

FISCAL YEAR 2015/16

ADOPTED BUDGET

City of South Pasadena



City of South Pasadena California



Adopted Budget For the 2015/16 Fiscal Year

Mayor
Robert S. Joe

Mayor Pro Tempore
Diana Mahmud

Councilmember
Michael A. Cacciotti

Councilmember
Marina Khubesrian, M.D.

Councilmember
Richard D. Schneider, M.D.

City Clerk
Evelyn G. Zneimer

City Treasurer
Gary Pia

City Manager
Sergio Gonzalez

Population 26,174



MISSION STATEMENT

The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our quality of life and small-town character in a 21st Century environment.

CORE VALUES

not in priority order

The City of South Pasadena values. . .

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

THREE-YEAR GOALS

not in priority order

- *Eliminate the 710 freeway tunnel and improve local and regional mobility*
- *Continue to improve City infrastructure and facilities*
- *Continue to strengthen the City's financial position, organizational effectiveness, and service levels*
- *Promote appropriate local economic growth*
- *Enhance the City's healthy natural, cultural, and built environment*

Table of Contents

City Manager’s Budget Message	9
Financial Policies Review	17
Estimated Changes in Fund Balance	21
Fund Summaries	
Revenue Detail By Fund and Account	23
Expenditure Summary By Fund and Category	32
General Fund Expenditure Summary	36
Capital Improvement Projects.....	37
<u>Departments</u>	
City Council.....	41
[101-1011] City Council.....	43
Management Services	45
[101-2011] City Manager	48
[101-1021] City Clerk.....	51
[101-1022] Election	54
[101-2013] Human Resources	56
[101-2021] Transportation Planning.....	59
[101-2501] Legal Services.....	61
[101-3032] Information Services.....	63
[103-2501] Insurance Fund.....	65
[105-3032] Facilities & Equipment Replacement	67
[218-2270] Clean Air Act.....	69
[220-2301] Community Promotion	71
[226-2029] Mission Meridian Public Garage	73
Finance Department	75
[101-3011] Finance.....	77
[101-3032] Information Services.....	80
[500-3012] Utility Billing.....	81
[101-3041] Non-Departmental/Overhead.....	83

Table of Contents

City Treasurer	85
[101-3021] City Treasurer	87
 Police Department	 89
[101-4011] Police	91
[105-4011] Police	95
 Fire Department	 97
[101-5011] Fire	99
[105-5011] Fire	103
 Public Works	 105
[101-2015] Environmental Services	107
[101-6011] PW Admin & Engineering.....	110
[101-6410] Park Maintenance	113
[101-6601] Facilities Maintenance	116
[210-6501] Sewer	119
[215-6115] Traffic Signals	122
[215-6118] Sidewalk Maintenance.....	124
[215-6201] Street Lighting	126
[215-6310] Street Tree Maintenance	128
[215-6416] Median Strips.....	131
[230-6116] Street Maintenance	133
[500-6710] Water Distribution	136
[500-6711] Water Production	140
 Planning & Building	 145
[101-7101] Planning & Building.....	147
 Library	 151
[101-8011] Library	153
 Community Services	 157
[101-8021] Senior Center	159
[101-8031] Community Services.....	162
[101-8032] Recreation and Youth Services.....	165
[205-2210] Prop "A" Administration	168
[205-8025] Prop "A" Dial-A-Ride	170
[207-2260] Prop "C" Administration.....	173
[207-8025] Prop "C" Dial-A-Ride.....	175

Table of Contents

Community Services	157
[295-8041] Arroyo Seco Golf Course - Administration.....	177
[295-8042] Arroyo Seco Golf Course – Course Maintenance	179
[295-8043] Arroyo Seco Golf Course – Driving Range.....	181
[295-8044] Arroyo Seco Golf Course – Golf Course.....	183
[295-8045] Arroyo Seco Golf Course – Food and Beverage	185
 Community Redevelopment Agency	 187
[227-7210] CRA Administration	187
[229-7220] CRA Housing.....	189
[227-7211] & [229-7221] CRA Debt Service	190
 Appendix	 191
Organizational Chart.....	191
Full-Time Authorized Positions	192
Part-Time Authorized Positions	195
Position Distribution.....	196
Glossary of Budget Terms	198
Description of Funds.....	201
Basis of Accounting.....	205
South Pasadena Profile	206
Resolution Adopting Budget	207
Resolution Establishing Appropriations Limit	209

City Manager's FY 2015/16 Budget Message

July 1, 2015

Honorable Mayor and City Council Members:

I am pleased to present the Adopted Budget for Fiscal Year (FY) 2015/16 for all operations of the City. The budget as presented is balanced and consistent with the policy direction reflected in the City Council Goals. The comprehensive budget for all funds illustrates the City Council's commitment to long-term financial planning, cost-effective municipal services, and financial policies that recognize the need to fund future obligations. The budget document also supports an aggressive capital infrastructure improvement program.

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

Budget Process

The FY 2015/16 Budget is based upon an in-depth analysis of actual and projected fund balances, revenues, and expenditures. Each City department prepared line item details for the department's activities and recommended certain service levels and activity goals for the 2015/16 budget year. The Finance Department prepared revenue projections with input from other departments. The City Manager then reviewed individual departmental requests, prioritized activities based upon City Council policy, and made certain adjustments. At the conclusion of this process, the Proposed Budget was prepared and submitted to the City Council for review.

A community budget presentation was held on April 16, 2015, which included an overview of the City budget and offered residents an opportunity to participate in the process by providing input and asking questions. Following the community budget study session, staff delivered a presentation to the City Council on April 29, 2015, which included current year accomplishments, revenue projections, departmental expenditure challenges, and major issues affecting the City in upcoming years. The Proposed Budget was presented at the May 20 and June 17, 2015 City Council meetings, and the Budget was adopted with amendments on June 17, 2015.

General Fund Highlights

Among cities with populations under 27,000, South Pasadena is unique for directly providing the full services of public safety, public works, library, recreation, community services, and general administration. Although staffing these services may cost more than contracting out, doing so reaffirms South Pasadena's preference for local control and commitment for better customer service.

The following is a summary of revenue and expenditure items that have a particular significance in the Adopted FY 2015/16 Budget. General Fund revenues are projected to be \$24.73 million, and expenses, including transfers out are \$24.66 million, resulting in a \$65,783 surplus.

Revenues

The five largest sources of revenue to the City's General Fund are property taxes, utility taxes, sales taxes, charges for services, and licenses and permits. Property taxes make up 50.2% of all General Fund revenues.

Utility users taxes (UUT) make up 14.8% of total General Fund revenues. Despite increases in water rates, FY 2015/16 UUT revenues are not projected to increase significantly over prior year due to conservation efforts and decreased demand for address-based telephone services.

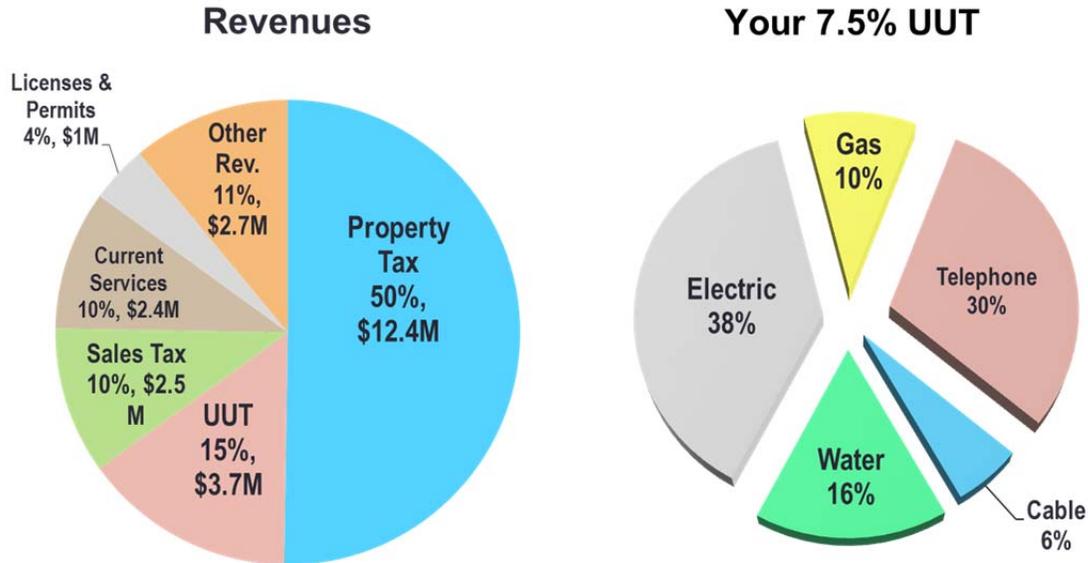
Sales taxes make up 10.2% of total General Fund revenues. For FY 2015/16, sales taxes are projected to increase by 6.2% for South Pasadena due to a one-time adjustment as the State of California winds down the "triple flip."

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

General Fund Revenues

	Actual 2011/12	Actual 2012/13	Actual 2013/14	Budget 2014/15	Adopted 2015/16
Property Taxes	10,283,297	11,074,604	11,462,586	11,915,770	12,425,748
UUT	3,642,824	3,562,216	3,486,776	3,719,000	3,660,000
Sales Taxes	1,961,143	2,207,696	2,350,781	2,277,240	2,531,000
Current Services	2,173,921	2,208,447	2,629,229	2,415,000	2,398,810
License & Permits	917,568	950,256	933,816	985,820	985,820
Top 5 Subtotal	18,978,753	20,003,219	20,863,188	21,312,830	22,001,378
<i>% of Total Revenue</i>	<i>84.9%</i>	<i>86.7%</i>	<i>85.7%</i>	<i>88.3%</i>	<i>89.0%</i>
All Other Revenue	<u>3,384,210</u>	<u>3,074,896</u>	<u>3,482,578</u>	<u>2,811,948</u>	<u>2,728,539</u>
Revenue Total	22,362,963	23,078,115	24,345,766	24,124,778	24,729,917

General Fund Revenues = \$24,729,917



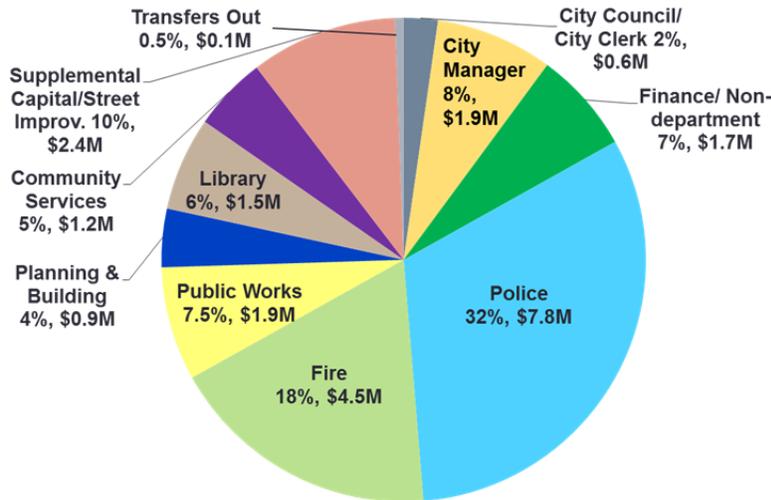
Expenditures

Adopted FY 2015/16 expenditures in the General Fund of \$24.7 million represent an increase of 3.0% from estimated FY 2014/15 expenditures.

General Fund Expenditures

	Actual 2011/12	Actual 2012/13	Actual 2013/14	Budget 2014/15	Adopted 2015/16
Wages & Benefits	14,450,730	14,192,163	14,176,094	14,831,712	16,053,582
Operation & Maintenance	5,014,422	6,502,646	5,155,137	5,498,699	5,668,220
Capital Outlay	296,443	143,112	188,551	13,600	112,293
Capital Projects	1,379,334	942,191	2,841,547	2,855,000	2,189,500
Transfer Out	0	984,062	406,598	582,497	640,539
Total	21,140,929	22,764,174	22,767,927	23,781,508	24,664,134

General Fund by Department = \$24,664,134



General Fund Reserve and Undesignated/Unreserved

The Adopted FY 2015/16 Budget will present the General Fund with an undesignated reserve of \$7.3 million on June 30, 2016 representing 29.7% of General Fund revenues. Total designated reserves for FY 2015/16 are projected to be \$5.6 million. \$500,000 reserved in the prior year for wholesale water purchases was transferred to the Facilities and Equipment Replacement Fund to provide immediate funding for the purchase of a new rescue ambulance and two police vehicles, as well as provide for additional capital equipment, and \$205,000 was moved from undesignated funds to a reserve for the General Plan and Mission St. Specific Plan. An additional \$100,000 was reserved for the Emergency Operations Center, \$100,000 will be transferred out to operations for sidewalk improvements, and \$75,000 will be transferred out for tree replacement/management.

General Fund Balance Projection

	FY 14/15	FY 15/16
General Fund Balance	\$13,103,370	\$12,910,677
Reserved		
Arroyo Golf Course / Bike Trail	1,100,000	1,100,000
CalTrans Vacant Lot Purchases	750,000	750,000
Emergency Operations Center	100,000	200,000
Legal Reserve	500,000	500,000
Library Expansion	150,000	150,000
Maint. Yard / Community Center	600,000	600,000
Monterey Rd. Improvements	500,000	500,000
Renewable Energy Sources Reserve	300,000	300,000
Retiree Medical Reserve	500,000	500,000
Retiree Benefit Reserve	500,000	500,000
Sidewalk Improvements	280,000	180,000
Tree Replacement / Management	150,000	75,000
Wholesale Water Purchases	500,000	0
General Plan / MSSP Reserve	-	250,000
Total Reserved	5,930,000	5,560,000
Undesignated/Unreserved	7,173,370	7,350,677
<i>% of GF Revenues</i>	<i>29.2%</i>	<i>29.7%</i>

Highlights of Other Funds

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

Sewer Fund [210] – The sewer rate will increase by 6% in January 2016 to cover much needed repairs to the infrastructure.

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

Business Improvement Tax Fund [220] – Revenues are generated from a tax on businesses operating within the City. Revenues are projected to increase for FY 2015/16, due to higher enforcement by the City.

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

Water Fund [500] – The City approved an 18% rate increase spread over three years, effective January 15, 2014, in order to satisfy debt coverage requirements.

Public Financing Authority Fund [550] – The City will drawdown \$10.6 million of bonds for capital spending on water improvement projects.

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

Fund Balance Summary – All Fund Types

Fund Group	7/01/15 Fund Balance	Projected Revenues FY 2015-16	Projected Expenses FY 2015-16	Revenues Minus Expenses	06/30/16 Fund Balance
General Fund	12,844,893	24,729,917	24,664,134	65,783	12,910,676
Special Revenue Funds	4,241,507	3,673,328	4,492,623	(819,295)	3,422,211
Enterprise Funds	37,997,696	31,941,688	43,664,131	(11,722,443)	26,275,254
Fiduciary Funds	72,341	368,657	368,657	0	72,341
Successor Agency	<u>897,006</u>	<u>382,057</u>	<u>377,657</u>	<u>4,400</u>	<u>901,406</u>
Grand Total	56,053,443	61,095,647	73,567,202	(12,471,555)	43,581,888

Personnel Highlights

The Adopted Budget authorizes 146 full-time employees.

City retirement expenses rise in FY 2015/16. CalPERS retirement rate increases from 22.30% to 29.88% for safety employees, and 15.66% to 17.72% for miscellaneous employees. The impact of this increase is approximately \$473,000.

There is currently an outstanding \$12.7 million unfunded liability for retiree medical costs, which a recent actuarial study translates to an Annual Required Contribution (ARC) of \$1.1 million. The City is currently paying \$570,000 a year, on a pay-as-you-go strategy.

Capital Improvement Program (CIP) Highlights

A \$2.7 million Capital Improvement Program was appropriated for FY 2015/16. Projects not completed in FY 2014/15 will be carried over to the next fiscal year. Along with an aggressive water and sewer capital improvement program, the City continues to be aggressive in repairing our aging streets.

Fiscal Responsibility

The FY 2015/16 Adopted Budget is the culmination of months of effort by City staff to balance available resources with the services desired by South Pasadena residents, visitors, and businesses. It represents staff's best recommendations for meeting fund balance requirements and service delivery objectives, while providing tangible outcomes for programs and projects rooted in the City Council's strategic plan.

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

The City of South Pasadena, the greater Los Angeles region and the State of California, have begun to show increasing revenues compared to the last several years as the region recovers from the 2008 recession. South Pasadena continues to remain in satisfactory financial condition thanks to a relatively diverse and stable revenue base. Our core services, in spite of steady and progressive revenue losses to the State of California, have remained consistent. However, the City is facing rising costs in key areas, such as increased employee retirement costs, increasing employee costs and the ongoing expectations of the community. While South Pasadena has substantial reserves and resources on-hand, the City maintains a conservative approach when budgeting revenues and expenses to ensure that the City's ability to meet its obligations is not impaired.

The FY 2015/16 Budget appropriately considers these economic realities and positions the City to act as needed in the coming years. Understanding that costs are rising faster than revenues, the City Council has exhibited prudent fiscal foresight and continues to face head-on the very real possibility of reducing service levels in the wake of financial constraints. The major components of costs in our budget are those with the greatest inflationary pressures. Thus, to ensure that revenues keep pace with expenditures, the City must look toward economic growth through either a reduction in municipal services, expansion of the economic base via economic development, and maintaining voter-approved utility and parcel tax support.

The City's Strategic Plan provides the principal guidance for the preparation of the City budget by identifying and prioritizing the goals and objectives that the City will be focusing on during the next year. The goals provide the basis for improving services and preserving a high quality of life in the City. While the foundation of the FY 2015/16 budget rests upon the City Council's vision for the community, this document also relies on the expertise of City's department staff. As is always the case, preparing a budget requires teamwork, creativity and a wealth of ideas. When the final document is presented to the City Council, it has been shaped by many hands into a fiscally responsible budget that meets the needs and expectations of the community.

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

Respectfully submitted,



Sergio Gonzalez
City Manager

FY 2015/16 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 2015/16 Budget includes a balanced operating budget for some of the funds.

Exceptions to this policy include:

- Fund 105 – Facilities & Equipment Replacement Fund
- Fund 215 – Street Light & Landscape District Fund
- Fund 218 – Clear Air Act Fund
- Fund 226 – Mission Meridian Garage Fund
- Fund 230 – State Gas Tax Fund
- Fund 233 – Measure Fund
- Fund 275 – Park Impact Fees Fund

The Facilities & Equipment Replacement Fund operational deficit is a result of capital equipment purchases and vehicle replacements, but will still have a positive total balance at the end of FY 15/16. The Street Light & Landscape District Fund deficit is a result of assessments remaining constant while costs continue to increase. The Clean Air Act Fund operational deficit is due to anticipated vehicle purchases, but will still have a positive total balance at the end of FY 15/16. The Mission Meridian Garage Fund does not have a revenue source at present so it will continue to operate at a deficit. The operational deficits in the State Gas Tax Fund, Measure R Fund, and Park Impact Fees Fund result from drawdowns for capital projects; all these funds will still have positive total balances at the end of FY 15/16.

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 \$43.4 million 2009 Water Bond issuance. Bond debt service will be paid out of water revenues. Sewer revenues along with a revolving loan from the State will pay for sewer capital improvements. In FY 2012/13, the General Fund advanced the Sewer Fund \$750,000 in order to fund the construction of the Arroyo Drive, Marengo Ave, Meridian Ave, and Huntington Drive Sewer Improvement Project.

4. GENERAL FUND RESERVE

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

General Fund undesignated fund balance, based upon the Adopted FY 2015/16 Budget, is projected to be 29.7% at June 30, 2016.

5. GENERAL FUND DESIGNATED RESERVE

The total designated reserves have been established for FY 2015/16 is as follows:

	<u>FY 14/15</u>	<u>FY 15/16</u>
Reserved		
Arroyo Golf Course / Bike Trail	1,100,000	1,100,000
CalTrans Vacant Lot Purchases	750,000	750,000
Emergency Operations Center	100,000	200,000
Legal Reserve	500,000	500,000
Library Expansion	150,000	150,000
Maint. Yard / Community Center	600,000	600,000
Monterey Rd. Improvements	500,000	500,000
Renewable Energy Sources Reserve	300,000	300,000
Retiree Medical Reserve	500,000	500,000
Retiree Benefit Reserve	500,000	500,000
Sidewalk Improvements	280,000	180,000
Tree Replacement / Management	150,000	75,000
Wholesale Water Purchases	500,000	-
General Plan / MSSP Reserve	-	205,000
Total Reserved	<u>5,930,000</u>	<u>5,560,000</u>

The funds reserved for Wholesale Water Purchases were transferred to the Facilities and Equipment Replacement Fund; water purchases will be made directly from the Water Fund.

9. INFRASTRUCTURE

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

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

10. ACCOUNTING AND REPORTING STANDARDS

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

This policy has been met.

11. RISK MANAGEMENT

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

Current retirement costs and insurance costs are fully funded with a retention of \$100,000 for general liability. 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 has been modified, reducing the unfunded retiree medical liability from \$22 million to \$12 million as of the 1/1/13 valuation.

12. DEBT AND INVESTMENTS

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

In FY 2015/16 staff will continue to contract with financial advisory services to evaluate various options to leverage existing revenue streams.

13. 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.

14. FINANCIAL MANAGEMENT

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

This policy has been met.

FY 2014/15 Fund Balance

Fund	Description	07/01/14 Fund Balance	Year End Revenues	Year End Expenditures	Revenues Minus Expenses	06/30/15 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		24,520,118	19,597,049	4,923,069	
	Capital			3,755,779	(3,755,779)	
	Transfers/Interfund Loans		-	582,497	(582,497)	
	Reserves					
	Undesignated/Unreserved	10,328,100				7,414,893
	Arroyo Golf Course / Bike Trail	500,000				1,100,000
	Legal Reserve	500,000				500,000
	Maint. Yard / Comm. Ctr	350,000				600,000
	Renewable Energy Sources Reserve	82,000				300,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Emergency Operations Center	-				100,000
	Library Expansion	-				150,000
	Tree Replacement / Management	-				150,000
	Sidewalk Improvements	-				280,000
	CalTrans Vacant Lot Purchases	-				750,000
	Monterey Rd. Improvements	-				500,000
	Wholesale Water Purchases	-				500,000
	General Plan / MSSP Reserve	-				-
101	General Fund Total	12,760,100	24,520,118	23,935,325	584,793	13,344,893
103	Insurance Fund	-	302,700	12,700	290,000	290,000
105	Facilities & Equip. Replacement	611,448	146,000	325,817	(179,817)	431,631
201	MTA Pedestrian Improvement	(202,448)	172,497	-	172,497	(29,951)
204	Traffic Improvement	(0)	-	-	-	(0)
205	Prop "A"	366,224	476,092	319,979	156,113	522,337
207	Prop "C"	220,408	407,000	302,081	104,919	325,327
208	TEA/Metro	0	373,302	-	373,302	373,302
210	Sewer	443,225	1,310,760	1,153,572	157,188	600,413
211	CTC Traffic Improvement	116	-	160	(160)	(44)
215	Street Light & Landscape	196,426	891,974	969,125	(77,151)	119,275
217	Public, Educ. & Gov't. Fund	55,128	20,000	-	20,000	75,128
218	Clean Air Act	82,046	30,450	38,932	(8,482)	73,564
220	Business Improvement Tax	116,436	155,000	163,500	(8,500)	107,936
223	Gold Line Mitigation Fund	60,381	-	-	-	60,381
226	Mission Meridian Public Garage	(256,729)	-	32,298	(32,298)	(289,027)
228	Housing Authority	8,756	8,853	-	8,853	17,609
230	State Gas Tax	968,241	750,830	746,648	4,182	972,423
232	County Park Bond	(125,032)	-	14,755	(14,755)	(139,787)
233	Measure R	703,090	285,200	343,000	(57,800)	645,290
238	MSRC Grant	(180,539)	90,000	-	90,000	(90,539)
245	Bike & Pedestrian Paths	0	89,519	-	89,519	89,519
247	SGVCOG Grant	0	-	-	-	0
255	Capital Growth	97,022	131,300	50,000	81,300	178,322
260	CDBG	(0)	146,226	145,536	690	690
270	Asset Forfeiture	21,326	60	4,640	(4,580)	16,746
272	Police Grants - State (COPS)	97,579	106,530	94,775	11,755	109,334
273	Police Subventions - CLEEP	5,161	10	-	10	5,171
274	Homeland Security Grant	(11,721)	-	4,233	(4,233)	(15,954)
275	Park Impact Fees	152,668	307,000	73,290	233,710	386,378
276	Historic Preservation Grant	(15,000)	15,000	-	15,000	-
280	Public Library Funds Grant	6,445	-	-	-	6,445
295	Arroyo Seco Golf Course	672,394	1,165,825	880,038	285,787	958,181
310	Sewer Capital Projects	197,237	1,005,831	2,509,491	(1,503,660)	(1,306,423)
500	Water	12,313,079	12,348,775	9,625,144	2,723,631	15,036,710
550	Public Financing Authority	25,852,840	3,368,664	6,512,687	(3,144,023)	22,708,817
927	Redev. Obligations Trust Fund	130,064	384,277	442,000	(57,723)	72,341
	City Total	55,346,371	49,009,792	48,699,726	310,066	55,656,437
227	Successor Agency to CRA	892,467	456,300	451,761	4,539	897,006
	Successor Agency Total	892,467	456,300	451,761	4,539	897,006
	TOTAL CITY & CRA	56,238,838	49,466,092	49,151,487	314,605	56,553,443

FY 2015/16 Fund Balance

Fund	Description	07/01/15 Fund Balance	Year End Revenues	Year End Expenditures	Revenues Minus Expenses	06/30/16 Year End Fund Balance
101	General Fund					
	Revenues & Expenditures					
	Operating		24,729,917	21,834,095	2,895,822	
	Capital			2,189,500	(2,189,500)	
	Transfers/Interfund Loans		-	640,539	(640,539)	
	Reserves					
	Undesignated/Unreserved	7,414,893				7,350,676
	Arroyo Golf Course / Bike Trail	1,100,000				1,100,000
	Legal Reserve	500,000				500,000
	Maint. Yard / Comm. Ctr	600,000				600,000
	Renewable Energy Sources Reserve	300,000				300,000
	Retiree Pension Reserve	500,000				500,000
	Retiree Medical Reserve	500,000				500,000
	Emergency Operations Center	100,000				200,000
	Library Expansion	150,000				150,000
	Tree Replacement / Management	150,000				75,000
	Sidewalk Improvements	280,000				180,000
	CalTrans Vacant Lot Purchases	750,000				750,000
	Monterey Rd. Improvements	500,000				500,000
	Wholesale Water Purchases	-				-
	General Plan / MSSP Reserve	-				205,000
101	General Fund Total	12,844,893	24,729,917	24,664,134	65,783	12,910,676
103	Insurance Fund	290,000	50,900	50,900	-	290,000
105	Facilities & Equip. Replacement	431,631	500,000	545,729	(45,729)	385,902
201	MTA Pedestrian Improvement	(29,951)	-	-	-	(29,951)
204	Traffic Improvement	(0)	-	-	-	(0)
205	Prop "A"	522,337	491,898	466,378	25,520	547,857
207	Prop "C"	325,327	410,402	406,453	3,949	329,276
208	TEA/Metro	373,302	1,000	-	1,000	374,302
210	Sewer	600,413	1,307,500	1,014,935	292,565	892,978
211	CTC Traffic Improvement	(44)	-	-	-	(44)
215	Street Light & Landscape	119,275	895,000	1,077,606	(182,606)	(63,331)
217	Public, Educ. & Gov't. Fund	75,128	20,000	-	20,000	95,128
218	Clean Air Act	73,564	30,600	42,000	(11,400)	62,164
220	Business Improvement Tax	107,936	140,000	137,500	2,500	110,436
223	Gold Line Mitigation Fund	60,381	-	-	-	60,381
226	Mission Meridian Public Garage	(289,027)	-	26,000	(26,000)	(315,027)
228	Housing Authority	17,609	8,828	-	8,828	26,437
230	State Gas Tax	972,423	560,015	745,612	(185,597)	786,826
232	County Park Bond	(139,787)	-	-	-	(139,787)
233	Measure R	645,290	294,705	788,000	(493,295)	151,995
238	MSRC Grant	(90,539)	90,539	-	90,539	-
245	Bike & Pedestrian Paths	89,519	16,586	-	16,586	106,105
247	SGVCOG Grant	0	-	-	-	0
255	Capital Growth	178,322	32,300	-	32,300	210,622
260	CDBG	690	-	-	-	690
270	Asset Forfeiture	16,746	40	-	40	16,786
272	Police Grants - State (COPS)	109,334	100,500	-	100,500	209,834
273	Police Subventions - CLEEP	5,171	15	-	15	5,186
274	Homeland Security Grant	(15,954)	-	-	-	(15,954)
275	Park Impact Fees	386,378	30,000	200,000	(170,000)	216,378
276	Historic Preservation Grant	-	-	-	-	-
280	Public Library Funds Grant	6,445	-	6,445	(6,445)	-
295	Arroyo Seco Golf Course	958,181	1,165,325	983,353	181,972	1,140,153
310	Sewer Capital Projects	(1,306,423)	6,180,250	6,002,000	178,250	(1,128,173)
500	Water	15,036,710	19,934,000	21,752,530	(1,818,530)	13,218,180
550	Public Financing Authority	22,708,817	3,354,613	13,911,313	(10,556,700)	12,152,117
927	Redev. Obligations Trust Fund	72,341	368,657	368,657	-	72,341
	City Total	55,156,437	60,713,590	73,189,545	(12,475,955)	42,680,482
227	Successor Agency to CRA	897,006	382,057	377,657	4,400	901,406
	Successor Agency Total	897,006	382,057	377,657	4,400	901,406
	TOTAL CITY & CRA	56,053,443	61,095,647	73,567,202	(12,471,555)	43,581,888

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
4000-000	Property Tax - Current Secured	7,570,264	8,211,281	8,389,757	8,874,650	8,800,000	9,234,000
4010-000	Property Tax - Unsecured	325,257	334,355	347,536	343,400	355,700	343,000
4020-000	Property Tax - Prior Years	(17,918)	(12,718)	(16,427)	-	(10,000)	-
4030-000	Property Tax - Int & Pen	59,725	58,365	57,410	45,450	52,100	45,500
4040-000	Highway Rental	100,473	113,393	126,027	126,150	129,862	126,150
4050-000	Homeowners Exemption	68,538	68,328	63,955	68,680	63,000	68,000
4060-000	Supplemental - Sec/Unsec	92,613	137,666	229,649	121,200	220,000	121,200
5002-000	Motor Vehicle In Lieu Adj.	2,084,346	2,163,934	2,264,678	2,336,240	2,368,976	2,487,898
Property Tax		10,283,297	11,074,604	11,462,586	11,915,770	11,979,638	12,425,748
4150-000	Library Special Tax	230,174	231,880	231,667	230,000	231,000	230,000
Assessments & Special Taxes		230,174	231,880	231,667	230,000	231,000	230,000
4200-000	Sales & Use Tax	1,344,143	1,458,805	1,578,206	1,514,980	1,606,545	2,005,995
4200-001	Sales Tax "In Lieu"	384,178	497,619	510,445	513,260	541,455	276,005
4201-000	PSAF - Prop 172 Sales Tax	232,822	251,273	262,130	249,000	249,000	249,000
Sales Tax		1,961,143	2,207,696	2,350,781	2,277,240	2,397,000	2,531,000
4230-001	Utility Tax - Water	313,208	552,167	626,249	561,600	586,334	590,000
4230-002	Utility Tax - Electric	769,550	1,264,113	1,213,785	1,237,440	1,330,000	1,400,000
4230-003	Utility Tax - Gas	252,795	372,752	358,715	406,490	347,400	360,000
4230-004	Utility Tax - Telephone	768,762	1,122,180	1,059,754	1,236,170	971,940	1,100,000
4230-006	Utility Tax - Cable	172,450	251,003	228,272	277,300	220,000	210,000
4230-008	Add'l 1% UUT - Salaries	478,121	-	-	-	-	-
4230-009	Add'l 2% UUT - Infrastructure	887,938	-	-	-	-	-
Utility Users Tax		3,642,824	3,562,216	3,486,776	3,719,000	3,455,674	3,660,000
4210-001	Franchise - Refuse	364,949	363,964	361,673	359,400	360,000	360,000
4210-002	Franchise - Cable TV	293,768	300,014	282,382	250,000	280,000	280,000
4210-003	Franchise - Electric	87,513	91,419	94,654	94,000	98,000	94,000
4210-004	Franchise - Gas	68,536	55,245	66,286	59,700	66,455	65,000
4220-000	Real Property Transfer	102,132	130,716	127,745	120,000	123,000	120,000
Other Taxes		916,897	941,358	932,740	883,100	927,455	919,000
4400-000	Business License	337,913	351,400	361,074	400,000	345,000	400,000
4420-000	Bus Lic Penalties & Trans	9,183	12,037	12,861	12,000	12,000	12,000
4430-000	Animal Licenses	11,252	4,046	-	-	-	-
4440-000	Tobacco Retail Permit	1,320	1,476	1,200	1,500	1,500	1,500
4445-000	Filming Permits	111,580	106,285	116,464	109,500	114,000	109,500
4460-000	Parking Permits	410,089	434,781	405,140	425,000	440,000	425,000
4465-001	Fire Permits	3,385	1,840	3,005	2,100	2,450	2,100
4470-002	Street / Curb Permits	11,719	13,146	16,058	15,000	24,000	15,000
4470-004	Street Closure Permits	702	6,107	4,753	4,500	3,000	4,500
4470-005	Newsrack Permits	1,400	1,920	220	220	820	220
4480-000	FOG Wastewater Permit	19,025	17,217	13,043	16,000	16,000	16,000
Licenses & Permits		917,568	950,256	933,816	985,820	958,770	985,820
4600-000	Vehicle Code Fines	134,533	103,722	90,338	135,000	62,000	62,000
4610-000	Parking Citations	371,245	410,752	312,652	370,000	260,000	265,000
4620-000	Other Court Fines	27,257	9,155	9,758	25,000	6,000	5,000
Fines & Forfeitures		533,035	523,629	412,748	530,000	328,000	332,000
4800-000	Interest Income	28,690	19,494	26,886	20,000	24,000	70,000
4802-000	Gain / Loss on Investments	(25,763)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	17,489	471	(744)	-	-	-
4815-000	Chamber Farmers Mkt Cap Imp	3,379	(65)	3,246	3,000	3,000	3,000
4820-000	Rental - Stables	50,526	55,711	52,037	51,000	52,000	53,000
4825-000	Rental - Tennis	56,260	35,790	39,000	39,120	39,120	39,120
4830-000	Rental - Golf Course	28,758	-	-	-	-	-
4830-001	Rental - Cellular Site	-	-	-	-	5,000	21,564
4830-002	Rental - Cell Phone Site	35,628	39,815	37,891	42,000	39,000	42,000
4830-003	Rental - Cell Site - AT&T	27,729	28,561	29,418	29,500	29,500	29,500

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
4830-004	Cell Phone - CW/Bilicke	31,091	32,024	32,985	33,650	33,650	33,650
4830-005	Cell Phone - Verizon - San Pascual	-	18,064	24,687	-	25,000	-
4830-006	Cell Phone - Cingular OG	26,942	27,754	28,591	29,300	29,300	29,300
4830-009	Cell Phone - Metro PCS	30,859	32,402	34,022	34,000	31,550	34,000
4835-000	Rental - TWC	2,500	6,000	6,000	3,000	3,000	3,000
4840-000	Rental - War Memorial Building	59,457	65,124	72,209	35,000	78,000	65,000
4850-000	Rental - Eddie Park	6,328	6,772	6,375	4,500	4,000	3,500
4860-000	Rental - Library Comm Room	18,540	36,240	24,310	20,000	27,000	20,000
4885-000	Rental - Sr Citizen Ctr	3,149	3,653	3,150	3,500	3,000	3,000
4890-000	Rental - Farmer's Market	8,447	4,523	4,870	4,000	5,000	4,000
4891-000	Rental - Orange Grove	1,572	1,460	1,950	1,500	1,500	1,500
4892-000	Rental - Misc	23,588	32,043	42,150	20,000	37,000	20,000
4893-000	Rental - Batting Cages	10,998	7,502	11,900	10,000	14,500	10,000
4894-000	Rental - Youth House	2,428	3,243	2,908	3,000	3,175	3,250
Use of Money & Property		448,593	456,581	483,839	386,070	487,295	488,384
5000-000	Motor Vehicle In Lieu	13,267	10,980	-	-	16,845	-
5020-000	State Reimb - Police Training	28,828	22,505	9,572	30,000	14,000	12,000
5030-000	State Mandated Cost	4,536	6,734	5,594	4,000	47,000	5,000
5035-001	State Grant - Direct Loan	11,893	-	-	-	-	-
5071-003	Miscellaneous Grants	2,720	7,186	117,095	-	11,322	-
5071-005	Non-Federal Grants - Pub. Works	-	-	142,040	-	-	-
5073-001	Grants-Police	12,604	13,489	7,869	-	20,000	-
5073-002	Grants-Fire	-	-	8,426	-	5,954	-
Revenue From Other Agencies		73,848	60,893	290,596	34,000	115,121	17,000
5150-001	Business License App Fee	14,768	16,058	15,032	12,000	13,200	12,000
4405-000	Business License SB1186 Fee	-	1,003	1,811	1,700	1,700	1,700
5150-002	Non Sufficient Fund Chg	1,240	1,215	189	200	250	200
Current Services-Finance		16,008	18,276	17,032	13,900	15,150	13,900
5200-001	Community Development Misc Fec	1,602	2,945	-	1,500	610	250
5200-002	Planning Fees	110,931	89,708	115,392	130,000	135,000	135,000
5200-003	Plan Check	135,826	143,847	294,594	250,000	222,000	180,000
5200-004	Building Permits	265,024	299,089	309,544	325,000	516,000	320,000
5200-006	Code Reinspection Fee	108	-	-	-	-	-
5200-007	Administrative Citations	5,300	900	300	500	1,000	1,000
Current Services-Planning & Building		518,792	536,488	719,829	707,000	874,610	636,250
5220-001	Engineering Fees - Misc	21,160	39,790	54,877	30,000	50,000	30,000
5220-002	Engineering Plan Check	7,112	9,040	32,623	9,000	4,100	9,000
5221-000	Public Works Plan Check Fees	-	-	-	-	1,200	-
5222-000	AB939 Surcharge	125	-	-	-	-	-
5223-000	NPDES	131,153	96,785	132,570	130,000	130,000	130,000
Current Services-Public Works		159,550	145,615	220,070	169,000	185,300	169,000
5230-001	Police Special Svcs	6,155	4,495	4,755	5,000	3,500	5,000
5230-004	Vehicle Impound Fees	27,620	29,801	26,961	30,000	22,000	30,000
5230-005	Police Svcs - Filming	210,219	198,684	234,990	200,000	175,000	200,000
5230-006	Patch Sales	-	5	-	-	-	-
5280-001	Animal Control Fees	1,352	1,588	1,713	1,000	1,000	1,000
Current Services-Police		245,347	234,574	268,419	236,000	201,500	236,000
5260-002	Library Fines	64,769	62,815	78,264	70,000	67,000	70,000
5260-003	Library Replacements	4,620	4,510	9,194	5,000	5,000	5,000
Current Services-Library		69,389	67,326	87,458	75,000	72,000	75,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
5265-002	Sr. Citizens Classes	12,541	16,184	13,959	13,800	13,800	14,000
5265-003	Sr. Citizens Membership	10,798	9,612	9,907	11,000	10,000	11,000
5265-004	Sr. Citizens Bus Trips	512	-	2,700	1,000	2,500	7,660
5265-005	Snr. Citizens Center Programs	1	3	1,373	1,500	2,000	1,500
5265-006	Bingo - Coffee - Med. I.D.	1,489	1,648	1,874	2,300	1,800	2,000
5270-001	Camp Med Fees	260,671	288,645	316,524	260,000	290,000	300,000
5270-002	Recreation Classes	167,422	191,042	199,345	155,000	181,000	175,000
5270-003	Special Events	7,674	9,261	4,890	5,500	5,100	4,500
5270-004	MTA Bus Pass - General	(423)	(114)	-	1,000	-	-
5270-005	Park/Field Reservations	37,579	39,909	42,154	32,000	38,000	32,000
5270-007	Adult Sports	8,866	4,200	1,244	-	3,000	-
5270-008	Concerts in the Park	7,125	15,599	10,749	12,000	12,400	13,000
Current Services-Community Services		514,254	575,989	604,718	495,100	559,600	560,660
5289-001	Fire Dept - Filming	128,980	119,310	148,305	120,000	143,000	120,000
5289-002	Fire Dept - Plan Check	65,346	62,616	44,825	58,000	18,500	18,000
5290-001	Paramedic Fees	431,637	423,411	495,671	380,000	412,000	380,000
5300-000	Paramedic Subscriptions	23,220	22,560	22,905	21,000	23,000	22,000
5302-000	Tri-City Reimbursements	-	-	-	140,000	230,000	168,000
5305-001	Fire Miscellaneous	1,400	2,283	(3)	-	-	-
Current-Services-Fire		650,583	630,180	711,703	719,000	826,500	708,000
Current-Services-ALL		2,173,921	2,208,447	2,629,229	2,415,000	2,734,660	2,398,810
5400-000	Sale of Property	15,763	8,825	7,027	8,000	1,000	7,000
5420-000	Workers Comp Reimb	10,668	66,477	208,049	20,000	120,200	20,000
5425-000	Gen. Liability Insurance Reimb	11,500	1,839	7,070	20,000	3,000	20,000
5430-000	Damage to City Property	-	-	-	-	225	-
5440-000	Candidate Filing Fee	4,050	-	1,927	-	-	-
5450-000	Commissions	222	1,989	54	-	-	-
5460-000	Recycling Revenue	159,875	93,227	118,815	100,000	100,000	100,000
5460-001	Recycling Container	-	-	-	-	7,067	-
5490-000	Cash Over/Short Fin.	(14)	19	(25)	-	-	-
5490-001	Over/Short - Library	(21)	(28)	(8)	-	-	-
5490-002	Over/Short - Police	28	(5)	(22)	-	-	-
5490-003	Over/Short - Sr. Ctr & Rec	3	1	(4)	-	-	-
5490-004	Over Short - Senior Center	9	(14)	(98)	-	-	-
5490-005	Cash Over/Short - Clerk	-	(10)	-	-	-	-
5501-001	Donations - Misc	12	86	101	-	650	-
5501-003	Donations - Senior Meals	9,190	15,413	19,041	15,000	10,000	15,000
5501-005	Donations - Library	20	-	-	-	-	-
5505-000	Miscellaneous	372,565	75,499	276,409	70,000	135,000	70,000
5505-001	Duplication Fees	4,793	3,660	4,654	5,000	4,000	5,000
5550-000	Prior Year Adjustment	(413)	(2,600)	2,132	-	13,585	-
Other Revenue		588,251	264,379	645,121	238,000	394,727	237,000
5610-000	Reimbursement-Sewer Fund	69,022	69,022	69,022	69,022	69,022	69,022
5620-000	Reimbursement-LLD Fund	83,596	83,596	-	-	-	-
5630-000	Reimbursement-CRA Fund	25,249	27,484	27,484	27,396	27,396	21,773
5640-000	Reimbursement-Water Fund	414,362	414,362	389,361	414,360	414,360	414,360
Reimbursements From Other Funds		592,228	594,463	485,867	510,778	510,778	505,155
9911-000	Transfers from Other Fund	1,183	1,712	-	-	-	-
Transfers In		1,183	1,712	-	-	-	-
101 - GENERAL FUND TOTAL		22,362,963	23,078,115	24,345,766	24,124,778	24,520,118	24,729,917

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
9911-000	Transfers from Other Fund	-	-	-	290,000	302,700	50,900
Transfers In		-	-	-	290,000	302,700	50,900
103 - INSURANCE FUND TOTAL		-	-	-	290,000	302,700	50,900
9911-000	Transfers from Other Fund	-	672,000	32,000	146,000	146,000	500,000
Transfers In		-	672,000	32,000	146,000	146,000	500,000
105 - FACILITIES & EQUIP REPLACEMENT TOTAL		-	672,000	32,000	146,000	146,000	500,000
5077-004	MTA Grant - Pedestrian Imp	-	195,500	30,000	-	-	-
9911-000	Transfers from Other Fund	-	46,346	168,371	172,497	172,497	-
Revenue From Other Agencies		-	241,846	198,371	172,497	172,497	-
201 - MTA PEDESTRIAN IMPROVEMENT TOTAL		-	241,846	198,371	172,497	172,497	-
5036-002	State Grant - Traffic Improve	618,426	1,454,479	-	-	-	-
9911-000	Transfers from Other Fund	-	420,146	-	-	-	-
Revenue From Other Agencies		618,426	1,874,625	-	-	-	-
204 - TRAFFIC IMPROVEMENT TOTAL		618,426	1,874,625	-	-	-	-
4200-000	Sales & Use Tax	378,198	399,925	438,840	452,772	452,800	469,698
Sales Tax		378,198	399,925	438,840	452,772	452,800	469,698
4800-000	Interest Income	-	268	883	700	-	1,200
4805-000	Unrealized Gain / Loss	-	83	(61)	-	-	-
Use of Money & Property		-	351	883	700	-	1,200
5266-000	Dial - A - Ride Charges	5,646	5,099	3,722	5,000	5,000	5,000
Charges for Current Services		5,646	5,099	3,722	5,000	5,000	5,000
5500-000	MTA Bus Pass - Senior	(1,065)	(430)	(49)	6,050	1,325	1,000
5504-000	Prop A - NTD Disc. Incentive	-	16,845	18,092	15,000	16,967	15,000
5505-000	Miscellaneous	9,042	-	-	-	-	-
5550-000	Prior Year Adjustment	-	400	-	-	-	-
5586-000	Loan Proceeds	-	-	-	-	-	-
Other Revenue		7,978	16,815	18,043	21,050	18,292	16,000
205 - LOCAL TRANSIT RETURN "A" TOTAL		391,821	422,190	461,426	479,522	476,092	491,898
4200-000	Sales & Use Tax	314,175	332,283	363,409	375,563	375,600	389,602
Sales Tax		314,175	332,283	363,409	375,563	375,600	389,602
4800-000	Interest Income	5,315	604	537	500	1,400	800
4802-000	Gain / Loss on Investments	(5,026)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	2,057	29	(45)	-	-	-
Use of Money & Property		2,346	633	492	500	1,400	800
4460-001	Parking Revenue	-	-	-	20,000	30,000	20,000
Charges for Current Services		-	-	-	20,000	30,000	20,000
5550-000	Prior Year Adjustment	-	200	-	-	-	-
Other Revenue		-	200	-	-	-	-
207 - LOCAL TRANSIT RETURN "C" TOTAL		316,521	333,116	363,901	396,063	407,000	410,402
4800-000	Interest Income	-	-	-	-	-	1,000
Use of Money & Property		-	-	-	-	-	1,000
5077-041	MTA Grant - Ped. Improv. - LTF	-	-	-	-	373,302	-
Revenue From Other Agencies		-	-	-	-	373,302	-
208 - TEA/METRO TOTAL		-	-	-	-	373,302	1,000

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
4800-000	Interest Income	6,288	1,339	2,754	2,000	5,800	3,500
4802-000	Gain / Loss on Investments	(6,578)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	3,132	233	(177)	-	-	-
Use of Money & Property		2,842	1,572	2,576	2,000	5,800	3,500
5310-000	Sewer Service Charges	957,913	1,123,853	1,250,871	1,271,220	1,300,000	1,300,000
5315-000	Penalty - Sewer	(2,709)	3,990	5,811	4,000	4,900	4,000
Charges for Current Services		955,204	1,127,842	1,256,682	1,275,220	1,304,900	1,304,000
5550-000	Prior Year Adjustment	-	-	-	-	60	-
Other Revenue		-	-	-	-	60	-
210 - SEWER TOTAL		958,046	1,129,415	1,259,258	1,277,220	1,310,760	1,307,500
5071-006	Federal Grant - Rogan HR 5394	3,759	116	103	-	-	-
Revenue From Other Agencies		3,759	116	103	-	-	-
5550-000	Prior Year Adjustment	-	93,947	-	-	-	-
Other Revenue		3,759	93,947	103	-	-	-
9911-000	Transfers from Other Fund	45,546	-	-	-	-	-
Transfers In		45,546	-	-	-	-	-
211 - CTC TRAFFIC IMPROVEMENT TOTAL		49,305	94,063	103	-	-	-
4100-000	Street Light Assessments	888,619	905,459	896,465	885,000	885,000	885,000
Assessments & Special Taxes		888,619	905,459	896,465	885,000	885,000	885,000
5425-000	Gen. Liability Insurance Reimb	-	-	-	-	1,495	-
5430-000	Damage to City Property	10,192	15,883	8,575	10,000	3,536	10,000
5501-012	Donations - Tree Dedications	11,285	17,970	12,455	-	1,735	-
5550-000	Prior Year Adjustment	-	-	-	-	208	-
Other Revenue		21,477	33,853	21,030	10,000	6,974	10,000
215 - STREET LIGHT & LANDSCAPE TOTAL		910,096	939,312	917,496	895,000	891,974	895,000
5071-012	CA Safe Routes Grant	-	174,152	-	-	-	-
Revenue From Other Agencies		-	174,152	-	-	-	-
216 - SAFER ROUTES TO SCHOOL TOTAL		-	174,152	-	-	-	-
5250-000	PEG Fees	13,816	20,321	20,991	20,000	20,000	20,000
Revenue From Other Agencies		13,816	20,321	20,991	20,000	20,000	20,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		13,816	20,321	20,991	20,000	20,000	20,000
4800-000	Interest Income	132	462	455	400	450	600
4802-000	Gain / Loss on Investments	(19)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(60)	69	(27)	-	-	-
Use of Money & Property		53	531	428	400	450	600
5082-000	AB 2766 (SCAQMD) Fees	32,225	31,033	31,929	30,000	30,000	30,000
Revenue From Other Agencies		32,225	31,033	31,929	30,000	30,000	30,000
5550-000	Prior Year Adjustment	113	-	-	-	-	-
Other Revenue		113	-	-	-	-	-
218 - CLEAN AIR ACT TOTAL		32,391	31,563	32,357	30,400	30,450	30,600
5412-000	Business Improvemt Tax	107,316	111,976	114,870	105,000	112,000	105,000
5412-001	BIT - Filming Permits	41,898	39,834	43,689	35,000	43,000	35,000
Other Revenue		149,214	151,810	158,559	140,000	155,000	140,000
220 - BUSINESS IMPROVEMENT TAX TOTAL		149,214	151,810	158,559	140,000	155,000	140,000
9911-000	Transfers from Other Fund	-	27,237	120,749	-	-	-
Transfers In		-	27,237	120,749	-	-	-
223 - GOLD LINE MITIGATION FUND TOTAL		-	27,237	120,749	-	-	-

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
9911-000	Transfers from Other Fund	-	3,259	-	-	-	-
Transfers In		-	3,259	-	-	-	-
225 - MISSION OAKS PARKING TOTAL		-	3,259	-	-	-	-
4000-000	Property Tax - Current Secured	-	(955,824)	-	-	-	-
Property Tax		-	(955,824)	-	-	-	-
4800-000	Interest Income	1,910	2,636	2,211	1,200	2,300	1,400
4880-000	Rental - Nursery Property	7,500	18,000	18,300	18,000	12,000	12,000
Use of Money & Property		9,410	20,636	20,511	19,200	14,300	13,400
5650-000	Reimbursement-Redev. Ret. Fund	17,087	-	-	-	-	-
Reimbursements From Other Funds		17,087	-	-	-	-	-
9911-000	Transfers from Other Fund	-	982,026	254,227	450,000	442,000	368,657
Transfers In		-	982,026	254,227	450,000	442,000	368,657
227 - SA-CRA TOTAL		26,497	46,838	274,739	469,200	456,300	382,057
4800-000	Interest Income	-	-	15	10	75	80
4805-000	Unrealized Gain / Loss	-	-	(1)	-	30	-
4810-000	Rental - Arroyo House	-	729	8,019	8,748	8,748	8,748
Use of Money & Property		-	729	8,033	8,758	8,853	8,828
228 - HOUSING AUTHORITY TOTAL		-	729	8,033	8,758	8,853	8,828
4800-000	Interest Income	478	-	-	-	-	-
Use of Money & Property		478	-	-	-	-	-
5650-000	Reimbursement-Redev. Ret. Fund	4,272	-	-	-	-	-
Reimbursements From Other Funds		4,272	-	-	-	-	-
229 - SA-CRA HOUSING TOTAL		4,749	-	-	-	-	-
4800-000	Interest Income	7,424	2,574	2,388	2,000	5,000	3,000
4802-000	Gain / Loss on Investments	(7,391)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	3,361	378	(142)	-	-	-
Use of Money & Property		3,395	2,951	2,246	2,000	5,000	3,000
5038-000	State Gas Tax - 2103	348,027	203,328	357,482	277,583	269,502	117,819
5039-000	State Gas Tax - 2105	117,759	111,980	174,496	127,566	158,841	148,607
5040-000	State Gas Tax - 2106	81,056	82,553	84,565	104,076	94,629	81,416
5050-000	State Gas Tax - 2107	169,024	183,495	186,685	156,745	216,858	203,173
5060-000	State Gas Tax - 2107.5	6,000	6,000	6,000	6,000	6,000	6,000
Revenue From Other Agencies		721,866	587,356	809,228	671,970	745,830	557,015
5550-000	Prior Year Adjustment	313	-	-	-	-	-
Other Revenue		313	-	-	-	-	-
230 - STATE GAS TAX TOTAL		725,573	590,307	811,474	673,970	750,830	560,015
4200-000	Sales & Use Tax	233,757	248,497	271,655	281,676	281,700	292,205
Sales Tax		233,757	248,497	271,655	281,676	281,700	292,205
4800-000	Interest Income	6,680	1,546	1,825	1,500	3,500	2,500
4802-000	Gain / Loss on Investments	(6,404)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	2,752	123	(122)	-	-	-
Use of Money & Property		3,028	1,669	1,703	1,500	3,500	2,500
233 - MEASURER TOTAL		236,785	250,166	273,358	283,176	285,200	294,705

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
5071-014	MSRC Grant	169,421	-	125,930	-	-	-
Revenue From Other Agencies		169,421	-	125,930	-	-	-
9911-000	Transfers from Other Fund	-	-	100,000	90,000	90,000	90,539
Transfers In		-	-	100,000	90,000	90,000	90,539
238 - MSRC GRANT TOTAL		169,421	-	225,930	90,000	90,000	90,539
4800-000	Interest Income	3	16	-	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	(7)	-	-	-	-
Use of Money & Property		3	9	-	-	-	-
5035-000	SB 821 State Grants	2,923	14,897	14,818	17,076	89,519	16,586
Revenue From Other Agencies		2,923	14,897	14,818	17,076	89,519	16,586
5550-000	Prior Year Adjustment	-	(1,039)	-	-	-	-
Other Revenue		-	(1,039)	-	-	-	-
245 - BIKE & PEDESTRIAN PATHS TOTAL		2,923	13,858	14,818	17,076	89,519	16,586
5033-002	EE Climate Action Plan	1,937	-	-	-	-	-
Revenue From Other Agencies		1,937	-	-	-	-	-
9911-000	Transfers from Other Fund	-	-	391	-	-	-
Transfers In		-	-	391	-	-	-
247 - SGVCOG GRANT TOTAL		1,937	-	391	-	-	-
5070-002	ARRA Infrastructure Grant	126,885	466,398	-	-	-	-
Revenue From Other Agencies		126,885	466,398	-	-	-	-
9911-000	Transfers from Other Fund	-	5,676	-	-	-	-
Transfers In		-	5,676	-	-	-	-
250 - ARRA INFRASTRUCTURE GRANT TO		126,885	472,074	-	-	-	-
4800-000	Interest Income	219	195	250	170	300	300
4802-000	Gain / Loss on Investments	(214)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	98	42	(17)	-	-	-
Use of Money & Property		103	237	233	170	300	300
5215-000	Growth Requirement - Residen	22,992	33,106	27,353	30,000	38,000	30,000
5216-000	Growth Requirement - Comm/Indus	902	2,267	2,588	2,000	93,000	2,000
5218-000	Energy Rebates	80	-	-	-	-	-
Charges for Current Services		23,974	35,373	29,941	32,000	131,000	32,000
255 - CAPITAL GROWTH TOTAL		24,077	35,610	30,174	32,170	131,300	32,300
5075-031	Residential Rehabilitation	6,635	-	-	-	-	-
5075-032	Sr. Program - D99575	19,571	15,890	18,446	18,502	18,503	-
5075-049	ADA Sidewalk Repairs	72,446	110,248	116,431	106,222	106,222	-
5075-050	ADA Access Ramps	25,120	43,345	-	-	-	-
5075-054	Energy Efficiency Program	-	4,905	-	-	-	-
Revenue From Other Agencies		123,772	174,388	134,877	124,724	124,725	-
5501-003	Donations - Senior Meals	19,653	13,884	12,421	12,498	21,501	-
Other Revenue		19,653	13,884	12,421	12,498	21,501	-
260 - CDBG TOTAL		143,425	188,272	147,298	137,222	146,226	-
4800-000	Interest Income	299	80	68	60	60	40
4802-000	Gain / Loss on Investments	(280)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	112	11	(4)	-	-	-
Use of Money & Property		132	92	64	60	60	40
270 - ASSET FORFEITURE TOTAL		132	92	64	60	60	40

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
4800-000	Interest Income	3,548	434	370	300	300	500
4802-000	Gain / Loss on Investments	(3,411)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	1,477	(19)	(24)	-	-	-
Use of Money & Property		1,614	415	347	300	300	500
5005-000	State Grant - COPS (AB3229)	100,000	100,000	100,000	100,000	106,230	100,000
Revenue From Other Agencies		100,000	100,000	100,000	100,000	106,230	100,000
272 - POLICE GRANTS - STATE TOTAL		101,614	100,415	100,347	100,300	106,530	100,500
4800-000	Interest Income	72	19	16	10	10	15
4802-000	Gain / Loss on Investments	(68)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	27	3	(1)	-	-	-
Use of Money & Property		32	22	15	10	10	15
273 - POLICE SUBVENTIONS - CLEEP TOTAL		32	22	15	10	10	15
5036-000	Homeland Security Grant	511,083	173,218	189,747	-	-	-
Revenue From Other Agencies		511,083	173,218	189,747	-	-	-
274 - HOMELAND SECURITY GRANT TOTAL		511,083	173,218	189,747	-	-	-
5200-008	Park Impact Fees	23,733	63,995	49,557	30,000	307,000	30,000
Charges for Current Services		23,733	63,995	49,557	30,000	307,000	30,000
275 - PARK IMPACT FEE		23,733	63,995	49,557	30,000	307,000	30,000
5071-015	Historic Preservation Grant	-	-	-	-	15,000	-
Revenue From Other Agencies		-	-	-	-	15,000	-
276 - HISTORIC PRESERVATION GRANT TOTAL		-	-	-	-	15,000	-
4800-000	Interest Income	127	-	-	-	-	-
4802-000	Gain / Loss on Investments	(17)	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(24)	-	-	-	-	-
Use of Money & Property		86	-	-	-	-	-
290 - 99 PASADENA AVETOTAL		86	-	-	-	-	-
5275-001	Green Fees / Mini Golf	661,191	607,464	685,346	664,300	630,500	630,000
5275-002	Range	359,841	338,005	357,635	365,000	344,675	344,675
5275-003	Golf Shop	42,854	47,654	48,273	53,736	47,693	47,693
5275-004	Food	102,591	61,103	59,587	164,982	90,957	90,957
5275-005	Filming	29,500	28,600	46,206	32,000	52,000	52,000
Charges for Current Services		1,195,977	1,082,825	1,197,047	1,280,018	1,165,825	1,165,325
295-ARROYO SECO GOLF COURSE		1,195,977	1,082,825	1,197,047	1,280,018	1,165,825	1,165,325
4800-000	Interest Income	-	1,056	83	-	120	250
4805-000	Unrealized Gain / Loss	-	(239)	1	-	-	-
Use of Money & Property		-	817	83	-	120	250
5586-000	Loan Proceeds	-	-	527,283	-	755,711	6,000,000
Revenue From Other Agencies		-	-	527,283	-	755,711	6,000,000
9911-000	Transfers from Other Fund	-	94,245	250,000	250,000	250,000	180,000
Transfers In		-	94,245	250,000	250,000	250,000	180,000
310 - SEWER CAPITAL PROJECTS TOTAL		-	95,062	777,366	250,000	1,005,831	6,180,250

Revenue Detail

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
4800-000	Interest Income	90,888	30,462	27,054	25,000	25,000	40,000
4802-000	Gain / Loss on Investments	(88,780)	-	-	-	550	-
4805-000	Unrealized Gain / Loss	40,705	5,155	(1,337)	-	-	-
Use of Money & Property		42,812	35,618	25,718	25,000	25,550	40,000
5320-000	Water Sales	3,768,075	4,549,289	8,582,618	8,251,040	8,612,220	8,780,000
5325-000	Standby Service Charge	2,629,690	3,069,713	-	-	-	-
5327-000	Efficiency Fee	244,165	243,990	248,596	238,500	235,000	240,000
5330-000	Private Fire Service	33,105	29,547	32,027	30,000	35,000	35,000
Charges for Current Services		6,675,036	7,892,539	8,863,241	8,519,540	8,882,220	9,055,000
5360-000	Rubbish Clearing	(1,907)	(72,406)	-	-	-	-
5370-000	Penalty - Water/Rubbish	51,636	52,471	79,857	50,000	65,000	55,000
5400-000	Sale of Property	4,177	-	-	-	-	-
5430-000	Damage to City Property	447	-	7,029	-	4,700	-
5505-000	Miscellaneous	(34)	657	150	-	30	-
5510-000	Misc Service Revenue	7,760	5,315	2,964	3,000	3,200	3,000
5518-000	Energy Rebates	-	20,574	-	-	-	-
5525-000	Yard Waste	293	(41,065)	-	-	-	-
5530-000	Rubbish Billing Fees	123,937	124,319	162,274	100,000	100,000	120,000
5540-000	Service Fees	21,150	12,436	66,923	20,000	27,000	20,000
5550-000	Prior Year Adjustment	2,728	(72,246)	(66,363)	-	75	-
5560-000	Sewer Billing Fees	29,495	33,837	38,687	25,000	41,000	41,000
Other Revenue		239,681	63,891	291,520	198,000	241,005	239,000
9911-000	Transfers from Other Fund	3,805,054	5,029,153	7,312,524	12,600,000	3,200,000	10,600,000
Transfers In		3,805,054	5,029,153	7,312,524	12,600,000	3,200,000	10,600,000
500 - WATER TOTAL		10,762,583	13,021,201	16,493,002	21,342,540	12,348,775	19,934,000
4800-000	Interest Income	-	-	-	100,000	70,000	40,000
4802-000	Gain / Loss on Investments	-	-	-	-	(11,974)	-
Use of Money & Property		-	-	-	100,000	58,026	40,000
9911-000	Transfers from Other Fund	956,442	2,149,800	2,870,788	2,755,650	2,755,650	2,758,025
9912-000	Transfers from Other Fund	-	179,176	518,558	554,988	554,988	556,588
Transfers In		956,442	2,328,976	3,389,346	3,310,638	3,310,638	3,314,613
550 - PUBLIC FINANCING TOTAL		956,442	2,328,976	3,389,346	3,410,638	3,368,664	3,354,613
4000-000	Property Tax - Current Secured	-	428,406	425,493	450,000	384,277	368,657
Property Tax		-	428,406	425,493	450,000	384,277	368,657
927 - REDEV. OBLIGATIONS TOTAL		-	428,406	425,493	450,000	384,277	368,657
CITYWIDE TOTAL		40,816,554	48,085,100	52,319,176	56,546,618	49,466,092	61,095,647

Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Actual
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Wages & Benefits	14,450,730	14,192,163	14,176,094	14,831,712	14,426,959	16,053,582
Operations & Maintenance	5,014,422	6,502,646	5,155,137	5,498,699	5,155,423	5,668,220
Capital Outlay	296,443	143,112	188,551	13,600	14,667	112,293
Transfer Out	-	984,062	406,598	582,497	582,497	640,539
Capital Projects	1,379,334	942,191	2,841,547	2,855,000	3,755,779	2,189,500
101 - General Fund Total	21,140,929	22,764,174	22,767,927	23,781,508	23,935,325	24,664,134
Operations & Maintenance	-	-	-	240,000	12,700	50,900
103 - Insurance Fund Total	-	-	-	240,000	12,700	50,900
Capital Outlay	-	-	-	128,000	145,817	545,729
Capital Projects	-	92,552	-	180,000	180,000	-
105 - Facilities & Equip. Replacement Total	-	92,552	-	308,000	325,817	545,729
Capital Projects	53,493	-	-	-	-	-
201 - MTA Pedestrian Improvement Total	53,493	-	-	-	-	-
Capital Projects	535,589	-	-	-	-	-
204 - Traffic Improvement Total	535,589	-	-	-	-	-
Wages & Benefits	188,429	185,980	190,905	214,181	178,079	234,428
Operations & Maintenance	14,877	10,034	78,964	86,200	82,800	101,950
Capital Outlay	-	-	9,158	-	59,100	130,000
205 - Prop "A" Total	203,306	196,014	279,027	300,381	319,979	466,378
Wages & Benefits	226,198	234,828	139,193	196,667	160,381	269,984
Operations & Maintenance	108,226	94,742	31,701	33,681	31,700	46,469
Capital Outlay	13,834	51,721	-	-	-	60,000
Capital Projects	-	160,000	95,356	110,352	110,000	30,000
207 - Prop "C" Total	348,258	541,291	266,250	340,700	302,081	406,453
Transfer Out	-	8,692	-	-	-	-
208 - TEA/Metro Total	-	8,692	-	-	-	-
Transfer Out	-	-	14,913	-	-	-
209 - MTA Gold Line Betterments Grant Total	-	-	14,913	-	-	-
Wages & Benefits	326,336	323,009	333,046	317,556	310,293	351,380
Operations & Maintenance	560,124	297,527	201,080	283,859	228,779	269,055
Capital Outlay	-	-	3,563	350,000	350,000	200,000
Other Expenses	71,313	77,161	89,036	-	-	-
Transfer Out	-	94,245	250,000	264,500	264,500	194,500
Capital Projects	146,327	21,685	8,345	-	-	-
210 - Sewer Total	1,104,100	813,627	885,070	1,215,915	1,153,572	1,014,935

Expenditure Summary by Fund

Category/Fund	Actual 2011/12	Actual 2012/13	Actual 2013/14	Budget 2014/15	Estimated 2014/15	Actual 2015/16
Wages & Benefits	156	188	103	-	160	-
Transfer Out	-	181,910	-	-	-	-
Capital Projects	3,491	-	-	-	-	-
211 - CTC Traffic Improvement Total	3,647	182,098	103	-	160	-
Wages & Benefits	134,655	149,061	150,254	252,932	265,412	273,191
Operations & Maintenance	789,009	822,692	621,925	794,125	654,713	754,415
Capital Outlay	-	18,345	18,329	20,000	20,000	50,000
Transfer Out	-	-	-	29,000	29,000	-
215 - Street Light & Landscape Total	923,664	990,097	790,508	1,096,057	969,125	1,077,606
Transfer Out	-	1,712	-	-	-	-
216 - Safe Routes to School Total	-	1,712	-	-	-	-
Wages & Benefits	-	-	301	-	432	-
Operations & Maintenance	-	-	-	3,000	-	2,000
Capital Outlay	-	-	96,598	-	38,500	40,000
218 - Clean Air Act Total	-	-	96,899	3,000	38,932	42,000
Operations & Maintenance	143,000	153,211	131,842	123,000	163,500	137,500
220 - Business Improvement Tax Total	143,000	153,211	131,842	123,000	163,500	137,500
Capital Projects	585	52,499	244,791	-	-	-
223 - Gold Line Mitigation Fund Total	585	52,499	244,791	-	-	-
Operations & Maintenance	346	-	-	-	-	-
225 - Mission Oaks Parking Total	346	-	-	-	-	-
Operations & Maintenance	32,007	30,983	28,668	27,798	32,298	26,000
226 - Mission Meridian Public Garage Total	32,007	30,983	28,668	27,798	32,298	26,000
Wages & Benefits	56,766	194,027	164,873	215,246	214,077	152,802
Operations & Maintenance	147,097	261,031	188,268	236,515	228,559	224,855
227 - Successor Agency to CRA Total	203,863	455,058	353,141	451,761	442,636	377,657
Wages & Benefits	11,285	-	-	-	-	-
Operations & Maintenance	42,262	-	-	-	-	-
Transfer Out	-	484,567	-	-	-	-
229 - Successor Agency to CRA Hsng Total	53,547	484,567	-	-	-	-
Wages & Benefits	337,219	307,307	378,804	362,261	428,148	387,762
Operations & Maintenance	170,861	258,896	147,657	247,300	248,500	197,850
Capital Outlay	-	23,962	29,661	70,000	70,000	160,000
230 - State Gas Tax Total	508,080	590,165	556,122	679,561	746,648	745,612
Operations & Maintenance	24,249	23,949	19,090	-	14,755	-
232 - County Park Bond Total	24,249	23,949	19,090	-	14,755	-
Capital Projects	25,241	390,322	27,318	-	343,000	788,000
233 - Measure R Total	25,241	390,322	27,318	-	343,000	788,000

Expenditure Summary by Fund

Category/Fund	Actual 2011/12	Actual 2012/13	Actual 2013/14	Budget 2014/15	Estimated 2014/15	Actual 2015/16
Capital Projects	9,858	-	125,930	-	-	-
238 - MSRC Grant Total	9,858	-	125,930	-	-	-
Operations & Maintenance	38	-	-	-	-	-
Capital Projects	14,647	14,906	14,818	-	-	-
245 - Bike & Pedestrian Paths Total	14,685	14,906	14,818	-	-	-
Wages & Benefits	2,197	-	-	-	-	-
247 - SGVCOG Grant Total	2,197	-	-	-	-	-
Capital Projects	132,560	-	-	-	-	-
250 - ARRA Infrastructure Grant Total	132,560	-	-	-	-	-
Capital Projects	-	-	-	50,000	50,000	-
255 - Capital Growth Total	-	-	-	50,000	50,000	-
Operations & Maintenance	45,860	34,679	30,866	31,000	39,314	-
Capital Projects	100,347	150,811	116,432	106,222	106,222	-
260 - CDBG Total	146,207	185,490	147,299	137,222	145,536	-
Capital Outlay	-	-	-	-	4,640	-
270 - Asset Forfeiture Total	-	-	-	-	4,640	-
Operations & Maintenance	-	4,500	22,896	-	19,045	-
Capital Outlay	207,832	161,445	75,653	-	75,730	-
272 - Police Grants - State (COPS) Total	207,832	165,945	98,549	-	94,775	-
Wages & Benefits	-	-	-	-	4,233	-
Operations & Maintenance	-	-	957	-	-	-
Capital Outlay	273,247	131,487	166,328	-	-	-
274 - Homeland Security Grant Total	273,247	131,487	167,285	-	4,233	-
Operations & Maintenance	-	11,500	13,007	30,000	73,290	-
Capital Outlay	-	130,323	-	-	-	-
Capital Projects	-	-	-	-	-	200,000
275 - Park Impact Fees Total	-	141,823	13,007	30,000	73,290	200,000
Operations & Maintenance	-	-	15,000	-	-	-
276 - Historic Preservation Grant Total	-	-	15,000	-	-	-
Operations & Maintenance	-	-	-	-	-	6,445
280 - Public Library Funds Grant Total	-	-	-	-	-	6,445
Transfer Out	46,729	-	-	-	-	-
290 - 99 Pasadena Ave Total	46,729	-	-	-	-	-
Wages & Benefits	549,422	521,316	524,297	592,675	522,360	-
Operations & Maintenance	392,903	367,614	405,958	397,970	357,678	983,353
Capital Outlay	50,000	-	-	-	-	-
295 - Arroyo Seco Golf Course Total	992,325	888,930	930,255	990,645	880,038	983,353
Wages & Benefits	-	-	-	-	6,247	-
Operations & Maintenance	-	84,760	305,982	2,000	251,304	2,000
Capital Projects	-	34,657	57,550	-	2,251,940	6,000,000
310 - Sewer Capital Projects Total	-	119,417	363,532	2,000	2,509,491	6,002,000

Expenditure Summary by Fund

Category/Fund	Actual	Actual	Actual	Budget	Estimated	Actual
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Wages & Benefits	1,399,199	1,456,474	1,348,284	1,364,755	1,239,527	1,545,147
Operations & Maintenance	2,950,941	3,763,002	4,072,147	3,885,108	2,907,543	3,807,770
Capital Outlay	26,318	32,114	1,275	70,000	70,000	160,000
Other Expenses	125,207	125,171	129,420	-	-	-
Transfer Out	956,442	2,328,976	3,389,346	3,383,138	3,383,138	3,314,613
Capital Projects	94,570	426,141	178,974	13,200,000	2,024,936	12,925,000
500 - Water Total	5,552,677	8,131,880	9,119,446	21,903,001	9,625,144	21,752,530
Operations & Maintenance	-	260,654	8,050	3,310,638	3,312,687	3,311,313
Transfer Out	-	5,029,153	7,312,524	12,600,000	3,200,000	10,600,000
550 - Public Financing Authority Total	-	5,289,807	7,320,574	15,910,638	6,512,687	13,911,313
Transfer Out	-	497,459	254,227	450,000	442,000	368,657
927 - Re dev. Oblig. Retirement Total	-	497,459	254,227	450,000	442,000	368,657
Wages & Benefits	17,682,592	17,564,353	17,406,153	18,347,986	17,756,308	19,268,277
Operations & Maintenance	10,436,223	12,982,420	11,479,194	15,230,892	13,814,588	15,590,095
Capital Outlay	867,672	692,509	589,117	651,600	848,454	1,458,022
Other Expenses	196,520	202,332	218,455	-	-	-
Transfer Out	1,003,172	9,610,776	11,627,609	17,309,135	7,901,135	15,118,309
Capital Projects	2,496,042	2,285,764	3,711,061	16,501,574	8,821,877	22,132,500
CITYWIDE TOTAL	32,682,221	43,338,154	45,031,590	68,041,187	49,142,362	73,567,202

General Fund Expenditures

General Fund Analysis

Revenue Category	Actual	Actual	Actual	Budget	Estimated	Adopted
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Property Taxes	10,283,297	11,074,604	11,462,586	11,915,770	11,979,638	12,425,748
Sales Taxes	1,961,143	2,207,696	2,350,781	2,277,240	2,397,000	2,531,000
Utility Users Taxes	3,642,824	3,562,216	3,486,776	3,719,000	3,455,674	3,660,000
Franchise Fees	814,765	810,642	804,995	763,100	804,455	799,000
License & Permits	917,568	950,256	933,816	985,820	958,770	985,820
Fines & Forfeitures	533,035	523,629	412,748	530,000	328,000	332,000
Use of Money & Property	448,593	456,581	483,839	386,070	487,295	488,384
Other Agencies	73,848	60,893	290,596	34,000	115,121	17,000
Current Services	2,173,921	2,208,447	2,629,229	2,415,000	2,734,660	2,398,810
All Other Revenues	1,513,969	1,223,150	1,490,400	1,098,778	1,259,505	1,092,155
Total GF Revenues	22,362,963	23,078,115	24,345,766	24,124,778	24,520,118	24,729,917

Department/Program Exp	Actual	Actual	Actual	Budget	Estimated	Adopted
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
City Council	50,334	43,375	48,059	61,103	44,148	63,143
Management Services						
City Manager	835,974	878,794	851,169	930,330	834,193	809,637
City Clerk	330,306	283,674	337,626	374,590	359,522	428,550
Elections	76,053	311	49,214	750	300	124,550
Human Resources	120,873	287,113	289,468	221,275	184,830	171,275
Transportation Planning	90,079	110,202	71,322	187,800	134,500	187,300
Legal Services	254,902	314,304	421,647	255,000	255,000	255,000
Information Systems	-	-	215,122	300,100	254,224	410,597
Finance						
Finance	421,568	384,312	519,087	538,039	603,018	653,370
Information System	205,970	262,354	-	-	-	-
City Treasurer	5,157	9,201	9,229	9,348	9,284	9,290
Non-Dept./Overhead	1,438,924	2,765,420	1,214,766	1,001,397	831,981	823,956
Police	6,994,274	6,963,840	6,891,989	7,004,881	6,776,967	7,774,979
Fire						
Fire	4,060,817	3,894,732	3,694,504	4,055,747	4,109,789	4,538,570
Emergency Services	-	-	-	-	-	25,000
Public Works						
Environmental Services	115,049	75,613	121,010	237,173	233,059	279,853
Administration & Engineering	347,269	260,747	275,720	514,958	404,497	482,680
Park Maintenance	406,466	390,490	416,123	455,091	456,673	462,654
Facilities Maintenance	591,314	626,285	675,147	623,554	626,260	639,495
Planning & Building	955,651	898,710	911,870	948,210	951,581	956,927
Library	1,539,702	1,436,922	1,498,617	1,537,832	1,457,977	1,574,832
Community Services						
Senior Services	238,123	249,370	282,651	277,305	285,944	254,357
Community Services	200,565	195,175	213,437	272,326	275,445	290,177
Recreation and Youth Services	482,223	506,976	512,005	537,202	507,857	617,903
Capital Projects	1,379,334	942,191	2,841,547	2,855,000	3,755,779	2,189,500
Misc/Transfers Out	-	984,062	406,598	582,497	582,497	640,539
Total GF Expenses	21,140,929	22,764,174	22,767,927	23,781,508	23,935,325	24,664,134

Capital Improvement Projects

CIP	CIP Description	Actual 2011/12	Actual 2012/13	Actual 2013/14	Budget 2014/15	Estimated 2014/15	Adopted 2015/16
9000	CIP for Budgeting	-	-	179,237	-	67,600	-
9158	Arroyo Pedestrian Paths	-	142,040	75	-	-	-
9181	Removal/Replacement Tree Program	-	-	-	200,000	35,000	-
9185	Community Garden	-	-	-	50,000	2,000	-
9190	Dog Park	-	-	-	100,000	-	-
9203	Street Repairs	-	-	6,195	2,000,000	2,000,000	2,000,000
9226	FD Locker Room Improvements	-	-	-	10,000	1,000	-
9227	FD Restroom Improvements	-	-	-	15,000	15,000	-
9229	PD Locker/Restroom Improvements	-	-	-	30,000	30,000	-
9238	City Hall HVAC	-	3,990	-	15,000	15,000	-
9258	War Memorial Bldg Repairs	-	-	-	60,000	30,000	-
9264	Sidewalk Repairs	-	11,341	-	-	-	-
9269	War Memorial Bldg. HVAC	-	-	-	-	-	36,000
9270	OG Park Bleachers	-	-	-	-	-	7,500
9272	OG Rec Center Capital Improv.	-	-	-	14,000	14,482	-
9278	Fair Oaks/ Orange Grove Imprv.	10,640	-	-	-	-	-
9284	Traffic Signal Battery Backups	-	-	-	20,000	20,000	-
9286	Library Wall/Window Waterproof	-	-	-	15,000	15,000	-
9287	Sidewalk, Curb & Gutter Imprvm	16,809	41,222	127,864	170,000	100,000	-
9304	Library Repair Storm Drain	-	-	-	-	-	10,000
9307	CNG Fueling Station (MSRC)	-	-	126,749	-	-	-
9312	Library Park Re-grading	-	-	-	-	-	8,000
9313	Library Comm. Room AV System	-	-	-	-	-	50,000
9314	Library Electrical Repairs	-	-	-	30,000	30,000	-
9316	Library Stair Carpeting	-	-	-	45,000	45,000	-
9319	Library Maintenance - Painting	-	-	-	35,000	35,000	-
9320	Library ADA Ramp Comm. Room	-	-	-	-	-	6,000
9323	Library Elevator Replacement	-	-	39,414	-	-	-
9325	Merrell Gage Art Restoration	8,158	6,920	764	-	-	-
9326	Iron Works Museum Ext. Painting	-	-	-	-	-	72,000
9333	Senior Center Kitchen Fixtures	-	-	-	15,000	15,000	-
9335	Garfield Park Tennis Lights	-	-	-	25,000	25,000	-
9337	Garfield Park Electrical Panel	-	-	-	6,000	6,000	-
9340	Foothill St. Improvements	-	-	5,129	-	240,000	-
9341	San Pasqual Ave. Improvements	-	-	4,055	-	170,000	-
9354	Monterey Road Improvements	13,329	7,781	1,253	-	-	-
9357	Hermosa Street Improvements	227,274	-	-	-	-	-
9358	Hawthorne St. Improvements	-	-	43,805	-	405,000	-
9376	Indiana Ave Improvements	151,394	-	-	-	-	-
9374	Park Ave Improvements	-	15,026	222,717	-	1,497	-
9376	Indiana Ave Improvements	-	(140)	-	-	-	-
9377	Pasadena Ave Improvements	633,850	89,317	-	-	-	-
9381	Raymond Lane Street Improvement	9,990	115,751	-	-	-	-
9382	Marmion Way Street Improvement	19,132	248,316	-	-	-	-
9383	Orange Grove Street Improvement	22,820	-	5,654	-	330,000	-
9384	Mountain View Street Improvement	25,046	133,268	-	-	-	-
9386	Hanscom Dr Street Improvement	84,187	18,582	1,191,858	-	-	-
9389	Huntington Fremont Underpass	17,885	-	-	-	-	-
9390	Mission St. Improvements	-	2,279	41,856	-	86,000	-
9391	Moffat St Improvements	-	14,876	144,140	-	10,000	-
9392	Mound Ave Improvements	-	12,277	183,876	-	5,450	-
9393	Oxley St Improvements	-	15,529	219,860	-	4,350	-
9394	Rollin St Improvements	-	40,058	297,046	-	2,400	-
9401	2011 Windstorm	138,820	23,758	-	-	-	-
<CAPITAL PROJECTS>		1,379,334	942,191	2,841,547	2,855,000	3,755,779	2,189,500
101 - GENERAL FUND TOTAL		1,379,334	942,191	2,841,547	2,855,000	3,755,779	2,189,500

Capital Improvement Projects

CIP	CIP Description	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
9257	War Mem. Bldg. Capital Replace	-	56,181	-	-	-	-
9262	Arroyo Park Imprv. - Const.	-	-	-	125,000	125,000	-
9331	War Memorial Furniture	-	9,520	-	-	-	-
9332	War Memorial Doors	-	10,536	-	-	-	-
9333	Senior Center Kitchen Fixtures	-	7,490	-	-	-	-
9334	Senior Center Doors	-	4,685	-	-	-	-
9336	Orange Grove Security System	-	4,140	-	-	-	-
9383	Orange Grove Street Improvement	-	-	-	55,000	55,000	-
	<CAPITAL PROJECTS>	-	92,552	-	180,000	180,000	-
105	- FACILITIES & EQUIP. REPLACEMENT TOTAL	-	92,552	-	180,000	180,000	-
9248	Fair Oaks Improvement	53,493	-	-	-	-	-
	<CAPITAL PROJECTS>	53,493	-	-	-	-	-
201	- MTA PEDESTRIAN IMPROVEMENT TOTAL	53,493	-	-	-	-	-
9278	Fair Oaks/ Orange Grove Imprv.	535,589	-	-	-	-	-
	<CAPITAL PROJECTS>	535,589	-	-	-	-	-
204	- TRAFFIC IMPROVEMENT TOTAL	535,589	-	-	-	-	-
9220	Bus Stop Improvement Program	-	-	-	-	-	30,000
9377	Pasadena Ave Improvements	-	160,000	-	-	-	-
9390	Mission St. Improvements	-	-	95,356	110,352	110,000	-
	<CAPITAL PROJECTS>	-	160,000	95,356	110,352	110,000	30,000
207	- PROP "C" TOTAL	-	160,000	95,356	110,352	110,000	30,000
9146	Spot Repairs to Sewers	50,000	-	-	-	-	-
9254	Asset Management Software	31,316	1,699	8,945	-	-	-
9375	Citywide Sewer Video Phase III	19,462	19,986	-	-	-	-
9378	Citywide Sewer Video Phase IV	45,549	-	-	-	-	-
9392	Mound Ave Improvements	-	-	(600)	-	-	-
	<CAPITAL PROJECTS>	146,327	21,685	8,345	-	-	-
210	- SEWER TOTAL	146,327	21,685	8,345	-	-	-
9311	Fair Oaks Improvements	3,491	-	-	-	-	-
	<CAPITAL PROJECTS>	3,491	-	-	-	-	-
211	- CTC TRAFFIC IMPROVEMENT TOTAL	3,491	-	-	-	-	-
9288	Gold Line Mitigations	585	52,499	244,791	-	-	-
	<CAPITAL PROJECTS>	585	52,499	244,791	-	-	-
223	- GOLD LINE MITIGATION FUND TOTAL	585	52,499	244,791	-	-	-
9000	CIP for Budgeting	-	-	-	-	-	292,000
9354	Monterey Road Improvements	-	-	-	-	-	496,000
9358	Hawthorne St. Improvements	-	-	-	-	343,000	-
9377	Pasadena Ave Improvements	75	133,403	-	-	-	-
9385	Via Del Rey Street Improvement	25,166	253,672	-	-	-	-
9390	Mission St. Improvements	-	3,247	27,318	-	-	-
	<CAPITAL PROJECTS>	25,241	390,322	27,318	-	343,000	788,000
233	- MEASURE R TOTAL	25,241	390,322	27,318	-	343,000	788,000

Capital Improvement Projects

CIP	CIP Description	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
9306	CNG Fueling Station (AQMD)	3,007	-	-	-	-	-
9307	CNG Fueling Station (MSRC)	6,851	-	125,930	-	-	-
	<CAPITAL PROJECTS>	9,858	-	125,930	-	-	-
238	- MSRC GRANT TOTAL	9,858	-	125,930	-	-	-
9220	Bus Stop Improvement Program	-	14,906	-	-	-	-
9264	Sidewalk Repairs	-	-	14,818	-	-	-
9387	Bikeway Improvement	14,647	-	-	-	-	-
	<CAPITAL PROJECTS>	14,647	14,906	14,818	-	-	-
245	- BIKE & PEDESTRIAN PATHS TOTAL	14,647	14,906	14,818	-	-	-
9238	City Hall HVAC	75,805	-	-	-	-	-
9249	LED Pedestrian Retrofit	56,755	-	-	-	-	-
	<CAPITAL PROJECTS>	132,560	-	-	-	-	-
250	- ARRA INFRASTRUCTURE GRANT TOTAL	132,560	-	-	-	-	-
9222	City Council Chambers Design	-	-	-	50,000	50,000	-
	<CAPITAL PROJECTS>	-	-	-	50,000	50,000	-
255	- CAPITAL GROWTH TOTAL	-	-	-	50,000	50,000	-
9253	ADA Sidewalk Access Ramps	27,902	40,563	-	-	-	-
9264	Sidewalk Repairs	72,445	110,248	116,432	106,222	106,222	-
	<CAPITAL PROJECTS>	100,347	150,811	116,432	106,222	106,222	-
260	- CDBG TOTAL	100,347	150,811	116,432	106,222	106,222	-
9190	Dog Park	-	-	-	-	-	200,000
	<CAPITAL PROJECTS>	-	-	-	-	-	200,000
275	- PARK IMPACT FEES TOTAL	-	-	-	-	-	200,000
9379	Citywide Sewer Video	-	34,657	57,550	-	-	-
9399	Citywide Sewer Rehab	-	-	-	-	2,251,940	6,000,000
	<CAPITAL PROJECTS>	-	34,657	57,550	-	2,251,940	6,000,000
310	- SEWER CAPITAL PROJECTS TOTAL	-	34,657	57,550	-	2,251,940	6,000,000
9071	Water Telemetry System	-	-	-	125,000	-	150,000
9155	Raymond Tank/Bilicke Tank	-	-	-	-	20,000	50,000
9241	Wilson Well #2 / #4 Rehab	-	-	-	800,000	120,000	750,000
9252	Design of Garfield Reservoir	-	-	-	-	7,190	-
9255	Design of Wilson Reservoir	-	-	-	-	32,450	-
9265	Wilson Reservoir Construction	-	95,688	178,974	5,800,000	1,500,000	100,000
9266	Garfield Reservoir	-	-	-	4,500,000	200,000	10,000,000
9289	Graves Well Rehabilitation	-	-	-	600,000	-	500,000
9291	Trans. Line - Wilson/Garfield	270	-	-	-	-	-
9295	Water Services	-	-	-	50,000	-	50,000
9296	Meter Replacement Program	-	-	-	50,000	-	50,000
9297	Automated Meter Reading	-	-	-	750,000	-	500,000
9298	Water System Hydraulic Model	79,886	8,494	-	25,000	-	25,000
9300	Annual Water Main Repairs	14,414	280,762	-	500,000	-	750,000
9390	Mission St. Improvements	-	-	-	-	140,000	-
9396	Emergency Water Line Repairs	-	41,197	-	-	5,296	-
	<CAPITAL PROJECTS>	94,570	426,141	178,974	13,200,000	2,024,936	12,925,000
500	- WATER TOTAL	94,570	426,141	178,974	13,200,000	2,024,936	12,925,000
GRAND TOTAL		2,496,042	2,285,764	3,711,061	16,501,574	8,821,877	22,132,500

CITY COUNCIL
Department Summary

EXPENDITURE SUMMARY	Actual 2011/12	Actual 2012/13	Actual 2013/14	Budget 2014/15	Estimated 2014/15	Adopted 2015/16
Wages & Benefits	18,621	23,212	22,908	23,453	23,798	24,043
Operations & Maintenance	31,713	20,163	25,151	37,650	20,350	39,100
Total Expenses by Category	50,334	43,375	48,059	61,103	44,148	63,143
[101-1011] City Council	50,334	43,375	48,059	61,103	44,148	63,143
Total Expenses by Program	50,334	43,375	48,059	61,103	44,148	63,143

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, and directs the administration of the City government through the City Manager.

CITY COUNCIL

Budget Detail

101-1011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7010	Salaries - Temp / Part	18,000	22,320	21,840	22,800	22,300	22,800
7110	Workers Compensation	360	568	751	392	1,260	912
7170	FICA - Medicare	261	324	317	261	238	331
	<WAGES & BENEFITS>	18,621	23,212	22,908	23,453	23,798	24,043
8000	Office Supplies	-	-	-	50	-	-
8010	Postage	69	27	42	100	50	100
8020	Special Department Expense	16,501	1,099	2,234	2,500	1,500	4,000
8021	Discretionary Fund Program	-	4,017	5,171	20,000	7,000	20,000
8060	Dues & Memberships	-	-	1,795	2,000	1,800	2,000
8090	Conference & Meeting Expense	9,768	13,015	14,158	13,000	10,000	13,000
8150	Telephone	5,375	2,005	1,751	-	-	-
	<OPERATIONS & MAINTENANCE>	31,713	20,163	25,151	37,650	20,350	39,100
[101-1011] City Council Total		50,334	43,375	48,059	61,103	44,148	63,143

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 (\$400) for annual Image Awards and associated costs. Provides funds for City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography and mayoral gift and other costs related to City Council reorganization (\$2,100). Includes proclamation and certificate supplies (\$500); and unanticipated department expenses incurred to fulfill requests by City Councilmembers (\$500). Provides funds for special requests for City Council meetings (\$500).

8021 Discretionary Fund Program

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

8060 Dues/Memberships/Subscriptions

Provides funds for memberships in organizations (\$500), includes membership dues for the Independent Cities Association (\$1,500 total).

8090 Conference and Meeting Expense

Provides funds for City Council conference and meeting expenses. Councilmembers are allocated \$2,500 in total to attend professional meetings and conferences, including parking and mileage. Also covered is the cost of meals/drinks for twice-monthly City Council meetings, plus refreshments for special meetings, receptions, and budget sessions (\$3,200). Includes \$5,000 for strategic planning sessions: logistics, refreshments, supplies, recording and all other expenses except cost of professional consultant. Includes costs for travel and business meals for meetings with key officials, strategists, special counsel, and others (\$2,000). Includes purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (\$300).

MANAGEMENT SERVICES

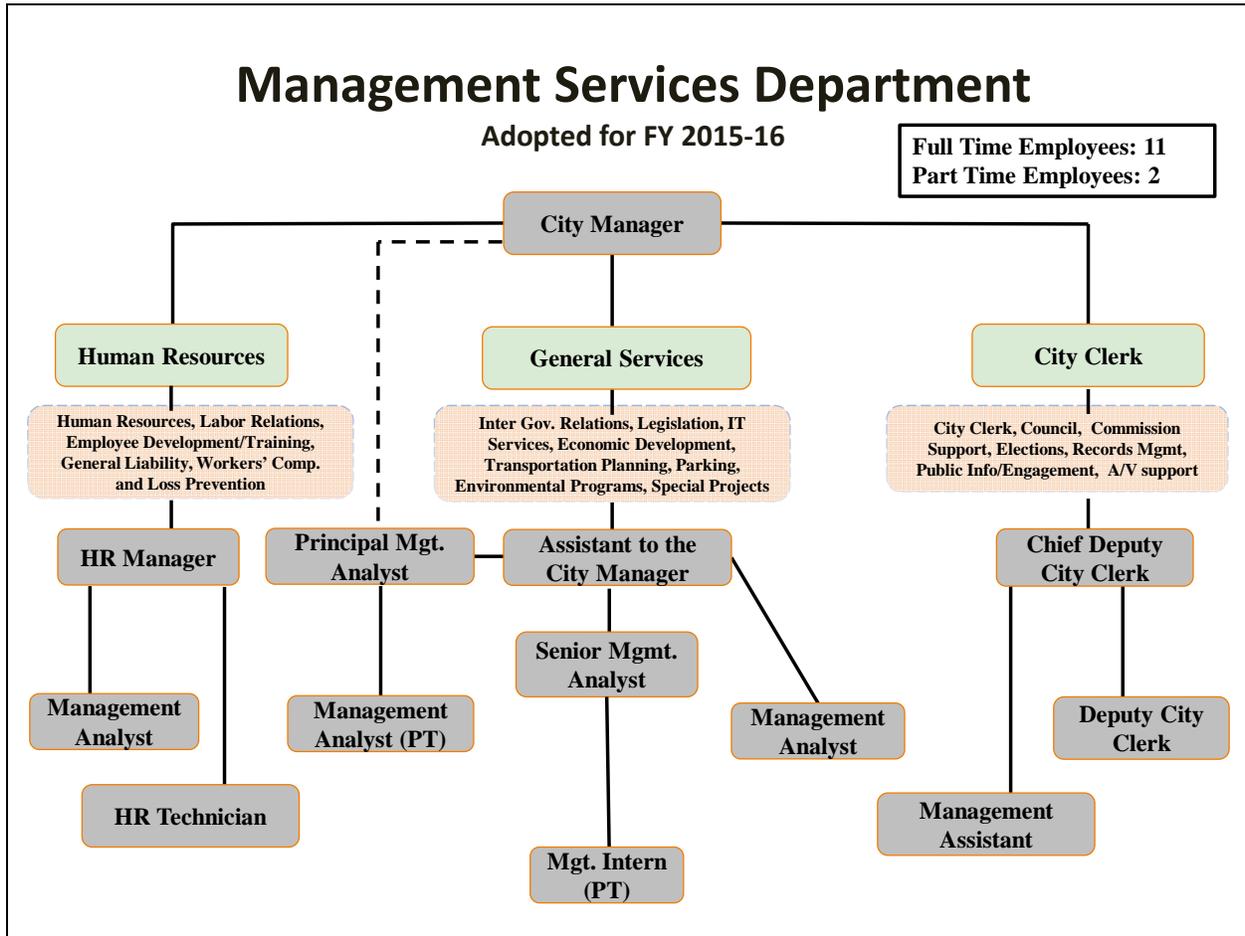
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Wages & Benefits	982,787	1,029,694	1,048,371	1,154,270	1,057,415	1,038,437
Operations & Maintenance	821,060	1,025,760	1,340,795	1,505,773	1,174,027	1,561,272
Capital Outlay	81,700	3,326	103,914	43,600	78,717	259,329
Total Expenses by Category	1,885,547	2,058,780	2,493,080	2,703,643	2,310,159	2,859,038
[101-2011] City Manager	835,974	878,794	851,169	930,330	834,193	809,637
[101-1021] City Clerk	330,306	283,674	337,626	374,590	359,522	428,550
[101-1022] Elections	76,053	311	49,214	750	300	124,550
[101-2013] Human Resources	120,873	287,113	289,468	221,275	184,830	171,275
[101-2021] Transportation Planning	90,079	110,202	71,322	187,800	134,500	187,300
[101-2501] Legal Services	254,902	314,304	421,647	255,000	255,000	255,000
[101-3032] Information Services	-	-	215,122	300,100	254,224	410,597
[103-2501] Insurance Fund	-	-	-	240,000	12,700	50,900
[105-3032] Facilities Equipment & Replacement	-	-	-	40,000	40,000	215,729
[211-2011] CTC Traffic Improvement	156	188	103	-	160	-
[218-2270] Clean Air Act	-	-	96,899	3,000	38,932	42,000
[220-2301] Community Promotion	143,000	153,211	131,842	123,000	163,500	137,500
[226-2029] Mission Meridian Public Garage	32,007	30,983	28,668	27,798	32,298	26,000
[247-2011] SGVCOG Grant	2,197	-	-	-	-	-
Total Expenses by Program	1,885,547	2,058,780	2,493,080	2,703,643	2,310,159	2,859,038

City Manager	1
Assistant to the City Manager	1
Chief Deputy City Clerk	1
Human Resources Manager	1
Principal Management Analyst	1
Senior Management Analyst	1
Management Analyst	2
Deputy City Clerk	1
Human Resources Technician	1
Management Assistant	1
Total	11

MANAGEMENT SERVICES

Department Description and Authorized Positions



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

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

The General Services Division coordinates intergovernmental relations with local, regional, State, and Federal public agencies on issues facing the City. This Office also serves as the prime liaison between City administration, community groups, and citizens. Other duties include researching policy options and making recommendations to the City Council regarding proposed policy and operational matters, including legislation, information technology, transportation planning, and economic development. The Senior Management Analyst implements water conservation and environmental programs throughout the community.

The Human Resources Division is responsible for employee recruitment and retention programs, including policies and procedures, hiring, training, employee help desk and compliance issues. In addition, this Division is responsible for labor relations and coordination of the City's risk management program, including overseeing general liabilities claims and monitoring claims for settlement.

The City Clerk's Division performs duties of the City Clerk's Office as stipulated in the California Government Code and the South Pasadena Municipal Code (SPMC), and focuses primarily on the proceedings and activities of the City Council. This includes production and retention of City Council Meeting minutes, ordinances, resolutions. The Division coordinates the Mayor's schedule, organizes special meetings and events, and provides administrative support to the City Council. The Division oversees records management and document imaging, codification, and commission functions, and ensures the continuity of such audiovisual operations as broadcasting and web streaming of public meetings. The Division oversees City elections and serves as the Official Office for political campaign, Statements of Economic Interest, and other legally required filings. The Division is responsible for public engagement and the distribution of public documents under the California Public Records Act.

CITY MANAGER

Budget Detail

101-2011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	472,544	541,394	539,385	620,836	563,200	501,924
7010	Salaries - Temp / Part	90,521	82,095	36,022	30,000	25,500	40,000
7020	Overtime	1,891	2,296	1,696	1,500	4,800	2,500
7070	Leave Buyback	42,535	10,219	23,883	-	3,403	6,000
7100	Retirement	102,830	108,901	82,370	104,501	92,800	88,917
7108	Deferred Compensation	3,514	4,291	3,597	7,339	4,330	6,406
7110	Workers Compensation	4,790	7,510	12,109	18,687	20,580	10,348
7120	Disability Insurance	-	-	4,688	-	-	-
7122	Unemployment Insurance	-	-	11,929	-	-	-
7130	Group Health Insurance	39,043	39,713	41,769	50,346	47,100	37,820
7140	Vision Insurance	1,132	1,260	1,237	1,795	1,460	1,272
7150	Dental Insurance	4,026	4,001	3,624	6,732	4,100	4,770
7160	Life Insurance	539	550	541	1,391	590	986
7170	FICA - Medicare	9,089	8,857	8,658	9,903	9,130	7,894
7180	Car/Uniform Allowance	-	-	4,800	4,800	4,800	4,800
<WAGES & BENEFITS>		772,454	811,087	776,308	857,830	781,793	713,637
8000	Office Supplies	6,369	4,894	6,213	5,000	3,000	5,000
8010	Postage	378	641	1,489	1,500	500	1,500
8020	Special Department Expense	2,877	7,276	2,315	4,500	4,000	4,500
8050	Printing/Duplicating	408	180	208	1,500	1,200	1,000
8060	Dues & Memberships	2,510	3,937	4,297	3,500	7,500	1,500
8090	Conference & Meeting Expense	5,996	9,083	10,539	10,000	10,000	12,000
8100	Vehicle Maintenance	3,212	4,710	1,828	3,500	2,500	3,500
8110	Equipment Maintenance	1,383	2,116	1,415	2,000	500	1,000
8150	Telephone	2,945	654	812	-	-	-
8170	Professional Service	32,030	26,217	34,123	20,000	16,000	50,000
8180	Contract Services	919	902	1,237	4,000	1,000	4,000
8200	Training Expense	-	5	49	2,000	200	2,000
8272	CM Emergency	3,552	3,769	5,825	10,000	2,000	10,000
8300	Lease Payment	941	1,994	2,753	5,000	4,000	-
<OPERATIONS & MAINTENANCE>		63,520	66,378	73,102	72,500	52,400	96,000
8530	Computer Equipment	-	1,329	1,759	-	-	-
<CAPITAL OUTLAY>		-	1,329	1,759	-	-	-
[101-2011] City Manager Total		835,974	878,794	851,169	930,330	834,193	809,637

CITY MANAGER

Budget Detail

101-2011

HUMAN RESOURCES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the City Manager, Assistant to the City Manager, Human Resources Manager, Principal Management Analyst, Management Analysts, and Human Resources Technician. Refer to the Appendix for a detailed allocation list. (Senior Management Analyst funded through Water Enterprise Fund - Efficiency fee).
- 7010 Salaries – Part-Time
Provides compensation for non-salaried part-time employees.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of copy paper (\$1,000) and ordinary office supplies for the City Manager's Office, Public Works' and City Clerk's offices (\$4,000).
- 8010 Postage
Provides funds for postal expenses for City mailings, including public notice mailings, and legal printing of notices (\$1,500).
- 8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies (\$2,500), including beverage and kitchen equipment and supplies (\$2,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures (\$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, San Gabriel Valley Assistants to City Managers Association dues, Municipal Management Association of Southern California, and subscriptions to newspapers and professional publications (\$1,500).
- 8090 Conference and Meeting Expense
Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager's Department Meeting, San Gabriel Valley Assistants to City Managers Annual Conference, and the Municipal Management Association of Southern California Annual Conference (\$12,000).

- 8100 Vehicle Maintenance and Operations
Provides funds for fuel, repair and maintenance of City-owned vehicles (\$3,500).
- 8110 Equipment Maintenance
Provides funds for repair, maintenance, unexpected replacement and upgrade of equipment including postage machine, fax machine and other equipment (\$1,000).
(Workstation hardware/software upgrades now in IS budget).
- 8170 Professional Services
Provides funds for consultant services, such as Strategic Planning Consultant for team building, operational studies and other professional services (\$50,000).
- 8180 Contract Services
Provides funds for contract services related to City Manager's Office operations, web hosting service for *eNeighbors* Newsletter (\$1,000), maintenance of the City's portion of the Mission District Loft parking and Property Owners' Association dues (\$3,000).
- 8200 Training
Provides funds for employee training program (\$2,000).
- 8272 City Manager Emergency Fund
Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City (\$10,000).

CITY CLERK

Budget Detail

101-1021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	138,309	160,621	195,557	216,468	205,000	241,049
7010	Salaries - Temp / Part	14,742	7,168	5,102	5,000	4,800	5,000
7020	Overtime	54	638	2,899	1,000	3,000	2,000
7070	Leave Buyback	8,643	938	14,430	3,000	-	3,000
7100	Retirement	30,815	29,861	26,463	33,937	29,800	37,348
7108	Deferred Compensation	989	808	1,138	1,082	990	1,160
7110	Workers Compensation	1,230	1,610	2,775	4,884	3,600	3,756
7130	Group Health Insurance	9,531	12,925	18,451	23,580	21,370	23,580
7140	Vision Insurance	140	291	389	720	500	720
7150	Dental Insurance	966	922	1,041	2,700	2,120	2,700
7160	Life Insurance	186	135	169	558	340	558
7170	FICA - Medicare	2,376	2,445	3,245	3,511	3,510	3,929
<WAGES & BENEFITS>		207,981	218,362	271,659	296,440	275,030	324,800
8000	Office Supplies	223	490	386	1,000	1,000	1,000
8010	Postage	98	148	296	200	150	200
8020	Special Department Expense	3,463	3,789	2,574	5,000	2,000	3,500
8040	Advertising	1,379	1,053	2,985	2,200	2,600	2,200
8050	Printing/Duplicating	-	-	-	-	-	200
8060	Dues & Memberships	2,346	2,786	7,716	1,600	1,000	1,500
8070	Mileage/Auto Allowance	75	195	178	150	25	150
8090	Conference & Meeting Expense	117	794	2,100	3,000	3,000	3,000
8110	Equipment Maintenance	3,941	4,489	3,402	2,000	500	2,000
8150	Telephone	2,817	1,940	1,143	-	-	-
8170	Professional Service	25,225	43,525	35,503	51,000	68,700	78,000
8200	Training Expense	-	2,112	1,961	5,000	2,300	5,000
8300	Lease Payment	941	1,994	2,753	3,400	3,000	3,400
<OPERATIONS & MAINTENANCE>		40,625	63,315	60,997	74,550	84,275	100,150
8520	Machinery & Equipment	81,700	1,997	209	3,600	217	3,600
8530	Computer Equipment	-	-	4,761	-	-	-
<CAPITAL OUTLAY>		81,700	1,997	4,970	3,600	217	3,600
[101-1021] City Clerk Total		330,306	283,674	337,626	374,590	359,522	428,550

CITY CLERK

Budget Detail

101-1021

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for full-time City Clerk, Chief Deputy City Clerk, Deputy City Clerk, and Management Assistant.
- 7010 Temp/Part Time Salaries
Provides funding for stipend for elected City Clerk (\$3,600) and compensation for part-time staff to perform required duties (\$1,400).
- 7020 Overtime
Provides compensation for staff when required to work overtime, primarily to provide City Council packet and meeting support (\$2,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of City Clerk's Office specific office supplies (\$1,000).
- 8010 Postage
Provides funds for postal expenses (approximately \$17 per month) for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence.
- 8020 Special Department Expense
Provides for special department supplies and services totaling no more than \$3,000, to include special office supplies, HP office color printer ink and supplies, employee badges, City pins, ethics/Brown Act training materials, costs to purchase media from other agencies (e.g., DVDs), stationery, business cards for employees, and unanticipated department expenses incurred to fulfill requests by management/elected officials. Includes purchases related to City Council reorganization, e.g., gifts, plaques, photographs. Provides funds for special events and receptions, refreshments for ethics/Brown Act/commissioner training and similar events, and for unanticipated special department expenses (\$500). Includes costs related to special projects.
- 8040 Advertising
Provides funds for publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments (\$2,200).
- 8050 Printing and Duplication
Provides for printing and duplication of documents by a duplication service company (\$200) for offsite agenda packet printing or for special projects.
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees in city clerk organizations, subscriptions, books and publications, and funds for notary public-related membership, insurance, and expenses (\$1,500).

- 8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used to conduct City business (\$150). Reimbursement rate is determined by the IRS.
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members and City Clerk to attend City Clerk meetings, conferences, and pertinent seminars (\$3,000).
- 8110 Equipment Maintenance
Provides funds for repair, upgrades, and maintenance of equipment, e.g., color printer, postage meter, Laserfiche document imaging system, and teleconference equipment. Includes funds for audiovisual supplies and equipment for maintenance, refurbishing, and repair (\$2,000).
- 8170 Professional Service
Provides funding for contracted audiovisual technical professional services at \$3,000 per month for broadcasting and web streaming City Council and Planning Commission meetings, and for managing two cable channels' programming and operations while onsite. Includes additional funding for service calls for technical issues and for special services for cable channel programming (\$600); and for consultation on enhancing and improving audiovisual services (\$1,000). Includes funding for document scanning services (\$5,000), and shredding company services (\$3,000) associated with destruction of records. 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 (\$4,400). Includes funds for out-of-the-ordinary changes to Municipal Code required in the Zoning Code, for adopting new building and related codes in FY 2015/16, and other special updates (\$1,000). Provides funds for professional minutes preparation as needed during the election (\$3,000). Provides funds for agenda and meeting management software system if approved as a supplemental budget request for FY 2015-16 (\$24,000).
- 8200 Training Expense
Includes funds for training and workshops, including mandatory training for commissioners (\$500) and City Clerk's office staff (\$4,500), including City Clerk training, Notary Public, Brown Act, or related seminars.
- 8300 Lease Payment
Includes monthly lease payments (\$1,600/year) and related costs for City Hall second floor Canon C7055 color copier. Includes unanticipated payments for replacement equipment.
- 8520 Machinery and Equipment
Includes funds for replacement of audiovisual equipment in the event of unanticipated failure (\$3,000), to include audio recording device and software, overhead projection equipment, and broadcasting equipment. Includes audio/visual live feed footage of Fourth of July/Festival of Balloons Parade (\$600).

ELECTIONS

Budget Detail

101-1022

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8010	Postage	2	-	-	50	-	50
8020	Special Department Expense	9	68	152	100	348	1,000
8040	Advertising	1,002	315	1,213	300	-	3,200
8070	Mileage/Auto Allowance	16	-	-	-	-	100
8090	Conference & Meeting Expense	-	-	-	100	-	200
8170	Professional Service	75,024	(72)	47,849	200	(48)	120,000
	<OPERATIONS & MAINTENANCE>	76,053	311	49,214	750	300	124,550
	[101-1022] Elections Total	76,053	311	49,214	750	300	124,550

ELECTIONS

Budget Detail

101-1022

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to the election (\$50).
- 8020 Special Department Expense
Provides for special department supplies and materials related to the election (\$500) and voter outreach program (\$500).
- 8040 Advertising
Provides for funding for the publishing of election notices as required by law (\$1,200) and voter outreach program (\$2,000).
- 8070 Mileage
Mileage to conferences/training for elections (\$100).
- 8090 Conference and Meeting Expense
Provides funds for election-related conferences or meetings for staff (\$200).
- 8170 Professional Services
Provides funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's (LACRRCC) Office (\$110,000 plus \$7,900 contingency if no other agency sharing). The cost will be less: \$64,000 plus \$6,400 contingency if one other agency (South Pasadena Unified School District) shares the costs. Also includes translation of election notices (\$500), election consulting services from the firm Martin & Chapman (\$600), and printing and handling services of candidate statements and ballot measure (\$1,000).

HUMAN RESOURCES

Budget Detail

101-2013

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8010	Postage	221	879	167	300	200	300
8020	Special Department Expense	5,658	10,501	10,069	12,500	10,500	12,500
8040	Advertising	6,396	5,275	5,761	6,000	5,700	6,000
8050	Printing/Duplicating	1,346	606	821	1,000	800	1,000
8060	Dues & Memberships	2,745	3,580	2,957	3,950	3,500	3,950
8090	Conference & Meeting Expense	2,077	3,756	3,714	12,325	11,000	12,325
8110	Equipment Maintenance	172	173	233	200	130	200
8160	Legal Service	86,210	224,589	215,591	150,000	130,000	100,000
8170	Professional Service	11,326	34,038	49,541	29,000	22,000	29,000
8200	Training Expense	4,723	3,716	614	6,000	1,000	6,000
<OPERATIONS & MAINTENANCE>		120,873	287,113	289,468	221,275	184,830	171,275
[101-2013] Human Resources Total		120,873	287,113	289,468	221,275	184,830	171,275

HUMAN RESOURCES

Budget Detail

101-2013

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (\$300).
- 8020 Special Department Expense
Provides funds for special department expenses including holiday celebration (\$6,000) and employee appreciation luncheon (\$1,500), city employee identification cards, recruitment expenses, flu shots and employee wellness program (\$5,000).
- 8040 Advertising
Provides funds for employment advertisement in the San Gabriel Valley Newspaper Group (\$4,500), other advertisement outlets and other recruitments (\$1,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of new employee handbooks and purchase of annual Employment Law update posters (\$1,000).
- 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 (\$3,950).
- 8090 Conference and Meeting Expense
Provides funds for Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium training meetings and Annual Employment Law Update Conference, Risk Management Conference and Human Resources Academy, CALPELRA Annual Conference, PARMA Annual Conference, NeoGov Annual Training & Conference and the SCPMA-HR Annual Conference (\$12,325).
- 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 and other legal requirements governing employee relations, and updating and revision of the Personnel Rules and Regulations and administrative policies (\$100,000).

8170 Professional Services

Provides funds for pre-employment physicals, medical and psychological examinations (\$5,650), background checks/investigations (\$1,800), Department of Justice and Personnel investigations (\$10,000), Employee Assistance Program services (\$4,200), NeoGov License Renewal for Insight and Performance Evaluation Modules (\$7,000), and Supplemental Insurance Plan (TASC) administration fee (\$350).

8200 Employee Training

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

TRANSPORTATION PLANNING

Budget Detail

101-2021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7010	Salaries - Temp / Part	-	49	-	-	-	-
7100	Retirement	-	7	-	-	-	-
7170	FICA - Medicare	-	1	-	-	-	-
	<WAGES & BENEFITS>	-	57	-	-	-	-
8010	Postage	79	178	178	1,800	1,000	1,800
8020	Special Department Expense	126	654	-	-	-	-
8050	Printing/Duplicating	-	2,968	241	2,000	2,000	2,000
8060	Dues & Memberships	1,010	2,077	200	1,500	500	1,000
8090	Conference & Meeting Expense	700	3,423	146	2,500	1,000	2,500
8150	Telephone	359	366	209	-	-	-
8160	Legal Service	33,486	44,076	34,348	80,000	80,000	80,000
8170	Professional Service	53,920	55,386	36,000	100,000	50,000	100,000
8180	Contract Services	399	1,017	-	-	-	-
	<OPERATIONS & MAINTENANCE>	90,079	110,145	71,322	187,800	134,500	187,300
[101-2021] Transportation Planning Total		90,079	110,202	71,322	187,800	134,500	187,300

TRANSPORTATION PLANNING

Budget Detail

101-2021

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to transportation projects and public noticing of transportation projects (\$1,800).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials related to transportation planning (\$2,000).
- 8060 Dues and Membership
Provides funds for membership in professional transportation and land use organizations, such as American Planning Association, Urban Land Institute, Urban Forum and others. (\$1,000).
- 8090 Conference and Meeting Expense
Provides funds for staff and City Council to attend meetings to advocate the City's anti-710 Freeway extension position, as well as other transportation related conferences and meetings (\$2,500).
- 8160 Legal Services
Provides for special legal counsel related to the 710 Freeway (\$60,000). Also provides for other transportation-related legal services (\$20,000).
- 8170 Professional Services
Provides funds for consultant services and other services related to transportation on behalf of the City, 5-Cities Alliance, Connected Communities Coalition, and other partners (\$100,000).

LEGAL SERVICES

Budget Detail

101-2501

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8160	Legal Service	254,902	312,804	421,647	255,000	255,000	255,000
8161	Settlements	-	1,500	-	-	-	-
	<OPERATIONS & MAINTENANCE>	254,902	314,304	421,647	255,000	255,000	255,000
[101-2501] Legal Services Total		254,902	314,304	421,647	255,000	255,000	255,000

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 (\$245,000). City mediation services (\$10,000).

INFORMATION SERVICES

Budget Detail

101-3032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8020	Special Department Expense	-	-	4,079	1,000	500	1,000
8060	Dues & Memberships	-	-	-	500	-	500
8110	Equipment Maintenance	-	-	45,450	10,000	8,988	10,000
8150	Telephone	-	-	5,477	51,700	67,781	90,000
8170	Professional Service	-	-	144,275	171,000	127,641	171,000
8180	Contract Services	-	-	15,254	65,900	49,313	112,697
8300	Lease Payment	-	-	-	-	-	25,400
	<OPERATIONS & MAINTENANCE>	-	-	214,535	300,100	254,224	410,597
8530	Computer Equipment	-	-	587	-	-	-
	<CAPITAL OUTLAY>	-	-	587	-	-	-
[101-3032] Information Services Total		-	-	215,122	300,100	254,224	410,597

INFORMATION SERVICES

Budget Detail

101-3032

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Miscellaneous computer equipment and peripherals (\$1,000).
- 8060 Dues & Memberships
Membership in the Municipal Information Systems Association of California (MISAC) and other relevant memberships or subscriptions (\$500).
- 8110 Equipment Maintenance
Printer Repair & Replacement (\$10,000).
- 8150 Telephone
Consolidates City-wide land lines, iPad cellular accounts, internet service at City Hall, and cable television service at City Hall (\$90,000). Staff will research options and costs for updating City's telephone system, with options to be presented in FY15-16.
- 8170 Professional Services
Provides funds for Citywide network system consulting services provided by Acorn Technology Corporation for all departments. Annual cost is based on hourly requirements for service (\$171,000). In FY 15-16, City Manager's Office staff will research potential staffing options and associated costs for the IT program in order to locate potential cost-savings and improved service for the organization.
- 8180 Contract Services
Implements a long-term approach to ensure reliable network connections throughout all City facilities through Time Warner Cable, Citywide notification system Blackboard Connect , Laserfiche , GFI Spam Filter , Anti-Virus, Springbrook , HDL Business License Software , Vision Internet website hosting services , and miscellaneous contract services. Also consolidates software costs previously budgeted in other program areas, including municipal codification services in print and on website from Quality Code Publishing, Firehouse Software, VEOCI Software, Emergency Reporting Software, annual license for RealQuest parcel system , GIS system maintenance, and Sportsman software license and maintenance (\$112,697).
- 8300 Lease Payment
Consolidates copier leases from across the organization to increase efficiency and locate cost-savings throughout the organization. Monthly lease payments, maintenance and related costs for five (5) copiers (\$25,400).

INSURANCE FUND

Budget Detail

103-2501

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8020	Special Department Expense	-	-	-	-	700	900
8161	Settlements	-	-	-	240,000	12,000	50,000
	<OPERATIONS & MAINTENANCE>	-	-	-	240,000	12,700	50,900
103 -	INSURANCE FUND TOTAL	-	-	-	240,000	12,700	50,900

INSURANCE FUND

Budget Detail

103-2501

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for special department expenses (\$900).

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) (\$50,000).

FACILITIES & EQUIP. REPLACEMENT

Budget Detail

105-3032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8530	Computer Equipment	-	-	-	40,000	40,000	215,729
105 -	FACILITIES & EQUIP. REPLACEMENT	-	-	-	40,000	40,000	215,729

FACILITIES & EQUIP. REPLACEMENT

Budget Detail

105-3032

OPERATIONS & MAINTENANCE

8530 Computer Equipment

Thirty (30) personal computer/work station replacements, four (4) network servers for both Police and Miscellaneous City operations, storage devices for server back-ups, Police body camera videos, and digital records, upgrades to an existing City server, and the implementation of enterprise licensing for increased productivity and improved security throughout the organization (\$215,729).

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7080	Rideshare	-	-	289	-	380	-
7108	Deferred Compensation	-	-	-	-	1	-
7110	Workers Compensation	-	-	7	-	30	-
7130	Group Health Insurance	-	-	-	-	9	-
7150	Dental Insurance	-	-	-	-	1	-
7160	Life Insurance	-	-	1	-	1	-
7170	FICA - Medicare	-	-	4	-	10	-
	<WAGES & BENEFITS>	-	-	301	-	432	-
8261	Rideshare	-	-	-	3,000	-	2,000
	<OPERATIONS & MAINTENANCE>	-	-	-	3,000	-	2,000
8540	Automotive Equipment	-	-	96,598	-	38,500	40,000
	<CAPITAL OUTLAY>	-	-	96,598	-	38,500	40,000
[218-2270] Clean Air Act Total		-	-	96,899	3,000	38,932	42,000
218 - CLEAN AIR ACT TOTAL		-	-	96,899	3,000	38,932	42,000

CLEAN AIR ACT - AB 2766

Budget Detail

218-2270

OPERATIONS & MAINTENANCE

8261 Rideshare Services

Public transportation employee incentive program (\$2,000).

8540 Automotive Equipment

Provide funds to purchase a hybrid vehicle for the Public Works Department (\$40,000).

COMMUNITY PROMOTION

Budget Detail

220-2301

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8020	Special Department Expense	-	30,211	1,673	-	-	-
8185	Chamber of Commerce	140,500	120,500	120,500	120,500	148,500	135,000
8254	Rose Parade Float	2,500	2,500	2,500	-	-	-
8255	Public Events Promotion	-	-	7,169	2,500	15,000	2,500
<OPERATIONS & MAINTENANCE>		143,000	153,211	131,842	123,000	163,500	137,500
[220-2301] Community Promotion Total		143,000	153,211	131,842	123,000	163,500	137,500
220 - BUSINESS IMPROVEMENT TAX TOTAL		143,000	153,211	131,842	123,000	163,500	137,500

COMMUNITY PROMOTION

Budget Detail

220-2301

OPERATIONS & MAINTENANCE

8185 Chamber of Commerce

For FY 2015/16, funds are allocated by contract with the South Pasadena Chamber of Commerce. These funds include an allocation to the South Pasadena Tournament of Roses (\$135,500).

8255 Public Events Promotion

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

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8020	Special Department Expense	3,551	3,686	1,371	500	5,000	500
8060	Dues & Memberships	28,457	27,297	27,297	27,298	27,298	10,000
8140	Utilities	-	-	-	-	-	5,500
8170	Professional Service	-	-	-	-	-	10,000
	<OPERATIONS & MAINTENANCE>	32,007	30,983	28,668	27,798	32,298	26,000
	[226-2029] Mission Meridian Public Garage Total	32,007	30,983	28,668	27,798	32,298	26,000
	226 - MISSION MERIDIAN PUBLIC GARAGE	32,007	30,983	28,668	27,798	32,298	26,000

MISSION MERIDIAN PUBLIC GARAGE

Budget Detail

226-2029

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides additional funds for supplies and maintenance of the Mission Meridian Parking Garage (\$500).

- 8060 Property Owners' Association (POA) Dues
Provides funds for a portion of the Mission Meridian Parking Garage's POA dues (\$10,000) and the payment of Utilities (\$5,500).

- 8170 Professional Services
Provides funds for consultant services and other services related to parking (\$10,000).

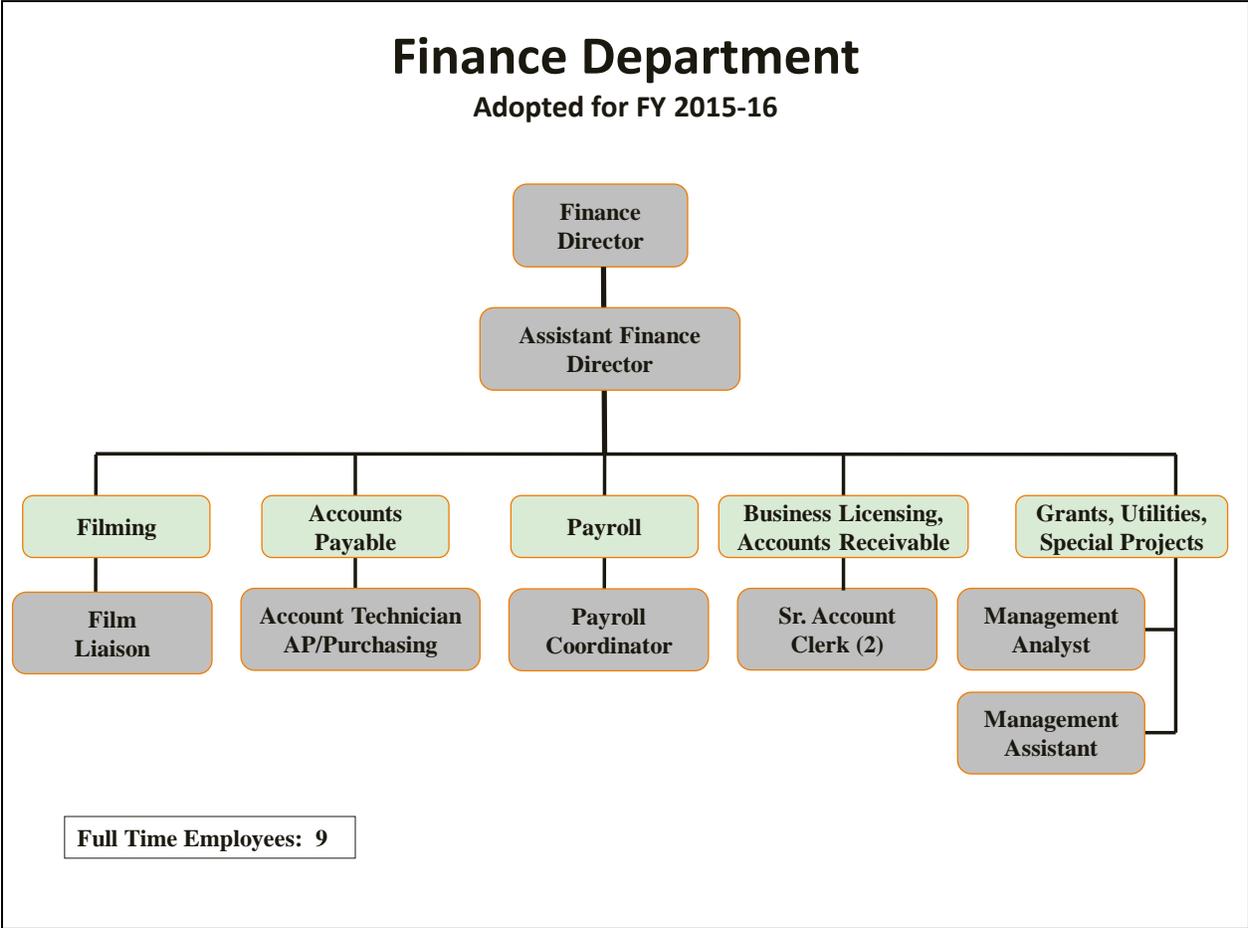
FINANCE

Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Wages & Benefits	600,110	560,772	434,020	738,525	762,168	935,364
Operations & Maintenance	647,645	856,100	809,516	653,740	661,185	788,912
Capital Outlay	3,856	-	1,673	-	-	-
Total Expenses by Category	1,251,611	1,416,872	1,245,209	1,392,265	1,678,904	1,724,276
[101-3011] Finance	421,568	384,312	519,087	538,039	603,018	653,370
[101-3032] Information Services	205,970	262,354	-	-	-	-
[500-3012] Utility Billing	624,073	770,206	726,122	854,226	820,335	1,070,906
Total Expenses by Program	1,251,611	1,416,872	1,245,209	1,392,265	1,678,904	1,724,276

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

FINANCE
Department Description and Authorized Positions



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

The Finance Department oversees the utility billing function for the City’s approximately 7,000 accounts for all water, refuse and sewer fees. The Department works with the City Treasurer and the Finance Committee with respect to the various financial issues the City needs to consider. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments. The Department also manages the film permitting process.

FINANCE

Budget Detail

101-3011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	206,090	192,098	269,232	348,350	389,700	449,001
7010	Salaries - Temp / Part	7,747	14,950	-	-	-	-
7020	Overtime	1,201	1,505	942	600	3,200	1,000
7040	Holiday	143	-	-	-	43	-
7070	Leave Buyback	9,748	8,384	4,664	3,000	5,175	3,200
7100	Retirement	41,877	37,389	39,079	54,555	58,500	72,415
7108	Deferred Compensation	469	378	194	690	670	710
7110	Workers Compensation	1,676	2,093	3,463	7,928	8,950	6,739
7120	Disability Insurance	-	852	-	-	1,685	-
7130	Group Health Insurance	26,021	24,599	35,877	35,273	48,380	37,120
7140	Vision Insurance	820	803	1,061	1,356	1,260	1,546
7150	Dental Insurance	3,075	2,921	3,927	5,085	4,840	5,796
7160	Life Insurance	375	334	485	1,051	690	1,198
7170	FICA - Medicare	3,190	2,753	3,373	5,051	5,470	6,510
	<WAGES & BENEFITS>	302,432	289,058	362,298	462,939	528,563	585,235
8000	Office Supplies	1,195	4,733	4,977	3,000	4,000	2,500
8010	Postage	5,173	4,488	5,527	5,000	5,500	5,500
8020	Special Department Expense	23,671	16,126	17,968	20,000	24,000	20,000
8050	Printing/Duplicating	5,989	2,235	1,797	2,000	2,750	2,300
8060	Dues & Memberships	1,685	1,389	745	1,000	945	745
8070	Mileage/Auto Allowance	36	57	111	100	60	100
8090	Conference & Meeting Expense	4,414	2,661	2,764	4,000	2,000	1,800
8110	Equipment Maintenance	5,335	5,128	4,148	4,000	4,000	1,600
8150	Telephone	1,651	1,191	228	-	-	-
8170	Professional Service	68,889	57,206	116,796	35,000	30,000	33,000
8200	Training Expense	-	39	55	1,000	1,200	590
	<OPERATIONS & MAINTENANCE>	118,038	95,253	155,116	75,100	74,455	68,135
8530	Computer Equipment	1,098	-	1,673	-	-	-
	<CAPITAL OUTLAY>	1,098	-	1,673	-	-	-
[101-3011] Finance Total		421,568	384,312	519,087	538,039	603,018	653,370

FINANCE

Budget Detail

101-3011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for compensation for full-time Department staff.
- 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 (\$2,500).
- 8010 Postage
Provides funds for postal expenses for mailing information, purchase orders, checks, business licenses, and miscellaneous Department mailings (\$5,500).
- 8020 Special Department Expense
The procurement of computer, printer, and copier supplies (\$3,000). Departmental forms including W-2s and 1099s, business license reminder notices, business stickers, department cash receipts, envelopes, warrants, and purchase orders (\$6,000). Also included in this account are fees for 10% of annual 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 (\$1,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget (\$1,800) and other miscellaneous information intended for public distribution from the Finance Department (\$500).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$220), the Government Finance Officers Association (GFOA, \$225), and Film Liaisons in California (FLICS, \$300).
- 8070 Mileage Reimbursement
Provides for mileage reimbursement for Film Liaison's use of private vehicle to conduct City business. Reimbursement is at current IRS reimbursement rate (\$100).

- 8090 Conference and Meeting Expense
Provides for attendance at luncheon meetings of the San Gabriel Valley Chapter of the California Society of Municipal Finance Officers (CSMFO) for Director and Assistant Director, the annual CSMFO conference for the Finance Director, the annual GFOA Conference for the Assistant Director, and annual Diehl Evans tax seminar for Assistant Director and an Accounting Technician. Actual attendance will be determined by location and date (\$1,800).
- 8110 Equipment Maintenance
Provides for postage machine lease/maintenance allocation (\$550), credit card processor (\$200), postage meter (\$200), typewriters, currency counter, and calculators (\$650).
- 8170 Professional Services
Current year's adopted expenditures are for maintenance of GASB 34 infrastructure asset valuation, depreciation and other requirements, research and implementation assistance for GASB 45 requirements (\$4,000). The State Controller's Office assistance with the compilation of the Annual Street Report, (\$1,000), sales tax and property tax audits (\$10,000), and other financial contract services (\$18,000).
- 8200 Employee Training
Provides for department training opportunities (\$590).

INFORMATION SERVICES

Budget Detail

101-3032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8020	Special Department Expense	1,357	767	-	-	-	-
8060	Dues & Memberships	-	-	-	-	-	-
8110	Equipment Maintenance	49,740	56,575	-	-	-	-
8150	Telephone	4,056	7,021	-	-	-	-
8170	Professional Service	118,762	163,926	-	-	-	-
8180	Contract Services	29,297	34,065	-	-	-	-
8300	Lease Payment	-	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	203,212	262,354	-	-	-	-
8530	Computer Equipment	2,758	-	-	-	-	-
	<CAPITAL OUTLAY>	2,758	-	-	-	-	-
[101-3032] Information Services Total		205,970	262,354	-	-	-	-

UTILITY BILLING

Budget Detail

500-3012

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	208,287	167,989	53,266	210,655	181,580	273,475
7010	Salaries - Temp / Part	6,981	14,771	-	-	1,166	-
7020	Overtime	861	1,354	97	-	156	-
7040	Holiday	55	-	-	-	-	-
7070	Leave Buyback	8,336	22,730	1,651	-	325	-
7100	Retirement	42,653	36,270	8,657	32,991	23,660	39,081
7108	Deferred Compensation	440	548	177	805	790	1,621
7110	Workers Compensation	1,686	2,318	800	7,009	4,080	6,534
7120	Disability Insurance	-	284	-	-	198	-
7130	Group Health Insurance	22,673	20,340	5,534	17,756	16,890	21,462
7140	Vision Insurance	548	479	175	600	480	722
7150	Dental Insurance	2,332	1,932	461	2,250	1,260	2,709
7160	Life Insurance	363	300	79	465	200	560
7170	FICA - Medicare	2,461	2,399	825	3,055	2,820	3,965
<WAGES & BENEFITS>		297,676	271,714	71,722	275,586	233,605	350,129
8010	Postage	20,617	21,221	6	100	50	100
8020	Special Department Expense	110,400	116,049	143,266	75,000	75,000	75,000
8032	Water Efficiency Fee Projects	-	-	4,393	91,300	91,300	207,897
8060	Dues & Memberships	-	515	-	860	-	-
8090	Conference & Meeting Expense	2,092	1,882	-	3,000	1,800	1,500
8110	Equipment Maintenance	19,957	17,835	15,510	27,000	27,000	24,000
8170	Professional Service	55,069	235,048	424,245	313,800	324,000	319,800
8200	Training Expense	-	-	-	600	600	500
8350	Bad Debt Expense	26,281	13,961	-	-	-	-
8400	Overhead Allocation	91,981	91,981	66,980	66,980	66,980	91,980
<OPERATIONS & MAINTENANCE>		326,397	498,492	654,400	578,640	586,730	720,777
[500-3012] Utility Billing Total		624,073	770,206	726,122	854,226	820,335	1,070,906

UTILITY BILLING

Budget Detail

500-3012

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for compensation for Finance Department staff allocated to the Water billing function.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to water billing services and inserts (\$100).
- 8020 Special Department Expense
Funds provide for payment of allocation of credit card charges and bank analysis fees (\$74,000), and for miscellaneous department supplies and services (\$1,000).
- 8032 Water Efficiency Fee Projects
Provides funds for water conservation and efficiency programs (\$207,897).
- 8090 Conference and Meeting Expense
Annual CSMFO conference for the Finance Director (\$1,000) and meeting expenses for the Water Conservation Specialist (\$500).
- 8110 Equipment Maintenance
Provides for postage machine lease/maintenance allocation (\$1,650), for the Datamatic hand-held water meter reader contract (\$3,000), and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$19,350).
- 8170 Professional Services
Provides (\$306,000) toward contractual support service with Global Water, the company that provides the Finance Department's utility billing processing. Also provides forty-percent share of annual city audit services, (\$12,685) and for the infrastructure assets valuation and depreciation per GASB 34 requirements with Community Economic Solutions (\$1,115).
- 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	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7131	Retiree Health Insurance	418,065	461,353	456,254	455,000	440,000	455,000
	<WAGES & BENEFITS>	418,065	461,353	456,254	455,000	440,000	455,000
8020	Special Department Expense	8	437	7,897	750	136	-
8060	Dues & Memberships	26,392	21,397	23,868	20,889	22,738	22,740
8110	Equipment Maintenance	2,229	-	-	-	-	-
8150	Telephone	24,805	25,751	24,851	-	15,000	12,000
8170	Professional Service	36,975	25,138	23,900	50,000	35,000	30,000
8191	Liability & Surety Bonds	711,530	2,047,015	491,428	288,450	134,028	117,908
8300	Lease Payment	61,308	61,308	61,308	61,308	61,308	61,308
8335	Property Tax Admin. Fee	156,912	122,515	125,260	125,000	123,771	125,000
8350	Bad Debt Expense	700	506	-	-	-	-
	<OPERATIONS & MAINTENANCE>	1,020,859	2,304,067	758,512	546,397	391,981	368,956
[101-3041] Non-Dept/Overhead Total		1,438,924	2,765,420	1,214,766	1,001,397	831,981	823,956

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 (\$455,000).

OPERATIONS & MAINTENANCE

8060 Dues, Memberships, Subscriptions, and Books

Funds City memberships in League of California Cities (\$9,534), League of California Cities-LA County (\$1,063), the National League of California Cities (\$1,150), the San Gabriel Valley Council of Governments (\$8,254), and the Southern CA Association of Governments (\$2,739).

8150 Telephone

Provides funds for long distance telephone service and telephone lines and other expenses (\$12,000).

8170 Professional Services

Independent accounting services, including review and recommendations on financial procedures, interim audits, preparation of annual Financial Report (CAFR) (\$25,000). Similar professional services are allocated to Non-Departmental (\$5,000).

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 \$193,650. (Portions are allocated 60% to the General Fund, 25% to the Water Fund, 5% to the Sewer Fund, and 10% to the Lighting and Landscaping Maintenance District Fund).

8300 Equipment Leasing

Annual lease payment for the Pierce fire engine (\$542,692 total acquisition price).

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$125,000).

CITY TREASURER

Department Summary

EXPENDITURE SUMMARY	Actual 2011/12	Actual 2012/13	Actual 2013/14	Budget 2014/15	Estimated 2014/15	Adopted 2015/16
Wages & Benefits	5,157	9,201	9,229	9,348	9,284	9,290
Total Expenses by Category	5,157	9,201	9,229	9,348	9,284	9,290
[101-3021] City Treasurer	5,157	9,201	9,229	9,348	9,284	9,290
Total Expenses by Program	5,157	9,201	9,229	9,348	9,284	9,290

CITY TREASURER

Department Description and Authorized Positions

City Treasurer	1
Total	1

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

CITY TREASURER

Budget Detail

101-3021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7010	Salaries - Temp / Part	4,757	8,472	8,472	8,472	8,472	8,472
7110	Workers Compensation	36	81	109	246	164	170
7170	FICA - Medicare	364	648	648	630	648	648
	<WAGES & BENEFITS>	5,157	9,201	9,229	9,348	9,284	9,290
[101-3021]	City Treasurer Total	5,157	9,201	9,229	9,348	9,284	9,290

CITY TREASURER

Budget Detail

101-3021

PERSONNEL SERVICES

7010 Salaries – Temp/Part Time

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

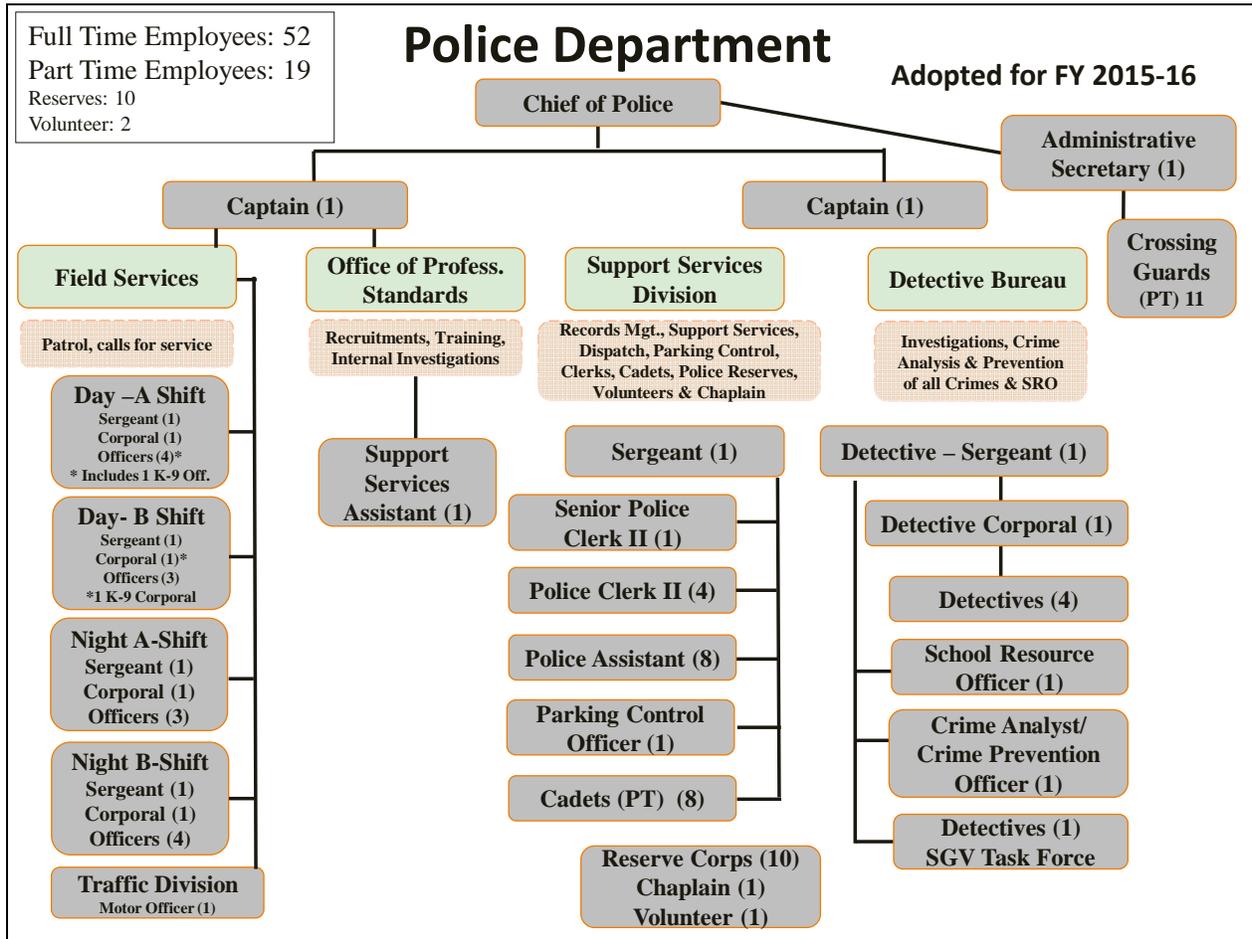
POLICE Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Wages & Benefits	5,968,419	6,024,915	5,948,160	6,242,881	5,995,517	6,981,286
Operations & Maintenance	874,187	848,171	873,562	762,000	799,545	792,000
Capital Outlay	359,500	256,699	168,816	88,000	187,137	81,693
Total Expenses by Category	7,202,106	7,129,785	6,990,538	7,092,881	6,982,199	7,854,979
[101-4011] Police	6,994,274	6,963,840	6,891,989	7,004,881	6,776,967	7,774,979
[105-4011] Facilities Equipment & Replacement	-	-	-	88,000	105,817	80,000
[270-4015] Police Asset Forfeiture	-	-	-	-	4,640	-
[272-4018] Police State Grant - AB 3229	207,832	165,945	98,549	-	94,775	-
Total Expenses by Program	7,202,106	7,129,785	6,990,538	7,092,881	6,982,199	7,854,979

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	1
Total	52

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, 16 full-time non-sworn personnel and additional part-time non-sworn personnel including police cadets and crossing guards. The department is augmented with an additional 10 reserve officers and a volunteer chaplain.

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

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

POLICE

Budget Detail

101-4011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	3,446,860	3,427,824	3,456,965	3,876,706	3,402,800	4,210,487
7010	Salaries - Temp / Part	178,145	199,286	128,224	121,200	107,382	180,000
7020	Overtime	407,049	366,880	444,519	318,000	595,834	400,000
7040	Holiday	111,610	117,611	124,641	105,000	105,000	105,000
7045	Overtime - Special Detail	199,141	206,637	226,463	210,000	156,331	210,000
7050	Overtime - DUI Checkpoint	8,197	9,563	15,400	-	8,761	-
7060	IOD - Safety	4,670	86,779	163,075	-	70,921	-
7070	Leave Buyback	85,643	98,030	57,987	-	56,728	60,000
7100	Retirement	1,000,842	968,648	748,777	874,942	799,250	1,111,905
7108	Deferred Compensation	3,896	4,657	2,899	4,055	3,030	4,100
7110	Workers Compensation	67,797	88,702	120,481	205,900	223,250	156,996
7120	Disability Insurance	7,541	3,454	-	-	6,220	-
7122	Unemployment Insurance	3,535	3,247	13,778	-	4,050	-
7130	Group Health Insurance	290,268	286,779	289,333	346,740	292,640	354,240
7140	Vision Insurance	9,647	9,660	9,743	12,240	9,780	12,480
7150	Dental Insurance	33,350	33,383	32,622	45,900	32,040	46,800
7160	Life Insurance	5,014	4,878	4,887	10,050	4,950	10,248
7170	FICA - Medicare	62,099	65,255	64,745	67,148	71,550	74,030
7180	Car/Uniform Allowance	43,115	43,642	43,621	45,000	45,000	45,000
	<WAGES & BENEFITS>	5,968,419	6,024,915	5,948,160	6,242,881	5,995,517	6,981,286
8000	Office Supplies	24,937	23,887	29,267	22,000	24,000	22,000
8010	Postage	6,533	5,674	4,759	4,000	6,000	4,000
8020	Special Department Expense	78,598	88,114	82,871	72,000	76,000	72,000
8034	K9 Expenses	-	-	73	6,500	3,800	6,500
8035	Narco K9 Expenses	-	-	3,829	12,000	2,300	12,000
8050	Printing/Duplicating	12,774	2,505	2,861	3,000	3,400	3,000
8060	Dues & Memberships	2,247	3,307	3,442	2,000	2,500	2,000
8090	Conference & Meeting Expense	8,143	3,563	12,443	7,000	6,500	7,000
8100	Vehicle Maintenance	181,507	208,388	157,335	95,000	92,000	95,000
8105	Fuel	-	-	-	55,000	53,000	55,000
8110	Equipment Maintenance	29,185	25,128	20,689	18,000	24,000	18,000
8120	Building Maintenance	12,096	9,309	8,893	10,000	15,000	10,000
8134	Safety Clothing/Equipment	21,555	13,734	24,497	21,500	22,000	21,500
8150	Telephone	39,066	20,870	34,448	-	-	-
8155	Rental/Lease	1,338	690	-	-	-	-
8170	Professional Service	101,713	98,408	128,853	94,000	96,000	94,000
8180	Contract Services	300,239	297,769	292,425	300,000	300,000	330,000
8200	Training Expense	14,761	17,543	26,190	20,000	35,000	20,000
8210	Training Expense	39,494	24,781	17,792	20,000	19,000	20,000
	<OPERATIONS & MAINTENANCE>	874,186	843,670	850,667	762,000	780,500	792,000
8520	Machinery & Equipment	-	6,803	-	-	950	1,693
8522	DUI Checkpoint Equipment	-	2,480	-	-	-	-
8530	Computer Equipment	13,981	14,493	9,744	-	-	-
8540	Automotive Equipment	137,688	71,479	83,418	-	-	-
	<CAPITAL OUTLAY>	151,669	95,255	93,162	-	950	1,693
	[101-4011] Police Total	6,994,274	6,963,840	6,891,989	7,004,881	6,776,967	7,774,979

POLICE

Budget Detail

101-4011

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of Police forms, office stationery, and miscellaneous office supplies (\$22,000).
- 8010 Postage
Provides funds for Police Department postal expenses (\$4,000).
- 8020 Special Department Expense
Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries (\$5,000); Detective and Records case file folders (\$2,000); expenses for Police Reserve Officers such as uniform maintenance and reimbursement, court reimbursement, training and compensation for Reserves when used to provide minimum staffing (\$7,500); Festival of Balloons expenses including radio, repeater, and message board rentals (\$1,000); lethal and less lethal weapons, training supplies including ammunition and range maintenance and repairs (\$25,000); Department of Justice Fingerprint checks (\$4,000); Live-Scan (\$3,500);

Crime Prevention Materials (\$1,000); and miscellaneous supplies, equipment and reimbursements (\$23,000).

- 8034 K-9
Provides for training, equipment, maintenance and veterinarian costs (\$6,500).
- 8035 Narco K9 Expenses
Provides for training, equipment, maintenance and veterinarian costs (\$12,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as crime prevention brochures (\$1,000); and parking and traffic citations, and parking permits (\$2,000).
- 8060 Dues, Memberships, Subscriptions and Books
Fund provides for both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association (\$350); the California Police Chiefs Association (\$600); the San Gabriel Valley Police Chiefs Association (\$180); the International Association of Chiefs of Police (\$120); California Association of Property and Evidence (\$45); International Association for Property and Evidence Investigators (\$50); California Background Investigators Association (\$45); and the California Public Parking Association (\$250); subscription to the Pasadena Star News (\$240); and subscription service for various legal codes including Penal Code and Vehicle Code (\$120).
- 8090 Conference and Meeting Expenses
Provides funds for conferences, transportation and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$2,000).
- 8100 Vehicle Maintenance and Operations
Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs (\$60,000); collision repairs (\$5,000); tires (\$6,000); vehicle washes (\$4,000); and maintenance and repairs of emergency equipment and vehicle computers (\$20,000).
- 8105 Fuel
Provides funds for fueling of patrol vehicles (\$55,000).
- 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 (\$18,000).
- 8120 Building Maintenance
Provides for janitorial service and supplies, miscellaneous plumbing, electrical and other repairs and supplies for the Police facility (\$10,000).

- 8134 Safety Equipment and Supplies
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$4,800); ballistic body armor (\$8,000); flashlights (\$500); and other safety equipment and supplies (\$8,200).
- 8170 Professional Services
Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$1,500); sexual assault and victim exams (\$1,500); arrestee medical treatment (\$13,500); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$10,000); Pasadena Police Department crime scene evidence technician (\$14,500); fingerprint tracing service (\$8,000).
- 8180 Contract Services
Funds contracts that are provided for services such as: Animal control (\$122,686-reflects a 3% increase); parking enforcement (\$86,000); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,000); ICS (\$21,953); CAD/RMS technical support (\$9,785); Foothill Air Support Team (\$19,641); predictive policing (\$25,000); and parking permit pay station (\$16,935).
- 8200 Training Expense
Provides funds for training courses and training materials for Police Department employees that is not reimbursable by P.O.S.T. (\$20,000).
- 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 (\$20,000)

POLICE

Budget Detail

105-4011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8540	Automotive Equipment	-	-	-	88,000	105,817	80,000
	<CAPITAL OUTLAY>	-	-	-	88,000	105,817	80,000
105 -	FACILITIES & EQUIP. REPLACEMENT	-	-	-	88,000	105,817	80,000

POLICE

Budget Detail

105-4011

OPERATIONS & MAINTENANCE

8540 Automotive Equipment

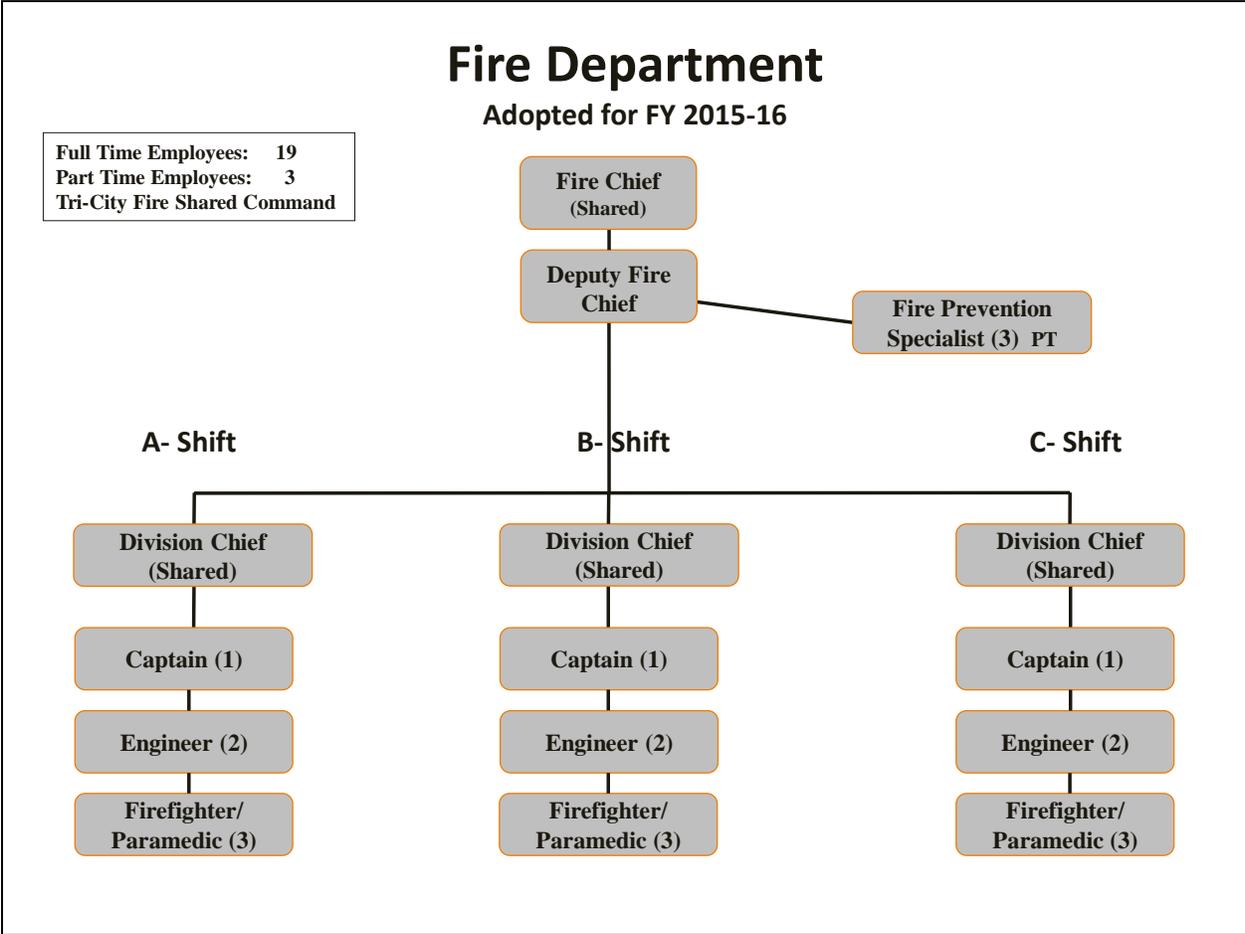
Provide funds for the purchase of two police vehicles (\$80,000).

FIRE Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Wages & Benefits	3,775,683	3,618,260	3,356,308	3,294,547	3,226,534	3,551,370
Operations & Maintenance	285,134	274,400	325,160	761,200	887,488	915,200
Capital Outlay	97,345	19,437	13,036	-	-	347,000
Total Expenses by Category	4,158,162	3,912,097	3,694,504	4,055,747	4,114,022	4,813,570
[101-5011] Fire	4,060,817	3,894,732	3,694,504	4,055,747	4,109,789	4,538,570
[101-5012] Emergency Preparedness	-	-	-	-	-	25,000
[105-5011] Facilities Equipment & Replacement	-	-	-	-	-	250,000
[274-5019] Fire Grant	97,345	17,365	-	-	4,233	-
Total Expenses by Program	4,158,162	3,912,097	3,694,504	4,055,747	4,114,022	4,813,570

Deputy Fire Chief	1
Fire Captain	3
Fire Engineer	6
Firefighter/Paramedic	9
Total Full Time	19

FIRE
Department Description and Authorized Positions



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

FIRE

Budget Detail

101-5011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	1,988,056	1,687,631	1,502,919	1,632,670	1,314,300	1,802,296
7010	Salaries - Temp / Part	58,634	52,788	41,729	60,000	40,000	60,000
7020	Overtime	363,716	533,324	547,203	360,000	480,000	360,000
7030	Overtime - FLSA	111,286	104,494	97,926	105,000	105,000	105,000
7040	Holiday	76,395	69,794	62,528	64,000	64,000	64,000
7045	Overtime - Special Detail	128,240	122,040	140,685	120,000	120,000	120,000
7060	IOD - Safety	23,928	47,231	100,354	-	120,000	-
7065	Fitness	8,800	8,600	6,000	9,000	9,000	9,000
7070	Leave Buyback	74,117	120,465	106,016	65,000	77,507	65,000
7100	Retirement	616,252	526,883	381,879	403,978	390,690	546,643
7108	Deferred Compensation	-	-	356	-	1,450	1,420
7110	Workers Compensation	109,403	140,730	178,300	273,081	308,700	200,903
7122	Unemployment Insurance	-	-	(137)	-	-	-
7130	Group Health Insurance	154,000	141,667	129,276	142,500	125,940	142,500
7140	Vision Insurance	4,724	4,229	3,767	4,560	3,760	4,560
7150	Dental Insurance	17,152	14,882	13,131	17,100	13,500	17,100
7160	Life Insurance	2,310	2,016	1,800	3,534	1,890	3,534
7170	FICA - Medicare	24,495	28,398	29,568	34,124	33,920	36,414
7180	Car/Uniform Allowance	14,175	13,088	13,008	-	12,644	13,000
<WAGES & BENEFITS>		3,775,683	3,618,260	3,356,308	3,294,547	3,222,301	3,551,370
8000	Office Supplies	3,374	3,469	3,846	3,700	3,500	3,700
8010	Postage	660	649	708	1,000	950	1,000
8020	Special Department Expense	44,579	27,203	42,029	42,200	42,000	42,200
8025	Medical Supplies	30,048	26,639	21,863	24,000	23,800	24,000
8026	Hazardous Materials	377	-	-	2,000	1,973	2,000
8050	Printing/Duplicating	294	536	910	1,000	900	1,000
8060	Dues & Memberships	400	680	65	800	750	800
8080	Books & Periodicals	484	499	1,887	2,000	1,900	2,000
8090	Conference & Meeting Expense	38	46	277	500	250	500
8100	Vehicle Maintenance	45,661	56,309	48,329	43,000	43,000	43,000
8110	Equipment Maintenance	7,750	11,287	7,440	11,000	10,900	11,000
8120	Building Maintenance	11,981	5,014	3,797	10,000	9,800	10,000
8132	Uniform Expense/Cleaning	-	-	-	500	490	500
8134	Safety Clothing/Equipment	14,860	14,538	14,967	15,000	15,000	27,000
8150	Telephone	7,282	6,955	8,025	-	-	-
8170	Professional Service	24,894	23,177	61,006	30,000	29,000	30,000
8180	Contract Services	88,023	94,145	107,066	115,500	114,300	117,500
8183	Contract Services - Tri-City	-	-	-	450,000	580,000	580,000
8200	Training Expense	4,429	3,255	2,905	9,000	8,975	9,000
<OPERATIONS & MAINTENANCE>		285,134	274,400	325,160	761,200	887,488	905,200
8520	Machinery & Equipment	-	-	9,552	-	-	82,000
8530	Computer Equipment	-	2,072	3,484	-	-	-
<CAPITAL OUTLAY>		-	2,072	13,036	-	-	82,000
[101-5011] Fire Total		4,060,817	3,894,732	3,694,504	4,055,747	4,109,789	4,538,570
8020	Special Department Expense	-	-	-	-	-	10,000
<OPERATIONS & MAINTENANCE>		-	-	-	-	-	10,000
8520	Machinery & Equipment	-	-	-	-	-	15,000
<CAPITAL OUTLAY>		-	-	-	-	-	15,000
[101-5012] Emergency Preparedness Total		-	-	-	-	-	25,000

FIRE

Budget Detail

101-5011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides funds for fire administration, command/suppression personnel, and support staff.

- 7010 Part-Time Salaries
Provides funds for three part-time employees to perform fire prevention services and secretarial duties.

- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, and overtime required to fill minimal staffing requirements.

- 7040 Holiday
Covers overtime compensation for employees required to work on Holidays.

- 7045 Overtime – Filming Detail
Covers the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.

- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

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

- 8010 Postage
Provides funds for department and Public Safety Commission bulk mailing and postal expense (\$1,000).

- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including damaged or unanticipated operating supplies, materials (\$11,000); or non-safety orientated equipment (\$2,400); cleaning supplies (\$4,000); linen services (\$7,000); department identification cards (\$300); Emergency Preparedness (\$4,000); expenses for the Public Safety Fair (\$1,000); and miscellaneous supplies, equipment, and reimbursement that does not fall within one of the other accounts (\$8,500). Replacement and upgrades to department PCs, printers, and computer software; Firehouse Software (\$4,000).

- 8025 Paramedic and Emergency Medical Services and Supplies
Provides funds for purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (\$14,000). Expendable medical supplies include oxygen, intravenous fluids, and non-reusable medical devices, defibrillator pads, and required pharmaceuticals (\$8,000); and other medical supplies (\$2,000).
- 8026 Hazardous Materials
Provides funding for the purchase of hazardous materials inspection and compliance materials (\$1,700) to maintain the department's Participating Agency inspections status. Notices (\$300).
- 8050 Printing and Duplicating
Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (\$600), and business cards (\$400).
- 8060 Dues and Membership
Provides funds for membership in the California and International Fire Chiefs Associations, Foothill Fire Chiefs and Training Officers Association, Regional Arson Strike Team, L.A. Area Fire Marshalls Association, National Fire Protection Association (\$800).
- 8080 Books and Training Materials
Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature (\$2,000).
- 8090 Meeting and Conference Expense
Provides funds for conference attendance, meeting expenses, and transportation. Includes funding local meeting expenses, California Fire Chiefs annual meeting, and the Fire Chief Conference (\$500).
- 8100 Vehicle Maintenance
Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles (\$24,000). Includes funds to purchase fuels, oil, tires, and make unanticipated repairs to damaged vehicles and firefighting apparatus (\$19,000).
- 8110 Equipment Maintenance
Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (\$9,600); and annual ladder testing (\$1,400).
- 8120 Building Maintenance
Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility and repair to apparatus doors (\$5,000). Includes routine repair and maintenance costs related to the HVAC (\$4,000), and gasoline and diesel fuel distribution system (\$1,000).

- 8132 Uniform Expense and Cleaning
Provides funds for the cleaning, maintenance, and repairs of mandated firefighter safety clothing (\$500).
- 8134 Safety Clothing and Equipment
Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, self-contained breathing apparatus, and chemical protective suits (\$15,000). 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, employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training, Cal OSHA mandated respiratory protection annual testing and photocopy machine service (\$30,000).
- 8180 Contract Services
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$117,500).
- 8183 Contract Services – Tri-City
Provides funds for comprehensive shared Fire Command Staff with the cities of San Marino and San Gabriel (\$580,000).
- 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. (\$4,000). Includes use of multi-agency Training Tower (\$5,000).

FIRE

Budget Detail

105-5011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8540	Automotive Equipment	-	-	-	-	-	250,000
	<CAPITAL OUTLAY>	-	-	-	-	-	250,000
105 - FACILITIES & EQUIP. REPLACEMENT		-	-	-	-	-	250,000

Budget Detail	FIRE	105-5011
----------------------	-------------	-----------------

OPERATIONS & MAINTENANCE

8540 Automotive Equipment

Provide funds to replace the frontline Rescue Ambulance (\$250,000).

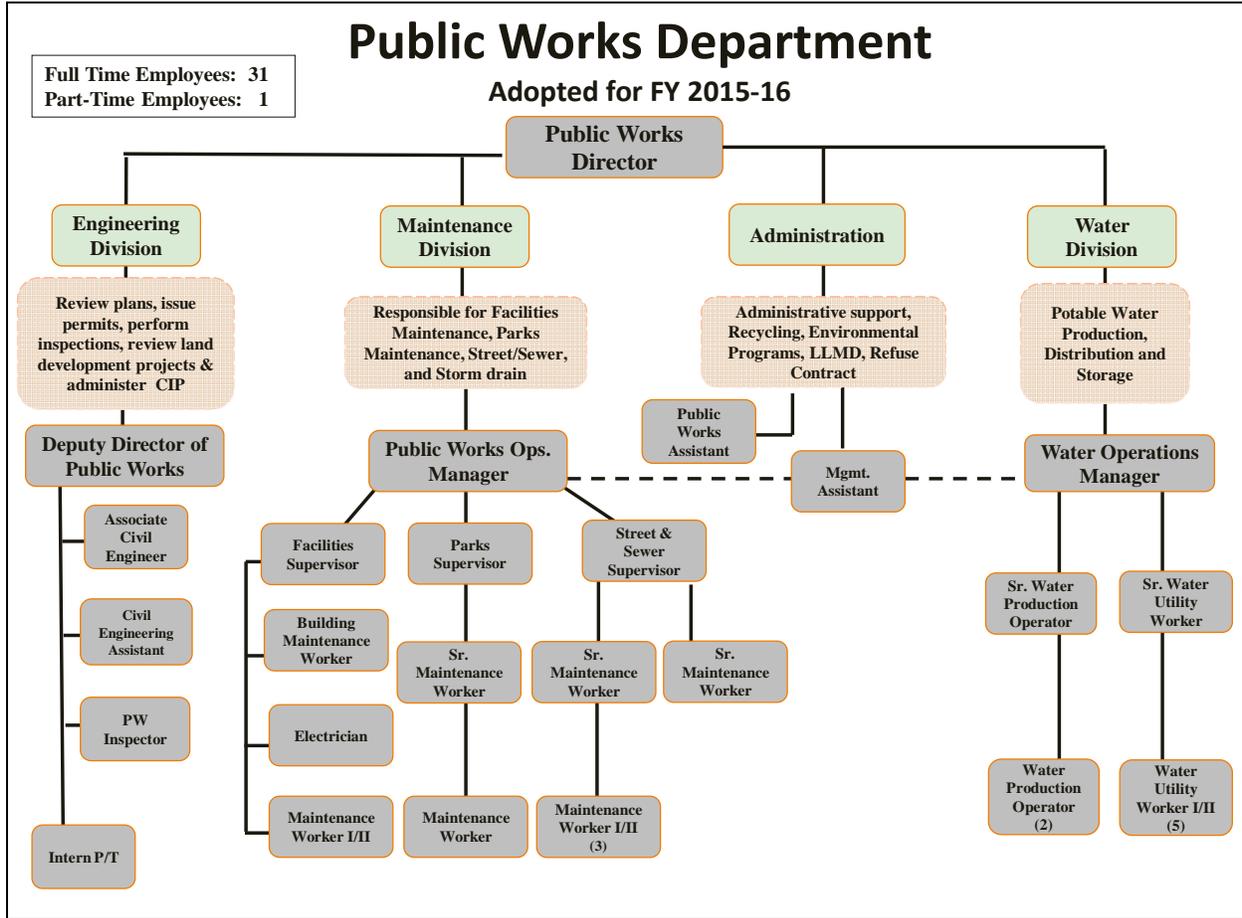
PUBLIC WORKS Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Wages & Benefits	2,522,746	2,555,999	2,813,637	2,821,354	3,027,515	3,052,914
Operations & Maintenance	4,572,146	5,152,778	5,154,864	5,652,192	4,412,360	5,317,433
Capital Outlay	72,765	103,295	117,592	520,000	523,500	580,000
Total Expenses by Category	7,167,657	7,812,072	8,086,093	8,993,546	7,963,375	8,950,347
[101-2015] Environmental Services	115,049	75,613	121,010	237,173	233,059	279,853
[101-6011] PW Admin & Engineering	347,269	260,747	275,720	514,958	404,497	482,680
[101-6410] Park Maintenance	406,466	390,490	416,123	455,091	456,673	462,654
[101-6601] Facilities Maintenance	591,314	626,285	675,147	623,554	626,260	639,495
[210-6501] Sewer Operations	886,460	620,537	537,690	951,415	889,072	820,435
[215-6115] Traffic Signals	116,624	142,569	107,855	180,900	116,200	182,100
[215-6118] Sidewalk Maintenance	12,106	10,002	-	10,000	10,000	10,000
[215-6201] Street Lighting	307,992	313,883	280,868	279,675	231,063	281,465
[215-6310] Street Trees	420,453	458,072	338,137	532,482	524,362	540,042
[215-6416] Median Strips	66,489	65,571	63,647	64,000	58,500	64,000
[225-6801] Mission Oaks Parking District	346	-	-	-	-	-
[230-6116] Street Maintenance	508,080	590,165	556,121	679,561	746,648	745,612
[232-6417] Prop "A" Park Maintenance	24,249	23,949	19,091	-	14,755	-
[245-2021] Bike & Pedestrian Paths	38	-	-	-	-	-
[310-6501] Sewer Operations	-	-	-	-	255,551	-
[500-6710] Water Distribution	1,115,614	1,155,818	1,277,956	1,247,429	963,783	1,314,078
[500-6711] Water Production	2,249,108	3,078,371	3,416,728	3,217,308	2,432,952	3,127,933
Total Expenses by Program	7,167,657	7,812,072	8,086,093	8,993,546	7,963,375	8,950,347

Public Works Director	1
Deputy Public Works Director	1
PW Operations Manager	1
Associate Civil Engineer	1
Civil Engineering Assistant	1
Public Works Assistant	1
Management Aide	1
Public Works Inspector	1
Facilities Supervisor	1
Electrician	1
Building Maintenance Worker	1
Parks Supervisor	1
Streets/Sewers Supervisor	1
Water Operations Manager	1
Senior Maintenance Worker	3
Water Production Operator	2
Maintenance Worker I/II	5
Senior Water Utility Worker	1
Senior Water Production Operator	1
Water Utility Worker I/II	5
Total	31

PUBLIC WORKS

Department Description and Authorized Positions



Public Works Administration coordinates all activities of the Public Works Department. The Division also administers the City-wide Lighting and Landscape Maintenance District, solid waste, street sweeping, and the graffiti abatement contracts. The Engineering Division reviews plans, issues permits, and provides inspections for private construction projects involving grading or public right-of-way work. In addition, it is responsible for development and implementation of the City's Capital Improvement Projects.

The Parks Maintenance Division of the Public Works Department maintains the City's parks, playgrounds and medians in a safe and aesthetically pleasing manner. It also maintains the urban forestry in the public right-of-way.

The Facilities Maintenance Division is responsible for providing routine maintenance, repairs, and minor modifications of all City buildings. Facilities Maintenance Division also maintains City-owned street lights and traffic signals.

The Streets and Sewers Division is responsible for overseeing, maintaining and repairing streets, storm drains, sidewalks and sewers.

The Water Division is responsible for the production, treatment and distribution of potable water to the residents and businesses of the City. In addition, the Water Division also plans for long term water resources and implements Water Conservation programs.

ENVIRONMENTAL SERVICES

Budget Detail

101-2015

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	36,760	14,124	49,660	58,456	49,800	60,801
7020	Overtime	1,983	758	-	-	-	-
7070	Leave Buyback	940	2,439	196	-	89	-
7100	Retirement	6,089	3,017	7,065	9,155	8,080	10,773
7108	Deferred Compensation	70	82	288	378	320	380
7110	Workers Compensation	335	223	1,269	2,892	2,300	1,862
7130	Group Health Insurance	2,714	1,366	4,078	5,253	4,130	5,253
7140	Vision Insurance	85	42	104	156	110	156
7150	Dental Insurance	319	23	423	585	420	585
7160	Life Insurance	42	5	55	121	60	121
7170	FICA - Medicare	174	218	674	877	750	882
<WAGES & BENEFITS>		49,511	22,297	63,812	77,873	66,059	80,813
8010	Postage	114	-	-	1,000	500	1,000
8020	Special Department Expense	35,176	12,379	16,732	80,300	90,000	120,040
8040	Advertising	1,762	-	-	2,500	1,000	2,500
8050	Printing/Duplicating	664	52	-	1,000	1,000	1,000
8090	Conference & Meeting Expense	125	597	1,192	500	500	500
8140	Utilities	-	77	499	-	-	-
8170	Professional Service	22,309	33,892	35,710	45,000	45,000	45,000
8172	Professional Svcs. - Oil Recycling	-	-	840	2,000	2,000	2,000
8173	Professional Svcs. - Bottles & Cans	-	-	1,248	2,000	2,000	2,000
8180	Contract Services	5,388	6,319	977	25,000	25,000	25,000
<OPERATIONS & MAINTENANCE>		65,538	53,316	57,198	159,300	167,000	199,040
[101-2015] Environmental Services Total		115,049	75,613	121,010	237,173	233,059	279,853

ENVIRONMENTAL SERVICES

Budget Detail

101-2015

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for citywide mass mailings concerning environmental programs (\$1,000).
- 8020 Special Department Expense
Provides funds for annual NPDES storm drain permit (\$8,740); State Water Resources Control Board Waste Discharge Fee (\$600); supplies for the Natural Resources and Environmental Commission (\$500); Adopt-a-Park signage (\$300). Catch basin inserts (\$12,000) for compliance with the LA River Trash Total Maximum Daily Load (TMDL). Annual AQMD Generator permit fee (\$600). Participatory cost share in LA River Metals TMDL Coordinated Monitoring Plan (\$2,300). LA River Bacteria TMDL Coordinated Monitoring Plan implementation (\$12,000). Upper LA River Enhanced Watershed Management Program Development (\$50,000) for MS4 Permit compliance. Rio Honda Bacteria Load Reduction Strategy (LRS) Study (\$2,500). Arroyo Seco Bacterial LRS Study. Arroyo Seco Army Corps Study, Year 2 (\$30,500).
- 8040 Advertising
Provides funds for promoting environmental programs and related City activities through advertising and program announcements in the local newspaper. Five events are anticipated including the annual dumpster day, annual household hazardous waste disposal day, low-flow toilet exchange, lamp exchange, and lawnmower exchange (\$2,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials promoting activities and practices that protect water quality in rivers and the ocean associated with pollution and waste material entering the storm drain system, hazardous waste collection event information (\$1,000).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses related to advancing environmental protection and concerns (\$500).

- 8170 Professional Services
Provides for the cost of professional services to achieve full compliance with the NPDES permit and other environmental programs. NPDES consultant services, including inspections (\$45,000).
- 8172 Professional Services – Oil Recycling
Provides funds to help promote oil recycling (\$2,000).
- 8173 Professional Services – Bottles & Cans
Provides funds to help promote bottle and can recycling (\$2,000).
- 8180 Contract Services
Annual underground service tank (UST) inspections and cleaning (\$15,000). Annual citywide catch basin cleaning services (\$10,000) required for MS4 Permit compliance.

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	134,323	119,006	150,503	244,319	218,800	252,636
7010	Salaries - Temp / Part	5,062	-	-	-	2,200	5,000
7020	Overtime	2,690	2,042	20	-	73	-
7040	Holiday	-	23	-	-	-	-
7070	Leave Buyback	1,518	5,897	3,439	-	1,584	3,500
7100	Retirement	26,500	22,211	21,771	38,445	35,100	45,362
7108	Deferred Compensation	737	850	885	1,333	1,100	1,345
7110	Workers Compensation	2,805	3,711	5,609	15,181	13,410	10,217
7130	Group Health Insurance	9,738	8,761	11,155	22,725	18,780	22,725
7140	Vision Insurance	307	267	335	684	480	684
7150	Dental Insurance	872	656	1,100	2,565	1,900	2,565
7160	Life Insurance	153	126	177	530	260	530
7170	FICA - Medicare	1,850	1,779	2,153	3,586	3,460	3,736
	<WAGES & BENEFITS>	186,555	165,329	197,147	329,368	297,147	348,300
8000	Office Supplies	-	118	-	100	50	1,000
8010	Postage	1,564	1,689	1,591	2,100	1,600	1,500
8020	Special Department Expense	6,842	8,712	6,850	8,150	8,500	9,940
8040	Advertising	1,257	1,873	1,508	1,200	2,400	1,800
8050	Printing/Duplicating	8,375	5,269	5,508	7,900	12,000	8,000
8060	Dues & Memberships	490	2,001	1,182	3,500	2,500	2,500
8100	Vehicle Maintenance	2,386	3,539	2,082	1,500	1,500	1,500
8110	Equipment Maintenance	746	192	232	640	500	640
8150	Telephone	2,391	1,745	1,441	-	800	-
8170	Professional Service	135,083	65,742	51,479	158,000	75,000	105,000
8180	Contract Services	-	1,994	1,835	-	-	-
8300	Lease Payment	941	2,544	3,604	2,500	2,500	2,500
	<OPERATIONS & MAINTENANCE>	160,075	95,418	77,312	185,590	107,350	134,380
8520	Machinery & Equipment	639	-	-	-	-	-
8530	Computer Equipment	-	-	1,261	-	-	-
	<CAPITAL OUTLAY>	639	-	1,261	-	-	-
[101-6011] PW Admin & Engineering Total		347,269	260,747	275,720	514,958	404,497	482,680

PUBLIC WORKS ADMINISTRATION

Budget Detail

101-6011

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Public Works Director, Deputy Public Works Director, Public Works Inspector, Public Works Assistant, Management Assistant, Associate Civil Engineer, and Civil Engineering Assistant. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.
- 7020 Overtime
Covers the cost of overtime for non-management staff 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).
- 8020 Department Expense
Provides funds for department supplies and services including computer supplies, county assessor maps, and data updates. Annual Realquest Assessor Parcel Map software subscription (\$3,000). Annual Autocad Map software subscription renewal (\$650). ESRI ArcMap GIS software subscription renewal (\$2,000). County Recorder recording fees (\$750). Comcate software subscription (\$2,100). Cell phone service (\$1,440).
- 8040 Advertising
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities (\$1,800).
- 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 (\$6,100). 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.

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions, and publications of professional organizations such as the American Society of Civil Engineers (ASCE) and the American Public Works Association (APWA). Memberships are limited to the Public Works Director and Deputy Public Works Director. Similar membership fees for the American Water Works Association is detailed in Fund 500. APWA membership dues (\$660); National Arbor Foundation Membership (\$25). Books (\$485) and seminars (\$500). Professional Engineer's license renewals (\$230). San Gabriel Valley Council of Governments Technical Advisory Committee meetings (\$300). City & County Engineers Association (\$300) meetings.
- 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 Department share of copier maintenance (\$350). 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 provided (\$67,000). GIS system maintenance services (\$5,000). Capital project specific design, inspection and management services are charged to the appropriate capital project accounts.
- 8300 Lease Payment / Rentals
Provides Public Works share of copier rental cost (\$2,500).

PARK MAINTENANCE

Budget Detail

101-6410

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	63,619	74,263	84,560	79,190	83,200	85,052
7020	Overtime	7,065	3,292	2,765	-	1,452	1,000
7040	Holiday	-	116	344	-	-	-
7070	Leave Buyback	1,172	778	2,041	-	291	1,500
7100	Retirement	12,676	13,485	12,336	12,402	13,470	15,070
7108	Deferred Compensation	354	381	307	281	320	313
7110	Workers Compensation	2,060	2,754	4,330	5,818	7,540	4,256
7130	Group Health Insurance	5,928	6,929	8,062	9,324	7,470	9,324
7140	Vision Insurance	197	241	288	288	290	288
7150	Dental Insurance	485	825	1,010	1,080	850	1,080
7160	Life Insurance	80	116	130	223	140	223
7170	FICA - Medicare	1,011	1,100	1,257	1,185	1,300	1,248
<WAGES & BENEFITS>		94,647	104,280	117,430	109,791	116,323	119,354
8000	Office Supplies	619	1,283	919	800	800	800
8020	Special Department Expense	14,702	25,735	19,306	18,000	18,000	18,000
8100	Vehicle Maintenance	725	954	687	1,000	750	1,000
8110	Equipment Maintenance	1,164	955	375	2,500	2,300	2,500
8140	Utilities	36,369	40,997	39,072	40,000	40,000	40,000
8170	Professional Service	2,546	2,800	18,212	15,000	15,000	15,000
8180	Contract Services	206,148	207,841	207,866	254,500	250,000	254,500
8200	Training Expense	12	-	98	1,500	1,500	1,500
8262	Graffiti Removal	3,724	5,645	11,172	12,000	12,000	10,000
<OPERATIONS & MAINTENANCE>		266,009	286,210	297,707	345,300	340,350	343,300
8530	Computer Equipment	-	-	986	-	-	-
8540	Automotive Equipment	45,810	-	-	-	-	-
<CAPITAL OUTLAY>		45,810	-	986	-	-	-
[101-6410] Park Maintenance Total		406,466	390,490	416,123	455,091	456,673	462,654

PARK MAINTENANCE

Budget Detail

101-6410

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office supplies and daily journals (\$400). Miscellaneous expenses (\$400).
- 8020 Special Department Expense
Provides for special and miscellaneous division supplies and materials including irrigation controllers and sprinklers (\$3,000); park reseeding materials (\$2,000); freeway sign reseeding (\$800); fertilizer (\$4,000); miscellaneous garden supplies (\$2,500); pest control products (\$2,400); and bee control products (\$500). Weather station irrigation controllers at Pasadena Ave., Via Del Rey, Huntington Dr., and Camden Parkway (\$2,800).
- 8100 Vehicle Maintenance
Provides funds for operational costs for parks vehicles including smog certifications (\$500) and routine maintenance services (\$500).
- 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 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 and sports field consulting.

8180 Contract Services

Provides funds for partial cost of contract services (TruGreen) to maintain the parks and playing fields, including irrigation system repairs (\$148,000). The remainder of funds for this contract is budgeted through account 215-6416-8180. Also provides funds for gopher abatement (\$4,000); the rental of an extended boom truck to access field lighting (\$1,000); and trash removal services at Orange Grove Park (\$5,500). Landscape irrigation of the new medians created under the Fair Oaks Project performed by WCA (\$6,000). Arborist services (\$40,000), and supplemental tree trimming and replacement (\$50,000).

8200 Training Expense

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

8262 Graffiti Removal

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

FACILITIES MAINTENANCE

Budget Detail

101-6601

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	209,565	216,669	216,066	199,621	201,200	213,961
7020	Overtime	3,750	5,139	2,167	-	2,500	2,500
7040	Holiday	-	6	170	-	-	-
7055	IOD - Non Safety	747	-	-	-	-	-
7070	Leave Buyback	406	721	6,096	-	190	1,000
7100	Retirement	41,749	38,745	30,319	31,263	28,900	32,633
7108	Deferred Compensation	354	381	307	193	220	213
7110	Workers Compensation	6,856	9,047	12,065	18,179	20,160	13,424
7130	Group Health Insurance	21,996	22,206	22,690	25,716	22,890	25,716
7140	Vision Insurance	773	774	704	816	680	816
7150	Dental Insurance	2,850	2,876	2,521	3,060	2,520	3,060
7160	Life Insurance	381	378	344	632	350	633
7170	FICA - Medicare	2,876	3,012	3,135	2,924	3,050	3,139
<WAGES & BENEFITS>		292,303	299,954	296,584	282,404	282,660	297,095
8000	Office Supplies	633	1,630	1,677	1,200	1,200	1,200
8020	Special Department Expense	27,406	43,132	51,360	40,000	40,000	40,000
8060	Dues & Memberships	-	-	-	200	200	700
8100	Vehicle Maintenance	604	969	2,542	1,500	1,500	1,500
8110	Equipment Maintenance	851	2,160	1,056	1,500	1,500	1,500
8120	Building Maintenance	59,863	74,743	70,362	70,000	70,000	70,000
8130	Small Tools	3,612	4,353	3,440	3,000	2,200	3,000
8132	Uniform Expense/Cleaning	1,271	1,571	1,571	1,250	1,250	2,000
8134	Safety Clothing/Equipment	993	206	747	1,000	750	1,000
8140	Utilities	86,343	76,190	82,855	90,000	90,000	90,000
8150	Telephone	355	311	258	-	-	-
8180	Contract Services	117,080	91,416	100,179	120,000	120,000	120,000
8200	Training Expense	-	775	-	1,500	1,500	1,500
<OPERATIONS & MAINTENANCE>		299,011	297,456	316,047	331,150	330,100	332,400
8520	Machinery & Equipment	-	2,595	21,255	10,000	13,500	10,000
8530	Computer Equipment	-	-	986	-	-	-
8540	Automotive Equipment	-	26,280	40,275	-	-	-
<CAPITAL OUTLAY>		-	28,875	62,516	10,000	13,500	10,000
[101-6601] Facilities Maintenance Total		591,314	626,285	675,147	623,554	626,260	639,495

FACILITIES MAINTENANCE

Budget Detail

101-6601

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Public Works Operations Manager, Electrician, Facility Maintenance Supervisor, Deputy Public Works Director, Building Maintenance Worker, and Maintenance Worker. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.
- 7020 Overtime
Covers the cost of overtime for non-management staff performing emergency call outs after hours.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office supplies (\$600) and miscellaneous expense (\$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 (\$3,000), paper goods (\$15,000), first aid kits (\$300), radio service and parts (\$1,000), garage door maintenance (\$300), and fire extinguisher maintenance (\$1,200). Other items include carpet laundering (\$1,000) and elevator certification (\$2,000). Cell phone monthly service charge (\$2,200).
- 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 vehicle (\$1,250). Also includes costs for smog certification (\$250).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City-owned equipment (\$1,000) and Genie Lift Maintenance (\$500)

- 8120 Building Maintenance
Provides for building maintenance services and supplies. Contract maintenance of air conditioning system (\$13,000) and elevators (\$9,400), pest control services (\$7,000), locksmith service (\$2,000), carpet cleaning service (\$3,000), and generator and cooling tower service (\$5,000). Elevator service routine maintenance contracts, extra repair costs are budgeted for elevators (\$5,000) and HVAC systems (\$2,600). Also includes funds for electrical supplies (\$5,000), painting supplies (\$3,500) and plumbing supplies (\$7,000). Miscellaneous expenses (\$7,500).
- 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 (\$1,000).
- 8140 Utilities
Provides funds for electrical service by Southern California Edison to City facilities (\$90,000).
- 8180 Contract Services
Janitorial services for City buildings including twice a week day porter service (\$89,990). The remainder of this contract is charged to 232-6471-8180. City Hall exterior maintenance (\$2,772) by Avalon. Bus stop maintenance and curbside trash pickup services by Avalon (\$19,238). CNG Annual Maintenance Contract (\$8,000).
- 8200 Training Expenses
Provides funds for training seminars, materials, and job-related training sessions for employees (\$500). CNG Station Training, Playground Equipment, HVAC Training, Safety Trainings (\$1,000).

CAPITAL OUTLAY

- 8520 Machinery & Equipment
Provides for locator for electrical lines (\$2,000) and hydrojetter for plumbing maintenance (\$4,000). Fuel dispenser for Fire Department (\$4,000).

SEWER MAINTENANCE

Budget Detail

210-6501

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	225,440	222,922	237,910	232,632	211,200	257,966
7020	Overtime	3,791	3,223	1,254	-	5,000	1,500
7040	Holiday	591	573	603	-	-	-
7070	Leave Buyback	3,111	5,405	2,491	-	2,262	2,000
7100	Retirement	44,599	40,270	34,061	36,432	33,630	43,894
7108	Deferred Compensation	628	677	683	1,329	860	1,593
7110	Workers Compensation	6,177	7,933	11,254	15,320	25,220	11,217
7120	Disability Insurance	-	-	1,660	-	99	-
7122	Unemployment Insurance	2,071	-	-	-	-	-
7130	Group Health Insurance	22,699	24,254	25,056	24,293	20,500	25,126
7131	Retiree Health Insurance	10,660	10,925	10,987	-	5,342	-
7140	Vision Insurance	706	715	736	756	550	782
7150	Dental Insurance	2,538	2,661	2,703	2,835	2,040	2,934
7160	Life Insurance	356	390	385	586	310	606
7170	FICA - Medicare	2,968	3,061	3,264	3,373	3,280	3,762
<WAGES & BENEFITS>		326,335	323,009	333,047	317,556	310,293	351,380
8000	Office Supplies	332	1,279	3,663	600	300	600
8010	Postage	123	122	-	600	850	650
8020	Special Department Expense	19,704	27,992	29,285	27,000	27,000	27,000
8050	Printing/Duplicating	383	-	-	200	200	200
8060	Dues & Memberships	-	-	-	500	500	500
8090	Conference & Meeting Expense	-	24	175	500	500	500
8100	Vehicle Maintenance	16,072	22,554	9,330	15,000	15,000	15,000
8110	Equipment Maintenance	4,179	1,037	1,166	5,000	4,000	5,000
8120	Building Maintenance	-	3,548	-	1,200	1,200	1,200
8130	Small Tools	3,915	454	634	2,000	1,500	1,500
8132	Uniform Expense/Cleaning	805	1,481	1,171	1,200	1,200	1,200
8134	Safety Clothing/Equipment	953	707	691	1,000	500	1,000
8160	Legal Service	5,424	-	-	5,000	-	5,000
8162	Legal Services (A.G. Office)	50,000	-	-	-	-	-
8170	Professional Service	45,531	21,773	33,416	30,000	15,000	30,000
8180	Contract Services	105,793	94,942	10,541	100,000	80,000	100,000
8191	Liability & Surety Bonds	59,132	51,962	40,790	24,037	11,007	9,683
8200	Training Expense	660	-	1,196	1,000	1,000	1,000
8340	Penalty Fees	177,150	-	-	-	-	-
8350	Bad Debt Expense	947	631	-	-	-	-
8400	Overhead Allocation	69,022	69,022	69,022	69,022	69,022	69,022
<OPERATIONS & MAINTENANCE>		560,125	297,528	201,080	283,859	228,779	269,055
8520	Machinery & Equipment	-	-	-	350,000	350,000	-
8540	Automotive Equipment	-	-	3,563	-	-	200,000
<CAPITAL OUTLAY>		-	-	3,563	350,000	350,000	200,000
[210-6501] Sewer Operations Total		886,460	620,537	537,690	951,415	889,072	820,435

SEWER MAINTENANCE

Budget Detail

210-6501

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for the following: City Manager, Assistant to the City Manager, Director of Finance, Assistant Finance Director, Payroll Coordinator, Sr. Account Clerk, Accounting Technician, Public Works Director, Public Works Assistant, Public Works Operations Manager, Public Works Inspector, one full-time Maintenance Worker I, Management Assistant, Deputy Public Works Director, Street Supervisor, Associate Civil Engineer, and Civil Engineering Assistant. Refer to the Appendix for a detailed allocation list. Additional 2% incentive for obtaining California Water Environment Association certification (\$5,378).
- 7020 Overtime
Provides for overtime pay for after hours emergency response to sewer main stoppages and repairs.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office supplies (\$600).
- 8010 Postage
Provide funds for City mailings concerning preventive maintenance (\$650).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies: fittings, jetting nozzles, sewer reel hoses, repairs of sewer trailer (\$8,700). New manhole covers (\$10,000). State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$1,300). Cellular Phone Monthly Service Charge (\$2,200). This account also pays a 25% share of City personnel cell phones (\$1,200). Division share of natural gas costs for CNG vehicles (\$500). Various printing and postage expenses (\$1,000). Cartegraph software annual subscription (\$2,100).
- 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 (\$500).

- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, repairs, and routine maintenance of Sewer Division 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 or purchase 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).
- 8160 Legal Service
Provides funds for sewer related legal services that may be needed (\$5,000).
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000).
- 8180 Contract Services
Sewer main cleaning and emergency spill containment services that cannot be cleared with the City's equipment (\$20,000) for emergency sewer overflows. Annual FOG cleaning services (\$20,000). Sewer video and cleaning (\$60,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 5% share of the City's liability insurance costs. 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).

CAPITAL OUTLAY

- 8540 Automotive Equipment
Provide funds for the purchase of a camera truck (\$200,000).

TRAFFIC SIGNALS

Budget Detail

215-6115

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8020	Special Department Expense	26,947	34,852	5,686	30,900	25,000	30,900
8140	Utilities	35,025	35,935	42,059	60,000	25,000	60,000
8150	Telephone	1,426	1,812	2,453	-	1,200	1,200
8180	Contract Services	53,226	51,625	39,328	70,000	45,000	70,000
	<OPERATIONS & MAINTENANCE>	116,624	124,224	89,526	160,900	96,200	162,100
8520	Machinery & Equipment	-	18,345	18,329	20,000	20,000	20,000
	<CAPITAL OUTLAY>	-	18,345	18,329	20,000	20,000	20,000
[215-6115] Traffic Signals Total		116,624	142,569	107,855	180,900	116,200	182,100

TRAFFIC SIGNALS

Budget Detail

215-6115

OPERATIONS & MAINTENANCE

8020 Department Supplies

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

8140 Electricity

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

8150 Telephone

Phone expenses for operations staff (\$1,200).

8180 Contract Services

Provides funds for the contract services related to monthly inspection, cleaning and testing of the traffic signal system (\$28,000). Also includes funds for 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).

SIDEWALK & CURB MAINTENANCE

Budget Detail

215-6118

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8020	Special Department Expense	4,409	10,002	-	10,000	10,000	10,000
8180	Contract Services	7,697	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	12,106	10,002	-	10,000	10,000	10,000
[215-6118]	Sidewalk Maintenance Total	12,106	10,002	-	10,000	10,000	10,000

SIDEWALK & CURB MAINTENANCE

Budget Detail

215-6118

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

STREET LIGHTING

Budget Detail

215-6201

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8000	Office Supplies	568	719	838	600	500	600
8020	Special Department Expense	16,920	26,013	39,345	45,500	40,000	45,500
8100	Vehicle Maintenance	8,324	8,059	8,465	7,500	6,500	7,500
8110	Equipment Maintenance	1,245	4,920	548	3,000	2,500	3,000
8130	Small Tools	3,977	1,904	1,364	1,000	750	1,000
8132	Uniform Expense/Cleaning	1,051	1,410	1,579	1,000	1,000	1,500
8134	Safety Clothing/Equipment	927	980	-	800	800	800
8140	Utilities	154,970	157,782	144,109	165,000	150,000	165,000
8170	Professional Service	1,747	8,173	3,040	6,400	6,400	6,400
8191	Liability & Surety Bonds	118,263	103,923	81,580	48,075	22,013	19,365
8200	Training Expense	-	-	-	800	600	800
	<OPERATIONS & MAINTENANCE>	307,992	313,883	280,868	279,675	231,063	251,465
8520	Machinery & Equipment	-	-	-	-	-	30,000
	<CAPITAL OUTLAY>	-	-	-	-	-	30,000
[215-6201] Street Lighting Total		307,992	313,883	280,868	279,675	231,063	281,465

STREET LIGHTING

Budget Detail

215-6201

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase office supplies (\$600).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies (\$4,000) and services. Material costs and supplies for an estimated 6 knockdowns (\$24,000), based on historical activity. Material costs and supplies to replace street lights (\$16,000). Also includes expenses to assist Chamber of Commerce Holiday lighting program (\$1,500).
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for gas (\$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 maintenance of division equipment (\$1,500); hydraulic repairs for boom truck Unit 635 (\$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 uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$1,500).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies (\$800).
- 8140 Electricity
Provides funds for the energy costs by Southern California Edison for the City streetlights (\$165,000).
- 8170 Professional Services
Annual rate study for the Lighting and Landscaping Assessment District (\$6,400).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 10% (\$19,365) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 500-6710-8141 (25%) and 210-6501-8191 (5%).
- 8200 Training Expense
Provides for training seminars and workshops related to street lighting systems (\$800).

CAPITAL OUTLAY

- 8520 Machinery & Equipment
Provides funds for purchase of boom truck (\$30,000).

STREET TREE MAINTENANCE

Budget Detail

215-6310

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	81,191	95,810	94,350	180,145	182,700	196,499
7020	Overtime	6,329	767	3,790	-	2,500	1,500
7040	Holiday	-	441	-	-	-	-
7070	Leave Buyback	1,669	743	4,000	-	1,480	1,500
7100	Retirement	15,510	17,103	13,339	28,213	27,580	32,554
7108	Deferred Compensation	-	-	-	176	200	200
7110	Workers Compensation	2,797	3,987	5,670	15,092	17,040	11,374
7130	Group Health Insurance	11,083	11,927	10,856	22,716	20,640	22,716
7131	Retiree Health Insurance	14,571	14,933	15,017	-	7,302	-
7140	Vision Insurance	339	397	360	720	650	720
7150	Dental Insurance	917	1,489	1,294	2,700	2,320	2,700
7160	Life Insurance	109	180	161	558	310	558
7170	FICA - Medicare	1,141	1,285	1,417	2,612	2,690	2,871
	<WAGES & BENEFITS>	134,656	149,062	150,254	252,932	265,412	273,192
8000	Office Supplies	543	101	-	1,000	500	500
8010	Postage	-	-	-	50	50	50
8020	Special Department Expense	7,311	5,639	8,634	15,000	12,000	15,000
8040	Advertising	-	200	-	200	200	200
8060	Dues & Memberships	867	170	170	400	400	400
8090	Conference & Meeting Expense	-	-	-	200	200	200
8100	Vehicle Maintenance	12,769	16,923	5,019	17,000	17,000	15,000
8110	Equipment Maintenance	493	-	1,741	3,500	2,000	3,000
8130	Small Tools	3,848	3,551	2,766	3,000	2,500	3,000
8132	Uniform Expense/Cleaning	1,663	2,098	1,369	1,800	2,100	2,100
8134	Safety Clothing/Equipment	2,100	1,660	1,800	1,600	1,600	1,600
8170	Professional Service	3,050	28,558	6,439	25,000	10,000	15,000
8180	Contract Services	155,587	156,515	159,672	200,000	200,000	200,000
8181	Contracted Tree Planting	11,616	10,000	273	10,000	10,000	10,000
8200	Training Expense	862	-	-	800	400	800
8350	Bad Debt Expense	1,492	-	-	-	-	-
8400	Overhead Allocation	83,596	83,595	-	-	-	-
	<OPERATIONS & MAINTENANCE>	285,797	309,010	187,883	279,550	258,950	266,850
[215-6310] Street Trees Total		420,453	458,072	338,137	532,482	524,362	540,042

STREET TREE MAINTENANCE

Budget Detail

215-6310

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office supplies (\$500).
- 8010 Postage
Provide funds for postage (\$50).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies (\$7,000) including chain saw blades, blade sharpening, gloves, chipper blades. Also includes costs for ropes, slings, pulleys (\$3,000); work zone signs and cones (\$1,000); and pesticides and fungicides (\$3,000). Also includes 25% of department cell phones (\$1,000).
- 8040 Advertisements
Provides funds to publish ads for the tree regulations (\$200).
- 8060 Dues/Memberships/Subscriptions
Provides payment of dues (\$400) for Parks Supervisor to be a member of the Arborist Society, Western ISA, Street Seminar.
- 8090 Conference & Meeting Expense
Provides funds for tree related conference registration and meeting expenses (\$200).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (\$15,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City-owned equipment. Equipment maintenance for chainsaw, trencher, chipper and loader (\$3,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$3,000).

- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$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, gloves (\$1,600).
- 8170 Professional Services
Provides the cost of miscellaneous tree studies and samplings (\$500) and independent arborist reports (\$3,620). Certified Arborist from WCA as needed (\$10,880).
- 8180 Contract Services
Provide for services rendered under contract for tree trimming and removal of City-owned trees. (\$200,000).
- 8181 Contracted Tree Planting
This account provides for parkway tree planting (\$10,000). The charges to this account are partially offset by residents paying for the cost of the trees into a revenue account.
- 8200 Training
Provides for attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (\$800).

MEDIAN STRIPS

Budget Detail

215-6416

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
8020	Special Department Expense	5,488	4,156	3,499	3,500	3,500	3,500
8180	Contract Services	61,001	61,415	60,148	60,500	55,000	60,500
	<OPERATIONS & MAINTENANCE>	66,489	65,571	63,647	64,000	58,500	64,000
[215-6416]	Median Strips Total	66,489	65,571	63,647	64,000	58,500	64,000

MEDIAN STRIPS

Budget Detail

215-6416

OPERATIONS & MAINTENANCE

8020 Special Department Expense

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

8180 Contract Services

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

STREET MAINTENANCE

Budget Detail

230-6116

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	225,669	207,485	264,465	253,774	294,700	279,595
7020	Overtime	4,274	2,049	1,993	-	4,500	2,500
7040	Holiday	568	580	544	-	224	-
7070	Leave Buyback	1,168	2,325	3,679	-	2,124	2,000
7100	Retirement	45,008	37,341	34,077	39,744	40,950	39,651
7108	Deferred Compensation	354	381	307	505	440	539
7110	Workers Compensation	6,899	7,888	13,490	21,158	28,410	15,987
7120	Disability Insurance	-	-	1,660	-	-	-
7122	Unemployment Insurance	2,416	1,056	-	-	-	-
7130	Group Health Insurance	27,732	25,128	34,269	36,969	38,290	36,969
7131	Retiree Health Insurance	15,964	16,360	16,453	-	8,000	-
7140	Vision Insurance	872	726	1,054	1,164	1,250	1,164
7150	Dental Insurance	2,909	2,763	2,799	4,365	4,240	4,365
7160	Life Insurance	384	387	383	902	600	902
7170	FICA - Medicare	3,002	2,838	3,630	3,680	4,420	4,090
<WAGES & BENEFITS>		337,219	307,307	378,803	362,261	428,148	387,762
8000	Office Supplies	544	1,321	1,973	1,200	600	1,000
8020	Special Department Expense	76,514	80,756	105,233	80,000	80,000	80,000
8060	Dues & Memberships	-	-	-	300	300	300
8100	Vehicle Maintenance	29,494	26,173	21,476	16,000	20,000	20,000
8110	Equipment Maintenance	5,058	7,533	8,432	6,400	5,400	6,400
8130	Small Tools	-	1,420	886	3,000	3,000	3,000
8132	Uniform Expense/Cleaning	1,480	1,176	1,986	2,000	2,000	3,000
8134	Safety Clothing/Equipment	1,723	2,199	1,112	2,000	1,500	1,750
8170	Professional Service	-	-	1,792	2,000	1,500	2,000
8180	Contract Services	56,048	138,318	4,759	134,000	134,000	80,000
8200	Training Expense	-	-	8	400	200	400
<OPERATIONS & MAINTENANCE>		170,861	258,896	147,657	247,300	248,500	197,850
8520	Machinery & Equipment	-	16,445	-	-	-	-
8540	Automotive Equipment	-	7,517	29,661	70,000	70,000	160,000
<CAPITAL OUTLAY>		-	23,962	29,661	70,000	70,000	160,000
[230-6116] Street Maintenance Total		508,080	590,165	556,121	679,561	746,648	745,612
230 - STATE GAS TAX TOTAL		508,080	590,165	556,121	679,561	746,648	745,612

STREET MAINTENANCE

Budget Detail

230-6116

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for 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 (\$1,000), including weed whackers, chain saws, gas powered trawler and demo hammer (\$2,000).
- 8132 Uniforms and Equipment
Provides for uniform cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$3,000).

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

CAPITAL OUTLAY

- 8540 Vehicles and Equipment
Provide funds for the purchase a loader to replace the existing loader (\$160,000).

WATER DISTRIBUTION

Budget Detail

500-6710

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	360,439	407,755	553,697	498,440	409,800	561,037
7020	Overtime	9,788	12,122	23,977	-	-	-
7040	Holiday	1,099	1,122	894	-	-	-
7070	Leave Buyback	19,786	11,434	11,103	-	-	-
7100	Retirement	72,262	72,526	78,997	78,061	68,130	98,201
7108	Deferred Compensation	1,276	1,460	1,493	2,397	1,470	3,048
7110	Workers Compensation	11,265	14,454	26,133	40,052	39,700	30,419
7120	Disability Insurance	-	-	827	-	-	-
7122	Unemployment Insurance	8,805	10,795	-	-	-	-
7130	Group Health Insurance	36,857	41,168	51,845	66,515	38,650	67,811
7131	Retiree Health Insurance	25,874	26,516	26,666	-	12,966	-
7140	Vision Insurance	1,019	1,247	1,670	2,124	1,330	2,172
7150	Dental Insurance	3,309	3,282	5,194	7,965	4,290	8,145
7160	Life Insurance	567	525	918	1,646	730	1,683
7170	FICA - Medicare	5,570	6,187	8,401	7,227	7,170	8,135
<WAGES & BENEFITS>		557,916	610,593	791,815	704,427	584,236	780,651
8000	Office Supplies	1,177	415	1,328	1,900	800	1,500
8010	Postage	117	9	-	200	100	200
8020	Special Department Expense	55,894	97,522	107,476	119,600	80,000	120,000
8050	Printing/Duplicating	61	439	1,403	2,000	2,000	2,000
8060	Dues & Memberships	-	110	103	700	700	700
8070	Mileage/Auto Allowance	-	265	573	-	-	-
8090	Conference & Meeting Expense	-	46	-	-	-	-
8100	Vehicle Maintenance	15,963	15,233	18,843	15,250	10,000	15,000
8110	Equipment Maintenance	3,786	4,352	3,659	5,000	2,000	10,000
8120	Building Maintenance	-	1,404	497	500	500	500
8130	Small Tools	9,911	6,869	3,878	10,000	4,000	10,000
8132	Uniform Expense/Cleaning	2,063	1,713	3,573	3,500	3,000	3,500
8134	Safety Clothing/Equipment	4,902	1,759	2,479	3,000	800	2,500
8140	Utilities	8,331	8,186	7,782	10,000	3,000	10,000
8150	Telephone	7,168	8,714	7,873	10,000	3,000	3,000
8170	Professional Service	-	4	-	-	-	-
8180	Contract Services	4,150	5,335	515	45,000	20,000	20,000
8191	Liability & Surety Bonds	295,658	259,808	203,949	120,188	55,033	48,413
8200	Training Expense	90	1,150	539	4,000	2,500	4,000
8229	Taxes	4,995	3,218	3,281	5,050	5,000	5,000
8400	Overhead Allocation	117,114	117,114	117,114	117,114	117,114	117,114
<OPERATIONS & MAINTENANCE>		531,380	533,665	484,865	473,002	309,547	373,427
8530	Computer Equipment	-	-	259	-	-	-
8540	Automotive Equipment	-	-	-	70,000	70,000	160,000
8570	Water Sales	4,421	11	-	-	-	-
8572	Meters	11,127	4,656	742	-	-	-
8573	Fire Hydrants	8,190	5,476	-	-	-	-
8574	Valves	2,580	1,417	275	-	-	-
<CAPITAL OUTLAY>		26,318	11,560	1,276	70,000	70,000	160,000
[500-6710] Water Distribution Total		1,115,614	1,155,818	1,277,956	1,247,429	963,783	1,314,078

WATER DISTRIBUTION

Budget Detail

500-6710

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides compensation for full-time employees.
- 7020 Overtime
Provides for overtime pay for after hours emergency response to water main and service connection leaks.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office supplies (\$800). Share of copier lease cost (\$700).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for underground service alert fees (\$1,500). Costs for staff physical exams and Class B driver license renewals (\$500). This account includes costs for miscellaneous parts and supplies (\$3,000). Also includes funds to purchase materials such as ductile iron pipe, copper pipe and brass fittings for the installation and repair of water services and mainlines (\$50,400). Also includes costs of sand, base, asphalt (\$10,000) and costs for backflow device testing and repair (\$4,000). Also includes funds to purchase materials for the installation of two new fire services and for the repair or replacement of existing fire services (\$10,000). These costs are charged against this account but are reimbursed by Developers to revenue account 500-5540. Also includes the cost to purchase gate valves to replace broken valves in the water mains that are found during the routine valve maintenance program (\$15,000). Approximately 12 valves replacements are estimated. Also includes the purchase of replacement fire hydrants and installation of new fire hydrants where required to improve fire protection, including all material such as sleeves, valves, and pipe (\$22,000). Approximately 12 hydrant replacements are estimated. Cellular Phone Monthly Service Charge (\$1,200). Division share of natural gas costs for CNG vehicles (\$200). Miscellaneous expenses (\$2,200).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials (\$500). Also includes printing costs of utility billing inserts (\$1,500).
- 8060 Dues, Memberships, Subscriptions, and Books
Purchase of new Water Distribution books (\$500). Membership in SCWUA (\$200).

- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as the costs of gas, oil, tires, batteries, parts, repairs, and routine maintenance of the eight Water Distribution Maintenance Division vehicles (\$12,750). DMV and smog inspection fees (\$2,250).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City-owned equipment including generator, ditch pumps, tapping machine, hydraulic valve operator, trench shoring systems, backhoe and miscellaneous electrical and pneumatic equipment (\$5,000) 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 (\$500).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw and pneumatic pumps (\$10,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment (\$2,000). Steel toed work boots (\$1,500).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety vests, work zone signs, cones, and delineators (\$2,500).
- 8140 Electricity
Provides funds for electrical service to City Service Facility at 825 Mission by Southern California Edison (\$10,000).
- 8150 Telephone
Provides funds for telephone service to City Service Facility at 825 Mission and all water sites (\$3,000).
- 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 (\$20,000).
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% (\$48,413) share of the City's liability insurance costs. The remaining portions are paid out of accounts 101-3041-8191 (60%), 210-8501-8191 (5%), and 215-6201-8191 (10%).
- 8200 Employee Training
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association, USC cross connection training, California Rural Water (\$3,500). California Department of Public Health operator certifications (\$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 & Equipment
Provide funds to purchase a Clean Fuel Utility truck to replace unit #12 (1996) (\$160,000).

WATER PRODUCTION

Budget Detail

500-6711

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	361,340	386,661	322,211	275,019	288,600	300,133
7020	Overtime	21,748	20,828	21,416	-	-	-
7040	Holiday	3,349	4,360	3,557	-	-	-
7070	Leave Buyback	3,959	4,667	4,586	-	-	-
7100	Retirement	72,826	70,082	47,750	43,071	47,780	53,178
7108	Deferred Compensation	545	616	555	360	800	389
7110	Workers Compensation	12,457	16,661	19,027	24,524	35,840	18,535
7130	Group Health Insurance	29,739	31,345	28,640	32,145	26,050	32,145
7131	Retiree Health Insurance	25,873	26,516	26,666	-	12,966	-
7140	Vision Insurance	1,266	1,300	1,085	1,020	970	1,020
7150	Dental Insurance	4,266	4,523	3,690	3,825	3,390	3,825
7160	Life Insurance	601	624	523	791	460	790
7170	FICA - Medicare	5,637	5,983	5,040	3,988	4,830	4,352
<WAGES & BENEFITS>		543,606	574,166	484,746	384,742	421,686	414,367
8000	Office Supplies	1,830	1,331	1,052	1,600	600	1,500
8010	Postage	180	-	-	200	200	200
8020	Special Department Expense	54,472	56,334	41,032	288,400	40,000	250,000
8040	Advertising	-	-	60	-	-	-
8050	Printing/Duplicating	475	-	-	3,000	2,000	2,000
8060	Dues & Memberships	1,853	2,348	2,071	2,600	500	2,600
8070	Mileage/Auto Allowance	-	127	199	200	200	200
8080	Books & Periodicals	139	226	236	500	500	500
8100	Vehicle Maintenance	10,529	7,032	6,358	6,000	6,000	6,000
8110	Equipment Maintenance	28,685	36,360	7,045	10,500	-	10,500
8120	Building Maintenance	5,710	7,200	-	12,000	2,000	12,000
8130	Small Tools	1,253	118	206	1,000	600	1,000
8132	Uniform Expense/Cleaning	1,633	2,013	2,153	2,000	1,100	2,000
8134	Safety Clothing/Equipment	3,703	567	650	800	400	800
8140	Utilities	5,905	5,884	5,311	7,000	400	7,000
8150	Telephone	416	209	164	500	400	500
8152	Pumping Power	597,347	620,613	690,341	867,500	500,000	850,000
8170	Professional Service	230,470	214,174	238,805	295,000	200,000	260,000
8180	Contract Services	34,631	20,809	-	-	-	-
8200	Training Expense	559	1,505	1,163	1,500	1,100	1,500
8231	Water Purchases - Resale	50,284	44,850	139,559	127,000	50,000	100,000
8233	Watermaster Charges	470,161	1,256,684	1,590,310	1,000,000	1,000,000	1,000,000
8400	Overhead Allocation	205,267	205,267	205,267	205,266	205,266	205,266
<OPERATIONS & MAINTENANCE>		1,705,502	2,483,651	2,931,982	2,832,566	2,011,266	2,713,566
8520	Machinery & Equipment	-	18,136	-	-	-	-
8530	Computer Equipment	-	2,418	-	-	-	-
<CAPITAL OUTLAY>		-	20,554	-	-	-	-
[500-6711] Water Production Total		2,249,108	3,078,371	3,416,728	3,217,308	2,432,952	3,127,933

WATER PRODUCTION

Budget Detail

500-6711

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office supplies (\$1,000) and miscellaneous expense (\$500).
- 8010 Postage
Provides funds for postal expenses for City mailings (\$200).
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including; sodium hypochlorite for Graves Reservoir (\$3,000); chlorine analyzer solution (\$4,500); turbine oil (\$1,100); and miscellaneous parts and supplies such as paints, painting supplies, janitorial supplies, rags, etc. (\$2,500). Costs for SCADA DSL line at Wilson Reservoir (\$1,500). Costs for staff physical exams and Class B driver license renewals (\$200). Cellular Phone Monthly Service Charge (\$1,200). Operations System Upgrades and Water Energy Programs (\$236,000).
- 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 costs for gas, oil, tires, batteries, parts, repairs and routine maintenance of division vehicles (\$4,000). Vehicle registrations 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. Service pump control valves at Indiana pump station (\$10,500).
- 8120 Building Maintenance
Install sliding gate at Westside Reservoir (\$8,000). Replace cracked & falling block wall and gate at Kollie pump house (\$4,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools (\$1,000).
- 8132 Uniforms and Equipment
Provides for uniform rental cleaning service and purchase of uniforms and equipment such as boots and rain gear (\$2,000).
- 8134 Safety Equipment & Supplies
Provides for the purchase of 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 (\$500).
- 8152 Pumping Power
This account provides funds for electrical and energy charges associated with operating well and booster pumps (\$850,000).
- 8170 Professional Services
Provides for professional services such as water quality testing (\$23,000); security services at elevated tanks (\$2,000); State Department of Public Health administration fees (\$10,000); San Gabriel Basin Water Quality Authority administrative fee (\$35,700); and consultant services for preparation of the annual Consumer Confidence Report (\$4,000). SCADA system maintenance (\$14,000) has been moved to this account from 500-6711-8180. Consulting Water Project Manager (\$157,800). Annual Hydraulic Model system maintenance (\$7,500). Pump control maintenance (\$6,000).
- 8200 Employee Training
Provides for training seminars and workshops related to water supply and production to maintain required state certification of operators (\$1,500).

- 8231 Water Purchases – Resale
This account provides funds to purchase water from the City of Pasadena and from MWD to supplement the City’s well production (\$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 (\$205,266).

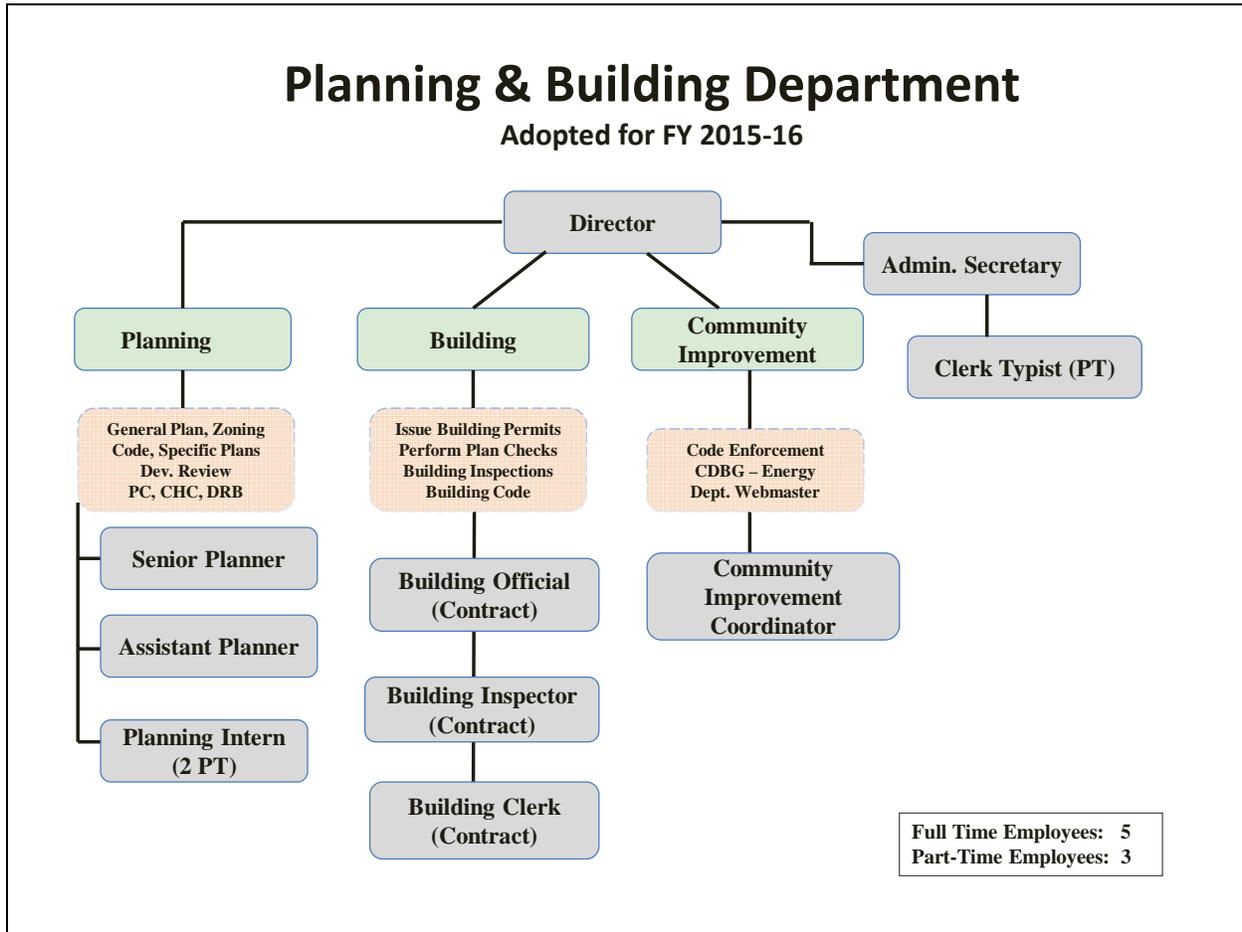
PLANNING & BUILDING Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Wages & Benefits	570,968	514,038	529,496	499,210	515,031	572,677
Operations & Maintenance	387,956	384,109	394,836	449,000	436,550	384,250
Capital Outlay	3,362	5,468	2,538	-	-	-
Total Expenses by Category	962,286	903,615	926,870	948,210	951,581	956,927
[101-7101] Planning & Building	955,651	898,710	911,870	948,210	951,581	956,927
[260-2120] Residential Rehabilitation	6,635	4,905	-	-	-	-
[276-7101] Historic Preservation Grant	-	-	15,000	-	-	-
Total Expenses by Program	962,286	903,615	926,870	948,210	951,581	956,927

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

PLANNING & BUILDING

Department Description and Authorized Positions



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

PLANNING & BUILDING

Budget Detail

101-7101

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	364,742	358,481	375,583	370,229	353,200	389,964.00
7010	Salaries - Temp / Part	62,693	34,989	37,129	-	35,000	40,000.00
7020	Overtime	2,674	1,198	1,756	1,500	2,000	1,500.00
7070	Leave Buyback	8,582	2,994	2,560	-	331	1,500.00
7100	Retirement	83,274	69,222	59,411	57,982	64,130	73,894.00
7108	Deferred Compensation	1,153	1,082	1,175	1,171	1,240	1,206.00
7110	Workers Compensation	7,448	8,141	12,475	19,533	21,490	14,966.00
7130	Group Health Insurance	29,986	27,967	28,615	37,026	26,570	37,026.00
7140	Vision Insurance	918	973	1,041	1,152	1,040	1,152.00
7150	Dental Insurance	2,616	2,528	3,265	4,320	3,270	4,320.00
7160	Life Insurance	532	466	519	893	520	893.00
7170	FICA - Medicare	6,350	5,997	5,967	5,404	6,240	6,256.00
	<WAGES & BENEFITS>	570,968	514,038	529,496	499,210	515,031	572,677.00
8000	Office Supplies	4,425	2,050	2,997	3,000	3,000	3,000.00
8010	Postage	7,069	5,698	5,951	6,000	8,600	8,000.00
8020	Special Department Expense	13,547	31,187	17,156	11,750	18,000	11,000.00
8040	Advertising	3,731	2,629	2,481	3,000	3,000	3,000.00
8050	Printing/Duplicating	2,854	3,807	2,492	2,000	2,400	2,000.00
8060	Dues & Memberships	1,406	1,450	2,032	2,500	2,000	1,700.00
8090	Conference & Meeting Expense	1,427	163	24	1,500	1,000	750.00
8100	Vehicle Maintenance	2,541	2,723	1,696	2,000	2,000	2,000.00
8110	Equipment Maintenance	5,026	5,165	7,162	5,750	5,750	1,300.00
8150	Telephone	274	665	671	-	300	-
8170	Professional Service	58,379	31,427	42,658	65,000	45,000	50,000.00
8180	Contract Services	280,397	291,591	294,190	345,000	345,000	300,000.00
8200	Training Expense	165	149	326	1,000	500	1,000.00
8257	Boards & Commissions	80	500	-	500	-	500.00
	<OPERATIONS & MAINTENANCE>	381,321	379,204	379,836	449,000	436,550	384,250.00
8530	Computer Equipment	3,362	5,468	2,538	-	-	-
	<CAPITAL OUTLAY>	3,362	5,468	2,538	-	-	-
[101-7101] Planning & Building Total		955,651	898,710	911,870	948,210	951,581	956,927

PLANNING & BUILDING

Budget Detail

101-7101

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides for partial compensation for the Planning & Building Director, one Senior Planner, one Associate Planner, one Community Improvement Coordinator and Administrative Secretary. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.
- 7020 Overtime
Provides compensation for overtime duty for department staff.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for regular office supplies (\$3,000).
- 8010 Postage
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees (\$8,000).
- 8020 Special Department Expense
Provides for special department supplies and services. Includes funding to pursue proactive code enforcement on substandard properties (\$1,500), the cost of which can be recovered at a later date by placing liens on the properties; annual license for RealQuest parcel system (\$2,000); production of public information materials relating to historic preservation (\$7,500); and miscellaneous materials and supplies.
- 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 (\$3,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials for building permit forms, inspection forms, Design Review Board and Cultural Heritage Commission public notice envelopes, reproduction of maps, General Plan, Zoning Code, specific plans, and other planning reports and materials (\$2,000).

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including the California Planning & Development Report (\$250) and Zoning Practice (\$50). Also memberships in the American Planning Association (\$750), the California Association of Code Enforcement (\$100), International Council of Building Officials (\$400) and the California Preservation Foundation (\$150).
- 8090 Conference and Meeting Expense
Provides funds for conference registration, and meeting expenses, including monthly meetings of the San Gabriel Valley COG Planning Directors' Technical Advisory Committee and the California Chapter of the American Planning Association annual conference (\$750).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle (\$2,000).
- 8110 Equipment Maintenance
Provides funds for Planning & Building's share of the postage meter lease (\$1,300).
- 8170 Professional Services
Provides funding for court reporter services for ADA accommodations (\$20,000), a contingency for professional planning services (\$15,000); and GIS systems maintenance (\$15,000).
- 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 (\$300,000).
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions taken by employees on city time (\$1,000).
- 8257 Board & Commissions
Provides funds for training and support of the activities of the Planning Commission, Design Review Board, and Cultural Heritage Commission (\$500).

LIBRARY

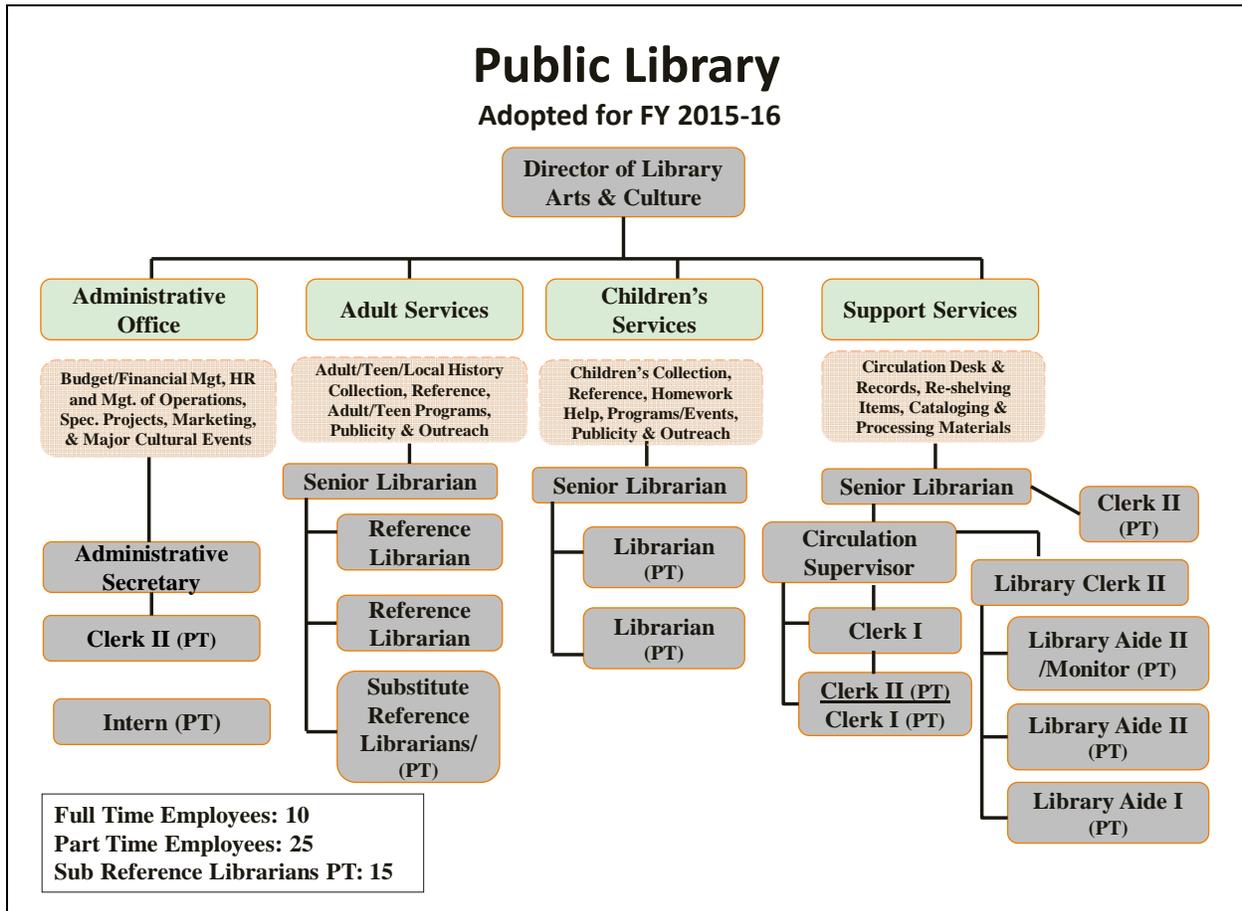
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Wages & Benefits	1,203,084	1,067,194	1,128,827	1,157,232	1,147,044	1,223,185
Operations & Maintenance	332,287	363,187	369,790	380,600	310,933	358,092
Capital Outlay	4,331	6,541	-	-	-	-
Total Expenses by Category	1,539,702	1,436,922	1,498,617	1,537,832	1,457,977	1,581,277
[101-8011] Library	1,539,702	1,436,922	1,498,617	1,537,832	1,457,977	1,574,832
[280-8016] Public Library Fund Grant	-	-	-	-	-	6,445
Total Expenses by Program	1,539,702	1,436,922	1,498,617	1,537,832	1,457,977	1,581,277

City Librarian	1
Senior Librarian	3
Administrative Secretary	1
Librarian	2
Library Technical Assistant	1
Library Clerk II	1
Library Clerk I	1
Total	10

LIBRARY

Department Description and Authorized Positions



The South Pasadena Public Library exists for the educational, cultural, informational, and recreational benefit of its users of all ages. It is a service organization with a welcoming facility providing a balanced, important, attractive, and organized selection of books, e-books, DVDs, CDs, audio-books, magazines, newspapers, and other resources. It is also a community hub that conducts both wide-reaching and targeted outreach activities. The Library presents literary, historical, cinematic, theatrical, arts, musical, dramatic, and other cultural programs, events, and projects. Its public personal computers and its wireless network provide Internet access and a variety of databases, many of which are offered through the Library website, which also contains original content. The Library provides space for studying and reading, as well as venues for meetings and events, many of which are co-sponsored by the Library's array of community partners. Reference services and archives related to South Pasadena are collected, stored, maintained, and availed to the community.

Mission Statement

The South Pasadena Public Library will provide high quality, professional, and friendly services in a welcoming and accommodating environment. The Library will strive to inform, enrich, and empower every person in the community by fostering the pursuit of knowledge, the love of reading, and the greater appreciation and support of local culture.

LIBRARY

Budget Detail

101-8011

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	646,627	629,717	661,704	663,408	685,774	716,323
7010	Salaries - Temp / Part	285,623	198,215	226,587	228,000	244,663	228,000
7020	Overtime	1,260	1,912	771	1,500	1,692	1,500
7040	Holiday	502	323	334	500	473	500
7055	IOD - Non Safety	-	1,348	9,726	-	-	-
7070	Leave Buyback	7,255	5,386	6,818	8,000	3,744	8,000
7100	Retirement	164,083	135,590	115,553	131,257	91,400	148,253
7108	Deferred Compensation	1,120	1,138	1,174	1,165	1,240	2,202
7110	Workers Compensation	7,075	7,999	11,710	21,107	20,610	15,345
7120	Disability Insurance	-	-	-	-	2,156	-
7122	Unemployment Insurance	709	-	209	-	72	-
7130	Group Health Insurance	63,148	61,915	67,122	76,080	65,840	76,080
7140	Vision Insurance	1,846	1,770	1,956	2,400	1,920	2,400
7150	Dental Insurance	7,260	6,904	6,955	9,000	7,060	9,000
7160	Life Insurance	1,100	1,026	1,017	1,860	1,040	1,860
7170	FICA - Medicare	15,476	13,951	17,193	12,955	19,360	13,722
<WAGES & BENEFITS>		1,203,084	1,067,194	1,128,827	1,157,232	1,147,044	1,223,185
8000	Office Supplies	7,690	11,475	13,231	10,000	5,151	10,000
8010	Postage	3,767	6,305	1,863	2,000	2,033	3,000
8020	Special Department Expense	16,916	27,507	26,770	27,000	22,158	27,000
8030	Library Periodicals	17,583	14,286	15,262	17,500	16,495	15,000
8031	Electronic Reference	31,602	29,410	29,293	34,000	34,565	20,000
8040	Advertising	-	-	-	1,000	1,000	2,500
8050	Printing/Duplicating	3,255	1,297	4,748	5,000	5,000	5,000
8060	Dues & Memberships	1,043	1,822	613	1,500	1,500	1,500
8070	Mileage/Auto Allowance	396	83	169	1,000	1,000	1,000
8080	Books & Periodicals	118,569	123,287	141,394	138,000	120,000	122,047
8085	City-wide Reading Program	2,727	-	-	2,000	1,325	2,000
8090	Conference & Meeting Expense	1,011	1,393	424	1,500	1,500	1,500
8110	Equipment Maintenance	50,401	54,043	51,159	55,000	50,000	55,000
8120	Building Maintenance	22,610	22,236	14,716	28,000	10,219	28,000
8140	Utilities	40,161	32,420	42,331	33,000	23,258	33,000
8150	Telephone	5,093	4,425	3,993	-	2,493	-
8155	Rental/Lease	1,292	1,617	647	1,600	862	1,600
8170	Professional Service	5,699	7,315	5,695	13,000	5,298	13,000
8180	Contract Services	850	22,404	12,476	4,500	2,076	3,500
8200	Training Expense	18	-	2,000	2,000	2,000	4,000
8257	Boards & Commissions	1,604	1,862	3,006	3,000	3,000	3,000
<OPERATIONS & MAINTENANCE>		332,287	363,187	369,790	380,600	310,933	351,647
8530	Computer Equipment	4,331	6,541	-	-	-	-
<CAPITAL OUTLAY>		4,331	6,541	-	-	-	-
[101-8011] Library Total		1,539,702	1,436,922	1,498,617	1,537,832	1,457,977	1,574,832

LIBRARY

Budget Detail

101-8011

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten persons. These include 1 City Librarian, 3 Senior Librarians, 1 Administrative Secretary, 2 Librarians, 1 Library Technical Assistant, and 2 Library Clerks.
- 7010 Wages - Seasonal and Part-Time Employees
Covers the compensation of part-time library staff members who are paid hourly rates.
- 7020 Overtime
Provides compensation for any overtime 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 staff to work beyond their regular 8-hour work day.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, business cards, name badges, and general office supplies, including toner for computer printers and copy machines (\$10,000).
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue materials notifications, and inter-library loan books lent and returned to borrowing institutions. Mailing costs may be increasing but the Library will continue to be doing more electronic distribution of messages (\$3,000).
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, software, barcode readers, promo magnets, supplies for children's programs, book trucks, archival supplies, book jackets, "date due" slips, book trucks, mending tape, display racks, and other miscellaneous provisions (\$27,000).
- 8030 Periodicals
Provides funds for the renewal of approximately 175 hard copy magazine and newspaper subscriptions (including the *Star-News*, *Los Angeles Times*, and many others), as well as for updates of reference materials, such as motor vehicle price guides and investment newsletters (\$15,000).
- 8031 Electronic Reference Subscriptions
Provides funds for the purchase of electronic information databases used inside the Library. Many of them are also available to the public via our website. The Library subscribes to electronic databases offering a range of magazine & newspaper articles, interactive children's books to stimulate beginning readers, a national business directory, a materials ordering database, 2 encyclopedias, an authoritative dictionary, and others (\$20,000).

- 8040 Advertising/Publicity/Outreach/Marketing
Enables the Library to purchase print or online ads in newspapers or websites for major projects, programs, or events. Would also cover artwork and design for special project materials (\$2,500).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of brochures, program and event calendars, newsletters, flyers, archival reproductions, library card applications (in English/Chinese/Spanish), and a host of other printed materials for the public (\$5,000).
- 8060 Dues and Memberships
Supports membership(s) to the California Library Association, American Library Association, California Public Library Advocates, Book Club of California, and other professional organizations for the professional staff and the Board of Trustees. These provide continuing education and networking opportunities, as well as support for the state and national organizations advocating and lobbying for libraries (\$1,500).
- 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 (\$1,000).
- 8080 Books, Videos, and Recordings
Provides funds for the purchase of circulating books e-books, musical and book CDs, and how-to, documentary and theatrical DVDs (\$122,047). Annual circulation of materials exceeds 450,000.
- 8085 City-wide Reading Program
The library will coordinate a project to engage the community with a series of events to read and discuss an appealing literary book. Funding will also be sought from other organizations including the Friends of the South Pasadena Public Library (\$2,000).
- 8090 Conference and Meeting Expense
Provides funds for conference and meeting travel (non-private vehicle) and attendance fees for staff (\$1,500).
- 8110 Equipment Maintenance
For technical support, repair and maintenance of the computer system hardware and software and bibliographic database, copiers, staff and public computers, theft detection system, fax machine, and support for computer workstations. Includes approx. \$1,000 for online system maintenance and cataloging service, \$16,800 for cataloging records subscription, \$2,532 for the theft detection system, and \$1,792 for copy machines. This year's amount is the same as for FY 14/15.

- 8120 Building Maintenance
Provides for janitorial service and supplies, and miscellaneous plumbing, electrical, and other repairs and supplies for the Library building. Includes \$3,000 for exterior steam cleaning and carpet cleaning, \$4,600 for janitorial supplies, \$2,000 for elevator repairs, \$2,000 for HVAC repairs, \$2,500 for automatic door repairs, \$2,600 for miscellaneous repairs, \$3,400 for Community Room repairs, and \$1,500 for security alarm and fire alarm services.
- 8140 Electricity, Gas and Water Service
Payment of utilities for the Library. The approved amount is \$10,000 less than two years ago. The recent reduction is possible due to the reduced consumption of energy brought about by updated lighting and HVAC system upgrades.
- 8155 Equipment Leasing
Equipment and machinery obtained via a lease arrangement, includes the lease agreement for digital postage meter and postal scale (\$1,600).
- 8170 Professional Services
Provides funds for institutional membership in the Southern California Library Cooperative at \$2,146, employee physicals and fingerprints of new hires, and the \$4,000 fee for Community Economic Solutions, Inc, the agency processing the tax roll for the Library Parcel Tax. Includes \$4,000 for our consultant to continue to conduct follow-up for the Library Operations Study.
- 8180 Contract Services
Provides \$2,500 for janitorial services for emergency situations not covered by the regular janitorial contract. Includes \$1,000 for the rebinding of important, out-of-print books and other materials.
- 8200 Employee Training
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. Most of the workshops are conducted locally by library consortia and are provided at low-cost. Also includes any costs associated with the Annual Library Staff Training/Safety Day (\$4,000).
- 8257 Boards/Commissions
Funds for Library Board of Trustees' attendance at annual California Public Library Advocates workshops and the California Library Association Annual Conference, as well as printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition Luncheon Event (\$3,000).

COMMUNITY SERVICES

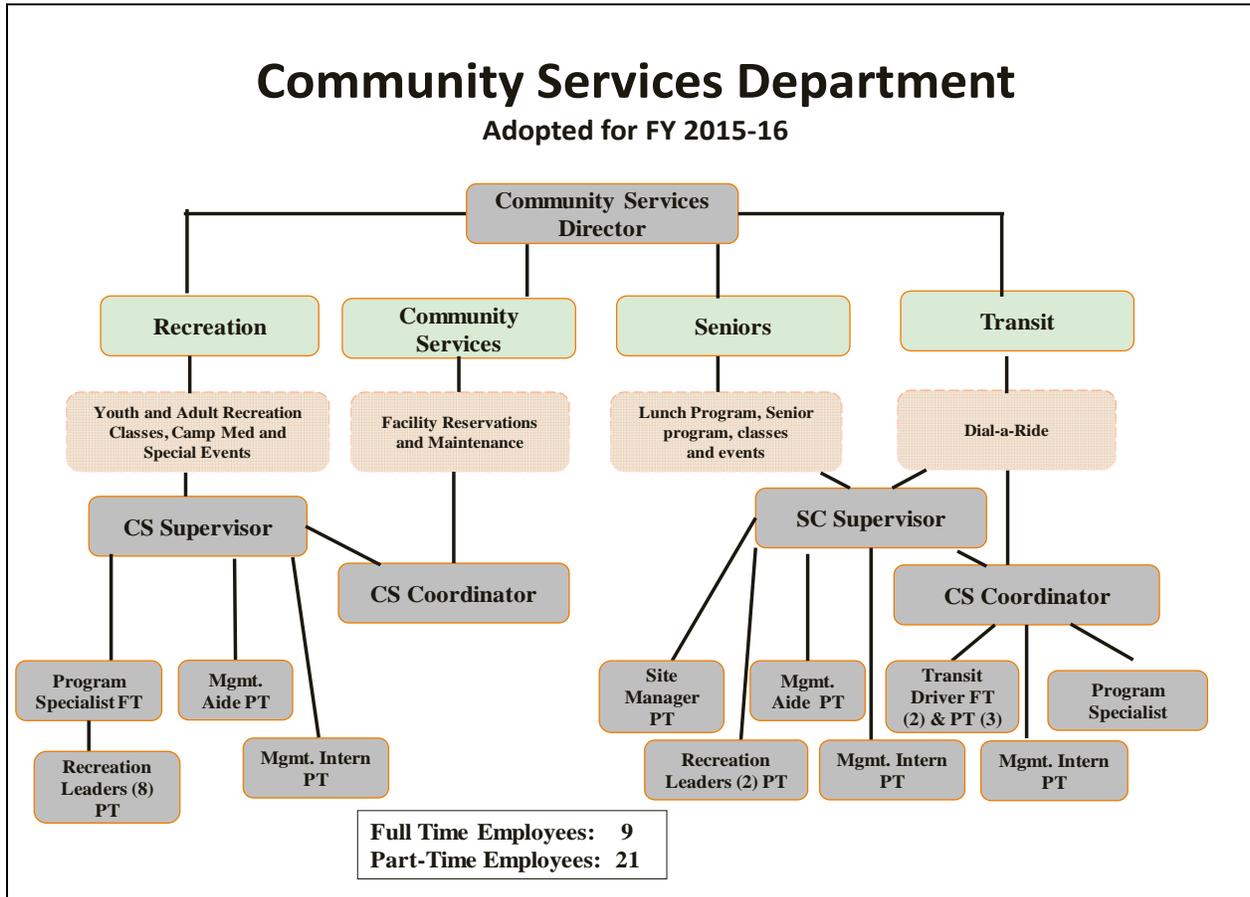
Department Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budget	Estimated	Adopted
	2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
Wages & Benefits	1,548,901	1,505,687	1,494,068	1,736,920	1,587,229	1,271,909
Operations & Maintenance	936,215	888,545	909,848	902,288	854,329	1,526,712
Capital Outlay	18,908	53,298	15,220	-	59,100	190,000
Total Expenses by Category	2,504,024	2,447,530	2,419,136	2,639,208	2,500,658	2,988,621
[101-8021] Senior Services	238,123	249,370	282,651	277,305	285,944	254,357
[101-8031] Community Services	200,565	195,175	213,437	272,326	275,445	290,177
[101-8032] Recreation and Youth Services	482,223	506,976	512,005	537,202	507,857	617,903
[205-2210] Prop "A" Administration	56,506	45,616	51,694	26,294	20,719	25,543
[205-8022] Gold Link	10,058	13,832	-	-	-	-
[205-8025] Dial-A-Ride	136,742	136,567	227,333	274,088	299,260	440,835
[207-2260] Prop "C" Administration	89,942	142,828	67,768	41,483	38,309	52,326
[207-8025] Dial-A-Ride	258,316	238,462	103,126	188,865	153,772	324,127
[260-8023] CDBG Senior Nutrition Prog	39,224	29,774	30,867	31,000	39,314	-
[295-8032] Recreation and Youth Services	166,000	-	-	-	-	-
[295-8041] General Administration	185,529	283,879	303,293	310,665	237,514	311,798
[295-8042] Golf Course Maintenance	331,281	342,192	358,284	364,404	343,979	369,346
[295-8043] Range	58,023	48,381	54,131	67,312	60,181	68,273
[295-8044] Golf Shop	74,917	74,839	88,732	95,946	95,346	87,145
[295-8045] Food Service	176,575	139,639	125,815	152,318	143,018	146,791
Total Expenses by Program	2,504,024	2,447,530	2,419,136	2,639,208	2,500,658	2,988,621

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

COMMUNITY SERVICES

Department Description and Authorized Positions



The Community Services Department provides services with four divisions: Senior Division, Recreation and Youth Division, Community Transit and Community Services Division. The Senior Citizens Center, which is a multi-purpose facility, provides older adults educational, social, physical, nutritional programs and services to enhance their quality of life, as well as coordination of the annual South Pasadena Healthy Aging Fair and Memorial Day Celebration. The Recreation and Youth Division operates out of the Orange Grove Recreation Center and coordinates recreational classes for children and adults, after-school and summer child care, building and park reservations, and city events e.g. Halloween Spooktacular, Breakfast with Santa, Doggie Day with Cats Too, Eggstravaganza, Shakespeare in the Park, Movies in the Park and Concerts in the Park. The Community Transit division operates the Dial a Ride program for senior citizens and disabled persons. The Community Services division provides general department oversight, plus budget and grant administration, park improvements, community liaison activities and contract management of the Arroyo Seco Golf Course, Arroyo Seco Racquet Club, San Pascual Stable, All Star Batting Cages, Meridian Ironworks Museum, Community Garden, cell sites, as well soon coming Doggie Park in the Arroyo. The staff also provides support to Parks and Recreation Commission, Youth Commission and Senior Commission, as well as the South Pasadena Community Fund, Community Center Ad Hoc Committee, San Pascual Stables Subcommittee and Arroyo Seco Golf Course and Racquet Center Lease Subcommittee.

SENIOR SERVICES

Budget Detail

101-8021

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	67,395	67,688	74,849	69,828	66,800	35,964
7010	Salaries - Temp / Part	48,655	39,751	63,983	74,780	85,000	94,788
7020	Overtime	409	1,221	-	450	-	-
7070	Leave Buyback	1,549	1,549	1,611	3,000	30	1,000
7100	Retirement	19,929	17,737	15,974	18,903	19,060	17,746
7108	Deferred Compensation	671	680	701	698	740	360
7110	Workers Compensation	1,386	1,652	2,544	3,458	5,340	2,435
7122	Unemployment Insurance	-	-	-	-	294	-
7130	Group Health Insurance	8,580	8,580	8,580	8,580	8,580	4,290
7140	Vision Insurance	240	240	240	240	240	120
7150	Dental Insurance	900	900	900	900	900	450
7160	Life Insurance	110	108	108	186	110	93
7170	FICA - Medicare	1,851	1,623	3,570	1,982	4,800	1,896
<WAGES & BENEFITS>		151,675	141,729	173,060	183,005	191,894	159,142
8000	Office Supplies	2,917	2,161	4,307	3,200	3,200	3,200
8010	Postage	992	2,612	1,962	2,500	2,000	2,000
8020	Special Department Expense	16,091	16,319	16,713	16,950	16,950	13,200
8040	Advertising	-	192	820	200	200	200
8050	Printing/Duplicating	3,732	3,305	4,537	4,200	4,200	4,200
8060	Dues & Memberships	145	150	190	400	300	400
8090	Conference & Meeting Expense	1,291	1,341	1,225	1,000	1,000	900
8110	Equipment Maintenance	2,464	2,489	3,015	2,350	3,200	3,500
8120	Building Maintenance	2,880	4,177	7,001	3,300	3,300	3,600
8140	Utilities	13,561	13,368	14,399	12,500	12,500	12,500
8150	Telephone	800	835	865	-	800	-
8170	Professional Service	-	3,000	1,750	3,000	3,000	3,000
8180	Contract Services	25,469	40,065	36,386	27,500	27,500	29,515
8200	Training Expense	-	1,184	-	500	500	500
8264	Special Events	628	100	1,066	2,000	1,950	5,500
8267	Classes	11,636	13,955	12,758	12,000	12,000	12,000
8300	Lease Payment	3,842	2,388	(448)	2,700	1,450	1,000
<OPERATIONS & MAINTENANCE>		86,448	107,641	106,546	94,300	94,050	95,215
8530	Computer Equipment	-	-	3,045	-	-	-
<CAPITAL OUTLAY>		-	-	3,045	-	-	-
[101-8021] Senior Services Total		238,123	249,370	282,651	277,305	285,944	254,357

SENIOR SERVICES

Budget Detail

101-8021

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Senior Services Supervisor

- 7010 Part-Time Salaries
Provides funds for Senior Division Staff; Management Aide (30%), Management Intern, Site Manager, and Recreation Leaders (3).

- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$3,200).

- 8010 Postage
Provides funds for the monthly senior newsletter (\$700) and general Senior Center postal expenses (\$1,100), and membership renewals (\$200).

- 8020 Special Department Expense
Provides for department supplies, services and activities for the Senior Center including funding for the volunteer recognition program (\$1,500), event entertainment (\$4,300), event supplies (\$2,500), coffee service (\$2,400), cleaning supplies (\$1,000) and health fair (\$1,500).

- 8040 Advertising
Provide advertisement in local paper regarding events (\$200).

- 8050 Printing and Duplicating
Provides funds for printing of the monthly senior newsletter (\$2,000), envelopes (\$600), printing for special events and programs (\$1,200), printing marketing post cards (\$400).

- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees and dues in California Parks and Recreation Society (CPRS) Senior Services Supervisor (\$200), Health Care Advocates (\$200).

- 8090 Conference and Meeting Expense
Provides funds for staff members to attend the annual California Park and Recreation Society (CPRS) conference March 2016, conference registration (\$900).

- 8110 Equipment Maintenance
Provides funds for office equipment, fire extinguishers (\$500), kitchen fire suppression system (\$200) and WIFI service for computer lab and facility (\$2,800).

- 8120 Building Maintenance
Paper products for restrooms (\$2,300), pest control (\$300) and HVAC maintenance (\$1,000).
- 8140 Electricity, Gas & Water Utilities
Provides funds for utility services to Senior Citizens Center (\$12,500).
- 8170 Professional Services
Agreement with licensed social worker to serve as field supervisor for the mental health program (\$3,000).
- 8180 Contract Services
Provide funds for fire (\$300) and security system maintenance (\$1,180), senior meals not covered by Community Block Grant (CDBG) contract (\$27,000), computer lab monthly maintenance (\$1,035).
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions (\$500).
- 8264 Excursions/ Special Events
Provides funds for senior excursions entrance and/or tour fee and box lunch for eleven trips (\$5,500).
- 8267 Classes
Provides for payment to contract instructors for senior classes with a fee, this in addition to free classes offered to members (\$12,000).
- 8300 Lease Payment
Provides for a portion of the postage meter lease (\$1,000).

COMMUNITY SERVICES

Budget Detail

101-8031

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	111,060	115,314	128,152	159,113	160,200	170,116
7010	Salaries - Temp / Part	9,078	8,128	7,624	10,500	8,500	10,500
7020	Overtime	(1,099)	(290)	(2,228)	1,000	2,000	2,000
7070	Leave Buyback	3,401	3,086	3,098	4,000	178	3,000
7100	Retirement	24,027	21,738	19,984	26,183	27,110	31,401
7108	Deferred Compensation	548	699	828	1,107	1,150	1,140
7110	Workers Compensation	1,791	2,356	3,687	4,999	20,330	5,651
7122	Unemployment Insurance	-	-	4,116	-	-	-
7130	Group Health Insurance	7,890	7,890	11,123	15,222	13,160	15,222
7140	Vision Insurance	305	305	225	456	250	456
7150	Dental Insurance	1,205	1,205	758	1,710	1,160	1,710
7160	Life Insurance	165	162	133	353	200	353
7170	FICA - Medicare	1,907	2,141	2,304	2,496	2,900	2,648
<WAGES & BENEFITS>		160,278	162,734	179,804	227,139	237,138	244,197
8000	Office Supplies	814	1,345	1,235	2,000	1,500	1,500
8010	Postage	330	1,032	779	1,500	1,200	1,000
8020	Special Department Expense	8,485	7,259	5,290	10,500	10,500	10,500
8040	Advertising	253	317	456	150	252	150
8050	Printing/Duplicating	488	497	157	400	200	400
8060	Dues & Memberships	820	615	1,010	787	755	920
8090	Conference & Meeting Expense	1,187	1,666	1,892	2,500	2,500	2,200
8110	Equipment Maintenance	62	463	98	850	3,000	6,960
8120	Building Maintenance	12,175	9,028	11,730	14,750	11,000	14,750
8140	Utilities	1,296	1,264	1,299	1,100	1,100	1,100
8150	Telephone	3,226	2,617	2,304	-	-	-
8180	Contract Services	3,665	3,220	3,224	5,650	5,000	5,450
8200	Training Expense	500	115	995	500	100	250
8264	Special Events	-	9	-	-	-	-
8300	Lease Payment	6,986	2,994	1,616	4,500	1,200	800
<OPERATIONS & MAINTENANCE>		40,287	32,441	32,085	45,187	38,307	45,980
8530	Computer Equipment	-	-	1,548	-	-	-
<CAPITAL OUTLAY>		-	-	-	-	-	-
[101-8031] Community Services Total		200,565	195,175	213,437	272,326	275,445	290,177

COMMUNITY SERVICES

Budget Detail

101-8031

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director and Community Services Coordinator
- 7010 Wages - Seasonal/Part-Time Employees
Provides funds for Recreation Leader for reservations and Management Aide (30%).
- 7020 Overtime
Provides for overtime pay for special events for staff to work beyond the regular eight hour work day.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies (\$1,500).
- 8010 Postage
Provides funds for mailing of general information on recreation and facility rental programs, community outreach for special projects, and for special events (\$1,000).
- 8020 Special Department Expense
Provides funds for general maintenance supplies, Parks & Recreation Commission support, tools for the War Memorial Building, Eddie Park House, and Youth House (\$2,000) Includes special meetings/community outreach/meeting supplies (\$1,800) and park development project costs (reports and studies (\$1,000). Includes promotional materials (\$500), department camera flash (\$500), Department PA System (\$3,000), and department staff shirts (\$1,700).
- 8040 Advertising
Advertise and promote facilities rentals of War Memorial Building & Garfield Youth House (\$75), special events and staff recruitments (\$75).
- 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) (\$400).
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS (\$475), NRPA (\$165), CPRS (\$170), SCMAF (\$110).
- 8090 Conference & Meetings Expenses
Provides funds for Community Services Director and Coordinator to attend the annual California Park and Recreation Society (CPRS) conference in March 2016 (So Cal) (\$2,000), CPRS monthly meetings, and other relevant meetings (\$200).

- 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), Playground Audit (\$6,000) and Piano tuning (\$110).
- 8120 Building Maintenance
Provides for quarterly War Memorial Building wood floor resurfacing (\$7,000), heating/air conditioning service (\$700), repairs and cleaning services at the War Memorial Building, Youth House and Eddie Park House (\$3,500), general repairs (\$800), clean drapes for WMB (\$1,750), and contract maintenance at Youth House (\$1,000).
- 8140 Electricity & Gas Utilities
Provides funds for utility services at Garfield Youth House (\$1,100).
- 8180 Contract Services
Provides funds for the security service for Youth House (\$900), pest control (\$800), temporary staff assistance as needed (\$550), fire alarm at War Memorial Building (\$750), and security Alarm (\$1,200) and servicing of facility kitchen appliances (\$1,250).
- 8200 Training Expense
Provides funds for job related training seminars and materials (\$250).
- 8300 Lease Payment
Provides partial funds for annual postage meter (\$800).

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	59,871	47,270	79,265	103,188	82,300	116,705
7010	Salaries - Temp / Part	163,467	164,431	166,020	150,000	150,000	177,060
7020	Overtime	1,349	1,510	-	600	1,000	1,200
7070	Leave Buyback	1,392	5,248	-	2,000	28	1,000
7100	Retirement	27,400	21,005	17,898	37,407	21,120	36,856
7108	Deferred Compensation	563	490	635	653	750	706
7110	Workers Compensation	3,152	3,985	6,548	6,591	14,700	7,622
7120	Disability Insurance	1,199	-	-	-	-	-
7122	Unemployment Insurance	-	1,571	(935)	-	1,029	-
7130	Group Health Insurance	8,015	5,625	5,767	16,080	9,990	16,080
7140	Vision Insurance	228	161	320	480	480	480
7150	Dental Insurance	8	-	900	1,800	1,600	1,800
7160	Life Insurance	104	83	99	372	180	372
7170	FICA - Medicare	6,150	7,721	10,293	4,081	14,200	4,277
	<WAGES & BENEFITS>	272,898	259,100	286,810	323,252	297,377	364,158
8000	Office Supplies	2,526	1,929	2,364	2,000	2,300	2,500
8010	Postage	1,000	1,228	778	1,000	500	500
8020	Special Department Expense	39,412	34,643	28,796	7,800	7,800	10,500
8040	Advertising	1,434	802	336	1,500	800	800
8050	Printing/Duplicating	1,641	1,903	439	600	-	250
8060	Dues & Memberships	210	220	331	500	330	315
8090	Conference & Meeting Expense	708	-	2,015	3,550	3,000	3,150
8110	Equipment Maintenance	479	1,282	1,337	2,450	2,400	850
8120	Building Maintenance	4,146	8,885	8,663	8,300	8,300	9,300
8180	Contract Services	16,267	18,617	15,923	15,300	15,300	20,155
8200	Training Expense	1,193	203	270	200	200	200
8264	Special Events	25,050	27,904	26,723	30,700	30,000	44,050
8267	Classes	108,462	147,089	133,750	105,000	105,000	113,750
8268	Camp Services	-	-	385	33,550	33,550	46,925
8300	Lease Payment	1,722	1,594	1,616	1,500	1,000	500
	<OPERATIONS & MAINTENANCE>	204,250	246,299	223,726	213,950	210,480	253,745
8520	Machinery & Equipment	5,075	-	-	-	-	-
8530	Computer Equipment		1,577	1,469	-	-	-
	<CAPITAL OUTLAY>	5,075	1,577	1,469	-	-	-
[101-8032] Recreation and Youth Services Total		482,223	506,976	512,005	537,202	507,857	617,903

RECREATION AND YOUTH SERVICES

Budget Detail

101-8032

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Youth Services Supervisor and Program Specialist.

- 7010 Wages - Seasonal/Part-Time Employees
Provides funds for Recreation Division staff including Management Aide, Management Intern, and various Recreational Leaders.

- 7020 Overtime
Provides overtime pay for after-hour /weekend related events to recreation.

- 7070 Leave Buyback
Provides funds for staff that opt to sell back hours of their leave balance.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (\$2,500).

- 8010 Postage
Provides funds for correspondence and advertising for recreation programs and services and special events receipts for leisure classes, special events, park picnic reservations (\$250), and event promotion and advertising (\$250).

- 8020 Special Department Expense
Cleaning supplies (\$300), provide funds for tennis court net replacement & windscreens (\$4,000) purchase annual DogiPot bags (\$4,000) Youth Commission event (\$1,500), mileage (\$500), replacement of basketball court net (\$100) and purchase of first aid kit (\$100).

- 8040 Advertising
Provides funds to promote recreation programs and events, staff recruitments (\$150), and special events promotion: Breakfast with Santa, Halloween Spooktacular, Spring Eggstravaganza, and Doggy Day with Cats too (\$650).

- 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 (\$315).

- 8090 Conference and Meeting Expense
Provides funds for California Park and Recreation Society annual conference and to attend relevant professional organization meeting includes annual conference registration, (\$1,500), local and regional professional development meetings/trainings (\$150), and annual Maintenance School (\$1,500).

- 8110 Equipment Maintenance
Provides funds for office equipment maintenance including credit card (\$150), copy (\$250) and fax machine (\$100), replacement printer (\$350).
- 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), Camp Med AC unit Replacement (\$6,000) Orange Grove Park bathroom floor resurfacing (\$1,000).
- 8180 Contract Services
Provides funds for contract services for portable toilet service at the Skate Park and arroyo baseball field (\$4,700), fire alarm service for Recreation Center (\$520), security system for Recreation Center (\$900), temporary vacation staff assistance (\$800), and Skate Park repairs (\$13,235).
- 8200 Training Expense
Provides funds for staff training (\$200).
- 8264 Special Events
Provides funds for South Pasadena Doggy Day (\$750), Spring family community event (\$5,000), annual Relay for Life Kids Kamp (\$500), Youth Commission activities (\$2,500), Shakespeare in the Park (\$1,000), annual Walk/Bike to School event (\$1,200), Halloween event (\$3,500), Breakfast with Santa (\$3,000), and Recreation Division special events supplies (\$2,100) Snow Day (\$10,000), National Night Out (\$1,500). Revenue received for some events. Provides funds for the annual summer concerts in the Park series, this program is funded with community donations. Summer 2015 concerts (\$6,500) and summer 2016 concerts (\$6,500).
- 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 \$175,000 next year. 65% of which is paid to the contracted instructors (\$113,750).
- 8268 Camp Med
Provides funds for Camp Med school year and summer program supplies and trips; field trips (\$8,500). Summer pool usage (\$2,100), water service (\$150), snacks (\$4,000), program supplies (\$2,500), Camp Med t-shirts (\$1,850), middle school camp program (\$4,000). Provides funds to promote after school care and summer programs (\$300), printing for day care program (\$600), carpet/couch cleaning (\$1,200), camp med supplies and activities (\$7,000). Provides funds for required First Aid/CPR training for staff (\$1,000), California Park & Recreation trainings for part-time staff (\$1,900), purchase couch/chairs (\$1,500), purchase new cubbies (\$3,000), Parent Night (\$1,000), annual movie licensing (\$575), Internet (\$1,000), mileage reimbursement (\$350), first aid supplies (\$1,900), monthly special events (\$1,000), Volunteer Shirts (\$350), staff sweatshirts (\$500), computer lab educational software (\$650).
- 8300 Lease Payment
Provides for a portion of postage machine (\$500).

PROP "A" - LOCAL TRANSIT ADMINISTRATION

Budget Detail

205-2210

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	25,466	26,299	24,488	9,301	7,100	9,527
7020	Overtime	10	35	35	-	-	-
7070	Leave Buyback	577	571	464	-	-	-
7100	Retirement	5,124	4,758	3,606	1,457	1,550	1,688
7108	Deferred Compensation	219	229	193	86	100	89
7110	Workers Compensation	474	655	759	1,578	540	364
7130	Group Health Insurance	2,017	2,047	1,871	631	490	631
7131	Retiree Health Insurance	9,160	2,324	9,441	-	-	-
7140	Vision Insurance	32	32	31	19	8	19
7150	Dental Insurance	153	152	146	72	40	72
7160	Life Insurance	27	27	24	15	10	15
7170	FICA - Medicare	370	597	363	135	150	138
<WAGES & BENEFITS>		43,629	37,726	41,421	13,294	10,719	12,543
8060	Dues & Memberships	5,900	1,550	3,000	3,000	3,000	3,000
8250	Bus Pass Subsidy	6,977	6,340	7,273	10,000	7,000	10,000
<OPERATIONS & MAINTENANCE>		12,877	7,890	10,273	13,000	10,000	13,000
[205-2210] Prop "A" Administration Total		56,506	45,616	51,694	26,294	20,719	25,543

PROP "A" - LOCAL TRANSIT ADMINISTRATION

Budget Detail

205-2210

PERSONNEL SERVICES

7000 Salaries – Regular Employees

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

7070 Leave Buyback

Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8060 Dues & Memberships

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

8250 Bus Pass Subsidy

Provides a portion of LTR "A" - Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents (\$10,000).

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	86,832	61,046	4,483	-	-	35,964
7010	Salaries - Temp / Part	12	11,622	115,870	171,895	150,000	150,000
7020	Overtime	13,916	16,542	989	-	-	-
7040	Holiday	237	-	-	-	-	-
7055	IOD - Non Safety	-	1,730	-	-	-	-
7070	Leave Buyback	179	-	-	-	-	-
7100	Retirement	18,000	12,311	7,395	21,278	3,700	24,372
7108	Deferred Compensation	-	-	-	-	-	360
7110	Workers Compensation	1,798	1,726	4,529	5,144	5,800	3,540
7120	Disability Insurance	-	9,111	-	-	-	-
7122	Unemployment Insurance	-	-	10,294	-	-	-
7130	Group Health Insurance	12,080	10,786	-	-	-	4,290
7131	Retiree Health Insurance	-	7,064	-	-	-	-
7140	Vision Insurance	480	400	-	-	-	120
7150	Dental Insurance	1,510	1,307	-	-	-	450
7160	Life Insurance	209	189	-	-	-	93
7170	FICA - Medicare	1,489	1,643	5,924	2,571	7,860	2,696
<WAGES & BENEFITS>		136,742	135,477	149,484	200,888	167,360	221,885
8000	Office Supplies	-	-	2,770	3,000	1,500	2,000
8010	Postage	-	-	509	650	450	650
8020	Special Department Expense	-	85	7,038	6,500	3,500	6,000
8040	Advertising	-	-	144	500	200	500
8050	Printing/Duplicating	-	-	801	800	2,000	2,000
8100	Vehicle Maintenance	-	1,005	40,125	30,000	30,000	33,000
8105	Fuel	-	-	3,982	6,000	5,000	8,000
8132	Uniform Expense/Cleaning	-	-	1,475	2,000	1,500	2,000
8150	Telephone	-	-	1,020	-	1,000	-
8180	Contract Services	-	-	8,682	20,250	25,000	31,750
8200	Training Expense	-	-	529	1,500	1,400	1,800
8300	Lease Payment	-	-	1,616	2,000	1,250	1,250
<OPERATIONS & MAINTENANCE>		-	1,090	68,691	73,200	72,800	88,950
8530	Computer Equipment	-	-	9,158	-	-	45,000
8540	Automotive Equipment	-	-	-	-	59,100	85,000
<CAPITAL OUTLAY>		-	-	9,158	-	59,100	130,000
[205-8025] Dial-A-Ride Total		136,742	136,567	227,333	274,088	299,260	440,835

PROP "A" – DIAL A RIDE

Budget Detail

205-8025

PERSONNEL SERVICES

- 7010 Regular Salaries
Provides funds for Management Aide (40%), Management Aide (100%) and Drivers.

- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office stationery, forms, and miscellaneous supplies
Increase due to combined operations of Dial a Ride (\$2,000).

- 8010 Postage
Provides funds for postal expenses for Dial-a-Ride related services (\$650).

- 8020 Special Department Expense
Provides for vehicle cleaning supplies, minor equipment for vans, DMV pull notice program, and DMV physicals for drivers, fire extinguisher maintenance, and random drug testing (\$6,000).

- 8040 Advertising
Provides funds for advertising staff recruitments for the Community Transit Program and promotional advertisements for Dial-a-Ride (\$500).

- 8050 Printing & Duplication
Provides funds for printing promotional materials to promote Dial-a-Ride service and Dial-a-Ride brochures (\$2,000).

- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of two 2006 and three 2012 MV-1 utility vehicle (\$27,000), and van and vehicle cleaning (\$6,000).

- 8105 Fuel
Fuel to operate Community Transit vehicles 5 CNG vehicles (\$8,000).

- 8132 Uniform Maintenance
Provides for the purchase and replacement of uniforms and jackets (\$2,000).

- 8180 Contract Services
Provides funds for temporary employment services - transit drivers (\$1,500). Buses for City excursions (\$30,250).

8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions (\$1,800).

8300 Lease Payment
Provides funds for copier lease used by transit program (\$1,250).

CAPITAL OUTLAY

8530 Computer Equipment
Computer software for passengers tracking and appointments for Dial-A -Ride (\$45,000).

8540 Automotive Equipment
Purchase of a transit passenger van (\$85,000).

PROP "C" - LOCAL TRANSIT ADMINISTRATION

Budget Detail

207-2260

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	39,383	43,283	27,432	4,383	4,700	4,461
7020	Overtime	10	35	-	-	-	-
7070	Leave Buyback	1,200	925	847	-	-	-
7100	Retirement	7,919	7,803	4,165	687	1,060	791
7108	Deferred Compensation	357	397	238	37	64	38
7110	Workers Compensation	722	1,052	903	2,291	360	162
7130	Group Health Insurance	3,047	3,130	1,866	287	290	287
7131	Retiree Health Insurance	7,339	1,862	-	-	-	-
7140	Vision Insurance	50	54	30	10	6	10
7150	Dental Insurance	231	231	142	36	23	36
7160	Life Insurance	41	41	29	7	7	7
7170	FICA - Medicare	574	840	415	64	99	65
<WAGES & BENEFITS>		60,873	59,653	36,067	7,802	6,609	5,857
8020	Misc. Supplies - Parking	-	-	-	2,000	-	3,000
8060	Dues & Memberships	2,000	3,000	3,000	3,000	3,000	3,000
8061	HOA Dues	19,241	20,400	20,400	20,400	20,400	32,168
8180	Contract Services	7,828	8,054	8,301	8,281	8,300	8,301
<OPERATIONS & MAINTENANCE>		29,069	31,454	31,701	33,681	31,700	46,469
8540	Automotive Equipment	-	51,721	-	-	-	-
<CAPITAL OUTLAY>		-	51,721	-	-	-	-
[207-2260] Prop "C" Administration Total		89,942	142,828	67,768	41,483	38,309	52,326

PROP "C" - LOCAL TRANSIT ADMINISTRATION

Budget Detail

207-2260

PERSONNEL SERVICES

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

OPERATIONS & MAINTENANCE

- 8020 Provides funds for supplies and maintenance of the Mission Meridian Parking Garage (\$3,000), additional funding is in the Mission Meridian Public Garage account.
- 8060 Dues & Memberships
Provides funds for a portion of membership to the San Gabriel Valley Council of Government (SGVCOG) (\$3,000).
- 8061 Property Owners' Association Dues
Provides funds for the transit portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues (\$32,168).
- 8180 Contract Services
Janitorial services for the Mission Meridian Village Parking Garage by Avalon Property Services (\$8,301).

PROP "C" – DIAL A RIDE

Budget Detail

207-8025

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	6,085	(5,135)	64,292	127,440	89,200	190,038
7010	Salaries - Temp / Part	131,249	148,109	5,566	-	2,500	-
7020	Overtime	5,587	3,153	4,882	5,000	1,500	2,500
7040	Holiday	-	-	84	-	-	-
7055	IOD - Non Safety	-	-	411	-	-	-
7100	Retirement	13,304	13,286	9,523	19,958	7,890	23,897
7110	Workers Compensation	4,541	5,528	1,854	8,141	8,630	9,596
7120	Disability Insurance	-	-	2,740	-	18,262	-
7130	Group Health Insurance	-	-	11,142	22,500	21,120	30,000
7131	Retiree Health Insurance	-	5,659	-	-	-	-
7140	Vision Insurance	-	-	383	720	720	960
7150	Dental Insurance	-	-	900	2,700	1,780	3,600
7160	Life Insurance	-	-	108	558	230	744
7170	FICA - Medicare	4,560	4,574	1,241	1,848	1,940	2,792
<WAGES & BENEFITS>		165,326	175,174	103,126	188,865	153,772	264,127
8000	Office Supplies	1,564	2,134	-	-	-	-
8010	Postage	200	507	-	-	-	-
8020	Special Department Expense	2,863	5,770	-	-	-	-
8040	Advertising	353	-	-	-	-	-
8050	Printing/Duplicating	742	327	-	-	-	-
8100	Vehicle Maintenance	44,681	39,534	-	-	-	-
8105	Fuel	23,740	9,198	-	-	-	-
8132	Uniform Expense/Cleaning	741	1,436	-	-	-	-
8150	Telephone	1,274	-	-	-	-	-
8180	Contract Services	120	1,003	-	-	-	-
8200	Training Expense	940	1,170	-	-	-	-
8300	Lease Payment	1,939	2,209	-	-	-	-
<OPERATIONS & MAINTENANCE>		79,156	63,288	-	-	-	-
8520	Machinery & Equipment	-	-	-	-	-	60,000
8530	Computer Equipment	13,834	-	-	-	-	-
<CAPITAL OUTLAY>		13,834	-	-	-	-	60,000
[207-8025] Dial-A-Ride Total		258,316	238,462	103,126	188,865	153,772	324,127

PROP “C” – DIAL A RIDE

Budget Detail

207-8025

PERSONNEL SERVICES

7000 Full time Salaries

Provides funds for Transit Coordinator, Program Specialist and two Drivers.

7020 Overtime

Provides overtime pay for after-hours relating to transit.

7070 Leave Buyback

Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8520 Machinery & Equipment

Upgrades to the CNG fill station that is used by Dial-A-Ride. (\$60,000).

Arroyo Seco Golf Course - Administration

Budget Detail

295-8041

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	78,132	79,000	67,942	91,670	45,937	-
7110	Workers Compensation	3,045	2,894	2,963	2,979	2,979	-
7130	Group Health Insurance	2,781	966	-	4,800	2,400	-
7170	FICA - Medicare	11,862	11,682	13,712	15,126	13,500	-
	<WAGES & BENEFITS>	95,820	94,542	84,617	114,575	64,816	-
8000	Office Supplies	6,566	4,768	4,218	8,200	3,000	8,100
8020	Special Department Expense	35,552	32,618	38,265	30,900	30,000	32,160
8040	Advertising	1,918	388	1,065	6,000	1,000	6,000
8120	Building Maintenance	9,466	9,440	18,696	24,304	12,000	24,204
8140	Utilities	7,277	7,435	8,460	8,550	8,550	8,700
8150	Telephone	5,700	4,965	5,383	5,700	5,700	8,100
8160	Legal Service	-	15,136	33,610	-	-	-
8170	Professional Service	-	-	3,999	101,996	101,996	101,996
8180	Contract Services	-	103,940	96,000	4,800	-	111,378
8191	Liability & Surety Bonds	18,974	5,271	3,480	-	4,800	5,400
8229	Taxes	-	589	540	540	552	600
8300	Lease Payment	4,256	4,787	4,959	5,100	5,100	5,160
	<OPERATIONS & MAINTENANCE>	89,709	189,337	218,675	196,090	172,698	311,798
[295-8041]	General Administration Total	185,529	283,879	303,293	310,665	237,514	311,798

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 (\$8,100).

- 8020 Special Department Expense
Postage and freight (\$300), credit card and bank fees & charges (\$20,485), computer services (\$9,600), donations (\$1,200) and taxes (\$575).

- 8040 Advertising
Promotions and ads for Golf Course (\$6,000).

- 8120 Building Maintenance
Maintenance (\$18,000) and Janitorial Supplies (\$5,700) Burglar alarm (\$504).

- 8140 Utilities
Funds for Water (\$2,700), Gas and Electricity (\$6,000).

- 8150 Telephone
Telephone and Internet services (\$8,100).

- 8170 Professional Services
Administrative fee (98,000 a year) and consultant fees (\$3,996 a year).

- 8180 Contract Services
Compensation for Manager and Starter (\$111,378).

- 8191 Liabilities and Surety Bonds
Liability Insurances (\$5,400)

- 8229 Taxes
Property taxes (\$600).

- 8300 Lease Payment
Equipment and Lease payments (\$5,160)

Arroyo Seco Golf Course - Course Maintenance

Budget Detail

295-8042

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	181,114	186,804	192,776	190,004	190,004	-
7110	Workers Compensation	6,992	10,610	10,862	8,075	8,075	-
7130	Group Health Insurance	-	-	-	19,200	-	-
7170	FICA - Medicare	18,816	17,617	17,777	20,425	20,000	-
	<WAGES & BENEFITS>	206,922	215,031	221,415	237,704	218,079	-
8020	Special Department Expense	8,441	14,897	21,962	5,800	15,000	6,450
8100	Vehicle Maintenance	11,642	11,526	10,293	18,100	16,000	18,600
8120	Building Maintenance	29,506	26,097	29,946	30,500	25,000	31,500
8130	Small Tools	98	-	-	2,400	600	2,400
8132	Uniform Expense/Cleaning	5,626	5,527	5,901	6,900	5,000	6,000
8140	Utilities	69,046	67,629	67,486	63,000	63,000	65,250
8150	Telephone	-	1,485	1,281	-	1,300	1,680
8180	Contract Services	-	-	-	-	-	237,466
	<OPERATIONS & MAINTENANCE>	124,359	127,161	136,869	126,700	125,900	369,346
[295-8042]	Golf Course Maintenance Total	331,281	342,192	358,284	364,404	343,979	369,346

Course Maintenance

Budget Detail

295-8042

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Trees, shrubs, flowers (\$600), supplies (\$4,850), and license and permits (\$1,000).

- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$6,600), oil and gas (\$12,000).

- 8120 Building Maintenance
Maintenance (\$18,000), fertilizer seed and chemicals (\$6,000), sand, gravel and top soil (\$3,900) and course irrigation repairs (\$3,600).

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

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

- 8140 Utilities
Funds for electricity (\$65,250) .

- 8150 Telephone
Funds for telephone (\$1,680).

- 8180 Contract Services
Compensation for maintenance staff (\$237,466).

Arroyo Seco Golf Course – Driving Range

Budget Detail

295-8043

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	24,537	26,423	26,814	30,931	30,000	-
7110	Workers Compensation	975	1,447	1,481	1,315	1,315	-
7170	FICA - Medicare	3,289	2,808	2,739	3,866	3,866	-
	<WAGES & BENEFITS>	28,801	30,678	31,034	36,112	35,181	-
8020	Special Department Expense	25,901	12,753	11,509	19,200	17,000	18,900
8120	Building Maintenance	3,321	4,950	11,588	12,000	8,000	9,000
8180	Contract Services	-	-	-	-	-	40,373
	<OPERATIONS & MAINTENANCE>	29,222	17,703	23,097	31,200	25,000	68,273
[295-8043] Range Total		58,023	48,381	54,131	67,312	60,181	68,273

Driving Range

Budget Detail

295-8043

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$16,500) and supplies (\$2,400).

- 8120 Building Maintenance
Maintenance of range, netting, and irrigation (\$9,000).

- 8180 Contract Services
Compensation for maintenance staff and starter (\$40,373).

Arroyo Seco Golf Course – Golf Shop

Budget Detail

295-8044

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	61,596	61,214	74,919	77,367	77,367	-
7110	Workers Compensation	1,952	2,894	2,962	2,708	2,708	-
7170	FICA - Medicare	7,411	6,683	7,436	9,671	9,671	-
	<WAGES & BENEFITS>	70,959	70,791	85,317	89,746	89,746	-
8020	Special Department Expense	3,959	4,048	3,415	5,000	5,000	7,850
8120	Building Maintenance	-	-	-	1,200	600	1,200
8180	Contract Services	-	-	-	-	-	78,095
	<OPERATIONS & MAINTENANCE>	3,959	4,048	3,415	6,200	5,600	87,145
[295-8044] Golf Shop Total		74,918	74,839	88,732	95,946	95,346	87,145

Golf Shop

Budget Detail

295-8044

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Clothing, gloves, and other supplies (\$7,850).

- 8120 Building Maintenance
Cleaning (\$1,200).

- 8180 Contract Services
Compensation for Starter (\$78,095).

Arroyo Seco Golf Course – Food and Beverage

Budget Detail

295-8045

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	130,134	93,174	85,431	99,167	99,167	-
7110	Workers Compensation	4,228	6,270	6,418	3,967	3,967	-
7170	FICA - Medicare	12,559	10,831	10,065	11,404	11,404	-
	<WAGES & BENEFITS>	146,921	110,275	101,914	114,538	114,538	-
8020	Special Department Expense	17,188	20,461	15,498	20,980	20,980	9,848
8120	Building Maintenance	8,152	7,879	6,436	14,400	7,000	12,000
8130	Small Tools	4,268	1,024	1,967	2,400	500	3,200
8132	Uniform Expense/Cleaning	46	-	-	-	-	-
8180	Contract Services	-	-	-	-	-	121,743
	<OPERATIONS & MAINTENANCE>	29,654	29,364	23,901	37,780	28,480	146,791
[295-8045] Food Service Total		176,575	139,639	125,815	152,318	143,018	146,791

Food and Beverage

Budget Detail

295-8045

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Supplies such as china, silverware, glassware (\$1,200), paper products (\$941), linens (\$2,744), rental equipment for events (\$627), license and permits (\$1,200), and supplies (\$3,136).

8120 Building Maintenance

Maintenance (\$12,000).

8130 Small Tools

Purchase of tools for repairs (\$3,200).

8180 Contract Services

Compensation for restaurant staff (\$121,743).

SUCCESSOR AGENCY - CRA ADMINISTRATION

Budget Detail

227-7210

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	43,156	143,093	126,568	165,005	166,500	118,875
7020	Overtime	-	-	294	-	180	-
7070	Leave Buyback	892	5,989	2,225	-	81	-
7100	Retirement	7,236	25,957	18,259	25,841	23,580	18,042
7108	Deferred Compensation	387	1,469	1,122	3,217	1,580	2,384
7110	Workers Compensation	330	2,149	3,816	5,816	7,570	3,110
7130	Group Health Insurance	2,823	8,210	6,035	11,184	9,040	7,447
7131	Retiree Health Insurance	998	3,898	3,920	-	1,906	-
7140	Vision Insurance	77	241	246	324	300	221
7150	Dental Insurance	300	808	448	1,215	690	828
7160	Life Insurance	32	110	97	251	130	171
7170	FICA - Medicare	536	2,104	1,845	2,393	2,520	1,724
	<WAGES & BENEFITS>	56,767	194,027	164,873	215,246	214,077	152,802
8020	Special Department Expense	-	210	-	-	-	-
8090	Conference & Meeting Expense	56	551	-	-	-	-
8140	Utilities	-	209	-	-	-	-
8160	Legal Service	4,984	78,929	10,098	10,000	2,066	5,000
8170	Professional Service	10,447	49,036	50,069	-	-	-
8180	Contract Services	352	138	-	-	-	-
8400	Overhead Allocation	16,023	27,484	27,484	27,396	27,396	21,773
	<OPERATIONS & MAINTENANCE>	31,861	156,558	87,650	37,396	29,462	26,773
[227-7210] CRA Downtown Revitalization Total		88,628	350,585	252,523	252,642	243,539	179,575

SUCCESSOR AGENCY - CRA ADMINISTRATION

Budget Detail

227-7210

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the City Manager, Assistant to the City Manager, Human Resources Manager, Director of Finance, and Assistant Finance Director. Refer to the Appendix for a detailed allocation list.

7070 Leave Buyback

Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract Redevelopment Agency attorney (\$5,000).

8400 Overhead Allocation

Charges for administrative services provided by the General Fund (\$21,773).

SUCCESSOR AGENCY - CRA HOUSING

Budget Detail

229-7220

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	8,010	-	-	-	-	-
7020	Overtime	37	-	-	-	-	-
7070	Leave Buyback	313	-	-	-	-	-
7100	Retirement	1,534	-	-	-	-	-
7108	Deferred Compensation	52	-	-	-	-	-
7110	Workers Compensation	88	-	-	-	-	-
7130	Group Health Insurance	485	-	-	-	-	-
7131	Retiree Health Insurance	576	-	-	-	-	-
7140	Vision Insurance	14	-	-	-	-	-
7150	Dental Insurance	46	-	-	-	-	-
7160	Life Insurance	11	-	-	-	-	-
7170	FICA - Medicare	118	-	-	-	-	-
	<WAGES & BENEFITS>	11,285	-	-	-	-	-
8140	Utilities	(160)	-	-	-	-	-
8170	Professional Service	4,348	-	-	-	-	-
8180	Contract Services	39	-	-	-	-	-
8400	Overhead Allocation	9,226	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	13,453	-	-	-	-	-
	[229-7220] CRA Housing Total	24,738	-	-	-	-	-

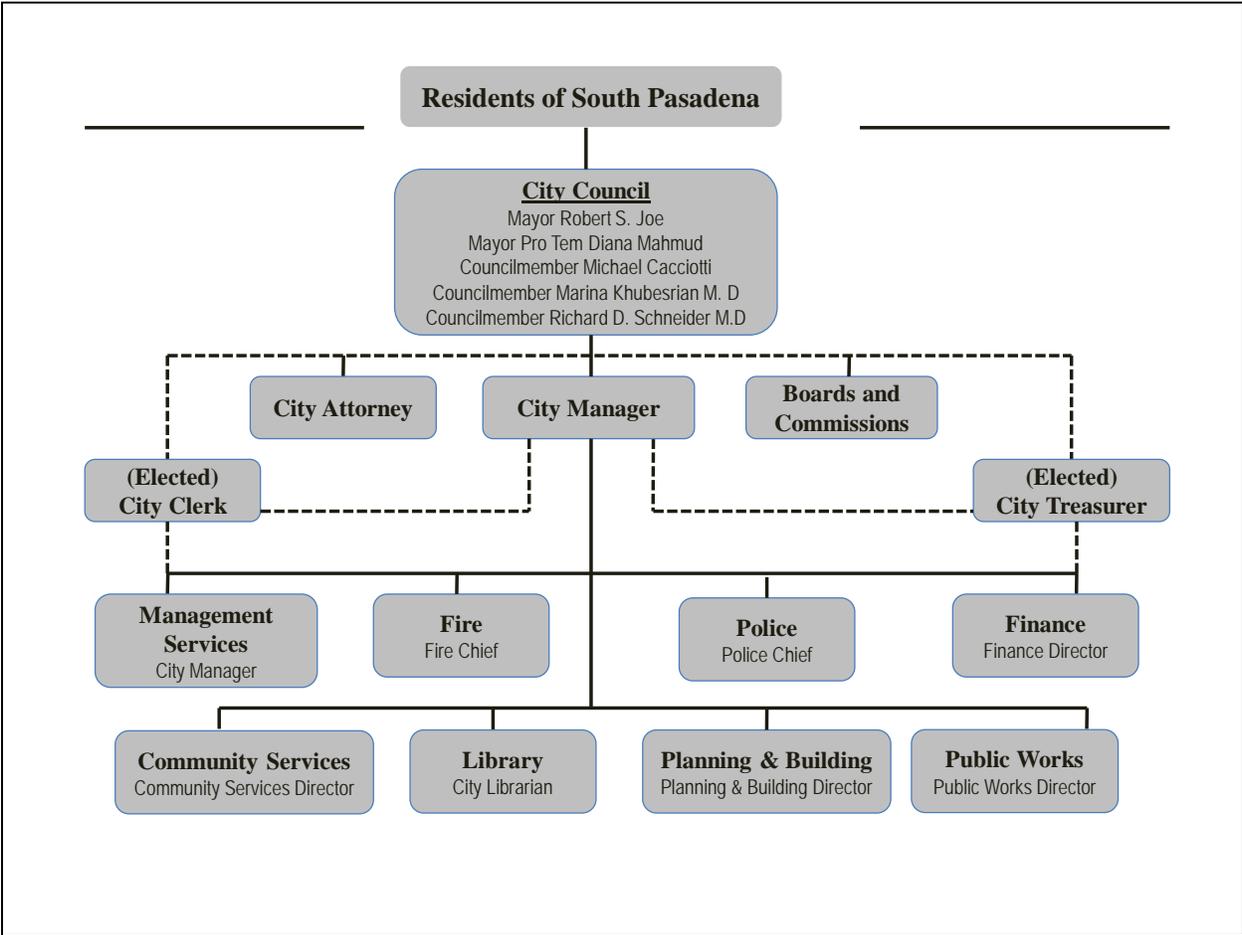
SUCCESSOR AGENCY – CRA DEBT SERVICE

Budget Detail

227-7211 & 229-7221

Acct	Account Title	Actual	Actual	Actual	Budget	Estimated	Adopted
		2011/12	2012/13	2013/14	2014/15	2014/15	2015/16
7000	Salaries - Permanent	43,156	143,093	126,568	165,005	166,500	118,875
7020	Overtime	-	-	294	-	180	-
7070	Leave Buyback	892	5,989	2,225	-	81	-
7100	Retirement	7,236	25,957	18,259	25,841	23,580	18,042
8170	Professional Service	-	2,203	3,728	2,000	1,978	2,000
8330	Debt Service - Principal	72,000	-	-	105,000	105,000	110,000
8331	Debt Service - Interest	43,236	102,271	96,890	92,119	92,119	86,082
	<OPERATIONS & MAINTENANCE>	115,236	104,474	100,618	199,119	199,097	198,082
	[227-7211] CRA Debt Service Total	115,236	104,474	100,618	199,119	199,097	198,082
8330	Debt Service - Principal	18,000	-	-	-	-	-
8331	Debt Service - Interest	10,809	-	-	-	-	-
	<OPERATIONS & MAINTENANCE>	28,809	-	-	-	-	-
	[229-7221] CRA Housing Debt Service Total	28,809	-	-	-	-	-

Organization Chart



Full-Time Authorized Positions

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>
Management Services					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	1.00	-
Assistant to the City Manager	-	-	-	-	1.00
Chief Deputy City Clerk	-	-	-	1.00	1.00
City Clerk	1.00	1.00	1.00	-	-
Executive Assistant	1.00	1.00	1.00	1.00	-
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Principal Management Analyst	-	-	-	1.00	1.00
Transportation Manager	1.00	1.00	1.00	-	-
Sr. Management Analyst	-	-	-	1.00	1.00
Grants Analyst	1.00	1.00	1.00	-	-
Management Analyst	1.00	1.00	1.00	1.00	2.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
HR Technician	-	-	-	1.00	1.00
Management Assistant	-	-	-	-	1.00
Management Aide	1.00	1.00	1.00	2.00	-
	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>	<u>12.00</u>	<u>11.00</u>
Finance Department					
Finance Director	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00
Utility Billing Coordinator	1.00	1.00	-	-	-
Management Analyst	-	-	-	1.00	1.00
Payroll Coordinator	-	-	1.00	1.00	1.00
Filing Liaison	1.00	1.00	1.00	1.00	1.00
Management Assistant	-	-	-	1.00	1.00
Accounting Technician	2.00	2.00	1.00	1.00	1.00
Senior Account Clerk	-	-	-	2.00	2.00
Account Clerk	2.00	2.00	2.00	-	-
	<u>8.00</u>	<u>8.00</u>	<u>7.00</u>	<u>9.00</u>	<u>9.00</u>
Police Department					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00	2.00
Police Sergeant	7.00	7.00	7.00	7.00	6.00
Corporal	5.00	5.00	5.00	5.00	5.00
Police Officer	21.00	21.00	21.00	21.00	22.00
Senior Clerk	1.00	1.00	1.00	1.00	1.00
Support Services Assistant	1.00	1.00	1.00	1.00	1.00
Police Clerk II	4.00	4.00	4.00	4.00	4.00
Police Assistant	8.00	8.00	8.00	8.00	8.00
Parking Control Officer	-	-	-	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>	<u>52.00</u>	<u>52.00</u>

Full-Time Authorized Positions

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>
Fire Department					
Deputy Fire Chief	-	-	-	1.00	1.00
Battalion Chief	3.00	3.00	3.00	-	-
Fire Captain	3.00	3.00	3.00	3.00	3.00
Fire Engineer	6.00	6.00	6.00	6.00	6.00
Firefighter/Paramedic	12.00	12.00	12.00	9.00	9.00
	<u>24.00</u>	<u>24.00</u>	<u>24.00</u>	<u>19.00</u>	<u>19.00</u>
Public Works Department					
<u>Administration/Engineering Division</u>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	1.00
Public Works Operation Manager	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Civil Engineering Assistant	1.00	1.00	1.00	1.00	1.00
Public Works Assistant	1.00	1.00	1.00	1.00	1.00
Public Works Inspector	-	-	-	1.00	1.00
<u>Maintenance Division</u>					
Public Works Superintendent	0.50	0.50	0.50	-	-
Parks Supervisor	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Street Supervisor	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00
Senior Maintenance Worker	3.00	3.00	3.00	2.00	3.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Maintenance Worker I/II	4.00	5.00	5.00	5.00	5.00
Management Assistant	1.00	1.00	1.00	1.00	1.00
<u>Water Enterprise Division</u>					
Public Works Superintendent	0.50	0.50	0.50	-	-
Water Operations Manager	2.00	1.00	1.00	1.00	1.00
Water Conservation Analyst	-	1.00	1.00	-	-
Senior Maintenance Worker	1.00	-	-	-	1.00
Senior Water Production Operator	-	-	-	-	1.00
Water Production/Treatment Operator	3.00	3.00	3.00	3.00	2.00
Maintenance Worker I/II	4.00	5.00	5.00	7.00	5.00
	<u>30.00</u>	<u>31.00</u>	<u>31.00</u>	<u>31.00</u>	<u>31.00</u>
Planning & Building Department					
Planning & Building Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Community Improvement Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

Full-Time Authorized Positions

	2011/12	2012/13	2013/14	2014/15	2015/16
Library					
City Librarian	1.00	1.00	1.00	1.00	1.00
Senior Librarian	3.00	3.00	3.00	3.00	3.00
Librarian	3.00	2.00	2.00	2.00	2.00
Library Technical Assistant	1.00	1.00	1.00	1.00	1.00
Library Clerk II	1.00	1.00	1.00	1.00	1.00
Library Clerk I	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
	11.00	10.00	10.00	10.00	10.00
Community Services Department					
Community Services Director	1.00	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00
Youth Services Supervisor	1.00	1.00	1.00	1.00	1.00
Community Services Coordinator	2.00	2.00	2.00	2.00	2.00
Program Specialist	-	-	-	1.00	2.00
Transportation Driver	1.00	1.00	1.00	2.00	2.00
	6.00	6.00	6.00	8.00	9.00
Grand Total Full-Time	145.00	145.00	144.00	146.00	146.00

Part-Time Positions

	2015/16	
	Max 18 Hours	Max 28 Hours
Management Services		
Management Analyst	-	1.00
Management Intern	1.00	-
Police Department		
Crossing Guards	11.00	-
Police Cadets	8.00	-
Fire Department		
Fire Prevention Specialist	2.00	1.00
Public Works Department		
Professional Intern	1.00	-
Planning & Building Department		
Management Intern	-	2.00
Library		
Library Aide I	7.00	1.00
Library Aide II	-	2.00
Clerk I	1.00	2.00
Clerk II	1.00	2.00
Library Intern	1.00	-
Librarian Substitute	10.00	-
Children's Librarian	1.00	1.00
Community Services Department		
Camp Director	-	1.00
Management Aide		3.00
Management Intern	1.00	1.00
Program Specialist	-	1.00
Recreation Leader I	10.00	16.00
Recreation Leader II	3.00	1.00
Recreation Leader III	3.00	4.00
Site Manager	1.00	-
Transit Driver	-	3.00
Grand Total Part-Time	62.00	42.00
Full-Time Equivalent	27.90	29.40

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	230 Gas Tax	500 Water	Total
Management Services									
City Manager	0.45	-	-	0.06	-	0.19	-	0.30	1.00
Assistant City Manager	-	-	-	-	-	-	-	-	-
Assistant to the City Manager	0.55	-	-	0.07	-	0.18	-	0.20	1.00
Chief Deputy City Clerk	1.00	-	-	-	-	-	-	-	1.00
Human Resources Manager	0.80	-	-	-	-	-	-	0.20	1.00
Principal Management Analyst	0.90	-	-	-	-	-	-	0.10	1.00
Sr. Management Analyst	-	-	-	-	-	-	-	1.00	1.00
Management Analyst	0.85	-	-	-	-	-	-	0.15	1.00
Management Analyst	0.95	-	-	-	-	-	-	0.05	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	1.00
HR Technician	0.80	-	-	-	-	-	-	0.20	1.00
Management Assistant	1.00	-	-	-	-	-	-	-	1.00
City Manager Total	8.30	-	-	0.13	-	0.37	-	2.20	11.00
Finance Department									
Finance Director	0.28	-	-	0.12	-	0.20	-	0.40	1.00
Assistant Finance Director	0.28	-	-	0.16	-	0.15	-	0.41	1.00
Management Analyst	0.98	0.01	0.01	-	-	-	-	-	1.00
Payroll Coordinator	0.80	-	-	0.05	-	-	-	0.15	1.00
Filing Liaison	1.00	-	-	-	-	-	-	-	1.00
Management Assistant	0.45	-	-	-	-	-	-	0.55	1.00
Accounting Technician	0.80	-	-	0.05	-	-	-	0.15	1.00
Senior Account Clerk	1.85	-	-	0.05	-	-	-	0.10	2.00
Finance Total	6.44	0.01	0.01	0.43	-	0.35	-	1.76	9.00
Police Department									
Police Chief	1.00	-	-	-	-	-	-	-	1.00
Police Captain	2.00	-	-	-	-	-	-	-	2.00
Police Sergeant	7.00	-	-	-	-	-	-	-	7.00
Corporal	5.00	-	-	-	-	-	-	-	5.00
Police Officer	21.00	-	-	-	-	-	-	-	21.00
Senior Clerk	1.00	-	-	-	-	-	-	-	1.00
Support Services Assistant	1.00	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	4.00
Police Assistant	8.00	-	-	-	-	-	-	-	8.00
Parking Control Officer	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Police Total	52.00	-	-	-	-	-	-	-	52.00
Fire Department									
Deputy Fire Chief	1.00	-	-	-	-	-	-	-	1.00
Fire Captain	3.00	-	-	-	-	-	-	-	3.00
Fire Engineer	6.00	-	-	-	-	-	-	-	6.00
Firefighter/Paramedic	9.00	-	-	-	-	-	-	-	9.00
Fire Total	19.00	-	-	-	-	-	-	-	19.00

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	210 Sewer	215 LLMD	227 CRA	230 Gas Tax	500 Water	Total
Public Works									
Public Works Director	0.25	-	-	0.20	-	-	0.05	0.50	1.00
Deputy Public Works Director	0.85	-	-	0.10	-	-	0.05	-	1.00
Public Works Manager	0.40	-	-	0.10	0.20	-	0.30	-	1.00
Associate Civil Engineer	0.50	-	-	0.20	0.30	-	-	-	1.00
Engineering Assistant	0.50	-	-	0.20	0.30	-	-	-	1.00
Public Works Assistant	0.70	-	-	0.10	0.10	-	0.10	-	1.00
Public Works Inspector	0.60	-	-	0.15	-	-	0.15	0.10	1.00
Parks Supervisor	0.50	-	-	-	0.50	-	-	-	1.00
Facilities Maintenance Supervisor	0.70	-	-	-	0.30	-	-	-	1.00
Street Supervisor	-	-	-	0.50	-	-	0.50	-	1.00
Electrician	0.50	-	-	-	-	-	-	0.50	1.00
Senior Maintenance Worker	0.20	-	-	-	0.80	-	1.00	-	2.00
Building Maintenance Worker	1.00	-	-	-	-	-	-	-	1.00
Maintenance Worker I/II	1.00	-	-	1.00	0.50	-	2.50	7.00	12.00
Management Assistant	0.40	-	-	0.15	-	-	0.20	0.25	1.00
Water Operations Manager	-	-	-	-	-	-	-	1.00	1.00
Water Production/Treatment Operator	-	-	-	-	-	-	-	3.00	3.00
Public Works Total	8.10	-	-	2.70	3.00	-	4.85	12.35	31.00
Planning & Building									
Planning & Building Director	0.95	-	-	-	-	0.05	-	-	1.00
Senior Planner	0.85	-	-	-	-	0.15	-	-	1.00
Associate Planner	1.00	-	-	-	-	-	-	-	1.00
Community Improvement Coordinator	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Planning & Building Total	4.80	-	-	-	-	0.20	-	-	5.00
Library									
City Librarian	1.00	-	-	-	-	-	-	-	1.00
Senior Librarian	3.00	-	-	-	-	-	-	-	3.00
Librarian	2.00	-	-	-	-	-	-	-	2.00
Library Technical Assistant	1.00	-	-	-	-	-	-	-	1.00
Library Clerk I	1.00	-	-	-	-	-	-	-	1.00
Library Clerk II	1.00	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	1.00
Library Total	10.00	-	-	-	-	-	-	-	10.00
Community Services									
Community Services Director	0.90	0.07	0.03	-	-	-	-	-	1.00
Community Services Supervisor	1.50	0.50	-	-	-	-	-	-	2.00
Community Services Coordinator	1.00	-	1.00	-	-	-	-	-	2.00
Program Specialist	1.00	-	1.00	-	-	-	-	-	2.00
Transportation Driver	-	-	2.00	-	-	-	-	-	2.00
Community Services Total	4.40	0.57	4.03	-	-	-	-	-	9.00
Total	131.34	0.58	4.04	3.39	3.00	1.29	4.85	18.51	146.00

Glossary of Budget Terms

APPROPRIATION

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

ASSESSED VALUATION

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

AUDIT

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

BEGINNING/ ENDING

(UNAPPROPRIATED) FUND BALANCE

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

BOND

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

BUDGET

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

CAPITAL IMPROVEMENT

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

CAPITAL IMPROVEMENT PROGRAM

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

CAPITAL OUTLAY

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

CAPITAL PROJECTS

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

CITY MANAGER'S BUDGET MESSAGE

A general discussion of the budget and related financial issues.

DEBT SERVICE

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

DEBT SERVICE REQUIREMENTS

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

DEFICIT

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

DEPARTMENT

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

DIVISION

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

Glossary of Budget Terms

ENCUMBRANCE

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

ENTERPRISE FUND

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

EXPENDITURE

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

EXPENSE

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

FISCAL YEAR

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

FUND

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

FUND BALANCE

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

GENERAL FUND

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

GOVERNMENTAL FUND

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

GRANT

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

INTERFUND TRANSFERS

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

MATERIALS, SUPPLIES AND SERVICES

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

MUNICIPAL CODE

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

OBJECTIVES

The expected results or achievements of a budgeted activity.

Glossary of Budget Terms

OPERATING BUDGET

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

ORDINANCE

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

PROGRAM

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

RESERVE

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

RESOLUTION

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

RETAINED EARNINGS

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

REVENUES

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

SALARIES, WAGES and EMPLOYEE BENEFITS

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

SPECIAL REVENUE FUNDS

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

Description Of Funds

General Fund

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

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

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

Special Revenue Funds

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

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

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

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

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

Description Of Funds

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

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

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

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

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

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

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

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

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

232-County Park Bond – To account for the revenues and operation expenses for the County Park Bond.

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

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

Description Of Funds

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

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

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

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

272, 273 & 274-Federal and State Grant Funds – To account for the operations of various federal and state grants, COPS grants, Homeland Security grants, and the California Law Enforcement Equipment Purchase (CLEEP) grants.

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

276- Historic Preservation Grant – To account for the operations of the Historic Preservation Grant.

280- Public Library Fund – To account for grants received from the State of California for library improvements and programs.

Enterprise Funds

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

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

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

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

550-Public Financing Authority Fund – To account for proceeds from the 2009 and 2013 Water Bond issuances. Proceeds from the bonds are to be used solely for water capital projects, and funds will be transferred over to the Water Fund as project expenses are drawn down.

Capital Projects Funds

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

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

Basis Of Budget Accounting

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

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

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

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

City Profile

General Information Of The City

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

History Of The City

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

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

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

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

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

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

Budget Resolutions

RES. VOL. 50

PAGE 72

06/17/15

RESOLUTION NO. 7403

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2015-16 BUDGET

WHEREAS, the City Manager has submitted to the City Council a proposed budget for the Fiscal Year 2015-16 and said budget has been considered in public sessions on April 29, 2015, May 20, 2015, and June 17, 2015.

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

SECTION 1. That the budget proposed by the City Manager, attached hereto, for the Fiscal Year commencing on July 1, 2015, with proposed revenues and transfers in from other funds totaling \$61,095,647, and expenditures and transfers out to other funds totaling \$73,567,202, is hereby approved, adopted and appropriated.

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

SECTION 3. The City Council does hereby authorize and approve the commitment of General Fund Balance for the following specific purposes: Arroyo Golf Course / Bike Trail, Legal Services, Maintenance Yard / Community Center, Renewable Energy Sources, Retiree Pension Benefits, Retiree Health Benefits, Emergency Operations Center, Library Expansion, Tree Replacement and Management, Sidewalk Improvements, CalTrans Vacant Lot Purchases, Monterey Road Improvements, and General Plan / Mission St. Specific Plan, and that committed amounts cannot be used for any other purpose unless the City Council removes or changes the specific use through the same formal action taken to establish the commitment.

SECTION 4. The City Council does hereby authorize and approve the number and classification of employees in the respective functions, departments and/or activities as set forth in the Fiscal Year 2015-16 Budget.

SECTION 5. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

Budget Resolutions

RES. VOL. 50

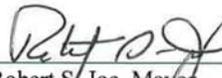
PAGE 73

06/17/15

RESOLUTION NO. 7403

Page 2

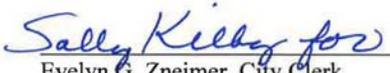
PASSED, APPROVED AND ADOPTED ON this 17th day of June, 2015.



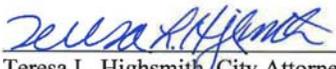
Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:



Evelyn G. Zneimer, City Clerk
(seal)



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 17th day of June, 2015, by the following vote:

AYES: Cacciotti, Khubesrian, Mahmud, Schneider, and Mayor Joe

NOES: None

ABSENT: None

ABSTAINED: None



Evelyn G. Zneimer, City Clerk
(seal)

GANN Limit

RES. VOL. 50

PAGE 62

06/17/15

RESOLUTION NO. 7401

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,
DETERMINING AND ESTABLISHING AN APPROPRIATIONS
LIMIT FOR FISCAL YEAR 2015-16 IN ACCORDANCE WITH
ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION
AND GOVERNMENT CODE SECTION 7910**

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

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

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

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

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

WHEREAS, said Appropriations Limit must be adhered to in preparing and adopting the City of South Pasadena's (City) annual Budget.

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

SECTION 1. In compliance with Article XIII B of the Constitution of the State of California, and Government Code Section 7910, the City hereby establishes the City's Appropriation Limit for the Fiscal Year (FY) 2015-16 to be \$22,668,534.

SECTION 2. In the computation of such limits, the City selected population factors for Los Angeles County, not those of South Pasadena, for use in FY 2015-16.

GANN Limit

RES. VOL. 50

PAGE 63

06/17/15

RESOLUTION NO. 7401

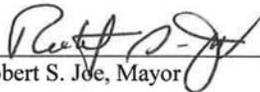
Page 2

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

SECTION 4. Said Appropriation Limit shall be adhered to in the City's FY 2015-16 Budget.

SECTION 5. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 17th day of June, 2015.


Robert S. Joe, Mayor

ATTEST:

APPROVED AS TO FORM:


Evelyn G. Zneimer, City Clerk
(seal)


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 17th day of June, 2015, by the following vote:

AYES: Cacciotti, Khubesrian, Mahmud, Schneider, and Mayor Joe

NOES: None

ABSENT: None

ABSTAINED: None


Evelyn G. Zneimer, City Clerk
(seal)

GANN Limit

Exhibit A
South Pasadena
Appropriations (Gann) Limit Calculation
 Fiscal Year 2015-16

I Appropriation Limit

Prior Year, 2014-15 Adopted Limit		\$21,656,871
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0382	
Change in L.A. County Population (Note 2)	1.0082	1.04671324
Current Year, 2015-16 Appropriation Limit		\$22,668,534

II Appropriations Subject to Limit

Projected 2015-16 Revenues, All City Funds		\$45,560,053
Less: Non-Proceeds of Taxes (See Exhibit B)		(25,096,232)
Less: Exclusions (See Exhibit C)		(366,733)
Total City Appropriations Subject to Limit		\$20,097,088

III Amount Over/(Under) Limit (I - II) (\$2,571,446)

IV Total City Appropriations as a % of Limit 88.66%

Note 1: Change in California per capita income, 3.82%, exceeds the change in assessed valuation due to nonresidential new construction, 0.66% (provided by HdL).

Note 2: County of Los Angeles population growth, 0.82%, exceeds South Pasadena population growth, 0.58%. Total City population as of January 1, 2015 is 26,174.

GANN Limit

Exhibit B

Non-Proceeds of Taxes

Fiscal Year 2015-16

	<u>Proceeds of Taxes</u>	<u>Nonproceeds of Taxes</u>	<u>Total</u>
101 General Fund			
Property Tax	9,937,850		9,937,850
Library Special Tax	230,000		230,000
Sales Tax	2,005,995		2,005,995
Sales Tax "In Lieu"	276,005		276,005
PSAF Sales Tax (Exempted by Statute)		249,000	249,000
Business License Tax	400,000		400,000
Utility Users Tax	3,660,000		3,660,000
Vehicle License Fee			0
Property Tax - VLF/Swap	2,487,898		2,487,898
Franchise Fees		799,000	799,000
Real Property Transfer Tax	120,000		120,000
Licenses/Permits		585,820	585,820
Fines/Penalties		332,000	332,000
Rentals		418,384	418,384
State, Federal & Local Reimb/Grants		17,000	17,000
Fees & Charges		2,398,810	2,398,810
Workers' Comp. Reimbursement		20,000	20,000
Liability Reimbursement		20,000	20,000
Reimbursement - Sewer/LLD/CRA/Water		505,155	505,155
Recycling		100,000	100,000
Other Revenues		97,000	97,000
Total General Fund	19,117,748	5,542,169	24,659,917
Other Funds			
201 MTA Pedestrian Improvement Fund		0	0
205 Local Transit (Prop A)	469,698	21,000	490,698
207 Local Transit (Prop C)	389,602	20,000	409,602
210 Sewer (Enterprise Fund)		1,304,000	1,304,000
211 CTC Traffic Improvement		0	0
215 Lighting and Landscape Maintenance		895,000	895,000
217 PEG Fees		20,000	20,000
218 Clean Air (AB2766)		30,000	30,000
220 Parking and Business Improve. Tax	140,000	0	140,000
226 Mission Meridian Parking Garage		0	0
230 State Gas Tax (Applied to State's Limit)		557,015	557,015
232 County Park Bond		0	0
233 Measure R	292,205	0	292,205
238 MSRC Grant Fund		0	0
245 Bike & Pedestrian (SB821)		16,586	16,586
255 Capital Growth		32,000	32,000
260 CDBG		0	0
270 Asset Forfeiture		0	0
272 State COPS Grants		100,000	100,000
274 Homeland Security Grant		0	0
275 Park Impact Fees		30,000	30,000
295 Arroyo Seco Golf Course (Enterprise)		1,165,325	1,165,325
310 Sewer Capital Projects (Enterprise)		6,000,000	6,000,000
500 Water (Enterprise Fund)		9,294,000	9,294,000
Total Other Funds	1,291,505	19,484,926	20,776,431
Subtotal All Funds	20,409,253	25,027,095	45,436,348
Interest Earnings	54,568	69,137	123,705
Total All Funds	20,463,821	25,096,232	45,560,053

GANN Limit

Exhibit C

Excluded Costs

Fiscal Year 2015-16

Category	Amount
Federal Mandates	
Social Security/Medicare	200,425
Non-Incidental Overtime - FLSA	105,000
	<hr/>
	305,425
Qualified Debt Service	
Debt Service - Fire Truck	61,308
	<hr/>
	61,308
Total Excluded Costs	366,733

GANN Limit

Exhibit D

Interest Earnings

Fiscal Year 2015-16

Category	Amount
Non-Interest Tax Proceeds	20,409,253
Exclusions	(366,733)
	<hr style="width: 100%; border: 0.5px solid black;"/>
	20,042,520
 Total Non-Interest Budget	 45,436,348
 Tax Proceeds as Percent of Budget	 44.11%
 Interest Earnings	 123,705
 Amount of Interest Earned from Taxes	 54,568
 Amount of Interest Earned from Non-Taxes	 69,137