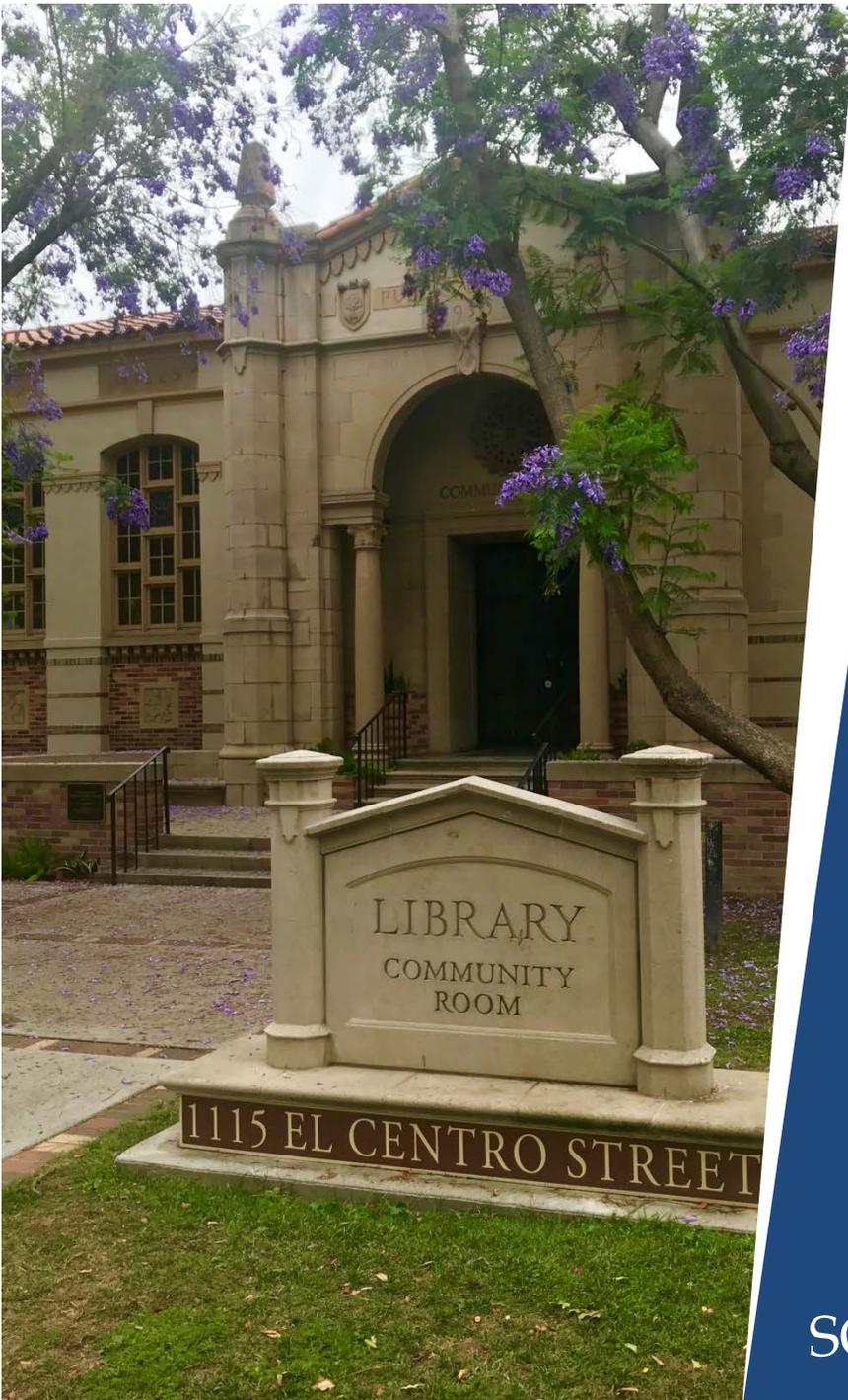


2019-20

ADOPTED BUDGET



CITY OF
SOUTH PASADENA

City of South Pasadena California



Adopted Budget For the 2019-2020 Fiscal Year

Mayor
Marina Khubesrian, M.D.

Mayor Pro Tempore
Robert Joe

Councilmember
Michael A. Cacciotti

Councilmember
Diana Mahmud

Councilmember
Richard D. Schneider,
M.D.

City Clerk
Evelyn G. Zneimer

City Treasurer
Gary Pia

City Manager
Stephanie DeWolfe

Population 25,881



MISSION STATEMENT

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

CORE VALUES

not in priority order

The City of South Pasadena values. . .

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

City Manager's FY 2019/20 Budget Message

July 1, 2019

Honorable Mayor and City Council Members:

I am pleased to present the Adopted Budget for Fiscal Year (FY) 2019/20 for all operations of the City. The budget as presented is balanced and consistent with the policy direction reflected in the City Council Goals. The comprehensive budget for all funds illustrates the City Council's commitment to long-term financial planning, cost-effective municipal services, and fiscal policies that recognize the need to fund future obligations. The budget will focus on the spending plan that aligns with the adopted FY 2019/20 Strategic Plan, Capital Improvement Plans (CIP), and community priorities based on public comment and the results of a community survey.

The strategic plan for FY 2019/20 consist of the following goals: develop and implement strong fiscal policies to ensure a resilient financial future; create and implement a strong economic development strategy to strengthen the local business districts; develop a comprehensive emergency preparedness plan to ensure public safety through active response and recovery efforts; enhance community sustainability through investments in infrastructure and environmental management programs; plan for affordable housing to comply with State Mandates and response to community needs; and enhance customer service through innovation to more effectively respond to the community needs.

The CIP maintains critical investments to sustain, enhance, and develop a wide array of public infrastructure to improve system reliability, enhance recreational experiences, advance public safety, and ensure that South Pasadena positions itself for further economic growth and opportunity. The plan emphasizes allocating significant resources to improve the City's aging water and sewer infrastructure, to maintain the streets ensuring better roadways and traffic congestion relief, and updating the municipal building and facilities.

Budget Process

The City developed the FY 2019/20 Budget through an in-depth analysis of actual and projected fund balances, revenues, and expenditures. Each City department prepared line item details for the department's activities and recommended certain service levels and activity goals for the 2019/20 budget year. The Finance Department prepared revenue projections with input from all departments. The City Manager then reviewed individual departmental requests, prioritized activities based upon City Council policy, strategic plan, and community priorities.

On March 6, 2019, a General Fund financial forecast was presented at the Council meeting. The five-year forecast projects that if no action is taken, it will lead to an annual deficit. The community was made aware of this and a Community Survey was presented with options to increase revenue for the City to mitigate the deficit. The survey identified the Community's support of productive use of city parking lots, enhancing the Arroyo Recreation, small hotel taxes, short-term rental tax, and sales tax increase. The City will review the survey and will take necessary actions to implement the plans.

On May 1, 2019, Public Works presented the annual CIP for FY 2019/20 to Council. The CIP discussion carried over to the Draft Budget.

On May 15, 2019, the Draft Budget was presented at the Council meeting, which focused on the

discussion about each departments' budget, the budget outreach, and the City's Financial Sustainability. The City Council directed staff to prepare a Proposed Budget based on these discussions. The Proposed Budget was presented to the City Council and adopted on June 5, 2019.

General Fund Highlights

South Pasadena is a uniquely positioned City in that it is a full-service City providing public safety, public works, library, recreation, and community services. By providing these services, the City maintains local control and reaffirms its commitment to a high level of customer service.

The following is a summary of revenue and expenditure items that have a particular significance in the Adopted FY 2019/20 Budget. General Fund revenues are projected to be \$28.6 million and expenditures to be \$28.3 million, which include transfers out of \$1.9 million from General Fund to fund \$965,000 to the Street Improvements Program Fund (SIPF), \$200,000 to the VOIP Upgrade, \$500,000 to Facilities and Maintenance Fund, \$95,000 to the Insurance Fund, and \$150,597 to LLMD Fund for annual tree planting.

Revenues

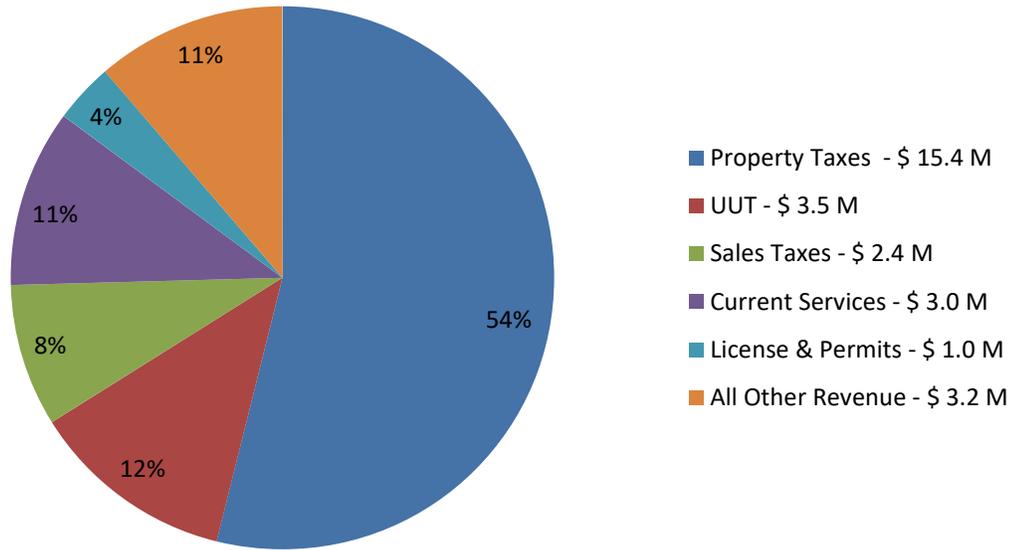
The five largest sources of revenue to the City's General Fund are property taxes, utility taxes, sales taxes, charges for services, and licenses and permits. Property taxes make up 54% of all General Fund revenues. Utility users taxes (UUT) make up 12% of total General Fund revenues. Despite increases in water rates, FY 2019/20 UUT revenues are expected to decrease from the prior year due to conservation efforts and decreased demand for address-based telephone services. Sales taxes make up 8% of total General Fund revenues.

The top five revenue sources represent approximately 89% of the General Fund revenues. Historical data indicates that the City's General Fund is becoming more reliant on these five revenue sources.

General Fund Revenues

	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Budget 2018/2019	Adopted 2019/2020
Property Taxes	\$ 12,632,984	\$ 13,236,932	\$ 14,135,844	\$ 13,855,000	\$ 15,414,035
UUT	\$ 3,414,827	\$ 3,381,948	\$ 3,345,582	\$ 3,430,000	\$ 3,485,000
Sales Taxes	\$ 2,635,968	\$ 2,456,666	\$ 2,501,264	\$ 2,925,000	\$ 2,430,802
Current Services	\$ 2,805,481	\$ 2,915,875	\$ 3,121,820	\$ 2,703,700	\$ 3,021,750
License & Permits	\$ 1,028,583	\$ 1,054,463	\$ 535,442	\$ 1,041,400	\$ 1,015,900
Top 5 Subtotal	\$ 22,517,843	\$ 23,045,884	\$ 23,639,952	\$ 23,955,100	\$ 25,367,487
<i>% of Total Revenue</i>	85%	87%	90%	89%	89%
All Other Revenue	\$ 3,972,211	\$ 3,310,299	\$ 2,522,668	\$ 3,094,518	\$ 3,233,563
Revenue Total	\$26,490,054	\$26,356,183	\$26,162,620	\$27,049,618	\$28,601,050

Fiscal Year 2019/20 General Fund Revenue



Expenditures

The FY 2019-20 adopted expenditures represent a three percent increase in general fund expenditures. The City’s main expenditures can be attributed to the following:

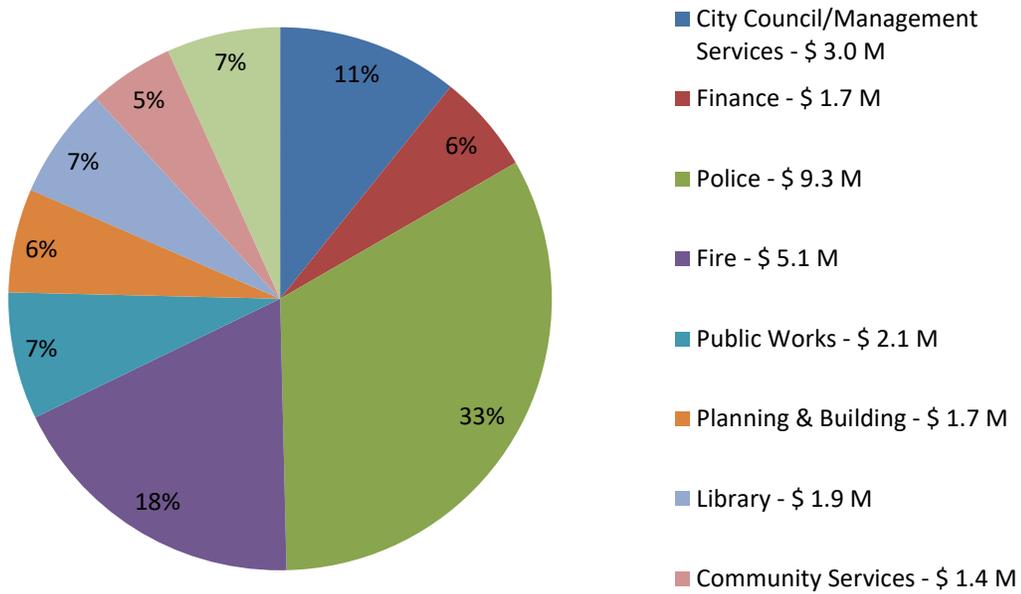
- Personnel (72%)
- Operations and Maintenance (22%)

There is a decrease in regular full time equivalent (FTE) for FY 2019-20 from 150 FTE prior year to 149 FTE. However, the labor negotiation, pending at the time of budget adoption, will lead to an overall increase in wages and benefits. This also includes the growing costs in mandated pension liability, workers compensation, and health insurance. These increased expenditures must be offset with new or restructured revenue.

General Fund Expenditures

	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Budget 2018/2019	Adopted 2019/2020
Wages & Benefits	\$ 15,672,149	\$ 17,464,420	\$ 17,867,122	\$ 18,690,873	\$ 19,998,900
Operation & Maintenance	\$ 5,564,847	\$ 5,541,052	\$ 5,545,387	\$ 6,081,754	\$ 6,240,858
Capital Outlay	\$ 101,252	\$ 163,599	\$ 126,193	\$ 459,751	\$ 133,600
Total Operations	\$ 21,338,248	\$ 23,169,071	\$ 23,538,702	\$ 25,232,378	\$ 26,373,358
Transfer Out	\$ 676,460	\$ 5,473,409	\$ -	\$ 1,245,000	\$ 1,910,597
Capital Projects	\$ 2,728,182	\$ 483,614	\$ 1,307,345	\$ -	\$ -
Total Expenditures	\$24,742,890	\$29,126,094	\$24,846,047	\$26,477,378	\$28,283,955

General Fund by Department



General Fund Reserves

The Adopted FY 2019/20 Budget will present the General Fund with an emergency reserve of \$6.9 million on June 30, 2020, which meets the council set policy of 25% reserve. Total designated reserves for FY 2019/20 are projected to be \$5.9 million. The other reserves are set aside to fund specific projects or unanticipated shortfalls.

General Fund Balance

Reserves	FY 2018/19	FY 2019/20
Arroyo Golf Course / Bike Trail	\$ 600,000	\$ 600,000
Legal Reserve	\$ 500,000	\$ 500,000
Maint. Yard / Comm. Ctr	\$ 317,130	\$ 317,130
Library Expansion	\$ 200,000	\$ 200,000
Renewable Energy Sources Reserve	\$ 700,000	\$ 700,000
Retiree Pension Reserve	\$ 500,000	\$ 500,000
Retiree Medical Reserve	\$ 500,000	\$ 500,000
Community Garden/Open Space Purchases	\$ 392,000	\$ 392,000
Storm Water	\$ 600,000	\$ 600,000
Financial Sustainability Reserve	\$ 900,000	\$ 900,000
Slater Reimbursement Reserve	\$ 568,850	\$ 568,850
Vehicle Replacement Reserve	\$ -	\$ 100,000
Total Reserved	\$ 5,777,980	\$ 5,877,980
Emergency Reserve	\$ 6,719,595	\$ 6,936,690
General Fund Balance	\$ 12,497,575	\$ 12,814,670

Highlights of Other Funds

Street Light & Landscape Fund [215] – Revenues come from assessments placed on South Pasadena property tax bills. The assessment amounts had not changed since 1997 when Proposition 218 passed. The general fund continues to supplement this fund.

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

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

Measure M [236] – Measure M funds are dedicated to street projects.

Measure W [239] – New fund that will initialize the study to determine the City’s stormwater infrastructures condition and needs. Future funding will be dedicated to maintaining and improving the City’s stormwater infrastructures.

Senate Bill 1 (SB1) - The SB1 funds are dedicated to street projects. The funds have an MOE which is \$1.4M for the City of South Pasadena.

Water Fund [500] – Rates charged to customers pay for maintaining infrastructures for safe drinking water for the City. The City is also projecting spending \$6.7 million on water infrastructure projects.

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

Personnel Highlights

The Adopted Budget authorizes 149 full-time employees.

City retirement expenses will continue to rise in FY 2018/19 with CalPERS retirement rates increasing from 32.96% to 38.62% for safety employees, and from 18.91% to 22.02% for miscellaneous employees.

There is currently an outstanding \$16.7 million unfunded liability for retiree medical costs, which a recent actuarial study translates to an Annual Required Contribution (ARC) of \$1.5 million.

Capital Improvement Program (CIP) Highlights

Along with an aggressive water and sewer capital improvement program, the City also continues to be aggressive in repairing our aging streets, with \$2.5 million for street improvements appropriated for FY 2018/19.

Fiscal Responsibility

The FY 2019/20 Adopted Budget is the culmination of months of effort by City staff to balance available resources with the services desired by South Pasadena residents, visitors, and businesses. It represents staff’s best recommendations for meeting fund balance requirements and service delivery objectives while providing tangible outcomes for programs and projects. The City maintains a conservative approach when budgeting revenues and expenses to ensure that the City’s ability to meet its obligations is not impaired.

With that, I commend City staff throughout the organization for the collaborative and disciplined efforts that went into developing and producing this budget. I would also like to thank the South Pasadena City

Council for its leadership in facing the fiscal challenges before us, crafting the goals that will help us meet those challenges, and moving our City forward in a positive direction. On behalf of the entire staff, I pledge our commitment to continue to give you the best we have so that we may provide the highest standard of service to the residents of South Pasadena.

Respectfully submitted,

Stephanie DeWolfe
City Manager

FY 2019/20 Financial Policies

1. BALANCED BUDGET

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

The Adopted FY 2019/20 Budget includes a balanced operating budget for some of the funds.

Exceptions to this policy include:

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

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

2. APPROPRIATIONS AND BUDGETARY CONTROL

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

This policy has been met.

3. ENTERPRISE FUND

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

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

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

4. GENERAL FUND RESERVE

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

General Fund undesignated fund balance, based upon the Adopted FY 2019/20 Budget, is projected to be 25% at June 30, 2020.

5. GENERAL FUND DESIGNATED RESERVE

The total designated reserves have been established for FY 2019/20 is as follows:

Reserves	FY 2018/19	FY 2019/20
Arroyo Golf Course / Bike Trail	\$ 600,000	\$ 600,000
Legal Reserve	\$ 500,000	\$ 500,000
Maint. Yard / Comm. Ctr	\$ 317,130	\$ 317,130
Library Expansion	\$ 200,000	\$ 200,000
Renewable Energy Sources Reserve	\$ 700,000	\$ 700,000
Retiree Pension Reserve	\$ 500,000	\$ 500,000
Retiree Medical Reserve	\$ 500,000	\$ 500,000
Community Garden/Open Space Purchases	\$ 392,000	\$ 392,000
Storm Water	\$ 600,000	\$ 600,000
Financial Sustainability Reserve	\$ 900,000	\$ 900,000
Slater Reimbursement Reserve	\$ 568,850	\$ 568,850
Vehicle Replacement Reserve	\$ -	\$ 100,000
Total Reserved	\$ 5,777,980	\$ 5,877,980
Emergency Reserve	\$ 6,719,595	\$ 6,936,690
General Fund Balance	\$ 12,497,575	\$ 12,814,670

6. INFRASTRUCTURE

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

Beginning FY 2013/14, the City has been committing a minimum of \$2,000,000 per year towards street improvements.

7. ACCOUNTING AND REPORTING STANDARDS

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

This policy has been met.

8. RISK MANAGEMENT

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

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

9. DEBT AND INVESTMENTS

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

In FY 2017/18 staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams.

10. CONTROL OF FINANCIAL ASSETS

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

This policy has been met.

11. FINANCIAL MANAGEMENT

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

This policy has been met.

FY 2018/19 Fund Balance

Fund	Description	06/30/18 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/19 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		27,691,146	24,986,120	2,705,027	
	Capital			-	-	
	Transfers/Interfund Loans		-	1,245,000	(1,245,000)	
	Reserves					
	Undesignated	6,809,568			-	6,719,595
	Arroyo Golf Course / Bike Trail	600,000			-	600,000
	Legal Reserve	500,000			-	500,000
	Maint. Yard / Comm. Ctr	317,130			-	317,130
	Renewable Energy Sources Reserve	350,000			-	700,000
	Retiree Pension Reserve	500,000			-	500,000
	Retiree Medical Reserve	500,000			-	500,000
	Emergency Operations Center	295,000		295,000	(295,000)	-
	Library Expansion	200,000			-	200,000
	CalTrans Vacant Lot Purchases	750,000		358,000	(358,000)	392,000
	General Plan / MSSP Reserve	205,000		205,000	(205,000)	-
	Storm Water	300,000		-	-	600,000
	Slater Reimbursement Reserve	568,850			-	568,850
	Financial Sustainability Reserve	-			-	900,000
101	General Fund Total	\$ 11,895,548	\$ 27,691,146	\$ 27,089,120	\$ 602,027	\$ 12,497,575
103	Insurance Fund	500,000	200,000	95,000	105,000	605,000
104	Street Improvements Program	(341,000)	1,100,000	1,100,000	-	(341,000)
105	Facilities & Equip. Replacement	426,693	-	425,000	(425,000)	1,693
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	517,272	522,735	605,782	(83,047)	434,226
207	Prop "C"	242,121	466,482	303,362	163,120	405,241
208	TEA/Metro	5,517	3,000	-	3,000	8,517
210	Sewer	3,471,607	1,533,000	928,921	604,079	4,075,686
211	CTC Traffic Improvement	91	-	-	-	91
215	Street Light & Landscape	(209,023)	935,000	1,047,283	(112,283)	(321,306)
217	Public, Educ. & Gov't. Fund	151,773	13,000	-	13,000	164,773
218	Clean Air Act	123,322	33,500	15,000	18,500	141,822
220	Business Improvement Tax	134,030	160,000	139,500	20,500	154,530
226	Mission Meridian Public Garage	(346,913)	-	93,000	(93,000)	(439,913)
228	Housing Authority	63,001	21,098	10,000	11,098	74,099
230	State Gas Tax	840,171	670,605	1,017,252	(346,647)	493,524
232	County Park Bond	(15,431)	400,000	63,500	336,500	321,069
233	Measure R	8,776	316,493	300,000	16,493	25,269
236	Measure M	25,741	358,685	350,000	8,685	34,426
237	Road Maint. & Rehab. Acct.	-	431,624	468,000	(36,376)	(36,376)
245	Bike & Pedestrian Paths	100	17,630	-	17,630	17,730
248	BTA Grants	(44,207)	-	-	-	(44,207)
249	Golden Streets Grant	(351,065)	-	-	-	(351,065)
255	Capital Growth	303,060	66,000	-	66,000	369,060
260	CDBG	(3,600)	143,995	140,834	3,161	(439)
272	Police Grants - State (COPS)	176,023	115,000	75,000	40,000	216,023
274	Homeland Security Grant	(9,167)	-	-	-	(9,167)
275	Park Impact Fees	395,586	65,000	-	65,000	460,586
277	HSIP Grant	(927)	-	-	-	(927)
295	Arroyo Seco Golf Course	698,777	1,166,101	1,088,377	77,724	776,501
310	Sewer Capital Projects	-	160,000	5,500	154,500	154,500
327	2000 Tax Allocation Bonds	16,897	7,000	800,000	(793,000)	(776,103)
500	Water	5,598,764	12,421,000	15,570,451	(3,149,451)	2,449,313
505	2016 Water Revenue Bonds	-	2,438,588	2,438,588	-	-
550	Public Financing Authority	3,653	556,038	556,038	-	3,653
927	Redev. Obligations Trust Fund	-	195,570	195,570	-	-
	City Total	24,247,239	52,208,290	54,921,078	(2,712,787)	21,534,453
227	Successor Agency to CRA	262,378	195,570	195,570	-	262,378
	Successor Agency Total	262,378	195,570	195,570	-	262,378
	TOTAL CITY & CRA	24,509,617	52,403,860	55,116,648	(2,712,787)	21,796,831

FY 2019/20 Fund Balance

Fund	Description	06/30/19	Year-End	Year-End	Revenues Minus	06/30/20
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		28,601,050	26,373,358	2,227,692	
	Capital			-	-	
	Transfers/Interfund Loans		-	1,910,597	(1,910,597)	
	Reserves					
	Undesignated	6,719,595			-	6,936,690
	Arroyo Golf Course / Bike Trail	600,000			-	600,000
	Legal Reserve	500,000			-	500,000
	Maint. Yard / Comm. Ctr	317,130			-	317,130
	Library Expansion	200,000			-	200,000
	Renewable Energy Sources Reserve	700,000			-	700,000
	Retiree Pension Reserve	500,000			-	500,000
	Retiree Medical Reserve	500,000			-	500,000
	Community Garden/Open Space Purchases	392,000			-	392,000
	Storm Water	600,000		-	-	600,000
	Financial Sustainability Reserve	900,000			-	900,000
	Slater Reimbursement Reserve	568,850			-	568,850
	Vehicle Replacement Reserve	-		-	-	100,000
101	General Fund Total	\$ 12,497,575	\$ 28,601,050	\$ 28,283,955	\$ 317,095	\$ 12,814,670
103	Insurance Fund	605,000	95,000	95,000	-	605,000
104	Street Improvements Program	(341,000)	965,000	965,000	-	(341,000)
105	Facilities & Equip. Replacement	1,693	700,000	700,000	-	1,693
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	434,226	565,908	537,470	28,438	462,664
207	Prop "C"	405,241	454,254	281,618	172,636	577,877
208	TEA/Metro	8,517	4,000	-	4,000	12,517
210	Sewer	4,075,686	1,635,000	1,078,275	556,725	4,632,411
211	CTC Traffic Improvement	91	-	-	-	91
215	Street Light & Landscape	(321,306)	1,062,597	1,062,597	(0)	(321,306)
217	Public, Educ. & Gov't. Fund	164,773	13,500	-	13,500	178,273
218	Clean Air Act	141,822	34,700	15,000	19,700	161,522
220	Business Improvement Tax	154,530	141,100	109,500	31,600	186,130
226	Mission Meridian Public Garage	(439,913)	25,000	15,000	10,000	(429,913)
228	Housing Authority	74,099	20,748	10,000	10,748	84,847
230	State Gas Tax	493,524	552,619	906,506	(353,888)	139,636
232	County Park Bond	321,069	163,500	63,500	100,000	421,069
233	Measure R	25,269	346,191	336,000	10,191	35,460
236	Measure M	34,426	381,016	381,000	16	34,442
237	Road Maint. & Rehab. Acct.	(36,376)	886,120	886,000	120	(36,256)
239	Measure W	-	260,000	254,229	5,771	5,771
240	Measure M MSP	-	950,000	950,000	-	-
245	Bike & Pedestrian Paths	17,730	19,396	19,000	396	18,126
248	BTA Grants	(44,207)	-	-	-	(44,207)
249	Golden Streets Grant	(351,065)	-	-	-	(351,065)
255	Capital Growth	369,060	62,000	-	62,000	431,060
260	CDBG	(439)	163,000	41,315	121,685	121,246
272	Police Grants - State (COPS)	216,023	100,000	155,424	(55,424)	160,599
274	Homeland Security Grant	(9,167)	-	-	-	(9,167)
275	Park Impact Fees	460,586	75,000	100,000	(25,000)	435,586
277	HSIP Grant	(927)	-	-	-	(927)
295	Arroyo Seco Golf Course	776,501	1,381,195	1,139,824	241,371	1,017,872
310	Sewer Capital Projects	154,500	325,000	325,000	-	154,500
327	2000 Tax Allocation Bonds	(776,103)	7,000	-	7,000	(769,103)
500	Water	2,449,313	16,561,172	13,978,760	2,582,412	5,031,725
503	Water Efficiency Fund	-	207,155	397,091	(189,936)	(189,936)
505	2016 Water Revenue Bonds	-	1,564,238	1,566,738	(2,500)	(2,500)
510	Water & Sewer Impact Fees	-	270,000	-	270,000	270,000
550	Public Financing Authority	3,653	166,788	166,788	-	3,653
927	Redev. Obligations Trust Fund	-	197,900	197,900	-	-
		21,534,453	58,957,145	55,018,489	3,938,657	25,473,109
227	Successor Agency to CRA	262,378	197,900	197,900	-	262,378
	Successor Agency Total	262,378	197,900	197,900	-	262,378
	TOTAL CITY & CRA	21,796,831	59,155,045	55,216,389	3,938,657	25,735,487

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
4000-000	Property Tax - Current Secured	9,281,790	9,757,452	10,441,153	10,350,000	10,887,200	11,352,300
4010-000	Property Tax - Unsecured	367,703	375,920	391,659	345,000	409,404	426,891
4020-000	Property Tax - Prior Years	(19,676)	(14,953)	(18,677)	(25,000)	(32,859)	(34,265)
4030-000	Property Tax - Int & Pen	37,557	34,608	32,396	35,000	33,781	35,222
4040-000	Highway Rental	131,986	126,236	123,316	130,000	128,585	127,179
4050-000	Homeowners Exemption	64,301	63,495	63,087	60,000	65,783	63,628
4060-000	Supplemental - Sec/Unsec	270,736	269,974	308,827	250,000	322,021	335,776
5002-000	Motor Vehicle In Lieu Adj.	2,498,587	2,624,200	2,794,082	2,710,000	2,980,000	3,107,304
Property Tax		12,632,984	13,236,932	14,135,844	13,855,000	14,793,916	15,414,035
4150-000	Library Special Tax	231,645	309,886	317,141	318,000	321,900	326,729
Assessments & Special Taxes		231,645	309,886	317,141	318,000	321,900	326,729
4200-000	Sales & Use Tax	1,916,945	2,173,347	2,175,728	2,625,000	2,238,496	2,130,802
4200-001	Sales Tax "In Lieu"	443,497	-	-	-	-	-
4201-000	PSAF - Prop 172 Sales Tax	275,525	283,319	325,535	300,000	311,331	300,000
Sales Tax		2,635,968	2,456,666	2,501,264	2,925,000	2,549,827	2,430,802
4230-001	Utility Tax - Water	576,531	609,009	669,561	645,000	735,869	650,000
4230-002	Utility Tax - Electric	1,295,323	1,244,417	1,283,120	1,300,000	1,314,025	1,315,000
4230-003	Utility Tax - Gas	370,356	401,278	351,564	385,000	261,741	385,000
4230-004	Utility Tax - Telephone	769,388	776,352	781,524	750,000	725,335	785,000
4230-006	Utility Tax - Cable	403,230	350,892	259,813	350,000	147,584	350,000
Utility Users Tax		3,414,827	3,381,948	3,345,582	3,430,000	3,184,552	3,485,000
4210-001	Franchise - Refuse	424,775	420,498	443,975	420,000	514,341	450,000
4210-002	Franchise - Cable TV	294,533	259,910	194,311	260,000	223,436	250,000
4210-003	Franchise - Electric	99,680	90,840	97,964	100,000	86,737	100,000
4210-004	Franchise - Gas	56,316	47,476	48,486	50,000	50,000	50,000
4220-000	Real Property Transfer	125,360	200,483	166,460	200,000	214,111	198,900
Other Taxes		1,000,664	1,019,207	951,196	1,030,000	1,088,625	1,048,900
4400-000	Business License	383,950	393,578	379,911	425,000	393,216	400,000
4420-000	Bus Lic Penalties & Trans	13,812	19,016	9,816	15,000	7,307	15,000
4440-000	Tobacco Retail Permit	1,440	1,080	840	1,400	480	900
4460-000	Parking Permits	459,405	441,935	7	440,000	337,253	440,000
4445-000	Filming Permits	116,960	96,840	83,211	100,000	74,553	100,000
4465-001	Fire Permits	4,033	4,845	5,301	4,000	4,510	4,000
4470-002	Street / Curb Permits	35,849	87,160	45,560	45,000	34,937	45,000
4470-004	Street Closure Permits	6,197	2,164	5,226	3,000	5,695	3,000
4470-005	Newsrack Permits	800	-	125	-	836	-
4480-000	FOG Wastewater Permit	6,138	7,845	5,445	8,000	11,450	8,000
Licenses & Permits		1,028,583	1,054,463	535,442	1,041,400	870,237	1,015,900
4600-000	Vehicle Code Fines	61,912	70,174	80,785	70,000	70,000	70,000
4610-000	Parking Citations	366,096	309,492	291,191	300,000	295,199	300,000
4620-000	Other Court Fines	16,549	18,072	16,085	10,000	8,022	12,700
Fines & Forfeitures		444,556	397,738	388,061	380,000	373,220	382,700
4800-000	Interest Income	136,294	162,400	89,594	130,000	15,635	130,000
4802-000	Gain / Loss on Investments	9,461	3,216	(445)	-	-	-
4805-000	Unrealized Gain / Loss	29,897	(120,484)	(8,111)	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	3,879	4,184	-	3,800	2,713	3,800
4820-000	Rental - Stables	53,214	54,217	53,278	88,404	66,976	53,000
4825-000	Rental - Tennis	39,430	68,560	77,913	84,000	84,000	84,000
4830-001	Rental - Cellular Site	-	-	-	-	7,855	-
4830-002	Rental - Cell Phone Site	40,198	41,404	53,658	42,646	44,685	44,000
4830-003	Rental - Cell Site - AT&T	30,748	30,830	30,240	32,643	19,045	36,000
4830-004	Cell Phone - CW/Bilicke	34,993	36,043	37,124	39,384	38,340	42,000
4830-005	Cell Phone - Verizon - San Pascual	26,190	26,976	27,785	29,040	18,797	29,000
4830-006	Cell Phone - Cingular OG	29,860	30,085	33,029	31,677	48,081	35,000
4830-009	Cell Phone - Metro PCS	36,979	38,107	35,187	40,129	38,386	39,000
4830-010	Cell Phone - Verizon - MH	30,266	22,322	22,992	23,563	10,473	24,000
4835-000	Rental - TWC	-	-	-	-	-	-
4840-000	Rental - War Memorial Building	71,328	55,270	46,527	40,000	42,463	45,000
4850-000	Rental - Eddie Park	3,745	4,347	2,811	3,600	4,809	3,600
4860-000	Rental - Library Comm Room	24,430	14,055	16,330	15,000	13,189	15,000
4870-000	Rental - Racquet Ball Ctr	-	-	585	-	-	-

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
4885-000	Rental - Sr Citizen Ctr	2,160	1,635	2,665	2,000	1,840	4,000
4890-000	Rental - Farmer's Market	9,697	10,801	10,564	9,000	10,723	10,000
4891-000	Rental - Orange Grove	3,266	4,985	10,312	4,000	4,183	3,000
4892-000	Rental - Misc	49,663	31,290	23,765	30,000	32,897	30,000
4893-000	Rental - Batting Cages	12,637	15,488	8,382	12,000	10,401	12,000
4894-000	Rental - Youth House	2,739	6,018	4,823	5,250	3,756	5,350
Use of Money & Property		681,073	541,749	579,006	666,136	519,246	647,750
5000-000	Motor Vehicle In Lieu	10,561	11,660	13,682	-	-	12,000
5400-000	Sale of Property	6,371	16,745	5,481	6,000	283	6,000
5020-000	State Reimb - Police Training	1,104	4,631	12,673	5,000	6,078	8,000
5030-000	State Mandated Cost	24,055	80	115	5,000	62	100
5071-003	Miscellaneous Grants	71,307	60,014	-	-	-	-
5071-005	Non-Federal Grants - Pub. Works	29,302	-	(39,951)	-	543,332	-
5073-001	Grants-Police	-	-	11,982	35,000	23,739	32,000
5077-003	Metro Gold Line Authority	-	-	3,011	-	-	-
Revenue From Other Agencies		142,699	93,130	6,993	51,000	573,494	58,100
5150-001	Business License App Fee	15,091	18,393	28,015	30,000	14,409	15,000
4405-000	Business License SB1186 Fee	1,913	1,894	6,262	5,000	7,873	8,000
5150-002	Non Sufficient Fund Chg	135	297	378	200	335	300
Current Services-Finance		17,139	20,584	34,654	35,200	22,617	23,300
5200-001	Community Development Misc Fee	175	305	3,160	750	6,237	5,000
5200-002	Planning Fees	108,808	93,555	165,516	150,000	122,717	150,000
5200-003	Plan Check	234,716	261,258	252,652	225,000	289,814	265,000
5200-004	Building Permits	393,792	407,549	461,992	420,000	401,412	420,000
5200-006	Code Reinspection Fee	-	-	-	-	-	-
5200-007	Administrative Citations	1,300	400	1,300	1,500	1,200	1,200
Current Services-Planning & Building		738,791	763,067	884,620	797,250	821,379	841,200
5220-001	Engineering Fees - Misc	87,444	101,789	107,456	90,000	71,824	90,000
5220-002	Engineering Plan Check	1,600	2,320	1,120	2,000	600	1,000
5223-000	NPDES	136,354	134,313	108,229	120,000	93,010	100,000
Current Services-Public Works		225,398	238,422	216,805	212,000	165,434	191,000
5230-001	Police Special Svcs	5,070	8,656	2,270	2,000	5,608	4,500
5230-004	Vehicle Impound Fees	19,855	23,210	25,055	20,000	36,073	25,000
5230-005	Police Svcs - Filming	214,645	229,127	242,810	200,000	192,290	210,000
5280-001	Animal Control Fees	1,367	1,043	749	550	861	800
Current Services-Police		240,937	262,036	270,883	222,550	234,832	240,300
5255-000	Passport Services	-	9,059	19,175	20,000	12,620	20,000
Current Services-Clerk		-	9,059	19,175	20,000	12,620	20,000
5260-002	Library Fines	63,131	58,700	54,258	60,000	46,024	45,000
5260-003	Library Replacements	5,183	4,046	4,321	5,000	3,450	4,000
Current Services-Library		68,315	62,746	58,579	65,000	49,474	49,000
5265-002	Sr. Citizens Classes	17,816	23,964	21,392	28,000	20,300	28,000
5265-003	Sr. Citizens Membership	9,888	9,456	8,658	9,000	10,676	10,000
5265-004	Sr. Citizens Bus Trips	5,617	6,849	5,660	7,000	4,760	5,750
5265-005	Snr. Citizens Center Programs	910	2,438	3,680	3,700	2,000	3,700
5265-006	Bingo - Coffee - Med. I.D.	1,535	1,258	1,285	1,000	1,004	1,500
5270-001	Camp Med Fees	304,615	363,806	409,932	320,000	387,303	461,600
5270-002	Recreation Classes	196,207	165,901	197,722	190,000	134,702	200,000
5270-003	Special Events	10,181	11,067	12,417	9,500	9,068	13,900
5270-004	MTA Bus Pass - General	-	-	2,279	-	-	-
5270-005	Park/Field Reservations	48,374	63,128	64,778	40,000	48,350	65,000
5270-007	Adult Sports	366	150	-	-	-	-
5270-008	Concerts in the Park	9,734	10,301	14,550	13,000	1,600	14,000
5270-009	War Memorial Kitchen	-	2,400	3,300	1,500	1,575	3,500
Current Services-Community Services		605,243	660,718	745,653	622,700	621,338	806,950
5289-001	Fire Dept - Filming	178,955	154,683	160,645	140,000	73,033	140,000
5289-002	Fire Dept - Plan Check	16,389	14,898	18,192	18,000	45,141	35,000
5290-001	Paramedic Fees	522,738	535,971	560,570	480,000	444,756	525,000
5300-000	Paramedic Subscriptions	16,629	19,100	19,595	21,000	24,313	20,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
5302-000	Fire Command Reimbursements	174,647	174,591	14,246	70,000	142,331	130,000
5305-001	Fire Miscellaneous	300	-	118,203	-	-	-
Current-Services-Fire		909,658	899,243	891,451	729,000	729,575	850,000
Current-Services-ALL		2,805,481	2,915,875	3,121,820	2,703,700	2,657,270	3,021,750
5420-000	Workers Comp Reimb	25,638	34,996	35,297	25,000	39,902	35,000
5425-000	Gen. Liability Insurance Reimb	129,199	278,824	12,892	20,000	-	20,000
5430-000	Damage to City Property	-	6,817	92,634	-	90,215	90,000
5440-000	Candidate Filing Fee	684	-	-	-	100	-
5460-000	Recycling Revenue	63,038	119,810	74,083	60,000	40,164	70,000
5460-001	Recycling Container	14,469	2,626	7,155	7,000	7,000	7,000
5490-000	Cash Over/Short Fin.	113	0	(1)	-	-	-
5490-001	Over/Short - Library	(1)	(0)	4	-	-	-
5490-002	Over/Short - Police	65	96	101	-	52	-
5490-003	Over/Short - Sr. Ctr & Rec	1	1	-	-	-	-
5490-004	Over Short - Senior Center	15	4	(8)	-	1	-
5490-007	Cash Over/Short - Fire	-	1	-	-	-	-
5501-001	Donations - Misc	21	51	76	-	51	-
5501-003	Donations - Senior Meals	10,727	2,962	14,368	10,000	12,376	10,000
5501-005	Donations - Library	125	-	7,746	-	-	-
5505-000	Miscellaneous	809,034	41,357	32,407	40,000	65,704	50,000
5505-001	Duplication Fees	4,300	4,182	3,825	4,000	5,003	4,000
5530-000	Rubbish Billing Fees	-	-	-	-	-	-
5550-000	Prior Year Adjustment	(69,238)	(26,522)	(307)	-	-	-
Other Revenue		988,190	465,205	280,271	166,000	260,567	286,000
5610-000	Reimbursement-Sewer Fund	69,022	69,022	-	69,022	69,022	69,022
5640-000	Reimbursement-Water Fund	414,362	414,362	-	414,360	414,362	414,362
Reimbursements From Other Funds		483,384	483,384	-	483,382	483,384	483,384
9911-000	Transfers from Other Fund	-	-	-	-	-	-
Transfers In		-	-	-	-	-	-
101 - GENERAL FUND TOTAL		26,490,054	26,356,183	26,162,620	27,049,618	27,676,238	28,601,050
9911-000	Transfers from Other Fund	46,397	81,711	-	200,000	-	95,000
Transfers In		46,397	81,711	-	200,000	-	95,000
103 - INSURANCE FUND TOTAL		46,397	81,711	-	200,000	-	95,000
9911-000	Transfers from Other Fund	-	3,505,451	-	1,100,000	-	965,000
Transfers In		-	3,505,451	-	1,100,000	-	965,000
104 - STREET IMPROVEMENTS PROGRAM		-	3,505,451	-	1,100,000	-	965,000
4800-000	Interest Income	-	-	2,877	-	734	-
Use of Money & Property		-	-	2,877	-	734	-
9911-000	Transfers from Other Fund	500,000	1,818,931	-	-	-	700,000
Transfers In		500,000	1,818,931	-	-	-	700,000
105 - FACILITIES & EQUIP REPLACEMENT T		500,000	1,818,931	2,877	-	734	700,000
4200-000	Sales & Use Tax	469,505	477,606	485,507	508,735	529,393	540,408
Sales Tax		469,505	477,606	485,507	508,735	529,393	540,408
4800-000	Interest Income	6,651	10,176	9,528	7,800	1,114	8,000
4802-000	Gain / Loss on Investments	516	187	(38)	-	-	-
4805-000	Unrealized Gain / Loss	1,234	(9,625)	(4,340)	-	-	-
Use of Money & Property		8,401	738	5,149	7,800	1,114	8,000
5266-000	Dial - A - Ride Charges	4,984	4,408	4,419	5,000	5,070	5,000
Charges for Current Services		4,984	4,408	4,419	5,000	5,070	5,000
5500-000	MTA Bus Pass - Senior	(50)	(5)	538	1,200	(209)	500
5504-000	Prop A - NTD Disc. Incentive	15,135	10,452	13,049	-	12,000	12,000
5505-000	Miscellaneous	-	-	1,238	-	-	-
Other Revenue		15,085	10,447	14,825	1,200	11,791	12,500
205 - LOCAL TRANSIT RETURN "A" TOTAL		497,975	493,199	509,900	522,735	547,368	565,908

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
4200-000	Sales & Use Tax	388,693	395,586	403,270	421,982	339,957	448,254
Sales Tax		388,693	395,586	403,270	421,982	339,957	448,254
4800-000	Interest Income	4,234	7,923	8,506	4,500	659	6,000
4802-000	Gain / Loss on Investments	335	125	(42)	-	-	-
4805-000	Unrealized Gain / Loss	889	(7,420)	(4,802)	-	-	-
Use of Money & Property		5,458	628	3,661	4,500	659	6,000
4460-001	Parking Revenue	38,526	37,508	34,387	40,000	-	-
Charges for Current Services		38,526	37,508	34,387	40,000	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
207 - LOCAL TRANSIT RETURN "C" TOTAL		432,677	433,722	441,319	466,482	340,616	454,254
4800-000	Interest Income	4,305	5,188	9,428	3,000	941	4,000
4802-000	Gain / Loss on Investments	275	106	(44)	-	-	-
4805-000	Unrealized Gain / Loss	656	(5,172)	(5,506)	-	-	-
Use of Money & Property		5,236	122	3,878	3,000	941	4,000
5077-041	MTA Grant - Ped. Improv. - LTF	-	452,924	-	-	-	-
Revenue From Other Agencies		-	452,924	-	-	-	-
208 - TEA/METRO TOTAL		5,236	453,046	3,878	3,000	941	4,000
4800-000	Interest Income	19,685	34,189	33,576	28,000	2,916	30,000
4802-000	Gain / Loss on Investments	1,729	542	(170)	-	-	-
4805-000	Unrealized Gain / Loss	5,087	(32,479)	(18,990)	-	-	-
Use of Money & Property		26,501	2,252	14,416	28,000	2,916	30,000
5310-000	Sewer Service Charges	1,534,401	1,565,785	1,608,945	1,500,000	1,646,218	1,600,000
5315-000	Penalty - Sewer	5,335	4,800	5,406	5,000	3,951	5,000
5335-000	Water Impact Fees	4,188	12,774	-	-	-	-
Charges for Current Services		1,543,924	1,583,359	1,614,351	1,505,000	1,650,168	1,605,000
5550-000	Prior Year Adjustment	-	-	(16,996)	-	-	-
Other Revenue		-	-	(16,996)	-	-	-
210 - SEWER TOTAL		1,570,425	1,585,611	1,611,771	1,533,000	1,653,084	1,635,000
5071-006	Federal Grant - Rogan HR 5394	54	337	-	-	-	-
Revenue From Other Agencies		54	337	-	-	-	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		54	337	-	-	-	-
4100-000	Street Light Assessments	891,305	892,361	890,227	900,000	891,000	900,000
Assessments & Special Taxes		891,305	892,361	890,227	900,000	891,000	900,000
4800-000	Interest Income	-	-	2,509	-	666	2,000
Use of Money & Property		-	-	2,509	-	666	2,000
5425-000	Gen. Liability Insurance Reimb	2,213	-	-	-	-	-
5430-000	Damage to City Property	7,478	4,310	16,135	-	-	-
5501-012	Donations - Tree Dedications	1,410	55,370	14,475	10,000	4,200	10,000
5505-000	Miscellaneous	-	-	-	-	-	-
5550-000	Prior Year Adjustment	(15,743)	-	-	-	-	-
Other Revenue		(4,642)	59,680	30,610	10,000	4,200	10,000
9911-000	Transfers from Other Fund	-	100,000	-	25,000	-	150,597
Transfers In		-	100,000	-	25,000	-	150,597
215 - STREET LIGHT & LANDSCAPE TOTAL		886,664	1,052,041	923,345	935,000	895,866	1,062,597
4800-000	Interest Income	-	-	708	-	199	500
Use of Money & Property		-	-	708	-	199	500
5250-000	PEG Fees	23,472	19,180	12,067	13,000	1,364	13,000
Revenue From Other Agencies		23,472	19,180	12,067	13,000	1,364	13,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		23,472	19,180	12,775	13,000	1,563	13,500

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
4800-000	Interest Income	1,189	1,730	1,469	1,500	163	1,500
4802-000	Gain / Loss on Investments	451	51	(4)	-	-	-
4805-000	Unrealized Gain / Loss	(84)	(1,638)	(461)	-	-	-
Use of Money & Property		1,556	143	1,005	1,500	163	1,500
5082-000	AB 2766 (SCAQMD) Fees	33,213	33,238	33,211	32,000	34,469	33,200
Revenue From Other Agencies		33,213	33,238	33,211	32,000	34,469	33,200
218 - CLEAN AIR ACT TOTAL		34,769	33,381	34,215	33,500	34,632	34,700
4800-000	Interest Income	-	-	535	-	151	500
Use of Money & Property		-	-	535	-	151	500
5412-000	Business Improvement Tax	125,405	129,108	113,120	130,000	111,000	110,600
5412-001	BIT - Filming Permits	43,645	36,127	31,329	30,000	29,956	30,000
Other Revenue		169,050	165,235	144,448	160,000	140,956	140,600
220 - BUSINESS IMPROVEMENT TAX TOTAL		169,050	165,235	144,984	160,000	141,107	141,100
4800-000	Interest Income	-	-	327	-	90	-
Use of Money & Property		-	-	327	-	90	-
223 - GOLD LINE MITIGATION FUND TOTAL		-	-	327	-	90	-
4875-000	Rental - MMV Parking	1,155	990	9,096	2,000	24,356	25,000
Use of Money & Property		1,155	990	9,096	2,000	24,356	25,000
226 - MISSION MERIDIAN PUBLIC GARAGE		1,155	990	9,096	2,000	24,356	25,000
4800-000	Interest Income	4,047	707	2,314	-	-	-
4802-000	Gain / Loss on Investments	-	-	1	-	-	-
4880-000	Rental - Nursery Property	12,000	12,000	-	-	-	-
Use of Money & Property		16,047	12,707	2,314	-	-	-
5550-000	Prior Year Adjustment	10,239	(0)	-	-	-	-
Other Revenue		10,239	(0)	-	-	-	-
9911-000	Transfers from Other Fund	308,736	188,458	196,004	195,570	-	197,900
Transfers In		308,736	188,458	196,004	195,570	-	197,900
227 - SA-CRA TOTAL		335,022	201,165	198,318	195,570	-	197,900
4800-000	Interest Income	227	433	619	350	107	-
4802-000	Gain / Loss on Investments	19	8	(2)	-	-	-
4805-000	Unrealized Gain / Loss	53	(413)	(286)	-	-	-
4810-000	Rental - Arroyo House	8,748	8,748	7,290	8,748	8,309	8,748
4880-000	Rental - Nursery Property	-	-	12,000	12,000	10,667	12,000
Use of Money & Property		9,047	8,776	19,621	21,098	19,083	20,748
228 - HOUSING AUTHORITY TOTAL		9,047	8,776	19,621	21,098	19,083	20,748
4800-000	Interest Income	9,491	13,504	13,152	9,000	1,399	10,000
4802-000	Gain / Loss on Investments	727	289	(54)	(54)	-	-
4805-000	Unrealized Gain / Loss	1,943	(13,566)	(5,930)	-	-	-
Use of Money & Property		12,161	227	7,168	8,946	1,399	10,000
5036-001	Transportation Improvement	-	-	-	-	-	-
5038-000	State Gas Tax - 2103	134,455	69,470	101,219	199,271	92,395	111,074
5039-000	State Gas Tax - 2105	146,954	146,249	141,050	149,643	145,777	144,905
5040-000	State Gas Tax - 2106	90,981	90,096	89,509	91,534	90,884	90,359
5050-000	State Gas Tax - 2107	191,354	185,420	183,568	185,663	191,457	190,281
5060-000	State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
5070-000	State Gas Tax - SB1	-	-	29,548	29,548	-	-
Revenue From Other Agencies		569,743	497,235	550,895	661,659	526,513	542,619

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
5535-000	Loader Fee - Athens	-	-	65,000	-	-	-
Other Revenue		-	-	65,000	-	-	-
9911-000	Transfers from Other Fund	58,083	-	-	-	-	-
Transfers In		58,083	-	-	-	-	-
230 - STATE GAS TAX TOTAL		639,987	497,462	623,063	670,605	527,912	552,619
5084-006	County Park Bond - (Prop A)	-	309,028	-	400,000	-	100,000
5084-008	County Park Bond - Maint	125,882	-	30,437	-	-	63,500
Revenue From Other Agencies		125,882	309,028	30,437	400,000	-	163,500
232 - COUNTY PARK BOND TOTAL		125,882	309,028	30,437	400,000	-	163,500
4200-000	Sales & Use Tax	292,258	297,193	301,630	316,493	329,789	336,191
Sales Tax		292,258	297,193	301,630	316,493	329,789	336,191
4800-000	Interest Income	8,266	12,436	12,498	-	1,488	10,000
4802-000	Gain / Loss on Investments	665	283	(49)	-	-	-
4805-000	Unrealized Gain / Loss	1,868	(14,190)	(5,532)	-	-	-
Use of Money & Property		10,799	(1,471)	6,917	-	1,488	10,000
233 - MEASURE R TOTAL		303,057	295,722	308,546	316,493	331,277	346,191
4200-000	Sales & Use Tax	-	-	273,345	358,685	369,893	381,016
Sales Tax		-	-	273,345	358,685	369,893	381,016
4800-000	Interest Income	-	-	1,276	-	364	-
4802-000	Gain / Loss on Investments	-	-	(3)	-	-	-
4805-000	Unrealized Gain / Loss	-	-	(396)	-	-	-
Use of Money & Property		-	-	877	-	364	-
236 - MEASURE M TOTAL		-	-	274,222	358,685	370,257	381,016
5070-000	State Gas Tax - SB1	-	-	152,302	431,624	413,028	886,120
Sales Tax		-	-	152,302	431,624	413,028	886,120
4800-000	Interest Income	-	-	212	-	135	-
Use of Money & Property		-	-	212	-	135	-
237 - ROAD MAINT. & REHAB. ACCT. TOTAL		-	-	152,514	431,624	413,163	886,120
5071-014	MSRC Grant	-	30,000	-	-	-	-
Revenue From Other Agencies		-	30,000	-	-	-	-
9911-000	Transfers from Other Fund	90,539	-	-	-	-	-
Transfers In		90,539	-	-	-	-	-
238 - MSRC GRANT TOTAL		90,539	30,000	-	-	-	-
5071-003	Miscellaneous Grant	-	-	-	-	-	260,000
Revenue From Other Agencies		-	-	-	-	-	260,000
9911-000	Transfers from Other Fund	-	-	-	-	-	-
Transfers In		-	-	-	-	-	-
239 - MEASURE W TOTAL		-	-	-	-	-	260,000
4200-000	Sales & Use Tax	-	-	-	-	-	950,000
Sales Tax		-	-	-	-	-	950,000
240 - MEASURE M MSP TOTAL		-	-	-	-	-	950,000
4800-000	Interest Income	-	8	0	-	-	-
4802-000	Gain / Loss on Investments	-	(0)	-	-	-	-
4805-000	Unrealized Gain / Loss	-	4	(0)	-	-	-
Use of Money & Property		-	12	0	-	-	-
5035-000	SB 821 State Grants	-	11,205	-	17,630	-	19,396
Revenue From Other Agencies		-	11,205	-	17,630	-	19,396
245 - BIKE & PEDESTRIAN PATHS TOTAL		-	11,217	0	17,630	-	19,396

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
5071-017	Mission St. Bikeway-BTA Grant	-	28,142	-	-	-	-
5071-018	Bicycle Parking-BTA Grant	-	-	-	-	-	-
Revenue From Other Agencies		-	28,142	-	-	-	-
248 - BTA GRANTS TOTAL		-	28,142	-	-	-	-
5071-045	MSRC Grant - Golden Streets	-	-	258,691	-	-	-
5077-045	Metro Grant - Golden Streets	-	524,099	-	-	-	-
Revenue From Other Agencies		-	524,099	258,691	-	-	-
249 - GOLDEN STREETS GRANT TOTAL		-	524,099	258,691	-	-	-
4800-000	Interest Income	2,122	3,433	4,346	1,000	537	2,000
4802-000	Gain / Loss on Investments	162	63	(19)	-	-	-
4805-000	Unrealized Gain / Loss	408	(3,341)	(1,989)	-	-	-
Use of Money & Property		2,692	155	2,339	1,000	537	2,000
5215-000	Growth Requirement - Residen	49,331	48,983	70,752	60,000	53,113	60,000
5216-000	Growth Requiremnt - Comm/Indus	-	1,731	13,955	5,000	-	-
Charges for Current Services		49,331	50,714	84,707	65,000	53,113	60,000
255 - CAPITAL GROWTH TOTAL		52,023	50,869	87,046	66,000	53,650	62,000
5075-032	Sr. Program - D99575	18,222	18,337	17,970	17,995	-	18,000
5075-049	ADA Sidewalk Repairs	64,528	116,117	143,601	101,000	-	120,000
Revenue From Other Agencies		82,750	134,454	161,571	118,995	-	138,000
5501-003	Donations - Senior Meals	19,117	29,149	25,248	25,000	25,886	25,000
5550-000	Prior Year Adjustment	(362)	-	-	-	-	-
Other Revenue		18,755	29,149	25,248	25,000	25,886	25,000
260 - CDBG TOTAL		101,505	163,603	186,819	143,995	25,886	163,000
4800-000	Interest Income	166	61	35	-	5	-
4802-000	Gain / Loss on Investments	12	1	(0)	-	-	-
4805-000	Unrealized Gain / Loss	29	(60)	(22)	-	-	-
Use of Money & Property		207	2	13	-	5	-
5075-001	Asset Forfeiture - DOJ	-	-	-	-	4,469	-
Revenue From Other Agencies		-	-	-	-	4,469	-
270 - ASSET FORFEITURE TOTAL		207	2	13	-	4,474	-
4800-000	Interest Income	1,421	1,628	1,503	-	194	-
4802-000	Gain / Loss on Investments	120	8	(7)	-	-	-
4805-000	Unrealized Gain / Loss	370	(1,516)	(803)	-	-	-
Use of Money & Property		1,910	120	693	-	194	-
5005-000	State Grant - COPS (AB3229)	114,618	168,740	148,747	115,000	100,000	100,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Revenue From Other Agencies		114,618	168,740	148,747	115,000	100,000	100,000
272 - POLICE GRANTS - STATE TOTAL		116,529	168,860	149,439	115,000	100,194	100,000
4800-000	Interest Income	51	23	-	-	-	-
4802-000	Gain / Loss on Investments	4	3	-	-	-	-
4805-000	Unrealized Gain / Loss	9	(31)	-	-	-	-
Use of Money & Property		64	(5)	-	-	-	-
273 - POLICESUBVENTIONS - CLEEP TOTAL		64	(5)	-	-	-	-
4800-000	Interest Income	-	-	2,434	-	663	-
Use of Money & Property		-	-	2,434	-	663	-
5200-008	Park Impact Fees	97,901	76,588	156,380	65,000	160,996	75,000
Charges for Current Services		97,901	76,588	156,380	65,000	160,996	75,000
275 - PARK IMPACT FEE		97,901	76,588	156,380	65,000	160,996	75,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
5071-016	HSIP Grant	18,336	7,195	25,163	-	-	-
Revenue From Other Agencies		18,336	7,195	25,163	-	-	-
277 - HSIP GRANT TOTAL		18,336	7,195	25,163	-	-	-
4800-000	Interest Income	3,923	2,678	1,594	2,000	16	1,500
4802-000	Gain / Loss on Investments	243	79	(6)	-	-	-
4805-000	Unrealized Gain / Loss	590	(3,035)	(1,117)	-	-	-
Use of Money & Property		4,756	(278)	471	2,000	16	1,500
5275-001	Green Fees / Mini Golf	596,524	605,775	700,201	684,500	565,249	744,500
5275-002	Range	284,421	269,987	299,328	329,745	251,863	340,650
5275-003	Golf Shop	50,097	51,626	53,747	66,580	47,270	72,650
5275-004	Food	107,926	101,083	99,679	17,226	57,444	155,845
5275-005	Filming	90,959	73,499	13,560	66,050	11,886	66,050
Charges for Current Services		1,129,927	1,101,970	1,166,516	1,164,101	933,712	1,379,695
295-ARROYO SECO GOLF COURSE		1,134,683	1,101,692	1,166,987	1,166,101	933,728	1,381,195
4800-000	Interest Income	99	166	-	-	-	-
4802-000	Gain / Loss on Investments	0	(2)	-	-	-	-
4805-000	Unrealized Gain / Loss	(224)	141	-	-	-	-
Use of Money & Property		(125)	305	-	-	-	-
9911-000	Transfers from Other Fund	180,000	-	169,250	160,000	-	325,000
Transfers In		180,000	-	169,250	160,000	-	325,000
310 - SEWER CAPITAL PROJECTS TOTAL		179,875	305	169,250	160,000	-	325,000
4800-000	Interest Income	-	12,274	7,325	7,000	4	7,000
4802-000	Gain / Loss on Investments	-	253	(49)	-	-	-
4805-000	Unrealized Gain / Loss	-	(11,550)	(5,551)	-	-	-
Use of Money & Property		4,356	10,668	15,733	14,008	7,004	7,000
9911-000	Transfers from Other Fund	-	901,436	-	-	-	-
Transfers In		-	901,436	-	-	-	-
327 - 2000 TAX ALLOCATION BONDS TOTA		-	902,413	1,725	7,000	4	7,000
4800-000	Interest Income	86,515	113,751	111,811	110,000	14,065	100,000
4802-000	Gain / Loss on Investments	5,867	2,681	(350)	-	-	-
4805-000	Unrealized Gain / Loss	14,010	(112,863)	(42,289)	-	-	-
Use of Money & Property		106,391	3,569	69,172	110,000	14,065	100,000
5320-000	Water Sales	7,833,943	8,285,465	9,270,664	8,300,000	9,673,998	10,301,172
5325-000	Standby Service Charge	-	-	14,970	14,000	9,293	14,000
5370-000	Penalty - Water/Rubbish	55,266	63,488	72,428	60,000	46,722	70,000
5327-000	Efficiency Fee	184,134	191,831	211,240	190,000	207,155	-
5330-000	Private Fire Service	32,736	32,302	32,919	24,000	22,235	33,000
5335-000	Water Impact Fees	43,537	295,293	24,723	-	-	-
Charges for Current Services		8,149,617	8,868,379	9,626,945	8,588,000	9,959,403	10,418,172
5360-000	Rubbish Clearing	-	-	0	-	(282)	-
5400-000	Sale of Property	-	-	14,294	-	6,294	-
5430-000	Damage to City Property	10,500	763	-	-	-	-
5505-000	Miscellaneous	-	210	-	-	-	-
5510-000	Misc Service Revenue	3,240	2,962	3,470	3,000	3,464	3,000
5525-000	Yard Waste	-	-	(153)	-	-	-
5530-000	Rubbish Billing Fees	117,597	81,672	54,575	120,000	-	75,000
5540-000	Service Fees	20,451	15,402	6,324	20,000	7,419	15,000
5550-000	Prior Year Adjustment	4,176,047	(41,474)	(339,444)	-	-	-
5560-000	Sewer Billing Fees	47,456	48,429	49,761	40,000	32,946	50,000
Other Revenue		4,375,291	107,964	(211,173)	183,000	49,842	143,000
5071-019	Federal Grant - EPA	-	-	200,167	-	-	-
5586-000	Loan Proceeds	-	-	-	3,000,000	-	5,900,000
Revenue From Other Agencies		-	-	200,167	3,000,000	-	5,900,000

Revenue Detail

9911-000	Transfers from Other Fund	10,782,388	9,817,440	2,813,432	-	-	-
Transfers In		10,782,388	9,817,440	2,813,432	-	-	-
500 - WATER TOTAL		23,413,686	18,797,352	12,498,543	11,881,000	10,023,310	16,561,172
9911-000	Transfers from Other Fund			500,000		-	-
Transfers In		-	-	500,000	-	-	-
502 - WATER RATE STABILIZATION FUND		-	-	500,000	-	-	-
5327-000	Efficiency Fee	-	-	-	-	-	207,155
Charges for Current Services		-	-	-	-	-	207,155
503 - WATER EFFICIENCY FUND		-	-	-	-	-	207,155
4800-000	Interest Income	-	-	4,511	-	-	-
Use of Money & Property		-	-	4,511	-	-	-
9911-000	Transfers from Other Fund	-	10,851,374	2,607,863	2,438,588	2,999,025	1,564,238
Transfers In		-	10,851,374	2,607,863	2,438,588	2,999,025	1,564,238
505 - 2016 WATER REVENUE BONDS TOTAL		-	10,851,374	2,612,374	2,438,588	2,999,025	1,564,238
4800-000	Interest Income	-	-	6,611	-	-	-
4802-000	Gain / Loss on Investments	-	-	(21)	-	-	-
4805-000	Unrealized Gain / Loss	-	-	(2,842)	-	-	-
Use of Money & Property		-	-	3,747	-	-	-
5335-000	Water Impact Fees	-	-	252,233	250,000	165,329	250,000
5336-000	Sewer Impact Fees	-	-	23,496	20,000	5,896	20,000
Charges for Current Services		-	-	275,729	270,000	171,225	270,000
5550-000	Prior Year Adjustment	-	-	356,440	-	-	-
Other Revenue		-	-	356,440	-	-	-
510 - WATER & SEWER IMPACT FEES TOTAL		-	-	635,916	270,000	171,225	270,000
4800-000	Interest Income	-	5	234	-	-	-
4802-000	Gain / Loss on Investments	-	(8,656)	-	-	-	-
Use of Money & Property		-	(8,651)	234	-	-	-
9911-000	Transfers from Other Fund	2,633,392	1,818,269	-	-	-	-
9912-000	Transfers from Other Fund	554,531	554,285	453,334	556,038	556,188	166,788
Transfers In		3,187,923	2,372,554	453,334	556,038	556,188	166,788
550 - PUBLIC FINANCING TOTAL		3,187,923	2,363,903	453,568	556,038	556,188	166,788
4800-000	Interest Income	-	-	871	-	-	-
Use of Money & Property		-	-	871	-	-	-
4000-000	Property Tax - Current Secured	315,886	211,324	194,258	195,570	-	197,900
Property Tax		315,886	211,324	195,129	195,570	-	197,900
927 - REDEV. OBLIGATIONS TOTAL		315,886	211,324	195,129	195,570	-	197,900
CITYWIDE TOTAL		60,780,079	72,600,104	50,563,304	51,494,332	48,007,630	59,155,045

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
101	Wages & Benefits	15,672,149	17,464,420	17,867,122	18,690,873	17,237,310	19,998,900
101	Operations & Maintenance	5,564,847	5,541,052	5,545,387	6,081,754	6,040,461	6,240,858
101	Capital Outlay	101,252	163,599	126,193	459,751	143,890	133,600
101	Transfer Out	676,460	5,473,409	-	1,245,000	-	1,910,597
101	Capital Projects	2,728,182	483,614	1,307,345	-	542,631	-
	101 - General Fund Total	24,742,890	29,126,094	24,846,047	26,477,378	23,964,292	28,283,955
103	Operations & Maintenance	45,830	82,305	229,942	95,000	65,102	95,000
	103 - Insurance Fund Total	45,830	82,305	229,942	95,000	65,102	95,000
104	Capital Projects	-	2,032,441	1,171,701	1,100,000	342,396	965,000
	104 - Street Improvements Program Total	-	2,032,441	1,171,701	1,100,000	342,396	965,000
105	Operations & Maintenance	-	26,018	194,671	200,000	9,314	-
105	Capital Outlay	260,418	1,043,159	110,973	25,000	111,937	200,000
105	Capital Projects	4,100	436,915	211,614	-	238,833	500,000
	105 - Facilities & Equip. Replacement Total	264,518	1,506,092	517,258	225,000	360,084	700,000
205	Wages & Benefits	157,310	223,237	227,882	281,270	215,153	278,629
205	Operations & Maintenance	89,395	135,395	94,943	129,012	82,050	158,841
205	Capital Outlay	116,957	168,958	12,997	177,000	-	100,000
205	Capital Projects	-	15,528	65,938	-	-	-
	205 - Prop "A" Total	363,662	543,118	401,760	587,282	297,203	537,470
207	Wages & Benefits	227,556	167,474	161,837	168,539	159,662	198,495
207	Operations & Maintenance	35,152	227	55,918	74,823	39,130	83,123
207	Capital Outlay	33,985	-	-	57,000	-	-
207	Capital Projects	8,842	-	496,610	-	(32,251)	-
	207 - Prop "C" Total	305,535	167,701	714,366	300,362	166,541	281,618
208	Capital Projects	-	-	343,224	-	1,247	-
	208 - TEA/Metro Total	-	-	343,224	-	1,247	-
210	Wages & Benefits	402,233	402,363	405,667	468,349	387,576	468,653
210	Operations & Maintenance	133,413	121,534	57,549	280,572	230,572	284,622
210	Capital Outlay	-	650	-	-	7,845	-
210	Other Expenses	107,013	93,028	93,028	-	-	-
210	Transfer Out	182,320	4,086	169,250	180,000	-	325,000
	210 - Sewer Total	824,979	621,661	725,494	928,921	625,993	1,078,275
211	Wages & Benefits	-	270	164	-	-	-
	211 - CTC Traffic Improvement Total	-	270	164	-	-	-
215	Wages & Benefits	289,278	167,916	175,886	162,483	151,580	179,797
215	Operations & Maintenance	662,203	623,506	619,663	764,800	842,123	812,800
215	Capital Outlay	11,309	101,950	102,165	95,000	102,391	70,000
215	Transfer Out	4,640	8,171	-	-	-	-
	215 - Street Light & Landscape Total	967,430	901,543	897,714	1,022,283	1,096,094	1,062,597

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
218	Wages & Benefits	-	1,751	68	-	-	-
	218 Operations & Maintenance	-	-	11,182	15,000	10,469	15,000
	218 Capital Outlay	-	40,231	37,727	-	-	-
	218 Capital Projects	-	-	1,700	-	-	-
	218 - Clean Air Act Total	-	41,982	50,677	15,000	10,469	15,000
	220 Operations & Maintenance	138,000	185,000	164,550	139,500	139,500	109,500
	220 - Business Improvement Tax Total	138,000	185,000	164,550	139,500	139,500	109,500
	226 Operations & Maintenance	18,938	15,432	11,321	93,000	10,499	15,000
	226 - Mission Meridian Public Garage	18,938	15,432	11,321	93,000	10,499	15,000
	227 Wages & Benefits	151,487	-	-	-	-	-
	227 Operations & Maintenance	92,408	83,511	71,716	195,570	197,473	197,900
	227 Transfer Out	-	901,436	-	-	-	-
	227 - Successor Agency to CRA Total	243,895	984,947	71,716	195,570	197,473	197,900
	228 Operations & Maintenance	500	-	3,585	10,000	9,000	10,000
	228 - Housing Authority Total	500	-	3,585	10,000	9,000	10,000
	230 Wages & Benefits	360,367	398,948	420,331	419,402	440,731	449,656
	230 Operations & Maintenance	189,362	117,353	139,405	194,850	178,850	163,850
	230 Capital Outlay	-	-	146,640	-	-	25,000
	230 Capital Projects	-	-	-	-	-	268,000
	230 - State Gas Tax Total	549,729	516,301	706,375	614,252	619,581	906,506
	232 Operations & Maintenance	39,518	120,562	47,096	63,500	50,690	63,500
	232 Capital Projects	1,660	247,265	-	-	-	-
	232 - County Park Bond Total	41,178	367,827	47,096	63,500	50,690	63,500
	233 Capital Projects	28,989	475,784	410,530	300,000	50,856	336,000
	233 - Measure R Total	28,989	475,784	410,530	300,000	50,856	336,000
	236 Capital Projects	-	-	-	350,000	-	381,000
	236 - Measure M Total	-	-	-	350,000	-	381,000
	237 Capital Projects	-	-	-	468,000	-	886,000
	237 - Road Maint. & Rehab. Acct. Total	-	-	-	468,000	-	886,000
	238 Capital Outlay	-	30,000	-	-	-	-
	238 Capital Projects	-	-	134,182	-	-	-
	238 - MSRC Grant Total	-	30,000	134,182	-	-	-
	239 Wages & Benefits	-	-	-	-	-	35,729
	239 Operations & Maintenance	-	-	-	-	-	118,500
	239 Capital Projects	-	-	-	-	-	100,000
	239 - Measure W Total	-	-	-	-	-	254,229

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
240	Capital Projects	-	-	-	-	-	950,000
	240 - Measure M (MSP) Total	-	-	-	-	-	950,000
245	Capital Projects	-	11,205	-	-	-	19,000
	245 - Bike & Pedestrian Paths Total	-	11,205	-	-	-	19,000
248	Operations & Maintenance	187	55,639	-	-	-	-
248	Capital Projects	-	-	106,590	-	111,166	-
	248 - BTA Grants Total	187	55,639	106,590	-	111,166	-
249	Operations & Maintenance	344,294	441,042	41,131	-	-	-
	249 - Golden Streets Grant Total	344,294	441,042	41,131	-	-	-
255	Capital Projects	28,297	-	-	-	-	-
	255 - Capital Growth Total	28,297	-	-	-	-	-
260	Operations & Maintenance	37,339	47,486	45,654	39,000	48,000	41,315
260	Capital Projects	64,528	116,117	143,602	101,834	-	-
	260 - CDBG Total	101,867	163,603	189,256	140,834	48,000	41,315
270	Capital Outlay	-	13,407	-	-	-	-
	270 - Asset Forfeiture Total	-	13,407	-	-	-	-
272	Operations & Maintenance	-	17,822	-	-	-	104,794
272	Capital Outlay	112,700	152,268	83,877	75,000	52,380	50,630
	272 - Police Grants - State (COPS)	112,700	170,090	83,877	75,000	52,380	155,424
273	Capital Outlay	-	5,241	-	-	-	-
	273 - Police Subventions - CLEEP	-	5,241	-	-	-	-
274	Operations & Maintenance	307	-	-	-	-	-
274	Capital Outlay	-	9,167	-	-	-	-
	274 - Homeland Security Grant	307	9,167	-	-	-	-
275	Operations & Maintenance	45,478	66,007	19,200	-	-	100,000
275	Capital Outlay	-	6,109	-	-	-	-
275	Capital Projects	6,005	125,060	21,465	-	90,827	-
	275 - Park Impact Fees Total	51,483	197,176	40,665	-	90,827	100,000
277	Operations & Maintenance	22,824	5,045	19,520	-	5,528	-
277	Capital Projects	-	-	42,478	-	620	-
	277 - HSIP Grant Total	22,824	5,045	61,998	-	6,148	-
280	Operations & Maintenance	6,446	-	-	-	-	-
	280 - Public Library Funds Grant Total	6,446	-	-	-	-	-
295	Operations & Maintenance	948,824	993,922	1,061,942	1,088,377	1,071,547	1,139,824
295	Other Expenses	6,075	11,267	34,386	-	-	-
	295 - Arroyo Seco Golf Course Total	954,899	1,005,189	1,096,328	1,088,377	1,071,547	1,139,824

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
310	Wages & Benefits	9,836	2,187	1,288	-	3,591	-
310	Operations & Maintenance	310,126	339,107	90,542	5,500	23,155	-
310	Capital Projects	-	-	14,823	-	-	325,000
	310 - Sewer Capital Projects Total	319,962	341,294	106,653	5,500	26,746	325,000
327	Capital Projects	-	-	-	800,000	-	-
	327 - 2000 Tax Allocation Bonds Total	-	-	-	800,000	-	-
500	Wages & Benefits	1,543,753	1,625,177	1,727,405	1,701,085	1,519,627	1,755,384
500	Operations & Maintenance	2,874,533	3,889,713	2,828,385	5,143,366	5,020,797	3,739,351
500	Capital Outlay	136,480	22,317	1,510	3,000	3,000	3,000
500	Other Expenses	1,076,794	624,438	630,900	-	-	-
500	Transfer Out	3,199,523	2,963,748	3,561,197	3,300,000	1,787,076	1,731,025
500	Capital Projects	-	-	1,814,187	5,423,000	3,981,645	6,750,000
	500 - Water Total	8,831,083	9,125,393	10,563,584	15,570,451	12,312,145	13,978,760
502	Transfer Out	-	-	500,000	-	-	-
	502 - Water Rate Stabilization Total	-	-	500,000	-	-	-
503	Wages & Benefits	-	-	-	-	-	156,941
503	Operations & Maintenance	-	-	-	-	-	155,150
503	Capital Projects	-	-	-	-	-	85,000
	503 - Water Efficiency Total	-	-	-	-	-	397,091
505	Operations & Maintenance	-	382,968	1,663,130	2,438,588	1,599,588	1,566,738
505	Transfer Out	-	5,389,888	2,313,432	-	-	-
	505 - 2016 Water Revenue Bonds Total	-	5,772,856	3,976,562	2,438,588	1,599,588	1,566,738
510	Capital Projects	-	-	-	577,000	-	-
	510 - Water & Sewer Impact Fees Total	-	-	-	577,000	-	-
550	Operations & Maintenance	254,747	186,525	175,100	556,038	188,988	166,788
550	Transfer Out	10,782,388	14,708,159	-	-	-	-
	550 - Public Financing Authority Total	11,037,135	14,894,684	175,100	556,038	188,988	166,788
927	Transfer Out	308,736	188,458	196,004	-	195,570	197,900
	927 - Redev. Oblig. Retirement Total	308,736	188,458	196,004	-	195,570	197,900
	CITYWIDE TOTAL	50,656,293	69,997,987	48,585,451	54,236,836	43,710,127	55,216,389

General Fund Expenditures

Revenue Category	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
Property Taxes	12,632,984	13,236,932	14,135,844	13,855,000	14,793,916	15,414,035
Assessments & Special Taxes	231,645	309,886	317,141	318,000	321,900	326,729
Sales Taxes	2,635,968	2,456,666	2,501,264	2,925,000	2,549,827	2,430,802
Utility Users Taxes	3,414,827	3,381,948	3,345,582	3,430,000	3,184,552	3,485,000
Franchise Fees	1,000,664	1,019,207	951,196	1,030,000	1,088,625	1,048,900
License & Permits	1,028,583	1,054,463	535,442	1,041,400	870,237	1,015,900
Fines & Forfeitures	444,556	397,738	388,061	380,000	373,220	382,700
Use of Money & Property	681,073	541,749	579,006	666,136	519,246	647,750
Other Agencies	142,699	93,130	6,993	51,000	573,494	58,100
Current Services	2,805,481	2,915,875	3,121,820	2,703,700	2,657,270	3,021,750
All Other Revenues	988,190	465,205	280,271	166,000	260,567	286,000
Reimbursement From Other Funds	483,384	483,384		483,382	483,384	483,384
Total GF Revenues	26,490,054	26,356,183	26,162,620	27,049,618	27,676,238	28,601,050

Department/Program Exp	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
City Council	53,999	42,195	42,850	58,429	45,685	57,269
Management Services						
City Manager	743,916	918,114	845,476	817,000	1,026,042	1,677,068
City Clerk	393,222	444,655	431,612	478,184	349,371	110,800
Elections	64,149	19,457	63,733	65,050	58,280	65,500
Human Resources	113,228	247,127	408,161	284,950	360,950	343,600
Transportation Planning	205,599	54,926	70,535	90,000	106,635	-
Legal Services	261,455	257,586	292,772	265,000	290,000	280,000
Information Systems	407,339	487,296	458,391	464,800	511,178	514,900
Finance						
Finance	619,109	643,953	795,481	834,879	828,989	709,728
City Treasurer	9,295	9,380	9,250	9,249	9,250	9,250
Non-Dept./Overhead	886,536	947,865	961,054	918,290	912,727	944,111
Police	7,529,818	8,419,495	8,408,728	8,958,816	8,316,642	9,327,011
Fire						
Fire	4,626,740	5,031,694	4,720,830	4,948,250	4,756,672	5,103,966
Emergency Services	36,516	23,505	104,400	439,920	171,398	35,000
Public Works						
Administration & Engineering	485,049	372,784	419,153	781,588	676,789	613,565
Environmental Services	176,958	210,595	207,645	-	44,976	-
Park Maintenance	409,997	414,864	493,446	547,550	552,457	631,921
Facilities Maintenance	654,372	683,017	705,483	820,003	747,702	895,092
Planning & Building	1,002,540	1,158,096	1,033,506	1,225,953	958,291	1,748,065
Library	1,473,447	1,525,469	1,736,821	1,802,440	1,486,426	1,874,491
Community Services						
Senior Services	244,462	291,590	309,118	354,820	294,356	353,510
Community Services	280,051	285,448	192,458	208,098	181,852	220,113
Recreation and Youth Services	660,451	679,960	827,801	859,109	734,993	858,399
Capital Projects	2,728,182	483,614	1,307,345	-	542,631	-
Misc/Transfers Out	676,460	5,473,409	-	1,245,000	-	1,910,597
Total GF Expenditures	24,742,890	29,126,094	24,846,047	26,477,378	23,964,292	28,283,955

* Additional Transfer from Undesignated Reserve to Facilities & Equip. Replacement Fund	500,000
* Additional Transfer from Undesignated Reserve to Insurance Fund	95,000
* Additional Transfer from Undesignated Reserve to Street Improvement Program Fund	<u>1,420,000</u>
Total Transfers from Reserves	<u>2,015,000</u>

Capital Improvement Projects

CIP	CIP Description	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
9000	CIP for Budgeting	-	-	-	-	39,541	-
9160	Arroyo Seco Bike & Pedestrian Trail	-	288	800,093	-	350,784	-
9185	Community Garden	14,000	-	-	-	-	-
9203	Street Repairs	2,073,816	-	152,942	-	192,542	-
9226	FD Locker Room Improvements	-	5,458	-	-	-	-
9229	PD Locker/Restroom Improvements	31,858	-	-	-	-	-
9258	War Memorial Waterproofing/Rehab	35,870	-	-	-	-	-
9269	War Memorial Bldg. HVAC	15,810	20,190	-	-	-	-
9270	OG Park Bleachers	7,484	-	-	-	-	-
9287	Sidewalk, Curb & Gutter Imprvm	34,698	-	-	-	-	-
9313	Library Comm. Room AV System	4,400	7,650	-	-	-	-
9316	Library Stair Carpeting	44,650	-	-	-	-	-
9319	Library Maintenance - Painting	34,035	-	-	-	-	-
9324	Library Flood Repairs	421,024	340,399	7,231	-	-	-
9326	Iron Works Museum Ext. Painting	8,847	91,709	-	-	-	-
9383	Orange Grove Street Improvement	1,690	-	-	-	-	-
9405	City Council Chambers Flooding	-	-	6,599	-	-	-
9500	Purchase of Land	-	17,920	340,480	-	-	-
	<CAPITAL PROJECTS>	2,728,182	483,614	1,307,345	-	582,867	-
101 - GENERAL FUND TOTAL		2,728,182	483,614	1,307,345	-	582,867	-
9203	Street Repairs	-	1,880,280	1,105,063	1,085,221	1,000,000	965,000
9287	Sidewalk, Curb & Gutter Imprvm	-	152,161	66,638	14,779	14,779	-
	<CAPITAL PROJECTS>	-	2,032,441	1,171,701	1,100,000	1,014,779	965,000
104 - STREET IMPROVEMENTS PROGRA		-	2,032,441	1,171,701	1,100,000	1,014,779	965,000
9000	CIP for Budgeting	-	-	-	-	2,984	500,000
9034	Eddie Park House	-	46,962	28,053	-	-	-
9041	Skate Park Fence & Painting	-	9,000	-	-	-	-
9195	Comm. Center Feasibility Study	-	169,580	110,003	-	-	-
9223	Civic Center Roof Project	-	107,547	5,655	-	-	-
9224	City Hall Elevator Upgrade	-	9,732	808	-	-	-
9229	PD Locker/Restroom Improvements	-	-	55,265	-	-	-
9230	FD Improvements	-	27,504	3,080	-	-	-
9258	War Memorial Waterproofing/Rehab	-	30,000	-	-	238,833	-
9262	Arroyo Park Imprv. - Const.	-	15,005	-	-	-	-
9321	Library Comm. Room Repainting	-	-	8,750	-	-	-
9327	Iron Works Museum Roof	-	21,585	-	-	-	-
9383	Orange Grove Street Improvement	4,100	-	-	-	-	-
	<CAPITAL PROJECTS>	4,100	436,915	211,614	-	241,817	500,000
105 - FACILITIES & EQUIP. REPLACEMEN		4,100	436,915	211,614	-	241,817	500,000
9220	Bus Stop Improvement Program	-	15,528	65,938	-	-	-
	<CAPITAL PROJECTS>	-	15,528	65,938	-	-	-
205 - PROP "A" TOTAL		-	15,528	65,938	-	-	-
9160	Arroyo Seco Bike & Pedestrian Trail	-	-	496,610	-	-	-
9192	Signal Software Improvements	-	-	-	-	-	-
9220	Bus Stop Improvement Program	8,842	-	-	-	-	-
	<CAPITAL PROJECTS>	8,842	-	496,610	-	-	-
207 - PROP "C" TOTAL		8,842	-	496,610	-	-	-
9160	Arroyo Seco Bike & Pedestrian Trail	-	-	334,527	-	-	-
9191	Orange Grove Signal	-	-	8,698	-	6,552	-
	<CAPITAL PROJECTS>	-	-	343,224	-	6,552	-
208 - TEA/METRO TOTAL		-	-	343,224	-	6,552	-

Capital Improvement Projects

CIP	CIP Description	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Estimated 2018/19	Proposed 2019/20
9160	Arroyo Seco Bike & Pedestrian Trail	-	-	1,700	-	-	-
	<CAPITAL PROJECTS>	-	-	1,700	-	-	-
218	- CLEAN AIR ACT TOTAL	-	-	1,700	-	-	-
9000	CIP for Budgeting	-	-	-	-	-	75,000
9024	Street Resurfacing	-	-	-	-	-	193,000
	<CAPITAL PROJECTS>	-	-	-	-	-	268,000
230	- STATE GAS TAX TOTAL	-	-	-	-	-	268,000
9190	Dog Park	1,660	247,265	-	-	-	-
	<CAPITAL PROJECTS>	1,660	247,265	-	-	-	-
232	- COUNTY PARK BOND TOTAL	1,660	247,265	-	-	-	-
9000	CIP for Budgeting	-	-	(456,641)	300,000	-	336,000
9354	Monterey Road Improvements	28,989	475,784	867,171	-	50,856	-
	<CAPITAL PROJECTS>	28,989	475,784	410,530	300,000	50,856	336,000
233	- MEASURER TOTAL	28,989	475,784	410,530	300,000	50,856	336,000
9000	CIP for Budgeting	-	-	-	350,000	-	381,000
	<CAPITAL PROJECTS>	-	-	-	350,000	-	381,000
236	- MEASUREM TOTAL	-	-	-	350,000	-	381,000
9000	CIP for Budgeting	-	-	-	468,000	-	886,000
	<CAPITAL PROJECTS>	-	-	-	468,000	-	886,000
237	- ROAD MAINT. & REHAB. ACCT. TO	-	-	-	468,000	-	886,000
9160	Arroyo Seco Bike & Pedestrian Trail	-	-	134,182	-	-	-
	<CAPITAL PROJECTS>	-	-	134,182	-	-	-
238	- MSRC GRANT TOTAL	-	-	134,182	-	-	-
9000	CIP for Budgeting	-	-	-	-	-	100,000
	<CAPITAL PROJECTS>	-	-	-	-	-	100,000
239	- MEASURE W TOTAL	-	-	-	-	-	100,000
9000	CIP for Budgeting	-	-	-	-	-	950,000
	<CAPITAL PROJECTS>	-	-	-	-	-	950,000
240	- MEASUREM(MSP) TOTAL	-	-	-	-	-	950,000
9000	CIP for Budgeting	-	-	-	-	-	19,000
9387	Bikeway Improvement	-	11,205	-	-	-	-
	<CAPITAL PROJECTS>	-	11,205	-	-	-	19,000
245	- BIKE & PEDESTRIAN PATHS	-	11,205	-	-	-	19,000
9387	Bikeway Improvement	-	-	106,590	-	101,377	-
9388	Bicycle Parking	-	-	-	-	11,000	-
	<CAPITAL PROJECTS>	-	-	106,590	-	112,377	-
248	- BTA GRANTS TOTAL	-	-	106,590	-	112,377	-
9222	City Council Chambers Design	28,297	-	-	-	-	-
	<CAPITAL PROJECTS>	28,297	-	-	-	-	-
255	- CAPITAL GROWTH TOTAL	28,297	-	-	-	-	-
9264	Sidewalk Repairs	64,528	116,117	143,602	101,834	123,021	-
	<TRANSFER OUT>	64,528	116,117	143,602	101,834	123,021	-
260	- CDBG TOTAL	64,528	116,117	143,602	101,834	123,021	-

Capital Improvement Projects

CIP	CIP Description	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
9160	Arroyo Seco Bike & Pedestrian Trail			21,465	-	90,827	-
9190	Dog Park	6,005	125,060	-	-	-	-
	<CAPITAL PROJECTS>	6,005	125,060	21,465	-	90,827	-
275	- PARK IMPACT FEES TOTAL	6,005	125,060	21,465	-	90,827	-
9192	Signal Software Improvements	-	-	42,478	-	620	-
	<CAPITAL PROJECTS>	-	-	42,478	-	620	-
277	- HSIP GRANT TOTAL	-	-	42,478	-	620	-
9000	CIP for Budgeting	-	-	-	-	-	325,000
9399	Citywide Sewer Rehab	-	-	14,823	-	-	-
	<CAPITAL PROJECTS>	-	-	14,823	-	-	325,000
310	- SEWER CAPITAL PROJECTS	-	-	14,823	-	-	325,000
9410	Downtown Revitalization - Capital	-	-	-	400,000	-	-
9420	Downtown Revitalization - Low-Mod	-	-	-	400,000	-	-
	<CAPITAL PROJECTS>	-	-	-	800,000	-	-
327	- 2000 TAX ALLOCATION BONDS TC	-	-	-	800,000	-	-
9000	CIP for Budgeting	-	-	-	-	-	350,000
9244	Well Head Treatment Design	-	-	-	-	790	-
9266	Garfield Reservoir	-	-	1,814,187	-	55,612	-
9289	Graves Well Rehabilitation	-	-	-	3,000,000	3,000,000	5,900,000
9300	Annual Water Main Repairs	-	-	-	500,000	282,765	500,000
9363	Wellhead Treatment	-	-	-	1,923,000	1,561,195	-
	<CAPITAL PROJECTS>	-	-	1,814,187	5,423,000	4,900,362	6,750,000
500	- WATER TOTAL	-	-	1,814,187	5,423,000	4,900,362	6,750,000
9000	CIP for Budgeting	-	-	-	-	-	85,000
	<CAPITAL PROJECTS>	-	-	-	-	-	85,000
503	- WATER EFFICIENCY TOTAL	-	-	-	-	-	85,000
9000	CIP for Budgeting	-	-	-	577,000	577,000	-
	<CAPITAL PROJECTS>	-	-	-	577,000	577,000	-
510	- WATER & SEWER IMPACT FEES TC	-	-	-	577,000	577,000	-
GRAND TOTAL		2,870,603	3,943,928	6,285,989	9,119,834	7,701,078	11,565,000

CITY COUNCIL Department Summary

EXPENDITURE SUMMARY	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Estimated 2018/19	Proposed 2019/20
Wages & Benefits	23,362	22,969	22,486	23,479	22,519	22,519
Operations & Maintenance	30,637	19,226	20,363	34,950	23,166	34,750
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	53,999	42,195	42,850	58,429	45,685	57,269
[101-1011] City Council	53,999	42,195	42,850	58,429	45,685	57,269
Total Expenses by Program	53,999	42,195	42,850	58,429	45,685	57,269

CITY COUNCIL
Department Description and Authorized Positions

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

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

CITY COUNCIL

Budget Detail

101-1011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	21,731	21,840	21,840	-	21,840	21,840
7010	Salaries - Temp / Part	-	-	-	22,800	-	-
7110	Workers Compensation	1,292	812	330	349	349	349
7170	FICA - Medicare	339	317	317	330	330	330
	<WAGES & BENEFITS>	23,362	22,969	22,486	23,479	22,519	22,519
8000	Office Supplies	49	(48)	70	200	200	-
8010	Postage	204	5	20	250	200	250
8020	Special Department Expense	958	2,831	1,036	8,000	8,266	4,000
8021	Discretionary Fund Program	12,233	7,699	4,416	20,000	10,000	20,000
8060	Dues & Memberships	7,631	2,231	7,784	500	500	500
8090	Conference & Meeting Expense	9,562	6,508	7,037	6,000	4,000	10,000
	<OPERATIONS & MAINTENANCE>	30,637	19,226	20,363	34,950	23,166	34,750
[101-1011] City Council Total		53,999	42,195	42,850	58,429	45,685	57,269

CITY COUNCIL

Budget Detail

101-1011

PERSONNEL SERVICES

7000 Regular Salaries

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

OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for postage meter charges and postage for mailing City Council mail (\$250).

8020 Special Department Expense

Provides funds (\$500) for annual Image Awards and associated costs. Provides funds for City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography (\$2,000). Provides funds for proclamation and certificate supplies (\$500). Provides funds for special requests for City Council meetings and unanticipated department expenses incurred to fulfill requests by City Councilmembers (\$1,000).

8021 Discretionary Fund Program

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

8060 Dues/Memberships/Subscriptions

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

8090 Conference and Meeting Expense

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



MANAGEMENT SERVICES FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

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.

Notable Changes- Wages and Benefits

Staffing was reduced to 10 FTEs due to rearrangement of positions with other departments in the organization. Other increases attributed to an increase in retirement and health benefits. It should also be noted that wages and benefits for all divisions within the department have been consolidated.

Notable Changes- Operations and Maintenance

The Human Resources Division will commence a Job Classification Study for all positions in the City. FY 2019-20 Budget also includes funds to strengthen communications, branding and market, which have been identified as priority goals in the strategic plan. The Transportation Planning account has been removed as many projects are captured in the CIP and will be management by the Public Works Department. Water Conservation/Environmental Services has also been moved under the Public Works Department.

Capital Outlay

Information Technology- Voice over Internet Proctor (VoIP) telecommunications system upgrade- see CIP
Information Technology- Replacement IT equipment- see CIP

MANAGEMENT SERVICES

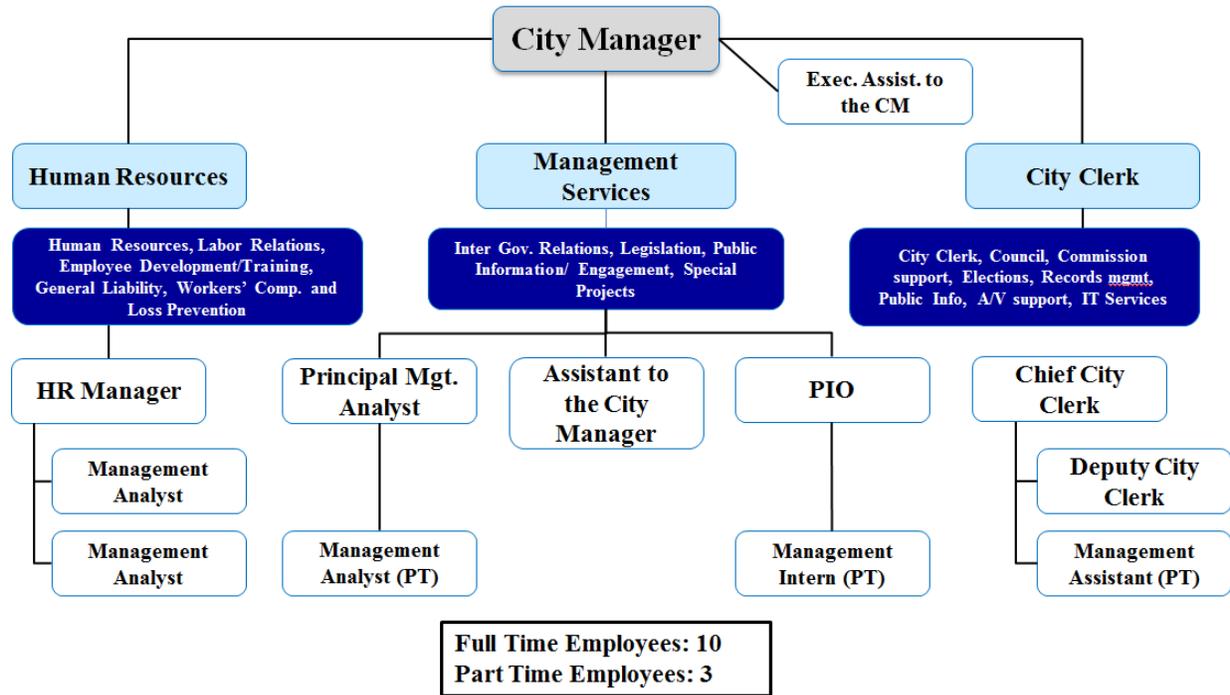
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
Wages & Benefits	1,359,536	1,692,257	1,158,812	1,077,084	1,189,488	1,529,818
Operations & Maintenance	1,373,981	1,427,379	1,833,077	1,642,800	1,654,539	1,612,950
Capital Outlay	205,672	131,195	74,875	87,600	84,000	283,600
Total Expenses by Category	2,939,189	3,250,831	3,066,764	2,807,484	2,928,027	3,426,368
[101-2011] City Manager	743,916	918,114	845,476	817,000	1,026,042	1,677,068
[101-1021] City Clerk	393,222	444,655	431,612	478,184	349,371	110,800
[101-1022] Elections	64,149	19,457	63,733	65,050	58,280	65,500
[101-2013] Human Resources	113,228	247,127	408,161	284,950	360,950	343,600
[101-2021] Transportation Planning	205,599	54,926	70,535	90,000	106,635	-
[101-2032] Information Services	-	-	458,391	464,800	511,178	514,900
[101-3032] Information Services	407,339	487,296	-	-	-	-
[101-2501] Legal Services	261,455	257,586	292,772	265,000	290,000	280,000
[103-2501] Insurance Fund	45,830	82,305	229,942	95,000	65,102	95,000
[105-3032] Facilities & Equipment Replacement	203,032	-	-	-	-	200,000
[211-2011] CTC Traffic Improvement	-	270	164	-	-	-
[218-2270] Clean Air Act	-	41,982	48,977	15,000	10,469	15,000
[220-2301] Community Promotion	138,000	185,000	164,550	139,500	139,500	109,500
[226-2029] Mission Meridian Public Garage	18,938	15,432	11,321	93,000	10,499	15,000
[248-2011] BTA	187	55,639	-	-	-	-
[249-2011] Golden Street	344,294	441,042	41,131	-	-	-
Total Expenses by Program	2,939,189	3,250,831	3,066,764	2,807,484	2,928,027	3,426,368

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

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:

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

MANAGEMENT SERVICES

Budget Detail

101-2011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	486,533	568,768	548,342	442,740	578,099	1,029,138
7010	Salaries - Temp / Part	41,844	40,549	45,976	70,000	143,523	115,000
7015	Salaries - Golden Streets	31	-	-	-	-	-
7020	Overtime	3,884	3,644	121	-	-	-
7055	IOD - Non Safety	-	-	271	-	-	-
7070	Leave Buyback	2,477	22,701	1,859	6,000	3,024	-
7100	Retirement	90,114	111,169	114,421	122,547	120,630	259,905
7108	Deferred Compensation	3,407	3,944	2,262	4,427	4,415	6,150
7110	Workers Compensation	14,833	20,780	9,173	6,841	9,078	19,371
7120	Disability Insurance	-	8,792	329	-	-	-
7130	Group Health Insurance	43,915	41,983	40,847	38,899	51,869	70,618
7140	Vision Insurance	1,329	1,284	1,091	796	1,237	2,153
7150	Dental Insurance	4,721	4,739	3,851	2,988	4,266	8,073
7160	Life Insurance	573	566	456	328	498	888
7170	FICA - Medicare	7,866	9,035	10,913	7,434	11,705	14,923
7180	Car/Uniform Allowance	6,600	5,081	4,020	6,000	4,650	-
	<WAGES & BENEFITS>	708,127	843,035	783,932	709,000	932,994	1,529,818
8000	Office Supplies	5,725	4,603	5,231	7,000	7,800	10,000
8010	Postage	336	555	245	1,500	289	300
8020	Special Department Expense	3,002	6,062	3,374	3,500	1,900	6,000
8050	Printing/Duplicating	541	60	693	2,000	2,700	2,000
8060	Dues & Memberships	2,622	1,414	1,539	2,000	1,500	2,000
8090	Conference & Meeting Expense	6,487	7,824	1,869	10,000	4,500	8,000
8100	Vehicle Maintenance	2,199	1,639	1,742	2,000	1,049	2,000
8110	Equipment Maintenance	1,169	196	698	1,000	695	700
8170	Professional Services	11,166	16,160	42,059	65,000	46,000	70,000
8180	Contract Services	906	10,946	3,793	4,000	16,615	3,000
8200	Training Expense	-	2,184	300	-	-	-
8220	Communications Spec. Dept Expense	-	-	-	-	-	4,850
8230	Communications Prof Services	-	-	-	-	-	28,400
8272	CM Emergency	1,636	23,436	-	10,000	10,000	10,000
	<OPERATIONS & MAINTENANCE>	35,789	75,079	61,544	108,000	93,048	147,250
[101-2011] City Manager Total		743,916	918,114	845,476	817,000	1,026,042	1,677,068

MANAGEMENT SERVICES

Budget Detail

101-2011

PERSONNEL

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Ordinary office supplies for the Management Services (City Clerk, City Manager, Human Resources, Public Information Office), and Public Works (admin) Departments . (\$10,000)
- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices . (\$300)
- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies, including beverage and kitchen equipment and supplies and copier paper (for City Hall second floor). (\$6,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$1,500), stationery and business cards (\$500).
- 8060 Dues, Memberships, and Subscriptions
Provides funds for San Gabriel Valley City Manager's Association dues, International City Manager's Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$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 (. (\$8,000)
- 8100 Vehicle Maintenance and Operations
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$2,000).
- 8110 Equipment Maintenance
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (-). (\$700) (Workstation hardware/software upgrades now in IS budget).
- 8170 Professional Services
Provides funds for consultant services, such as Strategic Planning Consultant for team building, operational studies and other professional services (\$20,000), Legislative consulting firm (\$30,000). Funds for professional services related to City Manager's Office and citywide operations (\$20,000).
- 8180 Contract Services
Provides funds for maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).
- 8220 Communications Special Department Expense
Provides funds for contract services including Constant Contact citywide email marketing tool (\$1,000), Stock photo subscription for web and newsletter (\$350), Video production equipment purchase (\$1,500), Promotional items for distribution at community events (\$2,000).
- 8230 Communications Professional Services
Provides funds for professional services such as Media monitoring Services (\$10,000), Graphic design services (\$10,000), Still photography services (\$6,000), and Social Media Archive Service (\$2,400) to comply with Brown Act requirements.
- 8272 City Manager Emergency Fund
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).

CITY CLERK

Budget Detail

101-1021

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

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

Moved under Management Services Account

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence (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, (\$1,000).

- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000).
- 8110 Equipment Maintenance
Provides funds for repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, and teleconference equipment. Includes funds for audiovisual supplies and equipment for maintenance, refurbishing, and repair (\$2,000).
- 8095 Commissioners Congress
Provides funds for annual Commissioners Congress (\$5,000).
- 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 (\$10,000) 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 Technical Training for Clerks (TTC) for City Clerk's Division staff (\$3,000), Notary Public, Brown Act, or related seminars (\$200).

ELECTIONS

Budget Detail

101-1022

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8010	Postage	7	-	-	50	-	500
8020	Special Department Expense	880	675	322	5,000	-	5,000
8040	Advertising	3,027	756	11,335	5,000	4,543	5,000
8170	Professional Services	60,235	18,026	52,076	55,000	53,737	55,000
	<OPERATIONS & MAINTENANCE>	64,149	19,457	63,733	65,050	58,280	65,500
[101-1022]	Elections Total	64,149	19,457	63,733	65,050	58,280	65,500

ELECTIONS

Budget Detail

101-1022

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges and mailings related to Elections (\$500).
- 8020 Special Department Expense
Provides funds for special department supplies and materials related to the election and voter outreach program (\$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).

HUMAN RESOURCES

Budget Detail

101-2013

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8000	Office Supplies	70	(48)	56	-	-	-
8010	Postage	467	843	554	350	750	500
8020	Special Department Expense	11,857	12,827	8,144	12,000	12,000	12,000
8040	Advertising	4,906	6,789	4,321	7,000	7,000	7,000
8050	Printing/Duplicating	227	227	241	1,100	1,000	1,100
8060	Dues & Memberships	2,940	2,875	3,050	3,600	3,000	3,600
8090	Conference & Meeting Expense	6,100	6,530	4,569	8,000	4,000	8,000
8110	Equipment Maintenance	151	174	409	200	200	200
8160	Legal Service	49,826	157,892	246,635	200,000	200,000	200,000
8170	Professional Services	32,965	52,175	133,756	46,700	130,000	105,200
8200	Training Expense	3,719	6,843	6,425	6,000	3,000	6,000
<OPERATIONS & MAINTENANCE>		113,228	247,127	408,161	284,950	360,950	343,600
[101-2013] Human Resources Total		113,228	247,127	408,161	284,950	360,950	343,600

HUMAN RESOURCES

Budget Detail

101-2013

PERSONNEL

Moved under Management Services Account

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$500).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration (\$6,500) and employee appreciation luncheon (\$2,000), city employee identification cards, recruitment expenses, and employee wellness program (\$3,500).
- 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).
- 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 Plan Consulting contract (\$11,000), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$14,000), Supplemental Insurance Plan (TASC) administration fee (\$400), testing materials for recruitments (\$2,000), ADA Sign Language & other ADA accommodation services (\$1,500) and other project based consulting contracts (\$50,000) .

8200 Employee Training

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

TRANSPORTATION PLANNING

Budget Detail

101-2021

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8010	Postage	304	224	89	500	350	-
8020	Special Department Expense	27	-	14	-	-	-
8050	Printing/Duplicating	65	-	-	1,000	-	-
8060	Dues & Memberships	170	-	1,085	1,000	85	-
8090	Conference & Meeting Expense	2,566	486	2,672	2,500	1,200	-
8160	Legal Service	85,856	14,716	15,741	-	15,000	-
8170	Professional Services	116,611	39,500	50,935	85,000	90,000	-
<OPERATIONS & MAINTENANCE>		205,599	54,926	70,535	90,000	106,635	-
[101-2021] Transportation Planning Total		205,599	54,926	70,535	90,000	106,635	-

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.

LEGAL SERVICES

Budget Detail

101-2501

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8160	Legal Service	261,455	257,586	292,772	265,000	290,000	280,000
8161	Settlements	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	261,455	257,586	292,772	265,000	290,000	280,000
[101-2501] Legal Services Total		261,455	257,586	292,772	265,000	290,000	280,000

LEGAL SERVICES

Budget Detail

101-2501

OPERATIONS & MAINTENANCE

8160 Legal Services

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

INFORMATION SERVICES

Budget Detail

101-2032

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	-	-	58	1,000	-	1,000
8060	Dues & Memberships	-	-	-	200	-	200
8110	Equipment Maintenance	-	-	211	2,000	7,206	2,000
8150	Telephone	-	-	136,086	164,000	184,000	185,000
8170	Professional Services	-	-	144,325	126,000	145,000	150,000
8180	Contract Services	-	-	99,290	65,000	65,000	61,400
8300	Lease Payment	-	-	42,913	22,600	25,972	22,600
8301	Copier Usage Charges	-	-	-	-	-	12,700
<OPERATIONS & MAINTENANCE>		-	-	422,884	380,800	427,178	434,900
8530	Computer Equipment	-	-	35,507	84,000	84,000	80,000
<CAPITAL OUTLAY>		-	-	35,507	84,000	84,000	80,000
[101-2032] Information Services Total		-	-	458,391	464,800	511,178	514,900
8020	Special Department Expense	720	1,850	-	-	-	-
8060	Dues & Memberships	-	160	-	-	-	-
8110	Equipment Maintenance	195	83	-	-	-	-
8150	Telephone	107,771	143,601	-	-	-	-
8170	Professional Services	190,387	103,407	-	-	-	-
8180	Contract Services	92,981	108,159	-	-	-	-
8300	Lease Payment	15,055	39,502	-	-	-	-
<OPERATIONS & MAINTENANCE>		407,109	396,762	-	-	-	-
8530	Computer Equipment	230	61,290	-	-	-	-
8531	Computer Equip.-Cy Pres Grant	-	29,244	-	-	-	-
<CAPITAL OUTLAY>		230	90,534	-	-	-	-
[101-3032] Information Services Total		407,339	487,296	-	-	-	-

INFORMATION SERVICES

Budget Detail

101-2032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance
Provides funds for printer repair and replacement (\$2,000).
- 8150 Telephone
Provides funds for City-wide land lines, Point-to-Point network services with Spectrum throughout City facilities, conference calling system, mobile device/cellular accounts, and cable television service at City Hall (\$185,000). Includes funds for upgrade to 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 (\$150,000).
- 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 hosting/support services (\$8,300), Granicus video streaming (\$6,000) 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 (\$60,000), mobile device replacements (\$7,000), and Network equipment upgrades (\$13,000).

INSURANCE FUND

Budget Detail

103-2501

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	15,667	19,237	34,094	20,000	65,102	20,000
8161	Settlements	30,163	63,068	195,848	75,000	-	75,000
	<OPERATIONS & MAINTENANCE>	45,830	82,305	229,942	95,000	65,102	95,000
103 - INSURANCE FUND TOTAL		45,830	82,305	229,942	95,000	65,102	95,000

INSURANCE FUND

Budget Detail

103-2501

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8161 Settlements

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

FACILITIES & EQUIPMENT REPLACEMENT FUND
Budget Detail 105-3032

Acct	Account Title	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Estimated 2018/19	Proposed 2019/20
8530	Computer Equipment	203,032	-	-	-	-	-
8500	Building & Improvements			-	-	-	200,000
	<CAPITAL OUTLAY>	203,032	-	-	-	-	200,000
105 - FACILITIES & EQUIP. REPLACEMENT		203,032	-	-	-	-	200,000

FACILITIES & EQUIPMENT REPLACEMENT FUND
Budget Detail 105-3032

CAPITAL OUTLAY

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

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7080	Rideshare	-	1,751	65	-	-	-
7110	Workers Compensation	-	-	1	-	-	-
7150	Dental Insurance	-	-	1	-	-	-
7170	FICA - Medicare	-	-	1	-	-	-
	<WAGES & BENEFITS>	-	1,751	68	-	-	-
8261	Rideshare	-	-	11,182	15,000	10,469	15,000
	<OPERATIONS & MAINTENANCE>	-	-	11,182	15,000	10,469	15,000
8540	Automotive Equipment	-	40,231	37,727	-	-	-
	<CAPITAL OUTLAY>	-	40,231	37,727	-	-	-
[218-2270] Clean Air Act Total		-	41,982	48,977	15,000	10,469	15,000

CLEAN AIR ACT – AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

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

COMMUNITY PROMOTION

Budget Detail

220-2301

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8060	Dues & Memberships	-	-	-	1,500	1,500	1,500
8185	Chamber of Commerce	135,500	135,500	162,050	135,500	135,500	105,500
8255	Public Events Promotion	2,500	49,500	2,500	2,500	2,500	2,500
	<OPERATIONS & MAINTENANCE>	138,000	185,000	164,550	139,500	139,500	109,500
[220-2301] Community Promotion Total		138,000	185,000	164,550	139,500	139,500	109,500

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

8060 Dues and Memberships

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

8185 Chamber of Commerce

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

8255 Public Events Promotion

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

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	1,776	4,432	875	83,000	1,499	5,000
8060	Dues & Memberships	15,276	9,650	8,845	10,000	9,000	10,000
8170	Professional Services	1,886	1,350	1,600	-		
	<OPERATIONS & MAINTENANCE>	18,938	15,432	11,321	93,000	10,499	15,000
[226-2029] Mission Meridian Public Garage 7		18,938	15,432	11,321	93,000	10,499	15,000

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Funds for supplies and maintenance of the Mission Meridian Parking Garage (\$5,000).

- 8060 Property Owners' Association (POA) Dues
Provides funds for a portion of the Mission Meridian Parking Garage's POA dues (\$10,000).

BTA GRANT

Budget Detail

248-2011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	187	60	-	-	-	-
8170	Professional Services	-	55,579	-	-	-	-
	<OPERATIONS & MAINTENANCE>	187	55,639	-	-	-	-
248 - BTA GRANTS TOTAL		187	55,639	-	-	-	-



FINANCE DEPARTMENT FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Finance Department accounts for all City and Agency expenditures, administers business licensing through a third-party vendor, manages several competitive grants in collaboration with other departments, processes the biweekly payroll through a third-party vendor, 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 by utilizing a third-party vendor 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 Commission 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.

Notable Changes- Wages and Benefits

Although there are decreases due to reorganization of the department decreasing the staffs from 9 to 5, these were offset by contracts with ADP and HdL. There will be an addition of a part-time Management Aide that will help cover the front desk which will be split between Finance and (Water) Utility Billing Fund.

Notable Changes- Operations and Maintenance

The Finance Department has an increase in Professional Services from the transition to ADP for payroll processing and HdL for auditing property, sales, and business license taxes. There will be an Indirect Cost Allocation Plan study done in FY 2019-20. There are plans for a citywide Point-of-Sale (POS) upgrade to streamline transactions across multiple departments in the near future.

Capital Outlay

NA.

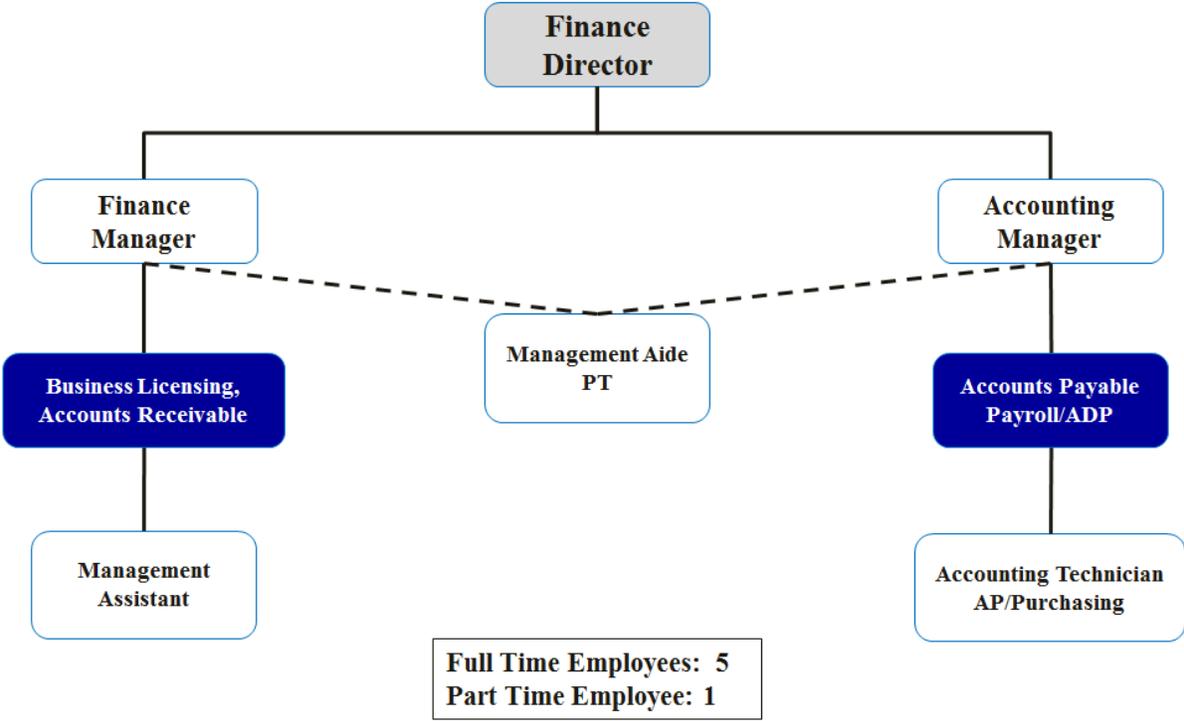
FINANCE

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
Wages & Benefits	1,307,829	1,472,113	1,517,371	1,638,008	1,333,968	1,168,536
Operations & Maintenance	1,139,864	1,165,461	1,078,176	1,325,560	1,288,353	1,330,259
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	2,447,693	2,637,574	2,595,547	2,963,568	2,622,321	2,498,795
[101-3011] Finance	619,109	643,953	795,481	834,879	828,989	709,728
[101-3041] Non-Dept/Overhead	886,536	947,865	961,054	918,290	912,727	944,111
[500-3012] Utility Billing	942,048	1,045,756	839,013	1,210,399	880,605	844,955
Total Expenses by Program	2,447,693	2,637,574	2,595,547	2,963,568	2,622,321	2,498,795

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

FINANCE
Department Description and Authorized Positions



FINANCE

Budget Detail

101-3011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	383,963	418,181	468,771	512,473	395,808	335,459
7010	Salaries - Temp / Part	-	-	2,658	-	11,228	11,856
7020	Overtime	1,386	2,516	6,387	1,200	2,500	1,200
7040	Holiday	176	-	45	-	-	-
7070	Leave Buyback	6,043	10,760	6,936	7,500	40,000	4,193
7100	Retirement	67,271	76,976	80,834	106,572	68,253	23,724
7108	Deferred Compensation	739	1,078	783	1,121	1,507	2,808
7110	Workers Compensation	8,520	13,276	7,459	7,851	5,270	6,024
7120	Disability Insurance	-	-	-	-	7,280	-
7130	Group Health Insurance	45,288	42,827	53,293	58,981	42,990	33,743
7140	Vision Insurance	1,446	1,345	1,472	1,394	1,120	842
7150	Dental Insurance	4,986	4,384	4,487	5,229	3,005	3,159
7160	Life Insurance	590	537	640	575	491	347
7170	FICA - Medicare	5,394	5,710	6,905	7,448	6,818	4,864
	<WAGES & BENEFITS>	525,802	577,590	640,670	710,344	586,270	428,220
8000	Office Supplies	3,890	5,132	5,052	4,500	4,382	4,500
8010	Postage	6,201	4,213	9,311	6,000	1,468	3,000
8020	Special Department Expense	40,965	14,660	14,800	20,260	9,973	20,260
8050	Printing/Duplicating	2,849	3,805	2,961	2,500	2,683	2,500
8060	Dues & Memberships	1,045	1,045	855	745	935	2,500
8070	Mileage/Auto Allowance	59	139	78	100	100	100
8090	Conference & Meeting Expense	1,622	2,264	555	2,480	1,000	2,480
8110	Equipment Maintenance	1,798	1,019	841	950	363	950
8170	Professional Services	34,860	22,451	87,597	26,000	50,423	174,218
8180	Contract Services	-	11,635	32,759	57,000	171,393	67,000
8200	Training Expense	18	-	-	4,000	-	4,000
	<OPERATIONS & MAINTENANCE>	93,307	66,363	154,810	124,535	242,719	281,508
	[101-3011] Finance Total	619,109	643,953	795,481	834,879	828,989	709,728

FINANCE

Budget Detail

101-3011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Accounting Manager, Finance Manager, Accounting Technician, Management Assistant, and Accounting Technician. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Temp/Part-time
Provides partial compensation for a part-time Management Aide (\$11,856).
- 7020 Overtime
Covers the cost of overtime for non-management staff.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of miscellaneous supplies (\$4,500).
- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$3,000).
- 8020 Special Department Expense
Departmental forms including 1099s, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$6,000). Allocation of credit card charges and bank analysis fees (\$10,000), funding for compilation of the CAFR statistical section, and application costs for the GFOA CAFR award program (\$1,010). Annual PERS accounting 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, \$660), the Government Finance Officers Association (GFOA, \$675), and other financial associations (\$1,165).
- 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, Accounting Manager, and Finance Manager (\$480), 50% share of the annual CSMFO conference for the Finance Director (\$1,000), and annual Diehl Evans tax seminar for the Director, Accounting Manager and Finance Manager (\$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).
- 8170 Professional Services
Provides funds for share of annual GASB 34 infrastructure asset valuation (\$3,000). HdL sales tax, business license tax, and property tax audits (\$39,000), Morgan Stanley/Western Asset Investment and property [formerly allocated to Utility Billing] (\$13,800), ADP payroll (\$117,418), and other financial services (\$ 1,000).
- 8180 Contract Services
Provides funds for OpenGov contract (\$7,000). Contract to provide services for an Indirect Cost Allocation Plan (\$45,000), temp services for payroll transition to ADP and other contracted services (\$15,000).
- 8200 Employee Training
Provides funds for department training opportunities (\$4000).

UTILITY BILLING

Budget Detail

500-3012

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	232,497	220,115	203,127	293,086	164,084	181,011
7010	Salaries - Temp / Part	21,667	22,132	1,111	29,640	-	11,856
7020	Overtime	2,645	226	1,136	200	800	200
7040	Holiday	-	-	-	-	498	-
7070	Leave Buyback	9,588	5,297	3,531	3,000	14,000	3,000
7100	Retirement	992	38,637	74,733	69,777	60,369	27,993
7108	Deferred Compensation	1,249	1,223	578	1,521	999	1,530
7110	Workers Compensation	6,060	7,832	3,233	4,526	2,158	3,376
7120	Disability Insurance	-	567	2,301	-	-	-
7130	Group Health Insurance	20,737	14,858	17,803	27,256	16,507	16,494
7140	Vision Insurance	619	516	480	770	356	432
7150	Dental Insurance	2,006	1,489	1,654	2,889	1,068	1,620
7160	Life Insurance	275	182	218	317	142	178
7170	FICA - Medicare	5,074	3,560	3,046	4,682	2,516	2,625
	<WAGES & BENEFITS>	303,409	316,634	312,950	437,664	263,497	250,315
8000	Office Supplies	48	(48)	-	-	-	-
8010	Postage	299	312	149	1,750	25	750
8020	Special Department Expense	160,912	158,776	166,483	160,000	113,400	160,000
8032	Water Efficiency Fee Projects	43,028	104,247	42,017	150,000	50,000	-
8060	Dues & Memberships	255	262	-	700	-	-
8070	Mileage/Auto Allowance	-	222	19	200	-	-
8090	Conference & Meeting Expense	485	2,753	1,425	3,000	-	1,000
8110	Equipment Maintenance	12,831	16,777	14,838	18,150	-	3,300
8170	Professional Services	328,800	337,899	291,276	337,454	350,835	328,610
8180	Contract Services	-	10,058	9,857	9,000	10,869	9,000
8200	Training Expense	-	-	-	500	-	-
8350	Bad Debt Expense	-	5,883	-	-	-	-
8400	Overhead Allocation	91,981	91,981	-	91,981	91,980	91,980
	<OPERATIONS & MAINTENANCE>	638,639	729,122	526,063	772,735	617,109	594,640
	[500-3012] Utility Billing Total	942,048	1,045,756	839,013	1,210,399	880,605	844,955

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts (\$750).
- 8020 Special Department Expense
Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000).
- 8090 Conference and Meeting Expense
Share of annual CSMFO conference for the Finance Director (\$1,000).
- 8110 Equipment Maintenance
Provides funds for postage machine and copier lease/maintenance allocation (\$2,000), the RemitPlus remote deposit hardware and software (\$1,300).
- 8170 Professional Services
Provides (\$312,000) toward contractual support service with Fathom, the company that provides the Finance Department's utility billing processing. Also provides forty-percent share of annual city audit services, (\$15,410), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200).
- 8180 Contract Services
Provides funds for share of bank armored courier services (\$9,000).
- 8200 Training
Provides funds for training seminars for Finance Department staff (\$500).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$91,980).

NON-DEPARTMENTAL/OVERHEAD**Budget Detail****101-3041**

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7131	Retiree Health Insurance	478,618	577,889	563,751	490,000	484,202	490,000
	<WAGES & BENEFITS>	478,618	577,889	563,751	490,000	484,202	490,000
8020	Special Department Expense	-	-	-	-	-	-
8060	Dues & Memberships	22,602	24,311	24,787	37,000	54,492	27,821
8150	Telephone	9,512	-	-	-	-	-
8170	Professional Services	64,005	56,401	56,436	84,040	20,000	84,040
8180	Contract Services	-	11,306	12,680	12,250	15,335	12,250
8191	Liability & Surety Bonds	122,426	144,772	157,811	145,000	179,308	180,000
8300	Lease Payment	61,309	-	-	-	-	-
8335	Property Tax Admin. Fee	128,064	133,186	145,589	150,000	159,390	150,000
	<OPERATIONS & MAINTENANCE>	407,918	369,976	397,303	428,290	428,525	454,111
[101-3041] Non-Dept/Overhead Total		886,536	947,865	961,054	918,290	912,727	944,111

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

PERSONNEL SERVICES

- 7131 Retirees Health Insurance
It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding (\$490,000).

OPERATIONS & MAINTENANCE

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for City memberships in League of California Cities (\$10,390), League of California Cities-LA County (\$1,181), LAFCO (\$1,200), the San Gabriel Valley Council of Governments* (\$9,240), Contract Cities* (\$3,000) and the Southern CA Association of Governments* (\$2,810) **partially paid by other funds.*
- 8170 Professional Services
Provides funds for independent accounting services, including interim audits and preparation of annual Financial Report (CAFR) (\$23,040), retiree health actuarial (\$23,000), a share of Morgan Stanley/Western Asset investment management services (\$28,000), and deferred compensation consulting/compliance services (\$10,000).
- 8180 Contract Services
Provides funds for share of bank armored courier services (\$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 \$300,000. (Portions are allocated 30% to the Water Fund, and 10% to the Sewer Fund).
- 8335 Property Tax Admin Fee
LA County Fee for property tax calculation and administration (\$150,000).

WATER REVENUE BONDS

Budget Detail

505-2016

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8232	Debt Service - Fees	-	-	1,530	2,500	1,500	2,500
8320	Issuance Cost Expense	-	382,968	-	-	-	-
8330	Debt Service - Principal	-	-	-	835,000	-	-
8331	Debt Service - Interest	-	-	1,661,600	1,598,088	1,598,088	1,564,238
8333	Debt Service-Professional Svc	-	-	-	3,000	-	-
	<OPERATIONS & MAINTENANCE>	-	382,968	1,663,130	2,438,588	1,599,588	1,566,738
9811	Transfers Out	-	5,389,888	2,313,432	-	-	-
	<TRANSFER OUT>	-	5,389,888	2,313,432	-	-	-
[505-9000s] CIP Total		-	5,772,856	3,976,562	2,438,588	1,599,588	1,566,738
505 - 2016 WATER REVENUE BONDS TOTAL		-	5,772,856	3,976,562	2,438,588	1,599,588	1,566,738

PUBLIC FINANCING AUTHORITY

Budget Detail

550-6712

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8232	Debt Service - Fees	5,000	5,000	4,000	4,000	-	-
8333	Debt Service-Professional Svc	3,050	-	-	3,050	-	-
8340	Debt Service - Principal - 2013	-	-	-	360,000	-	-
8341	Debt Service - Interest - 2013	246,697	181,525	171,100	188,988	188,988	166,788
	<OPERATIONS & MAINTENANCE>	254,747	186,525	175,100	556,038	188,988	166,788
[550-6712] Bond Debt Service Total		254,747	186,525	175,100	556,038	188,988	166,788
9100	Transfers Out	10,782,388	14,708,159	-	-	-	-
	<TRANSFER OUT>	10,782,388	14,708,159	-	-	-	-
[550-9000s] CIP Total		10,782,388	14,708,159	-	-	-	-
550 - PUBLIC FINANCING AUTHORITY TO		11,037,135	14,894,684	175,100	556,038	188,988	166,788

CITY TREASURER

Department Summary

EXPENDITURE SUMMARY	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Estimated 2018/19	Proposed 2019/20
Wages & Benefits	9,295	9,380	9,250	9,249	9,250	9,250
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	9,295	9,380	9,250	9,249	9,250	9,250
[101-3021] City Treasurer	9,295	9,380	9,250	9,249	9,250	9,250
Total Expenses by Program	9,295	9,380	9,250	9,249	9,250	9,250

CITY TREASURER Department Descriptions and Authorized Positions
--

City Treasurer	1
Total	1

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

CITY TREASURER

Budget Detail

101-3021

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7010	Salaries - Temp / Part	8,403	8,472	8,472	8,472	8,472	8,472
7110	Workers Compensation	190	260	130	129	130	130
7170	FICA - Medicare	702	648	648	648	648	648
	<WAGES & BENEFITS>	9,295	9,380	9,250	9,249	9,250	9,250
[101-3021] City Treasurer Total		9,295	9,380	9,250	9,249	9,250	9,250

CITY TREASURER

Budget Detail

101-3021

PERSONNEL SERVICES

7010 Salaries – Temp/Part-Time

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



POLICE DEPARTMENT FISCAL YEAR 2019-20 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 unfilled vacancies, community events, and community training programs such as the Citizen Academy, Teen Academy and Women’s Self-Defense classes. The Police Department will implement the Narcan program in FY 2019-20, providing the public emergency treatment to suspected opioid overdoses, 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.

Notable Changes- Operations and Maintenance

Implementation of the “Project Life Saver” program providing officers the ability to locate individuals wearing a bracelet containing a homing device suffering from cognitive disorders or are prone to life-threatening behaviors. Also, the addition of the “Safe Deal Zone” program allowing residents to conduct on-line purchases face-to-face transactions in the police station lobby.

Capital Outlay

COPS Grant to fund the new Computer Aided Dispatch and Records Management System, and new police motorcycle.

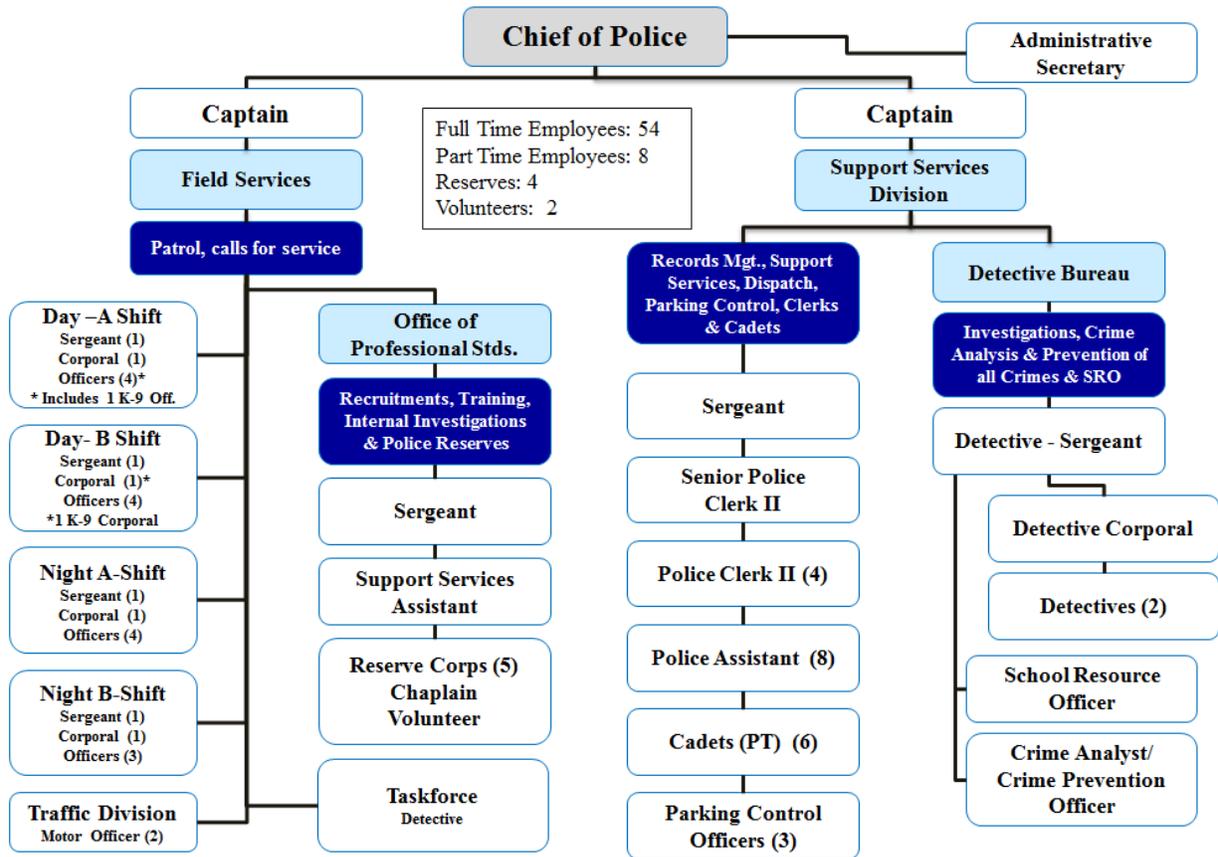
POLICE Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
Wages & Benefits	6,571,263	7,425,871	7,381,070	7,905,897	7,385,002	8,401,377
Operations & Maintenance	949,021	1,011,418	1,027,347	1,052,919	931,640	1,030,428
Capital Outlay	179,620	280,190	195,161	100,000	164,317	50,630
Total Expenses by Category	7,699,904	8,717,479	8,603,578	9,058,816	8,480,959	9,482,435
[101-4011] Police	7,529,818	8,419,495	8,408,728	8,958,816	8,316,642	9,327,011
[105-4011] Facilities & Equipment Replacement	57,386	100,079	110,973	25,000	111,937	-
[270-4015] Police Asset Forfeiture	-	13,407	-	-	-	-
[272-4018] Police State Grant - AB 3229	112,700	170,090	83,877	75,000	52,380	155,424
[273-4019] Police Grant	-	5,241	-	-	-	-
[274-4019] Police Grant	-	9,167	-	-	-	-
Total Expenses by Program	7,699,904	8,717,479	8,603,578	9,058,816	8,480,959	9,482,435

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

POLICE

Department Description and Authorized Positions



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

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

POLICE

Budget Detail

101-4011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	3,519,131	4,015,167	3,917,833	4,413,859	3,900,000	4,581,992
7010	Salaries - Temp / Part	173,552	165,996	163,791	140,000	125,000	140,000
7020	Overtime	665,799	695,077	634,930	500,000	605,000	549,839
7040	Holiday	133,843	157,030	171,694	168,000	180,000	126,005
7045	Overtime - Special Detail	218,155	222,618	272,195	210,000	200,000	210,000
7050	Overtime - DUI Checkpoint	-	-	23,490	30,000	20,000	20,000
7055	IOD - Non Safety	128	-	-	-	-	-
7060	IOD - Safety	1,025	26,012	15,840	-	9,000	10,000
7070	Leave Buyback	63,530	65,597	66,213	65,000	161,131	57,275
7100	Retirement	1,034,607	1,214,600	1,333,426	1,520,944	1,327,356	1,808,878
7108	Deferred Compensation	4,615	4,603	2,492	4,485	3,504	4,575
7110	Workers Compensation	215,699	359,614	190,851	161,282	189,342	199,909
7120	Disability Insurance	59,386	7,305	17,759	-	-	-
7122	Unemployment Insurance	1,978	5,066	18,409	-	-	-
7130	Group Health Insurance	315,198	320,796	382,396	501,660	455,363	514,560
7140	Vision Insurance	10,647	10,446	10,175	12,960	10,367	12,960
7150	Dental Insurance	32,876	33,423	31,639	48,600	30,926	48,600
7160	Life Insurance	4,572	4,569	4,331	5,346	4,366	5,346
7170	FICA - Medicare	75,730	74,250	69,596	78,761	73,457	66,439
7180	Car/Uniform Allowance	40,792	43,702	54,008	45,000	90,190	45,000
<WAGES & BENEFITS>		6,571,263	7,425,871	7,381,070	7,905,897	7,385,002	8,401,377
8000	Office Supplies	41,504	46,283	18,985	26,000	21,088	26,000
8010	Postage	5,601	4,064	4,408	4,000	5,102	5,000
8020	Special Department Expense	90,387	89,511	86,077	76,500	76,000	80,000
8034	K9 Expenses	2,040	6,927	3,050	6,500	5,050	6,500
8035	Narco K9 Expenses	2,997	8,843	3,329	10,000	7,000	10,000
8050	Printing/Duplicating	6,795	6,416	8,918	12,000	13,100	13,500
8060	Dues & Memberships	4,972	2,685	5,092	3,700	4,000	3,700
8090	Conference & Meeting Expense	8,720	6,247	2,373	8,000	6,000	8,000
8100	Vehicle Maintenance	92,373	107,803	102,367	95,000	98,000	100,000
8105	Fuel	42,296	52,512	59,003	65,000	63,500	65,000
8110	Equipment Maintenance	29,069	15,368	28,310	20,000	20,000	20,000
8120	Building Maintenance	21,554	7,996	15	-	-	-
8134	Safety Clothing/Equipment	30,682	34,371	38,270	30,000	27,800	30,000
8150	Telephone	126	207	299	-	-	-
8170	Professional Services	190,028	145,392	142,588	131,816	130,000	131,816
8180	Contract Services	339,984	418,050	477,660	504,403	395,000	366,118
8200	Training Expense	18,159	15,695	24,271	35,000	32,000	30,000
8210	Training Expense - POST Reimb.	21,734	25,226	22,333	25,000	28,000	30,000
<OPERATIONS & MAINTENANCE>		949,021	993,596	1,027,347	1,052,919	931,640	925,634
8520	Machinery & Equipment	123	-	311	-	-	-
8540	Automotive Equipment	9,411	28	-	-	-	-
<CAPITAL OUTLAY>		9,534	28	311	-	-	-
[101-4011] Police Total		7,529,818	8,419,495	8,408,728	8,958,816	8,316,642	9,327,011

POLICE

Budget Detail

101-4011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides salaries for all full-time, permanent sworn, and civilian employees.
- 7010 Salaries – Temporary/Seasonal/Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets (\$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.
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of Police report forms; Detective and Records case file folders; office stationery; miscellaneous office supplies (\$26,000).
- 8010 Postage
Provides funds for Police Department postal expenses (\$5,000).

- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); expenses for Police Reserve Officers such as uniform maintenance and reimbursement, court reimbursement, and training for Reserves (\$7,500); Festival of Balloons expenses including radio, repeater, and message board rentals (\$1,000); lethal and less lethal weapons, training supplies including ammunition and range maintenance and repairs (\$25,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); community education programs(Teen Academy, Coffee with a Cop, Women’s Self Defense, Citizen’s Academy, Crime Prevention Materials and miscellaneous supplies, equipment, and reimbursements (\$26,500); and other miscellaneous expenditures (\$7,500).
- 8034 K-9
Provides for training, equipment, maintenance and veterinarian costs (\$6,500).
- 8035 Narco K9 Expenses
Provides for training, equipment, maintenance and veterinarian costs. 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 (\$3,500); parking, traffic citations, and parking permits (\$10,000).
- 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 (\$65,000); collision repairs (\$8,000); tires (\$6,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000).
- 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).

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 (\$128,893); 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 (\$29,842); 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).



FIRE DEPARTMENT FISCAL YEAR 2019-20 BUDGET SNAPSHOT

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 2019-20 we will be on track to complete the EOC remodel to optimized capability, host a total of three 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 (FY18-19) the Fire department overtime increased by approximately \$366,000 due to decrease in full time staff. This was offset by the unfilled full time positions within the department and reimbursements from the state totaling \$106,837 for our participation in four major brush fires.

Notable Changes- Wages and Benefits

Increases in wages are associated with increased retirement costs and health benefit costs.

Notable Changes- Operations and Maintenance

No significant increases in Operations and Maintenance.

Capital Outlay

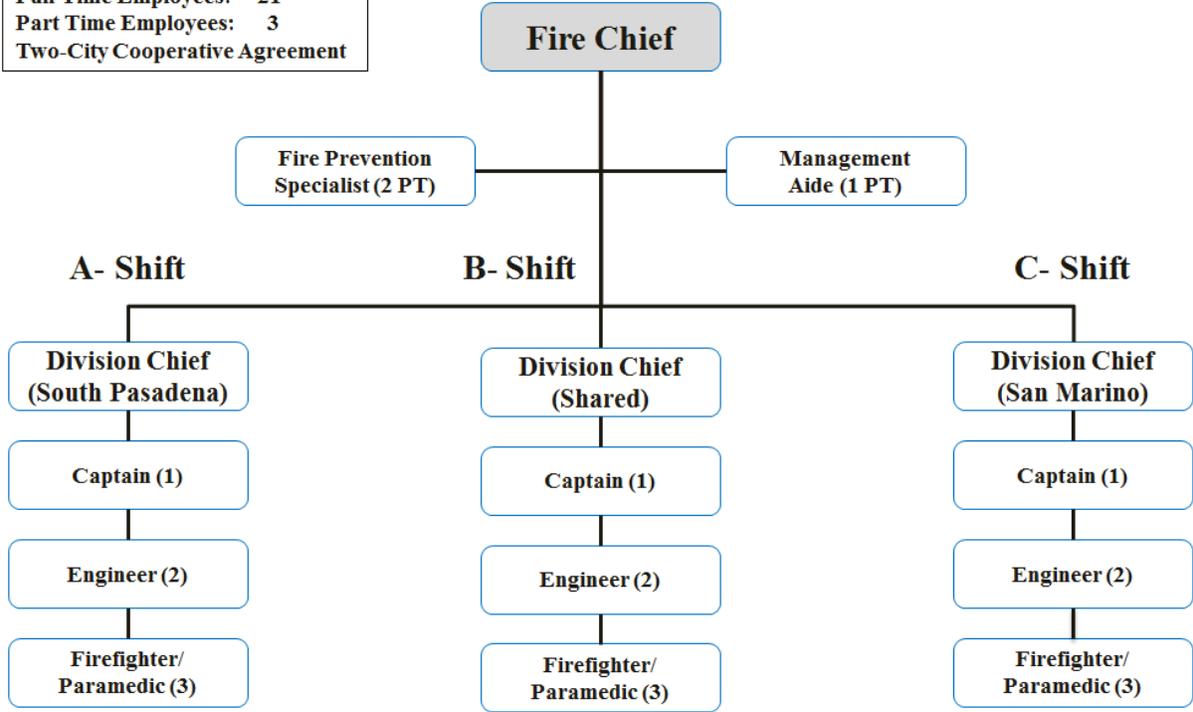
FIRE Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
Wages & Benefits	3,703,997	4,153,646	4,329,665	4,456,550	4,260,012	4,620,466
Operations & Maintenance	875,182	863,595	485,294	646,620	653,168	503,500
Capital Outlay	84,384	981,038	10,271	285,000	14,890	15,000
Total Expenses by Category	4,663,563	5,998,279	4,825,230	5,388,170	4,928,070	5,138,966
[101-5011] Fire	4,626,740	5,031,694	4,720,830	4,948,250	4,756,672	5,103,966
[101-5012] Emergency Preparedness	36,516	23,505	104,400	439,920	171,398	35,000
[105-5011] Facilities & Equipment Replacement	-	943,080	-	-	-	-
[274-5019] Fire Grant	307	-	-	-	-	-
Total Expenses by Program	4,663,563	5,998,279	4,825,230	5,388,170	4,928,070	5,138,966

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

FIRE
Department Description and Authorized Positions

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



FIRE

Budget Detail

101-5011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	1,601,238	1,658,037	1,699,779	2,065,534	1,726,144	2,162,091
7010	Salaries - Temp / Part	48,663	42,559	47,596	60,000	39,922	60,000
7020	Overtime	525,404	763,523	995,727	530,000	896,000	432,418
7030	Overtime - FLSA	101,920	90,241	39,333	125,000	89,000	82,159
7040	Holiday	63,820	63,900	63,151	65,000	65,000	59,458
7045	Overtime - Special Detail	179,725	150,412	189,871	140,000	145,000	140,000
7060	IOD - Safety	46,890	22,880	46,421	-	45,000	-
7065	Fitness	7,500	5,700	3,100	9,000	5,700	9,000
7070	Leave Buyback	71,048	86,089	82,949	77,000	53,694	27,026
7100	Retirement	540,400	580,976	666,259	878,357	676,593	1,032,418
7108	Deferred Compensation	1,596	1,660	2,046	4,030	4,767	4,173
7110	Workers Compensation	304,017	498,017	253,118	176,780	227,358	294,564
7122	Unemployment Insurance	-	32	75	-	-	-
7130	Group Health Insurance	141,838	120,171	166,325	243,540	196,563	244,440
7140	Vision Insurance	4,346	3,685	3,941	5,040	3,790	5,040
7150	Dental Insurance	14,657	12,432	11,449	18,900	11,965	18,900
7160	Life Insurance	1,827	1,614	1,427	2,079	1,641	2,079
7170	FICA - Medicare	36,971	39,018	44,872	43,290	45,522	31,350
7180	Car/Uniform Allowance	12,137	12,700	12,226	13,000	26,353	15,350
<WAGES & BENEFITS>		3,703,997	4,153,646	4,329,665	4,456,550	4,260,012	4,620,466
8000	Office Supplies	4,074	3,725	3,695	3,700	3,650	3,700
8010	Postage	892	965	911	1,000	950	1,000
8020	Special Department Expense	40,330	45,757	43,157	44,000	43,500	44,000
8025	Medical Supplies	21,801	27,304	25,784	48,000	34,000	33,000
8026	Hazardous Materials	2,018	1,327	-	700	-	500
8050	Printing/Duplicating	952	1,685	1,753	1,000	1,000	1,000
8060	Dues & Memberships	818	75	985	800	1,890	800
8080	Books & Periodicals	807	1,305	802	2,000	2,000	2,000
8090	Conference & Meeting Expense	-	79	1,500	1,500	482	1,500
8100	Vehicle Maintenance	47,867	52,789	39,019	37,500	38,000	37,500
8105	Fuel	-	-	18,302	13,500	15,000	16,000
8110	Equipment Maintenance	7,908	12,745	11,108	11,000	10,500	11,000
8120	Building Maintenance	10,889	10,523	10,000	77,000	10,000	10,000
8132	Uniform Expense/Cleaning	-	307	-	-	-	-
8134	Safety Clothing/Equipment	26,159	26,820	49,237	28,000	30,000	28,000
8150	Telephone	633	-	-	-	-	-
8170	Professional Services	22,819	33,546	36,505	36,000	36,000	38,500
8180	Contract Services	121,232	127,116	134,008	150,000	149,708	155,000
8183	Contract Services - Command Sharing	529,159	499,062	4,725	26,000	110,000	90,000
8200	Training Expense	11,354	9,195	9,249	10,000	9,980	10,000
<OPERATIONS & MAINTENANCE>		849,712	854,325	390,739	491,700	496,660	483,500
8520	Machinery & Equipment	73,031	23,723	426	-	-	-
<CAPITAL OUTLAY>		73,031	23,723	426	-	-	-
[101-5011] Fire Total		4,626,740	5,031,694	4,720,830	4,948,250	4,756,672	5,103,966

FIRE

Budget Detail

101-5011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of departmental office supplies, stationary, and miscellaneous equipment (\$2,300); toner (\$800) and copy paper (\$600).
- 8010 Postage
Provides funds for department bulk mailing and postal expenses (\$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).

- 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 (\$5,000).
- 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.
- 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 (\$9,000 Diesel fuel) and (\$7,000 unleaded gasoline).
- 8110 Equipment Maintenance
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400).
- 8120 Building Maintenance
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (\$9,000). Includes routine repair and maintenance costs related to gasoline and diesel fuel distribution system (\$1,000).
- 8134 Safety Clothing and Equipment
Provides funds to purchase and maintain Cal OSHA mandated personal protective

equipment, self-contained breathing apparatus, and chemical protective suits (\$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 (\$31,350), employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (\$3,150), Cal OSHA mandated respiratory protection annual testing (\$4,000).

8180 Contract Services

Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$140,000); 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 (\$90,000).

8200 Training Expense

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

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	25,470	9,270	94,555	154,920	156,508	20,000
	<OPERATIONS & MAINTENANCE>	25,470	9,270	94,555	154,920	156,508	20,000
8520	Machinery & Equipment	11,046	14,235	9,845	15,000	14,890	15,000
8523	EOC Equipment	-	-	-	270,000	-	-
	<CAPITAL OUTLAY>	11,046	14,235	9,845	285,000	14,890	15,000
[101-5012] Emergency Preparedness Total		36,516	23,505	104,400	439,920	171,398	35,000

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8520 Machinery and Equipment

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

PUBLIC WORKS DEPARTMENT

FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Public Works department is pleased to submit the Fiscal Year 2019-20 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, manages capital improvement projects, 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 and Sustainability Division is responsible for the production, treatment and distribution of potable water to the residents and businesses of the City. In addition, the Water and Sustainability Division implements Water Conservation programs and sustainability initiatives.

Notable Changes- Wages and Benefits

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

1 FTE (Water Conservation & Sustainability Analyst) moved to Public Works from Management Services.

1 FTE (Deputy Director of Public Works - Water & Sustainability) added to Public Works

Notable Changes- Operations and Maintenance

Decrease in Public Works Administration account due to new Measure W funding.

Establish a budget for Stormwater related Operations & Maintenance expenditures based on Measure W funding.

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

Decrease in janitorial services contract after issuing a competitive Request for Proposal (RFP).

Decrease in Water Division budget for returning to use of well water and reducing the purchase of MWD water.

Increase in electric utility costs to account for 100% green energy through the Clean Power Alliance.

Water Efficiency Projects and Rebates moved under Public Works Department budget from Utility Billing.

Capital Outlay

\$75,000 for Tree Removal and Replacement

Citywide Street Improvements – see CIP

Neighborhood Traffic Management Program – see CIP

Municipal Building and Facilities Maintenance Projects – see CIP

Master Plans for Water and Sewer Utilities – see CIP

Stormwater Project Concepts, Feasibility and Strategy Development for Grants – see CIP

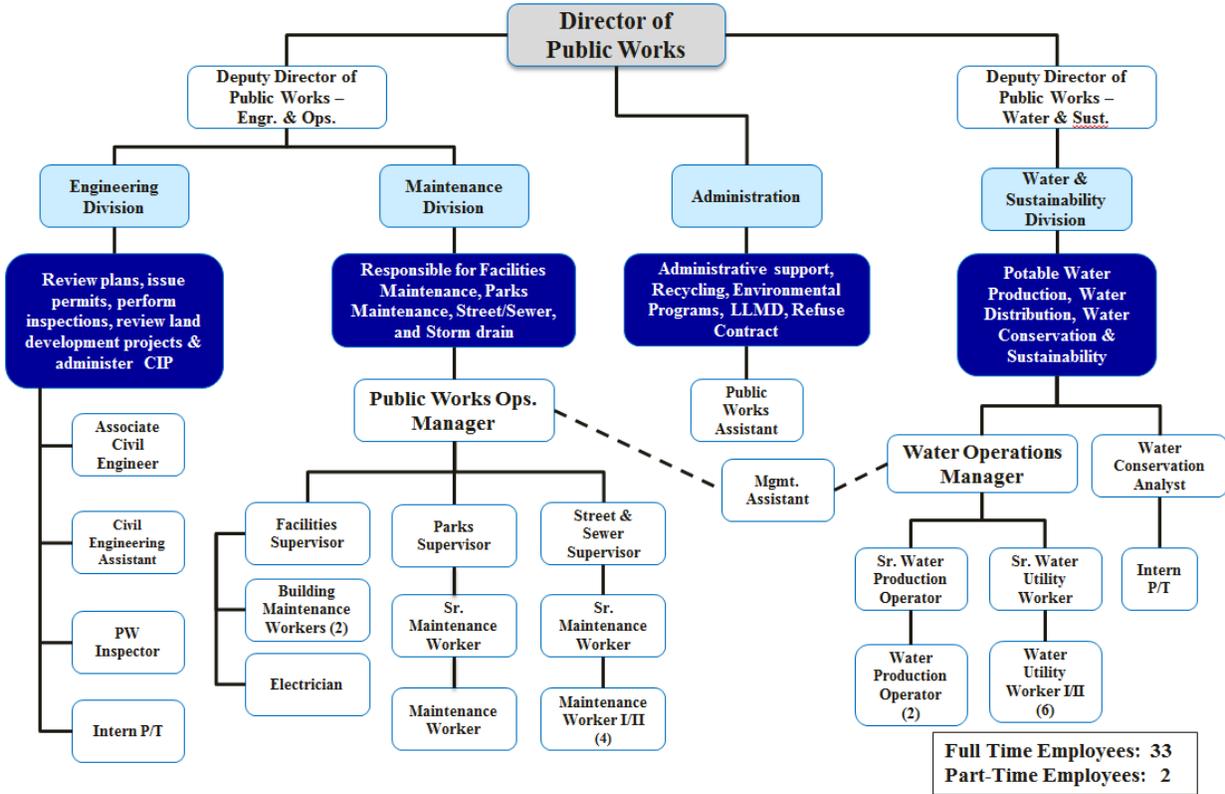
PUBLIC WORKS Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
Wages & Benefits	3,162,216	3,173,443	3,403,252	3,306,051	2,954,553	3,798,148
Operations & Maintenance	4,453,849	5,249,453	4,115,196	6,831,098	7,041,587	5,727,178
Capital Outlay	152,790	175,400	250,314	98,000	113,236	216,500
Other Expenses	33,512	-	-	-	-	-
Total Expenses by Category	7,802,367	8,598,296	7,768,762	10,235,149	10,109,376	9,741,826
[101-6015] Environmental Services	176,958	210,595	207,645	-	44,976	-
[101-6011] PW Admin & Engineering	485,049	372,784	419,153	781,588	676,789	613,565
[101-6410] Park Maintenance	409,997	414,864	493,446	547,550	552,457	631,921
[101-6601] Facilities Maintenance	654,372	683,017	705,483	820,003	747,702	895,092
[105-6116] Street Maintenance	-	-	-	-	-	-
[207-6011] PW Admin & Engineering	2,536	103	3,246	-	-	-
[210-6501] Sewer Operations	535,646	524,547	463,217	748,921	625,993	753,275
[215-6115] Traffic Signals	123,759	152,864	128,544	180,900	186,900	186,900
[215-6118] Sidewalk Maintenance	11,232	3,909	2,717	-	-	-
[215-6201] Street Lighting	260,207	210,086	196,338	233,100	275,923	250,100
[215-6310] Street Trees	535,130	483,591	516,446	544,283	565,771	561,597
[215-6416] Median Strips	32,462	42,922	53,668	64,000	67,500	64,000
[230-6116] Street Maintenance	549,729	516,301	706,375	614,252	619,581	638,506
[232-6301] Street Trees	177	-	-	-	-	-
[232-6417] Prop "A" Park Maintenance	39,341	120,562	47,096	63,500	50,690	63,500
[238-6501] Sewer Operations	-	30,000	-	-	-	-
[277-6011] PW Admin & Engineering	22,824	5,045	19,520	-	5,528	-
[310-6501] Sewer Operations	316,718	335,655	87,580	-	26,746	-
[500-6710] Water Distribution	1,018,512	1,073,479	1,162,253	1,169,148	1,244,765	1,299,812
[500-6711] Water Production	2,594,206	3,417,972	2,556,035	4,467,904	4,418,054	3,352,967
[500-9990] Unfunded Liabilities	3,913	-	-	-	-	-
Total Expenses by Program	7,802,367	8,598,296	7,768,762	10,235,149	10,109,376	9,311,235

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

PUBLIC WORKS

Department Description and Authorized Positions



PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	248,637	246,619	277,776	353,821	241,406	285,609
7010	Salaries - Temp / Part	-	9,919	17,847	20,000	-	20,000
7020	Overtime	206	195	623	-	-	-
7070	Leave Buyback	9,382	2,787	10,505	3,500	-	-
7100	Retirement	43,523	45,404	52,355	76,340	45,500	74,579
7108	Deferred Compensation	1,099	488	419	1,296	594	825
7110	Workers Compensation	15,083	14,576	7,542	7,859	5,624	7,890
7130	Group Health Insurance	23,264	18,847	24,107	34,275	29,228	26,373
7140	Vision Insurance	626	580	627	936	672	756
7150	Dental Insurance	2,259	1,969	2,208	3,510	2,227	2,835
7160	Life Insurance	290	243	261	386	267	312
7170	FICA - Medicare	3,785	4,178	5,465	5,420	4,066	4,141
<WAGES & BENEFITS>		348,154	345,805	399,736	507,343	329,584	423,320
8000	Office Supplies	697	905	1,553	1,000	1,000	1,000
8010	Postage	2,160	1,223	1,265	2,000	2,000	2,000
8020	Special Department Expense	9,031	8,524	11,102	134,040	90,000	60,040
8040	Advertising	3,092	812	1,915	4,300	4,300	4,300
8050	Printing/Duplicating	4,105	5,090	1,182	7,500	7,500	7,500
8060	Dues & Memberships	794	408	463	1,915	1,915	1,915
8090	Conference & Meeting Expense	-	1,224	1,073	3,700	3,700	3,700
8100	Vehicle Maintenance	1,749	1,519	2,536	1,500	1,500	1,500
8110	Equipment Maintenance	839	261	409	290	290	290
8170	Professional Services	111,384	6,616	(2,357)	108,000	225,000	108,000
8180	Contract Services	-	-	276	10,000	10,000	-
8300	Lease Payment	3,044	397	-	-	-	-
<OPERATIONS & MAINTENANCE>		136,895	26,979	19,417	274,245	347,205	190,245
[101-6011] PW Admin & Engineering Total		485,049	372,784	419,153	781,588	676,789	613,565

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$1,000).
- 8010 Postage
Provides funds for City mailings and overnight deliveries (\$1,500). Provides funds for citywide mass mailings concerning environmental programs (\$500).
- 8020 Department Expense
Provides funds for Public Works Engineering supplies and services including computer supplies, county assessor maps, and data updates. In addition, includes Environmental Programs supplies and services. Annual 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); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300); Annual AQMD Generator permit fee (\$600); Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL); Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300); Arroyo Seco Army Corps Study, Year 2 (\$30,500); Promotional items related to environmental programs (\$2,500).

- 8040 Advertising
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,800). Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper (\$2,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials. Utility bill insert (\$600). Business cards (\$150). Reprographic costs for oversized maps and plans (\$1,150). Costs for duplications of plans and specifications for bidding purposes (\$4,100). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents. Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director – Engineering & Operations. Similar membership fees for the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); National Arbor Foundation Membership (\$25). Books (\$400) and seminars (\$400). Professional Engineer’s license renewals (\$230). Provides funds for membership fees, dues, subscriptions, and publications of professional organizations related to advancing environmental protection and concerns (\$200).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for APWA meeting (\$600); San Gabriel Valley Council of Governments Technical Advisory Committee meetings (\$300); City & County Engineers Association (\$300) and other seminars (\$500). Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$2,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for operating the Toyota Prius staff car (Unit 101) including gas, routine maintenance services and repairs (\$1,500).
- 8110 Equipment Maintenance
Public Works share of postage machine rental (\$290).
- 8170 Professional Services
Professional on-call traffic engineering services and studies (\$30,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Also funds plan checking and general on-call engineering services (\$25,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts. Update the Pavement Management Program (PMP) which is valid through 2020 (\$45,000).

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	92,835	71,521	94,330	97,374	77,143	138,739
7020	Overtime	3,180	1,218	430	2,000	2,000	2,000
7040	Holiday	132	108	-	-	-	-
7055	IOD - Non Safety	-	194	-	-	-	-
7070	Leave Buyback	2,098	4,618	588	-	-	-
7100	Retirement	15,084	15,520	18,121	17,692	14,016	25,141
7108	Deferred Compensation	226	213	142	276	217	519
7110	Workers Compensation	8,341	6,773	3,902	3,476	3,156	4,399
7120	Disability Insurance	-	-	-	-	-	-
7130	Group Health Insurance	9,378	6,834	12,230	16,320	12,144	19,767
7140	Vision Insurance	350	232	311	324	265	396
7150	Dental Insurance	1,006	800	829	1,215	947	1,485
7160	Life Insurance	120	93	92	133	111	163
7170	FICA - Medicare	1,487	1,096	1,322	1,440	1,158	2,012
	<WAGES & BENEFITS>	134,237	109,220	132,299	140,250	111,157	194,621
8000	Office Supplies	391	641	706	800	800	800
8020	Special Department Expense	21,552	29,050	26,590	25,500	25,500	25,500
8100	Vehicle Maintenance	2,522	1,032	919	1,500	1,500	1,500
8110	Equipment Maintenance	915	1,027	1,626	2,500	2,500	2,500
8140	Utilities	37,096	38,043	36,684	40,000	44,000	40,000
8170	Professional Services	-	9,115	7,777	15,000	15,000	15,000
8180	Contract Services	202,583	216,093	275,521	310,500	335,500	335,500
8200	Training Expense	122	-	456	1,500	1,500	1,500
8262	Graffiti Removal	10,579	10,643	10,868	10,000	15,000	15,000
	<OPERATIONS & MAINTENANCE>	275,760	305,644	361,148	407,300	441,300	437,300
[101-6410] Park Maintenance Total		409,997	414,864	493,446	547,550	552,457	631,921

PARK MAINTENANCE

Budget Detail

101-6410

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

8180 Contract Services

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

8200 Training Expense

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

8262 Graffiti Removal

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

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	206,211	243,886	237,790	235,382	194,355	284,183
7020	Overtime	1,874	2,912	2,254	2,500	2,500	2,500
7040	Holiday	-	-	-	-	-	-
7070	Leave Buyback	2,262	3,555	8,897	1,500	-	1,500
7100	Retirement	33,113	40,753	43,707	51,069	35,724	72,886
7108	Deferred Compensation	163	213	141	276	272	519
7110	Workers Compensation	19,615	25,076	11,641	10,778	8,697	10,715
7130	Group Health Insurance	25,173	26,449	30,727	35,265	26,858	38,712
7140	Vision Insurance	766	769	698	888	557	960
7150	Dental Insurance	2,772	3,805	2,539	3,330	2,016	3,600
7160	Life Insurance	353	362	348	366	277	396
7170	FICA - Medicare	3,024	3,412	3,469	3,449	2,946	4,121
<WAGES & BENEFITS>		295,326	351,192	342,212	344,803	274,202	420,092
8000	Office Supplies	1,440	820	841	1,200	1,200	1,200
8020	Special Department Expense	39,411	17,693	48,242	45,000	45,000	45,000
8060	Dues & Memberships	138	-	-	700	700	700
8100	Vehicle Maintenance	1,403	1,491	734	1,500	1,500	1,500
8110	Equipment Maintenance	2,400	810	248	1,500	1,500	1,500
8120	Building Maintenance	75,110	79,708	53,875	70,000	80,000	80,000
8130	Small Tools	2,108	370	1,239	3,000	3,000	3,000
8132	Uniform Expense/Cleaning	1,559	1,171	2,031	2,000	2,000	2,000
8134	Safety Clothing/Equipment	1,279	1,211	397	1,200	1,200	1,200
8140	Utilities	83,646	83,705	107,435	144,600	160,000	160,000
8180	Contract Services	144,218	141,363	148,229	203,000	177,400	177,400
8200	Training Expense	1,333	-	-	1,500	-	1,500
<OPERATIONS & MAINTENANCE>		354,045	328,342	363,271	475,200	473,500	475,000
8520	Machinery & Equipment	5,001	3,483	-	-	-	-
<CAPITAL OUTLAY>		5,001	3,483	-	-	-	-
[101-6601] Facilities Maintenance Total		654,372	683,017	705,483	820,003	747,702	895,092

FACILITIES MAINTENANCE

Budget Detail

101-6601

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

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

8132 Uniform Expenses

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

8134 Safety Equipment & Supplies

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

8140 Utilities

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

8180 Contract Services

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

8200 Training Expenses

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

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	293,965	280,881	255,030	317,396	241,516	330,842
7010	Salaries - Temp / Part	-	-	333	-	-	-
7020	Overtime	(362)	3,762	2,948	3,000	3,000	3,000
7040	Holiday	-	662	652	-	1,375	-
7070	Leave Buyback	7,135	10,267	8,323	-	11,539	-
7100	Retirement	456	50,199	97,938	75,446	92,749	75,477
7108	Deferred Compensation	1,068	962	421	1,077	565	1,167
7110	Workers Compensation	21,059	21,293	8,842	10,348	7,239	10,542
7120	Disability Insurance	-	397	-	-	-	-
7130	Group Health Insurance	29,300	26,010	24,140	34,174	23,110	37,475
7131	Retiree Health Insurance	40,885	-	-	16,800	-	-
7140	Vision Insurance	888	734	645	1,058	596	1,037
7150	Dental Insurance	3,083	2,592	2,270	3,969	1,935	3,888
7160	Life Insurance	396	370	305	436	259	428
7170	FICA - Medicare	4,360	4,234	3,819	4,645	3,694	4,797
9990	Pension Expense	29,599	-	-	-	-	-
	<WAGES & BENEFITS>	431,832	402,363	405,667	468,349	387,576	468,653
8000	Office Supplies	600	338	564	600	600	600
8010	Postage	-	-	-	600	600	600
8020	Special Department Expense	18,123	12,541	10,021	27,000	27,000	27,000
8050	Printing/Duplicating	-	-	-	200	200	200
8060	Dues & Memberships	-	255	-	500	500	500
8090	Conference & Meeting Expense	-	220	-	800	800	800
8100	Vehicle Maintenance	17,559	6,090	1,304	15,000	15,000	15,000
8110	Equipment Maintenance	-	1,795	-	5,000	5,000	5,000
8120	Building Maintenance	1,200	-	-	1,200	1,200	1,200
8130	Small Tools	-	-	-	1,500	1,500	1,500
8132	Uniform Expense/Cleaning	539	570	909	1,200	1,200	1,200
8134	Safety Clothing/Equipment	646	644	448	1,000	1,000	1,000
8170	Professional Services	-	-	1,740	30,000	30,000	30,000
8180	Contract Services	15,486	18,112	16,302	100,000	50,000	100,000
8191	Liability & Surety Bonds	9,768	11,947	25,950	25,950	25,950	30,000
8200	Training Expense	470	-	312	1,000	1,000	1,000
8400	Overhead Allocation	69,022	69,022	-	69,022	69,022	69,022
	<OPERATIONS & MAINTENANCE>	133,413	121,534	57,549	280,572	230,572	284,622
8540	Automotive Equipment	-	650	-	-	7,845	-
	<CAPITAL OUTLAY>	-	650	-	-	7,845	-
[210-6501] Sewer Operations Total		565,245	524,547	463,217	748,921	625,993	753,275

SEWER MAINTENANCE

Budget Detail

210-6501

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).
- 8010 Postage
Provide funds for City mailings concerning sewer preventive maintenance (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies: fittings, jetting nozzles, sewer reel hoses (\$9,700) and new manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300) and Cartegraph software annual subscription (\$2,100). Cellular phone monthly service charge (\$2,200) and this account also pays a 25% share of City personnel cell phones (\$1,200). Division share of natural gas costs for CNG vehicles (\$500).
- 8050 Printing/Duplicating
To provide funds for the printing and duplication of sewer related materials (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides for membership to the California Water Environmental Association for division staff members (\$500).
- 8090 Conference & Meeting Expense
Provides funds for conference registration and meeting expenses related to sewer related matters (\$800).

- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles and for painting of aging vehicles (\$15,000).
- 8110 Equipment Maintenance
Provides for repairs to the sewer main cleaning equipment (\$5,000).
- 8120 Building Maintenance
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools
Provides for replacement of worn or damaged hand and power tools (\$1,500).
- 8132 Uniform Expenses
Provides for the purchase and uniform service of City supplied uniforms (\$1,200).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel toed boots, and other miscellaneous items (\$1,000).
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000).
- 8180 Contract Services
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$60,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 5% share of the City's liability insurance costs (\$25,950). The remaining portions are paid out of General Fund (60%), Water Fund (25%), and LLD (10%).
- 8200 Employee Training
Provides for training seminars and workshops related to sewer maintenance (\$1,000).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$69,022).

TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	24,538	9,040	1,884	30,900	30,900	30,900
8140	Utilities	37,764	43,963	36,327	60,000	66,000	66,000
8180	Contract Services	50,148	87,966	58,151	70,000	70,000	70,000
	<OPERATIONS & MAINTENANCE>	112,450	140,969	96,362	160,900	166,900	166,900
8520	Machinery & Equipment	11,309	11,895	32,183	20,000	20,000	20,000
	<CAPITAL OUTLAY>	11,309	11,895	32,183	20,000	20,000	20,000
[215-6115] Traffic Signals Total		123,759	152,864	128,544	180,900	186,900	186,900

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

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

8140 Electricity

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

8180 Contract Services

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

CAPITAL OUTLAY

8520 Machinery & Equipment

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

STREET LIGHTING

Budget Detail

215-6201

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8000	Office Supplies	1,288	380	403	600	600	600
8020	Special Department Expense	40,093	14,325	23,401	45,500	45,500	45,500
8100	Vehicle Maintenance	4,843	4,397	3,478	7,500	7,500	7,500
8110	Equipment Maintenance	-	1,050	-	3,000	3,000	3,000
8130	Small Tools	904	1,268	77	1,000	1,000	1,000
8132	Uniform Expense/Cleaning	1,258	921	1,384	1,500	1,500	1,500
8134	Safety Clothing/Equipment	1,109	336	224	800	800	800
8140	Utilities	167,575	140,334	154,366	165,000	182,000	182,000
8170	Professional Services	23,600	23,181	13,006	7,400	7,400	7,400
8191	Liability & Surety Bonds	19,537	23,894	-	-	25,823	-
8200	Training Expense	-	-	-	800	800	800
<OPERATIONS & MAINTENANCE>		260,207	210,086	196,338	233,100	275,923	250,100
[215-6201] Street Lighting Total		260,207	210,086	196,338	233,100	275,923	250,100

STREET LIGHTING

Budget Detail

215-6201

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).
- 8020 Special Department Expense
Provides for special department supplies and services (\$4,000), materials for an estimated 6 knockdowns (\$24,000), based on historical activity, street light replacements (\$16,000) and expenses to assist Chamber of Commerce Holiday lighting program (\$1,500).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas (\$5,900), oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks (\$1,600).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment (\$1,500), hydraulic repairs for boom truck (\$1,000), and maintenance costs for Code Blue emergency system (\$500).
- 8130 Small Tools
Replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment
Provides for the purchase and service of City supplied uniforms (\$1,500).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$800).
- 8140 Electricity
Provides funds for the energy costs by Southern California Edison for the City streetlights (\$182,000).
- 8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District (\$7,400).
- 8200 Training Expense
Provides for training seminars and workshops related to street lighting systems (\$800).

STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	187,703	116,227	125,909	117,784	105,000	125,772
7020	Overtime	5,900	2,355	1,640	3,000	3,000	3,000
7040	Holiday	132	260	86	-	531	-
7055	IOD - Non Safety	-	324	-	-	-	-
7070	Leave Buyback	3,099	3,569	3,038	-	2,933	-
7100	Retirement	32,107	19,762	21,563	15,832	17,982	24,742
7108	Deferred Compensation	127	100	54	106	93	106
7110	Workers Compensation	17,292	10,517	5,487	4,962	4,319	4,616
7130	Group Health Insurance	21,905	11,218	14,326	16,818	14,408	17,508
7131	Retiree Health Insurance	14,783	-	-	-	-	-
7140	Vision Insurance	673	377	413	432	348	432
7150	Dental Insurance	2,395	1,321	1,336	1,620	1,231	1,620
7160	Life Insurance	305	176	168	178	153	178
7170	FICA - Medicare	2,857	1,710	1,865	1,751	1,582	1,824
	<WAGES & BENEFITS>	289,278	167,916	175,886	162,483	151,580	179,797
8000	Office Supplies	246	115	240	500	500	500
8020	Special Department Expense	5,609	938	2,722	25,000	25,000	25,000
8040	Advertising	-	-	200	200	200	200
8060	Dues & Memberships	-	-	135	400	400	400
8090	Conference & Meeting Expense	-	-	-	200	200	200
8100	Vehicle Maintenance	7,346	1,458	3,409	15,000	11,000	11,000
8110	Equipment Maintenance	102	164	100	3,000	5,000	5,000
8130	Small Tools	1,509	591	1,785	3,000	5,000	5,000
8132	Uniform Expense/Cleaning	1,783	1,614	1,692	2,100	2,100	2,100
8134	Safety Clothing/Equipment	219	352	454	1,600	1,600	1,600
8170	Professional Services	10,000	4,365	220	15,000	15,000	15,000
8180	Contract Services	210,703	215,473	239,099	230,000	230,000	230,000
8181	In-Lieu Tree Planting	8,235	475	20,428	10,000	10,000	10,000
8184	Annual Tree Planting	-	-	-	-	25,000	25,000
8200	Training Expense	100	75	94	800	800	800
	<OPERATIONS & MAINTENANCE>	245,852	225,620	270,578	306,800	331,800	331,800
9181	Removal/Replacement Tree Program	-	90,055	69,982	75,000	82,391	50,000
	<CAPITAL OUTLAY>	-	90,055	69,982	75,000	82,391	50,000
[215-6310] Street Trees Total		535,130	483,591	516,446	544,283	565,771	561,597

STREET TREE MAINTENANCE

Budget Detail

215-6310

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

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

8134 Safety Equipment & Supplies

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

8170 Professional Services

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

8180 Contract Services

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

8181 In-Lieu Tree Planting

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

8184 Annual Tree Planting

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

8200 Training

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

CAPITAL OUTLAY

9181 Capital Outlay

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

MEDIAN STRIPS

Budget Detail

215-6416

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	2,388	542	204	3,500	3,500	3,500
8180	Contract Services	30,074	42,380	53,464	60,500	64,000	60,500
	<OPERATIONS & MAINTENANCE>	32,462	42,922	53,668	64,000	67,500	64,000
[215-6416]	Median Strips Total	32,462	42,922	53,668	64,000	67,500	64,000

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

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

STREET MAINTENANCE

Budget Detail

230-6116

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	233,870	276,843	296,963	299,292	304,872	317,921
7020	Overtime	5,183	4,428	5,399	4,000	4,500	5,000
7040	Holiday	-	831	1,042	1,500	3,000	2,000
7055	IOD - Non Safety	-	129	-	-	-	-
7070	Leave Buyback	3,655	3,005	7,682	3,000	8,984.37	-
7100	Retirement	37,729	48,731	53,529	55,092	54,955	65,071
7108	Deferred Compensation	341	312	196	382	356	454
7110	Workers Compensation	21,113	26,008	13,738	12,049	13,155	11,556
7130	Group Health Insurance	32,533	29,878	31,975	33,288	40,984	36,663
7131	Retiree Health Insurance	17,672	-	-	-	-	-
7140	Vision Insurance	1,022	1,030	1,059	1,236	1,208	1,236
7150	Dental Insurance	3,306	3,254	3,736	4,635	3,550	4,635
7160	Life Insurance	439	421	493	509	454	510
7170	FICA - Medicare	3,504	4,078	4,519	4,419	4,714	4,610
	<WAGES & BENEFITS>	360,367	398,948	420,331	419,402	440,731	449,656
8000	Office Supplies	1,000	610	565	1,000	1,000	1,000
8020	Special Department Expense	81,766	66,004	66,329	80,000	70,000	80,000
8060	Dues & Memberships	-	419	-	300	300	300
8100	Vehicle Maintenance	24,984	13,157	9,237	20,000	20,000	20,000
8110	Equipment Maintenance	1,943	442	3,202	6,400	6,400	6,400
8130	Small Tools	380	260	3,000	-	3,000	3,000
8132	Uniform Expense/Cleaning	2,400	3,665	3,192	3,000	3,000	3,000
8134	Safety Clothing/Equipment	1,617	866	828	1,750	1,750	1,750
8170	Professional Services	-	2,100	-	2,000	2,000	2,000
8180	Contract Services	75,095	29,830	52,881	80,000	71,000	46,000
8200	Training Expense	177	-	172	400	400	400
	<OPERATIONS & MAINTENANCE>	189,362	117,353	139,405	194,850	178,850	163,850
8540	Automotive Equipment	-	-	146,640	-	-	25,000
	<CAPITAL OUTLAY>	-	-	146,640	-	-	25,000
[230-6116] Street Maintenance Total		549,729	516,301	706,375	614,252	619,581	638,506

STREET MAINTENANCE

Budget Detail

230-6116

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

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

CAPITAL OUTLAY

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

PROP A PARK MAINTENANCE

Budget Detail

232-6417

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	15,385	94,042	10,537	25,000	20,000	25,000
8110	Equipment Maintenance	-	5,541	8,279	5,000	2,500	5,000
8140	Utilities	1,101	1,119	1,202	3,500	1,300	3,500
8170	Professional Services	7,603	-	-	-	-	-
8180	Contract Services	15,252	19,860	27,079	30,000	26,890	30,000
	<OPERATIONS & MAINTENANCE>	39,341	120,562	47,096	63,500	50,690	63,500
	[232-6417] Prop "A" Park Maintenance Total	39,341	120,562	47,096	63,500	50,690	63,500

PROP A PARK MAINTENANCE

Budget Detail

232-6417

OPERATIONS & MAINTENANCE

8020 Special Department Expenses

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

8140 Equipment Maintenance

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

8140 Utilities

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

8180 Contract Services

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

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	-	-	-	-	-	29,787
7100	Retirement	-	-	-	-	-	2,107
7108	Deferred Compensation	-	-	-	-	-	260
7110	Workers Compensation	-	-	-	-	-	743
7130	Group Health Insurance	-	-	-	-	-	2,091
7140	Vision Insurance	-	-	-	-	-	60
7150	Dental Insurance	-	-	-	-	-	225
7160	Life Insurance	-	-	-	-	-	25
7170	FICA - Medicare	-	-	-	-	-	432
	<WAGES & BENEFITS>	-	-	-	-	-	35,729
8020	Special Department Expense	-	-	-	-	-	73,500
8170	Professional Services	-	-	-	-	-	35,000
8180	Contract Services	-	-	-	-	-	10,000
	<CAPITAL OUTLAY>	-	-	-	-	-	118,500
[239-6011] Measure W Total		-	-	-	-	-	154,229

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides partial salary of Deputy Public Works Director – Engineering & Operations and Civil Engineering Assistant.

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for annual NPDES storm drain permit (\$8,500); LA River Bacteria TMDL Coordinated Integrated Monitoring Plan implementation (\$15,000); Upper LA River Enhanced Watershed Management Program Development (\$50,000) for MS4 Permit compliance.

8170 Professional Services

Provides for the cost of professional services to achieve full compliance with the NPDES permit including NPDES consultant services (\$35,000).

8180 Contract Services

Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance.

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	491,433	519,985	530,157	455,663	482,885	503,764
7020	Overtime	28,311	24,624	31,544	30,000	30,000	30,000
7040	Holiday	-	592	665	-	-	-
7055	IOD - Non Safety	-	-	747	-	-	-
7070	Leave Buyback	5,642	12,183	11,815	3,000	-	-
7100	Retirement	2,691	94,024	197,835	105,591	180,195	143,689
7108	Deferred Compensation	1,836	1,911	865	1,658	1,187	2,014
7110	Workers Compensation	41,112	43,391	22,222	16,593	18,180	16,857
7120	Disability Insurance	-	851	-	-	-	-
7130	Group Health Insurance	52,215	45,227	53,517	44,874	49,928	55,016
7131	Retiree Health Insurance	89,914	-	-	28,000	-	30,956
7140	Vision Insurance	1,785	1,580	1,652	1,620	1,501	1,675
7150	Dental Insurance	5,014	4,971	4,429	6,075	4,729	6,282
7160	Life Insurance	723	725	651	668	726	691
7170	FICA - Medicare	7,891	7,986	8,278	7,042	7,466	7,305
<WAGES & BENEFITS>		728,567	758,050	864,377	700,784	776,796	798,248
8000	Office Supplies	577	590	1,676	3,700	4,100	3,700
8010	Postage	-	-	88	200	200	200
8020	Special Department Expense	37,949	43,075	116,041	120,000	120,000	120,000
8050	Printing/Duplicating	311	540	1,103	2,000	2,830	2,500
8060	Dues & Memberships	-	-	-	700	700	700
8070	Mileage/Auto Allowance	1,065	1,446	1,321	1,500	1,000	1,500
8090	Conference & Meeting Expense	-	75	-	200	200	200
8100	Vehicle Maintenance	17,263	14,130	9,115	12,250	12,250	12,250
8110	Equipment Maintenance	2,620	4,166	5,966	10,000	10,000	10,000
8120	Building Maintenance	-	-	-	1,500	14,687	20,400
8130	Small Tools	2,415	4,128	956	10,000	10,000	10,000
8132	Uniform Expense/Cleaning	3,303	4,751	4,629	4,500	4,500	4,500
8134	Safety Clothing/Equipment	4,964	763	1,997	2,500	2,500	2,500
8140	Utilities	8,819	7,598	24,559	11,000	11,000	11,000
8150	Telephone	9,487	16,039	4,254	20,200	20,200	20,200
8170	Professional Services	-	-	22,562	20,000	20,000	20,000
8180	Contract Services	15,594	14,693	22,246	46,000	34,000	34,000
8191	Liability & Surety Bonds	48,842	59,735	77,851	78,000	75,688	103,800
8200	Training Expense	230	788	-	2,000	2,000	2,000
8229	Taxes	3,417	3,481	3,512	5,000	5,000	5,000
8400	Overhead Allocation	117,114	117,114	-	117,114	117,114	117,114
<OPERATIONS & MAINTENANCE>		273,970	293,112	297,876	468,364	467,969	501,564
8530	Computer Equipment	-	8,164	-	-	-	-
8572	Meters	3,903	11,524	-	-	-	-
8573	Fire Hydrants	11,012	-	-	-	-	-
8574	Valves	1,060	2,629	-	-	-	-
<CAPITAL OUTLAY>		15,975	22,317	-	-	-	-
[500-6710] Water Distribution Total		1,018,512	1,073,479	1,162,253	1,169,148	1,244,765	1,299,812

WATER DISTRIBUTION

Budget Detail

500-6710

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$800) and Division share of copier lease cost (\$2,900).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for underground service alert fees (\$1,500), staff physical exams and Class B driver license renewals (\$500), miscellaneous parts and supplies (\$3,000), purchase of materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,400), sand, base and asphalt (\$10,000), backflow device testing and repair (\$4,000), gate valves to replace broken valves (12 valves are estimated) that are found during the routine valve maintenance program (\$15,000), replacement fire hydrants and installation of new fire hydrants where required to improve fire protection (12 hydrants are estimated), including all material such as sleeves, valves, and pipe (\$22,000), cellular phone monthly service charge (\$1,200) and Division share of natural gas costs for CNG vehicles (\$2,400). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Inventory Management System for Water Inventory (\$10,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials (\$500) and printing costs of utility billing inserts (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Purchase of new Water Distribution reference books (\$500) and membership in SCWUA (\$200).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs,

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

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

8200 Training Expense
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$1,500) and State Water Resources Control Board operator certifications (\$500).

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

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

CAPITAL OUTLAY

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

WATER PRODUCTION

Budget Detail

500-6711

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	316,501	360,519	313,593	359,049	266,112	426,072
7020	Overtime	26,986	31,602	31,227	25,000	25,000	25,000
7040	Holiday	3,468	4,269	4,503	-	4,228	-
7070	Leave Buyback	3,569	7,475	10,679	-	22,754	15,000
7100	Retirement	1,547	67,512	135,954	83,337	115,369	132,694
7108	Deferred Compensation	981	1,049	373	1,003	499	1,504
7110	Workers Compensation	31,636	37,564	16,082	14,691	11,511	14,969
7130	Group Health Insurance	27,026	29,531	28,189	39,609	25,686	45,337
7131	Retiree Health Insurance	89,914	-	-	28,000	-	33,227
7140	Vision Insurance	952	943	790	1,236	639	1,325
7150	Dental Insurance	3,555	3,777	3,238	4,635	2,640	4,968
7160	Life Insurance	464	485	395	509	317	546
7170	FICA - Medicare	5,178	5,767	5,055	5,568	4,580	6,178
	<WAGES & BENEFITS>	511,777	550,493	550,078	562,637	479,335	706,820
8000	Office Supplies	1,826	1,108	3,967	1,500	1,500	1,500
8010	Postage	51	-	126	200	200	200
8020	Special Department Expense	29,744	26,723	29,013	22,500	18,400	27,500
8050	Printing/Duplicating	570	1,182	517	2,000	2,000	2,000
8060	Dues & Memberships	2,565	2,118	2,108	2,600	2,600	2,600
8070	Mileage/Auto Allowance	198	116	176	200	200	200
8080	Books & Periodicals	700	234	448	500	500	500
8100	Vehicle Maintenance	5,634	7,323	4,870	6,000	6,000	6,000
8110	Equipment Maintenance	23,777	13,343	23,618	32,000	21,500	32,000
8120	Building Maintenance	2,108	-	12,848	9,000	9,000	9,000
8130	Small Tools	2,803	786	-	1,000	1,000	1,000
8132	Uniform Expense/Cleaning	1,547	2,194	2,061	2,000	2,000	2,000
8134	Safety Clothing/Equipment	549	450	423	800	800	800
8140	Utilities	3,039	2,985	5,643	7,000	7,000	7,000
8150	Telephone	464	2,416	826	1,200	1,200	1,200
8152	Pumping Power	552,643	544,220	449,722	650,000	550,000	935,000
8170	Professional Services	301,143	230,556	153,917	247,000	227,000	197,880
8180	Contract Services	4,765	154,460	9,403	10,000	-	110,000
8200	Training Expense	2,926	60	505	1,500	1,500	1,500
8231	Water Purchases - Resale	29,745	43,134	1,304,254	2,300,000	1,800,000	100,000
8233	Watermaster Charges	789,861	1,628,804	-	400,000	1,078,052	1,000,000
8400	Overhead Allocation	205,266	205,267	-	205,267	205,267	205,267
	<OPERATIONS & MAINTENANCE>	1,961,924	2,867,479	2,004,446	3,902,267	3,935,719	2,643,147
8520	Machinery & Equipment	119,800	-	1,510	-	-	-
8530	Computer Equipment	705	-	-	3,000	3,000	3,000
	<CAPITAL OUTLAY>	120,505	-	1,510	3,000	3,000	3,000
[500-6711] Water Production Total		2,594,206	3,417,972	2,556,035	4,467,904	4,418,054	3,352,967

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

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

8110 Equipment Maintenance

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

8120 Building Maintenance

Replace cracked & falling block wall and gate at 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 (\$935,000).

8170 Professional Services

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

8180 Contract Services

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

8200 Training Expense

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

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

CAPITAL OUTLAY

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

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	-	-	-	-	-	90,835
7010	Salaries - Temp / Part	-	-	-	-	-	25,000
7100	Retirement	-	-	-	-	-	31,172
7108	Deferred Compensation	-	-	-	-	-	257
7110	Workers Compensation	-	-	-	-	-	2,222
7130	Group Health Insurance	-	-	-	-	-	5,022
7140	Vision Insurance	-	-	-	-	-	216
7150	Dental Insurance	-	-	-	-	-	810
7160	Life Insurance	-	-	-	-	-	89
7170	FICA - Medicare	-	-	-	-	-	1,317
<WAGES & BENEFITS>		-	-	-	-	-	156,941
8000	Office Supplies	-	-	-	-	-	500
8010	Postage	-	-	-	-	-	1,750
8020	Special Department Expense	-	-	-	-	-	25,000
8032	Water Efficiency Fee Projects	-	-	-	-	-	125,000
8060	Dues & Memberships	-	-	-	-	-	700
8070	Mileage/Auto Allowance	-	-	-	-	-	200
8090	Conference & Meeting Expense	-	-	-	-	-	2,000
<OPERATIONS & MAINTENANCE>		-	-	-	-	-	155,150
[503-6713] Water Efficiency Total		-	-	-	-	-	312,091

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

PLANNING AND BUILDING DEPARTMENT FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Planning & Building Department provides staff services to the Planning, Cultural Heritage Commissions, Design Review Board and Public Art Commission. 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 long range planning and economic development division focuses on developing policies and implementing strategies to improve the economic vitality of the City.

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. The Principal Management Analyst position from the Management Services Department was moved to the Planning and Building Department to establish the Manager of Long Range Planning and Economic Development. In addition, the Film Liaison position from the Finance Department has been moved to the Long Range Planning and Economic Division of the Planning and Building Department to assist in economic development efforts.

Notable Changes- Operations and Maintenance

There is a significant increase in contract services due to an extensive work plan including:

- Affordable housing
- Tenant protections
- Housing Element update
- Hospitality feasibility study
- Retail market study
- City-owned property opportunity study
- Parking management study
- Soft-story ordinance

The Public Art Program was also moved from the Management Services Department to the Planning and Building Department to compliment economic development efforts.

Capital Outlay

N/A.

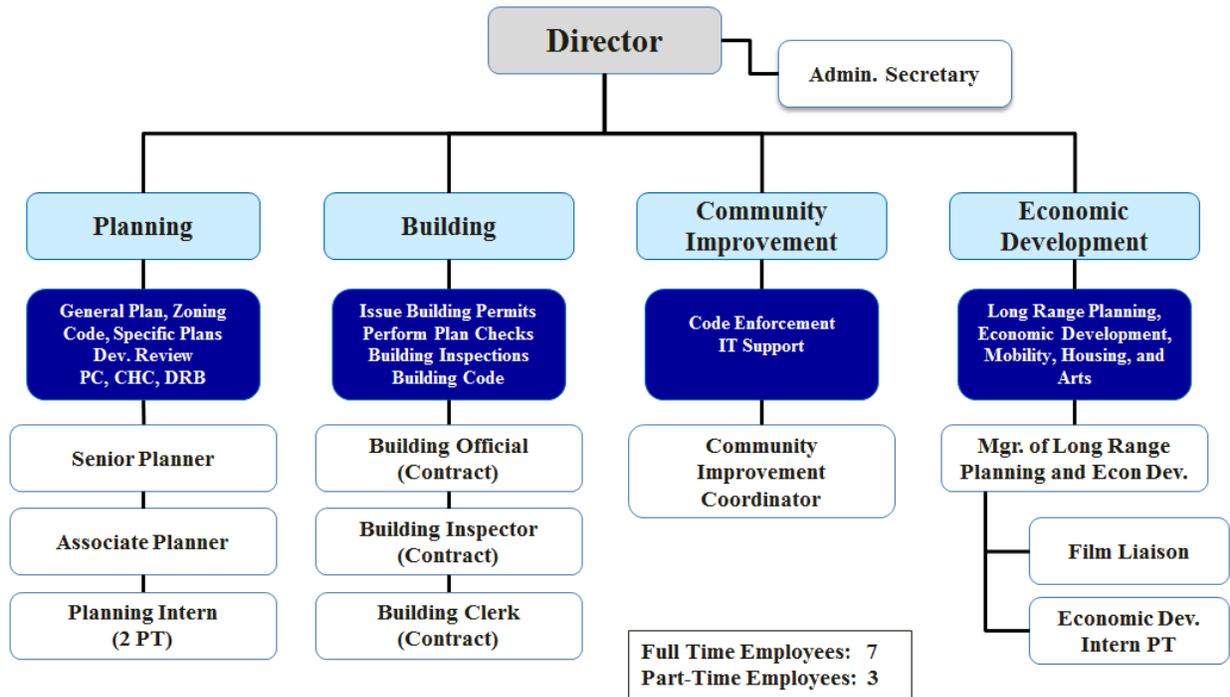
PLANNING & BUILDING Department Summary

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

Planning & Building Director	1
Principal Management Analyst	1
Senior Planner	1
Assistant Planner	1
Film Liaison	1
Community Improvement Coordinator	1
Administrative Secretary	1
Total	7

PLANNING & BUILDING

Department Description and Authorized Positions



PLANNING & BUILDING

Budget Detail

101-7011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	392,724	417,552	353,018	414,526	320,000	631,644
7010	Salaries - Temp / Part	48,322	46,353	84,748	90,000	110,000	90,000
7020	Overtime	1,403	3,386	12,689	7,500	7,100	7,500
7070	Leave Buyback	294	1,579	6,855	7,000	3,059	7,000
7100	Retirement	75,175	85,666	82,277	100,787	74,582	167,968
7108	Deferred Compensation	1,296	1,355	730	1,346	823	2,626
7110	Workers Compensation	22,244	16,855	7,155	6,515	5,290	13,985
7120	Disability Insurance	48	-	-	-	-	-
7130	Group Health Insurance	26,579	27,766	28,516	39,480	28,351	64,560
7140	Vision Insurance	1,146	1,066	838	1,200	710	1,680
7150	Dental Insurance	3,462	2,781	2,898	4,500	1,873	6,300
7160	Life Insurance	518	449	412	495	284	693
7170	FICA - Medicare	6,723	7,715	7,581	7,424	6,223	9,159
<WAGES & BENEFITS>		579,934	612,523	587,716	680,773	558,296	1,003,115
8000	Office Supplies	3,107	3,702	3,764	2,750	2,700	2,750
8010	Postage	6,206	5,519	7,265	6,000	5,000	6,000
8020	Special Department Expense	15,280	8,016	307	5,000	100	8,500
8040	Advertising	6,451	4,844	9,987	6,500	6,500	6,500
8050	Printing/Duplicating	3,243	4,415	3,080	3,000	7,500	3,000
8060	Dues & Memberships	2,516	1,593	373	1,850	500	5,000
8090	Conference & Meeting Expense	885	1,673	38	500	795	5,000
8100	Vehicle Maintenance	1,259	1,211	1,659	1,200	1,200	1,200
8110	Equipment Maintenance	1,783	2,015	753	750	200	1,500
8170	Professional Services	62,078	54,990	42,870	91,630	50,000	250,000
8180	Contract Services	319,798	456,595	375,119	425,000	325,000	425,000
8200	Training Expense	-	1,000	-	500	-	5,000
8257	Boards & Commissions	-	-	575	500	500	500
8260	Public Art	-	-	-	-	-	25,000
<OPERATIONS & MAINTENANCE>		422,606	545,573	445,790	545,180	399,995	744,950
[101-7011] Planning & Building Total		1,002,540	1,158,096	1,033,506	1,225,953	958,291	1,748,065

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).

- 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, American Planning Association, California Association of Code Enforcement, International Council of Building Officials and California Preservation Foundation, California Economic Development Partnerships, and Film Liaisons in California Statewide (\$5,000).
- 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 (\$5,000).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$1,200).
- 8110 Equipment Maintenance
Provides funds for Planning & Building's share of the postage meter lease (\$1,500).
- 8170 Professional Services
Provides funding for consultant services and other services related to planning and building; including: Housing Element Update, Housing Initiatives, Tenant Protections, Retail Market Study, Hospitality Feasibility Study, and "Soft-Story" Building Program (\$250,000).
- 8180 Contract Services
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech. Contract costs are fully recovered by plan checking and building permit fees; and GIS vendor (\$425,000).
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions taken by employees on city time (\$5,000).
- 8257 Board & Commissions
Provides funds for training and support of the activities of the Planning Commission, Design Review Board, and Cultural Heritage Commission (\$500).
- 8260 Public Art
Provides funds for professional services related to public art and curation services for the Civic Center Art Gallery (\$25,000).



LIBRARY DEPARTMENT FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Library Department provides a community hub for lifelong learning, recreation, and professional development, seven days a week. It provides material in a variety of formats for reading, viewing and listening as well as reference services that connect people to information. Cultural and literary events for all ages are presented in the Community Room throughout the year. The Children's Room supports literacy and promotes a love of reading with regular storytimes and a robust Summer Reading Program. The Library also provides free high-speed Wi-Fi and an array of digital resources that are available to the public 24/7.

During the current Fiscal Year (2018-2019) the Library has met many goals, including the launch of a new library catalog, installation of a new public service desk, new public computers and public workstation furniture, and the implementation of due date reminder email notifications.

For Fiscal Year 2019-2020 we will continue to expand on the way we use technology to meet customer needs and improve the efficiency of internal processes and procedures. A Library app will be implemented and equipment will be acquired and deployed to allow us to complete library transactions, like issuing library cards, at remote locations.

Notable Changes- Wages and Benefits

The Library's organizational chart reflects a realignment of full-time positions made possible by current vacancies. The vacant Clerk II position in the Support Services area has been converted to a Children's Librarian and the vacant Digital Services Manager position has been converted to an Adult Services Librarian with a focus on digital services. Increases in wages are associated with increased retirement costs and health benefit costs. The Library's part-time staffing budget has been increased to reflect actual needs as well as the rising minimum wage which has increased annually since January 1, 2017.

Notable Changes- Operations and Maintenance

Funds have been designated for a "One City One Story" city-wide reading program.

Capital Outlay

Funds have been designated to replace the Library's aging emergency lighting system and security alarm system control panel. (\$18,500)

LIBRARY

Department Summary

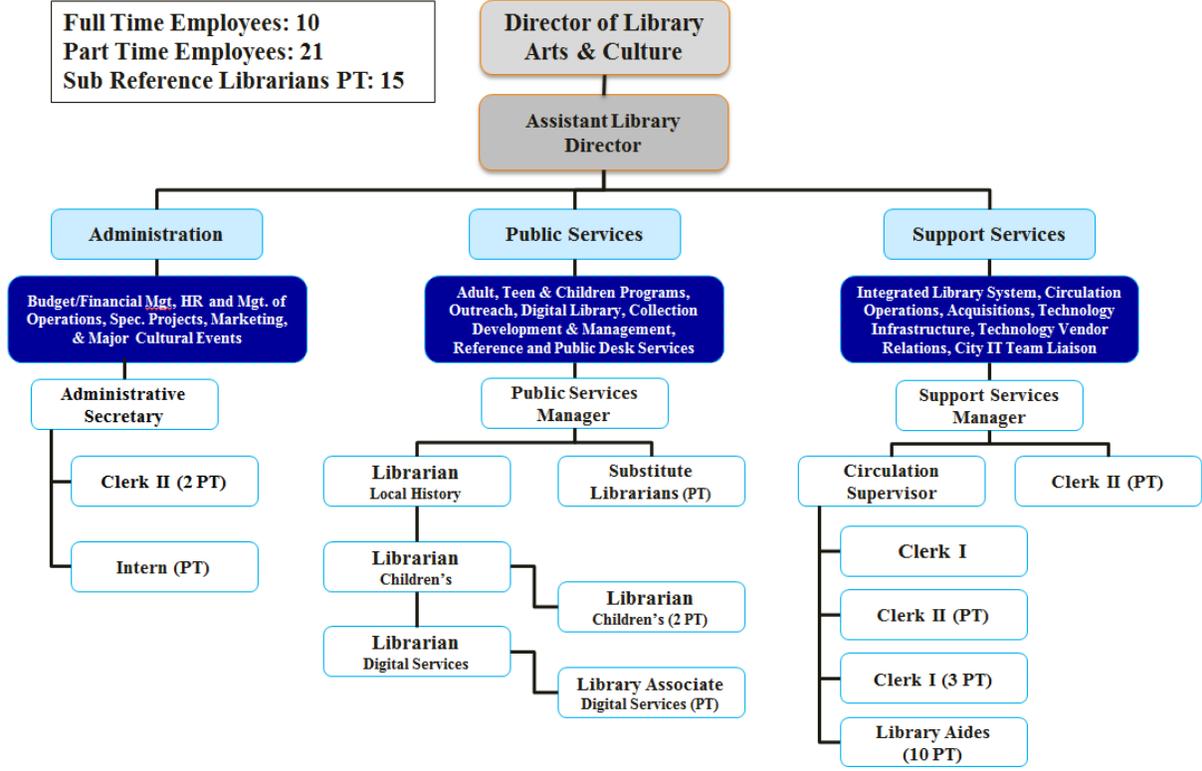
EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
Wages & Benefits	1,125,498	1,129,928	1,276,561	1,341,939	1,156,708	1,459,641
Operations & Maintenance	354,395	381,375	381,796	373,350	284,718	379,850
Capital Outlay	-	14,166	78,463	87,151	45,000	35,000
Total Expenses by Category	1,479,893	1,525,469	1,736,821	1,802,440	1,486,426	1,874,491
[101-8011] Library	1,473,447	1,525,469	1,736,821	1,802,440	1,486,426	1,874,491
[280-8016] Public Library Fund Grant	6,446	-	-	-	-	-
Total Expenses by Program	1,479,893	1,525,469	1,736,821	1,802,440	1,486,426	1,874,491

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

LIBRARY

Department Description and Authorized Positions

Full Time Employees: 10
 Part Time Employees: 21
 Sub Reference Librarians PT: 15



Our Purpose

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

Our Vision

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

LIBRARY

Budget Detail

101-8011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	578,300	585,331	662,096	761,345	584,629	787,939
7010	Salaries - Temp / Part	273,318	284,022	308,437	230,000	302,928	260,000
7020	Overtime	1,845	571	1,261	1,500	100	1,500
7040	Holiday	144	421	507	500	-	500
7070	Leave Buyback	19,297	3,350	8,581	10,000	13,890	10,000
7100	Retirement	132,119	139,245	154,902	202,021	136,778	253,918
7108	Deferred Compensation	1,309	1,282	1,199	2,356	2,203	2,459
7110	Workers Compensation	19,469	26,950	15,103	11,664	11,766	14,149
7120	Disability Insurance	-	-	11,242	-	-	-
7122	Unemployment Insurance	5,043	495	7	-	-	-
7130	Group Health Insurance	62,517	55,894	77,862	95,760	72,899	105,360
7140	Vision Insurance	1,999	1,769	1,854	2,400	1,533	2,400
7150	Dental Insurance	6,645	6,040	6,045	9,000	5,142	9,000
7160	Life Insurance	882	798	800	990	706	990
7170	FICA - Medicare	22,611	23,760	26,665	14,403	24,133	11,425
<WAGES & BENEFITS>		1,125,498	1,129,928	1,276,561	1,341,939	1,156,708	1,459,641
8000	Office Supplies	10,659	12,064	11,029	10,000	8,500	10,000
8010	Postage	3,924	4,905	3,544	2,500	2,000	3,000
8020	Special Department Expense	27,029	30,630	25,670	30,000	20,000	28,000
8030	Library Periodicals	14,722	14,449	14,874	12,500	13,000	12,500
8031	Digital Resources	25,908	32,796	39,852	31,000	32,000	30,000
8040	Advertising	3,196	3,556	2,981	4,000	3,000	4,000
8050	Printing/Duplicating	6,140	4,765	4,139	5,000	4,000	3,150
8060	Dues & Memberships	1,887	1,357	1,990	2,000	2,000	5,000
8070	Mileage/Auto Allowance	53	126	131	350	18	200
8080	Books/DVDs/CDs	119,796	133,429	133,491	125,000	80,000	130,000
8083	E-Books	-	-	-	10,000	10,000	16,000
8085	City-wide Reading Program	-	2,217	-	-	-	5,000
8090	Conference & Meeting Expense	1,213	398	913	3,000	-	2,000
8110	Equipment Maintenance	52,562	37,278	4,763	4,000	4,000	5,000
8120	Building Maintenance	13,124	21,536	15,669	15,000	8,500	15,000
8140	Utilities	41,331	34,755	34,479	-	30,000	-
8151	CENIC WiFi Expenses	-	-	16,333	16,500	(6,000)	16,500
8155	Rental/Lease	1,229	303	305	-	-	-
8170	Professional Services	5,724	11,718	7,640	10,000	12,000	8,000
8180	Contract Services	18,198	30,880	59,238	87,000	60,000	82,000
8200	Training Expense	450	2,125	1,825	3,000	-	2,000
8257	Boards & Commissions	804	2,088	2,933	2,500	1,700	2,500
<OPERATIONS & MAINTENANCE>		347,949	381,375	381,796	373,350	284,718	379,850
8520	Machinery & Equipment	-	-	46,375	-	-	1,000
8521	Mach. & Equip. - Library Ops. Study	-	-	12,349	77,651	45,000	27,000
8530	Computer Equipment	-	14,166	19,740	9,500	-	7,000
<CAPITAL OUTLAY>		-	14,166	78,463	87,151	45,000	35,000
[101-8011] Library Total		1,473,447	1,525,469	1,736,821	1,802,440	1,486,426	1,874,491

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. (\$3,000)
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, mending tape, display racks, and other miscellaneous provisions. Also provides funds for special event insurance for Library programs. Includes \$1,000 for the rebinding of important, out-of-print books and other materials, \$3,000 for off-site storage unit rental, \$800 for security software related to public Wi-Fi, and \$2,000 for the continuation of the Library of Things program. (\$28,000)
- 8030 Periodicals
Provides funds for the renewal of approximately 115 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 investment newsletters. (\$12,500)

- 8031 Digital Resources
Provides funds for the purchase of or subscription to digital resources, the majority of which are remotely available 24/7. Resources include a language learning app, historical newspapers, indexes to newspapers and magazines, encyclopedias, homework assistance, test preparation and job search assistance, streaming films, advice for readers, digital magazines, comics and manga, and more. (\$30,000)
- 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, and a host of other printed materials for the public. (\$3,150)
- 8060 Dues and Memberships
Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, California Library Association, and other professional organizations. These provide discounted pricing on selected resources, continuing education, professional development, and networking opportunities, as well as support for state and national organizations and associations advocating and lobbying for libraries. (\$5,000)
- 8070 Mileage Reimbursement
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (\$200)
- 8080 Books and Media
Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (\$130,000)
- 8083 E-Books
Provides funds for the purchase of circulating digital books and digital audiobooks. Annual circulation of digital books and audiobooks exceeds 13,000. (\$16,000)
- 8085 City-wide Reading Program
Supports a 'One City, One Story' city-wide reading project to include a variety of related events and programs to be filmed and broadcast on Channel 19 and made available for streaming from the City website. (\$5,000)
- 8090 Conference and Meeting Expense
Provides funds for conference and meeting travel expenses and registration fees for staff. (\$2,000)

- 8110 Equipment Maintenance
Covers technical support, repair and maintenance of computer system hardware and software, public computers and copiers, and assistance with special library technology projects. Also includes funds for telephone repair and maintenance. (\$5,000)
- 8120 Building Maintenance
Provides \$8,000 for janitorial supplies, \$4,000 for miscellaneous emergency janitorial plumbing, electrical service, and other repairs and supplies for the Library building. Includes \$3,000 for exterior steam cleaning and carpet cleaning. (\$15,000)
- 8151 CENIC Wi-Fi Expenses
Provides funding for the out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. (\$16,500)
- 8170 Professional Services
Includes \$3,500 for Community Economic Solutions, Inc., the agency processing the tax roll for the Library Parcel Tax, \$1,625 for CSAC Excess Insurance Authority, and \$2,500 for graphic design services, and \$375 for other miscellaneous services. (\$8,000)
- 8180 Contract Services
Provides \$615 for security alarm maintenance, \$960 for fire alarm system maintenance, \$1,323 for emergency lighting system maintenance, and \$800 for EnvisionWare computer reservation and print management services. Includes \$21,000 for cataloging records subscription, \$4,000 for theft detection system maintenance, \$2,000 for self-check kiosk maintenance, \$2,700 for library asset recovery service, \$1,995 for a book/CD/DVD ordering platform, and \$46,000 for Integrated Library System product licensing, off-site hosting, and services. (\$82,000)
- 8200 Training Expense
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (\$2,000)
- 8257 Boards/Commissions
Funds for Library Board of Trustees' attendance at the annual California Public Library Advocates workshop and the California Library Association Annual Conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event. (\$2,500)

CAPITAL OUTLAY

- 8520 Machinery & Equipment
For two handheld microphones to be used with the Library Community Room's audiovisual system. (\$1,000)

- 8521 Machinery & Equip –Library Operations Study (LOS)
Includes 8,500 for new chairs, tables and other miscellaneous furnishings for public areas. Also includes \$16,000 for emergency lighting system replacement and \$2,500 for alarm system control panel replacement. (\$27,000)
- 8530 Computer Equipment
Includes \$2,000 for e-reader devices for public training and demonstration, \$2,400 for thermal receipt printers, and \$2,600 for “all-in-one” computers for the new public service desk. (\$7,000)



COMMUNITY SERVICES FISCAL YEAR 2019-20 BUDGET SNAPSHOT

OVERVIEW

The Community Services Department is pleased to submit the Fiscal year 2019-20 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 Eggstravaganza.

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

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

Design of Berkshire and Grevelia Pocket Parks -see CIP
Purchase Electric Transit Van

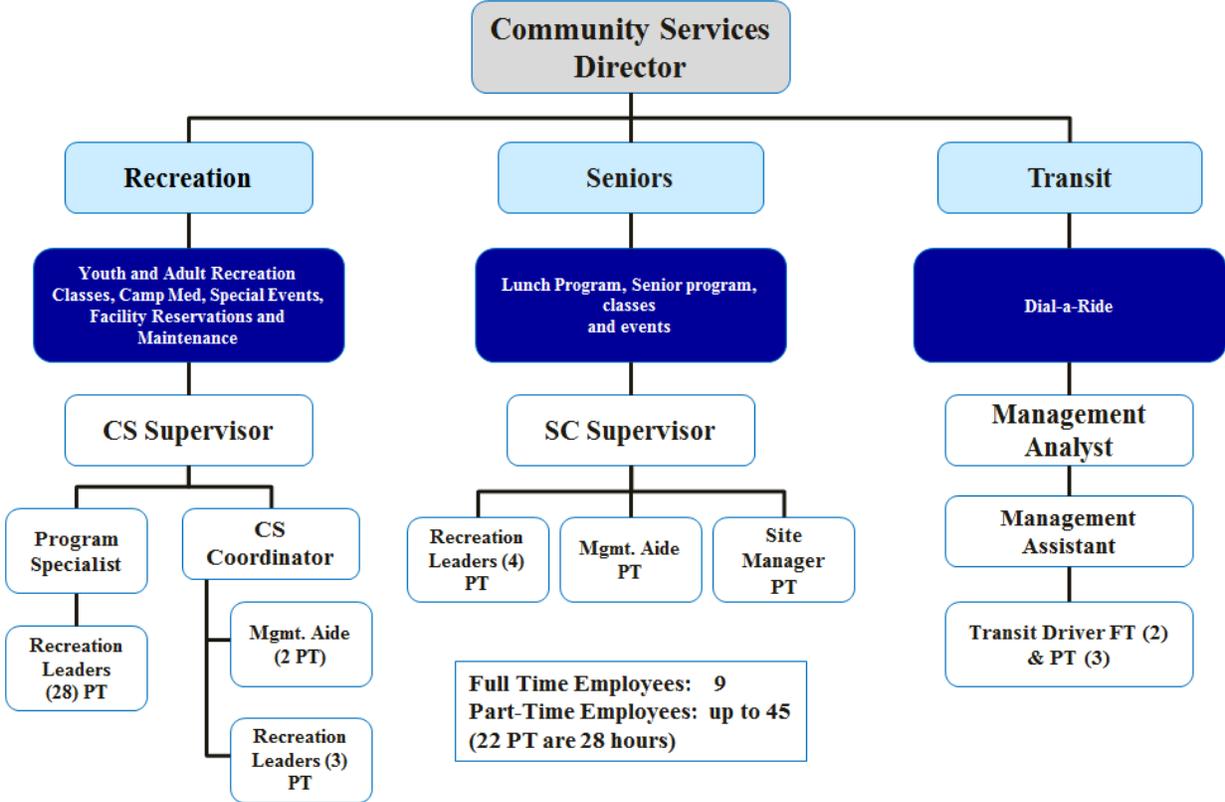
COMMUNITY SERVICES

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
Wages & Benefits	1,164,033	1,258,294	1,342,599	1,452,971	1,245,437	1,473,585
Operations & Maintenance	1,559,449	1,658,367	1,723,620	1,850,077	1,581,307	1,958,663
Capital Outlay	150,942	175,067	12,997	234,000	-	100,000
Total Expenses by Category	2,874,424	3,091,728	3,079,215	3,537,048	2,826,744	3,532,248
[101-8021] Senior Services	244,462	291,590	309,118	354,820	294,356	353,510
[101-8031] Community Services	280,051	285,448	192,458	208,098	181,852	220,113
[101-8032] Recreation and Youth Services	660,451	679,960	827,801	859,109	734,993	858,399
[105-8031] Facilities & Equipment Replacement	-	26,018	72,710	100,000	-	-
[205-2210] Prop "A" Administration	33,034	16,224	14,492	13,680	9,797	14,908
[205-8022] Gold Link	-	-	-	-	-	-
[205-8024] Transit Planning	-	255,121	127,763	335,331	91,121	290,788
[205-8025] Dial-A-Ride	330,628	256,245	193,567	238,271	196,285	231,774
[207-2260] Prop "C" Administration	80,478	6,818	4,529	5,860	2,615	6,389
[207-8025] Dial-A-Ride	213,679	160,780	209,982	294,502	196,177	275,228
[260-8023] CDBG Senior Nutrition Prog	37,339	47,486	45,654	39,000	48,000	41,315
[275-6410] Park Maintenance	45,478	72,116	19,200	-	-	100,000
[295-8041] General Administration	307,367	309,244	369,851	357,548	391,152	382,652
[295-8042] Golf Course Maintenance	369,858	383,431	395,987	415,383	393,850	421,203
[295-8043] Range	50,159	57,188	40,636	36,014	20,920	37,783
[295-8044] Golf Shop	78,518	89,265	111,531	112,707	113,500	125,948
[295-8045] Food Service	142,922	154,794	143,937	166,725	152,125	172,238
Total Expenses by Program	2,874,424	3,091,728	3,079,215	3,537,048	2,826,744	3,532,248

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

COMMUNITY SERVICES
Department Description and Authorized Positions



SENIOR SERVICES

Budget Detail

101-8021

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	33,849	79,199	79,593	76,316	76,100	77,842
7010	Salaries - Temp / Part	88,784	79,836	97,645	132,764	80,000	132,000
7070	Leave Buyback	-	-	-	2,100	-	2,100
7100	Retirement	15,963	18,997	25,644	29,322	24,518	26,713
7108	Deferred Compensation	400	766	413	763	720	778
7110	Workers Compensation	4,664	5,156	2,725	1,169	2,100	1,398
7122	Unemployment Insurance	-	2,223	-	-	-	-
7130	Group Health Insurance	5,005	8,580	11,180	13,380	12,553	13,380
7140	Vision Insurance	140	240	240	240	225	240
7150	Dental Insurance	525	900	900	900	844	900
7160	Life Insurance	54	100	99	99	93	99
7170	FICA - Medicare	4,580	6,095	4,023	9,337	4,047	1,129
<WAGES & BENEFITS>		153,964	202,092	222,463	266,390	201,200	256,580
8000	Office Supplies	3,570	3,584	2,388	3,000	3,000	3,000
8010	Postage	3,876	1,466	925	2,000	2,000	2,000
8020	Special Department Expense	14,926	14,978	13,861	14,000	14,000	15,000
8040	Advertising	620	-	252	400	-	400
8050	Printing/Duplicating	3,144	3,637	3,359	4,200	4,450	4,450
8060	Dues & Memberships	180	180	180	200	180	200
8090	Conference & Meeting Expense	767	38	455	-	-	-
8110	Equipment Maintenance	2,757	2,474	2,590	3,500	3,200	3,500
8120	Building Maintenance	3,841	1,682	2,270	3,200	2,800	3,200
8140	Utilities	12,404	13,778	0	-	-	-
8170	Professional Services	1,750	3,500	1,755	3,000	2,976	-
8180	Contract Services	22,987	18,977	36,280	29,150	36,000	39,650
8200	Training Expense	298	239	199	500	-	250
8264	Special Events	3,536	2,971	2,756	5,000	4,500	5,000
8267	Classes	15,189	21,802	19,193	19,500	19,500	19,500
8300	Lease Payment	653	192	192	780	550	780
<OPERATIONS & MAINTENANCE>		90,498	89,498	86,656	88,430	93,156	96,930
[101-8021] Senior Services Total		244,462	291,590	309,118	354,820	294,356	353,510

SENIOR SERVICES

Budget Detail

101-8021

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
office paper, computer supplies, and miscellaneous supplies (\$3,000).
- 8010 Postage
Provides funds for the monthly senior newsletter (\$800) and general Senior Center postal expenses (\$500), outreach mailers (\$500), and special events advertising (\$200). (\$2,000)
- 8020 Special Department Expense
Provides funds for supplies for activities and services offered by the Senior Center, such as, volunteer recognition program (\$1,800), event entertainment (\$2,000), event supplies (table covers, napkins, birthday cake, cups, etc. \$2,700), Home Delivery meal program supplies (\$2,550) mileage reimbursement for volunteers (\$1,000) coffee service (\$2,700), and cleaning supplies (\$2,000) (\$15,000)
- 8040 Advertising
Provide funds to promote senior services and events (\$400).
- 8050 Printing and Duplicating
Provides funds to print monthly senior newsletter six times a year (\$3,000), business envelopes (\$850), printing events flyers (\$600). (\$4,450)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS) Senior and Services Supervisor (\$200).
- 8110 Equipment Maintenance
Provides funds for office equipment, fire extinguishers (\$600), kitchen fire suppression system (\$500) and WIFI service for computer lab and facility (\$2,400). (\$3,500)

- 8120 Building Maintenance
Provides funds for quarterly upholstery cleaning of furnishings, carpet, (\$1,000) pressure washing of center entry (\$500), cleaning of stainless steel surfaces in kitchen 3 times a year (\$1,000) cleaning of drapes (\$500) and Fire Extinguishers (\$200). (\$3,200)
- 8180 Contract Services
Provide funds for fire and security system (\$1,150), Annual licensing for Sportsman Software (1,100) Computer lab increase bandwidth (\$1,400) senior meals not covered by Community Block Grant (CDBG) contract (\$36,000). (\$39,650) (due to increase rate for meal program contract)
- 8200 Employee Training
Provides funds for staff training. (\$250).
- 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. Instructors are generally reimbursed 80% of their total class revenue. The City retains 20%. (\$19,500).
- 8300 Lease Payment
Provides for a portion of the postage meter lease (\$780).

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	169,296	171,747	121,349	107,265	105,000	109,411
7010	Salaries - Temp / Part	5,052	1,439	(177)	10,500	200	10,500
7020	Overtime	(1,941)	(1,013)	(2,322)	-	(1,200)	1,500
7040	Holiday	-	154	-	-	-	-
7070	Leave Buyback	783	847	-	3,000	-	2,000
7100	Retirement	31,384	32,868	23,745	28,418	20,546	37,547
7108	Deferred Compensation	1,230	1,086	648	1,072	1,050	1,094
7110	Workers Compensation	8,589	6,445	2,010	1,693	1,178	2,730
7130	Group Health Insurance	15,728	13,778	6,616	6,435	8,560	6,435
7140	Vision Insurance	340	288	131	180	173	180
7150	Dental Insurance	1,261	1,069	487	675	640	675
7160	Life Insurance	205	175	80	74	69	74
7170	FICA - Medicare	3,108	3,134	2,149	2,206	1,786	1,586
<WAGES & BENEFITS>		235,035	232,017	154,717	161,518	138,002	173,733
8000	Office Supplies	1,447	1,433	494	1,000	700	1,000
8010	Postage	864	394	1,034	650	650	650
8020	Special Department Expense	10,175	8,127	12,655	11,830	11,800	13,830
8040	Advertising	2,125	500	96	150	-	150
8050	Printing/Duplicating	375	-	202	200	-	200
8060	Dues & Memberships	1,105	875	650	650	650	650
8090	Conference & Meeting Expense	839	2,726	373	1,000	1,000	800
8110	Equipment Maintenance	6,509	6,205	6,006	7,035	6,800	7,035
8120	Building Maintenance	10,168	11,608	11,269	14,450	15,000	14,450
8140	Utilities	1,981	1,238	(70)	-	-	-
8180	Contract Services	6,689	19,817	4,760	9,065	6,800	7,065
8200	Training Expense	398	261	79	250	150	250
8264	Special Events	1,990	-	-	-	-	-
8267	Classes	94	-	-	-	-	-
8300	Lease Payment	257	247	192	300	300	300
<OPERATIONS & MAINTENANCE>		45,016	53,431	37,741	46,580	43,850	46,380
[101-8031] Community Services Total		280,051	285,448	192,458	208,098	181,852	220,113

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,000).
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$650).
- 8020 Special Department Expense
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Includes special meetings/community outreach/meeting supplies (\$1,800) and park development project costs (reports and studies (\$1,000). Includes promotional materials (\$500), Community Garden Caltrans lease payment (\$100), War Memorial Building Sports Mats (\$2,000), department staff shirts (\$400), expense for key duplication (\$200), and shelving units and storage bin for Lower level of War Memorial (\$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), Holiday décor (\$1,000) and Projection Screen (\$1,000).(\$13,830)
- 8040 Advertising
Advertise and promote facility rentals, special events, and staff recruitments (\$150).
- 8050 Printing and Duplication
Provides funds for costs to print flyers/posters for promotion of rental facilities (War Memorial, Youth House, Mid-level at Orange Grove, Eddie House) (\$200).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$480) and NRPA (\$175) (\$650).

- 8090 Conference & Meetings Expenses
Provides funds for Community Services Director to attend the annual California Park and Recreation Society (CPRS) conference in March 2020 (Southern California) (\$800) (\$800)
- 8110 Equipment Maintenance
Provides for annual maintenance of kitchen, and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), furniture and table games for Recreation (\$2,000), War Memorial Building semi-annual range hood cleaning (\$735) and exterior benches for War Memorial (\$3,450) (\$7,035)
- 8120 Building Maintenance
Provides for quarterly War Memorial Building wood floor resurfacing (\$8,500), heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), and clean drapes for War Memorial Building (\$1,750). (\$14,450)
- 8180 Contract Services
Provides funds for the security & fire alarm for Youth House (\$850), fire alarm at War Memorial Building (\$915), security Alarm at War Memorial Building (\$1,200), Fire and security at Eddie Park (\$1,680) servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,170). (\$7,065)
- 8200 Training Expense
Provides funds for job related training seminars and materials (\$250).
- 8300 Lease Payment
Provides partial funds for annual postage meter (\$300).

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	98,014	134,906	200,654	194,398	172,000	196,334
7010	Salaries - Temp / Part	202,696	225,294	272,369	267,562	270,000	280,000
7020	Overtime	143	252	3,983	4,500	1,000	4,500
7055	IOD - Non Safety	42	-	-	-	-	-
7070	Leave Buyback	-	-	964	1,500	1,643	1,500
7100	Retirement	30,545	28,099	49,676	59,693	42,582	53,099
7108	Deferred Compensation	796	822	442	784	708	800
7110	Workers Compensation	15,244	12,823	7,459	4,814	5,215	4,752
7120	Disability Insurance	2,028	-	-	-	-	-
7122	Unemployment Insurance	12,676	2,383	(258)	-	-	-
7130	Group Health Insurance	10,834	10,336	18,362	18,600	16,540	18,600
7140	Vision Insurance	520	480	645	720	550	720
7150	Dental Insurance	1,950	1,800	2,410	2,700	2,055	2,700
7160	Life Insurance	216	200	297	297	253	297
7170	FICA - Medicare	14,464	16,079	18,696	19,686	18,873	2,847
	<WAGES & BENEFITS>	390,168	433,474	575,699	575,254	531,419	566,149
8000	Office Supplies	2,500	3,090	2,955	2,500	2,500	2,500
8010	Postage	506	-	500	500	-	500
8020	Special Department Expense	10,523	9,587	7,884	5,050	2,000	5,050
8040	Advertising	474	561	725	1,150	500	1,150
8050	Printing/Duplicating	-	57	-	250	-	250
8060	Dues & Memberships	315	315	480	555	500	555
8090	Conference & Meeting Expense	2,245	4,002	2,867	4,385	3,500	1,800
8110	Equipment Maintenance	1,217	248	-	850	275	850
8120	Building Maintenance	7,055	6,458	17,575	20,550	18,000	20,550
8180	Contract Services	19,609	19,983	13,037	20,150	6,000	20,180
8200	Training Expense	324	299	113	300	173	300
8264	Special Events	41,343	44,621	50,765	56,700	45,000	55,950
8267	Classes	136,759	112,905	114,658	123,500	95,000	130,000
8268	Camp Services	47,156	44,167	40,349	47,155	30,000	47,355
8269	Teen Center	-	-	-	-	-	5,000
8300	Lease Payment	257	193	192	260	126	260
	<OPERATIONS & MAINTENANCE>	270,283	246,486	252,102	283,855	203,574	292,250
[101-8032] Recreation and Youth Services To		660,451	679,960	827,801	859,109	734,993	858,399

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 (\$280,000).
- 7020 Overtime
Provides overtime pay for after-hour /weekend related events to recreation (\$4,500).
- 7070 Leave Buyback
Provides funds for staff that opt to sell back hours of their leave balance (\$1,500).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (\$2,500).
- 8010 Postage
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250). (\$500)
- 8020 Special Department Expense
Cleaning supplies (\$450), Youth Commission activities (\$500), mileage reimbursement (\$500), and replacement of basketball court nets (\$100), staff shirts (\$600), and replenishment of first aid kits for special events (\$100), special event equipment (\$2,800). (\$5,050)
- 8040 Advertising
Provides funds to promote recreation programs and events, , and special events promotion: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, Doggy Day, and Concerts in the Park (\$1,150).
- 8050 Printing and Duplication
Provides funds to print Class & Program Guide limited copies (\$250).
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society annual membership for Supervisor, Coordinator, and Program Specialist (\$555).

- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference registration in Southern California for Community Services Supervisor, Community Services Coordinator, and Program Specialist (\$1,800),
- 8110 Equipment Maintenance
Provides funds for office equipment maintenance including copy / fax machine and printer (\$850).
- 8120 Building Maintenance
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication (\$100), Orange Grove Park bathroom maintenance (\$1,000), and replacement of trash receptacles at Arroyo Park (\$7,650) , replacement of drinking fountain at Garfield Park (\$4,600) and maintenance of tennis courts (\$5,000)(20,550) .
- 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 (\$1,200).(\$20,180)
- 8200 Training Expense
Provides funds for staff training (\$300).
- 8264 Special Events
Provides funds for 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). (\$55,950)
- 8267 Classes
Provides for payments to instructors for quarterly, tot, teen, adult leisure classes. Instructors are generally reimbursed 65% of their total class revenue. The City generally retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$200,000 next year. 65% of which is paid to the contracted instructors (\$130,000).

- 8268 Camp Med
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$11,500). Camp med supplies and activities (\$5,000), Middle School camp program (\$4,000), Snacks (\$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 (\$1,800), 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), Volunteen 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). (\$47,355)
- 8269 Teen Center
Provides funds for the operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), Internet (\$550), carpet cleaning (\$300), purchase of advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), mileage reimbursement (\$150), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150). (\$5,000)
- 8300 Lease Payment
Provides for a portion of postage machine (\$260).

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

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	9,758	12,626	8,295	10,011	7,500	10,212
7020	Overtime	1		-	-	-	-
7070	Leave Buyback	-	18	-	-	-	-
7100	Retirement	1,618	2,180	1,939	2,581	1,753	3,504
7108	Deferred Compensation	92	99	37	100	75	102
7110	Workers Compensation	524	454	130	158	81	255
7130	Group Health Insurance	571	597	478	600	247	601
7131	Retiree Health Insurance	10,140	-	-	-	-	-
7140	Vision Insurance	13	16	9	16	5	17
7150	Dental Insurance	43	44	35	63	19	63
7160	Life Insurance	8	7	7	6	8	7
7170	FICA - Medicare	141	183	120	145	109	148
	<WAGES & BENEFITS>	22,909	16,224	11,051	13,680	9,797	14,908
8060	Dues & Memberships	3,000	-	1,550	-	-	-
8250	Bus Pass Subsidy	7,125	-	1,891	-	-	-
	<OPERATIONS & MAINTENANCE>	10,125	-	3,441	-	-	-
[205-2210] Prop "A" Administration Total		33,034	16,224	14,492	13,680	9,797	14,908

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

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

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

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

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

CAPITAL OUTLAY

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

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	34,873	90,371	88,090	92,616	87,000	94,468
7010	Salaries - Temp / Part	68,262	45,924	56,194	90,000	61,000	90,000
7020	Overtime	-	187	367	2,000	-	2,000
7040	Holiday	-	117	100	-	-	-
7055	IOD - Non Safety	-	179	-	-	-	-
7070	Leave Buyback	-	267	-	-	-	-
7100	Retirement	19,432	17,140	22,973	21,521	22,688	19,550
7108	Deferred Compensation	372	-	-	-	-	-
7110	Workers Compensation	5,044	9,584	4,607	4,610	3,878	3,908
7120	Disability Insurance	-	-	3,562	-	-	-
7130	Group Health Insurance	4,290	11,086	14,075	18,000	17,040	18,000
7140	Vision Insurance	120	405	442	480	454	480
7150	Dental Insurance	450	610	755	1,800	852	1,800
7160	Life Insurance	54	199	198	198	187	198
7170	FICA - Medicare	1,504	2,016	2,740	7,046	3,185	1,370
	<WAGES & BENEFITS>	134,401	178,085	194,103	238,271	196,285	231,774
8000	Office Supplies	2,800	1,998	-	-	-	-
8010	Postage	371	110	-	-	-	-
8020	Special Department Expense	5,716	4,643	-	-	-	-
8040	Advertising	849	150	-	-	-	-
8050	Printing/Duplicating	1,841	582	-	-	-	-
8060	Dues & Memberships	-	625	-	-	-	-
8090	Conference & Meeting Expense	-	-	-	-	-	-
8100	Vehicle Maintenance	33,138	23,670	(0)	-	-	-
8105	Fuel	3,436	2,198	-	-	-	-
8132	Uniform Expense/Cleaning	1,269	750	0	-	-	-
8180	Contract Services	26,634	7,030	(472)	-	-	-
8200	Training Expense	2,361	1,004	-	-	-	-
8300	Lease Payment	855	366	(64)	-	-	-
	<OPERATIONS & MAINTENANCE>	79,270	43,126	(536)	-	-	-
8530	Computer Equipment	28,194	35,034	-	-	-	-
8540	Automotive Equipment	88,763	-	-	-	-	-
	<CAPITAL OUTLAY>	116,957	35,034	-	-	-	-
[205-8025] Dial-A-Ride Total		330,628	256,245	193,567	238,271	196,285	231,774

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 Part Time
Provides funds for four (4) part time Transit Drivers and Management Intern (\$90,000).
- 7020 Overtime
Provides overtime pay for after-hours relating to transit (\$2,000).

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

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	4,398	5,147	3,393	4,290	2,000	4,376
7020	Overtime	1	-	-	-	-	-
7070	Leave Buyback	-	18	-	-	-	-
7100	Retirement	738	951	821	1,106	484	1,502
7108	Deferred Compensation	40	40	15	42	20	44
7110	Workers Compensation	229	185	52	67	22	109
7130	Group Health Insurance	255	248	179	257	53	257
7131	Retiree Health Insurance	8,124	-	-	-	-	-
7140	Vision Insurance	6	8	6	7	1	7
7150	Dental Insurance	19	19	13	27	4	27
7160	Life Insurance	3	3	2	2	2	3
7170	FICA - Medicare	64	75	48	62	29	63
<WAGES & BENEFITS>		13,877	6,694	4,529	5,860	2,615	6,389
8020	Misc. Supplies - Parking	981	124	-	-	-	-
8060	Dues & Memberships	3,000	-	-	-	-	-
8061	HOA Dues	20,089	-	-	-	-	-
8180	Contract Services	8,546	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		32,616	124	-	-	-	-
8540	Automotive Equipment	33,985	-	-	-	-	-
<CAPITAL OUTLAY>		33,985	-	-	-	-	-
[207-2260] Prop "C" Administration Total		80,478	6,818	4,529	5,860	2,615	6,389

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

PERSONNEL SERVICES

7000 Salaries – Regular Employees

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

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	152,368	118,439	123,557	128,400	124,000	139,322
7010	Salaries - Temp / Part	181	-	-	-	-	-
7020	Overtime	3,216	3,756	2,360	3,000	1,500	3,000
7040	Holiday	97	-	74	75	497	-
7070	Leave Buyback	583	-	205	-	397.13	1,500
7100	Retirement	22,964	19,052	14,248	9,329	14,299	26,922
7110	Workers Compensation	8,007	3,777	1,982	6,391	1,796.57	5,763
7130	Group Health Insurance	22,024	12,165	11,018	11,100	10,640.74	11,100
7140	Vision Insurance	709	405	405	480	392.03	480
7150	Dental Insurance	966	1,220	1,389	1,800	1,462.92	1,800
7160	Life Insurance	189	190	198	198	191.83	198
7170	FICA - Medicare	2,375	1,776	1,874	1,906	1,869.91	2,020
	<WAGES & BENEFITS>	213,679	160,780	157,309	162,679	157,047	192,105
8000	Office Supplies	-	-	1,848	2,000	1,500	2,000
8010	Postage	-	-	323	650	-	650
8020	Special Department Expense	-	-	2,871	7,000	1,300	7,000
8040	Advertising	-	-	360	500	-	500
8050	Printing/Duplicating	-	-	650	2,000	800	2,000
8060	Dues & Memberships	-	-	625	700	-	1,000
8090	Conference & Meeting Expense	-	-	-	1,000	200	1,000
8100	Vehicle Maintenance	-	-	29,504	36,000	20,000	41,000
8105	Fuel	-	-	1,327	3,000	2,000	3,000
8132	Uniform Expense/Cleaning	-	-	1,374	2,000	-	2,000
8140	Utilities	-	-	-	-	-	3,000
8180	Contract Services	-	-	11,686	16,275	13,000	16,275
8200	Training Expense	-	-	1,800	1,800	200	1,800
8300	Lease Payment	-	-	306	1,898	130	1,898
	<OPERATIONS & MAINTENANCE>	-	-	52,673	74,823	39,130	83,123
8520	Machinery & Equipment	-	-	-	57,000	-	-
	<CAPITAL OUTLAY>	-	-	-	57,000	-	-
[207-8025] Dial-A-Ride Total		213,679	160,780	209,982	294,502	196,177	275,228

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. (\$650).
- 8020 Special Department Expense
Provides funds for minor equipment for vans (\$5,300), and DMV physicals- for drivers, and random drug testing (\$1,500) fire extinguisher maintenance (\$200). (\$7,000)
- 8040 Advertising
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$500).
- 8050 Printing & Duplication
Provides funds for printing promotional materials to promote Dial-a-Ride service and Dial-a-Ride brochures. (\$2,000).
- 8060 Dues & Memberships
Provides funds for the purchase of three memberships to The Community Transportation Association of America (CTAA) (\$700) and California Park and Recreation Society (\$300). (\$1,000)
- 8090 Conference & Meeting Expenses
Provides funds for The Federal Transit Administration Annual Drug & Alcohol Program National Conference (\$1,000).
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of one 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$27,000), CNG Station repairs and monthly maintenance (\$10,000) and van and vehicle cleaning (\$4,000).(\$41,000)
- 8105 Fuel
Fuel to operate Community Transit vehicles 5 CNG vehicles (\$3,000).
- 8132 Uniform Maintenance
Provides for the purchase and replacement of uniforms and jackets (\$2,000).

- 8140 Utilities
Provides funds for electricity required to charge Plug-in Electric Vehicle (E450 passenger bus) (\$3,000).
- 8180 Contract Services
Annual Maintenance for data management system (\$11,105) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,170) Verizon WiFi JetPack data plan (\$1,000).(\$16,275)
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions (\$1,800).
- 8300 Lease Payment
Provides funds for postage machine lease (\$648) and Copier (\$1,250). (\$1,898)

CDBG Senior Nutrition Program

Budget Detail

260-8023

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8180	Contract Services	37,339	47,486	45,654	39,000	48,000	41,315
	<OPERATIONS & MAINTENANCE>	37,339	47,486	45,654	39,000	48,000	41,315
[260-8023] CDBG Senior Nutrition Prog Total		37,339	47,486	45,654	39,000	48,000	41,315

CDBG Senior Nutrition Program

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides funds for contract catering of senior nutrition program (\$41,315)

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

Park Impact Fees

Budget Detail

275-6410

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8170	Professional Services	45,478	66,007	19,200	-	-	100,000
8180	Contract Services	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	45,478	66,007	19,200	-	-	100,000
8500	Building & Improvements	-	6,109	-	-	-	-
	<CAPITAL OUTLAY>	-	6,109	-	-	-	-
[275-6410] Park Impact Fees Total		45,478	72,116	19,200	-	-	100,000

OPERATIONS & MAINTENANCE

8170 Professional Services

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

Arroyo Seco Golf Course – Administration

Budget Detail

295-8041

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8000	Office Supplies	5,132	3,268	3,711	3,800	3,800	3,800
8010	Postage	28	33	-	-	-	-
8020	Special Department Expense	46,681	43,850	77,898	46,013	49,000	49,427
8040	Advertising	135	1,854	1,956	3,420	2,500	3,420
8120	Building Maintenance	10,323	4,690	8,808	18,504	16,000	27,304
8140	Utilities	8,032	9,856	8,002	10,950	9,150	9,150
8150	Telephone	9,857	9,752	10,702	9,900	10,157	11,700
8160	Legal Service	-	550	-	-	38,300	-
8170	Professional Services	103,878	102,500	105,900	101,996	101,000	101,996
8180	Contract Services	114,053	119,761	116,870	126,640	125,000	127,842
8191	Liability & Surety Bonds	3,537	7,352	30,116	30,120	30,120	41,808
8229	Taxes	505	861	750	925	925	925
8300	Lease Payment	5,206	4,917	5,138	5,280	5,200	5,280
<OPERATIONS & MAINTENANCE>		307,367	309,244	369,851	357,548	391,152	382,652
[295-8041] General Administration Total		307,367	309,244	369,851	357,548	391,152	382,652

Administration

Budget Detail

295-8041

OPERATIONS & MAINTENANCE

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

Budget Detail

Arroyo Seco Golf Course – Course Maintenance

295-8042

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	23,423	21,762	31,478	6,300	6,300	6,300
8100	Vehicle Maintenance	10,316	8,293	5,916	15,600	1,500	15,600
8120	Building Maintenance	29,852	38,300	27,026	41,900	38,600	44,900
8130	Small Tools	35	5,634	2,441	2,400	2,400	2,400
8132	Uniform Expense/Cleaning	5,459	5,619	6,434	6,000	6,000	6,000
8140	Utilities	53,240	56,159	56,718	59,900	58,000	59,900
8150	Telephone	2,068	1,198	1,033	1,200	1,050	1,200
8180	Contract Services	245,465	246,466	264,940	282,083	280,000	284,903
<OPERATIONS & MAINTENANCE>		369,858	383,431	395,987	415,383	393,850	421,203
[295-8042] Golf Course Maintenance Total		369,858	383,431	395,987	415,383	393,850	421,203

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

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

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

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

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

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

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

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

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

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	7,204	6,448	14,546	14,400	15,100	16,200
8120	Building Maintenance	217	9,841	6,768	6,000	5,820	6,000
8180	Contract Services	42,738	40,899	19,322	15,614	-	15,583
<OPERATIONS & MAINTENANCE>		50,159	57,188	40,636	36,014	20,920	37,783
[295-8043] Range Total		50,159	57,188	40,636	36,014	20,920	37,783

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$15,000) and supplies (\$1,200). (\$16,200)
- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$6,000).
- 8180 Contract Services
Compensation for maintenance staff and starter (\$15,583).

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8020	Special Department Expense	1,383	2,141	2,662	6,000	3,500	6,000
8132	Uniform Expense/Cleaning	-	-	75	-	-	-
8180	Contract Services	77,135	87,124	108,794	106,707	110,000	119,948
<OPERATIONS & MAINTENANCE>		78,518	89,265	111,531	112,707	113,500	125,948
[295-8044] Golf Shop Total		78,518	89,265	111,531	112,707	113,500	125,948

Golf Shop

Budget Detail

295-8044

OPERATIONS & MAINTENANCE

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

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

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

Acct	Account Title	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Estimated 2018/19	Proposed 2019/20
8020	Special Department Expense	15,985	24,006	17,340	25,745	24,025	25,091
8120	Building Maintenance	4,479	4,660	5,670	6,000	6,000	9,600
8130	Small Tools	362	398	4,265	2,100	2,100	2,100
8132	Uniform Expense/Cleaning	1,997	-	1	-	-	-
8180	Contract Services	120,099	125,730	116,661	132,880	120,000	135,447
	<OPERATIONS & MAINTENANCE>	142,922	154,794	143,937	166,725	152,125	172,238
[295-8045] Food Service Total		142,922	154,794	143,937	166,725	152,125	172,238

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8120 Building Maintenance

Maintenance (\$9,600).

8130 Small Tools

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

8180 Contract Services

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

SUCCESSOR AGENCY – CRA ADMINISTRATION

Budget Detail

227-7210

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
7000	Salaries - Permanent	116,780	-	-	-	-	-
7020	Overtime	248	-	-	-	-	-
7070	Leave Buyback	66	-	-	-	-	-
7100	Retirement	18,770	-	-	-	-	-
7108	Deferred Compensation	1,082	-	-	-	-	-
7110	Workers Compensation	4,570	-	-	-	-	-
7130	Group Health Insurance	7,205	-	-	-	-	-
7140	Vision Insurance	223	-	-	-	-	-
7150	Dental Insurance	688	-	-	-	-	-
7160	Life Insurance	99	-	-	-	-	-
7170	FICA - Medicare	1,756	-	-	-	-	-
	<WAGES & BENEFITS>	151,487	-	-	-	-	-
8160	Legal Service	2,132	1,033	-	-	1,903	-
8170	Professional Services	3,350	1,890	-	-	-	-
	<OPERATIONS & MAINTENANCE>	5,482	2,923	-	-	1,903	-
[227-7210] CRA Downtown Revitalization Tot:		156,969	2,923	-	-	1,903	-

SUCCESSOR AGENCY – CRA DEBT SERVICE

Budget Detail

227-7211

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
8170	Professional Services	1,908	2,013	-	-	-	-
8330	Debt Service - Principal	-	-	-	130,000	130,000	140,000
8331	Debt Service - Interest	85,018	78,575	71,716	65,570	65,570	57,900
	<OPERATIONS & MAINTENANCE>	86,926	80,588	71,716	195,570	195,570	197,900
[227-7211]	CRA Debt Service Total	86,926	80,588	71,716	195,570	195,570	197,900

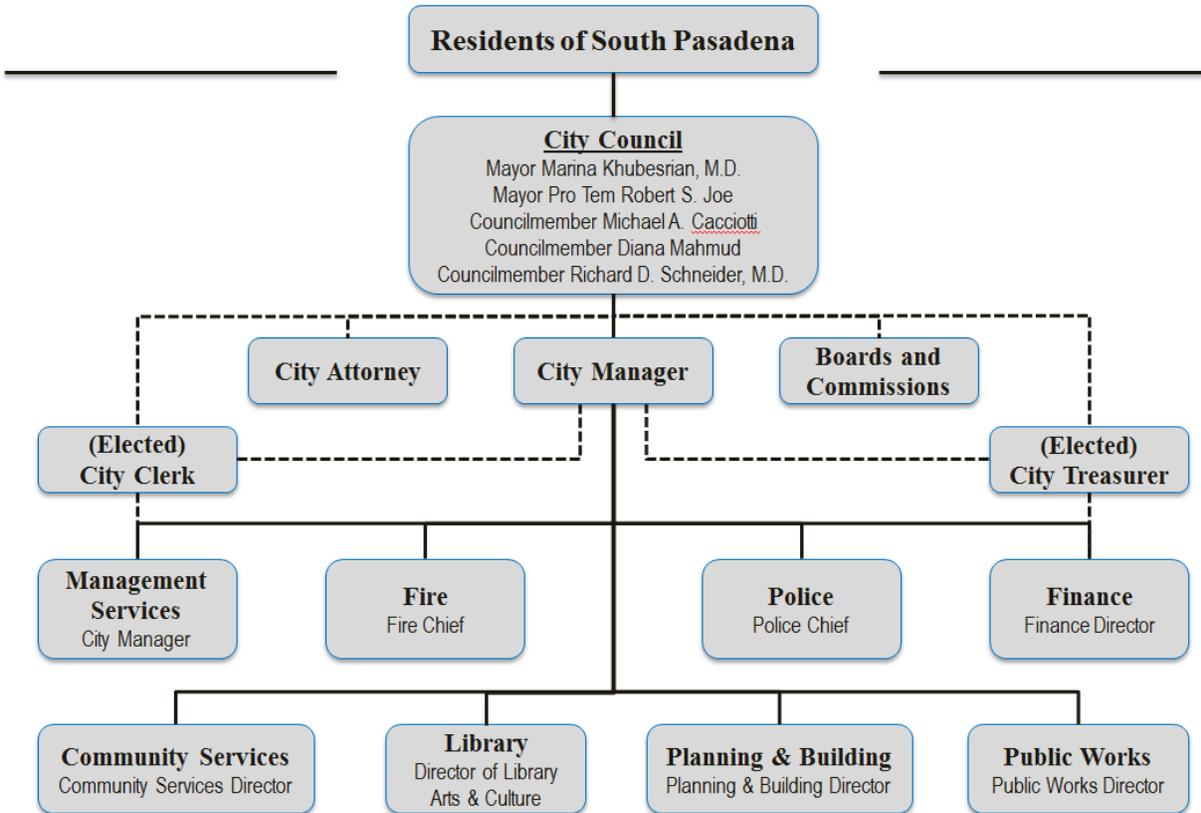
REDEVELOPMENT OBLIGATIONS TRUST

Budget Detail

927-9811

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2019/20
9811	Transfers Out	308,736	188,458	196,004	-	195,570	197,900
	<TRANSFER OUT>	308,736	188,458	196,004	-	195,570	197,900
927 - REDEV. OBLIGATIONS TRUST		308,736	188,458	196,004	-	195,570	197,900

Organization Chart



Full-Time Authorized Positions

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

Full-Time Authorized Positions

	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
Fire Department					
Deputy Fire Chief	-	1.00	1.00	1.00	1.00
Division Chief	-	-	-	-	1.00
Battalion Chief	3.00	-	-	-	-
Fire Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	6.00	6.00	6.00	6.00	6.00
Firefighter/Paramedic	12.00	9.00	9.00	9.00	9.00
	<u>24.00</u>	<u>19.00</u>	<u>19.00</u>	<u>19.00</u>	<u>20.00</u>
Public Works Department					
<u>Administration/Engineering Division</u>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	1.00
Public Works Operation Manager	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Civil Engineering Assistant	1.00	1.00	1.00	1.00	1.00
Public Works Assistant	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	-	1.00	1.00	1.00	1.00
<u>Maintenance Division</u>					
Public Works Superintendent	0.50	-	-	-	-
Parks Supervisor	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	2.00	3.00	2.00	1.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I/II	5.00	5.00	5.00	7.00	7.00
Management Assistant	1.00	1.00	1.00	1.00	1.00
<u>Water Enterprise Division</u>					
Public Works Superintendent	0.50	-	-	-	-
Water Operations Manager	1.00	1.00	1.00	1.00	1.00
Water Conservation Analyst	1.00	-	-	-	-
Senior Maintenance Worker	-	-	1.00	-	-
Senior Water Production Operator	-	-	1.00	1.00	1.00
Water Production/Treatment Operator	3.00	3.00	2.00	2.00	2.00
Maintenance Worker I/II	5.00	7.00	5.00	5.00	6.00
	<u>31.00</u>	<u>31.00</u>	<u>31.00</u>	<u>31.00</u>	<u>31.00</u>
Planning & Building Department					
Planning & Building Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Community Improvement Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

Full-Time Authorized Positions

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

Part-Time Positions

	2017/18	
	Max 18 Hours	Max 28 Hours
Management Services		
Management Analyst	-	1.00
Management Aide	1.00	-
Police Department		
Police Cadets	-	6.00
Fire Department		
Fire Prevention Specialist	2.00	-
Management Aide	1.00	-
Public Works Department		
Public Works Intern	1.00	-
Planning & Building Department		
Planning Intern	-	2.00
Clerk Typist	1.00	-
Library		
Library Aide I	7.00	1.00
Library Aide II	-	2.00
Clerk I	1.00	2.00
Clerk II	1.00	2.00
Library Intern	1.00	-
Librarian Substitute	17.00	-
Librarian	1.00	1.00
Community Services Department		
Management Aide		2.00
Management Intern	-	-
Recreation Leader	18.00	17.00
Site Manager	1.00	-
Transit Driver	-	3.00
Grand Total Part-Time	53.00	39.00
Full-Time Equivalent	23.85	27.30

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	230 Gas Tax	500 Water	Total
Management Services									
City Manager	0.64	-	-	0.06	-	-	-	0.30	1.00
Assistant to the City Manager	0.68	-	-	0.07	-	-	-	0.25	1.00
Chief City Clerk	1.00	-	-	-	-	-	-	-	1.00
Human Resources Manager	0.80	-	-	-	-	-	-	0.20	1.00
Principal Management Analyst	1.00	-	-	-	-	-	-	-	1.00
Sr. Management Analyst	0.30	-	-	-	-	-	-	0.70	1.00
Management Analyst	0.85	-	-	-	-	-	-	0.15	1.00
Management Analyst	0.90	-	-	-	-	-	-	0.10	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	1.00
Management Assistant	0.80	-	-	-	-	-	-	0.20	1.00
Management Assistant	1.00	-	-	-	-	-	-	-	1.00
City Manager Total	8.97	-	-	0.13	-	-	-	1.90	11.00
Finance Department									
Finance Director	0.48	-	-	0.12	-	-	-	0.40	1.00
Assistant Finance Director	0.43	-	-	0.16	-	-	-	0.41	1.00
Management Analyst	0.98	0.01	0.01	-	-	-	-	-	1.00
Payroll Coordinator	0.80	-	-	0.05	-	-	-	0.15	1.00
Filing Liaison	1.00	-	-	-	-	-	-	-	1.00
Management Assistant	0.45	-	-	-	-	-	-	0.55	1.00
Accounting Technician	0.80	-	-	0.05	-	-	-	0.15	1.00
Senior Account Clerk	1.85	-	-	0.05	-	-	-	0.10	2.00
Finance Total	6.79	0.01	0.01	0.43	-	-	-	1.76	9.00
Police Department									
Police Chief	1.00	-	-	-	-	-	-	-	1.00
Police Captain	2.00	-	-	-	-	-	-	-	2.00
Police Sergeant	7.00	-	-	-	-	-	-	-	7.00
Corporal	5.00	-	-	-	-	-	-	-	5.00
Police Officer	21.00	-	-	-	-	-	-	-	21.00
Senior Clerk	1.00	-	-	-	-	-	-	-	1.00
Support Services Assistant	1.00	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	4.00
Police Assistant	8.00	-	-	-	-	-	-	-	8.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Police Total	51.00	-	-	-	-	-	-	-	51.00
Fire Department									
Deputy Fire Chief	1.00	-	-	-	-	-	-	-	1.00
Division Chief	1.00	-	-	-	-	-	-	-	1.00
Fire Captain	3.00	-	-	-	-	-	-	-	3.00
Fire Engineer	6.00	-	-	-	-	-	-	-	6.00
Firefighter/Paramedic	9.00	-	-	-	-	-	-	-	9.00
Fire Total	20.00	-	-	-	-	-	-	-	20.00

Position Distribution by Funding Source

Public Works									
Public Works Director	0.15	-	-	0.20	-	-	-	0.65	1.00
Deputy Public Works Director	0.85	-	-	0.10	-	-	0.05	-	1.00
Public Works Operation Manager	0.50	-	-	0.10	0.10	-	0.30	-	1.00
Associate Civil Engineer	0.80	-	-	0.10	-	-	-	0.10	1.00
Engineering Assistant	0.50	-	-	0.20	-	-	0.30	-	1.00
Public Works Assistant	0.50	-	-	0.10	0.20	-	-	0.20	1.00
Public Works Inspector	0.60	-	-	0.15	-	-	0.15	0.10	1.00
Parks Supervisor	0.60	-	-	-	0.40	-	-	-	1.00
Facilities Maintenance Supervisor	0.70	-	-	-	0.30	-	-	-	1.00
Street Supervisor	-	-	-	0.50	-	-	0.50	-	1.00
Electrician	0.75	-	-	-	-	-	-	0.25	1.00
Senior Maintenance Worker	0.30	-	-	-	0.50	-	0.20	-	1.00
Building Maintenance Worker	1.00	-	-	-	-	-	-	-	1.00
Maintenance Worker I/II	1.00	-	-	2.25	0.30	-	3.45	6.00	13.00
Management Assistant	0.40	-	-	0.15	-	-	0.20	0.25	1.00
Water Operations Manager	-	-	-	-	-	-	-	1.00	1.00
Senior Water Production Operator	-	-	-	-	-	-	-	1.00	1.00
Water Production/Treatment Operator	-	-	-	-	-	-	-	2.00	2.00
Public Works Total	8.65	-	-	3.85	1.80	-	5.15	11.55	31.00
Planning & Building									
Planning & Building Director	1.00	-	-	-	-	-	-	-	1.00
Senior Planner	1.00	-	-	-	-	-	-	-	1.00
Associate Planner	1.00	-	-	-	-	-	-	-	1.00
Community Improvement Coordinator	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Planning & Building Total	5.00	-	-	-	-	-	-	-	5.00
Library									
Director of Library Arts & Culture	1.00	-	-	-	-	-	-	-	1.00
Asst. Dir. of Library Arts & Culture	1.00	-	-	-	-	-	-	-	1.00
Senior Librarian	3.00	-	-	-	-	-	-	-	3.00
Librarian	1.00	-	-	-	-	-	-	-	1.00
Library Technical Assistant	1.00	-	-	-	-	-	-	-	1.00
Library Clerk I	1.00	-	-	-	-	-	-	-	1.00
Library Clerk II	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Library Total	10.00	-	-	-	-	-	-	-	10.00
Community Services									
Community Services Director	0.75	0.22	0.03	-	-	-	-	-	1.00
Community Services Supervisor	2.00	-	-	-	-	-	-	-	2.00
Management Analyst	-	-	1.00	-	-	-	-	-	1.00
Community Services Coordinator	1.00	-	1.00	-	-	-	-	-	2.00
Management Aide	1.00	-	-	-	-	-	-	-	1.00
Program Specialist	-	-	1.00	-	-	-	-	-	1.00
Transportation Driver	-	2.00	-	-	-	-	-	-	2.00
Community Services Total	4.75	2.22	3.03	-	-	-	-	-	10.00
Total	115.16	2.23	3.04	4.41	1.80	-	5.15	15.21	147.00

Glossary of Budget Terms

APPROPRIATION

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

ASSESSED VALUATION

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

AUDIT

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

BEGINNING/ ENDING

(UNAPPROPRIATED) FUND BALANCE

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

BOND

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

BUDGET

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

CAPITAL IMPROVEMENT

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

CAPITAL IMPROVEMENT PROGRAM

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

CAPITAL OUTLAY

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

CAPITAL PROJECTS

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

CITY MANAGER'S BUDGET MESSAGE

A general discussion of the budget and related financial issues.

DEBT SERVICE

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

DEBT SERVICE REQUIREMENTS

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

DEFICIT

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

DEPARTMENT

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

DIVISION

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

Glossary of Budget Terms

ENCUMBRANCE

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

ENTERPRISE FUND

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

EXPENDITURE

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

EXPENSE

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

FISCAL YEAR

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

FUND

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

FUND BALANCE

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

GENERAL FUND

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

GOVERNMENTAL FUND

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

GRANT

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

INTERFUND TRANSFERS

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

MATERIALS, SUPPLIES AND SERVICES

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

MUNICIPAL CODE

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

OBJECTIVES

The expected results or achievements of a budgeted activity.

Glossary of Budget Terms

OPERATING BUDGET

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

ORDINANCE

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

PROGRAM

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

RESERVE

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

RESOLUTION

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

RETAINED EARNINGS

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

REVENUES

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

SALARIES, WAGES and EMPLOYEE BENEFITS

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

SPECIAL REVENUE FUNDS

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

Description Of Funds

General Fund

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

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

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

Internal Service Funds

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

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

Special Revenue Funds

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

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

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

Description of Funds

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

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

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

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

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

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

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

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

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

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

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

232-County Park Bond – To account for the revenues and expenditures for the County Park Bond related improvements.

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

Description of Funds

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

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

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

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

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

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

260-Community Development Block Grant (CDBG) Fund – To account for the revenues and expenditures for Community Development Block Grant projects.

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

272, 273 & 274-Federal and State Public Safety Grant Funds – To account for the operations of various federal and state grants, including COPS grants, and Homeland Security grants.

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

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

Description of Funds

Enterprise Funds

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

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

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

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

505-2016 Water Revenue Bonds Fund – To account for proceeds from the 2016 Water Bond issuance. Proceeds from the bonds are to be used solely for water capital projects, and funds will be transferred over to the Water Fund as project expenses are drawn down.

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

Capital Projects Funds

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

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

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

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

Basis of Budget Accounting

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

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

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

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

City Profile

General Information Of The City

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

History Of The City

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

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

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

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

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

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

GANN Limit

Exhibit A
South Pasadena
Appropriations (Gann) Limit Calculation
 Fiscal Year 2019-20

I Appropriation Limit

Prior Year, 2018-19 Adopted Limit		\$26,190,464
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0385	
Change in L.A. County Population (Note 2)	1.0051	1.04379635
Current Year, 2019-20 Appropriation Limit		\$27,337,511

II Appropriations Subject to Limit

Projected 2019-20 Revenues, All City Funds		\$49,069,775
Less: Non-Proceeds of Taxes (See Exhibit B)		(23,037,287)
Less: Exclusions (See Exhibit C)		(253,812)
Total City Appropriations Subject to Limit		\$25,778,676

III Amount Over/(Under) Limit (I - II) (\$1,558,834)

IV Total City Appropriations as a % of Limit 94.30%

Note 1: Change in California per capita income, 3.85%, exceeds the change in assessed valuation due to nonresidential new construction, 0.43% (provided by HdL).

Note 2: County of Los Angeles population growth, 0.47%, exceeds South Pasadena population growth, 0.00%. Total City population as of January 1, 2019 is 25,881.

GANN Limit

Exhibit B

Non-Proceeds of Taxes

Fiscal Year 2019-20

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	12,306,732	-	12,306,732
Library Special Tax	326,729	-	326,729
Sales Tax	2,130,802	-	2,130,802
PSAF Sales Tax (Exempted by Statute)	-	300,000	300,000
Business License Tax	400,000	-	400,000
Utility Users Tax	3,485,000	-	3,485,000
Property Tax - VLF/Swap	3,107,304	-	3,107,304
Franchise Fees	-	850,000	850,000
Real Property Transfer Tax	198,900	-	198,900
Licenses/Permits	-	615,900	615,900
Fines/Penalties	-	382,700	382,700
Rentals	-	517,750	517,750
State, Federal & Local Reimb/Grants	-	58,100	58,100
Fees & Charges	-	3,021,750	3,021,750
Workers' Comp. Reimbursement	-	35,000	35,000
Liability Reimbursement	-	20,000	20,000
Reimbursement - Sewer/Water	-	483,384	483,384
Recycling	-	77,000	77,000
Other Revenues	-	154,000	154,000
Total General Fund	21,955,466	6,515,584	28,471,050
Other Funds			
205 Local Transit (Prop A)	540,408	17,500	557,908
207 Local Transit (Prop C)	448,254	-	448,254
210 Sewer (Enterprise Fund)	-	1,605,000	1,605,000
215 Lighting and Landscape Maintenance	-	910,000	910,000
217 PEG Fees	-	13,000	13,000
218 Clean Air (AB2766)	-	33,200	33,200
220 Business Improvement Tax	110,600	30,000	140,600
226 Mission Meridian Parking Garage	-	25,000	25,000
230 State Gas Tax (Applied to State's Limit)	-	542,619	542,619
232 County Park Bond	-	163,500	163,500
233 Measure R	336,191	-	336,191
236 Measure M	381,016	-	381,016
237 Road Maint. & Rehab	886,120	-	886,120
239 Measure W	260,000	-	260,000
240 Measure M (MSP)	950,000	-	950,000
245 Bike & Pedestrian (SB821)	-	19,396	19,396
255 Capital Growth	-	60,000	60,000
260 CDBG	-	163,000	163,000
272 State COPS Grants	-	100,000	100,000
275 Park Impact Fees	-	75,000	75,000
295 Arroyo Seco Golf Course (Enterprise)	-	1,379,695	1,379,695
500 Water (Enterprise Fund)	-	10,561,172	10,561,172
510 Water & Sewer Impact Fee	-	270,000	270,000
503 Water Efficiency	-	207,155	207,155
927 Redevelopment Obligations Trust Fund	-	197,900	197,900
Total Other Funds	3,912,589	16,373,137	20,285,726
Subtotal All Funds	25,868,055	22,888,721	48,756,775
Interest Earnings	164,434	148,566	313,000
Total All Funds	26,032,489	23,037,287	49,069,775

GANN Limit

Exhibit C
Excluded Costs
Fiscal Year 2019-20

Category	Amount
Federal Mandates	
Social Security/Medicare	171,653
Non-Incidental Overtime - FLSA	82,159
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	253,812
Qualified Debt Service	
	<hr/>
	-
Total Excluded Costs	253,812

GANN Limit

Exhibit D
Interest Earnings
Fiscal Year 2019-20

Category	Amount
Non-Interest Tax Proceeds	25,868,055
Exclusions	(253,812)
	<hr/>
	25,614,243
Total Non-Interest Budget	48,756,775
Tax Proceeds as Percent of Budget	52.53%
Interest Earnings	313,000
Amount of Interest Earned from Taxes	164,434
Amount of Interest Earned from Non-Taxes	148,566