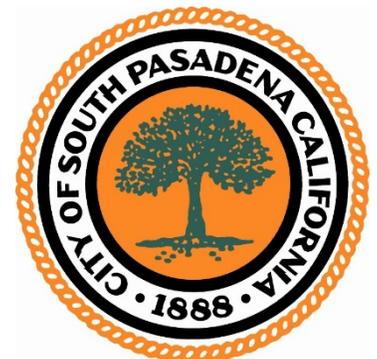


FISCAL YEAR 2018-2019

ADOPTED BUDGET



City of South Pasadena







MISSION STATEMENT

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

CORE VALUES

not in priority order

The City of South Pasadena values. . .

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

THREE-YEAR GOALS

not in priority order

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

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City Manager's

FY 2018/19 Budget Message

July 1, 2018

Honorable Mayor and City Council Members:

I am pleased to present the Adopted Budget for Fiscal Year (FY) 2018/19 for all operations of the City. The budget as presented is balanced and consistent with the policy direction reflected in the City Council Goals. The comprehensive budget for all funds illustrates the City Council's commitment to long-term financial planning, cost-effective municipal services, and financial policies that recognize the need to fund future obligations. The budget document includes a new five year Capital Improvement plan which is consistent with the general plan and provides an aggressive infrastructure improvement plan tied to funding sources.

Accordingly, 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 is well positioned for further economic growth and opportunity. This CIP allocates significant resources to upgrade and revitalize the City's aging Water infrastructure and continues the investment in the pavement maintenance program; invests in and sets aside funding for the rehabilitation and enhancement of a variety of Historic Buildings and recreational facilities; and continues the renovation of the City's outstanding cultural facilities. Grant resources are leveraged to implement projects throughout the CIP, including bike lanes, major street renovations and the water reservoirs.

Budget Process

The FY 2018/19 Budget is based upon an in-depth analysis of actual and projected fund balances, revenues, and expenditures. Each city department prepared line item details for the department's activities and recommended certain service levels and activity goals for the 2018/19 budget year. The Finance Department prepared revenue projections with input from other departments. The City Manager then reviewed individual departmental requests, prioritized activities based upon City Council policy, and community priorities. At the conclusion of this process, the Proposed Budget was prepared and submitted to the City Council for review.

On April 16, 2018, a randomized Community Survey was sent out via e-mail to residents. The survey included several budget questions which were used to inform the proposed budget.

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

There was further discussion on budget priorities, supplemental requests, the Capital Improvement Program (CIP), and reserve levels at the City Council meeting on May 2, 2018, and the Draft Budget was presented to the City Council on May 16, 2018. 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 6, 2018.

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. Providing these services continues the City's commitment to personalized customer service while maintaining local control.

Below is a summary of revenue and expenditures which represent

General Fund Revenues: \$27,468,618

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

The City's top revenue sources include the following:

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

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

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

General Fund Highlights

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

The following is a summary of revenue and expenditure items that have a particular significance in the Adopted FY 2017/18 Budget. General Fund revenues are projected to be \$26.73 million, and expenditures, including operational transfers out are \$26.08 million. Operational transfers include \$1,300,000 to the Street Improvements Program Fund, and \$165,000 to the Insurance Fund. Additional transfers of \$1.33 million from reserves result in a total expenditure budget of \$27.42 million.

Revenues

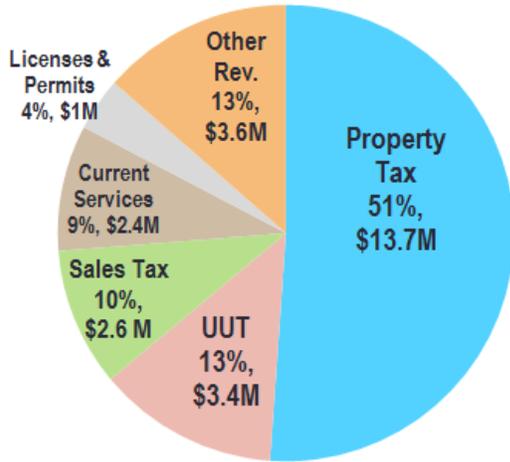
The five largest sources of revenue to the City’s General Fund are property taxes, utility taxes, sales taxes, charges for services, and licenses and permits. Property taxes make up 51.5% of all General Fund revenues. Utility users taxes (UUT) make up 12.9% of total General Fund revenues. Despite increases in water rates, FY 2017/18 UUT revenues are expected to decrease from the prior year due to conservation efforts and decreased demand for address-based telephone services. Sales taxes make up 9.9% of total General Fund revenues. For FY 2017/18, sales taxes are projected to decrease slightly due to adjustments in the prior year resulting from the State of California winding down the “triple flip.”

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

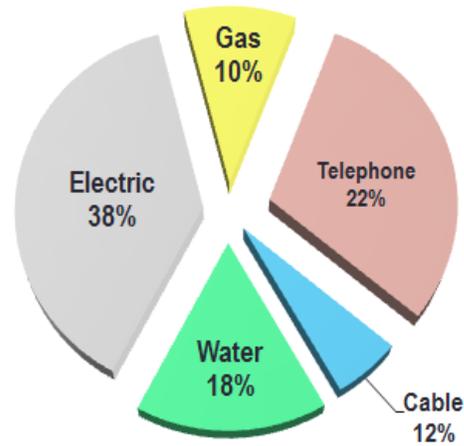
General Fund Revenues

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

Revenues



Your 7.5% UUT



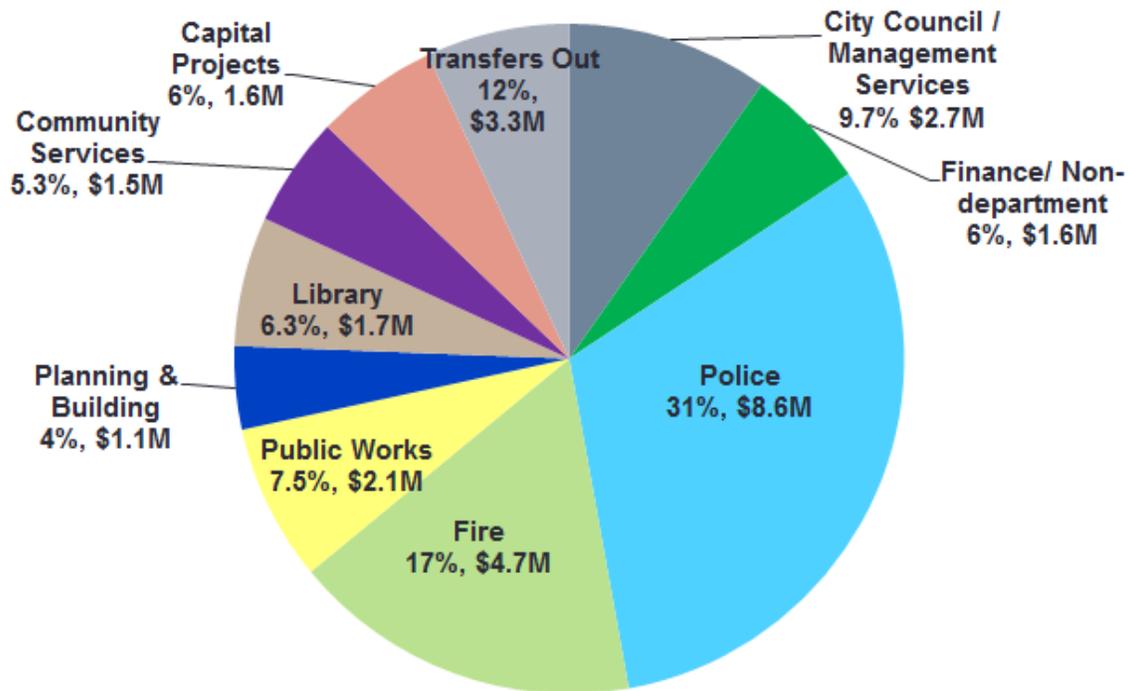
Expenditures

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

General Fund Expenditures

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

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



General Fund Reserves

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

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

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

General Fund Balance Projection

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

Highlights of Other Funds

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

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

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

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

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

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

Water Fund [500] – The City approved a 18% rate increase spread over three years, effective January 15, 2014, in order to satisfy debt coverage requirements. The City is also projecting spending \$6.7 million on water infrastructure projects

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

Fund Balance Summary – All Fund Types

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

Personnel Highlights

The Adopted Budget authorizes 146 full-time employees.

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

There is currently an outstanding \$16.7 million unfunded liability for retiree medical costs, which a recent actuarial study translates to an Annual Required Contribution (ARC) of \$1.5 million. The City is currently paying \$600,000 a year, on a pay-as-you-go strategy.

Capital Improvement Program (CIP) Highlights

Along with an aggressive water and sewer capital improvement program, the City also continues to be aggressive in repairing our aging streets, with \$2.15 million for street improvements appropriated for FY 2017/18. Projects not completed in FY 2016/17 will be carried over to the next fiscal year.

Fiscal Responsibility

The FY 2017/18 Adopted Budget is the culmination of months of effort by City staff to balance available resources with the services desired by South Pasadena residents, visitors, and businesses. It represents staff's best recommendations for meeting fund balance requirements and service delivery objectives, while providing tangible outcomes for programs and projects n.

As is the case for all budgets, the document before you is a fluid one. Developing and monitoring city budgets is an ongoing process, with modifications and adjustments made throughout the year to respond to unanticipated events. There are finite numbers in this budget proposal, but there are also some unknowns, for which the City must be financially prepared.

The City of South Pasadena, the greater Los Angeles region and the State of California, have been showing increasing revenues as the region recovers from the 2008 recession. South Pasadena continues

to remain in satisfactory financial condition thanks to a relatively diverse and stable revenue base, and our core services have remained consistent. However, the City is facing rising costs in key areas, such as increased employee retirement costs, increasing employee costs and the ongoing demands of the community. While South Pasadena has substantial reserves and resources on-hand, the City maintains a conservative approach when budgeting revenues and expenses to ensure that the City's ability to meet its obligations is not impaired.

The FY 2017/18 Budget appropriately considers these economic realities and positions the City to act as needed in the coming years. Understanding that costs are rising faster than revenues, the City Council has exhibited prudent fiscal foresight and continues to face head-on the very real possibility of reducing service levels in the wake of financial constraints. The major components of costs in our budget are those with the greatest inflationary pressures. Thus, to ensure that revenues keep pace with expenditures, the City must look toward economic growth through either cutbacks in municipal services, expansion of the economic base via economic development, or maintaining voter-approved tax support.

The City's Community Forum on Budget and Priorities provided guidance for the preparation of the City budget by identifying and prioritizing the projects that the City will be focusing on during the next year. These goals provide the basis for improving services and preserving a high quality of life in the City. While the foundation of the FY 2018/9 budget rests upon the City Council's vision for the community, this document also relies on the expertise of City's department staff. As is always the case, preparing a budget requires teamwork, creativity and a wealth of ideas. When the final document is presented to the City Council, it has been shaped by many hands into a fiscally responsible budget that meets the needs and expectations of the community.

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

Respectfully submitted,

FY 2018/19 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 2018/19 Budget includes a balanced operating budget for some of the funds.

Exceptions to this policy include:

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

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

2. APPROPRIATIONS AND BUDGETARY CONTROL

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

This policy has been met.

3. ENTERPRISE FUND

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

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

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

4. GENERAL FUND RESERVE

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

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

5. GENERAL FUND DESIGNATED RESERVE

The total designated reserves have been established for FY 2018/19 is as follows:

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

6. INFRASTRUCTURE

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

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

7. ACCOUNTING AND REPORTING STANDARDS

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

This policy has been met.

8. RISK MANAGEMENT

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

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

9. DEBT AND INVESTMENTS

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

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

10. CONTROL OF FINANCIAL ASSETS

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

This policy has been met.

11. FINANCIAL MANAGEMENT

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

This policy has been met.

FY 2017/18 Fund Balance

Fund	Description	06/30/17 Fund Balance	Year End Revenues	Year End Expenditures	Revenues Minus Expenses	06/30/18 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		26,734,642	23,900,307	2,834,335	
	Capital			1,620,000	(1,620,000)	
	Transfers/Interfund Loans		-	1,900,000	(1,900,000)	
	Reserves					
	Undesignated	6,570,233			-	6,809,568
	Arroyo Golf Course / Bike Trail	1,100,000				600,000
	Legal Reserve	500,000				500,000
	Maint. Yard / Comm. Ctr	442,720				442,720
	Renewable Energy Sources Reserve	350,000				350,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Emergency Operations Center	300,000				400,000
	Library Expansion	200,000				200,000
	Sidewalk Improvements	-				-
	CalTrans Vacant Lot Purchases	750,000				350,000
	Monterey Rd. Improvements	-				-
	General Plan / MSSP Reserve	205,000				205,000
	Storm Water	300,000				300,000
	Library Park Drainage	125,000				-
101	General Fund Total	11,842,953	26,734,642	27,420,307	(685,665)	11,157,288
103	Insurance Fund	290,000	275,000	65,000	210,000	500,000
104	Street Improvements Program	(241,000)	1,450,000	1,550,000	(100,000)	(341,000)
105	Facilities & Equip. Replacement	900,973	385,000	859,280	(474,280)	426,693
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	478,329	508,086	469,144	38,942	517,272
207	Prop "C"	722,275	446,036	926,190	(480,154)	242,121
208	TEA/Metro	383,517	2,000	380,000	(378,000)	5,517
210	Sewer	2,843,206	1,498,000	869,599	628,401	3,471,607
211	CTC Traffic Improvement	(109)	200	-	200	91
215	Street Light & Landscape	(43,897)	940,000	1,105,126	(165,126)	(209,023)
217	Public, Educ. & Gov't. Fund	127,773	24,000	-	24,000	151,773
218	Clean Air Act	141,622	33,700	52,000	(18,300)	123,322
220	Business Improvement Tax	117,030	155,000	138,000	17,000	134,030
223	Gold Line Mitigation Fund	40,381	-	40,381	(40,381)	-
226	Mission Meridian Public Garage	(321,903)	990	26,000	(25,010)	(346,913)
228	Housing Authority	41,903	21,098	-	21,098	63,001
230	State Gas Tax	760,589	716,190	636,608	79,582	840,171
232	County Park Bond	(15,431)	43,500	43,500	-	(15,431)
233	Measure R	392,378	303,158	686,760	(383,602)	8,776
236	Measure M	-	325,741	300,000	25,741	25,741
237	RMRA	-	-	-	-	-
238	MSRC Grant	-	322,000	322,000	-	-
245	Bike & Pedestrian Paths	-	79,298	79,198	100	100
248	BTA Grants	(207)	418,500	462,500	(44,000)	(44,207)
249	Golden Streets Grant	(351,065)	-	-	-	(351,065)
255	Capital Growth	270,060	33,000	-	33,000	303,060
260	CDBG	(3,600)	140,835	140,835	-	(3,600)
270	Asset Forfeiture	-	-	-	-	-
272	Police Grants - State (COPS)	134,523	116,500	75,000	41,500	176,023
273	Police Subventions - CLEEP	-	-	-	-	-
274	Homeland Security Grant	(9,167)	-	-	-	(9,167)
275	Park Impact Fees	355,586	40,000	-	40,000	395,586
276	Historic Preservation Grant	-	-	-	-	-
277	HSIP Grant	(927)	315,900	315,900	-	(927)
280	Public Library Funds Grant	-	-	-	-	-
295	Arroyo Seco Golf Course	486,158	1,258,114	1,045,495	212,619	698,777
310	Sewer Capital Projects	-	808,884	808,884	-	-
327	2000 Tax Allocation Bonds	911,333	7,000	901,436	(894,436)	16,897
500	Water	9,560,761	11,593,000	15,554,997	(3,961,997)	5,598,764
505	2016 Water Revenue Bonds	-	2,611,838	2,611,838	-	-
510	Water & Sewer Impact Fees	600,000	122,000	577,000	(455,000)	145,000
550	Public Financing Authority	6,153	562,238	564,738	(2,500)	3,653
927	Redev. Obligations Trust Fund	-	197,945	197,945	-	-
	City Total	30,390,246	52,489,393	59,225,661	(6,736,268)	23,653,979
227	Successor Agency to CRA	262,378	197,945	197,945	-	262,378
	Successor Agency Total	262,378	197,945	197,945	-	262,378
	TOTAL CITY & CRA	30,652,624	52,687,338	59,423,606	(6,736,268)	23,916,358

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	24,986,119.86	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
	Sidewalk Improvements	-				-
	CalTrans Vacant Lot Purchases	750,000		358,000	(358,000)	392,000
	Monterey Rd. Improvements	-				-
	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	\$ 11,895,547.96	\$ 27,691,146.41	\$ 27,089,119.86	\$ 602,026.55	\$12,497,574.51
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
223	Gold Line Mitigation Fund	-	-	-	-	-
226	Mission Meridian Public Garage	(346,913)	2,000	93,000	(91,000)	(437,913)
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
238	MSRC Grant	-	-	-	-	-
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)
270	Asset Forfeiture	-	-	-	-	-
272	Police Grants - State (COPS)	176,023	115,000	75,000	40,000	216,023
273	Police Subventions - CLEEP	-	-	-	-	-
274	Homeland Security Grant	(9,167)	-	-	-	(9,167)
275	Park Impact Fees	395,586	65,000	-	65,000	460,586
276	Historic Preservation Grant	-	-	-	-	-
277	HSIP Grant	(927)	-	-	-	(927)
280	Public Library Funds Grant	-	-	-	-	-
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	-	-
510	Water & Sewer Impact Fees	-	-	-	-	-
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	51,778,666	54,453,078	(2,674,411)	21,572,829
227	Successor Agency to CRA	262,378	-	-	-	262,378
	Successor Agency Total	262,378	-	-	-	262,378
	TOTAL CITY & CRA	24,509,617	51,778,666	54,453,078	(2,674,411)	21,835,207

Acct	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
4000-000	Property Tax - Current Secured	8,791,225	9,281,790	9,757,452	10,185,044	4,214,257	10,200,000	10,350,000
4010-000	Property Tax - Unsecured	360,840	367,703	375,920	345,000	345,947	375,000	345,000
4020-000	Property Tax - Prior Years	(16,958)	(19,676)	(14,953)	-	(14,144)	(19,000)	(25,000)
4030-000	Property Tax - Int & Pen	44,325	37,557	34,608	33,000	15,812	30,000	35,000
4040-000	Highway Rental	129,862	131,986	126,236	127,000	-	123,316	130,000
4050-000	Homeowners Exemption	65,423	64,301	63,495	66,000	9,463	31,543	60,000
4060-000	Supplemental - Sec/Unsec	246,382	270,736	269,974	200,000	68,095	220,000	250,000
5002-000	Motor Vehicle In Lieu Adj.	2,368,975	2,498,587	2,624,200	2,708,935	1,396,241	2,700,000	2,710,000
Property Tax		11,990,074	12,632,984	13,236,932	13,664,979	6,035,671	13,660,859	13,855,000
4150-000	Library Special Tax	232,388	231,645	309,886	312,120	127,295	312,120	318,000
Assessments & Special Taxes		232,388	231,645	309,886	312,120	127,295	312,120	318,000
4200-000	Sales & Use Tax	1,597,717	1,916,945	2,173,347	2,350,000	679,189	2,792,482	2,625,000
4200-001	Sales Tax "In Lieu"	541,455	443,497	-	-	-	-	-
4201-000	PSAF - Prop 172 Sales Tax	275,325	275,525	283,319	275,000	125,345	295,000	300,000
Sales Tax		2,414,498	2,635,968	2,456,666	2,625,000	804,533	3,087,482	2,925,000
4230-001	Utility Tax - Water	615,133	576,531	609,009	620,000	352,433	640,000	645,000
4230-002	Utility Tax - Electric	1,312,071	1,295,323	1,244,417	1,300,000	654,212	1,245,000	1,300,000
4230-003	Utility Tax - Gas	347,058	370,356	401,278	360,000	102,940	400,000	385,000
4230-004	Utility Tax - Telephone	744,390	769,388	776,352	750,000	199,288	760,000	750,000
4230-006	Utility Tax - Cable	404,565	403,230	350,892	400,000	107,495	350,000	350,000
Utility Users Tax		3,423,217	3,414,827	3,381,948	3,430,000	1,416,368	3,395,000	3,430,000
4210-001	Franchise - Refuse	415,079	424,775	420,498	420,000	200,186	420,000	420,000
4210-002	Franchise - Cable TV	298,666	294,533	259,910	280,000	60,956	260,000	260,000
4210-003	Franchise - Electric	98,131	99,680	90,840	90,000	-	97,964	100,000
4210-004	Franchise - Gas	66,456	56,316	47,476	50,000	-	48,486	50,000
4220-000	Real Property Transfer	146,567	125,360	200,483	120,000	76,693	180,000	200,000
Other Taxes		1,024,898	1,000,664	1,019,207	960,000	337,836	1,006,450	1,030,000
4400-000	Business License	372,130	383,950	393,578	400,000	196,995	400,000	425,000
4420-000	Bus Lic Penalties & Trans	13,561	13,812	19,016	12,000	2,160	12,000	15,000
4440-000	Tobacco Retail Permit	1,440	1,440	1,080	1,440	-	1,200	1,400
4445-000	Filming Permits	116,290	116,960	96,840	100,000	38,020	95,000	100,000
4460-000	Parking Permits	464,379	459,405	441,935	450,000	212,560	420,000	440,000
4465-001	Fire Permits	3,025	4,033	4,845	2,500	2,562	4,000	4,000
4470-002	Street / Curb Permits	25,975	35,849	87,160	30,000	22,463	41,621	45,000
4470-004	Street Closure Permits	2,457	6,197	2,164	2,500	3,557	6,000	3,000
4470-005	Newsrack Permits	820	800	-	-	-	-	-
4480-000	FOG Wastewater Permit	10,703	6,138	7,845	8,000	5,445	7,000	8,000
Licenses & Permits		1,010,779	1,028,583	1,054,463	1,006,440	483,762	986,821	1,041,400
4600-000	Vehicle Code Fines	73,383	61,912	70,174	57,000	27,131	70,263	70,000
4610-000	Parking Citations	267,840	366,096	309,492	300,000	200,292	294,000	300,000
4620-000	Other Court Fines	6,362	16,549	18,072	10,000	5,303	13,000	10,000
Fines & Forfeitures		347,585	444,556	397,738	367,000	232,726	377,263	380,000
4800-000	Interest Income	48,309	136,294	162,400	125,000	68,640	150,000	130,000
4802-000	Gain / Loss on Investments	3,360	9,461	3,216	-	(445)	(445)	-
4805-000	Unrealized Gain / Loss	(6,459)	29,897	(120,484)	-	(50,546)	(50,546)	-
4815-000	Chamber Farmers Mkt Cap Impr	3,683	3,879	4,184	3,800	-	3,800	3,800
4820-000	Rental - Stables	52,511	53,214	54,217	55,650	27,594	56,500	88,404
4825-000	Rental - Tennis	39,000	39,430	68,560	84,000	35,788	84,000	84,000
4830-002	Rental - Cell Phone Site	39,028	40,198	41,404	42,120	21,060	42,120	42,646
4830-003	Rental - Cell Site - AT&T	30,301	30,748	30,830	31,693	13,592	31,693	32,643
4830-004	Cell Phone - CW/Bilicke	33,974	34,993	36,043	42,120	18,411	38,237	39,384
4830-005	Cell Phone - Verizon - San Pascual	25,427	26,190	26,976	28,195	13,687	28,195	29,040
4830-006	Cell Phone - Cingular OG	29,448	29,860	30,085	30,755	14,902	30,755	31,677
4830-009	Cell Phone - Metro PCS	35,723	36,979	38,107	38,961	19,193	38,961	40,129
4830-010	Cell Phone - Verizon - MH	-	30,266	22,322	22,877	11,439	22,877	23,563
4835-000	Rental - TWC	1,516	-	-	-	-	-	-
4840-000	Rental - War Memorial Building	86,882	71,328	55,270	40,000	21,934	40,000	40,000
4850-000	Rental - Eddie Park	3,633	3,745	4,347	1,500	277	1,200	3,600
4860-000	Rental - Library Comm Room	27,290	24,430	14,055	15,000	7,040	14,040	15,000
4870-000	Rental - Racquet Ball Ctr	-	-	-	-	75	-	-
4885-000	Rental - Sr Citizen Ctr	2,648	2,160	1,635	2,000	1,335	2,000	2,000
4890-000	Rental - Farmer's Market	5,892	9,697	10,801	8,500	-	8,500	9,000
4891-000	Rental - Orange Grove	1,400	3,266	4,985	5,500	5,314	6,000	4,000
4892-000	Rental - Misc	38,550	49,663	31,290	40,000	11,525	28,000	30,000
4893-000	Rental - Batting Cages	16,056	12,637	15,488	10,000	4,101	11,000	12,000
4894-000	Rental - Youth House	2,705	2,739	6,018	5,000	2,778	5,000	5,250
Use of Money & Property		520,879	681,073	541,749	632,671	247,693	591,887	666,136
5000-000	Motor Vehicle In Lieu	16,845	10,561	11,660	-	-	13,681	-
5020-000	State Reimb - Police Training	12,471	1,104	4,631	5,000	-	12,463	5,000
5030-000	State Mandated Cost	356,398	24,055	80	5,000	-	250,000	5,000
5071-003	Miscellaneous Grants	35,153	71,307	60,014	-	-	-	-
5071-005	Non-Federal Grants - Pub. Works	-	29,302	-	660,000	-	660,000	-
5073-001	Grants-Police	12,912	-	-	-	-	25,000	35,000
5073-002	Grants-Fire	5,954	-	-	-	-	-	-

Revenue From Other Agencies		439,733	136,328	76,385	670,000	-	961,144	45,000
5150-001	Business License App Fee	14,057	15,091	18,393	15,000	14,464	26,182	30,000
4405-000	Business License SB1186 Fee	1,845	1,913	1,894	2,000	1,008	5,500	5,000
5150-002	Non Sufficient Fund Chg	243	135	297	200	162	300	200
Current Services-Finance		16,145	17,139	20,584	17,200	15,634	31,982	35,200
5200-001	Community Development Misc Fee	870	175	305	150	1,115	1,300	750
5200-002	Planning Fees	134,395	108,808	93,555	105,000	91,168	140,000	150,000
5200-003	Plan Check	234,024	234,716	261,258	225,000	110,414	225,000	225,000
5200-004	Building Permits	539,993	393,792	407,549	370,000	254,962	470,000	420,000
5200-007	Administrative Citations	1,100	1,300	400	1,000	1,100	1,600	1,500
Current Services-Planning & Building		910,382	738,791	763,067	701,150	458,758	837,900	797,250
5220-001	Engineering Fees - Misc	53,982	87,444	101,789	50,000	60,420	97,160	90,000
5220-002	Engineering Plan Check	4,075	1,600	2,320	3,000	300	1,320	2,000
5221-000	Public Works Plan Check Fees	1,200	-	-	-	-	-	-
5223-000	NPDES	123,988	136,354	134,313	124,000	67,104	100,000	120,000
Current Services-Public Works		183,244	225,398	238,422	177,000	127,824	198,480	212,000
5230-001	Police Special Svcs	3,081	5,070	8,656	2,000	1,098	1,800	2,000
5230-004	Vehicle Impound Fees	22,725	19,855	23,210	20,000	11,770	21,390	20,000
5230-005	Police Svcs - Filming	196,858	214,645	229,127	200,000	76,263	190,000	200,000
5280-001	Animal Control Fees	1,253	1,367	1,043	1,000	351	550	550
Current Services-Police		223,916	240,937	262,036	223,000	89,481	213,740	222,550
5255-000	Passport Services	-	-	9,059	15,000	8,711	18,229	20,000
Current Services-Clerk		-	-	9,059	15,000	8,711	18,229	20,000
5260-002	Library Fines	67,666	63,131	58,700	62,000	26,413	50,000	60,000
5260-003	Library Replacements	5,339	5,183	4,046	5,000	1,919	3,500	5,000
Current Services-Library		73,004	68,315	62,746	67,000	28,332	53,500	65,000
5265-002	Sr. Citizens Classes	14,143	17,816	23,964	28,000	11,493	23,000	28,000
5265-003	Sr. Citizens Membership	10,026	9,888	9,456	9,500	3,249	8,000	9,000
5265-004	Sr. Citizens Bus Trips	3,733	5,617	6,849	10,700	2,805	4,500	7,000
5265-005	Snr. Citizens Center Programs	1,860	910	2,438	3,300	1,171	2,500	3,700
5265-006	Bingo - Coffee - Med. I.D.	1,425	1,535	1,258	1,500	592	1,000	1,000
5270-001	Camp Med Fees	312,582	304,615	363,806	320,000	157,452	320,000	320,000
5270-002	Recreation Classes	204,294	196,207	165,901	190,000	76,799	140,000	190,000
5270-003	Special Events	5,082	10,181	11,067	9,500	2,870	8,000	9,500
5270-004	MTA Bus Pass - General	(1,190)	-	-	-	-	-	-
5270-005	Park/Field Reservations	38,648	48,374	63,128	40,000	22,912	40,000	40,000
5270-007	Adult Sports	855	366	150	-	-	-	-
5270-008	Concerts in the Park	12,949	9,734	10,301	13,000	1,700	13,000	13,000
5270-009	War Memorial Kitchen	-	-	2,400	1,200	1,200	1,500	1,500
Current Services-Community Services		604,407	605,243	660,718	626,700	282,244	561,500	622,700
5289-001	Fire Dept - Filming	164,863	178,955	154,683	140,000	55,910	120,000	140,000
5289-002	Fire Dept - Plan Check	19,491	16,389	14,898	18,000	10,730	17,000	18,000
5290-001	Paramedic Fees	525,660	522,738	535,971	380,000	196,764	480,000	480,000
5300-000	Paramedic Subscriptions	22,745	16,629	19,100	21,000	13,565	20,295	21,000
5302-000	Fire Command Reimbursements	230,267	174,647	174,591	-	-	70,000	70,000
5305-001	Fire Miscellaneous	-	300	-	-	-	-	-
Current-Services-Fire		963,026	909,658	899,243	559,000	276,969	707,295	729,000
Current-Services-ALL		2,974,124	2,805,481	2,915,875	2,386,050	1,287,953	2,622,626	2,703,700
5400-000	Sale of Property	1,177	6,371	16,745	6,000	5,068	5,336	6,000
5420-000	Workers Comp Reimb	122,953	25,638	34,996	20,000	5,856	26,323	25,000
5425-000	Gen. Liability Insurance Reimb	2,646	129,199	278,824	20,000	12,892	12,892	20,000
5430-000	Damage to City Property	1,973	-	6,817	-	8,006	47,000	-
5440-000	Candidate Filing Fee	200	684	-	-	-	-	-
5450-000	Commissions	-	-	-	-	-	-	-
5460-000	Recycling Revenue	67,252	63,038	119,810	80,000	29,587	50,608	60,000
5460-001	Recycling Container	7,067	14,469	2,626	7,000	-	7,155	7,000
5490-000	Cash Over/Short Fin.	(5)	113	0	-	(1)	(1)	-
5490-001	Over/Short - Library	-	(1)	(0)	-	-	-	-
5490-002	Over/Short - Police	(10)	65	96	-	74	74	-
5490-003	Over/Short - Sr. Ctr & Rec	(2)	1	1	-	-	-	-
5490-004	Over Short - Senior Center	7	15	4	-	(0)	-	-
5490-005	Cash Over/Short - Clerk	-	-	-	-	-	-	-
5490-006	Cash Over/Short - Pub. Works	-	-	-	-	-	-	-
5490-007	Cash Over/Short - Fire	-	-	1	-	-	-	-
5501-001	Donations - Misc	666	21	51	-	26	76	-
5501-003	Donations - Senior Meals	10,223	10,727	2,962	10,000	188	8,416	10,000
5501-005	Donations - Library	(44)	125	-	-	7,746	8,195	-
5505-000	Miscellaneous	135,786	809,034	41,357	50,000	31,949	36,619	40,000
5505-001	Duplication Fees	3,877	4,300	4,182	4,000	1,613	3,419	4,000
5530-000	Rubbish Billing Fees	-	-	-	-	-	-	60,000
5550-000	Prior Year Adjustment	(1,792)	(69,238)	(26,522)	-	(307)	-	-

5400-000	Sale of Property	1,177	6,371	16,745	6,000	5,068	5,336	6,000
5420-000	Workers Comp Reimb	122,953	25,638	34,996	20,000	5,856	26,323	25,000
5425-000	Gen. Liability Insurance Reimb	2,646	129,199	278,824	20,000	12,892	12,892	20,000
5430-000	Damage to City Property	1,973	-	6,817	-	8,006	47,000	-
5440-000	Candidate Filing Fee	200	684	-	-	-	-	-
5450-000	Commissions	-	-	-	-	-	-	-
5460-000	Recycling Revenue	67,252	63,038	119,810	80,000	29,587	50,608	60,000
5460-001	Recycling Container	7,067	14,469	2,626	7,000	-	7,155	7,000
5490-000	Cash Over/Short Fin.	(5)	113	0	-	(1)	(1)	-
5490-001	Over/Short - Library	-	(1)	(0)	-	-	-	-
5490-002	Over/Short - Police	(10)	65	96	-	74	74	-
5490-003	Over/Short - Sr. Ctr & Rec	(2)	1	1	-	-	-	-
5490-004	Over Short - Senior Center	7	15	4	-	(0)	-	-
5490-005	Cash Over/Short - Clerk	-	-	-	-	-	-	-
5490-006	Cash Over/Short - Pub. Works	-	-	-	-	-	-	-
5490-007	Cash Over/Short - Fire	-	-	1	-	-	-	-
5501-001	Donations - Misc	666	21	51	-	26	76	-
5501-003	Donations - Senior Meals	10,223	10,727	2,962	10,000	188	8,416	10,000
5501-005	Donations - Library	(44)	125	-	-	7,746	8,195	-
5505-000	Miscellaneous	135,786	809,034	41,357	50,000	31,949	36,619	40,000
5505-001	Duplication Fees	3,877	4,300	4,182	4,000	1,613	3,419	4,000
5530-000	Rubbish Billing Fees	-	-	-	-	-	-	60,000
5550-000	Prior Year Adjustment	(1,792)	(69,238)	(26,522)	-	(307)	-	-
Other Revenue		351,974	994,561	481,950	197,000	102,696	206,112	232,000
5610-000	Reimbursement-Sewer Fund	69,022	69,022	69,022	69,022	-	69,022	69,022
5640-000	Reimbursement-Water Fund	389,361	414,362	414,362	414,360	-	414,360	414,360
Reimbursements From Other Funds		458,383	483,384	483,384	483,382	-	483,382	483,382
101 - GENERAL FUND TOTAL		25,188,530	26,490,054	26,356,183	26,734,642	11,076,533	27,691,146	27,484,618
9911-000	Transfers from Other Fund	303,640	46,397	81,711	275,000	-	275,000	200,000
Transfers In		303,640	46,397	81,711	275,000	-	275,000	200,000
103 - INSURANCE FUND TOTAL		303,640	46,397	81,711	275,000	-	275,000	200,000
5071-005	Non-Federal Grants - Pub. Works	-	-	-	150,000	-	-	-
Revenue From Other Agencies		-	-	-	150,000	-	-	-
9911-000	Transfers from Other Fund	-	-	3,505,451	1,300,000	-	1,300,000	1,100,000
Transfers In		-	-	3,505,451	1,300,000	-	1,300,000	1,100,000
104 - STREET IMPROVEMENTS PROGRAM]		-	-	3,505,451	1,450,000	-	1,300,000	1,100,000
9911-000	Transfers from Other Fund	146,000	500,000	1,818,931	385,000	-	385,000	-
Transfers In		146,000	500,000	1,818,931	385,000	-	385,000	-
105 - FACILITIES & EQUIP REPLACEMENT		146,000	500,000	1,818,931	385,000	-	385,000	-
5077-004	MTA Grant - Pedestrian Imp	-	-	-	-	-	-	-
9911-000	Transfers from Other Fund	172,497	-	-	-	-	-	-
Revenue From Other Agencies		172,497	-	-	-	-	-	-
201 - MTA PEDESTRIAN IMPROVEMENT		172,497	-	-	-	-	-	-
4200-000	Sales & Use Tax	457,288	469,505	477,606	484,086	246,939	484,086	508,735
Sales Tax		457,288	469,505	477,606	484,086	246,939	484,086	508,735
4800-000	Interest Income	1,913	6,651	10,176	7,800	4,446	7,500	7,800
4802-000	Gain / Loss on Investments	139	516	187	-	(35)	(35)	-
4805-000	Unrealized Gain / Loss	(257)	1,234	(9,625)	-	(3,806)	(3,806)	-
Use of Money & Property		1,794	8,401	738	7,800	605	3,659	7,800
5266-000	Dial - A - Ride Charges	4,922	4,984	4,408	5,000	2,185	4,500	5,000
Charges for Current Services		4,922	4,984	4,408	5,000	2,185	4,500	5,000
5500-000	MTA Bus Pass - Senior	852	(50)	(5)	1,200	910	1,200	1,200
5504-000	Prop A - NTD Disc. Incentive	16,967	15,135	10,452	10,000	-	10,000	-
5505-000	Miscellaneous	3,720	-	-	-	1,238	1,238	-
5550-000	Prior Year Adjustment	48	-	-	-	-	-	-
Other Revenue		21,586	15,085	10,447	11,200	2,148	12,438	1,200
205 - LOCAL TRANSIT RETURN "A" TOTAL		485,591	497,975	493,199	508,086	251,877	504,683	522,735
4200-000	Sales & Use Tax	378,782	388,693	395,586	401,536	205,362	401,536	421,982
Sales Tax		378,782	388,693	395,586	401,536	205,362	401,536	421,982
4800-000	Interest Income	1,226	4,234	7,923	4,500	4,812	79,648	4,500
4802-000	Gain / Loss on Investments	87	335	125	-	(40)	(40)	-
4805-000	Unrealized Gain / Loss	(61)	889	(7,420)	-	(4,350)	(4,350)	-
Use of Money & Property		1,253	5,458	628	4,500	422	75,258	4,500
4460-001	Parking Revenue	34,915	38,526	37,508	40,000	20,756	34,387	40,000
Charges for Current Services		34,915	38,526	37,508	40,000	20,756	34,387	40,000

207 - LOCAL TRANSIT RETURN "C" TOTAL		414,949	432,677	433,722	446,036	226,539	511,181	466,482
4800-000	Interest Income	1,198	4,305	5,188	2,000	4,470	5,752	3,000
4802-000	Gain / Loss on Investments	84	275	106	-	(40)	-	-
4805-000	Unrealized Gain / Loss	(430)	656	(5,172)	-	(4,899)	-	-
Use of Money & Property		853	5,236	122	2,000	(469)	5,752	3,000
5077-041	MTA Grant - Ped. Improv. - LTF	373,302	-	452,924	-	-	-	-
Revenue From Other Agencies		373,302	-	452,924	-	-	-	-
208 - TEA/METRO TOTAL		374,155	5,236	453,046	2,000	(469)	5,752	3,000
4800-000	Interest Income	5,541	19,685	34,189	28,000	18,747	23,644	28,000
4802-000	Gain / Loss on Investments	422	1,729	542	-	(156)	(171)	-
4805-000	Unrealized Gain / Loss	(124)	5,087	(32,479)	-	(16,580)	(18,990)	-
Use of Money & Property		5,839	26,501	2,252	28,000	2,011	4,483	28,000
5310-000	Sewer Service Charges	1,347,965	1,534,401	1,565,785	1,465,000	658,779	1,083,272	1,500,000
5315-000	Penalty - Sewer	5,267	5,335	4,800	5,000	2,222	3,464	5,000
5335-000	Water Impact Fees	-	4,188	12,774	-	-	19,224	-
Charges for Current Services		1,353,231	1,543,924	1,583,359	1,470,000	661,001	1,105,960	1,505,000
5550-000	Prior Year Adjustment	60	-	-	-	(16,996)	-	-
Other Revenue		60	-	-	-	(16,996)	-	-
210 - SEWER TOTAL		1,359,131	1,570,425	1,585,611	1,498,000	646,016	1,110,443	1,533,000
5071-006	Federal Grant - Rogan HR 5394	61	54	337	200	-	-	-
Revenue From Other Agencies		61	54	337	200	-	-	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		61	54	337	200	-	-	-
4100-000	Street Light Assessments	895,798	891,305	892,361	890,000	360,492	900,000	900,000
Assessments & Special Taxes		895,798	891,305	892,361	890,000	360,492	900,000	900,000
5425-000	Gen. Liability Insurance Reimb	1,495	2,213	-	-	-	-	-
5430-000	Damage to City Property	10,870	7,478	4,310	-	16,135	16,135	-
5501-012	Donations - Tree Dedications	1,735	1,410	55,370	-	1,085	13,260	10,000
5550-000	Prior Year Adjustment	208	(15,743)	-	-	-	-	-
Other Revenue		14,308	(4,642)	59,680	-	17,220	29,395	10,000
9911-000	Transfers from Other Fund	-	-	100,000	50,000	-	50,000	25,000
Transfers In		-	-	100,000	50,000	-	50,000	25,000
215 - STREET LIGHT & LANDSCAPE TOTAL		910,105	886,664	1,052,041	940,000	377,711	979,395	935,000
5250-000	PEG Fees	25,173	23,472	19,180	24,000	4,251	12,067	13,000
Revenue From Other Agencies		25,173	23,472	19,180	24,000	4,251	12,067	13,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		25,173	23,472	19,180	24,000	4,251	12,067	13,000
4800-000	Interest Income	362	1,189	1,730	1,700	798	798	1,500
4802-000	Gain / Loss on Investments	27	451	51	-	(3)	(3)	-
4805-000	Unrealized Gain / Loss	(27)	(84)	(1,638)	-	(418)	(418)	-
Use of Money & Property		363	1,556	143	1,700	377	377	1,500
5082-000	AB 2766 (SCAQMD) Fees	32,272	33,213	33,238	32,000	8,337	32,000	32,000
Revenue From Other Agencies		32,272	33,213	33,238	32,000	8,337	32,000	32,000
218 - CLEAN AIR ACT TOTAL		32,635	34,769	33,381	33,700	8,714	32,377	33,500
5412-000	Business Improvment Tax	119,454	125,405	129,108	115,000	59,611	107,339	130,000
5412-001	BIT - Filming Permits	43,591	43,645	36,127	40,000	13,587	28,187	30,000
Other Revenue		163,045	169,050	165,235	155,000	73,198	135,526	160,000
220 - BUSINESS IMPROVEMENT TAX TOTAL		163,045	169,050	165,235	155,000	73,198	135,526	160,000
4875-000	Rental - MMV Parking	-	1,155	990	990	880	1,995	2,000
Use of Money & Property		-	1,155	990	990	880	1,995	2,000
226 - MISSION MERIDIAN PUBLIC GARAGE		-	1,155	990	990	880	1,995	2,000
4800-000	Interest Income	2,399	4,047	707	-	897	897	-
4802-000	Gain / Loss on Investments	-	-	-	-	1	-	-
4880-000	Rental - Nursery Property	12,075	12,000	12,000	-	-	-	-
Use of Money & Property		14,474	16,047	12,707	-	898	897	-
5550-000	Prior Year Adjustment	-	10,239	(0)	-	-	-	-
Other Revenue		-	10,239	(0)	-	-	-	-
9911-000	Transfers from Other Fund	642,838	308,736	188,458	197,945	35,628	197,945	195,570
Transfers In		642,838	308,736	188,458	197,945	35,628	197,945	195,570
227 - SA-CRA TOTAL		657,312	335,022	201,165	197,945	36,526	198,842	195,570

4800-000	Interest Income	64	227	433	350	258		350
4802-000	Gain / Loss on Investments	5	19	8	-	(2)	(2)	-
4805-000	Unrealized Gain / Loss	(10)	53	(413)	-	(247)	(247)	-
4810-000	Rental - Arroyo House	9,477	8,748	8,748	8,748	4,374	8,748	8,748
4880-000	Rental - Nursery Property	-	-	-	12,000	6,000	12,000	12,000
Use of Money & Property		9,536	9,047	8,776	21,098	10,382	20,499	21,098
228 - HOUSING AUTHORITY TOTAL		9,536	9,047	8,776	21,098	10,382	20,499	21,098
4800-000	Interest Income	3,240	9,491	13,504	13,000	6,239	7,774	9,000
4802-000	Gain / Loss on Investments	240	727	289	-	(50)	(54)	(54)
4805-000	Unrealized Gain / Loss	260	1,943	(13,566)	-	(5,189)	(5,930)	-
Use of Money & Property		3,740	12,161	227	13,000	1,000	1,790	8,946
5038-000	State Gas Tax - 2103	275,225	134,455	69,470	104,211	55,980	103,499	199,271
5039-000	State Gas Tax - 2105	154,187	146,954	146,249	151,281	63,300	150,575	149,643
5040-000	State Gas Tax - 2106	95,698	90,981	90,096	96,169	39,622	92,085	91,534
5050-000	State Gas Tax - 2107	198,554	191,354	185,420	195,433	82,570	185,663	185,663
5060-000	State Gas Tax - 2107.5	12,000	6,000	6,000	6,000	-	6,000	6,000
5070-000	State Gas Tax - SB1	-	-	-	150,096	-	29,548	29,548
Revenue From Other Agencies		735,663	569,743	497,235	703,190	241,471	567,370	661,659
5535-000	Loader Fee - Athens	-	-	-	-	-	65,000	-
5550-000	Prior Year Adjustment	(79,956)	-	-	-	-	-	-
Other Revenue		(79,956)	-	-	-	-	65,000	-
9911-000	Transfers from Other Fund	-	58,083	-	-	-	-	-
Transfers In		-	58,083	-	-	-	-	-
230 - STATE GAS TAX TOTAL		659,447	639,987	497,462	716,190	242,472	634,160	670,605
5084-006	County Park Bond - (Prop A)	-	-	309,028	-	-	-	400,000
5084-008	County Park Bond - Maint	-	125,882	-	43,500	30,437	-	-
Revenue From Other Agencies		-	125,882	309,028	43,500	30,437	-	400,000
232 - COUNTY PARK BOND TOTAL		-	125,882	309,028	43,500	30,437	-	400,000
4200-000	Sales & Use Tax	284,546	292,258	297,193	301,158	153,005	301,158	316,493
Sales Tax		284,546	292,258	297,193	301,158	153,005	301,158	316,493
4800-000	Interest Income	2,639	8,266	12,436	2,000	5,653	-	-
4802-000	Gain / Loss on Investments	174	665	283	-	(45)	-	-
4805-000	Unrealized Gain / Loss	(272)	1,868	(14,190)	-	(4,790)	-	-
Use of Money & Property		2,541	10,799	(1,471)	2,000	818	-	-
233 - MEASURE R TOTAL		287,087	303,057	295,722	303,158	153,823	301,158	316,493
4200-000	Sales & Use Tax	-	-	-	324,241	104,421	324,421	358,685
Sales Tax		-	-	-	324,241	104,421	324,421	358,685
4800-000	Interest Income	-	-	-	1,500	96	96	-
4802-000	Gain / Loss on Investments	-	-	-	-	(3)	(3)	-
4805-000	Unrealized Gain / Loss	-	-	-	-	(314)	(314)	-
Use of Money & Property		-	-	-	1,500	(221)	(221)	-
236 - MEASURE M TOTAL		-	-	-	325,741	104,200	324,200	358,685
5070-000	State Gas Tax - SB1	-	-	-	-	-	148,237	431,624
Sales Tax		-	-	-	-	-	148,237	431,624
4800-000	Interest Income	-	-	-	-	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	-	-	-
237 - ROAD MAINT. & REHAB. ACCT. TOTA		-	-	-	-	-	148,237	431,624
5071-014	MSRC Grant	-	-	30,000	322,000	-	-	-
Revenue From Other Agencies		-	-	30,000	322,000	-	-	-
9911-000	Transfers from Other Fund	90,000	90,539	-	-	-	-	-
Transfers In		90,000	90,539	-	-	-	-	-
238 - MSRC GRANT TOTAL		90,000	90,539	30,000	322,000	-	-	-

4800-000	Interest Income	-	-	8	100	0	-	-
4802-000	Gain / Loss on Investments	-	-	(0)	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	4	-	(0)	-	-
Use of Money & Property		-	-	12	100	0	-	-
5035-000	SB 821 State Grants	89,519	-	11,205	79,198	-	79,198	17,630
Revenue From Other Agencies		89,519	-	11,205	79,198	-	79,198	17,630
245 - BIKE & PEDESTRIAN PATHS TOTAL		89,519	-	11,217	79,298	0	79,198	17,630
5071-017	Mission St. Bikeway-BTA Grant	-	-	28,142	234,000	-	-	-
5071-018	Bicycle Parking-BTA Grant	-	-	-	184,500	-	-	-
Revenue From Other Agencies		-	-	28,142	418,500	-	-	-
248 - BTA GRANTS TOTAL		-	-	28,142	418,500	-	-	-
5071-045	MSRC Grant - Golden Streets	-	-	-	-	258,691	258,691	-
5077-045	Metro Grant - Golden Streets	-	-	524,099	-	-	-	-
Revenue From Other Agencies		-	-	524,099	-	258,691	258,691	-
249 - GOLDEN STREETS GRANT TOTAL		-	-	524,099	-	258,691	258,691	-
4800-000	Interest Income	667	2,122	3,433	1,000	1,894	1,894	1,000
4802-000	Gain / Loss on Investments	55	162	63	-	(17)	(17)	-
4805-000	Unrealized Gain / Loss	(39)	408	(3,341)	-	(1,716)	(1,716)	-
Use of Money & Property		684	2,692	155	1,000	161	161	1,000
5215-000	Growth Requirement - Residen	39,856	49,331	48,983	30,000	52,508	65,786	60,000
5216-000	Growth Requirement - Comm/Indus	97,127	-	1,731	2,000	13,955	13,955	5,000
Charges for Current Services		136,983	49,331	50,714	32,000	66,463	79,741	65,000
255 - CAPITAL GROWTH TOTAL		137,667	52,023	50,869	33,000	66,624	79,902	66,000
5075-032	Sr. Program - D99575	18,503	18,222	18,337	18,000	4,648	18,000	17,995
5075-049	ADA Sidewalk Repairs	106,324	64,528	116,117	101,835	-	132,049	101,000
Revenue From Other Agencies		124,827	82,750	134,454	119,835	4,648	150,049	118,995
5501-003	Donations - Senior Meals	21,613	19,117	29,149	21,000	18,763	25,000	25,000
5550-000	Prior Year Adjustment	-	(362)	-	-	-	-	-
Other Revenue		21,613	18,755	29,149	21,000	18,763	25,000	25,000
260 - CDBG TOTAL		146,440	101,505	163,603	140,835	23,411	175,049	143,995
4800-000	Interest Income	73	166	61	-	23	23	-
4802-000	Gain / Loss on Investments	5	12	1	-	(17)	(17)	-
4805-000	Unrealized Gain / Loss	7	29	(60)	-	(19)	(19)	-
Use of Money & Property		85	207	2	-	(13)	(13)	-
5075-001	Asset Forfeiture - DOJ	-	-	-	-	-	-	-
Revenue From Other Agencies		-	-	-	-	-	-	-
270 - ASSET FORFEITURE TOTAL		85	207	2	-	(13)	(13)	-
4800-000	Interest Income	408	1,421	1,628	1,500	505	505	-
4802-000	Gain / Loss on Investments	29	120	8	-	(7)	(7)	-
4805-000	Unrealized Gain / Loss	12	370	(1,516)	-	(687)	(687)	-
Use of Money & Property		448	1,910	120	1,500	(189)	(189)	-
5005-000	State Grant - COPS (AB3229)	106,230	114,618	168,740	115,000	67,370	(100,000)	115,000
Revenue From Other Agencies		106,230	114,618	168,740	115,000	67,370	(100,000)	115,000
272 - POLICE GRANTS - STATE TOTAL		106,678	116,529	168,860	116,500	67,180	(100,189)	115,000
4800-000	Interest Income	20	51	23	-	-	-	-
4802-000	Gain / Loss on Investments	1	4	3	-	-	-	-
4805-000	Unrealized Gain / Loss	(1)	9	(31)	-	-	-	-
Use of Money & Property		20	64	(5)	-	-	-	-
273 - POLICE SUBVENTIONS - CLEEP TOTAL		20	64	(5)	-	-	-	-
5036-000	Homeland Security Grant	47,500	-	-	-	-	-	-
Revenue From Other Agencies		47,500	-	-	-	-	-	-
274 - HOMELAND SECURITY GRANT TOTAL		47,500	-	-	-	-	-	-
5200-008	Park Impact Fees	307,786	97,901	76,588	40,000	127,893	135,000	65,000
Charges for Current Services		307,786	97,901	76,588	40,000	127,893	135,000	65,000
275 - PARK IMPACT FEE		307,786	97,901	76,588	40,000	127,893	135,000	65,000
5071-015	Historic Preservation Grant	15,000	-	-	-	-	-	-
Revenue From Other Agencies		15,000	-	-	-	-	-	-
276 - HISTORIC PRESERVATION GRANT TOTAL		15,000	-	-	-	-	-	-
5071-016	HSIP Grant	-	18,336	7,195	315,900	-	-	-
Revenue From Other Agencies		-	18,336	7,195	315,900	-	-	-
277 - HSIP GRANT TOTAL		-	18,336	7,195	315,900	-	-	-

4800-000	Interest Income	711	3,923	2,678	2,800	1,176	1,397	2,000
4802-000	Gain / Loss on Investments	95	243	79	-	(5)	(10)	-
4805-000	Unrealized Gain / Loss	(876)	590	(3,035)	-	(1,017)	(280)	-
Use of Money & Property		(69)	4,756	(278)	2,800	153	1,107	2,000
5275-001	Green Fees / Mini Golf	597,539	596,524	605,775	626,965	212,063	605,100	684,500
5275-002	Range	335,826	284,421	269,987	329,365	87,112	301,589	329,745
5275-003	Golf Shop	51,143	50,097	51,626	62,709	14,765	62,540	66,580
5275-004	Food	88,711	107,926	101,083	170,225	36,727	112,050	17,226
5275-005	Filming	60,343	90,959	73,499	66,050	10,502	15,000	66,050
Charges for Current Services		1,133,562	1,129,927	1,101,970	1,255,314	361,170	1,096,279	1,164,101
295-ARROYO SECO GOLF COURSE		1,133,493	1,134,683	1,101,692	1,258,114	361,323	1,097,386	1,166,101
4800-000	Interest Income	103	99	166	-	-	-	-
4802-000	Gain / Loss on Investments	2	0	(2)	-	-	-	-
4805-000	Unrealized Gain / Loss	307	(224)	141	-	-	-	-
Use of Money & Property		413	(125)	305	-	-	-	-
5586-000	Loan Proceeds	-	-	-	808,884	-	-	-
Revenue From Other Agencies		-	-	-	808,884	-	-	-
9911-000	Transfers from Other Fund	250,000	180,000	-	-	169,250	169,250	160,000
Transfers In		250,000	180,000	-	-	169,250	169,250	160,000
310 - SEWER CAPITAL PROJECTS TOTAL		250,413	179,875	305	808,884	169,250	169,250	160,000
4800-000	Interest Income	-	-	12,274	7,000	5,862	7,310	7,000
4802-000	Gain / Loss on Investments	-	-	253	-	(45)	(49)	-
4805-000	Unrealized Gain / Loss	-	-	(11,550)	-	(4,836)	(5,551)	-
Use of Money & Property		-	-	977	7,000	981	1,710	7,000
9911-000	Transfers from Other Fund	-	-	901,436	-	-	-	-
Transfers In		-	-	901,436	-	-	-	-
327 - 2000 TAX ALLOCATION BONDS TOTAL		-	-	902,413	7,000	981	1,710	7,000
4800-000	Interest Income	34,880	86,515	113,751	115,000	50,518	62,987	110,000
4802-000	Gain / Loss on Investments	2,269	5,867	2,681	-	(311)	(388)	-
4805-000	Unrealized Gain / Loss	849	14,010	(112,863)	-	(41,594)	(48,226)	-
Use of Money & Property		37,999	106,391	3,569	115,000	8,613	14,373	110,000
5320-000	Water Sales	8,437,693	7,833,943	8,285,465	8,000,000	4,142,090	8,300,000	8,300,000
5325-000	Standby Service Charge	-	-	-	14,000	6,980	14,000	14,000
5327-000	Efficiency Fee	221,584	184,134	191,831	190,000	102,519	190,000	190,000
5330-000	Private Fire Service	35,598	32,736	32,302	32,000	12,714	22,121	24,000
5335-000	Water Impact Fees	-	43,537	295,293	-	-	12,111	-
Charges for Current Services		8,694,876	8,094,351	8,804,891	8,236,000	4,264,303	8,538,232	8,528,000
5360-000	Rubbish Clearing	(11,430)	-	-	-	60,000	786,717	-
5370-000	Penalty - Water/Rubbish	62,000	55,266	63,488	60,000	35,939	60,000	60,000
5400-000	Sale of Property	-	-	-	-	14,294	14,294	-
5425-000	Gen. Liability Insurance Reimb	-	-	-	-	-	-	-
5430-000	Damage to City Property	4,695	10,500	763	-	-	-	-
5505-000	Miscellaneous	30	-	210	-	-	-	-
5510-000	Misc Service Revenue	3,375	3,240	2,962	3,000	1,420	3,275	3,000
5525-000	Yard Waste	-	-	-	-	-	18,913	-
5530-000	Rubbish Billing Fees	105,867	117,597	81,672	112,000	44,954	110,575	120,000
5540-000	Service Fees	25,693	20,451	15,402	20,000	891	5,460	20,000
5550-000	Prior Year Adjustment	(47,194)	4,176,047	(41,474)	-	(339,444)	(339,444)	-
5560-000	Sewer Billing Fees	41,690	47,456	48,429	47,000	20,375	44,739	40,000
Other Revenue		184,725	4,430,557	171,452	242,000	(161,571)	704,529	243,000
5586-000	Loan Proceeds	-	-	-	3,000,000	-	-	3,000,000
5588-000	Water Quality Authority Grant	-	-	-	-	-	-	540,000
Revenue From Other Agencies		-	-	-	3,000,000	-	-	3,540,000
9911-000	Transfers from Other Fund	6,360,379	10,782,388	9,817,440	-	2,037,412	2,813,432	-
Transfers In		6,360,379	10,782,388	9,817,440	-	2,037,412	2,813,432	-
500 - WATER TOTAL		15,277,978	23,413,686	18,797,352	11,593,000	6,148,757	12,070,566	12,421,000
4800-000	Interest Income	-	-	-	-	8,280	8,280	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	8,280	8,280	-
9911-000	Transfers from Other Fund	-	-	10,851,374	2,611,838	1,797,107	2,611,838	2,438,588
Transfers In		-	-	10,851,374	2,611,838	1,797,107	2,611,838	2,438,588
505 - 2016 WATER REVENUE BONDS TOTAL		-	-	10,851,374	2,611,838	1,805,387	2,620,118	2,438,588
4800-000	Interest Income	-	-	-	-	2,425	5,800	-
4802-000	Gain / Loss on Investments	-	-	-	-	(18)	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	(2,398)	-	-
Use of Money & Property		-	-	-	-	9	5,800	-
5335-000	Water Impact Fees	-	-	-	-	185,702	226,072	250,000
5336-000	Sewer Impact Fees	-	-	-	-	19,224	23,496	20,000
Charges for Current Services		-	-	-	-	204,926	249,568	270,000
5550-000	Prior Year Adjustment	-	-	-	-	356,440	356,440	-
Other Revenue		-	-	-	-	356,440	356,440	-
510 - WATER & SEWER IMPACT FEES TOTAL		-	-	-	-	561,375	611,808	270,000

4800-000	Interest Income	-	-	5	-	140	140	
4802-000	Gain / Loss on Investments	(11,974)	-	(8,656)	-	-	-	-
Use of Money & Property		(11,974)	-	(8,651)	-	140	140	-
9911-000	Transfers from Other Fund	2,832,561	2,633,392	1,818,269	-	-	-	-
9912-000	Transfers from Other Fund	536,819	554,531	554,285	562,238	453,334	551,438	556,038
Transfers In		3,369,381	3,187,923	2,372,554	562,238	453,334	551,438	556,038
550 - PUBLIC FINANCING TOTAL		3,357,407	3,187,923	2,363,903	562,238	453,474	551,578	556,038
4000-000	Property Tax - Current Secured	350,398	315,886	211,324	197,945	-	197,945	195,570
Property Tax		350,398	315,886	211,324	197,945	-	197,945	195,570
927 - REDEV. OBLIGATIONS TOTAL		350,398	315,886	211,324	197,945	-	197,945	195,570
CITYWIDE TOTAL		52,499,276	60,780,079	72,600,104	52,565,338	23,287,425	52,519,660	52,469,332

General Fund Expenditures

General Fund Analysis

Revenue Category	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
	2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
Property Taxes	11,990,074	12,632,984	13,236,932	13,664,979	6,035,671	13,660,859	13,855,000
Sales Taxes	2,414,498	2,635,968	2,456,666	2,625,000	804,533	3,087,482	2,925,000
Utility Users Taxes	3,423,217	3,414,827	3,381,948	3,430,000	1,416,368	3,395,000	3,430,000
Franchise Fees	878,331	875,303	818,724	840,000	261,142	826,450	830,000
License & Permits	1,010,779	1,028,583	1,054,463	1,006,440	483,762	986,821	1,041,400
Fines & Forfeitures	347,585	444,556	397,738	367,000	232,726	377,263	380,000
Use of Money & Property	520,879	681,073	541,749	632,671	247,693	591,887	666,136
Other Agencies	439,733	136,328	76,385	670,000	-	961,144	45,000
Current Services	2,974,124	2,805,481	2,915,875	2,386,050	1,287,953	2,622,626	2,703,700
All Other Revenues	1,189,312	1,834,950	1,475,703	1,112,502	306,684	1,181,614	1,233,382
Total GF Revenues	25,188,530	26,490,054	26,356,183	26,734,642	11,076,533	27,691,146	27,109,618

Department/Program Exp	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
	2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
City Council	51,726	53,999	42,195	66,388	25,025	37,553	58,429
Management Services							
City Manager	830,416	743,916	918,114	971,844	408,987	842,031	817,000
City Clerk	366,552	393,222	444,655	463,822	252,399	384,531	478,184
Elections	1,287	64,149	19,457	8,600	43,572	-	65,050
Human Resources	247,364	113,228	247,127	219,400	174,606	259,650	623,477
Transportation Planning	222,373	205,599	54,926	187,000	22,558	69,600	85,000
Legal Services	255,007	261,455	257,586	265,000	113,694	265,000	265,000
Information Systems	302,807	407,339	487,296	490,045	176,651	459,600	477,500
Finance							
Finance	653,960	619,109	643,953	708,802	370,679	713,469	834,879
City Treasurer	9,291	9,295	9,380	9,249	4,625	9,249	9,249
Non-Dept./Overhead	852,559	886,536	947,865	918,378	648,467	897,294	918,290
Police	7,198,511	7,529,818	8,419,495	8,620,012	4,367,458	7,990,002	8,815,924
Fire							
Fire	4,467,061	4,626,740	5,031,694	4,592,889	2,450,545	4,611,062	4,948,250
Emergency Services	-	36,516	23,505	35,000	5,135	100,000	330,000
Public Works							
Administration & Engineering	423,981	485,049	372,784	499,453	225,336	516,270	781,588
Environmental Services	148,512	176,958	210,595	304,166	101,440	320,548	-
Park Maintenance	367,340	409,997	414,864	532,230	180,937	522,081	547,550
Facilities Maintenance	660,346	654,372	683,017	739,674	343,167	764,182	820,003
Planning & Building	1,093,878	1,002,540	1,158,096	1,099,492	467,298	1,057,250	1,225,953
Library	1,533,840	1,473,447	1,525,469	1,716,477	878,791	1,658,929	1,754,789
Community Services							
Senior Services	297,272	244,462	291,590	349,487	146,550	305,861	354,820
Community Services	279,225	280,051	285,448	246,836	103,106	210,747	208,098
Recreation and Youth Services	613,593	660,451	679,960	856,063	428,927	835,731	864,109
Capital Projects	2,473,270	2,728,182	483,614	720,000	644,568	1,500,480	-
Misc/Transfers Out	596,137	676,460	5,473,409	1,465,000	-	1,900,000	1,245,000
Total GF Expenditures	23,946,308	24,742,890	29,126,094	26,085,307	12,584,521	26,231,120	26,528,142

MANAGEMENT SERVICES

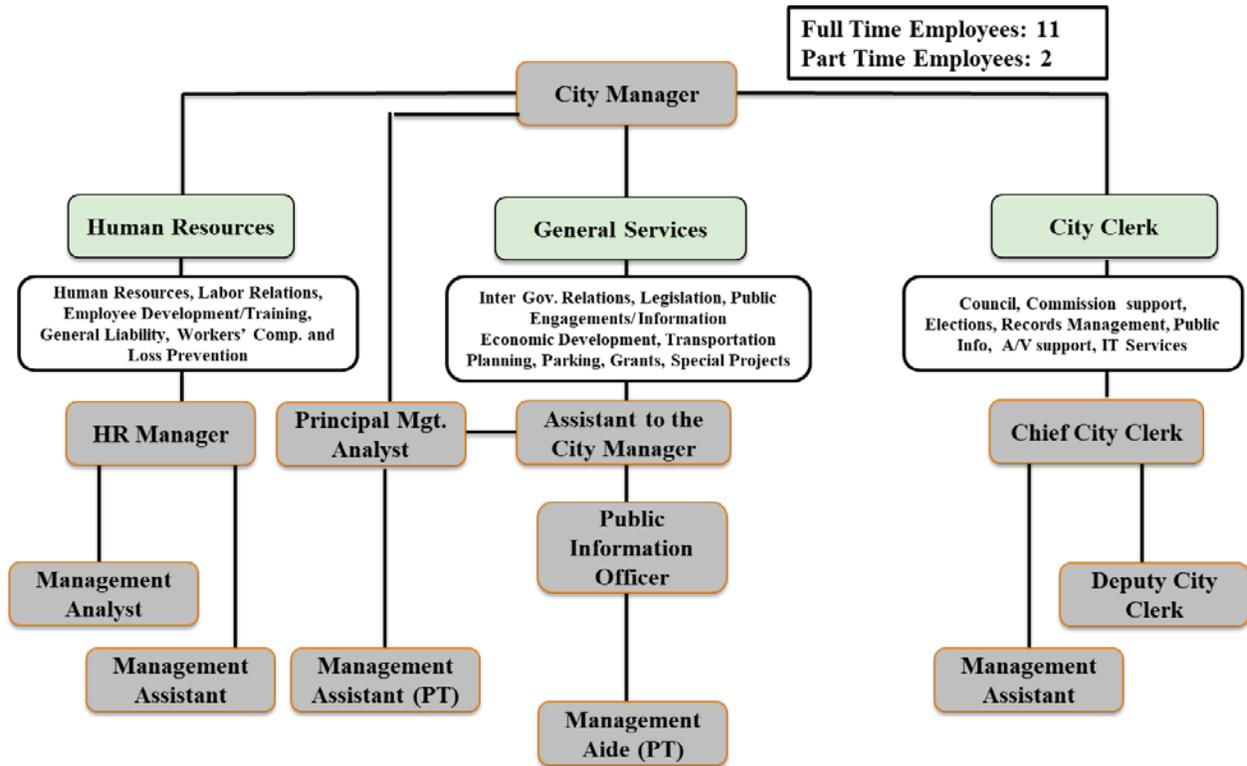
Department Summary

EXPENDITURE SUMMARY	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimated 2017/18	Proposed 2018/19
Wages & Benefits	1,071,503	1,366,435	1,256,482	1,296,816	1,058,362	1,077,084
Operations & Maintenance	1,362,579	1,373,981	1,470,640	1,513,895	1,467,732	1,989,027
Capital Outlay	52,713	205,672	97,600	68,000	64,750	87,600
Total Expenses by Category	2,486,795	2,946,088	2,824,722	2,878,711	2,590,844	3,153,711
[101-2011] City Manager	830,416	743,916	955,009	971,844	842,031	817,000
[101-1021] City Clerk	366,552	393,222	443,823	463,822	384,531	478,184
[101-1022] Elections	1,287	64,149	3,600	8,600	-	65,050
[101-2013] Human Resources	247,364	113,228	171,300	219,400	259,650	623,477
[101-2021] Transportation Planning	222,373	205,599	187,000	187,000	69,600	85,000
[101-2032] Information Services	-	-	-	490,045	459,600	477,500
[101-3032] Information Services	302,807	407,339	490,990	-	-	-
[101-2501] Legal Services	255,007	261,455	265,000	265,000	265,000	265,000
[103-2501] Insurance Fund	14,207	45,830	60,000	65,000	124,987	95,000
[105-3032] Facilities & Equipment Replacement	52,205	203,032	-	-	-	200,000
[211-2011] CTC Traffic Improvement	266	-	-	-	-	-
[218-2270] Clean Air Act	429	-	40,000	-	11,246	15,000
[220-2301] Community Promotion	163,500	138,000	138,000	138,000	164,550	139,500
[226-2029] Mission Meridian Public Garage	30,382	18,938	26,000	26,000	9,650	93,000
[248-2011] BTA	-	187	44,000	44,000	-	-
[249-2011] Golden Street	-	351,193	-	-	-	-
Total Expenses by Program	2,486,795	2,946,088	2,824,722	2,878,711	2,590,844	3,353,711

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

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

MANAGEMENT SERVICES

Budget Detail

101-2011

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	577,304	486,533	568,768	602,886	260,976	538,916	442,740
7010	000	Salaries - Temp / Part	25,685	41,844	40,549	70,000	7,619	55,000	70,000
7015	000	Salaries - Golden Streets	-	31	-	-	-	-	-
7020	000	Overtime	4,613	3,884	3,644	2,500	-	500	-
7055		IOD - Non Safety	-	-	-	-	271	271	-
7070	000	Leave Buyback	6,207	2,477	22,701	6,000	1,557	-	6,000
7100	000	Retirement	88,354	90,114	111,169	133,524	88,266	97,602	122,547
7108	000	Deferred Compensation	4,094	3,407	3,944	8,830	543	2,769	4,427
7110	000	Workers Compensation	17,876	14,833	20,780	9,295	4,293	9,306	6,841
7120	000	Disability Insurance	-	-	8,792	-	-	-	-
7122	000	Unemployment Insurance	-	-	-	-	-	-	-
7130	000	Group Health Insurance	42,789	43,915	41,983	42,868	19,061	40,451	38,899
7140	000	Vision Insurance	1,320	1,329	1,284	1,384	526	1,088	796
7150	000	Dental Insurance	3,862	4,721	4,739	5,193	1,904	3,807	2,988
7160	000	Life Insurance	606	573	566	571	215	615	328
7170	000	FICA - Medicare	8,702	7,866	9,035	9,793	4,409	12,706	7,434
7180	000	Car/Uniform Allowance	4,400	6,600	5,081	6,000	1,010	-	6,000
<WAGES & BENEFITS>			785,812	708,127	843,035	898,844	390,649	763,031	709,000
8000	000	Office Supplies	2,875	5,725	4,603	4,000	1,079	3,000	4,000
8010	000	Postage	291	336	555	1,500	76	1,500	1,500
8020	000	Special Department Expense	2,422	3,002	6,062	4,500	1,004	2,500	3,500
8050	000	Printing/Duplicating	1,170	541	60	1,000	-	1,000	2,000
8060	000	Dues & Memberships	7,508	2,622	1,414	2,000	255	2,000	2,000
8090	000	Conference & Meeting Expense	7,242	6,487	7,824	12,000	1,053	4,000	10,000
8100	000	Vehicle Maintenance	1,693	2,199	1,639	2,000	990	2,000	2,000
8110	000	Equipment Maintenance	375	1,169	196	1,000	194	1,000	1,000
8150	000	Telephone	76	-	-	-	-	-	-
8170	000	Professional Services	15,465	11,166	16,160	30,000	13,586	57,000	65,000
8180	000	Contract Services	546	906	10,946	4,000	-	4,000	4,000
8200	000	Training Expense	245	-	2,184	1,000	100	1,000	3,000
8272	000	CM Emergency	1,461	1,636	23,436	10,000	-	-	10,000
8300	000	Lease Payment	3,235	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			44,604	35,789	75,079	73,000	18,338	79,000	108,000
[101-2011] City Manager Total			830,416	743,916	918,114	971,844	408,987	842,031	817,000

MANAGEMENT SERVICES

Budget Detail

101-2011

PERSONNEL

- 7000 Salaries – Regular Employees
Provides the partial compensation for the City Manager, Assistant to the City Manager, Principal Management Analyst and Public Information Officer. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for non-salaried part-time employees.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of copy paper (\$1,000) and ordinary office supplies for the Management Services and Public Works (admin) Departments (\$3,000).
- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices (\$1,500).
- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies (\$1,500), including beverage and kitchen equipment and supplies (\$2,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$1,500), stationery and business cards (\$500).
- 8060 Dues, Memberships, and Subscriptions
Provides funds for San Gabriel Valley City Manager's Association dues, International City Manager's Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$2,000).
- 8090 Conference and Meeting Expense
Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager's Department Meeting, and Municipal Management Association of Southern California Annual Conference (\$10,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$2,000).

- 8110 Equipment Maintenance
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (\$1,000). (Workstation hardware/software upgrades now in IS budget).
- 8170 Professional Services
Provides funds for consultant services, such as Strategic Planning Consultant for team building, operational studies and other professional services (\$20,000). Funds for professional services related to City Manager's Office and citywide operations (\$20,000),Funds for Public Art Programs (\$25,000)
- 8180 Contract Services
Provides funds for contract service Constant Contact citywide email marketing tool (\$1,000), maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).
- 8200 Training
Provides funds for employee training program (\$3,000).
- 8272 City Manager Emergency Fund
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).

CITY CLERK

Budget Detail

101-1021

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

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for full-time Chief City Clerk, Deputy City Clerk, and Management Assistant.
- 7010 Temp/Part Time Salaries
Provides funding for stipend for elected City Clerk (\$3,600)
- 7020 Overtime

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
- 8010 Postage
Provides funds for postal expenses for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence (1,000).
- 8020 Special Department Expense
Provides funds for special department supplies and services to include special office supplies, printer cartridges and supplies, City pins, training materials, stationery, business cards, special events and receptions, City Council reorganization, advisory body training materials, and unanticipated department expenses incurred to fulfill requests by management/elected officials (\$1,500).
- 8040 Advertising
Provides funds for advisory body recruitment (\$800), publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$3,200).
- 8050 Printing and Duplication
Provides funds for printing and duplication of documents by a duplication service company for offsite agenda packet printing or for special projects (\$1,000)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees in city clerk organizations, subscriptions, books and publications, and funds for notary public-related membership, insurance, and expenses (\$1,500).

- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000).
- 8110 Equipment Maintenance
Provides funds for repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, and teleconference equipment. Includes funds for audiovisual supplies and equipment for maintenance, refurbishing, and repair (\$3,000).
- 8180 Contract Service
Provides funds for audiovisual technical services for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming (\$52,000); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,000). Provides funds for document scanning services (\$15,000) and City-wide records management services (\$7,500). Provides funds for municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000); additional funding for out-of-the-ordinary changes to municipal code such as adopting new building and related codes (\$1,000). Provides funds for professional minute preparation as needed (\$3,000). Provides funds for automated Form 700 filing software system (\$3,500).
- 8200 Training Expense
Provides funds for training and workshops, including mandatory training for commissioners (\$500) and City Clerk's division staff, including City Clerk training, Notary Public, Brown Act, or related seminars (\$500).

ELECTIONS

Budget Detail

101-1022

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

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	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	-	-	-	-	-	-	219,000
7010	000	Salaries - Temp / Part	-	-	-	-	-	-	30,000
7020	000	Overtime	-	-	-	-	-	-	-
7040	000	Holiday	-	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-	3,000
7100	000	Retirement	-	-	-	-	-	-	50,785
7108	000	Deferred Compensation	-	-	-	-	-	-	984
7110	000	Workers Compensation	-	-	-	-	-	-	3,355
7120	000	Disability Insurance	-	-	-	-	-	-	-
7122	000	Unemployment Insurance	-	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	-	-	-	24,758
7140	000	Vision Insurance	-	-	-	-	-	-	588
7150	000	Dental Insurance	-	-	-	-	-	-	2,205
7055	000	IOD - Non Safety	-	-	-	-	-	-	-
7160	000	Life Insurance	-	-	-	-	-	-	242
7170	000	FICA - Medicare	-	-	-	-	-	-	3,610
<WAGES & BENEFITS>			-	-	-	-	-	-	338,527
8000	000	Office Supplies	-	70	(48)	-	-	-	-
8010	000	Postage	323	467	843	350	211	300	350
8020	000	Special Department Expense	10,638	11,857	12,827	12,000	4,379	9,000	12,000
8040	000	Advertising	6,226	4,906	6,789	4,000	300	3,500	7,000
8050	000	Printing/Duplicating	275	227	227	1,100	-	1,100	1,100
8060	000	Dues & Memberships	3,557	2,940	2,875	3,550	3,050	3,550	3,600
8090	000	Conference & Meeting Expense	10,918	6,100	6,530	9,125	1,331	5,000	8,000
8110	000	Equipment Maintenance	304	151	174	200	194	200	200
8160	000	Legal Service	185,136	49,826	157,892	150,000	116,133	150,000	200,000
8170	000	Professional Services	28,197	32,965	52,175	33,075	47,994	85,000	46,700
8200	000	Training Expense	1,790	3,719	6,843	6,000	1,015	2,000	6,000
<OPERATIONS & MAINTENANCE>			247,364	113,228	247,127	219,400	174,606	259,650	284,950
[101-2013] Human Resources Total			247,364	113,228	247,127	219,400	174,606	259,650	623,477

HUMAN RESOURCES

Budget Detail

101-2013

PERSONNEL

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Human Resources Manager, Management Analyst and Management Assistant. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for non-salaried part-time employees.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$350).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration (\$6,000) and employee appreciation luncheon (\$1,500), city employee identification cards, recruitment expenses, flu shots and employee wellness program (\$4,500).
- 8040 Advertising
Provides funds for employment advertisement in various print and online resources other advertisement outlets (\$7,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$1,100).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium, Southern California Public Management Association – Human Resources (SCPMA-HR), California Public Employers Labor Relations Association (CALPELRA), Public Agency Risk Managers Association (PARMA), Municipal Management Association of Southern California (MMASC) and subscriptions, books and publications of professional organizations (\$3,600).
- 8090 Conference and Meeting Expense
Provides funds for Liebert, Cassidy & Whitmore Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$8,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of postage machine (\$200).

- 8160 Legal Services
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (\$200,000).
- 8170 Professional Services
Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$7,000), Fitness for Duty medical examinations (\$3,000), Personnel investigations (\$10,000), Employee Assistance Program services (\$6,300), 457 Consulting contract (\$9,500), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$7,000), Supplemental Insurance Plan (TASC) administration fee (\$400), testing materials for recruitments (\$2,000), and ADA Sign Language & other ADA accommodation services (\$1,500).
- 8200 Employee Training
Provides funds for skills enhancement and safety and educational workshops as well as mandatory training for all City staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$6,000).

TRANSPORTATION PLANNING

Budget Detail

101-2021

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8010	000	Postage	2,162	304	224	1,500	23	100	500
8020	000	Special Department Expense	-	27	-	-	-	-	-
8050	000	Printing/Duplicating	4,437	65	-	2,000	-	1,000	1,000
8060	000	Dues & Memberships	-	170	-	1,000	-	1,000	1,000
8090	000	Conference & Meeting Expense	1,835	2,566	486	2,500	1,156	2,500	2,500
8160	000	Legal Service	81,946	85,856	14,716	80,000	329	15,000	-
8170	000	Professional Services	131,993	116,611	39,500	100,000	21,049	50,000	80,000
<OPERATIONS & MAINTENANCE>			222,373	205,599	54,926	187,000	22,558	69,600	85,000
[101-2021] Transportation Planning Total			222,373	205,599	54,926	187,000	22,558	69,600	85,000

TRANSPORTATION PLANNING

Budget Detail

101-2021

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to transportation projects and public noticing of transportation projects (\$500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials related to transportation planning (\$1,000).
- 8060 Dues and Membership
Provides funds for membership in professional transportation and land use organizations, such as American Planning Association, Urban Land Institute, Urban Forum and others. (\$1,000).
- 8090 Conference and Meeting Expense
Provides funds for staff and City Council to attend meetings to advocate the City's anti-710 Freeway extension position, as well as other transportation related conferences and meetings (\$2,500).
- 8170 Professional Services
Provides funds for consultant services and other services related to transportation on behalf of the City, 5-Cities Alliance, Connected Communities Coalition, and other partners (\$80,000).

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

LEGAL SERVICES

Budget Detail

101-2501

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

LEGAL SERVICES

Budget Detail

101-2501

OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (\$255,000). City mediation services (\$10,000).

INFORMATION SERVICES

Budget Detail

101-2032

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8020	000	Special Department Expense	-	-	-	1,000	58	500	1,000
8060	000	Dues & Memberships	-	-	-	200	-	200	200
8110	000	Equipment Maintenance	-	-	-	2,000	(51)	1,500	2,000
8150	000	Telephone	-	-	-	199,400	31,394	160,000	164,000
8170	000	Professional Services	-	-	-	120,200	44,784	120,200	126,000
8180	000	Contract Services	-	-	-	67,545	74,410	77,500	65,000
8300	000	Lease Payment	-	-	-	22,600	15,849	22,600	22,600
8301	000	Copier Usage Charges	-	-	-	12,700	-	12,700	12,700
		<OPERATIONS & MAINTENANCE>	-	-	-	425,645	166,444	395,200	393,500
8530	000	Computer Equipment	-	-	-	64,400	10,207	64,400	84,000
		<CAPITAL OUTLAY>	-	-	-	64,400	10,207	64,400	84,000
[101-2032] Information Services Total			-	-	-	490,045	176,651	459,600	477,500

INFORMATION SERVICES

Budget Detail

101-2032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance
Provides funds for printer repair and replacement (\$2,000).
- 8150 Telephone
Provides funds for City-wide land lines, Point-to-Point network services with Spectrum throughout City facilities, mobile device/cellular accounts, and cable television service at City Hall (\$164,000). Includes funds for upgrade to PD/LASD network connection and upgrade for Senior Center public internet connection.
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Assumes renewed contract with Acorn for a flat monthly rate for helpdesk services. Includes funds for special projects outside the scope of the service contract (\$126,000).
- 8180 Contract Services
Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800), Dropbox (\$1,200) - partially funded by Library and Community Services, Springbrook (\$27,000), Domain.GOV annual fee (\$400), Vision Internet website redesign 2nd installment (\$10,000) and Vision hosting/support services (\$7,900) and miscellaneous contract services (\$2,500).
- 8300 Lease Payment
Monthly lease payments, maintenance and related costs for citywide copier fleet (\$22,600).
- 8301 Copier Usage Charges
Provides fund for copies per lease agreement for citywide copiers, except those paid from special funds (\$12,700).

CAPITAL OUTLAY

- 8530 Computer Equipment
Citywide personal computer/work station replacements (\$44,000), mobile device replacements (\$7,000), City Hall WiFi upgrade project (\$20,000) and Network equipment upgrades (\$13,000).

INSURANCE FUND

Budget Detail

103-2501

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8020	000	Special Department Expense	1,291	15,667	19,237	15,000	7,632	18,518	20,000
8161	000	Settlements	12,916	30,163	63,068	50,000	75,563	106,469	75,000
		<OPERATIONS & MAINTENANCE>	14,207	45,830	82,305	65,000	83,196	124,987	95,000
103 - INSURANCE FUND TOTAL			14,207	45,830	82,305	65,000	83,196	124,987	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	Tsk	Account Title	Actual 2014/15	Actual 2015/16	Actual 2016/17	Adopted 2017/18	Mid-Year 2017/18	Estimated 2017/18	Proposed 2018/19
8500	000	Building & Improvements					-	-	200,000
105 - FACILITIES & EQUIP. REPLACEMENT TOT			-	-	-	-	-	-	200,000

FACILITIES & EQUIPMENT REPLACEMENT FUND

Budget Detail

105-3032

CAPITAL OUTLAY

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

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7080	000	Rideshare	466	-	1,751	-	65	65	-
7108	000	Deferred Compensation	1	-	-	-	-	-	-
7110	000	Workers Compensation	24	-	-	-	1	-	-
7130	000	Group Health Insurance	7	-	-	-	-	-	-
7140	000	Vision Insurance	-	-	-	-	0	-	-
7150	000	Dental Insurance	1	-	-	-	1	-	-
7160	000	Life Insurance	1	-	-	-	0	-	-
7170	000	FICA - Medicare	10	-	-	-	1	-	-
		<WAGES & BENEFITS>	510	-	1,751	-	68	65	-
8261	000	Rideshare	-	-	-	-	7,509	11,181	15,000
		<OPERATIONS & MAINTENANCE>	-	-	-	-	-	-	-
8540	000	Automotive Equipment	(81)	-	40,231	-	37,727	-	-
		<CAPITAL OUTLAY>	(81)	-	40,231	-	37,727	-	-
[218-2270] Clean Air Act Total			429	-	41,982	-	45,304	11,246	15,000
9160	000	Arroyo Seco Bike & Pedestrian Trail	-	-	-	52,000	49,400	-	-
		<CAPITAL PROJECTS>	-	-	-	52,000	49,400	-	-
[218-9000s] CIP Total			-	-	-	52,000	49,400	-	-
218 - CLEAN AIR ACT TOTAL			429	-	41,982	52,000	94,704	11,246	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	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8060	000	Dues & Memberships	-	-	-	-	-	-	1,500
8185	000	Chamber of Commerce	148,500	135,500	135,500	135,500	132,950	162,050	135,500
8255	000	Public Events Promotion	15,000	2,500	49,500	2,500	2,500	2,500	2,500
<OPERATIONS & MAINTENANCE>			163,500	138,000	185,000	138,000	135,450	164,550	139,500
[220-2301] Community Promotion Total			163,500	138,000	185,000	138,000	135,450	164,550	139,500
220 - BUSINESS IMPROVEMENT TAX TOTAL			163,500	138,000	185,000	138,000	135,450	164,550	139,500

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 (\$135,500).

8255 Public Events Promotion

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

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

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

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8060 Property Owners' Association (POA) Dues

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

BTA GRANT

Budget Detail

248-2011

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

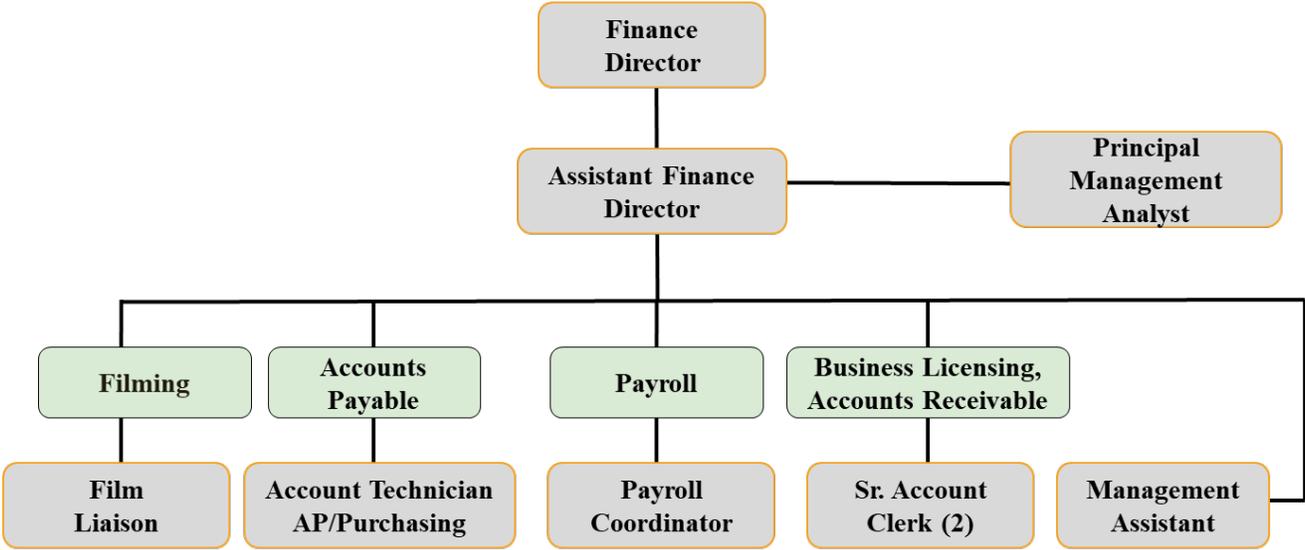
FINANCE

Department Summary

EXPENDITURE SUMMARY	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimated 2017/18	Proposed 2018/19
Wages & Benefits	1,255,938	1,307,829	1,479,985	1,510,265	1,432,948	1,638,008
Operations & Maintenance	1,154,337	1,139,864	1,101,395	1,245,923	1,150,931	1,325,560
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	2,410,275	2,447,693	2,581,380	2,756,188	2,583,879	2,963,568
[101-3011] Finance	653,960	619,109	724,891	708,802	713,469	834,879
[101-3041] Non-Dept/Overhead	852,559	886,536	833,460	918,378	897,294	918,290
[500-3012] Utility Billing	903,756	942,048	1,023,029	1,129,008	973,116	1,210,399
Total Expenses by Program	2,410,275	2,447,693	2,581,380	2,756,188	2,583,879	2,963,568

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

FINANCE
Department Description and Authorized Positions



Full Time Employees: 9

FINANCE

Budget Detail

101-3011

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

FINANCE

Budget Detail

101-3011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the partial compensation for the Finance Director, Assistant Finance Director, Principal Management Analyst, Payroll Coordinator, Film Liaison, Management Assistant, Accounting Technician, and Senior Account Clerks. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of miscellaneous supplies (\$4,500).
- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$6,000).
- 8020 Special Department Expense
Departmental forms including W-2s and 1099s, business license reminder notices, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$6,000). Allocation of credit card charges and bank analysis fees (\$10,000), funding for compilation of the CAFR statistical section, and application costs for the GFOA CAFR award program (\$1,010). Annual PERS accounting actuarials (\$3,250).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget (\$1,800) and other miscellaneous information intended for public distribution from the Finance Department (\$700).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$220), the Government Finance Officers Association (GFOA, \$225), and Film Liaisons in California (FLICS, \$300).
- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement for Film Liaison's use of private vehicle to conduct City business. Reimbursement is at current IRS reimbursement rate (\$100).
- 8090 Conference and Meeting Expense
Provides funds for attendance at luncheon meetings of the San Gabriel Valley Chapter of the California Society of Municipal Finance Officers (CSMFO) for Director and Assistant Director (\$480), 50% share of the annual CSMFO conference for the Finance Director (\$1,000), and annual Diehl Evans tax seminar for the Director, Assistant

Director and Payroll Coordinator (\$1,000). Actual attendance costs will be determined by location and date.

8110 Equipment Maintenance

Provides funds for postage machine lease/maintenance allocation (\$550), credit card processor (\$200), postage meter (\$200), typewriters, currency counter

8170 Professional Services

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

8180 Contract Services

Provides funds for OpenGov contract (\$7,000). Contract to provide services for a Master Fee Study and revenue enhancement opportunities. (\$50,000)

8200 Employee Training

Provides funds for department training opportunities (\$4000).

UTILITY BILLING

Budget Detail

500-3012

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

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts, as well as bi-annual environmental newsletters (\$1,750).
- 8020 Special Department Expense
Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000).
- 8032 Water Efficiency Fee Projects
Provides funds for water conservation and efficiency programs such as residential water audits, efficiency rebates, etc. (\$150,000).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the American Water Works Association, as well as other various water related associations (\$700).
- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement for Senior Management Analyst's use of private vehicle to conduct City business. Reimbursement is at current IRS reimbursement rate (\$200).
- 8090 Conference and Meeting Expense
Share of annual CSMFO conference for the Finance Director (\$1,000) and meeting expenses for the Senior Management Analyst (\$2,000).
- 8110 Equipment Maintenance
Provides funds for postage machine and copier lease/maintenance allocation (\$2,000), the RemitPlus remote deposit hardware and software (\$1,300) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$14,850).
- 8170 Professional Services
Provides (\$312,000) toward contractual support service with Global Water, the company that provides the Finance Department's utility billing processing. Also provides forty-percent share of annual city audit services, (\$15,410), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200), and a share of Morgan Stanley/Western Asset investment management services (\$13,800).

- 8180 Contract Services
Provides funds for share of bank armored courier services (\$9,000).
- 8200 Training
Provides funds for training seminars for Finance Department staff (\$500).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$91,980).

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7131	000	Retiree Health Insurance	440,493	478,618	577,889	520,000	283,530	485,419	490,000
		<WAGES & BENEFITS>	440,493	478,618	577,889	520,000	283,530	485,419	490,000
8020	000	Special Department Expense	208	-	-	-	-	-	-
8060	000	Dues & Memberships	22,738	22,602	24,311	24,338	14,669	24,787	37,000
8150	000	Telephone	14,921	9,512	-	-	-	-	-
8170	000	Professional Services	37,315	64,005	56,401	84,040	40,986	71,440	84,040
8180	000	Contract Services	-	-	11,306	11,000	5,881	12,248	12,250
8191	000	Liability & Surety Bonds	151,805	122,426	144,772	145,000	157,811	157,811	145,000
8300	000	Lease Payment	61,308	61,309	-	-	-	-	-
8335	000	Property Tax Admin. Fee	123,771	128,064	133,186	134,000	145,589	145,589	150,000
		<OPERATIONS & MAINTENANCE>	412,066	407,918	369,976	398,378	364,936	411,875	428,290
[101-3041] Non-Dept/Overhead Total			852,559	886,536	947,865	918,378	648,467	897,294	918,290

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

8170 Professional Services

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

8180 Contract Services

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

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$150,000).

POLICE

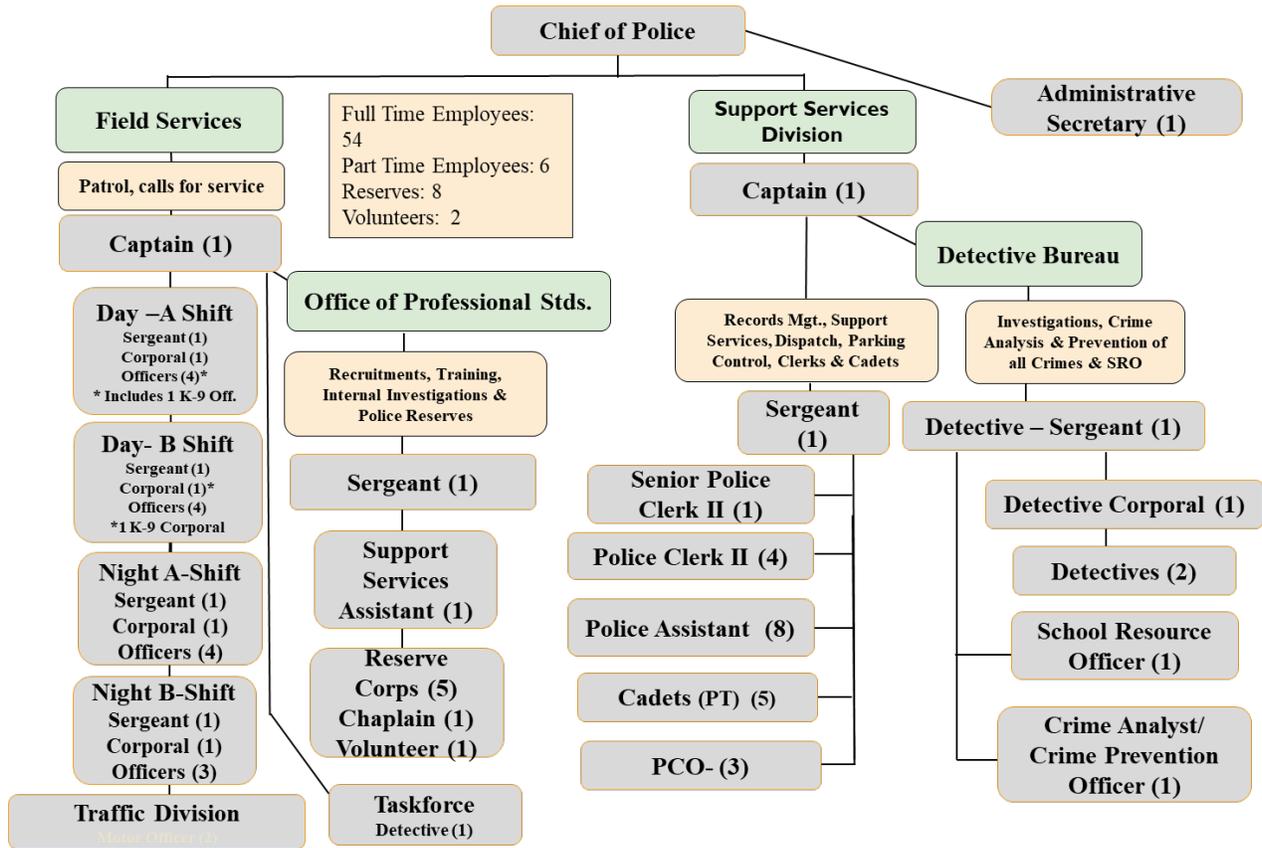
Department Summary

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

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

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	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	3,668,850	3,519,131	4,015,167	4,320,382	1,845,376	3,836,022	4,413,859
7010	000	Salaries - Temp / Part	117,399	173,552	165,996	140,000	83,325	157,800	140,000
7020	000	Overtime	608,357	665,799	695,077	500,000	331,025	608,500	500,000
7040	000	Holiday	136,015	133,843	157,030	145,000	93,860	165,654	168,000
7045	000	Overtime - Special Detail	206,028	218,155	222,618	210,000	77,123	164,100	210,000
7050	000	Overtime - DUI Checkpoint	8,761	-	-	-	-	52,488	30,000
7055	000	IOD - Non Safety	-	128	-	-	-	5,000	-
7060	000	IOD - Safety	118,621	1,025	26,012	-	3,966	3,966	-
7070	000	Leave Buyback	80,405	63,530	65,597	61,000	57,322	57,322	65,000
7100	000	Retirement	773,185	1,034,607	1,214,600	1,431,380	1,022,530	1,328,432	1,520,944
7108	000	Deferred Compensation	3,279	4,615	4,603	4,529	887	4,529	4,485
7110	000	Workers Compensation	200,874	215,699	359,614	160,679	97,561	195,928	161,282
7120	000	Disability Insurance	6,220	59,386	7,305	-	-	-	-
7122	000	Unemployment Insurance	4,308	1,978	5,066	-	6,804	6,804	-
7130	000	Group Health Insurance	268,804	315,198	320,796	349,560	185,878	344,744	501,660
7140	000	Vision Insurance	8,925	10,647	10,446	12,240	4,995	10,094	12,960
7150	000	Dental Insurance	29,458	32,876	33,423	45,900	15,841	31,484	48,600
7160	000	Life Insurance	4,977	4,572	4,569	5,049	2,145	4,315	5,346
7170	000	FICA - Medicare	70,334	75,730	74,250	77,073	34,762	71,119	78,761
7180	000	Car/Uniform Allowance	44,058	40,792	43,702	45,000	42,162	42,162	45,000
		<WAGES & BENEFITS>	6,358,858	6,571,263	7,425,871	7,507,792	3,905,563	7,090,463	7,905,897
8000	000	Office Supplies	33,687	41,504	46,283	35,000	6,173	30,000	26,000
8010	000	Postage	6,148	5,601	4,064	4,000	2,077	4,000	4,000
8020	000	Special Department Expense	117,570	90,387	89,511	72,500	55,664	76,500	76,500
8034	000	K9 Expenses	5,922	2,040	6,927	6,500	3,050	6,500	6,500
8035	000	Narco K9 Expenses	4,731	2,997	8,843	12,000	3,269	10,000	10,000
8040	000	Advertising	96	-	-	-	-	-	-
8050	000	Printing/Duplicating	4,831	6,795	6,416	11,000	4,857	11,000	12,000
8060	000	Dues & Memberships	3,931	4,972	2,685	2,000	1,887	2,700	3,700
8090	000	Conference & Meeting Expense	5,762	8,720	6,247	9,000	893	9,000	8,000
8100	000	Vehicle Maintenance	83,918	92,373	107,803	98,662	38,571	90,000	95,000
8105	000	Fuel	66,499	42,296	52,512	55,000	28,530	59,823	65,000
8110	000	Equipment Maintenance	49,613	29,069	15,368	18,000	6,143	18,000	20,000
8120	000	Building Maintenance	14,065	21,554	7,996	-	15	-	-
8134	000	Safety Clothing/Equipment	20,268	30,682	34,371	33,500	3,268	33,500	30,000
8150	000	Telephone	5,892	126	207	-	204	-	-
8170	000	Professional Services	105,140	190,028	145,392	122,516	70,018	135,000	131,816
8180	000	Contract Services	255,961	339,984	418,050	583,327	202,367	360,000	361,511
8200	000	Training Expense	38,654	18,159	15,695	27,215	17,798	29,110	30,000
8210	000	Training Expense - POST Reimb.	16,248	21,734	25,226	22,000	17,112	24,406	30,000
		<OPERATIONS & MAINTENANCE>	838,936	949,021	993,596	1,112,220	461,895	899,539	910,027
8520	000	Machinery & Equipment	717	123	-	-	-	-	-
8530	000	Computer Equipment	-	-	-	-	-	-	-
8540	000	Automotive Equipment	-	9,411	28	-	-	-	-
		<CAPITAL OUTLAY>	717	9,534	28	-	-	-	-
[101-4011] Police Total			7,198,511	7,529,818	8,419,495	8,620,012	4,367,458	7,990,002	8,815,924

POLICE

Budget Detail

101-4011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides salaries for all full-time, permanent sworn, and civilian employees (\$4,413,859).
- 7010 Salaries – Temporary/Seasonal/Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets (\$140,000).
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Efforts will be made through negotiated agreements with the police officers' association to reduce nonessential overtime costs, however, overtime due to burglary suppression efforts will continue. The use of reserve officers whenever possible has kept these costs down (\$500,000).
- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays (\$168,000).
- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime (\$210,000).
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances (\$65,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of Police report forms; Detective and Records case file folders; office stationery; miscellaneous office supplies (\$26,000).
- 8010 Postage
Provides funds for Police Department postal expenses (\$4,000).
- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); expenses for Police Reserve Officers such as uniform maintenance and reimbursement, court reimbursement, and training for Reserves (\$7,500); Festival of Balloons expenses including radio, repeater, and message board rentals (\$1,000); lethal and less lethal weapons, training supplies including ammunition and range maintenance and repairs (\$25,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); community education programs (Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, Crime Prevention Materials and miscellaneous supplies, equipment, and reimbursements (\$26,500); and other miscellaneous expenditures (\$28,000).

- 8034 K-9
Provides for training, equipment, maintenance and veterinarian costs (\$6,500).
- 8035 Narco K9 Expenses
Provides for training, equipment, maintenance and veterinarian costs. This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses (\$10,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$3,000); parking, traffic citations, and parking permits (\$8,000).
- 8060 Dues, Memberships, Subscriptions and Books
Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code (\$3,700).
- 8090 Conference and Meeting Expenses
Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (\$60,000); collision repairs (\$8,000); tires (\$6,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000).
- 8105 Fuel
Provides funds for fueling of patrol vehicles (\$65,000).
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$20,000).
- 8134 Safety Equipment and Supplies
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500).

- 8170 Professional Services
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); tech support, maintenance (\$28,816).
- 8180 Contract Services
Funds contracts that are provided for services such as: Pasadena Humane Society (\$125,139); All City Management Crossing Guards (\$120,667); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$19,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$28,989); predictive policing (\$29,851).
- 8200 Training Expense
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual (\$30,000).
- 8210 P.O.S.T. Training Expense
Provides for training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund (\$30,000).

FIRE

Department Summary

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

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

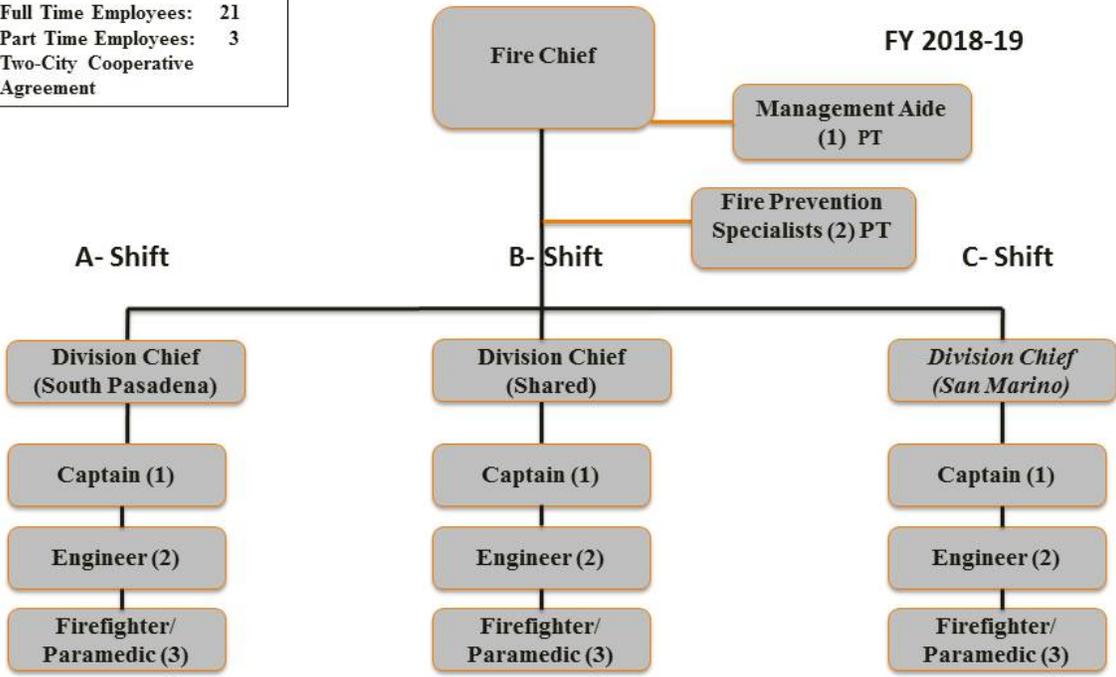
FIRE
Department Description and Authorized Positions

Fire Department

Department Description and Authorized Positions

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

FY 2018-19



FIRE

Budget Detail

101-5011

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

FIRE

Budget Detail

101-5011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of departmental office supplies, stationary, and miscellaneous equipment (\$2,300); toner (\$800) and copy paper (\$600).
- 8010 Postage
Provides funds for department and Public Safety Commission bulk mailing and postal expense (\$1,000).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including damaged or unanticipated operating supplies, materials (\$11,000); or non-safety orientated equipment (\$3,200); cleaning supplies (\$4,500); 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 (\$3,000).
- 8026 Hazardous Materials
Provides funding for the purchase of hazardous materials inspection and compliance materials (\$500) to maintain the department's Participating Agency inspections status Notices (\$200).
- 8050 Printing and Duplicating
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600), and business cards (\$400).
- 8060 Dues and Membership
Provides funds for membership in the California and International Fire Chiefs Associations, Foothill Fire Chiefs and Training Officers Association, Regional Arson Strike Team, L.A. Area Fire Marshalls Association, National Fire Protection Association (\$800).
- 8080 Books and Training Materials
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$2,000).
- 8090 Meeting and Conference Expense
Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$1,500).
- 8100 Vehicle Maintenance
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles. Repairs include emergency/unscheduled repairs to front line apparatus (\$37,500).
- 8105 Fuel
Provides fuel for fire apparatus (\$6,750 Diesel fuel) and (\$6,750 unleaded gasoline).
- 8110 Equipment Maintenance
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400).
- 8120 Building Maintenance
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility and repair to apparatus doors (\$5,000). Includes routine repair and maintenance costs related to the HVAC (\$4,000), and gasoline and diesel fuel distribution system (\$1,000).

- 8134 Safety Clothing and Equipment
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus, and chemical protective suits (\$16,000). Provides funds to purchase safety turn out gear (\$12,000).
- 8170 Professional Services
Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance (28,850), employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (3,150), Cal OSHA mandated respiratory protection annual testing (\$4,000).
- 8180 Contract Services
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$135,000); and Black Board Connect Mass Notification System (\$15,000).
- 8183 Contract Services – San Marino
Provides funds for comprehensive shared Fire Command Staff with the City of San Marino (\$110,000).
- 8200 Training Expense
Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$5,000). Includes use of multi-agency Training Tower (\$5,000).

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

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

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

CAPITAL OUTLAY

8520 Machinery and Equipment

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

8523 EOC Supplies

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

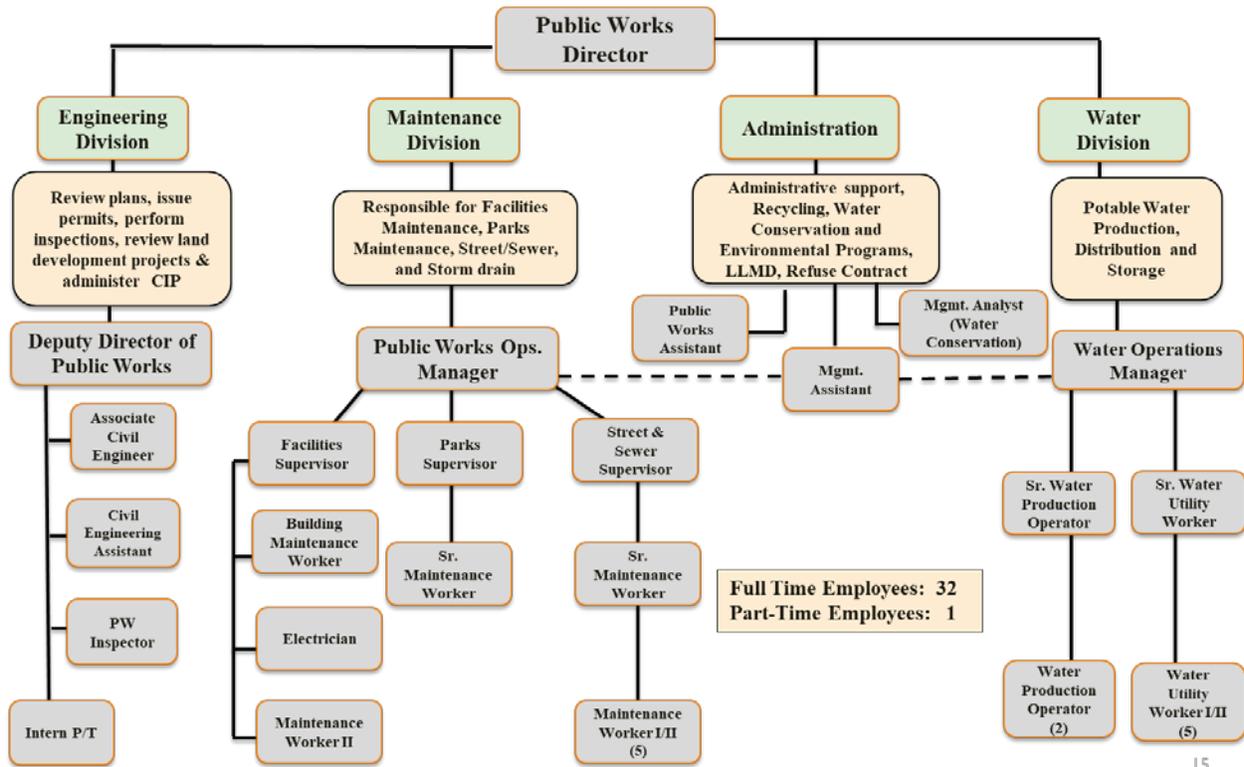
PUBLIC WORKS Department Summary

EXPENDITURE SUMMARY	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Estimated 2017/18	Proposed 2018/19
[101-6015] Environmental Services	148,512	176,958	307,658	304,166	320,548	-
[101-6011] PW Admin & Engineering	423,981	485,049	515,878	499,453	516,270	781,588
[101-6410] Park Maintenance	367,340	409,997	513,703	532,230	522,081	547,550
[101-6601] Facilities Maintenance	660,346	654,372	695,155	739,674	764,182	820,003
[105-6116] Street Maintenance	-	-	-	50,000	-	-
[207-6011] PW Admin & Engineering	-	2,536	-	-	-	-
[210-6501] Sewer Operations	461,575	535,646	1,139,237	842,099	586,787	748,921
[210-9990] Unfunded Liabilities	199	29,599	-	-	-	-
[210-9997] Unfunded Liabilities	15,196	-	-	-	-	-
[215-6115] Traffic Signals	119,406	123,759	180,900	180,900	180,900	180,900
[215-6118] Sidewalk Maintenance	-	11,232	10,000	10,000	10,000	-
[215-6201] Street Lighting	204,541	260,207	309,800	235,700	240,186	233,100
[215-6310] Street Trees	508,678	535,130	592,985	614,526	549,319	569,283
[215-6416] Median Strips	63,523	32,462	64,000	64,000	64,000	64,000
[225-6801] Mission Oaks Parking District	-	-	-	-	-	-
[230-6116] Street Maintenance	713,449	549,729	808,225	636,608	759,832	617,252
[232-6301] Street Trees	8,390	177	-	-	-	-
[232-6417] Prop "A" Park Maintenance	15,587	39,341	3,900	43,500	45,400	63,500
[277-6011] PW Admin & Engineering	-	22,824	-	-	-	-
[310-6501] Sewer Operations	387,663	316,718	-	3,384	88,182	-
[500-6710] Water Distribution	975,179	1,018,512	1,295,271	1,325,859	1,237,860	1,169,148
[500-6711] Water Production	2,481,663	2,594,206	3,118,991	3,143,554	3,259,393	4,467,904
[500-9990] Unfunded Liabilities	-	3,913	-	-	-	-
Total Expenses by Program	7,555,228	7,802,367	9,555,702	9,225,653	9,144,939	10,263,149

Public Works Director	1
Deputy Public Works Director	1
PW Operations Manager	1
Associate Civil Engineer	1
Civil Engineering Assistant	1
Public Works Assistant	1
Management Assistant	1
Public Works Inspector	1
Facilities Supervisor	1
Electrician	1
Building Maintenance Worker	1
Parks Supervisor	1
Streets/Sewers Supervisor	1
Water Operations Manager	1
Senior Maintenance Worker	2
Water Production Operator	2
Maintenance Worker I/II	6
Senior Water Utility Worker	1
Senior Water Production Operator	1
Water Utility Worker I/II	5
Total	32

PUBLIC WORKS

Department Description and Authorized Positions



PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

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

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$1,000).
- 8010 Postage
Provides funds for City mailings and overnight deliveries (\$1,500). Provides funds for citywide mass mailings concerning environmental programs (\$500).
- 8020 Department Expense
Provides funds for Public Works Engineering supplies and services including computer supplies, county assessor maps, and data updates. In addition, includes Environmental Programs supplies and services. Annual Realquest Assessor Parcel Map software subscription (\$3,600); Annual Autocad Map software subscription renewal (\$1,090); ESRI ArcMap GIS software subscription renewal (\$2,000); County Recorder recording fees (\$750); Comcate software subscription (\$2,300); Cell phone service (\$1,000); Provides funds for annual NPDES storm drain permit (\$9,000); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300); Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL); Annual AQMD Generator permit fee (\$600); Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300); LA River Bacteria TMDL Coordinated Integrated Monitoring Plan implementation (\$15,000); Upper LA River Enhanced Watershed Management Program Development (\$50,000) for MS4 Permit compliance; Arroyo Seco Army Corps Study, Year 2 (\$30,500); Promotional items related to environmental programs (\$2,500).

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

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	88,740	92,835	71,521	98,041	41,867	93,884	97,374
7010	000	Salaries - Temp / Part	-	-	-	-	-	-	-
7020	000	Overtime	1,895	3,180	1,218	2,000	331	2,000	2,000
7040	000	Holiday	-	132	108	-	-	-	-
7055	000	IOD - Non Safety	-	-	194	-	-	-	-
7070	000	Leave Buyback	291	2,098	4,618	1,500	588	1,500	-
7100	000	Retirement	13,268	15,084	15,520	21,591	14,324	18,094	17,692
7108	000	Deferred Compensation	308	226	213	275	41	245	276
7110	000	Workers Compensation	6,871	8,341	6,773	3,506	1,809	3,892	3,476
7130	000	Group Health Insurance	6,818	9,378	6,834	10,395	5,448	12,075	16,320
7140	000	Vision Insurance	260	350	232	324	150	311	324
7150	000	Dental Insurance	775	1,006	800	1,215	296	829	1,215
7160	000	Life Insurance	131	120	93	133	35	72	133
7170	000	FICA - Medicare	1,277	1,487	1,096	1,450	614	1,324	1,440
		<WAGES & BENEFITS>	120,634	134,237	109,220	140,430	65,503	134,226	140,250
8000	000	Office Supplies	523	391	641	800	229	800	800
8020	000	Special Department Expense	23,637	21,552	29,050	25,500	16,906	31,055	25,500
8100	000	Vehicle Maintenance	1,762	2,522	1,032	1,500	541	1,500	1,500
8110	000	Equipment Maintenance	772	915	1,027	2,500	428	2,500	2,500
8140	000	Utilities	38,927	37,096	38,043	40,000	16,928	40,000	40,000
8170	000	Professional Services	19,874	-	9,115	15,000	5,060	15,000	15,000
8180	000	Contract Services	148,351	202,583	216,093	275,000	71,512	285,500	310,500
8200	000	Training Expense	120	122	-	1,500	116	1,500	1,500
8262	000	Graffiti Removal	12,740	10,579	10,643	10,000	3,714	10,000	10,000
		<OPERATIONS & MAINTENANCE>	246,706	275,760	305,644	371,800	115,434	387,855	407,300
8520	000	Machinery & Equipment	-	-	-	20,000	-	-	-
8530	000	Computer Equipment	-	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	20,000	-	-	-
[101-6410] Park Maintenance Total			367,340	409,997	414,864	532,230	180,937	522,081	547,550

PARK MAINTENANCE

Budget Detail

101-6410

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

8180 Contract Services

Provides funds for partial cost of contracted services by LandCare to maintain the parks and playing fields, including irrigation system repairs (\$220,000). The remainder of this contract is charged to LLD Street Medians (account 215-6416-8180). Also provides funds for gopher abatement (\$4,000), the rental of an extended boom truck to access field lighting (\$1,000). Landscape services (\$35,500), and supplemental tree trimming and replacement (\$50,000).

8200 Training Expense

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

8262 Graffiti Removal

Provides funds for graffiti removal contract services. Graffiti Control Systems, North Hollywood, is providing services for the graffiti eradication services (\$10,000).

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	212,735	206,211	243,886	247,119	121,279	253,860	235,382
7020	000	Overtime	2,566	1,874	2,912	2,500	369	2,500	2,500
7040	000	Holiday	-	-	-	-	-	-	-
7070	000	Leave Buyback	190	2,262	3,555	1,500	2,433	2,500	1,500
7100	000	Retirement	28,227	33,113	40,753	46,494	34,336	46,425	51,069
7108	000	Deferred Compensation	211	163	213	275	41	245	276
7110	000	Workers Compensation	18,191	19,615	25,076	11,363	6,234	12,493	10,778
7130	000	Group Health Insurance	20,922	25,173	26,449	28,020	15,773	33,357	35,265
7140	000	Vision Insurance	621	766	769	888	389	778	888
7150	000	Dental Insurance	2,316	2,772	3,805	3,330	1,413	2,839	3,330
7160	000	Life Insurance	354	353	362	366	181	364	366
7170	000	FICA - Medicare	2,973	3,024	3,412	3,619	1,762	3,621	3,449
		<WAGES & BENEFITS>	289,306	295,326	351,192	345,474	184,211	358,982	344,803
8000	000	Office Supplies	20	1,440	820	1,200	215	1,200	1,200
8020	000	Special Department Expense	45,059	39,411	17,693	45,000	19,858	45,000	45,000
8060	000	Dues & Memberships	-	138	-	700	-	700	700
8100	000	Vehicle Maintenance	1,767	1,403	1,491	1,500	416	1,500	1,500
8110	000	Equipment Maintenance	1,492	2,400	810	1,500	248	1,500	1,500
8120	000	Building Maintenance	73,444	75,110	79,708	70,000	13,767	70,000	70,000
8130	000	Small Tools	1,263	2,108	370	3,000	-	3,000	3,000
8132	000	Uniform Expense/Cleaning	1,503	1,559	1,171	2,000	984	2,000	2,000
8134	000	Safety Clothing/Equipment	1,027	1,279	1,211	1,200	224	1,200	1,200
8140	000	Utilities	88,991	83,646	83,705	144,600	54,700	144,600	144,600
8180	000	Contract Services	144,001	144,218	141,363	112,000	68,546	133,000	203,000
8200	000	Training Expense	-	1,333	-	1,500	-	1,500	1,500
		<OPERATIONS & MAINTENANCE>	358,567	354,045	328,342	384,200	158,957	405,200	475,200
8520	000	Machinery & Equipment	12,473	5,001	3,483	10,000	-	-	-
		<CAPITAL OUTLAY>	12,473	5,001	3,483	10,000	-	-	-
[101-6601] Facilities Maintenance Total			660,346	654,372	683,017	739,674	343,167	764,182	820,003

FACILITIES MAINTENANCE

Budget Detail

101-6601

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).
- 8132 Uniform Expenses
Provides for the purchase and service of City supplied uniforms (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$1,200).
- 8140 Utilities
Provides funds for electrical service by Southern California Edison to City facilities (\$144,600).
- 8180 Contract Services
Janitorial services for City buildings including twice a week day porter service (\$180,000). The remainder of this contract is charged to 232-6471-8180. CNG annual maintenance contract (\$3,000) and CNG station repairs (\$5,000). Annual underground service tank (UST) inspections and cleaning (\$15,000).
- 8200 Training Expenses
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). CNG station, safety and HVAC trainings (\$1,000).

SEWER MAINTENANCE

Budget Detail

210-6501

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

SEWER MAINTENANCE

Budget Detail

210-6501

PERSONNEL SERVICES

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

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

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

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

8140 Electricity

Provides funds for electrical service by Southern California Edison for traffic signal operations (\$60,000).

8180 Contract Services

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

CAPITAL OUTLAY

8520 Machinery & Equipment

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

STREET LIGHTING

Budget Detail

215-6201

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

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 (\$165,000).
- 8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District (\$7,400).
- 8200 Training Expense
Provides for training seminars and workshops related to street lighting systems (\$800).

STREET TREE MAINTENANCE

Budget Detail

215-6310

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

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

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

CAPITAL OUTLAY

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

MEDIAN STRIPS

Budget Detail

215-6416

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
8020	000	Special Department Expense	3,375	2,388	542	3,500	189	3,500	3,500
8180	000	Contract Services	60,148	30,074	42,380	60,500	20,633	60,500	60,500
		<OPERATIONS & MAINTENANCE>	63,523	32,462	42,922	64,000	20,821	64,000	64,000
[215-6416]		Median Strips Total	63,523	32,462	42,922	64,000	20,821	64,000	64,000

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

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

STREET MAINTENANCE

Budget Detail

230-6116

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

STREET MAINTENANCE

Budget Detail

230-6116

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety boots (\$1,750).
- 8170 Professional Services
Provides for professional services for street and roadway related topics (\$2,000).
- 8180 Contract Services
Provides for services rendered for street maintenance activities such as miscellaneous traffic striping and markings (\$10,000) and weed abatement (\$9,000). Citywide traffic striping maintenance (\$15,000). Outsourcing of larger sidewalk, curb & gutter projects (\$10,000). Supplement contract services (\$36,000).
- 8200 Training
Provides for seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$400).

PROP A PARK MAINTENANCE

Budget Detail

232-6417

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

WATER DISTRIBUTION

Budget Detail

500-6710

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

WATER DISTRIBUTION

Budget Detail

500-6710

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for 5 full-time employees and partial salary of Public Works Director, Water Operations Manager, Public Works Inspector, Civil Engineering Associate, Public Works Assistant and Management Assistant.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to water main and service connection leaks.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$800) and Division share of copier lease cost (\$2,900).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for underground service alert fees (\$1,500), staff physical exams and Class B driver license renewals (\$500), miscellaneous parts and supplies (\$3,000), purchase of materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,400), sand, base and asphalt (\$10,000), backflow device testing and repair (\$4,000), gate valves to replace broken valves (12 valves are estimated) that are found during the routine valve maintenance program (\$15,000), replacement fire hydrants and installation of new fire hydrants where required to improve fire protection (12 hydrants are estimated), including all material such as sleeves, valves, and pipe (\$22,000), cellular phone monthly service charge (\$1,200) and Division share of natural gas costs for CNG vehicles (\$2,400). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540.
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials (\$500) and printing costs of utility billing inserts (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Purchase of new Water Distribution reference books (\$500) and membership in SCWUA (\$200).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs, and routine maintenance of division vehicles (\$10,000) and smog certifications (\$2,250).

- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including generator, ditch pumps, tapping machine, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) and upgrade meter reading device and program (\$5,000).
- 8120 Building Maintenance
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies including elevator maintenance at Garfield Reservoir (\$1,500).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw and pneumatic pumps (\$10,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,500) and steel toed work boots (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, including, safety vests, work zone signs, cones, and delineators (\$2,500).
- 8140 Electricity
Provides funds for electrical service to Garfield Water Distribution Facility and all water sites by Southern California Edison (\$11,000).
- 8150 Telephone
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites (\$20,200).
- 8170 Professional Services
Provides for professional services to update the water GIS to include water services and meters (\$20,000).
- 8180 Contract Services
Provides for emergency contract work to repair and replace water mains, valves, fire hydrants, and water services that cannot be handled in-house (\$10,000), and Garfield Water Distribution Facility janitorial services (\$12,000) and landscaping contract services for water facilities (\$24,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% share of the City's liability insurance costs (\$78,000). The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLMD (10%).
- 8200 Training Expense
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$1,500) and State Water Resources Control Board operator certifications (\$500).

8229 Taxes

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

8400 Overhead Allocation

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

WATER PRODUCTION

Budget Detail

500-6711

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

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for 4 full time employees and partial salary for Public Works Director, Water Operations Manager, Public Works Assistant and Electrician.
- 7020 Overtime
Provides for overtime pay for afterhours emergency response to water production problems and for coverage during vacations, sick leave and other extended employee absences.
- 7040 Holiday
Provides funds to employees whose work rotation falls on holidays.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies (\$1,000) and miscellaneous expenses (\$500).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including: sodium hypochlorite for Graves Reservoir (\$10,000), chlorine analyzer solution (\$5,000), turbine oil (\$600), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000); staff physical exams and Class B driver license renewals (\$200), and cellular phone monthly service charge (\$1,200).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as the annual Consumer Confidence Report and water system maps (\$2,000).
- 8060 Dues, Memberships, Subscriptions
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).
- 8070 Mileage/Auto Allowance
To provide reimbursement for water related call outs (\$200).
- 8080 Books, Videos, Magazines, and Recordings
Provides funds for the purchase of reference books and manuals (\$500).

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

- 8231 Water Purchases – Resale
This account provides funds to purchase water from the City of Pasadena and from MWD to supplement the City’s well production (\$2,300,000). Additional MWD water purchase required to blend and meet the new State 1,2,3 TCP regulation.
- 8233 Watermaster Charges
This account provides the funds to purchase water from the Upper San Gabriel Valley through the Watermaster for extraction of groundwater within our water rights, for excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin (\$400,000). The purchase of additional water may be offset by leasing the temporary water from other stakeholders in the Main San Gabriel Basin.
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$205,267).

CAPITAL OUTLAY

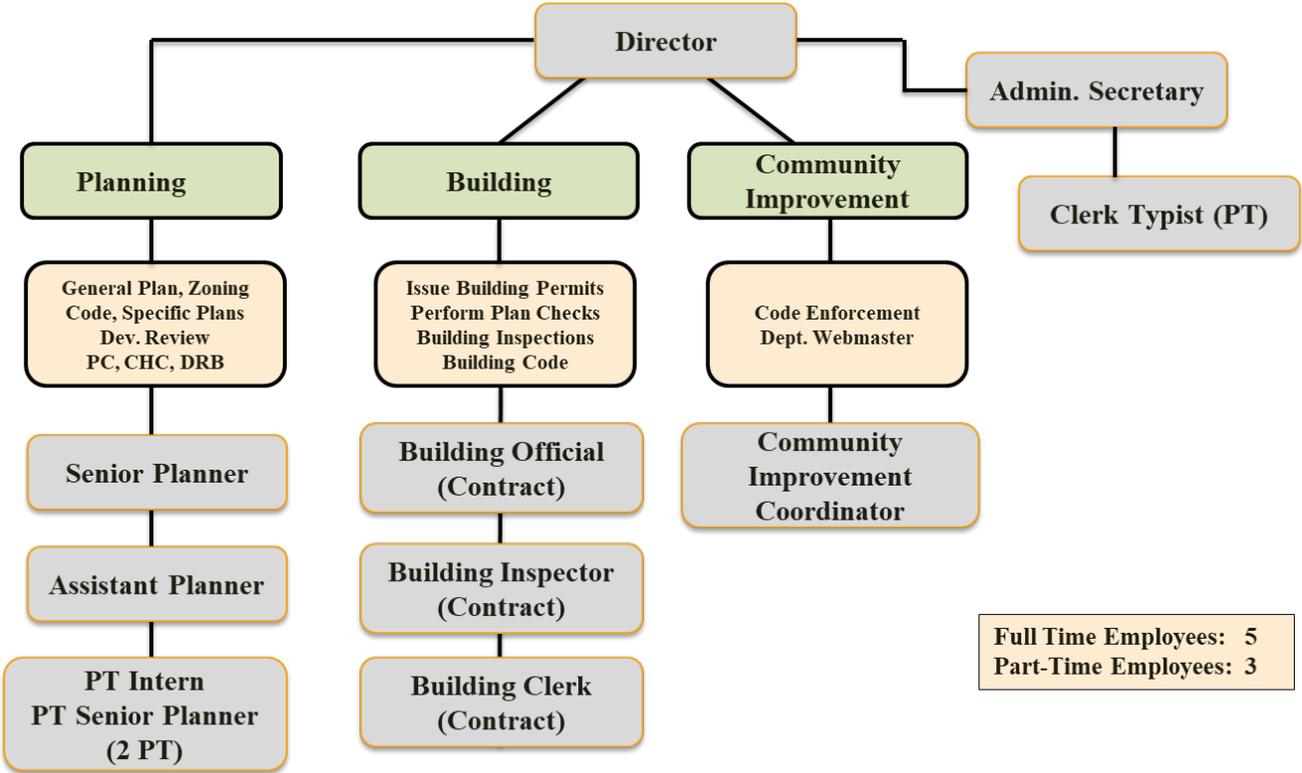
- 8530 Computer Equipment
Provide computer equipment for the water division (\$3,000)

PLANNING & BUILDING Department Summary

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

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

PLANNING & BUILDING
 Department Description and Authorized Positions



PLANNING & BUILDING

Budget Detail

101-7011

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	365,982	392,724	417,552	419,840	183,397	351,578	414,526
7010	000	Salaries - Temp / Part	42,172	48,322	46,353	60,000	38,745	60,000	90,000
7020	000	Overtime	1,997	1,403	3,386	3,000	7,320	12,000	7,500
7070	000	Leave Buyback	331	294	1,579	1,600	6,855	6,855	7,000
7100	000	Retirement	61,837	75,175	85,666	86,693	63,563	82,592	100,787
7108	000	Deferred Compensation	1,213	1,296	1,355	1,360	261	1,333	1,346
7110	000	Workers Compensation	19,043	22,244	16,855	6,598	3,837	7,356	6,515
7120	000	Disability Insurance	4,455	48	-	-	-	-	-
7130	000	Group Health Insurance	23,738	26,579	27,766	30,780	15,434	28,782	39,480
7140	000	Vision Insurance	934	1,146	1,066	1,200	464	838	1,200
7150	000	Dental Insurance	2,918	3,462	2,781	4,500	1,509	2,898	4,500
7160	000	Life Insurance	509	518	449	495	214	412	495
7170	000	FICA - Medicare	6,007	6,723	7,715	7,001	4,297	8,331	7,424
		<WAGES & BENEFITS>	531,136	579,934	612,523	623,067	325,896	562,975	680,773
8000	000	Office Supplies	2,783	3,107	3,702	2,750	1,103	2,750	2,750
8010	000	Postage	9,062	6,206	5,519	6,000	3,933	6,000	6,000
8020	000	Special Department Expense	32,883	15,280	8,016	9,000	176	4,000	8,500
8040	000	Advertising	4,127	6,451	4,844	4,000	5,227	10,000	6,500
8050	000	Printing/Duplicating	2,863	3,243	4,415	4,000	942	3,000	3,000
8060	000	Dues & Memberships	1,466	2,516	1,593	1,850	135	1,200	1,850
8090	000	Conference & Meeting Expense	450	885	1,673	500	38	500	500
8100	000	Vehicle Maintenance	1,734	1,259	1,211	1,200	959	1,200	1,200
8110	000	Equipment Maintenance	6,510	1,783	2,015	1,500	279	750	1,500
8170	000	Professional Services	29,779	62,078	54,990	54,125	31,176	54,125	91,630
8180	000	Contract Services	470,924	319,798	456,595	390,000	97,434	410,000	425,000
8200	000	Training Expense	-	-	1,000	1,000	-	250	500
8257	000	Boards & Commissions	-	-	-	500	-	500	500
		<OPERATIONS & MAINTENANCE>	562,581	422,606	545,573	476,425	141,402	494,275	549,430
8530	000	Computer Equipment	161	-	-	-	-	-	-
		<CAPITAL OUTLAY>	161	-	-	-	-	-	-
[101-7011] Planning & Building Total			1,093,878	1,002,540	1,158,096	1,099,492	467,298	1,057,250	1,230,203

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 (\$300). Also memberships in the American Planning Association (\$750), the California Association of Code Enforcement (\$100), International Council of Building Officials (\$500) and the California Preservation Foundation (\$200).
- 8090 Conference and Meeting Expense
Provides funds for conference registration, and meeting expenses, including the annual conference of the California Chapter of the American Planning Association (\$500).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$1,200).
- 8110 Equipment Maintenance
Provides funds for Planning & Building's share of the postage meter lease (\$1,500).
- 8170 Professional Services
Provides funding for the balance of the General Plan/Downtown Specific Plan contract (\$36,630); court reporter services for ADA accommodations (\$20,000), a contingency for professional planning services (\$10,000); and GIS vendor (\$25,000).
- 8180 Contract Services
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech. Contract costs are fully recovered by plan checking and building permit fees (\$400,000). Increase due to a slightly higher expected volume of plan check applications and their related fees. Also provides funds for developing an ordinance to remediate the earthquake hazards of "soft story" buildings (\$25,000)
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions taken by employees on city time (\$500).
- 8257 Board & Commissions
Provides funds for training and support of the activities of the Planning Commission, Design Review Board, and Cultural Heritage Commission (\$500).

LIBRARY

Budget Detail

101-8011

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	681,547	578,300	585,331	745,411	312,000	672,188	761,345
7010	000	Salaries - Temp / Part	234,436	273,318	284,022	230,000	147,035	230,000	230,000
7020	000	Overtime	1,543	1,845	571	1,500	218	1,500	1,500
7040	000	Holiday	355	144	421	500	452	500	500
7070	000	Leave Buyback	2,808	19,297	3,350	10,000	2,619	10,000	10,000
7100	000	Retirement	118,588	132,119	139,245	170,996	119,996	156,305	202,021
7108	000	Deferred Compensation	1,208	1,309	1,282	2,328	372	1,899	2,356
7110	000	Workers Compensation	18,567	19,469	26,950	11,420	7,464	15,385	11,664
7120	000	Disability Insurance	4,927	-	-	-	11,242	11,242	-
7122	000	Unemployment Insurance	72	5,043	495	-	7	7	-
7130	000	Group Health Insurance	60,500	62,517	55,894	73,260	40,270	78,988	95,760
7140	000	Vision Insurance	1,761	1,999	1,769	2,400	967	1,934	2,400
7150	000	Dental Insurance	6,401	6,645	6,040	9,000	3,020	6,345	9,000
7160	000	Life Insurance	1,026	882	798	990	388	825	990
7170	000	FICA - Medicare	18,860	22,611	23,760	14,172	13,066	27,686	14,403
		<WAGES & BENEFITS>	1,152,599	1,125,498	1,129,928	1,271,977	659,117	1,214,804	1,341,939
8000	000	Office Supplies	10,532	10,659	12,064	10,000	3,424	10,000	10,000
8010	000	Postage	3,725	3,924	4,905	4,000	1,500	4,000	2,500
8020	000	Special Department Expense	27,839	27,029	30,630	30,000	14,277	30,000	30,000
8030	000	Library Periodicals	15,650	14,722	14,449	13,500	15,031	14,000	12,500
8031	000	Electronic Resources	35,714	25,908	32,796	40,000	21,195	40,000	31,000
8040	000	Advertising	1,114	3,196	3,556	4,000	1,032	4,000	4,000
8050	000	Printing/Duplicating	5,205	6,140	4,765	6,000	393	6,000	5,000
8060	000	Dues & Memberships	840	1,887	1,357	4,000	1,710	2,000	2,000
8070	000	Mileage/Auto Allowance	81	53	126	500	67	150	350
8080	000	Books & Periodicals	145,411	119,796	133,429	125,000	40,424	125,000	125,000
8083	000	E-Books	-	-	-	-	-	-	10,000
8085	000	City-wide Reading Program	1,325	-	2,217	-	-	-	-
8090	000	Conference & Meeting Expense	1,475	1,213	398	2,000	837	1,000	3,000
8110	000	Equipment Maintenance	50,564	52,562	37,278	10,000	5,457	10,000	4,000
8120	000	Building Maintenance	17,902	13,124	21,536	15,500	6,187	15,500	15,000
8140	000	Utilities	36,905	41,331	34,755	-	18,955	-	-
8151	000	CENIC WiFi Expenses	-	-	-	-	-	11,000	16,500
8155	000	Rental/Lease	1,262	1,229	303	-	305	-	-
8170	000	Professional Services	5,724	5,724	11,718	14,000	6,765	6,765	10,000
8171	000	Prof. Svcs. - Library Ops. Study	-	-	-	20,000	-	-	-
8180	000	Contract Services	16,698	18,198	30,880	60,000	31,835	31,835	87,000
8200	000	Training Expense	2,131	450	2,125	3,000	125	3,000	3,000
8257	000	Boards & Commissions	1,144	804	2,088	3,000	300	2,500	2,500
		<OPERATIONS & MAINTENANCE>	381,241	347,949	381,375	364,500	169,818	316,750	373,350
8520	000	Machinery & Equipment	-	-	-	-	46,375	46,375	-
8521	000	Mach. & Equip. - Library Ops. Study	-	-	-	60,000	-	60,000	30,000
8530	000	Computer Equipment	-	-	14,166	20,000	3,481	21,000	9,500
		<CAPITAL OUTLAY>	-	-	14,166	80,000	49,856	127,375	39,500
[101-8011] Library Total			1,533,840	1,473,447	1,525,469	1,716,477	878,791	1,658,929	1,754,789

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (\$10,000)
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue materials notifications, and inter-library loan books lent or returned to their owning institutions. (\$2,500)
- 8020 Special Department Expense
\$26,000 funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, book trucks, mending tape, display racks, and other miscellaneous provisions. \$1,000 for the rebinding of important, out-of-print books and other materials, and \$3,000 for storage unit rental for off-site storage. (\$30,000)
- 8030 Periodicals
Provides funds for the renewal of approximately 135 hard copy magazine and newspaper subscriptions (including the *South Pasadena Review*, *Pasadena Weekly*, *Star-News*, *Los Angeles Times*, *LA Weekly*, and many others), as well as for updates of annual materials, such as motor vehicle price guides and investment newsletters. (\$12,500)
- 8031 Digital Resources
Provides funds for the purchase of electronic information databases used both inside and outside the Library. Many of them are also available to the public via our website which means these can be accessed to users from home, office, and personal computers, tablets, laptops, and smartphones. The Library subscribes to electronic databases offering a broad range of magazine & newspaper articles, interactive children's books to stimulate beginning readers, a national business directory, encyclopedias, an authoritative dictionary, and others. (\$31,000)

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. Also covers artwork and graphic design for special project materials. (\$4,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of brochures, program and event calendars, newsletters, flyers, promotional magnets, posters, library card applications (in English, Chinese, and Spanish languages), and a host of other printed materials for the public. (\$5,000)
- 8060 Dues and Memberships
Supports membership(s) to the California Library Association, Califa, American Library Association, California Public Library Advocates, Book Club of California, and other professional organizations for the professional growth of staff and the Board of Trustees. These provide continuing education, professional development, and networking opportunities, as well as support for the state and national organizations advocating and lobbying for libraries. (\$2,000)
- 8070 Mileage Reimbursement
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (\$350)
- 8080 Books/CDs/DVDs
Provides funds for the purchase and outsourced physical processing of circulating books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (\$125,000)
- 8083 eBooks/eAudiobooks
Provides funds for the purchase of circulating digital books and digital audiobooks. Annual circulation of digital books and audiobooks exceeds 12,000. (\$10,000)
- 8090 Conference and Meeting Expense
Provides funds for conference and meeting travel expenses and registration fees for staff. (\$3,000)
- 8110 Equipment Maintenance
For technical support, repair and maintenance of the computer system hardware and software, public computers and copiers, and support for public workstations. Includes Library's portion for digital postage meter and postal scale. (\$4,000)
- 8120 Building Maintenance
Provides for janitorial supplies, emergency janitorial service, miscellaneous plumbing, electrical, and other repairs and supplies for the Library building. Includes \$3,000 for exterior steam cleaning and carpet cleaning, \$2,000 for elevator repairs, \$2,000 for HVAC repairs, \$2,500 for automatic door repairs, \$2,500 for miscellaneous repairs, \$3,000 for Community Room repairs. (\$15,000)

- 8151 CENIC WiFi Expenses
Provides for out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff WiFi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount the following fiscal year. (\$16,500)
- 8170 Professional Services
Among other costs, provides funds for institutional membership in the Southern California Library Cooperative at \$2,600; \$2,625 fee for Community Economic Solutions, Inc., the agency processing the tax roll for the Library Parcel Tax, \$1,500 for CSAC Excess Insurance Authority, and \$3,000 for marketing services, and \$275 for other miscellaneous services. (\$10,000)
- 8180 Contract Services
Among other costs, provides funds for security alarm, security camera, fire alarm, and emergency lighting maintenance services, and EnvisionWare computer reservation and print management services. Includes funds for cataloging records subscription, theft detection system and self-check machine maintenance, for debt collection service, as well as a book/CD/DVD ordering platform, and Integrated Library System product licensing and services. (\$87,000)
- 8200 Employee Training
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (\$3,000)
- 8257 Boards/Commissions
Funds for Library Board of Trustees' attendance at annual California Public Library Advocates workshops and the California Library Association Annual Conference in Riverside, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event. (\$2,500)

CAPITAL OUTLAY

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

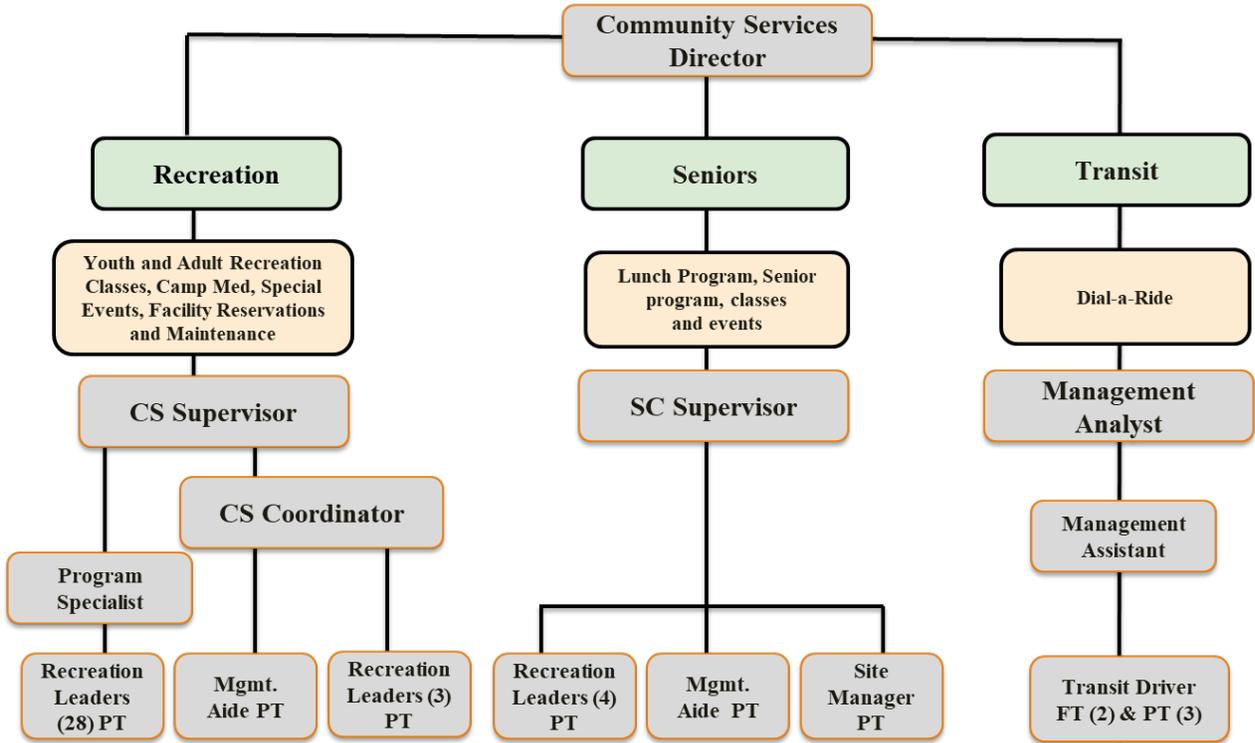
COMMUNITY SERVICES Department Summary

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

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

SENIOR SERVICES

Budget Detail

101-8021

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

- 8170 Professional Services
Agreement with licensed social worker to serve as field supervisor for the mental health program (\$3,000).
- 8180 Contract Services
Provide funds for fire and security system (\$1,650), Annual licensing for Sportsman Software (1,100) Computer lab increase bandwidth (\$1,400) senior meals not covered by Community Block Grant (CDBG) contract (\$25,000).
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions (\$500).
- 8264 Excursions/ Special Events
Provides funds for senior excursions entrance and/or tour fee and box lunch for twelve trips (\$5,000).
- 8267 Classes
Provides for payment to contract instructors for senior classes with a fee, this in addition to free classes offered to members. It is estimated that leisure classes will generate \$28,000 next year. Payments to instructor for classes vary either 65/35 or 80/20 (\$19,500).
- 8300 Lease Payment
Provides for a portion of the postage meter lease (\$780).

COMMUNITY SERVICES

Budget Detail

101-8031

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

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,000).
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$650).
- 8020 Special Department Expense
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Includes special meetings/community outreach/meeting supplies (\$1,800) and park development project costs (reports and studies (\$1,000). Includes promotional materials (\$500), Community Garden Caltrans lease payment (\$100), War Memorial Building Sports Mats (\$2,000), department staff shirts (\$400), expense for key duplication (\$200), and shelving units and storage bin for Orange Grove (\$1,000) electrical cord covers for events (\$250), spider box for events (\$750) portion of City's Constant Contact (\$250), licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355).
- 8040 Advertising
Advertise and promote facility rentals, special events, and staff recruitments (\$150).
- 8050 Printing and Duplication
Provides funds for costs to print flyers/posters for promotion of rental facilities (War Memorial, Youth House, Mid-level at Orange Grove, Eddie House) (\$200).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$480) and NRPA (\$170).
- 8090 Conference & Meetings Expenses
Provides funds for Community Services Director to attend the annual California Park and Recreation Society (CPRS) conference in March 2018 (Southern California) (\$1,000).

- 8110 Equipment Maintenance
Provides for annual maintenance of kitchen, and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), refrigerator and microwave replacement for Teen Center and Orange Grove lower level (\$2,000) War Memorial Building semi-annual range hood cleaning (\$735) Department Camera Maintenance Service (\$150), Utility carts for War Memorial Building (\$500), replacement of picnic benches at Arroyo Park (\$2,800).
- 8120 Building Maintenance
Provides for quarterly War Memorial Building wood floor resurfacing (\$8,500), heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), and clean drapes for War Memorial Building (\$1,750).
- 8180 Contract Services
Provides funds for the security & fire alarm for Youth House (\$850), fire alarm at War Memorial Building (\$915), security Alarm at War Memorial Building (\$1,200), fire and security system onetime cost for installation at Eddie Park House (\$2,000) Fire and security at Eddie Park (\$1,680)servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,170).
- 8200 Training Expense
Provides funds for job related training seminars and materials (\$250).
- 8300 Lease Payment
Provides partial funds for annual postage meter (\$300).

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

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

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (\$2,500).
- 8010 Postage
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250).
- 8020 Special Department Expense
Cleaning supplies (\$300), Youth Commission activities (\$1,000), mileage reimbursement (\$250), and replacement of basketball court nets (\$100), staff shirts (\$500), and replenishment of first aid kits for special events (\$100), special event equipment (\$2,800).
- 8040 Advertising
Provides funds to promote recreation programs and events, staff recruitments (\$150), and special events promotion: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, Doggy Day, and Concerts in the Park (\$1,000).
- 8050 Printing and Duplication
Provides funds to print Class & Program Guide limited copies (\$250).
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society annual membership for Supervisor, Coordinator, and Program Specialist (\$555).
- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference registration in Northern California for Community Services Supervisor, Community Services Coordinator, and Program Specialist (\$3,000), and annual Maintenance Management School (\$1,385).

- 8110 Equipment Maintenance
Provides funds for office equipment maintenance including credit card (\$250), copy (\$350) and fax machine (\$250).
- 8120 Building Maintenance
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication (\$100), Orange Grove Park bathroom maintenance (\$1,000), and replacement four drinking fountains on parks (\$17,250).
- 8180 Contract Services
Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$5,200), fire alarm service for Recreation Center (\$755), security system for Recreation Center (\$900), Skate Park repairs (\$12,125), annual maintenance of Sportsman (\$1,170).
- 8200 Training Expense
Provides funds for staff training (\$300).
- 8264 Special Events
Provides funds for South Pasadena Doggy Day (\$750), Spring Eggstravaganza (\$5,000), Community Baseball Night (\$2,500), two Movies in the Park (\$6,000), two Shakespeare in the Park (\$3,000), Walk/Bike to School (\$1,450), Halloween (\$3,500), Breakfast with Santa (\$3,000), Snow Day (\$12,000), and National Night Out (\$1,500). Revenue received for some events. Provides funds for the annual summer concerts in the Park series, this program is funded with community donations. Five Summer Concerts in the Park Series (\$18,000).
- 8267 Classes
Provides for payments to instructors for quarterly, tot, teen, adult leisure classes. Instructors are generally reimbursed 65% of their total class revenue. The City generally retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$190,000 next year. 65% of which is paid to the contracted instructors (\$123,500).
- 8268 Camp Med
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$10,900). Camp med supplies and activities (\$5,000), Middle School camp program (\$4,000), Snacks (\$4,000), Summer pool usage (\$2,550), Program supplies (\$2,500), Purchase Outdoor Recreation Games (\$2,000), Camp Med t-shirts (\$1,900), First aid supplies (\$1,900), California Park and Recreation trainings for part-time staff (\$1,900), Purchase new compartment storage units (\$1,500), Provides funds for required First Aid/CPR training for staff (\$1,200), Internet (\$1,000), Monthly special events (\$1,000), Parent Night (\$1,000), Annual licensing for MPLC & BMI (\$910), Purchase new game cubbies (\$600), Carpet cleaning (\$600), Printing for Camp Med program (\$600), Staff shirts for After-School (\$500), 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).

- 8269 Teen Center
Provides funds for the operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), Internet (\$550), carpet cleaning (\$300), purchase of advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), mileage reimbursement (\$150), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150).
- 8300 Lease Payment
Provides for a portion of postage machine (\$260).

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

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

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

PROP “A” –TRANSIT PLANNING

Budget Detail

205-8024

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000), Signage (\$3,000), internet connection for parking meters (\$1,100) additional funding is in the Mission Meridian Public Garage account.
- 8061 Property Owners’ Association Dues
Provides funds for the transit portion of the Mission Meridian Village Parking Garage’s Property Owners’ Association dues (\$32,041).
- 8120 Building Maintenance
Safety improvements, fencing around stairwells, graffiti removal (\$3,000).
- 8140 Utilities
Electricity (\$5,500).
- 8170 Professional Services
Consultant Fees (\$10,000).
- 8180 Contract Services
Buses for City excursions. Increase in funds due to additional excursions (\$35,871).
Janitorial services for the Mission Meridian Village Parking Garage by Athens (\$9,000).
Provide funds for bus stops maintenance costs (\$35,000).
- 8250 Bus Pass Subsidy
Provides a portion of LTR “A” – Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents (\$10,000).

CAPITAL OUTLAY

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

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

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

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

7000 Full Time Salaries

Provide funds for two (2) full time Transit Drivers.

7010 Regular Salaries

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

7020 Overtime

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

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

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

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

PERSONNEL SERVICES

7000 Salaries – Regular Employees

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

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

Acct	Tsk	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
			2014/15	2015/16	2016/17	2017/18	2017/18	2017/18	2018/19
7000	000	Salaries - Permanent	96,934	152,368	118,439	122,688	59,476		128,400
7010	000	Salaries - Temp / Part	2,713	181	-	-	-		
7020	000	Overtime	777	3,216	3,756	3,000	668		3,000
7040	000	Holiday	105	97	-	-	74		
7055	000	IOD - Non Safety	-	-	-	-	-		
7070	000	Leave Buyback	1,515	583	-	-	205		
7100	000	Retirement	10,723	22,964	19,052	8,475	9,276		9,329
7110	000	Workers Compensation	7,573	8,007	3,777	6,107	987		6,391
7120	000	Disability Insurance	32,515	-	-	-	-		
7130	000	Group Health Insurance	20,537	22,024	12,165	11,100	5,538		11,100
7140	000	Vision Insurance	638	709	405	480	202		480
7150	000	Dental Insurance	1,587	966	1,220	1,800	610		1,800
7160	000	Life Insurance	234	189	190	198	99		198
7170	000	FICA - Medicare	1,928	2,375	1,776	1,822	930		1,905
		<WAGES & BENEFITS>	177,779	213,679	160,780	155,670	78,064	-	162,603
8000	000	Office Supplies	-	-	-	2,000	409	900	2,000
8010	000	Postage	-	-	-	650	-	350	650
8020	000	Special Department Expense	-	-	-	7,000	1,514	2,500	7,000
8040	000	Advertising	-	-	-	500	120	120	500
8050	000	Printing/Duplicating	-	-	-	2,000	436	500	2,000
8060	000	Dues & Memberships	-	-	-	700	-	650	700
8090	000	Conference & Meeting Expense	-	-	-	1,000	-	300	1,000
8100	000	Vehicle Maintenance	-	-	-	36,000	6,521	25,000	36,000
8105	000	Fuel	-	-	-	3,000	195	1,500	3,000
8132	000	Uniform Expense/Cleaning	-	-	-	2,000	-	900	2,000
8140	000	Utilities	-	-	-	-	-	-	3,000
8180	000	Contract Services	-	-	-	16,575	8,824	15,000	16,275
8200	000	Training Expense	-	-	-	1,800	621	900	1,800
8300	000	Lease Payment	-	-	-	1,898	64	1,700	1,898
8301	000	Copier Usage Charges	-	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	-	-	-	75,123	18,705	50,320	77,823
8520	000	Machinery & Equipment	-	-	-	-	-	-	57,000
8530	000	Computer Equipment	-	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-	57,000
[207-8025] Dial-A-Ride Total			177,779	213,679	160,780	230,793	96,769	50,320	297,426

PROP “C” – DIAL A RIDE

Budget Detail

207-8025

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies (\$2,000).
- 8010 Postage
Provides funds for postal expenses for Dial-a-Ride related services. Increase due to promotional mailers (\$650).
- 8020 Special Department Expense
Provides funds for minor equipment for vans (\$5,300), and DMV physicals- for drivers, and random drug testing (\$1,500) fire extinguisher maintenance (\$200).
- 8040 Advertising
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$500).
- 8050 Printing & Duplication
Provides funds for printing promotional materials to promote Dial-a-Ride service and Dial-a-Ride brochures. Increase due to additional promotional materials (\$2,000).
- 8060 Dues & Memberships
Provides funds for the purchase of three memberships to The Community Transportation Association of America (CTAA) (\$700).
- 8090 Conference & Meeting Expenses
Provides funds for The Federal Transit Administration Annual Drug & Alcohol Program National Conference (\$1,000).
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of one 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$27,000), CNG Station repairs and monthly maintenance (\$5,000) and van and vehicle cleaning (\$4,000).
- 8105 Fuel
Fuel to operate Community Transit vehicles 5 CNG vehicles (\$3,000).

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

CDBG Senior Nutrition Program

Budget Detail

260-8023

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

CDBG Senior Nutrition Program

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides about 15% of the funds for contract catering of hot lunch/nutrition program. This number varies year-to-year dependent on the actual Block Grant allocation, and number of meals served (\$39,000).

Park Maintenance

Budget Detail

275-6410

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

Arroyo Seco Golf Course – Administration

Budget Detail

295-8041

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

Administration

Budget Detail

295-8041

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,800).
- 8020 Special Department Expense
Credit card and bank fees & charges (\$27,786), computer services (\$14,412), membership dues (\$565) and licensing fee (\$750), donations (\$2,500).
- 8040 Advertising
Promotions and ads for Golf Course (\$3,420).
- 8120 Building Maintenance
Maintenance (\$12,000) and Janitorial Supplies (\$6,000) Burglar alarm (\$504).
- 8140 Utilities
Funds for Water (\$3,150), Gas and Electricity (\$7,800).
- 8150 Telephone
Telephone and Internet services (\$9,900).
- 8170 Professional Services
Administrative fee (\$98,000 a year) and consultant fees (\$3,996 a year).
- 8180 Contract Services
Compensation for Manager and Starter (\$126,640).
- 8191 Liabilities and Surety Bonds
Liability Insurances (\$30,120).
- 8229 Taxes
Property taxes (\$925).
- 8300 Lease Payment
Equipment and Lease payments (\$5,280).

Budget Detail

Arroyo Seco Golf Course – Course Maintenance

295-8042

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

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies (\$4,800), and license and permits (\$1,500).
- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$4,800), oil and gas (\$10,800).
- 8120 Building Maintenance
Maintenance (\$15,700), fertilizer seed and chemicals (\$17,000), sand, gravel and top soil (\$6,800) and course irrigation repairs (\$2,400).
- 8130 Small Tools
Purchase for tools for repairs (\$2,400).
- 8132 Uniform Maintenance
Uniform cleaning (\$6,000).
- 8140 Utilities
Funds for electricity (\$54,900) and water (\$5,000).
- 8150 Telephone
Funds for telephone (\$1,200).
- 8180 Contract Services
Compensation for maintenance staff (\$282,083).

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

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

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

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

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

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

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 (\$106,707).

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

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

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$600), paper products (\$2,115), linens (\$4,745), rental equipment for events (\$1,800), license and permits (\$1,625), and supplies (\$7,660) and Music and Entertainment (\$7,200).

8120 Building Maintenance

Maintenance (\$6,000).

8130 Small Tools

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

8180 Contract Services

Compensation for restaurant staff (\$132,880).