



City of South Pasadena, CA  
Fiscal Year 2010/11 Adopted Budget



City of South Pasadena  
California



Adopted Budget  
For the 2010/11 Fiscal Year

Mayor  
Richard D.  
Schneider, M.D.

Mayor Pro Tempore  
Mike Ten

Councilmember  
Michael A. Cacciotti

Councilmember  
Philip C. Putnam

Councilmember  
David Sifuentes

City Clerk  
Sally Kilby

City Treasurer  
Victor A. Robinette

City Manager  
John Davidson

Population 25,792

C I T Y O F S O U T H P A S A D E N A

**STRATEGIC PLANNING SESSION**

July 15, 2009 \* Library Community Room

Marilyn Snider, Facilitator—Snider and Associates (510) 531-2904  
Michelle Snider Luna, Recorder – Snider Education & Communication (510) 967-9169

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-friendly service*
  - ♦ *Responsiveness*
- ♦ *Open and accessible government*
  - ♦ *Community participation*
  - ♦ *Fiscal responsibility*

THREE-YEAR GOALS

2007-2010 \* not in priority order

- *Repair and/or replace the infrastructure and City facilities*
- *Eliminate the 710 surface route, forcing the sale of Caltrans properties and protecting the City's interests in connection with current tunnel studies*
- *Maintain our strong financial position, including reserves*
- *Retain and attract quality employees*
- *Preserve and improve the environment*

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# City Manager's FY 2010/11 Budget Message

July 1, 2010

Honorable Mayor and City Council,

I am pleased to present to you the Adopted Fiscal Year 2010/11 Budget for the City of South Pasadena and the Community Redevelopment Agency. The budget as presented is well balanced and is consistent with the policy direction reflected in the City Council Goals. The comprehensive Budget for all funds reflects the City Council's commitment to long term financial planning, cost effective municipal services, and financial policies that recognize the need to fund future obligations. The budget document supports an aggressive infrastructure improvement program and also incorporates implementation of all labor agreements approved in the prior year.

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

## ***Budget Process***

The Fiscal Year 2010/11 Budget is based upon an in-depth analysis of actual and projected fund balances, revenues, and expenditures. The City Manager gave each General Fund department an initial target based on the difference between departmental expenditures and departmental revenues. Departments were instructed to meet these targets through expenditure reductions and/or revenue increases. Each City department prepared line item detail for the department's activities and recommended certain service levels and activity goals for the 2010/11 budget year. The Finance Department prepared revenue projections with input from other departments. The City Manager then reviewed individual departmental requests, prioritized activities based upon City Council policy, and made certain adjustments. At the conclusion of this process, the proposed Budget was prepared, and it is being submitted to the City Council for review.

A Budget Study Session was held on March 31, 2010, in which staff presented current year accomplishments, fiscal revenue projections, departmental expenditure challenges, and major issues affecting the City in upcoming years.

## ***2009/10 Accomplishments***

### City Clerk

- Successfully oversaw November 2009 Municipal Elections
- Implemented commission streamlining
- Coordinated multi-media presentations and AV operations
- Made progress in records management
- Provided significant support to administration, transportation, public relations

### City Manager's Office

- Improvements to the 2nd Floor of City Hall
- Implemented "E-Neighbors"
- Coordinated 3rd Annual Clean-Car Show
- Worked diligently on SB 545
- Monitored the Tunnel Feasibility Study
- Increased the utilization of "Contact South Pasadena" where residents can voice concerns and/or make requests
- Streamlined several functions in Human Resources: HR Manager, IDs, employee assistance program, suggestion boxes for employees, increased the number of trainings
- Provide support and coordinate efforts with City Departments in regards to needs and/or concerns addressed by So. Pas. residents, organizations and businesses.

### Finance Department

- Improved IT services and delivery
- Revised filming policy
- Completed cost for services study
- Conducted retail market analysis and land use study
- Implemented water and sewer rate increases
- Issued 36 pay periods for over 200 employees, issued over 5,000 warrant checks and over 200 film permits

### Police Department

- 7% Reduction in Part One Crime
- 9% Crime Clearance Rate
- 15% Increase in Arrests
- 25% Reduction in Traffic Collisions
- 12% Increase in Traffic Citations
- 4% Reduction in Parking Citations
- 50% Increase in Arrive Alive Citations
- Overall Increase in Officer Productivity

### Fire Department

- Unified Response Program Implemented
- 100% Recertification of EMT's
- New Rescue Ambulance Placed in Service
- 100% Compliant with Respiratory Fitness Program
- Paramedic Training 100% Compliant
- Received Excellent Rating from Department of Health Services

### Public Works

- Completed Street Improvement Projects on Oak Hill Lane / Pinecrest Dr., Garfield Ave. Resurfacing Phase II
- Completed Arroyo Slope Stabilization Project
- Completed half of the four year program to clean and inspect the complete City sewer collection system, with the remainder of the program to be completed over the next two years.
- Completed Emergency Projects: Fair Oaks Streetlights, Arroyo Verde Sewer
- Completed design of Hermosa St. Improvements, Glendon / El Centro Gold Line Crossing Improvements, Water Transmission Line Project Phase I, Crestlake / Empress / Elm Park Street Improvements
- Provided construction oversight of Oak St. County Sewer Line Replacement Project, Caltrans SR110 Median Project, Mission Meridian Gold Line Crossing Improvements
- Completed Traffic Calming Study on Fremont Ave
- Achieved 2013 Compliance Level on LA River Trash TMDL Requirements
- Received certification of Sanitary Sewer Management Plan
- Adopted Fats, Oils and Grease Control Ordinance
- Secured \$1,200,000 Zero-Interest Loan from Upper San Gabriel Valley Municipal Water District for Wilson Reservoir
- Filled Project Manager position, significantly increasing staff capability to take on a greater number of capital projects.

### Planning & Building

- Completed state-mandated Housing Element
- MSSP Parking Density Bonus
- SPMC Amendments – massage businesses, medical marijuana
- Zoning Code Amendments – community gardens, accessory structures
- CHC Ordinance
- Expedited Comerica Bank rehab, South Pasadena Cancer Center

### Library

- Completed Exterior Beautification Project, Phase I
- Launched 'Latino Cultural' Book Project
- Received two donated Zolita Sverdlove Paintings
- Partnered with Chinese-American Club, Vecinos, Kiwanis Club, Woman's Club, Rotary Club, and many other groups on various projects

- Received passage of Measure L Parcel Tax Initiative by 79.9%
- Presented popular celebrations to honor Martin Luther King Jr. Day, Chinese New Year, Women's History Month, Black History Month, 4th of July Festival of Balloons, and other significant dates
- More than 2,458 young people participated in the 2009 Summer Reading Program, an 8% increase
- Circulation of materials increased from 388,279 in 2008 to 420,954 in 2009, an 8.42% jump

### Community Services

- Increased daily attendance of the After School Program by 38% from FY 08/09
- On line class registration increased by 30% from Summer 2009 to Winter 2010
- Increased the number of volunteers for the Home Delivery Meals Program
- Increased Dial A Ride Program participation by 40%
- Installed a Fire Alarm System at the War Memorial Building
- Replaced the Gazebo at Garfield Park
- Completed the water proofing, painting, windows and new sign at Orange Grove Park
- Sent out the RFP for the Arroyo Seco Golf Course and Tennis Center
- Department had over 50% cost recovery

### ***General Fund Highlights***

Among the smaller cities with populations under 25,000, South Pasadena is unique for directly providing the full services of public safety, public works, library, recreation and community services and general administration. Although fully staffing for these services costs more than contracting out, doing so reaffirms South Pasadena's preference for local control and personal treatment.

Following is a summary of revenue and expenditure items that have a particular significance in the Adopted FY 2010/11 Budget. General Fund revenues are projected to be \$21.1 million, and expenses are also adopted to come in at \$21.1 million, resulting in a positive ending balance of \$30,700. That small surplus at the end of the fiscal year is intentional, as staff proposed a budget which continues to provide the most services, without going over revenue projections. In other words, if the City was receiving more revenues, staff would adopt additional appropriations on infrastructure improvements, restoration of community services programs, or facility replacement.

### Revenues

The five largest sources of revenue to the City's General Fund are property taxes, utility taxes, sales tax, charges for services and licenses and permits. Property tax makes up 47% of all general fund revenues. In FY 2009/10, the State of California borrowed 8% (approx \$800,000) of the City's property taxes under the guidelines of Prop 1A (2004). The loan is to be paid back by 2013. The City Council in October 2009 decided to sell those loan receivables to the California Communities, and received the money within this fiscal year. For FY 2010/11, the Los Angeles County Assessor's Office estimate a 0.2% decrease in property valuation for South Pasadena, and staff projects no change in property tax revenues.

Utility users taxes (UUT) make up 16-17% of total General Fund revenues. For FY 2009/10, UUT revenues are projected to come in under original budgeted projections, primarily due to conservation efforts. Residents are utilizing less water over the concern of the statewide water shortage, and reducing their usage of electricity, gas, water, etc., due to the difficult economy. More vacant business properties would also mean less utility usage. Similar to property taxes, UUT revenues will be flat for FY 2010/11. The “additional 2% UUT – Infrastructure” revenues contributes \$769,100 and is completely used to pay for infrastructure capital projects.

Current FY 2009/10 sales tax data for South Pasadena shows a decline of -7.7% compared to the prior year. However, this much better than the Los Angeles countywide reduction of -16.4%. The city experienced a decline in sales from lumber/building materials, specialty stores and business services. The drop in fuel prices also reduced service station receipts. Sales tax estimates for FY 2010/11 are conservatively projected and will continue to be monitored closely. Fortunately, the City of South Pasadena is not dependent on the larger retail businesses.

A user fee consultant prepared updated user fees and cost allocation plan for use in FY 2010/11. This plan will ensure that user services receive full cost recovery and that general administrative overhead is properly and reasonably distributed to all cost centers. Staff originally projected \$100,000 increase from the study, but now project flat revenues due to less demand for city services.

The top five revenue sources represent approximately 85% 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**

<b>Description</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Budget 2009/10</b>	<b>Estimated 2009/10</b>	<b>Adopted 2010/11</b>
Property Taxes	8,583,492	9,403,203	9,810,589	10,048,700	9,978,000	9,978,000
Utility Users Taxes	2,250,281	2,666,063	3,476,347	3,779,600	3,476,200	3,476,200
Sales Taxes	2,140,412	2,177,043	1,838,873	2,125,500	1,581,400	1,605,200
Current Services	1,738,740	2,119,021	1,833,445	1,691,180	1,880,650	1,872,000
License & Permits	844,647	893,189	921,930	877,850	916,200	933,000
<i>Top 5 Subtotal</i>	<i>15,557,572</i>	<i>17,258,519</i>	<i>17,881,185</i>	<i>18,522,830</i>	<i>17,832,450</i>	<i>17,864,400</i>
<i>% of Total</i>	<i>82.4%</i>	<i>82.5%</i>	<i>85.9%</i>	<i>86.7%</i>	<i>84.8%</i>	<i>84.7%</i>
All Other Revenues	3,314,454	3,670,926	2,936,583	2,841,303	3,208,418	3,219,009
<b>General Fund Total</b>	<b>\$18,872,026</b>	<b>\$20,929,445</b>	<b>\$20,817,768</b>	<b>\$21,364,133</b>	<b>\$21,040,868</b>	<b>\$21,083,409</b>

As mentioned above, the user fee study also prepared the cost allocation plan, which determined that the General Fund was absorbing administrative costs (e.g. legal, finance, IT, facilities, etc.) for all other funds. The project FY 2009/10 General Fund revenues include reimbursement from the water and CRA funds for these administrative costs. Adopted for FY 2010/11 is approximately \$527,000 in reimbursement from the water, sewer and CRA funds for these costs.

Total projected FY 2010/11 General Fund revenues of \$21.1 million represent a slight increase of approximately \$43,000, or -0.2%, over FY 2009/10 estimated amounts.

Expenditures

Adopted FY 2010/11 expenditures in the General Fund of \$21.1 million represent a decrease of 8.1% from estimated FY 2009/10 expenditures. Comparing just FY 2010/11 wages, operations & maintenance and capital outlay, these three combined show a 0.6%, or \$118,000, increase from the prior year projections. Comparing by categories, staff projects a 1.5% overall increase in wages and benefits. MOU increases are approximately \$307,000, and correcting a Prop A & C administration overcharge increases General Fund expenses by \$150,000. However, a scheduled PERS Rate Adjustments (-\$230,000), the elimination of stipends (-145,000), a 2% department operations savings (-\$372,000), and removing the one-time Sewer Fund transfer (\$-360,000) help keep General Fund expenses down.

**General Fund Expenditures**

<b>Description</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Budget 2009/10</b>	<b>Estimated 2009/10</b>	<b>Adopted 2010/11</b>
Wages & Benefits	11,836,133	13,014,689	13,733,293	14,913,936	14,408,395	14,622,243
Operations & Maintenan	4,236,590	4,560,583	4,897,413	5,448,861	5,057,364	5,179,222
Capital Outlay	454,690	334,030	222,730	436,599	433,818	41,300
Other Expenses	250,000	-	-	-	-	-
Transfer Out	-	-	18,388	360,000	360,000	-
Capital Projects	360,548	170,911	764,512	2,763,655	2,638,168	1,234,000
<b>General Fund Total</b>	<b>17,137,961</b>	<b>18,080,213</b>	<b>19,636,335</b>	<b>23,923,051</b>	<b>22,897,745</b>	<b>21,076,765</b>

Several supplemental requests were approved for FY 2010/11. In evaluating supplemental requests, staff looked at health and safety concerns, cost effectiveness and impact on future budgets.

**Supplemental Budget Requests**

Council Chamber Broadcast Equipment	\$14,560
Replacement of computers	10,000
Additional Breathing Apparatus-SCBA Equipment	20,000
Replacement Cardiac monitor batteries	4,500
Pothole Truck	145,000
Software for Transit Radios/GSP Tracking	11,500
<b>Total Supplemental Requests</b>	<b>\$205,560</b>

The adopted FY 2010/11 Budget will present the General Fund with an undesignated reserve of \$6.5 million on June 30, 2011, and represent 30.9% of General Fund revenues. The City's Financial Policies adopt increasing the reserve for the Arroyo Seco Golf Course Facility by \$50,000 each year. Staff recommends increasing the reserve for retiree benefits as much as possible.

### General Fund Balance Projection

	<u>June 30, 2010</u>	<u>June 30, 2011</u>
Undesignated/Unreserved Balance	\$6,791,819	\$6,489,463
Arroyo Golf Course Facility	86,280	136,280
Equipment Replacement Reserve	504,000	504,000
Legal Reserve	250,000	250,000
Renewable Energy Sources Reserve	250,000	250,000
Retiree Benefit Reserve	500,000	750,000
Uninsured Loss Reserve	401,000	401,000
<b>General Fund Balance</b>	<b>\$8,783,099</b>	<b>\$8,789,743</b>

#### *Highlights of Other Funds*

Prop A & C funds [205 & 207] – Prior year allocation for “administration” expenses has been more than the allowable amount. For FY 2010/11, the adopted budget reduced the amount of staffing allocated to Prop A & C, and in doing so, the General Fund had to absorb \$150,000 in expenses.

Sewer Fund [210] – The previously approved 15% rate increase, effective July 2010, will generate almost \$100,000 in additional revenues for the fund. For FY 2010/11, the Sewer Fund is scheduled to repay the General Fund \$69,022 for General Fund Administration expenses. All remaining fund balances are budgeted for sewer CIP’s.

Street Light & Landscape Fund [215] – Revenues come from assessments placed on South Pasadena property tax bills, and has not changed since 1997 when Proposition 218 was passed. Therefore, budgeted expenses for street lighting and median landscaping programs remain flat, while actual costs increases.

Business Improvement Tax Fund [220] – Revenues are generated from a tax on businesses operating within the City. Revenues are projected to increase for FY 2010/11, due to higher enforcement by the City.

Mission Meridian Public Garage Fund [226] – The City needs to find a solution for this fund. Currently, there are no revenues received, but this fund is absorbing \$20,000 - \$80,000 in annual expenses. The Mission Meridian Fund has a growing negative fund balance exceeding -\$150,000.

CRA and CRA Housing funds [227 & 229] – In FY 2009/10, the CRA purchased 1503 & 1507 El Centro for \$1,010,000. This former nursery property is being leased on a short term basis for the time being. Within the same year, Assembly Bill 26 4X was upheld by the Third District Court of Appeal, requiring South Pasadena CRA to transfer \$216,000 back to the State. The State is requiring an additional \$44,000 in FY 2010/11.

Measure R [233] – In FY 2009/10, the City received partial allocation for Measure R. It is projected that the City will receive \$216,000 in Measure R funds in FY 2010/11. These funds are dedicated to street projects.

Water Fund [500] – The previously approved 15% rate increase, effective July 2010, was projected to generate almost \$700,000 in additional revenues from the City’s 6,000 utility accounts. However, staff is noticing a 10% reduction in water consumption, which translates to \$100,000 less in revenues. For FY 2009/10, the City will complete approximately \$2.7 million in water CIP’s, which will be paid by the \$1.0 million remaining in the 2004 Water Bonds, and \$1.7 million from the 2009 Water Bonds. For FY 2010/11, the City proposes \$12.8 million in water CIP’s, all to be paid for by the 2009 Water Bonds.

Public Financing Authority Fund [550] – The Authority and Fund were created in FY 2008/09 to issue the 2009 Water Bond. The City received approximately \$33 million in capital funds, and these funds are used to pay for water CIPs within the Water Fund. Debt service payments for FY 2010/11 will be approximately \$2.0 million.

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. That is why several of these funds show a negative fund balance.

**Fund Balance Summary – All Fund Types**

<b>Fund Group</b>	<b>07/01/10</b>	<b>Year End</b>	<b>Year End</b>	<b>Revenues Minus</b>	<b>06/30/11</b>
	<b>Fund Balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Expenses</b>	<b>Year End Fund Balance</b>
General Fund	8,783,099	21,083,409	21,076,765	6,644	8,789,743
Special Revenue/Grant Funds	416,408	8,177,551	7,157,815	1,019,736	1,436,144
Enterprise Funds	39,409,618	19,332,000	33,892,107	(14,560,107)	24,849,511
CRA/Housing Funds	1,831,349	671,283	701,550	(30,267)	1,801,082
<b>Total City &amp; CRA</b>	<b>50,440,474</b>	<b>49,264,243</b>	<b>62,828,237</b>	<b>(13,563,994)</b>	<b>36,876,480</b>

***Personnel Highlights***

The adopted budget maintains 145 full-time employees. However, two non-sworn full-time positions in the Police Department have been frozen for FY 2010/11. As a cost savings measure, the Fire Department continue to keep three Firefighter/Paramedic positions vacant since FY 2006/07 and use overtime to staff the station. The adopted budget includes reorganization within the Public Works Department; eliminating the Water Manager and Maintenance Superintendent, creating a Public Works Superintendent; and adding a Maintenance Worker I/II. This Public Works reorganization translates to a \$30,000 savings in personnel expenses. Citywide, departments are also adopting the use of more part-time Professional Interns rather than adding full-time positions.

The adopted budget takes into consideration a 3% salary increase contained in the current memorandum of understandings approved by the City Council. This equates to a \$307,000 increase in personnel cost for the General Fund, and a \$350,000 increase for all funds. All current MOUs are three year contracts which end on June 30, 2011.

Fortunately for the City retirement expenses are projected to decrease for FY 2010/11 due to a CalPERS planned retirement rate decrease for safety employees, resulting in a \$230,000 savings to the City. Note that this is a one-time reduction, and retirement expenses will likely increase in future years. To further reduce expenses, there will be no more stipends paid to employees, resulting in a \$145,000 savings to the City.

There is still an outstanding \$18.5 million unfunded liability for retiree medical costs, which a recent actuarial study translates to an Annual Required Contribution (ARC) of \$2.0 million. The City is currently only paying \$522,000 a year, on a pay-as-you-go strategy.

### ***Capital Improvement Program (CIP) Highlights***

<b>CIP Category</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Budget 2009/10</b>	<b>Estimated 2009/10</b>	<b>Adopted 2010/11</b>
Facilities & Parks	336,040	154,510	351,546	754,631	841,848	28,000
Streets and Sidewalks	4,041,406	1,040,441	1,142,309	10,039,659	5,429,403	5,841,013
Sewer	313,627	24,579	164,074	805,000	790,000	220,000
Water	411,079	-	281	16,250,034	2,720,972	12,807,000
<b>CIP Total</b>	<b>5,102,152</b>	<b>1,219,530</b>	<b>1,658,210</b>	<b>27,849,324</b>	<b>9,782,224</b>	<b>18,896,013</b>

An \$18.7 million Capital Improvement Program is adopted for FY 2010/11. This is on top of \$27.8 million budgeted in FY 2009/10. Projects not completed in FY 2009/10 will be carried over to the new fiscal year. The chart above shows that the City continues to be aggressive in repairing our aging streets and water system.

### ***Legal Services***

Legal fees are a critical part of the City's budget, closely monitored by both the City Council and staff. Recent history of legal costs by fiscal year is provided.

#### **Legal Services Summary**

<b>Legal Services</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Budget 2009/10</b>	<b>Estimated 2009/10</b>	<b>Adopted 2010/11</b>
Human Resources	67,815	73,635	68,805	35,000	35,000	35,000
Environmental Services	-	88	-	-	-	-
Transportation	141,744	124,889	95,758	170,000	170,000	120,000
City Attorney	171,175	249,619	291,998	235,000	235,000	235,000
CRA	15,517	85,249	53,357	75,000	26,000	75,000
<b>Legal Services Total</b>	<b>396,251</b>	<b>533,480</b>	<b>509,917</b>	<b>515,000</b>	<b>466,000</b>	<b>465,000</b>

The level of expenditures for legal fees varies significantly due to the uncertainty of legal issues. As a result, a \$250,000 legal reserve maintained in the General Fund as an effort to address future pending settlement agreements and anticipated litigation costs.

## ***Major Issues Facing the City***

At the March 31, 2010, Budget Study Session, staff presented numerous issues facing the City in upcoming years. Staff will continue to work on these issues, making sure they meet Council Goals, and determining funding resources to support them.

Aging Infrastructure – The City has an infrastructure backlog exceeding \$100 million. In 2009, the City issued \$33 million in water bonds to partially fund the \$54 million of needed water projects. There is also \$60 million in street projects and \$10 million in sewer capital projects in which there is no available funds identified. Delaying or ignoring these needed infrastructure replacements make the City vulnerable to numerous liabilities, and increases replacement costs in the future.

Utility User Tax (UUT) Expiration – The 3% UUT needs to go on the November 2011 ballot or earlier if the City wants to continue with the tax. The 5% UUT must go on the November 2013 ballot or earlier. Take into consideration the Library Parcel Tax and any other school board parcel tax or county bonding measure, residents may be weary of paying too much taxes. The City must carefully orchestrate any balloting efforts to renew the UUT, or the City may risk losing the \$3.5 million in revenues it generate annually for the General Fund.

Retiree Medical Liability – As discussed within the Personnel Highlights paragraph, the City has an \$18.5 million unfunded liability. Annual contributions to meet this liability should be \$2 million, but the City is currently spending \$520,000.

Arroyo Seco Golf Course – The current lease to manage the golf course terminates on June 30, 2011. The transition to a new management company would likely result in unanticipated expenses. Staff is making efforts to assess and analyze the current conditions of the golf course.

Nature Park Expansion/Trail – Expansion of the Nature Park and Rim of the Valley trail along the Arroyo has been a desire of the Council. There is currently no funding identified for this project.

Lot 117/Southwest Hills Park – Similar to the Nature Park, the City does not have funds available to turn Lot 117 into a City park, which is estimated to cost up to \$750,000.

General Plan Update – South Pasadena's General Plan is now 12 years old. The cost to update the General Plan is \$1.0-\$1.2 million. The City will need to dedicate staffing and funds to this project.

Fremont Traffic Calming – Estimated cost of moving forward with the initial Fremont Ave traffic calming concepts recommended by the City's Design Advisory Group is \$2,690,000. This is not part of the aging infrastructure discussed above, and there is a funding of \$170,000 from Alhambra Road Reconfiguration for this project.

Rogan Projects – To date, the City has been granted \$10 million in Rogan Funds for the Fair Oaks Off Ramp/Hook Ramp. There is still an estimated \$10 million shortfall for the project.

Public Works Yard Use – Since part of the Public Works yard burned down in 2009, there have been discussion as to the best use for the 825 Mission Street property. To rebuild the PW Yard “as is” will be paid through an insurance claim. Selling or using that property for a different use would either generate revenues for the city or increase operating expenses. The cost to relocate the PW Yard to a different location is also unknown.

### ***Fiscal Responsibility***

The adopted budget for FY 2010/11 is the culmination of months of effort by City staff to balance available resources with the services desired by South Pasadena residents, visitors and businesses. It represents staff’s best recommendations for meeting fund balance requirements and service delivery objectives, while providing tangible outcomes for programs and projects rooted in the City Council’s important goal-setting work. This comprehensive financial plan will guide the City of South Pasadena through the next fiscal year.

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.

Despite the seeming ability of South Pasadena to weather the financial storms swirling about us – the downturn in the housing market and related credit crunch, for example – it would be a mistake to assume the City is immune to external economic forces. It does seem likely that the City’s tax base will be affected by much of what is happening throughout the State and the nation today, the only uncertainty is the degree of change. We do know that the City’s financial picture must include 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 must be cautious because the General Fund is extremely vulnerable to reaching a structural deficit. FY 2010/11 is a critical year for South Pasadena as we develop the long term plan for addressing the City’s aging infrastructure.

The FY 2010/11 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.

While the foundation of the FY 2010/11 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 am proud to 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 give you the best we have so that we may continue to provide the highest standard of service to the people of South Pasadena.

Respectfully submitted,

/s/

John Davidson  
City Manager

## FY 2010/11 Financial Policies

### 1. BALANCED BUDGET

**We will strive to maintain a balanced operating budget for all governmental funds (all funds except the water enterprise), 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 2010/11 Budget includes a balanced operating budget for some of the funds. Exceptions to this policy include:

- Fund 206–Local Transit Return - Prop “A”
- Fund 208–ISTEA/Metro
- Fund 212–Rail Crossing Improvement Grant
- Fund 215–Street Light & Landscape District
- Fund 216–Safe Route to Schools Grant
- Fund 223–Metro Gold Line Mitigation
- Fund 226–Mission Meridian Garage
- Fund 231–State Gas Tax
- Fund 255–Capital Growth
- Fund 260–CDBG
- Fund 229–CRA Housing

These funds, primarily Special Revenue Funds, can reflect a single year where expenditures exceed revenues as reserves from existing Fund Balances are drawn upon for purposes of completing projects funded with restricted funds designated for specific purposes. Examples include grant funded projects and restricted transportation related funding sources. The Community Redevelopment Agency (CRA) and CRA Housing Fund’s expenditures also exceed revenues as a result of the Downtown Revitalization Project.

A positive General Fund balance is maintained along with all other funds with the exception of the Prop 1B Fund, Sewer Fund, Rail Crossing Improvement Grant, Rogan HR 5394 Grant, Safe Route to Schools Grant, MTA Bus Purchase Grant, Mission Oaks Parking, Mission Meridian Garage, State Park Bond Fund and the CDBG funds. The Prop 1B Fund and the CDBG Fund have minor deficits and most likely will not come to fruition as some expenditure savings are anticipated. The Rail Crossing Improvement Grant and Safe Route to Schools Grant deficits will be funded from the General Fund representing the City’s required match in accordance with the grant requirements. Rogan HR 5394 Grant Fund previous expenditures are reimbursable and Mission Oaks Parking deficit will be funded by assessments to the participants in the Parking District. It is anticipated Mission Meridian Garage Fund will generate parking revenues in the FY 2010/11 budget that will address a portion of the current deficit. The State Park Bond Fund represents expenditures made over the last number of years that are not reimbursable and it is recommended this deficit be absorbed by the General Fund. The Sewer Fund deficit will be addressed in future year rate increases.

## **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 and sewer funds be self-supporting.**

The sewer fund was recognized as an enterprise fund starting in FY 2009/10, with the requirement of self-supporting funding. Water and sewer rate increases will assure that revenues exceed operating expenditures, including debt service. Budgeted water capital projects will be paid from a \$43.4 million 2009 Water Bond issuance. Bond proceeds will be paid out of water revenues. Sewer revenues will pay for increasing sewer capital improvements. In FY 2009/10, the General Fund loaned the Sewer Fund \$100,000 to help offset the impact of rate increases, and \$260,000 to help complete several sewer capital projects.

## **4. GENERAL FUND RESERVE**

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

General Fund undesignated fund balance, based upon the adopted FY 2010/11 Budget, is projected to be 30% at June 30, 2011.

## **5. EQUIPMENT RESERVE**

**We will maintain an equipment reserve designation equal to 15% of the replacement cost of City vehicles and equipment to be replaced in the General Fund.**

As of June 30, 2008 fixed assets net of depreciation totaled \$2,891,120. The current Equipment Replacement Reserve is \$504,000 representing 17.4% of the replacement cost of City vehicles and equipment to be replaced in the General Fund.

## **6. UNINSURED LOSSES RESERVE**

**We will maintain an uninsured losses reserve designation equal to 100% coverage of the four-year combined average of retroactive deposits for General Liability and Workers' Compensation insurance.**

This policy has been met. The Uninsured Loss Reserve of \$401,000 provides adequate coverage of the four-year combined average of retroactive deposits for General Liability and Workers' Compensation insurance.

## **7. ARROYO SECO BANQUET FACILITY**

**Beginning in FY 2008/09, the reserve designation for the Banquet Facility shall be augmented by \$50,000. For the next four years, through FY 2012/13, \$50,000 shall be added to the reserve each year until the reserve contains \$250,000.**

The reserve for the Arroyo Seco Banquet Facility continues to grow. In FY 2009/10, the City Council appropriated \$20,000 to assist with the Request for Proposal for a master lease agreement for the Golf Course. Unfortunately, none of the proposals suggested a banquet facility, as it is determined not feasible at this time.

## **8. RENEWABLE ENERGY SOURCES**

**There shall be a contribution of \$250,000 made to a General Fund reserve designation for Renewable Energy Sources during FY 2007/08.**

This policy has been met and is reflected in the adopted FY 2010/11 Budget.

## **9. 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.**

In November 2007 Measure UT was passed by the voters providing for a 3% increase in the Utility Users Tax (from 5% to 8%) beginning 02/02/08 and ending 03/05/13. An advisory measure provided for not less than 65% of the revenue generated by the 3% Utility Users Tax increase being used for infrastructure improvements. The FY 2010/11 Budget projects \$923,700 in Additional 2% UUT – Infrastructure Revenues.

## **10. 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.

## **11. 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 retirement costs and insurance costs are fully funded. Funding on a pay as you go basis for leave liabilities, claims and judgments and retiree health insurance costs remain the City's practice. However, in accordance with GASB 45, a third party actuarial valuation of the City's liability of annual retirees medical costs was completed in FY 2008/09. For FY 2010/11, the City should consider how funding of that long term liability shall be addressed.

## **12. 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 2010/11 staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams. Recommendations for debt issuance may result later in the fiscal year.

## **13. CONTROL OF FINANCIAL ASSETS**

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

This policy has been met.

## **14. FINANCIAL MANAGEMENT**

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

This policy has been met.

## FY 2009/10 Fund Balance

Fund	Description	07/01/09	Year End	Year End	Revenues Minus	06/30/10
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
	<b>Revenues &amp; Expenditures</b>					
	Operating		20,271,768	19,899,577	372,191	
	Capital		769,100	2,638,168	(1,869,068)	
	Transfers/Interfund Loans		-	360,000	(360,000)	
	<b>Change In Reserves</b>					
	Undesignated/Unreserved	8,025,427	-	-	-	6,791,819
	Reserved for Encumbrances	1,148,270	-	-	-	-
	Arroyo Golf Course Facility	56,280	-	-	-	86,280
	Equipment Replacement Reserve	504,000	-	-	-	504,000
	Legal Reserve	255,000	-	-	-	250,000
	Renewable Energy Sources Reserve	250,000	-	-	-	250,000
	Retiree Benefit Reserve	-	-	-	-	500,000
	Uninsured Loss Reserve	401,000	-	-	-	401,000
101	<b>General Fund Total</b>	<b>10,639,977</b>	<b>21,040,868</b>	<b>22,897,745</b>	<b>(1,856,877)</b>	<b>8,783,099</b>
200	Prop 1B Local Return	753,840	-	770,110	(770,110)	(16,270)
201	MTA Pedestrian Improvement	(388,729)	-	-	-	(388,729)
204	Traffic Improvement	110,740	-	-	-	110,740
205	Prop "A"	(249,730)	381,903	365,364	16,539	(233,191)
207	Prop "C"	346,992	298,513	331,993	(33,480)	313,512
208	ISTEA/Metro	337,905	-	-	-	337,905
209	MTA Gold Line Betterments Grant	14,913	-	-	-	14,913
210	Sewer	352,036	1,013,716	1,217,853	(204,137)	147,899
211	CTC Traffic Improvement	42,573	-	80	(80)	42,493
212	Rail Crossing Imprv Study Fund	-	-	-	-	-
215	Street Light & Landscape	126,732	906,400	931,252	(24,852)	101,880
216	Safe Routes to School	-	-	225,000	(225,000)	(225,000)
218	Clean Air Act	83,553	26,229	389,421	(363,192)	(279,639)
220	Business Improvement Tax	76,182	140,000	163,300	(23,300)	52,882
222	MTA Bus Purchase Fund	(65,386)	41,250	-	41,250	(24,136)
223	Gold Line Mitigation Fund	278,765	-	199,418	(199,418)	79,347
225	Mission Oaks Parking	233	(1)	1,510	(1,511)	(1,278)
226	Mission Meridian Public Garage	(111,777)	-	38,567	(38,567)	(150,344)
230	State Gas Tax	574,458	507,821	1,167,235	(659,414)	(84,956)
232	County Park Bond	(21,441)	35,000	14,900	20,100	(1,341)
233	Measure R	-	133,366	-	133,366	133,366
245	Bike & Pedestrian Paths	5,914	11,664	-	11,664	17,578
250	ARRA Infrastructure Grant	0	17,128	-	17,128	17,128
255	Capital Growth	143,139	18,750	237,042	(218,292)	(75,153)
260	CDBG	-	108,249	108,249	-	-
261	CDBG-R	-	429	-	429	429.46
270	Asset Forfeiture	20,112	570	-	570	20,682
271	Police Grants - Federal	4,012	114	-	114	4,126
272	Police Grants - State (COPS)	178,112	106,231	-	106,231	284,343
273	Police Subventions - CLEEP	4,868	117	-	117	4,985
274	Homeland Security Grant	(91,437)	245,948	-	245,948	154,511
275	Park Impact Fees	83,051	26,000	-	26,000	109,051
280	Public Library Funds Grant	6,785	9,149	9,149	-	6,785
290	99 Pasadena Ave	1,163,267	32,523	1,106,000	(1,073,477)	89,790
500	Water	7,235,785	6,538,370	7,377,880	(839,510)	6,396,275
550	Public Financing Authority	35,977,019	350,000	3,461,575	(3,111,575)	32,865,444
	<b>City Total</b>	<b>57,632,461</b>	<b>31,990,307</b>	<b>41,013,644</b>	<b>(9,023,337)</b>	<b>48,609,125</b>
227	CRA	2,315,252	534,646	1,577,760	(1,043,114)	1,272,138
229	CRA Housing	549,718	130,637	121,145	9,492	559,210
	<b>Redevelopment Agency Total</b>	<b>2,864,970</b>	<b>665,283</b>	<b>1,698,905</b>	<b>(1,033,622)</b>	<b>1,831,349</b>
	<b>TOTAL CITY &amp; CRA</b>	<b>60,497,432</b>	<b>32,655,590</b>	<b>42,712,549</b>	<b>(10,056,958)</b>	<b>50,440,474</b>

## FY 2010/11 Fund Balance

Fund	Description	07/01/10	Year End	Year End	Revenues Minus	06/30/11
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
	<b>Revenues &amp; Expenditures</b>					
	Operating		20,314,309	19,842,765	471,544	
	Capital		769,100	1,234,000	(464,900)	
	Transfers/Interfund Loans		-	-	-	
	<b>Change In Reserves</b>					
	Undesignated/Unreserved	6,791,819	-	-	-	6,498,463
	Reserved for Encumbrances	-	-	-	-	-
	Arroyo Golf Course Facility	86,280	-	-	-	136,280
	Equipment Replacement Reserve	504,000	-	-	-	504,000
	Legal Reserve	250,000	-	-	-	250,000
	Renewable Energy Sources Reserve	250,000	-	-	-	250,000
	Retiree Benefit Reserve	500,000	-	-	-	750,000
	Uninsured Loss Reserve	401,000	-	-	-	401,000
101	<b>General Fund Total</b>	<b>8,783,099</b>	<b>21,083,409</b>	<b>21,076,765</b>	<b>6,644</b>	<b>8,789,743</b>
200	Prop 1B Local Return	(16,270)	-	-	-	(16,270)
201	MTA Pedestrian Improvement	(388,729)	155,906	306,800	(150,894)	(539,623)
204	Traffic Improvement	110,740	4,121,046	3,829,000	292,046	402,786
205	Prop "A"	(233,191)	364,844	307,698	57,146	(176,045)
207	Prop "C"	313,512	296,526	359,184	(62,658)	250,854
208	ISTEA/Metro	337,905	-	329,213	(329,213)	8,692
209	MTA Gold Line Betterments Grant	14,913	-	-	-	14,913
210	Sewer	147,899	748,300	851,258	(102,958)	44,941
211	CTC Traffic Improvement	42,493	-	-	-	42,493
212	Rail Crossing Imprv Study Fund	-	125,000	125,000	-	-
215	Street Light & Landscape	101,880	895,000	925,413	(30,413)	71,467
216	Safe Routes to School	(225,000)	225,000	-	225,000	-
218	Clean Air Act	(279,639)	419,821	5,940	413,881	134,242
220	Business Improvement Tax	52,882	141,000	129,000	12,000	64,882
222	MTA Bus Purchase Fund	(24,136)	-	-	-	(24,136)
223	Gold Line Mitigation Fund	79,347	-	-	-	79,347
225	Mission Oaks Parking	(1,278)	-	-	-	(1,278)
226	Mission Meridian Public Garage	(150,344)	-	27,600	(27,600)	(177,944)
230	State Gas Tax	(84,956)	677,358	576,469	100,889	15,933
232	County Park Bond	(1,341)	24,000	13,600	10,400	9,059
233	Measure R	133,366	216,943	170,000	46,943	180,309
245	Bike & Pedestrian Paths	17,578	10,909	-	10,909	28,487
250	ARRA Infrastructure Grant	17,128	-	-	-	17,128
255	Capital Growth	(75,153)	18,800	-	18,800	(56,353)
260	CDBG	-	43,898	43,898	-	-
261	CDBG-R	429	-	-	-	429
270	Asset Forfeiture	20,682	500	-	500	21,182
271	Police Grants - Federal	4,126	100	-	100	4,226
272	Police Grants - State (COPS)	284,343	105,400	-	105,400	389,743
273	Police Subventions - CLEEP	4,985	100	-	100	5,085
274	Homeland Security Grant	154,511	271,000	-	271,000	425,511
275	Park Impact Fees	109,051	27,000	-	27,000	136,051
280	Public Library Funds Grant	6,785	9,000	9,000	-	6,785
290	99 Pasadena Ave	89,790	28,400	-	28,400	118,190
500	Water	6,396,275	18,233,700	18,188,149	45,551	6,441,826
550	Public Financing Authority	32,865,444	350,000	14,852,700	(14,502,700)	18,362,744
	<b>City Total</b>	<b>48,609,125</b>	<b>48,592,960</b>	<b>62,126,687</b>	<b>(13,533,727)</b>	<b>35,075,398</b>
227	CRA	1,272,138	540,646	547,825	(7,179)	1,264,959
229	CRA Housing	559,210	130,637	153,725	(23,088)	536,122
	<b>Redevelopment Agency Total</b>	<b>1,831,349</b>	<b>671,283</b>	<b>701,550</b>	<b>(30,267)</b>	<b>1,801,082</b>
	<b>TOTAL CITY &amp; CRA</b>	<b>50,440,474</b>	<b>49,264,243</b>	<b>62,828,237</b>	<b>(13,563,994)</b>	<b>36,876,480</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
4000-000	Property Tax - Current Secured	5,882,613	6,561,803	7,054,454	7,207,200	7,174,900	7,174,900
4010-000	Property Tax - Unsecured	274,320	290,975	316,986	272,300	322,400	322,400
4020-000	Property Tax - Prior Years	99,287	4,193	5,987	5,000	6,100	6,100
4030-000	Property Tax - Int & Pen	34,292	53,419	84,981	33,700	86,400	86,400
4040-000	Highway Rental	104,389	107,830	116,155	106,900	118,100	118,100
4050-000	Homeowners Exemption	64,441	65,114	65,322	64,400	66,400	66,400
4060-000	Supplemental - Sec/Unsec	412,755	475,577	215,316	405,900	219,000	219,000
5002-000	Motor Vehicle In Lieu Adj.	1,711,395	1,844,293	1,951,389	1,953,300	1,984,700	1,984,700
<b>Property Tax</b>		<b>8,583,492</b>	<b>9,403,203</b>	<b>9,810,589</b>	<b>10,048,700</b>	<b>9,978,000</b>	<b>9,978,000</b>
4150-000	Library Special Tax	226,244	226,691	228,068	227,000	228,100	228,100
<b>Assessments &amp; Special Taxes</b>		<b>226,244</b>	<b>226,691</b>	<b>228,068</b>	<b>227,000</b>	<b>228,100</b>	<b>228,100</b>
4200-000	Sales & Use Tax	1,415,497	1,401,202	1,161,781	1,356,300	999,100	1,014,100
4200-001	Sales Tax "In Lieu"	476,348	510,627	454,357	504,900	390,700	396,600
4201-000	PSAF - Prop 172 Sales Tax	248,567	265,213	222,734	264,300	191,600	194,500
<b>Sales Tax</b>		<b>2,140,412</b>	<b>2,177,043</b>	<b>1,838,873</b>	<b>2,125,500</b>	<b>1,581,400</b>	<b>1,605,200</b>
4230-001	Utility Tax - Water	215,847	258,442	207,120	257,600	207,100	207,100
4230-002	Utility Tax - Electric	927,261	947,496	832,345	884,800	832,300	832,300
4230-003	Utility Tax - Gas	295,332	398,464	282,011	334,300	282,000	282,000
4230-004	Utility Tax - Telephone	601,079	808,773	758,214	683,800	758,200	758,200
4230-006	Utility Tax - Cable	210,762	252,889	213,380	198,000	213,400	213,400
4230-008	Add'l 1% UUT - Salaries	-	-	414,147	497,400	414,100	414,100
4230-009	Add'l 2% UUT - Infrastructure	-	-	769,131	923,700	769,100	769,100
<b>Utility Users Tax</b>		<b>2,250,281</b>	<b>2,666,063</b>	<b>3,476,347</b>	<b>3,779,600</b>	<b>3,476,200</b>	<b>3,476,200</b>
4210-001	Franchise - Refuse	349,271	360,854	373,254	389,900	369,500	369,500
4210-002	Franchise - Cable TV	237,415	241,454	259,036	261,600	256,400	256,400
4210-003	Franchise - Electric	96,629	90,756	90,113	104,000	89,200	89,200
4210-004	Franchise - Gas	86,234	84,611	98,741	97,000	97,800	97,800
4220-000	Real Property Transfer	129,564	125,484	90,979	111,100	90,100	90,100
<b>Other Taxes</b>		<b>899,113</b>	<b>903,159</b>	<b>912,123</b>	<b>963,600</b>	<b>903,000</b>	<b>903,000</b>
4400-000	Business License	321,497	330,635	333,030	330,000	336,400	353,200
4410-000	Business License Permits	445	1,036	1,050	1,150	1,100	1,100
4420-000	Bus Lic Penalties & Trans	12,898	12,826	18,448	13,000	18,600	18,600
4430-000	Animal Licenses	11,066	11,309	10,167	10,000	10,300	10,300
4440-000	Tobacco Retail Permit	-	-	-	-	1,500	1,500
4445-000	Filming Permits	84,900	98,200	104,260	90,000	109,500	109,500
4460-000	Parking Permits	394,646	413,375	441,281	420,000	425,000	425,000
4465-001	Fire Permits	3,040	2,929	2,110	2,200	2,100	2,100
4470-002	Street / Curb Permits	11,523	16,973	8,440	9,000	8,500	8,500
4470-004	Street Closure Permits	40	3,801	1,745	500	1,800	1,800
4470-005	Newsrack Permits	4,592	2,104	1,400	2,000	1,400	1,400
<b>Licenses &amp; Permits</b>		<b>844,647</b>	<b>893,189</b>	<b>921,930</b>	<b>877,850</b>	<b>916,200</b>	<b>933,000</b>
4600-000	Vehicle Code Fines	122,998	88,030	211,294	125,000	150,000	150,000
4610-000	Parking Citations	504,784	531,840	465,482	500,000	430,000	450,000
4620-000	Other Court Fines	15,273	16,798	25,118	18,000	24,000	20,000
<b>Fines &amp; Forfeitures</b>		<b>643,055</b>	<b>636,668</b>	<b>701,894</b>	<b>643,000</b>	<b>604,000</b>	<b>620,000</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
4800-000	Interest Income	215,984	290,982	129,607	150,000	70,000	70,000
4805-000	Unrealized Gain / Loss	-	-	214	-	2,063	-
4820-000	Rental - Stables	49,220	46,173	46,310	48,000	48,000	50,000
4830-000	Rental - Golf Course	184,171	144,522	145,403	145,000	145,000	145,000
4830-001	Rental - Cellular Site	8,000	7,000	5,500	8,000	35,000	35,000
4830-002	Rental - Cell Phone Site	36,341	31,733	32,685	32,000	35,000	35,000
4830-003	Rental - Cell Site - AT&T	-	8,333	25,134	18,000	28,000	28,000
4830-004	Cell Phone - CW/Bilicke	26,820	27,624	30,843	30,000	30,000	30,000
4830-006	Cell Phone - Cingular OG	2,000	2,167	14,172	3,000	20,000	20,000
4830-009	Cell Phone - Metro PCS	-	-	19,800	9,000	21,000	21,000
4840-000	Rental - War Memorial Building	51,456	54,853	58,735	48,000	49,000	49,500
4850-000	Rental - Eddie Park	5,368	5,849	4,883	3,200	4,000	4,000
4860-000	Rental - Library Comm Room	15,880	14,345	15,810	14,000	18,000	15,000
4870-000	Rental - Racquet Ball Ctr	7,020	7,020	7,020	7,020	7,020	7,020
4885-000	Rental - Sr Citizen Ctr	4,260	4,152	3,168	2,000	3,000	3,000
4890-000	Rental - Farmer's Market	-	-	-	-	3,000	10,000
4891-000	Rental - Orange Grove	260	80	180	400	500	500
4892-000	Rental - Misc	42,155	46,900	31,625	36,000	36,000	36,000
4893-000	Rental - Batting Cages	10,598	3,200	5,100	7,500	10,000	6,000
4894-000	Rental - Youth House	-	1,416	1,412	1,400	2,500	1,500
<b>Use of Money &amp; Property</b>		<b>659,532</b>	<b>696,351</b>	<b>577,601</b>	<b>562,520</b>	<b>567,083</b>	<b>566,520</b>
5000-000	Motor Vehicle In Lieu	171,499	110,144	74,215	100,000	60,000	60,000
5020-000	State Reimb - Police Training	50,407	53,289	21,173	50,000	40,000	40,000
5030-000	State Mandated Cost	103,163	29,874	102	25,000	5,000	5,000
5035-001	State Grant - Direct Loan	66,790	45,966	34,737	50,000	22,301	22,000
5035-018	Reimb - Booking Fees	3,399	-	-	-	-	-
5071-003	Miscellaneous Grants	98,373	317,686	34,734	-	-	-
5073-001	Grants-Police	-	-	3,853	3,883	21,744	-
5073-002	Grants-Fire	-	-	-	-	48,948	-
5073-003	Grants-Planning	-	-	-	1,000	1,000	-
5077-003	Metro Gold Line Authority	(22)	-	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>493,609</b>	<b>556,959</b>	<b>168,814</b>	<b>229,883</b>	<b>198,993</b>	<b>127,000</b>
5150-001	Business License App Fee	19,228	22,245	21,396	20,000	21,400	22,000
5150-002	Non Sufficient Fund Chg	1,055	1,056	1,250	1,000	1,500	1,200
<b>Current Services-Finance</b>		<b>20,283</b>	<b>23,301</b>	<b>22,646</b>	<b>21,000</b>	<b>22,900</b>	<b>23,200</b>
5200-001	Community Development Misc l	113	305	1,362	1,000	1,400	1,400
5200-002	Planning Fees	104,477	107,603	83,434	75,000	75,000	80,000
5200-003	Plan Check	172,322	234,591	121,536	120,000	115,000	125,000
5200-004	Building Permits	309,443	430,609	184,582	220,000	230,000	240,000
5200-007	Administrative Citations	800	7,318	3,987	1,250	4,000	5,000
<b>Current Services-Planning &amp; Building</b>		<b>587,155</b>	<b>780,426</b>	<b>394,900</b>	<b>417,250</b>	<b>425,400</b>	<b>451,400</b>
5220-001	Engineering Fees - Misc	20,879	30,462	23,136	20,000	23,100	23,100
5220-002	Engineering Plan Check	1,506	4,092	5,041	3,500	5,000	5,000
5222-000	AB939 Surcharge	15,270	-	-	-	-	-
5223-000	NPDES	132,714	132,906	132,355	130,000	132,400	132,400
<b>Current Services-Public Works</b>		<b>170,369</b>	<b>167,460</b>	<b>160,532</b>	<b>153,500</b>	<b>160,500</b>	<b>160,500</b>
5230-001	Police Special Svcs	5,354	7,583	7,581	6,500	9,000	8,000
5230-003	Police DUI Recovery	-	-	749	-	-	-
5230-004	Vehicle Impound Fees	16,371	21,782	41,700	35,000	31,000	35,000
5230-005	Police Svcs - Filming	136,865	195,061	208,696	190,000	240,000	210,000
5230-006	Patch Sales	-	80	38	50	-	-
5280-001	Animal Control Fees	1,512	1,416	2,315	1,500	2,000	2,000
<b>Current Services-Police</b>		<b>160,102</b>	<b>225,921</b>	<b>261,080</b>	<b>233,050</b>	<b>282,000</b>	<b>255,000</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
5260-002	Library Fines	57,432	58,060	62,198	57,000	62,200	65,000
5260-003	Library Replacements	6,211	5,891	6,864	7,500	6,900	8,000
<b>Current Services-Library</b>		<b>63,643</b>	<b>63,951</b>	<b>69,062</b>	<b>64,500</b>	<b>69,100</b>	<b>73,000</b>
5265-002	Sr. Citizens Classes	12,408	8,799	4,703	4,000	5,500	5,700
5265-003	Sr. Citizens Membership	8,143	8,608	8,381	9,200	8,000	10,800
5265-004	Sr. Citizens Bus Trips	1,622	1,740	700	1,200	500	500
5265-005	Snr. Citizens Center Programs	32	126	815	500	450	400
5265-006	Bingo - Coffee - Med. I.D.	2,859	2,860	1,165	2,500	2,000	2,000
5270-001	Camp Med Fees	126,027	129,886	177,951	140,000	178,000	175,000
5270-002	Recreation Classes	118,001	128,926	117,741	115,000	117,700	117,000
5270-003	Special Events	4,689	7,214	6,783	6,500	6,500	6,500
5270-005	Park/Field Reservations	24,811	32,222	42,263	27,000	42,300	35,000
5270-007	Adult Sports	4,890	5,400	15,700	13,950	16,050	14,800
5270-008	Concerts in the Park	9,321	11,274	16,971	13,000	13,000	13,000
<b>Current Services-Community Services</b>		<b>312,802</b>	<b>337,055</b>	<b>393,171</b>	<b>332,850</b>	<b>390,000</b>	<b>380,700</b>
5289-001	Fire Dept - Filming	92,194	118,315	122,213	104,030	122,200	122,200
5289-002	Fire Dept - Plan Check	6,767	12,503	10,785	7,000	10,800	10,800
5289-003	Hazmat Fees	14,839	22,622	11,888	10,000	8,500	7,000
5289-004	Fire Alarm Fees	-	-	(50)	-	(100)	-
5290-001	Paramedic Fees	292,744	344,647	368,696	330,000	368,700	368,700
5290-002	Dispatch Recovery Fee	-	-	-	-	-	-
5295-000	Paramedic Medical Supplies	-	3,458	-	-	-	-
5300-000	Paramedic Subscriptions	17,842	19,355	18,475	18,000	20,000	19,000
5305-001	Fire Miscellaneous	-	5	49	-	650	500
<b>Current-Services-Fire</b>		<b>424,386</b>	<b>520,906</b>	<b>532,055</b>	<b>469,030</b>	<b>530,750</b>	<b>528,200</b>
5400-000	Sale of Property	14,187	15,560	1,544	10,000	5,000	5,000
5420-000	Workers Comp Reimb	88,121	87,470	58,096	61,000	61,000	60,000
5425-000	Gen. Liability Insurance Reimb	94,943	36,887	100,000	30,000	30,000	30,000
5430-000	Damage to City Property	1,290	2,349	-	2,000	-	-
5440-000	Candidate Filing Fee	2,285	-	-	1,300	875	-
5450-000	Commissions	260	169	423	500	200	200
5460-000	Recycling Revenue	84,016	110,879	79,293	68,000	85,000	85,000
5490-000	Cash Over/Short Fin.	(21)	(25)	(5)	-	-	-
5490-001	Over/Short - Library	11	(78)	(42)	-	-	-
5490-002	Over/Short - Police	16	(8)	(55)	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	-	1	-	-	-	-
5490-004	Over Short - Senior Center	(7)	(20)	(0)	-	-	-
5501-001	Donations - Misc	9	1	2,970	-	-	-
5501-005	Donations - Library	(1)	-	(75)	-	-	-
5505-000	Miscellaneous	32,169	186,447	65,204	35,000	60,000	60,000
5505-001	Duplication Fees	7,622	8,367	9,145	7,500	7,500	7,500
5550-000	Prior Year Adjustment	-	203,098	24,489	-	-	-
5570-000	Lease Proceeds	50,000	-	-	-	-	-
<b>Other Revenue</b>		<b>374,901</b>	<b>651,098</b>	<b>340,986</b>	<b>215,300</b>	<b>249,575</b>	<b>247,700</b>
5610-000	Reimbursement-Sewer Fund	-	-	-	-	-	69,022
5630-000	Reimbursement-CRA Fund	-	-	-	-	43,307	43,307
5640-000	Reimbursement-Water Fund	-	-	-	-	414,360	414,360
<b>Reimbursements From Other Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>457,667</b>	<b>526,689</b>
9911-000	Transfers from Other Fund	18,000	-	7,097	-	-	-
<b>Transfers In</b>		<b>18,000</b>	<b>-</b>	<b>7,097</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>101 - GENERAL FUND TOTAL</b>		<b>18,872,026</b>	<b>20,929,445</b>	<b>20,817,768</b>	<b>21,364,133</b>	<b>21,040,868</b>	<b>21,083,409</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
5037-000	Prop 1B Local Return	-	415,361	383,908	-	-	-
<b>Revenue From Other Agencies</b>		-	<b>415,361</b>	<b>383,908</b>	-	-	-
<b>200 - PROP 1B LOCAL RETURN TOTAL</b>		-	<b>415,361</b>	<b>383,908</b>	-	-	-
5077-004	MTA Grant - Pedestrian Imp	108,371	336,447	312,076	341,018	-	125,906
5077-041	MTA Grant - Ped. Improv. - LTI	-	-	270,000	-	-	30,000
<b>Revenue From Other Agencies</b>		<b>108,371</b>	<b>336,447</b>	<b>582,076</b>	<b>341,018</b>	-	<b>155,906</b>
<b>201 - MTA PEDESTRIAN IMPROVEMEN</b>		<b>108,371</b>	<b>336,447</b>	<b>582,076</b>	<b>341,018</b>	-	<b>155,906</b>
5036-002	State Grant - Traffic Improve	176,487	-	219,479	4,121,046	-	4,121,046
<b>Revenue From Other Agencies</b>		<b>176,487</b>	-	<b>219,479</b>	<b>4,121,046</b>	-	<b>4,121,046</b>
<b>204 - TRAFFIC IMPROVEMENT TOTAL</b>		<b>176,487</b>	-	<b>219,479</b>	<b>4,121,046</b>	-	<b>4,121,046</b>
4200-000	Sales & Use Tax	415,406	410,092	372,491	426,800	348,161	348,144
<b>Sales Tax</b>		<b>415,406</b>	<b>410,092</b>	<b>372,491</b>	<b>426,800</b>	<b>348,161</b>	<b>348,144</b>
4800-000	Interest Income	789	-	-	-	-	-
<b>Use of Money &amp; Property</b>		<b>789</b>	-	-	-	-	-
5266-000	Dial - A - Ride Charges	3,838	2,589	2,766	3,000	3,400	3,700
<b>Charges for Current Services</b>		<b>3,838</b>	<b>2,589</b>	<b>2,766</b>	<b>3,000</b>	<b>3,400</b>	<b>3,700</b>
5500-000	MTA Bus Pass - Senior	10,420	11,966	11,305	10,000	12,000	12,000
5500-002	MTA Bus Pass - General	(1,097)	(866)	(677)	1,000	1,000	1,000
5505-000	Miscellaneous	5,962	18,095	-	-	17,342	-
5550-000	Prior Year Adjustment	-	(66,090)	-	-	-	-
5586-000	Loan Proceeds	65,000	-	-	-	-	-
<b>Other Revenue</b>		<b>80,285</b>	<b>(36,895)</b>	<b>10,628</b>	<b>11,000</b>	<b>30,342</b>	<b>13,000</b>
<b>205 - LOCAL TRANSIT RETURN "A" TC</b>		<b>500,318</b>	<b>375,786</b>	<b>385,885</b>	<b>440,800</b>	<b>381,903</b>	<b>364,844</b>
4200-000	Sales & Use Tax	344,943	341,062	310,057	350,000	288,790	288,126
<b>Sales Tax</b>		<b>344,943</b>	<b>341,062</b>	<b>310,057</b>	<b>350,000</b>	<b>288,790</b>	<b>288,126</b>
4800-000	Interest Income	15,166	13,850	9,297	8,000	8,400	8,400
4805-000	Unrealized Gain / Loss	-	-	(1,072)	-	1,323	-
<b>Use of Money &amp; Property</b>		<b>15,166</b>	<b>13,850</b>	<b>8,225</b>	<b>8,000</b>	<b>9,723</b>	<b>8,400</b>
5550-000	Prior Year Adjustment	-	(54,815)	-	-	-	-
<b>Other Revenue</b>		-	<b>(54,815)</b>	-	-	-	-
<b>207 - LOCAL TRANSIT RETURN "C" TC</b>		<b>360,110</b>	<b>300,097</b>	<b>318,282</b>	<b>358,000</b>	<b>298,513</b>	<b>296,526</b>
5077-041	MTA Grant - Ped. Improv. - LTI	-	-	329,213	-	-	-
<b>Revenue From Other Agencies</b>		-	-	<b>329,213</b>	-	-	-
<b>208 - ISTE/METRO TOTAL</b>		-	-	<b>329,213</b>	-	-	-
4800-000	Interest Income	16,449	11,890	11,433	7,500	10,300	10,300
4805-000	Unrealized Gain / Loss	-	-	(1,445)	-	1,416	-
<b>Use of Money &amp; Property</b>		<b>16,449</b>	<b>11,890</b>	<b>9,988</b>	<b>7,500</b>	<b>11,716</b>	<b>10,300</b>
5310-000	Sewer Service Charges	557,688	556,668	553,545	667,000	640,000	736,000
5315-000	Penalty - Sewer	1,844	1,967	1,826	2,000	2,000	2,000
<b>Charges for Current Services</b>		<b>559,532</b>	<b>558,634</b>	<b>555,371</b>	<b>669,000</b>	<b>642,000</b>	<b>738,000</b>
5425-000	Gen. Liability Insurance Reimb	7,912	3,074	-	-	-	-
5505-000	Miscellaneous	122	-	-	-	-	-
5505-003	Miscellaneous Grants - Reimb.	(122)	-	-	-	-	-
5550-000	Prior Year Adjustment	-	(54)	960	-	-	-
<b>Other Revenue</b>		<b>7,912</b>	<b>3,020</b>	<b>960</b>	-	-	-
9911-000	Transfers from Other Fund	-	-	-	360,000	360,000	-
<b>Transfers In</b>		-	-	-	<b>360,000</b>	<b>360,000</b>	-
<b>210 - SEWER TOTAL</b>		<b>583,893</b>	<b>573,545</b>	<b>566,318</b>	<b>1,036,500</b>	<b>1,013,716</b>	<b>748,300</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
5072-000	CTC Traffic Improvement	1,693,607	22,263	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>1,693,607</b>	<b>22,263</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	-	42,573	-	-	-	-
<b>Transfers In</b>		<b>-</b>	<b>42,573</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>211 - CTC TRAFFIC IMPROVEMENT TO</b>		<b>1,693,607</b>	<b>64,836</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5077-007	MTA Crossing Study	-	-	-	192,000	-	125,000
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>192,000</b>	<b>-</b>	<b>125,000</b>
<b>212 - RAIL CROSSING IMPRV STUDY F</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>192,000</b>	<b>-</b>	<b>125,000</b>
5071-003	Miscellaneous Grants	1,062,532	48,939	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>1,062,532</b>	<b>48,939</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>214 - ROGAN HR5294 GRANT TOTAL</b>		<b>1,062,532</b>	<b>48,939</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
4100-000	Street Light Assessments	907,670	895,775	885,515	900,000	885,000	885,000
<b>Assessments &amp; Special Taxes</b>		<b>907,670</b>	<b>895,775</b>	<b>885,515</b>	<b>900,000</b>	<b>885,000</b>	<b>885,000</b>
5425-000	Gen. Liability Insurance Reimb	15,824	8,416	(2,268)	-	-	-
5430-000	Damage to City Property	50,203	15,024	20,689	20,000	18,000	10,000
5501-012	Donations - Tree Dedications	20,114	19,005	11,050	-	3,400	-
5505-000	Miscellaneous	(31,817)	121	4,240	-	-	-
5550-000	Prior Year Adjustment	-	(71,602)	-	-	-	-
<b>Other Revenue</b>		<b>54,323</b>	<b>(29,037)</b>	<b>33,711</b>	<b>20,000</b>	<b>21,400</b>	<b>10,000</b>
<b>215 - STREET LIGHT &amp; LANDSCAPE TO</b>		<b>961,994</b>	<b>866,739</b>	<b>919,226</b>	<b>920,000</b>	<b>906,400</b>	<b>895,000</b>
5071-012	CA Safe Routes Grant	-	-	-	251,000	-	225,000
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>251,000</b>	<b>-</b>	<b>225,000</b>
<b>216 - SAFE ROUTES TO SCHOOL TOTA</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>251,000</b>	<b>-</b>	<b>225,000</b>
4800-000	Interest Income	3,498	4,298	1,113	1,600	1,000	1,000
4805-000	Unrealized Gain / Loss	-	-	(50)	-	229	-
<b>Use of Money &amp; Property</b>		<b>3,498</b>	<b>4,298</b>	<b>1,063</b>	<b>1,600</b>	<b>1,229</b>	<b>1,000</b>
5071-003	Miscellaneous Grants	-	-	-	-	-	389,421
5071-014	Garfield Repaving Phase II	-	16,422	50,000	-	-	-
5082-000	AB 2766 (SCAQMD) Fees	30,144	30,843	29,964	28,000	25,000	29,400
<b>Revenue From Other Agencies</b>		<b>30,144</b>	<b>47,266</b>	<b>79,964</b>	<b>28,000</b>	<b>25,000</b>	<b>418,821</b>
5550-000	Prior Year Adjustment	-	8,015	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>8,015</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>218 - CLEAN AIR ACT TOTAL</b>		<b>33,642</b>	<b>59,579</b>	<b>81,027</b>	<b>29,600</b>	<b>26,229</b>	<b>419,821</b>
5412-000	Business Improvment Tax	100,068	103,586	105,341	100,000	100,000	105,000
5412-001	BIT - Filming Permits	31,650	36,750	39,060	33,000	40,000	36,000
<b>Other Revenue</b>		<b>131,718</b>	<b>140,336</b>	<b>144,401</b>	<b>133,000</b>	<b>140,000</b>	<b>141,000</b>
<b>220 - BUSINESS IMPROVEMENT TAX TO</b>		<b>131,718</b>	<b>140,336</b>	<b>144,401</b>	<b>133,000</b>	<b>140,000</b>	<b>141,000</b>
5035-019	MTA F/O Traffic Improvement	329,836	-	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>329,836</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5550-000	Prior Year Adjustment	-	3,009	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>3,009</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>221 - MTA F/O TRAFFIC IMPROVEMEN</b>		<b>329,836</b>	<b>3,009</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
4800-000	Interest Income	(5,346)	-	-	-	-	-
<b>Use of Money &amp; Property</b>		<b>(5,346)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5035-019	MTA F/O Traffic Improvement	132,797	14,755	-	-	41,250	-
<b>Revenue From Other Agencies</b>		<b>132,797</b>	<b>14,755</b>	<b>-</b>	<b>-</b>	<b>41,250</b>	<b>-</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
<b>222 - MTA BUS PURCHASEFUND TOTA</b>		<b>127,451</b>	<b>14,755</b>	<b>-</b>	<b>-</b>	<b>41,250</b>	<b>-</b>
4800-000	Interest Income	173	6	33	-	-	-
4805-000	Unrealized Gain / Loss	-	-	(10)	-	(1)	-
<b>Use of Money &amp; Property</b>		<b>173</b>	<b>6</b>	<b>23</b>	<b>-</b>	<b>(1)</b>	<b>-</b>
5455-000	Parking Assessment Fees	2,276	2,200	8,845	12,000	-	-
5505-000	Miscellaneous	2,200	900	750	-	-	-
5550-000	Prior Year Adjustment	-	(557)	-	-	-	-
<b>Other Revenue</b>		<b>4,476</b>	<b>2,543</b>	<b>9,595</b>	<b>12,000</b>	<b>-</b>	<b>-</b>
<b>225 - MISSION OAKS PARKING TOTAL</b>		<b>4,649</b>	<b>2,548</b>	<b>9,618</b>	<b>12,000</b>	<b>(1)</b>	<b>-</b>
4460-001	Parking Revenue	-	-	13,549	22,000	-	-
<b>Licenses &amp; Permits</b>		<b>-</b>	<b>-</b>	<b>13,549</b>	<b>22,000</b>	<b>-</b>	<b>-</b>
4800-000	Interest Income	2,732	310	-	-	-	-
<b>Use of Money &amp; Property</b>		<b>2,732</b>	<b>310</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5490-005	Cash Over/Short - Parking	-	-	10	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	-	-	273	-	-	-
<b>Transfers In</b>		<b>-</b>	<b>-</b>	<b>273</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>226 - MISSION MERIDIAN PUBLIC GAR.</b>		<b>2,732</b>	<b>310</b>	<b>13,832</b>	<b>22,000</b>	<b>-</b>	<b>-</b>
4000-000	Property Tax - Current Secured	327,973	381,317	403,390	376,200	403,390	403,390
4010-000	Property Tax - Unsecured	62,157	65,156	63,959	64,400	63,959	63,959
4060-000	Supplemental - Sec/Unsec	26,295	20,011	7,597	9,900	7,597	7,597
<b>Property Tax</b>		<b>416,425</b>	<b>466,484</b>	<b>474,946</b>	<b>450,500</b>	<b>474,946</b>	<b>474,946</b>
4800-000	Interest Income	124,256	109,367	52,995	75,000	47,700	47,700
4880-000	Rental - Nursery Property	-	-	-	-	12,000	18,000
<b>Use of Money &amp; Property</b>		<b>124,256</b>	<b>109,367</b>	<b>52,995</b>	<b>75,000</b>	<b>59,700</b>	<b>65,700</b>
5077-004	MTA Grant - Pedestrian Imp	1,165	-	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>1,165</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5550-000	Prior Year Adjustment	-	22,640	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>22,640</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>227 - CRA TOTAL</b>		<b>541,846</b>	<b>598,491</b>	<b>527,942</b>	<b>525,500</b>	<b>534,646</b>	<b>540,646</b>
4000-000	Property Tax - Current Secured	81,993	95,329	100,848	94,100	100,848	100,848
4010-000	Property Tax - Unsecured	15,539	16,289	15,990	15,800	15,990	15,990
4060-000	Supplemental - Sec/Unsec	6,634	5,003	1,899	2,000	1,899	1,899
<b>Property Tax</b>		<b>104,166</b>	<b>116,621</b>	<b>118,737</b>	<b>111,900</b>	<b>118,737</b>	<b>118,737</b>
4800-000	Interest Income	31,064	27,342	13,249	12,000	11,900	11,900
4810-000	Rental - Arroyo House	6,972	14,340	11,462	12,000	-	-
<b>Use of Money &amp; Property</b>		<b>38,036</b>	<b>41,682</b>	<b>24,711</b>	<b>24,000</b>	<b>11,900</b>	<b>11,900</b>
5505-000	Miscellaneous	50	-	-	-	-	-
5550-000	Prior Year Adjustment	-	(28)	3	-	-	-
<b>Other Revenue</b>		<b>50</b>	<b>(28)</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>229 - CRA HOUSING TOTAL</b>		<b>142,252</b>	<b>158,275</b>	<b>143,450</b>	<b>135,900</b>	<b>130,637</b>	<b>130,637</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
4800-000	Interest Income	14,297	14,230	10,987	8,000	9,900	9,900
4805-000	Unrealized Gain / Loss	-	-	(1,562)	-	1,921	-
<b>Use of Money &amp; Property</b>		<b>14,297</b>	<b>14,230</b>	<b>9,425</b>	<b>8,000</b>	<b>11,821</b>	<b>9,900</b>
5036-001	Transportation Improvement	187,887	-	218,312	-	-	-
5038-000	R&TC 7360 Tax	-	-	-	-	-	257,165
5039-000	State Gas Tax - 2105	156,445	152,521	138,601	165,000	165,000	137,072
5040-000	State Gas Tax - 2106	96,277	92,965	85,091	105,000	105,000	84,616
5050-000	State Gas Tax - 2107	209,126	204,099	184,471	220,000	220,000	182,605
5060-000	State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
<b>Revenue From Other Agencies</b>		<b>655,735</b>	<b>455,585</b>	<b>632,476</b>	<b>496,000</b>	<b>496,000</b>	<b>667,458</b>
5550-000	Prior Year Adjustment	-	(42,887)	5,944	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>(42,887)</b>	<b>5,944</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>230 - STATE GAS TAX TOTAL</b>		<b>670,032</b>	<b>426,928</b>	<b>647,844</b>	<b>504,000</b>	<b>507,821</b>	<b>677,358</b>
5586-000	Loan Proceeds	-	49,996	-	-	-	-
5587-000	Arroyo Park Improv. Constr.	61,239	47,516	-	-	-	-
<b>Other Revenue</b>		<b>61,239</b>	<b>97,512</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>231 - STATE PROP 40 FUND TOTAL</b>		<b>61,239</b>	<b>97,512</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5084-008	County Park Bond - Maint	27,506	29,976	-	16,200	35,000	24,000
<b>Revenue From Other Agencies</b>		<b>27,506</b>	<b>29,976</b>	<b>-</b>	<b>16,200</b>	<b>35,000</b>	<b>24,000</b>
5550-000	Prior Year Adjustment	-	255	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>255</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>232 - COUNTY PARK BOND TOTAL</b>		<b>27,506</b>	<b>30,230</b>	<b>-</b>	<b>16,200</b>	<b>35,000</b>	<b>24,000</b>
4200-000	Sales & Use Tax	-	-	-	132,830	132,830	216,593
<b>Sales Tax</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>132,830</b>	<b>132,830</b>	<b>216,593</b>
4800-000	Interest Income	-	-	-	-	350	350
4805-000	Unrealized Gain / Loss	-	-	-	-	186	-
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>536</b>	<b>350</b>
5550-000	Prior Year Adjustment	-	-	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>233 - MEASURE R TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>132,830</b>	<b>133,366</b>	<b>216,943</b>
5035-004	Park Bond	-	68,887	-	-	-	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>68,887</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9911-000	Transfers from Other Fund	-	-	18,388	-	-	-
<b>Transfers In</b>		<b>-</b>	<b>-</b>	<b>18,388</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>235 - STATE PARK BOND TOTAL</b>		<b>-</b>	<b>68,887</b>	<b>18,388</b>	<b>-</b>	<b>-</b>	<b>-</b>
4800-000	Interest Income	797	1,002	557	500	500	500
4805-000	Unrealized Gain / Loss	-	-	(52)	-	22	-
<b>Use of Money &amp; Property</b>		<b>797</b>	<b>1,002</b>	<b>505</b>	<b>500</b>	<b>522</b>	<b>500</b>
5035-000	SB 821 State Grants	34,171	36,741	5,958	21,363	11,142	10,409
<b>Revenue From Other Agencies</b>		<b>34,171</b>	<b>36,741</b>	<b>5,958</b>	<b>21,363</b>	<b>11,142</b>	<b>10,409</b>
<b>245 - BIKE &amp; PEDESTRIAN PATHS TOT.</b>		<b>34,969</b>	<b>37,743</b>	<b>6,463</b>	<b>21,863</b>	<b>11,664</b>	<b>10,909</b>
4805-000	Unrealized Gain / Loss	-	-	-	-	(29)	-
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(29)</b>	<b>-</b>
5070-001	ARRA JAG Grant	-	-	-	-	17,157	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,157</b>	<b>-</b>
<b>250 - ARRA INFRASTRUCTURE GRANT</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,128</b>	<b>-</b>

## Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
4800-000	Interest Income	10,867	10,996	5,878	6,000	5,300	5,300
4805-000	Unrealized Gain / Loss	-	-	(608)	-	(50)	-
<b>Use of Money &amp; Property</b>		<b>10,867</b>	<b>10,996</b>	<b>5,270</b>	<b>6,000</b>	<b>5,250</b>	<b>5,300</b>
5215-000	Growth Requirement - Residen	84,808	97,839	36,654	50,000	12,500	12,500
5216-000	Growth Requiremnt - Comm/Ind	4,025	35,930	(1,002)	2,000	1,000	1,000
<b>Charges for Current Services</b>		<b>88,832</b>	<b>133,769</b>	<b>35,652</b>	<b>52,000</b>	<b>13,500</b>	<b>13,500</b>
<b>255 - CAPITAL GROWTH TOTAL</b>		<b>99,699</b>	<b>144,765</b>	<b>40,923</b>	<b>58,000</b>	<b>18,750</b>	<b>18,800</b>
5075-030	Administration - D96571	7,182	4,000	-	100,000	108,249	43,898
5075-031	Residential Rehabilitation	43,512	28,215	13,480	-	-	-
5075-032	Sr. Program - D99575	22,556	23,195	22,237	-	-	-
5075-049	ADA Sidewalk Repairs	44,230	22,039	79,027	-	-	-
5075-050	ADA Access Ramps	50,700	20,542	20,485	-	-	-
<b>Revenue From Other Agencies</b>		<b>168,180</b>	<b>97,991</b>	<b>135,229</b>	<b>100,000</b>	<b>108,249</b>	<b>43,898</b>
5501-003	Donations - Senior Meals	28,536	29,325	4,490	26,160	-	-
5550-000	Prior Year Adjustment	-	(7)	12,268	-	-	-
<b>Other Revenue</b>		<b>28,536</b>	<b>29,318</b>	<b>16,758</b>	<b>26,160</b>	<b>-</b>	<b>-</b>
<b>260 - CDBG TOTAL</b>		<b>196,716</b>	<b>127,309</b>	<b>151,987</b>	<b>126,160</b>	<b>108,249</b>	<b>43,898</b>
5075-060	Hawthorne St. Improvements	-	-	-	-	429	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>429</b>	<b>-</b>
<b>261 - CDBG-R TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>429</b>	<b>-</b>
4800-000	Interest Income	846	773	523	400	500	500
4805-000	Unrealized Gain / Loss	-	-	(60)	-	70	-
<b>Use of Money &amp; Property</b>		<b>846</b>	<b>773</b>	<b>463</b>	<b>400</b>	<b>570</b>	<b>500</b>
5075-001	Asset Forfeiture - DOJ	-	-	2,964	-	-	-
<b>Revenue From Other Agencies</b>		<b>-</b>	<b>-</b>	<b>2,964</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>270 - ASSET FORFEITURE TOTAL</b>		<b>846</b>	<b>773</b>	<b>3,427</b>	<b>400</b>	<b>570</b>	<b>500</b>
4800-000	Interest Income	199	181	109	100	100	100
4805-000	Unrealized Gain / Loss	-	-	(12)	-	14	-
<b>Use of Money &amp; Property</b>		<b>199</b>	<b>181</b>	<b>97</b>	<b>100</b>	<b>114</b>	<b>100</b>
<b>271 - POLICE GRANTS - FEDERAL TOTAL</b>		<b>199</b>	<b>181</b>	<b>97</b>	<b>100</b>	<b>114</b>	<b>100</b>
4800-000	Interest Income	15,791	10,631	5,994	4,000	5,400	5,400
4805-000	Unrealized Gain / Loss	-	-	(708)	-	831	-
<b>Use of Money &amp; Property</b>		<b>15,791</b>	<b>10,631</b>	<b>5,287</b>	<b>4,000</b>	<b>6,231</b>	<b>5,400</b>
5005-000	State Grant - COPS (AB3229)	100,000	100,000	76,390	100,000	100,000	100,000
<b>Revenue From Other Agencies</b>		<b>100,000</b>	<b>100,000</b>	<b>76,390</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>272 - POLICE GRANTS - STATE TOTAL</b>		<b>115,791</b>	<b>110,631</b>	<b>81,677</b>	<b>104,000</b>	<b>106,231</b>	<b>105,400</b>
4800-000	Interest Income	231	220	132	96	100	100
4805-000	Unrealized Gain / Loss	-	-	(15)	-	17	-
<b>Use of Money &amp; Property</b>		<b>231</b>	<b>220</b>	<b>117</b>	<b>96</b>	<b>117</b>	<b>100</b>
<b>273 - POLICE SUBVENTIONS - CLEEP TOTAL</b>		<b>231</b>	<b>220</b>	<b>117</b>	<b>96</b>	<b>117</b>	<b>100</b>
5036-000	Homeland Security Grant	-	-	4,026	193,675	245,948	271,000
<b>Charges for Current Services</b>		<b>-</b>	<b>-</b>	<b>4,026</b>	<b>193,675</b>	<b>245,948</b>	<b>271,000</b>
<b>274 - HOMELAND SECURITY GRANT TOTAL</b>		<b>-</b>	<b>-</b>	<b>4,026</b>	<b>193,675</b>	<b>245,948</b>	<b>271,000</b>
5200-008	Park Impact Fees	-	49	83,002	-	26,000	27,000
<b>Charges for Current Services</b>		<b>-</b>	<b>49</b>	<b>83,002</b>	<b>-</b>	<b>26,000</b>	<b>27,000</b>
<b>275 - PARK IMPACT FEE TOTAL</b>		<b>-</b>	<b>49</b>	<b>83,002</b>	<b>-</b>	<b>26,000</b>	<b>27,000</b>

# Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
5035-002	State Grant - Public Lib	14,822	9,920	8,782	8,782	9,149	9,000
<b>Revenue From Other Agencies</b>		<b>14,822</b>	<b>9,920</b>	<b>8,782</b>	<b>8,782</b>	<b>9,149</b>	<b>9,000</b>
<b>280 - PUBLIC LIBRARY FUNDS GRANT</b>		<b>14,822</b>	<b>9,920</b>	<b>8,782</b>	<b>8,782</b>	<b>9,149</b>	<b>9,000</b>
4800-000	Interest Income	-	35,230	31,502	35,000	28,400	28,400
4805-000	Unrealized Gain / Loss	-	-	(3,465)	-	4,123	-
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>35,230</b>	<b>28,037</b>	<b>35,000</b>	<b>32,523</b>	<b>28,400</b>
5400-000	Sale of Property	-	1,100,000	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>1,100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>290 - 99 PASADENA AVE TOTAL</b>		<b>-</b>	<b>1,135,230</b>	<b>28,037</b>	<b>35,000</b>	<b>32,523</b>	<b>28,400</b>
4800-000	Interest Income	401,923	370,558	215,428	200,000	193,900	193,900
4805-000	Unrealized Gain / Loss	-	-	(19,424)	-	20,570	-
<b>Use of Money &amp; Property</b>		<b>401,923</b>	<b>370,558</b>	<b>196,004</b>	<b>200,000</b>	<b>214,470</b>	<b>193,900</b>
5320-000	Water Sales	2,308,987	2,176,357	2,139,520	2,323,000	2,000,000	2,300,000
5325-000	Standby Service Charge	795,583	796,197	791,069	2,501,300	2,200,000	2,719,800
5326-000	Water CIP Surcharge	1,374,185	1,376,198	1,375,500	-	165,000	-
5330-000	Private Fire Service	11,759	12,203	12,128	12,000	22,000	12,000
<b>Charges for Current Services</b>		<b>4,490,514</b>	<b>4,360,955</b>	<b>4,318,217</b>	<b>4,836,300</b>	<b>4,387,000</b>	<b>5,031,800</b>
5340-000	Sales to Other Facilities	35,150	18,003	34,228	12,000	27,000	15,000
5360-000	Rubbish Clearing	1,385	(7,503)	(12,583)	-	-	-
5370-000	Penalty - Water/Rubbish	34,562	36,663	34,964	35,000	35,000	36,000
5400-000	Sale of Property	7,476	11,075	-	-	-	-
5425-000	Gen. Liability Insurance Reimb	39,560	15,370	-	-	-	-
5430-000	Damage to City Property	3,784	(3,784)	3,308	-	3,800	-
5505-000	Miscellaneous	-	193	1,800	-	1,100	-
5510-000	Misc Service Revenue	3,222	2,916	8,706	3,000	10,000	3,000
5520-000	AB 939 Holding	111	-	(3)	-	-	-
5525-000	Yard Waste	65	(493)	672	-	-	-
5530-000	Rubbish Billing Fees	103,433	97,502	125,181	100,000	110,000	100,000
5540-000	Service Fees	5,086	20,891	31,327	30,000	33,000	30,000
5550-000	Prior Year Adjustment	-	305,099	(73,219)	-	-	-
5560-000	Sewer Billing Fees	17,193	17,174	17,059	17,000	17,000	17,000
<b>Other Revenue</b>		<b>251,027</b>	<b>513,106</b>	<b>171,439</b>	<b>197,000</b>	<b>236,900</b>	<b>201,000</b>
9911-000	Transfers from Other Fund	-	-	-	7,200,000	1,700,000	12,807,000
<b>Transfers In</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>7,200,000</b>	<b>1,700,000</b>	<b>12,807,000</b>
<b>500 - WATER TOTAL</b>		<b>5,143,465</b>	<b>5,244,619</b>	<b>4,685,660</b>	<b>12,433,300</b>	<b>6,538,370</b>	<b>18,233,700</b>
4800-000	Interest Income	-	-	31,524	970,200	350,000	350,000
<b>Use of Money &amp; Property</b>		<b>-</b>	<b>-</b>	<b>31,524</b>	<b>970,200</b>	<b>350,000</b>	<b>350,000</b>
5505-000	Miscellaneous	-	-	-	-	-	-
<b>Other Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>550 - PUBLIC FINANCING TOTAL</b>		<b>-</b>	<b>-</b>	<b>31,524</b>	<b>970,200</b>	<b>350,000</b>	<b>350,000</b>
<b>CITYWIDE TOTAL</b>		<b>31,998,978</b>	<b>32,323,494</b>	<b>31,234,380</b>	<b>44,487,103</b>	<b>32,655,590</b>	<b>49,264,243</b>

## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
Wages & Benefits	11,836,133	13,014,689	13,733,293	14,913,936	14,408,395	14,622,243
Operations & Maintenance	4,236,590	4,560,583	4,897,413	5,448,861	5,057,364	5,179,222
Capital Outlay	454,690	334,030	222,730	436,599	433,818	41,300
Other Expenses	250,000	-	-	-	-	-
Transfer Out	-	-	18,388	360,000	360,000	-
Capital Projects	360,548	170,911	764,512	2,763,655	2,638,168	1,234,000
<b>101 - General Fund Total</b>	<b>17,137,961</b>	<b>18,080,213</b>	<b>19,636,335</b>	<b>23,923,051</b>	<b>22,897,745</b>	<b>21,076,765</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	45,430	757,279	770,110	-
<b>200 - Prop 1B Local Return Total</b>	<b>-</b>	<b>-</b>	<b>45,430</b>	<b>757,279</b>	<b>770,110</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	461,854	593,309	360,459	306,800	-	306,800
<b>201 - MTA Pedestrian Improvement Total</b>	<b>461,854</b>	<b>593,309</b>	<b>360,459</b>	<b>306,800</b>	<b>-</b>	<b>306,800</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	273	-	-	-
Capital Projects	-	-	-	-	-	-
<b>203 - Caltrans Blue Line Parking (FUND CI</b>	<b>-</b>	<b>-</b>	<b>273</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	196,319	2,271	-	3,829,000	-	3,829,000
<b>204 - Traffic Improvement Total</b>	<b>196,319</b>	<b>2,271</b>	<b>-</b>	<b>3,829,000</b>	<b>-</b>	<b>3,829,000</b>
Wages & Benefits	273,750	328,501	354,971	402,425	263,664	225,598
Operations & Maintenance	143,404	115,144	187,900	101,700	101,700	82,100
Capital Outlay	-	-	6,001	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	47,055	48,672	-	-	-	-
<b>205 - Prop "A" Total</b>	<b>464,208</b>	<b>492,316</b>	<b>548,872</b>	<b>504,125</b>	<b>365,364</b>	<b>307,698</b>

## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
Wages & Benefits	222,137	208,223	191,144	198,914	220,048	206,684
Operations & Maintenance	2,640	2,700	2,770	7,800	31,945	71,000
Capital Outlay	-	-	-	-	-	81,500
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	114,021	135,125	29,586	80,000	80,000	-
<b>207 - Prop "C" Total</b>	<b>338,798</b>	<b>346,048</b>	<b>223,499</b>	<b>286,714</b>	<b>331,993</b>	<b>359,184</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	2,150	340,055	-	329,213
<b>208 - ISTEA/Metro Total</b>	<b>-</b>	<b>-</b>	<b>2,150</b>	<b>340,055</b>	<b>-</b>	<b>329,213</b>
Wages & Benefits	247,420	225,993	255,781	305,642	294,698	334,258
Operations & Maintenance	146,943	168,260	132,453	228,584	133,155	285,000
Capital Outlay	10,834	-	-	12,000	-	12,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	313,627	24,579	164,074	805,000	790,000	220,000
<b>210 - Sewer Total</b>	<b>718,824</b>	<b>418,832</b>	<b>552,308</b>	<b>1,351,226</b>	<b>1,217,853</b>	<b>851,258</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	1,573,253	22,263	-	-	80	-
<b>211 - CTC Traffic Improvement Total</b>	<b>1,573,253</b>	<b>22,263</b>	<b>-</b>	<b>-</b>	<b>80</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	192,000	-	125,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>212 - Rail Crossing Imprv Study Fund Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>192,000</b>	<b>-</b>	<b>125,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	0	-	-	-	-
Capital Projects	818,581	-	-	-	-	-
<b>214 - Rogan HR5394 Grant Total</b>	<b>818,581</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
Wages & Benefits	330,813	148,936	158,211	138,852	178,540	128,187
Operations & Maintenance	619,006	722,975	684,021	860,131	752,712	797,226
Capital Outlay	37,833	9,906	2,369	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	18,935	22,758	8,800	-	-	-
<b>215 - Street Light &amp; Landscape Total</b>	<b>1,006,588</b>	<b>904,575</b>	<b>853,400</b>	<b>998,983</b>	<b>931,252</b>	<b>925,413</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	263,000	225,000	-
<b>216 - Safe Routes to School Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>263,000</b>	<b>225,000</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	13,597	6,181	8,071	7,700	-	5,940
Capital Outlay	4,344	-	120,721	53,597	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	389,421	389,421	-
<b>218 - Clean Air Act Total</b>	<b>17,941</b>	<b>6,181</b>	<b>128,791</b>	<b>450,718</b>	<b>389,421</b>	<b>5,940</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	122,625	132,575	146,859	152,500	163,300	129,000
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>220 - Business Improvement Tax Total</b>	<b>122,625</b>	<b>132,575</b>	<b>146,859</b>	<b>152,500</b>	<b>163,300</b>	<b>129,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	42,573	-	-	-	-
Capital Projects	250,584	-	-	-	-	-
<b>221 - MTA F/O Traffic Improvement (FUND 1)</b>	<b>250,584</b>	<b>42,573</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	16,283	-	41,250	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>222 - MTA Bus Purchase Fund Total</b>	<b>16,283</b>	<b>-</b>	<b>41,250</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Expenditure Summary by Fund

Category/Fund	Actual 2006/07	Actual 2007/08	Actual 2008/09	Budget 2009/10	Estimated 2009/10	Adopted 2010/11
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	6,064	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	84,703	14,572	30,576	200,418	199,418	-
<b>223 - Gold Line Mitigation Fund Total</b>	<b>90,767</b>	<b>14,572</b>	<b>30,576</b>	<b>200,418</b>	<b>199,418</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	6,889	6,013	7,094	7,400	1,510	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>225 - Mission Oaks Parking Total</b>	<b>6,889</b>	<b>6,013</b>	<b>7,094</b>	<b>7,400</b>	<b>1,510</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	121,469	80,689	74,494	81,000	38,567	27,600
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>226 - Mission Meridian Public Garage Total</b>	<b>121,469</b>	<b>80,689</b>	<b>74,494</b>	<b>81,000</b>	<b>38,567</b>	<b>27,600</b>
Wages & Benefits	48,876	58,695	59,095	77,455	62,780	80,567
Operations & Maintenance	718,525	412,640	247,154	405,598	502,003	467,258
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	1,012,977	-
<b>227 - CRA Total</b>	<b>767,401</b>	<b>471,334</b>	<b>306,248</b>	<b>483,053</b>	<b>1,577,760</b>	<b>547,825</b>
Wages & Benefits	60,227	58,814	61,170	71,219	65,500	75,469
Operations & Maintenance	45,369	57,872	62,657	65,921	55,645	78,256
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>229 - CRA Housing Total</b>	<b>105,596</b>	<b>116,686</b>	<b>123,827</b>	<b>137,140</b>	<b>121,145</b>	<b>153,725</b>
Wages & Benefits	280,361	311,142	313,498	362,917	385,280	373,169
Operations & Maintenance	166,669	129,757	92,574	139,991	104,069	128,300
Capital Outlay	-	919	-	138,167	137,886	75,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	6,763	-	80	540,000	540,000	-
<b>230 - State Gas Tax Total</b>	<b>453,793</b>	<b>441,818</b>	<b>406,151</b>	<b>1,181,075</b>	<b>1,167,235</b>	<b>576,469</b>

## Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Adopted
	2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	7,097	-	-	-
Capital Projects	142,398	1,631	-	-	-	-
<b>231 - State Prop 40 Fund (FUND CLOSED) I</b>	<b>142,398</b>	<b>1,631</b>	<b>7,097</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	13,592	28,369	21,337	16,200	14,900	13,600
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	15,000	-	13,404	-	-	-
<b>232 - County Park Bond Total</b>	<b>28,592</b>	<b>28,369</b>	<b>34,741</b>	<b>16,200</b>	<b>14,900</b>	<b>13,600</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	170,000
<b>233 - Measure R Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>170,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	56,572	-	-	-	-	-
<b>235 - State Park Bond (FUND CLOSED) Tot</b>	<b>56,572</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	34,171	27,878	-	-	-	-
<b>245 - Bike &amp; Pedestrian Paths Total</b>	<b>34,171</b>	<b>27,878</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	101,083	112,981	132,250	132,650	237,042	-
<b>255 - Capital Growth Total</b>	<b>101,083</b>	<b>112,981</b>	<b>132,250</b>	<b>132,650</b>	<b>237,042</b>	<b>-</b>
Wages & Benefits	13,661	8,035	-	-	-	-
Operations & Maintenance	89,900	86,608	42,880	62,237	22,237	43,898
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	95,607	42,580	99,513	86,012	86,012	-
<b>260 - CDBG Total</b>	<b>199,168</b>	<b>137,224</b>	<b>142,393</b>	<b>148,249</b>	<b>108,249</b>	<b>43,898</b>

# Expenditure Summary by Fund

Category/Fund	Actual 2006/07	Actual 2007/08	Actual 2008/09	Budget 2009/10	Estimated 2009/10	Adopted 2010/11
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	15,845	-	8,191	-	-	-
Capital Outlay	205,828	96,118	97,147	37,313	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>272 - Police Grants - State (COPS) Total</b>	<b>221,673</b>	<b>96,118</b>	<b>105,337</b>	<b>37,313</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	95,463	193,675	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>274 - Homeland Security Grant Total</b>	<b>-</b>	<b>-</b>	<b>95,463</b>	<b>193,675</b>	<b>-</b>	<b>-</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	10,306	9,816	8,453	10,000	9,149	9,000
Capital Outlay	7,966	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
<b>280 - Public Library Funds Grant Total</b>	<b>18,271</b>	<b>9,816</b>	<b>8,453</b>	<b>10,000</b>	<b>9,149</b>	<b>9,000</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	1,106,000	1,106,000	-
<b>290 - 99 Pasadena Ave Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,106,000</b>	<b>1,106,000</b>	<b>-</b>
Wages & Benefits	1,180,720	1,178,202	1,287,070	1,640,322	1,538,232	1,559,358
Operations & Maintenance	2,169,154	2,646,203	2,772,705	3,376,946	3,075,586	3,799,791
Capital Outlay	51,109	46,069	39,319	40,000	43,090	22,000
Other Expenses	-	79,328	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	411,079	-	281	16,250,034	2,720,972	12,807,000
<b>500 - Water Total</b>	<b>3,812,061</b>	<b>3,949,801</b>	<b>4,099,374</b>	<b>21,307,302</b>	<b>7,377,880</b>	<b>18,188,149</b>
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	235,599	-	1,761,575	2,045,700
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	7,200,000	1,700,000	12,807,000
Capital Projects	-	-	-	-	-	-
<b>550 - Public Financing Authority Total</b>	<b>-</b>	<b>-</b>	<b>235,599</b>	<b>7,200,000</b>	<b>3,461,575</b>	<b>14,852,700</b>
Wages & Benefits	14,494,097	15,541,230	16,414,230	18,111,682	17,417,137	17,605,533
Operations & Maintenance	8,648,588	9,166,383	9,632,623	11,164,569	11,825,417	13,287,891
Capital Outlay	788,886	487,041	624,998	911,350	614,794	231,800
Other Expenses	250,000	79,328	-	-	-	-
Transfer Out	-	42,573	25,759	7,560,000	2,060,000	12,807,000
Capital Projects	5,102,152	1,219,530	1,651,112	27,849,324	10,795,200	18,896,013
<b>CITYWIDE TOTAL</b>	<b>29,283,723</b>	<b>26,536,085</b>	<b>28,348,722</b>	<b>65,596,925</b>	<b>42,712,549</b>	<b>62,828,237</b>

## General Fund Expenditures

Department/Program	Actual 2006/07	Actual 2007/08	Actual 2008/09	Budget 2009/10	Estimated 2009/10	Adopted 2010/11
City Council	47,455	27,721	47,728	59,368	54,768	58,669
City Clerk						
City Clerk	214,169	232,192	276,539	323,361	284,017	351,367
Elections	79,983	45,058	42,514	42,150	90,326	1,200
City Manager						
City Manager	348,104	486,776	599,009	631,334	630,276	878,397
Personnel	103,119	114,994	131,096	123,700	104,400	90,700
Transportation Planning	310,327	205,320	164,082	377,037	268,400	275,000
Legal Services	171,175	294,619	321,998	235,000	235,000	235,000
Finance						
Finance	347,858	455,500	419,183	429,900	386,931	442,975
Information System	165,903	171,241	170,814	189,730	176,960	176,130
City Treasurer	10,287	10,288	10,318	8,637	10,517	8,603
Non-Dept./Overhead	1,227,295	1,058,721	1,084,820	1,280,250	1,449,025	1,343,727
Police	6,390,223	6,776,472	7,151,514	7,159,417	7,121,102	6,882,686
Fire	3,508,458	3,798,213	3,781,911	4,255,625	3,915,828	3,882,446
Public Works						
Environmental Services	94,579	94,234	214,634	197,401	176,935	209,270
Administration & Engineering	196,755	254,824	477,351	867,379	652,373	675,531
Street Maintenance	1,587	-	-	-	-	-
Park Maintenance	299,014	333,727	400,060	452,900	365,226	356,205
Facilities Maintenance	379,322	417,266	458,080	814,457	731,839	627,838
Planning & Building	880,903	1,005,407	831,614	929,982	895,246	901,797
Library	1,341,700	1,487,288	1,578,836	1,612,352	1,569,506	1,606,209
Community Services						
Senior Services	160,503	151,437	169,484	180,695	165,989	217,192
Community Services	165,771	154,967	138,937	208,986	209,913	162,485
Recreation and Youth Serv	332,923	333,038	382,914	419,734	405,000	459,338
Capital Projects	360,548	170,911	764,512	2,763,655	2,638,168	1,234,000
Misc/Transfers Out	-	-	18,388	360,000	360,000	-
<b>Total General Fund</b>	<b>17,137,961</b>	<b>18,080,213</b>	<b>19,636,335</b>	<b>23,923,051</b>	<b>22,897,745</b>	<b>21,076,765</b>

## FY 2010/11 Transfers

<u>Description</u>	<u>General Fund (101)</u>	<u>Sewer Fund (210)</u>	<u>Water Fund (500)</u>	<u>PFA Fund (550)</u>
a) <b>Bond Proceeds for Water CIP</b>			12,807,000	(12,807,000)
<b>TOTAL</b>	-	-	12,807,000	(12,807,000)

# Capital Improvement Projects

Category	CIP Description	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
Fac	9149 Telephone System Upgrade	-	-	3,607	20,000	-	-
Street	9203 Street Repairs	241,639	80,023	53,537	646,800	646,800	-
Street	9204 Localized Street Repairs	-	-	17,076	-	-	-
Street	9205 Fair Oaks/Mission Ped. Improv.	75,842	46,490	15	-	-	-
Street	9219 Pasadena/Monterey Grade Sep	-	-	-	48,000	30,000	-
Fac	9225 City Hall Work. Impr. 2nd Fl.	-	-	46,239	-	-	-
Fac	9257 War Mem. Bldg. Capital Replace	-	-	7,450	-	-	-
Fac	9259 Library Roof Repairs	15,767	-	-	-	-	-
Fac	9260 War Memorial Fire Alarm System	-	-	-	13,000	13,000	-
Fac	9261 Gymboree Doors at WMB	-	-	-	7,300	7,300	-
Fac	9262 Arroyo Park Imprv. - Const.	5,221	-	-	-	-	-
Fac	9274 Service Yard A/C Imp/Roof Repl	-	-	12,755	-	2,825	-
Street	9276 Sidewalk Repairs	-	-	282	-	20,000	-
Street	9278 Fair Oaks/ Orange Grove Imprv.	-	-	-	45,100	45,100	-
Street	9280 Arroyo Slope Stabilization	22,079	4,500	277,774	267,444	267,444	-
Street	9281 Traffic Signal Fair Oaks/Bank	-	-	-	26,000	26,000	-
Street	9282 Signal Synchronization Connection	-	-	-	170,000	170,000	-
Fac	9301 Library 15 Ton HVAC Unit	-	22,773	-	-	-	-
Fac	9303 Library ADA Bathroom Fixtures	-	3,379	24,500	-	-	-
Fac	9304 Library Repair Storm Drain	-	8,487	3,004	-	-	-
Fac	9305 Senior Center ADA Improvements	-	5,260	43,767	-	-	-
Street	9311 SR 110 Hook Ramp Proj. - City	-	-	7,593	-	-	-
Fac	9315 Library A/C Duct Cleaning	-	-	6,246	-	-	-
Fac	9316 Library Stair Carpeting	-	-	-	3,500	3,500	-
Fac	9317 Library Repl. 20 Ton A/C Unit	-	-	303	33,200	33,200	-
Fac	9318 Library Repair Window Trims	-	-	-	5,500	5,500	-
Fac	9320 Library ADA Ramp Comm. Room	-	-	-	65,000	65,000	18,000
Fac	9322 Library ADA Improvements	-	-	-	14,750	14,750	-
Fac	9323 Library Elevator Replacement	-	-	-	10,000	10,000	10,000
Fac	9325 Merrell Gage Art Restoration	-	-	-	50,000	50,000	-
Street	9351 Mission Flashing Crosswalk	-	-	-	50,000	50,000	-
Fac	9352 Short Way Improvements	-	-	50,923	10,310	10,310	-
Street	9353 Forest Avenue Improvements	-	-	120,562	73	-	-
Street	9354 Monterey Road Improvements	-	-	37,347	-	-	170,000
Street	9355 Oak Hill St. Improvements	-	-	50,522	510,678	474,954	-
Street	9356 S. Lane/Warwick Pl. Improve.	-	-	480	180,000	105,485	220,000
Street	9357 Hermosa Street Improvements	-	-	530	-	-	-
Street	9360 Fair Oaks Banner Pole Reloc.	-	-	-	75,000	75,000	-
Street	9361 Crestlake St. Improvements	-	-	-	244,000	244,000	-
Street	9362 Highland St. Improvements	-	-	-	268,000	268,000	-
Street	9376 Indiana Ave Improvements	-	-	-	-	-	235,000
Street	9377 Pasadena Ave Improvements	-	-	-	-	-	581,000
<b>101 - GENERAL FUND TOTAL</b>		<b>360,548</b>	<b>170,911</b>	<b>764,512</b>	<b>2,763,655</b>	<b>2,638,168</b>	<b>1,234,000</b>
Street	9290 Local Street Improvements	-	-	45,430	757,279	770,110	-
<b>200 - PROP 1B LOCAL RETURN TOTAL</b>		<b>-</b>	<b>-</b>	<b>45,430</b>	<b>757,279</b>	<b>770,110</b>	<b>-</b>
Street	9205 Fair Oaks/Mission Ped. Improv.	461,854	593,309	360,459	-	-	-
Street	9248 Fair Oaks Improvement	-	-	-	306,800	-	306,800
<b>201 - MTA PEDESTRIAN IMPROVEMEN</b>		<b>461,854</b>	<b>593,309</b>	<b>360,459</b>	<b>306,800</b>	<b>-</b>	<b>306,800</b>
Street	9278 Fair Oaks/ Orange Grove Imprv.	196,319	2,271	-	3,829,000	-	3,829,000
<b>204 - TRAFFIC IMPROVEMENT TOTAL</b>		<b>196,319</b>	<b>2,271</b>	<b>-</b>	<b>3,829,000</b>	<b>-</b>	<b>3,829,000</b>

# Capital Improvement Projects

Category	CIP Description	Actual 2006/07	Actual 2007/08	Actual 2008/09	Budget 2009/10	Estimated 2009/10	Adopted 2010/11
Street	9205 Fair Oaks/Mission Ped. Improv.	47,055	48,672	-	-	-	-
	<b>205 - PROP "A" TOTAL</b>	<b>47,055</b>	<b>48,672</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9205 Fair Oaks/Mission Ped. Improv.	114,021	135,125	29,586	-	-	-
Street	9212 Garfield Repaving, Phase II	-	-	-	80,000	80,000	-
	<b>207 - PROP "C" TOTAL</b>	<b>114,021</b>	<b>135,125</b>	<b>29,586</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>
Street	9281 Traffic Signal Fair Oaks/Bank	-	-	2,150	10,842	-	-
Street	9311 SR 110 Hook Ramp Proj. - City	-	-	-	329,213	-	329,213
	<b>208 - ISTEA/METRO TOTAL</b>	<b>-</b>	<b>-</b>	<b>2,150</b>	<b>340,055</b>	<b>-</b>	<b>329,213</b>
Sewer	9146 Spot Repairs to Sewers	154,125	24,579	164,074	250,000	250,000	50,000
Sewer	9346 Emergency Sewer Repairs	159,502	-	-	-	-	-
Sewer	9359 Peterson Ave. Sewer Repairs	-	-	-	150,000	150,000	-
Sewer	9370 Citywide Sewer Video Phase II	-	-	-	70,000	55,000	-
Sewer	9371 Empress St Improvements	-	-	-	95,000	95,000	-
Sewer	9372 Elm Park St Improvements	-	-	-	120,000	120,000	-
Sewer	9373 Marengo Ave Improvements	-	-	-	120,000	120,000	-
Sewer	9374 Park Ave Improvements	-	-	-	-	-	100,000
Sewer	9375 Citywide Sewer Video Phase III	-	-	-	-	-	70,000
	<b>210 - SEWER TOTAL</b>	<b>313,627</b>	<b>24,579</b>	<b>164,074</b>	<b>805,000</b>	<b>790,000</b>	<b>220,000</b>
Street	9147 Traffic Improvement Grant	1,573,253	22,263	-	-	-	-
Street	9311 SR 110 Hook Ramp Proj. - City	-	-	-	-	80	-
	<b>211 - CTC TRAFFIC IMPROVEMENT TO</b>	<b>1,573,253</b>	<b>22,263</b>	<b>-</b>	<b>-</b>	<b>80</b>	<b>-</b>
Street	9156 Fair Oaks Street Improvements	818,581	-	-	-	-	-
	<b>214 - ROGAN HR5394 GRANT TOTAL</b>	<b>818,581</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9199 Street Improvements	14,878	-	-	-	-	-
Street	9287 Sidewalk, Curb & Gutter Imprvm	4,058	22,758	8,800	-	-	-
	<b>215 - STREET LIGHT &amp; LANDSCAPE TC</b>	<b>18,935</b>	<b>22,758</b>	<b>8,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9213 Safe Routes to School	-	-	-	263,000	225,000	-
	<b>216 - SAFEROUTES TO SCHOOL TOTA</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>263,000</b>	<b>225,000</b>	<b>-</b>
Fac	9307 CNG Fueling Station (MSRC)	-	-	-	389,421	389,421	-
	<b>218 - CLEAN AIR ACT TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>389,421</b>	<b>389,421</b>	<b>-</b>
Street	9248 Fair Oaks Improvement	250,584	-	-	-	-	-
	<b>221 - MTA F/O TRAFFIC IMPROVEMEN</b>	<b>250,584</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9288 Gold Line Mitigations	84,703	14,572	26,976	199,418	199,418	-
Street	9298 Soundwalls	-	-	3,600	1,000	-	-
	<b>223 - GOLD LINE MITIGATION FUND TC</b>	<b>84,703</b>	<b>14,572</b>	<b>30,576</b>	<b>200,418</b>	<b>199,418</b>	<b>-</b>
Street	9024 Street Resurfacing	6,763	-	-	-	-	-
Street	9203 Street Repairs	-	-	-	220,000	220,000	-
Street	9281 Traffic Signal Fair Oaks/Bank	-	-	80	320,000	320,000	-
	<b>230 - STATE GAS TAX TOTAL</b>	<b>6,763</b>	<b>-</b>	<b>80</b>	<b>540,000</b>	<b>540,000</b>	<b>-</b>

# Capital Improvement Projects

Category	CIP Description	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
Fac	9100 Transfers Out	-	-	7,097	-	-	-
Fac	9037 Garfield Youth House	48,870	1,631	-	-	-	-
Fac	9038 Arroyo Park Impr. - Constr.	93,528	-	-	-	-	-
<b>231 - STATEPROP 40 FUND (FUND CLC</b>		<b>142,398</b>	<b>1,631</b>	<b>7,097</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fac	9040 Garfield Park Gazebos	-	-	13,404	-	-	-
Fac	9200 Arroyo Park Impr. - Constr.	15,000	-	-	-	-	-
<b>232 - COUNTY PARK BOND TOTAL</b>		<b>15,000</b>	<b>-</b>	<b>13,404</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9397 Alhambra Rd Reconfiguration	-	-	-	-	-	170,000
<b>233 - MEASURER TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>170,000</b>
Fac	9036 Arroyo Park Impr - Constr.	56,572	-	-	-	-	-
<b>235 - STATEPARK BOND (FUND CLOS]</b>		<b>56,572</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9158 Arroyo Pedestrian Paths	19,900	-	-	-	-	-
Street	9205 Fair Oaks/Mission Ped. Improv.	14,271	27,878	-	-	-	-
<b>245 - BIKE &amp; PEDESTRIAN PATHS TOT</b>		<b>34,171</b>	<b>27,878</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fac	9221 City Hall Paint & Carpet	-	-	38,154	16,200	89,938	-
Fac	9237 PD HVAC Replacement	-	-	-	65,000	65,000	-
Fac	9259 Library Roof Repairs	-	-	-	34,700	34,700	-
Fac	9261 Gymboree Doors at WMB	18,718	-	-	-	-	-
Fac	9262 Arroyo Park Imprv. - Const.	46,817	-	-	-	-	-
Fac	9272 OG Rec Center Capital Improv.	-	-	29,985	8,960	36,596	-
Fac	9273 City Fac. Energy Effic. Impr.	-	-	45,845	-	-	-
Fac	9282 Signal Synchronization Connection	6,190	11,925	-	-	-	-
Fac	9283 Library/Senior Center HVAC	21,250	-	-	-	-	-
Fac	9285 OGPark Bldg. Roof Replacement	-	24,995	12,210	7,790	10,808	-
Fac	9286 Library Wall/Window Waterproof	8,108	-	-	-	-	-
Fac	9308 Svc. Facility Bldg. Painting	-	68,345	6,057	-	-	-
Fac	9309 Library Painting & Trim	-	7,715	-	-	-	-
<b>255 - CAPITAL GROWTH TOTAL</b>		<b>101,083</b>	<b>112,981</b>	<b>132,250</b>	<b>132,650</b>	<b>237,042</b>	<b>-</b>
Street	9253 ADA Sidewalk Access Ramps	51,377	20,542	20,485	43,006	43,006	-
Street	9264 ADA Sidewalk Repairs	44,231	22,039	79,027	43,006	43,006	-
<b>260 - CDBG TOTAL</b>		<b>95,607</b>	<b>42,580</b>	<b>99,513</b>	<b>86,012</b>	<b>86,012</b>	<b>-</b>
<b>261 - CDBG-R TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Street	9371 Empress St Improvements	-	-	-	244,000	244,000	-
Street	9372 Elm Park St Improvements	-	-	-	108,000	108,000	-
Street	9373 Marengo Ave Improvements	-	-	-	754,000	754,000	-
<b>290 - 99 PASADENA AVE TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,106,000</b>	<b>1,106,000</b>	<b>-</b>

## Capital Improvement Projects

Category	CIP Description	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
Water	9152 Grand Reservoir & Pump Station	318,246	-	-	-	-	-
Water	9196 Wilson Well # 3 Rehabilitation	(3,608)	-	-	-	-	-
Water	9241 Wilson Well #2 Rehab	91,441	-	-	705,010	705,010	-
Water	9255 Design of Wilson Reservoir	-	-	-	709,290	400,000	-
Water	9265 Wilson Reservoir Construction	-	-	-	8,050,000	-	8,050,000
Water	9266 Garfield Reservoir	-	-	-	1,000,000	77,962	500,000
Water	9268 Westside Reservoir Roof	-	-	-	130,000	-	130,000
Water	9290 Local Street Improvements	4,999	-	-	-	-	-
Water	9291 Trans. Line - Wilson/Garfield	-	-	-	4,570,734	980,000	3,500,000
Water	9292 Grevelia Water Main Replace.	-	-	-	600,000	73,000	527,000
Water	9293 Rollin St. Water Main Replace.	-	-	-	150,000	150,000	-
Water	9294 Brunswick Ave. Water Main Repl	-	-	-	250,000	250,000	-
Water	9295 Water Services	-	-	-	50,000	50,000	50,000
Water	9296 Meter Replacement Program	-	-	281	35,000	35,000	50,000
<b>500 - WATER TOTAL</b>		<b>411,079</b>	<b>-</b>	<b>281</b>	<b>16,250,034</b>	<b>2,720,972</b>	<b>12,807,000</b>
Fac	Facilities & Parks	336,040	154,510	351,546	754,631	841,848	28,000
Street	Streets and Sidewalks	4,041,406	1,040,441	1,142,309	10,039,659	5,429,403	5,841,013
Sewer	Sewer	313,627	24,579	164,074	805,000	790,000	220,000
Water	Water	411,079	-	281	16,250,034	2,720,972	12,807,000
<b>GRAND TOTAL</b>		<b>5,102,152</b>	<b>1,219,530</b>	<b>1,658,210</b>	<b>27,849,324</b>	<b>9,782,224</b>	<b>18,896,013</b>

**CITY COUNCIL**  
**Department Summary**

<b>EXPENDITURE SUMMARY</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Budget 2009/10</b>	<b>Estimated 2009/10</b>	<b>Adopted 2010/11</b>
Wages & Benefits	16,228	18,782	18,703	18,668	18,668	18,369
Operations & Maintenance	31,227	8,939	29,025	40,700	36,100	40,300
Capital Outlay	-	-	-	-	-	-
<b>Total Expenses by Category</b>	<b>47,455</b>	<b>27,721</b>	<b>47,728</b>	<b>59,368</b>	<b>54,768</b>	<b>58,669</b>
[101-1011] City Council	47,455	27,721	47,728	59,368	54,768	58,669
<b>Total Expenses by Program</b>	<b>47,455</b>	<b>27,721</b>	<b>47,728</b>	<b>59,368</b>	<b>54,768</b>	<b>58,669</b>

**CITY COUNCIL**  
**Department Description and Authorized Positions**

Richard D. Schneider M.D., Tem  
Mike Ten, Mayor Pro Tem  
Michael A. Cacciotti, Councilmember  
Mayor Philip C Putnam, Councilmember  
David Sifuentes, Councilmember

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

# CITY COUNCIL

## Budget Detail

**101-1011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	15,450	18,000	18,000	18,000	18,000	18,000
7110	Workers Compensation	554	521	442	407	407	108
7170	FICA - Medicare	224	261	261	261	261	261
	<WAGES & BENEFITS>	16,228	18,782	18,703	18,668	18,668	18,369
8000	Office Supplies	-	-	1,483	500	-	-
8010	Postage	543	61	262	200	100	200
8020	Special Department Expense	29,300	5,026	18,186	25,500	25,000	25,500
8040	Advertising	-	-	-	500	400	500
8060	Dues & Memberships	-	-	100	2,000	-	500
8090	Conference & Meeting Expense	1,384	3,676	8,995	11,400	10,000	10,000
8150	Telephone	-	177	-	600	600	3,600
	<OPERATIONS & MAINTENANCE>	31,227	8,939	29,025	40,700	36,100	40,300
<b>[101-1011] City Council Total</b>		<b>47,455</b>	<b>27,721</b>	<b>47,728</b>	<b>59,368</b>	<b>54,768</b>	<b>58,669</b>

## CITY COUNCIL

**Budget Detail**

**101-1011**

### **PERSONNEL SERVICES**

- 7000 Regular Salaries  
Provides funds for monthly stipend for members of the City Council. Elected South Pasadena officials are paid a \$300 monthly stipend. City Council members are subject to Medicare withholding and Workers Compensation coverage provided by the City.

### **OPERATIONS & MAINTENANCE**

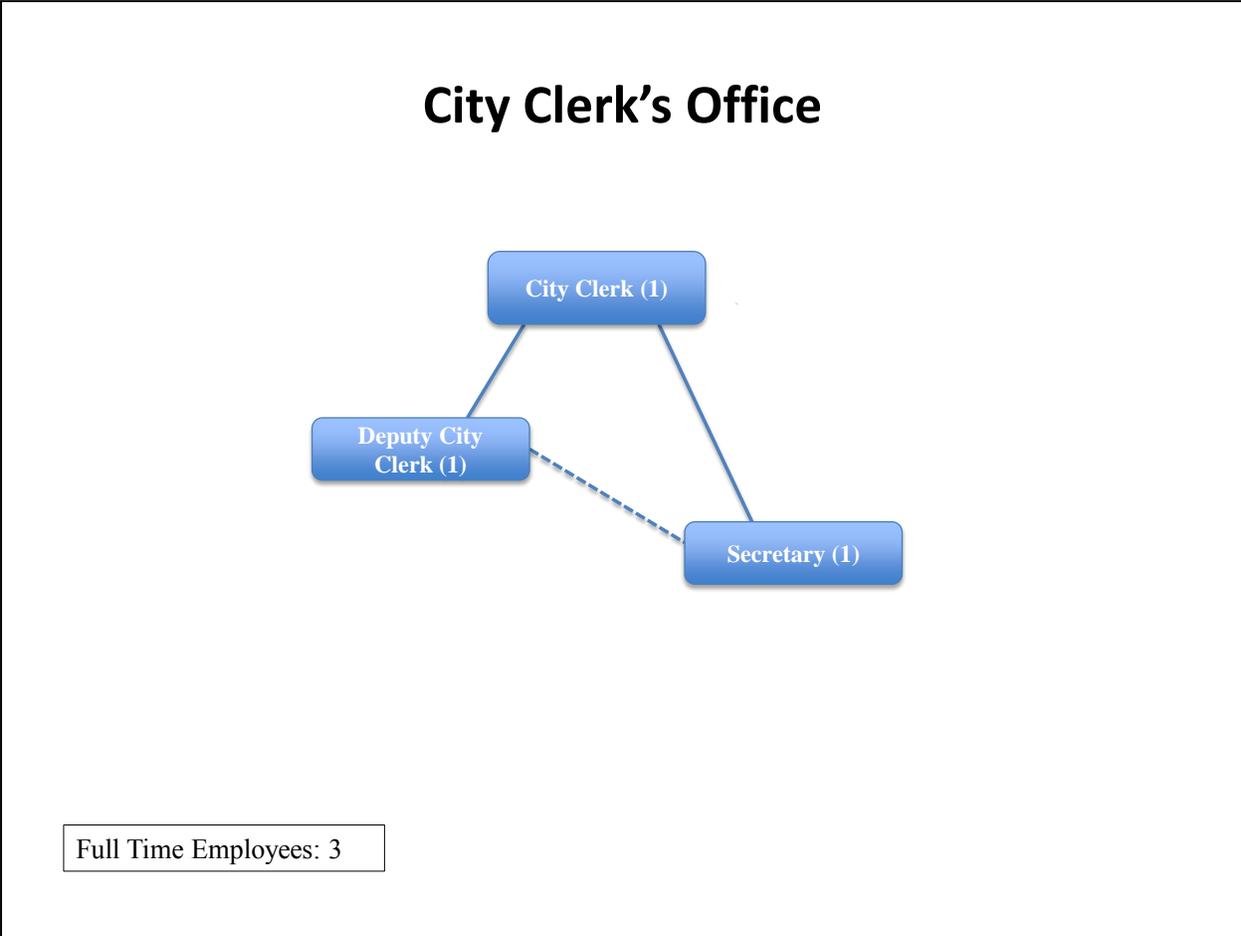
- 8000 Office Supplies  
Provides funds for miscellaneous office supplies.
- 8010 Postage  
Provides funds for postage meter charges and postage for mailing City Council mail.
- 8020 Special Department Expense  
Provides \$5,000 in discretionary funds for each Councilmember per City Council action of September 2004. Provides funds (\$300) for annual Image Awards and associated costs. Provides funds for special unanticipated requests (\$200).
- 8040 Advertising  
Provides funds for South Pasadena High School Homecoming program advertisement (photograph, advertising space).
- 8060 Dues/Memberships/Subscriptions  
Provides funds for memberships in organizations.
- 8090 Conference and Meeting Expense  
Provides funds for City Council conference and meeting expenses. Councilmembers are allocated 6,000 in total to attend professional meetings and conferences. This account includes cost of meals/drinks for twice-monthly Council meetings plus refreshments for special meetings, receptions, and strategic planning sessions. Includes reimbursement for parking and mileage costs for conferences and meetings as well as reimbursement for business lunches (total of \$4,000).
- 8150 Telephone  
Provides funds for cell phones for three Councilmembers (\$100/month/Councilmember).

## CITY CLERK Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> <b>2006/07</b>	<b>Actual</b> <b>2007/08</b>	<b>Actual</b> <b>2008/09</b>	<b>Budget</b> <b>2009/10</b>	<b>Estimated</b> <b>2009/10</b>	<b>Adopted</b> <b>2010/11</b>
Wages & Benefits	189,593	200,084	238,455	257,637	237,437	295,467
Operations & Maintenance	95,367	73,649	69,298	82,850	128,906	50,300
Capital Outlay	9,192	3,518	11,300	25,024	8,000	6,800
<b>Total Expenses by Category</b>	<b>294,152</b>	<b>277,250</b>	<b>319,053</b>	<b>365,511</b>	<b>374,343</b>	<b>352,567</b>
[101-1021] City Clerk	214,169	232,192	276,539	323,361	284,017	351,367
[101-1022] Elections	79,983	45,058	42,514	42,150	90,326	1,200
<b>Total Expenses by Program</b>	<b>294,152</b>	<b>277,250</b>	<b>319,053</b>	<b>365,511</b>	<b>374,343</b>	<b>352,567</b>

City Clerk	1
Deputy City Clerk	1
Secretary	1
<b>Total</b>	<b>3</b>

**CITY CLERK**  
**Department Description and Authorized Positions**



The City Clerk's Office consists of a full-time elected City Clerk who is also a City employee, and two full-time employees.

The City Clerk's Office focuses its activities on City Council-related matters, including preparing agenda packets for Council/Community Redevelopment Agency meetings in cooperation with the City Manager; attending all meetings of the City Council, completing minutes and processing ordinances and resolutions adopted by the Council in accord with established requirements; posting agendas in accord with legal requirements; coordinating presentations and making arrangements for meetings; interfacing with the Mayor and City Council on behalf of staff, residents, outside agencies and the media; preparing proclamations and certificates; serving as a contact for local legislative offices; coordinating ceremonial events; providing event-planning services; and preparing and updating information for the website, City sites, and internal/external directories. In addition, the Office insures broadcasting integrity for Council and commission meetings and provides digital copies of meetings for archival purposes and for the public/staff.

The City Clerk's Office provides support to the City Council, which includes interfacing with the public, staff, and others; scheduling special meetings, coordinating with outside agencies; conducting research, ensuring timely Fair Political Practices Commission filings, and making travel arrangements.

The City Clerk's Office maintains a record of the proceedings of City Council/CRA meetings, contracts approved by the City Council, and City resolutions and ordinances. The Office insures the integrity of the ordinance codification system and oversees access to and updating of online and hardbound Municipal Codes.

The Office keeps all official records of the Council and the Office of the City Clerk and insures that they are available to the public. The City Clerk serves as the official custodian of all official City records and the City Seal and serves a resource for records retention and management. The City Clerk oversees the bidding process for the City's legal publishing requirements. The Office, in conjunction with Public Works and other departments, conducts bid openings for a variety of projects. The City Clerk provides notary services for internal documents.

The City Clerk's Office coordinates more than 20 commissions, committees, and boards, tracking appointments and resignations; scheduling and preparing certificates of appreciation; informing the community of available openings; responding to inquiries in consultation with the City Attorney; coordinating ethics and Brown Act training; and serving as a resource for commissioners and staff liaisons.

The City Clerk's Office oversees regular General Municipal Elections held every two years in coordination with the Los Angeles County Registrar-Recorder/County Clerk (LACRR/CC); provides general support for other LACRR/CC elections throughout the year; and oversees Special Municipal Elections as required.

The City Clerk's Office processes all claims filed against the City, assisting the City's claims administrative agency, the claimant, the City Attorney, and law firms.

The City Clerk's Office provides pertinent information to the media, agencies, staff members, and the public and performs numerous public information-related functions. The Office responds to Public Records Requests in accord with legal requirements.

The City Clerk's Office serves as the filing officer for elected officials, candidates, and commissioners for Fair Political Practices Commission forms, including Form 700 Statements of Economic Interest and campaign filings. The Office now serves as the filing officer for the South Pasadena Unified School District candidates and measures. The City Clerk performs the duties imposed upon City Clerks by the California Political Reform Act.

## **CITY CLERK**

### **FY 2009/10 Accomplishments and Performance Measures**

#### **Goal 1: Resolve major document management issues in City Clerk's office**

##### Performance Measures

- Establish Deputy City Clerk as lead documents management staff person in order to implement total records management system in City Clerk's Office.  
Result: Partially met as staff changed and office only 2/3 staffed for six months. New Deputy City Clerk assumed duties November 2009.
- Commit 70 hours per month as minimum number of staffing hours dedicated to documents management projects.  
Result: Unable to dedicate this time due to above staffing issues. Deputy City Clerk focused on records storage, documents imaging system indexing, records access, and records management as time allowed.
- Transfer vault files list in Microsoft Word to Access by June 2010.  
Result: Modified plan; Access not being utilized. Vault files list a future project.
- Achieve completion of major records management projects by June 2010.  
Result: Upgraded City Clerk's vault storage area prior to second floor renovation, including installing improved shelving, creation of locked storage, and reorganization of existing files. Utilized offsite storage area at Yards and improved storage capabilities with reconfigured shelving. Scanned minutes and documents from Transportation Commission and other commissions into documents imaging program. Made progress in scanning agreements/contracts. Scanned Fair Political Practices campaign filings, saving staff time and providing greater public/staff access. Contributed to renovation of office space on second floor and improved file storage facilities.
- Transfer outdated media recordings of Council meeting from videotapes and audiotapes (that play only on discontinued tape player) to current media—DVD and CD—by December 2009.  
Result: Postponed project due to staff and budget restrictions. Created inventory and stored tapes. Plan to revisit the issue of archiving recordings since minutes are the official record.
- Upgrade Laserfiche document management software to enhance document archiving by June 2010 if available from vendor.  
Result: Met with Laserfiche representative, who will provide software to facilitate scanning to Laserfiche process. Updating not necessary at this time.
- Assess feasibility of renumbering Municipal Code in conjunction with codifier to facilitate code changes by September 2009 and schedule revision, if advisable, for FY 2010/11.  
Result: Obtained estimate from codifier and determined that the cost was not cost-effective in terms of budget restrictions and that current numbering is adequate for code purposes.

#### **Goal 2: Initiate citywide document management project**

##### Performance Measures

- During the fiscal year, hold four document management committee meetings with pertinent departments to develop strategies and plans for citywide document management.  
Result: Conducted one such meeting.
- In conjunction with other departments, establish an offsite storage plan for citywide records by June, 2010 to be implemented in FY 2010/11.

Result: Proposed detailed offsite storage plan as supplemental request at March 31, 2010 budget study session (denied).

- Conduct citywide “Records Destruction Day” for disposing of files in accordance with Retention Schedule by spring 2010.

Result: Conducted event September 24, 2009, followed by destruction list approved by the Council and almost 400 boxes of documents destroyed. Obtained approval for additional destruction of documents during 2010.

- Department will assist two departments in implementing records scanning project utilizing Laserfiche document management system by January 2010.

Result: Deputy City Clerk trained Planning and Building staff member in scanning and providing Planning Commission documents on the Internet.

### **Goal 3: Enhance knowledge and skills of records management**

#### Performance Measure

- A staff member will attend at least one records-management seminar during the fiscal year.  
Result: Met. Deputy City Clerk attended City Clerk’s conference in April 2010, providing opportunity for gathering information from colleagues, particularly about electronic records. One staff member attended records management workshop, “Records Retention and Destruction,” May 2010. Former staff member attended documents management seminar in 2009.

### **Goal 4: Continue to implement streamlining efforts in audiovisual operations**

#### Performance Measures

- Undertake management analysis of audiovisual services and obtain City Council direction on ability/interest of the City to continue operating Time Warner Cable without support from the cable company, and determine financial and staff resources available for operations/capital improvements.
- Until a decision is made on long-term viability of Cable operations, continue to insure that broadcasting of meetings, production of cable program information, and related Cable TV operations remain uninterrupted.

Results: Continued current broadcasting schedule and conducted additional programs requiring contributions from IT, AV, and Public Works (Fremont Traffic Calming web conference, September 11<sup>th</sup> Memorial DVD, installation of equipment to provide AT&T cable customers with access to City programming). Submitted status report and proposal for additional support and oversight at March 31, 2010 budget workshop.

### **Goal 5: Conduct Municipal Election in conjunction with Los Angeles County Registrar-Recorder/County Clerk November 3, 2009 with no major problems attributable to City responsibilities**

#### Performance Measures

- Prepare all documents as required by law within established time periods.
- Conduct all procedures required for candidate filings and inclusion of a possible tax measure on the ballot within required deadlines.
- Publish all notices as required by law, including multilingual notices in Spanish and Chinese publications.

- Comply with all deadlines as established by the Los Angeles County Registrar-Recorder/County Clerk for a consolidated election.  
Results: Met all performance measures.

<p style="text-align: center;"><b>CITY CLERK</b> <b>FY 2010/11 Goals and Performance Measures</b></p>
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**Goal 1: Resolve major document management issues in City Clerk's office**

Performance Measures

- Begin process to implement offsite records storage project FY 2011/2012 budget by indexing and organizing files utilizing both part-time and full-time staff.
- Complete scanning into document imaging (and searching) system of contract files by September 2010.
- Complete training of new staff member and begin implementing records management projects.
- Create master list of archival files.
- Create subject filing system for office files and organize all files by December 2010.
- Submit at least two requests to City Council for approval to destroy records during fiscal year.
- Investigate feasibility of charging for electronic copies and implement in next fiscal year.
- Achieve completion of two major City Clerk's Office records management projects by end of fiscal year.
- Reaffirm City Council resolution permitting destruction of meeting videotapes/other media more than two years old.
- Continue project to scan into document imaging (and searching) system minutes and agendas of City commissions.
- Schedule at least one conference with Laserfiche representative on upgrades/enhanced usage of document imaging system.
- Schedule at least one document management seminar for staff by the end of the fiscal year.

**Goal 2: Strengthen policies and procedures of City Clerk's office**

Performance Measures

- Develop procedures and guidelines for City Clerk's Office responsibilities, e.g., preparing staff reports for the agenda packet; bid procedures, filing procedures, preparing ordinance summaries.
- Strengthen communication with commission liaisons by holding one workshop.

**Goal 3: Communicate claims-related important risk management issues to City Council.**

Performance Measures

- Prepare risk management report for City Council, in conjunction with California Joint Powers Insurance Authority, by August 2010 and submit annually.

**Goal 3: Resolve ongoing issues with audiovisual support**

Performance Measures

- Implement program to re-assign responsibility for audiovisual support if approved in FY 10/11 budget.
- If proposal denied, attempt to streamline procedures to minimize staff time, e.g., purchase software, propose eliminating the broadcasting of Planning Commission, Community Redevelopment Commission.
- Revise audiovisual contract to match budgeted services.



# CITY CLERK

## Budget Detail

**101-1021**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	129,826	137,738	165,436	183,769	167,097	211,308
7010	Salaries - Temp / Part	1,355	9,704	10,611	-	-	4,000
7020	Overtime	1,392	1,605	2,327	1,000	1,200	1,000
7040	Holiday	234	-	-	-	-	-
7070	Leave Buyback	2,410	2,272	2,992	3,000	13,300	3,000
7100	Retirement	24,852	25,925	30,616	37,698	34,662	43,733
7108	Deferred Compensation	787	819	831	869	1,007	1,071
7110	Workers Compensation	1,054	944	971	1,016	908	547
7122	Unemployment Insurance	2,034	-	-	-	-	-
7130	Group Health Insurance	15,568	15,960	18,913	23,580	14,302	23,580
7140	Vision Insurance	477	480	556	720	437	720
7150	Dental Insurance	1,475	1,489	1,559	2,700	1,438	2,700
7160	Life Insurance	372	372	372	558	450	558
7170	FICA - Medicare	2,043	2,775	3,271	2,727	2,636	3,250
	<WAGES & BENEFITS>	183,879	200,084	238,455	257,637	237,437	295,467
8000	Office Supplies	-	-	354	500	250	1,700
8010	Postage	167	195	147	250	200	250
8020	Special Department Expense	6,529	7,446	5,052	7,700	5,000	4,000
8040	Advertising	1,551	1,925	2,877	2,000	3,600	2,400
8060	Dues & Memberships	2,109	5,117	2,283	3,600	6,780	8,600
8070	Mileage/Auto Allowance	124	72	-	50	100	50
8090	Conference & Meeting Expense	-	69	32	500	650	1,500
8110	Equipment Maintenance	5,939	10,139	11,467	4,300	2,900	5,160
8150	Telephone	-	-	-	1,200	2,800	2,600
8170	Professional Service	-	-	1,329	15,900	13,000	13,100
8200	Training Expense	2,287	282	-	1,000	2,300	7,300
8300	Lease Payment	2,392	3,346	3,242	3,700	1,000	2,440
	<OPERATIONS & MAINTENANCE>	21,098	28,591	26,784	40,700	38,580	49,100
8520	Machinery & Equipment	9,192	3,518	11,300	25,024	8,000	6,800
	<CAPITAL OUTLAY>	9,192	3,518	11,300	25,024	8,000	6,800
<b>[101-1021] City Clerk Total</b>		<b>214,169</b>	<b>232,192</b>	<b>276,539</b>	<b>323,361</b>	<b>284,017</b>	<b>351,367</b>

# CITY CLERK

**Budget Detail**

**101-1021**

## **PERSONNEL SERVICES**

- 7000 Regular Salaries  
Provides compensation for full-time City Clerk, Deputy City Clerk, and Secretary.
- 7020 Overtime  
Provides compensation for Deputy City Clerk and Secretary when required to work overtime, primarily to provide City Council packet and meeting support.
- 7010 Temp/Part Time Salaries  
Provides compensation for part-time staff to support major records management projects.

## **OPERATIONS & MAINTENANCE**

- 8000 Office Supplies  
Provides funds for the purchase of City Clerk-specific office supplies. Ordinary office supplies, including Council recording media, are included in City Manager's budget. Includes copy paper for City Council packets and other office needs using recycled paper (\$1,400). Includes \$300 to cover unique City Clerk's Office supplies not utilized by administration, e.g., Council packet binders, date stamps, calendars, special presentation folders, workstation keyboards.
- 8010 Postage  
Provides funds for postal expenses (approximately \$20/month) for City Clerk's office mail and mailings to respond to public records requests, for correspondence, for mail related to Fair Political Practices Commission filings, and other matters
- 8020 Special Department Expense  
Provides for special department supplies and services, e.g., plaques, nameplates, Council reorganization supplies, ethics/Brown Act training materials, and stationery (\$500). Includes Council supplies (\$100), and business cards for City Council, staff, and commissioners (\$400, a decrease due to decision to make generic cards for each commission instead of for each commissioner). Included are expenses for special events and receptions, for refreshments for ethics/Brown Act training and for similar events, and for unanticipated special department expenses (\$700). Includes funds for special requests for Council meetings, e.g., hearing interpreter (\$500), and for unanticipated department expenses incurred to fulfill requests by City Councilmembers/management (\$500). Since the 8520 account (machinery and equipment) is categorized as "supplemental requests" for FY 10-11, included is \$1,300 to replace broadcasting equipment that may fail.
- 8040 Advertising  
Provides funds for publication of ordinances, and miscellaneous notices not included in budgets of other departments (\$2,400). Staff will consider publishing summaries in lieu of full ordinances to cut costs.

- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees in the city clerk organization for three employees (\$350), subscriptions, books and publications of professional organizations and the FPPC (Brown Act for commissions), and other publications (\$1,000), and funds for notary-related membership, insurance, and expenses (\$250). Includes funds for municipal codification services in print and Internet with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000). Includes funds for out-of-the-ordinary changes to Municipal Code required in the Zoning Code or for other reasons (\$1,000).
- 8070 Mileage Reimbursement  
Provides for mileage reimbursement when private vehicle is used to conduct City business. Reimbursement is at a rate of \$.50 per mile (current IRS reimbursement rate).
- 8090 Conference and Meeting Expense  
Provides funds for conference registration and meeting expenses, including mileage, to attend local City Clerk meetings and document management seminars (\$1,500).
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of equipment, e.g., postage meter and associated equipment, color printer, teleconference equipment (\$500). Includes lease payments and supplies for postage meter (\$30/month). Includes toner cartridge replacement for color printer (\$300). Includes annual fee for Laserfiche document imaging (\$1,000). Includes funds (\$3,000) for audiovisual supplies and equipment for maintenance/refurbishing.
- 8150 Telephone  
Cell phone service (\$2,400) plus unanticipated costs (\$200).
- 8170 Professional Services  
Provides consultation services on document storage, retrieval, and organization (\$500). Provides funding for audiovisual technical professional services for broadcasting meetings, presentations, and special events in the Council Chambers, for Channel 19/Channel 99 programming support, and for special requests on or off site (\$9,600 for monthly service and approximately \$2,000 for special events). AV services includes maintaining, troubleshooting, ensuring optimal operations of broadcasting, sound, and associated systems, and consultation on purchase of new equipment. Includes funding for shredding company services (\$1,000) associated with destruction of records.
- 8200 Training  
Provides funds (\$7,000) for graduate education program for Deputy City Clerk per MOU. Includes funds for training and workshops, including mandatory training for commissioners and City Clerk's office staff (\$300).
- 8300 Lease Payment  
Includes monthly service payments, shipping for toner, and miscellaneous costs for copier located adjacent to the City Clerk's office (total cost divided among City Manager's office, City Clerk's office, and Public Works). Current copier purchased in buyout arrangement 04/09, cutting the costs of operations to approximately \$120/month per department (\$1,440 total). Contingency of \$1,000 provided to lease equivalent new copier if current "high mileage" copier fails to perform with seven months remaining in

fiscal year (\$250/month for 60-month lease plus service for a total of \$1,750 minus service costs on old machine of \$840 = \$910).

8520 Machinery and Equipment

Includes funds for replacement of one camera for Council Chambers (\$4,500) and character generator (for inserting titles of officials, agenda items on television screen during meetings) at a cost of \$1,300. Includes funds (\$1,000) for labor and materials to repair Chambers wall damaged when monitor removed in 2009. Replacement of computer for Chambers (for Cable programming) costs included in 8530 account.

8530 Computer Equipment

Includes funds (\$1,000) for computer and software to replace Council Chambers computer (for Cable channel programming).

# ELECTIONS

## Budget Detail

101-1022

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7010	Salaries - Temp / Part	4,109	-	-	-	-	-
7020	Overtime	989	-	-	-	-	-
7100	Retirement	6	-	-	-	-	-
7110	Workers Compensation	41	-	-	-	-	-
7130	Group Health Insurance	211	-	-	-	-	-
7140	Vision Insurance	7	-	-	-	-	-
7150	Dental Insurance	25	-	-	-	-	-
7170	FICA - Medicare	325	-	-	-	-	-
	<WAGES & BENEFITS>	5,713	-	-	-	-	-
8010	Postage	4,824	1,083	3,280	1,500	10	-
8020	Special Department Expense	3,220	(24)	53	200	-	100
8040	Advertising	1,332	1,438	4,244	3,000	685	-
8070	Mileage/Auto Allowance	47	22	13	50	50	-
8090	Conference & Meeting Expense	35	43	-	100	-	-
8170	Professional Service	64,812	42,496	34,925	37,300	89,581	1,100
	<OPERATIONS & MAINTENANCE>	74,269	45,058	42,514	42,150	90,326	1,200
<b>[101-1022] Elections Total</b>		<b>79,983</b>	<b>45,058</b>	<b>42,514</b>	<b>42,150</b>	<b>90,326</b>	<b>1,200</b>

## ELECTIONS

**Budget Detail**

**101-1022**

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides for special election-related expenses not included in other accounts.

8170 Professional Services

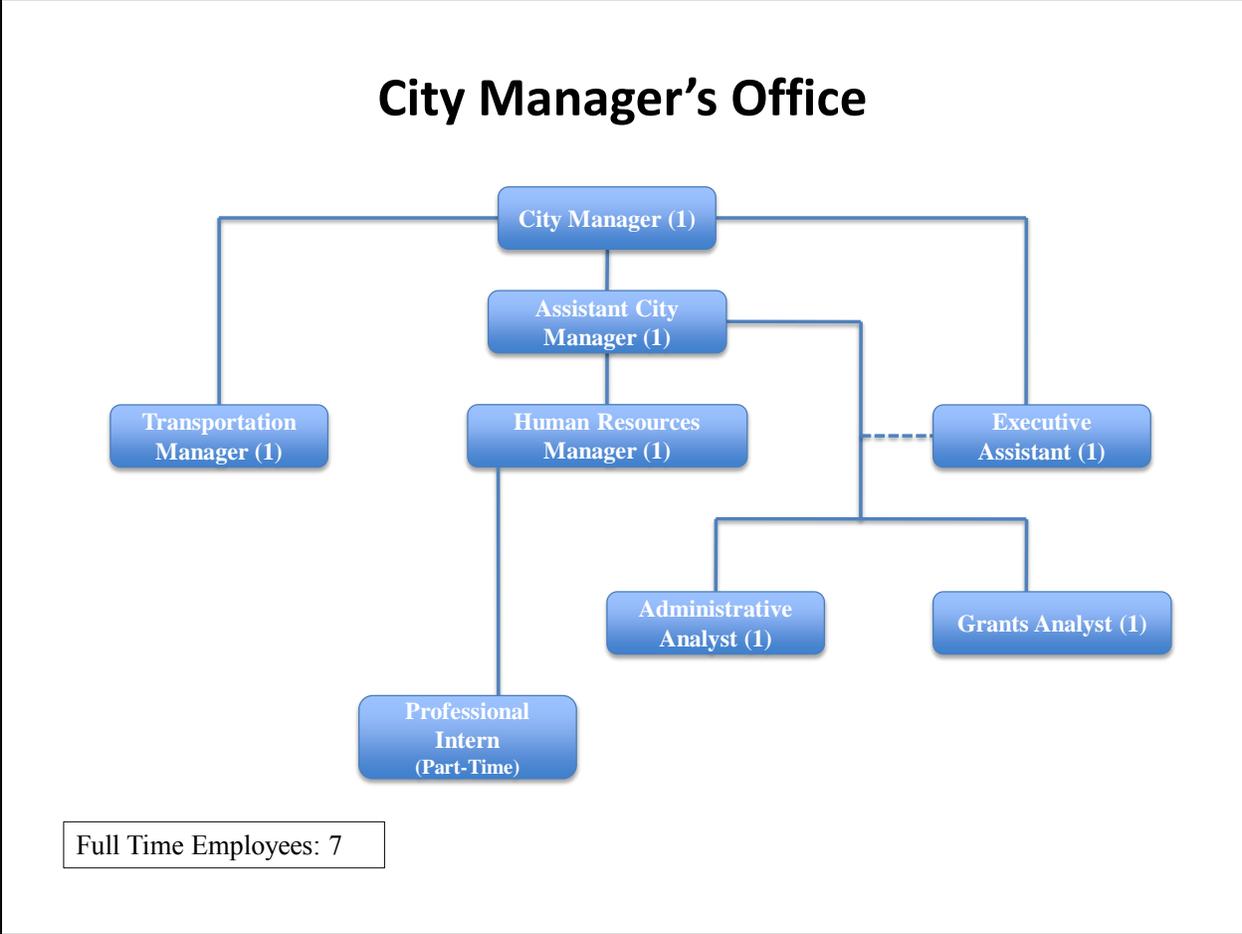
Provides funds to initiate consultation agreement with election services firm Martin & Chapman for November 2011 General Municipal Election (preparations start June 2011).

## CITY MANAGER Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
Wages & Benefits	345,121	430,222	597,746	630,750	518,996	774,997
Operations & Maintenance	926,899	1,000,578	952,591	1,091,037	918,467	866,640
Capital Outlay	21,683	-	164,651	53,597	2,480	-
<b>Total Expenses by Category</b>	<b>1,293,703</b>	<b>1,430,800</b>	<b>1,714,988</b>	<b>1,775,384</b>	<b>1,439,943</b>	<b>1,641,637</b>
[101-2011] City Manager	348,104	486,776	599,009	631,334	630,276	878,397
[101-2013] Human Resources	103,119	114,994	131,096	123,700	104,400	90,700
[101-2021] Transportation Planning	310,327	205,320	164,082	377,037	268,400	275,000
[101-2501] Legal Services	171,175	294,619	321,998	235,000	235,000	235,000
[205-2022] Transit Services	5,962	7,462	-	-	-	-
[205-2220] Prop "A" Multi-Mode	69,548	98,222	107,411	113,516	-	-
[218-2270] Clean Air Act	17,941	6,181	128,791	61,297	-	5,940
[220-2301] Community Promotion	122,625	132,575	146,859	152,500	163,300	129,000
[222-2303] MTA Bus Purchase Fund	16,283	-	41,250	-	-	-
[226-2029] Mission Meridian Public Garage	121,469	80,689	74,494	81,000	38,567	27,600
[260-2110] CDBG Administration	7,150	3,963	-	-	-	-
<b>Total Expenses by Program</b>	<b>1,293,703</b>	<b>1,430,800</b>	<b>1,714,988</b>	<b>1,775,384</b>	<b>1,439,943</b>	<b>1,641,637</b>

City Manager	1
Assistant City Manager	1
Transportation Manager	1
Human Resources Manager	1
Executive Assistant	1
Administrative Analyst	1
Grants Analyst	1
<b>Total</b>	<b>7</b>

**CITY MANAGER**  
**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 7 operating departments, investigation of complaints, recommendation of internal reorganizations, formulating and presenting the annual budget, and supervision of Administration, including Personnel, Transportation Planning, Legal Services, Risk Management, Redevelopment, and Grants Management.

The City Manager also coordinates the City's working relationship with local, regional, State, and Federal public agencies on issues and problems facing the City. This office also serves as the prime liaison between City administration, community groups, and citizens. Other duties include analyzing and making recommendations to the City Council regarding proposed policy matters, as well as performing research and preparing reports on operational matters.

The Human Resources division is responsible for hiring, training, and overseeing employee disciplinary matters. In addition, this office is responsible for negotiations and coordination of risk management, including safety, liability, and workers compensation

## **CITY MANAGER**

### **FY 2009/10 Accomplishments and Performance Measures**

The City Managers' Office will work with the City Council to successfully achieve the 3-Year Strategic Goals and Objectives Established in January 2009. They Include:

**Goal 1: Eliminate the 710 surface route, including sale of Caltrans properties**

Performance measures:

- Worked with the State Legislature on the passage of SB 545 which was vetoed by the Governor.
- Testified and prepared letters in opposition of the SR-710 north extension at the Metro Board.
- Collaborated with adjacent cities and elected officials on SR-710 issues.
- Participated in the Geotechnical Tunnel Study Steering Committee and Technical Advisory Committee.

**Goal 2: Maintain our strong financial position, including reserves**

Performance measures:

- Maintain General Fund reserve of 30% or higher
- Implement fee and rate adjustments to support appropriate service operations and infrastructure replacement.

**Goal 3: Retain and attract quality employees**

Performance measures:

- Improved and streamline recruitment advertisement and turnaround time on recruitments. Average of 95% staffing level maintained for the 2009/2010 Fiscal Year.

**Goal 4: Preserve and improve the environment**

Performance measures:

- Held the third annual Clean-Air Car Show and Green-Living Expo to increase public awareness, both locally and regional, on the importance of resources conservation and the effects of pollution on the environment.

**Goal 5: Make workplace improvements to the second floor of City Hall**

Performance measures:

- Workplace improvements were made to the second floor of City Hall for the first time in 25 years. Improvement included addition of a conference room, hallway and office room signage supplemented by Braille, and ADA access counter in the Public Works Department.

**Goal 6: Utilize a Human Resources Module to improve record keeping and personnel services to City Staff**

Performance measure:

- A human resources database was successfully created to track all employee records, generate timely employee performance evaluations and improve personnel services to City staff.
- Photograph City identification cards were also implemented as a personnel policy to all employees to help maintain security by identifying authorized personnel at City work sites and residential or commercial properties served by the City.
- 18 workshops and training opportunity were made available to employees as a way to empower employees with more training and knowledge.

**Goal 7: Start the process of archiving city records to create more space and become more efficient in their retrieval**

Performance measure:

- Reviewed and discarded of obsolete files in accordance with Retention Schedule, and archived pertinent files.

**Goal 8: Expand the use of the Electronic *E-Neighbors* newsletter to communicate more effectively with South Pasadena residents.**

Performance measure:

- The electronic E-Neighbors newsletter distribution was successfully expanded to increase effective City communication with South Pasadena residents. It was also an effective tool in acquiring timely input from the community.

**Goal 9: Continue to promote and work towards increasing exposure to the city's web-based customer service module "Contact South Pas."**

Performance measure:

- This on-line service continues to grow in its usefulness with accomplishing tasks and responding to inquiries from residents. All responses were made in a timely and efficient manner.

<p style="text-align: center;"><b>CITY MANAGER</b> <b>FY 2010/11 Goals &amp; Objectives</b></p>
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The City Manager's Office (Transportation Manager Lead) will continue to work in concert with the Council in an effort to eliminate the 710 surface route and force the sale of Caltrans properties.

The City Manager's office (Assistant City Manager Lead) will continue to identify low-cost or free training to improve employee performance and reduce the City's exposure to liability.

The City Manager's Office (Assistant City Manager Lead) will continue to identify or modify existing practices in an effort to become a more energy-efficient City.

The City Manager's Office (City Manager/Assistant City Manager Lead) will continue to evaluate all City departments in an effort to identify more effective and efficient service delivery methods.

# CITY MANAGER

## Budget Detail

**101-2011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	145,752	176,463	326,154	344,888	348,504	502,234
7010	Salaries - Temp / Part	33,571	70,933	28,860	30,000	40,000	78,000
7020	Overtime	8,238	3,482	1,405	-	1,800	1,500
7070	Leave Buyback	2,358	3,020	14,812	13,880	6,200	6,000
7100	Retirement	28,722	33,531	60,728	74,350	71,231	112,735
7108	Deferred Compensation	2,708	3,255	4,345	4,490	2,254	6,667
7110	Workers Compensation	2,727	2,712	3,244	6,883	2,862	10,290
7122	Unemployment Insurance	202	-	3,150	-	8,550	-
7130	Group Health Insurance	13,170	18,040	31,260	26,016	26,618	36,055
7140	Vision Insurance	364	477	883	958	843	1,282
7150	Dental Insurance	1,326	1,319	2,617	3,591	2,923	4,806
7160	Life Insurance	832	1,056	1,328	742	721	993
7170	FICA - Medicare	4,392	7,750	6,550	5,436	6,490	8,435
7180	Car/Uniform Allowance	6,000	6,000	5,000	6,000	-	6,000
	<WAGES & BENEFITS>	250,361	328,037	490,335	517,234	518,996	774,997
8000	Office Supplies	8,033	4,947	7,350	8,000	8,000	10,000
8010	Postage	8,927	6,742	5,196	2,000	1,000	2,000
8020	Special Department Expense	7,832	8,917	6,145	14,500	30,000	8,500
8050	Printing/Duplicating	20,218	15,415	14,990	10,000	1,000	5,000
8060	Dues & Memberships	2,356	1,764	2,066	3,200	2,200	2,100
8090	Conference & Meeting Expense	3,481	3,028	3,345	6,000	2,500	5,000
8100	Vehicle Maintenance	11,580	5,554	4,549	5,000	4,000	4,500
8110	Equipment Maintenance	2,204	436	3,684	1,000	800	5,000
8150	Telephone	153	347	-	2,400	3,300	2,400
8170	Professional Service	18,244	28,087	28,434	38,000	44,000	35,500
8180	Contract Services	5,375	67,840	5,953	10,000	-	4,900
8200	Training Expense	-	-	7	-	-	5,000
8272	CM Emergency	5,005	12,315	20,320	10,000	10,000	10,000
8300	Lease Payment	3,278	3,346	3,953	4,000	2,000	3,500
	<OPERATIONS & MAINTENANCE>	96,687	158,739	105,993	114,100	108,800	103,400
8520	Machinery & Equipment	1,056	-	2,681	-	2,480	-
	<CAPITAL OUTLAY>	1,056	-	2,681	-	2,480	-
<b>[101-2011] City Manager Total</b>		<b>348,104</b>	<b>486,776</b>	<b>599,009</b>	<b>631,334</b>	<b>630,276</b>	<b>878,397</b>

# CITY MANAGER

**Budget Detail**

**101-2011**

## HUMAN RESOURCES

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

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of copy paper (\$2,000) and ordinary office supplies for the City Manger’s Office, Public Work’s and City Clerk’s office (\$8,000).
- 8010 Postage  
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices (\$2,000).
- 8020 Special Department Expense  
Provides funds for miscellaneous department supplies and services not considered office supplies (\$5,500), including beverage and kitchen equipment and supplies (\$3,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials, including City information brochures (\$2,000), stationery (\$2,000), and business cards (\$1,000).
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for San Gabriel Valley City Manager’s Association dues (\$55), International City Manager’s Association dues (\$400), California City Management Foundation dues (\$400), San Gabriel Valley Assistants to City Managers Association dues (\$60), Municipal Management Association of Southern California (\$130), Guide to Federal Funds (\$430), and subscriptions to newspapers and professional publications (\$625).

- 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, San Gabriel Valley Assistants to City Managers Annual Conference, and the Municipal Management Association of Southern California Annual Conference (\$5,000).
- 8100 Vehicle Maintenance and Operations  
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$4,500).
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of equipment including postage machine, fax machine, telephone system, printers and computer system (\$1,000), and funds set aside for unexpected replacement and upgrade to computer equipment (\$4,000).
- 8150 Telephone  
Provides funds for City Manager and Assistant City Manager cell phone services and other unanticipated costs (\$2,400).
- 8170 Professional Services  
Provides funds for consultant services, such as goal setting session (\$6,500), City-wide telephone system management consultant (\$20,000), Comcate (\$4,000), team building and other miscellaneous professional services (\$5,000).
- 8180 Contract Services  
Provides funds for contract services related to City Manager's Office operations, temporary employee services if necessary (4,500), and web hosting service for eNeighbors Newsletter (\$400).
- 8200 Training  
Provides fund for tuition reimbursement program (\$5,000).
- 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).
- 8300 Lease Payment  
Provides funds for the lease and maintenance of equipment and machinery, including the second floor City Hall copy machine (\$3,500).

# HUMAN RESOURCES

## Budget Detail

**101-2013**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8010	Postage	200	155	460	600	400	400
8020	Special Department Expense	9,141	10,984	14,818	18,500	18,500	14,500
8040	Advertising	2,860	11,953	13,517	10,000	5,000	6,000
8050	Printing/Duplicating	521	149	279	500	200	500
8060	Dues & Memberships	4,635	-	2,507	2,800	2,800	3,500
8090	Conference & Meeting Expense	59	183	1,476	5,300	1,000	3,300
8160	Legal Service	67,815	73,635	68,805	35,000	35,000	35,000
8170	Professional Service	17,041	14,128	24,065	30,500	25,000	20,000
8180	Contract Services	-	-	-	4,000	-	-
8200	Training Expense	-	3,806	5,169	16,500	16,500	7,500
8332	ERAF Payment	847	-	-	-	-	-
<OPERATIONS & MAINTENANCE		103,119	114,994	131,096	123,700	104,400	90,700
<b>[101-2013] Human Resources Total</b>		<b>103,119</b>	<b>114,994</b>	<b>131,096</b>	<b>123,700</b>	<b>104,400</b>	<b>90,700</b>

## HUMAN RESOURCES

Budget Detail

101-2013

### OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses related to personnel activities (\$400).
- 8020 Special Department Expense  
Provides funds for special department expenses including employee recognition (\$1,000), holiday celebration (\$9,000), city employee identification cards (\$500), recruitment expenses (\$1,000), flu shots and employee wellness program (\$3,000).
- 8040 Advertising  
Provides funds for employment advertisement in the San Gabriel Valley Newspaper Group (\$5,000) and other advertisement outlets and other recruitments cost (\$1,000).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of personnel forms (\$500).
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium (\$2,500), California Public Agencies Compensation Survey (\$1,000).
- 8090 Conference and Meeting Expense  
Provides funds for Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium training meetings, Personnel Management Association meetings, and the League of California Cities Personnel Department conference (\$3,300).
- 8160 Legal Services  
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules, administrative policies, and other legal requirements governing employee relations (\$35,000).
- 8170 Professional Services  
Provides funds for pre-employment physicals, Department of Motor Vehicles background checks, Department of Justice investigations, medical and psychological examinations (\$11,500). Personnel investigations, Employee Assistance Program services, mediation services (\$8,000), other personnel recruitment services (\$200), and Supplemental Insurance Plan administration fee (\$300).
- 8200 Employee Training  
Provides funds for skills enhancement and educational workshops as well as mandatory training for City staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$7,500).

# TRANSPORTATION PLANNING

## Budget Detail

101-2021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7010	Salaries - Temp / Part	14,468	-	-	-	-	-
7020	Overtime	1,596	-	-	-	-	-
7100	Retirement	1,414	-	-	-	-	-
7110	Workers Compensation	129	-	-	-	-	-
7170	FICA - Medicare	454	-	-	-	-	-
	<WAGES & BENEFITS>	18,062	-	-	-	-	-
8010	Postage	123	558	135	50	2,000	1,800
8020	Special Department Expense	1,215	16,341	59	1,000	1,000	-
8050	Printing/Duplicating	412	2,421	196	1,500	3,200	2,000
8060	Dues & Memberships	-	-	1,615	2,000	2,000	1,500
8090	Conference & Meeting Expense	494	46	1,322	4,500	1,000	2,500
8150	Telephone	-	-	-	1,200	200	1,200
8160	Legal Service	141,744	124,889	95,758	170,000	170,000	120,000
8170	Professional Service	101,348	60,000	62,693	147,987	85,000	126,000
8180	Contract Services	46,929	1,065	2,305	48,800	4,000	20,000
	<OPERATIONS & MAINTENANCE>	292,265	205,320	164,082	377,037	268,400	275,000
<b>[101-2021] Transportation Planning Total</b>		<b>310,327</b>	<b>205,320</b>	<b>164,082</b>	<b>377,037</b>	<b>268,400</b>	<b>275,000</b>

## TRANSPORTATION PLANNING

Budget Detail

101-2021

### OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for postal expenses related to transportation projects and public noticing of transportation projects (\$1,800).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials related to transportation planning (\$2,000).
- 8060 Dues and Membership  
Provides funds for membership in professional transportation and land use organizations, such as American Planning Association, Urban Land Institute, Urban Forum and others. (\$1,500).
- 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).
- 8150 Telephone  
Provides funds for Transportation Manager cell phone service (\$1,200).
- 8160 Legal Services  
Provides for special legal counsel related to the 710 Freeway (\$90,000). Also provides for other transportation-related legal services (\$30,000).
- 8170 Professional Services  
Provides funds for 710 strategic planning consultant services and other services related to transportation (\$126,000).
- 8180 Contract Services  
Provides funds for contract services related to transportation planning, includes funding for support studies for transit and traffic studies (\$20,000).

# LEGAL SERVICES

**Budget Detail**

**101-2501**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8160	Legal Service	171,175	249,619	291,998	235,000	235,000	235,000
8161	Settlements	-	45,000	30,000	-	-	-
	<OPERATIONS & MAINTENANCE	171,175	294,619	321,998	235,000	235,000	235,000
<b>[101-2501] Legal Services Total</b>		<b>171,175</b>	<b>294,619</b>	<b>321,998</b>	<b>235,000</b>	<b>235,000</b>	<b>235,000</b>

## 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 (\$225,000). City mediation services (\$10,000).

## CLEAN AIR ACT - AB 2766

### Budget Detail

**218-2270**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8060	Dues & Memberships	5,602	3,090	3,200	3,200		2,940
8180	Contract Services	6,000	-	-	-		
8261	Rideshare	1,996	3,091	4,871	4,500		3,000
	<OPERATIONS & MAINTENANCE	13,597	6,181	8,071	7,700	-	5,940
8540	Automotive Equipment	4,344	-	120,721	53,597		
	<CAPITAL OUTLAY>	4,344	-	120,721	53,597	-	-
<b>[218-2270] Clean Air Act Total</b>		<b>17,941</b>	<b>6,181</b>	<b>128,791</b>	<b>61,297</b>	<b>-</b>	<b>5,940</b>

## CLEAN AIR ACT - AB 2766

**Budget Detail**

**218-2270**

### OPERATIONS & MAINTENANCE

8060 Dues, Membership, and Subscription

Provides funds for a portion of membership dues for the San Gabriel Valley Council of Governments (SGVCOG) (\$2,940).

8261 Rideshare

Provides funds for a subsidy for employees who commute to/from work using an alternative mode of transportation such as walk, bus, bicycle, or carpool (\$3,000).

## COMMUNITY PROMOTION

### Budget Detail

**220-2301**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8020	Special Department Expense	-	-	-	-	10,000	-
8040	Advertising	-	-	7,159	12,000	12,000	6,000
8050	Printing/Duplicating	2,125	9,575	-	-	800	-
8170	Professional Service	-	-	7,200	20,000	20,000	-
8185	Chamber of Commerce	120,500	120,500	127,500	120,500	120,500	120,500
8254	Rose Parade Float	-	-	-	-	-	2,500
8255	Public Events Promotion	-	2,500	5,000	-	-	-
<OPERATIONS & MAINTENANCE		122,625	132,575	146,859	152,500	163,300	129,000
<b>[220-2301] Community Promotion Total</b>		<b>122,625</b>	<b>132,575</b>	<b>146,859</b>	<b>152,500</b>	<b>163,300</b>	<b>129,000</b>

## COMMUNITY PROMOTION

**Budget Detail**

**220-2301**

### OPERATIONS & MAINTENANCE

8040 Advertising

Provides funds for community promotion activities for the City of South Pasadena. This project will be led by the Chamber of Commerce (\$6,000).

8185 Chamber of Commerce

For FY 2009/10, funds are allocated by contract with the South Pasadena Chamber of Commerce. These funds include an allocation to the South Pasadena Tournament of Roses (\$120,500).

8254 Tournament of Roses Float

Provides funds to support the South Pasadena Tournament of Roses' Cruz'n for Roses event (\$2,500).

## MISSION MERIDIAN PUBLIC GARAGE

### Budget Detail

**226-2029**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8020	Special Department Expense	4,413	5,509	3,492	8,000	2,300	2,000
8060	Dues & Memberships	76,093	51,909	46,774	47,000	26,540	25,600
8170	Professional Service	21,348	23,271	24,228	26,000	9,727	-
8180	Contract Services	-	-	-	-	-	-
8229	Taxes	19,615	-	-	-	-	-
	<OPERATIONS & MAINTENANCI	121,469	80,689	74,494	81,000	38,567	27,600
	<b>[226-2029] Mission Meridian Public Gara</b>	<b>121,469</b>	<b>80,689</b>	<b>74,494</b>	<b>81,000</b>	<b>38,567</b>	<b>27,600</b>

## MISSION MERIDIAN PUBLIC GARAGE

**Budget Detail**

**226-2029**

### OPERATIONS & MAINTENANCE

8020 Operating Supplies

Provides additional funds for supplies and maintenance of the Mission Meridian Parking Garage (\$2,000).

8060 Property Owners' Association (POA) Dues

Provides funds for a portion of the Mission Meridian Parking Garage's POA dues (\$8,600) and the payment of Utilities (\$17,000).

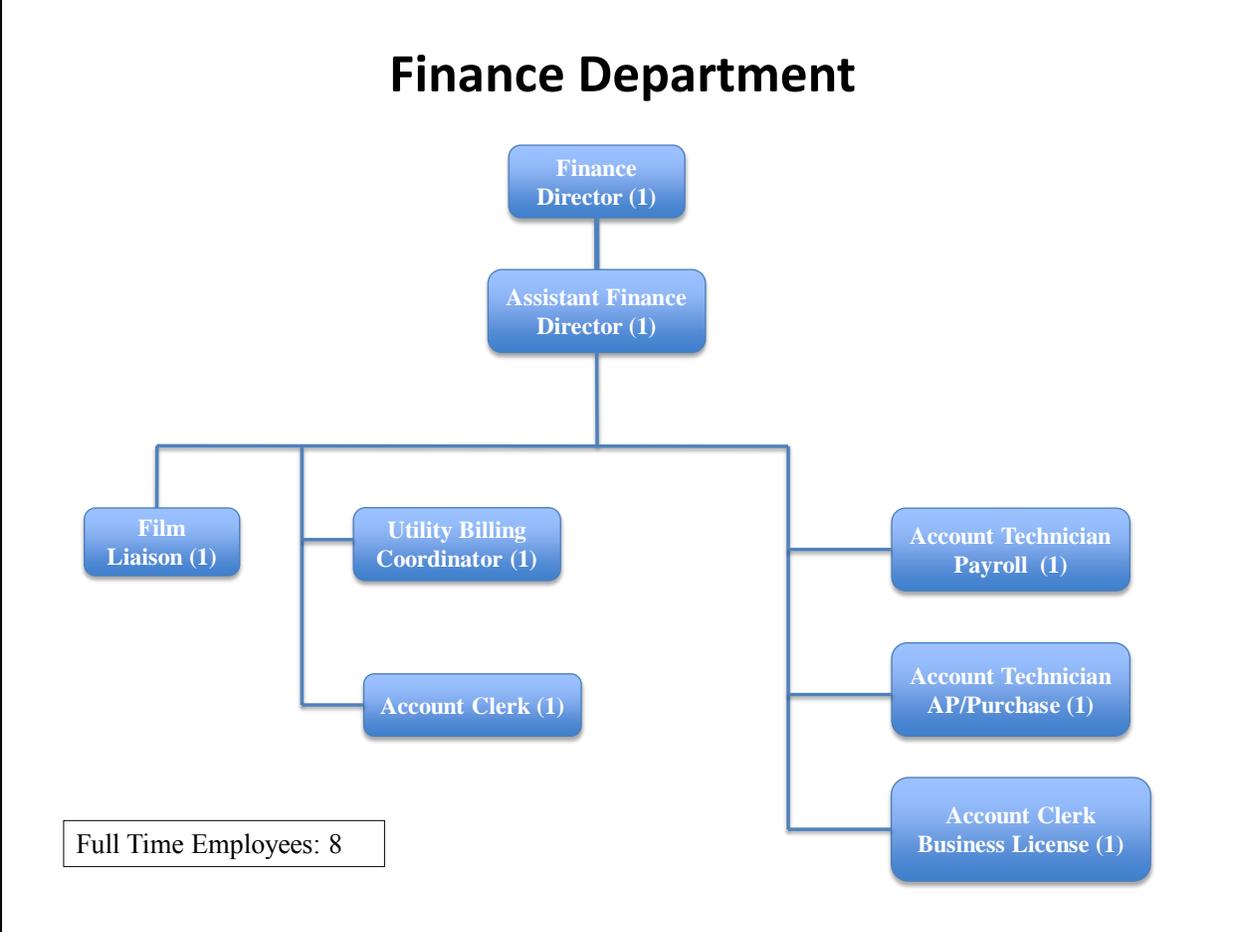
## FINANCE

### Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> 2006/07	<b>Actual</b> 2007/08	<b>Actual</b> 2008/09	<b>Budget</b> 2009/10	<b>Estimated</b> 2009/10	<b>Adopted</b> 2010/11
Wages & Benefits	554,458	594,919	500,567	677,449	583,177	703,925
Operations & Maintenance	334,889	483,132	645,076	432,115	553,436	501,955
Capital Outlay	9,800	-	6,853	-	-	-
<b>Total Expenses by Category</b>	<b>899,147</b>	<b>1,078,051</b>	<b>1,152,497</b>	<b>1,109,564</b>	<b>1,136,613</b>	<b>1,205,880</b>
[101-3011] Finance	347,858	455,500	419,183	429,900	386,931	442,975
[101-3032] Information Services	165,903	171,241	170,814	189,730	176,960	176,130
[500-3012] Utility Billing	385,387	451,311	562,500	489,934	572,722	586,775
<b>Total Expenses by Program</b>	<b>899,147</b>	<b>1,078,051</b>	<b>1,152,497</b>	<b>1,109,564</b>	<b>1,136,613</b>	<b>1,205,880</b>

Finance Director	1
Assistant Finance Director	1
Utility Billing Coordinator	1
Filming Liaison	1
Accounting Technician	2
Account Clerk	2
<b>Total</b>	<b>8</b>

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



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

The Finance Department administers the utility billing function to the City’s almost 7,500 accounts for all water, refuse and sewer fees. This function includes the administering direct debit payments systems for utility payers. The Department works with the City Treasurer and the Finance Committee with respect to the various financial issues the City needs to consider. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments. The Department also manages the film permitting process. Lastly, the Department coordinates the City’s information services and telecommunications functions, and prepares special financial reports and analysis as needed.

# FINANCE

## FY 2009/10 Accomplishments and Performance Measures

### Goal 1: Distribute Timely Financial Information to Decision Makers

#### Performance Measurements:

- Distribute monthly financial reports to operating departments by 12<sup>th</sup> day of the month with a 92% success ratio.
- Agendize quarterly revenue and expenditure reports for the City Council on 2<sup>nd</sup> meeting of each month in October, April and July.
- Agendize midyear review report to the City Council on the 1<sup>st</sup> meeting of February.
- Agendize public presentation of Comprehensive Annual Financial Report (CAFR) for 1<sup>st</sup> City Council meeting of December.
- In collaboration with the City Manager, publish proposed annual budget by June 10<sup>th</sup>, coordinate City Council adoption of annual budget by June 30<sup>th</sup>, and publish adopted annual budget by August 1<sup>st</sup>.

### Goal 2: Internal Operational Efficiencies

#### Performance Measurements:

- Complete monthly bank reconciliation by 25<sup>th</sup> of each month with 100% success ratio.
- In cooperation with the Water Division, complete all meter reads by 15<sup>th</sup> of each month with 75% success ratio.
- Mail monthly utility bills by 25<sup>th</sup> of each month with 75% success ratio.
- Deliver warrant register to City Clerk's Office no later than Wednesday at 12 of deadline week.
- Mail warrant checks to vendors on the Thursday following each Wednesday City Council meetings.
- Mail monthly business license renewal notices by 20<sup>th</sup> of each month with 92% success ratio.
- Mail monthly pet license renewal notices by 20<sup>th</sup> of each month with 92% success ratio.
- Distribute 1099s and W2s by January 31<sup>st</sup>.
- File state and federal employer tax reports by the end the month following each quarter.

### Goal 3: Analyze Trends in Film Permitting

#### Performance Measurements:

- Maintain data regarding filming days, revenue and permits issued divided by July/December and January/June periods.
- Maintain narrative log of actions take to address customer concerns and production and service issues.

**Goal 4: Implement Six-Month Strategic Objectives of the City’s Strategic Plan: Increase Sources of Revenue to Meet Unmet Needs**

Performance Measurements:

- Contract with a consultant to conduct a Cost Analysis Survey for city fees.
- Provide City Manager with an evaluation of exemptions and waivers for city fees and permits.
- Explore and identify opportunities for leveraging existing revenue streams and report results to the City Council.

<p style="text-align: center;"><b>FINANCE</b> <b>FY 2010/11 Goals and Performance Measures</b></p>
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**Goal 1: Provide Timely Financial Information to Decision Makers**

Performance Measurements:

- Distribute monthly financial reports to operating departments by 12<sup>th</sup> day of the month with a 92% success ratio.
- Agendize quarterly revenue and expenditure reports for the City Council on 2<sup>nd</sup> meeting of each month in October, April and July.
- Agendize mid-year review report to the City Council on the 1<sup>st</sup> meeting of February.
- Agendize public presentation of Comprehensive Annual Financial Report (CAFR) for 1<sup>st</sup> City Council meeting of December.
- In collaboration with the City Manager, publish proposed annual budget by June 10<sup>th</sup>, coordinate City Council adoption of annual budget by June 30<sup>th</sup>, and publish adopted annual budget by August 1<sup>st</sup>.

**Goal 2: Internal Operational Efficiencies**

Performance Measurements:

- Develop a cross-training program for payroll and business license functions
- Implement an Information Technology Master Plan
- Implement an IT replacement program
- Complete monthly bank reconciliation by 25<sup>th</sup> of each month with 100% success ratio.
- In cooperation with the Water Division, complete all meter reads by 15<sup>th</sup> of each month with 75% success ratio.
- Mail monthly utility bills by 25<sup>th</sup> of each month with 75% success ratio.
- Deliver warrant register to City Clerk's Office no later than Wednesday at 12 of deadline week.
- Mail warrant checks to vendors on the Thursday following each Wednesday City Council meetings.
- Mail monthly business license renewal notices by 20<sup>th</sup> of each month with 92% success ratio.
- Mail monthly pet license renewal notices by 20<sup>th</sup> of each month with 92% success ratio.
- Distribute 1099s and W2s by January 31<sup>st</sup>.
- File state and federal employer tax reports by the end the month following each quarter.

**Goal 3: Analyze Trends in Film Permitting**

Performance Measurements:

- Maintain data regarding filming days, revenue and permits issued divided by July/December and January/June periods.
- Maintain narrative log of actions take to address customer concerns and production and service issues.

#### **Goal 4: Implement Strategic Objectives to Increase Sources of Revenue to Meet Unmet Needs**

Performance Measurements:

- Update the current business tax/license language within the municipal code and increase enforcement
- Recalculate the Gann Limit to increase the City's taxing capacity
- In collaboration with the City Manager's Office and Public Works, develop a long-term street maintenance plan and secure funding.

# FINANCE

## Budget Detail

**101-3011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	199,590	201,361	175,785	240,035	198,767	248,157
7010	Salaries - Temp / Part	14,902	12,063	8,954	6,000	9,900	12,000
7020	Overtime	741	184	269	400	300	400
7070	Leave Buyback	4,037	24,248	1,867	3,030	3,600	8,000
7100	Retirement	39,670	40,117	33,044	49,961	42,453	52,518
7108	Deferred Compensation	734	685	205	890	507	912
7110	Workers Compensation	1,732	1,513	989	1,898	1,084	1,637
7120	Disability Insurance	-	-	-	-	1,796	-
7122	Unemployment Insurance	2,762	13,528	-	-	-	-
7130	Group Health Insurance	24,876	27,654	23,787	24,539	24,110	24,539
7140	Vision Insurance	814	871	765	912	816	912
7150	Dental Insurance	2,833	2,960	2,700	3,420	3,030	3,420
7055	IOD - Non Safety	-	-	-	-	278	-
7160	Life Insurance	595	613	558	707	673	707
7170	FICA - Medicare	3,197	3,482	2,660	3,573	2,917	3,778
	<WAGES & BENEFITS>	296,484	329,278	251,583	335,365	290,231	356,980
8000	Office Supplies	1,862	458	408	2,000	1,000	1,500
8010	Postage	4,232	5,922	5,148	6,000	5,200	6,000
8020	Special Department Expense	23,766	22,602	21,871	21,800	21,000	21,800
8050	Printing/Duplicating	5,558	5,343	2,312	6,900	3,500	4,500
8060	Dues & Memberships	1,435	1,307	1,235	2,695	1,500	2,695
8070	Mileage/Auto Allowance	267	288	204	300	300	300
8090	Conference & Meeting Expense	327	516	293	5,640	2,500	4,000
8110	Equipment Maintenance	4,528	10,344	8,258	10,000	4,000	7,000
8150	Telephone	-	-	-	1,200	1,700	1,200
8170	Professional Service	4,343	79,104	123,359	36,000	55,000	36,000
8200	Training Expense	156	337	-	2,000	1,000	1,000
	<OPERATIONS & MAINTENANCE	46,473	126,222	163,086	94,535	96,700	85,995
8520	Machinery & Equipment	4,900	-	4,513	-	-	-
	<CAPITAL OUTLAY>	4,900	-	4,513	-	-	-
<b>[101-3011] Finance Total</b>		<b>347,858</b>	<b>455,500</b>	<b>419,183</b>	<b>429,900</b>	<b>386,931</b>	<b>442,975</b>

## FINANCE

**Budget Detail**

**101-3011**

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides for compensation for full-time Department staff.
  
- 7010 Part time Employees  
Provides funds part-time Account Clerk (remaining portion of position is budgeted in Water Utility).
  
- 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 for Finance Department and City Treasurer (\$1,500).
  
- 8010 Postage  
Provides funds for postal expenses for mailing information, purchase orders, checks, business and animal licenses, and miscellaneous Department mailings (\$6,000).
  
- 8020 Special Department Expense  
The procurement of computer, printer, and copier supplies, ribbons, toners and diskettes (\$4,500). Departmental forms including W-2s and 1099s, business license reminder notices, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$10,455). Also included in this account are fees (\$4,545) for 10% of annual allocation of credit card use charges, bank analysis fees, (\$1,800) funding for compilation of the CAFR statistical section, and (\$500) application costs for the GFOA CAFR award program.
  
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of draft and final budget (\$3,000) and other miscellaneous information intended for public distribution from the Finance Department (\$1,500).

- 8060 Dues, Memberships, Subscriptions, and Books  
Provides for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$220), the Government Finance Officers Association (GFOA, \$375) the California Municipal Treasurers Association (CMTA, \$100), International City/County Management Association (ICMA, \$650) Film Liaisons in California (FLICS, \$300), and the California Municipal Business Tax Association (CMBTA, \$50). Also includes STAR News, GAAFR blue book subscription and miscellaneous finance publications as required (\$1,000).
- 8070 Mileage Reimbursement  
Provides for mileage reimbursement for Film Liaison's use of private vehicle to conduct City business. Reimbursement is at current IRS reimbursement rate (\$300).
- 8090 Conference and Meeting Expense  
Provides for attendance luncheon meetings annually of the San Gabriel Valley Chapter of the California Society of Municipal Finance Officers (CSMFO) for Director and Assistant Director, the annual CSMFO conference for the Finance Director, the annual GFOA Conference for the Assistant Director, League of California Cities Legislative Updates, ICMA and annual Diehl Evans tax seminar for Assistant Director and an Accounting Technician. Actual attendance will be determined by location and date (\$4,000).
- 8110 Equipment Maintenance  
Provides for postage machine lease/maintenance allocation (\$550), funding for copier shared with Planning & Building Department (\$2,400), credit card processor (\$200), postage meter(\$200), typewriters (\$200), currency counter (\$100), 8 calculators (\$100), fax machine and hole-puncher (\$250), set aside for unexpected replacements and upgrades to Department PCs and printers (\$3,000).
- 8150 Telephone  
Cell phone equipment and services (\$1,200).
- 8170 Professional Services  
Current year's adopted expenditures are for maintenance of GASB 34 infrastructure asset valuation, depreciation and other requirements, research and implementation assistance for GASB 44 requirements (\$5,000). The State Controller's Office assists in the compilation of the Annual Street Report, (\$1,000), sales tax and property tax audits and advisory (\$10,000) and financial advisory services (\$20,000).
- 8200 Employee Training  
Department training for finance software (\$1,000).

## INFORMATION SERVICES

**Budget Detail**

**101-3032**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8020	Special Department Expense	2,471	354	228	2,200	3,000	2,200
8110	Equipment Maintenance	55,872	49,363	34,933	68,600	55,000	55,000
8150	Telephone	4,469	4,729	4,729	4,430	4,430	4,430
8170	Professional Service	91,581	98,265	113,802	99,500	99,500	99,500
8180	Contract Services	11,460	16,530	17,123	15,000	15,000	15,000
8200	Training Expense	50	2,000	-	-	30	-
	<OPERATIONS & MAINTENANCE	165,903	171,241	170,814	189,730	176,960	176,130
8530	Computer Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
<b>[101-3032] Information Services Total</b>		<b>165,903</b>	<b>171,241</b>	<b>170,814</b>	<b>189,730</b>	<b>176,960</b>	<b>176,130</b>

## INFORMATION SERVICES

Budget Detail

101-3032

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provide funds for website software, purchase data tape cleaning kit, computer cables and interactive form (\$2,200).

8110 Equipment Maintenance

Maintenance cost include for general hardware maintenance (\$11,000), annual anti-virus update (\$4,000), the annual spam filter update (\$6,000), Springbrook Software (Accounting/Finance systems \$26,000), HdL (Business and Animal License systems \$8,000)

8150 Telephone

Provides funds for internet access by AT&T and for additional miscellaneous supplies (\$4,430).

8170 Professional Services

Provides funds for Citywide network system consulting services provided by OsZ Technologies for all departments other than the Police Department. Annualized cost is based on hourly requirements for service as initiated by departments. (\$93,000) from current estimates is budgeted this year. Also included is website hosting services provided by Digital Housing totaling (\$2,500 annually) and the Comcate customer services annual software license fee (\$4,000).

One-time expense for FY 2010/11 is website and intranet design (\$25,000)

8180 Contract Services

Website maintenance and webmaster's services (\$15,000).

## UTILITY BILLING

### Budget Detail

**500-3012**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	185,915	179,799	184,161	242,471	209,704	245,714
7010	Salaries - Temp / Part	5,121	4,334	3,700	9,500	7,100	10,000
7020	Overtime	458	148	191	400	100	200
7070	Leave Buyback	2,532	17,678	1,087	2,300	1,800	4,000
7100	Retirement	35,802	34,127	33,601	50,881	44,548	51,775
7108	Deferred Compensation	642	533	160	779	443	798
7110	Workers Compensation	706	1,260	991	2,302	1,123	1,388
7120	Disability Insurance	-	936	-	-	641	-
7130	Group Health Insurance	21,010	21,307	20,132	24,819	21,484	24,519
7140	Vision Insurance	659	623	512	900	561	876
7150	Dental Insurance	2,474	2,260	2,069	3,375	2,325	3,285
7055	IOD - Non Safety	-	-	-	-	99	-
7160	Life Insurance	574	539	567	698	674	679
7170	FICA - Medicare	2,082	2,098	1,814	3,659	2,344	3,711
	<WAGES & BENEFITS>	257,974	265,641	248,984	342,084	292,946	346,945
8000	Office Supplies	-	-	-	-	-	-
8010	Postage	9,940	14,960	16,553	20,250	20,250	20,250
8020	Special Department Expense	72,264	82,392	81,979	81,000	81,000	81,000
8070	Mileage/Auto Allowance	768	-	-	-	-	-
8090	Conference & Meeting Expense	-	-	575	2,940	1,000	2,940
8110	Equipment Maintenance	16,367	17,416	25,626	19,100	19,100	19,100
8170	Professional Service	23,033	70,902	164,846	22,560	45,000	22,560
8200	Training Expense	140	-	-	2,000	2,000	2,000
8350	Bad Debt Expense	-	-	21,597	-	19,446	-
8400	Overhead Allocation	-	-	-	-	91,980	91,980
	<OPERATIONS & MAINTENANCE>	122,512	185,670	311,176	147,850	279,776	239,830
8520	Machinery & Equipment	4,900	-	2,340	-	-	-
	<CAPITAL OUTLAY>	4,900	-	2,340	-	-	-
<b>[500-3012] Utility Billing Total</b>		<b>385,387</b>	<b>451,311</b>	<b>562,500</b>	<b>489,934</b>	<b>572,722</b>	<b>586,775</b>

## UTILITY BILLING

Budget Detail

500-3012

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides for compensation for Finance Department staff allocated to the Water billing function.
- 7010 Part time Employees  
Provides funds for part-time Account Clerk's wages. Remaining portion of position is budgeted in Finance Activity.
- 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

- 8010 Postage  
Provides funds for postal expenses for utility bills and mailings for accounts payable (\$18,000) and miscellaneous other (\$2,250).
- 8020 Special Department Expense  
Funds provide for payment of 90% allocation of annual credit card processing charges (\$44,000), banking services fees (analysis fees \$35,000), and for the procurement of computer supplies, computer paper, ribbons, diskettes, and extraordinary department supplies and services (\$2,000).
- 8090 Conference and Meeting Expense  
Annual CSMFO conference for the Finance Director (\$940), the annual GFOA Conference for the Assistant Director (\$1,000), and ICMA (\$1,000).
- 8110 Equipment Maintenance  
Provides (\$1,650) for postage machine lease/maintenance allocation; (\$3,200) in funding for copier shared with Planning & Building Department, (\$2,000) for Datamatic hand-held water meter reader contract; and (\$1,000) set aside for miscellaneous equipment replacement. Maintenance costs for Springbrook Software (Finance/Utility Billing systems \$8,750) and HdL (Business and Animal License systems \$2,500).
- 8170 Professional Services  
Provides forty-percent share of annual city audit services, (\$12,685) Also provides (\$8,750) toward contractual support service with InfoSend, a company that outsources the Finance Department's utility billing processing and mailing. Funds are allocated for the maintenance of infrastructure assets valuation and depreciation per GASB 34 requirements with Berryman and Hennigar (\$1,125).

- 8200 Employee Training  
Funding for employee customer service, computer training, writing skills and other training workshops for Finance employees other than the Director and Assistant Director (\$2,000).
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund (\$91,980).

## NON-DEPARTMENTAL/OVERHEAD

### Budget Detail

**101-3041**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	-	-	-	245,000	206,000	-
7131	Retiree Health Insurance	412,581	427,432	424,124	500,000	500,000	500,000
	<WAGES & BENEFITS>	412,581	427,432	424,124	745,000	706,000	500,000
8020	Special Department Expense	674	748	73	750	750	750
8060	Dues & Memberships	52,934	18,511	27,689	16,500	18,000	20,839
8100	Vehicle Maintenance	-	-	1,000	-	-	-
8110	Equipment Maintenance	8,235	10,474	11,962	10,000	10,000	10,000
8150	Telephone	19,148	19,967	17,308	17,000	17,000	17,000
8170	Professional Service	20,334	25,620	45,704	50,000	50,000	30,000
8191	Liability & Surety Bonds	401,679	364,826	361,989	380,000	438,201	554,138
8300	Lease Payment	61,710	61,308	61,308	61,000	61,000	61,000
8335	Property Tax Admin. Fee	-	129,834	133,104	-	147,599	150,000
8350	Bad Debt Expense	-	-	558	-	475	-
	<OPERATIONS & MAINTENANCE>	564,715	631,289	660,695	535,250	743,025	843,727
9811	Transfers Out	-	-	18,388	360,000	360,000	-
	<TRANSFER OUT>	-	-	18,388	360,000	360,000	-
9820	CM's Housing Equity	250,000	-	-	-	-	-
	<OTHER EXPENSES>	250,000	-	-	-	-	-
<b>[101-3041] Non-Dept/Overhead Total</b>		<b>1,227,295</b>	<b>1,058,721</b>	<b>1,103,208</b>	<b>1,640,250</b>	<b>1,809,025</b>	<b>1,343,727</b>

## NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

### PERSONNEL SERVICES

7131 Retirees Health Insurance

It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding. By agreement with PERS, changes in medical contributions with active employees must be effectuated for retired employees (\$500,000).

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provided funds for miscellaneous supplies (\$750).

8060 Dues, Memberships, Subscriptions, and Books

Funds City memberships in League of California Cities (\$9,534), League of California Cities-LA County (\$1,095), the National League of California Cities (\$1,900), the San Gabriel Valley Council of Governments, (\$5,274); the Southern California Association of Governments (SCAG - \$843), Arroyo Verdugo Sub-Region (\$1,944), and the Local Agency Formation Committee (LAFCO \$1,000).

8110 Equipment Maintenance

Provides funds to Digital Telecommunications for extended maintenance service agreement for telephone system (\$10,000).

8150 Telephone

Provides funds for long distance telephone service and telephone lines and other expenses (\$17,000).

8170 Professional Services

Independent accounting services, including review and recommendations on financial procedures, interim audits, preparation of annual Financial Report (CAFR), and the Single Audit Report. The cost of this \$37,000 professional service is allocated to Non-Departmental (\$30,000).

8191 California Joint Powers Insurance Authority & 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 \$923,563. Portions are allocated 25% to the Water Fund, 5% to the Sewer Fund, and 10% to the Lighting and Landscaping Maintenance District Fund.

8300 Equipment Leasing

Year five of a ten-year (\$492,692 total acquisition price, including aftermarket upgrades of \$50,000) equipment lease arrangement for acquisition of Pierce fire engine (\$61,000 annual payment to Oshkosh Capital)

# CITY TREASURER

## Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> <b>2006/07</b>	<b>Actual</b> <b>2007/08</b>	<b>Actual</b> <b>2008/09</b>	<b>Budget</b> <b>2009/10</b>	<b>Estimated</b> <b>2009/10</b>	<b>Adopted</b> <b>2010/11</b>
Wages & Benefits	10,287	10,288	10,318	8,637	10,517	8,603
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
<b>Total Expenses by Category</b>	<b>10,287</b>	<b>10,288</b>	<b>10,318</b>	<b>8,637</b>	<b>10,517</b>	<b>8,603</b>
[101-3021] City Treasurer	10,287	10,288	10,318	8,637	10,517	8,603
<b>Total Expenses by Program</b>	<b>10,287</b>	<b>10,288</b>	<b>10,318</b>	<b>8,637</b>	<b>10,517</b>	<b>8,603</b>

**CITY TREASURER**  
**Department Description and Authorized Positions**

Victor Robinette, City Treasurer	1
<b>Total</b>	<b>1</b>

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

# CITY TREASURER

**Budget Detail**

**101-3021**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	8,471	8,500	8,502	8,472	8,542	8,472
7100	Retirement	1,627	1,611	1,648	-	1,805	-
7110	Workers Compensation	66	53	45	42	43	8
7170	FICA - Medicare	123	123	123	123	127	123
	<WAGES & BENEFITS>	10,287	10,288	10,318	8,637	10,517	8,603
<b>[101-3021]</b>	<b>City Treasurer Total</b>	<b>10,287</b>	<b>10,288</b>	<b>10,318</b>	<b>8,637</b>	<b>10,517</b>	<b>8,603</b>

# CITY TREASURER

**Budget Detail**

**101-3021**

## **PERSONNEL SERVICES**

7000 Regular Salaries

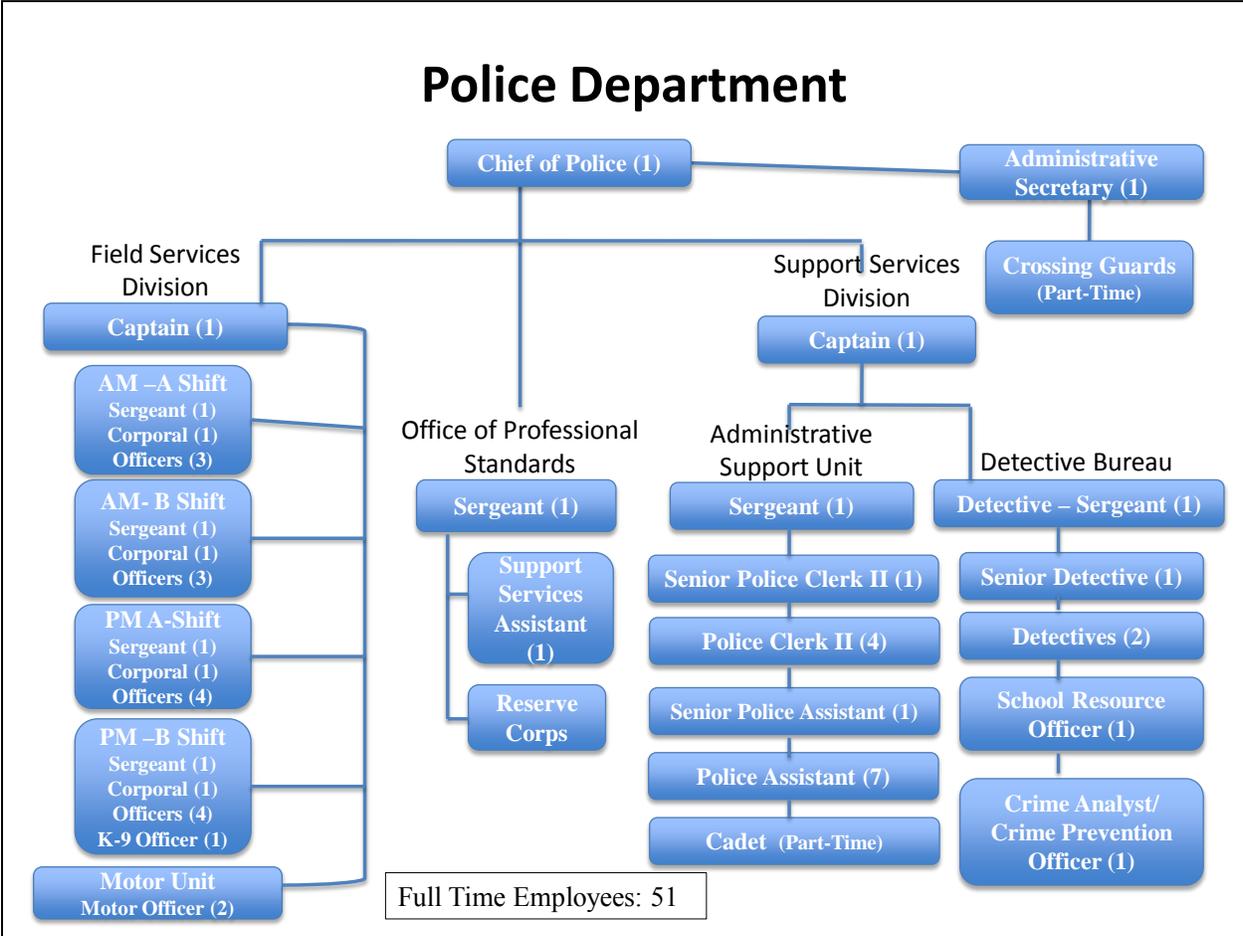
Provides funds for monthly stipend of elected City Treasurer. The Treasurer's stipend is authorized by Government Code and City Resolution.

## POLICE Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Budget 2009/10</b>	<b>Estimated 2009/10</b>	<b>Adopted 2010/11</b>
Wages & Benefits	5,310,655	5,789,185	6,171,351	6,238,840	6,295,702	6,081,604
Operations & Maintenance	796,822	861,780	867,238	817,603	710,400	791,082
Capital Outlay	504,419	221,625	218,262	140,287	115,000	10,000
<b>Total Expenses by Category</b>	<b>6,611,896</b>	<b>6,872,590</b>	<b>7,256,851</b>	<b>7,196,730</b>	<b>7,121,102</b>	<b>6,882,686</b>
[101-4011] Police	6,390,223	6,776,472	7,151,514	7,159,417	7,121,102	6,882,686
[272-4018] Police State Grant - AB 3229	221,673	96,118	105,337	37,313	-	-
<b>Total Expenses by Program</b>	<b>6,611,896</b>	<b>6,872,590</b>	<b>7,256,851</b>	<b>7,196,730</b>	<b>7,121,102</b>	<b>6,882,686</b>

Police Chief	1
Police Captain	2
Police Sergeant	7
Police Officer II	5
Police Officer	21
Support Services Assistant	1
Senior Police Clerk	1
Police Clerk II	4
Senior Police Assistant	1
Police Assistant	7
Administrative Secretary	1
<b>Total</b>	<b>51</b>

**POLICE**  
**Department Description and Authorized Positions**



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

## POLICE

### FY 2008/09 Accomplishments and Performance Measures

**Note:** In an effort to prepare a completed budget document well in advance of the end of a fiscal year, it is impossible to capture statistical data for the fiscal year at the time the budget is prepared in the early Spring. Therefore, the crime and traffic statistics for calendar year 2009 will be used to measure the performance of the 2009-10 goals. The following are the goals and strategies established for the fiscal year followed by the performance in achieving the goals and strategies in *italics*.

#### Goal 1: Reduce Part One Crime by 5%

The City experienced a 10% increase in Part One Crime during 2008. This followed a 28% decrease in the previous year. It is anticipated that the trend will turn around and show a decrease in crime in 2009. The following strategies and performance measures will be used: *This goal was met. There was a 7% increase in Part One crime in 2009. This followed a 10% increase in 2008 and a 28% decrease in 2007. Because there is relatively little crime in South Pasadena, large shifts in crime can occur.*

Type	2008	2009	Difference	% Change
<i>Homicide</i>	<i>1</i>	<i>1</i>	<i>No Change</i>	<i>----</i>
<i>Rape</i>	<i>7</i>	<i>4</i>	<i>-3</i>	<i>-43%</i>
<i>Robbery</i>	<i>23</i>	<i>20</i>	<i>-3</i>	<i>-13%</i>
<i>Assault</i>	<i>30</i>	<i>39</i>	<i>+9</i>	<i>+30%</i>
<i>Burglary</i>	<i>153</i>	<i>141</i>	<i>-12</i>	<i>-8%</i>
<i>Larceny</i>	<i>285</i>	<i>265</i>	<i>-20</i>	<i>-7%</i>
<i>Arson</i>	<i>6</i>	<i>5</i>	<i>-1</i>	<i>-17%</i>
<i>Vehicle Theft</i>	<i>78</i>	<i>68</i>	<i>-10</i>	<i>-13%</i>
<i>Total</i>	<i>583</i>	<i>543</i>	<i>-40</i>	<i>-7%</i>

- Maintain full staffing of all sworn and civilian positions. *Full staffing was maintained throughout most of the year. The Police Department started the year fully staffed in both sworn and civilian positions. One police officer resigned in October. His vacancy was filled by Police Assistant Karen Garcia who entered the Police Academy and will graduate in early July. Her vacancy has not been filled and will be carried vacant through the next fiscal year. A Police Clerk II has announced her retirement effective at the end of July. Her vacancy also won't be filled.*
- If vacancies occur, whenever possible, carry them in non-essential positions. *This strategy was accomplished.*

#### Goal 2: Clear 15% of Part One Crimes

The U.S. Department of Justice Crime Reporting Standards for Part One crimes established clearance by arrest and clearance by exceptional means as the standard for determining crime clearance. 14% of Part One crimes were cleared in 2008. *This goal was not met. The Part One clearance rate dropped to 9% in 2009.*

- Maintain full staffing in the Detective Bureau. *This was done throughout the year.*
- Provide feedback to patrol officers on the quality of their investigations. *This was done through e-mails, conversations, and commendatory Police Conduct Incident Reports.*
- Encourage patrol officers to gather scientific evidence such as fingerprints, and provide feedback on the results of the evidence collected. *This was done through e-mails, conversations, and commendatory Police Conduct Incident Reports.*

**Goal 3: Reduce Injury and Fatal Traffic Collisions by 10%**

There was a 3% decrease in injury and fatal traffic collisions last year but a 190% increase in traffic enforcement (citations). There is a traffic safety theory that increased traffic enforcement results in a decrease in collisions. Based on the dramatic increase in traffic enforcement, it is anticipated that traffic collisions will decrease. *This goal was nearly met. There was a 9.3% decrease in injury traffic collisions in 2009.*

Type	2008	2009	Difference	% Change
<i>Injury</i>	<i>91</i>	<i>81</i>	<i>-10</i>	<i>-11%</i>
<i>Hit/Run Inj.</i>	<i>6</i>	<i>7</i>	<i>+1</i>	<i>+17%</i>
<i>Fatal</i>	<i>0</i>	<i>0</i>	<i>--</i>	<i>No Change</i>
<i>Total</i>	<i>97</i>	<i>88</i>	<i>-9</i>	<i>-9.3%</i>

- Increase all traffic enforcement (citations) by 10%. *This strategy was achieved with a 12% increase in traffic enforcement. A total of 7,431 citations were issued in 2009.*
- Maintain full staffing with two motor officers. *This strategy was accomplished.*
- Motivate patrol officers to increase their level of traffic enforcement by 5%. *This strategy was achieved. Patrol officer citation productivity increased by 20%.....*

**Goal 4: Manage Parking Congestion**

It is evident that the driving public has become increasingly aware that parking enforcement occurs daily in South Pasadena. After a several year long trend of a stable amount or slight decrease in parking enforcement, the last two years have shown a steady increase in parking enforcement. *This goal is not quantifiable. Inadequate parking continues to be a problem in certain areas of the City. This won't be resolved until additional parking becomes available. In the meantime, the Police Department continues to use strategies to manage parking emphasizing parking enforcement and permit parking.*

- No change in the amount of total parking enforcement (15,000 parking citations) *There was a 4% reduction in the number of parking citations issued (14,484).*
- Increase parking enforcement by patrol officers by 5%. *This strategy was achieved. There was a 32% increase in parking citations issued by patrol officers.*
- Fill all contract parking enforcement vacancies within 30 days. *This strategy was met. Both contract Parking Enforcement Officers left during 2009, and both were replaced within 30 days.*

# **POLICE**

## **FY 2010/11 Goals and Performance Measures**

### **Goal 1: Reduce Part One Crime by 5%**

The City experienced a 7% decrease increase in Part One Crime during 2009. This followed a 10% increase in the previous year. Because South Pasadena does not experience a lot of crime, significant swings are not unusual. It is anticipated that the downward trend will continue and an additional 5% reduction is attainable. The following strategies and performance measures will be used:

- Maintain full staffing of all sworn positions
- If vacancies occur, whenever possible, carry them in non-essential positions
- Participate in multi-agency task forces to address region-wide crime problems
- Utilize overtime when available to conduct surveillances to address property related crimes

### **Goal 2: Clear 15% of Part One Crimes**

The U.S. Department of Justice Crime Reporting Standards for Part One crimes established clearance by arrest and clearance by exceptional means as the standard for determining crime clearance. The Detective Bureau cleared 9% of the Part One crimes which is a significant reduction from the 14% clearance rate the year before. The following strategies will be used to increase crime clearance:

- Maintain full staffing in the Detective Bureau
- Provide feedback and training to patrol officers on the quality of their investigations
- Encourage patrol officers to gather scientific evidence such as fingerprints and provide feedback on the results of the evidence they collect

### **Goal 3: Reduce Injury and Fatal Traffic Collisions by 5%**

2009 showed a 9.3% decrease in Injury and Fatal Traffic Collisions which followed a 3% decrease in 2008. There has not been a traffic fatality in South Pasadena since 2007. It is anticipated that this trend will continue through the following strategies:

- Increase traffic enforcement (citations) by 5%
- Maintain full staffing with two motor officers
- Motivate patrol officers to increase their level of traffic enforcement by 5%
- Provide regular data about traffic accident information from the Traffic Sergeant to all uniformed personnel
- Conduct at least three DUI check points
- Conduct at least four undercover pedestrian traffic task forces

### **Goal 4: Manage Parking Congestion**

It is evident that the driving public continues to be aware that parking regulations are enforced aggressively in South Pasadena. There has been a slight decrease in the number of parking citations issued each of the past two years. At the beginning of 2010, after numerous complaints from the public

and feedback from the City Council, a less aggressive approach to some parking ordinances was enacted. This will mean a decrease in the number of citations issued, but should not negatively impact parking congestion.

- No more than a 10% reduction in parking citations issued
- Increase in parking enforcement by patrol officers by 5%
- Fill all contract parking enforcement vacancies within 30 days

#### **Goal 5: Address Destructive Behavior by Youth**

The youth of South Pasadena are our future. They must be protected. South Pasadena lost a promising young man to an alcohol related incident in 2009, and other students have been injured or killed due to destructive behavior in the past several years. The following strategies will be used to address this problem:

- Continue to deploy a fulltime School Resource Officer to the High School and Middle School
- Conduct at least two undercover operations targeting retailers who sell alcohol to minors
- Conduct at least one undercover operation targeting retailers who sell tobacco products to minors
- Participate in the “Every 15 Minutes” anti-DUI program at the High School
- Work with the School District staff to reduce the potential of drugs on campus through strategies such as a drug sniffing dog

#### **Goal 6: Develop Personnel to their Greatest Potential**

The Police Department does a good job of providing training to its personnel. But there are limited opportunities to participate in joint task force operations which allow for officers to obtain specialized experience which they can bring back and share with other officers.

- Continue to participate in the Foothill Air Support Team (FAST)
- Continue to deploy a narcotics/patrol K-9 and handler
- Continue to participate in Avoid the 100 DUI task forces
- Continue to participate in traffic enforcement task forces with neighboring departments
- Evaluate the feasibility of long term loans to regional task force operations

#### **Goal 7: Educate the Public**

The Police Department has a Neighborhood Watch Program that is managed by the Crime Prevention Officer/Crime Analyst. This Detective provides weekly bulletins to the public through the Neighborhood Watch Newsletter which is also published on the City’s website. Additional outreach efforts will include:

- Increase the number of Neighborhood Watch groups by 10%
- Expand crime prevention communication through the use of social networking sites such as Facebook

#### **Goal 8: Disaster Preparedness**

Police and Fire are the first responders following a major disaster. While officers and firefighters are fairly well trained, other City staff and the community need to be better prepared. The Public should be prepared to be self-sufficient for 3-5 days following a major disaster. To help better prepare the public

and city staff, the following strategies will be used:

- With the Fire Department, participate in CERT training for the public
- Develop and conduct at least two emergency operations exercises
- Identify and train Terrorism Liaison Officers
- Seek and obtain SHSGP and UASI grant funds to better prepare the Police Department to respond to emergencies
- Become fully operational with the ICIS radio interoperability system
- Complete the installation of in-car video systems

# POLICE

## Budget Detail

**101-4011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	2,914,186	3,293,579	3,495,364	3,589,351	3,574,334	3,741,432
7010	Salaries - Temp / Part	114,618	105,383	128,211	90,000	129,300	120,000
7020	Overtime	300,430	314,333	325,381	300,000	271,800	300,000
7040	Holiday	87,975	100,998	116,523	103,000	103,000	105,000
7045	Overtime - Special Detail	142,389	188,318	215,506	190,000	240,000	210,000
7050	Overtime - DUI Checkpoint	-	-	-	-	2,685	-
7060	IOD - Safety	960	4,319	-	-	7,163	-
7070	Leave Buyback	58,046	42,269	92,156	92,160	48,900	60,000
7100	Retirement	851,837	950,885	995,794	1,093,903	1,118,352	918,612
7108	Deferred Compensation	3,492	3,762	3,650	3,752	3,957	4,046
7110	Workers Compensation	382,596	332,645	301,076	271,795	293,460	115,111
7120	Disability Insurance	10,599	5,084	12,289	-	1,361	-
7122	Unemployment Insurance	-	554	981	-	5,167	-
7130	Group Health Insurance	298,618	302,694	322,820	329,740	323,313	329,740
7140	Vision Insurance	9,313	9,503	10,518	12,240	10,397	12,240
7150	Dental Insurance	33,586	31,133	35,494	45,900	37,010	45,900
7160	Life Insurance	8,877	8,234	9,422	10,050	10,758	10,050
7170	FICA - Medicare	48,135	54,969	61,462	61,949	66,716	64,473
7180	Car/Uniform Allowance	44,998	40,526	44,702	45,000	48,029	45,000
	<WAGES & BENEFITS>	5,310,655	5,789,185	6,171,351	6,238,840	6,295,702	6,081,604
8000	Office Supplies	19,905	33,200	31,515	25,000	29,000	25,000
8010	Postage	5,968	8,463	7,322	7,500	6,600	7,000
8020	Special Department Expense	69,042	93,150	84,125	86,000	65,000	84,500
8040	Advertising	866	7,686	1,483	1,000	500	1,000
8050	Printing/Duplicating	10,974	7,086	11,858	8,000	9,500	8,000
8060	Dues & Memberships	2,079	1,675	6,055	2,000	2,500	2,000
8090	Conference & Meeting Expense	4,857	5,692	5,108	6,300	5,500	5,200
8100	Vehicle Maintenance	153,571	152,030	166,048	135,000	150,000	150,000
8110	Equipment Maintenance	18,315	14,749	24,272	20,000	16,000	18,000
8120	Building Maintenance	20,238	17,069	38,759	12,000	10,000	10,000
8134	Safety Clothing/Equipment	11,836	31,090	20,860	18,000	20,000	17,500
8150	Telephone	42,017	53,280	38,375	45,000	30,000	32,000
8155	Rental/Lease	1,583	1,130	1,405	1,000	800	800
8170	Professional Service	97,884	116,526	76,500	102,500	85,000	104,920
8180	Contract Services	267,028	253,105	277,298	283,303	225,000	275,162
8200	Training Expense	24,530	22,312	33,821	25,000	25,000	15,000
8210	Training Expense	30,285	43,538	34,244	40,000	30,000	35,000
	<OPERATIONS & MAINTENANCE>	780,977	861,780	859,048	817,603	710,400	791,082
8510	Buildings & Structures	18,411	1,725	12,130	3,000	3,000	-
8520	Machinery & Equipment	253,077	69,950	65,742	20,450	35,000	-
8530	Computer Equipment	-	-	-	-	-	10,000
8540	Automotive Equipment	27,102	53,831	43,243	79,524	77,000	-
	<CAPITAL OUTLAY>	298,591	125,507	121,115	102,974	115,000	10,000
<b>[101-4011] Police Total</b>		<b>6,390,223</b>	<b>6,776,472</b>	<b>7,151,514</b>	<b>7,159,417</b>	<b>7,121,102</b>	<b>6,882,686</b>

## POLICE

### Budget Detail

101-4011

#### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides salaries for all full-time, permanent sworn and civilian employees.
- 7010 Salaries – Temporary/Seasonal/Part-Time  
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets and Crossing Guards.
- 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.
- 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 - \$25,000  
Provides funds for the purchase of Police forms, office stationery, and miscellaneous office supplies.
- 8010 Postage - \$7,000  
Provides funds for Police Department postal expenses.
- 8020 Special Department Expense - \$84,500  
Provides for extraordinary department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Detective and Records case file folders (\$2,000); expenses for Police Reserve Officers such as uniform maintenance and reimbursement, court reimbursement, training and compensation for Reserves when used to provide minimum staffing (\$7,500); Festival of Balloons expenses including radio, repeater, and message board rentals (\$500); lethal and less lethal weapons, training supplies including ammunition and range maintenance and repairs (\$15,000); K-9 training and maintenance costs (\$4,000); tuition reimbursement (\$22,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,000); Crime Prevention Materials (\$500); and miscellaneous supplies, equipment and reimbursement that doesn't fall within one of the other accounts (\$21,000).

- 8040 Advertising - \$1,000  
Provides funds for advertising of legal notices, recruitment notices and notices of various Police Department activities.
- 8050 Printing and Duplication - \$8,000  
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$2,000); and parking and traffic citations, and parking permits (\$6,000).
- 8060 Dues, Memberships, Subscriptions and Books - \$2,000  
Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association (\$350); the California Police Chiefs Association (\$600); the San Gabriel Valley Police Chiefs Association (\$180); the International Association of Chiefs of Police Chiefs (\$120); California Association of Property and Evidence (\$45); International Association for Property and Evidence Investigators (\$50); California Background Investigators Association (\$45); and the California Public Parking Association (\$250); subscription to the Pasadena Star News (\$240); and subscription service for various legal codes including Penal Code and Vehicle Code (\$120). .
- 8090 Conference and Meeting Expenses - \$5,200  
Provides funds for 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 (\$1100), the Los Angeles County Police Chiefs Association (\$600), and for other personnel to attend miscellaneous meetings and conferences (\$1,000).
- 8100 Vehicle Maintenance and Operations - \$150,000  
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, including fuel (\$55,000), routine maintenance and repairs (\$60,000), collision repairs (\$5,000), tires (\$6,000), vehicle washes (\$4,000) and maintenance and repairs of emergency equipment and vehicle computers (\$20,000).
- 8110 Equipment Maintenance - \$18,000  
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..
- 8120 Building Maintenance - \$10,000  
Provides for janitorial and supplies, miscellaneous plumbing, electrical and other repairs and supplies for the Police facility.

- 8134 Safety Equipment and Supplies -\$17,500  
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 (\$8,000), flashlights (\$500) and other safety equipment and supplies (\$5,000).
- 8150 Telephone - \$32,000  
Provides funds for telephone service to the Police Department for land lines (\$9,000); cell phones for management, supervisors and detectives (\$12,500); wireless connections (air cards) for police vehicles and 3 laptop computers (\$8,500); and Citywide DSL connection (\$2,000).
- 8155 Equipment Leasing - \$800  
Equipment and machinery obtained via a lease arrangement, including a reverse telephone directory.
- 8170 Professional Services - \$104,920  
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000 – \$1,000 increase due to an increase in DUI enforcement); sexual assault and victim exams (\$2,000 – \$2,000 reduction based on previous year’s actual expenditures); arrestee medical treatment (\$7,000 – \$2,000 increase due to increase in arrest activity); office computer and server maintenance (\$55,000 – \$3,000 decrease based on previous year’s actual expenditures and estimate from IT consultants); medical, psychological, and background exams for employee candidates (\$1,000 – \$4,000 decrease due to few anticipated hires); criminal and personnel investigation transcription services (\$1,000 – decrease of \$1,000 based on previous year’s actual expenditures); Interagency Communications Interoperability System subscription (\$34,920 – \$11,420 increase due to increased subscription fee); accident reconstructionist (\$1,000 – \$1,000 decrease due to previous year’s actual expenditures); and Polygraph Examiner (\$1,000 – \$1,000 decrease due to previous year’s actual expenditures).
- 8180 Contract Services - \$275,162  
Funds contracts that are provided for services such as: Animal control (\$115,621 – reflects a 2% increase); parking enforcement (\$88,000 – \$5,000 decrease due to vacant positions), inmate housing fees for Alhambra and Pasadena Police Departments (\$28,000 – \$2,000 decrease); crime scene evidence technicians (\$1,000 – \$1,500 decrease due to previous year’s actual expenditures); fingerprint tracing service (\$10,000 – \$6,000 increase due to previous year’s actual expenditures); Hearing Officer for parking violations (\$1,500 – \$1,000 decrease due to previous year’s actual expenditures); investigative data tracking service (\$900 – no change); CAD/RMS technical support (\$9,500 – no change); Foothill Air Support Team (\$19,641 – (\$2097 increase due to increased subscription fee); and compensation for former dispatchers when used to fill staffing vacancies (\$1,000 – \$1,000 decrease due to previous year’s actual expenditures).
- 8200 Training Expense - \$15,000  
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T.

8210 P.O.S.T. Training - \$35,000

Provides for training courses and training materials required of Police Officers to retain or obtain P.O.S.T. certification. The City is reimbursed for approximately 70% of P.O.S.T. reimbursable training. The reimbursement goes directly into the General Fund.

**CAPITAL OUTLAY**

8530 Computer Equipment - \$10,000

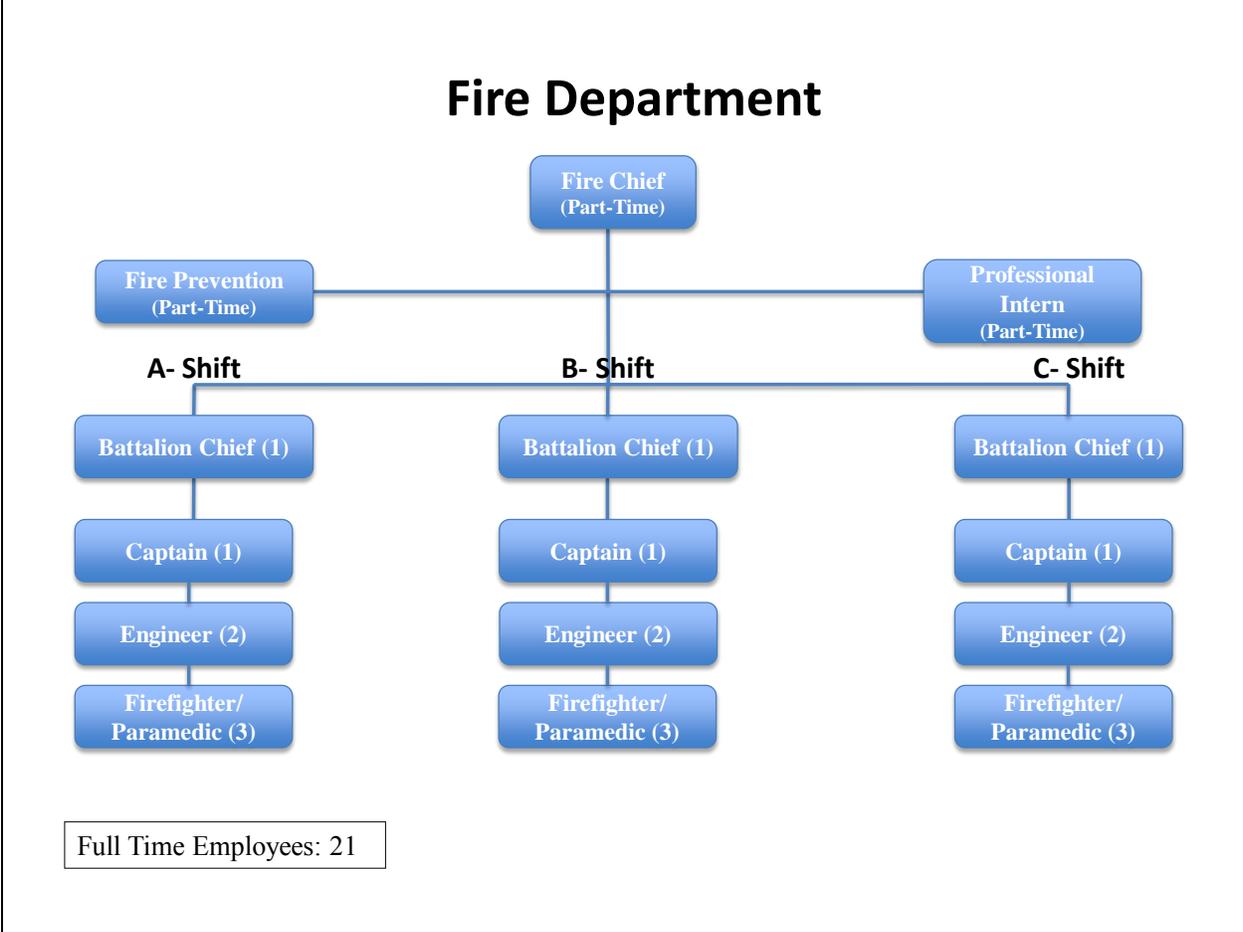
Provides funds for the purchase of ten replacement personal computers.

**FIRE**  
**Department Summary**

<b>EXPENDITURE SUMMARY</b>	<b>Actual 2006/07</b>	<b>Actual 2007/08</b>	<b>Actual 2008/09</b>	<b>Budget 2009/10</b>	<b>Estimated 2009/10</b>	<b>Adopted 2010/11</b>
Wages & Benefits	3,207,006	3,558,307	3,555,626	3,946,675	3,619,463	3,591,923
Operations & Maintenance	207,105	208,073	217,232	267,950	255,365	266,023
Capital Outlay	94,346	31,832	9,053	41,000	41,000	24,500
<b>Total Expenses by Category</b>	<b>3,508,458</b>	<b>3,798,213</b>	<b>3,781,911</b>	<b>4,255,625</b>	<b>3,915,828</b>	<b>3,882,446</b>
[101-5011] Fire	3,508,458	3,798,213	3,781,911	4,255,625	3,915,828	3,882,446
<b>Total Expenses by Program</b>	<b>3,508,458</b>	<b>3,798,213</b>	<b>3,781,911</b>	<b>4,255,625</b>	<b>3,915,828</b>	<b>3,882,446</b>

Fire Chief	P/T
Battalion Chief	3
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic (3 Authorized but Unfunded)	11
<b>Total</b>	<b>24</b>

**FIRE**  
**Department Description and Authorized Positions**



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

## **FIRE**

### **FY 2008/09 Accomplishments and Performance Measures**

#### **Goal 1: Maintain staff and equipment to respond to all emergencies within the City.**

- **Assist the Public Safety Commission with issues involving the Fire Department.**  
This goal was met by attending monthly Public Safety Commission meetings.  
Participated in the annual Police/Fire Public Safety Fair and Open House.  
Participated in the annual Disaster Preparedness “Golden Guardian” Drill.
- **Actively recruit personnel to fill open positions within the fire department**  
We are currently 100% staffed with our fire suppression personnel. This was accomplished with advertising on the City’s web site, newspaper and the World Wide Web.
- **Manage the compliance of the mandated Respiratory Protection Program**  
This goal was met by activating a non-emergency mutual aid program with the City of Pasadena.  
The South Pasadena Fire Department refills the Pasadena Fire Department’s Self Contained Breathing Apparatus by allowing them to utilize our mobile Air Utility Unit and in-turn they provide all the testing and documentation for our personnel to maintain our Respiratory Protection Program.
- **Replace EKG’s and train all personnel on the use of the new equipment**  
This goal was met through monies received from a grant which included the proper training of our personnel on the new equipment. All three of our 12 lead EKG monitors are in service and all personnel have received the training.

#### **Goal 2: Develop a System for All Fire Information**

- **Investigate, document, and report all firefighter injuries and illnesses**  
This goal was met by requiring a doctor’s notice explaining the reason for any sick leave absence lasting longer than four consecutive shifts.
- **Finish the upgrade to the communication system hardware to achieve compliance with Verdugo Communications System requirements**  
This goal was met through a grant which allowed the fire department to replace all portable radios with the updated Trunked radio system.
- **Complete incident reports within 24 hours 90% of the time**  
This goal was met and tracked through the new Firehouse Software incident report computer program.
- **Finalize Unified Response Standards**  
This goal was met because of the purchase of our new fire engine. The purchase of the new engine allowed us to once again have a reserve fire engine which freed up our personnel to respond on mutual aid incidents in reciprocation for receiving mutual aid.

### **Goal 3: Maintain and Improve Training Standards in the Fire Department**

- **Conduct mutual-aid training exercises with fire agencies from neighboring jurisdictions**  
This is an ongoing goal that is met by coordinating and participating in area “C” training with the Verdugo cities including Pasadena, San Marino, and Alhambra fire departments.
- **Finish the compliance with mandated California Incident Command Certification System for all command officers**  
This goal was met by certifying all command officers as well as all personnel in ICS-100 Introduction to ICS and IS-700 Introduction to National Incident Management System courses
- **Complete a minimum of 24 hours per firefighter of Emergency Medical Services continuing education**  
This goal was met by continuing to contract Emergency Medical Service training through UCLA which ensured all appropriate personnel received the necessary technical and advanced continuing education curriculum.
- **Maintain Paramedic and EMT certification for all personnel**  
This goal was met through UCLA and successfully measured and tracked by the State and County re-certification of all appropriate personnel.

### **Goal 4: Reduce Fire Loss in City of South Pasadena**

- **Inspect 80% of the apartment buildings containing four or more units**  
This goal was not met due to the fire prevention bureau consisting of two part-time Prevention Specialists. The required work load in this area could not be accomplished because of the other equally vital issues occurring on a daily basis in the fire prevention office.
- **Complete residential plan checks within five days or less, 80% of the time**  
This goal was met. We added a second Part Time prevention specialist to focus on coordinating with the Building Department to complete plan checks.
- **Receive process and inspect reports of brush fire hazards on both improved and unimproved properties within 48 hours, 80% of the time.**  
This was accomplished by issuing reports to the shift Captains to complete the inspections and follow up in a timely manner.

### **Goal 5: Apply for Grants for an Additional EKG and Self Contained Breathing Apparatus**

- **Apply for a grant for an additional 12-lead electrocardiogram (EKG)**  
This goal was met by receiving the grant monies and purchasing the additional EKG monitor. All three EKG monitors have been purchased and are in service.
- **Apply for a grant for Self Contained Breathing Apparatus (SBCA)**  
This goal was met by successful completion of the grant award, although the breathing has not been delivered and placed into service.

<p style="text-align: center;"><b>FIRE</b> <b>FY 2009/10 Goals and Performance Measures</b></p>
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**Goal 1: Maintain staff and equipment to respond to all emergencies within the City.**

Performance Measures:

- Assist the Public Safety Commission with Fire Department related issues
- Actively recruit personnel to fill open vacancies within the fire department
- Manage the mandated Respiratory Protection Program with 100% compliance
- Continue equipment replacement and training for all Fire Department personnel

**Goal 2: Develop a system for all fire response and record information**

Performance Measures:

- Investigate, document, and report all firefighter injuries and illnesses
- Finish the upgrade to the communication system hardware to achieve compliance with Verdugo Communications System requirements
- Complete incident reports within 24 hours 90% of the time
- Finalize Verdugo Unified Response Standards

**Goal 3: Improve and maintain training standards within the Fire Department**

Performance Measures:

- Conduct mutual-aid training exercises with fire agencies from neighboring jurisdictions
- Finish the compliance with mandated California Incident Command Certification System for all command officers and fire suppression personnel
- Complete a minimum of 24 hours per firefighter of Emergency Medical Services continuing education
- Maintain paramedic and E.M.T. certifications for all personnel

**Goal 4: Reduce fire loss in the City of South Pasadena**

Performance Measures:

- Inspect 80% of the apartment buildings containing four or more units
- Complete residential plan checks within five days or less, 90% of the time
- Receive, process, and inspect reports of brush fire hazards on both improved and unimproved properties within 48 hours, 80% of the time

**Goal 5: Continue grant application process for additional apparatus and equipment**

Performance Measures:

- Secure grant to replace current frontline Rescue Ambulance (RA)
- Secure grant for Self Contained Breathing Apparatus (SCBA)
- Apply for a grant of a Extractor Machine to wash and maintain Personal Protective Equipment (PPE)

# FIRE

## Budget Detail

**101-5011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	1,509,602	1,740,170	1,742,170	2,079,201	1,772,602	1,964,105
7010	Salaries - Temp / Part	87,420	48,321	51,945	64,898	51,400	65,000
7020	Overtime	370,120	455,697	438,106	360,500	346,900	360,500
7030	Overtime - Flsa	95,273	95,727	97,848	103,000	110,000	105,000
7040	Holiday	60,634	68,627	66,279	74,160	65,000	68,000
7045	Overtime - Special Detail	82,416	124,530	125,788	104,030	122,200	105,000
7060	IOD - Safety	36,801	29,795	29,631	-	69,637	-
7065	Fitness	8,700	7,600	7,600	9,064	8,900	-
7070	Leave Buyback	66,830	54,783	90,447	81,000	61,500	90,000
7100	Retirement	492,840	559,415	558,618	655,416	645,909	499,224
7110	Workers Compensation	186,258	167,691	144,234	179,573	139,765	104,952
7120	Disability Insurance	9,008	-	-	-	-	-
7122	Unemployment Insurance	3,651	(551)	-	-	13,414	-
7130	Group Health Insurance	136,283	145,543	141,952	150,000	146,832	150,000
7140	Vision Insurance	4,446	4,900	4,583	5,760	4,818	5,040
7150	Dental Insurance	16,479	16,855	15,438	21,600	17,581	18,900
7160	Life Insurance	3,658	3,581	3,410	4,464	4,061	3,906
7170	FICA - Medicare	22,480	22,384	24,166	39,009	25,395	37,296
7180	Car/Uniform Allowance	14,108	13,240	13,410	15,000	13,549	15,000
<WAGES & BENEFITS>		3,207,006	3,558,307	3,555,626	3,946,675	3,619,463	3,591,923
8000	Office Supplies	2,424	2,898	2,876	3,700	3,500	3,500
8010	Postage	464	967	570	1,400	750	1,000
8020	Special Department Expense	19,628	20,040	28,896	37,000	37,000	37,000
8025	Medical Supplies	14,157	20,381	21,338	26,000	25,000	26,000
8026	Hazardous Materials	-	725	-	2,350	-	2,350
8040	Advertising	-	240	-	300	-	-
8050	Printing/Duplicating	586	589	509	600	-	600
8060	Dues & Memberships	1,020	395	640	1,200	1,000	800
8080	Books & Periodicals	128	298	393	1,200	1,200	1,000
8090	Conference & Meeting Expense	157	726	30	1,200	-	500
8100	Vehicle Maintenance	23,523	27,911	26,118	30,000	30,000	30,000
8110	Equipment Maintenance	9,711	5,741	6,138	12,000	12,000	11,000
8120	Building Maintenance	15,296	8,037	14,749	15,000	15,000	14,000
8132	Uniform Expense/Cleaning	1,266	884	1,177	1,500	-	500
8134	Safety Clothing/Equipment	18,969	10,254	16,984	17,000	17,000	15,000
8150	Telephone	5,293	5,858	6,000	5,500	5,500	5,500
8170	Professional Service	22,519	25,808	24,114	28,000	28,000	28,000
8180	Contract Services	67,495	69,939	71,662	75,000	74,415	85,273
8200	Training Expense	4,468	6,383	(4,961)	9,000	5,000	4,000
<OPERATIONS & MAINTENANCE>		207,105	208,073	217,232	267,950	255,365	266,023
8500	Building & Improvements	6,314	3,972	5,575	6,000	6,000	4,500
8520	Machinery & Equipment	44,291	15,498	3,478	35,000	35,000	20,000
8540	Automotive Equipment	43,741	12,362	-	-	-	-
<CAPITAL OUTLAY>		94,346	31,832	9,053	41,000	41,000	24,500
<b>[101-5011] Fire Total</b>		<b>3,508,458</b>	<b>3,798,213</b>	<b>3,781,911</b>	<b>4,255,625</b>	<b>3,915,828</b>	<b>3,882,446</b>

## 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 two 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), Copy paper (\$600) usual vendor Staples.
  
- 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 (\$8,000); or non-safety orientated equipment (\$6,200); cleaning supplies (\$4,000); Linen Services (\$5,000 Department Identification cards (\$400); Department Business Cards (\$400), tuition reimbursement \$8,000); Emergency Preparedness (\$4,000); expenses for the Public Safety Fair (\$1,000); and miscellaneous supplies, equipment and reimbursement that doesn't fall within one of the other accounts (\$3,500). Replacement and upgrades to Department PCs, printers and computer software (\$1,500).

- 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 (\$14,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$8,000) and other Medical Supplies (\$4,000).
- 8026 Hazardous Materials  
Provides funding for the purchase of hazardous materials inspection and compliance materials (\$1,750) to maintain the department's Participating Agency inspections status. Notices (\$600)
- 8030 Subscription  
Provides for the purchase of fire prevention code updates, training publications, and literature for professional development. (\$600)
- 8040 Advertising  
Provides funds for advertising of legal notices, paramedic subscription program notices, fire safety information, and recruitment activities (\$300).
- 8050 Printing and Duplicating  
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600).
- 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. (\$1,200)
- 8080 Books and Training Materials  
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$1,200).
- 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 (\$1,200).
- 8100 Vehicle Maintenance  
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles (\$6,000). Includes funds to purchase fuels (\$19,000), oil, tires, and make unanticipated repairs to damaged vehicles and firefighting apparatus (\$5,000).
- 8110 Equipment Maintenance  
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,000), other equipment purchase or repairs (\$3,000).

- 8120 Building Maintenance  
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (\$6,000). Includes routine repair and maintenance costs related to the HVAV, gasoline and diesel fuel distribution system (\$9,000).
- 8132 Uniform Expense and Cleaning  
Provides funds for the cleaning, maintenance, and repairs of mandated firefighter safety clothing (\$500).
- 8134 Safety Clothing and Equipment  
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus and chemical protective suits (\$17,000).
- 8150 Telephone  
Provides funds for telephone services including cellular communications for emergency response vehicles (\$5,500).
- 8170 Professional Services  
Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance, employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training, CalOSHA mandated respiratory protection annual testing and photocopy machine service (\$28,000).
- 8180 Contract Services  
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center 85,273
- 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)
- 8257 Public Safety Commission  
Provides funds to enable the Public Safety Commission to provide community training for disaster preparedness and related safety programs.

## **CAPITAL OUTLAY**

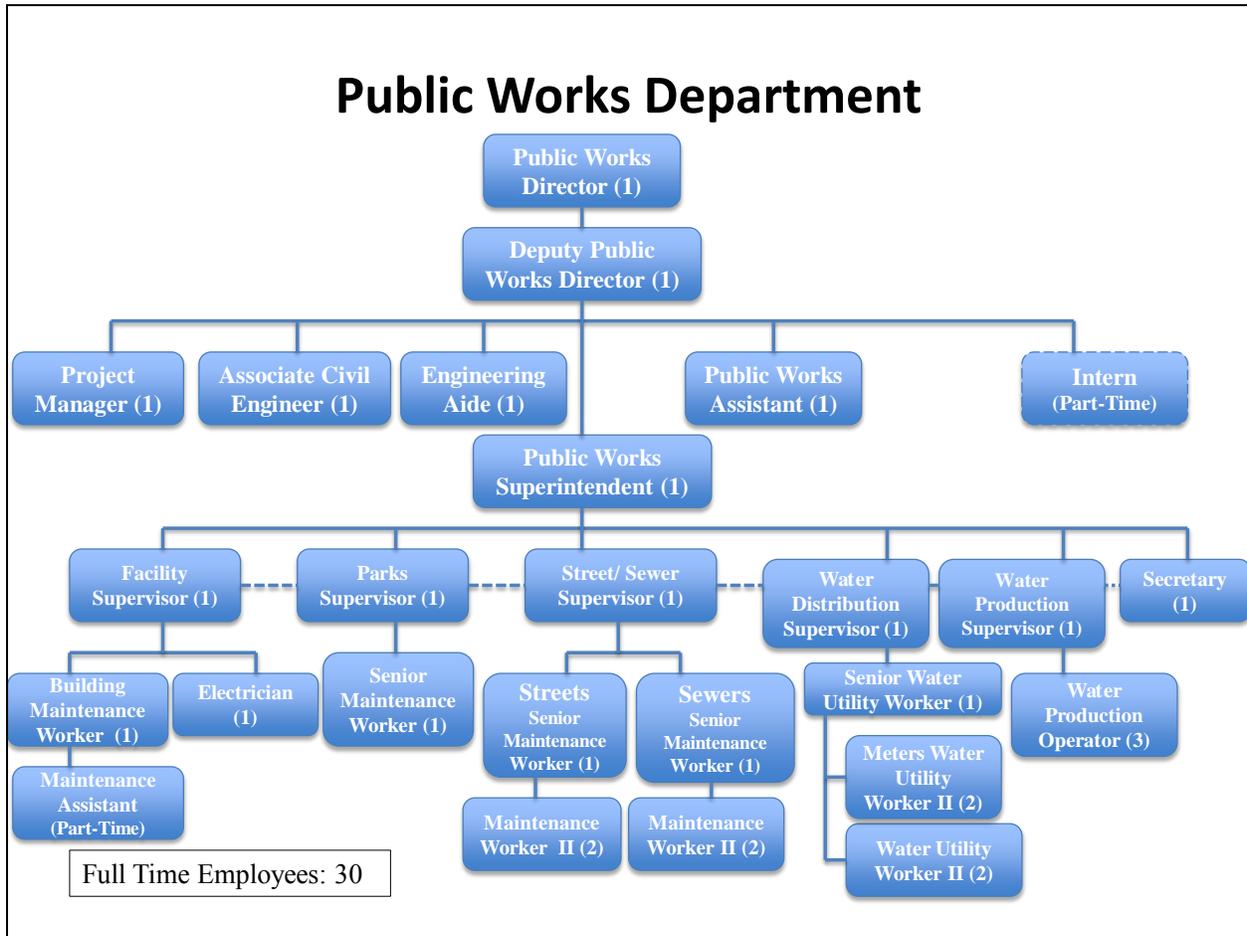
- 8500 Buildings and Structures  
Provides to replace carpet and tile in the hallway of 2nd Floor of Fire Station (\$6,000).
- 8520 Machinery & Equipment  
Provides funds for the repair or replacement of Major firefighting equipment including fire hose and fitting, self-contained breathing apparatus (\$25,000), cardiac defibrillators, and fire station equipment (\$5,500). Batteries for Paramedic Equipment (\$5,000)

## PUBLIC WORKS Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
Wages & Benefits	2,084,950	1,985,916	2,225,881	2,734,935	2,607,981	2,688,946
Operations & Maintenance	3,203,896	3,666,563	4,030,394	5,320,753	4,361,114	5,383,162
Capital Outlay	131,666	193,882	81,103	426,067	416,614	109,000
<b>Total Expenses by Category</b>	<b>5,420,512</b>	<b>5,846,361</b>	<b>6,337,378</b>	<b>8,481,754</b>	<b>7,385,709</b>	<b>8,181,108</b>
[101-2015] Environmental Services	94,579	94,234	214,634	197,401	176,935	209,270
[101-6011] PW Admin & Engineering	196,755	254,824	477,351	867,379	652,373	675,531
[101-6116] Street Maintenance	1,587	-	-	-	-	-
[101-6410] Park Maintenance	299,014	333,727	400,060	452,900	365,226	356,205
[101-6601] Facilities Maintenance	379,322	417,266	458,080	814,457	731,839	627,838
[210-6501] Sewer Operations	405,198	394,253	388,234	546,226	427,853	631,258
[215-6115] Traffic Signals	164,452	119,313	174,613	173,320	146,100	173,920
[215-6118] Sidewalk Maintenance	28,240	23,339	1,589	21,000	10,000	20,000
[215-6201] Street Lighting	390,813	282,186	260,094	287,388	279,058	322,056
[215-6310] Street Trees	356,216	381,388	339,353	391,978	399,094	342,437
[215-6416] Median Strips	47,932	75,589	68,952	125,297	97,000	67,000
[223-2028] Advertising	6,064	-	-	-	-	-
[225-6801] Mission Oaks Parking District	6,889	6,013	7,094	7,400	1,510	-
[230-6116] Street Maintenance	447,030	441,818	406,072	641,075	627,235	576,469
[232-6417] Prop "A" Park Maintenance	13,592	28,369	21,337	16,200	14,900	13,600
[500-6710] Water Distribution	910,926	1,209,166	893,506	1,269,768	1,210,917	1,210,267
[500-6711] Water Production	1,671,904	1,784,874	2,226,410	2,669,966	2,245,669	2,955,257
<b>Total Expenses by Program</b>	<b>5,420,512</b>	<b>5,846,361</b>	<b>6,337,378</b>	<b>8,481,754</b>	<b>7,385,709</b>	<b>8,181,108</b>

Public Works Director	1
Deputy Public Works Director	1
Project Manager	1
Public Works Superintendent	1
Parks Supervisor	1
Street Supervisor	1
Facilities Supervisor	1
Water Production Supervisor	1
Water Distribution Supervisor	1
Associate Civil Engineer	1
Engineering Aide	1
Senior Maintenance Worker	1
Senior Water Utility Worker	3
Electrician	1
Building Maintenance Worker	1
Water Production Operator	3
Maintenance Worker I/II	5
Water Utility Worker I/II	4
Public Works Assistant	1
Secretary	1
<b>Total</b>	<b>30</b>

**PUBLIC WORKS**  
**Department Description and Authorized Positions**



Public Works Administration coordinates all activities of the Public Works Department. It also reviews plans, issues permits, and provides inspections for private construction projects involving street right-of-way or grading projects. In addition it is responsible for implementing the City’s capital improvement projects.

The Park Maintenance division of the Public Works Department maintains the City’s parks and playgrounds in a safe and aesthetically pleasing manner. It also maintains and prunes trees in the public right-of-way and abates graffiti. The Facilities Maintenance division is responsible for providing routine maintenance, repairs, and minor modifications of all City buildings. They are also responsible for maintaining City-owned street lights and traffic signals.

The Streets and Sewer Division is responsible for overseeing, maintaining and repairing streets, sidewalks and sewers.

The Water Division is responsible for the production, treatment and distribution of potable water to the residents and businesses of the City.

## **PUBLIC WORKS**

### **FY 2009/10 Accomplishments and Performance Measures**

*The following is a list of proposed goals and objectives created by the Public Works Department at the start of FY 2009/10, along with the results*

Goal 1: Assess current conditions of City infrastructure

Performance Measures:

- Develop Sewer System Improvement Program based on results of sewer evaluation. *Two years of four-year cleaning and inspection program completed. Sewer System Improvement Program not achieved and will continue as goal for next year. Sewer CIP funding sources need to be identified.*
- Begin creation of a Water System Evaluation Plan to assess condition of City water lines, valves, hydrants and appurtenances. *Although water system condition data is up to date, it has not been assembled into a master evaluation plan due to other staff priorities and will be deferred*
- Complete conversion of water infrastructure information into electronic format with the development of the water meter inventory. *Although water infrastructure information is up to date and available on hard copy, the goal of converting the data to electronic format has not been achieved due to other staff priorities and will be deferred.*
- Complete streetlights, traffic signals, controller cabinet inventory. *This goal has not been achieved due to other staff priorities and will be deferred.*
- Improve existing Pavement Management System (PMS) to assess true conditions and costs of improving City streets. *PMS field verification and revisions have been completed on highest priority and other selected streets this year. Goal will continue until all streets have been field verified.*
- Develop long range strategy for prioritizing street improvement projects. *This goal was achieved with the PMS field verification and revision process.*
- As staff levels allow, implement next stage of GIS system, which is already funded, to integrate City infrastructure information. *This goal has not been achieved due to other staff priorities and will be deferred.*

Goal 2: Repair or replace deficient infrastructure

Performance Measures:

- Complete projects identified for this year in the Capital Improvement Program. *This goal was partially achieved because of the addition of PW administrative staff (new project manager). The engagement of a Water Program Project Management consultant will also facilitate this goal.*
- Continue to identify and pursue funding for projects with regional impact that qualify for federal, state, and local district economic stimulus programs. *This goal was continues with the pending Caltrans approval and start of construction of Fair Oaks Avenue Improvements project and the finalization of design for the SR 110 / Fair Oaks interchange project.*
- Implement formal lead and galvanized water service line replacement program. *Program is 80 percent complete and will be complete in FY 2010/11*
- Implement formal Trident water meter replacement program. *Phase I (50 percent) is complete. Phase 2 will is ready to begin and will be complete in FY 2010/11*

Goal 3: Improve CIP project management procedures

Performance Measures:

- Improve procedure for tracking status of capital projects with a project financial tracking system accessible by all Public Works management staff to provide ability to assess and compare schedule and cost status against actual completion. *This goal was not achieved and will be deferred due to budget constraints and other staff priorities.*

Goal 4: Improve customer service

Performance Measures:

- Develop guideline and procedure for consistent response to resident concerns, at the counter and on the phone. *This goal was achieved.*
- Create service request feedback form. *This goal was not achieved and will continue as goal for next year.*
- Implement tracking system for periodically verifying contractor's insurance documents for expiration. *This goal was achieved.*

Goal 5: Implement Environmental Conservation Measures

Performance Measures:

- Establish costs and funding sources for remaining water reduction measures that have been identified for City facilities, including xeriscaping public areas and utilizing reclaimed water from USGVMWD. *This goal was partially achieved by obtaining funding for nature park expansion and identifying USGVMWD as source of funding for native plant demonstration garden. Goal continues for next year.*
- Work with NREC to develop program for managing replacement of dead, dying, and diseased trees. *This goal has been partially achieved with the verification and revision of consultant West Coast Arborist's submitted City tree inventory and will continue as a goal for next year.*

Goal 6: Improve Department Procedures & Policies

Performance Measures:

- Create centralized document to consolidate and create uniformity and consistency in the department's formal and informal operational procedures and practices. *This goal was not achieved and will be deferred due to staff commitments to higher priority goals.*

Goal 7: Attract, Maintain and Develop Staff

Performance Measures

- Formalize and implement staff professional development and technical training program. *This goal was not achieved and will be deferred due to staff commitments to higher priority goals. Informal program for staff professional development and training will continue.*

## **PUBLIC WORKS**

### **FY 2010/11 Goals and Performance Measures**

*The following is a list of proposed goals and objectives created by the Public Works Department at the start of FY 2010/11.*

Goal 1: Assess current conditions of City infrastructure

Performance Measures:

- Continue development Sewer System Improvement Program based on results of the four-year sewer evaluation program
- Begin creation of a Water System Evaluation Plan to assess condition of City water lines, valves, hydrants and appurtenances.
- Complete conversion of water infrastructure information into electronic format with the development of the water meter inventory.
- Complete streetlights, traffic signals, controller cabinet inventory.
- Continue to verify and update Pavement Management System (PMS) to assess true conditions and costs of improving City streets.
- As staff levels allow, implement next stage of GIS system, which is already funded, to integrate City infrastructure information.

Goal 2: Repair or replace deficient infrastructure

Performance Measures:

- Complete last year's uncompleted Capital Improvement projects as well as those identified this year in the Capital Improvement Program.
- Continue to identify and pursue funding for projects with regional impact that qualify for federal, state, and local district economic stimulus programs, with an emphasis on Fair Oaks Hook Ramp Project and Monterey Road.
- Complete remaining 20 percent of formal lead and galvanized water service line replacement program.
- Implement Phase 2 (remaining 50 percent) of formal Trident water meter replacement program.

Goal 3: Improve CIP project management procedures

Performance Measures:

- Improve procedure for tracking status of capital projects with a project financial tracking system accessible by all Public Works management staff to provide ability to assess and compare schedule and cost status against actual completion.

Goal 4: Improve customer service

Performance Measures:

- Create service request feedback form.

Goal 5: Implement Environmental Conservation Measures

Performance Measures:

- Continue to identify funding sources for remaining water reduction measures that have been identified for City facilities, including xeriscaping public areas and utilizing reclaimed water from USGVMWD.

- Complete verification and finalization of consultant West Coast Arborist's City tree inventory and continue to work with NREC to develop program for managing replacement of dead, dying, and diseased trees.

Goal 6: Improve Department Procedures & Policies

Performance Measures:

- Ensure uniformity and consistency in the department's formal and informal operational procedures and practices through review and revision of existing relevant documents and fostering consistency through staff training and mentoring. Develop formal document to establish procedures and practices as staff priorities allow.

Goal 7: Attract, Maintain and Develop Staff

Performance Measures

- Foster staff professional development and technical training through announcements and dissemination of information regarding of appropriate programs and classes. Develop a formal professional development and technical training program as staff priorities allow.

## ENVIRONMENTAL SERVICES

### Budget Detail

101-2015

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	40,267	37,699	49,425	47,348	47,348	44,639
7010	Salaries - Temp / Part	2,868	3,694	-	-	-	-
7020	Overtime	2,665	4,161	2,038	2,060	1,000	2,060
7070	Leave Buyback	188	589	3,261	2,460	300	2,000
7100	Retirement	7,621	7,127	8,694	9,713	7,704	9,188
7108	Deferred Compensation	727	746	828	868	102	821
7110	Workers Compensation	712	614	674	736	528	351
7130	Group Health Insurance	3,442	3,179	3,789	3,837	3,203	3,537
7140	Vision Insurance	108	102	118	120	110	108
7150	Dental Insurance	392	364	394	450	408	405
7160	Life Insurance	86	81	89	93	80	84
7170	FICA - Medicare	494	527	434	716	372	677
	<WAGES & BENEFITS>	59,569	58,883	69,746	68,401	61,155	63,870
8010	Postage	-	-	-	500	-	1,600
8020	Special Department Expense	1,505	819	92,811	45,800	35,000	63,800
8040	Advertising	754	964	1,080	2,400	1,500	2,500
8050	Printing/Duplicating	-	-	-	1,500	-	2,000
8060	Dues & Memberships	1,497	-	5,000	13,300	10,848	10,000
8090	Conference & Meeting Expense	159	-	115	500	300	500
8160	Legal Service	-	88	-	-	-	-
8170	Professional Service	21,486	25,112	39,928	35,000	38,132	35,000
8180	Contract Services	9,610	8,369	5,955	30,000	30,000	30,000
	<OPERATIONS & MAINTENANCE>	35,010	35,351	144,889	129,000	115,780	145,400
<b>[101-2015] Environmental Services Total</b>		<b>94,579</b>	<b>94,234</b>	<b>214,634</b>	<b>197,401</b>	<b>176,935</b>	<b>209,270</b>

## ENVIRONMENTAL SERVICES

Budget Detail

101-2015

### PERSONNEL SERVICES

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

### OPERATIONS & MAINTENANCE

- 8010 Postage  
Provides funds for citywide mass mailings concerning environmental programs (\$1,600).
- 8020 Special Department Expense  
Provides funds for annual NPDES storm drain permit (\$5,400), State Water Resources Control Board Waste Discharge Fee (\$600), supplies for the Natural Resources and Environmental Commission (\$1,000), Adopt-a-Park signage (\$300). City's participatory cost share in the Arroyo Seco Watershed Study, as approved by Council on 10/15/07 - \$25,900 (carryover from last year). Annual Daily Generation Rate study for LA River Trash TMDL compliance (\$12,000). Trash TMDL compliance will be an ongoing cost through 2014. Annual AQMD Generator permit fee (\$600). Participatory cost share in LA River Metals TMDL Special Study (\$6,000). Participatory cost share in LA River Copper WER Study, year 1 of 3 (\$12,000).
- 8040 Advertising  
Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper. Five events are anticipated: include the annual dumpster day, annual household hazardous waste disposal day, low-flow toilet exchange, lamp exchange, lawnmower exchange (\$2,500).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$2,000).
- 8060 Dues and Memberships  
Annual membership dues for Advocacy for Practical Regulations (\$10,000).

- 8090 Conference and Meeting Expense  
Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$500).
- 8170 Professional Services  
Provides for the cost of professional services to achieve full compliance with the NPDES permit and other environmental programs. NPDES consultant services, including inspections (\$35,000).
- 8180 Contract Services  
Annual underground service tank (UST) inspections and cleaning (\$15,000). Annual citywide catch basin cleaning services (\$15,000).

# PUBLIC WORKS ADMINISTRATION

## Budget Detail

**101-6011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	35,050	58,669	82,303	133,699	105,243	134,643
7010	Salaries - Temp / Part	387	-	-	1,530	2,200	1,500
7020	Overtime	6,630	2,630	1,466	1,545	400	1,500
7040	Holiday	-	46	-	-	-	-
7070	Leave Buyback	3,562	141	38	40	-	1,000
7100	Retirement	6,643	10,976	15,202	27,653	21,827	27,894
7108	Deferred Compensation	174	116	274	795	520	777
7110	Workers Compensation	1,930	2,063	2,546	3,802	3,401	1,156
7130	Group Health Insurance	3,570	5,966	8,379	13,722	7,220	12,435
7140	Vision Insurance	78	182	249	408	299	372
7150	Dental Insurance	319	662	998	1,530	944	1,395
7160	Life Insurance	110	150	258	316	243	288
7170	FICA - Medicare	618	453	768	1,983	1,292	1,996
	<WAGES & BENEFITS>	59,070	82,053	112,479	187,023	143,589	184,956
8000	Office Supplies	12	11	213	-	-	-
8010	Postage	1,750	1,316	1,323	1,500	2,600	2,100
8020	Special Department Expense	7,745	21,537	8,396	4,500	3,361	6,650
8040	Advertising	1,371	162	91	500	750	750
8050	Printing/Duplicating	1,486	587	1,251	9,900	2,000	9,900
8060	Dues & Memberships	2,270	2,080	1,270	5,095	996	4,095
8100	Vehicle Maintenance	-	239	-	250	797	500
8110	Equipment Maintenance	616	763	1,442	640	640	640
8150	Telephone	-	-	852	-	2,700	1,000
8170	Professional Service	108,936	18,154	341,384	623,131	463,000	463,000
8300	Lease Payment	2,392	3,346	3,242	1,940	1,940	1,940
	<OPERATIONS & MAINTENANCE>	126,578	48,196	359,463	647,456	478,784	490,575
8520	Machinery & Equipment	11,106	124,576	5,409	32,900	30,000	-
8540	Automotive Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	11,106	124,576	5,409	32,900	30,000	-
<b>[101-6011] PW Admin &amp; Engineering To</b>		<b>196,755</b>	<b>254,824</b>	<b>477,351</b>	<b>867,379</b>	<b>652,373</b>	<b>675,531</b>

# PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

## PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the Maintenance Superintendent, Public Works Director, Project Manager, Public Works Assistant, Associate Engineer, and Engineering Aide. 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  
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

- 8010 Postage  
Provides funds for City mailings (\$1,800) and overnight deliveries (\$300).
- 8020 Department Expense  
Provides funds for department supplies and services including computer supplies, county assessor maps, and data updates. Annual Assessor Parcel Map software subscription (\$2,500). Annual Autocad Map software subscription renewal (\$650). New PC workstation (\$1,500). City Manager special projects (\$2,000).
- 8040 Advertising  
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$750).
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials. Two citywide mailers (\$3,000). 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 (\$5,000). Note that expenses for duplication are charged to this account, but are reimbursed to revenue account 101-5220-01 by the Contractors who purchase the bid documents.
- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director. Similar membership fees for

the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660), ASCE membership dues (\$410), National Arbor Foundation Membership (\$25). Books (\$500), Seminars (\$500). Educational expense reimbursements (\$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 (\$500).
- 8110 Equipment Maintenance  
Public Works Department share of copier maintenance (\$420). Public Works share of postage machine rental (\$220).
- 8150 Telephone  
Covers cost of telephone service at various locations throughout the City (\$1,000)
- 8170 Professional Services  
Professional on-call traffic engineering services and studies (\$50,000). Consultant services for annual DBE certification required by Caltrans (\$3,000). Consultant services for processing of reimbursement paperwork for federally funded projects (\$10,000). Also funds staff augmentation (Deputy Public Works Director), plan checking and general on-call engineering services provided by DMR Team (\$400,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts.
- 8300 Lease Payment / Rentals  
Provides Public Works share of copier rental cost (\$1,940)

## PARK MAINTENANCE

### Budget Detail

**101-6410**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	40,634	43,993	48,437	61,024	53,125	71,170
7020	Overtime	5,275	6,701	1,200	3,605	2,400	2,500
7040	Holiday	51	311	106	-	-	-
7055	IOD - Non Safety	101	486	3,021	-	-	-
7070	Leave Buyback	1,766	9	274	270	100	1,000
7100	Retirement	7,465	8,336	9,406	12,518	10,901	14,649
7108	Deferred Compensation	124	116	149	257	132	343
7110	Workers Compensation	3,444	3,192	2,646	2,939	2,546	1,130
7130	Group Health Insurance	5,286	6,540	6,099	7,824	5,252	8,253
7140	Vision Insurance	174	203	206	240	199	252
7150	Dental Insurance	643	756	756	900	708	945
7160	Life Insurance	143	171	160	186	173	195
7170	FICA - Medicare	687	745	768	937	801	1,068
	<WAGES & BENEFITS>	65,792	71,559	73,228	90,700	76,337	101,505
8000	Office Supplies	632	511	614	600	600	1,600
8020	Special Department Expense	15,667	26,299	17,839	39,200	21,200	15,200
8100	Vehicle Maintenance	1,970	1,444	6,757	3,400	3,400	3,400
8110	Equipment Maintenance	2,021	3,040	2,379	3,000	4,349	4,500
8140	Utilities	40,515	42,179	96,335	51,000	35,000	56,000
8150	Telephone	-	-	11	-	-	-
8170	Professional Service	5,011	2,333	1,106	3,000	-	3,000
8180	Contract Services	151,946	155,236	155,501	193,500	158,500	161,500
8200	Training Expense	62	669	280	1,500	15	1,500
8262	Graffiti Removal	15,400	18,045	9,663	12,000	8,000	8,000
	<OPERATIONS & MAINTENANCE>	233,222	249,755	290,485	307,200	231,064	254,700
8500	Building & Improvements	-	-	-	-	2,825	-
8520	Machinery & Equipment	-	12,413	36,346	-	-	-
8540	Automotive Equipment	-	-	-	55,000	55,000	-
	<CAPITAL OUTLAY>	-	12,413	36,346	55,000	57,825	-
<b>[101-6410] Park Maintenance Total</b>		<b>299,014</b>	<b>333,727</b>	<b>400,060</b>	<b>452,900</b>	<b>365,226</b>	<b>356,205</b>

## PARK MAINTENANCE

**Budget Detail**

**101-6410**

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for a Senior Maintenance Worker, Maintenance Worker, Park Supervisor, Secretary, Maintenance Superintendent, Public Works Director, Engineering Aide, and Associate Engineer. 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. The increase of \$2,000 will cover the cost of additional callouts that staff is experiencing to support the more intense use of our parks by the community.
  
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies, daily journals (\$600). New file cabinets (\$400). Share of copier lease cost (\$600).
  
- 8020 Special Department Expense  
Provides for special and miscellaneous division supplies and materials including irrigation controllers and sprinklers (\$3,000), park reseeding materials (\$2,000), freeway sign reseeding (\$800), fertilizer (\$4,000), miscellaneous garden supplies (\$2,500), pest control products (\$2,400) and bee control products (\$500).
  
- 8100 Vehicle Maintenance  
Provides funds for operational costs for parks vehicles including smog certifications (\$200) and routine maintenance services (\$800). Also includes planned brake replacements (\$2,400).
  
- 8110 Equipment Maintenance  
Provides funds for the repair and maintenance of equipment (\$4,500).
  
- 8140 Electricity  
Provides funds for electrical service by Southern California Edison to City park facilities (\$56,000).
  
- 8170 Professional Services  
Provides funds for the use of professionals such as landscape architects and other professional services related to the maintenance of the City parks and the equipment located at the parks (\$3,000), such as soil and tissue sampling services and sports field consulting.

- 8180 Contract Services  
Provides funds for partial cost of contract services (TruGreen) to maintain the parks and playing fields, including irrigation system repairs (\$148,000). The remainder of funds for this contract is budgeted through account 215-6416-8180. Also provides funds for gopher abatement (\$4,000), the rental of an extended boom truck to access field lighting (\$1,000), and trash removal services at Orange Grove Park (\$5,500). Design services for Library Landscaping Phase II project (\$3,000).
- 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  
There was a slight decrease in graffiti requests last year, so the budget request for graffiti removal contract services (\$8,000) has been adjusted, based on the average monthly cost.

## FACILITIES MAINTENANCE

### Budget Detail

**101-6601**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	79,671	115,359	135,245	143,211	141,698	206,836
7010	Salaries - Temp / Part	-	6,756	14,527	61,800	23,400	-
7020	Overtime	1,052	3,546	2,736	2,060	1,200	2,000
7040	Holiday	-	12	215	-	-	-
7055	IOD - Non Safety	-	-	-	-	-	-
7070	Leave Buyback	1,390	9	10	10	-	1,000
7100	Retirement	14,850	21,324	24,421	36,794	30,826	42,573
7108	Deferred Compensation	87	39	70	175	109	343
7110	Workers Compensation	7,358	9,407	9,786	15,152	10,603	3,539
7130	Group Health Insurance	10,152	13,674	11,884	17,841	8,720	26,628
7140	Vision Insurance	334	491	525	564	531	840
7150	Dental Insurance	1,243	1,622	1,906	2,115	1,955	3,150
7160	Life Insurance	267	335	405	437	447	651
7170	FICA - Medicare	1,189	2,215	3,124	3,003	3,607	3,028
	<WAGES & BENEFITS>	117,592	174,789	204,854	283,162	223,096	290,588
8000	Office Supplies	678	421	515	600	600	1,200
8020	Special Department Expense	23,029	24,146	42,590	122,395	116,080	28,300
8060	Dues & Memberships	45	-	-	200	-	200
8100	Vehicle Maintenance	1,175	661	722	2,900	550	2,750
8110	Equipment Maintenance	774	1,113	550	1,000	1,000	1,000
8120	Building Maintenance	40,105	21,389	39,864	56,500	56,500	98,800
8130	Small Tools	1,945	1,275	7,828	2,500	5,000	4,000
8132	Uniform Expense/Cleaning	357	678	617	800	800	800
8134	Safety Clothing/Equipment	713	719	1,109	800	800	800
8140	Utilities	95,500	92,375	75,921	100,000	90,000	90,000
8150	Telephone	320	437	433	5,700	200	1,000
8180	Contract Services	70,814	99,264	83,078	89,400	89,400	107,900
8200	Training Expense	590	-	-	500	-	500
	<OPERATIONS & MAINTENANCE>	236,046	242,477	253,226	383,295	360,930	337,250
8500	Building & Improvements	25,684	-	-	-	-	-
8520	Machinery & Equipment	-	-	-	48,000	40,000	-
8540	Automotive Equipment	-	-	-	100,000	107,813	-
	<CAPITAL OUTLAY>	25,684	-	-	148,000	147,813	-
<b>[101-6601] Facilities Maintenance Total</b>		<b>379,322</b>	<b>417,266</b>	<b>458,080</b>	<b>814,457</b>	<b>731,839</b>	<b>627,838</b>

## FACILITIES MAINTENANCE

**Budget Detail**

**101-6601**

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the Electrician, Facility Maintenance Supervisor, Maintenance Superintendent, Public Works Director, Associate Engineer, Engineering Aide, Building Maintenance Worker, and Maintenance Assistant. 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  
Covers the cost of overtime for non-management staff performing emergency call outs after hours. The additional requested \$500 will cover the cost of additional callouts to support more intense use of our facilities.
  
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office supplies (\$600). Share of copier lease cost (\$600).
  
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies and services including construction supplies (\$5,000), playground hardware (\$1,000), paint and painting supplies (\$1,000), electrical supplies and parts including light bulbs (\$2,000), paper goods (\$14,000), first aid kits (\$300), radio service and parts (\$1,000) garage door maintenance (\$300) and fire extinguisher maintenance (\$700). Other items include carpet laundering (\$1,000), elevator certification (\$2,000)
  
- 8060 Dues/Memberships/Subscriptions  
Provides funds for membership fees, dues, subscriptions and publications to professional organizations (\$200).
  
- 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 vehicle (\$2,500). Also includes costs for smog certification (\$250).
  
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment (\$1,000).

- 8120 Building Maintenance  
Provides for building maintenance services and supplies. Contract maintenance of air conditioning system (\$7,000) and elevators (\$9,400), pest control services (\$7,000), locksmith service (\$500), carpet cleaning service (\$1,000), generator and cooling tower service (\$1,200). Elevator service contract has increased to include the elevator at the War Memorial Building. Beyond routine maintenance contracts, extra repair costs are budgeted for elevators (\$4,000) and HVAC systems (\$11,500). Also includes funds for electrical supplies (\$2,500), painting supplies (\$3,500) and plumbing supplies (\$7,000). Other maintenance projects for this year include a 1000 amp circuit breaker replacement at City Hall (\$7,000), City Hall water tower motor replacement (\$7,600), City Hall computer room A/C power backup (\$8,000), City Hall elevator starter replacement (\$3,800), HVAC unit replacement for the Police Department (\$5,800) and resealing of City Hall courtyard (\$12,000).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$4,000).
- 8132 Uniform Expenses  
Provides for the purchase and service of city-supplied uniforms (\$800).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies (\$800).
- 8140 Utilities  
Provides funds for electrical service by Southern California Edison to City facilities (\$90,000).
- 8150 Telephone  
Provides funds for telephone service to City facilities (\$1,000).
- 8180 Contract Services  
Janitorial services for City buildings by Bell Maintenance including twice a week day porter service (\$87,000). The remainder of this contract is charged to 232-6471-8180. City Hall exterior maintenance (\$2,400) by Avalon. Bus stop maintenance and curbside trash pickup services by Avalon (\$18,500) previously budgeted in 210-6501-8180 have been moved here.
- 8200 Training Expenses  
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500).

## SEWER MAINTENANCE

### Budget Detail

**210-6501**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	148,400	144,238	165,110	210,399	197,221	233,701
7010	Salaries - Temp / Part	2,076	1,734	1,480	3,090	1,400	2,000
7020	Overtime	1,631	3,759	4,779	2,060	6,300	5,000
7040	Holiday	478	416	-	-	-	-
7055	IOD - Non Safety	-	1,546	2,266	-	-	-
7070	Leave Buyback	13,294	4,625	167	170	300	3,000
7100	Retirement	28,767	27,648	29,875	43,532	40,458	48,343
7108	Deferred Compensation	586	176	164	573	345	726
7110	Workers Compensation	4,529	9,321	8,756	9,197	9,665	3,512
7120	Disability Insurance	6,422	104	-	-	-	-
7122	Unemployment Insurance	6,822	-	11,700	-	-	-
7130	Group Health Insurance	19,060	16,362	15,542	28,523	18,774	29,381
7131	Retiree Health Insurance	10,411	10,786	10,703	-	13,556	-
7140	Vision Insurance	623	580	541	900	657	924
7150	Dental Insurance	1,538	2,083	1,925	3,375	2,541	3,465
7160	Life Insurance	363	485	490	698	689	716
7170	FICA - Medicare	2,421	2,130	2,284	3,125	2,792	3,490
	<WAGES & BENEFITS>	247,420	225,993	255,781	305,642	294,698	334,258
8000	Office Supplies	1,000	857	596	600	600	600
8010	Postage	5	2	-	600	-	600
8020	Special Department Expense	5,472	8,953	15,754	8,500	8,500	6,500
8050	Printing/Duplicating	660	327	150	200	100	200
8060	Dues & Memberships	-	-	-	500	-	500
8090	Conference & Meeting Expense	100	-	-	-	100	-
8100	Vehicle Maintenance	3,144	4,636	3,134	33,284	19,000	3,000
8110	Equipment Maintenance	4,189	7,954	3,460	5,000	4,929	5,000
8120	Building Maintenance	2,000	2,055	2,966	1,200	1,200	1,200
8130	Small Tools	1,164	881	-	1,000	1,000	3,000
8132	Uniform Expense/Cleaning	1,031	640	602	1,200	1,200	1,200
8134	Safety Clothing/Equipment	1,029	839	513	1,000	500	1,000
8170	Professional Service	39,342	76,723	23,062	45,000	10,000	95,000
8180	Contract Services	53,292	34,017	51,824	98,500	50,000	50,000
8191	Liability & Surety Bonds	33,233	30,363	29,980	30,000	34,206	46,178
8200	Training Expense	1,282	12	-	2,000	1,500	2,000
8350	Bad Debt Expense	-	-	412	-	320	-
8400	Overhead Allocation	-	-	-	-	-	69,022
	<OPERATIONS & MAINTENANCE>	146,943	168,260	132,453	228,584	133,155	285,000
8520	Machinery & Equipment	10,834	-	-	12,000	-	12,000
	<CAPITAL OUTLAY>	10,834	-	-	12,000	-	12,000
<b>[210-6501] Sewer Operations Total</b>		<b>405,198</b>	<b>394,253</b>	<b>388,234</b>	<b>546,226</b>	<b>427,853</b>	<b>631,258</b>

## SEWER MAINTENANCE

Budget Detail

210-6501

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides compensation for a full time Senior Maintenance Worker and Maintenance Worker II and partial compensation for Account Clerk, Secretary, Accounting Technician, Utility Billing Coordinator; Street Supervisor; Deputy PW Director, Assistant Finance Director, Maintenance Superintendent, Engineering Aide, Public Works Director, Director of Finance, Project Manager and Associate Engineer. 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 for overtime pay for after hours 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 the purchase of office supplies (\$600).
- 8010 Postage  
Provides for postage for mailings associated with the sewer operations notification such as service interruptions related to sewer mainline replacements or repairs (\$600).
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies: Fittings and jetting nozzles (\$4,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300). This account also pays a 25% share of City personnel cell phones (\$1,200).
- 8050 Printing and Duplication  
Provides for printing and duplication of sewer maps and atlases (\$200).
- 8060 Dues/Memberships/Subscriptions  
Provides for membership to the California Water Environmental Association for division staff members (\$500).

- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles (\$3,000).
- 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 or purchase of worn or damaged hand and power tools (\$3,000).
- 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  
Citywide sewer maintenance contract (\$60,000). Implementation of a Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$35,000- carryover from last year).
- 8180 Contract Services  
Provides for sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment, as well as Vactor truck services (\$50,000) for emergency sewer overflows. Bus stop maintenance and curbside trash pickup services by Avalon previously budgeted here have been moved to 101-6601-8180.
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 5% (\$46,178) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 500-6710-8191 (25%) and 215-6201-8191 (10%).
- 8200 Employee Training  
Provides for training seminars and workshops related to sewer maintenance (\$1,500) and training videos (\$500). This item consolidates costs previously allocated to 210-6501-8090. Proper training is critical for sewer division employees due to increased maintenance problems associated with an aging sewer system.
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund.

**CAPITAL OUTLAY**

- 8520 Machinery & Equipment  
Vehicle wash rack upgrades (\$12,000)

## TRAFFIC SIGNALS

**Budget Detail**

**215-6115**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8020	Special Department Expense	1,824	651	28,023	29,500	29,500	26,500
8140	Utilities	49,458	47,468	51,090	61,400	35,000	65,000
8150	Telephone	-	-	787	820	-	820
8180	Contract Services	79,888	61,288	94,712	81,600	81,600	81,600
	<OPERATIONS & MAINTENANCE	131,169	109,408	174,613	173,320	146,100	173,920
8520	Machinery & Equipment	33,282	9,906	-	-	-	-
	<CAPITAL OUTLAY>	33,282	9,906	-	-	-	-
<b>[215-6115] Traffic Signals Total</b>		<b>164,452</b>	<b>119,313</b>	<b>174,613</b>	<b>173,320</b>	<b>146,100</b>	<b>173,920</b>

## TRAFFIC SIGNALS

Budget Detail

215-6115

### OPERATIONS & MAINTENANCE

- 8020 Department Supplies  
Provides for special and miscellaneous department supplies and services related to the maintenance of the City's traffic signals (\$5,000). In-pavement crosswalk maintenance (\$5,500). Rewiring of Fair Oaks Ave. and Huntington Dr. intersection (\$16,000).
- 8140 Electricity  
Provides funds for electrical service by Southern California Edison for traffic signal operations (\$65,000). Cost increase due to new traffic signal being added at Fair Oaks Ave. and Bank St.
- 8150 Telephone  
Provides funds for telephone service to the three code blue emergency telephones (\$820).
- 8180 Contract Services  
Provides funds for the contract services related to monthly inspection, cleaning and testing of the traffic signal system (\$24,000). Also includes funds for non-routine signal maintenance (\$40,000) and signal knockdown repairs (\$14,000). Cost sharing for traffic signal at Orange Grove and SR110 (\$2,300) and Orange Grove and Columbia (\$1,300).

## SIDEWALK & CURB MAINTENANCE

**Budget Detail**

**215-6118**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8020	Special Department Expense	12,790	22,744	1,124	10,000	-	10,000
8170	Professional Service	-	494	465	1,000	-	-
8180	Contract Services	15,450	101	-	10,000	10,000	10,000
	<OPERATIONS & MAINTENANCE	28,240	23,339	1,589	21,000	10,000	20,000
<b>[215-6118] Sidewalk Maintenance Total</b>		<b>28,240</b>	<b>23,339</b>	<b>1,589</b>	<b>21,000</b>	<b>10,000</b>	<b>20,000</b>

## SIDEWALK & CURB MAINTENANCE

Budget Detail

215-6118

### OPERATIONS & MAINTENANCE

8020 Department Expense

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

8180 Contract Services

This account provides funding to repair city sidewalks, curbs and gutters for larger projects which will be outsourced (\$10,000). Other funding for sidewalks, curbs, and gutters are identified in Fund 260 (CDBG), and under the Capital Improvement Program.

# STREET LIGHTING

## Budget Detail

**215-6201**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	86,987	96	(119)	-	-	-
7020	Overtime	7,274	815	1,817	-	1,900	-
7055	IOD - Non Safety	-	-	-	-	-	-
7070	Leave Buyback	1,284	-	-	-	-	-
7100	Retirement	16,792	-	20	-	-	-
7108	Deferred Compensation	55	-	-	-	-	-
7110	Workers Compensation	4,059	63	119	-	93	-
7130	Group Health Insurance	10,685	108	113	-	85	-
7140	Vision Insurance	369	5	4	-	4	-
7150	Dental Insurance	1,356	17	17	-	15	-
7160	Life Insurance	297	1	8	-	4	-
7170	FICA - Medicare	1,421	12	26	-	22	-
	<WAGES & BENEFITS>	130,579	1,116	2,006	-	2,123	-
8000	Office Supplies	695	665	591	600	600	600
8020	Special Department Expense	22,725	25,991	25,770	45,500	45,500	45,500
8100	Vehicle Maintenance	2,643	4,158	3,305	4,300	3,000	4,300
8110	Equipment Maintenance	1,500	1,557	542	4,500	3,000	4,500
8130	Small Tools	961	940	2,377	2,000	2,323	2,000
8132	Uniform Expense/Cleaning	703	653	638	800	800	800
8134	Safety Clothing/Equipment	922	1,264	1,116	800	800	800
8140	Utilities	140,401	160,095	154,919	160,000	145,000	164,000
8170	Professional Service	18,260	24,959	6,863	8,088	7,500	6,400
8191	Liability & Surety Bonds	66,466	60,726	59,959	60,000	68,412	92,356
8200	Training Expense	408	62	200	800	-	800
	<OPERATIONS & MAINTENANCE>	255,683	281,070	256,279	287,388	276,935	322,056
8520	Machinery & Equipment	4,327	-	1,809	-	-	-
8540	Automotive Equipment	224	-	-	-	-	-
	<CAPITAL OUTLAY>	4,551	-	1,809	-	-	-
<b>[215-6201] Street Lighting Total</b>		<b>390,813</b>	<b>282,186</b>	<b>260,094</b>	<b>287,388</b>	<b>279,058</b>	<b>322,056</b>

# STREET LIGHTING

Budget Detail

215-6201

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase office supplies (\$600).
  
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies (\$4,000) and services. Material costs and supplies for an estimated 10 knockdowns (\$40,000), based on historical activity. Also includes expenses to assist Chamber of Commerce Holiday lighting program (\$1,500).
  
- 8100 Vehicle Maintenance and Operations  
Provides funds for operational costs for gas (\$3,500), oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks (\$800).
  
- 8110 Equipment Maintenance  
Provides funds for maintenance of division equipment (\$1,500), as well as hydraulic repairs for boom truck Unit 635 (\$1,000) and maintenance costs for Code Blue emergency system (\$2,000).
  
- 8130 Small Tools  
Replacement or purchase of worn or damaged hand and power tools (\$2,000).
  
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$800).
  
- 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 (\$164,000).
  
- 8170 Professional Services  
Annual rate study for the Lighting and Landscaping Assessment District (\$6,400).
  
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 10% (\$92,356) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 500-6710-8141 (25%) and 210-6501-8191 (5%).
  
- 8200 Training Expense  
Provides for training seminars and workshops related to street lighting systems (\$800).

## STREET TREE MAINTENANCE

### Budget Detail

**215-6310**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	131,098	89,271	96,388	93,299	106,186	89,220
7020	Overtime	3,339	4,193	2,340	2,060	4,500	
7040	Holiday	203	229	537	-	684	700
7055	IOD - Non Safety	403	-	-	-	-	-
7070	Leave Buyback	2,310	-	1,058	1,060	500	2,000
7100	Retirement	24,436	16,276	17,353	19,139	21,664	18,364
7108	Deferred Compensation	124	77	78	82	28	-
7110	Workers Compensation	4,455	7,137	6,546	5,834	6,873	1,595
7130	Group Health Insurance	15,202	12,400	13,461	13,608	13,495	12,750
7131	Retiree Health Insurance	14,231	14,743	14,629	-	18,529	-
7140	Vision Insurance	512	393	430	432	430	408
7150	Dental Insurance	1,916	1,453	1,612	1,620	1,614	1,530
7160	Life Insurance	439	301	327	335	357	316
7170	FICA - Medicare	1,565	1,346	1,446	1,383	1,557	1,304
	<WAGES & BENEFITS>	200,234	147,819	156,205	138,852	176,417	128,187
8000	Office Supplies	500	250	459	600	600	1,000
8010	Postage	59	-	-	50	50	50
8020	Special Department Expense	6,708	7,458	10,799	12,200	12,200	12,200
8040	Advertising	-	-	-	200	-	200
8060	Dues & Memberships	502	365	360	400	385	400
8090	Conference & Meeting Expense	21	-	170	1,000	-	1,000
8100	Vehicle Maintenance	11,348	7,765	7,494	38,284	24,000	24,000
8110	Equipment Maintenance	2,581	5,366	966	3,500	6,126	3,500
8130	Small Tools	1,816	2,812	3,505	3,700	3,700	3,700
8132	Uniform Expense/Cleaning	1,050	930	1,105	1,300	1,300	1,300
8134	Safety Clothing/Equipment	1,827	1,710	732	1,600	1,253	1,600
8170	Professional Service	270	1,059	295	4,500	2,500	4,500
8180	Contract Services	99,747	195,728	149,556	174,992	165,563	150,000
8181	Contracted Tree Planting	29,551	9,952	6,904	10,000	5,000	10,000
8200	Training Expense	-	175	245	800	-	800
	<OPERATIONS & MAINTENANCE>	155,982	233,569	182,588	253,126	222,677	214,250
8520	Machinery & Equipment	-	-	560	-	-	-
	<CAPITAL OUTLAY>	-	-	560	-	-	-
<b>[215-6310] Street Trees Total</b>		<b>356,216</b>	<b>381,388</b>	<b>339,353</b>	<b>391,978</b>	<b>399,094</b>	<b>342,437</b>

## STREET TREE MAINTENANCE

**Budget Detail**

**215-6310**

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the Sr. Maintenance worker, Parks Supervisor, Secretary, Maintenance Superintendent, Public Works Assistant, Public Works Director, and Associate Engineer. Refer to the Appendix for a detailed allocation list.
  
- 7020 Overtime  
Provides for overtime pay for after hours 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 the purchase of office supplies (\$600). New file cabinets (\$400).
  
- 8010 Postage  
Provides funding for postage (\$50) related to street tree removal notifications for City-owned tree removals.
  
- 8020 Special Department Expense  
Provides for special and miscellaneous department supplies (\$5,000) including chain saw blades, blade sharpening, gloves, chipper blades. Also includes costs for ropes, slings, pulleys (\$3,000), work zone signs and cones (\$1,000) and pesticides and fungicides (\$2,000). This account also pays for a 25% share of City personnel cell phones (\$1,200).
  
- 8040 Advertisements  
Provides funds to publish ads for the tree regulations (\$200).
  
- 8060 Dues/Memberships/Subscriptions  
Provides payment of dues (\$400) for Parks Supervisor to be a member of the Arborist Society, Western ISA, Street Seminar.
  
- 8090 Conference and Meeting Expenses  
Provides funds for conference attendance for Parks Supervisor (\$1,000).
  
- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (\$7,000). Also includes diesel fuel filter (\$17,000) installation for chipper truck Unit 223, required to meet California Air Resources Board regulations.

- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$3,500).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,700).
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$1,300).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, safety boots, gloves (\$1,600).
- 8170 Professional Services  
Provides the cost of a miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$4,000).
- 8180 Contract Services  
Provides for services rendered under contract for tree trimming and removal of City-owned trees (\$150,000).
- 8181 Contracted Tree Planting  
This account provides for parkway tree planting (\$10,000). The charges to this account are offset by residents paying for the cost of the trees into a revenue account.
- 8200 Training  
Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

## MEDIAN STRIPS

Budget Detail

215-6416

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8020	Special Department Expense	5,913	13,591	6,941	64,500	36,500	6,500
8180	Contract Services	42,019	61,998	62,010	60,797	60,500	60,500
	<OPERATIONS & MAINTENANCE	47,932	75,589	68,952	125,297	97,000	67,000
<b>[215-6416]</b>	<b>Median Strips Total</b>	<b>47,932</b>	<b>75,589</b>	<b>68,952</b>	<b>125,297</b>	<b>97,000</b>	<b>67,000</b>

## MEDIAN STRIPS

**Budget Detail**

**215-6416**

### OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides for department supplies (\$6,500) including sprinklers, valves, fittings and plumbing.

8180 Contract Services

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

## STREET MAINTENANCE

### Budget Detail

**230-6116**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	164,354	170,245	197,077	245,500	220,262	262,959
7020	Overtime	5,942	3,393	1,856	3,090	3,600	3,000
7040	Holiday	-	278	218	-	-	-
7055	IOD - Non Safety	3,320	33,983	3,021	-	-	-
7070	Leave Buyback	11,003	91	3,821	3,820	100	2,000
7100	Retirement	31,614	38,163	36,133	50,362	44,722	54,125
7108	Deferred Compensation	252	193	227	339	159	343
7110	Workers Compensation	6,636	13,961	11,510	12,963	11,990	4,143
7120	Disability Insurance	9,987	-	-	-	-	-
7122	Unemployment Insurance	2,168	-	11,071	-	52,729	-
7130	Group Health Insurance	23,790	26,943	25,239	36,807	23,103	36,378
7131	Retiree Health Insurance	15,591	16,152	16,027	-	20,300	-
7140	Vision Insurance	742	870	859	1,164	903	1,152
7150	Dental Insurance	1,755	3,237	2,934	4,365	3,450	4,320
7160	Life Insurance	437	730	644	902	844	893
7170	FICA - Medicare	2,771	2,903	2,861	3,605	3,118	3,856
	<WAGES & BENEFITS>	280,361	311,142	313,498	362,917	385,280	373,169
8000	Office Supplies	601	405	566	600	600	1,200
8020	Special Department Expense	62,690	53,429	50,642	82,291	60,674	60,000
8060	Dues & Memberships	-	-	268	300	-	300
8090	Conference & Meeting Expense	200	-	-	-	-	-
8100	Vehicle Maintenance	20,220	23,761	12,708	17,000	17,000	16,000
8110	Equipment Maintenance	8,521	642	4,054	7,400	6,000	7,400
8130	Small Tools	-	-	677	2,000	3,241	3,000
8130	Small Tools	561	659	-	-	-	-
8132	Uniform Expense/Cleaning	1,312	1,158	1,888	2,000	2,000	2,000
8134	Safety Clothing/Equipment	1,728	815	1,211	2,000	1,000	2,000
8170	Professional Service	6,691	20,440	14,059	2,000	4,354	2,000
8180	Contract Services	64,020	28,434	6,500	24,000	9,000	34,000
8200	Training Expense	124	12	-	400	200	400
	<OPERATIONS & MAINTENANCE>	166,669	129,757	92,574	139,991	104,069	128,300
8520	Machinery & Equipment	-	919	-	138,167	137,886	-
8540	Automotive Equipment	-	-	-	-	-	75,000
	<CAPITAL OUTLAY>	-	919	-	138,167	137,886	-
<b>[230-6116] Street Maintenance Total</b>		<b>447,030</b>	<b>441,818</b>	<b>406,072</b>	<b>641,075</b>	<b>627,235</b>	<b>501,469</b>

## STREET MAINTENANCE

**Budget Detail**

**230-6116**

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides compensation for two full time Maintenance Worker II and the partial compensation for the Secretary, Street Supervisor, Senior Maintenance Worker, Maintenance Superintendent, Engineering Aide, Public Works Director, and Associate Engineer. 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 office supplies (\$600). Share of copier lease cost (\$600).
  
- 8020 Special Department Expense  
This account provides for special and miscellaneous department supplies & services including street signage (\$10,000), asphalt (\$10,000), as well as concrete, base sand and backfill soil (\$40,000).
  
- 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 (\$10,000), tires, tune-ups, and miscellaneous repairs and parts for Street Maintenance Division vehicles (\$6,000).
  
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment used by the Streets Division (\$7,400).
  
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools (\$500), including weed whackers, chain saws, gas powered trawler and demo hammer (\$2,500).
  
- 8132 Uniforms and Equipment  
Provides for uniform cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$2,000).

- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies, including safety boots (\$2,000).
- 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).
- 8200 Training  
Provides for seminars and workshops related to street maintenance, signage and traffic control devices and methods (\$400).

**CAPITAL OUTLAY**

- 8540 Vehicles and Equipment  
Gasoline powered asphalt patch truck (\$75,000). Additional \$70,000 to cover the cost of this vehicle is included in Prop C Fund 207.

## PROPOSITION "A" PARK MAINTENANCE

**Budget Detail**

**232-6417**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8000	Office Supplies	-	-	-	-	5,500	-
8020	Special Department Expense	3,726	11,125	10,236	5,500	1,000	2,900
8110	Equipment Maintenance	161	1,137	104	1,000	1,500	1,000
8140	Utilities	2,366	2,366	1,898	2,800	-	2,800
8180	Contract Services	7,340	13,740	9,100	6,900	6,900	6,900
	<OPERATIONS & MAINTENANCE	13,592	28,369	21,337	16,200	14,900	13,600
8520	Machinery & Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
<b>[232-6417] Prop "A" Park Maintenance T</b>		<b>13,592</b>	<b>28,369</b>	<b>21,337</b>	<b>16,200</b>	<b>14,900</b>	<b>13,600</b>

## PROPOSITION "A" PARK MAINTENANCE

Budget Detail

232-6417

### OPERATIONS & MAINTENANCE

8020 Department Supplies

Provides for supplies for maintenance and repairs to the Garfield Park and Arroyo Park restrooms, as well as the playgrounds at Garfield Park, Orange Grove Park and Eddie Park. Includes funds for sand for Garfield Park (\$1,000), paint for graffiti at Arroyo Park restrooms (\$1,400) and graffiti remover for all three playgrounds (\$500).

8110 Equipment Maintenance

Provides funds for repair and maintenance of equipment for use at the Garfield Park, Orange Grove Park and Eddie Park playgrounds. Pressure washer supplies (\$200). Chains and seats for playground equipment (\$800).

8140 Utilities

Provides for electrical power at Garfield Park and Arroyo Park restroom facilities (\$2,800).

8180 Contract Services

Provides for 7 days per week of janitorial service and 5 days per week of trash removal for Garfield Park (\$1,000) by Avalon, and Arroyo Park and Garfield Park restroom janitorial services (\$4,900) by Bell Building Maintenance. The remainder of this contract is charged to 101-6601-8180. Arroyo Park weekend key service (\$1,000).

# WATER DISTRIBUTION

## Budget Detail

**500-6710**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	337,130	356,420	356,657	456,852	470,030	441,442
7010	Salaries - Temp / Part	5,445	7,388	-	-	-	-
7020	Overtime	9,818	12,042	7,303	5,150	8,800	-
7040	Holiday	-	863	394	-	-	-
7055	IOD - Non Safety	-	608	3,776	-	-	-
7070	Leave Buyback	16,671	9,239	11,516	6,030	1,300	4,000
7100	Retirement	71,179	65,519	64,241	93,719	89,168	90,862
7108	Deferred Compensation	2,968	2,668	3,075	3,898	1,308	3,580
7110	Workers Compensation	12,431	24,373	19,002	20,587	24,317	5,132
7130	Group Health Insurance	44,210	44,615	36,658	61,518	39,309	56,799
7131	Retiree Health Insurance	25,270	26,179	25,977	-	32,902	-
7140	Vision Insurance	1,412	1,435	1,198	1,896	1,407	1,764
7150	Dental Insurance	3,978	4,563	3,877	7,110	3,993	6,615
7160	Life Insurance	944	1,027	977	1,469	1,148	1,367
7170	FICA - Medicare	4,988	5,163	4,672	6,699	6,276	6,401
	<WAGES & BENEFITS>	536,444	562,102	539,323	664,928	679,958	617,962
8000	Office Supplies	898	825	702	700	700	1,300
8010	Postage	27	27	128	150	100	150
8020	Special Department Expense	53,739	34,283	52,387	106,200	88,000	106,200
8050	Printing/Duplicating	697	232	19	1,800	300	2,000
8060	Dues & Memberships	115	112	-	200	150	350
8090	Conference & Meeting Expense	221	237	-	-	-	-
8100	Vehicle Maintenance	15,961	21,593	22,081	20,250	15,000	15,250
8110	Equipment Maintenance	7,756	2,502	6,204	5,000	5,000	5,000
8120	Building Maintenance	252	-	375	500	-	500
8130	Small Tools	4,421	4,803	2,805	9,000	9,000	9,500
8132	Uniform Expense/Cleaning	2,143	1,552	1,923	3,500	3,500	3,500
8134	Safety Clothing/Equipment	1,655	4,892	8,852	1,800	1,693	7,800
8140	Utilities	9,571	9,884	7,915	12,000	5,700	10,000
8150	Telephone	7,373	9,705	9,832	-	4,500	10,000
8170	Professional Service	51,075	285,108	9,882	10,000	-	-
8180	Contract Services	-	68,331	40,902	234,990	60,000	60,000
8191	Liability & Surety Bonds	166,166	151,815	149,898	150,000	171,030	230,891
8200	Training Expense	3,529	275	298	3,700	1,200	3,700
8229	Taxes	4,584	4,818	5,011	5,050	4,882	5,050
8400	Overhead Allocation	-	-	-	-	117,114	117,114
	<OPERATIONS & MAINTENANCE>	330,182	600,996	319,215	564,840	487,869	588,305
8520	Machinery & Equipment	-	-	-	-	547	4,000
8540	Automotive Equipment	-	-	367	40,000	24,375	-
8570	Water Sales	4,382	3,558	12,590	-	2,291	-
8571	Fire Services	-	5,036	1,613	-	4,060	-
8572	Meters	31,034	18,553	19,035	-	8,484	-
8573	Fire Hydrants	8,883	18,921	1,362	-	3,333	-
8574	Valves	-	-	-	-	-	-
	<CAPITAL OUTLAY>	44,300	46,069	34,968	40,000	43,090	4,000
<b>[500-6710] Water Distribution Total</b>		<b>910,926</b>	<b>1,209,166</b>	<b>893,506</b>	<b>1,269,768</b>	<b>1,210,917</b>	<b>1,210,267</b>

## WATER DISTRIBUTION

**Budget Detail**

**500-6710**

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides compensation for full-time employees.
  
- 7020 Overtime  
Provides for overtime pay for after hours 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 the purchase of office supplies (\$700). Share of copier lease cost (\$600).
  
- 8010 Postage  
Provides funds for postal expenses for City mailings (\$150).
  
- 8020 Special Department Expense  
Provides for underground service alert fees (\$1,000). This account also pays a 25% share of City personnel's cell phone service (\$1,200). Costs for staff physical exams and Class B driver license renewals (\$500). This account includes costs for miscellaneous parts and supplies (\$2,500). Also includes funds to purchase materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,000). Also includes costs of sand, base, asphalt (\$6,000) and costs for backflow device testing and repair (\$3,000). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$7,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Also includes the cost to purchase gate valves to replace broken valves in the water mains that are found during the routine valve maintenance program (\$15,000). Approximately 12 valves replacements are estimated. Also includes the purchase of replacement fire hydrants and installation of new fire hydrants where required to improve fire protection, including all material such as sleeves, valves, and pipe (\$20,000). Approximately 12 hydrant replacements are estimated.
  
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of materials (\$500). Also includes printing costs of utility billing inserts (\$1,500).
  
- 8060 Dues, Memberships, Subscriptions, and Books  
Purchase of new Water Distribution books (\$200). Membership in SCWUA (\$150).

- 8100 Vehicle Maintenance and Operations  
Provides funds for operational expenses such as the costs of gas, oil, tires, batteries, parts, repairs, and routine maintenance of the eight Water Distribution Maintenance Division vehicles (\$15,000). DMV and smog inspection fees (\$250).
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment including generator, ditch pumps, tapping machine, hydraulic valve operator, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000).
- 8120 Building Maintenance  
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies (\$500).
- 8130 Small Tools  
Provides for replacement or purchase of worn or damaged hand and power tools, including concrete saw, trenching machine, jackhammer (\$9,500).
- 8132 Uniforms and Equipment  
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,000). Steel toed work boots (\$1,500).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety vests, work zone signs, cones, and delineators (\$1,800). New skid resistant trench plates (\$6,000).
- 8140 Electricity  
Provides funds for electrical service to City Service Facility at 825 Mission by Southern California Edison (\$10,000).
- 8150 Telephone  
Provides funds for telephone service to City Service Facility at 825 Mission and all water sites (\$10,000).
- 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 (\$40,000). Also includes the cost of outsourcing pavement repairs related to emergency water main work (\$20,000).
- 8191 Liability Insurance & Surety Bonds and Property  
This account pays a 25% (\$230,891) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 210-8501-8191 (5%), and 215-6201-8191 (10%).
- 8200 Employee Training  
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 (\$3,500). California Department of Public Health operator certifications (\$200).

8229 Taxes  
Property taxes paid to Los Angeles County for Water facilities located outside of South Pasadena city boundaries (\$5,050).

8400 Overhead Allocation  
Charges for administrative services provided by the General Fund.

**CAPITAL OUTLAY**

8520 Machinery and Equipment  
Arrow board (\$4,000).

# WATER PRODUCTION

## Budget Detail

**500-6711**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	244,104	207,811	328,258	437,855	372,589	425,596
7020	Overtime	14,292	14,670	14,577	2,060	12,500	
7040	Holiday	3,325	2,675	3,007	6,098	2,800	3,000
7055	IOD - Non Safety	-	486	3,021	-	-	-
7070	Leave Buyback	8,492	8,008	10	10	1,600	4,000
7100	Retirement	44,850	40,649	60,302	89,822	76,747	87,600
7108	Deferred Compensation	713	372	542	854	776	560
7110	Workers Compensation	10,104	18,055	22,171	25,075	23,596	6,869
7120	Disability Insurance	-	1,121	-	-	-	-
7130	Group Health Insurance	26,481	22,469	29,123	55,455	28,455	51,594
7131	Retiree Health Insurance	25,270	26,179	25,977	-	32,902	-
7140	Vision Insurance	975	987	1,346	1,740	1,458	1,632
7150	Dental Insurance	3,127	2,820	4,340	6,525	4,811	6,120
7160	Life Insurance	746	609	938	1,349	1,200	1,265
7170	FICA - Medicare	3,823	3,547	5,151	6,467	5,894	6,215
	<WAGES & BENEFITS>	386,302	350,459	498,762	633,310	565,328	594,451
8000	Office Supplies	1,052	1,034	1,109	1,000	1,066	1,600
8010	Postage	111	127	117	200	-	200
8020	Special Department Expense	17,828	29,963	50,064	47,400	47,400	53,700
8040	Advertising	-	-	-	-	-	-
8050	Printing/Duplicating	861	254	-	1,500	200	1,500
8060	Dues & Memberships	2,648	2,715	1,813	2,600	100	2,600
8070	Mileage/Auto Allowance	-	-	55	-	-	-
8080	Books & Periodicals	50	-	-	200	200	200
8100	Vehicle Maintenance	1,957	5,336	11,483	4,250	5,809	4,250
8110	Equipment Maintenance	34,258	54,785	30,979	2,000	2,000	5,500
8120	Building Maintenance	1,337	11,197	9,710	5,000	6,842	48,450
8130	Small Tools	687	722	1,641	1,000	1,215	1,000
8132	Uniform Expense/Cleaning	1,349	1,082	1,411	1,200	1,653	1,200
8134	Safety Clothing/Equipment	1,238	1,282	946	800	800	800
8140	Utilities	5,193	5,645	5,231	7,300	4,000	7,000
8150	Telephone	1,247	223	278	2,000	150	500
8152	Pumping Power	729,332	708,041	590,500	867,500	600,000	867,500
8170	Professional Service	63,442	47,724	44,293	79,440	79,440	103,040
8180	Contract Services	-	2,115	5,234	4,766	14,000	10,000
8200	Training Expense	760	850	1,100	1,500	200	1,500
8231	Water Purchases - Resale	112,117	301,312	128,401	107,000	60,000	127,000
8233	Watermaster Charges	308,228	260,009	841,272	900,000	650,000	900,000
8400	Overhead Allocation	-	-	-	-	205,266	205,266
	<OPERATIONS & MAINTENANCE>	1,283,693	1,434,415	1,725,637	2,036,656	1,680,341	2,342,806
8520	Machinery & Equipment	1,909	-	1,644	-	-	-
8540	Automotive Equipment	-	-	367	-	-	18,000
	<CAPITAL OUTLAY>	1,909	-	2,011	-	-	18,000
<b>[500-6711] Water Production Total</b>		<b>1,671,904</b>	<b>1,784,874</b>	<b>2,226,410</b>	<b>2,669,966</b>	<b>2,245,669</b>	<b>2,955,257</b>

# WATER PRODUCTION

**Budget Detail**

**500-6711**

## PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides compensation for full time employees.
- 7020 Overtime  
Provides for overtime pay for after hours 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 the purchase of office supplies (\$1,000). Share of copier lease cost (\$600).
- 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 chlorine gas (\$4,000), chlorine analyzer solution (\$3,500), turbine oil (\$500), fittings for sampling stations and boosters (\$2,000), miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500). Cla-Valve parts (\$4,000). Butterfly valve at Kolle (\$1,600). Weed abatement at Westside Reservoir (\$3,000). Tree trimming at all water facilities (\$17,000). Landscaping services at all water facilities (\$13,000). Costs for SCADA DSL line at Wilson Reservoir (\$1,200). Costs for staff physical exams and Class B driver license renewals (\$200). This account also pays a 25% share of City personnel's cell phone service (\$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 (\$1,500).
- 8060 Dues, Memberships, Subscriptions  
Provides funds for membership fees and dues of the American Water Works Association (\$2,600).
- 8080 Books, Videos, Magazines, and Recordings  
Provides funds for the purchase of reference books and manuals (\$200).

- 8100 Vehicle Maintenance and Operations  
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000). Vehicle registrations and smog certifications (\$250).
- 8110 Equipment Maintenance  
Provides funds for emergency and routine repair and maintenance of large pumps, valves, and electrical power and control systems. Replace Cla-Valve limit switches at all pump stations (\$3,000). Graves Well dynamic video log (\$2,500).
- 8120 Building Maintenance  
Re-roofing of Kollie pump house (\$5,900). Re-roofing of Graves chlorine house (\$2,800). Install steel doors with dead bolts at all pump stations (\$6,050). Repair of Graves Reservoir overflow (\$3,700). Repair of Westside Reservoir retaining wall (\$25,000). Materials for repair of Westside Pump House retaining wall (\$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 uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$1,200).
- 8134 Safety Equipment & Supplies  
Provides for the purchase of safety equipment and supplies (\$800).
- 8140 Electricity  
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).
- 8150 Telephone  
Provides telephone service to water system facilities (\$500).
- 8152 Pumping Power  
This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$867,500). This number has increased due to Wilson Well 2 being scheduled to be brought online this year.
- 8170 Professional Services  
Provides for professional services such as water quality testing (\$65,540), security services at elevated tanks (\$1,200), State Department of Public Health administration fees (\$7,300), San Gabriel Basin Water Quality Authority administrative fee (\$1,500), consultant services for preparation of the annual Consumer Confidence Report (\$2,500). 2010 Urban Water Management Plan (\$25,000), which is required every 5 years.
- 8180 Contract Services  
SCADA system maintenance (\$10,000).

- 8200 Employee Training  
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 (\$127,000). Reliance on MWD water is anticipated to decrease due to increased production capabilities provided by bringing Wilson Well 2 online.
- 8233 Watermaster Charges  
This account provides the funds to pay fees to the West San Gabriel Valley MWD for the 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 (\$900,000). The cost has increased been increased by the Watermaster nearly 100% since FY07-08. Also, the volume of water pumped is expected to increase due to Wilson Well 2 coming online this year. The budgeted amount also assumes water will continue to be pumped during the Wilson Reservoir construction by utilizing a clear well.
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund.

**CAPITAL OUTLAY**

- 8540 Vehicles and Equipment  
Gasoline powered pickup truck (\$18,000) to replace 1997 Unit 4.



## PLANNING & BUILDING

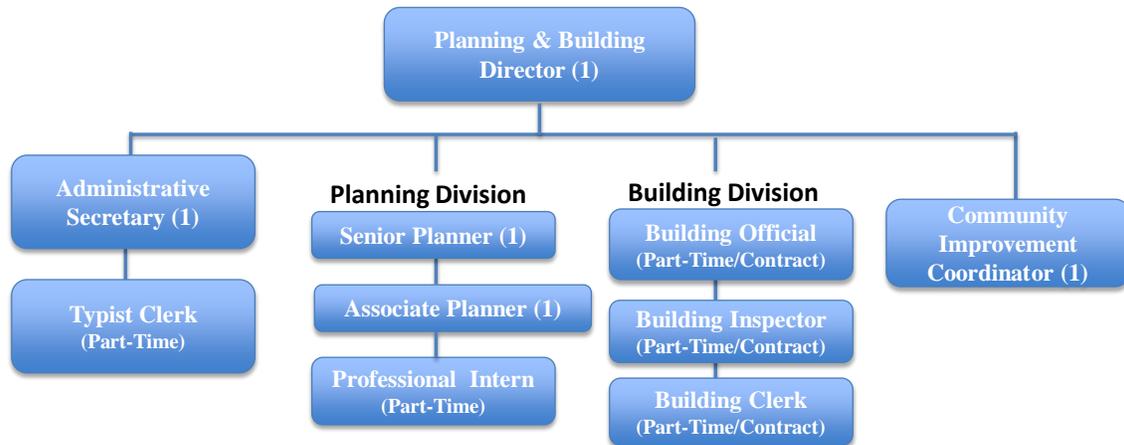
### Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> <b>2006/07</b>	<b>Actual</b> <b>2007/08</b>	<b>Actual</b> <b>2008/09</b>	<b>Budget</b> <b>2009/10</b>	<b>Estimated</b> <b>2009/10</b>	<b>Adopted</b> <b>2010/11</b>
Wages & Benefits	448,529	513,813	528,961	544,357	564,046	563,397
Operations & Maintenance	475,785	519,809	316,133	406,925	312,500	358,400
Capital Outlay	-	-	-	18,700	18,700	-
<b>Total Expenses by Category</b>	<b>924,314</b>	<b>1,033,623</b>	<b>845,094</b>	<b>969,982</b>	<b>895,246</b>	<b>921,797</b>
[101-7101] Planning & Building	880,903	1,005,407	831,614	929,982	895,246	901,797
[260-2120] Residential Rehabilitation	43,411	28,216	13,480	40,000	-	20,000
<b>Total Expenses by Program</b>	<b>924,314</b>	<b>1,033,623</b>	<b>845,094</b>	<b>969,982</b>	<b>895,246</b>	<b>921,797</b>

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

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

**Planning & Building Department**



Full Time Employees: 5

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

<p style="text-align: center;"><b>PLANNING &amp; BUILDING</b> <b>FY 2009/10 Accomplishments and Performance Measures</b></p>
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**Goal 1: Provide high quality customer service to the public regarding compliance with the Municipal Codes through the abatement of violations.**

Performance Measures:

- The Planning & Building Department will respond to code violation complaints within 24 hours 90% of the time. *This goal was fully achieved.*
- The Planning & Building Department will cause 95% violations to be abated within 60 days, or referred to the City Attorney for appropriate action. *This goal was achieved 90% of the time, due to the granting of reasonable requests for extending compliance deadlines in excess of 60 days.*
- The Planning & Building Department will dedicate at least 2 hours per week towards proactive code enforcement. *This goal was fully achieved.*

**Goal 2: Develop and maintain a competent and customer service-oriented review and inspection office that emphasizes building safety and is responsive to the needs of the construction community and the public.**

Performance Measures:

- The Planning & Building Department will conduct same day or next day inspections 100% of the time. *This goal was fully achieved; the Planning & Building Department conducted same day or next day inspections on 100% of the requests.*
- The Planning & Building Department will complete the first round of plan checks with 30 days 100% of the time. *This goal was fully achieved.*

**Goal 3: Ensure the City's General Plan goals and policies are implemented through timely and appropriate review of development applications.**

Performance Measures:

- The Planning & Building Department will review development applications for completeness within two weeks of their filing. *This goal was fully achieved. State law allows 30 days for completeness review.*
- The Planning & Building Department will schedule complete applications for their first public hearing within 45 days of being deemed complete. *This goal was fully achieved.*

**Goal 4: Develop and refine implementation of the City's General Plan through planning studies and programs.**

Performance Measures:

- The Planning & Building Department will undertake a revision of the Cultural Heritage Ordinance, using a Certified Local Government grant, and will be 100% complete by the end of the fiscal year, pursuant to the grant milestones. *This goal was 95% achieved. Work required by the CLG grant contract was 100% complete, and the City was reimbursed for the work.*

***Staff and the Cultural Heritage Commission identified some additional items that require some minor redrafting of the ordinance.***

- The Planning & Building Department will complete the state-mandated revisions to the City's Housing Element; and initiate code amendments to implement this element. ***This goal was fully achieved; Housing Element was approved by the City Council on April 21, 2010.***
- Pending approval by the City Council, the Planning & Building Department will implement the short- and medium-range components of the "Green Plan," pursuant to the adopted Citywide Strategic Plan. ***This goal was achieved. Information regarding energy saving, xeriscaping, rebates, solar, etc. for residents was added to the City's website, and brochures were also developed. Window companies were invited to a joint CHC/DRB meeting to discuss design issues for double glazing and replacement on historic structures, and staff developed a zoning code amendment to permit community gardens in all zoning districts in the City.***
- Zoning Code Amendments. ***This goal was achieved. Zoning code amendments were developed and processed to consolidate two Design Review Boards into one; streamline the design review process; modify CEQA references in the Zoning Code and add a public noticing requirement for design review in designated historic districts; prohibited medical marijuana dispensaries; updated the massage provisions of the Zoning Code and SPMC in response to a new state law; and clarify zoning standards for accessory structures.***

## **PLANNING & BUILDING**

### **FY 2010/11 Goals and Performance Measures**

#### **Goal 1: Provide high quality customer service to the public regarding compliance with the Municipal Codes through the abatement of violations.**

Performance Measures:

- The Planning & Building Department will respond to code violation complaints within 24 hours 90% of the time.
- The Planning & Building Department will cause 95% violations to be abated within 60, or referred to the City Attorney for appropriate action.
- The Planning & Building Department will dedicate at least 2 hours per week towards proactive code enforcement.

#### **Goal 2: Develop and maintain a competent and customer service-oriented review and inspection office that emphasizes building safety and is responsive to the needs of the construction community and the public.**

Performance Measures:

- The Planning & Building Department will conduct same day or next day inspections 100% of the time.
- The Planning & Building Department will complete the first round of plan checks with 30 days 100% of the time.

#### **Goal 3: Ensure the City's General Plan goals and policies are implemented through timely and appropriate review of development applications.**

Performance Measures:

- The Planning & Building Department will review development applications for completeness within two weeks of their filing.
- The Planning & Building Department will schedule complete applications for their first public hearing within 45 days of being deemed complete.

#### **Goal 4: Develop and refine implementation of the City's General Plan through planning studies and programs.**

Performance Measures:

- The Planning & Building Department will update and expand the Cultural Heritage Inventory, assuming a Certified Local Government grant, and will be 100% complete by the end of the fiscal year, pursuant to the grant milestones.
- The Planning & Building Department will continue to implement the short- and medium-range components of the "Green Plan," pursuant to the adopted Citywide Strategic Plan.
- The Planning & Building Department will complete the state-mandated revisions to the City's Housing Element; and initiate code amendments to implement this element.

- The Planning & Building Department will undertake and complete code amendments to modify grading standards in the hillside areas; correct deficiencies in the parking requirement for trade schools, modify the permitted uses in CO zoning districts; modify the parking density bonus provisions of the MSSP; and prohibit the sale of tobacco products within 500 feet of a public school.

## PLANNING & BUILDING

### Budget Detail

**101-7101**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	291,312	326,451	345,216	358,555	365,930	379,170
7010	Salaries - Temp / Part	39,675	49,825	61,525	35,395	59,100	36,000
7020	Overtime	4,719	7,099	2,686	5,307	1,600	2,500
7070	Leave Buyback	4,408	13,651	3,712	3,710	4,300	5,000
7100	Retirement	56,165	62,957	70,481	77,801	85,962	82,365
7108	Deferred Compensation	1,061	1,284	1,099	1,150	1,193	1,196
7110	Workers Compensation	8,961	8,772	8,243	11,881	8,261	6,341
7120	Disability Insurance	840	250	-	-	-	-
7122	Unemployment Insurance	-	-	-	-	-	-
7130	Group Health Insurance	24,032	27,435	25,810	38,205	27,134	38,205
7140	Vision Insurance	1,004	1,031	972	1,188	966	1,188
7150	Dental Insurance	2,060	1,930	1,736	4,455	2,034	4,455
7160	Life Insurance	721	774	814	921	966	921
7170	FICA - Medicare	7,059	8,281	6,666	5,789	6,600	6,056
	<WAGES & BENEFITS>	442,018	509,741	528,961	544,357	564,046	563,397
8000	Office Supplies	2,490	3,966	4,623	2,750	2,750	2,750
8010	Postage	8,563	13,056	6,410	7,500	5,000	5,000
8020	Special Department Expense	4,792	5,648	4,469	16,600	13,000	8,500
8040	Advertising	6,474	5,847	2,487	3,000	5,100	3,000
8050	Printing/Duplicating	3,585	6,237	5,102	6,000	3,500	3,500
8060	Dues & Memberships	190	1,218	1,741	1,800	1,800	2,000
8090	Conference & Meeting Expense	1,046	310	1,385	150	150	800
8100	Vehicle Maintenance	1,775	1,826	1,503	1,500	1,200	1,200
8110	Equipment Maintenance	4,224	3,982	3,928	3,000	3,000	5,400
8150	Telephone	-	-	217	-	-	-
8170	Professional Service	127,891	124,389	32,150	77,625	55,700	14,750
8180	Contract Services	277,526	328,666	237,753	245,000	220,000	290,000
8200	Training Expense	-	521	390	1,000	1,000	1,000
8257	Boards & Commissions	330	-	495	1,000	300	500
	<OPERATIONS & MAINTENANCE>	438,885	495,666	302,653	366,925	312,500	338,400
8520	Machinery & Equipment	-	-	-	18,700	18,700	-
8530	Computer Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	18,700	18,700	-
<b>[101-7101] Planning &amp; Building Total</b>		<b>880,903</b>	<b>1,005,407</b>	<b>831,614</b>	<b>929,982</b>	<b>895,246</b>	<b>901,797</b>

## PLANNING & BUILDING

Budget Detail

101-7101

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides for partial compensation for the Planning & Building Director, one Senior Planner, one Associate 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
- 8010 Postage  
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees.
- 8020 Special Department Expense  
Provides for special department supplies and services. Includes funding to pursue proactive code enforcement on substandard properties (\$1,500), the cost of which can be recovered at a later date by placing liens on the properties; replacement of four aging desktop computers (\$6,000), and to begin imagining planning and building documents (\$1,000).
- 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.
- 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.

- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees, dues, subscriptions and publications of professional organizations and continuing education materials. Also includes maintaining updated set of building codes (\$500), and memberships in the American Planning Association (\$625), the California Association of Code Enforcement (\$100), code enforcement training courses at Rio Hondo College or Orange Coast College (\$225) and the California Preservation Foundation (\$40). Increase from prior year reflects increased cost of memberships and subscriptions, as well as a new membership in the U.S. Green Building Council (\$500).
- 8090 Conference and Meeting Expense  
Provides funds for conference registration, and meeting expenses, including monthly meetings of the San Gabriel Valley COG Planning Directors' Technical Advisory Committee.
- 8100 Vehicle Maintenance  
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle.
- 8110 Equipment Maintenance  
Provides funds for repair and maintenance of City-owned equipment, including the copier, fax machine, postage machine, computers and printers. Copier is shared with Finance Department.
- 8150 Telephone  
Provides funds for telephone service.
- 8170 Professional Services  
Provides funding for contract planners or consultants for planning or urban design services. Includes funding court reporter services for ADA accommodations (\$14,750).
- 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. Plan check activity is expected to increase slightly from prior year actuals of about \$117,000 to \$125,000.
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions taken by employees on city time.
- 8257 Board & Commissions  
Provides funds for training and support of the activities of the Planning Commission, Design Review Board and Cultural Heritage Commission.

## CDBG RESIDENTIAL REHABILITATION

### Budget Detail

**260-2120**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	4,772	3,006	-	-	-	-
7020	Overtime	-	18	-	-	-	-
7070	Leave Buyback	179	-	-	-	-	-
7100	Retirement	926	572	-	-	-	-
7108	Deferred Compensation	25	-	-	-	-	-
7110	Workers Compensation	90	88	-	-	-	-
7130	Group Health Insurance	369	317	-	-	-	-
7140	Vision Insurance	11	10	-	-	-	-
7150	Dental Insurance	50	15	-	-	-	-
7160	Life Insurance	16	3	-	-	-	-
7170	FICA - Medicare	73	44	-	-	-	-
	<WAGES & BENEFITS>	6,511	4,072	-	-	-	-
8170	Professional Service	1,650	2,045	-	-	-	-
8180	Contract Services	35,250	22,098	13,480	40,000	-	20,000
	<OPERATIONS & MAINTENANCE>	36,900	24,143	13,480	40,000	-	20,000
<b>[260-2120] Residential Rehabilitation Tot:</b>		<b>43,411</b>	<b>28,216</b>	<b>13,480</b>	<b>40,000</b>	<b>-</b>	<b>20,000</b>

**CDBG RESIDENTIAL REHABILITATION**

**Budget Detail**

**260-2120**

**OPERATIONS & MAINTENANCE**

8180 Contract Services

Funding for contract services for home improvement repairs



# LIBRARY

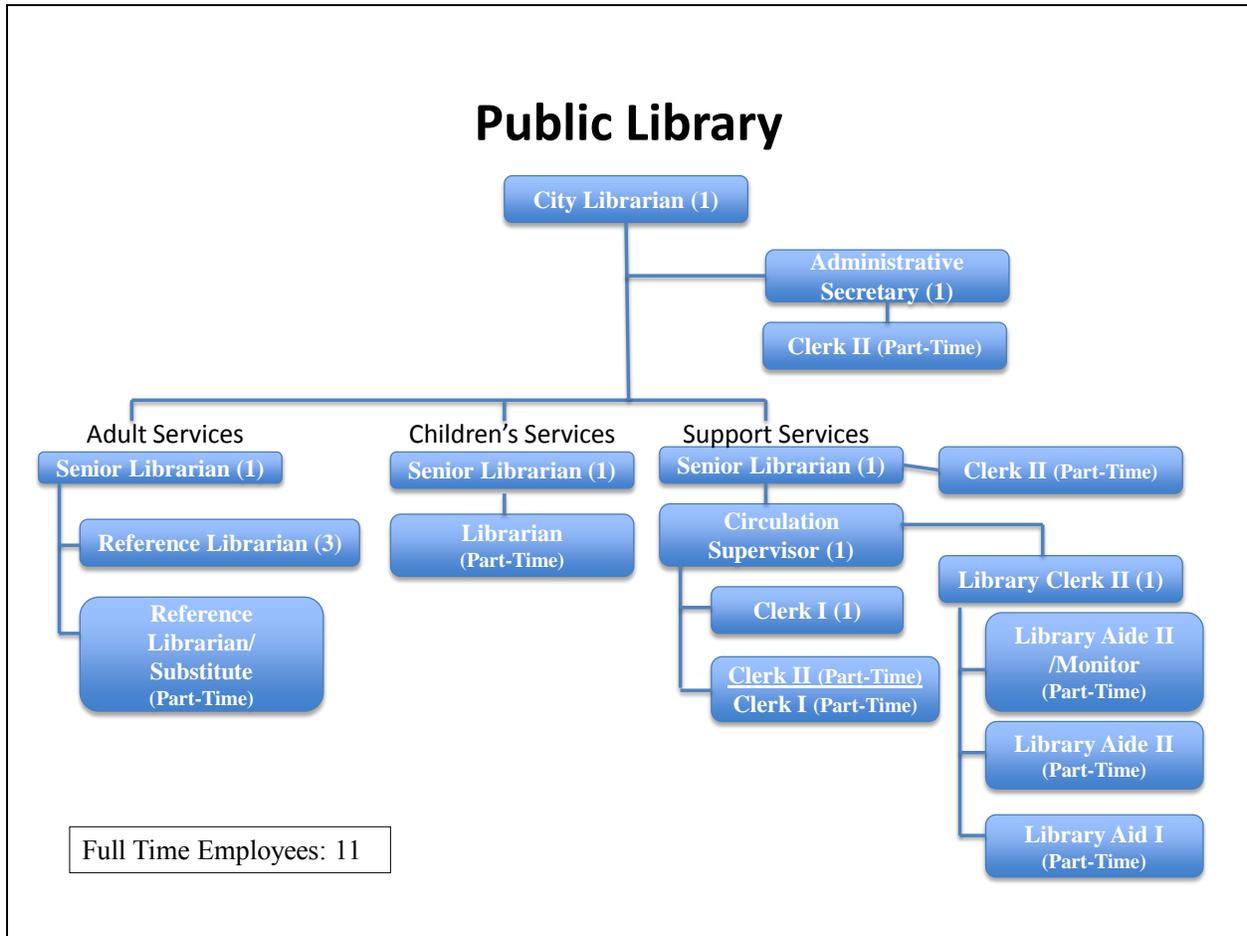
## Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> <b>2006/07</b>	<b>Actual</b> <b>2007/08</b>	<b>Actual</b> <b>2008/09</b>	<b>Budget</b> <b>2009/10</b>	<b>Estimated</b> <b>2009/10</b>	<b>Adopted</b> <b>2010/11</b>
Wages & Benefits	987,817	1,088,441	1,175,195	1,189,652	1,170,006	1,215,209
Operations & Maintenance	361,836	385,499	393,014	432,700	408,649	400,000
Capital Outlay	10,319	23,164	19,079	-	-	-
<b>Total Expenses by Category</b>	<b>1,359,972</b>	<b>1,497,104</b>	<b>1,587,289</b>	<b>1,622,352</b>	<b>1,578,655</b>	<b>1,615,209</b>
[101-8011] Library	1,341,700	1,487,288	1,578,836	1,612,352	1,569,506	1,606,209
[280-8016] Public Library Fund Grant	18,271	9,816	8,453	10,000	9,149	9,000
<b>Total Expenses by Program</b>	<b>1,359,972</b>	<b>1,497,104</b>	<b>1,587,289</b>	<b>1,622,352</b>	<b>1,578,655</b>	<b>1,615,209</b>

City Librarian	1
Senior Librarian	3
Administrative Secretary	1
Librarian	3
Library Technical Assistant	1
Library Clerk II	1
Library Clerk I	1
<b>Total</b>	<b>11</b>

# LIBRARY

## Department Description and Authorized Positions



The South Pasadena Public Library is a public service organization with an accommodating facility that provides a balanced, important, attractive, and organized selection of books, DVDs, CDs, magazines, newspapers, and other materials. The Library offers resources and services for the educational, cultural, informational, and recreational benefit of its users. Professional reference services are available in person, by phone, and by email. The Library’s public personal computer workstations and its wireless network are provided to allow users to access the Internet and a variety of powerful databases, many of which are offered through the Library’s dynamic, interactive website. The Library also provides space for studying, reading, meetings, and programs and events, many of which are sponsored by the Library and its partners. In addition, archives related to South Pasadena and its history are, collected, stored, maintained, and made accessible.

The most current Mission Statement of the Library (2006-2009) states: “The South Pasadena Public Library provides enthusiastic, friendly, quality service in a welcoming environment. We strive to enrich, inform, and empower every person in our community by fostering the pursuit of knowledge and the love of reading.”

## **LIBRARY**

### **FY 2009/10 Accomplishments and Performance Measures**

#### **City Goal 1: Repair and Replace Infrastructure**

- Utilizing partnerships with City staff, the Friends of the South Pasadena Public Library, South Pasadena Beautiful, and other community organizations, The Library has implemented its Exterior Beautification Project-Phase I and enhanced the Oxley Street entranceway area with new plants, urns, park benches, a sculpture, a plaque, and brickwork. The Exterior Beautification Committee met regularly during the year and developed a plan approved by the Library Board of Trustees, the Cultural Heritage Commission, and the City Council. The members of the Exterior Beautification Committee represent the Library Board of Trustees, the Board of the Friends of South Pasadena Public Library, The Cultural Heritage Commission, South Pasadena Beautiful, LandSpaces Landscape Design, the Rotary Club of South Pasadena, the Public Works Department, and the Library itself. A plan to cover project costs was developed using funds from the Library Budget, the Friends of the South Pasadena Library, The Public Library Foundation of the California State Library, private memorial donations, South Pasadena Beautiful, the Rotary Club of South Pasadena, and other sources. A Kickoff Ribbon Cutting Ceremony with the Mayor and City Council and about 75 attendees was presented during the summer. Entertainment was provided by the South Pasadena Juggling Club and AlmaNova from South Pasadena Music and Conservatory. Plans for a forthcoming ADA ramp for the Library Community Room have also been approved by the Cultural Heritage Commission.
- A 25-ton replacement air conditioner was installed above the Library Community Room.

#### **Library Goal 1: All Library users will have convenient access to Library materials that reflect community needs and contemporary culture.**

- Each month, both the Children's Room and the Main Reading Room showcased a variety of displays, both small and large. Some of them were temporary, such as for Cinco de Mayo or the Library Restoration Concert Series while others remained throughout the year such as the Golden State Collection, the Raising Abilities (Autism) Collection, and the Vecinos de South Pasadena Latino Cultural Collection. The large custom cabinet housing Awston the Ostrich continued to showcase a collection of related collectibles courtesy of a private collector and the Meridian Ironworks Museum. The Library has also displayed materials for the, , the Friends-purchased popular music CD collection, new and bestselling materials, Louisa May Alcott, South Pasadena historical photos, local artists, and many other subjects of strong local interest.
- The Library purchased virtually all of the new books by South Pasadena authors and has purchased many other new books about Pasadena, Los Angeles, and the rest of California due in great part to contributions by the Friends and the Rotary Club. In addition, the Library presented a string of projects for National Poetry Month, Black History Month, Chinese New Year, Women's History Month, Martin Luther King, Jr. Day, National Library Week, Teen Read Week, Halloween, 4<sup>th</sup> of July Festival of Balloons, and many

other important observances

- The use of electronic resources has increased by more than 5%. Steady, coordinated outreach about these powerful tools, especially the databases for adults, is needed to be disseminated to the general population and other targeted groups.
- Prepublication bestsellers and other popular titles are continually ordered and buying trips and special orders are performed to ensure the materials most in demand are available. This includes patron requests and suggestions as well as those related to programs, events, and special projects. One example is the Library's ordering of all of the books by Jane Apostol, the pre-eminent local historian and author of two editions of the Library's South Pasadena History Book. The Library has also added both full-length films it has shown for programs: *Bright Star* about poet John Keats and *Hollywood Chinese* which focuses on motion picture images of Chinese and Chinese-Americans throughout American film history. The Library has also acquired virtually all the books by the authors it has presented during its programs. Additionally, CDs by musical artists from South Pasadena, especially those performing at the Library are customarily added.

**Library Goal 2. The Library will develop collections and programs on specific topics in response to requests by library users or to enrich our local culture.**

- The Library has not conducted a user survey, but that will be done with the Library's forthcoming Strategic Plan. However, comparative usage statistics reveal a high level of user satisfaction. The public's 79.9% approval rating of the Library's Measure L Parcel Tax Initiative on the November ballot speaks volumes about the level of support local voters and taxpayers have demonstrated toward the Library. It's also worth noting that the circulation of books has actually increased over the past year. Although there has only been a modest gain in book circulations of .66% from 2008 to 2009, the 8.42% overall jump in circulations from the previous year was driven mainly by significant upsurges in checkouts of DVDs (48%) and musical CDs (62%). Overall annual circulation climbed over 400,000 for the first time, rising to 420,954 in 2009 from 388,279 in 2008. The circulation of books for adults remains very steady and on a mild upswing, but children's circulations continue showing a very strong increase with a 5% annual increase over last year. Nevertheless, the Library's first-time annual circulation of more than 400,000 is a truly remarkable accomplishment for a city (and library) of South Pasadena's size.
- The Library partnered with the South Pasadena Chinese-American Club to offer the Moon Festival and its family games, entertainment, music, etc. As part of it, nationally known South Pasadena author for children and teens, Lisa Yee was showcased. Other programs for teens during the year included *Altered Books*, a creative crafts project with SPACE, a South Pasadena artistic group and a Comics Artists Panel.
- The Library has presented an ongoing series of diverse programs for all ages, on general interest topics, as well as those targeting special segments of the community. These include a broad range of weekly events featuring jugglers, a "reading dog," singers, and much more as part of the Summer Reading Program for children. There has also been a writing clinic and several 'Go' game workshops for teens, as well as the ongoing Book Discussion Group and the Author Night series for adults. The Author Nights opened with sets by musicians, all from the surrounding area. The Friends' Restoration Concert series, has presented classical and jazz musicians with very national and even international reputations. Also showcased have been three full-length films and two

Living History presentations featuring a Louisa May Alcott performer and a Jim Beckwourth dramatization, as well as two teen opera performances. The South Pasadena Strings has also performed a concert outside the Community Room in the Library Park.

- The Library presented many top authors including Bill Boyarsky, Brian Castro, Harry Chandler, John Dean, Monica Holloway, Margit Liesche, Alan Brenner, and Josh Wilker, as well as South Pasadenans Kay Mouradian and William Kelly.
- After Zolita Sverdlove, a much-beloved South Pasadena artist passed away in late 2009, the Library was contacted by some donors who wished to purchase two of her paintings to hang in the Library. After the Friends purchased a bronze recognition plaque to accompany the paintings on walls atop the Main Reading Room of the Library, an unveiling ceremony was held that featured representatives from the City Council, the Library Board of Trustees, Zolita's family, the Arts Council, and the Library staff. A biography of the artist and pictures of her artwork and the ceremony have been posted on the Library website.
- The Library continues to display several special collections it started in the last few years: the *Golden State Collection* purchased with funds from the Rotary Club of South Pasadena and the *Raising Abilities (Autism) Collection* using funds from the Friends, the Kiwanis Club of South Pasadena, and the Institute for the Redesign of Learning. Both collections are growing entities. In 2009 the *Latino Cultural Collection*, English and Spanish language books for young and old on Hispanic Culture was started with a special book bin and a display. The materials were purchased using support from then-Mayor David Sifuentes and Vecinos de South Pasadena. All three of these special collections employed the distribution of brochures and press releases, and special announcements on the Library website. Using funds from the Rotary Club and the Friends, the Library is launching the *Fitness For Life* collection: books and DVDs on sports, exercise, and physical health for young and old. Outreach measures will be conducted with Little League, AYSO, the YMCA and other community partners.
- Written patron comment/suggestion forms from the public have been generally very favorable, and the Library makes a point of buying books suggested by its patrons.
- Information was widely disseminated to customers on programs, projects, events, and activities going on in the South Pasadena Library. Releases and articles were posted on the Library website and distributed to local and regional newspapers. Many Library articles were sent out to the City's e-Neighbors. In addition, flyers and calendars were distributed to local schools and sent to many newsletters, email listservs, and outside websites. Library users now have access to access to 14 electronic databases, now including 2 encyclopedias, *Grolier Multimedia* and *World Book Encyclopedia* --and what is arguably the most impressive online English Language resource, *Oxford English Dictionary Online*. Using Friends' support the Library has recently added *Mango*, a language learning database.
- The Library joined forces with the Chamber and many other community partners on the South Pasadena Eclectic Music Festival. Together with the Friends and the Woman's Club of South Pasadena it presented the L.A. Clarinet Choir to a full house during the day-long event in May.

**Library Goal 3: The Library will promote the joy and value of reading for all members of the community.**

- Library staff developed a steady stream of informative and attractive articles, columns, flyers, brochures, announcements, reading lists, and other promotional and educational materials for the general public, newsletters, newspapers, the Library website, etc. Coming Events are featured on the website and after each event has taken place the articles are stored in an archive on the Library website. The Library also sends out regular email announcements and regularly contributes to the Friends and City newsletters. The Library has conducted collaborative programming and other projects with local clubs and organizations including the South Pasadena Chinese American Club, the Woman's Club of South Pasadena, the South Pasadena Chamber of Commerce, the South Pasadena Arts Council, Vecinos de South Pasadena, the Friends of the South Pasadena Library, the Library Board of Trustees, the Community Services Department, the Rotary Club of South Pasadena, the Kiwanis Club of South Pasadena, the Institute for the Redesign of Learning (popularly known as the Almansor Center), the Public Safety Commission, the Natural Resources Commission, and many others.
- The Library has developed its collections in areas of local special interest, such as historian Jane Apostol, local authors, and the greater Los Angeles area.
- For children the Library presented four story times weekly for nine months of the year.
- Local residents participating in the Library's Author Nights and the Book Discussion Group were provided information about the Library's relevant materials with displays, emails, flyers, brochures, and articles.

**Library Goal : All school age children in South Pasadena will have materials, programs and resources available to support their academic needs.**

- A formal communication network was continued with the local education community to ensure that Library staff members are aware of and prepared for student and teacher needs. All young students received Library event calendars and teachers received the Library's Educator Newsletter. For certain projects special outreach was conducted through the schools. These included the Jim Beckwourth Program, the Ron Koertge writing workshop, a Scholastic Aptitude Test workshop, and the Louisa May Alcott presentation.
- The Library updated and expanded information on its website for students in South Pasadena. It highlights materials in the Library that support their needs.
- School-aged children in South Pasadena are provided access to Library materials with titles and topics that are curriculum-related and support their educational needs. These materials are available in various formats including books, audios books, DVDs, homework help services, reference services, and online databases. Listings of the Library's resources are available from home or office via the website and from the Library's in-house computers.
- Students are provided Tutor.com, an online tutoring resource with the support of the Friends. Children and teens have access to Library designed web pages geared to their educational and personal interests. The web pages provide links to databases and additional resources in providing relevant, valuable learning opportunities. Other relevant databases include Learning Express, a test-taking resource, TumbleBooks, to stimulate early readers, and ProQuest, that provides both Pro and Con articles about a

wide variety of social issues. The Library also purchases a wide array of curricular-related materials.

**Library Goal 5: The Library staff will serve as cohesive providers of information, books and other library materials, both in response to specific questions and requests, and by employing outreach measures to targeted groups and the community-at-large to promote and market Library services and resources.**

- The Library re-bound a couple of hundred out-of-print books, many of them on South Pasadena and elsewhere in California, for current and future generations of Library users.
- The Library offered a series of Beginners' Computer Classes at the Senior Center to help new users navigate the World Wide Web and send emails.
- As a replacement for its paper newsletter the Library did not develop its own e-newsletter as it initially projected it would, but instead took advantage of the existence of the City's e-Neighbors by sending in about two dozen articles to that publication. The Library also posted its program announcements on many other websites such as those for the Friends, the Chamber, ExperienceLA.com, Flavorpill.net, and many others as an economical way to reach the public. In addition, the Library further refined its email outreach by adding many new addresses to its own contact list. Ads for specific projects were also taken out in the *South Pasadena Review* and the *Pasadena Weekly*.
- Library staff members have steadily marketed a wide variety of Library resources, projects, and activities. Staff has developed dozens of promotional items such as displays, articles, announcements, magnets, brochures, press releases, bookmarks, programs, exhibits, and flyers on specific programs and projects.

<p style="text-align: center;"><b>LIBRARY</b> <b>FY 2010/11 Goals and Performance Measures</b></p>
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**City Goal 1: Repair and Replace Infrastructure**

Performance Measures:

- Convene an Exterior Beautification Project-Phase II Committee with repeating and new members and develop a new project to enhance the appearance of the Library Park. Possibilities for Phase II entail restoring and preserving the Merrell Gage artwork around the Library, including Gage's once-beautiful stone casting "The Children's Hour" currently in storage at the City Yard, as well as new seating and the addition of tables. Phase II will seek funding opportunities with local groups such as the Friends of the South Pasadena Library and South Pasadena Beautiful and other forms of local support, both in the vicinity and outside the region.
- Complete the Community Room ADA Ramp project.

**Library Goal 1: All Library users will have convenient access to Library materials that reflect community needs and contemporary culture.**

Performance Measures:

- Present at least 16 attractive exhibits and/or displays in highly visible areas to highlight and showcase new, high demand items and materials significant to South Pasadena culture.
- Continue to develop the Library's collection of materials about South Pasadena and its immediate area, including works by local authors, musicians, actors, filmmakers and other notable achievers, both contemporary and historical. The Library will also spotlight works by authors and musicians appearing for the Library's events, as well as titles read by the Book Discussion Group.
- Pre-purchase top bestsellers and other in-demand materials. Make special purchases so that these and other requested materials are obtained and presented in a timely fashion.
- Increase the use of electronic resource materials by at least 5%.
- Present a celebration related to Ray Bradbury's 90<sup>th</sup> Birthday that focuses on one of his books and/or film adaptations. Outreach measures will be performed for the community-at-large and targeted groups.
- With representatives from the Library staff, the Library Board of Trustees, the Friends, the staff and students from local schools, library users, and non-users, form a Strategic Planning Committee with the Consultant to utilize surveys and input from community meetings to be used in developing and publishing a Library Strategic Plan for 2010 to 2013 by October 31, 2010.

**Library Goal 2: The Library will develop its collections and programs on specific topics in response to requests by library users or to enrich our local culture.**

Performance Measures:

- Conduct at least 12 collaborative programs and/or projects with local groups and organizations, such as the South Pasadena Chamber of Commerce, the South Pasadena Arts Council, and South Pasadena Music and Conservatory. Whenever practical, the Library will seek opportunities for grants and other forms of support.
- Attract at least 22,000 local residents to educational, literary, and recreational programs that are culturally enriching. An emphasis will be placed on presenting programs with South Pasadena authors, filmmakers, musicians, artists, and other regional and California themes and connections. Customers will have access to information and materials on these programs, events, and activities going on at the South Pasadena Library.
- Library users will have access to at least 11 electronic resources with content of general interest. These databases will all be publicized to the community.

**Library Goal 3: The Library will promote the joy and value of reading for all members of the community.**

Performance Measures:

- Compose and provide a combination of at least 28 flyers, bookmarks, articles, columns, photographs, announcements, reading lists, and other promotional and educational materials for newsletters, newspapers, the Library website, e-Neighbors, etc.
- Produce at least 5 promotional brochures with topics, such as the Friends' Jane Apostol South Pasadena history book, the Beautification project, the Summer Reading Club, Merrell Gage, and Ray Bradbury's 90<sup>th</sup> Birthday. The brochures will also contain important Library information such as phone numbers, hours, address, etc.
- Offer a series of weekly children's story times for 9 months of the year.
- Produce and distribute promotional materials for at least 12 major Library events and projects, including Author Nights, story times, book discussions, teen programs, concerts, film showings, plays, living history presentations, etc.

**Library Goal 3: All school age children in South Pasadena will have materials, programs and resources available to support their academic needs.**

Performance Measures:

- Ensure that Library staff members are aware of and prepared for at least 10 student and teacher assignments by continuing the formal communication network with the local education community.
- Employ at least 12 outreach efforts to local schools to make students aware of Library projects relevant to their personal and school interests.

- Purchase at least 500 materials for South Pasadena students that are curriculum-related and support educational needs. These materials will be made available in various formats including books, audio books, DVDs, and online databases.
- Present at least 4 teen targeted programs.
- Provide access to at least 3 Library designed web pages geared to the educational and personal interests of children and teens.

**Library Goal 5: The Library staff will serve as cohesive providers of information, books and other library materials, both in response to specific questions and requests, and by employing outreach measures to targeted groups and the community-at-large to promote and market Library services and resources.**

Performance Measures:

- Conduct at least 62,000 reference transactions (in-person, via telephone, e-mail, etc.) Adult services staff will promote reference services and the reference collection's resources, email address, phone number, scope of services, and hours of availability.
- Increase the Library annual circulation (currently approximately 420,000) by 5% or more.
- Continue to market and promote Library resources and activities. Staff will develop at least 24 items and activities such as displays, booklists, press releases, website announcements, newsletters, speaking appearances, class visits, bookmarks, exhibits, and handouts.
- Develop the Library's bi-monthly newsletter into an electronic format, while continuing to generate some paper copies for the audience that doesn't receive email.
- Adult Services will conduct outreach and publicity measures regarding reference services, databases, and collection specialties. Children's will notify students and teachers of programs and resources for young people, especially those of particular interest for educational pursuits.

# LIBRARY

## Budget Detail

**101-8011**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	551,653	616,439	691,825	681,042	658,614	705,317
7010	Salaries - Temp / Part	224,332	238,907	233,358	202,212	237,200	197,500
7020	Overtime	1,268	1,706	2,228	1,545	700	1,545
7040	Holiday	399	202	228	412	405	500
7055	IOD - Non Safety	-	2,761	-	-	-	-
7070	Leave Buyback	5,666	3,950	4,872	2,160	5,500	6,000
7100	Retirement	116,744	130,281	146,108	163,974	164,664	168,875
7108	Deferred Compensation	830	1,042	1,039	1,087	1,128	1,131
7110	Workers Compensation	6,119	5,474	5,035	26,218	4,864	23,054
7120	Disability Insurance	-	-	-	-	10,229	-
7122	Unemployment Insurance	102	227	-	-	-	-
7130	Group Health Insurance	53,227	57,986	61,341	83,580	57,467	83,580
7140	Vision Insurance	1,958	2,013	2,066	2,640	1,942	2,640
7150	Dental Insurance	5,656	6,291	7,236	9,900	7,150	9,900
7160	Life Insurance	1,597	1,736	2,046	2,046	2,015	2,046
7170	FICA - Medicare	18,267	19,426	17,814	12,836	18,128	13,121
	<WAGES & BENEFITS>	987,817	1,088,441	1,175,195	1,189,652	1,170,006	1,215,209
8000	Office Supplies	8,916	8,611	10,737	9,000	9,000	9,000
8010	Postage	3,498	5,013	3,953	4,000	4,000	4,000
8020	Special Department Expense	26,787	28,346	24,828	23,000	23,000	23,000
8030	Library Periodicals	17,614	15,856	16,854	18,500	18,500	18,500
8031	Electronic Reference	26,814	32,941	35,863	40,500	39,500	40,500
8040	Advertising	-	-	2,060	3,000	1,100	-
8050	Printing/Duplicating	2,807	4,079	3,533	9,000	2,500	4,000
8060	Dues & Memberships	665	1,625	1,110	2,500	1,400	1,500
8070	Mileage/Auto Allowance	377	792	430	500	400	500
8080	Books & Periodicals	136,297	145,450	143,535	141,000	141,000	141,000
8081	Books - Donations and Gifts	-	-	-	-	-	-
8090	Conference & Meeting Expense	2,408	2,422	1,970	4,000	2,000	1,000
8110	Equipment Maintenance	43,334	48,556	51,476	55,000	54,000	55,000
8120	Building Maintenance	19,479	22,800	31,022	33,000	33,000	28,000
8140	Utilities	44,733	35,211	38,084	48,000	42,000	43,000
8150	Telephone	3,578	4,270	4,303	4,000	4,200	4,000
8155	Rental/Lease	3,172	2,613	1,584	1,600	1,700	1,600
8170	Professional Service	8,612	15,909	7,912	9,000	9,000	9,000
8180	Contract Services	669	625	4,570	13,000	11,000	4,300
8200	Training Expense	614	399	225	1,500	1,000	1,500
8257	Boards & Commissions	1,156	165	514	2,600	1,200	1,600
	<OPERATIONS & MAINTENANCE>	351,530	375,683	384,562	422,700	399,500	391,000
8500	Building & Improvements	-	-	-	-	-	-
8520	Machinery & Equipment	2,353	23,164	19,079	-	-	-
	<CAPITAL OUTLAY>	2,353	23,164	19,079	-	-	-
<b>[101-8011] Library Total</b>		<b>1,341,700</b>	<b>1,487,288</b>	<b>1,578,836</b>	<b>1,612,352</b>	<b>1,569,506</b>	<b>1,606,209</b>

# LIBRARY

Budget Detail

101-8011

## PERSONNEL SERVICES

7000 Regular Salaries

Provides compensation for full-time staff of eleven persons. These include one City Librarian, 3 Senior Librarians, 1 Administrative Secretary, 3 Librarians, 1 Library Technical Assistant, and 2 Library Clerks.

7010 Wages - Seasonal and Part-Time Employees

Covers the compensation of part-time library staff members who are paid hourly rates.

7020 Overtime

Provides compensation for any overtime throughout the year, at one and one-half times the regular salary or wage. Overtime is used to compensate non-exempt professional staff when program preparations, meetings, etc. require staff to work beyond the 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, business cards, name badges, and general office supplies, including toner for computer printers and copy machines.

8010 Postage

Covers postage fees for correspondence, grant applications, invitations, overdue materials notification, and inter-library loan books lent and returned to borrowing institutions. The requested amount is the same as the 09/10 amount. Mailing costs may be increasing but the Library will continue to be doing more electronic distribution of materials.

8020 Special Department Expense

Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, barcode readers, promo magnets, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, book trucks, mending tape, display racks, and other miscellaneous provisions.

8030 Periodicals

Provides funds for the renewal of approximately 175 hard copy magazine and newspaper subscriptions (including the *Star-News*, *Los Angeles Times*, and others), as well as for updates of reference materials such as vehicle price guides and investment newsletters. The requested amount is the same as for 09/10.

- 8031 Electronic Reference Subscriptions  
Provides funds for the purchase of electronic information databases that are used inside the Library. Many of them are also available to the public via our website. The Library subscribes to 13 electronic databases offering a range of magazine & newspaper articles, interactive children's books to stimulate beginning readers, test preparation guides, a literature resource center, a health and wellness database, a national business directory, a library materials ordering database, 2 encyclopedias, an authoritative dictionary, and others.
- 8050 Printing and Duplication  
Provides funds for the printing and duplication of brochures, program and event calendars, newsletters, flyers, archival reproductions, library card applications (in English/Chinese/Spanish), and a host of other printed materials for the public. Amount is \$3,000 less than it was for 09/10 because the Library is producing more material in-house.
- 8060 Dues and Memberships  
Supports membership(s) to the California Library Association, American Library Association, California Association of Library Trustees and Commissioners and other professional organizations for the professional staff and the Board of Trustees. These provide continuing education and networking opportunities, as well as support for the state and national organizations advocating and lobbying for libraries. The amount is \$1,000 less than FY 09/10.
- 8070 Mileage Reimbursement  
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used primarily to support the training and continuing education of library staff members at off-site workshops, meetings, and training sessions.
- 8080 Books, Videos, and Recordings  
Provides funds for the purchase of circulating books; musical and book CDs; and how-to, documentary and theatrical DVDs. Annual circulation of materials is increasing steadily and has exceeded 400,000 for the first time. The amount approved is the same as FY 09/10.
- 8081 Books– Donations/Gifts  
This is a placeholder used to track the expenditure of funds received as donations from the public for the purchase of library materials.

- 8090 Conference and Meeting Expense  
Provides funds for conference and meeting travel (non-private vehicle) and attendance fees for staff members. The amount is \$3,000 less than FY 09/10, because the 2010 California Library Association Conference will be in Sacramento instead of Pasadena as it was in 2009 and no Library staff members are expected to attend. Similarly, the City Librarian won't be attending Library Legislative Day in Sacramento in March 2011.
- 8110 Equipment Maintenance  
For technical support, repair and maintenance of the computer system hardware and software and bibliographic database, copiers, staff and public computers, theft detection system, fax machine, and support for computer workstations. Includes approx. \$1,000 for online system maintenance and cataloging service, \$16,800 for cataloging records subscription, \$2,532 for the theft detection system, and \$1,792 for copy machines. The amount is the same as for FY 09/10.
- 8120 Building Maintenance  
Provides for janitorial service and supplies, and miscellaneous plumbing, electrical, and other repairs and supplies for the Library building. Includes \$3,000 for exterior steam cleaning and carpet cleaning, \$4,600 for janitorial supplies, \$2,000 for elevator repairs, \$2,000 for HVAC repairs, \$2,500 for automatic door repairs, \$2,600 for miscellaneous repairs, \$3,400 for Community Room repairs, and \$1,500 for security alarm and fire alarm services. The amount is \$5,000 less than FY 09/10 and is predicated on the assumption that no major clean-ups will be needed due to flooding from roof, floor, and drain problems.
- 8140 Electricity, Gas and Water Service  
Payment of utilities for the Library. The approved amount represents a \$5,000 reduction from last year due mainly to the reduced consumption brought about by energy efficiency upgrades brought about by the new lighting and HVAC systems.
- 8150 Telephone  
Provides funds for telephone service for the Library on the City phone system and for dedicated telephone lines for the fire and security alarm systems. Due to more energy efficient lighting and air conditioning, energy expenses have dropped in the last year. Also includes the cell phone charges of the City Librarian.
- 8155 Equipment Leasing  
Equipment and machinery obtained via a lease arrangement, includes the lease agreement for digital postage meter and postal scale.

8170 Professional Services

Provides funds for institutional membership in the Southern California Library Cooperative at \$2146, employee physicals and fingerprints of new full-time hires, and the \$4,000 fee for Community Economic Solutions, Inc, the agency processing the tax roll for the Library Parcel Tax. The Library is also joining the Book Club of California for \$75.

8180 Contract Services

Provides \$2,500 for janitorial services for emergency situations not covered by the regular janitorial contract. Included is \$1800 for the rebinding of out-of-print classics, standard titles, and well worn popular books in the Library collection. Replacement of these necessary titles would be much more expensive than re-binding them. Amount is \$8,000 less than FY 2009/2010 due to the lack of a need for a Strategic Planning Consultant and the reduction of \$700 from the rebinding account..

8200 Employee Training

Provides funds for training materials, seminars and job-related training sessions for library staff. Most of the workshops are conducted locally by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day.

8257 Boards/Commissions

Funds for Library Board of Trustees' attendance at annual CALTAC workshop and the California Library Association Annual Conference, as well as printing and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event. Amount is \$1,000 less than it was for FY 09/10.

**CAPITAL OUTLAY**

8500 Buildings and Structures

Building improvement projects related to ADA Compliance for the Library are included in the Capital Improvement Project portion of the Budget.

8520 Machinery and Equipment

Provides for 4 replacement computer workstations: 1 ADA, 1 Local History, 1 Circulation Desk, and 1 for the Head of Children's Services.

## PUBLIC LIBRARY FUND GRANT

**Budget Detail**

**280-8016**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8110	Equipment Maintenance	10,306	9,816	8,453	10,000	9,149	9,000
	<OPERATIONS & MAINTENANCE	10,306	9,816	8,453	10,000	9,149	9,000
8520	Machinery & Equipment	7,966	-	-	-	-	-
	<CAPITAL OUTLAY>	7,966	-	-	-	-	-
<b>[280-8016]</b>	<b>Public Library Fund Grant Tot</b>	<b>18,271</b>	<b>9,816</b>	<b>8,453</b>	<b>10,000</b>	<b>9,149</b>	<b>9,000</b>

**PUBLIC LIBRARY FUND GRANT**

**Budget Detail**

**280-8016**

**CAPITAL OUTLAY**

8110 Equipment Maintenance

Equipment maintenance utilizing public library grant funds



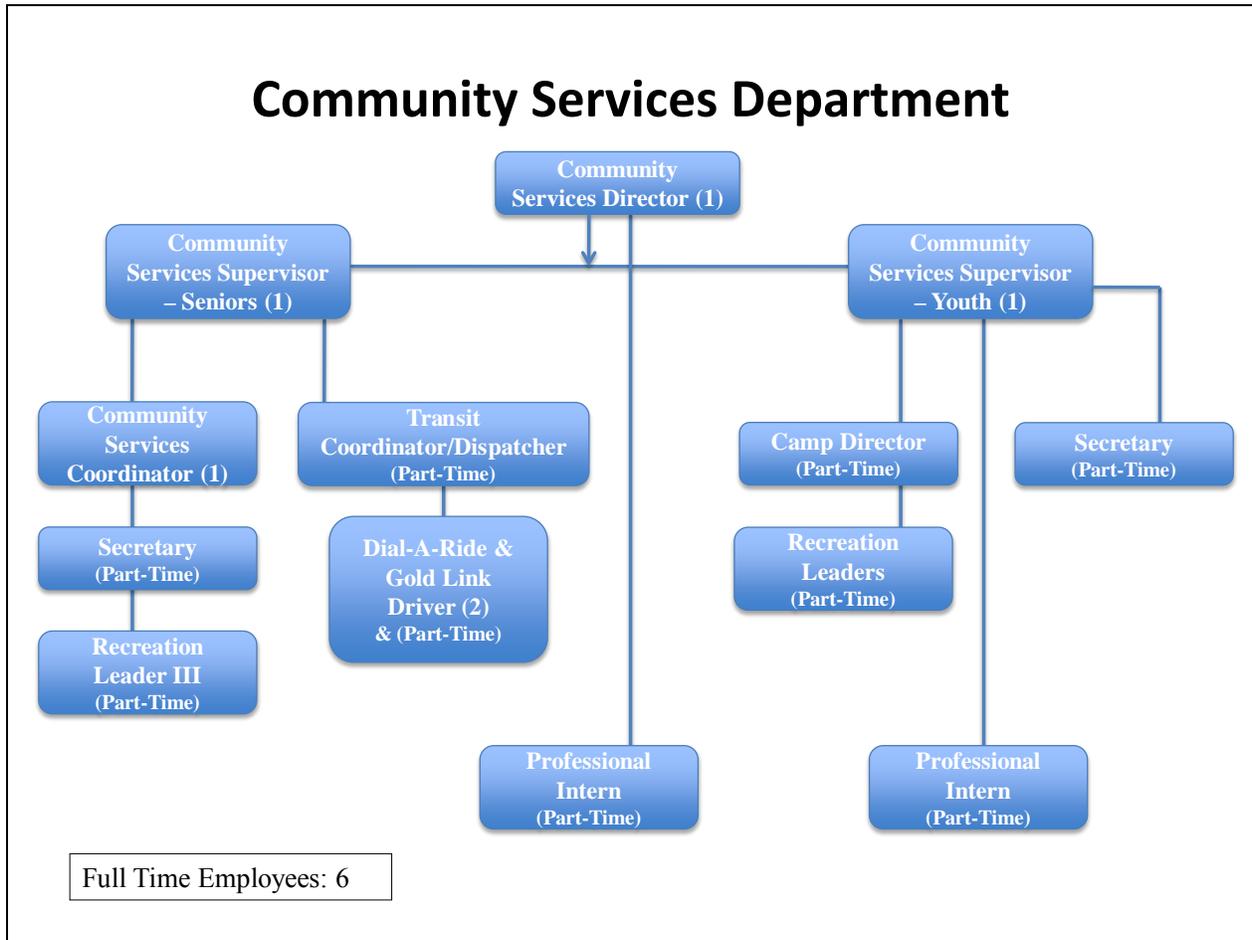
## COMMUNITY SERVICES

### Department Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual</b> <b>2006/07</b>	<b>Actual</b> <b>2007/08</b>	<b>Actual</b> <b>2008/09</b>	<b>Budget</b> <b>2009/10</b>	<b>Estimated</b> <b>2009/10</b>	<b>Adopted</b> <b>2010/11</b>
Wages & Benefits	817,769	806,333	847,037	970,408	956,864	1,007,057
Operations & Maintenance	453,387	431,438	489,840	445,567	450,632	441,238
Capital Outlay	7,461	13,019	19,234	13,000	13,000	81,500
<b>Total Expenses by Category</b>	<b>1,278,617</b>	<b>1,250,790</b>	<b>1,356,110</b>	<b>1,428,975</b>	<b>1,420,496</b>	<b>1,529,795</b>
[101-8021] Senior Center	160,503	151,437	169,484	180,695	165,989	217,192
[101-8031] Community Services	165,771	154,967	138,937	208,986	209,913	162,485
[101-8032] Recreation and Youth Services	332,923	333,038	382,914	419,734	405,000	459,338
[205-2210] Prop "A" Administration	66,703	67,749	74,293	73,010	85,703	69,469
[205-8022] Gold Link	274,940	270,211	367,168	317,599	279,661	90,758
[205-8025] Dial-A-Ride	-	-	-	-	-	147,471
[207-2260] Prop "C" Administration	49,425	29,095	33,376	33,626	68,176	157,675
[207-8022] Gold Link	-	-	-	-	-	44,790
[207-8025] Dial-A-Ride	175,352	181,829	160,538	173,088	183,817	156,719
[260-8023] CDBG Senior Nutrition Prog	53,000	62,465	29,400	22,237	22,237	23,898
<b>Total Expenses by Program</b>	<b>1,278,617</b>	<b>1,250,790</b>	<b>1,356,110</b>	<b>1,428,975</b>	<b>1,420,496</b>	<b>1,529,795</b>

Community Services Director	1
Supervisor-Senior Services	1
Supervisor-Youth Services	1
Transportation Driver	2
Community Services Coordinator	1
<b>Total</b>	<b>6</b>

**COMMUNITY SERVICES**  
**Department Description and Authorized Positions**



The Community Services Department provides services within three divisions: Senior Division, Recreation and Youth Division and Community Services Division. The Senior Citizens Center, which is a multi-purpose facility, provides older adults educational, social, physical, nutritional and emotional services as well as, Gold Link/Community Transit Services. The Recreation and Youth Division operates out of the Orange Grove Recreation Center and coordinates recreational classes for children and adults, after-school and summer child care, adult softball and other youth programs, Concerts in the Park and activities. The Community Services Division provides general Department oversight plus budget and grant administration, park improvements, community liaison activities and contract management of the Arroyo Seco Golf Course, San Pascual Stable, and All Star Batting Cages. The staff also provides support for the Parks and Recreation Commission, Youth Commission, and Senior Commission as well as the Arroyo Seco Golf Course Lease Subcommittee.

## **COMMUNITY SERVICES**

### **FY 2009/10 Accomplishments and Performance Measures**

#### **Goal 1: Expansion of Activities offered by the Recreation Division**

Performance Measurements:

- Increase daily attendance of the City' After School Program by 10%.
  - Goal met – participation increased by 38%
- Explore the feasibility of introducing a new dog park to the community
  - Goal has been discussed and well received by community
- Explore options on creating a community garden.
  - Goal has discussed the possibility of a community garden as well as various locations
- Increase leisure class online registration by 10% from fall to winter.
  - Online registration increased 6%

#### **Goal 2: Expand Participation in various activities offered by the Senior Center**

Performance Measurements:

- Increase new senior center membership by 10%
  - New membership declined slightly
- Increase the number of volunteers of the Home Delivered Meals program by 20%
  - Volunteers has increased by 10%
- Increase unduplicated participants to meal program by 10%
  - Unduplicated participants have declined slightly
- Increase nutrition program participation by 5%
  - The nutrition program participation has remained even

#### **Goal 3: Assess and Improve the Community Transportation Program**

Performance Measurements:

- Increase Dial-A-Ride participation by 10%
  - Goal Met – participation increased by 40%
- Increase Gold-Link ridership by 5%
  - Goal Met
- Purchase new compressed natural gas transit vehicle to replace gasoline operated vehicle
  - The purchase of a CNG van did not occur in FY 2009/10

#### **Goal 4: Improve Revenue and Prioritize Capital Improvement Projects**

Performance Measurements:

- Install a new fire alarm system and wiring to the War Memorial Building.
  - Goal Met
- Increase facility rentals by 5%.
  - Facility rental decreased
- Complete second ADA ramp to Senior Center.
  - Construction is underway
- Complete Orange Grove Renovation Project including: waterproofing, painting, windows, & new front sign.
  - Goal Met
- Garfield Park Gazebo Replacement.
  - Goal Met

<p style="text-align: center;"><b>COMMUNITY SERVICES</b> <b>FY 2010/11 Goals and Performance Measures</b></p>
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**Goal 1: Maintain Strong Financial Position, Including Reserve**

Performance Measurements:

- Continue to operate at a 90% cost recovery rate for all Recreation Programs
- Increase Camp Med Afterschool attendance by 10% from school year 2009/10 to 2010/11
- Increase Leisure class revenue by 10% from 2009/10 to 2010/11
- Increase fees to participants in various programs / services where possible, offered at the Senior Center

**Goal 2: Preserve and Improve the Environment**

Performance Measurements:

- Continue to send the Community Services Classes and Program Guide by email
- Increase online leisure class registration by 10% from 209/10 to 2010/11
- Continue to offer transit services for older adults to assist them in maintaining their independence
- Reduce the number of vehicles on the road in the am and pm by offering the Golf Link Shuttle Service to residents

**Goal 3: Repair and or Replace the Infrastructure and City Facilities**

Performance Measurements:

- Repair and replace floor of the Senior Center by using the Romine Trust Fund to maintain the infrastructure of the facility

**Goal 4: Retain and Attract Quality Employees**

Performance Measurements:

- Continue to access low cost or free training for staff through professional organizations i.e. CPRS, SCMAF

## SENIOR SERVICES

### Budget Detail

**101-8021**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	39,376	39,934	38,264	42,461	33,298	73,063
7010	Salaries - Temp / Part	27,041	28,734	36,600	37,752	35,000	36,375
7020	Overtime	455	375	250	515	200	450
7070	Leave Buyback	4,354	795	1,230	730	4,000	2,000
7100	Retirement	7,927	7,925	10,403	13,241	10,955	19,404
7108	Deferred Compensation	335	294	281	318	333	399
7110	Workers Compensation	808	624	603	4,654	766	4,279
7120	Disability Insurance	-	-	1,022	-	6,767	-
7122	Unemployment Insurance	1,664	(132)	(134)	-	5,724	-
7130	Group Health Insurance	5,391	5,360	4,387	5,361	4,433	8,790
7140	Vision Insurance	149	156	142	156	145	264
7150	Dental Insurance	564	585	533	585	525	990
7160	Life Insurance	121	121	111	121	120	205
7170	FICA - Medicare	2,554	2,567	1,730	1,171	1,823	1,593
	<WAGES & BENEFITS>	90,738	87,338	95,421	107,065	104,089	147,812
8000	Office Supplies	2,951	3,156	1,749	3,500	3,400	3,200
8010	Postage	4,165	3,442	3,650	3,650	3,000	2,500
8020	Special Department Expense	12,462	12,761	17,802	15,600	15,100	15,600
8040	Advertising	744	30	-	750	250	300
8050	Printing/Duplicating	7,034	4,480	2,906	3,500	3,100	3,000
8060	Dues & Memberships	203	207	-	430	250	330
8090	Conference & Meeting Expense	624	752	522	800	800	900
8110	Equipment Maintenance	51	173	1,200	1,500	1,500	1,000
8120	Building Maintenance	4,188	6,519	5,804	4,200	3,800	4,200
8140	Utilities	10,702	13,591	13,282	12,500	12,500	12,500
8150	Telephone	693	895	847	800	800	800
8180	Contract Services	6,920	1,601	9,530	11,700	9,000	12,200
8200	Training Expense	199	360	729	750	150	500
8264	Special Events	338	460	41	450	250	50
8267	Classes	7,943	5,855	5,737	9,500	4,000	8,300
8300	Lease Payment	3,088	2,959	4,020	4,000	4,000	4,000
	<OPERATIONS & MAINTENANCE>	62,305	57,241	67,817	73,630	61,900	69,380
8520	Machinery & Equipment	7,461	6,857	6,246	-	-	-
	<CAPITAL OUTLAY>	7,461	6,857	6,246	-	-	-
<b>[101-8021] Senior Center Total</b>		<b>160,503</b>	<b>151,437</b>	<b>169,484</b>	<b>180,695</b>	<b>165,989</b>	<b>217,192</b>

## SENIOR SERVICES

**Budget Detail**

**101-8021**

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Compensation for Senior Services Supervisor; Community Services Coordinator and Community Services Director.
  
- 7010 Part-Time Salaries  
Provides funds for Senior Division Staff; Site Manager, Secretary and Professional Intern. Increase due to step increases and reallocation of staff salaries.
  
- 7020 Overtime  
Provides for overtime pay for after hours events related to the Senior Center.
  
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,200).
  
- 8010 Postage  
Provides funds for the monthly senior newsletter (\$1,000) and general Senior Center postal expenses (\$1,000), and membership renewals (\$500).
  
- 8020 Special Department Expense  
Provides for department supplies, services and activities for the Senior Center. Also includes funding for the volunteer recognition program (\$1,800), event entertainment (\$2,500), event supplies (\$2,000), Coffee Service (\$2,500), Laminating Supplies (\$250), nutrition program supplies (\$1,500), cleaning supplies (\$500), newsletter labels (\$400), copier supplies (\$1,350), paper supply (\$550), computer lab supplies (\$400), home delivery supplies (\$800), Pasadena Star News subscription (\$250)
  
- 8040 Advertising  
Provides funds to advertise and promote programs (\$200), and staff recruitments (\$100).
  
- 8050 Printing and Duplicating  
Provides funds for printing of the monthly senior newsletter (\$2,500) and printing for special events and programs (\$500). Approximate 40% decrease due to newsletter mailings going out bi-monthly.

- 8060 Dues, Memberships, Subscriptions, and Books  
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS). Senior Services Supervisor (\$180), California Association of Senior Service Centers (\$150).
- 8090 Conference and Meeting Expense  
Provides funds for staff members to attend the annual California Park and Recreation Society (CPRS) conference March 2009. Conference registration and travel (\$750). Local professional association meetings/trainings (\$150).
- 8110 Equipment Maintenance  
Provides funds for office equipment, fire extinguishers (\$300), kitchen equipment (\$300) maintenance of computer equipment for the computer lab (\$200), and kitchen fire suppression system (\$200).
- 8120 Building Maintenance  
Provides for supplemental detailed kitchen and floor cleaning and miscellaneous maintenance/air conditioning repairs at the Senior Center. Pest control (\$500), emergency cleanings (\$500), HVAC maintenance (\$1,000), carpet cleaning (\$750), cleaning of interior ceilings and rafters (\$700), kitchen cleaning (\$500) and pressure wash restrooms (\$250).
- 8140 Electricity, Gas & Water Utilities  
Provides funds for utility services to Senior Citizens Center (\$12,500).
- 8150 Telephone  
Provides funds for telephone service to the Senior Center (\$800).
- 8180 Contract Services  
Provides funds for fire & security systems maintenance, temporary staff assistance, senior meals not covered by Community Development Block Grant (CDBG). San Marino Security (\$700), Post fire alarm system (\$500), temporary employment services (\$1,000), meals contract (\$7,000), computer lab monthly maintenance (\$1,500), annual software maintenance fee (\$1,500) .
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions (\$500).
- 8264 Special Events  
Provides funds for miscellaneous supplies for Trips and Tours program (\$50).
- 8267 Classes  
Provides for payment to contract instructors for senior classes with a fee. This in addition to free classes offered to members. Increased costs reflect the addition of requested new classes and cultural programming with contract instructors (\$8,300). Decrease due to staff finding some instructors to offer classes at little or no cost.
- 8300 Lease Payment  
Provides funds for a portion of the copier lease (\$2,100), maintenance contract (\$1,000) and a portion of the postage meter lease (\$900). Increase due to new copier lease.

# COMMUNITY SERVICES

## Budget Detail

**101-8031**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	54,428	50,200	34,727	55,558	53,926	80,112
7010	Salaries - Temp / Part	14,725	20,639	24,824	29,236	35,300	9,500
7020	Overtime	3,088	448	1,553	2,500	1,600	2,500
7070	Leave Buyback	17,551	1,042	1,288	1,250	1,700	2,000
7100	Retirement	11,065	9,818	6,978	14,905	12,987	17,630
7108	Deferred Compensation	665	450	285	502	536	718
7110	Workers Compensation	1,133	732	658	4,543	1,681	1,732
7120	Disability Insurance	-	366	438	-	2,900	-
7122	Unemployment Insurance	-	623	-	-	20	-
7130	Group Health Insurance	6,180	6,015	3,911	5,898	4,841	7,303
7140	Vision Insurance	141	172	124	168	120	209
7150	Dental Insurance	560	645	463	630	364	783
7160	Life Insurance	137	133	101	130	92	162
7170	FICA - Medicare	2,161	2,292	2,352	1,266	3,146	1,336
	<WAGES & BENEFITS>	111,834	93,575	77,701	116,586	119,213	123,985
8000	Office Supplies	2,266	1,392	1,023	2,000	2,000	2,000
8010	Postage	1,750	2,004	2,000	2,000	2,000	1,500
8020	Special Department Expense	7,581	7,360	10,205	10,500	10,250	7,800
8040	Advertising	790	332	154	800	800	250
8050	Printing/Duplicating	3,573	242	158	2,000	2,000	1,000
8060	Dues & Memberships	488	699	450	550	500	800
8090	Conference & Meeting Expense	645	845	982	850	1,300	1,200
8110	Equipment Maintenance	167	534	288	800	800	800
8120	Building Maintenance	7,752	5,805	25,612	11,000	10,000	10,000
8140	Utilities	483	677	1,254	750	750	750
8150	Telephone	1,211	1,968	1,924	1,500	2,000	2,500
8170	Professional Service	-	10,794	2,500	-	-	-
8180	Contract Services	9,873	7,063	1,029	34,900	34,000	4,900
8200	Training Expense	399	675	115	750	300	500
8264	Special Events	14,151	12,979	10,848	14,500	14,500	-
8267	Classes	39	390	12	-	-	-
8300	Lease Payment	2,769	2,749	2,680	4,500	4,500	4,500
	<OPERATIONS & MAINTENANCE>	53,937	56,507	61,236	87,400	85,700	38,500
8500	Building & Improvements	-	4,885	-	5,000	5,000	-
	<CAPITAL OUTLAY>	-	4,885	-	5,000	5,000	-
<b>[101-8031] Community Services Total</b>		<b>165,771</b>	<b>154,967</b>	<b>138,937</b>	<b>208,986</b>	<b>209,913</b>	<b>162,485</b>

## COMMUNITY SERVICES

Budget Detail

101-8031

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Compensation for Community Services Director, Community Services Supervisor and Community Services Coordinator.
- 7010 Wages - Seasonal/Part-Time Employees  
Provides funds for; Secretary, Professional Intern and Recreation Leader (Facilities).
- 7020 Overtime  
Provides for overtime pay for special events (Concerts in the Park) for staff to work beyond the regular eight hour work day.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$2,000).
- 8010 Postage  
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$1,500).
- 8020 Special Department Expense  
Provides funds for general maintenance supplies, Parks & Recreation Commission support, and tools for the War Memorial Building, Eddie Park House, and Youth House, clean drapes for WMB (\$4,500); special meetings/community outreach/meeting supplies (\$1,000), park development project costs (reports and studies (\$1,800) and promotional materials (\$500)
- 8040 Advertising  
Advertise and promote facilities rentals of War Memorial Building & Garfield Youth House (\$125), special events and staff recruitments (\$125).
- 8050 Printing and Duplication  
Provides funds for costs to print limited copies of Class and Services Guide, print flyers/posters for promotion of rental facilities, War Memorial, Youth House (\$1,000). Reduction of cost due to electronic CSD guide.
- 8060 Dues, Memberships & Subscriptions  
Provides funds for the California Parks and Recreation Society annual membership for Director, Agency Membership CPRS (\$800).

- 8090 Conference & Meetings Expenses  
Provides funds for Community Services Director and Community Services Supervisor to attend the annual California Park and Recreation Society (CPRS) conference in March 2010 (Sacramento CA) (\$1000), and CPRS monthly meetings, and other relevant meetings (\$200).
- 8110 Equipment Maintenance  
Provides for annual maintenance of kitchen, and fire extinguishing equipment at rental facilities (\$350), the War Memorial Building, Eddie Park House and Garfield Youth House (\$450).
- 8120 Building Maintenance  
Provides for quarterly War Memorial Building wood floor resurfacing (\$3,000), heating/air conditioning service for (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), general repairs (\$800), rewire electrical fixtures at the War Memorial Building (\$2,000).
- 8140 Electricity, Gas & Water Utilities  
Provides funds for utility services at Garfield Youth House (\$750).
- 8150 Telephone  
Provides for telephone service, increase due to added phone line at Youth House (\$1,500), Directors Cell Phone (\$1,000)
- 8180 Contract Services  
Provides funds for the security service for Youth House (\$1,200), contract maintenance for Youth House (\$1,000), pest control (\$800), temporary staff assistance (\$1,000) as needed, & portion of annual software maintenance fee (\$400) Fire Alarm at War Memorial Building (\$500).
- 8200 Training Expense  
Provides funds for job related training seminars and materials (\$500).
- 8264 Special Events  
Concerts in the Park moved to Recreation
- 8300 Lease Payment  
Provides partial funds for annual postage meter (\$1,200) and new copier lease (\$3,300). Increase due to new copier lease.

## RECREATION AND YOUTH SERVICES

### Budget Detail

**101-8032**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	51,023	50,105	63,432	66,597	64,680	77,108
7010	Salaries - Temp / Part	93,661	102,110	129,099	130,000	133,200	155,000
7020	Overtime	343	1,054	817	1,236	700	1,200
7070	Leave Buyback	7,350	255	1,589	1,648	1,500	2,000
7100	Retirement	17,423	16,591	21,286	29,262	30,861	34,471
7108	Deferred Compensation	572	482	578	666	707	771
7110	Workers Compensation	6,451	2,705	2,763	15,264	3,097	17,653
7122	Unemployment Insurance	154	-	-	-	-	-
7130	Group Health Insurance	6,598	8,428	9,284	9,867	9,645	9,867
7140	Vision Insurance	185	256	262	276	259	276
7150	Dental Insurance	704	135	83	1,035	44	1,035
7160	Life Insurance	167	91	204	214	215	214
7170	FICA - Medicare	4,228	4,705	5,816	2,869	4,942	3,383
	<WAGES & BENEFITS>	188,859	186,918	235,211	258,934	249,850	302,978
8000	Office Supplies	1,515	1,640	2,069	1,900	1,900	1,900
8010	Postage	1,000	956	1,000	1,000	1,000	1,000
8020	Special Department Expense	13,431	12,768	20,497	25,500	23,700	19,250
8040	Advertising	1,393	1,978	1,782	1,800	1,800	1,600
8050	Printing/Duplicating	6,139	10,492	8,409	2,000	2,000	1,700
8060	Dues & Memberships	180	300	210	300	250	260
8090	Conference & Meeting Expense	947	912	1,075	1,050	1,050	1,100
8110	Equipment Maintenance	106	431	303	400	400	400
8120	Building Maintenance	2,517	2,945	2,188	5,000	4,000	3,500
8180	Contract Services	11,493	11,365	16,572	18,400	17,600	17,600
8200	Training Expense	403	1,017	1,326	1,100	1,100	1,100
8264	Special Events	10,445	11,995	14,109	15,850	15,850	28,450
8267	Classes	93,235	86,590	69,687	77,000	75,000	77,000
8300	Lease Payment	1,259	1,455	1,490	1,500	1,500	1,500
	<OPERATIONS & MAINTENANCE>	144,064	144,843	140,717	152,800	147,150	156,360
8500	Building & Improvements	-	77	6,987	8,000	8,000	-
8520	Machinery & Equipment	-	1,200	-	-	-	-
	<CAPITAL OUTLAY>	-	1,277	6,987	8,000	8,000	-
<b>[101-8032] Recreation and Youth Services</b>		<b>332,923</b>	<b>333,038</b>	<b>382,914</b>	<b>419,734</b>	<b>405,000</b>	<b>459,338</b>

## RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Compensation for Youth Services Supervisor and Community Services Director.
- 7010 Wages - Seasonal/Part-Time Employees  
Provides funds for Recreation Division staff including Recreation Secretary, Camp Director and various Recreational Leaders.
- 7020 Overtime  
Provides overtime pay for after-hour /weekend related events to recreation.
- 7070 Leave Buyback  
Provides funds for staff who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Office paper, computer and miscellaneous office supplies (\$1,900).
- 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 (\$750). Event promotion and advertising (\$250)
- 8020 Special Department Expense  
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$3,500). Summer Pool Usage (\$2,000). Arrowhead Water Service (\$1,200). Snacks (\$3,000). Program Supplies (\$1,500). Day Care License (\$500). Cleaning Supplies (\$300). Provides funds for adults sports programs including; Softball (awards and supplies \$2,000), basketball league (gym rental \$3,800). Purchase annual DogiPot bags (\$750), Padding for Arroyo Fields (\$700)
- 8040 Advertising  
Provides funds to promote recreation programs and events and for staff recruitments. Day Care Program promotion (\$750), Special Events Promotion: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, Doggy Day with Cats too (\$450) Staff Recruitment (\$400).
- 8050 Printing and Duplication  
Provides funds to print Class & Program Guide limited copies (\$850), Printing for special events and day care program (\$850). Decrease in expenditures due to online program guide.

- 8060 Dues, Memberships & Subscriptions  
California Parks and Recreation Society annual membership (\$200) and the Southern California Municipal Athletic Foundation annual membership (\$60).
- 8090 Conference and Meeting Expense  
Provides funds for California Park and Recreation Society annual conference and to attend relevant professional organization meetings. Annual conference registration, lodging and travel (\$900), Local and regional professional development meetings/trainings (\$200).
- 8110 Equipment Maintenance  
Provides funds for office equipment maintenance including credit card (\$150), copy (\$150) and fax machine (\$100).
- 8120 Building Maintenance  
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center and interior painting of the Orange Grove mid- and upper- levels. Building improvements (\$1,700), carpet cleaning (\$1,000), HVAC maintenance (\$700), key duplication (\$100), Skate Park repairs (\$1,000).
- 8180 Contract Services  
Provides funds for contract services for portable toilet service at the skate park and arroyo baseball field (\$4,500), bus service for field trips (\$2,500), umpire services for adult softball (\$3,200), contract service for adult basketball league –umpire, score keeper (\$4,200) fire alarm service for Recreation Center (\$500), vehicle maintenance (\$1,500), and for temporary vacation staff assistance (\$800), and annual software maintenance (\$400). Increase due multiple sports league and the software maintenance fee.
- 8200 Training Expense  
Provides funds for required First Aid/CPR training for seasonal staff. CPR/First Aid (\$600), California Park & Recreation Trainings for part-time staff (Winter \$200, Summer \$300).
- 8264 Special Events  
Provides funds for Youth Commission activities (\$1,500), annual Relay for Life Kids Kamp (\$500), annual creative contest (\$500), and Recreation Division special events including Breakfast with Santa (\$3,000), annual Walk/Bike to School event (\$750), Halloween event (\$3,350), Spring family community event (\$4,500) Shakespeare in the Park event (\$1,000) and Summer Camp Out (\$ 500), South Pasadena Doggy Day (\$750). Revenue received for some events. Provides funds for the annual summer Concerts in the Park series. This program is funded with community donations. Summer 2010 Concerts (\$7,250) and Summer 2011 Concerts \$7,250).
- 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 \$117,000 next year. 65% of which is paid to the contracted instructors (\$77,000).
- 8300 Lease Payment  
Provides for lease payment of copier (\$1,000) and part of postage machine (\$500).

## PROP "A" - LOCAL TRANSIT ADMINISTRATION

### Budget Detail

**205-2210**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	19,246	13,410	28,861	33,926	34,925	39,408
7010	Salaries - Temp / Part	7,127	15,327	-	-	-	-
7020	Overtime	759	458	139	-	200	-
7070	Leave Buyback	1,440	212	1,195	890	500	1,000
7100	Retirement	3,718	2,699	5,436	6,960	7,268	8,111
7108	Deferred Compensation	140	66	220	268	279	278
7110	Workers Compensation	111	185	161	469	180	94
7122	Unemployment Insurance	270	560	-	-	-	-
7130	Group Health Insurance	1,552	1,239	2,688	2,541	3,555	4,278
7131	Retiree Health Insurance	8,946	9,268	9,197	-	10,890	-
7140	Vision Insurance	40	44	78	84	83	132
7150	Dental Insurance	163	90	186	315	245	495
7160	Life Insurance	47	19	43	65	63	102
7170	FICA - Medicare	859	1,285	435	492	515	571
	<WAGES & BENEFITS>	44,419	44,863	48,638	46,010	58,703	54,469
8060	Dues & Memberships	2,640	1,550	2,920	3,000	3,000	3,000
8180	Contract Services	-	-	-	-	-	-
8250	Bus Pass Subsidy	19,644	21,336	22,736	24,000	24,000	12,000
	<OPERATIONS & MAINTENANCE>	22,284	22,886	25,656	27,000	27,000	15,000
<b>[205-2210] Prop "A" Administration Total</b>		<b>66,703</b>	<b>67,749</b>	<b>74,293</b>	<b>73,010</b>	<b>85,703</b>	<b>69,469</b>

# PROP "A" - LOCAL TRANSIT ADMINISTRATION

Budget Detail

205-2210

## PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the CS Coordinator, CS Supervisor and CS Director. Refer to the Appendix for a detailed allocation list.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

## OPERATIONS & MAINTENANCE

- 8060 Dues & Memberships  
Provides funds for a portion of membership dues for the San Gabriel Valley Council of Government (SGVCOG) (\$1,550) and the Southern California Association of Governments (SCAG) (\$1,450).
- 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 (\$12,000).

## PROP "A" – GOLD LINK TRANSIT

### Budget Detail

205-8022

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	76,184	82,104	82,257	88,372	83,852	16,786
7010	Salaries - Temp / Part	33,821	50,275	67,782	90,000	61,900	34,840
7020	Overtime	2,325	6,841	3,717	2,575	1,400	400
7040	Holiday	-	95	-	-	-	-
7055	IOD - Non Safety	7,018	1,347	-	-	-	-
7070	Leave Buyback	6,304	924	1,137	979	3,100	1,000
7100	Retirement	15,810	19,194	20,071	28,929	27,323	7,636
7108	Deferred Compensation	340	273	232	298	314	-
7110	Workers Compensation	2,292	6,778	6,685	13,244	6,983	4,232
7120	Disability Insurance	-	-	730	-	4,833	-
7130	Group Health Insurance	11,876	12,068	10,626	13,557	10,737	3,000
7140	Vision Insurance	410	420	398	420	403	96
7150	Dental Insurance	1,234	1,264	1,199	1,575	1,176	360
7160	Life Insurance	323	326	310	326	336	74
7170	FICA - Medicare	1,845	3,506	3,779	2,624	2,604	754
	<WAGES & BENEFITS>	159,783	185,416	198,922	242,899	204,961	69,178
8000	Office Supplies	2,058	971	477	1,500	1,500	300
8010	Postage	200	609	800	800	800	180
8020	Special Department Expense	3,480	1,119	3,817	2,000	2,000	600
8040	Advertising	3,365	-	128	2,400	2,400	700
8050	Printing/Duplicating	3,022	1,289	3,793	3,700	3,700	800
8100	Vehicle Maintenance	38,324	67,189	29,913	25,000	25,000	8,000
8105	Fuel	-	-	33,804	30,000	30,000	8,000
8132	Uniform Expense/Cleaning	1,263	1,390	649	1,500	1,500	500
8150	Telephone	723	904	1,807	1,000	1,000	200
8180	Contract Services	62,722	11,126	22,056	5,000	5,000	1,500
8200	Training Expense	-	200	-	800	800	500
8300	Lease Payment	-	-	-	1,000	1,000	300
8350	Bad Debt Expense	-	-	65,000	-	-	-
	<OPERATIONS & MAINTENANCE>	115,157	84,796	162,245	74,700	74,700	21,580
8540	Automotive Equipment	-	-	6,001	-	-	-
	<CAPITAL OUTLAY>	-	-	6,001	-	-	-
<b>[205-8022] Gold Link Total</b>		<b>274,940</b>	<b>270,211</b>	<b>367,168</b>	<b>317,599</b>	<b>279,661</b>	<b>90,758</b>

# PROP "A" – GOLD LINK TRANIST

Budget Detail

205-8022

## PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides funds for Transit Drivers
  
- 7010 Part Time Salaries  
Provides funds for transit drivers, Secretary and Transportation Coordinator.
  
- 7020 Overtime  
Provides overtime pay for after hours relating to transit.
  
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

## OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies.  
Increase due to combined operations of Gold Link Shuttle service (\$300).
  
- 8010 Postage  
Provides funds for postal expenses for dial-a-ride related services (\$180).
  
- 8020 Special Department Expense  
Provides for vehicle cleaning supplies, minor equipment for vans, DMV Pull notice program, DMV physicals for drivers, fire extinguisher maintenance and random drug testing (\$600).
  
- 8040 Advertising  
Provides funds for advertising staff recruitments for the Community Transit Program (\$300) and promotional advertisements for Gold Link (\$400).
  
- 8050 Printing & Duplication  
Provides funds for printing promotional materials to promote Gold Link Shuttle service, GL brochures (\$400) and Gold Link stop signs (\$400)
  
- 8100 Vehicle Maintenance  
Provides funds for repair & maintenance two 2006, one 2008 CNG vans (\$5,000), 2003 mini van (\$1,000), 1997 van (\$1,000).
  
- 8105 Fuel  
Fuel to operate Community Transit vehicles 3 CNG vans & 2 gasoline vans (\$8,000).
  
- 8132 Uniform Maintenance  
Provides for the purchase and replacement of uniforms and jackets (\$500).

- 8150 Telephone  
Provides funds for partial cost of Senior Center telephone service (\$200).
- 8180 Contract Services  
Provides funds for six cellular phones (\$1,500) to communicate with dispatcher & drivers and allows funds for contracting transit drivers
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions (\$500).
- 8300 Lease Payment  
Provides funds for copier lease used by transit program (\$300).

## PROP "A" – DIAL A RIDE

### Budget Detail

**205-8025**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	-	-	-	-	-	25,179
7010	Salaries - Temp / Part	-	-	-	-	-	52,005
7020	Overtime	-	-	-	-	-	600
7040	Holiday	-	-	-	-	-	-
7055	IOD - Non Safety	-	-	-	-	-	-
7070	Leave Buyback	-	-	-	-	-	-
7100	Retirement	-	-	-	-	-	11,423
7108	Deferred Compensation	-	-	-	-	-	-
7110	Workers Compensation	-	-	-	-	-	6,320
7120	Disability Insurance	-	-	-	-	-	-
7130	Group Health Insurance	-	-	-	-	-	4,500
7140	Vision Insurance	-	-	-	-	-	144
7150	Dental Insurance	-	-	-	-	-	540
7160	Life Insurance	-	-	-	-	-	112
7170	FICA - Medicare	-	-	-	-	-	1,128
	<WAGES & BENEFITS>	-	-	-	-	-	101,951
8000	Office Supplies	-	-	-	-	-	450
8010	Postage	-	-	-	-	-	270
8020	Special Department Expense	-	-	-	-	-	900
8040	Advertising	-	-	-	-	-	1,200
8050	Printing/Duplicating	-	-	-	-	-	1,200
8100	Vehicle Maintenance	-	-	-	-	-	18,000
8105	Fuel	-	-	-	-	-	19,000
8132	Uniform Expense/Cleaning	-	-	-	-	-	750
8150	Telephone	-	-	-	-	-	300
8180	Contract Services	-	-	-	-	-	2,250
8200	Training Expense	-	-	-	-	-	750
8300	Lease Payment	-	-	-	-	-	450
8350	Bad Debt Expense	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	-	-	-	-	-	45,520
8540	Automotive Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
<b>[205-8025] Dial-A-Ride Total</b>		-	-	-	-	-	<b>147,471</b>

## PROP "A" – DIAL A RIDE

Budget Detail

205-8025

### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provides funds for Transit Drivers.
- 7010 Part Time Salaries  
Provides funds for transit drivers, Secretary and Transportation Coordinator.
- 7020 Overtime  
Provides overtime pay for after hours relating to transit.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies.  
Increase due to combined operations of Dial a Ride shuttle service (\$450).
- 8010 Postage  
Provides funds for postal expenses for dial-a-ride related services (\$270).
- 8020 Special Department Expense  
Provides for vehicle cleaning supplies, minor equipment for vans, DMV Pull notice program, DMV physicals for drivers, fire extinguisher maintenance and random drug testing (\$900).
- 8040 Advertising  
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$1,200).
- 8050 Printing & Duplication  
Provides funds for printing promotional materials to promote Dial-a-ride shuttle service, and Dial-a-Ride brochures (\$1200).
- 8100 Vehicle Maintenance  
Provides funds for repair & maintenance two 2006, one 2008 CNG vans (\$13,000), 2003 mini van (\$3,000), 1997 van (\$2,000).
- 8105 Fuel  
Fuel to operate Community Transit vehicles 3 CNG vans & 2 gasoline vans (\$19,000).
- 8132 Uniform Maintenance  
Provides for the purchase and replacement of uniforms and jackets (\$750).

- 8150 Telephone  
Provides funds for partial cost of Senior Center telephone service (\$300).
- 8180 Contract Services  
Provides funds for six cellular phones to communicate with dispatcher & drivers and allows funds for contracting transit drivers (\$2,250).
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions (\$750).
- 8300 Lease Payment  
Provides funds for copier lease used by transit program (\$450).

## PROP "C" - LOCAL TRANSIT ADMINISTRATION

### Budget Detail

**207-2260**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	22,343	9,069	17,044	19,197	19,736	31,614
7010	Salaries - Temp / Part	6,006	5,820	-	-	-	-
7020	Overtime	759	355	139	-	200	-
7070	Leave Buyback	2,280	212	483	380	400	1,000
7100	Retirement	4,425	1,780	3,190	3,938	4,100	6,507
7108	Deferred Compensation	185	24	99	120	125	227
7110	Workers Compensation	141	98	94	195	103	48
7122	Unemployment Insurance	473	-	-	-	-	-
7130	Group Health Insurance	1,889	917	1,719	1,426	1,681	3,474
7131	Retiree Health Insurance	7,168	7,426	7,368	-	9,333	-
7140	Vision Insurance	44	31	51	53	52	108
7150	Dental Insurance	179	90	135	198	168	405
7160	Life Insurance	54	19	30	41	42	84
7170	FICA - Medicare	839	554	254	278	291	458
	<WAGES & BENEFITS>	46,785	26,395	30,606	25,826	36,231	43,925
8020	Special Department Expense	-	-	-	-	811	2,000
8050	Printing/Duplicating	-	-	-	5,000	-	-
8060	Dues & Memberships	2,640	2,700	2,770	2,800	2,800	3,000
8061	HOA Dues	-	-	-	-	28,334	17,400
8170	Professional Service	-	-	-	-	-	21,350
	<OPERATIONS & MAINTENANCE>	2,640	2,700	2,770	7,800	31,945	43,750
8540	Automotive Equipment	-	-	-	-	-	70,000
	<CAPITAL OUTLAY>	-	-	-	-	-	70,000
<b>[207-2260] Prop "C" Administration Total</b>		<b>49,425</b>	<b>29,095</b>	<b>33,376</b>	<b>33,626</b>	<b>68,176</b>	<b>157,675</b>

## PROP "C" - LOCAL TRANSIT ADMINISTRATION

Budget Detail

207-2260

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the Assistant City Manager, and Grants Analyst, CS Coordinator, CS Supervisor and CS Director. Refer to the Appendix for a detailed allocation list.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8020 Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$2,000), additional funding is in the Mission Meridian Public Garage account.
- 8060 Dues & Memberships  
Provides funds for a portion of membership to the San Gabriel Valley Council of Government (SGVCOG) (\$3,000).
- 8061 Property Owners' Association Dues  
Provides funds for a portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues (\$17,400).
- 8180 Contract Services  
Janitorial services for the Mission Meridian Village Parking Garage by Avalon Property Services (\$21,350).

## PROP "C" – GOLD LINK TRANSIT

### Budget Detail

207-8022

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	-	-	-	-	-	-
7010	Salaries - Temp / Part	-	-	-	-	-	34,840
7020	Overtime	-	-	-	-	-	500
7040	Holiday	-	-	-	-	-	-
7055	IOD - Non Safety	-	-	-	-	-	-
7070	Leave Buyback	-	-	-	-	-	-
7100	Retirement	-	-	-	-	-	-
7108	Deferred Compensation	-	-	-	-	-	-
7110	Workers Compensation	-	-	-	-	-	-
7120	Disability Insurance	-	-	-	-	-	-
7130	Group Health Insurance	-	-	-	-	-	-
7140	Vision Insurance	-	-	-	-	-	-
7150	Dental Insurance	-	-	-	-	-	-
7160	Life Insurance	-	-	-	-	-	-
7170	FICA - Medicare	-	-	-	-	-	-
	<WAGES & BENEFITS>	-	-	-	-	-	35,340
8000	Office Supplies	-	-	-	-	-	500
8010	Postage	-	-	-	-	-	500
8020	Special Department Expense	-	-	-	-	-	500
8040	Advertising	-	-	-	-	-	250
8050	Printing/Duplicating	-	-	-	-	-	700
8100	Vehicle Maintenance	-	-	-	-	-	2,000
8105	Fuel	-	-	-	-	-	1,000
8132	Uniform Expense/Cleaning	-	-	-	-	-	350
8150	Telephone	-	-	-	-	-	200
8180	Contract Services	-	-	-	-	-	1,800
8200	Training Expense	-	-	-	-	-	1,400
8300	Lease Payment	-	-	-	-	-	250
8350	Bad Debt Expense	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	-	-	-	-	-	9,450
8540	Automotive Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
<b>[207-8022] GoldLink Total</b>		-	-	-	-	-	<b>44,790</b>

# PROP "C" – GOLD LINK TRANSIT

## Budget Detail

207-8022

### PERSONNEL SERVICES

- 7010 Part time Salaries  
Provides funds for Transit Driver, Secretary and the Transit Coordinator.
- 7020 Overtime  
Provides overtime pay for after hours relating to transit.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies. Increase due to combined operations of Gold Link Shuttle service (\$500).
- 8010 Postage  
Provides funds for postal expenses for gold link related services (\$500).
- 8020 Special Department Expense  
Provides for vehicle cleaning supplies, minor equipment for vans, DMV Pull notice program, DMV physicals for drivers, fire extinguisher maintenance and random drug testing (\$500).
- 8040 Advertising  
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Gold Link (\$250).
- 8050 Printing & Duplication  
Provides funds for printing promotional materials to promote the Gold Link shuttle service (\$700).
- 8100 Vehicle Maintenance  
Provides funds for repair & maintenance two 2006, one 2008 CNG vans (\$1,000), 2003 mini van (\$500), 1997 van (\$500).
- 8105 Fuel  
Fuel to operate Community Transit vehicles 3 CNG vans & 2 gasoline vans (\$1,000).
- 8132 Uniform Maintenance  
Provides for the purchase and replacement of uniforms and jackets (\$350).
- 8150 Telephone  
Provides funds for partial cost of Senior Center telephone service (\$200).

- 8180 Contract Services  
Provides funds for six cellular phones to communicate with dispatcher & drivers and allows funds for contracting transit drivers (\$1,800).
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions (\$1,400).
- 8300 Lease Payment  
Provides funds for copier lease used by transit program (\$250).

## PROP "C" – DIAL A RIDE

### Budget Detail

**207-8025**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	74,205	81,976	82,972	88,372	84,404	41,965
7010	Salaries - Temp / Part	37,196	49,724	36,412	30,900	47,100	52,005
7020	Overtime	7,956	5,690	2,672	6,000	1,100	750
7040	Holiday	-	95	-	-	-	-
7055	IOD - Non Safety	7,018	1,347	-	-	-	-
7070	Leave Buyback	6,304	924	1,137	979	3,100	1,000
7100	Retirement	20,099	18,315	16,753	21,837	22,719	14,878
7108	Deferred Compensation	340	273	232	298	313	-
7110	Workers Compensation	4,483	5,544	4,079	7,008	4,186	6,622
7120	Disability Insurance	-	-	730	-	4,833	-
7130	Group Health Insurance	11,876	12,068	10,626	13,557	10,737	7,500
7140	Vision Insurance	410	420	398	420	403	240
7150	Dental Insurance	1,234	1,264	1,199	1,575	1,176	900
7160	Life Insurance	323	325	310	326	336	186
7170	FICA - Medicare	3,907	3,863	3,019	1,816	3,410	1,373
	<WAGES & BENEFITS>	175,352	181,829	160,538	173,088	183,817	127,419
8000	Office Supplies	-	-	-	-	-	200
8010	Postage	-	-	-	-	-	300
8020	Special Department Expense	-	-	-	-	-	1,000
8040	Advertising	-	-	-	-	-	250
8050	Printing/Duplicating	-	-	-	-	-	1,000
8100	Vehicle Maintenance	-	-	-	-	-	7,000
8105	Fuel	-	-	-	-	-	4,000
8132	Uniform Expense/Cleaning	-	-	-	-	-	900
8150	Telephone	-	-	-	-	-	300
8180	Contract Services	-	-	-	-	-	1,500
8200	Training Expense	-	-	-	-	-	850
8300	Lease Payment	-	-	-	-	-	500
	<OPERATIONS & MAINTENANCE>	-	-	-	-	-	17,800
8530	Computer Equipment	-	-	-	-	-	11,500
	<CAPITAL OUTLAY>	-	-	-	-	-	11,500
<b>[207-8025] Dial-A-Ride Total</b>		<b>175,352</b>	<b>181,829</b>	<b>160,538</b>	<b>173,088</b>	<b>183,817</b>	<b>156,719</b>

## PROP “C” – DIAL A RIDE

### Budget Detail

207-8025

#### PERSONNEL SERVICES

- 7000 Regular Salaries  
Provide for Transit Drivers
  
- 7010 Part time Salaries  
Provides funds for Transit Driver, Secretary and the Transit Coordinator.
  
- 7020 Overtime  
Provides overtime pay for after hours relating to transit.
  
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

#### OPERATIONS & MAINTENANCE

- 8000 Office Supplies  
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies.  
Increase due to combined operations of Dial a Ride (\$200).
  
- 8010 Postage  
Provides funds for postal expenses for dial-a-ride related services (\$300).
  
- 8020 Special Department Expense  
Provides for vehicle cleaning supplies, minor equipment for vans, DMV Pull notice program, DMV physicals for drivers, fire extinguisher maintenance and random drug testing (\$1,000).
  
- 8040 Advertising  
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$250).
  
- 8050 Printing & Duplication  
Provides funds for printing promotional materials to promote Dial-a-ride shuttle service, and Dial-a-Ride and brochures (\$1,000).
  
- 8100 Vehicle Maintenance  
Provides funds for repair & maintenance two 2006, one 2008 CNG vans (\$4,000), 2003 mini van (\$1,000), 1997 van (\$2,000).
  
- 8105 Fuel  
Fuel to operate Community Transit vehicles 3 CNG vans & 2 gasoline vans (\$4,000).
  
- 8132 Uniform Maintenance  
Provides for the purchase and replacement of uniforms and jackets (\$900).

- 8150 Telephone  
Provides funds for partial cost of Senior Center telephone service (\$300).
- 8180 Contract Services  
Provides funds for six cellular phones to communicate with dispatcher & drivers and allows funds for contracting transit drivers (\$1,500).
- 8200 Employee Training  
Provides funds for training seminars, materials, and job-related training sessions (\$850).
- 8300 Lease Payment  
Provides funds for copier lease used by transit program (\$500).

## CDBG - SENIOR NUTRITION PROGRAM

**Budget Detail**

**260-8023**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8180	Contract Services	53,000	62,465	29,400	22,237	22,237	23,898
	<OPERATIONS & MAINTENANCE	53,000	62,465	29,400	22,237	22,237	23,898
	<b>[260-8023] CDBG Senior Nutrition Prog</b>	<b>53,000</b>	<b>62,465</b>	<b>29,400</b>	<b>22,237</b>	<b>22,237</b>	<b>23,898</b>

## **CDBG - SENIOR NUTRITION PROGRAM**

**Budget Detail**

**260-8023**

### **OPERATIONS & MAINTENANCE**

8180 Contract Services

Provides about 50% (\$26,160) 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.



## CRA ADMINISTRATION

### Budget Detail

**227-7210**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	29,580	29,454	40,975	56,741	47,124	59,458
7010	Salaries - Temp / Part	6,534	8,865	-	-	-	-
7020	Overtime	7	412	-	-	-	-
7070	Leave Buyback	518	7,273	3,586	1,840	500	2,000
7100	Retirement	5,634	5,643	7,173	11,640	7,632	12,238
7108	Deferred Compensation	825	940	967	1,185	329	1,200
7110	Workers Compensation	511	616	620	552	515	135
7130	Group Health Insurance	1,705	1,603	2,433	4,024	2,521	4,024
7131	Retiree Health Insurance	2,354	2,439	2,420	-	3,065	-
7140	Vision Insurance	53	52	77	118	76	118
7150	Dental Insurance	181	154	163	441	267	441
7160	Life Insurance	41	37	42	91	55	91
7170	FICA - Medicare	934	1,206	638	823	696	862
	<WAGES & BENEFITS>	48,876	58,695	59,095	77,455	62,780	80,567
8010	Postage	-	1,600	-	-	-	-
8020	Special Department Expense	-	-	504	-	-	-
8050	Printing/Duplicating	-	750	4,048	-	58	-
8160	Legal Service	15,517	85,249	53,357	75,000	26,000	75,000
8170	Professional Service	145,565	133,769	24,362	108,350	14,707	75,000
8173	Facade Improvement Program	-	22,750	-	50,000	50,000	50,000
8180	Contract Services	401,105	-	-	10,000	-	25,000
8200	Training Expense	-	-	-	3,000	1,276	3,000
8332	ERAF Payment	-	-	-	-	-	-
8335	Property Tax Admin. Fee	-	7,094	6,689	-	223,231	51,949
8400	Overhead Allocation	-	-	-	-	27,483	27,483
	<OPERATIONS & MAINTENANCE>	562,187	251,212	88,960	246,350	342,755	307,432
	<b>[227-7210] CRA Downtown Revitalization</b>	<b>611,062</b>	<b>309,906</b>	<b>148,055</b>	<b>323,805</b>	<b>405,535</b>	<b>387,999</b>

## CRA ADMINISTRATION

Budget Detail

227-7210

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the City Manager, Assistant City Manager, Human Resources Manager, Director of Finance, and Assistant Finance Director. Refer to the Appendix for a detailed allocation list.
- 7070 Leave Buyback  
Provides funds to employees who opt to sell back hours of their leave balances.

### OPERATIONS & MAINTENANCE

- 8160 Legal Services  
Provides funds for contract Redevelopment Agency attorney (\$75,000).
- 8170 Professional Services  
Provides funds for the cost of the CRA audit (\$5,000). Remaining funds are for professional services related to downtown revitalization. (\$70,000).
- 8173 Façade Improvement Programs  
Provides matching funds for the façade improvement program approved by CRA (\$50,000).
- 8180 Contract Services  
Provides funds for contract services (\$25,000).
- 8200 Training Expense  
Provides funds for employee training related to the redevelopment agency and its operation (\$3,000).
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund.

## CRA HOUSING

### Budget Detail

**229-7220**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
7000	Salaries - Permanent	37,825	31,856	42,999	51,994	47,481	55,382
7010	Salaries - Temp / Part	6,791	8,254	740	-	700	-
7020	Overtime	217	464	21	366	-	-
7070	Leave Buyback	713	4,972	2,062	1,190	700	2,000
7100	Retirement	7,381	6,175	7,825	10,666	8,850	11,399
7108	Deferred Compensation	546	557	600	722	299	744
7110	Workers Compensation	446	517	497	493	451	112
7120	Disability Insurance	-	-	-	-	128	-
7130	Group Health Insurance	3,430	3,090	3,869	4,233	3,773	4,233
7131	Retiree Health Insurance	1,360	1,409	1,398	-	1,771	-
7140	Vision Insurance	106	95	123	144	123	144
7150	Dental Insurance	335	252	299	540	400	540
7055	IOD - Non Safety	-	-	-	-	20	-
7160	Life Insurance	81	66	80	112	99	112
7170	FICA - Medicare	997	1,108	659	759	705	803
	<WAGES & BENEFITS>	60,227	58,814	61,170	71,219	65,500	75,469
8170	Professional Service	952	10,405	16,086	24,000	-	20,000
8180	Contract Services	5,000	5,000	5,000	-	-	-
8182	Property Tax - Leased Property	332	336	350	450	-	450
8331	Debt Service - Interest	-	-	-	-	-	-
8335	Property Tax Admin. Fee	-	1,773	1,672	1,650	-	2,000
8400	Overhead Allocation	-	-	-	-	15,824	15,824
	<OPERATIONS & MAINTENANCE>	6,284	17,515	23,108	26,100	15,824	38,274
<b>[229-7220] CRA Housing Total</b>		<b>66,512</b>	<b>76,329</b>	<b>84,279</b>	<b>97,319</b>	<b>81,324</b>	<b>113,743</b>

## CRA HOUSING

Budget Detail

229-7220

### PERSONNEL SERVICES

- 7000 Salaries – Regular Employees  
Provides the partial compensation for the City Manager, Assistant City Manager, Human Resources Manager, Executive Assistant, Director of Finance, Assistant Finance Director, Accounting Technician (2), Account Clerk, and Associate Planner. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time  
Provides compensation for non-salaried part-time employees.
- 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

- 8170 Professional Services  
Provides funds for professional services related to downtown revitalization (\$20,000).
- 8182 Property Tax-Residential Lease  
Provides funds for the annual property taxes of the City-owned 308 San Pasqual Avenue property (\$450).
- 8335 Property Tax  
Administration Fee (\$2,000)
- 8400 Overhead Allocation  
Charges for administrative services provided by the General Fund.

## CRA DEBT SERVICE

### Budget Detail

**227-7211 & 229-7221**

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2006/07	2007/08	2008/09	2009/10	2009/10	2010/11
8170	Professional Service	441	441	397	450	450	450
8330	Debt Service - Principal	14,000	15,000	15,000	16,000	16,000	17,000
8331	Debt Service - Interest	24,644	24,917	24,152	23,371	23,371	22,532
	<OPERATIONS & MAINTENANCE	39,085	40,358	39,548	39,821	39,821	39,982
<b>[229-7221] CRA Housing Debt Service To</b>		<b>39,085</b>	<b>40,358</b>	<b>39,548</b>	<b>39,821</b>	<b>39,821</b>	<b>39,982</b>

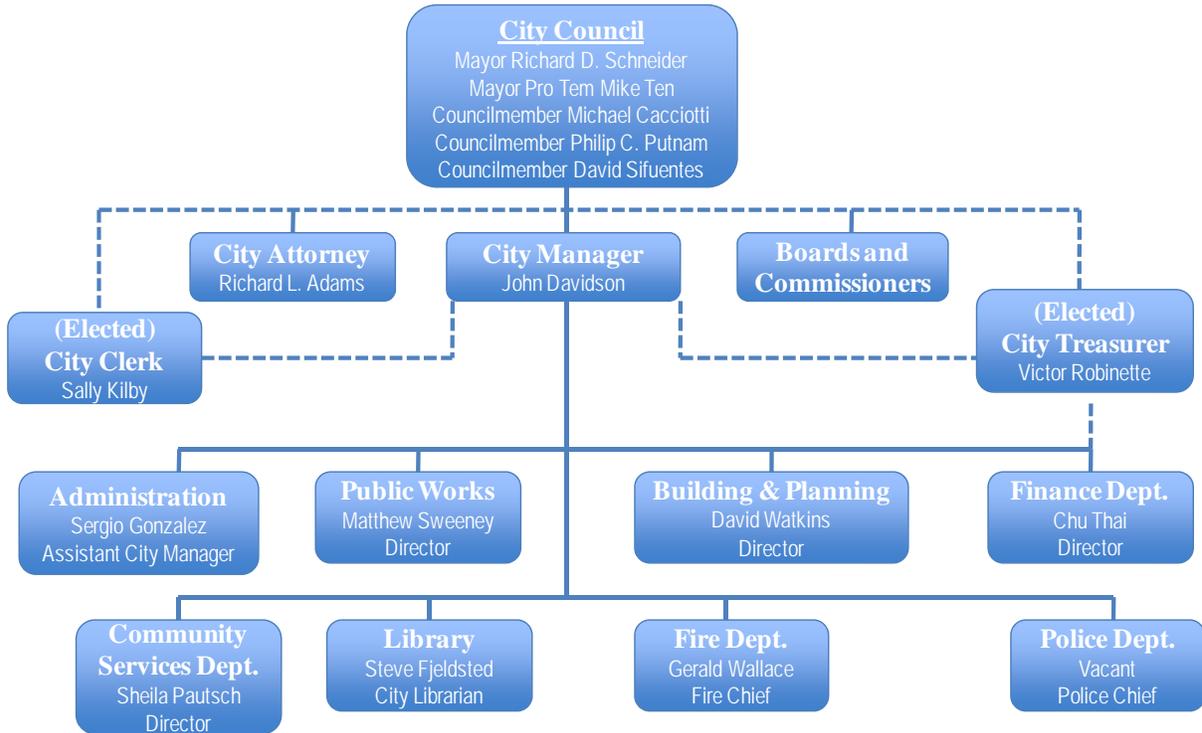
8170	Professional Service	441	441	397	450	450	450
8330	Debt Service - Principal	14,000	15,000	15,000	16,000	16,000	17,000
8331	Debt Service - Interest	24,644	24,917	24,152	23,371	23,371	22,532
	<OPERATIONS & MAINTENANCE	39,085	40,358	39,548	39,821	39,821	39,982
<b>[229-7221] CRA Housing Debt Service To</b>		<b>39,085</b>	<b>40,358</b>	<b>39,548</b>	<b>39,821</b>	<b>39,821</b>	<b>39,982</b>



# Organization Chart

## City of South Pasadena

### Organizational Chart



## Full-Time Authorized Positions

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
<b>City Clerk's Office</b>					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Secretary	-	-	1.00	1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<b>City Manager's Office</b>					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	1.00
Transportation Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Manager	-	-	-	1.00	1.00
Sr. Management Analyst	1.00	-	1.00	-	-
Grants Analyst	-	1.00	1.00	1.00	1.00
Administrative Analyst	1.00	2.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
<b>Finance Department</b>					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Utility Billing Coordinator	1.00	1.00	1.00	1.00	1.00
Filing Liaison	1.00	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00	2.00
Account Clerk	2.00	2.00	2.00	2.00	2.00
	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
<b>Police Department</b>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00	2.00
Police Sergeant	7.00	7.00	7.00	7.00	7.00
Police Officer II	5.00	5.00	5.00	5.00	5.00
Police Officer	21.00	21.00	21.00	21.00	21.00
Support Services Assistant	1.00	1.00	1.00	1.00	1.00
Senior Police Clerk	1.00	1.00	1.00	1.00	1.00
Police Clerk II	4.00	4.00	4.00	4.00	4.00
Police Assistant	8.00	8.00	8.00	8.00	8.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>

## Full-Time Authorized Positions

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
<b>Fire Department</b>					
Fire Chief	0.50	0.50	-	-	-
Battalion Chief	3.00	3.00	3.00	3.00	3.00
Fire Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	6.00	6.00	6.00	6.00	6.00
Firefighter/Paramedic	11.00	11.00	11.00	12.00	12.00
Firefighter	1.00	1.00	1.00	-	-
	<u>24.50</u>	<u>24.50</u>	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>
<b>Public Works Department</b>					
<u>Administration/Engineering Division</u>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	1.00
Project Manager	-	1.00	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Engineering Aide	1.00	1.00	1.00	1.00	1.00
Public Works Assistant	1.00	1.00	1.00	1.00	1.00
<u>Maintenance Division</u>					
Public Works Superintendent	-	-	-	-	0.50
Maintenance Superintendent	1.00	1.00	1.00	1.00	-
Parks Supervisor	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	3.00	3.00	3.00	3.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I/II	5.00	5.00	5.00	5.00	4.00
Secretary	1.00	1.00	1.00	1.00	1.00
<u>Water Enterprise Division</u>					
Public Works Superintendent	-	-	-	-	0.50
Water Utility Manager	1.00	1.00	1.00	1.00	-
Water System Supervisor	2.00	2.00	2.00	2.00	2.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Water Production/Treatment Operator	3.00	3.00	3.00	3.00	3.00
Maintenance Worker I/II	2.00	2.00	2.00	2.00	4.00
	<u>29.00</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>
<b>Planning &amp; Building Department</b>					
Planning & Building Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Sr. Management Analyst	-	1.00	-	-	-
Associate Planner	1.00	1.00	1.00	1.00	1.00
Community Improvement Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>5.00</u>	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

## Full-Time Authorized Positions

	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>
<b>Library</b>					
City Librarian	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Librarian	3.00	3.00	3.00	3.00	3.00
Library Technical Assistant	1.00	1.00	1.00	1.00	1.00
Library Clerk II	1.00	1.00	1.00	1.00	1.00
Library Clerk I	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	11.00	11.00	11.00	11.00	11.00
<b>Community Services Department</b>					
Community Services Director	1.00	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00
Youth Services Supervisor	1.00	1.00	1.00	1.00	1.00
Community Services Coordinator	1.00	1.00	1.00	1.00	1.00
Transportation Driver	2.00	2.00	2.00	2.00	2.00
	6.00	6.00	6.00	6.00	6.00
<b><i>Grand Total Full-Time</i></b>	<b><i>142.50</i></b>	<b><i>145.50</i></b>	<b><i>145.00</i></b>	<b><i>145.00</i></b>	<b><i>145.00</i></b>

## Part-Time Positions

	<u>2006/07</u>	<u>2007/08</u>	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>
<b>City Clerk's Office</b>					
Secretary	-	0.75	-	-	-
Typist Clerk II	0.59	-	-	-	-
<b>City Manager's Office</b>					
Secretary	0.40	0.40	-	-	-
Professional Intern	-	-	0.75	0.75	3.00
<b>Finance Department</b>					
Account Clerk	0.38	0.38	0.38	0.38	-
Professional Intern	-	-	-	-	0.40
<b>Police Department</b>					
Crossing Guards	1.83	1.83	1.83	1.83	1.83
Police Cadets	1.95	1.95	1.95	1.95	1.95
<b>Fire Department</b>					
Fire Chief	-	-	0.50	0.50	0.50
Fire Prevention Specialist	0.88	0.88	0.88	0.88	0.88
Professional Intern	0.88	0.88	0.88	0.88	0.88
<b>Public Works Department</b>					
Maintenance Assistant	-	0.75	0.75	0.75	-
Intern	0.14	0.50	0.50	0.05	0.05
<b>Planning &amp; Building Department</b>					
Professional Intern	1.00	1.00	1.00	1.00	1.00
Clerk I	0.35	0.35	0.35	0.35	0.35
<b>Library</b>					
Children's Librarian	1.00	1.00	1.00	1.00	1.00
Librarian Substitute	0.40	0.40	0.40	0.40	0.40
Clerk II	1.50	1.50	1.50	1.50	1.50
Clerk I	2.00	2.00	2.00	2.00	2.00
Library Aide/Monitor II	0.70	0.70	0.70	0.70	0.70
Library Aide II	0.50	0.50	0.50	0.50	0.50
Library Aide I	4.00	4.00	4.00	4.00	4.00
<b>Community Services Department</b>					
Camp Director	0.80	0.80	0.80	0.80	0.80
Secretary	1.76	1.76	1.76	1.76	1.76
Transportation Coordinator	-	0.75	0.75	0.75	0.75
Bus Driver	0.77	2.45	2.45	2.45	2.45
Professional Intern	1.17	1.17	1.17	1.17	0.75
Recreation Leader	4.29	4.29	4.54	4.54	5.00
Meal Site Manager	0.49	0.49	0.49	0.49	0.49
<b>Grand Total Part-Time</b>	<u>27.78</u> ▼	<u>31.48</u> ▼	<u>31.83</u> ▼	<u>31.38</u> ▼	<u>32.94</u>

## Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	229 Housing	230 Gas Tax	500 Water	Total
<b>City Clerk's Office</b>										
City Clerk	1.00	-	-	-	-	-	-	-	-	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	-	1.00
Secretary	1.00	-	-	-	-	-	-	-	-	1.00
<b>City Clerk Total</b>	<b>3.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3.00</b>
<b>City Manager's Office</b>										
Administrative Analyst	1.00	-	-	-	-	-	-	-	-	1.00
Asst. City Manager	0.66	-	0.02	-	-	0.12	0.10	-	0.10	1.00
City Manager	0.55	-	-	-	-	0.10	0.05	-	0.30	1.00
Executive Assistant	0.95	-	-	-	-	-	0.05	-	-	1.00
Grants Analyst	0.50	0.05	0.05	-	-	-	-	-	0.40	1.00
Human Resources Manager	0.83	-	-	-	-	0.07	0.10	-	-	1.00
Transportation Manager	1.00	-	-	-	-	-	-	-	-	1.00
<b>City Manager Total</b>	<b>5.49</b>	<b>0.05</b>	<b>0.07</b>	<b>-</b>	<b>-</b>	<b>0.29</b>	<b>0.30</b>	<b>-</b>	<b>0.80</b>	<b>7.00</b>
<b>Finance Department</b>										
Account Clerk	1.35	-	-	0.15	-	-	0.10	-	1.40	3.00
Accounting Technician	0.65	-	-	0.05	-	-	0.05	-	0.25	1.00
Assistant Finance Director	0.40	-	-	0.10	-	0.10	0.05	-	0.35	1.00
Filing Liasion	1.00	-	-	-	-	-	-	-	-	1.00
Finance Director	0.40	-	-	0.10	-	0.10	0.05	-	0.35	1.00
Utility Billing Coordinator	-	-	-	0.10	-	-	-	-	0.90	1.00
<b>Finance Total</b>	<b>3.80</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>-</b>	<b>0.20</b>	<b>0.25</b>	<b>-</b>	<b>3.25</b>	<b>8.00</b>
<b>Police Department</b>										
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	1.00
Police Assistant	8.00	-	-	-	-	-	-	-	-	8.00
Police Captain	2.00	-	-	-	-	-	-	-	-	2.00
Police Chief	1.00	-	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	-	4.00
Police Officer	21.00	-	-	-	-	-	-	-	-	21.00
Police Officer II	5.00	-	-	-	-	-	-	-	-	5.00
Police Sergeant	7.00	-	-	-	-	-	-	-	-	7.00
Senior Police Clerk	1.00	-	-	-	-	-	-	-	-	1.00
Support Services Assist	1.00	-	-	-	-	-	-	-	-	1.00
<b>Police Total</b>	<b>51.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51.00</b>
<b>Fire Department</b>										
Batallion Chief	3.00	-	-	-	-	-	-	-	-	3.00
Fire Captain	3.00	-	-	-	-	-	-	-	-	3.00
Fire Engineer	6.00	-	-	-	-	-	-	-	-	6.00
Firefighter/Paramedic	12.00	-	-	-	-	-	-	-	-	12.00
<b>Fire Total</b>	<b>24.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24.00</b>

## Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	229 Housing	230 Gas Tax	500 Water	Total
<b>Public Works</b>										
Associate Civil Engineer	0.25	-	-	0.05	0.10	-	-	0.30	0.30	1.00
Building Maint. Worker	1.00	-	-	-	-	-	-	-	-	1.00
Deputy Public Works Director	0.35	-	-	0.10	-	-	-	0.05	0.50	1.00
Electrician	0.50	-	-	-	-	-	-	-	0.50	1.00
Engineering Aide	0.30	-	-	0.05	-	-	-	0.35	0.30	1.00
Facilities Maint Superv	0.60	-	-	-	-	-	-	-	0.40	1.00
Maintenance Worker I/II	1.00	-	-	2.00	-	-	-	2.00	5.00	10.00
Public Works Assistant	0.70	-	-	0.10	-	-	-	0.10	0.10	1.00
Public Works Director	0.35	-	-	0.10	-	-	-	0.05	0.50	1.00
Public Works Project Manager	0.35	-	-	0.10	-	-	-	0.05	0.50	1.00
Public Works Superintendent	0.40	-	-	0.20	-	-	-	0.20	0.20	1.00
Secretary	0.20	-	-	0.15	-	-	-	0.20	0.45	1.00
Senior Maintenance Worker	0.40	-	-	-	1.60	-	-	1.00	-	3.00
Street Supervisor	-	-	-	0.50	-	-	-	0.50	-	1.00
Treatment Operator	-	-	-	-	-	-	-	-	3.00	3.00
Water Systems Supervisor	-	-	-	-	-	-	-	-	2.00	2.00
<b>Public Works Total</b>	<b>6.40</b>	<b>-</b>	<b>-</b>	<b>3.35</b>	<b>1.70</b>	<b>-</b>	<b>-</b>	<b>4.80</b>	<b>13.75</b>	<b>30.00</b>
<b>Planning &amp; Building</b>										
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	1.00
Associate Planner	0.95	-	-	-	-	-	0.05	-	-	1.00
Community Improvmtnt Coord	1.00	-	-	-	-	-	-	-	-	1.00
Planning & Building Director	1.00	-	-	-	-	-	-	-	-	1.00
Senior Planner	1.00	-	-	-	-	-	-	-	-	1.00
<b>Planning &amp; Building Total</b>	<b>4.95</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.05</b>	<b>-</b>	<b>-</b>	<b>5.00</b>
<b>Library</b>										
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	1.00
City Librarian	1.00	-	-	-	-	-	-	-	-	1.00
Librarian	3.00	-	-	-	-	-	-	-	-	3.00
Library Clerk I	1.00	-	-	-	-	-	-	-	-	1.00
Library Clerk II	1.00	-	-	-	-	-	-	-	-	1.00
Library Tech Assistant	1.00	-	-	-	-	-	-	-	-	1.00
Senior Librarian	3.00	-	-	-	-	-	-	-	-	3.00
<b>Library Total</b>	<b>11.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11.00</b>
<b>Community Services</b>										
Community Services Coord	0.75	0.15	0.10	-	-	-	-	-	-	1.00
Community Services Director	0.87	0.10	0.03	-	-	-	-	-	-	1.00
Community Services Supervisor	1.50	0.25	0.25	-	-	-	-	-	-	2.00
Transportation Driver	-	1.00	1.00	-	-	-	-	-	-	2.00
<b>Community Services Total</b>	<b>3.12</b>	<b>1.50</b>	<b>1.38</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6.00</b>
<b>Total</b>	<b>112.76</b>	<b>1.55</b>	<b>1.45</b>	<b>3.85</b>	<b>1.70</b>	<b>0.49</b>	<b>0.60</b>	<b>4.80</b>	<b>17.80</b>	<b>145.00</b>

# Glossary of Budget Terms

## **APPROPRIATION**

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

## **ASSESSED VALUATION**

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

## **AUDIT**

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

## **BEGINNING/ ENDING**

### **(UNAPPROPRIATED) FUND BALANCE**

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

## **BOND**

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

## **BUDGET**

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

## **CAPITAL IMPROVEMENT**

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

## **CAPITAL IMPROVEMENT PROGRAM**

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

## **CAPITAL OUTLAY**

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

## **CAPITAL PROJECTS**

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

## **CITY MANAGER'S BUDGET MESSAGE**

A general discussion of the Budget and related financial issues.

## **DEBT SERVICE**

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

## **DEBT SERVICE REQUIREMENTS**

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

## **DEFICIT**

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

## **DEPARTMENT**

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

## **DIVISION**

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

## Glossary of Budget Terms

### **ENCUMBRANCE**

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

### **ENTERPRISE FUND**

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

### **EXPENDITURE**

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

### **EXPENSE**

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

### **FISCAL YEAR**

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

### **FUND**

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

### **FUND BALANCE**

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

### **GENERAL FUND**

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

### **GOVERNMENTAL FUND**

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

### **GRANT**

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

### **INTERFUND TRANSFERS**

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

### **MATERIALS, SUPPLIES AND SERVICES**

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

### **MUNICIPAL CODE**

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

### **OBJECTIVES**

The expected results or achievements of a budgeted activity.

## **Glossary of Budget Terms**

### **OPERATING BUDGET**

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

### **ORDINANCE**

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

### **PROGRAM**

A sub-section of a Division which provides specific services or a product; a Program is the smallest unit of service. There may be one or Programs within a Division.

### **RESERVE**

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

### **RESOLUTION**

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

### **RETAINED EARNINGS**

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

### **REVENUES**

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

### **SALARIES, WAGES and EMPLOYEE BENEFITS**

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

### **SPECIAL REVENUE FUNDS**

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

# Description Of Funds

## General Fund

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

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

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

## Special Revenue Funds

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

**200-Proposition 1B Local Return Fund** – To account for resources originating with the November 2006 voter-approved measure that enabled the State of California to issue \$19.9 billion in bonds for highway safety, traffic reduction, port security and air quality.

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

**203-Caltrans Blue Line Parking Fund** – To account for Caltrans funds used for the Blue Line parking structure project.

**204-Traffic Improvement Fund** – To account for state and federal grant funding of traffic congestion improvements on Fair Oaks Street and other busy intersections.

**205-Proposition “A” Local Return Fund** – To account for all revenues and expenditures associated with the ½% sales tax approved by Proposition A in 1980. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

## Description Of Funds

**207-Proposition “C” Local Return Fund** – To account for all revenues and expenditures associated with the ½% sales tax approved by Proposition C in 1990. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

**208-ISTEA/Metro Fund** – To account for project funds received from the federal Intermodal Surface Transportation Efficiency (ISTEA) and Metro funds for restoration and paving projects.

**209-Gold Line Betterments Grant Fund** – To account for the MTA grant funding for the improvements in art and design of the Gold Line (formerly Blue Line) Mission Street Station.

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

**214-Rogan H.R. 5394 Grant Fund** – To account for grant funding from House Resolution 5394 (2001) for design and engineering services for traffic improvements along major and minor arterials.

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

**216-Safe Routes to School** – To account for the state grant used for safety improvements, including implementation of latest technology and safety standards in assisting school children in getting to and from neighborhood schools.

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

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

**222-MTA Bus Purchase Fund** – To account for grant funds for the purchase of circulator gold link busses.

**225-Mission Oaks Parking Fund** – To account for assessments from members of the Mission Oaks Parking district expended for parking improvements.

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

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

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

## Description Of Funds

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

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

**271, 272, 273 & 274-Federal and State Grant funds** – To account for the operations of various federal and state grants, including the County Park Bond grant and the COPS grants. California Law Enforcement Equipment Purchase (CLEEP) fund are State of California subvention to local police agencies, and has been discontinued.

**290-99 Pasadena Ave Fund** – Revenues received from a development agreement, these funds are to be used on street improvement projects within the city.

### Enterprise Funds

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

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

**500-Water Utility Enterprise Fund** – To account for all the activities and operations of the Utility. The Utility has several functioning wells (in neighboring San Gabriel and San Marino), two functioning reservoirs, and maintains miles of water lines and transmission lines. The water fund issued revenue bonds in 2004 to raise \$8.6 million for capital construction purposes. The debt is serviced solely by a capital improvement surcharge also established in 2004.

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

### Capital Projects Funds

Governments often find it useful to report major capital acquisition and construction separately from their ongoing activities. Separate reporting enhances an understanding of the government's capital activities, and it helps to avoid the distortions in financial resources trend information that can arise when capital and operating activities are mixed. The City of South Pasadena Community Redevelopment Agency (CRA) is accounted for using a capital projects fund.

**227-CRA Administration & Capital Projects** - to account for the operating and construction activities of the CRA. 80% of all tax increment proceeds in the project area are receipted in the Capital Projects Fund.

**229-CRA Low/Moderate Income Housing Fund** – State law requires that 20% of all tax increment proceeds be separated for application toward low/mod housing activities.

## **Basis Of Budget Accounting**

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

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

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

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

# City Profile

## General Information Of The City

The City of South Pasadena is located approximately six miles northeast of downtown Los Angeles, between the cities of Pasadena, San Marino, Los Angeles and Alhambra. It has a population of 25,824. Founded in 1874 by the Indiana Colony, the City was incorporated as a General Law city of the State of California on March 2, 1888. South Pasadena is known for its tree-lined streets, historic California Craftsman-style homes, unique small businesses and its outstanding public schools. This small town atmosphere makes South Pasadena one of California's most desirable locations. South Pasadena has quality education, a strong religious community, an extensive network of parks and a rich architectural heritage. Dynamic civic organizations, a population of ethnic and cultural diversity, and a vital seniors' group further enrich our small-town quality of life. Small, proud and independent, the City of South Pasadena has battled for a hundred years to preserve its status as a distinct—and distinctive—community. South Pasadena possesses a full-service City government that provides high-quality services in general administration, police, fire, library, public works, community development, and redevelopment projects.

## History Of The City

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

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

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

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

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

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

# Budget Resolutions

RES. VOL. 45

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06/02/10

## RESOLUTION NO. 7109

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2010/11 BUDGET

**WHEREAS**, the City Manager has submitted to the City Council a proposed budget for the 2010/11 Fiscal Year and said budget has been considered in public sessions on March 31, 2010 and June 2, 2010.

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

**SECTION 1.** That the budget proposed by the City Manager for the Fiscal Year commencing on July 1, 2010, with proposed revenues and transfers in from other funds totaling \$49,264,243, and expenditures and transfers out to other funds totaling \$62,828,237, is hereby approved, adopted and appropriated.

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

**SECTION 3.** The City Council does hereby authorize and approve the number and classification of employees in the respective functions, departments and/or activities as set forth in the FY 2010/11 Fiscal Year Budget.

**SECTION 4.** The resolution shall become effective immediately upon its adoption.

**SECTION 5.** The City Clerk shall certify to the adoption of this resolution.

**PASSED, APPROVED AND ADOPTED ON** this 2<sup>nd</sup> day of June, 2010.

  
Richard D. Schneider, M.D., Mayor

# Budget Resolutions

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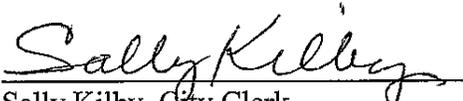
06/02/10

RESOLUTION NO. 7109

Page 2

**ATTEST:**

**APPROVED AS TO FORM:**

  
Sally Kilby, City Clerk

  
Richard L. Adams II, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 2<sup>nd</sup> day of June, 2010, by the following vote:

**AYES:** Cacciotti, Putnam, Sifuentes, Ten and Mayor Schneider

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
Sally Kilby, City Clerk

# GANN Limit

RES. VOL. 45

PAGE 237

06/02/10

## RESOLUTION NO. 7110

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
DETERMINING AND ESTABLISHING AN APPROPRIATIONS  
LIMIT FOR FISCAL YEAR 2010-11 IN ACCORDANCE WITH  
ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION  
AND GOVERNMENT CODE SECTION 7910**

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

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

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

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

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

**WHEREAS**, said Appropriations Limit must be adhered to in preparing and adopting this City's annual budget.

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

**SECTION 1.** In compliance with Article XIII B of the Constitution of the State of California, and Section 7910 of the Government Code, the City established the City's Appropriation Limit for Fiscal Year 2009/10 to be \$17,551,999, which amends the Limit for that year adopted in Resolution No. 7063, and the City hereby establishes the City's Appropriation Limit for Fiscal Year 2010/11 to be \$18,064,023.

**SECTION 2.** In computation of such limits, the City selected population factors for Los Angeles County, not those of South Pasadena, for use in Fiscal Year 2010/11.

# GANN Limit

RES. VOL. 45

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RESOLUTION NO. 7110

Page 2

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

**SECTION 4.** Said Appropriation Limit shall be adhered to in the City of South Pasadena's budget for Fiscal Year 2010/11.

**SECTION 5.** This resolution shall become effective immediately upon its adoption.

**SECTION 6.** The City Clerk shall certify to the adoption of this Resolution.

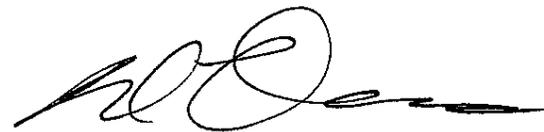
**PASSED, APPROVED AND ADOPTED** this 2<sup>nd</sup> day of June, 2010.

  
Richard D. Schneider, M.D., Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
Sally Kilby, City Clerk

  
Richard L. Adams II, City Attorney

# GANN Limit

RES. VOL. 45

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06/02/10

RESOLUTION NO. 7110

Page 2

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

**SECTION 4.** Said Appropriation Limit shall be adhered to in the City of South Pasadena's budget for Fiscal Year 2010/11.

**SECTION 5.** This resolution shall become effective immediately upon its adoption.

**SECTION 6.** The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** this 2<sup>nd</sup> day of June, 2010.

  
Richard D. Schneider, M.D., Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
Sally Kilby, City Clerk

  
Richard L. Adams II, City Attorney

# GANN Limit

**Exhibit A**  
**South Pasadena**  
**Appropriations (Gann) Limit Calculation**  
 Fiscal Year 2010/11

**I Appropriation Limit**

Prior Year, 2009-10 Adopted Limit		\$17,551,999
Adjustment Factors:		
Change in Non-Residential Valuation due to New Construction (Note 1)	1.0207	
Change in L.A. County Population (Note 2)	1.0083	1.02917181
Current Year, 2010-11 Appropriation Limit		\$18,064,023

**II Appropriations Subject to Limit**

Projected 2010-11 Revenues, All City Funds		\$35,435,960
Less: Non-Proceeds of Taxes (See Exhibit B)		(18,691,174)
Less: Exclusions (See Exhibit C)		(347,335)
Total City Appropriations Subject to Limit		\$16,397,451

**III Amount Over/(Under) Limit (I - II)** (\$1,666,572)

**IV Total City Appropriations as a % of Limit** 90.77%

Note 1: Change in California per capita income, -2.54%, is exceeded by the change in assessed valuation due to non-residential new construction (provided by HdL).

Note 2: South Pasadena population growth, .56%, is exceeded by the County of Los Angeles' growth, .83%.  
 Total City population as of January 1, 2010 is 25,881.

# GANN Limit

Exhibit B

**Non-Proceeds of Taxes**

Fiscal Year 2010/11

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
<b>General Fund</b>			
Property Tax	7,993,300		7,993,300
Library Special Tax	228,100		228,100
Sales Tax	1,014,100		1,014,100
Sales Tax "In Lieu"	396,600		396,600
PSAF Sales Tax (Exempted by Statute)		194,500	194,500
Business License Tax	353,200		353,200
Utility Users Tax	3,476,200		3,476,200
Vehicle License Fee	60,000		60,000
Property Tax - VLF/Swap	1,984,700		1,984,700
Franchise Fees		812,900	812,900
Real Property Transfer Tax	90,100		90,100
Licenses/Permits		579,800	579,800
Fines/Penalties		620,000	620,000
Rentals		496,520	496,520
State, Federal & Local Reimb/Grants		67,000	67,000
Fees & Charges		1,872,000	1,872,000
Workers' Comp. Reimbursement		60,000	60,000
Liability Reimbursement		30,000	30,000
Reimbursement - Sewer/CRA/Water		526,689	526,689
Recycling		85,000	85,000
Other Revenues		72,700	72,700
<b>Total General Fund</b>	<b>15,596,300</b>	<b>5,417,109</b>	<b>21,013,409</b>
<b>Other Funds</b>			
MTA Pedestrian Improvement Fund		155,906	155,906
Traffic Improvement Fund (State)		4,121,046	4,121,046
Local Transit (Prop A)	348,144	16,700	364,844
Local Transit (Prop C)	288,126	0	288,126
Sewer (Enterprise Fund)		738,000	738,000
MTA Crossing Study		125,000	125,000
Lighting and Landscape Maintenance		895,000	895,000
Safe Routes to Schools		225,000	225,000
Clean Air (AB2766)		418,821	418,821
Parking and Business Improve. Tax	141,000		141,000
State Gas Tax (Applied to State's Limit)		667,458	667,458
County Park Bond		24,000	24,000
Measure R	216,593		216,593
Bike & Pedestrian (SB821)		10,409	10,409
Capital Growth		13,500	13,500
CDBG		43,898	43,898
Police Grants		100,000	100,000
Homeland Security Grant		271,000	271,000
Park Impact Fees		27,000	27,000
Public Library		9,000	9,000
Water (Enterprise Fund)		5,232,800	5,232,800
<b>Total Other Funds</b>	<b>993,863</b>	<b>13,094,538</b>	<b>14,088,401</b>
<b>Subtotal All Funds</b>	<b>16,590,163</b>	<b>18,511,647</b>	<b>35,101,810</b>
<b>Interest Earnings</b>	<b>154,623</b>	<b>179,527</b>	<b>334,150</b>
<b>Total All Funds</b>	<b>16,744,786</b>	<b>18,691,174</b>	<b>35,435,960</b>

# GANN Limit

Exhibit C  
Excluded Costs  
Fiscal Year 2010/11

<b>Category</b>	<b>Amount</b>
<b>Federal Mandates</b>	
Social Security/Medicare	179,135
Non-Incidental Overtime - FLSA	105,000
Single Audit	2,200
	<hr/>
	<b>286,335</b>
<b>Qualified Debt Service</b>	
Debt Service - Fire Truck	61,000
	<hr/>
	<b>61,000</b>
<b>Total Excluded Costs</b>	<b>347,335</b>

# GANN Limit

Exhibit D

## Interest Earnings

Fiscal Year 2010/11

<b>Category</b>	<b>Amount</b>
Non-Interest Tax Proceeds	16,590,163
Exclusions	<u>(347,335)</u>
	16,242,828
<b>Total Non-Interest Budget</b>	<b>35,101,810</b>
Tax Proceeds as Percent of Budget	46.27%
Interest Earnings	334,150
<b>Amount of Interest Earned from Taxes</b>	<b>154,623</b>
<b>Amount of Interest Earned from Non-Taxes</b>	<b>179,527</b>

**RESOLUTION NO. 7036**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SOUTH PASADENA AND  
THE SOUTH PASADENA FIREFIGHTERS' ASSOCIATION**

**WHEREAS**, California Government Code section 3500 (Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

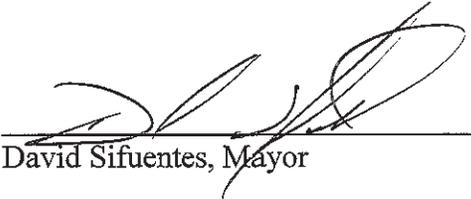
**WHEREAS**, the City's negotiating team periodically met and conferred with the South Pasadena Firefighters' Association (SPFFA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the Firefighters' Association have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

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

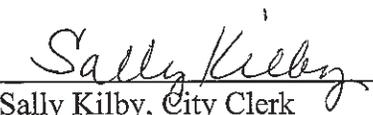
Exhibit A is approved and adopted by the City Council of the City of South Pasadena.

**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of April, 2009.

  
\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Sally Kilby, City Clerk

  
\_\_\_\_\_  
Richard L. Adams II, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15<sup>th</sup> day of April, 2009 by the following vote:

**AYES:** Cacciotti, Putnam, Schneider, Ten and Mayor Sifuentes  
**NOES:** None  
**ABSENT:** None  
**ABSTAINED:** None

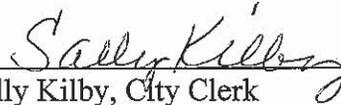
  
\_\_\_\_\_  
Sally Kilby, City Clerk

EXHIBIT A

**CITY  
of  
SOUTH PASADENA**

**FIREFIGHTERS' ASSOCIATION  
MEMORANDUM OF UNDERSTANDING**

**2008-2011**

**EFFECTIVE JULY 1, 2008 – JUNE 30, 2011**

**CITY OF SOUTH PASADENA  
FIREFIGHTERS' ASSOCIATION  
MEMORANDUM OF UNDERSTANDING  
2007-2008**

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*Firefighter's Association MOU*

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Appendix A: Firefighters' Association Salary Schedule

1. AGREEMENT PROVISIONS

1(a) PARTIES

This Memorandum of Understanding hereinafter referred to as the "MOU" is made and entered into by and between the City of South Pasadena, a Municipal Corporation hereinafter referred to as the "City", and the Firefighter's Association pursuant to Government Code section 3500 et. seq.

1(b) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2008 and shall continue in full force until June 30, 2011 and shall not be subject to any change or further discussion except as provided herein.

2. CLASSIFICATIONS RECOGNIZED

2(a) RECOGNIZED REPRESENTATIVES

The City recognizes the SOUTH PASADENA FIREFIGHTERS ASSOCIATION as the exclusive representative for all full-time officers and employees, excepting the classifications of Fire Chief, Battalion Chief, Fire Intern, and Administrative Secretary of the South Pasadena Fire Department.

2(b) RECOGNIZED CLASSIFICATIONS

Existing Classifications: The following are recognized classifications for the Firefighter Association:

- A..... Captain
- B..... Engineer

- C..... Firefighter/Paramedic
- D..... Firefighter

3. ASSOCIATION RIGHTS

3(a) DUES AND BENEFITS DEDUCTIONS

The City shall continue to deduct dues and Association-sponsored benefit program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Association, who voluntarily authorize the deduction, in writing, on a form to be provided for this purpose which is mutually agreed to by the Association and the City. The City shall remit such funds to the Association within thirty (30) days following the deduction. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

## 3(b) CHANGE OF STATUS REPORT

The City shall send to the Association on a monthly basis a change-of-status record of those Association members who are terminated, on leave-of absence, or temporarily disabled.

## 3(c) GRIEVANCE REPRESENTATION

The City shall provide for the following rule on representation and grievance procedures:

An employee with a grievance may select a representative from the association to assist the employee in utilizing the grievance procedure:

1. The representative shall obtain approval of his/her immediate supervisor before spending any work time in activity related to the grievance procedure. Representatives may spend the time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to grievance processing, investigate allegations that may form the basis for the grievance, and if so requested, appear with the grievant at all levels of grievance resolution. This activity may be undertaken without reprisal, discrimination or intimidation.

The following steps shall be taken to ensure that this activity does not interfere with the ongoing operations of the Department:

2. The representative may not leave his/her workstation or enter a work location under the supervision of other than his immediate supervisor without obtaining prior approval of the concerned supervisors.
3. No overtime pay will be paid for any time spent in the processing of grievances.

## 4. MANAGEMENT RIGHTS

The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:

The exclusive right to determine the mission of its constituent departments, commissions, boards:

Set standards and levels of service;

*Firefighter's Association MOU*RESOLUTION NO. 7036

Page 9

Determine the procedures and standards of selection of employment and promotions;

Direct its employees;

Establish and enforce dress and grooming standards;

Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted;

Determine the content and intent of job classifications;

Determine methods of financing;

Determine the style and/or types of City-issued wearing apparel, equipment or technology to be used;

Determine and/or change the facilities, methods, technology, means, or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted;

Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions, including but not of the limited to, the right to contract for or sub-contract any work or operations of the City;

To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice;

Establish and modify productivity and performance programs and standards;

Discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees in accordance with applicable law;

Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith;

Take all necessary actions to carry out its mission in emergencies and;

Exercise complete control and discretion over its organization and technology of performing its work.

The exercise by the City through its Council and management representatives of its rights hereunder shall not in any way, directly or indirectly, be subject to the procedure herein and shall not supersede the City Personnel Rules and MOU'S. Except emergencies or

*Firefighter's Association MOU*

when the City is required to make changes in its operations because of the requirement of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with representatives of the Association regarding the impact of the exercise of such rights, unless the matter of the exercise of such rights, provided for in the MOU, or in the Personnel Rules and Salary Resolutions. By agreeing to Meet and Confer with the Association as to the impact of the exercise and of the foregoing City rights, management's discretion in the exercise of these rights shall not be diminished.

5. COMPENSATION

5(a) SALARY SURVEYS

Future compensation would be negotiated after evaluating the compensation packages of area San Gabriel Valley cities and other relevant factors. The City will consider information provided by the Association for the following cities:

ALHAMBRA	EL MONTE	PASADENA
ARCADIA	LA VERNE	SAN GABRIEL
BURBANK	MONROVIA	SAN MARINO
COVINA	MONTEREY PARK	WEST COVINA

In addition, during the contract term 2004-2005, the parties will consider proposals to contract with an outside agency for fire and paramedic services.

5(b) SALARY SCHEDULE ADJUSTMENTS

Across the board salary increases shall be as follows, effective on the payroll period commencing on or after the following dates:

January 1, 2009 .....	3%
July 1, 2009 .....	3%
July 1, 2010 .....	3%

Retroactive increases shall apply to, but not limited to: base salary, overtime, acting pay, holiday, vacation, sick leave, and longevity. However, it will not be applicable to work paid for by a "third party" such as specialty assignments related to work on films and others alike.

The base salary increase will be funded each year by use of UUT monies (the 35% of 3%) in an amount equal to 1%. For example, in year one, 33% of the base salary increase will be funded by UUT monies.

## 5(c) UUT DISTRIBUTION

Commencing with the first payroll period of April 1, 2008 and ending with the last payroll period of June 2010, the City shall make quarterly distributions to each employee within the unit represented by the Firefighters' Association in an amount equal to a quarterly division of the received UUT monies (not to exceed 35% of the 3% UUT monies) by the total number of full time City employees. The City is in the process of determining the extent and manner, if any, by which part time employees shall participate in the distribution or other use of UUT monies. If the Council determines that part time employees shall participate in said distributions, the manner and amount of said distribution is recognized as having a negative impact on the monies available to fulltime City employees.

The manner, if any, in which the 35% of the 3% UUT increases will be distributed for the period commencing July 1, 2010 and ending not later than the last payroll period of June 2013, shall be subject to a reopener.

The method of distributing UUT provisions shall be subject to the below Article 20(e) reopener provisions regarding decrease in general fund revenues and impact of disasters. In such case, prospective UUT distributions would immediately cease, to be followed by the meet and confer process.

## 5(d) MOVIE DETAILS

Effective July 2, 2007, the first day of the payroll period, a standardized movie detail pay scale will be applied to all Fire Department ranks at a flat rate of \$50 per hour. The following movie detail policy applies to all members covered by this agreement:

Definition: FSO shall be the abbreviation for the Fire Safety Officer.

Any FSO scheduled to work a movie detail shall be paid a minimum of eight (8) hours.

An FSO who is notified of a cancellation of his/her movie detail 24 hours or less from the scheduled start time of the detail shall be paid for the entire scheduled detail.

An FSO who is notified of a change in scheduled hours of his/her movie detail 24 hours or less from the scheduled start time shall be paid for the originally scheduled hours, or the re-scheduled hours, whichever is greater.

## 5(e) ACTING APPOINTMENTS

Terms: The City will provide Acting Pay compensation to employees who work one or more shift(s) in a higher classification.

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Compensation will be as follows: Acting Engineer \$100, Acting Captain \$150, and Acting Battalion Chief \$200.

## 5(f) OVERTIME CALCULATIONS

Paid Time-Off shall be considered time worked for the purposes of calculating overtime.

## 6. RETIREMENT BENEFITS

## 6(a) CALPERS

1. 2% at 50: The City agrees to continue its current contract with PERS to provide all Fire Safety Employees with the 2% at age fifty option (Government Code Section 21362)
2. Veterans: The City shall contract with PERS to provide for veterans to buy back military service time (Government Code Section 20996).
3. The City shall provide the Post Retirement Survivor Allowance benefit, Level 4 (Government Code Section 21624, 21626, 21628).
4. The City shall adopt a resolution implementing IRS Section 414(h)(2) no later than January 20, 1999. This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.
5. Sick Leave Conversion: The City agrees to contract for the benefit of sick leave conversion pursuant to Section 20862.8 and 20963 of the California Government Code.
6. Highest one year: Effective January 1, 1982, the computation for retirement benefit for each employee in the bargaining unit shall be computed on their highest single year's salary pursuant to Section 20042 of the State Government Code.
7. City Paid Employee's Share: The City shall pay one hundred percent (100%) of employees' retirement contribution or nine percent (9%), whichever is less.
8. RETIRED EMPLOYEE'S MEDICAL COVERAGE

As regards employees hired prior to the date of Council adoption of this 2008-2011 Memorandum of Understanding, the City shall pay 100% of the

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premium for all retired employees. Unit members hired on or after the date of City Council adoption of this Memorandum of Understanding shall upon retirement be eligible for City funding of medical insurance premium in the same manner as are previously hired employees, if the retirement follows at least seven (7) consecutive and full years of City service, and the individual is in the employ of the City at the time of retirement.

## 7. INSURANCE BENEFITS

## 7(a) MEDICAL INSURANCE

Prior to June 30, 2004:

1. The City will contribute \$500 per month toward employee and dependent medical coverage.
2. An exception shall be made for those employees who were "grandfathered" in under a previous agreement to receive a higher benefit and continued to receive this benefit as of April 1, 1997. The City shall pay \$590 per month toward employee and dependent coverage to those individuals.
3. Employees who agreed to a monthly maximum of \$550/month effective August 1, 1994 as set forth in a side letter of the Fire Association MOU continued to receive premium coverage as set forth in the 1993 PERS medical insurance rate schedule.
4. Other employees were "grandfathered" into the system at a rate not to exceed the maximum rate as set forth in the 1992 PERS medical insurance rate schedule (\$590/month). Said contribution took effect for the January 1994 monthly premium.
5. Further, any employee who chooses to alter his current coverage during the open enrollment period shall only be eligible for City paid dependent coverage at a rate not to exceed \$500/month.

From July 1, 2004 forward:

6. As of July 1, 2004, the City will contribute an additional \$125 per month toward employee and dependent medical coverage.

## 7(b) DENTAL INSURANCE

1. The City agrees to provide \$75.00 per month for employee and dependent dental coverage.
2. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost to the City for a new carrier does not exceed the current \$75.00 per month.

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## 7(c) LIFE INSURANCE

Employee Coverage: Effective July 1, 1992, the City agreed to provide for each employee in the bargaining unit a life insurance policy in the sum of fifty thousand dollars (\$50,000).

## 7(d) VISION CARE

Employee and Dependent Coverage: It is agreed that the City will pay up to \$20.00/mo. of the employee and dependent premium.

## 7(e) LONG TERM DISABILITY

1. The City will contribute 100% of the full cost of a Long-Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.
2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.

## 7(f) OPT OUT PROVISION

Employee may choose to opt out of the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. If the employee chooses to opt out of the coverage, the employee shall be eligible to receive a monthly allowance of \$300. Cancellation of the coverage becomes effective on the first day of any month after a 45-day written notice is received. Proof of the employee's medical coverage from another source must accompany the request of cancellation of coverage.

## 7(g) RE-ENROLLMENT PROVISION

Employee who opts out under Section 7(f) may choose to re-enroll in the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. Employee who wishes to re-enroll may do so only during the open enrollment period unless a qualifying event or retirement occurs, which will then permit the employee to re-enroll before the next open enrollment period.

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7(h) IRS 125 PLAN

Effective the first payroll period commencing on or after July 1, 2009, the City shall implement an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

8. RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees, including regular (permanent) part-time employees:

- 1. January 1 ..... New Year's Day
- 2. 3rd Monday in February..... President's Day
- 3. Last Monday in May ..... Memorial Day
- 4. July 4..... Independence Day
- 5. 1st Monday in September..... Labor Day
- 6. 2nd Monday in October ..... Columbus Day
- 7. November 11 ..... Veteran's Day
- 8. 4th Thursday in November ..... Thanksgiving Day
- 9. 4th Friday in November ..... Friday after Thanksgiving
- 10. December 25 ..... Christmas Day

Holiday Shift: For the purpose of this MOU, a holiday is defined as a 12-hour period.

Holiday Pay: Any employee whose regular schedule does not require the employee to work on a Holiday shall be paid at the rate of twelve (12) hours of straight time. Any employee whose regular schedule requires the employee to work on a holiday shall be paid for a 12-hour holiday in addition to their salary for the shift.

9. FLOATING HOLIDAYS

9(a) ACCRUAL RATES

Two floating holiday shifts are granted to the employee during each fiscal year after (6) months of employment at his/her request at a time he/she selects, which meet the approval of the department head. A floating holiday shift shall be defined as a 24-hour period.

9(b) USE OF FLOATING HOLIDAYS

Each employee is entitled to two (2) Floating Holiday shifts between July 1 and June 30 of each fiscal year. These floating Holidays may be taken either in time off or in pay. Floating Holidays may not be carried over.

10. VACATION

10(a) ACCRUAL RATES

It is understood that vacation is earned as per this Vacation Time Schedule Chart:

VACATION TIME SCHEDULE CHART

YEARS OF SERVICES	SHIFTS OF VACATION
0 - 2 YEARS .....	8 SHIFTS
3 - 4 YEARS .....	9 SHIFTS
5TH YEAR .....	10 SHIFTS
6 - 10 YEARS .....	11 SHIFTS
11 - 15 YEARS .....	12 SHIFTS
16 - 20 YEARS .....	13 SHIFTS
21 - 24 YEARS .....	14 SHIFTS
25TH YEAR & OVER .....	17 SHIFTS

10(b) MAXIMUM ACCUMULATION

It is the goal of association members and the City that no more than a one-year allocation of shifts as per the Vacation Time Chart be accumulated. It shall be incumbent upon the Fire Chief to ensure that employees are allowed time off. If, at any time after December 31, 1999, an employee's vacation accumulation exceeds the equivalent of eighteen months worth of accrual, the employee's vacation accrual will cease until it falls below eighteen months.

10(c) BUY-BACK

Vacation: Upon the request of a member and the approval of the Fire Chief, a member will have the option of payment in lieu of time-off for up to three (3) 24 hour shifts each fiscal year.

11. SICK LEAVE

11(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 5.54 hours per pay period.
2. Employees will not accrue any sick leave while on leave of absence without pay.
3. One sick leave day is equivalent to one 24-hour shift.

11(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

11(c) SICK LEAVE INCENTIVE

1. At the end of each fiscal year, employees who have accumulated 240 hours of sick leave may convert accumulated sick leave to cash at the rate of one hundred percent (100%) as follows:

No sick leave use during the fiscal year..... 48 hours of buy-back, or

One to two days of sick leave use during the fiscal year ..... 24 hours of buy-back, or

Three days of sick leave use during the fiscal year ..... 12 hours of buy-back, or

Over three days of sick leave use during the fiscal year ..... 0 hours of buy-back

For employees hired on or after July 1, 2000:

No sick leave use during the first and second year of employment ..... 24 hours of buy-back

Up to one-day sick leave use during the second year of employment..... 12 hours of buy-back

After the second year of employment, employee is eligible for the regular buy-back incentive.

2. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.

3. Sick leave transferred to another employee's sick leave bank will not be counted for the purposes of the incentive buy-back program.

11(d) CONVERSION TO CALPERS SERVICE CREDIT

Upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits.

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According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

## 11(e) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave. Accumulated sick leave may be used for the following:

- (1) **Employee's own illnesses** that may cause the employee to miss work or attend a medical appointment. The City shall have the option to require a doctor's certification of the adequacy of the employee's absence during the time for which sick leave was requested.
- (2) **Employee's family member's illness**  
Assembly Bill (AB) 109 allows employees in any calendar year, to use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of a spouse, parent, or child.

## 11(f) SICK LEAVE USED ON HOLIDAYS

If an employee uses sick leave during a holiday, the time shall be deducted from the employee's sick leave and the holiday pay will remain. A holiday shall be defined as beginning at 8:00 a.m. of the day the holiday actually occurs and continue until 8:00 a.m. the following day. This definition shall be used only for the purpose of determining whether or not a firefighter uses sick leave during a holiday.

## 11(g) VERIFICATION OF SICK LEAVE

1. The City shall have the option to require a doctor's verification of the adequacy of the reason for an employee's absence during the time for which sick leave was requested only after three consecutive sick leave shifts are used.
2. If the employee has a history or pattern of sick leave misuse or overuse, the City may require written verification or medical documentation even if the employee does not use three consecutive shifts of sick leave as outlined above. Examples of misuse or overuse include but are not limited to:
  - Use of sick leave in conjunction with vacation, trades, or other authorized leave.
  - Significantly lower number of accumulated sick leave hours than the average of other employees.

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- Significantly higher number of sick leave days taken compared to other employees.

## 12. BEREAVEMENT AND FAMILY ILLNESS LEAVE

## 12(a) ACCRUAL RATES

Employees shall receive a total of four (4) shifts of paid Bereavement and Family Illness Leave each fiscal year.

## 12(b) USE OF BEREAVEMENT AND FAMILY ILLNESS LEAVE

Use of Bereavement and Family Illness Leave shall be limited to two (2) occurrences per fiscal year, and two (2) shifts per occurrence.

Employees may use Bereavement and Family Illness Leave for the death or major illness of a family member. For the purposes of Bereavement and Family Illness Leave, family members shall include: spouse, parents, child, stepchild, parents-in-law, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement and Family Illness Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

## 13. UNIFORMS

Uniform Replacement Allowance: Effective December 7, 1994, \$475.00 per year for the purchase of uniforms for sworn employees.

Uniform Maintenance Allowance: \$200 per employee per fiscal year.

Class "A" Uniform: new employees who successfully complete their probationary period will be provided with one (1) Class "A" uniform. The definition of a class "A" uniform will be established by way of a memorandum. Any proposed change to the list of items shall be discussed with department members prior to implementing the change.

## 14. WORKING CONDITIONS

## 14(a) ADDITIONAL DUTIES

It is agreed that during the term of this MOU, Fire Department personnel, with full understanding that emergency fire, medical and related duties shall be given highest priority, will perform from time-to-time the following additional duties:

1. Inspections: Firefighters will in conjunction with the Fire Department conduct inspections, check City business licenses.

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2. Volunteer Training: Firefighters will train Fire Volunteers pursuant to State Firefighter I Certification Program.
3. Paramedic Cross-Training: Firefighters may be cross-trained as Paramedics.
4. Emergency Training for Police Officers: Firefighters will provide basic instructions to Police Officers in the following areas:
  - A. Entry into fire and emergency situations.
  - B. C.P.R.
  - C. First Aid

## 14(b) MEALS

1. Meals Together: Effective upon the execution of this MOU, the City shall amend the South Pasadena Municipal Code so as to include a requirement that all shift personnel through and including the rank of Battalion Chief shall be required to eat all on-duty meals together.
2. Monthly Meals Deduction: Effective January 1, 1990 the monthly meal deduction per Firefighter will be \$100.00.

## 14(c) WORK SCHEDULE

1. Work Week Defined: For all members of the bargaining unit, a workweek shall be defined as fifty-six (56) hours worked in a seven (7) day period.
2. Shift Schedule: Effective April 11, 1991, the work shift schedule for all suppression personnel will be 48 hours on duty and 96 hours off duty. The Association reserves the right to reopen after six months for the purpose of evaluating the work schedule.
3. FLSA Cycle: The FLSA cycle will consist of a twelve (12) day cycle starting at 0800 hours.
4. Shift Trade - December 24<sup>th</sup> and 25<sup>th</sup>: In the event a shift is required to work December 24<sup>th</sup> and December 25<sup>th</sup>, the shift assigned to work December 23<sup>rd</sup> will work on December 24<sup>th</sup> and the shift assigned to work on December 24<sup>th</sup> will work on December 23<sup>rd</sup>. For the purpose of payroll, this will be considered a 24-hour trade.

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## 15. OTHER BENEFITS

## 15(a) LONGEVITY PAY

1. 2% Each 5 Years: It is agreed that effective July 1, 1984, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such increase(s) in salary upon completion of each additional five (5) year intervals of service.
2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired after January 1, 1996. Members on the City payroll on or before December 31, 1995 will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions of Section 2A "2% Each 5 Years". Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.

## 15(b) ADDITIONAL ASSIGNMENTS AND PAY

5% Incentive Pay: The City shall increase the pay of each employee assigned to the additional positional duties listed below by 5 % of their base pay for the duration of their assignments. The Fire Chief will make said appointments from existing personnel and the individual shall serve at the pleasure of the Fire Chief.

## Types of Assignments:

- A. Paramedic Coordinator
- B. Certified mechanic to be assigned to fire department equipment only.
- C. Fire Investigator
- D. Certified Hazardous Material Officer
- E. Fitness Coordinator (see Section 15(b) this Article for program Description)

The Fire Chief may from time-to-time, through the City budget process, create other additional assigned positional duties.

- F. One (1) Department of Motor Vehicle (DMV) Coordinator
- G. One (1) Safety Equipment Coordinator
- H. One (1) Breathing Apparatus Coordinator (BAC)

These last three assignments are funded only through the end of the current fiscal year after which time the determination of the need for these additional special assignments will be at the discretion of the Fire Chief and by approval of the City Manager.

## 15(c) SENIORITY

For administrative purposes, seniority shall date from the date of the first appointment to the Department, whether temporary, limited, or otherwise - provided, however, that service is unbroken. If service is broken by resignation or removal, seniority shall date from the date of last appointment to the department.

## 15(d) FITNESS PROGRAM

1. Annual Cash Bonus: Members who pass standards of a voluntary physical fitness program, which is currently established by the South Pasadena Firefighter's Association, will receive a \$300, \$400, or \$500 annual cash bonus. Bonus shall be paid in December of each year that the member meets program standards.
2. Fitness Coordinator: There shall be authorized one (1) program coordinator who shall be responsible for the implementation and operation of the program.
  - a. Appointment of the coordinator shall be made by the Fire Chief. The coordinator shall receive 5 % of base salary for management of program activities. Said 5 % shall be effective January 1, 1993.
  - b. Duties: Fitness Coordinator shall prepare and implement program standards and shall be responsible for setting up required record keeping process, conducting voluntary physical fitness tests and for the establishment of a program reporting process, which, along with other needs, provides the Finance Department with a timely schedule of which employees and how much of a fitness bonus each employee shall receive. Timely notice shall be at least 30 days.

## 15(e) TUITION REIMBURSEMENT

1. Tuition reimbursement shall be in an amount equal to the California State University system cost per unit, regardless of the institution that the employee is actually enrolled in.

Eligibility for tuition reimbursement shall be limited to those courses reasonably designed to facilitate the performance of an employee's job duties. Determination of which courses are eligible for reimbursement, shall be determined by the City Manager or his/her designee.

Tuition reimbursement shall be available only where the City Manager or his/her designee has approved the course prior to enrollment.

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Tuition reimbursement shall be conditioned upon achievement of a grade C or "pass" where the course is pass/fail.

## 15(f) REIMBURSEMENT FOR MEETINGS AND SEMINARS

Quarterly Officers Meetings: It is agreed that the City will compensate each off duty officer who attends quarterly meetings at the rate of time and one-half of the employee's base rate.

Seminars: It is agreed that the City will provide a per diem for employees who voluntarily attend approved seminars to compensate for meals, travel, lodging, and other related charges.

## 15(g) EDUCATIONAL INCENTIVE PAY

AA or AS Degrees: Unit members employed prior to January 31, 1998 and who prior to July 31, 1998 possessed or earned an AA or AS degree, shall receive a two and one-half (2.5%) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible for this differential upon proof of having completed thirty (30) fire service related units and Department Head approval, prior to July 31, 1998.

BA or BS Degrees: Unit members employed prior to January 31, 1998 and who prior to January 31, 1998 possessed or earned a BA or BS degree as of January 31, 1998, shall receive a five percent (5 %) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible upon proof of sixty (60) fire service related units and Department Head Approval, having occurred prior to January 31, 1998.

5% maximum: However, in no case shall the total education pay differential for any employee exceed five percent.

## 15(h) CERTIFICATE BONUS PAY

1. As of January 1, 1999, the City will provide "in-house" continuing education for paramedic certification. So long as the city continues such training, the bonus payment of \$1,000 paid to firefighter paramedics will not be paid. In the event the "in house" training becomes unavailable for any reason, firefighter paramedics will begin to receive the bonus and will be required to obtain training necessary to maintain their certifications off duty as was done prior to this agreement.
2. If during the period a paramedic is in the process of continuing education the in-house program is discontinued for any reason and the paramedic's certification lapses because of the discontinuation of the program, the City agrees to compensate the paramedic for the required coursework and will

continue to pay the paramedic at the firefighter paramedic rate of pay while he is completing the certification even though he or she may not be able to perform paramedic duties. This provision does not apply to a firefighter paramedic who fails to obtain his certification.

3. Prior to January 1, 2000 the City will evaluate the in-house program. Participants in the program will be given the opportunity to provide a written evaluation of the program for City review. If the Firefighters' Association desires to meet and confer concerning the program, or the results of the first year of the program, it will make the request to meet and confer no later than January 31, 2000.

15(i) BILINGUAL PAY

Members who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional seventy-five (\$75.00) dollars in compensation each month. Prior to receiving such additional compensation, members shall be required to take and pass a bilingual proficiency test as established and agreed to between the City and the Association. The program will become effective upon the adoption of this resolution

16. PROMOTION/LAYOFF PROCEDURE

16(a) FIREFIGHTER/PARAMEDICS PROMOTION

Appointment: All firefighter/paramedic vacancies shall be filled on a promotional basis provided that qualified personnel are available for appointment.

16(b) LAYOFF PROCEDURE

Layoffs shall occur according to Rule 14.3 of the City's Personnel Rules and Regulations.

17. PAYMENT PROCEDURES

17(a) BUY-BACKS AND UNIFORMS

Leave buy-backs and uniform replacement and maintenance allowances shall be paid in July with a single separate City warrant pursuant to Section 17(c). Buy-backs not made in July but during the year, will be included with the employee's regular paycheck.

17(b) BONUS CHECKS

Paramedic and Physical Fitness bonus checks shall be paid in December with a separate City warrant pursuant to Section 17(c).

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## 17(c) DEFINITION OF SEPARATE WARRANT

For purposes of definition under this Article, separate City warrant means a City warrant other than the one used to compensate an employee for hours worked (paycheck).

## 18. STAFFING

- 18(a) Each shift shall be staffed with a minimum of seven full-time South Pasadena fire suppression employees.
- 18(b) The three vacant Firefighter/Paramedic positions shall remain in the City budget as unfunded and will be subject to a future meet and confer.

## 19. FIRE EQUIPMENT: 1931 SEAGRAVE FIRE ENGINE

## 19(a) OWNERSHIP RIGHTS

The Association agrees to transfer ownership of the 1931 Seagrave Fire Engine to the City with the understanding that the City shall not have the right to sell or transfer ownership of this vehicle to anyone other than the South Pasadena Firefighters Association.

## 19(b) EXPENSES

The parties further agree to share 50/50 all expenses necessary to maintain and restore the vehicle as needed.

## 20. GENERAL PROVISIONS

## 20(a) SEVERABILITY PROVISION

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdictions, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU.

## 20(b) EFFECT

It is understood and agreed that this Agreement shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part. If the City Council approves in full, then this Agreement shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises, and representation made by either party; and both parties acknowledge that each has met and conferred in good faith in negotiations to this point.

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## 20(c) PRIOR AND EXISTING CONDITIONS

It is agreed and understood that all prior and existing terms and conditions of employment as well as past practices, including but not limited to, ordinances, resolutions, policies, and procedures, employee rules and personnel rules, which relate to employee wages, hours, and other terms and conditions of employment, which are not specifically changed, amended, or abridged by this Memorandum of Understanding continue in full force. Furthermore, it is understood and agreed that for the term of this Agreement neither the City nor the Association shall be compelled to negotiate with the other concerning any negotiable issue except as provided for herein and/or by mutual agreement of the parties.

## 20(d) AMENDMENTS TO THIS MOU

The provisions of the MOU can be amended, supplemented, rescinded or otherwise altered only by mutual agreement in writing and signed by the designated representatives of the City of South Pasadena and the Association and adopted by the City Council of the City of South Pasadena.

## 20(e) REOPENERS

During the term of this MOU, the parties agree to reopen the meet and confer process regarding the amendment of the existing personnel rules and regulations and adoption of successor rules and regulations. The reopener shall also apply to MOU revisions designed to address the Firefighters' Bill of Rights Act, Government Code §§ 3250 et. seq.

This Memorandum of Understanding shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the term of this MOU:

- a. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction) or,
- b. A determination made in the sole discretion of the City Council of the City that an act of god, or natural disaster (including but not limited to floods, earthquakes, draught, infrastructure failure or other unforeseeable event(s)) has occurred with a reasonably foreseeable consequence being the necessity of utilization of any or all of the 35% of 3% UUT distribution to remedy said consequences.

*Firefighter's Association MOU*

c. A determination by the City Council to implement this Section a. or b. shall not be subject to administrative or judicial challenge.

Upon the City Council invocation of this Article, increases in compensation initially provided for in this 2008-2011 MOU shall immediately cease and revert to the status quo existing prior to implementation of the changes. The parties shall thereafter convene the meet and confer process.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to adoption of this multi-year MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

**PERSONNEL RULE REOPENER** – During the term of this MOU, the parties agree to reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

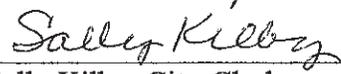
21. RATIFICATION AND IMPLEMENTATION

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this 15th day of April 2009.

**CITY OF SOUTH PASADENA**

**ATTEST**

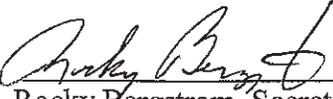
  
\_\_\_\_\_  
David Sifuentes, Mayor

  
\_\_\_\_\_  
Sally Kilby, City Clerk

**SOUTH PASADENA FIREFIGHTER'S ASSOCIATION**

  
\_\_\_\_\_  
Captain Paul Riddle, President

  
\_\_\_\_\_  
Cliff Snider, Vice President

  
\_\_\_\_\_  
Rocky Bergstrom, Secretary

Appendix A  
FFA Salary Schedule

RESOLUTION NO. 7036

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<i>Firefighter's Association MQU</i>		<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Captain	\$ 5,840	\$ 6,132	\$ 6,438	\$ 6,760	\$ 7,098
Fire Engineer	\$ 5,033	\$ 5,284	\$ 5,549	\$ 5,826	\$ 6,117
Firefighter/Paramedic	\$ 4,998	\$ 5,248	\$ 5,510	\$ 5,786	\$ 6,075
Firefighter	\$ 4,309	\$ 4,524	\$ 4,751	\$ 4,988	\$ 5,238

Effective January 5, 2009

Appendix A  
FFA Salary Schedule

RESOLUTION NO. 7036

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*Firefighter's Association MQU*

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Captain	\$ 6,015	\$ 6,316	\$ 6,631	\$ 6,963	\$ 7,311
Fire Engineer	\$ 5,184	\$ 5,443	\$ 5,715	\$ 6,001	\$ 6,301
Firefighter/Paramedic	\$ 5,148	\$ 5,405	\$ 5,676	\$ 5,959	\$ 6,257
Firefighter	\$ 4,438	\$ 4,660	\$ 4,893	\$ 5,138	\$ 5,395

Effective July 6, 2009

Appendix A  
FFA Salary Schedule

RESOLUTION NO. 7036

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*Firefighter's Association MQU*

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Captain	\$ 6,195	\$ 6,505	\$ 6,830	\$ 7,172	\$ 7,530
Fire Engineer	\$ 5,339	\$ 5,606	\$ 5,886	\$ 6,181	\$ 6,490
Firefighter/Paramedic	\$ 5,302	\$ 5,568	\$ 5,846	\$ 6,138	\$ 6,445
Firefighter	\$ 4,571	\$ 4,800	\$ 5,040	\$ 5,292	\$ 5,557

Effective July 5, 2010

**RESOLUTION NO. 7037**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SOUTH PASADENA  
AND THE SOUTH PASADENA BATTALION CHIEFS' ASSOCIATION**

**WHEREAS**, California Government Code section 3500 (Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

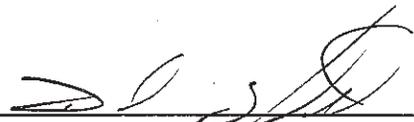
**WHEREAS**, the City's negotiating team periodically met and conferred with the South Pasadena Battalion Chiefs' Association (SPBCA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the Battalion Chiefs' Association have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

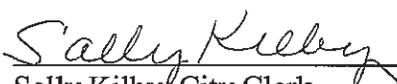
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

"Exhibit A" is approved and adopted by the City Council of the City of South Pasadena.

**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of April, 2009.

  
\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sally Kilby, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Richard L. Adams II, City Attorney

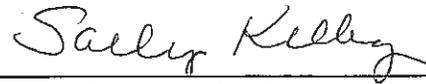
**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15<sup>th</sup> day of April, 2009 by the following vote:

**AYES:** Cacciotti, Putnam, Schneider, Ten and Mayor Sifuentes

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None



---

Sally Kilby, City Clerk

EXHIBIT A

**CITY**  
*of*  
**SOUTH PASADENA**

**BATTALION CHIEFS' ASSOCIATION**  
**MEMORANDUM OF UNDERSTANDING**

**2008-2011**

**EFFECTIVE JULY 1, 2008 – JUNE 30, 2011**

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Appendix A: Battalion Chiefs' Association Salary Schedule

## 1. AGREEMENT PROVISIONS

## 1(a) PARTIES

This Memorandum of Understanding hereinafter referred to as the "MOU" is made and entered into by and between the City of South Pasadena, a Municipal Corporation hereinafter referred to as the "City", and the Battalion Chiefs' Association pursuant to Government Code section 3500 et. seq.

## 1(b) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2008, and shall continue in full force until June 30, 2011, and shall not be subject to any change or further discussion except as provided herein.

## 2. CLASSIFICATIONS RECOGNIZED

## 2(a) RECOGNIZED REPRESENTATIVES

The City recognizes the SOUTH PASADENA BATTALION CHIEFS' ASSOCIATION as the exclusive representative for all full-time battalion chiefs' of the South Pasadena Fire Department.

## 2(b) RECOGNIZED CLASSIFICATIONS

Existing Classifications: The following are recognized classifications for the Battalion Chiefs' Association:

## A. Battalion Chief

## 3. ASSOCIATION RIGHTS

## 3(a) DUES AND BENEFITS DEDUCTIONS

The City shall continue to deduct dues and Association-sponsored benefit program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Association, who voluntarily authorize the deduction, in writing, on a form to be provided for this purpose which is mutually agreed to by the Association and the City. The City shall remit such funds to the Association within thirty (30) days following the deduction. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

**3(b) CHANGE OF STATUS REPORT**

The City shall send to the Association on a monthly basis a change-of-status record of those Association members who are terminated, on leave-of absence, or temporarily disabled.

**3(c) GRIEVANCE REPRESENTATION**

The City shall provide for the following rule on representation and grievance procedures:

An employee with a grievance may select a representative from the association to assist the employee in utilizing the grievance procedure:

1. The representative shall obtain approval of his/her immediate supervisor before spending any work time in activity related to the grievance procedure. Representatives may spend the time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to grievance processing, investigate allegations that may form the basis for the grievance, and if so requested, appear with the grievant at all levels of grievance resolution. This activity may be undertaken without reprisal, discrimination or intimidation. The following steps shall be taken to ensure that this activity does not interfere with the ongoing operations of the Department:
2. The representative may not leave his/her workstation or enter a work location under the supervision of other than his immediate supervisor without obtaining prior approval of the concerned supervisors.
3. No overtime pay will be paid for any time spent in the processing of grievances.

**4. MANAGEMENT RIGHTS**

The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:

1. The exclusive right to determine the mission of its constituent departments, commissions, boards;
2. Set standards and levels of service;
3. Determine the procedures and standards of selection of employment and promotions;

*Battalion Chiefs' Association MOU*RESOLUTION NO. 7037

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4. Direct its employees;
5. Establish and enforce dress and grooming standards;
6. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted;
7. Determine the content and intent of job classifications;
8. Determine methods of financing;
9. Determine the style and/or types of City-issued wearing apparel, equipment or technology to be used;
10. Determine and/or change the facilities, methods, technology, means, or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted;
11. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions, including but not of the limited to, the right to contract for or sub-contract any work or operations of the City;
12. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice;
13. Establish and modify productivity and performance programs and standards;
14. Discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees in accordance with applicable law;
15. Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith;
16. Take all necessary actions to carry out its mission in emergencies and;
17. Exercise complete control and discretion over its organization and technology of performing its work.

The exercise by the City through its Council and management representatives of its rights hereunder shall not in any way, directly or indirectly, be subject to the procedure herein and shall not supersede the City Personnel Rules and MOU'S. Except emergencies or when the City is required to make changes in its operations because of the requirement of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with

representatives of the Association regarding the impact of the exercise of such rights, unless the matter of the exercise of such rights, provided for in the MOU, or in the Personnel Rules and Salary Resolutions. By agreeing to Meet and Confer with the Association as to the impact of the exercise and of the foregoing City rights, management's discretion in the exercise of these rights shall not be diminished.

5. COMPENSATION

5(a) SALARY SURVEYS

Future compensation would be negotiated after evaluating the compensation packages of area San Gabriel Valley cities and other relevant factors. The City will consider information provided by the Association for the following cities:

ALHAMBRA	EL MONTE	PASADENA
ARCADIA	LA VERNE	SAN GABRIEL
BURBANK	MONROVIA	SAN MARINO
COVINA	MONTEREY PARK	WEST COVINA

5(b) SALARY SCHEDULE ADJUSTMENTS

Across the board salary increases shall be as follows, effective on the payroll period commencing on or after the following dates:

January 1, 2009 .....	3%
July 1, 2009 .....	3%
July 1, 2010 .....	3%

Retroactive increases shall apply to, but not limited to: base salary, overtime, acting pay, holiday, vacation, sick leave, and longevity. However, it will not be applicable to work paid for by a "third party" such as specialty assignments related to work on films and others alike.

The base salary increase will be funded each year by use of UUT monies (the 35% of 3%) in an amount equal to 1%. For example, in year one, 33% of the base salary increase will be funded by UUT monies.

5(c) UUT DISTRIBUTION

Commencing with the first payroll period of July 1, 2008 and ending with the last payroll period of June 2010, the City shall make quarterly distributions to each employee within the unit represented by the Battalion Chief's Association in an amount equal to a quarterly division of the received UUT monies (not to exceed 35% of the 3% UUT monies) by the total number of full time City employees. The City is in the process of determining the extent and manner, if any, by which part time employees shall participate in the distribution or other use of UUT monies. If the Council determines that part time employees shall participate in said distributions, the manner and amount of said distribution is recognized as having a negative impact on the monies available to fulltime City employees.

The manner, if any, in which the 35% of the 3% UUT increases will be distributed for the period commencing July 1, 2010 and ending not later than the last payroll period of June 2013, shall be subject to a reopener.

The method of distributing UUT provisions shall be subject to the below Article 20(e) reopener provisions regarding decrease in general fund revenues and impact of disasters. In such case, prospective UUT distributions would immediately cease, to be followed by the meet and confer process.

#### 5(d) OVERTIME CALCULATIONS

Paid Time-Off shall be considered time worked for the purposes of calculating overtime.

### 6. RETIREMENT BENEFITS

#### 6(a) CALPERS

1. 2% at 50: The City agrees to continue its current contract with PERS to provide all Fire Safety Employees with the 2% at age fifty option (Government Code Section 21362)

In the event that the City agrees to provide either the South Pasadena Firefighters' Association or the South Pasadena Police Officers' Association an increase in retirement benefits, the South Pasadena Battalion Chiefs' Association shall also concurrently receive the same increase in retirement benefits.

2. Veterans: The City shall contract with PERS to provide for veterans to buy back military service time (Government Code Section 20996).
3. The City shall provide the Post Retirement Survivor Allowance benefit, Level 4 (Government Code Section 21624, 21626, 21628).
4. The City shall adopt a resolution implementing IRS Section 414(h)(2) no later than January 20, 1999. This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.
5. Sick Leave Conversion: The City agrees to contract for the benefit of sick leave conversion pursuant to Section 20862.8 and 20963 of the California Government Code.
6. Highest one year: Effective January 1, 1982, the computation for retirement benefit for each employee in the bargaining unit shall be

computed on their highest single year's salary pursuant to Section 20042 of the State Government Code.

7. City Paid Employee's Share: The City shall pay one hundred percent (100%) of employees' retirement contribution or nine percent (9%), whichever is less.

8. RETIRED EMPLOYEE'S MEDICAL COVERAGE

As regards employees hired prior to the date of Council adoption of this 2008-2011 Memorandum of Understanding, the City shall pay 100% of the premium for all retired employees. Unit members hired on or after the date of City Council adoption of this Memorandum of Understanding shall upon retirement be eligible for City funding of medical insurance premium in the same manner as are previously hired employees, if the retirement follows at least seven (7) consecutive and full years of City service, and the individual is in the employee of the City at the time of retirement.

7. INSURANCE BENEFITS

- 7(a) MEDICAL INSURANCE

1. The City will contribute \$500 per month toward employee and dependent medical coverage. Starting with the second payroll in July 2004, which is when medical benefit deductions are made, the City will contribute an amount not to exceed \$625 per month toward employee and dependent medical premiums.
2. In the event that the City agrees to provide either the South Pasadena Firefighters' Association or the South Pasadena Police Officers' Association an increase in medical benefits, the South Pasadena Battalion Chiefs' Association shall also concurrently receive the same increase in medical benefits.

- 7(b) DENTAL INSURANCE

1. The City agrees to provide \$75.00 per month for employee and dependent dental coverage.
2. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost to the City for a new carrier does not exceed the current \$75.00 per month.

- 7(c) LIFE INSURANCE

*Battalion Chiefs' Association MOU*RESOLUTION NO. 7037

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Employee Coverage: Effective July 1, 1992, the City agreed to provide for each employee in the bargaining unit a life insurance policy in the sum of fifty thousand dollars (\$50,000).

## 7(d) VISION CARE

Employee and Dependent Coverage: It is agreed that the City will pay up to \$20.00 per month of the employee and dependent premium.

## 7(e) LONG TERM DISABILITY

1. The City will contribute 100% of the full cost of a Long-Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.
2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.

## 7(f) OPT OUT PROVISION

Employee may choose to opt out of the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. If the employee chooses to opt out of the coverage, the employee shall be eligible to receive a monthly allowance of \$300. Cancellation of the coverage becomes effective on the first day of any month after a 45-day written notice is received. Proof of the employee's medical coverage from another source must accompany the request of cancellation of coverage.

## 7(g) RE-ENROLLMENT PROVISION

Employee who opts out under Section 7(f) may choose to re-enroll in the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. Employee who wishes to re-enroll may do so only during the open enrollment period unless a qualifying event or retirement occurs, which will then permit the employee to re-enroll before the next open enrollment period.

7(h) IRS 125 PLAN

Effective the first payroll period commencing on or after July 1, 2009, the City shall implement an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

8. RECOGNIZED HOLIDAYS

8(a) ACKNOWLEDGED HOLIDAYS

The City shall grant the following holidays to all employees, including regular (permanent) part-time employees:

- 1. January 1 .....New Year's Day
- 2. 3rd Monday in February.....President's Day
- 3. Last Monday in May .....Memorial Day
- 4. July 4.....Independence Day
- 5. 1st Monday in September .....Labor Day
- 6. 2nd Monday in October .....Columbus Day
- 7. November 11.....Veteran's Day
- 8. 4th Thursday in November .....Thanksgiving Day
- 9. 4th Friday in November .....Friday after Thanksgiving
- 10. December 25 .....Christmas Day

Holiday Shift: For the purpose of this MOU, a holiday is defined as a 12-hour period.

Holiday Pay: Any employee whose regular schedule does not require the employee to work on a Holiday shall be paid at the rate of twelve (12) hours of straight time. Any employee whose regular schedule requires the employee to work on a holiday shall be paid for a 12-hour holiday in addition to their salary for the shift.

9. FLOATING HOLIDAYS

9(a) ACCRUAL RATES

Three floating holiday shifts are granted to the employee during each fiscal year after (6) months of employment at his/her request at a time he/she selects, which meet the approval of the department head. A floating holiday shift shall be defined as a 24-hour period.

9(b) USE OF FLOATING HOLIDAYS

Each employee is entitled to three (3) Floating Holiday shifts between July 1 and June 30 of each fiscal year. These floating Holidays may be taken either in time off or in pay. Floating Holidays may not be carried over. Each floating holiday shift is defined as a 24-hour period and each holiday shift shall be paid at the rate of twenty four (24) hours of straight time.

10. VACATION

10(a) ACCRUAL RATES

It is understood that vacation is earned as per this Vacation Time Schedule Chart:

VACATION TIME SCHEDULE CHART

YEARS OF SERVICES	SHIFTS OF VACATION
0 - 2 YEARS .....	8 SHIFTS
3 - 4 YEARS .....	9 SHIFTS
5TH YEAR .....	10 SHIFTS
6 - 10 YEARS .....	11 SHIFTS
11 - 15 YEARS .....	12 SHIFTS
16 - 20 YEARS .....	13 SHIFTS
21 - 24 YEARS .....	14 SHIFTS
25TH YEAR & OVER .....	17 SHIFTS

10(b) MAXIMUM ACCUMULATION

It is the goal of association members and the City that no more than a one-year allocation of shifts as per the Vacation Time Chart be accumulated. It shall be incumbent upon the Fire Chief to ensure that employees are allowed time off. If, at any time after December 31, 1999, an employee's vacation accumulation exceeds the equivalent of eighteen months worth of accrual, the employee's vacation accrual will cease until it falls below eighteen months.

10(c) BUY-BACK

Vacation: Upon the request of a member and the approval of the Fire Chief, a member will have the option of payment in lieu of time-off for up to three (3) 24 hour shifts each fiscal year.

11. SICK LEAVE

11(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 5.54 hours per pay period.
2. Employees will not accrue any sick leave while on leave of absence without pay.
3. One sick leave day is equivalent to one 24-hour shift.

11(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

11(c) SICK LEAVE INCENTIVE

1. At the end of each fiscal year, employees who have accumulated 240 hours of sick leave may convert accumulated sick leave to cash at the rate of 100 hundred percent (100%) as follows:

No sick leave use during the fiscal year .....48 hours of buy-back, or

One to two days of sick leave use during the fiscal year .....24 hours of buy-back, or

Three days of sick leave use during the fiscal year .....12 hours of buy-back, or

Over three days of sick leave use during the fiscal year .....0 hours of buy-back

For employees hired on or after July 1, 2000:

No sick leave use during the first and second year of employment.....24 hours of buy-back

Up to one-day sick leave use during the second year of employment.....12 hours of buy-back

After the second year of employment, employee is eligible for the regular buy-back incentive.

2. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.
3. Sick leave transferred to another employee's sick leave bank will not be counted for the purposes of the incentive buy-back program.

11(d) CONVERSION TO CALPERS SERVICE CREDIT

Upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service

credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

#### 11(e) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave. Accumulated sick leave may be used for the following:

1. Employee's own illnesses that may cause the employee to miss work or attend a medical appointment. The City shall have the option to require a doctor's certification of the adequacy of the employee's absence during the time for which sick leave was requested.
2. Employee's family member's illness  
Assembly Bill (AB) 109 allows employees in any calendar year, to use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of a spouse, parent, or child. Battalion Chiefs accrue 143.78 hours per year of sick leave. Therefore, up to 71.89 hours may be used to attend to the illness of a spouse, parent, or child.

#### 11(f) SICK LEAVE USED ON HOLIDAYS

If an employee uses sick leave during a holiday, the time shall be deducted from the employee's sick leave and the holiday pay will remain. A holiday shall be defined as beginning at 8:00 a.m. of the day the holiday actually occurs and continue until 8:00 a.m. the following day. This definition shall be used only for the purpose of determining whether or not a firefighter uses sick leave during a holiday.

#### 11(g) VERIFICATION OF SICK LEAVE

1. The City shall have the option to require a doctor's verification of the adequacy of the reason for an employee's absence during the time for which sick leave was requested only after three consecutive sick leave shifts are used.
2. If the employee has a history or pattern of sick leave misuse or overuse, the City may require written verification or medical documentation even if the employee does not use three consecutive shifts of sick leave as outlined above. Examples of misuse or overuse include but are not limited to:

*Battalion Chiefs' Association MOU*RESOLUTION NO. 7037

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- Use of sick leave in conjunction with vacation, trades, or other authorized leave.
- Significantly lower number of accumulated sick leave hours than the average of other employees.
- Significantly higher number of sick leave days taken compared to other employees.

## 12. BEREAVEMENT AND FAMILY ILLNESS LEAVE

## 12(a) ACCRUAL RATES

Employees shall receive a total of four (4) shifts of paid Bereavement and Family Illness Leave each fiscal year.

## 12(b) USE OF BEREAVEMENT AND FAMILY ILLNESS LEAVE

Use of Bereavement and Family Illness Leave shall be limited to two (2) occurrences per fiscal year, and two (2) shifts per occurrence.

Employees may use Bereavement and Family Illness Leave for the death or major illness of a family member. For the purposes of Bereavement and Family Illness Leave, family members shall include: spouse, parents, child, stepchild, parents-in-law, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement and Family Illness Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

## 13. UNIFORMS

Uniform Replacement Allowance: Effective December 7, 1994, \$475.00 per year for the purchase of uniforms for sworn employees.

Uniform Maintenance Allowance: \$200 per employee per fiscal year.

Class "A" Uniform: new employees who successfully complete their probationary period will be provided with one (1) Class "A" uniform. The definition of a class "A" uniform will be established by way of a memorandum. Any proposed change to the list of items shall be discussed with department members prior to implementing the change.

## 14. WORKING CONDITIONS

## 14a) MEALS

1. Meals Together: Effective upon the execution of this MOU, the City shall amend the South Pasadena Municipal Code so as to include a requirement

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that all shift personnel through and including the rank of Battalion Chief shall be required to eat all on-duty meals together.

2. Monthly Meals Deduction: Effective January 1, 1990 the monthly meal deduction per Firefighter will be \$100.00.

## 14(b) WORK SCHEDULE

1. Work Week Defined: For all members of the bargaining unit, a workweek shall be defined as fifty-six (56) hours worked in a seven (7) day period.
2. Shift Schedule: Effective July 1<sup>st</sup>, 2005, the work shift schedule for all Battalion Chiefs assigned to shift duty will be 48 hours on duty and 96 hours off duty.
3. Shift Trade – December 24<sup>th</sup> and December 25<sup>th</sup>: In the event a shift is required to work December 24<sup>th</sup> and 25<sup>th</sup>, the shift assigned to work on December 23<sup>rd</sup>, will work on December 24<sup>th</sup>, and the shift assigned to work on December 24<sup>th</sup>, will work on December 23<sup>rd</sup>. For the purpose of payroll, this will be considered a 24-hour trade.
4. FLSA Cycle: The FLSA cycle will consist of a twelve (12) day cycle starting at 0800 hours.

## 15. OTHER BENEFITS

## 15(a) LONGEVITY PAY

1. 2% Each 5 Years: It is agreed that effective July 1, 1984, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such increase(s) in salary upon completion of each additional five (5) year intervals of service.
2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired after January 1, 1996. Members on the City payroll on or before December 31, 1995 will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions of Section 2A "2% Each 5 Years". Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.

## 15(b) SENIORITY

For administrative purposes, seniority shall date from the date of the first appointment to the Department, whether temporary, limited, or otherwise -

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provided, however, that service is unbroken. If service is broken by resignation or removal, seniority shall date from the date of last appointment to the department.

## 15(c) FITNESS PROGRAM

1. Annual Cash Bonus: Members who pass standards of a voluntary physical fitness program, which is currently established by the South Pasadena Firefighter's Association, will receive a \$300, \$400, or \$500 annual cash bonus. Bonus shall be paid in December of each year that the member meets program standards.
2. Fitness Coordinator: There shall be authorized one (1) program coordinator who shall be responsible for the implementation and operation of the program.
  - a. Appointment of the coordinator shall be made by the Fire Chief. The coordinator shall receive 5 % of base salary for management of program activities. Said 5 % shall be effective January 1, 1993.
  - b. Duties: Fitness Coordinator shall prepare and implement program standards and shall be responsible for setting up required record keeping process, conducting voluntary physical fitness tests and for the establishment of a program reporting process, which, along with other needs, provides the Finance Department with a timely schedule of which employees and how much of a fitness bonus each employee shall receive. Timely notice shall be at least 30 days.

## 15(d) TUITION REIMBURSEMENT

Tuition reimbursement shall be in an amount equal to the California State University system cost per unit, regardless of the institution that the employee is actually enrolled in.

Eligibility for tuition reimbursement shall be limited to those courses reasonably designed to facilitate the performance of an employee's job duties. Determination of which courses are eligible for reimbursement, shall be determined by the City Manager or his/her designee.

Tuition reimbursement shall be available only where the City Manager or his/her designee has approved the course prior to enrollment.

Tuition reimbursement shall be conditioned upon achievement of a grade C or "pass" where the course is pass/fail.

## 15(e) REIMBURSEMENT FOR MEETINGS AND SEMINARS

Quarterly Officers Meetings: It is agreed that the City will compensate each off duty officer who attends quarterly meetings at the rate of time and one-half of the employee's base rate.

Seminars: Per the City's Administrative Policy, it is agreed that the City will provide a per diem for employees who voluntarily attend approved seminars to compensate for meals, travel, lodging, and other related charges.

15(f) EDUCATIONAL INCENTIVE PAY

AA or AS Degrees: Unit members employed prior to January 31, 1998 and who prior to July 31, 1998 possessed or earned an AA or AS degree, shall receive a two and one-half (2.5%) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible for this differential upon proof of having completed thirty (30) fire service related units and Department Head approval, prior to July 31, 1998.

BA or BS Degrees: Unit members employed prior to January 31, 1998 and who prior to January 31, 1998 possessed or earned a BA or BS degree as of January 31, 1998, shall receive a five percent (5 %) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible upon proof of sixty (60) fire service related units and Department Head Approval, having occurred prior to January 31, 1998.

5% maximum: However, in no case shall the total education pay differential for any employee exceed five percent.

15(g) CERTIFICATE BONUS PAY

1. As of January 1, 1999, the City will provide "in-house" continuing education for paramedic certification. So long as the city continues such training, the bonus payment of \$1,000 paid to firefighter paramedics will not be paid. In the event the "in house" training becomes unavailable for any reason, firefighter paramedics will begin to receive the bonus and will be required to obtain training necessary to maintain their certifications off duty as was done prior to this agreement.
2. If during the period a paramedic is in the process of continuing education the in-house program is discontinued for any reason and the paramedic's certification lapses because of the discontinuation of the program, the City agrees to compensate the paramedic for the required coursework and will continue to pay the paramedic at the firefighter paramedic rate of pay while he is completing the certification even though he or she may not be able to perform paramedic duties. This provision does not apply to a firefighter paramedic who fails to obtain his certification.

3. Prior to January 1, 2000 the City will evaluate the in-house program. Participants in the program will be given the opportunity to provide a written evaluation of the program for City review. If the Firefighters' Association desires to meet and confer concerning the program, or the results of the first year of the program, it will make the request to meet and confer no later than January 31, 2000.

15(h) BILINGUAL PAY

Members, who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional seventy-five (\$75.00) dollars in compensation each month. Prior to receiving such additional compensation, members shall be required to take and pass a bilingual proficiency test as established and agreed to between the City and the Association. The program will become effective upon the adoption of this resolution.

15(i) CHIEF OFFICER NOTIFICATION BENEFIT

\$120 will be paid annually to each Battalion Chief for cell phone expenses.

15(j) MOVIE DETAIL

Effective July 2, 2007, the first day of the payroll period, a standardized movie detail pay scale is applied to all Battalion Chiefs at a flat rate of \$50 per hour. The following movie detail policy applies to all members covered by the agreement:

Definition: FSO shall be the abbreviation for Fire Safety Officer.

Any FSO scheduled to work a movie detail shall be paid a minimum of eight (8) hours.

An FSO who is notified of a cancellation of his/her movie detail 24 hours or less from the scheduled start time of the detail shall be paid for the entire scheduled detail.

An FSO who is notified of a change in scheduled hours of his/her movie detail 24 hours or less from the scheduled start time shall be paid for the originally scheduled hours, or the re-scheduled hours, whichever is greater.

16. LAYOFF PROCEDURE

Layoffs shall occur according to Rule 14.3 of the City's Personnel Rules and Regulations.

17. PAYMENT PROCEDURES

17(a) BUY-BACKS AND UNIFORMS

*Battalion Chiefs' Association MOU*RESOLUTION NO. 7037

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Leave buy-backs and uniform replacement and maintenance allowances shall be paid in July with a single separate City warrant pursuant to Section 17(c). Buy-backs not made in July but during the year, will be included with the employee's regular paycheck.

## 17(b) BONUS CHECKS

Paramedic and Physical Fitness bonus checks shall be paid in December with a separate City warrant pursuant to Section 17(c).

## 17(c) DEFINITION OF SEPARATE WARRANT

For purposes of definition under this Article, separate City warrant means a City warrant other than the one used to compensate an employee for hours worked (paycheck).

## 18. STAFFING

Each shift shall be staffed with a minimum of seven full-time South Pasadena fire suppression employees.

## 19. GENERAL PROVISIONS

## 19(a) SEVERABILITY PROVISION

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdictions, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU.

## 19(b) EFFECT

It is understood and agreed that this Agreement shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part. If the City Council approves in full, then this Agreement shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises, and representation made by either party; and both parties acknowledge that each has met and conferred in good faith in negotiations to this point.

## 19(c) PRIOR AND EXISTING CONDITIONS

It is agreed and understood that all prior and existing terms and conditions of employment as well as past practices, including but not limited to, ordinances, resolutions, policies, and procedures, employee rules and personnel rules, which

relate to employee wages, hours, and other terms and conditions of employment, which are not specifically changed, amended, or abridged by this Memorandum of Understanding continue in full force. Furthermore, it is understood and agreed that for the term of this Agreement neither the City nor the Association shall be compelled to negotiate with the other concerning any negotiable issue except as provided for herein and/or by mutual agreement of the parties.

#### 19(d) AMENDMENTS TO THIS MOU

The provisions of the MOU can be amended, supplemented, rescinded or otherwise altered only by mutual agreement in writing and signed by the designated representatives of the City of South Pasadena and the Association and adopted by the City Council of the City of South Pasadena.

#### 19(e) REOPENERS

During the term of this MOU, the parties agree to reopen the meet and confer process regarding the amendment of the existing personnel rules and regulations and adoption of successor rules and regulations. The reopener shall also apply to MOU revisions designed to address the Firefighters' Bill of Rights Act, Government Code §§ 3250 et. seq.

This Memorandum of Understanding shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the term of this MOU:

- a. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction) or,
- b. A determination made in the sole discretion of the City Council of the City that an act of god, or natural disaster (including but not limited to floods, earthquakes, draught, infrastructure failure or other unforeseeable event(s)) has occurred with a reasonably foreseeable consequence being the necessity of utilization of any or all of the 35% of 3% UUT distribution to remedy said consequences.
- c. A determination by the City Council to implement this Section a. or b. shall not be subject to administrative or judicial challenge.

Upon the City Council invocation of this Article, increases in compensation initially provided for in this 2008-2011 MOU shall immediately cease and revert to

thereafter convene the meet and confer process.

**Battalion Chiefs' Association MOU**

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to adoption of this multi-year MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

**PERSONNEL RULE REOPENER** – During the term of this MOU, the parties agree to reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

**20. RATIFICATION AND IMPLEMENTATION**

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this 15th day of April, 2009.

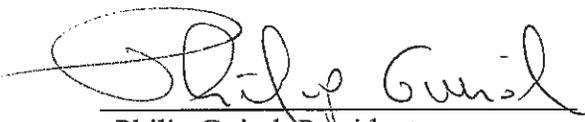
**CITY OF SOUTH PASADENA**

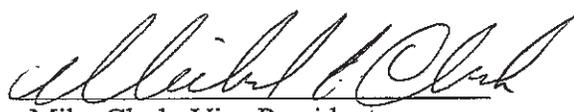
**ATTEST**

  
\_\_\_\_\_  
David Sifuentes, Mayor

  
\_\_\_\_\_  
Sally Kilby, City Clerk

**SOUTH PASADENA BATTALION CHIEFS' ASSOCIATION**

  
\_\_\_\_\_  
Philip Guiral, President

  
\_\_\_\_\_  
Mike Clark, Vice President

  
\_\_\_\_\_  
Rudy Pock, Secretary

*Battalion Chiefs' Association MOU*

Appendix A  
Battalion Chiefs' Salary Schedule

RESOLUTION NO. 7037  
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	A	B	C	D	E
Battalion Chief	\$7,092	\$7,446	\$7,818	\$8,209	\$8,620

Effective January 5, 2009

*Battalion Chiefs' Association MOU*

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Appendix A  
Battalion Chiefs' Salary Schedule

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	A	B	C	D	E
Battalion Chief	\$7,304	\$7,670	\$8,053	\$8,456	\$8,878

Effective July 6, 2009

*Battalion Chiefs' Association MOU*

Appendix A  
Battalion Chiefs' Salary Schedule

RESOLUTION NO. 7037

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	A	B	C	D	E
Battalion Chief	\$7,523	\$7,900	\$8,295	\$8,709	\$9,145

Effective July 5, 2010

*Public Service Employees' Association MOU*

**RESOLUTION NO. 7038**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SOUTH PASADENA  
AND THE SOUTH PASADENA  
PUBLIC SERVICE EMPLOYEES' ASSOCIATION**

**WHEREAS**, California Government Code section 3500 (Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

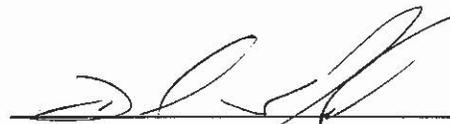
**WHEREAS**, the City's negotiating team periodically met and conferred with the South Pasadena Public Service Employees' Association (SPPSEA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the Public Service Employees' Association have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

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

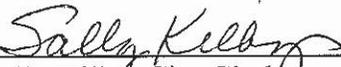
"Exhibit A" is approved and adopted by the City Council of the City of South Pasadena.

**PASSED, APPROVED AND ADOPTED ON this 15<sup>th</sup> day of April, 2009.**

  
\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
Sally Kilby, City Clerk

  
Richard L. Adams II, City Attorney

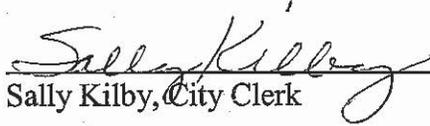
**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15<sup>th</sup> day of April, 2009 by the following vote:

**AYES:** Cacciotti, Putnam, Schneider, Ten and Mayor Sifuentes

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
Sally Kilby, City Clerk

**EXHIBIT A**

**CITY  
*of*  
SOUTH PASADENA**

**PUBLIC SERVICE EMPLOYEES' ASSOCIATION**

**MEMORANDUM OF UNDERSTANDING**

**2008-2011**

**EFFECTIVE JULY 1, 2008 – JUNE 30, 2011**

**CITY OF SOUTH PASADENA  
PUBLIC SERVICE EMPLOYEES' ASSOCIATION  
MEMORANDUM OF UNDERSTANDING  
2008-2011**

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Appendix A: Public Service Employee Association Salary Schedule

## 1. AGREEMENT PROVISIONS

## 1(a) PARTIES INVOLVED

This Memorandum of Understanding (hereinafter referred to as the "MOU") is made and entered into by and between the City of South Pasadena, a Municipal Corporation, hereinafter referred to as "City", and the Public Service Employees Association" (PSEA) pursuant to Government Code Section 3500 et seq.

## 1(b) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2008 and shall continue in full force until June 30, 2011 and shall not be subject to any change except as provided herein.

## 1(c) REOPENERS

This Memorandum of Understanding shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the term of this MOU:

- a. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December 31 compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction) or,
- b. A determination made in the sole discretion of the City Council of the City that an act of god, or natural disaster (including but not limited to floods, earthquakes, draught, infrastructure failure or other unforeseeable event(s)) has occurred with a reasonably foreseeable consequence being the necessity of utilization of any or all of the 35% of 3% UUT distribution to remedy said consequences.
- c. A determination by the City Council to implement this Section a. or b. shall not be subject to administrative or judicial challenge.

Upon the City Council invocation of this Article, increases in compensation initially provided for in this 2008-2011 MOU shall immediately cease and revert to the status quo existing prior to implementation of the changes. The parties shall thereafter convene the meet and confer process.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to adoption of this multi-year MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

**PERSONNEL RULE REOPENER** – During the term of this MOU, the parties agree to reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

**WORK SCHEDULE REOPENER** - During the term of this agreement, the parties shall upon request of either party, reopen regarding the issue of a flexible work schedule, including but not limited a 4/10 schedule for Public Works and/or City Hall Employees.

## 2. CLASSIFICATIONS RECOGNIZED

The City hereby confirms the South Pasadena Public Service Employees Association as the representative of the employees in the classification listed below:

Account Clerk	Library Clerk I
Accounting Technician	Library Clerk II
Administrative Analyst	Literacy Coordinator
Administrative Secretary	Maintenance Worker I
Assistant Planner	Maintenance Worker II
Associate Planner	Parks Supervisor
Associate Civil Engineer	Public Works Assistant
Building Clerk	Pump Operator
Building Maintenance Worker	Secretary
Community Improvement Coordinator	Senior Account Clerk
Community Services Coordinator	Senior Electrician
Deputy City Clerk	Senior Librarian
Electrician	Senior Maintenance Worker
Engineering Aide	Senior Planner
Facilities Supervisor	Street Supervisor
Film Liaison	Transportation Driver
Graphics Assistant	Utilities Billing Coordinator
Library Technical Assistant	Water Systems Supervisor
Librarian	

Plus any newly created non-management, non-sworn classification.

### 3. GENERAL PROVISIONS

#### 3(a) SEVERABILITY

If any Article or Section of this MOU, or any Addendum thereto, should be held invalid by operation of law, or by any tribunal or office of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal or office, the remainder of this MOU shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or section.

#### 3(b) EFFECT

It is understood and agreed that this MOU shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part. If the City Council approves in full, then this MOU shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises and representations made by either party; and both parties acknowledge that each has met and conferred in good faith herein.

#### 3(c) PRIOR AND EXISTING CONDITIONS

It is agreed and understood that all prior and existing terms and conditions of employment as well as past practices, including but not limited to ordinances, resolutions, policies, and procedures, employee rules and personnel rules, which relate to employee wages, hours and other terms and conditions of employment, which are not specifically changed, amended, or abridged by this MOU continue in full force. Furthermore, it is understood and agreed that for the term of this MOU, neither the City nor the Association shall be compelled to negotiate with the other concerning any negotiable issue except as provided herein and/or by mutual agreement of the parties.

### 4. ASSOCIATION RIGHTS

#### 4(a) MASTER AGREEMENT

This Memorandum of Understanding shall be edited in master agreement form, printed and bound for member's use; the cost for which shall be divided equally between the City and the Association.

## 4(b) DUES CHECK-OFF

The City shall provide the Association with a monthly change of status record of those Association members who are terminated, on leave of absence, or temporarily disabled.

## 4(c) STEWARDS TRAINING

The City shall provide up to a total of forty (40) hours, subject to supervisory approval, City time per year for Association Stewards to attend Association sponsored steward Training Programs.

## 4(d) INFORMATION

The City shall provide each new employee eligible for Association representation with a membership statement, provided by the Association, and notify the Association President that such person has been hired and provide the Association President with the employee name, classification and department.

## 4(e) STEWARDS PROGRAM

1. List of Stewards - It is agreed by the parties to this Memorandum of Understanding that the recognized employee organization may select one Steward per work site or appoint the members of the Board of Directors as the Stewards for this unit. The recognized employee organization shall give the City's Representative a written list of employees who have been selected as Stewards. This list shall be kept current by the recognized employee organization.
2. Stewards may spend the time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to formal grievance processing, investigate allegations which may form the basis for the grievance, and if so requested, appear with the grievant during all phases of the grievance process. This activity may be undertaken without reprisal, discrimination or intimidation.
3. Permission to Leave to Conduct Grievance Activities - Stewards, when leaving their work locations to transact such investigations or processing, shall first obtain permission from their immediate supervisor and inform him/her of the nature of the business. Permission to leave will be granted promptly unless such absence would cause undue interruption of work. If such permission cannot be granted promptly, the Steward will be

immediately informed when the time will be made available

4. Upon entering a work location, the Steward shall inform the grievant's immediate supervisor of the nature of his/her business. Permission to leave the job will be granted promptly to the grievant unless the absence would cause an undue interruption of work. If the employee cannot be made available, the Steward will be immediately informed when the employee will be made available.
5. No Compensatory or Overtime Pay for Steward Functions - The recognized employee organization agrees that a Steward shall not log compensatory time or overtime pay for the time spent performing any function of a Steward.
6. Role of Steward - The role of the Steward is to provide timely grievance representation at the first steps of the grievance procedure in an effort to resolve grievances at the lowest possible level and to increase communication between the recognized employee organization and the City.

#### 4(f) DEFINITION OF GRIEVANCE

1. A claimed violation, misinterpretation, inequitable application, or non-compliance with the provisions of the current Memorandum of Understanding or any supplemental agreements. It is not to include a mere difference of opinion involving a management or department head exercise of discretion.
2. A claim by any employee or a group of employees or by the recognized employee organization in his/her, their or its own behalf, of a violation, misinterpretation, or inequitable application of existing policy, orders, rules, and regulations or then existing practice applicable to the public jurisdiction or its employees or the recognized employee organization.

#### 4(g) DUES AND BENEFITS DEDUCTIONS

1. The City shall continue to deduct dues and Association sponsored benefit program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Association, who voluntarily authorizes the deduction, in writing on a form to be provided for this purpose which is mutually agreed to by the Association and the City. The City shall remit such funds to the Association within 30 days following the deduction.

2. Hold Harmless Clause - The Association agrees to hold harmless and indemnify the City against any claims, causes of action, or lawsuits arising as a result of the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

5. MANAGEMENT RIGHTS

- 5(a) The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:
  1. The exclusive right to determine the mission of its constituent departments, commissions, boards.
  2. Set standards and levels of service.
  3. Determine the procedures and standards of selection for employment and promotions.
  4. Direct its employees.
  5. Establish and enforce dress and grooming standards.
  6. Determine the methods and means to relieve its employees from duty because of lack of work or other lawful reasons.
  7. Maintain the efficiency of governmental operation.
  8. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted.
  9. Determine methods of financing.
  10. Determine style and/or types of City-issued wearing apparel, equipment or technology to be used.
  11. Determine and/or change the facilities, methods, technology means or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted.

12. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions including but not limited to, the right to contract for or subcontract any work or operations of the City.
  13. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice.
  14. Establish and modify productivity and performance programs and standards.
  15. Discharge, suspend, demote, reprimand, withhold salary increases and benefits or otherwise discipline employees in accordance with applicable law.
  16. Establish employee performance standards including but not limited to, quality and quantity standards, and to require compliance therewith.
  17. Take all necessary actions to carry out its mission in emergencies.
  18. Exercise complete control and discretion over its organization and the technology of performing its work.
- 5(b) The exercise by the City through its Council and management representatives of its rights hereunder shall not in any way, directly or indirectly, be subject to the grievance procedure herein and shall not supersede the City Personnel Rules and Memorandums of Understanding. Except emergencies or when the City is required to make changes in its operations because of the requirements of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with representatives of the Association regarding the impact of the exercise of such rights, unless the matter of the exercise of such rights is provided for in the Memorandum of Understanding or in the Personnel Rules and Salary resolutions. By agreeing to meet and confer with the Association as to the impact of the exercise and of the foregoing City rights, management's discretion in the exercise of these rights shall not be diminished.

## 6. COMPENSATION

### 6(a) SALARY SCHEDULE ADJUSTMENTS

Across the board salary increases shall be as follows, effective on the payroll period commencing on or after the following dates:

January 1, 2009 .....	3%
July 1, 2009.....	3%
July 1, 2010.....	3%

The base salary increase will be funded each year by use of UUT monies (the 35% of 3%) in an amount equal to 1%. For example, in year one, 33% of the base salary increase will be funded by UUT monies.

6(b) SALARY REVIEW PROCESS

Future compensation will be negotiated after evaluating the compensation packages of San Gabriel Valley area cities and other relevant factors. The City will consider information provided by the Association for the following cities:

ALHAMBRA	EL MONTE	PASADENA
ARCADIA	LA VERNE	SAN GABRIEL
BURBANK	MONROVIA	SAN MARINO
COVINA	MONTEREY PARK	WEST COVINA

6(c) UUT DISTRIBUTION

Commencing with the first payroll period of July 1, 2008 and ending with the last payroll period of June 2010, the City shall make quarterly distributions to each employee within the unit represented by the Public Service Employee Association in an amount equal to a quarterly division of the received UUT monies (not to exceed 35% of the 3% UUT monies) by the total number of full time City employees. The City is in the process of determining the extent and manner, if any, by which part time employees shall participate in the distribution or other use of UUT monies. If the Council determines that part time employees shall participate in said distributions, the manner and amount of said distribution is recognized as having a negative impact on the monies available to fulltime City employees.

The manner, if any, in which the 35% of the 3% UUT increases will be distributed for the period commencing July 1, 2010 and ending not later than the last payroll period of June 2013, shall be subject to a reopener.

The method of distributing UUT provisions shall be subject to the above Article 1(c) reopener provisions regarding decrease in general fund revenues and impact

of disasters. In such case, prospective UUT distributions would immediately cease, to be followed by the meet and confer process.

## 7. HOURS

### 7(a) OVERTIME

1. The City shall compensate employees at the rate of time and one-half for all hours worked in excess of their daily shift; hours worked in excess of a regularly scheduled workweek; eighty hours in a pay period; and holidays (exclusive of holiday pay).
2. Subject to limitations in Section 7(a)(3)(4) below, overtime compensation may be made either in the form of cash payment or in Compensatory Time Off (hereinafter termed "CTO") at the option of the employee.
3. All employees shall be permitted to accumulate CTO to a maximum of 60 hours. Once this limit is reached, employees shall be compensated in cash at the rate of 1.5 times their rate of pay for overtime worked. The employee has the option to accumulate CTO when his/her CTO balance is reduced to less than 60 hours. To the extent permitted by law, the City shall retain the option to exercising discretion to require employees to utilize already accumulated CTO hours.
4. The use of CTO is subject to approval by the Department Head and shall not cause projected additional overtime to be incurred by the Department. And approved CTO shall not be denied less than 72 hours prior to the effective use of CTO unless extraordinary circumstances occur as determined by the City Manager.

### 7(b) WORK SCHEDULES/CITY HALL

Employees working at City Hall would be required to work a nine hour work day with a half hour lunch on Monday through Thursday and an eight hour work day with a half hour lunch on alternating Fridays. The City Manager's Office in conjunction with the Department Heads would determine which employees would be scheduled on each Friday so that City Hall is adequately staffed. The employee's supervisor shall determine the lunch break schedule.

### 7(c) DIFFERENTIAL PAY FOR SUNDAY HOURS

Any full-time permanent employee who is in the Public Service Employees' Association and is assigned to work a Sunday schedule shall receive time and one-half (1-1/2) for all Sunday hours worked.

## 7(d) EXTENDED OVERTIME PAY

Any employee who is required to work a shift of more than twelve (12) hours in a single shift shall receive double time for all hours beyond twelve (12) hours. A shift shall be defined as the first 24 hours following the employee's normal starting time.

## 8. RETIREMENT

## 8(a) PARTICIPATION IN PERS

The City agrees to participate in the California Public Employees Retirement System, 2%@55 plan and to provide a "single highest year" benefit (Section 21251.13 of the *Government Code*)

## 8(b) EMPLOYEE'S SHARE

The City shall pay the employee's contribution of 7%.

## 8(c) SICK LEAVE CONVERSION

The City agrees to contract for the benefit of sick leave conversion pursuant to Section 20862.8 of the California Government Code.

## 8(d) RETIRED EMPLOYEE'S MEDICAL COVERAGE

As regards employees hired prior to the date of Council adoption of this 2008-2011 Memorandum of Understanding, the City shall pay 100% of the premium for all retired employees. Unit members hired on or after the date of City Council adoption of this Memorandum of Understanding shall upon retirement be eligible for City funding of medical insurance premium in the same manner as are previously hired employees, if the retirement follows at least seven (7) consecutive and full years of City service, and the individual is an the employee of the City at the time of retirement.

## 8(e) PARTICIPATION IN IRS SECTION 414(H)(2)

The City shall adopt a resolution implementing IRS Section 414(h)(2) no later than January 20, 1999. This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.

## 9. INSURANCE

## 9(a) MEDICAL INSURANCE

- i. Starting with the second payroll in July 2004 which is when medical benefit deductions are made, the City will contribute an amount not to exceed \$625 per month toward employee and dependent medical premiums.
- ii. Employee may choose to opt out of the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. If the employee chooses to opt out of the coverage, the employee shall be eligible to receive a monthly allowance of \$300. Cancellation of coverage becomes effective on the first day of any month after a 45-day written notice is received. Proof of the employee's medical coverage from other source must accompany the request of cancellation of coverage.

## 9(b) DENTAL COVERAGE

The City agrees to provide \$75.00 per month for employee and dependent dental coverage.

## 9(c) VISION CARE

The City agrees to provide up to \$20.00 toward the monthly premiums to a vision care plan, which covers both employees and their dependents.

## 9(d) LIFE INSURANCE

The City agrees to provide each employee with a \$50,000 life insurance/Accidental Death & Dismemberment policy.

## 9(e) LONG TERM DISABILITY BENEFITS

1. The City will contribute 100% of the full cost of a Long Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.

- 2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.
- 3. Insurance Pay While on LTD - Effective upon approval by both the Public Service Employees Association and the City Council, whichever is later, it is agreed that once an employee has exhausted all other recognized forms of leave and has been placed on long-term disability, the City will continue to pay all of the insurance premiums as set forth under Article XIII of the current MOU during the City recognized period of Long Term Disability. In the event that the City Manager grants an extension of benefits, the City will continue to pay all insurance premiums as set forth under Article XIII of the current MOU during the approved extension.
- 4. Benefits Effective Date - It is agreed that long term disability insurance benefits shall become effective after thirty (30) calendar days from the date of injury or illness. The City agrees to establish a Dispute Resolution Procedure to resolve any conflicts that may arise between the City and disabled employees. This procedure will most likely be medical arbitration. The Resolution procedure will be provided at no cost to the employee.

9(f) IRS 125 PLAN

Effective the first payroll period commencing on or after July 1, 2009, the City shall implement an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

10. HOLIDAYS

10(a) RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees (including permanent part-time employees):

- 1. January 1 .....New Year's Day
- 2. 3<sup>rd</sup> Monday in January .....Martin Luther King, Jr. Birthday
- 3. 3<sup>rd</sup> Monday in February .....President's Day
- 4. Last Monday in May .....Memorial Day
- 5. July 4.....Independence Day

- 6. 1st Monday in September .....Labor Day
- 7. 2nd Monday in October .....Columbus Day
- 8. November 11.....Veteran's Day
- 9. 4th Thursday in November .....Thanksgiving Day
- 10. Friday after Thanksgiving.....Substitute for Admission's Day
- 11. December 25 .....Christmas Day

10(b) FALLING ON SCHEDULED SHIFTS OFF

- 1. Holidays Falling on Scheduled Shifts Off - If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday and City Hall will be closed. If a holiday falls on Sunday, the following Monday shall be deemed to be the holiday and City Hall will be closed. When a holiday falls on an employee's Friday off, employees scheduled off that Friday shall have the previous day off.
- 2. Due to the library's seven day per week schedule, if a holiday falls on a Saturday, the library will be closed to the public both Friday and Saturday. When a holiday falls on a Sunday, the library will be closed to the public both Sunday and Monday. In both cases, library staff will work the same number of hours as all other City staff during the week in which the holiday occurs.

10(c) EXCEPTIONS

- 1. Regularly Scheduled Employees: Any employee whose regular schedule requires him/her to work on a holiday shall be given compensatory time-off for such work or paid the straight time daily equivalent to his/her salary at the discretion of the department head.
- 2. Holiday Pay - Any employee required to work a fixed holiday shall receive pay equivalent to double time and one-half for all holiday hours worked.

11. FLOATING HOLIDAYS

11(a) ACCRUAL RATES

Employees working a 9/80 schedule shall receive 27 floating holiday hours per fiscal year. Employees working a 5-day work week shall receive 33 floating holidays hours per fiscal year.

11(b) MAXIMUM ACCUMULATION

Floating holidays are non-compassable and must be used within the fiscal year.

12. VACATION

12(a) ACCRUAL RATES

Employees shall accrue vacation as follows:

YEARS OF SERVICE	HOURS PER YEAR
1 .....	88
2.....	96
3.....	104
4.....	112
5.....	120
6-10 .....	128
11-15 .....	136
16-20 .....	152
21-24 .....	160
25.....	200
Each Year Thereafter .....	Add'l 8 Hrs per Year

All permanent job sharing employees who are employed on a year-round basis shall receive pro-rated vacation and sick leave time.

12(b) MAXIMUM ACCUMULATION

Employees may carry-over up to two (2) years vacation accrual.

12(c) USE OF VACATION

The City shall allow employees to use vacation time in increments of no less than one (1) shift subject to supervisory approval.

12(d) BUY BACK

The City agrees to annually purchase, at the member's option, eight (8) hours of vacation time at base salary. The purchase shall take place with the annual Sick Leave Buy-Back (section 13)

13. SICK LEAVE

13(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 3.69 hours per pay period. Permanent job-sharing employees who are employed on a year-round basis shall receive pro-rated sick leave accrual.
2. Employees will not accrue any sick leave while on leave of absence without pay. Employees will continue to accrue sick leave while on paid sick leave.
3. All permanent job sharing employees who are employed on a year-round basis, shall receive pro-rated sick leave time.

13(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

13(c) SICK LEAVE INCENTIVE

At the end of each fiscal year, employees who have accumulated 168 hours of sick leave may convert accumulated sick leave to cash or vacation at the rate of one hundred percent (100%) as follows:

No sick leave usage during the fiscal year .....60 hours of buy-back, or

No sick leave usage from July 1 to December 31, or  
January 1 to June 30 .....24 hours of buy-back, or

Up to 3 days sick leave usage during  
the fiscal year .....12 hours of buy-back

For new employees:

No sick leave usage during the first year  
of employment .....24 hours of buy-back

Up to 1-day sick leave usage during the second year  
of employment .....12 hours of buy-back

After the second year of employment, employee is eligible for the regular

buy-back incentive.

Please note that all buy-backs must be made at the end of the fiscal year. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.

#### 13(d) CONVERSION TO CALPERS SERVICE CREDIT

Upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

#### 13(e) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave, but the City will not permit sick leave use to exceed 440 hours per fiscal year unless approved by the City Manager at his/her discretion. Accumulated sick leave may be used for the following:

- (1) **Employee's own illness** that may cause the employee to miss work or attend a medical appointment.
- (2) **Employee's family member's illness**  
Assembly Bill (AB) 109 allows employees in any calendar year, to use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of a spouse, parent, or child.

#### 13(f) VERIFICATION OF SICK LEAVE

In addition, the City may require written verification or medical documentation of the reason for the employee's use of sick leave when:

- (1) The employee request approval for the use of four hours or more sick leave for a single doctor's appointment.
- (2) The employee has a history or pattern of misuse or overuse of sick leave.

Examples of such misuse or overuse include but are not limited to:

- Use of sick leave on a Monday, Friday, or in conjunction with Sundays, holidays, floating holidays, flex days, and vacations.
- Frequent late arrival to or early departure from work for medical or dental appointments.
- Frequent medical or dental appointments.

#### 13(g) USE OF SICK LEAVE BY PROBATIONARY EMPLOYEE

A probationary employee shall be authorized to utilize up to, but not exceeding, 50% of sick leave earned and accrued during the probationary testing period. Such use shall be subject to all rules and regulations governing the use of sick leave.

#### 14. BEREAVEMENT LEAVE

##### 14(a) ACCRUAL RATES

Employees shall receive three (3) days of paid Bereavement Leave each fiscal year. Permanent job-sharing employees who are employed on a year-round basis shall receive pro-rated Bereavement Leave accrual.

##### 14(b) USE OF BEREAVEMENT LEAVE

Bereavement Leave shall be used in increments of at least one day and may be used for the following:

##### **Death of a Family Member**

Employees may use Bereavement Leave for the death of a family member. For the purposes of Bereavement Leave, family members shall include: spouse, parents, child, stepchild, parents-in-law, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

#### 15. WORKING CONDITIONS

##### 15(a) SAFETY COMMITTEE

An Employee Safety Committee shall be established and coordinated by the City's risk manager. The Committee shall meet regularly and shall be comprised

of non-management employees from each department, and management employees as necessary.

#### 15(b) UNIFORMS

1. It is agreed that the City shall provide 5 work shirts, 5 cotton t-shirts and 5 pairs of pants for all Field Service employees. Uniforms will be replaced as deemed necessary by the Maintenance Superintendent.
2. The City shall reimburse all Field Service employees up to \$250 for the purchase of steel toe safety boots/shoes each year. In the event the employee's boots/shoes are damaged on the job and deemed unsafe (as opposed to normal wear and tear), the City will replace the boots/shoes for the employee even if the \$250 maximum has been reached.
  - 2(a) Probationary employees shall receive reimbursement for 1 pair of boots up to a maximum of \$250 at the start of employment. If the employee leaves or employment is terminated within the first 6 months of employment, this amount will be paid back to the City out of the severance check.
  - 2(b) Permanent employees shall receive reimbursement for up to two pairs of boots up to a maximum of \$250 at the start of the fiscal year.
3. Authorization and reimbursement:
  - 3(a) City-designated vendor: Employee must first receive authorization from the Maintenance Superintendent prior to purchase from a city-designated vendor. City may provide a voucher for this purpose.
  - 3(b) Vendor of employee's choice: Employee must provide proof of purchase or receipt to Maintenance Superintendent for reimbursement.

#### 15(c) TURN-AROUND TIME / STANDBY TIME

1. When possible, management will attempt to provide all employees with at least eight hours between shifts.
2. In emergency situations, employees whose normal starting time would require them to return to work before eight hours have elapsed shall have

the option, subject to management's prior approval, of reporting to work after said eight-hour period has elapsed, while being paid straight time from the time they would normally have reported to work.

3. If management directs the employee or if the employee elects, with prior management approval, to report to work before that eight-hour period has elapsed, then the employee shall be paid double time from the time that they report to work until the time that the eight hour period would have elapsed. The employee will then be paid straight time for the remaining hours of their normal work shift.
4. Employees required to be on stand-by call during off-duty period, including holidays, and weekend periods, shall be compensated as follows:
  - a. Employees shall be compensated a the rate of \$0.80 per hour of stand-by time; and,
  - b. When the employee must report back to work, employee shall be compensated at the overtime rate (time and one-half) for all hours worked with a minimum of three hours of compensation.
  - c. When it is feasible for the employee to respond to an emergency from home, employee shall be compensated at the overtime rate (time and one-half) for all hours worked with a minimum of one hour of compensation.

#### 15(d) PERFORMANCE EVALUATION-BASED MERIT STEP INCREASES

Where a merit step increase is contingent upon provision of an annual (or other) performance evaluation report which justifies a new step increase, and where such report is completed, but not on a timely basis, the merit step increase shall be implemented retroactive to the payroll period where the increase would have been implemented, had the evaluation been done timely.

#### 16. OTHER BENEFITS

##### 16(a) LONGEVITY

1. 2% Every 5 Years: It is agreed that effective July 1, 1994, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such

increase(s) in salary upon completion of each additional five (5) year interval of service.

2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired on or after January 1, 1996. Employees on the City payroll on or before December 31, 1995, will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provision of "A" 2% Every 5 Years. Once an employee has earned the additional 4% the Longevity Pay Program shall be permanently frozen.

#### 16(b) BILINGUAL PAY

1. Pay: Employees who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis shall receive an additional seventy-five dollars (\$75.00) in compensation each month. Prior to receiving such additional compensation, employees will be required to pass a bilingual proficiency test as established and agreed to between the City and the Association.
2. Total Number of Employees: The City Manager's Office may permit up to twelve (12) bilingual (Spanish or Chinese) slots to be filled by department discretion.
3. Sign Language: One additional employee, over and above the Total Number of Employees as defined above, who can communicate conversationally with sign language on a regular or recurring basis, shall be eligible to receive bilingual pay benefit. Prior to receiving such additional compensation, employees will be required to demonstrate proficiency as established by the standards of American Sign Language (ASL) or English Sign Language (ESL).
4. All permanent job sharing employees who are employed on a year-round basis shall receive a pro-rated bilingual pay benefit.

#### 16(c) EDUCATIONAL REIMBURSEMENT

1. The City's Educational Reimbursement Policy will apply to all full-time employees. If a Department Head does not approve a request, the employee may submit the request to the Assistant City Manager/Personnel Director for reconsideration. If the Assistant City Manager approves the request, it will be submitted to the City Manager who will then have the final authorization to approve or deny the request. If the Assistant City Manager does not approve

the request, the employee will not be eligible for the education reimbursement.

2. All permanent job sharing employees who are employed on a year-round basis shall receive a pro-rated educational pay benefit.
3. **TUITION REIMBURSEMENT** — Tuition reimbursement shall be in an amount equal to the California State University system cost per unit, regardless of the institution that the employee is actually enrolled in.

Eligibility for tuition reimbursement shall be limited to those courses reasonably designed to facilitate the performance of an employee's job duties. Determination of which courses are eligible for reimbursement, shall be determined by the City Manager or his/her designee.

Tuition reimbursement shall be available only where the City Manager or his/her designee has approved the course prior to enrollment.

Tuition reimbursement shall be conditioned upon achievement of a grade C or "pass" where the course is pass/fail.

#### 16(d) EDUCATION INCENTIVE

Employee's who are laid off and rehired at a lower classification and/or reclassified to a lower classification in which they received the education incentive will be eligible to receive that education incentive upon reclassification. Employees who have not received an education incentive as of July 1, 1997, will not qualify for the incentive.

### 17. LAYOFF AND REHIRE PROCEDURES

#### 17(a) LAYOFF PROCEDURES

Layoffs shall occur according to Rule 14.2 of the City's Personnel Rules and Regulations.

#### 17(b) REHIRE PROCEDURES

The names of permanent employees who have been laid off due to reduction in work force shall be placed on an appropriate layoff re-employment list according to the date of separation and shall be eligible for re-employment. Such re-employment shall comply with the following guidelines:

**Public Service Employees' Association MOU**

RESOLUTION NO. 7038  
Page 28  
Public Service Employee Association  
2008-2011 Memorandum of Understanding

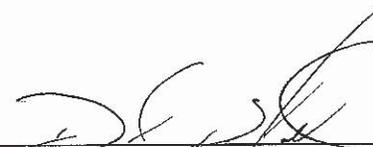
- The last employee laid off will be the first employee on the list with the other eligible employees following in sequential order thereafter.
- Said list shall be continued for one (1) year after the date of layoff.

**18. RATIFICATION AND EXECUTION**

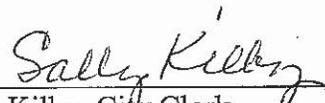
The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on the 15<sup>th</sup> day of April 2009.

**CITY OF SOUTH PASADENA**

**ATTEST**

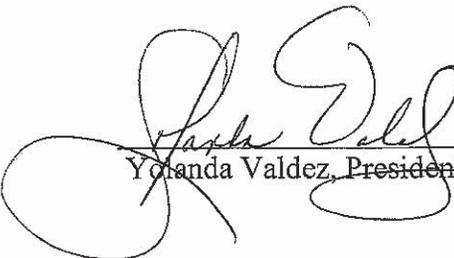


\_\_\_\_\_  
David Sifuentes, Mayor

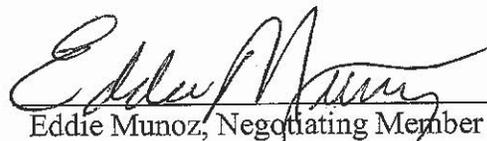


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Sally Kilby, City Clerk

**SOUTH PASADENA PUBLIC SERVICE EMPLOYEES ASSOCIATION**



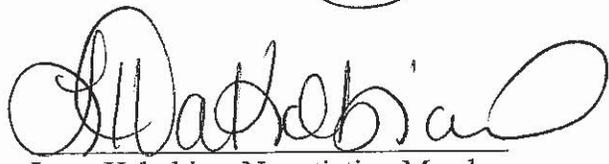
\_\_\_\_\_  
Yolanda Valdez, President



\_\_\_\_\_  
Eddie Munoz, Negotiating Member



\_\_\_\_\_  
Stephanie Jones, Negotiating Member



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Lucy Hakobian, Negotiating Member

*Public Service Employees' Association MOU*

RESOLUTION NO. 7038

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Appendix A  
PSEA Salary Schedule

	Range	A	B	C	D	E
Senior Planner		\$ 5,322	\$ 5,588	\$ 5,867	\$ 6,160	\$ 6,468
Associate Civil Engineer		\$ 4,853	\$ 5,095	\$ 5,350	\$ 5,617	\$ 5,898
Associate Planner		\$ 4,757	\$ 4,994	\$ 5,244	\$ 5,506	\$ 5,782
Water System / Treatment Supervisor		\$ 4,554	\$ 4,781	\$ 5,021	\$ 5,272	\$ 5,535
Public Works Assistant		\$ 4,491	\$ 4,716	\$ 4,952	\$ 5,199	\$ 5,459
Senior Librarian	80	\$ 4,464	\$ 4,687	\$ 4,921	\$ 5,167	\$ 5,426
Water Distribution Supervisor	80	\$ 4,464	\$ 4,687	\$ 4,921	\$ 5,167	\$ 5,426
Assistant Planner		\$ 4,315	\$ 4,530	\$ 4,757	\$ 4,995	\$ 5,245
Grants Analyst		\$ 4,315	\$ 4,530	\$ 4,757	\$ 4,995	\$ 5,245
Administrative Analyst		\$ 4,315	\$ 4,530	\$ 4,757	\$ 4,995	\$ 5,245
Facilities Supervisor		\$ 4,259	\$ 4,472	\$ 4,696	\$ 4,930	\$ 5,177
Parks Supervisor	76	\$ 4,223	\$ 4,434	\$ 4,655	\$ 4,888	\$ 5,133
Street Supervisor	76	\$ 4,223	\$ 4,434	\$ 4,655	\$ 4,888	\$ 5,133
Senior Electrician	75	\$ 3,945	\$ 4,143	\$ 4,350	\$ 4,567	\$ 4,796
Utility Billing Coordinator	74	\$ 3,849	\$ 4,041	\$ 4,244	\$ 4,456	\$ 4,679
Deputy City Clerk	74	\$ 3,849	\$ 4,041	\$ 4,244	\$ 4,456	\$ 4,679
Librarian	73	\$ 3,756	\$ 3,944	\$ 4,141	\$ 4,348	\$ 4,566
Electrician		\$ 3,743	\$ 3,930	\$ 4,127	\$ 4,333	\$ 4,550
Building Maintenance Worker	72	\$ 3,662	\$ 3,845	\$ 4,037	\$ 4,239	\$ 4,451
Film Liaison		\$ 3,605	\$ 3,785	\$ 3,974	\$ 4,173	\$ 4,382
Community Improvement Coordinator	71	\$ 3,574	\$ 3,753	\$ 3,940	\$ 4,137	\$ 4,344
Engineering Aide	70	\$ 3,488	\$ 3,663	\$ 3,846	\$ 4,038	\$ 4,240
Administrative Secretary	69	\$ 3,404	\$ 3,574	\$ 3,753	\$ 3,941	\$ 4,138
Water Production/Treatment Operator	69	\$ 3,404	\$ 3,574	\$ 3,753	\$ 3,941	\$ 4,138
Community Services Coordinator	68	\$ 3,318	\$ 3,484	\$ 3,659	\$ 3,842	\$ 4,034
Library Technical Assistant	68	\$ 3,318	\$ 3,484	\$ 3,659	\$ 3,842	\$ 4,034
Senior Water Utility Worker		\$ 3,260	\$ 3,423	\$ 3,594	\$ 3,773	\$ 3,962
Senior Maintenance Worker	67	\$ 3,238	\$ 3,400	\$ 3,570	\$ 3,748	\$ 3,935
Accounting Technician	67	\$ 3,238	\$ 3,400	\$ 3,570	\$ 3,748	\$ 3,935
Senior Account Clerk	64	\$ 3,007	\$ 3,158	\$ 3,316	\$ 3,482	\$ 3,656
Secretary	64	\$ 3,007	\$ 3,158	\$ 3,316	\$ 3,482	\$ 3,656
Water Utility Worker II		\$ 2,983	\$ 3,132	\$ 3,289	\$ 3,453	\$ 3,626
Maintenance Worker II	63	\$ 2,935	\$ 3,082	\$ 3,236	\$ 3,398	\$ 3,568
Account Clerk	62	\$ 2,864	\$ 3,007	\$ 3,158	\$ 3,316	\$ 3,481
Water Utility Worker I	61	\$ 2,793	\$ 2,933	\$ 3,079	\$ 3,233	\$ 3,395
Maintenance Worker I	61	\$ 2,793	\$ 2,933	\$ 3,079	\$ 3,233	\$ 3,395
Library Clerk II		\$ 2,671	\$ 2,804	\$ 2,944	\$ 3,092	\$ 3,246
Transportation Driver	59	\$ 2,658	\$ 2,791	\$ 2,930	\$ 3,077	\$ 3,231
Library Clerk I	55	\$ 2,414	\$ 2,535	\$ 2,662	\$ 2,795	\$ 2,934

*Public Service Employees' Association MOU*

## RESOLUTION NO. 7038

Page 30

Appendix A  
PSEA Salary Schedule

	Range	A	B	C	D	E
Senior Planner		\$ 5,481	\$ 5,755	\$ 6,043	\$ 6,345	\$ 6,662
Associate Civil Engineer		\$ 4,998	\$ 5,248	\$ 5,510	\$ 5,786	\$ 6,075
Associate Planner		\$ 4,899	\$ 5,144	\$ 5,401	\$ 5,671	\$ 5,955
Water System / Treatment Supervisor		\$ 4,690	\$ 4,925	\$ 5,171	\$ 5,430	\$ 5,701
Public Works Assistant		\$ 4,626	\$ 4,857	\$ 5,100	\$ 5,355	\$ 5,623
Senior Librarian	80	\$ 4,598	\$ 4,827	\$ 5,069	\$ 5,322	\$ 5,588
Water Distribution Supervisor	80	\$ 4,598	\$ 4,827	\$ 5,069	\$ 5,322	\$ 5,588
Assistant Planner		\$ 4,444	\$ 4,666	\$ 4,900	\$ 5,145	\$ 5,402
Grants Analyst		\$ 4,444	\$ 4,666	\$ 4,900	\$ 5,145	\$ 5,402
Administrative Analyst		\$ 4,444	\$ 4,666	\$ 4,900	\$ 5,145	\$ 5,402
Facilities Supervisor		\$ 4,387	\$ 4,606	\$ 4,837	\$ 5,078	\$ 5,332
Parks Supervisor	76	\$ 4,349	\$ 4,567	\$ 4,795	\$ 5,035	\$ 5,287
Street Supervisor	76	\$ 4,349	\$ 4,567	\$ 4,795	\$ 5,035	\$ 5,287
Senior Electrician	75	\$ 4,064	\$ 4,267	\$ 4,480	\$ 4,704	\$ 4,939
Utility Billing Coordinator	74	\$ 3,964	\$ 4,163	\$ 4,371	\$ 4,589	\$ 4,819
Deputy City Clerk	74	\$ 3,964	\$ 4,163	\$ 4,371	\$ 4,589	\$ 4,819
Librarian	73	\$ 3,869	\$ 4,062	\$ 4,265	\$ 4,479	\$ 4,702
Electrician		\$ 3,855	\$ 4,048	\$ 4,250	\$ 4,463	\$ 4,686
Building Maintenance Worker	72	\$ 3,772	\$ 3,960	\$ 4,159	\$ 4,366	\$ 4,585
Film Liaison		\$ 3,713	\$ 3,899	\$ 4,094	\$ 4,298	\$ 4,513
Community Improvement Coordinator	71	\$ 3,681	\$ 3,865	\$ 4,059	\$ 4,262	\$ 4,475
Engineering Aide	70	\$ 3,593	\$ 3,773	\$ 3,961	\$ 4,159	\$ 4,367
Administrative Secretary	69	\$ 3,506	\$ 3,682	\$ 3,866	\$ 4,059	\$ 4,262
Water Production/Treatment Operator	69	\$ 3,506	\$ 3,682	\$ 3,866	\$ 4,059	\$ 4,262
Community Services Coordinator	68	\$ 3,418	\$ 3,589	\$ 3,768	\$ 3,957	\$ 4,155
Library Technical Assistant	68	\$ 3,418	\$ 3,589	\$ 3,768	\$ 3,957	\$ 4,155
Senior Water Utility Worker		\$ 3,357	\$ 3,525	\$ 3,701	\$ 3,887	\$ 4,081
Senior Maintenance Worker	67	\$ 3,335	\$ 3,502	\$ 3,677	\$ 3,861	\$ 4,054
Accounting Technician	67	\$ 3,335	\$ 3,502	\$ 3,677	\$ 3,861	\$ 4,054
Senior Account Clerk	64	\$ 3,098	\$ 3,253	\$ 3,415	\$ 3,586	\$ 3,765
Secretary	64	\$ 3,098	\$ 3,253	\$ 3,415	\$ 3,586	\$ 3,765
Water Utility Worker II		\$ 3,073	\$ 3,226	\$ 3,388	\$ 3,557	\$ 3,735
Maintenance Worker II	63	\$ 3,023	\$ 3,174	\$ 3,333	\$ 3,500	\$ 3,675
Account Clerk	62	\$ 2,950	\$ 3,097	\$ 3,252	\$ 3,415	\$ 3,586
Water Utility Worker I	61	\$ 2,877	\$ 3,021	\$ 3,172	\$ 3,330	\$ 3,497
Maintenance Worker I	61	\$ 2,877	\$ 3,021	\$ 3,172	\$ 3,330	\$ 3,497
Library Clerk II		\$ 2,751	\$ 2,888	\$ 3,033	\$ 3,184	\$ 3,344
Transportation Driver	59	\$ 2,738	\$ 2,875	\$ 3,018	\$ 3,169	\$ 3,328
Library Clerk I	55	\$ 2,487	\$ 2,611	\$ 2,741	\$ 2,879	\$ 3,022

*Public Service Employees' Association MOU*RESOLUTION NO. 7038

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Appendix A  
PSEA Salary Schedule

	Range	A	B	C	D	E
Senior Planner		\$ 5,646	\$ 5,928	\$ 6,224	\$ 6,536	\$ 6,862
Associate Civil Engineer		\$ 5,148	\$ 5,406	\$ 5,676	\$ 5,960	\$ 6,258
Associate Planner		\$ 5,046	\$ 5,299	\$ 5,563	\$ 5,842	\$ 6,134
Water System / Treatment Supervisor		\$ 4,831	\$ 5,073	\$ 5,326	\$ 5,593	\$ 5,872
Public Works Assistant		\$ 4,765	\$ 5,003	\$ 5,253	\$ 5,516	\$ 5,792
Senior Librarian	80	\$ 4,736	\$ 4,972	\$ 5,221	\$ 5,482	\$ 5,756
Water Distribution Supervisor	80	\$ 4,736	\$ 4,972	\$ 5,221	\$ 5,482	\$ 5,756
Assistant Planner		\$ 4,577	\$ 4,806	\$ 5,047	\$ 5,299	\$ 5,564
Grants Analyst		\$ 4,577	\$ 4,806	\$ 5,047	\$ 5,299	\$ 5,564
Administrative Analyst		\$ 4,577	\$ 4,806	\$ 5,047	\$ 5,299	\$ 5,564
Facilities Supervisor		\$ 4,518	\$ 4,744	\$ 4,982	\$ 5,231	\$ 5,492
Parks Supervisor	76	\$ 4,480	\$ 4,704	\$ 4,939	\$ 5,186	\$ 5,445
Street Supervisor	76	\$ 4,480	\$ 4,704	\$ 4,939	\$ 5,186	\$ 5,445
Senior Electrician	75	\$ 4,186	\$ 4,395	\$ 4,615	\$ 4,845	\$ 5,088
Utility Billing Coordinator	74	\$ 4,083	\$ 4,288	\$ 4,502	\$ 4,727	\$ 4,963
Deputy City Clerk	74	\$ 4,083	\$ 4,288	\$ 4,502	\$ 4,727	\$ 4,963
Librarian	73	\$ 3,985	\$ 4,184	\$ 4,393	\$ 4,613	\$ 4,844
Electrician		\$ 3,971	\$ 4,170	\$ 4,378	\$ 4,597	\$ 4,827
Building Maintenance Worker	72	\$ 3,885	\$ 4,079	\$ 4,283	\$ 4,497	\$ 4,722
Film Liaison		\$ 3,824	\$ 4,016	\$ 4,216	\$ 4,427	\$ 4,649
Community Improvement Coordinator	71	\$ 3,792	\$ 3,981	\$ 4,180	\$ 4,389	\$ 4,609
Engineering Aide	70	\$ 3,701	\$ 3,886	\$ 4,080	\$ 4,284	\$ 4,498
Administrative Secretary	69	\$ 3,611	\$ 3,792	\$ 3,982	\$ 4,181	\$ 4,390
Water Production/Treatment Operator	69	\$ 3,611	\$ 3,792	\$ 3,982	\$ 4,181	\$ 4,390
Community Services Coordinator	68	\$ 3,521	\$ 3,697	\$ 3,881	\$ 4,076	\$ 4,279
Library Technical Assistant	68	\$ 3,521	\$ 3,697	\$ 3,881	\$ 4,076	\$ 4,279
Senior Water Utility Worker		\$ 3,458	\$ 3,631	\$ 3,812	\$ 4,003	\$ 4,203
Senior Maintenance Worker	67	\$ 3,435	\$ 3,607	\$ 3,787	\$ 3,976	\$ 4,175
Accounting Technician	67	\$ 3,435	\$ 3,607	\$ 3,787	\$ 3,976	\$ 4,175
Senior Account Clerk	64	\$ 3,191	\$ 3,350	\$ 3,518	\$ 3,694	\$ 3,878
Secretary	64	\$ 3,191	\$ 3,350	\$ 3,518	\$ 3,694	\$ 3,878
Water Utility Worker II		\$ 3,165	\$ 3,323	\$ 3,489	\$ 3,664	\$ 3,847
Maintenance Worker II	63	\$ 3,114	\$ 3,270	\$ 3,433	\$ 3,605	\$ 3,785
Account Clerk	62	\$ 3,038	\$ 3,190	\$ 3,350	\$ 3,517	\$ 3,693
Water Utility Worker I	61	\$ 2,963	\$ 3,111	\$ 3,267	\$ 3,430	\$ 3,602
Maintenance Worker I	61	\$ 2,963	\$ 3,111	\$ 3,267	\$ 3,430	\$ 3,602
Library Clerk II		\$ 2,833	\$ 2,975	\$ 3,124	\$ 3,280	\$ 3,444
Transportation Driver	59	\$ 2,820	\$ 2,961	\$ 3,109	\$ 3,264	\$ 3,427
Library Clerk I	55	\$ 2,561	\$ 2,689	\$ 2,824	\$ 2,965	\$ 3,113



**RESOLUTION NO. 7040**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ESTABLISHING A PAY SCALE FOR  
MANAGEMENT EMPLOYEES AND  
AUTHORIZING THE DISTRIBUTION OF THE  
UTILITY USERS TAX**

**WHEREAS**, the City Council has set a priority to establish salaries at a level that both attracts and retains the most-qualified staff while carefully managing scarce resources; and

**WHEREAS**, the City Manager has reviewed the compensation package applicable to the managers and has evaluated it in the context of the current fiscal environment; and

**WHEREAS**, the City Council finds that the compensation adjustments set forth in this resolution are a reasonable addressing of the recruitment, retention and fiscal needs of the City.

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

Approve the amendments to Management compensation as set forth in "Appendix A"

Those changes that are approved and adopted by the City Council consist of:

**SALARY SCHEDULE ADJUSTMENTS**

The following across the board salary increases shall commence upon the first full pay period starting on or after the following dates:

January 1, 2009	3%
July 1, 2009	3%
July 1, 2010	3%

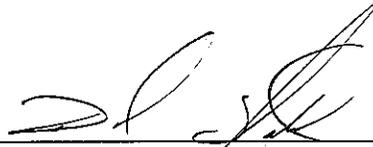
**UTILITY USERS TAX DISTRIBUTION**

Commencing with the quarter ending September 30, 2008 and concluding with the quarter ending June 30, 2010, the City shall make quarterly distributions to each Management employee in an amount equal to a quarterly division of the received UUT monies (not to exceed 35% of the 3% UUT monies) by the total number of full time City employees. The City is in the process of determining the extent and manner, if any, by which part time employees shall participate in the distribution or other use of UUT monies. If the Council determines that part-time

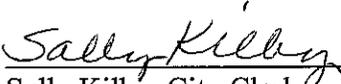
employees shall participate in said distributions, the manner and amount of said distribution is recognized as having a negative impact on the monies available to fulltime City employees.

The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of April, 2009.

  
\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sally Kilby, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Richard L. Adams II, City Attorney

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 15<sup>th</sup> day of April, 2009 by the following vote:

**AYES:** Cacciotti, Putnam, Schneider, Ten and Mayor Sifuentes

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
\_\_\_\_\_  
Sally Kilby, City Clerk

## RESOLUTION NO. 7040

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## Appendix A

*Pay Scale for Management Employees* Management Salary Schedule

	A	B	C	D	E	F	G
Police Chief	\$ 8,483	\$ 8,907	\$ 9,352	\$ 9,820	\$ 10,311	\$ 10,826	\$ 11,367
Fire Chief	\$ 7,796	\$ 8,186	\$ 8,595	\$ 9,025	\$ 9,476	\$ 9,950	\$ 10,447
Assistant City Manager	\$ 7,739	\$ 8,126	\$ 8,533	\$ 8,959	\$ 9,407	\$ 9,878	\$ 10,371
Finance Director	\$ 7,374	\$ 7,742	\$ 8,129	\$ 8,536	\$ 8,963	\$ 9,411	\$ 9,881
Public Works Director	\$ 7,361	\$ 7,729	\$ 8,116	\$ 8,521	\$ 8,947	\$ 9,395	\$ 9,864
Planning & Building Director	\$ 6,945	\$ 7,292	\$ 7,656	\$ 8,039	\$ 8,441	\$ 8,863	\$ 9,306
Police Captain	\$ 6,906	\$ 7,252	\$ 7,614	\$ 7,995	\$ 8,395	\$ 8,814	\$ 9,255
Community Services Director	\$ 6,597	\$ 6,927	\$ 7,273	\$ 7,637	\$ 8,019	\$ 8,420	\$ 8,841
City Librarian	\$ 6,565	\$ 6,894	\$ 7,238	\$ 7,600	\$ 7,980	\$ 8,379	\$ 8,798
Transportation Manager	\$ 6,560	\$ 6,888	\$ 7,232	\$ 7,594	\$ 7,973	\$ 8,372	\$ 8,790
Deputy Director of Public Works	\$ 6,560	\$ 6,888	\$ 7,232	\$ 7,594	\$ 7,973	\$ 8,372	\$ 8,790
Assistant Finance Director	\$ 5,481	\$ 5,755	\$ 6,043	\$ 6,345	\$ 6,663	\$ 6,996	\$ 7,345
City Clerk	\$ 5,247	\$ 5,509	\$ 5,785	\$ 6,074	\$ 6,378	\$ 6,697	\$ 7,031
Project Manager	\$ 5,048	\$ 5,300	\$ 5,565	\$ 5,844	\$ 6,136	\$ 6,443	\$ 6,765
Senior Management Analyst	\$ 4,948	\$ 5,195	\$ 5,455	\$ 5,728	\$ 6,014	\$ 6,315	\$ 6,631
Maintenance Superintendent	\$ 4,948	\$ 5,195	\$ 5,455	\$ 5,728	\$ 6,014	\$ 6,315	\$ 6,631
Water Manager	\$ 4,948	\$ 5,195	\$ 5,455	\$ 5,728	\$ 6,014	\$ 6,315	\$ 6,631
Executive Assistant	\$ 4,411	\$ 4,631	\$ 4,863	\$ 5,106	\$ 5,361	\$ 5,629	\$ 5,911
Community Services Supv.	\$ 3,712	\$ 3,897	\$ 4,092	\$ 4,297	\$ 4,511	\$ 4,737	\$ 4,974

Effective January 5, 2009

## RESOLUTION NO. 7040

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*Pay Scale for Management Employees*Appendix A  
Management Salary Schedule

	A	B	C	D	E	F	G
Police Chief	\$ 8,737	\$ 9,174	\$ 9,633	\$ 10,114	\$ 10,620	\$ 11,151	\$ 11,708
Fire Chief	\$ 8,030	\$ 8,431	\$ 8,853	\$ 9,295	\$ 9,760	\$ 10,248	\$ 10,761
Assistant City Manager	\$ 7,972	\$ 8,370	\$ 8,789	\$ 9,228	\$ 9,689	\$ 10,174	\$ 10,683
Finance Director	\$ 7,595	\$ 7,975	\$ 8,373	\$ 8,792	\$ 9,232	\$ 9,693	\$ 10,178
Public Works Director	\$ 7,582	\$ 7,961	\$ 8,359	\$ 8,777	\$ 9,216	\$ 9,677	\$ 10,160
Planning & Building Director	\$ 7,153	\$ 7,511	\$ 7,886	\$ 8,280	\$ 8,694	\$ 9,129	\$ 9,586
Police Captain	\$ 7,114	\$ 7,469	\$ 7,843	\$ 8,235	\$ 8,647	\$ 9,079	\$ 9,533
Community Services Director	\$ 6,795	\$ 7,135	\$ 7,491	\$ 7,866	\$ 8,259	\$ 8,672	\$ 9,106
City Librarian	\$ 6,762	\$ 7,101	\$ 7,456	\$ 7,828	\$ 8,220	\$ 8,631	\$ 9,062
Transportation Manager	\$ 6,756	\$ 7,094	\$ 7,449	\$ 7,821	\$ 8,212	\$ 8,623	\$ 9,054
Deputy Director of Public Works	\$ 6,756	\$ 7,094	\$ 7,449	\$ 7,821	\$ 8,212	\$ 8,623	\$ 9,054
Assistant Finance Director	\$ 5,646	\$ 5,928	\$ 6,224	\$ 6,536	\$ 6,862	\$ 7,206	\$ 7,566
City Clerk	\$ 5,404	\$ 5,675	\$ 5,958	\$ 6,256	\$ 6,569	\$ 6,897	\$ 7,242
Project Manager	\$ 5,199	\$ 5,459	\$ 5,732	\$ 6,019	\$ 6,320	\$ 6,636	\$ 6,968
Senior Management Analyst	\$ 5,096	\$ 5,351	\$ 5,619	\$ 5,900	\$ 6,195	\$ 6,504	\$ 6,830
Maintenance Superintendent	\$ 5,096	\$ 5,351	\$ 5,619	\$ 5,900	\$ 6,195	\$ 6,504	\$ 6,830
Water Manager	\$ 5,096	\$ 5,351	\$ 5,619	\$ 5,900	\$ 6,195	\$ 6,504	\$ 6,830
Executive Assistant	\$ 4,543	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798	\$ 6,088
Community Services Supv.	\$ 3,823	\$ 4,014	\$ 4,215	\$ 4,426	\$ 4,647	\$ 4,879	\$ 5,123

Effective July 6, 2009

Appendix A  
Management Salary Schedule

	A	B	C	D	E	F	G
Police Chief	\$ 8,999	\$ 9,449	\$ 9,922	\$ 10,418	\$ 10,938	\$ 11,485	\$ 12,060
Fire Chief	\$ 8,271	\$ 8,684	\$ 9,118	\$ 9,574	\$ 10,053	\$ 10,556	\$ 11,083
Assistant City Manager	\$ 8,211	\$ 8,621	\$ 9,052	\$ 9,505	\$ 9,980	\$ 10,479	\$ 11,003
Finance Director	\$ 7,823	\$ 8,214	\$ 8,624	\$ 9,056	\$ 9,508	\$ 9,984	\$ 10,483
Public Works Director	\$ 7,809	\$ 8,200	\$ 8,610	\$ 9,040	\$ 9,492	\$ 9,967	\$ 10,465
Planning & Building Director	\$ 7,368	\$ 7,736	\$ 8,123	\$ 8,529	\$ 8,955	\$ 9,403	\$ 9,873
Police Captain	\$ 7,327	\$ 7,693	\$ 8,078	\$ 8,482	\$ 8,906	\$ 9,351	\$ 9,819
Community Services Director	\$ 6,999	\$ 7,349	\$ 7,716	\$ 8,102	\$ 8,507	\$ 8,932	\$ 9,379
City Librarian	\$ 6,965	\$ 7,314	\$ 7,679	\$ 8,063	\$ 8,466	\$ 8,890	\$ 9,334
Transportation Manager	\$ 6,959	\$ 7,307	\$ 7,672	\$ 8,056	\$ 8,459	\$ 8,882	\$ 9,326
Deputy Director of Public Works	\$ 6,959	\$ 7,307	\$ 7,672	\$ 8,056	\$ 8,459	\$ 8,882	\$ 9,326
City Clerk	\$ 6,596	\$ 6,926	\$ 7,272	\$ 7,636	\$ 8,018	\$ 8,419	\$ 8,840
Public Works Superintendent	\$ 6,596	\$ 6,926	\$ 7,272	\$ 7,636	\$ 8,018	\$ 8,419	\$ 8,840
Assistant Finance Director	\$ 5,815	\$ 6,106	\$ 6,411	\$ 6,732	\$ 7,068	\$ 7,422	\$ 7,793
Human Resources Manager	\$ 5,815	\$ 6,106	\$ 6,411	\$ 6,732	\$ 7,068	\$ 7,422	\$ 7,793
Project Manager	\$ 5,355	\$ 5,623	\$ 5,904	\$ 6,200	\$ 6,510	\$ 6,835	\$ 7,177
Executive Assistant	\$ 4,679	\$ 4,913	\$ 5,159	\$ 5,417	\$ 5,688	\$ 5,972	\$ 6,271
Community Services Supv.	\$ 3,938	\$ 4,135	\$ 4,341	\$ 4,558	\$ 4,786	\$ 5,026	\$ 5,277

Effective July 5, 2010

Revised July 7, 2010



**RESOLUTION NO. 7043**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SOUTH PASADENA AND THE  
SOUTH PASADENA POLICE OFFICERS' ASSOCIATION**

**WHEREAS**, California Government Code section 3500 (Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

**WHEREAS**, the City's negotiating team periodically met and conferred with the South Pasadena Police Officers' Association (SPPOA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the Police Officers' Association have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

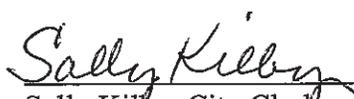
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

Exhibit A is approved and adopted by the City Council of the City of South Pasadena.

**PASSED, APPROVED AND ADOPTED ON** this 6<sup>th</sup> day of May, 2009.

  
\_\_\_\_\_  
David Sifuentes, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sally Kilby, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Richard L. Adams II, City Attorney

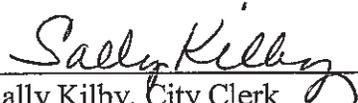
**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 6<sup>th</sup> day of May, 2009 by the following vote:

**AYES:** Cacciotti, Putnam, Schneider, Ten and Mayor Sifuentes

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
\_\_\_\_\_  
Sally Kilby, City Clerk

*Police Officers' Association MOU*

EXHIBIT A

**CITY  
of  
SOUTH PASADENA**

**POLICE OFFICERS' ASSOCIATION  
MEMORANDUM OF UNDERSTANDING**

**2008-2011**

**EFFECTIVE JULY 1, 2008 – JUNE 30, 2011**

*Police Officers' Association MOU*

**CITY OF SOUTH PASADENA  
POLICE OFFICERS' ASSOCIATION  
MEMORANDUM OF UNDERSTANDING  
2008-2011**

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South Pasadena Police Officers' Association  
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## 1. AGREEMENT PROVISIONS

## 1(a) PARTIES TO AGREEMENT

This agreement is made and entered into this 6<sup>th</sup> day of May, 2009 by and between the City of South Pasadena, hereinafter referred to as "City" and the South Pasadena Police Officers' Association, hereinafter referred to as "Association", pursuant to Government Code 3500, as amended. This Agreement is of no force or effect unless approved by the City Council.

## 1(b) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2008 and shall continue in full force until June 30, 2011 and shall not be subject to any change or further discussion except as provided herein.

## 2. GENDER REFERENCES

As used in the Agreement, all references to gender, such as references to "he", "him", or "his" and references to "they", "them", and "theirs", shall apply equally to both sexes.

## 3. CLASSIFICATIONS RECOGNIZED

Pursuant to the provisions of the employee relation's resolution of the City of South Pasadena, the City recognizes the South Pasadena Police Officers Association as the exclusive recognized employee organization on behalf of full-time sworn and non-sworn employees occupying the job classifications of:

Police Sergeant  
Police Corporal \*  
Police Officer  
Police Assistant  
Support Services Assistant

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Senior Clerk  
Police Clerk II  
Police Clerk I

- \* The recognized job classification of Police Officer II, is re-titled and shall now be designated as Police Corporal. This re-titling is subject to the explicit understanding and agreement of the parties that the re-titling shall have no impact upon wages, hours, and/or terms and conditions of employment that have been applicable to the Police Officer II classification. If the re-titling is determined to have had an impact upon the wages, hours, and/or terms and conditions of employment applicable to the Police Officer II classification, then the Police Corporal re-titling shall become immediately null and void and the Police Officer II title shall be reinstated together with all wages, hours, and/or terms and conditions of employment attendant to the Police Officer II classification.

#### 4. ASSOCIATION RIGHTS AND RESPONSIBILITIES

##### 4(a) ASSOCIATION AND EMPLOYEE RIGHTS

The City and Association shall comply with the provisions of the Meyer's-Brown Act (MMB) governing meet and confer rights of employee Organizations. The parties further agree that during the term of this MOU, each party shall remain those rights respectively vested by local, state and federal law, which cannot otherwise be waived by this agreement.

##### 4(b) DUES AND BENEFITS DEDUCTION

1. The City shall, during the term of this Agreement, deduct monies for membership dues and insurance premiums on a monthly basis from sworn employees and non-sworn employees who voluntarily authorize the deduction in writing, on forms approved by the City. The City shall not be obliged to put into effect any new, changed, or discontinued deduction. If changes in deduction cannot be implemented within 30 days, the City shall

notify the Association. The City shall remit the monies from authorized deductions monthly on a check made payable to the association.

2. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of any action that shall be taken by the City for the purpose of complying with this article.

#### 4(c) ASSOCIATION NEGOTIATING COMMITTEE

1. The Association may select three representatives to attend Meet and Confer sessions with management representatives during regular work hours without loss of compensation. When an employee participates in such sessions during off-duty hours, the employee shall be compensated at his/her rate of 1.5 times employee's salary. At no time shall hours spent in Meet and Confer sessions be used in the computation of overtime.
2. The Association shall provide the Chief of Police (hereinafter abbreviated and referred to as "Chief") and the City Manager a written list of the employees who shall serve as the Association representatives for the purpose of Meet and Confer. Such list shall be provided at least two calendar weeks prior to the first meet and confer session whenever practical.
3. The Association Negotiating Committee (hereinafter referred to as Committee") shall be permitted on-duty release time, not to exceed one hour per negotiating session, as approved by the Chief, for preparation. Prior to any release time being granted, the Committee shall give the Chief as much advanced notice as possible as to the date, time, and duration of the requested release time. Release time for preparation may only be extended beyond limits with the approval of the Chief.

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4. Subject to the limitations set forth in this agreement, on-duty members of the Association's Board of directors shall be granted a release from their assigned duties to attend scheduled meetings of the Association after written request and approval by police management.
5. Subject to the limitations set forth in this agreement, the President of the Association shall be granted a release from on-duty assignment up to 8 hours per calendar month to conduct Association business with the City. If such time is not utilized within a calendar month, it shall not be credited for utilization in succeeding months. The 8 hour per month limitation shall apply to all release time utilized by the Association President for any purpose, except time off for Meet and Confer sessions and approved preparation time for such sessions.
6. The City shall provide necessary release time to the Association for the purpose of planning approved employee recreational activities provided that such planning could not reasonably be done during off-duty hours. Prior approval of the Chief shall be required. Such time shall not be used when it interferes with the efficient operation of the division, and must be requested as far in advance as possible. It shall be the responsibility of the Association to maintain a complete and accurate record of time utilized hereunder and submit a copy thereof to the Chief on a monthly basis.

## 4(d) RELEASE TIME FOR GRIEVANCES

1. When an employee is selected to represent a grievant he shall be allowed time off from duty with the approval of the Chief to interview and represent the aggrieved employee during each stage of a grievance proceeding.
2. No more than one employee shall interview and represent an employee on any one grievance. Prior written notification must be given to police management by the designated representative regarding the approximate amount of time required to represent the aggrieved party. The grievance

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procedure shall be as provided in the City's Employee Relations Resolution.

#### 4(e) ASSOCIATION OFFICE SPACE

1. The City agrees to provide office space, which is available and not needed for City functions and activities, for the exclusive use of the Association. The location and size of such office space shall continue to be designated by the City and may be changed by the City upon prior notification to the Association.
2. The Association therefore agrees that the City maintains the right of access without notice under emergency conditions and has the right to periodically inspect this space for maintenance of condition provided that a 24-hour prior notice is given to a member of the Board of Directors and the Association has the opportunity to have a representative in attendance during inspection.

#### 5. MANAGEMENT RIGHTS AND RESPONSIBILITIES

##### 5(a) MANAGEMENT RIGHTS

1. In order to ensure that the city shall continue to carry out its public safety functions, programs and responsibilities to the public imposed by law, and to maintain efficient public safety service for the citizens of South Pasadena, the City continues to reserve and retain solely and exclusively, all management rights and responsibilities set forth by law and those City rights set forth in the City's employee relations resolution and including, but not limited to, the following rights:
2. To manage the Police Division (hereinafter called "Division") and determine policies and procedures and the right to manage the affairs of the Division.

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3. To take into consideration the existence or nonexistence of facts that are the basis of the management decision in compliance with state law.
4. To determine the necessity, organization, implementation and termination of any service of activity conducted by the City or other government jurisdictions, and to expand or diminish police services.
5. To demote, direct, discharge, discipline, evaluate, hire, promote, recruit, reduce, reprimand, select, supervise, suspend, terminate, transfer, withhold salary increases and benefits for disciplinary reasons, or otherwise discipline employees in accordance with Division and/or City employee relations resolution rules and regulations.
6. To determine the extent, level, manner, means, nature, quality, quantity, standard, time and type of police services to be provided to the public and the right to establish and modify such standards.
7. To require the performance of other public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the City.
8. To lay off employees of the Division because of lack of work or funds or under conditions where continued work would be inefficient or ineffective.
9. To determine and/or change the police equipment, facilities, methods, operations to be performed, organizational structure, and/or technology, and to allocate and assign work by which the City police operations are to be conducted.
10. To determine method of financing.

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11. To determine, manage and plan the Division's budget, which includes, but is not limited to, the right to contract or subcontract any work or operations of the Division.
12. To determine the size, composition of the Division's work force, assign work to employees of the Division with requirements determined by the Division, and to establish and require compliance to work hours and changes to work hours, work schedules, including call-back, stand by, and overtime, and assignments, except as otherwise limited by this Agreement, or subsequent agreements.
13. To establish and modify goals and objectives related to productivity and performance programs and standards, including but not limited to, quality and quantity, and require compliance therewith.
14. To determine abilities, job classifications, job specifications, knowledge, qualifications, selection procedures and standards, and skills, and to reallocate and reclassify employees in accordance with the City's employee relations resolution rules and regulations.
15. To determine the issues of public policy and the overall goals and objectives of the Division and to take necessary action to achieve the goals and objectives of the Division.
16. To demote, hire, promote, reallocate, reduce in rank, terminate, transfer intra- or inter-division, and take other personnel action for non-disciplinary reasons in accordance with Division and/or City employee relations resolution rules and regulations.
17. To establish, implement, and/or modify rules and regulations, Policies, and procedures related to conduct, performance, productivity, safety and order, and to require compliance therewith.

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- 18. To maintain order and efficiency in police facilities and operations.
- 19. To restrict the activity of an employee organization on city facilities and on City time except as set forth in this Agreement.
- 20. To take any and all necessary steps and actions to carry out the service requirements and mission of the city in emergencies or any other time deemed necessary by the City and not specified above.

5(b) IMPACT ON MANAGEMENT RIGHTS

Where required by state or federal law, the City agrees, prior to implementation, to Meet and Confer with the Association over the impact of the exercise of a management right upon the wages, hours, terms, and conditions of employment on Association Members.

6. COMPENSATION

6(a) SALARY SCHEDULE ADJUSTMENTS

- 1. Salaries shall be stated in Appendix A titled "Police Officers' Association Salary Schedule." This represents the following "across-the-board" increase, effective the first payroll period commencing on or after the following date:

January 1, 2009 .....3%  
 July 1, 2009 .....3%  
 July 1, 2010 .....3%

The base salary increase shall be funded each year by use of UUT monies (the 35% of 3%) in an amount equal to 1%. For example, 33% of each base salary increase will be funded by UUT monies.

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The retroactive increase shall be applicable to, and result in, revised computations to overtime, acting pay, holiday, vacation, sick leave, and longevity. However, it will not be applicable to work paid for by a "third party," such as but not limited to specialty assignments related to work on films.

- 2. Eligibility for any of the above base salary adjustments shall be confined to unit members both in the employ of the City on the date of City Council adoption of this MOU, and who on such date have not provided the City with notice of a future resignation.
- 3. Retroactive pay shall be calculated based on the total hours worked for the City including overtime and excluding movie details.

6(b) SALARY REVIEW PROCESS

Future compensation would be negotiated after evaluating the compensation packages of area San Gabriel Valley cities and other relevant factors. The City will consider information provided by the Association for the following cities:

ALHAMBRA	EL MONTE	PASADENA
ARCADIA	LA VERNE	SAN GABRIEL
BURBANK	MONROVIA	SAN MARINO
COVINA	MONTEREY PARK	WEST COVINA

6(c) SALARY STEPS

STEP 1: Shall be the entry level step for all employees in all classifications, except that when the education and previous training or experience of a proposed employee are substantially superior to those required of the classification, and justify a beginning salary in excess of such minimum compensation, upon recommendation of the department head, the City Manager may authorize an appointment to this position at any higher step.

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- STEP 2: An employee shall receive this step after his satisfactory completion of 6 months service in Step 1 in the same classification and with the Chief's recommendation.
- STEP 3: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 2 in the same classification, and with the Chief's recommendation.
- STEP 4: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 3 in the same classification and with the Chief's recommendation.
- STEP 5: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 4 in the same classification and with the Chief's recommendation.

Steps on the salary scale shall be rounded to the nearest whole dollar per month.

6(d) ACTING APPOINTMENTS

Employees temporarily assigned to 5 consecutive shifts shall thereafter be paid acting pay equal to the first step of the applicable range of salary of that acting classification and in no case less than 5% above the applicable base salary of the affected employee until completion of the acting assignment.

6(e) OVERTIME

1. The City shall compensate employees working a schedule of five 8-hour days at a rate of 1.5 times employee's salary for all hours worked in excess of 8 hours per shift and 40 hours per week and for work on holidays (exclusive of holiday pay). The City shall compensate employees working a schedule of four-10 hour days at a rate of 1.5 times employees salary for all hours worked in excess of 10 hours per shift and 40 hours per

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week and for work on holidays (exclusive of holiday pay). The City shall compensate employees working a schedule of three 12-hour days at a rate of 1.5 times employee's salary for all hours worked in excess of 12 hours per shift and 160 hours per 28-day work period and for work on holidays (exclusive of holiday pay).

In determining the number of hours worked for overtime eligibility purposes, "hours worked" shall include use of earned and accrued sick leave, vacation leave, compensatory time off, paid holiday leave, and where a paid holiday was utilized as an actual day off in lieu of working a scheduled shift on the holiday.

2. Subject to the limitations in Section 6(e)(3) below, overtime compensation may be made either in the form of cash payment or in compensatory time off (hereinafter termed "CTO") at the option of the employee.
3. All employees shall be permitted to accumulate CTO to a maximum of 80 hours. Once this limit is reached, employees shall be compensated in cash at the rate of 1.5 times their rate of pay for overtime worked. The employee has the option to accumulate CTO when his/her CTO balance is reduced to less than 80 hours. To the extent permitted by law, the City shall retain the option of exercising its discretion to require employees to utilize already accumulated CTO hours.
4. Employees who as of July 1, 2007 have more than 80 hours of CTO accumulated, may still maintain their CTO hours. These employees will not be permitted to accumulate additional CTO until they have brought down their CTO balance below the 80 hours maximum.
5. Special detail work, court time, court travel time to other than Pasadena or Alhambra courts to a maximum of 1 hour per round trip, and time spent in

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required training shall be considered time worked for the purpose of computing overtime.

6. Employees attending training sessions which will require the employee to work in excess of 40 hours per week, shall receive the excess of the 40 hours in hour-for-hour time off prior to or upon return from said training session.

6(f) COURT TIME

Employees who are required to appear in court while off-duty shall be compensated at their applicable rate of pay for a minimum of 3 hours at overtime rate (time and one half).

6(g) COURT TIME AND STAND-BY TIME

1. Employees shall be compensated for court standby time at their applicable rate of pay for 2 hours in the A.M. and 2 hours in the P.M. at overtime rate (time and one half).
2. Employees who are taken off standby by 1300 hours on the day of said standby, shall only be paid for A.M. standby of 2 hours at overtime rate (time and one half).
3. No court standby shall be paid to employees who are normally scheduled to work during such standby time.

6(h) RECALL

1. "Recall" work shall be compensated by payment at the rate of 1.5 times the applicable hourly rate of pay of the affected employee, or, at the determination of the employee, CTO of 1.5 hours per each hour worked as set forth in this article of this Agreement.

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2. Employees recalled to work shall be granted a minimum of 3 hours of recall overtime.

## 6(i) MOVIE DETAILS

Employees assigned to movie detail during hours which represent overtime hours shall be paid 1.5 times their salary for the first 8 hours not to exceed \$60.00 per hour and a flat rate of \$60.00 per hour for all hours beyond 8. In all cases, officers will be paid a minimum of 8 hours for any movie detail, at the aforementioned rates of pay unless the detail is cancelled 24 hours or more prior to the scheduled start of the detail. All movie details worked are paid in cash and not eligible for CTO accrual. The method for applying for movie detail assignment shall be governed by Appendix B.

## 6(j) HOURS OF WORK

1. The shift hours for employees classified as Clerk I, Clerk II, Parking Control Officer, shall be 8 hours of work, exclusive of a 30-minute lunch break.
2. The shift hours for employees classified as Police Assistant, and Senior Police Dispatcher shall be 12 hours of work, inclusive of a 30-minute compensated lunch break. The shift hours for employees classified as Police Officer, Police Corporal and Police Sergeant shall be 12 hours of work inclusive of a 45 minute compensated lunch break.

Accordingly, the parties do agree that during said compensated meal period, affected unit members shall be subject to City-required restrictions upon geographic location for use of the Code 7, style of dress during said Code 7 and availability for service and to perform assigned duties.

3. The shift hours for employees classified as Police Detective and Police Detective Sergeant, shall be 10 hours of work, inclusive of the above 45

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minute lunch break. The Senior Police Clerk and Support Services Assistant shall also be assigned to a ten (10) hour work day, but inclusive of a thirty (30) minute lunch break.

4. The shift hours for any employee alternatively assigned to a 3/12 shift shall be 12 hours of work, inclusive of a 30-minute lunch break or the above 45 minute lunch break applicable to sworn unit members.

6(k) UUT DISTRIBUTION

Commencing with the first payroll period of January 1, 2009 and ending with the last payroll period of June 2010, the City shall make quarterly distributions to each employee within the unit represented by the Police Officers' Association in an amount equal to a quarterly division of the received UUT monies (not to exceed 35% of the 3% UUT monies) by the total number of full time City employees. The City shall determine the extent and manner, if any, by which part time employees shall participate in the distribution or other use of UUT monies. If the Council determines that part time employees shall participate in said distributions, the manner and amount of said distribution is recognized as having a negative impact on the monies available to fulltime City employees.

The form in which the 35% of the 3% UUT increases will be distributed for the period commencing July 1, 2010 and ending not later than the last payroll period of June 2013, shall be subject to a reopener. (The UUT funds available for distribution shall be diminished by the amount of UUT funds which shall be used each year to partially fund the above base salary increases. Presently, each 3.0% base salary increase shall be 33% funded by UUT monies. (1% of 3.0% base salary increases shall be UUT funded.) The amount, if any, of this UUT funding of base salary, shall be subject to reopeners during the term of the MOU.

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## 7. RETIREMENT BENEFITS

## 7(a) PAYMENT OF EMPLOYEE CONTRIBUTION

1. Retirement benefits shall be provided by the City through the California Public Employees Retirement System (P.E.R.S.). Effective July 1, 1989, all eligible employees will receive the P.E.R.S. 2%@50 ("CHP" retirement). The employee shall pay 2%, while the City shall pay the remainder. Those employees not eligible shall receive the P.E.R.S. 2%@60 retirement.

In the event that following adoption of this MOU the City of South Pasadena agrees to provide the South Pasadena Firefighters' Association or the South Pasadena Battalion Chiefs Association improved retirement benefits, the City shall also make the benefit available concurrently to sworn unit members.

2. Effective the first payroll period commencing on or after January 1, 2003, the City shall pay 100% of each unit members "employee" contribution to P.E.R.S., in an amount not to exceed 9% of compensation as said term is defined by P.E.R.S.

## 7(b) GOVERNMENT CODE REQUIRED CONTRIBUTIONS

The City shall make and continue to pay all required contributions on behalf of the employee as required by statute and regulation, pursuant to Section 20615 of the Government Code.

## 7(c) OPTIONAL TRANSFER TO SALARY

The City shall adopt a resolution implementing IRS Section 414(h)(2) no later than March 17, 1999. This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be

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excludable from gross income of the employee under the provisions of the Internal Revenue Code.

## 8. INSURANCE BENEFITS

## 8(a) INSURANCE BENEFITS ADMINISTRATIVE PROVISION

1. The City reserves the right to administer, change, fund or select any insurance benefit program involving insurance that now exists or may exist in the future.
2. In the administration of Insurance benefit programs, the City shall have the right to select any carrier, self-insure, or other method of providing coverage for the benefits provided, as long as the benefits of the plan are substantially the same or equal.
3. The City shall Meet & Confer with the Association prior to any change of insurance carrier or method of funding coverage for any insurance benefits so listed in this Article, which will affect the level of benefits provided, or employee's contribution to premiums.
4. The City shall not pay for any costs of any insurance benefits provided in the Agreement for any person who is absent on leave without pay for more than 50% of the workdays of a calendar month. The employee shall be notified and billed for the monthly premium by the City.
5. Where optional choice of insurance plans and/or insurance carrier is available to employee, change in insurance plans and/or insurance carriers may only be made during open enrollment periods established by the City. New hires shall be allowed to enroll at the time of their hiring.

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## 8(b) MEDICAL INSURANCE

Subject to a limitation of \$625 per month, the City shall contribute 100% of the monthly medical insurance premiums for all division employees who elect to enroll in current medical insurance programs.

## 8(c) DENTAL INSURANCE

1. Subject to a limitation of \$75.00 per month, the City shall contribute 100% of the monthly dental insurance premiums for all employees with Delta Dental service-12.
2. The City shall provide a City paid dependent dental coverage in a basic comprehensive plan, with more expensive plans available at added cost to the employee. The cost of the City paid plan shall not exceed \$75.00 per month for employee plus one or more dependents.
3. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost of a new carrier does not exceed the current \$75.00 per month cost.

## 8(d) ACCIDENTAL DEATH AND INJURY POLICY

1. The City shall contribute \$4.88 monthly toward insurance premiums under the accidental death and injury policy known as PEGIT', such premium shall be paid for all employees.
2. Employees who elect coverage for their dependents shall pay for the additional cost for such coverage.

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## 8(e) LIFE INSURANCE

The city shall supply a \$50,000 life insurance policy for all employees. Additional coverage shall be made available from the city at the employee's expense.

## 8(f) VISION CARE

The City shall contribute up to \$20.00 of the monthly premiums to a vision care plan that covers both employees and dependents.

## 8(g) CASH IN LIEU OF PARTICIPATION IN MEDICAL INSURANCE PLAN(S)

The City shall provide to each affected unit member a \$300.00 monthly distribution upon provision of acceptable written notice to the City that: (1) the employee is an insured dependent pursuant to medical insurance provided by a spouse or a significant other, and (2) the affected unit member voluntarily withdraws from participation in any and all coverage in the City-funded/provided medical insurance.

## 8(h) RETIRED EMPLOYEE'S MEDICAL COVERAGE

As regards employees hired prior to the date of Council adoption of this 2008-2011 Memorandum of Understanding, the City shall pay 100% of the premium for all retired employees. Unit members hired on or after the date of City Council adoption of this Memorandum of Understanding shall upon retirement be eligible for City funding of medical insurance premium in the same manner as are previously hired employees, if the retirement follows at least seven (7) consecutive and full years of City service, and the individual is in the employee of the City at the time of retirement.

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## 8(i) IRS 125 PLAN

Effective the first payroll period commencing on or after July 1, 2009, the City shall implement an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

## 9. RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees represented by the Association:

- A. January 1 (New Year's Day)
- B. 3rd Monday of February (Washington's Birthday)
- C. Last Monday of May (Memorial Day)
- D. July 4th (Independence Day)
- E. 1st Monday of September (Labor Day)
- F. 2nd Monday of October (Columbus Day)
- G. 4th Monday of October (Veteran' s Day) or November 11th
- H. 4th Thursday of November (Thanksgiving Day)
- I. Friday following Thanksgiving Day
- J. December 25th (Christmas Day)
- K. Three "Floating Holidays" (See addition of 4<sup>th</sup> holiday in Section 10(a)(4).)
- L. Birthday Holiday. This benefit shall terminate on June 30, 1999.

Recognized and floating City holidays shall be earned in the number of hours represented by each affected employee's regularly scheduled shift hours.

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## 10. FLOATING HOLIDAYS

## 10(a) ACCRUAL RATES

1. Employees, after 6 months of service, will be eligible for their 3 floating holidays. (See additions of 4<sup>th</sup> holiday in Section 10(a)(4).)
2. Floating holidays are earned as follows: Two between July 1st and December 31st; One between January 1st and June 30th.
3. For the purposes of employees working a 3/12 shift, each floating holiday is the equivalent of 12 hours.
4. Effective during the first payroll period commencing on or after City Council adoption of this Memorandum of Understanding, floating holidays are earned as follows: three (3) between July 1 and December 21; one (1) between January 1 and January 30.

## 10(b) MAXIMUM ACCUMULATIONS

Floating holidays are not cumulative, thus employees will be notified at least 30 days prior to any loss of a floating holiday(s).

## 10(c) USE OF FLOATING HOLIDAYS

1. Floating holidays must be taken within the fiscal year in which they are accrued.
2. Employees may select the days off they wish, upon approval of police management.

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## 11. VACATION

## 11(a) ACCRUAL RATES

Each full-time employee as defined in this article shall earn vacation time yearly upon the completion of the required years of service as follows:

- A. 88 hours vacation after 1 year service.
- B. 96 hours vacation after 2 years service.
- C. 104 hours vacation after 3 years service.
- D. 112 hours vacation after 4 years service.
- E. 120 hours vacation after 5 years service.
- F. 128 hours vacation after 6-10 years service.
- G. 136 hours vacation after 11-15 years service.
- H. 152 hours vacation after 16-20 years service.
- I. 160 hours vacation after 21-24 years service.
- J. 200 hours vacation after 25 or more years of service.

Vacation time shall be earned on a bi-weekly basis, and employees shall not be eligible until completion of 6 month's service.

## 11(b) MAXIMUM ACCUMULATION

- 1. Employees may accumulate vacation time, if necessary, provided approval of the City Manager is received.
- 2. Employees shall not lose any vacation time earned if accumulation is not approved. The employee shall be required to take said vacation or be paid on an hour-for-hour basis at the employee's applicable salary.

## 11(c) USE OF VACATION

Vacation may be taken in segments with the approval of police management and the agreement of the City Manager.

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12. SICK LEAVE

12(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 3.69 hours per pay period.
2. Employees will not accrue any sick leave while on leave of absence without pay.
3. For the purposes of employees working a 3/12 shift, one sick leave day is equivalent to one 12-hour shift.

12(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

12(c) SICK LEAVE INCENTIVE

1. At the end of each fiscal year, employees who have accumulated 156 hours of sick leave may convert accumulated sick leave to cash at the rate of 100 hundred percent (100%) as follows:
  - No sick leave usage during the fiscal year..... 60 hours of buy-back, or
  - No sick leave usage from July 1 to December 31, or  
from January 1 to June 30..... 24 hours of buy-back, or
  - Up to 3 days sick leave usage during the fiscal year .. 12 hours of buy-back

For employees hired on or after July 1, 2000:

  - No sick leave usage during  
the first year of employment..... 24 hours of buy-back

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Up to 1-day sick leave usage during  
the second year of employment ..... 12 hours of buy-back

After the second year of employment, employee is eligible for the regular  
buy-back incentive.

2. Please note that all buy-backs must be made at the end of the fiscal year. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.
3. In determining eligibility to participate in the sick leave incentive program, leave time authorized by and used pursuant to the Federal Family and Medical Leave Act of 1993 and the California Family Rights Act of 1993 (FMLA and CFRA) shall not be considered "sick leave usage" for determining eligibility to participate in the sick leave incentive program.

#### 12(d) CONVERSION TO CALPERS SERVICE CREDITS

Upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave, for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

#### 12(e) USE OF SICK LEAVE

The number of sick leave hours that may be utilized for a missed day(s) of work shall be equivalent to the number of regularly scheduled hours for that missed day(s) of work.

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Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave. Accumulated sick leave may be used for the following:

- (1) **Employee's own illnesses** that may cause the employee to miss work or attend a medical appointment. The City shall have the option to require a doctor's certification of the adequacy of the employee's absence during the time for which sick leave was requested.
  - (2) **Employee's family member's illness**  
Assembly Bill (AB) 109 allows employees in any calendar year, to use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of a spouse, parent, or child.
- \* Employees who have just been hired are not eligible to use their accumulated sick leave until they have completed six (6) months of service with the City.

## 13. BEREAVEMENT LEAVE

## 13(a) ACCRUAL RATES

Employees shall receive three (3) shifts of paid Bereavement Leave each fiscal year after being employed by the City for six (6) consecutive months.

## 13(b) USE OF BEREAVEMENT LEAVE

Bereavement Leave shall be used in increments of at least one shift and may be used for the following:

Police Officers' Association MOU**Death of a family member**

Employees may use Bereavement Leave for the death of a family member. For the purposes of Bereavement Leave, family members shall include: spouse, parents, child, stepchild, parents-in-law, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

The City shall have the option to require reasonable certification of the adequacy of the employee's absence during the time for which Bereavement Leave was requested.

## 14. UNIFORMS AND SAFETY EQUIPMENT

## 14(a) UNIFORMS CLEANING AND REPLACEMENT ALLOWANCE

1. Employees shall receive a uniform cleaning allowance of \$400.00 per year, payable on July 1st of each year.
2. In addition to the allowance above, sworn employees shall receive from the City \$600.00 per year for the purchase of uniforms and equipment. Non-sworn employees shall receive from the City \$500.00 per year for the purchase of uniforms and equipment.

## 14(b) NEW HIRES

1. The City shall provide new Police Officer Hires the needed uniform and equipment. The following items shall be provided:

## UNIFORM

- A. Two (2) short sleeve shirts

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- B. One (1) long sleeve shirt
- C. Two (2) pairs of pants
- D. One (1) cap
- E. One (1) nylon jacket
- F. One (1) trouser belt
- G. One (1) pair duty shoes or boots (Limit \$50.00 max. unless approved by the Department.)
- H. One (1) tie with tie bar
- I. Four (4) keeper straps

## SAFETY EQUIPMENT

## A. Service Weapon

The duty weapon issued to police officers by the City shall become the property of the officer after the officer has served 10 consecutive years with the Division. If the officer resigned or retires in good standing with the Division, the officer may keep possession of the weapon.

- B. Holster
- C. Sam Brown belt
- D. Handcuffs and case
- E. Impact Weapon
- F. Key ring with appropriate station and city keys
- G. Approved duty ammunition and carrier
- H. Fingerprint kit with all necessary items
- I. Rain Outer wear
- J. Flashlight (Streamlight SL20 or equivalent)
- K. Threat Level III Ballistic Vest (or lower at employees' option).
- L. And any other equipment as deemed appropriate by the Department.

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2. Uniform and equipment items shall meet the specifications set forth in the South Pasadena Police Manual.
3. Such safety equipment shall remain the property of the City and shall be repaired or replaced by the City when defective.
4. Issued safety equipment shall be returned to the City upon termination of employment, with the exception of the Service Revolver as noted above.

## 15. OTHER BENEFITS

## 15(a) LONGEVITY PAY

1. The City shall increase the base salary of each employee by 2% for each 5 years of service to the City by such employee. As of January 1, 1996, the existing Longevity Pay Plan will be terminated for all members hired after January 1, 1996. Members on the City payroll on or before December 31, 1995, will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions set forth in 15.1.1. Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.
2. Per City Council Res. No. 6371 dated 1/17/96 - 15.1.2 is deleted from this MOU. Effective upon the approval of MOU amendments by the City Council, the accrual of additional time toward the earning of longevity credit will be frozen until June 30, 1995. Members currently earning longevity shall continue to receive longevity at their current level but shall not accrue additional time toward for longevity advancement. Members not currently receiving longevity shall not accrue time toward longevity nor shall they be eligible to be considered for longevity during the freeze period.

Police Officers' Association MOU

## 15(b) SHIFT DIFFERENTIAL

Employees assigned to work the morning shift (currently termed "AM Shift", or "graveyard") shall receive a shift differential pay increase of 3% over their base pay during the term of such assignment.

## 15(c) BILINGUAL PAY

Employees who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional seventy-five (75.00) dollars in compensation each month. Prior to receiving such additional compensation, employees will be required to pass a bilingual proficiency test as established and agreed to between the City and the Association.

## 15(d) TUITION REIMBURSEMENT

Tuition reimbursement shall be in an amount equal to the California State University system cost per unit, regardless of the institution that the employee is actually enrolled in.

Eligibility for tuition reimbursement shall be limited to those courses reasonably designed to facilitate the performance of an employee's job duties. Determination of which courses are eligible for reimbursement, shall be determined by the City Manager or his/her designee.

Tuition reimbursement shall be available only where the City Manager or his/her designee has approved the course prior to enrollment.

Tuition reimbursement shall be conditioned upon achievement of a grade C or "pass" where the course is pass/fail.

## 15(e) EDUCATIONAL INCENTIVE

Educational incentive pay shall be granted employees as follows:

Police Officers' Association MOU

1. 2.5% of the employee's applicable base salary shall be paid the employee above applicable base salary upon the completion of Intermediate P.O.S.T. Certificate, or;
2. 5% of the employee's applicable base salary shall be paid the employee above the applicable base salary upon the completion of Advanced P.O.S.T. Certificate.
3. The above rates shall not be compounded.
4. Employees that have received education incentive pay pursuant to previous agreements for job related coursework, Associates and Bachelor of Arts degrees shall continue to receive this pay. Employees that did not qualify for such pay prior to February 3, 1999 shall not be entitled to this pay.

## 15(f) TRAINING INCENTIVE

1. Police Officers' assigned to train a full-time police trainee shall receive an additional five (5) percent in compensation while so assigned. Further, it is the understanding of the parties that the assigned Field Training Officer would normally possess a POST FTO Certificate.
2. Police Assistants assigned to train a new full-time Police Assistants shall receive an additional five (5) percent in compensation while so assigned.

## 16. SPECIALTY ASSIGNMENTS

All assignments to specialty positions shall be preceded by the assignee acknowledging in writing that the assignment is temporary and at the will of the Chief of Police and that upon inevitable rotation out of the assignment, the employee shall forfeit any right to administratively or civilly contest the Chief's exercise of discretion. Specialty assignments shall consist of: support services sergeant, professional services sergeant,

Police Officers' Association MOU

detectives, crime analyst, school resource officer, professional standards, canine, training, and motorcycle.

Specialty assignments shall be of a limited duration, and an employee in such an assignment has no right to remain in that position. All specialty assignments shall be for a period of four (4) years, unless an employee voluntarily relinquishes the assignment, or the Chief of Police determines it is in the best interest of the Department for the employee to be reassigned.

Within the final six (6) months of the four (4) year specialty assignment, the employee may request in writing, through channels to the Chief of Police, for an extension of his/her specialty assignment. Request to extend a specialty assignment shall be for a term of one year and there shall be no limit on the number of extensions the employee may request. The decision to extend the specialty assignment lies solely with the Chief of Police. A denial of a request to remain in a specialized assignment is not punitive and shall not be subject to appeal.

The following positions are specialty assignments:

- Support Services Sergeant
- Office of Professional Standards Sergeant
- Detective Personnel, including the Detective Sergeant, Crime Analyst/Crime Prevention Officer, and School Resource Officer
- Motorcycle Officer
- K9 Officer

16(a) DETECTIVE INCENTIVE

The City shall increase the pay of each employee assigned to the Detective Bureau by 5% of their base pay for the duration of their assignment.

Police Officers' Association MOU

## 16(b) MOTORCYCLE DUTY INCENTIVE

The City shall increase the pay of each employee assigned to motorcycle duty by 5% of their base pay for the duration of their assignment. In addition, the City shall provide boots, glasses, gloves, a helmet, a jump suit, and two pairs of motor breeches (pants) as safety equipment. Employee(s) assigned to motorcycle duty are required to maintain the motorcycle in clean condition, keep the motorcycle in a covered facility, and otherwise maintain and reasonably safeguard the motorcycle. The officer assigned to motorcycle duty has "take home" privileges, so long as the motorcycle is not taken beyond a forty (40) mile radius from City Hall.

## 16(c) K9 INCENTIVE

The City shall increase the pay of each employee assigned to K9 duty by 5% of their base pay for the duration of their assignment. In addition, the City shall provide a jump suit and a police vehicle specially outfitted for a K9 assignment. An employee assigned to K9 duty shall have "take home" privileges with the vehicle.

## 17. GENERAL PROVISIONS

## 17(a) PROVISIONS OF MEMORANDUM

It is understood and agreed that there exists within the City, in written form, rules and regulations, including what are specifically described as City Personnel Rules and Regulations, Parts I and II. Except as specifically modified by this and past MOU'S, these rules and regulations and any subsequent amendments thereto, shall be in full force and effect. Before any new or subsequent amendments to these rules and regulations, which substantially affect wages, hours, and terms and conditions of employment are implemented, the City shall Meet and Confer with the Association regarding these changes. Such a reopener is agreed upon.

Police Officers' Association MOU

Nothing provided herein shall prevent the City from implementing such rules and regulations provided it has met and conferred with the Association as required.

## 17(b) SEVERABILITY PROVISION

Should any part of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdiction, the remainder shall remain in full force and effect for the duration of this MOU.

## 17(c) RENEGOTIATION

When the Association or the City desires to Meet and Confer in good faith on the provisions of a Successor Agreement, it shall serve upon the other party not later than March 1st its written proposal for such Successor Agreements including salary and benefits proposals. Upon receipt of such written notice and proposals, Meet and Confer shall begin no later than April 1st.

## 18. ADDITIONAL PROVISIONS

## 18(a) PROBATIONARY PERIOD FOR NEW HIRES

Probationary Periods for New Hires: The Association agrees that the probationary period for new hires shall be 18 months, extendable by the Chief of Police for six months upon good cause and written notice in advance of the expiration of the 18 month period to the employee. Probationary period for promotions shall be 12 months, extendable by the Chief of Police for six months upon good cause and written notice in advance of the expiration of the 12 month period to the employee.

Police Officers' Association MOU

## 18(b) BRIEFING TIME BUY BACK PAY

Briefing Time Buy Back Pay: In consideration of this MOU the Association and its members each and severally waive any claim to back pay, interest, or damages for briefing time worked prior to the implementation of this MOU.

## 18(c) REOPENER

This Memorandum of Understanding shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the term of this MOU:

- a. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction) or,
- b. A determination made in the sole discretion of the City Council of the City that an act of god, or natural disaster (including but not limited to floods, earthquakes, draught, infrastructure failure or other unforeseeable event(s)) has occurred with a reasonably foreseeable consequence being the necessity of utilization of any or all of the 35% of 3% UUT distribution to remedy said consequences.
- c. A determination by the City Council to implement this Section 18(c) shall not be subject to administrative or judicial challenge.

Upon the City Council invocation of this Article, increases in compensation initially provided for in this 2008-2011 MOU shall without engagement of the meet and confer process, immediately cease and revert to the status quo existing

*Police Officers' Association MOU*

prior to implementation of the changes. The parties shall thereafter convene the meet and confer process as regards the issue of substitute provisions.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to adoption of this multiyear MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

## 19. RATIFICATION AND IMPLEMENTATION

### 19(a) RATIFICATION BY MEMBERS

The City and Association acknowledge that this MOU shall not be in full force and effect until ratified by a simple majority vote of those employees voting who are in classifications represented by the Association set forth in this Agreement and adopted in the form of a resolution by the City Council.

### 19(b) RECOMMENDATION FOR APPROVAL TO COUNCIL

This Agreement constitutes a mutual recommendation by the parties hereto, to the City Council, that one or more ordinances and/or resolutions be adopted accepting its provisions and effecting the changes enumerated herein relating to wages, hours, fringe benefits and other terms and conditions of employment for division employees represented by the Association.

### 19(c) RECOMMENDATION FOR APPROVAL BY REPRESENTATIVES

Subject to the foregoing, this MOU is hereby agreed to be recommended for approval by the authorized representative of the City and the Association.

Police Officers' Association MOU

**CITY OF SOUTH PASADENA**

**ATTEST**

  
\_\_\_\_\_  
David Sifuentes, Mayor

5/28/09  
Date

  
\_\_\_\_\_  
Sally Kilby, City Clerk

5-28-09  
Date

**SOUTH PASADENA POLICE OFFICERS' ASSOCIATION**

  
\_\_\_\_\_  
Tom Jacobs, President

05-26-09  
Date

  
\_\_\_\_\_  
Craig Cooper, Vice President

05/28/09  
Date

*Police Officers' Association MOU*Appendix A  
POA Salary Schedule

	A	B	C	D	E
Police Sergeant	\$ 5,563	\$ 5,841	\$ 6,133	\$ 6,439	\$ 6,761
Corporal	\$ 4,747	\$ 4,985	\$ 5,234	\$ 5,495	\$ 5,770
Police Officer	\$ 4,457	\$ 4,680	\$ 4,914	\$ 5,160	\$ 5,418
Senior Clerk	\$ 3,299	\$ 3,464	\$ 3,637	\$ 3,819	\$ 4,010
Police Assistant	\$ 3,272	\$ 3,436	\$ 3,608	\$ 3,788	\$ 3,977
Support Services Assistant	\$ 3,272	\$ 3,436	\$ 3,608	\$ 3,788	\$ 3,977
Police Clerk II	\$ 2,749	\$ 2,887	\$ 3,031	\$ 3,183	\$ 3,342
Police Clerk I	\$ 2,453	\$ 2,576	\$ 2,704	\$ 2,840	\$ 2,981

Effective January 5, 2009

*Police Officers' Association MOU*Appendix A  
POA Salary Schedule

	A	B	C	D	E
Police Sergeant	\$ 5,729	\$ 6,016	\$ 6,317	\$ 6,633	\$ 6,964
Corporal	\$ 4,890	\$ 5,134	\$ 5,391	\$ 5,660	\$ 5,943
Police Officer	\$ 4,591	\$ 4,821	\$ 5,062	\$ 5,315	\$ 5,581
Senior Clerk	\$ 3,398	\$ 3,568	\$ 3,747	\$ 3,934	\$ 4,131
Police Assistant	\$ 3,370	\$ 3,539	\$ 3,716	\$ 3,902	\$ 4,097
Support Services Assistant	\$ 3,370	\$ 3,539	\$ 3,716	\$ 3,902	\$ 4,097
Police Clerk II	\$ 2,832	\$ 2,973	\$ 3,122	\$ 3,278	\$ 3,442
Police Clerk I	\$ 2,526	\$ 2,653	\$ 2,785	\$ 2,925	\$ 3,071

Effective July 6, 2009

*Police Officers' Association MOU*Appendix A  
POA Salary Schedule

	A	B	C	D	E
Police Sergeant	\$ 5,901	\$ 6,196	\$ 6,506	\$ 6,832	\$ 7,173
Corporal	\$ 5,036	\$ 5,288	\$ 5,553	\$ 5,830	\$ 6,122
Police Officer	\$ 4,729	\$ 4,965	\$ 5,214	\$ 5,474	\$ 5,748
Senior Clerk	\$ 3,500	\$ 3,675	\$ 3,859	\$ 4,052	\$ 4,255
Police Assistant	\$ 3,471	\$ 3,645	\$ 3,827	\$ 4,019	\$ 4,220
Support Services Assistant	\$ 3,471	\$ 3,645	\$ 3,827	\$ 4,019	\$ 4,220
Police Clerk II	\$ 2,917	\$ 3,063	\$ 3,216	\$ 3,377	\$ 3,545
Police Clerk I	\$ 2,602	\$ 2,732	\$ 2,869	\$ 3,012	\$ 3,163

Effective July 5, 2010

