after school care and summer programs (\$300).

# DRAFT

8269 Teen Center

Provides funds for the operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), Internet (\$550), carpet cleaning (\$300), purchase of advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), mileage reimbursement (\$150), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150).

8300 Lease Payment

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

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<b>PROP "A" – LOCAL TRANSIT ADMINISTRATION</b>						
<b>Budget Detail</b>	<b>205-2210</b>					

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	Salaries - Permanent	5,532	9,758	12,626	10,870	4,779		10,011
7020	Overtime	-	1		-	-		
7070	Leave Buyback			18				
7100	Retirement	1,185	1,618	2,180	2,279	1,616		2,581
7108	Deferred Compensation	71	92	99	101	16		100
7110	Workers Compensation	378	524	454	171	77		158
7130	Group Health Insurance	368	571	597	636	262		600
7131	Retiree Health Insurance	9,404	10,140	-	-	-		
7140	Vision Insurance	6	13	16	19	5		16
7150	Dental Insurance	30	43	44	72	19		63
7160	Life Insurance	8	8	7	7	4		6
7170	FICA - Medicare	110	141	183	157	71		145
<b>&lt;WAGES &amp; BENEFITS&gt;</b>		<b>18,279</b>	<b>22,909</b>	<b>16,224</b>	<b>14,312</b>	<b>6,849</b>		<b>13,680</b>
8060	Dues & Memberships	1,550	3,000	-	-	-		-
8250	Bus Pass Subsidy	7,890	7,125	-	-	-		-
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>		<b>9,440</b>	<b>10,125</b>					
<b>(205-2210) Prop "A" Administration Total</b>		<b>27,719</b>	<b>33,034</b>	<b>16,224</b>	<b>14,312</b>	<b>6,849</b>		<b>13,680</b>

<p><b>PROP "A" – LOCAL TRANSIT ADMINISTRATION</b></p> <p><b>Budget Detail</b> <span style="float: right;"><b>205-2210</b></span></p>
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**PERSONNEL SERVICES**

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

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**PROP "A" - TRANSIT PLANNING**

**Budget Detail**

**205-8024**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	-	-	22,090	21,667	9,948		21,453
7100	000	Retirement	-	-	4,153	4,771	3,407		5,531
7108	000	Deferred Compensation	-	-	211	216	36		214
7110	000	Workers Compensation	-	-	808	342	162		338
7130	000	Group Health Insurance	-	-	1,222	1,287	619		1,287
7140	000	Vision Insurance	-	-	24	36	12		36
7150	000	Dental Insurance	-	-	90	135	44		135
7160	000	Life Insurance	-	-	15	14	7		14
7170	000	FICA - Medicare	-	-	315	314	149		311
<b>&lt;WAGES &amp; BENEFITS&gt;</b>					<b>28,928</b>	<b>28,782</b>	<b>14,383</b>		<b>29,319</b>
8000	000	Office Supplies	-	-	-	-	-	-	-
8010	000	Postage	-	-	-	-	-	-	-
8020	000	Misc. Supplies - Parking	-	-	3,377	3,000	239	1,500	7,100
8040	000	Advertising	-	-	-	-	-	-	-
8050	000	Printing/Duplicating	-	-	-	-	-	-	-
8060	000	Dues & Memberships	-	-	4,550	6,000	-	6,000	-
8061	000	HOA Dues	-	-	20,762	32,041	-	32,041	32,041
8100	000	Vehicle Maintenance	-	-	-	-	-	-	-
8105	000	Fuel	-	-	-	-	-	-	-
8120	000	Building Maintenance	-	-	-	-	-	-	3,000
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-	-
8140	000	Utilities	-	-	-	-	-	-	5,500
8170	000	Professional Services	-	-	-	-	-	-	10,000
8180	000	Contract Services	-	-	56,670	76,260	38,607	76,260	79,871
8200	000	Training Expense	-	-	-	-	-	-	-
8250	000	Bus Pass Subsidy	-	-	6,910	10,000	530	3,500	10,000
8300	000	Lease Payment	-	-	-	-	-	-	-
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>					<b>92,269</b>	<b>127,301</b>	<b>39,376</b>	<b>119,301</b>	<b>147,512</b>
8520	000	Machinery & Equipment	-	-	-	-	-	-	137,000
8540	000	Automotive Equipment	-	-	133,924	-	-	-	40,000
<b>&lt;CAPITAL OUTLAY&gt;</b>					<b>133,924</b>				<b>177,000</b>
<b>[205-8024] Transit Planning Total</b>					<b>255,121</b>	<b>156,083</b>	<b>53,759</b>	<b>119,301</b>	<b>353,831</b>

**PROP "A" –TRANSIT PLANNING**

**Budget Detail**

**205-8024**

**PERSONNEL SERVICES**

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

**OPERATIONS & MAINTENANCE**

- 8020 Special Department Expense  
Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000), Signage (\$3,000), internet connection for parking meters (\$1,100) additional funding is in the Mission Meridian Public Garage account.
- 8061 Property Owners' Association Dues  
Provides funds for the transit portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues (\$32,041).
- 8120 Building Maintenance  
Safety improvements, fencing around stairwells, graffiti removal (\$3,000).
- 8140 Utilities  
Electricity (\$5,500).
- 8170 Professional Services  
Consultant Fees (\$10,000).
- 8180 Contract Services  
Buses for City excursions. Increase in funds due to additional excursions (\$35,871).  
Janitorial services for the Mission Meridian Village Parking Garage by Athens (\$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).

**CAPITAL OUTLAY**

- 8520 Machinery & Equipment  
Provides funds for the purchase of a charging station for the Plug-in Electric Vehicles (\$26,000) and installation (\$31,000) and Generator for Parking Structure (\$80,000).
- 8540 Automotive Equipment  
Provides funds for the purchase of a Plug-in Electric Vehicle (\$40,000).

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**PROP "A" - DIAL A RIDE**

**Budget Detail**

**205-8025**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	(914)	34,873	90,371	93,542	38,937		92,616
7010	000	Salaries - Temp / Part	116,808	68,262	45,924	150,000	24,505	75,000	90,000
7020	000	Overtime	-	-	187	2,000	301	500	2,000
7040	000	Holiday	-	-	117	-	100	-	-
7055	000	IOD - Non Safety	-	-	179	-	-	-	-
7070	000	Leave Buyback	-	-	267	300	-	-	-
7100	000	Retirement	4,701	19,432	17,140	23,893	17,364	-	21,521
7108	000	Deferred Compensation	-	372	-	-	-	-	-
7110	000	Workers Compensation	5,228	5,044	9,584	4,656	2,223	-	4,610
7120	000	Disability Insurance	-	-	-	-	3,562	-	-
7130	000	Group Health Insurance	-	4,290	11,086	11,100	6,450	-	18,000
7140	000	Vision Insurance	-	120	405	480	202	-	480
7150	000	Dental Insurance	-	450	610	1,800	305	-	1,800
7160	000	Life Insurance	-	54	199	198	99	-	198
7170	000	FICA - Medicare	6,340	1,504	2,016	10,780	1,052	-	7,046
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>132,163</b>	<b>134,401</b>	<b>178,085</b>	<b>298,749</b>	<b>95,102</b>	<b>75,500</b>	<b>238,271</b>
8000	000	Office Supplies	960	2,800	1,998	-	-	-	-
8010	000	Postage	728	371	110	-	-	-	-
8020	000	Special Department Expense	7,184	5,716	4,643	-	-	-	-
8040	000	Advertising	324	849	150	-	-	-	-
8050	000	Printing/Duplicating	2,030	1,841	582	-	-	-	-
8060	000	Dues & Memberships	-	-	625	-	-	-	-
8090	000	Conference & Meeting Expense	-	-	-	-	-	-	-
8100	000	Vehicle Maintenance	20,788	33,138	23,670	-	637	-	-
8105	000	Fuel	4,360	3,436	2,198	-	457	-	-
8132	000	Uniform Expense/Cleaning	64	1,269	750	-	-	-	-
8150	000	Telephone	-	-	-	-	-	-	-
8180	000	Contract Services	28,950	26,634	7,030	-	114	-	-
8200	000	Training Expense	2,054	2,361	1,004	-	-	-	-
8300	000	Lease Payment	1,299	855	366	-	49	-	-
8301	000	Copier Usage Charges	-	-	-	-	-	-	-
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>68,741</b>	<b>79,270</b>	<b>43,126</b>	<b>-</b>	<b>1,258</b>	<b>-</b>	<b>-</b>
8530	000	Computer Equipment	-	28,194	35,034	-	-	-	-
8540	000	Automotive Equipment	59,100	88,763	-	-	-	-	40,000
<b>&lt;CAPITAL OUTLAY&gt;</b>			<b>59,100</b>	<b>116,957</b>	<b>35,034</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,000</b>
<b>[205-8025] Dial-A-Ride Total</b>			<b>260,004</b>	<b>330,628</b>	<b>256,245</b>	<b>298,749</b>	<b>96,359</b>	<b>75,500</b>	<b>278,271</b>

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## 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 four (4) part time Transit Drivers and Program Specialist (\$90,000).

7020 Overtime

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

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<b>PROP "C" - LOCAL TRANSIT ADMINISTRATION</b>
<b>Budget Detail</b>
<b>207-2260</b>

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	3,621	4,398	5,147	5,092	1,826		4,290
7010	000	Salaries - Temp / Part	244	-	-	-	-		
7020	000	Overtime	-	1	-	-	-		
7070	000	Leave Buyback	-	-	18	-	-		
7100	000	Retirement	813	738	951	1,006	682		1,106
7108	000	Deferred Compensation	49	40	40	43	6		42
7110	000	Workers Compensation	253	229	185	80	29		67
7130	000	Group Health Insurance	215	255	248	293	92		257
7131	000	Retiree Health Insurance	2,576	8,124	-	-	-		
7140	000	Vision Insurance	4	6	8	9	4		7
7150	000	Dental Insurance	17	19	19	36	7		27
7160	000	Life Insurance	5	3	3	3	1		2
7170	000	FICA - Medicare	76	64	75	73	27		62
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>7,873</b>	<b>13,877</b>	<b>6,694</b>	<b>6,635</b>	<b>2,673</b>		<b>5,860</b>
8020	000	Misc. Supplies - Parking	-	981	124	-	-		-
8060	000	Dues & Memberships	3,000	3,000	-	3,000	-		-
8061	000	HOA Dues	18,700	20,089	-	20,762	-		-
8180	000	Contract Services	5,587	8,546	-	-	-		-
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>27,287</b>	<b>32,616</b>	<b>124</b>	<b>23,762</b>			<b>-</b>
8540	000	Automotive Equipment	-	33,985	-	-	-		-
<b>&lt;CAPITAL OUTLAY&gt;</b>				<b>33,985</b>					<b>-</b>
<b>207-2260 Prop "C" Administration Total</b>			<b>35,160</b>	<b>80,478</b>	<b>6,818</b>	<b>30,397</b>	<b>2,673</b>		<b>5,860</b>

<p><b>PROP "C" – LOCAL TRANSIT ADMINISTRATION</b></p> <p><b>Budget Detail</b></p>	<p><b>207-2260</b></p>
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**PERSONNEL SERVICES**

7000 Salaries – Regular Employees

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

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**PROP "C" - DIAL A RIDE**

**Budget Detail**

**207-8025**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	96,934	152,368	118,439	122,688	59,476		128,400
7010	000	Salaries - Temp / Part	2,713	181	-	-	-		
7020	000	Overtime	777	3,216	3,756	3,000	668		3,000
7040	000	Holiday	105	97	-	-	74		
7055	000	IOD - Non Safety	-	-	-	-	-		
7070	000	Leave Buyback	1,515	583	-	-	205		
7100	000	Retirement	10,723	22,964	19,052	8,475	9,276		9,329
7110	000	Workers Compensation	7,573	8,007	3,777	6,107	987		6,391
7120	000	Disability Insurance	32,515	-	-	-	-		
7130	000	Group Health Insurance	20,537	22,024	12,165	11,100	5,538		11,100
7140	000	Vision Insurance	638	709	405	480	202		480
7150	000	Dental Insurance	1,587	966	1,220	1,800	610		1,800
7160	000	Life Insurance	234	189	190	198	99		198
7170	000	FICA - Medicare	1,928	2,375	1,776	1,822	930		1,905
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>177,779</b>	<b>213,679</b>	<b>160,780</b>	<b>155,670</b>	<b>78,064</b>		<b>162,603</b>
8000	000	Office Supplies	-	-	-	2,000	409	900	2,000
8010	000	Postage	-	-	-	650	-	350	650
8020	000	Special Department Expense	-	-	-	7,000	1,514	2,500	7,000
8040	000	Advertising	-	-	-	500	120	120	500
8050	000	Printing/Duplicating	-	-	-	2,000	436	500	2,000
8060	000	Dues & Memberships	-	-	-	700	-	650	700
8090	000	Conference & Meeting Expense	-	-	-	1,000	-	300	1,000
8100	000	Vehicle Maintenance	-	-	-	36,000	6,521	25,000	36,000
8105	000	Fuel	-	-	-	3,000	195	1,500	3,000
8132	000	Uniform Expense/Cleaning	-	-	-	2,000	-	900	2,000
8140	000	Utilities	-	-	-	-	-	-	3,000
8180	000	Contract Services	-	-	-	16,575	8,824	15,000	16,275
8200	000	Training Expense	-	-	-	1,800	621	900	1,800
8300	000	Lease Payment	-	-	-	1,898	64	1,700	1,898
8301	000	Copier Usage Charges	-	-	-	-	-	-	-
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>75,123</b>	<b>18,705</b>	<b>50,320</b>	<b>77,823</b>
8520	000	Machinery & Equipment	-	-	-	-	-	-	57,000
8530	000	Computer Equipment	-	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-	40,000
<b>&lt;CAPITAL OUTLAY&gt;</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>97,000</b>
<b>[207-8025] Dial-A-Ride Total</b>			<b>177,779</b>	<b>213,679</b>	<b>160,780</b>	<b>230,793</b>	<b>96,769</b>	<b>50,320</b>	<b>337,426</b>

**PROP "C" – DIAL A RIDE**

**Budget Detail**

**207-8025**

**PERSONNEL SERVICES**

- 7000 Full time Salaries  
Provides funds for Management Analyst and Management Assistant.
- 7020 Overtime  
Provides overtime pay for after-hours relating to transit (\$3,000).

**OPERATIONS & MAINTENANCE**

- 8000 Office Supplies  
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies (\$2,000).
- 8010 Postage  
Provides funds for postal expenses for Dial-a-Ride related services. Increase due to promotional mailers (\$650).
- 8020 Special Department Expense  
Provides funds for minor equipment for vans (\$5,300), and DMV physicals- for drivers, and random drug testing (\$1,500) fire extinguisher maintenance (\$200).
- 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 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$27,000), CNG Station repairs and monthly maintenance (\$5,000) and van and vehicle cleaning (\$4,000).
- 8105 Fuel  
Fuel to operate Community Transit vehicles 5 CNG vehicles (\$3,000).

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- 8132 Uniform Maintenance  
Provides for the purchase and replacement of uniforms and jackets (\$2,000).
- 8140 Utilities  
Provides funds for electricity required to charge Plug-in Electric Vehicle (E450 passenger bus) (\$3,000).
- 8180 Contract Services  
Annual Maintenance for data management system (\$11,105) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,170) Verizon WiFi JetPack data plan (\$1,000).
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions (\$1,800).
- 8300 Lease Payment  
Provides funds for postage machine lease (\$648) and Copier (\$1,250).

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CDBG Senior Nutrition Program

Budget Detail

260-8023

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8180	000	Contract Services	39,314	37,339	47,486	39,000	32,953	39,000	39,000
<OPERATIONS & MAINTENANCE>			39,314	37,339	47,486	39,000	32,953	39,000	39,000
[260-8023] CDBG Senior Nutrition Prog Total			39,314	37,339	47,486	39,000	32,953	39,000	39,000

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**Budget Detail**

**CDBG Senior Nutrition Program**

**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).

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<b>Park Maintenance</b>	<b>275-6410</b>
<b>Budget Detail</b>	

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8170	000	Professional Services	67,178	45,478	66,007	-	-		
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>67,178</b>	<b>45,478</b>	<b>66,007</b>	<b>-</b>	<b>-</b>		
8500	000	Building & Improvements	-	-	6,109	-	-		
8520	000	Machinery & Equipment	-	-	-	-	-		
<b>&lt;CAPITAL OUTLAY&gt;</b>			<b>-</b>	<b>-</b>	<b>6,109</b>	<b>-</b>	<b>-</b>		
9190	000	Dog Park	-	6,005	125,060	-	-		
<b>&lt;CAPITAL PROJECTS&gt;</b>			<b>-</b>	<b>6,005</b>	<b>125,060</b>	<b>-</b>	<b>-</b>		
<b>[275-6410] Park Maintenance Total</b>			<b>67,178</b>	<b>51,483</b>	<b>197,176</b>	<b>-</b>	<b>-</b>		
<b>275 - PARK IMPACT FEES TOTAL</b>			<b>67,178</b>	<b>51,483</b>	<b>197,176</b>	<b>-</b>	<b>-</b>		

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<b>Arroyo Seco Golf Course – Administration</b>	<b>295-8041</b>
<b>Budget Detail</b>	

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	46,000	-	-	-	-	-	-
7110	000	Workers Compensation	4,040	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	-	-	-	-
7170	000	FICA - Medicare	12,494	-	-	-	-	-	-
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>62,534</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
8000	000	Office Supplies	2,019	5,132	3,268	3,800	263	3,000	3,800
8010	000	Postage	-	28	33	-	-	-	-
8020	000	Special Department Expense	40,373	46,681	43,850	39,777	15,122	37,500	46,013
8040	000	Advertising	700	135	1,854	1,200	1,082	2,500	3,420
8120	000	Building Maintenance	14,683	10,323	4,690	18,504	1,614	15,000	18,504
8140	000	Utilities	9,769	8,032	9,856	10,950	2,566	10,950	10,950
8150	000	Telephone	8,274	9,857	9,752	9,900	3,442	9,000	9,900
8160	000	Legal Service	-	-	550	-	-	-	-
8170	000	Professional Services	96,000	103,878	102,500	101,996	35,833	101,996	101,996
8180	000	Contract Services	4,000	114,053	119,761	125,135	45,214	110,000	126,640
8191	000	Liability & Surety Bonds	4,273	3,537	7,352	10,800	11,058	25,000	30,120
8229	000	Taxes	552	505	861	925	750	925	925
8300	000	Lease Payment	5,074	5,206	4,917	5,280	1,786	4,950	5,280
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>185,717</b>	<b>307,867</b>	<b>309,244</b>	<b>328,267</b>	<b>118,731</b>	<b>320,821</b>	<b>357,548</b>
<b>[295-8041] General Administration Total</b>			<b>248,251</b>	<b>307,367</b>	<b>309,244</b>	<b>328,267</b>	<b>118,731</b>	<b>320,821</b>	<b>357,548</b>

**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 (\$27,786), computer services (\$14,412), membership dues (\$565) and licensing fee (\$750), donations (\$2,500).
  
- 8040 Advertising  
Promotions and ads for Golf Course (\$3,420).
  
- 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 (\$126,640).
  
- 8191 Liabilities and Surety Bonds  
Liability Insurances (\$30,120).
  
- 8229 Taxes  
Property taxes (\$925).
  
- 8300 Lease Payment  
Equipment and Lease payments (\$5,280).

**DRAFT**

<b>Arroyo Seco Golf Course – Course Maintenance</b>							<b>295-8042</b>	
<b>Budget Detail</b>								

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	207,978	-	-	-	-	-	-
7110	000	Workers Compensation	9,651	-	-	-	-	-	-
7170	000	FICA - Medicare	19,215	-	-	-	-	-	-
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>236,844</b>						
8020	000	Special Department Expense	29,765	23,423	21,762	6,300	5,730	6,300	6,300
8100	000	Vehicle Maintenance	10,982	10,316	8,293	15,600	1,861	10,250	15,600
8120	000	Building Maintenance	24,736	29,852	38,300	41,100	3,068	39,580	41,900
8130	000	Small Tools	450	35	5,634	2,400	-	85	2,400
8132	000	Uniform Expense/Cleaning	4,469	5,459	5,619	6,000	2,049	5,000	6,000
8140	000	Utilities	62,878	53,240	56,159	60,900	22,510	59,600	59,900
8150	000	Telephone	1,459	2,068	1,198	1,200	379	1,200	1,200
8180	000	Contract Services	-	245,465	246,466	255,082	86,336	210,258	282,083
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>134,739</b>	<b>369,858</b>	<b>383,431</b>	<b>388,582</b>	<b>121,932</b>	<b>332,273</b>	<b>415,383</b>
8520	000	Machinery & Equipment	-	-	-	-	-	-	-
<b>&lt;CAPITAL OUTLAY&gt;</b>									
<b>[295-8042] Golf Course Maintenance Total</b>			<b>371,583</b>	<b>369,858</b>	<b>383,431</b>	<b>388,582</b>	<b>121,932</b>	<b>332,273</b>	<b>415,383</b>

<b>Budget Detail</b>	<b>Course Maintenance</b>	<b>295-8042</b>
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**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 (\$15,700), fertilizer seed and chemicals (\$17,000), sand, gravel and top soil (\$6,800) 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 (\$5,000).
  
- 8150 Telephone  
Funds for telephone (\$1,200).
  
- 8180 Contract Services  
Compensation for maintenance staff (\$282,083).

# DRAFT

<b>Arroyo Seco Golf Course – Driving Range</b>	<b>295-8043</b>
<b>Budget Detail</b>	

Acct	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
7000	000	Salaries - Permanent	38,636	-	-	-	-	-	-
7110	000	Workers Compensation	1,571	-	-	-	-	-	-
7170	000	FICA - Medicare	4,696	-	-	-	-	-	-
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>44,903</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
8020	000	Special Department Expense	13,509	7,204	6,448	14,400	3,976	12,000	14,400
8120	000	Building Maintenance	8,796	217	9,841	6,000	21	2,565	6,000
8180	000	Contract Services	-	42,738	40,899	38,150	13,017	23,560	15,614
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>22,305</b>	<b>50,159</b>	<b>57,188</b>	<b>58,550</b>	<b>17,013</b>	<b>38,125</b>	<b>36,014</b>
<b>295-8043 Range Total</b>			<b>67,208</b>	<b>50,159</b>	<b>57,188</b>	<b>58,550</b>	<b>17,013</b>	<b>38,125</b>	<b>36,014</b>

<b>Budget Detail</b>	<b>Driving Range</b>	<b>295-8043</b>
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**OPERATIONS & MAINTENANCE**

- 8020 Special Department Expense  
Range balls and mats (\$13,200) and supplies (\$1,200).
  
- 8120 Building Maintenance  
Maintenance of range, netting, and irrigation (\$6,000).
  
- 8180 Contract Services  
Compensation for maintenance staff and starter (\$15,614).

# DRAFT

## Arroyo Seco Golf Course – Golf Shop

**Budget Detail**

**295-8044**

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	83,700	-	-	-	-	-	-
7110	000	Workers Compensation	3,591	-	-	-	-	-	-
7170	000	FICA - Medicare	8,572	-	-	-	-	-	-
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>95,863</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
8020	000	Special Department Expense	5,138	1,383	2,141	6,000	2,447	5,500	6,000
8120	000	Building Maintenance	-	-	-	-	-	-	-
8180	000	Contract Services	-	77,135	87,124	95,947	29,817	89,500	106,707
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>5,138</b>	<b>78,518</b>	<b>89,265</b>	<b>101,947</b>	<b>32,264</b>	<b>95,000</b>	<b>112,707</b>
<b>[295-8044] Golf Shop Total</b>			<b>101,001</b>	<b>78,518</b>	<b>89,265</b>	<b>101,947</b>	<b>32,264</b>	<b>95,000</b>	<b>112,707</b>

<b>Budget Detail</b>	<b>Golf Shop</b>	<b>295-8044</b>
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**OPERATIONS & MAINTENANCE**

- 8020 Special Department Expense  
Clothing, gloves, and other supplies (\$6,000).
  
- 8180 Contract Services  
Compensation for Starter (\$106,707).

**DRAFT**

<b>Arroyo Seco Golf Course – Food and Beverage</b>	<b>295-8045</b>
<b>Budget Detail</b>	

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	94,901	-	-	-	-	-	-
7110	000	Workers Compensation	3,591	-	-	-	-	-	-
7170	000	FICA - Medicare	10,969	-	-	-	-	-	-
<b>&lt;WAGES &amp; BENEFITS&gt;</b>			<b>109,461</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
8020	000	Special Department Expense	13,313	15,985	24,006	25,092	7,036	21,899	25,745
8120	000	Building Maintenance	7,838	4,479	4,660	6,000	2,993	4,000	6,000
8130	000	Small Tools	106	362	398	2,100	133	625	2,100
8132	000	Uniform Expense/Cleaning	-	1,997	-	-	-	-	-
8180	000	Contract Services	-	120,099	125,730	134,957	43,538	127,589	132,880
<b>&lt;OPERATIONS &amp; MAINTENANCE&gt;</b>			<b>21,257</b>	<b>142,922</b>	<b>154,794</b>	<b>168,149</b>	<b>53,700</b>	<b>154,113</b>	<b>166,725</b>
<b>[295-8045] Food Service Total</b>			<b>130,718</b>	<b>142,922</b>	<b>154,794</b>	<b>168,149</b>	<b>53,700</b>	<b>154,113</b>	<b>166,725</b>

**Food and Beverage**

**Budget Detail**

**295-8045**

**OPERATIONS & MAINTENANCE**

- 8020 Special Department Expense  
Supplies such as china, silverware, glassware (\$600), paper products (\$2,115), linens (\$4,745), rental equipment for events (\$1,800), 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 (\$132,880).

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