



**CITY OF SOUTH PASADENA
FINANCE COMMISSION
SPECIAL MEETING AGENDA**

**1424 Mission Street, South Pasadena, CA, 91030
Commissioners to participate via ZOOM**

May 26, 2020, at 9:00 am.

CALL TO ORDER:	Commission Chair Findley
ROLL CALL:	Chair Findley, Vice Chair Tao, Commissioners Choi, Elsner and Wood, and City Treasurer Pia
COUNCIL LIAISON:	Mayor, Robert Joe
STAFF PRESENT:	Finance Director, Karen Aceves

NOTICE OF PUBLIC PARTICIPATION AND ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the Special Meeting of the Finance Commission for May 26, 2020 will be conducted remotely and held by video conference, beginning at 9 a.m. The Meeting will be broadcast live on the City's local cable channel and the City's website at: (www.southpasadenaca.gov/financecommission).

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Commissioners will be participating remotely and will not be physically present in the Council Chambers.

If you would like to comment on an agenda item, or make a general public comment, members of the public may submit their comments in writing for Commission consideration, by emailing them to: fcpubliccomment@southpasadenaca.gov.

Public Comments must be received by 5 p.m., May 25, 2020 to ensure adequate time to compile and post. Public Comment portion of the email is limited to 150 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and 3) clearly state if you wish for your comment to be read.

PUBLIC COMMENT

Public Comments received by 5 p.m. May 25, 2020 will be read during this time, limited to 150 words. Public comments received will be posted to the website and entered into the record of the meeting.

ACTION/DISCUSSION

1.Recieve and file from Budget Outreach and Recommendation for Fiscal Year 2020-2021 budget approval to City Council

ADJOURNMENT

FUTURE FINANCE COMMISSION MEETINGS

TBD

Virtual Meeting

PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, City Hall, 1414 Mission Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City’s website at: www.southpasadenaca.gov/financecommission

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.

5/22/2020 _____
 Date Karen Aceves
 Finance Director



Finance Commission Agenda Report

ITEM NO. _____

DATE: May 26, 2020, 2020

FROM: Karen Aceves, Finance Director

SUBJECT: **Receive and File Results of the Budget Outreach Program and Recommend Budget Adoption to City Council**

Recommendation

It is recommended that the Finance Commission

1. Receive and file results of the Budget Outreach program; and,
2. Recommend approval of the Draft Budget or budget policies to City Council

Executive Summary

As has been previously discussed with the Finance Commission, the City is facing a \$3.5 million shortfall in the next fiscal year due to loss of revenue from the pandemic shut down. Three of the city's top revenue sources are predicted to experience significant shortfalls in future years, including property tax, sales tax, and user fees. These losses are the result of businesses being closed for several months, anticipated slow recovery of shopping and dining patterns, mandated cancellation of programs and facility rentals, and State regulations allowing deferral of payment of property tax and sales taxes. With no immediate opportunities for new revenue, reduction in expenditures is the only available option to balance the budget at this time. This report proposes a draft balanced budget and discusses assumptions and strategies used to achieve that goal, as well as alternatives for consideration.

Reducing expenditures by \$3.5 million, or 12% of the General Fund, requires difficult trade-offs between programs that are all considered priorities for the community. Because of these challenges, the City is seeking maximum community input in determining the preferred solution. A fully digital community engagement program was created to present a variety of tools for the community to learn about the budget and provide direct feedback. At the time of writing, over 1,000 people had visited the site, more than three times the number of people who participated in town hall meetings or online surveys last year. More than 10% chose to participate in the two survey tools, revealing that 80% of those who responded had never engaged in a City budget process in prior years. The priorities selected by participants are outlined below and have been incorporated into the draft budget as proposed.

The draft budget is built on the fundamental premises of preserving core services and minimizing impacts to the workforce who perform those services. Strategic reductions begin with steps imposing the least impacts, such as reducing materials and training budgets, eliminating contracts and special projects, freezing vacant positions, reallocating reserve funds which no

longer serve a purpose, and offering retirement incentives to reduce staffing where feasible. Second tier steps include renegotiating labor contracts, and diverting General Fund revenues from streets and capital projects to operations. As proposed, the budget does not require reductions to core public safety functions, does not reduce library hours, does not impact senior services, does not reduce tree planting or environmental programs, and does not require pay cuts or layoffs of city staff. It does however reduce positions through attrition and elimination of special projects, contract services, and support to core services, resulting in minimum staffing levels to maintain services.

Discussion/Analysis

Due to the sudden and unprecedented onset of the pandemic, and the uncertainty of the revenue projections, the goal of the City was to work toward closing the budget gap, while creating meaningful changes that would structurally serve the long-term financial sustainability of the organization. The solutions proposed are a combination of one-time and ongoing solutions to balance the budget. This approach will ensure that the City responds to what will likely be several years of budgetary constraints as the economy works its way out of a recession and returns to pre-crisis levels. It also ensures that the City is able to limit the reduction of service levels where possible until a more accurate economic picture is known.

More specifically, the considerations as the City moved forward toward budget adoption include:

- Budget outreach and community priorities;
- Length of time for recovery in a significantly weakened environment; and
- Minimal impacts to staffing

Total Proposed Budget

In the 2020-2021 Proposed Budget, the total general fund is \$27.4 million, which is \$3.5 million less than the anticipated \$30.8 million the City would have received following passage of the tax revenue measure last November. The table below illustrates the general fund projected revenues prior to the pandemic, and the adjusted expected revenues, which are consistent with national, state, and county projections, respectively. Included in the chart are also the proposed Fiscal Year 2020/21 expenditures.

Receive and File Results of the Budget Outreach Program and Recommend Budget Adoption to
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General Fund Analysis

Revenue Category	Actual	Actual	Actual	Adopted	Estimated	Pre Covid -19	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20		2020/21
Property Taxes	13,236,932	14,135,844	14,770,080	15,414,035	15,371,057	15,722,316	14,825,553
Assessments & Special Taxes	309,886	317,141	326,038	326,729	337,490	333,264	300,000
Sales Taxes	2,456,666	2,501,264	2,156,321	2,430,802	1,990,930	4,230,802	3,104,600
Utility Users Taxes	3,381,948	3,345,582	3,219,645	3,485,000	3,308,327	3,308,327	3,217,105
Franchise Fees	1,019,207	951,196	1,174,205	1,048,900	1,064,514	1,064,514	1,002,000
License & Permits	1,056,357	541,704	892,560	1,023,900	778,043	1,023,900	781,780
Fines & Forfeitures	397,738	388,061	339,636	382,700	263,976	382,700	265,000
Use of Money & Property	541,749	579,006	1,036,335	647,750	593,475	880,000	541,250
Other Agencies	93,130	6,993	845,361	58,100	36,211	58,100	33,500
Current Services	2,913,981	3,115,558	3,082,342	3,013,750	2,793,287	3,120,000	2,510,250
All Other Revenues	465,205	280,271	167,360	286,000	105,628	286,000	85,719
Reimbursement From Other Funds	483,384		483,384	483,384	483,384	483,384	800,000
Total GF Revenues	26,356,183	26,162,620	28,493,267	28,601,050	27,126,323	30,893,306	27,466,757

Department/Program Exp	Actual	Actual	Estimated	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
City Council	42,195	42,850	45,685	57,269	33,792	27,119
Management Services						
City Manager	918,114	845,476	1,026,042	1,677,069	1,453,257	1,274,702
City Clerk	444,655	431,612	343,530	110,800	85,323	103,503
Elections	19,457	63,733	58,280	65,500	209,082	65,500
Human Resources	247,127	408,161	360,950	343,600	289,176	254,850
Transportation Planning	54,926	70,535	106,635	-	-	-
Legal Services	257,586	292,772	290,000	280,000	280,000	280,000
Information Systems	487,296	458,391	511,178	514,900	482,321	517,200
Finance						
Finance	643,953	795,481	828,989	709,727	689,217	742,444
City Treasurer	9,380	9,250	9,250	9,250	9,250	9,250
Non-Dept./Overhead	947,865	961,054	912,727	944,111	1,122,072	1,178,861
Police	8,419,495	8,408,728	8,316,642	9,327,012	9,328,208	9,729,305
Fire						
Fire	5,031,694	4,720,830	4,756,672	5,139,650	4,807,956	5,261,347
Emergency Services	23,505	104,400	171,398	35,000	41,520	40,000
Public Works						
Administration & Engineering	372,784	419,153	676,789	613,565	584,807	602,550
Environmental Services	210,595	207,645	44,976	-	-	-
Park Maintenance	414,864	493,446	553,669	631,921	559,083	628,572
Facilities Maintenance	683,017	705,483	747,702	895,092	774,719	891,189
Planning & Building	1,158,096	1,033,506	958,291	2,195,278	2,113,034	1,801,069
Library	1,525,469	1,736,821	1,486,426	1,874,490	1,488,625	1,661,706
Community Services						
Senior Services	291,590	309,118	294,356	353,509	317,344	362,395
Community Services	285,448	192,458	181,852	220,112	174,503	217,125
Recreation and Youth Services	679,960	827,801	734,993	858,399	768,300	601,864
Capital Projects	483,614	1,307,345	542,631	-	-	-
Misc/Transfers Out	5,473,409	-	-	1,910,597	1,148,717	1,114,015
Total GF Expenditures	29,126,094	24,846,047	23,959,663	28,766,851	26,760,306	27,364,566

Overall the recommendations to achieve a balanced budget include a variety of options; some short term, and some long term; which will have several impacts and adjustments discussed below. The budget proposes reductions to operations, overtime, designated reserve, personnel and capital. Below is a summary chart of the various funding sources and the reasoning behind each reduction:

Category	Amount
Operations	\$350,000
Overtime	\$200,000
Designated Reserve	\$600,000
Personnel	\$1,350,000
Capital	\$1,000,000
Total	\$3,500,000

Operations: \$350,000

Staff recommends reducing operations by \$350,000. The City’s general fund operating account was approximately \$6.7 million. The approach to reduction in operations was to reduce operations in ways that would not affect the core functions of the City. Over the past several years the City has made significant steps toward reducing any non-necessary expenses and constraining budget spending as much as possible, which on the one hand has helped the budget in previous years, but on the other hand it makes reductions throughout the City very difficult without affecting core operations. Other considerations included programs that would continue to be affected by social distancing measures or other requirements to combat the pandemic that may impact community services.

With that, departments reduced travel, training, and supplies across the board. Some departments significantly reduced community programming and eliminated major contracts. Contracts that will be affected include the City’s contract for communication services and for State legislative relations. Programs that will be affected by reductions in supplies include the Fire Department’s CERT program, the Police Department’s community programming, as well as library and community services programming.

Overtime: \$200,000

Staff recommends reduction in overtime in the public safety departments by a total of \$200,000. As staffing levels have risen over the past several years the Public Safety departments are able to reduce their overtime slightly over the previous years. Although staff discussed further reducing the overtime budgets it was not feasible for two reasons. First, the Memorandums of Understanding (MOU) allows for vacation time which then needs to be backfilled at an overtime rate. Second, public safety departments typically have a high rate of Injury on Duty (IOD), which can cause an employee to be out for a significant amount of time and require backfilling. Technically a department can be fully staff but overtime can still be incurred while employees are out on IOD. Finally, there are sometimes unexpected costs that can lead to overtime such as brushfires or larger scale investigation. The recommended reduction would be acceptable and would not leave the City unprepared if any of these scenarios were to occur.

Reserves \$600,000

Over the years Council has established designated reserve funds for a variety of special projects. These funds have served as a form of savings account to accrue dollars over time for anticipated

future issues or projects. These funds are separate and apart from the City's emergency reserve discussed further below.

The designated reserves include:

- Arroyo Golf Course; \$600,000
- Legal Reserve; \$500,000
- Maintenance Yard/ Community Center; \$317, 130
- Library Expansion; \$200,000
- Renewable Energy Source Reserve; \$700,000
- Retiree Pension Reserve; \$500,000
- Retiree Medical Reserve; \$500,000
- Community Garden/ Open Space Purchases; \$392,000
- Stormwater; \$600,000
- Financial Sustainability Reserve; \$900,000
- Slater Reimbursement Reserve; \$345,876

Staff recommends the elimination of the stormwater fund (\$600,000) as it is the only designated reserve fund that now has a consistent source of funding, eliminating the need for this reserve. In the November 2018 election, Measure W was passed and introduced a parcel tax of 2.5 cents per square foot of impermeable areas (like concrete) within the County. This represents approximately \$300,000 annually toward stormwater projects as well as eligibility for competitive Measure W funds.

The City has an emergency reserve balance which represents 25% of the General Fund, plus a number of reserve funds dedicated to specific purposes. The purpose of the emergency reserve is to assist the City with cash flow needs, economic downturns, and rising costs of pension liabilities; while also providing an immediate resource for emergencies. While this certainly seems to be the rainy day that emergency reserves plan for, the sheer number of unknowns in the coming year make the immediate use of emergency funds, to balance the current year's budget, questionable. When the economy does open up, economists predict it will be gradual, and there will be significant changes in human behavior. Restaurants will likely be required to reduce capacity to accommodate social distancing, sporting and entertainment events will likely not be permitted, retail stores may have to limit the number of customers at a time, stores may have to reduce hours to allow for cleaning and sanitizing, and productivity may be reduced as a result of personnel having to work staggered shifts to protect against full group exposure. Studies also show that people are not eager to return to their prior patterns of shopping, dining and entertainment outside the home. Many will continue modified lifestyles for an unpredictable length of time. And finally, public health experts are warning must o be prepared for an unknown number of potential additional shutdowns of undetermined duration. All of these factors will create ongoing impacts to the economy and local revenue streams. The emergency reserves may be needed to maintain services in the coming year.

Personnel \$1,350,000

Staff is proposing the reduction of personnel expenses by \$1,350,000. Because 70% of the general fund is allocated to staffing, significant cuts are necessary in personnel to achieve the necessary cost reductions. Many part time staff have already been furloughed because their work functions have been temporarily eliminated by the County order. It is anticipated those positions will remain furloughed until the order is amended to allow recreation and senior programs to resume. There are a variety of tools available however to reduce personnel costs without additional furloughs or layoffs of full-time staff whose job functions remain critical to community priorities. By continuing to freeze the five positions currently on hold, the City can expect approximately \$520,000 in budget savings. Further staff reductions may be achieved by offering targeted retirement incentives, although it is difficult to estimate how many employees would take advantage of such an offer. Finally, the City will explore potential elimination of cost of living increases currently contracted to employees in July at a cost of \$400,000. This change will require negotiations with labor groups, as would any additional furloughs or layoffs. Furloughs and layoffs may need to be considered if the economic picture does not rebound as predicted. Staff recommends reserving these more drastic tools as a last resort as they will reduce the ability of the City to meet service levels and could impact the City's ability to retain and attract quality staff. Based on a recent study, city employees are already paid below average of comparable small cities; reductions in pay will be difficult to recoup in future years and the City will risk losing staff in the meantime.

Capital \$1,000,000

Since 2012, the City Council made a strong commitment to funding allocation toward street maintenance and repairs. Prior to that the total allocated from street repairs toward general funds was often under \$100,000 annually. As the City continues to evaluate street conditions and understand the magnitude associated maintenance and the cost to that people have come to see the importance of these funds. By reducing the general fund dollars by \$1,000,000 there are certain implications that need to be considered. The first is whether or not the City will continue to receive \$460,000 in Road Maintenance and Rehabilitation Act (RMRA) dollars without meeting the maintenance of effort (MOE), or minimum required of \$1.4 million to receive these funds. Currently, the City is pursuing legislative efforts to waive the MOE for the next two years so the City can continue moving forward on street projects funded with those dollars. Additional considerations include the current conditions of the streets. By deferring maintenance to future years, the cost of those projects increases significantly both because of the additional wear to the streets but also because the cost of material and overall projects continue to increase.

With these reductions the City can achieve a balanced budget. As part of the recommendation, staff proposes presenting quarterly budget updates to council.

Community Outreach

Reducing expenditures by \$3.5 million, or 12% of the General Fund, requires difficult trade-offs between programs that are all considered priorities for the community. Because of these challenges, the City is seeking maximum community input in determining the preferred solution. This included the shift from traditional in-person budget engagement at town hall meetings to an

entirely online platform focused on education and engagement. Though budget development is always a demanding task, in less than two months the City transformed its budget development process to resolve sudden and severe revenue shortfalls in both 2019-2020 and 2020-2021.

The City released a budget engagement platform on May 4- May 24, 2020 with the goal of educating the community on the City's economic picture in the current and future years. This was coupled with a survey and budget challenge in which residents could indicate their priorities. The budget presentations garnered over 1000 viewers. Of those viewers, 130 or 13% responded to the budget survey, exceeding the typical 5-10% response rate. The budget presentation was also delivered live via Zoom to the more than 80 members of the City's advisory commissions. Commissioners asked great questions and enthusiastically agreed to help spread the word about the budget outreach webpage and the need for residents to get engaged and provide their thoughts now, before the budget must be adopted in June. This support may have contributed to a large number of people joining the conversation who had never participated in budget discussion before. More than 83% said they had not previously participated in traditionally held town hall meetings or surveys.

The Budget Survey asked residents to rate their community priorities in terms of importance, 1 indicating not important and 5 indicating very important. Things that were queried included items like the City's public safety open house, and bicycle amenities to determine where the City could most likely scale back if needed.

Survey results indicated the top four resident priorities in terms of services provided to the community include:

Environmental sustainability programs;
Children's reading programs;
Senior Nutrition; and
Crossing Guards

Based on these results the City moved toward no reductions in the City's tree program and sustainability initiatives, the senior nutrition program, and crossing guard services. The City also preserved the children's reading programs so long as the 'safer at home' order was lifted.

In addition to the survey, the budget challenge on the engagement page asked residents to divide \$100 dollars between all the departments according to their priorities. Over 100 people responded, which at three minutes per response equates to over five hours of public comment.

The summary of the budgets indicated the following by department:

- Police Department \$26
- Fire Department 19
- Public Works \$14
- Community Services \$11
- Planning and Building \$7

- Library \$6
- Management Services \$4
- Finance \$3

If this is equated to the current budget amounts it would reflect as follows:

Department	Community Allocation	Proposed 20/21
Police Department	\$ 6,866,739.10	\$ 9,494,546.00
Fire Department	\$ 5,018,001.65	\$ 5,371,938.00
Public Works	\$ 3,697,474.90	\$ 2,628,523.00
Community Svcs.	\$ 2,905,158.85	\$ 972,062.00
Planning & Building	\$ 1,848,737.45	\$ 1,814,065.00
Library	\$ 1,584,632.10	\$ 1,679,172.00
Management Services	\$ 1,056,421.40	\$ 2,149,690.00
Finance	\$ 792,316.05	\$ 791,608.00
Non-Departmental	\$ 2,641,053.50	\$ 1,508,931.00
Total:	\$ 26,410,535	\$ 26,410,535

This type of feedback allows the City to look at the budget and determine the inherent values that their community is placing on certain services and to take a deeper look at restructuring in a way which better aligns with those community priorities.

Background

The City has four main sources of revenue including:

Property Tax

The City's property tax is the largest revenue source, representing half of the City's entire General Fund Revenue (\$15.4 million). At this time, the City's property tax receipts through the Fiscal Year (FY) (June 30, 2020) are not in jeopardy of coming in lower than projected. The reason for this is because this receipt represents revenue that has already been collected for the property taxes due last fall. When comparing property taxes in terms of the 2008 recession, there was no substantial change in 2008, but there were significant drops in the three years following. This was largely due to market valuation changes. While there may be some reduction in property tax receipts due to deferment of payments as a result of unemployment, property tax is still projected to remain relatively stable at this point. It remains to be seen how the overall economic climate will impact market valuation in the coming years.

Utilities Users' Tax (UUT)

The City's UUT is the second largest revenue source (\$3.4 million) or 12% of the General Fund. UUT once constituted 15% of the General Fund, and is projected to continue to decline in the future. This decline is not related to the pandemic but rather to a reduction in the amount of utilities that are being consumed. For example, many households no longer subscribe to cable television, have reduced their water usage through conservation, and use only cell phones instead of landlines. All of these lifestyle changes result in less tax revenue to the City. In FY 20/21 the UUT is projected to continue to decrease approximately 2-3% annually.

The UUT will sunset in 2022 unless renewed by voters on the ballot in 2020. The loss of these dollars would require a significant reduction in staffing and elimination of services on top of the existing budget deficit. As the City explores ways to manage its resources in the midst of a pandemic, this revenue source continues to be critical to the provision of basic services.

Sales Tax

Sales tax brings in approximately \$2.4 million or 8% of the General Fund. Tax revenues have generally been flat in recent years with no new development or business expansion. In November, 2019, the City's residents approved a ¾ cent sales tax increase, known as a transaction use tax. This would effectively raise the City's tax rate from 9.5% to 10.25% consistent with neighboring cities. The entirety of the tax is retained by the City and, pre-pandemic, represented approximately \$1.5 million in anticipated new general fund revenue. This revenue began collecting in April 2020 and City receipts will begin in July 2020.

Since then, there have been several notable changes resulting from the pandemic, both on the legislative side and economically. All non-essential businesses were forced to close and food service establishments were limited to pick up and delivery only. The majority of the City's businesses closed and all local restaurants did not choose to maintain operations on such a small scale. Grocery stores, drug stores, and gas stations are the only significant remaining sales tax generators. Further, despite efforts by the State and Federal government to provide aid to small businesses, the City must anticipate that many will not return after the closure or will not survive a long, slow recovery period.

On April 6, 2020, the Governor took steps to help small businesses announcing the State would allow deferred payments of up to \$50,000 of state and local sales and use taxes for up to 12 months. The 12-month, interest free, deferral will allow businesses with less than \$5 million in taxable annual sales to keep the sales taxes collected from consumers in what is essentially a loan from the state, counties, and cities. From a cashflow perspective, the City's possible exposure to the governor's deferred payment plan through the end of the fiscal year is \$313,000 (13% reduction through June 30). This revenue source was expected to become the City's second highest revenue source, surpassing UUT, however that is now in dependent on the economic recovery rate. Losses associated with permanent business closures could be up to \$600,000 in the upcoming year if half of all small businesses closed.

User Fees

User fees, set forth in the City's Annual Fee Schedule bring in just over \$3 million, making up 10% of the City's general fund revenues. Examples of these fees include plan check and building fees, public works fees, police fees, passport fees, community programming, and fire fees. Some of these revenues are seeing the sharpest decline of up to 63% or \$500,000 (community services classes). With mass gatherings expected to be prohibited for another 6-12 months, revenues from recreation programs are anticipated to remain at zero well into the new FY. Below is a breakdown of the types of fees that are collected and the effect the pandemic may have on the City's ability to collect:

Community Services (Excluding Rentals)

Community Service Fees are fees collected from recreation classes, youth programs, and the Camp Med program. These fees bring in approximately \$800,000 annually and are down 63% in the current year (\$500,000). Staff anticipates that revenue will be frozen or very minimal as long as the "safer at home" order continues, and well into the recovery period as group gatherings such as camp are expected to remain prohibited.

Planning

The planning fees have already met 100% of their expected revenues in this fiscal year, and are projected to increase slightly in the coming months as ADU applications continue being submitted. However, this growth going into the new years will vary greatly on economic recovery. Typically, these fees see declines in years following recessions.

Public Works

Similar to planning fees, public works fees have already met their expected revenues for this fiscal year. Future years are uncertain as with any projects tied to construction.

Fire Fees

Fire fees include false alarm fees, annual inspection fees, and paramedic fees. Fire fees bring in approximately \$850,000 annually and are not expected to deviate significantly through the end of this year. Future years may be affected as business inspections reduce as a result of less building inspections tied to economic activity.

Other Fees

There are other fees that are collected and are separated into their own category because they are considered licenses, permits, fines, and forfeitures. This category is the one that will be most significantly impacted immediately by the closures simply because everything tied to this category is directly related to economic activity which has been halted. Overall "other fees" were projected to bring in just over \$ 2 million and are coming in 30% below projections. Below is a brief status on the major fees in this category:

Licenses and Permits

Licenses and permits include business licenses, parking permits, street permits, and filming

permits are down about 40% or \$387,000 and are not expected to increase significantly.

Fines and Forfeitures

Fines and forfeitures due to vehicle code violations and parking citations are significantly down. They were expected to collect approximately \$382,000 and are down about 60%. The revenues under this category are expected to slow as people are driving less and economic activity continues to reduce in the City.

Facility Rentals

Facility rentals will be at severe risk as these types of gathering are currently prohibited and it will take a significant amount of time before people begin gathering in masses, as would be expected with a facility rental. Facility rentals bring in approximately \$650,000 and are currently down 35% (\$200,000) with no expected variation through the end of the FY.

Expenditures

Even under the most optimistic scenarios – which include the receipt of state/federal grants and emergency funding – the City will face significant fiscal challenges in the coming months. Current projections suggest that, if the City makes no adjustments at all, the general fund budget will be short \$1.6 million (down 6%) this year and \$3.5 million next year (down 12%) requiring matching reductions be made on the expense side.

Fiscal Year 20/21

The City has a long-range financial sustainability plan focused on generating new revenue however, the strategies in that plan are no longer feasible. Priority items in the plan included potential enhancement of recreational and banquet facilities in the Arroyo, a local boutique hotel, and redevelopment of city parking lots. With the recovery expected to globally restrict and reduce demand for restaurants, hotels, sports, and entertainment, none of these will be reasonable considerations in the near future. If the City cannot generate additional revenue to close the budget gap, the only alternative is to reduce expenditures. Each alternative represents a trade-off between critical priorities for the community. South Pasadena is a small city and has always had a conservative budget, with very few, if any, non-essential services. More than half of the budget is allocated to public safety which the community has reaffirmed many times over the years should not be considered for reduction. Most recently, in 2018 when the UUT was challenged, the community requested among the budget cut scenarios a proposal that would not touch public safety at all.

A large portion of the remaining budget is allocated for mandated programs. The City must have a Zoning Code and must accept and process development applications in a timely manner. Cities must also have a General Plan and Housing Element that comply with State law before mandated deadlines. Similarly, the City must maintain roads, sidewalks, sewers and the water system. And must complete annual audits and adopt budgets in compliance with the law. When considering how much of the General Fund budget is not discretionary spending, there is a small portion from which cuts can reasonably be considered.

Future Years

It is critical to make immediate and substantive changes to continue the long-term financial sustainability of the City. The shortfall laid out in the report does not include the potential \$11 million in additional liability expected as a result of CalPERS investment losses (amortized over 20 years beginning in FY 2022), and the potential loss of Utility Users' Tax (UUT) revenue at an additional \$3.5 million, which may stretch the City's capacity beyond the ability to continue to provide even minimal service levels and meet mandates.

Fiscal Impact

The fiscal impact results in a loss of approximately \$ 3.5 million through June 30, 2021. Further, there will be future financial impacts, if the loss of UUT and the increased liability in state pensions materialize.

Public Notification of Agenda Item

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

Attachments:

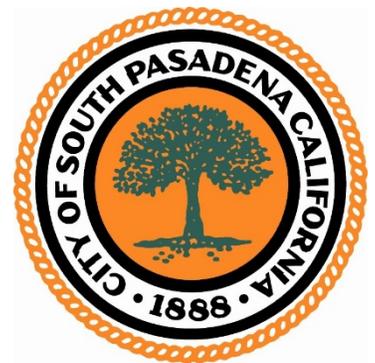
1. Budget Outreach Summary
2. Draft Fiscal Year 2020-21 Budget

FISCAL YEAR 2020-2021

DRAFT BUDGET



City of South Pasadena



City of South Pasadena
California



Proposed Budget
For the 2020-2021 Fiscal Year

Mayor
Robert Joe

Mayor Pro Tempore
Diana Mahmud

Councilmember
Michael A. Cacciotti

Councilmember
Richard D.
Schneider, M.D.

Councilmember
Marina Khubesrian, M.D.

City Clerk
Evelyn G. Zneimer

City Treasurer
Gary Pia

City Manager
Stephanie DeWolfe



MISSION STATEMENT

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

CORE VALUES

not in priority order

The City of South Pasadena values. . .

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

THREE-YEAR GOALS

not in priority order

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

FY 2020/2021 Financial Policies

1. BALANCED BUDGET

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

The Adopted FY 2020/2021 Budget includes a balanced operating budget for some of the funds.

Exceptions to this policy include:

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

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

2. APPROPRIATIONS AND BUDGETARY CONTROL

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

This policy has been met.

3. ENTERPRISE FUND

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

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

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

4. GENERAL FUND RESERVE

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

5. GENERAL FUND DESIGNATED RESERVE

The total designated reserves have been established for FY 2020/2021 is as follows:

- Arroyo Golf Course; \$600,000
- Legal Reserve; \$500,000
- Maint. Yard/ Community Center; \$317, 130
- Library Expansion; \$200,000
- Renewable Energy Source Reserve; \$700,000
- Retiree Pension Reserve; \$500,000
- Retiree Medical Reserve; \$500,000
- Community Garden/ Open Space Purchases; \$392,000
- Stormwater; \$600,000
- Financial Sustainability Reserve; \$900,000
- Slater Reimbursement Reserve; \$345,876

6. INFRASTRUCTURE

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

Beginning FY 2013/14, the City has been committing a minimum of \$2,000,000 per year towards street improvements. This year the City is considering reducing that amount to have the most flexibility in maintaining a balanced budget throughout the year.

7. ACCOUNTING AND REPORTING STANDARDS

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

The City is finalizing the FY 2018/2019 CAFR and will present at the July 1, 2020 City Council meeting.

8. RISK MANAGEMENT

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

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

9. DEBT AND INVESTMENTS

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

In FY 2020/2021 staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams.

10. CONTROL OF FINANCIAL ASSETS

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

This policy has been met.

11. FINANCIAL MANAGEMENT

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

This policy has been met.

FY 2020/21 Fund Balance

Fund	Description	06/30/20 Fund Balance	Year-End Revenues	Year-End Expenditures	Revenues Minus Expenses	06/30/21 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		27,750,141	25,665,551	2,084,589	
	Capital			-	-	
	Transfers/Interfund Loans		-	1,114,015	(1,114,015)	
	Reserves					
	Undesignated	6,673,794			-	7,644,368
	Arroyo Golf Course / Bike Trail	600,000			-	600,000
	Legal Reserve	500,000			-	500,000
	Maint. Yard / Comm. Ctr	317,130			-	317,130
	Library Expansion	200,000			-	200,000
	Renewable Energy Sources Reserve	700,000			-	700,000
	Retiree Pension Reserve	500,000			-	500,000
	Retiree Medical Reserve	500,000			-	500,000
	Community Garden/Open Space Purchases	392,000			-	392,000
	Storm Water	600,000		600,000	(600,000)	-
	Financial Sustainability Reserve	900,000			-	900,000
	Slater Reimbursement Reserve	568,850		222,974	(222,974)	345,876
	Vehicle Replacement Reserve	100,000		-	-	100,000
101	General Fund Total	\$ 12,551,774	\$ 27,750,141	\$ 27,602,540	\$ 147,600	\$ 12,699,374
103	Insurance Fund	605,000	300,000	95,000	205,000	810,000
104	Street Improvements Program	(341,000)	-	-	-	(341,000)
105	Facilities & Equip. Replacement	1,693	1,000	-	1,000	2,693
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	462,664	566,185	372,966	193,219	655,883
207	Prop "C"	577,879	507,748	190,463	317,285	895,164
208	TEA/Metro	12,517	6,412	-	6,412	18,929
210	Sewer	4,632,411	1,865,000	724,359	1,140,641	5,773,052
211	CTC Traffic Improvement	91	-	-	-	91
215	Street Light & Landscape	(346,307)	889,837	1,039,541	(149,704)	(496,011)
217	Public, Educ. & Gov't. Fund	178,273	19,825	-	19,825	198,098
218	Clean Air Act	161,522	34,939	15,000	19,939	181,461
220	Business Improvement Tax	186,130	72,500	109,000	(36,500)	149,630
226	Mission Meridian Public Garage	(429,913)	-	15,000	(15,000)	(444,913)
228	Housing Authority	84,847	22,676	-	22,676	107,523
230	State Gas Tax	139,637	669,062	635,122	33,940	173,577
232	County Park Bond	421,069	2,500	63,500	(61,000)	360,069
233	Measure R	35,460	354,175	-	354,175	389,635
236	Measure M	34,442	397,024	-	397,024	431,466
237	Road Maint. & Rehab. Acct.	(36,256)	502,685	-	502,685	466,429
239	Measure W	5,770	-	153,576	(153,576)	(147,806)
240	Measure M MSP	-	-	-	-	-
245	Bike & Pedestrian Paths	18,126	-	-	-	18,126
248	BTA Grants	(44,207)	-	-	-	(44,207)
249	Golden Streets Grant	(351,065)	-	-	-	(351,065)
255	Capital Growth	431,060	55,000	-	55,000	486,060
260	CDBG	121,246	261,565	41,315	220,250	341,496
272	Police Grants - State (COPS)	160,599	102,500	-	102,500	263,099
274	Homeland Security Grant	(9,167)	-	-	-	(9,167)
275	Park Impact Fees	435,586	166,000	100,000	66,000	501,586
277	HSIP Grant	(927)	-	-	-	(927)
295	Arroyo Seco Golf Course	1,017,872	1,355,410	1,139,824	215,586	1,233,458
310	Sewer Capital Projects	154,500	2,500	-	2,500	157,000
327	2000 Tax Allocation Bonds	(769,103)	-	-	-	(769,103)
500	Water	1,381,725	9,526,000	5,257,836	4,268,164	5,649,889
503	Water Efficiency Fund	(239,935)	200,000	276,096	(76,096)	(316,031)
505	2016 Water Revenue Bonds	(2,500)	-	-	-	(2,500)
510	Water & Sewer Impact Fees	270,000	253,000	-	253,000	523,000
550	Public Financing Authority	3,653	-	-	-	3,653
927	Redev. Obligations Trust Fund	-	194,500	194,500	-	-
		21,485,215	46,078,933	38,025,639	8,053,295	29,538,509
227	Successor Agency to CRA	262,378	194,500	194,500	-	262,378
	Successor Agency Total	262,378	194,500	194,500	-	262,378
	TOTAL CITY & CRA	21,747,593	46,273,433	38,220,139	8,053,295	29,800,887

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4000-000	Property Tax - Current Secured	9,757,452	10,441,153	10,934,441	11,352,300	11,300,000	11,125,254
4010-000	Property Tax - Unsecured	375,920	391,659	409,408	426,891	400,000	320,000
4020-000	Property Tax - Prior Years	(14,953)	(18,677)	(43,733)	(34,265)	(25,395)	26,349
4030-000	Property Tax - Int & Pen	34,608	32,396	28,955	35,222	36,507	22,737
4040-000	Highway Rental	126,236	123,316	114,707	127,179	117,783	117,783
4050-000	Homeowners Exemption	63,495	63,087	62,175	63,628	60,796	60,000
4060-000	Supplemental - Sec/Unsec	269,974	308,827	282,904	335,776	335,776	153,430
5002-000	Motor Vehicle In Lieu Adj.	2,624,200	2,794,082	2,981,222	3,107,304	3,145,590	3,000,000
Property Tax		13,236,932	14,135,844	14,770,080	15,414,035	15,371,057	14,825,553
4150-000	Library Special Tax	309,886	317,141	326,038	326,729	337,490	300,000
Assessments & Special Taxes		309,886	317,141	326,038	326,729	337,490	300,000
4200-000	Sales & Use Tax	2,173,347	2,175,728	1,868,563	2,130,802	1,830,802	2,829,600
4200-001	Sales Tax "In Lieu"	-	-	-	-	-	-
4201-000	PSAF - Prop 172 Sales Tax	283,319	325,535	287,758	300,000	160,128	275,000
Sales Tax		2,456,666	2,501,264	2,156,321	2,430,802	1,990,930	3,104,600
4230-001	Utility Tax - Water	609,009	669,561	663,349	650,000	687,254	650,000
4230-002	Utility Tax - Electric	1,244,417	1,283,120	1,179,074	1,315,000	1,381,772	1,315,000
4230-003	Utility Tax - Gas	401,278	351,564	496,814	385,000	428,562	452,105
4230-004	Utility Tax - Telephone	776,352	781,524	649,905	785,000	644,824	650,000
4230-006	Utility Tax - Cable	350,892	259,813	230,504	350,000	165,915	150,000
4230-008	Add'l 1% UUT - Salaries	-	-	-	-	-	-
4230-009	Add'l 2% UUT - Infrastructure	-	-	-	-	-	-
Utility Users Tax		3,381,948	3,345,582	3,219,645	3,485,000	3,308,327	3,217,105
4210-001	Franchise - Refuse	420,498	443,975	514,724	450,000	532,228	450,000
4210-002	Franchise - Cable TV	259,910	194,311	290,940	250,000	249,445	250,000
4210-003	Franchise - Electric	90,840	97,964	150,085	100,000	80,734	100,000
4210-004	Franchise - Gas	47,476	48,486	46,659	50,000	53,149	52,000
4220-000	Real Property Transfer	200,483	166,460	171,797	198,900	148,958	150,000
Other Taxes		1,019,207	951,196	1,174,205	1,048,900	1,064,514	1,002,000
4400-000	Business License	393,578	379,911	391,461	400,000	300,000	300,000
4405-000	Business License SB1186 Fee	1,894	6,262	10,112	8,000	9,820	7,500
4420-000	Bus Lic Penalties & Trans	19,016	9,816	8,192	15,000	19,291	15,000
4430-000	Animal Licenses	-	-	-	-	-	-
4440-000	Tobacco Retail Permit	1,080	840	600	900	480	480
4460-000	Parking Permits	441,935	7	352,207	440,000	334,531	350,000
4445-000	Filming Permits	96,840	83,211	75,300	100,000	67,487	60,000
4465-001	Fire Permits	4,845	5,301	4,941	4,000	2,905	3,000
4470-001	Grading Permits	-	-	-	-	362	300
4470-002	Street / Curb Permits	87,160	45,560	33,190	45,000	30,360	35,000
4470-004	Street Closure Permits	2,164	5,226	4,271	3,000	5,476	3,000
4470-005	Newsrack Permits	-	125	836	-	573	500
4480-000	FOG Wastewater Permit	7,845	5,445	11,450	8,000	6,758	7,000
Licenses & Permits		1,056,357	541,704	892,560	1,023,900	778,043	781,780
4600-000	Vehicle Code Fines	70,174	80,785	66,759	70,000	59,829	55,000
4610-000	Parking Citations	309,492	291,191	262,525	300,000	194,600	200,000
4620-000	Other Court Fines	18,072	16,085	10,353	12,700	9,547	10,000
Fines & Forfeitures		397,738	388,061	339,636	382,700	263,976	265,000

4800-000	Interest Income	162,400	89,594	284,778	130,000	106,333	125,000
4802-000	Gain / Loss on Investments	3,216	(445)	10,702	-	-	-
4805-000	Unrealized Gain / Loss	(120,484)	(8,111)	202,872	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	4,184	-	3,646	3,800	2,250	3,000
4820-000	Rental - Stables	54,217	53,278	81,907	53,000	87,778	85,000
4825-000	Rental - Tennis	68,560	77,913	81,900	84,000	56,700	75,600
4830-000	Rental - Golf Course	-	-	-	-	-	-
4830-001	Rental - Cellular Site	-	-	-	-	-	-
4830-002	Rental - Cell Phone Site	41,404	53,658	34,665	44,000	44,536	37,400
4830-003	Rental - Cell Site - AT&T	30,830	30,240	23,038	36,000	35,405	30,600
4830-004	Cell Phone - CW/Bilicke	36,043	37,124	38,474	42,000	39,813	35,700
4830-005	Cell Phone - Verizon - San Pascual	26,976	27,785	28,619	29,000	29,042	24,650
4830-006	Cell Phone - Cingular OG	30,085	33,029	44,560	35,000	36,538	29,750
4830-009	Cell Phone - Cingular ASP	38,107	35,187	38,386	39,000	38,386	33,150
4830-010	Cell Phone - Verizon - MH	22,322	22,992	21,718	24,000	24,392	20,400
4835-000	Rental - TWC	-	-	-	-	-	-
4840-000	Rental - War Memorial Building	55,270	46,527	50,765	45,000	23,446	10,000
4850-000	Rental - Eddie Park	4,347	2,811	4,676	3,600	1,751	1,500
4860-000	Rental - Library Comm Room	14,055	16,330	14,863	15,000	10,643	5,000
4870-000	Rental - Racquet Ball Ctr	-	585	-	-	-	-
4885-000	Rental - Sr Citizen Ctr	1,635	2,665	1,900	4,000	2,616	2,000
4890-000	Rental - Farmer's Market	10,801	10,564	16,456	10,000	5,625	5,000
4891-000	Rental - Orange Grove	4,985	10,312	4,644	3,000	2,861	1,000
4892-000	Rental - Misc	31,290	23,765	30,516	30,000	36,454	10,000
4893-000	Rental - Batting Cages	15,488	8,382	13,061	12,000	7,326	5,000
4894-000	Rental - Youth House	6,018	4,823	4,190	5,350	1,580	1,500
Use of Money & Property		541,749	579,006	1,036,335	647,750	593,475	541,250
5000-000	Motor Vehicle In Lieu	11,660	13,682	-	12,000	-	-
5400-000	Sale of Property	16,745	5,481	856	6,000	-	-
5020-000	State Reimb - Police Training	4,631	12,673	8,570	8,000	15,882	13,000
5030-000	State Mandated Cost	80	115	62	100	-	-
5035-001	State Grant - Direct Loan	-	-	-	-	-	-
5071-003	Miscellaneous Grants	60,014	-	263,258	-	500	500
5071-005	Non-Federal Grants - Pub. Works	-	(39,951)	548,876	-	-	-
5073-001	Grants-Police	-	11,982	23,739	32,000	19,829	20,000
5073-002	Grants-Fire	-	-	-	-	-	-
5073-003	Grants-Planning	-	-	-	-	-	-
5077-003	Metro Gold Line Authority	-	3,011	-	-	-	-
Revenue From Other Agencies		93,130	6,993	845,361	58,100	36,211	33,500
5150-001	Business License App Fee	18,393	28,015	17,783	15,000	28,577	15,000
5150-002	Non Sufficient Fund Chg	297	378	340	300	300	300
Current Services-Finance		18,690	28,393	18,123	15,300	28,877	15,300
5200-001	Community Development Misc Fee	305	3,160	7,647	5,000	21,082	20,000
5200-002	Planning Fees	93,555	165,516	126,542	150,000	212,993	150,000
5200-003	Plan Check	261,258	252,652	300,717	265,000	378,576	265,000
5200-004	Building Permits	407,549	461,992	420,639	420,000	494,940	425,000
5200-006	Code Reinspection Fee	-	-	-	-	-	-
5200-007	Administrative Citations	400	1,300	700	1,200	1,200	1,200
Current Services-Planning & Building		763,067	884,620	856,245	841,200	1,108,791	861,200

5220-001	Engineering Fees - Misc	101,789	107,456	81,445	90,000	123,368	120,000
5220-002	Engineering Plan Check	2,320	1,120	700	1,000	2,786	2,500
5221-000	Public Works Plan Check Fees	-	-	-	-	-	-
5222-000	AB939 Surcharge	-	-	-	-	-	-
5223-000	NPDES	134,313	108,229	136,577	100,000	141,336	140,000
5224-000	Public Works - Filming	-	-	-	-	1,593	-
Current Services-Public Works		238,422	216,805	218,723	191,000	269,084	262,500
5230-001	Police Special Svcs	8,656	2,270	4,036	4,500	9,343	5,000
5230-004	Vehicle Impound Fees	23,210	25,055	34,428	25,000	26,747	25,000
5230-005	Police Svcs - Filming	229,127	242,810	190,960	210,000	141,820	150,000
5230-006	Patch Sales	-	-	-	-	-	-
5280-001	Animal Control Fees	1,043	749	893	800	907	-
Current Services-Police		262,036	270,883	230,317	240,300	178,816	180,000
5255-000	Passport Services	9,059	19,175	15,387	20,000	13,625	10,000
Current Services-Clerk		9,059	19,175	15,387	20,000	13,625	10,000
5260-002	Library Fines	58,700	54,258	48,868	45,000	26,137	25,000
5260-003	Library Replacements	4,046	4,321	3,609	4,000	2,667	2,000
Current Services-Library		62,746	58,579	52,477	49,000	28,804	27,000
5265-002	Sr. Citizens Classes	23,964	21,392	20,483	28,000	16,655	15,000
5265-003	Sr. Citizens Membership	9,456	8,658	10,430	10,000	8,225	7,000
5265-004	Sr. Citizens Bus Trips	6,849	5,660	3,694	5,750	2,225	1,000
5265-005	Snr. Citizens Center Programs	2,438	3,680	2,150	3,700	1,104	1,000
5265-006	Bingo - Coffee - Med. I.D.	1,258	1,285	1,163	1,500	859	750
5270-001	Camp Med Fees	363,806	409,932	392,712	461,600	202,945	200,000
5270-002	Recreation Classes	165,901	197,722	168,097	200,000	93,183	90,000
5270-003	Special Events	11,067	12,417	10,435	13,900	10,312	10,000
5270-004	MTA Bus Pass - General	-	2,279	-	-	-	-
5270-005	Park/Field Reservations	63,128	64,778	60,680	65,000	19,087	20,000
5270-007	Adult Sports	150	-	-	-	-	-
5270-008	Concerts in the Park	10,301	14,550	8,000	14,000	-	-
5270-009	War Memorial Kitchen	2,400	3,300	3,075	3,500	2,200	2,000
Current Services-Community Services		660,718	745,653	680,920	806,950	356,796	346,750
5289-001	Fire Dept - Filming	154,683	160,645	111,685	140,000	81,200	80,000
5289-002	Fire Dept - Plan Check	14,898	18,192	55,018	35,000	41,765	40,000
5289-003	Hazmat Fees	-	-	-	-	-	-
5289-004	Fire Alarm Fees	-	-	-	-	-	-
5289-006	Fire Dept - Fire Suppression	-	-	-	-	-	-
5289-007	Fire Dept - Inspection	-	-	-	-	35,112	35,000
5290-001	Paramedic Fees	535,971	560,570	609,334	525,000	525,000	525,000
5290-002	Dispatch Recovery Fee	-	-	-	-	-	-
5295-000	Paramedic Medical Supplies	-	-	-	-	-	-
5300-000	Paramedic Subscriptions	19,100	19,595	18,770	20,000	27,400	27,500
5302-000	Fire Command Reimbursements	174,591	14,246	142,129	130,000	98,017	100,000
5305-001	Fire Miscellaneous	-	118,203	73,214	-	-	-
Current-Services-Fire		899,243	891,451	1,010,150	850,000	808,494	807,500
Current-Services-ALL		2,913,981	3,115,558	3,082,342	3,013,750	2,793,287	2,510,250
5420-000	Workers Comp Reimb	34,996	35,297	37,479	35,000	31,633	31,633
5425-000	Gen. Liability Insurance Reimb	278,824	12,892	40,695	20,000	20,000	-
5430-000	Damage to City Property	6,817	92,634	(18,123)	90,000	2,047	2,047
5440-000	Candidate Filing Fee	-	-	100	-	-	-
5450-000	Commissions	-	-	-	-	-	-
5460-000	Recycling Revenue	119,810	74,083	39,234	70,000	11,443	11,443
5460-001	Recycling Container	2,626	7,155	19,309	7,000	-	-
5490-000	Cash Over/Short Fin.	0	(1)	54	-	50	50
5490-001	Over/Short - Library	(0)	4	(2)	-	1	1
5490-002	Over/Short - Police	96	101	28	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	1	-	-	-	41	41
5490-004	Over Short - Senior Center	4	(8)	1	-	-	-
5490-005	Cash Over/Short - Clerk	-	-	-	-	-	-
5490-006	Cash Over/Short - Pub. Works	-	-	-	-	-	-
5490-007	Cash Over/Short - Fire	1	-	-	-	-	-
5501-001	Donations - Misc	51	76	66	-	-	-
5501-003	Donations - Senior Meals	2,962	14,368	20,895	10,000	2,173	2,173
5501-005	Donations - Library	-	7,746	-	-	-	-
5505-000	Miscellaneous	41,357	32,407	103,442	50,000	22,810	22,810
5505-001	Duplication Fees	4,182	3,825	4,979	4,000	6,728	6,728
5510-000	Credit Card Transaction Fee	-	-	-	-	1,410	1,500
5530-000	Rubbish Billing Fees	-	-	-	-	-	-
5550-000	Prior Year Adjustment	(26,522)	(307)	(80,798)	-	7,292	7,292
Other Revenue		465,205	280,271	167,360	286,000	105,628	85,719

5610-000	Reimbursement-Sewer Fund	69,022	▼	-	69,022	69,022	69,022	69,022
5620-000	Reimbursement-LLD Fund	-	▼	-	-	-	-	-
5630-000	Reimbursement-CRA Fund	-	▼	-	-	-	-	-
5640-000	Reimbursement-Water Fund	414,362	▼	-	414,362	414,362	414,362	414,362
Reimbursements From Other Funds		483,384		-	483,384	483,384	483,384	483,384
9911-000	Transfers from Other Fund	-	▼	-	-	-	-	600,000
Transfers In		-		-	-	-	-	600,000
101 - GENERAL FUND TOTAL		26,356,183		26,162,620	28,493,267	28,601,050	27,126,323	27,750,141

General Fund Analysis

General Fund Analysis

Revenue Category	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Pre Covid -19	Proposed 2020/21
Property Taxes	13,236,932	14,135,844	14,770,080	15,414,035	15,371,057	15,722,316	14,825,553
Assessments & Special Taxes	309,886	317,141	326,038	326,729	337,490	333,264	300,000
Sales Taxes	2,456,666	2,501,264	2,156,321	2,430,802	1,990,930	4,230,802	3,104,600
Utility Users Taxes	3,381,948	3,345,582	3,219,645	3,485,000	3,308,327	3,308,327	3,217,105
Franchise Fees	1,019,207	951,196	1,174,205	1,048,900	1,064,514	1,064,514	1,002,000
License & Permits	1,056,357	541,704	892,560	1,023,900	778,043	1,023,900	781,780
Fines & Forfeitures	397,738	388,061	339,636	382,700	263,976	382,700	265,000
Use of Money & Property	541,749	579,006	1,036,335	647,750	593,475	880,000	541,250
Other Agencies	93,130	6,993	845,361	58,100	36,211	58,100	33,500
Current Services	2,913,981	3,115,558	3,082,342	3,013,750	2,793,287	3,120,000	2,510,250
All Other Revenues	465,205	280,271	167,360	286,000	105,628	286,000	85,719
Reimbursement From Other Funds	483,384		483,384	483,384	483,384	483,384	800,000
Total GF Revenues	26,356,183	26,162,620	28,493,267	28,601,050	27,126,323	30,893,306	27,466,757

Department/Program Exp	Actual 2016/17	Actual 2017/18	Estimated 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
City Council	42,195	42,850	45,685	57,269	33,792	27,119
Management Services						
City Manager	918,114	845,476	1,026,042	1,677,069	1,453,257	1,274,702
City Clerk	444,655	431,612	343,530	110,800	85,323	103,503
Elections	19,457	63,733	58,280	65,500	209,082	65,500
Human Resources	247,127	408,161	360,950	343,600	289,176	254,850
Transportation Planning	54,926	70,535	106,635	-	-	-
Legal Services	257,586	292,772	290,000	280,000	280,000	280,000
Information Systems	487,296	458,391	511,178	514,900	482,321	517,200
Finance						
Finance	643,953	795,481	828,989	709,727	689,217	742,444
City Treasurer	9,380	9,250	9,250	9,250	9,250	9,250
Non-Dept./Overhead	947,865	961,054	912,727	944,111	1,122,072	1,178,861
Police	8,419,495	8,408,728	8,316,642	9,327,012	9,328,208	9,729,305
Fire						
Fire	5,031,694	4,720,830	4,756,672	5,139,650	4,807,956	5,261,347
Emergency Services	23,505	104,400	171,398	35,000	41,520	40,000
Public Works						
Administration & Engineering	372,784	419,153	676,789	613,565	584,807	602,550
Environmental Services	210,595	207,645	44,976	-	-	-
Park Maintenance	414,864	493,446	553,669	631,921	559,083	628,572
Facilities Maintenance	683,017	705,483	747,702	895,092	774,719	891,189
Planning & Building	1,158,096	1,033,506	958,291	2,195,278	2,113,034	1,801,069
Library	1,525,469	1,736,821	1,486,426	1,874,490	1,488,625	1,661,706
Community Services						
Senior Services	291,590	309,118	294,356	353,509	317,344	362,395
Community Services	285,448	192,458	181,852	220,112	174,503	217,125
Recreation and Youth Services	679,960	827,801	734,993	858,399	768,300	601,864
Capital Projects	483,614	1,307,345	542,631	-	-	-
Misc/Transfers Out	5,473,409	-	-	1,910,597	1,148,717	1,114,015
Total GF Expenditures	29,126,094	24,846,047	23,959,663	28,766,851	26,760,306	27,364,566

CITY COUNCIL Department Summary

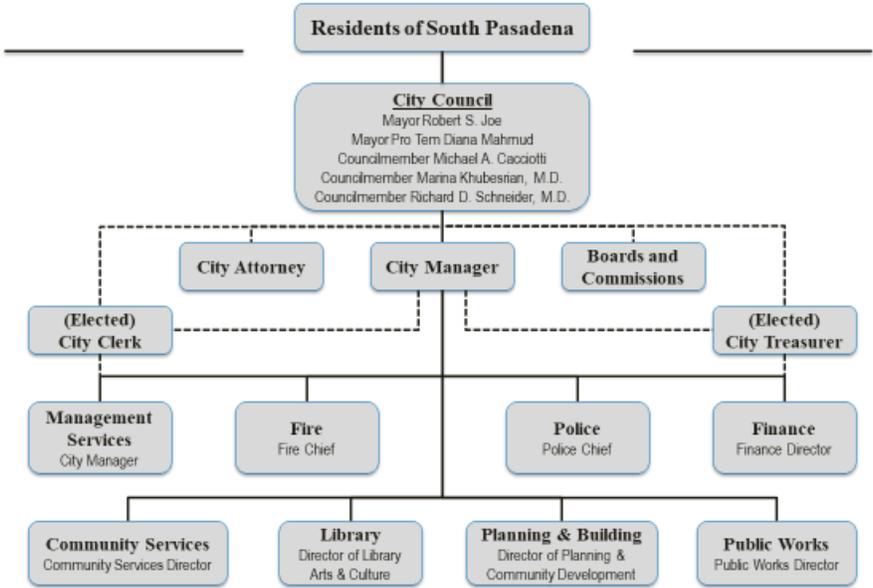
EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	22,969	22,486	22,352	22,519	18,641	22,519
Operations & Maintenance	19,226	20,363	19,760	34,750	15,151	24,600
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	42,195	42,850	42,112	57,269	33,792	47,119
[101-1011] City Council	42,195	42,850	42,112	57,269	33,792	47,119
Total Expenses by Program	42,195	42,850	42,112	57,269	33,792	47,119

CITY COUNCIL

Department Description and Authorized Positions

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

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



CITY COUNCIL

Budget Detail

101-1011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	21,840	21,840	20,340	21,840	18,200	21,840
7010	Salaries - Temp / Part	-	-	1,500	-	-	-
7110	Workers Compensation	812	330	196	349	177	349
7170	FICA - Medicare	317	317	317	330	264	330
	<WAGES & BENEFITS>	22,969	22,486	22,352	22,519	18,641	22,519
8000	Office Supplies	(48)	70	-	-	-	-
8010	Postage	5	20	199	250	98	100
8020	Special Department Expense	2,831	1,036	9,003	4,000	300	2,000
8021	Discretionary Fund Program	7,699	4,416	5,231	20,000	9,354	20,000
8040	Advertising	-	-	-	-	-	-
8060	Dues & Memberships	2,231	7,784	-	500	-	500
8090	Conference & Meeting Expense	6,508	7,037	5,326	10,000	5,399	2,000
8150	Telephone	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	19,226	20,363	19,760	34,750	15,151	24,600
8530	Computer Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-1011] City Council Total		42,195	42,850	42,112	57,269	33,792	47,119

CITY COUNCIL

Budget Detail

101-1011

PERSONNEL SERVICES

7000 Regular Salaries

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

OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for postage meter charges and postage for mailing City Council mail (\$100).

8020 Special Department Expense

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

8021 Discretionary Fund Program

No new allocations are proposed (20,000)

8060 Dues/Memberships/Subscriptions

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

8090 Conference and Meeting Expense

Provides funds for City Council to attend conferences and meetings, including parking and mileage Provides funds for meals for regular and special City Council meetings, receptions, and budget sessions Provides funds for strategic planning sessions: logistics, refreshments, supplies, recording Provides funds for purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (\$2,000)

MANAGEMENT SERVICES

Department Summary

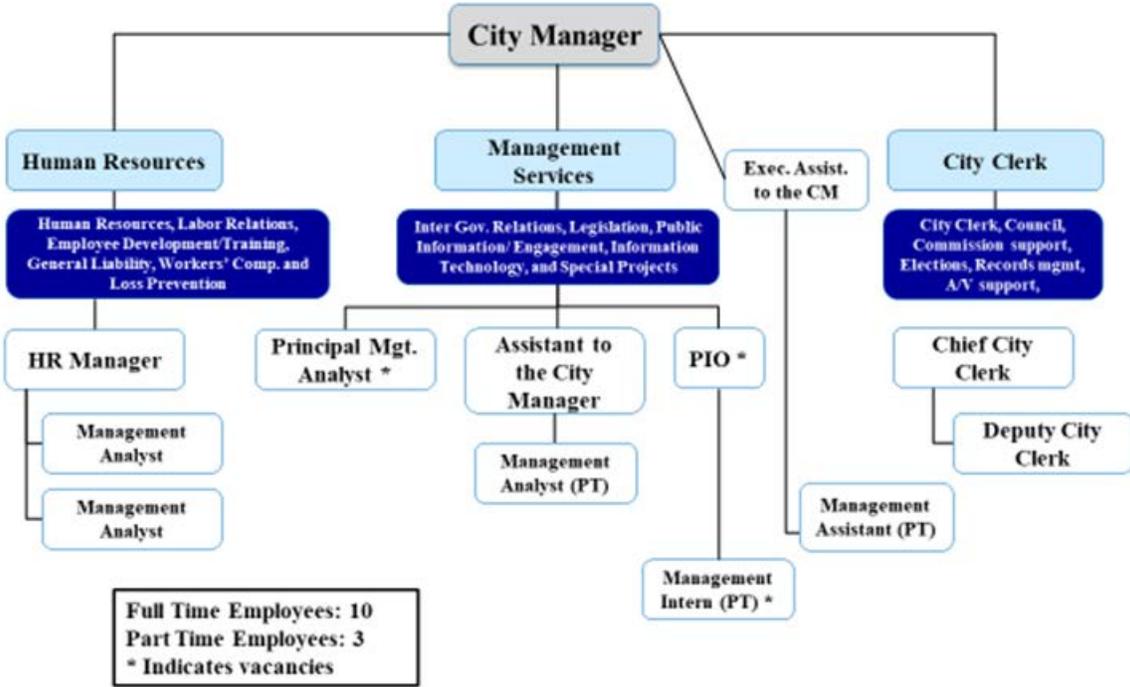
EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,692,257	1,158,812	1,542,634	1,529,819	1,259,938	1,195,305
Operations & Maintenance	1,427,379	1,833,077	2,078,030	1,612,950	1,750,505	1,470,850
Capital Outlay	131,195	74,875	192,141	283,600	213,506	63,600
Total Expenses by Category	3,250,831	3,066,764	3,812,806	3,426,369	3,223,949	2,729,755
[101-2011] City Manager	918,114	845,476	1,149,308	1,677,069	1,453,257	1,274,702
[101-1021] City Clerk	444,655	431,612	283,155	110,800	85,323	103,503
[101-1022] Elections	19,457	63,733	58,244	65,500	209,082	65,500
[101-2013] Human Resources	247,127	408,161	453,421	343,600	289,176	254,850
[101-2021] Transportation Planning	54,926	70,535	86,257	-	-	-
[101-2032] Information Services	-	458,391	547,079	514,900	482,321	517,200
[101-3032] Information Services	487,296	-	-	-	-	-
[101-2501] Legal Services	257,586	292,772	331,356	280,000	280,000	280,000
[103-2501] Insurance Fund	82,305	229,942	306,906	95,000	108,009	95,000
[105-3032] Facilities & Equipment Replacement	-	-	102,265	200,000	200,000	-
[211-2011] CTC Traffic Improvement	270	164	-	-	-	-
[218-2270] Clean Air Act	41,982	48,977	22,856	15,000	17,279	15,000
[220-2301] Community Promotion	185,000	164,550	161,500	109,500	109,500	109,000
[226-2029] Mission Meridian Public Garage	15,432	11,321	13,053	15,000	7,281	15,000
[248-2011] BTA	55,639	-	-	-	-	-
[249-2011] Golden Street	441,042	41,131	299,800	-	-	-
Total Expenses by Program	3,250,831	3,066,764	3,815,201	3,426,369	3,241,228	2,729,755

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

MANAGEMENT SERVICES
Department Description and Authorized Positions

Management Services Department

Fiscal Year 2020-21



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

General Services:	Legislative Affairs, Public Information and Engagement, Information Technology, Marketing/Branding, and Special Projects
Human Resources:	Human Resources Management, Recruitment, Employee Training, Risk Management and Labor Relations
City Clerk:	Legislative Affairs, Public Information and Engagement, Information Technology, Marketing/Branding, and Special Projects

MANAGEMENT SERVICES

Budget Detail

101-2011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	568,768	548,342	615,878	1,029,138	823,015	761,039
7010	Salaries - Temp / Part	40,549	45,976	154,249	115,000	128,947	115,000
7011	Salaries - PT Stipend	-	-	-	3,600	-	3,600
7015	Salaries - Golden Streets	-	-	-	-	-	-
7020	Overtime	3,644	121	-	-	-	-
7040	Holiday	-	-	-	-	5,827	-
7055	IOD - Non Safety	-	271	-	-	-	-
7070	Leave Buyback	22,701	1,859	4,029	-	5,973	-
7100	Retirement	111,169	114,421	137,974	259,905	173,427	199,979
7108	Deferred Compensation	3,944	2,262	4,687	6,150	8,851	4,660
7110	Workers Compensation	20,780	9,173	10,326	19,371	12,380	14,557
7120	Disability Insurance	8,792	329	4,335	-	-	-
7130	Group Health Insurance	41,983	40,847	63,835	70,618	66,183	70,618
7140	Vision Insurance	1,284	1,091	1,461	2,153	1,636	2,153
7150	Dental Insurance	4,739	3,851	4,441	8,073	5,215	8,073
7160	Life Insurance	566	456	542	888	757	888
7170	FICA - Medicare	9,035	10,913	12,876	14,923	15,033	11,035
7180	Car/Uniform Allowance	5,081	4,020	5,300	-	4,950	-
<WAGES & BENEFIT S>		843,035	783,932	1,019,935	1,529,819	1,252,195	1,191,602
8000	Office Supplies	4,603	5,231	9,093	10,000	5,516	6,000
8010	Postage	555	245	417	300	300	300
8020	Special Department Expense	6,062	3,374	5,003	6,000	4,358	6,000
8050	Printing/Duplicating	60	693	4,739	2,000	-	2,000
8060	Dues & Memberships	1,414	1,539	1,330	2,000	1,930	1,000
8090	Conference & Meeting Expense	7,824	1,869	5,582	8,000	4,175	3,200
8100	Vehicle Maintenance	1,639	1,742	2,094	2,000	720	1,500
8110	Equipment Maintenance	196	698	2,085	700	-	700
8170	Professional Services	16,160	42,059	78,970	70,000	70,000	40,000
8180	Contract Services	10,946	3,793	20,017	3,000	50,179	3,000
8200	Training Expense	2,184	300	-	-	-	-
8220	Communications Spec. Dept Expense	-	-	-	4,850	251	1,000
8230	Communications Prof Services	-	-	-	28,400	63,634	8,400
8272	CM Emergency	23,436	-	-	10,000	-	10,000
<OPERATIONS & MAINTENANCE>		75,079	61,544	129,373	147,250	201,062	83,100
[101-2011] City Manager Total		918,114	845,476	1,149,308	1,677,069	1,453,257	1,274,702

MANAGEMENT SERVICES

Budget Detail

101-2011

PERSONNEL

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Ordinary office supplies for the Management Services (City Clerk, City Manager, Human Resources, Public Information Office), and Public Works (admin) Departments. (\$6,000)
- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices. (\$300)
- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies, including beverage and kitchen equipment and supplies and copier paper (for City Hall second floor). (\$6,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$1,500), stationery and business cards (\$500).
- 8060 Dues, Memberships, and Subscriptions
Provides funds for San Gabriel Valley City Manager's Association dues, International City Manager's Association dues, California City Management Foundation dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$1,000).
- 8090 Conference and Meeting Expense
Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager's Department Meeting, and Municipal Management Association of Southern California Annual Conference (\$3,200).

- 8100 Vehicle Maintenance and Operations
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$1,500).
- 8110 Equipment Maintenance
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (-). (\$700)
(Workstation hardware/software upgrades now in IS budget).
- 8170 Professional Services
Provides funds for consultant services, such as Strategic Planning Consultant for team building, operational studies and other professional services (\$20,000), Funds for professional services related to City Manager's Office and citywide operations (\$20,000).
- 8180 Contract Services
Provides funds for maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).
- 8220 Communications Special Department Expense
Provides funds for contract services including Constant Contact citywide email marketing tool (\$1,000),
- 8230 Communications Professional Services
Provides funds for professional services Graphic design services (\$6,000), and Social Media Archive Service (\$2,400) to comply with Brown Act requirements.
- 8272 City Manager Emergency Fund
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).

CITY CLERK

Budget Detail

101-1021

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries - Permanent	201,440	259,306	231,233	252,781	94,367	163,572	-
7010	Salaries - Temp / Part	35,553	4,560	4,757	18,600	2,280	4,560	-
7020	Overtime	2,914	4,056	6,082	-	3,348	5,348	-
7070	Leave Buyback	702	1,156	15,755	3,000	14,539	14,539	-
7100	Retirement	34,575	42,895	44,151	56,861	9,173	31,232	-
7108	Deferred Compensation	787	1,192	532	1,230	578	1,230	-
7110	Workers Compensation	5,187	8,234	3,886	4,157	1,317	4,157	-
7130	Group Health Insurance	19,588	22,053	20,879	23,580	5,550	24,000	-
7140	Vision Insurance	537	569	496	720	162	700	-
7150	Dental Insurance	1,546	2,120	1,544	2,700	404	2,700	-
7160	Life Insurance	234	299	248	297	50	297	-
7170	FICA - Medicare	3,865	4,080	3,956	4,158	1,820	4,158	-
	<WAGES & BENEFITS>	306,928	350,520	333,517	368,084	133,588	256,493	-
8000	Office Supplies	792	981	251	-	-	-	-
8010	Postage	508	472	204	1,000	111	172	1,000
8020	Special Department Expense	2,469	1,393	2,377	1,500	572	1,450	1,500
8040	Advertising	2,396	3,176	2,472	4,000	1,203	2,500	4,000
8050	Printing/Duplicating	44	370	26	1,000	-	-	1,000
8060	Dues & Memberships	735	2,464	1,079	1,500	548	1,000	1,000
8070	Mileage/Auto Allowance	877	817	316	500	-	-	500
8090	Conference & Meeting Expense	3,601	6,131	4,527	3,000	893	3,256	3,000
8095	Commissioners Congress	-	-	-	-	-	-	5,000
8110	Equipment Maintenance	1,932	609	595	3,000	-	500	2,000
8170	Professional Services	62,259	17,691	6,400	-	-	-	-
8180	Contract Services	-	53,579	71,236	90,000	32,577	83,000	85,000
8200	Training Expense	5,167	5,625	6,971	1,000	-	1,000	3,200
8300	Lease Payment	3,104	397	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	83,884	93,705	96,454	106,500	35,904	92,878	107,200
8520	Machinery & Equipment	2,410	430	1,641	3,600	-	-	3,600
	<CAPITAL OUTLAY>	2,410	430	1,641	3,600	-	-	3,600
[101-1021] City Clerk Total		393,222	444,655	431,612	478,184	169,492	349,371	110,800

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

Moved under Management Services Account

OPERATIONS & MAINTENANCE

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

- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000). To include costs for virtual meeting subscription and e-signature licensing
- 8110 Equipment Maintenance
Provides funds for repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, and teleconference equipment. Includes funds for audiovisual supplies and equipment for maintenance, refurbishing, and repair (\$2,000).
- 8180 Contract Service
Provides funds for audiovisual technical services for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming (\$52,000); additional funding for service calls, special cable channel programming, and enhancements to audiovisual services (\$2,000). Provides funds for City-wide records management services (\$7,500). Provides funds for municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$6,000); Includes costs for web streaming of additional commission meetings in response to health crisis (\$17,500)
- 8200 Training Expense
Notary Public, Brown Act, or related seminars (\$200).

ELECTIONS

Budget Detail

101-1022

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8010	Postage	-	-	-	500	-	500
8020	Special Department Expense	675	322	-	5,000	-	5,000
8040	Advertising	756	11,335	4,543	5,000	5,000	5,000
8070	Mileage/Auto Allowance		-	-	-	-	-
8090	Conference & Meeting Expense		-	-	-	-	-
8170	Professional Services	18,026	52,076	53,702	55,000	204,082	55,000
	<OPERATIONS & MAINTENANCE>	19,457	63,733	58,244	65,500	209,082	65,500
[101-1022]	Elections Total	19,457	63,733	58,244	65,500	209,082	65,500

ELECTIONS

Budget Detail

101-1022

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges and mailings related to Elections (\$500).

- 8020 Special Department Expense
Provides funds for special department supplies and materials related to the election and voter outreach program, including translation services (\$5,000).

- 8040 Advertising
Provides for funding for the voter outreach program (\$5,000).

- 8170 Professional Services
Provides funding for translation of election notices and election consulting services from the firm MCA Direct (formerly Martin & Chapman) and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's Office (\$55,000).

HUMAN RESOURCES

Budget Detail

101-2013

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8000	Office Supplies	(48)	56	7	-		
8010	Postage	843	554	796	500	153	350
8020	Special Department Expense	12,827	8,144	12,510	12,000	11,339	6,000
8040	Advertising	6,789	4,321	4,609	7,000	3,080	7,000
8050	Printing/Duplicating	227	241	245	1,100	-	350
8060	Dues & Memberships	2,875	3,050	3,050	3,600	3,600	3,250
8090	Conference & Meeting Expense	6,530	4,569	2,905	8,000	92	4,000
8110	Equipment Maintenance	174	409	-	200	-	200
8160	Legal Service	157,892	246,635	244,953	200,000	200,000	180,000
8170	Professional Services	52,175	133,756	181,022	105,200	68,272	49,700
8200	Training Expense	6,843	6,425	3,324	6,000	2,640	4,000
8332	ERAF Payment		-	-	-	-	
<OPERATIONS & MAINTENANCE>		247,127	408,161	453,421	343,600	289,176	254,850
[101-2013] Human Resources Total		247,127	408,161	453,421	343,600	289,176	254,850

HUMAN RESOURCES

Budget Detail

101-2013

PERSONNEL

Moved under Management Services Account

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$350).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration (\$3,250) and employee appreciation luncheon (\$1,000), city employee identification cards, recruitment expenses, and employee wellness program (\$1,750).
- 8040 Advertising
Provides funds for employment advertisement in various print and online resources other advertisement outlets (\$7,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$350).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium, Southern California Public Management Association – Human Resources (SCPMA-HR), California Public Employers Labor Relations Association (CALPELRA), Public Agency Risk Managers Association (PARMA), Municipal Management Association of Southern California (MMASC) and subscriptions, books and publications of professional organizations (\$3,250).
- 8090 Conference and Meeting Expense
Provides funds for Liebert, Cassidy & Whitmore Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$4,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of postage machine (\$200).
- 8160 Legal Services
Provides funds for labor attorney services including services for labor contract negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (\$180,000).
- 8170 Professional Services
Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$3,500), Fitness for Duty medical examinations

(\$2,000), Personnel investigations (\$10,000), Employee Assistance Program services (\$6,300), 457 Plan Consulting contract (\$11,000), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$14,000), Supplemental Insurance Plan (TASC) administration fee (\$400), testing materials for recruitments (\$1,000), ADA Sign Language & other ADA accommodation services (\$1,500)

8200 Employee Training

Provides funds for skills enhancement and safety and educational workshops as well as mandatory training for all City staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$4,000).

LEGAL SERVICES

Budget Detail

101-2501

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8160	Legal Service	257,586	292,772	331,356	280,000	280,000	280,000
8161	Settlements		-	-	-	-	
	<OPERATIONS & MAINTENANCE>	257,586	292,772	331,356	280,000	280,000	280,000
[101-2501] Legal Services Total		257,586	292,772	331,356	280,000	280,000	280,000

LEGAL SERVICES

Budget Detail

101-2501

OPERATIONS & MAINTENANCE

8160 Legal Services

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

INFORMATION SERVICES

Budget Detail

101-2032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	-	58	-	1,000	-	1,000
8060	Dues & Memberships	-	-	-	200	-	200
8110	Equipment Maintenance	-	211	7,206	2,000	-	1,500
8150	Telephone	-	136,086	194,507	185,000	180,287	185,000
8170	Professional Services	-	144,325	164,074	150,000	186,407	157,500
8180	Contract Services	-	99,290	52,742	61,400	61,400	73,000
8300	Lease Payment	-	42,913	24,606	22,600	22,600	24,000
8301	Copier Usage Charges	-	-	14,068	12,700	18,122	15,000
	<OPERATIONS & MAINTENANCE>	-	422,884	457,203	434,900	468,816	457,200
8530	Computer Equipment	-	35,507	89,876	80,000	13,506	60,000
	<CAPITAL OUTLAY>	-	35,507	89,876	80,000	13,506	60,000
[101-2032] Information Services Total		-	458,391	547,079	514,900	482,321	517,200

8020	Special Department Expense	1,850	-	-	-	-	-
8060	Dues & Memberships	160	-	-	-	-	-
8110	Equipment Maintenance	83	-	-	-	-	-
8150	Telephone	143,601	-	-	-	-	-
8170	Professional Services	103,407	-	-	-	-	-
8180	Contract Services	108,159	-	-	-	-	-
8300	Lease Payment	39,502	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	396,762	-	-	-	-	-
8530	Computer Equipment	61,290	-	-	-	-	-
8531	Computer Equip.-Cy Pres Grant	29,244	-	-	-	-	-
	<CAPITAL OUTLAY>	90,534	-	-	-	-	-
[101-3032] Information Services Total		487,296	-	-	-	-	-

INFORMATION SERVICES

Budget Detail

101-2032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Provides funds for membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$200).
- 8110 Equipment Maintenance
Provides funds for printer repair and replacement (\$1,500).
- 8150 Telephone
Provides funds for City-wide land lines, Point-to-Point network services with Spectrum throughout City facilities, conference calling system, mobile device/cellular accounts, and cable television service at City Hall (\$185,000). Includes funds for upgrade to FirstNet for first responders, Mobile Device Management.
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Assumes renewed contract with Acorn for a flat monthly rate for helpdesk services. Includes funds for special projects outside the scope of the service contract (\$157,500).
- 8180 Contract Services
Laserfiche (\$3,200), GFI Spam Filter (\$5,000), Anti-Virus (\$7,800), SecureWorks (\$12,000), Dropbox (\$1,200) - partially funded by Library and Community Services, Springbrook (\$27,000), Domain.GOV annual fee (\$500), Vision Internet hosting/support services (\$8,300), Granicus video streaming (\$6,000) and miscellaneous contract services (\$2,000).
- 8300 Lease Payment
Monthly lease payments, maintenance and related costs for citywide copier fleet (\$24,000).
- 8301 Copier Usage Charges
Provides fund for copies per lease agreement for citywide copiers, except those paid from special funds (\$15,000).

CAPITAL OUTLAY

- 8530 Computer Equipment
Citywide personal computer/work station replacements (\$17,000), mobile device replacements (\$5,000), and Network equipment upgrades (\$38,000).

INSURANCE FUND

Budget Detail

103-2501

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	19,237	34,094	73,847	20,000	33,009	20,000
8161	Settlements	63,068	195,848	233,059	75,000	75,000	75,000
	<OPERATIONS & MAINTENANCE>	82,305	229,942	306,906	95,000	108,009	95,000
103 - INSURANCE FUND TOTAL		82,305	229,942	306,906	95,000	108,009	95,000

INSURANCE FUND

Budget Detail

103-2501

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8161 Settlements

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

FACILITIES & EQUIPMENT REPLACEMENT FUND
Budget Detail
105-3032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8530	Computer Equipment	-	-	2,265	-	-	
8500	Building & Improvements		-	100,000	200,000	200,000	-
105 - FACILITIES & EQUIP. REPLACEMENT		-	-	102,265	200,000	200,000	-

<p style="text-align: center;">FACILITIES & EQUIPMENT REPLACEMENT FUND</p> <p>Budget Detail 105-3032</p>
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CAPITAL OUTLAY

8500 Building & Improvements

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7080	Rideshare	1,751	65	-	-	-	
7110	Workers Compensation	-	1	-	-	-	
7150	Dental Insurance	-	1	-	-	-	
7170	FICA - Medicare	-	1	-	-	-	
	<WAGES & BENEFITS>	1,751	68	-	-	-	-
8261	Rideshare	-	11,182	10,469	15,000	-	15,000
	<OPERATIONS & MAINTENANCE>	-	11,182	20,461	15,000	-	15,000
8540	Automotive Equipment	40,231	37,727	-	-	-	-
8530	Computer Equipment	-	-	2,395	-	17,279	
	<CAPITAL OUTLAY>	40,231	37,727	2,395	-	17,279	-
[218-2270] Clean Air Act Total		41,982	48,977	22,856	15,000	17,279	15,000

CLEAN AIR ACT – AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

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

COMMUNITY PROMOTION

Budget Detail

220-2301

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8060	Dues & Memberships	-	-	1,500	1,500	1,500	1,500
8185	Chamber of Commerce	135,500	162,050	157,500	105,500	105,500	105,000
8255	Public Events Promotion	49,500	2,500	2,500	2,500	2,500	2,500
	<OPERATIONS & MAINTENANCE>	185,000	164,550	161,500	109,500	109,500	109,000
[220-2301] Community Promotion Total		185,000	164,550	161,500	109,500	109,500	109,000
220 - BUSINESS IMPROVEMENT TAX TOT.		185,000	164,550	161,500	109,500	109,500	109,000

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

8060 Dues and Memberships

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

8185 Chamber of Commerce

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

8255 Public Events Promotion

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

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	4,432	875	2,599	5,000	848	5,000
8060	Dues & Memberships	9,650	8,845	10,454	10,000	6,433	10,000
8170	Professional Services	1,350	1,600	-		-	
	<OPERATIONS & MAINTENANCE>	15,432	11,321	13,053	15,000	7,281	15,000
[226-2029]	Mission Meridian Public Garage 1	15,432	11,321	13,053	15,000	7,281	15,000

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

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

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

BTA GRANT

Budget Detail

248-2011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	60	-	-	-	-	-
8170	Professional Services	55,579	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	55,639	-	-	-	-	-
248 - BTA GRANTS TOTAL		55,639	106,590	111,666	-	-	-

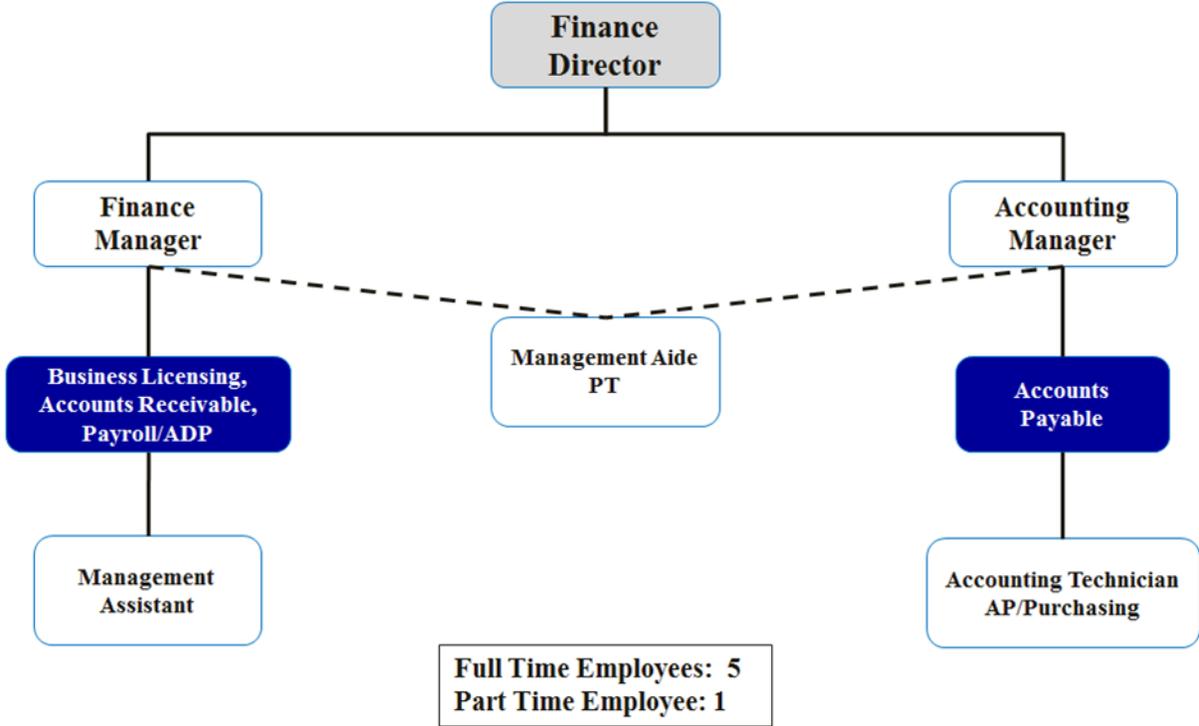
FINANCE

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,472,113	1,517,371	1,472,844	1,168,534	1,103,302	1,306,681
Operations & Maintenance	1,165,461	1,078,176	1,575,855	1,330,259	1,549,101	1,435,579
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	2,637,574	2,595,547	3,048,699	2,498,793	2,652,404	2,742,260
[101-3011] Finance	643,953	795,481	1,085,796	709,727	689,217	742,444
[101-3041] Non-Dept/Overhead	947,865	961,054	1,044,550	944,111	1,122,072	1,178,861
[500-3012] Utility Billing	1,045,756	839,013	918,353	844,955	841,115	820,955
Total Expenses by Program	2,637,574	2,595,547	3,048,699	2,498,793	2,652,404	2,742,260

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

FINANCE
Department Description and Authorized Positions



FINANCE

Budget Detail

101-3011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	418,181	468,771	430,173	335,459	245,397	321,397
7010	Salaries - Temp / Part	-	2,658	11,228	11,856	11,856	40,000
7020	Overtime	2,516	6,387	2,397	1,200	681	340
7040	Holiday	-	45	-	-	3,625	1,812
7070	Leave Buyback	10,760	6,936	39,048	4,193	14,872	7,436
7100	Retirement	76,976	80,834	94,252	23,724	26,426	22,729
7108	Deferred Compensation	1,078	783	2,158	2,808	1,919	2,619
7110	Workers Compensation	13,276	7,459	5,974	6,024	3,413	5,771
7120	Disability Insurance	-	-	4,390	-	-	-
7130	Group Health Insurance	42,827	53,293	41,865	33,743	28,761	33,743
7140	Vision Insurance	1,345	1,472	1,170	842	599	842
7150	Dental Insurance	4,384	4,487	2,490	3,159	2,077	3,159
7160	Life Insurance	537	640	462	347	241	347
7170	FICA - Medicare	5,710	6,905	7,661	4,864	4,223	4,660
<WAGES & BENEFIT S>		577,590	640,670	643,269	428,219	344,089	490,316
8000	Office Supplies	5,132	5,052	5,635	4,500	3,400	1,000
8010	Postage	4,213	9,311	3,272	3,000	1,423	3,000
8020	Special Department Expense	14,660	14,800	14,651	20,260	20,260	20,260
8050	Printing/Duplicating	3,805	2,961	2,113	2,500	1,255	1,700
8060	Dues & Memberships	1,045	855	1,160	2,500	100	2,500
8070	Mileage/Auto Allowance	139	78	-	100	-	-
8090	Conference & Meeting Expense	2,264	555	311	2,480	-	1,000
8110	Equipment Maintenance	1,019	841	181	950	950	950
8170	Professional Services	22,451	87,597	150,718	174,218	199,031	174,218
8180	Contract Services	11,635	32,759	263,652	67,000	116,209	47,000
8200	Training Expense	-	-	835	4,000	2,500	500
<OPERATIONS & MAINTENANCE>		66,363	154,810	442,527	281,508	345,128	252,128
[101-3011] Finance Total		643,953	795,481	1,085,796	709,727	689,217	742,444

FINANCE

Budget Detail

101-3011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of miscellaneous supplies (\$1000).
- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$ 3,000).
- 8020 Special Department Expense
Departmental forms including 1099s, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$6,000). Allocation of credit card charges and bank analysis fees (\$10,000), funding for compilation of the CAFR statistical section, and application costs for the GFOA CAFR award program (\$1,010). Annual PERS accounting actuarial (\$3,250).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget (\$1000) and other miscellaneous information intended for public distribution from the Finance Department (\$700).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$660), the Government Finance Officers Association (GFOA, \$675), and other financial associations (\$1,165).
- 8070 Mileage Reimbursement
- 8090 Conference and Meeting Expense
Provides funds for attendance to GFOA/CSMFO conferences (\$1,000).
- 8110 Equipment Maintenance
Provides funds for postage machine lease/maintenance allocation (\$550), credit card

processor (\$200), postage meter (\$200).

8170 Professional Services

Provides funds for share of annual GASB 34 infrastructure asset valuation (\$3,000). HdL sales tax, business license tax, and property tax audits (\$39,000), Morgan Stanley/Western Asset Investment and property [formerly allocated to Utility Billing] (\$13,800), ADP payroll (\$117,418), and other financial services (\$ 1,000).

8180 Contract Services

Provides funds for OpenGov contract (\$7,000), temp services for payroll transition to ADP and other contracted services (\$15,000).

8200 Employee Training

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

UTILITY BILLING

Budget Detail

500-3012

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	220,115	203,127	163,182	181,011	141,929	166,509
7010	Salaries - Temp / Part	22,132	1,111	-	11,856	-	
7020	Overtime	226	1,136	688	200	-	
7040	Holiday	-	-	498	-	479	
7070	Leave Buyback	5,297	3,531	12,483	3,000	5,464	
7100	Retirement	38,637	74,733	52,429	27,993	21,328	24,758
7108	Deferred Compensation	1,223	578	1,052	1,530	1,016	1,390
7110	Workers Compensation	7,832	3,233	2,195	3,376	1,846	3,060
7120	Disability Insurance	567	2,301	638	-	-	
7130	Group Health Insurance	14,858	17,803	17,066	16,494	13,583	16,065
7140	Vision Insurance	516	480	354	432	300	420
7150	Dental Insurance	1,489	1,654	1,075	1,620	966	1,575
7160	Life Insurance	182	218	140	178	122	173
7170	FICA - Medicare	3,560	3,046	2,504	2,625	2,179	2,414
	<WAGES & BENEFITS>	316,634	312,950	254,301	250,315	189,213	216,365
8000	Office Supplies	(48)	-	-	-	-	
8010	Postage	312	149	26	750	-	750
8020	Special Department Expense	158,776	166,483	136,544	160,000	160,000	160,000
8032	Water Efficiency Fee Projects	104,247	42,017	40,631	-	10,008	-
8060	Dues & Memberships	262	-	-	-	-	-
8070	Mileage/Auto Allowance	222	19	48	-	-	-
8090	Conference & Meeting Expense	2,753	1,425	20	1,000	(200)	100
8110	Equipment Maintenance	16,777	14,838	15,225	3,300	1,204	18,150
8170	Professional Services	337,899	291,276	368,707	328,610	379,910	328,610
8180	Contract Services	10,058	9,857	10,870	9,000	9,000	4,500
8200	Training Expense	-	-	-	-	-	500
8350	Bad Debt Expense	5,883	-	-	-	-	
8400	Overhead Allocation	91,981	-	91,981	91,980	91,980	91,980
	<OPERATIONS & MAINTENANCE>	729,122	526,063	664,052	594,640	651,902	604,590
	[500-3012] Utility Billing Total	1,045,756	839,013	918,353	844,955	841,115	820,955

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts (\$750).
- 8020 Special Department Expense
Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000). (offset by credit card fees)
- 8090 Conference and Meeting Expense
Share of annual CSMFO conference for the Finance Director (\$1,000).
- 8110 Equipment Maintenance
Provides funds for postage machine and copier lease/maintenance allocation (\$2,000), the Remit Plus remote deposit hardware and software (\$1,300) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$14,850).
- 8170 Professional Services
Provides (\$312,000) toward contractual support service with Munibilling, the company that provides the Finance Department's utility billing processing. Also provides forty-percent share of annual city audit services, (\$15,410), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200).
- 8180 Contract Services
Provides funds for share of bank armored courier services (\$4500)
- 8200 Training
Provides funds for training seminars for Finance Department staff (\$500).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$91,980).

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7131	Retiree Health Insurance	577,889	563,751	575,274	490,000	570,000	600,000
	<WAGES & BENEFITS>	577,889	563,751	575,274	490,000	570,000	600,000
8020	Special Department Expense	-	-	37			
8060	Dues & Memberships	24,311	24,787	41,683	27,821	39,563	27,821
8150	Telephone	-	-	-	-	-	
8170	Professional Services	56,401	56,436	73,362	84,040	-	84,040
8180	Contract Services	11,306	12,680	15,496	12,250	11,147	6,000
8191	Liability & Surety Bonds	144,772	157,811	179,308	180,000	180,000	300,000
8300	Lease Payment	-	-	-	-	-	
8335	Property Tax Admin. Fee	133,186	145,589	159,390	150,000	321,362	161,000
	<OPERATIONS & MAINTENANCE>	369,976	397,303	469,276	454,111	552,072	578,861
[101-3041] Non-Dept/Overhead Total		947,865	961,054	1,044,550	944,111	1,122,072	1,178,861

NON-DEPARTMENTAL/OVERHEAD

Budget Detail

101-3041

PERSONNEL SERVICES

7131 Retirees Health Insurance

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

OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in League of California Cities (\$10,390), League of California Cities-LA County (\$1,181), LAFCO (\$1,200), the San Gabriel Valley Council of Governments* (\$9,240), Contract Cities* (\$3,000) and the Southern CA Association of Governments* (\$2,810) **partially paid by other funds.*

8170 Professional Services

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

8180 Contract Services

Provides funds for share of bank armored courier services (\$6000).

8191 Liability & Surety Bonds

General fund shares of commercial liability insurance, automobile liability insurance for City vehicles, environmental liability insurance, and property insurance on City-owned facilities and buildings/contents, and surety and commercial crime bonds provide for City insurance protection for employees and officials. Total is \$300,000. (Portions are allocated 30% to the Water Fund, and 10% to the Sewer Fund).

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$161,000).

POLICE Department Summary

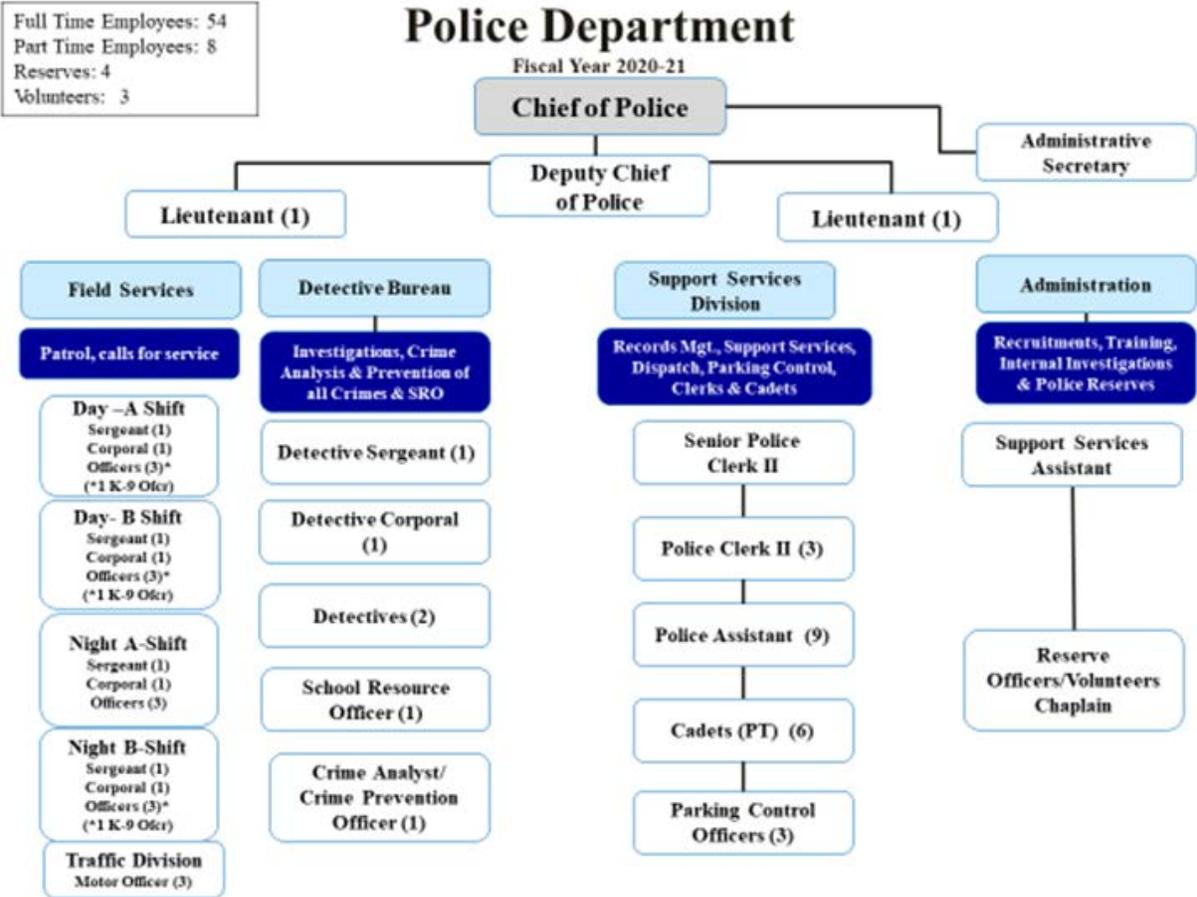
EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	7,425,871	7,381,070	7,500,612	8,401,378	8,491,804	8,747,944
Operations & Maintenance	1,011,418	1,027,347	1,007,223	1,030,428	836,404	981,361
Capital Outlay	280,190	195,161	242,518	50,630	42,614	-
Total Expenses by Category	8,717,479	8,603,578	8,750,353	9,482,436	9,370,822	9,729,305
[101-4011] Police	8,419,495	8,408,728	8,507,835	9,327,012	9,328,208	9,729,305
[105-4011] Facilities & Equipment Replacement	100,079	110,973	179,392	-	(5,586)	-
[270-4015] Police Asset Forfeiture	13,407	-	-	-	-	-
[272-4018] Police State Grant - AB 3229	170,090	83,877	63,126	155,424	48,200	-
[273-4019] Police Grant	5,241	-	-	-	-	-
[274-4019] Police Grant	9,167	-	-	-	-	-
Total Expenses by Program	8,717,479	8,603,578	8,750,353	9,482,436	9,370,822	9,729,305

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

POLICE

Department Description and Authorized Positions

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



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

POLICE

Budget Detail

101-4011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	4,015,167	3,917,833	3,908,896	4,581,992	4,581,992	4,787,818
7010	Salaries - Temp / Part	165,996	163,791	124,865	140,000	145,706	140,000
7020	Overtime	695,077	634,930	646,515	549,839	717,936	449,839
7040	Holiday	157,030	171,694	189,384	126,005	239,711	250,000
7045	Overtime - Special Detail	222,618	272,195	190,960	210,000	283,640	210,000
7050	Overtime - DUI Checkpoint	-	23,490	16,564	20,000	-	20,000
7055	IOD - Non Safety	-	-	-	-	-	-
7060	IOD - Safety	26,012	15,840	1,702	10,000	11,914	10,000
7070	Leave Buyback	65,597	66,213	96,236	57,275	93,148	100,000
7100	Retirement	1,214,600	1,333,426	1,499,691	1,808,878	1,487,817	1,870,919
7108	Deferred Compensation	4,603	2,492	2,871	4,575	3,464	5,013
7110	Workers Compensation	359,614	190,851	189,333	199,909	217,269	208,466
7120	Disability Insurance	7,305	17,759	1,904	-	43,370	-
7122	Unemployment Insurance	5,066	18,409	8,938	-	-	-
7130	Group Health Insurance	320,796	382,396	457,601	514,560	444,688	514,560
7140	Vision Insurance	10,446	10,175	10,473	12,960	10,200	12,960
7150	Dental Insurance	33,423	31,639	31,089	48,600	33,386	48,600
7160	Life Insurance	4,569	4,331	4,394	5,346	4,679	5,346
7170	FICA - Medicare	74,250	69,596	73,181	66,439	85,485	69,423
7180	Car/Uniform Allowance	43,702	54,008	46,017	45,000	87,400	45,000
	<WAGES & BENEFITS>	7,425,871	7,381,070	7,500,612	8,401,378	8,491,804	8,747,944
8000	Office Supplies	46,283	18,985	29,012	26,000	26,000	26,000
8010	Postage	4,064	4,408	5,878	5,000	2,568	5,000
8020	Special Department Expense	89,511	86,077	62,849	77,000	73,647	20,000
8022	Community Programming	-	-	-	-	-	-
8034	K9 Expenses	6,927	3,050	5,116	8,500	6,000	8,500
8035	Narco K9 Expenses	8,843	3,329	5,303	8,000	7,000	8,000
8040	Advertising	-	-	-	-	-	-
8050	Printing/Duplicating	6,416	8,918	12,373	16,500	13,469	20,000
8060	Dues & Memberships	2,685	5,092	4,918	3,700	500	3,700
8090	Conference & Meeting Expense	6,247	2,373	3,801	8,000	2,655	8,000
8100	Vehicle Maintenance	107,803	102,367	85,169	100,000	100,000	100,000
8105	Fuel	52,512	59,003	91,158	65,000	65,000	65,000
8109	Equipment	-	-	-	-	-	25,000
8110	Equipment Maintenance	15,368	28,310	13,830	20,000	20,000	20,000
8120	Building Maintenance	7,996	15	480	-	-	-
8134	Safety Clothing/Equipment	34,371	38,270	37,147	30,000	30,000	30,000
8150	Telephone	207	299	855	-	1,904	-
8155	Rental/Lease	-	-	-	-	-	-
8170	Professional Services	145,392	142,588	49,302	131,816	110,204	131,816
8180	Contract Services	418,050	477,660	544,007	366,118	322,620	442,845
8200	Training Expense	15,695	24,271	30,725	30,000	30,000	30,000
8210	Training Expense - POST Reimb.	25,226	22,333	25,302	30,000	24,839	30,000
	Reserves and Volunteers	-	-	-	-	-	7,500
	<OPERATIONS & MAINTENANCE>	993,596	1,027,347	1,007,223	925,634	836,404	981,361
8510	Buildings & Structures	-	-	-	-	-	-
8520	Machinery & Equipment	-	311	-	-	-	-
8522	DUI Checkpoint Equipment	-	-	-	-	-	-
8530	Computer Equipment	-	-	-	-	-	-
8540	Automotive Equipment	28	-	-	-	-	-
	<CAPITAL OUTLAY>	28	311	-	-	-	-
[101-4011] Police Total		8,419,495	8,408,728	8,507,835	9,327,012	9,328,208	9,729,305

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 (\$120,000).
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Efforts will be made through negotiated agreements with the police officers' association to reduce nonessential overtime costs, however, overtime due to burglary suppression efforts will continue. The use of reserve officers whenever possible has kept these costs down. ~~(\$449,839).~~ ~~(\$549,839)~~
- 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.
- 7050 Overtime – DUI Checkpoint
Covers overtime compensation for providing staffing for DUI checkpoints. (\$10,000). ~~(\$20,000).~~
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of Police report forms; Detective and Records case file folders; office stationery; miscellaneous office and kitchen supplies (\$26,000).
- 8010 Postage
Provides funds for Police Department postal expenses (\$5,000).
- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500); and other miscellaneous expenditures (\$7,500). Total (\$20,000). ~~Total (\$77,000).~~

XXXX Volunteer and Police Reserve Officer Program

Expenses for Volunteer Program and Police Reserve Officers to include: uniforms maintenance, and training (\$7,500).

8022 Community Programming

~~Community education programs to include: Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, Crime Prevention Materials and miscellaneous supplies, equipment, and reimbursements (\$26,500); include Festival of Balloons expenses including radio, repeater, and message board rentals (\$1,000.). Total (\$27,500).~~

8034 K-9

Provides for training, equipment, maintenance and veterinarian costs (\$8,500).

8035 Narcotics K9 Expenses

Provides for training, equipment, maintenance and veterinarian costs. This is a contract with the South Pasadena Unified School District, which provides for reimbursement of expenses (\$8,000).

8050 Printing and Duplication

Provides funds for the printing and duplication of materials such as crime prevention brochures (\$3,500); parking, traffic citations, and parking permits (\$16,500). Total (\$20,000).

8060 Dues, Memberships, Subscriptions and Books

Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code (\$3,700).

8090 Conference and Meeting Expenses

Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000). Total (\$8,000).

8100 Vehicle Maintenance and Operations

Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (\$65,000); collision repairs (\$8,000); tires (\$6,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000). Total (\$100,000).

8105 Fuel

Provides funds for fueling of patrol vehicles (\$65,000).

8109 Equipment

Lethal and less lethal weapons, accessories training supplies including ammunition, range maintenance, and repairs (\$25,000).

8110 Equipment Maintenance

Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units; and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$20,000).

8134 Safety Clothing/Equipment

Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500). Total (\$30,000).

8170 Professional Services

Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); SecureWorks annual subscription and other software/license fees (\$28,816). Total (\$131,816).

8180 Contract Services

Funds contracts that are provided for services such as: Pasadena Humane Society (\$170,893); All City Management Crossing Guards (\$165,245); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$19,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$29,842). ** Increase expected to PHS contract by \$48,000, and All City Management by (\$4,573); Lexipol moved from #8200 (\$8,000). Total (\$422,845).

8200 Training Expense

Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual (\$30,000).

8210 P.O.S.T. Training Expense

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

FIRE Department Summary

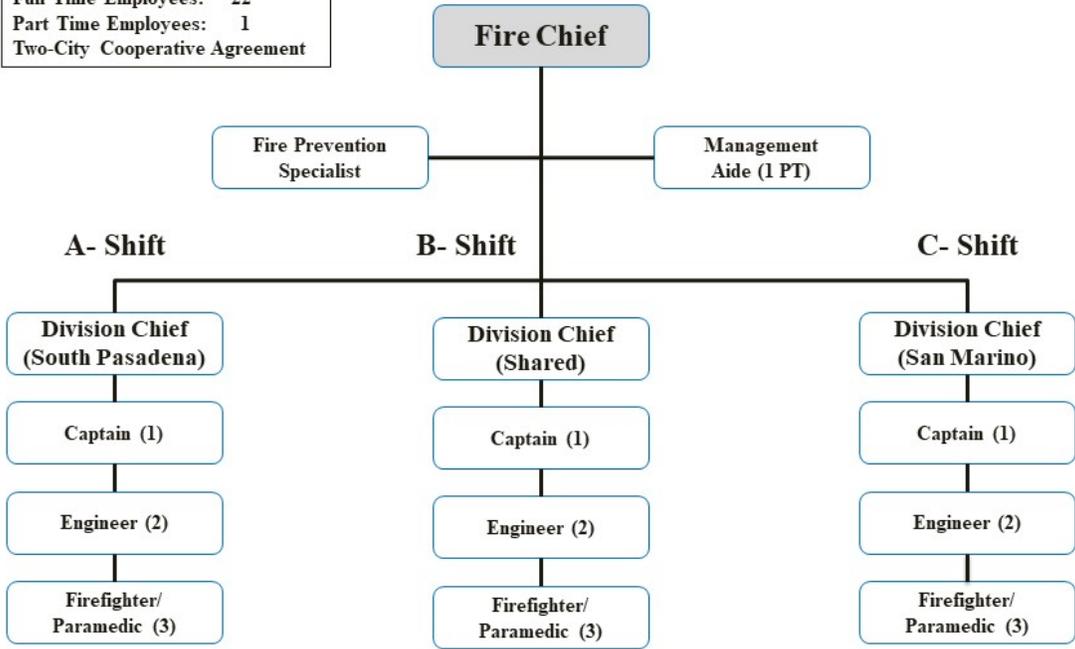
EXPENDITURE SUMMARY	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	4,153,646	4,329,665	4,406,273	4,620,466	4,291,603	4,806,847
Operations & Maintenance	863,595	485,294	593,964	539,184	531,722	489,500
Capital Outlay	981,038	10,271	263,113	15,000	26,152	5,000
Total Expenses by Category	5,998,279	4,825,230	5,263,349	5,174,650	4,849,476	5,301,347
[101-5011] Fire	5,031,694	4,720,830	4,841,282	5,139,650	4,807,956	5,261,347
[101-5012] Emergency Preparedness	23,505	104,400	386,516	35,000	41,520	55,000
[105-5011] Facilities & Equipment Replacement	943,080	-	35,551	-	-	-
[274-5019] Fire Grant	-	-	-	-	-	-
Total Expenses by Program	5,998,279	4,825,230	5,263,349	5,174,650	4,849,476	5,316,347

Fire Chief	1
Fire Division Chief	2
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic	9
Fire Prevention Specialist	1
Total	22

FIRE
Department Description and Authorized Positions

Fire Department
Fiscal Year 2020-21

Full Time Employees:	22
Part Time Employees:	1
Two-City Cooperative Agreement	



FIRE

Budget Detail

101-5011

Acct	Tsk	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	000	Salaries - Permanent	1,658,037	1,699,779	1,766,150	2,162,091	2,040,270	2,282,636
7010	000	Salaries - Temp / Part	42,559	47,596	40,813	60,000	31,082	60,000
7020	000	Overtime	763,523	995,727	950,379	432,418	950,000	420,000
7030	000	Overtime - FLSA	90,241	39,333	30,903	82,159	30,745	80,000
7040	000	Holiday	63,900	63,151	72,945	59,458	80,864	80,000
7045	000	Overtime - Special Detail	150,412	189,871	116,549	140,000	164,428	100,000
7060	000	IOD - Safety	22,880	46,421	34,812	-	-	-
7065	000	Fitness	5,700	3,100	5,700	9,000	10,400	9,000
7070	000	Leave Buyback	86,089	82,949	37,408	27,026	46,776	50,000
7100	000	Retirement	580,976	666,259	828,132	1,032,418	380,102	1,090,633
7108	000	Deferred Compensation	1,660	2,046	5,243	4,173	6,099	4,684
7110	000	Workers Compensation	498,017	253,118	234,309	294,564	260,653	310,987
7122	000	Unemployment Insurance	32	75	-	-	-	-
7130	000	Group Health Insurance	120,171	166,325	204,450	244,440	195,045	244,440
7140	000	Vision Insurance	3,685	3,941	4,041	5,040	3,826	5,040
7150	000	Dental Insurance	12,432	11,449	12,952	18,900	12,978	18,900
7160	000	Life Insurance	1,614	1,427	1,739	2,079	1,568	2,079
7170	000	FICA - Medicare	39,018	44,872	45,786	31,350	51,766	33,098
7180	000	Car/Uniform Allowance	12,700	12,226	13,962	15,350	25,000	15,350
<WAGES & BENEFITS>			4,153,646	4,329,665	4,406,273	4,620,466	4,291,603	4,806,847
8000	000	Office Supplies	3,725	3,695	3,708	3,700	2,785	3,700
8010	000	Postage	965	911	975	1,000	160	1,000
8020	000	Special Department Expense	45,757	43,157	43,978	44,000	35,927	44,000
8025	000	Medical Supplies	27,304	25,784	47,350	33,000	27,416	34,000
8026	000	Hazardous Materials	1,327	-	695	500	-	-
8050	000	Printing/Duplicating	1,685	1,753	982	1,000	1,031	1,000
8060	000	Dues & Memberships	75	985	1,890	800	2,568	1,800
8080	000	Books & Periodicals	1,305	802	1,876	2,000	924	2,000
8090	000	Conference & Meeting Expense	79	1,500	482	1,500	1,500	2,000
8100	000	Vehicle Maintenance	52,789	39,019	44,694	37,500	31,943	37,500
8105	000	Fuel	-	18,302	20,898	16,000	11,040	17,000
8110	000	Equipment Maintenance	12,745	11,108	9,824	11,000	6,278	11,000
8120	000	Building Maintenance	10,523	10,000	17,131	70,684	85,302	10,000
8132	000	Uniform Expense/ Cleaning	307	-	-	-	-	-
8134	000	Safety Clothing/Equipment	26,820	49,237	28,075	28,000	26,653	29,000
8170	000	Professional Services	33,546	36,505	25,667	38,500	28,019	38,500
8180	000	Contract Services	127,116	134,008	149,708	155,000	179,807	147,000
8183	000	Contract Services - Command Sharing	499,062	4,725	27,347	65,000	65,000	65,000
8200	000	Training Expense	9,195	9,249	9,727	10,000	10,000	10,000
<OPERATIONS & MAINTENANCE>			854,325	390,739	435,009	519,184	516,354	454,500
8520	000	Machinery & Equipment	23,723	426	-	-	-	-
<CAPITAL OUTLAY>			23,723	426	-	-	-	-
[101-5011] Fire Total			5,031,694	4,720,830	4,841,282	5,139,650	4,807,956	5,261,347

FIRE

Budget Detail

101-5011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of departmental office supplies; stationary, file dividers, boxes, clipboards, filing cabinets, workstation supplies, (\$2,300); toner, printer supplies, (\$800) and copy paper, letter head, envelopes, (\$600).
- 8010 Postage
Provides funds for department Fire and Life Safety bulk mailings; inspection forms, paramedic subscription program correspondences, Federal and State Government mailings and postal expenses (\$1,000).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including unanticipated damaged of firefighting equipment, EMS Personal Protective Equipment, uniforms not identified in Safety Clothing and Equipment (\$13,000); non-firefighting orientated equipment and station supplies, (\$3,200); station and apparatus cleaning supplies (\$4,500); linen services (\$6,800); department identification cards (\$500); expenses for the Public Safety Fair (\$1,000); unanticipated repairs to front-line and reserve firefighting apparatus (\$10,500). Replacement and upgrades to department PCs, printers, and computer software; Firehouse Software (\$4,500).
- 8025 Paramedic and Emergency Medical Services and Supplies
Provides funds for purchasing expendable medical supplies and equipment utilized

during the delivery of paramedic and emergency medical services (\$19,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$10,000); and other medical supplies (\$5,000).

- 8050 Printing and Duplicating
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600), and business cards (\$400).
- 8060 Dues and Membership
Provides funds for membership in the California and International Fire Chiefs Associations, Foothill Fire Chiefs and Training Officers Association, Regional Arson Strike Team, L.A. Area Fire Marshalls Association, National Fire Protection Association (\$1,800).
- 8080 Books and Training Materials
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$2,000).
- 8090 Meeting and Conference Expense
Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$2,000).
- 8100 Vehicle Maintenance
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles. Repairs include emergency/unscheduled repairs to front line apparatus (\$37,500).
- 8105 Fuel
Provides fuel for fire apparatus (\$10,000 Diesel fuel) and (\$7,000 unleaded gasoline).
- 8110 Equipment Maintenance
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400).
- 8120 Building Maintenance
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (\$9,000). Includes routine repair and maintenance costs related to gasoline and diesel fuel distribution system (\$1,000).
- 8134 Safety Clothing and Equipment
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus, and chemical protective suits (17,000). Provides funds to purchase safety turn out gear (\$12,000).
- 8170 Professional Services
Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance

(\$31,350), employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (\$3,150), Cal OSHA mandated respiratory protection annual testing (\$4,000).

8180 Contract Services

Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$147,000).

8183 Contract Services – San Marino

Provides funds for comprehensive shared Fire Command Staff of one (1) shared Division Chief with the City of San Marino (\$65,000).

8200 Training Expense

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

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

Acct	Tsk	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
			2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	000	Special Department Expense	9,270	94,555	158,955	20,000	15,369	35,000
		<OPERATIONS & MAINTENANCE>	9,270	94,555	158,955	20,000	15,369	35,000
8520	000	Machinery & Equipment	14,235	9,845	14,459	15,000	1,280	5,000
8523	000	EOCEquipment	-	-	213,102	-	24,871	-
8180		Contract Services	-	-	-	-	-	15,000
		<CAPITAL OUTLAY>	14,235	9,845	227,561	15,000	26,152	5,000
[101-5012] Emergency Preparedness Total			23,505	104,400	386,516	35,000	41,520	40,000

EMERGENCY PREPAREDNESS

Budget Detail

101-5012

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8520 Machinery and Equipment

Provide funds for CERT training, operations and equipment including training materials for three CERT Basic Trainings annually. (\$5,000).

8180 Contract Services

Provides funds for managing hazardous vegetation on City owned vacant properties (\$15,000).

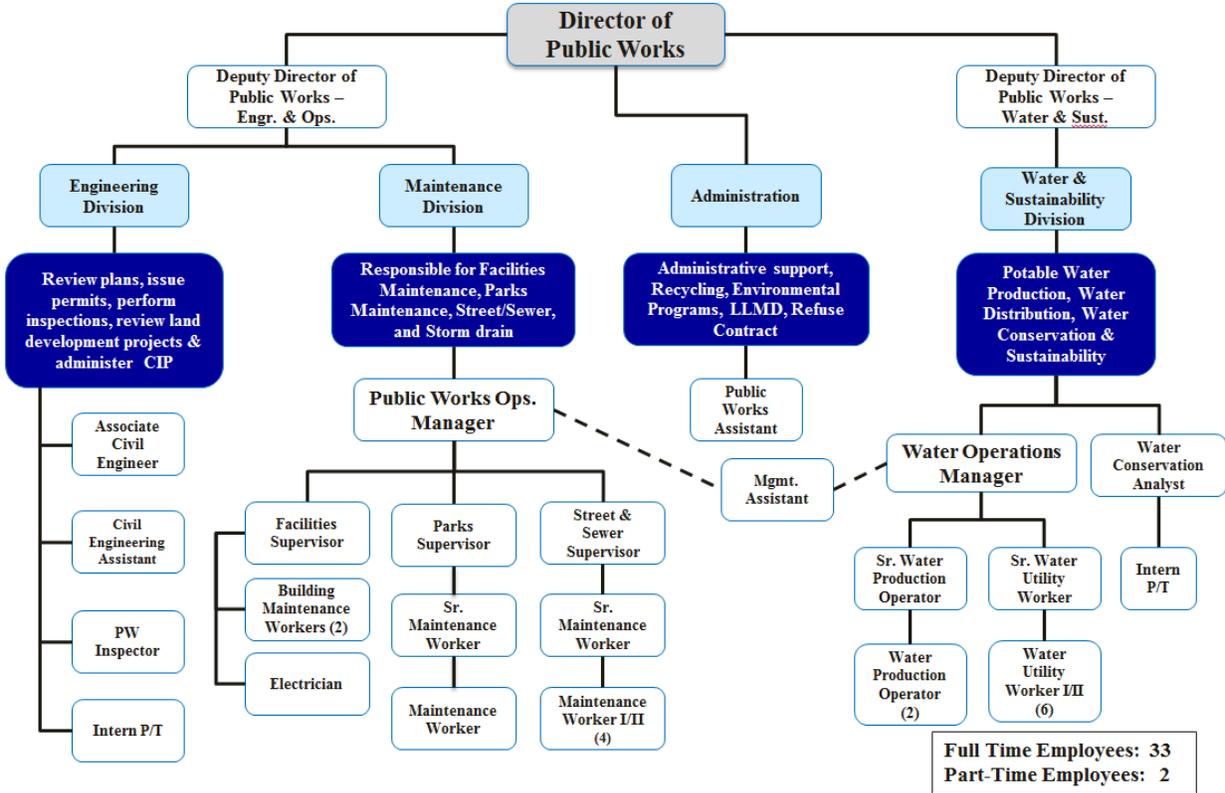
PUBLIC WORKS Department Summary

EXPENDITURE SUMMARY	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
Wages & Benefits	3,173,443	3,403,252	2,948,316	3,798,149	3,270,070	3,561,482
Operations & Maintenance	5,249,453	4,115,196	5,163,545	5,902,178	3,414,540	5,641,328
Capital Outlay	175,400	250,314	128,814	216,500	303,819	213,500
Other Expenses	-	-	-	-	-	-
Total Expenses by Category	8,598,296	7,768,762	8,240,675	9,916,827	6,988,429	9,416,310
[101-6015] Environmental Services	210,595	207,645	44,065	-	-	-
[101-6011] PW Admin & Engineering	372,784	419,153	617,664	613,565	584,807	602,550
[101-6410] Park Maintenance	414,864	493,446	470,343	631,921	559,083	628,572
[101-6601] Facilities Maintenance	683,017	705,483	647,267	895,092	774,719	891,189
[105-6116] Street Maintenance	-	-	-	-	-	-
[207-6011] PW Admin & Engineering	103	3,246	-	-	-	-
[210-6501] Sewer Operations	524,547	463,217	510,417	753,275	786,871	724,359
[215-6115] Traffic Signals	152,864	128,544	157,247	186,900	166,900	169,900
[215-6118] Sidewalk Maintenance	3,909	2,717	-	-	-	-
[215-6201] Street Lighting	210,086	196,338	194,637	250,100	285,790	250,100
[215-6310] Street Trees	483,591	516,446	523,933	561,598	500,937	555,541
[215-6416] Median Strips	42,922	53,668	47,174	89,000	86,486	64,000
[230-6116] Street Maintenance	516,301	706,375	595,382	638,506	541,039	635,122
[232-6301] Street Trees	-	-	-	-	-	-
[232-6417] Prop "A" Park Maintenance	120,562	47,096	44,401	63,500	34,338	63,500
[238-6501] Sewer Operations	30,000	-	-	-	-	-
[277-6011] PW Admin & Engineering	5,045	19,520	5,528	-	-	-
[310-6501] Sewer Operations	335,655	87,580	26,556	-	-	-
[500-6710] Water Distribution	1,073,479	1,162,253	1,157,799	1,299,813	1,350,593	1,208,541
[500-6711] Water Production	3,417,972	2,556,035	3,197,273	3,502,967	1,179,385	3,228,340
[500-9990] Unfunded Liabilities	-	-	-	-	-	-
Total Expenses by Program	8,598,296	7,768,762	8,239,686	9,486,237	6,850,946	9,021,715

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

PUBLIC WORKS

Department Description and Authorized Positions



PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	246,619	277,776	235,619	285,609	285,609	280,009
7010	Salaries - Temp / Part	9,919	17,847	6,788	20,000	20,000	20,000
7020	Overtime	195	623	(701)	-	408	-
7070	Leave Buyback	2,787	10,505	9,105	-	2,774	-
7100	Retirement	45,404	52,355	63,709	74,579	46,422	73,116
7108	Deferred Compensation	488	419	477	825	636	809
7110	Workers Compensation	14,576	7,542	5,718	7,890	4,768	7,735
7130	Group Health Insurance	18,847	24,107	26,643	26,373	28,309	26,373
7140	Vision Insurance	580	627	628	756	608	756
7150	Dental Insurance	1,969	2,208	2,153	2,835	2,183	2,835
7160	Life Insurance	243	261	258	312	268	312
7170	FICA - Medicare	4,178	5,465	3,727	4,141	3,877	4,060
<WAGES & BENEFITS>		345,805	399,736	356,138	423,320	398,717	416,005
8000	Office Supplies	905	1,553	1,960	1,000	1,353	1,000
8010	Postage	1,223	1,265	1,016	2,000	591	2,000
8020	Special Department Expense	8,524	11,102	25,551	60,040	60,000	60,040
8040	Advertising	812	1,915	2,286	4,300	4,300	4,300
8050	Printing/Duplicating	5,090	1,182	2,356	7,500	7,500	7,500
8060	Dues & Memberships	408	463	483	1,915	3,521	1,915
8090	Conference & Meeting Expense	1,224	1,073	62	3,700	60	-
8100	Vehicle Maintenance	1,519	2,536	2,281	1,500	764	1,500
8110	Equipment Maintenance	261	409	-	290	-	290
8170	Professional Services	6,616	(2,357)	225,531	108,000	108,000	108,000
8180	Contract Services	-	276	-	-	-	-
8300	Lease Payment	397	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		26,979	19,417	261,526	190,245	186,090	186,545
[101-6011] PW Admin & Engineering Total		372,784	419,153	617,664	613,565	584,807	602,550

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$1,000).
- 8010 Postage
Provides funds for City mailings and overnight deliveries (\$1,500). Provides funds for citywide mass mailings concerning environmental programs (\$500).
- 8020 Department Expense
Provides funds for Public Works Engineering supplies and services including computer supplies, county assessor maps, and data updates. In addition, includes Environmental Programs supplies and services. Annual Real quest Assessor Parcel Map software subscription (\$3,600); Annual AutoCAD Map software subscription renewal (\$1,090); ESRI ArcMap GIS software subscription renewal (\$2,000); County Recorder recording fees (\$750); Comcate software subscription (\$2,300); Cell phone service (\$1,000); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300); Annual AQMD Generator permit fee (\$600); Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL); Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300); Arroyo Seco Army Corps Study, Year 2 (\$30,500); Promotional items related to environmental programs (\$2,500).
- 8040 Advertising
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,800). Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper (\$2,500).

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

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	71,521	94,330	81,902	138,739	138,739	136,018
7020	Overtime	1,218	430	1,938	2,000	833	2,000
7040	Holiday	108	-	785	-	1,353	-
7055	IOD - Non Safety	194	-	-	-	-	-
7070	Leave Buyback	4,618	588	2,324	-	75	-
7100	Retirement	15,520	18,121	16,168	25,141	15,132	24,648
7108	Deferred Compensation	213	142	233	519	238	509
7110	Workers Compensation	6,773	3,902	2,970	4,399	2,403	4,313
7120	Disability Insurance	-	-	1,029	-	-	-
7130	Group Health Insurance	6,834	12,230	11,434	19,767	10,636	19,767
7140	Vision Insurance	232	311	244	396	238	396
7150	Dental Insurance	800	829	885	1,485	891	1,485
7160	Life Insurance	93	92	108	163	98	163
7170	FICA - Medicare	1,096	1,322	1,110	2,012	1,101	1,972
<WAGES & BENEFITS>		109,220	132,299	121,131	194,621	171,737	191,272
8000	Office Supplies	641	706	689	800	800	800
8020	Special Department Expense	29,050	26,590	15,852	25,500	25,500	25,500
8100	Vehicle Maintenance	1,032	919	56	1,500	688	1,500
8110	Equipment Maintenance	1,027	1,626	737	2,500	1,046	2,500
8140	Utilities	38,043	36,684	38,234	40,000	40,000	40,000
8170	Professional Services	9,115	7,777	3,740	15,000	15,000	15,000
8180	Contract Services	216,093	275,521	277,199	335,500	300,000	335,500
8200	Training Expense	-	456	345	1,500	196	1,500
8262	Graffiti Removal	10,643	10,868	12,359	15,000	4,116	15,000
<OPERATIONS & MAINTENANCE>		305,644	361,148	349,212	437,300	387,346	437,300
[101-6410] Park Maintenance Total		414,864	493,446	470,343	631,921	559,083	628,572

PARK MAINTENANCE

Budget Detail

101-6410

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

8180 Contract Services

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

8200 Training Expense

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

8262 Graffiti Removal

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

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	243,886	237,790	211,233	284,183	247,790	278,611
7020	Overtime	2,912	2,254	3,683	2,500	8,573	2,500
7040	Holiday		-	780	-	4,503	-
7070	Leave Buyback	3,555	8,897	3,781	1,500	7,254	1,500
7100	Retirement	40,753	43,707	46,919	72,886	45,979	71,457
7108	Deferred Compensation	213	141	233	519	238	509
7110	Workers Compensation	25,076	11,641	9,527	10,715	11,384	10,505
7130	Group Health Insurance	26,449	30,727	32,574	38,712	40,870	38,712
7140	Vision Insurance	769	698	650	960	801	960
7150	Dental Insurance	3,805	2,539	2,022	3,600	2,993	3,600
7160	Life Insurance	362	348	280	396	376	396
7170	FICA - Medicare	3,412	3,469	3,095	4,121	3,894	4,040
<WAGES & BENEFITS>		351,192	342,212	315,807	420,092	374,654	412,789
8000	Office Supplies	820	841	893	1,200	825	1,200
8020	Special Department Expense	17,693	48,242	37,823	45,000	31,995	45,000
8060	Dues & Memberships	-	-	-	700	-	700
8100	Vehicle Maintenance	1,491	734	613	1,500	1,045	1,500
8110	Equipment Maintenance	810	248	34	1,500	859	1,500
8120	Building Maintenance	79,708	53,875	34,740	80,000	80,000	80,000
8130	Small Tools	370	1,239	285	3,000	1,013	3,000
8132	Uniform Expense/Cleaning	1,171	2,031	1,123	2,000	637	2,000
8134	Safety Clothing/Equipment	1,211	397	1,200	1,200	1,314	1,200
8140	Utilities	83,705	107,435	100,555	160,000	104,978	160,000
8180	Contract Services	141,363	148,229	154,193	177,400	177,400	180,800
8200	Training Expense	-	-	-	1,500	-	1,500
<OPERATIONS & MAINTENANCE>		328,342	363,271	331,460	475,000	400,065	478,400
8520	Machinery & Equipment	3,483	-	-	-	-	-
<CAPITAL OUTLAY>		3,483	-	-	-	-	-
[101-6601] Facilities Maintenance Total		683,017	705,483	647,267	895,092	774,719	891,189

FACILITIES MAINTENANCE

Budget Detail

101-6601

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

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

8132 Uniform Expenses

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

8134 Safety Equipment & Supplies

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

8140 Utilities

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

8180 Contract Services

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

8200 Training Expenses

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

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	280,881	255,030	240,936	330,842	290,589	320,651
7010	Salaries - Temp / Part	-	333	12,380	-	3,148	
7020	Overtime	3,762	2,948	2,011	3,000	2,579	
7040	Holiday	662	652	1,375	-	3,923	
7070	Leave Buyback	10,267	8,323	7,208	-	8,259	
7100	Retirement	50,199	97,938	62,570	75,477	51,027	73,285
7108	Deferred Compensation	962	421	540	1,167	904	1,104
7110	Workers Compensation	21,293	8,842	7,715	10,542	9,719	10,270
7120	Disability Insurance	397	-	961	-	-	
7130	Group Health Insurance	26,010	24,140	24,191	37,475	38,389	37,475
7131	Retiree Health Insurance	-	-	-	-	-	
7140	Vision Insurance	734	645	620	1,037	785	1,037
7150	Dental Insurance	2,592	2,270	2,077	3,888	2,924	3,888
7160	Life Insurance	370	305	277	428	397	428
7170	FICA - Medicare	4,234	3,819	3,798	4,797	4,615	4,649
9990	Pension Expense	-	-	-	-	-	
	<WAGES & BENEFITS>	402,363	405,667	366,659	468,653	417,257	452,787
8000	Office Supplies	338	564	249	600	374	600
8010	Postage	-	-	-	600	-	600
8020	Special Department Expense	12,541	10,021	20,604	27,000	27,000	15,800
8050	Printing/Duplicating	-	-	-	200	200	200
8060	Dues & Memberships	255	-	-	500	-	500
8090	Conference & Meeting Expense	220	-	-	800	-	800
8100	Vehicle Maintenance	6,090	1,304	8,538	15,000	15,000	15,000
8110	Equipment Maintenance	1,795	-	-	5,000	203	5,000
8120	Building Maintenance	-	-	-	1,200	-	1,200
8130	Small Tools	-	-	-	1,500	-	1,500
8132	Uniform Expense/Cleaning	570	909	890	1,200	495	1,200
8134	Safety Clothing/Equipment	644	448	1,063	1,000	466	1,000
8170	Professional Services	-	1,740	10,493	30,000	30,000	30,000
8180	Contract Services	18,112	16,302	15,958	100,000	100,000	102,200
8191	Liability & Surety Bonds	11,947	25,950	16,622	30,000	30,000	25,950
8200	Training Expense	-	312	320	1,000	656	1,000
8400	Overhead Allocation	69,022	-	69,022	69,022	-	69,022
	<OPERATIONS & MAINTENANCE>	121,534	57,549	143,758	284,622	204,394	271,572
8540	Automotive Equipment	650	-	-	-	165,221	
	<CAPITAL OUTLAY>	650	-	-	-	165,221	-
[210-6501] Sewer Operations Total		524,547	463,217	510,417	753,275	786,871	724,359

SEWER MAINTENANCE

Budget Detail

210-6501

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies (\$600).
- 8010 Postage
Provide funds for City mailings concerning sewer preventive maintenance (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies: fittings, jetting nozzles, sewer reel hoses (\$9,700) and new manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300) and Cartograph software annual subscription (\$2,100). and this City personnel cell phones (\$1,200). Division share of natural gas costs for CNG vehicles (\$500).
- 8050 Printing/Duplicating
To provide funds for the printing and duplication of sewer related materials (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides for membership to the California Water Environmental Association for division staff members (\$500).
- 8090 Conference & Meeting Expense
Provides funds for conference registration and meeting expenses related to sewer related matters (\$800).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division vehicles and for painting of aging vehicles (\$15,000).
- 8110 Equipment Maintenance

- Provides for repairs to the sewer main cleaning equipment (\$5,000).
- 8120 Building Maintenance
Provides for maintenance of sewer division garage (\$1,200) at the Service Facility.
- 8130 Small Tools
Provides for replacement of worn or damaged hand and power tools (\$1,500).
- 8132 Uniform Expenses
Provides for the purchase and uniform service of City supplied uniforms (\$1,200).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, steel toed boots, and other miscellaneous items (\$1,000).
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000).
- 8180 Contract Services
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$60,000). Cellular phone monthly service charge (\$2,200)
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 5% share of the City's liability insurance costs (\$25,950). The remaining portions are paid out of General Fund (60%), Water Fund (25%), and LLD (10%).
- 8200 Employee Training
Provides for training seminars and workshops related to sewer maintenance (\$1,000).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund (\$69,022).

TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	9,040	1,884	375	30,900	30,900	30,900
8140	Utilities	43,963	36,327	60,417	66,000	66,000	66,000
8180	Contract Services	87,966	58,151	96,455	70,000	70,000	53,000
	<OPERATIONS & MAINTENANCE>	140,969	96,362	157,247	166,900	166,900	149,900
8520	Machinery & Equipment	11,895	32,183	-	20,000	-	20,000
	<CAPITAL OUTLAY>	11,895	32,183	-	20,000	-	20,000
[215-6115] Traffic Signals Total		152,864	128,544	157,247	186,900	166,900	169,900

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

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

8140 Electricity

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

8180 Contract Services

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

CAPITAL OUTLAY

8520 Machinery & Equipment

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

STREET LIGHTING

Budget Detail

215-6201

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8000	Office Supplies	380	403	275	600	243	600
8020	Special Department Expense	14,325	23,401	25,557	45,500	45,500	45,500
8100	Vehicle Maintenance	4,397	3,478	5,881	7,500	7,500	7,500
8110	Equipment Maintenance	1,050	-	910	3,000	859	3,000
8130	Small Tools	1,268	77	434	1,000	536	1,000
8132	Uniform Expense/Cleaning	921	1,384	1,003	1,500	501	1,500
8134	Safety Clothing/Equipment	336	224	635	800	-	800
8140	Utilities	140,334	154,366	128,450	182,000	182,000	182,000
8170	Professional Services	23,181	13,006	5,670	7,400	5,920	7,400
8191	Liability & Surety Bonds	23,894	-	25,823	-	42,731	-
8200	Training Expense	-	-	-	800	-	800
<OPERATIONS & MAINTENANCE>		210,086	196,338	194,637	250,100	285,790	250,100
[215-6201] Street Lighting Total		210,086	196,338	194,637	250,100	285,790	250,100

STREET LIGHTING

Budget Detail

215-6201

OPERATIONS & MAINTENANCE

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

STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	116,227	125,909	109,136	125,772	90,668	123,306
7020	Overtime	2,355	1,640	917	3,000	965	
7040	Holiday	260	86	531	-	2,192	
7055	IOD - Non Safety	324	-	-	-	-	
7070	Leave Buyback	3,569	3,038	2,509	-	2,418	
7100	Retirement	19,762	21,563	18,116	24,742	16,649	24,257
7108	Deferred Compensation	100	54	105	106	-	127
7110	Workers Compensation	10,517	5,487	4,427	4,616	3,917	4,526
7130	Group Health Insurance	11,218	14,326	14,398	17,508	10,081	17,508
7131	Retiree Health Insurance	-	-	-	-	-	
7140	Vision Insurance	377	413	351	432	291	432
7150	Dental Insurance	1,321	1,336	1,262	1,620	1,088	1,620
7160	Life Insurance	176	168	162	178	137	178
7170	FICA - Medicare	1,710	1,865	1,644	1,824	1,423	1,788
	<WAGES & BENEFIT S>	167,916	175,886	154,073	179,798	129,829	173,741
8000	Office Supplies	115	240	63	500	247	500
8020	Special Department Expense	938	2,722	3,937	25,000	25,000	25,000
8040	Advertising	-	200	-	200	-	200
8060	Dues & Memberships	-	135	135	400	-	400
8090	Conference & Meeting Expense	-	-	200	200	-	200
8100	Vehicle Maintenance	1,458	3,409	965	11,000	11,000	11,000
8110	Equipment Maintenance	164	100	2,744	5,000	2,103	5,000
8130	Small Tools	591	1,785	1,158	5,000	274	5,000
8132	Uniform Expense/Cleaning	1,614	1,692	1,000	2,100	884	2,100
8134	Safety Clothing/Equipment	352	454	1,385	1,600	1,600	1,600
8170	Professional Services	4,365	220	14,500	15,000	15,000	15,000
8180	Contract Services	215,473	239,099	237,625	230,000	230,000	230,000
8181	In-Lieu Tree Planting	475	20,428	-	10,000	10,000	10,000
8184	Annual Tree Planting	-	-	59,572	25,000	25,000	25,000
8200	Training Expense	75	94	-	800	-	800
	<OPERATIONS & MAINTENANCE>	225,620	270,578	323,284	331,800	321,108	331,800
9181	Removal/Replacement Tree Program	90,055	69,982	46,576	50,000	50,000	50,000
	<CAPITAL OUTLAY>	90,055	69,982	46,576	50,000	50,000	50,000
[215-6310] Street Trees Total		483,591	516,446	523,933	561,598	500,937	555,541

STREET TREE MAINTENANCE

Budget Detail

215-6310

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

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

8134 Safety Equipment & Supplies

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

8170 Professional Services

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

8180 Contract Services

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

8181 In-Lieu Tree Planting

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

8184 Annual Tree Planting

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

8200 Training

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

CAPITAL OUTLAY

9181 Capital Outlay

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

MEDIAN STRIPS

Budget Detail

215-6416

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	542	204	2,203	3,500	986	3,500
8180	Contract Services	42,380	53,464	44,971	85,500	85,500	60,500
	<OPERATIONS & MAINTENANCE>	42,922	53,668	47,174	89,000	86,486	64,000
[215-6416] Median Strips Total		42,922	53,668	47,174	89,000	86,486	64,000

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

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

STREET MAINTENANCE

Budget Detail

230-6116

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	276,843	296,963	316,013	317,921	267,286	319,557
7010	Salaries - Temp / Part				-	787	
7020	Overtime	4,428	5,399	4,675	5,000	12,308	
7040	Holiday	831	1,042	2,624	2,000	4,881	
7055	IOD - Non Safety	129	-	-	-	-	
7070	Leave Buyback	3,005	7,682	4,650	-	5,733	
7100	Retirement	48,731	53,529	57,277	65,071	45,554	66,496
7108	Deferred Compensation	312	196	338	454	132	524
7110	Workers Compensation	26,008	13,738	13,609	11,556	11,699	11,526
7130	Group Health Insurance	29,878	31,975	44,058	36,663	33,935	37,092
7131	Retiree Health Insurance	-	-	-	-	-	
7140	Vision Insurance	1,030	1,059	1,244	1,236	1,000	1,248
7150	Dental Insurance	3,254	3,736	3,724	4,635	3,733	4,680
7160	Life Insurance	421	493	475	510	473	515
7170	FICA - Medicare	4,078	4,519	4,774	4,610	4,330	4,634
	<WAGES & BENEFIT S>	398,948	420,331	455,004	449,656	391,851	446,272
8000	Office Supplies	610	565	568	1,000	842	1,000
8020	Special Department Expense	66,004	66,329	106,827	72,000	67,838	80,000
8060	Dues & Memberships	419	-	-	300	-	300
8100	Vehicle Maintenance	13,157	9,237	15,585	20,000	20,000	-
8110	Equipment Maintenance	442	3,202	34	6,400	2,106	6,400
8130	Small Tools	260	3,000	-	3,000	-	3,000
8132	Uniform Expense/Cleaning	3,665	3,192	2,493	3,000	1,155	3,000
8134	Safety Clothing/Equipment	866	828	2,189	1,750	1,247	1,750
8170	Professional Services	2,100	-	500	10,000	10,000	2,000
8180	Contract Services	29,830	52,881	12,183	46,000	46,000	46,000
8200	Training Expense		172	-	400	-	400
	<OPERATIONS & MAINTENANCE>	117,353	139,405	140,378	163,850	149,188	163,850
8540	Automotive Equipment		146,640	-	25,000	-	25,000
	<CAPITAL OUTLAY>	-	146,640	-	25,000	-	25,000
[230-6116] Street Maintenance Total		516,301	706,375	595,382	638,506	541,039	635,122

STREET MAINTENANCE

Budget Detail

230-6116

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

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

CAPITAL OUTLAY

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

PROP A PARK MAINTENANCE

Budget Detail

232-6417

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	94,042	10,537	11,875	25,000	15,530	25,000
8110	Equipment Maintenance	5,541	8,279	-	5,000	7,009	-
8140	Utilities	1,119	1,202	1,119	3,500	714	5,000
8170	Professional Services	-	-	-	-	-	3,500
8180	Contract Services	19,860	27,079	31,407	30,000	11,085	30,000
<OPERATIONS & MAINTENANCE>		120,562	47,096	44,401	63,500	34,338	63,500
[232-6417] Prop "A" Park Maintenance Total		120,562	47,096	44,401	63,500	34,338	63,500

PROP A PARK MAINTENANCE

Budget Detail

232-6417

OPERATIONS & MAINTENANCE

8020 Special Department Expenses

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

8140 Equipment Maintenance

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

8140 Utilities

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

8180 Contract Services

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

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	-	-	514	29,787	26,018	29,203
7100	Retirement	-	-	-	2,107	2,657	2,065
7108	Deferred Compensation	-	-	-	260	238	254
7110	Workers Compensation	-	-	-	743	667	729
7130	Group Health Insurance	-	-	-	2,091	3,442	2,091
7140	Vision Insurance	-	-	-	60	56	60
7150	Dental Insurance	-	-	-	225	209	225
7160	Life Insurance	-	-	-	25	25	25
7170	FICA - Medicare	-	-	-	432	381	423
	<WAGES & BENEFITS>	-	-	514	35,730	33,779	35,076
8020	Special Department Expense	-	-	-	73,500	13,066	73,500
8170	Professional Services	-	-	-	35,000	19,233	35,000
8180	Contract Services	-	-	-	10,000	3,259	10,000
	<CAPITAL OUTLAY>	-	-	-	118,500	35,558	118,500
[239-6011] Measure W Total		-	-	514	154,230	69,337	153,576

MEASURE W – SAFE CLEAN WATER ACT

Budget Detail

239-6011

PERSONNEL SERVICES

7000 Salaries – Regular Employees

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

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8170 Professional Services

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

8180 Contract Services

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

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	519,985	530,157	492,902	503,764	533,208	494,886
7020	Overtime	24,624	31,544	15,624	30,000	22,505	
7040	Holiday	592	665	2,102	-	7,317	
7055	IOD - Non Safety	-	747	909	-	-	
7070	Leave Buyback	12,183	11,815	6,415	-	12,082	
7100	Retirement	94,024	197,835	101,764	143,689	97,188	141,215
7108	Deferred Compensation	1,911	865	1,218	2,014	1,978	1,985
7110	Workers Compensation	43,391	22,222	19,261	16,857	19,460	16,551
7120	Disability Insurance	851	-	956	-	-	
7130	Group Health Insurance	45,227	53,517	53,832	55,016	60,802	55,016
7131	Retiree Health Insurance	-	-	-	30,956	-	
7140	Vision Insurance	1,580	1,652	1,531	1,675	1,599	1,675
7150	Dental Insurance	4,971	4,429	5,195	6,282	4,884	6,282
7160	Life Insurance	725	651	735	691	692	691
7170	FICA - Medicare	7,986	8,278	8,074	7,305	8,638	7,176
<WAGES & BENEFIT S>		758,050	864,377	750,756	798,249	775,075	725,477
8000	Office Supplies	590	1,676	4,497	3,700	3,548	3,700
8010	Postage	-	88	115	200	-	200
8020	Special Department Expense	43,075	116,041	100,284	120,000	120,000	130,000
8050	Printing/Duplicating	540	1,103	670	2,500	585	2,000
8060	Dues & Memberships	-	-	-	700	476	700
8070	Mileage/Auto Allowance	1,446	1,321	815	1,500	1,255	-
8090	Conference & Meeting Expense	75	-	-	200	-	-
8100	Vehicle Maintenance	14,130	9,115	8,734	12,250	12,250	12,250
8110	Equipment Maintenance	4,166	5,966	9,770	10,000	10,854	10,000
8120	Building Maintenance	-	-	(15,614)	20,400	5,679	20,400
8130	Small Tools	4,128	956	1,316	10,000	10,000	10,000
8132	Uniform Expense/Cleaning	4,751	4,629	2,704	4,500	2,915	4,500
8134	Safety Clothing/Equipment	763	1,997	2,497	2,500	1,655	2,500
8140	Utilities	7,598	24,559	26,571	11,000	43,453	11,000
8150	Telephone	16,039	4,254	8,310	20,200	20,200	20,200
8170	Professional Services	-	22,562	10,656	20,000	20,000	20,000
8180	Contract Services	14,693	22,246	9,655	34,000	34,000	34,000
8191	Liability & Surety Bonds	59,735	77,851	75,688	103,800	121,244	78,000
8200	Training Expense	788	-	1,085	2,000	290	1,500
8229	Taxes	3,481	3,512	3,155	5,000	-	5,000
8400	Overhead Allocation	117,114	-	117,114	117,114	117,114	117,114
<OPERATIONS & MAINTENANCE>		293,112	297,876	368,021	501,564	525,518	483,064
8530	Computer Equipment	8,164	-	-	-	-	-
8572	Meters	11,524	-	37,919	-	-	-
8573	Fire Hydrants	-	-	-	-	-	-
8574	Valves	2,629	-	1,104	-	-	-
<CAPITAL OUTLAY>		22,317	-	39,022	-	50,000	-
[500-6710] Water Distribution Total		1,073,479	1,162,253	1,157,799	1,299,813	1,350,593	1,208,541

WATER DISTRIBUTION

Budget Detail

500-6710

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs, and routine maintenance of division vehicles (\$10,000) and smog certifications (\$2,250).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including generator, ditch pumps, tapping machine, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) and upgrade meter reading device and program (\$5,000).
- 8120 Building Maintenance
Provides for miscellaneous repairs to the facilities used by the Water Distribution Division, and miscellaneous building supplies (\$5,000) including elevator maintenance at Garfield Reservoir (\$4,400) and Garfield Reservoir janitorial services (\$11,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw and pneumatic pumps (\$10,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,500) and steel toed work boots (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, including, safety vests, work zone signs, cones, and delineators (\$2,500).
- 8140 Electricity
Provides funds for electrical service to Garfield Water Distribution Facility and all water sites by Southern California Edison (\$11,000).
- 8150 Telephone
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites (\$20,200).
- 8170 Professional Services
Provides for professional services to update the water GIS to include water services and meters (\$20,000).
- 8180 Contract Services
Provides for emergency contract work to repair and replace water mains, valves, fire hydrants, and water services that cannot be handled in-house (\$10,000), and landscaping contract services for water facilities (\$24,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% share of the City's liability insurance costs (\$78,000). The remaining portions are paid out of General Fund (60%), Sewer Fund (5%), and LLMD (10%).
- 8200 Training Expense
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$1,500) and State Water Resources Control Board operator certifications (\$500).

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

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

CAPITAL OUTLAY

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

WATER PRODUCTION

Budget Detail

500-6711

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	360,519	313,593	257,396	426,072	340,129	417,718
7010	Salaries - Temp / Part				-	4,722	
7020	Overtime	31,602	31,227	30,943	25,000	19,976	
7040	Holiday	4,269	4,503	4,227	-	5,536	
7070	Leave Buyback	7,475	10,679	12,493	15,000	5,046	
7100	Retirement	67,512	135,954	70,595	132,694	76,375	130,092
7108	Deferred Compensation	1,049	373	550	1,504	1,417	1,475
7110	Workers Compensation	37,564	16,082	11,507	14,969	12,791	14,676
7130	Group Health Insurance	29,531	28,189	27,053	45,337	39,791	45,337
7131	Retiree Health Insurance	-	-	-	33,227	-	
7140	Vision Insurance	943	790	648	1,325	967	1,325
7150	Dental Insurance	3,777	3,238	2,704	4,968	3,906	4,968
7160	Life Insurance	485	395	318	546	430	546
7170	FICA - Medicare	5,767	5,055	4,301	6,178	5,491	6,057
	<WAGES & BENEFITS>	550,493	550,078	422,736	706,820	516,578	622,193
8000	Office Supplies	1,108	3,967	1,434	1,500	1,056	1,500
8010	Postage	-	126	-	200	-	200
8020	Special Department Expense	26,723	29,013	28,017	27,500	27,500	27,500
8050	Printing/Duplicating	1,182	517	1,458	2,000	898	2,000
8060	Dues & Memberships	2,118	2,108	2,213	2,600	-	2,600
8070	Mileage/Auto Allowance	116	176	217	200	217	200
8080	Books & Periodicals	234	448	-	500	-	500
8100	Vehicle Maintenance	7,323	4,870	1,136	6,000	2,274	6,000
8110	Equipment Maintenance	13,343	23,618	14,686	32,000	18,856	32,000
8120	Building Maintenance	-	12,848	15,463	9,000	9,000	9,000
8130	Small Tools	786	-	-	1,000	742	1,000
8132	Uniform Expense/Cleaning	2,194	2,061	1,866	2,000	1,200	2,000
8134	Safety Clothing/Equipment	450	423	1,233	800	-	800
8140	Utilities	2,985	5,643	8,065	7,000	3,036	7,000
8150	Telephone	2,416	826	2,123	1,200	-	1,200
8152	Pumping Power	544,220	449,722	409,495	935,000	489,020	935,000
8170	Professional Services	230,556	153,917	234,371	197,880	197,880	160,880
8180	Contract Services	154,460	9,403	7,886	110,000	44,129	110,000
8200	Training Expense	60	505	1,275	1,500	-	1,500
8231	Water Purchases - Resale	43,134	1,304,254	462,906	250,000	250,000	100,000
8233	Watermaster Charges	1,628,804	-	1,332,212	1,000,000	(591,308)	1,000,000
8400	Overhead Allocation	205,267	-	205,267	205,267	205,267	205,267
	<OPERATIONS & MAINTENANCE>	2,867,479	2,004,446	2,731,322	2,793,147	659,767	2,606,147
8520	Machinery & Equipment	-	1,510	-	-	-	
8530	Computer Equipment	-	-	3,897	3,000	3,040	
	<CAPITAL OUTLAY>	-	1,510	43,216	3,000	3,040	-
[500-6711] Water Production Total		3,417,972	2,556,035	3,197,273	3,502,967	1,179,385	3,228,340

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

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

8110 Equipment Maintenance

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

8120 Building Maintenance

Replace cracked & falling block wall and gate at Kollie pump house (\$4,000) and Miscellaneous HVAC, paint or electrical maintenance required at water facilities (\$5,000).

8130 Small Tools

Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).

8132 Uniforms and Equipment

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

8134 Safety Equipment & Supplies

Provides for the purchase of personal protective equipment, safety equipment and supplies (\$800).

8140 Utilities

Provides for electric service to water system facilities used by the Water Production Division other than power for pumping (\$7,000).

8150 Telephone

Provides telephone service to water system facilities (\$1,200).

8152 Pumping Power

This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$935,000).

8170 Professional Services

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

8180 Contract Services

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

8200 Training Expense

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

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

CAPITAL OUTLAY

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

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	-	-	989	90,835	64,383	82,899
7010	Salaries - Temp / Part	-	-	-	25,000	-	-
7100	Retirement	-	-	-	31,172	15,824	28,449
7108	Deferred Compensation	-	-	-	257	274	191
7110	Workers Compensation	-	-	-	2,222	884	2,068
7130	Group Health Insurance	-	-	-	5,022	10,616	5,022
7140	Vision Insurance	-	-	-	216	152	216
7150	Dental Insurance	-	-	-	810	350	810
7160	Life Insurance	-	-	-	89	55	89
7170	FICA - Medicare	-	-	-	1,317	940	1,202
	<WAGES & BENEFIT S>	-	-	989	156,940	94,373	120,946
8000	Office Supplies	-	-	-	500	-	500
8010	Postage	-	-	-	1,750	-	1,750
8020	Special Department Expense	-	-	-	25,000	791	25,000
8032	Water Efficiency Fee Projects	-	-	-	125,000	6,661	125,000
8060	Dues & Memberships	-	-	-	700	-	700
8070	Mileage/Auto Allowance	-	-	-	200	-	200
8090	Conference & Meeting Expense	-	-	-	2,000	100	2,000
	<OPERATIONS & MAINTENANCE>	-	-	-	155,150	7,552	155,150
[503-6713] Water Efficiency Total		-	-	989	312,090	101,925	276,096
9000	CIP for Budgeting	-	-	-	-	-	-
9010	CIP Expenses	-	-	-	135,000	-	-
	<CAPITAL PROJECTS>	-	-	-	-	-	-
503 - WATER EFFICIENCY FUND TOTAL		-	-	989	363,052	101,925	276,096

WATER EFFICIENCY PROJECTS

Budget Detail

503-6713

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

PLANNING & BUILDING

Department Summary

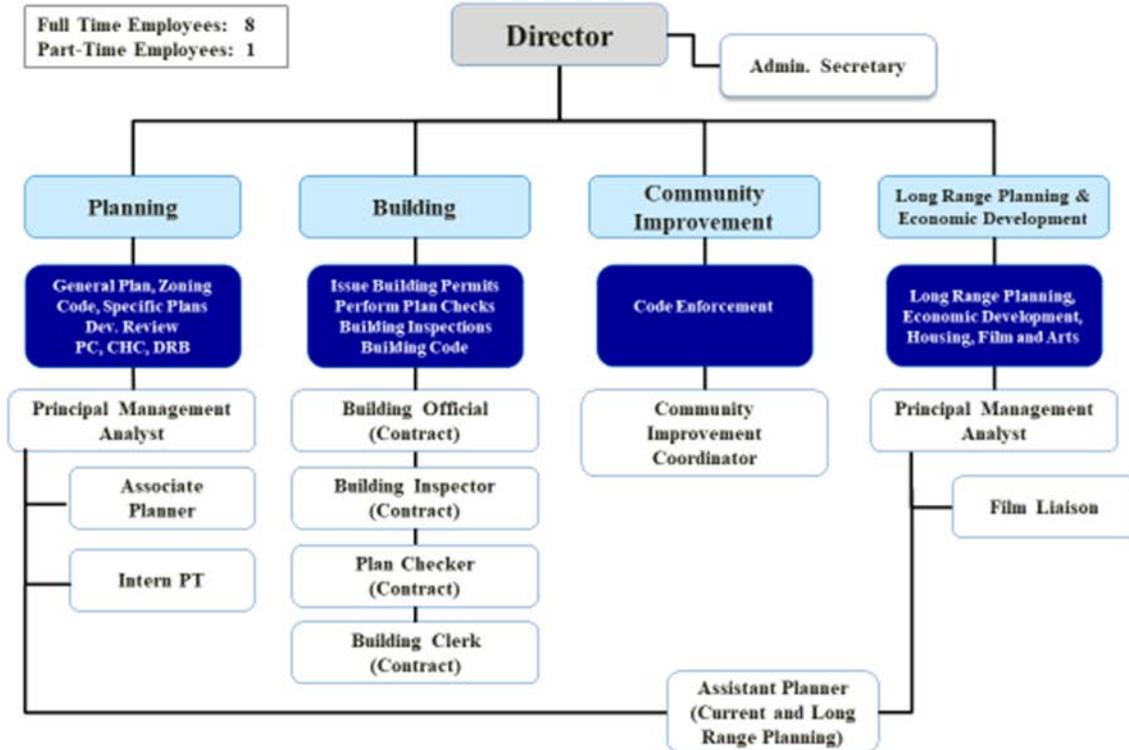
EXPENDITURE SUMMARY	Actual 2015/16	Actual 2016/17	Actual 2017/18	Adopted 2018/19	Mid-Year 2018/19	Estimated 2018/19	Proposed 2019/20
Wages & Benefits	579,934	612,523	587,716	680,773	288,758	558,296	1,003,115
Operations & Maintenance	422,606	545,573	567,751	645,180	144,022	409,309	744,950
Capital Outlay	-	-	-	-	-	-	-
Total Expenses by Category	1,002,540	1,158,096	1,155,467	1,325,953	432,780	967,605	1,748,065
[101-7011] Planning & Building	1,002,540	1,158,096	1,033,506	1,225,953	432,780	958,291	1,748,065
[105-7011] Facilities & Equipment Replacement	-	-	121,961	100,000	-	9,314	-
[260-2120] Residential Rehabilitation	-	-	-	-	-	-	-
[276-7101] Historic Preservation Grant	-	-	-	-	-	-	-
Total Expenses by Program	1,002,540	1,158,096	1,155,467	1,325,953	432,780	967,605	1,748,065

Planning & Community Development	1
Director	
Principal Management Analyst	2
Associate Planner	1
Assistant Planner	1
Film Liaison	1
Community Improvement Coordinator	1
Administrative Secretary	1
Total	8

PLANNING & BUILDING
 Department Description and Authorized Positions

Planning & Community Development

Fiscal Year 2020-21



PLANNING & BUILDING

Budget Detail

101-7011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	417,552	353,018	329,386	631,644	631,644	673,867
7010	Salaries - Temp / Part	46,353	84,748	109,152	90,000	115,072	90,000
7020	Overtime	3,386	12,689	8,502	7,500	4,817	7,500
7070	Leave Buyback	1,579	6,855	3,127	7,000	15,977	7,000
7100	Retirement	85,666	82,277	86,883	167,968	115,000	176,797
7108	Deferred Compensation	1,355	730	477	2,626	1,211	2,878
7110	Workers Compensation	16,855	7,155	5,812	13,985	6,895	15,073
7130	Group Health Insurance	27,766	28,516	37,979	64,560	34,956	64,560
7140	Vision Insurance	1,066	838	757	1,680	807	1,680
7150	Dental Insurance	2,781	2,898	1,927	6,300	2,715	6,300
7160	Life Insurance	449	412	317	693	372	693
7170	FICA - Medicare	7,715	7,581	6,639	9,159	12,301	9,771
<WAGES & BENEFITS>		612,523	587,716	591,175	1,003,115	944,126	1,056,119
8000	Office Supplies	3,702	3,764	2,821	2,750	3,067	2,750
8010	Postage	5,519	7,265	6,313	6,000	3,088	6,000
8020	Special Department Expense	8,016	307	3,201	8,500	2,445	8,500
8040	Advertising	4,844	9,987	9,779	6,500	4,398	6,500
8050	Printing/Duplicating	4,415	3,080	7,338	3,000	4,180	3,000
8060	Dues & Memberships	1,593	373	425	5,000	600	5,000
8090	Conference & Meeting Expense	1,673	38	795	5,000	600	5,000
8100	Vehicle Maintenance	1,211	1,659	2,094	1,200	720	1,200
8110	Equipment Maintenance	2,015	753	183	1,500	2,598	1,500
8170	Professional Services	54,990	42,870	117,665	697,213	697,213	250,000
8180	Contract Services	456,595	375,119	377,467	425,000	425,000	425,000
8200	Training Expense	1,000	-	280	5,000	-	5,000
8257	Boards & Commissions	-	575	500	500	-	500
8260	Public Art	-	-	-	25,000	25,000	25,000
<OPERATIONS & MAINTENANCE>		545,573	445,790	528,859	1,192,163	1,143,909	744,950
[101-7011] Planning & Building Total		1,158,096	1,033,506	1,120,034	2,195,278	2,113,034	1,801,069

PLANNING & BUILDING

Budget Detail

101-7011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for partial compensation for the Planning & Community Development Director, one Long Range Planning & Economic Development Manager, one Current Planning Manager, one Associate Planner, one Assistant Planner, one Film Liaison, 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 (\$3,250).
- 8010 Postage
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees (\$6,000).
- 8020 Special Department Expense
Provides for special department supplies, subscriptions and services. Includes additional staff laptops and technology for teleworking (\$4,500); and online community outreach (\$4,500).
- 8040 Advertising
Provides funds for advertising of legal notices for public hearings and other land use matters. These expenses are recovered as part of application fees (\$4,000). This category also provides funding for publicity for the General Plan/Downtown Specific Plan and Housing Element updates, and facilitating and encouraging public engagement in other planning projects and programs (\$4,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Housing Element, Zoning Code, specific plans, and other planning reports and materials (\$4,000).

- 8060 Dues, Memberships, Subscriptions, and Books
Reduced from \$5,000 to \$500 in FY20/21, provides limited funds for some but not all of the following membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including the California Title 24 and Building Codes (every 3 years), California Planning & Development Report, American Planning Association, California Association of Code Enforcement, International Council of Building Officials and California Preservation Foundation, California Economic Development Partnerships, and Film Liaisons in California Statewide (\$500).
- 8090 Conference and Meeting Expense
Reduced from \$5,000 to \$0 in FY20/21, provides funds for conference registration, and meeting expenses, including the annual conference of the California Chapter of the American Planning Association (\$0).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$1,200).
- 8110 Equipment Maintenance
Provides funds for Planning & Building's share of the postage meter lease (\$1,500).
- 8170 Professional Services
Provides funding for consultant services and other services related to planning and building (including Strategic Plan priorities) such as: (SP1a) City Hall Opportunity Site Study; (SP2d) Parking Inventory for General Plan/DTSP Parking Policies; (SP5a-b) Inclusionary Housing, Occupancy Inspection, and other Housing Initiatives, including a potential Voter Initiative regarding height limits to address RHNA; Retail Market Study; and potential Zoning Code Amendments (unfunded) regarding ADUs, Sign Program, Climate Action Plan, etc. (\$180,000).
- 8180 Contract Services
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech. Contract costs are fully recovered by plan checking and building permit fees; and GIS vendor (\$475,000).
- 8200 Employee Training
Reduced from \$5,000 to \$1,500 in FY20/21, provides limited funds for required CEQA and historic preservation training seminars, materials, and other job-related training sessions taken by employees on city time (\$1,500).
- 8257 Board & Commissions
Provides funds for required training in historic preservation for the Cultural Heritage Commission (\$3,000).
- 8260 Public Art
Provides funds for professional services related to public art and curation services for the Civic Center Art Gallery (\$25,000).

LIBRARY

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,129,928	1,276,561	1,214,864	1,459,640	1,083,977	1,338,056
Operations & Maintenance	381,375	381,796	379,377	379,850	396,648	304,150
Capital Outlay	14,166	78,463	85,969	35,000	8,000	19,500
Total Expenses by Category	1,525,469	1,736,821	1,680,209	1,874,490	1,488,625	1,661,706
[101-8011] Library	1,525,469	1,736,821	1,680,209	1,874,490	1,488,625	1,661,706
[280-8016] Public Library Fund Grant	-	-	-	-	-	-
Total Expenses by Program	1,525,469	1,736,821	1,680,209	1,874,490	1,488,625	1,661,706

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

LIBRARY

Department Description and Authorized Positions

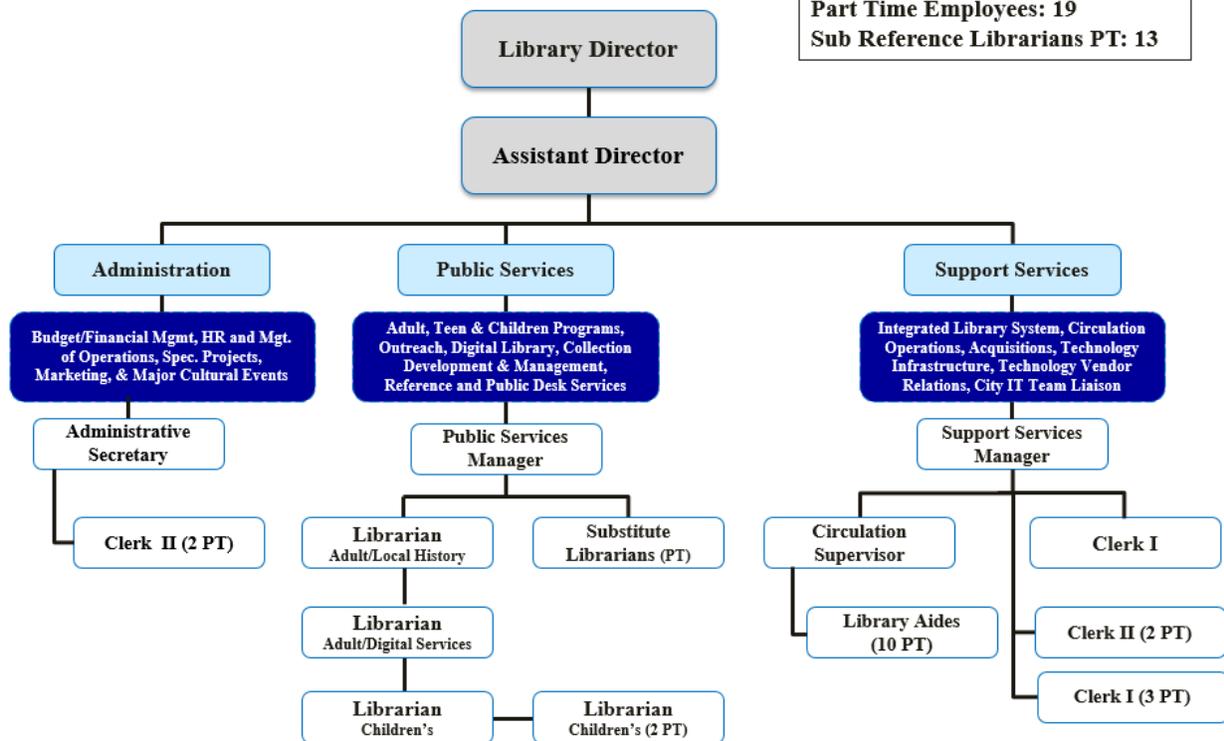
Our Purpose

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

Our Vision

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

Full Time Employees: 10
Part Time Employees: 19
Sub Reference Librarians PT: 13



LIBRARY

Budget Detail

101-8011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	585,331	662,096	610,377	787,939	518,717	700,138
7010	Salaries - Temp / Part	284,022	308,437	290,259	260,000	266,974	260,000
7020	Overtime	571	1,261	76	1,500	140	1,500
7040	Holiday	421	507	-	500	6,709	500
7055	IOD - Non Safety	-	-	-	-	-	-
7070	Leave Buyback	3,350	8,581	7,491	10,000	34,031	10,000
7100	Retirement	139,245	154,902	179,768	253,918	138,457	224,111
7108	Deferred Compensation	1,282	1,199	2,401	2,459	1,578	1,333
7110	Workers Compensation	26,950	15,103	12,570	14,149	10,444	12,572
7120	Disability Insurance	-	11,242	-	-	-	-
7122	Unemployment Insurance	495	7	-	-	-	-
7130	Group Health Insurance	55,894	77,862	79,325	105,360	76,170	105,360
7140	Vision Insurance	1,769	1,854	1,619	2,400	1,454	2,400
7150	Dental Insurance	6,040	6,045	5,290	9,000	5,430	9,000
7160	Life Insurance	798	800	702	990	702	990
7170	FICA - Medicare	23,760	26,665	24,985	11,425	23,171	10,152
<WAGES & BENEFITS>		1,129,928	1,276,561	1,214,864	1,459,640	1,083,977	1,338,056
8000	Office Supplies	12,064	11,029	9,193	10,000	10,000	7,500
8010	Postage	4,905	3,544	2,446	3,000	2,304	2,000
8020	Special Department Expense	30,630	25,670	31,417	28,000	28,000	21,000
8030	Library Periodicals	14,449	14,874	12,318	12,500	12,500	6,000
8031	Digital Resources	32,796	39,852	30,993	30,000	31,000	22,000
8040	Advertising	3,556	2,981	3,380	4,000	3,278	1,200
8050	Printing/Duplicating	4,765	4,139	4,418	3,150	929	3,000
8060	Dues & Memberships	1,357	1,990	2,002	5,000	5,000	5,000
8070	Mileage/Auto Allowance	126	131	56	200	75	200
8080	Books/DVDs/CDs	133,429	133,491	110,564	105,000	105,000	82,000
8081	Books - Donations and Gifts	-	-	-	-	-	-
8083	E-Books	-	-	9,988	41,000	41,000	30,000
8085	City-wide Reading Program	2,217	-	-	5,000	-	-
8090	Conference & Meeting Expense	398	913	1,911	2,000	-	-
8110	Equipment Maintenance	37,278	4,763	4,192	5,000	4,481	4,000
8120	Building Maintenance	21,536	15,669	12,979	15,000	15,000	11,500
8140	Utilities	34,755	34,479	33,541	-	29,953	-
8150	Telephone	-	-	-	-	-	-
8151	CENIC WiFi Expenses	-	16,333	11,258	16,500	16,500	18,000
8155	Rental/Lease	303	305	-	-	-	-
8170	Professional Services	11,718	7,640	10,622	8,000	7,000	6,500
8171	Prof. Svcs. - Library Ops. Study	-	-	-	-	-	-
8180	Contract Services	30,880	59,238	85,600	82,000	84,629	82,000
8200	Training Expense	2,125	1,825	-	2,000	-	1,500
8257	Boards & Commissions	2,088	2,933	2,500	2,500	-	750
<OPERATIONS & MAINTENANCE>		381,375	381,796	379,377	379,850	396,648	304,150

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (\$7,500)
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue materials notifications, and inter-library loan books lent or returned to their owning institutions. (\$2,000)
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, mending tape, display racks, and other miscellaneous provisions. Also provides funds for collection development resources for staff, special event insurance for Library programs, and software that supports the provision to services and resources to the public. (\$21,000)
- 8030 Periodicals
Provides funds for hard copy magazine and English and foreign language newspaper subscriptions, including the *South Pasadena Review*, *South Pasadenan*, *Pasadena Star-News*, *Los Angeles Times*, and many others. (\$6,000)
- 8031 Digital Resources
Provides funds for the purchase of or subscription to digital resources, the majority of which are remotely available 24/7. Resources include a language learning app, historical newspapers, indexes to newspapers and magazines, encyclopedias, homework assistance, test preparation and job skills training, streaming films, advice for readers, digital magazines, comics and manga, and more. (\$22,000)

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print and online ads in newspapers, on radio stations, and websites for major projects, programs, or events. (\$1,200)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a host of other printed materials for the public. (\$3,000)
- 8060 Dues and Memberships
Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, California Library Association, and other professional organizations. Membership provides discounted pricing on selected resources, continuing education, professional development, and networking opportunities, as well as support for state and national organizations and associations advocating and lobbying for libraries. (\$5,000)
- 8070 Mileage Reimbursement
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (\$200)
- 8080 Books/DVDs/CDs
Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and how-to, documentary and theatrical DVDs and Blu-rays. Annual circulation of materials exceeds 300,000. (\$82,000)
- 8083 E-Books
Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Annual circulation of digital books and audiobooks exceeds 28,000 with demand steadily increasing. (\$30,000)
- 8110 Equipment Maintenance
Covers technical support, repair and maintenance of computer system hardware and software, public computers and copiers, and assistance with special library technology projects. Also includes funds for telephone repair and maintenance and postage meter leasing. (\$4,000)
- 8120 Building Maintenance
Provides fire extinguisher maintenance, elevator permit, \$4,000 for miscellaneous emergency janitorial plumbing, electrical service, and other repairs and \$2,000 for supplies for the Library building. Includes \$5,000 for exterior steam cleaning and interior furniture and carpet cleaning. (\$11,500)
- 8151 CENIC Wi-Fi Expenses
Provides funding for the out-of-pocket cost of high capacity, high speed broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. Also includes \$700 for SonicWall security for Wi-Fi router. (\$18,000)
- 8170 Professional Services
Includes \$4,500 for auditors to prepare and process the tax roll for the Library Parcel

Tax, \$1,000 for graphic design services, and \$1,000 for livestreaming library programs. (\$6,500)

8180 Contract Services

Provides \$450 for security alarm maintenance, \$990 for fire alarm system maintenance, \$1,323 for emergency lighting system maintenance, and \$6,000 for theft detection system and self-check kiosk maintenance, Includes \$21,650 for cataloging records subscription, \$2,200 for library asset recovery service, \$1,995 for a book/CD/DVD ordering platform, \$1,000 for a public computer reservation system, and \$46,000 for Integrated Library System product licensing, off-site hosting, and services. (\$82,000)

8200 Training Expense

Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted nearby by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day. (\$1,500)

8257 Boards/Commissions

Funds for Library Board of Trustees' attendance at the annual California Public Library Advocates workshop and the California Library Association Annual Conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event. (\$750.00)

CAPITAL OUTLAY

8500 Building Improvements

\$10,000 for HVAC for library administration, as documented in the Capital Improvement Plan. (\$10,000)

8520 Machinery & Equipment

Includes \$3,000 for security alarm control system upgrade and \$3,500 for new shelving in the Children's Room. (\$6,500)

8530 Computer Equipment

Includes funds for equipment needed for creating digital content, and for replacements, upgrades or repairs for equipment used to provide services, training and programs for the public. (\$3,000)

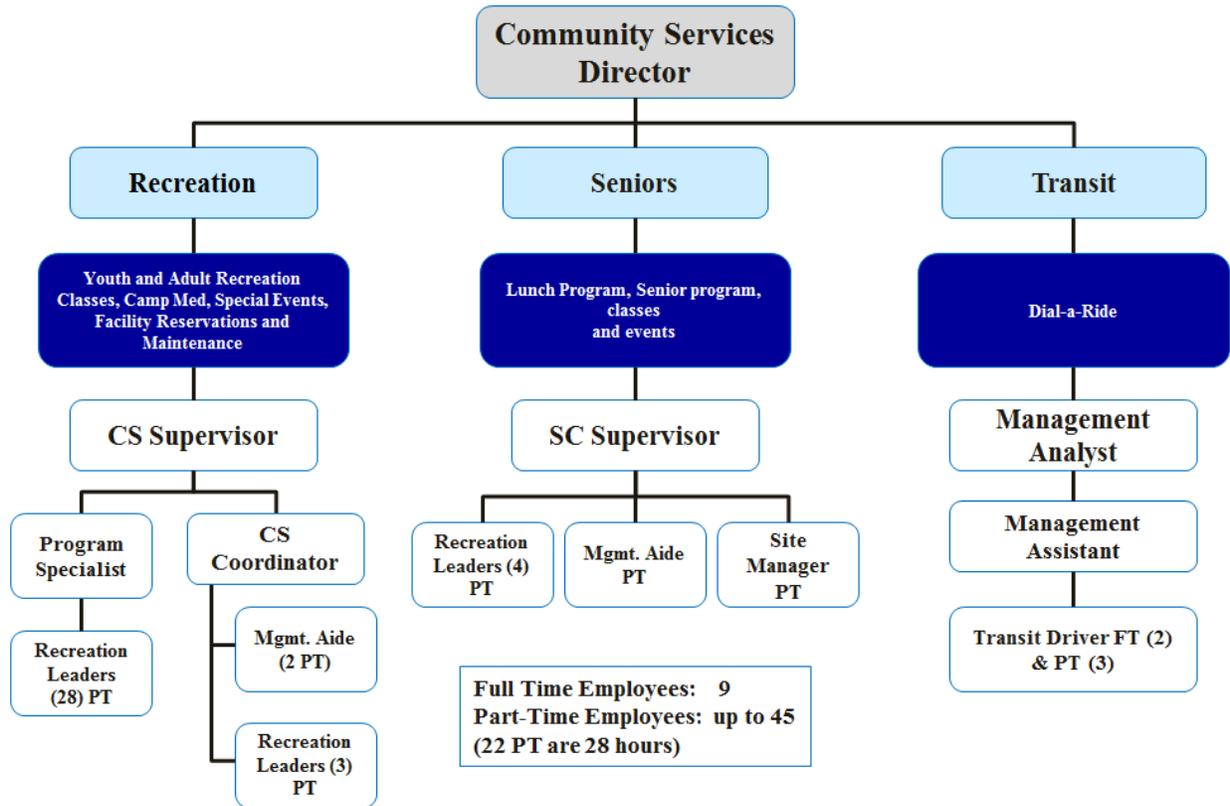
COMMUNITY SERVICES

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	1,258,294	1,342,599	1,317,716	1,473,582	1,301,637	1,229,730
Operations & Maintenance	1,658,367	1,723,620	1,659,879	1,958,663	1,704,236	1,746,222
Capital Outlay	175,067	12,997	61,535	100,000	78,416	-
Total Expenses by Category	3,091,728	3,079,215	3,039,130	3,532,245	3,084,289	2,975,952
[101-8021] Senior Services	291,590	309,118	306,568	353,509	317,344	362,395
[101-8031] Community Services	285,448	192,458	172,368	220,112	174,503	217,125
[101-8032] Recreation and Youth Services	679,960	827,801	799,343	858,399	768,300	551,864
[105-8031] Facilities & Equipment Replacement	26,018	72,710	-	-	-	-
[205-2210] Prop "A" Administration	16,224	14,492	6,059	14,909	3,533	14,630
[205-8022] Gold Link	-	-	-	-	-	-
[205-8024] Transit Planning	255,121	127,763	93,467	290,787	255,127	31,349
[205-8025] Dial-A-Ride	256,245	193,567	212,765	231,774	228,781	326,988
[207-2260] Prop "C" Administration	6,818	4,529	5,017	6,388	1,514	6,270
[207-8025] Dial-A-Ride	160,780	209,982	287,791	275,228	219,943	184,193
[260-8023] CDBG Senior Nutrition Prog	47,486	45,654	60,000	41,315	50,588	41,315
[275-6410] Park Maintenance	72,116	19,200	-	100,000	-	100,000
[295-8041] General Administration	309,244	369,851	395,733	382,652	355,098	382,652
[295-8042] Golf Course Maintenance	383,431	395,987	375,459	421,203	399,313	421,203
[295-8043] Range	57,188	40,636	30,085	37,783	71,238	37,783
[295-8044] Golf Shop	89,265	111,531	127,414	125,948	75,875	125,948
[295-8045] Food Service	154,794	143,937	167,060	172,238	163,131	172,238
Total Expenses by Program	3,091,728	3,079,215	3,039,130	3,532,245	3,084,289	2,975,952

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

COMMUNITY SERVICES
Department Description and Authorized Positions



SENIOR SERVICES

Budget Detail

101-8021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	79,199	79,593	77,670	77,842	81,059	76,316
7010	Salaries - Temp / Part	79,836	97,645	88,159	132,000	97,807	132,000
7070	Leave Buyback	-	-	-	2,100	-	2,100
7100	Retirement	18,997	25,644	28,831	26,713	19,380	26,190
7108	Deferred Compensation	766	413	767	778	816	763
7110	Workers Compensation	5,156	2,725	2,109	1,398	2,147	1,370
7122	Unemployment Insurance	2,223	-	-	-	-	-
7130	Group Health Insurance	8,580	11,180	13,380	13,380	13,380	13,380
7140	Vision Insurance	240	240	240	240	240	240
7150	Dental Insurance	900	900	900	900	900	900
7160	Life Insurance	100	99	99	99	99	99
7170	FICA - Medicare	6,095	4,023	3,746	1,129	4,357	1,107
	<WAGES & BENEFITS>	202,092	222,463	215,901	256,579	220,186	254,465
8000	Office Supplies	3,584	2,388	2,637	3,000	3,000	3,000
8010	Postage	1,466	925	2,318	2,000	934	2,000
8020	Special Department Expense	14,978	13,861	12,019	15,000	15,000	14,750
8040	Advertising	-	252	-	400	-	400
8050	Printing/Duplicating	3,637	3,359	3,496	4,450	1,073	4,450
8060	Dues & Memberships	180	180	180	200	-	200
8090	Conference & Meeting Expense	38	455	-	-	-	-
8110	Equipment Maintenance	2,474	2,590	2,131	3,500	431	3,500
8120	Building Maintenance	1,682	2,270	3,134	3,200	1,359	3,200
8140	Utilities	13,778	0	-	-	-	-
8170	Professional Services	3,500	1,755	25	-	-	-
8180	Contract Services	18,977	36,280	45,040	39,650	53,345	53,650
8200	Training Expense	239	199	-	250	-	-
8264	Special Events	2,971	2,756	2,453	5,000	2,264	2,500
8267	Classes	21,802	19,193	16,363	19,500	19,500	19,500
8300	Lease Payment	192	192	321	780	253	780
	<OPERATIONS & MAINTENANCE>	89,498	86,656	90,667	96,930	97,159	107,930
	[101-8021] Senior Services Total	291,590	309,118	306,568	353,509	317,344	362,395

SENIOR SERVICES

Budget Detail

101-8021

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer supplies, and miscellaneous supplies (\$3,000).
- 8010 Postage
Provides funds for the monthly senior newsletter (\$800) and general Senior Center postal expenses (\$500), outreach mailers (\$500), and special events advertising (\$200). (\$2,000)
- 8020 Special Department Expense
Provides funds for supplies for activities and services offered by the Senior Center, such as, volunteer recognition program (\$1,800), event entertainment (\$2,000), event supplies (table covers, napkins, birthday cake, cups, etc. \$2,700), Home Delivery meal program supplies (\$2,550) mileage reimbursement for volunteers (\$1,000) coffee service (\$2,700), and cleaning supplies (\$2,000). (\$14,750)
- 8040 Advertising
Provide funds to promote senior services and events (\$400).
- 8050 Printing and Duplicating
Provides funds to print monthly senior newsletter six times a year (\$3,000), business envelopes (\$850), printing events flyers (\$600). (\$4,450)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS) Senior and Services Supervisor (\$200).
- 8110 Equipment Maintenance
Provides funds for office equipment, fire extinguishers (\$600), kitchen fire suppression system (\$500) and WIFI service for computer lab and facility (\$2,400). (\$3,500)
- 8120 Building Maintenance
Provides funds for quarterly upholstery cleaning of furnishings, carpet, (\$1,000) pressure

washing of center entry (\$500), cleaning of stainless-steel surfaces in kitchen 3 times a year (\$1,000) cleaning of drapes (\$500) and Fire Extinguishers (\$200). (\$3,200)

8180 Contract Services

Provide funds for fire and security system (\$1,150), Annual licensing for Sportsman Software (1,100) Computer lab increase bandwidth (\$1,400) senior meals not covered by Community Block Grant (CDBG) contract (\$50,000). (\$53,650) (due to increase rate for meal program contract)

8264 Excursions/ Special Events

Provides funds for senior excursions entrance and/or tour fee and box lunch for twelve trips (\$2,500).

8267 Classes

Provides for payment to contract instructors for senior classes. Instructors are generally reimbursed 80% of their total class revenue. The City retains 20%. (\$19,500).

8300 Lease Payment

Provides for a portion of the postage meter lease (\$780).

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	171,747	121,349	119,595	109,411	131,300	107,266
7010	Salaries - Temp / Part	1,439	(177)	(1,695)	10,500	-	10,500
7020	Overtime	(1,013)	(2,322)	(2,012)	1,500	(1,607)	1,500
7040	Holiday	154	-	-	-	-	-
7070	Leave Buyback	847	-	-	2,000	-	2,000
7100	Retirement	32,868	23,745	27,849	37,547	26,485	36,811
7108	Deferred Compensation	1,086	648	1,158	1,094	1,350	1,073
7110	Workers Compensation	6,445	2,010	1,312	2,730	1,592	2,676
7130	Group Health Insurance	13,778	6,616	8,423	6,435	8,223	6,435
7140	Vision Insurance	288	131	166	180	158	180
7150	Dental Insurance	1,069	487	616	675	585	675
7160	Life Insurance	175	80	75	74	91	74
7170	FICA - Medicare	3,134	2,149	1,999	1,586	2,367	1,555
	<WAGES & BENEFITS>	232,017	154,717	157,485	173,732	170,544	170,745
8000	Office Supplies	1,433	494	915	1,000	497	1,000
8010	Postage	394	1,034	650	650	-	650
8020	Special Department Expense	8,127	12,655	9,874	13,830	2,743	13,830
8040	Advertising	500	96	100	150	-	150
8050	Printing/Duplicating	-	202	-	200	-	200
8060	Dues & Memberships	875	650	655	650	-	650
8090	Conference & Meeting Expense	2,726	373	1,223	800	-	800
8110	Equipment Maintenance	6,205	6,006	5,154	7,035	7,035	7,035
8120	Building Maintenance	11,608	11,269	7,968	14,450	14,450	14,450
8140	Utilities	1,238	(70)	-	-	-	-
8180	Contract Services	19,817	4,760	6,453	7,065	4,756	7,065
8200	Training Expense	261	79	165	250	-	250
8300	Lease Payment	247	192	190	300	253	300
	<OPERATIONS & MAINTENANCE>	53,431	37,741	33,348	46,380	25,543	46,380
[101-8031] Community Services Total		285,448	192,458	172,368	220,112	174,503	217,125

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,000).
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$650).
- 8020 Special Department Expense
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Includes special meetings/community outreach/meeting supplies (\$1,800) and park development project costs (reports and studies (\$1,000). Includes promotional materials (\$500), Community Garden Caltrans lease payment (\$100), Tables, Chairs and Caddies (\$3,000), department staff shirts (\$400), expense for key duplication (\$200), Utility Carts (\$500), Youth House Refrigerator and Microwave (\$1,000), Trash Receptacle (\$1,500), portion of City's Constant Contact (\$250), licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355). (\$13,830)
- 8040 Advertising
Advertise and promote facility rentals, special events, and staff recruitments (\$150).
- 8050 Printing and Duplication
Provides funds for costs to print flyers/posters for promotion of rental facilities (War Memorial, Youth House, Mid-level at Orange Grove, Eddie House) (\$200).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$480) and NRPA (\$175) (\$650).
- 8090 Conference & Meetings Expenses
Provides funds for Community Services Director to attend the annual California Park and Recreation Society (CPRS) conference in March 2021 (Northern California) (\$800)
- 8110 Equipment Maintenance

Provides for annual maintenance of kitchen, and fire extinguishing equipment at the War Memorial Building, Eddie Park House, and Garfield Youth House (\$850), furniture and table games for Recreation (\$2,000), War Memorial Building semi-annual range hood cleaning (\$735) and Windscreens for Orange Grove Park (\$3,450). (\$7,035)

8120 Building Maintenance

Provides for quarterly War Memorial Building wood floor resurfacing (\$8,500), heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), and clean drapes for War Memorial Building (\$1,750). (\$14,450)

8180 Contract Services

Provides funds for the security & fire alarm for Youth House (\$850), fire alarm at War Memorial Building (\$915), security Alarm at War Memorial Building (\$1,200), Fire and security at Eddie Park (\$1,680) servicing of facility kitchen appliances (\$1,250), Sportsman Recreation Software annual licensing (\$1,170). (\$7,065)

8200 Training Expense

Provides funds for job related training seminars and materials (\$250).

8300 Lease Payment

Provides partial funds for annual postage meter (\$300).

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	134,906	200,654	161,865	196,334	110,784	141,108
7010	Salaries - Temp / Part	225,294	272,369	262,762	280,000	289,215	100,000
7020	Overtime	252	3,983	3,373	4,500	9,224	4,500
7040	Holiday				-	1,218	
7055	IOD - Non Safety	-	-	-	-	-	-
7070	Leave Buyback	-	964	18,282	1,500	3,008	1,500
7100	Retirement	28,099	49,676	54,896	53,099	29,850	48,424
7108	Deferred Compensation	822	442	888	800	333	785
7110	Workers Compensation	12,823	7,459	5,258	4,752	5,724	2,534
7120	Disability Insurance	-	-	-	-	-	-
7122	Unemployment Insurance	2,383	(258)	-	-	-	-
7130	Group Health Insurance	10,336	18,362	16,594	18,600	12,528	18,600
7140	Vision Insurance	480	645	538	720	312	720
7150	Dental Insurance	1,800	2,410	1,960	2,700	1,017	2,700
7160	Life Insurance	200	297	257	297	138	297
7170	FICA - Medicare	16,079	18,696	19,112	2,847	26,884	2,046
	<WAGES & BENEFITS>	433,474	575,699	545,786	566,149	490,235	323,214
8000	Office Supplies	3,090	2,955	2,596	2,500	1,724	2,500
8010	Postage	-	500	500	500	-	500
8020	Special Department Expense	9,587	7,884	2,491	5,050	1,666	5,200
8040	Advertising	561	725	492	1,150	-	1,150
8050	Printing/Duplicating	57	-	-	250	-	250
8060	Dues & Memberships	315	480	480	555	500	555
8090	Conference & Meeting Expense	4,002	2,867	3,278	1,800	1,800	3,000
8110	Equipment Maintenance	248	-	362	850	-	850
8120	Building Maintenance	6,458	17,575	17,278	20,550	20,550	20,550
8180	Contract Services	19,983	13,037	18,595	20,180	20,180	20,180
8200	Training Expense	299	113	173	300	60	300
8264	Special Events	44,621	50,765	47,177	55,950	55,950	41,000
8267	Classes	112,905	114,658	111,506	130,000	126,381	80,000
8268	Camp Services	44,167	40,349	44,044	47,355	47,355	47,355
8269	Teen Center	-	-	4,395	5,000	1,645	5,000
8300	Lease Payment	193	192	190	260	253	260
	<OPERATIONS & MAINTENANCE>	246,486	252,102	253,557	292,250	278,065	228,650
8500	Building & Improvements		-	-	-	-	
8520	Machinery & Equipment		-	-	-	-	
8530	Computer Equipment		-	-	-	-	
	<CAPITAL OUTLAY>		-	-	-	-	
[101-8032] Recreation and Youth Services Tot		679,960	827,801	799,343	858,399	768,300	551,864

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Youth Services Supervisor, Community Services Coordinator and Program Specialist.
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Year-Round Camp Med and Special Events and Contract Classes (\$48,169) Management Aide (2) (\$85,380).
- 7020 Overtime
Provides overtime pay for after-hour /weekend related events to recreation (\$4,500).
- 7070 Leave Buyback
Provides funds for staff that opt to sell back hours of their leave balance (\$1,500).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (\$2,500).
- 8010 Postage
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250). (\$500)
- 8020 Special Department Expense
Cleaning supplies (\$400), Youth Commission activities (\$500), mileage reimbursement (\$500), and replacement of basketball court nets (\$100), staff shirts (\$600), and replenishment of first aid kits for special events (\$100), special event equipment (\$3,000). (\$5,200)
- 8040 Advertising
Provides funds to promote special events such as: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, and Concerts in the Park; as well as staff recruitment (\$1,150).
- 8050 Printing and Duplication
Provides funds to print Class & Program Guide limited copies (\$250).
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society annual membership for Supervisor, Coordinator, and Program Specialist (\$555).
- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference registration in Northern California for Community Services Supervisor, Community Services Coordinator, and Program Specialist (\$3,000)

- 8110 Equipment Maintenance
Provides funds for office equipment maintenance including copy / fax machine and printer (\$850).
- 8120 Building Maintenance
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$1,500), HVAC maintenance (\$700), key duplication (\$100), Orange Grove Park bathroom maintenance (\$1,000), Redo Epoxy floors at Arroyo Park and Garfield Park Restrooms (\$7,650), Replacement of player benches and bleachers at Arroyo Park (\$4,600), and maintenance of tennis courts (\$5,000). (20,550)
- 8180 Contract Service
Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$5,200), fire alarm service for Recreation Center (\$755), security system for Recreation Center (\$900), Skate Park repairs (\$12,125), annual maintenance of Sportsman (\$1,200). (\$20,180)
- 8200 Training Expense
Provides funds for staff training (\$300).
- 8264 Special Events
~~Provides funds for Spring Eggstravaganza (\$5,000), two Movies in the Park (\$4,500), two Shakespeare in the Park (\$3,000), Walk/Bike to School (\$2,000), Halloween (\$3,500), Breakfast with Santa (\$3,000), and National Night Out (\$2,000). Revenue received for some events. Provides funds for the annual summer concerts in the Park series, this program is funded with community donations. Five Summer Concerts in the Park Series (\$18,000).~~ (\$41,000)
- 8267 Classes
Provides for payments to instructors for quarterly, tot, teen, adult leisure classes
Instructors are generally reimbursed 65% of their total class revenue. The City generally retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$200,000 next year. 65% of which is paid to the contracted instructors (\$80,000).
- 8268 Camp Med
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$11,500). Camp med supplies and activities (\$5,000), Middle School camp program (\$4,000), Snacks (\$5,000), Summer pool usage (\$2,550), Program supplies (\$2,500), Purchase Outdoor Recreation Games (\$2,000), Camp Med t-shirts (\$1,900), First aid supplies (\$1,900), California Park and Recreation trainings for part-time staff (\$1,900), Provides funds for required First Aid/CPR training for staff (\$1,800), Internet (\$1,000), Monthly special events (\$1,000), Parent Night (\$1,500), Annual licensing for MPLC & BMI (\$910), Carpet cleaning (\$1,200), Printing for Camp Med program (\$600), Staff shirts for After-School (\$500), Volunteer Shirts (\$350), Annual When2Work staff scheduling system(\$330) Purchase of Computer Lab educational software (\$315), Mileage reimbursement (\$300), provides funds to promote Camp Med after school care and summer programs (\$300). Summer Mini Camp Supplies (\$1,750).
- 8269 Teen Center
Provides funds for the operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), Internet (\$550), carpet cleaning (\$300), purchase of advertisements (\$250), first aid supplies (\$100), board games (\$250), guest

speakers (\$1,000), mileage reimbursement (\$150), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150). (\$5,000)

8300 Lease Payment

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

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

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	12,626	8,295	3,430	10,212	1,942	10,011
7070	Leave Buyback	18	-	-	-	-	-
7100	Retirement	2,180	1,939	2,186	3,504	1,397	3,436
7108	Deferred Compensation	99	37	72	102	23	100
7110	Workers Compensation	454	130	77	255	25	250
7130	Group Health Insurance	597	478	168	601	100	601
7140	Vision Insurance	16	9	3	17	2	17
7150	Dental Insurance	44	35	12	63	7	63
7160	Life Insurance	7	7	8	7	2	7
7170	FICA - Medicare	183	120	102	148	35	145
<WAGES & BENEFITS>		16,224	11,051	6,059	14,909	3,533	14,630
8060	Dues & Memberships	-	1,550	-	-	-	-
8250	Bus Pass Subsidy	-	1,891	-	-	-	-
<OPERATIONS & MAINTENANCE>		-	3,441	-	-	-	-
[205-2210] Prop "A" Administration Total		16,224	14,492	6,059	14,909	3,533	14,630

PERSONNEL SERVICES

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

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

Acct	Account Title	Actual	Actual	Actual	Adopted	Mid-Year	Estimated	Proposed
		2015/16	2016/17	2017/18	2018/19	2018/19	2018/19	2019/20
7000	Salaries -Permanent	-	22,090	16,966	21,453	1,306	7,000	21,882
7100	Retirement	-	4,153	4,051	5,531	133	1,671	7,509
7108	Deferred Compensation	-	211	74	214	13	69.92	219
7110	Workers Compensation	-	808	267	338	14	75.71	546
7130	Group Health Insurance	-	1,222	1,018	1,287	25	131.60	1,287
7140	Vision Insurance	-	24	20	36	1	2.68	36
7150	Dental Insurance	-	90	75	135	2	9.91	135
7160	Life Insurance	-	15	12	14	2	8.84	15
7170	FICA - Medicare	-	315	246	311	19	101.48	317
	<WAGES & BENEFITS>	-	28,928	22,728	29,319	1,514	9,071	31,947
8020	Mis.c. Supplies - Parking	-	3,377	1,089	7,100	1,650	2,500	11,200
8060	Dues & Memberships	-	4,550	3,000	-	-	-	8,500
8061	HOA Dues	-	20,762	19,032	32,041	10,381	32,000	32,041
8132	Uniform Expense/Cleaning	-	-	-	-	-	-	3,000
8140	Utilities	-	-	-	-	-	-	5,500
8170	Professional Services	-	-	-	-	-	-	10,000
8180	Contract Services	-	56,670	65,835	79,871	27,004	45,000	78,600
8250	Bus Pass Subsidy	-	6,910	3,081	10,000	1,030	2,550	10,000
	<OPERATIONS & MAINTENANCE>	-	92,269	92,037	129,012	40,065	82,050	158,841
8520	Machinery & Equipment	-	-	12,997	137,000	-	-	-
8540	Automotive Equipment	-	133,924	-	40,000	-	-	100,000
	<CAPITAL OUTLAY>	-	133,924	12,997	177,000	-	-	100,000
[205-8024] Transit Planning Total		-	255,121	127,763	335,331	41,579	91,121	290,788

PROP “A” –TRANSIT PLANNING

Budget Detail

205-8024

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

CAPITAL OUTLAY

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

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	90,371	88,090	91,197	94,468	87,629	92,616
7010	Salaries - Temp / Part	45,924	56,194	69,560	90,000	95,771	102,430
7020	Overtime	187	367	-	2,000	234	5,000
7040	Holiday	117	100	356	-	1,425	
7055	IOD - Non Safety	179	-	-	-	-	
7070	Leave Buyback	267	-	-	-	-	
7100	Retirement	17,140	22,973	23,973	19,550	16,369	19,167
7110	Workers Compensation	9,584	4,607	4,140	3,908	3,248	3,831
7120	Disability Insurance	-	3,562	-	-	-	
7130	Group Health Insurance	11,086	14,075	18,000	18,000	18,000	18,000
7140	Vision Insurance	405	442	480	480	480	480
7150	Dental Insurance	610	755	900	1,800	900	1,800
7160	Life Insurance	199	198	198	198	198	198
7170	FICA - Medicare	2,016	2,740	3,489	1,370	4,529	1,343
	<WAGES & BENEFITS>	178,085	194,103	212,293	231,774	228,781	244,865
8000	Office Supplies	1,998	-	-	-	-	2,000
8010	Postage	110	-	-	-	-	650
8020	Special Department Expense	4,643	-	-	-	-	7,000
8040	Advertising	150	-	-	-	-	500
8050	Printing/Duplicating	582	-	-	-	-	1,000
8060	Dues & Memberships	625	-	-	-	-	1,000
8090	Conference & Meeting Expense	-	-	-	-	-	1,000
8100	Vehicle Maintenance	23,670	(0)	-	-	-	41,000
8105	Fuel	2,198	-	-	-	-	3,000
8132	Uniform Expense/Cleaning	750	0	-	-	-	2,000
8140	Utilities	-	-	-	-	-	3,000
8180	Contract Services	7,030	(472)	472	-	-	16,275
8200	Training Expense	1,004	-	-	-	-	1,800
8300	Lease Payment	366	(64)	-	-	-	1,898
8301	Copier Usage Charges	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	43,126	(536)	472	-	-	82,123
8530	Computer Equipment	35,034	-	-	-	-	-
8540	Automotive Equipment	-	-	-	-	-	-
	<CAPITAL OUTLAY>	35,034	-	-	-	-	-
[205-8025] Dial-A-Ride Total		256,245	193,567	212,765	231,774	228,781	326,988

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

- 7000 Full Time Salaries
Provide funds for two (2) full time Transit Drivers, one (1) Management Assistant, and one (1) Management Analyst.
- 7010 Part Time
Provides funds for four (4) part time Transit Drivers and Management Intern (\$185,000).
- 7020 Overtime
Provides overtime pay for after-hours relating to transit (\$5,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies (\$2,000).
- 8010 Postage
Provides funds for postal expenses for Dial-a-Ride related services. (\$650).
- 8020 Special Department Expense
Provides funds for minor equipment for vans (\$5,300), and DMV physicals- for drivers, and random drug testing (\$1,500) fire extinguisher maintenance (\$200). (\$7,000)
- 8040 Advertising
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$500).
- 8050 Printing & Duplication
Provides funds for printing promotional materials to promote Dial-a-Ride service and Dial-a-Ride brochures. (\$1,000).
- 8060 Dues & Memberships
Provides funds for the purchase of three memberships to The Community Transportation Association of America (CTAA) (\$700) and California Park and Recreation Society (\$300). (\$1,000)
- 8090 Conference & Meeting Expenses
Provides funds for The Federal Transit Administration Annual Drug & Alcohol Program National Conference (\$1,000).
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of one 2016 E450 (CNG), one 2016 E450 (electric), one 2016 F250 CNG utility vehicle, and three 2012 MV-1 vans (\$27,000), CNG Station repairs and monthly maintenance (\$10,000) and van and vehicle cleaning (\$4,000). (\$41,000)
- 8105 Fuel

Fuel to operate Community Transit vehicles 5 CNG vehicles (\$3,000).

8132 Uniform Maintenance

Provides for the purchase and replacement of uniforms and jackets (\$2,000).

8140 Utilities

Provides funds for electricity required to charge Plug-in Electric Vehicle (E450 passenger bus) (\$3,000).

8180 Contract Services

Annual Maintenance for data management system (\$11,105) Technical support from ACORN (\$3,000) Sportsman subscription (\$1,170) Verizon Wi-Fi Jetpack data plan (\$1,000). (\$16,275)

8200 Employee Training

Provides funds for training seminars, materials, and job-related training sessions (\$1,800).

8300 Lease Payment

Provides funds for postage machine lease (\$648) and Copier (\$1,250). (\$1,898)

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

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	5,147	3,393	2,235	4,376	832	4,291
7070	Leave Buyback	18	-	-	-	-	-
7100	Retirement	951	821	865	1,502	599	1,472
7108	Deferred Compensation	40	15	24	44	10	43
7110	Workers Compensation	185	52	26	109	11	107
7130	Group Health Insurance	248	179	92	257	43	257
7140	Vision Insurance	8	6	2	7	1	7
7150	Dental Insurance	19	13	7	27	3	27
7160	Life Insurance	3	2	2	3	1	3
7170	FICA - Medicare	75	48	34	63	15	62
<WAGES & BENEFITS>		6,694	4,529	3,287	6,388	1,514	6,270
8020	Misc. Supplies - Parking	124	-	-	-	-	-
8061	HOA Dues	-	-	1,730	-	-	-
<OPERATIONS & MAINTENANCE>		124	-	1,730	-	-	-
[207-2260] Prop "C" Administration Total		6,818	4,529	5,017	6,388	1,514	6,270

<p style="text-align: center;">PROP “C” – LOCAL TRANSIT ADMINISTRATION</p> <p>Budget Detail 207-2260</p>
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PERSONNEL SERVICES

7000 Salaries – Regular Employees

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

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	118,439	123,557	129,986	139,322	128,175	136,590
7020	Overtime	3,756	2,360	1,443	3,000	10,180	
7040	Holiday	-	74	497	-	2,040	
7070	Leave Buyback	-	205	205	1,500	1,022	
7100	Retirement	19,052	14,248	16,356	26,922	20,420	26,394
7110	Workers Compensation	3,777	1,982	1,879	5,763	2,062	5,650
7130	Group Health Insurance	12,165	11,018	11,041	11,100	11,100	11,100
7140	Vision Insurance	405	405	405	480	405	480
7150	Dental Insurance	1,220	1,389	1,510	1,800	1,510	1,800
7160	Life Insurance	190	198	198	198	198	198
7170	FICA - Medicare	1,776	1,874	1,951	2,020	2,161	1,981
	<WAGES & BENEFIT S>	160,780	157,309	165,472	192,105	179,273	184,193
8000	Office Supplies	-	1,848	1,236	2,000	103	
8010	Postage	-	323	-	650	-	
8020	Special Department Expense	-	2,871	1,351	7,000	7,000	
8040	Advertising	-	360	-	500	-	
8050	Printing/Duplicating	-	650	904	2,000	367	
8060	Dues & Memberships	-	625	625	1,000	-	
8090	Conference & Meeting Expense	-	-	200	1,000	-	
8100	Vehicle Maintenance	-	29,504	25,528	41,000	12,680	
8105	Fuel	-	1,327	2,078	3,000	1,105	
8132	Uniform Expense/Cleaning	-	1,374	825	2,000	-	
8140	Utilities	-	-	-	3,000	-	
8180	Contract Services	-	11,686	9,159	16,275	19,163	
8200	Training Expense	-	1,800	224	1,800	-	
8300	Lease Payment	-	306	190	1,898	253	
8301	Copier Usage Charges	-	-	-	-	-	
	<OPERATIONS & MAINTENANCE>	-	52,673	42,320	83,123	40,670	-
8520	Machinery & Equipment	-	-	80,000	-	-	
	<CAPITAL OUTLAY>	-	-	80,000	-	-	-
[207-8025] Dial-A-Ride Total		160,780	209,982	287,791	275,228	219,943	184,193

PERSONNEL SERVICES

7000 Full time Salaries

7020 Overtime

CDBG Senior Nutrition Program

Budget Detail

260-8023

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8180	Contract Services	47,486	45,654	60,000	41,315	50,588	41,315
	<OPERATIONS & MAINTENANCE>	47,486	45,654	60,000	41,315	50,588	41,315
[260-8023] CDBG Senior Nutrition Prog Tot:		47,486	45,654	60,000	41,315	50,588	41,315

CDBG Senior Nutrition Program

Budget Detail

260-8023

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides funds for contract catering of senior nutrition program (\$41,315)
Community Development Block Grant provides \$19,561.00 in grant funds while the General Fund provides \$36,500 through the Senior Center budget. Revenue estimate is just over \$40,000 from serving approximately 18,500 meals. Overall, City subsidizes \$36,500 for the nutrition program.

Park Impact Fees

Budget Detail

275-6410

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8170	Professional Services	66,007	19,200	-	100,000	-	100,000
8180	Contract Services	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	66,007	19,200	-	100,000	-	100,000
8500	Building & Improvements	6,109	-	-	-	-	-
	<CAPITAL OUTLAY>	6,109	-	-	-	-	-
9160	Arroyo Seco Bike & Pedestrian Trail		21,465	70,500	-	-	-
9190	Dog Park	125,060	-	12,874	-	-	-
	<CAPITAL PROJECTS>	125,060	21,465	83,374	-	-	-
[275-6410] Park Impact Fees Total		197,176	40,665	83,374	100,000	-	100,000
275 - PARK IMPACT FEES TOTAL		197,176	40,665	83,374	100,000	-	100,000

Budget Detail	Park Impact Fees	275-6410
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OPERATIONS & MAINTENANCE

8170 Professional Services
 Provide funds for design and construction document for the Berkshire and Grevelia
 Pocket Parks (\$100,000)

Arroyo Seco Golf Course – Administration

Budget Detail

295-8041

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	-	-	-	-	-	-
7110	Workers Compensation	-	-	-	-	-	-
7130	Group Health Insurance	-	-	-	-	-	-
7170	FICA - Medicare	-	-	-	-	-	-
<WAGES & BENEFIT S>		-	-	-	-	-	-
8000	Office Supplies	3,268	3,711	5,546	3,800	6,139	3,800
8010	Postage	33	-	88	-	264	-
8020	Special Department Expense	43,850	77,898	61,753	49,427	67,941	49,427
8040	Advertising	1,854	1,956	355	3,420	1,739	3,420
8120	Building Maintenance	4,690	8,808	16,678	27,304	11,507	27,304
8140	Utilities	9,856	8,002	8,845	9,150	9,477	9,150
8150	Telephone	9,752	10,702	12,225	11,700	9,420	11,700
8160	Legal Service	550	-	38,300	-	-	-
8170	Professional Services	102,500	105,900	93,100	101,996	72,400	101,996
8180	Contract Services	119,761	116,870	115,692	127,842	120,970	127,842
8191	Liability & Surety Bonds	7,352	30,116	36,960	41,808	48,547	41,808
8229	Taxes	861	750	745	925	1,666	925
8300	Lease Payment	4,917	5,138	5,447	5,280	5,028	5,280
<OPERATIONS & MAINTENANCE>		309,244	369,851	395,733	382,652	355,098	382,652
[295-8041] General Administration Total		309,244	369,851	395,733	382,652	355,098	382,652

Administration

Budget Detail

295-8041

OPERATIONS & MAINTENANCE

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

Arroyo Seco Golf Course – Course Maintenance

Budget Detail

295-8042

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	-	-	-	-	-	-
7110	Workers Compensation	-	-	-	-	-	-
7130	Group Health Insurance	-	-	-	-	-	-
7170	FICA - Medicare	-	-	-	-	-	-
<WAGES & BENEFITS>		-	-	-	-	-	-
8020	Special Department Expense	21,762	31,478	47,356	6,300	36,101	6,300
8100	Vehicle Maintenance	8,293	5,916	7,311	15,600	8,882	15,600
8120	Building Maintenance	38,300	27,026	25,570	44,900	4,501	44,900
8130	Small Tools	5,634	2,441	169	2,400	-	2,400
8132	Uniform Expense/Cleaning	5,619	6,434	6,915	6,000	6,212	6,000
8140	Utilities	56,159	56,718	47,591	59,900	80,916	59,900
8150	Telephone	1,198	1,033	995	1,200	1,026	1,200
8180	Contract Services	246,466	264,940	239,552	284,903	261,676	284,903
<OPERATIONS & MAINTENANCE>		383,431	395,987	375,459	421,203	399,313	421,203
8520	Machinery & Equipment	-	-	-	-	-	-
<CAPITAL OUTLAY>		-	-	-	-	-	-
[295-8042] Golf Course Maintenance Total		383,431	395,987	375,459	421,203	399,313	421,203

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies (\$4,800), and license and permits (\$1,500). (\$6,300)
- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$4,800), oil and gas (\$10,800). (\$15,600)
- 8120 Building Maintenance
Maintenance (\$15,700), fertilizer seed and chemicals (\$20,000), sand, gravel and top soil (\$6,800) and course irrigation repairs (\$2,400). (\$44,900)
- 8130 Small Tools
Purchase for tools for repairs (\$2,400).
- 8132 Uniform Maintenance
Uniform cleaning (\$6,000).
- 8140 Utilities
Funds for electricity (\$54,900) and water (\$5,000). (\$59,900)
- 8150 Telephone
Funds for telephone (\$1,200).
- 8180 Contract Services
Compensation for maintenance staff (\$284,903).

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	-	-	-	-	-	-
7110	Workers Compensation	-	-	-	-	-	-
7170	FICA - Medicare	-	-	-	-	-	-
	<WAGES & BENEFITS>	-	-	-	-	-	-
8020	Special Department Expense	6,448	14,546	16,524	16,200	23,682	16,200
8120	Building Maintenance	9,841	6,768	2,645	6,000	2,694	6,000
8180	Contract Services	40,899	19,322	10,916	15,583	44,862	15,583
	<OPERATIONS & MAINTENANCE>	57,188	40,636	30,085	37,783	71,238	37,783
[295-8043] Range Total		57,188	40,636	30,085	37,783	71,238	37,783

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$15,000) and supplies (\$1,200). (\$16,200)

- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$6,000).

- 8180 Contract Services
Compensation for maintenance staff and starter (\$15,583).

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	-	-	-	-	-	-
7110	Workers Compensation	-	-	-	-	-	-
7170	FICA - Medicare	-	-	-	-	-	-
	<WAGES & BENEFIT S>	-	-	-	-	-	-
8020	Special Department Expense	2,141	2,662	4,857	6,000	3,148	6,000
8120	Building Maintenance	-	-	-	-	-	-
8132	Uniform Expense/Cleaning	-	75	272	-	1,030	-
8180	Contract Services	87,124	108,794	122,285	119,948	71,697	119,948
	<OPERATIONS & MAINTENANCE>	89,265	111,531	127,414	125,948	75,875	125,948
	[295-8044] Golf Shop Total	89,265	111,531	127,414	125,948	75,875	125,948

OPERATIONS & MAINTENANCE

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

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

Arroyo Seco Golf Course – Food and Beverage

Budget Detail

295-8045

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	-	-	-	-	-	-
7110	Workers Compensation	-	-	-	-	-	-
7170	FICA - Medicare	-	-	-	-	-	-
<WAGES & BENEFITS>		-	-	-	-	-	-
8020	Special Department Expense	24,006	17,340	25,887	25,091	25,524	25,091
8120	Building Maintenance	4,660	5,670	7,602	9,600	6,293	9,600
8130	Small Tools	398	4,265	600	2,100	625	2,100
8132	Uniform Expense/Cleaning	-	1	-	-	-	-
8180	Contract Services	125,730	116,661	132,971	135,447	130,688	135,447
<OPERATIONS & MAINTENANCE>		154,794	143,937	167,060	172,238	163,131	172,238
[295-8045] Food Service Total		154,794	143,937	167,060	172,238	163,131	172,238

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8120 Building Maintenance

Maintenance (\$9,600).

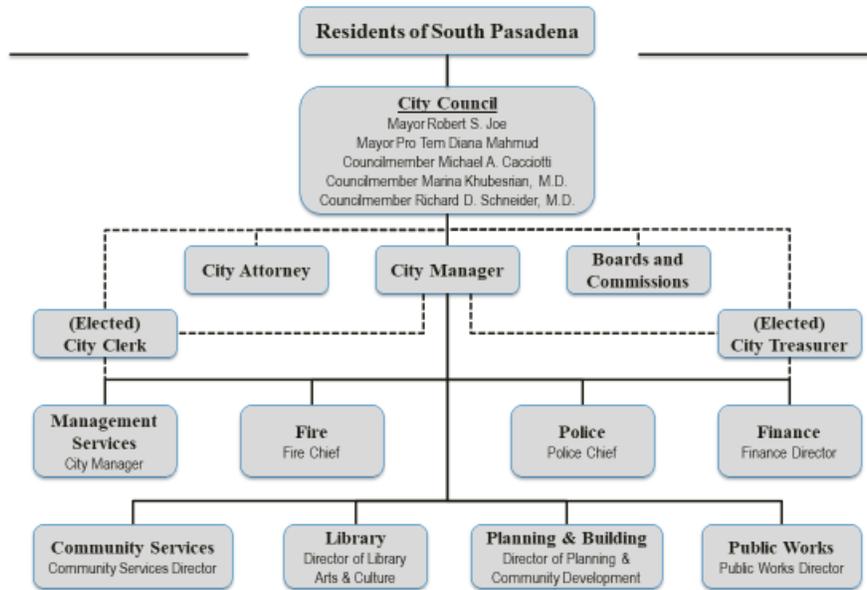
8130 Small Tools

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

8180 Contract Services

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

Organization Chart



Budget Survey Summary – As of 5.22.20- 130 responses

Have you ever participated in the budget outreach through the City?

Yes	19.10%
No	80.90%

What are your preferred methods to receive communication from the City?

Facebook	16.20%
City Blog	18.50%
E- Newsletter	81.50%
Printed Newsletter	13.10%

How important are these services? 1=not important 5= very important)?

Crossing Guard Services

	Response Percent	Total 1-2	Total 4-5
1	16.80%	30.50%	51.10%
2	13.70%		
3	15.30%		
4	16.00%		
5	35.10%		

Police Cadet Program

	Response Percent	Total 1-2	Total 4-5
1	27.50%	46.60%	21.40%
2	19.10%		
3	29.00%		
4	9.90%		
5	11.50%		

CERT Programs

	Response Percent	Total 1-2	Total 4-5
1	19.10%	33.60%	32.80%
2	14.50%		
3	26.70%		
4	22.90%		
5	9.90%		

Self Defense Courses

	Response Percent	Total 1-2	Total 4-5
1	38.20%	58.80%	18.30%
2	20.60%		
3	21.40%		
4	13.70%		
5	4.60%		

Bicycle Amenities

	Response Percent	Total 1-2	Total 4-5
1	29.80%	45.80%	27.50%
2	16.00%		
3	23.70%		
4	17.60%		
5	9.90%		

Teen Center

	Response Percent	Total 1-2	Total 4-5
1	15.30%	29.00%	38.90%
2	13.70%		
3	29.80%		
4	25.20%		
5	13.70%		

After school and summer Camp Med programs

	Response Percent	Total 1-2	Total 4-5
1	13.70%	25.20%	51.90%
2	11.50%		
3	20.60%		
4	20.60%		
5	31.30%		

Senior Nutrition

	Response Percent	Total 1-2	Total 4-5
1	8.40%	14.50%	64.90%
2	6.10%		
3	19.80%		
4	30.50%		
5	34.40%		

Coordination of Commercial Filming

	Response Percent	Total 1-2	Total 4-5
1	22.90%	35.90%	29.70%
2	13.00%		
3	30.50%		
4	13.70%		
5	16.00%		

Public Arts Programs

	Response Percent	Total 1-2	Total 4-5
1	24.40%	35.90%	37.40%
2	11.50%		
3	24.40%		
4	24.40%		
5	13.00%		

Public Safety Open House

	Response Percent	Total 1-2	Total 4-5
1	32.10%	51.20%	23.70%
2	19.10%		
3	22.10%		
4	11.50%		
5	12.20%		

Children's Reading Programs

	Response Percent	Total 1-2	Total 4-5
1	8.40%	19.90%	55.80%
2	11.50%		
3	23.70%		
4	26.00%		
5	29.80%		

Online Reading Programs

	Response Percent	Total 1-2	Total 4-5
1	21.40%	39.00%	35.10%
2	17.60%		
3	24.40%		
4	18.30%		
5	16.80%		

Cultural Programming i.e. author night

	Response Percent	Total 1-2	Total 4-5
1	26.00%	45.80%	27.50%
2	19.80%		
3	25.20%		
4	16.00%		
5	11.50%		

Community Events i.e. concerts in the park & movies

	Response Percent	Total 1-2	Total 4-5
1	14.50%	25.20%	51.90%
2	10.70%		
3	21.40%		
4	18.30%		
5	33.60%		

Community Programming i.e. Breakfast with Santa

	Response Percent	Total 1-2	Total 4-5
1	35.90%		
2	17.60%	36.70%	16.80%
3	19.10%		
4	9.20%		
5	16.80%		

Environmental Sustainability Programs

	Response Percent	Total 1-2	Total 4-5
1	15.30%	25.20%	58.80%
2	9.90%		
3	13.70%		
4	21.40%		
5	37.40%		

Budget Comments:

- 1.) Eliminate the \$20,000 a year that the City Council receives as discretionary money. Budget all money on specifics.
- 1b.) Ask Councilmember Khubesrian to pay back the \$4,900 that the city spent last year on quiche for mayors.
- 2.) Eliminate all PR contracts. You pay SAE Communications \$305 an hour. Stop that.
- 3.) Withdraw from the Clean Power Alliance and buy electric power for city facilities by signing up for the cheapest institutional rate plan that SCE offers;
- 3b.) ...or, in the alternative, publicly and explicitly identify the cost of being on the Clean Power Alliance's most expensive rate plan, as compared to cheaper CPA rate plans or to SCE rate plans, and explain why you insist on paying MUCH higher electric power rates than you need to pay.
- 4.) Control your legal costs. At long last, get some lawsuits settled and put them behind you. Renegotiate the rates you pay for legal services, and ask other law firms to bid for the role of city attorney to see what they'll offer.
- 5.) A 36-officer police department operates with four full-time administrators, not counting the detective sergeant and the watch commanders: chief, deputy chief, division commander, administrative lieutenant. Ask the police department to find a way to operate with three administrators.
- 6.) Get all South Pasadena businesses OPEN, and re-start tax revenues from closed businesses NOW.
- 7.) To control costs, lower the city manager's contract approval authority to \$10,000.

Chris Bray
221 Grace Dr.

Greetings:

In approaching the upcoming 2020-21 city budget, I urge the city to think expansively about the future and avoid the temptation to focus on cutting its way out of what looks to be a developing modern-day version of the Great Depression. Once cuts are made, it will be exceedingly difficult for the city to restore services and maintain its infrastructure given its residential nature and small revenue base. Indeed, it's possible that cutting rather than raising revenue could result in the city effectively

becoming insolvent or facing the need to un-incorporate if the economic crisis deepens and becomes prolonged. While the emphasis should be initially to use reserve funds prudently, furlough, but not lay off staff, and curtail some expenses, ultimately the lion's share of the effort should be to build a more solid revenue base for the long-term. The city also should join with other cities to seek needed recovery assistance from both the state and federal government.

In building stable revenue, the guiding principle must be economic equity with a focus on effective taxation of wealth, which has enjoyed progressively lower taxation rates at virtually all levels for much of my lifetime. The result of this effective tax holiday has been weak government and weak community, both of which are readily apparent amid the pandemic and related economic crisis. That's why the city's philosophy going forward should be to roll much of the burden to the doors of the banks and financial class, and not let workers, tenants, small businesses, home mortgage holders, students, and municipal employees bear the entire burden of the economic losses mounting daily. Local government, which is the closest form of government to the people, indeed must mount a heroic and moral effort to stand by the people as the crisis unfolds and potentially deepens in the time ahead. That will require cities to join together in a unified political effort.

Playing this leadership role will require flexibility, nimble management, experimentation, and a willingness to press limits, rather than fall back on heavy emphasis of bureaucratic process, conservative legalism as an excuse for inaction, and magical thinking. We are now sailing in a small boat against the elements in a storm, adjusting our course and tacking to reach our destination amid a changing sea and shifting winds, not powering along in a ship.

Based on this approach, I make the following specific suggestions:

- 1. Use city reserve funds prudently.** The city has emergency reserves of approximately \$7 million and we are in a state of emergency. If this is not the time to use some of the funds, it's hard to imagine a time when they should be used, short of a massive earthquake that causes significant loss of life,

injuries, and property damage. Also, use of other designated reserves for projects that have not come to fruition and may have become outdated should be considered. While solar panels on city hall would likely save the city money on power while meeting green objectives, given the recently formed Clean Power Alliance and the city's decision to opt for its 100 percent renewable power supply plan, why maintain a reserve for renewable energy. If anything, the Clean Power Alliance should be subsidizing cities to install renewable power systems and move toward building microgrids that increase local resilience to windstorms and fires and attendant public power safety shutoffs, potential earthquakes, power demand spikes during heat storms, etc.

2. Move to gain approval of a public safety parcel tax at a moderately higher rate than proposed in last year's fiscal sustainability plan.

Property taxes, according to city staff, are more stable than sales taxes. The three-quarters of a cent sale tax measure passed by voters last fall already is falling short, though it was presented as a financial sustainability measure. The problem was that no sensitivity analysis was done, or at least made public, of how this sales tax would perform under varying economic conditions, such as a recession, white hot growth, or historical growth. Now, the city tells residents who supported the measure that sales taxes are unstable, which raises questions about why the sales tax was labeled and backed as a financial sustainability measure. Aside from the fact that the sales tax measure is inherently regressive, rather than progressive, it is now underperforming as the economy has entered a recession, if not a modern day depression. Therefore, at this juncture, it seems appropriate to rescind the regressive tax in favor of a more progressive property tax increment to support public safety and essential city services. This tax should be sought at a higher level than discussed when the city financial sustainability plan was developed.

3. Consider establishing a property transfer tax, particularly for large homes with comparatively high values. The city of Berkeley has had such a tax in place since 2018, with a rate of 1.5 percent for properties under \$1.5 million and a rate of 2.5 percent on those above \$1.5 million. The city should quickly study what levels of such a tax would be appropriate here in South Pasadena.

4. Actively back the ballot initiative to amend Proposition 13 to allow larger commercial properties to be reassessed for property tax. This statewide ballot measure is broadly backed by unions, LA Unified School

District, the California Democratic Party, the cities of San Francisco and Oakland, Los Angeles Mayor Eric Garcetti, and Democratic Presidential candidate Joe Biden, as well as Senators Bernie Sanders and Elizabeth Warren. (See Ballotpedia:

[https://ballotpedia.org/California Tax on Commercial and Industrial Properties for Education and Local Government Funding Initiative \(2020\)](https://ballotpedia.org/California_Tax_on_Commercial_and_Industrial_Properties_for_Education_and_Local_Government_Funding_Initiative_(2020)))

After reimbursing the state for the loss of income tax due to higher deductible property taxes for large commercial property owners, 60 percent of the resulting revenue would come to cities and counties and the remaining 40 percent to school districts. South Pasadena, I believe, has at least a few large properties that are assessed at a rate that is severely outdated, resulting in the property owners being out of step in terms of their contributions through property taxes to both the city and school district. The city should quickly study how much revenue it would receive if this measure is passed and actively back this measure and help educate local residents that individual homeowners will not be affected, but if they want city services to be maintained passage of the measure is crucial.

5. Borrow for selected capital improvements, particularly those that support economic development, as interest has rarely been lower. Now is the time to develop infrastructure needed to serve and help grow what will be a fundamentally altered economy. A good starting place would be to build a universal, city-owned broad-band system. It is likely that more businesses will have employees telecommute in the future to save money on office space. It also is likely that businesses will sell more goods and services over the internet than through face-to-face transactions. In addition, students are likely to increasingly take courses at home through the internet. Universal, publicly owned broadband would help position the city to cash in on the coming structural changes in the economy, making it easier for instance, to fill storefronts likely to go vacant over the coming months with internet-based businesses.

6. Form a task force and hire a consulting economist to develop a community economic development plan that is realistic and forward looking given the fundamental and likely long-term changes now taking place in the economy. Restaurants, art, and boutique hotels are unrealistic given the new economic realities and the changing demographics. In the two tier economy, where the baby boom generation has enjoyed traditional employment with benefits and pensions, and where the millennial generation

faces new, less favorable terms of employment and gnawing economic insecurity, an exclusively upscale focus is likely to serve a shrinking base of customers. In short, economic development must be planned for the future, not for the past, or the city will set itself up for yet another failure, like the sales tax measure has become.

7. Consider a temporary furlough of staff with reduction rather than layoffs. Once laid off, building staff capacity is a lengthy and costly process as the city has found after the Great Recession of 2008-09. A furlough could consist, as I experienced in the regional downturn of the economy at the end of the Cold War when aerospace went through a major shakeout, of simply cutting salaries temporarily by an across the board percentage and then restoring them when the economy returns to health. Hours would not necessarily be reduced, but the advantage would be that all could keep their jobs.

8. Call on the Legislature and Governor to issue recovery bonds to help the state and local governments in this time of crisis. This was done by Gov. Arnold Schwarzenegger after Gov. Gray Davis was recalled in 2003. The state had suffered numerous shocks, including the energy crisis of 2001-02, 9-11's economic fall out, and the [dot.com](http://www.dot.com) bust followed by the Great Recession. Recovery bonds, which would have to be backed by higher taxes and revenue, particularly on wealth, should be issued at a level that's high enough to provide funds not only for the state, but also for municipalities and school districts.

9. Actively call on Washington to aid cities, including small cities and towns, in the upcoming fourth stimulus bill. Join with other small cities and towns to pressure Washington to provide aide. Also, seek inclusion for smaller cities and towns in the Federal Reserve Board's new municipal liquidity facility (<https://www.federalreserve.gov/monetarypolicy/muni.htm>), which at this point is limited to large cities. Specifically, this might be done by allowing smaller cities to form special districts or to operate under joint powers authorities.

10. Explore additional sources of revenue, such as package delivery fees for Amazon, UPS, and FedEx, which use city streets. The city also should explore how to levy congestion management charges for rush hour traffic on thoroughfares like Fair Oaks to finance needed transportation programs and improvements as outlined in the general plan. In addition, the city should explore levying environmental and transportation fees on movie

and television production companies to account for emissions, noise, solid waste, etc.

Thank You,

William Kelly

1852 Oxley Street

Dear City Council:

Regarding the 2020/2021 budget process, I have two comments. First, to arbitrarily set dollar amounts to each department misses the intent of this exercise. To make informed recommendations, list the costliest programs that contribute to each department's budget and what their percentages to the budget are. Residents can then rate the importance of such programs directly.

Second, the Finance Department presented one scenario concerning budget shortfalls. Consider a range of percentage losses for an even worse scenario. For example, expect more delayed payments on property taxes. It takes up to five years of non-payment of property taxes before the County can seize that delinquent property. Decreases in sales taxes and user fees may be greater than predicted. Some local business and residents may not be able to rebound from this financial crisis, especially those that were struggling financially even before the pandemic, including renters, minorities, seniors, and undocumented workers.

Thank you.

Delaine Shane
2003 Meridian Avenue

Hi Karen,

I appreciate the opportunity to hear from the City Manager and you last week regarding our budget challenges. A few thoughts I'd like to share:

1. Given that the "safer at home" restrictions are loosening with a projected completion in October 2020 (which hopefully will happen much sooner), it seems a bit odd to me that the City is projecting User Fees to decrease an additional 13% from June 2020 to June 2021. It seems to me that the City should be ramping up to open public facilities and making them available for use (along with the increased revenues) as soon as possible. I am concerned that, with all of the furloughs, it will take an inordinate amount of time to get things up and running. I suggest we look into bringing these employees, or at least some of them, back now to start preparing, even if it is part-part-time.

2. Sort of along the same vein, it seems that we should be trimming "fat" and expenses in places that will not directly affect the residents. I noticed that the largest part of the budget (11%) goes to Management. Are there opportunities to diminish administrative and management expenses either temporarily or permanently?

3. Also, before spending thousands of dollars on polling surveys, additional public art displays and the like, we should make sure that we can first adequately fund our essential services, namely, police, fire and public works. Let's make sure we have our priorities straight. Every penny should go to essential City services, not costly items that which may feel good and further certain interests provide little palpable benefit to the City's residents.

4. We should avoid cutting funding of capital expenditures, especially funds previously allocated for capital improvement projects in the current and prior fiscal years, many of which have been pending for some time.

5. I recommend eliminating city councilmember discretionary funds. In these times of belt-tightening, funding for unnecessary, discretionary projects which do not confer a meaningful benefit for the residents of the City should be deleted.

6. Are there other outside costs which we can control? I note we are spending \$172K for animal control services. Is it necessary? If so, are there cheaper alternatives?

7. The City should start relying more on citizen committees and commissions to develop and implement ideas and projects that benefit the residents. Let's take advantage of this brain trust to make things happen without investing large sums of money.

That's it for now.

Thanks for all you do for the City,

Larry

Dear South Pasadena City Council and Budget Officials,

We have an enormous budget shortfall in our school district (estimated to be \$2.5 - \$10 million, according to school superintendent Dr. Yantz). This will surely mean layoffs, furloughs, and cuts to the wonderful programs that enrich our schools. Parents and home-owners of South Pasadena are looking to our city government to help solve this problem.

Why did we all move to South Pasadena (the schools!) and why is your home is worth more than the same home in Altadena (the schools!) and can you even imagine South Pasadena without the wonderful schools we have? City Government can and should be part of the solution to the Covid-19 budget shortfall for our school district. Just like we passed bonds to get our sewers fixed... we need to pass a bond to fix our schools. Every home owner will contribute to this, because they know the value of our schools as the heart of our community. Please make a difference now so Covid-19 doesn't destroy our schools.

Thank you,

Linnaea Scott