



**CITY OF SOUTH PASADENA
CITY COUNCIL SPECIAL MEETING AGENDA**

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030
June 24, 2020, at 7:30 p.m.**

South Pasadena City Council Statement of Civility

As your elected governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the Special Meeting of the City Council for June 24, 2020 will be conducted remotely and held by video conference. The Meeting will be broadcast live on the City's website (http://www.spectrumstream.com/streaming/south_pasadena/live.cfm) and local cable channels.

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. Council Members will be participating remotely and will not be physically present in the Council Chambers.

Public Comment on Special Meeting Agenda Items: Pursuant to Government Code Section 54954.3(a), members of the public will be provided with an opportunity to address any item described on the agenda only, at the time the matter is considered by the City Council.

If you would like to comment on an agenda item, members of the public may submit their comments in writing for City Council consideration, by emailing them to: ccpubliccomment@southpasadenaca.gov. **Public Comments must be received by 12 p.m., Wednesday, June 24, 2020** to ensure adequate time to compile and post. Public Comment portion of the email is limited to 250 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/or 3) if you request for your public comment to be read at the meeting.

Pursuant to state law, the City Council may not discuss or take action on issues not on the meeting agenda, except that members of the City Council or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

CALL TO ORDER: Mayor Robert S. Joe.

ROLL CALL: Councilmembers Michael A. Cacciotti, Marina Khubesrian, M.D, and Richard D. Schneider, M.D.; Mayor Pro Tem Diana Mahmud; and Mayor Robert S. Joe.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Diana Mahmud

PUBLIC HEARINGS

1. Approve a Resolution to Continue Appropriations of the FY 19/20 Budget and Allocate Funding for Temporary Supplemental Staff for the Finance Department to Expedite the Resolution of Historical Accounting Deficiencies

Recommendation:

It is recommended that the City Council:

- 1) Approve a resolution to continue appropriations of the FY 19/20 budget; and,
- 2) Allocate funding for temporary supplemental staff for the Finance Department to expedite the resolution of historical accounting deficiencies

ACTION/DISCUSSION

2. Discussion and Direction on the Estimated Costs for Continued Virtual Public Meetings

Recommendation

It is recommended that the City Council provide direction upon reviewing this report estimating the costs for continued virtual public meetings in compliance with guidelines set forth in the Los Angeles County Health Officer’s Safer at Home Order.

3. Appointment of City Council Sub-Committee on the Future of Policing in South Pas (No Staff Report)

INFORMATION REPORTS

4. South Pasadena COVID-19 Update

ADJOURNMENT

**FUTURE CITY COUNCIL MEETINGS
(OPEN SESSION)**

July 1, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
July 15, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.
August 5, 2020	Regular City Council Meeting	Council Chamber	7:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

City Council Meeting agenda packets are available online at the City website: www.southpasadenaca.gov/agendas

Agenda related documents provided to the City Council are available for public inspection on the City’s website at www.southpasadenaca.gov/agendas. Additional Documents, when presented to City Council, will also be uploaded and available on the City’s website.

Regular meetings are broadcast live on Spectrum Channel 19 and AT&T Channel 99. Meetings are also streamed live via the internet at:

http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION

Individuals can be placed on an email notification list to receive forthcoming agendas by emailing CityClerk@southpasadenaca.gov or calling the City Clerk’s Division at (626) 403-7230.

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division via e-mail at CityClerk@southpasadenaca.gov or by calling (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. 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.

6/19/2020

/s/

Date

Kenia Lopez
Deputy City Clerk



City Council Agenda Report

ITEM NO. 1

DATE: June 24, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Karen Aceves, Finance Director

SUBJECT: **Approve a Resolution to Continue Appropriations of the FY 19/20 Budget and Allocate Funding for Temporary Supplemental Staff for the Finance Department to Expedite the Resolution of Historical Accounting Deficiencies**

Recommendation

It is recommended that the City Council:

- 1) Approve a resolution to continue appropriations of the FY 19/20 budget; and,
- 2) Allocate funding for temporary supplemental staff for the Finance Department to expedite the resolution of historical accounting deficiencies

Commission Review and Recommendation

On June 18, the Finance Commission voted 4-1 to recommend continuation of appropriations to the following FY until the completion of the FY 18/19 Comprehensive Annual Financial Report (CAFR). The commission was presented a draft budget on May 26, 2020 and approved it unanimously. Since then, there were several changes made both because of updated information, and in response to the pandemic. These changes were presented to City Council in an informational report on June 10, 2020. The Commission reviewed the changes on June 18, 2020.

Executive Summary

Although staff has presented a balanced budget in alignment with community priorities and responsive to the projected pandemic revenue losses, staff supports the Finance Commission in their request to delay budget adoption to further review concerns regarding historical deficiencies in the Finance Department. Those deficiencies were identified in 2017 and have been largely rectified over the past several years, however, unreconciled accounting errors remain due to limited resources available to apply to the time-consuming task of researching, documenting, and correcting years of accounting. It is in the best interest of the city to allocate albeit scarce funding now to expedite the resolution of these historical problems to provide clarity and confidence to residents as soon as possible.

Discussion/Analysis

The City is facing a significant loss of revenue as a result of the pandemic and associated economic downturn. In the current fiscal year, more than \$1.5 million was cut from expenditures

Approve a Resolution to Continue Appropriations of the FY 19/20 Budget and Allocate Funding for Temporary Supplemental Staff for the Finance Department to Expedite the Resolution of Historical Accounting Deficiencies

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to balance the loss of revenue. In the new fiscal year, losses are currently estimated at \$3.5 million, requiring a matching reduction in expenditures or withdrawal from reserves. In March and April, staff tossed out all budget planning for the new fiscal year and implemented a compressed community engagement process to identify new and responsive strategic preferences for balancing the losses. A new balanced budget was developed incorporating the pandemic projections and presented to both the Finance Commission and City Council, including reductions in operating expenses, reallocation of General Fund capital dollars, reductions in personnel compensation and staffing, and the liquidation of designated stormwater reserves. This proposal preserved all core functions in alignment with community priorities and was unanimously approved by the Finance Commission.

In early June however, community members raised concerns with historical accounting and fund balances, and with the evolution of the numbers in response to new revenue projections and evolving “Safer at Home” orders. While these issues have been reviewed with both the City Council and the Finance Commission, some community members remain concerned and have requested that the adoption of the budget be delayed until they can become more comfortable with the resolution of long-term deficiencies in the Finance Department. As such, staff recommends adoption of a resolution of continuation until the community is confident in the budget numbers.

Staff further recommends that Council allocate resources to expedite and finalize correction of historical accounting deficiencies. In late 2017, a number of concerns with the management practices of the Finance Department were identified and discussed with City Council. Following the departure of the Finance Director in early 2018, staff worked with specialized auditors and the City Attorney to further investigate inconsistencies and accounting errors. Improper practices were immediately ceased, the department was restructured to prevent similar issues in the future, and work began on documenting and correcting historical accounting errors dating back many years.

However, this process is lengthy and time consuming and has not yet been completed with the limited staffing available. Staff has been stretched particularly thin with the additional challenges they have had to accommodate such as bankruptcy of the city’s water billing vendor, implementation of a new automated payroll system, and the need to completely restructure the FY20-21 budget in a short time frame. While significant progress has been made, it is the lingering unreconciled errors that are causing concern to the community. The ongoing lack of resolution of these issues is not productive for the community or the organization, and therefore staff recommends allocating funding for temporary staff to expedite the work and reach conclusion on the clean-up of prior years.

Staff recommends hiring one full-time accountant for a period of six months (\$60,000) or until staff is caught up with the backlog. Because of the multiple budget updates recommended in the upcoming year, staff also recommends purchasing the budget module in the Springbrook financial software in order to ensure that the numbers produced in the budget module are directly

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produced from the financial statements. Staff has been in contact with Springbrook and approximates this cost at \$20,000.

Alternatives

1. Adopting the proposed FY 20/21 budget would allow the City to start spending on the planned reductions for the upcoming FY. The budget cuts would be realized more quickly and there would be staff time savings. The budget would serve to provide financial and operational direction. It would help facilitate decision-making and control the activities and expenditures of the City, particularly in such an uncertain economic environment. If a formal budget is not adopted within 60 days of the new fiscal year the City would still be required to file a listing of its anticipated revenues, together with its expenditures and expenses for the fiscal year in progress.

Next Steps

1. Finalize CAFR and Audit and present to City Council; and
2. Present an updated budget for FY 2020/21

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Delaying adoption of the budget may impact the ability of the City to achieve targeted reductions in expenditures due to lack of direction for the number of months of delay. Further, achieving the same amount of reductions in a shorter time frame may require deeper cuts in certain areas. For example, if salary reductions are taken only over nine months instead of twelve months, the cuts to employees will have to be greater each month in order to achieve the same total value. Because the changes will require negotiation with labor unions, they may not be achievable, requiring expense reductions to be taken elsewhere. Additionally, the cost of additional staff and the budget module are approximated at \$80,000, which would be charged out of contract services account no. 101-3010-3011-8180-000.

Public Notification of Agenda Item

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

Attachment:

1. Resolution to Continue Appropriations
2. Proposed FY 2020/2021 Budget and additional memo (as presented at the June 10, 2020 City Council meeting)

ATTACHMENT 1
Resolution to Continue Appropriations

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA GRANTING THE CITY MANAGER CONTINUING AUTHORITY TO PAY THE BILLS AND PAYROLL OF THE CITY OF SOUTH PASADENA THROUGH AUGUST 28, 2020 OR UPON THE ADOPTION OF THE FISCAL YEAR 2020–21 BUDGET, WHICHEVER COMES FIRST

WHEREAS, the City Council may not adopt a fiscal year 2020–21 budget by July 1, 2020;

WHEREAS, to continue to provide services, the City Manager must issue checks for payrolls, supplies, materials, contracts, leases, debt payments and agreements existing prior to July 1, 2020;

WHEREAS, these services and obligations are essential for the protection of life, property, public health, good order and reputation of the City of South Pasadena;

WHEREAS, the City Council finds these services and obligations should continue at levels not greater than approved in the 2019–20 Budget; and

WHEREAS, pursuant to Government Code Section 53901, the City Council must either adopt a formal budget reflecting the current fiscal year or approve a list of anticipated revenues and expenditures for the current fiscal year, within 60 days of the beginning of the fiscal year;

WHEREAS, approval of this resolution does not authorize new services to begin or change service levels, and/or establish new agreements or contracts, except those explicitly approved by the City Council.

WHEREAS, due to the COVID-19 pandemic and declarations of state and local emergency, the anticipated revenues in fiscal year 2020-21 are anticipated to drop by more than 5% compared to revenues received in fiscal year 2019-20 and therefore, no increases in employee compensation are authorized, pending further review pursuant to an approved FY 2020/21 budget and completion of meet and confer pursuant to Government Code Section 3504.5(b).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA HEREBY FINDS, DETERMINES, ORDERS AND RESOLVES AS FOLLOWS:

Section 1. That the City Manager is hereby authorized to continue services and issue checks under continuing resolution authority in order to pay for existing employee salaries and benefits, supplies, materials, contract services, leases, debt obligations and other existing agreements approved by the City Council prior to July 1, 2020, not to exceed the 2019-20 budget levels.

Section 2. That the authority granted by this resolution shall expire on August 28, 2020 or on the date that the City Council either adopts the fiscal year 2020-21 Budget or approves a list of 2020-21 anticipated revenues and expenditures, as required by Government Code Section 53901, whichever date comes first.

Section 3. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this __ day of June, 2020

Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn G. Zneimer, City Clerk

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the __ day of June, 2020, by the following vote:

AYES:

NOES:

ABSENT:

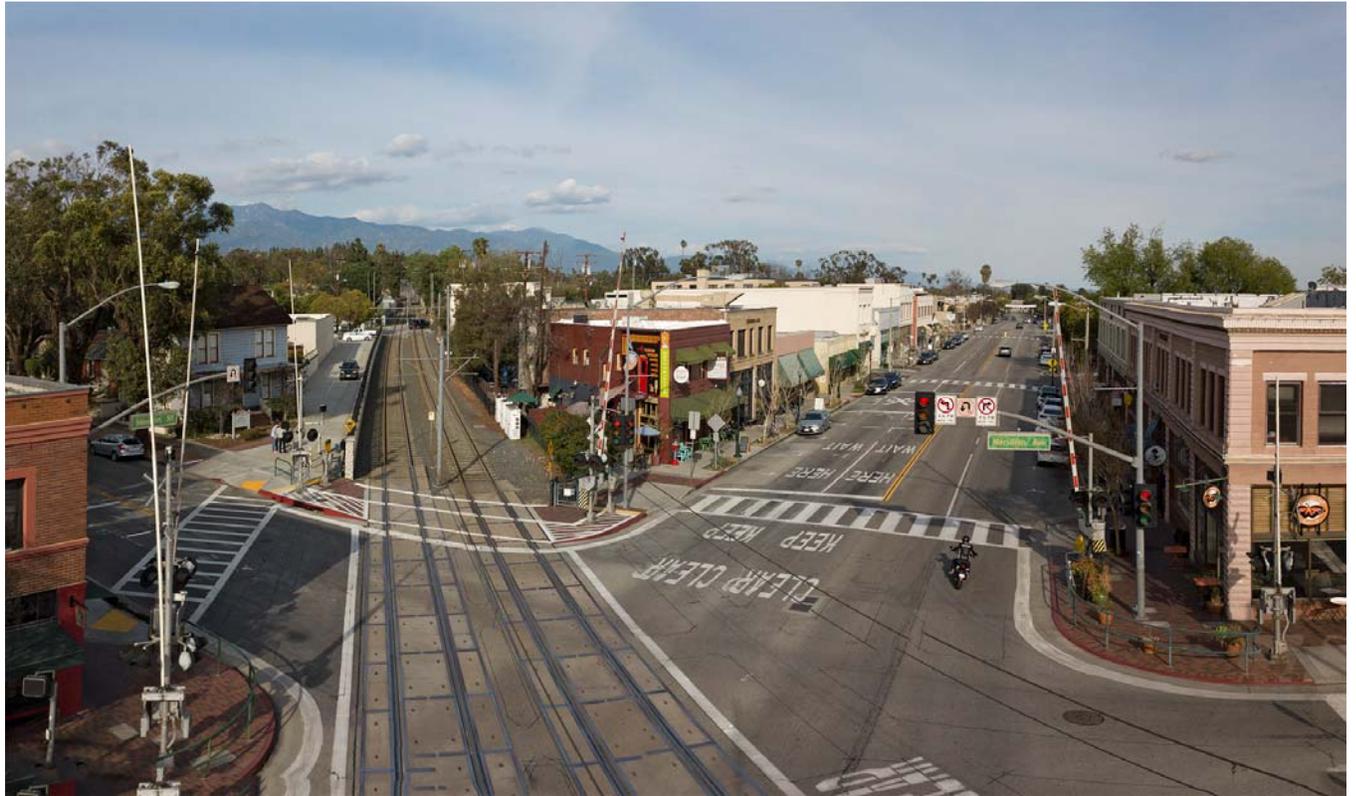
ABSTAINED:

Evelyn G. Zneimer, City Clerk

ATTACHMENT 2
FY 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.

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	Year-End	Year-End	Revenues Minus	06/30/21
		Fund Balance	Revenues	Expenditures	Expenses	Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		27,461,349	25,480,248	1,981,100	
	Capital			-	-	
	Transfers/Interfund Loans		600,000	1,820,000	(1,220,000)	
	Reserves					
	Undesignated	6,673,794				6,833,976
	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	345,876				345,876
	Vehicle Replacement Reserve	100,000				100,000
101	General Fund Total	\$ 12,328,800	\$ 28,061,349	\$ 27,900,248	\$ 161,100	\$ 11,888,982
103	Insurance Fund	605,000	320,000	319,300	700	605,700
104	Street Improvements Program	711,441	500,000	500,000	-	711,441
105	Facilities & Equip. Replacement	1,693	501,000	500,000	1,000	2,693
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
205	Prop "A"	462,664	566,185	490,908	75,277	537,941
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	1,167,217	697,783	5,330,194
211	CTC Traffic Improvement	91	-	-	-	91
215	Street Light & Landscape	-	889,837	1,067,041	(177,204)	(177,204)
217	Public, Educ. & Gov't. Fund	178,273	19,825	-	19,825	198,098
218	Clean Air Act	161,522	34,939	52,600	(17,661)	143,861
220	Business Improvement Tax	186,130	72,500	109,500	(37,000)	149,130
226	Mission Meridian Public Garage	(429,913)	-	15,000	(15,000)	(444,913)
228	Housing Authority	84,847	22,676	10,000	12,676	97,523
230	State Gas Tax	139,637	669,062	925,122	(256,060)	(116,423)
232	County Park Bond	421,069	2,500	63,500	(61,000)	360,069
233	Measure R	1,006,060	354,175	300,000	54,175	1,060,235
236	Measure M	667,926	397,024	300,000	97,024	764,950
237	Road Maint. & Rehab. Acct.	(36,256)	502,685	-	502,685	466,429
239	Measure W	5,770	-	163,576	(163,576)	(157,806)
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	261,565	-	121,246
272	Police Grants - State (COPS)	160,599	102,500	150,000	(47,500)	113,099
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	1,162,458	192,952	1,210,824
310	Sewer Capital Projects	154,500	428,308	-	428,308	582,808
327	2000 Tax Allocation Bonds	904,238	-	-	-	904,238
500	Water	1,381,725	10,026,000	7,683,680	2,342,320	3,724,045
503	Water Efficiency Fund	(239,935)	200,000	311,096	(111,096)	(351,031)
505	2016 Water Revenue Bonds	(2,500)	2,442,838	1,542,838	900,000	897,500
510	Water & Sewer Impact Fees	270,000	253,000	-	253,000	523,000
550	Public Financing Authority	3,653	556,188	151,188	405,000	408,653
927	Redev. Obligations Trust Fund	-	194,500	194,500	-	-
		25,938,414	51,334,974	45,631,799	5,703,176	31,040,672
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	26,200,792	51,529,474	45,826,299	5,703,176	31,303,050

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	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	350,008
Assessments & Special Taxes		309,886	317,141	326,038	326,729	337,490	350,008
4200-000	Sales & Use Tax	2,173,347	2,175,728	1,868,563	2,130,802	1,830,802	3,000,000
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	3,275,000
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
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
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

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
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
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	-	-
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
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
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
5280-001	Animal Control Fees	1,043	749	893	800	907	800
Current Services-Police		262,036	270,883	230,317	240,300	178,816	180,800
5255-000	Passport Services	9,059	19,175	15,387	20,000	13,625	10,000
Current Services-Library		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	15,000
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	17,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
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
5289-007	Fire Dept - Inspection	-	-	-	-	35,112	35,000
5290-001	Paramedic Fees	535,971	560,570	609,334	525,000	616,839	625,000
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	900,333	907,500
Current-Services-ALL		2,913,981	3,115,558	3,082,342	3,013,750	2,885,126	2,601,050
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	-	-	-
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	-	-	-
5490-007	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
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
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	-	-	-	-	-	-
Transfers In		-	-	-	-	-	-
101 - GENERAL FUND TOTAL		26,356,183	26,162,620	28,493,267	28,601,050	27,218,162	27,461,349

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	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	350,008
Sales Taxes	2,456,666	2,501,264	2,156,321	2,430,802	1,990,930	4,230,802	3,275,000
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	2,885,126	3,120,000	2,601,050
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	483,384
Total GF Revenues	26,356,183	26,162,620	28,493,267	28,601,050	27,218,162	30,893,307	27,461,349

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	47,119
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	732,444
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	9,699,878
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	634,550
Environmental Services	210,595	207,645	44,976	-	-	-
Park Maintenance	414,864	493,446	553,669	631,921	559,083	631,972
Facilities Maintenance	683,017	705,483	747,702	895,092	774,719	893,189
Planning & Building	1,158,096	1,033,506	958,291	2,195,278	2,113,034	1,773,869
Library	1,525,469	1,736,821	1,486,426	1,874,490	1,488,653	1,661,706
Community Services						
Senior Services	291,590	309,118	294,356	353,509	317,344	341,945
Community Services	285,448	192,458	181,852	220,112	174,503	192,925
Recreation and Youth Services	679,960	827,801	734,993	858,399	768,300	470,438
Capital Projects	483,614	1,307,345	542,631	-	-	-
Misc/Transfers Out	5,473,409	-	-	1,910,597	1,539,470	1,820,000
Total GF Expenditures	29,126,094	24,846,047	23,959,663	28,766,851	27,151,086	27,885,248

CITY COUNCIL

Department Summary

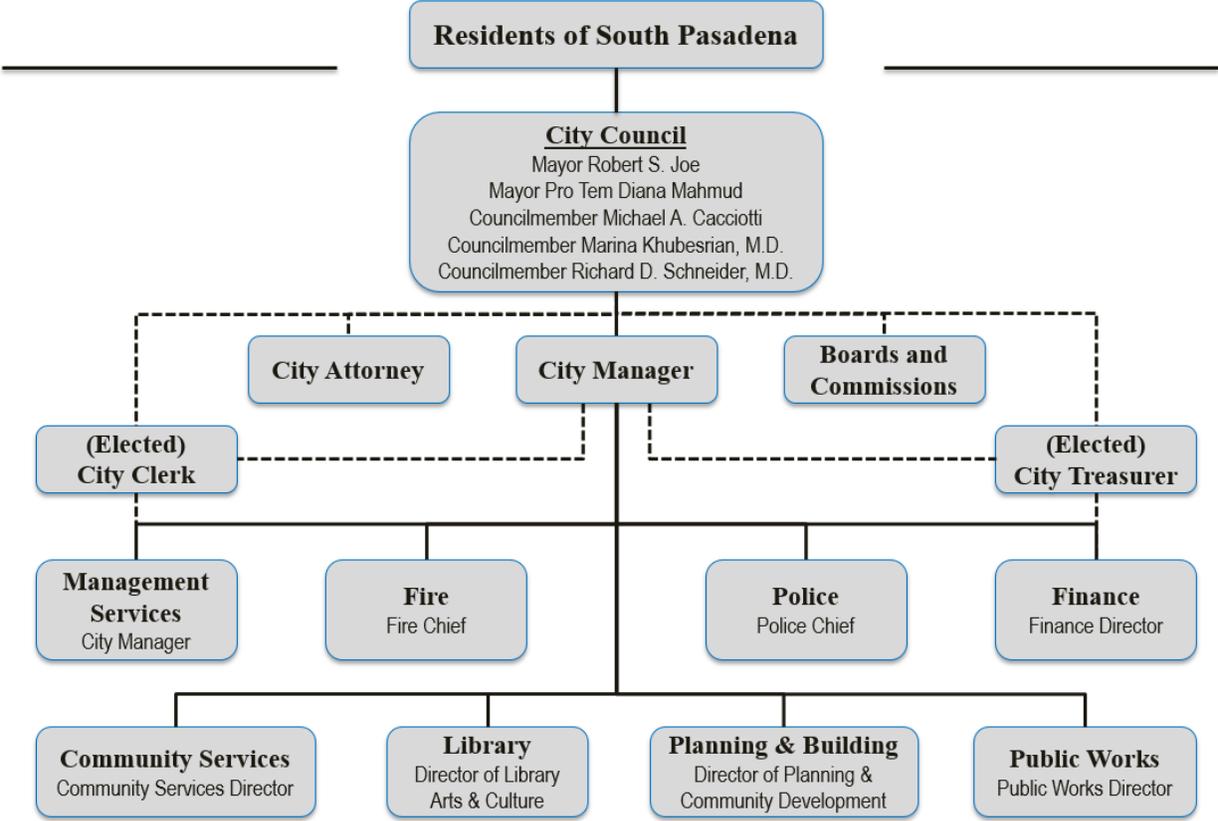
EXPENDITURE SUMMARY	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
Wages & Benefits	22,969	22,486	22,352	22,519	18,641	22,519
Operations & Maintenance	19,226	20,363	19,760	34,750	15,151	24,600
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	42,195	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	Adopted	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
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
	<OPERATIONS & MAINTENANCE>	19,226	20,363	19,760	34,750	15,151	24,600
[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). (2,000)

8021 Discretionary Fund Program (\$20,000)

No new allocations are being proposed.

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

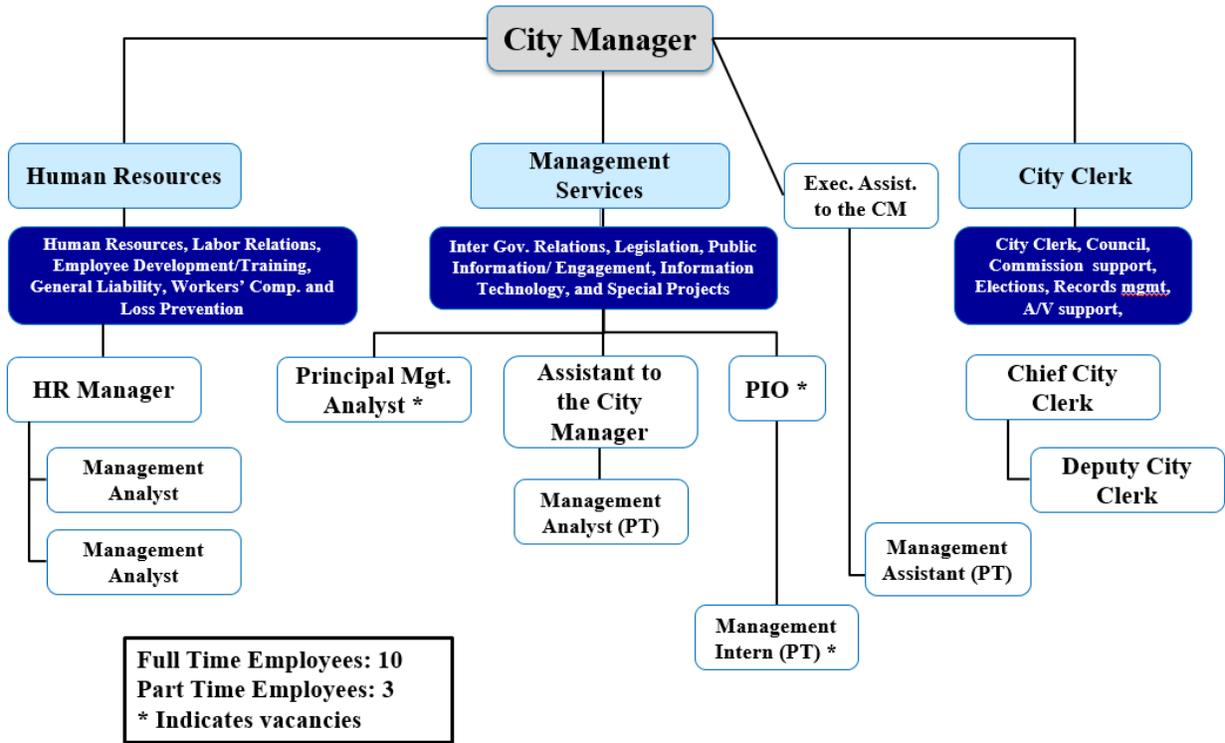
Department Summary

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	1,952,476	1,695,650
Capital Outlay	131,195	74,875	192,141	283,600	213,506	263,600
Total Expenses by Category	3,250,831	3,066,764	3,812,806	3,426,369	3,425,921	3,154,555
[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	309,980	319,300
[105-3032] Facilities & Equipment Replacement	-	-	102,265	200,000	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	52,600
[220-2301] Community Promotion	185,000	164,550	161,500	109,500	109,500	109,500
[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	3,443,199	3,192,155

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



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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Ordinary office supplies for the Management Services (City Clerk, City Manager, Human Resources, Public Information Office), and Public Works (admin) Departments. (\$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	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	259,306	231,233	130,962	-	-	-
7010	Salaries - Temp / Part	4,560	4,757	10,537	-	6,995	3,498
7020	Overtime	4,056	6,082	3,348	-	-	-
7070	Leave Buyback	1,156	15,755	18,652	-	-	-
7100	Retirement	42,895	44,151	45,732	-	324	162
7108	Deferred Compensation	1,192	532	1,074	-	-	-
7110	Workers Compensation	8,234	3,886	2,058	-	87	43
7130	Group Health Insurance	22,053	20,879	6,750	-	-	-
7140	Vision Insurance	569	496	217	-	-	-
7150	Dental Insurance	2,120	1,544	704	-	-	-
7160	Life Insurance	299	248	68	-	-	-
7170	FICA - Medicare	4,080	3,956	2,797	-	337	-
	<WAGES & BENEFITS>	350,520	333,517	222,899	-	7,743	3,703
8000	Office Supplies	981	251	10	-	-	-
8010	Postage	472	204	430	1,000	149	500
8020	Special Department Expense	1,393	2,377	2,162	1,500	1,335	1,500
8040	Advertising	3,176	2,472	3,034	4,000	465	2,000
8050	Printing/Duplicating	370	26	-	1,000	-	500
8060	Dues & Memberships	2,464	1,079	1,477	1,000	1,033	1,000
8070	Mileage/Auto Allowance	817	316	-	500	-	500
8090	Conference & Meeting Expense	6,131	4,527	3,326	3,000	1,300	3,000
8095	Commissioners Congress	-	-	-	5,000	4,836	-
8110	Equipment Maintenance	609	595	1,127	2,000	88	2,000
8170	Professional Services	17,691	6,400	-	-	-	-
8180	Contract Services	53,579	71,236	47,690	85,000	66,824	85,000
8200	Training Expense	5,625	6,971	1,000	3,200	1,550	200
8300	Lease Payment	397	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	93,705	96,454	60,256	107,200	77,580	96,200
8520	Machinery & Equipment	430	1,641	-	3,600	-	3,600
	<CAPITAL OUTLAY>	430	1,641	-	3,600	-	3,600
[101-1021] City Clerk Total		444,655	431,612	283,155	110,800	85,323	103,503

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	Adopted	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
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	Adopted	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
<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	Adopted	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
	<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	Adopted	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

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	Adopted	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	74,754	77,250
8161	Settlements	63,068	195,848	233,059	75,000	235,226	242,050
	<OPERATIONS & MAINTENANCE>	82,305	229,942	306,906	95,000	309,980	319,300
103 - INSURANCE FUND TOTAL		82,305	229,942	306,906	95,000	309,980	319,300

INSURANCE FUND

Budget Detail

103-2501

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for special department expenses (\$77,250).

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) (\$242,050)

FACILITIES & EQUIPMENT REPLACEMENT FUND
Budget Detail
105-3032

Acct	Account Title	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2019/20	Proposed 2020/21
8530	Computer Equipment	-	-	2,265	-	-	
8500	Building & Improvements	-	-	100,000	200,000	200,000	200,000
105 - FACILITIES & EQUIP. REPLACEMENT		-	-	102,265	200,000	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	Adopted	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	-	-	-	-
8060	Dues & Memberships		-	9,992	-	-	-
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	37,600
	<CAPITAL OUTLAY>	40,231	37,727	2,395	-	17,279	37,600
[218-2270] Clean Air Act Total		41,982	48,977	22,856	15,000	17,279	52,600

CLEAN AIR ACT – AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

8540 Rideshare

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

8530 Computer Equipment

Installation of Secureworks, security controls and considerations for teleworking (\$37,600).

COMMUNITY PROMOTION

Budget Detail

220-2301

Acct	Account Title	Actual	Actual	Actual	Adopted	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	105,500
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	109,500
	[220-2301] Community Promotion Total	185,000	164,550	161,500	109,500	109,500	109,500
	220 - BUSINESS IMPROVEMENT TAX TOT/	185,000	164,550	161,500	109,500	109,500	109,500

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

8060 Dues and Memberships

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

8185 Chamber of Commerce

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

8255 Public Events Promotion

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

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		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
226 -	MISSION MERIDIAN PUBLIC GARAGE	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	-	-	-

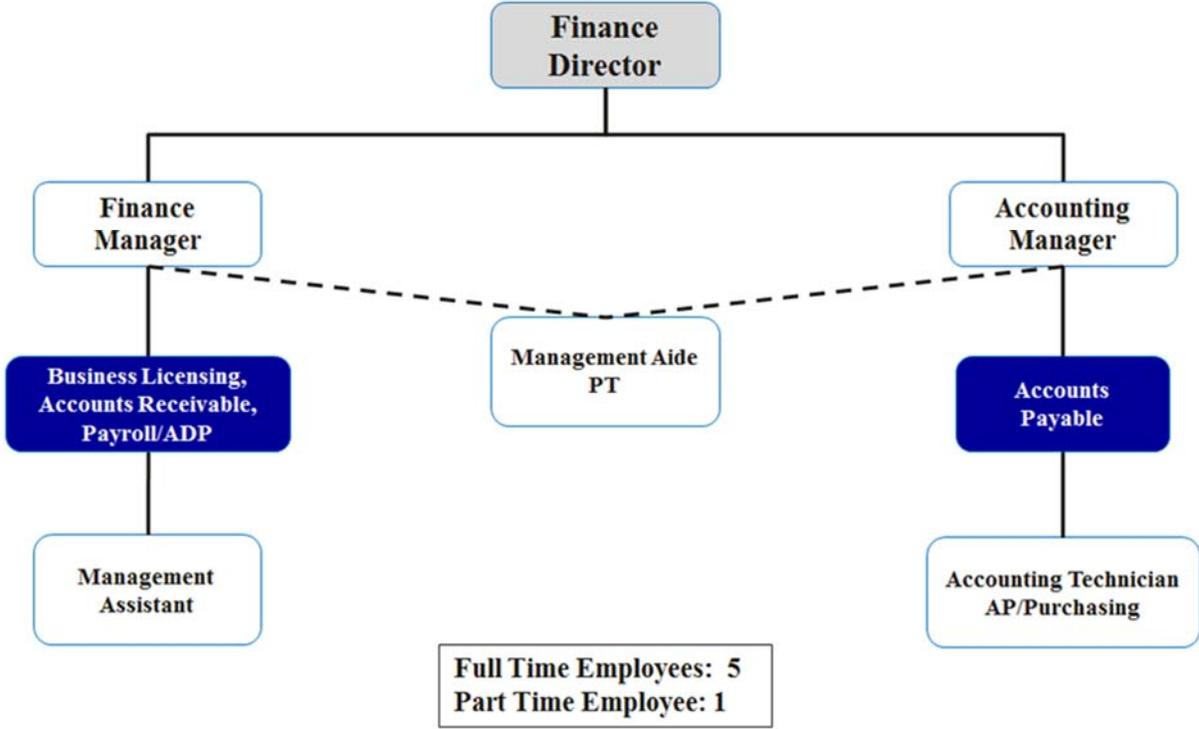
FINANCE

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	1,115,158	1,326,681
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	2,664,260	2,762,260
[101-3011] Finance	643,953	795,481	1,085,796	709,727	689,217	732,444
[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	852,971	850,955
Total Expenses by Program	2,637,574	2,595,547	3,048,699	2,498,793	2,664,260	2,762,260

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	Adopted	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	30,000
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 & BENEFITS>		577,590	640,670	643,269	428,219	344,089	480,316
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	732,444

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 (\$30,000).
- 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 actuarials (\$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), indirect cost allocation plan, actuarial study (\$40,000)

8200 Employee Training

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

UTILITY BILLING

Budget Detail

500-3012

Acct	Account Title	Actual	Actual	Actual	Adopted	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	11,856	30,000
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	201,069	246,365
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	852,971	850,955

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 RemitPlus remote deposit hardware and software (\$1,300) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$14,850).
- 8170 Professional Services
Provides (\$312,000) toward contractual support service with 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 & BENEFIT S>	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 (\$600,000).

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

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$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	8,677,944
Operations & Maintenance	1,011,418	1,027,347	1,007,223	1,030,428	836,404	1,081,361
Capital Outlay	280,190	195,161	242,518	50,630	42,614	50,000
Total Expenses by Category	8,717,479	8,603,578	8,750,353	9,482,436	9,370,822	9,809,305
[101-4011] Police	8,419,495	8,408,728	8,507,835	9,327,012	9,328,208	9,659,305
[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	150,000
[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	9,809,305

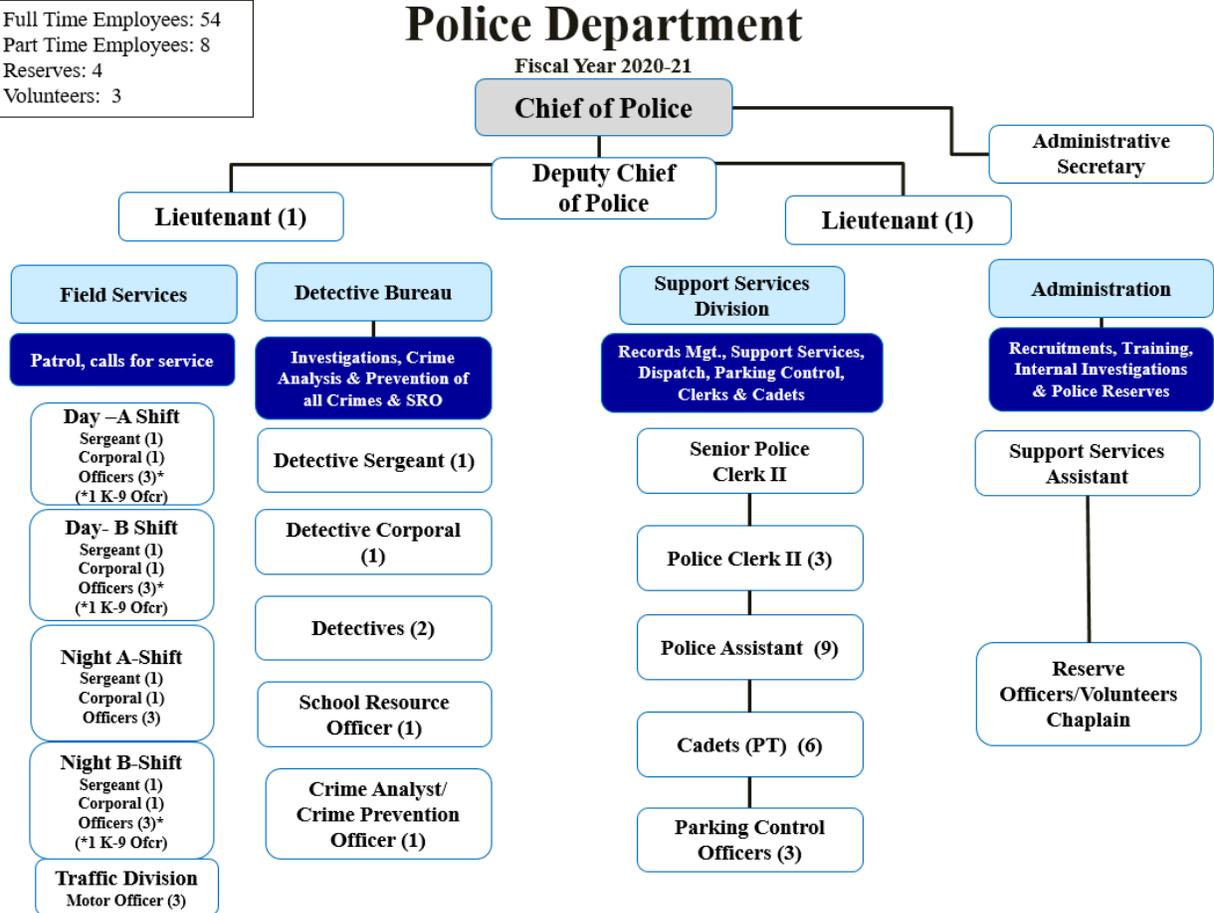
Police Chief	1
Police Captain	2
Police Sergeant	7
Corporal	5
Police Officer	21
Support Services Assistant	1
Senior Police Clerk	1
Police Clerk II	4
Police Assistant	8
Administrative Secretary	1
Parking Control Officer	3
Total	54

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.

Full Time Employees: 54
 Part Time Employees: 8
 Reserves: 4
 Volunteers: 3



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

POLICE

Budget Detail

101-4011

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		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	120,000
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	160,000
7050	Overtime - DUI Checkpoint	-	23,490	16,564	20,000	-	20,000
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	8,677,944
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
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	-
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	483,418
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	1,021,934
8520	Machinery & Equipment	-	311	-	-	-	-
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	9,699,878

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 (\$483,418).
- 8200 Training Expense
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. and the duty manual (\$30,000).
- 8210 P.O.S.T. Training Expense
Provides for training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund (\$30,000).

FIRE

Department Summary

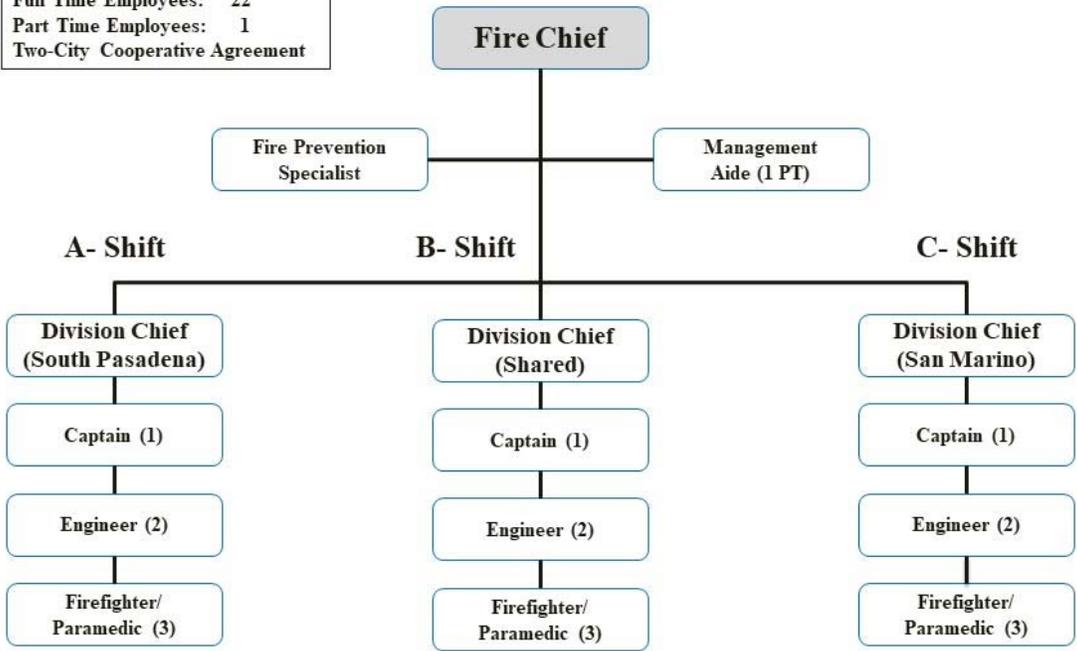
EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	4,153,646	4,329,665	4,406,273	4,620,466	4,291,603	4,806,847
Operations & Maintenance	863,595	485,294	593,964	539,184	531,722	489,500
Capital Outlay	981,038	10,271	263,113	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	-	-	-
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	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	1,658,037	1,699,779	1,766,150	2,162,091	2,040,270	2,282,636
7010	Salaries - Temp / Part	42,559	47,596	40,813	60,000	31,082	60,000
7020	Overtime	763,523	995,727	950,379	432,418	950,000	420,000
7021	Fire Strike Team Reimbursement	-	-	-	-	-	-
7030	Overtime - FLSA	90,241	39,333	30,903	82,159	30,745	80,000
7040	Holiday	63,900	63,151	72,945	59,458	80,864	80,000
7045	Overtime - Special Detail	150,412	189,871	116,549	140,000	164,428	100,000
7060	IOD - Safety	22,880	46,421	34,812	-	-	-
7065	Fitness	5,700	3,100	5,700	9,000	10,400	9,000
7070	Leave Buyback	86,089	82,949	37,408	27,026	46,776	50,000
7100	Retirement	580,976	666,259	828,132	1,032,418	380,102	1,090,633
7108	Deferred Compensation	1,660	2,046	5,243	4,173	6,099	4,684
7110	Workers Compensation	498,017	253,118	234,309	294,564	260,653	310,987
7122	Unemployment Insurance	32	75	-	-	-	-
7130	Group Health Insurance	120,171	166,325	204,450	244,440	195,045	244,440
7140	Vision Insurance	3,685	3,941	4,041	5,040	3,826	5,040
7150	Dental Insurance	12,432	11,449	12,952	18,900	12,978	18,900
7160	Life Insurance	1,614	1,427	1,739	2,079	1,568	2,079
7170	FICA - Medicare	39,018	44,872	45,786	31,350	51,766	33,098
7180	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	Office Supplies	3,725	3,695	3,708	3,700	2,785	3,700
8010	Postage	965	911	975	1,000	160	1,000
8020	Special Department Expense	45,757	43,157	43,978	44,000	35,927	44,000
8025	Medical Supplies	27,304	25,784	47,350	33,000	27,416	34,000
8026	Hazardous Materials	1,327	-	695	500	-	-
8050	Printing/Duplicating	1,685	1,753	982	1,000	1,031	1,000
8060	Dues & Memberships	75	985	1,890	800	2,568	1,800
8080	Books & Periodicals	1,305	802	1,876	2,000	924	2,000
8090	Conference & Meeting Expense	79	1,500	482	1,500	1,500	2,000
8100	Vehicle Maintenance	52,789	39,019	44,694	37,500	31,943	37,500
8105	Fuel	-	18,302	20,898	16,000	11,040	17,000
8110	Equipment Maintenance	12,745	11,108	9,824	11,000	6,278	11,000
8120	Building Maintenance	10,523	10,000	17,131	70,684	85,302	10,000
8132	Uniform Expense/Cleaning	307	-	-	-	-	-
8134	Safety Clothing/Equipment	26,820	49,237	28,075	28,000	26,653	29,000
8150	Telephone	-	-	-	-	-	-
8170	Professional Services	33,546	36,505	25,667	38,500	28,019	38,500
8180	Contract Services	127,116	134,008	149,708	155,000	179,807	147,000
8183	Contract Services - Command Sharing	499,062	4,725	27,347	65,000	65,000	65,000
8200	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	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 one part-time Management Aide to perform 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

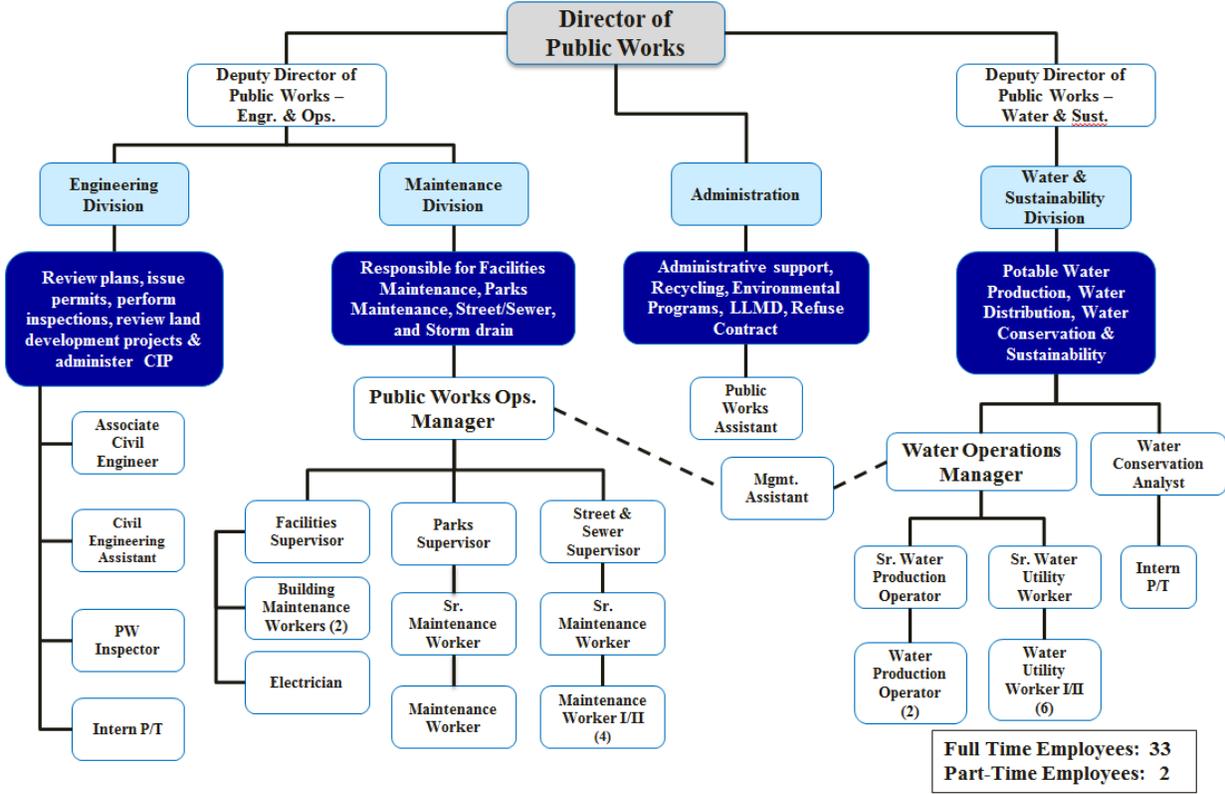
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Adopted	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	3,173,443	3,403,252	2,948,316	3,798,149	3,270,070	3,641,382
Operations & Maintenance	5,249,453	4,115,196	5,163,545	5,902,178	4,953,667	5,037,196
Capital Outlay	175,400	250,314	128,814	216,500	303,819	276,500
Other Expenses	-	-	-	-	-	-
Total Expenses by Category	8,598,296	7,768,762	8,240,675	9,916,827	8,527,555	8,955,079
[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	634,550
[101-6410] Park Maintenance	414,864	493,446	470,343	631,921	559,083	631,972
[101-6601] Facilities Maintenance	683,017	705,483	647,267	895,092	774,719	893,189
[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	741,409
[215-6115] Traffic Signals	152,864	128,544	157,247	186,900	166,900	186,900
[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	566,041
[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	650,122
[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	1,308,139	1,258,541
[500-6711] Water Production	3,417,972	2,556,035	3,197,273	3,502,967	2,760,965	2,575,158
Total Expenses by Program	8,598,296	7,768,762	8,239,686	9,486,237	8,390,073	8,515,483

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



Full Time Employees: 33
Part-Time Employees: 2

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Account Title	Actual	Actual	Actual	Adopted	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	7,000
7040	Holiday	-	-	-	-	2,853	-
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
7120	Disability Insurance	-	-	2,014	-	-	-
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	423,005
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
8150	Telephone	-	-	-	-	-	-
8170	Professional Services	6,616	(2,357)	225,531	108,000	108,000	133,000
8180	Contract Services	-	276	-	-	-	-
8300	Lease Payment	397	-	-	-	-	-
<OPERATIONS & MAINTENANCE>		26,979	19,417	261,526	190,245	186,090	211,545
8520	Machinery & Equipment	-	-	-	-	-	-
8530	Computer Equipment	-	-	-	-	-	-
<CAPITAL OUTLAY>		-	-	-	-	-	-
[101-6011] PW Admin & Engineering Total		372,784	419,153	617,664	613,565	584,807	634,550

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
- 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 (\$255,000). 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 and Rehabilitation Program (PMP) which is valid through 2020 (\$45,000).

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Account Title	Actual	Actual	Actual	Adopted	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	1,400
7055	IOD - Non Safety	194	-	-	-	-	-
7070	Leave Buyback	4,618	588	2,324	-	75	2,000
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	194,672
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	631,972

PARK MAINTENANCE

Budget Detail

101-6410

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

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

- 8180 Contract Services
Provides funds for partial cost of contracted services by LandCare to maintain the parks and playing fields, including irrigation system repairs (\$225,000). The remainder of this contract is charged to LLD Street Medians (account 215-6416-8180). Also provides funds for gopher abatement (\$6,000), the rental of an extended boom truck to access field lighting (\$1,000). Landscape services (\$28,500), and supplemental tree trimming and replacement (\$50,000). Temporary labor for emergency services (\$25,000).
- 8200 Training Expense
Provides funds for training seminars, materials, and job-related training sessions for employees (\$1,000). The seminars and training are necessary to keep certifications for required job related functions. Also includes costs for books and manuals (\$500).
- 8262 Graffiti Removal
Provides funds for graffiti removal contract services. Graffiti Control Systems, North Hollywood, is providing services for the graffiti eradication services (\$15,000).

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		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	5,000
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	417,789
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	177,800
8200	Training Expense	-	-	-	1,500	-	1,500
	<OPERATIONS & MAINTENANCE>	328,342	363,271	331,460	475,000	400,065	475,400
8520	Machinery & Equipment	3,483	-	-	-	-	-
	<CAPITAL OUTLAY>	3,483	-	-	-	-	-
[101-6601] Facilities Maintenance Total		683,017	705,483	647,267	895,092	774,719	893,189

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). Emergency Response Contractor (\$3400)

8200 Training Expenses

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

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		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	1,000
7020	Overtime	3,762	2,948	2,011	3,000	2,579	3,000
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
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
	<WAGES & BENEFITS>	402,363	405,667	366,659	468,653	417,257	456,787
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	24,800
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	30,000
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	284,622
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	741,409

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	Adopted	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	70,000
	<OPERATIONS & MAINTENANCE>	140,969	96,362	157,247	166,900	166,900	166,900
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	186,900

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

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

8140 Electricity

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

8180 Contract Services

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

CAPITAL OUTLAY

8520 Machinery & Equipment

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

STREET LIGHTING

Budget Detail

215-6201

Acct	Account Title	Actual	Actual	Actual	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	Adopted	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	8,000
7040	Holiday	260	86	531	-	2,192	
7055	IOD - Non Safety	324	-	-	-	-	
7070	Leave Buyback	3,569	3,038	2,509	-	2,418	2,500
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 & BENEFITS>	167,916	175,886	154,073	179,798	129,829	184,241
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	566,041

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	Adopted	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	10,000
7020	Overtime	4,428	5,399	4,675	5,000	12,308	5,000
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
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 & BENEFITS>	398,948	420,331	455,004	449,656	391,851	461,272
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
8090	Conference & Meeting Expense		-	-	-	-	
8100	Vehicle Maintenance	13,157	9,237	15,585	20,000	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
8130	Small Tools		-	-	-	-	
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	650,122

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	Adopted	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	20,000
	<CAPITAL OUTLAY>	-	-	-	118,500	35,558	128,500
[239-6011] Measure W Total		-	-	514	154,230	69,337	163,576

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. Catch Basin Protection and Repair (\$10,000)

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Account Title	Actual	Actual	Actual	Adopted	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 & BENEFITS>	758,050	864,377	750,756	798,249	775,075	725,477
8000	Office Supplies	590	1,676	4,497	3,700	3,700	3,700
8010	Postage	-	88	115	200	200	200
8020	Special Department Expense	43,075	116,041	100,284	120,000	130,000	130,000
8050	Printing/Duplicating	540	1,103	670	2,500	2,000	2,000
8060	Dues & Memberships	-	-	-	700	700	700
8070	Mileage/Auto Allowance	1,446	1,321	815	1,500	-	-
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	10,000	10,000
8120	Building Maintenance	-	-	(15,614)	20,400	20,400	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	4,500	4,500
8134	Safety Clothing/Equipment	763	1,997	2,497	2,500	2,500	2,500
8140	Utilities	7,598	24,559	26,571	11,000	11,000	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	78,000	78,000
8200	Training Expense	788	-	1,085	2,000	1,500	1,500
8229	Taxes	3,481	3,512	3,155	5,000	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	483,064	483,064
8530	Computer Equipment	8,164	-	-	-	-	-
8540	Automotive Equipment	-	-	-	-	50,000	50,000
8572	Meters	11,524	-	37,919	-	-	
8574	Valves	2,629	-	1,104	-	-	
	<CAPITAL OUTLAY>	22,317	-	39,022	-	50,000	50,000
[500-6710] Water Distribution Total		1,073,479	1,162,253	1,157,799	1,299,813	1,308,139	1,258,541

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	Adopted	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	2,113
8010	Postage	-	126	-	200	-	-
8020	Special Department Expense	26,723	29,013	28,017	27,500	27,500	7,500
8040	Advertising		-	-	-	-	-
8050	Printing/Duplicating	1,182	517	1,458	2,000	898	1,796
8060	Dues & Memberships	2,118	2,108	2,213	2,600	-	-
8070	Mileage/Auto Allowance	116	176	217	200	217	434
8080	Books & Periodicals	234	448	-	500	-	-
8100	Vehicle Maintenance	7,323	4,870	1,136	6,000	2,274	4,548
8110	Equipment Maintenance	13,343	23,618	14,686	32,000	18,856	9,796
8120	Building Maintenance	-	12,848	15,463	9,000	9,000	5,040
8130	Small Tools	786	-	-	1,000	742	1,484
8132	Uniform Expense/Cleaning	2,194	2,061	1,866	2,000	1,200	2,400
8134	Safety Clothing/Equipment	450	423	1,233	800	-	-
8140	Utilities	2,985	5,643	8,065	7,000	3,036	6,071
8150	Telephone	2,416	826	2,123	1,200	-	-
8152	Pumping Power	544,220	449,722	409,495	935,000	489,020	560,486
8170	Professional Services	230,556	153,917	234,371	197,880	197,880	63,480
8180	Contract Services	154,460	9,403	7,886	110,000	44,129	53,539
8200	Training Expense	60	505	1,275	1,500	-	-
8231	Water Purchases - Resale	43,134	1,304,254	462,906	250,000	250,000	125,906
8233	Watermaster Charges	1,628,804	-	1,332,212	1,000,000	1,000,000	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	2,251,074	2,049,861
8520	Machinery & Equipment	-	1,510	-	-	-	
8530	Computer Equipment	-	-	3,897	3,000	3,040	3,000
8540	Automotive Equipment	-	-	39,319	-	-	
	<CAPITAL OUTLAY>	-	1,510	43,216	3,000	3,040	3,000
[500-6711] Water Production Total		3,417,972	2,556,035	3,197,273	3,502,967	2,770,692	2,675,054

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	Adopted	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	-	25,000
7020	Overtime	-	-	-	-	-	10,000
7040	Holiday	-	-	-	-	896	-
7100	Retirement	-	-	-	31,172	15,824	28,449
7108	Deferred Compensation	-	-	-	257	274	191
7110	Workers Compensation	-	-	-	2,222	884	2,068
7120	Disability Insurance	-	-	-	-	-	-
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 & BENEFITS>	-	-	989	156,940	94,373	155,946
8000	Office Supplies	-	-	-	500	-	500
8010	Postage	-	-	-	1,750	-	1,750
8020	Special Department Expense	-	-	-	25,000	791	25,000
8040	Advertising	-	-	-	-	-	-
8032	Water Efficiency Fee Projects	-	-	-	125,000	6,661	125,000
8050	Printing/Duplicating	-	-	-	-	-	-
8060	Dues & Memberships	-	-	-	700	-	700
8070	Mileage/Auto Allowance	-	-	-	200	-	200
8080	Books & Periodicals	-	-	-	-	-	-
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	311,096

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

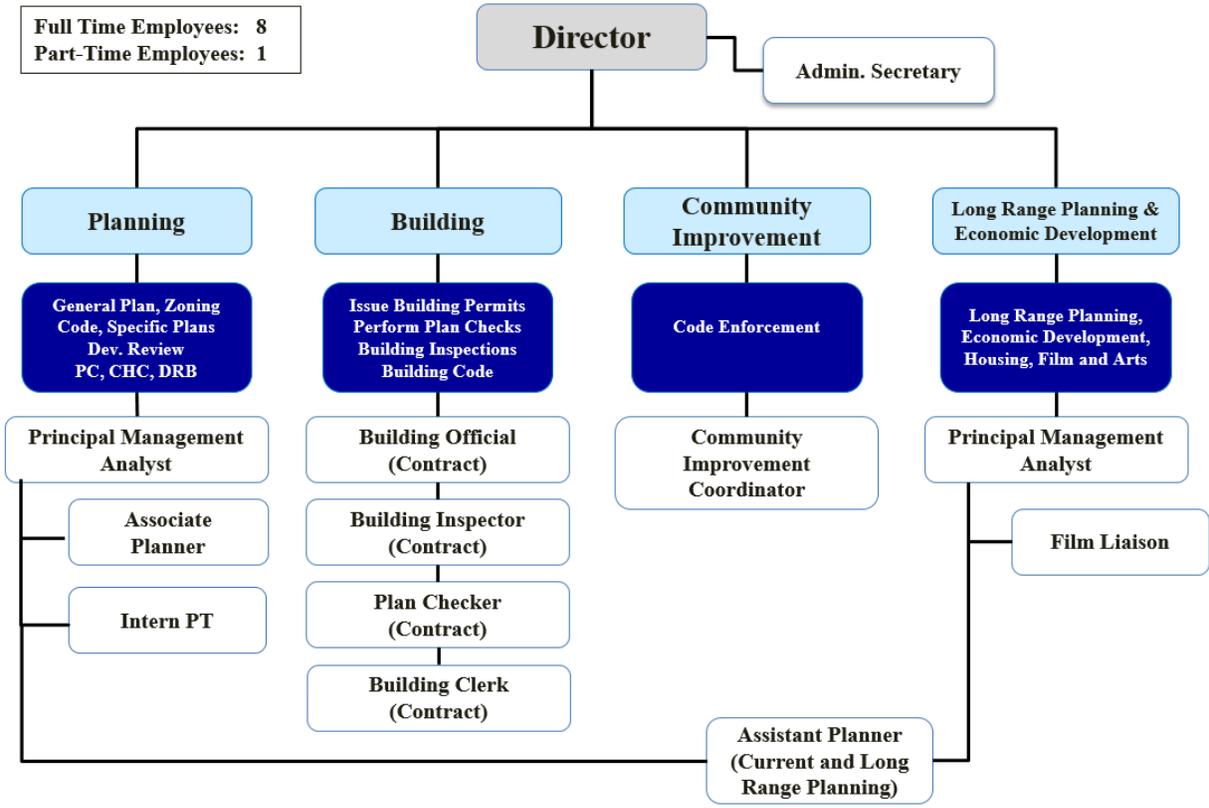
EXPENDITURE SUMMARY	Actual	Actual	Actual	Proposed	Estimated	Proposed
	2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
Wages & Benefits	612,523	587,716	591,175	1,003,115	944,126	1,056,119
Operations & Maintenance	545,573	567,751	534,973	1,192,163	1,154,609	717,750
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	1,158,096	1,155,467	1,126,148	2,195,278	2,098,735	1,773,869
[101-7011] Planning & Building	1,158,096	1,033,506	1,120,034	2,195,278	2,113,034	1,773,869
[105-7011] Facilities & Equipment Replacement	-	121,961	6,113	-	(14,299)	-
Total Expenses by Program	1,158,096	1,155,467	1,126,148	2,195,278	2,098,735	1,773,869

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

Full Time Employees: 8
Part-Time Employees: 1



PLANNING & BUILDING

Budget Detail

101-7011

Acct	Account Title	Actual	Actual	Actual	Adopted	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
7040	Holiday		-	217	-	2,359	
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	9,000
8040	Advertising	4,844	9,987	9,779	6,500	4,398	8,500
8050	Printing/Duplicating	4,415	3,080	7,338	3,000	4,180	4,000
8060	Dues & Memberships	1,593	373	425	5,000	600	500
8090	Conference & Meeting Expense	1,673	38	795	5,000	600	-
8100	Vehicle Maintenance	1,211	1,659	2,094	1,200	720	1,000
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	180,000
8180	Contract Services	456,595	375,119	377,467	425,000	425,000	475,000
8200	Training Expense	1,000	-	280	5,000	-	1,500
8257	Boards & Commissions	-	575	500	500	-	3,000
8260	Public Art	-	-	-	25,000	25,000	25,000
	<OPERATIONS & MAINTENANCE>	545,573	445,790	528,859	1,192,163	1,143,909	717,750
[101-7011] Planning & Building Total		1,158,096	1,033,506	1,120,034	2,195,278	2,113,034	1,773,869

PLANNING & COMMUNITY DEVELOPMENT

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 (\$2,750).
- 8010 Postage
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees (\$6,000).
- 8020 Special Department Expense
Provides for special department supplies, 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 (\$1,000).
- 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 2016/17	Actual 2017/18	Actual 2018/19	Proposed 2019/20	Estimated 2019/20	Proposed 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	396,675	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	1,488,653	1,661,706
[101-8011] Library	1,525,469	1,736,821	1,680,209	1,874,490	1,488,653	1,661,706
Total Expenses by Program	1,525,469	1,736,821	1,680,209	1,874,490	1,488,653	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

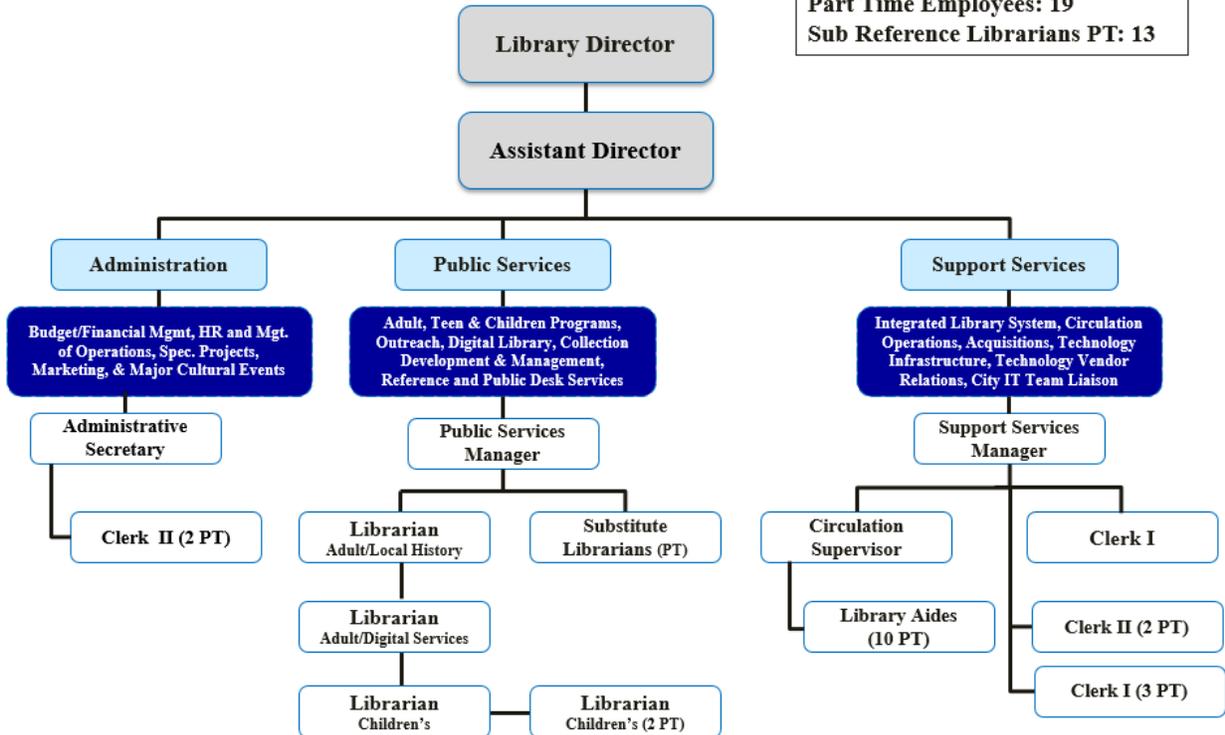
LIBRARY

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	Adopted	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
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
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	-
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
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
8500	Building & Improvements	-	-	-	-	-	10,000
8520	Machinery & Equipment	-	46,375	-	1,000	1,000	-
8521	Mach. & Equip. - Library Ops. Study	-	12,349	77,341	27,000	-	6,500
8530	Computer Equipment	14,166	19,740	8,628	7,000	7,000	3,000
<CAPITAL OUTLAY>		14,166	78,463	85,969	35,000	8,000	19,500
[101-8011] Library Total		1,525,469	1,736,821	1,680,209	1,874,490	1,488,625	1,661,706

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)

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)

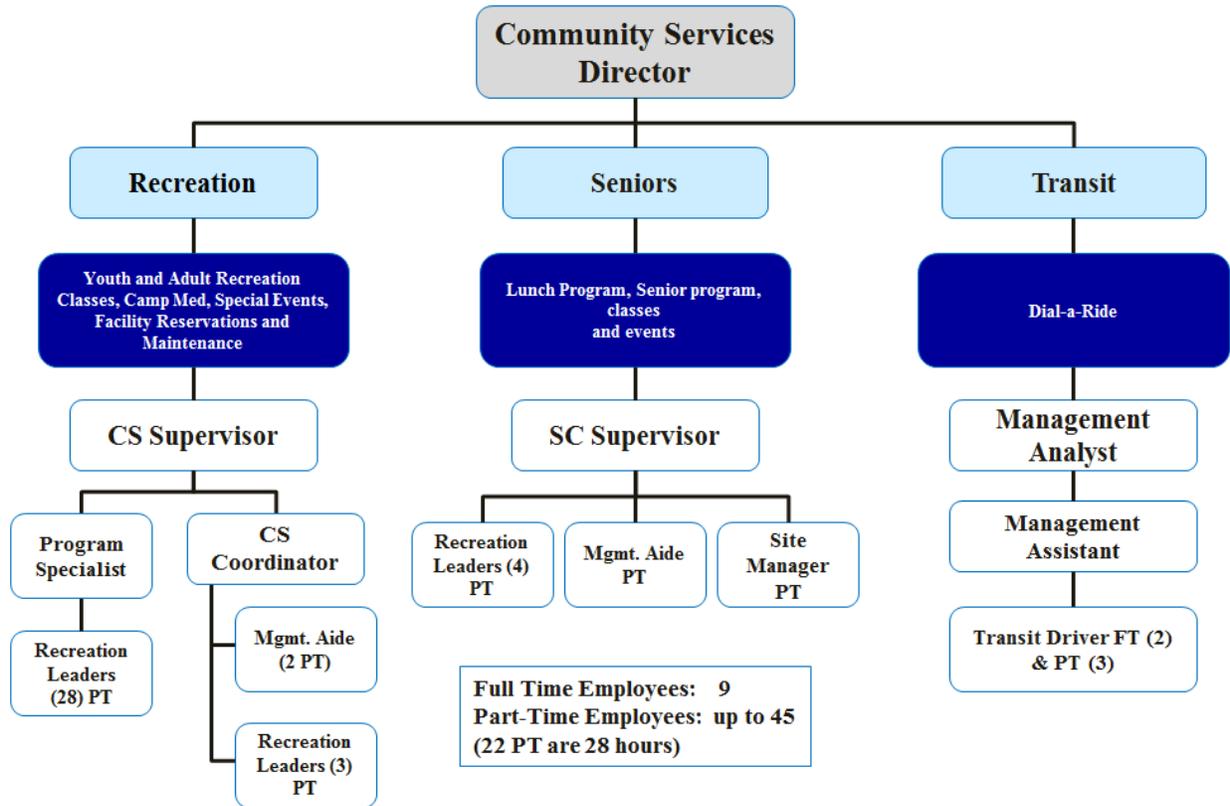
COMMUNITY SERVICES

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	1,263,480
Operations & Maintenance	1,658,367	1,723,620	1,659,879	1,958,663	1,704,236	1,728,239
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	2,991,719
[101-8021] Senior Services	291,590	309,118	306,568	353,509	317,344	341,945
[101-8031] Community Services	285,448	192,458	172,368	220,112	174,503	192,925
[101-8032] Recreation and Youth Services	679,960	827,801	799,343	858,399	768,300	470,438
[105-8031] Facilities & Equipment Replacement	26,018	72,710	-	-	-	-
[205-2210] Prop "A" Administration	16,224	14,492	6,059	14,909	3,533	14,830
[205-8024] Transit Planning	255,121	127,763	93,467	290,787	255,127	151,890
[205-8025] Dial-A-Ride	256,245	193,567	212,765	231,774	228,781	324,188
[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	44,998
[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	389,076
[295-8042] Golf Course Maintenance	383,431	395,987	375,459	421,203	399,313	416,784
[295-8043] Range	57,188	40,636	30,085	37,783	71,238	53,460
[295-8044] Golf Shop	89,265	111,531	127,414	125,948	75,875	121,792
[295-8045] Food Service	154,794	143,937	167,060	172,238	163,131	181,930
Total Expenses by Program	3,091,728	3,079,215	3,039,130	3,532,245	3,084,289	2,994,719

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	Adopted	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	10,300
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	-	-	-	-
8150	Telephone	-	-	550	-	-	-
8170	Professional Services	3,500	1,755	25	-	-	-
8180	Contract Services	18,977	36,280	45,040	39,650	53,345	40,150
8200	Training Expense	239	199	-	250	-	-
8264	Special Events	2,971	2,756	2,453	5,000	2,264	-
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	87,480
[101-8021] Senior Services Total		291,590	309,118	306,568	353,509	317,344	341,945

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, 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 (\$2,050), Home Delivery meal program supplies (\$2,550) mileage reimbursement for volunteers (\$1,000) coffee service (\$2,700), and cleaning supplies (\$2,000). (\$10,300)
- 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 bandwidth (\$1,400) senior meals not covered by Community Block Grant (CDBG) contract (\$36,500). \$40,150
- 8267 Classes
Provides for payment to contract instructors for senior classes. Instructors are generally reimbursed 80% of their total class revenue. The City retains 20%. (\$19,500)
- 8300 Lease Payment
Provides for a portion of the postage meter lease (\$780)

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		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	500
8010	Postage	394	1,034	650	650	-	300
8020	Special Department Expense	8,127	12,655	9,874	13,830	2,743	4,530
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	735
8120	Building Maintenance	11,608	11,269	7,968	14,450	14,450	6,700
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
8264	Special Events	-	-	-	-	-	-
8267	Classes	-	-	-	-	-	-
8300	Lease Payment	247	192	190	300	253	300
	<OPERATIONS & MAINTENANCE>	53,431	37,741	33,348	46,380	25,543	22,180
	[101-8031] Community Services Total	285,448	192,458	172,368	220,112	174,503	192,925

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 \$500
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$300)
- 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) Community Garden Caltrans lease payment (\$100), department staff shirts (\$400), expense for key duplication (\$200), portion of City's Constant Contact (\$250), and licensing fees for concerts for SESAC (\$875), BMI (\$350) and ASCAP (\$355). (\$4,530)
- 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)
- 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)
- 8120 Building Maintenance
Provides for War Memorial Building wood floor resurfacing (\$2,500) heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building,

Youth House and Eddie Park House (\$3,500), (\$6,700)

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)

8300 Lease Payment

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

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		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	133,549
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
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	356,763
8000	Office Supplies	3,090	2,955	2,596	2,500	1,724	1,000
8010	Postage	-	500	500	500	-	500
8020	Special Department Expense	9,587	7,884	2,491	5,050	1,666	1,300
8040	Advertising	561	725	492	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	850
8110	Equipment Maintenance	248	-	362	850	-	850
8120	Building Maintenance	6,458	17,575	17,278	20,550	20,550	3,300
8180	Contract Services	19,983	13,037	18,595	20,180	20,180	8,055
8200	Training Expense	299	113	173	300	60	300
8264	Special Events	44,621	50,765	47,177	55,950	55,950	-
8267	Classes	112,905	114,658	111,506	130,000	126,381	81,250
8268	Camp Services	44,167	40,349	44,044	47,355	47,355	10,205
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	113,675
	[101-8032] Recreation and Youth Services Tot	679,960	827,801	799,343	858,399	768,300	470,438

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Youth Services Supervisor, Community Services Coordinator and ~~Program Specialist~~. Frozen position
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Year-Round Camp Med and Special Events and Contract Classes Recreation Leaders and Management Aide (2)
- 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 \$1000
- 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), mileage reimbursement (\$500), and replacement of basketball court nets \$50 staff shirts (\$250) and replenishment of first aid kits for special events (\$100), (\$1,300)
- 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 (\$850)
- 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), and Orange Grove Park bathroom maintenance (\$1,000), (\$3,300)

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), annual maintenance of Sportsman (\$1,200) (\$8,055)

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 \$125,000 next year. 65% of which is paid to the contracted instructors (\$81,250).

8268 Camp Med

Snacks \$2500 Program supplies (\$2,500 First aid supplies \$900 Internet (\$1,000), Annual licensing for MPLC & BMI (\$910), Carpet cleaning (\$1,200), Staff shirts for After-School \$250 Annual When2Work staff scheduling system (\$330) Purchase of Computer Lab educational software (\$315), Mileage reimbursement (\$300), (\$10,205)

8269 Teen Center

Provides funds for the operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), Internet (\$550), carpet cleaning (\$300), purchase of advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), mileage reimbursement (\$150), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150). (\$5,000)

8300 Lease Payment

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

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

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		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	10,212
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	14,830
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	14,830

PERSONNEL SERVICES

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

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
7000	Salaries - Permanent	22,090	16,966	6,975	21,882	4,161	21,453
7100	Retirement	4,153	4,051	3,817	7,509	2,993	7,362
7108	Deferred Compensation	211	74	68	219	50	215
7110	Workers Compensation	808	267	74	546	54	535
7130	Group Health Insurance	1,222	1,018	364	1,287	215	1,287
7140	Vision Insurance	24	20	7	36	4	36
7150	Dental Insurance	90	75	26	135	15	135
7160	Life Insurance	15	12	5	15	5	15
7170	FICA - Medicare	315	246	98	317	74	311
<WAGES & BENEFITS>		28,928	22,728	11,434	31,946	7,571	31,349
8020	Misc. Supplies - Parking	3,377	1,089	1,815	11,200	2,915	7,500
8060	Dues & Memberships	4,550	3,000	-	8,500	8,500	8,500
8061	HOA Dues	20,762	19,032	20,762	32,041	32,041	32,041
8120	Building Maintenance	-	-	-	-	-	3,000
8140	Utilities	-	-	-	5,500	5,500	5,500
8170	Professional Services	-	-	-	10,000	10,000	10,000
8180	Contract Services	56,670	65,835	48,516	78,600	78,600	44,000
8250	Bus Pass Subsidy	6,910	3,081	10,940	10,000	10,000	10,000
<OPERATIONS & MAINTENANCE>		92,269	92,037	82,033	158,841	147,556	120,541
8520	Machinery & Equipment	-	12,997	-	-	-	-
8540	Automotive Equipment	133,924	-	-	100,000	100,000	-
<CAPITAL OUTLAY>		133,924	12,997	-	100,000	100,000	-
[205-8024] Transit Planning Total		255,121	127,763	93,467	290,787	255,127	151,890

PROP "A" –TRANSIT PLANNING

Budget Detail

205-8024

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000), Signage (\$3,000), internet connection for parking permit machine (\$1,500) (additional funding is in the Mission Meridian Public Garage account) \$7,500
- 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
Janitorial services for the Mission Meridian Village Parking Garage by Athens (\$9,000). Provide funds for bus stops maintenance costs (\$35,000). \$44,000
- 8250 Bus Pass Subsidy
Provides a portion of LTR "A" – Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents (\$10,000)

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

Acct	Account Title	Actual	Actual	Actual	Adopted	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
7108	Deferred Compensation	-	-	-	-	-	
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
7131	Retiree Health Insurance		-	-	-	-	
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
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	-	-	-	-	-
8300	Lease Payment	366	(64)	-	-	-	1,898
	<OPERATIONS & MAINTENANCE>	43,126	(536)	472	-	-	79,323
[205-8025] Dial-A-Ride Total		256,245	193,567	212,765	231,774	228,781	324,188

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 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Estimated 2019/20	Proposed 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	Adopted	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
7000	Salaries - Permanent	118,439	123,557	129,986	139,322	128,175	136,590
7010	Salaries - Temp / Part	-	-	-	-	-	-
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 & BENEFITS>	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

PROP “C” – DIAL A RIDE

Budget Detail

207-8025

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

OPERATIONS & MAINTENANCE

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

Arroyo Seco Golf Course – Administration

Budget Detail

295-8041

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8000	Office Supplies	3,268	3,711	5,546	3,800	6,139	4,400
8010	Postage	33	-	88	-	264	
8020	Special Department Expense	43,850	77,898	61,753	49,427	67,941	54,852
8040	Advertising	1,854	1,956	355	3,420	1,739	1,800
8120	Building Maintenance	4,690	8,808	16,678	27,304	11,507	23,150
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	10,752
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	132,067
8191	Liability & Surety Bonds	7,352	30,116	36,960	41,808	48,547	44,704
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	389,076
[295-8041] General Administration Total		309,244	369,851	395,733	382,652	355,098	389,076

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 (\$4,400)
- 8020 Special Department Expense
Credit card and bank fees & charges (\$33,750), computer services (\$15,672), membership dues (\$480) and licensing fee (\$650), donations (\$4,300) \$54,852
- 8040 Advertising
Promotions and ads for Golf Course (\$1,800).
- 8120 Building Maintenance
Maintenance (\$12,000) and Janitorial Supplies (\$9,650) Burglar alarm (\$1,500). \$23,150
- 8140 Utilities
Funds for Water (\$3,150), Gas and Electricity (\$6,000) \$9,150
- 8150 Telephone
Telephone and Internet services (\$10,752)
- 8170 Professional Services
Administrative fee (\$98,000 a year) and consultant fees (\$3,996 a year). \$101,996
- 8180 Contract Services
Personnel (\$132,067)
- 8191 Liabilities
Liability Insurances (\$44,704)
- 8229 Taxes
Property taxes (\$925).
- 8300 Lease Payment
Equipment and Lease payments (\$5,280).

Arroyo Seco Golf Course – Course Maintenance	295-8042
Budget Detail	

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
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	14,100
8120	Building Maintenance	38,300	27,026	25,570	44,900	4,501	51,490
8130	Small Tools	5,634	2,441	169	2,400	-	1,200
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	61,800
8150	Telephone	1,198	1,033	995	1,200	1,026	1,090
8180	Contract Services	246,466	264,940	239,552	284,903	261,676	274,804
	<OPERATIONS & MAINTENANCE>	383,431	395,987	375,459	421,203	399,313	416,784
[295-8042] Golf Course Maintenance Total		383,431	395,987	375,459	421,203	399,313	416,784

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 (\$6,200), oil and gas (\$7,900) \$14,100

- 8120 Building Maintenance
Maintenance (\$16,100), fertilizer seed and chemicals (\$32,550), sand, gravel and top soil (\$4,400) and course irrigation repairs (\$2,400). \$51,490

- 8130 Small Tools
Purchase for tools for repairs (\$1,200).

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

- 8140 Utilities
Funds for electricity (\$61,800)

- 8150 Telephone
Funds for telephone (\$1,090)

- 8180 Contract Services
Compensation for maintenance staff (\$274,804).

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	6,448	14,546	16,524	16,200	23,682	20,600
8120	Building Maintenance	9,841	6,768	2,645	6,000	2,694	3,000
8180	Contract Services	40,899	19,322	10,916	15,583	44,862	29,860
	<OPERATIONS & MAINTENANCE>	57,188	40,636	30,085	37,783	71,238	53,460
[295-8043] Range Total		57,188	40,636	30,085	37,783	71,238	53,460

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$20,000) and supplies (\$600). \$20,600

- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$3,000).

- 8180 Contract Services
Compensation for maintenance staff and starter (\$29,860)

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	2,141	2,662	4,857	6,000	3,148	4,800
8132	Uniform Expense/Cleaning	-	75	272	-	1,030	-
8180	Contract Services	87,124	108,794	122,285	119,948	71,697	116,992
	<OPERATIONS & MAINTENANCE>	89,265	111,531	127,414	125,948	75,875	121,792
[295-8044]	Golf Shop Total	89,265	111,531	127,414	125,948	75,875	121,792

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Balls, gloves, and other supplies (\$4,800)

- 8180 Contract Services
Compensation for Starter (\$116,992)

Arroyo Seco Golf Course – Food and Beverage

Budget Detail

295-8045

Acct	Account Title	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
8020	Special Department Expense	24,006	17,340	25,887	25,091	25,524	25,745
8120	Building Maintenance	4,660	5,670	7,602	9,600	6,293	8,400
8130	Small Tools	398	4,265	600	2,100	625	600
8132	Uniform Expense/Cleaning	-	1	-	-	-	-
8180	Contract Services	125,730	116,661	132,971	135,447	130,688	146,601
	<OPERATIONS & MAINTENANCE>	154,794	143,937	167,060	172,238	163,131	181,346
[295-8045]	Food Service Total	154,794	143,937	167,060	172,238	163,131	181,346

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies such as china, silverware, glassware (\$450), paper products (\$2,320), linens (\$5,050), license and permits (\$1,625), and supplies (\$8,400) and Music and Entertainment (\$7,900) \$25,745

- 8120 Building Maintenance
Maintenance (\$8,400).

- 8130 Small Tools
Purchase of tools for repairs (\$600).

- 8180 Contract Services
Compensation for restaurant staff (\$146,601)



**City of South Pasadena
Finance Department**

Memo

Date: June 2, 2020

To: The Honorable City Council

Via: Stephanie DeWolfe, City Manager

From: Karen Aceves, Finance Director
June 3, 2020 City Council Meeting Item No. 17 Additional Document – Draft
Fiscal Year 20/21 Draft Budget

Re:

Attached is an additional document which includes the revenue line items for non-general funds.

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
9911-000	Transfers from Other Fund	81,711	-	200,000	95,000	301,163	320,000
Transfers In		81,711	-	200,000	95,000	301,163	320,000
103 - INSURANCE FUND TOTAL		81,711	-	200,000	95,000	301,163	320,000
9911-000	Transfers from Other Fund	3,505,451	-	1,100,000	965,000	965,000	500,000
Transfers In		3,505,451	-	1,100,000	965,000	965,000	500,000
104 - STREET IMPROVEMENTS PROGRAM F		3,505,451	-	1,100,000	965,000	965,000	500,000
4800-000	Interest Income	-	2,877	5,823	-	1,186	1,000
Use of Money & Property		-	2,877	5,823	-	1,186	1,000
9911-000	Transfers from Other Fund	1,818,931	-	-	700,000	-	500,000
Transfers In		1,818,931	-	-	700,000	-	500,000
105 - FACILITIES & EQUIP REPLACEMENT T		1,818,931	2,877	5,823	700,000	1,186	501,000
4200-000	Sales & Use Tax	477,606	485,507	521,818	540,408	540,408	553,185
Sales Tax		477,606	485,507	521,818	540,408	540,408	553,185
4800-000	Interest Income	10,176	9,528	25,696	8,000	12,684	10,000
4802-000	Gain / Loss on Investments	187	(38)	416	-	-	-
4805-000	Unrealized Gain / Loss	(9,625)	(4,340)	7,894	-	-	-
Use of Money & Property		738	5,149	34,006	8,000	12,684	10,000
5266-000	Dial - A - Ride Charges	4,408	4,419	5,079	5,000	3,377	3,000
Charges for Current Services		4,408	4,419	5,079	5,000	3,377	3,000
5500-000	MTA Bus Pass - Senior	(5)	538	4,844	500	(3,900)	-
5504-000	Prop A - NTD Disc. Incentive	10,452	13,049	-	12,000	9,659	-
5505-000	Miscellaneous	-	1,238	-	-	-	-
5550-000	Prior Year Adjustment	-	-	20	-	-	-
Other Revenue		10,447	14,825	4,864	12,500	5,759	-
205 - LOCAL TRANSIT RETURN "A" TOTAL		493,199	509,900	565,766	565,908	562,228	566,185
4200-000	Sales & Use Tax	395,586	403,270	432,833	448,254	448,254	458,852
Sales Tax		395,586	403,270	432,833	448,254	448,254	458,852
4800-000	Interest Income	7,923	8,506	17,292	6,000	9,489	8,896
4802-000	Gain / Loss on Investments	125	(42)	275	-	-	-
4805-000	Unrealized Gain / Loss	(7,420)	(4,802)	5,210	-	-	-
Use of Money & Property		628	3,661	22,777	6,000	9,489	8,896
4460-001	Parking Revenue	37,508	34,387	45,775	-	39,049	40,000
Charges for Current Services		37,508	34,387	45,775	-	39,049	40,000
Other Revenue		-	-	-	-	-	-
207 - LOCAL TRANSIT RETURN "C" TOTAL		433,722	441,319	501,385	454,254	496,792	507,748
4800-000	Interest Income	5,188	9,428	14,255	4,000	8,294	6,412
4802-000	Gain / Loss on Investments	106	(44)	207	-	-	-
4805-000	Unrealized Gain / Loss	(5,172)	(5,506)	3,920	-	-	-
Use of Money & Property		122	3,878	18,382	4,000	8,294	6,412
5077-041	MTA Grant - Ped. Improv. - LTF	452,924	-	-	-	-	-
Revenue From Other Agencies		452,924	-	-	-	-	-
208 - TEA/METRO TOTAL		453,046	3,878	18,382	4,000	8,294	6,412

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4800-000	Interest Income	34,189	33,576	112,962	30,000	64,283	60,000
4802-000	Gain / Loss on Investments	542	(170)	2,025	-	-	-
4805-000	Unrealized Gain / Loss	(32,479)	(18,990)	38,383	-	-	-
Use of Money & Property		2,252	14,416	153,370	30,000	64,283	60,000
5310-000	Sewer Service Charges	1,565,785	1,608,945	1,627,051	1,600,000	1,708,196	1,800,000
5315-000	Penalty - Sewer	4,800	5,406	5,978	5,000	3,071	5,000
5335-000	Water Impact Fees	12,774	-	(160,907)	-	-	-
Charges for Current Services		1,583,359	1,614,351	1,472,121	1,605,000	1,711,267	1,805,000
5550-000	Prior Year Adjustment	-	(16,996)	-	-	-	-
Other Revenue		-	(16,996)	-	-	-	-
210 - SEWER TOTAL		1,585,611	1,611,771	1,625,491	1,635,000	1,775,550	1,865,000
5071-006	Federal Grant - Rogan HR 5394	337	-	108	-	-	-
Revenue From Other Agencies		337	-	108	-	-	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		337	-	108	-	-	-
4100-000	Street Light Assessments	892,361	890,227	880,696	900,000	882,463	880,000
Assessments & Special Taxes		892,361	890,227	880,696	900,000	882,463	880,000
4800-000	Interest Income	-	2,509	5,018	2,000	3,763	4,837
Use of Money & Property		-	2,509	5,018	2,000	3,763	4,837
5425-000	Gen. Liability Insurance Reimb	-	-	-	-	-	-
5430-000	Damage to City Property	4,310	16,135	-	-	-	-
5501-012	Donations - Tree Dedications	55,370	14,475	4,476	10,000	6,025	5,000
5505-000	Miscellaneous	-	-	-	-	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		59,680	30,610	4,476	10,000	6,025	5,000
9911-000	Transfers from Other Fund	100,000	-	25,000	150,597	-	-
Transfers In		100,000	-	25,000	150,597	-	-
215 - STREET LIGHT & LANDSCAPE TOTAL		1,052,041	923,345	915,190	1,062,597	892,251	889,837
4800-000	Interest Income	-	708	2,811	500	1,760	1,825
Use of Money & Property		-	708	2,811	500	1,760	1,825
5250-000	PEG Fees	19,180	12,067	7,104	13,000	18,669	18,000
Revenue From Other Agencies		19,180	12,067	7,104	13,000	18,669	18,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		19,180	12,775	9,915	13,500	20,429	19,825
4800-000	Interest Income	1,730	1,469	3,621	1,500	2,002	1,739
4802-000	Gain / Loss on Investments	51	(4)	58	-	-	-
4805-000	Unrealized Gain / Loss	(1,638)	(461)	1,097	-	-	-
Use of Money & Property		143	1,005	4,776	1,500	2,002	1,739
5082-000	AB 2766 (SCAQMD) Fees	33,238	33,211	43,421	33,200	33,200	33,200
Revenue From Other Agencies		33,238	33,211	43,421	33,200	33,200	33,200
218 - CLEAN AIR ACT TOTAL		33,381	34,215	48,197	34,700	35,202	34,939
4800-000	Interest Income	-	535	1,380	500	622	500
Use of Money & Property		-	535	1,380	500	622	500
5412-000	Business Improvement Tax	129,108	113,120	61,654	110,600	46,718	47,000
5412-001	BIT - Filming Permits	36,127	31,329	29,747	30,000	26,615	25,000
Other Revenue		165,235	144,448	91,401	140,600	73,333	72,000
220 - BUSINESS IMPROVEMENT TAX TOTA		165,235	144,984	92,781	141,100	73,955	72,500
4800-000	Interest Income	-	327	1,239	-	798	700
Use of Money & Property		-	327	1,239	-	798	700
223 - GOLD LINE MITIGATION FUND TOTAL		-	327	1,239	-	798	700

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4875-000	Rental - MMV Parking	990	9,096	(3,440)	25,000	-	-
Use of Money & Property		990	9,096	(3,440)	25,000	-	-
226 - MISSION MERIDIAN PUBLIC GARAGE'		990	9,096	(3,440)	25,000	-	-
4800-000	Interest Income	707	2,314	4,398	-	-	-
4802-000	Gain / Loss on Investments	-	1	-	-	-	-
4880-000	Rental - Nursery Property	12,000	-	-	-	-	-
Use of Money & Property		12,707	2,314	4,398	-	-	-
9911-000	Transfers from Other Fund	188,458	196,004	195,617	197,900	197,900	194,500
Transfers In		188,458	196,004	195,617	197,900	197,900	194,500
227 - SA-CRA TOTAL		201,165	198,318	200,014	197,900	197,900	194,500
4800-000	Interest Income	433	619	1,719	-	829	800
4802-000	Gain / Loss on Investments	8	(2)	27	-	-	-
4805-000	Unrealized Gain / Loss	(413)	(286)	506	-	-	-
4810-000	Rental - Arroyo House	8,748	7,290	8,569	8,748	9,876	9,876
4880-000	Rental - Nursery Property	-	12,000	11,000	12,000	12,000	12,000
Use of Money & Property		8,776	19,621	21,821	20,748	22,705	22,676
228 - HOUSING AUTHORITY TOTAL		8,776	19,621	21,821	20,748	22,705	22,676
4800-000	Interest Income	13,504	13,152	25,064	10,000	11,394	10,000
4802-000	Gain / Loss on Investments	289	(54)	387	-	-	-
4805-000	Unrealized Gain / Loss	(13,566)	(5,930)	7,343	-	-	-
Use of Money & Property		227	7,168	32,794	10,000	11,394	10,000
5036-001	Transportation Improvement	-	-	-	-	-	-
5038-000	State Gas Tax - 2103	69,470	101,219	87,016	111,074	111,074	232,670
5039-000	State Gas Tax - 2105	146,249	141,050	142,910	144,905	144,905	150,848
5040-000	State Gas Tax - 2106	90,096	89,509	90,024	90,359	90,359	89,452
5050-000	State Gas Tax - 2107	185,420	183,568	179,725	190,281	190,281	180,092
5060-000	State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
5070-000	State Gas Tax - SB1	-	29,548	29,373	-	-	-
Revenue From Other Agencies		497,235	550,895	535,049	542,619	542,619	659,062
5535-000	Loader Fee - Athens	-	65,000	-	-	-	-
Other Revenue		-	65,000	-	-	-	-
9911-000	Transfers from Other Fund	-	-	-	-	-	-
Transfers In		-	-	-	-	-	-
230 - STATE GAS TAX TOTAL		497,462	623,063	567,843	552,619	554,013	669,062
4800-000	Interest Income	-	-	2,108	-	2,665	2,500
Use of Money & Property		-	-	2,108	-	2,665	2,500
5084-006	County Park Bond - (Prop A)	309,028	-	-	100,000	33,014	-
5084-008	County Park Bond - Maint	-	30,437	-	63,500	-	-
Revenue From Other Agencies		309,028	30,437	-	163,500	33,014	-
232 - COUNTY PARK BOND TOTAL		309,028	30,437	2,108	163,500	35,679	2,500
4200-000	Sales & Use Tax	297,193	301,630	324,718	336,191	336,191	344,175
Sales Tax		297,193	301,630	324,718	336,191	336,191	344,175
4800-000	Interest Income	12,436	12,498	25,381	10,000	12,266	10,000
4802-000	Gain / Loss on Investments	283	(49)	409	-	-	-
4805-000	Unrealized Gain / Loss	(14,190)	(5,532)	7,746	-	-	-
Use of Money & Property		(1,471)	6,917	33,536	10,000	12,266	10,000
233 - MEASURER TOTAL		295,722	308,546	358,255	346,191	348,457	354,175

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4200-000	Sales & Use Tax	-	273,345	365,736	381,016	381,016	390,024
Sales Tax		-	273,345	365,736	381,016	381,016	390,024
4800-000	Interest Income	-	1,276	14,543	-	7,993	7,000
4802-000	Gain / Loss on Investments	-	(3)	271	-	-	-
4805-000	Unrealized Gain / Loss	-	(396)	5,145	-	-	-
Use of Money & Property		-	877	19,960	-	7,993	7,000
236 - MEASURE M TOTAL		-	274,222	385,695	381,016	389,009	397,024
5070-000	State Gas Tax - SB1	-	152,302	504,780	886,120	500,950	495,685
Sales Tax		-	152,302	504,780	886,120	500,950	495,685
4800-000	Interest Income	-	212	11,744	-	7,186	7,000
4802-000	Gain / Loss on Investments	-	-	267	-	-	-
4805-000	Unrealized Gain / Loss	-	-	5,057	-	-	-
Use of Money & Property		-	212	17,067	-	7,186	7,000
237 - ROAD MAINT. & REHAB. ACCT. TOTAL		-	152,514	521,847	886,120	508,136	502,685
5071-014	MSRC Grant	30,000	-	-	-	-	-
Revenue From Other Agencies		30,000	-	-	-	-	-
238 - MSRC GRANT TOTAL		30,000	-	-	-	-	-
5071-003	Miscellaneous Grant	-	-	-	260,000	-	-
Revenue From Other Agencies		-	-	-	260,000	-	-
239 - MEASURE W TOTAL		-	-	-	260,000	-	-
4200-000	Sales & Use Tax	-	-	-	950,000	-	-
Sales Tax		-	-	-	950,000	-	-
240 - MEASURE M MSP TOTAL		-	-	-	950,000	-	-
4800-000	Interest Income	8	0	0	-	-	-
4802-000	Gain / Loss on Investments	(0)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	4	(0)	0	-	-	-
Use of Money & Property		12	0	0	-	-	-
5035-000	SB 821 State Grants	11,205	-	22,735	19,396	-	-
Revenue From Other Agencies		11,205	-	22,735	19,396	-	-
245 - BIKE & PEDESTRIAN PATHS TOTAL		11,217	0	22,735	19,396	-	-
5071-017	Mission St. Bikeway-BTA Grant	28,142	-	-	-	-	-
Revenue From Other Agencies		28,142	-	-	-	-	-
248 - BTA GRANTS TOTAL		28,142	-	-	-	-	-
5071-045	MSRC Grant - Golden Streets	-	258,691	-	-	-	-
5077-045	Metro Grant - Golden Streets	524,099	-	-	-	-	-
Revenue From Other Agencies		524,099	258,691	-	-	-	-
249 - GOLDEN STREETS GRANT TOTAL		524,099	258,691	-	-	-	-
4800-000	Interest Income	3,433	4,346	11,469	2,000	5,442	5,000
4802-000	Gain / Loss on Investments	63	(19)	179	-	-	-
4805-000	Unrealized Gain / Loss	(3,341)	(1,989)	3,398	-	-	-
Use of Money & Property		155	2,339	15,046	2,000	5,442	5,000
5215-000	Growth Requirement - Residen	48,983	70,752	55,744	60,000	42,804	45,000
5216-000	Growth Requirement - Comm/Indus	1,731	13,955	661	-	6,303	5,000
5218-000	Energy Rebates	-	-	-	-	-	-
Charges for Current Services		50,714	84,707	56,405	60,000	49,107	50,000
255 - CAPITAL GROWTH TOTAL		50,869	87,046	71,451	62,000	54,549	55,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
5075-032	Sr. Program - D99575	18,337	17,970	17,995	18,000	19,169	24,998
5075-049	ADA Sidewalk	116,117	143,601	115,076	120,000	-	216,567
Revenue From Other Agencies		134,454	161,571	133,071	138,000	19,169	241,565
5501-003	Donations - Senior Meals	29,149	25,248	19,415	25,000	26,360	20,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		29,149	25,248	19,415	25,000	26,360	20,000
260 - CDBG TOTAL		163,603	186,819	152,486	163,000	45,529	261,565
4800-000	Interest Income	61	35	136	-	64	50
4802-000	Gain / Loss on Investments	1	(0)	-	-	-	-
4805-000	Unrealized Gain / Loss	(60)	(22)	-	-	-	-
Use of Money & Property		2	13	136	-	64	50
5075-001	Asset Forfeiture - DOJ	-	-	4,469	-	-	-
Revenue From Other Agencies		-	-	4,469	-	-	-
270 - ASSET FORFEITURE TOTAL		2	13	4,604	-	64	50
4800-000	Interest Income	1,628	1,503	5,464	-	2,683	2,500
4802-000	Gain / Loss on Investments	8	(7)	86	-	-	-
4805-000	Unrealized Gain / Loss	(1,516)	(803)	1,622	-	-	-
Use of Money & Property		120	693	7,172	-	2,683	2,500
5005-000	State Grant - COPS (AB3229)	168,740	148,747	100,000	100,000	155,948	100,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Revenue From Other Agencies		168,740	148,747	100,000	100,000	155,948	100,000
272 - POLICE GRANTS - STATE TOTAL		168,860	149,439	107,172	100,000	158,631	102,500
4800-000	Interest Income	23	-	-	-	-	-
4802-000	Gain / Loss on Investments	3	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(31)	-	-	-	-	-
Use of Money & Property		(5)	-	-	-	-	-
273 - POLICE SUBVENTIONS - CLEP TOTAL		(5)	-	-	-	-	-
5036-000	Homeland Security Grant	-	-	4,319	-	-	-
5071-003	Miscellaneous Grants	-	-	-	-	-	-
Revenue From Other Agencies		-	-	4,319	-	-	-
274 - HOMELAND SECURITY GRANT TOTAL		-	-	4,319	-	-	-
4800-000	Interest Income	-	2,434	9,367	-	6,355	6,000
Use of Money & Property		-	2,434	9,367	-	6,355	6,000
5200-008	Park Impact Fees	76,588	156,380	164,071	75,000	163,383	160,000
Charges for Current Services		76,588	156,380	164,071	75,000	163,383	160,000
275 - PARK IMPACT FEE		76,588	156,380	164,071	75,000	169,738	166,000
5071-015	Historic Preservation Grant	-	-	5,000	-	-	-
Revenue From Other Agencies		-	-	5,000	-	-	-
276 - HISTORIC PRESERVATION GRANT TC		-	-	5,000	-	-	-
5071-016	HSIP Grant	7,195	25,163	900	-	12,898	-
Revenue From Other Agencies		7,195	25,163	900	-	12,898	-
277 - HSIP GRANT TOTAL		7,195	25,163	900	-	12,898	-

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2019/20	2020/21
4800-000	Interest Income	2,678	1,594	254	1,500	2,112	2,000
4802-000	Gain / Loss on Investments	79	(6)	2	-	-	-
4805-000	Unrealized Gain / Loss	(3,035)	(1,117)	46	-	-	-
Use of Money & Property		(278)	471	302	1,500	2,112	2,000
5275-001	Green Fees / Mini Golf	605,775	700,201	738,026	744,500	747,446	774,500
5275-002	Range	269,987	299,328	351,477	340,650	369,117	385,000
5275-003	Golf Shop	51,626	53,747	62,538	72,650	66,567	46,888
5275-004	Food	101,083	99,679	75,399	155,845	58,085	91,122
5275-005	Filming	73,499	13,560	28,375	66,050	44,699	55,900
Charges for Current Services		1,101,970	1,166,516	1,255,814	1,379,695	1,285,914	1,353,410
295-ARROYO SECO GOLF COURSE		1,101,692	1,166,987	1,256,116	1,381,195	1,288,026	1,355,410
4800-000	Interest Income	166	-	5,118	-	2,762	2,500
4802-000	Gain / Loss on Investments	(2)	-	155	-	-	-
4805-000	Unrealized Gain / Loss	141	-	2,937	-	-	-
Use of Money & Property		305	-	8,210	-	2,762	2,500
9911-000	Transfers from Other Fund	-	169,250	160,000	325,000	630,000	425,808
Transfers In		-	169,250	160,000	325,000	630,000	425,808
310 - SEWER CAPITAL PROJECTS TOTAL		305	169,250	168,210	325,000	632,762	428,308
4800-000	Interest Income	12,274	7,325	77	7,000	36	-
4802-000	Gain / Loss on Investments	253	(49)	1	-	-	-
4805-000	Unrealized Gain / Loss	(11,550)	(5,551)	22	-	-	-
Use of Money & Property		977	8,825	7,136	7,036	36	-
9911-000	Transfers from Other Fund	901,436	-	-	-	-	-
Transfers In		901,436	-	-	-	-	-
327 - 2000 TAX ALLOCATION BONDS TOTA		902,413	1,725	100	7,000	36	-
4800-000	Interest Income	113,751	111,811	175,722	100,000	71,954	70,000
4802-000	Gain / Loss on Investments	2,681	(350)	1,911	-	-	-
4805-000	Unrealized Gain / Loss	(112,863)	(42,289)	36,224	-	-	-
Use of Money & Property		3,569	69,172	213,857	100,000	71,954	70,000
5320-000	Water Sales	8,285,465	9,270,664	8,968,934	10,301,172	9,298,747	9,300,000
5325-000	Standby Service Charge	-	14,970	13,040	14,000	22,320	20,000
5370-000	Penalty - Water/Rubbish	63,488	72,428	65,684	70,000	32,512	30,000
5327-000	Efficiency Fee	191,831	211,240	191,737	-	-	-
5330-000	Private Fire Service	32,302	32,919	32,844	33,000	26,066	26,000
5335-000	Water Impact Fees	295,293	24,723	160,907	-	-	-
Charges for Current Services		8,868,379	9,626,945	9,433,145	10,418,172	9,379,645	9,376,000
5360-000	Rubbish Clearing	-	-	386	-	10,122	-
5400-000	Sale of Property	-	14,294	4,721	-	-	-
5430-000	Damage to City Property	763	-	-	-	-	-
5505-000	Miscellaneous	210	-	(186)	-	-	-
5510-000	Misc Service Revenue	2,962	3,470	5,089	3,000	10,644	5,000
5525-000	Yard Waste	-	(153)	110	-	-	-
5530-000	Rubbish Billing Fees	81,672	54,575	-	75,000	-	-
5540-000	Service Fees	15,402	6,324	11,542	15,000	25,240	25,000
5550-000	Prior Year Adjustment	(41,474)	(339,444)	23,518	-	-	-
5560-000	Sewer Billing Fees	48,429	49,761	50,321	50,000	52,829	50,000
Other Revenue		107,964	(211,173)	95,501	143,000	98,835	80,000
5071-007	Water Quality Authority	-	-	589,000	-	-	-
5071-019	Federal Grant - EPA	-	200,167	-	-	-	-
5586-000	Loan Proceeds	-	-	-	5,900,000	-	-
Revenue From Other Agencies		-	200,167	589,000	5,900,000	-	-
9911-000	Transfers from Other Fund	9,817,440	2,813,432	-	-	-	500,000
Transfers In		9,817,440	2,813,432	-	-	-	500,000
500 - WATER TOTAL		18,797,352	12,498,543	10,331,503	16,561,172	9,550,434	10,026,000

Revenue Detail

Acct	Account Title	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Estimated 2019/20	Proposed 2020/21
9911-000	Transfers from Other Fund		500,000	-	-	-	-
Transfers In		-	500,000	-	-	-	-
502 - WATER RATE STABILIZATION FUND		-	500,000	-	-	-	-
5327-000	Efficiency Fee	-	-	-	207,155	192,469	200,000
Charges for Current Services		-	-	-	207,155	192,469	200,000
503 - WATER EFFICIENCY FUND		-	-	-	207,155	192,469	200,000
4800-000	Interest Income	-	4,511	2,677	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
Use of Money & Property		-	4,511	2,677	-	-	-
9911-000	Transfers from Other Fund	10,851,374	2,607,863	2,434,558	1,564,238	1,564,238	2,442,838
Transfers In		10,851,374	2,607,863	2,434,558	1,564,238	1,564,238	2,442,838
505 - 2016 WATER REVENUE BONDS TOTAL		10,851,374	2,612,374	2,437,235	1,564,238	1,564,238	2,442,838
4800-000	Interest Income	-	6,611	13,812	-	10,763	10,000
4802-000	Gain / Loss on Investments	-	(21)	-	-	-	-
4805-000	Unrealized Gain / Loss	-	(2,842)	-	-	-	-
Use of Money & Property		-	3,747	13,812	-	10,763	10,000
5335-000	Water Impact Fees	-	252,233	187,650	250,000	219,941	225,000
5336-000	Sewer Impact Fees	-	23,496	8,549	20,000	16,023	18,000
Charges for Current Services		-	275,729	196,199	270,000	235,964	243,000
5550-000	Prior Year Adjustment	-	356,440	-	-	-	-
Other Revenue		-	356,440	-	-	-	-
510 - WATER & SEWER IMPACT FEES TOTAL		-	635,916	210,011	270,000	246,727	253,000
4800-000	Interest Income	5	234	-	-	-	-
4802-000	Gain / Loss on Investments	(8,656)	-	-	-	-	-
Use of Money & Property		(8,651)	234	-	-	-	-
9911-000	Transfers from Other Fund	1,818,269	-	658,018	-	-	-
9912-000	Transfers from Other Fund	554,285	453,334	-	166,788	166,788	556,188
Transfers In		2,372,554	453,334	658,018	166,788	166,788	556,188
550 - PUBLIC FINANCING TOTAL		2,363,903	453,568	658,018	166,788	166,788	556,188
4800-000	Interest Income	-	871	3,077	-	-	-
Use of Money & Property		-	871	3,077	-	-	-
4000-000	Property Tax - Current Secured	211,324	194,258	191,735	197,900	197,900	194,500
Property Tax		211,324	195,129	194,812	197,900	197,900	194,500
927 - REDEV. OBLIGATIONS TOTAL		211,324	195,129	194,812	197,900	197,900	194,500
CITYWIDE TOTAL		72,600,104	50,563,304	51,429,798	59,155,047	48,687,697	50,929,474

Expenditure Summary by Fund

Category/Fund	Actual 2016/17	Actual 2017/18	Actual 2018/19	Adopted 2019/20	Estimated 2020/21	Proposed 2020/21
Wages & Benefits	17,464,420	17,867,122	17,919,762	19,998,899	18,839,499	20,003,795
Operations & Maintenance	5,541,052	5,545,387	6,379,310	6,723,755	6,746,044	5,973,353
Capital Outlay	163,599	126,193	384,942	133,600	26,074	103,100
Transfer Out	5,473,409	-	1,245,000	1,910,597	1,539,470	1,039,470
Capital Projects	483,614	1,307,345	204,182	-	-	500,000
101 - General Fund Total	29,126,094	24,846,047	26,133,195	28,766,851	27,151,086	27,619,718
Operations & Maintenance	82,305	229,942	306,906	95,000	309,980	319,300
103 - Insurance Fund Total	82,305	229,942	306,906	95,000	309,980	319,300
Capital Projects	2,032,441	1,171,701	554,781	965,000	1,104,086	500,000
104 - Street Improvements Program Total	2,032,441	1,171,701	554,781	965,000	1,104,086	500,000
Operations & Maintenance	26,018	194,671	6,113	-	(14,299)	-
Capital Outlay	1,043,159	110,973	317,208	200,000	194,414	200,000
Capital Projects	436,915	211,614	241,781	500,000	458	300,000
105 - Facilities & Equip. Replacement Total	1,506,092	517,258	565,103	700,000	180,573	500,000
Wages & Benefits	223,237	227,882	229,786	278,629	239,886	291,044
Operations & Maintenance	135,395	94,943	82,505	158,841	147,556	199,864
Capital Outlay	168,958	12,997	-	100,000	100,000	-
Capital Projects	15,528	65,938	-	-	-	-
205 - Prop "A" Total	543,118	401,760	312,291	537,470	487,442	490,908
Wages & Benefits	167,474	161,837	168,759	198,493	180,787	190,463
Operations & Maintenance	227	55,918	44,050	83,123	40,670	-
Capital Outlay	-	-	80,000	-	-	-
Capital Projects	-	496,610	-	-	-	-
207 - Prop "C" Total	167,701	714,366	292,808	281,616	221,457	190,463
Capital Projects	-	343,224	8,675	-	5,000	-
208 - TEA/Metro Total	-	343,224	8,675	-	5,000	-
Wages & Benefits	402,363	405,667	366,659	468,653	417,257	456,787
Operations & Maintenance	121,534	57,549	143,758	284,622	204,394	284,622
Capital Outlay	650	-	-	-	165,221	-
Other Expenses	93,028	93,028	-	-	-	-
Transfer Out	4,086	169,250	180,000	325,000	630,000	425,808
210 - Sewer Total	621,661	725,494	690,417	1,078,275	1,416,871	1,167,217
Wages & Benefits	270	164	-	-	-	-
211 - CTC Traffic Improvement Total	270	164	-	-	-	-

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21
215	Wages & Benefits	167,916	175,886	154,073	179,798	129,829	184,241
215	Operations & Maintenance	623,506	619,663	722,341	837,800	860,284	812,800
215	Capital Outlay	101,950	102,165	46,576	70,000	50,000	70,000
215	Transfer Out	8,171	-	-	-	-	-
	215 - Street Light & Landscape Total	901,543	897,714	922,991	1,087,598	1,040,113	1,067,041
218	Wages & Benefits	1,751	68	-	-	-	-
218	Operations & Maintenance	-	11,182	20,461	15,000	-	15,000
218	Capital Outlay	40,231	37,727	2,395	-	17,279	37,600
218	Capital Projects	-	1,700	-	-	-	-
	218 - Clean Air Act Total	41,982	50,677	22,856	15,000	17,279	52,600
220	Operations & Maintenance	185,000	164,550	161,500	109,500	109,500	109,500
	220 - Business Improvement Tax Total	185,000	164,550	161,500	109,500	109,500	109,500
226	Operations & Maintenance	15,432	11,321	13,053	15,000	7,281	15,000
	226 - Mission Meridian Public Garage	15,432	11,321	13,053	15,000	7,281	15,000
227	Wages & Benefits	-	-	-	-	-	-
227	Operations & Maintenance	83,511	71,716	69,487	197,900	197,900	194,500
227	Transfer Out	901,436	-	-	-	-	-
	227 - Successor Agency to CRA Total	984,947	71,716	69,487	197,900	197,900	194,500
228	Operations & Maintenance	-	3,585	10,766	10,000	14,875	10,000
	228 - Housing Authority Total	-	3,585	10,766	10,000	14,875	10,000
230	Wages & Benefits	398,948	420,331	455,004	449,656	391,851	461,272
230	Operations & Maintenance	117,353	139,405	140,378	163,850	149,188	163,850
230	Capital Outlay	-	146,640	-	25,000	-	25,000
230	Capital Projects	-	-	-	268,000	-	275,000
	230 - State Gas Tax Total	516,301	706,375	595,382	906,506	541,039	925,122
232	Operations & Maintenance	120,562	47,096	44,401	63,500	34,338	63,500
232	Capital Projects	247,265	-	-	-	-	-
	232 - County Park Bond Total	367,827	47,096	44,401	63,500	34,338	63,500
233	Capital Projects	475,784	410,530	50,856	336,000	336,000	300,000
	233 - Measure R Total	475,784	410,530	50,856	336,000	336,000	300,000
236	Capital Projects	-	-	-	381,000	86,000	300,000
	236 - Measure M Total	-	-	-	381,000	86,000	300,000
237	Capital Projects	-	-	-	886,000	866,000	-
	237 - Road Maint. & Rehab. Acct. Total	-	-	-	886,000	866,000	-

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21
238	Capital Outlay	30,000	-	-	-	-	-
238	Capital Projects	-	134,182	10,386	-	121,567	-
	238 - MSRC Grant Total	30,000	134,182	10,386	-	121,567	-
239	Wages & Benefits	-	-	514	35,730	33,779	35,076
239	Operations & Maintenance	-	-	-	118,500	35,558	128,500
239	Capital Projects	-	-	-	100,000	-	-
	239 - Measure W Total	-	-	514	254,230	69,337	163,576
240	Capital Projects	-	-	-	950,000	-	-
	240 - Measure M(MSP) Total	-	-	-	950,000	-	-
245	Capital Projects	11,205	-	22,735	19,000	-	-
	245 - Bike & Pedestrian Paths Total	11,205	-	22,735	19,000	-	-
248	Operations & Maintenance	55,639	-	-	-	-	-
248	Capital Projects	-	106,590	111,666	-	-	-
	248 - BTA Grants Total	55,639	106,590	111,666	-	-	-
249	Operations & Maintenance	441,042	41,131	299,800	-	-	-
	249 - Golden Streets Grant Total	441,042	41,131	299,800	-	-	-
255	Capital Projects	-	-	-	-	-	-
	255 - Capital Growth Total	-	-	-	-	-	-
260	Operations & Maintenance	47,486	45,654	60,000	41,315	50,588	44,998
260	Capital Projects	116,117	143,602	121,133	-	-	216,567
	260 - CDBG Total	163,603	189,256	181,133	41,315	50,588	261,565
270	Capital Outlay	13,407	-	-	-	-	-
	270 - Asset Forfeiture Total	13,407	-	9,800	-	-	-
272	Operations & Maintenance	17,822	-	-	104,794	-	100,000
272	Capital Outlay	152,268	83,877	63,126	50,630	48,200	50,000
	272 - Police Grants - State (COPS)	170,090	83,877	63,126	155,424	48,200	150,000
273	Capital Outlay	5,241	-	-	-	-	-
	273 - Police Subventions - CLEEP	5,241	-	-	-	-	-
274	Operations & Maintenance	-	-	-	-	-	-
274	Capital Outlay	9,167	-	-	-	-	-
	274 - Homeland Security Grant	9,167	-	-	-	-	-
275	Operations & Maintenance	66,007	19,200	-	100,000	-	100,000
275	Capital Outlay	6,109	-	-	-	-	-
275	Capital Projects	125,060	21,465	83,374	-	-	-
	275 - Park Impact Fees Total	197,176	40,665	83,374	100,000	-	100,000

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Adopted	Estimated	Proposed
		2016/17	2017/18	2018/19	2019/20	2020/21	2020/21
277	Operations & Maintenance	5,045	19,520	5,528	-	-	-
277	Capital Projects	-	42,478	2,720	-	-	-
	277 - HSIP Grant Total	5,045	61,998	8,248	-	-	-
280	Operations & Maintenance	-	-	-	-	-	-
	280 - Public Library Funds Grant Total	-	-	-	-	-	-
295	Operations & Maintenance	993,922	1,061,942	1,095,752	1,139,824	1,064,655	1,162,458
295	Other Expenses	11,267	34,386	-	-	-	-
	295 - Arroyo Seco Golf Course Total	1,005,189	1,096,328	1,095,752	1,139,824	1,064,655	1,162,458
310	Wages & Benefits	2,187	1,288	3,401	-	-	-
310	Operations & Maintenance	339,107	90,542	400,099	-	-	-
310	Capital Projects	-	14,823	-	325,000	-	-
	310 - Sewer Capital Projects Total	341,294	106,653	403,501	325,000	-	-
327	Capital Projects	-	-	-	-	-	-
	327 - 2000 Tax Allocation Bonds Total	-	-	-	-	-	-
500	Wages & Benefits	1,625,177	1,727,405	1,427,793	1,755,384	1,492,722	1,594,035
500	Operations & Maintenance	3,889,713	2,828,385	3,763,394	3,889,351	3,376,314	3,037,619
500	Capital Outlay	22,317	1,510	82,238	3,000	53,040	53,000
500	Other Expenses	624,438	630,900	-	-	-	-
500	Transfer Out	2,963,748	3,561,197	3,152,576	1,731,025	1,731,025	2,999,025
500	Capital Projects	-	1,814,187	6,646,155	10,250,000	6,474,307	-
	500 - Water Total	9,125,393	10,563,584	15,072,157	17,628,760	13,127,407	7,683,680
502	Transfer Out	-	500,000	-	-	-	-
	502 - Water Rate Stabilization Total	-	500,000	-	-	-	-
503	Wages & Benefits	-	-	989	156,940	94,373	155,946
503	Operations & Maintenance	-	-	-	155,150	7,552	155,150
503	Capital Projects	-	-	-	135,000	-	-
	503 - Water Efficiency Total	-	-	989	447,090	101,925	311,096
505	Operations & Maintenance	382,968	1,663,130	1,599,558	1,566,738	1,592,238	1,542,838
505	Transfer Out	5,389,888	2,313,432	-	-	-	-
	505 - 2016 Water Revenue Bonds Total	5,772,856	3,976,562	1,599,558	1,566,738	1,592,238	1,542,838
510	Capital Projects	-	-	-	-	-	-
	510 - Water & Sewer Impact Fees Total	-	-	-	-	-	-
550	Operations & Maintenance	186,525	175,100	166,150	166,788	181,788	151,188
550	Transfer Out	14,708,159	-	-	-	-	-
	550 - Public Financing Authority Total	14,894,684	175,100	166,150	166,788	181,788	151,188
927	Transfer Out	188,458	196,004	195,617	197,900	197,900	194,500
	927 - Redev. Oblig. Retirement Total	188,458	196,004	195,617	197,900	197,900	194,500
	CITYWIDE TOTAL	69,997,987	48,585,452	50,082,469	59,424,285	50,682,422	45,545,768

City Council Agenda Report

ITEM NO. 2



DATE: June 24, 2020

FROM: Stephanie DeWolfe, City Manager

PREPARED BY: Maria E. Ayala, Chief City Clerk
Lucy Demirjian, Assistant to the City Manager

SUBJECT: **Discussion and Direction on the Estimated Costs for Continued Virtual Public Meetings**

Recommendation

It is recommended that the City Council provide direction upon reviewing this report estimating the costs for continued virtual public meetings in compliance with guidelines set forth in the Los Angeles County Health Officer's Safer at Home Order.

Discussion/Analysis

City Council has requested that staff provide additional information on the anticipated costs associated with continuing to host virtual public meetings. The need for holding virtual meetings was necessitated by the safety measures established by the Los Angeles County Department of Public Health in response to the COVID-19 pandemic. The City conducts these meetings remotely and held by video conference in accordance with the Brown Act Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020.

In addition to City Council meetings, the City has a total of 16 appointed advisory bodies subject to the Brown Act. Prior to the pandemic, only City Council and Planning Commission meetings were broadcast live and webstreamed. In addition to regularly scheduled monthly meetings, the City Council and commissions have also held "special" meetings. Staff anticipates between 180-200 meetings per year. This does not include community outreach meetings that will also be required to be conducted virtually, such as for the Housing Element and Climate Action Plan.

Should at least 12 of the regularly scheduled commission meetings (excluding any special meetings) be held in a virtual manner, the City can anticipate an increase in the monthly production cost of at least \$8,100 as outlined below, with a potential annual increase of more than \$97,000 per year.

Estimated Costs for Virtual Public Meetings

June 24, 2020

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The average meeting requires at least three hours of Spectrum production staff at a cost of \$150 per hour. There is a flat-rate fee of \$225 to live stream each meeting (this means the meeting is broadcast live on the City’s two local cable channels, as well livestreamed via a website hosted by Spectrum). The table below shows the breakdown of what a typical 3-hour meeting would cost, about \$675 per meeting.

Flat-rate Live Streaming Cost per meeting	\$225
Spectrum Production Staff Hourly Rate of \$150, at least 3 hours needed	\$450
Total anticipated technical cost to run a 3-hour virtual meeting	\$675

The viewership data for the commission meetings has also been tracked and provided by Spectrum. The “Live Viewers” numbers indicates unique IPN addresses that streamed the meeting via the website. No viewership data for cable channels was able to be attained. Typically there are several City staff members that will stream the meeting via the web for informational purposes.

The following table shows the viewership data for the month of May 2020 as well as production cost per meeting breakdown. With the exception of the City Council Meetings, most other meetings had viewership of less than 20 unique IPN addresses. City Council Meetings and Planning commission meetings are highlighted because these are meetings that were covered under the original contract with Spectrum – these are billed separately, but at the same rates. The only difference is that Streaming costs for Council meetings are \$375 per meeting as the recording for Council meetings are indexed in accordance with the agenda.

**City of South Pasadena
Web Streaming Information - May 2020**

Live Viewing Numbers - Per Meeting						
Date	Type	Live Viewers	Streaming Cost	# of Hours (production staff time)	Meeting Production Costs	TOTAL Meeting Production Cost
5/6/2020	City Council	85				
5/11/2020	Public Safety	15	\$225	3	\$450	\$675
5/11/2020	Parks and Rec	18	\$225	2	\$300	\$525
5/11/2020	Public Works and MTIC Joint	22	\$225	3	\$450	\$675
5/12/2020	Planning Commission	18				

Estimated Costs for Virtual Public Meetings

June 24, 2020

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5/13/2020	Public Works	11	\$225	3	\$450	\$675
5/13/2020	City Council	56				
5/14/2020	DRB, CHC and PAC Joint	12	\$225	2	\$300	\$525
5/14/2020	Design Review Board	10		2	\$300	\$300
5/14/2020	NREC	9	\$225	3	\$450	\$675
5/14/2020	Library Board of Trustees	21	\$225	3	\$450	\$675
5/19/2020	MTIC	11	\$225	4	\$600	\$825
5/20/2020	City Council	84				
5/21/2020	Cultural Heritage	22	\$225	4	\$600	\$825
5/26/2020	Finance Commission	52	\$225	3	\$450	\$675
5/26/2020	NREC Commission	6	\$225	3	\$450	\$675
5/27/2020	Public Arts	4	\$225	3	\$450	\$675
5/27/2020	City Council	50				
5/28/2020	CAP Meeting	41	\$225	4	\$600	\$825
5/30/2020	HE Workshop	9	\$225	4	\$600	\$825
	Total Live Viewers:	556	\$3,150	46	\$6,900	\$10,050

Live Public Participation

Prior to the need to host virtual meetings, the Council Chambers was not equipped with the proper AV equipment to broadcast virtual meetings. This technical work was solicited from Spectrum, and quickly implemented. At this time, however, there still exists no designated phone line for the Council Chambers that would allow incoming calls during a meeting. It is important to note this, as a question was raised on whether or not public comment could be accommodated by phone for virtual meetings.

Spectrum has offered two options in order to accommodate oral public comment during public meetings. The first would involve a voicemail service that would have a dedicated 626 area code phone number for each commission and one for the Council. The public would call in and leave a public comment message for the council or commission that could be played during the appropriate point of the meeting. The cost of this would be \$50 per meeting. There would be additional staff time required to screen the calls prior to broadcast to check for obscene or other inappropriate content, similar to zoom-bombing. For a typical month with two City Council and 12 commission meetings, this would be an additional \$700 per month, up to \$10,000 per year when considering additional special meetings.

A second option would be a dedicated 626 area code phone number for each commission and one for Council (\$50 per meeting as mentioned above). And an additional Spectrum technician at the rate of \$225 per hour per meeting to host and moderate the line for public comment. The additional Spectrum technician would be needed to screen each public caller for appropriate timing of public comment, and work with the Chief City Clerk to cue up the caller at the appropriate time. This method is currently used by the City of Arcadia. Alternatively, the technician can moderate

through the City's Zoom account. However, as with the case of the City of Alhambra, anyone wanting to make public comment will be pre-screened by the technician a day prior to the meeting to be provided secure access to the zoom meeting. The total annual cost would be approximately \$120,000 (\$10,000/mo) for additional Spectrum staff time if applied to all commissions for an average month.

Another option suggested by the public is to hold meetings in a large room, such as the Community Room, that would allow social distancing for the Council/commission as well as the audience members. The dais in the Council Chambers does not allow for appropriate social distancing and the room does not hold many audience members at six foot distance. Broadcasting from remote locations requires specialized equipment currently not owned by the City. Studio Spectrum has provided a preliminary quote of \$3,000 per meeting in addition to the webstream costs. Spectrum currently provides similar services to the City of Alhambra for the same rate which includes up to 5 technicians to run each meeting. South Pasadena would require an additional technician on site at City Hall in order to continue to provide the live broadcast through the cable channels. It should also be noted that the acoustical issues in the Community Room will likely be problematic for recording and broadcasting.

Background

Most virtual meetings have been conducted using the Zoom virtual platform, with some meetings using the GoTo Meetings platform. Although both platforms allow for a multitude of participants, out of an abundance of caution, the City has opted to limit the number of meeting participants during the meeting. Zoom-bombing has been known to occur and seriously disrupt public meetings. Therefore, the City does not publicize the Zoom meeting information and has subscribed to the upgraded Zoom platform in order to be able to implement other meeting security measures. The public is able to watch the live meeting's proceedings via the two local cable channels and/or the live webstream.

The City's Audio Visual (AV) contractor, Studio Spectrum (Spectrum), must have at least one member of their production staff onsite to broadcast the meetings. The majority of commissions require at least two staff members in Council Chambers for every meeting. Although the commissions have different scheduled meetings days, due to the virtual meetings all meetings must be hosted and broadcast (cable and web streaming) from the Council Chambers.

The City's original contract with Spectrum was for a contract term of November 2, 2016 – June 30, 2019. The City opted to enact the option for extension from July 1, 2019-June 30, 2021.

Legal Review

The City Attorney has reviewed this item.

Fiscal Impact

Limited funds were included in the proposed budget to cover the costs of the additional virtual meetings, for a total of \$60,000 (this includes the standard costs for the regular city council and planning commission meetings) which falls short of the anticipated expenditures. Staff will request

additional funds accordingly during the quarterly review of the budget. Further, if live call-in service is added, an additional amount, possibly in the range of \$100,000, would be required.

Public Notification of Agenda Item

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

Attachment: Commission Meeting Schedule

Schedule of City Council | Commissions | Boards Meetings

Meeting Body	Day of the Week / Time	Location	# of meetings/year
City Council	1 st and 3 rd Wednesday of the month 6:30 p.m. Closed Session 7:30 p.m. Open Session	Council Chamber, 1424 Mission St.	24
Animal Commission	1 st Monday of the month 6:30 p.m. (Jan, Mar, Apr, May, Sep, Nov)	Mayor's Conf. Rm., 1424 Mission St.	6 (SPMC Article IV. Section 2.52)
Cultural Heritage Commission	3 rd Thursday 6:30 p.m.	Council Chamber, 1424 Mission St.	12
Design Review Board	1 st Thursday 6:30 p.m.	Council Chamber, 1424 Mission St.	12
Finance Commission	4 th Thursday of even numbered months 6:30 p.m.	City Managers Conf. Rm., 1414 Mission St.	10 Max 10 Regular Meetings per year (SPMC Article IVI, Section 2.70)
Library Board of Trustees	2 nd Thursday 7:00 p.m.	Library Conf. Rm., 1100 Oxley St.	12
Mobility and Transportation Infrastructure Commission	3 rd Tuesday 6:30 p.m.	Council Chamber, 1424 Mission St.	12 (SPMC Article IVD. Section 2.47-5)
Natural Resources and Environmental Commission	4 th Tuesday 7:00 p.m.	Council Chamber, 1424 Mission St.	12
Parks and Recreation Commission	2 nd Monday 6:30 p.m.	Council Chamber, 1424 Mission St.	12
Planning Commission	2 nd Tuesday 6:30 p.m.	Council Chamber, 1424 Mission St.	10 Meets monthly except for Nov and Dec (SPMC Article IVA, Section 2.37)
Public Arts Commission	4 th Wednesday 6:30 p.m.	Council Chamber, 1424 Mission St.	12 Once a month as needed (SPMC Article IVL, Section 2.79-11)
Public Safety Commission	2 nd Monday 8:30 a.m. (Meets monthly/Aug & Dec – no meeting)	Fire Dept. EOC Rm., 817 Mound Ave.	10 Max 10 Regular Meetings per year (SPMC Article IVB, Section 2.42)
Public Works Commission	2 nd Wednesday 7:00 p.m.	Council Chamber, 1424 Mission St.	6 One Regular Meeting every other month (SPMC Article IVK, Section)
Senior Citizen Commission	2 nd Wednesday 8:30 a.m.	Senior Center, 1102 Oxley St.	12
Youth Commission	4 th Monday 6:00 p.m.	Senior Center, 1102 Oxley St.	12
4 th of July – Festival of Balloons Committee	4 th Wednesday 7:00 p.m.	Fire Dept. EOC Rm., 817 Mound Ave.	Varies
Tournament of Roses Committee	1 st Tuesday 7:30 p.m.	Council Chamber, 1424 Mission St.	Varies